

MINUTES
City Council Public Safety Committee

Thursday, April 7, 2022 – 3:30 PM
City Hall Council Chambers

Members Present: Mac Morrow, Chair, Council Member
Maurice Jones, Vice-Chair, Council Member
Tom Jordan, Police Chief
Bobby Cooper, Fire Chief

Absent: Steve Harrell, Interim City Manager

City Staff: Phil Harris, Public Safety Director
Dean Luebbe, Finance Director
Denise Hodsdon, Executive Assistant

Guest: Linda Gallo, Resident

A. Welcome & Call to Order

Committee Chair Mac Morrow called the meeting to order at 3:30 PM.

B. Certification of Quorum

Executive Assistant Denise Hodsdon certified that a quorum was present.

C. Approval of Minutes from January 24, 2022 Meeting

Motion by Chief Cooper, seconded by Chief Jordan to approve the minutes of the January 24, 2022 meeting as presented. Motion carried unanimously.

D. Fire Department Request for Full-Time Personnel

Chief Cooper reported that he and Finance Director Dean Luebbe met with Assistant County Manager David McNeil to discuss the budget and budget process. He said Mr. McNeil indicated that he does not anticipate that the County will approve any new Fire Department personnel. Chief Cooper said they talked more about that and the justification that we had provided and how there are three other fire departments that have more paid staff than we do, plus the Rescue Squad full-time. Mr. McNeil then mentioned that Brevard is the only department that does not do primary medical first response calls. They discussed if the City was able to get the full-time positions, working 24-hour shifts and still maintaining our part-time staff

at the current level, then we could do the medical calls without a whole lot of extra expense to us as we've already got medical supplies and equipment and would have the personnel. Chief Cooper said we talked about us doing it from 8am to midnight when we've got the extra personnel here. Currently we have 20 EMT's, 2 Advanced EMT's and 6 Paramedics on our roster. He said there are a lot of other details to work out and we have asked for Rescue Squad stats and run numbers.

During discussion, Chief Cooper explained that we would primarily only use on-duty staff so it would not be a lot of extra added expense. Mr. Luebbe informed the committee that the cost for the full-time personnel would be \$75,000 each with full salary and benefits, and the City would pay 54% of that. Following discussion, there was consensus to continue discussions with the County about the Fire Department taking on medical first response calls.

Chief Cooper said they also discussed the apparatus replacement schedule and moving that to a 20-year replacement schedule. He said the rescue truck has been ordered but instead of being here in the fall, it most likely won't be delivered until the first quarter of 2023, which means payment won't start until then, so we have anticipated 4 months of payments in the FY23 Budget. They also discussed the new 4WD engine and if it was ordered in July, with a build time of 18 to 24 months, we are looking at FY25 before we have to make the first payment. They discussed financing options for both vehicles and whether to finance for 5 years, 7 years or 10years. Chief Cooper explained that the ultimate goal was get this in line with our replacement schedule so that about every 2 ½ years we are ordering a truck and we get one paid off so that we are maintaining that constant debt. Mr. Luebbe said he would rather do 5 years, which would be a higher payment for us and the County, but it would fall off of our debt schedule quicker, however he told the County that the City would go along with their terms if they wanted to go longer. Chief Cooper said we have not heard back from the County on that, but they have asked if we would consider holding off on ordering the engine until later in the fall in order to delay that payment. Chief Cooper said we could work around that.

E. Proposed Traffic Calming Policy

Public Safety Director Phil Harris explained that Mayor Copelof has heard concerns from a number of citizens about traffic issues and she has requested that the City consider adopting a Traffic Calming Policy. Mr. Harris presented a draft policy (copy attached) for the committee's consideration and noted that this draft has been reviewed by Mayor Copelof and Interim City Manager Steve Harrell.

There was discussion about the required percentage of resident support and the committee felt that 60% was too low. It was suggested that it be increased to 70% so there is a bigger buy-in from residents. That led to discussion about the limit of one vote per residential unit, and with long-term rental properties, whether to get input from the property owners or from the renters that live there.

Chief Jordan expressed concern with language in the voting ballot form. He pointed out that it could be perceived by the residents that their votes would determine the outcome, when it would be up to City Council to vote to approve or disapprove. There was consensus to change the form of the ballot to indicate that residents would be polled by a "ballot of support or non-support" to be sent to City Council for final approval.

