

City of Menlo Park, California
Transportation Division

Neighborhood Traffic Management Program



City of Menlo Park
Transportation Division
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INTRODUCTION

An increasing number of Menlo Park residents are concerned about vehicular traffic volumes and speeds in their neighborhoods. Safety conditions are of concern especially in the vicinity of schools. The City has responded to community concerns by installing traffic control devices, roadway features, as well as enforcement of traffic and parking regulations.

This Neighborhood Traffic Management Program (NTMP) is designed to provide consistent, citywide policies to neighborhood traffic management to ensure equitable and effective solutions. It represents the City of Menlo Park's commitment to enhance the safety and livability in its neighborhoods.

The information contained in this document aims at helping Menlo Park's residents in identifying appropriate traffic management measures to address neighborhood traffic issues. Traffic management measures consist of educational, enforcement, and physical measures used to influence the behavior of drivers (see TOOLBOX section in back of this document).

PROGRAM PHILOSOPHY

- Stable residential neighborhood traffic requires efficient arterial and collector traffic flow to minimize incentives to cut through residential neighborhoods. The first line of defense against neighborhood traffic problems is an efficient arterial and collector grid.
- Streets are a community resource. Denial of public access by closing streets is not a goal of the Neighborhood Traffic Management Program (NTMP) except in cases of over-riding safety concerns. Furthermore, it is not the goal of the NTMP to modify traditional traffic patterns within a neighborhood or between neighborhoods.
- Residents of residential streets have a right to a safe and peaceful environment; right to a fair share of law enforcement resources; and, protection from disproportionate increases in undesirable traffic conditions.
- Residents of streets in the vicinity of traffic management project streets have a right to specified numerical limits to adverse consequences (traffic diversion or emergency vehicle delay, as an example) due to traffic controls on "project"



streets. This includes limits on cumulative effects from multiple traffic management measures.

- The public at large has an equal right to access public streets free of hazardous features designed to impede vehicular traffic.

PROGRAM GOALS

The City of Menlo Park established its Neighborhood Traffic Management Program (NTMP) with a number of goals as follows:

- The primary goal of the NTMP is to correct demonstrably unsafe conditions, with priority to locations with higher accident incidences and higher measured speeds.
- A secondary goal of the NTMP is to provide residents of residential streets with protection and relief from disproportionate traffic increases.
- Provide a NTMP format that is responsive to all neighborhoods in the City of Menlo Park.
- Improve local residents' sense of well-being about their neighborhood streets and enhance traffic safety in residential areas.
- Incorporate the preferences and requirements of community members into the design and operation of streets within their neighborhoods.
- Provide objective criteria to help City staff prioritize projects.
- Ensure the program is cost effective by encouraging high standards of acceptance before trials are started.
- Clearly state procedures to avoid neighborhood divisiveness.

PROGRAM OBJECTIVES

- Provide a format for citizen involvement in identifying traffic concerns and objectives, as well as the traffic management measures that best suit their neighborhood needs.
- Provide a process that includes clear opportunities for members of the affected community to either support or change the course of action with regard to the recommended plan, as well as temporary and permanent implementation of features.
- Integrate engineering, enforcement and education initiatives to encourage positive driver behavior in residential neighborhoods.
- Improve neighborhood livability by encouraging compliance with designated speed limits, and by possibly reducing posted speeds.
- Discourage cut-through traffic within residential neighborhoods.
- Maintain capacity and facilitate traffic flow on the City's arterial and collector roadways network.
- Effectively balance public safety interests including traffic mitigations and emergency response. In other words, recommend neighborhood traffic management plans that clearly address provisions for emergency response.

PROGRAM GUIDELINES

Compatibility with City Plans: Neighborhood traffic management projects are to be compatible with overall City transportation goals and objectives as set forth in the City's General Plan, Bicycle Plan, and adopted area plans.

Compliance with Operational and Design Guidelines: Recommended traffic management measures must comply with applicable operational and design guidelines, including state and federal Manuals on Uniform Traffic Control Devices (MUTCD), the Institute of Transportation Engineers (ITE) manual on traffic calming, Caltrans Traffic Manual and Caltrans Highway Design Manual, the American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, and the Americans with Disabilities Act requirements.



City Liability: Neighborhood traffic management plans must not result in unreasonable/unacceptable liability exposure for the City.

Neighborhood Focus: Implementation of traffic management plans will be undertaken on a neighborhood basis, rather than on a site or street specific basis, when excessive traffic volumes and/or speeds are expected to be shifted to other residential City streets.

Cut-Through Traffic: The NTMP is not used to upset traditional sharing of streets in neighborhoods or between adjacent neighborhoods. Neighborhood traffic management plans may be used to discourage extraordinary cut-through traffic from utilizing residential streets and route most through trips to state highways, as well as primary and minor arterial streets. This should be consistent with the functional roadway classifications identified in the City's General Plan. Cut-through traffic can be estimated based on an Origin-Destination (O-D) survey.

Petitions and Surveys: Definition of affected residents to include households and businesses of "project" streets, side streets within one block and streets likely to be adversely affected (i.e. diverted traffic, delayed emergency response, etc.) by traffic management measures, as determined by City staff.

- Petition to study: Supermajority of all Menlo Park households and businesses on "project" street as well as side streets within one block.
- Survey to test: Majority of all affected (as defined above) Menlo Park households and businesses, required before proceeding with installation.
- Survey to make permanent: Majority of all affected (as defined above) Menlo Park households and businesses is required.. This is done after 6-month trial period.

Surveys shall be mailed to each Menlo Park address within the study area. A follow up survey shall be mailed to those addresses that do not respond to the first survey. Only one survey from each household or business will count towards reported final results.

Traffic Diversion: All residential streets are protected by verifiable numeric limits to traffic diverted by NTMP projects, including cumulative diversion from a sequence of multiple projects. Verification requires that baseline volume counts be made for before/after comparison.



Multi-Modal Traffic Movements: Neighborhood traffic management plans and designs should integrate the travel needs of public transit, pedestrians and cyclists.

