



TRANSPORTATION COMMISSION
Monday, November 5, 2018 6:00 PM
City Commission Room, City Hall, 6 E. 6th Street

MEETING AGENDA

1. Approve Regular Meeting minutes for October 1, 2018 and Study Session Minutes for October 17, 2018

2. General Public Comment

The public is allowed to speak to any items or issues that are not scheduled on the regular agenda. Each person or organization will be limited to three (3) minutes. As a general practice, the Commission will not discuss/debate these items, nor will the Commission make decisions on items presented at this time. Individuals are asked to come to the microphone, sign in, and state their name and address. Speakers should address all comments to the Commission.

3. Complete Streets Policy

Action: Recommend approval of Resolution 7271, repealing the Complete Streets Policy adopted by the Governing Body of the City of Lawrence in October 2012 and adopting a revised Complete Streets Policy.

4. Neighborhood Traffic Management Program

Action: Recommend approval of Resolution 7272, repealing the Traffic Calming Policy adopted by Resolution 6602 on August 23, 2005 and adopting a Neighborhood Traffic Management Program.

5. Update to City Traffic Code

Action: Recommend approval of proposed changes to the City Traffic Code as outlined in memo and attachment from staff.

6. Staff Items

- Update on 2018 CDBG projects

7. Commission Items

- Update from Commissioner Hurt on PTAC
- Update from Commissioner Schartz on the MPO Bike Plan
<http://lawrenceks.org/mpo/tellus> – The survey is available until December 1st.

8. Calendar



- Next Study Session – November 28, 3:30 PM Joint Session with the MPO Bicycle Advisory Committee to discuss the Bikeway Plan update

9. Adjournment

City of Lawrence
Transportation Commission
October 1, 2018 Minutes

MEMBERS PRESENT: Charlie Bryan, Steve Evans, Erin Paden, Donna Hultine, Ron May, John Ziegelmeyer, Kathryn Scharzt, Michele Dillon, Mark Hurt

MEMBERS ABSENT:

STAFF PRESENT: David Cronin, MSO Department
Jon Marburger, MSO Department
Amanda Sahin, MSO Department

A complete video recording of the meeting is available on the City's website at <https://lawrenceks.org/boards/transportation-commission/>

[The meeting was called to order by Commissioner Paden at 6:00 p.m. in the City Commission Room, City Hall, 6 E. 6th Street.](#)

ITEM NO. 1:

Approve August 6, 2018 Transportation Commission Regular Meeting Minutes

Moved by Commissioner Hultine, seconded by Commissioner Scharzt, to approve minutes. Motion passed 8-0.

Approve August 15, 2018 Transportation Commission Study Session Meeting Minutes

Moved by Commissioner Scharzt, seconded by Commissioner Hurt, to approve minutes. Motion passed 5-0. Ron May, Michele Dillon, and Erin Paden abstained due to their absences.

Approve September 18, 2018 Transportation Commission Study Session Meeting Minutes

Moved by Commissioner Dillon, seconded by Commissioner Evans to approve minutes. Motion passed 5-0. Ron May, Mark Hurt, and Donna Hultine abstained due to their absences.

ITEM NO. 2:

General Public Comment

Public Discussion: N/A

ITEM NO. 3:

6th and Tennessee Right Turn Lane Field Check Plans

Action: Provide feedback on Field Check Plans for right turn lane on 6th Street at Tennessee

Jon Marburger and Consultants from PEC presented field check plans for the right turn lane. Two members of the public provided comments.

Public Comments: Dale Slusser and Daniel Poull

ITEM NO. 4:

Staff Items

- Traffic Safety website – Amanda Sahin
- Staff memo on Hands Free Policy – Amanda Sahin

ITEM NO. 5:

Commission Items

Commissioner Evans provided an update on the Complete Streets Subcommittee.

Commissioner Hurt provided an update on PTAC.

Commissioner Schartz provided an update on the MPO Bike Plan Update.

ITEM NO. 6:

Calendar

Next Study Session – October 17, 2018 @ 3:30 pm

ITEM NO. 7:

Adjournment

Meeting was adjourned at 7:07 pm

Transportation Commission Study Session October 1, 2018

Name	Initials
Members	
Charlie Bryan Lawrence DGCO Health Dept. Representative	CWB
Donna Hultine University of Kansas	dk
Kathryn Schartz Multi-Modal Transportation / Planning Eng Rep	KSS
Mark Hurt PTAC representative	AA
Michele Dillon Pedestrian Representative	MD
Steve Evans Planning/Engineering Field Representative	SE
Erin Paden Bicyclist Representative	EP
John Ziegelmeyer Local Business Representative	JZ
Ron May USD-497	RM
City Staff	
David Cronin City Engineer	DC
Jessica Mortinger Senior Transportation Planner	
Ashley Myers Transportation Planner	
Amanda Sahin Transportation Engineer	AS
Zach Baker Project Engineer	
Jon Marburger Project Engineer	JM

