



The City of
MIDWEST CITY

COMMUNITY DEVELOPMENT DEPARTMENT - ENGINEERING DIVISION

Billy Harless, Community Development Director
Patrick Menefee, P.E., City Engineer

To: All Traffic and Safety Commission applicants

From: Patrick Menefee, P.E., City Engineer

Date: January 20th, 2017

Subject: Requests

The Midwest City Engineering Division administers traffic and safety related requests with respect to current City Council adopted policies and standard engineering practices as stated in the **Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), 2000 edition, as published by the United States Department of Transportation, Federal Highway Administration.**

Attached are the requirements, as adopted originally by the City Council on September 13, 1994, and subsequently revised on October 13, 1998, for submitting a request to the Traffic and Safety Commission for consideration, a sample request letter (for informational purposes only), and the City's standard petition form for "STOP" signs in residential areas. The standard petition form may be modified to suit your particular request. Please be aware that all requests do not necessarily go to the Commission for consideration. Those requests meeting Council and MUTCD usage warrants, for example a street light at the end of a cul-de-sac or a "STOP" sign at the intersection of a local or collector street with an arterial street, do not require Commission action and can be handled administratively through City government. Please read through the attached information. As per Section 2, Article VII of the City's Municipal Code, the Engineering Division has prepared this information to assist you in preparing your request to be heard by the Commission and City Council.

The Traffic and Safety Commission meets monthly, as needed, to hear cases and recommend action to the City Council. Meetings are held on the third Thursday of the month in the City Council Chambers in the Municipal Center, 100 N. Midwest Blvd., at 7:00 p.m. The Commission serves as an **advisory commission** to the City Council. The Commission itself does not have the authority to implement changes. All Commission cases are forwarded, when closed, to the Council for action. The City Council usually hears Commission cases at their second meeting in the month following the Commission's meeting.

Should you have any questions concerning a request or the contents of this packet, please contact the Community Development Department at 739-1220.

100 N. Midwest Boulevard • Midwest City, Oklahoma 73110
Engineering Division (405) 739-1220 • FAX (405)739-1399 • TDD (405) 739-1359

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July 26, 2017

Mr. Patrick Menefee, P.E.
City Engineer
100 N. Midwest Boulevard
Midwest City, OK 73110

RE: Traffic and Safety Commission request to have ("STOP" signs, "YIELD" signs, street light, etc.) placed on Sesame Street at its intersection with Jim Henson Blvd.

Dear Commissioners:

We, the residents of (your neighborhood) request placement of "STOP" signs at the referenced intersection in order to (improve safety, etc.)

This intersection has (poor sight distance, high traffic volume, high accident history, insufficient lighting, etc. or other reasons).

(Add personal experiences or other information you believe relevant to the request.)

Attached is the required petition form indicating neighborhood agreement with this request.

I may be contacted at 555-5555 to discuss my request.

Sincerely,

Mr. and Mrs. Sample
789 Jim Henson Blvd.
Midwest City, OK 73110

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TRAFFIC AND SAFETY COMMISSION PETITION

We, the undersigned, request that the Midwest City Traffic and Safety Commission consider the following request(s):

<p>PETITION CONTACT PERSON: Name:</p> <p style="text-align: center;">Address:</p> <p style="text-align: center;">Phone:</p>
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NOTE : ONLY ONE SIGNATURE PER ADDRESS IS NECESSARY.. ALL AFFECTED RESIDENTS MUST SIGN THIS PETITION INDICATING AGREEMENT OR DISAGREEMENT.

Check as appropriate:

Name	Address	Are you an owner or a tenant?	Do you agree or disagree with the request?	
		Owner Tenant	Agree Disagree	

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