

A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF CHERRY HILLS VILLAGE  
AMENDING THE TRAFFIC CALMING POLICY

WHEREAS, the City of Cherry Hills Village is a home rule municipal corporation organized in accordance with Article XX of the Colorado Constitution; and

WHEREAS, the City Council of the City of Cherry Hills Village is authorized under its home rule charter and pursuant to its general municipal powers to adopt policies and procedures in furtherance of its municipal functions and authority; and

WHEREAS, the City Council and City staff desire to work effectively with residents to address traffic concerns; and

WHEREAS, the City's Traffic Calming Policy ("the Policy") is intended to establish specific criteria and procedures to evaluate and process resident requests for traffic calming measures; and

WHEREAS, establishing set criteria within the Policy facilitates a uniform, transparent, and open process for evaluating, approving, and financing traffic calming measures; and

WHEREAS, the City Council finds that the amendments to the Traffic Calming Policy will enhance the safety and welfare of all people utilizing the City's public roads and outlines a clear process for mitigating documented traffic problems in an objective and fair manner; and

WHEREAS, the City Council desires to amend the Traffic Calming Policy as described in Section 1 below, and as attached hereto as Attachment A.

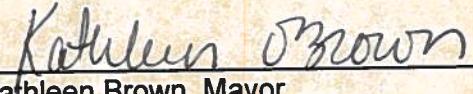
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE:

**Section 1.** The City Council hereby amends and reaffirms the Traffic Calming Policy, as more fully set forth in Attachment A, attached hereto and incorporated herein.

**Section 2.** This Resolution shall be effective immediately upon approval by the City Council.

Introduced, passed and adopted at the regular meeting of City Council this 10<sup>th</sup> day of October, 2023, by a vote of 6 yes and 0 no.

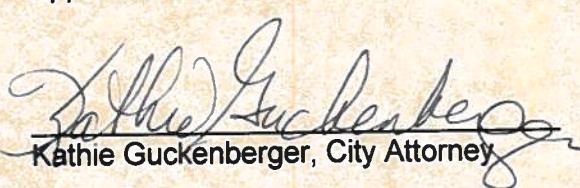
(SEAL)

  
Kathleen Brown, Mayor

ATTEST:

  
\_\_\_\_\_  
Laura Gillespie, City Clerk  
Emily Black, Parks Project and  
Operations Manager

Approved as to form:

  
\_\_\_\_\_  
Kathie Guckenberger, City Attorney

**ATTACHMENT A**  
**TRAFFIC CALMING POLICY**

## **Citizen Initiated Neighborhood Traffic Calming Policy**

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### **Introduction**

The City's Citizen Initiated Neighborhood Traffic Calming Policy incorporates education, enforcement, and engineering into resolving traffic issues in neighborhoods. Residents must actively participate through Neighborhood Awareness Campaigns providing education and understanding of the issues and solutions available. Education, along with increased police visibility can often effectively facilitate self-enforcement of speed regulations. Finally, where increased education and law enforcement have not reduced speeds and traffic calming warrants have been met engineering measures (speed reduction through physical means) may be explored.

Traffic calming can often involve trade-offs within the right-of-way. Maintaining a safe environment for all users including vehicles, pedestrians and bicyclists is the ultimate goal. Through a clear public process, the City of Cherry Hills Village will balance the need for traffic calming with a variety of groups that may be impacted by measures including pedestrians, emergency response services, and snow removal operations.

Many people exceed the posted speed limit in their own neighborhoods. "Speeders" are not always nonresidents – most are neighbors and friends who are committed to safe, peaceful neighborhoods. Nevertheless, speeding in residential areas is a bad habit, and it takes a unified effort to help break it. That's why neighborhood activity is so important. Neighbors should remind neighbors to pay attention to their driving habits and of their mutual responsibility to the residents living in the community.

The traffic calming policy has been developed to address and identify traffic speed and safety concerns on residential streets in Cherry Hills Village. While not intended to make streets play areas for children or adults, traffic calming intends to generally improve safety for pedestrians, bicyclists, and others who travel along or across our streets.

Traffic calming projects should be implemented in a manner that is consistent with current City plans, policies, and practices. City staff will follow warrants and placement guidelines contained in this policy as well as the Manual on Uniform Traffic Control Devices (MUTCD) when considering the installation of any new traffic signs, markings and physical changes to a roadway. Implementation of measures will also adhere to the American Association of State Highway and Transportation Officials (AASHTO) policy manuals and engineering standards. Applicable

warrants must be met before the City will consider any physical changes to a roadway (traffic calming). Likewise warrants for any traffic control device (sign, signal or pavement marking) must also be met before such a device can be installed.

