



Takoma Park City Council Meeting – June 5, 2024 Agenda Items 3 & 4

Voting Session

Resolution Accepting Modified Administrative Regulation Addressing Process to Request, Evaluate, and Advance Traffic Calming and Resolution Accepting Modified Administrative Regulation Addressing Process to Request, Evaluate, and Advance Sidewalk Installations and Rescinding Resolution 2015-32

Recommended Council Action

Review revised Administrative Regulations for New Traffic Calming & Sidewalk Requests and adopt the resolutions.

Context with Key Issues

In Resolution 2022-41, Resolution on Pedestrian and Transportation Safety, Council directed staff “to develop and present revised traffic calming, sidewalk request, and street safety policies and prioritization procedures for City Council consideration.” On May 29, 2024, the Council discussed draft regulations on traffic calming and sidewalk requests, continuing the work of the January 17, 2024 Council work session. As required for Administrative Regulations, notice of the draft regulations was published in the *Takoma Park Newsletter* in March; the public comment period was open from March 1 to April 5, 2024.

At the work session on May 29, 2024, the Council reviewed the draft regulations, the prioritization evaluation tool, and the feedback staff had received regarding these measures. Council requested that the staff return with red-lined drafts of the Administrative Regulations and draft Resolutions for Council’s consideration. For Administrative Regulations, Council may accept, modify, withdraw, or take no action on the Administrative Regulations. Public Notice of the final regulation will be published in the *Takoma Park Newsletter*; the full text will be posted upon adoption.

Council Priorities

Advancing a Community of Belonging
Engaged, Responsive, Service-Oriented Government
Community Development for an Improved & Equitable Quality of Life

Environmental Considerations

The City’s pedestrian and transportation planning efforts influence the safety and well-being of pedestrians. The sense of security, comfort, and ease by which people can get around the City without fossil fuel-powered transportation has a tangible impact on the City’s carbon emissions. By encouraging safe and convenient walking, these Regulations will contribute to the City’s efforts to shift residents away from private vehicle use and towards human-powered modes of transportation, reducing the City’s climate impact. In addition, by adjusting the project initiation process to include additional data considerations, the City may lessen the installation of unwarranted concrete and impervious projects.

Fiscal Considerations

There are no direct fiscal impacts from the adoption of these regulations. Within the proposed regulations, the Traffic Calming and Sidewalk General Project Queues will be posted publicly as part of the budget process. During the annual budget review, the City Manager will outline the funding needed to address priority items in the General Project Queue and Council will make a final determination of appropriate funding from the Capital Improvement Program (CIP) General Fund. Implementation of this system will allow the City to plan and budget for right-of-way projects in a more predictable and targeted manner.

Racial Equity Considerations

The proposed policies revise existing elements of both Administrative Regulation No. 96-1 and City Council Resolution 2015-32 that create potentially inequitable barriers to requesting new infrastructure and ensuring its installation, particularly in locations identified to be important for closing network gaps or supporting vulnerable roadway users. In particular, the removal of a petition as a required process to request a new project creates easier pathways for residents who live in multi-family buildings, on blocks with multi-family buildings, or areas without well-organized neighborhood associations. The removal of resident approval votes after a design is in progress prevents the possibility that a small minority ends a project that is otherwise supported by the community or identified through data-driven need as an important project to advance. By outlining a data-forward process to evaluate new requests, the regulations also set up a more equitable framework where projects in areas of greatest need will receive the highest priority.

Attachments & Links

- Redlined Administrative Regulation Setting Procedures for New Traffic Calming Request Process
- Redlined Administrative Regulation Setting Procedures for New Sidewalk Request Process
- Draft Resolution Adopting the Administrative Regulation for Procedures for New Traffic Calming Requests
- Draft Resolution Adopting the Administrative Regulation for Procedures for New Sidewalk Facility Requests

Introduced by:

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION 2024-XX

RESOLUTION ADOPTING AN ADMINISTRATIVE REGULATION FOR PROCEDURES FOR NEW TRAFFIC CALMING REQUESTS

WHEREAS, in 2022, the City Council adopted Resolution 2022-41, Resolution on Pedestrian and Transportation Safety, directing staff “to develop and present revised traffic calming, sidewalk request, and street safety policies and prioritization procedures for City Council consideration.”; and

