



**The City of
OKLAHOMA CITY**

PUBLIC WORKS DEPARTMENT – TRAFFIC MANAGEMENT DIVISION

June 26, 2009

Craig Whitbeck
Surrey Hills Homeowners Association #2
11512 Queensbury Court
Yukon, OK 73099

Re: Surrey Hills traffic issues

Dear Mr. Whitbeck:

By way of this letter, the Oklahoma City Traffic Management Division is acknowledging receipt of your Traffic and Transportation Commission request letter dated June 23, 2009, a copy of which is attached for your reference.

You posed several questions and raised several issues in your letter. They are reproduced below and answered in order.

- “Clarification of the actual speed limit on The Boulevard between Mustang road and Royal Coach Drive”

The speed limit on Surrey Hills Boulevard, that being the only boulevard designated street between Mustang Road and Royal Coach Drive, is 35 miles per hour, according to City records. The speed limit was changed to 35 mph by an action of the Traffic and Transportation Commission in August 1991.

- “Dispatching speed radar trailer(s) that can be positioned on The Boulevard on both approaches to the pool area”

The City has speed radar trailers that can be placed for a short time on this street. If your association has an event coming up, they can be placed for about a week in this area. They cannot be placed and left indefinitely. If there are no upcoming events near the pool area, please provide us with a time frame when you would prefer to see the trailers placed. Placement of these trailers is not part of any City program but since they are currently available, we can accommodate your request at this time.

- “Clarification on additional signage that the Association may post on its roadways: such as Children at Play, and Neighborhood Watch signs”

Accompanying this letter are the City’s requirements regarding the installation of Watch for Children warning signs. The City does not furnish such signs but does install them. Please refer to the attached sheets for complete information on the procedure you need to follow in order to have these installed in your area. Please note that this applies to public City streets and not to private streets, which are not maintained by the City. With respect to neighborhood watch signs, we encourage your association to contact The Neighborhood Alliance of Central Oklahoma to assist you with this endeavor. You can reach Neighborhood Alliance at 528-6322 or by mail at the following address:

Neighborhood Alliance of Central Oklahoma
1236 NW 36 Street
Oklahoma City, OK 73118

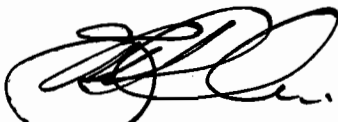
Their office is located drop by their office on the southeast corner of the intersection of NW 36 Street and N Classen Boulevard.

You can also reach their Executive Director, Ms. Georgie Rasco, by e-mail at georgie@nacok.org.

- “A traffic study on the entire length of The Boulevard and recommendations on appropriate speed limits and parking signage”

The Traffic Management Division does not perform neighborhood traffic studies. You may seek the services of a registered professional engineer or you can do what most associations do, and that is to ask area residents what traffic control changes they would like to see in their neighborhood. Included with this letter is a copy of the Oklahoma City Traffic and Transportation Commission’s standard operating polices and procedures to help you formulate a request to submit for consideration. Speed limit changes and parking restrictions all require action by this commission and parking restrictions require further action by the City Council since such restrictions are enacted by ordinance. Parking restrictions required that you send in a request letter identifying the type of restriction desired and where it should be established. It also requires a petition. All of this is covered in the policy document.

Should you have any questions regarding these matters, please contact me at 297-2003.



Stuart Chai, P.E.
City Traffic Engineer

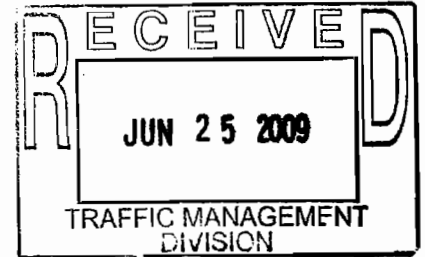
enc.

pc. Ron Salazar, Traffic Management Division

June 23, 2009

From:
Craig Whitbeck
Secretary and Treasurer of
Surrey Hills Homeowners Association #2
11512 Queensbury Ct
Yukon, Oklahoma 73099

To:
Stuart Chai,
City Traffic and Engineering Division
420 West Main
Oklahoma City, Oklahoma 73102



Subject: Speed limit and parking signage on Surrey Hills Blvd.

The Surrey Hills Homeowners Association #2 would like to be heard at the next available traffic commission meeting to share its requests for speed limit and parking signage on Surrey Hills Boulevard.

