



**PROCEDURE FOR
NEIGHBORHOOD TRAFFIC
MANAGEMENT PLANS**

**CITY OF SANTA ANA
PUBLIC WORKS AGENCY
TRAFFIC ENGINEERING
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**ETAC Approved
JANUARY 13, 2005**

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Background

In accordance with City Council Resolution No. 2004-054 related to Neighborhood Traffic Management Plans, the Public Works Agency and the Environmental and Transportation Advisory Committee (ETAC) have developed this procedure to reliably handle requests for Neighborhood Traffic Management Plans in the most responsive manner. The primary stimuli for adopting such a procedure were to introduce uniformity in processing such requests; to ensure continuous community involvement; and to develop a workable procedure that will gain the trust and respect of the community. The goal of the procedure is to reduce unwarranted requests, and will provide an effective means to interact with the community in finding a viable solution to neighborhood traffic problems. As a guideline, ETAC and/or City Staff may modify steps, schedules and processes in relation to any one project if in their discretion they determine it valuable, convenient or necessary, provided that the process followed conforms to City Council Resolution 2004-054.

The following procedure is approved by ETAC for use in the City of Santa Ana to respond to citizen requests for solutions to neighborhood traffic problems. Also, it does not apply to the usual traffic safety requests which are handled in the routine manner on a daily basis.

Step 1: PUBLIC WORKS STAFF RECEIVES AND RESPONDS TO REQUESTS TO SOLVE A NEIGHBORHOOD TRAFFIC PROBLEM

A resident, group of residents, or neighborhood association requests the Public Works Agency to investigate and resolve a neighborhood traffic problem.

An in-house study is conducted by Traffic Engineering staff to determine the extent of the reported neighborhood traffic problem. Appendix C lists criteria to follow for the study and feasibility. If the study confirms the traffic problem is significant, staff may recommend traffic controls such as arterial improvements, signing, striping or other measures, which would not cause a significant change in the existing traffic pattern.

If approved by the requestor, the recommended controls are implemented to determine their effectiveness and acceptance. Requestors are encouraged to delay Step 2 until after these measures have been implemented for at least six month.

If staff is unable to easily resolve the confirmed traffic problem to the residents' satisfaction, Steps 2 through 13 will follow.

Estimated time to complete Step 1: 9 to 12 months total

- o 3 to 6 months for the study and installation**
- o 6 months for the trial period**

Step 2: THE NEIGHBORHOOD CIRCULATES A PETITION

The Public Works Agency advises the requesting party to circulate a petition stating that there is a problem, describing the problem, and suggesting actions they feel would solve the problem. Public Works staff will provide guidelines for petition content, and a sample petition. Based on the suggested actions, staff will determine the area to be petitioned (preliminary Area of Impact).

The petitioner notifies all residents in the preliminary Area of Impact of the petition, by flyer or newsletter, and provides a copy to staff. Staff notifies ETAC that a petition is being circulated.

To demonstrate that there is a widely-held perception of a problem and adequate community support for further action, the petition must be returned within 90 days with supporting signatures from at least 35% of the dwelling units and businesses in the preliminary Area of Impact. The signatures should also represent a fair geographic cross section of the Area of Impact. Those opposed to the proposed action must also be allowed to sign the petition with their opposition noted. Staff shall maintain a log of residents who oppose/support the proposed action, for use in Step 3.

The petitioning party submits the signed petition to the Executive Director of the Public Works Agency within 90 days. The City then confirms the address as within the Area of Impact and notifies ETAC of the results.

If ETAC or the City Council initiate the preparation of a Neighborhood Traffic Management Plan (NTMP) no petition is needed. However, ETAC will designate a preliminary area of impact.

Estimated time to complete Step 2: 1 month for staff action

Step 3: STAFF AND NEIGHBORHOOD DEVELOP NTMP

Staff in cooperation with a petitioner-appointed neighborhood traffic committee will develop a NTMP. The NTMP will balance the technical feasibility of the plan and perspective of the community to develop a workable plan. Appendix B should be used in development of the NTMP. The neighborhood traffic committee members should represent a fair geographic cross section of the neighborhood. Staff will design the NTMP if the neighborhood does not designate a traffic committee or the NTMP was initiated by ETAC or City Council.

Police and Fire Department personnel shall participate in the development of the neighborhood traffic plan. Recommended changes from said agencies shall be incorporated into the proposed NTMP prior to further action or submittal to ETAC.

Once a draft NTMP is selected, City staff mails a notice to all neighborhood residents and businesses in the preliminary Area of Impact informing them of the details of the NTMP. City staff will ensure that residents of the affected area who are known to be opposed to a traffic plan are aware of the NTMP. Staff then notifies the neighborhood associations adjacent to the preliminary Area of Impact of the proposed NTMP.

Before going to Step 4, petitioners must present the proposed NTMP at least at one neighborhood association meeting to receive input on the NTMP and to assess acceptance of the NTMP. The NTMP may be revised based on the comments received during the meeting.

Estimated time to complete Step 3: 4 to 6 months

Step 4: STAFF SUBMITS PETITION AND NTMP FOR ETAC ACTION

ETAC reviews the petition and proposed NTMP. ETAC may approve, conditionally approve or deny the petition and proposed neighborhood traffic plan. ETAC may direct City staff to conduct an advisory poll of the proposed Area of Impact. Unless otherwise determined by ETAC, any poll will be conducted both before and after temporary installation of the NTMP. ETAC must approve the area of impact for any poll.

