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**CITY OF KEIZER
TRAFFIC SAFETY/BIKEWAYS/PEDESTRIAN COMMITTEE AGENDA
Thursday, September 21, 2023 @ 6:00 p.m.
Keizer City Council Chambers**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES – July 2023**
- 3. APPEARANCE OF INTERESTED CITIZENS**
- 4. PROJECT SPREADSHEET REVIEW**
- 5. UPDATE TO NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM ~
*Tammy Saldivar***
- 6. SKATS Report ~ *Rick Kuehn & Hersch Sangster***
- 7. SPEEDING ON CLAGGETT ~ *Mike Griffin***
- 8. VERDA CROSSING & KEIZER ROAD SAFETY DISCUSSION ~ *Mike Griffin***
- 9. COMMITTEE MEMBER INPUT / NEIGHBORHOOD ASSOCIATION REPORTS**
- 10. STAFF REPORT ~ *Mike Griffin***
- 11. POLICE LIAISON REPORT ~ City Manager to Appoint**
- 12. COUNCIL LIAISON REPORT ~ *Robert Husseman***
- 13. OTHER BUSINESS**
 - **Reporting to Council/Monitoring Planning Commission: Michael DeBlasi**
 - Council: October 2/Planning Commission: October 11
- 14. ADJOURN**

Next meeting: October 19, 2023



TRAFFIC SAFETY, BIKEWAYS & PEDESTRIAN COMMITTEE MINUTES
Thursday, July 20, 2023
Keizer City Council Chambers

CALL TO ORDER

Chair Davis called the meeting to order at 6:00 p.m. Attendance was noted as follows:

Present:

Jamie Davis, Chair
Tammy Saldivar, Vice Chair
Michael DeBlasi
David Dempster
Hersch Sangster
Rick Kuehn

Council Liaison/Staff Present:

Councilor Husseman (6:57)
Dawn Wilson, Deputy City Recorder

Council Liaison/Staff Absent:

Mike Griffin, Storm Ops & Streets
Sgt. David LeDay, Police

Absent:

Brenda Lamb

APPROVAL OF MINUTES: David Dempster moved for approval of the June 2023 Minutes. Hersch Sangster seconded. Motion passed as follows: Davis, Dempster, Sangster, DeBlasi and Kuehn in favor, with Lamb absent.

APPEARANCE OF INTERESTED CITIZENS:

Bill White, Keizer, questioned a project that he keeps hearing about on Verda Lane between Dearborn and the express lane. Chair Davis said it's still in the design phase for the installation of a bike lane and shoulder with separated sidewalks, left turn lane onto Alder, and realignment to match Alder for safety purposes. Mailbox locations were also discussed for safety purposes of not having to cross the road.

Tammy Kunz, Keizer, she received about 250 concerns about three different driveways for Verda Crossings on Keizer Road. She questioned the emergency only and believes that the two driveways for May & Dickson not setup as emergency only. Discussion reasoned that this is due to a four-way stop. Tammy Saldivar said there's a rule that access has to match to a road. David Dempster provided some history on the safety and pedestrian activated deacon for the school's safety. Chair Davis thinks we need to raise awareness with the neighborhood associations and said they'll bring this up at the next meeting after Public Works (Mike Griffin) looks at the yellow flashing light to be on Keizer Road on each side before the school.

VERDA LANE SAFETY DISCUSSION: *Taken out of order.* Tammy Salvidar reminded everyone they always have a standing agenda item for Verda Lane.

Naomi Rodriguez, Keizer, has concern for speeding traffic from Chemawa to River Road. There aren't enough speed signs and bumps. Speed signs needs to be in the middle of Claggett. Chair Davis is asking to monitor this area via Minutes, and the police liaison to

monitor the traffic down to the circle. Hersch Sangster suggested art and murals be painted along Claggett to slow traffic. Michael DeBlasi suggested adding street trees.

Sheba Woodell, Keizer and with NTSI, here as an observer and stated that education, engineering and enforcement are main components for traffic safety.

Ken Gerloff, Keizer, expressed concern for upcoming school year. School district keeps moving boundaries year to year. Child safety walking is main concern. He worked with Bill Lawyer on Beebe Street's and Arnold Street safety issue. Would like a no parking sign. People park at the end of the street, so it's difficult to drive around the corner.

Richard Moore, Keizer, expressed concerns about cars passing on 10th and Claggett Street is a safety issue for pedestrians. He would like to see 10th be a dead-end street since it actually is and drivers have to turn onto Claggett. Eliminating the access to Claggett Street should resolve the issue. Chair Davis said that we have to have 75% buy-in within neighborhood for concern to be considered by the City. Rick Kuehn suggests that this could be an enforcement issue.

Danaya McGanty, Keizer, expressed concern on speeding problem on Claggett Street. She talked with neighbors and obtained names. Everyone agreed that there is a big speeding problem and have all lived on Claggett for 10 years. They are fearful of children and pets getting hit. She would like to see speed bumps. Chair Davis needs the Public Works (Mike Griffin) to assess the situation and revisit this at the next meeting. She suggested that we ask Bill Lawyer to review his budget to help this issue. Hersch Sangster sees this as an enforcement issue. Michael DeBlasi recognized the fact that she has already collected names of neighbors to support a solution. Cars can be parked on street instead of driveway to create a sense of friction for cars to slow-down. Chair Davis said that they are supportive of getting speed bumps.

COMMITTEE PURPOSE: "I [Hersch Sangster] move the committee recommend the city council adopt the Resolution changing the Purpose of the Traffic Bikeway Pedestrian section as presented." David Dempster seconded. Motion passes.

PROJECT SPREADSHEET REVIEW: Members discussed updating the spreadsheet and noted several items that need to remain on the list. Chair Davis asked members and neighborhood associations to review the list and participate in an email survey to prioritize them. Chair Davis will send a prioritized spreadsheet to the City Council to be fair and equal to all citizens.

