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*November 1, 2011*  
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CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0550-11-02 LGL 2011-0036
TITLE: <b>Traffic Calming For Residential Streets</b> EFFECTIVE DATE: November 18, 2011 REVISION EFFECTIVE DATE: N/A	

## 1.0 GENERAL

1.1 High traffic speeds and volumes, as well as inappropriate behavior of motorists can adversely impact Spokane neighborhoods. Traffic can also have a negative effect on pedestrians and bicyclists, particularly near schools, community centers and parks. The City responds to these conditions by conducting traffic engineering studies which may result in the installation of traffic control devices, pedestrian and bicycle improvements, or physical roadway features.

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## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedure shall apply to all City divisions and departments.

## 3.0 REFERENCES

Recommended by the Community Assembly on June 3, 2011

## 4.0 DEFINITIONS

4.1 "Traffic Calming" - For the purpose of this policy, the installation of traffic control devices, pedestrian and bicycle improvements, or physical roadway features for residential neighborhoods.

## 5.0 POLICY

- 5.1 The purpose of this policy is to provide a framework for the general processes, responsibilities and outreach related to traffic calming so that interested parties can effectively access City services. The goals contained in this policy are desirable, but subject to available City resources and the level of active community involvement.
- 5.2 It is the policy of the City of Spokane, in conformance with Comprehensive Plan goal TR5 Neighborhood Protection, to minimize the negative impacts associated with traffic on all local access streets within residential neighborhoods and near schools, by applying education, enforcement, and sound engineering solutions developed with strong community involvement. Traffic calming solutions are categorized into two levels: basic and comprehensive.
- 5.2.1 Basic traffic calming services are those traffic control devices and programs that are implemented on a day-to-day basis to regulate, warn, guide, enforce and educate motorists, pedestrians and bicyclists; and generally apply to all local access residential streets. Residential neighborhoods with traffic impacts that cannot be addressed through basic traffic calming services may be eligible for additional traffic calming measures referred to as comprehensive traffic calming projects.
- 5.2.2 Comprehensive traffic calming projects are physical roadway design features on residential streets which are intended to slow traffic within, or divert traffic from, residential neighborhoods, or to enhance transportation options and pedestrian and bicycle safety.

## 6.0 PROCEDURE

- 6.1 Application for Traffic Calming Services.
- 6.1.1 Individuals or organizations with concerns about negative impacts of traffic within a particular Neighborhood Council residential area should contact the City's Department of Neighborhood Services and arrange to submit a traffic issue report form to document the issue in general and indicate the endorsement of the Neighborhood Council by a vote.
- 6.1.2 The Neighborhood Council will then convene a sponsor group composed of residents or property owners within the impacted

residential area who agree to work with the Department of Neighborhood Services and the Neighborhood Council to delineate an impact study area and to secure a minimum of thirty percent (30%) support on a standard signature form by directly affected residents and property owners for a project application.

6.1.3 The project application also must be approved by a majority vote of the Neighborhood Council at a regular meeting and signed by a member of the Neighborhood Council's executive committee or board.

## 6.2 Comprehensive Traffic Calming Projects.

### 6.2.1 Initiation of Comprehensive Traffic Calming Projects.

If an identified and documented adverse traffic condition cannot be addressed through basic traffic calming services, the Department of Neighborhood Services in conjunction with the Street Department will initiate a comprehensive traffic calming analysis.

### 6.2.2 Comprehensive Traffic Calming Projects.

a. A comprehensive traffic calming project generally involves the construction of a physical roadway features and includes the following types of projects:

Level 1 – These projects are intended to reduce vehicular speed or enhance pedestrian and bicycle safety. Level 1 projects require neighborhood council involvement and outreach to residents of the immediate area as described in subsection f below and Section 6.4. Examples of roadway features or signage are listed below.

Level 2 – These projects involve the redirecting of traffic to address excessive volumes resulting from cut-through traffic. Level 2 projects require neighborhood council involvement and outreach to residents of the immediate area as described in subsection f below and Section 6.4, and ultimately, City Council approval. Examples of projects and features in this category are listed below.

b. Acceptable Traffic Calming Measures and Devices.  
This list is not comprehensive and is meant only to give examples of residential traffic calming measures and devices that may be considered for actual projects.

- Warning or message signs (static or dynamic)

- Speed display signs
- Median islands
- Diversion islands
- Chokers and chicanes
- Traffic Circles
- Enhanced crosswalks
- Directional changes
- Street closures (full or partial)
- Street tree planting in existing buffer strips
- Bike lane markings and striping
- Sidewalks

c. Eligible Roadways.

The implementation of comprehensive traffic calming projects is limited to the City's neighborhood street network - 2-lane local access streets -- with a speed limit of 25 mph. (Reference: Spokane Municipal Code Section 12.08.040 Official Arterial Street Map.) In addition, this policy applies only to modifications of existing streets, not construction of new streets.

d. Prioritization of Comprehensive Projects.

- In order to maintain arterials as the route of choice for non-neighborhood traffic, and because speeds above 25 mph on two-lane roadways correlate with serious injuries or fatalities and markedly reduced perception of pedestrian safety, eligible comprehensive traffic calming projects will be prioritized for implementation on local access neighborhood streets based upon the severity of the traffic conditions by taking into account the following cumulative traffic impacts: speeding, volume, cut-through traffic, crash history, proximity to pedestrian generators such as schools, parks and community centers, and unique roadway conditions.
- Priority points will be assigned as shown in the following table.

