

# City of Fitchburg Traffic Management Process



Adopted September 27, 2000; R-76-00

Revised December 13, 2005; R-116-05

Revised January 10, 2024; R-197-23

## **City of Fitchburg Traffic Management Process**

The objective of the Traffic Management Process (TMP) is to:

1. Improve livability by mitigating the negative impact of motorized traffic on residential neighborhoods.
2. Promote safe, convenient, and accessible conditions for bicyclists, pedestrians, motorists, and residents.
3. Encourage citizen involvement in traffic management activities.
4. Make efficient use of City resources by prioritizing traffic management requests.

There are three “E’s” in the traffic calming toolbox that are included in the TMP: Education, Enforcement, and Engineering. It is the intent of this program to begin with the Education and Enforcement components of the TMP. If those methods are unsuccessful, then the more expensive and permanent Engineering component can be utilized, where appropriate.

### **Problem Identification**

A specific traffic or safety issue may be raised by anyone associated with the City of Fitchburg. These issues will be recorded on a Community Action Request (CAR) Form, which can be found in Appendix A. The CAR form will require a petition of the residents within the affected area. The affected area will be determined by the City Engineer, based on the existing street layout and input provided from the concerned party. Once a CAR form is submitted, City staff will evaluate the existing conditions. Data collection may include but is not limited to visiting the location of concern to review road geometry, describing the problem, reviewing crash history data, reviewing sight distances, collecting traffic volume and speed data if necessary, and monitoring pedestrian and bicycle activity. The City Engineer will determine traffic volumes via traffic counters, using a formula based on the number of trips generated by properties in the area, or by estimation based on similar streets.

From the data gathered; a determination will be made whether to proceed further with this request. There are two categories within the TMP process, Phase 1 Treatments and Phase 2 Treatments. Phase 1 Treatments focus on the Education and Enforcement components. Phase 2 Treatments incorporate all three components – Education, Enforcement, and Engineering.

To determine if a street is eligible for further inclusion in the TMP, it must meet the following minimum criteria for Phase 1 or Phase 2 Treatments.

Phase 1 Treatment Criteria:

- Annual Daily Traffic (ADT) greater than 200 vehicles per day (vpd)
- Posted speed limit of 35 mph or less.
- Functional Classification of minor collector or local street

Phase 2 Treatment Criteria:

- Phase 1 Treatments were determined ineffective by City staff.
- ADT between 500 vpd and 3,000 vpd
- Posted speed limit of 35 mph or less.
- Functional Classification of minor collector or local street
- 85<sup>th</sup> Percentile Speed must be greater than the following according to the posted speed limit.

<u>Posted Speed Limit</u>	<u>85<sup>th</sup> Percentile Speed</u>
15 mph	25 mph
20 mph	30 mph
25 mph	30 mph
30 mph	40 mph
35 mph	45 mph

- Score 30 points or more on the TMP Scoresheet, see Step 4 for details

**Obtain Neighborhood Input**

If the street is eligible for further inclusion in the TMP, the Public Works and Police Departments will facilitate a public meeting with the neighborhood and alders for the project area. This meeting will inform residents of the TMP, gather additional information about traffic problems and form a Traffic Calming Committee (TCC).

The TCC shall be comprised of three to five residents who will serve as a liaison between Public Works and the residents. Members of the TCC will be involved with the development of a neighborhood Traffic Calming Plan and the presentation of the plan to the neighborhood. It is expected that the TCC will meet approximately two to three times throughout the process, with City Staff supporting as necessary.

**Develop Plan**

Examples of possible projects and plans can be found on the City of Fitchburg website on the Traffic Management Process webpage. Possible projects include, but are not limited to speed

humps, speed tables, traffic circles, chicanes, chokers, medians, islands, pavement markings, sidewalks, and stop signs.

During Phase 1, the Neighborhood TCC will work with the Police Department and the Public Works Department to discuss the Education and Enforcement needs within the affected area.

During Phase 2, the TCC will work with the Police Department and the Public Works Department to develop a Traffic Calming Plan for the affected area. The recommended Traffic Calming Plan will be presented to the neighborhood through a second public meeting. The City and TCC will present solutions based on citizen input and sound engineering principles. The City Engineer will have final approval of the Traffic Calming Plan.

