



TRAFFIC MANAGEMENT POLICY

1. **Purpose.** The purpose of the policy will be to provide a systematic process for the City to address traffic concerns from residents through a consistently applying City Code and other applicable laws and regulations while incorporating a wide variety of traffic management techniques.

2. **Scope.** This policy provides procedures and guidelines for the following traffic relates items:
 - a. Traffic Calming
 - b. Speed limit changes
 - c. Street Signs
 - d. Street lights
 - e. Parking Restrictions

3. **Policy Guidelines.**
 - a. Proposals must be compatible to the transportation goals of the City’s Community Management Plan and applicable codes.
 - b. Implementation is limited to public streets: residential and low volume collectors.
 - c. The City will take a system wide approach when addressing neighborhood traffic problems.
 - d. Speed control implementation strategies will be limited to streets where the 85% speed exceeds 5 MPH above the posted/ statutory speed limit.

4. **Procedure.** The policy procedure is intended to provide a simple and uniform list of steps that residents and city government can follow. The purpose of the procedure is to: one; identify the nature and extent of traffic-related problem/issue on a given street or area and two; select and implement the proper strategy that addresses the identified problem. Requests for removal of existing traffic management measures will be processed using the same procedures as outline in this program.

Step		Description
1	Request	First, residents must identify candidate streets for traffic improvement and submit a written request to the City Engineer. Any requests for project proposals require a written application with 50% of project neighborhood signing the application.(Request form is at appendix A)
2	Preliminary Screening and Evaluation	The City Engineer and Chief of Police will review requests and determine whether they can be handled as part of the normal public works maintenance process or police enforcement function of the City or if they qualify for consideration under this policy.
3	Data Collection and Traffic Study	If it is determined that the request falls under this policy the City will undertake an engineering study of the street(s) or neighborhood including gathering relevant data of the proposed street.

4	Develop/Evaluate Traffic Management Strategies	The City Staff will make a preliminary determination of the need for traffic management measures and make recommendations.
5	Neighborhood Notification and Survey	Staff will send out a summary letter, to present the recommended strategy lay out the next steps in the process. At this time a survey will be sent out to determine neighborhood support for the proposal.
6	Traffic Management Strategy Approval	If 75% of the impacted residents respond favorably to the notification the proposal will be brought to the City Council in a public hearing for approval.
7	Implement	Once approved and funded the solution will be implemented under the direction of the City Engineer.
8	Monitoring	The City will continue to conduct periodic monitoring of the site to collect data for future implementation of strategies and to document the effectiveness

5. **Strategies.** The following is a list of possible traffic management strategies. Each strategy includes information on its purpose, its effectiveness for solving different types of traffic problems, and a summary of advantages and disadvantages for implementation.

a. **Speed and Traffic Volume.**

Enforcement	Traffic Control Devices	Roadway Adjustments	Vertical Elements
Increased Enforcement	Vehicle Restrictions	Narrowing Lanes	Speed Humps/ Bumps/ Tables (Appendix B)
Variable Speed Display Board	Turn Restrictions	Chokers	Raised Crosswalk
	Pavement Markings	Mid-Block Narrowing	Median Barrier
	Warning Signs (Appendix D)	Chicane	Traffic Circle

b. **Speed Limit Changes.** The City does not generally have the authority to set the speed limit on roadways. The State Department of Transportation has sole authority to regulate speed limits (See Appendix C for the MnDOT Speed Limit Flyer). Requests for speed limit changes would need to go through the City Council for approval. The City would then petition the State via the County. Since most drivers travel at a speed they feel most comfortable for a given roadway, regardless of the posted speed limit, it is generally not recommended and not effective to install additional speed limit signs or reduce speed limits on residential roadways for speed reductions purposes only.

c. **Signs and Street Markings.** In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on road authorities, it is the City's policy to restrict the installation of new signs and to remove

signs determined to be unnecessary for safety purposes and which are not required to comply with an applicable state or federal statute or regulation. The City will follow the guidelines established in the Minnesota Manual on Uniform Traffic Control Devices (MNMUTCD). If the City Engineer determines that a sign is required by the MNMUTCD it will be installed without going through this full approval procedure. (See Appendix D)

d. **Parking.** Where parking is considered a problem the City may consider limiting parking. The City will consider input from those residents whose property is directly affected by the parking modification. The no parking restriction could include limiting the hours of parking during a particular time of day, restrict the type of vehicle parked or completely prohibiting parking on a roadway. This “No Parking” designation would apply to residents as well as visitors. This policy does not cover temporary parking restriction of the temporary lift of restricts of special events. Requests for temporary parking restriction measures are processed by the Orono Police Department.

e. **Street Lights.** Street lighting will be considered on a request basis. The City Engineer has the authority to place street lights at intersections, at sharp turns and steep hills on city streets, and at the entrance to or within publicly owned parking facilities. Otherwise, the process to install a new street light will follow the same procedure as traffic control measures. The charges from Xcel Energy are paid by the city as part of the quarterly city utility bill.

