

## Port Townsend's Healthy Neighborhoods and Safe Routes to School Outreach, Study and Implementation Plan

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Thank you for your consideration. Port Townsend (PT), recipient of the national Financial Sustainability Initiative by ICMA, is a small community of 10,000 people and has a proven record to make the most of limited funds. The requested funds will plan for added or repurposed infrastructure to lower Levels of Traffic Stress (LTS) and Vehicle Miles Traveled (VMT) making PT an example for small, rural cities. This grant is excellent timing to complement our 2025 Comprehensive Plan, Active Transportation Plan, regional 135-mile Olympic Discovery Trail planning grant, 2025 high school master plan and our goal to retain and increase our community's quality of life.

Due to the city's history and sub-standard development patterns, PT has several sidewalk and bike lane gaps. As our town grows and vehicle traffic increases, so does our need for ped, bike and ADA infrastructure and a plan to better understand community needs and prioritize projects. We have an opportunity to demonstrate how planning and select improvements may encourage community health, create safer streets, promote economic development and reduce the need for future street widening.

Our community is about seven square miles, making large parts of the city a 20-minute walkshed and almost entirely within a 20-minute bikeshed. Given e-bike advancements, our low traffic volumes, low speeds and narrow streets, we have low Levels of Traffic Stress making active transportation potentially a large mode share. Improvements will be focused within one mile of schools, nearly the entire city limits, and ROW acquisition is likely not needed. With Council and community support, we can create a sustainable transportation plan that supports our people, planet, and prosperity goals to connect neighborhoods while limiting capital costs and future maintenance expense.

This grant will end with clearly scoped 60% projects that can be funded by: this grant as a "temporary implementation", future construction grants, or the city's newly adopted Transportation Benefit District (TBD) and Sidewalk Fee in Lieu fund. Public outreach and due process may suggest constructing sidewalks and bike lanes, or perhaps, creating low LTS neighborhood greenways, or bike boulevards, as done in other historic cities like Portland or Seattle. Neighborhood greenways may be a favorable option for PT given our lack of infrastructure and redundant street grid.

### Development/Design Only Project (Pedestrian and Bicycle Program or Safe Routes to School) Cost Estimate Template

This optional template is intended to assist with a projects cost estimate. Add to or delete cost estimate scoping items, notes, dates, etc. based on the proposed project.

(Not to be used for Infrastructure/Construction Applications)