**Transportation Commission Study Session
October 1, 2018
Public Sign In Sheet**

Name	Contact Info
Daniel Poull	(ph) 821 Ohio (e-mail)
	(ph) (e-mail)
	(ph) (e-mail)
	(ph) (e-mail)
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City of Lawrence

Transportation Commission Study Session

October 17, 2018 Minutes

MEMBERS PRESENT: Mark Hurt, Steve Evans, Kathryn Schartz, Donna Hultine

MEMBERS ABSENT: Michele Dillon, John Ziegelmeyer, Charlie Bryan, Ron May, Mark Hurt, Erin Paden

STAFF PRESENT: David Cronin, MSO Department
Zach Baker, MSO Department
Amanda Sahin, MSO Department
Jon Marburger, MSO Department
Jessica Mortinger, Planning Department
Brandon McGuire, City Manager Department

PUBLIC PRESENT: N/A

A complete video recording of the meeting is available on the City's website at <https://lawrenceks.org/boards/transportation-commission/>

1. Revised Complete Streets Policy

Discussion and feedback on the draft Complete Streets Policy

Transportation Commission Study Session October 17, 2018

Name	Initials
Members	
Charlie Bryan Lawrence DGCO Health Dept. Representative	
Donna Hultine University of Kansas	dh
Kathryn Schartz Multi-Modal Transportation / Planning Eng Rep	KSS
Mark Hurt PTAC representative	MA
Michele Dillon Pedestrian Representative	
Steve Evans Planning/Engineering Field Representative	SE
Erin Paden Bicyclist Representative	
John Ziegelmeyer Local Business Representative	
Ron May USD-497	
City Staff	
David Cronin City Engineer	DC
Jessica Mortinger Senior Transportation Planner	JM
Ashley Myers Transportation Planner	
Amanda Sahin Transportation Engineer	AS
Zach Baker Project Engineer	ZDB
Jon Marburger Project Engineer	JPM
Brandon McGuire	

Memorandum

City of Lawrence

Municipal Services & Operations

TO: Transportation Commission
FROM: Dave Cronin, City Engineer
DATE: October 29, 2018
RE: Agenda Item for Transportation Commission 11/5/18:
Revised Complete Streets Policy

Background

The current Complete Streets policy was adopted by the City in 2012. The policy has encouraged staff to include elements of complete streets in capital improvement projects. In June 2017 the National Complete Streets Coalition held a workshop in Lawrence to discuss best practices and review the City's policy to identify areas of improvement. Following the workshop, the Transportation Commission formed a subcommittee to work with staff to review the existing policy. The subcommittee reviewed other cities policies and the Smart Growth America's best practices of a Complete Streets Policy, working with staff to revise the policy specific to Lawrence.

Details

The attached revised Complete Streets Policy enhances transparency and documentation on the application of the policy to projects. A checklist was created to be used in the planning and design phase, identifying complete streets elements that are to be implemented on a project. The checklist will be reviewed internally by staff and externally by the Transportation Commission. The policy includes a list of exceptions and does not apply to maintenance projects, but when feasible, improvements should still be considered. Defined performance measures have been added to the policy that will be tracked annually by City Staff, and reported to the Transportation Commission and City Commission. The performance measures are also a part of the City's transportation plan, T2040.

Action

Recommend approval of Resolution 7271 adopting a revised Complete Streets Policy.

Attachments

Complete Streets Policy

CITY OF LAWRENCE, KANSAS, COMPLETE STREETS POLICY

SECTION 1: SHORT TITLE.

This policy shall be known as the “Complete Streets Policy.”

SECTION 2: INTRODUCTION.

The City of Lawrence, Kansas, desires to establish this Complete Streets Policy to foster the continued development of a sustainable environment and, through the policy, shall consider all aspects of multi-modal transportation in the design and implementation of street and related infrastructure projects. The health, safety, and well-being of its residents and visitors, including those with disabilities, is foremost in the City’s intent in creating this policy and in establishing a complete and connected street network, with emphasis on active modes of transportation, including biking, walking, and wheeling. The benefits of Complete Streets include: improving safety for pedestrians, bicyclists, children, older citizens, non-drivers, and mobility-challenged, as well as those that cannot afford a car or choose to not have a car; providing connections to bicycling and walking trip generators such as places of employment, educational institutions, residences, recreational centers, retail centers, transit stops, and public facilities which promotes healthy lifestyles; creating more livable communities by reducing the need for a vehicle which will, in turn, reduce traffic congestion and reduce air pollution; and saving money and efficiencies by incorporating sidewalks, bike facilities, safe crossings, and transit amenities into the initial design of a project, thus sparing the expense of retrofits later. It is the intent of the City that, under this Complete Streets Policy, diverse populations should be included in the decision-making process.