Estimated time to complete Step 4: 1 month

Step 5: NTMP PRESENTED AT NEIGHBORHOOD MEETING(S)

City staff meets with the neighborhood traffic committee to discuss the structure of the neighborhood meeting(s) and to develop the agenda(s). City staff mails the meeting notice(s) and notifies ETAC members of the meeting(s). City staff and the neighborhood association co-chair the meeting(s). Staff conducts the meeting(s). Proponents of the plan present the proposed traffic plan and those opposed to the plan are also given the opportunity to present their views. Staff provides technical assistance and keeps the meeting(s) on track.

Estimated time to complete Step 5: 2 months

Step 6: CITY PREPARES AND MAILS THE ADVISORY POLL

If ETAC calls for an advisory poll, Public Works staff prepares an advisory poll form to assist in determining the level of community support or opposition proposed NTMP. The advisory poll packet includes a map showing the Area of Impact for conducting the advisory poll, and a map illustrating and describing the proposed NTMP. Neighborhood representatives, pro and con, will be able to review and comment on the poll form before it is finalized.

Public Works staff mails an advisory poll form to each dwelling unit and business (see Glossary) in the area of impact. The advisory poll forms are to be returned to the City and must be received or postmarked by a specified date in order to be considered. Each dwelling unit or business gets one poll form.

Estimated time to complete Step 6: 1 1/2 to 2 months

Step 7: CITY TABULATES ADVISORY POLL FORMS, INFORMS RESIDENTS OF RESULTS, AND SUBMITS RECOMMENDATION TO ETAC

The valid advisory poll forms are tabulated.

City staff informs residents of the advisory poll results either through the mail or at a special neighborhood meeting. City staff informs ETAC of the advisory poll results.

Estimated time to complete Step 7: 1 month to 2 months

Step 8: ETAC REVIEWS POLL RESULTS, HEARS PUBLIC COMMENTS AND MAKES RECOMMENDATION TO THE CITY COUNCIL

The neighborhood-approved NTMP, along with the staff recommendation is submitted to ETAC. If necessary for the convenience of the neighborhood residents, ETAC will hold their meeting at a special time and/or location. ETAC reviews the poll results and staff recommendation and hears comments from the public. ETAC makes appropriate recommendations to the City Council.

Estimated time to complete Step 8: 1 month

Step 9: CITY COUNCIL TAKES ACTION ON THE TEMPORARY NTMP

The City notifies the neighborhood residents in advance of the City Council meeting. ETAC's recommendation on the temporary NTMP is forwarded to City Council. The City Council approves or rejects the temporary NTMP.

Estimated time to complete Step 9: 1 month

Step 10: PLAN IMPLEMENTED ON TRIAL BASIS

If the City Council approves the temporary NTMP, the Public Works Agency designs and implements the plan on a 6-month trial basis. The 6-month trial period begins when all elements of the plan have been installed. The initial installations are temporary, i.e. diverters are constructed of asphalt instead of concrete. Applicable California Environmental Quality Act (CEQA) documentation shall be completed

before or during the temporary trial plan.

Estimated time to complete Step 10: 9 months total

- o 4 months for CEQA, design and installation
- o 6 months for the trial period

Step 11: CITY POLLS NEIGHBORHOOD REGARDING PERMANENT INSTALLATION

Towards the end of the trial period, the Public Works Agency conducts a follow-up traffic study to determine the effectiveness of the NTMP. Police and Fire Departments will also evaluate the effectiveness of the NTMP. City staff holds a neighborhood meeting to inform the residents of the results of the study.

If directed by ETAC in Step 4, the residents of the Area of Impact are again polled regarding the effects of the temporary installation. The polling procedure outlined in Steps 6 and 7 is followed.

ETAC reviews the second poll results, trial installation study results, staff recommendation and hears comments from the public. ETAC makes appropriate recommendations to the City Council regarding the permanent installation of the NTMP. City Staff will forward ETAC's recommended follow-up action along with the advisory poll results, CEQA analysis and trial installation study results, including the Police and Fire analysis to the City Council for approval.

Estimated time to complete Step 11: 3 months

Step 12: PUBLIC WORKS IMPLEMENTS APPROVED ACTION

The Public Works Agency implements the action approved by City Council.

Step 13: PROCESS FOR ADDITIONAL PHASES

For any subsequent phases of the plan, Steps 6, 7, 8, 10, 11 and 12 are repeated for each phase.

APPENDIX A

GLOSSARY

Area of Impact:

- The street(s)/block(s) anticipated to be affected by the traffic plan due to:
- a. Significant increases in neighborhood traffic on the street segment, and/or
 - b. Significant increases in "cut-through" traffic on the street segment, and/or
 - c. Restricted vehicle access to and/or from the block.

Dwelling

Unit: One legal address per dwelling unit each with its own mailing address.

Advisory Poll Participants

or Residents: Those to whom poll forms are distributed, within a given area of impact, as a result of their being in one of the following groups:

1. Residents of dwelling units with its own mailing address (one poll form per dwelling unit).
2. Owners of vacant land (one poll form per parcel).
3. Tenant of non-residential units, including those with business and commercial uses (one poll form per unit).
4. Designated representatives of properties with institutional land uses, such as schools, government offices, and non-profit organizations (one poll form per parcel).

