



**INSTRUCTIONS FOR MAKING A REQUEST TO THE TRAFFIC SAFETY
AND PARKING COMMITTEE (TSPC)**

Write a letter (it can be handwritten) to TSPC, City of San Bruno, 567 El Camino Real, San Bruno CA 94066-4299

State in your letter:

1. Problem(s).
2. Any solution or requests that you feel would alleviate the problem.
3. State your name, address, and daytime telephone number.
4. Ask to be heard by the TSPC at their monthly meeting.
5. Ask to be notified of the hearing date if you would like to be present.
6. Mail or hand deliver your letter. TSPC meets on the first Wednesday of every month at 7:00 PM at City Hall in Conference Room 115 near the Engineering Department.

Your request must be received by the FIRST of the month to be heard at the following month's TSPC meeting.

This lead time is necessary in order for Engineering Division to research all the requests we receive and make sound recommendations.

For example: If your request is received BY February 1, it will be heard at the March meeting (first Wednesday in March). If received AFTER February 1, it will be heard at the April meeting (first Wednesday in April).