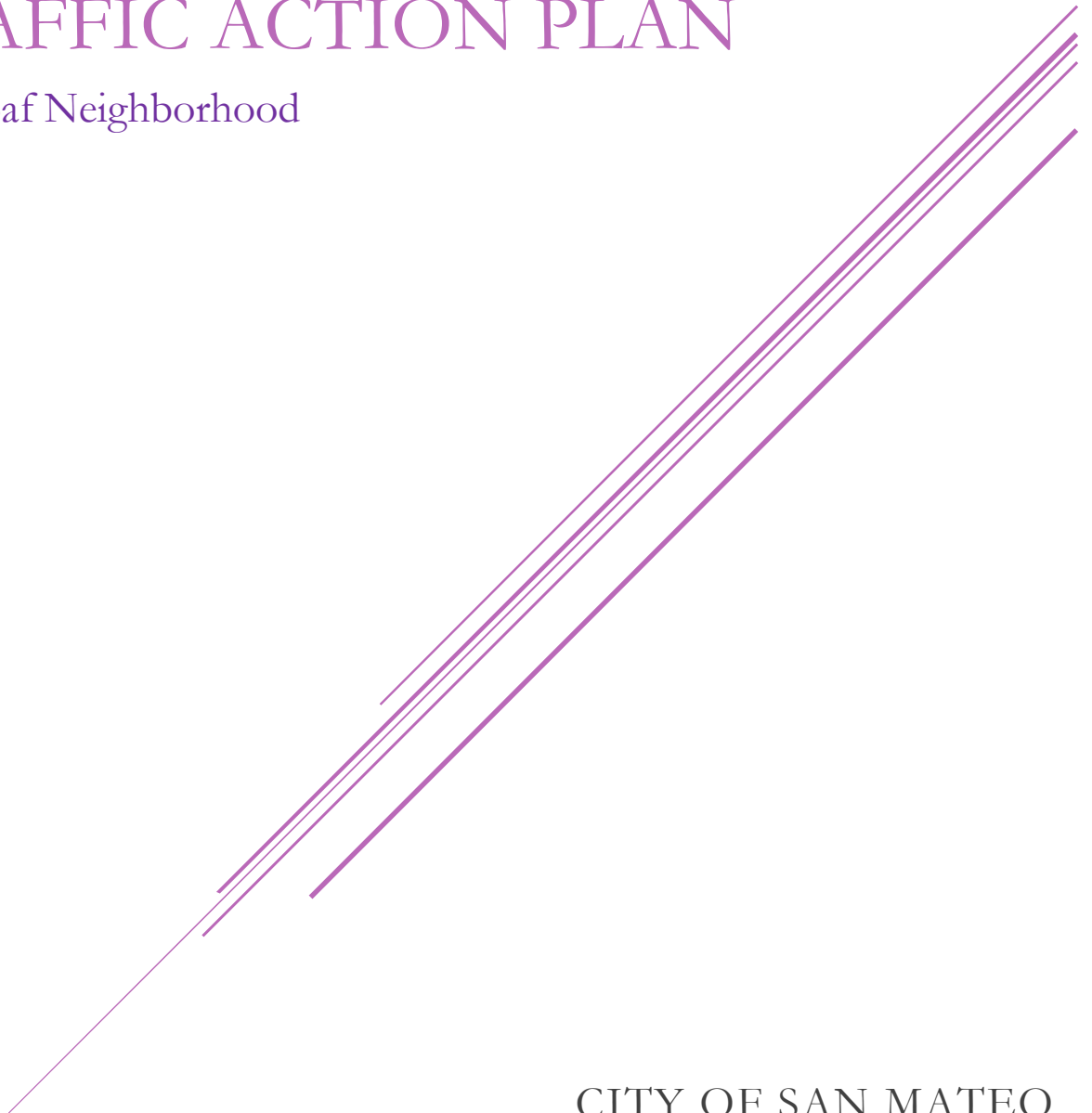




TRAFFIC ACTION PLAN

Sugarloaf Neighborhood



CITY OF SAN MATEO

Draft January 2020

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Introduction

The Sugarloaf Neighborhood Traffic Action Plan is a cooperative effort between City staff and residents to develop a list of projects to improve safety, mobility and livability of the neighborhood. The process to develop the plan was designed to give residents an opportunity to actively work with the City to identify key transportation issues, evaluate potential solutions and develop a list of prioritized recommendations, which could be used to guide both short and long-term improvements to the neighborhood.

Recognizing the impact traffic can have on the livability of neighborhoods, San Mateo Public Works initiated a planning effort to work with each of the City's 28 neighborhoods to develop plans that would address neighborhood transportation issues specific to each community. The recommendations in these plans will be used to guide future pedestrian, bicycle and traffic improvements and help identify potential mitigation measures for larger projects being planned in San Mateo.

Sugarloaf was the fourteenth neighborhood selected to work with the City to develop a Neighborhood Traffic Action Plan based on their response to City staff. The neighborhood is roughly bounded on the west by State Route 92, the City of Belmont border to the south, Laurelwood Park and Sugarloaf open space to the east, and Cherrywood Drive to the north. The Sugarloaf development consists of 226 single family homes. The study area is shown in Figure 1.