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Neighborhood

Association: A residential group within the area of impact.

Street

Segment: A particular stretch of a street. It may be more than one block long and, thus, may include intersections.

Traffic

Committee: A small group of residents, designated by the proponents of a NTMP, to develop a traffic plan for the neighborhood (see Step 3).

Advisory Poll: To be counted a poll form, counted in the tabulation to determine whether a neighborhood supports a plan, which has been polled, has the address filled in, has been signed, and has been postmarked/received by the given deadline.

If you wish to make a request or would like more information, please contact the Traffic Engineering Section of the Public Works Agency at (714) 647-5673.

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APPENDIX B

TRAFFIC DIVERTER OPTIONS FOR NEIGHBORHOOD TRAFFIC PLANS

There are several different types of traffic diverters, which can be used to address various kinds of neighborhood traffic intrusion problems. Each basic type of traffic diverter used in Santa Ana is identified on the following pages. The diverters are listed in increasing order of magnitude of restriction and cost. The estimated cost to install a permanent diverter, and the locations of existing diverters are noted for each type of diverter.

The estimated cost given for each type of diverter is for the permanent installation. The City's "Procedure for Neighborhood Traffic Management Plans", requires that temporary diverters be initially installed to enable residents to see the proposed plan's actual effect on traffic circulation before they are polled on the permanent plan. Temporary diverters, which usually consist of either asphaltic or painted islands, are easy to install and remove. Funding for temporary diverters is provided in the annual Capital Improvement Program (CIP), under Neighborhood Traffic Management. Funding for permanent diverter is funded as a separate line item in the CIP in the subsequent budget.

In addition to the positive aspects of each diverter, the factors listed in Appendix C must also be carefully considered for each type of diverter.

Estimated Cost Per Diverter:

- \$20,000

Existing Locations:

- Birch at McFadden
- Ross Street at 17th Street

Pros:

- Restricts movements into a street while maintaining full access and movement within a street block for residents
- Reduces cut-through traffic

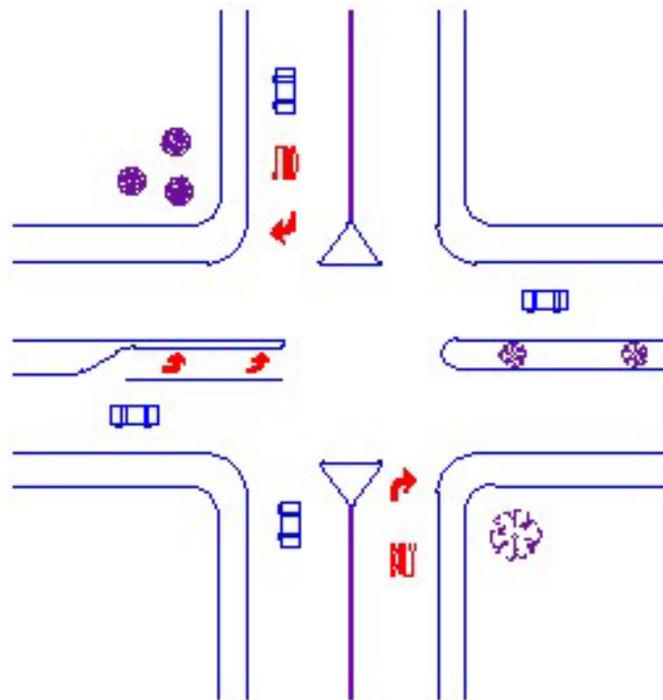
Cons:

- Partial or total removal of on-street parking may be required
- Traffic may be re-directed onto other local streets

TRAFFIC DIVERTER OPTIONS

FORCED-TURN CHANNELIZATION

Forced-turn channelization usually consists of traffic islands which prevent traffic from making certain movements at an intersection. It typically involves allowing only right turns to and from one street to another. Its basic function is to make travel difficult, without preventing it entirely. It is best used at the intersection of a major street and a local street. It can also be used on purely local streets where it is less restrictive than a diagonal diverter.



Estimated Cost Per Diverter:

- \$30,000

Existing Locations:

- 14th at Grand
- Grovement Street at Lincoln Avenue
- Louise Street at Civic Center Drive

Pros:

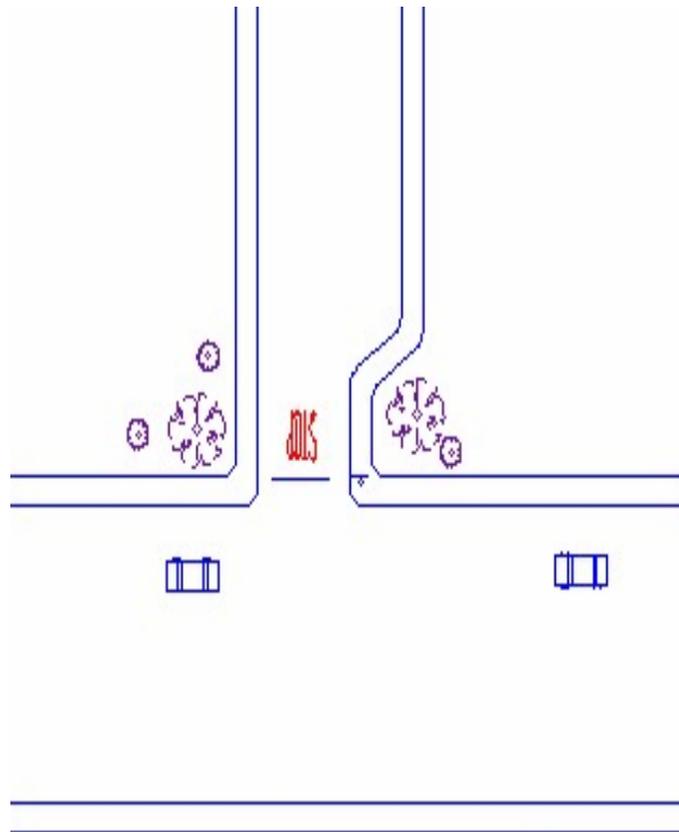
- Restricts movement into a street while maintaining full access and movement within a street block for residents
- Reduces cut-through traffic
- Minimal impact on emergency vehicles
- Allows for landscaping

Cons:

- Partial or total removal of on-street parking may be required
- Traffic may be re-directed onto other local streets

SEMI-DIVERTER

A semi-diverter blocks traffic in one direction on a street, while allowing traffic in the other direction to pass through. It is used to reduce traffic on a cut-through route while having less of an impact on emergency vehicles and local traffic than a cul-de-sac. Semi-diverters are easy to drive around and often have significant violation rates.



Estimated Cost Per Diverter:

- \$30,000

Existing Locations:

- Santa Clara Avenue at Broadway
- 19th Street at Broadway
- Jackson Street at 1st Street

Pros:

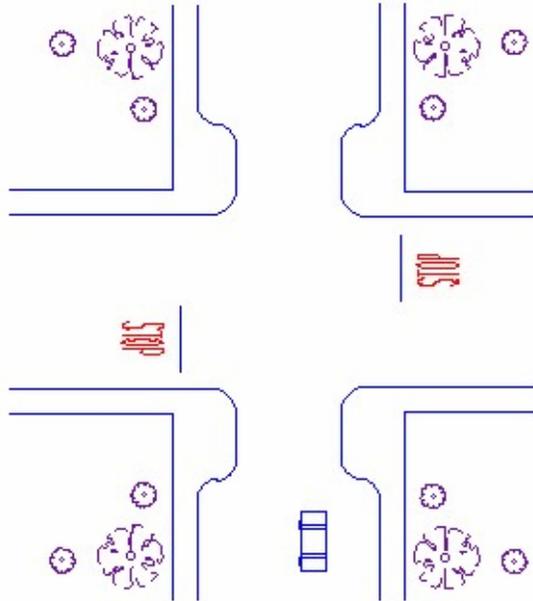
- Pedestrian crossing distance is reduced
- Narrowed roadway section may contribute to reduction of speeds
- Breaks up driver's sight-line
- Opportunity for landscaping and visual enhancements to the neighborhood

Cons:

- May reduce visibility for cyclists who are less visible to turning and cross traffic
- May require partial or total loss of parking
- Could result in a minor increase on maintenance
- Care should be taken to keep motorists from hitting bulbouts

BULBOUT

Major bulbouts narrow the street width at intersections, creating a shorter and safer pedestrian crossing and encouraging drivers to slow down. Construction of major bulbouts requires altering the curb, gutter and sidewalk. Bulbouts may contain special paving or landscaping and are generally used at intersections where parking is restricted.



Estimated Cost Per Diverter:

- \$30,000

Existing Locations:

- Washington Avenue east of Harbor Blvd.

Pros:

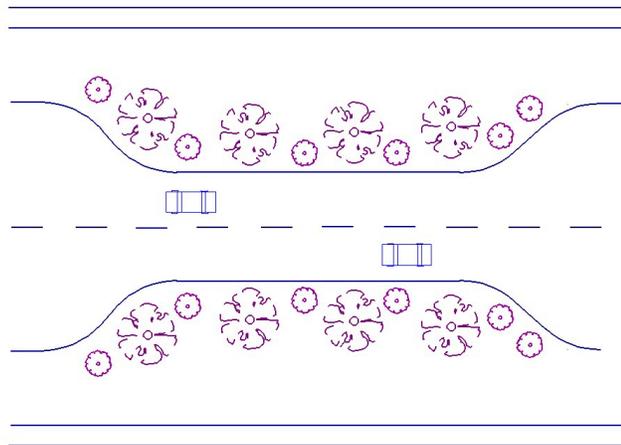
- Speed Reduction
- Breaks up driver's sight-line
- Reduces pedestrian crossing
- Increases pedestrian and motorist visibility

Cons:

- May require partial or total removal of on-street parking
- Increases maintenance for areas where street sweeping equipment cannot reach between the choker and the curbline

MID-BLOCK CHOKER

Chokers are raised islands in the parking zone that can be detached from the curbline to allow for drainage. Mid-Block chokers narrow the roadway and are most applicable on wide streets with speeding and cut-through problems.



