City of Tukwila
Allan Ekberg, Mayor
Public Works Department – Henry Hash, Director

INFORMATIONAL MEMORANDUM

TO: **Transportation and Infrastructure Committee**
FROM: **Henry Hash, Public Works Director** H.H.
BY: **Cyndy Knighton, Senior Program Manager**
CC: **Mayor Ekberg**
DATE: **November 9, 2018 (Revised December 7, 2018)**
SUBJECT: **Neighborhood Traffic Calming Program**
Resolution for Adoption

ISSUE

Resolution to adopt the Neighborhood Traffic Calming Program (NTCP).

BACKGROUND

In June 2005, the Transportation Committee approved a Neighborhood Traffic Calming Program (NTCP). At that time, no budget was established nor was staffing provided for managing the program so there was no progress. Recently, interest in the City providing a robust traffic calming program has increased significantly. In 2018, the Transportation and Infrastructure Committee has discussed and expressed the desire for a fair, equitable, and objective program. We are pleased that a program has been developed by Public Works and the draft has been discussed at the recent Transportation and Infrastructure Committee and Committee of the Whole meetings.

DISCUSSION

Staff is presenting an updated NTCP which has been for formatted to allow for ease of implementation with minimum hurdles, especially for Level I improvements. Level I improvements are passive traffic control treatments that can be implemented quickly and inexpensively and are often all that is needed to address neighborhood complaints. Level II treatments are physical devices, often permanently installed, which require more extensive design efforts and are costlier. Additionally, Level II treatments require coordination and concurrence with the Police and Fire departments and approval from the Council. Emergency services are included as Level II devices as they can negatively impact response times. The attached document includes changes to the draft plan as directed during the November 26, 2018 Committee of the Whole meeting.

FINANCIAL IMPACT

The recently adopted biennial budget includes a $400,000 annual budget for the Traffic Calming/Residential Safety Improvement Program. The budget will be shared between traffic calming efforts and other safety improvements in residential areas. Design of the improvements, purchasing of equipment, and construction and installation costs will all be funded through these budgeted capital funds.

RECOMMENDATION

Council is being asked to approve the Resolution adopting the Neighborhood Traffic Calming Program and consider this item at the December 10, 2018 Committee of the Whole and the Special Meeting on the same evening.

ATTACHMENT

- Draft Resolution
- Draft Neighborhood Traffic Control Program

DRAFT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING THE "CITY OF TUKWILA NEIGHBORHOOD TRAFFIC CALMING PROGRAM."

WHEREAS, one of the top concerns of Tukwila community members is speeding and other dangers associated with motor vehicles; and

WHEREAS, the City of Tukwila desires to reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users; and

WHEREAS, the adopted Tukwila Comprehensive Plan recommends implementation of a neighborhood traffic calming program in both the Transportation Element and the Residential Neighborhoods Element; and

WHEREAS, the City Council desires to document a transparent, predictable and equitable process for implementing effective traffic calming measures in neighborhoods throughout the City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

The "City of Tukwila Neighborhood Traffic Calming Program," as evidenced in Exhibit A, is adopted.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this _____ day of _____, 2018.

ATTEST/AUTHENTICATED:

_____
Christy O'Flaherty, MMC, City Clerk

_____
Verna Seal, Council President

APPROVED AS TO FORM BY:

_____
Rachel B. Turpin, City Attorney

Filed with the City Clerk:_____
Passed by the City Council:_____
Resolution Number:_____

Attachment: Exhibit A – City of Tukwila Neighborhood Traffic Calming Program

CITY OF TUKWILA
PUBLIC WORKS DEPARTMENT

NEIGHBORHOOD TRAFFIC CALMING PROGRAM

Adopted December ~~3~~10, 2018
By Resolution No. xxxx

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Introduction

Traffic conditions on residential streets greatly affect neighborhood livability. Speeding and unnecessary through-traffic in neighborhoods create safety hazards on residential streets. The City of Tukwila Public Works Department has developed a Neighborhood Traffic Calming Program (NTCP) to guide City staff and inform residents about the procedures for implementing traffic calming on residential streets and collector streets.

The NTCP is designed for local residential streets and collector arterials only. The NTCP does not apply to local or arterial streets in commercial areas or to streets classified as principal or minor arterials.