WHEREAS, the City had an existing traffic calming regulation set through Administrative Regulation No. 96-1. The process was identified by staff to be inefficient, complicated for the public to understand, and possibly inequitable in the distribution of resources; and

WHEREAS, the Housing & Community Development, Public Works, and Police Departments have worked to develop the Administrative Regulation for Procedures for New Traffic Calming Requests and a prioritization system for staff’s use in evaluating possible projects; and

WHEREAS, as required by Takoma Park Code 2.12.050, notice was published in the March 2024 *Takoma Park Newsletter* and a public comment period was open from March 1 to April 5, 2024; and

WHEREAS, public comment from the community and Council was incorporated and presented to the City Council on May 29, 2024; and

WHEREAS, Takoma Park Code 2.12.050-D2: Proposed Final Regulations – Final Action states: “2. The Council may accept, modify or withdraw a proposed final regulation at the earliest reasonable time for a Council meeting. The Council’s acceptance, modification or withdrawal of the proposed final regulation shall be the final action on the regulation”; and

WHEREAS, Takoma Park City Code 2.12.050-D3: Proposed Final Regulations – Final Action states, “If the Council takes no action on the proposed final regulation, the proposed final regulation shall become the final action on the regulation”; and

WHEREAS, the Council reviewed and requested modifications to the draft Administrative Regulation.

NOW THEREFORE, BE IT RESOLVED THAT the Council of the City of Takoma Park hereby accepts the adoption of the Administrative Regulation on Procedures for New Traffic Calming Requests as presented by City staff on May 29, 2024, with modifications; and

BE IT FURTHER RESOLVED THAT the process and prioritization tool will be reviewed by the City Council twelve (12) months after adoption.

Adopted this ___ day of June, 2024.

Attest:

Jessie Carpenter, CMC
City Clerk

FINAL DRAFT

ADMINISTRATIVE REGULATION - No. XX-X

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SUBJECT: Procedures for New Traffic Calming Requests

EFFECTIVE DATE: [Month XX, XXXX]

PURPOSE/SCOPE:

To provide written procedures for the administration of *Takoma Park Code* Chapter 13, Vehicles and Traffic, as amended, pertaining to the request, design and installation of traffic calming devices.

Traffic calming devices include signs, pavement markings, speed humps, raised walkways, flat top speed humps or speed tables, and other physical devices placed or installed on a roadway which use vertical deflections, horizontal shifts, roadway narrowing, closures, or high-visibility queuing to limit access, restrict traffic flow, or channel or slow vehicle movement for the purpose of reducing traffic hazards and improving pedestrian safety.

LEGAL CONSTRUCTION:

These regulations are subordinate to applicable City, County, State, and Federal law and shall be construed as being consistent with said applicable laws.

PROCEDURES:

- I. Request for Traffic Calming Installation.
 - A. Project Initiation.
 - 1. A Takoma Park resident(s) may submit a request to the City Manager for a new traffic calming device within one-quarter (1/4) of a mile from their primary residence.
 - 2. An individual Takoma Park City Council member may submit a request to the City Manager for a traffic calming device within their ward boundaries.
 - 3. Any request submitted pursuant to paragraphs 1 and 2 above may include a description of the preferred specific location and design elements of the proposed traffic calming device, although the final design will be determined by the City Manager in consultation with residents pursuant to these regulations.
 - 4. Nothing in these regulations shall be construed as preempting the City from installing, altering, maintaining, or removing a traffic calming device on its
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PROPOSED: _____ DATE: _____
City Clerk

APPROVED: _____ DATE: _____
City Manager

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SUBJECT: Procedures for New Traffic Calming Requests

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own initiative.

B. City Evaluation of Request

1. Upon submission of the request, the City Manager, will cause an evaluation of the request to be conducted. Alternatively, the City Manager may determine that the scope of a project exceeds the design and installation of traffic calming devices and seek to identify a broader strategy instead of proceeding with the traffic calming evaluation.

2. The City's evaluation will consider the request in light of the following factors:

- a) Pedestrian and Vehicle Safety, such as crash and speed data;
- b) Social Equity Across Neighborhoods, such as data on race, income and age;
- c) Facilities that Generate Pedestrian and Vehicle Trips, such as community facilities, public transit stations and parks
- d) Roadway Characteristics such as existing traffic control installations and configuration;
- e) Project Physical Feasibility; and
- f) Any other consideration the City Manager, in their sole discretion, deems relevant.