The planning process commenced in January 2019 when the City provided the Sugarloaf Homeowners Association (SLHOA) information about the Traffic Action Plan process during Sugarloaf's annual HOA Members Meeting. Following the meeting, the SLHOA collected feedback from neighborhood residents on their traffic-related concerns. SLHOA also established Sugarloaf's Traffic Forum Steering Committee (TFSC), which is comprised of volunteer residents from the neighborhood. The City held a meeting with the Sugarloaf TFSC on July 2, 2019 to discuss their concerns and answer questions about their priority list. The steering committee was then asked to use information provided by the City to narrow the list down to their top concerns. Each of these concerns can be categorized into these key issues:

- Speeding
- Cut-Through Traffic
- Unique Neighborhood Concerns

The following are overall strategies that will be used to address the key issues in the Sugarloaf Neighborhood:

- Speeding
 - Verification of speeding issue with speed surveys.
 - Install speed cushions at key locations along De Anza Boulevard where the speed violation threshold *is* met.
 - Targeted police enforcement where the violation threshold *is not* met.
- Cut-Through Traffic/Congestion
 - Cut-through traffic study to be completed on local/residential street to determine the total percentage of cut-through volume.
 - The Neighborhood Traffic Management Plan (NTMP) guidelines will determine if thresholds are met and mitigation is needed.

- Unique Neighborhood Concerns
 - Verification of unique neighborhood concern.
 - Each unique concern identified by the neighborhood will be addressed on an individual basis.

The Traffic Forum Task Force, consisting of staff from the offices of the City Manager, Police, Fire, Public Works, and Planning, used the TFSC's top nine list of traffic concerns to develop and prioritize recommendations to create this draft Sugarloaf Neighborhood Traffic Action Plan (TAP). The draft TAP will then be posted online for review prior to the Sustainability & Infrastructure Commission meeting. The Sustainability & Infrastructure Commission will review and provide comments on the TAP. City staff will incorporate the Sustainability & Infrastructure Commission's comments to finalize the document and post it on the City's Traffic Forum website.

The City has already begun studying some of the recommendations based on feedback received from the neighborhood. These recommendations will be implemented on an on-going basis. The Sugarloaf Neighborhood Traffic Action Plan is considered an active working plan, and the City recognizes that new issues and concerns will arise in the future. As a result, it is recommended that the plan be revisited periodically to update and revise recommendations as needed.

The following chapters of the plan include *The Traffic Forum Process* which describes the process and timeline for developing the plan, *Neighborhood Traffic Issues* which identifies the top nine traffic issues identified by the Steering Committee, and *Neighborhood Recommendations and Implementation* which describes the specific recommendations by location and summarizes potential opportunities for funding.



Figure 1 – Sugarloaf Neighborhood Planning Boundary

The Traffic Forum Process

The planning effort began with a survey that was created by the Sugarloaf Homeowners Association (SLHOA) to generate an initial list of traffic concerns in the neighborhood. The City met with the SLHOA on January 24, 2019 at their annual Homeowners Association Members Meeting to discuss the neighborhood's traffic concerns and the Traffic Action Plan process. From February through April 2019, SLHOA collected feedback from residents about their traffic concerns. They also asked for volunteers from the neighborhood to serve on a Traffic Forum Steering Committee (TFSC) to work with City staff to identify their top traffic concerns.

Public Works Department staff met with the Sugarloaf TFSC on July 2, 2019 to review the list of traffic concerns in their neighborhood and finalize their top nine concerns.

The Sugarloaf TFSC was comprised of three residents who participated in the development of the top nine list.

Traffic Forum Steering Committee Members	
Bob Kiss	
Robina Ramm	
Victoria Butcher	

Using the list of top nine traffic concerns, City staff created the Traffic Action Plan (TAP). The draft TAP will be posted online prior to the Sustainability & Infrastructure Commission meeting. The Sustainability & Infrastructure Commission will review and provide comments on the TAP. City staff will revise the TAP to include the Sustainability & Infrastructure's comments and finalize the document. The final TAP will then be posted online.

The flowchart in Figure 2 depicts the development of the traffic action plan and proposed schedule.

