



## **Neighborhood Traffic Calming Program**

**Revision 2017**

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## **I. INTRODUCTION**

The City of Sunrise recognizes that the conditions of residential roads greatly affects neighborhood livability; therefore, the City established its Neighborhood Traffic Calming Program (NTCP) to incorporate education, enforcement and engineered road design into protecting the quality of life of residents and visitors to the City. The NTCP is developed to promote safe and pleasant conditions for residents, pedestrians, bicyclists and motorists in City neighborhoods.

The Institute of Transportation Engineers defines traffic calming measures as, “the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.” Other names sometimes used interchangeably with traffic calming are traffic mitigation and traffic management. Traffic calming measures are self-enforcing and rely on the laws of physics rather than human psychology to slow traffic and change traffic patterns. Using the NTCP as a framework, staff will work with neighborhoods to develop a plan to calm traffic in order to meet the measures listed below.

## **II. GOAL**

The City’s goal for the NTCP is to promote neighborhood livability through the following guidelines:

1. Provide safety measures in residential neighborhoods to reduce traffic operating at high speed and high volumes on local City roads.
2. Reduce the average speed of vehicles in residential neighborhoods and therefore reduce the need for traffic safety enforcement.
3. Preserve and enhance the access, safety, comfort and convenience for pedestrians and bicyclists by changing the culture of neighborhood roads use from “cars first” to “people first.”
4. Reduce cut-through traffic by encouraging through traffic to use collector and arterial roads.
5. Reduce vehicular crash frequency and severity.
6. Effectively address the dual, and frequently conflicting, public safety interests of traffic calming and emergency response.
7. Foster a collaborative working relationship between City staff and neighborhood residents in the development of traffic calming measures.
8. Prioritize the expenditure of public resources based on need and implement cost-effective measures for addressing identified traffic issues.

### III. DEFINITIONS

**Arterial:** A major highway primarily for through traffic.

**Collector:** Routes which collect and distribute traffic between local roads or arterials roads and serve as a linkage between land access and mobility needs.

**Cut-Through Traffic:** Vehicles which have neither their origin nor destination in the area.

**Enforcement:** Intensified enforcement of traffic regulations by reminding drivers of posted speed limits and by enforcing the observance of **STOP** signs and other traffic regulations.

**Trafficways Plan:** The official plan of the arterial and collector network for Broward County that reserves rights-of-way.

**Traffic Calming Measures:** Traffic engineering measures that are intended to reduce vehicle speeding, cut-through traffic, and increase pedestrian and bicyclists safety. Several traffic calming measures are summarized in Appendix "I".

### IV. ELIGIBILITY CRITERIA

1. Traffic calming measures may be requested for City's local roads only. Roads which are classified or could be classified as **collector** or **arterial** will not be considered for traffic calming. Roads indicated on the Broward County **Trafficways Plan** are not eligible.
2. Private roads will not be considered for control under the NTCP.
3. Locations considered for traffic calming measures under the NTCP may be identified by neighborhood associations, residents or City staff.
4. City staff may implement traffic calming measures as a City initiative.
5. Emergency vehicle access must be preserved. Police, fire, and emergency service officials may disqualify a local road from consideration based on emergency access concerns.
6. Traffic calming measures may be considered for any City local road that meets **both** of the following thresholds:
  - A. **Speed:** The speeding criteria is met if the measured 85th percentile speed of motorists on the road segment is more than 7 miles per hour (mph) above the posted speed limit.
  - B. **Traffic Volume:** Traffic volume criteria is met if the average daily traffic volume is more than 750 and less than 3,000 vehicles per day.

The Utilities Department may use site-specific factors and unique characteristics within the proposed study area to support traffic calming measures even if the thresholds above are not met. Any adjustment to the eligibility criteria must be supported by standard traffic engineering practices and should follow Broward County Complete Street Guidelines and City of Sunrise Resolution No.14-101.

## V. TRAFFIC CALMING REQUEST AND PROCESSING PROCEDURES

The NTCP's procedures for requesting and implementing traffic calming measures along the City's local roads are as follows:

### STEP # 1: TRAFFIC CALMINx MEASURES REQUEST APPLICATION

Requests for traffic calming measures on City local roads can come from authorized representatives of homeowners associations or condominium associations; or from residents who live within the boundaries of an area not represented by such an association. Where applicable, the Application must be endorsed by the association. If there is no active association, the Application must include signatures of at least ten (10) affected residents representing separate households. This requirement is intended to show that the issue is perceived as a neighborhood-wide issue and is not solely an individual concern.

