



Neighborhood Traffic Safety (NTS) Program

The City of Richland's Neighborhood Traffic Safety (NTS) program aims to improve neighborhood safety by reducing traffic speeds, reducing cut-through traffic, and mitigate transportation safety issues in existing residential neighborhoods. The NTS program accomplishes this goal by installing traffic calming devices and other safety countermeasures at selected locations based on a quantitative evaluation and available project funding. The NTS program is intended to serve existing residential local and collector streets. Guidelines and standard drawings will be created and maintained by the Public Works Department to aid in the selection and development of appropriate neighborhood traffic safety projects. The NTS program is part of the City's Vision Zero program and consists of five key elements: 1) Education, 2) Enforcement, 3) Engineering, 4) Emergency Services, and 5) Equity, to achieve success.

The NTS program follows this process:

Step 1: Initial Request

Typically requests for the NTS program are generated from residents; however, in some cases project requests may be generated by City staff from either Public Works or the Police Department. After Public Works receives an NTS request, City staff will follow up with the requester to confirm the location and observed concerns. An initial potential project area will be defined. Staff will provide the requestor with information on the NTS program and the required process for a proposal to be considered. To be considered valid, a request form (see Appendix A) must be submitted and be signed by residents occupying three properties in the affected area. Please note the following general requirements of the program:

- Only residential city streets functionally classified as Local, Minor Collector, or Major Collector with posted speeds of 30 mph or less are eligible.
- Roadway segments must be at least 600 feet long and predominantly straight to be eligible. Cul-de-sac streets are not eligible.
- Engineering Best Practices will be followed.
- Vertical deflection traffic calming devices such as speed humps, speed tables, or speed cushions will not be allowed on street grades greater than 8%.
- Priority Emergency Response routes and transit routes, as determined by the City, will have limitations on the traffic calming features considered for use so as to preserve the important functions of emergency and transit services..

An initial potential project area will be defined. The city staff reserve the right to use engineering judgement to reduce or expand the scope of the anticipated project area from the requestor's original intent.

Step 2: Education and Enforcement

This step is intended to increase neighborhood awareness of local safety issues (e.g., speeding). In many cases, drivers in the neighborhood could use a reminder to change their driving behavior.

- Include an article in a homeowner association (HOA) and/or distribute a city provided education

packet to residents in the potential project area to remind residents about the importance of obeying speed limits. This step is highly encouraged.

- Contact the Police Department at 509-628-0333 to request placement of a speed trailer (speed feedback sign) in the neighborhood. Depending on the location and driver population, this device may change driver behavior for an indefinite time period. Volunteers willing to help the Police Department are always appreciated; please call 509-628-0333 if interested in volunteering in this program.

Step 3: Accepting Requests into the NTS Program

Applications can be submitted to the NTS program anytime throughout the year. Proposed projects meeting the basic eligibility requirements of Step 1 and enforcement components of step 2 by the cutoff date of February 28th will continue to the next step in the NTS program cycle for that year. Subsequent applications will be considered in the next project cycle. The City will follow the project cycle generally as shown below:

- Applications Accepted: Year-round with a February 28th cutoff for scoring during the current design cycle.
- Data Collection (Step 4): March 1st to May 31st
- Scoring (Step 5): June 1st to June 30th
- Inform Requester of Scoring Results: by July 15th
- Evaluation for Recommended Treatments (Step 6): July 1st to July 31st
- Neighborhood Consultation & Balloting (Steps 7-8): August 1st to August 30th
- Design & Construction Schedule: To be determined.

Step 4: Data Collection

After the window for accepting applications, City staff will arrange to collect traffic count and speed data identifying the most appropriate locations to collect high quality data. This will generally entail review of aerial photography and Google Street View data to identify proper count locations that won't be impacted by nearby driveways, intersections, or other potential constraints. A field visit will be made to confirm and identify the locations for a data collection. The police department may also be utilized to collect data with inconspicuous radar detection devices. The research above will also yield other important data about presence of sidewalks, curb and gutter as well as schools or parks for scoring purposes. Finally, the city will review 5-year crash data for the project scoring. The City may re-use speed and volume data for up to three years. Note that all projects must meet the eligibility requirements as noted in Step 1.