Thirty-five miles an hour is the posted speed limit on Surrey Hills Boulevard, which is the main entry point to the addition from Northwest Expressway. However, no speed limit is posted after Surrey Hills Boulevard crosses Mustang road, heading south into the addition. This portion of the Boulevard has experienced a new housing expansion and increased traffic flow in recent years. Additionally, the community pool is located on this stretch of the Boulevard and children are present during the Summer months traveling to and from the pool. The Association is concerned about the safety of these children and its homeowners and believes a reduced speed limit is in order. The Association requests the following actions prior to the next traffic commission meeting.

- Clarification of the actual speed limit on The Boulevard between Mustang road and Royal Coach Drive
- Dispatching speed radar trailer(s) that can be positioned on The Boulevard on both approaches to pool area
- Clarification on additional signage that the Association may post on its roadways: such as Children at Play, and Neighborhood Watch signs
- A traffic study on the entire length of The Boulevard and recommendations on appropriate speed limits and parking signage

Users of the community pool must park on the Boulevard and the Association agrees with this arrangement. However, overnight parking on The Boulevard increases the risk of an accident due to the high traffic flow and Boulevard narrowing between Mustang road and Royal Coach Drive.

Please provide your recommendations in writing at least one month prior to our scheduled traffic commission appearance. The Association will use this information to finalize its requests to the traffic commission.



The City of
OKLAHOMA CITY

PUBLIC WORKS DEPARTMENT – TRAFFIC MANAGEMENT DIVISION

Watch for Children Warning Sign Request and Installation Procedure

The City of Oklahoma City does not furnish **Watch for Children** signs but does install such signs within neighborhoods. To have the City install **Watch for Children** signs in a neighborhood, the person or party requesting the sign(s) must:

1. Provide the City with written proof of understanding and agreement signed by the property owner or resident immediately adjacent to each requested installation site. The written statement needs to be dated, legible and state that the adjacent property owner or resident understands that they are *consenting* to the installation of a **Watch for Children** warning sign within the public right-of-way adjacent to their residence. The statement needs to include their name and address and must be signed.
2. The person or party requesting the sign(s) must furnish the sign. The sign shall be constructed to the standard specification noted below and in accordance with the detail drawing attached. There are many local fabricators who can produce in these signs. Consult the phone book for sign fabricators.

Warning Sign Specifications

Size	30" square
Material	0.080" thick sheet aluminum
Sheeting	ASTM D4956-04 Type IV prismatic sheeting
Color	yellow <u>or</u> fluorescent yellow-green with black border and legend
Legend	Clearview 3-B typeface (use 4" height for upper case letters only)

Once these requirements are met, send the concurrence documents and your contact information to the Oklahoma City Traffic Management Division at the following address:

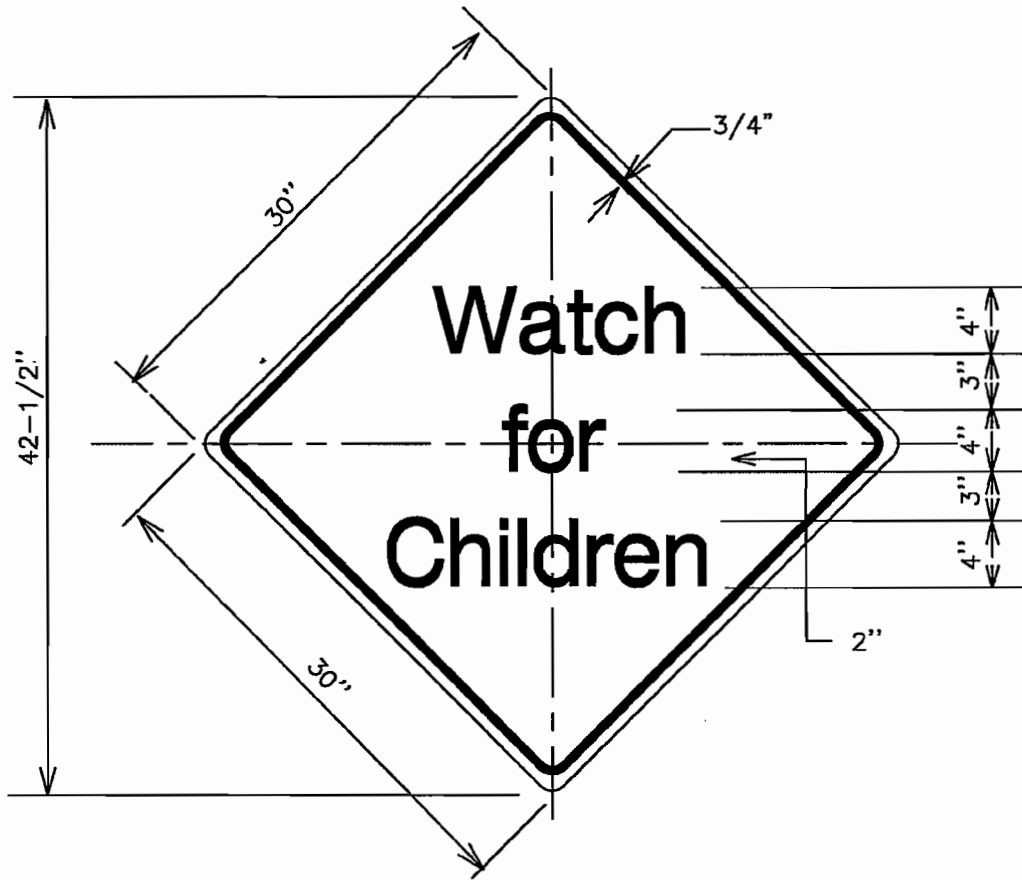
City Traffic Engineer
Traffic Management Division
420 W Main Street, Suite 600
Oklahoma City, OK 73102

