



GLENWOOD
SPRINGS
COLORADO

Neighborhood Traffic Calming Policy
Adopted November 1, 2018

Purpose

Maximizing accessibility and balancing the needs of all road users is at the heart of the City of Glenwood Springs' planning and engineering efforts.

The City of Glenwood Springs' Long Range Transportation Plan, adopted in 2015, envisions “*a multi-modal transportation system that safely and efficiently moves people and goods, enhances the quality of life, promotes economic vitality, and exemplifies the historic community character that is Glenwood Springs.*” Safety, accessibility, and livability are among the goals included in the plan.

This plan is translated into action via the City's Street Design Standards, revised in August of 2018, which call for the creation of a transportation system that “encourage[s] alternate mode use, especially walking and bicycling, by working toward a safe balance of all street users, including automobiles, trucks, bicycles and pedestrians.”

The City of Glenwood Springs recognizes that neighborhood traffic conditions can negatively impact our community's livability and economic vitality. Failure to obey posted speed limits, missing or substandard pedestrian and bicycle infrastructure, and increased traffic volumes on historically residential streets are among the issues that we aim to identify and address via our Neighborhood Traffic Calming Program.

About the Traffic Calming Program

“Traffic calming” refers to targeted efforts to reduce automobile speeds or volumes, through physical, educational, and enforcement measures, as a means to improve the quality of life in both residential and commercial areas and increase the safety and comfort of walking and bicycling.

The City is committed to proactively identifying existing roadways where traffic calming may be desirable, incorporating appropriate traffic calming elements into City street projects, and ensuring potential traffic calming needs are identified as a component of the Development Review process. In addition, we have created a petition-based process that allows concerned residents and business owners to bring additional potential traffic calming projects to the City's attention.

Traffic calming is context sensitive, and effective traffic calming solutions vary from neighborhood to neighborhood. Local residents and business owners are uniquely positioned to identify problems and propose context-sensitive solutions for their area. For this reason, all traffic calming projects will include

neighborhood consultations that allow affected residents to participate in identifying the most effective approach for their unique needs.

Implementation of the Neighborhood Traffic Calming Policy will be overseen by a designated Traffic Calming Project Manager in the Engineering Department. Specific funds for traffic calming projects will be included in the Engineering Department's annual budget request.

This Neighborhood Traffic Calming Policy replaces the policy adopted in 2005. It strengthens the City's role in identifying and addressing traffic calming problems and streamlines the citizen-driven request process.

Phase 1 - Identifying Projects for the Neighborhood Traffic Calming Program

Staff Initiated Projects

As part of its annual review of transportation priorities, the Engineering Department will identify specific traffic calming projects and recommend them for inclusion on the Transportation Commission's Small Projects list. In general, Staff decision to initiate projects will be informed by:

- Documented issues with vehicle speeds/volumes.
- Crash / accident history.
- Observed or anticipated changes in local traffic patterns due to development or roadway projects.
- Ineffectiveness of prior pertinent motor vehicle enforcement/education efforts.
- Proximity to schools, public buildings, and additional bicycle/pedestrian trip generators.
- Bicycle/pedestrian infrastructure needs identified in existing transportation plans.
- On-site observations.

Potential projects identified by Staff shall proceed with the neighborhood consultation process outlined in Phase 2 – Physical Modifications before formally being added to the Small Projects list.

Citizen Initiated Projects

While the City will make every effort to identify the need for traffic calming projects, residents and other interested parties may also recommend projects for consideration via a petition process. The petition-based process includes the following steps:

Step 1.1 - Initiation of Request

A request for traffic calming on a specific street or streets may be made (a) by any five (5) individuals (i) owning or occupying a residence or (ii) owning, managing or employed by a business with an office physically located within 1000 feet of any proposed calming measure, (b) by and Board of Directors of any registered Homeowners' Association governing property with the City of Glenwood Springs, (c) by the Transportation Commission or (d) by any City Department (hereinafter the "Requestor"). All requests must be made in writing or using the online form located on the City's website. Each request should include a narrative description of the problem (one page or less) that identifies the specific street(s) or area of concern.

