



Traffic Calming Policy for Residential Streets

In August 2020 the City Council adopted this Traffic Calming Policy for Residential Streets (Policy) to include a neighborhood engagement process by which residents can request traffic calming studies to verify and address various types of traffic conditions. This process can result in the development and installation of physical traffic calming measures in a neighborhood.

SCOPE

- The Policy will apply to local/residential streets, as classified in the General Plan.
- The Policy does not apply to roadways designated as thoroughfares or collector streets.
- Requests for traffic calming measures shall be taken on a **first-come, first-served basis** and implemented up to the limit of funds available.
- Potential traffic calming measures may include the following basic and physical roadway design features:
 - Traffic Signage
 - Street Markings / Striping
 - Traffic Circles/Roundabouts
 - Bulb-outs
 - Speed Humps
 - Radar Speed Feedback Signs
 - Crosswalk Flashing Beacons

MINIMUM CRITERIA

The criteria to determine eligibility for further study of neighborhood physical traffic calming measures is determined when traffic studies conclude that:

85th percentile speed traveled by vehicles exceeds the posted speed limit by 5 miles per hour (mph) and average daily traffic volume of at least 500 vehicles per day.

PROCESS

The Neighborhood Traffic Calming Process includes a seven-step planning process. It is anticipated that the total process, from initial inquiry to installation, may take four to six months. Each step in this process is outlined below.

1. Initial Inquiry

Neighborhoods request traffic calming by contacting the City Engineer at (408) 354-7635. The City Engineer will evaluate the concerns and determine 1) if the concern can be mitigated through normal staff work or separate engineering programs or 2) if a neighborhood petition is required to begin a traffic calming process. All vertical traffic calming measures (speed humps, traffic circles, etc.) shall require a neighborhood petition.

Many traffic concerns may be solved with measures that will not have impacts on other streets, such as signing and markings. If the concern could be mitigated through regular staff work, then the resident submitting the inquiry will be notified of this outcome and given a projected timetable for the work.

2. Neighborhood Petition

The petition signature gathering is the responsibility of the neighborhood and is required to identify neighborhood support (over 50% of the households must sign the petition). The petition must describe the perceived problem and inform residents that the traffic calming process may take 4-6 months. Upon receipt of a valid petition, staff will conduct a traffic or speed study to collect appropriate data to determine if the speed meets the Neighborhood Traffic Calming Policy criteria.

The City will accept requests only once every two (2) years per street segment. If the minimum criteria are not met, or a subsequent petition against the first petition is received, the request for traffic calming is nullified.

3. Data Collection

Staff will collect appropriate data to determine if the minimum criteria have been met (see Minimum Criteria section above). If the data concludes the minimum criteria are not met the City Engineer shall consider and recommend other traffic calming measures such as increased police enforcement or the use of portable radar trailer to reduce speeds.

4. Informational Neighborhood Meeting

If the data indicates the minimum criteria are met or exceeded, staff will define the neighborhood and impacted streets to consider any other potential traffic unintended impacts that these solutions may create, identify possible traffic calming solutions and convene a neighborhood meeting. During the meeting staff will present traffic data and proven strategies for specific traffic issues and their cost constraint, and the neighborhood

will provide input to the solution process. The outcomes of the meetings will refine the development of a trial traffic calming project. Additional meetings may be conducted as needed.

5. Postcard Vote

The trial project will need the support of 67% of all the residences affected neighborhood, to be confirmed by a post card vote, conducted by staff. Only residences that are directly affected and are located on the segment of the street in question, or on cul-de-sacs or courts directly connected to the street will be included in the notification/voting area. The response deadline will be indicated on the provided postcard. **If the neighborhood does not meet the 67% support necessary, staff will identify concerns, report results to the neighborhood and determine the next steps.**

6. Approval

For projects with 67% support for a physical traffic calming measures, staff recommends that the City Council review the project and allocate funding. Projects with non-physical measures such as striping or signage are recommended for approval by the City Manager.

