RESOLUTION NO.: _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS AUTHORIZING THE CITY MANAGER OR DESIGNEE TO DEVELOP AND ADMINISTER POLICIES AND PROCEDURES FOR THE LOCAL AREA TRAFFIC MANAGEMENT (LATM) PROGRAM.

WHEREAS, the City of Bryan's Strategic Plan 2015 identifies public safety and quality of life as Strategic Initiatives, and;

WHEREAS, adverse levels of speeding by motor vehicles along local streets within neighborhoods constitute a public safety risk, and;

WHEREAS, adverse levels of cut-through traffic passing through neighborhood areas constitutes a quality of life impact, and;

WHEREAS, the Citizens of the City of Bryan have consistently expressed concerns regarding speeding and cut-through traffic within neighborhoods, and;

WHEREAS, an equitable, objective, transparent, consistent, responsive, and timely process is necessary to effectively respond to these concerns, and;

WHEREAS, a strategic need exists to improve safety and quality of life for people along local neighborhood and residential collector streets, and;

WHEREAS, a safer and more comfortable environment is critical for pedestrians and bicyclists – regardless of age or ability – to travel along and across local neighborhood and residential collector streets, and;

WHEREAS, appropriate levels of local mobility for all roadway users and public service providers should be facilitated consistent with the context of the community, and;

WHEREAS, acceptable levels of service should be provided along the city's arterial streets so as to minimize diversion of vehicular traffic onto local neighborhood streets; and,

WHEREAS, creating opportunities for community enhancements, gateways or focal points enhances civic pride and quality of life for neighborhoods; and,

WHEREAS, the commitment of supporting funds or services is in the best interest of the health, safety and welfare of the Citizens of the City of Bryan,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS:

1.

That the City Council hereby adopts and approves the recitals and findings set forth in the preamble above.

2.

That the City Council hereby passes this resolution authorizing the City Manager or designee to develop and administer policies and procedures for the Local Area Traffic Management (LATM) program within the City of Bryan.

It is hereby found and determined that the meeting at which this Resolution was adopted was open to the public as required by law and that notice of the time, place, and purpose of said meeting was given as required by Chapter 551, Texas Government Code.

ADOPTED BY VOTE OF THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS at a regular meeting held on the 26th day of January, 2016.

ATTEST:

_____
Mary Lynne Stratta, City Secretary

CITY OF BRYAN:

_____
Jason P. Bienski, Mayor

APPROVED AS TO FORM:

_____
Janis K. Hampton, City Attorney

Local Area Traffic Management Program

Public Meeting Comments: November 18, 2015

Will the number of traffic ticket citations issued along a street be considered as part of the eligibility criteria?

No. Enforcement is not conducted along all street segments to the same or similar degree. Also, not all citations result in a finding of fault. Additionally, the decision to issue a citation is at the discretion of the investigation officer. LATM seeks to consider all street segments equitably, thus to consider citations as a basis for eligibility or for ranking for funding would result in some street segments being considered disproportionally over other streets.

What are the weighted criteria? Who decides what these are and are they already set?

LATM's policies and procedures are issued under the authority of the City Engineer. The weighted criteria are the factors considered in prioritizing eligible requests for funding. Presently, a street segment's ranking score for installation of devices will is determined by summing up the factors, which include:

- **Speeding Factor** - Equals the total number of vehicles in a 24-hour period exceeding the speed limit by 5 miles per hour or more, but not less than 35 miles per hour, divided by ten.
- **Automobile Crash Factor** – Equals one point for each reported speeding-related crash (except auto/pedestrian or auto/bicycle) occurring within the segment during the most recent 24-month period for which crash records are available. Crashes that are attributable to motorists traveling along streets that intersect the requested street segment are excluded from consideration. Crashes include those involving fixed objects.
- **Auto/Pedestrian or Auto/Bicycle Crash Factor** - Equals five points for each reported auto/pedestrian or auto/bicycle crash occurring within the segment during the most recent 24-month period for which crash records are available. Crashes that are attributable to motorists traveling along streets that intersect the requested street segment are excluded from consideration.
- **Residential Land Use Factor** – Equals the percentage, expressed as a decimal number, of residential parcels to the total number of parcels along the segment times five. A vacant parcel will be counted towards the use to which it is zoned.
- **Front-Facing Residential Parcel Factor** – Equals the percentage, expressed as a decimal number, of front-facing (as opposed to side- or rear-abutting) residential parcels to the total number of parcels along the segment times five. A vacant parcel will be counted towards the use to which it is zoned and is assumed to be front-facing if zoned residential.
- **Environmental Justice Factor** – Ten points if the segment or a portion of the segment is within an area designated for recognized environmental justice programs (See Appendix F).
- **Truck Traffic Factor** – Equal to the percentage of truck traffic (those vehicles with three axles or more) expressed as a number.
- **Institution Factor** – Equal to ten points per school or park located along the segment

- **Absence of Sidewalks Factor** – If contiguous sidewalks do not exist along both sides of the street segment, ten points will be awarded to the segment. If a contiguous sidewalk exists along one side of the street segment, five points will be awarded to the segment. If contiguous sidewalks exist along both sides of the street segment, no points will be awarded.
- **Designated Bicycle Route Factor** – Ten points if the segment or a portion of the segment is along a designated bicycle route.
- **Evidence of Support Factor** – Equal to the ratio, expressed as a decimal number, of petitioners supporting the installation of devices to the total number of units, including residential, commercial, and industrial, along the segment times 50.
    1) If the number of petitioners indicating "Support" is greater than the number of petitioners indicating "Do Not Support", then the number of petitioners indicating "Go with Majority" will be added to the number of petitioners indicating "Support", and the sum will be used to calculate the evidence of support factor.
    2) If the number of petitioners indicating "Support" is less than or equal to the number of petitioners indicating "Do Not Support", then the number of petitioners indicating "Go with Majority" will not be added to the number of petitioners indicating "Support".
- **Diversion Factor** – Equal to the sum of the following.
    1) Percent of increase, expressed as a decimal number, of the 85th percentile speed times five.
    2) Percent of increase, expressed as a decimal number, of the 24-hour volume.
    3) Decreases in either the 85th percentile speed or 24-hour volume do not detract from the factor.

Are the LATM policies and procedures available to the public?

Yes, the LATM policies are available on the City of Bryan's website.

www.bryantx.gov/latm/

Do the points awarded for each project determine which project the City will work on?

The points awarded for each project will determine the ranking of projects for funding. Eligibility in the program does not guarantee funding as there will most likely be more eligible requests than there are available funds.

What is EOS?

EOS stands for Evidence of Support; it is one of the factors considered in a street segment's ranking score for funding. The EOS is equal to the ratio, expressed as a decimal number, of petitioners supporting the installation of devices to the total number of units, including residential, commercial, and industrial, along the segment times 50.

Are more points awarded to streets with a lot of speeding cars?

Yes. The Speeding Factor criterion for funding will take into account the number of egregiously speeding vehicles (Speed Limit plus 5 MPH or greater). The Speeding Factor is equal to the number of vehicles in a 24-

hour period exceeding the speed limit by 5 miles per hour or more, but not less than 35 miles per hour, divided by ten.

How is the number of cars travelling above the speed limit determined if speeding citations are not used?

The City of Bryan will conduct a traffic study along the requested street segment using traffic counting devices. These devices collect data that will show the speed of individual vehicles travelling along the street segment.

Will crashes involving the loss of life have more weight in awarding points for the crash history category?

Currently, the program does not distinguish between crashes involving the loss of life and those that do. We will add a graduated point system for crashes (property damage only, injury, fatality).

Will crashed involving children or the elderly be given more consideration in the awarding of points?

No. The program gives equal consideration to crashes regardless of the ages of any persons involved.

How does the community make changes/additions to the factors considered in the awarding of points that determine ranking for funding?

The City Engineer retains the authority to revise or modify the Policies and Procedures for Local Area Traffic Management (LATM). Any comments regarding the Policies and Procedures for LATM should be sent to:

City of Bryan
Local Area Traffic Management Program
Engineering Department
PO Box 1000
Bryan, TX 77805

When can the public make changes to the policy?

The City is currently accepting comments regarding the policy.

What is going to happen after January 1?

The City will review all comments received and revise the proposed policies and procedures accordingly. We will also provide written responses to all comments received. We will then develop a proposed program for Council to consider at the last scheduled regular meeting in January.

What will Council be considering when the program is presented to them?

Staff will be requesting Council to consider either endorsing the program as presented or endorsing the program with modifications they may offer from the dais. Once staff receives their endorsement, requests for speeding mitigation would be welcomed for receipt.

Has the City of Bryan reached out to people who do not belong to neighborhood associations?

Efforts are being made to reach out to all people in Bryan, regardless of affiliation.

Will streets along routes to schools be given more importance in the awarding of points?

Currently, the program does not award any points for streets which may be school routes. Streets with school speed zones will be considered for award of additional ranking for funding points.

Is the program only for residential streets or will arterials such as Briarcrest Dr. be considered as well?

To be eligible a street must not be designated as a Freeway, Super Arterial, Major Arterial or Minor Arterial by the City of Bryan's adopted Thoroughfare Plan. Briarcrest Drive is designated a major arterial and has multiple lanes, thus it is not eligible for consideration.

Who will be doing the traffic counts? Can volunteers help?

The City of Bryan will be conducting all the traffic counts. Volunteers will not be involved in data collection for speeding mitigation, but may be included in the Evidence of Support (EOS) petitioning process. However, should the decision be made to move forward with cut-through traffic mitigation, volunteers are used in the data collection for that program.

How will requests for consideration in the program be delivered to the City?

All requests must be in writing using a form provided by the City. All written correspondence, requests and applications should be submitted to:

City of Bryan
Local Area Traffic Management Program
Engineering Department
PO Box 1000
Bryan, TX 77805

Has funding been set for the program?

No. The first round of requests will provide Information on the order of magnitude of need which will allow for better consideration of the amount of funding that should be considered in future budgets.

What is the submission deadline for comments on the LATM policy?

We have not set a deadline at this time but are anticipating mid-January for the end of the comment period. We do want to give ample time for comments, but we also must balance that time against the need to begin the program as soon as possible to remain in step with the published program schedule.

City of Bryan
Public Works Department
Engineering & Traffic Operations

CITY OF BRYAN
The Good Life, Texas Style.™

POLICIES AND PROCEDURES
For
LOCAL AREA TRAFFIC MANAGEMENT

Effective Date xxxx

DRAFT ~~10-13~~12-16-15 – FOR REVIEW ONLY

CITY OF BRYAN
POLICIES AND PROCEDURES
For
LOCAL AREA TRAFFIC MANAGEMENT

Effective Date xxxx

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I. Background

The City of Bryan's ability to respond to concerns about adverse levels of speeding and cut-through traffic in residential neighborhoods has historically been limited to requesting targeted enforcement of existing speed limits, parking restrictions, stop signs and other traffic laws. While two speed humps were installed along Barak Lane and one speed table was installed along Oak Ridge Drive around 2000, no other "traffic calming" devices have been installed. Until the adoption of this document, there was not an ability to address adverse behaviors continually as traditional traffic engineering tools are not well suited for such purposes.

The concept of traffic calming emerged in the 1980s in response to similar concerns throughout the US. "Standard" auto-centric roadway designs were functionally misaligned with the people-centric places through which they passed. Communities sought to address this functional misalignment through retrofitting of existing roadways with what became known as "traffic calming". In the early 1990s, many cities had implemented traffic calming programs which sought to address adverse levels of speeding and/or adverse levels of cut-through traffic. However, in the late 1990s many of these programs were put on hold or defunded due to a variety of issues:

- The potential or actual impacts to emergency service travel times were becoming a public safety concern. In many communities the emergency services agencies had not been involved in the development or administration of traffic calming processes.

- Traffic calming programs were being found to be polarizing and in some instances divisive and adversarial for communities.

- The processes for determining which requests were eligible and which should be funded were being perceived to be inconsistent and unfair.

- Allegations of discrimination and disenfranchisement were being brought forward.

- The technical strategies to address traffic calming were limited and not well developed. This included both the engineering design of mitigation devices as well as the community engagement processes.

Since the 1990s, much advancement in traffic calming has occurred. Technically the advancement of the planning and design of innovative street features is more mainstream and state of the practice. Successful programs are partnering with emergency services providers early in the development process and are including meaningful and effective collaboration with the administration of the program. More objective and transparent processes for determining eligibility and funding have

been developed. Finally, better strategies for community engagement are being used.

Successful traffic calming programs are responsive to requests and objectively address safety and quality of life issues within existing budget constraints. This document provides an equitable, objective, transparent, consistent, responsive, timely and comprehensive framework to consider mitigation of documented adverse levels of speeding and cut-through traffic in our community.

II. Authority and Scope

A. These policies and procedures are issued under the authority of the City Engineer acting under the authority of the City Manager. The City Engineer retains the authority to revise or modify these policies and procedures as necessary.

B. These policies and procedures are effective immediately and retroactively to all requests for traffic calming except those requests which have been identified for consideration and funding prior to the effective date of this document.

C. The City retains the authority to install, remove or modify geometric street features and traffic control devices for cause independent of these policies and procedures.

III. Purpose and Intent

A. This document provides for the consideration of modifying existing roadways to mitigate adverse impacts from existing motor vehicle traffic within a defined area, through the design and implementation of geometric street features and their associated traffic control devices.

B. The objectives of the Local Area Traffic Management program are:

1. Improve safety and quality of life for people along local neighborhood and residential collector streets;

2. Create a safer and more comfortable environment for pedestrians and bicyclists – regardless of age or ability – to travel along and across local neighborhood and residential collector streets;

3. Facilitate appropriate levels of local mobility for all roadway users and public service providers consistent with the context of the community;

4. Provide acceptable levels of service along the city's arterial streets so as to minimize diversion of vehicular traffic onto local neighborhood streets; and,

5. Create opportunities for community enhancements, gateways or focal points.

C. Two types of adverse impacts are considered for mitigation:

1. Adverse levels of speeding along a defined roadway segment.

2. Adverse levels of cut-through traffic within a defined bounded area.

D. Levels of adversity are defined in subsequent sections.

E. If at any time a request is determined to not meet the requirements for further consideration, the requester will be notified in writing.

