

# AGENDA

## Meeting of the San Marcos Traffic Commission

**Meeting Date:** June 07, 2023 | **Meeting Time:** 6:00 PM

**Location:** City Council Chambers, 1 Civic Center Drive, San Marcos CA 92069

**Americans with Disabilities Act:** If you need special assistance to participate in this meeting, please contact the City Clerk at (760) 744-1050, ext. 3145. Notification 48 hours in advance will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired. Please see the City Clerk if you wish to use this device.

**Public Comment:** Please complete a "Request to Speak" form located at the entrance of the Council Chambers in order to address the Traffic Commission on an agenda item. Comments are limited to three minutes, unless you have registered your organization with the City Clerk. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Please complete a "Request to Speak" form as noted above and indicate which item number you wish to address.

**Agendas:** Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Information Desk counter located on the first floor of City Hall, 1 Civic Center Drive, San Marcos, during normal business hours or online at [www.san-marcos.net](http://www.san-marcos.net).

Agenda-related writings or documents provided to a majority of the Commission after distribution of the agenda packet will be available for public inspection at the time of distribution at the Information Desk counter located on the first floor of City Hall, 1 Civic Center Drive, San Marcos, CA, during normal business hours.

### **1. CALL TO ORDER - 6:00 P.M.**

### **2. PLEDGE OF ALLEGIANCE**

### **3. ROLL CALL**

Anyone wishing to speak to the Commission on any item must first complete a Request to Speak form and turn it in to the secretary

### **4. ORAL COMMUNICATIONS**

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda.

### **5. APPROVAL OF MINUTES**

April 05, 2023

## **6. OLD BUSINESS**

- a. Fulton Road Speed Cushion Pilot Program Final Study Results and Findings Memo.
- b. Response to resident request for striping modification suggestions on two intersections at Rancho Santa Fe Road to increase safety and efficiency of traffic flow.

## **7. NEW BUSINESS**

- a. Presentation of the first draft of Neighborhood Traffic Management Policy to the commissioners for their administrative review, prior to public release for comments.

## **8. REPORTS AND INFORMATION ITEMS**

- a. Work Order Updates
- b. San Diego County Sheriff's Department Traffic Collision Summary and Accident Investigation Log
- c. Traffic Commission Commentary
- d. Staff Commentary

## **ADJOURNMENT**

### **AFFIDAVIT OF POSTING**

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) ss.  
CITY OF SAN MARCOS )

I, Gina Jackson, Secretary, San Marcos Traffic Commission, hereby certify that I caused the posting on June 1, 2023 of this agenda in the glass display case at the north entrance of City Hall.

DATED: June 1, 2023

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Gina Jackson,  
Traffic Commission Secretary



# MINUTES

## Regular Meeting of the Traffic Commission

**WEDNESDAY, APRIL 05, 2023**

City Council Chambers  
1 Civic Center Drive, San Marcos, CA 92069

### **CALL TO ORDER**

At 6:00 p.m. Traffic Commission Chair Arturo Rico called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

Commissioner Freeman led the Pledge of Allegiance.

### **ROLL CALL**

|          |                |  |
|----------|----------------|--|
| PRESENT: | COMMISSIONERS: | SCHELLENGER, CLARK, KOVRIG, RICO, FREEMAN, CARROLL,<br>HOAGLIN |
| ABSENT:  | COMMISSIONERS: | ERICKSON, HANSEN   |

Also present were: Director of Development Services/City Engineer Isaac Etchamendy; Deputy City Engineer Stephanie Kellar, Associate Engineer-Traffic Damian Schoenecke; Assistant Engineer-Traffic Teni Garcia; Senior Office Specialist Gina Jackson

### **ORAL AND WRITTEN COMMUNICATIONS:**

**Jerry Black, resident of San Marcos:** Brought to the Commission a stripping issue on San Elijo Road and Rancho Santa Fe, and San Elijo Road and Melrose Drive. Indicated that this is a safety concern, as well as the fast moving vehicles trying to race.

Commissioners asked staff to look into the matter and bring back a report of the findings at a future meeting.

### **APPROVAL OF MINUTES**

#### **5. Approval of Minutes, February 01, 2023**

COMMISSIONER KOVRIG MAKES A MOTION TO ACCEPT THE MINUTES AS RECORDED; SECONDED BY COMMISSIONER SCHELLENGER. MOTION CARRIED BY THE FOLLOWING VOTE:

AYES: COMMISSIONERS: SCHELLINGER, CLARK, KOVRIG, RICO, CARROLL, HOAGLIN  
NOES: COMMISSIONERS: NONE  
ABSENT: COMMISSIONERS: ERICKSON, HANSEN  
ABSTAIN: COMMISSIONERS: FREEMAN

### **OLD BUSINESS**

#### **6. A. None**

### **NEW BUSINESS**

#### **7. A. Traffic Calming Workshop #2**

**Isaac Etchamendy, Development Services Director/City Engineer** gave the presentation. Produced goals for the Commissioners to comment on: 1) Provide comprehensive tools and guidelines for the public. 2) Create equitable evaluation and prioritization process. 3) Prioritize cost-efficient treatments. 4) Develop partnership with key stakeholders.

**Traffic Commissioners discussions included:** Public has trouble understanding the procedures and guidelines; a place on the website for the public to see what is currently being worked on and the next project to be completed; agrees with the tier system and would like this education information on the website or an app; removing parking on the roadway to prevent children not seeing on coming vehicles if they run out in the road; can tiers be bypassed; funding for projects; develop good working relationships with other jurisdictions and the school district; this plan looks good; appreciate how staff is developing a new policy.

**PUBLIC COMMENTS** None

**PUBLIC COMMENTS CLOSED**

### **8. REPORTS AND INFORMATION ITEMS**

**A. Major Work Order Updates:** Plans were delivered to Public Works for the Rancho Dorado Traffic Calming; Plans for San Marcos Median Fence was delivered to Public Works and will be placed on the schedule; Fulton Speed Cushion Evaluation was conducted and currently working with the consultant to prepare the technical information.

**B. San Diego County Sheriff's Dept. Traffic Collision Summary and Accident Investigation Log:**

|                      |          |         |         |          |
|----------------------|----------|---------|---------|----------|
| DUI/Alcohol Arrests: | Jan (17) | Feb(14) | Mar(17) | YTD (48) |
|----------------------|----------|---------|---------|----------|

|                             |           |          |          |           |
|-----------------------------|-----------|----------|----------|-----------|
| DUI Accidents:              | Jan (8)   | Feb(5)   | Mar(4)   | YTD (17)  |
| Fatal Collisions:           | Jan (0)   | Feb(1)   | Mar(1)   | YTD (2)   |
| Injury Collisions:          | Jan (21)  | Feb(20)  | Mar(17)  | YTD (58)  |
| Non-Injury Collisions:      | Jan (35)  | Feb(25)  | Mar(19)  | YTD (79)  |
| Bicyclist Collisions:       | Jan (4)   | Feb(5)   | Mar(0)   | YTD (9)   |
| NTA Citations/Hazardous:    | Jan (230) | Feb(280) | Mar(184) | YTD (694) |
| NTA Citations/Non-Hazardous | Jan (59)  | Feb(38)  | Mar(25)  | YTD (122) |

**C. Traffic Commission Commentary:** Process to resurface roads in the city; how many potholes the city repaired; La Moree road is not designed for high volume traffic and is being used heavily due to growth in the city; Discovery street opening; new No Right Turn on Red signage on Questhaven and San Elio Road; welcomed Commissioner Clark.

