

City of  
Murray,  
Kentucky:  
Traffic  
Control  
Request  
Policy

2013



Table of Contents

**Section 1 Traffic Request Processing** ..... 5

    Section 1.1 Traffic Request Processing ..... 5

    Section 1.2 Types of Change Requests..... 5

    Section 1.3 Traffic Control Request Solutions..... 5

    Section 1.4 Zone of Influence (Affected Areas) ..... 6

    Section 1.5 Items Not Considered for Change ..... 6

**Section 2 Traffic Requests Not Changing Existing Conditions**..... 9

    Section 2.1 Types of Non-Traffic Control Change Requests (Non-TCCR)..... 9

    Section 2.2 Special Condition Sign ..... 10

**Section 3 Traffic Requests Changing Existing Conditions**..... 12

    Section 3.1 Types of Traffic Control Change Requests (TCCR)..... 12

    Section 3.2 Traffic Control Change Requests (TCCR) Process ..... 13

    Section 3.3 Request for Variance from Standards and Appeal Process..... 15

    Section 3.4 Variance Process ..... 17

    Section 3.5 Appeal Process ..... 19

    Section 3.6 Extension of Process..... 21

    Section 3.7 When a Request can be placed in a “Holding Pattern” ..... 21

    Section 3.8 When a Request can be Re-introduced Once Reviewed..... 22

**List of Tables**

**Table 1 Items or Issues not Considered** ..... 8

**Table 2 Non-TCCR Examples** ..... 10

**Table 3 TCCR Examples**..... 13

**List of Figures**

Figure 1 Non-Traffic Control Change Request Process Chart..... 11

Figure 2 Typical TCCR Process Chart (No Resistance) ..... 14

Figure 3 Typical TCCR Process Chart (with Resistance) ..... 16

Figure 4 Variance Path Process Chart (Shows Only Variance Path of Policy) ..... 18

Figure 5 Appeal Path Process Chart (Shows Only Appeal Path of Policy) ..... 20

Figure 6 Traffic Control Change Request (TCCR) Process Chart (Complete Path of Policy) ..... 23

**List of Appendices**

Appendix A: Request for Change of Traffic Control Conditions Form ..... 25

Appendix B: Traffic Safety Committee Recommendations Form ..... 29

Appendix C: Traffic Safety Committee’s Proposed Solutions Letter ..... 33

Appendix D: Notice of Intent to Close Request Letter ..... 37

Appendix E: Request for Variance Form..... 41

Appendix F: Notice of Reaching Consensus Letter ..... 45

Appendix G: Request for Appeal Form ..... 49

Appendix H: Notice of Continuation of Discussions Letter ..... 53

Appendix I: Notice of Placing Request On-Hold Letter ..... 57

**City of Murray**  
**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, a member of the city staff or an elected official, asking the city to look at a problem. Once a request is received, the City's Street Department Superintendent reviews it. The Street Superintendent shall determine the type of change request and what actions should be taken, if any, by reviewing the City of Murray Traffic Management Manual and national guidelines along with Local, State and Federal Regulation. The Street Superintendent shall forward to the Traffic Safety Committee the appropriate type of change request, discuss solutions with all affected parties; and assist in determining a solution, if any.

National guidelines are publications developed by the Federal Highway Administration and other nationally recognized organizations such as the American Traffic Safety Services Association (ATSSA); the Institute of Transportation Engineers (ITE), and the American Association of State Highway and Transportation Officials (AASHTO) to help engineers and government officials make decisions based on national and local studies and experiences by others.

In addition to the national guidelines, the City has implemented the Traffic Management Manual to provide the Traffic Safety Committee 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 the City staff uses. The Traffic Management Manual is a set of policies and guidelines the City uses in reviewing traffic requests and are based on national and local experience, as well as national and local regulations, guidelines and statutes.

**Section 1.2 Types of Change Requests:**

Traffic requests are broken into two types of requests:

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 the Traffic Safety Committee receives a request, they will attempt to develop a solution that all involved parties will unanimously approve (unanimous approval solutions). When unanimous approval for a solution is achieved, the Traffic Safety Committee 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 the City 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. The Traffic Safety Committee will strive to include all affected parties in the request process.

The Traffic Safety Committee will work closely together to determine the appropriate zone of influence. 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.

EMS and school 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.

