

RESOLUTION NO. 215

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,
ADOPTING STANDARDS AND PROCEDURES FOR IMPLEMENTING A
NEIGHBORHOOD TRAFFIC CALMING PROGRAM IN THE CITY OF
UNIVERSITY PLACE**

WHEREAS, the City of University Place wishes to promote the livability and safety of the community; and

WHEREAS, the citizens of University Place have expressed concerns regarding neighborhood traffic issues; and


WHEREAS, the City of University Place wishes to work with the community to set into place a method of ranking and providing for Neighborhood Traffic Control measures;

**BE IT RESOLVED THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, AS FOLLOWS:**

Section 1. Establishment. The City of University Place hereby establishes the Neighborhood Traffic Calming Program, as shown in Attachment A, included by reference as part of this resolution.

Section 2. Effective Date. This resolution shall take effect immediately upon signing.

ADOPTED BY THE CITY COUNCIL ON MAY 3, 1999.


Debbie Klosowski, Mayor

ATTEST:


Susan Matthew, City Clerk

Resolution No. 215
Exhibit A

City of University Place
Neighborhood Traffic Management Program (NTMP)

INTRODUCTION

The Neighborhood Traffic Management Program (NTMP) for neighborhood streets represents the commitment of the City of University Place to the safety and livability of residential neighborhoods. It is one component of the Public Works Department's joint effort with neighborhood residents, and other agency efforts to reduce the impact of traffic on neighborhoods. The NTMP provides a process for identifying and addressing problems related to speeding and safety on neighborhood streets. Under the program, Public Works staff works with residents within neighborhoods to evaluate the type and severity of traffic problems. If the required approval by residents is obtained, and the required funding is available, the City installs traffic management devices, such as traffic circles, diverters, and medians, etc., to manage the pattern and flow of neighborhood traffic.

As population and employment in the University Place region continue to grow, city streets are experiencing increased traffic pressure. City policy can accommodate growth in a way that can protect neighborhoods from unsafe impacts of traffic. The NTMP puts into practice the goals and policies that are contained in the Transportation Element of the City's Comprehensive Plan. Areas of the plan include:

- Develop standards to improve the function, safety, and appearance of the city street system.
- Develop facilities for pedestrians and bicyclists as alternative travel modes to the automobile.
- Protect the quality of life in residential neighborhoods by limiting vehicular traffic and monitoring traffic volumes on collector streets.
- Encourage improvements in vehicular and pedestrian traffic circulation within the city.
- Maintain a consistent level of service on the arterial system that mitigates impacts of new growth and is adequate to serve adjoining land uses.
- Maintain the public street system to promote safety, comfort of travel, and cost-effective use of public funds.

The City of University Place places a high value on neighborhood livability, as reflected in the Comprehensive Plan. Although livability has no precise definition, it can be thought of as encompassing the following characteristics:

- The ability of residents to feel safe and secure in their neighborhood.
- The opportunity to interact socially with neighbors without distractions or threats.
- The ability to experience a sense of home and privacy.
- A sense of community and neighborhood identity.
- A balanced relationship between multiple uses and needs of a neighborhood.

Traffic management plays a vital role in promoting these characteristics. The NTMP recognizes that vehicular traffic is only one element of a neighborhood, and that other residential needs must be given careful consideration. Through the NTMP, residents can evaluate the various requirements, benefits, and trade-offs of projects within their own neighborhood and can become actively involved

in the decision-making process. This program provides information and guidelines to help them participate in that process.

GOALS

The overall goals of the Neighborhood Traffic Management Program are derived from existing City policy and the Transportation element of the Comprehensive Plan. They are:

1. Improve neighborhood livability by reducing the speed and impact of vehicular traffic on residential neighborhoods.
2. Promote safe and pleasant conditions for residents, pedestrians, bicyclists, and motorists on neighborhood streets.
3. Encourage and promote citizen involvement in all phases of neighborhood traffic management activities.
4. Make efficient use of City resources by prioritizing traffic management requests.
5. Support the policies contained in the Transportation Element of the Comprehensive Plan to accommodate the safe and efficient movement of goods and people, acknowledging the importance of both functions to long term economic vitality and livability and contribute to the quality of life in the area.

