



# CITY OF LAFAYETTE Transportation Action Request Form

Before filling out this form, please read the back of this sheet. Completed forms may be submitted via email, post mail, or in-person to: Transportation Planner, Planning & Building Dept., City of Lafayette, 3675 Mt. Diablo Blvd. Ste. 210, Lafayette, CA 94549

Name \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Date \_\_\_\_\_ Day Tel. (\_\_\_\_) \_\_\_\_\_ Eve. Tel. (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Location of Problem (Give street name and cross street or other locational information.) Please include a simple map showing the location.

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Description of Problem (speed, sight distance, traffic signal, crosswalk, bike lanes, walkways, on-street parking, etc.) Attach a sketch, if needed, to clarify the problem.

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Suggested Change or Improvement (signs, guard rails, traffic signal, pruning, pavement marking, speed enforcement, prohibit parking, etc.)

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Location Map Attached     Sketch of Problem Area Attached     Petition Attached (if required)

**FOR STAFF USE ONLY**

Date Received \_\_\_\_\_ Tracking Number \_\_\_\_\_

Staff Review Action:  Administrative     Forward for Engineer Review     Forward to Circulation Commission

Action Taken:  Staff Action     Circulation Commission Action     City Council Action

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W/O Requested on: \_\_\_\_\_ Applicant Notified of Outcome: \_\_\_\_\_ Completed on: \_\_\_\_\_



## CITY OF LAFAYETTE Transportation Action Requests

Engineer Services Division

3678 Mt. Diablo Blvd., Ste. 210, Lafayette, CA 94549 – (925) 284-1951

[www.ci.lafayette.ca.us](http://www.ci.lafayette.ca.us)

### HOW TO MAKE A TRANSPORTATION ACTION REQUEST

Thank you for your interest in vehicle, bicycle and pedestrian safety improvements. The form on the reverse side is used to request review of your transportation concern, such as changes in parking regulations, installing stop signs, installing crosswalks, constructing walkways, implementing traffic calming measures, etc. If this is a maintenance request, such as filling a pothole, replacing a damaged sign, or re-stripping the street, please call the 24-hour Maintenance Hotline at (925) 299-3259.

### HOW ARE YOUR REQUESTS REVIEWED AND ACTED UPON?

Once you turn in your request, Engineering Services staff will review it to see if it can be handled administratively, or if it needs to be forwarded on to the Circulation Commission. Requests forwarded to the Circulation Commission will be scheduled on an upcoming meeting as the agenda load permits. If your request is handled administratively, but not to your satisfaction, you still have the option to appeal in writing to the Circulation Commission or appear at one of its meetings during the Public Comments portion of the agenda.

The Circulation Commission hears requests that cannot be handled directly by Engineering Services staff. The Commission is responsible for recommending actions to City Council such as the installation of traffic control devices, changes in parking, placement of roadway markings, installation of walkways and requests for various signs within the right-of-way. The Circulation Commission seeks public input from interested parties prior to making its recommendation. Once the Commission makes a recommendation, staff issues a work order if the work reinforces an existing regulation. If it recommends the installation of a new walkway or a new regulation such as a new stop sign or a change in the speed limit, staff will forward the Commission's recommendation on to City Council for final consideration.

Many Circulation Commission recommendations that are forwarded to the City Council are included on the Council's agenda under the "Consent Calendar," which means "non-controversial" and, normally, require no further discussion. Items needing discussion by the City Council are listed under "New Business." Once City Council has taken an affirmative action on a matter, staff issues a work order or arranges the appropriate follow-up work.

### HOW WILL YOU BE NOTIFIED OF THE STATUS OF YOUR REQUEST?

When a request is handled directly by staff, staff will contact you to inform you of the City's recommended action. When an item is scheduled for the Circulation Commission's agenda, the City will send you a postcard notifying you of the upcoming meeting. Prior to the Circulation Commission meeting, the City will also send postcards to the property owners within at least 300 feet of the location of your request. Additionally, the City may post signs near the location of the request announcing the meeting. For subsequent meetings of the Circulation Commission and the City Council, the applicant is responsible for tracking meeting dates. You may look up meeting dates and agendas on the City's web site at [www.ci.lafayette.us.ca](http://www.ci.lafayette.us.ca).

### WHO PAYS?

As a general rule, the City will pay for a solution to a problem where the area affected by the solution is within a public right-of-way. Adjoining property owners are generally responsible for the cost of solutions or parts of solutions located on private property. However, walkways and certain traffic calming measures and control devices are governed by special City policies regarding installation and responsibility of cost.

### WHEN SHOULD A PETITION BE SUBMITTED AND WHO NEEDS TO SIGN IT?

If your request will impact a number of people, the City encourages you to submit a petition showing support for your request from those affected by it. Requests that require financial contribution other than by the City (such as some traffic calming measures), require a petition. Additionally, walkways, stop signs, traffic control devices, and changes in parking regulation should be supported by petitions. For an effective petition, the applicant should canvas at least 300 feet, about one block length, in each direction of the area that would be impacted by the request. For example, for a stop sign request at an intersection, the area canvassed should cover about one block length on both sides of the street on all legs of the intersection. You should collect a list of names, addresses and phone numbers of petitioners. Petition forms are available from City staff.

### STOP SIGNS, CROSSWALKS AND TRAFFIC CONTROL DEVICES: A FEW THINGS TO KEEP IN MIND

According to the Caltrans Traffic Manual, a stop sign is not a cure-all and is not a substitute for traffic enforcement. Generally, stop signs should not be used for speed control. Many times the need for a stop sign can be eliminated if the sight distance is increased by removing an obstruction.

Installation of a crosswalk does not automatically change the level of safety of a pedestrian crossing. A marked crosswalk should be used to direct pedestrians *where* to cross rather than as a safety or protection device. To improve the safety of crossing a street additional remedies may be required.

### QUESTIONS?

Please visit the City's web site at [www.ci.lafayette.ca.us](http://www.ci.lafayette.ca.us) or contact the Transportation Planner at (925) 284-1951.