Warrant Analysis: Some traffic control devices, such as stop signs and traffic signals, may be installed when warrants are satisfied or when deemed appropriate by the City.

On-Street Parking: Some traffic management measures will require the removal of curb-side parking spaces. Parking loss at specific locations will be balanced with the neighborhood's desire to establish the traffic management measures.

Commercial Vehicles: Commercial vehicles and trucks will be routed onto the state highways and arterial streets per the City's adopted truck route map, even where such routing is not the shortest distance between two points.

Emergency Response: Emergency vehicle access and response should be preserved. To this end, the Fire District has developed a map shown on **FIGURE 1** indicating the primary routes of travel throughout the City of Menlo Park. The City will work with the Fire District to identify the potential delay (based on Fire District tests or generally accepted traffic engineering standards such as the ITE/FHWA Traffic Calming: State of the Practice's "Emergency Response Time Study Results") caused by each feature in the TOOLBOX, to be used for predicting net delay due to proposed projects. Predicted delays will take into account the range of possible profiles and dimensions of each feature in relation to the roadway and in relation to the characteristics of all vehicles to be affected. The net delay predicted for a project will be provided to residents along with other information on proposed installations. No project will be permitted which delays emergency response by more than one minute. The use of stop signs and all Level II features will be evaluated in consultation with the Fire District, and in consideration of the impacts on the Fire District's adopted emergency response times. Fire District officials will be notified if Level II measures are implemented on a trial or permanent basis. The same notification and consultation requirements shall apply to the Police Department

Landscaping: Agreements may be made with residents and/or neighborhood associations to pay for the landscaping and associated irrigation of Level II measures.

Area Coverage: The City may decide to combine two or more nearby projects in order to benefit a larger community, as well as to better investigate impacts throughout the neighborhood along with the most appropriate traffic management measures.

Priority Ranking: Level I projects will initially be carried out on a first-come first-served basis. Should a number of projects arrive around the same time, or as projects accumulate



on the City's work program, a priority ranking system may be triggered. At this point, projects will be ranked based on priority criteria, later detailed in this document, that contain factors such as collision history, pedestrian activity, as well as vehicular traffic volumes and speeds. The City's General Plan also prioritizes streets that are deemed to have unusual conditions, such as limited visibility of pedestrians, irregular roadway design features, or indication of unreported crashes. Level II projects will be ranked based on the criteria listed on Page 14, using the Prioritization Worksheet on Page 49.

Funding: The City will pursue funding through grants where possible to fund the implementation of neighborhood traffic management plans. Funding availability may affect timing of project implementation. Based on availability of funds, the more expensive projects may have lesser priority ranking in terms of implementation. More detailed information is later provided under a separate section on FUNDING.





GENERAL PLAN GUIDELINES

Traffic congestion usually occurs on highways and arterial roadways. In congested urban areas, vehicular traffic tends to cut-through residential streets to avoid the more congested main roadway network. The City of Menlo Park General Plan identifies a number of street classifications, namely freeways/expressways, primary arterials, minor arterials, collectors, and local streets. State freeways, expressways and arterials are designed for efficient movement of through traffic at speeds which are as high as can be reasonably allowed in view of safety considerations and, when applicable, the number of access locations (intersections, property driveways, etc.) being provided. Collector streets provide access to abutting land parcels and enable moderate quantities of traffic to move between local streets and the arterial street network. Local streets provide access to immediately adjacent properties and are typically designed to serve short trip lengths, and relatively low vehicular traffic volumes and speeds. This NTMP is intended for application on residential streets, which would include local and collector streets within the City of Menlo Park.

Policy II-A-7 of the City's General Plan states "All streets should operate with the Roadway Classification System Guidelines of the General Plan. To protect local streets, the City shall develop and implement a Residential Traffic Management Program that defines a process to initiate and evaluate neighborhood traffic issues, identifies acceptable levels of traffic volumes; speeds and diversion, and establishes a process whereby the City will use good faith efforts to implement all reasonable design and traffic management improvements to attain traffic volumes on local residential streets not to exceed 1,500 to 2,500 vehicles per day depending on the size and characteristics of the street. In order to determine priority of funding and urgency, the Residential Traffic Management Program shall include a point system that includes rating of streets based on such criteria as speed, volume, accidents, near-accidents, and pedestrian activities. Any proposed design or traffic management improvements should not divert a substantial volume of traffic to other Menlo Park streets of the same or lower classification. Any proposed design changes or traffic management improvements shall invite public input from all residents living on adjacent streets which might be affected by any traffic management improvements and/or design changes which could divert traffic onto their street".

Policy II-A-9 of the General Plan states "The City shall establish, as a priority, the protection of local streets in residential areas from excessive speeding and excessive volumes of through traffic. For the purposes of this policy 'through traffic' shall mean traffic having nor an origin nor a destination within the relevant neighborhood. Adequate capacity on arterial streets should be provided to encourage, to the extent possible, their use for Menlo Park residential traffic."



TRAFFIC MANAGEMENT MEASURES

Depending on the nature of the request, City staff will recommend and/or assist the community in identifying appropriate traffic management measures. Selection of measures will be from one of two categories depending on the type and extent of the investigated issues. These two categories are as follows:

Level I “Express”

Level I (a.k.a. “Express”) measures include education and enforcement initiatives. They also include engineering measures that are relatively low in cost and simple in their implementation. These engineering measures could be signing, striping, curb marking, changes in signal timing, and improvement in street lighting as listed below.