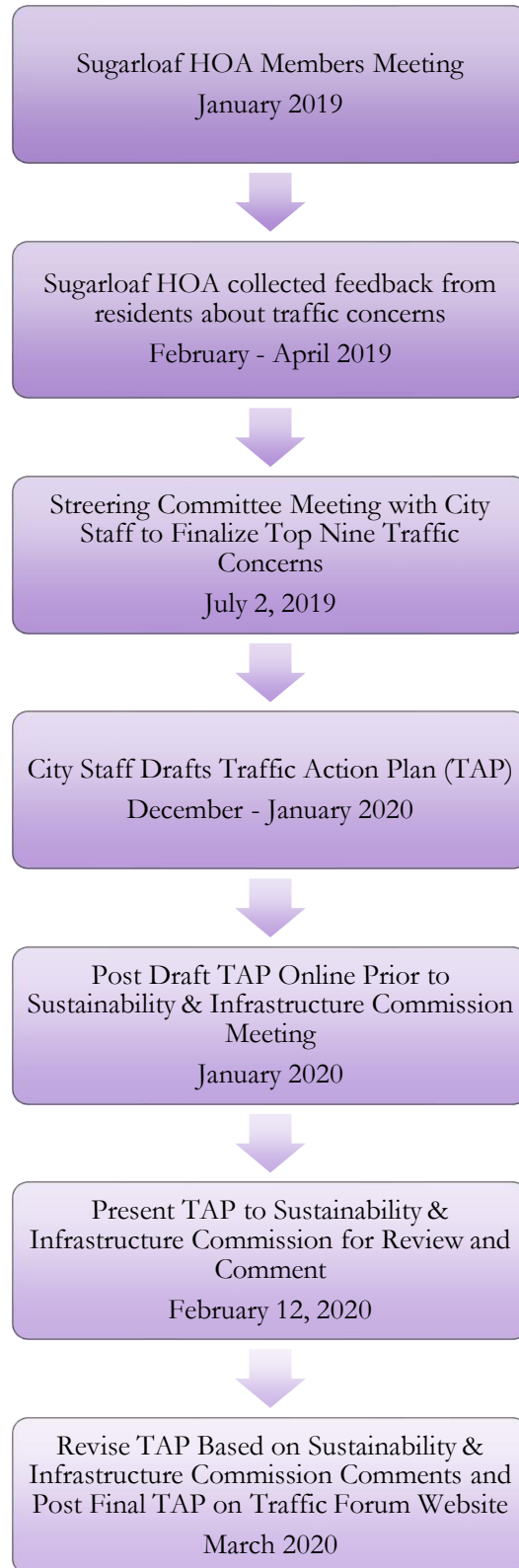


Figure 2 - Traffic Action Plan Development Flowchart

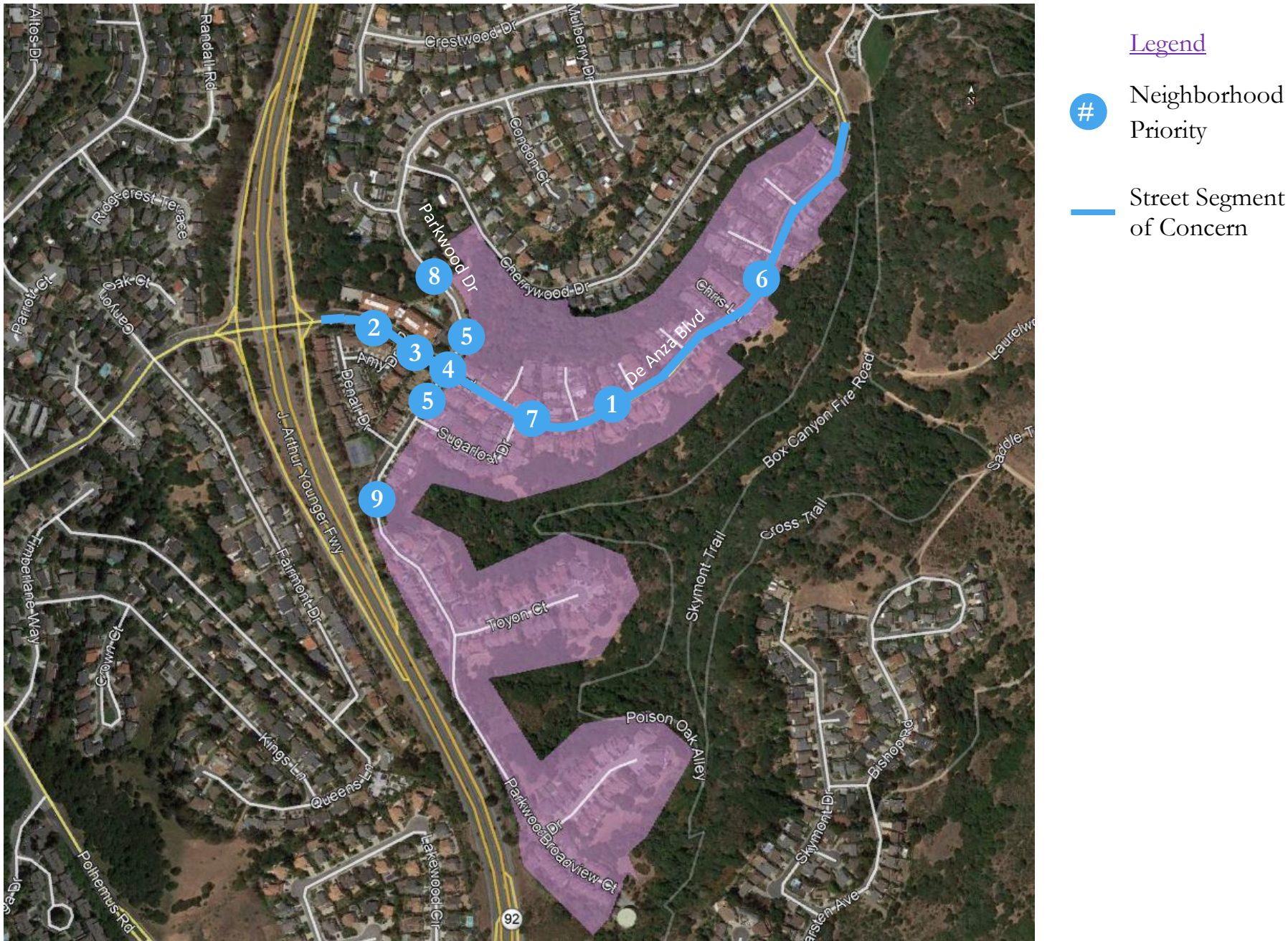
Neighborhood Traffic Issues

The Sugarloaf Traffic Forum Steering Committee identified their top nine traffic concerns based on information provided to them at the City meeting on July 2, 2019. Table 1 lists these concerns by location, which are also located on the map shown in Figure 2.

Table 1 – Sugarloaf Top Nine Traffic Concerns

Neighborhood Priority	Location	Interests and Reasons
1	De Anza Boulevard between Parkwood Drive and Cherrywood Drive	Speeding (TFSC has concerns with speeding along the downhill segment of De Anza Boulevard.)
2	De Anza Boulevard Corridor	Cut-Through Traffic (Cut-through traffic enters the Sugarloaf neighborhood using De Anza Boulevard from State Route 92 to access Hillsdale Boulevard to the north)
3	De Anza Boulevard at Parkwood Drive	Speeding (TFSC has concerns with the high speed of eastbound traffic along De Anza Boulevard approaching Parkwood Drive)
4	De Anza Boulevard at Parkwood Drive	Unique Neighborhood Concern (Pedestrian safety crossing west leg of De Anza/Parkwood Drive intersection)
5	De Anza Boulevard at Parkwood Drive	Unique Neighborhood Concern (TFSC has Pedestrian safety concerns for crossing Parkwood on both sides – crosswalk markings are needed)
6	De Anza Boulevard Corridor	Unique Neighborhood Concern (TFSC has concerns regarding limited sight distance at all private driveways)
7	De Anza Boulevard Corridor	Unique Neighborhood Concern (TFSC has concerns regarding bicycle safety on De Anza Boulevard)
