

Traffic Engineering  
Transportation & Streets  
Department

7447 E. Indian School Road  
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Scottsdale, Arizona 85251

480-312-7250



# Neighborhood Traffic Management Policy

Updated: April 2021





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## **NEIGHBORHOOD TRAFFIC MANAGEMENT POLICY**

Policy approved by Transportation Commission

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## POLICY GOALS AND OBJECTIVES

This policy defines the procedures and criteria involved in the city of Scottsdale's Neighborhood Traffic Management Program (NTMP). The goal of the NTMP is to resolve neighborhood vehicle speeding and safety concerns by achieving better speed limit compliance on residential, local and minor collector streets and to ensure that the needs of all stakeholders are met. The NTMP aims to achieve this goal by incorporating the following:

- Specific traffic volume and speed criteria that define acceptable standards for local streets
- Consideration of distinct traffic and neighborhood features, such as the following:
  - High volume of pedestrians or bicycles
  - Adjacent parks, schools, or community centers
  - Very high speeds with very low traffic volume
- Review and approval of project plans by the Fire Department, Police Department, Water Department and Public Works Department
- Review and approval of projects that advance past the petition phase by the Transportation Commission
- Notification and outreach to affected areas

## PROGRAM COMPONENTS

Recognizing that there is no one-size-fits-all solution to speed concerns, the NTMP takes a comprehensive approach. The NTMP consists of two components--neighborhood speed awareness and neighborhood traffic calming--that encompass the three "Es" of traffic safety: education, enforcement and engineering.

### **Neighborhood Speed Awareness (Education and Enforcement)**

The neighborhood speed awareness component focuses primarily on education and enforcement. For example, residents are encouraged to educate their neighbors about speeding concerns through the process of filling out a Letter of Interest Form (see page 10). Other residents can sign the form to show their support for initiating the NTMP in their neighborhood. Residents can also request a temporary speed feedback sign to educate drivers about their travel speeds and speed limits in the neighborhood. Finally, residents can request an hour of police patrol to both enforce speeds and educate drivers.

### **Neighborhood Traffic Calming (Engineering)**

The neighborhood traffic calming component focuses primarily on engineering. Once the Letter of Interest Form has been provided to the Transportation and Streets Department, the city will collect traffic volume and speed data to compare with policy criteria for potential installation of permanent or semi-permanent traffic calming devices. A resident may also request changes to traffic signs and markings on their street, which may not require collection of traffic data.

## NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM - STEP BY STEP

### Step 1 – Contact the city.

The resident must initiate contact with the city, either by submitting an online [ScottsdaleEZ](#) request or by directly contacting the Transportation and Streets Department.

### Step 2 – Discuss concerns and potential solutions with city staff.

A member of city staff will reach out to the resident to acquire more details about the concern and discuss potential solutions and policy criteria.

### Step 3 – Collect signatures on a Letter of Interest Form and submit it to the city.

If city staff indicates that initial criteria for traffic calming are met and the resident wishes to pursue permanent or semi-permanent traffic calming, the resident must submit a completed Letter of Interest Form (see page 10) to staff to initiate a formal study of traffic conditions. The Letter of Interest Form must include signatures from at least 10 current residents or property owners or from at least 50% of the residents or property owners along the street section under consideration for traffic calming.

### Step 4 – Review traffic data.

City staff collects and processes traffic data and then sends a formal email to the resident documenting the outcome of the data collection and whether it meets policy criteria for the requested traffic calming device(s).

### Step 5 – Initiate a neighborhood petition.

If the street segment meets policy criteria, city staff and the resident work together to create a concept plan, define the affected and notification areas, and create a petition form. The resident will then be responsible for acquiring signatures from a minimum of 70% of the addresses within the affected area and 100% of the addresses within 50 feet of proposed traffic calming devices. Refer to the petition process section on page 8 for more details.

### Step 6 – Obtain Transportation Commission approval for construction of the project.

The final step requires approval of the project by the Scottsdale Transportation Commission. City staff will prepare a presentation of all relevant information related to the project and request approval for construction of the project from the commission. Construction will be completed at no direct cost to the resident.

## BENEFITS AND DEFICIENCIES OF TRAFFIC CALMING

Before requesting permanent or semi-permanent traffic calming devices, it is important for the resident to understand all potential benefits and deficiencies of these devices.