F. All written correspondence, requests and applications should be submitted to:

City of Bryan
Local Area Traffic Management Program
Engineering Department
PO Box 1000
Bryan, TX 77805

IV. Requesting Mitigation of Adverse Levels of Speeding

A. The initial request for the mitigation of adverse levels of speeding must originate from a resident, business, school, or other entity whose property is abutting the requested street segment. The requester must be willing to:

1. Be considered the requester of record and act as the primary contact for the request;

2. Take responsibility for community notification and the compilation of evidence of support for the requested street segment should it be determined eligible;

3. Serve as liaison to any community organizations within whose boundaries the requested street segment exists;

4. Support the City's process to design, implement, and maintain funded geometric street features, including:

a. Facilitate the execution of any agreements between the community and the city for the design, construction and maintenance of the improvements; and,

b. Facilitate the satisfactory performance of the community's responsibilities under said agreements.

5. Only completed applications will be considered. Incomplete applications will not further the process.

6. All requests for speed mitigation must be received by currently published biannual deadlines. See Appendix A for a copy of the application packet for requesting speeding mitigation consideration, including biannual submittal deadlines.

7. The request must identify the street and blocks where the applicant desires speeding mitigation consideration. Submitted segments may be divided or otherwise revised at the sole determination of the City Engineer.

8. The application process does not invite nor accept recommendations from requesters regarding types or locations of devices.

B. Eligibility

1. The Department will conduct the necessary traffic engineering studies. A determination of the street's eligibility for speeding mitigation consideration will be made in a timely manner, based on the following criteria:

   a. The street must be a public street under the jurisdiction of the City of Bryan.

   b. The street must not be designated as a Freeway, Super Arterial, Major Arterial or Minor Arterial by the City of Bryan's adopted Thoroughfare Plan.

   c. A street designated as a Major Collector in the adopted Thoroughfare Plan may be eligible for consideration if at least 60% of adjacent properties on both sides of the street are front-facing residential, schools serving grades K-12, or parks. Vacant property will be considered based on its zoning designation. Front-facing vertical mixed use developments with residential components are assumed to satisfy this criterion.

   d. The street must not be designated as an alley.

   e. There must be no more than one marked moving lane of traffic in each direction. Unmarked streets are assumed to satisfy this criterion. A continuous two way left turn lane is not considered a moving lane of traffic for the purpose of this criterion.

   f. The street must have a posted or prima facie speed limit of 40 mph or less.

g. The street must be paved.

h. The measured 85th percentile speed must exceed the prima facie or posted speed limit by 3 miles per hour or more in a 24-hour study period; or there must be five or more reported speed-related crashes within the street segment during the last 24 months of recorded data. Eligibility under the 85th percentile speed criterion considers direction of travel independently.

i. The request must not be a duplicate request or overlap with any other active request.

j. Any previously installed devices or changes in posted speed limits have been in place for at least two years.

2. Other factors such as, but not limited to, designated emergency service travel routes, ongoing maintenance, grades, sight distances, pending construction projects, system needs, public services delivery, emergency services delivery, or conflicts with adopted overlay or neighborhood plans may affect consideration for eligibility. Installation of speed mitigation devices must be reviewed by the Departments of Public Works (Water Services, Streets & Drainage, Environmental Services, Engineering Services & Traffic Operations), Fire, Police, Planning and Development Services, and if on a bus route by the operator(s) of that bus route. Only Fire and Police have veto authority, which applies to the entire street segment and not to individual geometric street features or traffic control devices.

3. The selection of the type and design of a particular geometric street feature or traffic control device is based on engineering judgement as exercised by a competent professional engineer licensed in the State of Texas. However, it is incumbent upon the engineer to establish and maintain effective working relationships with Fire and Police and other public service providers so better design decisions can be made which balance the needs of effective mitigation, emergency services response, and public services delivery.

4. If the street is determined not to be eligible for consideration, the applicant will be notified in writing of the reason for ineligibility.

5. Requests for repeating the speed and volume studies (recounts) will be considered following the adopted criteria located in Appendix C. Approved recounts will occur as soon as possible and preferably within the active request round, unless circumstances indicate otherwise.

6. A copy of the traffic study indicating the speed and volume profiles for the segment on an hourly basis will be sent to the Bryan Police Department.

C. Consideration for Reduced Speed Limits

1. Street segments where the measured 85th percentile speed is less than 28 MPH and the posted or prima facie speed limit is 30 MPH will be eligible for consideration for a reduction of the speed limit to 25 MPH.

2. The extents of any street segments being considered for a reduction of the speed limit to 25 MPH must be contiguous and have their terminus at a designated arterial, tee intersection with another local street, or other physical terminus. The extents of any requested street segments which do not satisfy these requirements will be revised so as to satisfy these requirements. The requester will be notified in writing of any changes in extents.

3. Funding determination for the installation of the 25 MPH speed limit signs will coincide with the ranking for funding process. These segments will not be ranked for funding but will be funded using available program monies.

D. Potential Shifts of Traffic

1. The roadway network in the vicinity of the petition area for a requested street segment will be studied to identify alternative routes and probable traffic shifts. This identification is limited to the streets immediately adjacent to and relatively parallel to the requested street. Traffic studies will be conducted along adjacent alternate routes, prior to construction of any devices, to provide baseline data to document any future occurrence of traffic shifts. Potential traffic shifts to designated arterials and major collectors are not considered.

2. If the adjacent alternate route is requested to be considered for speeding mitigation within two years of the completion of the installation of speed mitigation devices, it will be considered as all other requested segments are considered. The results of the first and second study will be compared. If the segment is eligible for speeding mitigation consideration and any increases in either traffic speeds or volumes are shown, additional consideration for those increases will be given in the ranking for funding process. Any decreases in volume or speed will not penalize the segment's consideration for funding.

E. Notification/Evidence of Support

1. If the street is determined to be eligible for consideration, the Department will define the type and approximate location(s) of the geometric street features

on a map, which will be provided to the requester with a petition of notification on which to gather evidence of support.

2. The requestor must submit notification/evidence of support on forms produced by the Department or exact duplicates of those forms. Documents that do not include types of devices or placement information will not be accepted as valid under any circumstances.

3. Counter-petitions or other similar instruments are neither invited nor accepted for consideration.

4. The Department reserves the right to validate any petitions submitted for consideration. Those petitions found to be incomplete, illegible, or are perceived to not have truthful or accurate representations will not further the process.

5. The ranking process will take into account the level of support by segment residents, landowners and businesses as reflected on the notification/evidence of support petitions. The petition area will be determined by the Department and will include primarily those properties facing or abutting the street segment on which a geometric street feature is proposed to be located. Generally, a property may be considered a part of the petition area if its only access/egress route requires traversing existing or proposed devices. If there is an alternate route to the property that does not require traversing the existing or proposed devices, the property would not be considered in the petition area. Notification of "cul-de-sac communities" will be evaluated on a case-by-case basis.

6. Notification/evidence of support petitions must be completed and returned to the Department by the established deadline for the segment to be considered in the ranking process. Requests without acceptable petitions will be considered incomplete and do not further the process.

7. Each property identified by the Department as being within the petition area must be represented on the petition by signature and by indication of "Support", "Do Not Support", or "Agree with Majority". A statement of exception must be submitted by the requester explaining the absence of any property not so represented. Only one signature and indication per property will be accepted. Any property represented by multiple signatures with identical indications will be considered singularly. Any property represented by multiple signatures with differing indications will be considered non-responsive but accounted for in the petitioning process.

8. Requesters are required to make a "good faith" effort to contact the owner or resident of the property. Any statements of exception must include a brief

description of the efforts made to make contact or the circumstances which hindered contact being made. Requests that do not account for all properties will be considered incomplete and do not further the process.

9. Except for condominiums, resident property managers or landowner signatures may be considered as approval for all units of multi-family properties of eight or more units. The manager or landowner must be properly identified on the petition form. Condominiums are considered individual properties and are accounted for individually in the petition.

10. Any person who wishes to alter their indication of support on the petition form after its submittal must do so by individual letter of request to the Department. No such requests will affect funding that has already been awarded.

11. A complete listing of all active requests will be posted on the City's web site.

F. Location and Design of Devices for Speeding Mitigation

1. The Department will determine the final location of all devices according to the guidelines in these Policies and Procedures and in accordance with current state of the practice engineering principles. All devices will be designed to provide for the safety of all roadway users. In some instances, this may require the installation or modification of sidewalks adjacent to the devices. Installation of the proposed devices may also necessitate the modification or removal of on-street parking.

2. General

   a. For devices that could impact drainage and/or are located near drainage inlets, the device should be placed just downstream of the inlet. If this is not feasible, special treatment may be considered for drainage.

   b. To improve nighttime visibility, coordinating device location with existing or planned street lighting should be considered.

   c. Preferences of requesters or property owners adjacent to proposed geometric street feature locations will not be considered unless unique or special circumstances warrant relocation or modification. The Department will consider these circumstances on a case-by-case basis.

   d. Traffic control devices consisting of signs and markings to advise roadway users of the presence of any devices, will be installed in accordance with Appendix D and in conformance with the Texas Manual on Uniform Traffic Control Devices (TxMUTCD), latest edition.

3. Horizontal Deflection Devices

    a. Generally, horizontal deflection devices are preferred to other types of devices.

    b. When feasible, these devices will be designed to reduce impervious pavement and create the opportunity for landscaping, public art, storm water mitigation, or aquifer recharge.

    c. When the analysis shows that a modern roundabout or mini-roundabout is a feasible alternative, it should be considered the Department's preferred alternative due to the proven substantial safety benefits and other operational benefits.

    d. A partial list and description of various devices appears in Appendix J.

4. Vertical deflection devices.

    a. Vertical deflection devices will not be considered along streets designated as a Major Collector in the adopted Thoroughfare Plan or on streets identified as Emergency Response Routes by BFD or BPD.

    b. Generally, speed humps are considered the preferred vertical deflection device. Other devices such as speed cushions, speed tables, raised crosswalks, and raised intersections may also be considered. Speed bumps will not be used.

5. Device placement guidelines.

    a. Devices will generally be placed approximately 400 to 600 feet apart. Other spacing may be used based upon engineering judgment.

    b. Devices should generally not be located in front of a driveway or within an intersection. Exceptions are roundabouts, bulb outs, raised intersections, pedestrian refuge islands, and other similar design features.

    c. Devices should generally not be located within 400 to 600 feet of a traffic signal or stop sign, or within 50 feet of an uncontrolled intersection. Exceptions are roundabouts, bulb outs, raised intersections, pedestrian refuge islands, and other similar design features.

    d. Vertical deflection devices should not be located over, or contain manholes, water valves or other subsurface utility access features. Horizontal deflection devices may contain these features, which may have to be modified or adjusted to grade during the construction process.

G. Funding Criteria

1. Funds for geometric street feature installation will be determined by prorating total available funding between the number of devices eligible for installation and the number of devices eligible for removal.

2. A street segment's ranking score for installation of devices is determined by summing the following factors.

   a. *Speeding Factor* - Equals the total number of vehicles in a 24-hour period exceeding the speed limit by 5 miles per hour or more, but not less than 35 miles per hour, divided by ten.

   b. *Automobile Crash Factor* – Points are awarded based on the severity of ~~Equals one point for~~ each reported speeding-related crash (except auto/pedestrian or auto/bicycle) occurring within the segment during the most recent 24-month period for which crash records are available.

      (1) Equals one point for each property damage only crash.
      (2) Equals five points for each injury crash.
      (3) Equals ten points for each fatal crash.

      Classification of a crash is based on the highest level of severity of any vehicle or person. Classifications are not additive for multiple vehicle or multiple victim crashes.

      ~~b.~~ Crashes that are attributable to motorists traveling along streets that intersect the requested street segment are excluded from consideration. Crashes include those involving fixed objects.

   c. *Auto/Pedestrian or Auto/Bicycle Crash Factor* - Equals ~~five~~ ten points for each reported auto/pedestrian or auto/bicycle crash occurring within the segment during the most recent 24-month period for which crash records are available. Crashes that are attributable to motorists traveling along streets that intersect the requested street segment are excluded from consideration.

   d. *Residential Land Use Factor* – Equals the percentage, expressed as a decimal number, of residential parcels to the total number of parcels along the segment times five. A vacant parcel will be counted towards the use to which it is zoned.

   e. *Front-Facing Residential Parcel Factor* – Equals the percentage, expressed as a decimal number, of front-facing (as opposed to side- or

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rear-abutting) residential parcels to the total number of parcels along the segment times five. A vacant parcel will be counted towards the use to which it is zoned and is assumed to be front-facing if zoned residential.

f. *Environmental Justice Factor* – Ten points if the segment or a portion of the segment is within an area designated for recognized environmental justice programs (See Appendix F).

g. *Truck Traffic Factor* – Equal to the percentage of truck traffic (those vehicles with three axles or more) expressed as a number.

h. *Institution Factor* – Equal to ten points per school or park located along the segment.

~~h.~~i. *School Travel Route Factor* – Equal to ten points for the presence of a school speed zone along all or part of a requested street segment which is not adjacent to a school.

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~~i.~~j. *Absence of Sidewalks Factor* – If contiguous sidewalks do not exist along both sides of the street segment, ten points will be awarded to the segment. If a contiguous sidewalk exists along one side of the street segment, five points will be awarded to the segment. If contiguous sidewalks exist along both sides of the street segment, no points will be awarded.

~~j.~~k. *Designated Bicycle Route Factor* – Ten points if the segment or a portion of the segment is along a designated bicycle route.

~~k.~~l. *Evidence of Support Factor* – Equal to the ratio, expressed as a decimal number, of petitioners supporting the installation of devices to the total number of units, including residential, commercial, and industrial, along the segment times 50.

(1) If the number of petitioners indicating "Support" is greater than the number of petitioners indicating "Do Not Support", then the number of petitioners indicating "Go with Majority" will be added to the number of petitioners indicating "Support", and the sum will be used to calculate the evidence of support factor.

(2) If the number of petitioners indicating "Support" is less than or equal to the number of petitioners indicating "Do Not Support", then the number of petitioners indicating "Go with Majority" will not be added to the number of petitioners indicating "Support".

~~l.~~m. *Diversion Factor* – Equal to the sum of the following.

(1) Percent of increase, expressed as a decimal number, of the 85th percentile speed times five.

