

Brentwood Neighborhood Traffic Management Program

Purpose

The City of Brentwood Neighborhood Traffic Management Program (NTMP) is designed to foster a collaborative working relationship between neighborhood residents, elected officials and City staff to identify transportation concerns and to develop solutions that will improve roadway safety in Brentwood.

The NTMP is an evolving process, to be used as a resource for resident-driven solutions to neighborhood transportation concerns. As such, it may be modified by the Public Works Department in order to better address the needs of the City and its residents while prioritizing the expenditure of public resources.

The NTMP Toolkit is a secondary resource outlining the purpose and use of traffic calming measures. Each measure has been chosen to provide low-cost, easily-implemented solutions to traffic concerns in the neighborhood. Additionally, such measures are chosen for their use to effectively mitigate some of the most common traffic issues.

The overall goal for the NTMP is to put “people first,” not “cars first.” With this in mind, traffic calming measures should be chosen to create safer, more livable local streets and to increase the comfort and convenience of the system for pedestrians, bicyclists, and motorists. Additionally, measures should be designed to:

- Increase pedestrian and bicyclist safety
- Reduce speeds
- Reduce volumes and cut-through traffic
- Improve intersections for all users
- Encourage motorists to use collector and arterial roads instead of local roads
- Deter truck traffic and other inappropriate vehicles from using local roads
- Encourage and enhance pedestrian and bicycle access and usage
- Be self-enforcing, to reduce the need for police enforcement
- Be cost effective, easily-implemented, and sustainable
- Maintain the character of the neighborhood

Request Form and Petition

The traffic calming process begins with a Neighborhood Traffic Management Program Request Form. A resident living within one block of the area of concern must fill out and submit the Request Form to the City of Brentwood. Request Forms can be found at www.brentwoodmo.org or by contacting Dan Gummersheimer at 314-963-8642 or dgummersheimer@brentwoodmo.org.

The Request Form must be submitted with the accompanying petition in order to be evaluated by the City. The petition must be signed by two-thirds of the households within the street segment. Petition signers must be at least eighteen years of age, and only one signer is allowed per household.

The street segment is identified as:

- For intersection-related concerns, the street segment includes each leg of the intersection, for a one-block length.
- For mid-block concerns, the street segment consists of the named block.

City Evaluation

Once the Request Form is submitted, City staff will process the Request Form. Initially, each location will be checked to make sure that it fits the NTMP qualifying criteria. Then, a member of the City staff will begin investigations for the area of concern. Investigations may include some or all of the following:

- A site visit to review the street geometry and to note signs, sight-line obstacles, sidewalks, existing traffic calming measures, and any other relevant factors
- An assessment of nearby agencies and businesses
- An Identification of bike and transit routes
- Evaluation of crash data
- Inventory of emergency response routes
- Data collection on parking, traffic volumes, and/or traffic speeds

Qualification

Following the evaluation, City staff will compare the evaluation findings against qualifying criteria.

Qualification criteria may consist of:

- Generally, area of concern generating traffic volumes between 1,000 to 3,000 vehicles per day
- Identified as a residential street
- 85th percentile speed profile is greater than 5 mph over the posted speed limit
- Proximity to school or park (within two blocks) or senior center (within one block) combined with 85th percentile speed profile greater than 3 mph over the posted speed limit
- A documented collision pattern (bike, pedestrian, motor vehicle)
- A significant number of “through” motor vehicles on the street or in the neighborhood, per Institute of Transportation Engineers (ITE) volume guidelines for neighborhood streets (2500 vehicles per day average)

Other considerations which may be used in the evaluation:

- Is the street used as a routine emergency service route or major school/public transportation route?
- Is the street scheduled for resurfacing or other engineering projects in the near future (generally 2 years)?
- Would the measure divert significant traffic volume to other residential streets?
- Evaluate project size and complexity, as well as compatibility with other transportation projects
- Some traffic control elements, such as traffic signs and signals, are outside of the City’s direct control

The Public Works Department may adjust the above criteria thresholds to account for unique characteristics within the proposed study area. Any adjustment to the criteria must be supported by standard traffic engineering practices.

Qualifies

If a location qualifies for traffic calming measures, then it is prioritized among current traffic calming projects. Prioritization is based on levels of resident concern, rates of excessive speeds, percentage of high volumes; additionally, the street’s use is taken into account (i.e. it is a frequently-traveled route to school).

If a project qualifies for traffic calming measures, residents will be notified by mail and further stakeholder engagement will be conducted.

Some solutions may be implemented without the public engagement process (i.e. removal of tree limbs). In these instances, City staff will work directly with property owners to implement the solution.

Does not Qualify

Some locations may not qualify for the NTMP for one of two reasons. First, it may not qualify because the street does not meet the criteria for speed, volume, or intersection safety requirements. If the location does not qualify, residents within the range specified by the petition will be notified by the City via a mailed letter. Traffic calming requests may be re-submitted to the City after a period of two years unless and/or at the determination of the City.