UPDATE TO NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM: Tammy Saldivar reported on the safety concern and looked at possible solutions. She decided to add language saying that if unable to obtain signatures due to disability or safety reason to talk with Bill Lawyer. She will update the flow charts, let neighborhood associations review it, and will take it to the Community Diversity Committee and then to Council. Committee would like to see tenants instead of the owner be able to sign petitions because they should have the freedom to vote for solutions.

SKATS REPORT: Materials were submitted by *Tammy Kunz*. Hersch Sangster talked about the school helping in West Salem and everything is on hold until school starts. Michael DeBlasi said the manual has flexibility for standards. The Skats model isn't quite complete with questions. There is latitude but we have to go thru ODOT.

COMMITTEE MEMBER INPUT / NEIGHBORHOOD ASSOCIATION REPORTS:

Chair Davis provided requested to take information back to committees. Chair Davis will email the Gubser Neighborhood Association to encourage representation from all neighborhood associations.

Rick Kuehn reported on a traffic management program with most concerns on Verda with speed, sidewalks, and with the apartment complex.

Tammy Saldivar didn't have any updates.

David Dempster reported on the bike helmet budget. They have money in the budget for bike helmets \$667 donated for bike helmets. We have about 100 helmets of all sizes and pamphlets. They're short on lights for kids bikes. They're fine money wise. City of Keizer hasn't had a concerted effort to fix sidewalks for the old developments. He would like an agenda item for Planning Commission to restrict driveways on the main streets. There shouldn't be left turns allowed.

Hersch Sangster reported on speeding and graffiti. They've been tagged on Willow Lake and Chemawa. Code enforcement recommended getting pictures.

Michael DeBlasi would like to see sidewalk obligations for property owners.

Chair Davis reported on using KeizerFest as a communication tool and asked members to attend these events. Hersch Sangster will attend and David Dempster may also attend. Discussion on which representatives of the neighborhood association will attend, and they will email Chair Davis.

STAFF REPORT: Mike Griffin – absent

POLICE LIAISON REPORT: Sgt. LeDay – absent – may have retired. Councilor Husseman will ask for new liaison.

COUNCIL LIAISON REPORT: Councilor Husseman reported on the City Council who agreed that sidewalk repair is a main priority. They want to find a solution that fits with all neighborhoods. The Planning Commission is under-impressed with how transportation issues are being handled. New developments are causing issues with traffic control. Planning Commission has not been an asset and has not been working with this committee. David Dempster said that the Planning Commission members don't know that they can recommend development policies. Chair Davis said we need to guide the Planning Commission and Council on their decisions.

Councilor Husseman met with ODOT, Salem Public Work person, and a Salem Councilor on the Salem-Parkway path. He told them we want the Parkway path smoothly paved,

lights, and clearer signage to and from path. ODOT agreed to look at path from Verda to Keizer Station. A bike sweeper could be used on path, which Salem is considering. He also talked with Bill Lawyer and Mike Griffin.

Councilor Husseman said City has entered into a tentative agreement for an electrical bike initiative to include a potential purchase of e-bikes for City staff, except for the police, to conduct business. There was discussion as to why we're not using a vendor in Keizer instead of Portland, especially when maintenance is needed. Councilor Husseman submitted info to board on Colorado's program for e-bikes to be rent-free, along with safety materials. The Portland vendor has the ability to offer the same program. Michael DeBlasi suggests that the City have a carrot for staff to actually use the bikes. Hersch Sangster said that the Northwest Hub is really good at managing this low-income program, and we should partnership with them rather than compete with them.

OTHER BUSINESS: Chair Davis CANCELLED the August 17, 2023 meeting.

- **Reporting to Council/Monitoring Planning Commission:** Brenda Lamb
 - Council: August 7/Planning Commission: August 9

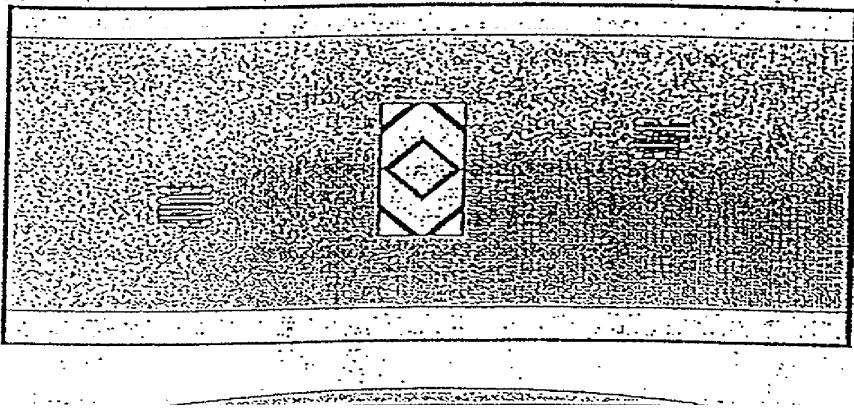
ADJOURN: Meeting adjourned at 8:06 p.m.

Next Scheduled meeting ~ September 21, 2023, 6 p.m.

Minutes Approved: _____



NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM



City of Keizer
930 Chemawa Road
PO Box 21000
Keizer, Oregon 97307-3700
Voice: 503.390.3700
Fax: 503.393.9437

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This document was prepared by the efforts of a collaborative team which included Keizer Council members, Planning Commissioners, Traffic Bike Pedestrian Safety Committee, city staff and engineers.

Updated 2023

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The following people are primarily responsible for the development of this program.¶

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Keizer City Councilors¶

¶
Bob Newton, Mayor Garry Whalen¶
Lore Christopher Jim Keller Jacque Moir
Craig Campbell Jerry McGee¶

¶
Keizer Planning Commissioners¶

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Bill Wolf June Abbot¶
Manny Martinez¶
Dick Inman Jere Clancy Dan Nelson Bruce
Anderson¶

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Keizer Traffic Safety Commission¶

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Mike Kirby, Chairman Ernest Smyres
Mariella Dibble Fredric George¶

¶
Keizer Staff Members¶

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Rob Kissler, Public Works Director Richard
Woelk, Traffic Engineer¶

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A Neighborhood Traffic Management Program (NTMP) is a systematic approach to initiating citizen requests to treat neighborhood traffic issues. This is one "tool" the city has for bringing up safety concerns, but the city staff is responsible for creating safe roads.

