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DESIGN DEVELOPMENT GUIDELINES FOR SIX-YEAR TRANSPORTATION PLAN PROJECTS Policy 816

DESIGN DEVELOPMENT GUIDELINES FOR SIX-YEAR TRANSPORTATION PLAN PROJECTS

.1 PURPOSE

Projects included in the funded portion of the Six-year TIP need to progress through several phases prior to development of a final design and construction of the project. The purpose of this policy is to provide general guidelines that will:

- Provide refinement of the goals for the project
- Assure continued public involvement throughout the project development process
- Assure design alternatives are developed and considered
- Further identify and define mobility (including multi-modal transportation options), safety, community values, and environmental factors
- Propose guidelines that will foster optimized design treatments within a context sensitive design process
- Provide adequate cost estimates upon which project decisions can be evaluated

.2 DESIGN DEVELOPMENT GUIDELINES

2.1 Refinement of goals and additional public input for a project

The project manager (staff) or consultant will continue to refine the goals for the project gathering additional assessments, input, or data as needed. Additional public meetings will be held if significant changes are anticipated by the project manager. The project manager (staff) or consultant will provide status updates and/or provide additional information throughout the project using some or all of the methods listed below:

- Mailings to those on an original notification list and others if the level of interest warrants additional mailings to a larger portion of the community.
- Website postings.
- Follow up meetings. Typically, design alternatives, drawings or sketches and status updates will be provided. Timelines may be discussed. Reports from a design advisory team, if formed, may be given. Additional opportunities for public comment will be provided.

- For some projects, phone calls, mail, or e-mail correspondence may be used.

- Project managers, engineers, consultants, and staff shall respond to direct inquiries during all phases of project design and during construction as well. This may be one of the best ways for individuals to obtain information concerning a project and for the designer to get meaningful input and discuss specific design issues with constituents.

2.2 Design Development

When possible, the project manager, engineers, staff, and/or consultants will work through design development and permitting in one fiscal year and then, if approval is given through signing of a CRP (County Road Project) Resolution, proceed with construction of the project during the next fiscal year or two. For relatively small and straightforward projects design development, permitting, and construction may be done in one fiscal year. Emergency projects may proceed on a faster track, while some complex projects with numerous permits and grant funding may take longer.

It may be necessary on some projects to do preliminary survey work to determine existing right-of-way lines, elevations, or other information pertinent to evaluating project need and scope. This information may be gathered prior to initial open houses, but, if not, could be done or expanded upon during design development.

Prior to surveying to obtain ground measurements or wetland delineations needed for a project design, letters will be sent to the property owners requesting permission from those whose land the county needs to enter. This does not apply to lands where requests for permission is not expected (i.e. DNR lands).

The project manager, staff, and/or consultant will develop a range of design alternatives along with cost estimates. Design alternatives will include a list of advantages and disadvantages to each alternative along with cost estimates. The project manager or consultant will present the design alternatives and review the project status at a public meeting advertised and set up as described in Policy 415, Section 2.4, as well as inviting those who have asked to be kept apprised. The project manager or consultant will record in summary fashion comments received at the meeting and study information received, giving consideration to suggestions or recommended alternatives.

The project manager will keep the County Engineer apprised regularly and solicit approval of concepts prior to spending time perfecting them, especially for uncommon concepts. The project manager or consultant will give their recommendation of a preferred design alternative along with any other pertinent information to the County Engineer. The County Engineer may, at any point in time, determine that a project is of sufficient size, scope, complexity, or has special design challenges, such that a design team should be appointed to assist with the project. The County Engineer may appoint a design advisory team whose size and makeup may change as the project progresses.

The design advisory team may include representatives from some or all of the areas listed below, but is not restricted to those on this list:

- Project manager, staff or other Road Division staff
- Consultants if hired for the project
- Homeowner's Associations, or Neighborhood groups
- Emergency Response (Emergency medical personnel, ambulance, fire, law enforcement)
- Transit
- Commercial carriers or Delivery services (UPS, Construction, Product hauling)
- Adjacent jurisdictions
- Trail and multi modal interest groups
- Resource groups (Fish and Wildlife, Historic Society)

The County Engineer will set the scope of work, time frame, and establish funding guidelines for the design team along with any special requirements that need to be considered. The tasks may be all of design development including refinement of goals for the project or just portions thereof.

