



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 2

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: Sustainability & Infrastructure Commission

FROM: Azalea Mitch

PREPARED BY: Public Works Department

MEETING DATE: August 11, 2021

SUBJECT:
Transit-Oriented Development Pedestrian Access Plan - Introduction

RECOMMENDATION:

Sustainability and Infrastructure Commission, acting as the City of San Mateo's Bicycle and Pedestrian Advisory Committee, receive an informational update on the Transit Oriented Development Pedestrian Access Plan and provide feedback on the draft community engagement plan.

BACKGROUND:

The City was awarded approximately \$150,000 from the Fiscal Year 2019-20 Transportation Development Act (TDA) Article 3 grant to fund the Transit-Oriented Development Pedestrian Access Plan (Plan). The Plan will assess the full pedestrian path of travel within a one half-mile radius of the City's three Caltrain stations and other high-quality transit stops. By evaluating deficiencies in pedestrian access to the transit stops and identifying and prioritizing recommended improvements, the Plan will form the basis for creating safe, comfortable walking routes to transit for all ages and abilities.

Following a competitive RFP process, the City entered into an agreement with Fehr & Peers on April 5, 2021, to assist the City in developing the Plan.

Project Scope and Schedule

City staff and the consultant team developed a scope of work including the tasks below to result in the completed Plan within approximately one year.

- **Inventory Facilities and Existing Conditions** – The consultant team will review existing transportation and safety conditions and relevant planned projects within the study area to identify issues and opportunities for improving the pedestrian path of travel to transit. A series of maps and charts will be developed to display existing conditions in an easily digestible manner for outreach efforts.
- **Community Outreach and Engagement** – The engagement process aims to engage with underrepresented populations and educate the community about the Plan's goals and potential impacts. The outreach plan is expected to include more traditional workshop events in addition to active engagement efforts including a walk audit.
- **Recommended Projects and Prioritization** – Staff and the consultant team will utilize findings from the existing conditions review and community outreach to develop a list of recommended projects. Evaluation criteria will be developed to prioritize the recommended projects followed by planning-level cost estimates for each project. A list of potential funding sources for implementation will be drafted.
- **Draft and Final Transit-Oriented Development Pedestrian Access Plan** - A draft Plan compiling all deliverables will be presented to the Commission and City Council in early 2022 for review and feedback. Comments from public meetings will be incorporated into a final Plan that is anticipated to be presented for adoption in early summer 2022.

Staff and the consultant team plans to present the prioritized list of recommended projects and a brief update on progress to date at the December 2021 Commission meeting.

Community Engagement Plan

Stakeholder interviews were recently conducted with representatives from communities in San Mateo including the Latino Collaborative, Youth Leadership Institute of San Mateo, and seniors to inform the community engagement plan and ensure input from underrepresented populations are included in the Plan. The consultant team will present the draft community engagement plan including findings from these stakeholder interviews. Staff requests Commission feedback on the proposed community engagement plan.

Following this meeting, staff and Commission's feedback will be incorporated into a final Community Engagement Plan outlining outreach for the project, including engagement events, promotional materials, and schedule. Community engagement is expected to begin in August 2021. Findings from the community engagement process will be used to develop a list of recommended projects aimed at improving the pedestrian path of travel to transit.

BUDGET IMPACT:

There are sufficient funds in the TOD Pedestrian Access Study Project for this work (46m003). The City's total budget for the project is approximately \$150,000.

ENVIRONMENTAL DETERMINATION:

This update 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 - Draft Community Engagement Plan

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