This policy is for citizen-initiated requests. The City may at its own discretion initiate traffic calming, roadway improvements, changes, or redesign. The City (Council) shall have the power to enact and provide for the safety and welfare of the citizens and do what is necessary to protect life, health, and property; to declare, prevent and summarily abate and remove nuisances; to preserve and enforce good government, general welfare, order and security of the City and the inhabitants.

## **Policy Statement**

The City of Cherry Hills Village Citizen Initiated Neighborhood Traffic Calming Policy is one element of the City's commitment to the safety and livability of residential neighborhoods. A combination of education, enforcement, and engineering methods will be employed to calm traffic as appropriate. Traffic calming will be implemented in a manner that is consistent with all current City plans, policies, and practices. City staff will follow all warrants and placement guidelines contained in this Policy as well as the Manual on Uniform Traffic Control Devices (MUTCD) when considering the installation of any new traffic signs, markings and physical changes to a roadway. Implementation of measures will also adhere to the American Association of State Highway and Transportation Officials (AASHTO) policy manuals and engineering standards. All applicable warrants must be met before the City will consider any physical changes to a roadway. Likewise warrants for any traffic control device (sign, signal or pavement marking) must also be met before such a device can be installed.

## **Traffic Calming Policy Goals:**

- Work with residents within Village neighborhoods to identify motor vehicle speeding problems and other safety issues on their streets.
- Improve safety for pedestrians, bicyclists and others who travel along or across Village roads.
- Maintain safe emergency vehicle response times and other public vehicle access.

## Traffic Calming Procedures

The following procedures have been developed to identify and address traffic speed and safety concerns on residential streets in Cherry Hills Village. Traffic calming intends to generally improve safety for motorists, pedestrians, bicyclists, and others who travel along or across our streets.

**Step 1 – Project Initiation:** An applicant shall complete the attached Traffic Calming Program Request Form (Request) and submit it to the Public Works Department to initiate potential traffic calming measures on a street. Once the Request is received by the Public Works Department the City will:

- Implement extra patrol enforcement (subject to officer staffing availability) and will collect speed and volume data on the street. Based upon analysis of the data collected, City staff will determine if a speeding issue is identified.
  - If there is no documented speeding issue, the applicant will be notified that no further action will be taken.
  - With a documented speeding problem, the applicant and City staff will initiate Step 2.

**Step 2 –Eligibility Review:** City staff will determine if the street meets the thresholds for the installation of physical traffic calming measures. The Public Works Department uses the warrants in Table 1. The warrants in Table 1 **must** be met for a street to be eligible for the installation of speed humps, curb extensions, or any physical changes. The street will be reviewed for other traffic speeding solutions such as temporary or permanent signage.

**Step 3 – Neighborhood Awareness Campaign and Petition:** If the warrants from Table 1 are met the applicant will be required to complete a Neighborhood Awareness Campaign. Attached are the Neighborhood Awareness Campaign requirements that are to be followed by the applicant. Upon completion of the Neighborhood Awareness Campaign, a second speed study will be conducted to measure the effectiveness of any signage changes and the Neighborhood Awareness Campaign.

- If the second speed study shows there is no longer a speeding problem, no further action will be taken.
- Petition: If there is still a speeding problem the requesting party will be required to obtain signatures of 80% of properties within the determined “Impact Area”. All property owners are given only one vote and only the owner(s) on the property title may sign the document (no renters). The Impact Area is defined to include properties that abut the street with the proposed traffic calming measures or must use the street to gain access to their home. If a neighborhood has an established homeowners’ association that is regulated by covenants, the HOA will be given notice of the petition; this notice is for informational purposes only. City staff will review the petition for accuracy and if it meets the minimum criteria will certify the petition.

**Step 4 – Preliminary Plan Design and Public Input:** Upon completion of the certified petition in Step 3, City staff will prepare a Preliminary Traffic Calming Plan. The Preliminary Plan will provide approximate locations for the speed humps, curb extensions, landscaped medians, or other traffic calming measures and all associated signage. Once the plan has been prepared:

Staff will review the Preliminary Plan at a public meeting with residents from the impact area. The City will coordinate this meeting and will include the District Area Council Member and invite any established HOA in the impact area.

- Upon completion of the Impact Area Meeting, the City will coordinate a Public Hearing in front of City Council to review the application and preliminary plan. The City Council will hear input from affected residents at this Public Hearing.