(2) Percent of increase, expressed as a decimal number, of the 24-hour volume.

(3) Decreases in either the 85th percentile speed or 24-hour volume do not detract from the factor.

3. The street segment with the higher ranking score will be considered to have the higher priority. The street with the earliest application date will have the higher priority among streets with the same ranking score. Scores are rounded to the nearest hundredth of a point.

H. Cost Responsibility

1. Public Funding

a. For those projects identified to receive public funding, the Department will be responsible for all costs associated with designing and implementing the funded devices. Where appropriate, all designs will include basic landscaping. Requesters desiring enhanced levels of landscaping and hardscaping, or who wish to include public art, street furniture, irrigation, lighting, etc. must provide funding for the design, implementation and maintenance of those features. See Appendix I for examples of basic and enhanced landscaping and amenities.

b. A request that does not receive funding approval during a funding cycle will automatically be considered in the following cycles for a total maximum of five funding cycles (two years), after which the request expires. Incomplete requests that later become complete within the five cycle limit will not receive additional time for funding consideration. For a street segment with an expired request to be reconsidered, a new written request may be submitted subject to the policies and procedures in effect at the time of request. Each request requires a separate and independent traffic study and evidence of support petition.

c. These procedures do not preclude the Department from completing any eligible requests out of ranking order should alternative funds become available or complementing projects, maintenance and/or capital improvement projects be initiated along the requested street segment.

2. Private Funding

a. Eligible projects which did not receive public funding may be expedited by voluntary payment of all costs.

b. Requests for a private funding estimate of cost must be made in writing to the Department.

c. Voluntary payments must be submitted in one payment for the full cost of installation, according to the cost statement provided to the requestor. Only certified checks, cashier's checks, or money orders made payable to the City of Bryan will be accepted. No partial payments will be accepted.

d. Upon receipt of payment of the cost, the devices will be installed no later than the next fiscal year as budget and scheduling permits.

3. Joint Public/Private Funding

a. Eligible projects which do not receive full public funding may be considered for joint public/private funding. A project must meet the following requirements to be considered for public/private funding:

(1) Private funding must provide a minimum of 50% of all costs to be eligible.

(2) All funding must be available for installation of the project to proceed.

b. Requests for joint public/private funding must be made in writing to the Department

c. Only certified checks, cashier's checks, or money orders made payable to the City of Bryan will be accepted. No partial payments will be accepted. Upon receipt of payment of the cost, the devices will be installed no later than the next fiscal year as budgeting and scheduling permits.

V. Requesting Mitigation of Adverse Levels of Cut-Through Traffic

A. Request Process

1. The initial request for the mitigation of adverse levels of cut-through traffic must originate from a resident, business, school, or other entity whose property is within the requested study area. Prior to the development or submittal of any documents, the requester will meet with the City Engineer to discuss the anticipated request. The requester must initiate this meeting. The City Engineer will advise the requester of the potential viability of the request, any foreseeable challenges or opportunities, and any alternative strategies or programs which may better address the requester's concerns. If the request is considered potentially viable, the requester must be willing to:

a. Be considered the requestor of record and act as the primary contact for the request;

b. Take responsibility for community notification and the compilation of evidence of support for their requested area should it be determined eligible;

c. Serve as liaison to any community organizations within whose boundaries the requested area exists; and,

d. Support the City's process to design and implement funded geometric street features, including the design of any landscaping or hardscaping.

2. The request must be written and include, at a minimum, the following;

   a. A description or definition of the proposed study area;

   b. The name, address, telephone numbers and signature of the requester. If a request is made by a neighborhood association it must include contact information for the duly authorized representative of that neighborhood association;

   c. A general description of the traffic problem or condition to be remedied;

   d. Special conditions concerning the proposed neighborhood area, including, but not limited to, such factors as the location and nature of businesses, schools, parks, churches or other non-residential traffic generators within or in close proximity to the neighborhood area;

   e. Written evidence of neighborhood or community support for the project from residents, businesses, schools, or other entities whose property is within the proposed study area; and

   f. Any other information considered germane to the request or required by these policies and procedures.

3. Requested areas may be divided or otherwise revised at the sole determination of the Department.

4. The application process does not invite nor accept recommendations from requesters regarding types or locations of mitigation devices. Requests containing such information will not be accepted and will be returned to the requester without action.

5. The Department will establish and publish annual processing deadlines that are subject to change as necessary. See Appendix B for a copy of the information packet for requesting cut-through traffic mitigation consideration.

6. Each request will initially be reviewed for completeness. If determined to be complete, the request will be considered to have been filed when received and will be acted upon as further provided in these guidelines and procedures. If determined to be incomplete, the request will be returned to the requester with written notice of the deficiencies.

7. The Department will evaluate and prioritize all requests pursuant to the following criteria:

    a. Whether the request identifies a problem that could be remedied under these policies and procedures;

    b. Whether the request identifies a safety or operational problem that could readily be addressed through the installation of a type of geometric street feature or traffic control device that may be installed outside of these policies and procedures;

    c. Whether special conditions concerning the neighborhood area, including, but not limited to, the location and nature of businesses, schools, parks, churches or other non-residential traffic generators within or in close proximity to the neighborhood area, may support approval of the project;

    d. Whether the request conflicts with an existing approved overlay or neighborhood plan;

    e. Whether there is community support for the project as evidencing that the project will enhance and promote the public health, safety and welfare; and,

    f. Whether existing evidence, studies, data or reports regarding the severity of the existing problem, if any, merit the project.

8. For those requests which are accepted for further consideration, the Department will, in coordination with the requester, develop a preliminary project schedule to further the project's consideration. The requester must make all reasonable efforts to abide by the project schedule and complete any assigned tasks or processes. Failure to do so will result in the request being closed. Any requester who desires to renew a request for a project that has been closed will be required to submit a new written request in accordance with current policies and procedures.

B. First Community Meeting

1. Following the receipt of notification by the Department that a project has received preliminary approval for further consideration, the requester will notify the Department of a suitable location for the holding of a community meeting. The meeting location should be within or near the study area and will be for the purpose of presenting information about the process to move the project forward and for receiving community input and comments on the project.

2. Following receipt by the Department of the location of the community meeting, the Department will mail a written notice to all property owners, business owners, institution leadership, and residents or representatives of any neighborhood associations within the study area setting forth the date, time and location of the first community meeting. The notice will specify the location and general nature of the proposed project and will solicit the community's comments on the project. The Department will select the method(s) utilized to identify property owners, business owners, institution leadership, and residents or representatives of any neighborhood associations to be notified, with due regard to the cost, time and accuracy of the method(s) to be utilized.

3. Each notice will be deemed effective when deposited in the U.S. mail, postage prepaid, addressed to the property owners, business owners, institution leadership, and residents or representatives of any neighborhood associations. Failure of any person to receive actual notice of the community meeting required by this section will not affect the validity of any action taken by the city in connection with the project.

4. At the first community meeting:

   a. The purpose of the program and the process to be followed will be presented;

   b. A community traffic committee will be selected by those present;

   c. The Department will provide for and receive written input and comments from the community on the proposed project;

   d. Persons in attendance may register, and the names and addresses of those who do register will be added to the notification list for any future meetings held in connection with a project.

C. Traffic Studies

1. Following the first community meeting and receipt of comments and other required information, a traffic study will be planned to complete the preliminary eligibility review of a proposed project.

2. The Department will fund and conduct the traffic studies necessary to further the project with consideration to current budget and staff availability. Requesters may privately fund the traffic studies with advance approval by the Department. The Department will establish the minimum required scope and method of the study and format of any reports or data.

3. The traffic studies are representative of conditions which exist at the time of the study. The study process does not attempt to quantify future traffic volume trends or routes; such forecasts are beyond the scope of these policies and procedures. Requesters with concerns regarding future development are encouraged to consider delaying their request until those anticipated developments come to fruition.

4. Minimum Cut-Through Traffic Thresholds

    a. For consideration of the overall study area, an estimated percentage of cut-through traffic of at least 20% during either a weekday AM peak period, a weekday PM peak period, a weekday 24 hour period, a Saturday 24 hour period, or a Sunday 24 hour period must be discovered to further the process. This estimate will be determined by comparing traffic data collected by a cordon count of the study area against the theoretical amount of daily trips generated by the various land uses within the study area using the Institute of Transportation Engineers' *Trip Generation Manual,* latest edition. Trips for land uses which are not represented in the manual may be estimated by the Department using engineering judgment. Requests which do not meet this threshold will not be considered further unless there are unique or special circumstances that, at the sole discretion of the City Engineer, warrant the request to be considered further.

    b. For consideration of specific routes or street segments within the study area, the street segment must have a peak hour traffic volume of at least 200 vehicles and at least 30% of that volume must be documented as being cut-through traffic. Determination of route-specific cut-through traffic is determined by turning movement counts coupled with license plate data. Data collection and analysis for this study occurs at the perimeter of the study area and not at internal locations. This study is warranted by the evaluation of the overall study area. Requests which do not meet these thresholds will not be considered further unless there are unique or special circumstances that, at the sole discretion of the City Engineer, warrant the request be considered further.

c. Instances where the traffic counting devices are vandalized or deliberate efforts are made to influence or interfere with the data collection process are addressed in Appendix C.

5. Persons who dispute the data or findings of the traffic studies may have additional studies conducted at their own expense and submit their findings and data to the Department; however, the Department is under no obligation to consider or include these studies in the furtherance of the project.

D. Concept Plan Development

1. If the Department determines that a project is eligible for further consideration, a concept plan will be developed for the project, taking into account all traffic studies, community input and comments, and other data and factors developed in accordance with the requirements of these guidelines and procedures.

2. Each concept plan will be reviewed by the community traffic committee and approved by an interdepartmental review committee and the city attorney before being submitted for community input and comment. Concept plans which impact existing transit routes will be provided to the transit agencies serving those routes for review and comment.

3. Where appropriate, the Department will include basic landscaping in all concept plan designs. Requesters desiring enhanced levels of landscaping and hardscaping, or who wish to include public art, street furniture, irrigation, lighting, etc. must provide funding for the design, implementation and maintenance of those features. See Appendix I for examples of basic and enhanced landscaping and amenities.

4. No concept plan or project will be approved by the interdepartmental review committee if it is found that:

    a. Pedestrian or bicycle traffic access to a neighborhood area would be denied or materially impeded;

    b. General mobility of traffic in the neighborhood area, the surrounding community, or both would be unreasonably adversely affected to a material extent;

    c. That the proposed solution is not the least restrictive that could reasonably be expected to substantially mitigate or resolve the documented problem;

    d. The project would prevent any owner of property from having direct vehicular access to at least one abutting street in the city; or,

    e. The project would be likely to significantly delay ingress to or egress from the study area by emergency service vehicles.

5. The city attorney will review the concept plan to determine that its implementation would not be contrary to local, state or federal laws or regulations.

6. Written notice of the review results will be given to the requester. Absent demonstrable evidence of a significant change in traffic volume or traffic patterns in the intervening period which would in the City Engineer's reasonable professional judgment prompt an earlier review, the same or a similar project will not be eligible for reconsideration for a period of five years from the date of the written notice of the review results.

E. Second Community Meeting

1. Upon approval of the concept plan, a second community meeting will be held to gather community input and comment.

2. Notice of the meeting will be given in the same manner and to the same parties notified of the first community meeting, plus those persons who registered their names and addresses at or after the first community meeting. At the second community meeting the Department will provide a description of the concept plan and a comment card for use by members of the community to address public safety, convenience and traffic issues and to indicate whether they "Support", "Do Not Support", or "Agree with Majority" regarding the concept plan.

3. At the second community meeting, comments regarding the concept plan may be made by any interested party.

F. Decision on Final Disposition of Concept Plan

1. The Department will review and consider comments and positions of support received during the second community meeting and evaluate the concept plan. The City Engineer may:

   a. Approve the concept plan for further consideration;

   b. Disapprove of the concept plan and its underlying request; or

   c. Require modification of the plan in response to comments or other information received. Modified plans must be reviewed and approved by the review committee, city attorney, and the community traffic committee. Revised plans do not require a subsequent community meeting.

2. The requester will be notified in writing of the decision of the City Engineer.

3. The Department will give those concept plans receiving approval a priority ranking that will be used to establish the order in which the various approved projects will be considered for implementation.

4. If the Department disapproves the concept plan, and absent demonstrable evidence of a significant change in traffic volume or traffic patterns in the intervening period which would in the City Engineer's reasonable professional judgment prompt an earlier review, the same or a similar project will not be eligible for reconsideration for a period of five years from the date of the written notice of the disapproval of the project.

G. Implementation of Concept Plan

1. Concept plans which do not include diversionary devices may be implemented as soon as funding and resources allow and do not require a testing period with temporary devices.

2. Concept plans which include diversionary devices will be tested with temporary devices that replicate the intended function of the planned diversionary device.

3. No temporary devices will be installed unless funding will be available to complete the project, if approved, during the current or next succeeding fiscal year. The City Engineer may cause any temporary devices to be removed if a funded project later becomes unfunded.

4. The City Engineer may approve any permanent or temporary device for any ranked project without regard to its priority ranking in order to reflect special or changed circumstances or in order to avoid delay in implementing worthy projects that have not been approved for funding.

5. No temporary device may be placed without the approval of the City Engineer.

6. Temporary devices will be in place for a testing period of not less than 90 days, provided that the City Engineer will immediately remove a temporary device that is determined to be a threat to public health, safety or welfare.

H. Testing of Concept Plan

1. The temporary devices will be implemented within the study area in accordance with the published concept plan.

2. The Department and the community traffic committee will monitor and review traffic impacts and any comments received regarding the devices during the testing period.

3. At least 90 but no more than 180 days following the placement of the devices, a third community meeting will be called and conducted. Notification

for this meeting will be conducted in the same manner as for the second community meeting with written notice to the same parties notified as for the second community meeting and to those additional persons who registered their names and addresses at or after the second community meeting. The purpose of the third meeting will be to provide project data and analysis and to receive community input and comment regarding the temporarily implemented concept plan.