**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, curb painting, stop signs, street name signs, etc). Traffic control change requests are not required for these locations because the City’s staff has already worked with developers on specific needs prior to or during construction. City 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 City Council 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 Street Department 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 standards 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 a significant danger present or 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 roadway’s 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 –Items or Issues Not Considered**

<b>Items Not Considered</b>
Speed Humps, Tables, etc.
Children at Play Signs
Non-Standard Traffic Control Devices
Stop Signs At Other Than Intersections
Crosswalks at 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-TCCR: (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. Traffic signal not working;
11. Vehicles driving off into yards;
12. Directional arrows showing existing turn lanes (not changing just clarifying);
13. Sight distance issues, such as vegetation blocking sight distance;
14. Stop signs missing stop lines or move stop line;
15. No outlet or dead-end signs;
16. Curve warning signs where drivers are concerned about curves; and
17. 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 – Non-TCCR Examples**

<b>Non-TCCR Examples</b>
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 Traffic Control (TTC) signs which are used to direct traffic with regard to new or on-going construction, utility, or maintenance projects and special events such as parades. These signs still must meet guidelines and standards, 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 bicycle lanes where none exist;
9. Parking removal, that involves whole sections of roadways or go beyond those in the on-street parking manual;
10. Change of a parking time/period (i.e. converting parking into limited time parking, or removing parking limitations);
11. Change of parking space to loading/unloading;
12. Adding handicapped parking space;
13. Adding mid-block crosswalks;
14. Adding crosswalks at intersections where crossing traffic is not stopped nor has a traffic signal;
15. Change of speed limit;
16. Converting yield sign to/from stop sign;
17. Changing existing turn lanes (not just clarifying existing);
18. Sight distance issues where a stop sign would meet guidelines for installation;  
and
19. 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 – TCCR Examples**

<b>TCCR Examples</b>
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 Bicycle Lanes
Significant Parking Removal
Unloading/Loading Zones
Adding Handicapped Parking
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

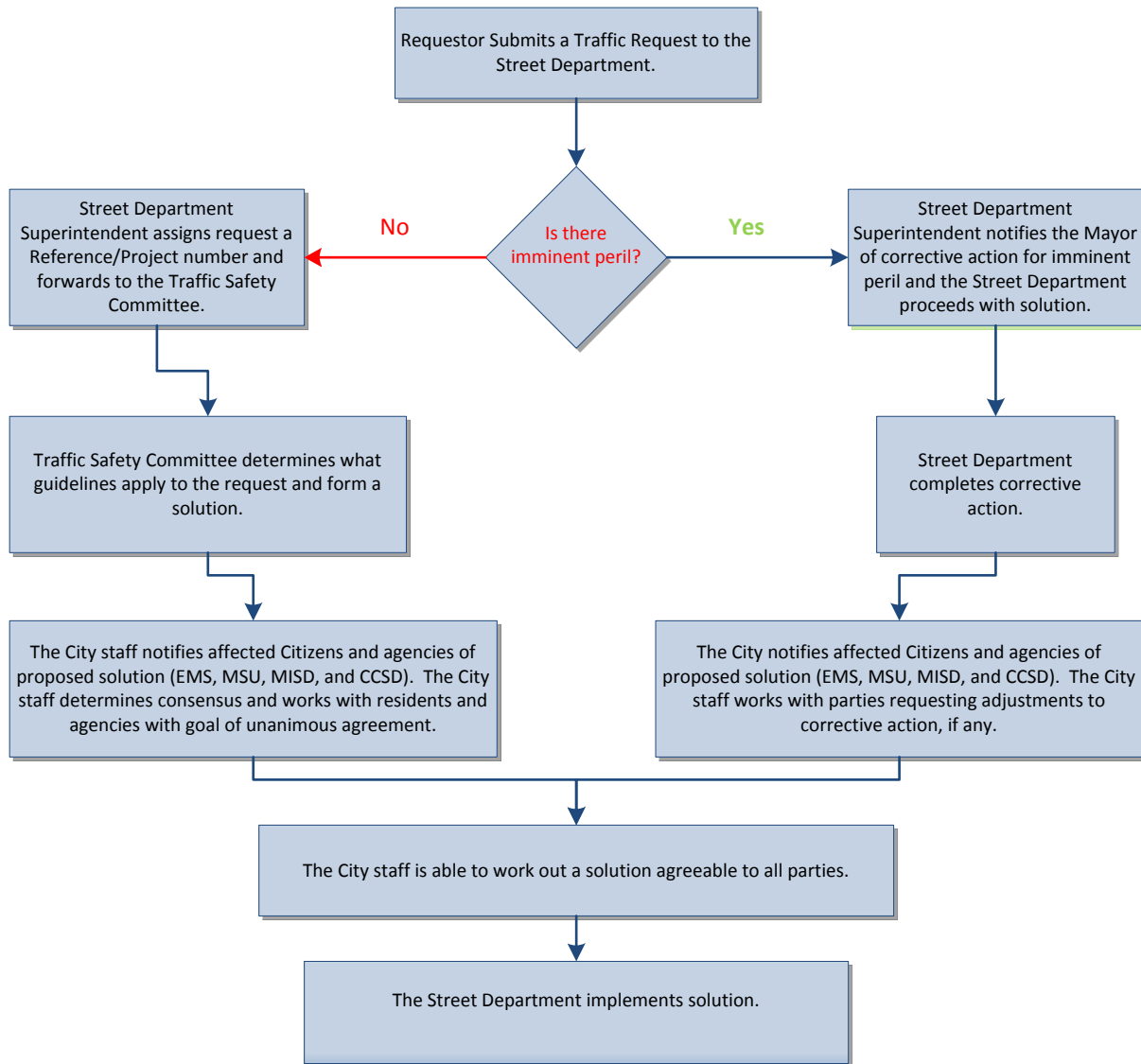
These tend to be ones that involve significant staff time and more involvement from the community or area affected than non-TCCR type requests. Most would follow Figure 2 on page 9 if there is no resistance to solution.

