
TO : **All Traffic and Safety Commission Applicants**

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

DATE : January 6th, 2024

SUBJECT : Traffic Requests

The Midwest City Engineering and Construction Services Department administers traffic and safety related requests with respect to current City Council adopted policies and standard engineering practices as defined in the **Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), 2019 edition, as published by the United States Department of Transportation, Federal Highway Administration.**

The duty of the Traffic and Safety Commission as defined by City Ordinance is to:

1. Coordinate traffic and transportation activities in the City.
2. Receive complaints and conduct hearings having to do with traffic and transportation matters;
3. Recommend to the city council and other city officials ways and means toward improving traffic, transportation and checking conditions;
4. Administer and enforce the traffic regulations of the city;
5. Study and recommend to the city council proper locations for the installation and maintenance of traffic-control devices;
6. Investigate generally traffic conditions;
7. Recommend to the city council proper locations for crosswalks, safety zones and methods to facilitate proper flow of traffic and turning movements;
8. Recommend places for the location of loading zones for public cars, including bus and taxicab stands for the greatest benefit to the public;
9. Recommend parking limits, either no parking or limitations upon the time of parking;
10. Recommend to the city council proper locations for stop signs and recommend intersections where stop signs should be installed or reduced speed locations; and
11. Carry out any further duties which may be imposed upon it by ordinance or by the city council.

The members of the Traffic and Safety Commission comprises of seven citizens appointed by the Mayor to serve the City with no member of the Commission employed by the City. The Midwest City Engineering and Construction Services Department is responsible for compiling and preparing the Commission's agenda.

Attached are the requirements for submitting a request to the Traffic and Safety Commission for consideration. A sample request letter (for informational purposes only), the City's standard petition form, and a petition checklist are attached. The standard petition form may be modified to suit your particular request and will be used for both an installation or removal request.

The requirements are discussed in greater detail below:

Letter of Request:

All applications to the Traffic and Safety Commission are initiated by a request letter. The letter needs to clearly state the type of traffic control change or improvement sought, its location and the applicant's reasons for requesting its consideration. The letter must provide a return address, email, and a telephone number(s), for the City to pursue the request further. All applicants will receive a courtesy call and email response. Applicants will receive a link to the full meeting agenda on the City's website as soon as the Commission's agenda is posted.

Petition:

In addition to the letter of request, applicants seeking the installation and/or removal of "STOP" or other regulatory traffic control signs in residential areas must include a petition with their application. The petition, either on or directly based on the form attached must be completely circulated within 300 feet of the location(s) where traffic control changes are being sought.

Within the required canvass area, the petition must be circulated to and attempts to get signatures by all affected households and/or businesses must be made. Petition signing is not restricted to one (1) signature per residence and/or business, however, only one signature per address will be counted toward meeting the minimum petition requirement. Each party signing the petition must indicate either agreement or disagreement with the item(s) included in the petition. Petitions received that are incomplete or do not show a minimum of a one half (1/2) +1 majority within the required petition canvass area will not be presented to the Commission. In all cases, incomplete petitions will be returned to the original applicant with a list of those addresses that must be petitioned to fulfill this requirement.

All residents on both sides of each intersecting street must be petitioned for intersection related requests. In cases where the requested change is in rural area, a minimum of eight (8) residents or businesses per intersection leg, if obtainable, is required. In some instances, there are no residents within the minimum petition canvass area. In such cases, the City Engineer can waive the requirement so that the request can be presented before the Traffic and Safety Commission.

For a neighborhood parking restriction change, applicants must circulate the petition to all residents on both sides of the street that will be directly affected. For example, a petition to limit parking to one side of the street on a block must be circulated to all residents on **both** sides of the street for that block.

Requests for signalization and other significant traffic control changes affecting arterial streets, such as speed limit alterations, restricted turns at certain locations, installation of various warning signs and flashers, designation of school crossing zones, etc., are handled on a case by case basis.

Petition Form Requirements and Options:

Applicants fulfill the petition requirement through the use of the City's standard petition form. It has been circulated to every resident and/or business within the required canvass area and signed

by every available area resident and/or business operator. Applicants may also "petition" all residents and/or businesses within the required canvass area by sending out certified mail letters describing the traffic control changes being sought along with a stamped envelope bearing the Engineering and Construction Services mailing address. The Engineering and Construction Services Department can assist applicants in determining the minimum required petition canvass area.