Step 5: Scoring and Project Advancement

Scoring Evaluation

The City will consider five criteria to assign a severity score to a location (street segment) with a NTS request with a maximum total points of 10:

- a) Majority Speed: The speed at or below which 85 percent of all vehicles are observed to travel under free-flowing conditions past a monitored point, measured in the higher direction. **Maximum 3 points.**
- b) Volume: The average daily traffic total of both directions. **Maximum 2 points.**
- c) Pedestrian attractor location: One point is given for streets fronting parks, schools, or designated school crossings. **Maximum 1 point.**
- d) Sidewalk: Half a point is given to streets that do not have sidewalks on one side of the street, and 1 point is given to streets that do not have sidewalks on both sides of the street. **Maximum 1 point.** Note: Planned Unit Developments that intentionally omit sidewalks, in opposition to

prevailing design standards of the time will not be eligible to receive these points.

- e) Collisions: A five-year reported collision history is reviewed for a period ending December 31st of the prior cycle year. Crashes involving serious injuries and fatalities may receive additional points based upon engineering judgement. **Maximum 3 points.**

Once the data is available, City staff will calculate the severity score (the total number of points in the table). Depending on roadway functional classification, each criterion is scored as shown in Tables 1 through 2 below. All proposed projects will be ranked together based upon their severity scores. A severity score less than **1.5** points will eliminate the proposal from the program. Rough estimates of project scope and costs will be developed and a cutoff point for projects will be determined that will allow staff to further develop projects likely to be funded within the allotted program budget¹. Projects meeting the cutoff as described above shall advance to the next step. If a request does not meet the cutoff for further development, City staff will inform the requester about the study results and the next possible steps. These steps could involve continued education and enforcement, resubmittal in the following year, or self-funding of an eligible project by the requesting neighborhood.

Table 1 - Scoring for Local & Minor Collector Residential Streets

Point Scale	85th Percentile Speed	Average Daily Traffic (ADT)		Location is near a School or Park	Presence of Sidewalk	5-Year Collision History
		Local Street	Minor Collector			
0.0	0 - 25	0 - 700	0 - 1250	No	Both Sides	0
0.5	26 - 27	-	1250 - 1500	-	One Side Only	1
1.0	28 - 29	700 - 1000	1500 - 1750	Yes	No Sidewalk	2
1.5	30 - 31	-	1750 - 2000	-	-	3
2.0	32 - 33	1000+	2000+	-	-	4
2.5	34 - 35	-	-	-	-	5
3.0	36+	-	-	-	-	6+

Table 2 - Scoring for Major Collector Residential Streets (25 mph & 30 mph)

Point Scale	85th Percentile Speed		Average Daily Traffic (ADT)	Location is near a School or Park	Presence of Sidewalk	5-Year Collision History
	Posted = 25	Posted = 30				
0.0	0 - 25	0 - 30	0 - 2000	No	Both Sides	0
0.5	26 - 27	31 - 32	2000 - 4000	-	One Side Only	1
1.0	28 - 29	33 - 34	4000 - 6000	Yes	No Sidewalk	2
1.5	30 - 31	35 - 36	6000 - 8000	-	-	3
2.0	32 - 33	37 - 38	8000+	-	-	4
2.5	34 - 35	39 - 40	-	-	-	5
3.0	36+	41+	-	-	-	6+

Step 6: Development of Recommended Treatments for Selected Projects

For project requests selected for further refinement, City staff will evaluate alternatives for the project location based on Best Practices and the City’s Public Works Standards, and the Traffic Calming Device Toolbox (Appendix B) to assess potential treatments. City staff will select recommended treatments for

¹ One to three projects over the identified budget amount will likely advance to allow for a project to drop out, allow for budget fine tuning, and even allow for a project to slide above another if the remaining budget allows for a lower-ranked but lower-cost project to be submitted within budget.

consideration based on the nature of the problem and local constraints. Preference will be given to speed humps and traffic circles but will also consider secondary or alternative treatments listed in the toolbox, or possibly other identified safety countermeasures on an as-needed basis. City Staff will meet with the Fire and Emergency Services Department at this step to discuss the project location and recommended treatments. Staff will work to amend project proposals as necessary based upon the input received.