**D. Staff Commentary:** Received draft network of our Active Transportation Plan and currently reviewing it, then it will be launched for public review. Staff will send you an email when this is launched and where it is located on the City's website. Introduced Stephanie Kellar and that she was promoted from Principal Civil Engineer to Deputy City Engineer. Stephanie will be overseeing the Traffic Division.

#### **ADJOURNMENT**

Chairman Rico adjourned the meeting at 7:08 p.m.

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ARTURO RICO, CHAIRMAN  
CITY OF SAN MARCOS TRAFFIC COMMISSION

#### **ATTEST:**

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GINA JACKSON, SENIOR OFFICE SPECIALIST  
CITY OF SAN MARCOS TRAFFIC COMMISSION

# AGENDA REPORT

## Meeting of the San Marcos Traffic Commission

**MEETING DATE:** June 7, 2023

**AGENDA ITEM NO:** 6A

**SUBMITTED BY:** Teni Garcia, PE –Assistant Engineer

**APPROVED BY:** Stephanie Kellar, P.E. – Deputy City Engineer

**SUBJECT:** Fulton Road Speed Cushion Pilot Program Study Results

This report documents the findings and level of effectiveness for the pilot project speed reduction cushions installed along Fulton Road.

### **BACKGROUND:**

The City of San Marcos receives numerous speeding complaints and traffic calming requests each year. Traffic Commission on November 2021 agreed with staff recommendation and directed them to consider speed cushions as a potential solution to speeding issues. Therefore, engineering staff developed a Draft Speed Cushion Policy to assist with the evaluation and prioritization process.

Because a speed cushion policy is still relatively new in North County San Diego, staff initiated a pilot study to gather data about the effectiveness of the treatment. Segments of Fulton Road between Richland Road and Woodland Parkway, and also between Woodland Parkway and Bennett Avenue, were the selected for the installation of the speed cushion pilot study. The locations of the proposed speed cushions was determined based on geometrics, street grades, proximity to intersections, and public feedback from the Fulton Road residents; locations are shown in Figures 1 and 2 of Attachment 1. A total of six pairs of speed reduction cushions were installed in July 2022. The total expenditure for the installation was approximately \$41,000, translating to about \$7,000 for each pair of speed cushions.

### **DISCUSSION:**

After installation, speed evaluations were carried out to assess the impact of the speed cushion installation on reducing speeds on Fulton Road. Pre- and post-installation speeds were surveyed at multiple locations to provide sufficient data to study the effectiveness of the pilot program. During the Traffic Commission meeting on February 01, 2023, staff presented the preliminary results from this study. The result showed a reduction of speed on Fulton Road to the west of Noreen Court. In addition, the study found a slight increase of speed from east of Noreen Court to Woodland Parkway.

### **CONCLUSION AND RECOMMENDATIONS:**

The pilot study results indicate that while the speed cushions were effective in reducing overall speed in localized areas, speed reductions occurred primarily between the cushions and not immediately preceding or following them. As a result, the consideration of any future speed cushion installations



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must account for the fact that the speed cushions may only reduce speeds locally and may not have a farther-reaching effect; locations should be selected carefully in order for the speed cushions to be effective.

The speed cushions are therefore recommended to be considered as a Tier 3 measure in the proposed Neighborhood Traffic Management Policy. This will allow speed cushions to be evaluated in the future for specific locations in which the City Traffic Engineer finds they are likely to be effective. Tier 3 projects require Traffic Commission consideration at several points prior to installation.

**ATTACHMENT(S)**

Pilot Speed Reduction Cushions along Fulton Road – Monitoring Report



TO: Damian Schoenecke, Associate Engineer – Traffic; City of San Marcos  
FROM: Phuong Nguyen, PE; CR Associates (CRA)  
DATE: May 30, 2023  
RE: Pilot Speed Reduction Cushions along Fulton Road – Monitoring Report

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The purpose of this memorandum is to document the follow up study conducted for the Pilot Speed Reduction Cushions along Fulton Road.

#### **Background**

The City of San Marcos receives numerous speeding complaints and traffic calming requests throughout the City each year. As a result, engineering staff developed a Draft Speed Cushion Policy and Procedures to guide staff through the evaluation and prioritization of potential candidate sites. After extensive coordination between staff, Traffic Commission, and concerned residents, it was determined that a Speed Reduction Cushions policy should be considered for the City.

Based on literature review, as well as taking into consideration the traffic data collected by the City of San Marcos, the proposed ADT threshold for roadways to be considered for the implementation of a speed cushion is 500 to 3,000 ADT where the minimum 85th percentile speed is 31 to 40 MPH. The candidate street must also be at least 300 feet in length and have a roadway grade not exceeding a sustained grade of seven (7%) percent.

Because a speed cushion policy is still relatively new in North County San Diego, a pilot study was conducted to help finetune the speed cushion policy. Fulton Road, between Richland Road and Woodland Parkway, as well as between Woodland Parkway and Bennett Avenue were the selected roadway segments for the pilot program, which was approved by the City of San Marcos Traffic Commission on November 3<sup>rd</sup>, 2021. Traffic Engineering and Public Works staff collaborated with CRA to create the design for the pilot program, taking into account factors such as the cost of individual speed cushions, signage requirements, field geometrics (including grades and proximity to the nearest intersections), and public feedback. Speed cushions were installed in July 2022, along Fulton Road, between approximately 100 feet west of Harwich Drive and Noreen Court (Figure 1), as well as between Quiet Hills Drive and Bennett Avenue (Figure 2).

Figure 1 – Speed cushions, Fulton Road, between North Del Avenue and Woodland Parkway



Figure 2 – Speed cushions, Fulton Road, between Quiet Hills Drive and Bennett Avenue



### Cost

An itemized cost of the pilot program is provided below, including the cost of new equipment which is reusable and thus was separated from the overall cost.

#### Equipment: \$11,260.16

- Speed Cushion Installation Equipment = \$9,950.12
- Signage Installation Equipment = \$1,310.04

#### Speed Cushion Design & Installation Labor & Parts: \$41,024.65

- Design = \$9,000.00
- Installation – Labor = \$12,155.58
- Installation – Parts = \$19,869.07

The total expenditure for the installation is approximately \$41,000, translating to about \$7,000 for each pair of speed cushions, not including the personnel hours or expenses related to the observational study.

