



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP
Monday, September 8, 2025
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88546198386>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

A. Public Works: *Update to WMC 12.20 Sidewalk Construction, Reconstruction & Repair* - Scott Collins

B. Public Works: *Complete Street Ordinance* - Scott Collins

C. Public Works: *Neighborhood Traffic Calming Policy* - Scott Collins

D. Finance: *2026 Business License Update* - Daniel Layer

V. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

B. MAYOR

C. CITY COUNCIL

VI. ADJOURNMENT

UPCOMING MEETINGS: Monday, September 22, 2025 - Workshop at 5 PM & Council at 7 PM

Chapter 12.20

SIDEWALK CONSTRUCTION, RECONSTRUCTION AND REPAIR

Sections:

[12.20.010 Definitions.](#)

[12.20.020 Construction – Reconstruction.](#)

[12.20.030 Grades and lines.](#)

[12.20.040 Inspection.](#)

[12.20.050 Interference.](#)

[12.20.060 Hazardous or dangerous conditions on public street or right-of-way.](#)

[12.20.070 Resolution of necessity – Liability of abutting property.](#)

[12.20.080 Notice to construct, reconstruct and/or repair.](#)

[12.20.090 Additional abutting property owner's liability.](#)

[12.20.100 Sidewalk replacement minimum criteria.](#)

[12.20.110 Construction of chapter.](#)

12.20.010 Definitions.

For the purposes of this chapter, the words set out in this chapter shall have the following meanings:

- (1) "Abutting property" means all property having a frontage upon the sides or margins of any street. Such property shall be chargeable, as provided in this chapter, for all costs of construction or reconstruction or any form of sidewalk improvement between the margin of said street and the roadway lying in front of and adjacent to such property.
- (2) "Hazard" includes and incorporates by this reference the definition of "nuisance" set forth in its entirety in Chapter [9.70](#) WMC, sidewalks, gutters, curbs and driveways across sidewalks.
- (3) Number. The singular shall include the plural.
- (4) "Sidewalk" includes sidewalk, or any and all structures or forms of street improvement included in the space between the street margin and the roadway, and specifically includes curbs, gutters and driveways across sidewalks.
- (5) "Street" includes boulevard, avenue, street, alley, way, lane, square or place. (Ord. 856 § 1, 1986)

12.20.020 Construction – Reconstruction.

All sidewalks and curbs shall be of such material, and shall be constructed in such a manner, as is prescribed by APWP standards and specifications and amended as may be necessary by the

director of public works, and shall be of such width, thickness and cross-section, and in such position, as the director of public works may deem suitable. (Ord. 856 § 1, 1986)

12.20.030 Grades and lines.

After a permit has been secured for construction of any curb, gutter or sidewalk, the director of public works shall, within a reasonable time, proceed to set such grade and alignment stakes as shall indicate to a person competent in construction work the proper grade and alignment for the permitted construction; and any walk or curb construction otherwise may be condemned as defective and ordered replaced as provided in this chapter. The permit fee shall be as designated by city ordinance and shall be issued by the city clerk upon approval by the director of public works. (Ord. 856 § 1, 1986)

12.20.040 Inspection.

Any person constructing, reconstructing or repairing any curb, gutter or sidewalk shall, before commencing work, notify the director of public works in writing of the exact day and time he proposes to commence the work, and shall commence work prior to that time. The director of public works shall cause an inspection to be made of the place and forms in which it is proposed to lay the sidewalks, and of the material and equipment to be used. Should he consider such material or equipment unsuitable or inadequate to perform the work properly, or the forms or the sub-base not properly placed or insufficiently braced or compacted, he shall order work to be suspended, and work so suspended shall not be recommenced until he shall be satisfied that the defects have been remedied; and this he may do at any time during the progress of the work. (Ord. 856 § 1, 1986)

12.20.050 Interference.

Any person who shall interfere with, hinder the progress of or damage the work by walking, defacing, driving upon, moving stakes, or throwing any object on or over the work, or shall permit any child or animal in his control or charge to do so, shall be guilty of a misdemeanor. (Ord. 856 § 1, 1986)

12.20.060 Hazardous or dangerous conditions on public street or right-of-way.

It shall be unlawful for the owner and/or any person occupying or having charge or control of any premises abutting upon any public street, right-of-way or alley in the city to construct, place, cause, create, maintain or permit to remain upon any part of the right-of-way located between the curb line or, if there is no curb line, then between the adjacent edge of the traveled portion of such right-of-way and the abutting property line, any condition, structure or object dangerous or hazardous to the use of the right-of-way by members of the general public, including, but not limited to, the following conditions:

- (1) Defective sidewalk surface, including, but not limited to, broken or cracked cement, stub-toes or depressions within or between sidewalk joints;
- (2) Defective cement surfaces placed adjacent to the public sidewalk, or defects at the juncture between such cement surfaces and such public sidewalks, including stub-toes or depressions at such junction;

(3) Defects in sidewalks or public ways caused or contributed to by the roots of trees or similar growth or vegetation located either on private adjoining property or on the parking strip portion of such street right-of-way;

(4) Defective conditions caused by tree limbs, foliage, brush or grass on or extending over such public sidewalks or right-of-way, to include the obscuring of any vision necessary for the public's safety. Enforcement of this violation will be controlled by this chapter and Chapter [9.70](#) WMC;

(5) Defective conditions on the parking strip area between the curb line and the sidewalk, or, if there is no curb line, then between the edge of the traveled portion of the street and the sidewalk, and between the sidewalk and the abutting property line;

(6) Defects resulting from accumulation of ice and snow on public sidewalks or on the right-of-way between the curb line or, if there is no curb line, then between the adjacent edge of the traveled portion of the street roadway and the abutting property line;

(7) Defects consisting of foreign matter on the public sidewalks, including, but not limited to, gravel, oil, grease, or any other foreign subject matter that may cause pedestrians using such sidewalk to fall, stumble or slip by reason of the existence of such foreign matter;

(8) Defective handrails or fences or other similar structures within or immediately adjacent to such right-of-way area. (Ord. 856 § 1, 1986)

12.20.070 Resolution of necessity – Liability of abutting property.

Whenever a portion, not longer than one block in length, of any street is not improved by the construction of a sidewalk thereon, or the sidewalk thereon has become unfit or unsafe for purposes of public travel, and the street adjacent to both ends of such portion is so improved and in good repair, and the city council, by resolution, finds that the improvement of such portion by such street by the construction or reconstruction of a sidewalk thereon is necessary for the public safety and convenience, the duty, burden and expense of constructing or reconstructing such sidewalk shall devolve upon the property directly abutting upon such portion; provided, that such abutting property shall not be charged with any costs of construction or reconstruction under this chapter in excess of 50 percent of the valuation of such abutting property, exclusive of improvements thereon, according to the valuation last placed upon it for the purpose of general taxation. (Ord. 856 § 1, 1986)

12.20.080 Notice to construct, reconstruct and/or repair.

When the city council has adopted such resolution as set forth in WMC [12.20.070](#), it shall cause a notice to be served on the owner of the property directly abutting on such portion of such street, instructing the owner to construct or reconstruct a sidewalk on such portion in accordance with plans and specifications which shall be attached to the notice. The notice shall be deemed sufficiently served if delivered in person to the owner, or if left at the home with a person of suitable age and discretion then resident therein, or with an agent of such owner authorized to collect rentals on such property, or, if such owner is a nonresident of the state, by mailing a copy to his last known address, or if he is unknown or if his address is unknown, then by posting a copy in a conspicuous place on such portion of the street where the improvement is to be made. The notice

shall specify a reasonable time within which such construction or reconstruction shall be made, and shall state that in case the owner fails to make the same within such time, the city will proceed to make it through the officer or department thereof charged with the inspection of sidewalks, and that such officer or department will report to the city council, at a subsequent date to be definitely stated in the notice, an assessment roll, showing the lot or parcel of land directly abutting on such portion of the street so improved, the cost of the improvement, and the name of the owner, if known; and that the city council, at the time stated in the notice or at the time or times to which the same may be adjourned, will hear any and all protest against the proposed assessment. Upon the expiration of the time fixed within which the owner is required to construct or reconstruct such sidewalk, if the owner has failed to perform such work, the city may proceed to perform it, and the officer or department of the city performing the work shall, within the time fixed in the notice, report to the city council an assessment roll showing the lot or parcel of land directly abutting on such portion of the street so improved, the cost of the work, and the name of the owner, if known. The city council shall, at the time in such notice designated, or at an adjourned time or times, assess the cost of such improvement against said property, and shall fix the time and manner for payment thereof, which assessment shall become a lien upon such property and shall be collected in the manner as is provided by law for collection of local improvement assessments under this title. (Ord. 856 § 1, 1986)

12.20.090 Additional abutting property owner's liability.

The following shall be the liability of the abutting property owner with reference to this chapter:

Whenever any public right-of-way in the city has been improved by the construction of a sidewalk along either side thereof, the duty and expense of the maintenance, cleaning, repair and renewal of the sidewalk, including the erection or maintenance of suitable barriers along the outer margin of the sidewalk where the elevation of the same is more than four inches above or below the abutting property, shall be upon the owner of the abutting property. (Ord. 1216 § 1, 1996; Ord. 856 § 1, 1986)

12.20.100 Sidewalk replacement minimum criteria.

(1) Step 1. ~~The city council adopts~~ Ssidewalk problems needing replacement, correction, renewal, or repair are identified pursuant to per minimum criteria ~~as is found in Exhibit A attached to the ordinance codified in this section and incorporated herein by this reference~~ written and as updated by the Public Works Department.

(2) Step 2. ~~When~~As sidewalk ~~correction~~ problems requiring correction are identified by the public works department, ~~the following~~a letter will be sent to the abutting property owner containing the following:

(a) ~~Letter to the property owner is issued stating:~~

(ai) Problems with the existing sidewalk and why corrections, repairs, cleaning, or renewal of it are needed;

(iib) Provide A copy of the city ordinance ~~from standards identifying pertaining to the owner's responsibilities for sidewalks~~;

Commented [SC1]: Do we need to modify this? If so where is it?

Commented [SC2R1]: Per policy developed by City engineer or Public Works. Minimum criteria as updated by the public works department

Commented [RZ3]: If the criteria is already in the code as Exhibit A, why write the "city council adopts" it? 12.20.100(1) needs revision. I don't see the replacement criteria in the code? Where was Exhibit A placed in the code? This might need some cleaning up.

(c) A ~~S~~pecified timeframe within which the owner is to complete ~~such~~the identified corrections, repairs, cleaning, or renewal;

(d) Notice that the ~~F~~ailure of the owner to complete the identified repairs, cleaning, or renewal ~~required work~~ will result in the ~~c~~City undertaking the necessary work and improvements, with all associated costs to be borne by the adjacent lot owner;

(e) A copy of the "Sidewalk Repair Assistance Application" to waive replacement costs to property owner's who meet eligibility requirements.

(iii) Identify time and place of city council meeting for final resolution for correction. Citizen input can be made at this time.

(3) Step 3. City council adopts a resolution of necessity on the specific property ~~if the corrections, repairs, cleaning, or renewal identified by the city are not completed within specified timeframe,~~ the ~~C~~city will complete said improvements and issue a letter to the ~~abutting~~ property owner indicating the following:

(a) ~~Identify the Identification of date a letter from pursuant to WMC 12.20.100(2) Step 2 was issued to the owner;~~

(b) Identification of corrective actions taken to complete said work;

(c) Identification of cost borne by the ~~C~~city to complete said work

(d) Identification of time and place of ~~c~~City ~~c~~Council meeting to hear all protest against assessments.

(a) ~~A hearing will be held followed by the adoption of a resolution for correction.~~

(4) Step 4. The final resolution of necessity is sent to the owner, correction of the sidewalk to follow by owner within the specific time limit as specified by the resolution. City council ~~at the said time and place shall hear anyall~~ protests against the assessments ~~at the time and place indicated in the letter to the owners and assess the costs of such work to adjacent lot owners. If the city council so chooses, the adjacent owners shall be invoiced all costs borne by the city for such work and if unpaid for over 30 days, any and all costs borne by the City shall become a lien upon the property, and shall be collected by due process of law~~

(5) Step 5. If correction is not completed within 120 days the city will start correction procedures on its own.

(a) Staff obtains information on property—lot number, owner, costs, etc.;

(b) Schedule hearing and council resolution of assessment.

(6) Step 6. After the public hearing, city council will adopt the resolution of assessment. City crews will cause correction to be completed and the property owner will be assessed the cost of correction. (Ord. 1031 § 1, 1991)

12.20.110 Construction of chapter.

Nothing in this chapter shall be construed to limit or repeal any existing powers of the city with reference to the construction, reconstruction, and/or repair of sidewalk or the improvement or maintenance of streets, but the power and authority herein set forth is to be exercised concurrent with or as an extension of powers and authority now existing. This chapter is intended to implement the provisions of and comply with the provisions of RCW [35.69.010](#) through [35.69.050](#) of the laws of the state, which said laws are, insofar as they are applicable and appropriate, herein incorporated by reference. (Ord. 1031 § 1, 1991; Ord. 856 § 1, 1986)

Sidewalk Ordinance Update

9/8/25 – City Council Workshop| Presented by Scott Collins, City Engineer



City of Washougal

MISSION STATEMENT

Our mission is to provide fiscally responsible services that promote our vision of a safe and beautiful community that can be enjoyed for generations to come.