### **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. The Street Superintendent asks the requestor to fill out a Traffic Control Change Request form (See Appendix A). Once the completed request form is received, the request will be assigned a reference number and forwarded to the Traffic Safety Committee for consideration.

The Traffic Safety Committee will investigate what actions, if any, should be taken by reviewing the Traffic Management Manual and national guidelines and standards to determine an appropriate or best solution. All affected parties will be notified of the Traffic Safety Committee's decision and if all parties involved agree with the solution (See Appendix C), then the City 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:**

The City staff has a goal of developing a solution that has unanimous approval by all parties involved in the request's solution. However, sometimes, that is simply not possible. In such cases, the City 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 Public Safety Committee of the City Council 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 may strongly oppose the proposed solution. In which case, the opposing party can request the matter be appealed to the Public Safety Committee of the City Council for consideration before the solution is implemented.

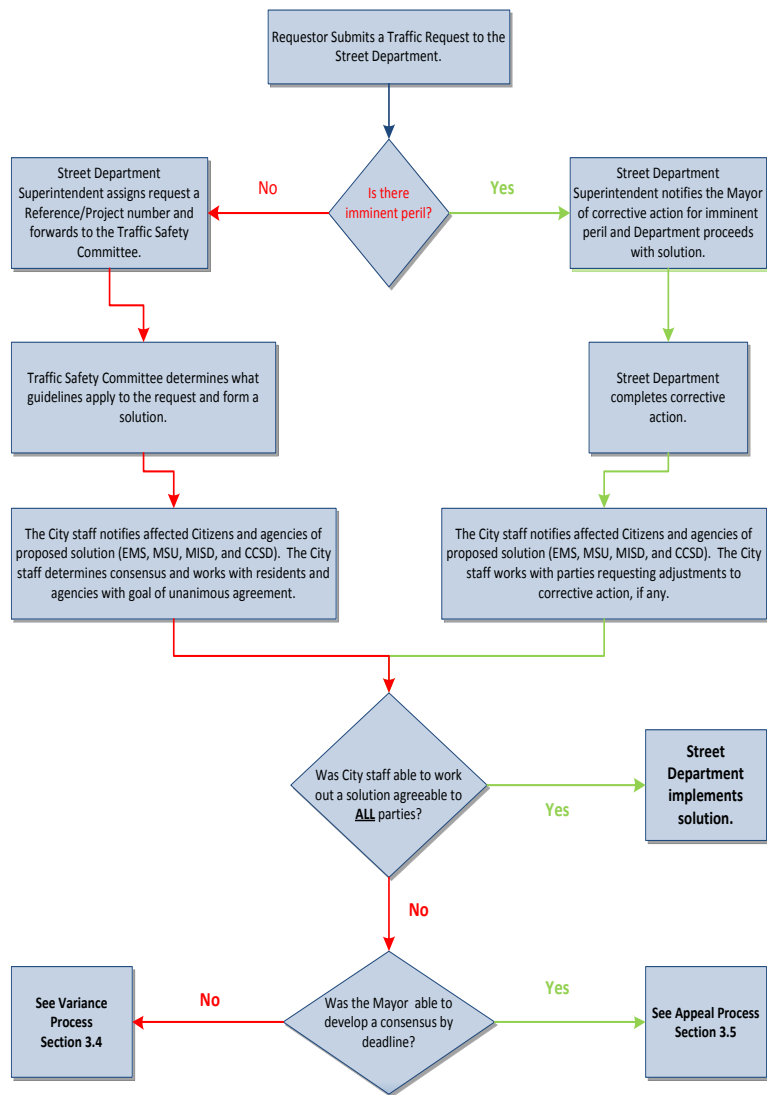
If an amicable solution cannot be achieved by the City that results in a consensus, the City may be placed in the position to end all discussions and close the matter without a solution, because to compromise anymore would be a significant departure from the Traffic Management Manual and/or national guidelines or standards. In such cases, the City staff and the Mayor 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 Public Safety Committee of the City Council.