The Traffic Calming Plan will be submitted to the Board of Public Works and Transportation and Transit Commission for consideration and adoption. These bodies will consider the plan with respect to public safety; pedestrian, bicyclist, and transit access; the positive and negative consequences of traffic diversion; emergency and service vehicle access; and service delivery.

If the plan receives preliminary approval from the Board of Public Works and Transportation and Transit Commission, it will move forward to priority ranking of the project for funding and potential implementation. If one, but not both, of the Board of Public works and Transportation and Transit Commission approve a Traffic Calming Plan, the Traffic Calming Plan shall be submitted to Common Council along with both bodies' recommendations for Council consideration.

If the plan does not receive preliminary approval, it will be referred back to staff, the TCC, and the neighborhoods for further study. A final neighborhood meeting including City staff and alders will be held to resolve the concerns of the residents, the Board of Public Works, and the Transportation and Transit Commission. A revised Traffic Calming Plan will be developed that addresses these concerns, if possible. If a revised Traffic Calming Plan is not developed for any reason, the City's efforts will stop at this time. The TCC can continue to work with the neighborhood to come up with an acceptable solution that can be presented to City staff for acceptance.

### **Priority Rank Projects**

Using data collected in the planning stage of the process (crash history, proximity of pedestrian attractions, traffic speed and traffic volume), the individual project will be assigned points, as detailed in Appendix B "TMP Scoresheet."

Projects will be ranked citywide, based on point score. The highest-ranking projects will be undertaken first. The number of projects initiated each year will depend on City staff time and funding. If the highest scoring project exceeds the available funding, the next ranked, less expensive project will be considered. Grant funding will be explored for projects by City staff.

A project is considered in the annual priority ranking for a maximum of three years. If a project is not constructed after three-years it is no longer eligible for consideration. This time limitation ensures that the project does not become obsolete because of changing traffic conditions or changes in local interest in the project.

The TCC will be notified when the three-year limit expires. At that time, a new request may be made to re-enter the project in the program. Current data is then collected to recalculate the assignment of points and the TMP starts over.

#### **Traffic Calming Project Pilot**

The City will proceed with letting and construction of a project once it reaches the top of the priority list and funding is available. If applicable, a pilot, or test installation shall be done before permanent installation. The pilot installation will allow the TCC and the City to monitor the effectiveness of the treatment. The City Engineer or Police Chief may discontinue a pilot at any time if an unforeseen hazard exists. City staff will inform the TCC of any actions taken to modify or terminate a test.

Data will be collected during the pilot period to determine the project effectiveness. This evaluation will include other streets in the area affected by the project street. Data will include traffic and speed studies, impacts on emergency services, and opinion of City staff and the TCC.

#### **Construct Permanent Traffic Calming Project**

Detailed project plans, specifications and estimates will be prepared by the Public Works Department. The project will be let by the City according to State law. Construction is administered by the City and is generally completed the following year.

#### **Maintenance**

The Public Works Department is responsible for the construction and maintenance of any traffic calming device, traffic signing and pavement marking implemented as part of this program. Any trees planted within the right-of-way are the responsibility of the Parks Department and any landscaping (not including trees) is the responsibility of the neighborhood association or property owner.

**Follow-up Evaluation**

Between three to five years after construction of a project, the City may conduct a follow-up evaluation to determine if the project's goals and objectives continue to be met. This evaluation may entail traffic studies of volumes, speeds, and crashes, as well as public opinion surveys. This process may be reviewed biennially by the Board of Public Works with input from the Police Department and the Public Works Department.

No part of this document modifies R-185-16 titled A Resolution Updating and Extending R-75-10 Regarding the Construction of New Sidewalks and Shared Use Paths in Existing Neighborhoods.



