


# Administrative Policy and Procedure

SUBJECT: Traffic Safety Committee	EFFECTIVE DATE: 5/9/23
POLICY NUMBER: 5-9-23 Administrative Policy	REVIEWED: 

**Mission Statement:** The Traffic Safety Committee is a multi-department, multi-agency committee, including representatives from Operations, Engineering, Fire, Police and the School District whose purpose is to brainstorm and discuss alternatives and solutions to chronic or hazardous traffic problems.

**Goals:** to promote a safe transportation network through education, engineering solutions and law enforcement. Evaluate problem areas on an objective criteria as opposed to subjective criteria.

## 1.0 PURPOSE AND AUTHORITY

Chapter 6 of the West Linn Municipal Code delegates to the City Manager certain responsibilities for the establishment, maintenance, removal, and altering of certain traffic controls. This administrative procedure establishes a process whereby citizens can request the installation, removal, or altering of traffic control devices including but not limited to signs, crosswalks, pavement markings, and lighting.

## 2.0 TRAFFIC SAFETY COMMITTEE MEMBERSHIP

The Traffic Safety Committee shall be comprised of representatives from the following Departments and/or Divisions: Public Works – Operations, Public Works - Engineering, Police, and Tualatin Valley Fire & Rescue (TVF&R). If a request specifically relates to or impacts a West Linn School, or a School District defined “Safe Route” a representative from the West Linn – Wilsonville School District shall be invited to attend as a member.

## 3.0 DUTIES AND RESPONSIBILITIES (APPLICANT AND COMMITTEE)

3.1 **Applicant:** The applicant shall submit a Request for Traffic Control Improvement/ Investigation Request. Any permanent traffic control devices that may impact immediately adjacent property owners shall have written support of such property owners. Requests for permanent traffic control devices must have support of more than 50% (majority) of residents within 500 feet of the impacted area prior to review of the committee. Permanent traffic control devices will not include speed bumps, humps or cushions, as these treatments are no longer permitted to be installed.

The City will provide a 500-foot boundary map to the applicant upon request, but it is the applicant's responsibility to collect signatures of support.

- 3.2 **Committee:** The Committee shall review and monitor the Traffic Control Improvement/Investigation Requests submitted by citizens, City Council, community organizations or other units of government. The committee shall review such requests and initiate studies and investigations as appropriate and consistent with budgeted resources. The Committee shall review the outcomes of such studies and investigations and make a recommendation as to whether traffic control improvements and/or modifications shall be undertaken or not. All recommendations shall be in accordance with the Manual of Uniform Traffic Control Devices, professional engineering standards, adopted Public Works Standards and Specifications, and all other applicable local and state regulations.

#### 4.0 REVIEW PROCESS

- 4.1 Any individual or organization as reference in section III may request a review by completing a "Request for Traffic Control Investigation/Improvement" form. Such forms are available in the City Hall 1st floor lobby or on the City's website: <https://westlinnoregon.gov/publicworks/traffic-control-requests>
- 4.2 The Committee shall meet bi-monthly to review formally submitted requests, hear testimony from applicants, and provide recommendations which may include data driven traffic and engineering studies, police enforcement, or installation/removal of requested traffic control devices. Citizens who are unable to attend the meeting can find the committee's meeting notes and recommendations through the City's e-file system within 4 weeks of the posted meeting date. All meeting information including the schedule is published on the City's website.
- 4.3 If the individual or organization is not satisfied with the response, they may request to meet with the Committee again on the next regularly scheduled meeting date in order to provide additional written and/or oral comments and ask questions of the Committee. The Committee will take this information under advisement and respond in writing to the requestor with the Committee's decision as soon as possible but no later than within one month (31 calendar days).
- 4.4 If still not satisfied, the requestor may request further review of the Committee's decision by the City Engineer and Police Chief who will review the findings of the Committee, may meet with the requestor, and will provide a final written decision

to the requestor within one month.

- 4.5 The decision of the City Engineer and Police Chief shall be considered the final staff decision with no additional appeals. The City Manager has formally delegated this authority to these senior staff.

## **5.0 EFFECTIVE DATE**

This Administrative Procedure is effective upon signature and issuance by the City Manager.