



ENVIRONMENTAL PROTECTION AND GROWTH MANAGEMENT DEPARTMENT
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MEMORANDUM

TO: Bertha W. Henry, Broward County Administrator

FROM: Henry Sniezek, Director
 Environmental Protection and Growth Management Department

Richard Tornese, Director
 Highway Construction and Engineering Division

DATE: August 28, 2018

SUBJECT: LANE ELIMINATION CONSIDERATIONS – COMPLETE STREETS TEAM

During 2012 and 2013, Broward County prepared and adopted a series of guidelines, standards, and policies to support the development and implementation of "Complete Streets" projects throughout the County. "Complete Streets" are streets that are planned, designed and maintained to enable safe, convenient and comfortable travel and access for users of all ages and abilities, regardless of mode of transportation (e.g. walking bicycling, driving automobiles, riding public transportation, or delivering goods). It is important to note that the County's guidelines and policies specifically emphasize "context sensitivity," meaning that projects must be evaluated for safety, appropriateness, and anticipated impacts to the immediate and surrounding areas.

A component of the County's "Complete Streets" initiative was the creation of the County staff "Complete Streets Team." The Team membership is multi-disciplinary, and includes representation from Public Works, Transportation, Parks and Recreation, Environmental Protection and Growth Management, and Human Services. At a minimum, the Team meets quarterly, but often holds meetings on an "as needed" basis.

During the past several years, the Team has coordinated with numerous citizens, municipalities, FDOT, MPO, the County's Bicycling and Pedestrian Advisory Committee, and representatives of other jurisdictions, to evaluate many projects and policies. Since the Team was established, policy and project challenges have arisen, and the Team continuously re-examines and augments its practices to address such challenges. For example, project challenges such as the safe interface between on-street parallel parking and bicycle lanes, and the minimum appropriate vehicle lane width necessary to accommodate transit vehicles have been thoroughly considered by the Team and resulted in the development of appropriate Team policy. An issue that has also come to the forefront are lane elimination proposals. One of the current practices is to request a long-range plan traffic study from the applicant to gauge potential impacts to not only the affected roadway, but to other roadways within the area. Most recently, a lane elimination project for Prospect Road between Dixie Highway and Commercial Boulevard has been under consideration by the Team, and the traffic study provided by the city of Oakland Park (as the applicant) indicated impacts to surrounding area roadways. Such estimated impacts are currently considered by the Team as reason to not support a lane elimination project. It was noted that the Team did not have a policy to accept "de minimis"

Memorandum
 Lane Elimination Considerations – Complete Streets Team
 August 28, 2018
 Page 2 of 3

(minimal) impacts. After discussion with Oakland Park and FDOT staff, the Team decided to explore establishing a “de minimis” threshold and address related policy issues.

On August 23, 2018, the Team met and discussed staff policy regarding lane elimination proposals. In lieu of the current “no increased impact” threshold, the Team’s consensus was to propose the following policies in consideration of lane elimination proposals as they relate to areawide impacts:

Proposed Lane Elimination Proposal Policies Concerning Areawide Impacts

1. De minimis Threshold

The Team consensus was to suggest a threshold for “de minimis” (minimal) impacts be less than 3% of existing and projected roadway segment vehicle capacity. Estimated impacts exceeding the de minimis threshold would be considered “adverse” if such estimated additional impact would affect existing and/or projected overcapacity segments or estimated to create an overcapacity condition. The Team consensus was also that an analysis be required for a minimum of 1-mile in all directions per 1-mile segment proposed for lane elimination.

(NOTE: The suggested 3% threshold for de minimis is patterned after the existing Broward County Land Use Plan amendment “significance” threshold established in Policy 2.14.9:

POLICY 2.14.9 *The impact analysis for proposed amendments to the Broward County Land Use Plan shall continue to consider as significant those regional roadway segments that are projected to experience, as a result of the net effect from the proposed amendment, an impact of three percent (3%) or greater than the p.m. peak hour level of service capacity for those regional roadway segments.)*

2. Intergovernmental Coordination

The Team consensus was to suggest that any municipality within a study area should be notified of the proposed lane elimination. The Team also recommends that any roadway link within a municipality that is identified as impacted with an increase in projected trips as per the study (even if below the 3% threshold) should be supported by a letter of “no objection” from, at a minimum, the municipal manager with the municipal mayor copied.

