

City of Georgetown  
Public Works Division

# Neighborhood Traffic Management



EFFECTIVE DATE: *June 1 DRAFT*

City of Georgetown, Texas

Neighborhood Traffic Management  
Public Works Division  
Effective Date: TBD

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# Neighborhood Traffic Management Program

## Chapter 1 Purpose

The purpose of this document is to provide guidance on the process that the City of Georgetown will use to address traffic speed and volume concerns in residential areas. The purpose of this document is not to override, supersede, ignore, or otherwise conflict with current and future Local, State and Federal regulations concerning traffic safety or best engineering practices.

Information included in Appendix A addresses traffic calming techniques that can be implemented to address vehicle speed and volume concerns. These guidelines and procedures provide an objective framework to better address mitigation of adverse levels of speeding and traffic volume in City of Georgetown neighborhoods. Mitigation of speeding and volume are typically addressed through traffic calming in numerous communities. Traffic calming will also need to address bicycle and pedestrian mobility. While road closure may be an option, in rare cases it could be implemented due to the cause-and-effect on the overall commuting public and the transportation network.

## Chapter 2 Intent

It is the intent of this document to provide guidance and outline an application process for traffic management in residential neighborhoods. Traffic management includes addressing citizen concerns regarding high traffic speeds, increasing traffic volumes and pedestrian and bicycle movement. This document provides for the consideration of modifying existing roadways to mitigate impacts from existing motor vehicle traffic, including golf cart traffic, as applicable, within a defined area through the design and implementation of geometric street features and/or traffic control and traffic calming techniques.

This document specifically considers two types of impacts:

- Adverse levels of speeding along a defined roadway segment; and
- Adverse levels of traffic volume or neighborhood pass through traffic within a defined area.

In order to address identified adverse impacts, the Public Works Division, through an engineering study, may implement the potential neighborhood traffic management methods including, but not limited to:

- Enforcement and education measures
- Speed reduction
- Changing texture of roadway
- Narrowing of lanes
- Curb extensions (bulb outs)
- Road diets

- One-way conversion
- Closure

Appendix A contains further information on traffic calming and control techniques.

The application process is created to allow application requests for traffic management to proceed in the following manner:

Step 1: Meet with Public Works Division staff and submit application for Neighborhood Traffic Management Study.

Step 2: Staff review and determine type of application and potential mitigation measures and set Public Meeting.

Step 3: Public Meeting and identification of preferred alternative for potential mitigation measure(s).

Step 4: Survey of property owners on potential mitigation measure.

Step 5: Staff recommendation for mitigation measures and approval process with the Georgetown Transportation Advisory Board and City Council.

Step 6: If capital programming is required, Capital Improvement Program plan of funding for design of mitigation measure(s).

Step 7: Design of concept plan to implement mitigation measure(s).

Step 8: Public meeting for design feedback.

Step 9: Final design, construction, testing and reporting.

### **Chapter 3 - City Authority**

This document applies only to roadways that are owned and maintained by the City of Georgetown. In all cases, the City has and retains the authority and responsibility to determine what changes to the roadway and/or traffic control, if any, are appropriate in accordance with City of Georgetown Code of Ordinances Title 10, Chapter 10.04, Chapter 10.08, Chapter 10.10, Chapter 10.12 and Chapter 10.16.

Accepted engineering practices and standards shall take precedence in all decisions. Nothing in this document shall compel or constrain the Public Works Division, acting on behalf of the City, to take or not take an action that conflict with Local, State, or Federal regulations for traffic safety as indicated in the Texas Manual for Uniform Traffic Safety Devices. The Public Works

Division has primary responsibility for the City's neighborhood traffic management and will act in the capacity of technical advisor to the City Manager's Office and the City Council. Any traffic measure implemented that has an impact on a neighboring jurisdiction must also be approved by said jurisdiction (i.e. Williamson County or City of Round Rock).

## **Chapter 4 - Application Process for Traffic Management Study**

### **A. Applicability**

The initial request for the Traffic Management Study must be initiated by a property owner, business, school, or other entity whose property is within the requested study area. If the request includes the potential closure or structural improvements to a public street, the request must be submitted by a property owner whose property is contiguous to the street subject to the request.