- Educational programs
- Targeted police enforcement
- Regulatory signs
 - Speed Limit signs
 - STOP signs
 - Truck restriction signs
 - Parking prohibition signs
- Static warning and specialty signs
 - High visibility signs
 - School Area signs
 - Pedestrian Crossing signs
 - Neighborhood information signs
- Special striping and markings
 - Reduced lane width/edge line
 - Marking of street narrowing features
 - High visibility crosswalks
 - Red curbs
- Dynamic speed signs
- Radar speed trailer
- Improvement to street lighting
- Addition or removal of turn lanes
- Changes in traffic signal timing
- Street Trees



Level II

Level II measures are more restrictive traffic management features that may divert traffic and impact access to properties. Measures under this category are generally higher in costs and include the following:

- Flashing Beacons ⁽¹⁾
- Crosswalk Warning Systems ⁽¹⁾
- Textured pavement ⁽¹⁾
- Gateways and entry treatments
- Turn Prohibition signs
- Traffic circles
- Speed humps and cushions
- Speed tables and raised crosswalks
- Bulbouts, curb extensions, and chokers
- Median island slow points
- Chicanes and angle points
- Median barriers ⁽²⁾
- Forced-turn channelization ⁽²⁾
- Diagonal diverters ⁽²⁾
- Half (one-way) street closure ⁽²⁾
- Full street closure ⁽²⁾

Notes:

(1) City staff has the discretion to take implementation of these features directly to City Council for approval without a neighborhood survey process.

(2) These Level II measures may cause significant traffic diversion to other roadways. These features are prohibited by the program philosophy statement barring use of the NTMP to modify traditional traffic patterns, except in cases of over-riding safety concern.

GENERAL IMPACTS

Measures listed under Levels I and II are described in detail under the TOOLBOX section of this document. In addition to the information provided in the TOOLBOX,



general potential advantages and disadvantages associated with Level II features are listed below.

Advantages:

- Permanent solution with one time capital expenditure
- Reducing travel speeds
- Reducing traffic volumes
- Reducing pedestrian crossing distances
- Improving motorist-pedestrian visibility of each other
- Breaking-up driver sight-lines on straight streets
- Enhancing identity of residential neighborhoods
- Adding space for pedestrians, landscaping, or installation of decorative features
- Placing signs closer to driver's cone of vision
- Reducing the number and severity of collisions
- Reducing the need for police enforcement
- Discouraging commercial trucks from cutting-through residential neighborhoods

Disadvantages:

- Vertical features and sharp curves have negative impacts on response times of emergency vehicles, especially fire apparatus and ambulances
- Hindering the movements of transit buses and utility trucks
- May reduce vehicle or pedestrian visibility
- Inconveniencing local residents who are forced to drive longer and more circuitous routes to/from their homes
- Preventing left-turns at driveways and converting them to downstream U-turns
- Diverting vehicular traffic to other neighboring residential streets
- Increasing vehicle queue at intersections
- May increase risk to bicyclists, roller skaters, and physically challenged pedestrians
- Increasing traffic noise at the features due to vehicles braking, and driving over and around the physical features
- Loss of curb-side parking spaces adjacent to the features



- Liability exposure to the City that can be associated with vehicle damage, personal injury, or delay in response time of emergency vehicles
- May require reworking of surface drainage and other utilities
- Some features, such as speed humps, can cause negative visual impacts
- Expensive design and construction costs
- Increasing street maintenance costs that can be associated with landscaping, signing, markings, and replacement of damaged features

QUALIFYING CRITERIA

Requests for neighborhood traffic management must satisfy at least one of the minimum qualifying criteria as noted below.

1. The 85th percentile speed must be in excess of the posted speed limit by more than 5 miles per hour (mph). The 85th percentile speed is the speed at, or below which 85% of motorists travel. In other words, this criteria aims at capturing the peak travel speeds.
2. The street is primarily residential in nature, is classified as a local street and has an average daily vehicular traffic volume that exceeds 1500 vehicles per day (vpd), or, is primarily residential in nature, is classified as a collector street and has an average daily vehicular traffic volume that exceeds 3000 vehicles per day (vpd).
3. Collision data during the last available 36 months demonstrates that the numbers of accidents are above the City-wide average for a similar type of street/intersection.



LEVEL II PRIORITY CRITERIA

Level II projects will be prioritized based on the following qualifying criteria. (Level I projects will be completed on first-come first-served method. Should the City receive a number of projects around the same time, or as projects accumulate on the City's work program, a priority ranking system may be triggered.)

1. Collision History – Locations with a larger number of preventable collisions receive a higher priority ranking.
2. Travel Speeds - The greater the 85th percentile speed exceeds the designated speed limit by more than 5 mph, the higher the priority ranking.
3. Traffic Volumes - The greater the vehicular traffic volume the higher the priority ranking.
4. Pedestrian Facilities – Locations that lack pedestrian paths or sidewalks will receive a higher priority.
5. Schools and Activity Centers – Streets that serve as a primary route to schools and activity centers receive a higher priority ranking.

A sample prioritization worksheet describing the calculation of ranking points is attached for reference.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM PROCESS

Completion of a traffic management plan is described below.



Process for Level I Measures (Express Process)

Implementation of Level I measures will follow the process described below.

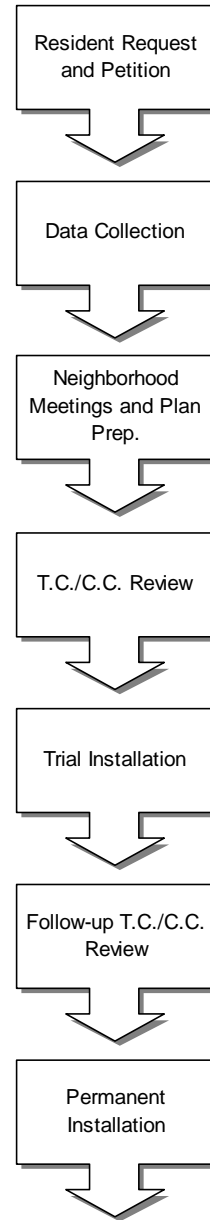
Receipt of a Request: A resident alerts the City about a problem area that involves speeding and/or large volumes of traffic, potentially associated with cut-through movements.

Selection of Study Area and Submission of Neighborhood Action Request Form (NARF): City staff will identify boundaries of the study area in consideration of the nature of reported traffic issues, requested corrective measures and areas potentially affected by diverted traffic, delayed emergency response or other consequences. At a minimum, the basic study area will include the project street and side streets within one block.

The person requesting the traffic management improvements will be responsible for completing a “Neighborhood Action Request Form” (NARF) which must include signatures from at least 60% of Menlo Park study area households and businesses. The completed form must include a written description of the location, nature of reported concerns, and requested corrective measures.