### Traffic Monitoring Results

Speed evaluations were carried out to assess the impact of the speed cushion installation, with multiple data points gathered pre- and post-installation. The key points summary of the results is as follows:

- The 85th percentile speed on Fulton Road, within the installation zone, was noted to be approximately 29 miles per hour.
- Post-installation, the 85th percentile speed in between the speed cushions decreased to 21 miles per hour.
- The 85th percentile speed immediately beyond the speed cushion area, specifically to the immediate east of Noreen Court, was observed to be 32 miles per hour, indicating a minor surge compared to the pre-installation survey.

### Conclusion

While speed cushions have demonstrated effectiveness in reducing overall speed, these reductions are primarily observed between the cushions and not immediately preceding or following them. Considering the cost of installation and the specific zones of effectiveness, it is recommended that the City integrated the speed cushion policy into the Neighborhood Traffic Calming Policy as a Tier 3 Traffic Calming Measure.

# AGENDA REPORT

## Meeting of the San Marcos Traffic Commission

**MEETING DATE:** June 7, 2023

**AGENDA ITEM NO:** 7A

**SUBMITTED BY:** Damian Schoenecke, EIT – Associate Engineer

**APPROVED BY:** Stephanie Kellar, P.E. – Deputy City Engineer

**SUBJECT:** City of San Marcos Neighborhood Traffic Management Policy (NTMP)

### **BACKGROUND:**

This staff report presents the draft Neighborhood Traffic Management Policy (NTMP). The proposed policy aims to increase safety in the community for all modes of travel, including motorists, cyclists, and pedestrians. In addition, the NTMP provides a procedure to address resident concerns related to speeding and overall traffic safety, introduces a range of effective traffic calming measures, and creates a structured and equitable process for implementation. With this policy, the City strives to create safer, more livable communities that prioritize the needs of all road users.

### **DISCUSSION:**

At the February 1st, 2023 Traffic Commission meeting, staff presented the goals and objectives for the creation of a traffic calming policy. Staff received feedback from the Commission about such topics as what traffic calming means to the community, what the Commission is hearing from the community, and what the appropriate approach should be for investigating and implementing traffic calming measures. City staff used this guidance to outline a potential process for addressing traffic safety concerns in residential neighborhoods.

During the April 5th, 2023 Traffic Commission meeting, City staff presented a preliminary set of evaluation and implementation processes for consideration. These included a tiered approach to prioritize efficient and cost-effective traffic calming strategies and a list of available treatments that can be tailored to the specific needs and conditions of the roadway and its users. Feedback from the Commission on each of these topics was used to create the draft Neighborhood Traffic Management Policy (Attachment 1).

The draft NTMP focuses on staff collaboration with the community to identify the right set of strategies for each street or neighborhood. The transparent procedure informs interested stakeholders on what to expect from the process. The policy provides an avenue to evaluate proposed traffic calming measures based on data, to evaluate how implemented measures have changed behavior and safety, and to escalate a given safety issue for further evaluation if the strategies implemented have not



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resolved the issue of concern. Finally, the NTMP prioritizes the most cost-effective measures so that the limited funding available can be used to achieve the maximum benefit to safety in communities citywide.

Following incorporation of Traffic Commission feedback, staff will release the draft NTMP for public review. Public feedback will be addressed and staff will return with a final policy for Traffic Commission approval.

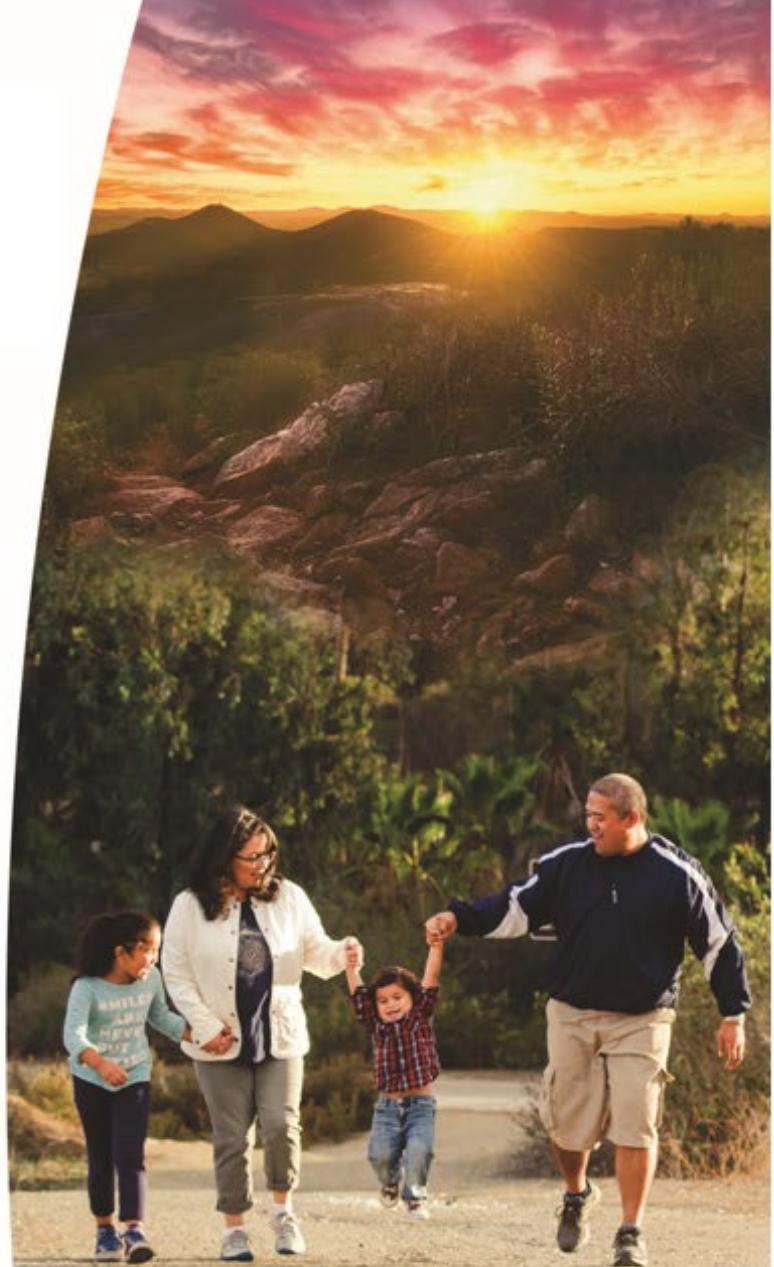
**ATTACHMENT**

Attachment 1: Draft Neighborhood Traffic Management Policy



# **DRAFT NEIGHBORHOOD TRAFFIC MANAGEMENT POLICY GUIDELINES**

*Dated: June 7, 2023*



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### APPENDIX A –TIER 1, TIER 2, AND TIER 3 TRAFFIC CALMING MEASURE WORKSHEET

### APPENDIX B - TRAFFIC CALMING EVALUATION REQUEST FORM

### APPENDIX C - TRAFFIC CALMING MEASURE REMOVAL REQUEST FORM

## INTRODUCTION

The City of San Marcos Neighborhood Traffic Management Policy (NTMP) strives to improve safety across all modes of travel by reducing speeding, improving safety, enhancing the livability of neighborhood public streets, and providing context-sensitive traffic management solutions.

