INTRODUCTION

If you have requested a copy of this information and application packet, you are probably concerned with speeding or traffic on your neighborhood street. The Neighborhood Traffic Calming Program (NTCP) is designed to assist you and the City in both identifying and remedying these problems. Please read through this information packet carefully before you begin. We encourage you to speak with your neighbors about your concerns and enlist them in your efforts. If you have any questions before you begin, please call the City of Albany Public Works Department at 917-7655.

BACKGROUND

The Neighborhood Traffic Calming Program (NTCP) was adopted by the Albany City Council in June, 2001. The NTCP is an element of the *Albany Transportation System Plan* and is a cooperative process between the City and the neighborhoods. It provides the citizens of the Albany a process for addressing their concerns about neighborhood traffic issues. The program also provides the City with a tool for evaluating the need for traffic calming as a result of traffic impacts in a neighborhood. Prior to implementation of this program, there was neither a standard for traffic calming devices nor a method to determine when a traffic calming device was warranted.

The NTCP is a program to assist neighborhoods in solving problems with traffic speed and volume. However, not all types of traffic problems belong in the traffic calming program. The City will assist the applicant to determine if the NTCP is the correct place to resolve the issue. The flow chart documenting this decision process is included on the next page of this application. **If at least fifty-one percent of the adjacent property owners are willing to participate in the cost of the device**, the problem meets the minimum requirements, and the plan receives both neighborhood and Traffic Safety Commission approval; the traffic calming device is installed according to City standards. In cases where the problem does not meet the minimum standards established in this program, the City will work with the applicant to see if the problem can be corrected through education or enforcement.

CONTENTS

This information packet contains the following:
- An overview of the process.
- A step-by-step description of the process.
- The NTCP application form (yellow)
- The NTCP data collection forms (blue, red)
- Examples of Construction Mitigation Measures (lavender)
- Examples of Self-Help Mitigation Measures (orange)
- A Primary Emergency Response Route Map (inside back cover)

This packet will serve as the documentation for the project. All applicable information should remain with this packet until the project is completed and filed.
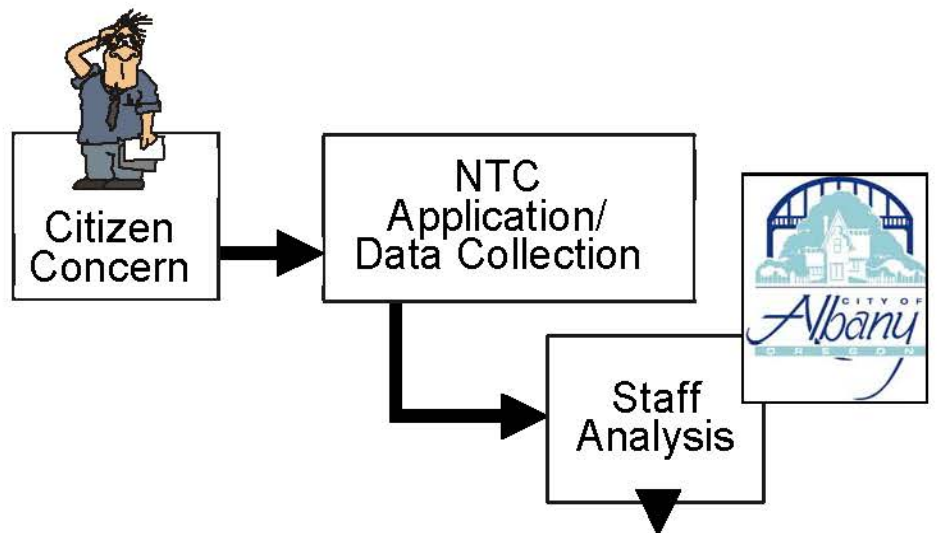
Is Neighborhood Traffic Calming Appropriate?

The flow chart on this page is designed to provide the applicant with a way to determine whether or not a problem should be processed through the NTCP, or if it should be forwarded to the City for evaluation and/or resolution. High traffic volumes and consistent speeding on residential streets are appropriate issues for the NTCP. Issues that are not appropriate for the NTCP include safety hazards (except speeding), street or sign maintenance requests, commuter or illegal parking, vision clearance problems, and proposals for changes in traffic signing or striping. If you have any questions about whether a problem is appropriate for NTCP that cannot be answered by the chart, please contact the Albany Public Works Department at 917-7655.