Within 5 business days of receiving a request, the Traffic Calming Program Manager will review new requests for basic eligibility. To be eligible, a request must:

- 1) Pertain to a City-owned street.
- 2) Concern an issue that can be addressed by traffic calming.
- 3) Not have been the subject of a same or similar request made within the preceding calendar year.

All requests should include a designated Point of Contact (POC) for all further official communication. This POC will be used for the duration of the project unless the Traffic Calming Program Manager is informed otherwise.

Step 1.2 - Preliminary Assessment

Once an eligible request is received, the Engineering Department will define the Project Area Boundary and conduct a preliminary assessment to confirm the nature/severity of the problem and identify a range of possible measures that might be implemented.

The Project Area Boundary will be set based on the following guidelines:

- The Project Area Boundary should include all properties directly abutting a street or portion of a street where traffic calming is proposed. The Project Area Boundary should also include properties abutting the street for 250 feet beyond the last proposed traffic calming measure.
- The Project Area Boundary should include all properties directly abutting a street or a section of a street significantly impacted by proposed traffic calming on another street. A

street may be considered significantly impacted if proposed traffic calming measures can be expected to cause an increase of greater than 20 percent in traffic volumes on the adjacent street.

- The Project Area Boundary may include properties along the side streets if they are located within 250 feet of a potential traffic calming measure.
- In cases where a street classified as an arterial on the City's Street Classification Map is affected, the Project Area Boundary may be expanded at the discretion of the Engineering Department.

The preliminary assessment will include consultation with the Police, Fire, Streets, and Community Development departments as necessary, and generally involve review of:

- Available speed and volume data for motor vehicles, bicycles and pedestrians.
- Available crash / accident history data.
- Prior pertinent motor vehicle enforcement/education efforts.
- Schools, public buildings, and additional bicycle/pedestrian trip generators in the affected area.
- Bicycle/pedestrian infrastructure needs in the affected area.
- Any other evidence submitted by the Requestor (i.e., anecdotal, photographic, etc.).

Site visits by City Staff to locations that are the focus of eligible requests are encouraged. To help direct next steps, the Engineering Department will complete a project scorecard. This scorecard is included as Appendix B. A sample shall be posted online.

The majority of projects will be referred to Step 1.3, education and enforcement, before any physical calming measures are considered. However, if a project's score exceeds 75 or the area has already been identified by the Police Department as a problematic enforcement area, or the Engineering Department agrees the area is a clear candidate for physical modifications, projects may move immediately to Phase 2. The Engineering Department will make a determination and share these results with the Requestor within 30 days.

Step 1.3 - Education and Enforcement (“Passive Measures”)

If the project is referred to Step 1.3, the Engineering Department will identify one or more passive traffic calming measures that might help with the specific problems. These may include:

- *Speed Trailer Deployment.* A mobile speed-detection unit may be placed in the neighborhood to warn motorists when they exceed the posted speed limit.

- *Traditional speed enforcement:* Targeted enforcement may be recommended after consultation with the Police Department.
- *Traffic Signing and Pavement Markings:* The Engineering Department may conclude additional signage, striping, or other pavement markings are warranted based on the preliminary assessment.

A neighborhood meeting will be held to discuss these recommendations and the neighborhood's role in implementation. For the purpose of this consultation and evaluation, "neighborhood" refers to all residents, property owners, and business owners within the Project Area Boundary, as defined in Step 1.2.

The time and date of this meeting will be announced on the City's website and posted on the Public Notice board in City Hall a minimum of one week in advance.