**Appendix A**  
**City of Fitchburg**  
**Community Action Request (CAR) Form**

Return form to: Director of Public Works  
Fitchburg City Hall – Public Works  
5520 Lacy Road  
Fitchburg, WI 53711

Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

Please indicate traffic issues in your neighborhood:

- Speeding
- Pedestrian/Bicycle Safety
- Collisions
- Increased Traffic
- Traffic Control Concern
- Other \_\_\_\_\_

Please describe the boundaries of the affected area. Contact Public Works at 608-270-4260 for assistance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this problem affecting the entire neighborhood or a specific area? Is there a specific time of day that the problem is occurring?

\_\_\_\_\_  
\_\_\_\_\_

Are you aware of any neighborhood associations that represent your area? If so, please provide contact information.

\_\_\_\_\_  
\_\_\_\_\_

The petition below must be completed prior to submitting this form. For this CAR to warrant further action by the City, the following conditions must be met. For areas consisting of single-family homes or duplexes, 50% of households in the affected area must sign this petition. For areas not consisting of single-family homes or duplexes, 30% of households, property owners, or business owners must sign this petition. Each of the residents signing this petition must be at least 18 years of age and from separate households within the affected area.

**By signing, the residents are requesting that this neighborhood be included in the Traffic Management Process.**

**This form does not guarantee that action will be taken by the City of Fitchburg.**

	Signature	Printed Name	Address	Phone No. (optional)
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APPENDIX B  
Traffic Management Process Scoresheet

A project must score 30 or more points to be considered eligible for further inclusion. If multiple projects are under consideration, projects with higher point totals will take priority.

The following categories will be totaled to determine final scoring:

1. **Average Daily Traffic Volume** – max 20 points  
Average Daily Traffic (ADT) divided by 100

Example:

- 1900 vehicles per day (vpd) drive on the street.

$$\frac{1900 \text{ vpd}}{100} = 19 \text{ points}$$

2. **Speed** – max 20 points  
The difference of the 85<sup>th</sup> Percentile Speed and the posted Speed Limit multiplied by 2

Example:

- 85<sup>th</sup> Percentile Speed is 41 mph
- Speed Limit is 30 mph

$$(41 \text{ mph} - 30 \text{ mph}) * 2 = 22 \text{ points}$$

3. **Crash Record** – max 30 points  
Crash point total over the last five years divided by total traffic volume per million miles travelled per year

- Crash with property damage = 1 point
- Crash with injuries = 2 points
- Crash with fatality = 5 points
- 0.1 miles will be used as the length value for an intersection

Example #1

- 1 crash with property damage and 1 crash with a fatality in last 5 years = 6 crash points
- ADT = 1900 vpd
- Length of street = 0.25 miles

$$\frac{6 \text{ crash points}}{1900 \text{ vpd} * 365 \text{ days}} * \frac{1,000,000}{0.25 \text{ miles}} = 34.6 \text{ points (use 30 as the maximum)}$$

Example #2

- 1 crash with property damage and 1 crash with injuries in last 5 years = 3 crash points
- ADT = 5000 vpd for all legs of intersection combined

$$\frac{5 \text{ crash points}}{5000 \text{ vpd} * 365 \text{ days}} * \frac{1,000,000}{0.1 \text{ miles}} = 27.4 \text{ points}$$

4. **Geometry**

5 points for inadequate sight distances at driveways or intersections based on posted speed limits

<u>Speed Limit</u>	<u>Stopping Sight Distance</u>
15 mph	60 feet
20 mph	90 feet
25 mph	120 feet
30 mph	160 feet
35 mph	200 feet
40 mph	250 feet
45 mph	300 feet
50 mph	350 feet

5. **Elementary and Middle Schools** – max 10 points

5 points for each public or private elementary or middle school (K-8) on the subject street.

6. **Other Pedestrian Areas** – max 10 points

5 points for each individual pedestrian oriented facility, such as elderly housing or a City park on the street. 5 points for pedestrian deficiencies, such as unmarked crosswalks and no sidewalks.

7. **School Walk Route / Designated School Bus Stops**

10 points for a subject street designated as a Recommended School Walk Route or Designated School Bus Stop.

8. **Designated Bike Route**

5 points for a subject street designated as a bicycle route.

9. **Scheduled Road Reconstruction**

To take advantage of a pending street reconstruction project, a traffic calming project planned for this street may be moved to the top of the priority ranking.