

Traffic Control Request Policy

1.0 POLICY:

- 1.1 The policy of the City is to develop and promote traffic safety and control programs, review applications for changes to existing traffic control, develop recommendations for traffic safety programs and enlist the assistance and cooperation of neighboring communities, Hennepin County, and other agencies of government to ensure safe roadways.
- 1.2 To establish a procedure for handling citizen requests for traffic signs, signals, or other traffic control measures.

2.0 ORGANIZATIONS AFFECTED:

Public Works Department, Police Department, and City Engineer.

3.0 RESPONSIBILITY:

The Director of Public Works shall receive and coordinate the investigation for traffic control requests. The Director of Police and the City Engineer shall investigate and provide advice upon request of the Director of Public Works.

4.0 PROCEDURE:

- 4.1 All citizens requesting the placement or alteration of traffic signs shall be required to complete a Traffic Control Request application. This form requires the applicant to state the nature of the concern, the desired form of relief, and to collect the signatures of other affected properties, indicating that other property owners also feel that there is a problem that requires correction. The completed form shall be submitted to the Director of Public Works.
- 4.2 Upon receipt of a Request for Traffic Control Request Form, the Police Chief, Public Works Director, and City Engineer's office shall jointly investigate the request. If the findings of investigation reveal that a traffic problem does not exist, no further action is required. Although, if findings verify that traffic problem exists, the Public Works Director shall prepare a report containing findings and make a recommendation to the City Council. A copy of this report shall be forwarded to the petitioner.
- 4.3 The City Council shall consider the issue during one of their regular meetings. The Public Works Director shall respond to the decision made by the City Council.
- 4.4 Whenever a request for a change to traffic control has been considered and denied by the City Council, a similar application affecting substantially the same area shall not be considered again by the City Council before the expiration of one year from the date of its denial and any succeeding denials. However, a decision to reconsider such matter may be made by a member of the City Council on the prevailing side who requests that this issue be reconsidered, as described by Robert's Rules of Order.

5.0 APPENDIX:

Appendix A - Traffic Control Request form