Agenda



- Overview
- Existing Process
- Issues/Problems
- Proposed Process
- Assistance Application



Overview



- Updating Code 12.20 (Sidewalk Construction, Reconstruction and Repair)
 - Specifically code 12.20.100 (Sidewalk Replacement Minimum Criteria)
- Outlines Process of How Sidewalk Replacement Happens
 - Identification of Issue
 - Notification to Adjacent Property Owner
 - Setting of Council Meeting (if needed)
 - City collection of fees (if needed)



Existing Process



1. Sidewalk correction identified
 - a) Minimum criteria per Exhibit A attached to ordinance codified
2. Letter sent to property owner
 - a) Problem with sidewalk
 - b) Provide City ordinance
 - c) Identify time and place of City Council Meeting for final resolution and citizen input
3. Council adopts a resolution of necessity on the specific property
 - a) Hearing will be held followed by adoption of resolution for correction
4. Final resolution of necessity sent to owner
 - a) Correction of sidewalk to be completed by timeframe specified on resolution
5. City will start correction procedures on its own if not done within 120 days
 - a) Staff obtains property information
 - b) Schedule hearing and council resolution of assessment
6. Council adopts resolution of assessment and City crews will complete work with the cost being assessed to Property Owner



Issues/Problems

- Council meeting for every sidewalk complaint needing replacement
- Multiple resolutions
- No clear reference for replacement minimum criteria
- Time intensive



Proposed Process

1. Sidewalk correction identified
 - a) Minimum criteria written and updated by the public works department
2. Letter sent to property owner
 - a) Problem with sidewalk and why corrections needed
 - b) Copy of City ordinance referencing owner responsibilities
 - c) Specified timeframe for corrections to be made
 - d) Notice that a failure to complete will result in City undertaking work and all costs borne by property owner
 - e) A copy of the “Sidewalk Repair Assistance Application” to waive replacement costs to property owner’s who meet eligibility requirements.
3. Corrections not completed within timeframe, City will complete improvements and send a letter with following:
 - a) Identify date ordinal letter sent to property owner
 - b) Identification of corrective actions taken
 - c) Identification of cost born by City
 - d) Identification of time and place of City Council meeting to hear protests
4. City Council to hear all protests and assessment of Costs
 - a) If council chooses, City will issue invoice of all costs to owner for payment. If unpaid over 30 days, lien shall be placed upon the property.



Assistance Application

- Total household income must be below 50% Clark County area median income of the current year
- Provide proof of income
- Provide proof of age
- Approved by finance and public works



City of Washougal
Sidewalk Repair Assistance Application
Public Works Administration
2201 C Street
Washougal, WA 98671
(360) 835-8501
Public.Works@cityofwashougal.us

*For City Use
Only:*

Requirements:

- Total household income must be under 50% of the Clark County area median income for the current year (<https://www.huduser.gov/portal/datasets/il.html>), excluding income earned as interest.

Required documents to submit with application:

- ☐ Proof of income earned.
 - ✓ Tax return
 - ✓ Pay Stubs
 - ✓ Social Security Statement
 - ✗ Bank Statements will **NOT** be accepted as proof of income.
- ☐ Proof of age (government issued photo ID only)
 - ✓ State Driver's License
 - ✓ State ID card
 - ✗ Birth Certificates will **NOT** be accepted as proof of age

Total income for year: \$ _____ (Do not include interest income in this figure)

Name (please print): _____

Property Address: _____

Phone: _____ Email: _____

I attest the information provided is true and correct and there is no other income for my household.

Customer Signature _____

Date _____

For Office Use Only

(VLL) Income under must be under 50% of the Clark County area median income

Finance Approval - Staff Signature _____

Date: _____

☐ Identification Verified

Public Works Approval - Staff Signature _____

Date: _____

☐ Income Verified



City of Washougal

Recommendation



- Approve the ordinance update to 12.20.100 “Sidewalk Replacement Minimum Criteria” at the September 22nd Council Meeting



Sidewalk Ordinance Update

9/8/25 – City Council Workshop| Presented by Scott Collins, City Engineer



City of Washougal

MISSION STATEMENT

Our mission is to provide fiscally responsible services that promote our vision of a safe and beautiful community that can be enjoyed for generations to come.

Chapter 12.50 Complete Streets Policy

12.50.010	Purpose
12.50.020	Definitions
12.50.030	Policy
12.50.040	Exceptions
12.50.050	Intergovernmental Cooperation
12.50.060	Design Criteria
12.50.070	Performance Measures

12.50.10 Purpose.

This policy implements a Complete Street concept in the planning and design of street projects in the city of Washougal. The purpose of this policy is to:

- A. Promote multi-modal transportation infrastructure, for all users including: pedestrians, bicyclists, automobiles, transit vehicles and riders, freight, and emergency services.
- B. Improve public safety, health, and efficient travel for all ages, abilities, and economic levels, which benefits not only each user but the vitality of the local economy.
- C. Incorporate multiple types of transportation methods across the urban landscape to foster a sense of unity amongst citizens and visitors who travel within and throughout the community by creating a complete, connected, network of transportation infrastructure.
- D. Promote the use of multimodal transportation to reduce traffic congestion and foster cleaner air quality conditions by providing more efficient use of public rights-of-way with expanded opportunities to use alternate transportation methods, thus reducing miles driven and greenhouse gas emissions emitted.

12.50.020 Definitions.

- A. “All users” means individuals of all ages and abilities including, but not limited to, pedestrians, bicyclists, public/paratransit users, people with disabilities, emergency responders, motorists, freight delivery/service personnel providers, commercial vehicles, and green modes (skateboarding, rollerblades, etc.)
- B. “Complete Streets” means a transportation policy and design approach that requires streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for all users regardless of their mode of transportation. Complete Streets allow for safe travel by those walking, cycling, driving automobiles, riding, transit, or delivering goods. Complete Streets are streets for everyone.
- C. “Maintenance activity” means ordinary repair designed to keep facilities in safe working condition, such as, but not limited to, cleaning, sweeping, spot repair, concrete joint repair, pothole filling, water, sewer and drainage or other utility installation or repairs.
- D. “Multimodal transportation system” means a single transportation system that

appropriately and adequately accommodates two or more modes of transportation.

12.50.030 Policy.

- A. The City of Washougal will plan for, design, and construct all new transportation systems to provide appropriate accommodation for pedestrians, bicyclists, and persons of all abilities to accommodate the ease of movement for all users across the City's urban landscape regardless of age, ability, or economic standing.
- B. Complete Streets principals will be incorporated into City plans, rules, regulations and programs as appropriate to produce safer, more accessible streets.
- C. The City will integrate the Complete Street concept throughout all phases including design, planning, and rehabilitation of transportation facilities providing a fully connected network for all users.
- D. This policy will be implemented with hardscape infrastructure and, where appropriate, enhanced street-side landscaping. Such improvements may include, but are not limited to, sidewalk improvements, bicycle lanes, pedestrian buffering, grass and vegetation, signage and markings, and other streetscape features.
- E. The transportation network should be planned and built as a connected system that maximizes mobility and access for its users by providing multiple options for travel.
- F. Complete Streets design recommendations will be incorporated into all publicly and privately funded projects as appropriate. The following Complete Streets components must be evaluated and considered in all phases of transportation project planning, design, construction, and operation:
 - 1. Sidewalks and Crosswalks
 - 2. Roadway and pedestrian scale lighting
 - 3. Bicycle Accommodation
 - 4. Landscaping
 - 5. Use of Raised Medians for Traffic Safety, Traffic Flow and Pedestrian Refuge
 - 6. Adequate Buffer Areas for Pedestrian Safety, Drainage and Landscaping
 - 7. Lane Widths Appropriately Sized for Use and Context of Surrounding Land Uses
 - 8. On-Street Parking where Appropriate for Surrounding Land Uses
 - 9. Signage
 - 10. Level of connectivity to the existing transportation network

12.50.40 Exceptions.

The City of Washougal will incorporate Complete Streets principals into the early planning and design of transportation projects. However, not all roadways are suitable for all Complete Streets components; in some cases, a limited range of modal choices may be appropriate. Such circumstances include the following:

- 1. Where the establishment of such facilities would be detrimental to public health or safety; or

2. Where there is no documented current or anticipated need for accommodation for non-motorized roadway users or the street is not a current or planned transit route; or
3. Where the project involves a roadway on which non-motorized use is prohibited by law; or
4. Where the cost for a particular Complete Street design recommendation would be excessively disproportionate to the need of that particular improvement, with due consideration given to future users; or
5. Where the Complete Street design recommendation would cause additional property impacts/acquisition beyond that which is required by the City's corridor section; or
6. Where there would be significant adverse environmental impacts to streams, wetland, steep slopes, or other critical areas; or
7. Where their inclusion in a small, isolated project would create a very short section of improvements with problematic transitions on either end or that are in an isolated area unlikely to be followed by similar improvements at either end resulting in a facility that would have no connectivity for users; or
8. Where the project is routine maintenance of the transportation network that does not change the geometry or operations, such as striping, cleaning, sweeping, crack sealing, spot repair and surface treatments such as chip sealing or other similar interim surface preservation measures.
9. In instances where a documented exception is granted by the City Engineer.

12.50.050 Intergovernmental Cooperation.

It is the goal of the City of Washougal to foster partnerships with agencies that support or fund the concept of fair access to transportation regardless of its form or type including: Washington State Department of Transportation (WSDOT), Southwest Washington Regional Transportation Council (RTC), Clark Communities Bicycle and Pedestrian Advisory Committee (CCBPAC), Clark County Public Works, Clark County Health District, Washougal School District, Clark Public Utility District, as well as area citizens, businesses, and other interest groups.

12.50.060 Design Criteria.

- A. The City Engineer or designated professional, along with assistance from other City staff, shall interpret, evaluate, and review design standards and guideline criteria for proposed transportation infrastructure. The City Engineer or designated professional shall gauge these standards with the industry's best practices including the exceptions of this policy, to incorporate the Complete Street concept of accommodating all users. Street construction standards in the City of Washougal Engineering Standards, and Title 12 and Chapter 17.20 of the Washougal Municipal Code (WMC).
- B. When applicable, the City will also use the best practices and design solutions developed by the following agencies and resources as guides: Washington State Department of Transportation (WSDOT), Washington State Department of Ecology,

- C. American Association of State Highway and Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE), National Association of City Transportation Officials (NACTO), Americans with Disabilities Act (ADA), Transportation Research Board, Smart Growth America, National Complete Streets Coalition, and the Clark Communities Bicycle and Pedestrian Master Plan.
- D. Situations will present themselves where alternatives may be preferred to allow conformance with existing conditions, to overcome adverse topography or to allow for more affordable solutions without adversely affecting safety, maintainability or aesthetics. Provisions have been made for exceptions to the Complete Streets Policy in section 12.55.040 WMC.

12.50.70 Performance Measures.

- A. The City Engineer and/or designees shall maintain a summary of transportation projects undertaken within the prior year and planned projects within the coming six-year period and have the ability to explain the extent to which each of these projects has met the objectives of this policy.
- B. The application of Complete Streets should be continuously evaluated for successes, to determine progress and effectiveness, as well as the opportunity for improvement. The City should measure the success of this policy and if requested by Council a report will be presented in an annual work session. The report shall include at a minimum qualitative and quantitative data categorized by mode to provide performance measurements frequency and severity of motorized and nonmotorized collisions, and exemptions approved from this policy.

Complete Streets Ordinance

9/8/25 – City Council Workshop| Presented by Scott Collins, City Engineer



City of Washougal

MISSION STATEMENT

Our mission is to provide fiscally responsible services that promote our vision of a safe and beautiful community that can be enjoyed for generations to come.

