

## **Step 1: Initial Request**

Concerns should be submitted to the Traffic Safety Committee (TSC). The TSC will briefly review the request and determine whether the traffic concerns are valid for further exploration.

- **Advisory signs** - The Committee will review City policy and follow up with a letter informing the requester of the action.
- **Regulatory signs** - The Committee will consult City policy and may require the completion of a petition to validate the requester's concerns.
- **Other improvement requests** - If considerable data collection is needed, a petition circulated within the requester's neighborhood is required. Those requesting the improvement will be sent a letter explaining this process along with the petition form and a map outlining the petition area.

## **Step 2: Application/Petition Process**

Petitions need signatures from 35 percent of the households or businesses in the petition area to be successful. The completed petition shall be returned to the TSC for further review. The neighborhood must appoint a contact person to serve as the liaison to the TSC.

Upon the City's receipt of the completed petition, the request will be placed on the TSC agenda to be discussed at length. The Committee will evaluate the concern, discuss potential Neighborhood Traffic Management devices for solving the issue, and determine the studies and observations necessary in proving a problem exists.

## **Step 3: Data Collection**

The TSC will gather all necessary information regarding the concerns of the applicant, such as location, description and geometrics of affected streets, traffic counts and traffic speeds, accident history, pedestrian and bicycle activity, surrounding land use, signage, presence of sidewalks and any other relevant information.

If the data fails to verify that a problem exists, a letter will be sent to the neighborhood contact to inform them that their request has been denied.

If the data confirms that improvements are necessary, the TSC will send a letter informing requester of action to be taken.

## **Step 4: Presentation to City Council**

If recommended action requires Council approval or if action is funded by assessment, it will be presented to City Council. The City Council may conduct a public hearing, in accordance with MS429, to determine whether to implement the project or not. At this hearing, the estimated cost of the project and any proposed special assessments will be presented.

The Council will decide if the project should be ordered or denied.

## **Step 5: Project Design and Implementation**

The TSC may decide to install certain traffic safety devices for a test period while others may be installed as permanent. The test period projects will be monitored and evaluated for effectiveness for a predetermined length of time on a case-by-case basis. Once in place, the City is responsible for maintaining the traffic safety devices.

## **Step 6: Monitoring**

Upon installation of the device, the TSC may continue to monitor and evaluate the effectiveness of the device. A follow-up questionnaire may be done to determine neighborhood acceptance of the device.

Requests for traffic safety improvements may be submitted in writing to City of Savage, 6000 McColl Drive, Savage, MN 55378. {/sliders}