City staff may expand the study area/impacted area during any phase of the planning process prior to the implementation of features. This will take place if staff experience, gathered data or analysis results show that additional neighborhood streets may be impacted by any proposed feature. In some cases, the impacted area may include roadways under other City or county jurisdictions. In this situation, efforts will be made to coordinate with the other jurisdiction as appropriate to evaluate the plan impacts.

Evaluation of NTMP Criteria: City staff will undertake a cursory review of reported concerns including any needed data collection of collision statistics, and vehicular traffic volumes and speeds. This is to determine if raised traffic issues meet the NTMP qualifying criteria. If City staff determines that the reported traffic issues are not relevant to the NTMP, staff will either take no action or resolve issues without initiating the NTMP process. The contact resident will be notified if any action will be taken by the City.



Project Prioritization: Level I projects will be carried out on a first-come first-served basis in consideration of availability of City staff and availability of project funding.

Transportation Commission Meeting: The City’s Transportation Commission will schedule a neighborhood meeting for each selected project. The meeting will be held to discuss reported traffic concerns and issues. It is important that the Transportation Commission hears the different views and experiences of the neighbors, as well as results of the preliminary City staff evaluation. Through this process, a shared definition of the reported issues can be developed, along with desired outcomes and applicable solutions that can be further investigated. The Transportation Commission has the discretion to deny the request, recommend an alternative action, or continue to pursue Level I measures. Residents disagreeing with the decision of the Transportation Commission may appeal to the City Council.

City Staff Review and Recommendation: City staff will prepare an existing conditions traffic analysis report, and recommend feasible Level I measures. Staff recommendations will be based on multi-modal traffic data, visibility conditions, any performed traffic control warrant analyses, land uses within the impacted area, emergency service routes, public transit routes, etc. This review is essential to reduce the potential for plans being advanced that are not feasible or warranted, or the implementation of measures that may need to be removed at some future time.

Transportation Commission Review: The City’s Transportation Commission will review the staff report, and either deny or approve staff’s recommendations.

City Council Review: City Council will review the staff report and Transportation Commission recommendation. The Council will either deny, recommend plan revisions, or approve its temporary implementation for a minimum four-month trial period. If approved, the Council will also decide if recommended measures should have a follow-up review after at least four months of their implementation.

Implementation of Level I Measures: If approved by the City Council, Level I traffic management options such as the installation of signing or pavement markings will be implemented within six weeks of the Council’s meeting (whenever possible).

Follow-Up Review: In the case that the City Council’s decision included a follow-up review, City staff will perform “After” studies following at least four months of implementing the Level I measures. Based on these “After” studies, staff will recommend either removing or retaining the Level I measures and may also recommend continuing the process on a Level II basis.



City Council Review: The City Council will review the staff follow-up analysis and associated recommendations. The Council will either deny or approve the staff’s recommendations resulting in retaining the Level I measures on a permanent basis, removing the measures, or continuing the process associated with Level II features.

Process for Level II Measures

Implementation of Level II measures will follow the process described below.

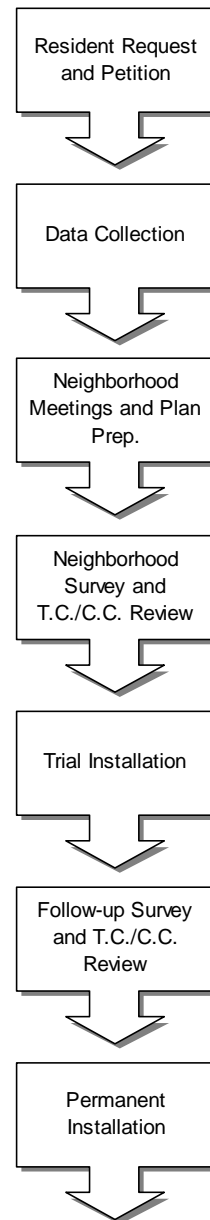
Receipt of a Request: A resident alerts the City about a problem area that involves speeding and/or large volumes of traffic, potentially associated with cut-through movements.

Selection of Study Area and Submission of Neighborhood Action Request Form (NARF): City staff will identify boundaries of the study area in consideration of the nature of reported traffic issues, requested corrective measures and areas potentially affected by diverted traffic, delayed emergency response or other consequences. At a minimum, the basic study area will include the project street and side streets within one block.

The person requesting the traffic management improvements will be responsible for completing a “Neighborhood Action Request Form” (NARF) which must include signatures from at least 60% of Menlo Park study area households and businesses. The completed form must include a written description of the location, nature of reported concerns, and requested corrective measures.

City staff may expand the study area/impacted area during any phase of the planning process prior to the implementation of features. This will take place if staff experience, gathered data or analysis results show that additional neighborhood streets may be impacted by any proposed feature. In some cases, the impacted area may include roadways under other City or county jurisdictions. In this situation, efforts will be made to coordinate with the other jurisdiction as appropriate to evaluate the plan impacts.

Evaluation of NTMP Criteria: City staff will undertake a cursory review of reported concerns including any needed data collection of collision statistics, and vehicular traffic volumes and speeds. This is to determine if raised traffic issues



meet the NTMP qualifying criteria. If City staff determines that the reported traffic issues are not relevant to the program, staff will either take no action or resolve issues without initiating the NTMP process. The contact resident will be notified if any action will be taken by the City.

Project Prioritization: City staff will proceed to rank Level II projects based on the aforementioned priority criteria and attached prioritization worksheet. A ranking list of all Level II NTMP requests will be confirmed with the City's Transportation Commission on an annual basis. The Transportation Commission will schedule neighborhood meetings to address projects based on their approved priority ranking, availability of City staff, and availability of project funding.

Transportation Commission Meeting: The City's Transportation Commission will schedule the first neighborhood meeting for each selected project. The meeting will be held to discuss reported traffic concerns and issues. It is important that the Transportation Commission hears the different views and experiences of the neighbors, as well as results of the preliminary City staff evaluation. Through this process, a shared definition of the reported issues can be developed, along with desired outcomes and applicable solutions that can be further investigated. The Transportation Commission has the discretion to deny the request, recommend an alternative action, or continue to pursue Level II measures. Residents disagreeing with the decision of the Transportation Commission may appeal to the City Council.