Agenda



- Overview
- Policy/Ordinance
- Exceptions
- Design Criteria
- Performance Measures



Overview

Purpose of Complete Streets:

- Develop Inclusive transportation infrastructure that supports all users (Pedestrians, cyclists, drivers, transit, freight, and emergency services)
- Enhance safety, health, and travel efficiency for people of all ages, abilities, and economic backgrounds
- Create a connected transportation network that unifies diverse travel methods across the urban landscape
- Promote multimodal transportation to reduce congestion, improve air quality, and lower greenhouse gas emissions

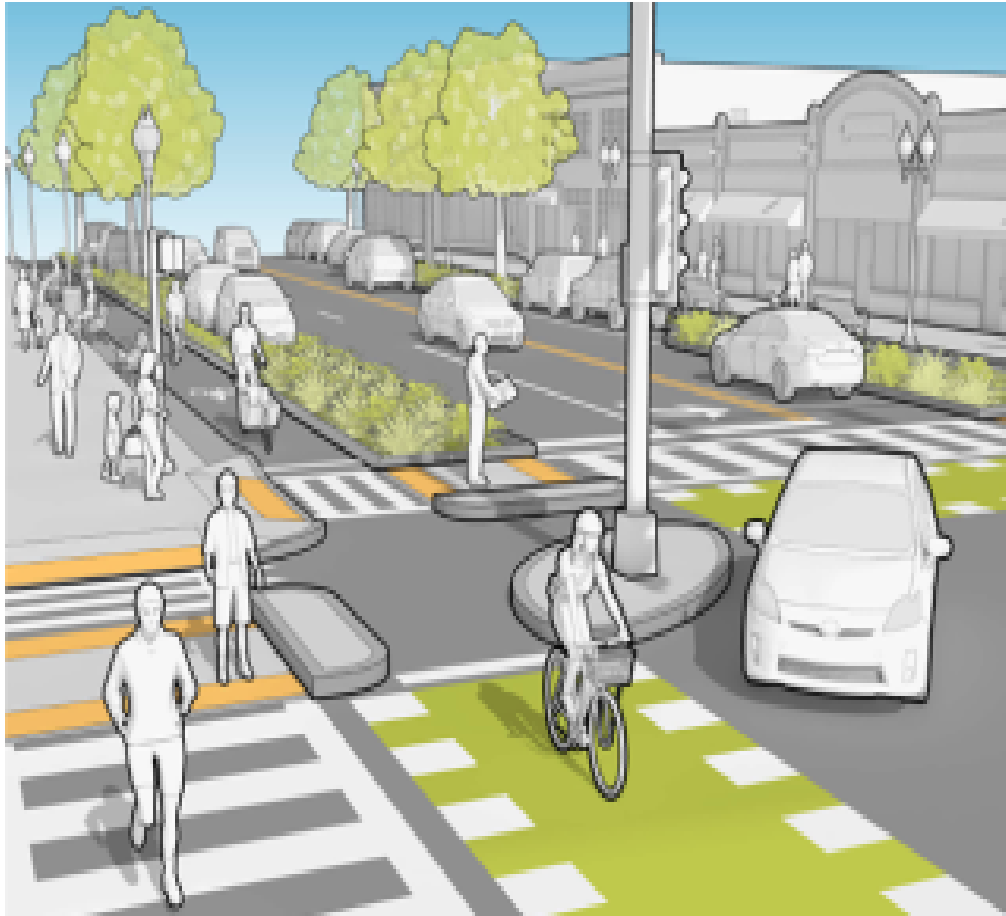
Note: Policy needs to be in place for TIB funding



Policy/Ordinance

The Complete Streets Policy Includes:

- City will plan for, design, and construct a connected transportation network that unifies diverse travel methods across the urban landscape
- Complete Streets principals will be incorporated into City plans, rules, regulations and programs as appropriate to produce safer, more accessible streets
- Improvements may include, but are not limited to, sidewalk improvements, bicycle lanes, grass and vegetation, signage and markings, and pedestrian buffering
- The transportation network should be planned and built as a connected system that provides multiple options for travel
- Complete Street design recommendations will be incorporated into all publicly and privately funded projects as appropriate



Exceptions:

- Not all roadways are suitable for all Complete Streets components
- In some cases, a limited range of modal choices may be appropriate
- Some examples may include;
 - Would be detrimental to public health or safety,
 - Cost of design would be excessively disproportionate to the need of that improvement
 - Would cause problematic transitions between roadway sections
 - Causes additional property impacts/acquisition beyond that which is required
 - Where there would be significant impacts to streams, wetland, steep sloped, or other critical areas
 - Instances where a documented exception is granted by the City Engineer



Design Criteria:



- The City Engineer or designated professional, along with City staff, will interpret and evaluate transportation design standards using industry best practices and policy exceptions to ensure alignment with complete street principles and Washougal codes
- When applicable the City will also use the best practices and design solutions using a variety of different resources as a guide. Resources like:
 - WSDOT
 - Washington Department of Ecology
 - American Association of State and Highway Transportation Officials (AASHTO)
- As mentioned, exceptions to the Complete Streets Policy may be made to address existing conditions, topography, or cost, as long as safety, maintainability, and aesthetics are preserved



Performance Measures:

- City Engineer and/or designees will track past and upcoming transportation projects and assess how each aligns with Complete Streets policy objectives
- City will regularly evaluate the Complete Streets policy for effectiveness and improvement, and if requested, provide annual report with mode specific performance data, including collision statistics and approved exemptions



Recommendation



PROPOSED
39th Street Roadway Section
NTS

- Approve the “Complete Streets” ordinance 12.50 at the September 22nd Council Meeting



Complete Streets Ordinance

9/8/25 – City Council Workshop| Presented by Scott Collins, City Engineer



City of Washougal

MISSION STATEMENT

Our mission is to provide fiscally responsible services that promote our vision of a safe and beautiful community that can be enjoyed for generations to come.

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

9/8/2025

SUBJECT:

Public Works: *Neighborhood Traffic Calming Policy* - Scott Collins

DEPT. OF ORIGIN:

Public Works

REVIEWED AT:**TO BE RETURNED TO COUNCIL:**

Yes

ATTACHMENTS:

1. Neighborhood Traffic Calming Plan - FINAL
2. Traffic Calming 9.8.25

EXPENDITURE REQUIRED:

Type Here

BUDGETED:

Type Here

APPROPRIATION REQ'D:

Type Here

SUMMARY STATEMENT

The Neighborhood Traffic Calming Policy (NTCP) establishes a structured process for evaluating and addressing traffic-related concerns on City streets. It provides clear criteria for project evaluation and prioritization, outlines potential traffic-calming measures, and sets guidelines for community involvement and coordination with City staff to improve safety and neighborhood livability.

RECOMMENDED ACTION

Acceptance of the Neighborhood Traffic Calming Policy (NTCP) as presented, establishing a consistent and transparent framework for evaluating and implementing traffic-calming measures

on City streets. Schedule adoption of the Neighborhood Traffic Calming Program on the September 22nd Council.



City of Washougal Neighborhood Traffic Calming Program

Guidance Document

September 2025

Table of Contents

1	INTRODUCTION.....	1
1.1	Background.....	1
1.2	What is Traffic Calming?.....	2
1.3	Current City Policy	2
1.4	Program Goals and Objectives.....	2
1.5	Americans With Disability Act.....	3
1.6	Legal Liability	3
2	ELIGIBILITY REQUIREMENTS	4
2.1	Street Classification and Volume.....	4
2.2	Speed Criteria.....	4
2.3	Resident Support.....	5
2.4	Emergency Service Providers	5
3	PROCESS PROCEDURES	6
3.1	Initial Request and Application	7
3.2	City Review and Initial Investigation	7
3.3	Phase I - Outreach.....	7
3.4	Residential Support	8
3.5	Phase II - Project Creation and Scoring	8
3.6	Funding.....	9
3.7	Project Development	9
3.8	Monitoring.....	9
4	PRIORITIZATION OF PROJECTS	10
4.1	Speed	11
4.2	Volume.....	11
4.3	School Bus Stop or Route	11
4.4	Transit Stop	11
4.5	Accidents	12
4.6	Pedestrian Generators.....	12
4.7	Sidewalks.....	13
4.8	Schools	13
4.8	Bike Lanes.....	13
4.9	Unique Conditions	13
4.10	Proximity to Planned CIP Projects.....	14

4.11	Neighborhood Support.....	14
5	TRAFFIC CALMING TOOLBOX	15
5.1	Non-Physical Measures.....	15
5.1.1	Speed Enforcement.....	15
5.1.2	Signage.....	16
5.1.3	Striping.....	16
5.1.4	Education and Outreach	16
5.2	Vertical Design Elements.....	16
5.2.1	Speed Hump.....	17
5.2.2	Speed Cushions.....	17
5.2.3	Speed Table.....	17
5.2.4	Raised Intersections	18
5.2.5	Raised Crosswalk	18
5.3	Horizontal Design Elements	18
5.3.1	Chokers.....	18
5.3.2	Corner/Curb Extensions - Bulb-outs	19
5.3.3	Medians and Islands	19
5.3.4	Chicanes	19
5.3.5	Entry Treatments	20
5.3.6	Lateral Shift.....	20
5.3.7	On Street Parking	20
5.4	Intersection Modifications	21
5.4.1	Traffic Circle.....	21
5.4.2	Roundabout	21
5.4.3	Full or Partial Closure	22
5.4.4	Diagonal Diverter	22
5.4.5	Median Barrier and Forced Turn Island	23
5.4.6	Realigned Intersection	23
6	Appendix A (Forms and Documents).....	24

1 INTRODUCTION

The City of Washougal developed a Neighborhood Traffic Calming Program (NTCP) with the goal of improving safety and the quality of life for residents by reducing the impacts of speeding vehicles, cut-through traffic, and careless drivers in residential neighborhoods. The program is intended to be a collaborative process with residents, City staff, and emergency agencies. The program was designed with the intent to identify the negative impacts of traffic on existing local streets, while also mitigating future concerns through the development review process.

1.1 Background

The NTCP was adopted by Washougal City Council on September 22, 2025.

The City currently maintains 134 lane miles of roadways of various classifications. Roadways and streets are separated into different functional classes based on the type of service they are intended to provide. The functional classification of different types of roadways and streets can vary depending upon the size of the community and the community's vision for its future. The functional classification of roadways can be broken down by the following definitions:

- **Principal Arterial** - Consists of a connected network of rural arterial routes with appropriate extensions into and through urban areas to serve regional and subregional trips. Access to and from the principal arterial system is often limited to other arterials and state highways. The principal arterial system typically connects regional trip generators, such as major activity centers and central business districts. Providing local access is not the primary function of a principal arterial.
- **Minor Arterial** - Provides for subregional access to and from the principal arterial system and serves regional and subregional trips. Local access is less restrictive than for principal arterials but is not the primary function of a minor arterial.
- **Collectors** - Provides roadway connections for local traffic within a subarea to and from arterial roadways. Service to adjacent land uses is subordinate to traffic circulation. Typically, collector streets are not continuous for any great length, nor do they form a connected network by themselves. Since collector streets provide access to arterial networks and also connect neighborhoods to commercial areas as well as each other, fixed route transit service is low while bicycle and pedestrian activities range from moderate to high. Collectors can be broken into three categories:
 - **Urban Collectors** - Are longer-distance collectors that travel through multiple land uses and connect to the regional roadway system
 - **Industrial Collectors** - Are typically located in industrial areas and have a deeper pavement cross section to accommodate large trucks
 - **Residential Collectors** - Are primarily in residential areas to collect traffic from multiple neighborhoods and take that traffic to the regional roadway system.
- **Local Roads** - Serve local access functions to and from abutting land and to the higher classification facilities. These roadways usually do not contain bus routes and offer the lowest level of mobility.

The Neighborhood Traffic Calming Program will focus primarily on local streets, and may include two-lane collector streets, which are primarily lined with residential development and serve a function similar to local streets, but with higher traffic volumes.

Refer to the City of Washougal Transportation Capital Facilities Plan for a Functional Classification Map for roadway classifications (<https://www.cityofwashougal.us/388/Comprehensive-Plan>).

1.2 What is Traffic Calming?

According to the Federal Highway Administration (FHWA) and the Institute of Transportation Engineers (ITE), traffic calming is defined as:

The primary purpose of traffic calming is to support the livability and vitality of residential and commercial areas through improvements in non-motorist safety, mobility, and comfort. These objectives are typically achieved by reducing vehicle speeds or volumes on a single street or a street network. Traffic calming measures consist of horizontal, vertical, lane narrowing, roadside, and other features that use self-enforcing physical or psycho-perception means to produce desired effects.

1.3 Current City Policy

The City's Transportation Capital Facilities Plan includes a two-tier traffic calming framework, but it has not been consistently applied within the engineering division, as staff were unaware it was in place. Currently, traffic calming requests are submitted to the engineering department, where a speed survey is conducted, and the City Engineer and/or Public Works Director determine whether improvements are warranted and if budgeted funds are available to construct them.

1.4 Program Goals and Objectives

The goal of the Neighborhood Traffic Calming program is to improve safety and the quality of life for residents by reducing the negative impacts of traffic speeding and volumes in neighborhoods through efficient use of City resources. This goal will be achieved through the following objectives:

1. Reduce speed and/or amount of traffic on local streets through specific traffic management techniques.
2. Establish a framework for the selection, application, and design of appropriate traffic calming and pedestrian safety improvement measures in the City of Washougal.
3. Create a toolbox of traffic calming safety improvement measures with guidelines for their selection and placement throughout the City.
4. Increase public awareness of complete streets and traffic calming concepts to promote pedestrian, bicycle, and transit use.
5. Provide opportunities for public requests and engagement in the identification of potential traffic calming needs.
6. To increase accessibility for all modes of traffic and preserve emergency vehicle access requirements.

