Traffic Management for Safer Neighborhoods Program (TMSNP)

Policy and Procedure Guide

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Policy and Program Purpose

- **POLICY –** *El Paso County Traffic Management for Safer Neighborhoods Program (TMSNP) is a formal application and standard review process with set criteria for the installation of warranted traffic calming devices in public right-of-way.*

- **PURPOSE –** *The TMSNP addresses safety concerns caused by driver behavior in neighborhoods with the installation of warranted small-scale traffic calming devices. The TMSNP process is initiated by residents to request traffic calming devices on residential streets.*

Pre-Qualifications

- **REQUIREMENT** – *The subject street must meet all the following criteria before applying to the TMSNP:*

✓ *Paved (HMAC) street able to support speed humps within El Paso County.**

✓ *Street classification is local or collector* (*arterials are not eligible to apply*).

✓ *Statutory speed limit between 20 and 35 miles per hour (MPH).*

✓ *One travel lane of traffic in each direction. Turn lanes, bike lanes and parking lanes are not counted as travel lanes.*

✓ *Street must be composed primarily of residential single-family or duplex housing.*

Application and Eligibility Criteria

The TMSNP application must be submitted to El Paso County Planning & Development Department to be reviewed for program criteria and eligibility.

- **REQUIREMENT** – *Submit a complete TMSNP application and petition of support that meets a minimum of 51% property owners in support of traffic calming devices on the subject street.*
- ***Traffic calming improvements*** ** – *For roadways that are designed for low-to-moderate vehicle volume and speeds.*
- ***Traffic control devices such as stop signs*** *– These control devices are intended to assign right-of-way at intersections and must be warranted per the Texas Manual on Uniform Traffic Control Devices.*
- ***Modification to speed limits*** *– Speed limits are established based on roadway design and by State statute. Change of speed limits cannot be considered.*

A TMSNP application is considered ineligible if:

- *It does not meet all the pre-qualification criteria.*
- *Minimum petition requirement is not met (incomplete application).*
- *Traffic study findings do not meet both traffic volume and speed criteria.*
- *The applicant is requesting a signalized intersection. Traffic signals cannot be considered through this policy.*

** Any traffic mitigation expenditure within a municipality shall be approved on a case-by-case basis by the Commissioners Court, subject to prior coordination and approval by the relevant jurisdiction*

*** Note: Street classification is determined in the City of El Paso and County Major Thoroughfare Plan (MTP). Please refer to the City's and County's MTP's: https://gis.elpasotexas.gov/planning/index.html; El Paso County PDF file: https://www.epcounty.com/plandev/reports.htm*

Traffic Calming Devices

In general, traffic calming installations physically modify the roadways and encourage drivers to alter their behavior by reducing speed, raising awareness of pedestrians and bicyclist, or diverting traffic to more appropriate streets. These installations are intended to be self-enforcing and low maintenance.

There are additional considerations to placement of traffic calming devices based on their proximity to existing conditions, such as but not limited to:

- *Roadway curves, street grades, signals, stop signs, intersections, school zones, restricted parking, warning signage, bus stops, fire hydrants, storm water drains, underground utility access and connection points, property lines and driveway alignments, landscaping and trees, etc.*

The primary traffic calming devices considered under the TMSNP are: *

1. *Speed Cushions and Signage*

Description: *Raised rubber devices or asphalt humps installed directly onto the roadway. Typically installed in series based on roadway length and in sets based on roadway width.*

- *Speed cushions must be designated with warning signs to notify approaching drivers. Signage improves visibility at night.*
- *Designed to accommodate the wheelbase clearance of emergency vehicles.*

Considerations: *Street must have adequate sight and stopping distance to safely accommodate devices. Where curb and gutter does not exist, speed hump signage shall be placed in-line with cushions, on both sides, to discourage off-pavement diversions.*

- *Not installed within sharp or right-angled roadway curves.*
- *Not installed on steep roadway sections with a vertical grade greater than 8%. Approval of County Engineer or designee is required if device location is on a street section that exceeds a 6% grade.*
- *Not installed within school zones.*
- *Not installed on chip seal roadways.*

2. *Pavement Markings*

Description: *Pavement markings on roadway surfaces are used to provide guidance to drivers and pedestrians. (For example: yellow centerlines and white edge lines)*

- *Pavement striping may be used to reduce travel lane widths and create higher visibility for driver awareness.*

Considerations: *For use within school zones and on roadways with curves and street grades that cannot safely accommodate speed cushions.*

3. *Speed Feedback Signs*

Description: *A digital sign device that indicates the driver's speed in relation to the posted speed limit.*

Considerations: *For use only on Collector streets, unless otherwise approved by County Engineer or designee. Must have sufficient right-of-way and not block ADA accessibility.*

**Note: Other small-scale traffic calming devices may be considered on case-by-case project review based on engineering judgement and available funds. (For example: speed tables, speed legends, stop signs, delineators, angle parking, pavement marking enhancements to existing crosswalks, etc.)*

Overview – TMSNP Request Process

STEP 1  **Apply**

- ► *Submit complete TMSNP application.*
- ► ***Minimum of 51% petition of support** from property owners on the subject street. Specific to a multi-way stop (MWS) request, 51% support of the street that does not stop is required.*

STEP 2  **Review**

- ▪ *<u>Subject street meets pre-qualifications</u>:*
  - *Paved street within County limits**
  - *Local or Collector Street*
  - *Speed limit between 20 to 35 MPH*
  - *One travel lane of traffic in each direction*
  - *Primarily composed of residential single-family or duplex housing*
- ▪ *Application will be returned if additional petition signatures are required.*
- ▪ *Subject street must not have been evaluated within eighteen-months (18) of most current study, and/or reapplication will not be accepted within eighteen-month (18)-period.*

STEP 3  **Traffic Study**

- ► *The County typically collects traffic data on a weekday during the school year.*
- ► *Traffic Data will be collected, including traffic volumes, speed data, and turning movement counts (as needed for MWS analysis).*

STEP 4  **Eligibility Notification**

- ► *<u>Traffic study findings must meet criteria</u>:*
  - ✓ ***Traffic Volume (ADT)**– Must be between 500 and 7,500 vehicles per day.*
  - ✓ ***Traffic Speed** – 15% of traffic volume must be 5 MPH or more over the speed posted limit (85th percentile speed)*
  - ✓ ***Traffic Calming-** must meet current TMUTCD Requirements for MWS.*
- ► *Applicant receives notification of application status*
  (If eligible, continue to Step 5)

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5  **Funds and Design**

- ► *Projects are prioritized by order the application was received and qualified for program.*
- ► *County Engineer or their designee determines types and locations of traffic calming devices within public right-of-way.*
- ► *Improvements contingent on available program funds*

STEP 6  **Installation**

- ► *Typically installed in phases:*
  - ▪ *Roadway preparation*
  - ▪ *Signage installation*
  - ▪ *Speed cushion installation*

** Any traffic mitigation expenditure within a municipality shall be approved on a case-by-case basis by the Commissioners Court, subject to prior coordination and approval by the relevant jurisdiction*

Application and Petition of Support

STEP 1 Apply

➲ ***REQUIREMENT*** *– Must submit a complete TMSNP application and petition of support that meets a minimum of 51% property owners in support of traffic calming devices on the subject street. For a multi-way stop request, signatures for 51% of residents on the free-flow street will be required. While property owners, both residential and commercial, may submit support for a TMSNP application, the subject street must be composed primarily of residential single-family or duplex housing units.*

TMSNP Application

- *TMSNP application is available online or property owners may request the form be mailed to their address by request.*
- *TMSNP application is property owner initiated and must be submitted to the Planning and Development Department to be reviewed for program criteria and eligibility.*
  - *Applications are accepted year-round.*
  - *One street per application request – If request is for multiple streets, applicant must submit separate applications for each street.*
    - *Previously implemented TMSNP projects – A new TMSNP application may be required depending on the type of traffic calming devices previously installed and their recorded effectiveness. For example:*
      - *If only pavement markings were installed, and the application is over 3 years old – A new TMSNP application is required for speed cushion requests.*
      - *If physical traffic calming devices were installed – County staff will review and determine if the past project is considered maintenance or if a new TMSNP application is required for additional traffic calming devices outside of the original project scope.*

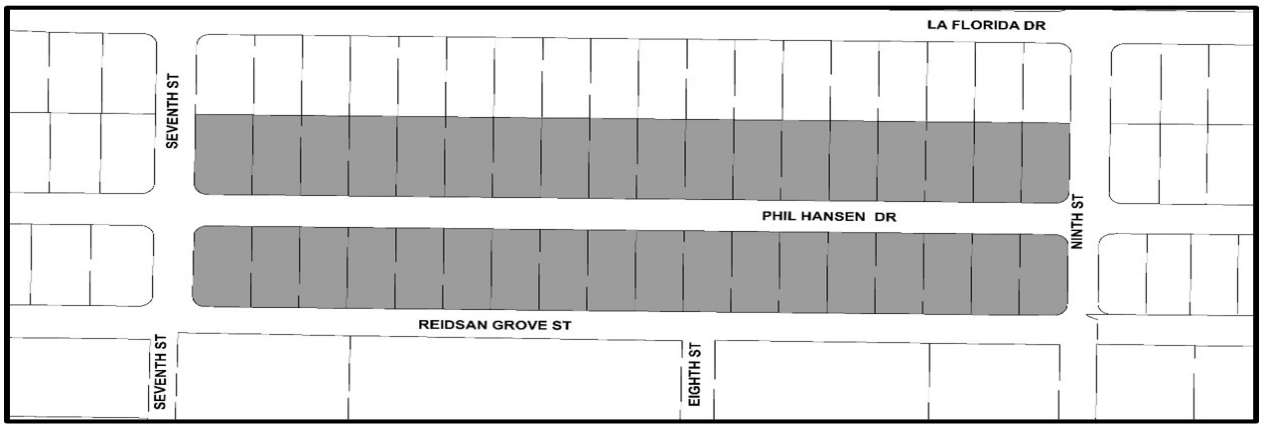
TMSNP Petition of Support *

- *Total number of properties _____ multiplied by 0.51 = ____ (round up to next whole number)*
- *Only properties with a front-yard or side-yard that are directly next to subject street are counted.*
  - *Signatures collected outside the application street limits are not counted.*
- *Only one signature per household / property is counted.*
  - *Multiple residents from same address may sign; however, they are only counted as one household / property.*
  - *Addresses that are not signed, unable to be verified, or are illegible to read are not counted.*
- *Total household / property petition count does not include vacant lots, parks, public facilities, schools, churches, or apartment complexes.*

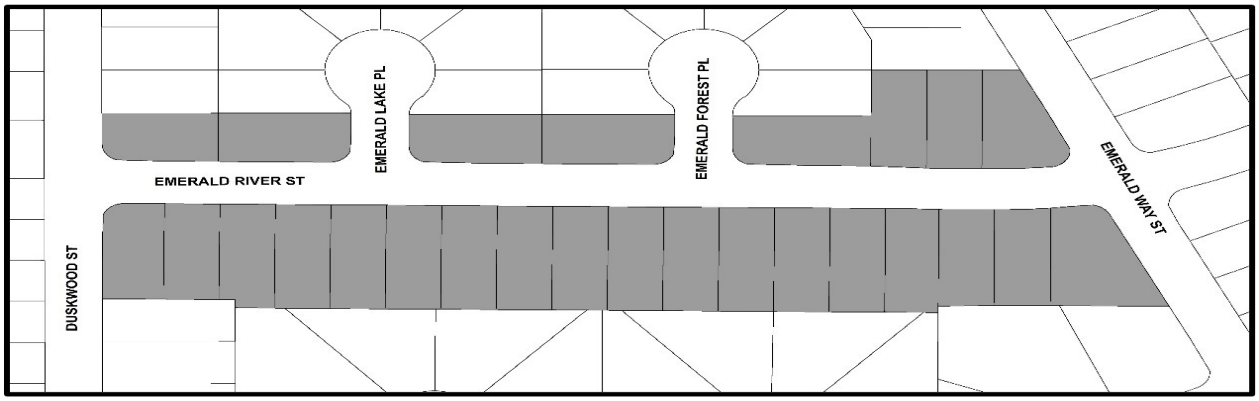
** Note: County staff may revise subject street limits to ensure there is enough roadway length distance to support traffic calming devices – additional signatures may be requested. Staff may also recommend reasonable segments to collect signatures of support for long street segments with over a hundred households.*

The following illustrations are typical examples of petition signatures to collect for a TMSNP application:

- ***Example 1:*** *Phil Hansen Dr. from Seventh St. to Ninth St.*
  - ***Total number of residential properties 36 households multiplied by 0.51 = 19 households*** *(round up to next whole number).*
    - *Out of the 36 households on Phil Hansen Dr. from Seventh St. to Ninth St. (parcels shown in gray below) at least 19 residential household signatures are required to meet the minimum of 51% support.*
    - *Example street includes residential properties whose front-yards or side-yards (corner houses) are directly next to the requested street. Signatures for this example may be collected within the limits shown in gray.*



- ***Example 2 –*** *Emerald River St. from Duskwood St. to Emerald Way St.*
  - ***Total number of residential properties 26 households multiplied by 0.51 = 14 households*** *(round up to next whole number).*
    - *Out of the 26 households on Emerald River St. from Duskwood St. to Emerald Way St. (parcels shown in gray below) at least 14 residential household signatures are required to meet the minimum of 51% support.*
    - *Example street with cul-de-sacs includes residential properties whose front-yards or side-yards (corner houses) are directly next to the requested street. Residential properties within a cul-de-sac that have a different street name are not included in the total household count. (Smaller cul-de-sacs with same street name would be included in total household count.) Signatures for this example may be collected within the limits shown in gray.*



Application Review

STEP 2 Review 

TMSNP Staff Review

County staff documents submitted TMSNP applications and verifies the application meets the pre-qualifications and petition of support requirement. TMSNP application review time is subject to the number of applications under review. Applicant receives confirmation of reviewed TMSNP application and is notified if any additional information is required. For example:

- *Pre-qualifications are not met – Applicant is informed the requested street does not meet all the pre-qualification criteria and is ineligible for the program.*
- *Additional petition signatures are required – Application is returned, and applicant is informed on the minimum number of additional signatures to collect in order to resubmit the application to continue the review process.*
- *Pre-qualifications and petition requirements are met – Staff prepares request for a traffic study on the subject street and notifies applicant of tentative timeframe for traffic study to be conducted.*

Conduct Traffic Study

STEP 3 Traffic Study 

TMSNP Traffic Studies

A traffic study measures vehicle volume and speed trends on the subject street. Traffic study data collection and review time is subject to the number of countywide traffic studies under review.

- *Traffic studies are typically conducted on a weekday during a regular school calendar year. Where exceptional circumstances are present, a study may be conducted outside of this timeframe.*
  - *Depending on the length of the subject street one or more counters are typically placed along the roadway.*
- *County staff reviews the findings and prepares the corresponding application status notification.*
  - *The highest volume of average daily traffic (ADT) and 85th percentile speed are recorded to determine if the TMSNP eligibility criteria is met.*

Application Status

STEP 4 Eligibility Notification 

➲ ***REQUIREMENT*** *– Traffic study findings for the subject street must meet both the traffic volume, speed & applicable design criteria to warrant traffic calming installations through the TMSNP.*

- ✓ ***Traffic Volume*** *– Must be between 500 and 7,500 vehicles per day.*
- ✓ ***Traffic Speed*** *– 15% of the traffic volume must be traveling 5 MPH or more over the speed limit (85th percentile speed)*
- ✓ ***Design Criteria*** *– Refer to Traffic Devices Placement and Design Guidelines.*

TMSNP Application Eligibility Status

- **Eligible Applications** *– If the traffic study meets the TMSNP program criteria for both traffic volume and speed, or for speed humps, design criteria the applicant is notified the application is eligible.*
  - *Eligible applications are placed in queue on the TMSNP project list.*
  - *Projects are prioritized in order the application was received and qualified for the program.*
- **Ineligible Applications** *– If the traffic study does not meet the TMSNP program criteria for both traffic volume and speed, or geometric as applicable for speed humps, the applicant is notified the application is ineligible.*
  - *The applicant or another resident from subject street may request a traffic restudy while TMSNP application is still valid within 3 years from the date of submittal.*
  - *Restudy requests are subject to review and are typically conducted after 18-months from the date of the last study on file.*

Program Funds and Project Design

STEP 5

Funds and Design

TMSNP Program Funding

- Funds are provided through Road and Bridge special revenue. Depending on the queue of TMSNP projects, installation may take more than one fiscal budget year.
- Eligible applications remain in queue on the TMSNP project list until installed. Private funding or donations cannot be accepted or used for this program.

TMSNP Project Prioritization

- Projects are prioritized in the order the application was received and qualified for the program.
- The County Engineer or designee may deem that a street has demonstrated a sufficient need as to warrant an expedited response, such as, to coordinate with other capital projects.

TMSNP Project Design

- The County Engineer or designee determines the appropriate devices and locations for installations in public right-of-way based on best practices and engineering standards.

STEP 6

Installation

TMSNP Project Installations

*Standard TMSNP installations are typically speed cushions, which are installed in 3 phases: **

- *Roadway segment preparation – Streets are inspected prior to construction to ensure existing pavement material is adequate to support the installation of speed cushions.*
    - *If pavement repair is required, then the roadway segment where the speed cushions are to be placed must be resurfaced before the devices are installed. The subsurface may also be thickened to support anchoring of speed cushions to roadway.*
- *Signage installations – Advance warning signs are typically placed at the beginning/end points of the project area and speed hump signs are placed at each speed cushion location.*
- *Speed cushion installations – Raised rubber devices are bolted directly onto the street. Sets are installed based on roadway width and are spaced apart to allow for emergency vehicle clearance.*

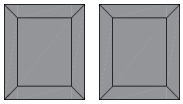
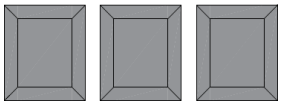
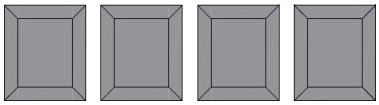
** Note: Installation schedules are subject to change to accommodate any unforeseen or weather-related conditions.*

Traffic Devices Placement and Design Guidelines

The County Engineer or designee determines the appropriate devices and locations for installations in public right-of-way based on best practices and engineering standards. Generally, speed humps, signage, and markings will only be considered if they meet the placement and geometric standards detailed below.

Speed Cushions*

► *Speed cushions are raised rubber devices installed directly onto the roadway; typically installed in series based on roadway length and in sets based on roadway width. Speed cushions are designed to accommodate the wheelbase clearance of emergency vehicles. For example:*

Speed Cushion Sets (Approx. Roadway Width)	 *Set of 2 (18 - 22 feet)*	 *Set of 3 (24 - 36 feet)*	 *Set of 4 (36 - 40 feet)*
Device Spacing	○ *Typically spaced 300 to 500 feet apart to effectively reduce speed – other spacing may be used based upon existing roadway conditions and overall project design*		

► *Speed cushion considerations on operational characteristics and design of the roadway:*

