



ARAPAHOE COUNTY
COLORADO'S FIRST

ARAPAHOE COUNTY PUBLIC WORKS & DEVELOPMENT STANDARD OPERATING PROCEDURES (SOP)

SOP Number: PWD SOP 2017.34.7.1

TITLE: Fire Lane Designation: Procedures for obtaining a Board of County Commissioner resolution to establish a fire lane.

PURPOSE: To define the process by which a fire lane designation is requested, reviewed, granted and then becomes a resolution. There are three processes by which fire lanes are submitted for consideration into the fire lane program. This SOP covers three different areas of fire lane designation including; private roadways/driveways, public facilities, and/or public right of way. Also, the procedures provide guidelines for the responsibility of installation, inspection and maintenance/replacement of striping and signage.

POLICY: For a fire lane to be enforceable by the Arapahoe County Sheriff's Department, it must be accepted as a resolution and designated a fire lane by a vote of the Board of County Commissioners. The Public Works Department will only maintain signing and striping of fire lanes in the county public right of way. Installation on public right of way is either the responsibility of the developer within a new development or Arapahoe County on existing roadways. Fire lanes designated on County owned property will be installed, operated and maintained by Fleet and Facilities.

AUTHORITY: Authority is granted to the Board of County Commissioners for designation of fire lines via Colorado Revised Statutes 30-15-401 and 42-4-1210.

PROCEDURES: A request to designate a section of roadway as a fire lane would come to the Arapahoe County Public Works Department generally in one of three ways. They include: via a new and/or redevelopment application, a fire district request, and/or requests from private property owners/home owners associations, etc., as further described:

New and/or Redevelopment:

1. During the review of a development plan application the Planning case manager will send a referral to the respective fire district where the application resides.
2. The need for a fire lane will be defined by the Fire District during their review of the submittal. The planning case manager will include the fire district's comments back to the applicant as part of their staff report, which will indicate the need for a fire lane designation at specific locations on the land use application. The planning case manager will also provide the comments to the Engineering Case Manager for informational purposes. In addition to these comments, the applicant will be provided a standard letter template for requesting fire lane designation.
3. Once the Applicant for the project knows of the fire lane designation requirement, they must submit a request using the standard fire lane designation template letter and a map of the fire lane location, which is sent to the Case Planner.

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4. The Planning Case Manager will verify that the comments regarding fire lanes have been addressed and will forward the letter and map to the Traffic Engineer within the Transportation Division.
5. The Traffic Engineer will establish a service request for the fire lane application. Once in the system, he/she will review the request and the map, insuring that the request has adequate information for determining the location of the fire lane, placement of signs, and required striping per MUTCD.
6. If modifications or changes are needed, the Traffic Engineer will identify that on the map via red lines.
7. Traffic Engineer will send the letter and the map to the respective fire district and Arapahoe County Sheriff's Office asking for comments, concurrence, or modification to be returned to the Traffic Engineer within two weeks. The Traffic Engineer will update the status of the service request.
8. Once the referral is returned from the fire district and the Sheriff's Office, the Traffic Engineer will proceed depending on comments received.
 - a. If the Fire District and Sheriff concur, see Step 10.
 - b. If modification or changes are needed: the Traffic Engineer will note the red line changes and return to the planning case manager to have the applicant make the modifications. Once the applicant makes the changes and returns the corrected documents, the Planning Case Manager will forward the revised documents back to the Traffic Engineer who will verify comments are addressed and if so, will proceed to Step 10.
 - c. The Traffic Engineer will advise Planning Case Manager and the Engineering Case Manager of the concurrence of the fire lane designation and specifics via the agreed upon map.
 - d. The Planning Case Manager will communicate with the applicant that the fire lane designation has been concurred with by the various entities.
9. Once concurrence has been established by Fire District, Sheriff's Office, Traffic Engineer, then the Planning Case Manager shall require the applicant to place on the land use plan the following standard note regarding fire lane:

(The note will include legalese relative to fire lane designation, initial cost and installation requirements, signs/striping, long term maintenance responsibility, operations of, and replacement, etc., etc., etc.)

