

# CITIZEN ACTION REQUEST (CAR)



P.O. Box 1307  
Issaquah, WA 98027-1307  
Phone: (425) 837-3000

*(Please Print)*

Date:

Citizen Name:

Home Address:

Phone Numbers:  Email Address:

If Form Not Completed by Citizen, Staff Name:

Location of Concern:

Detailed Description of Concern:

Specific Action Requested:

Response Preferred:  Phone Call (should always be followed up with a letter) or  Letter or  Email

\*\*\* Area Below Is For City Use Only \*\*\*

Initial department response to citizen by: \_\_\_\_\_ On: \_\_\_\_\_ Letter / Phone / Email?  
(Name) (Date) (Circle one)

Forwarded to: \_\_\_\_\_ Department: \_\_\_\_\_ on \_\_\_\_\_ to  
(Date)

draft a response for Mayor's review/signature by: \_\_\_\_\_  
(Date)

Assigned to: \_\_\_\_\_ on \_\_\_\_\_ for completion by \_\_\_\_\_.

Final department response to citizen by: \_\_\_\_\_ DATE: \_\_\_\_\_ LETTER / PHONE / EMAIL?  
(Name) (Circle one)

**(Due in twenty (20) business days unless solution is lengthy and citizen has been notified of final response delay.)**

If final solution was handled by phone call to citizen, fully describe solution below then, always respond by follow up letter, attach copy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITIZEN ACTION REQUEST (CAR) Page 2**

**Supplemental Information for Traffic Complaints and for the  
NEIGHBORHOOD TRAFFIC CALMING PROGRAM**

**PART I – Information needed to assist in the City’s initial investigation and recommendations**

These questions are designed to provide details to help the Public Works/Engineering staff in determining when, where and what kind of data gathering will be needed in their investigation.

Location (be as precise as possible):

Description of problem (use additional space on page 1 if needed):

Is there a specific time of day (such as, “ 7:30 a.m. during morning rush hour,” or “when school kids are getting off the bus at 2:30 p.m.”) when the problem is most noticeable?:

What solutions do you feel would address your concerns? (Check all that apply and/or use the space provided after “Other” to describe):

- Neighborhood Speed Watch     Police Enforcement     Pavement Markers     Signing  
 Brush Trimming                       Traffic Safety Campaign                       Radar Speed Trailer  
 Other (use additional space on page 1, if needed):

**PART II (optional) – Information to assist in involving more members of the neighborhood, if necessary.**

Traffic concerns that might require more extensive methods to address - such as the construction of traffic circles or speed humps to slow traffic – can only be proposed through a process that requires a broader involvement and consensus by the neighborhood as a whole.

1. Would you be interested in acting, at least initially, in some capacity as a neighborhood liaison in that effort?                       Yes     No

2. Do you know of a formal neighborhood association or other organized group in your area that may want to be involved?                       Yes     No

If yes, do you know the name of the association/group:   
Contact person name:   
Contact person phone number and/or email address: