POLICY AND PROCEDURES

CONTROL OF RESIDENTIAL CUT-THROUGH TRAFFIC

POLICY ON RESIDENTIAL CUT-THROUGH TRAFFIC

It is Commonwealth Transportation Board policy that the Virginia Department of Transportation (VDOT) will recognize the problems associated with residential cut-through traffic and implement appropriate remedial measures wherever feasible.

INTRODUCTION

This policy and attendant procedures identify the specific responsibilities and requirements of VDOT and of the affected county/town in addressing concerns relating to cut-through traffic on local residential streets.

VDOT and the Counties/Towns are partners in the administration of these processes and procedures. A good working relationship between VDOT and the Counties/Towns is important for this partnership to function effectively.

DEFINITIONS

Residential Cut-Through Traffic is traffic passing through a specific residential area without stopping or without at least one trip end within the area. It is traffic that would be better served by the local street system intended for through traffic, but, for various reasons, uses the residential street system.

Local Residential Streets are streets within a neighborhood that provide direct access to abutting land uses and serve only to provide mobility within that locality.
Primary Use Area is all local residential streets within a community whose traffic operational characteristics may be altered by operational changes to the candidate street(s) for residential cut-through traffic study, or by a change to any street that provides access to that community.

PURPOSE

The purpose of these procedures is to provide clear guidelines for studying the issues of residential cut-through traffic and implementing the recommended remedial measures.

COUNTY/TOWN RESPONSIBILITIES

To initiate these procedures, the county/town must:

• Identify the problem of residential cut-through traffic.

• Request, by resolution of the local governing body, that VDOT review and address possible solutions to the identified problem. This request is submitted the local resident administrator, along with the following support data.

Support Data Requirements

1. Functional classification of the street(s) in question as a local residential street and its relationship to the comprehensive plan

2. Identification of the primary use area, including all streets that are accessed primarily by using the street(s) in question and the associated peripheral roadway networks. Also, include the functional classification and relationship to the comprehensive plan for all streets in the primary use area.

3. Verification by the count/town that cut-through traffic on the local residential street to be studied is 40% or more of the total one hour, single direction volume, and that a minimum of 150 cut-through trips occur in one hour in one direction. Acceptable planning techniques may be used to determine the amount of cut-through traffic. A description of the technique used should be provided to VDOT along with the vehicle volume data.
4. Verification by the county/town that a petition outlining the perceived problem and signed by at least 75 percent of the total occupied households within the primary use area is valid.

5. Identification of alternative routes for through traffic if travel is restricted on the street(s) in question.

- It is suggested that the support data requirements be collected in the above order as a means of screening requests.

- It is further suggested that the county/town consider documenting procedures for performing its responsibilities.

- If the support data requirements are not met, the process is terminated, except as otherwise set forth herein.

**VDOT RESPONSIBILITIES**

It is the responsibility of VDOT to complete a study of the roadway network identified in the formal request. This study will be conducted in the following four phases:

1. The resident administrator, upon receipt of the adopted resolution, will review and submit it, along with any recommendations, to the district administrator.

When the county/town submits a study request to VDOT, a field meeting should be held between the county/town and VDOT staff. If a simple solution can be agreed upon at this meeting, an initial study or public hearings may not be necessary. VDOT should implement the solution and, following an after study, modify as needed.

When the solution is expected to generate a great deal of public interest or to significantly impact access and traffic circulation, a task force of representatives from VDOT, county/town board of supervisors, and county residents may be formed to support and advise the study effort.
2. As directed by the district administrator, the regional traffic engineer will conduct the necessary studies and the evaluation of the county/town request. The regional traffic engineer’s study may include but not necessarily be limited to:

- Detailed traffic counts on existing affected streets and potentially affected streets.

- Intersection analyses on the proposed alternative route(s). (Residential cut-through traffic controls can be imposed only if there are acceptable alternate routes).

- Identification of potential adverse safety impacts.

- Identification of the geometrics of the existing facilities in light of the traffic analysis.

- Speed analyses on affected street(s).

- Pedestrian circulation and safety analyses in the study area.

3. Subsequent to completing the necessary traffic studies, the regional traffic engineer will provide the district administrator with his findings and recommendations. These recommendations will include alternatives for addressing residential cut-through traffic, including any sketches or diagrams necessary to implement the alternatives and the impact of each alternative on the existing roadway network.