3. If City Manager determines that the project meets the criteria established in Section B.2 above, then the proposed project will be added to the Department of Public Works' general project queue based on priority ranking determined through the evaluation process mentioned in Section B.2.

C. Procedures for Community Project Input and Approval.

PROPOSED: _____ DATE: _____
City Clerk

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City Manager

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SUBJECT: Procedures for New Traffic Calming Requests

EFFECTIVE DATE: [Month XX, XXXX]

1. When a request for a new traffic calming device advances through the evaluation process to the Department of Public Works' general project queue, the City Manager shall convene a public community meeting for all community stakeholders.

a) Notification of the meeting shall be posted publicly by the City Clerk at least fourteen (14) days in advance of the meeting.

b) The meeting shall be scheduled in coordination with the availability of City staff and consultants.

c) The meeting will include a review of the City's evaluation of the project and a broader discussion about design considerations for the project.

d) The comments and feedback collected during this preliminary meeting will inform the preliminary designs for the new traffic calming device. All comments shall be shared with the City or external staff working on the designs of the project.

2. Comments gathered during the community meeting should be consolidated and posted publicly within fourteen (14) days of the meeting date.

3. Annually and prior to the City Council's budgeting process, City Staff will publish the list of evaluated requests, including prior projects not yet implemented.

4. A prioritized list of requested projects will be submitted to the City Council for review during the budget process for funding that fiscal year.

D. Procedures for New Project Design and Implementation.

1. The City Manager shall develop a preliminary design for the project, based on the feedback gathered during previous stages of the request process. The design may be developed by City staff or with the support of external consultants.

PROPOSED: _____
City Clerk

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APPROVED: _____
City Manager

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EFFECTIVE DATE: [Month XX, XXXX]

2. Upon completion of a preliminary design, the City Manager will host a community meeting to share the proposed designs and to collect additional feedback on the preliminary design. Notification of the meeting shall be posted by the City Clerk at least fourteen (14) days in advance of the meeting.

3. After the community meeting to review the preliminary design, City staff or an external consultant may develop technical project designs. Upon completion of the final technical designs, the project would be added to the Department of Public Works' construction queue, and commence the process to acquire any additional permits or approvals from local, County, or State agencies or utility companies.

II. Implementation Responsibility

A. The City Manager or their designee shall be responsible for the proper placement of traffic calming devices on City streets, and for overseeing the installation and maintenance of traffic calming devices in the City.

B. Nothing in these regulations shall be construed as preempting the City from installing, altering, maintaining, or removing a traffic calming device on its

PROPOSED: _____ DATE: _____
City Clerk

APPROVED: _____ DATE: _____
City Manager

Introduced by:

CITY OF TAKOMA PARK, MARYLAND

RESOLUTION 2024-

RESOLUTION ADOPTING THE ADMINISTRATIVE REGULATION FOR PROCEDURES FOR NEW SIDEWALK FACILITY REQUESTS

WHEREAS, the City had an existing sidewalk request policy established by Resolution 2015-32: A Resolution Setting a Policy for New Sidewalk Design and Installation; and

WHEREAS, in 2022, the Council adopted Resolution 2022-41, Resolution on Pedestrian and Transportation Safety, directing staff “to develop and present revised traffic calming, sidewalk request, and street safety policies and prioritization procedures for City Council consideration”; and

WHEREAS, the City staff sought to design a simplified process that would be more efficient, equitable and data-driven; and

WHEREAS, the Housing & Community Development, Public Works, and Police Departments have worked to develop the Administrative Regulation for New Sidewalk Requests and a prioritization system for staff’s use in evaluating possible projects; and

WHEREAS, as required by Takoma Park Code 2.12.050, notice was published in the March 2024 *Takoma Park Newsletter* and a public comment period was open from March 1 to April 5, 2024; and

WHEREAS, public comment from the community and Council was incorporated and presented to the City Council on May 29, 2024; and

WHEREAS, Takoma Park Code 2.12.050-D2: Proposed Final Regulations – Final Action states: “2. The Council may accept, modify or withdraw a proposed final regulation at the earliest reasonable time for a Council meeting. The Council’s acceptance, modification or withdrawal of the proposed final regulation shall be the final action on the regulation”; and

WHEREAS, Takoma Park Code 2.12.050-D3: Proposed Final Regulations – Final Action states, “If the Council takes no action on the proposed final regulation, the proposed final regulation shall become the final action on the regulation”; and

WHEREAS, Council reviewed and requested modifications to the draft Administrative Regulation.