The Application in Appendix "II" of the NTCP shall be completed and submitted to the Public Works Division of the Utilities Department. The Application shall include:

- The road segment where the problem(s) exists (i.e., X Road between Y Place and Z Avenue);
- The time of day when the problem(s) occurs;
- Possible causes of the problem(s);
- Concerns relating to pedestrians, bicyclists, residents and property as a result of the problem(s); and
- Endorsement by the association (if applicable) **OR** the names and signatures, addresses and phone numbers of at least ten (10) nearby residents who share the concerns, where a homeowner's association does not exist.

Staff will acknowledge the completed Application in writing to the neighborhood representative.

### STEP # 2: DATA COLLECTION & ANALYSIS

Once staff has determined that an Application has been properly submitted and identifies a potential problem for which traffic calming measures may be appropriate, traffic data will be collected. Staff may request assistance from a private consultant and/or Broward County Traffic Engineering to conduct a traffic study of the area in question. The traffic study shall include a 24-hour traffic volume and speed study. Other tasks may be included in the study as directed by staff. Traffic volume and speed data collection will be conducted on typical weekdays, August through May, when public school is in session.

City staff will analyze the traffic data to determine whether the Application meets the eligibility criteria as described in section IV of this NTCP. If the collected data and analysis indicate that the road segment does not meet both thresholds for traffic volume and speed, staff will contact the neighborhood representative and explain that the Application does not warrant further evaluation and the road

segment will be eligible for re-evaluation after a two-year waiting period from the date of this determination. However, staff may determine that other measures, including public education and traffic enforcement, are appropriate under the circumstances and may take steps to implement such alternate measures.

If the traffic volume and speed data supports the traffic calming request, staff will evaluate the severity of the matter and need for a solution.

If more than one Application is submitted, staff will create a priority list of the Applications based on the data, analysis and traffic engineering standards. The City Commission may establish an annual budget for the purpose of traffic calming measures. City staff shall attempt to prioritize Applications to maximize the use of available funds by analyzing the following factors:

- School and/or public transportation routes;
- Road geometry and characteristics including but not limited to: lighting, sidewalk, signs, traffic signals, etc.;
- Concerns relating to pedestrians, bicyclists, residents and property as a result of the problem(s).

### **STEP # 3: CITY COMMISSION REVIEW FOR PROJECT INITIATION**

The Applications that satisfy the traffic volume and speed threshold criteria will be submitted to City Commission for initial approval to proceed with the conceptual development of a traffic calming plan. Once this occurs, staff will begin the conceptual development of a traffic calming plan. Whenever possible, the first steps in the process will be public education and traffic enforcement. If staff determines that those measures are either inappropriate or ineffective, the process of developing a physical traffic calming plan may proceed.

### **STEP # 4: CONCEPTUAL PLAN & COMMUNITY WORKING GROUP**

Prior to finalizing the conceptual design alternatives for the traffic calming plan, staff will meet with the Fire-Rescue and Police Departments to determine any specific emergency response requirements related to the road of concern. Staff will also identify other parties that may be affected by the traffic calming improvements being considered for implementation.



Staff will contact the neighborhood representative to establish a Working Group. Staff will meet with the Working Group to review and gain input on the conceptual design alternatives for the traffic calming plan. The Working Group will rank the alternatives by preference. The Working Group should consist of one (1) to five (5) residents representing the local neighborhood where the traffic calming measures are proposed to be located. The neighborhood representative's community has a period of two (2) months to form a Working Group. If no Working Group has formed at the conclusion of the two (2) months, staff will consider whether to grant an extension or conclude the project. If the Application is

concluded, the local road shall not be considered for another traffic calming Application for a period of two (2) years.

Staff will provide its expertise to assist the Working Group in evaluating the traffic calming alternatives. Once the conceptual designs are acceptable to the Working Group, community support must be demonstrated via signed petitions.