Neighborhood Traffic Management Element

As traffic conditions change in the future and the city grows, there is a greater potential for neighborhoods to experience cut-through traffic and speeding that negatively impacts neighborhood livability. Left unmanaged over time, the city could find itself responding to issues of livability inefficiently, case by case.

Neighborhood Traffic Management (NTM) has evolved to encompass a wide range of measures and activities that can be effective in improving the livability of a neighborhood. While there is a wide range of issues that are commonly attached to NTM, the bottom line is how the speed and volume of vehicle traffic are addressed on a street, to create a safer and more livable community.

Neighborhood traffic management measures are a means of addressing traffic safety issues on a city-wide basis. As such, their application should not be limited to just local streets. NTM measures should be used to increase safety for pedestrians, bicyclists, and motorists despite street classification. It should be recognized that not all NTM measures are appropriate for all streets. Where appropriate, NTM measures may be installed in neighborhoods to limit speed and volume of traffic; on collector streets to reduce speeding traffic; and on arterials to enhance neighborhood pedestrian safety. Often a combination of solutions may be required.

Types of streets within the city that the NTMP can affect:

- Local streets: cul-de-sacs, or short streets with limited or no connectivity
- Neighborhood streets: have connections within and between neighborhoods, but do not serve as city-wide streets
- Collector streets: provide citywide or large district connectivity and circulation

The city website shows which street has which classification.

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Recent work in the area of neighborhoods and their specific street needs provides an additional level of functional classification: *neighborhood routes*. Neighborhood routes are commonly used by residents to circulate into or out of their neighborhood. They have connections within the neighborhood and between neighborhoods. These routes have neighborhood connectivity, but do not serve as citywide streets. They have been the most sensitive routes to through, speeding traffic...

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NTM PROGRAM

Neighborhood Traffic Management programs are built off the three "E's" of transportation.

- **Education:** By making people visibly aware of the problems, they can help by slowing down, staying on arterials/collectors, sharing with other people their concern regarding the negative impact of traffic and by using other modes of transportation.
- **Enforcement:** By focusing the Police Department's enforcement efforts to acknowledged areas of concern, community awareness of speeding problems can be increased.
- **Engineering:** There are a suite of traffic calming measures that can be implemented to reduce speeding and/or affect traffic volume.

The process for the City of Keizer NTM program incorporates each of the "E's" at various stages of the plan. To be comprehensive, the NTM plan includes major components that work together to produce a complete NTM program. They include:

- **Process:** Outlines how an existing problem is brought to the city, what are the thresholds/warrants for defining a problem, steps toward a solution, prioritization of the project and monitoring of the benefit/ impact.
- **Standards:** This provides a uniform way for NTM measures to be implemented in the city. It provides a process to minimize the impacts to safety and other users/stakeholders (maintenance, liability, diversion, parking, noise, aesthetic, emergency response, utility vehicles, or other roadway users). These can be found on the city website on the Public Works page.

NTM PROCESS

ASSESSMENT: The process for assessing NTM issues includes many steps and decisions to assure the safest projects are developed for the city. To be eligible, the project must be a two-lane street that has residential zoning or mixed use for at least 75 percent of the fronting properties. The intent of the following steps is to implement Education and Enforcement in a Level 1 study, and initiate Engineering in a Level 2 Action. The key steps are as follows:

Step 1. Identification of a Neighborhood Problem.

The application (Appendix B) is started in one of two ways and is presented to the Traffic/ Bikeways/ Pedestrian Safety Committee (TBPSC). With assistance from the committee, the application advances to the city Public Works (PW) department.

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A. Issue is brought by a citizen to a Neighborhood Association (NA) who agrees with the need. The NA assigns a representative, fills out Section 1 of the application, and presents to the TBPSC; or

B. Issue is presented to TBPSC by a citizen who fills out Section 1 of the application and includes a petition (Affected Neighbor Survey) with signatures of a minimum of 75 percent of the affected residents on a specific street. (Appendix A) If acquisition of these signatures is unattainable or is a safety concern, PW will assist in this need.

Public Works will review submittal for immediate safety concerns and assess for support of Action Plans and prioritization. After this review, the analysis and findings will be presented to the TBPSC at a meeting.

Step 2. Level One Action Plan study:

Once a problem has been presented, the next step will be to implement education and enforcement related NTM measures. (Should significant safety issues be presented in Step 1, there is a separate process for addressing safety-related matters with the Public Works (PW) Department.)

Process: Notify the City, Police Traffic Enforcement team of the location and the nature of the request for speed enforcement.

Feedback can be provided immediately if the Police are already aware of this location having a high volume of speeders, thus removing the need for a speed study. Enforcement efforts would include scheduling placement of the speed reader board trailer or increased enforcement at problem areas identified in Step 1. This request can be done while presenting to the TBPSC or calling the non-emergency number.

Once this study is complete, check the box on the application for First level 1 Recommendation and add the date of completion in section 3.

Step 3. Analysis of Action Plan Study:

Following Step 2, PW staff will conduct field reconnaissance and analysis to provide a quantitative background regarding the street of concern.

Process: City staff will make determination of whether Level 2 considerations are warranted. This will qualify for the Second Level 1 Recommendation on the application section 3. Check the box and indicate the date of completion by city staff.