8	De Anza Boulevard/Parkwood Drive	Unique Neighborhood Concern (Limited visibility of southbound traffic along Parkwood Drive approaching De Anza Boulevard)
9	Parkwood Drive Corridor	Speeding (High speed of northbound traffic along Parkwood Drive approaching De Anza Boulevard is a concern)

Figure 3 – Sugarloaf Steering Committee Top Nine Traffic Concerns



Neighborhood Recommendations and Implementation

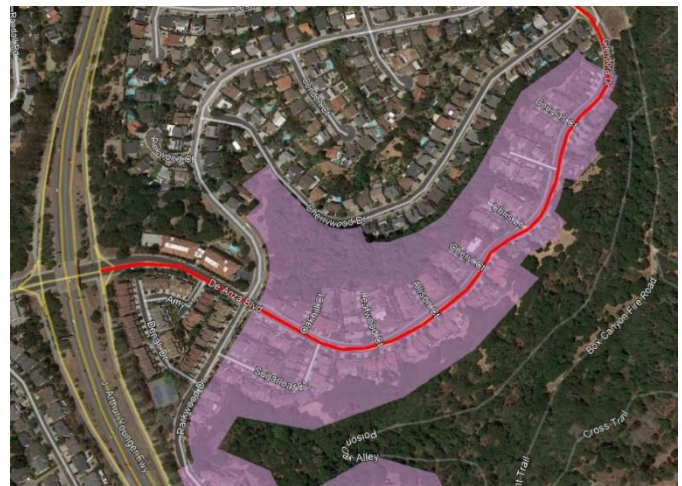
The following section presents the recommendations for addressing each traffic concern by location. A detailed discussion of each recommendation is presented alongside a map for illustration. The recommendations are summarized in Table 3.

1 – De Anza Boulevard Between Parkwood Drive and Cherrywood Drive

Issue: Speeding (TFSC has concerns with speeding along the downhill segment of De Anza Boulevard.)

Discussion and Analysis:

De Anza Boulevard has a posted speed limit of 25 miles per hour (mph). Between Polhemus Road and State Route 92, De Anza Boulevard is a four-lane roadway classified as an arterial. East of State Route 92, De Anza Boulevard is a two-lane collector roadway with Class II bicycle lanes running in both directions from Parkwood Drive to Cherrywood Drive. On-street parking exists along the south side of roadway within the study limits. There are sidewalks on both sides of the facility. De Anza Boulevard continues as Glendora Drive as a north/south collector road until its terminus at W Hillsdale Boulevard.



Speed surveys were completed on De Anza Boulevard along the following four segments within the project area. The 85th percentile speed along each segment is also listed below.