As defined by the Institute of Transportation Engineers (ITE), traffic calming is the application of measures which can be taken which reduces the negative effects of motor vehicle use, alters driver behavior and improves conditions for non-motorized street users. The City's NTCP outlines a process for staff and residents to carry out a traffic calming program. It provides a way to objectively prioritize traffic calming requests. These procedures incorporate prioritization, planning, evaluation, implementation, and maintenance of the traffic-calming devices in residential areas. It also combines the four E's – Education, Engineering, Enforcement and Emergency Services.

Objectives

The primary goal of the City's NTCP is to improve the livability of the local streets and residential collectors. The City has identified the following objectives:

- Provide alternative solutions to reduce vehicular speeds and accidents on residential streets.
- Endorse safe and pleasant conditions for motorists, bicyclists, pedestrians, and residents of neighborhood streets.
- Provide a means for a collaborative working relationship between City staff and neighborhood residents in development of traffic calming measures.
- Discourage use of residential streets for cut-through vehicular traffic.

Process Steps

Initiating a Request

Request for traffic calming assistance can come from a resident's association or from concerned individuals. Requests can be made in writing by clearly stating the problem and location, accompanied with completed application which is provided by the City. The request can be made by either mailing or emailing the request to the Public Works Department. The request must include a contact name, address, phone number and email.

Staff will then acknowledge the completed application in writing to the resident's association or to the contact person listed in the application. An application fee could be implemented in the future to offset some of the costs involved.

Preliminary Evaluation

Each street in the community is a part of the larger roadway network that connects residents to each other, work, schools, goods, services and the countless destinations to which drivers and pedestrians travel daily. Common issues within neighborhoods include speeding, traffic volumes, and the utilization of neighborhood streets as a cut-through route, among others. In order to ensure that traffic calming concerns are addressed in an equitable manner, staff must assess the situation by reviewing the request and determining if the area qualifies for treatment using set criteria. The primary purpose of a preliminary evaluation is to determine whether the speeding or accident situation is significant enough to warrant further study. At this stage, staff collects data to analyze it to determine whether:

- The roadway is eligible for traffic calming treatment.
  - Only residential streets classified as collector arterial or local access are eligible.
- City recorded data supports the problem identified in the application.
  - Speeding**:** Traffic counts are taken to determine if 15% of the motorists travel at 5 mph or more above the posted speed limit. This is also referred to as the 85th percentile speed being at or above 5 mph over the speed limit.
  - Volume: Traffic counts also collect the number of daily vehicles on a street. This information is used to determine the best type of solution and is used to rank project priorities.
  - Traffic Accidents: The number of accidents for over a three-year period is collected and studied. ~~The Public Works Director may elect to address any safety issues discovered outside of the NTCP process.~~

The Public Works Director ~~may elect~~has the discretion to address any safety issues discovered outside of the NTCP process.

If the analysis confirms that a traffic problem exists based upon the above criteria, the Public Works Department will conduct a traffic calming study as explained in the following sections and staff calculates the priority score for the street segment using the Priority Worksheet in Appendix C.

A written response back to the contact person with the findings of the preliminary evaluation is generally provided within 60 calendar days of the request.

Solution Alternatives

The solution alternatives are defined into three levels.

No Action

After data collection and analysis is complete, any location not meeting the above criteria will be determined to not be eligible for any NTCP assistance. Staff will inform the applicant in writing that their request does not meet the City criteria for action and the request will be closed.

Level I

The first level improvement for traffic calming that should be considered are passive traffic control treatments, known as Level I. Level I improvements are less restrictive measures, and do not require a ~~neighborhood~~ vote of the affected property owners. The improvements used in Level I include: trimming bushes to allow better sight distance; pavement markings and striping; increased police enforcement; traffic speed display signs; neighborhood awareness campaigns; and education. This reduces the need for installing physical devices on every local street.

If a marked crosswalk is recommended for installation where ADA-compliant ramps do not currently exist, the improvement will be automatically treated as a Level II solution.