Residents and/or businesses receiving the petition by mail may return their response to the City by mail or e-mail. Responses returned via e-mail will need to include a high resolution scanned copy of the petition with the response clearly marked. The addresses for each type of response option are provided below:

Please Return to:

Engineering and Construction Services
100 N. Midwest Boulevard
Midwest City, OK 73110 pmenefee@midwestcityok.org

Submittal Cutoff Dates:

There are no cutoff dates for placing items on the Commission's agenda, however, all petitions and studies must be complete and checked at least three (3) weeks prior to the next scheduled meeting. No item can be placed on the agenda until all studies and other requirements are met. Because some requests require an extensive amount of traffic information and study, there is no guarantee that staff can make any given agenda.

Preliminary Review:

The City Engineer or designee reviews all applications received for the Commission's agenda.

Most applicants to the Commission appear only once and staff works with applicants in developing reasonable and appropriate courses of action to pursue to address their concerns.

Signs that are not red, white, and/or black are deemed non-regulatory and in some cases do not require Traffic and Transportation Commission action in order to be installed. The review of requests for such signs and their installation, as determined to be appropriate, is handled administratively. Some optional warning signs such as "Slow Children At Play" and "Church" are not recommended by the City and therefore will not be furnished by the City. If such a sign is approved, it is the responsibility of the applicant to furnish the sign for the City to install.

Data collection and traffic studies are approved by the City of Midwest City if an application is determined to be complete and in conformance with the MUTCD and City policies. Applicants are notified in writing that their request has been received and that it is being prepared for an upcoming Commission meeting.

Applicants submitting requests that are out of conformance with any of the City's policies and/or the MUTCD are notified in writing that their request cannot be submitted for the Commission's consideration with the reason(s) fully explained and alternatives, if any, offered for their consideration in formulating a new request. Examples of requests that cannot be presented to the

Commission are midblock STOP signs, speed humps and/or bumps or other non-conforming uses of traffic control devices for the express purpose of speed control, the installation of non-standard signs, etc.

Applicants that submit incomplete requests are notified in writing with specific instructions regarding how to complete their application.

Traffic Study Data:

Following the preliminary review, the Engineering and Construction Services Department gathers the necessary data (traffic volume and speed data, collision history, etc.) needed to prepare a staff report for the Traffic and Safety Commission's agenda. Only under a few circumstances are applicants required to furnish traffic study data.

Staff report recommendations to the Commission are based on standard engineering practices following requirements set forth in the latest adopted edition of the **Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD)**, the Midwest City Municipal Code 2022, and City policies.

Hearings:

The Traffic and Safety Commission typically meets on the third Thursday of the month to hear and consider cases relative to traffic control and traffic safety. These meetings are held in the City Council Chambers, 100 N Midwest Boulevard, at 6:00 p.m. The Office of the City Clerk maintains the official list of the Commission's regularly scheduled meetings.

The applicant or their designated representative is strongly encouraged to appear at the Commission meeting to speak on behalf of their request. It is not uncommon for Commissioners to have questions for the applicant. If an applicant does not or cannot attend the meeting, the Commission may table the item to a later meeting, either with or without the applicant's consent.

The Commission's recommendation is then forwarded to the City Council for final consideration.

Appeal to the City Council:

Right of appeal - Any person aggrieved by any decision of the Traffic and Safety Commission may appeal said decision to the Council as provided for herein.

Method of appeal - The person wishing to appeal a Commission decision shall file written notice of appeal with the Engineering and Construction Services Department within 10 (ten) days from the date on which the Commission made the decision. The written notice shall set forth all grounds for the appeal. Upon receipt of notice of appeal, the Engineering and Construction Services Department shall collect all information constituting the record of the case, together with the written decision, ruling or order of the Commission. The appeal shall be heard by the Council as soon as said matter can be placed upon the Council agenda by the City Clerk in the regular course of Council calendar.

Review by Council - Upon review, the Council may affirm, reverse or modify the decision of the Commission. Any person aggrieved by the ruling of the Council on said appeal shall have such

further rights of appeal as provided by law.

