



IMPLEMENTATION PROCESS

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IMPLEMENTATION PROCESS

The Danville NTMP involves a two-part implementation process. The first is a series of preliminary actions, designed to determine the nature, extent and severity of the traffic concern. The second part incorporates neighborhood input and the identification of the appropriate traffic management tools to address neighborhood concerns.

PART I: PRELIMINARY ACTIONS

This phase of the process involves understanding the specific neighborhood concerns, making field observations, and determining what actions are appropriate to address these concerns.

1. Contact us with your concern

Some concerns, which are generally related to either safety or maintenance (e.g., sight distance problem requiring tree trimming or the replacement of missing signs, etc.) can be addressed immediately. Other concerns are more appropriately handled through the NTMP process. If this is the case, the Transportation staff would encourage the concerned resident to initiate the next stage of the NTMP process.

2. Submit a NTMP Application Request

This form will document the traffic concern, identify a potential neighborhood coordinator, and requires an indication of support from the neighborhood to participate in the NTMP process. The specific requirements are detailed on the application form, which is available at the Town Offices or on the web site

at www.ci.danville.ca.us (available in either the “Town Services” or “Transportation Services” section).

3. Data Collection and Analysis

Upon receipt of the application, traffic data will be collected from the neighborhood (including volume, speed and accident information) to determine the nature and severity of the concern. Based on this empirical data, the Transportation staff will determine whether the traffic safety condition warrants continuation with the NTMP process.

A neighborhood that continues on with the NTMP process will have an opportunity to review the results of the traffic data and discuss the traffic management tools available to address their concerns at a kick-off meeting.

PART II: NEIGHBORHOOD INVOLVEMENT AND IMPLEMENTATION

This second step will extensively involve the residents of the affected neighborhood in the process of:

1. Characterizing the Traffic Problem

This involves accurately characterizing the cause of the traffic concern within the neighborhood. It is also important to determine whether the primary concern is one of vehicle safety, pedestrian/bicycle safety, congestion, noise, inconvenience or something else entirely. Proper identification of the problem will allow the Town to help the neighborhood select the appropriate traffic management measures to address the core issue. Appendix A contains a general set of guidelines used in assessing a traffic problem.

2. Setting Goals and Objectives

Before selecting the traffic management measures, the neighborhood should have a clear idea of a reasonable desired outcome, which can be used as a rough yardstick for success. It is important to be pragmatic during the development of these goals as it may not be feasible, for example, to reduce the traffic volume of a major neighborhood collector street or to eliminate peak hour congestion from a street located adjacent to a school. In these instances, an attainable goal may be a targeted reduction in the prevailing speeds on the neighborhood collector street or a more expeditious movement of vehicles along the street that fronts the school.

3. Selecting the Tools

There are a number of neighborhood traffic management tools available. A detailed description of each is contained in Appendix B which is organized into three general categories:

Category 1: Educational, Awareness, and Enforcement Measures

These measures are the first steps in addressing traffic safety concerns within Danville neighborhoods. These measures could include increasing police enforcement, educating the residents through the use of Town sponsored programs (e.g., Street Smarts Program), distributing traffic safety literature, or displaying traffic safety



signage throughout the neighborhood. These measures are community-driven and allow residents to take immediate action to address concerns by educating themselves and their neighbors about driving behaviors and ways to calm traffic. There are neighborhoods where only Category 1 measures are appropriate.

Category 2: Traffic Control Devices

These traffic management measures are used to send a specific regulatory, warning, or guiding message to motorists, cyclists and pedestrians. In residential areas, some common examples are stop signs, speed limit signs, and pavement markings. There are neighborhoods where a combination of measures from only the first two categories (i.e., Category 1 and 2) are appropriate.

The installation of this category of traffic management tools is subject to the review of the Transportation staff to ensure compliance with applicable state and federal regulations. Additionally, certain tools such as stop signs require the approval of the Danville Town Council.

