



TRAFFIC REQUEST PROCEDURE

Neighborhood Traffic Control Policy

BOWLING GREEN, KENTUCKY

Prepared By:

**The City of Bowling Green
Public Works Department**

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CITY OF BOWLING GREEN TRAFFIC REQUEST GUIDELINES

SECTION 1 TRAFFIC REQUEST PROCESSING:

Section 1.1 Traffic Request Process:

Typically a traffic request starts with someone, be it a city resident, city staff or elected official, asking the city to look at a problem. Housing and Community Development (HCD) staff enters the request into request software and the City's Traffic Engineer reviews it. The Traffic Engineer determines what actions should be taken by reviewing the Traffic Management Manual and national guidelines, discussing solutions with all affected parties and determining a solution if any.

The Traffic Management Manual is a document that contains discussions and guidelines the City uses in reviewing traffic requests and is based on national and local experience as well as national and local regulations, guidelines and statutes. The City developed the Traffic Management Manual to provide Public Works Department (PW) staff a set of guidelines for consistent treatment of each traffic request and for citizens to have a valuable tool to help them understand the processes staff use. The national guidelines are publications developed nationally by traffic and transportation engineers to help engineers make decisions based on national and local studies and experiences by others.

Section 1.2 Types of Change Requests:

Traffic requests can be broken into two main request areas:

1. Non-Traffic Control Change Requests (non-TCCR); and
2. Traffic Control Change Requests (TCCR).

Non-traffic-control-change requests tend to have the least affect on traffic and/or tend to have specific guidelines that leave little room for variations. In many cases, they involve the illumination or enhancement of existing traffic conditions.

Traffic control change requests tend to be a little more complex and may involve a number of participants in the process to determine a viable solution which meets established guidelines and national standards.



Section 1.3 Traffic Control Request Solutions:

Traffic control request solutions can be broken into three main areas:

1. unanimous approval solutions;
2. consensus approval solutions, which may lead to an appeal; and
3. no solutions, which may deviate too far from the Traffic Management Manual and/or national guidelines and require a variance to the standards.

When City staff receives a request, they attempt to develop a solution that all involved parties will unanimously approve (unanimous approval solutions). When unanimous approval for a solution is achieved, the City will proceed with implementing the solution as time and money allow. However, sometimes it is simply not possible to get everyone to approve a solution and City staff can only achieve having a majority of involved parties approving a solution (consensus approval solution which could lead to an appeal) or a request deviates too far from the Traffic Management Manual and/or national guidelines (variance required for solution).

Each of these solutions is discussed in more detail later in this document beginning in Section 3.

Section 1.4 Zone of Influence (Affected Areas):

For each change request, the involved parties are determined by looking at the “zone of influence”. A zone of influence is the area determined to be the most significantly affected by the traffic change. City staff will strive to include all affected parties in the request process.

HCD and PW staff will work closely together to determine the appropriate zone of influence, but the main thrust of the decision will be made based on the Neighborhood Action Coordinator’s input and involvement in the neighborhoods. The affected area will typically include, at a minimum, the people who live on the same street as the request, and could include people on adjacent streets or even include other neighborhoods or organizations.

Police, Fire, EMS and school transportation officials will also have an opportunity to review all proposed traffic control changes and be able to comment on the impacts of the traffic control change requests. (Appendix J)



Section 1.5 Definitions and Other Considerations:

The following are terms used in this policy and are provided to assist with further understanding of the process.

Traffic Control - actually applies to a traffic control device such as a sign, signal, pavement or curb marking, or other device used to regulate, warn, or guide traffic, placed at streets or other roadways open to the public by the governing body or their representative. Significantly changing existing traffic control devices will in general require a traffic control change request.

New Infrastructure – is new developments and/or subdivisions that the City accepts into its infrastructure. Within those new developments will be standard pavement markings, signs and other control devices that are required as a part of that area's traffic structure (i.e. roadways, sidewalks, yellow curb painting, stop signs, street name signs, etc). Traffic control change requests are not required for these locations because City staff have already worked with developers on specific needs prior to or during construction. Staff will recommend the approval and acceptance of any traffic control elements in the new infrastructure at the same time as the streets and drainage structures are considered by the Board of Commissioners for acceptance of maintenance.

Traffic Feature – applies to any sign, device or marking to control traffic or regulate street parking. To significantly change these features will require a traffic control change request.

Traffic Feature Map – is a “living” map that uses Geographic Information System (GIS) layers to record existing physical traffic conditions. The traffic feature map includes, but is not limited to, traffic signals, stop signs, yield signs, left turn/right turn signs, street name signs, one way/two way traffic travel, and parking restrictions along with traffic calming devices. The Board of Commissioners established this map by Municipal Order No. 2010-9. City staff has the authority to correct or make changes to maintain an accurate feature map, in addition to updating the map once a traffic request has gone through the traffic control change process.

Traffic Control Device Maintenance – is simply the day to day maintenance of existing signs and other traffic control devices that are damaged or no longer useful (not reflective, disrepair, etc). This may include replacing existing signs that no longer meet the Traffic Management Manual or national guidelines and are to be removed and/or replaced. These actions do not require a traffic control change request form. They fall under the Non-TCCR category above.



Imminent Peril - is a condition in which there is significant danger present or that a major event has taken place affecting traffic that if not addressed as soon as possible could result in loss of life or property far exceeding what normally comes with traffic safety concerns. Events fitting this description would likely be news worthy events such as roadways collapsing or other similar events for which the City must act on immediately. This policy also provides a way for affected parties to address the action after completion with regard to making adjustments or restoring the location to conditions prior to the event.