Prior to the submittal of the request for a Traffic Management Study, the requester shall schedule a meeting with the Public Works Division to discuss the anticipated request. The Public Works Division will advise the requester of the potential viability of the request, any foreseeable challenges or opportunities, and any alternative strategies or programs that may better address the requester's concerns. If the request is considered potentially viable, the requestor may initiate the process by submitting the Application Form included in Appendix B.

The Applicant for the Traffic Management Study must be willing to:

1. Be considered the applicant of record and act as the primary contact for the request;
2. Take responsibility for community notification and the compilation of evidence of support for their requested area should it be determined eligible;
3. Serve as liaison to any community organizations within whose boundaries the requested area exists;
4. Support the City's process to design and implement traffic management measures, and funded geometric street features, including the design of any landscaping or hardscaping.

The application process does not accept recommendations from applicants regarding types or locations of mitigation measures. Requests containing such information will not be accepted and will be returned to the requester without action.

All requests for a Traffic Management Study will follow the application's timeline located in Appendix B.

## **B. Eligibility**

The Public Works Division will review any available traffic studies. A determination of the street's eligibility for consideration of speed and volume mitigation will be based on the following criteria:

1. The Applicant for the Study must meet the eligibility requirements in **Chapter 4, Section A Applicability**.
2. The street must be a public street, as this term is defined in the Unified Development Code, under the jurisdiction of the City of Georgetown.
3. The street must be designated a Residential or Minor Collector per the City's Overall Transportation Plan (defined as a Neighborhood Collector in the Unified Development Code).
4. City streets higher than a Minor Collector (Major Collector, Minor Arterial and Major Arterial) will not be eligible for consideration other than through enforcement or capacity improvements.
5. The street must not be designated as an alley as this term is defined in the Unified Development Code.
6. Only two (2) lane roadways, one (1) lane in each direction, will be considered. Unmarked streets are assumed to satisfy this criterion. For purposes of this process, a continuous two-way left turn lane is considered a third (3<sup>d</sup>) lane.
7. The street must have a posted or prima facie speed limit of 35 mph or less.
8. Potential Neighborhood Traffic Management measures shall not violate the City's current Fire Code, including standards for proper lane width and the removal of fire access points.
9. The street must be paved.

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 shall be approved by the Public Works Division, Georgetown Fire and Police Divisions, and Georgetown Emergency Response and Emergency Medical Services prior to consideration by the City Council. The Planning Department and other City divisions, as well as other governmental entities will be consulted on a case by case basis. Any future transit companies, whether fixed route or a Transportation Network

Company (e.g., Uber, Lyft, Autonomous Vehicles) will also be considered and consulted, as applicable. Any proposed pass-through traffic management involving the full or partial closure of a street must be approved by all of the aforementioned as well as City Council.

Approval from other governmental entities will be required if any proposed traffic management measure within the City of Georgetown impacts non-City residents.

### **C. Non-Eligible Submissions**

Applicant will be notified in writing if a submission is not eligible for the study based on the following reasons:

1. Traffic recounts are being requested as part of the submission without specific reasons why the original count should be considered invalid.
2. Traffic studies presented in support of the request are based on potential future traffic volumes, trends or routes beyond the scope of the application and not representative of the existing traffic conditions.
3. The request is a duplicate request or overlaps with any other active request.
4. The request is submitted within two (2) years from the review of a former request for the same street segment.
5. Previously installed devices or changes in posted speed limits have been in place for a period of less than two (2) years.
6. The street does not meet the requirements of eligibility for speeding and volume mitigation consideration in Chapter 4, Section B Eligibility, of this Policy.

### **D. Approval of Application**

An application found eligible for consideration will be presented with identified potential mitigations measures at a public meeting for the review, feedback, and selection of a preferred alternative. In addition, all affected property owners will be surveyed to measure community support for the proposed preferred alternative as outlined in Chapter 5, Section D and Chapter 6, Section B of this Policy.

If the application receives support from the affected property owners, feedback received at the public meeting and staff recommendation for continuation of the study will be presented at a regularly scheduled Georgetown Transportation Advisory Board meeting for a recommendation to City Council. That recommendation with either approval, approval with conditions, or denial, will be presented to City Council on a future City Council Meeting for action (approval or denial).



Once an application has received approval from City Council staff will begin review and data collection of the neighborhood traffic management issue and potential measures in accordance with the process outlined below.

If the City Council disapproves the concept plan the same of similar project will not be eligible for reconsideration for a period of two (2) years. If there is a significant change in traffic volume or traffic patterns, the Public Works Division's through reasonable professional judgement may prompt an earlier review.