4. The district administrator will determine the appropriate alternatives and advise the resident administrator, who will convey the findings and recommendations of VDOT to the county/town

Note: If the local governing body and the district administrator fail to agree on the remedial measures to be implemented, the governing body may appeal to the Commonwealth Transportation Commissioner. The Commonwealth Transportation Commissioner will analyze all the supporting data and render a decision, which will be binding.
COUNTY/TOWN/VDOT JOINT RESPONSIBILITIES

1. The county/town, upon receipt of the VDOT findings and recommendations, shall solicit and receive written comments thereon from appropriate local agencies such as fire, police, rescue, school transportation, and so forth.

2. A formal public hearing shall be held jointly by VDOT and the county/town to provide for citizen input on the VDOT findings and recommendations. Advance notice of the public hearing must be provided by VDOT and will consist of:
   - VDOT publishing notice in a newspaper published in or having general circulation in the county/town once a week for two successive weeks.
   - County/Town posting notice of the proposed hearing at the front door of the courthouse of the county/town ten days prior to the hearing.
   - VDOT placing signs on the affected street(s) identifying, by name and telephone number or address, an individual to answer questions concerning the findings and recommendations.

3. The county/town shall furnish the resident administrator a synopsis and transcript of the public hearing and an approved resolution of the actions desired.

IMPLEMENTATION

Implementation of remedial measures to remedy the residential cut-through situation shall be accomplish through the following sequence:

- The resident administrator shall notify the appropriate local governing body and media of the action to be taken and of the estimated date of implementation.

- Signs will be placed on the affected street(s) identifying, by name and telephone number or address, an individual to answer questions concerning the pending action.
• The resident administrator will implement the remedial measures, some of which may be of temporary construction pending evaluation of their effectiveness.

**EVALUATION**

Evaluation of the remedial measures shall be accomplished as follows:

• After the remedial measures have been in place for generally not less than 30 days, but not more than six months, the regional traffic engineer will re-study the roadway network and convey his findings and any recommendations to the district administrator.

• The district administrator will review the regional traffic engineer’s report and will provide this information to the resident administrator for transmittal to the local governing body.

• If it is determined that the implemented remedial measures are not appropriate, the district administrator may terminate such measures and may consider alternate measures, with notification of such action to the local governing body. If the local governing body fails to agree on the remedial measure, it may appeal to the Commonwealth Transportation Commissioner. The Commonwealth Transportation Commissioner will analyze all the supporting data and render a binding decision.

• If it is determined that the implemented remedial measures are and appropriate action, the local governing body will identify the source of funding for any permanent construction, as needed.

**FUNDING**

Remedial measures utilized on local residential streets that meet the support data requirements set forth above may be fully funded with state secondary road funds with concurrence of the local boards of supervisors.
CONTROL OF RESIDENTIAL CUT-THROUGH TRAFFIC FOR CERTAIN COLLECTOR ROADS AND LOCAL RESIDENTIAL STREETS NOT MEETING THE RESIDENTIAL CUT-THROUGH TRAFFIC SUPPORT DATA REQUIREMENTS

COLLECTOR ROADS

Some roads, although officially classified as collector, function more like local streets and remedial measures may be appropriate in these cases. Further, it is recognized that each county or town may have unique needs, and difficulties exist in applying a statewide policy to meet all of these needs. The collector roads mentioned above may otherwise qualify for remedial measures but their official classification make them ineligible under the current support data requirements.

VDOT will therefore cooperate with those counties and towns who wish to pursue a more aggressive program to include certain collector roads provided an agreement is reached between VDOT and the county/town as to the types of remedial measures and the amount of VDOT funding participation (up to 50 percent of the cost) prior to any individual study being conducted.

LOCAL RESIDENTIAL STREETS NOT MEETING SUPPORT DATA REQUIREMENTS

For local residential streets not meeting the support data requirements (e.g., insufficient cut-through traffic), VDOT will cooperate with those counties and towns who wish to pursue a more aggressive program provided an agreement is reached between VDOT and the county/town as to the types of remedial measures and the amount of VDOT funding participation (up to 50 percent of the cost) prior to any individual study being conducted.
MEMORANDUM OF UNDERSTANDING

Prior to providing remedial measures on individual collector roads and local roads not meeting the residential cut-through traffic support data requirements, a Memorandum of Understanding or Memorandum of Agreement shall be negotiated and agreed upon between the local government and the VDOT district administrator.

ALLOWABLE REMEDIAL MEASURES

Traffic control techniques that do not conform with national standard practices for the type of road where the proposed remedial measures are to be placed will be excluded. For example, a collector road identified for remedial measures can not have speed humps installed to discourage residential cut-through traffic. As a second example: Note that four way stops are acceptable.

PROCEDURES

Once the Memorandum of Understanding has been negotiated and agreed upon, processes and procedures as outlined for local residential streets shall be followed.

*** End ***