POLICIES

The following policies are established as part of the Neighborhood Traffic Management Program for local access streets:

1. Commuter traffic should be encouraged to use arterials and collector streets as designated in the arterial streets classifications and policies.
2. Reasonable emergency vehicle access shall be preserved.
3. Reasonable automobile access should be maintained. NTMP projects should encourage and enhance pedestrian, bicycle, and transit access to neighborhood destinations.
4. Application of the Neighborhood Traffic Management Program shall be limited to neighborhood streets, as designated in the arterial streets classification goals and policies, except as arterial treatments contribute to improvement of conditions on neighborhood streets.
5. The Public Works Department shall employ traffic management devices to achieve the NTMP's objectives. Traffic management devices include traffic circles, diverters, medians, speed humps, chicanes, and curb extensions. Stop signs/multi-way stops may be used in conjunction with other devices and shall be planned and designed in keeping with sound engineering and planning practices and in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). The Public Works Director shall direct the installation of traffic control devices (signs, signals, and markings) as needed to accomplish the project, in compliance with the municipal code.
6. To implement the NTMP, certain procedures shall be followed by Public Works Staff in processing traffic management requests in accordance with applicable codes and related policies and within the limits of available resources. At a minimum, the procedures shall provide for:
 - submittal of project proposals;
 - evaluation of proposals by Public Works staff;
 - citizen participation in plan development and evaluation;
 - communication of any test results and specific findings to area residents and affected neighborhood organizations before installation of permanent traffic management devices.

NEIGHBORHOOD STREET PROJECTS

The NTMP addresses two types of neighborhood streets:

1. Local access streets
2. Neighborhood collector streets

Local access street projects are intended to respond to traffic issues related to speeding and safety on one or on a network of local streets in a neighborhood.

Neighborhood collector streets are streets which are predominantly residential. The goal is to develop education, enforcement, and engineering measures to decrease the unsafe impacts associated with speeding and excessive volumes on neighborhood collector streets. These measures offer opportunities for resolution unique to collector streets and different from those applied through local access street projects.

OBJECTIVES

The Neighborhood Traffic Management Program was developed to give University Place neighborhoods a process in which Public Works staff assists the neighborhoods to resolve traffic concerns related to excessive speed and volume. Important objectives of the program include:

- Working with neighborhoods to develop an action plan that satisfies their needs and resolves the identified traffic concerns.
- Installation of temporary devices identified in the neighborhood action plan to determine the effectiveness and the appropriateness before installing the devices permanently.
- The reduction of traffic volumes is not a primary objective but arterial traffic should be discouraged from using local access streets.

PROCEDURES

STEP 1: Project Request and Preliminary Review

NTMP projects can be requested by individual citizens or by neighborhood associations. An application may include a request to install new traffic control devices or remove or modify existing devices.

The Public Works Department gathers preliminary data about the traffic request, including volume, speed, and accident information. Public Works staff rates the project request using established rating criteria as detailed in the following section, "Point Assignment for NTMP Requests." A minimum of 30 points is required for a project to be eligible for the program.

Reapplication. An NTMP project that is rejected because it did not qualify for consideration pursuant to minimum point score or is not implemented because it failed the ballot for permanent installation pursuant to Step 7, shall not be reconsidered or resubmitted for a period of three years from the date of the original application. An application for a particular traffic management device that was rejected because the requested device did not comply with engineering standards on the particular street shall not be reconsidered or resubmitted for the same device on the same street. **Exception:** A reapplication may be filed and considered prior to the expiration of the three year period or otherwise if the applicants submit evidence that demonstrates to the satisfaction of the

City Engineer that a substantial change in circumstances has occurred since the previous consideration of the project that has had a material negative effect on the traffic volume, speed or safety on the street or segment of street for which the project was previously proposed, or that changes the engineering analysis of a particular device. Examples of such evidence include, but are not limited to:

- The siting or expansion of a high traffic use;
- The construction or modification of a road improvement that has substantially rerouted traffic onto the street;
- The construction of a school or other major pedestrian oriented facility abutting the subject street or segment of street;
- An increase of two or more correctable traffic accidents on the subject street or segment of street since the original application; or
- A change in the street configuration or engineering standards that would change the engineering analysis regarding an application for a particular device.