4. Upon the conclusion of the community meeting, the City Engineer will review all of the available information regarding the devices, and either;

    a. Remove or cause to be removed some or all of the temporary devices and deny all or part of the concept plan. If the City Engineer disapproves the concept plan, in whole or in part, and absent demonstrable evidence of a significant change in traffic volume or traffic patterns in the intervening period which would in the City Engineer's reasonable professional judgment prompt an earlier review, the concept plan or any disapproved portions may not be resubmitted as any part of a new request for the same or a similar project for a period of five years from the date of the written notice of the project results.

    b. Approve the concept plan and direct the planning and implementation of permanent devices to replace the temporary devices, during which time the temporary devices may remain in place.

5. Written notice of the City Engineer's action will be given to the requester.

I. Cost Responsibility

1. Public Funding

    a. For those projects identified to receive public funding, the Department will be responsible for all costs associated with designing and implementing the funded devices. Where appropriate, all designs will include basic landscaping. Requesters desiring enhanced levels of landscaping and hardscaping, or who wish to include public art, street furniture, irrigation, lighting, etc. must provide funding for the design, implementation and maintenance of those features. See Appendix I for examples of basic and enhanced landscaping and amenities.

    b. These procedures do not preclude the Department from completing any eligible requests out of ranking order should alternative funds become available or complementing projects, maintenance and/or capital improvement projects be initiated coincidental to the mitigation plan.

2. Private Funding

   a. Eligible projects which did not receive public funding may be expedited by voluntary payment of all costs.

   b. Requests for a private funding estimate of cost must be made in writing to the City Engineer.

   c. Voluntary payments must be submitted in one payment for the full cost of installation, according to the cost statement provided to the requestor. Only certified checks, cashier's checks, or money orders made payable to the City of Bryan will be accepted. No partial payments will be accepted.

   d. Upon receipt of payment of the cost, the devices will be installed no later than the next fiscal year as budgeting and scheduling permits.

3. Joint Public/Private Funding

   a. Eligible projects which do not receive full public funding may be considered for joint public/private funding. A project must meet the following requirements to be considered for public/private funding:

      (1) Private funding must provide a minimum of 50% of all costs to be eligible.

      (2) All funding must be available for installation of the project to proceed.

   b. Requests for joint public/private funding must be made in writing to the City Engineer.

   c. Only certified checks, cashier's checks, or money orders made payable to the City of Bryan will be accepted. No partial payments will be accepted. Upon receipt of payment of the cost, the devices will be installed no later than the next fiscal year as budgeting and scheduling permits.

VI. Design and Implementation of Permanent Devices

A. Following determination of funding, the requester of record will be invited to a design initiation meeting with city staff.

   1. For all funded projects, the requester is strongly encouraged to form a design advisory committee of five to seven persons. For cut-through traffic mitigation projects, the community traffic committee may remain engaged and serve as the design advisory committee.

2. The design advisory committee's responsibilities include:

    a. Providing the city with information regarding community interests in the design of the aesthetic aspects of the devices such as landscaping, hardscaping, or public art opportunities;

    b. Providing the city with information regarding the community's willingness and ability to accept responsibility for long-term maintenance of landscaping or public art;

    c. Providing feedback to the city regarding design concepts and details. While good faith efforts will be made to incorporate suggestions from the design advisory committee, the city retains its authority to design and implement improvements which are considered to be in the best interest of the city;

    d. If deemed appropriate, submitting proposals for partnering through efforts such as pursuit of appropriate grants and other similar programs; and,

    e. Serving as liaison to the community and responding to inquiries from the general public when requested by the city.

3. It is the assumption of the city that those participating on the design advisory committee are representing the community and are authorized and empowered to make recommendations and decisions on behalf of the community.

B. The City Engineer will develop a preliminary project schedule to further the project. The requester of record and the design advisory committee must make all reasonable efforts to abide by the published schedule and complete any assigned tasks or processes.

C. Should a requester of record or design advisory committee not engage in the design process or disengage during the design process, the city will proceed with design and implementation of the devices in accordance with the preliminary project schedule. The devices will be designed to be in the best interest of the city.

D. The design and construction or removal of the devices and associated features are the responsibility of the Department.

VII. Maintenance of Devices

A. The city will prepare and maintain current design standards and installation and removal procedures for geometric street features in accordance with these policies and procedures.

B. The maintenance of the devices and all related features are ultimately the responsibility of the city.

1. The community will maintain any landscaping, public art, or other associated features in accordance with the terms and conditions of an executed Maintenance Agreement (See Appendix H). For examples of Basic and Enhanced Levels of Landscaping, see Appendix I. The community or requester will be notified of any devices found to be deficient.

2. Should a community or requester not provide maintenance in accordance with the terms and conditions of the Maintenance Agreement, the City may at their sole discretion remove, modify, or revise the devices and any associated features in order to maintain public safety or to allow ease of maintenance by City forces.

C. Removal of Devices by Maintenance or Construction Activities

1. Any device that is fully removed during the course of publicly funded construction or maintenance activities will be reinstalled upon completion of that activity at the removing Department's expense by the forces conducting those activities.

2. Devices that are partially removed or damaged during the course of publicly funded construction or maintenance activities will be repaired or reconstructed to original conditions upon completion of those activities at the Department's expense by the forces conducting those activities.

3. Any device that is fully or partially removed or damaged during the course of privately funded maintenance or construction will be reinstalled upon completion of those activities at the expense of the private constructor.

4. The replacement of devices completely removed through the above actions is not automatic, but contingent upon a finding by the City Engineer that the street meets the eligibility requirements of IV.B.1.a through IV.B.1.g above.

VIII. Limitation on Action of City

A. Approval under this article will not excuse the requester or the City from obtaining any other permit or authorization required by law or ordinance to perform the work.

B. The approval, installation and maintenance of a project and associated devices will never be construed to cause an abandonment or relinquishment of any street or public property or to authorize the installation of a device upon any right-of-way not under the control of the city.

C. The installation of a project and associated permanent devices that involves the full and permanent closure of a street will require a public hearing by city council and approval by a majority vote.

IX. Requesting Removal of Geometric Street Features

A. Request Process

1. Citizens may request that a street segment be reviewed for the possible removal of some or all of the existing devices. The requester must agree to:

   a. Be considered the requester of record and act as the primary contact for the request;

   b. Take responsibility for community notification and the compilation of evidence of support for the requested street segment should it be deemed eligible;

   c. Serve as liaison to any community organizations within whose boundaries the requested street segment exists;

2. The City Engineer must receive removal requests by currently published annual deadlines. See Appendix E for a copy of the information packet for requesting the removal of geometric street features. An information packet can also be obtained from the Department.

3. The request for reviewing street segments to consider removal of devices must originate from a resident and/or a business, school, or other entity whose property is within the affected area. The affected area will be determined by the City Engineer and will include primarily those properties facing or abutting the street segment on which devices are located. A property will be considered part of the affected area if its only ingress/egress route requires traversing existing devices which are being requested to be removed.

B. Eligibility

1. Upon written request, the City Engineer will determine eligibility for removal consideration by these factors.

   a. The request must not be a duplicate request.

   b. The removal segment or area must correspond with the installation segment or area.

   c. The devices have been in place for at least three years OR at least two years have elapsed since any previous device removal occurred.

C. Notification/Evidence of Support

1. Following the determination of eligibility for a segment to be considered for device removal, a map of the affected area will be developed and sent to the requester. Also included will be a petition form that will be used to document support for the review of the segment for possible removal of devices.

2. Notification/evidence of support must be submitted on forms produced by the Department or exact duplicates of it. Documents that do not include types of devices or placement information will not be accepted as valid under any circumstances.

3. Counter-petitions or other similar instruments are neither invited nor accepted for consideration.

4. The City Engineer reserves the right to validate any petitions submitted for consideration. Those petitions found to be incomplete, illegible, or are perceived to not have truthful or accurate representations will not further the process.

5. Notification/evidence of support petitions must be completed and returned to the City Engineer by the established deadline for the segment to be considered in the ranking process. Requests without acceptable petitions will be considered incomplete and do not further the process.

6. Each property identified by the City Engineer as being within the petition area must be represented on the petition by signature and by indication of "Support", "Do Not Support", or "Agree with Majority". A statement of exception must be submitted by the requester explaining the absence of any property not so represented. Only one signature and indication per property will be accepted. Any property represented by multiple signatures with

identical indications will be considered singularly. Any property represented by multiple signatures with differing indications will be considered non-responsive but accounted for in the petitioning process. Requests that do not account for all properties will be considered incomplete and do not further the process.

7. Except for condominiums, resident property managers or landowner signatures may be considered as approval for all units of multi-family properties of eight or more units. The manager or landowner must be properly identified on the petition form. Condominiums are considered individual properties and are accounted for individually in the petition.

8. Any person who wishes to alter their indication of support on the petition form after its submittal must do so by individual letter of request to the City Engineer. No such requests will affect funding that has already been awarded.

9. There must be at least a 60% evidence of support for review to further the process.

   (1) If the number of petitioners indicating "Support Review" is greater than the number of petitioners indicating "Oppose Review", then the number of petitioners indicating "Go with Majority" will be added to the number of petitioners indicating "Support Review", and the sum will be used to calculate the evidence of support for review.

   (2) If the number of petitioners indicating "Support Review" is less than or equal to the number of petitioners indicating "Oppose Review", then the number of petitioners indicating "Go with Majority" will not be added to the number of petitioners indicating "Support Review".

10. Requests with either no petition or with a petition that does not account for all properties will be considered incomplete and will not further the process.

11. A complete listing of all active requests will be posted on the City's web site.

D. Removal Determination

1. At the City Engineer's discretion, depending on the length of the segment and the number of devices present, removal of devices along a segment may be considered in multiple phases. For all phases, an engineering review will be performed to determine which, if any, of the devices are to be removed.

2. The removal request process does not invite nor accept recommendations from requesters regarding which devices should or should not be removed.

Based on engineering judgment, the results of the review process may recommend removal of none, some, or all of the devices, or the reconstruction or modification of the devices to reflect current engineering state of the practice. Factors that are considered for review may include, but are not limited to:

a. Existing device designs, locations and spacing;

b. Stop/yield signs or traffic signals along the segment;

c. Historical and existing traffic speed and volume information;

d. Documented crash history; and,

e. Presence or absence of sidewalks, schools and parks, or changes in land uses and pedestrian infrastructure.

3. If speed studies conducted along the requested segment or portions of the segment reveal the 85th percentile speed is greater than or equal to the posted or prima facie speed limit plus three miles per hour, then no device removal will occur along the segment or portion of the segment represented by the study.

4. Following the removal of any devices, the segment may be reconsidered for additional device removal after at least two years. A new request must be submitted to have a segment receive consideration for additional removal. Each phase is subject to the same requirements, policies, and procedures in effect at the time of the request, and requires separate and independent petitions.

E. Funding Criteria

1. Funds for device removal or modification will be determined by prorating total available funding between number of devices eligible for installation and number of devices eligible for removal or modification.

2. Selection of devices funded for removal or modification will be on a first come basis, based on the date of receipt of the completed petition.

3. A request that does not receive funding approval during a funding cycle will automatically be considered in the following cycles for a maximum of two years, after which the request expires. Incomplete requests that later become complete within the two year limit will not receive additional time for funding consideration.

4. If a request for removal is denied, the segment may not be reconsidered for at least three years unless there is a substantial change in conditions.

5. For a street segment with an expired or denied request to be reconsidered, a new written request may be submitted subject to the policies and procedures in effect at the time of request. Each request requires a separate and independent evidence of support petition.

6. The Department is responsible for all costs associated with removal of devices under this process. The City Engineer may consider proposals for the private funding of an approved removal.

Appendix A

CITY OF BRYAN

Public Works Department

Local Area Traffic Management Program
Speeding Mitigation Request Packet

PO Box 1000, Bryan, TX 77805
Phone (979) 209-5030 Fax (979) 209-5035

General Description

Para un documento traducido en Espanol llame a (979) 209-5030

The goal of the Speeding Mitigation Program is to reduce vehicle speeds along a given street segment so that the vast majority of motorists are in reasonable conformance with the speed limit. This is accomplished through the design and installation of geometric street features (also known as "traffic calming devices") at key locations along the street. These devices have proven to be successful in reducing vehicle speeds while allowing safe operation of the vehicle.

The following is a summary of the process.

Step One: Request for Study

A request can be made by a resident, business, school, or other entity whose property is located along the requested street segment. Each request must include a name, address and phone number of a person from the requested street who agrees to be the requester of record. This person will receive all correspondence and is the primary contact for the request. This person will also serve as the liaison to any community organizations within whose boundaries the requested street segment exists.

If the request is found to be eligible, the requester will be responsible for gathering evidence of support using forms provided by the Department.

If the request is funded, the requester will be asked to form a design advisory committee and assist with the detailed design of the devices. The requester will also be requested to help provide for maintenance of any landscaping or public art included in the devices.

The requester acknowledges these responsibilities by signing the request.

The request must be for a specific street segment and must include at least the following information:

- The requested street name
- The boundary of the street segment
- Name of contact person
- Address of contact person
- Daytime phone number of contact person
- Signature of contact person

Appendix A

Incomplete applications will not be considered.

Do not submit petitions or other evidence of support with your request. Petitions or letters of support gathered prior to the eligibility determinations or without the preliminary mitigation plans will not be accepted. Requests will be evaluated on a biannual schedule (page A-4), however the schedule and process do not preclude the City from installing devices when and where it is deemed necessary outside the procedures of this program.

Step Two: Eligibility

In order for a request to qualify for consideration, the street must meet criteria set by the City Engineer. It is the responsibility of the City Engineer to conduct traffic studies to determine if the street segment meets the following criteria:

- The street must provide access to abutting residential properties and/or to an institution.
- The street may not be designated a Freeway, Super Arterial, Major Arterial or Minor Arterial by the City of Bryan's adopted Thoroughfare Plan. A street designated as a Major Collector in the adopted Thoroughfare Plan may be eligible for consideration if at least 60% of adjacent properties on both sides of the street are front-facing residential, schools serving grades K-12, or parks.
- There must be no more than one moving lane of traffic in each direction.
- The street must have a posted or prima facie speed limit of 40 mph or less.
- The street must be paved prior to construction of any geometric street features.
- The measured 85th percentile vehicle speeds must exceed the posted or prima facie speed limit by 3 miles per hour or more in a 24-hour period, or there are five or more reported speed related crashes within a segment during the last 24 months of available data.