Estimated Cost Per Diverter:

- \$30,000

Existing Locations:

- Minnie Street north of McFadden Avenue

Pros:

- May slow down traffic
- Changes the look of the street, making it more aesthetically pleasing
- Has minimal impact on emergency response

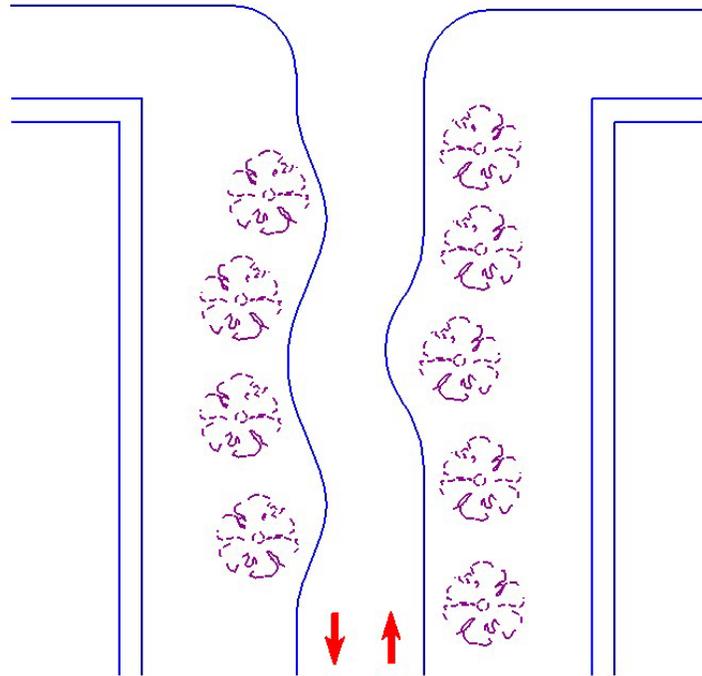
Cons:

- Involves extensive design and expensive implementation
- May require partial or total removal of on-street parking
- Additional maintenance for service vehicles to maneuver a curvilinear street
- May have little or no impact on cut-through traffic
- May require modification of drainage features and other utilities

CHICANES

A curved street alignment that can be designed into new developments or retrofitted in existing right-of-ways is called a chicane. The curvilinear alignment requires additional maneuvering and shortens driver's sight-lines, resulting in lower average speeds.

This device can be applied to any street where speed control is desired, provided the street is wide enough to accommodate the curvilinear design.



Estimated Cost Per Diverter:

- \$50,000

Existing Locations:

- Flower Street at 10th and 15th Streets

Pros:

- Restricts movement into a street while maintaining full access and movement within a street block for residents
- Allows for landscaping
- Reduces cut-through traffic

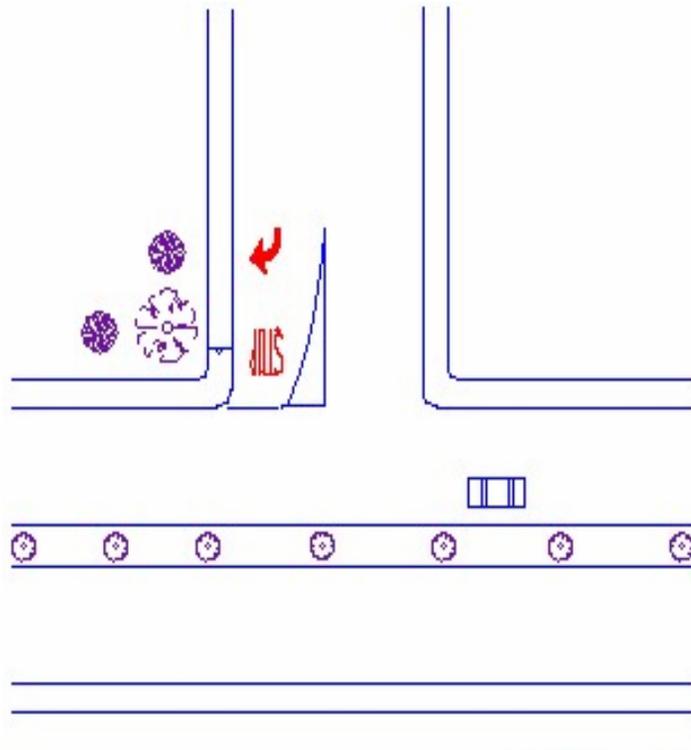
Cons:

- Has significant impact on emergency vehicle access
- Partial or total removal of on-street parking may be required
- Traffic may be re-directed onto other local streets

ISLAND BARRIER

An island barrier, which is used at the intersection of a major and a minor street, prevents left turns to and from the minor street, in addition to through movements across the major street.

Islands can only be located where the major street is wide enough to safely construct. If the island is not applied at all local street intersections along the major street, it may shift traffic from one local street to another. This does not include landscaped median that are constructed as part of a major street rehabilitation or street widening project.



Estimated Cost Per Diverter:

- \$20,000 (unsignalized location)
- \$100,000 (signalized location)

Existing Locations:

- Flower Street at 17th Street
- Washington Avenue at Flower Street.

