



NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM POLICY



PURPOSE: To establish uniform procedures to be followed whenever a citizen request is received for assistance with traffic management and/or traffic calming treatments, specialty street signs, Resident Parking Only signs, Resident Disability Parking Only signs, and Business Parking Only signs.

ASSIGNED DEPARTMENT: All requests of this type shall be referred to the attention of the Public Works Director, with a copy to the Public Works Executive Assistant.

PROCEDURE FOR PUBLIC WORKS TO FOLLOW: When a citizen requests assistance with traffic management and/or traffic calming treatments, a specialty street sign, or a specialty parking sign, they will be informed of the process to be followed:

- 1) Citizen completes a Traffic Management Program Application. They may complete the form online at ci.alamogordo.nm.us, a copy can be emailed to the citizen, or they may walk into the Public Works Office to receive a hard copy of the application.
- 2) Once the application is completed and returned to the Public Works Administration Office, arrangements will be made through the Streets Maintenance division for a street radar data collection sign to be placed on the applicant's street. (Note: Steps 2, 3, and 4 will be bypassed if the request is for a specialty parking sign)
- 3) The sign will remain on the street for a minimum of one (1) week.
- 4) Once the sign is removed, the sign data collection source within the sign itself will compile the data results. Public Works will receive an electronic copy and/or a printed copy of the results.
- 5) The data will be reviewed by the Public Works Director and a representative from the Alamogordo Police Department. In addition to the sign data, other factors considered may include street length, lane width, grading and/or curvature of street, existing traffic control measures, crosswalks and/or sidewalks, proximity to public meeting places, as well as other street defining features.
- 6) The Public Works Director will make a decision to: **a)** Approve the request; **b)** Prescribe an alternative treatment; or **c)** Deny the request with no alternative treatment. This decision will be made within ten (10) business days from Public Works' receipt of the internal sign data.
- 7) Public Works will notify the applicant of the Director's decision in writing.
- 8) If the requestor is not satisfied with the decision of the Public Works Director, they may appeal the decision to the City Manager in writing within ten (10) business days of the Public Works Director's decision.
- 9) If any treatment is approved and installed, it must be reviewed by the Public Works Director every two (2) years to ensure that the criteria still apply. The City retains the right to remove any installations at the direction of the City Manager at any given time.