City of Austin
Austin Transportation Department
Traffic Management Division

*GUIDELINES AND PROCEDURES*
*For*
*LOCAL AREA TRAFFIC MANAGEMENT*

***Effective Date January 1, 2012***

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# I. Background

The City of Austin's response to concerns about adverse levels of speeding and cut-through traffic in residential neighborhoods has been and continues to be an evolving process.

In the mid-1980's City staff, in response to citizen concerns regarding high traffic speeds, increasing traffic volumes and pedestrian safety in residential neighborhoods, developed the Neighborhood Traffic Management Program to address these issues. Due to budget constraints at that time, the program was not funded. However, citizen requests for mitigation of speeding and cut-through traffic continued.

In 1994, several neighborhood associations encouraged the City Council to fund a speed hump program. The City Council responded by funding the program in 1994-95. Funding for this traffic calming program continued for four years. In the spring of 1997, the speed hump program was suspended due to concerns about possible impacts to emergency response times and the potential shifting of traffic from one neighborhood street to another.

A focus group was formed with representatives from city staff, council appointees, Urban Transportation Commission, neighborhood representatives, Capital Metropolitan Transportation Authority and interested citizens to investigate issues associated with the Speed Hump Program. This focus group would eventually develop the guidelines that would become Neighborhood Traffic Calming Program.

In 1999 the Neighborhood Traffic Calming Program was piloted in five neighborhoods. In 2001 nine more neighborhoods were included in the program. Due to budget constraints, funding for traffic calming was suspended.
In 2007, additional funding was identified and twelve more neighborhoods were included in the program. Of the 26 neighborhoods studied under the Neighborhood Traffic Calming Program, the neighborhoods approved 20 plans for implementation; conversely six neighborhoods with documented traffic concerns did not receive any mitigation.

Community support for mitigation of speeding and cut-through traffic continues to be expressed through the inclusion of "traffic calming" in numerous neighborhood plans. The City Council has continued to support the concept of traffic calming by the adoption of these neighborhood plans, as well as the adoption of city plans and initiatives such as the Austin Bicycle Plan, the Austin Pedestrian Program and the Austin Carbon Dioxide Reduction Strategy; all of which recommend traffic calming. The citizens of Austin again displayed support for traffic calming by approving funding for these efforts in the 2010 bond election.

Unfortunately, in practice the currently defined traffic calming program is finding challenge in providing responsive and timely service to all requesters:

- Of the approximately 240 neighborhood areas defined by the program, only 26 have been considered in the past 13 years.
- Many traffic calming requests are made for individual street segments but there is not a mechanism to consider street segments individually.
- There is not a defined process to determine eligibility of a request and then objectively rank all eligible requests for funding.
- The current practice of requiring a 60% vote of support for mitigating adverse levels of speeding effectively defers the city's responsibility for addressing a public safety issue to a popular vote.
- There is not a mechanism to consider mitigation of cut-through traffic.

Therefore there needs to be a revised traffic calming process which is more responsive to requests while objectively addressing safety and quality of life issues within existing budget constraints. These guidelines and procedures provide an objective and comprehensive framework to better address mitigation of adverse levels of speeding and cut-through traffic in our communities.

## II. Authority and Scope

A. These guidelines and procedures are issued under the authority of the Traffic Engineer. The Traffic Engineer retains the authority to revise or modify these guidelines and procedures as necessary.

B. These guidelines 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 these guidelines and procedures.

C. The Department retains the authority to install or remove geometric street features or traffic control devices for cause independent of these guidelines 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 or traffic control devices.

B. 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.

C. Levels of adversity are defined in subsequent sections.

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

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

City of Austin
Austin Transportation Department
Local Area Traffic Management Program
505 Barton Springs Road, Suite 800
Austin, Texas 78704

## IV. Requesting Mitigation of Adverse Levels of Speeding

A. Request Process

1. 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:

   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 determined eligible;

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

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

      (1) Facilitate the execution of any agreements between the community and the city for the design, construction and maintenance of the improvements; and,

      (2) Facilitate the satisfactory performance of the community's responsibilities under said agreements.

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

3. 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.

4. 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 Traffic Engineer.

5. 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 Austin.

    b. The street must not be designated as a Major Arterial (MAD or MAU) in the Austin Metropolitan Area Transportation Plan (AMATP).

    c. A street designated as a Minor Arterial (MNR) in the AMATP 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 twelve 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 ongoing maintenance, grades, sight distances, pending construction projects, system needs, public services delivery, emergency services delivery, or conflicts with adopted neighborhood plans may affect consideration for eligibility. The installation of geometric street features for either speeding or cut-through mitigation must be approved by the Public Works Department, Austin Fire Department, Austin Resource Recovery, and Austin-Travis County Emergency Medical Services. The Planning and Development Review Department is consulted regarding any proposed geometric street features. Capital Metropolitan Transportation Authority (CapMetro) is consulted regarding any proposed geometric street features along designated transit routes. Any proposed cut-through traffic mitigation involving the full or partial closure of a street must be approved by the Austin Police Department. Other City departments or governmental entities may be consulted on a case by case basis.

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

4. 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.

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

C. Consideration for Reduced Speed Limits

1. Street segments where the measured 85$^{th}$ 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 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 might 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. 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 and through the Community Registry.

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 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.

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. 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.

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 Minor Arterial (MNR) in the AMATP or on streets identified as Primary Emergency Response Routes. A map of streets identified as Primary Emergency Response Routes is included in Appendix G. The only vertical deflection devices allowed on bus routes are speed tables and raised intersections.

    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.

    c. Placement guidelines.

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

        (2) Devices should generally not be located in front of a driveway or within an intersection.

        (3) 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.

        (4) Vertical deflection devices should not be located over, or contain manholes, water valves or other subsurface utility access features.

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* – Equals one point for each reported speeding-related crash (except auto/pedestrian or auto/bicycle) occurring within the segment during the most recent 12-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.

c. *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 12-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 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.

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.

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

k. *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. *Diversion Factor* – Equal to the sum of the following.

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

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

(3) Decreases in either the 85$^{th}$ 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 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 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 Austin 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 the required funding 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 Austin 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 Traffic Engineer to discuss the anticipated request. The requester must initiate this meeting. The Traffic 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;

    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 guidelines 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 guidelines and procedures;

   b. Whether the request identifies a safety or operational problem that could readily be addressed through the installation of a type of traffic control device that may be installed without approval under these guidelines 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 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 published 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 guidelines 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 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 and residents 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 the property owners and residents 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 owner, resident or representative of a neighborhood association. 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. A community traffic committee will be selected by those present;

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

c. 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 guidelines 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 Traffic Engineer, warrant the request 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 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 Traffic 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 neighborhood traffic committee and approved by a review committee and the city attorney before being submitted for community input and comment. The review committee is comprised of representatives from the following departments: Fire, Emergency Medical Services, Police, Planning and Development Review, Transportation and Public Works, as well as Austin-Travis County Emergency Medical Services, if appropriate. Concept plans are also reviewed by Capital Metropolitan Transportation Authority if any devices impact a bus route.

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 neighborhoods by emergency service vehicles.

