



**Alliance for  
Community  
Traffic  
Safety**

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## **The Traffic Safety Committee Process**

The Traffic Safety Committee reviews and makes recommendations on traffic issues affecting the city or county that it serves. Issues discussed include requests for road improvements, crash data, enforcement opportunities, capital improvement projects, educational opportunities, etc., from the community, City staff and City Council. The Committee often is made up of representatives from the City's Administration, Police, Public Works, Planning, and Engineering departments and the community. Usually the committee meets monthly, sometimes quarterly, in some small communities meeting occur when there is a need. The following is a description of the recommended process a Traffic Safety Committee/Commission could use to handle requests for traffic improvements.

### **Step 1: Initial Request**

Any interested citizen, neighborhood group or business owner who feels there is a traffic problem in their neighborhood or on their street must submit their concerns in writing to the Traffic Safety Committee (TSC). The TSC will briefly review the request and determine whether the traffic concerns are valid for further exploration.

In the case of requests for advisory signs, the Committee will consult City policy and either approve or deny the request. This will be followed by a letter informing the requestor of the action. In the case of requests for regulatory signs, the Committee will consult City policy and may require the completion of a petition to validate the requestor's concerns.

All other improvement requests requiring considerable data collection must be substantiated by a petition circulated within the requestor's neighborhood. Those requesting the improvement will be sent a letter explaining this process, along with the petition form and a map outlining the petition area.

### **Step 2: Application/Petition Process**

Petitions must be signed by more than 50 percent of the households or businesses in the petition area. The completed petition shall be returned to the TSC for further review. The neighborhood must appoint a contact person to serve as the liaison to the TSC.

Upon the City's receipt of the completed petition, the request will be placed on the TSC agenda to be discussed in length. The Committee will evaluate the concern, discuss potential Neighborhood Traffic Management devices for solving the issue, and determine the studies and observations necessary in proving a problem exists.

### **Step 3: Data Collection**

The TSC will gather all necessary information regarding the concerns of the applicant, such as location, description and geometrics of affected streets, traffic counts and traffic speeds, accident history, pedestrian and bicycle activity, surrounding land use, signage, presence of sidewalks and any other relevant information.

If the data fails to verify that a problem exists, a letter will be sent to the neighborhood contact to inform them that their request has been denied. If the data confirms that improvements are necessary, a neighborhood workshop will be scheduled.

#### **Step 4: Neighborhood Workshop**

The purpose of the neighborhood workshop is to review the results of the data collection and to present the alternatives that would best address the concerns. The TSC and neighborhood should try to reach consensus on the type of device(s) to utilize. The estimated cost of the various alternatives should be presented at this meeting along with funding sources. In certain cases, the neighborhood may have to fund all or part of the improvements.

#### **Step 5: Presentation to City Council**

Upon determination of the device/program recommended, it will be presented to City Council. The City Council will conduct a public hearing, to determine whether to implement the project or not. At this hearing, the estimated cost of the project and any proposed special assessments will be presented. At the conclusion of the hearing, the Council will decide whether to order the project.

#### **Step 6: Project Design and Implementation**

The device(s)/programs will be designed. The TSC may decide to instigate certain programs for a test period while others may be installed as permanent. The test period projects will be monitored and evaluated for effectiveness for a predetermined length of time on a case-by-case basis.

#### **Step 7: Monitoring**

Upon inception of the program, the TSC may continue to monitor and evaluate the effectiveness of it. A follow-up questionnaire may be done to determine neighborhood acceptance.