### Potential Benefits of Traffic Calming

Below are expected potential benefits of traffic calming devices. However, benefits are not guaranteed and what some may see as a benefit, others may see as a drawback.

- Substantially reduces number of vehicles traveling more than 35 mph
- Noticeably reduces number of vehicles traveling more than 30 mph
- May noticeably reduce number of vehicles traveling on a street
- Present 24 hours-per-day, 365 days-per-year
- Enhanced neighborhood appeal
- Improved comfort for bicycles and pedestrians
- Increased driver awareness



### Potential Deficiencies of Traffic Calming

Along with the potential benefits of traffic calming devices, there are also some potential deficiencies. Again, not everyone will see all of these as deficiencies.

- Continued vehicle speeds over 35 mph
- May delay emergency vehicle response
- Increased vehicle noise
- Requirement of some residents to travel through speed calming devices whenever they drive to or from home
- May result in debris accumulation
- May detract from neighborhood appeal
- May impact driveway access

### TRAFFIC CALMING CRITERIA BY DEVICE TYPE

Specific criteria and conditions must be met for each type of permanent or semi-permanent traffic calming device to be installed in the city of Scottsdale.

#### Vertical Realignment Criteria (Speed Cushions or Speed Tables)

- The street segment being considered for traffic calming is 660 to 5,280 feet in length.
- The street is paved.
- The street is planned for only one through motor vehicle lane per direction.
- The street has 500 to 3,000 vehicles per day.
- The following two speed conditions are met:
  - At least 40% of traffic travels at speeds of 5 mph or more above the speed limit.
  - At least 20% of traffic travels at speeds of 10 mph or more above speed limit.
- Taking both sides of the street into consideration, the street has more than 50% direct residential access. Exceptions may be given to streets adjacent to a school or park or to streets designated as a pedestrian or bicycle route.

#### Horizontal Realignment Criteria (Median or Side Islands)

- The street segment being considered for traffic calming is 660 to 5,280 feet in length.
- The street is paved.
- The street is planned for only one through motor vehicle lane per direction.
- The street has 500 to 3,000 vehicles per day.
- The following two speed conditions must be met:
  - At least 40% of traffic travels at speeds of 5 mph or more above the speed limit.
  - At least 20% of traffic travels at speeds of 10 mph or more above speed limit.
- Taking both sides of the street into consideration, the street has more than 50% direct residential access. Exceptions may be given to streets adjacent to a school or park or to streets designated as a pedestrian or bicycle route.
- The street does not qualify or is unacceptable for vertical re-alignment.

## Speed Feedback Sign Criteria and Conditions

- The street has 1,000 or more vehicles per day.
- The following two speed conditions must be met:
  - At least 30% of traffic travels at speeds of 5 mph or more above the speed limit.
  - At least 15% of traffic travels at speeds of 10 mph or more above speed limit.
- Conditions where a speed feedback sign is not appropriate:
  - Speed feedback signs should not be installed on a significant horizontal or vertical curve.
  - Solar speed feedback signs should not be installed in areas with low sunlight.
- Speed feedback signs are considered semi-permanent solutions and may be relocated after a period of three years if they are deemed to be ineffective.
- The use of speed feedback signs is subject to the availability of Neighborhood Traffic Management program funds, and locations will be determined by priority if sufficient funds do not exist.
- Due to the high visibility of speed feedback signs, effort shall be made to locate the sign where it creates the least impact to surrounding property owners. Before installation all property owners within visual proximity of the proposed sign location shall be notified. If staff receives concerns, then a determination will be made as to whether the sign should be relocated or not installed.

## Route Restricting Traffic Calming Criteria

- Adjacent non-residential routes can accommodate diverted traffic.
- The street segment is 0.5 to 2 miles in length.
- The street is paved.
- The street is planned for only one through motor vehicle lane per direction.
- The street has 500 to 2,000 vehicles per day.
- The following two speed conditions must be met:
  - At least 40% of traffic travels at speeds of 5 mph or more above the speed limit.
  - At least 20% of traffic travels at speeds of 10 mph or more above speed limit.
- Taking both sides of the street into consideration, the street has more than 50% direct residential access. Exceptions may be given to streets adjacent to a school or park, or to streets designated as a pedestrian or bicycle route.