3. Long-Range “Vision”

The Team consensus was to suggest that any lane elimination proposal be supported by a project-specific municipal or applicant “vision” document that addresses the long-range vision of the lane elimination and surrounding area. Such a vision document should be prepared in coordination with public outreach.

The Team also proposes to clarify that the County staff lane elimination proposal review process is applicable to facilities under County jurisdiction. Also, the Team suggests that any lane elimination proposal subject to County jurisdiction be reviewed by the Board.

Prospect Road - Complete Streets Team Summary

- A. Concerning the September 13, 2018, Agenda Item regarding Prospect Road, the Complete Streets Team’s consensus is to **support the portion of the MPO/FDOT project between Commercial Boulevard and Powerline Road**, to construct bike lanes and repave Prospect



Memorandum
Lane Elimination Considerations – Complete Streets Team
August 28, 2018
Page 3 of 3

Road, at no cost to Broward County. This portion of the project, between Commercial Boulevard and Powerline Road, does not include any vehicle lane elimination.

- B. The Team's consensus based on current staff policy, is to not support the portion of the MPO/FDOT project between Powerline Road and Dixie Highway, which proposes to construct bike lanes and repave Prospect Road, at no cost to Broward County, but also proposes a vehicle lane elimination in each direction reducing the facility from 6 total lanes to 4 total lanes. However, if the above described updated policy criteria concerning areawide impacts was utilized, the Team notes the following:
1. The traffic study submitted by Oakland Park indicates that long-range plan impacts to areawide roadways are estimated to fall below 3% on study area links evaluated. A traffic study for estimated impacts on the area roadway network as currently configured had not been requested and is not available.
 2. The traffic analysis submitted by the City, which is consistent with the Team's proposed study area criteria, indicates increased impacts (all under the suggested 3% "de minimis" level) on roadways within the municipalities of Fort Lauderdale (NW 21 Avenue, Commercial Boulevard, I-95, US 1), Tamarac (NW 21 Avenue) and Wilton Manors (NE 26 Street). As of this writing, County staff has not requested nor received from Oakland Park staff, any letters of "no objection" from the referenced municipalities.
 3. It is our understanding that the City has not prepared a project-specific "vision" document regarding the proposed lane elimination. It is noted that the lane elimination project is within the City's CRA, and the City held a community outreach meeting on August 30, 2017.

cc: Broward County Staff Complete Streets Team





Henry Sniezek, *Chair*

Richard Tornese, PE, *Vice-Chair*

County Administration

Environmental Protection and
Growth Management Department

Planning and Development
Management Division

Environmental Planning and
Community Resilience Division

Human Services Department

Public Works Department

Highway Construction and
Engineering Division

Highway and Bridge Maintenance
Division

Traffic Engineering Division

Transportation Department

Transit Division

Parks and Recreation Division

Broward County Planning Council

Broward County Bicycling and
Pedestrian Advisory Committee

February 3, 2020

“Community Awareness Plan” Guidelines for Lane Elimination Proposals

All lane elimination proposals should include a municipal-level community awareness plan (CAP). The objective of the CAP is to notify affected parties, including local governments, property owners, residents, tenants, and the public at large, of the municipality’s proposed lane elimination and associated project components, and the anticipated impact of the project. The guidelines below are consensus recommendations of the Broward County Staff Complete Streets Team, and not directives to or requirements for municipalities. At a minimum, the CAP consists of two (2) components described, as follows.

1. Public Meeting/Workshop Notifications

- Draft email notification for elected/appointed public officials and agencies along with the respective distribution list stored in an MS Excel file, including name, title, and email address of each intended recipient;
- draft mass mail-out list for all property owners, home owner associations, civic associations, tenants, and business operators where existing, privately owned buildings/structures, landscaping/ hardscaping/ signs/ brick pavers/mailboxes, etc., lie in whole or in part within a minimum of 300 feet of the centerline of the proposed lane elimination project and are expected to be impacted by the project;
- draft media for the project that will be used for news releases and/or advertisements; and
- draft flyers, graphics, renderings, aerial photo images and all other relevant draft visualization material.