If the preliminary review shows that a safety concern exists, Public Works staff may address the problem separately from the NTMP.

Public Works staff notifies all project requestors of the status of their request after Step 1.

STEP 2: Priority Ranking

Projects are ranked citywide, based on the point score from Step 1. Typically the highest ranking projects are undertaken first. The number of projects initiated each year depends on City resources.

Public Works staff notifies all project requestors of the status of their request after Step 2.

Once in the process, a project is considered in the annual priority ranking step for up to three years. This time limitation ensures that the project request has not become obsolete because of changing traffic conditions and/or new residents in the area.

The project requestor is notified when the three-year limit expires. At that time, a new request may be made to re-enter the project in the program. Step 1 is then repeated to obtain current information.

STEP 3: Petition-to-Study

If a project is ranked high enough to proceed, a petition-to-study is circulated within a defined project area. The Public Works Department establishes the petition-to-study area, based on the information obtained during the preliminary review. This area is generally defined as those households and businesses fronting on the affected segments of the project street. In the case of a single intersection problem, the minimum area would be approximately one block in all directions.

The purpose of the petition-to-study is to determine the level of agreement among residents on the project street that there is a problem they want to address. Public Works staff prepares the petition, describing the problem and the procedures to be followed if a study is undertaken. The project requestor(s) is responsible for circulating the petition.

Signatures representing 51 percent of the households and businesses within the petition-to-study area are needed to move the project forward. Each household and business is entitled to one signature. Non-resident property owners are not included in the petition-to-study process.

However, non-resident property owners are notified concerning the project request to allow them to give input on the project. Signatures shall be gathered within six months to keep the project eligible.

STEP 4: Plan Development

Public Works staff holds a public meeting with the affected area to inform residents of the pending project, to describe the NTMP process, and to gather additional information about the traffic problems and related neighborhood needs.

To assist in notifying the neighborhoods and residents, public meeting notices shall be mailed to residents in the study area. The notices shall include a message that states what the meeting is for along with the time, date, and location of the meeting. A contact telephone number will be available for additional information.

Public Works staff assists the affected neighborhood throughout the remainder of the project.

Plan development consists of the following steps:

- Assessment of problems and needs
- Identification of project goals and objectives
- Development of alternative plans/solutions
- Selection of a proposed plan

Public Works staff proposes solutions based on citizen input and sound engineering principles. Possible solutions and their impacts are evaluated by the affected neighborhood, City departments, other affected agencies (transit, school district, etc.).

Neighborhood area studies are conducted as needed by the Public Works Department and assisted by the affected neighborhood, as needed, to respond to speeding and safety concerns on multiple streets in one or more neighborhoods. These plans are completed as needed to respond to traffic problems that may suggest wider problems, such as congestion or lack of capacity on the arterial system. The problems may be similar to those addressed by local access street projects, but are more spread out, with high volumes on more than one adjacent street. Neighborhood area studies are developed primarily through the Public Works Department, with the involvement of other City departments. They typically include analysis of land use and traffic patterns both within and outside the study area, and include involvement of affected neighborhood associations, business groups, and individuals throughout the process. They are scheduled based on available resources, and given priority by factors that include but are not limited to:

- Previous efforts or requests in the area
- Intensity and extent of the problems
- Degree of conflict between traffic conditions and land uses
- Availability of data
- Arterial improvement projects scheduled or planned.

STEP 5: Test Installation

Once a plan is agreed on by the affected neighborhood and Public Works staff, the Public Works Department prepares a petition describing the proposed project and calling for a temporary test installation. Members of the affected neighborhood circulate the petition within a defined area. The petition-to-test area shall include the current names and addresses of residents located within the

established affected area. Each resident shall be contacted, permitted to read and acknowledge the petition, and allowed to indicate their preference. This assures all resident owners have the opportunity to read and sign the petition.

Signatures representing approval of 60 percent of the households and businesses within the petition-to-test area are required for the test to proceed. Each household and business is entitled to one signature. Non-resident property owners are not included in the petition-to-test process. However, they are notified of the proposed test and informed of the procedures to be followed in approving a permanent installation. Signatures shall be gathered within six months to keep the project eligible.

If the petition is successful, the test should be installed for three to four months. If the City's Public Works Department determines that an unforeseen safety concern exists, the test may be revised or removed.