You will be contacted to make arrangements for the City to pick up and install the signs.

Should you have any questions concerning a request or the attached information, please contact the Traffic Management Division at 297-2531.

Watch for Children

WARNING SIGN LAYOUT





**The City of
OKLAHOMA CITY**

PUBLIC WORKS DEPARTMENT – TRAFFIC MANAGEMENT DIVISION

The City of Oklahoma City
TRAFFIC AND TRANSPORTATION COMMISSION
A users guide to its background, purpose and the public hearing process.

Chapter 2, Article VII, Division 4 of the 2007 Oklahoma City Municipal Code, establishes the **Oklahoma City Traffic and Transportation Commission**, its membership composition, meeting schedule, functions and authority. As set forth in Municipal Code:

“The purpose of the Traffic and Transportation Commission is to coordinate traffic transportation activities; **receive complaints and conduct hearings having to do with traffic and transportation matters**; exercise general supervisory direction over the planning of facilities for improvement of traffic conditions and for the safe and efficient operation of traffic movement over, across and along the streets and highways, and the marking and signaling thereof; direct the Public Works Director to conduct surveys and engineering studies relating to the safe and efficient control of traffic; recommend ways and means of improving traffic, transportation and parking conditions and the administration and enforcement of traffic regulations to the City Council and to the City Traffic Engineer, the Police Department, and other City officials; and carry out any and all further duties which may be imposed upon it by ordinance.”

Like other City commission’s, the members of the Traffic and Transportation Commission are citizens who volunteer their time to serve their City. No member of the Commission is employed by the City and therefore there is no means for a citizen or group to contact the Commission directly. As a result, the Oklahoma City Public Works Department **Traffic Management Division** serves as the contact point for all matters requiring the a hearing before the Commission. The Traffic Management Division is responsible for compiling the preparing the Commission’s agenda.

The attached operating policies and procedures, as adopted by the Traffic and Transportation Commission, provides an overview as to how a citizen or organization submits a request to be heard by the Commission and how the public hearing process works. It is provided to in order to give applicants a greater understanding as to how the Commission operates and how the public hearing process works.

The City of Oklahoma City
TRAFFIC AND TRANSPORTATION COMMISSION
OPERATING POLICIES AND PROCEDURES

*The Oklahoma City Traffic and Transportation Commission operates under the policies and procedures contained within this document. This revised policy, adopted by the Commission on **April 20, 2009**, replaces the original policy adopted October 15, 2007.*

There are a maximum of two (2) requirements that all applicants must meet in order to have their request presented before the Traffic and Transportation Commission: a letter of request and in certain cases, a petition. These requirements are discussed in greater detail below:

□ **LETTER OF REQUEST:** All applications to the Traffic and Transportation Commission must be initiated by and include a letter of request. 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 and telephone number(s) in order for the City to pursue the request further. The Traffic Management Division of the Public Works Department directly supports the Traffic and Transportation Commission and therefore request letters should be sent directly to this division. All applicants are encouraged to include their e-mail addresses with all correspondence. Applicants that provide e-mail addresses will receive an e-mailed link to the City's website once the Commission's agenda is posted on-line, giving them access to the full agenda.