6. **Cost and funding.** For the purpose of discussions with affected residents, a cost estimate will be developed for the recommended strategy. Costs associated with implementing traffic management strategies vary significantly from just over \$250 for installing a speed limit sign to \$10,000 or more for a landscaped median.

a. For projects that cost less than \$2500, the city will pay 100%. (This generally includes minor items such as installation of a limited number of signs or painting of crosswalks and other pavement markings would be assumed completely by the City).

b. For projects that cost more than \$2500, it is the policy of the City of Orono that the following cost sharing will occur with an approved traffic management strategy:

(1) The City will pay the cost of administrative work, traffic study and data collection.

(2) On residential streets (low volume-dead ends & cul-de-sacs) the City will pay 25% of the construction and installation costs of major strategies while the neighborhood affected will pay 75% of the cost

(3) On Collector streets the City will pay 75% of the construction and installation costs of major strategies while the neighborhood affected will pay 25% of the cost.

7. The Staff Lead for this policy is the Director of Public Works/ City Engineer.

Appendix A



CITY OF ORONO
TRAFFIC MANAGEMENT REQUEST FORM

CONTACT INFORMATION:

NAME _____

ADDRESS _____

PHONE _____

E-MAIL ADDRESS _____

1. Date of Request:

2. Check the problems you perceive in your neighborhood:

- | | |
|---|---|
| <input type="checkbox"/> Speeding | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Accidents | <input type="checkbox"/> Traffic volume |
| <input type="checkbox"/> Danger to pedestrians/bicyclists, etc. | <input type="checkbox"/> Other: _____ |

3. Describe the perceived problem:

4. Time of problem and specific days of week:

5. Location of the traffic problem, including street names (please provide a sketch, if possible):

6. Requested action of the City:

Please submit completed application form to: City Engineer,
City of Orono
PO Box 66
Orono, MN 55323
or
aedwards@ci.orono.mn.us

PETITION FORM

DATE: _____, **20**_____

TO THE CITY COUNCIL OF ORONO, MINNESOTA:

We, the undersigned, are owners and reside at the following addresses. We are petitioning the City of

Orono for: _____.

We understand that we may be assessed up to the full cost, as outlined in the Traffic Management Program, of any structural roadway treatment that is approved as a result of this petition.

Print Name _____ Address _____ Property address or PIN _____ Signature _____ Date _____	Print Name _____ Address _____ Property address or PIN _____ Signature _____ Date _____
Print Name _____ Address _____ Property address or PIN _____ Signature _____ Date _____	Print Name _____ Address _____ Property address or PIN _____ Signature _____ Date _____
Print Name _____ Address _____ Property address or PIN _____ Signature _____ Date _____	Print Name _____ Address _____ Property address or PIN _____ Signature _____ Date _____
Print Name _____ Address _____ Property address or PIN _____ Signature _____ Date _____	Print Name _____ Address _____ Property address or PIN _____ Signature _____ Date _____

Appendix B

Speed Humps and Tables

There are numerous traffic calming mechanisms that can be implemented to mitigate excessive speeds on residential streets. However a common and often requested mechanism is the Speed “Bump” or “Hump”. This appendix addresses the particularities of the installation of speed bumps, humps and tables.

Definitions:

Speed Bumps are generally 3 inches high and are from 8 to 16 inches in length (in the direction of travel) and have a round top. They are typically installed on private roadways and parking lots. The City of Orono does not install speed bumps on City streets.

Speed Humps are parabolic vertical traffic calming devices intended to slow traffic speeds on low volume, low speed roads. Speed humps are 3–4 inches high and 3–12 feet wide, with a ramp length of 3–6 feet, depending on target speed. Speed humps should only be installed on "local" streets and should not be installed on collector or arterial streets. Speed humps are normally placed from 250 to 500 feet apart in a series of two or three to be effective. They can be crossed comfortably at 15 to 25 miles per hour.