1.5 Americans With Disability Act

Any pedestrian improvements contemplated within the City's Neighborhood Traffic Calming Program will comply with current requirements of the Americans with Disabilities Act (ADA).

1.6 Legal Liability

The following discussion was presented in FHWA's *Traffic Calming ePrimer* as a means to minimize legal liability:

In order to minimize the potential for any liability, a public agency should develop and maintain documentation of every step in the traffic calming program process:

- *Document the goals of the traffic calming program and individual measures*
- *Confirm that the overall traffic calming program is appropriate for the government entity, in particular its size, its responsibilities, and the problems it is charged to address*
- *Adhere to a formal process for problem identification, analysis, funding, and implementation*
- *Document guidelines for speed, volume, and safety conditions that factor into a decision*
- *Follow a rigorous, comprehensive, and consistent process for selecting a traffic calming measure*
- *Install traffic calming elements that are consistent with national, state, and local practice relative to geometric design, pavement markings, signs, and lighting*
- *Design the traffic calming measure so that a motorist acting reasonably and exercising ordinary care can understand the measure and safely negotiate it*
- *Document and justify exceptions in accordance with appropriate design exception procedures.*

The City's Neighborhood Traffic Calming Program will seek to provide documentation and guidance to address most, if not all, of the above measures. These FHWA standards are recommended and aspirational, and the City will endeavor to implement as many of them as possible within its budgeting and staffing limitations.

2 ELIGIBILITY REQUIREMENTS

Before a location can be considered for traffic calming measures, the street(s) must meet eligibility requirements. A street segment qualifies for the installation of traffic calming measures when the results of an investigation demonstrate that the eligibility criteria are met. The eligibility criteria include street classification and volume, speed criteria, resident support, and emergency service providers.

2.1 Street Classification and Volume

Street designation and configuration is a key determinant to identify whether traffic calming would be effectively implemented. The following criteria must be met in order to meet the street classification requirement:

1. The segment must be a minimum of 750 feet in length between traffic control devices, four-way intersections, and/or curves with less than a 250-foot radius,

Or,

The street is comprised of contiguous segments with no stop controls between the segments and all side streets entering at four-way intersections are stop controlled. The total length of the contiguous segments must be at least 750' in length. The length is measured from the nearest flow line from the ends of the segment or continuous segments.

2. The street has only one travel lane in each direction (Two-Way Left-Turn Lanes are acceptable).
3. The Average Daily Traffic (ADT) volume must be between 500 and 4,500 vehicles on local streets and must be between 4,500 and 8,000 for collectors.
4. Fronting land use must be at least 75% residential and/or institutional (including parks).

Arterial streets, as identified on City of Washougal Function Classification Map in the City's Transportation Capital Facilities Plan, shall be eligible for the Neighborhood Traffic Calming Program. However, any issues (if found) shall be corrected by non-physical measures only, as identified in Section 5 of this document.

Any street identified as a collector or local roadway exceeding 8,000 ADT shall only be eligible for non-physical measures.

Any roadway with a grade or slope exceeding 8% can also be eligible for the Neighborhood Traffic Calming Program but can only be corrected by non-physical measures as identified in Section 5. Some horizontal design elements can be included, but only at the direction of the City Engineer or Public Works Director.

2.2 Speed Criteria

Analyzing posted and actual speeds may help determine whether traffic calming improvements should be installed. Installing improvements on roadways with higher posted speed limits can cause increased safety concerns or accidents. The following criteria must be met to meet the speed criteria requirement:

1. Posted speed limit must be 30mph or less.

2. A speed survey shall indicate that the 85th percentile speed* is at least 10mph or more over the posted speed.

**85th Percentile speeds is a traffic engineering standard used to determine speed of a street. The measurement indicates that at least 85% of the vehicles are traveling at or below that speed limit. This is a typical standard for setting speed limits.*

2.3 Resident Support

A key to a successful Neighborhood Traffic calming Program is the support from the neighborhood requesting implementation. According to the FHWA Traffic Calming ePrimer:

Formal support and approval by residents (or businesses for a commercial area traffic calming plan) is often required – and is certainly desirable in order for the program of actions to be successful.

The following criterion must be met in order to meet the resident support requirement:

1. Resident Support petition submitted with minimum fifty percent (50%) majority of residents on the specified street segment are in favor of the installation traffic calming, acknowledging that selection and location of potential traffic calming measures will be made by City staff. This assumes that one signature per household is allowed; petitioners must reside at the household (whether they are owners or tenants), as they are the primary users of the street being considered for traffic calming.

2.4 Emergency Service Providers

As with any engineering design and implementation, there can be limitations to where traffic calming can be placed due to safety concerns. The following criterion must be met in order to meet the emergency service providers requirement:

1. Emergency Service providers (Fire and Police Departments) must approve location. Although some traffic calming techniques account for emergency vehicle accessibility, some routes may be identified as critical for response time. As a result, some routes may be rejected all together due to the need for emergency vehicles to proceed through a corridor or segment.

3 PROCESS PROCEDURES

This section describes the stages of the Neighborhood Traffic Calming Program and details the steps required from the start of an initial request to the City to the end where a project gets implemented.

Figure 3.1 below illustrates the overall steps included in this process:

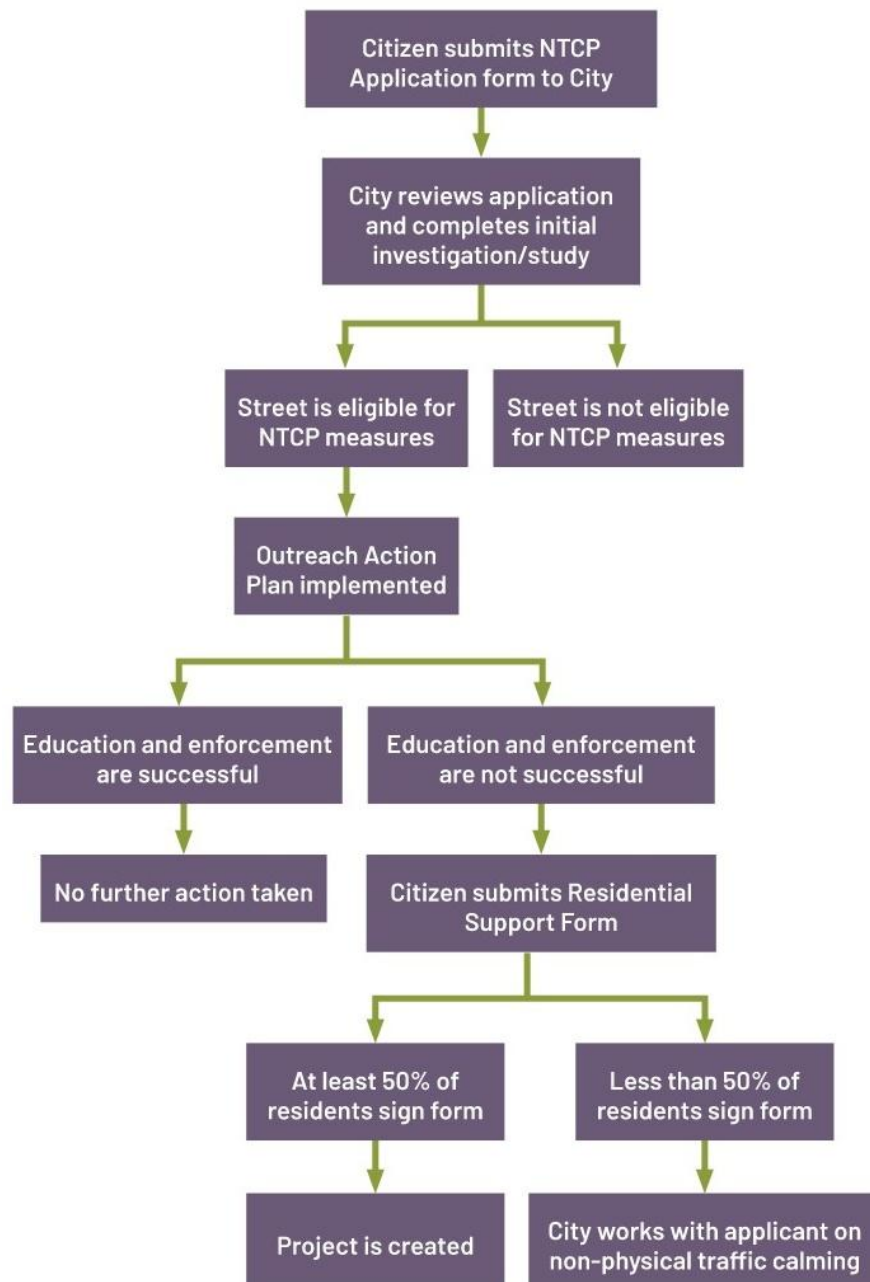


Figure 3.1 NTCP Process Flow Chart

3.1 Initial Request and Application

When citizens have concerns about speeding or vehicle traffic through their neighborhood, they can contact the engineering department by calling 360-835-2662 or emailing public.works@cityofwashougal.us. The City will direct them to the Neighborhood Traffic Calming Program online website and ask them to submit an application request.

A “Neighborhood Traffic Calming Program Application” and supporting materials are included in Appendix A and will be available on the City’s website (<https://cityofwashougal.us/TrafficCalming>). Residents are instructed to have only one primary contact for the neighborhood. This person will communicate with the City regarding the application and process.

3.2 City Review and Initial Investigation

Upon receiving the NTCP application, the City will verify that the segment meets initial eligibility requirements and may reach out to the point of contact for additional information. For a list of the initial eligibility requirements, see Section 2.1 (1,2 & 4).

If the street segment meets initial eligibility requirements, the City will schedule a field investigation. During this field investigation, City staff will gather vehicle speeds, vehicle counts, accident data, and sight visibility constraints. The City will also verify with emergency service providers that this street segment meets eligibility requirements. As a result, due to available resources, this investigation may take some time to complete.

Once the initial investigation is complete, the City will notify the primary contact that the City is prepared to proceed to the next step and schedule a Neighborhood Meeting for outreach.

If at any point during the City’s NTCP investigation the request fails any eligibility requirement, the primary contact will be notified that their request for Neighborhood Traffic Calming has been denied, and that no further action will be taken by the City. If an investigation finds that traffic calming is not warranted, a new investigation will not be completed for at least two years on that particular segment from the date of the original investigation. If approved by the City Engineer or Public Works Director, exceptions to the two-year requirement may be made for areas where changes to road or adjacent land uses may have impacted traffic.

3.3 Outreach Action Plan

A neighborhood meeting will be scheduled with the City Public Works Staff and City of Washougal Police Department (if staffing is available). This meeting will be a collaborative effort between residents and City staff. The ultimate goal of the meeting will be to develop an Outreach Action Plan to help correct the traffic issues through education and enforcement. Educational items may include temporary NTCP yard signs, neighborhood speed watch program, door hangers, and public outreach. A form for this neighborhood meeting and resulting outreach plan is included in Appendix A of this document.

Within 4 months, the City will follow up with the primary contact to determine if the Outreach Action Plan was successful in mitigating traffic issues. The City will also gather speed data to determine if speeds were reduced in the area. If not, the City will schedule a secondary traffic investigation to determine the results of the Outreach Action Plan. If the results of the secondary traffic investigation fail to meet the Eligibility Criteria set forth in Section 2, the Outreach Action Plan will be deemed a success and no further action will be required. Should the secondary traffic investigation meet

eligibility requirements, the City will notify the primary contact to proceed to the next step of gaining residential support for installation of traffic calming measures.

Please note, if the City's initial traffic investigation indicates severe traffic safety concerns and by the direction of the City Engineer or Public Works Director, the Outreach Action Plan may be omitted.

3.4 Residential Support

As previously discussed, resident support is required for a potential project to qualify for the Neighborhood Traffic Calming Program. Specifically, a petition must be submitted with minimum of 50% of households on the street segment supporting traffic calming implementation .

Upon receipt of notification by the City that the request passed NTCP investigation, the last step of eligibility requirement will be for the point of contact to gather neighborhood signatures. A copy of the "Residential Support Petition" and summary of the submission process is found in Appendix A.

Please note that during the City NTCP Investigation, it may be observed that potential traffic calming measure implementation can cause cut-through traffic to other surrounding streets. Although the applicant may be concerned with just one roadway segment, potential project limits may expand due to diverted traffic. When notifying the primary contact, the City will clarify the geographical limits of required signatures, as it may be outside the area of initial concern.

If the primary contact cannot achieve 50% residential support, the City can work with the applicant on non-physical measures for potential implementation. Please reference Section 5 of this document for the "Traffic Calming Toolbox" describing some non-physical measures that could be implemented.

3.5 Project Creation and Scoring

Once street segments/projects have been determined eligible for traffic calming measures, the selection of traffic control measures will be an engineering decision made by staff. However, public input is essential for identifying problems, and as discussed previously, the selection of appropriate traffic calming measures is essential to the success of the improvement, to public safety, and for emergency and transportation services utilizing the street segment. Therefore, public input will be heard by the City during the project development stage to finalize the design scope of the project.