In simple terms, if the Mayor is able to develop a consensus and the City is able to implement the solution, any involved party can file a request form to stop the City from implementing the solution until the Public Safety Committee of the City Council 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 Public Safety Committee of the City Council to vary from the approved standards. (See Figure 3 on the next page.)

In other words, in typical circumstances, the City staff and the Mayor, 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 the 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 Public Safety Committee of the City Council.

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 the City staff and the Mayor shall attempt 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 a consensus cannot be developed 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. The City 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.

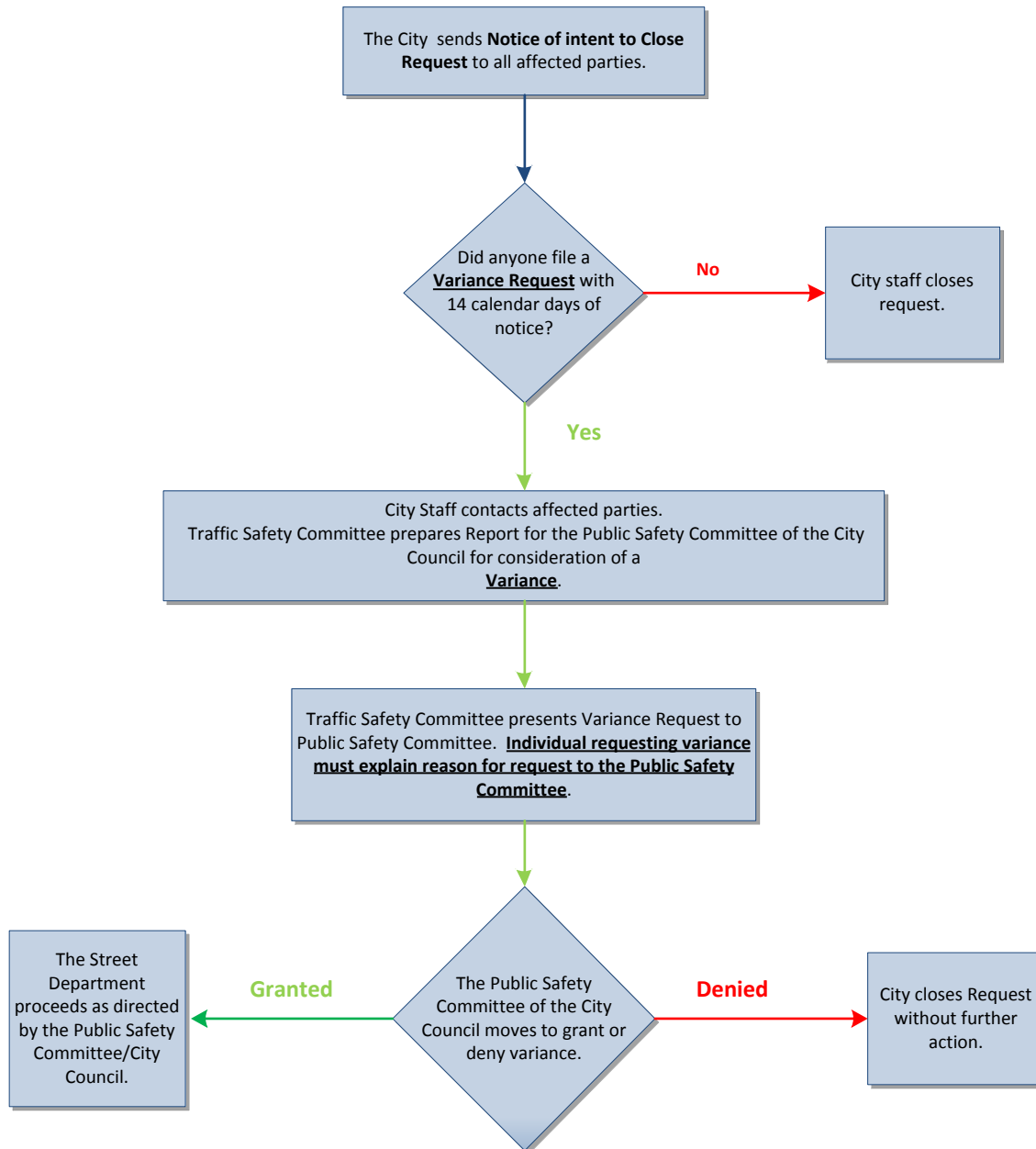
The original requesting party (or anyone else that is involved that wants to continue to pursue the request) has the ability to submit a request for a variance (See Appendix E) within 14 calendar days from the date of the notice to close the process. A request for variance shall be submitted to the City. 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 must adhere. The ability of the Public Safety Committee of the City Council to consider a variance allows the request to continue forward to another level of the process.