The Planner Case Manager will require that the land use document depict the fire lane designation including location, signs and striping.
10. The Traffic Engineer will prepare a Board of County Commissioner Summary Report and Resolution for designation of a fire lane and inclusion into the Arapahoe County Fire Lane Program. The Letter of Request needs to be included with the BSR. See Page 6-10 of this SOP for example templates of these documents.
 - a. The Traffic Engineer and Planning Case Manager will coordinate with one another as to the scheduled approval of the overall development application (administrative, Planning Commission, BOCC, etc.).
 - b. Once the approval of the land development application occurs, the Traffic Engineer will complete the BOCC Consent Agenda Item and process it in accordance with the standard BSR/Consent Agenda procedure, to be accepted for a Hearing date, within three weeks of land application approval.
 - c. Once the date is known, the Traffic Engineer will notify the Planning Case Manager and the Engineering Case Manager of the BOCC Hearing Date and will include them as a cc on the consent agenda backup report.
11. If the BOCC vote is in favor of the fire lane designation; the Traffic Engineer will obtain the Resolution number and vote from the designated Administrative Staff responsible for tracking resolutions.
 - a. The Admin staff will then forward the resolution, with the BOCC vote and resolution number to Assistant County Attorney for Public Works who will finalize the resolution (date, BOCC

- vote, the resolution number and the map) and return it to Admin staff and will also forward it to the Clerk to the Board for tracking purposes.
- b. The Admin staff will advise the Traffic Engineer of the final resolution.
 - c. The Traffic Engineer will:
 - i. Notify the Sheriff's Office and the Fire District in writing or email, of the new fire lane location (address), Development Name, and resolution number.
 - ii. The Traffic Engineer will update the fire lane database and save the finalized resolution in the designated location in the G drive.
 - iii. The Traffic Engineer will send the finalized resolution to the Planning Case Manager and to the Engineering Case Manager. The Planning Case Manager shall advise the land development applicant of approval of the fire lane designation.
 - iv. The Traffic Engineer sends resolution to designated Mapping staff for inclusion into the fire lane GIS layer of ArapaMap.
12. The Developer or Builder of the project is responsible for the cost and the installation of the signs and striping pursuant to the approved fire lane resolution. They will notify the Fire District and the Traffic Engineer after the signs are installed.
- a. If on private property, the respective Fire District is responsible for inspection and verification that the requirements of the approved fire lane designation have been met.
 - i. Fire District will notify the Traffic Engineer when the signs and striping installation meets the requirements of the approved resolution.
 - ii. The Traffic Engineer will note this in the fire lane program database.
 - b. If it is on public property, the Traffic Engineer will inspect and verify that the requirements for the fire lane designation have been met.
 - i. Traffic Engineer will notify the Fire District when the signs and striping installation meets the requirements of the approved resolution.
 - ii. The Traffic Engineer will note this in the fire lane program database.
13. The long term maintenance, operation of, and replacement of the fire lane signage and striping will be the responsibility of the entity designated in Step 9.
14. The Traffic Engineer will complete all necessary information in the service request database and show it as completed.

Fire District Request:

- 1. A Fire District requests designation of a fire lane.
 - a. The Fire District would send a letter of request to the Traffic Engineer using the standard letter template with a specific location shown on a map and address requesting that the roadway become a fire lane.
 - a. The Traffic Engineer will then follow the same steps outlined in Steps 5, 10, 11 and 14 without involving the Planning or Engineering Divisions:
 - i. The Traffic Engineer will review the request, and enter a service request.
 - ii. The Traffic Engineer will prepare a Board Summary Report
 - iii. If the Board votes in favor of the fire lane designation, the Traffic Engineer will obtain the Resolution number from the Administrative Staff.
 - b. If accepted as a resolution by the Board, the Traffic Engineer will notify the Fire District making the request. It is the responsibility of the Fire District to install the signs.
 - c. The signs are inspected by the Traffic Engineer for compliance with the MUTCD standards for signs.

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- d. If the signs are approved, the Traffic Engineer notifies the Sheriff's Office and the Fire District and all lists are updated.