Pros:

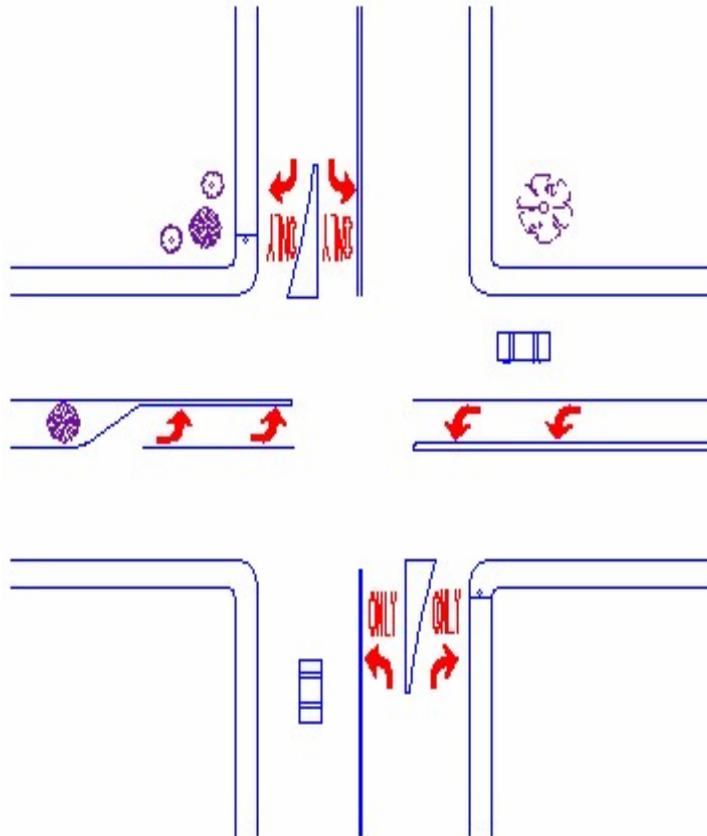
- Restricts movement into a street while maintaining full access and movement within a street block for residents
- Reduces cut-through traffic

Cons:

- Partial or total removal of on-street parking may be required
- Traffic may be re-directed onto other local streets

NO-THRU-TRAFFIC DIVERTER

A no-thru-traffic diverter prevents traffic from going straight across an intersection, while allowing traffic access to and from the cross street. It is used to block cut-through traffic at the entrance to a neighborhood without having an impact on the cross street traffic. It also allows neighborhood access to the cross street.



Estimated Cost Per Diverter:

- \$50,000

Existing Locations:

- Wright Street at Palm Avenue

Pros:

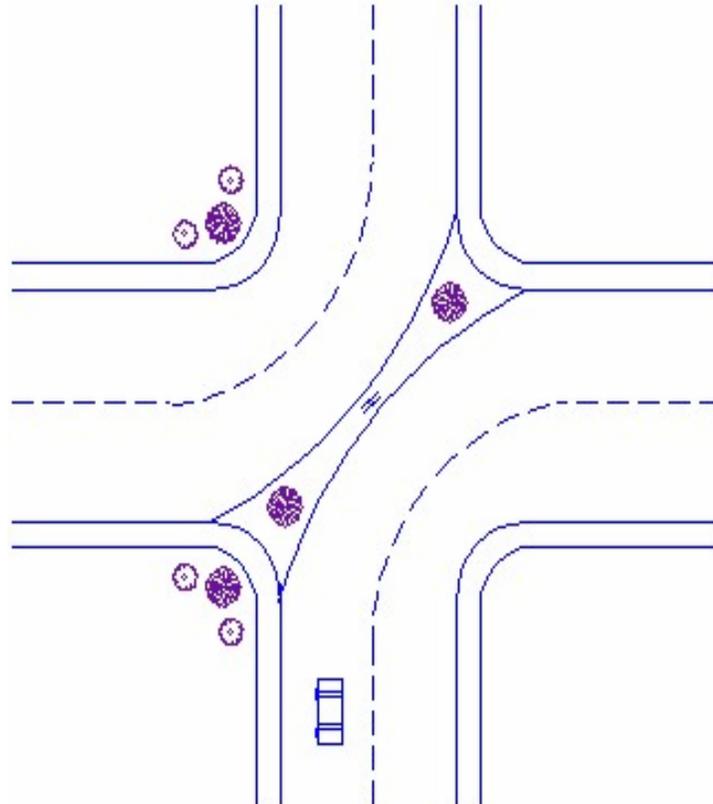
- Reduces cut-through traffic
- Directs traffic flow, thus eliminating conflicts at intersection
- Can be designed to accommodate emergency vehicles
- Allows for landscaping

Cons:

- Will re-direct traffic to other local streets
- Results in increased travel time for local residents
- Partial or total removal of on-street parking near intersection may be required
- Needs significant amount of warning and guide signs

DIAGONAL DIVERTER

A diagonal diverter is a barrier placed diagonally across an intersection, which prevents traffic from continuing straight through and forces motorists to make a sharp turn. Its purpose is to block a major cut-through route within the neighborhood and make travel through a neighborhood difficult without actually preventing it. It is most effective when used in a pattern of similar diverters.