Each neighborhood and each street is unique, with its own specific challenges and requirements. Therefore, the NTMP offers educational and enforcement techniques to modify driver behavior as well as roadway improvements strategies that can be tailored to meet the specific needs of different streets. The NTMP provides a comprehensive toolbox to address traffic-related concerns and establishes a process by which residents can pursue the right solutions for their neighborhoods.

### WHAT IS TRAFFIC CALMING?

The NTMP offers a comprehensive set of measures aimed at mitigating the negative impacts of motor vehicle use, modifying driver behavior, and creating safer conditions for bicycles and pedestrians on existing public roadways. The NTMP draws upon evidence-based research and elements from the Federal Highway Administration Toolbox of Individual Traffic Calming Measures, National Association of City Transportation Officials (NACTO) Urban Street Design Guide, NTMP guidelines from other jurisdictions within Southern California, and the best practices in the traffic engineering industry to:

- Reduce speed or volume of motor vehicles on residential streets;
- Improve safety for pedestrians, cyclists, and motorists;
- Reduce the number and severity of accidents;
- Create a safer and more livable community; and
- Encourage drivers to use roadways as intended and to be good neighbors.

Traffic calming is not intended to address congestion on major streets, fix delays related to construction, or resolve safety issues that are primarily related to driver impairment, distraction, or negligence.

Traffic calming measures encompass both physical design interventions and other strategies implemented on existing public roads to effectively reduce vehicle speeds and increase safety. Key elements on the NTMP are driver and community education and targeted sheriff enforcement. Physical improvement strategies, such as signage, roadway striping, pedestrian improvements, bike lane striping, and roadway narrowing may also be considered.

Traffic calming can be implemented at various scales, ranging from individual intersections to entire streets, neighborhoods, or even on an area-wide installations. This flexibility allows for tailored solutions that consider the key issues at hand, the classifications of streets, and the traffic volumes involved in order to address the specific challenges and safety concerns of different areas within the community.

To ensure that traffic calming measures meet current safety standards, all measures must comply with the standards and warrants in the California Manual on Uniform Traffic Control Devices (CA MUTCD) published by the California Department of Transportation (Caltrans). For instance, stop sign installations must meet the appropriate warrants, and all-way stop control is not an effective method for traffic calming. City Traffic Engineer approval is required for the implementation of any physical improvements. In addition, Tier 3 improvements require Traffic Commission and City Council approval.

## POLICY GOALS

The critical goals of the NTMP include:

1. Provide comprehensive tools and guidelines for the public.
2. Create an equitable evaluation and prioritization process for selection of appropriate traffic calming measures.
3. Prioritize cost-efficient treatments and consider the benefit-to-cost ratio of selected strategies.
4. Develop a partnership with key stakeholders in the influence area, including schools, residents, emergency services, and the community.
5. Implement data-driven solutions to ensure the right strategy is implemented in the right location, then evaluate its efficacy after installation.



Source: NACTO

## CONSISTENCY WITH REFERENCE DOCUMENTS

In the pursuit of its goals, the NTMP must ensure compatibility and consistency with City governing and guidance documents. The NTMP must consider the objectives and requirements of the General Plan and the Municipal Code as well as any master planning documents for trails, pedestrian, bicycle, and active transportation facilities.

## NEIGHBORHOOD TRAFFIC MANAGEMENT POLICY BACKGROUND

The City of San Marcos NTMP provides a mechanism for a resident, business, or group to initiate a traffic calming evaluation request with the City. These procedures parallel existing methodologies employed to address traffic-related issues. Given that traffic calming measures can occasionally result in additional nuisances such as increased road noise, significant involvement and support from the neighborhood or the study area are required at various points in the evaluation process.

### QUALIFYING STREETS

Streets must meet the following criteria to qualify for consideration under the NTMP. Streets failing to meet the criteria mentioned below will not qualify for traffic calming.

- 1) The street must be public with a functional classification of Local Street or Collector, as identified by the City.
- 2) The curb-to-curb width must be 48 feet or less.
- 3) Data on record with the City or obtained by the City in the course of the evaluation must substantiate the need for traffic calming measures.

### SELECTION OF TRAFFIC CALMING STRATEGIES

The NTMP presents a palette of traffic calming strategies that can be evaluated as potential solutions for the particular challenges experienced by a given street or neighborhood.

Any measure selected must be found by the City Traffic Engineer to be potentially impactful for the particular location and traffic issue being targeted. Additionally, it must meet with stakeholder support, particularly those stakeholders most affected by the measure selected such as those living in the immediate vicinity of any proposed roadway improvements. Finally, it must be a cost effective solution; education and enforcement are the preferred approaches before evaluating a neighborhood for physical traffic calming measures.





## THE THREE E'S OF TRAFFIC CALMING

Three main categories of strategies are used in the NTMP process to achieve cost effective and impactful measures.

### *Education*

The City aims to increase awareness and knowledge among road users about safe and responsible behaviors to promote safe speeds, discourage distracted driving, and compliance with traffic laws.

### *Enforcement*

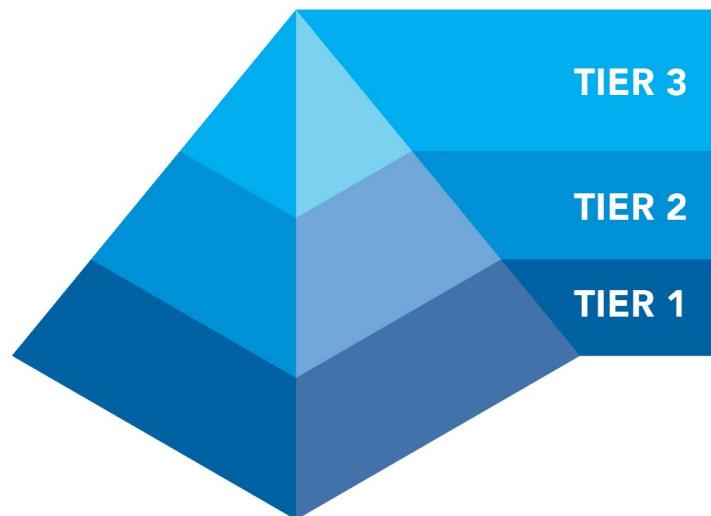
City staff will collaborate with law enforcement to enforce traffic laws, encourage safe behaviors on the road, and create a culture of responsibility and accountability.

### *Engineering*

The City Traffic Engineer will exercise professional engineering judgement for the placement of physical improvement measures.

The “three E’s” of Education, Enforcement, and Engineering form the basis of the NTMP tiered traffic calming approach.