Property Owner/Entity Request:

1. A property owner and/or an entity requests a certain location to be designated as a fire lane:
 - a. The applicant will call or email the Traffic Engineer to express an interest in a fire lane being designated at a certain location.
 - b. The Traffic Engineer will provide the information about the application process: the information provided will include the template letter of request, the requirements of the map and information about the general process.
2. Once an official request for a fire lane designation is submitted that meets all the requirements, the Traffic Engineer will:
 - a. Generate a service request.
 - b. The Traffic Engineer will submit the request to the Fire District and the Sheriff's Office in writing.
 - c. If the Fire District agrees that the section of roadway(s) should be a fire lane, they will respond in writing to the Traffic Engineer who will submit a BSR to the Board for a vote. If the fire lane designation is accepted to be on the Agenda for a BOCC Meeting, and passes a vote for acceptance, the Traffic Engineer will submit a Sign Installation Request to the Road and Bridge Division Sign Shop. At the County's expense, the signs will be purchased or made and installed per the standards in the MUTCD by the Road and Bridge Division.
 - d. After installation, the Traffic Engineer will inspect and accept the signs, the location is added to the fire lane list and the Sheriff's Department is notified.
 - e. It will be the responsibility of the Arapahoe County Road and Bridge Division to maintain/replace the signs and striping for the fire lane.

In the case of a County installed public right of way that includes a fire lane:

1. If it is a brand new development; then at the developer's expense, the developer installs the fire lane, signs and striping. The County Traffic Engineer inspects and accepts according to MUTCD standards. Then the Traffic Engineer will notify the Fire District and the Sheriff's Office. These steps can be included on the construction plans.
2. If it is a reconstruction of an existing roadway that is a Capitol Improvement project, the CIP Case Manager will instruct the Company hired by the County to include fire lane designation into the construction plans. The County CIP Project Manager will notify the Traffic Engineer of the roadway to be included into the fire lane designation program and the County Engineer will take the steps to include the reconstructed area into the program.

ATTACHMENTS & REFERENCE MATERIALS

CRS – 42-4-1210

MUTCD

Example of Fire Lane BSR and Reso and Letter of Request

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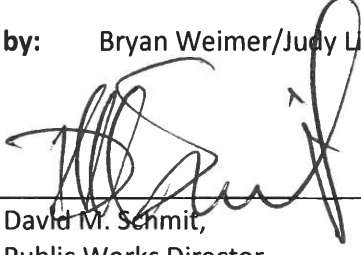
S.O.P Prepared by: Bryan Weimer/Judy Ugrani

Date: 3-27-2017

Revised: 6-27-2017

Reviewed: 05-15-2018

Approved by: _____


David M. Schmit,
Public Works Director

Date: 5/16/18

Example of Letter to request inclusion in the Fire Lane Program

Name/Company requesting inclusion in fire lane program

Address

Date:

To: Arapahoe County Public Works
Planning Case Manager or Traffic Engineer
6924 South Lima Street
Centennial, CO 80122

RE: Inclusion into Fire Lane Program

Address or Name of Development

To Whom it May Concern:

Please accept this letter as a formal request for (Development Name, Subdivision, or Address) to be included in the Arapahoe County Fire Lane Program for enforcement of designated "No Parking – Fire Lane" program.

This/These lanes and the signage/stripping associated to the fire lane(s) will be the responsibility of (Owner, Developer, or Fire District, or HOA Association, or Metro District, or County, etc.) to maintain and replace and repair.

The cost to install, replace, repair and/or maintain this/these lanes and signage/stripping associated to the fire lane(s) will be the responsibility of (Owner, Developer, or Fire District, or HOA Association, or Metro District, or County, etc.)

The responsible party will arrange and insure that all necessary inspections are done and will report the inspection results back to the County Traffic Engineer.

Sincerely

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Contact Name
Company
Contact Information
Address
Phone Number

Example of Fire Lane Designation BSR and Resolution

BOCC Consent Agenda, (date for Consent Agenda)

Agenda Item # (leave blank)



Board Summary Report

Date: Date the request is being sent in

To: Board of County Commissioners

Through: David M Schmit, P.E., Director, Public Works and Development

From: Mike Comstock, Traffic Engineer

Subject: Consent for Fire Lane Resolution

Request and Recommendation

Who is asking is asking that address, project/development name be adopted into the Fire Lane Resolution program. Applicable Fire Department has determined that in the interest of safety, these lanes should be marked and determined enforceable under said resolution.

