CITY OF ROYAL OAK
TRAFFIC COMMITTEE REQUEST INSTRUCTIONS

The City of Royal Oak Traffic Committee will review requests to change or install new signs, pavement lane or parking striping and business entrances locations off major, collector and residential roads. Request may include installing or changing signs limiting parking, parking times, permit parking, parking location, stop signs, speed limit signs, etc. The traffic committee will also review requests to install or change parking or travel lane markings or crosswalk marking locations.

The City Traffic committee is not authorized to review requests to install signs on private property. The City also does not install speed bumps in roadways as a deterrent to speeding vehicles.

The process for Traffic Committee Review Requests is as follows:

1. All requests shall be in writing (and may be in email format) and addressed to:

City of Royal Oak
Traffic Committee
c/o City Engineer
P.O. Box 64
Royal Oak, MI 48068-0064

2. Request **MUST** be initiated by a **resident** or **property owner** with <u>an address on the street or road where the issue is to be reviewed</u>. Requests for changes in parking shall be for an entire block. Any petitions for, or against, any issue can be included with the written request. Petition signatures must also be from a **resident** or **property owner** with <u>an address on the street or road where the issue is to be reviewed</u>. Signatures by people who are not owners of property in the request limit are disregarded.

3. Requests should be specific in regards to requests.
   a. Describe the problem or issue in detail.
   b. Described any proposed solutions or actions in detail.
   c. Formally request a specific solution or action: **"We the undersigned (see petition, etc) formally request that the City of Royal Oak install/change/remove/allow…".etc**. If necessary, the City will draft specific issue Petitions which will be sent to applicants for circulation.

4 Traffic committee meets every third Tuesday of the odd numbered month at 7:00 p.m. All property owners directly adjacent to or who will be affected by the review request will be notified of the meeting when that issue is to be discussed. At that meeting, a resolution will be drafted and voted on. Traffic committee resolutions are sent to the City Commission where they are either approved/denied.

City of Royal Oak
Matthew J. Callahan, P.E., Interim City Engineer 248-246-3260