



## **STAFF REPORT**

**To:** Honorable Mayor and Members of Town Council

**From:** Thomas Reiff, Transportation Planner

**Title:** A Resolution Repealing and Reenacting the Neighborhood Traffic Calming Program

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### **History of Past Town Council, Boards & Commissions, or Other Discussions**

On April 28, 2015, the program was discussed with Town Council seeking direction on the future of the program. Staff asked Council if the program should be amended, left unchanged, or eliminated. After deliberating the issue Council directed staff to amend the existing program.

The proposed revisions were presented to the Public Works Commission on August 3, 2015. At the meeting Staff discussed the revisions and provided the Commissioners with a redlined version of the document with all the proposed changes. The Commissioners agreed with the changes and provided additional modifications that are discussed below. The Commissioners ultimately decided to recommend that Town Council adopt the proposed changes which includes the modifications provided by the Commissioners.

### **Discussion**

Following the Town Council's direction from April 28, 2015, Staff has amended the existing NTCP based on lessons learned from recent traffic calming projects, in addition to the proposed changes from the Public Works Commissioners. The last time the program was revised was in 2012. The revisions are primarily based on experiences that staff has encountered while managing and implementing the NTCP. More recently, during the Appleton Way traffic calming project, staff learned several lessons and identified a number of potential adjustments to the current program. These potential areas for revisions include:

- Process related issues such as public outreach and involvement, which was a primary concern recognized during the Appleton Way project
- Ascertaining the study area and impacted residents, which is key to the success of the program
- Working with the appropriate Home Owner's Association (HOA) was also identified as an issue with the program. Currently, there is no requirement to contact the HOA and include it in the process
- Data collection methods also need to be better defined, such as length of time and location of traffic counters based on adjacent land uses

- Another shortcoming of the program is the lack of direction in how to address a situation where the working group's proposed traffic calming plan is not approved by the residents along the street of concern. Currently the program does not address this issue.

These were the primary concerns identified with the current program during the Appleton Way project and should be accounted for in future project requests by residents.

Some of the proposed changes include the following;

1. The public outreach and involvement will include not only homeowners living along the street of concern, but also include people who need to drive on the street to get in and out of the neighborhood, as well as homeowners along other streets that may be impacted due to traffic calming installed on the street of concern. Residents in the study area will receive either email, or mailings, about project meetings. Notice will also be presented on the Town's website and on the street of concern.
2. The Point of Contact (POC) will also need to notify the President of the governing Homeowners Association (HOA), or the management company, if an HOA exists. The POC is the resident who initiates the contact and brings the concern to Town staff's attention. The term is more clearly defined in the amended Glossary of Terms.
3. Data collection is proposed to occur during an average weekday, but may include weekend counts if staff believes nearby commercial, parks, or other traffic generators create an impact in the study area.
4. It is proposed that should a traffic calming plan not receive the required 50 percent or more approval of property owners on the street of concern then the project comes to an end with no treatments being installed. The street becomes eligible for the program again in one year.
5. Additional clarification is proposed to be added that better explains the public meeting process should a project qualify and also how the public meetings will be noticed (e.g. Town's web site, and street signs)
6. Language will be added stating that additional traffic calming treatments not identified in the Toolbox of Appendix B may be used upon staff approval.
7. A section to modify an existing traffic calming plan is also proposed should a homeowner want the traffic calming treatments on the roadway modified.

Revisions proposed by the Public Works Commission include the following;

1. The term "Traffic Treaty" needs to be defined within the document. Staff added the term and definition to the Program's Glossary of Terms.
2. Regarding the work by the "Staff Team", the Commission requested that the document to identify what department leads the team. The document was revised to show that Public Works would lead the staff team.
3. In Section 3.4 of the document a question was raised if the 50% threshold for the number of properties fronting the collector refers to individually platted lots or the total street frontage. Staff amended the document to read 50% of the platted lots.

4. Under Device Modifications section, the text should read that current homeowners along the street sign the petition. The text was revised and no longer refers to previous homeowners who voted on the plan.

The last issue from the Commission was asking what happens to a current on-going traffic calming project should this document get amended prior to the project being complete. What policies would apply? All current projects in process will follow the guidelines that were in place when the application was made.

To better review the proposed changes, a redlined copy of all the proposed changes is attached for your review (**Attachment B**). The proposed changes from the Commission are also included and highlighted yellow in the attachment.