SECTION 3: APPLICABILITY.

The City should follow this Complete Streets Policy for each transportation and land use project that uses public funds, unless the City determines, through the exception process, that it cannot be followed. The Complete Streets Policy should be applied during the planning, design, construction, maintenance, and operation phases of new, retrofit, or reconstruction projects. The Complete Street Policy shall not apply to street maintenance, sidewalk maintenance, or other maintenance-funded projects. However, when feasible, the City should consider pedestrian and bicycle improvements in maintenance projects. For the purposes of this Complete Streets Policy, street maintenance is defined as the minor, routine, upkeep and maintenance of streets, such as mill and overlay, microsurfacing, crack seal, concrete rehab, curb repair, spot repair, and restriping, and signal operations.

The Complete Streets Policy includes a checklist that should be used by project team members when making decisions about those components of Complete Streets elements that will be included in a particular project. The multimodal staff team shall insure that there is interdepartmental involvement and coordination in the decision-making process. The checklist should, among other things, include clear-cut guidelines identifying who is responsible for maintenance and repairs.

SECTION 4: GOALS.

The Goals of the Complete Streets Policy are, as follows:

- (a) To create a comprehensive, integrated, connected multi-modal transportation network by facilitating connection to bicycling and walking trip generators such as places of employment, educational institutions, residences, recreational centers, retail centers, transit stops, and other public facilities.
- (b) To create safe and accessible accommodations for pedestrians, bicyclists, and transit users. The City should give consideration to future demand and should include provisions for future improvements, if warranted.
- (c) To address the needs of people walking, biking, or wheeling in all designs. The design of intersections and other interchanges should provide safe and convenient elements for these users.
- (d) To provide for all users when closing roads or sidewalks during construction. The provisions shall be MUTCD and AADAG compliant.
- (e) To consider connections to Safe Routes to School, transit routes, shared use path crossings and connections, and areas or population groups with limited transportation options, when making improvements.
- (f) To consider the community context as a factor in the design and implementation of all future applicable projects. Projects should demonstrate how designs will serve current and future land use in addition to transportation functions.
- (g) To design and construct pedestrian and bicycle facilities to the best currently available standards and practices, in accordance with Municipal Services and Operations Design Criteria.
- (h) To consider Complete Streets elements in the planning, design, and construction of privately-funded development projects.
- (i) To provide educational materials and opportunities to residents to raise awareness of other modes of transportation and to promote a culture of safe multi-modal transportation.

SECTION 5: CHECKLIST.

The Complete Streets Checklist should be used in both the planning and conceptual design phase (30% design). The planning level checklist should detail items that are included in the budget for the project. The checklist should be provided to the Transportation Commission in the conceptual design stage, if possible but not later than at field check design (60% design).

SECTION 6: EXCEPTIONS.

Every project shall incorporate Complete Streets elements sufficient to enable reasonably safe travel along and across streets and sidewalks for all persons using the same, provided, however, that such infrastructure may be excluded from a project where the documentation and data indicate that:

- (a) Non-motorized users are prohibited from the roadway.
- (b) Limited trip generators, both existing and in the future, indicate an absence of need for such accommodations.
- (c) Detrimental environmental or social impacts outweigh the need for accommodations.
- (d) Cost of accommodations is excessively disproportionate to the cost of the project.
- (e) The safety or timing of the project is compromised by the inclusion of Complete Streets.

SECTION 7: PERFORMANCE MEASURES.

City Staff will track the following performance measures annually, or as data is available. The performance measures are all also part of the Metropolitan Transportation Plan, Transportation 2040 (T2040). The performance measures will be collected as a joint effort between the Lawrence-Douglas County Metropolitan Planning Organization (MPO) and City of Lawrence, Kansas, Department of Municipal Services & Operations (MSO). The results will be reported to the Transportation Commission and City Commission on an annual basis, or as data is available. Items to be considered include but are not limited to the following:

- Percentage of people who have access within a ¼ mile to the bikeway network*
- Percentage of public streets with sidewalks on at least one side*
- Percentage of public streets with bikeway network*
- Percentage of population with access within ¼ mile to a bus stop for fixed route transit*
- Number of non-motorized fatalities and serious injuries on public roads

*these items will be tracked for the entire City of Lawrence and also for the EJ Zones of Lawrence established by the MPO