#### **E. Cost Responsibility**

The neighborhood traffic management policy establishes a Neighborhood Traffic Management Program in the Public Works Division's Budget, which will provide an identified source of budgeted General Fund Revenue to implement the program. Cost responsibility for the neighborhood traffic management program fall in two (2) specific categories: 1) application and traffic study; and 2) funding of capital improvements.

##### **1. Application and Traffic Study**

Special studies and data collection will be paid from the Neighborhood Traffic Management Fund. If there are no funds in the current year budget the study will be delayed until the fund is replenished in the following fiscal year budget. City Council may choose to fund from another source, and/or the applicant may choose to fund the study.

##### **2. Funding of Capital Improvements**

If improvements are recommended they will be placed in budget requests for the following fiscal year to fund the Neighborhood Traffic Management Fund. A discussion of the funding of improvements and eligibility is outlined in Chapter 4, Section F.

#### **F. Funding of Recommended Improvements**

Implementation of neighborhood traffic management methods identified in the study need to fall into one (1) of the four (4) categories listed below:

##### **1. Operational Improvements**

Operational improvements may include enhanced enforcement and educational programs.

##### **2. Public Funding**

For improvements identified to receive public funding, the Public Works Division will be responsible for design and implementation of the improvements utilizing the Public Works Neighborhood Traffic Management Program budget established to implement this Policy within the City of Georgetown's budget cycle. If budget does not include funding for the improvements, City Council may choose to fund from another source,

and/or the applicant may choose to fund following the additional measures discussed below.

3. Joint Public/Private Funding.

An applicant completing the neighborhood traffic management program request may provide funding, in whole or in part, when full public funding through the Neighborhood Traffic Management Fund is not available. All funding must be collected and encumbered before the installation of the project. Fiscal surety shall not be accepted in lieu of payment in advance.

4. Private Funding.

Private Funding will be required for projects that did not receive Public Funding through the Neighborhood Traffic Management Fund. An applicant for neighborhood traffic management may expedite improvements by voluntary payment of all costs. Private Funding must be submitted for full cost of the improvements prior to installation of the project. Fiscal surety shall not be accepted in lieu of payment in advance.

## Chapter 5 - Traffic Speed

### A. Staff Review for Traffic Speed Studies

The Public Works Division will conduct preliminary studies and determine a street's eligibility for speed mitigation. Consideration will be made in a timely manner, based on the following criteria:

1. Applicability criteria outlined in **Chapter 4, Section A Applicability** and **Chapter 4, Section B Eligibility** of this Policy.
2. The measured 85<sup>th</sup> percentile speed must exceed the prima facie or posted speed limit by three (3) miles per hour or more in a 24-hour study period; or there must be five (5) or more reported speed-related crashes within the street segment during the last twelve (12) months of recorded data. Eligibility under the 85<sup>th</sup> percentile speed criterion considers direction of travel independently.

Requests for repeating speed and volume studies (recounts) will be considered but funded by the applicant, unless circumstances indicate otherwise. All studies submitted by the applicant shall be signed and sealed by a licensed engineer in the State of Texas. If the street is determined not to be eligible for consideration, the applicant will be notified in writing of the reason for ineligibility.

### B. Consideration for Reduced Speed Limits

1. Street segments where the measured 85<sup>th</sup> 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, collector, or tee intersection with another local street or physical terminus. The extents of any requested street segments that do not satisfy these requirements will be revised so as to satisfy these requirements. The applicant will be notified in writing of any changes in extents.
3. The consideration of a speed limit reduction will require Ordinance approval by City Council in accordance with Chapter 10.12 of the City of Georgetown Code of Ordinances.

### **C. 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 major collectors or arterials shall not be considered.
2. If the adjacent alternate route is requested to be considered for speeding mitigation within two (2) years of the completion of the installation of speed mitigation devices, it shall 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.

### **D. Notification/Evidence of Support**

1. If the street subject to the request is determined to be eligible for speed reduction measures, the Public Works Division will develop potential mitigation measures, define the type(s) and approximate location(s) of the speed reduction or geometric street features on a map, and schedule a public meeting. The mitigation measures and notice of the public meeting will be provided to the affected property owners to select a preferred alternative and gather evidence of support through a ranking process.
2. At a minimum, the notice of the public meeting and subsequent survey will be sent by U.S. mail to all the owners of record of real property, as determined by the most recent tax roll information, within 500 feet of the segment of roadway under consideration. A larger area of notification may be determined by the Public Works Division. Generally, a property may be considered a part of the petition notification area if it's only or primary

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.

