

TOWNSHIP OF MILLBURN TRAFFIC ISSUES MANAGEMENT POLICY

PURPOSE

This policy outlines the procedure for determining when, where and how traffic calming measures, when requested by residents or neighborhood organizations, will be processed within the Township of Millburn.

This policy provides guidelines for the following activities:

- Requests for traffic calming measures
- Documentation and analysis of traffic calming needs
- Identification and approval of traffic calming measures
- Programming of traffic calming improvements
- Design of traffic calming projects
- Evaluation of traffic calming projects, after installation.

INTRODUCTION

Traffic calming is the management of traffic through the use of roadway design features such as speed humps, raised intersections, curb bump-outs, etc. Traffic calming measures may be warranted where there is a demonstrated need to manage traffic such as:

- Reduce neighborhood cut through traffic
- Reduce traffic speeds through neighborhoods
- Emphasize pedestrian or bicycle routes
- Control intersection traffic flow

Although properly placed and designed traffic calming measures are an effective tool for reducing vehicular speeds and discouraging cut-through traffic on residential streets, there are disadvantages such as increasing response time for emergency services, additional street noise, diminished compliance over time and traffic may divert to adjacent streets leading to more widespread cut-through traffic and new resident complaints. Because of the controversy and potential disadvantages, traffic calming should only be considered after a thorough evaluation of the issues and with the majority consent of those directly impacted.

REQUEST PROCESS

All requests for traffic calming measures shall be submitted to the Millburn Police Traffic Bureau for consideration. Requests may be initiated by the Township in response to a specific concern with respect to traffic, pedestrian, or bicycle safety or operations, or by a group of property owners or a neighborhood organization within the traffic calming area. Property owners and neighborhood organizations will be required to submit a petition of support to include, at a minimum, a description of the street or streets which are to be included in the traffic calming study area and the signature of at least seventy-five percent (75%) of the property owners on those street(s). Where more than one person is listed as owner for each property, only one signature shall be valid to sign the petition. Likewise, if multiple properties are owned by the same person or persons, the owner(s) will only be entitled to one vote or signature on the petition. This definition of property owner shall apply throughout this policy document. Petitions will be reviewed by the Township Clerk for validity. In addition to the signed petition, a completed *Traffic Issues Management Form* must be

submitted with each request. This form is available on the Township's website at <http://twp.millburn.nj.us/168/Traffic-Bureau>.

Valid petitions and completed forms will be reviewed by the Traffic Bureau to define the area of impact. If the Traffic Bureau determines that significant speeding is occurring within the area of impact, then police enforcement or other appropriate action will be taken to address the problem. If enforcement or other actions fail to address the problem, the original request and a summary of actions taken by the Traffic Bureau will be forwarded to the Township Engineer for further review and preparation of an Engineering Report.

REQUIRED ENGINEERING DOCUMENTS

The Traffic Bureau will collect traffic volumes, pedestrian counts and crash reports, as warranted. This information will be provided to the Township Engineer for inclusion in the Engineering Report. The Township Engineer's report will include the following information:

- Description of the initial request and problem statement.
- Posted speed limit.
- Results of the formal speed study including the 85th percentile speed.
- Traffic volumes including vehicle classifications.
- Pedestrian counts.
- Crash reports for the last three years.
- An inventory of the existing signs, pavement markings and overhead lighting.
- Field verified data such as pavement width, grade, sight distance, roadway hazards, right-of-way, relevant land use in the area (i.e. presence of schools, parks, playgrounds, day care, commercial use, driveway locations, sidewalks, bicycle lanes, etc.).
- Applicability of design requirements and restrictions within Township Policies.
- Public input is required from residents whose property is within 1,000 feet of a proposed traffic calming area of impact or specific traffic calming device such as a speed hump on the proposed street. The notification shall be by letter and will include a drawing, prepared by the Engineer, of the proposed location(s) of the speed hump(s). Residents will be asked to note their comments on an enclosed survey to be returned to the Township Engineer for evaluation.
- Documentation of alternative attempts to reduce speeding including specialized enforcement.
- Identification of Parking/No Parking zones within and adjacent to the evaluation area.
- Summary and recommendations with cost estimate, and cost of maintenance for traffic calming measures.
- Emergency services response times.
- Other relevant information as deemed necessary by the Engineer.

Township staff will be responsible for preparing an Engineering Report in accordance with these guidelines under the supervision of the Township Engineer. If the Township Engineer so elects, the study may be outsourced to a qualified traffic engineering consultant. It is estimated that a typical traffic calming study may require up to 90 days to complete.

When multiple requests are received for review, a rating system will be utilized to compare competing traffic calming areas of impact. A traffic calming area of impact must score a minimum of 60 points in order to be considered for programming. The ratings are as follows:

Criteria	Points	Basis
Speed	0 to 55	5 pts for every MPH greater than 5MPH above the posted speed limit [(85 th percentile speed – 5MPH – Posted Speed Limit) x 5 pts]
Volume	0 to 30 0 to 20	ADT divided by 100 for Local Roads, or 5 pts for every 1,000 ADT on any one street for Collector and Arterials.
Crashes	0 to 5 0 to 15	1 pt for each crash/year at one location on Local Roads, or 1 pt for every 2 crashes/year at one location on Collector and Arterials
School Crossing	0 or 10	10 pts if children must cross street to get to school
Residential Density	0 to 15	1 pt for every 50 dwelling units/mile
Pedestrian Generators	0 or 5	5 pts if pedestrian generator
Total Points Possible	100	

Roadway classifications of Local, Collector or Arterial shall be as shown in the adopted Township Master Plan. The 85th percentile speed is defined as the speed at or below that which 85% of vehicles drive unaffected by other traffic or weather.