COMPLETE STREETS CHECKLIST				
PROJECT NAME				
LOCATION				
PROJECT INFORMATION				
		Explanation		
Classification				
Speed limit				
AADT				
Right-of-way width				
Safe Route to School				
Bus/Transit route				
On planned bikeway network				
Existing bicycle accommodations				
Existing sidewalk				
Checklist Consideration		Yes	No	Explanation
Does the project provide a main route to a significant destination?	Park/Recreation area			
	School			
	University			
	Shopping/Commercial area			
	Employment center			
	Community facility			
	Other:			
Does the project provide access across a natural or man-made barrier?				
Are there nearby parallel routes that provide a similar level of convenience and connectivity?				
Pedestrian and bicycle demand	Is there a high amount of bicycle and pedestrian traffic along route			
	Is there a high amount of bicycle and pedestrian crossings			
	Is there a history of bicycle or pedestrian crashes (last 3 yrs)			
CONSTRAINTS				
Are there constraints to consider in reviewing this project for possible inclusion of Complete Streets elements?				
Constraint Type	Yes	No	Explanation and Date of Comment	
Right-of-Way				
Utilities				
Environmental				
Funding				
Maintenance				
Other Existing Condition				
Other:				
COMPLETE STREETS ELEMENT REVIEW				
For each of the sections below, indicate whether a Complete Streets Element is/is not included. Provide an explanation of the element to be used or rationale why the element is not being included.				
Complete Streets Element	Checklist Consideration	Included	Not Included	Explanation and Date of Comment
Traffic Calming				
Does the roadway design consider elements to improve safety for pedestrians, bicyclists, and motorists?	Narrower driving lanes			
	Lane reduction			
	Other:			
Pedestrian and Bicycle Facilities:				
Reduce pedestrian crossing distance at intersections where high motor vehicle counts and high pedestrian counts are expected.	Pedestrian bridge			
	Curb bump-outs			
	Other:			
Does it provide appropriate pedestrian accommodations?	Sidewalks			
	Crosswalks			
	Mid-block crosswalks			
	Buffers between roadway and sidewalks			
	Lighting			
	Street furniture			
	Other:			
Does it provide appropriate accommodations in accordance with bikeway plan?	Bike lane			
	Buffered bike lane			
	Protected bike lane			
	Shared use path			
	Bike boulevard			
	Bike sharrow			

	Bike racks			
	Other bike parking			
	Other:			
Transit Facilities				
Does it provide appropriate transit accommodations?	Transit shelters			
	Bus turnout			
	Public seating			
	Signage/maps			
	Trash/recycling receptacles			
	Other:			
On-Street Parking				
Existing Parking	One side			
Planned Parking	No change			
Streetscaping				
Does the project include streetscaping along newly constructed or reconstructed roadways?	Street trees			
	Landscape plantings			
	Planters			
	Buffer strips			
	Other:			
ADA Accessibility				
Does it include appropriate ADA design features?	Curb ramps			
	Detectable warning surface			
	Crossing distance consideration			
	Signal timing			
	Other:			
IMPLEMENTATION AND EVALUATION				
<i>Checklist Consideration</i>		<i>Yes</i>	<i>No</i>	<i>Explanation and Date of Comment</i>
Have you provided advance notification and/or opportunity for review to key groups impacted by the project?	Parks and Recreation			
	Historic Resources			
	Transit			
	Fire/Med			
	Other City Departments			
	Neighborhood Association			
	USD 497			
	University			
Maintenance Are there any added maintenance projections for this project?	Pavement rehabilitation			
	Pavement marking			
	Street sweeping			
	Snow removal			
	Street trees			
	Site furnishings			
	Pavers			
	Other:			

RESOLUTION NO. 7271

**A RESOLUTION OF THE CITY OF LAWRENCE, KANSAS,
REPEALING THE COMPLETE STREETS POLICY ADOPTED BY
THE GOVERNING BODY OF THE CITY OF LAWRENCE IN
OCTOBER 2012 AND ADOPTING A REVISED COMPLETE
STREETS POLICY.**

WHEREAS, on September 15, 2011, the Lawrence-Douglas County Metropolitan Planning Organization adopted a resolution supporting and encouraging the governments in Douglas County to adopt a complete streets policy to create complete streets that improve travel conditions for bicyclists, pedestrians, transit riders, motorists, freight carriers and all other uses of the transportation network, and its rights of way in a manner that balances user needs and is consistent with the surrounding community;

WHEREAS, on March 27, 2012, the Governing Body of the City of Lawrence, Kansas adopted its first Complete Streets Policy;

WHEREAS, it is the intent of the Governing Body of the City of Lawrence, Kansas to continue to use complete streets principles and to update the City's Complete Streets Policy which also includes a Complete Streets Checklist.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF CITY OF LAWRENCE, KANSAS:

SECTION 1. The City hereby repeals the Complete Streets Policy adopted by the Governing Body of the City of Lawrence, Kansas at its regular meeting on March 27, 2012.