□ **PETITION:** In addition to the request letter, applicants seeking the installation and/or removal of "STOP", "YIELD", or other regulatory traffic control or warning signs in residential areas must include a petition with their application. The petition, either on or directly based on the form that the City supplies, must be completely circulated throughout the area affected by the proposed change and signed by all affected households and/or businesses within the minimum petition coverage area, which varies depending on the application. 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 signature must be accompanied by indication of either agreement or disagreement with the item(s) included in the petitioned. A minimum of a two-thirds (2/3) majority in favor of the request(s) must be indicated on the petition in order for the matter to progress further. Incomplete petitions will be returned to the original applicant with a list of those addresses that must be petitioned in order to complete this requirement.

PETITION CANVASS REQUIREMENTS:

The minimum required petition canvass area for a STOP or YIELD sign in a residential area extends at least 300 feet along all legs of the intersecting streets. 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 Traffic Engineer can waive the requirement so that the request can be presented before the Traffic and Transportation Commission

Similarly, for changes related to parking restrictions, all residents and business operators on the side of the street directly affected by the proposed change must sign the petition. In cases where changes in parking restrictions will affect residents and business operators on the opposite side of the street, both sides of the street within the affected area must be petitioned. A request for NO PARKING ANYTIME on one side of a residential street is an example where the petition must be circulated to residents on both sides of a street.

Requests for signalization and other significant changes affecting arterial streets, such as speed limit changes, 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 and no petition is required.

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 two (2) weeks prior to publication of the Commission's agenda, which is printed and distributed about one (1) week 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, there is no cutoff date schedule an applicant can meet in order to insure having their item docketed for consideration on any given agenda.

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

Most applicants to the Commission appear only once and so are typically uncertain as to how to formulate their request and are unfamiliar with the public hearing process. It is during the preliminary review stage that staff works with applicants in developing reasonable and appropriate courses of action to pursue to address their concerns.

Some regulatory signs and optional warning signs, for which no MUTCD warrants exist, such as "WATCH FOR CHILDREN" and "DEAF CHILD" signs, do not require Traffic and Transportation Commission action in order to be installed. Such sign requests are handled administratively. Some optional warning signs, however, are not typically furnished by the City of Oklahoma 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 started for all applications 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 is being prepared for an upcoming Commission meeting.

Applicants that submit incomplete requests are notified in writing with specific instructions regarding how to complete their application. The Traffic Management Division will retain incomplete applications for a minimum of twelve (12) months from the date of receipt, after which, they are returned to the applicant. If returned, a new application would be required.

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 docketed 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 flashing school zone signals on streets already posted at 25 miles per hour (mph), the installation of school zones for vocational-technical schools and other institutions of higher learning beyond the secondary education level; and requests for the installation of non-standard signs, etc.

TRAFFIC STUDY DATA: Following the preliminary review, the Traffic Management Division gathers the necessary data (traffic volume and speed data, collision history, etc.) needed to prepare an agenda staff report for the Traffic and Transportation Commission. Only under a few circumstances are applicants required to furnish traffic study data. One such instance is the request for a traffic signal at a street or driveway serving a proposed business or housing addition. In such cases, the perceived need is driven a proposed development and therefore applicants in such cases are required to submit a traffic signal study.

Staff reports in the Commission's agenda are prepared based on standard engineering practices and the **Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), 2003 Edition Revisions 1 and 2**, as published by the United States Department of Transportation, Federal Highway Administration. Staff recommendations to the Commission are based on the City's Municipal Code requirements, MUTCD warrants for "STOP" and similar regulatory traffic controls, engineering judgment and analysis and City policies.

HEARINGS: The Traffic and Transportation Commission meets monthly to hear and consider cases relative to traffic control and traffic safety. The Commission's regularly scheduled meetings are on the third Monday of the month (except in January when the meeting is held on the Friday *following* the third Monday due to observance of Martin Luther King Jr. Day) and are conducted in the City Council Chambers in the Municipal Building, 200 N. Walker Avenue, at 1:30 p.m. The Office of the City Clerk maintains the official list of the Commission's regularly scheduled meetings.

The applicant and/or their designated representative should and 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. In the event that 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 has authority to implement certain changes and, on some matters, can only make recommendations to the City Council. The Commission has the authority to authorize the installation or removal STOP and YIELD signs, speed limit changes, traffic signals, warning flashers, school zones, etc. The Commission does not have the authority to authorize those changes that require ordinances, such as parking restrictions, the designation of one-way streets, through streets, weight load and axle restrictions, etc. In these instances, the Commission's recommendation is forwarded to the City Council for final consideration.

