

TSC Process

- 1) The resident must submit in writing, either via email or postage mail, the traffic safety situation and concern and make a request to City staff to have the situation reviewed by the Traffic Safety Commission (TSC).

Email: mcabute@saratoga.ca.us (Ms. Mainini Cabute 408.868.1258)

- 2) The email/ letter should be brief and provide enough detail to help the commissioners understand the situation. Please also provide pictures and any solutions you believe would help solve the problem. You may submit that email to me.
- 3) After City staff receives the written request, it will be added to the next meeting agenda. The TSC meets every 2nd Thursday of every other month beginning in January.
- 4) The City's Traffic Engineer will visit the location/site identified by the resident as a traffic safety hazard and will collect traffic information about that specific area.
- 5) No less than 72 hours before the meeting, City staff will send a copy of the Commission agenda to the Traffic Safety Commissioners and the residents who have made the request. Once the Commissioners receive their agenda packet, some of the commissioners will visit the location and collect their own observations.
- 6) At the meeting, the residents are given 3 minutes to present their traffic safety concern to the Traffic Safety Commission. Residents may also read testimony or comments from neighbors who are unable to attend the meeting.
- 7) Soon after the presentation, the traffic engineer will provide information about what she observed at the location. She will also provide relevant traffic data about that location. After the traffic engineer provides her information, the traffic safety commissioners will discuss the item.
- 8) At the end of the discussion, the Commission and the traffic engineer will provide recommendations on how to respond to the traffic concern. If the majority of the traffic safety commissioners agree on a recommendation, the Commission will ask City staff to begin the process of implementing the recommendations.