5. The city attorney will review the concept plan to determined 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 Traffic 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.

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 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 express either support for or opposition to 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 received during the second community meeting and evaluate the concept plan. The Traffic 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 Traffic 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 Traffic 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.

G. Implementation of Concept Plan

1. Concept plans which do not include diversionary devices may be built 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 Traffic Engineer may cause any temporary devices to be removed if a funded project later becomes unfunded.

4. The Traffic 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 Traffic Engineer.

6. Temporary devices will be in place for a testing period of not less than 90 days, provided that the Traffic 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 devices will be constructed 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 the second community meeting. The purpose of the third meeting will be to receive community input and comment regarding the implemented concept plan.

4. Upon the conclusion of the community meeting, the Traffic 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 Traffic 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 Traffic Engineer's reasonable professional judgment prompt an earlier review, the concept plan or disapproved portions thereof may not be resubmitted as any part of a new request for the same or a similar project for a period of five years.

   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 Traffic 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 Traffic 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 Austin 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 the required funding 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 Traffic Engineer.

c. Only certified checks, cashier's checks, or money orders made payable to the City of Austin 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 projects, the requester is strongly encouraged to form a design advisory committee of not more than five persons. 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 the behalf of the community.

B. The Traffic 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 guidelines 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 the Maintenance Agreement; an example agreement appears in 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 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 Traffic 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 Traffic 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 Traffic 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 Traffic 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 Traffic 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 Traffic 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 Traffic 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 Traffic 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 and through the Community Registry.

D. Removal Determination

1. At the Traffic 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. Crash history

    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 85$^{th}$ 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 Traffic Engineer may consider proposals for the private funding of an approved removal.

# CITY OF AUSTIN

## Austin Transportation Department

## Local Area Traffic Management Program
## Speeding Mitigation Request Packet

505 Barton Springs Rd. Austin, TX 78704
Phone (512) 974-1150 Fax (512)974-7101

## General Description

Para un documento traducido en Espanol llame a (512)974-1150

The goal of the Speed 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

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 without the preliminary placement maps will not be accepted. Requests will be evaluated on a biannual schedule (page A-4), however the schedule and process do not preclude the Traffic Engineer 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 Traffic Engineer. It is the responsibility of the Traffic 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 Major Arterial (MAD or MAU) by the Austin Metropolitan Area Transportation Plan (AMATP). A street designated as a Minor Arterial (MNR) in the AMATP 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 twelve months of available data.

Other factors such as, but not limited to, defined Primary Emergency Service Travel Routes, alignments, grades, sight distances, pending construction projects, or conflicts with adopted 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 Traffic Engineer determines the street to be eligible, the requester will be provided preliminary placement maps of the devices. The requester must gather and present evidence of support from the community. The petition area will be determined by the Traffic Engineer and shown on the preliminary placement map. 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.

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

## Step Four: Device Design and Location

It is the responsibility of the Traffic 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. 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.

## Step Five: Prioritization

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

- Volume of egregiously speeding traffic (those vehicles traveling at or above the speed limit plus 5 MPH, but no less than 35 MPH)
- 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 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.

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.

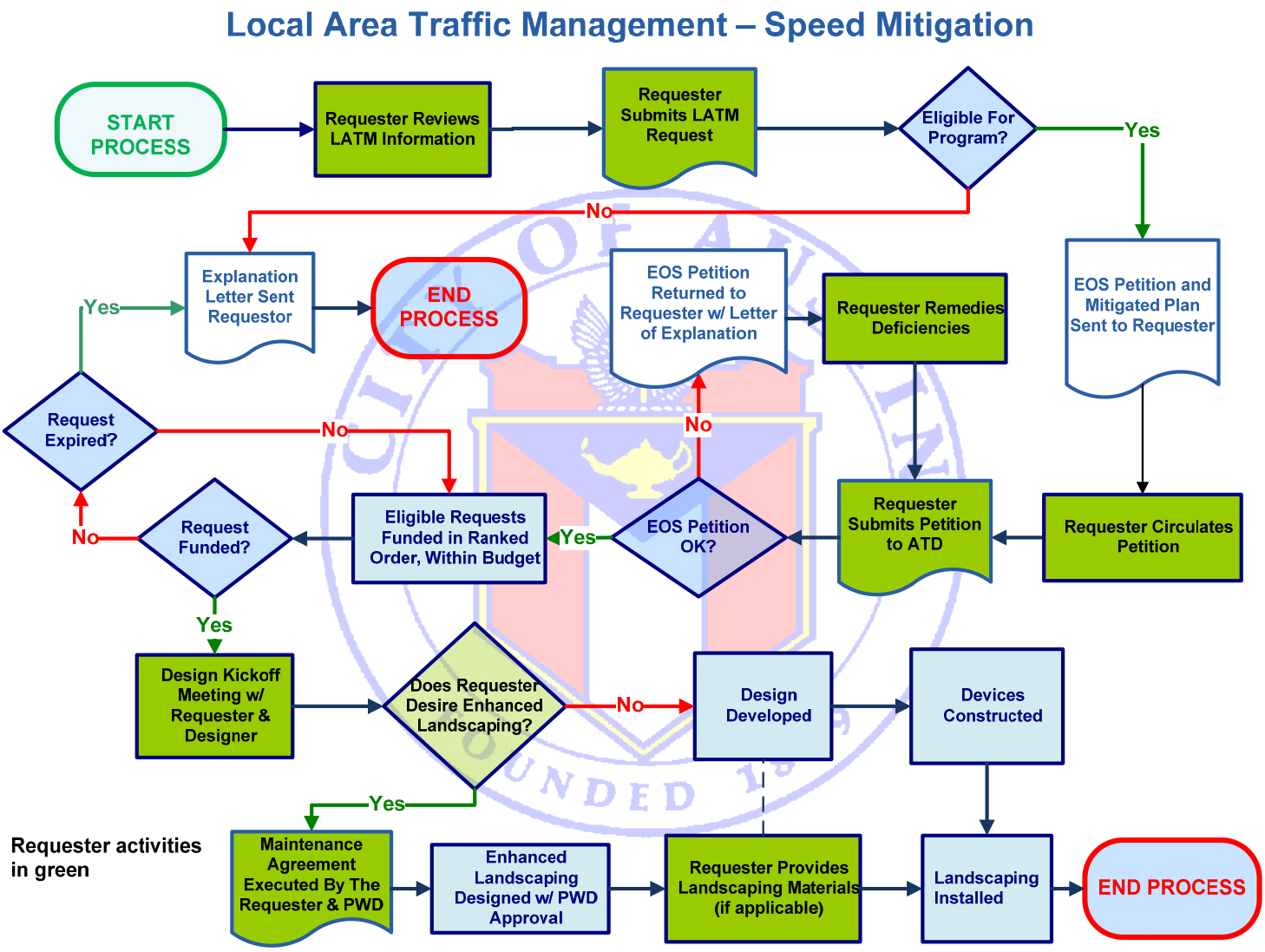
An eligible project may be expedited if the requesters choose to pay for 100% of the estimated cost of the installation. Expedited projects will be constructed no later than the next fiscal year following deposit of funding. Eligible projects which do not receive full public funding may be also considered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

## Speed Mitigation Request Schedule

| ***Process Step*** | ***Round "A"*** | ***Round "B"*** |
|---|---|---|
| Deadline for request submission | April 1 | October 1 |
| Planning and eligibility determinations completed<br>Preliminary placement maps and petition forms prepared | 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 approved projects | October | April |

Appendix A

# LOCAL AREA TRAFFIC MANAGEMENT–PROCESS FLOWCHART



# CITY OF AUSTIN

## AUSTIN TRANSPORTATION DEPARTMENT
## LOCAL AREA TRAFFIC MANAGEMENT PROGRAM
## SPEEDING MITIGATION REQUEST

505 Barton Springs Rd. Austin, TX 78704
Phone (512) 974-1150 Fax (512)974-7101

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 guidelines and procedures for the Local Area Traffic Management Program in effect as of the date of this request.