When testing of traffic devices is not possible or necessary, Public Works staff can recommend permanent construction based on a positive ballot. (See step 7.)

STEP 6: Project Evaluation

Following the test period, Public Works staff evaluates how well the test has performed in terms of the previously defined problems and objectives. The evaluation includes the subject street and streets impacted by the project and is based on before and after speeds and volumes, impacts on emergency vehicles or commercial uses, and other evaluation criteria determined by the affected neighborhood during Step 4. If the evaluation criteria are not met to the satisfaction of the affected neighborhood and Public Works staff, the traffic plan may be modified and additional testing conducted.

The final test results are reviewed with the affected neighborhood, relevant City departments, other affected agencies. The information is then distributed during the balloting stage.

The Public Works Department will not forward a project to a ballot if the test results show it is unsafe or it violates NTMP or other City policies.

STEP 7: Ballot

To place the project in the funding priority, approval from households, businesses, and non-resident property owners within a defined ballot area must be obtained via a mail ballot administered by the City.

The ballot area includes all properties located in the established affected area. Sixty percent (60%) of eligible ballots returned must respond favorably within the time frame allowed for the project to proceed. For example, with 100 eligible ballots returned, 60 ballots must be affirmative for the project to proceed.

Each household and business, and non-resident property owner is entitled to one ballot.

STEP 8: Reporting

Based on the project evaluation and a positive ballot, Public Works staff prepares a report and recommendations. The report outlines the process followed, includes the project findings, and states the reasons for the recommendations.

If a project does not obtain the required ballot approval, the test will be terminated and the project will drop from consideration and is subject to the three (3) year time limitation mentioned in Step 1, Reapplication for resubmittal.

STEP 9: Design and Construction

Final design and construction is administered by the City and is contingent on funding.

STEP 10: Landscaping

If landscaping of NTMP devices is feasible and desired by the neighborhood, the City shall fund initial landscaping costs.

Where landscaping is used as part of the traffic control device, low growing evergreens and perennials will be used. Annuals or bulbous plants that require removal and replanting will not be installed by the City. Plants used in the landscaping should be drought tolerant.

Responsibility for maintaining landscaping in conformance with the Public Works Department criteria on the permanent devices rests with the benefited neighborhood. The resident who agrees to maintain the landscaping shall be required to obtain a Street-Use Permit. If the neighborhood fails to fulfill the responsibility and the landscaping obstructs the view of traffic (becomes unsightly or is otherwise potentially unsafe), the Public Works Department shall have the authority to remove the landscaping.

STEP 11: Monitoring/ Maintenance

The Public Works Department monitors the constructed devices and is responsible for the physical appearance of the project.

STEP 12: Follow Up Evaluation

Within three to five years after construction of an NTMP project, the Public Works Department conducts a follow-up evaluation to determine if the project's goals and objectives continue to be met. This evaluation may entail traffic studies of volumes, speeds, and accidents, as well as public opinion surveys.

POINT ASSIGNMENT FOR NTMP REQUESTS

The following information is used to develop a numerical score for each NTMP project request. Scores are used to rank requests on a citywide basis. A high ranking, available budget, and other factors are used to determine which projects will proceed to the petition-to-study stage.

(a) **Traffic Volume**

Average daily volume (on the segment of the project street having the highest volume) divided by 100.

Thirty points maximum score

(b) **Speed**

Percent of vehicles over the speed limit (on the segment of the project street having the highest percentage over the limit) divided by 3.

Thirty points maximum score

(c) **Accidents**

Ten (10) points per correctable accident in the most recent three-year period.

Thirty points maximum score

(d) **Schools**

Five points for each private or public school in the affected neighborhood.

Ten points maximum score

(e) **Other Pedestrian Areas**

Five points for each individual pedestrian-oriented facility; such as churches, daycare facilities, elderly housing, or a park in the affected neighborhood.

Ten points maximum score

(f) **Pathways**

Five points for a subject street that is not bordered by a sidewalk or pathway.

Five points maximum score

(g) **Designated Bicycle Routes**

Five points for a subject street or cross street designated as a bicycle route in the City of University Place's arterial streets classifications and policies.