The design team may hold additional public input meetings, site tours, or utilize other communication methods to resolve issues or gain information pertinent to their tasks and assignment.

.3 FINAL DESIGN

The project manager and/or consultant will present their preferred alternative and final design recommendation to the County Engineer. If the County Engineer can support the preferred alternative from a professional and budgetary standpoint, he/she will present a County Road Project (CRP) Resolution that provides for the engineering and right of way phases to the Board of County Commissioners for approval. This CRP Resolution may contain a construction phase as well.

Once the CRP is approved, right of way, final engineering, final design drawings, specifications, and a final cost estimate will be developed for the project.

.4 CONSTRUCTION

A resolution for the construction phase will be presented to the Board of County Commissioners for approval, if not included with (3.2) above. Construction will be managed according to the contract documents, and other laws and regulations pertaining to public works projects.

The County Engineer and project manager will strive to keep the public informed of work progress, schedules, and major changes in the proposed work through a variety of methods:

- News media
- Posted signs
- Mailings
- Personal calls and contacts
- Internet postings

.5 APPLICATION

This policy applies to road projects developed under the funded portion of the Six-year Transportation Plan. It is not intended, nor does it apply to maintenance or preservation projects or programs, signage or traffic studies, engineering studies, drainage or culvert replacement projects, unsafe bridge replacement projects or 2R road improvements. 2R improvements are resurfacing and restoration projects.

.6 CONTEXT-SENSITIVE DESIGN GUIDELINES

Definition of Context-Sensitive Design: CSD is a collaborative, interdisciplinary approach that involves stakeholders and design professionals to develop a transportation facility that fits its

physical setting and preserves scenic, aesthetic, historic, and environmental resources, while improving safety and mobility. CSD is an approach that considers the total context within which a transportation improvement project will exist.

Project design will consider the following context sensitive design guidelines:

6.1 Context-Sensitive Program Concept

Develop a planning and design process that will result in development of "Context-Sensitive Solutions" for our road projects, particularly major road projects. The following four major areas of consideration in CSD can be broken down into many smaller components for consideration, depending on the size and scope of the project and the specific area in which it is located:

- Safety - Safety concerns of users and residents need to be carefully considered in light of Washington's Tort and Joint and Several Liability issues, local City and County Design Standards, or other approved and accepted standards or guidelines.
- Preservation of Community Values - Considerations of planning and zoning issues, neighborhood uses, historic values, landmark values, and human interests.
- Mobility - Traffic flow, considerations for all traffic uses and multi-modal transportation issues.
- Consideration of the Natural Environment - Fish passage, roadside drainage, viewpoints and aesthetics, and vegetation plantings and control.

6.2 Context Sensitive Goals

Design excellence with project "optimization." Optimization with the understanding that nearly all projects will involve tradeoffs with our goal to optimize design treatments to the highest extent possible given funding, realities, and other constraints.

6.3 The Challenge

There is no "cookbook" approach or checklist that covers CSD. The challenge is to develop a process and a level of community involvement and acceptance for each project. The process should strive to build a safe, aesthetic, environmentally friendly, cost effective, efficient transportation system, while giving significant consideration to historic and community values.

6.4 Why Consider CSD

There are more and more people residing in Clallam County and these people are tending to drive more and more. There are growing numbers of bicycle riders, horse riders and walkers that use the transportation corridors. The public is much more knowledgeable and involved than ever before with concern over projects that affect them or others. There is growing awareness and concern over the effects projects have on the environment, natural resources, and neighborhoods. Finally, our financial picture will dictate that we do a good job on the front end of planning and design to avoid spending money unnecessarily on designs that won't work or be acceptable to the public and decision-makers.