- Between State Route 92 and Parkwood Drive (eastbound: 33.1 mph; westbound: 33.6 mph)
- Between Parkwood Drive and Leafwood Court (eastbound: 32.0 mph; westbound: 33.6 mph)
- Between Leafwood Court and Chris Lane (eastbound: 31.8 mph; westbound: 31.7 mph)
- Between Chris Lane and Cherrywood Drive (eastbound: 31.0 mph; westbound: 31.1 mph)

In accordance with the City's Neighborhood Traffic Management Plan (NTMP), the 85th percentile speed on a residential street must be greater than 7 mph over the speed limit for major traffic calming (Step 2) measures to be considered.

Recommendations:

- Public Works staff will recommend installing speed cushions along De Anza Boulevard to mitigate speeding along the corridor.
- The Police Department will work with their Volunteer Traffic Safety Corps to determine when targeted police enforcement is required where the violation threshold is not met.

2 – De Anza Boulevard Corridor

Issue: Cut-Through Traffic (Cut-through traffic enters the Sugarloaf neighborhood using De Anza Boulevard from State Route 92. De Anza Boulevard provides an alternative access to Hillsdale Boulevard to the north).

Discussion and Analysis:

The Sugarloaf neighborhood is roughly bounded on the west by State Route 92, City of Belmont border to the south, Laurelwood Park and Sugarloaf open space to the east, and Cherrywood Drive to the north. De Anza Boulevard serves as the primary access for neighborhood traffic east of State Route 92.

De Anza Boulevard connects with State Route 92 at a stop-controlled diamond interchange, west of the Sugarloaf neighborhood. De Anza Boulevard is a two-lane collector roadway with Class II bicycle lanes running in both directions from Parkwood Drive to Cherrywood Drive. On-street parking exists along the south side of De Anza Boulevard within the study limits. Sidewalks exist on both sides of the facility. The roadway continues as Glendora Drive running north/south until it terminates at West Hillsdale Boulevard.



Recommendations:

- Recommendations made for Item 1 are expected to deter cut-through traffic from State Route 92 from utilizing De Anza Boulevard to access Hillsdale Boulevard.
- Public Works staff will conduct before and after traffic counts to determine the efficacy of speed cushions to deter cut-through traffic. If the before and after analysis does not show improvements, staff will conduct a comprehensive origin-destination study to determine the total percentage of cut-through volume and work with the SLHOA and TFSC to discuss mitigation options.

3 – De Anza Boulevard at Parkwood Drive

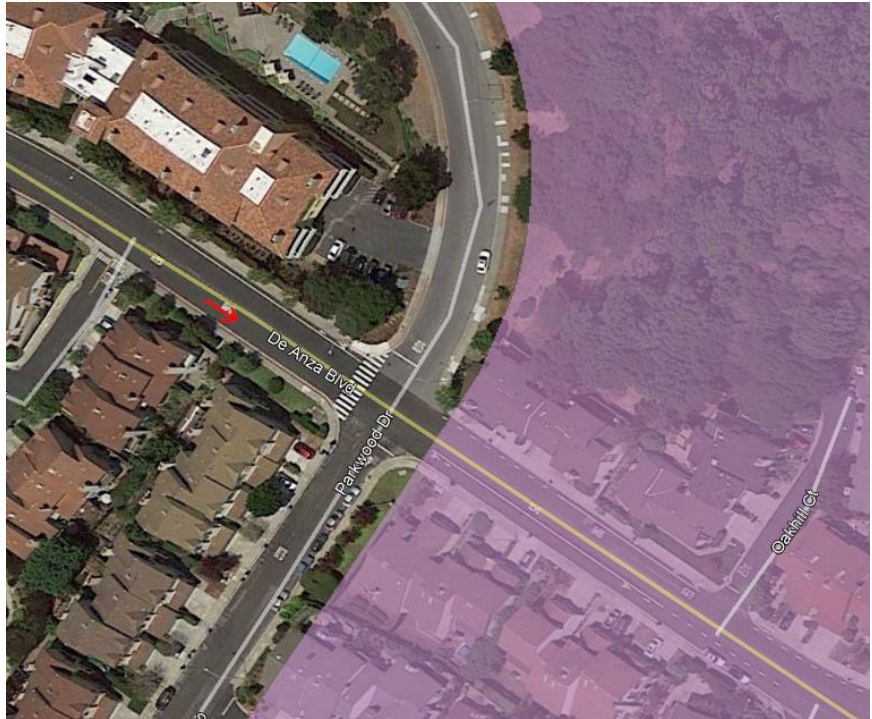
Issue: Unique Neighborhood Concern (Speeding) (TFSC has concerns with the high speed of eastbound traffic along De Anza Boulevard approaching Parkwood Drive)

Discussion and Analysis:

De Anza Boulevard has a posted speed limit of 25 mph. East of State Route 92, De Anza Boulevard is a two-lane collector roadway.