The thresholds for Level 2 consideration on neighborhood routes will include:

Speed: 50 percentile speed five or more miles per hour above posted speed and,

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Recommended Process: Issues of livability brought before the applicable neighborhood association or identified by petition where the project is located be forwarded to the staff of the Public Works Department. A form will be developed by the staff for the neighborhood¶

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Volume: Daily vehicle counts more than 800 vehicles per day, and, The thresholds for Level 2 consideration on arterial or collector routes, will include:

Fronting Land Use: More than 75 percent of the properties in the project limits have residential zoning

Speed: 85th percentile speed 10 or more miles per hour above the posted speed zone, and

Volume: Daily vehicle counts more than 1,500 vehicles per day for collectors and 5,000 vehicles per day on arterials

A traffic study report showing findings of the speed/volume study will be prepared. This information will be used to do two assessments:

- 1) determine if threshold criteria are met for consideration of Level 2 NTM;
- or
- 2) determine if Level 2 thresholds are not met, necessitating further study. Further study may include implementing temporary, low-cost measures to gauge the effect of speed calming measures.

Findings and assessment will be presented to the TBPSC at the next monthly meeting.

Step 4. Level 2 Prioritization by scoring:

At the point that thresholds have been determined to have been met in Step 3 above, the next step will be to prioritize the proposed NTM project by scoring the location. This is assessed by the Public Works Department. The reason for prioritizing the problem prior to developing solutions is to assure that staff, public and design efforts are expended where the greatest needs exist. A scoring system has been developed to assist with the prioritization process to allow city funds to be allocated to the more critical locations. Once the scoring and ranking process is completed by the Public Works Department and a plan is developed, the project list will be entered into the City Capital Improvement Program (CIP) process for funding and implementation. This is where the scheduling of a project will be identified and where other factors (such as upcoming projects), beyond the ranking are considered.

Process: The scoring system by functional classification is noted in Appendix C using the criteria that were established by the Traffic Bicycle Pedestrian Safety Committee. The Public Works Department will be responsible for ranking projects between functional classifications. A project list is forwarded to Public Works Director for review and submittal into the CIP process. Any projects that meet the threshold criteria and commit to funding the NTM project using private funds, will be given five additional bonus points for every 20 percent

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- Multi-modal Access. Bicycle, pedestrian, and transit access will not be negatively impacted by the NTM project.
 - Noise. The potential for noise impacts will be identified with selected NTM measures. The concept map needs to identify where additional noise might be anticipated.
 - Loss of parking. Where on-street parking is removed or added adjacent property owners will be notified in the development process.
 - Visual/Aesthetic Concerns. Samples of the visual character of the NTM measures selected will be reviewed in the public process.
 - Maintenance. The effect of the NTM program on maintenance will be identified. This includes added costs for NTM measure maintenance (Landscaping) and impacts to maintenance activities.
- VI. With the concept plan and assessment approved by the project subcommittee, the NTM project will be presented to the neighborhood association(s) for review and comment.
- VII. Final design will be completed and construction documents prepared.
- VIII. Final approval from TBPSC

CIP Implementation/Funding:

FUNDING

Funds for NTM projects would most likely come from the approved Capital Improvement Program for the current year budget. Funding may be limited or not available in any given year. NTM projects with private (local) funding will be able to proceed through the NTM process even if public funding is not available at the time.

There are several options for funding NTM measures in Keizer. They include:

- Full funding through the CIP
- Partial funding through the CIP
- New voter approved funding dedicated to NTM
- Private interests funding NTM without public funds
- Cash from local residents
- A local improvement district is agreed to by local residents (not recommended due to the administrative costs)
- Private development provides funds to NTM as mitigation measure of project approval or as an element of site plan design
- Full funding as a mitigation measure within a transportation project

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(public funds)

Projects that have completed the above-mentioned steps will be advanced to the city for full funding and implementation. As identified in Step 4, the highest rated group of projects will be forwarded to the CIP for funding.

Process: The final steps for implementation will include:

- Local funding (if provided) will be secured. Should the local funding not be available at the time of project implementation, the project will be integrated into the City's priority list if applicable. Local funding may also come from residents.
- City staff will prepare a schedule for implementation and notify the neighborhood association.
- Construction will be completed by PW or by contract.

MONITORING

Once an NTM project is completed, data collection will be conducted three months after completion to determine effectiveness and whether further refinements to the plan are required. Volume and speed data will be collected and summarized in a before and after report by City staff. If refinements are necessary, they will be identified following analysis of before/after data.

Process: City staff will setup a standardized approach for before and after studies and tabulate performance data on all NTM projects implemented. The data will be presented to the TBPSC at the three-month review time. Over time this research will be used to refine or upgrade the elements of the plan.

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Funds for NTM projects would most likely come from the approved Capital Improvement program for the current year budget. Funding may be limited or not available in any given Year. NTM projects with private (local) funding will be able to proceed through the NTM process even if public funding is not available at the time.¶ There are several options for funding NTM measures in Keizer. They will include:¶ Full funding through the CIP¶ Partial funding through the CIP¶ New voter approved funding dedicated to NTM¶ Private interests funding NTM without public funds¶ Local residents pay cash¶