Neighborhood Traffic Committee: Depending on the size of the project area and level of community participation, there may be a need to form a Neighborhood Traffic Committee (NTC) with representatives of the different community interests. This is to enable the community representatives to work closely with City staff, elected representatives, and other project stakeholders throughout the planning process. The public will be given notice of all meetings of the NTC. The meetings will be open to the public.

Detailed Data Collection and Analysis: City staff will conduct detailed data collection that may include speeds, volumes, collision history, and other information needed to define the problem and later measure the success of the plan. The City may approach neighborhood representatives for volunteers to assist with the data collection. Enough data will be collected and evaluated to provide an accurate picture of the current conditions throughout the neighborhood. Performed analysis will help determine if/which Level II measures are warranted. This review will include items such as conformance with the state and federal laws, the City's General Plan, type and function of streets involved, compliance with engineering regulations, existing traffic conditions,



and projected traffic conditions, potential for traffic diversion to other residential streets and estimated delay of emergency vehicles.

Consultation with Project Stakeholders: Consultation with Police and Fire Departments will take place to determine if the street is a critical emergency vehicle response route, and therefore not eligible for certain features. Consultation will also take place with Santa Clara Valley Transportation Authority (VTA), SamTrans, school district, and any other service provider affected by the requested traffic management plan. Should the plan area contain designated bicycle routes or streets that are heavily used by pedestrians, this task may also involve consultation with bicycle and pedestrian activists.

Development of Draft Traffic Management Plan (TMP): City staff with the help of qualified consultants, if needed, will develop a draft neighborhood traffic management plan (TMP) based on the information gathered and desires of residents and other project stakeholders. The TMP will be based on the NTMP Program Goals, Objectives, and Guidelines, as well as approved measures included in the traffic management TOOLBOX.

Neighborhood Meeting(s): Once a draft TMP is prepared, City staff will hold a meeting with the NTC and other project stakeholders in order to obtain input on the level of their acceptance and needed plan changes. More than one neighborhood meeting may be held as necessary.

Resident Survey for Trial Installation: A survey describing the investigated issues and proposed TMP will be circulated to Menlo Park households and businesses throughout the study area. Goals, benefits, estimated costs, and potential delay to emergency vehicles will be stated in the survey. Support by at least 51% of households and businesses, based on the total number of surveys sent, must be demonstrated through this process prior to considering plan implementation. A second survey shall be circulated to those addresses that do not respond to the first survey. If supported by 51% of households and businesses as described above, the TMP will proceed for review by the City's Transportation Commission.

Transportation Commission Review: The City's Transportation Commission will review the TMP, and recommends either plan revisions, or Council approval for temporary implementation of the plan on a six-month trial basis. Based on the Commission's decision, necessary revisions will be made to the TMP.

City Council Review: City Council will review the prepared TMP along with its background information. The Council will either deny, recommend plan revisions, or



approve its temporary implementation for a six-month trial period. Based on the Council's direction, necessary revisions will be made to the TMP.

Temporary Installation: Subject to Council approval, recommended Level II measures will be installed using temporary materials at City expense for a trial period of six months when appropriate environmental clearances have been obtained. Emergency response access will be tested for various design options in the field using a response apparatus. Modifications will be made if necessary to ensure conformance to emergency response delay limits (stated elsewhere in this document). Depending on the type of traffic management feature, temporary materials may not be available that sufficiently replicated the permanent measure. Therefore, the trial installation may be constructed of permanent materials with the provision that it may be removed at the end of the trial period.

Follow-up Review: "Interim" studies will be conducted within six months of the installation of temporary features. The "Interim" studies should be comparable with the initial data collection and may include speed surveys, volume counts, and if feasible, an origin-destination survey. These follow-up studies will be conducted to evaluate the measures of success defined in advance by the NTC and to learn more about how individual features and a system of features affect drivers' behavior. This information can be used to determine whether the NTC's desired outcomes have been achieved. The follow-up studies will also be used to determine if the traffic problem has shifted to other neighborhood streets.

The Portland Impact Threshold Curve will be used to determine acceptability of diverted traffic. On each street receiving diverted traffic, acceptability will be based on the net diverted traffic from the current project plus all preceding projects under the NTMP. If the current project causes the net cumulative diverted traffic on any street to exceed the limit, the installation of temporary features will be modified to reduce the cumulative diversion to within acceptable limits.

Traffic volume shifts that exceed the thresholds contained in Menlo Park's Transportation Impact Analysis Guidelines regarding local streets may be considered potentially significant environmental impacts and may require additional environmental studies.

Resident Survey for Permanent Installation: At the conclusion of the trial period, a survey will be sent to study area households and businesses to determine whether they consider the Level II traffic management plan measures to be successful and if they wish them to be implemented on a permanent basis. Results of the "After" studies, including numerical results, will be conveyed to study area households and businesses to assist them in making this decision. The survey language will explain and graphically show the



location and nature of proposed changes. Support by at least 51% of households and businesses, based on the total number of surveys sent, must be demonstrated through this survey process prior to considering permanent implementation. A second survey shall be circulated to those addresses that do not respond to the first survey.

Transportation Commission Review: After reaching community consensus in favor of the permanent implementation of features, the City's Transportation Commission will vote to approve or deny this recommendation. The Commission recommendation for permanent implementation will proceed to the City Council.

City Council Review: City Council will review the Commission's recommendation and decide to either deny or approve the permanent establishment of measures. Based on the Council's decision, the temporary traffic management features will be either removed or replaced with permanent features.

