



# Arapahoe County

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## Board Summary Report

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**File #:** 21-643

**Agenda Date:** 9/21/2021

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**To:** Board of County Commissioners

**Through:** Bryan D. Weimer, PWLF, Director Public Works and Development Department

**Prepared By:**

Jim Fox, Traffic Engineer III, Public Works and Development

**Presenter:** Karl Packer, Traffic Operations Manager, Public Works and Development

**Subject:**

10:30 AM \*Traffic Operations Policies and Procedures Manual Update

**Purpose and Request:**

The purpose of this study session is to present to the BOCC the revised draft version of the Traffic Operations Policies and Procedures Manual (TOPP). The manual, last revised in 2017, has recently been reviewed and the draft version is presented for discussion. Staff will highlight the notable changes compared to the current 2017 Manual to both inform the BOCC and seek feedback on proposed policy changes. The Transportation Division would also like to obtain support from the BOCC to have the TOPP manual adopted by the BOCC during a General Business meeting after a brief presentation by staff.

**Background and Discussion:** The Traffic Operations Policies and Procedures Manual provides guidance to County staff for execution of their duties during their decision making process in order to have standard, consistent, appropriate, and warranted traffic engineering measures in place throughout the County. This document is made publicly accessible to provide information and transparency to County residents and patrons regarding staff actions.

The 2021 draft manual version includes changes and enhancements to the 2017 manual. Below are highlights the notable edits:

- **Memorial signs for roadway fatalities**
  - BOCC giving Director authority annually to approve sign installation
  - Changing sign posting time from two to six-years

- Adding requirements to sign wording and providing pre-approved signs for posting
- Revised the application to be in alignment with current and proposed program policies
- **Special warning traffic signs**
  - This includes signs such as “Deaf Child”, “Autistic Child”, “Children at Play”, etc.
  - Previous manual version had indicated “Children at Play” signs were not allowed and no change to that policy is recommended by staff
  - Previous manual version allowed for the installation of signs such as “Deaf Child” and “Blind Child.” Staff recommends a change to policy that will prohibit these types of signs
  - These types of signs are not covered in the Manual on Uniform Traffic Control Devices (MUTCD) although a local authority may set their own policy on their use.
- **Special events - new content**
  - The County receives requests and applications for multiple types of special event activities which have the potential to impact the traveling public.
  - Traffic Operations Staff shall have primary responsibility for or shall provide support to County Staff in the role of subject matter experts as needed for technical review of permit applications and supporting documents with respect to any traffic related items.
  - Staff recommends including the traffic operations and engineering elements related to special events into the manual.
- **Enhance content on frequently asked questions**
  - Traffic Operations Staff receive several similar requests on a frequent basis from the public as well as internal County Staff.
  - Traffic Operations Staff is seeking to enhance the FAQ content in the manual to both provide additional, and answered questions, along with providing more information related to the response.
  - The current manual provides information regarding traffic policies and procedures that cover an array of content.
  - As information has been added over time, staff recognized a need to reorganize the content within the document.
  - Items that were once in the main body of the manual and now reside in an appendix include:
    - Neighborhood Traffic Management Program (NTMP)
    - Arapahoe County Sign Details within ROW
      - Addresses the placement of traffic signs with respect to heights and distances from the roadway.
    - Arapahoe County Signing and Striping requirements within ROW
      - Addresses a number of specifications related to traffic signs and roadway pavement markings.

**Fiscal Impact:** There are no significant fiscal impacts due to the discussion. Applying the principles of traffic engineering involves the installation, maintenance, and replacement of traffic control devices; however, the draft version of the manual does not introduce any significant changes to current practice.

**Alternatives:** The alternatives are to retain the current manual as the official policies and procedures document or to accept the revision with BOCC changes.

**Alignment with Strategic Plan:**

- ☐ Be fiscally sustainable
- ☒ Provide essential and mandated service
- ☐ Be community focused

**Staff Recommendation:** Staff recommends approval of the draft version of the Traffic Operations Policies and Procedures Manual and for the BOCC to formally adopt the TOPP.

**Concurrence:** The proposed Manual revision has been reviewed by appropriate PWD staff, including Engineering Services and Road and Bridge.