Parkwood Drive is a designated local street with a posted speed limit of 25 mph. It is a north/south, two-lane roadway that begins at the southern boundary of the Sugarloaf neighborhood and terminates at Glendora Drive to the north.

The intersection of De Anza Boulevard at Parkwood Drive is a side-street stop-controlled intersection with the De Anza Boulevard approaches running free. The west leg of the intersection has one 18-ft eastbound travel lane, one 15-ft westbound accepting lane and one 3-ft westbound bicycle lane. The center line along De Anza Boulevard is currently marked using raised pavement markers.



A speed survey was completed on De Anza Boulevard between State Route 92 and Parkwood Drive. The survey found that the 85th percentile speed of eastbound traffic approaching Parkwood Drive is 33.1 mph.

Recommendations:

- Public Works staff recommends installing a speed cushion along De Anza Boulevard west of the Parkwood Drive to reduce the speed of vehicles approaching the intersection.
- Public Works staff recognizes the recommendations made by the Traffic Forum Steering Committee to install stop signs for the eastbound and westbound approaches of the intersection at De Anza Boulevard and Parkwood Drive. However, based on previous studies, the intersection does not meet the warrants prescribed in the California Manual of Uniform Traffic Control Devices for the installation of a multi-way stop control. Staff will reevaluate the intersection following implementations of traffic calming measures identified in this document.

4 – De Anza Boulevard at Parkwood Drive

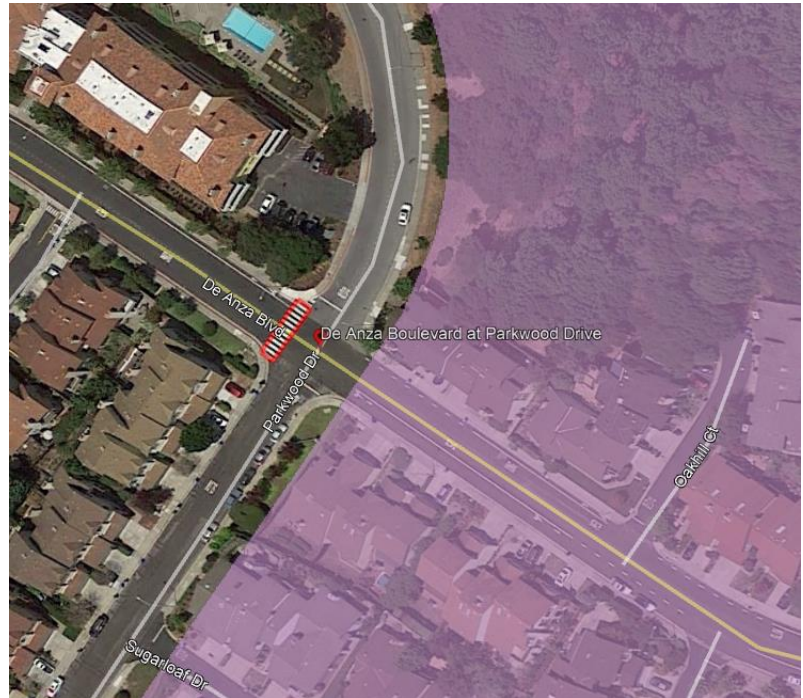
Issue: Unique Neighborhood Concern Unique Neighborhood Concern (Pedestrian safety crossing west leg of De Anza/Parkwood Drive intersection)

Discussion and Analysis:

De Anza Boulevard has a posted speed limit of 25 mph. East of State Route 92, De Anza Boulevard is a two-lane collector roadway. Sidewalks exist on both sides of the facility.

The intersection of Parkwood Drive at De Anza Boulevard is a side-street stop-controlled intersection with the De Anza Boulevard approaches running free. There is a marked uncontrolled crosswalk on the west leg of the intersection where motorists often do not yield to pedestrians waiting to cross. The curb-to-curb distance at this crosswalk is approximately 46 feet.

Recommendations:



- Public Works staff recommends installing curb extensions to shorten the pedestrian crossing distance on the west leg and enhance pedestrian visibility to roadway users. Curb extensions will also help reduce the speed of eastbound De Anza Boulevard traffic approaching the intersection and will serve as a mitigation measure to Item 3.
- Public Works staff recommends installing pedestrian push button-activated rectangular rapid flashing beacons (RRFBs) at the existing marked crosswalk.
- Public Works staff will review existing pedestrian crossing warning signage and pavement markings to ensure they meet current standards.

5 – De Anza Boulevard at Parkwood Drive

Issue: Unique Neighborhood Concern (concerns for crossing Parkwood on both sides)

Discussion and Analysis:

Parkwood Drive is a designated local street with a posted speed limit of 25 mph. It is a north/south, two-lane roadway that begins at the southern end of the Sugarloaf neighborhood and terminates at Glendora Drive to the north. Sidewalks exist on both sides of the roadway.

The intersection of Parkwood Drive at De Anza Boulevard is a side-street stop-controlled intersection with the Parkwood Drive approaches controlled by stop signs. There are currently no marked crosswalks to cross Parkwood Drive.