Estimated Cost Per Diverter:

- \$150,000 Construction of cul-de-sac, plus \$1,000,000 acquisition of 2+ parcels, for total of \$1,150,000

Existing Locations:

- Olive Street and Lowell Street at Civic Center Drive
- Baker at Civic Center Drive

Pros:

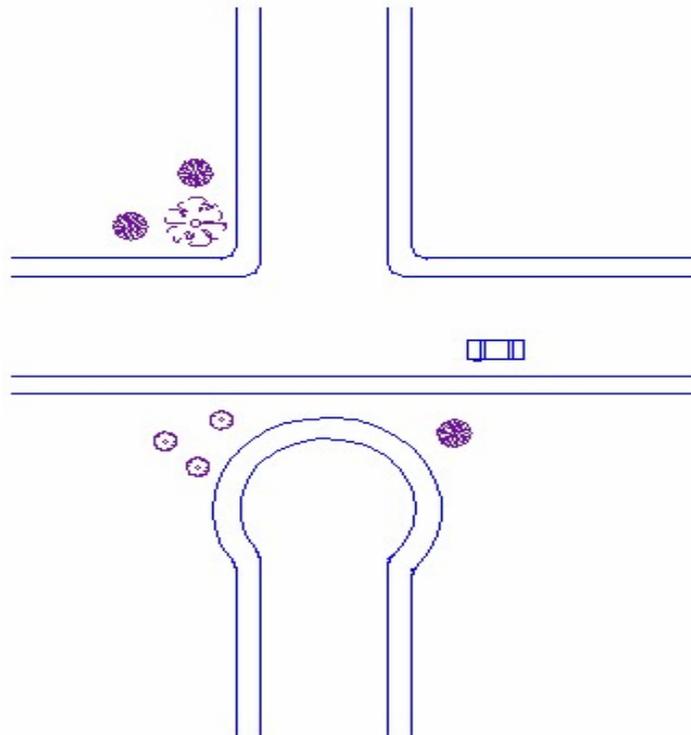
- Restricts all through traffic
- Effective volume and speed control measure
- Improves image quality of street

Cons:

- Traffic may be re-directed to other local streets
- Partial or total removal of on-street parking may be required
- Not warranted at designated emergency vehicle response routes

CUL-DE-SAC

An intersection cul-de-sac completely blocks traffic access to a particular street from the other legs of the intersection. It is totally effective in preventing cut-through traffic, and it normally limits traffic on the cul-de-sac to that coming from the immediate area. A cul-de-sac may require the acquisition of additional right-of-way. Right-of-way costs will vary depending on the extent of the impact to adjacent properties and the design of the cul-de-sac.



Estimated Cost Per Diverter:

- \$60,000

Existing Locations:

- None

Pros:

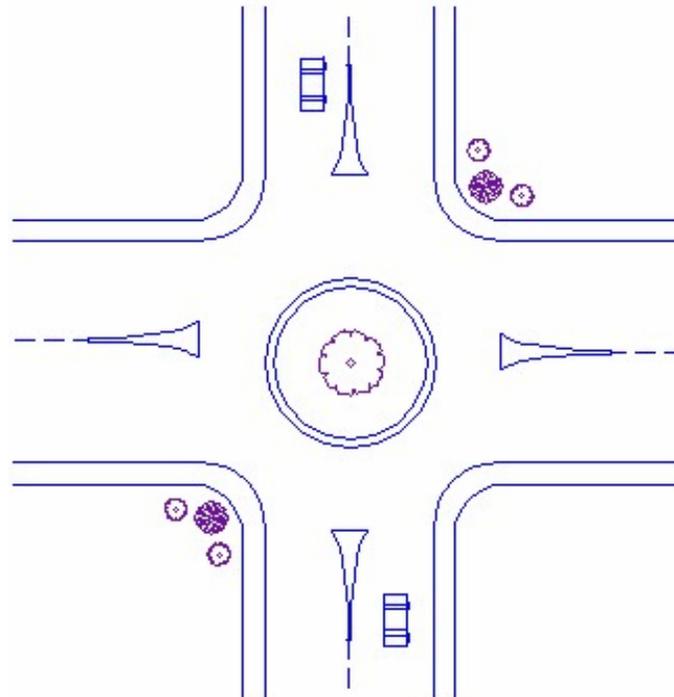
- Provides increased access to street from side street
- Slows traffic as motorist drive around the circle
- Allows for landscaping

Cons:

- May delay emergency response
- May impede left turns by large vehicles
- May require intersection redesign
- May impact flow of pedestrian and bicyclists

TRAFFIC CIRCLE

A traffic circle is a raised circular median designed to direct counterclockwise traffic flow through an intersection. Motorists are forced to change their travel path to maneuver around the circle. Intended to reduce speed and improve side street access. Additional right of way may be needed to accommodate a traffic circle.



APPENDIX C

CRITERIA

In order to maximize the benefits of the NTMP Program through effective allocation of personnel and financial resources to address “real” needs, the “candidate” street(s) in the neighborhood must meet certain conditions before the City considers initiation of any traffic management/ calming study or pursuit of a traffic management plan.

