

Approval by City Council  
on May 15, 2014

## City of Cibolo

### RESIDENTIAL TRAFFIC MANAGEMENT POLICY

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#### PURPOSE

This policy establishes consistent procedures for addressing the concerns of persons in residential neighborhoods regarding local traffic issues that adversely affect the neighborhood. These traffic issues include: requests for no parking along certain residential streets, requests to limit cut-through traffic in neighborhoods, requests for crosswalks, requests for children at play signs, other advisory or advanced warning signs, requests to limit speeding, requests to lower posted speed limits, requests for stop signs, requests for traffic signals, etc.

#### SCOPE

The City of Cibolo is committed to maintaining and improving the quality of life within our neighborhoods. The City's direct efforts are to work and coordinate with the requesting party in understanding and addressing neighborhood concerns in a defined area within the neighborhood. The Public Works Department will inform the affected residents of any significant changes being planned for their neighborhood. This policy is applicable only to city owned and maintained roadways..

This policy does not require the City to install, remove, or modify any traffic control device, sign, signal, or warning device if the City has, in the absence of this policy, the discretion under State law to install, remove, or modify the traffic control device, sign, signal, or warning device.

Measures implemented under this policy will be done in accordance with Chapters 544 & 545 of the Texas Transportation Code and the Texas Manual for Uniform Traffic Control Devices.

#### PROCEDURES

##### **General:**

1. Residents, homeowners associations, or similar type groups, may make a written request in letter form, via e-mail, or on the official City of Cibolo website, to the Public Works Department requesting that a traffic issue be addressed.
2. The Public Works Department, working with the City Engineer, will meet with the person, persons, or association making the request to identify the area of concern and define the area affected. The defined area for the request will be supplied to the requester, once formally established. The defined area may change as conditions warrant.
3. City staff will evaluate the request, take data if necessary to confirm the magnitude of the problem, and determine if further study is necessary.

## **NEIGHBORHOOD TRAFFIC ISSUES:**

Staff will work with the requesting party to understand the nature of the neighborhood traffic issue and will apply one of the following subset procedures as needed. Each subset procedure shall be performed and implemented if warranted in accordance with the Texas Manual on Uniform Traffic Control devices, latest edition, the City's Design Standards, City Ordinances, and the Highway Capacity Manual, latest edition.

### **No Parking Requests:**

- In order to implement a No Parking zone along a street, the originator of the request will be responsible for obtaining written consensus by petition, using Attachment "A" of this document, of all of the affected property owners contained within the defined area. Within the subject area defined mutually by the Public Works Department and the requesting party, 100% of the affected property owners must sign the petition.
- To reverse a portion or all of a No-Parking zone along a street, 75% percent of the affected property owners within the defined area must sign a petition as implemented through these policy guidelines.
- "No Parking" signs will be posted along the entire street, block or logical termination point as determined by the Public Works Department and the requesting party. Other advisory or advanced warning signs will be placed as dictated by sound common engineering practice or the Texas Manual on Uniform Traffic Control Devices, latest edition.
- All No-Parking zone applications shall be revisited by the Public Works Department after a period of two full years from the date of implementation. The No-Parking zone shall remain in effect unless a compelling safety reason is discovered, or a petition requesting a removal is received by the Public Works Department, as defined above.

### **Speed Hump Requests:**

- In order to implement a plan which limits cut-through traffic, the originator of the request will be responsible for obtaining a written consensus by petition, using Attachment "A" of this document, of all property owners contained within the defined area. Within the subject area defined mutually by the Public Works Department and the requesting party, 75% of the affected property owners must sign the petition. If approved, 100% of the property owners directly adjacent to the installation site must consent to the installation. Directly adjacent is described as being within 50' of the traffic calming device being installed. The Public Works Department will meet individually with each adjacent land owner to receive their consent, which will be obtained using Traffic Calming Device Consent Form, Attachment "B". Traffic calming devices will not be installed in front of a property where the property owner is opposed to the installation.
- In accordance with the National Fire Code, all traffic calming measures must be approved by the Fire Department prior to their installation. After a petition or request is received, and upon determination by the City Engineer that a street or streets have the necessary physical and geometric characteristics to qualify for a traffic calming device, a layout of the subdivision will be forwarded to the Fire Department for the identification of streets which must be kept free of any traffic calming devices. Unless the Fire Department approves the

traffic calming measure on the project street, no physical traffic calming devices will be allowed on the project street.