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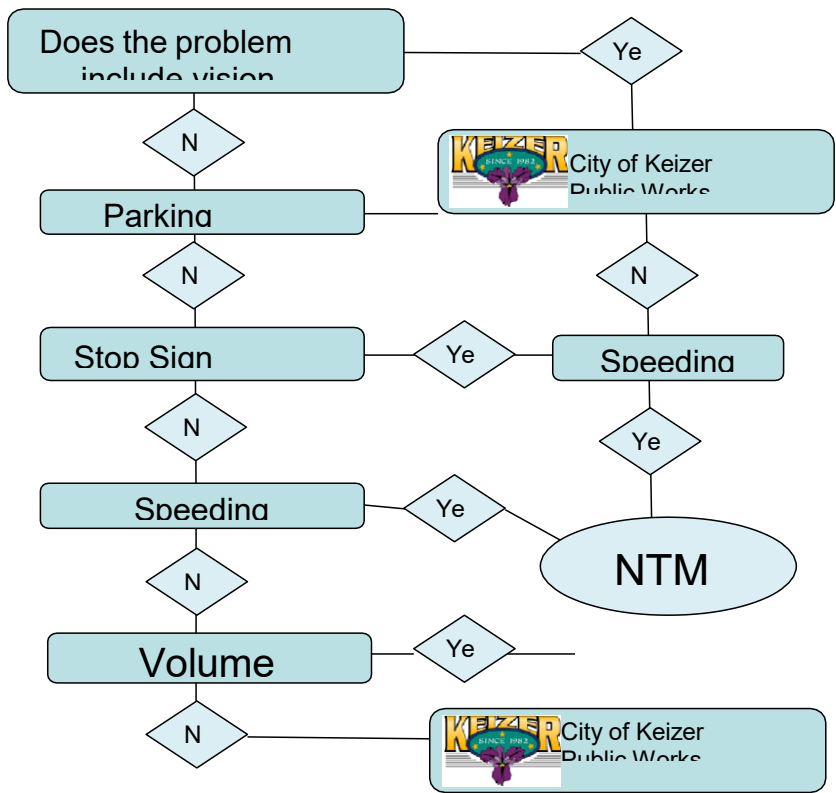
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Flowchart For Neighborhood Association Problem Assignment

The following information is provided to assist the Neighborhood Association and the citizens of Keizer in the appropriate process for the described problem. Not all problems should be addressed through the Neighborhood Traffic Management Program (NTMP). Many issues should be referred directly to the Public Works Department. The following flowchart should help with determining the correct course of action.

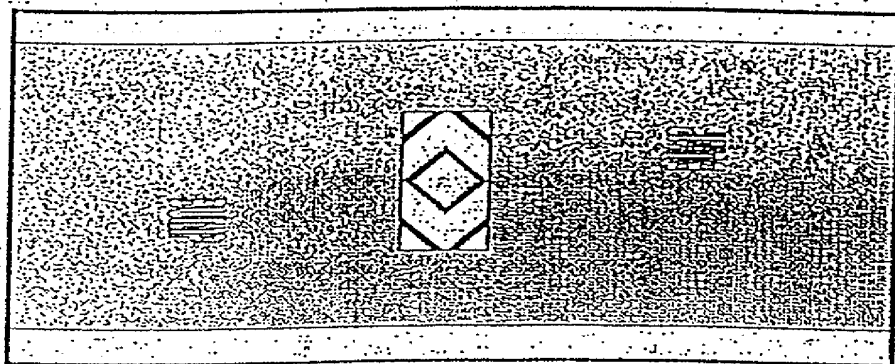


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- Deleted:** Implementing NTM measures can impact several stakeholders that use public streets from utilities to garbage companies, delivery companies to school buses, from¶
- Commented [ST55]:** This is al ready developed as the standards on the website.
- Deleted:**Section Break (Next Page)..... emergency services to maintenance, from the postal service to the school district. The needs of all the stakeholders should be considered in any **NTM** measure. To best address the input of key stakeholders, it is recommended that a series of design standards be **developed**, reviewed, and approved for inclusion in the *City of Keizer* Street Design Standards. This process will allow critical input and review by the stakeholders at one point, rather than having to seek each stakeholders input for each project that is contemplated.¶
- emergency services to maintenance, from the postal service to the school district. The needs of all the stakeholders should be considered in any **NTM** measure. To best address the input of key stakeholders, it is recommended that a series of design standards be **developed**, reviewed, and approved for inclusion in the *City of Keizer* Street Design Standards. This process will allow critical input and review by the stakeholders at one point, rather than having to seek each stakeholders input for each project that is contemplated.¶
- The benefit of ~~developing~~ design standards is that **NTM** can be uniformly applied in Keizer. The standardization of **NTM** elements also helps keep the costs down. Most important, by going through a process of adopting the ...
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- Moved up [1]: FUNDING¶**
Funds for NTM projects would most likely come from the approved Capital Improvement program
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NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM

APPENDICES



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Deleted: Cost: Speed bumps cost approximately \$1,000 - 1,500 each.¶

Parking Impacts: .None¶

Transit Service Impacts: Like other vehicles, buses must cross a speed bump at reduced speeds. Experience shows that 22 foot speed bumps do not impede transit service or scheduling. Riding over speeds bumps do not significantly bother transit riders.¶

Emergency Services Impacts: Like other vehicles, emergency response vehicles must cross a speed bump at reduced speeds. The speed bump design selected for any street takes into consideration whether it is used as a primary response route. The Portland Fire Bureau reviews all speed bumps proposed on primary response routes.¶

Noise Impacts: Speed bumps may generate some noise.¶

Other Considerations: Traffic volumes typically decrease slightly after speed bumps are constructed. Traffic on neighboring streets must be monitored for diversion.¶
Speed bumps are not constructed on grades greater than 8%.¶

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Appendix B

Neighborhood Traffic Management Process (NTMP) Application

Section 1 (To be completed by Applicant)

Applicant Name _____ Daytime Telephone _____
Applicant Mailing Address _____ Evening Telephone: _____

Location of Problem: _____
(For intersections, list both streets. For roads, indicate name and problem limits.)

Description of Problem: _____
(Example: excessive speeding on street, high volumes, etc.)