Should you have any questions concerning a request or the contents of this packet, please contact the Engineering and Construction Services Department at 739-1220. Please see the attached checklist that sets the minimum requirements that must be met for an item to be heard:

Petition Checklist:

- Provide a letter of request explaining the reasons for the application.
- Provide an address list noting every resident located at least a minimum of 300 feet along the road from the request.
- Document that there was an attempt to contact every residence in this area and had the opportunity to sign their approval or rejection of the application.
- At least $\frac{1}{2} + 1$ of these residences must sign their approval for an application to be heard.
- Provide a letter of support from any Home Owners Association or Neighborhood Association impacted by the application.

January 14th, 2024

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 / removal 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 73ZIP

Guidelines for common requests:

Stop Sign Requests

STOP SIGNS ARE NOT TO BE USED FOR SPEED CONTROL

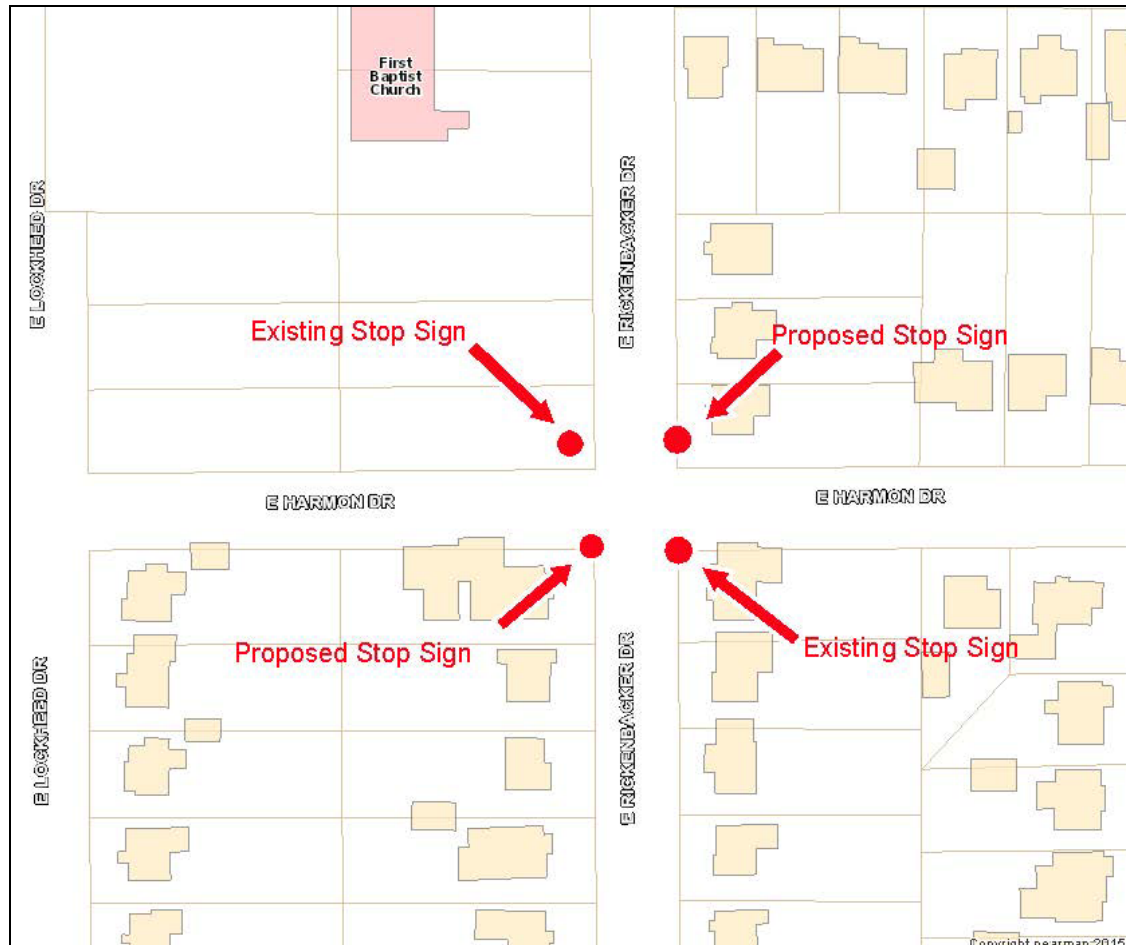
List application, where they are best used

Stop Sign requests must meet MUTCD requirements such as:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop;
- D. An intersection of two residential neighborhood (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection;
- E. High volumes of traffic;
- F. Recent records of accidents.