Section 1.6 Items Not Considered for Change:

The following is a list of items or issues that the City will not consider under the traffic control change request process: (See Table 1 for quick reference)

1. Speed humps or other such devices that cause a significant vertical change in vehicles in an effort to slow the vehicle down (Speed humps, bumps, ramps, raised crosswalks, raised intersections, etc);
2. Children at Play Signs (nationally accepted as NOT recommended for use);
3. Signs that specifically attempt to control or influence drivers that are not allowed by national standards or guidelines;
4. Stop signs at locations other than intersections such as mid-points to sections of roadways or other locations that would tend to cause the stop signs to be ignored or disrespected; and
5. Crosswalks at locations where they are specifically discouraged.

This list is not all inclusive but does give some sampling of things that the City reserves the right not to consider. Any existing traffic calming devices as listed in this section will be removed and will not be reinstalled when an overlay project for a street is completed.

Table 1 – Quick Reference Table: (Items or issues not considered)

Items Not Considered
Speed Humps, Tables, etc.
Children at Play
Non-Standard Traffic Control Devices
Stop Signs At Other Than Intersections
Crosswalks Not Recommended Locations



SECTION 2 TRAFFIC REQUESTS NOT SIGNIFICANTLY CHANGING EXISTING CONDITIONS:

Section 2.1 Types of Non-Traffic-Control-Change Requests (Non-TCCR):

Non-traffic-control-change requests are typically general traffic requests that do not significantly change existing controls or conditions but either clarify or adjust them to answer a specific traffic concern. The following is a list of typical examples of non-traffic-control-change requests: (See Table 2 for quick reference)

1. Adding a traffic island or other traffic markings to protect a sign that drivers tend to run over or otherwise damage (existing sign);
2. Vehicles parking too close to an intersection or traffic control device (where the proper parking position and/or distance from the control device is clearly identified in the On-Street Parking section of the TMM);
3. Vehicles blocking travel lanes – Do Not Block Intersection signs;
4. Speeding problems where they are requesting speed limit signs;
5. Pedestrians walking in neighborhood warning signs;
6. Bicycles in neighborhood warning signs;
7. Slippery road conditions warning signs;
8. Intersection ahead warning signs;
9. Stop sign ahead warning signs;
10. Painting curbs to keep vehicles back from driveways (not an extension of existing yellow – just a clarification when no paint is present);
11. Traffic signal not working;
12. Vehicles driving off into yards;
13. Directional arrows showing existing turn lanes (not changing just clarifying);
14. Sight distance issues, such as vegetation blocking sight distance;
15. Stop signs missing stop bars or move stop bar;
16. No outlet signs;
17. Curve warning signs where drivers are concerned about curves; and
18. Any other condition where there will not be a change to the existing condition but a clarification and/or slight change to meet existing guidelines.



Table 2 – Quick Reference Table: (Non-TCCR Examples)

Non-TCCR Examples
Protect Sign
No Parking Here to Corner
Do Not Block Intersection
Speed Limit
Pedestrian Warning
Bicycle Warning
Slippery Roads
Intersection Ahead
Stop Sign Ahead
Curb Painting at Driveways
Traffic Signal not Working
Vehicles Driving Off into Yards
Clarify Existing Turn Lanes
Something Blocking Sight Distance
Missing or Wrong Place Stop Bars
No Outlet
Curve Warning Signs
Existing Conditions Regulatory Signs
Other Warning Signs
Guide Signs
Misc. Clarifications on Traffic

These traffic requests tend to be ones that simply improve an existing condition or illuminate a condition to help traffic or areas of traffic. Most, if not all of these types of requests, would follow Figure 1.

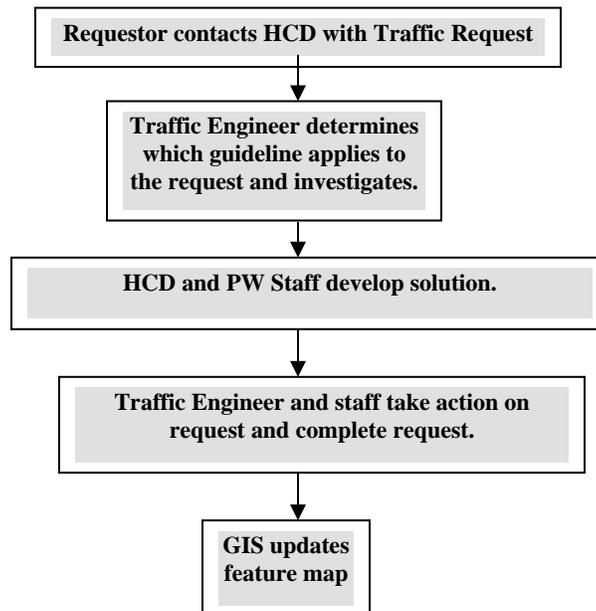
Section 2.2 Special Condition Signs:

These are signs such as church signs, mowing zone signs, county signs, city limit signs and other such signs not covered in the guidelines that do not specifically direct or control traffic but are simply for information. These signs fall under the non-TCCR as well, but require applicable City staff approval before they may be installed.

Also included under this section are temporary signs used to direct traffic with regard to new or on-going roadway projects. These signs still must meet guidelines but are allowed to be installed without completing a traffic control change request because they are not permanent and will be removed immediately upon the end of their need.



Figure 1 – Non-traffic-control-change requests:



SECTION 3 TRAFFIC REQUESTS SIGNIFICANTLY CHANGING EXISTING CONDITIONS:

Section 3.1 Types of Traffic Control Change Requests (TCCR):

Traffic control change requests are typically general traffic requests that significantly change existing controls or conditions to address a specific traffic concern. The following is a list of typical examples of Traffic Control Change Requests: (See Table 3 for quick reference)

1. Installing new stop signs at existing intersections (ones not in newly developed subdivisions or subdivisions under development);
2. Adding new stop signs to existing intersections where some approaches already have stop signs;
3. Adding traffic signals or converting intersections to/from signalized or stop controlled;
4. Opening and/or closing existing roadways (not in newly developed subdivisions or ones under development);
5. Restricting turn movements where turn movements were not restricted before or were for a different movement;
6. Converting roadways to/from one-way or two-way;
7. Adding bus turn off or stop locations where none already exist;
8. Adding centerline stripes and/or adding edge line stripes;
9. Adding bicycle lanes where none exist;