## Part A – Requested Street Information

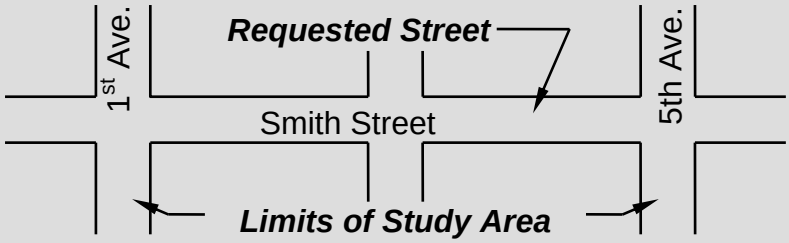
Each request must include the name of the street to be studied as well as the limits of the study. Traffic studies will be conducted only within the limits indicated. Please do not use block ranges for limits.

**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 guidelines 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 Austin 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:**

# CITY OF AUSTIN

## AUSTIN TRANSPORTATION DEPARTMENT

### LOCAL AREA TRAFFIC MANAGEMENT PROGRAM

### MITIGATION OF CUT-THROUGH TRAFFIC REQUEST PACKET

505 Barton Springs Rd. Austin, TX 78704
Phone (512) 974-1150 Fax (512)974-7101

## General Description

Para un documento traducido en Espanol llame a (512)974-1150

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 Traffic 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 Traffic 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
- 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 Traffic 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 180 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 Traffic 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.

## Step Five: Final Disposition of the Concept Plan

The Traffic 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 committee, city attorney and the neighborhood traffic committee. No additional community meeting is required for modified concept plans. The Traffic Engineer will provide written notice of its findings and recommendations to the requestor.

The Traffic 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 Traffic 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.

## 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 Traffic 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.

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 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 Traffic Engineer.

## Cut-Through Traffic Mitigation Request Timeline

***Process Step***

| | |
|---|---|
| Deadline for request submission | September 1 |
| 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 |

**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 guidelines 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.

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 Austin 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 warn 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.

# CITY OF AUSTIN

Austin Transportation Department
Local Area Traffic Management Program
Geometric Street Feature Removal
505 Barton Springs Rd., Suite 800, Austin, TX 78704
Phone (512) 974-2000 Fax (512)974-7101

*Effective Date January 1, 2012*

## General Description

Para un documento traducido en Espanol llame a (512)974-2000

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 Austin Transportation Department, Traffic Engineering Division 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 Austin Transportation Department, Traffic Engineering Division from removing geometric street features 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 Traffic 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 Traffic Engineer determines the removal request to be eligible for consideration, the Traffic 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

## Step Six: Funding

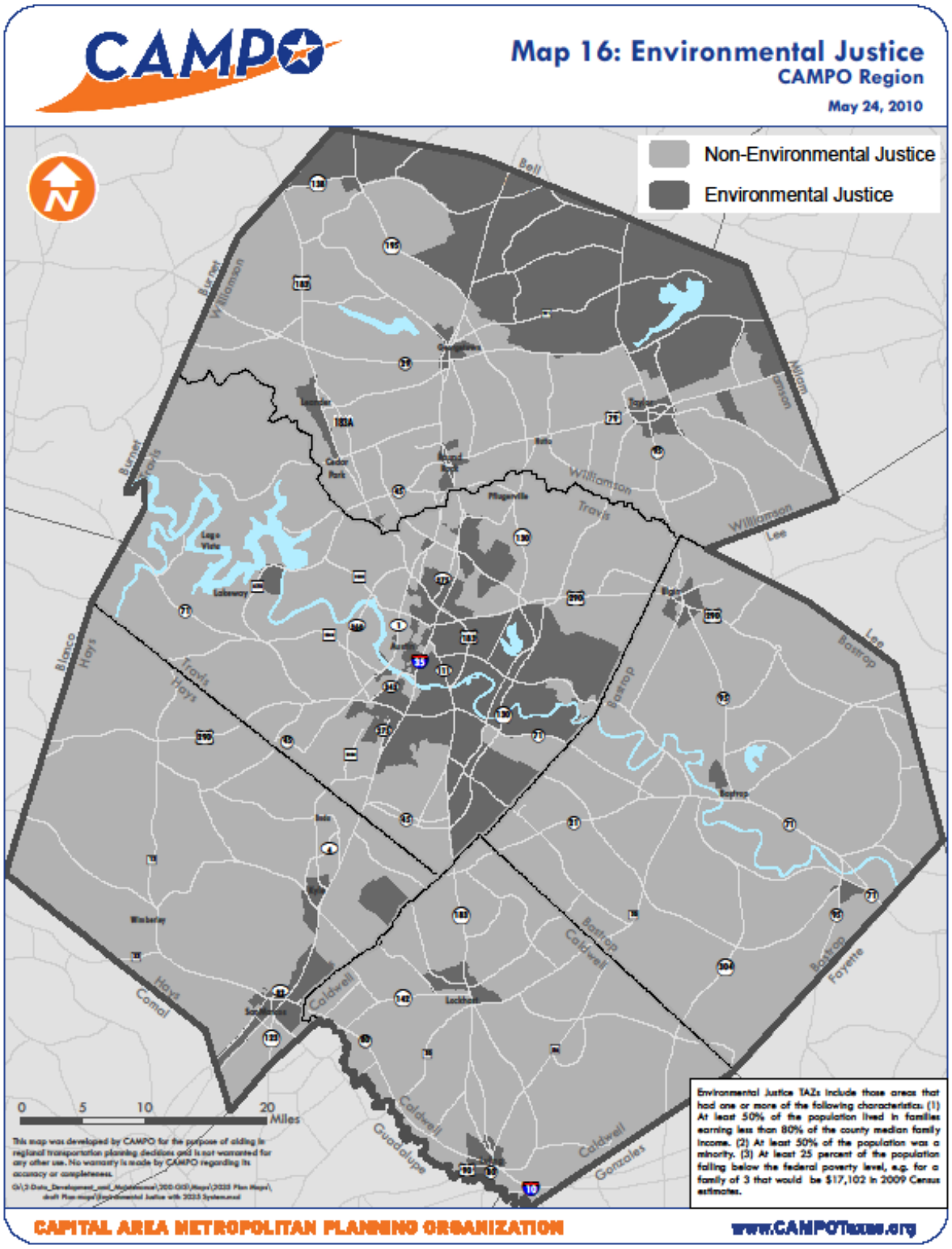
Funds for geometric street feature removal will be determined by prorating total available funding between number of devices eligible for installation and number of devices eligible for removal. Selection of devices funded for removal will be on a first come basis, based on the date of receipt of the 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 |