Priority Points Table	
Speed	For each MPH difference between the 85th percentile speed and the residential speed limit of 25 mph: <i>1 point</i> for each MPH between 25 MPH and 30 MPH <i>2 points</i> for each MPH between 31 MPH and 35 MPH <i>3 points</i> for each MPH between 36 MPH and 40 MPH
Volume	<i>1 point</i> for each 500 vehicles over 1,000 vehicles per day
Crash History	<i>5 points</i> for each crash in the last 3 years
Pedestrian Generators (15 points max.)	<i>5 points</i> for each school, park or trail access, library, or community center along the street segment <i>3 points</i> if same are within 1 block, 2 points within 1000 feet
Unique Conditions (15 points max.)	<i>5 points</i> for designation as a Comprehensive Plan pedestrian corridor or bike route, or within ½ mile of a neighborhood business district or existing / planned transit hub <i>5 points</i> for evidence of crashes or speeding, such as long skid marks or broken glass <i>5 points</i> for unusable sidewalk section <i>5 points</i> for unique roadway geometry (for example, restriction of visibility) <i>5 points</i> for high crash rate

- At the close of each funding cycle (fiscal year), the highest ranked projects will be considered for construction in the following fiscal year, depending upon funding, resource availability and community support. However, adjustments in schedules of traffic calming projects may be made based upon coordination with scheduled capital improvement or private development projects, or the potential availability of funding specific to a project such as by means of Local Improvement Districts and Community Development Block Grants.

e. Community Support for Comprehensive Projects.

- Substantial community support is required for the installation of physical roadway devices on either a trial or permanent basis, including the active involvement of a neighborhood sponsor group ("Sponsor"). Sponsor members must own property or reside within the affected project area as determined at the application stage. The Sponsor will nominate

one of its members to act as liaison to the Neighborhood Council. The members of the Neighborhood Council's executive committee or board will be placed on the Sponsor's e-mail list for minutes and summaries and project plan drafts. Utilizing relevant data and community input, the Office of Neighborhood Services and the Sponsor will jointly develop a proposed traffic calming concept plan and implement the steps outlined in Section 6.4 Outreach Requirements.

- After the Outreach Requirements have been satisfied, all public comments will be considered and a detailed project plan will be produced jointly by the Department of Neighborhood Services, Engineering Services Department, Street Department and the sponsor group. The detailed project plan will be presented at a second public meeting convened by the Sponsor, Department of Neighborhood Services, Engineering Services Department, and the Neighborhood Council. The Sponsor then will distribute a petition jointly with the Department of Neighborhood Services to all households, businesses, schools, and absentee property owners within the project area.
- The petition must have fifty percent plus one (50% + 1) support of all affected households, businesses and schools within the project area before a permanent installation is implemented (Level 1 projects) or presented to City Council (Level 2 projects) for authorization to proceed.

*f. Comprehensive Project Schedule.*

- Level 1 projects supported by the community will be programmed for implementation. Community supported Level 2 projects will be presented to City Council for consideration, and, if approved, programmed for implementation.
- The timeline for installation of final comprehensive projects will be dependent upon the complexity of the project and available resources for construction and ongoing maintenance of installed devices.

- g. Reapplication for Comprehensive Traffic Calming Project. Neighborhoods that do not qualify for a comprehensive traffic calming project may reapply in two (2) years from the date of its final consideration. The Street Department Director may waive the two-year time period if significant land use changes or other significant change has occurred.

- 6.3 Community Funding for Comprehensive Traffic Calming Projects. The City may accept donations from residents, neighborhoods, community groups, schools and/or businesses for the implementation and ongoing maintenance of comprehensive traffic calming projects that are eligible for installation under the provisions of this policy. Donations will need to comply with all existing City policies.
- 6.4 Outreach Requirement. Residents, businesses and schools within four hundred feet (400') of the roadway segment which is subject to a traffic calming concept plan proposal will be notified by the Sponsor in writing of the details of the proposal and a sign of at least four feet by four feet (4'x4') will be posted in a prominent place within the defined project area. The sign will list the elements of the project concept proposal and show a diagram. Both the notice and the sign will solicit comments for a fifteen (15) day period. In addition, a public comment period will be included in the next regularly scheduled Neighborhood Council meeting.
- 6.5 Policy Exemptions. Local access residential streets that do not meet the eligibility criteria in Section 6.2.2 (c) may be eligible for comprehensive traffic calming measures if the Street Department Director determines that a unique or unusual condition exists which results in negative traffic impacts caused by a high number or rate of crashes, vehicles traveling at excessive speeds, significant pedestrian activity, or proximity to major traffic corridors or traffic generators that contribute to extraordinary changes to normal traffic conditions. These residential streets will be prioritized along with the other residential streets that meet the threshold criteria using the ranking methodology in Section 6.2.2 (d).
- 6.6 Policy Review. This policy may be modified as needed by resolution of the City Council when recommended by a majority vote of the Pedestrian, Traffic and Transportation subcommittee of the Community Assembly of Neighborhoods and recommended to the City Council by a vote of the Community Assembly.


7.0 RESPONSIBILITIES

The Department of Neighborhood Services shall administer this policy and procedure.


8.0 APPENDICES

None

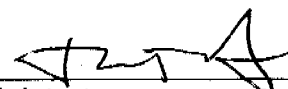
APPROVED BY:

  
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