## PETITION PROCESS

The petition process is largely driven by the resident with support from city staff and is the last major hurdle before project implementation. Below is a list of roles and responsibilities for completing the petition:

- City staff determines notification and affected areas.
- City staff provides resident(s) with the following:
  - Petition form with proposed traffic calming project plan on back
  - Information packet
  - Notification area map(s)
- City staff includes specific project information on city website.
- City staff posts project notification signs at identified street or neighborhood entry that includes city website project information.
- Resident(s) circulates petition in affected area and returns petition to the city.
- City staff evaluates petition to make sure the following conditions are met:
  - 70% of addresses (either owners or long-term tenants) in affected area must sign. One signature is allowed per household or property.
  - Vacant homes or properties are excluded from affected area and petition.
  - 100% of addresses (either owner or long-term tenants) within 50 feet of proposed traffic calming devices must sign petition.
- City staff may contact individual signatories.

The city typically defines the affected area(s) and notification area(s) as follows:

### Affected Area

- Residents adjacent to the street
- Residents/institutions/businesses adjacent to the street that have no alternative route
- Residents that are most likely to choose the route being considered for traffic calming for access to their home
- Residents that are not separated from the area by a minor collector or larger designated street

### Notification Area

- The affected area
- Residents on streets likely to experience increases in traffic volumes or travel speeds of 10% or more due to traffic calming implementation
- Residents on streets within  $\frac{1}{4}$  to  $\frac{1}{2}$  mile of the street(s) being considered for traffic calming implementation
- Residents that are not separated by a major collector or larger designated street
- Drivers/other users of the street notified by driver-visible signage posted on streets proposed for devices



## PROJECT PRIORITIZATION

Construction of approved traffic calming projects will be based upon available funding and the following prioritization factors in order of importance:

- Percentage of speeding vehicles
- Daily traffic volume
- Street is adjacent to a school or park or adjacent to a designated pedestrian or bicycle route.

The Transportation Commission will determine which projects are priorities if there is limited funding available for project requests.

## DEVICE REMOVAL OR MODIFICATION

Requests to remove traffic calming devices can be made no earlier than 12 months after the project has been completed. The process to remove the traffic calming devices is the same as the petition process to install the devices. Exceptions may be made by the Transportation Commission or City Council.

Requests for modifications to a traffic calming project can be made at any time to the Transportation Department. The traffic engineering manager will determine if a petition process is necessary for a requested modification. Installing additional traffic calming devices to an existing project may be considered if the street qualifies for the speed and volume criteria 12 months after project completion.

A device may be removed or modified if it causes stormwater or emergency response issues or if it has adverse impacts on adjacent streets.

## TRAFFIC CALMING APPROVAL ON PRIVATE STREETS

Private communities may decide to install traffic calming devices on private streets at their own discretion. However, private communities must still involve the city in the planning and development process of traffic calming projects. The city may have rights or easements on a private street, or city services to that private community may be impacted. The private community must follow the steps below:

- Contact the Scottsdale Transportation and Streets Department to discuss the traffic calming effort.
- Submit detailed plans for the traffic calming installation to the city's [One Stop Shop](#) for review. These plans will then be reviewed by the city's Police Department, Fire Department, Transportation and Streets Department, and Stormwater.
- Once the plans are approved and a permit is issued, construction may begin.
- Construction is accomplished without city of Scottsdale funding.

### Neighborhood Traffic Management Program Letter of Interest Form

**FROM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

We, the undersigned, are interested in neighborhood traffic management for the following street. Please submit a separate form for each street. Please only one signature per address.

**Street:** \_\_\_\_\_ **from** \_\_\_\_\_ **to** \_\_\_\_\_

	<u>PRINTED NAME</u>	<u>ADDRESS</u>	<u>E-MAIL OR PHONE</u>	<u>SIGNATURE</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____
7)	_____	_____	_____	_____
8)	_____	_____	_____	_____
9)	_____	_____	_____	_____
10)	_____	_____	_____	_____

Return to: Scottsdale Transportation and Streets Department, 7447 E. Indian School Rd., Suite 205, Scottsdale, AZ 85251 480-312-7696

Transportation Department - received by: \_\_\_\_\_

Date: \_\_\_\_\_



## Neighborhood Traffic Management Program Petition

Street: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Residents of your neighborhood requested traffic calming shown on the back of this petition. The Scottsdale Transportation and Streets Department requests resident approval of the installation. The city of Scottsdale Neighborhood Traffic Management Program will fund this installation.