10. Parking removal, that involves whole sections of roadways or go beyond those in the on-street parking manual;
11. Change of a parking time/period (i.e. converting parking into limited time parking, or removing parking limitations);
12. Change of parking space to loading/unloading;
13. Adding handicapped parking space;
14. Extending existing yellow curb (not covered in on-street parking section or as a means of removing whole street parking);
15. Adding mid-block crosswalks;
16. Adding crosswalks at intersections where crossing traffic is not stopped nor has a traffic signal;
17. Change of speed limit;
18. Converting yield sign to/from stop sign;
19. Changing existing turn lanes (not just clarifying existing);
20. Sight distance issues where a stop sign would meet guidelines for installation; and
21. Any other condition where there would be a significant change to the existing condition that changes traffic or where staff feels the requestor needs to fill out a TCCR form.

Table 3 – Quick Reference Table: (TCCR Examples)

TCCR Examples
Adding Stop Signs
Changing Stop Intersections to/from Signalized
Adding Traffic Signal
Opening/Closing Existing Road
Adding Turn Movement Restrictions
Changing Roadway to/from One-way
Adding Bus Turnoff/Stop Locations
Adding Centerline/Edgeline Stripes
Adding Bicycle Lanes
Significant Parking Removal
Unloading/Loading Zones
Adding Handicapped Parking
Extending Yellow (when not covered in On-Street Section of Traffic Mgt Manual)
Adding Mid-block Crosswalks
Adding Crosswalks Not at Mid-block
Change Speed Limit
Convert Stop Sign to Yield Sign (vice versus)
Changing Turn Lanes
Sight Distance Requiring Stop Sign
Other Changes to Regulatory Signs

These tend to be ones that involve significant staff time and more involvement from the community or area affected than non-TCCR type requests. Most would follow Figure 2 on page 9 if there is no resistance to solution.

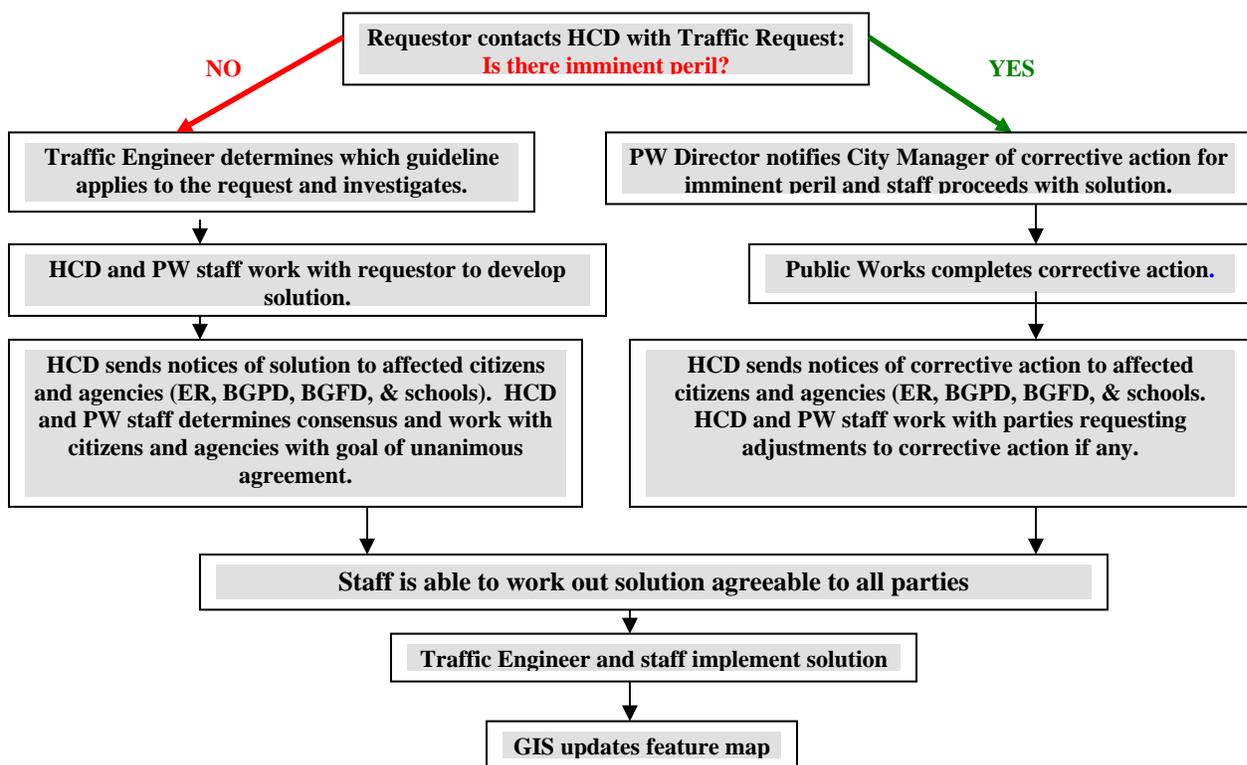


Section 3.2 Traffic Control Change Request (TCCR) Process:

Typically, a traffic-control-change request starts with someone (resident, staff, elected official, etc.) asking the City to look at a problem that will require a change of some type to how traffic moves or flows. Housing and Community Development (HCD) staff asks the requestor to fill out a Traffic Control Change Request form (See appendix A). Once HCD staff gets the completed form they enter the information into the request software.

The Traffic Engineer investigates what actions should be taken by reviewing the Traffic Management Manual and national guidelines, discussing solutions with all affected parties and determining an appropriate or best solution, if any. If all parties involved agree with the solution (See appendix B & appendix C), then City staff will begin implementing the solution when time and money allow. (See Figure 2 on the next page).