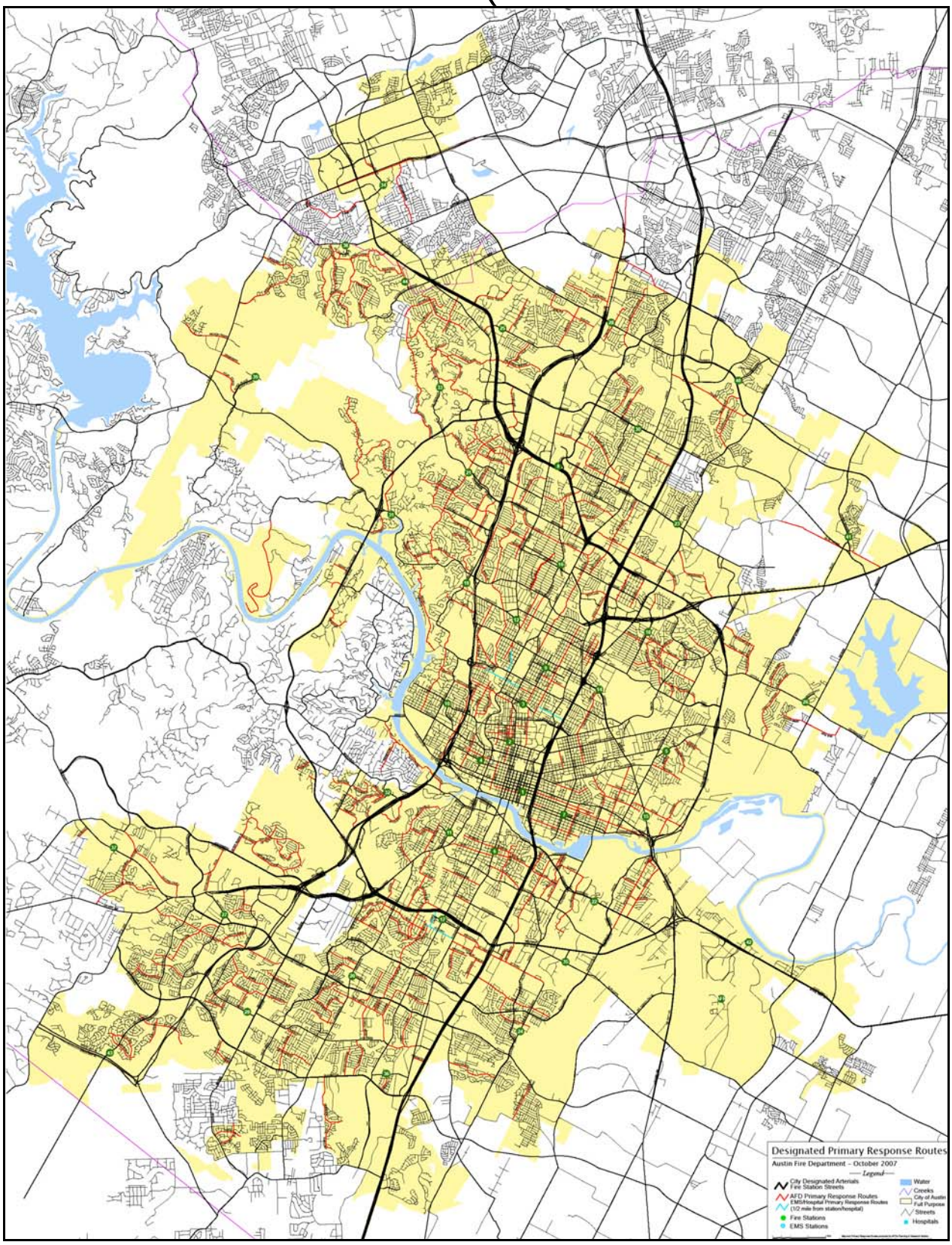
**Appendix F**

# ENVIRONMENTAL JUSTICE MAP



**Appendix G**

# AUSTIN FIRE DEPARTMENT EMERGENCY RESPONSE ROUTES (AS OF OCT. 2007)




*Effective Date January 1, 2012*

# EXAMPLE MAINTENANCE AGREEMENT

# Funding & Volunteer Landscaping, Maintenance, and Related Services

**NEIGHBORHOOD COST PARTICIPATION AGREEMENT**
CITY OF AUSTIN AND
_____ NEIGHBORHOOD ASSOCIATION

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

This Agreement is made and entered into by and between the City of Austin, Texas (the "City") and the _____ Neighborhood Association (the "Association"), hereinafter collectively referred to as the "Parties."

**WHEREAS,** the Association desires to participate in developing and/or funding certain City improvements in City right-of-way or, as applicable, park space; and

**WHEREAS,** the City desires to participate in the development and funding of the improvements as a City project (the "Project");

**NOW, THEREFORE,** the Parties agree as follows:

1. **The Project**. The location and scope of the Project is described in attached **Exhibit "A"**. The City may self-perform the design and construction of the Project or contract for such services. The Project may consist of multiple sub-projects, all of which will be developed, designed, constructed, and maintained pursuant to the terms of this Agreement.

2. **Project Development**.

(a) The City will manage the Project. The Project will be designed in accordance with applicable City standards, specifically including the requirements of the Texas Accessibility Standards.

(b) In its complete discretion, the City will construct the Project with its own forces or will solicit bids for the construction of the Project. If the City contracts for the construction of the Project, the City will notify the Association of the lowest responsible bid and, subject to available funding, enter into a firm unit-price contract with the successful bidder.

(c) The reasonable costs to the City of its employees and equipment dedicated to the Project may be credited as an “in-kind” funding contribution.

(d) The Association may cost participate in the Project with funding and/or in-kind volunteer services. "Volunteer" means a person rendering services for or on behalf of a charitable organization who does not receive compensation in excess of reimbursement for expenses incurred. The term includes a person serving as a director, officer, trustee, or direct service volunteer. A Volunteer is liable to a person for death, damage, or injury to the person or his property proximately caused by any act or omission arising from the operation or use of any motor-driven equipment, to the extent insurance coverage is required by Chapter 601, Transportation Code, and to the extent of any existing insurance coverage applicable to the act or omission. Any Volunteer providing labor or other services for or in connection with the Project will not receive any compensation in excess of reimbursement for expenses incurred. Any measurement of the value of “in-kind” volunteer services to be provided under this Agreement will not result in any direct or indirect payment to the Association or its Volunteers or exceed the amount of expenses incurred.

3. **Project Management**.

(a) The President of the Association will act on behalf of the Association with respect to the Project and coordinate with the City.

(b) The Director of the City’s Public Works Department will act on behalf of the City with respect to the Project, coordinate with the Association, and have complete authority to interpret and define the City’s policies and decisions with respect to the Project. The Director will designate a City Project Manager and may designate other representatives to transmit instructions and act on behalf of the City with respect to the Project.