Any case applicant or citizen may appeal a decision of the Traffic and Transportation Commission to the City Council following the procedure set forth in the 2007 Oklahoma City Municipal Code. The appeals process, in its entirety, follows. If an appeal is filed out of conformance with this process, the applicant may resubmit their request for reconsideration. Such requests will be presented to the Commission no sooner than six (6) months from the Commission's last hearing date.

Section 2-751. Appeal to the City Council.

- (1) *Right of appeal.* Any person aggrieved by any decision of the Traffic and Transportation Commission may appeal said decision to the Council as provided for herein.
- (2) *Method of appeal.* The person wishing to appeal a Commission decision shall file written notice of appeal with the City Clerk and the secretary of the Commission within 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 secretary of the Commission shall transmit to the City Clerk all papers constituting the record in 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 business.
- (3) *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.

**Nadia Geddit
75 Picabo Street
Oklahoma City, OK 73199**

September 2, 2013

City Traffic Engineer
Oklahoma City Traffic Management Division
420 W. Main Street, Suite 600
Oklahoma City, OK 73102

RE: Traffic and Transportation Commission request for _____

Dear Engineer,

We, the residents of (your neighborhood) request the installation/removal of "STOP" signs at the intersection of Picabo Street and Rush Intuit in order to (improve safety, etc.). This intersection has (poor sight distance, high traffic volume, high accident history, insufficient lighting, etc. and other pertinent reasons).

(Add personal experiences or other information you believe relevant to the request. For example, "our street was recently resurfaced by Luciano Pavearoadi Paving Company and we have observed an increase in speeding.")

Attached is the required petition form, circulated to and signed by all residents and business operators within 300 feet of the intersection, with the exceptions of 812 Picabo Street and 218 Rush Intuit, indicating neighborhood agreement with this request. The residence at 812 Picabo Street is vacant and for sale so no signature could be obtained and the resident at 218 Rush Intuit refused to sign the petition.

I may be contacted at 555-5555 to discuss my request. If you cannot reach me, please contact my office and leave a message with my receptions, Levon Hold.

Sincerely,

Nadia Geddit

INFORMATION SHEET
ON
PARKING RESTRICTIONS

1. Restriction of parking on City streets is allowed under certain conditions and mainly its purpose is to allow a free movement of traffic and remove a hazard of possible accident frequency.
2. Requests for parking restrictions are made by petition to the City Traffic Commission. A study and survey will then be made to determine if the request is justified and complies to standards set forth to comply with the City Traffic Code. The Traffic Commission will make the final decision on all justified requests at its regular monthly meetings.
3. A petition will be furnished upon request and should be completed and if possible, signed by all persons involved on both sides of the street. An agreement of the majority of property owners signing the petition is required. In the case of rental properties, the property owner should be contacted and informed and his signature acquired. (A majority is not always based on the amount of signatures, it could also be determined by the frontage foot of property owned by an individual).
4. The Oklahoma City Traffic Code allows two types of Parking Restrictions as follows:

- A. No Parking Anytime -means just as the sign states, that parking is not allowed at any time.
- B. No Parking Certain Times -under certain conditions or circumstances, parking may be restricted only at designated hours of the day or night, but allowed at other times.

Example Request:

No Parking on the south side of the 800 block of NW Empire Street between 7 a.m. and 6 p.m. except Saturday and Sunday.

or

No "Parking Anytime", except Saturday and Sunday.

5. Any pertinent information and reasons for requesting any parking restrictions should be explained on the petition under Remarks:.
6. Any inquiry regarding the completion of the petition or any question involving information applicable to Parking Restrictions should be directed to the office of Oklahoma City Traffic Management Division. Mail completed Petitions to:

Traffic Management Division
420 W. Main, Suite 600
Oklahoma City, Oklahoma 73102

PETITION

Date of Submittal _____

TO THE OKLAHOMA CITY TRAFFIC COMMISSION:

We the undersigned hereby request that parking be restricted on the

side of the

(North, South, East, West)

(Hundred Block or Blocks)

of _____

(Name of Street)

(Check One)

- A. No Parking Anytime
- B. No Parking Mon.-Fri.
- C. 7AM-6PM Mon.-Fri.
- D. 8AM-6PM Mon.-Fri.
- E. 9AM-4PM Mon.-Fri.
- F. _____

Remarks:

Contact Person: Name (print) _____

Address/Zip _____

Phone _____

(Check as Appropriate)

Name or Company	Address or Legal Description	Owner	Occupant