Once appropriate traffic calming measures have been identified as described above, projects will be prioritized based on the methodology discussed in Section 4 "Prioritization of Projects." A rough cost estimate will be created based on engineering judgement from the data gathered. Prioritization of potential qualifying projects will occur on an annual basis each year.

3.6 Funding

Project costs can include design, construction, inspection, project management, contingency, and (if needed) right-of-way acquisition and permitting.

City Council will approve the City Engineer's recommendation for project funding priority list and the top ranked project(s) for inclusion in the City's Capital Improvement Program for funding, based on available resources. The funding list will be updated annually to consider newly ranked projects.

A project may remain on the proposed funding list for up to five years. After that period, speed data must be re-evaluated. If the updated survey results do not meet the eligibility criteria outlined in Section 2.2, the project will no longer qualify for funding under this program.

A neighborhood may choose to fund 100% of the project costs*, and upon Council approval, may proceed ahead of other funded projects depending on availability of City resources required for the project.

3.7 Project Development

Once a project has been identified as funded by City Council, the City will coordinate a neighborhood meeting with the point of contact on the application. This meeting will provide a chance for the residents in the area to give input on the potential traffic calming measures and scope of the conceptual design. Again, specific traffic calming devices installed will be determined by City staff.

The City will manage and have full control of the project from design through construction.

3.8 Monitoring

Once an NTCP project is completed, data collection will be conducted approximately six to twelve months after completion to determine effectiveness and whether further refinements to the plan are required.

Volume and speed data will be collected and summarized in a Before and After Report by City staff. If refinements are necessary, they will be identified following analysis of before/after data.

4 PRIORITIZATION OF PROJECTS

Once potential projects have been identified and determined to meet the qualifying criteria, they will be prioritized based on the criteria, methodology, and weighting system described in the table below.

Table 4.1: NTCP Prioritization

Criteria	Maximum Points	Basis
Speed	20	One point assigned for each mph the 85% speed is over the designated speed limit
Volume	15	1 point for every 500 vehicles of ADT
School Bus Stop and/or Route	10	10 points if school bus stop located within project limits; 5 points if school bus route
Transit Bus Stop	3	3 points if transit stop is located within project limits
Accidents	20	10 points for fatalities, 5 points for severe, 2 points for minor, and 1 point for unknown. Accidents must be shown to have been prevented by installation of traffic calming or result of speeding
Pedestrian Generators	5	5 points if within 500 feet of street there are pedestrian generators (parks, schools, trails, vulnerable population housing, hospitals, or retail/commercial property).
Sidewalks	5	5 points if no sidewalk exists, 2 points if only on one side of street
Schools	10	10 points if elementary or middle school is within 500 ft of street
Bike Lanes	3	3 points for established bike lanes present
Unique Conditions	3	0 to 3 points assigned based on engineering investigation for unique conditions (roadway geometry, vertical or horizontal curves, visibility, etc.)
Proximity to Planned CIP Projects	3	3 points if street is within 1,000 ft of planned CIP project
Neighborhood Support	3	0 points 50-59%, 1 point 60-75%, 2 points 75-85%, 3 points 86-100%
Total Allowable Points	100	

4.1 Speed

Speeding is typically one of the highest sources of traffic complaints from all neighborhoods. As part of the initial investigation for a traffic calming complaint related to speeding, the City's Engineering department will record the request, perform a quick review of the area via GIS, and run an accident report of the area to review correctable collisions. Staff will be assigned on a first come first serve basis to place a mobile radar along the corridor in question for one week at a time. The mobile radar unit is covert in nature and about the size of a lunchbox. The small size of the radar helps the radar be inconspicuous to drivers and allows us to record natural driver behavior. This radar unit must be placed on segments of roadway away from congestion points such as stop signs, sharp curves, or signals. The radar unit is used to record free flow speed, not speeds of merging or slowing vehicles.



Points for the speed criteria will be assigned based on the 85% speed as it relates to the posted speed limit on the roadway. One point will be assigned for every MPH over the speed limit the 85% was calculated to be, with a maximum of 20 points assigned to this category.

4.2 Volume

If speeding is occurring on a roadway, the amount of vehicles traveling that segment can influence driver behavior and have an effect on traffic safety. Since the Neighborhood Traffic Calming Program is primarily for local and collector residential streets, the ADT criterion is 500 to 8,000 vehicles per day (vpd). Vehicle counts will be gathered during placement of the City's speed survey to account for the amount of vehicles traveling that segment in a day. 1 point will be assigned for each 500 vehicles of ADT calculated, with a maximum of 15 points allowed.



4.3 School Bus Stop or Route

A focal point of the NTCP is to address traffic concerns in relation to school routes and the potential safety issues. For any school bus stop located within the project limits, and additional 10 points will be given. If there is no school bus stop, but the street segment is an identified school bus route, 5 points will be provided.

4.4 Transit Stop

The public transit agency for Clark County, C-Tran, currently serves route 92 through the Camas/Washougal area. For any transit stop location within project limits, the project will receive 3 additional points.



4.5 Accidents

A history of speeding related accidents can be a major identifier of traffic concerns in an area. However, not all accidents can be deemed “correctable”, as there are some accidents where engineering cannot correct. For example, drinking under the influence or texting while driving, would be deemed “non-correctable” - no matter what engineering roadway improvement is made, there would be no way to fix or correct that particular accident.



The collision history of the roadway segment will be pulled from the Collision Analysis Tool provided by the Washington State Patrol (WSP). All City-wide reportable accidents that are responded to by the Washougal Police Department are inputted in the WSP database. From this report, points will be assessed based on each correctable accident reported:

- 10 Points for each fatal collision
- 5 Points for each severe injury collision
- 2 points for each minor injury collision
- 1 point for each non-injury or unknown injury collision

The analysis of accidents will be the previous 3 years of “correctable” collisions from the date of the request on the NTCP application. A maximum point allocation of 20 points can be assigned to this category.

4.6 Pedestrian Generators

The City recognizes that streets should be designed and operated to enable safe use and support mobility for all users. Adjacent land uses will be determined through a review of GIS data and/or aerial maps. Frontage on both sides of the street segment will be evaluated, as well as proximity to sites that generate foot traffic. Parks, schools, trails, elderly housing, hospitals, or retail/commercial spaces within 500 feet of the street will be awarded 5 points.



For any pedestrian generator not listed above, the City Engineer may award points to this category based on the land use generating foot traffic.

4.7 Sidewalks

Sidewalks play a vital role in protecting the safety of pedestrians. Per U.S. Department of Transportation Federal Highway Administration, roadways without sidewalks are more than twice as likely to have pedestrian crashes as sites with sidewalks on both sides. Additionally, no sidewalks along roadways can sometimes make drivers feel less restricted, and thus travel faster rather than a roadway facility with sidewalks.



If no sidewalks exist, 5 points will be assessed to the request. If only one side of the roadway has sidewalk, 2 points will be awarded.

4.8 Schools

Traffic calming around school locations can be beneficial by minimizing the vehicle/student interaction, while also minimizing impacts of school traffic and speeds. 10 points will be given to the request if a school is located within 500 ft of the proposed street for traffic calming needs.



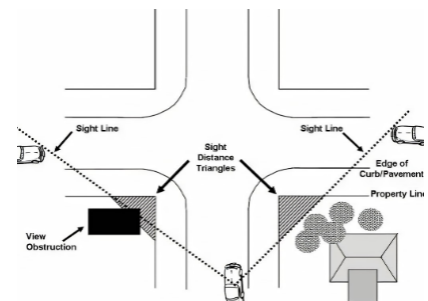
4.9 Bike Lanes

Bike lanes not only provide designated lanes for bicyclists, but also narrow the motor vehicle travel lane, which causes motorists to reduce their speeds. Bike lanes promote safety for cyclists as they have more space than on unmarked roadways. If the existing street under review for traffic calming has an established bicycle lane, 3 points will be awarded.



4.10 Unique Conditions

In some instances, certain roadways being evaluated will have unique traffic conditions that may contribute to the traffic concerns along a particular street. Unique conditions can range from unexpected roadway geometry to sightline visibility issues. The City Engineer will assess the roadway characteristics and assign up to 1-3 additional points based on current conditions.



4.11 Proximity to Planned CIP Projects

Proposed projects will be evaluated for proximity to planned Capital Improvement Program Projects. Typically, the bid prices are favorable when there is a larger scope of work, which make future traffic calming projects easier to construct. The City will incorporate Neighborhood Traffic Calming projects into larger projects whenever possible, to realize efficiencies and economies of scale. An additional 3 points shall be given to any street located within 1,000 ft of a planned capital improvement project.



4.12 Neighborhood Support

As previously discussed, a level of resident support for a potential project is required to qualify for the Neighborhood Traffic Calming Program. Specifically, a petition to be submitted with minimum 50% of residents in favor of the installation traffic calming, acknowledging that selection and location of potential traffic calming measures will be made by City staff. As detailed earlier, success of any traffic calming measure is largely a product of the neighborhood supporting that measure. Therefore, additional points shall be warranted based on the higher levels of support from the community as follows:



- 0 Points for 50-59%
- 1 Point for 60-75%
- 2 Points for 76-85%
- 3 Points for 86-100%

5 TRAFFIC CALMING TOOLBOX

In general, traffic calming measures consist of horizontal, vertical, lane narrowing, roadside, and other features that use self-enforcing physical or psycho-perception means to produce desired effects. The following sections discuss various traffic calming design elements, and includes information originally presented in the National Association of City Transportation Officials (NACTO) *Urban Street Design Guide*.

The City of Washougal Neighborhood Traffic Calming Program will include the traffic calming measures summarized in Table 5.1 below and discussed in the following pages.

Table 5.1: Neighborhood Traffic Calming Measures

Non-Physical Measures	Vertical Design Elements	Horizontal Design Elements	Intersection Modifications
Speed Enforcement	Speed Hump	Chokers	Traffic Circle
Signage	Speed Cushion	Corner/Curb Extensions	Roundabout (includes small/mini)
Striping	Speed Table	Median Islands	Full or Partial Closure
Education/Outreach	Raised Intersection	Chicanes	Diagonal Diverter
	Raised crosswalk	Entry Treatments	Median Barrier / Forced Turn Islands
		Lateral Shift	Re-aligned Intersection
		On street parking	

5.1 Non-Physical Measures

Non-physical measures include traffic calming measures that do not require the construction of physical modifications to the roadway.

5.1.1 Speed Enforcement

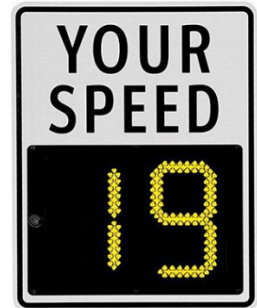
It should be noted that as a traffic calming measure, speed enforcement has been proven to work primarily as a short-term measure, with no proven long-term success at traffic calming.

In coordination with the Washougal Police Department (WPD), targeted speed enforcement may be an initial measure to help reduce speeding in a specific area. Based on survey results, a request is submitted to the Washougal Police Department for the desired enforcement in an area. WPD would then deploy an officer in the area in hopes to fix driver behavior by enforcement. Due to the limited resources, enforcement would not be continued indefinitely. Targeted enforcement may be used in conjunction with other measures to help drivers become more aware of the new restrictions on a roadway.

5.1.2 Signage

Traffic signs can be installed to make roadway users aware of a roadway condition, to fully utilize parking capacity, or to restrict vehicular traffic. Although signage can sometimes be viewed as a short-term fix and is often ignored by drivers, advancements have been made to make the signs more visible. For example, LED lights can be added to the perimeter of signs to make motorists aware of certain road conditions or help enforce regulatory signage.

Radar feedback signs can also be used to inform road users of their speed compared to the posted speed limit. Feedback signs have been found to be an effective speed reduction measure. There are also standard warning signs (from the Manual of Uniform Traffic Control Devices) that advise motorists to slow down for curves, pedestrians, stop signs, signals, and schools. For traffic calming purposes, signage may be more effective when combined with other traffic calming measures.



5.1.3 Striping

In some instances, striping can be utilized to make drivers more aware of particular movements or create narrower travel lanes to help reduce speed. Roadway markings are a great non-physical tool to catch the driver's attention. However, it should be noted that when drivers become accustomed to a route, markings can sometimes be overlooked and therefore should be used accordingly.

For example, edgeline striping is used to create narrow travel lanes which give the impression of a narrower street to help reduce overall speeds. Striping can be placed either near the curb, center of roadway, or even midblock to create the feeling of a constricted roadway.

5.1.4 Education and Outreach

Education and outreach can be a great tool to make the neighborhood more aware of the current traffic conditions that exist. Flyers can be created and handed out to the residents in the area detailing the current traffic conditions and information on how to drive safer. Meetings could be established with neighborhoods, engineering staff of the City, and Washougal Police Department to collectively combat the traffic issues seen in the area. Signs could be posted on home frontage property to make drivers more aware of the speeds and traffic conditions along a roadway.