Other factors such as, but not limited to, designated emergency service travel routes, ongoing maintenance, grades, sight distances, pending construction projects, system needs, public services delivery, emergency services delivery, or conflicts with adopted overlay or neighborhood plans may affect consideration for eligibility.

Only those requests meeting all the eligibility requirements will proceed. If a request is denied, requesters will not be able to reapply for the following two years unless there is considerable change in conditions.

All traffic counts will be scheduled during typical weekdays while school is in session unless a specific weekend or non-school related problem is noted in the request.

Step Three: Evidence of Support

If the City Engineer determines the street to be eligible, the requester will be provided a preliminary mitigation plan showing the type and location of the proposed device(s). The requester must gather and present evidence of support from the community. The petition area will be determined by the City Engineer and shown on the preliminary mitigation plan. Each

property must be represented by signature of a representative of that property. Requesters must make a "good faith effort" to contact all property representatives; the requester must document each property where a representative was not contacted. Only one signature and indication per property will be accepted. Petitions that do not account for all properties will be considered incomplete.

Evidence of support will be taken into consideration in the ranking criteria for the project; however, it is not a sole determining factor for funding.

Petitions or letters of support gathered prior to the eligibility determinations or without the preliminary mitigation plan will not be considered.

Step Four: Device Design and Location

It is the responsibility of the City Engineer to determine the type and location of all devices in accordance with current engineering principles. Devices which create opportunities for landscaping, public art, storm water mitigation, or aquifer recharge are preferred. Devices will be designed to provide for the needs of all roadway users – pedestrians, bicyclists, transit riders, and motorists. In some instances there may be a need to reconfigure or install sidewalks at or near the devices or to modify or remove on-street parking.

Step Five: Prioritization

The City Engineer will prioritize requests according to the following ranking criteria:

- Volume of egregiously speeding traffic
- Evidence of support from adjacent property representatives
- Reported speed-related motor vehicle (auto) crashes
- Reported auto-pedestrian or auto-bicycle crashes
- Percent of residential land use
- Percent of front facing residential (as opposed to side or rear abutting)
- Percent of truck traffic
- Presence of schools or parks along the requested street segment
- Presence of school speed zones along the requested street segment
- Presence or absence of sidewalks
- Designated bicycle route along the requested street segment
- Eligibility for Environmental Justice programs
- Diverted traffic from other requested and funded street segments

Step Six: Funding

An annual budget will be established for construction of approved projects. Projects will be scheduled for construction by priority ranking as funding permits within the established budget. Depending on the level of enhancements desired by the requester for landscaping or other associated features, the City may require the requester to share in the cost of installation and ongoing maintenance of the enhancements.

Appendix A

Projects may be completed out of ranking order if alternative funds become available or if complementing maintenance and/or capital improvement projects are initiated during the year.

Eligible projects that do not receive funding in a funding cycle will be automatically reconsidered for funding in subsequent funding cycles for up to a total of five consecutive funding cycles (two years). All eligible but unfunded projects will be re-prioritized by ranking for each funding cycle. Except for instances where two or more requests have the same ranking for funding score, time in the program has no influence on funding determination.

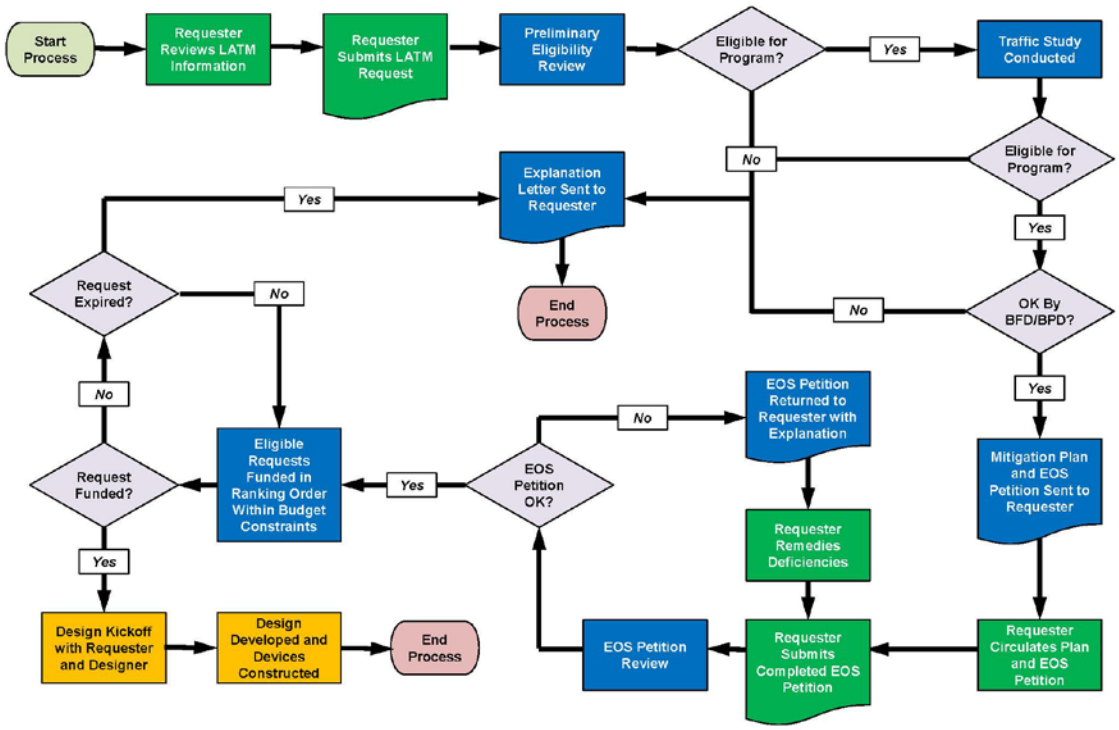
An eligible project may be expedited if the requesters choose to pay for 100% of the estimated cost of the design and installation. Expedited projects will be constructed no later than the next fiscal year following deposit of funding. Eligible projects which do not receive full public funding may be also considered for joint public/private funding. Requests for private funding or joint public/private funding must be made in writing to the City Engineer.

Speed Mitigation Request Schedule

Process Step	***Round "A"***	***Round "B"***
Deadline for request submission	April 1	October 1
Planning and eligibility determinations completed Preliminary placement maps and petition forms prepared Finding of eligibility letters sent to requesters Evidence of support petitions with mitigation plans sent to requesters of eligible requests	June 1	December 1
Final date to submit evidence of support	August 1	February 1
Ranking of eligible requests for City funding	September 1	March 1
Design begins on funded projects	October	April

Appendix A

LATM SPEEDING MITIGATION PROCESS FLOWCHART



Green Boxes are Requester Activities	Blue Boxes are City of Bryan Activities

Appendix A

CITY OF BRYAN

Public Works Department

Local Area Traffic Management Program
Speeding Mitigation Request

PO Box 1000, Bryan, TX 77805
Phone (979) 209-5030 Fax (979) 209-5035

Submittal of this form constitutes a formal request and must contain the completed information indicated in both Part A and Part B. This request will be processed according to the policies and procedures for the Local Area Traffic Management Program in effect as of the date of this request.

Part A – Requested Street Information

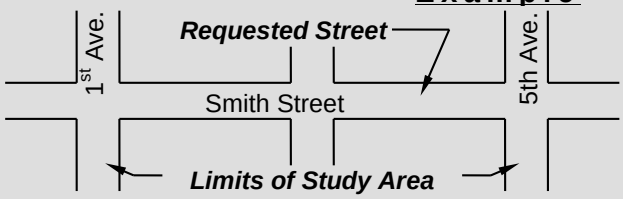
Each request must include the name of the street to be studied as well as the limits of the study. Traffic studies will be conducted only within the limits indicated. Please do not use block ranges for limits.

Requested Street:

From:

To:

Example



Requested Street: Smith St.
From: 1st Ave.
To: 5th Ave.

Part B – Requester Information

By my signature below, I agree to be the requester of record for this request. I have read the policies and procedures governing the Local Area Traffic Management Program and agree to carry out to the best of my abilities the duties and responsibilities associated with being the requester of record. I also understand that any documents submitted to the City of Bryan may be subject to public disclosure in accordance with the Texas Public Information Act.

Name:

Address:

City: **ZIP Code:** **Ph. #:** ( )

Email Address:

Signature of Applicant: **Date:**

Appendix B

CITY OF BRYAN

Public Works Department

Local Area Traffic Management Program
Cut-Through Traffic Mitigation Request Packet

PO Box 1000, Bryan, TX 77805
Phone (979) 209-5030 Fax (979) 209-5035

General Description

Para un documento traducido en Espanol llame a (979) 209-5030

The goal of the Cut-Through Traffic Mitigation Program is to mitigate adverse levels of cut through traffic within a defined geographic area. This is accomplished through the design and installation of geometric street features (also known as "traffic calming devices") at key locations along various streets within the defined area. Mitigation of cut-through traffic requires the community to accept voluntary inconveniences regarding their usual travel routes.

The following is a summary of the process.

Step One: Request for Study

A request can be made by a resident, business, school, neighborhood association or other entity whose property is located within the study area. Each request must include a name, address and phone number of a resident or person from an entity described above, who agrees to be the requester of record. This person will receive all correspondence and is the primary contact for the request. This person will also serve as the liaison to any community organizations within whose boundaries the requested study area exists.

Prior to submitting a request, the requester must meet with the City Engineer to discuss the cut-through traffic problems being considered for mitigation.

The request for cut through mitigation should include at least the following information:

- A general description of the traffic problem or condition to be remedied
- Special conditions concerning the proposed study area that are germane to this request
- Name of contact person
- Address of contact person
- Daytime phone number of contact person
- Signature of contact person
- Written evidence of support from the neighborhood and community.

The City Engineer will evaluate all requests based on the following criteria:

- Whether the problem can be remedied under these guidelines and procedures;
- Whether special conditions, including but not limited to location and nature of businesses, schools, parks, churches or other non-residential traffic generators, may support approval of the project;

- Whether the request conflicts with an existing approved neighborhood plan;
- Whether there is community support in favor of the project; and,
- Whether existing evidence, studies, data or reports regarding severity of the existing problem support implementation of the project.

Only those requests meeting all the eligibility requirements will proceed. If a request is denied, the requested area may not be reconsidered for the following five years unless there is considerable change in conditions.

Step Two: Community Outreach and Input

If a request is accepted for further consideration, the City Engineer will, in coordination with the requestor, develop a project schedule and set forth the first community meeting. The purpose of this meeting is to inform the community of the request and to receive input. The requestor will organize a community traffic committee at the first community meeting.

Step Three: Traffic Study

Following the first community meeting and receipt of comments, a traffic study will be conducted within the study area. Traffic studies are representative of conditions which exist at the time of the study. The study process does not attempt to quantify future traffic volumes, trends or routes.

Only those requests meeting the following minimum cut through thresholds will be considered:

- For consideration of the overall study area, an estimated percentage of cut through traffic must be 20% during either weekday AM peak period, a weekday PM peak period, a weekday 24 hour period, a Saturday 24 hour period, or a Sunday 24 hour period.
- For consideration of specific routes or street segments within a study area, the street segment much have a peak hour traffic volume of at least 200 vehicles and at least 30% of that volume must be documented at cut through traffic.

All traffic counts will be scheduled during typical weekdays while school is in session unless a specific weekend or non-school related problem is noted in the request.

Step Four: Conceptual Plan Development and Community Comment

If the City Engineer determines that a request is eligible for further consideration, a concept plan will be developed. Each concept plan will be reviewed by the neighborhood traffic committee, an interdepartmental review committee and the city attorney before being submitted for community comment. Written notice of the interdepartmental review and the city attorney's determination will be given to the requestor.

Upon approval of the concept plan, a second community meeting will be held to present the concept plan and gather community comments.

Appendix B

Step Five: Final Disposition of the Concept Plan

The City Engineer will review and consider comments received during the second community meeting and evaluate the concept plan. The plan can be approved for further consideration, disapproved, or modified. Plans that are to be modified will be reviewed for approval by the interdepartmental review committee, city attorney and the neighborhood traffic committee. No additional community meetings are required for modified concept plans. The City Engineer will provide written notice of its findings and recommendations to the requestor.

The City Engineer will rank all approved projects by priority to establish an implementation order. Evidence of support will be taken into consideration in the ranking criteria for the project.

It is the responsibility of the City Engineer to determine the final location of all devices in accordance with current engineering principles. Devices which create opportunities for landscaping, public art, storm water mitigation, or aquifer recharge are preferred. The requester will assist in identifying parties responsible for the maintenance of any landscaping or public art included in the devices.

Devices will be designed to provide for the needs of all roadway users – pedestrians, bicyclists, transit riders, and motorists – and will be designed in accordance with the Americans with Disabilities Act and other applicable laws, ordinances, and regulations. In some instances there may be a need to install sidewalks at or near the devices in areas where no sidewalks exist. There may also be a need to modify or restrict on-street parking at or near the devices.

Step Six: Testing of Concept Plan

The concept plan will be implemented with the use of temporary devices that replicate the intended function of the concept plan. The temporary plan will be installed for a period of at least 90 days. The City Engineer and the community traffic committee will monitor and review traffic impacts and receive comments regarding the devices. No temporary devices will be installed without adequate funding identified in the current or next fiscal year.

At least 90 but no more than 180 days following the placement of the devices, a third community meeting will be held for the purpose of soliciting community input.

Concept plans requiring no diversionary devices may be built without prior testing but are subject to funding and resource availability.

Step Seven: Funding

An annual budget will be established for construction of approved projects. Projects will be scheduled for construction by priority ranking as funding permits within the established budget. Depending on the level of enhancements desired by the requester for landscaping or other associated features, the city may require the requester to share in the cost of installation and ongoing maintenance of the enhancements.

Appendix B

Projects may be completed, out of ranking order, if alternative funds become available or if complementing maintenance and/or capital improvement projects are initiated during the year.

Eligible projects that do not receive funding in a funding cycle will be automatically reconsidered for funding in subsequent funding cycles for up to a total of five consecutive funding cycles (two years). All eligible but unfunded projects will be re-prioritized by ranking for each funding cycle. Time in the program has no influence on funding determination.

