



# CITY OF SUN PRAIRIE - COMMUNITY ACTION REQUEST (CAR) FORM

Return to: Lee Igl, Public Works Director  
City of Sun Prairie  
300 East Main Street  
Sun Prairie, WI 53590

Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Please indicate traffic issues that are of residential concern in your neighborhood:

- Speeding                       Pedestrian/Bicycle Safety                       Traffic Control Concern
- Collisions                       Increased Traffic                       Other: \_\_\_\_\_

Please describe or provide a map of what you consider to be the boundaries of the affected area(s):

2. Is the problem affecting the entire neighborhood or a specific area? \_\_\_\_\_

3. Is there a specific timeframe that the problem is occurring? \_\_\_\_\_

4. Are you aware of any neighborhood associations that represent your area? If so, please provide contact information: \_\_\_\_\_

The petition below must be completed prior to submitting this form. A minimum of 50% of the households in the affected area must sign this petition. Each of the residents signing this petition must be at least 18 years of age and from separate households within the affected area. Contact Public Works at 837-3050 for assistance identifying the boundaries of the affected area. **By signing below, residents are requesting this neighborhood be included in the Neighborhood Traffic Management Process.**

	Signature	Printed Name	Address	Phone No. (Optional)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

\* Requests will be handled on a first-come, first-serve basis.

## Appendix B Point Assignment for Ranking Category 2 Requests

A project must score 30 or more points to be considered eligible for further inclusion. Calculated points are summed and competing projects' points are compared. The project with the greater point total will move ahead of those projects with less total points.

### 1. Average Daily Traffic Volume

(On segment of the project street having highest volume) divided by 100.

20 points maximum score

*Example:* 2,000 vehicles per day use the street I live on  
 $2,000/100 = 20$  points

### 2. Speed

(Percent of vehicles over the posted speed limit or 30 mph for collectors) divided by 4.

20 points maximum score

*Example:* 65% of traffic on my street exceeds the speed limit  
 $65/4 = 21.7$  points (maximum given only 20 points)

### 3. Crash Record (Police Reported )

Crash record over the last three consecutive years measured by crashes per million vehicle miles traveled or crashes per million vehicles entering intersection.

30 points maximum score

*Example #1:* My street is 700 feet long (0.13 miles)  
There have been 5 crashes on my street during the last 3 years  
ADT = 2,000 VPD

$$\frac{5 \text{ crashes}}{(2,000 \text{ VPD})(365 \text{ days})(3 \text{ years})(0.13 \text{ miles})} * (1 \times 10^6) = 17.6 \text{ crashes/million vehicle miles traveled}$$

17.6 crashes per million vehicle miles traveled = 17.6 points

*Example #2:* There have been 5 crashes at the intersection at the end of my block during the last 3 years  
The total volume of traffic entering the intersection for all legs of the intersection is 2,000 VPD

$$\frac{5 \text{ crashes}}{(2,000 \text{ VPD})(365 \text{ days})(3 \text{ years})} * (1 \times 10^6) = 2.3 \text{ crashes/million vehicle miles traveled}$$

2.3 crashes per million vehicle miles traveled = 2.3 points

#### **4. Geometry**

5 points maximum score

5 points for unusual grade or other unique roadway design

5 points for inadequate sight distances for driveways based on posted speed limits

5 points for inadequate sight distances at intersections based on posted speed limits

#### **5. Elementary and Middle Schools**

5 points maximum score

5 points for each public or private elementary or middle school (K-8) on the subject street

3 points if a school is located within 1,250 lineal feet from the subject street

#### **5 Other High Pedestrian generating Areas.**

10 points maximum score

Up to 5 points for lack of existing sidewalks (2.5 points sidewalk one side)

Up to 5 points for each individual pedestrian oriented facility, i.e. Elder Housing, parks

Up to 5 points for each pedestrian oriented facility grouped together on the subject street, business, library, Aquatic Center

#### **6 School Walk Route/Designated School Bus Stops**

10 point maximum score

10 points for a subject street designated as a recommended school walk route or designated school bus stop

#### **7 Designated Bike Route**

5 point maximum score

5 points for a subject street designated as a bicycle route on City bike route plan

#### **8 Scheduled Road Reconstruction**

To take advantage of a pending street reconstruction project, a traffic-calming project planned for this street may be moved to the top of the priority ranking.