Step 1.4 – Evaluation and Follow Up

Once implemented, Step 1.3 measures shall remain in place for three (3) months. At the end of the three (3) month period, a neighborhood evaluation meeting will be held to discuss the results of these efforts. The time and date of this meeting will be announced on the City's website and posted on the Public Notice board in City Hall a minimum of one week in advance. Evaluation will include visual observations by residents and City Staff. City staff may also provide empirical data such as a follow-up speed survey prior to the evaluation meeting. If the evaluation meeting concludes the results of these education and enforcement efforts have been unsatisfactory, physical modifications (Phase 2) may be recommended by the Engineering Department or requested by neighborhood petition.

In cases where the Engineering Department concludes physical modifications may be warranted no petition is necessary. In other cases a neighborhood petition is required. To move forward by petition, twenty-five (25) percent of the "neighborhood" as defined in Step 1.3 is required to sign a petition requesting Phase 2 consideration.

A sample petition is included as Appendix C. The neighborhood POC will be expected to complete and submit the petition to the Engineering Department. The petition with original signatures should be submitted in person or by mail to the Engineering Department.

Phase 2 – Physical Modifications

In Phase 2, the Engineering Department will develop one or more infrastructure-based solutions to identified traffic calming problems and work with the neighborhood to identify a preferred alternative. Infrastructure-based solutions may include physical modifications to the street intended to control speed and/or volume such as bulb-outs or traffic circles, additional bike/pedestrian modifications such as bike lanes or additional sidewalks, or other traffic calming measures consistent with the City's Engineering Standards. The Phase 2 consultation process applies to both projects identified by City staff and those advanced to Phase 2 via the petition process.

Step 2.1 – Development of Alternatives

If not already defined during a petition process, the Engineering Department will define a Project Area Boundary as outlined in step 1.2.

One or more infrastructure-based solutions will be developed that could address the problem. Planning level costs will be assigned to each alternative. Prior to public presentation, the list of proposals will be reviewed by the Police Department, Fire Department, and Streets Department to identify any potentially adverse impacts on emergency response or street maintenance operations. These concerns will be noted in public presentation of alternatives.

A neighborhood meeting will be held to present physical modification options, including estimated costs, possible design and construction time frames, and temporary installation options, if applicable. During this process of consultation and evaluation, "neighborhood" refers to all residents, property owners, and business owners within the Project Area Boundary. If multiple options are presented, the preferred option will be identified at the meeting or in a follow-up manner agreed to at the meeting. A preferred solution shall not move forward without comments from the neighborhood, the Police Department, Fire Department and Streets Department.

Once a preferred alternative is identified, the Engineering Department will prepare a petition describing the proposed implementation plan, cost estimates, financing or budget options, and an explanation of the implications of the petition. The petition will provide the opportunity to vote yes, no, or not return the petition, along with instructions on where and when to return the petition. The petition shall be mailed, e-mailed, or hand-delivered by the traffic calming proponents to residents

and businesses within the Project Area Boundary. No more than four weeks will be allowed for the return of a petition. For the traffic calming proposal to advance, the proposal must be supported by at least 67 percent of those returning petitions.

Step 2.2 –Approval and Ranking

Projects with successful petitions will be added to the Small Projects List maintained by the Transportation Commission. The Transportation Commission will review the Small Projects list in advance of each budget cycle and recommend priority projects to Council. The Transportation Commission will consider a project's scores and the length of time a project has been on the list in its recommendations.

Step 2.3 – Implementation

A specific traffic calming line item will be included in the Engineering Department's annual budget. The recommended level is \$50,000; however, this amount may vary from year to year and is subject to annual budget approval. This line item will be used exclusively to fund neighborhood initiated traffic calming projects, including required matches for local, State, and Federal grants for large projects. Where possible, City staff will apply for other local, State, and Federal funding sources as a means of leveraging limited City funds.

Projects will be implemented as funding becomes available. In general, approved traffic calming projects should be implemented in the order they appear on the Small Projects list. Exceptions may be made for projects where targeted grant funding is available (e.g. Safe Routes to School), projects located on a street where other capital improvements have already been planned and programmed, or projects where the cost exceeds available funding and grants/partnerships are necessary to move forward.