The second reason for lack of qualification is that the location may meet the evaluation criteria but there is no pre-approved measure in the NTMP Toolkit. It is understood that these intersections are a concern for residents' safety and quality of living but that the problem cannot be fixed with one of the low-cost, easily-implemented measures in the NTMP Toolkit. When this is the case, the City has the option to ask Aldermanic approval to engage the on-call Traffic Engineer.

Stakeholder Engagement

If the location qualifies, City staff will conduct a public meeting at the next regularly scheduled Public Safety Committee meeting to address traffic calming at this location. Prior to the full public meeting, City staff may first choose to create a small working group to gain initial feedback on measures and alternatives. This group may be instituted in cases where there are a number of alternatives, where there is no one clear alternative, where measures are likely to be more intrusive for street users, or a variety of other reasons. Small groups may consist of City staff, police and fire department representatives, residents (especially those who submitted the initial form or signed the petition), and other stakeholders.

The full public meeting will be conducted at City Hall and open to all residents and stakeholders; City staff, police, fire, and rescue will also be represented at the meeting. This public meeting may be held in conjunction with a City Public Safety Committee Meeting. Any data from the City's investigation as well as the recommended traffic calming measure will be presented at this meeting. Any further agreements for the installation and maintenance of any traffic calming measure may be required at this meeting. These agreements may include funding agreements or landscaping agreements on the parts of the residents.

If the recommended alternatives do not receive public support, the Director of the Public Works Department may consider forming a working group to find alternative approaches. In this case, one more public meeting may be had to try to gain public support. If there is still a lack of public support, then the measure will not be installed. The project may be resubmitted to the City after two years unless at the determination of the City.

In addition to the public meeting, the information will be included in the newsletter that is available to residents.

Once the impact area has been defined, organizers have three months to inform ninety percent of residents of the affected area – street or neighborhood – about the intention to develop an enhancement proposal and demonstrate the support of thirty-three percent (33%) of the residents for continuing these activities. If support is not demonstrated within the allotted time, as demonstrated by a neighborhood petition (petition form supplied by Department of Public Works), the City will not support moving ahead with the project. It cannot be over stated: neighborhood consensus on problem identification is essential to moving forward.

Installation

Before installation may commence funding and maintenance agreements need to be established. Funding may come from City funds, resident contribution (through collections or fundraising), State funds or Federal funds. Maintenance agreements may include a resident agreeing to responsibility for landscaping, trash cleanup, and leaf and snow removal of the traffic calming measure. If there is not a landscaping maintenance agreement, alternatives such as hardscaping and concrete bollards may be considered as an alternative to greenery or planters. Additionally, placement of mid-block traffic calming measures will depend on the cooperation of the adjacent property owners.

Installation schedules vary depending on the season and weather, on the availability of public works crews, and on the traffic patterns on the street. Installation will commence as soon as is feasible.

Any measures installed must be:

- Consistent with Missouri state law
- Meet the standards and guidelines set out in the FHWA Manual on Uniform Traffic Control Devices and by the American Association of State Highway and Transportation Officials
- Address the problem in an efficient and cost effective manner
- Accommodate the geometrics of the street
- Be compatible with the needs of Fire and Police Departments
- Address the needs of nearby schools
- Be in accordance with the Complete Streets Policy

Implementation may not occur if:

- Fire and Police Departments do not approve the measure because of the impact to emergency response
- Placement of the measure could negatively impact public safety
- Existing right-of-way is not available for the selected measure
- Conflict with existing utilities
- Adjacent property owners do not support the proposed measure

Any necessary maintenance on traffic improvements will be the responsibility of the City with the exception of any landscaping that is installed as a result of the measure. All landscaping will be maintained by the neighborhood. Installation of signs and vegetation must conform to the site line requirements in accordance with the City Code. All landscaping must be reviewed and approved by the City Arborist and the Department of Public Works. Low maintenance vegetation is strongly recommended.

Evaluation

Resident feedback will be solicited at least within six (6) months after the installation of the traffic calming method. A short survey will be mailed to residents within the specified area. Residents will be asked to gauge the effectiveness and support of the installed measure.

The City may conduct studies to analyze the effectiveness of the traffic calming measure. If the measure has low support or is deemed ineffective, the City may choose to remove it. In this case, the City will mail notices to each household within the specified area.

If problems arise from the implementation of a traffic calming measure, staff will examine the cause(s) and potential corrective action(s), which may include removal of the traffic calming measure.

Removal

The process for removal is much the same as the installation request process. A Request Form and petition with 67% of households in the specified area must be submitted to the City. The form and petition can be found at www.brentwoodmo.org or by contacting the Public Works Director, Dan Gummersheimer at 314-963-8642 or dgummersheimer@brentwoodmo.org. The Request Form may be submitted no earlier than six (6) months and one day after installation. If the devices are to be removed, then the City will mail notices to residents within the specified range.