



# CITY OF SAN MATEO

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## Agenda Report

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Agenda Number: 3

Section Name: {{section.name}}

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**TO:** Sustainability & Infrastructure Commission

**FROM:** Brad Underwood

**PREPARED BY:** Public Works Department

**MEETING DATE:** February 12, 2020

**SUBJECT:**

Traffic Action Plan Review - Sugarloaf Neighborhood

**RECOMMENDATION:**

Review and comment on the Traffic Action Plan for the Sugarloaf Neighborhood

**BACKGROUND:**

The development of a neighborhood Traffic Action Plan (TAP) is a cooperative effort between City staff and residents to identify projects that improve safety, mobility, and livability of the neighborhood. The development of each TAP is designed to provide residents an opportunity to identify key transportation issues, evaluate potential solutions, and develop a list of prioritized recommendations to help address the transportation issues. Based on the recommendations, the City can create a list of projects for potential inclusion in the Capital Improvement Program (CIP) budget.

The TAP approval process and schedule is outlined below.

1. Traffic Forum or Community Meeting – The initial Traffic Forum meetings were held during 2016 and resulted in the creation of Traffic Action Plans for 12 neighborhoods during early 2017.
2. Steering Committee Meeting with City Staff - The Police and Public Works Departments met with individual steering committees in order to provide information packets and explain next steps. Steering Committees were asked to provide their top traffic concerns.
3. Steering Committee Provides Top 10 items to City - Steering committees provided City staff with a list of their top traffic concerns.
4. City Staff Drafts Traffic Action Plan (TAP) - Using the top traffic concerns, City staff drafted a TAP specific to the neighborhood.
5. Review of Neighborhood TAP by Sustainability & Infrastructure Commission - The neighborhood was provided notice in advance of the Sustainability & Infrastructure Commission (S&I Commission) meeting with instruction on how to review the TAP online.

Since the initial Traffic Forums, the TAP process is initiated when staff meets with residents in new neighborhoods to begin identification of transportation issues within that community. Sugarloaf is the 14<sup>th</sup> neighborhood to work with the City to develop a TAP for their neighborhood.

Staff has completed the TAP for the Sugarloaf neighborhood and is submitting the document for review by the

S&I Commission. Based on direction from the S&I Commission, the Sugarloaf TAP will be finalized and posted on the City's traffic webpage and online map.

**BUDGET IMPACT:**

Funding is allocated for implementation of Traffic Action Plan reports through the Neighborhood Traffic Management Project, Account No. 462226. This project is budgeted to receive \$250,000 each year through Fiscal Year 2022-2023. The funding will be divided among the various completed Traffic Action Plans during that time to implement the identified recommendations.

**ENVIRONMENTAL DETERMINATION:**

This project is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Sugarloaf Traffic Action Plan

**STAFF CONTACT**

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