6.5 What CSD Is

It is working through a collaborative, inclusive, interdisciplinary design process to come up with the best solutions. It may not be 100 percent consensus. There may well be arguments and unresolved disagreements over two feet in width, whether a tree should come out or not, but all issues should be considered and the best options possible, implemented.

6.6 What CSD Is Not

It is not a one-size-fits-all process. It is a process and concept that is worked through and will evolve over time. It is not ignoring tested and well-developed standards. It is developing appropriate design treatments within appropriate and approved design standards, but in a flexible, aesthetic, collaborative way.

.7 CHECKLIST FOR PROJECT DEVELOPMENT CONSIDERATIONS

The following list is to be used as a guide when developing a project design. Other factors may need consideration and this list is not intended to be all-inclusive, just a guideline.

7.1 Safety

- Sight distances
- Horizontal and vertical curves
- Clear zones
- Competing uses
- Winter shading, icing
- Driveway access and culverts
- Speeds and traffic counts
- Hazards present
- Accident reports
- Emergency access
- Superelevation and crown rate

- Roadside slopes
- Mail carriers and school buses stopped in the road

7.2 Preservation of Community Values

- Historic landscapes, structures, or archaeological sites
- Scenic views or pull outs
- Fences or uses in rights of way
- Demographics
- Comprehensive Plan issues
- Neighborhood values or atmosphere
- Historic land uses
- Economic activity and value
- Reducing the "road scar"
- Urban look vs. rural look
- Visual aesthetics of improvements (e.g. fences, stormwater facilities, etc.)
- Alternative modes of transportation (e.g. walking, bicycles, etc.)