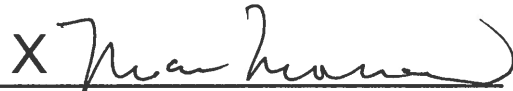
Mr. Harris will consult with Mayor Copelof about the committee's recommendation to raise the percentage of support from 60% to 70% and he will do some research about how other municipalities deal with input from long-term rental properties. He will then make revisions to the draft policy and bring it back to the committee for review.

F. Set Date for Next Meeting

It was decided that the Committee would meet again when needed.

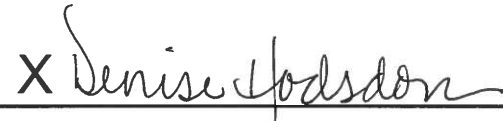
G. Adjourn

There being no further business, the meeting was adjourned at 4:45 PM.

X 

Mac Morrow,
Chair, Council Member

Minutes Approved: April 25, 2022

X 

Denise Hodsdon,
Executive Assistant

City of Brevard
Traffic Calming Policy for City Streets
Draft Date: 3-31-2022

Policy Statement:

The City of Brevard is committed to transportation safety for residents and visitors. The traffic calming policy will be employed to enhance and encourage pedestrian and bike mobility as well as encourage safe vehicular travel.

The traffic calming policy explains the procedure for determining how traffic calming needs will be identified, designed, financed and implemented.

Objectives

The objectives of the City of Brevard's Traffic Calming Policy for City Streets are to improve safety and quality of life for residents by:

1. Enhancing safety on City streets without harming appearance
2. Involving citizens in the planning and decision-making process.
3. Providing a "toolbox" of standard measures that can be used to address the unique characteristics of individual neighborhoods.
4. Implementation of a plan that is cost-effective, attractive and improves safety
5. Focus on fair and equitable treatment of all citizens and neighborhoods

Policies

1. Traffic calming measures beyond law enforcement measures will only be applied to City owned local streets and local collector streets serving predominantly residential neighborhoods.
2. Emergency vehicle (police, fire, EMS, rescue, etc.) and public service (solid waste collection, school bus, public transit, etc.) access within and through the proposed project neighborhood will be given first priority during the evaluation for traffic calming measures. Reasonable access will be maintained and emergency responders and public service providers will be included in the review process. Approval of all traffic calming measures will be made by such providers prior to installation.

3. A “toolbox” of standard traffic calming measures will be used to select appropriate measures for each individual project. It is recognized that each project is unique in its needs and requirements and will be studied individually to determine the most appropriate measure(s) for the location.
4. Requests for neighborhood traffic calming projects may be initiated by citizens living in the proposed project area or City Council or City staff. Citizen participation from initial request to project design, to final installation and evaluation is essential to project success.
5. Neighborhood groups may be required to pay for removal of traffic calming measures if removal is requested.
6. The City of Brevard will seek mutual solutions with NCDOT when traffic calming requests include state roads.
7. The City of Brevard does not install “STOP” or “Children At Play” signs as speed control measures. “STOP” signs are used to improve traffic safety and control at intersections.

Process

The following process is designed to provide for receipt, evaluation, initiation and follow up of traffic calming requests. The steps outlined below are to be used as a guideline and may be deviated from if deemed appropriate by the City Manager.

Step 1 – Request for Initial Review

Residents or City staff concerned with traffic hazards should first direct their concerns to the City Manager. The City Manager will receive and review their concerns. If the City Manager deems the request appropriate, he/she will forward the matter to the Public Safety Committee (PSC). The PSC has representation from: the following departments:

- City Council
- Fire
- Police
- City Manager’s Office
- (Note: The PSC may invite other department heads or experts to give input on this issue such as Public Works, Finance, Planning, traffic engineers, NCDOT representatives, etc.)

The PSC may make the following recommendations:

- Gather additional information such as accident and speeding complaints data, input from neighbors in the affected area, traffic pattern changes, etc.
- Site survey for potential corrective action without the need for traffic calming
- Educational measures such as neighborhood meetings, flyer distribution, meetings with neighborhood leaders or members, etc.
- Analysis of concerns and data for potential traffic calming

The PSC will inform the City Manager of their recommendations for next steps, including, but not limited to:

- Further analysis through a traffic study, gathering additional information, additional educational meetings with the neighborhood, etc.
- Implementation of non-physical traffic calming to analyze improvement
- Recommendation of physical traffic calming tools with estimated cost
- Recommendation of “No Action”

Request for Further Analysis

If based on the report from the PSC the City Manager agrees to seek further analysis, the following steps will be considered:

- Proof of at least 50% neighborhood support for the affected area by signing a petition (See Attachment “A”)
 - Each residential dwelling is allowed one vote
 - “Affected Area” is defined as those properties along streets expected to receive traffic calming measures, those streets whose access is substantially dependent upon the streets to be calmed, and any streets expected to receive significant increases in traffic volume as a result of the traffic calming installation.
 - The PSC will be responsible for determining the affected area.
 - The request must also be supported by the neighborhood Homeowners Association if one exists
- The PSC will collect a minimum data set to initially review the request. Although there are no absolute minimum criteria established for traffic

calming measures, the following guidelines will be used to evaluate the area:

- Daily traffic volume including daily total and peak hours as compared to other streets.
- Length of street (Street length affects success of certain traffic calming efforts.)
- Traffic calming measures will not be installed on streets with grades greater than 8%.
- Traffic calming measures will not be installed on streets where the vertical or horizontal roadway alignment would result in inadequate stopping sight distance for motorists encountering traffic calming measures.
- Traffic calming measures will be considered for all Brevard streets, but traffic calming on state roads require NCDOT approval and assistance.

If the above guidelines do not justify physical traffic calming measures, the City Manager will notify the petitioners that their request has been denied. If the guidelines are met, the PSC will proceed with the collection of additional data for analysis. The following data will typically be collected:

- Vehicular volume (daily and peak hour)
- Speed data (85th percentile, median and average)
- Crash history
- Street characteristics (length, grade, alignment, etc.)
- Emergency and public transit routes
- Pedestrian and biking activity
- Presence of parks, playgrounds, sports facilities, bike/hike trails, schools, shopping areas, special event venues, or any location that tends to have periodic gatherings of people where traffic characteristics change.

Step 3 – Prioritization

All traffic calming projects will be ranked based on the criteria listed below. This ranking will allow the City to prioritize projects based on budget availability and compatibility with other transportation projects.

CRITERIA	BASIS FOR CONSIDERATION
Speed	Consideration increases for every one mph of the 85 th percentile speed that exceeds the posted speed limit (example: posted speed limit = 35 mph; 85 th percentile speed = 38 mph; Three mph above posted limit = speeding concern)
Pedestrian and Biking Activity	Consideration increases for each school, church, bus stop, public park, playground, community center, senior center, shopping area, bike/hike trail crossing, etc. that is likely to generate or has been observed to generate a significant number of pedestrians and bikes in the area.
Crash History	Consideration increases for every reported crash occurring within the project area during the last 5 years that is deemed correctible by traffic calming measures.
Volume	Consideration increase with higher vehicular volume
Sidewalks	Concern increases if there is no continuous sidewalk on at least one side of the street.

Step 4 – Neighborhood Stakeholder Meeting

The City will conduct a neighborhood stakeholder meeting for residents and businesses in the affected area. The meeting will be designed to be highly interactive and will encourage participants to express their opinions and to understand the opinions of others. The purpose of the meeting will be to:

- Educate residents about traffic calming, available traffic calming measures in the “toolbox” and the process;
- Review the traffic data collected and discuss the specific issues relating to their neighborhood;
- Discuss measures that may be appropriate for the affected area;
- Establish an initial timetable for the development of a Conceptual Plan to address traffic issues in the affected area.

Step 5 – Conceptual Plan Development

The City will, in consultation with a qualified traffic engineer, create a conceptual plan for the affected area that takes into consideration the concerns and recommendations of the residents. A final report consisting of the conceptual plan and any comments from these reviews will be produced.

Step 6 – Report to Neighborhood

The City will conduct a public meeting with the affected area to review the conceptual plan and comments. Approximate project costs and installation schedule will also be presented. The City will discuss the timeline for financing and completion of the project. Participants will be asked to provide comments and help refine the recommended design. The City may refine the design as needed to address comments received at this meeting.

Step 7 – ~~Final~~ Neighborhood Approval

A final public meeting will be held with the affected area to present the final traffic calming plan. A final budget and schedule for implementation will be presented at this time. Residents in the affected area will be given a ballot (Attachment #B) to cast their vote for approval or disapproval of the final project. Approval of the plan will require that 60% of the residents in the affected area vote “yes” for the plan. Only one vote will be allowed per residential dwelling. The City will determine the best method for distributing and insuring that all residents in the affected area receive a ballot. After reasonable efforts have been made, non-responsive residents will be considered as “no” votes. Upon verification of the submitted ballots and approval of the plan, the City Council will consider final approval and implementation of the project.

Step 8 – Final Approval, Funding, and Installation of Measures

Final approval of a proposed neighborhood traffic calming measure shall be issued by the PSC and forwarded to the City Council agenda. City Council may choose to approve the neighborhood traffic calming measure through the adoption of a resolution amending the *City of Brevard Traffic Schedule*. (Traffic calming measures that must be approved by NCDOT will be approved by NCDOT prior to PSC and City Council approval.)