3. The notification letter shall be mailed two (2) weeks prior to the public meeting and will include instructions on how to participate in the ranking process, as well as the place, date and time of the public meeting concerning the potential mitigation measures.
4. At the Public Meeting, attendees will rank or select a preferred alternative for the potential mitigation measure(s).
5. All potentially affected property owners will be mailed a survey to “Support”, “Do Not Support”, or “Agree with Majority” on the preferred alternative for mitigation measure(s). Only one completed survey 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. Property owners must respond in writing to the mitigation measures survey within three (3) weeks following the notice being mailed.
6. Surveys that do not receive responses from at least fifty percent (50%) of the affected property owners within the notification area will be considered incomplete and thus end the process.
7. In the event that 50% or more of the affected property owners respond, the mitigation measures must receive support from two-thirds (2/3) of the respondents or the process will end.
8. Any affected property owner 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 Public Works Division. No such requests will affect funding that has already been awarded.

#### **E. Location and Design of Devices for Speeding Mitigation**

1. The Public Works Division will determine the final location of all traffic management measures according to the guidelines in this Policy, and in accordance with current engineering principles. All measures requiring construction activities will be designed to provide for the safety of all roadway users and delivered in the process outlined in Chapter 7, Planning Design and Construction of this Policy.
2. Speed reduction measures will require approval of an Ordinance setting the speed limit consistent with the City Code of Ordinances. Physical improvements must be consistent

with the Fire Code, Unified Development Code, Construction Specifications and Drainage Criteria Manual, and other applicable City Codes and Ordinances.

### 3. General

- a. For traffic management measures 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 traffic management measures 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 Public Works Division will consider these circumstances on a case-by-case basis.
- d. Traffic control measures consisting of signs and markings to advise roadway users of the presence of any improvements will be installed in accordance with the Texas Manual of Uniform Traffic Control Devices (TxMUTCD).
- e. For requested streets on approved bicycle routes, bicycle lanes may be included in the mitigation plan which may require existing on-street parking to be revised or prohibited.

## Chapter 6 - Traffic Volume

### A. Staff Review for Traffic Volume

1. The Public Works Division will evaluate and prioritize all requests for traffic volume 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 an operational problem that could readily be addressed through the installation of a type of traffic control measure 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.

2. Requested areas for Traffic Volume may be divided or otherwise revised at the sole determination of the Public Works Division.
3. For those requests that are accepted for further consideration, the Public Works Division will, in coordination with the Applicant, develop a preliminary project schedule to further the project's consideration. The Applicant shall 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 Applicant 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 this Policy.

**B. Notification/Evidence of Support**

1. If the public street is determined to be eligible for volume reduction measures, the Public Works Division will develop potential mitigation measures, define the type(s) and approximate location(s) of the volume reduction or geometric street features on a map, and schedule a public meeting. The mitigation measure and notice of the public meeting will be provided to the affected property owners to gather evidence of support through a ranking process.
2. Physical improvements must be consistent with the Fire Code, Unified Development Code, Construction Specifications and Drainage Criteria Manual and other applicable City Codes and Ordinances.
3. At a minimum, the notice of the public meeting and subsequent survey will be sent by U.S. mail to all the owners of record of real property, as determined by the most recent tax roll information, within 500 feet of the segment of roadway under consideration. A larger area of notification may be determined by the Public Works Division. Generally, a property may be considered a part of the petition notification area if it's only or primary 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.
4. The notification letter shall be mailed two (2) weeks prior to the public meeting and will include instructions on how to participate in the ranking process, as well as the place, date and time of the public meeting concerning the potential mitigation measures.
5. At the Public Meeting, attendees will rank or select a preferred alternative for the potential mitigation measure(s).
6. All potentially affected property owners will be mailed a survey to "Support", "Do Not



Support”, or “Agree with Majority” on the preferred alternative for mitigation measure(s). Only one completed survey 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. Property owners must respond in writing to the mitigation measures survey within three (3) weeks following the notice being mailed.

7. Surveys that do not receive responses from at least fifty percent (50%) of the affected property owners within the notification area will be considered incomplete and thus end the process.
8. In the event that 50% or more of the affected property owners respond, the mitigation measures must receive support from two-thirds (2/3) of the respondents or the process will end.
9. Any affected property owner 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 Public Works Division. No such requests will affect funding that has already been awarded.

