

# NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM MT LEBANON MUNICIPALITY

---

## GOALS AND OBJECTIVES

The Neighborhood Traffic Management Program establishes a process by which residents can submit requests for traffic improvements to the Mt. Lebanon Traffic Board. The traffic board and the municipal traffic engineer will evaluate requests. A neighborhood traffic management plan may be implemented, if resources are available and the request meets one or more of the following criteria:

- Reduces traffic on local streets by encouraging drivers to use major arteries such as Washington, Cochran and Bower Hill roads.
- Helps ensure safe vehicle speed in the community.
- Improves access and safety for both drivers and pedestrians.

All neighborhood traffic management plans should promote safe, expedient travel for vehicles, pedestrians, and bicycles. Proposed improvement measures should address the potential impact on the surrounding neighborhood and promote consensus among residents of the affected streets.

## PROCEDURE

### STEP 1 – REQUEST/SCREENING

**Written Request** A resident or group of residents must submit a written request to the Mt. Lebanon Traffic Board, specifying the street(s) and the specific issue/s of concern. A petition signed by residents from at least 20 households in the immediate vicinity must accompany the request. Petitions from fewer than 20 households may be accepted if the street(s) impacted have fewer than 20 homes.

**Eligibility for Further Consideration.** The traffic board will determine if the neighborhood warrants a traffic management plan based on a limited review of speed and volume of traffic in the area of concern. If the traffic data meets or exceeds one or more of the criteria in Table 1, the traffic board will assign a point value to the location based on the Pennsylvania Traffic Calming Handbook, also presented in Table 1. If a point value is assigned,

the neighborhood is eligible for development of a traffic management plan to address the goals of this program.

**Petition List** The traffic board will keep a list divided into volume-related petitions and speed-related petitions. Petitions will be ranked by their assigned point value. This list will be available to the Mt. Lebanon Municipal Manager and the Mt. Lebanon Commission. The manager and/or commission will select neighborhood traffic management plans to be developed from the list prepared by the traffic board.

The traffic board will notify pending petitioners' representatives annually of their placement on the list. Periodically but not less than annually, the municipal manager and/or the commission will notify the traffic board in writing as to which, if any, petitions have been approved for advancement to the neighborhood traffic management plan development phase. The traffic board will re-evaluate petitions after three years to ensure the accuracy of traffic data and will obtain any undated data needed to extend the petition.

## **STEP 2 – TRAFFIC MANAGEMENT PLAN DEVELOPMENT**

**Study Area Meeting** Prior to developing a traffic management plan, the municipal manager will schedule a public meeting with the purpose of a creating a study area that includes the affected street as well as nearby streets that may experience an impact because of changing traffic patterns. Municipal staff, traffic board members and the traffic engineer will facilitate this meeting. The commissioner(s) representing the vicinity of the proposed study area is expected to attend the meeting; all other commissioners will be invited. The study area will be determined based upon input collected at the meeting and supported by available traffic data, including speed studies, automatic traffic recorder counts, intersection turning movement counts and/or origin/destination surveys. The study area should be well-defined at the outset, minimizing the possibility that it will later need to be expanded.

Once the study area is determined, the traffic board and traffic engineer will develop a scope of work for traffic data collection and project a cost for the project. Existing traffic data will be used when available and applicable. The traffic board will recommend the final study area, including scope and costs, to the commission for approval.

**Development of Improvement Options** After traffic data is collected, the traffic board, traffic engineer and petitioners will work together to develop

options that address speed, volume or a combination of traffic problems in the study area, as well as guidelines for implementation. Options might include one or more traffic calming devices, including but not limited to, speed humps, chokers, center islands, median barriers and realigned intersections. Design factors such as steep roadway grades, horizontal/vertical curvature of the roadway, proximity to intersections, and drainage issues might affect the feasibility of employing some traffic calming measures. Other issues such as the impact of traffic calming devices on snow removal, emergency response, noise levels, and on-street parking also need to be considered. Mt. Lebanon's public safety agencies will have the opportunity to review and provide comment on proposed options. Approximate costs will be developed for each option.