If the City receives a request for a variance before the deadline, the Mayor will contact the City Clerk to schedule the Request for Variance on the City Council Meeting Agenda. The matter will be presented to the Public Safety Committee for its consideration at one of its meetings, as approved for scheduling by the Mayor.

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, the City will close the matter and no solution will be implemented. However, if the deadline for submittal is met, the Traffic Safety Committee 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 Public Safety Committee meeting. If the Public Safety Committee grants the variance, the City will act on the request. If the variance request is denied by the Public Safety Committee, the City will close the matter.

It is in the best interest of the party submitting the variance request to be present at the City Council 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, the City cannot develop a 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 Public Safety Committee of the City Council 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 the Mayor, the Traffic Safety Committee 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. The Mayor 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 the City. The purpose for the appeal is to allow opposing parties the opportunity to stop the solution before it is implemented.

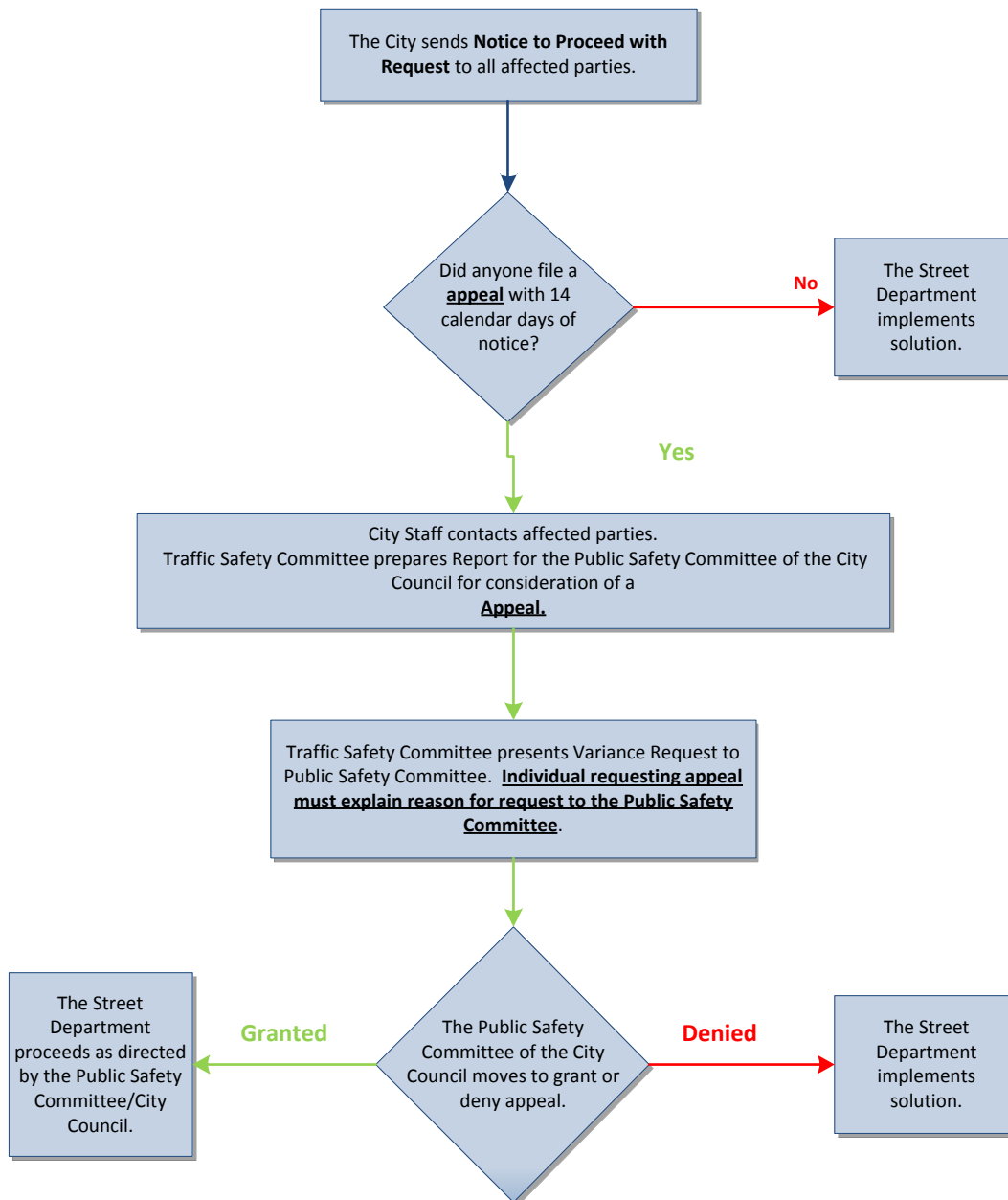
If the City receives a request for an appeal before the deadline, City staff will contact the opposing party to verify the intent of the appeal. Once confirmed, the City will contact the City Clerk to schedule the Request for Appeal to appear on the City Council Meeting Agenda. The matter will be presented to the Public Safety Committee of the City Council for its consideration, at one of its meetings, as approved for scheduling by the City Mayor.