## **Appendix C**

### **Category 1 Treatments**

#### **Traffic Safety Newsletter**

Heighten awareness of traffic safety concerns in the neighborhood. Educate the residents on the traffic speeds and volumes specific to their neighborhood. Include traffic safety tips to reduce speeds and educate drivers.

Requirements:

- CAR Form completed
- 85<sup>th</sup> percentile speed exceeds 29 mph
- Distribution of newsletter or brochure

#### **Speed Monitoring Trailers**

A portable trailer equipped with posted speed limit signs, detects the speed of passing vehicles and displays the traveling speed and will heighten driver awareness of the posted speed limit compared to the speed they are traveling.

Requirements:

- CAR Form completed
- Request forwarded to Traffic Safety Team for placement
- First-come, first-serve basis

#### **Neighborhood Speed Watch**

Provides residents the opportunity to reduce vehicular speed by training them to use a radar unit to clock speeds on their street. They use radar equipment provided on loan from the Traffic Safety Team. Residents are trained to use the radar unit and are given instruction for collecting data. Participants record license plate numbers of those motorists driving in excess of the posted speed limit. The information is then given to the Traffic Safety Team and a letter is sent to the vehicle's registered owner. The letter informs the owner of the violation and encourages the drivers of the vehicle to drive at or below the posted speed limit. Since this is a community awareness program, no formal violation or fines are issued.

Requirements:

- CAR Form completed
- Need a minimum of 2 citizen volunteers
- 20-minute training session and signed agreements

#### **Enforcement**

If excessive speeds are noted, the Police Department may focus a speed enforcement effort at this location.

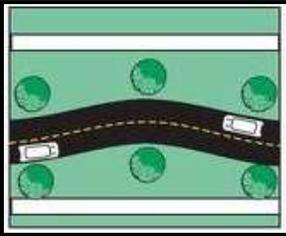
Requirements:

- CAR Form completed
- Request forwarded to Traffic Safety Team for monitoring
- Available manpower exists in police priorities, first-come, first-serve basis

### **Signs, Pavement Markings and Pavement Treatments**

If the assessment of the area by the Traffic Calming Committee (TCC) reveals deficiencies in signing, delineators, paint markings or pavement treatments the TCC can generate a request to install these measures to the Public Works Committee along with a prepared cost estimate. The Public Works Committee will authorize these installations in consideration of available budget and if authorized will establish a timeline for installation.

## Appendix D Category 2 Treatments

Physical Treatment		Specific Requirements
	<p>Speed Humps or Speed Tables</p>	<p>Traffic volumes &lt; 3,000 VPD  8% or less street grades  Horizontal curves &lt; 300 ft. centerline radius</p>
	<p>Traffic Circles</p>	<p>Placed at an intersection  Size of intersection must allow circle  Circulating lane should not encroach on the crosswalk</p>
	<p>Chicanes</p>	<p>2% or more street grades or existing storm sewer system to connect to</p>
	<p>Bump outs</p>	<p>2% or more street grades or existing storm sewer system to connect to</p>
	<p>Medians and Islands Pedestrian Refuge</p>	<p>No specific requirements</p>
	<p>Sidewalks Crosswalks and Streetscaping</p>	<p>No specific requirements</p>

# Appendix E



## City of Sun Prairie Neighborhood Traffic Management Process Committee Charter

Committee Name: \_\_\_\_\_

Area Committee Represents: \_\_\_\_\_

Goals of Committee:

Anticipated Activities to be Performed by the Committee:

## Appendix E (continued)

Committee Members:

Name	Address/Phone
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	
<b>10.</b>	

Date of Committee Formation: \_\_\_\_\_

Anticipated Length of Service (in months): \_\_\_\_\_

### Responsibilities:

Chair Person: \_\_\_\_\_

Meeting Coordinator (if different): \_\_\_\_\_

City Liaison (if different): \_\_\_\_\_

Publicity: \_\_\_\_\_

Meeting Minutes: \_\_\_\_\_

Data Collection: \_\_\_\_\_

Other (what and who): \_\_\_\_\_

# Appendix F



## City of Sun Prairie Neighborhood Traffic Management Process

### BALLOT

Family or Business Name: \_\_\_\_\_

*(Information will be kept confidential. One ballot /vote per household or business)*

Check One:    Renter                       Owner

Address: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_

Date: \_\_\_\_\_

Description and drawing of measure being proposed (below, attached or on back):

We **support** the proposed measure.

We **oppose** the proposed measure.

Comments:

Return to: \_\_\_\_\_ by \_\_\_\_\_