The Board of County Commissioners has the authority pursuant to section 42-4-1210, C.R.S. to designate areas on private property for authorized vehicles. The Board of County Commissioners also has authority pursuant to 18-9-117, C.R.S. to adopt rules for regulating use of public property.

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Background

Cars parked in fire lanes block the access of emergency vehicles. Therefore, a Fire Lane restriction is warranted.

Discussion

The Arapahoe County Traffic Operations Division has reviewed the attached request and supports this resolution.

Alternatives

Approve or deny said request.

Fiscal Impact

There is no fiscal impact. OR If the County Road and Bridge office must maintain?

Concurrence:

Arapahoe County Sheriff's office and applicable fire department support this resolution.

Attorney Comments

N/A

Reviewed By:

Staff Member – Mike Comstock

Department Director or Elected Official – Dave Schmit

County Attorney – Robert Hill

FIRE LANE DESIGNATION

RESOLUTION NO. XXXXXX.

It was moved by Commissioner [moved] and duly seconded by Commissioner [seconded] to adopt the following Resolution:

WHEREAS, Section 42-4-1210, C.R.S., allows the Board of County Commissioners to designate certain areas on private property for use by authorized vehicles only; and

WHEREAS, on August 25, 1981, the Board of County Commissioners adopted Resolution No. 891-81 which established certain procedures to be utilized to designate such areas for enforcement by the Arapahoe County Sheriff's Office; and

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WHEREAS, in relation to this matter, the **Applicant's name** has submitted a request to designate certain parking and drive areas within **address, development name, project name, etc.** for use by authorized vehicles only; and

WHEREAS, a map has been submitted with said request showing said areas to be designated as required by the Board of County Commissioners; and

WHEREAS, the Transportation Division of the Arapahoe County Department of Public Works and Development has referred this matter to the Arapahoe County Attorney, Arapahoe County Sheriff's Office and the **Applicable Fire Protection District** for review and comment as required by the Board of County Commissioners; and

WHEREAS, there has been no objection to said designation by any of the aforementioned agencies; and

WHEREAS, on the basis of the above request and referrals, and the authority of the Board of County Commissioners pursuant to Section 42-4-1210, C.R.S., the Board desires to designate certain areas within **location, address, development name, project name** as Fire Lanes and/or Emergency Parking Only.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Arapahoe County as follows:

- 1) The Board hereby designates those areas within **Address, project name, development name.** as shown on the map as submitted, as Fire Lanes and/or Emergency Vehicle Parking Only.
- 2) The Board hereby directs the Transportation Division of the Department of Public Works and Development to notify the Arapahoe County Sheriff's Office, the **Applicable Fire Protection District**, and the Arapahoe County Facilities and Fleet Management of said designation by the Board.
- 3) The Board hereby directs that enforcement of said designated areas begin as soon as the Arapahoe County Traffic Engineer approves the signage and markings as being consistent with the Manual on Uniform Traffic Control Devices.
- 4) In the event that additional or different signage or markings for this site are required by the Arapahoe County Transportation Division, no cost shall be borne by Arapahoe County for installation of said signage or markings.

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- 5) All said signs and markings shall be keyed to the Manual on Uniform Traffic Control Devices for all classes of streets and highways as adopted by the Colorado Department of Transportation and said signs shall be erected in accordance with said Manual at approximately the location(s) designated on the diagram submitted with said request and as approved by the Arapahoe County Transportation Division.
- 6) Designation of said areas shall continue until the further order of the Board of County Commissioners.
- 7) Any fines or forfeitures collected by the courts for violations of Section 42-4-1210, C.R.S., shall be paid into the treasury of Arapahoe County monthly.

The vote was:

Commissioner Baker, Commissioner Conti; Commissioner Holen; Commissioner Jackson; Commissioner Sharpe

The Chair declared the motion carried and so ordered.

NOTE: There is a folder with these templates available for use and can be found at: G:\DSIM_Finance-Admin\Support Staff Procedures\BSRs in the Folder called: " _Packet for the request to be in the Fire Lane Designation Program". Please "save as" in your own folder for your use.