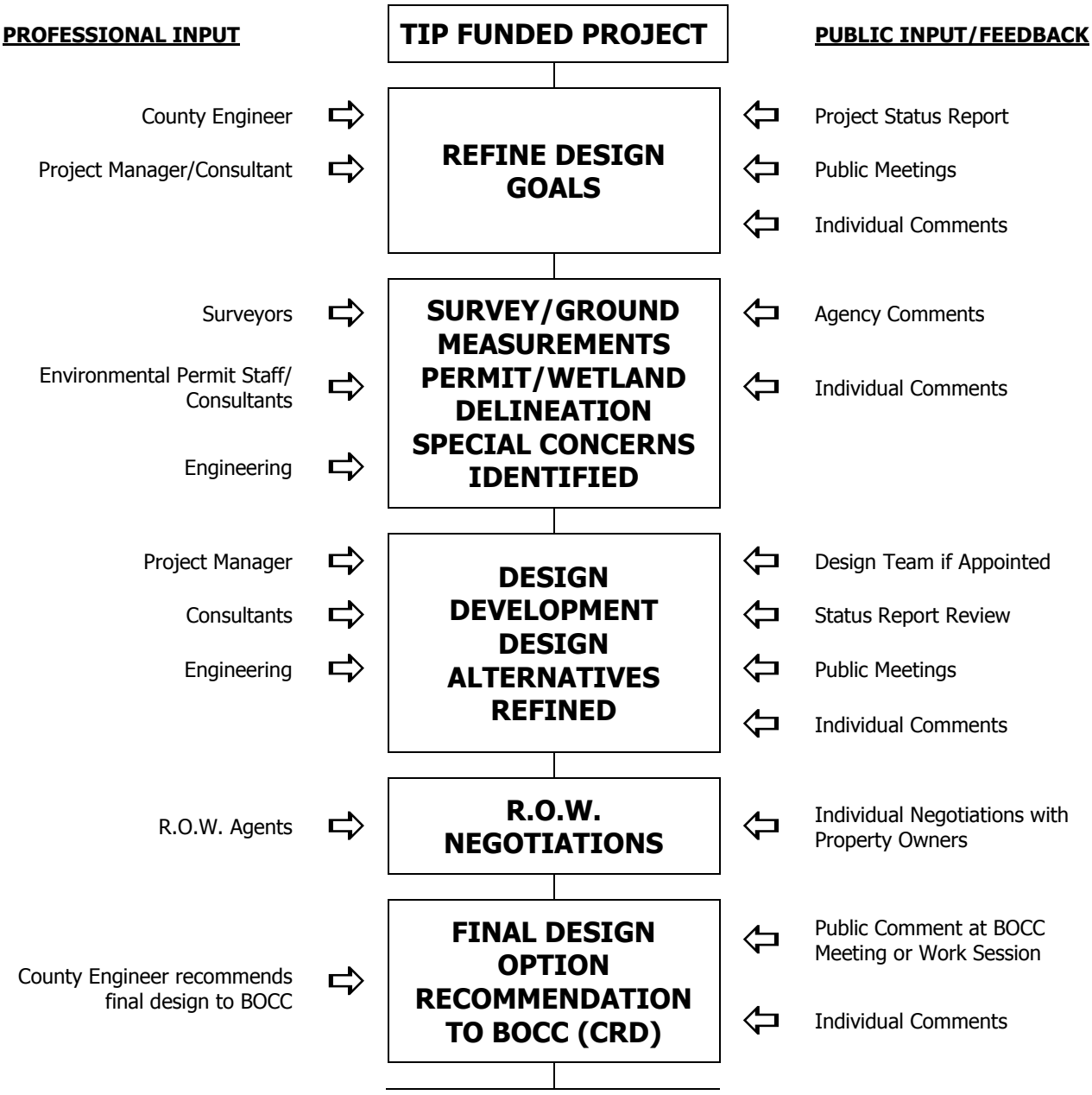
7.3 Mobility

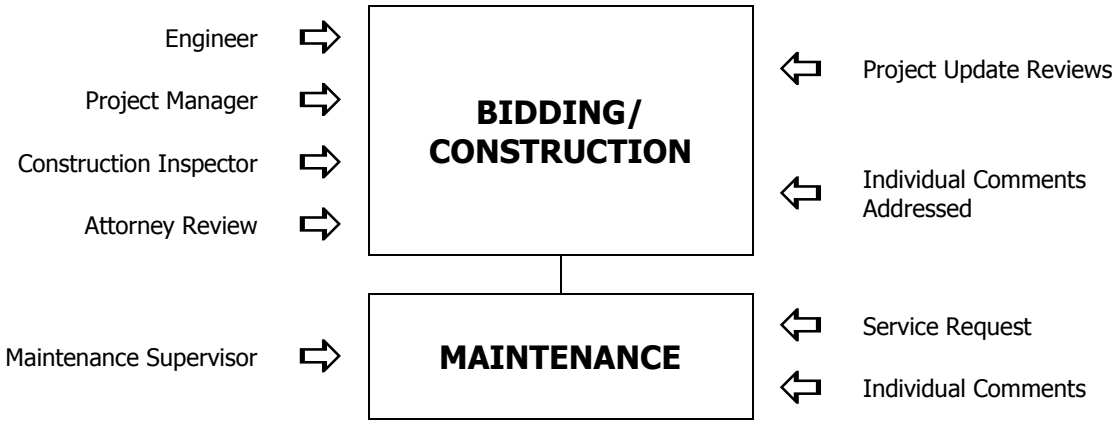
- Road width
- Multi-modal travel
- Design standards
- Road Classification
- Traffic counts or studies
- Ultimate build out
- Zoning in and around area
- Intersections, traffic control devices, signage
- Road surface, long term maintenance
- Mail and other commercial deliveries

7.4 Consideration of the Natural Environment

- Water quality
- Storm water
- Wetlands
- Critical areas
- Wildlife and habitat
- Soils and roadside vegetation
- Drainage
- Fish passage
- Noise
- Lighting pollution

APPENDIX A
SIX-YEAR TIP DESIGN DEVELOPMENT PROCESS FLOW CHART

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Construction Inspector
Attorney Review
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Addressed
Maintenance Supervisor
MAINTENANCE
Service Request
Individual Comments