

CITY OF BETHANY  
PUBLIC WORKS DEPARTMENT  
TRAFFIC CALMING PROGRAM POLICY AND PROCEDURE  
RESIDENTIAL SUBDIVISIONS  
APPROVED BY CITY COUNCIL BY RESOLUTION No. 1733

I. **Applicability:**

This policy applies to all residential subdivisions as platted in the City of Bethany.

II. **Implementation:**

This policy is effective upon approval by the City Council. Nothing within this policy shall limit the City of Bethany or any of its trusts from exercising the power and authority generally granted by 11 O.S. § 36-101 et seq to construct, improve, repair, or maintain any street within its boundary.

III. **Purpose:**

The residential speed limit in the city of Bethany is 25 mph. If this speed limit were obeyed the resulting pattern of the actual speeds would ideally follow a bell curve with a mean speed of 20 mph and an 85<sup>th</sup> percentile speed of 25 mph. Unfortunately, the 25-mph speed limit is not always obeyed. Other cities have found that stop signs were not entirely effective to control speeds. This policy and procedure was prepared from the evaluation of literature on various tests conducted by other cities. This policy represents measures that have been found to be the current best technology for traffic calming in residential neighborhoods. As technology changes, this policy may be updated by the City Administration to reflect improvements.

IV. **Definitions:**

1. Speed Humps – 3 ½ inch high, parabolic or flat-topped, typically 12 to 22 feet long in the direction of travel, and spaced as needed, as determined by the Public Works Department. Humps are generally only applicable on streets with direct residential frontage and with posted speed limits of 25 or less. An attempt is made to locate humps at property lines – they are not installed on sharp curves or hill crests where visibility may be restricted, on steep grades, in intersections or at driveways. Humps are designed to accommodate larger vehicles such as school buses and fire trucks.
2. Driver Feedback Speed Signs – Digital sign that makes drivers aware of their speed, which encourages drivers to slow down. These signs may also contain flashing lights.

V. **Policies:**

1. In conformance with the U.S. Department of Transportation Manual of Uniform Traffic Control Devices, **Stop Signs** are not be used for speed control or installed on a street that serves as the principal roadway network for through traffic flow, unless justified by a traffic engineering study.

2. When a residential area requires traffic calming action, the least restrictive measure or combination of measures that are effective will be employed.
3. Traffic Calming Measures employed by the City are as follows (listed from least to most restrictive):
  - a. Speed Signs with or without Street Painting
  - b. Special zero tolerance enforcement by Police Department
  - c. Driver feedback speed signs
  - d. Speed Humps
4. Traffic calming measures 3a through 3b may be implemented or stopped/removed by the City Staff, upon recommendation by a majority vote of the Sign Committee.
5. Traffic calming measures 3c through 3d require a majority vote of the Sign Committee, Traffic Committee and City Council approval before installation or removal, except for removal to install a greater restraint measure.
6. Participation within the Traffic calming program occurs only upon request by 75 percent or more of the property owners adjacent to the street segment (typically a block) with the exception of solar digital feedback signage, which has no threshold. A petition that has been denied may be refiled with participation by the requisite 75 percent or more of the property owners, but only after 18 months since the last denial.
7. Only streets that meet the specific criteria in this policy will be considered for traffic calming measures.
8. Traffic calming measures are employed in order, starting from least restrictive and going to most restrictive. When in the opinion of the sign committee, a less restrictive traffic calming measure will enhance the more restrictive measure being installed, it should be left in place.

**VI. Roles:**

1. City Council: As necessary, the Council may review and approve installation or removal of traffic calming devices.
2. City Manager: The City Manager manages the traffic calming program through the appropriate staff departments.
3. Public Works Department:
  - a. Receives complaints about excessive traffic and speeding.
  - b. Informs citizens of the traffic calming policy and how to use the policy.
  - c. Receives and processes requests for traffic calming actions.
  - d. May perform traffic counts and speed studies.
  - e. Prepares designs for speed humps with the assistance of the engineer for the city.
  - f. Installs traffic calming devices upon recommendation by the traffic committee and approval by Council and purchased by the requesting citizens.

