



City of Bentonville Residential Traffic Management Policy

A. Purpose

A common concern of neighborhood residents is the volume and speed of traffic on local residential streets. Traffic calming techniques are designed to help address these concerns. They use a combination of primarily physical measures to reduce speeds, reduce the number of vehicles, and improve road safety for all users.

The purpose of this policy is to establish a process by which neighborhood residents can seek traffic calming measures on residential and local streets. This policy shall not be deemed to limit the authority of the city to remedy problems on their own initiative.

B. Applicability

The following criteria must be met in order to be considered for traffic calming measures:

1. Street shall be residential in nature and classified as a residential or local on the Master Street Plan.
2. Street shall be a public street.
3. Street must not be classified as a primary route for emergency response vehicles which would produce significant evidence of emergency response delay.
4. Vehicular volumes meet or exceed 250 vehicles per day.
5. Changes in traffic flow will not result in unreasonable liability exposure to the City.
6. Changes in traffic flow will not divert significant amounts of traffic to other residential streets.

C. Traffic Calming Measures

The City's traffic management program involves three levels of traffic management and traffic calming measures. The measures are described briefly below. Detailed information is provided in the Traffic Calming Guidebook.

1. **Level 1 – Education and Awareness.** Level 1 traffic calming measures involve providing education about traffic and road safety and increasing awareness of posted speed limits and safety issues. These are the least intrusive and lowest cost measures and should be implemented first before proceeding to Level 2 or Level 3 measures. These measures include:
 - Discussions
 - Radar Trailer
 - Enforcement
 - Signage

2. **Level 2 – Minor Street Changes.** Level 2 measures result in minor changes to the street designed to help increase awareness and improve safety. These measures include:

- High Visibility Crosswalks
- Narrowing Lanes

3. **Level 3 – Major Street Changes.** Level 3 measures require major changes to the physical character of the street and are typically associated with higher costs. They are categorized by those that control speed and those that control volume. These measures include:

Speed Control

- Speed Hump
- Speed Table
- Raised Crosswalk
- Raised
- Intersection
- Textured Pavement
- Intersection Bulb-out
- Mid-block Choker
- Center Island Narrowing
- Traffic Circle

Volume Control

- Full Closures
- Half Closures
- Diagonal Diverters
- Median Barriers

D. Process for Residential Traffic Management

The following process will be used by the City to address requests for traffic calming measures:

1. **Application (Resident Responsibility).** Residents with concerns regarding traffic volume and speed within the neighborhood must complete and submit the Neighborhood Traffic Management Request Form to the Traffic and Signage Committee. The form must include a written description of the concerns and requires signatures from four (4) separate residents in the impacted area.
2. **Existing Condition Traffic Study (City Responsibility).** Once the City receives the Neighborhood Traffic Management Request Form, staff will conduct an Existing Condition Traffic Study to determine if the affected area meets the requirements shown in Table 1 and to determine the extent of the problem. The Existing Condition Traffic Study includes the study of three elements: volume, speed and accidents. The street must meet at least two of the requirements provided in Table 1: Existing Condition Traffic Study Requirements, below, in order to be considered for traffic calming measures.

Table 1 Existing Condition Traffic Study Requirements			
Study Element	Measurement	Department Responsible	Requirement for Traffic Calming Measures
Traffic Count	24 hour	Planning	250 vpd
Traffic Speed	4-hour sample, or 100 vehicles, whichever is first	Planning	50% of speeds recorded 7 miles or more above posted speed limit
Accident Records	Past 3 years	Police	Average 1.5 accidents per year

3. Level 1 Implementation.

- a. **Responsibilities.** If applicable, Level 1 traffic calming measures should be recommended first. Staff will make a recommendation to the residents of the suggested measures. The city and residents will share responsibility in implementing these measures, depending on the technique proposed.
- b. **Costs.** The City will be responsible for all costs associated with Level 1 traffic calming measures.
- c. **Evaluation.** If Level 1 is recommended, these measures will be evaluated for two (2) months. At the end of two months, the city will evaluate the measures by conducting the traffic count and documentation of traffic speeds as outlined in Table 1: Existing Condition Traffic Study Requirements. If data show conditions are the same or increases, the City may proceed with additional studies to determine appropriate Level 2 or Level 3 measures. If data show conditions are improved, no further action is required.

4. Level 2 / Level 3 Implementation.

- a. **Responsibilities.** If a Level 2 or Level 3 measure is proposed, the residents must submit a petition in accordance with E. Petition Requirements, below. If the petition meets all of the requirements, the City will then conduct a Traffic Impact Analysis of the proposed measure(s), as described in *F. Level 2 or Level 3 Traffic Impact Analysis*, below. Staff will present the findings at a meeting of the residents, discussing the advantages and disadvantages associated with the proposed measure(s). A vote at the meeting will identify the preferred strategy.