Traffic calming measures will be installed in the order in which they have been approved by the City, and in the order in which they become fully funded. The City will establish a special project budget for approved traffic calming measures.

Step 9 – Removal of Measures

In order to give the installed measures adequate time to cause a change in driver behavior, the measures will not be removed for two (2) years. After the measures have been in place for two (2) years, residents in the area may petition the City to remove or significantly modify the measures. The petition process will require 60% of the residents in the originally defined “affected area” to approve the requested action. The Homeowners Association, if one exists, will also be required to support this petition. Upon receipt of a valid petition and with approval of the City Council, traffic data will be collected and analyzed to determine any change in speed or volume in the project area from the original collected data. A report on

all collected data will be provided to the petitioners and the Homeowners Association. If initial objectives of the project have not been achieved, the City and residents may then consider alternative solutions or removal. Prior to final action, the Town will hold to public meeting to receive comments. Petitioners may be required to pay for up to 100% of removal costs. ***(The City reserves the right to remove any or all measures within the project area before the end of two (2) years if it is deemed necessary due to public health or safety reasons.)***

Appeals

Any citizen who feels that a decision regarding a traffic calming measure was made in error may appeal such decision in writing to Brevard City Council.

Attachment "A"

City of Brevard

Petition: Request for Traffic Calming

We, the residents and businesses of _____, request the City of Brevard to review the possible installation of traffic calming measures in our neighborhood, in accordance with City policy, because of the following concerns:

Date	Printed name	Address	Phone #	Signature

Resident requesting review

Address

Phone #

Attachment "B"

City of Brevard
Traffic Calming Voting Ballot

Today's Date: _____

Location of the Traffic Calming Plan: _____

Design features of the Traffic Calming Plan: _____

Please use this form to cast your vote for the proposed traffic calming plan:

I have reviewed the final traffic calming plan and I vote: (Circle your answer)

YES

NO

My address is: _____

Signature: _____

Printed Name: _____

Please return this ballot to the Brevard City Manager's Office at Brevard City Hall, 95 West Main Street, by _____.

Traffic Calming Policy- Key Points

- Initiated by either citizens or staff
- Public Safety Board is the initial review board
- City Council gives final approval
- Decision is made on a basis of reviewing data, but not a numerical matrix
- The Board decides what defines the “Impacted area”. An examples: Traffic calming on West French Broad could affect traffic on King Street and/or Whitmire. Traffic calming on Hillview St. will affect residents at English Hills, but not necessarily require their input.
- To make the list of Traffic Calming projects, 60% of the residents must support the plan.
 - One vote per residential unit
 - HOAs will be contacted and may assist in the process, but the only voting will be done by residents
 - “No responses” will be counted as “no”
- Two-year minimum on the study of the traffic calming, once it is in place
- Removal requires 60% of the residents
- Funded by the City entirely
- Traffic calming devices include:
 - Chicane (manufactured curves) \$10k-30k
 - Choker (Manufactured narrowing of the street) \$2k-25k
 - Closure at one end of street- \$2k-50k, depending on size and complexity
 - Corner extension/Bulb Out- \$2k-25k
 - Diagonal Diverter (Traffic is diverted to a right turn at intersections)- \$5k-10k
 - Lateral Shift (Moves traffic left and right on straight street) \$10k-30k
 - Various intersection barriers restricting turns- \$2k-25k
 - Mini roundabout- \$2k-25k
 - On-street parking- \$1k-5k
 - Realigned intersection- \$20k-60k
 - Road diet \$5k-20k
 - Roundabout- \$30k-100k
 - Speed cushion (essentially a speed hump too wide for a car to avoid, but allow large emergency vehicles to pass without slowing) \$4k-5k
 - Speed hump (designed to allow cars to pass at speed limit safely, but faster speeds result in jolting) \$2k-5k
 - Speed bump (requires slowing below limit) \$1k-4k
 - Speed table/raised crosswalks (similar to speed humps, but at specific locations for pedestrian crossings) \$4k-10k
 - Raised intersection(similar to speed humps, but at intersections) \$15k-60k

Some areas may not have residents on the particular street. The Board will define the affected area and use those residents in the process. An example may be Hillview Street in front of the new Silversteen playground and basketball court. The affected residents may be the people using the park and in the immediate neighborhood. This situation may require more discussion within the Board and City Council on how to deal with these situations.