

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2010-282**

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, SUPERCEDING ORDINANCE O2000-61
AND MODIFYING THE CITY'S NEIGHBORHOOD
TRAFFIC MANAGEMENT PROGRAM**

WHEREAS, City policy seeks to improve neighborhood livability by reducing impacts of vehicular traffic on residential neighborhoods; and

WHEREAS, in April of 2000, the City adopted a Neighborhood Traffic Management Program (NTMP) to make efficient use of City resources by prioritizing traffic management requests; and

WHEREAS, the City seeks to revise its existing NTMP to reduce the number of steps required and improve the Program's efficiency; and

WHEREAS, the City seeks to grant the City Manager authority to make administrative procedural changes to the Program,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. Adoption of the Revised Program. The City hereby adopts the Neighborhood Traffic Management Program attached hereto as Attachment "A" and incorporated herein by reference.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance, or a summary thereof, shall be published in the official newspaper of the City, and shall take effect and be in full force five days after the date of publication.

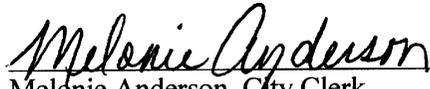
**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 1st DAY OF JUNE, 2010.**

CITY OF SAMMAMISH



Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:



Melonie Anderson, City Clerk

Approved as to form:



Bruce L. Disend, City Attorney

Filed with the City Clerk:	May 13, 2010
First Reading:	May 18, 2010
Passed by the City Council:	June 1, 2010
Date of Publication:	June 4, 2010
Effective Date:	June 9, 2010

ATTACHMENT “A”

City of Sammamish, Washington Neighborhood Traffic Management Program (NTMP)

INTRODUCTION

The neighborhood Traffic Management Program (NTMP) for neighborhood streets represents the commitment of the City of Sammamish to the safety and livability of residential neighborhoods. It is a joint effort between neighborhood residents and the City of Sammamish to reduce the impact of traffic on neighborhoods. The NTMP provides a process for identifying and addressing traffic related concerns on neighborhood streets. Under the program, city staff work with residents within neighborhoods to evaluate the type and severity of traffic issues. Through active participation by citizens, we can identify the problem, plan the approach, implement solutions and evaluate their effectiveness.

The City of Sammamish places a high value of neighborhood livability. 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 existing traffic conditions, 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. 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 that will be contained in the Transportation Element of the Comprehensive Plan.

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. The most passive solutions must be implemented before any traffic management device construction. The passive solution can include Neighborhood Speed Watch Program, sign installation, pavement marking, targeted enforcement, traffic trailer, etc. The Neighborhood Speed Watch program is a public awareness program that solicits concerned City of Sammamish citizens as volunteers to participate in actively addressing and impacting the problem of numerous vehicles exceeding legal speed limits on neighborhood streets. The Police Department furnishes training and equipment for citizens to record speeds and vehicle license numbers of cars traveling in excess of the legal speed limit in their own neighborhood. Upon receipt of the data, the City obtains the names and addresses of registered owners of the recorded vehicles and sends notices encouraging the owners or driver of the vehicle to observe the speed limit.
7. 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 by citizens;
 - Evaluation of proposals by Public Works staff;
 - Citizen participation in plan development and evaluation;
 - Communication of specific findings to area residents and affected neighborhood organizations before installation of permanent physical 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 traffic and pedestrian 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 projects.

OBJECTIVES

The Neighborhood Traffic Management Program was developed to give Sammamish 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.
- Work with the neighborhood to develop an action plan to determine the effectiveness and the appropriateness of options before installing devices permanently.
- The reduction of traffic volumes is not a primary objective but arterial traffic should be discouraged from using local access streets.

PROCESS

The program is a two-phase, two-year process. Phase I focuses on passive, less-restrictive measures. This includes educational programs, enforcement, pavement markings, and signing. Should "Phase I" actions prove ineffective, more restrictive "Phase II" methods and physical devices may be considered, based on certain threshold criteria.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM: PHASE I Education, Public Awareness, Enforcement, and Passive Measures

The first step is for residents to identify their traffic concerns in their neighborhood and inform the City. Formal letters should be addressed to the City's Public Works Department at 801 – 228th Avenue SE, Sammamish, WA 98075. Residents may contact the City with questions at (425) 295-0565. However, until a formal request is submitted to the City in writing, neighborhoods will not be placed on the list to be scheduled for evaluation.

If there are more projects requested than the City has resources available for, projects will be ranked based on the point scores outlined in attachment A. Typically the highest ranking projects are undertaken first. The number of projects initiated each year depends on available City resources.

Once the City receives the formal request from either a collective neighborhood or a group of residents, a site visit will be conducted to review current traffic control measures including pavement markings, signs, sight distance, and road conditions. Next, the City will collect pertinent data (historical traffic data, volume and speed counts, etc.) for further evaluation.

From this information Public Works staff and City Police will compose a Neighborhood Traffic Plan for the location and inform the residents of the findings and recommendations for Phase I solutions. This review takes approximately 8 to 10 weeks from the date the request is received.