Figure 2 – Typical Request Process Flow Chart: (no resistance)





Section 3.3 Requests for Variance from Standards and Appeal Process:

City staff has a goal of developing a solution that has unanimous approval by all parties involved in the request solution. However, sometimes, that is simply not possible. In such cases, City staff will work with any party that presents an objection to the proposed solution and will strive for at least a consensus where a majority of the parties actively involved in discussions are in favor of the solution. If everyone does not agree, then those who do not agree can, at one point in the process, file a form requesting the matter be brought before the Board of Commissioners (BOC) for its consideration. This is in the form of an appeal.

When a consensus is developed, there will be those NOT in the majority who strongly oppose the proposed solution. In which case, the opposing party can request the matter be appealed to the BOC for consideration before the solution is implemented.

If an amicable solution cannot be achieved that results in a consensus, City staff may be placed in the position to end all discussions and close the matter without a solution, because to compromise anymore would be a significant departure from the Traffic Management Manual and other national guidelines or standards. In such cases, the City would move to close the request. However, any party involved in the request who wants the matter to move to a solution contrary to approved standards can pursue a variance to those standards which would be considered by the BOC.

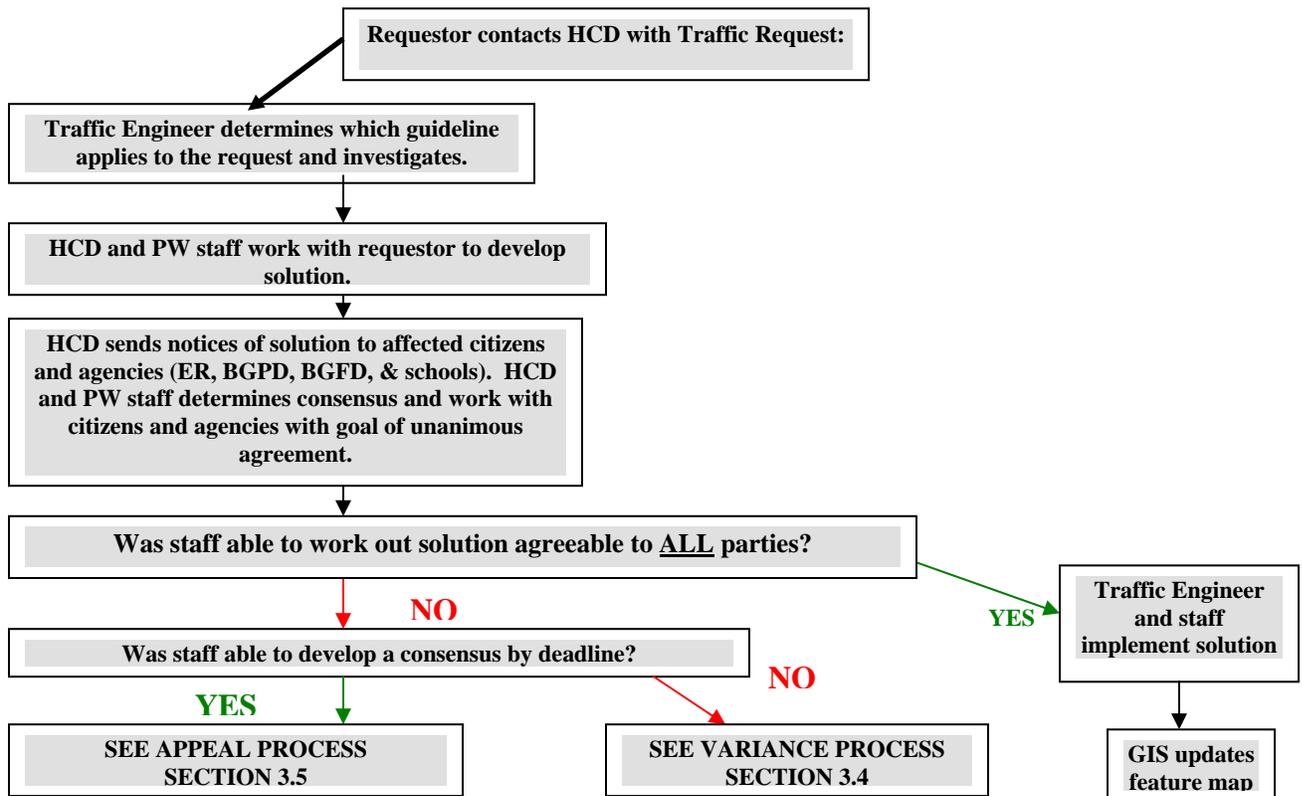
In simple terms, if City staff is able to develop a consensus and is able to implement the solution, any involved party can file a request form to stop the City from implementing the solution until the BOC has reviewed the matter. If the City wishes to close the matter because they cannot reach a consensus for an appropriate solution, any involved party can file a request form for consideration by the BOC to vary from the approved standards. See Figure 3 on the next page.

In other words, in typical circumstances, City staff, after working with the requestor and all affected parties in determining the best solution, will act on that solution, unless someone requests an appeal (when City staff moves to implement a consensus approved solution) or a variance (when the City staff moves to close a request that does not meet standards) which places the matter before the BOC.

Figure 6 at the end of this document shows the complete Traffic Control Change Request flow chart; however, in Figure 3 the flow chart is broken into each path; variance path (Section 4.2) and appeal path (Section 4.3) in order to explain each process.



Figure 3 – Typical Request Process Flow Chart: (with resistance)



Section 3.4 Variance Process:

Although City staff attempts to reach an agreeable solution with requestors and other parties involved, sometimes it simply cannot be done because it would be a significant departure from the Traffic Management Manual and other national guidelines or standards and doing so may negatively influence traffic flow or cause safety issues. If the request is contrary to existing guidelines and City staff simply cannot come to consensus on an appropriate solution, a notice will be sent to all parties involved in the process to inform them of the City’s intent to close the matter (See Appendix D). The City will do this in order to prevent a process from continuing when it does not appear a consensus can be reached. City staff reserves the right to bring the process to a close if an agreement cannot be reached within 90 calendar days from the date of the starting date of the request.

