



City of South Pasadena

1414 Mission Street

South Pasadena, CA 91030

www.ci.south-pasadena.ca.us

Traffic-calming Policy

The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our small town character. Part of that commitment is responding to residents who are concerned about traffic issues in their neighborhood.

Steps taken to moderate, mitigate, or alleviate traffic problems are referred to as traffic-calming measures. Traffic-calming can take many forms ranging from pavement markings and signage to signal lights and medians.

In general, the City's approach to traffic-calming is a common-sense one: The basic, simple, and least expensive measures are implemented first to see if they correct the situation. If they don't, the City would consider progressively more complicated and more expensive measures until a balance between cost and effectiveness is reached.

While it may not be possible to mitigate all traffic impacts or implement every measure that residents may desire, the City will take all concerns seriously and strive to prepare a prudent and appropriate response as expeditiously as possible. It is the policy of the City of South Pasadena to process residents' requests for traffic-calming measures in the following manner:

Step 1 – Alert the City to the issue or concern through the Transportation Commission

The prescribed way to alert the City to a traffic-related issue or concern is to attend a meeting of the City's Transportation Commission. Comprised of fellow residents, the Commission meets the second Thursday of every month. During the public comment section of the agenda, members of the public may report their issue or concern. Printed support materials like maps or photos may be helpful, but there is no need for elaborate visuals or PowerPoint presentations.

The Commissioners may ask residents questions about their neighborhood, their experiences, and their suggestions for what might alleviate the problem. After consideration, the Commission might ask City staff to assess the situation.



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If a resident is unable to attend a meeting, the alternative prescribed method is to send a letter to the Transportation Commission in care of the City's Transportation Manager. The letter should describe the situation and contain contact information so City staff can follow-up. The contents of the letter would be processed in the same manner by the Commission at their next meeting.

Step 2 – City Staff Assessment

Upon the request of the Transportation Commission, and under the direction of the City Manager, City staff will conduct an assessment of the area in question. That assessment can include:

- Site visit from Transportation Department
- Field survey of existing traffic control measures from Public Works Department
- Traffic observations from Police Department
- Communications with residents
- Commissioner research, input, suggestions, and ideas

Other statistical information such as accident data, street repair data, and traffic citation data may also be considered.

Step 3 – Report back to the Transportation Commission

Ideally within one or two meetings, City Staff will present a report on the situation to the Transportation Commission as an agenda item. The report may include recommendations or options for mitigation measures, or it may conclude that no mitigation measures are needed or possible.

As an agenda item, members of the public including those who initiated the process will be able to comment, and support or oppose the recommendations. Upon review of the staff recommendation and consideration of public comment, the commission might request more information from staff and/or the public, or decide to take action on a recommendation.



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Step 4 – Commission Recommendation

Based upon the information presented and the input of staff and residents, the Commission might recommend a particular course of action, or they might determine that no mitigation measures are needed or possible.

If recommendations for action are within the existing operations budget and the purview of the City Manager's Office, City staff might be able to begin implementing the measures. If they require an unbudgeted expenditure (like a traffic study, or design and construction) or a policy, ordinance, or procedural change, the Commission would send the recommendation on to the City Council for review and approval.

If residents disagree with the Commission's recommendation, they may ask if the City Council is willing to reconsider their request during the public comment section of a City Council meeting. There is no guarantee or requirement that the Council do so.

Step 5 – City Council Approval (if necessary)

Upon receiving a recommendation from the Transportation Commission, the City Council will consider whether to approve or deny it, or they might ask for additional information from staff and/or residents prior to making a decision. As an agenda item, members of the public would have the opportunity to address the Council on the item. The Council would ultimately approve or not approve the recommendation as the final authority in the City.

This process provides a mechanism through which residents can be assured that their concerns will be heard, and through which City staff can manage the various issues that residents bring to the City's attention.

Approved by City Council Resolution
January 16, 2008