

City and County of Broomfield Traffic Mitigation Program

Specific Neighborhood Traffic Mitigation Program Steps

(Updated 01/02/19)

The City and County of Broomfield Neighborhood Traffic Mitigation Program provides goals, policies and procedures directed at the prioritized and cost-effective implementation of traffic mitigation measures where needed. The goals and policies have been discussed above. This section outlines procedural steps organized in three (3) phases to address traffic mitigation needs for a particular roadway segment. The three phases are as follows:

<p>Phase 1 – Project Initiation Phase 2 – Education and Enforcement Phase 3 – Engineering Treatments</p>

The major procedural steps included in each phase are summarized in the Traffic Mitigation Procedure Overview flow chart provided with this document. The procedural steps are as follows:

<p>Phase 1: Project Initiation</p>

Phase 1, Task 1 - Initial Request. Traffic mitigation projects can be nominated for inclusion in the City and County of Broomfield traffic mitigation program through various channels, including resident requests, resident petitions, staff initiation, and City Council initiation.

For projects nominated directly by residents, a packet will be sent to the requesting resident(s) or resident representative outlining the specific steps included in this procedure, and a time period for data collection and roadway segment qualification determination.

Staff will begin tracking the project using the **Project Checklist**.

Phase 1, Task 2. Neighborhood Survey and Definition of Project Limits. A survey will be mailed to residents along the potential roadway segment (and one block to either side of the segment) to determine the extent of the traffic issues. Based on the input received from these surveys, the physical boundaries of the roadway segment will be further identified, and the determination to gather additional speed/volume/accident data will be made. A project will not be pursued further if staff determines that there is not sufficient interest, support for traffic mitigation, or traffic issues that warrant the need for further study.

Phase 1, Task 3. Data Collection. Traffic engineering staff will collect average daily traffic (ADT) and speed data at selected points along the roadway segment during typical weekday conditions. Additionally, a 3-year accident history will be compiled.

Phase 1, Task 4. Roadway Segment Qualification Determination. Using the Roadway Segment Qualification section on Page 1 of the Project Checklist, staff will determine if the subject roadway segment meets minimum thresholds to continue with Phase 2 traffic mitigation. If the project does not qualify, the roadway segment will not be considered for additional study or treatment (the community will be notified as such).

The minimum threshold criteria for implementation of Phase 2 mitigation treatments (and Phase 3 treatments if Phase 2 is unsuccessful) are as follows:

- Local access roadways must have an ADT volume of greater than 1,000 ADT
- Any roadway without a school immediately adjacent to it must have an 85th percentile speed of 7 miles per hour above the speed limit
- Any roadway with a school or care facility immediately adjacent to it must have an 85th percentile speed of 5 miles per hour above the speed limit
- Any roadway segment with a documented traffic accident history of three or more correctable accidents in a one-year period

Phase 1, Task 5. Staff Review (Phase 1). Staff will review the project to date, including the results of the data collection and Roadway Segment Qualification.

At the direction of staff, or City Council, a project may be “fast tracked” directly to Phase 3 if there is an overriding need established. Documentation supporting the reasoning for this action will be attached to the Project Checklist.

At this stage, the community will be notified as to the status of the project and the next steps/phases (if any).

Phase 2: Education and Enforcement

Phase 2, Task 1. Advanced Educational Tools. City and County staff will provide advanced educational tools to help mitigate traffic issues along the roadway segment, which may include:

- Neighborhood Education
- Speed monitoring trailer
- Additional signage

Phase 2, Task 2. Targeted Police Enforcement. At the discretion of City and County staff, “targeted” police enforcement may be used to target the roadway segment and mitigate speeding problems.

Phase 2, Task 3. Re-Evaluation of Traffic Concerns. Following the education and enforcement efforts, City and County staff will re-evaluate the roadway segment to determine if a problem still exists. Additional data collection and discussion with the neighborhood may be needed.

If the documented problem and neighborhood concerns still exist, the project is eligible for Phase 3 traffic mitigation. If the problem has been mitigated and the residents concerns have been met, the project is complete.

Phase 2, Task 4. Staff Review (Phase 2). Staff will review the project during Phase 2 to update the status of the project, treatments, and potential Phase 3 treatments.

At this stage, the community will be notified as to the status of the project and the next steps/phase (if any).

Phase 3: Engineering Treatments

Phase 3, Task 1. Neighborhood/Stakeholder Meetings and Plan Development. Staff will conduct a series of two public meetings to work with residents and other stakeholders to develop a traffic mitigation plan for the neighborhood/roadway. It is important that the residents and staff have an opportunity to express their different perspectives of the traffic problems in the neighborhood and to hear the different views and experiences of their neighbors. Through this process, a shared definition of the problem can be developed and appropriate treatments can be identified.

Other stakeholders in this process should be involved from the very beginning. These stakeholders include emergency service providers and other individuals or organizations that may be directly impacted by the devices. Their perspective is essential for developing a plan that effectively addresses existing concerns without creating new problems that cannot be overcome or that keep the plan from being implemented.

The objectives of the meetings are as follows:

Meeting #1: Solicit input from residents with respect to existing traffic issues, concerns, and preferences towards the various traffic mitigation devices contained in the Toolbox. Staff will also use this meeting to further educate the residents regarding the application of traffic mitigation devices, the pros and cons of each type of treatment, and the trade-offs that are inevitably necessary when developing a neighborhood traffic mitigation plan. Following the first meeting, staff will develop a draft traffic mitigation plan or alternative plans based on the public input received.

Meeting #2: (If required) Solicit comments from residents with respect to the draft plan(s). Staff will then finalize a “preferred” traffic mitigation plan based on these comments and within the policy framework provided in this document.

Phase 3, Task 2. Documentation of Neighborhood Support. Once a plan has been developed, Broomfield staff will document neighborhood support for the plan. Depending upon the project, this may include a neighborhood vote (ballot), signed petition, and/or direct contact with each resident in the affected areas.

If ballots are distributed, these will be mailed to residents within the neighborhood who live along or have property bordering the roadway segment (extending to 500 feet on either side of the last traffic mitigation device) to determine if they are in favor of the project.

There must be a two-thirds majority of the ballots returned that are in favor of the project for the project to be eligible for implementation. The plan will not be implemented without a two-thirds majority vote in favor of it unless City and County staff determines that there is an overriding safety need that warrants implementation of all or part of the plan. Additionally, there must be 100% approval of the project for those property owners whose properties front or are located one home adjacent to a device location.

Phase 3, Task 3. Council Review. Staff will present the preferred plan to the City Council for review and discussion. City Council may then approve, reject, or modify the preferred plan.

Phase 3, Task 4. Funding and Project Prioritization. Based on availability of funding, City Council may authorize City and County funds towards full or partial funding of qualified projects that have been approved by the residents per the previous balloting/acceptance criteria.

As discussed in the policy portion of this document, if resident funds are used, it will be the responsibility of the neighborhood to raise the funds needed to support the project. This may be accomplished through HOA fees, fundraising, or other means identified by the residents. In some cases, a Special Improvement District (SID) may be created by the City and County to assess the necessary cost on the property owners as follows:

Any property located on or adjacent to (such as a corner lot) the roadway segment where the devices are to be located (the end boundaries will be within 500 feet extending past the last device)

Two-thirds of the property owners responsible for the shared cost must approve of the devices and funding. (These property owners will be responsible for the entire cost of the project).

Staff will prioritize projects which involve City and County funding based on the Project Prioritization Score as calculated on Page 3 of the Project Checklist. In addition, staff may consider the order in which requests for projects were received and/or may elevate a particular project if an overriding need is identified.

Phase 3, Task 5. Final Design and Implementation. Once project funding is secured, final engineering plans and specifications will be prepared for approved projects by staff based on City standards.

Phase 3, Task 4. After Study. In order to gauge the effectiveness of various traffic mitigation devices, staff may conduct an after study to compare traffic volume, speed, safety, and cut-through data from before and after the installation of devices. This data will be useful in grading the effectiveness of the particular project, as well as identifying the proper application of devices for future projects.