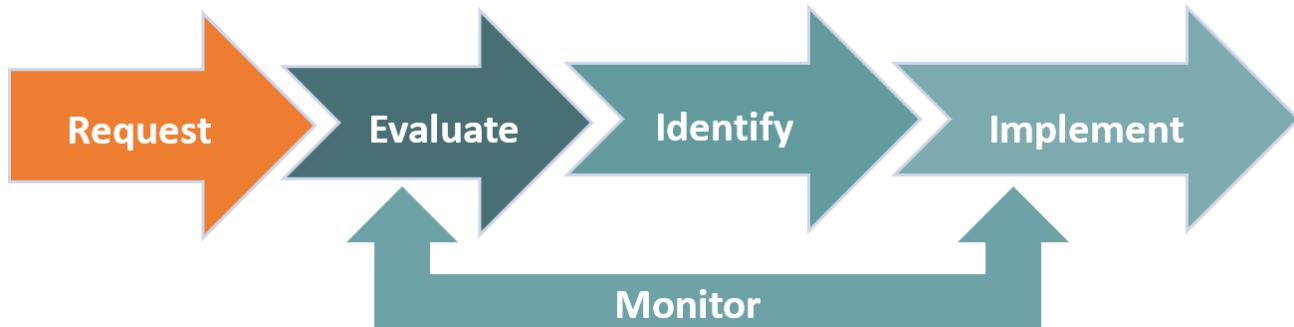
## TIERED IMPLEMENTATION STRUCTURE



The NTMP designates three categories of traffic calming measures that allow the strategy to be tailored to the specific needs and conditions of the roadway. The three intervention tiers escalate from the simplest and most cost-effective, to those necessitating extensive engineering studies, design work, funding, and implementation. The tiered structure represents a progression that mirrors the “three E’s” of traffic calming.

## NTMP PROCESS OVERVIEW

The NTMP is a data-driven Policy. Information on the exact nature of traffic challenges must be collected in the field and the factors contributing to the issue must be identified so that optimal counter measures can be introduced. The process is necessarily iterative in nature, with data gathering and verification occurring in both the initial evaluation and monitoring phases. The concept development and public input stages are likewise iterative. Depending upon the tier of traffic calming improvements being implemented, community input will be sought at multiple stages.



### *Request*

The NTMP process will typically be initiated by a resident, business, or group that has identified a traffic concern requiring City evaluation. The NTMP follows a tiered system, whereby all initial NTMP requests begin with a Tier 1 evaluation.

### *Evaluate*

Upon receiving the request, staff will review the inquiry, gather any traffic data on file, and initiate any data collection deemed necessary to verify the issue and identify any contributing factors that must be addressed. Data collection will provide insights as to whether speeding is infrequent or pervasive, whether the issue is experienced by many drivers or primarily impaired or distractee road users, and whether road or signage conditions could be contributing to the problem identified. Based upon the outcome of the evaluation, the City Traffic Engineer may determine that the issue is verified and could potentially be improved with traffic calming strategies. If so, the request will be advanced to the next step in the process. Inquiries that are not advanced to the next step in the process may be revisited after one year, at the renewed request of an interested party.

### *Identify*

The City Traffic Engineer will identify one or more strategies as appropriate based upon road conditions, street functional classification, traffic volume, specific location, stakeholder input, and other key factors. Lower-cost, highly effective measures will be targeted first, in line with the NTMP tiered approach. A list of strategies organized by traffic calming tier is provided in **Appendix A**.

### *Implement*

Strategies will be implemented as time and resources allow. Higher tier measures such as Tier 3 strategies will require significantly more time and funding to install.

## Monitor

After driver behavior has adapted to the newly-implemented measures, data can be gathered to evaluate the impact of the strategy. Depending upon the level of improvement observed, a higher tier counter measure may be considered after a year has elapsed in order to achieve a greater impact.

## TRAFFIC CALMING TIERS

The tiers are used sequentially to maximize the benefit-to-cost ratio. Almost all situations will initiate at Tier 1. The majority of traffic calming implementations will be resolved with Tier 1 or Tier 2 strategies, with few progressing to Tier 3. Beginning with Tier 1, and as tiers escalate, a greater level of stakeholder involvement is required.

### *Tier 1:*

Tier 1 strategies are the most cost-effective and therefore allow the widest implementation, so that improvements to safety can be made in many neighborhoods and streets throughout the city. Tier 1 approaches are also the simplest and fastest to implement. This tier includes educational outreach to increase driver awareness and create a culture of safe driving in a neighborhood. Tier 1 may also include enforcement strategies developed in coordination with the sheriff and can also entail the installation of signage to call attention to speed limits and other roadway conditions.

### *Tier 2:*

Tier 2 strategies are typically considered after it is determined that Tier 1 measures have not been effective. Tier 2 measures can include traffic control devices that are justified by appropriate warrants, laws, regulations, or other applicable guidance. Additionally, this tier can include striping and crosswalk projects, and speed feedback signage. The measures classified as Tier 2 usually require a moderate degree of engineering study and design and therefore take longer to evaluate. The implementation of Tier 2 measures typically requires funding in excess of that required for Tier 1 strategies.

### *Tier 3:*

Tier 3 measures include physical roadway improvements. Traffic circles, lane reductions, and other strategies can be considered. Tier 3 measures require significant funding for evaluation, design, environmental analysis, and construction. Comprehensive study, data collection, and field review are required to substantiate the need for physical improvements and to identify the measures that will have the

greatest impact for the specific issue and location involved.

| Tier | Example  | Design Investment | Cost (per item)                        |
|------|--|-------------------|--|
| 1    | <ul style="list-style-type: none"><li>• Education</li><li>• Enforcement</li><li>• Advisory Signage</li></ul>                                   | Low               | Staff/Enforcement Time<br>- \$5,000.00 |
| 2    | <ul style="list-style-type: none"><li>• Traffic control device (must meet warrant)</li><li>• Solar speed feedback sign</li></ul>               | Medium            | \$2,000.00 - \$7,000.00                |
| 3    | <ul style="list-style-type: none"><li>• Physical improvements: traffic circle, lane reduction, choker, channelization, speed cushion</li></ul> | High              | \$20,000+                              |

# NEIGHBORHOOD TRAFFIC MANAGEMENT POLICY PROCEDURE

## TIER 1 PROCESS

### *Request*

Upon receipt of an NTMP Project Request form (**Attachment B**) from a resident, business, or group, the City Traffic Engineer will initiate evaluation of the request.

### *Evaluate*

Staff will retrieve any historical data on file with the City and make an initial determination about whether the request warrants further study. If so, staff may compile preliminary data, conduct field reviews, and undertake additional studies as may be necessary. Staff evaluation may include:

- Assessment of road geometric conditions, including roadway cross-section, access points, existing traffic control devices, and existing traffic calming measures.
- Speed surveys, cut-through surveys, volume counts, pedestrian and bicyclist counts.
- A review of any accident history.