To expedite implementation, any Requestor may choose to pay or orchestrate payment of 100 percent of the project cost, or petition to form a Local Improvement District to fund the traffic calming project. With approval by the Council, projects funded 100 percent by the neighborhood may be initiated ahead of other funded projects, subject to availability of the City resources required for the project. A neighborhood may choose this option at any point in the process. Projects funded by the neighborhood must still follow the same consultation and listing process as other projects. Project costs include the cost of construction, design, inspection, project management and (if needed) the cost of right-of-way acquisition. Self-funded projects must be

approved by a separate Council Resolution and may include specific provisions regarding costs of future removal, if needed.

Step 2.4 – Evaluation and Follow Up

Once a project has been implemented, City staff and neighborhood residents will monitor results to assess whether the desired results have been achieved. Monitoring may include follow-up speed surveys, accident results, etc. as appropriate.

Twelve (12) months after the implementation, City staff will prepare a report on the results of the plan, including any data collected, neighborhood and other public comment received, etc., to determine if the project's goals were met. Neighborhood traffic calming proponents will have an opportunity to review data and provide comments.

Step 2.5 – Removal

In some cases, the neighborhood may conclude traffic calming measures are not having the intended benefit. In such cases, the Engineering Department will authorize removal of improvements upon receiving a petition showing 67 percent support of the neighborhood as defined. In cases where a project was self-funded, costs of future removal may be assessed to the funding entity if such provisions were included in the authorizing Council resolution.

Appendix A
(TO BE MADE AVAILABLE ONLINE)

Request for Neighborhood Traffic Calming Study

1. Neighborhood Point of Contact (POC):

Name:

Address:

Phone Number:

Email:

2. Primary area(s) of concern:

- Speeding
- Cut-Through Traffic
- Commercial Vehicle Restriction
- Bike and/or Pedestrian Safety
- Parking Issues
- Other (please specify):

3. Please attach a narrative description of the problem (maximum one page). Include the following in your description:

- Nature of problem
- Boundaries of area affected
- Length of time the problem has been observed
- History of neighborhood-based education or enforcement efforts, if applicable

Acknowledgement and Signature Sheet

We, the petitioners, request a traffic calming study be undertaken to address the issues as presented in this application. We understand that the study involves active participation of our neighborhood. The decision making process may require us to set and attend neighborhood meetings and conduct further petition campaigns. We have identified a neighborhood POC to receive and distribute further communication from the City.

Signature Sheet

	Name	Address	Phone/Email	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Please note: One signature per household only. Add an additional page if necessary.

Please return all forms and supporting documentation to:

**City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601
Attn: Traffic Calming Program Manager**

Appendix B

Project Scorecard

Criteria	Points	Basis Point Assignment
Speed data (48 hour)	30	Extent by which the 85 th percentile traffic speed exceeds the posted speed limit (2 points per 1 mph)
Volume data (48 hour)	25	Average daily traffic volumes (1 point per 100 vehicles, minimum of 50 vpd)
Accident data (12 month)	20	Accident caused by speeding (8 points per accident) Accident caused by stop sign violations should be identified
Proximity to schools or other active public venues	10	Points assigned if within 300 feet of a school or other active public venue
Pedestrian crossing, bicycle routes, & proximity of pedestrian generators	20	Up to 20 points assigned based on retail, commercial, and other pedestrian generators.
Driveway spacing	5	For the study area, if large spaces occur between driveways, 5 points will be awarded. If more than three driveways fall within a 100 foot section of the study area, no points will be provided.
No sidewalks	10	Total points assigned if there is no continuous sidewalk on either side of the road.
History of targeted speed enforcement or other education/enforcement efforts	5	Points assigned if area has been targeted previously by Police for speed enforcement or speed trailer deployment
Total points possible	125	Maximum points available.