



**The City of
OKLAHOMA CITY**

PUBLIC WORKS DEPARTMENT – TRAFFIC MANAGEMENT DIVISION

The City of Oklahoma City
TRAFFIC AND TRANSPORTATION COMMISSION

A user's guide to its background, purpose and the public hearing process.

Chapter 2, Article VII, Division 4 of the Oklahoma City Municipal Code, 2010, 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 commissions, 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 to be heard by the Commission. The Traffic Management Division is responsible for compiling and preparing the Commission's agenda.

The attached operating policies and procedures, as adopted by the Traffic and Transportation Commission, is provided to give applicants an understanding as to how a citizen or organization submits a request to be heard by the Commission 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 **January 20, 2012**, replaces the original policy adopted October 15, 2007, and as amended April 20 and December 21, 2009.*

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 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 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. All applicants will receive a courtesy notice of the meeting through the mail via the U.S. Postal Service. Applicants that provide their e-mail address 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 request letter, 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 that the City supplies, 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 signed by all affected households and/or businesses. 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 two-thirds (2/3) 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 in order to fulfill this requirement.

PETITION CANVASS AREA REQUIREMENTS: The minimum required petition canvass area for a traffic control change at an intersection in a residential area extends at least 300 feet out from the middle of the intersection along the approaches of all of the intersecting streets. All residents on both sides of each intersecting street must be petitioned. 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. A request for traffic control changes at the intersection of two section line roads in a rural area is an example where the petition requirement is waived.

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. A COMMERCIAL LOADING ZONE on one side of a street is an example where the petition only needs to be circulated to the businesses and/or residents on the directly affected side of the street.

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 and no petition is required.

PETITION FORM REQUIREMENTS AND OPTIONS: Applicants may fulfill the petition requirement in one of two ways. The first way is through the use of the City's standard petition form that 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. The second way is through the use of certified mail. Applicants may "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 Traffic Management Division's mailing address. The Traffic Management Division can assist applicants in determining the minimum required petition canvass area and provide a mailing address list.

Residents and/or businesses receiving the petition by mail may return their response to the City by mail, fax or by 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:

For response by:	Return response to:
U.S. mail :	Stuart Chai, P.E. City Traffic Engineer Oklahoma City Traffic Management Division 420 W Main Street, Suite 600 Oklahoma City, OK 73102
FAX :	(405) 297-3365
e-mail :	stuart.chai@okc.gov

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 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 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, such as YIELD signs at residential intersections where there are no existing traffic controls, 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. The review of requests for such signs and their installation, as determined to be appropriate, is 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 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 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.

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 a new application is required.

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 a staff report for the Traffic and Transportation Commission's agenda. 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 development or housing addition. In such cases, the study need is driven by the proposed development and therefore applicants in such cases are required to submit a traffic study.

Staff report recommendations to the Commission are based on standard engineering practices following requirements set forth in the **Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), 2009 Edition**, the Oklahoma City Municipal Code, 2010, 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 held 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 the Martin Luther King Jr. Day holiday) and are conducted in the City Council Chambers which is on the third floor of 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 of 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.

APPEALS: 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 Oklahoma City Municipal Code, 2010. The appeals process, in its entirety is provided below. If an appeal is not filed in accordance 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 on the case.

§ 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, unless specifically provided for elsewhere in this Code.
- (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.
- (4) Appeals of decisions related to the regulation of vehicles for hire contained in Chapter 56 herein shall be done in conformance with Section 26-17 through Section 26-24.

(Ord. No. 21513, § 1, 6-27-00; Ord. No. 24120, § 1, 8-17-10)