Recommendations:

- Public Works staff recommends marked crosswalks on the northern and southern legs of the intersection to cross Parkwood Drive.

6 – De Anza Boulevard Corridor

Issue: Unique Neighborhood Concern (TSFC has concerns on limited sight distance at all private driveways.)

Discussion and Analysis:

De Anza Boulevard has a posted speed limit of 25 mph. East of State Route 92, De Anza Boulevard is a two-lane collector roadway with Class II bicycle lanes running in both directions from Parkwood Drive to Cherrywood Drive. The roadway continues as Glendora Drive running north/south until it terminates at West Hillsdale Boulevard. On-street parking exists along the south side of De Anza Boulevard within the study limits. Sidewalks exist on both sides of the facility.



Recommendations:

- Public Works staff will field-verify sight distance at the private driveways and install red curbing or trim vegetation to improve visibility where needed within the public right-of-way

7 – De Anza Boulevard Corridor

Issue: Unique Neighborhood Concern (Bicycle safety on De Anza Boulevard)

Discussion and Analysis:

De Anza Boulevard has a posted speed limit of 25 mph. East of State Route 92, De Anza Boulevard is a two-lane collector roadway with Class II bicycle lanes running in both directions from Parkwood Drive to Cherrywood Drive. The roadway cross-section consists of two 11.5-ft travel lanes (one in each direction), two 3-ft bicycle lanes, and a 7-ft on-street parking on the south side of the road. The center line along De Anza Boulevard is currently marked using raised pavement markers.



Recommendations:

- Public Works staff recommends narrowing the travel lanes to 10.5 feet and widening both bicycle lanes by 1 foot. This will also help reduce speeding along De Anza Boulevard serving as a mitigation measure for Items 1 and 3.
- Public Works staff recommends installing centerline pavement marking along De Anza Boulevard to better delineate the travel lanes. Public works will review existing bicycle signage and pavement marking to ensure they meet current standards.

8 – De Anza Boulevard at Parkwood Drive

Issue: Unique Neighborhood Concern (Limited visibility of southbound traffic along Parkwood Drive approaching De Anza Boulevard)

Discussion and Analysis:

Parkwood Drive is a designated local street with a posted speed limit of 25 mph. It is a north/south, two-lane roadway that begins at Glendora Drive north of the Sugarloaf neighborhood and terminates at the southern end of the Sugarloaf neighborhood at Broadview Court to the south. There is on-street parking on both sides of the roadway with the exception of some red curbing along the reverse curves to improve visibility.

Recommendations:

- Public Works staff recommends installing a “Stop Sign Ahead” warning sign to alert southbound vehicles of the approaching change in traffic control.



9 –Parkwood Drive Corridor

Issue: Speeding (High speed of northbound traffic along Parkwood Drive approaching De Anza Boulevard is a concern)

Discussion and Analysis:

Parkwood Drive is a designated local street with a posted speed limit of 25 mph. It is a north/south, two-lane roadway that begins at Glendora Drive north of the Sugarloaf neighborhood and terminates at Broadview Court to the south. There are currently no center line or edge line pavement markings along Parkwood Drive. There is on-street parking on both sides of the roadway with the exception of some red curbing along the reverse curves to improve visibility.

A speed surveys was completed on Parkwood Drive between Denali Drive and Toyon Court. The 85th percentile speed along that segment was 28.2 mph in the northbound direction and 29.3 mph in the southbound direction.

Per the City's Neighborhood Traffic Management Plan the 85th percentile speed on a residential street must be greater than 7 mph over the speed limit for major traffic calming (Step 2) measures such as speed cushions to be considered. Because the 85th percentile speeds on Parkwood Drive did not exceed 32 mph, Step 2 devices will not be considered for the Parkwood Drive at this time.



Recommendations:

- The Police Department will place portable radar boards in both directions.
- Public Works staff recommends installing edge pavement markings and a centerline around the curve between Denali Drive and Toyon Court to better delineate the travel lanes along Parkwood Drive. The edge pavement markings will provide a buffer between motorists and driveways on the east side of the roadway to enhance safety and visibility around the curve.
- Public Works staff will collect a speed survey, volume counts, and review collision history in one year to re-evaluate the roadway.