Ten points maximum score

TRAFFIC MANAGEMENT DEVICES

This section provides a brief description of some commonly used traffic management devices.

Traffic circles are raised islands placed in an intersection. The primary purpose of a traffic circle is to slow high-speed traffic. Traffic circles are most effective when constructed in a series on a local service street.

Chokers or curb extensions narrow the street by widening the sidewalk or the landscaped parking strip. These devices are employed to make pedestrian crossings easier and to narrow the roadway.

Chicanes are similar to chokers or curb extensions by narrowing the existing street with an alternating pattern. These devices require the driver to shift his line of travel from one side of the street to the other. installed correctly, chicanes may make the street appear to have a restricted or limited access.

Semi-diverters limit access to a street from one direction by blocking half the street allowing only bicycle, pedestrian, and transit access. They may also be constructed to limit certain movements (left or right turns and through movements) at an intersection.

Diagonal diverters place a barrier diagonally across an intersection, disconnecting the legs of the intersection.

Intersection channelizations are designed to limit certain movements, narrow the intersection, or otherwise direct traffic. They are unique to each intersection and can take a variety of forms. An example is a median island that restricts through movement.

Narrow Points reduce the roadway width to one 12-foot travel lane. The one lane requires drivers to take turns driving through the device. Narrow Points make the street more visually restrictive.

Speed Bumps. Two types of speed bumps are approved for use on city streets. Local access 14 foot bump and the Neighborhood collector 22 foot bump. Both bumps are designed to slow traffic to 20 mph and 30 mph respectively.

TRAFFIC CONTROL DEVICES

Stop Signs are used to assign right-of-way at an intersection. They are installed at intersections where an accident problem is identified or where clear right of way may be in doubt.

Stop signs are generally not installed to divert traffic or reduce speeding. Stop signs or multi-way stop intersections can be used in conjunction other traffic management devices.

Modern Roundabouts are traffic control devices approved by the City for controlling traffic and reducing accidents. They can be utilized in place of traffic signals or stop signs or in conjunction with same. Three principle design features distinguishing the Modern Roundabout from Traffic Circles are:

- Yield-at-entry
- Deflection
- Flare

GLOSSARY

1. Street Classifications. All of the streets in University Place are classified by the City's arterial streets classifications. Those classifications designate a hierarchy of streets to serve different kinds of trips, and different volumes of traffic, traveling at different speeds. They are intended to guide future development of University Place's transportation system. They do not mandate any specific projects or any changes in traffic movement or transit service. The arterial streets classifications and policies are not a strict guideline for current operation of University Place's street system; thus, some streets may not now be operating in accordance with their classification.

2. Neighborhood Streets.

Neighborhood streets make up the, great majority of University Place's street neighborhood collector streets. These streets serve local circulation needs for autos, bicycles, and pedestrians and provide access to land uses located on the street. Local access or neighborhood streets should not carry significant volumes of through traffic. Most reported neighborhood traffic problems are concerned with the interactions of autos and residential livability on neighborhood streets.

Neighborhood collectors are intended to be the links between the local access or neighborhood streets, collectors, and arterial streets. Shorter trips and access to commercial uses should also be emphasized in the design of neighborhood collectors.

Major collector streets are similar to neighborhood collectors, except they serve larger geographical areas and/or more concentrated development.

Arterial streets are designed to serve trip movements between different sections of the City and to allow access to abutting properties without disrupting traffic flow.

3. Speed may be the most often noted and discussed of neighborhood traffic problems. Local access streets, where not posted, have speed limits of 25 miles per hour. As needed/requested, the Public Works Department will conduct a speed study to determine the appropriate speed limit on a given street. Factors considered by the Public Works Department include land use, accident history, type of roadway, and existing speeds driven by motorists.

4. Volume is another of the most commonly reported local traffic problems. Volume refers to the number of vehicles that cross a given section of roadway during a specified time period. In University Place, volumes are normally measured on weekdays for at least 24 hours.

5. Accident history information is used to determine safety problems at a given location. Accidents, particularly at low-volume residential intersections, are often random. An average of less than one reported accident per year usually does not indicate a safety hazard. An average of one or more reported accidents per year can be significant, particularly if there is a pattern of several similar accidents having occurred. When a pattern is apparent, the problem can be identified and appropriate solutions developed.