Permanent Implementation: If permanent implementation is decided, detailed design drawings are prepared either in-house or by a qualified consultant. As part of the approval process of these design plans, consultation takes place with utility companies. The final engineering drawings will be made available to the neighborhood prior to the actual construction to ensure that they represent what was agreed to by the NTC. This is important to ensure that there are no surprises once construction starts. Residents also need to be aware in advance of the impacts of construction (noise, dust, potential traffic rerouting, etc.) and the anticipated construction schedule to minimize frustrations during the actual construction. Once funding is secured, permanent construction of the Level II measures can then take place by an approved contractor under an encroachment permit from the City. Twelve months after the measures have been implemented the City will again evaluate the measures to determine how individual features and a system of features affect drivers' behavior.

REMOVAL OF PERMANENT FEATURES

Removal of a previously approved traffic management plan will require the same process be followed that was used to install the plan initially. If a 51% majority of households and businesses, based on the total number within the study area, decide later that the permanent features are not desirable, staff will present the removal request to the City Council for final approval.

If the feature conflicts with access to a new development, it will be the responsibility of the developer to modify, relocate or remove the feature. Removal in this case should be a last resort and a replacement for public benefit will be required.



PROGRAM REVIEW PROCESS

The planning process itself is important to the success of the overall Neighborhood Traffic Management Program. Therefore, it must be flexible and adaptive to communities needs. After the completion of any TMP, the City may review the planning process and identify appropriate changes that would enhance and improve the process.

FUNDING

Multiple requests for nearby locations may be combined by staff into a single request for a neighborhood project. If staff determines that a project will be too large for the available budget, the project may be divided into increments if practical. If a large project exceeds the budget and is not divisible, the project will be placed on the next capital fund request list for approval of budget by City Council. Staff may also seek outside funding, such as state and federal grants, for the project.

The City has determined that high aesthetic/low maintenance designs are preferred to reduce the future burden on City forces to maintain traffic management features. These types of features could, for example, be decorated with colored stones/bricks. As an alternative, they could include landscaping and irrigation systems, both of which require continuous maintenance in perpetuity. If the community desires that measures be landscaped, individuals or groups of property owners may fund the construction of landscaping and irrigation.



GLOSSARY

Access – Ingress and egress movements at a property, street, or neighborhood

Cut-Through Traffic – Volume or percentage of traffic originating outside of the neighborhood and going to a destination outside of the neighborhood.

Mid-block – Any point between successive intersections along a street.

mph – Miles per hour

MUTCD – Federal Manual on Uniform Traffic Control Devices

NARF – Neighborhood Action Request Form

NTC – Neighborhood Traffic Committee

NTMP - Neighborhood Traffic Management Program

O-D Survey – Survey typically used to determine the volume or percentage of cut-through traffic on a particular street, or within a neighborhood. For example, two count stations can be set at each end of a studied street. Depending on the directional traffic volumes, one or two persons can write down the time and license plate of each vehicle accessing the count stations. By comparing the data from the two stations, it can be determined the percentage of cut-through traffic (vehicles that entered at one end of the street and exited at the other end within a short time interval without having intermediate stops).

Speed Survey – Survey of vehicles to determine the speeds at which motorists travel. Speed surveys can be carried out using a radar gun, or Automatic Traffic Recorders (ATRS) commonly known as count tubes.

TMP – Traffic Management Plan. Concept for a specific geographic study area, developed in conformity with the NTMP to address traffic management concerns of a neighborhood.

vpd – Vehicle per day



TRAFFIC MANAGEMENT MEASURES TOOLBOX

Traffic management is the combination of educational, enforcement, and physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, improve safety for non-motorized street users, and improve neighborhood livability. Public education aims at changing behaviors of drivers, pedestrians and bicyclists through enhancement of their knowledge, awareness, courtesy, and sense of responsibility. Enforcement enlists the assistance of the Police Department to focus enforcement efforts on problem areas and increase public awareness of speeding problems. Engineering includes design and implementation of roadway features and physical elements such as speed humps and street narrowing features. Of the three traffic management areas, public education and enforcement should be implemented before engineering improvements.

The following pages describe and illustrate traffic management plan measures that may be used on residential local and collector streets in Menlo Park. Not all measures that may be acceptable are desirable in all situations. For example, some measures are not acceptable for use on collector streets or on some local streets determined by the Fire District to be important emergency response routes. The determination of which measure best suits which application will be worked out between neighborhood residents, the city, and Fire District, following the guidelines and qualifying criteria described in the Neighborhood Traffic Management Program document. Many of the measures described herein may be used in combination with each other, and there are also many design variations of each measure.

Traffic management measures in this inventory are listed generally in order of increasing effectiveness at reducing the volume of shortcutting traffic and/or speeds. The least effective measures are usually passive in nature, meaning that drivers can choose whether or not to obey them. The most typical examples of passive measures are traffic signs and striping. The next level includes active measures that physically constrain the driver to certain paths or areas in the roadway. The most desirable and effective active measures are those that force drivers into horizontal or vertical movement, therefore causing drivers to reduce speed--the primary objective of traffic calming. Reduced speed generally translates into increased safety and civil driving, as well as increased travel time that, in turn, may decrease traffic volumes because drivers may abandon a slower route. Some examples of these measures are traffic circles and speed humps. The most drastic active measures are those that partially or completely block traffic movements, with dramatic effects on traffic volume and the incidence of speeding. Forced-turn channelization, median barriers, diverters, one-way closures, and full street closures are examples of this type of measure. Dramatic active measures will generally not be considered or permitted except in cases of over-riding safety concern. Furthermore, their



use may require amendments to the City's General Plan, environmental impact analysis, or other forms of detailed and lengthy investigation and approval requirements.

PUBLIC EDUCATION

In addition to Engineering and Enforcement, traffic management through neighborhoods can sometimes be achieved through public education. Common driver behavioral issues include speeding within school zones, red light running, violations of stop control, and violation of pedestrian right-of-way at crosswalks. Pedestrians also jaywalk and violate drivers' right-of-way. Some bicyclists, for example, choose to ride their bicycles on sidewalks, thereby endangering pedestrians' safety.

Many public education programs are already conducted within the City of Menlo Park which includes:

- Bicycle rodeos at local schools sponsored by the Transportation Division and Police Department
- Free helmet programs sponsored by the Transportation Division and Police Department
- Bicycle safety classes sponsored by members of the Bicycle Commission
- Bike to Work Day/Week
- Bike/Walk to School Day and workshops

The following are sample of education initiatives that could be implemented.