Table 2 - Top Nine List with Funding Sources

Neighborhood Priority	Location	Key Issues (Interests and Reasons)	Improvements	Potential Funding Source	Estimated Cost
1	De Anza Boulevard between Parkwood Drive and Cherrywood Drive	Speeding (TFSC has concerns with speeding along the downhill segment of De Anza Boulevard between State Route 92 and Parkwood Drive)	<ul style="list-style-type: none"> ➤ Public Works staff will recommend installing speed cushions at key locations along De Anza Boulevard where the speed violation threshold is met. ➤ The Police Department will work with their Volunteer Traffic Safety Corps to determine when targeted police enforcement is required where the violation threshold is not met. 	Measure S PD Operating Budget	\$70,000 (capital); \$2,500 staff (one-time); \$2,000/year (on-going)
2	De Anza Boulevard Corridor	Cut-Through Traffic (Cut-through traffic enters the Sugarloaf neighborhood using De Anza Boulevard from State Route 92. De Anza Boulevard provides an alternative access to Hillsdale Boulevard to the north).	<ul style="list-style-type: none"> ➤ Recommendations made for Item 1 are expected to deter cut-through traffic from State Route 92 from utilizing De Anza Boulevard to access Hillsdale Boulevard. ➤ Public Works staff will conduct before and after traffic counts to determine the efficacy of speed cushions to deter cut-through traffic. If the before and after analysis does not show improvements, staff will conduct a comprehensive origin-destination study to determine the total percentage of cut-through volume and work with the SLHOA and TFSC to discuss mitigation options. 	Measure S	\$1,000 study; \$1,000 staff (one-time). Additional study costs may be needed for origin-destination study.
3	De Anza Boulevard at Parkwood Drive	Unique Neighborhood Concern (Speeding) (TFSC has concerns with the high speed of eastbound traffic along De Anza Boulevard approaching Parkwood Drive)	<ul style="list-style-type: none"> ➤ Public Works staff recommends installing a speed cushion along De Anza Boulevard west of the Parkwood Drive to reduce the speed of vehicles approaching the intersection. ➤ Public Works staff recognizes the recommendations made by the Traffic Forum Steering Committee to install stop signs for the eastbound and westbound approaches of the intersection at De Anza Boulevard and Parkwood Drive. However, based on previous studies, the intersection does not meet the warrants prescribed in the California Manual of Uniform Traffic Control Devices for the installation of a multi-way stop control. Staff will reevaluate the intersection following implementations of traffic calming measures identified in this document. 	-	See Item 1
4	De Anza Boulevard at Parkwood Drive	Unique Neighborhood Concern Unique Neighborhood Concern (Pedestrian safety crossing west leg of De Anza/Parkwood Drive intersection)	<ul style="list-style-type: none"> ➤ Public Works staff recommends installing curb extensions to shorten the pedestrian crossing distance on the west leg and enhance pedestrian visibility to roadway users. Curb extensions will also help reduce the speed of eastbound De Anza Boulevard traffic approaching the intersection and will serve as a mitigation measure to Item 3. ➤ Public Works staff recommends installing pedestrian push button-activated rectangular rapid flashing beacons (RRFBs) at the existing marked crosswalk. 	Measure S, CIP budget	\$90,000 (capital); \$10,000 staff (one-time)

			➤ Public Works staff will review existing pedestrian crossing warning signage and pavement markings to ensure they meet current standards.		
5	De Anza Boulevard at Parkwood Drive	Unique Neighborhood Concern (concerns for crossing Parkwood on both sides)	➤ Public Works staff recommends marked crosswalks on the northern and southern legs of the intersection to cross Parkwood Drive.	Measure S	\$3,500 capital; \$1,000 staff (one-time)
6	De Anza Boulevard Corridor	Unique Neighborhood Concern (TSFC has concerns on limited sight distance at all private driveways.)	➤ Public Works staff will field-verify sight distance at the private driveways and install red curbing or trim vegetation to improve visibility where needed within the public right-of-way.	Measure S	\$2,500 staff (one-time)
7	De Anza Boulevard Corridor	Unique Neighborhood Concern (Bicycle safety on De Anza Boulevard)	➤ Public Works staff recommends narrowing the travel lanes to 10.5 feet and widening both bicycle lanes by 1 foot. This will also help reduce speeding along De Anza Boulevard serving as a mitigation measure for Items 1 and 3. ➤ Public Works staff recommends installing centerline pavement marking along De Anza Boulevard to better delineate the travel lanes. Public works will review existing bicycle signage and pavement marking to ensure they meet current standards.	Measure S, CIP budget	\$90,000 capital; \$2,500 staff (one-time)
8	De Anza Boulevard at Parkwood Drive	Unique Neighborhood Concern (Limited visibility of southbound traffic along Parkwood Drive approaching De Anza Boulevard)	➤ Public Works staff recommends installing a “Stop Sign Ahead” warning sign to alert southbound vehicles of the approaching change in traffic control.	Measure S	\$1,000 capital; \$1,000 staff (one-time)
9	Parkwood Drive Corridor	Speeding (High speed of northbound traffic along Parkwood Drive approaching De Anza Boulevard is a concern)	➤ The Police Department will place portable radar boards in both directions. ➤ Public Works staff recommends installing edge pavement markings and a centerline around the curve between Denali Drive and Toyon Court to better delineate the travel lanes along Parkwood Drive. The edge pavement markings will provide a buffer between motorists and driveways on the east side of the roadway to enhance safety and visibility around the curve. ➤ Public Works staff will collect a speed survey, volume counts, and review collision history in one year to re-evaluate the roadway.	Measure S	\$26,000 capital; \$2,500 staff (one-time); \$1,000 study

Funding Summary:

- \$28,000 – Staff and Study Costs: Includes cost for analysis, evaluation, and design
- \$260,500 – Capital Costs: Includes construction costs such as curb extensions, speed cushions, and signing and striping