## **STEP # 5: COMMUNITY SUPPORT (PETITION)**

The next step in the implementation process is to obtain the required level of community support to be eligible for final design and funding. To assess support, the community will be responsible for collecting signatures from at least 70% of the residents within the impacted area. City staff will assist by providing the geographical boundaries for the petition. Only one (1) adult resident of each impacted home may sign the petition, and either homeowners or renters may sign the petition. The Working Group shall explain to the impacted residents that by signing the petition they accept the possibility that traffic calming measures may be built in front of their home. To assist the community, staff will prepare a map and brochure explaining what the proposed traffic calming measures may look like and where each traffic calming measure is proposed to be located.

The Working Group should obtain the community support within the petition period of ninety (90) calendar days. The Working Group may request an extension of an additional ninety (90) calendar days to accomplish this task. Once the required signatures have been obtained, the Working Group should submit the petition to staff and include a cover letter validating that sufficient support has been gained. In order for the petition to receive sufficient support, at least 70 percent of the impacted households, as identified by staff, must sign the petition.

Traffic calming measures initiated by City staff shall be exempt from the petition requirements; however, public meeting with impacted residents shall be required.

### **A. PLAN RECEIVES SUFFICIENT SUPPORT**

If the traffic calming plan receives sufficient support (70 percent of impacted households sign the petition), the petition will be verified by staff before further work proceeds.

### **B. PLAN DOES NOT RECEIVE SUFFICIENT SUPPORT**

If the response is not sufficient, staff will recommend either that the traffic calming plan be referred back to the Working Group or that the process end. If the traffic calming plan is referred back to the Working Group, staff may recommend alternative traffic calming measures more likely to meet with community acceptance. Applications for traffic calming measures that fail to receive community support shall not be considered for another traffic calming Application for a period of two (2) years from the date the petition period expires.

## **STEP # 6: FINAL APPROVAL**

Upon receipt of a petition with the required minimum percentage of affirmative signatures together with supporting data from traffic analysis/study, staff will initiate the final design and implementation process for the proposed traffic calming measures. Staff may request assistance from a private traffic engineering consultant firm in developing a design for the proposed traffic calming measures. Design should follow the proven local and national traffic engineering practices and should follow Broward County Complete Street Guidelines and City of Sunrise Resolution No.14-101. The final design will be presented to the City Manager for consideration and final approval.

## **STEP # 7: PROJECT IMPLEMENTATION**

Once a project has been approved by the City Manager, staff will perform the following actions:

- Develop detailed construction drawings based on the conceptual design agreed to by the neighborhood;
- Acquire any right-of-way and/or easements necessary;
- Follow appropriate procurement procedures and guidelines;
- Schedule construction either by City employees or private contractor;
- Notify impacted residents of the construction schedule; and
- Monitor and oversee construction.

## **STEP # 8: EVALUATION AFTER INSTALLATION**

City staff will evaluate all installed traffic calming measures one (1) year after installation. If problems arise from the implementation of a traffic calming measure, staff will examine the cause(s) and potential corrective action(s), which may include removal of the traffic calming measure. The request by a neighborhood group for removal of traffic calming measures shall follow the Application procedure previously outlined and summarized herein:

1. Traffic calming measures must be in place for a minimum of two (2) years.
2. The owners or tenants of ten (10) separate properties in the neighborhood must sign a request for removal petition.
3. City staff recommendations must support the removal of traffic calming measures.
4. To demonstrate community support, at least 70 percent of the affected households, as identified by staff, must sign the petition requesting removal of traffic calming measure.

If a location fails to achieve the necessary community support within the petition period, removal shall not be reconsidered for a period of two (2) years from the date the petition period expires.



## **VI. SUMMARY**

The Neighborhood Traffic Calming Plan serves as a resource for the planning, design, and construction of traffic calming measures. It is an evolving document that assists in mitigating undesirable traffic issues on the City's local roads. Once the NTCP is approved by the City Commission, revisions to the approved NTCP shall be the responsibility of the Public Works Division of the Utilities Department and shall require City Commission approval. While the NTCP is by no means the answer to all situations, it will help City staff to work in coordination with residents to develop positive solutions for neighborhoods that are negatively impacted by motor vehicle traffic.

## APPENDIX “I”

### TRAFFIC CALMING MEASURES

When selecting the appropriate traffic calming measure(s), several principles need to be taken into consideration. In general, the traffic calming measure(s) selected should have all or most of the following attributes:

- Follow best engineering practices, be consistent with Florida law, and meet the standards and guidelines set out in the Federal Highway Administration Manual on Uniform Traffic Control Device;
- Address the problem in an efficient and cost effective manner;
- Accommodate the geometrics of the road (e.g., a traffic circle can only be built in an intersection that is large enough for it);
- Is compatible with the needs of the Fire-Rescue and Police Departments; and
- Address the needs of nearby schools.