- Media advertisements in radio, newspaper press releases and cable TV broadcasts. Other publicity efforts could occur at community events, neighborhood signing, flyers to constituents, postings at bus shelters and on buses, and online information.
- Presentations and circulation of information at neighborhoods, business groups and community organizations.
- School safety education at elementary, middle and high schools. Safety education at elementary schools could consist of classroom and field training for students, as well as circulation of educational materials for parents. The focus of these initiatives would be pedestrian and bicycle safety, safety patrol training, proper student pick-up and drop-off practices, comply with reduced speed limits in school zones, etc. Middle and high school presentations, could be undertaken by traffic safety officers, are geared towards developing in new drivers a proper



respect for traffic laws and understanding the dangers of inappropriate driving behavior.

- Neighborhood pledge program. Residents are asked to sign a pledge on safe and courteous driving. Each resident is also given a bumper sticker identifying him/her as a “pace” car driver. By setting the example for proper driving, the vehicle sets the pace or speed for other vehicles on the road by requiring cars behind the pace car to also drive within the speed limit.
- Enlisting corporate sponsorships.
- Encouraging surrounding cities and other public agencies to partner in educational initiatives.

Possible educational messages could be:

- For motorists to choose walking, bicycling, or riding transit as an alternative to driving
- For pedestrians to cross only at intersections and marked crosswalks.
- For pedestrians to step into the street only after checking of upcoming traffic including turning vehicles.
- For pedestrians to walk facing vehicular traffic along roadways that do not have sidewalks.
- For pedestrians and cyclists to wear bright colors and carry a flashlight/bicycle light when walking or cycling in the dark.
- For pedestrians to watch for entering and exiting cars at parking lots.
- For pedestrians not start crossing at signalized intersections when a flashing “DON’T WALK” is displayed.
- For drivers to slow down if they cannot see clearly because of poor lighting or weather conditions.
- For drivers to give the right-of-way for pedestrians crossings even if the crosswalk is not marked.
- For drivers to obey posted speed limits.
- For drivers to be especially attentive around schools and parks.
- For drivers to stop at red lights and stop signs.
- For cyclists to share the road with vehicular traffic and not cycle on sidewalks or against traffic.

Examples of Enforcement and Engineering measures follow. The photos and graphics are provided for the purpose of illustrating the different types of measures. They do not constitute engineering design recommended for any specific location in Menlo Park.



(Pages 26-45 only available in hardcopy)



NEIGHBORHOOD ACTION REQUEST FORM
Neighborhood Traffic Management Program (NTMP)

Contact Name: _____ Organization (if applicable) _____
 Day Phone: _____ E-Mail: _____ Today's Date: _____
 Address: _____ City: _____ Zip: _____

Affected Area is Bounded by: _____

Location of Concern: _____

Description of Concerns Reported at this Location:

Suggested Change or Improvement (signs, striping, curb marking, enforcement, parking prohibition, etc.). Please refer to Levels I and II of the City's NTMP.

Location Map Attached

Sketch of Problem Area Attached

FOR STAFF USE ONLY		Date Received:	Tracking Number:
Review Action:	Forward to Engineer Review	Forward to Transportation Commission	
Action Taken:	Staff Action	Transportation Commission Action	City Council
Action Description:			
W/O Number:		Requested on:	
Applicant Notified of Outcome on:		Completed on:	

INSTRUCTIONS FOR COMPLETING NARF PETITION

Staff will prepare the petition for the applicant by completing the following:

- 1 - Staff to fill in the description of concerns from NARF application.
- 2 - Staff to attach a map of the project study area and a sketch of the problem area.

NTMP applicant will complete the following:

- 1 - Make multiple copies of the petition sheet as needed.
- 2 - Circulate petitions to obtain signatures from at least 60% of households and businesses in project study area identified on the attached map
- 3 - Only one petitioner per household or business is permitted.
- 4 - Ensure that the petitioner includes their printed name, address, signature and date. Each petitioner must also initial the last column to signify they have read the entire petition and reviewed the attached map. Telephone number is optional but is requested if needed to verify petition information.
- 5- Deliver the original copy of completed petition to the City's Transportation Division at 701 Laurel Street, Menlo Park, CA 94025-3483.



CITY OF MENLO PARK
NEIGHBORHOOD ACTION REQUEST FORM PETITION
Neighborhood Traffic Management Program (NTMP)
Level I Traffic Management Features

Signature Collector Name: _____ Day Phone: _____
 Address: _____ City: _____ Zip: _____

We, the undersigned, request a Transportation Commission meeting to address the following traffic concern described below and located within the geographic area shown on the attached map.

CITY STAFF TO INSERT DESCRIPTION OF CONCERNS FROM NARF

	Print Name	Address	Phone (Optional)	Initial *
	Signature		Date	
1.				
2.				
3.				
4.				
5.				

* By initialing the last column, I certify that I have read this entire petition including maps of the proposed traffic management features.

**CITY OF MENLO PARK
 NEIGHBORHOOD ACTION REQUEST FORM PETITION
 Neighborhood Traffic Management Program (NTMP)
 Level II Traffic Management Features**

Signature Collector Name: _____ Day Phone: _____

±

Address: _____ City: _____ Zip: _____

±

We, understand that by signing this petition that we are initiating a process that may result in significant changes to local streets. We request a Transportation Commission meeting to address the following traffic concern described below and located within the geographic area shown on the attached map.

CITY STAFF TO INSERT DESCRIPTION OF CONCERNS FROM NARF

	Print Name	Address	Phone (Optional)	Initial *
	Signature		Date	
1.				
2.				
3.				
4.				
5.				

* By initialing the last column, I certify that I have read this entire petition including maps of the proposed traffic management features.

PRIORITIZATION WORKSHEET
Neighborhood Traffic Management Program (NTMP)

This worksheet will be completed by the City of Menlo Park staff in accordance with the City’s NTMP. It will be used to prioritize the potential initiation of specific neighborhood traffic management processes. The highest scoring residential street will get the highest ranking and so forth.