Section 2 (To be completed by the Neighborhood Association or Applicant)

Street Classification: _____ Volume _____
(Found on website - Keizer TSP) (Done by city staff)
of Through Lanes: _____ Speed _____
(On Primary Roadway) (done by city staff)
Roadway Width: _____ Survey _____
(Width from curb to Curb) (Attach Survey Form if applicable)
Parking: _____
(Indicate which side or both)

Section 3 (To be completed by the Neighborhood Association or Applicant)

- First Level One: study
Date Completed: _____
- Second Level One: analysis
Date Completed: _____

Section 4 (To be completed by the Neighborhood Association or Applicant)

Neighborhood Association or applicant has determined that the following action be taken for this application:

- Problem Resolved, Process Complete Date: _____
- Continue Level One Mitigation
- NTMP Level Two, Refer To Public Works
- Not NTMP Eligible, Refer to Public Works

IBPSC Chair: _____
Neighborhood Chair: _____

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Instructions for Application

To complete the application for the Neighborhood Traffic Management Process (NTMP), follow these steps:

1. Fill out Section 1 of the Application form. It is important to include a brief but thorough description of the problem including the start and end points.
2. Submit the application form to the Neighborhood Association where a representative will be assigned. If no NA exists in this location, submit directly to TBPSC at monthly meeting.
3. Fill in data in Section 2 for the components that can be done without the city's involvement.
4. Without an NA: Attend a monthly TBPSC meeting to present the problem, request the volume and speed information for Section 2, and request the study to be done.
5. With NA support: Upon completion of Section 2, the application form is returned to the Neighborhood Association with all the appropriate documentation. The Neighborhood Association will review the data submitted and attend the next TBPSC meeting to request the volume and speed data for Section 2, and request the second recommendation analysis be done.
6. Upon completion of the analysis, If the criteria for Level Two Measures are met, the application and all supporting documentation is submitted to the Transportation Section of the City of Keizer, Public Works Department for inclusion in the second step of the NTMP.
7. The remainder of the process is explained in the NTMP. A subcommittee will be formed to design the safety measure, and the Public Works department will oversee the construction of it.

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Deleted: Contact the Traffic Chairperson of your Neighborhood Association to find out the correct procedure for submission.

Deleted: <#>Once the Neighborhood Association has received the application, they will review it to ensure that the problem is appropriate for NTMP. If the problem is not appropriate for NTMP, you will be provided with contact information for the correct agency to notify.¶
If the Neighborhood Association determines the problem is appropriate for NTMP, they will provide you with the appropriate data gathering forms. Data regarding the traffic volumes, traffic speed and adjacent neighbor concerns must be gathered for the next step in the process.

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Deleted: Once all of the data has been collected, Section 2 of the application form must be completed. The street designation will be supplied by the Neighborhood Association. The remainder of the information in Section 2 is the responsibility of the applicant.¶

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Deleted: a minimum of two Level One Mitigation Measures to be implemented by the applicant. The recommendations will be recorded on the application. Refer to the Level One Mitigation Measures information provided with this application for additional information about these measures

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Appendix C
Table 1

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Neighborhood Route Scoring Process

<u>Criteria</u>	<u>Point</u>	<u>Basis for Scoring</u>
<u>Speed</u>	<u>35</u>	Using <u>85th percentile</u> 2 points for an <u>85-percentile speed 4 mph over posted speed</u> PLUS <u>3 points for every mph from 5 up to 10 mph over posted speed</u> PLUS <u>Using speed profile:</u> <u>1 point for every percent of volume with speed at or over 10 mph of posted speed up to 15 points.</u>
<u>Volume</u>	<u>25</u>	<u>1 point for every 100 vehicles per day over 500 vpd</u>
<u>Cut Through Traffic</u>	<u>15</u>	<u>10 points if an identified cut through route between arterials can be mapped and observed in the field</u> PLUS <u>5 points if data is provided that indicates of the traffic on the project street that 20% or more is cut through between arterials.</u>
<u>Pedestrian Generators</u>	<u>5</u>	<u>5 points if within 500 feet of street that there are pedestrian generators (parks, elderly housing, retail commercial uses, high school, college or hospital)</u>
<u>Sidewalks</u>	<u>10</u>	<u>10 points if sidewalks in project area are discontinuous on both sides</u> <u>5 points if only one side of the street has continuous sidewalks</u> <u>0 points if the street has continuous sidewalks on both sides in project area</u>
<u>School</u>	<u>10</u>	<u>10 points if an elementary or middle school (public or private) is within 500 feet of the project street</u>
<u>TOTAL SCORE</u>	<u>100</u>	

Commented [DM*D68]: 50th

Commented [DM*D69]: Delete

Commented [DM*D70]: 10 pts

Commented [DM*D71]: Any commercial/industrial uses

Commented [DM*D72]: Change to "school or other educational facility".

And while I'm commenting about schools, can we extend the school zone speed limits to the nearest signalized/controlled intersection and have no time limit?
For example, Lockhaven between RR and Windsor Island should encompass the Elementary and High school zones. And the area between Whitaker and Gubser, on 14th St and on Lockhaven (between Mcleod and Verda).

Commented [ST73]: Do bus stops apply here?

Commented [DM*D74]: Include points for sidewalk condition/width.

Commented [DM*D75]: either

Commented [DM*D76]: 10 points for "no marked or signalized crossing for greater than 250 feet".

I also think that it should be any educational facility. We should be encouraging walking/biking at all schools.

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Table 2
Collector Scoring Process

<u>Criteria</u>	<u>Point</u>	<u>Basis for Scoring</u>
<u>Speed</u>	<u>50</u>	<p>Using <u>85</u> percentile <u>2 points for an 85 percentile speed 5 mph over posted speed PLUS 5 points for every mph from 6 to 10 mph over posted speed</u> PLUS Using speed profile: <u>1 point for every percent of volume with speed at or over 10 mph of posted speed up to 15 points</u></p>
<u>Volume</u>	<u>10</u>	<u>1 point for every 1000 vehicles per day rounded up</u>
<u>Pedestrian Generators</u>	<u>10</u>	<u>10 points if within 500 feet of street that there are pedestrian generators (parks, elderly housing, retail commercial uses, high school, college or hospital)</u>
<u>Sidewalks</u>	<u>15</u>	<p><u>15 points if sidewalks in project area are discontinuous on both sides</u> <u>0 points if the street has continuous sidewalks on both sides in project area</u></p>
<u>School</u>	<u>15</u>	<u>15 points if an elementary or middle school (public or private) is within 500 feet of the project street</u>
<u>TOTAL SCORE</u>	<u>100</u>	

Commented [DM*D77]: 50th percentile. If the speed is 6-10 mph over the posted limit, then we should be going to engineering/traffic calming measures quicker.