There are many different traffic calming measures in use throughout North America and Europe. While a number of these would potentially be appropriate in the City of Sunrise, some would not. The following are several of the more common types of traffic calming measures:

Issue	Measure	Description
Bicyclist Safety	Bike lanes, signage and road symbols	Narrows the road to slow traffic and provides a travel lane for bicyclists
Cut-Through Traffic	Turn Restrictions	Prohibit cut-through traffic at certain times of day
	One-Way Roads	Remove one direction of traffic on a two lane road
	Truck Restrictions	Remove heavy truck traffic by shifting it to a nearby route
Cut-Through Traffic <i>and</i> Speeding	Neighborhood Entry Treatment / Gateway	Generally an island, brick pavers or stamped concrete to alert motorists of their entry into a neighborhood
	Road Closure: Full or Half	Full closure of roads to one or both lanes of traffic in either direction before an intersection
	Diverter: Full or Half	Raised barrier placed diagonally across an intersection that forces traffic to turn

Issue	Measure	Description
Pedestrian Safety	Paver Crosswalk	Pressed asphalt crosswalk with brick pattern to highlight pedestrian crossing area
	Mid-Block Crosswalk	Provide greater visibility to crossing pedestrians
	Pedestrian Refuge Island	An island in the middle of the road to break the crossing into two sections
	Paddles	3-foot tall lime green bollards placed on centerlines to alert motorists to the presence of pedestrian crossings
	In-Ground Flashing Beacons	Highlights presence of pedestrians in crosswalk with flashing lights
	Pedestrian Countdown Signal	Provides the number of seconds remaining to cross the road at an intersection
	Bulb-Outs	Shorten distance to cross and narrow the road
Speeding	Road Markings	Visually narrow road to slow traffic
	Road Narrowing	Physically narrow roads to slow traffic
	Median	Narrows roads to prevent turns at intersections or slow traffic
	Chicane	Winding road causes motorists to drive slower
	Speed Table	Raised area of pavement approximately 3-inches high and 22-feet long
	Variable Speed Display Board	Permanent radar unit and board alert motorists to their travel speed
	Speed Limit Sign	Reminds motorists of the speed limit
	Traffic Circle	Raised circular island in an intersection
	Roundabout	Larger version of a traffic circle, installed on busier roads in larger intersections

# APPENDIX "II"

## NEIGHBORHOOD TRAFFIC CALMING PROGRAM APPLICATION

The Neighborhood Traffic Calming Program (NTCP) addresses traffic safety concerns such as high traffic volume, speed and cut through traffic on local City roads. For information regarding the NTCP or to obtain a copy of the plan, please contact the Public Works Division of the Utilities Department at (954) 888-6011.

To request traffic calming measures in your neighborhood, please fill out and sign this form, and return the original to the Public Works Division of the Utilities Department – NTCP, 777 Sawgrass Corporate Parkway, City of Sunrise, Florida 33325.

Date

Representative Name

Daytime Phone

Email Address

Neighborhood Name

Does the Neighborhood have a HOA, Master HOA or Condominium Association?

YES

NO

If the answer is yes, provide legal name of Association

If the answer is no, please skip to Approximate Limits/ Cross Roads and complete the rest of the Application.

Association President Name (If applicable)

Master Association President Name (If Applicable)

Association President Signature (If Applicable)

Master Association President Signature (If Applicable)

Approximate Limits / Cross Roads

# APPENDIX "II"

## NEIGHBORHOOD TRAFFIC CALMING PROGRAM APPLICATION

Describe the traffic or safety issues. Include the time of day when the problem occurs, possible causes of the problem, and concerns relating to pedestrians, bicyclists, residents and property as a result of the problem. Attach an additional page, if necessary.

If there is no active Association, the Application must include the signatures of at least ten (10) affected residents representing separate households. This requirement is intended to show that the issue is perceived neighborhood-wide and not solely an individual concern. Residents acknowledge that by signing the petition they accept the possibility that traffic calming measures may be built in front of their home.

Resident Name	Address	Signature	Telephone