4. **Management Duties of the City.**

(a) The City agrees to provide to the Association:

(i) written protocols for the performance of landscaping, maintenance, and other associated services by the Volunteers;
(ii) written copies of all contracts affecting the Project;
(iii) a statement of all disbursements made relating to the Project;
(iv) a copy of any executed change orders; and
(v) advance notice of the anticipated date of commencement of construction and the area to be impacted by the Project; and the date on which the Volunteer services obligations will commence.

(b) The City is not responsible for the preservation or replacement of private

improvements and landscaping in the City's right-of-way or other property which may be impacted by the construction of the Project.

5. **Management Duties of the Association**. The Association hereby agrees to:

(a) Provide notice to all owners of the properties abutting the Project of the Project's anticipated schedule and the area to be impacted by the Project;
(b) Inform the City's Project Manager immediately of any problems observed during construction or maintenance;
(c) Attend meetings at the request of the City's Project Manager;
(d) provide the level of funding and/or Volunteer services agreed to in this Agreement; and
(e) ensure that each and every Volunteer, who will provide labor or other services for the Project, executes a waiver and release in the form attached
hereto as **Exhibit "B"** and made a part hereof prior to performing any volunteer work or services for the Project under this Agreement.

6. **Liability**

(a) **The Association agrees to and shall indemnify, defend and hold the City, its consultants and contractors and their respective officers, directors, partners, employees, and agents (the "INDEMNIFIED PARTIES") harmless from and against any and all claims, costs, losses, damages, and causes of action, including attorney's fees and costs of court, for personal injury, death or property damage arising out of or connected to any activities undertaken by the Association or its Volunteers in connection with this Agreement to the extent such injury, death or damage is caused in whole or in part by any negligent act or omission of the Association, its officers, directors, or Volunteers, regardless of whether or not caused in part by any negligence or omission of the INDEMNIFIED PARTIES hereunder or whether liability is imposed upon such INDEMNIFIED PARTY by laws and regulations regardless of the negligence of any such person or entity.**

(b) The City has obtained general liability insurance coverage in the amount of $1,000,000 for each occurrence and $2,000,000 in the aggregate for bodily injury or death or property damage arising out of or connected to the Volunteers activities in connection with the Project. This coverage does not apply to an act or omission that is intentional, willfully negligent, or done with conscious indifference or reckless disregard for the safety of others. In addition, this coverage is only for injury or death of third parties and damage to property of third parties and not for injury to Volunteers.

(c) The City is a self-insured public entity and will require its contractors and

consultants to provide liability, automobile, and workers compensation insurance in accordance with standard City of Austin contractual requirements.

7. **Financial Obligations**.

(a) The cost of the Project is currently estimated at $_____.00, including a construction contingency amount of $_____.00.

(b) The Association's share, which is based on providing funding and/or Volunteer services with an agreed-to value, is _____ percent (__%) of the cost of the Project. The City's share is ___ percent (__%) of the cost of the Project.

(c) To the extent applicable, within 30 days of the execution of this Agreement, the Association will pay the City the amount of $_____.00

(d) As provided below, the Parties will participate in funding any change orders necessary for the completion of the Project on the basis of their respective funding percentages.

(e) The City will notify the Association in the event additional Volunteer services or funding is needed to address Project conditions and the Association will endeavor to provide additional Volunteers to meet the City's needs and schedules or its share of such funding within 30 days of approval by the Association. The City will pay the remaining balance of any such cost.

(f) Subject to the availability of funding and Volunteer participation, the City may, with a written recommendation from the Association, adjust the Project scope to address budget constraints, legal requirements, or construction conditions.

(g) In addition, if construction conditions, the availability of funding or other constraints restrict the City's ability to complete the Project, the City, in its complete discretion, may determine whether to pursue the Project or a portion of the Project.

(h) The City will place any Association's funds in a Project escrow fund. Any unused portion of the funds will be returned to the Association within 30 days of Project completion. If applicable, the City will provide the Association with an accounting of the Project expenses, including Association funding, within 90 days of Project completion.

8. **City Inspection and Testing**. The City will inspect, test, and accept the Project. The Director will require the contractor to immediately take any appropriate

remedial action to correct any deficiencies identified by the City or Association.

9. **Additional Projects**. Subject to the availability of funding or other project resources, the Parties may agree to additional projects or subprojects through an amendment to this Agreement.

10. **Miscellaneous**.

(a) **Force Majeure**. In the event that the performance by the Association or the City of any of its obligations or undertakings hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God, or the common enemy, or the result of war, riot, civil commotion, sovereign conduct, or the act of conduct of any person or persons not a party or privy hereto, then it shall be excused from such performance for such period of time as it reasonably necessary after such occurrence to remedy the effects hereto.

(b) **Notice**. Any notice given hereunder by either party to the other shall be in writing and may be effected by personal delivery in writing or by registered or certified mail, return receipt requested when mailed to the proper party, at the following addresses:

CITY: City of Austin Public Works Department
505 Barton Springs Road
Austin, Texas 78704
Attention:_____, Project Manager

ASSOCIATION: _____
_____
Austin, Texas 787__

(c) **Number and Gender Defined**. As used in this Agreement, whenever the context so indicates, the masculine, feminine, or neuter gender and the singular or plural number shall each be deemed to include the others.

(d) **Entire Agreement**. This Agreement contains the complete and entire Agreement between the parties respecting the matters addressed herein, and supersedes all prior negotiations, agreements, representations, and understanding, if any, between the parties respecting the joint construction of the Projects. This Agreement may not be modified, discharged, or changed in any respect whatsoever except by a further agreement in writing duly executed by authorized representatives of the parties hereto. All representations and indemnifications made in accordance with this Agreement, as well as all continuing obligations indicated in the Agreement, will survive completion and acceptance of the Project and termination or completion of this Agreement.

(d) **Effective Date.** This Agreement takes effect upon full execution.

(e) **Other Instruments**. The Parties agree that they will execute other and further instruments and documents as may become necessary or convenient to effectuate and carry out the purposes of this Agreement.

(f) **Invalid Provision**. Any clause, sentence, provision, paragraph, or article of this agreement held by a court of competent jurisdiction to be invalid, illegal, or ineffective shall not impair, invalidate, or nullify the remainder of this Agreement, but the effect thereof shall be confined to the clause, sentence, provision, paragraph, or article so held to be invalid, illegal, or ineffective.

CITY OF AUSTIN, TEXAS

By: _____

Name:_____

Title:_____
Authorized Representative

Date:_____

Approved as to Form:

_____
Assistant City Attorney

_____ NEIGHBORHOOD ASSOCIATION, INC.

By:_____
_____, President
Authorized Representative

Date:_____

# EXHIBIT “A”

**EXHIBIT "B"**

**NEIGHBORHOOD PARTICIPATION PROGRAM**
**LIABILITY WAIVER AND RELEASE**

**PROJECT: _____Project (the "Project").**

The undersigned Volunteer hereby makes the following representations and acknowledgements in connection with this Waiver and Release:

My legal name is set forth below. I reside at the address set forth below. I am over the age of 18 years and I can read the English language. If I am under the age of 18 years, this Waiver and Release must be executed by my parent or guardian.