Date: _____
Name of Neighborhood: _____
Limits of Study Area: _____
Total Estimated Score: _____

COLLISION HISTORY:

- 1 to 3 preventable collisions in a 3-year period = 6 points
- 4 to 5 preventable collisions in a 3-year period = 9 points
- More than 5 preventable collisions in a 3-year period = 12 points -----

RESIDENTIAL TRAFFIC VOLUMES:

A Local Street

A Collector Street

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Less than 1,500 vpd = 0 points • 1,500 to 2000 vpd = 4 points • 2,000 to 2,500 vpd = 8 points • Greater than 2,500 vpd = 12 points ----- | <ul style="list-style-type: none"> • Less than 3,000 vpd = 0 points • 3,000 to 3,500 vpd = 4 points • 3,500 to 4,000 vpd = 8 points • Greater than 4,000 vpd = 12 points ----- |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

TRAVEL SPEEDS:

- 85th percentile speed > 57mph over the speed limit = 5 points
- 85th percentile speed > 10 mph over the speed limit = 10 points -----

PEDESTRIAN FACILITIES:

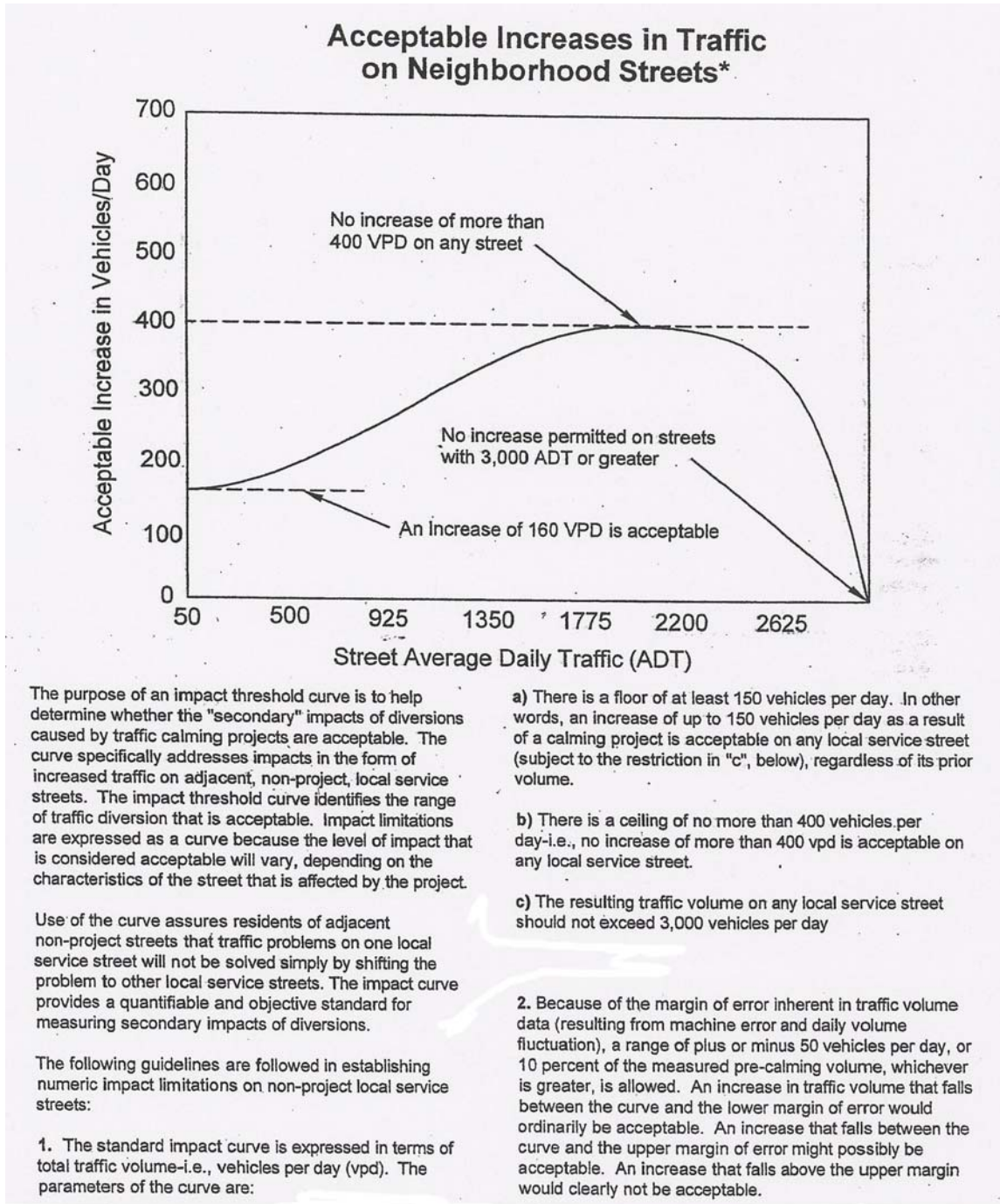
- The pedestrian space is substantially usable = 0 points
- The pedestrian space needs improvement = 3 points
- There is no pedestrian space available = 6 points -----



SCHOOLS AND ACTIVITY CENTERS:

- The street is a primary access route to public transit = 2 points
- The street is a primary access route to an activity center = 4 points
- The street is a primary route to a school = 6 points -----

TOTAL PROJECT POINTS



Portland Impact Threshold Curve

CREDITS

NTMP STEERING COMMITTEE MEMBERS:

Rhoda Alexander, Menlo Park Transportation Commission
Don Brawner, Menlo Park Transportation Commission
Eric Doyle, Menlo Park Transportation Commission
David Roise, Menlo Park Bicycle Commission
Randy Shurson, Menlo Park Fire Protection District

City of Menlo Park Staff:

Bruce Goitia, Menlo Park Police Department

Kent Steffens, Director of Public Works
Jamal Rahimi, Transportation Manager
Rene Baile, Transportation Engineer

Consultant:

James E. West, Kimley-Horn and Associates, Inc.