Level II

Level II improvements should be considered only after Level I treatments have been in place for a minimum of 6 months and data collection and analysis indicate the problem(s) has not been resolved, or as determined by the Public Works Director. Level II improvements focus on physical devices such as speed cushions, traffic circles, and chicanes to calm traffic. These solution alternatives are much costlier than Level I and are generally permanent. Therefore, a more detailed evaluation is required and approval by key departments and impacted area residents is required before the implementation. The detailed evaluation includes as follows:

- The speed, volume and accident history collected during the preliminary evaluation.
- Collect new traffic speed and volume data and accident history for the past three consecutive years.
- Other factors such as proximity to schools, parks and other pedestrian generators, lack of sidewalks, accessibility, presence of bicycle facilities, and other roadway characteristics.
- Identify users of the affected streets.
- Identify traffic and major pedestrian generators, such as schools, parks and shopping centers.
- Analyze street use with respect to street classification.
- Document any other relative factors.

Process for Qualifying for Level II Treatments

If the traffic problem(s) has not resolved with Level I treatments, an impact area is established by staff after identifying users of the affected street(s), identifying major traffic generators such as schools and parks, analyzing the actual street use with respect to roadway classification, and any other relative factors. The impact area includes the location requesting treatment as well as other streets in the immediate area that could be impacted by Level II treatment installation.

Plan Development

Once an area has been selected for a traffic-calming project, steps need to be taken to determine solutions. The applications are prioritized based on the scores. The highest-ranking applications will be given priority in moving forward into Plan Development, as funding allows.

Since Level I solutions are simpler in scope, the solution formulation process can usually be handled by staff. Public meetings are not usually required, although some type of public communication is beneficial and recommended.

Level II improvements require a more comprehensive plan development due to the higher cost and impact of the actions taken. A public meeting with all affected property owners may be held, as determined by the Public Works Director. The initial public meeting will:

- Discuss the steps to develop a traffic-calming plan.
- Gather additional information regarding traffic problems and related neighborhood needs.

A ballot ~~may~~ will be ~~sent~~ provided to each property owner, either in person or via the postal service, ~~in the impacted area where they are asked~~ to vote to indicate support of the NTCP plan. The implementation plan must receive at least ~~70%~~2/3 approval of all property owners on the impacted street in order to proceed. In addition to the community support, the approval of the following public officials is required:

- City Police and Fire Departments
- City Council

Once the necessary level of support is documented, projects may be funded and constructed according to their prioritization and as available staffing and budget permits.

In cases where a Level II request does not receive sufficient support, the project is dropped from the list and the next highest ranked project can go through the same process. Residents in an area where a project has been dropped are able to resubmit their request for the following program year.

Project Funding

The number of traffic-calming projects undertaken each year depends on the City's budget and staffing availability. The City Council's Transportation and Infrastructure (or successor) Committee will be kept apprised of the status of the NTCP's progress and expenditures throughout the year on a regular basis.

In some cases, landscaping, maintenance and necessary easement dedication may be the responsibility of the residents or the homeowner's association. If this is the case, an agreement must be signed between the City and residents before the project is implemented.

Project Design and Construction

Once traffic-calming treatments have been determined, the City's staff or a consultant develops the detailed plan, based on the study and the residents' input. The traffic calming device will be installed.

In some situations, a test installation may be warranted to assure that the device is both effective and truly desired by the community. In this case, within three to twelve months after installation, staff evaluates how well the test installation performed in terms of the defined problems.

Evaluation

An evaluation shall be conducted between six months to one year after the implementation of any permanent traffic calming devices. Speed, volume and collision data is collected and compared with the data collected before the installation of the traffic-calming device. The data collection should be done at approximately the same time of year as the original data collection.

~~**Removal**~~

~~If the impacted neighborhood is dissatisfied with the outcome of the implementation, a petition may be submitted to modify or remove the traffic calming device. The petition must be signed by over 70% of the property owners within the impacted area. If the property owners vote to remove the traffic calming device(s), they must also pay the cost of removal and fixing the roadway to the City's standard. If the Public Works Director determines that the traffic calming devices have resulted in an unacceptable safety condition, the removal of the devices will be done at the City's cost.~~

Re-enrollment

If additional traffic calming treatments become necessary in the future due to changes in traffic patterns unrelated to the NTCP treatments, requests can be made for a new enrollment 12 months or more after the last evaluation period has been completed. The submission will be treated as a new request beginning with preliminary evaluation and will follow the NTCP process. Any future traffic calming treatments will be scored and ranked along with all other active requests and are subject to funding and staffing availability.