Signatures must be either the property owner's or property resident's, and the signer must be 18 years old or older. Only one signature per property.

The city of Scottsdale Neighborhood Traffic Management Program is available for review at <https://www.scottsdaleaz.gov/transportation/streets/traffic-management>. By signing, those named below support the neighborhood traffic management plan shown on the back of this petition. For additional information, contact Scottsdale Traffic Engineering at 480-312-7696.

	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>DATE</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____
7)	_____	_____	_____	_____
8)	_____	_____	_____	_____
9)	_____	_____	_____	_____
10)	_____	_____	_____	_____
11)	_____	_____	_____	_____
12)	_____	_____	_____	_____
13)	_____	_____	_____	_____
14)	_____	_____	_____	_____
15)	_____	_____	_____	_____
16)	_____	_____	_____	_____

Petitions without map on reverse will not be accepted.

Petition circulator: \_\_\_\_\_

Transportation Department received: \_\_\_\_\_



Figure 1, Figure 2, and Figure 3 provide hypothetical examples of affected areas and notification areas for small, medium, and large neighborhoods.

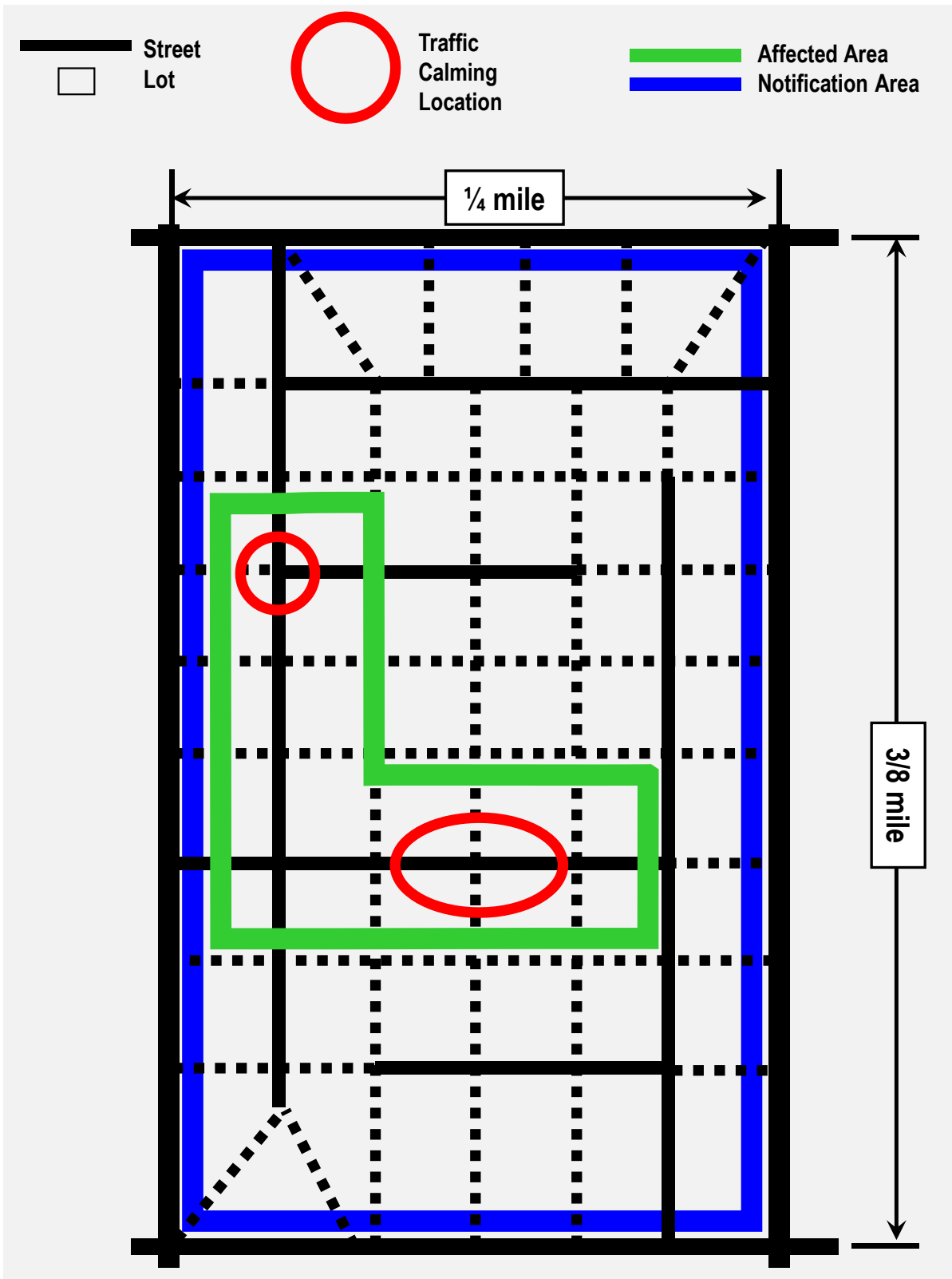


Figure 1: Affected and Notified Areas for Small Neighborhood

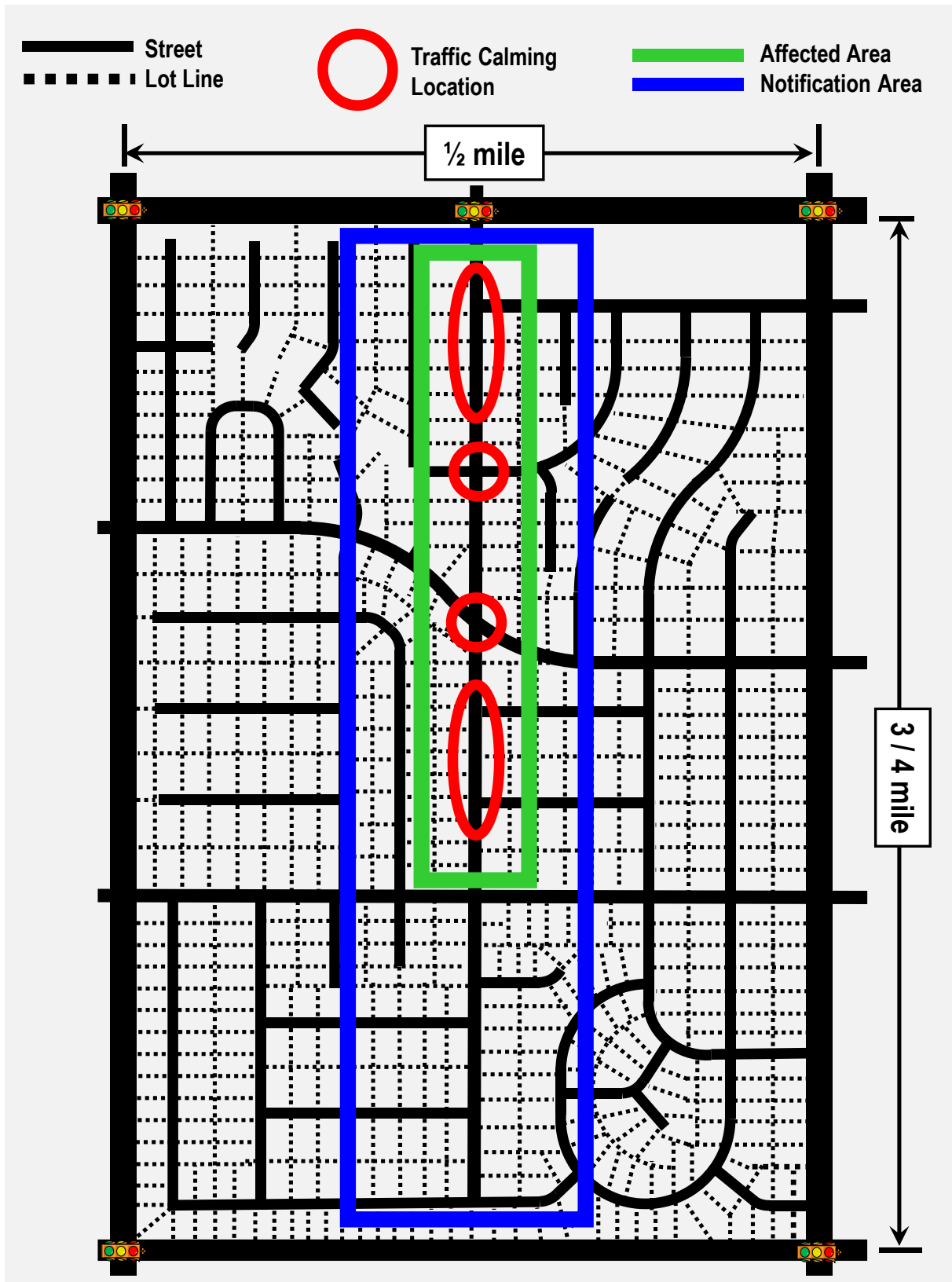


Figure 2: Affected and Notified Areas for Medium Neighborhood

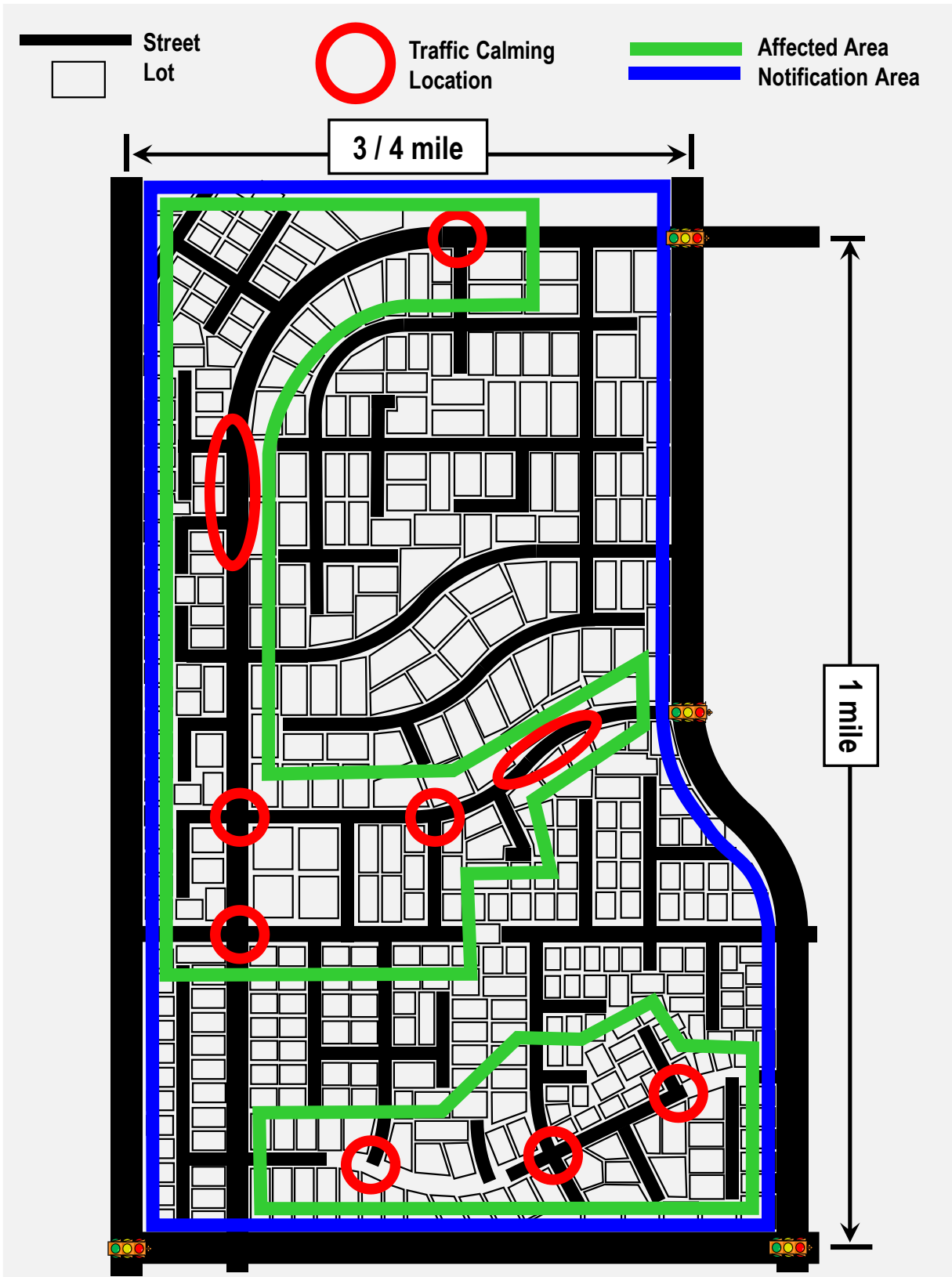


Figure 3: Affected and Notified Areas for Large Neighborhood