I am currently volunteering to provide labor or other services on or for the Project. I understand that the Project may involve landscaping, maintenance, and other related activities and that I have the duty to prevent accidents and comply with the Project's safety precautions and programs.

I hereby release the City of Austin, Texas, from any and all liability for personal injury or death or property damage, arising out of or connected in any way to the landscaping, maintenance, or other related activities to be undertaken by me or on my behalf for the Project. I also waive any and all claims that may be asserted against the City by me or on my behalf related to any personal injury, death or property damage, arising out of or connected in any way to the landscaping, maintenance or other related activities to be undertaken by me or on my behalf for the Project.

I have read and understand this Waiver and Release and I have executed this Waiver and Release of my free will and with personal knowledge of the facts set forth herein. I understand and agree that the City of Austin, Texas, is relying on this Waiver and Release with respect to the Project in awarding the Project for the benefit of the City of Austin.

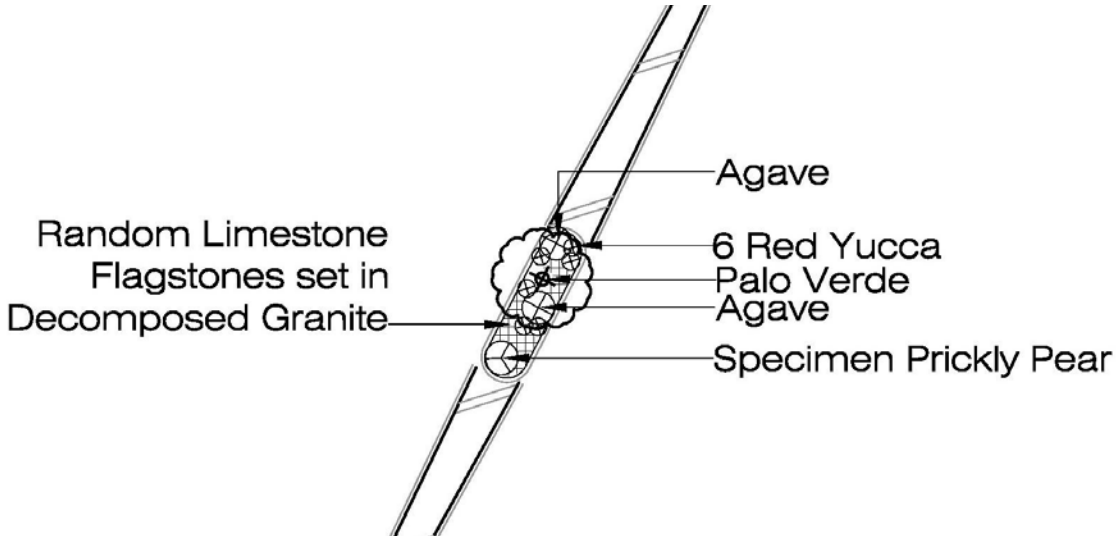
If this waiver and release is executed on behalf of a minor by a parent or guardian, it will serve and operate as a waiver and release of any liability for or claims of the minor child named below and his/her parents or guardians.

**Volunteer:**

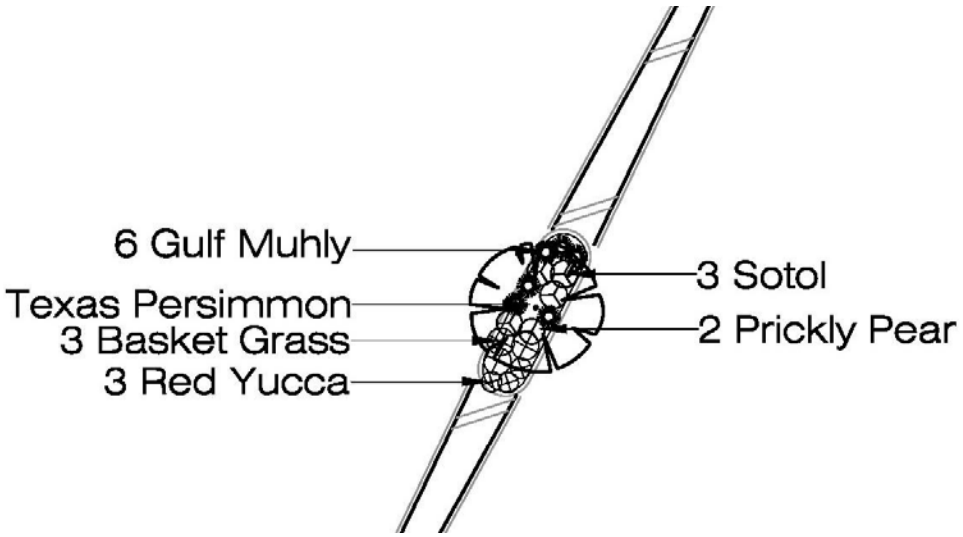
Printed Name: _____
Signature: _____
Relationship: Self or Parent/Guardian (Circle One)
Address:_____
_____
Date:_____, 201_.