Step 7: Neighborhood Consultation

City staff will schedule a neighborhood meeting to educate residents about the various neighborhood traffic safety treatments and discuss the recommended treatments by staff. Discussion may spur changes to the initial proposal and the intent will be to determine a final project proposal that is most likely to meet City of Richland criteria and achieve neighborhood consensus. In addition to residents, staff from the School District, Police, and Fire and Departments may also be invited. The overall cost of the proposed project may result in project delay, changes to scope or project removal if no suitable alternative is available.

Step 8: Conduct Balloting

After the neighborhood meeting, the City will conduct balloting to determine neighborhood support for the final project proposal. The City will send ballots to all properties that take direct access to the streets within 300 feet (measured along street centerlines) of the proposed project location. Only one ballot will be issued per housing unit address. The project area for balloting purposes may be amended to include additional properties affected by the proposed project or to exclude properties clearly not affected by the proposed project by the Public Works Director upon recommendation by the Traffic Engineer.

The project will proceed to the next step if the balloting shows at least a 51% majority support of all identified households. Where the property owner or tenant has chosen to abstain, an option on the ballot, then that property or rental unit shall be deducted from the total prior to calculating the percentage in support. A secondary criteria is that the number of no votes must be less than 40% of the identified households (with abstentions removed).

If the ballot fails, a three-year waiting period is required to restart the process for that particular Neighborhood Traffic Safety proposal and location.

Note that balloting process is intended to solicit the opinions of those who live adjacent to proposed traffic calming devices. These are the people most likely to benefit from traffic calming devices. They are also the people most impacted by negative aspects of traffic calming, such as increased traffic noise, neighborhood appearance, or diversion of traffic to new routes.

If a project's 5-year Collision History Score is at least 2.5 points or higher, staff may develop a proposal without resident input and the balloting process may be bypassed.

Step 9: Project Development, Budgeting and Program Selection

For all recommended projects that have made it through the balloting process successfully, City staff will develop cost estimates for comparing against the available program budget. Then City staff will rank them by severity score and cumulative budget. A threshold line will be drawn at the proposed budget level for the fiscal year and projects will be selected to fit within that budget. In some instances, the final project may exceed the proposed budget estimate such that another smaller project that fits the budget proposal slides into its place.

Privately Funded NTS Treatments

An option for neighborhoods to privately fund traffic calming devices is available. Steps 1 through 8 are still required components of the program. The minimum severity score noted in Step 5 must still be met,

however, prioritization ranking will not be performed since public funding will not be used to design or construct the project. Step 9 must be completed by the neighborhood and their consultant engineer, except no budget approvals are required by City Council. The City will not design and construct privately funded improvements. Approval of design and construction must follow the City of Richland's Right-of-Way Construction Permitting process (Richland Municipal Code Chapter 12.08). Radar speed signs will not be considered as a sole solution to be implemented by private funding unless it is recommended by City staff in Steps 6 and 7.

Removal Process and Criteria (see Appendix C)

Traffic calming devices may be *removed* when all the following criteria are met:

- 1) An adequate review period (minimum of 12 months from installation) has passed, and subsequent engineering analysis has been performed to determine the traffic characteristics along the route and the impacts on the City's street system.
- 2) A City-prepared or approved petition (Appendix C) signed by owners or residents representing three or more lots within the affected area must be submitted to the City.
- 3) City staff will schedule a neighborhood meeting to discuss concerns of the residents. It may be that inexpensive changes may be considered as an acceptable option. Typically, an exact scope of modifications or removals will be developed for voting purposes.
- 4) Property owners and residents within the affected area shall be sent a City prepared or approved ballot by first class mail. The affected area includes properties abutting streets within 300 feet of the existing device location, measured along street centerlines. The project area for balloting purposes may be amended to include additional properties or exclude properties as determined by the Public Works Director. At least 67% of ballots in the affected areas must be returned in support of the removal as voted upon. Only one vote will be allowed per property and abstentions will be deducted from the total number of properties prior to calculating the percent approval. This ballot is advisory to City staff.