4. The Police Department:
  - a. Provides background traffic speed and accident information on streets that may be selected for study.
  - b. Provides officers for zero tolerance enforcement and street evaluations as required by the Chief of Police or Assistant Chief of Police.
5. Sign Committee: This committee is comprised of the City Manager, Police Chief, Public Works Director, and City Engineer to review traffic calming requests.

VII. **Procedure:**

1. Traffic Speed Problem Area Identification: The homeowners on the street may identify an area as having a traffic speed problem by submitting a Traffic Calming Petition via a sponsor.
2. Citizens who express concerns about traffic problems in their neighborhood should be referred to the Public Works Department. The citizen should be supplied with a Traffic Calming Petition, Verification Statement, and Homeowners' Association Endorsement and informed that a sponsor will be necessary to represent the neighborhood for purposes of the procedure. If the subdivision does not have a homeowners' association, then all references to a homeowners' association are not applicable to that subdivision.
3. The sponsor will deliver the completed paperwork to the Public Works Department.
4. Upon receipt of the sponsor's completed paperwork (see Step 2 of this procedure), the Public Works Department should conduct a 24-hour traffic count and a 12-hour speed survey on the proposed street. Action after these counts will be one of the following:
  - a. A street that has 500 or more vehicles in a 24-hour period and an 85<sup>th</sup> percentile speed above 30 mph, will automatically be entered in the program.
  - b. A street that has an 85<sup>th</sup> percentile speed below 30 mph will automatically be excluded from the program.
  - c. A street that has less than 400 vehicles in a 24-hour period will automatically be excluded from the program.
5. Upon completion of the count and survey, the Public Works Department will notify the sponsor of the results and the status of their request: e.g., the street does not qualify for traffic calming measures, or the street does qualify and is being and is being entered into the traffic calming program
6. For a street that is entered into the program, the Public Works Department will take the Petition and supporting documentation to the Sign committee and then the Traffic committee for recommendation to the City Council for approval at the next reasonable date the Council meets. The street selected for the traffic calming program shall be placed on the agenda for all publicly noticed meetings. The street selected for the traffic calming program shall be set for public hearing at the City Council meeting. If the City Council decides that traffic calming measures are not required, the project will be stopped at that point.

7. Upon receipt of the City Council's approval, the Public Works Department shall initiate the traffic calming measures in the order shown in paragraph V 3 above. After each step is taken, a three (3) to five (5) week waiting period should be observed and then a follow-up speed survey shall be conducted. If the 85<sup>th</sup> percentile speed has dropped to acceptable levels, the traffic calming program will be closed at that level.
8. The Public Works Department may reopen a traffic calming project within 18 months after it was approved by the City Council. Reopening a project will be done when a speed survey shows that the measures used are no longer effective, and that most restrictive measures may need to be considered.
9. If a traffic calming project has been closed longer than 18 months, any request to increase the traffic calming measures must be made by new petition pursuant to the procedure established by this policy.

**VIII. Removal of Traffic Calming Measures:**

If after three (3) months the citizens living on the problem street desire to have the traffic calming measure(s) removed, they must petition the City Council through the traffic committee for removal of the traffic calming measure(s). Removal of traffic calming measures will be accomplished using the same procedure as for installation the only change will be the wording of the documents. Removal will require the approval of 75 percent or more of the property owners adjacent to the street in the same geographic area as the petition for traffic calming measures to be installed.

**IX. Cost Responsibility:**

The entire cost of any traffic safety improvement is the responsibility of the property owners on the street or street segment. The cost for transportation engineering studies and maintenance of the improvements is the responsibility of the City. The cost of any traffic safety improvement **is not** the responsibility of the City and could be paid by one or more of the street's residents, property owners, or from other private sources.

**X. Appendices:**

1. Traffic Calming Petition
2. Verification Statement
3. HOA Endorsement Statement
4. Traffic Calming Measure Installation Criteria



## APPENDIX 2 – VERIFICATION STATEMENT

There are a total of \_\_\_\_\_ properties adjacent to \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_. There are \_\_\_\_\_ valid signatures on the speed hump petition which represent \_\_\_\_\_ percent of properties adjacent to the street within the section mentioned above. I verify that the signatures on the Traffic Calming petition are valid and only one signature per household has been considered in the above-mentioned percentage.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Sponsor)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### APPENDIX 3 – HOA ENDORSEMENT STATEMENT

In a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the \_\_\_\_\_ Homeowners Association approved and endorsed the Traffic Calming project on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. The association acknowledges that because of installation of Traffic Calming Devices up to and including speed humps on the above-mentioned street there may be an increase in traffic on nearby streets.