SECTION 2. The City hereby adopts a revised Complete Streets Policy attached hereto as Exhibit A and incorporated herein by reference.

SECTION 3. The City hereby adopts a revised Complete Streets Policy checklist attached hereto as Exhibit B and incorporated herein by reference.

SECTION 4. This Resolution and policy shall be in full force and effect after adoption on the date set forth below.

ADOPTED by the Governing Body of the City of Lawrence, Kansas, this ____ day of December, 2018.

APPROVED:

Stuart Boley
Mayor

ATTEST:

Sherri Riedemann
City Clerk

Memorandum

City of Lawrence

Municipal Services & Operations

TO: Transportation Commission
FROM: Amanda Sahin, Transportation Engineer
DATE: October 29, 2018
RE: Agenda Item for Transportation Commission 11/5/18:
Neighborhood Traffic Management Program

Background

The current Traffic Calming Policy (adopted in 2005) is a rigid engineering approach attempting to address citizen concerns of speeding and cut through traffic in their neighborhoods. This approach has failed to effectively manage traffic throughout Lawrence neighborhoods due to the limited scope of the policy. The installation of a single traffic calming device might calm traffic on one section of a street, however it ignores the fact that traffic will likely shift to a parallel adjacent street, simply moving the problem. The current policy also does not track impacts of the installed devices on the street and surrounding streets. Also, the status quo does not adequately track and address other citizen concerns like motorist not yielding to pedestrians, failure to stop at stop signs, etc. Traffic management requires a more comprehensive solution than an engineering only approach.

Details

Staff is proposing the attached Neighborhood Traffic Management Program to replace the existing Traffic Calming Policy. This program is a completely new approach to dealing with neighborhood traffic concerns. The goal of the program is to maintain or improve the existing neighborhood environments in the community using a comprehensive approach to traffic management through the 5E's (Engineering, Enforcement, Education, Encouragement, and Evaluation). The program will aim to address concerns throughout an entire neighborhood (or even all neighborhoods) instead of addressing one section of one street at a time. The program is designed to allow flexibility in the application of 5E's so that solutions can be tailored to the specific issues that we are aiming to address and to allow adjustments as the evaluation shows what the most effective solutions.

The program work plan will be developed annually to support the budget request. This work plan will include the initiatives that the program will undertake in the coming year and how the 5E's will support that. Some items that may be included are: funding for focused strategic enforcement; developing education or encouragement campaigns; purchase of tools to assist in data collection and evaluation; purchase of temporary speed humps and other engineering solutions; opportunities for neighborhoods to apply for an evaluation of traffic management strategies. Some years may include multiple strategies and some years may focus on certain strategies that can have an impact community-wide.

Currently there are 16 unfunded projects on the Traffic Calming Project Ranking list totaling almost \$500,000. Some of these projects have been unfunded for 10+ years. In addition staff has received at least 10 additional requests since the moratorium was put in place in January 2018. These requestors have been informed that the program is on hold while the policy is under review. Due to the concerns across the community, staff recommends that the existing traffic calming list not be completed and that the new program start with the 2019 budget year.

The success of this program hinges on flexibility in the use of funds that are allocated for it. Currently the Traffic Calming budget is funded through Infrastructure Sales Tax which does not provide the necessary flexibility. Staff is requesting that the budget line item be renamed to Neighborhood Traffic Management Program and that the funds be shifted to the General Fund. This would be accomplished by shifting funds in the Contracted Street Maintenance Program (PW17SM1CIP), \$300,000 of the General Fund will be shifted to Infrastructure Sales Tax. The Neighborhood Traffic Management Program would then shift to General Fund. This is a zero dollar impact to the City's budget but will allow us to fund non-infrastructure items such as enforcement and education campaigns.

Action

Recommend approval of Resolution 7272, repealing the Traffic Calming Policy adopted by Resolution 6602 on August 23, 2005 and adopting a Neighborhood Traffic Management Program.

Attachments

Neighborhood Traffic Management Program

City of Lawrence, Kansas, Neighborhood Traffic Management Program

SECTION 1: SHORT TITLE.

This program shall be known as the “Neighborhood Traffic Management Program”.

SECTION 2: INTRODUCTION.

The Neighborhood Traffic Management Program is a comprehensive program designed specifically to improve the environment and quality of life in Lawrence’s existing neighborhoods through driver awareness, management and control of traffic on neighborhood streets. The program will address the 5Es of transportation planning (**Engineering, Enforcement, Education, Encouragement, and Evaluation**).

SECTION 3: GOALS.