# BASIC AND ENHANCED LANDSCAPING

**EXAMPLES – BASIC LANDSCAPING**
MEDIAN CONCEPT 1

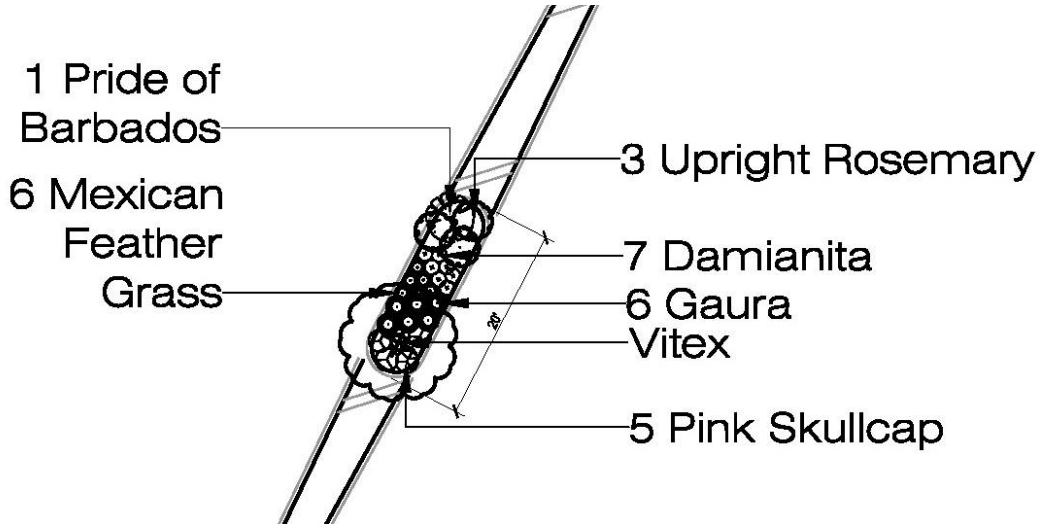



**EXAMPLES – BASIC LANDSCAPING**
MEDIAN CONCEPT 2

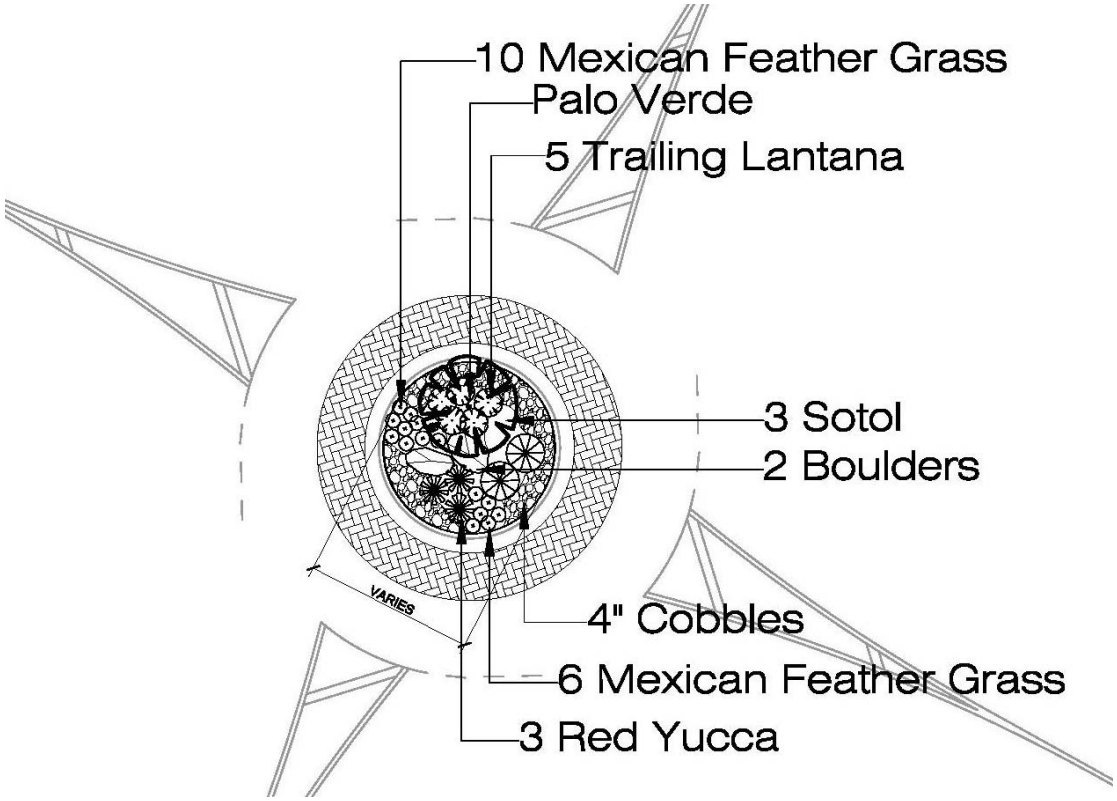



CONFIGURATION OF GEOMETRIC STREET FEATURES SHOWN FOR INFORMAITONAL PURPOSES ONLY

**EXAMPLES – ENHANCED LANDSCAPING**
MEDIAN CONCEPT 3

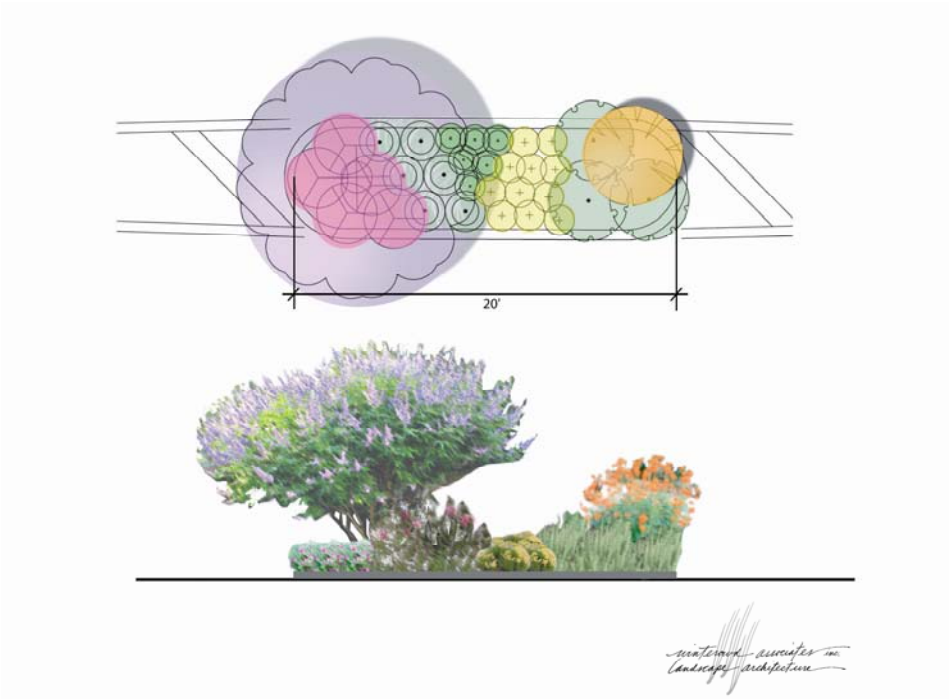


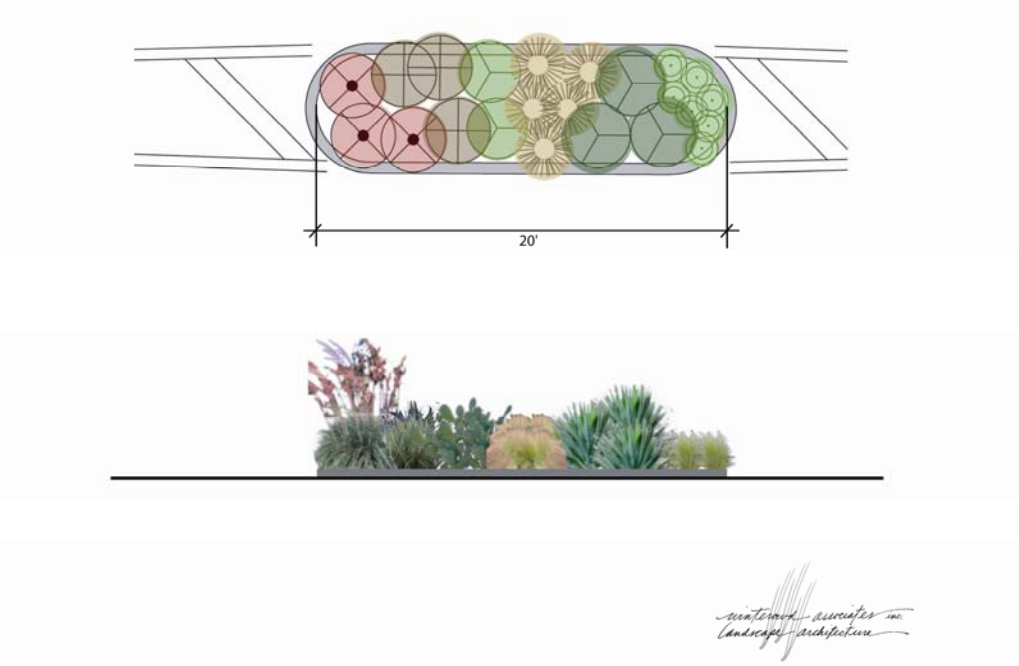

**EXAMPLES – BASIC LANDSCAPING**
ROUND ABOUT




CONFIGURATION OF GEOMETRIC STREET FEATURES SHOWN FOR INFORMAITONAL PURPOSES ONLY

## EXAMPLES – MEDIAN RENDERINGS



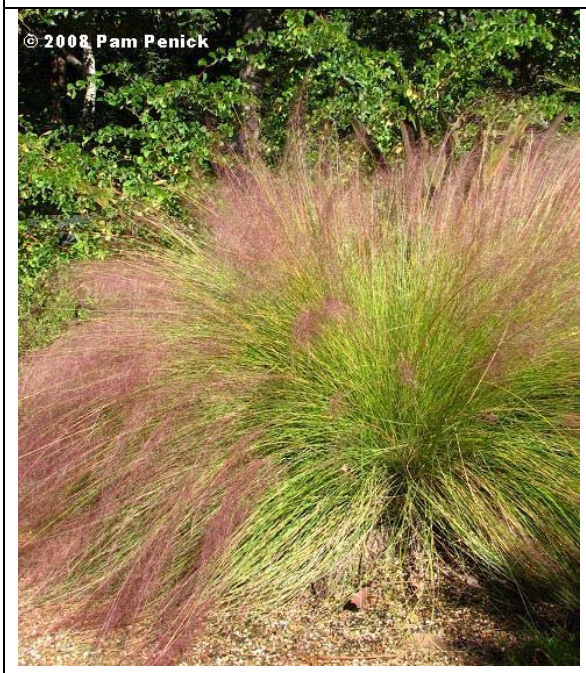
**PLANT PALETTE**

| | |
|---|---|
| <br>Agave | <br>Damiantia |
| <br>Dwarf Fountain Grass | <br>Desert Willow |

**PLANT PALETTE**

Cherry Sage

Gaura




Gulf Muhly

Mexican Redbud

**PLANT PALETTE**

| | |
|---|---|
| <br>Mexican Feather Grass | <br>New Gold Lantana |
| <br>Basket Grass or Nolina | <br>Palo Verde |

Pink Skullcap

Pride of Barbados

Prickly Pear Cactus

Purple Vitex

Red Yucca

Upright Rosemary

Russian Sage

Silver Ponyfoot

**PLANT PALETTE**

Soft Leaf Yucca

Sotol

Texas Betony

Twist Leaf Yucca

| | |
|---|---|
| <br>Texas Persimmon | <br>Yaupon |
| <br>Zexmenia | |

# PLANT PALETTE

| Type | Common Name | Scientific Name | Height | Spacing | Ornamental Value | Basic or Enhanced |
|---|---|---|---|---|---|---|
| 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 |

# PLANT PALETTE

| Type | Common Name | Scientific Name | Height | Spacing | Ornamental Value | Basic or Enhanced |
|---|---|---|---|---|---|---|
| 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. |
| Low Maintenance Requirements | Canopy base above 6' | Easily Available | Expanded Plantings: May only be used where neighborhood maintenance is intended. |

# 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:**

- Cause a "rough ride" for all drivers, and can cause pain for people with certain skeletal disabilities
- Force large vehicles, such as emergency vehicles and those with rigid suspensions, to travel at slower speeds
- May increase noise and air pollution
- Can not be used on Emergency Response Routes

# 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.
- Can not be used on Emergency Response Routes
- Cause a “rough ride” for all drivers, and can cause pain for people with certain skeletal disabilities

Source: www.trafficcalming.org

# 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.
- Can not be used on Emergency Response Routes
- Cause a “rough ride” for all drivers, and can cause pain for people with certain skeletal disabilities

# 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:**

- Can moderate traffic speeds on an arterial
- Aesthetically pleasing if well landscaped
- Enhance safety compared to traffic signals
- Can minimize queuing at the approaches to the intersection
- Less expensive to operate than traffic signals

**Disadvantages:**

- Smaller roundabouts may not allow large vehicles (such as fire trucks) to perform typical “fishhook” left and must instead turn in front of the central island
- Design may require adjacent sidewalks to be installed
- May require the elimination of some on-street parking
- Landscaping must be maintained

# 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

# 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

# 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 volumes

**Disadvantages:**

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

# 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 legal procedures for street closures (in California – varies by state)
- Cause circuitous routes for local residents and emergency services
- May be expensive
- May limit access to businesses

# 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

**Disadvantages:**

- Causes circuitous routes for local residents and emergency services