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Commented [DM*D79]: See above comment for neighborhood routes

Commented [DM*D80]: Either

Commented [DM*D81]: Points for poor condition or too narrow sidewalks.

Commented [DM*D82]: 10 points is no marked or signalized crossing for greater than 250 feet

Table 3
Arterial Scoring Process

Criteria	Points	Basis for Scoring
<u>Transit</u>	<u>20</u>	<u>20 points if project street is a public transit route with stops</u>
<u>Pedestrian Generators</u>	<u>25</u>	<u>25 points if within 500 feet of street that there are pedestrian generators (parks, elderly housing, retail commercial uses, high school, college or hospital)</u>
<u>Sidewalks</u>	<u>25</u>	<u>25 points if sidewalks in project area are discontinuous on both sides</u> <u>0 points if the street has continuous sidewalks on both sides in project area</u>
<u>Crossing</u>	<u>15</u>	<u>15 points if crossing distance for pedestrians is greater than 60 feet</u>
<u>School</u>	<u>15</u>	<u>15 points if an elementary or middle school (public or private) is within 500 feet of the project street</u>
<u>Trucks</u>	<u>10</u>	<u>1 point for every percent of traffic on project street that is trucks (peak hour count)</u>
TOTAL SCORE	100	

Commented [DM*D83]: See above comments for similar criteria

Commented [DM*D84]: Either

Commented [DM*D85]: Points should be for poor condition or too narrow sidewalks.

Step 5. Level 2 Project Development: Using the CIP process for transportation projects in the city, those projects will go into project development within two years. This step involves extensive public involvement through the neighborhood associations and the project subcommittees involving the City Staff. A NTM toolbox (Appendix D) was developed for the City of Keizer based on input of the Traffic Bicycle Pedestrian Safety Committee to provide a standard set of measures that could be uniformly applied through the problems identified.

Appendix D

Keizer NTM Tool Box

<u>Neighborhood</u>	<u>Collector</u>	<u>Arterial</u>
<u>Traffic Circle</u>	<u>Pavement Texture</u>	<u>Medians</u>
<u>On-street Parking</u>	<u>On-street Parking</u>	<u>Curb Extensions</u>
<u>Truck Restrictions</u>	<u>One way entry/exit</u>	<u>Roundabouts</u>
<u>Turn Restrictions</u>	<u>Truck Restrictions</u>	<u>Removal of turn lanes into businesses</u>
<u>Other Level I Measures</u>	<u>Turn Restrictions</u>	<u>Removal of unnecessary middle turning lanes to nowhere.</u>
<u>Street trees</u>	<u>Medians</u>	
<u>Choker Speed Hump</u>	<u>Curb Extensions</u>	
<u>Curb extensions</u>	<u>Roundabouts</u>	
<u>Tighter turn radii</u>		

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Commented [DM*D86]: Barrier in intersection to prevent turn cutting. This means when a driver is making a right or left turn, they cut the angle so they don't have to slow down as much.

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Commented [DM*D87]: Street trees

Commented [DM*D88]: I have seen where Keizer has installed right turn into a business that doesn't have a high number of cars entering the property. This allows cars behind the turning vehicle to stay at a higher speed while making it harder for a vehicle to exit out of the property.

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Commented [DM*D89]: For example, Lockhaven between RR and Windsor Island. The middle turning lane is unnecessary for most of the length and only creates an environment for faster speeds.

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Appendix E

Cities of Keizer Neighborhood Traffic Control Program

Potential Traffic Management and Control Devices

Described below are some typical traffic management and control devices that might be employed in a neighborhood traffic control project.

Traffic Management Devices:

(Physical devices which change street characteristics and traffic patterns.)

- **Traffic Circles** are raised landscaped islands placed in the center of an intersection. Their primary purpose is to reduce speed and separate intersection conflicts. Circles are especially effective in a series and may reduce through-traffic.
- **Curb Extensions** narrow the street by widening the sidewalk or the landscaped parking strip. These devices make pedestrian crossings easier. They also narrow the pavement and provide a visual cue to motorists that they are on a non-arterial route.
- **Speed Humps** reduce speeds on residential streets by requiring vehicles to slow to residential speed limits as the driver approaches the "hump." These devices are from 14 to 22 feet in length and approximately 3 inches high. The newer "hump" design is unlike the older "speed bump" design in that it allows vehicles to travel near the legal speeds on residential streets.
- **Diagonal and Semi Diverters** limit access to a street from one direction by placing a barrier diagonally across an intersection, separating the legs of an intersection or by blocking half the street. They are effective in reducing volume and allow more freedom of circulation within the neighborhood than cul-de-sacs. Both diagonal diverters and semi-diverters can be designed and installed to allow emergency vehicle access.
- **Median Barriers** are used on arterials to prevent through-traffic or control turns onto neighborhood streets from arterials. Medians may also be used within a neighborhood to prevent non-local traffic movement through a street. Medians may be used effectively in combination with forced turn channelization and turn prohibitions.
- **Forced Turn Channelization** allows traffic entering or exiting a neighborhood street to move in one direction only. This discourages a potential or existing through-traffic pattern.
- **Parking Revisions** can modify traffic conditions by either removing parking to facilitate turns and visibility or revising parking to slow traffic movement or add spaces, i.e., angle parking on one way streets.
- **Parking Bays** with wider parking strips can be used to narrow street pavement or lanes and enhance street tree planting areas with longer curb

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Commented [DM*D91]: I don't favor removing parking, particularly when it's to facilitate turns.

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extensions.

- **Pavement Modification** can be used to emphasize heavily-used pedestrian crossings or neighborhood entries. Thresholds, different paving surfaces, or raised pavement surfaces, are often used in combination with curb extensions.

- **Lane Demarcations** such as striping, buttons, or curbing can be used to better define or separate travel lanes, bicycle lanes, parking lanes, pedestrian lanes, etc. Generally, narrower travel lanes slow traffic slightly, but can raise other safety or operational problems.

