

## POLICIES

The following policies are established as part of the Neighborhood Traffic Management Program for local service streets:

1. Through traffic should be routed to arterials, as designated in the arterial streets classifications and policies (contained in the Transportation Element of the Comprehensive Plan).
2. Traffic may be rerouted from one local service street to another as a result of an NTMP project. The amount of rerouted traffic that is acceptable should be defined on a project-by-project basis by the traffic committee and City staff, using an "impact threshold curve" established by the Portland Office of Transportation as a guideline. (See Attachment 1.)
3. Reasonable emergency vehicle access should be preserved.
4. Reasonable automobile access should be maintained. NTMP projects should encourage and enhance pedestrian, bicycle, and transit access to neighborhood destinations.
5. Application of the Neighborhood Traffic Management Program shall be limited to local service streets, as designated in the arterial streets classifications and policies, except as arterial treatments contribute to improvement of conditions on local service streets.
6. The City shall employ traffic management devices to achieve the NTMP's objectives. Traffic management devices including traffic circles, speed bumps, diverters, medians, curb extensions and others shall be planned and designed in keeping with sound engineering and planning practices. The City Traffic Engineer shall direct the installation of traffic control devices (signs, signals, and markings) as needed to accomplish the project, in compliance with the municipal code.
7. To implement the NTMP, certain procedures shall be followed by the Office of Transportation 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; evaluation of proposals by City staff; citizen participation in plan development and evaluation; communication of any test results and specific findings to area residents and affected neighborhood organizations before installation of permanent traffic management devices; and appropriate Council review.

# PROCEDURES

## 1. Project Request and Preliminary Review

NTMP projects can be requested by individual citizens or by neighborhood associations.

City engineers and planners gather preliminary data about the traffic request, including volume, speed, and accident information. The City reviews this information and assigns points to the request, as detailed in the following section, "Point Assignment for NTMP Requests." A minimum of 30 points is required for a project to be eligible for the program.

Requests are also reviewed by district traffic engineers for other possible solutions. If the preliminary review shows that a hazard to the public exists, the City may address the problem separately from the NTMP.

## 2. Priority 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.

The City notifies all project requestors of the status of their request after either Step 1 or Step 2, as appropriate. The City also notifies the appropriate neighborhood associations of the status of the 15 highest ranked projects and asks for their comments.

Once in the process, a project is considered in the annual priority ranking step for up to 3 years. If, after 3 years, a project has not received a high enough priority to proceed, it is no longer eligible for consideration. This time limitation ensures that the project request has not become obsolete because of changing traffic conditions and/or new residents in the area.

The project requestor is notified when the 3-year limit expires. At that time, a new request may be made to re-enter the project in the program. Step 1 is then repeated to obtain current information.

## 3. Petition-to-Study

If a project is ranked high enough to proceed, a petition-to-study is circulated within a defined project area. The appropriate neighborhood association is given the opportunity to officially request the petition-to-study. If the neighborhood association does not wish to do so, the original project requestor is responsible for making the request.

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 in all directions.

The purpose of the petition-to-study is to determine the level of agreement among residents on the project street that there is a problem they want to address. City staff prepare the petition, describing the problem and the procedures to be followed if a study is undertaken. The project requestor(s) is responsible for circulating the petition, with City staff assistance as required.

Signatures representing a majority of the households and businesses within the petition-to-study area are required to move the project forward. Each household and business is entitled to one signature. Non-resident property owners are not included in the petition-to-study process.

#### 4. Plan Development

The City holds a public meeting in the area to inform residents of the pending project, to describe the NTMP process, and to gather additional information about the traffic problems and related neighborhood needs.

A citizen traffic committee is formed at this stage. The traffic committee works with City staff to determine its membership criteria and meeting procedures, and continues to work closely with staff throughout the remainder of the project.

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

The first two steps are accomplished through public meetings, neighborhood association meetings, and traffic committee meetings. The City proposes solutions based on this citizen input and sound engineering principles. Possible solutions and their impacts are evaluated by the traffic committee, City bureaus, and other affected agencies.

#### 5. Test Installation

Once a plan is agreed on by the traffic committee and City staff, the City prepares a petition describing the proposed project and calling for a temporary test installation. Traffic committee members 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 1 block from the project street. The traffic committee may expand the petition-to-test area beyond these minimum requirements if desired.

Signatures representing a majority of the households and businesses within the petition-to-test area are required for the test to proceed. Each household and business is entitled to one signature. Non-resident property owners are not included in the petition-to-test process. However, they are notified of the proposed test and informed of the procedures to be followed in approving a permanent installation.

If the petition is successful, the test will be installed for no less than 3 months. If the City Traffic Engineer finds that an unforeseen hazard exists, the test may be revised or removed.

When testing of traffic devices is not possible or necessary, the City can recommend permanent construction based on a positive ballot. (See step 7.)

#### 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. The evaluation includes the subject street and streets impacted by the project, and is based on before-and-after speeds and

volumes, impacts on emergency vehicles or commercial uses, and other evaluation criteria determined by the traffic committee during step 4. If the evaluation criteria are not met to the satisfaction of the traffic committee and City staff, the traffic plan may be modified and additional testing conducted.

The final test results are reviewed with the traffic committee, area residents, and relevant City bureaus, and the information is distributed during the balloting stage.

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 from households, businesses, and non-resident property owners within a defined ballot area must be obtained via a confidential mail ballot administered by the City.

The ballot area includes all properties located on the project street and on adjacent local service streets that either 1) are within an area approximately 1 block from the project, or 2) experience a traffic volume increase that is at least 75 percent of the maximum acceptable increase (as determined by the traffic committee during step 4).

For projects that do not include traffic diversion, a majority of those ballots that are returned must be in favor of the project for it to proceed to City Council action.

For projects that do include traffic diversion (removing or rerouting an existing flow of traffic through construction of physical barriers such as cul-de-sacs or full or partial diverters), the majority of eligible households and businesses in the ballot area must respond favorably. For example, with 100 eligible households/businesses, 51 affirmative responses must be received for the project to proceed.

Each household, business, and non-resident property owner is entitled to one ballot.

#### 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.

If a project does not obtain the required ballot approval, it is not forwarded to City Council.

#### 9. Design and Construction

Final design and construction is administered by the City and is generally completed within 12 months after the ballot.

#### 10. Monitoring

The Portland Office of Transportation and the Bureau of Parks and Recreation monitor constructed devices. The Office of Transportation is responsible for the physical appearance of the project and for traffic control devices, and the Bureau of Parks is responsible for landscape maintenance.

#### 11. Follow-Up Evaluation

Within 3 to 5 years after construction of an NTMP project, the City conducts a follow-up evaluation to determine if the project's goals and objectives continue to be met. This evaluation may entail traffic studies of volumes, speeds, and accidents, as well as public opinion surveys.