Appendices

Appendix A: Definitions of types of streets

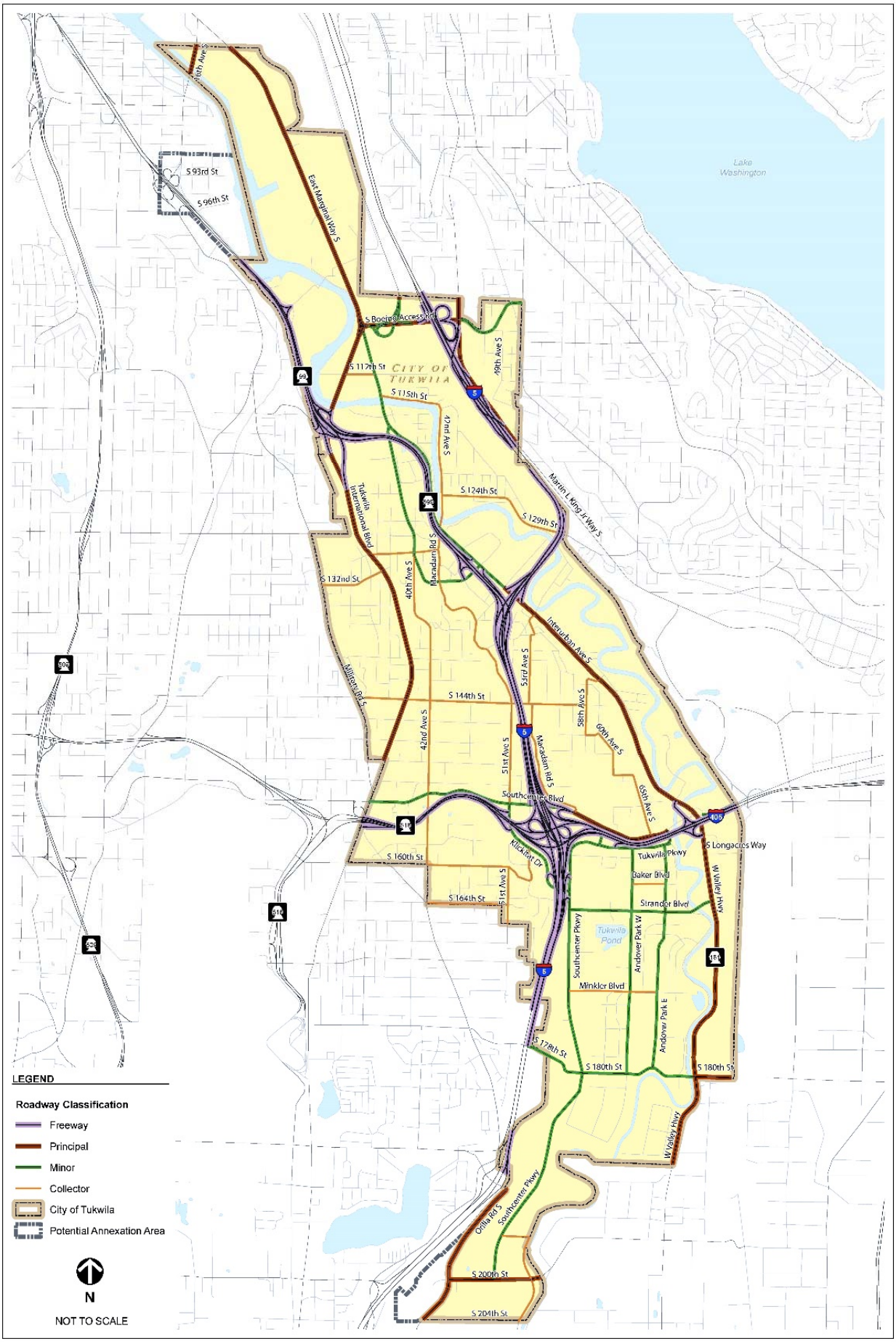
The City's Transportation Element of the Comprehensive Plan defines the street functional classifications. For the sake of this program, only residential local streets and collector arterials are eligible for NTCP treatments. Streets in commercial areas or which are classified as principal or minor arterials are not eligible for treatments under this program. Traffic calming on principal and minor arterials is very different than on residential streets, requiring substantial design, permitting, environmental approval, and budget in order to construct. These calming projects are developed into standalone capital improvement projects.