If the request meets a condition, an applicant would follow the bullet point instructions and submit the packet to the City for a hearing in front of the Traffic and Safety Commission.

Example Map



Signal Requests

Signal Requests must meet the MUTCD requirement of conducting an engineering study of traffic conditions, pedestrian characteristics, and physical characteristics of the location shall be performed to determine whether installation of a traffic control signal is justified at a particular location.

Signal Requests impact much more than a neighborhood and therefore a much more thorough analysis before being presented to the Traffic and Safety Commission.

The engineering study of the need for a traffic control signal shall include an analysis of factors related to the existing operation and safety at the study location and the potential to improve these conditions, and the applicable factors contained in the following traffic signal warrants:

- Warrant 1, Eight-Hour Vehicular Volume
- Warrant 2, Four-Hour Vehicular Volume
- Warrant 3, Peak Hour
- Warrant 4, Pedestrian Volume
- Warrant 5, School Crossing
- Warrant 6, Coordinated Signal System
- Warrant 7, Crash Experience
- Warrant 8, Roadway Network
- Warrant 9, Intersection near a Grade Crossing

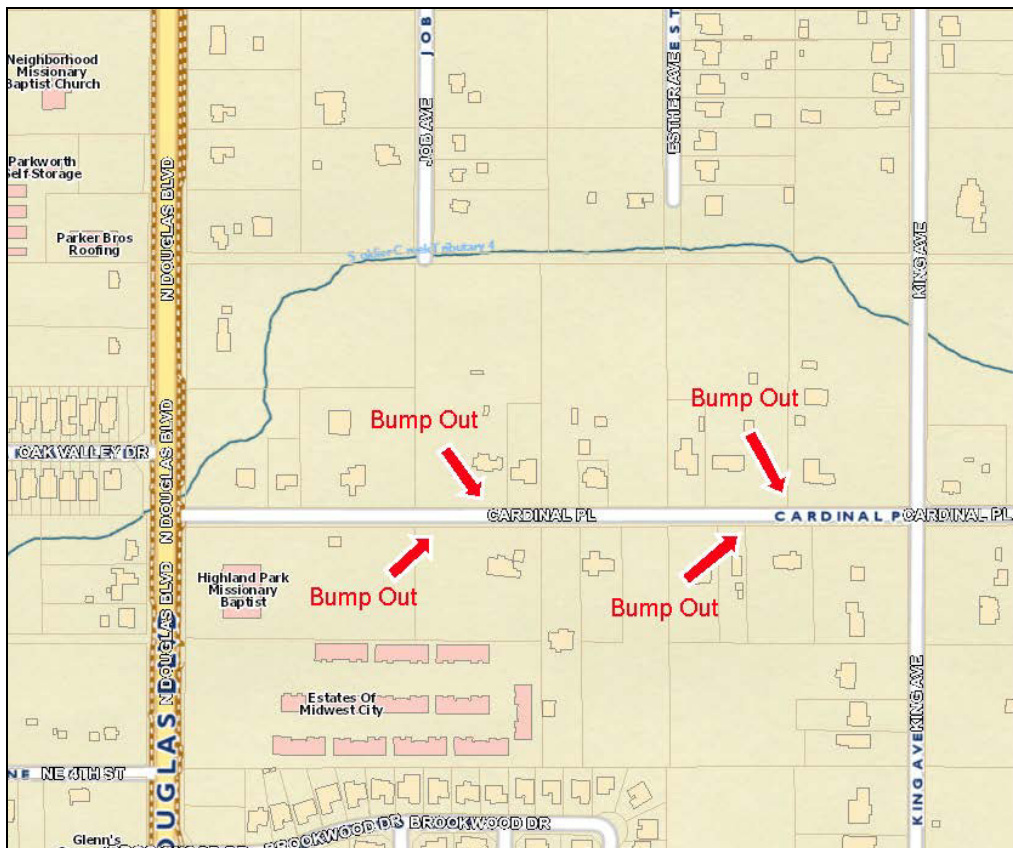
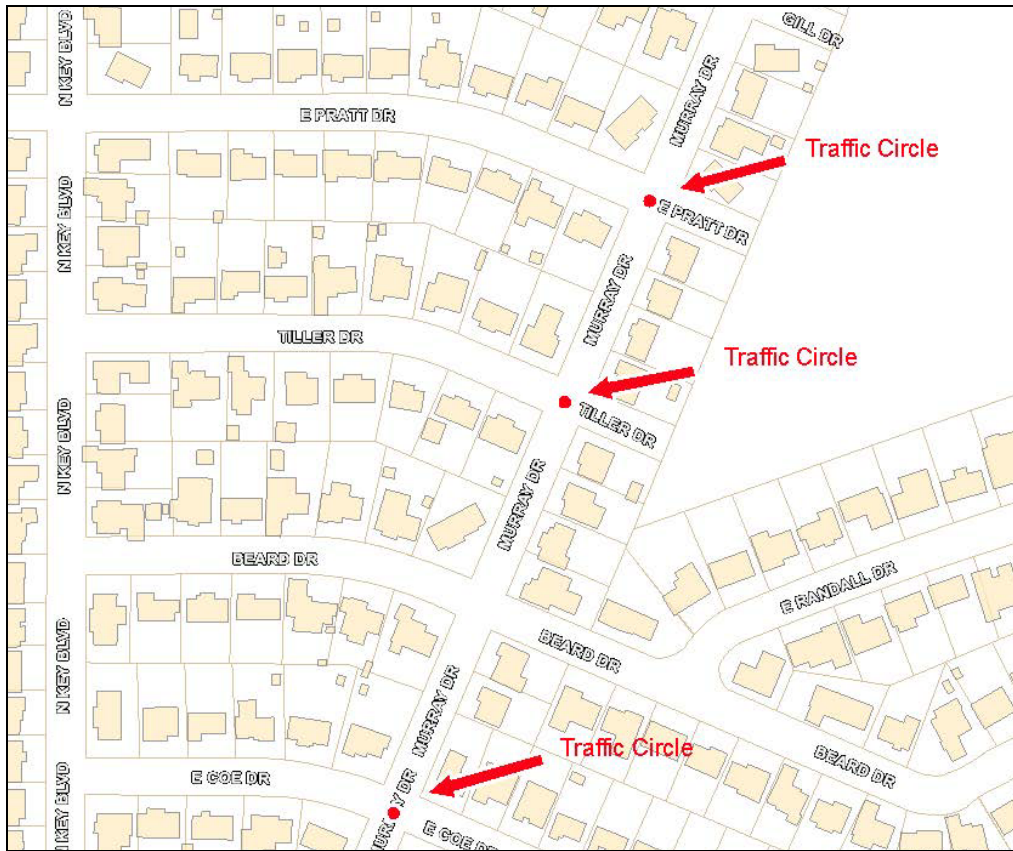
These warrants all have specific conditions explained in the MUTCD. The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal. The installation still must be approved by the City Council for funding.

