

## Attachment B

### Interim Menlo Park Neighborhood Traffic Management Plan Protocol for the Willows Area

The Interim Menlo Park Neighborhood Traffic Management Plan Protocol for the Willows Area adopted by City Council Resolution on April 25, 1995 is as follows:

1. **Project Request and Preliminary Review:** Residents request the City to consider the project in Neighborhood Traffic Management Program (NTMP). The City gathers data and reviews this information and assigns points to the request, as detailed in the "Point Assignment for NTMP Requests" section. A minimum of 30 points is required for a project to be eligible for the program.
2. **Program Ranking:** Projects are ranked Citywide, based on the point score from step 1. The highest ranking projects are undertaken first. The number of projects initiated each year depends on City resources.
3. **Petition-to-Study:** If a project is ranked high enough to proceed, a petition-to-study is circulated within a defined project area. City staff establish 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 (about 300 feet) in all directions.

The purpose of the petition-to-study is to determine the level of agreement among residents on the project street and that there is a problem they want to address. City staff prepares the petition, describing the problem and the procedures to be followed if a study is undertaken. The project requester(s) is responsible for circulating the petition, and City staff assistance is required. Signatures representing a simple majority of at least 51 percent of the households and businesses within the petition-to-study area are required to move the project forward.

4. **Plan Development:** The City holds a Public Meeting in the area to inform residents of the pending project. Neighborhood volunteers interested in the issue are identified at this stage. Plan development consists of the following steps:
  - Assessment of problems and needs
  - Identification of project goals and objectives
  - Identification of evaluation criteria
  - Development of alternative plans/solutions
  - Selection of a proposed plan
5. **Test Installation:** Once a plan is agreed on by interested neighborhood volunteers and City staff, the City prepares a petition describing the proposed project and calling for a temporary test installation. Neighborhood volunteers circulate the petition within a defined area, with staff assistance as required.

The petition-to-test area must include all properties located on the project street and on adjacent local service streets within an area approximately one block (about 300 feet) from the project street. In the case of traffic management devices aimed at driver behavior modification, only the directly affected streets are included within the ballot zone. In the case of traffic management devices established to divert traffic, parallel local streets likely to receive diverted traffic exceeding significance criteria as determined by the City's Transportation Manager may be included in the ballot zone. Signatures representing a 51 percent simple majority of the households and businesses within the petition-to-test area are required for the test to proceed. If the petition is successful, the test will be installed for no less than three months. When testing of traffic devices is not possible, practical or necessary, the City's Transportation Manager can recommend permanent construction based on a positive ballot. (See step 7.)

- 5a. CEQA determination for the temporary test installation shall be made by the City's Transportation Manager following CEQA requirements.
6. **Project Evaluation:** Following the test period, the City evaluates how well the test has performed in terms of the previously defined problems and objectives. If the evaluation criteria are not met to the satisfaction of City staff, the traffic plan may be modified and additional testing conducted. The City will not forward a project to a ballot if the test results show it is unsafe or it violates NTMP or other City policies.
7. **Ballot:** To forward the project to City Council action (step 8), approval by at least 60 percent affirmative vote of returned ballots from households, businesses, and non-resident property owners within a defined ballot area must be obtained. This ballot will be administered by the City.

The ballot area includes all properties located on the project street and on directly affected adjacent local service streets. Directly affected local service streets are streets that either 1) are within an area approximately one block (about 300 feet) from the project, or 2) in the case of devices aimed primarily at traffic diversion, streets that experience a traffic volume increase that is significant in the opinion of the City's Transportation Manager.

8. **City Council Action:** Based on the project evaluation and a positive ballot, City staff members prepare a report and recommendations for City Council action. The report outlines the process followed, includes the project findings, and states the reasons for the recommendations.
- 8a. CEQA determination for the permanent installation of traffic management devices shall be made by the City Council following CEQA requirements.
9. **Design and Construction:** Final design and construction are administered by the City and are generally completed within 12 months after the ballot.
10. **Monitoring:** City is responsible for the maintenance of the traffic control devices.
11. **Follow-Up Evaluation:** Within three to five years after construction of an NTMP project, the City conducts a follow-up evaluation to determine if the project goals and objectives continue to be met. This evaluation may entail traffic studies of volumes, speeds, and accidents, as well as public opinion surveys.

Considering the extensive history of study of neighborhood traffic management in the Willows neighborhood, except where the City Council has designated a specific step in the protocol for a particular purpose, the City's Transportation Manager has the discretion to determine from which step of the protocol each traffic management proposal will proceed. Recognizing that this Protocol is adopted specifically for the Willows neighborhood rather than Citywide, the City Council has placed all current traffic proposals in the Willows neighborhood at or above Step 3 of the Protocol, in effect suspending the application of Step 1 and Step 2.