The simplified path in Figure 5 on the next page shows the appeal process portion of the Traffic Control Change Request (TCCR) process. If there is no appeal filed opposing the proposed solution within 14 calendar days, the City will implement the solution when time and money allows. However, if the deadline for submittal is met, the Traffic Safety Committee 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 City Council meeting. If the Public Safety Committee grants the appeal, the City staff will act as directed on the matter by the Public Safety Committee. If the appeal request is denied by the Public Safety Committee, the City 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 City Council 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, the 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 Public Safety Committee of the City Council 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 the City believes they are close to a resolution agreeable to all parties involved or may reach a consensus, the City 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 the City extends discussion, they may add up to 90 days to the deadline for finding a solution. Any extension by the City shall not exceed 90 calendar days, whether consecutive or intermittent, unless directed by the Mayor.

An extension may be necessary in order to attempt to resolve the matter before going to the City Council. 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, the City 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.

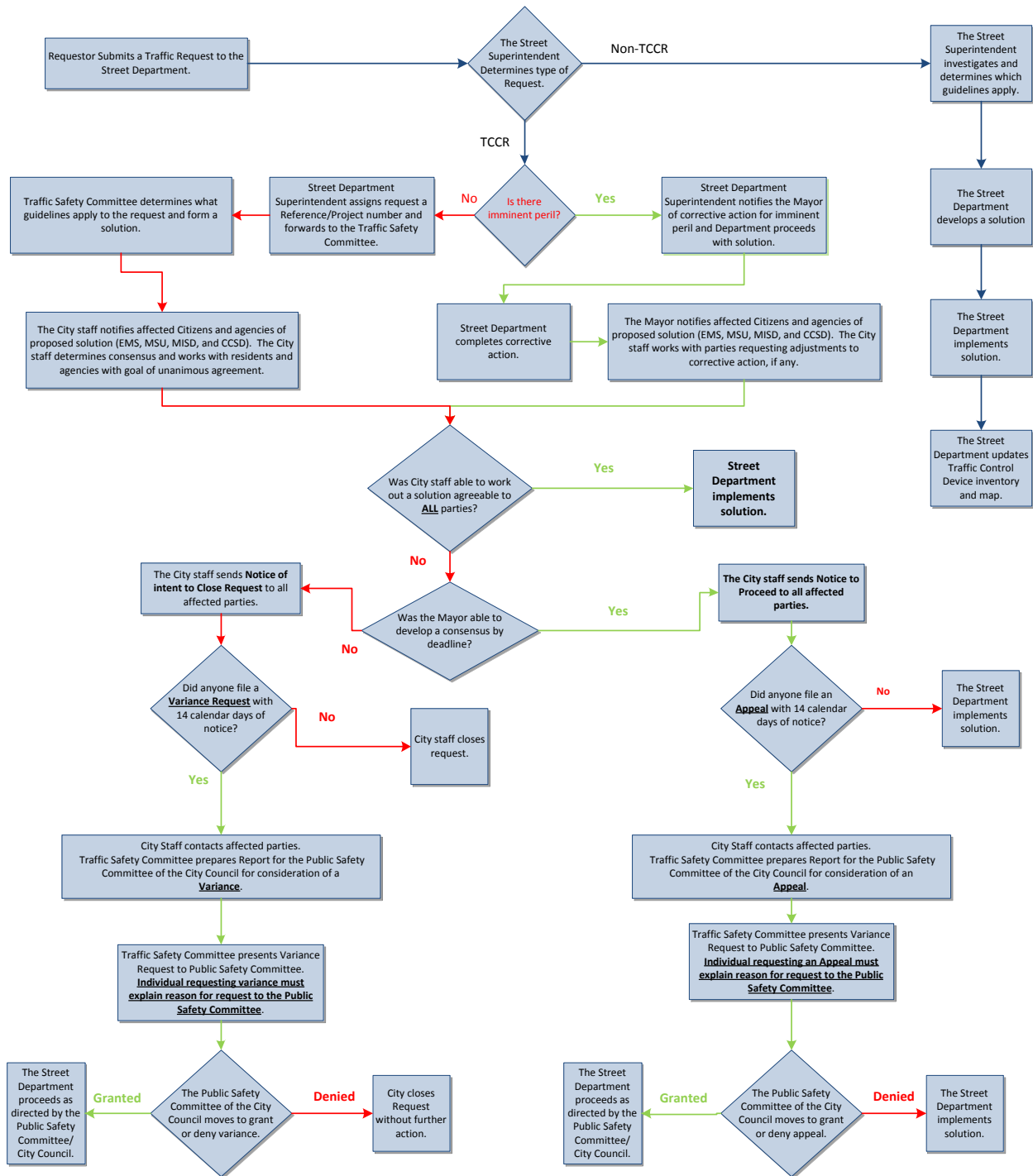
Approval must be provided by the Office of Mayor in order for a request to be placed on hold. Once approval is given, a letter will be sent notifying all involved parties of the need to place the request on hold. The City will reactivate the request for change once the conditions have passed or have 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 the City 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. The Public Safety Committee 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. The Traffic Safety Committee 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 FORM**



