

## **PRE-APPROVED PLANS POLICY**

### **Policy R-20: NEIGHBORHOOD TRAFFIC CONTROL PROGRAM (NTCP) TRAFFIC PLANNING AND COMMUNITY ACCEPTANCE**

The Neighborhood Traffic Control Program (NTCP) uses a three phase approach to calm traffic on non-arterial residential streets.

The first phase involves low cost, easy to implement tools, such as education, pavement striping and markings, signage, the portable radar trailer, and Citizen's Speed Watch Program – each as appropriate to address the issue at hand.

The second phase involves more costly devices, such as radar speed signs, to encourage drivers to travel at the legal speed limit.

The third phase includes physical changes to the street, such as speed cushions and traffic circles. Because these tools require driving over or around these devices on a daily basis, the City will not implement these tools unless these are in a traffic plan that has strong support from the local residents and incorporates input from key stakeholders. Guidelines for community outreach and acceptance are outlined below. Variances from these guidelines may be necessary, depending on the specific circumstances.

### **Community Engagement**

The traffic planning process that includes Phase three tools requires community engagement, as follows:

1. Public Works will identify the boundaries of the affected neighborhood, which should typically include:
  - a. Residents who live on the street.
  - b. Residents on local streets that feed into the street in question.
  - c. Nearby residents that would likely use the street to reach other destinations because it is the most direct route. The boundary does not usually include residents or businesses from outlying areas that use the street as an alternative to a more direct but more congested route (i.e., "cut-through" traffic).
2. City staff will identify key stakeholders that could be affected and should be included in the traffic planning process. Examples of key stakeholders are homeowner associations (HOAs), Kirkland Police, the Fire Department, schools with bus routes, transit agencies and businesses within the community boundary, as appropriate.
3. The City will solicit residents from within the community to be part of a neighborhood task force that works with City staff to prepare a traffic calming plan.
4. The City will work with HOAs and the task force to help keep the community at large

informed of progress.

5. Once a final draft traffic plan is prepared, the City will mail this to the neighborhood seeking comment and ask HOAs to post it to their website, if available. The comment period is typically two weeks from the date of mailing.
6. After the comment period, City staff will finalize the traffic plan and present it to the task force. The final plan will be mailed out with ballots, and the results of the balloting will determine community acceptance.

### **Community Acceptance**

Traffic plans that include Phase three traffic calming tools need strong community support. The community engagement process described above will help prepare the community for voting to approve the final traffic plan. Balloting guidelines for approving the proposed traffic plan are as follows:

- Ballots will be mailed to each household or business with an address that is within the community boundary defined by Public Works.
- Only the City can distribute the ballots.
- Each household or business is allowed one vote.
  - For balloting purposes, each unit in a multi-family complex is a household.
  - Each business is allowed one vote.
- When the community at-large is 100 households or less, at least 70% of those who receive a ballot must vote "yes".
- When the community at-large is more than 100 households, at least 70% of those who return a ballot must vote "yes".
- Abstaining votes or undeliverable ballots are subtracted from the total number of ballots when calculating the percentage of "yes" votes.
- Official city-issued ballots signed by the voter can be returned by fax, mail, email, or hand delivered. All responses must include the voter's name, phone number, and address for verification purposes only.