An eligible project may be expedited if the requesters choose to pay for 100% of the estimated cost of the design and installation. Expedited projects will be constructed no later than the next fiscal year following deposit of funding. Eligible projects which do not receive full public funding may be also considered for joint public/private funding. Requests for joint public/private funding must be made in writing to the City Engineer.

Cut-Through Traffic Mitigation Request Timeline

Process Step

Receive and review request submission	1 to 2 months
First Community Meeting and Comment Period	1 to 2 Months
Initial traffic studies – Must occur while school is in session	2 to 3 Months
Study results discussion with Neighborhood Traffic Committee	1 to 2 Months
Additional traffic studies – Must occur while school is in session	1 to 2 Months
Study results discussion with Neighborhood Traffic Committee	1 to 2 Months
Development and Approval of Concept Plan	2 to 3 Months
Concept Plan discussion with Neighborhood Traffic Committee	1 to 2 Months
Second Community Meeting and Comment Period	1 to 2 Months
Concept Plan Final Determination	1 Month
Implement and Test Concept Plan – Implementation occurs during summer; traffic studies must occur while school is in session	4 to 6 Months
Study results discussion with Neighborhood Traffic Committee	1 to 2 Months
Third Community Meeting and Comment Period	1 to 2 Months
Project Final Determination	1 Month
Approximate Totals	19 to 32 Months

Appendix C

TRAFFIC DATA RECOUNT PROCEDURES

I. Traffic count data that is reviewed and believed to be questionable or invalid by the engineering staff for any of the reasons listed below will be scheduled for recount. This recount will occur as soon as possible and preferably within the current funding round, unless circumstances indicate otherwise.

II. Segments that have been determined ineligible due to traffic data may be re-evaluated upon written request, by conducting another traffic survey. Those segments receiving approval to be reevaluated will be reassigned from their original application cycle to the next available application cycle. The reassigned requests will conform to the policies and procedures in effect for that funding cycle.

III. Citizen initiated requests for recounts must be submitted in writing. These letters should clearly express specific reasons why the original count should be considered invalid. If approved, these recounts will be scheduled to occur during the following funding round.

IV. If it is determined through engineering judgment that the original count did not represent normal conditions and the recount does represent normal conditions, then the data gathered by the recount will be used in the evaluation process.

V. The following presents some of the valid reasons to authorize a recount:

A. Incomplete or missing data.

B. Unusually high or low 85th percentile speeds.

C. Failure or malfunction of the counting equipment.

D. Relatively large proportions of large vehicles (trucks, buses, etc.) to passenger cars in the data.

E. Relatively high percentages of “unknown” or “other” vehicle classifications in the data.

F. Counter deployed at times and/or locations other than those specified by the requester.

G. Counter deployed during non-school times at locations influenced by school traffic.

H. Vandalism or deliberate influence. (This aspect is discussed in more detail below.)

I. Other similar considerations.

Appendix C

VI. The following reasons require additional records or field research before a recount can be authorized:

A. Counter deployed at a location typically bypassed by a significant portion of traffic.

B. Counter deployed relatively close to a traffic control device ("Stop" sign, traffic signals, etc.), a horizontal or vertical curve, or other physical feature that could be reasonably expected to influence motorists' behavior on the subject street segment.

C. Construction or maintenance activities occurring in the vicinity of the deployed counter that can be reasonably expected to influence travel patterns on the subject street segment.

D. Counter deployed during a special event that can be reasonably expected to influence travel patterns on the subject street segment.

E. Counters deployed at or near school bus stops, CapMetro bus stops, commercial loading zones, frequent on-street parking locations, and other similar locations that can be reasonably expected to influence travel patterns and/or motorists' behavior on the subject street segment.

F. Speed mitigation devices installed on adjacent streets after the original study that can be reasonably expected to influence travel patterns on the subject street segment.

G. Physical modification of the roadways (reconstruction, overlays, traffic signals, etc.) changes in land use (apartments, shopping centers, theaters, etc.) and other similar factors that can be reasonably expected to influence travel patterns on the subject street segment.

H. Other similar considerations.

VII. The following are generally considered invalid reasons to authorize a recount:

A. Fear of accidents or incidents occurring.

B. Recent accidents or incidents that are not part of a discernible pattern of occurrence. Only those crashes or incidents reported to Bryan Police Department or other comparable public agency will be considered in determining if a trend exists.

C. Unspecified doubt in the validity of the study.

D. Requests for recounts to be conducted during a specified time period that can reasonably be considered a special event.

E. Unsupported allegations of traffic patterns being deliberately and significantly influenced by individuals or groups.

F. Other similar considerations.

VIII. Traffic count locations that are vandalized (tubes disconnected or cut, counter damaged or stolen, etc.) or deliberately influenced (vehicles parked on or near tubes, multiple passes across tubes, etc.) will be recounted in the following manner:

A. A first recount will occur automatically. Consideration will be given to moving the counter to a more secure location.

B. If the counter is vandalized or deliberately influenced during the first recount, the study will be suspended and the requester contacted and informed of the adverse occurrence. A second recount will be authorized only if assurances are secured from the requester that a resident of the street segment will closely monitor the counter. If no assurances are received, then the request is considered ineligible and may not be reconsidered for two years.

C. If the counter is vandalized or deliberately influenced during the second recount, then the request is considered ineligible and may not be reconsidered for two years.

Appendix D

PLACEMENT OF WARNING SIGNS

I. Warning signs may be required to advise motorist of the presence of devices along a street segment. However, due to aesthetic consideration of the neighborhoods in which they are erected, the number of signs installed will be minimized where possible.

II. The general design, layout, and placement of the warning sign assemblies will be in conformance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD), latest edition.

III. The following guidelines will be considered when locating and installing these signs.

A. For a series of devices, an appropriate warning sign will be installed in advance of the first device in the segment for each direction of travel. No other warning signs will be required for motorists traveling along the segment provided adequate warning is given to motorists prior to their entering the segment.

B. Warning signs will be erected on roadways that intersect the subject segment of roadway where devices are installed. These signs will face the side street near the intersection. Arrows on the signs will indicate in which direction the devices are located. If a motorist turns from the side street on to the subject street segment, no additional signs will be required along the segment provided adequate warning is given to motorists prior to the turn being made.

C. The installation of warning signs at or in advance of each device in a series of devices along the subject segment will not be required unless field conditions indicate otherwise.

D. If new devices are installed along a segment abutting an existing segment, the two segments may be considered as one segment and signed as a single segment. Existing signs will be removed so as to incorporate the two segments into a single segment.

Appendix E

CITY OF BRYAN

Public Works Department

Local Area Traffic Management Program
Geometric Street Feature Removal Packet

PO Box 1000, Bryan, TX 77805
Phone (979) 209-5030 Fax (979) 209-5035

General Description

Para un documento traducido en Espanol llame a (979) 209-5030

Geometric street features are devices installed in the roadway that require vehicles to alter their vertical or horizontal path of travel to mitigate excessive speeding. Geometric street features have proven to be successful in reducing speed while allowing safe operation of the vehicle. However, citizens who believe these devices are not required along a street for various reasons may request they be considered for removal. The following is a summary of the process for removal of these devices.

Step One: Request for a Removal Study

A request can be made by a resident, business, school, or other entity whose property is abutting the requested street segment or whose property is within the affected area. Each request must include a name, address and phone number of a resident from the requested street who agrees to be the requestor of record. The requestor of record will receive all correspondence and be responsible for gathering evidence of support. Each requestor of record acknowledges this designation by signing the request. Written requests should be submitted to the Bryan Public Works Department, Office of the City Engineer at the above address. An information packet can be obtained from the Department. A request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for removal of geometric street features.

Only completed requests will be considered. Incomplete requests will not forward the process. Do not submit petitions or other evidence of support with your request. Requests will be evaluated on a biannual schedule (page E-3), however the schedule and process do not preclude the Bryan Public Works Department, Office of the City Engineer from removing geometric street features when and where it is deemed necessary outside the procedures of this program.

Appendix E

Step Two: Eligibility

In order for a request to qualify for consideration, the street must meet criteria set by the City Engineer:

- The request must not be a duplicate request.
- The removal segment must correspond with the installation segment.
- The street devices must have been in place for at least one year.

Only those requests meeting all the eligibility requirements will proceed. If a request is denied, requesters will not be able to reapply to the identified street segment for the following three years unless there is considerable change in conditions.

All traffic counts will be scheduled during regular commuter periods unless a specific weekend problem is noted in the request.

Step Three: Level of Support

If the City Engineer determines the removal request to be eligible for consideration, the City Engineer will provide existing location maps to the requestor of record. The requestor of record is encouraged to gather and present support from the community in the form of petition(s) (which are provided by the Department) from residents, landowners or businesses facing or having lot frontage on the street segment where the geometric street features are being considered for removal. There must be at least 60% evidence of support for review to further the process. Requests with either no petition or with a petition that does not account for all properties will be considered incomplete and will not further in the process.

Petitions or letters of support gathered *prio*r to the removal eligibility determinations without the existing location maps will not be considered.

Step Four: Removal Consideration Factors

The removal request process does not invite nor accept recommendations from requesters regarding which devices should or should not be removed. Based on engineering judgment, the results of the review process may recommend removal of none, some, or all of the existing devices. Factors that are considered for review may include, but are not limited to:

- Existing device locations and spacing
- STOP/Yield signs or traffic signals along the segment
- Historical and existing traffic speed and volume information
- Crash History
- Presence or absence of sidewalks, schools and parks

Appendix E

Step Six: Funding

Funds for geometric street feature removal will be determined by prorating total available funding between number of devices eligible for installation and number of devices eligible for removal. Selection of devices funded for removal will be on a first come basis, based on the date of receipt of the completed petition. Removal will occur during regularly scheduled construction cycles.

Geometric Street Feature Removal Program Schedule

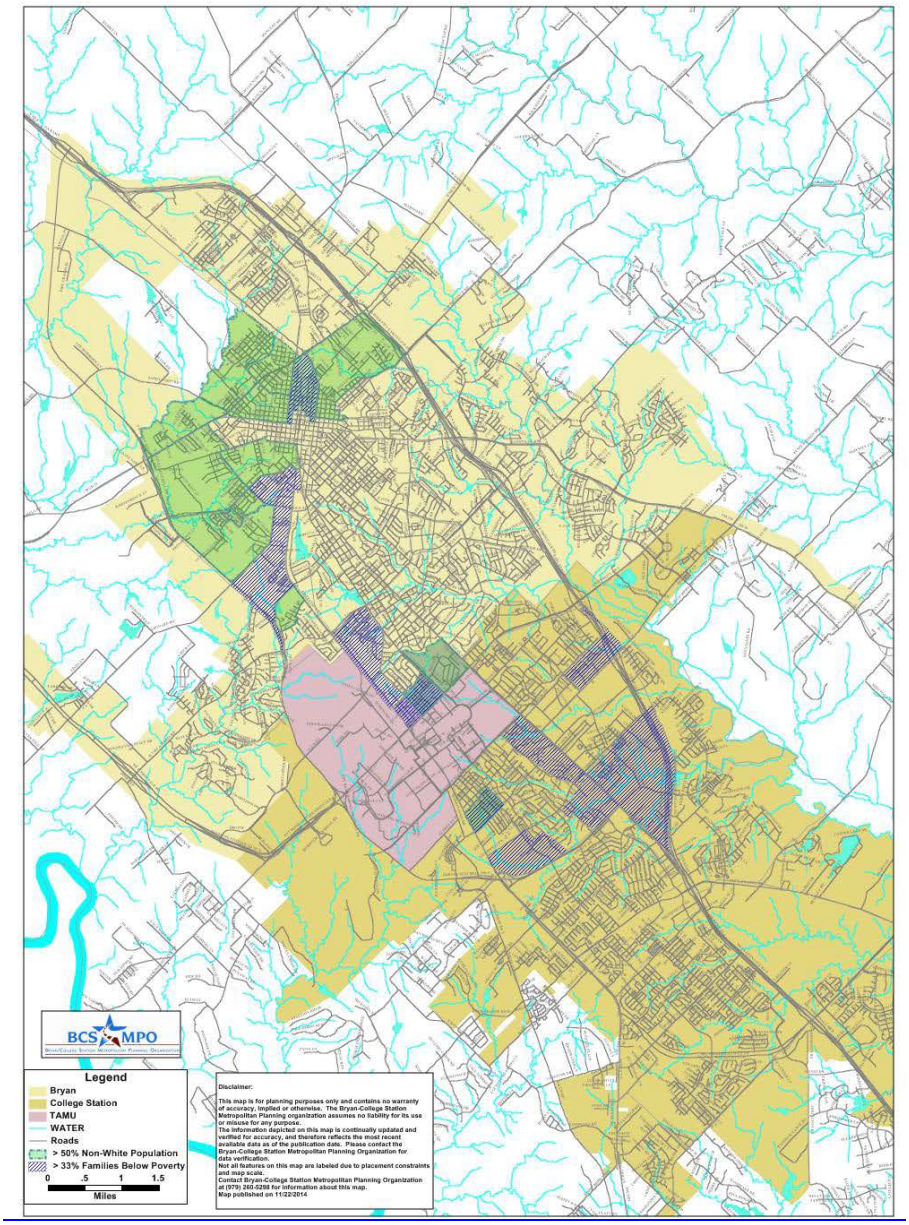
Process Step	Round "A"	Round "B"
Deadline for removal request submission	April 1	October 1
Planning and eligibility determinations completed by Department, Petition area maps and petition forms prepared by Department	May 1	November 1
Final date to submit evidence of support	July 1	January 1
Ranking of eligible requests for City funding	September 1	March 1
Construction begins on approved projects	October	April

Appendix F

ENVIRONMENTAL JUSTICE POPULATIONS WITHIN BRAZOS COUNTY

Appendix F

Environmental Justice Populations
Within Brazos County



Appendix G

EMERGENCY RESPONSE ROUTES

(To Be Developed)

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Appendix H

MAINTENANCE AGREEMENT

(To Be Developed)

