

## **PBOT Design Exception Process**

Design Exceptions are stand-alone documents. There should be enough information and description of the project, the Design Exception and the justifications so that the approving authority will have all the information necessary to make an informed decision.

### **Project Overview**

- Project Description (type, purpose, major work items)
- Street, truck, pedestrian, and bike classification

### **Existing Conditions**

- Location
- Lane configuration
- Vertical alignment (vertical curve, profile grade)
- Posted speed and design speed
- Present and 20 year projected ADT
- Truck percent
- Design Districts
- Environmental issues
- Right of Way issues

### **Design Exception Description**

- Design standard, Guideline, or Policy that will not be met (i.e. AASHTO, FHWA, Portland Pedestrian and Street Improvement Design Guides, MUTCD, )
- Reference in the document that established the standard
- Street, stationing (or description from nearest intersection) of the design exception
- Previously approved Design Exceptions at same location

### **Alternatives**

- Description
- Cost estimate
- B/C ratio
- Advantages/disadvantages

### **Justification**

1. Give reasons why design standard, guideline, or policy will not be met.
2. Provide support to justify the proposed design. Below are some categories that your justifications may come from:
  - Accident history or potential
  - Benefit/Cost analysis
  - Cultural impacts
  - Engineering judgment
  - Environmental issues
  - Existing conditions
  - Geotechnical feasibility
  - Guidelines from AASHTO, MUTCD, FHWA publications and other recognized technical sources
  - Insufficient Right-of-Way
  - Relationship to future improvements
  - Corridor Continuity
  - Truck Turning Diagrams

- Memo from Subject Matter Expert (Traffic, Stormwater, Materials, etc.) concurring with proposed design.

**Mitigation (If applicable)**

Summarize the Design Exception mitigation options used to mitigate the Design Exception to an improved condition but still not providing for Design Manual standards

**Recommendation**

Summarize the Design Exception and list the justifications that the recommendation are based on.

**Subject Manner Expert Concurrence**

Memo from a Subject Matter Expert (Traffic, Stormwater, Materials, etc.) concurring with proposed design. Memo may be in the form of an email.

**Attachments**

- Vicinity map
- Plan sheets
- Photos
- Charts – use to compare options, design elements, costs, etc.
- Design Manual Figure or Section that shows Design Standard
- Design Exception requests should be submitted as early as possible in the design process. The approved Design Exception is to be included in the design documentation package.

**Approval Matrix**

Design Elements / Features	Required approval		
	Development & Permitting Manager	City Traffic Engineer	City Engineer
Design Speed	✓	✓	✓
Lane Width	✓	✓	✓
Shoulder Width/Shy Distance	✓		✓
Bridge Width	✓		✓
Bridge Rail	✓		✓
Vertical Clearance	✓	✓	✓
Structural Capacity	✓		✓
Grade	✓		✓
Horizontal Alignment	✓		✓
Vertical Alignment	✓		✓
Stopping Sight Distance	✓		✓
Clear Zone	✓		✓
Pavement Cross Slope	✓		✓
Pavement Design Width	✓		✓
Bike Lane Width	✓	✓	✓
Bike/Multi-Use Path Width	✓	✓	✓
ADA Standards	✓		✓
Bi-Directional Curb Ramp	✓		✓
Crosswalk Closure	✓	✓	✓
Marked Crosswalk	✓	✓	✓

Detectable Tactile Color	✓		✓
Sidewalk Width	✓		✓
Parking Width	✓		✓
Diagonal Parking	✓	✓	✓
Driveway Width	✓		✓
Street Lighting	✓		✓
Traffic Signal Warrant	✓	✓	✓
Utility	✓	✓	✓

\*For elements not noted above, contact Section Manager for approval requirements.

### **Record Keeping**

The Design Exception shall be kept as a permanent record with the project file **AND provided for posting on the City Network** to Chon Wong (for Permit Projects) or Tim Doherty (for Capital Projects).