The goals of the program supports the current City of Lawrence Strategic plan. The program goals include:

- Improve or maintain existing neighborhood environments, cohesion, and integrity through traffic management.
- Promote safe, comfortable, and efficient travel within neighborhoods for all modes of transportation.
- Provide acceptable levels of accessibility for local traffic, minimize unwanted traffic, and promote adherence to posted speed limits.
- Encourage opportunities for active transportation.

SECTION 4: PROGRAM OVERVIEW

Each year staff will develop a work plan to support the proposed budget request. The plan may include efforts such as:

- Community-wide education, encouragement and/or enforcement campaigns.
- Reviewing and recommending changes to current regulations that impact traffic operations.
- Purchasing equipment for data collection (vehicle speed & volume counters).
- Purchasing moveable engineering infrastructure (rubber speed humps, diverters, speed feedback signs, etc.) for temporary installation in neighborhoods to gauge effectiveness and to modify driver behavior.
- Construction of built environment improvements (speed humps, diverters, chicanes, median islands, pavement markings, improved neighborhood non-motorized crossings, traffic circles, permanent installation of speed feedback signs, other signs, etc.).
- Annual program for neighborhoods to apply for evaluation of traffic management strategies.

Analysis of the program will be conducted and presented to the Transportation Commission and City Commission on a yearly basis. Analysis may include the following items:

- Before and after speed and volume data
- Crash volume and severity
- Targeted before and after community survey results

SECTION 5: EXCEPTIONS.

The following items are handled through separate programs or policies and are not included in this program:

- Traffic Signals
- Placement of stop or yield signs
- Maintenance or installation of sidewalks
- Improvements on arterial streets

Memorandum

City of Lawrence

Municipal Services & Operations

TO: Transportation Commission
FROM: Amanda Sahin, Transportation Engineer
DATE: October 29, 2018
RE: Agenda Item for Transportation Commission 11/5/18:
Proposed Changes to the City of Lawrence Traffic Code

Background

Chapter 17 of the Code of the City of Lawrence is the Traffic Code which regulates traffic, parking meters, vehicle parking, traffic control, bicycle and skateboards, overweight vehicles, etc. Annually the city adopts the Standard Traffic Ordinance for Kansas Cities (STO) which makes up a bulk of the Traffic Code, although certain sections of the STO are deleted or amended. The code is also made up of local traffic regulations that have been adopted by ordinance. This code requires ordinances for a majority of new signage and also requires that a schedule of signs be maintained in the office of the City Engineer. The ordinances that added these requirements were adopted over 20 years ago and don't provide a streamlined decision making process for resident requests.

Details

Staff is proposing that the current traffic code be revised to allow for an administrative process for most requests. Some examples are: stop signs, yield signs, one-way streets, loading zones, no parking, etc. All of the items are outlined in the attached document. This change in process will result in a substantial reduction in response time to requests (from approximately 4 months currently to 1-2 months with the new process).

An administrative process will be established to handle resident requests. This process will generally include the following steps:

- Staff collects data as needed and evaluates request against established criteria
- Staff notifies requestor of decision
- Staff installs stop signs or yield signs if warranted
- If no parking is approved then staff will notify impacted residents before signs are installed
- Residents will have 30 days to provide additional info for staff to consider
- Staff will make final determination and install no parking signs if appropriate

The criteria that the most common requests are evaluated against are:

- No parking will be evaluated using the guidelines in the STO which allows for no parking in the following conditions:
 - No parking on one side - street width less than 30'
 - No parking on both sides - street width less than 20'
 - Adjacent to schools

- Other congested areas
- Stop signs will be evaluated using the Manual on Uniform Traffic Control Devices (MUTCD) 2B.06 and 2B.07
- Yield signs will be evaluated using the Manual on Uniform Traffic Control Devices (MUTCD) 2B.09

All signage locations will be available upon request through the City Clerk's office. The code will not dictate the specific format of the information. This will allow flexibility as the City continues to expand the use of GIS and asset management software.

Action

Support staffs recommendations to modify the existing City of Lawrence Traffic Code as laid out in the attached document.