**Improvement Options Presentation Meeting** The proposed traffic management options will be presented at a public meeting. Municipal staff, traffic board members and the traffic engineer will attend and facilitate this meeting. The commissioner(s) who represents the study area is expected to attend the meeting. All other commissioners will be invited to attend.

The goal of this meeting is to reach a consensus on an option. The costs and associated pros and cons for each option will be presented. If a consensus cannot be reached at the first meeting, an additional meeting may be necessary. If consensus cannot be reached, it may be decided that the study area needs adjusting. If so, the petition will return to step one of this procedure.

Once a consensus is reached, the preferred option will be refined to include more detailed cost estimate, a proposed implementation plan and a schedule. The plans will be presented at a regularly scheduled traffic board meeting for final comment and then recommended to the commission.

### **STEP 3 – COMMISSIONER APPROVAL PROCESS**

The commission will review the recommended option at a regularly scheduled meeting. If deemed necessary, a separate public meeting may be scheduled. The commission will have sole discretion as to how the plan shall be implemented. The commissioners can approve the plan, amend it, vote it down, table it or send it back to the traffic board with comments.

Once a plan is approved, the Commission will determine if funding is available to implement it within the budget year. If funding is not available, implementation may be deferred.

#### **STEP 4 – INSTALLATION AND EVALUATION**

Once the traffic calming devices are installed, data will be collected at predetermined locations and time intervals to determine if the devices meet the goals. The traffic board and commission will receive reports on the effectiveness of devices.

The devices will be installed and evaluated as detailed below:

- Devices will be installed as either permanent or temporary, as described in the approved plan.
- Temporary devices will be evaluated by the Traffic Board during the test period established during the approval step, as detailed in the approved plan. Permanent installations may also be tested, if the plan establishes the need.
- After the test period is completed, a report is prepared by the Traffic Board summarizing the results of the data collected during the test period.
- The traffic board will present its report and recommendations at a commission meeting.
- If the devices are permanent, and the traffic board and/or commission determines that the results have met meet the intended goals, no further action will be taken.
- If the devices are temporary, the traffic board will recommend to the commission that the devices should be removed, modified or permanently installed. The commission will determine if the temporary devices are to be removed, modified or made permanent.

RECOMMENDED BY TRAFFIC BOARD: OCTOBER 3, 2012

ADOPTED BY MT. LEBANON COMMISSION: November 13, 2012

**TABLE 1 – TRAFFIC DATA CRITERIA**

<b>Roadway Classification</b>	<b>Warrant</b>	<b>Threshold<sup>(1)</sup></b>
Local Street	Average Weekday Daily Traffic Volume <sup>(2)</sup> (24-hour)	2,000 vehicles per day
	85 <sup>th</sup> Percentile Speed <sup>(3)</sup>	7 mph > posted speed limit
	Highest One Hour Traffic Volume on Average Day	200 vehicles per hour <sup>(4)</sup>
Collector Street	Average Weekday Daily Traffic Volume <sup>(2)</sup> (24-hour)	5,000 vehicles per day
	85 <sup>th</sup> Percentile Speed <sup>(3)</sup>	7 mph > posted speed limit
	Highest One Hour Traffic Volume on Average Day	500 vehicles per hour <sup>(4)</sup>

- (1) Threshold volumes are two-way volumes.
- (2) Average Annual Daily Traffic (AADT) Volume is defined as the total volume of vehicular traffic during a typical 24-hour weekday. The AADT volume is calculated by taking the total volume of traffic during a number of whole days—more than 1 day and less than 1 year—divided by the number of days in that period.
- (3) 85<sup>th</sup> Percentile Speed is defined as the speed on a roadway, at or below which 85 percent of the motor vehicles travel.

If the eligibility review determines that at least one of the appropriate speed/volume threshold criteria are met, then a cumulative point value will be assigned to the petition as follows:

- One point for every 200 vehicles (local roads)/ 250 vehicles (collector road) over the daily traffic volume threshold criteria or one point for every 20 vehicles (local road)/ 25 vehicles (collector road) over the highest peak hour volume threshold criteria. Only one point total based upon volume to be considered, either per day or per highest peak hour, whichever point total is greatest; and
- One point for each mile per hour over the speed limit threshold criteria.

If a petition does not meet any of the eligibility criteria, the application will not be further considered.