Traffic Calming Requests

Traffic calming consists of measures designed to make roads safer and potentially slow speed. For example making them narrower or placing obstacles in them, so that drivers naturally slow down.

Traffic Calming installation such as chamfer bump outs or intersection traffic circles do not have specific conditions that have to be met by the MUTCD. These requests rely on a thorough explanation laid out clearly in the letter of request. Broad Neighborhood support is also necessary before proceeding to the Traffic and Safety Commission for consideration.

Example Maps

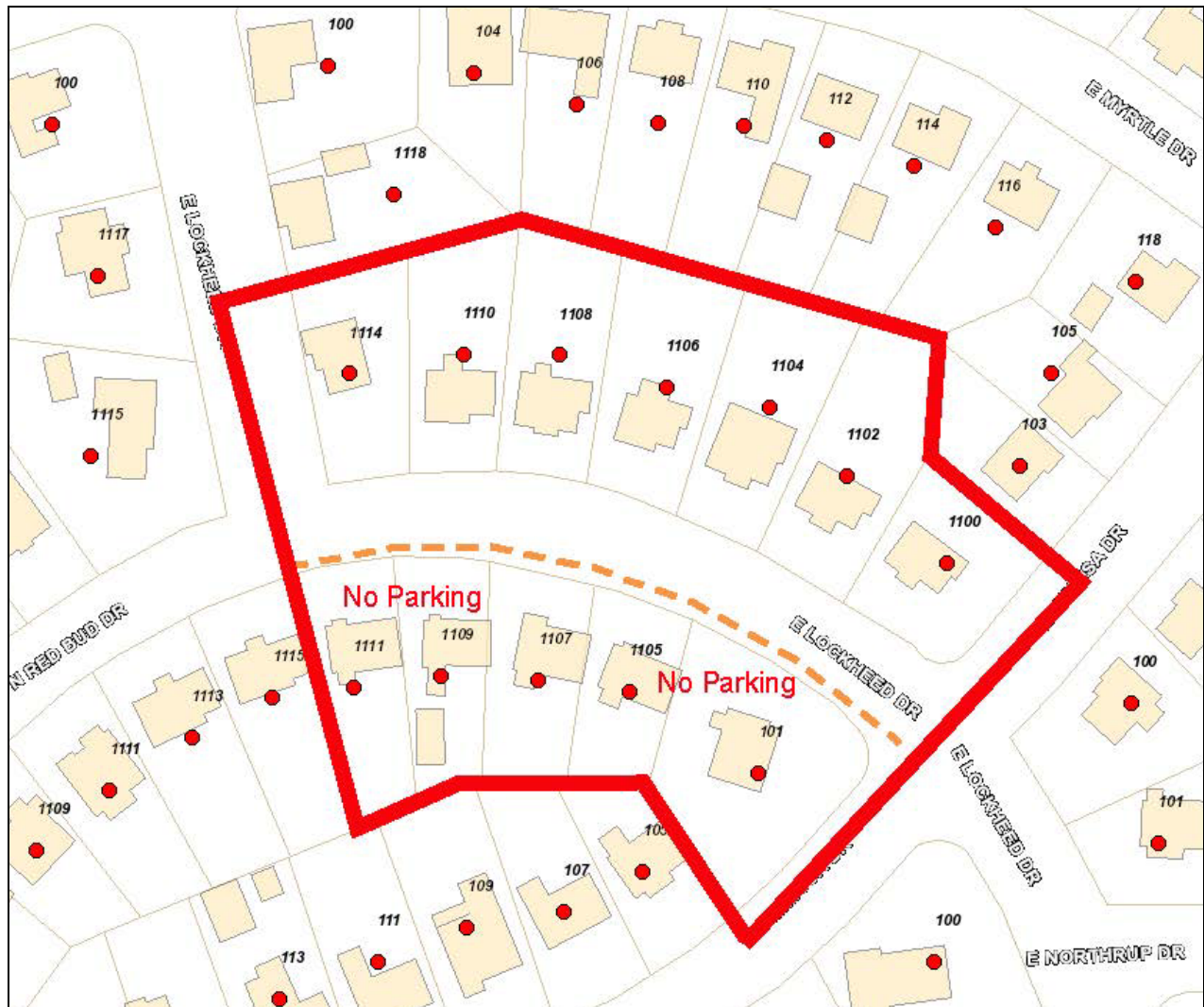


No Parking

No Parking signs can cover a wide range of situations, they do not have specific conditions that have to be met by the MUTCD. These requests mainly focus on situations where parked cars restrict the field of vision of a motorist, such as curved roads in a neighborhood. The sight lines would be kept clear to provide enough distance to see oncoming traffic and pedestrians. A thorough explanation of the situation must be laid out clearly in the letter of request. Neighborhood support is also necessary before proceeding to the Traffic and Safety Commission for consideration.

All No Parking petitions must show the support of the property owners with frontage where the “no parking” restriction is proposed.

Example Map



Speed Limit

The MUTCD explains the establishment of speed limits and the process to petition the change of a speed limit on a particular road.

Speed Limits are set in Table 1 in Section 37-68 in the City's Municipal Code.

As per City practice, one 25 MPH sign is placed at the entrance into a neighborhood. No additional speed limit signs will be installed.

Any road that does not have a speed limit posted is a 25 MPH road.

A petition to change a speed limit must be preceded by a speed study:

Speed Study

A speed study is an analysis of the speeds at which vehicles are traveling on a particular section of road. This type of study is typically conducted by transportation agencies in order to identify areas where speeding is a problem and to develop strategies for addressing the issue.

Speed studies are conducted over a period time to evaluate driving habits at different times during a day and during a week.

Speed studies can be used to assess the effectiveness of speed limit enforcement and engineering solutions (such as traffic calming or signalization).

A study must be completed prior to hearing a request to change a speed limit.