Attachments

Proposed Changes to the City of Lawrence Traffic Code

Proposed Changes to the City of Lawrence Traffic Code - Oct 30, 2018

City Code	Title	Current Language	Proposed Change
17-105	AMENDMENTS TO STO; DESIGNATION OF CROSSWALKS AND SAFETY ZONES	Section 19. Designation of Crosswalks is amended to read as follows: The City Traffic Engineer is authorized, on the basis of an engineering and traffic investigation, to designate and maintain by appropriate devices, marks or lines on the surface of the roadway, crosswalks at intersections where there is particular danger to pedestrians crossing the roadway and at such other places as may be deemed necessary.	Change from City Traffic Engineer to City Manager, or their designee
17-107	AMENDMENTS TO STO; TRAFFIC LANES	Section 21. Traffic Lanes is amended to read as follows: The City Traffic Engineer is hereby authorized to mark traffic lanes upon the roadway of any street or highway where a regular alignment of traffic is deemed necessary.	Change from City Traffic Engineer to City Manager, or their designee
17-108	AMENDMENTS TO STO; RIGHT, LEFT AND U TURNS AT INTERSECTIONS; OBEDIENCE TO	Section 50. Right, Left and U Turns in Intersections; Obedience To is amended to read as follows: (A) The City Traffic Engineer is hereby authorized to determine those intersections at which drivers of vehicles shall not make a right, left or U turn, and shall place or cause to be placed proper signs at such intersections. The making of such turns may be prohibited between certain hours of any day and permitted at other hours, in which event the same shall be plainly indicated on the signs or the signs may be removed when such turns are permitted	Change from City Traffic Engineer to City Manager, or their designee
17-110	AMENDMENTS TO STO; PARKING, NARROW STREETS	Section 91 is hereby deleted	Adopt STO Sec. 91. Change from Chief of Police to City Manager, or their designee
17-111	AMENDMENTS TO STO; PARKING, ADJACENT TO SCHOOLS	Section 94 is hereby deleted	Adopt STO Sec. 94. Change from Chief of Police to City Manager, or their designee
17-112	AMENDMENTS TO STO; STOPPING OR PARKING IN HAZARDOUS OR CONGESTED PLACES; SIGNS	Section 95 is hereby deleted	Adopt STO Sec. 95. Change from Chief of Police to City Manager, or their designee
17-212	TRUCK ROUTES AND TRUCK DELIVERY ROUTES ESTABLISHED	A) Truck Route and Truck Delivery Route designations shall be established by ordinance. A listing of truck routes and truck delivery routes shall be maintained on the Schedule of Truck Routes and Schedule of Truck Delivery Routes respectively, copies of which shall be on file and available For public viewing in the office of the City Engineer. It shall be unlawful for any person, firm or corporation to operate a truck, trailer, or semi-trailer with a registered gross vehicle weight in excess of 26,000 pounds, on any street within the corporate limits of the City, other than the designated truck routes.	-Make the process administrative (no ordinance required) -Delete the requirement for the Schedule of Truck Routes and Schedule of Truck Delivery Routes and change to the map will be posted on the City website and will be available in the City Clerks office. -Combine with 17-213
17-213	TRUCK DELIVERY ROUTES	Truck delivery route designations shall be established by ordinance. A listing of truck delivery routes shall be maintained on the Schedule of Truck Delivery Routes, a copy of which shall be on file and available for public viewing in the office of the City Engineer. Intracity deliveries shall be made via the most direct route between origin and destination using truck routes whenever possible. Trucks making multiple deliveries shall use truck routes whenever possible to reach their initial destination; trucks may leave truck routes using truck delivery routes following the most direct route between stops and back to a truck route.	Delete this section and combine information with 17-212
17-401	LOADING, UNLOADING AND SPECIAL ZONES	(A) Whenever any appropriate sign shall be authorized by ordinance to be placed along any street or highway of the City giving notice of any special use of the roadway adjacent thereto for the loading or unloading of merchandise or passengers or the standing of taxicabs, buses or for other authorized purposes, it shall be unlawful for any person to refuse or fail to comply with such sign.	Delete (A) of this section, STO 99 addresses loading zones being enforceable; will be administrative process

