



# ADMINISTRATIVE REPORT

**TO:** PUBLIC WORKS COMMISSION

**FROM:** BRAD UNDERWOOD, DIRECTOR OF PUBLIC WORKS

**PREPARED BY:** DEPARTMENT OF PUBLIC WORKS

**MEETING DATE:** NOVEMBER 12, 2014 – Regular Meeting Starts at 7:30 PM

**SUBJECT:** DRAFT SUSTAINABLE STREETS PLAN – REVIEW AND COMMENT

---

## RECOMMENDATION

That the Public Works Commission review and comment on the DRAFT Sustainable Streets Plan.

## BACKGROUND

In 2012, the City of San Mateo received a Caltrans' Community-Based Transportation Planning Grant in the amount of \$300,000 to develop a Sustainable Streets Plan. The Sustainable Streets Plan builds off of the recently adopted Bicycle and Pedestrian Master Plans to take the next step in transportation and circulation planning. The Sustainable Streets Plan comprehensively plans for and enhances the mobility of pedestrians, bicyclists and transit passengers of all ages and abilities, as well as, trucks, buses and automobiles. Additionally, the Sustainable Streets Plan is classified as a citywide Complete Streets Plan, but also includes Green Streets concepts.

Complete Streets and Green Streets are defined as follows:

- **Complete Streets** are safe, comfortable, and convenient for travel for everyone, regardless of age or ability and includes motorists, pedestrians, bicyclists, and public transportation riders. (Defined by the National Complete Streets Coalition)
- **Green Streets** have enhanced stormwater runoff improvements that capture, slows, filters, and potentially infiltrates stormwater runoff. (Defined by the San Mateo County Sustainable Green Streets and Parking Lots Design Guidebook)

In February 2013, the City Council awarded a professional services contract to a consulting team lead by Nelson/Nygaard to assist in the developing of the Sustainable Streets Plan. Since February 2013, staff and the consultant team have conducted a number of major tasks,

including, but not limited to, reviewed the City's procedures and policies, distributed a community survey, conducted public outreach and education both in the form of the regular workshops and the Taste and Talk series, worked with the project's steering committee, and finally drafted the DRAFT Sustainable Streets Plan. The Sustainable Streets Plan steering committee comprises of the following City and public members:

- Gary Heap, Public Works Department
- Julia Yeh, Planning Division
- Abby Vesser, Parks and Recreation Department
- Patrick Crevelt, Information Technology Department
- Marcus Clarke, City Manager's Office – Economic Development Division
- Sgt. Tim Sullivan, Police Department
- Sgt. Dave Norris, Police Department
- Sgt. Rick Decker, Police Department
- Mike Leong, Fire Department
- Rick Bonilla, Planning Commissioner
- Ben Toy, United Homeowners Association President
- Karrie Passalacqua, San Mateo-Foster City School District
- Matt Fabry, City/County Association of Governments
- Maeve Johnston, San Mateo County Health System

The DRAFT Sustainable Streets Plan was released to the public for comments on October 21, 2014. Copies of the Draft plan can be downloaded at [www.sustainablestreetssanmateo.com/downloads/](http://www.sustainablestreetssanmateo.com/downloads/) or viewed in hard copy at City Hall or the Main Library.

The DRAFT Sustainable Streets Plan is approximately 497 pages and is broken up into 3 distinct documents:

- **Draft Sustainable Streets Plan** - acts as the introduction/executive summary to a number of policies and topics for readers who want to read and understand the details of Sustainable Streets Plan. It also contains Vision, Goals and Objectives of the Plan that sets the overarching vision for how the City should address its transportation and circulation network.
- **Draft Appendices** - provides greater detail and analysis to the policies and topics introduced in the Plan. It also contains all of the previous documentation of the work performed in the Plan, such as, the Community Survey and conceptual streetscape improvements.
- **Draft Street Design Guidelines** – is a technical document for the planners, engineers, developers, and/or street designers to use when planning for or designing work in the public right-of-way.

## **PUBLIC WORKS COMMISSION REVIEW**

On November 12, 2014 at the Public Works Commission meeting, staff will present the DRAFT plan in more detail and is seeking specific comments, if any, on the DRAFT plan. The Public Works Commission may comment on the entire DRAFT plan, however, staff has highlighted a number of topics and recommendations below that staff would like to highlight or is specifically seeking comments on. Staff will present these topics in greater detail during the presentation, but they are “cut and pasted” below with the relevant page numbers for reference:

### **VISION, GOALS, OBJECTIVES & POLICIES**

- **GOAL 1: SAFETY AND VISION ZERO** – To ensure that human life and health are paramount and take priority over mobility and other road traffic system objectives, improve safety through the design and maintenance of sidewalks, streets, intersections, and other roadway improvements such as signage, lighting, and landscaping, as well as best practice programs to enhance and improve the overall safety. (Page 2-1)
- **Policy 3.A.2** – Adopt the NACTO Urban Street Design Guide and Bikeway Design Guide as a supplement to the Sustainable Streets Design Guidelines and the California Manual for Uniform Traffic Control Devices. (Page 2-4)
- **Policy 3.D.1** – Manage stormwater runoff using green infrastructure from X% of roadway segments citywide and from X% of roadway segments within the Downtown and PDAs within the City by the year 20XX. (Page 2-5)
- **GOAL 6: IMPLEMENTATION** – Implement the Sustainable Streets Plan over the next 20 years. (Page 2-8)

