

TRAFFIC MANAGEMENT PROGRAM PROCEDURES

The following procedures are considered typical for receiving, responding to and managing residents' requests for neighborhood traffic management. The City of Lebanon will apply this process to all requests received. Variations in this process may be approved by the City of Lebanon when deemed appropriate due to unique circumstances.

STEP 1: Contact City of Lebanon

Neighborhood representatives submit to the City of Lebanon an application that the neighborhood wishes to participate in traffic calming efforts. The City of Lebanon will send a representative to investigate expressed traffic concerns and evaluate the neighborhood conditions to see if an unusual traffic condition exists. The City of Lebanon will then perform any necessary data collection and analysis to assess and quantify the traffic and safety conditions in the neighborhood.

STEP 2: Application Review

The City of Lebanon reviews and approves the application. One of the main points to qualify is that a neighborhood must show that a problem exists with cut-through traffic. The City of Lebanon will introduce a step approach to the neighborhood. This approach always starts with driver education and enforcement. If these techniques are not successful based on an engineering study/assessment, the neighborhood may move to more aggressive techniques. Less intrusive techniques will be considered before intrusive devices are installed.

STEP 3: Neighborhood Involvement

The City of Lebanon will meet with the neighborhood representatives to discuss traffic problems and concerns, appropriate techniques, set realistic goals, and define "affected area." These options will ultimately be petitioned for final neighborhood approval. Traffic calming strategies and techniques shall be planned and designed in conformance with sound engineering practices. All final plans and programs will be reviewed and approved by the City of Lebanon before implementation to ensure that proper engineering guidelines have been followed.

STEP 4: Petition Process

To proceed further with the traffic management project design and implementation, a positive response must be obtained by 67 percent or more of the total number of residents in the petition area. Only one petition vote shall be allowed per residence. All original petition responses, including those signatures in opposition to the proposal, shall be provided to the City of Lebanon. The main purpose of this petition is to approve the traffic calming techniques proposed jointly by the City of Lebanon and the neighborhood association.

STEP 5: Project Implementation

When a traffic management project has received the necessary neighborhood support, The City of Lebanon staff schedules implementation of the project, while also considering budgetary constraints. Depending upon the number of traffic management requests received and the available funding for design and construction, a project may be placed on a waiting list and prioritized. Certain techniques may be installed as trials, while others may be more permanent installations. All installations will be monitored and evaluated by the City of Lebanon staff for effectiveness.

The City of Lebanon will communicate any test results and specific findings to area residents and affected neighborhoods. All traffic management design and installation costs will be the responsibility of the City of Lebanon with the exception of any needed right-of-way and/or easement requirements. The cost of these items falls to the responsibility of the neighborhood. The installation of landscaping

features will require that a defined neighborhood group or association execute an agreement with the City of Lebanon to provide permanent, indefinite, and ongoing landscape maintenance services.

STEP 6: Monitoring and Evaluation

After completion of each step of the project, The City of Lebanon staff will evaluate the effect. Traffic counts, speed studies and other data collection will be taken as needed. If the project has not met its objectives within the monitoring period, staff will notify the neighborhood representatives. The City of Lebanon staff and the neighborhood representatives may then consider moving to the next level of traffic calming techniques. Once the goals have been achieved, the project will be considered finished without relevance to the particular step or phase it was in. If all stages of a project have failed to meet set goals, the Traffic Team will re-evaluate the situation and plan further stages.

STEP 7: Removal of a Traffic Management Project

If at a later date removal of any traffic calming devices is requested, the group requesting the removal may share the cost associated with the removal. The roadway must be left in a condition that meets the City of Lebanon approval and standards. A petition process from the neighborhood association must be completed for any removal process, just as was required for installation. The same 67 percent approval from all affected members of the neighborhood is required. If the City of Lebanon decides that the project should be modified or removed for public health and/or safety reasons, the City of Lebanon shall remove or modify the traffic calming technique. If the City of Lebanon has no concerns with the traffic management project, but the neighborhood decides that the traffic calming devices should be removed or significantly altered, the neighborhood must furnish petitions and signatures of more than 67 percent of households in support of the removal or alteration. The neighborhood may be asked to share in the cost of removal or alteration of the project. The neighborhood is not eligible for any other traffic calming program for a period of seven (7) years. The roadway must be left in a safe condition that meets the City of Lebanon satisfaction.