The sponsor has confirmed that signatures on the Traffic Calming petition are valid and represent 75% of the households/businesses adjacent to the street within the section mentioned above.

Date: \_\_\_\_\_

1. Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

2. Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

## APPENDIX 4 – TRAFFIC CALMING MEASURE INSTALLATION CRITERIA

### 1. Traffic Signs and Painting:

- a. General: Traffic Signs and painting are used to alert drivers to the need to slow down in a residential neighborhood. All signs and painting will be installed in accordance with the Manual on Uniform Traffic Control Devices, (MUTCD) (current edition). The traffic signs and painting normally used for traffic calming are listed below.
- b. Speed Limit Signs: Speed limit signs will normally be placed at points of entry into the subdivision. The sign will be in the block adjacent to the arterial street. When there is a separation between subdivisions a speed limit sign will be posted on the street connecting the subdivisions.
- c. Dangerous Intersection Signs: Where the accident record shows an intersection with more than five (5) accidents in a year, dangerous intersection signs will be posted at the intersection.
- d. School Zone, Crosswalk, Yield and Stop Signs will be placed where warranted as outlined in the MUTCD.
- e. Unwarranted Signs: Where signs that do not meet the requirements of the MUTCD have been installed, these signs will be removed as part of the traffic calming project.
- f. Painting: Painting will normally consist of crosswalks, message to drivers (i.e. Slow, 25 MPH, etc.), marking areas of no travel, and adding visibility to other traffic calming devices. Painting will be in accordance with the MUTCD.

### 2. Speed Humps

- a. General: Speed humps are normally the last traffic calming measure to be installed. The speed hump will slow traffic to 20 to 25 MPH through vertical displacement of the vehicle. Since there is vertical displacement involved there is a certain amount of wear on vehicles. Traffic Committee recommendation and City Council approval is required.
- b. Design Criteria
  - 1) The Standard speed hump will be approximately 12 to 22 feet long with 6-foot-long approaches on either side. This Standard speed hump will be 3.5 inches in height.
  - 2) On streets with barrier curbs, humps will extend fully across the road from curb joint to curb. A 12-inch minimum taper may be considered for drainage. For humps installed on non-curbed roadways special treatment such as delineator posts will be considered to prevent vehicle run-arounds.

### 3) Spacing and Location

- i. Speed humps may be placed between 200 feet to 600 feet apart, if warranted. Other spacing may be used based upon engineering judgement. The following guidelines will be considered when determining speed hump spacing.
- ii. On single short blocks (300 feet to 500 feet) a single hump will be positioned near mid-point.
- iii. On single blocks of moderate length (500 feet to 1000 feet) a two-hump configuration at the third points will be used, if warranted.
- iv. On very long blocks (1000 feet to 1600 feet) three or more humps may be necessary.
- v. On lengthy continuous street segments or for humps provided over a series of blocks, interior humps may be placed 400 feet to 600 feet apart, if warranted.

### 4) Location Considerations:

- i. A speed hump should not be located in front of a driveway or within an intersection. Speed humps should not be located within 250 feet of a traffic signal or within 50 feet of an intersection.
- ii. Speed humps should not be located over, or contain, manholes, or be located adjacent to a fire hydrant.
- iii. For humps located near drainage inlets, the hump should be placed just downstream of the inlet. If this is not feasible, special treatment should be considered for drainage.
- iv. If possible, humps should be located on property lines rather than directly in front of a residence.
- v. The advantage of existing or planned street lighting should be taken into consideration when determining hump locations.
- vi. A speed hump shall not be located in front of a property if the occupant objects to its placement or, in the case of multiple dwellings, if the majority of the households on the property object to its placement. Fulfillment of this requirement is the responsibility of the applicant(s).