

ROAD CLOSURE POLICY

**CITY OF GRAND PRAIRIE
TRANSPORTATION SERVICES DEPARTMENT
APRIL, 1998**

**ROAD CLOSURE POLICY
CITY OF GRAND PRAIRIE**

Section 1. - General - It shall be the general policy of the City of Grand Prairie to not allow closure, or diversion of any public street to vehicular traffic. However, any request for a street closure or diverter shall be in writing. The request will be evaluated according to the criteria and procedures outlined below. The road closure device will be used to safely reduce vehicle speed and cut-through traffic. The device could be traffic islands, curbs, traffic barriers/diverters, or other roadway design features.

Section 2. - Criteria - A request for closure or diversion of a City street, will only be considered for those facilities meeting all of the following criteria:

- A. The facility must be classified as a local street or residential collector.
- B. Applicant must submit a request that identifies the perceived problem. A **non-refundable \$250.00** study fee must be submitted for the requested closure.
- C. Pre-implementation data confirms that a problem exists.
- D. Commitment from the applicant to acquire additional right-of-way, if needed for cul-de-sacs and/or turnarounds.
- E. If the proposed closure or traffic flow modifications do not exceed the capacity of streets and intersections which may be impacted by diverted traffic due to the road closure.
- F. The requested road closure will not result in liability exposure to the City.
- G. The closures/diversion shall not create terminated roadway segments or blocks that are greater than 600'.
- H. Three-fourths of affected property owners must concur with the requested road closure; and
- I. The applicant(s) must bare all costs involved to implement the requested road closure, specifically engaging a traffic consultant to conduct a traffic study and a licensed contractor to install the approved road closure device.

For requests meeting the above criteria, the Transportation Staff will provide a preliminary indication of the technical merits of the closure. If the criteria is met, staff will proceed with the petition process described below.

Section 3. - Analysis - The following procedures must be followed for a street closure/diversion request.

A. A preliminary review by the Transportation Services will be sent to all public agencies including the Public Works, Planning, Police and Fire Departments as well as Utility Companies, Grand Prairie Disposal and

School Districts.

B. The Transportation Services Department will need to confirm that the problem exists, assess needs and define objectives. Pre-implementation data gathering efforts for this study element may include license plate surveys, 24-hour traffic counts, spot speed studies, accident history for the prior three years and crime statistics for the prior year.

C. The Transportation Services staff will identify alternative traffic calming and traffic control solutions, specifically by adopting an area-wide, systematic approach to the development of alternative solutions to street closures and by employing the least restrictive measures to address a traffic problem first.

D. A pre-implementation traffic study will be conducted. A boundary map of the affected area will be prepared for the anticipated changes in traffic patterns due to the proposed closure. The map will show traffic volumes, anticipated level of service analysis, queuing lengths, and phasing requirements at signalized intersections in the affected area. The map will also included an estimate of emergency vehicle response times and fire hydrant accessibility changes due to the proposed closure.

E. If the closure will result in a dead-end roadway 150 feet or less in length, then no turnaround area is required. However, the Fire Department may require a right-of-way entry for emergency equipment access.

F. If the closure will result in a dead-end roadway greater than 150 feet, but 600 feet or less in length, then an approved turnaround area or emergency exit using rollover curbs together with right-of-entry (driveway) is required and must be approved by three-fourths of the property owners on the dead-end roadway. All costs associated with construction of the turnaround area or emergency exit will be borne by the residents requesting the closure.

G. Petitioners must attempt to contact all persons owning property within the affected area. This contact may be made through direct mail or posting of notification signs. The information to be provided should consist of the reason for the closure, start date and completion date.

H. The Transportation Services Department will examine the technical feasibility, physical conditions, and anticipated impacts of the proposed closure/diverter. This review will include, but will not be limited to items such as existing traffic conditions, projected traffic conditions, and vehicle and pedestrian safety.

I. The Transportation Services Department will prepare a report and recommendation that will be presented to the City Council. The report will detail the street closure request, any referral responses received, and the results of the technical staff review.

J. If the street closure/diverter is denied, the Transportation Services Departments shall notify the petition representatives of this decision.

K. If the closure/diverter is approved for further consideration, the City will install a temporary barricade closure for a minimum evaluation period of three (3) months. A letter explaining the temporary closure shall be sent to the petition representatives. Signs giving notice of the actions taken shall also be erected at the point of closure/diversion at least two weeks prior to the installation date.