NOW THEREFORE, BE IT RESOLVED THAT the Council of the City of Takoma Park hereby accepts the adoption of the Administrative Regulation on Procedures for New Sidewalk Facility Requests as presented by City staff on May 29, 2024, with modifications; and

BE IT FURTHER RESOLVED THAT Resolution 2015-32: A Resolution Setting a Policy for New Sidewalk Design and Installation” is hereby rescinded; and

BE IT FURTHER RESOLVED THAT, the process and prioritization tool will be reviewed by the City Council twelve (12) months after adoption.

Adopted this ___ day of June, 2024.

Attest:

Jessie Carpenter, CMC
City Clerk

FINAL DRAFT

ADMINISTRATIVE REGULATION - No. XX-X

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SUBJECT: Procedures for New Sidewalk Facility Requests

EFFECTIVE DATE: [Month XX, XXXX]

PURPOSE/SCOPE:

To provide written procedures for the administration of *Takoma Park Code* Article X Public Ways and Sidewalks, Section 1003 Powers as to Sidewalks, as amended, pertaining to the request, design and implementation process for new sidewalk.

Sidewalks are defined as dedicated buffers on a roadway that provide people with space to travel within the public right-of-way separated from motor vehicles and on-road bicycles. At a minimum, new or rebuilt sidewalk should be designed to comply with accessibility standards identified by Federal and State regulations. Where raised, paved sidewalks are not feasible, separated pedestrian spaces may be delineated in the roadway with temporary materials, such as paint, thermoplastic, bollards, posts, or other visual or tactile dividers.

LEGAL CONSTRUCTION:

These regulations are subordinate to applicable City, County, State, and Federal law and shall be construed as being consistent with said applicable laws.

PROCEDURES:

PROPOSED: _____ DATE: _____
City Clerk

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City Manager

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SUBJECT: Procedures for New Sidewalk Facility Requests

EFFECTIVE DATE: [Month XX, XXXX]

I. Request for New Sidewalk Installation.

A. Project Initiation.

1. A Takoma Park resident(s) may submit a request to the City Manager for a new sidewalk facility located within one-quarter (1/4) of a mile from their primary residence.

2. An individual Takoma Park City Council member may submit a request to the City Manager for a new sidewalk facility within their ward boundaries.

3. Any request, submitted pursuant to paragraphs 1 and 2 above may include a description of the preferred specific location and design elements of the proposed sidewalk facility, although the final design will be determined by the City Manager in consultation with residents pursuant to these regulations.

4. Nothing in these regulations shall be construed as preempting the City from installing, altering, maintaining, or removing a sidewalk facility on its own initiative.

B. City Evaluation of Request

1. Upon submission of the request, the City Manager will conduct an evaluation of the proposed new sidewalk facilities. Alternatively, the City Manager may determine that the scope of a project exceeds the design and installation of traffic calming devices and seek to identify a broader strategy instead of proceeding with the traffic calming evaluation.

2. The City Manager will conduct an evaluation of the proposed location of the new sidewalk facilities in light of the following factors:

a) Pedestrian and Vehicle safety, such as crash and speed data;

b) Social Equity Across Neighborhoods, such as data on race, income and age;

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City Clerk

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- c) Facilities that Generate Pedestrian and Vehicle Trips, such as community facilities, public transit stations, and parks;
- d) Identified Population Impacts, such as the number of households impacted and existing plans for the area;
- e) Project Physical Feasibility; and
- f) Any other consideration the City Manager, in their sole discretion, deems relevant.

3. If City Manager determines that the project meets the criteria established in Section B.2 above, then the proposed project will be added to the Department of Public Works' general project queue based on priority ranking determined through the evaluation process mentioned in Section B.2.

C. Procedures for Community Project Input and Approval.

1. When a request for a new sidewalk facility advances through the evaluation process to the Department of Public Works' general project queue, the City Manager will convene a public community meeting for all community stakeholders.