Local streets (typical speed limit 25 mph) serve local circulation needs for motor vehicles, bicycles, and pedestrian traffic and provide access to residences and some businesses. Local streets are not intended to carry significant volumes of through traffic. Sixty to 80 percent of the roadway network is considered local streets.

Collector arterials (typical speed limit 30-35 mph) are typically streets that provide access between local service streets or from local streets to thorough-fares. Collectors often carry some through traffic. Collectors in residential areas are eligible for NTCP treatments whereas collectors in commercial areas are not. Five to 10 percent of the roadway network is classified as collector arterials.

Minor arterials (typical speed limit 30-40 mph) are streets which are typically wider and may have more lanes than collectors which connect the smaller arterial streets to destinations or to the regional roadway network. Minor arterials carry a large percentage of through traffic as well as traffic from the local area. Ten to 20 percent of the streets in network are minor arterials.

Principal arterials (typical speed limit 35-50 mph) are major streets and highways that provide regional connections between major destinations. Speeds are higher, access and traffic control favors providing fast and smooth movement on the arterial over the lower classified streets. Five to 10 percent of a roadway network is classified as principal arterials.



ROADWAY CLASSIFICATION

Appendix B: Level I Possible Treatments

Educating the Community

Educating the community on traffic issues is an important first step in addressing the residents' concerns. Most of the time, the residents do not acknowledge that the majority of people who speed in neighborhood streets are the local residents; therefore, educating them about speeding and their driving behaviors can improve driving habits.

Neighborhood Awareness Campaign

In the neighborhood awareness campaign, residents should be given partnership in solving speeding problem in their neighborhood. This is done by allowing residents to go out in their local streets, using radar equipment, and monitor speeding vehicles. Residents should be trained to use the radar equipment and should be given instruction in collecting data. These volunteers may record license plates and a description of speeding vehicles. The vehicle's registered owner may receive a letter from the City, informing the owner of the observed violation and encourage them or drivers of their vehicles to drive at or below the posted speed limit. However, no formal violations or fines can issued.

Pavement Markings, Speeding Limit Signs and Vegetation Trimming

Improvement can be made by simply marking the pavement, installing speed limit signs at more visible locations, or trimming bushes for a better visibility; this will allow drivers to be aware of the speed limit of the local streets. Pavement marking and signing may include signs for residential zone designation, speed limit, lane and edge striping, and other similar treatments.

Police Enforcement

Increased traffic enforcement encourages drivers to change their driving behaviors through citing violators for speeding. The Police Department should be given the information of the data collected of the location. This information helps the officer to determine the time of day of the speeding mostly occurs.

Radar Speed Feedback Signs or Trailer Deployment

Use of a Radar Speed Feedback Signs or a portable Speed Trailer can heighten the drivers' awareness of their traveling speed and is useful in driver education. Sometimes deploying the Radar Feedback devices result in allowing the concerned neighborhood to see that actual speeds may not be as high as what had been perceived.

Appendix ~~C~~B: Priority Ranking Worksheet

Location: _____

Date: _____

Staff Name: _____

Category	Data	Score
Accidents: Five points for each recorded accident over the past three years. Three additional points will be added for each accident with a recorded injury.		
Volume: Average weekday traffic volume divided by 100, rounded up to the nearest whole number. Maximum of 7 points possible.		
Speed: Five points for every mph greater than 5mph above the posted speed or (85th percentile speed - posted speed limit - 5) x 5 points.		
Sidewalks: Five points if there is not a continuous sidewalk on one side of residential streets or both sides of collectors.		
Pedestrian Generators: Five points for every K-12 school on and 2 points for school property within 500 ft of the subject street. Three points for other major pedestrian generator on the subject street. Major pedestrian generators may include parks, community centers, senior housing, or other uses with significant pedestrian traffic.		
	Total Points:	