1. Street(s) shall meet all of the following requirements:
 - a. Street must be a residential street with no more than one lane in each direction.
 - b. Street must not be wider than 40 feet, curb-to-curb.
 - c. Street shall not be on the City’s Master Plan of Streets & Highways or on the County’s Master Plan of Arterial Highways.
 - d. Street must not be on an established Transit Route.
 - e. Street must not be in a primary emergency access route.
2. The traffic volume and/or 85th percentile speed should warrant mitigation measures.
3. Feasibility of implementing any traffic calming device shall be determined by:
 - a. Traffic calming device will remedy the traffic concern.
 - b. Changes created by the implementation of the traffic control device will not divert significant volumes of traffic onto other residential streets.
 - c. Traffic calming device is technically feasible.
 - d. Impact upon the quality of life of those residents who will be in direct proximity to the traffic-calming device will be minimal.
 - e. Engineering judgment.
 - f. Acceptance by the majority of affected residents.
 - g. Fire and Police Department has no objection as it relates to emergency vehicle access and results in significant delay to response times.
 - h. The inconvenience to local residents, schools and businesses in the area of impact who must use alternate routes.

- i. The amount of police enforcement required to make the traffic restriction effective.
- j. The effect on adjacent properties, including property acquisition, noise and damage to property.
- k. Cost of installation and annual maintenance.

APPENDIX D
SUMMARY OF
PROCEDURE FOR NEIGHBORHOOD TRAFFIC PLANS

STEP 1	STEP 2	STEP 3
<p>STAFF RESPONDS TO REQUEST TO SOLVE A NEIGHBORHOOD TRAFFIC INTRUSION PROBLEM</p> <p>a) Staff conducts traffic study & recommends traffic controls such as arterial improvements, signing or striping. b) Controls implemented to determine effectiveness. c) Residents report whether or not controls are effective. d) If problem not resolved and if problem is confirmed, steps 2-13 follow.</p>	<p>NEIGHBORHOOD CIRCULATES PETITION & SUBMITS TO PUBLIC WORKS AGENCY (PWA)</p> <p>a) Requester circulates a petition, which states the problem & suggests solutions for problem. Petition must include supporting signatures from at least 35% of dwelling units in area of impact. b) Requester notifies all residents in area of impact of petitions. c) Requester submits petition to the PWA within 90 days. d) Staff validates petition & notifies ETAC of request. e) No petition is needed if ETAC or City Council initiate traffic plan.</p>	<p>STAFF AND NEIGHBORHOOD DEVELOPS TRAFFIC PLAN</p> <p>a) Staff and/or Traffic Committee develops a traffic plan. b) Plan will balance technical feasibility and community perspective to develop a workable plan. c) Staff notifies neighborhood, adjacent neighborhoods, affected schools & businesses of the plan. d) Proposed plan presented at neighborhood meeting.</p>
9-12 Mos Total: 3-6 Mos Study & Install + 6 Mo Trial	1 Month (For Staff Action)	4-6 Months
STEP 4	STEP 5	STEP 6
<p>STAFF SUBMITS PETITION & PLAN FOR ETAC ACTION</p> <p>a) City submits petition & plan to ETAC. b) ETAC takes action on petition and plan. c) ETAC determines whether or not an advisory poll should be conducted.</p>	<p>TRAFFIC PLAN PRESENTED AT NEIGHBORHOOD MEETING(S)</p> <p>a) Staff & Traffic Committee develop meeting agenda. b) City prepares & mails meeting notice. c) Traffic plan presented at meeting.</p>	<p>CITY PREPARES & MAILS ADVISORY POLL</p> <p>a) If directed by ETAC, staff prepares & mails advisory poll regarding proposed plan to residents. b) Advisory poll forms are returned to City. c) One vote per dwelling unit</p>
1 Month	2 Months	1 ½ - 2 Months

STEP 7	STEP 8	STEP 9
CITY TABULATES ADVISORY POLL, INFORMS RESIDENTS OF RESULTS & SUBMITS RECOMMENDATION TO ETAC	ETAC REVIEWS ADVISORY POLL RESULTS, HEARS PUBLIC COMMENTS & MAKES RECOMMENDATION TO CITY COUNCIL	CITY COUNCIL TAKES ACTION ON PLAN
a) City tabulates advisory poll results. b) Staff informs residents of advisory poll results. c) Staff makes appropriate recommendation to ETAC.	ETAC reviews advisory poll results, hears public comments & makes recommendation to Council.	City notifies residents of council meeting. Council takes action on temporary plan.
1 Mo – 14 Mos Total, 1 Mo For a, b & c	1 Month	1 Month

STEP 10	STEP 11	STEP 12
PLAN IMPLEMENTED ON TRIAL BASIS	CITY POLLS NEIGHBORHOOD REGARDING PERMANENT INSTALLATION	PUBLIC WORKS TAKES APPROVED ACTION
a) City designs temporary traffic plan & prepares CEQA. b) City installs approved plan on 6-month trial basis. Installations are temporary. Trial period begins when all elements of the plan are installed.	a) At end of trial period, PWA conducts traffic study & notifies residents of the results. b) City re-polls residents, if directed by ETAC, to determine whether or not installation should be permanent. c) Residents notified of poll results & follow-up action. d) ETAC forwards poll results & recommendations to Council.	PWA implements action approved by Council, either removing installation or replacing with permanent installation.
10 Mos Total: 4 Mos CEQA, Design & Install + 6 Mo Trial	3 Months	

STEP 13
PROCESS FOR ADDITIONAL PHASES
For any subsequent phases of the plan, Steps 6, 7, 8, 10, 11 & 12 are repeated.