- b. **Cost.** Level 2 measures will be funded at a 50/50 cost share between the city and residents. This does not guarantee that the City will have funding available for its share at the time of the petition and may need to approve funding in future years. The property owners may wait until City funds are available or pay 100% of the costs. Any resident share of the funding shall be collected on a volunteer basis by the local residents and presented to the City prior to construction.

If Level 3 measures are to be implemented, City staff will make the request to City Council for approval and funding determination. The City may choose to fund 0% to 100% of the project costs. Again, this does not guarantee funding will be available at the time of the request. Any resident share of the project cost shall be collected on a volunteer basis by the local residents and presented to the City prior to construction.

- c. **Evaluation.** An evaluation of installed traffic calming measures will be conducted approximately 6 months after installation to determine whether the traffic calming measures have adequately addressed the traffic concerns.

5. **Appeal of Staff Decision.** If the city proposes no action based on the results of the Existing Condition Traffic Analysis, the applicant may appeal to the City Council within 21 days of the written notification. Such appeal shall be in writing, signed by the persons desiring to appeal, and shall state the reasons and basis of the appeal, listing any errors which formed the basis for staff decision. Streets that do not meet the qualifying criteria outline in *B. Applicability* above are not eligible for traffic calming measures and are not eligible for appeal.

6. **Traffic Calming Removal.** Residents wishing to remove an installed Level 2 or Level 3 traffic calming measure shall follow the same procedures as the installation process of the traffic calming measure, including the petition. If the request is made within one year of the installation of the Level 2 or Level 3 traffic calming measure, the residents' cost share for the removal will be the same proportion as the installation. The City may choose to remove an installed traffic calming measure at its own cost if emergency response is significantly impacted or if the initial problem has transferred to another street.

E. Petition Requirements

The following procedures shall be followed in order to submit a petition to the City for Level 2 or Level 3 traffic calming measures:

- 1. **Boundary.** The city will determine the affected area of the planned traffic calming improvement, which will be the area for petitioning. The affected area will be defined by those property owners where necessary travel routes to and from their residential property are to be altered by the proposed measure and properties that could be impacted by traffic

diversion cause by the traffic calming measure. The city will provide a map of the affected area along with property owner addresses.

2. **Petition Document.** The petition document used for circulation must include the following information and shall be approved by the City:

a. *Existing Condition Traffic Study.* Include a brief summary showing the results of the Existing Conditions Traffic Study.

b. *Description or Illustration of Proposed Measure(s).* The petition must include a statement and drawing describing the proposed traffic calming measure(s).

c. *Anticipated Costs.* The petition shall include a statement that all persons signing the petition acknowledge that it is the City's policy that residents may be responsible for costs directly associated with the design and construction of Level 2 or Level 3 traffic calming measure(s).

d. *Contact Information.* Each property owner who signs the petition must provide a current address and phone number.

3. **Signatures Needed.** The petition requesting a Level 2 traffic calming measure must have signatures of 80% of the property owners in the affected area as defined by the City. The petition requesting a Level 3 traffic calming measure must have signatures of 85% of the property owners in the affected area, as defined by the City.

4. **Review for Compliance.** The Community Development Department is responsible for reviewing all petitions to verify compliance with the above described requirements. Any petition not meeting these requirements will not be accepted for consideration and will be returned.

F. **Level 2 or Level 3 Traffic Impact Analysis.** The City will recommend and examine the technical feasibility and anticipated impacts of the proposed traffic calming measures. The analysis must address each of the following issues:

1. *Master Street Plan:* What is the classification of the street as shown on the currently adopted Master Street Plan?
2. *Existing Conditions:* What are the results of the Existing Condition Traffic Study?
3. *Effectiveness:* Does or will the proposed action address the specific traffic concern? See Traffic Calming Guidebook for potential impacts.
4. *Effect on Emergency Vehicle Response Time:* What is the extent of the impact on response time for emergency vehicles? Fire and Police must address this issue.

5. *Traffic Diversion.* Will the proposed traffic calming measure divert a significant amount of traffic onto adjacent roadways?
6. *Consideration for Other Users.* How does the proposed measure impact other road users, such as bicyclists and pedestrians?
7. *Noise Impacts.* Will the proposed measure result in extreme braking, or other noise caused by going over or around the device that could result in extreme noise pollution for residents near the device?
8. *Loss of Parking.* Will the proposed device result in an unacceptable loss of on-street parking?
9. *Visual Impact.* What is the impact of the proposed device to the visual quality of the neighborhood? Is there an opportunity for landscaping?
10. *Maintenance Costs.* What are the costs associated with maintaining the device and is the cost feasible? Cost estimates should include landscaping that requires regular maintenance, vandalism, street paving, striping, and replacement.



Neighborhood Traffic Management Process