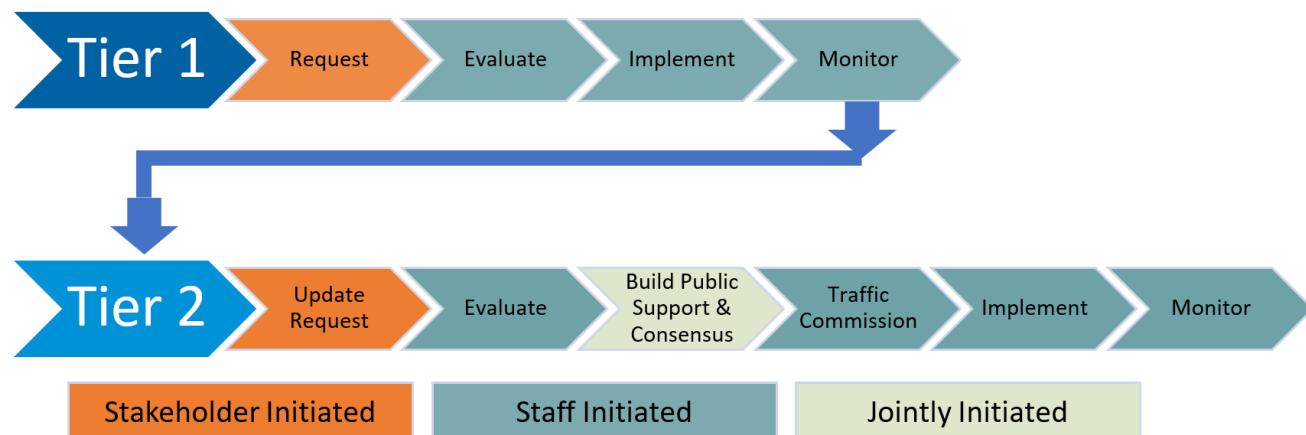
Staff will advise the requestor as to whether the request will advance to the next stage of the process.

### *Implement*

If the City Traffic Engineer determines that implementation of traffic calming measures is warranted, staff will review strategy options, provide recommendations, and issue a work order or coordinate with law enforcement for targeted enforcement, as necessary. Staff will communicate the findings and recommendations to the requestor.

### *Monitor*

Monitoring may be required to determine the efficacy of the traffic calming measures implemented. Based on monitoring results, the City Traffic Engineer may elevate the concern to a Tier 2 process after one year has elapsed. Requests for a street or neighborhood involved in a previous request can likewise be re-evaluated after one year. The City Traffic Engineer may allow an earlier re-evaluation when a significant change of conditions has taken place.



## TIER 2 PROCESS

### *Request*

An updated NTMP Project Request Form requesting consideration for elevation to Tier 2 may be submitted one year after implementation of Tier 1 traffic calming measures. Upon receipt, the City Traffic Engineer will initiate an evaluation of the request.

### *Evaluate*

Staff will retrieve any historical data on file with the City and make an initial determination about whether the request warrants further study. If so, staff may compile preliminary data, conduct field reviews, and undertake additional studies as may be necessary. For consideration of elevation to Tier 2, the subject roadway segment or segments 85th percentile speed must be at least 30 miles per hour. The City Traffic Engineer may recommend that Tier 2 improvements be considered in other locations with special characteristics, such as school zones. Requests for a street or neighborhood involved in a previous unsuccessful request can be re-evaluated after one year. The City Traffic Engineer may allow an earlier re-evaluation when a significant change of conditions has taken place.

### *Build Public Support*

Since Tier 2 traffic calming measures typically require multi-location implementation, a minimum 300 foot radius of the potential project will be notified. Additionally, a larger area of influence may be established during the evaluation phase. All residents, businesses, and community facilities within the project-defined area of influence are key stakeholders who will be invited to participate in a NTMP workshop focused on the selected traffic calming strategies and will be encouraged to provide feedback to be considered in the final plan. Meetings may be held in in-person or virtual formats. Topics to be covered include:

- Neighborhood concerns
- Field conditions (traffic data, existing constraints, and other data)
- Results from Tier 1 traffic calming efforts
- Potential Tier 2 solutions, including pros and cons of each solution
- Fire access and other safety requirements
- Overview of the Tier 2 approval process

Staff will draft a plan of proposed Tier 2 measures and post it on the City's website for public and stakeholder review and comment. Gathering appropriate support for the concept is the responsibility of the requester. City staff will mail a survey to key stakeholders seeking input. A measure is considered to be supported by key stakeholders if the survey meets the following criteria:

- At least 50% of the key stakeholders fill out and return the completed survey.
- Out of the completed surveys, at least 67% must support the proposed traffic calming measures.
- If the area of influence includes an HOA, the proposed Tier 2 concept must also receive a written letter of support from the HOA.
- If the minimum support is not met, the City may allow the requester the opportunity to perform another round of survey.

- Requests not meeting the minimum support then may be revisited a minimum of one year later.

#### *Traffic Commission*

A concept that receives the required level of support from the stakeholders may be advanced by the City Traffic Engineer to Traffic Commission for consideration. Both identification for funding for implementation and Traffic Commission approval are required for the project to move into the implementation phase.

#### *Implement*

If funding is available and the Traffic Commission approves implementation of the Tier 2 traffic calming measures, staff will issue a work order or initiate a construction contract as necessary to accomplish the work. Depending upon the scale and cost of the implementation, City Council consideration may be required based on City procurement requirements. Some projects may need to be deferred until sufficient funding is available. Staff will communicate the process and proposed schedule for implementation to the requestor.

