

Traffic Safety Committee Standard Operating Procedures

Duties

It shall be the duty of the Traffic Safety Committee (TSC) to consider matters concerning traffic safety, including implementation of the General Plan Transportation Master Element, and to make written recommendations to the City Council regarding measures that should be taken to promote traffic safety including, but not limited to, those related to pedestrian, bicycle, vehicular, and transit modes of travel, parking, and school safety within the city as follows:

- A. Review traffic calming and traffic safety petitions, proposals and studies
- B. Provide a public forum to review community input regarding traffic safety matters
- C. Review and provide recommendations for revisions to the Poway Municipal Code and traffic related plans, policies, and procedures

Membership

The Traffic Safety Committee consists of six members established by the City Manager. Members typically include the Director of Public Works, Fire Chief, City Engineer, City's Traffic Consultant, Poway's Traffic Sergeant, and a representative of the Poway Unified School District.

Meeting Information

1. Regular meetings are held three times per year, at 2:00 p.m. on a Wednesday, and typically held in the City Council Chambers located at:

Poway City Hall
13325 Civic Center Drive
Poway, CA 92064

2. Meeting dates are set by the Director of Development Services and approved by the TSC.

3. The Chair of the committee has historically been the Fire Chief; however, the chair can be changed at the discretion of the committee by a majority vote.
4. The agenda and agenda reports are typically prepared by the Development Services Department.

Review of Traffic Safety Items

All traffic safety items are initially reviewed at the staff level. After initial review, approvals are made at one of two levels. Below is non-exclusive list of items that typically fall into the two approval categories.

1. Items approved by Director of Development Services
 - a. Red curb requests for 25 feet or less (may still be presented to TSC for concurrence) as identified in PMC 10.28.060
 - b. Signal timing
 - c. Striping and signing requests or changes to improve clarity and update conditions to address the current CA Manual of Uniform Traffic Control Devices (except when revising the number of travel lanes)
2. Items reviewed by TSC and approved by the City Council
 - a. Requests for parking restrictions greater than 25 feet
 - b. Removal of parking restrictions established by City Council
 - c. Blue curb requests per PMC 10.28.280
 - d. Traffic calming requests involving physical improvements such as Speed Feedback Signs
 - e. New intersection controls such as stop or yield signs
 - f. Engineering studies for speed limits, new travel lane alignments, General Plan or Specific Plan updates, pedestrian crossings, or other studies not specifically addressed in Item 1 above.

Residents may submit a service request, Poway CityApp request, or email traffichelp@poway.org for traffic related concerns. Residents requesting traffic calming will be provided the City's Traffic Calming brochure which provides direction on how to initiate potential traffic calming measures.

Requests for a stop, yield, or speed feedback sign shall be submitted on the appropriate form and be accompanied by a petition. Once received, staff will verify the petition and then initiate an engineering evaluation. Once staff has completed its evaluation, the item will be presented to the TSC. Installation recommendations by staff that are supported by the TSC will be presented to the City Council for approval. Installations that are not recommended by staff will be presented to the TSC for consideration. If the TSC concurs with staff's recommendation, then the item will not be presented to the City Council. If the TSC disagrees with staff's recommendation and recommends approval, then the item will be presented to the City Council. Installations will be subject to available funding and are not guaranteed unless the City Council appropriates funding.

Requests for a new streetlight shall conform to Resolution No. 00-035. Submittals are made to the Public Works Department for initial review and then evaluated by the Traffic Division of the Development Services Department. Streetlight requests are then presented to the TSC for consideration. Installations are subject to available funding and are not guaranteed.

TSC items heard by City Council

Appeals regarding the recommendations of the TSC, both in support or denial, can be made to the City Council and will follow the standard appeal process through the City Clerk. Staff will notify the requestor when the item will be heard by the City Council.

Re-evaluation of TSC items

Items heard by the TSC and/or City Council will only be re-evaluated if changed conditions exist that warrant a re-evaluation. Requests to re-evaluated items should be submitted per the original requirements and must be accompanied by a description of the changed conditions that justify a re-evaluation.