**Step 5 – City Council Hearing:** City staff will finalize the Preliminary Traffic Calming Plan and will include the plan and all relevant data in the City Council agenda packet. City Council will consider the item at a regular meeting date and will be the final authority for such improvement decisions.

**Step 6 – Installation:** Following City Council approval, traffic calming measures will be installed when budgeted and programmed.

- If the request is approved by City Council and the resident(s) requesting the improvements want construction to happen quicker, they may fund the project cost fully. The entire cost of the construction must be submitted to the City in advance of the project and the Public Works Department will be responsible for procurement of the contractor and all work.

## **Traffic Calming Warrants**

The City has adopted the warrants in (Table 1) justifying the implementation of each type of traffic calming measure. "Warrants" are conditions that must be met before a particular traffic control measure can be implemented. Traffic calming measures will not be approved unless warrants are met.

**Table 1: Warrants for Physical Traffic Calming Measures to be Installed.**

Criteria	Description
Street Type	<ul style="list-style-type: none"> <li>• Speed humps shall only be installed on residential streets.</li> <li>• State Highways are not eligible.</li> <li>• The following collector streets that serve as snow and emergency routes are not eligible for Speed Humps; <ul style="list-style-type: none"> <li>○ Quincy Avenue - Holly Street - Colorado Boulevard - Franklin Street - Layton Avenue - Mansfield Avenue.</li> </ul> </li> <li>• Curb extensions (bump outs), or landscaped medians may be considered on collector streets listed above if there is a documented speeding issue or recorded minimum accident rate.</li> <li>• S. Clarkson Street is not eligible for Speed Humps, Curb Extensions or Landscaped Medians as a majority of the street is not within the boundaries of Cherry Hills Village</li> </ul>
Roadway Grade	For speed humps specifically, the maximum grade of the street shall be no steeper than 5%.
Road Length	The road section being considered must be more than 1000 feet in length for traffic calming measures to be properly installed and have the desired effect.
Timing	Traffic Studies can only be requested every 24 months if no documented speed or crash issues were documented in the previous request.
Traffic Volume, Speed, and Accident Data (meet one of the options)	<p><b>Option A:</b> Minimum of 200 vehicles per day (ADT) <u>and</u> meet Speed Data requirements: The 85th percentile of the speed must be at least 6 miles per hour greater than the posted speed limit. For example, if the posted speed limit on the street is 25 miles per hour, 85th percentile of the traffic on the street must be travelling at or above 31 miles per hour to qualify.</p> <p><b>Option B:</b> Minimum of 200 vehicles per day (ADT) <u>and</u> meet Accident Data requirements: An accident record of at least 3 vehicle accidents within the last 12 months, or 2 vehicle accidents that have involved pedestrian or bicycle collisions within the last 12 months.</p> <p><b>Option C:</b> More than 100 but less than 200 vehicles per day (ADT) <u>and</u> meet Accident Data requirements: An accident record of at least 3 vehicle accidents within the last 12 months, or 2 vehicle accidents that have involved pedestrian or bicycle collisions within the last 12 months.</p>

\*Accident data can be used in place of speeding problems, only one of these criteria is required

**85th Percentile Speed (mph) – The 85th percentile speed is the speed at or below which 85 percent of the drivers travel on a road segment. Motorists traveling above the 85th percentile speed are considered to be exceeding the safe and reasonable speed for road and traffic conditions. The 85<sup>th</sup> percentile speed is the national standard established by the Manual on Uniform Traffic Control Devices (MUTCD)**



## Traffic Calming Program Request Form

This form is to enable citizens to request placement of a temporary speed trailer or extra traffic patrol on their street. The form can also be utilized to request a speed survey to begin the process of determining eligibility for possible traffic calming in accordance with the City of Cherry Hills Village Traffic Calming Program. Please fill out the form and submit it to: City of Cherry Hills Village – Public Works, 2450 E. Quincy Avenue, Cherry Hills Village, CO 80113. Email completed form to [jgoldie@cherryhillsvillage.com](mailto:jgoldie@cherryhillsvillage.com) or drop-off the form at City Hall.

### 1. Contact Information

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Please describe the location of the traffic concern. Attach a map or picture if necessary.

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### 3. Please describe the nature of the neighborhood problem you are concerned with.

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### 4. Please check the services you are requesting (check all that apply)

- Temporary Speed Trailer Placement
- Extra Traffic Patrol Officers
- Data Collection to determine if the traffic calming process can be initiated.