Cost Estimate Scoping Items	2025	2026	2027	Total	Notes
<b>Outreach/Scoping total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$100,000</b>	
Mailers	\$4,000	\$4,000		<b>\$8,000</b>	will go out with our monthly utility bill newsletter, can advertise in local newspaper, work with PT Main Street to distribute posters with QR codes linked to survey and website, coordinate with schools newsletters
Targeted Engagement	\$5,000	\$5,000		<b>\$10,000</b>	Speak with schools, table fun events at the park or farmers market, target all ages and populations, readjust outreach plan based on attendance
Focus Groups	\$5,000	\$5,000		<b>\$10,000</b>	We already have an Active Transportation Stakeholder group that meets monthly (members: 4 city planning/engineering staff, DASH (Disability Awareness Starts Here), The ReCyclery non-profit who started a school bike bus, the local sustainable transportation advocacy group Local 2020 Transportation Lab, school board, parks board, the Port, Jefferson County Hospital and Jefferson Transit). This group brings diverse perspectives and represents different vulnerable users. Meetings can continue through this grant timeline
Advertising online via social media or other paid channels	\$2,500	\$2,500		<b>\$5,000</b>	City Facebook page, local radio KPTZ, local digital newspaper The Leader
Website development/management	\$9,000	\$9,000		<b>\$0</b>	We have a website for our Comp Plan, plan in progress. We can continue to use this page for content or create a similar one if needed. Materials, surveys and schedules to be posted here. Current Comp Plan website: <a href="https://www.pt2045planning.org/">https://www.pt2045planning.org/</a>
Online Survey development/analysis	\$2,500	\$2,500		<b>\$5,000</b>	preliminary Active Transportation survey will go live next week, could create more as needed. has not been a need in our community in past work, but will be evaluated.
Translation and/or interpreter services	\$0	\$0		<b>\$0</b>	prepare for upcoming events, reflect on lessons learned, receive feedback on how to improve, adjust for future events to better reach audience
Targeted Design Outreach	\$4,000	\$4,000		<b>\$8,000</b>	possible, we live stream other public meetings. We could create a brief video(s) and link to our webpage. City YouTube channel: <a href="https://www.youtube.com/@CityofPortTownsend/videos">https://www.youtube.com/@CityofPortTownsend/videos</a>
Virtual Meetings	\$2,000	\$2,000		<b>\$4,000</b>	yes, can rotate location of outreach and vary times to reach more people. 4 possible outreach events: American Legion, elementary, middle, and high school. Events will include public participation through visioning, mapping and design charrettes plus coordination with community partners like the school district, Port, Transit, hospital, State Parks, downtown business association, ReCyclery (bike bus), and disability advocacy group.
In Person Meetings	\$10,000	\$10,000		<b>\$0</b>	yes, locations will be ADA accessible and served by transit routes
ADA accommodation/travel assistance	\$0	\$0		<b>\$0</b>	we used the American Legion for Comp Plan, a city building and may use the 3 public school campuses. These are low to no cost venues, snacks will be provided and possibly child care
Meeting Venue Rentals	\$6,000	\$6,000		<b>\$12,000</b>	
<b>Survey Tasks Total</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>	
Land Survey	\$0	\$30,000		<b>\$30,000</b>	once priority sites and alternatives are decided, a consultant team will prepare 60% plans overseen by city staff
Geotechnical survey	\$0	\$10,000		<b>\$10,000</b>	pavement design, if needed
<b>Right of Way Tasks Total</b>	<b>\$0</b>			<b>\$0</b>	
Title Research	\$0			<b>\$0</b>	not anticipated. We have wide ROWs and prefer low-cost and low-impact solutions
Preliminary ROW Needs Analysis and Estimate	\$0			<b>\$0</b>	not anticipated.
<b>Environmental Tasks Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Environmental Permitting Analysis	\$0			<b>\$0</b>	not anticipated. We prefer low-cost and low-impact solutions
Pre-SEPA/NEPA Data Collection and Scoping	\$0			<b>\$0</b>	not anticipated.
<b>Modeling and Data Collection Tasks Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Pedestrian and Bicycle Counts	\$0			<b>\$0</b>	not anticipated at this time. We are a small community and will rely on outreach and the online survey for feedback.
Traffic Counts	\$0			<b>\$0</b>	we have counts on our GIS website. Additional counts are likely not needed.
Active Transportation Modeling	\$0			<b>\$0</b>	not anticipated or needed, small community.
Traffic Modeling	\$0			<b>\$0</b>	not anticipated or needed, small community.
<b>Active Transportation Network Planning/Systemic Safety Planning Tasks</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>	
Destination and route analysis, including route directness		\$50,000		<b>\$50,000</b>	consultant led: very little ped/bike infrastructure exists. need a plan to identify priority locations and project type: sidewalks, bike lanes, or greenways.
Level of Traffic Stress analysis		\$5,000		<b>\$5,000</b>	consultant led: LTS 1 or 2 is a local goal and we agree with the FHWA bike selection guide findings, 56% people are "interested but concerned" in using bike lanes
Preliminary pedestrian and bicyclist safety plan analysis		\$5,000		<b>\$5,000</b>	consultant led: supplement the higher level Active Transportation Plan. Analyze crash data, network origins and destinations and other safety concerns.
<b>Create Plan Set/Preliminary Engineering Tasks</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$150,000</b>	
Element(s) to be designed to 60% level		\$110,000		<b>\$110,000</b>	due process will determine priority projects. create 60% plans. The grant may be used to construct temporary implementation measures, as a pilot study and proof of concept.
Element(s) to be designed to lower level		\$40,000		<b>\$40,000</b>	non-priority projects will be mapped and incorporated into our GIS system for planning and infill development frontage requirements.
<b>Total estimated</b>	<b>\$50,000</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$350,000</b>	