The original requesting party (or anyone else that is involved that wants to continue to pursue the request) has the ability to submit a request for a variance (See Appendix E) within 14 calendar days from the date of the notice to close the process. A request for variance shall be submitted to HCD staff. The purpose for the variance is to allow someone to continue to pursue the request even



though it does not meet established guidelines and national standards to which City staff must adhere. The ability of the BOC to consider a variance allows the request to continue forward to another level of the process.

If HCD receives a request for a variance before the deadline, then HCD will contact the Office of City Manager to schedule the request for variance on a Board of Commissioners (BOC) meeting agenda. The matter will be presented to the BOC for its consideration at one of its meetings, as approved for scheduling by the City Manager.

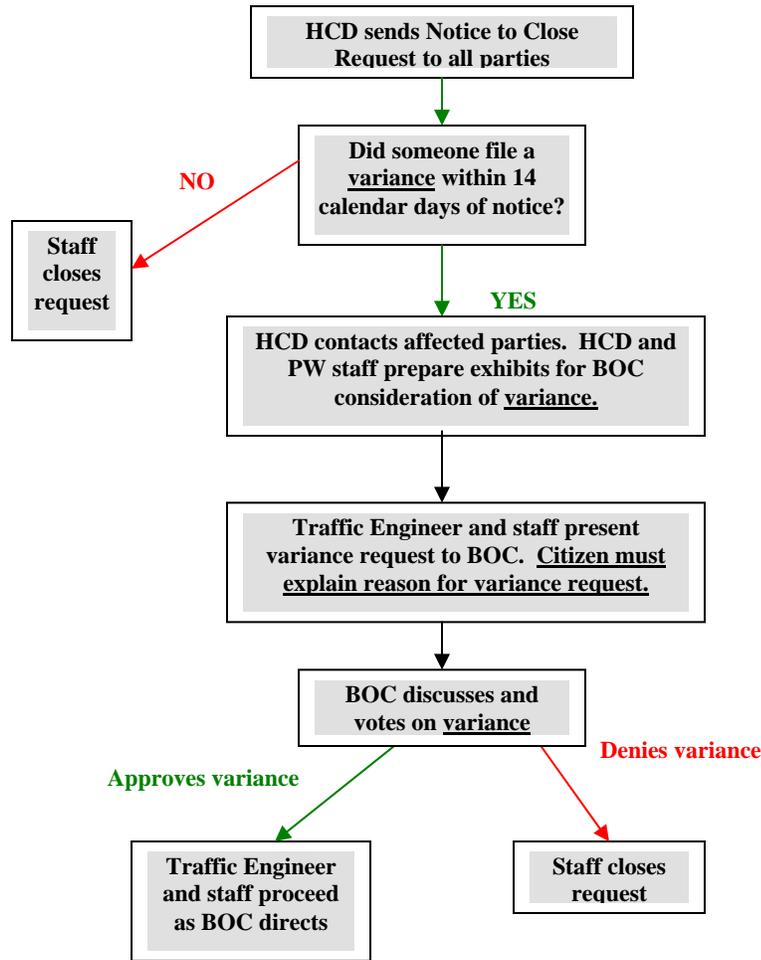
The simplified path in Figure 4 on the next page shows the variance process portion of the traffic-control-change request process. If a request for variance is not filed within 14 calendar days, City staff will close the matter and no solution would be implemented. However, if the deadline for submittal is met, HCD will contact all involved parties and let them know about the request for variance.

Anyone for and/or against the variance should appear at the BOC meeting. If the BOC approves the variance, City staff will act on the request. If the variance request is not approved by the BOC, City staff will close the matter.

It is in the best interest of the party submitting the variance request to be present at the BOC meeting that will review the request. If he or she is not present at the meeting, the variance request may be removed from further consideration and closed.



Figure 4–Variance Path: (Shows Only Variance Path of Policy)



At this point in process, City cannot reach consensus and moves to close request. This path shows how they will proceed with closing a request and where involved parties have an option to request the BOC consider the matter. This is called a variance request.

See Figure 6 for where this path fits into the whole policy flow chart.

Section 3.5 Appeal Process:

When City staff and a consensus of affected parties have agreed on a solution (approval consensus), a notice will be sent to all parties involved in the process that the City intends to proceed with implementation of the solution in the matter. (See Appendix F) This is done in order to prevent a process from being held up indefinitely by one or more parties who oppose the consensus solution. City staff has the right to proceed with a solution if a majority of those affected agrees and the process has taken longer than 90 calendar days.

Any party involved in the discussion that is not in agreement with the solution has the ability to submit a request for an appeal within 14 calendar days from the



date of the notice to proceed (See Appendix G). A request for appeal shall be submitted to HCD staff. The purpose for the appeal is to allow opposing parties the opportunity to stop the solution before it is implemented.

If HCD receives a request for an appeal before the deadline, City staff will contact the opposing party to verify the intent of the appeal. Once confirmed, HCD will contact the Office of City Manager to schedule the request for appeal to appear on a Board of Commissioners (BOC) meeting agenda. The matter will be presented to the BOC for its consideration, at one of its meetings, as approved for scheduling by the City Manager.