#### *Monitor*

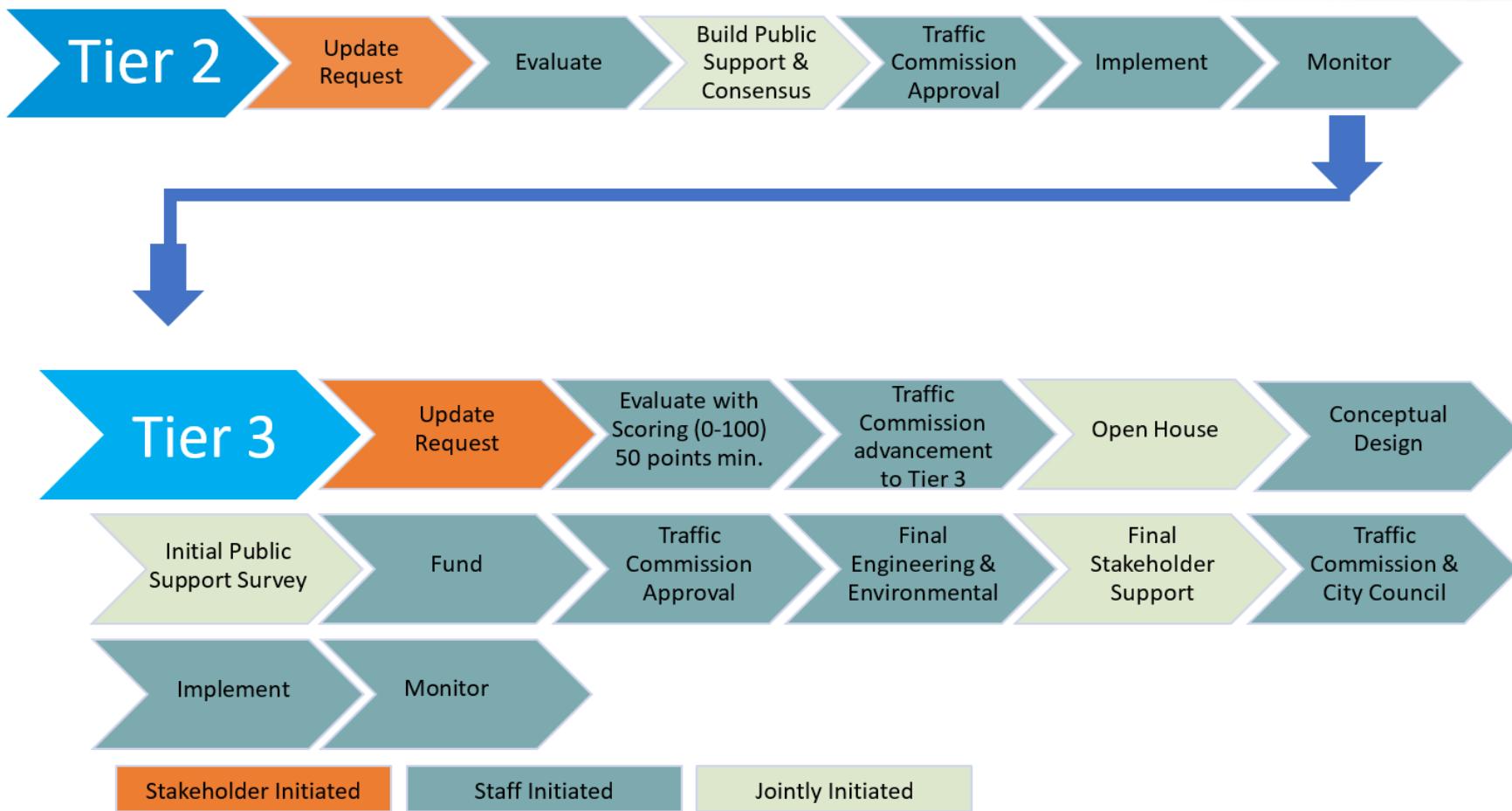
Monitoring may be required to determine the efficacy of the traffic calming measures implemented. Monitoring as required by the City Traffic Engineer must be completed six to twelve months after the implementation of the Tier 2 measures and must be timed to account for seasonal variations in traffic volumes. Based on monitoring results, the City Traffic Engineer may elevate the concern to a Tier 3 process after monitoring has been completed and at least one year has elapsed from the implementation of the traffic calming measures. Requests for a street or neighborhood involved in a previous request can be re-evaluated after one year. The City Traffic Engineer may allow an earlier re-evaluation when a significant change of conditions has taken place.

#### *Removal*

In unusual cases, monitoring data may indicate that the Tier 2 measures have not yielded appropriate traffic calming benefits. A requestor may then seek the removal of the measures. This request may be submitted on the Traffic Calming Measures Removal Request Form in **Attachment C**, which may, be submitted at least one year after the date of installation. Stakeholders voting in support for the removals must meet all of the same thresholds as were required for the installation of the traffic calming measures.



*Neighborhood Traffic Management Policy Tier 2 and Tier 3 Processes*





## TIER 3 PROCESS

### *Request*

A NTMP Project Request Form requesting to escalate the project to Tier 3 may be submitted after monitoring data has been obtained and at least one year after implementation of Tier 2 traffic calming measures. Requests for a street or neighborhood involved in a previous unsuccessful request to escalate to Tier 3 can be re-evaluated after one year.

### *Evaluate*

Staff will retrieve any historical data on file with the City, and the City Traffic Engineer will make a determination about whether the request warrants further study. For consideration of elevation to Tier 3, the subject roadway segment or segments 85th percentile speed must be at least 35 miles per hour or be found by the City Traffic Engineer to be subject to other special factors. Staff will assess whether the roadway segment meets the threshold for Tier 3 measures according to the scoring rubric below. Roadway segments scoring over 50 points may be deemed eligible for Type 3 evaluation. If so, staff may conduct field reviews and undertake any additional studies necessary to determine if the request should advance in the process.

### *Tier 3 Scoring Rubric*

| Criteria                     | Max Points | Specification   |
|------------------------------|------------|---|
| Travel Speed                 | 35         | 5 points per every 2 miles above 30 mph   |
| Traffic Volumes              | 30         | Average Daily Traffic divided by 100, round up  |
| Collision History            | 15         | 5 points per correctable collision within 5 years <sup>1</sup>  |
| Sidewalks                    | 5          | 5 points if missing sidewalks   |
| School/Community Center/Park | 5          | 5 points if the location of concern is located within 1,000 ft of a high active transportation trips generator such as school, park, etc. |
| Pedestrian Crossing          | 5          | 5 points if the school crosswalk is present or have high pedestrian volumes (10 or more per hour for at least two hours)                  |
| Bicycle Activities           | 5          | 5 points if high bicycle volume (5 or more bicycles per hour for at least two hours)  |
| Total                        | 100        |   |

<sup>1</sup> See CA MUTCD for definition of correctable collision.

The City Engineer may recommend that the issue advance in the process if monitoring data substantiates that the issues of concern still exist and that the Tier 2 measures have not been successful in achieving effective traffic calming impacts. Staff will advise the requestor as to whether the request will advance to the next stage of the process.

#### *Traffic Commission*

After review of Tier 2 monitoring reports, obtaining a scoring rubric of at least 50 points, and consideration of the potential Tier 3 impacts to resolve the issues of concern, the City Traffic Engineer may recommend that the project may be brought to Traffic Commission for Tier 3 consideration. The City Traffic Engineer will then schedule the project for a Traffic Commission hearing. Traffic Commission will review the matter at a public hearing and may direct staff to proceed in the evaluation of potential Tier 3 measures. If the City Traffic Engineer or Traffic Commission decides not to advance the request to Tier 3, the requestor may initiate a new request for potential escalation of the project to Tier 3 a minimum of one year after the date of the City Traffic Engineer's or Traffic Commission's decision, as appropriate.

#### *Open House*

City staff will collaborate with the stakeholders to conduct a live or virtual open house discussing key topics including those below. A representative from the Fire Department or County sheriff may attend to articulate the emergency service providers' response needs and any concerns potential traffic calming measures.

- Neighborhood concerns
- Field conditions (traffic data, existing constraints, and other data)
- Emergency response constraints
- Results from Tier 2 traffic calming efforts
- Potential Tier 3 solutions, including pros and cons of Tier 3 strategies
- Refining the Tier 3 concept
- Design, environmental study, and implementation timelines
- Post-implementation monitoring

#### *Conceptual Design*

Staff will devise the final conceptual plan and post it on the City's website for public review and comment. Key stakeholders within the impact area will receive updates and be encouraged to offer feedback. Directly affected residents and property owners will be notified and asked to participate in the development of the final conceptual plan.

