



# CITY OF SAN MATEO

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## Agenda Report

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**TO:** Sustainability and Infrastructure Commission

**FROM:** Azalea Mitch

**PREPARED BY:** Public Works Department

**MEETING DATE:** March 8, 2023

**SUBJECT:**  
Complete Streets Plan - Introduction and Community Engagement

### **RECOMMENDATION:**

Sustainability and Infrastructure Commission, acting as the City of San Mateo's Bicycle and Pedestrian Advisory Committee, receive an overview of the San Mateo Complete Streets Plan and provide feedback on the draft community engagement plan.

### **BACKGROUND:**

The City was awarded approximately \$490,000 from the Caltrans Sustainable Communities grant to fund the San Mateo Complete Streets Plan (Plan). The Complete Streets Plan will complement the City's General Plan Update by creating an actionable plan rooted in safety for all modes and will result in policies, goals, and prioritized projects that are focused on improving mobility, equity, connectivity, and sustainability to build a better circulation network for the City's future. The Plan will provide the basis for projects that are planned, designed, constructed, and maintained for all roadway users, allowing the City to develop a safe mobility network for many years to come.

Following a competitive RFP process, the City entered into an agreement with Fehr & Peers on October 3, 2022, 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 18 months.

- **Inventory of Facilities, Programs, and Existing Conditions** - The consultant team will review best practices and Complete Streets concepts to guide the project. Additionally, the team will evaluate existing conditions, facilities, adopted plans, and current City planning efforts relevant to the Plan to set a baseline for the project. This evaluation will be summarized in an easily digestible format with maps, statistics, images, and infographics for outreach efforts.
- **Needs and Demands Analysis** – This phase will build on the existing conditions and data collection effort to extrapolate the needs and demands for which the City's multimodal transportation network should be designed. This will include network analyses and identification of priority project areas.
- **Community Outreach and Engagement** - The engagement process will span the duration of the project, first focusing on listening to stakeholders and then continuing into eliciting feedback and guidance for the priority areas, goals, and projects for the Plan. The outreach plan is expected to include more traditional workshop events in addition to active engagement efforts including stakeholder interviews, pop-up events, walking tours, transit trips, an interactive website, and bike tours.

- **Policies, Goals, and Design Standards** – This task will develop the framework and roadmap for future work in the City’s public right-of-way. The effort will include the development of goals and policies addressing aspects including maintenance, funding, streetscape design, and prioritization of the public right-of-way. A design standards manual will be developed to define design treatments appropriate in relation to modal emphasis, street classification, land use context, and availability of right-of-way. The design standards will address the integration of green infrastructure in the public right-of-way.
- **Commission, City Council, and Working Group Meetings** – Staff and the Consultant team will present the Plan to the City’s elected and appointed officials regularly throughout the project. Additionally, an interdepartmental internal working group will be established to gain technical feedback on the Plan from all City departments involved, and an external working group comprised of technical representatives and stakeholders will provide additional feedback from the user perspective.
- **Draft and Final Plan** - A draft Plan compiling all deliverables will be presented to the Commission and City Council for review and feedback, in addition to soliciting public input on the draft. Feedback provided will be folded into the final Plan that will be presented to City Council for adoption.

**Community Engagement Plan**

Staff and the consultant team will present the draft community engagement plan for the Complete Streets Plan. The proposed strategy includes the principles guiding the engagement, specific groups to engage, and specific engagement activities such as stakeholder interviews, community walks, and public workshops. Staff requests Commission feedback on the proposed community engagement plan.

Following this meeting, staff will present the draft Community Engagement Plan including Commission’s comments to City Council in late March 2023. Outreach is expected to begin in April 2023.

**BUDGET IMPACT:**

There are sufficient funds in the Complete Streets Plan Project for this work (Project #46R014). The City’s total budget for the project is \$583,503.

**ENVIRONMENTAL DETERMINATION:**

This project introduction and review of the draft community engagement plan 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).) An environmental analysis of the final Complete Streets Plan will be completed prior to adoption.

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Draft Community Engagement Plan

**STAFF CONTACT**

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