

ADMINISTRATIVE PROCEDURES



Procedure Number: 54-1

Effective Date: 03/21/1997

Revision Date: _____

C. Dulubauy
County Administrator

SUBJECT: **NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM**

DEPARTMENT RESPONSIBLE: **Department of Transportation**

I. STATEMENT

In recent years, the Pima County Department of Transportation (PCDOT) has regularly received requests from residents living adjacent to low speed (25 mph posted speed limit), local residential streets to address two traffic operational problems. The most common request is to reduce the speed of traffic, which in some cases is traveling 10 to 15 mph above the posted speed limit. These residents are primarily concerned about safety. The second request is to reduce the number of motorists using a particular local residential street to bypass congestion on the arterial street system. Other communities in Arizona and elsewhere have successfully addressed these problems using neighborhood traffic management programs. Because these problems are so widespread throughout Pima County (the County), Board of Supervisors Policy No. 54.4 was approved on January 21, 1997 to initiate a neighborhood traffic management program for the unincorporated area of the County.

The program documented in these administrative procedures will provide a working environment within the County staff and the residents of individual neighborhoods or street or groups of streets (benefit areas) may create a partnership to develop and finance roadway improvements. Success of this program will depend on fruitful meeting with the residents. This will necessitate strict compliance with Board of Supervisors Policy No. C 3.5 "Notification to Board of Supervisors of Public Meetings to be Held in Their District".

II. APPLICATION

The streets targeted for the Neighborhood Traffic Management Program (NTMP) shall be local residential streets with 25 mph posted speed limits.

III. PROCEDURE

Phase 1 - Initiation and Evaluation Activities

- A. A representatives(s) of the neighborhood residents will contact PCDOT in order to discuss the neighborhood traffic problems.

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- B. The NTMP will be explained to the neighborhood representative(s). A documentation package explaining the program in greater detail will be given to the neighborhood representative(s) for information dissemination in the neighborhood.
 - C. If the neighborhood residents want to participate in the NTMP after reviewing the program documentation, a program application and a petition supporting participation in the NTMP shall be submitted to PCDOT. The petition supporting participation in the MTMP must be signed by 60 percent of the property owners in the neighborhood/benefit area or along the individual street (if only one street is involved). Only one signature per property will be allowed on this petition and on other petitions or approval sign-off forms required by these administrative procedures.
 - D. The PCDOT staff will perform an evaluation of the neighborhood traffic problems. Once this has been completed, the PCDOT staff will discuss the conclusions of the evaluation with the representative(s) of the neighborhood.
 - E. If neighborhood traffic problems cannot be substantiated, no further action will be taken by the PCDOT staff, other than minor traffic control device modifications if necessary, and the program procedure will be terminated.

Phase 2 - Traffic Management Plan Development Activities

- A. If neighborhood traffic problems do exist, development of a traffic management plan will be initiated. The improvements included in the traffic management plan may be minor traffic control device modifications or they may be major geometry modifications. The development of the traffic management plan will be a cooperative effort involving the PCDOT staff and an ad hoc committee representing the residents of the neighborhood/benefit area or the individual street. Representatives of the local school district and the emergency service providers serving the area will be consulted as this phase progresses. It will be the responsibility of the ad hoc committee to keep the other neighborhood residents informed of the status of the traffic management plan. The PCDOT staff will be responsible for preparing all documentation related to the traffic management plan.
- B. If the traffic management plan appears to adversely affect the traffic conditions of an adjacent neighborhood or a nearby street, steps will be taken to expand the study area to include the affected neighborhood or street or to modify the traffic management plan to eliminate these adverse effects. However, if the study area is modified, the residents of the expanded area must be represented on the ad hoc committee.
- C. After the traffic management plan has been prepared, it will be submitted for approval to the Director of PCDOT and the ad hoc committee representing the residents of the neighborhood(s)/benefit area or the individual street(s) affected.

- D. Before the NTMP can advance to the next phase, the traffic management plan must be formally approved by 60 percent of the property owners of the neighborhood(s)/benefit area or the individual streets(s) affected. A petition or an approval sign-off form will be used to document this approval.

Phase 3 - Trial Period Activities

- A. Whenever possible, the traffic management plan will be implemented on a trial basis for a 60 day period. Speed humps, however, will not be installed on a trial basis. This will allow the residents and the PCDOT staff to determine the effectiveness of the traffic management plan modifications and the impact of the modifications on nearby streets and neighborhoods. The PCDOT staff will collect data to document the changes. If it is determined by either the PCDOT staff or the ad hoc committee that the traffic management plan is not performing satisfactorily, it may be abandoned or modified or a completely new traffic management plan may be developed.
- B. If it is determined by both the PCDOT staff and the ad hoc committee that the traffic management plan is performing satisfactorily, it will be presented for approval to the property owners of the neighborhoods(s)/benefit area or the individual street(s) affected. Sixty (60) percent of the property owners of the neighborhood(s) benefit area or the individual street(s) affected must approve the traffic management plan in order for the modification to be made permanent. A petition or a approval sign-off form will be used to document this approval.
- C. If the traffic management plan involves only traffic control signing and pavement marking modifications (no geometry modifications), the signs and pavement marking that were installed and applied on a trial basis will remain in place permanently. The program will terminate at this point.
- D. If the traffic management plan involves geometry modifications, e.g., speed humps and traffic circles, the property owners will be required to form an improvement district or to provide a direct contribution to finance the design and construction activities.

Phase 4 - Geometry Modification Design and Construction Activities

- A. If the property owner so choose, they may finance the geometry modification design and construction activities by forming an improvement district. All proceedings related to the improvement district and its formation shall conform to Arizona Revised Statutes (ARS) §48-901 et seq.
- B. All costs associated with the improvement district, including the administration, design, and construction activities, will be assessed against the properties within the improvement district, pursuant to ARS § 48-901 et seq.
- C. During the construction phase, inspection of the improvement will be performed by the PCDOT staff and will be paid for by the improvement district.

- D. If the property owners so choose, they may finance the geometry modifications design and construction activities by a direct contribution to Pima County. The direct contribution to Pima County may be reduced to the cost of inspection if the property owners arrange for their own contractor to construct the improvement to Pima County specifications.

Phase 5 - Maintenance Activities

- A. If the traffic management plan involves only traffic control signing and pavement marking modifications, PCDOT will perform regular maintenance to these traffic control devices at no additional cost to the property owners.
- B. If the traffic management plan involves geometry modifications, PCDOT will be responsible for all the maintenance activities related to the improvement implemented in Phase 3 and Phase 4 at no additional cost to the property owners.

IV. RESPONSIBILITIES

The staff of the Transportation Systems Division/Traffic Engineering Section will assume the leadership role in this program. It is this staff that will be meeting with the residents, evaluating the neighborhood traffic problems, guiding the development of solutions, and providing coordination with the staffs of other PCDOT Divisions.

The staff of the Director's Office/Community Relations Section will provide assistance to organize and facilitate any large meetings of neighborhood residents.

The staff of the Field Engineering Division will provide construction inspection and materials testing services.

The staff of the Maintenance Operations Division/Traffic Operations Section will provide minor assistance in the development of solutions to neighborhood traffic problems and perform traffic control signing and pavement marking work tasks.

The staff of the Real Property Division/Improvement District Section will direct the formation of improvement districts, if required.

V. Comments

Reference: Board of Supervisors Policy No. F 54.4

VI. Sunset Provision

This administrative procedure will be reviewed for continuance in conjunction with the review of Board of Supervisors Policy No. F 54.4 by April 30, 1998.