- a) Notification of the meeting shall be posted publicly by the City Clerk at least fourteen (14) days in advance of the meeting.
- b) The meeting shall be scheduled in coordination with the availability of City staff and consultants.
- c) The meeting will include a review of the City's evaluation of the project and a broader discussion about design considerations for the project.
- d) The comments and feedback collected during this preliminary meeting will inform the preliminary designs for the new traffic

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calming device. All comments shall be shared with the City or external staff working on the designs of the project.

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City Clerk

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2. Comments gathered during the community meeting should be consolidated and posted publicly within fourteen (14) days of the meeting date.

3. Annually and prior to the City Council’s budgeting process, City Staff will publish the list of evaluated requests, including prior projects not yet implemented.

4. A prioritized list of requested projects will be submitted to the City Council for review during the budget process.

D. Procedures for New Project Design and Implementation.

1. The City Manager shall develop a preliminary design for the project, based on the feedback gathered during previous stages of the request process. The design may be developed by City staff or with the support of external consultants.

2. Upon completion of a preliminary design, the City Manager , will host a community meeting to share the proposed designs and to collect additional feedback on the preliminary design. Notification of the meeting shall be posted by the City Clerk at least fourteen (14) days in advance of the meeting.

3. After the community meeting to review the preliminary design, City staff or an external consultant may develop technical project designs. Upon completion of the final technical designs, the project will be added to the Department of Public Works’ construction queue, and commence the process to acquire any additional permits or approvals from local, County, or State agencies or utility companies.

II. Miscellaneous.

A. The City has established the following recommendations to be provided to the design firm for consideration when developing new sidewalk designs:

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City Clerk

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1. The sidewalk is to be located in the right-of-way when possible. If right-of-way is not available, the City will need to enter into an agreement or receive an easement from the property owner to place a portion of the sidewalk on private property.

2. When roadway width is adequate, consideration will be given to locating the sidewalk partially or completely within the existing street pavement to reduce the amount of impervious area added by the new sidewalk and decrease the impact on adjacent residential property.

3. The new sidewalk design will minimize tree removal to the maximum extent possible. The condition of the trees will be noted and an inventory of trees in the affected right-of-way or within 50 feet of the proposed sidewalk will be developed. Methods to protect trees shall be incorporated into the design and may include building extensions into the street or right-of-way to allow the sidewalk to pass around existing trees.

4. If a tree is removed for the new sidewalk, the City will follow the Tree Ordinance requirements for replanting and the cost of replanting will be included in the project.

5. The location of utility lines and poles will be noted as they limit the planting of large shade trees. The side of the street with the utility poles will be considered first for the sidewalk, as it already limits the impact on future tree planting, and may have street lighting. If relocation is necessary for any utility poles, the cost should be factored into the decision-making process.

6. The City shall coordinate any sidewalk development with planned work by public utilities, traffic safety projects, or City tree planting.

7. If the property owner has vegetation, a lead walk, retaining wall or other item located in the right-of-way, the project will include the cost for removal and relocation of that item when appropriate.

8. The City has established stormwater management requirements that will be followed and will be included in the design development.

PROPOSED: _____

City Clerk

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These require providing for infiltration of stormwater runoff through grassy swales, bio-retention areas, or other methods.

9. The standard width of new sidewalk will meet or exceed ADA accessibility standards. The sidewalk may be wider if a wider width is specified in a master, sector, development or site plan or design guidelines; connects existing wider sidewalk segments; is needed to accommodate heavy pedestrian traffic (e.g. adjacent to storefronts, institutions or transit access); or is requested by the community during the design process.

10. When the right-of-way space is wide enough, the design preference will be to include a green strip between the curb and the proposed sidewalk. A green strip provides for runoff infiltration, sufficient space for new tree planting, and provides a buffer from the street which is particularly beneficial during snow removal operations.

11. Depending on the size of the new sidewalk, the City may need to apply for a sediment and erosion control permit (if the project will disturb over 5,000 square feet) and a Forest Conservation Plan (if the affected area is 40,000 square feet).

III. Implementation Responsibility.

A. The City Manager or their designee shall be responsible for the proper placement of sidewalk facilities on City streets, and for overseeing the installation and maintenance of sidewalks in the City.

B. Nothing in these regulations shall be construed as preempting the City from installing, altering, maintaining, or removing a sidewalk facility on its own initiative.

PROPOSED: _____ DATE: _____
City Clerk

APPROVED: _____ DATE: _____
City Manager