#### **C. Location and Design of Devices for Traffic Volume Mitigation**

1. The Public Works Division will determine the final location of all traffic management measures according to the guidelines in this Policy, and in accordance with current engineering principles. All traffic management measures requiring construction activities will be designed to provide for the safety of all roadway users and delivered in the process outlined in Chapter 7 Planning, Design & Construction of this Policy.
2. General
  - a. For traffic management measures that could impact drainage and/or are located near drainage inlets, the measure 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 traffic management measures 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 Public Works Division 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 the Texas Manual of Uniform Traffic Control Devices (TxMUTCD).

- e. For requested streets on approved bicycle routes, bicycle lanes may be included in the mitigation measure which may require existing on-street parking to be revised or prohibited.

#### **D. Road Closure Policy**

1. Road Closure is the permeant closure of the public street. It will not consist of the temporary use or emergency access use of a public right-of-way.
2. If a street is considered for road closure, it will require identification of alternative routes and public notice before implementation.
3. The identified Road Closure will take into account the potential for either:
  - a. Abandonment of the Right of Way (ROW); and/or
  - b. Installation of cul-de-sac or other mitigation measures for traffic movement including:
    - i. Design of streets consistent with the Unified Development Code, and
    - ii. Safety and aesthetic design measures consistent with the neighborhood.

### **Chapter 7 Planning, Design, & Construction**

Once a potential neighborhood traffic management study has been approved by City Council, Staff will program the funding of the design, construction and testing of recommended capital improvements.

#### **A. Concept Plan Development**

1. A concept plan will be developed for the traffic management measure, taking into account all traffic studies, community input and comments, and other data and factors developed in accordance with the requirements of this Policy.
2. The concept plan will be reviewed and approved by the Public Works Division and the Neighborhood Traffic Committee before being submitted for community input and comment. The Neighborhood Traffic Committee will comprise of representatives from the following Divisions: Fire, Police, Planning, and City Attorney Office, as well as other City departments, as appropriate. The concept plan shall also be reviewed in the context of transit operations. If the public street where the mitigation measure occurs extends beyond the City of Georgetown city limits, the abutting local jurisdiction (City or County) connecting to the roadway segment must concur with the recommended concept plan.
3. Where appropriate, the Public Works Division will include basic landscaping in all concept plan designs. Applicants 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. That funding will be agreed to in the form of a Maintenance Agreement, which is included in Appendix C.

4. No concept plan or traffic management measure shall be approved if it is found that:
  - a. Property owners contiguous to any physical improvement or modifications to existing facilities are opposed to the project;
  - b. Pedestrian or bicycle traffic access to a neighborhood area would be denied or materially impeded;
  - c. General mobility of traffic in the neighborhood area, the surrounding community, or both would be unreasonably adversely affected to a material extent;
  - d. That the proposed solution is not the least restrictive that could reasonably be expected to substantially mitigate or resolve the documented problem;
  - e. The project would prevent any owner of property from having direct vehicular access to at least one abutting street in the city or county; or
  - f. The project would likely significantly delay ingress to or egress from neighborhoods by emergency service vehicles.
5. Written notice of the review results will be given to the Applicant.

#### **B. Community Meeting**

1. Upon acceptance of the concept plan is completed through the Neighborhood Traffic Committee, a community meeting will be held to gather community input and comments on the concept plan..
2. At a minimum, notice of the community meeting will be sent by U.S. mail to all the owners of record of real property, as determined by the most recent tax roll information, within 500 feet of the segment of roadway under consideration, unless a larger area is determined by the Public Works Division. The Public Works Division will include all the property owners contacted in the petition process, as well as any additional property owners who have requested inclusion in the design review process. Initial notice of the community meeting will be distributed two (2) weeks prior to the scheduled meeting.
3. At the community meeting, the Public Works Division will provide a description of the concept plan and a comment card for use by members of the community to address public convenience and traffic issues, and to express either support or opposition to the concept plan.
4. At the community meeting, comments regarding the concept plan may be made by any interested party.