Speed Tables are midblock traffic calming devices that raise the entire wheelbase of a vehicle to reduce its traffic speed. Speed tables are longer than speed humps and flat-topped, with a height of 3–3.5 inches and a length of 22 feet. Vehicle operating speeds for streets with speed tables range from 25–35 mph, depending on the spacing. Speed tables may be used on low volume collector streets and/or transit and emergency response routes. Where applied, speed tables may be designed as raised mid-block crossings



Guidelines for determining when Speed Humps / or Tables may be installed:

1. When a reasonable level of enforcement has not solved or is unlikely to solve the problem
2. Where a speed study concludes that speeding conditions exist (defined as the 85% speed exceeds the posted speed limit)
3. The average traffic volume should be less than 1000 vehicles.
4. The street should have no more than two traffic lanes.
5. The street should have a speed limit of no more than 25 M.P.H. for speed humps and no more than 35 M.P.H. for tables.
6. Areas of streets for installation of humps should have a grade of 5% or less.

7. Speed humps are discouraged in the following situations:
 - a. Streets frequently used by emergency vehicles.
 - b. Streets which function as the immediate egress routes from fire and ambulance or police stations.
 - c. Bus routes.
 - d. Intended truck routes.
 - e. Areas of streets with sharp curves.
 - f. Any other situation where the usage of speed humps/ tables is shown to be inappropriate.

7. Minimum Distance requirements between proposed speed hump / table and a ...

Traffic Signal	300 ft
Stop Sign	150 ft
Other traffic Calming Devise	135 ft
Intersections	100 ft
Drive Way	20 ft
Curves/ Hills and Visual Impairments	200 ft
Mid Block Cross Walks	100 ft

8. Vertical speed control elements shall be accompanied by a sign warning drivers of the upcoming device. (MUTCD W17-1).

Appendix C

Speed Limit Changes – MnDOT Speed Limit Flyer

Appendix D

WARNING SIGNS

Warning signs are used when it is deemed necessary to warn traffic of existing or potentially hazardous conditions on or adjacent to a highway or street. Warning signs require caution on the part of the vehicle operator and may call for a reduction in speed or a maneuver in the interest of safety for the motorist or pedestrian. The use of warning signs should be kept to a minimum. Overuse of warning signs, especially for conditions which are apparent, tends to breed disrespect for signs in general, and they lose their effectiveness. At residential speeds (under 35 MPH) motorists using due care can respond to hazards or conditions presented in the roadway without the need for warning signs.



Guidelines:

1. The provisions of the Minnesota Manual on Uniform Traffic Control Devices (MUTCD) shall be followed.
2. Traffic analysis, engineering, and property use facts and data shall be reviewed when considering warning signs.
3. General warning signs that are not about a specific hazard will not be placed, as they do not indicate expected driver actions
4. Absent supporting facts and data, warning signs will not be erected on residential streets.
5. Warning sign appropriateness will be reviewed as part of any street reconstruction.
6. Any of the following conditions may warrant the installation of a warning sign:
 - a. Speed Advisory. Warning Sign in conjunction with another warning sign where geometrics or operating conditions warrant a reduced speed.
 - b. Curve or Turn Warning Sign. Installed in residential locations when inadequate sight lines warrant. Installed when a street or roadway turns at a right angle.
 - c. Park or Playground Warning Sign. Installed on the park property at the focal point or entrance to the park.
 - d. International Pedestrian Warning Sign. Installed on established pedestrian routes where 5 pedestrians per hour for two continuous hours are documented.
 - e. School, School Crossing, & School Bus Stop Warning Signs. Installation in accordance with Part VII of the Manual on Uniform Traffic Control Devices (MUTCD)
 - f. Children at Play Warning Signs. will not be installed within the City of Orono.
 - g. Stop Ahead, Yield Ahead, Signals Ahead Warning Signs. Installed on approaches where the traffic control sign is not continuously visible to the driver.
 - h. Dead End/No Outlet Warning Signs. Installed where a roadway terminates in a dead end or where a turn-about is necessary to return to a point of origin.
 - i. Disabled Person Warning Signs. Signs shall be black on yellow, standard warning colors
 - (1) Warning signs may be installed upon the request of a disabled person or by the representative of a disabled person.
 - (2) Requestors will be asked to notify the City to remove the sign when the disability no longer exists or the person moves.
 - (3) Disability status will be automatically reviewed after a five-year period.
 - (4) Signs available include: Deaf Child Area, Blind Child Area, Disabled Child/Person Area, Autistic Child Area