The education and outreach section will be primarily driven by the neighborhood, with some involvement by City staff to help assist in formulation of plans and materials.

5.2 Vertical Design Elements

Vertical design elements use physical design features that typically have grade changes to slow traffic in neighborhoods.

5.2.1 Speed Hump

Although the City will no longer continue to install speed humps they are included here for reference since there are existing humps located within the City. Speed humps are typically a single asphalt hump, parabolic in shape, designed to slow traffic speeds on low volume, lower speed roads. Speed humps are typically 3 - 3¾ inches high and 12 feet wide. Speed humps reduce speeds to 15-20 mph and are often referred to as “bumps” on signage and by the general public.

5.2.2 Speed Cushions

Speed cushions are similar to speed humps, but include wheel cutouts to allow large vehicles to pass unaffected, while reducing passenger car speeds. They can be offset to allow unimpeded passage by emergency vehicles, and are typically used on key emergency response routes. Speed cushions extend across one direction of travel from the centerline, with a gap to allow wide wheelbase vehicles to avoid going over the hump.



Speed Cushion

Speed Cushion are asphalt mounds, parabolic in shape, covering 12 to 14 feet of street with a height between 3 and 3¾ inches. The center mound or cushion, has a width of approximately 6 to 7 feet to accommodate the wheelbase of fire trucks and buses. The cushion adjacent to the center cushions varies in width according to the street width. Depending on the street width, an additional cushion may be placed in each travel lane.

5.2.3 Speed Table

Speed Tables are midblock traffic calming devices that raise the entire wheelbase of a vehicle to reduce traffic speed. Speed tables are longer than speed humps and flat-topped (usually 10 feet length) with a height of 3 - 3¾ inches and a total length of 22 feet.

Vehicle operating speeds for streets with speed tables range from 25 – 40 mph. They can be used on residential and collector streets with park or school frontage and posted speeds of up to 35 mph. However, the advisory speed for traversing a speed table is 20 mph.



Speed Table

5.2.4 Raised Intersections

Raised intersections create a safe, slow-speed crossing and public space at minor intersections. Like speed humps and other vertical speed control elements, they reinforce slow speeds and encourage motorists to yield to pedestrians at the crosswalk.



Raised Intersection

5.2.5 Raised Crosswalk

A raised crosswalk has a similar profile as a speed table and is therefore a speed table with a marked crosswalk on the flat portion. They improve pedestrian safety by forcing approaching vehicles to slow down.



Raised Crosswalk

5.3 Horizontal Design Elements

Horizontal design elements use physical design features that typically require the driver to maneuver or constrict roadway width to help to slow traffic in neighborhoods.

5.3.1 Chokers

Chokers are raised islands in the parking zone that can be detached from the curb-line to allow for drainage. Mid-block chokers narrow the roadway and are most applicable on wide streets with long blocks experiencing speeding and cut-through problems. Chokers can have the same narrowing effect as parked vehicles on streets where there is little or no on-street parking. Chokers may be installed with either landscaping or hardscape treatment. The resulting narrowed travel lanes can slow vehicle speeds, while increasing the visibility between pedestrians and motorists. Chokers may result in loss of parking, and force bicyclists to use more of the vehicular travel lane.



Choker

5.3.2 Corner/Curb Extensions - Bulb-outs

Curb extensions are often applied at the mouth of an intersection. When installed at the entrance to a residential or lower speed street, a curb extension is referred to as a “gateway” treatment and is intended to mark the transition to a slower speed street.

Bulb-outs narrow the street width at intersections, creating a shorter and safer pedestrian crossing while encouraging drivers to slow down. These may contain special paving or landscaping and are generally used at intersections where parking is already restricted. Detached bulb-outs may be striped or raised islands containing special paving or landscaping while maintaining existing drainage patterns. Attached bulb-outs require altering the curb, gutter, and sidewalk. These installations also affect the existing drainage patterns, possibly requiring installation of additional storm drains. They may reduce parking and may increase emergency vehicle response times.



Corner/Curb Extension – Bulb-out

5.3.3 Medians and Islands

A median is the portion of the roadway separating opposing directions of the roadway, or local lanes from through travel lanes. An island is defined as an area between traffic lanes used for control of traffic movements. They can provide traffic calming and aesthetic benefit, but the addition of medians alone may also cause an increase in vehicle speeds by reducing friction between opposing directions of traffic.



Median

5.3.4 Chicanes

Chicanes create a curved street that can be incorporated into new developments or retrofitted in existing right-of-way. The curvilinear alignment requires additional maneuvering and shortens sightlines for drivers, resulting in lower speeds. Large, landscaped chicanes increase the amount of public space available on a corridor and can have enough room for benches, bicycle parking, and other amenities. They require extensive design and have higher implementation cost compared to some other traffic calming options. They may also result in loss of street parking.



Chicane

5.3.5 Entry Treatments

Entry treatments generally use landscaping and architectural elements at the roadway entrance to a neighborhood to slow entering/exiting traffic (similar to chokers). These neighborhood gateways can include curb extensions and pavement texturing. Entry treatments are not typically identified as a traffic calming measure, as they are usually identified within chokers or bulb outs. However, for the sake of identifying traffic calming measures as part of the development review process, the City felt this should be specifically identified.



Entry Treatment

5.3.6 Lateral Shift

Lateral shifts realign a typically straight roadway so that drivers must shift their direction of travel. A lateral shift typically separates opposing traffic with a median island and the purpose is to reduce vehicle speed along the street.



Roadway Lateral Shift

5.3.7 On Street Parking

Street parking may be a way to narrow the traveled way and slow speeds for safe sight distance. Narrowing the street width to allow parking on one or both sides could be an applicable traffic calming measure, however, 10ft minimum travel lanes in each direction must be kept. This works in areas where on-street parking is heavily utilized to minimize the travel lane. It should not be utilized in areas where parking generators do not exist because if the parking is not utilized, the travel lane seems wider than normal, which can cause increase speeding.



On Street Parking

5.4 Intersection Modifications

Intersection modifications use physical design features that typically require the driver to maneuver or slow when approaching an intersection along a street segment.

5.4.1 Traffic Circle

Traffic circles are raised circular medians that direct traffic counterclockwise within an intersection. Vehicles must change direction of travel to maneuver around the circle. Traffic circles are controlled by “Yield” signage on all approaches, and can help manage speeds, reduce volume, and improve side street access. Traffic circles may include low growth landscaping and/or a tree for visual impact.

Benefits of traffic circles include reduced vehicle speeds, increased access to main street from a side street, breaking up sightlines on a straight street, and making the street more aesthetically pleasing.



Traffic Circle

5.4.2 Roundabout

Like traffic circles, roundabouts require traffic to circulate counterclockwise around a center island. Unlike circles, roundabouts are used on higher volume streets to allocate right-of-way among competing movements. They are found mainly on arterial and collector streets, often substituting for traffic signals or all-way STOP signs. They are larger than neighborhood traffic circles and typically have raised splitter islands to channel approaching traffic. By reducing the speed of approaching vehicles, roundabouts typically have fewer severe injury collisions than signalized intersections. They may require major reconstruction of existing intersections and can result in loss of on-street parking.



Roundabout

5.4.3 Full or Partial Closure

Where traffic volume data shows excess vehicle capacity, the number of vehicle lanes can be reduced to “Right Size” the corridor, consolidate excess turn lanes, and sometimes eliminate vehicle through traffic all together. The space can be reallocated to medians, bicycle and/or pedestrian facilities.

A partial closure is a physical barrier that restricts vehicles from turning into a street, while still allowing for bicycle access. The adjacent lane is left open to allow vehicles to exit, while two-way traffic is maintained for the remainder of the block. Partial closures can be considered on local streets with cut-through traffic.



Partial Street Closure

A full closure is similar to a partial closure, except the barrier now prevents all through traffic from entering or exiting the roadway.

Closures restrict movements into a street reducing cut-through traffic into street, but may increase trip length for local drivers and may redirect traffic to other local streets.

5.4.4 Diagonal Diverter

Diverter are raised areas placed across a four-way intersection that prohibit through movements and force turns for approaches. Diverter can be considered on local streets where cut-through traffic is a major problem and can be designed to accommodate emergency vehicles. A diagonal diverter is either a raised median, bollards, or another type of treatment placed diagonally across an intersection to restrict through traffic movements. Diagonal diverters split a four-way intersection into two L-shaped turns. Bicycle and pedestrian access may be maintained by providing breaks in the treatment. The use of diverters interrupts traffic flow on a street by reducing or eliminating through traffic, but maintains traffic circulation. Diverter are barriers placed across four-legged intersections, interrupting through traffic flow. These barriers can be used to create a maze-like effect in the neighborhood.



Diagonal Diverter

5.4.5 Median Barrier and Forced Turn Island

Median barriers are raised islands placed through an intersection that prevent a driver from proceeding straight. Median barriers can also be designed to reduce vehicle speeds by narrowing the lane.

A forced turn island is a raised island that blocks certain movements at an intersection. It forces the driver into a dedicated movement from the side street.

It should be noted that median barriers and forced turn islands may shift traffic and problems to other streets.



Forced Turn Island

5.4.6 Realigned Intersection

Realigned intersections skew the approaches through a crossing and discourage fast vehicles from proceeding straight through. The most common application is at T-intersection. It is important to consider lighting elements when implementing this measure.



Realigned Intersection

APPENDIX A

Forms and Documents



**Neighborhood Traffic
Calming Program (NTCP)**

TRAFFIC CALMING REQUEST APPLICATION

1. Primary Contact Information:

Name _____ Email _____ Phone _____

Street Address _____ Zip Code _____

** The information above will be used as the main point of contact for the City of Washougal involving this request.*

2. Location and Concerns:

_____ From _____ To _____

Street Name Cross Street Cross Street

Concern (select all that apply):

- | | | |
|--|--|--------------------------------|
| ☐ Speeding | ☐ Cut-through Traffic | ☐ Noise |
| ☐ Pedestrian Safety | ☐ Bicycle Safety | ☐ Other |

Please provide more details about your concerns:

3. Submit the Completed Form to:

By email:

public.works@cityofwashougal.us
Subject: "Traffic Calming Application"

OR

By Mail:

City of Washougal
Engineering Department
1701 C Street
Washougal, WA 98671



**Neighborhood Traffic
Calming Program (NTCP)**

NEIGHBORHOOD MEETING SIGN-IN

	Name:	Contact Information (Phone or Email):
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		



**Neighborhood Traffic
Calming Program (NTCP)**

NEIGHBORHOOD MEETING

1. Meeting Location:

2. Meeting Date and Time:

3. Location of the Concern:

From

T

O

Street Name

Cross Street

Cross Street

Notes:

Actions to be Taken:



**Neighborhood Traffic
Calming Program (NTCP)**

OUTREACH ACTION PLAN FOLLOW UP

1. Project Location:

_____ From _____ To _____
Street Name Cross Street Cross Street

2. Primary Contact Information:

_____ Phone _____ Email _____
Name

_____ Zip Code _____
Street Address

3. Actions:

Action Item:	Description:	Date Started:	Date Completed:	Completed By:

_____ Date _____
Signature

*The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or falsified information may disqualify the roadway segment from the Neighborhood Traffic Calming Program. The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.



Neighborhood Traffic Calming Program (NTCP)

RESIDENT SUPPORT PETITION

Street Name

From _____ To _____
Cross Street Cross Street

Concern (select all that apply):

- ☐ Speeding ☐ Cut-through Traffic ☐ Noise
☐ Pedestrian Safety ☐ Bicycle Safety ☐ Other

This Resident Support Petition is submitted with minimum fifty percent (50%) majority of households/primary residents on the specified street segment in favor of the installation of traffic calming, acknowledging that selection and location of potential traffic calming measures will be made by City staff.*

**One signature per household is allowed; petitioners must reside at the household (whether they are owners or tenants), as they are the primary users of the street being considered for traffic calming.*

	Print Name:	Street Number/Street Name	Signature:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			

Neighborhood Traffic Calming Program

9/8/25 – City Council Workshop| Presented by Scott Collins, City Engineer



City of Washougal

MISSION STATEMENT

Our mission is to provide fiscally responsible services that promote our vision of a safe and beautiful community that can be enjoyed for generations to come.

Agenda



- Definition
- Current Policy
- Goals
- Eligibility Requirement
- New NTCP Process
- Ranking Projects
- Traffic Calming Measures



Definition



The primary purpose of traffic calming is to support the livability and vitality of residential and commercial areas through improvements in non-motorist safety, mobility, and comfort. These objectives are typically achieved by reducing vehicle speeds or volumes on a single street or a street network. Traffic calming measures consist of horizontal, vertical, lane narrowing, roadside, and other features that use self-enforcing physical or psycho-perception means to produce desired effects.