Category 3: Traffic Calming Devices

These traffic management measures

involve the installation of physical features on the roadway that guide or restrict the movement of vehicles, cyclists or pedestrians. These devices (e.g., speed humps) typically alter the configuration, and potentially the visual and functional character, of neighborhood streets. Because of their potential impacts, they require detailed engineering, are expensive, and require substantial community input. The following requirements apply to this category of traffic management measures:

- a. Education:** As a prerequisite step to pursuing the implementation of Category 3 traffic calming measures, a neighborhood will be required to participate in a Town-sponsored traffic calming educational seminar. Guided by the Transportation staff, the seminar is a forum to provide the factual information necessary for residents to make informed decisions regarding traffic concerns in their neighborhood. Neighborhood representatives are required to attend.

During the seminar, residents would learn about the attributes of traffic calming devices, their purpose, their



effectiveness, and their advantages and disadvantages. No decisions pertaining to the application of traffic calming devices for a neighborhood would be made at the seminar. Upon completion of the seminar, participating residents would be asked to share and distribute the educational information to their neighborhood.

- b. Public Notification:** All potentially affected residents within the neighborhood will be notified of all neighborhood meetings.
- c. Engineering:** All traffic calming devices will be designed and located in a manner consistent with sound engineering principles. Some devices are not appropriate within certain neighborhoods. Appendix C contains a summary of some of the engineering factors that must be taken into consideration.
- d. Neighborhood Petition:** The installation of traffic calming measures require substantial neighborhood support, which is obtained through a petition process:
 - *A neighborhood petition, which describes and identifies the location of the proposed traffic calming measure, must be circulated by the proponents to the affected neighborhood residents for signature.*
 - *The petition must be signed by seventy percent (70%) of residents along the primary street(s), and fifty percent (50%) of residents along adjacent streets or cul-de-sacs, within the neighborhood.*
 - *Each residential address is entitled to one signature.*

The neighborhood petition boundary, the primary street(s), as well as the secondary street(s), will be identified and illustrated on a map prepared by the Transportation Services Division. The boundaries are typically defined based on a number of factors including the physical layout of the neighborhood, prevailing travel patterns, and the number of access points within a neighborhood. Some neighborhoods qualify for a special circumstance boundary definition (Appendix D).

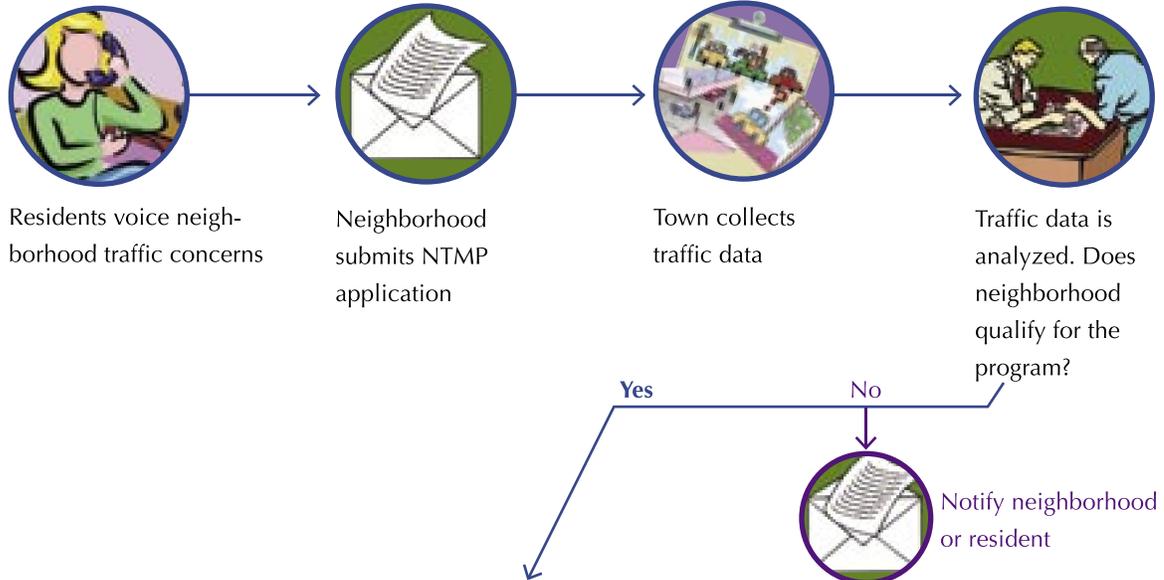
- e. Fire District Review:** Policy 21.04 of the Danville 2010 General Plan seeks to “maintain a response time of less than five minutes for emergency fire calls to be met a minimum of 90 percent of the time ...” The San Ramon Valley Fire Protection District (“Fire District”) will be consulted throughout the NTMP process to ensure that traffic calming devices selected by the neighborhood do not significantly diminish the Fire District’s ability to achieve this policy.
- f. Town Council Approval:** All traffic calming measures are subject to the review and approval of the Danville Town Council at a public meeting.