#### *Initial Public Support Survey*

Gathering public support to reach a stakeholder-supported concept is the role of the requestor. The initial survey phase will mirror the process and thresholds for Tier 2. However, key stakeholders for Tier 3 may include a larger influence area of those who could be affected by the proposed traffic calming measures. For instance, a partial street closure might improve traffic conditions on one street or within one neighborhood but have detrimental effects on an adjacent neighborhood. In such scenarios, residents or businesses in both neighborhoods are viewed as key stakeholders, with equal opportunities for input.

An initial letter of support will be required from each individual stakeholder determined by the City Traffic Engineer to be in close proximity to a measure proposed on the plan. The requestor must coordinate to obtain this letter of support. If one or more key stakeholders are not willing to support the installation, City staff will seek to identify an alternative location for the affected traffic calming element. If an alternative location is not feasible, City staff may determine that a modification needs to be made to the concept plan. Further, staff may determine that additional public outreach and stakeholder involvement is required.

#### *Fund*

If the preferred concept garners sufficient stakeholder support, City staff will move to identify funding sources. Funding could potentially be generated from grants, the City's Capital Improvement Program (CIP), or alternative funding options. A Traffic Commission recommendation and City Council approval to allocate funds to the project may be required to identify the funding. A project cannot advance in the process until a funding source is identified and funds are secured.

Projects will be funded in order of priority as funding allows. Competing Tier 3 requests will be ranked based on the anticipated level of effectiveness and return on investment. Priority will be given to projects that are cost-effective, offer the greatest opportunity for safety enhancement, and will achieve the most benefits for the largest number of residents and stakeholders.

#### *Traffic Commission*

When the initial public support threshold has been met and funding has been identified, Traffic Commission will review the matter at a public hearing. Traffic Commission will consider input from the public and stakeholders, the availability of funding and any restrictions necessitated by the type of funding, and the initial vote of public support. Traffic Commission may direct staff to proceed to final engineering. City Council action may also be required based on the City's procedures for procurement of design consultants.

#### *Final Engineering and Environmental*

Staff will initiate an environmental review based on the concept design. The City and/or its consultant will begin to develop the final engineering construction plans. The engineering construction plans can be initiated concurrent with processing the environmental document. However, the plan cannot progress beyond the 30% progress stage until environmental certification is received. Concurrence from the Sheriff and Fire Departments is required for the engineering construction plans.

In this phase, the City may install temporary measures to simulate the effect of the proposed permanent traffic calming measures, which may provide further data to substantiate the permanent improvements.

#### *Final Stakeholder Support*

Building stakeholder and community consensus is the role of the requestor. City staff will support the outreach by providing a clear and transparent process, collecting and disseminating the data that support the Tier 3 countermeasures, providing technical expertise, and responding to stakeholder inquiries.

A letter of support will be required from each individual stakeholder determined by the City Traffic Engineer to be in close proximity to a measure proposed on the plan. The requestor must coordinate to obtain this letter of support. If one or more key stakeholders are not willing to support the installation, City staff will

seek to identify an alternative location for the affected traffic calming element. If an alternative location is not feasible, City staff may determine that a modification needs to be made to the concept plan. Further, staff may determine that additional public outreach and stakeholder involvement is required.

If letters of support from the key individuals above are received, the City will conduct a final survey of the wider stakeholder community based upon the engineering construction plans. The survey will mirror the process and thresholds described in Tier 2.

#### *Traffic Commission and City Council*

The final engineering construction plans will be presented to the Traffic Commission for an approval recommendation to City Council. Stakeholder and general public input will be requested at the Traffic Commission hearing, and Traffic Commission will consider the result of the final stakeholder survey.

Following an approval recommendation from Traffic Commission, the City Council will hold a properly noticed public meeting to receive the Traffic Commission's recommendations for the Tier 3 project and to receive public input. City Council may then consider adoption of a resolution adopting the environmental report and authorizing advertising for construction bids, thereby initiating the installation process. If the City Council does not support the proposal, the staff may be directed to abandon the plan, revise the plan with the neighborhood, take no further action, or to proceed otherwise as City Council directs.

#### *Implement*

Construction of the approved project will usually be carried out by a licensed contractor selected through the City's formal construction bidding process and procurement procedures. Once a contractor is chosen, key stakeholders will be informed of the construction schedule, which is developed and regulated by the selected contractor. Grant or any other funding requirements will be appropriately addressed during implementation.

#### *Monitor*

Monitoring will be required to determine the efficacy of the traffic calming measures implemented. Monitoring must be completed six to twelve months after the implementation of the Tier 3 measures and must be timed to account for seasonal variations in traffic volumes; a shorter timeframe would likely yield irrelevant data.

It is possible that monitoring data may indicate that the Tier 3 measures have not yielded the desired traffic calming benefits. However, because the Tier 3 improvements underwent a robust public participation process, resulted in a large expenditure of public funds, and would require a further financial outlay to remove, there is no removal procedure for Tier 3 physical improvements. Modifications to the improvements may be considered through a re-initiation of the Tier 3 process, beginning with the written request, a minimum of two years after the completion of construction and at least one year after the monitoring effort has concluded.

## TIER 2 TRAFFIC CALMING MEASURE REMOVAL REQUESTS

In exceptional cases, key stakeholders can petition the City to request the removal of Tier 2 traffic calming measures. However, the following minimum requirements must be met for the removal request to be considered.

### *Considerations for Removal*

The traffic calming measures must have been in place for a minimum of two years, and at least one year after the monitoring effort has concluded and has indicated that the Tier 2 measures were not effective.

Traffic calming measures installed using grant funding are not eligible for removal.

### *Removal Request Form and Requester's Poll*

The requestor must collect signatures from 50% of the stakeholder properties, business locations, or community facilities that were surveyed for the installation. These stakeholders must expressly indicate that they would like the Tier 2 measures removed. The requestor will submit the poll with signatures together with the completed Traffic Calming Measures Removal Request Form included in **Appendix C**.

### *Formal City Survey*

Following receipt of the form and a successful initial poll, the City will initiate a formal survey and include all stakeholders in the influence area.

- A minimum of 50% of the surveys must be returned.
- Of the surveys returned, a minimum of 80% support must be indicated in order for the City to consider the removal.

### *Traffic Commission*

A supported removal request will be presented to the Traffic Commission for review. Stakeholders within the influence area will be notified in advance of the meeting. The Traffic Commission will then provide a recommendation on the removal petition. If Traffic Commission recommends that the removal be approved, funding for the removal must be identified, and then the recommendation will be advanced to City Council.

### *City Council*

Stakeholders within the influence area be notified of the date City Council will consider the removal request. City Council will consider the City Traffic Engineer's analysis, Traffic Commission recommendations, and public comments. If required, the staff will take action based on the City Council's decision.



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