The Engineer’s report and rating value, will be distributed for review and comment to the Township Administrator, Traffic Bureau, Director of Public Works and any applicable subcommittee which is responsible for traffic safety within the Township. Upon final review, the Township Engineer shall prepare a memo with final recommendations to the Township Committee.

APPROVAL

No traffic calming measures shall be constructed on a municipal roadway without plans and specifications approved by the Township Engineer and upon the authority of the Township Committee. The Township Committee must approve traffic calming measures by resolution.

PROGRAMMING OF TRAFFIC CALMING IMPROVEMENTS

Once each year, the Township will prioritize those traffic calming strategies that have been approved by the Township Committee. Prioritization will be based on the rating criteria summary and evaluation against other Township projects and availability of funding. The Township will program priority traffic calming improvements within the capital improvement budget, as approved by the Township Committee. Those traffic calming improvement locations not selected, will remain in consideration for up to three years.

DESIGN OF TRAFFIC CALMING PROJECTS

The design of traffic calming devices must be in compliance with all applicable Federal, State, County and Local standards and rules such as:

- Pursuant to the provisions of New Jersey Revised Statutes 39:4-8.10 (2016), speed humps may only be constructed on two-lane residential streets and on one-way residential streets with a posted speed of 30 mph or less and which have fewer than 3,000 vehicles per day.
- Limited to streets having only one lane of through traffic in each direction.
- Streets must not be primary emergency routes.
- At the discretion of the Township Engineer, certain traffic calming measures may not be used if they would create an unsafe condition for motorists driving at normal speeds under average driving conditions.
- Streets must not be through truck routes unless an acceptable alternative route is identified and approved. Design of traffic calming features shall accommodate a single unit truck.
- The roadway is under municipal jurisdiction. If the roadway is owned by Essex County, NJDOT or on roadways that adjoin neighboring municipalities, approval must be obtained from the agency with jurisdiction.
- Other factors such as curves and grade changes along the roadway, emergency vehicle access, safe sight distances and community impact (i.e. traffic diversions) will be considered.

EVALUATION OF TRAFFIC CALMING PROJECTS

Six months following the completion of a traffic calming project, the Township will undertake a follow-up study to determine if the traffic calming measures have achieved the initial purpose of the project. If unacceptable impacts are identified, corrective measures may be taken.

Traffic calming measures may be removed after the evaluation period for any of the following reasons:

- Emergency response is significantly impacted.
- The problem for which the traffic calming was implemented has been transferred to another street.
- Residents may petition for the removal of traffic calming measures. At least sixty percent (60%) of the property owners in the defined area of impact must sign a petition to remove the traffic calming measures. This option will result in complete removal of all measures and a request to reinstall any future traffic calming measures within the same area of impact will not be considered for a period of five (years). Also, a petition to remove newly constructed traffic calming measures will not be considered for a minimum of three years following completion of initial construction.

SUPPLEMENTAL POLICY ON THE REQUEST AND INSTALLATION OF TRAFFIC SIGNS AND PAVEMENT MARKINGS (STRIPING)

Summary:

Sign and marking requests shall be reviewed individually by the Township Engineer utilizing the warrants listed in the standards prescribed by the Manual of Uniform Traffic Control Devices

(MUTCD). This policy shall apply to traffic markings and the following sign categories: regulatory, warning, bicycle, school zone and guide.

Policy:

1. The Township Committee, Administrator, Chief of Police (**or designee**), Engineering Staff or members of the General Public submit a request in writing to the Township Engineer.
2. The Engineer will perform an initial evaluation of the request against the warrants listed in the MUTCD. If further study is warranted the request will proceed to Step 3; otherwise the Engineer will respond in writing to the requestor stating reasons as to why the request was not warranted.
3. The Engineer will perform a field evaluation and plan study of the request. If required, the Engineer will request speed, volume and accident data from the Police Department. Additional field surveys may also be performed to assess pedestrian and vehicular traffic relating to the request.
4. The Engineer will make a written recommendation in support of or against the installation of the signs or markings in the request.
5. The recommendation will be reviewed by an internal committee comprised of Township staff from Engineering, Traffic Bureau, Public Works and Administration that will meet monthly to review and discuss requests such as these. If the committee supports the recommendation to support the request, the request will be forwarded to the Township Committee for further action. If a written ordinance is required for the approval (i.e. crosswalks, parking signs, handicap parking, etc.), an ordinance will be drafted by the Township Attorney for approval. If the ordinance doesn't pass, the Township shall respond to the requester in writing stating reasons for denial that are separate and apart from the Engineer's recommendation. In the case of County Roads, approval of the Essex County Engineering Department is required before final passage of the ordinance.
6. If required by Title 39:4-8 of the NJ Statues, the Engineer will forward the following documents to the Commissioner of Transportation for approval, if warranted, and general record:
 - a. Two certified copies of the ordinance
 - b. Cover letter with certifications (if required) per N.J.S.A. 39:4-8b(3)
 - c. Traffic Counts
 - d. Accident Data
 - e. Signed and sealed plans with signage and markings, compliant with the MUTCD
7. Ninety (90) days later or sooner, if not rejected by the Commissioner of Transportation, the Engineer will coordinate installation of the signs or markings with the Traffic Bureau and Public Works.