Federal Highway Administration and Institute of Transportation Engineers



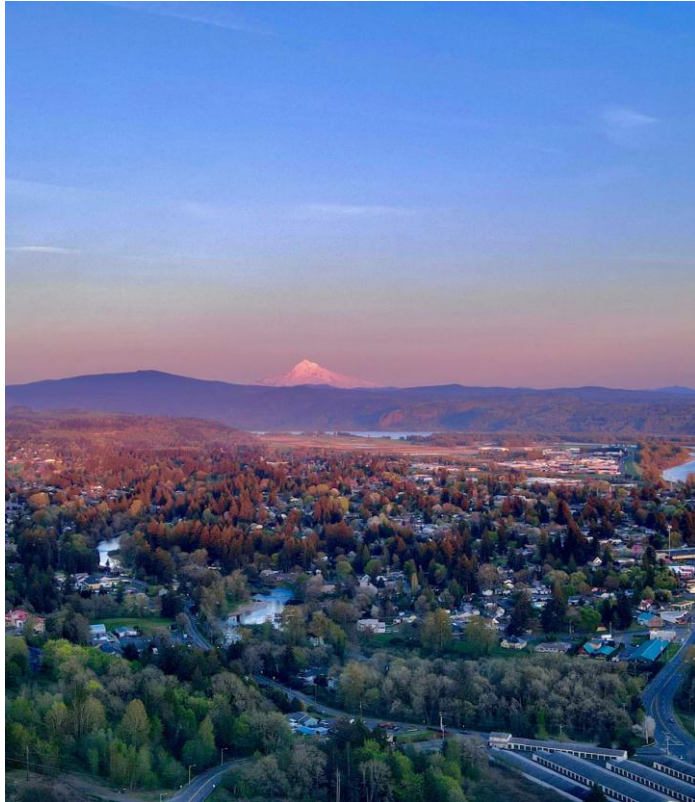
Current Policy



- Embedded in Transportation Capital Facilities Plan
- Not been consistently applied as staff was unaware it was in place
- Engineering staff review request and determine if there is an issue
 - Review pavement markings
 - Traffic counts (if needed)
 - Speed study
- If action is needed, hold neighborhood meeting
- Apply Tier 1 Mitigation Measures
 - Radar trailer
 - Warning or guide signs
 - Enforcement
- After 30 days, 50% of citizens request additional action, Tier 2 Measure implemented with funding approval
 - Traffic Circles
 - Speed Humps
 - Chokers
 - Median Barriers



Goals



- Reduce speed and/or amount of traffic on local streets through specific traffic management techniques.
- Establish a framework for the selection, application, and design of appropriate traffic calming and pedestrian safety improvement measures in the City of Washougal.
- Create a toolbox of traffic calming safety improvement measures with guidelines for their selection and placement throughout the City.
- Increase public awareness of complete streets and traffic calming concepts to promote pedestrian, bicycle, and transit use.
- Provide opportunity for public requests and engagement in the identification of potential traffic calming needs.
- To increase accessibility for all modes of traffic and preserve emergency vehicle access requirements.



Eligibility Requirements

Street Classification

- Street segment must be 750ft in length
- One travel lane in each direction
- Average Daily Traffic Volume
 - Between 500 and 4,500 vehicles for Local Roads
 - Between 4,500 and 8,000 for Collectors
- Frontage land use must be 75% residential and/or institutional (including parks)
- Non-physical measures only
 - Arterial Streets
 - Roadways exceeding 8,000 ADT
 - Roadway grades exceeding 8% slope
 - Horizontal design elements can be included at direction of City Engineer or Public Works Director



Eligibility Requirements



Speed Criteria

- Posted speed limit 30mph or less
- Speed survey
 - 85th percentile speed 10mph over the posted speed

Residential Support

- 50% of residents on that specific street segment in favor of install
 - One signature per household (owners or tenants)
 - Selection and location of devices made by City staff

Emergency Service

- Must be approved by Fire and Police Departments



New NTCP Process

Sequencing of Steps

1. Submit NTCP Application
 - NTCP website to fill out and submit
 - Hard copies available upon request
 - Identify one primary contact for the area
2. City Review and Meets Eligibility Requirements
 - Check initial eligibility requirements
 - Schedule field investigation
 - Gather speeds, counts, accident data, and sight visibility
 - Check with emergency services
 - Notify primary contact
 - If fails, new investigation cannot be completed for 2 years
 - May be waived by City Engineer or Public Works Director where changes may have impacted traffic



New NTCP Process

Sequencing of Steps



3. Phase 1 – Outreach

- Neighborhood Meeting with Public Works and Police Department
- Collaborative effort to establish outreach plan
- Education and Enforcement
 - Yard signs
 - Neighborhood speed watch program
 - Door hangers
 - Etc.
- Within 4 months re-evaluate still meets eligibility requirements
 - If successful reduction, no further action needed

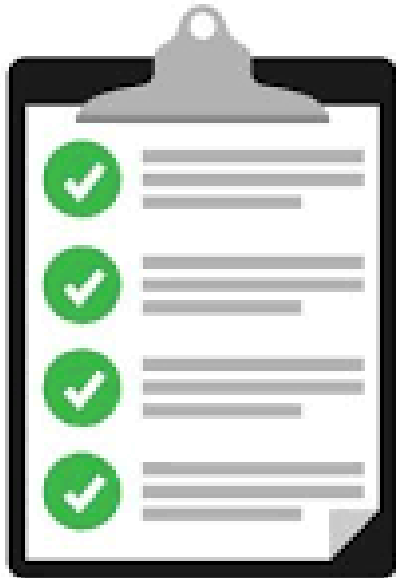
4. Residential Support

- 50% minimum support for traffic calming measures installed
 - Unable to achieve, will work on non-physical measure to be implemented
- City will determine area affected as traffic calming can cause cut-thru traffic



New NTCP Process

Sequencing of Steps



5. Project Creation and Scoring

- Selection of measures made by engineering staff
- Cost estimate created for project
- Ranking of projects thru scoring process
- Prioritization of qualifying projects will occur annually

6. Funding

- Council will approve Engineering's recommended project list based on available funds and revenue sources
 - Capital improvement project list during budget cycle
- Neighborhood may choose to fund 100% of project

7. Project Development

- Neighborhood meeting to allow residents input on traffic calming measures and conceptual design
- City will manage and have full control of the project from design through construction

8. Monitoring

- Data collection 6-12 months after installation
- Determine effectiveness and further refinements



Ranking Projects

Speed



1 point assigned for each MPH the 85% speed is over the designated speed limit

Max: 20 points

Volume



1 point for every 500 vehicles of ADT

Max: 15 points

School Stop or Route



10 points if school bus stop is located within project limits; 5 points if it is a school bus route

Max: 10 points



Ranking Projects

Transit Stop



3 points if transit stop is located within project limits

Max: 3 points

Accidents



10 points for fatal accidents, 5 points for severe, 2 points for minor, and 1 point for unknown.

Max: 20 points

*Note: Accidents must be shown to have been prevented by installation of traffic calming or result of speeding

Pedestrian Generators



5 points if within 500 feet of street there are pedestrian generators (parks, schools, trails, vulnerable population housing, hospitals, or retail/commercial property.)

Max: 5 points



Ranking Projects

Sidewalks



5 points if no sidewalk exists, 2 points if only on one side of the street

Max: 5 points

Schools



10 points if elementary or middle school is within 500 ft of the street

Max: 10 points

Bike Lanes



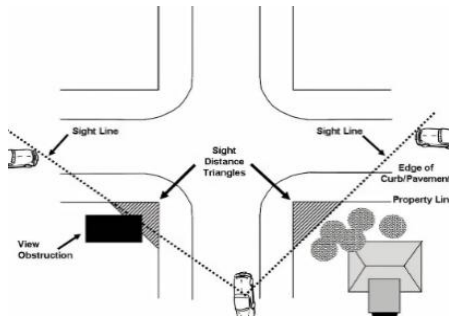
3 points for established bike lanes are present

Max: 3 points



Ranking Projects

Unique Conditions



0 to 3 points assigned based on engineering investigation for unique conditions (roadway geometry, vertical or horizontal curves, visibility, etc.)

Max: 3 points

Proximity to CIP Projects



3 points if street is within 1,000 ft of planned CIP project

Max: 3 points

Neighborhood Support



0 points for 50-59%
1 point for 60-75%
2 points for 75-85%
3 points for 86-100%

Max: 3 points



Traffic Calming Measures

Non-Physical Measures	Vertical Design Elements	Horizontal Design Elements	Intersection Modifications
Speed Enforcement	Speed Hump	Chokers	Traffic Circle
Signage	Speed Cushion	Corner/Curb Extensions	Roundabout (includes small/mini)
Striping	Speed Table	Median Islands	Full or Partial Closure
Education/Outreach	Raised Intersection	Chicanes	Diagonal Diverter
	Raised crosswalk	Entry Treatments	Median Barrier / Forced Turn Islands
		Lateral Shift	Re-aligned Intersection
		On street parking	



Non-Physical Measures

Speed Enforcement



This is a temporary solution, involving PD, to address speeding and may be combined with other strategies to increase driver awareness of new road restrictions.

Signage



Traffic signs, including enhanced and radar feedback signs, can improve driver awareness and reduce speeds but are most effective when combined with other traffic calming measures.

Striping



Striping is a non-physical tool used to create narrower travel lanes and increase driver awareness to reduce speed, though its effectiveness may decrease as drivers become familiar with the route.

Education/ Outreach



Education and outreach efforts (such as distributing flyers, holding neighborhood meetings with City staff and police, and posting awareness signs) can help residents better understand traffic conditions and promote safer driving in the area.



Vertical Design Elements

Speed Hump



Although no longer installed by the City, speed humps are parabolic asphalt mounds found on low-volume roads. They remain in place and effectively reduce vehicle speeds to 15–20 mph.

Speed Cushions



Speed Cushion

Speed cushions are parabolic asphalt mounds with wheel cutouts that slow passenger vehicles while allowing large or emergency vehicles to pass unaffected, making them suitable for emergency response routes.

Speed Table



Speed Table

Speed tables are flat-topped, midblock traffic calming devices that slow vehicles to around 20 mph by raising their entire wheelbase, and are suitable for residential or collector streets with speeds up to 35 mph.



Vertical Design Elements

Raised Crosswalk



Raised Crosswalk

A raised crosswalk is a speed table with a marked crosswalk that enhances pedestrian safety by slowing approaching vehicles

Raised Intersection



Raised Intersection

Raised intersections create slow-speed crossings at minor intersections, promoting pedestrian safety by encouraging drivers to slow down and yield



Horizontal Design Elements

Chokers



Choker

Chokers are raised curbside islands that narrow wide streets to slow traffic and improve pedestrian visibility, though they may reduce parking and affect bicycle movement.

Corner/Curb Extensions



Corner/Curb Extension – Bulb-out

Curb extensions, including bulb-outs and gateway treatments, narrow intersections to slow traffic and improve pedestrian safety, but may reduce parking and impact drainage or emergency vehicle access.

Medians and Islands



Median

Medians and islands separate traffic lanes, offering traffic calming and aesthetic benefits, though medians alone may increase speeds by reducing friction between opposing traffic flows.

Chicanes



Chicane

Chicanes are curving street features that reduce vehicle speeds by limiting sightlines, can add public space and amenities, but require complex design, higher costs, and may reduce street parking.



Horizontal Design Elements

Lateral Shift



Roadway Lateral Shift

Lateral shifts realign straight roadways with a median to separate traffic and require drivers to change direction, effectively reducing vehicle speeds.

Entry Treatments



Entry Treatment

Entry treatments use landscaping and design elements at neighborhood entrances to slow traffic and enhance visibility, and while not typically classified as traffic calming, the City includes them for development review purposes.

On Street Parking



On Street Parking

Street parking can calm traffic by narrowing travel lanes, it is most effective where parking would be utilized often.



Intersection Modifications

Traffic Circle



Traffic Circle

Traffic circles are raised circular medians that slow traffic and improve intersection safety by requiring vehicles to yield and navigate counterclockwise, while also enhancing aesthetics and side street access.

Roundabout



Roundabout

Roundabouts are larger than traffic circles and used on higher-volume streets to manage right-of-way, reduce severe collisions, and slow traffic, though they often require major intersection reconstruction and may reduce on-street parking.

Full or Partial Closure



Partial Street Closure

When traffic volumes allow, lanes can be reduced to repurpose space for other uses, while partial or full street closures can limit cut-through traffic, though they may increase trip lengths or shift traffic to nearby streets.



Intersection Modifications

Diagonal Diverter



Diagonal Diverter

Diverter are raised barriers placed across four-way intersections to block through traffic and force turns, reducing cut-through traffic while maintaining circulation and accommodating emergency vehicles and pedestrians.

Median Barrier/ Forced Turn Island



Forced Turn Island

Median barriers and forced turn islands are raised features that restrict certain traffic movements to reduce speeds and cut-through traffic, but may shift traffic issues to nearby streets.

Realigned Intersection



Realigned Intersection

Realigned intersections, commonly used at T-intersections, skew roadway approaches to discourage high-speed through traffic and should be implemented with proper lighting considerations.