**REQUEST FOR CHANGE of TRAFFIC CONTROL CONDITIONS**

Primary point of contact: \_\_\_\_\_ Today's date: \_\_\_\_\_

Name: \_\_\_\_\_ Address \_\_\_\_\_ Day phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Additional Contacts                      Address                      Day phone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What is the location(s) of the change you propose and the reason for your request?  
(Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of traffic condition change requested (e.g. parking, STOP sign, direction of flow, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return the completed request form to:

City of Murray Street Department  
ATTN: Street Superintendent  
200 Andrus Drive  
Murray, Kentucky 42071

Phone: (270) 762-0336 Fax (270)762-0379

**For Office Use Only**

Reference number: \_\_\_\_\_ Date Application Received \_\_\_\_\_

Date Preliminary Analysis Completed: \_\_\_\_\_ Date Solution Proposed: \_\_\_\_\_

Solution is Approved: \_\_\_ Unanimously \_\_\_ By Consensus. Variance is required for Solution: \_\_\_\_\_

Public Safety Committee Decision and Date: Approved \_\_\_\_\_ Denied \_\_\_\_\_



# **APPENDIX B**

## **Traffic Safety Committee Recommendations**



<b>CITY OF MURRAY</b>	Reference #: TCCR- _____
<b>Traffic Safety Committee Recommendations</b>	
Referred To: _____ Street Superintendent _____	Date: _____ Dept. Street
Recommendations/Instructions: _____	
Authorized By: _____	
Referred To: _____ Director of Planning and Engineering _____	Date: _____ Dept. P&E
Recommendations/Instructions: _____	
Authorized By: _____	
Referred To: _____ Police Chief _____	Date: _____ Dept. MPD
Recommendations/Instructions: _____	
Authorized By: _____	
Referred To: _____ Fire Chief _____	Date: _____ Dept. MFD
Recommendations/Instructions: _____	
Authorized By: _____	
Proposed Solution:	
Completed By: _____ Date: _____	





## **APPENDIX C**

### **Traffic Safety Committee's Proposed Solution Letter**



EXAMPLE

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

RE: Traffic Safety Committee's Solution to TCCR-YYYY-N [Insert Type of Change]

Dear Resident:

The Traffic Safety Committee for the City of Murray has determined that your address falls within the "Zone of Influence" that this Traffic Control Change Request will affect.

[Insert body of letter discussing Request.]

[Insert body of letter discussing Proposed Solution.]

In an effort to better serve the residents of the City of Murray, the Traffic Safety Committee wishes to extend to you as an affected party, the opportunity to express your opinion regarding this matter and to enable the City to determine if a consensus of the affected parties agrees with the proposed solution. If you provide no response in this matter it will be assumed that you are in agreement with the proposed solution.

Please contact me at (270)762-0366 or via e-mail at [Ron.Allbritten@murrayky.gov](mailto:Ron.Allbritten@murrayky.gov) if you would like more information or to express your opinion in this matter.

Sincerely,

Ron Allbritten  
Street Department Superintendent  
City of Murray, Kentucky



## **APPENDIX D**

**Notice of Intent to Close Request  
(Consensus cannot be reached without variance)**



**EXAMPLE**

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

RE: Notice of Intent to Close TCCR-YYYY-N [Insert Type of Change]

Dear Resident:

[Insert body of letter discussing Request.]

[Insert body of letter discussing Proposed Solution.]

The city is unable to reach a resolution to this matter based on approved guidelines and standards with involved party consensus; this letter serves as notification of the City's 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 the Street Department by [inset date]. If no request for variance forms are received by the deadline the City will move to close the request.