17-402	LOADING ZONES ESTABLISHED	Loading zone designations shall be established by ordinance. A listing of loading zone designations shall be maintained on the Schedule of Loading Zones, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section, STO 99 addresses loading zones; will be administrative process
17-402.1		The City Commission or the City Manager may designate temporary loading zones on public streets, alleys and public parking areas. The length of allowed temporary loading shall be posted adjacent to the designated street, alley or public parking area zone. No person shall park a vehicle in a temporary loading zone beyond the time designated for a temporary loading zone. The City shall have the authority to order a vehicle violating the provisions of this section to be towed or otherwise removed with all of the expenses of the towing or removal to be borne by the owner of the vehicle. In addition thereto, a violation of this section shall be a municipal traffic offense and subject to a fine of a minimum of \$30.00.	Remains in code
17-403	TAXICAB STAND ESTABLISHED	Taxicab stand designations shall be established by ordinance. A listing of taxicab stand designations shall be maintained on the Schedule of Taxicab Stands, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section, STO 99 addresses taxicab stands; will be administrative process
17-404	RESERVED PARKING ZONES FOR PERSONS WITH DISABILITIES	Reserved parking zones for persons with disabilities shall be established by ordinance. A listing of reserved parking zones for persons with disabilities shall be maintained on the Schedule of Reserved Parking Zones for Persons with Disabilities, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section, STO 87 addresses accessible parking; will be administrative process
17-406	BUS LOADING ZONES ESTABLISHED	Bus loading zone designations shall be established by ordinance. A listing of bus loading zone designations shall be maintained on the Schedule of Bus Loading Zones, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section, STO 99 addresses bus loading; will be administrative process
17-407	NO PARKING ZONES ESTABLISHED	No Parking zones shall be established by ordinance. A listing of no parking zones and applicable time periods shall be maintained on the Schedule of No Parking Zones, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section, STO 91 to 96 addresses no parking conditions
17-412	TIME LIMIT PARKING ZONES ESTABLISHED	Time Limit Parking zones shall be established by ordinance. A listing of time limit parking zones and applicable time periods shall be maintained on the Schedule of Time Limit Parking Zones, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section, STO 97 addresses limited time parking zones
17-503	STOP OR YIELD INTERSECTIONS	The Governing Body may designate by ordinance through streets or stop and yield intersections on other streets and may determine at which entrance or entrances stop or yield signs shall be erected and maintained. When signs are erected giving notice thereof, drivers of all vehicles shall stop or yield as the sign directs before entering any through street or such intersection.	Delete this section, STO 59 addresses stop and yield signs; will be administrative process
17-503.1	PRINCIPAL ARTERIALS ESTABLISHED	Principal arterial street designations shall be established by ordinance. A list of principal arterial street designations shall be maintained on the Schedule of Principal Arterials, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Street designations will be established as part of the Metropolitan Transportation Plan Major Thoroughfares Map incorporated into the Comprehensive Plan by ordinance.
17-503.2	MINOR ARTERIALS ESTABLISHED	Minor arterial street designations shall be established by ordinance. A list of minor arterial street designations shall be maintained on the Schedule of Minor Arterials, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete and combine with 17-503.1
17-503.3	COLLECTOR STREETS ESTABLISHED	Collector street designations shall be established by ordinance. A list of collector street designations shall be maintained on the Schedule of Collector Streets, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete and combine with 17-503.1

17-504	STOP INTERSECTIONS	Stop intersections shall be established by ordinance. A listing of stop intersections shall be maintained on the Schedule of Stop Intersections, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section, STO 59 addresses stop signs; will be administrative process
17-505	ALL-WAY STOP INTERSECTIONS	All way stop intersections shall be established by ordinance. A listing of all way stop intersections shall be maintained on the Schedule of All Way Stop Intersections, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section, STO 59 addresses stop signs; will be administrative process
17-506	YIELD INTERSECTIONS ESTABLISHED	Yield intersections shall be established by ordinance. A listing of yield intersections shall be maintained on the Schedule of Yield Intersections, a copy of which shall be on file and available for public viewing in the office of the City Engineer. Yield signs shall be erected and traffic shall yield on the following streets or traveled ways at the specified streets or traveled ways: (Ord. 7044)	Delete this section, STO 59 addresses stop and yield signs; will be administrative process
17-601	ONE-WAY STREETS ESTABLISHED	One way street designations shall be established by ordinance. A listing of one way street designations shall be maintained on the Schedule of One Way Streets, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section
17-602	ONE-WAY ALLEYS ESTABLISHED	One way alley designations shall be established by ordinance. A listing of one way alley designations shall be maintained on the Schedule of One Way Alleys, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section
17-802	KU - BUS LOADING ZONES ESTABLISHED	Bus loading zone designations shall be established by ordinance. A listing of bus loading zone designations shall be maintained on the Schedule of Bus Loading Zones, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section
17-803	KU - NO PARKING ZONES ESTABLISHED	No Parking Zones shall be established by ordinance. A listing of no parking zones shall be maintained on the Schedule of No Parking Zones, a copy of which shall be on file and available for public viewing in the office of the City Engineer. Every person convicted of a violation of any such section shall be punished by a fine of not less than \$30.00.	Delete this section
17-804	KU - STOP INTERSECTIONS ESTABLISHED	Stop intersections shall be established by ordinance. A listing of stop intersections shall be maintained on the Schedule of Stop Intersections, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section
17-805	KU - ALL-WAY STOP INTERSECTIONS ESTABLISHED	All way stop intersections shall be established by ordinance. A listing of all way stop intersections shall be maintained on the Schedule of All Way Stop Intersections, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section
17-806	KU - YIELD INTERSECTIONS ESTABLISHED	Yield intersections designations shall be established by ordinance. A listing of yield intersections designations shall be maintained on the Schedule of Yield Intersections, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section
17-807	KU ONE-WAY STREETS ESTABLISHED	One way street designations shall be established by ordinance. A listing of one way street designations shall be maintained on the Schedule of One Way Streets, a copy of which shall be on file and available for public viewing in the office of the City Engineer.	Delete this section