Street Design	○ *Must be an HMAC paved street with a speed limit of 30 MPH within El Paso County** ○ *Must be classified as Local or Collector street that serves primarily residential single-family or duplex housing* ○ *Not installed on roadways with more than one travel lane in each direction – turn lanes, bike lanes and parking lanes are not counted as travel lanes* ○ *Avoid negative impact to roadway drainage* ○ *The street segment must be a through street and have a paved width of 40 feet or less*
Street Condition	○ *If pavement repair is required, then the roadway segment where the speed cushions are to be placed must be resurfaced before the devices are installed – the subsurface may also need to be thickened to support anchoring of speed cushions to roadway.*
Sight Distance	○ *Street must have adequate sight and stopping distance to safely accommodate speed cushions*
Street Grade	○ *Devices are not installed on roadway sections with a vertical grade greater than 8%* ○ *Approval of County Engineer or designee is required if device location is on a roadway section that exceeds a 6% grade*
Roadway Curves	○ *Device should be located on the tangent rather than the curve sections, if possible.* ○ *Devices are not installed within sharp curve section of roadway – horizontal curves where the centerline radii are less than 300 feet and within 200 feet of beginning or end of a horizontal curve, unless it can be proven that sufficient sight distance is provided for a complete stop upon identification of the upcoming device.* ○ *For crest and sag vertical curves, a device must be located to allow for sufficient stopping distance upon identification of the upcoming device.*

** Any traffic mitigation expenditure within a municipality shall be approved on a case-by-case basis by the Commissioners Court, subject to prior coordination and approval by the relevant jurisdiction*

► *Speed cushions proximity to existing physical and built conditions:*

Traffic Control Devices (traffic signal or stop sign)	○ *Devices are not typically considered for roadways with less than 600 feet between consecutive traffic signals or stop signs.* ○ *Typically placed 150 to 300 feet from a traffic signal or stop sign.*
Unsigned Intersection	○ *Devices are mainly considered at mid-block between intersections.* ○ *Devices shall be placed at least 50 feet from intersection.*
Fire Hydrants / Bus Stops	○ *No devices shall be installed within 20 feet of a fire hydrant.* ○ *Devices should avoid bus stops entirely – may be placed at least 20 feet from the end of the bus stop.*
Property Lines and Driveways	○ *Devices are typically placed along property lines, as feasibly possible – may be placed within a front- yard section of a property due to driveway alignments.* ○ *Devices are typically placed at least 5 feet from a driveway throat, as feasibly possible. Devices shall not block access to driveways.*
Utilities	○ *Devices shall not be placed over manholes, drainage structures, water valves/meters, or other subsurface utility access features – typically placed at least 3 to 5 feet away from utility features.*
School Zones	○ *Devices shall not be installed within school zones.* ○ *Devices may be placed before or after a school zone.*

** Note: Any references to typical distances are for guidance and may vary based on case-by-case project review.*

Signs

► *Speed cushions must be designated with warning signs to notify approaching drivers. Signage improves visibility at night. The general design and application of warning signs shall be in conformance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD), latest edition.*

Sign Types	 *Advance Warning Sign*	 *Speed Hump Sign*
Sign Spacing	○ *Advance warning sign is typically placed within the public right-of-way 100 to 200 feet before a speed cushion.* ○ *Speed hump sign is placed within the public right-of-way next to every speed cushion – may be placed within 10 feet from a speed cushion location to improve sign visibility.*	

► *Speed feedback signs are digital sign devices that indicate the driver's speed in relation to the posted speed limit.*

Speed Feedback Sign	○ *For use only on Collector streets, unless otherwise approved by County Engineer or designee.* ○ *Typically installed in sets of two – one for each direction of traffic* ○ *Must have sufficient right-of-way and not block ADA accessibility.*

Pavement Markings

► *Pavement markings on roadway surfaces are used to provide guidance to drivers and pedestrians. The general design and application of pavement markings shall be in conformance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD), latest edition.*

Pavement Markings	○ *Pavement striping may be used to reduce travel lane widths and create higher visibility for driver awareness (For example: yellow centerlines and white edge lines)* ○ *For use within school zones and on roadways with curves and street grades that cannot safely accommodate speed cushions.*
Raised Pavement Markers	○ *Small reflective markers applied to roadways along pavement markings.* ○ *May be used to supplement centerlines and edge lines as need based on roadway geometry*
Delineators	○ *Raised reflective post or striped rectangular signage.* ○ *May be placed to prevent vehicles from maneuvering around traffic calming devices.*

Additional resources and guidance for traffic calming devices and signage on roadways:

- *Texas Manual on Uniform Traffic Control Devices (TMUTCD) – Texas Department of Transportation (TxDOT)*
- *Texas Transportation Code*
- *A Policy on Geometric Design of Highways and Streets – American Association of State Highway and Transportation Officials (AASHTO)*
- *El Paso County Design Standards for Construction*
- *El Paso County Street Design Manual*
- *Traffic Calming ePrimer – Department of Transportation Federal Highway Administration (FHWA)*

Return Form and Petition by Mail or Email
Planning and Development –TMSNP
800 E. Overland Ave.
El Paso, TX 79901
Main: 915-273-3330
planninganddevelopment@epcounty.com

Traffic Management for Safer Neighborhoods Program – Application

Requested Location

Street: _____
(One street per application request)

Limits Start From: _____ **End At:** _____
(Cross Street or Address) *(Cross Street or Address)*

Requested Traffic Calming Devices: *

☐ *Speed Cushions* ☐ *Pavement Markings and Signage* ☐ *Speed Feedback Signs* *(Collector Streets Only)*

Applicant Information

Full Name: _____
(Print Name)

Address: _____
Street Address *(Unit #)*

_____
City *State* *ZIP Code*

Phone: _____ **Email:** _____

Signature: _____ **Date:** _____

PLEASE KEEP A COPY OF TMSNP APPLICATION FOR YOUR RECORDS BEFORE SUBMITTING

PROGRAM NOTE: *Submittal of a TMSNP application does not guarantee the installation of traffic calming devices on the subject street. The subject street is reviewed per program criteria. If warranted, traffic calming devices and locations are determined by County Engineer. Installation is based on availability of funds and are managed by the order they were received and qualified for the program. Depending on the queue of TMSNP projects, installation may take more than a fiscal year.* ***Please refer to the Policy and Procedure Guide for complete program details.***

Office Use Only

Application Received: _____ ***Precinct*** _____ ***TMSNP #:*** _____ ***Prior TMSNP #:*** _____
(Date) *(FY-#)*

*If answered "**No**" to any of the pre-qualification questions (#1-6) below, application is ineligible to apply for program:*

		YES	NO
1.	*Paved street within El Paso County?*	☐	☐
2.	*One moving lane of traffic in each direction?*	☐	☐
3.	*Street classification is Local or Collector?*	☐	☐
4.	*Street composed primarily of single-family or duplex housing?*	☐	☐
5.	*Speed limit between 20-35 MPH?*	☐	☐
6.	*Is area within a school zone?*	☐	☐

		YES	NO	N/A
7a.	*Did petition meet 51% household support?*	☐	☐	
7b.	*If below 51%, number of additional signatures required:* *			
8a.	*Do limits need to be adjusted to conduct traffic study?*	☐	☐	
8b.	*If yes, recommend limits:* *			
9.	*Date traffic study request submitted and subject street limits:*			☐

* *If needed, return application to applicant to provided additional signatures.*

Petition Form Required for Application

Traffic Management for Safer Neighborhoods
Program Petition of Support for Traffic Calming Device

STREET:	FROM:	TO:

➲ **REQUIREMENT:** *A minimum of 51% properties must support traffic calming devices on the subject street.*

- ► **Number of properties _____ multiplied by 0.51 = _____ (round up to next whole number)**
- ► *Only households / properties with a front-yard or side-yard that are directly next to subject street are counted – Signatures collected outside the application limits are not counted.*
- ► *Only one signature per household / property is counted – Multiple individuals from the same address may sign, but they are only counted as one household / commercial property. Addresses that are not signed, unable to verify or are illegible to read are not counted.*
- ► *Total household / property petition count does not include vacant lots, parks, public facilities, schools, churches, or apartment complexes.*

➲ **PROGRAM NOTE:** *Submittal of this application does not guarantee the installation of traffic calming devices on the subject street. The subject street is reviewed per program criteria. If warranted, traffic devices and locations are determined by the County Engineer and are placed in public-right-of-way that may be in front of or adjacent to your property. Traffic calming devices to be considered are:* ***speed cushions, signage and/or pavement markings.***

Date	Address Number	Street	Print Name	Signature	Phone

Petition Page ____ of ____
(Print additional pages as needed)