**C. Decision on Final Disposition of the Concept Plan**

1. The Public Works Division shall review and consider comments received during the community meeting and evaluate the concept plan. The Public Works Division 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 Neighborhood Traffic Committee. Revised plans do not require a subsequent community meeting.
2. The Applicant will be notified in writing of the decision of the Public Works Division.
3. If funding is required, the Public Works Division will give the approved concept plan priority ranking in the following budget year when recommending funding for the Neighborhood Traffic Management Program. If funding is not received in the normal budgeting process, alternative funding may be applied following guidelines of Chapter 4, Section D.

**D. Final Design**

Following determination of funding, the Applicant will be invited to a design initiation meeting with City staff.

1. For all projects, the Applicant is strongly encouraged to form a Design Advisory Committee of not more than five (5) persons.
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 in the form of a Maintenance Agreement (Appendix D);
  - 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 that are considered to be in the best interest of the City; and
  - d. If deemed appropriate, submitting proposals for partnering through efforts such as pursuit of appropriate grants and other similar programs.
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 on behalf of the community.

4. The Public Works Division will develop a preliminary project schedule to further the project. The Applicant and Design Advisory Committee must make all reasonable efforts to abide by the published schedule and complete any assigned tasks or processes.
5. Should the Applicant 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 traffic management measures in accordance with the preliminary project schedule.
6. The design and construction or removal of the traffic management measures and associated features are the responsibility of the Public Works Division.

#### **E. Implementation of Traffic Management Measure**

1. Concept plans that do not include diversionary traffic management measures may be built as soon as funding and resources allow and do not require a testing period with temporary traffic management measures.
2. Concept plans that include diversionary traffic management measures may be tested with temporary traffic management measures that replicate the intended function of the planned diversionary traffic management measure.
3. No temporary traffic management measure will be installed unless funding is available to complete the project, if approved, during the current or next succeeding budget year. The Public Works Division may remove any temporary traffic management measure if a funded project later becomes unfunded.
4. The Public Works Division may approve any permanent or temporary traffic management measure for any ranked project without regard to its priority ranking in order to reflect special or changed circumstances, or to avoid delay in implementing worthy projects that have not been approved for funding.
5. No temporary traffic management measures may be placed without the approval of the Public Works Division.
6. Temporary traffic management measures will be in place for a testing period of not less than 90 days, provided that the Public Works Division will immediately remove a temporary traffic management measure that is determined to be a threat to public health, safety or welfare.

#### **F. Reporting and Measurement of Traffic Management Measure**

1. The traffic management measures will be constructed within the study area in

accordance with the approved concept plan, and tested for a period of approximately 90 days.

2. The Public Works Division and the Neighborhood Traffic Management Committee will monitor and review traffic impacts and any comments received regarding the traffic management measures following installation.
3. At least 120 days, but no more than one year, following the placement of the traffic management measures, the Public Works Division will review all of the available information regarding the traffic management measures, and either:
  - a. Approve the concept plan and direct the implementation and maintenance of permanent traffic management measures or replacement of the temporary measures with permanent measures, during which time the temporary measures may remain in place;
  - b. Recommend to the Georgetown Transportation Advisory Board at a regularly scheduled meeting for a recommendation to City Council to remove or modify the traffic management measure. That recommendation, either approval, approval with conditions or denial, will be presented at a future City Council Meeting for action (approval or denial); or
  - c. If a recommendation is approved that removes or causes to be removed some or all of the traffic management devices and/or deny all or part of the concept plan, absent demonstrable evidence of a significant change in traffic volume or traffic patterns in the intervening period, 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 two (2) years.
4. Written notice of the City's action will be given to the Applicant.

#### **G. Maintenance of Traffic Management Measures**

1. 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.
2. The maintenance of the traffic management measures and all related features are ultimately the responsibility of the City.
  - a. 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 D.
  - b. Should a community or applicant 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 traffic management measures and any

associated features in order to allow ease of maintenance by City forces.

**H. Removal of Traffic Management Measures by Maintenance or Construction Activities**

1. Any traffic management measure that is fully removed during the course of publicly funded construction or maintenance activities will be reinstalled upon completion of that activity at the City's expense by the forces conducting those activities.
2. Traffic management measures 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 City's expense by the forces conducting those activities.
3. Any traffic management measure 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 traffic management measures completely removed through the above actions is not automatic, but contingent upon a finding by the Public Works Division.