Possible Phase I solutions may include one or more of the following:

- **Neighborhood Speed Watch**: This program is a public awareness program that solicits concerned City of Sammamish citizens as volunteers to participate in actively addressing and impacting the problem of numerous vehicles exceeding legal speed limits. The City Police Department furnishes training and equipment for citizens to record speeds and vehicle license numbers of cars traveling in excess of the legal speed limit. Two people are usually needed – one to clock the speeds and read out the license plate numbers and descriptions of the cars, and the other to record the information. (Additional information is available from the Police Department).

Upon receipt of the data, the City obtains the names and addresses of the registered owner of the recorded vehicles and sends notices encouraging the owners or drivers of the vehicle to observe the speed limit.

- **Traffic Trailer**: A portable trailer equipped with a radar unit detects and records the speed of passing vehicles and display their speed on a digital reader board. The trailer display actual speed compared to the posted speed limit and encourages compliance.
- **Neighborhood Traffic Safety Campaign**: This program involves a personalized newsletter mailed or distributed by the neighborhood HOA to your neighborhood. The newsletter explains volumes and speeds in your area, recommended traffic calming measures, traffic laws, pedestrian safety, and other relevant information. The City will work jointly with the HOA to develop the newsletter.

- Brush Trimming: The trimming and removal of brush by homeowners or City staff to facilitate better sight distance.

- Pavement Markings: The painting of legends and markings on the pavement. These may include centerlines, fog lines, pedestrian crossings, and speed limits.

- Signing: The posting of appropriate traffic control signs. These may include speed limit, parking, dead-end, no outlet, school signs, etc.

- Target Enforcement: Increased enforcement by Sammamish Police Department.

Once the Proposed Improvement Plan has been formulated, PW staff and City Police will work with concerned citizens to initiate recommended solutions. Approximate time line: 16 to 20 weeks.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM: PHASE II

Traffic Calming Projects

A neighborhood is eligible for consideration in the Phase II portion of the program approximately 32 weeks from the implementation of Phase I. The first step is for residents to share with the City their desire to be moved from Phase I to Phase II. Formal letters should be addressed to the City's Public Works Department at 801 – 228th Avenue SE, Sammamish, WA 98075. Residents may contact the City with questions at (425) 295-0565. However, until a formal request is submitted to the City in writing, neighborhoods will not be placed on the list to be scheduled for evaluation.

The City again collects data and compares it to Phase I information. Should the traffic concerns still exist and there is sufficient data to support this, then the location will be reviewed for the construction of physical devices.

If there are more projects eligible for Phase II improvements in a given year than the City has resources available for, projects will be ranked based on the point scores outlined in attachment A. Typically the highest ranking projects are undertaken first. The number of projects initiated each year depends on available City resources.

Possible Phase II solutions may include, but are not limited to, the following physical devices:

- Choker and Curb extensions
- Raised crosswalks
- Entry treatments
- Speed humps
- Traffic circles
- Chicanes
- Raised intersections
- Medians

Step 1: Project Consideration and Preliminary Review

PW staff reviews and gathers additional data if necessary. The potential project is rated using “Point Assignment for NTMP Projects” (Attachment A). The numerical score helps determine placement on a priority list. Approximate time line is 4 to 8 weeks.

Step 2: Plan Development

A public meeting is held to inform residents of pending project and to gather further information. PW staff is responsible for public notification. Approximate time line is 4 to 6 weeks.

Step 3: Ballot for Design and Construction

The project plan is modified if necessary and placed on a funding priority list. The requestor is then responsible to circulate a ballot for permanent device construction. A 60% signature rate is needed to proceed. Final design and construction is contingent of funding. Approximate time line is 16 to 26 weeks (Target for construction is 100 weeks from original Phase I request date).

Step 4: Reporting of Design and Construction

PW staff generates report of final design and construction schedule and distributes it to study area, preferably through an active HOA or neighborhood point of contact. Approximate time line is 4 to 8 weeks.

Step 5: Landscaping

Initial installation costs associated with landscaping will be covered by the city’s construction project. *If landscaping of NTMP devices is feasible and desired by the neighborhood maintenance will be negotiated with the neighborhood and/or adjacent property owners.* If the neighborhood fails to fulfill the assigned responsibility and the landscaping obstructs the view of traffic or becomes unsightly the city reserves the authority to remove the landscaping.

Step 6: Follow Up Evaluation

With in three to five years after construction of an NTMP project, the Public Works Department will conduct a follow-up evaluation to determine if the project’s goals and objectives continue to be met.

REAPPLICATION

A 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 3, shall not be reconsidered or resubmitted for a period of two years after rejection. 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 two 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 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.

PROGRAM MODIFICATIONS

The City Manager has the authority to make procedural changes to this program that do not interfere with the intent or goals of the program.

ATTACHMENT A: 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 Sammamish'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 with 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 Sammamish 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 Sammamish'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 Sammamish'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 Sammamish'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 service 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 Sammamish, 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.