- May limit access to businesses
- Depending on the design, drivers may be able to circumvent the barrier
- Scofflaw behavior can occur

# 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
- Reduce traffic volumes

**Disadvantages:**

- Cause circuitous routes for local residents and emergency services
- May be expensive
- May require reconstruction of corner curbs

# 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 available street width on the major street
- Limits turns to and from the side street for local residents and emergency services

# 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 one or more property owners or residents within a neighborhood area, a duly authorized representative of a neighborhood association or the director who makes a request for the construction of a project.

**Austin Metropolitan Area Transportation Plan (AMATP)** is the functional classification and designation of select streets and roadways adopted by City Council.

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

**CapMetro Bus Route** means any roadway segment designated by the Capital Metropolitan Transit Authority as a bus route.

**Community Traffic Committee** means a committee of community representatives that is deemed to represent the community in the review of the cut through traffic mitigation concept plan. This committee, in conjunction with the Traffic Engineer, will review traffic impacts of any testing of a concept plan.

**Cut-through Traffic** means 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. Traffic that enters and exits a cul-de-sac or closed loop street system with a single point of ingress or egress 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 Austin Transportation 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.

**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 vehicles or to divert traffic traveling on that roadway. 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 Traffic 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 one representative each of the Austin Fire Department, Austin Police Department, Austin Emergency and Medical Services Department, Planning and Development Review Department, Austin Resource Recovery Department, Public Works Department, the Capital Metropolitan Transportation Authority and the Austin-Travis County Emergency Medical Service.

**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.

**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.

**Neighborhood traffic committee** means a committee, consisting of not more than five members drawn from the residents or property owners within a neighborhood area, selected as described in these guidelines and procedures, to assist in the processing of a request for a project.

**Prima Facie Speed Limit** means the default speed limit that applies when no other specific speed limit is posted as established by State law. For streets, the prima facie speed limit is 30 MPH.

**Primary Emergency Service Travel Route** means any street segment designated by Austin Police Department, Emergency Medical Services or Austin Fire Department as an emergency access route.

**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 these guidelines and procedures.

**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.

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

1. The interior right-of-way line of any major thoroughfare or collector street;
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. 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. The Traffic 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.

**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.

**Traffic Engineer** means that person appointed and acting in accordance with Section 12-1-11 et seq. of the Austin City Code.