## Appendix A: Neighborhood Traffic Control Options

**Neighborhood Traffic Control Options**

<b>OPTION</b>	<b>BENEFIT:</b>	<b>DRAWBACK:</b>	<b>CONSTRAINTS:</b>
Speed Trailer	Short term speed reduction Easy to set-up Does not require physical changes May be effective where traffic is predominantly local	Minimal long-term effectiveness May encourage high speeds by motorists testing device	Only one through lane in each direction Requires adequate room for equipment
Publication of speeds (Community)	Does not require physical changes May be effective where traffic is predominantly local	Requires continuous commitment May cause divisiveness	None
Fliers/Articles (Community)	Useful for locations where drivers are local Does not require physical changes	Requires continuous commitment May cause divisiveness	Information provided by Community using data collected by Public Works Division
Informational Informal Videos (Community)	May raise awareness of speeding issues within community	Requires community involvement Care must be taken so it does not cause safety hazard or become confrontational	Information provided by Community that may use data collected by Public Works Division
Pavement Edgelines	May reduce speeds No impact on emergency service Creates buffer next to travel lane	May impact parking due to narrow road width.	May impact parking. Pavement width may not be adequate.
Roundabouts, Traffic Circles	May reduce speeds Initially installation is temporary, allowing for modification to achieve desired results May be combined with chockers for improved effectiveness	Slows response time of emergency services May reduce on-street parking Certain measures are incompatible with school bus and other large vehicle operations Vehicles may damage temporary or permanent installations	Requires engineering design and construction
Chokers, Island Narrowing, Pinch Point	Chokers easily negotiable by large vehicles May reduce speeds May be combined with islands and circles for improved effectiveness	May require bicyclists to briefly merge with vehicular traffic May require the elimination of some on-street parking	Impacts parking
Diverter, Lateral Shift	Diagonal Diverters do not require a closure per se, only a redirection of existing streets Able to maintain full pedestrian and bicycle access Reduce traffic volumes	May cause local residents to take longer routes Could divert traffic to roads that previously had minimal traffic May cause circuitous routes for local residents and emergency services	Must be an appropriate alternate route
Islands	May reduce speeds No impact on emergency service Creates buffer next to travel lane	May impact parking due to narrow road width.	May impact parking. Pavement width may not be adequate.
One-Way/Do Not Enter	May reduce cut through traffic One-way system may provide for more on-street parking	May need enforcement to be effective Speeds may increase due to lack of oncoming traffic	Must be an appropriate alternate route
Rumble Strips	Alerts motorists to change in geometric conditions or other unexpected situation	Noise caused by rumble strips typically unacceptable in residential areas	None
Speed Humps Raised Crosswalks	Typically reduce speed No effect on access or parking	Required signage and pavement markings may impact aesthetics Emergency response vehicles may be delayed Large vehicles and loaded vehicles may cause noise when traveling at higher speed	Speed limit will not be lowered to meet criteria. Not always accepted by all.
Raised Intersections	May improve safety for both pedestrians and vehicles	Expensive, varying on materials used Impact on drainage should be considered Less effective in reducing speeds than speed humps or raised crosswalks	Requires engineering design and construction
Full Closures	Pedestrian and bicycle access may still be provided Very effective in reducing traffic volume	Requires extensive community involvement Will cause circuitous routes for local residents and emergency services May be expensive due to geometric modifications	Must be an appropriate alternate route. Requires community support
Speed Activated Signs	More appropriate for arterial roadways	Flashing lights may bother adjacent residents	None
Enforcement	Effective only during period of enforcements Short-term improvement	Little long-term effectiveness Limited police resources	None

## Appendix B: Application Form



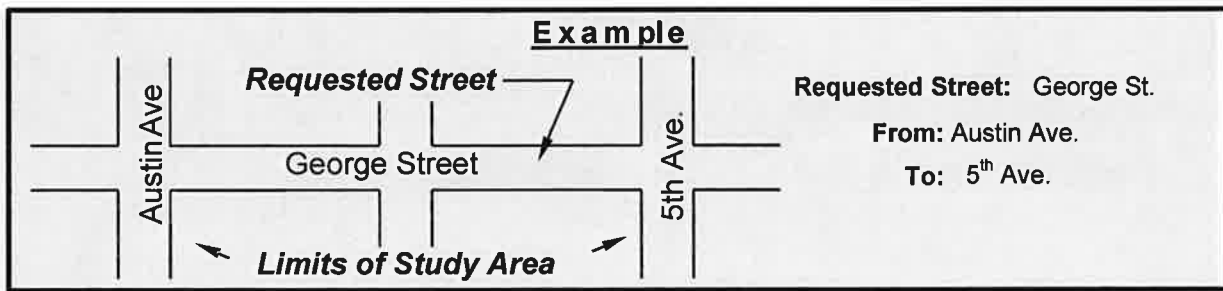
**CITY OF GEORGETOWN**  
**NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM**  
**MITIGATION REQUEST APPLICATION FORM**



Submittal of this form constitutes a formal request and must contain the completed information in the application and any additional background material you wish to include. This request will be processed according to the guidelines and procedures for the Neighborhood Traffic Management Program in effect as of the date of this request.