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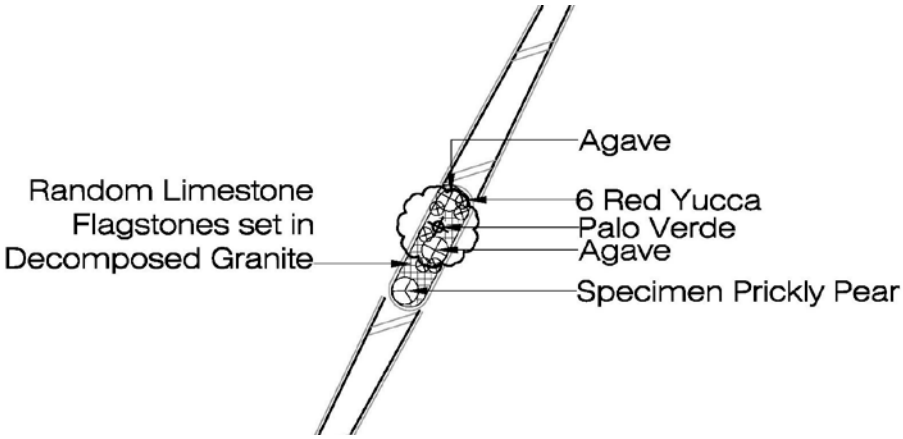
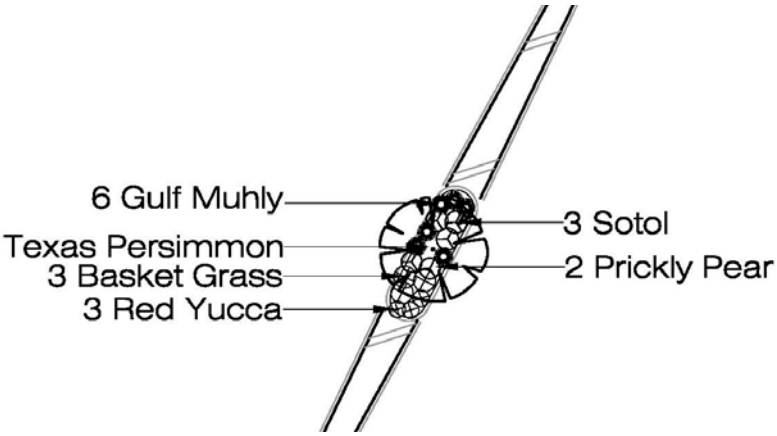
Appendix I

BASIC AND ENHANCED LANDSCAPING

EXAMPLES – BASIC LANDSCAPING
MEDIAN CONCEPT 1



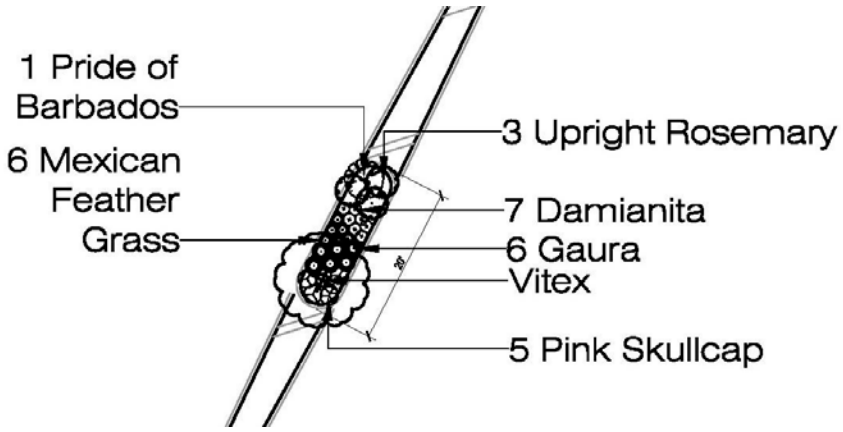
EXAMPLES – BASIC LANDSCAPING
MEDIAN CONCEPT 2



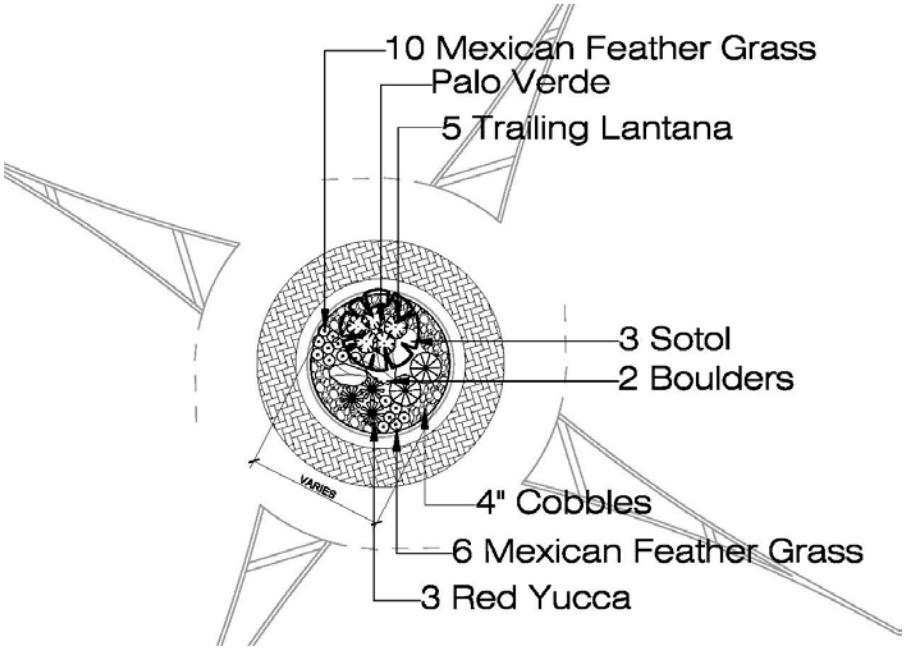
CONFIGURATION OF GEOMETRIC STREET FEATURES SHOWN FOR INFORMAITONAL PURPOSES ONLY

EXAMPLES – ENHANCED LANDSCAPING
MEDIAN CONCEPT 3

Appendix I



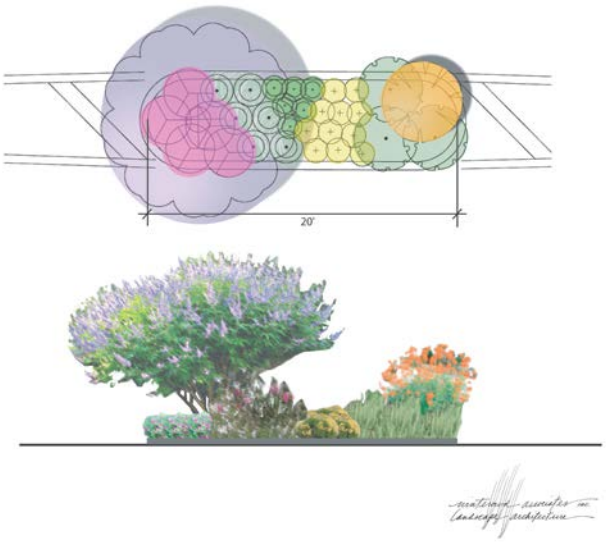
EXAMPLES – BASIC LANDSCAPING
ROUND ABOUT

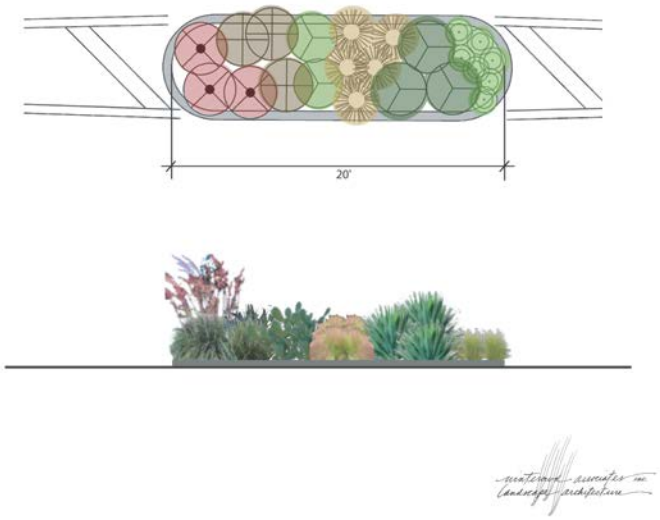


CONFIGURATION OF GEOMETRIC STREET FEATURES SHOWN FOR INFORMAITONAL PURPOSES ONLY

Appendix I

EXAMPLES – MEDIAN RENDERINGS





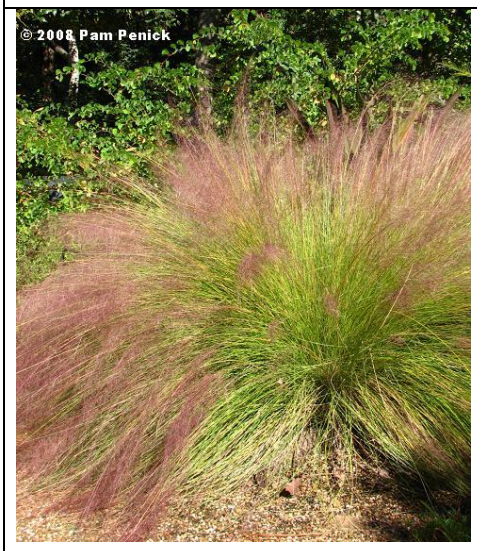
Appendix I

PLANT PALETTE

 Agave	 Damiantia
 Dwarf Fountain Grass	 Desert Willow

Appendix I

PLANT PALETTE

 Cherry Sage	 Gaura
 Gulf Muhly	 Mexican Redbud

Appendix I

PLANT PALETTE

 Mexican Feather Grass	 New Gold Lantana
 Basket Grass or Nolina	 Palo Verde

Appendix I

 Pink Skullcap	 Pride of Barbados
 Prickly Pear Cactus	 Purple Vitex

PLANT PALETTE

Appendix I

 Red Yucca	 Upright Rosemary
 Russian Sage	 Silver Ponyfoot

PLANT PALETTE

Appendix I

Soft Leaf Yucca

Sotol

Texas Betony

Twist Leaf Yucca

PLANT PALETTE

Appendix I

 Texas Persimmon	 Yaupon
 Zexmenia	

Appendix I

PLANT PALETTE

Type	Common Name	Scientific Name	Height	Spacing	Ornamental Value	Basic or Expanded Plantings
TREES						
	Desert Willow	Chilopsis linearis	12-18'	15'	Willow-like foliage; pink/white blooms in summer	B
	Palo Verde	Parkinsonia acculeata	9-15'	10'	Deciduous, delicate foliage; yellow flowers, green bark	B
	Redbud (Mexican)	Cercis canadensis var Mexicana	12-15'	12'	Pink Spring Flowers	B
	Texas Persimmon	Diospyros texana	8-12'	10'	Exfoliating Bark	B
	Vitex	Vitex agnus-castus	12-15'	10'	Purple or White Blooms early summer	B
	Yaupon Holly	Illex vomitoria	12-15'	10'	Evergreen, Red Berries	B
SHRUBS						
	Damianita	Chrysactinia mexicana	1'	2'	Yellow flowers, evergreen foliage.	B
	Gaura	Gaura lindheimeri	12-24"	2'	White/pink Blossoms on stalks	B
	Gregg Salvia/Cherry Sage	Salvia gregii	1'	1'	Red, White or Pink Flower	E
	Pride of Barbados	Caesalpinia pulcherrima	5-6'	4-6'	Orange / Red Bright Flower Clusters	B
	Purple Trailing Lantana	Lantana montevidensis	1-1.5'	3'	Purple flowers, semi-evergreen	E
	Rosemary	Rosemarinus officinalis	2'	2'	Strong Scent, Dense, Dark Green Foliage	E
	Russian Sage	Perkovskia atriplicifolia	3-4'	3'	Purple flowers, deciduous perennial	E
	Texas Lantana	Lantana horrida	1 1/2-3'	2-3'	Orange and Yellow Flower	E
	Zexmenia	Wedilia texana	1-3'	3'	Yellow flowers, semi-evergreen foliage.	E
GRASSES						
	Basket Grass	Nolina texana	1-3'	3'	Cord-like foliage with 3' tall flower spikes	B
	Gulf Muhly	Muhlenbergia capillaris	1-3'	2'	Wispy pink seedheads in fall.	B
	Mexican Feathergrass	Stipa tennuissima	1-2'	2'	Clump grass with tan feathers in fall.	B
CACTI & SUCCULENTS						
	Agave	Agave sp.	2-5'	3-5'	Various types of large, specimen cacti	B
	Red Yucca	Hesperaloe parviflora	12-18"	1.5-2'	Red flowers on tall stalks	B
	Softleaf Yucca	Yucca recurvifolia	3-6'	2-3'	Drooping Leaves, Tall white flower stalk	B
	Sotol	Dasylirion texanum	3'	3-4'	Tall flower spike to 5'. Foliage spiny on edges of leaves.	B
	Spineless Prickly Pear	Opuntia linderhimeri	1-2'	2-4'	Large Pads, Yellow Blooms, Edible Red Fruit	B
	Twistleaf Yucca	Yucca rupicola	2-6'	2-4'	Twisting Leaves, White Flower	B

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PLANT PALETTE						
GROUNDCOVER						
	Pink Skullcap	Scutellaria wrightii	6-8"	1'	Pink to Purple-blue Flower	E
	Lantana species	Lantana sp.	1'	2-3'	Various flower colors, yellow, purple, white, etc.	E
	Silver Ponyfoot	Dichondra argentea	2"	18"	Silvery-green, very low groundcover	E
	Texas Betony	Stachys coccinea	1'	1'	Reddish flowers	E

Material was selected using the following criteria:

Low Water Requirements	Lower than 3' height OR;	Native or Adapted	Base Plantings: Can be used in any planting location. Expanded Plantings: May only be used where neighborhood maintenance is intended.
Low Maintenance Requirements	Canopy base above 6'	Easily Available	

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GEOMETRIC STREET FEATURES
SPEED MITIGATION – SPEED HUMPS

Speed humps are rounded raised areas placed across the roadway. They are generally 10 to 14 feet long (in the direction of travel), making them distinct from the shorter "speed **bumps**" found in many parking lots, and are 3 to 4 inches high. The profile of a speed hump can be circular, parabolic, or sinusoidal. They are often tapered as they reach the curb on each end to allow unimpeded drainage.