A graphic summary of a simplified NTMP process is provided on the following pages. A tabular summary of the traffic management tools, and their level of effectiveness for various traffic concerns, is contained in Appendix E.

Often, there is a high demand for the NTMP program throughout the Town. The Transportation staff will consider a number of factors (Appendix F) when ranking the priority of project areas within the Town.

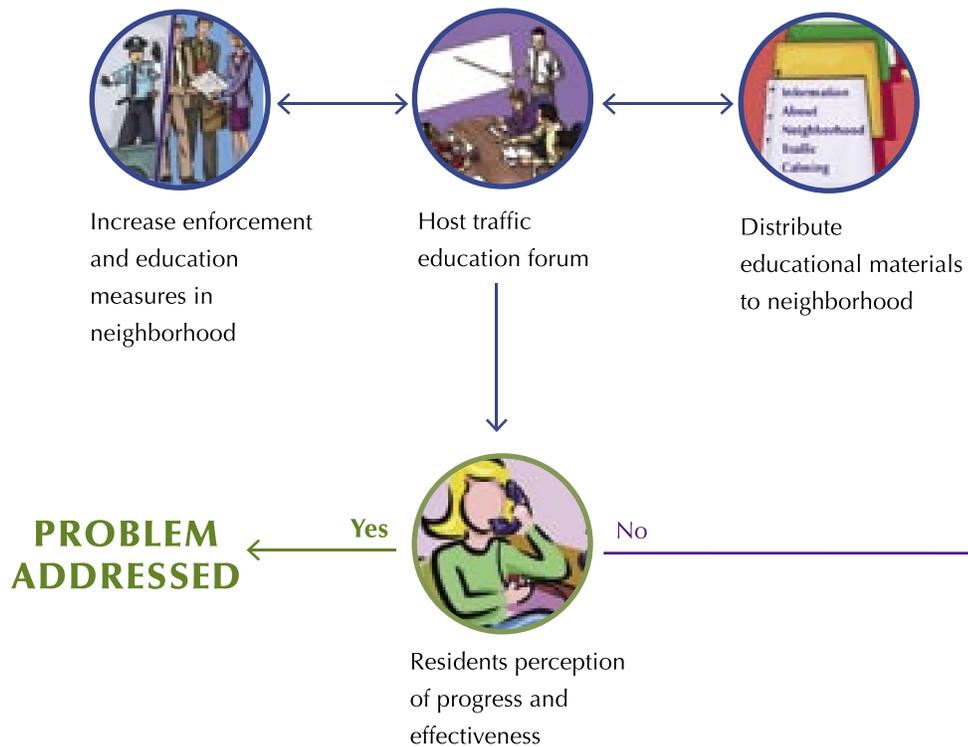
IMPLEMENTATION PROCESS

Part I – Preliminary Actions



Part 2 – Neighborhood Involvement and Implementation

Education, Awareness and Enforcement



IMPLEMENTATION PROCESS

Part 2 cont. – Neighborhood Involvement and Implementation