Prior to requesting physical traffic calming measures, residents are required to contact the City and request extra enforcement (subject to officer staffing availability) and/or the placement of a speed trailer to address speeding on their street.

- Once a request is made Public Works staff will coordinate and collect speed and volume data if requested. This will take place when the speed deterrent measures outlined below are not being performed. The Police Department will schedule the speed trailer placement and extra patrol. This will take place when the speed deterrent measures outlined above are not being performed. All data will be collected when school is in session and the roads are dry. If there is no documented speeding issue no further action will be taken.



## Neighborhood Awareness Campaign Requirements

Since neighborhood streets service residential areas, statistically most speeding issues are caused by citizens of the immediate neighborhood or street. For this reason the City of Cherry Hills Village requires involvement and leadership from the party requesting traffic calming in the form of a Neighborhood Awareness Campaign to be held anytime there is a significant concern and before any physical changes to the street are made.

A Neighborhood Awareness Campaign, with successful neighborhood support, is required before any traffic calming will be considered. "Speeders" are not always non-residents; most are neighbors and friends who are committed to safe and peaceful neighborhoods. Residents should remind their neighbors to pay attention to their driving habits and their mutual responsibility to everyone living in their neighborhood. The applicant is encouraged to use creative methods for reducing traffic problems in their neighborhoods, such as:

- Having an in-person meeting to discuss traffic concerns and documenting attendance with a sign in sheet and agenda at which speeding, and road safety concerns were discussed.
- Send out informational letters to everyone in the impact area.
- Visit your neighbors in-person to discuss speeding and put-up door hangers.
- Encourage neighbors within the impact area to put up yard signs.
- Other documentable activities that reached 75% of the impact area.

\*The City can help provide informational pamphlets, letters, and door hangers. A limited number of yard signs can also be supplied by the City.

These are just a few examples of ideas for a Neighborhood Awareness Campaign. It is the sole responsibility of the residents to conduct the campaign. City staff will not be involved in the Neighborhood Awareness Campaign. A successful Neighborhood Awareness Campaign is based on reaching at least 75% of the affected residents and providing documentation of how contacts were made. Residents must live within the determined impact area. A minimum of 3 different activities must be completed and documented during the campaign.

### Verification Requirements

Sign in sheets from neighborhood meetings

Mailing list and a copy of the letter and information that is being sent to residents within the impact area.

Copy of a door hanger and a list of addresses within the impact area that it was delivered to.

Pictures of yard signs that are put up within the impact area.

Other preapproved activities

Signature sheet stating that all information provided is true and correct and have it notarized at City Hall.

# City of Cherry Hills Village Traffic Calming Program Outline

Step 1: Project Initiation	Step 2: Eligibility Review	Step 3: Neighborhood Awareness Program and Petition	Step 4: Preliminary Plan Design and Public Input	Step 5: City Council Hearing	Step 6: Installation
 <p><b>Resident request:</b> Applicant shall complete the <i>Traffic Calming Program Request Form</i>.</p> <p><b>Initial Data Collection:</b> Speed and volume data will be collected. Extra Patrol and variable speed signs may be deployed.</p> <p><b>Data Review:</b> Staff will review the collected data to determine if there is a documented speeding problem.</p>	 <p><b>Warrants:</b> See Table 1 in the City Traffic Calming Policy for warrant requirements. If the project is eligible, it will proceed to <b>Step 3</b>.</p>	 <p><b>Outreach:</b> A resident led <i>Neighborhood Awareness Campaign</i> must be performed. <b>See Neighborhood Awareness Campaign Requirements</b></p> <p><b>Signs:</b> City Staff will assess if temporary or permanent sign changes or additions can be made, such as additional speed limit signs or temporary variable speed signs.</p> <p><b>Data Collection:</b> Once the neighborhood outreach campaign has been completed, follow up speed and volume data collection will be taken.</p> <p><b>Petition:</b> If there is still a warranted speeding issue the requesting party must collect 80% support from the “Impact Area”, to begin preliminary design.</p>	 <p><b>Preliminary Plan Design:</b> A preliminary plan will be prepared by City staff and presented to applicant.</p> <p><b>Public Input:</b> Applicant will coordinate a public “Impact Area” meeting to include District Councilmember</p>	 <p><b>City Council Hearing:</b> A public hearing will be scheduled in front of the City Council for review of the application and final plan. Input from the public will be taken at the Public Hearing. The City Council will consider all input and will vote on installation and funding.</p>	 <p><b>Installation:</b> If Council approves the project staff will schedule the installation of the improvements dependent on funding and other considerations.</p>