The trial project must stay in place for a minimum of three months to determine its effectiveness, unless substantial unacceptable impacts are identified. At the end of the trial period, a follow-up neighborhood meeting will be convened to determine support for permanency.

7. Evaluation and Permanent Implementation

The final step in the traffic calming process takes place within one year of installation. At that time, a new traffic study will be conducted to determine the effectiveness of the installed traffic measure. To permanently install/maintain the traffic calming project, a final postcard vote will be conducted by staff. Again, a 67% majority vote by post card will be needed to recommend the project to City Council for final approval to install the permanent devices.



APPLICATION FOR TRAFFIC CALMING STUDY

The residents of _____, would like the City of Monte Sereno to initiate a Traffic Calming Study in our neighborhood to address the following concern(s):

- Speeding
- Pedestrian Safety
- Bicycle Safety
- Cut-Through Traffic
- Other (Please Specify)

REQUESTER INFORMATION

A. Location

Please provide the name of the street block to be considered. Indicate the boundaries of the block by identifying the intersecting street on each end. A separate application is required for another block.

Street Name: _____

From: _____ To: _____

B. Contact Information

Each application must contain a contact person who will receive all correspondence from the City and be responsible for gathering evidence of support when requested.

Name: _____ Email Address: _____

Address: _____ Zip Code: _____

Daytime Phone #: _____ Additional Phone #: _____

C. Concerns

Please tell us about the specific concerns you have for this segment of the street.

NOTE THAT AFTER RECEIVING A QUALIFYING PETITION THE CITY WILL CONDUCT AN INSPECTION TO DETERMINE TRAFFIC CALMING FEASIBLE. UNDERSTAND THAT DUE TO LIMITED FUNDS, THE CITY CANNOT GUARANTEE INSTALLATION OF ANY MEASURES EVEN IF ALL THE TECHNICAL REQUIREMENTS ARE MET AND A QUALIFYING PETITION IS SUBMITTED.



INSTRUCTIONS FOR COLLECTING SIGNATURES FOR A TRAFFIC CALMING PETITION

In order for the City of Monte Sereno to evaluate your petition without undue delay, please do the following:

1. Include your name, mailing address, and telephone number on the petition so we can contact you. Also, remember to sign the petition.
2. List all the addresses on your street including those whose signatures could not be obtained. Include all corner properties even if the property's address is on the cross street.
3. Write "Vacant" in the "Name" column if you know a dwelling is unoccupied.
4. Signatures are required representing at least 50% of the addresses within the block defined.
5. Photocopy the enclosed petition form if you need additional forms for signature. Also, keep a copy of everything you send to the City.
6. Send or hand deliver your completed petition to:

City of Monte Sereno
attn: City Engineer
18041 Saratoga-Los Gatos Road
Monte Sereno, CA 95030-4299

Authorization

1. I understand that for a street to qualify for capital improvements, the street must:
 - not be on an emergency route as defined by the Santa Clara County Fire Department;
 - be classified as a local/residential street;
 - be no wider than 40 feet from curb to curb;
 - have no more than two lanes of travel (one in each direction);
 - be relatively flat with a grade not exceeding 7%;
 - have a speed limit of 25 mph or less and an 85th percentile speed of at least 5 mph above the posted speed limit;
 - not be a dead-end street;
 - have a block length of at least 300 feet.
2. I understand that in addition to submitting this application, I, or a block representative, will circulate an official petition form among the residents on the subject block. A qualifying petition requires signatures from a minimum of 50% of the addresses on the block.
3. **I UNDERSTAND THAT AFTER I RETURN THE APPLICATION AND QUALIFYING PETITION, THE CITY WILL CONDUCT AN INSPECTION TO DETERMINE IF TRAFFIC CALMING IS FEASIBLE. I UNDERSTAND THAT DUE TO LIMITED FUNDS, THE CITY CANNOT GUARANTEE INSTALLATION OF ANY MEASURES EVEN IF ALL THE TECHNICAL REQUIREMENTS ARE MET AND A QUALIFYING PETITION IS SUBMITTED.**
4. I agree to be the contact person of the above request. [Name] _____

Signature: _____ Date: _____