It is recommended that email notifications and mass mail-outs provide the following information:

- Project limits
- Project description
- Project map
- Proposed construction timeframe, if available (e.g., Spring 20XX, Winter 20XX)

- Municipal contact person(s)
- Meeting/workshop date, time, location, and format; and
- Meeting/workshop location map
- Written materials in Spanish, Creole, or other languages, should be considered if it is known that a significant portion of the target audience uses languages other than English as a primary language

The recommended timeframes and content for notifications are as follows:

- Email notification to public officials and agencies be emailed by the relevant municipality no less than 15 calendar days before a public meeting/workshop. In addition to the email notification, a flyer or tri-fold should be included as an attachment to relay all of the pertinent information described above.
- A mailing notification/invitation letter and/or a project information flyer/tri-fold should be mailed to all property owners, home owner associations, civic associations, tenants, and business operators no less than 10 calendar days before the public meeting/workshop.
- Press releases should be prepared for publishing during the week of public meetings/workshops. One (1) newspaper display advertisement no less than (4"X6") with graphic should be published in the local section 7 to 10 calendar days in advance of the meeting/workshop. A second press release should be published the day before the meeting/workshop date.
- Notice of public meetings/workshops should be posted in the Florida Administrative Register a minimum of 14 calendar days prior to the meeting/workshop date.

The recommended list of public officials and agencies to receive notification of projects and public meetings/workshops include, (but not be limited to):

- County Commissioners - at a minimum, relevant District Commissioner(s)
- County Administrator
- County Public Information Director
- County Public Works Director/County Engineer
- County Emergency Management Director
- Sheriff's Department Public Information / Public Affairs
- Broward County Transportation Department
- County Schools Superintendent
- Affected Fire & Rescue Departments
- Broward Metropolitan Planning Organization
- Municipal Commission, including Mayor
- Municipal Manager
- Municipal Engineer/Public Works Director
- Municipal Police Chief
- Municipal Planning Director
- Regional Merchants Association/Chamber of Commerce/Broward League of Cities
- Local Americans with Disabilities Act (ADA)/Pedestrian Advocacy Groups

- Florida Department of Transportation (FDOT)
- Local Colleges/Universities (if within project's proximity)
- Affected adjacent municipal officials and staff

2. Public Meeting/Workshop Preparation

Tuesday and Thursday evenings are generally preferred for holding a public meeting/workshop. The municipality should be aware of and avoid other scheduled public events. No meetings should be held on public school system properties. In addition, churches and religious facilities may be considered if no other secular or municipal buildings are available.

It is recommended that any hotel or conference center considered for hosting a public meeting/workshop be designated under the FDEP's Green Lodging Program. Prospective sites for the meeting should be convenient to residents along the proposed project area. Consideration should be given to capacity, lighting, and other physical characteristics that may influence the selection of the site. The site shall meet ADA standards and room size will be based on the number of mailouts. Consider using translators and aides for the hearing or visual impaired.

It is recommended, at a minimum, the following items should be made available at a public meeting/workshop for a proposed lane elimination project:

- Self-addressed comment forms to allow attendees to provide written comments within 10 calendar days after the Public Information Meeting/Workshop. A municipality's designated personnel should be listed as the contact for all comments.
- Sign-in sheets.
- At least two (2) foam boards (36"X24") (or a display similar in nature) displaying a typical section. The drawing should be in color with computer images of automobiles, bicycles, and pedestrians occupying the designated travel areas.
- At least two (2) foam boards (36"X24") (or a display similar in nature) displaying a computer enhanced photograph utilizing an existing conditions photo to reflect proposed conditions.

For projects of substantial length, project graphics may be rolled out on tables or placed on a wall. The photo or roll-outs should be 1"=50', 1"=100" (or a legible scale) raster drawings, to scale aerial photos, or colored CADD drawings delineating information such as property line along a proposed lane elimination project area.