Traffic Control Devices;

(Standard regulatory and advisory controls, such as signage and signals.)

The Federal Highway Administration has established guidelines, criteria or warrants that must be met to install each device. These guidelines apply to all streets in Keizer.

- **Stop Signs** are devices used to assign right-of-way at an intersection. Stop signs should not be installed, and are not effective, in diverting traffic or reducing speeding. They are installed at uncontrolled intersections with accident problems, visibility restrictions (such as buildings or topography); and/or where volumes are high enough that the normal right-of-way and is unduly hazardous. Variations include two-way stops and all-way stops. Each variation has certain guidelines that dictate its use.
- **Signal Modifications** can discourage or prohibit non-local movement on neighborhood streets (Local or collector) to or from arterials. Generally, the longer the signal wait times between side streets and arterials, (e.g., double cycles, etc.), the less non-local traffic will short-cut through a side street.
- **Turn Prohibitions** are used on arterials to prevent non-local traffic from using neighborhood streets (e.g., no left turn). These prohibitions may be in effect all day or just at weekday peak hours.
- **Signage Changes** may be informational, (e.g., flashing school crossing signs, neighborhood entry signs), directional (e.g., "Arterial Route" signs), or regulatory (e.g., "No Trucks" signs).
- **Speed Limits** are established by the State Speed Control Board, based on engineering criteria, local land use character, and existing speeds. Without physical changes to a street, a lower speed limit will not actually reduce speeds.
- **Rumble Strips** are raised buttons placed on a street to warn of a hazard or cue drivers to another traffic control device; they may slightly decrease speed, but raise bicycle safety and maintenance concerns.
- **One Way Streets**, where practical, may be used to discourage non-local traffic movements on neighborhood streets.
- **Clear Vision Areas** are visibility zones at intersections and driveways. These areas are sometimes obstructed by fences, brush, shrubs, parked cars, etc., which the city can legally require to be removed or modified.

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Other Techniques

- Crosswalks at heavily used pedestrian or school crossings can be enhanced by visibility improvements, striping, warning signage, and by reducing the crosswalk distance.

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NTMP Process

STEP 1

Start application either through NA or by self with petition from neighbors

STEP 2

Request Level One Action Plan study to done by Law Enforcement by reaching out to KPD or through the TBPSC.

STEP 3

Public Works will do field reconnaissance and analysis.

STEP 4

Public Works will rank project by criteria.

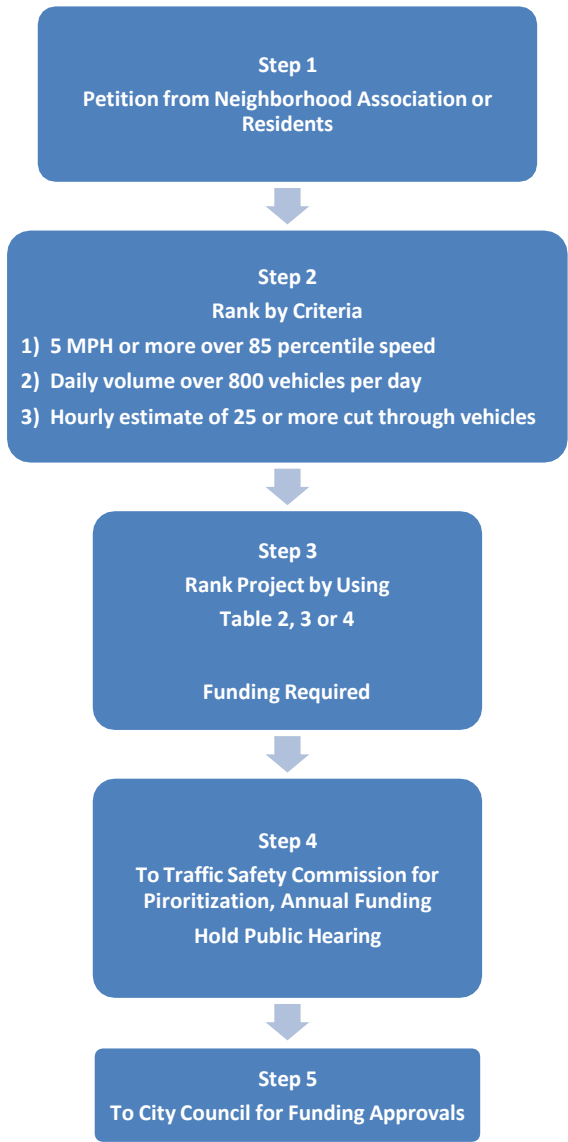
STEP 5

Project is developed.



Project is Constructed and Monitored.

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TRAFFIC CONTROL PROGRAM PROCEDURES



document initiated June 2023,
revised September 2023

ACTIVE PROJECTS

Priority	Project	NA	type of project	date added	date discussed by committee	status
	Verda at Dearborn		Cherriot bus issue if north of Dearborn	6/7/2023		monitor
	Verda and Chemawa		Flashing Crossing	6/7/2023		discuss
	Cummings/ Delight Speed Table		Speed table	6/7/2023		monitor
	Library crosswalk		RRFB	6/7/2023		monitor
	Lockhaven near McNary			6/7/2023		
	Candlewood Curve		flashing light for curve warning	6/7/2023		discuss
	Chemawa Curve		solar speed display	6/7/2023		discuss
	Alder and Brooks		flashing beacon across Alder	6/7/2023		monitor
	signs along Bike path		signs	6/7/2023		monitor
	street sign replacements			6/15/2023		monitor

	Lockhaven bike striping at River Rd			6/15/2023		
	Keizer Rd: Verda-McLeod		flashing school sign	7/20/2023		
	Claggett Rd: River- 10th/ 10th: Claggett- Chemawa		speed study	7/20/2023		
	St Arnold		paint curb	7/20/2023		