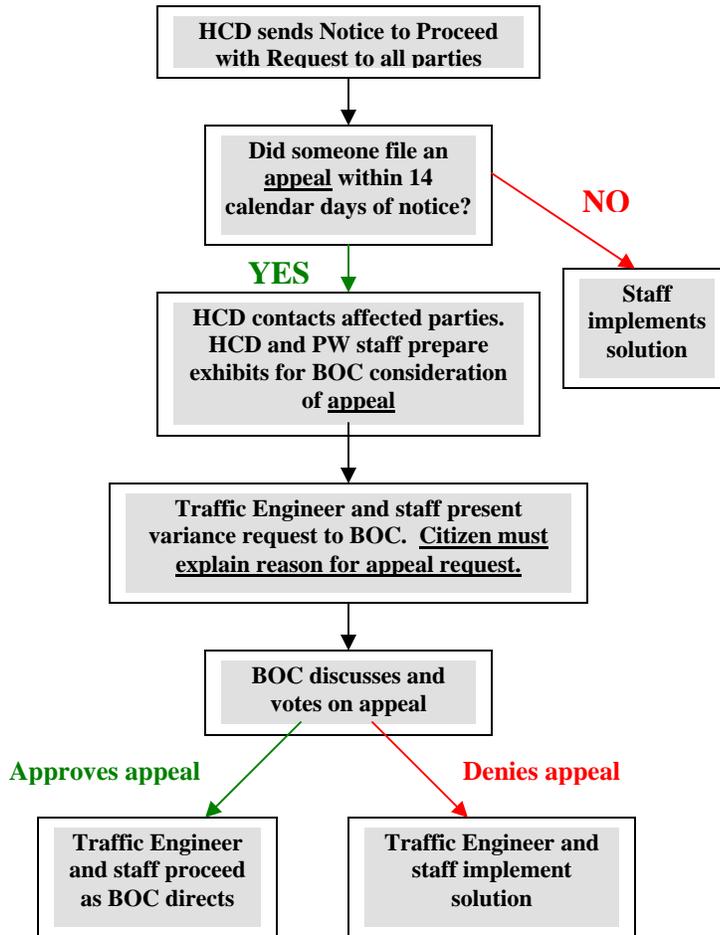
The simplified path in Figure 5 on the next page shows the appeal process portion of the traffic-control-change request process. If there is no appeal filed opposing the proposed solution within 14 calendar days, City staff will implement the solution when time and money allows. However, if the deadline for submittal is met, HCD will contact all involved parties and let them know about the request for appeal.

Anyone for and/or against the appeal should appear at the BOC meeting. If the BOC approves the appeal, City staff will act as directed on the matter by the BOC. If the appeal request is not approved by the BOC, City Staff will proceed with implementation of the agreed solution.

It is in the best interest of the party submitting the appeal request to be present at the BOC meeting that will review the request. If he or she is not present at the meeting, the appeal request may be removed from further consideration and closed.



Figure 5 – Appeal Path: (Shows only Appeal Path of Policy)



At this point in process, City has reached consensus and moves to implement solution. This path shows how City will proceed with a solution and where involved parties have an option to request the BOC to stop the implementation. This is called an appeal request.

See Figure 6 for where this path fits into the whole policy flow chart.

Section 3.6 Extension of Process:

If staff believes they are close to a resolution agreeable to all parties involved or may reach a consensus, City staff may extend the deadline for discussion of a resolution beyond the initial 90 calendar days. A notice will be sent to all parties informing them of the extended deadline to continue discussion on the matter (See Appendix H). When staff extends discussion, they may add up to 90 days to the deadline for finding a solution. Any extension by City staff shall not exceed 90 calendar days, whether consecutive or intermittent, unless directed by the City Manager.



An extension may be necessary in order to attempt to resolve the matter before going to the BOC. There may also be times when insufficient data is available, weather is a contributing factor, peak seasonal traffic is not evident, or other matters that come up which may hinder staff's ability to make the best decision in the matter. The extension option can help provide more time to gather additional information or accomplish other tasks.

Once discussions have met the new deadline, City staff has the right to continue to the next step in the process including proceeding with a solution or closing a request. Notice will again be sent to all involved parties and the same variance/appeal processes may take place. Therefore, any party involved in the solution discussion may still have the opportunity to submit a request for a variance or an appeal within 14 calendar days from the date of this notice.

The specific conditions for extending deadlines may include but are not limited to the following;

1. Large construction project in the traffic request area may change the request, solve the request or simply cause a problem for traffic if the request is addressed during the construction.
2. Large construction project may cause a change to traffic patterns that would change the characteristics of the request when the project is completed.
3. Weather causes delays in studies and information gathering.
4. School being out of session can cause data to not represent the true conditions relating to the traffic request and data collection may need to be held off until schools are back in session.
5. Seasonal considerations where there are traffic patterns that are different than the normal for the rest of the year, such as around Thanksgiving and Christmas, particularly in areas close to shopping.

Section 3.7 Placing Request in a "Holding Pattern":

Sometimes the above described conditions can last for extended periods of time. Road projects in particular can sometimes last years depending of the current phase of the project. It is important for interested parties involved to understand that considering a permanent solution may not be feasible until after such a project is complete and new traffic patterns emerge (See Appendix I). However, there may be short-term solutions that could be appropriate to consider. In the event that there are no short-term solutions, the request for change would be placed in a holding pattern until such time that it is determined the circumstances causing a problem are either completed or no longer exist.

Approval must be provided by the Office of City Manager in order for a request to be placed on hold. Once approval is given, a letter will be sent notifying all involved parties of the need to place the request on hold. City staff will re-



activate the request for change once the conditions have passed or have been completed.

Section 3.8 Limitation on Reintroduction of Request:

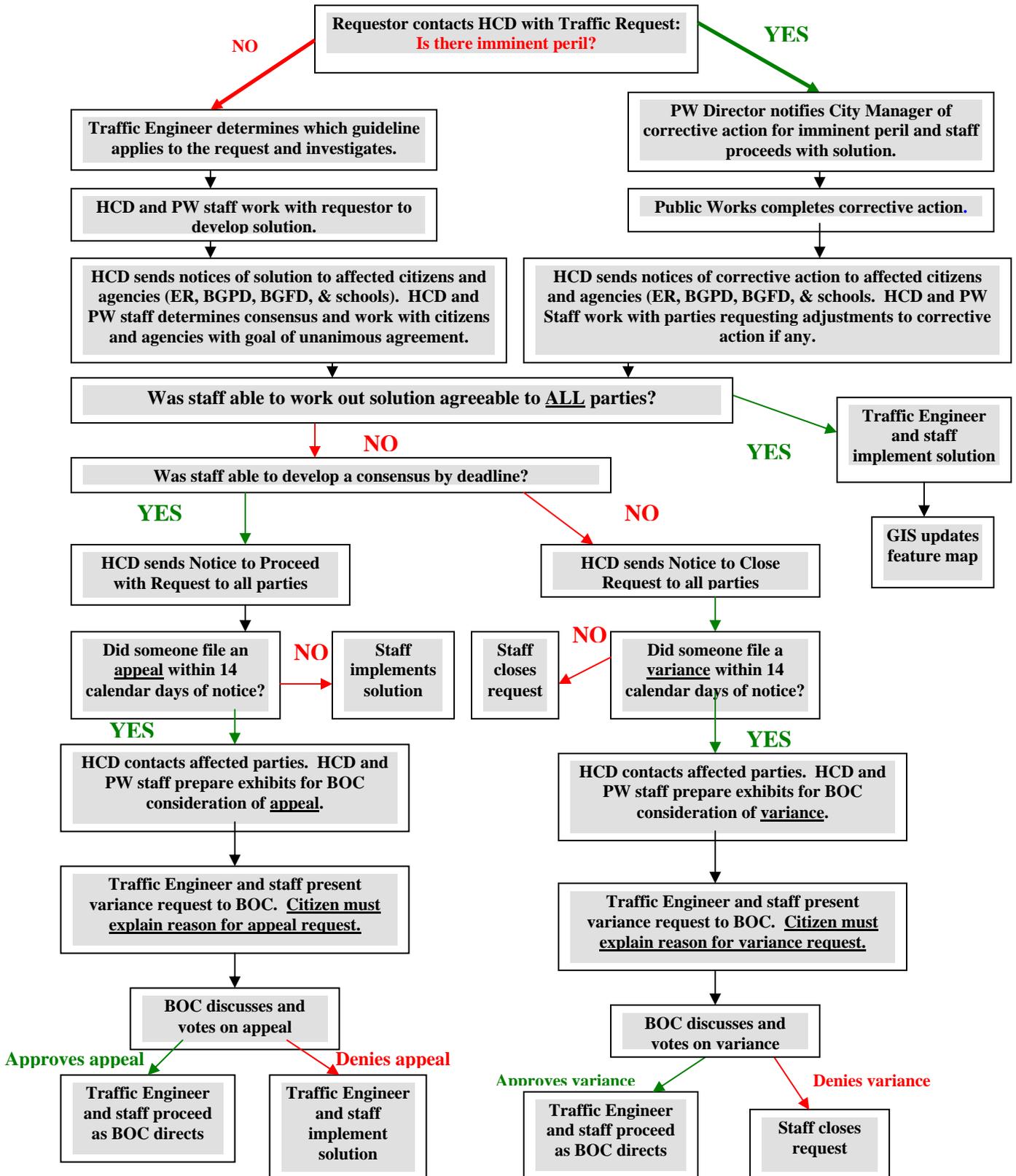
Once a request has gone through the entire traffic request process it is considered closed, regardless of the outcome. The same request, or its counterpart, cannot be presented for reconsideration for a period of at least one year, unless City staff determines that specific conditions or events have changed from the point it was originally considered and went through the process. This is done to prevent requests that have already been reviewed and considered from being reintroduced over and over. Otherwise, a single repeated request could clog the system causing other requests from being considered in an efficient and timely manner. Generally, national guidelines deem data obtained during a traffic study as valid for a period of three years unless something significant happens that would affect traffic patterns.

However, there are certain conditions that may develop which warrant further consideration of a previously closed request and may include but are not limited to the following:

1. There has been a significant growth in traffic volumes in the area (greater than 10% growth) (City staff is allowed to do estimations of this growth).
2. There have been more than five accidents at an intersection within a given year since the last time the request was reviewed. (i.e. accidents that have been reported).
3. There has been a significant change to the roadways in the area near or at the location where the request originated (i.e. new roadway, new connection, change of traffic control, etc).
4. BOC agrees by majority during a public meeting to reconsider a request.
5. Traffic Management Manual and/or national guidelines have changed to where the request might be viable where it had not been before. City staff will make this determination and proceed if necessary.



Figure 6 – Complete Traffic Control Change Request Policy Flow Chart:





APPENDIX A

REQUEST FOR CHANGE of TRAFFIC CONTROL CONDITIONS



APPENDIX B

ENGINEER'S RECOMMENDATION

(Completed at the point where one of the solutions is reached)



ENGINEER'S RECOMMENDATION

Project ID # _____

Recommendation:

Solution is unanimously approved: _____

Solution is consensus approved: _____

Variance is required for solution: _____: See applicable guideline discussion below.

Comments (attach additional pages if necessary)

Location:

History of Request if applicable:

Recommendation:

In Lieu options if applicable:

If variance, then requires variance on _____.

If variance, then would require the following to meet requested solution.

Agency Representative:

Name:

Position: Traffic Engineer

Date:

Signature: _____



APPENDIX C

PUBLIC WORKS DIRECTOR'S RECOMMENDATION

(Completed at the point where one of the solutions is reached)



PUBLIC WORKS DIRECTOR'S RECOMMENDATION

To: Board of Commissioners
Thru: City Manager
From: Public Works Director
Date:

Re: Traffic Control Change Request for:

The Department of Public Works recommends (approval) (denial). Basis for the traffic control change request (check appropriate basis for request):

Imminent Peril Immediate Solution _____

New Infrastructure Addition _____

Traffic Control Change Request _____

Project ID number: _____

Description of traffic issue and basis for recommendation (use attached sheets if necessary):

Description:

Recommendation:



APPENDIX D

NOTICE of CLOSING DISCUSSIONS and REQUEST

(Can not reach consensus without variance)



EXAMPLE

Date:

RE: NWWO20##-##### Request Name

Attn: Name of affected or involved party
Address of same party

Dear Name of affected or involved party,

Insert body of letter discussing request.