Please understand in filling out the Request for Variance Form, you will need to attend Public Safety Committee meeting, when the Traffic Safety Committee presents the matter for consideration and explain why you believe the request should proceed. You will be notified of the date and time when this matter is scheduled on the City Council Meeting Agenda.

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

Please contact me at (270)762-0366 or via e-mail at [Ron.Allbritten@murrayky.gov](mailto:Ron.Allbritten@murrayky.gov) should you have any additional questions or comments.

Sincerely,

Ron Allbritten  
Street Department Superintendent  
City of Murray, Kentucky

Enclosures: 1





# **APPENDIX E**

## **Request for Variance Form**



**REQUEST FOR PROCEDURAL VARIANCE FOR TCCR-**\_\_\_\_\_

Primary point of contact: \_\_\_\_\_ Today's date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Day phone: \_\_\_\_\_

Additional Contacts                      Address                      Day phone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Why do you believe there needs to be a variance to the guidelines and the City should continue to consider the request?

Please return the completed request form to:  
City of Murray Street Department  
ATTN: Street Superintendent  
200 Andrus Drive  
Murray, KY 42071

Phone: (270) 762-0366 Fax (270)762-0379

**For Office Use Only**

Date City Sent Notice to Close: \_\_\_\_\_ Deadline for Variance Submittal \_\_\_\_\_

Date Variance Application Received: \_\_\_\_\_

Public Safety Committee Decision and Date: Approved \_\_\_\_\_ Denied \_\_\_\_\_



# **APPENDIX F**

## **Notice of Reaching Consensus Letter**



## EXAMPLE

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

RE: Notice of Reaching Consensus for TCCR-YYYY-N [Insert Type of Change]

Dear Resident:

[Insert body of letter discussing Request.]

[Insert body of letter discussing Proposed Solution.]

The city has 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 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 to the Street Department by [Insert Date]. 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 allows.

Please understand in filling out the Request for Appeal Form, you will need to attend Public Safety Committee meeting, when the Traffic Safety Committee presents the matter for consideration and explain why you believe the request should closed or stopped. You will be notified of the date and time when this matter is scheduled on the City Council Meeting Agenda.

Please contact me at (270)762-0366 or via e-mail at [Ron.Allbritten@murrayky.gov](mailto:Ron.Allbritten@murrayky.gov) should you have any additional questions or comments.

Sincerely,

Ron Allbritten  
Street Department Superintendent  
City of Murray, Kentucky





# APPENDIX G

## Request for Appeal Form



**REQUEST FOR PROCEDURAL APPEAL FOR TCCR-**\_\_\_\_\_

Primary point of contact: \_\_\_\_\_ Today's date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Day phone: \_\_\_\_\_

Additional Contacts                      Address                      Day phone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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. (Please attach additional pages if necessary.)

Please return the completed request form to:  
City of Murray Street Department  
ATTN: Street Superintendent  
200 Andrus Drive  
Murray, KY 42071

Phone: (270) 762-0366 Fax: (270)762-0379

<b>For Office Use Only</b>	
Date City Sent Notice to Proceed: _____	Deadline for Appeal Submittal _____
Date Appeal Form Received: _____	
Public Safety Committee Decision and Date: Approved _____ Denied _____	



# APPENDIX H

## Notice of Continuation of Discussions



**EXAMPLE**

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

RE: Notice of Continuing Discussions for TCCR-YYYY-N [Insert Type of Change]

Dear Resident:

[Insert body of letter discussing Request.]

[Insert body of letter discussing Proposed Solution.]

The City is providing this letter as notification of our intent to continue discussions beyond the original deadline. The city believe an agreement can be reached with all parties on the matter based on guidelines and involved party consensus since continued discussions on the matter will likely result in an agreed resolution.

The City is extending the deadline to [Insert Date].

Please contact me at (270)762-0366 or via e-mail at [Ron.Allbritten@murrayky.gov](mailto:Ron.Allbritten@murrayky.gov) should you have any additional questions or comments.

Sincerely,

Ron Allbritten  
Street Department Superintendent  
City of Murray, Kentucky





# APPENDIX I

## Notice of Placing Request on Hold



EXAMPLE

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

RE: Notice of Hold on Request for TCCR-YYYY-N [Insert Type of Change]

Dear Resident:

[Insert body of letter discussing Request.]

[Insert body of letter discussing Proposed Solution.]

The City is providing this letter as 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. The City does not want to close the request because we believe we might be able to address your concerns once the conditions in the area causing delay have passed.

The City is extending the deadline to [Insert Date].

Please contact me at (270)762-0366 or via e-mail at [Ron.Allbritten@murrayky.gov](mailto:Ron.Allbritten@murrayky.gov) should you have any additional questions or comments.

Sincerely,

Ron Allbritten  
Street Department Superintendent  
City of Murray, Kentucky