L. The Transportation Services Department will perform a post temporary closure evaluation for possible adverse impacts. The Transportation Services Department shall prepare for City Council a final report on the technical impacts of the street closure/diverter. Written public input received during the evaluation period shall be attached to and summarized in the report.

M. City Council shall adopt a formal resolution regarding the final status of the street closure/diverter.

N. If the street(s) is to remain closed/diverted, the temporary barricades shall remain in place until funds to construct any permanent street changes are identified. A letter explaining the final City Council decision shall be sent to the petition representatives.

Section 5. Notwithstanding the criteria and procedures contained in the previous sections, the City Council, at its discretion, may close or divert any public street within the City when deemed necessary to preserve or protect the public health, safety, and welfare.

**PROCEDURES FOR TEMPORARY ROAD CLOSURE DUE TO
ROADWAY CONSTRUCTION**

1. The initial request for the temporary road closure must be directed to:

City of Grand Prairie
Transportation Services Department
P.O. 534045
Grand Prairie, Texas 75053-4045
(972) 237-8139

2. A preliminary determination of eligibility based on available traffic data will be made within 10 working days.
3. The Transportation Services Department will conduct the necessary transportation engineering studies and solicit comments and recommendations of other agencies. A determination of the street's eligibility for a temporary road closure will be made in a timely manner, based on the Road Closure Policy.

If the street is determined not to be eligible for road closure installation, the applicant(s) will be notified giving the reason for denial. This decision may be appealed in writing to the Transportation Services Department within 5 days of the notification date. The Director will review the determination and respond to the applicant within 10 days of the appeal request.

If the temporary roadway closure is approved, the contractor must submit for approval, a detour plan in accordance with Part VI of the Texas Manual on Uniform Traffic Control Devices. The detour plan must be legible and submitted on a minimum sheet size of 8 1/2" X 11". All work zone traffic control signs must be reflectorized with high intensity reflective sheeting.

ROAD CLOSURE PROGRAM

The City receives complaints regarding speeding vehicles and/or high volume of non-residential traffic on residential streets. Many residents have concerns about the lack of safety for their children and their neighbors due to this problem. Police enforcement remains the most effective means of dealing with this problem. However, their limited resources means that they cannot cover all the problems at all times. In response to this problem, the City has developed a Road Closure Policy to minimize speeding and cut through traffic and encourage traffic safety. The policy provides an opportunity for residents to participate in a process that leads to the installation of road closures. Here are some HIGHLIGHTS from the policy:

WHAT IS A ROAD CLOSURE DEVICE?

- o Traffic device used to safely reduce vehicle speed and cut-through traffic.
 - o It could be traffic islands, curbs, traffic barriers/diverters, or other roadway design features.

HOW DO I GO ABOUT GETTING A ROAD CLOSURE INSTALLED?

- o Call the Transportation Services Department at (972) 237-8139.
- o Submit a written request and return it to the Transportation Services Department along with a **non-refundable** study fee of **\$250.00**. The fee is required to determine if your street is eligible for the installation of the road closure.
- o The Transportation Services Department will conduct initial field studies usually within two weeks of the date of the request.
- o A letter will be sent to you if your street is denied with an explanation of why it was denied. This decision may be appealed in writing to the Transportation Services Department within 5 days of the notification date. The Director will review the determination and respond to the applicant within 10 days of the appeal request.

WHO'S RESPONSIBLE FOR THE COST OF THE ROAD CLOSURE INSTALLATION?

- o The residents are responsible for 100% of the total cost of the closure/diverter, which must be paid in full prior to installation.
- o If the closure/diverter is City initiated, the City will be responsible for 100% of the total cost of the closure/diverter.

HOW COULD MY STREET BECOME ELIGIBLE?

- o A petition form supplied by the Transportation Services Department must be circulated showing that at least seventy-five percent (75%) of the residents in the impacted area support the installation.
- o A sponsor for the impacted area is required to contact every resident of the affected area. If a resident is against the road closure, the word "**OPPOSED**" will be noted on the petition signature space. If the sponsor is unable to contact a resident, "**NO CONTACT**" will be noted on the petition signature space with the days and times that contact was attempted. It is required that the sponsor make at least two attempts on separate days to contact a resident.
- o The street must provide access to residential dwellings with not more than one moving lane of traffic in each direction.
 - o The street can't be an identified primary route for emergency vehicles.
- o Current vehicle volumes must exceed 500 vehicles per day on the street.