Insert body of letter discussing proposed solution. (Attach drawings if any).

Since we are unable to reach a resolution to this matter based on approved guidelines and with involved party consensus, this letter serves as a notification of our intent to close the above-described request. If you oppose closing this request please fill out a request for variance form (see enclosed form) and submit it to HCD staff by _____. If no request for variance forms are received by the deadline we will move to close the request.

Please understand in filling out the request for variance form you will need to attend the Board of Commissioners meeting when the City presents the matter for consideration and explain why you believe this request should go forward. City staff will notify you when the Office of City Manager has scheduled the matter on the Board of Commissioners agenda.

Please note that closing the request removes this matter from consideration for a period of at least one year.

Please contact me directly should you have any additional questions or comments.

Sincerely,

Mark Absher, E.I.T.
Civil Engineer Public Works

CC: Karen Foley, Neighborhood Action Coordinator



APPENDIX E

REQUEST VARIANCE FORM

(Unable to reach solution without variance from standards)



APPENDIX F

Notice of reaching Consensus Letter

(Unable to reach solution without variance from standards)



Date:

RE: NWWO20##-##### Request Name

Attn: Name of affected or involved party
Address of same party

EXAMPLE

Dear Name of affected or involved party,

Insert body of letter discussing request.

Insert body of letter discussing proposed solution. (Attach drawings if any).

We have reached a consensus with the majority of the parties involved in this matter. In an effort to move forward with this traffic request this letter is to serve as a notification of the City's intent to proceed with the proposed solution as described above. We do not believe we can reach a unanimous resolution in this matter and continued discussions are not likely to yield unanimous agreement.

If you oppose this solution please fill out an appeal form (see enclosed form) and submit it to HCD staff by _____. If no appeals are received by the deadline, we will move forward with the consensus solution.

Please note that once we have passed the deadline without having an appeal, the City will implement the proposed solution when time and money allow.

Please understand in filling out the request for appeal form you will need to attend the Board of Commissioners meeting when the City presents the matter for consideration and explain why you believe this request should be closed or stopped. City staff will notify you when the Office of City Manager has scheduled the matter on the Board of Commissioners agenda.

Please contact me directly should you have any additional questions or comments.

Sincerely,

Mark Absher, E.I.T.
Civil Engineer Public Works

CC: Karen Foley, Neighborhood Action Coordinator



APPENDIX G

Appeal Request

(City staff has reached consensus and will proceed if no appeal is filed)



REQUEST FOR PROCEDURAL APPEAL FOR NWW0-_____

Primary point of contact:

Name: _____ Address: _____ Day phone: _____

Additional Contacts	Address	Day phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Neighborhood: _____ Today's date: _____

Why do you oppose the proposed solution?

Do you have an alternative solution for the City to consider? If so please explain proposed counter solution in detail. (Feel free to attach additional pages if necessary).

Do you support the original requestor for the above request: _____
(If the answer is YES then please see request for variance form):

Please return the completed request form to:
City of Bowling Green, ATTN: HCD - TCCR
1017 College Street, Bowling Green, KY 42102
Phone: (270) 393-3444 Fax (3077)

For Office Use Only

Date City Sent Notice to Proceed: _____ Deadline for Appeal Submittal _____

Date Appeal Form Received _____

BOC Decision and Date: Approved _____ Denied _____



APPENDIX H

Notice of Continuation of Discussions

(City staff feels discussions will result in a solution but need more time)



Date:

RE: NWWO20##-##### Request Name

EXAMPLE

Attn: Name of affected or involved party
Address of same party

Dear Name of affected or involved party,

Insert body of letter discussing request.

Insert body of letter discussion proposed solution. (Attach drawings if need to do so).

We are sending out this letter as a notification of our intent to continue discussions beyond the original deadline. We believe we can reach an agreement with all involved parties on the matter based on guidelines and involved party consensus since continued discussions on the matter will likely result in an agreed resolution.

We are extending the deadline to _____.

Please contact me directly should you have any additional questions or comments.

Sincerely,

Mark Absher, E.I.T.
Civil Engineer Public Works

CC: Karen Foley, Neighborhood Action Coordinator



APPENDIX I

Notice of Placing Request on Hold

(City staff feels conditions in the area require placing the request on hold at this time)



Date:

RE: NWWO20##-##### Request Name

Attn: Name of affected or involved party
Address of same party

EXAMPLE

Dear Name of affected or involved party,

Insert body of letter discussing request.

Insert body of letter discussion proposed solution. (Attach drawings if need to do so).

We are sending out this letter as a notification of our intent to place the request on hold because conditions that could affect the area of the traffic request appear to be long term. We do not want to close the request because we believe we might be able to address your concerns once the conditions in the area causing a delay have passed.

We are placing the request on hold until _____.

Please contact me directly should you have any additional questions or comments.

Sincerely,

Mark Absher, E.I.T.
Civil Engineer Public Works

CC: Karen Foley, Neighborhood Action Coordinator



APPENDIX J

Response forms sent to PD, FD, EMS, and School Transportation Systems

(Sent out to involve those agencies in solution)



**EMERGENCY SERVICE PROVIDER / SCHOOL TRANSPORTATION
OFFICIALS RECOMMENDATION**

Emergency Service Agency: BGPD _____ BGFD _____ EMS _____

School District Transportation Agency:

Bowling Green City _____ Warren County _____

Review of request and proposed plan for traffic control change – Project ID
#NWWO201#-####

Please review and comment upon the attached request for traffic control change and return this form and any comments to Housing and Community Development-TCCR, Attn: Karen Foley, not later than _____.

Recommendation:

Recommend disapproval, with comment (below): _____

Approval, without comment: _____

Approval, with comment / recommended revision (below): _____

Comments (attach additional pages if necessary):

Agency Representative:

Name:

Position:

Date:

Signature: _____