**REQUESTED STREET LOCATION:**

<b>Requested Street:</b>	
<b>From:</b>	
<b>To:</b>	



*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 Georgetown may be subject to public disclosure in accordance with the Texas Public Information Act.*

**REQUESTOR INFORMATION:**

<b>Name:</b>	
<b>Address:</b>	
<b>City, St, Zip:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CITY OF GEORGETOWN**  
**NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM**  
**MITIGATION REQUEST APPLICATION FORM**  
--PAGE 2 --



**GENERAL DESCRIPTION**

*A request can be made by a resident, business, school, neighborhood association or other entity whose property is located within the study area. The requester of record 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 exist.*

*Prior to submitting a request, the requester must meet with the Public Works Division/Traffic Engineer to discuss the speed or traffic volume issues being considered for mitigation.*

1. Date of Pre-application conference with the Public Works Division: \_\_\_\_\_

2. Type of Application:

Traffic Speed Study:

Traffic Volume Study:

3. A general description of the traffic problem or condition to be remedied:

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4. Special conditions concerning the proposed study area that are germane to this request:

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**CITY OF GEORGETOWN**  
**NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM**  
**MITIGATION REQUEST APPLICATION FORM**  
 --PAGE 3 --



5. Any evidence of support from the neighborhood and community:


*Please attach any additional information to support the application.*

**APPLICATION REQUEST TIMELINE:**

<b>Process Step</b>	<b>Duration*</b>
Deadline for request submission.	September 1
Staff review and determination of type of application/completeness.	1 to 2 Months
Staff determination of potential mitigation measures.	2 to 3 Months
Public Meeting on staff determination.	1 to 2 Months
Staff Recommendation to Georgetown Transportation Advisory Board (GTAB) and City Council	2 to 3 Months
Design of mitigation measures not requiring capital improvements.	1 to 2 Months
Approval of funding for design of mitigation measures requiring capital improvements.	Next FY

\* Timeline subject to change based on contracting requirements, type and extent of data collection, technical review, number of projects, and/or other factors that will be discussed with the applicant upon submittal.

<b>City of Georgetown Certification:</b>	Date of Receipt: _____
Type of Application: _____	Completeness Review: YES <input type="checkbox"/> NO <input type="checkbox"/>
Staff Recipient: _____	Initial Here: _____
<i>A copy of the completed Staff Certification will be sent to applicant upon completion.</i>	

## Appendix C: Sample Maintenance Agreement

# *SAMPLE MAINTENANCE AGREEMENT*

## **Funding & Volunteer Landscaping, Maintenance, and Related Services**

### **NEIGHBORHOOD COST PARTICIPATION AGREEMENT**

**BETWEEN THE CITY OF GEORGETOWN AND**

**\_\_\_\_\_ NEIGHBORHOOD ASSOCIATION/CORPORATION/LLC**

**STATE OF TEXAS**

**COUNTY OF WILLIAMSON**

This Agreement is made and entered into by and between the City of Georgetown, Texas (the "City") and the \_\_\_\_\_ Neighborhood Association/Corporation/LLC (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 Division 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:
  - 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. Those improvements remain the responsibility of the property owner or Association.

**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

*GET CITY POLICY LANGUAGE*

## 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 Georgetown Public Works Division  
address  
Georgetown, Texas

ASSOCIATION: \_\_\_\_\_, Project Manager  
ASSOCIATION: \_\_\_\_\_  
Georgetown, Texas 77777

c. **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 GEORGETOWN, TEXAS

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_ NEIGHBORHOOD ASSOCIATION, INC.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

*Insert project work plan here.*

**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 Georgetown, 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 Georgetown, Texas, is relying on this Waiver and Release with respect to the Project in awarding the Project for the benefit of the City of Georgetown.

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: \_\_\_\_\_