



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

Write a letter (it can be handwritten) and address it to: TSPC, City of San Bruno.

State in your letter:

1. Issue(s) or Problem(s).
2. Any solution or requests that you feel would alleviate the problem.
3. State your name, address, and daytime telephone number.

Mail your letter to:

TSPC, City of San Bruno  
567 El Camino Real  
San Bruno, CA 94066-4299

Or email your letter to: [ps@sanbruno.ca.gov](mailto:ps@sanbruno.ca.gov)

Or hand deliver your letter to the Public Works counter at the San Bruno City Hall located at 567 El Camino Real.

Once your request is received it will be logged, categorized, and prioritized for evaluation. City staff may contact you to learn more about your concerns. Depending on the request, a traffic study may be required. After the evaluation of your request is completed, it will be placed on the agenda for a TSPC meeting. The TSPC typically meets at 7:00 PM on the first Wednesday of each month in Conference Room 115 at City Hall. You will be notified at least one week prior to the TSPC meeting at which your request will be heard. Please be advised that the Public Works department is currently experiencing a large backlog of items submitted for TSPC consideration.