1. Objectives of Committee
   a. Identify areas of friction between GDOT and Consultants or Public and smooth them
   b. Identify areas where process improvements might be needed

2. Old Business
   a. Todd DeVos presented last couple years of work. Signal permitting, ITS Manual update, Discussion of Chapter 13 traffic study updates

3. Discussion
   a. Signal permitting, double commenting and differences between districts and TMC. Areas to address for the committee could include recommendations for improvements.
   b. Is there a process that clearly lays out how to submit a signal permit/TE study/design so that anyone can figure it out? Is this something that can be produced?
c. Example TE study being revised in the PDP. This is being produced by TMC under the safety task order. May be distributed for comment.

d. How do people out of state find the information they need to produce plans and studies in Georgia?

e. Give back the 2011 ITE Georgia Section Traffic Signal document to GAITE Technical Committee for an update. Ask ITE Board to approve this. 3 of 5 GAITE Board Members were present for this meeting.

f. Perhaps make recommendations for the Signal permitting flow from private consultant through the district to GO.

g. Lots of discussion concerning FPR review comment differences between Districts and TMC. How a consultant can say “no” at PFPR and back it up.

h. Analysis guidelines. Quick reference guide to establish operations analysis?

i. Operational Analysis Defaults? Ask Technical Committee at GAITE to look into this.

j. Roundabouts Defaults in Georgia? Road Design is working on this. They may not release this to the public. Something to start with, like 160’ inscribed diameter.

k. Traffic Default Values in GA guidebook.

4. Action Items

a. Produce an email that with process improvement for the signal permitting submission to approval process. Also, to address the FPR approval process. Will do as committee as a whole via email.

b. Send the Signals document back to the GAITE Technical Committee.

c. Default values guidebook to be further discussed at later meeting.

5. Next Meeting

a. May 3, 10:00 at TMC
The above represents our understanding of the items discussed. Please notify us of any discrepancies or questions as soon as possible.