Future Development



- Future development is not part of the traffic calming program at this time.
- Traffic Calming will be a required section for Residential and Site Developments
- Part of our comp plan as a part of our Transportation Capital Facilities Plan to update



Neighborhood Traffic Calming Program

9/8/25 – City Council Workshop| Presented by Scott Collins, City Engineer



City of Washougal

MISSION STATEMENT

Our mission is to provide fiscally responsible services that promote our vision of a safe and beautiful community that can be enjoyed for generations to come.

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

9/8/2025

SUBJECT:

Finance: ***2026 Business License Update*** - Daniel Layer

DEPT. OF ORIGIN:

Finance

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. 2026 Business License Update
2. Draft Ordinance
3. Exhibit "A"

EXPENDITURE REQUIRED:

Type Here

BUDGETED:

Type Here

APPROPRIATION REQ'D:

Type Here

SUMMARY STATEMENT

RECOMMENDED ACTION

2026 Business License Update (RCW 35.90.080)

9/08/2025 | Presented by Daniel Layer



City of Washougal

Background

Out-of-City Business License Model:

- Currently, a Washougal business license is NOT required for any out-of-city business whose annual sales (gross income) within the city's limits is equal to or less than \$2,000 (WMC 5.04.020)
- City business license fee is \$50.00 per calendar year
- Adopted in October 2018, effective January 1, 2019
- The city partners with the state's Business License Service (BLS) for business license administration



2026 Update (effective Jan. 1, 2026)

Out-of-City Business License Model:

- The model threshold (\$2,000) was reviewed and updated by a work group of cities in 2024
- The main change is a one-time increase of the model threshold to \$4,000 (city may adopt a higher threshold)

Reported gross annual income	License fee
\$0 through \$4,000	No license fee
Above \$4,000	\$50



2026 Update (effective Jan. 1, 2026)

Out-of-City Business License Model:

- Other changes include:
 - Every four years thereafter, the threshold would have an automatic periodic increase based on cumulative inflation.
 - The rates of inflation would be calculated using the Consumer Price Index-U (CPI-U) Western for June of each year compared to the previous year for the previous four years.
 - The rate of inflation would be calculated as zero in any year in which inflation was negative and capped at 5% per year or 20% over four years if inflation exceeded those amounts.
 - To make the threshold easier to administer, the cumulative inflation amount would be rounded to the nearest \$100.



Next Steps

Out-of-City Business License Model:

- Ordinance to update the business license requirements for out-of-city businesses will be added to *New Business* on Council's September 22, 2025 meeting
- BLS requires a 75-day notice of any changes to their business licenses, including this mandatory change



2026 Business License Update – Questions/Discussion

9/08/2025 | Presented by Daniel Layer



City of Washougal

ORDINANCE #XXXX

AN ORDINANCE OF THE CITY OF WASHOUGAL, WASHINGTON, AMENDING CHAPTER 5.04 OF THE WASHOUGAL MUNICIPAL CODE (WMC), TO ADOPT REQUIRED BUSINESS LICENSING REVISIONS, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Washington State Legislature has provided to the state business license statutes, RCW Ch. 35.90, that any city must, by ordinance, set a uniform minimum licensing threshold under which a person would be relieved of the requirement to obtain a city's general business license.; and

WHEREAS, the current municipal code chapter WMC 5.04 has an out-of-state minimum threshold that is below the minimum threshold of \$4,000 proposed by the Association of Washington Cities (AWC) work group; and

WHEREAS, the City must revise its code to include this change on or before October 1, 2025; and

WHEREAS, the Council of the City of Washougal recognizes the benefits of this ordinance and concurs in its adoption.

NOW, THEREFORE, BE IT ORDAINED by the Council for the City of Washougal, Washington, as follows:

SECTION I

Chapter 5.04 of the Washougal Municipal Code is hereby amended as set forth on Exhibit "A", attached hereto.

Section II

If any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity and constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

THIS ORDINANCE shall take effect five (5) days after its passage, posting and publication according to law.

PASSED by the Council for the City of Washougal, Washington and requested by its Mayor at a regular meeting of said Council on the **22nd** day of **September, 2025.**

CITY OF WASHOUGAL

Mayor

ATTEST:

Finance Director / City Clerk

REQUESTED AS TO FORM:

City Attorney

Exhibit “A”
Chapter 5.04
ANNUAL BUSINESS REGISTRATION

Sections:

5.04.010 Definitions.

5.04.020 Business license required.

5.04.030 Fee and application.

5.04.040 Business license – Denial, suspension, revocation, or refusal to renew – Grounds – Appeals.

5.04.010 Definitions.

(1) “Person” or “company,” herein used interchangeably, means any individual, receiver, assignee, trustee in bankruptcy, trust, estate, firm, copartnership, joint venture, club, company, joint-stock company, business trust, corporation, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit or otherwise.

(2) “Business” includes all activities engaged in with the object of gain, benefit or advantage to the person or to another person or class, directly or indirectly.

(3) Engaging in Business.

(a) The term “engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(b) This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection (3)(a) of this section. If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.

(c) Without being all-inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on

its behalf, constitutes engaging in business and requires a person to register and obtain a business license:

- (i) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.
- (ii) Owning, renting, leasing, using, or maintaining an office, place of business, or other establishment in the city.
- (iii) Soliciting sales.
- (iv) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
- (v) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
- (vi) Installing, constructing, or supervising installation or construction of real or tangible personal property.
- (vii) Soliciting, negotiating, or approving franchise, license, or other similar agreements.
- (viii) Collecting current or delinquent accounts.
- (ix) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
- (x) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
- (xi) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

(xii) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

(xiii) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.

(xiv) Investigating, resolving, or otherwise assisting in resolving customer complaints.

(xv) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

(xvi) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

(d) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license:

(i) Meeting with suppliers of goods and services as a customer.

(ii) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

(iii) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of directors member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

(iv) Renting tangible or intangible property as a customer when the property is not used in the city.

(v) Attending, but not participating in, a "trade show" or "multiple vendor events." Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.

(vi) Conducting advertising through the mail.

(vii) Soliciting sales by phone from a location outside the city.

(e) A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection (3)(d) of this section.

The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus-generating contact or subsequent contacts. (Ord. 1851 § 1 (Exh. A), 2018; Ord. 1709 § 1 (Exh. A), 2011; Ord. 383 § 1, 1968)

5.04.020 Business license required.

Except as provided in this section, no person shall engage in any business or business activity in the city without first having applied to and been approved by the city for a business license as hereafter provided. This business license shall be in addition to any specialized occupational or regulatory license required by any other chapter in this title.

To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license and/or license fee requirements as outlined in this chapter:

(1) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit. (Ord. 1851 § 1 (Exh. A), 2018; Ord. 1709 § 1 (Exh. A), 2011; Ord. 383 § 2, 1968)

Beginning January 1, 2026, the threshold amount is \$4,000. The threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

5.04.030 Fee and application.

(1) Each person, before engaging in any business or business activity in the city, shall register with the city by submitting to the State Department of Revenue's Business Licensing Service a completed master business application and any required addenda forms, along with all fees due for the application filing. Upon approval by the city, the Business Licensing Service will issue a registration and license document bearing an endorsement for the city of Washougal business license. The license document must be displayed in a prominent place at the person's place of business. The license will expire on the date established by the Business Licensing Service, and must be renewed on or before that date through the Business Licensing Service in order to continue conducting business in the city.

(2) The city business license fee shall be \$50.00 per calendar year, effective January 1, 2019, and may be prorated to accommodate the expiration date set by the Business Licensing Service. Total fees due include the Business Licensing Service handling fees, and delinquent renewal penalty fees authorized by RCW [19.02.075](#) and [19.02.085](#).

(3) The registration shall be personal and nontransferable and, in case a business is transacted at two or more separate locations by the same business owner, a separate registration shall be required for each location. Where a place of business of a person is changed, a new application must be submitted to the Business Licensing Service within 10 days from the change, and is subject to review and approval by the city. (Ord. 1851 § 1 (Exh. A), 2018; Ord. 1709 § 1 (Exh. A), 2011; Ord. 780 § 1, 1981; Ord. 561 § 1, 1975; Ord. 383 § 3, 1968)

5.04.040 Business license – Denial, suspension, revocation, or refusal to renew – Grounds – Appeals.

(1) In addition to or in alternative to the procedures outlined in other sections under this chapter and pursuant to other chapters of the Washougal Municipal Code, the finance director and/or his or her designee is hereby granted power and authority to deny, suspend, revoke or refuse to renew any business license issued under the provisions of this title in order to further the public interest in public health, safety and welfare.

(2) The finance director and/or his or her designee may deny, suspend, revoke or refuse to renew any license issued under this title upon a finding that any applicant, licensee, owner, or any officer or agent thereof:

(a) Has omitted to disclose any material fact necessary to make a statement not misleading in any application for the license;

(b) Has charges pending against her/him or has been convicted of a crime or offense that directly relates to the activity for which the license is required, and the time elapsed since the date of

conviction or release from jail or prison, whichever is more recent, is less than 10 years; or has been convicted of several crimes including at least one within the last 10 years; provided, however, that any licensee whose license is revoked because of charges pending against her/him may engage in the activity for which the license is required, pending a final decision on the charges;

(c) Has been subject to an adverse finding in any judgment or order which directly relates to the activity for which the license is required in any judicial or administrative proceeding in which fraud, deceit, coercion, breach of trust, unfair method of competition, unfair or deceptive trade act or practice, or assertion of unconscionable contractual provisions, or other similar act, practice, or conduct, on the part of the licensee-applicant is proven, and the time elapsed since the judgment or order is less than 10 years;

(d) Has violated or failed to comply with any applicable provisions of the Washougal Municipal Code or any rule or regulation prescribed under this title; provided, that failure to obtain a license shall not be grounds for license denial;

(e) Is in default in any payment of any fee or tax required under WMC Title [3](#) or [5](#);

(f) Has been subject to an adverse finding in any judgment or order in any judicial or administrative proceeding for violation of any provision of a city ordinance or rule or regulation prescribed thereunder pertaining to fire, building, health, sanitation, zoning, weights and measures, consumer protection, environmental protection, or any other ordinance or law and that is applicable to the licensed activity or licensed premises;

(g) Has been determined to have discriminated against any person because of race, color, age, sex, marital status, sexual orientation, gender identity, political ideology, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical handicap in the course of licensed activity, in violation of a city ordinance or any other law, rule or regulation;

(h) Has violated or failed to comply with any final order of the finance director and/or his or her designee or hearing examiner;

(i) Has failed to complete the application for a license as required by the Washougal Municipal Code;

(j) Has failed to obtain a license or permit required by state or other law necessary to engage in the licensed activity;

(k) Has failed to comply with Chapters [49.12](#) and [28A.28](#) RCW, and rules and regulations promulgated pursuant thereto, regarding employment of minors;

(l) Any licensee has permitted or authorized his/her agent to violate or fail to comply with any provision of the Washougal Municipal Code; or

(m) The property at which the business is located has been determined by the chief of police to be a chronic nuisance property as provided in Chapter [9.71](#) WMC.

(3) The finance director and/or his or her designee shall provide notice to the licensee in writing by certified mail of the decision to deny, suspend, revoke or refuse to renew his or her license. The date of service of the notice shall be the postmarked date. The notice shall contain: (a) a concise description of the basis for the denial, suspension, revocation, or refusal to renew the license; (b) the length of the suspension; and (c) an appeal form and statement of the right to appeal this decision. The period of denial, suspension, revocation or nonrenewal shall be at least one calendar year, and the licensee or any company in which the licensee is a principal shall not again be licensed during such period.

(4) Parties aggrieved by the decision to revoke, suspend, deny or refuse renewal of a license issued under this title may appeal the decision. The decision shall become final unless both a written appeal and a \$200.00 administrative fee are received by the finance director within 14 days after service of the notice under subsection (3) of this section. Appeals must be written upon the form provided at the time of revocation, suspension, denial, or refusal to renew. All appeals shall be heard and decided by a Washougal municipal court judge. The method of appeal under this chapter shall be sole and exclusive. The decision of the Washougal municipal court judge shall be final. The filing of an appeal shall not stay the decision being appealed.

(5) Upon receipt of the written appeal and required fee, the finance director shall set a hearing with the Washougal municipal court. The appellant shall be notified in writing of the date of the hearing within seven days of scheduling. All appeals shall be conducted in accordance with Chapter [1-08](#) WAC, Uniform Procedural Rules; provided, however, that WAC [1-08-590](#) shall be excluded. Should any conflict arise between the provisions of this chapter and the applicable sections of Chapter [1-08](#) WAC, the provisions of this chapter shall prevail. For purposes of this chapter, all references in the WAC to "agency" shall mean the Washougal municipal court judge. The burden of proof shall be by a preponderance of the evidence. Copies of reports of city departments, agencies and employees, and reports of agents and contractors of the city documenting the basis for the decision being appealed shall be admissible in the appeal. (Ord. 1851 § 1 (Exh. A), 2018; Ord. 1777 § 1 (Exh. B), 2015. Formerly 5.04.050)