- To reverse any portion or all of a citizen initiated traffic calming plan, 75% of the affected property owners must sign a petition, Attachment “A”, as implemented through these policy guidelines.
- Only functionally-classified “residential” and “neighborhood collector” streets having not more than one travel lane in each direction and not more than 40-foot in width (measured from back-of-curb to back-of-curb) shall be considered for installation of traffic calming devices. The classification of city roadways is contained within the Future Land Use and Thoroughfare Plan map, which may be amended from time to time by City Council.
- Speed humps will usually be placed between 200 feet to 600 feet apart at the discretion of the City Engineer. Other spacing configurations may be used based upon engineering judgment. The following guidelines will be considered when determining speed hump spacing, but spacing may be adjusted at the discretion of the City Engineer due to local circumstances in each case.
- On single short blocks (less than 600-feet) a single hump positioned near mid-point will be considered.
- On single blocks of moderate length (601- 1,200 feet), a two hump configuration will be considered.
- On very long single blocks (exceeding 1,200 feet), no more than four (4) humps may be considered.
- On lengthy continuous street segments or for humps provided over a series of blocks, interior humps may be placed 400 ft. to 600 ft. apart.
- The street shall have a posted or prima facie speed limit of 30 mph or less determined in accordance with the City’s method of establishing speed zones.
- A Street must be shown to have an average (85th percentile [%]) travel speed at least 7 mph above the legal speed limit to be eligible for a speed hump. This is determined by conducting a speed study of the affected street.
- Speed humps shall not be located in a horizontal curve or on a vertical curve where visibility is restricted.
- The street should have curb and gutter. Consideration may be given to streets without curb and gutter if it is determined that street drainage can be accommodated and that it will be possible to prevent vehicle run-arounds.
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- The average daily two-way traffic demand on any street being considered for a traffic calming measure shall not be less than 400 vehicles per day (averaged over not less than a three weekday time period).

- Speed humps will not be installed on any street with a grade of more than 8%.

**The following points will be considered when locating speed humps (or other traffic calming device):**

- A speed hump will not be located in front of a driveway or within an intersection. Speed humps will not be located within 100 feet of an intersection.
- The first hump in a series should be installed within approximately 200 feet downstream of a stop sign.
- Speed humps will not be located over, or contain, manholes, or be located adjacent to fire hydrants or driveways.
- For humps located near drainage inlets the hump will be placed just downstream of the inlet. If this is not feasible, special treatment must be considered for drainage.
- If possible, humps will be located on property lines rather than directly in front of a residence.
- The advantage of existing or potential street lighting should be taken into account when determining hump locations.

**Removal Process for Speed Humps**

- A request for the removal of Speed Humps will not be considered sooner than three (3) months after installation.
- The total cost of removal to be 100% the applicant's responsibility, which must be acknowledged in writing by the requesting party, prior to consideration for removal.

**Requests for Street Lights:**

- Street lighting fixtures will be installed in accordance with processes established in the utility franchise agreement with Guadalupe Valley Electrical Cooperative.
- Deviations from the franchise agreement must be approved by City Council and funding allocated. Funding may be allocated within specific Capital Improvement Projects for additional street lighting.

**Requests for Crosswalks:**

- The Public Works Department will communicate with the requesting party to fully understand their request and thoroughly define the requested location(s) for the crosswalk.

- The Public Works Department will study the requested location and perform a crosswalk analysis which includes volume of pedestrian traffic, proximity of the subject location to schools, parks, swimming pools, retail centers, hike and bike facilities, vehicular traffic volume, etc.
- Crosswalks shall not be placed in the middle of a block.
- Crosswalks shall not be placed at uncontrolled intersections; meaning those without existing stop signs or traffic signals. Requests for crosswalks that are contrary to or in conflict with the Safe Routes Plan will not be considered.