Residents who have any questions regarding the NTS program may call the Public Works Department at (509) 942-7500.

Appendix B: Traffic Calming Device Toolbox

	Traffic Calming Device*	Application to Existing or New Streets	Speed Reduction	Loss Of On Street Parking	Bus Route & Emergency Vehicle Impacts
Primary Devices	Speed Humps	Existing & New	Yes	Possible	Yes
	Traffic Circles	Existing & New	Yes	Possible	Yes
Secondary Devices	Speed Cushions	Existing & New	Yes	Yes	Possible
	Median Island	New	Possible	Yes	No
Alternate Devices**	Choker (mid-block or intersection curb extensions)	New	Yes	Yes	Yes
	Chicane	New	Yes	Yes	Possible
	Speed Table	Existing & New	Yes	Yes	Yes
	RRFB	Existing & New	Possible	Possible	Yes
	Radar Speed Signs	Existing	Possible	No	No

* Stop signs are not to be considered as Traffic Calming Devices. Per the Manual on Uniform Traffic Control Devices (MUTCD) Section 2B.04 Right-of-Way at Intersections, it is stated that “YIELD or STOP signs should not be used for speed control”.

** Site specific engineering analysis may result in proposals for pedestrian and bicycle safety treatments in addition to traffic calming devices or as primary elements of a neighborhood safety treatment.

Appendix D: Scoring Tables Breakouts

Speed - Scoring for Local & Minor Collector Residential Streets

Point Scale	85th Percentile Speed
0.0	0 - 25
0.5	26 - 27
1.0	28 - 29
1.5	30 - 31
2.0	32 - 33
2.5	34 - 35
3.0	36+

Speed - Scoring for Major Collector Residential Streets (25 mph)

Point Scale	85th Percentile Speed
0.0	0 - 25
0.5	26 - 27
1.0	28 - 29
1.5	30 - 31
2.0	32 - 33
2.5	34 - 35
3.0	36+

Speed - Scoring for Major Collector Residential Streets (30 mph)

Point Scale	85th Percentile Speed
0.0	0 - 30
0.5	31 - 32
1.0	33 - 34
1.5	35 - 36
2.0	37 - 38
2.5	39 - 40
3.0	41+

Traffic Volume - Scoring for Local Residential Streets

Point Scale	Average Daily Traffic (ADT)
	Local Street
0.0	0 - 700
1.0	700 - 1000
2.0	1000+

Traffic Volume - Scoring for Minor Collector Residential Streets

Point Scale	Average Daily Traffic (ADT)
	Minor Collector
0.0	0 - 1250
0.5	1250 - 1500
1.0	1500 - 1750
1.5	1750 - 2000
2.0	2000+

Traffic Volume - Scoring for Major Collector Residential Streets

Point Scale	Average Daily Traffic (ADT)
0.0	0 - 2000
0.5	2000 - 4000
1.0	4000 - 6000
1.5	6000 - 8000
2.0	8000+

Location to School or Park - Scoring for Local, Minor Collector, and Major Collector Streets

Point Scale	Location is near a School or Park
0.0	No
1.0	Yes

Sidewalk - Scoring for Local, Minor Collector, and Major Collector Streets

Point Scale	Presence of Sidewalk
0.0	Both Sides
0.5	One Side Only
1.0	No Sidewalk

Crash History - Scoring for Local, Minor Collector, and Major Collector Streets

Point Scale	5-Year Collision History
0.0	0
0.5	1
1.0	2
1.5	3
2.0	4
2.5	5
3.0	6+

The score used in processing NTS requests is the aggregate score of these street characteristics.