Advantages:

- Relatively inexpensive
- Easy for bicycles to cross if designed appropriately
- Effective in slowing travel speeds

Disadvantages:

- If not properly constructed, can cause a "rough ride" for all drivers. Speed humps can cause pain for people with certain spinal disabilities.
- Require large vehicles, such as emergency vehicles and those with rigid suspensions, to travel at slower speeds
- May increase noise and air pollution
- Cannot be used on Emergency Response Routes

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SPEED MITIGATION - SPEED TABLES

Speed tables are flat-topped speed humps often constructed with brick or other textured materials on the flat section. Speed tables are typically long enough for the entire wheelbase of a passenger car to rest on the flat section. Their long flat fields give speed tables higher design speeds than Speed Humps. The brick or other textured materials improve the appearance of speed tables, draw attention to them, and may enhance safety and speed-reduction.

Advantages:

- Smoother on large vehicles (such as fire trucks) than Speed Humps
- Effective in reducing speeds, though not to the extent of Speed Humps

Disadvantages:

- Textured materials, if used, can be expensive;
- May increase noise and air pollution.
- Cannot be used on Emergency Response Routes
- If not properly constructed, can cause a "rough ride" for all drivers. Speed tables may cause pain for people with certain spinal disabilities.

Source: www.trafficcalming.org

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SPEED MITIGATION – SPEED CUSHIONS

Speed cushions are flat-topped speed humps sections installed across the roadway, with sections of roadway exposed between them; resembling a separated speed hump. They are often constructed with either asphalt or installed using prefabricated rubber cushions. Speed cushions force cars to slow down as they ride with one or both wheels on the humps, but are typically spaced far apart to allow vehicles with wider axles, such as emergency vehicles can straddle them with minimal impact to speed.

Advantages:

- Smoother on large vehicles (such as fire trucks) than Speed Humps
- Effective in reducing speeds, though not to the extent of Speed Humps
- Relatively inexpensive

Disadvantages:

- Textured materials, if used, can be expensive;
- May increase noise and air pollution.
- Cannot be used on Emergency Response Routes
- Although to a lesser extent, if not properly constructed, can cause a "rough ride" for all drivers. Speed cushions may cause pain for people with certain spinal disabilities.
- Closer spacing required to achieve some level of mitigation.

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SPEED MITIGATION – ROUNDABOUTS

Roundabouts are raised landscaped islands that require traffic to circulate counterclockwise around a center island. Roundabouts are used on higher volume streets to allocate right-of-way between competing movements.

Advantages:

- Safer than traditional intersections.
- More efficient than traditional intersections
- Serve all roadway users
- Flexible in their application and design.
- Create opportunities for gateways or community focal points.
- Appropriate for arterials

Disadvantages:

- Relatively expensive to implement.
- If not properly designed, may be difficult for large vehicles (such as fire trucks) to circumnavigate.
- May require additional right of way to implement larger roundabouts.
- May require the elimination of some on-street parking.
- If included, landscaping must be maintained.

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SPEED MITIGATION – CHICANES

Chicanes are curb extensions that alternate from one side of the street to the other, forming S-shaped curves. Chicanes can also be created by alternating on-street parking, either diagonal or parallel, between one side of the street and the other. Each parking bay can be created either by re-striping the roadway or by installing raised, landscaping islands at the ends of each parking bay.

Advantages:

- Discourage high speeds by forcing horizontal deflection
- Easily negotiable by large vehicles (such as fire trucks) except under heavy traffic conditions

Disadvantages:

- Must be designed carefully to discourage drivers from deviating out of the appropriate lane
- Curb realignment and landscaping can be costly, especially if there are drainage issues
- May require the elimination of some on-street parking

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SPEED MITIGATION – BULB OUTS

Bulb Outs are curb extensions at intersections that reduce the roadway width from curb to curb. They "pedestrianize" intersections by shortening crossing distances for pedestrians and drawing attention to pedestrians via raised peninsulas. They also tighten the curb radii at the corners, reducing the speeds of turning vehicles.

Advantages:

- Improve pedestrian circulation and space
- Through and left-turn movements are easily negotiable by large vehicles
- Creates protected on-street parking bays
- Reduce speeds, especially for right-turning vehicles

Disadvantages:

- Effectiveness is limited by the absence of vertical or horizontal deflection
- May slow right-turning emergency vehicles
- May require the elimination of some on-street parking near the intersection
- May require bicyclists to briefly merge with vehicular traffic

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SPEED MITIGATION - CENTER ISLANDS

A center island is a raised island located along the centerline of a street that narrow the travel lanes at that location. Center islands are often landscaped to provide a visual amenity. Placed at the entrance to a neighborhood, and often combined with textured pavement, they are often called “gateway islands.” Fitted with a gap to allow pedestrians to walk through at a crosswalk, they are often called “pedestrian refuges.”

Advantages:

- Increase pedestrian safety
- Can have positive aesthetic value
- Reduce traffic speeds

Disadvantages:

- Speed-reduction effect is somewhat limited by the absence of any vertical or horizontal deflection
- May require elimination of some on-street parking

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CUT THROUGH MITIGATION - FULL CLOSURES

Full street closures are barriers placed across a street to completed close the street to through-traffic, usually leaving only sidewalks open. They are good for locations with extreme traffic volume problems and several other measures have been unsuccessful.

Advantages:

- Able to maintain pedestrian and bicycle access
- Very effective in reducing traffic volume

Disadvantages:

- Requires long-term process for consideration and approval.
- May create legal liabilities for owning jurisdiction in terms of discrimination or inverse condemnation if not properly considered.
- Cause circuitous routes for local residents and emergency services
- Can be divisive in communities.

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CUT THROUGH MITIGATION - HALF CLOSURES

Half closures are barriers that block travel in one direction for a short distance on otherwise two-way streets. They are good for locations with extreme traffic volume problems and non-restrictive measures have been unsuccessful.

Advantages:

- Able to maintain two-way bicycle access
- Effective in reducing traffic volumes, but not to the extent of a full closure.

Disadvantages:

- Requires long-term process for consideration and approval.
- May create legal liabilities for owning jurisdiction in terms of discrimination or inverse condemnation if not properly considered.
- Cause circuitous routes for local residents and emergency services
- Can be divisive in communities.
- Scofflaw behavior is common.

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CUT THROUGH MITIGATION - DIAGONAL DIVERTERS

Diagonal diverters are barriers placed diagonally across an intersection, blocking through movements and creating two separate, L-shaped streets. Like half closures, diagonal diverters are often staggered to create circuitous routes through the neighborhood as a whole, discouraging non-local traffic while maintaining access for local residents. They are good for inner-neighborhood locations with non-local traffic volume problems.

Advantages:

- Diagonal Diverters do not require a closure per se, only a redirection of existing streets
- Are able to maintain full pedestrian and bicycle access
- Can reduce traffic volumes but not to the degree of full closures.

Disadvantages:

- Requires long-term process for consideration and approval.
- May create legal liabilities for owning jurisdiction in terms of discrimination or inverse condemnation if not properly considered.
- Cause circuitous routes for local residents and emergency services
- Can be divisive in communities.
- Scofflaw behavior can occur, especially by drivers of larger vehicles.

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CUT THROUGH MITIGATION - MEDIAN BARRIERS

Median barriers are islands located along the centerline of a street and continuing through an intersection so as to block through movement at a cross street.

Advantages:

- Can improve safety at an intersection of a local street and a major street by prohibiting dangerous turning movements
- Can reduce traffic volumes on a cut-through route that crosses a major street

Disadvantages:

- Requires long-term process for consideration and approval.
- May create legal liabilities for owning jurisdiction in terms of discrimination or inverse condemnation if not properly considered.
- Cause circuitous routes for local residents and emergency services
- Can be divisive in communities.
- Scofflaw behavior is possible.
- Requires available street width on the major street
- Consideration of appropriateness of subsequent U-turn maneuvers necessary.

Appendix K

DEFINITIONS

As used in these guidelines, the following words and terms will have the meanings ascribed to them in this section unless the context of their usage clearly indicates a different meaning:

85th percentile speed is the measured speed at or below which 85% of vehicles are traveling.

Applicant means a business or institutional representative, property owner or resident along a street segment. For cut-through traffic mitigation, this definition is expanded to include a duly authorized representative of a neighborhood association or the director who makes a request for the consideration of a project.

Bicycle Route means a route designated in the City of Bryan Bicycle Master Plan.

City Engineer means that person appointed by the City Manager or his designee.

Community Traffic Committee means a committee, consisting of five to seven members drawn from the residents, businesses, or property owners within a neighborhood area to assist in the processing of a request for cut-through traffic mitigation. The members of the community traffic committee are deemed to represent the community in the review of cut through traffic mitigation concept plans. Acting in good faith, this committee will assist the City Engineer in collecting and reviewing data, assist with the conduct of traffic studies under general direction and supervision by the City Engineer, provide information regarding community issues and needs, function as advocates for any reviewed and approved traffic mitigation concept plans, and fulfill other similar duties and roles.

Cut-through Traffic means motor vehicle traffic which enters a study area at a point, travels through the study area without stopping to park, to pick up or discharge passengers, to perform construction or maintenance activities, to participate in educational or recreational activities, or to deliver, receive, or provide goods and services, and then exits the study area at a different point. Motor vehicle traffic that enters and exits a cul-de-sac or closed loop street system with a single point of motor vehicle access is not considered cut-through traffic. Entry or exit of the study area may be by public street, private street, or private driveway.

Department means the City of Bryan Public Works Department and includes the Director or designated representatives.

Design Advisory Committee means a committee of community representatives that is deemed to represent the community in providing input and making commitments on design decisions and maintenance of any enhancements included in the design of a mitigation plan.

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Emergency Service Travel Route means any street segment designated by Bryan Police Department or Bryan Fire Department as an emergency access route.

Enhancements means landscaping, hardscaping, art or other aesthetic improvement installed as a part of a mitigation plan.

Geometric Street Feature means a physical feature or device in the roadway whose primary purpose is to reduce the speed of motor vehicles or to divert motor vehicle traffic traveling on that roadway to other routes. Geometric street features are not traffic control devices; however, geometric street features and traffic control devices may be used together. Geometric street features are classified into three primary categories:

1. **Horizontal deflection devices**. These include, but are not limited to, modern roundabouts, mini-roundabouts, bulb-outs, splitter islands, chicanes, chokers, or medians.

2. **Vertical deflection devices.** These include, but are not limited to, speed tables, speed humps, speed cushions, raised intersections, or raised cross walks. These devices may be used in conjunction with horizontal deflection devices. Speed bumps are specifically prohibited from use on public streets.

3. **Diversionary devices.** These devices include, but are not limited to, street closures, street half-closures, diagonal diverters, and median opening modifications or closures. They are not installed for speed control.

Install or Installation means the permanent placement of a device following approval by final action of the current guidelines and procedures, or as determined necessary by the City Engineer. Install or installation does not include the temporary placement of a device for test or evaluation purposes.

Institution may be a park or school that could reasonably be anticipated to generate volumes of pedestrian traffic.

Interdepartmental Review Committee means a committee consisting of representatives from the Departments of Public Works (Water Services, Streets & Drainage, Environmental Services, Engineering Services & Traffic Operations), Fire, Police, and Planning and Development Services.

Local Area Traffic Management Program means the entirety of the processes and procedures as described in this article whereby one or more devices may be placed upon a designated street in a neighborhood area.

Local Street has the primary function to serve abutting land use and traffic within a neighborhood or limited residential district. A local street is not generally continuous through several districts.

Appendix K

Maintenance Agreement means an agreement between the community and the city where the community agrees to maintain the landscaping and other enhancements installed as a part of the mitigation plan.

Neighborhood association means any homeowners' association, property owners' group or civic association, whether incorporated or not, whose membership includes property owners and/or residents of a neighborhood area.

Prima Facie Speed Limit means the default speed limit that applies when no other specific speed limit is posted as established by State law.

Project means the construction of one or more devices upon a designated street in the neighborhood area.

Property owner means the owner(s) of any tract or parcel of real property within a neighborhood area.

Requester means any person qualified to request mitigation measures on behalf of one or more property owners, a duly authorized representative of a neighborhood association, or other qualified entity as identified in this document. By signing a mitigation request letter or application, the requestor agrees to be the requestor of record and agrees to uphold responsibilities assigned in this document.

Resident means any person who resides in or owns or operates a home or business upon any tract or parcel of real property within a neighborhood area.

Residential means any single family residence, townhouse, duplex, triplex, quadruplex, condominium, or apartment complex or any other structures used as dwelling units.

Speed Criteria is that speed which is 5 miles per hour (mph) over the posted or prima facie speed limit for a given street.

Study area means any contiguous area within the city that generally has as its boundaries:

1. The interior right-of-way line of any Freeway, Super Arterial, Major Arterial Minor Arterial or Major Collector designated by the City of Bryan's adopted Thoroughfare Plan;
2. The interior boundary or right-of-way line of any railroad line, utility or pipeline corridor, river or waterway (not including drainage or flood control ditches not being traversed by other streets within the general locale);
3. The corporate limits of the city; or,
4. Any combination of one or more of the foregoing boundaries.

5. A study area may consist of one or more subdivisions and will include only those properties within and fronting on or taking their access from a street within the bounded area.
6. The City Engineer may adjust the boundaries of a neighborhood area at any stage of the neighborhood traffic management process upon the consideration of additional information including, but not limited to, public input from residents or property owners in the neighborhood area or findings made by the director as a result of the presence of special conditions affecting the neighborhood area.

Thoroughfare Plan is the functional classification and designation of select streets and roadways adopted by City Council.

Traffic control devices are all signs, signals, markings, and other devices used to regulate, warn, or guide traffic, placed on, over, or adjacent to a street, highway, pedestrian facility, bikeway, public facility, or private property open to public travel by authority of a public agency or official having jurisdiction. The Texas Manual on Uniform Traffic Control Devices (TMUTCD) is incorporated by State Transportation Code § 544.01 and shall be recognized as the Texas standard for all traffic control devices installed on any street, highway, bikeway, public facility, or private property open to public travel.

Transit Route means any roadway segment designated by a recognized public transit agency or public school district as being specifically for use by transit vehicles in providing transit services to the public. Street segments that are along “dead head” routes or are for primarily maintenance or storage of vehicles are not considered transit routes for the purposes of these policies and procedures.