**Requests for Children at Play Signs:**

- Staff will communicate with the requesting party to understand their request. The requesting party will be informed that Children at Play signs will not be installed at any locations other than those directly adjacent to a public park or public swimming pools.
- The Public Works Department will study the requested location and perform an advisory sign analysis which includes volume of pedestrian traffic, proximity of the subject location to schools, parks, swimming pools, retail centers, hike and bike facilities, vehicular traffic volume, etc.

**Requests for Other Advisory or Advanced Warning Signs:**

- Staff will communicate with the requesting party to understand their request. The requesting party will be informed that it is City policy to only install advisory or advanced warning signs that are in accordance with the Texas Manual on Uniform Traffic Control devices, latest edition.
- The Public Works Department will study the requested location and perform an advisory/advanced warning sign analysis which includes volume of pedestrian traffic, proximity of the subject location to schools, parks, swimming pools, retail centers, hike and bike facilities, vehicular traffic volume, etc.

**Requests to Limit Speeding along Specific Neighborhood Streets:**

- City Staff will notify the Police Department when a complaint of speeding has been received and request speed enforcement for the subject area. The requesting party's comments and concerns will be entered into a traffic complaint database to search for similar complaints in the subject area.
- If there are three or more similar complaints in less than one calendar year in the traffic complaint database regarding the subject area, the City's speed enforcement trailer will be used in addition to the Police Department speed enforcement.
- If there are more than eight similar complaints in less than two years regarding the subject area, a speed study will be performed to determine if additional measures such as decreasing the speed limit, the use of additional traffic signs other than stop signs, or the implementation of rumble strips should be considered.

Should traffic calming measures be warranted, the Public Works Department will share the proposed measures being considered with the affected residents before they are implemented.

**Requests to Lower the Posted Speed Limit along Specific Neighborhood Streets:**

- The requesting party's comments and concerns will be entered into the traffic complaint database to search for similar requests in the subject area.
- Under no circumstance shall any street within the incorporated City limits have a speed limit of less than 25 miles per hour per Texas State Law, Sec 545.356.
- A speed study will be performed to determine the 85<sup>th</sup> percentile of speed. This information in conjunction with pedestrian traffic volume, roadway curvature, the number of traffic accidents, sight distance restrictions, etc. will be considered.
- Should changes in the speed limit be warranted, the Public Works Department will share the proposed changes with the affected residents before they are implemented.

**Requests for Stop Signs or Traffic Signals:**

- The requesting party's comments and concerns will be entered into the Public Works Traffic database to search for similar requests in the subject area.
- A field visit to the subject location will be made by the Public Works Department and the Cibolo Police Department to determine if the request is valid and warrants additional study.
- Stop signs or traffic signals shall not be installed within the corporate City limits of the City of Cibolo unless approved by an authorized traffic warrant analysis.
- Stop signs or traffic signals shall not be installed for the purpose of controlling the speed of a roadway as they have been shown to become a hazard at times when installed without warrant.
- Implementation of the plan will be in accordance with necessary budget considerations. Traffic Signals must be included in the Capital Improvement Plan of the City for consideration.
- Should changes be warranted, the Public Works Department will share the proposed changes with the affected residents before they are implemented.

**Other Public Safety Traffic Issues:**

- The requesting party's comments and concerns will be entered into the traffic complaint database to search for similar requests in the subject area.
- A field visit to the subject location will be made by the Public Works Department and the Cibolo Police Department to determine if the request is valid and warrants additional study.
- Should changes be warranted, the Public Works Department will share the proposed changes with the affected residents before they are implemented.

Application for a Traffic Calming Device  
TRAFFIC CALMING DEVICE PETITION

Attachment "A"

<b>Location:</b>
<b>Contact Persons:</b>
Primary -- _____
Address: _____ Phone No: Residence: _____ Work: _____
Secondary -- _____
Address: _____ Phone No: Residence: _____ Work: _____
Third -- _____
Address: _____ Phone No: Residence: _____ Work: _____

We, the undersigned hereby petition for the installation of speed humps or a traffic diverter on \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ according to policies and procedures established by the City Engineer.

**Note:** The street mentioned above will be considered for speed hump installation only if the signatures contained on Attachment "B" represent **two-thirds or more** of all the households/businesses adjacent to the street. Only **one** signature from each household/business (apartment complex) will be considered.