Citizen Concern → NTC Application/ Data Collection

Staff Analysis

CITY OF Albany OREGON
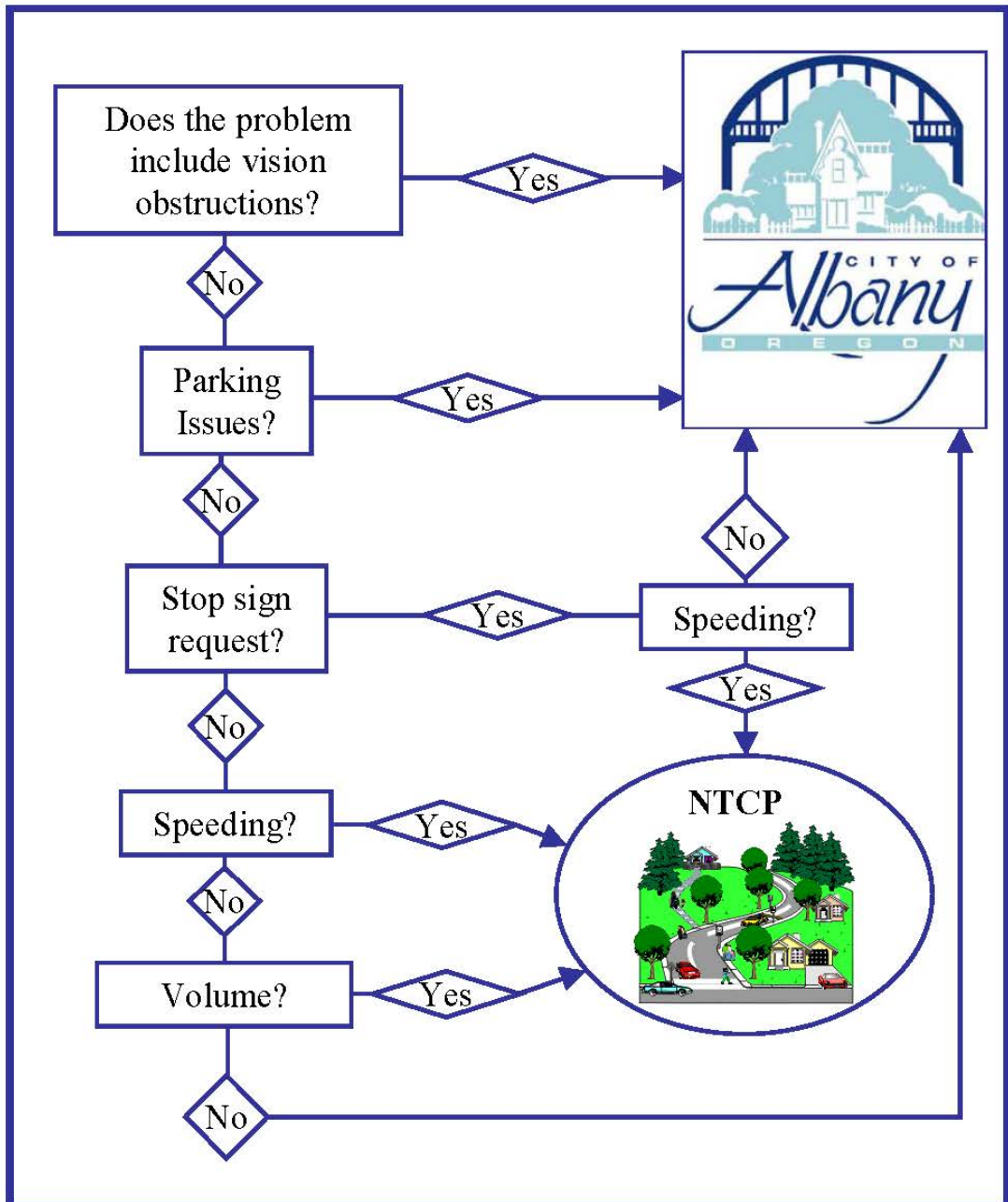
Step 1 - Project Request and Preliminary Review

When citizens have concerns about a specific traffic problem, they can contact the City of Albany at 917-7655 to obtain a copy of the application and information packet for the Neighborhood Traffic Calming Program (NTCP).

The application is the first sheet of this packet and has a yellow border. Instructions for filling out the application/checklist are located on the back of the form.

The next step in the process is to fill out the first section of the form and submit the application/checklist to the City.

The City will review the first section for completeness and fill the appropriate information in Section 2. The City will also evaluate the problem to ensure that the NTCP is the correct forum to solve the problem. There are some issues such as parking and stop signs that do not necessarily belong in the NTCP. If another program would be more appropriate, the City will provide the correct contact information to the applicant.

Once the City has determined that the application is complete and belongs in the NTCP, the applicant will be asked to perform preliminary data collection. Volume and speed counts will be required. The forms containing instructions for collecting the data are also included in this packet and are the forms with blue and green borders. It is the responsibility of the applicant to collect the data.

Once the data has been collected and submitted to the City, staff will perform another review of the problem. This review is to determine whether or not the problem meets the minimum criteria of the program. If additional data is required, the City may request additional information from the applicant or obtain the necessary information.

The City will contact the applicant to inform them of the status of the project after the determination has been made. If the problem DOES NOT meet minimum criteria, the project will not move forward in the program. The application will be returned to the applicant with the reason that the project did not move forward, in addition to recommendations that may be appropriate to help resolve the problem outside the NTCP. These recommendations might include education or enforcement options.

STEP

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Project Acceptance/ Ranking and Petition to Study

| 51% Petition | Project Ranking | Project Meets Program Requirements |

Step 2 – Project Acceptance/Ranking and Petition to Study

Minimum criteria for the problem are identified in the table below.

Minimum Criteria Table

Street Type	Median Speed	Volume	Fronting Land Use
Local	> 25 MPH	>1250vpd*	> 75% residential and institutional (including parks)
Collector	≥ Posted Speed	None	> 75% residential and institutional (including parks)
Arterial	≥ Posted Speed	None	> 75% residential and institutional (including parks)

* vpd = vehicles per day

The residential restriction is to ensure that Neighborhood Traffic Calming can be implemented in neighborhoods. There are no volume restrictions on arterials or collectors, as these roadways are identified to carry higher volumes of traffic.

Appeals of the minimum criteria determination will be directed to the Traffic Safety Commission.

If the problem DOES meet the minimum criteria, the project will be ranked. Ranking will be accomplished by assigning a score to each project. The score will be calculated based on the roadway classification, speeds, volumes, proximity to a school, and availability of sidewalks. A breakdown of the values of each component are shown on the following page. Included in the table is a brief discussion of how the individual scores will be calculated.

If there are more than five projects in the program, only the top five ranked projects will be active. The remaining projects will remain active in the queue for up to two years. If they have not progressed in two years, they will be reevaluated to determine whether the problem has changed or been mitigated by some other factor. If a project is removed from the program, the next highest ranked project will become active.