### **CHAPTERS 3 & 4**

- **CHAPTER 3: DESIGN GUIDELINES** – The guidelines serve as the starting point for the geometric design of streets and related elements in San Mateo. They reflect the a comprehensive approach to street design and consider streets’ transportation function, their role in addressing flows and stormwater-runoff water quality, and their potential for creating places that people desire and enjoy. (Page 3-1)
- **TYPOLOGIES** – Street typologies are helpful in systematizing the policy implementation while being reflective of local context. An essential tension on every street is where it fits as a link in a larger network and within the place that surrounds it. [The proposed] Street typologies in the Sustainable Streets Plan are based on the street types and [surrounding] context. (Page 3-6 and Page 1-6 of the Design Guidelines)
- **STREET PRINCIPLES** – Pedestrians are the top priority: Every trip in San Mateo begins and ends with a pedestrian trip. Thus all street designs should prioritize pedestrian movement first. This must include designing for a range of pedestrians, from healthy young adults to elderly residents using a mobility device. Other modes should be given relative priority based on cost effectiveness, space efficiency, level of vulnerability, and environmental impacts. Bicyclist should be given second priority, followed by transit vehicles, high-occupancy vehicles, and single-occupant vehicles. (Page 3-12)

- **INTERSECTION PRINCIPLES - Make Intersections Compact and Simple:** compact intersections reduce pedestrian crossing distance and minimize opportunities for errant traffic movements, which increase opportunities for collisions. (Page 3-13)
- **INTERSECTION PRINCIPLES - Build for the Present, Accommodate the Future:** Building excess capacity induce additional travel demand; thus, intersection capacity should be based on tolerable congestion levels versus assumed growth in congestion. (Page 3-14)
- **CHAPTER 4: IMPLEMENTATION PLAN** – This chapter shares a roadmap for implementing the Sustainable Streets Plan, including projects recommended for implementation within the next few years (such as North San Mateo Drive and South Grant Street), projects that are part of a longer term vision (such as El Camino Real improvements), and programmatic recommendations. It concludes with a review of performance metrics to gauge implementation success and potential sources of funding for Plan implementation. (Page 4-1)

### **RECOMMENDED PROGRAMS**

- **VISION ZERO** – is the simple idea that “no loss of life is acceptable” on a community’s roadways, and it is organized around the suggestion that humans are, by nature, fallible creatures that are not made to travel at high speeds. Vision Zero is ambitious, but it represents the apotheosis of the Complete Streets concept. Designing streets for all users and making streets as safe as possible for people of all ambulatory abilities are fundamental concepts of both Complete Streets and Vision Zero. As such, the San Mateo Sustainable Streets Plan includes the Vision Zero concept among its policy goals (see Goal 1 in Chapter 2). (Page 4-7)
- **LEVEL OF SERVICE** - San Mateo uses automobile level of service (LOS) to understand how automobile trips associated with new developments will affect congestion in the surrounding area. This metric is flawed for a variety of reasons, and at a fundamental level, its use runs contrary to the goals and objectives of the Sustainable Street Plan. As such, the Plan recommends that the City adopt vehicle miles traveled (VMT) per capita as its main transportation impact metric and use it to determine developers’ fair share contributions to a new Sustainable Streets Fee. (Page 4-8)
- **SUSTAINABLE STREETS FEE** - San Mateo currently collects a Transportation Improvement Fee from developers as one way to ensure that they pay their fair share for development-related impacts on the transportation system. The size of a given project’s fee is based exclusively on its impact on congestion, measured using LOS, and the vast majority of the proceeds go toward roadway-related projects. The San Mateo Sustainable Streets Plan recommends that the city replace the current fee program with a Sustainable Streets Fee that would fund a wider array of projects, with a focus on those that support the goals of the Plan by improving conditions for all modes. (Page 4-9)
- **CITYWIDE TRANSPORTATION DEMAND MANGEMENT PLAN** - Transportation demand management (TDM) programs are intended to reduce vehicle trips and parking demand by promoting the use of a variety of transportation options, shifting travel by mode and time of day to take advantage of available capacity, reducing crowding and congestion. By implementing TDM programs, municipalities and private entities can use available

transportation resources more efficiently. These programs can include a wide variety of measures such as shuttle services, transit pass subsidies, improved access to transit, park and ride facilities, and improved bicycle and pedestrian amenities, among others. TDM strategies carefully manage transportation resources through incentives, employer regulation, communication, marketing, and other techniques. It is recommended that the zoning code provide a list of potential TDM strategies that new developments can employ to achieve trip reduction targets. (Page 4-9 and Page J-1 of the Appendix)

- **PARKING REQUIREMENTS** - The City should consider either reducing or eliminating minimum parking requirements in the Tier I and Tier II TDM focus areas. Supplementing this with maximum parking limits in these two tiers, where developable land is most at a premium, could help further ensure that parking is not oversupplied in the areas in which the city most wants to cultivate walkable urbanism. In general, requirements should be flexible and tailored to specific project contexts. Additionally, for projects that do not charge for parking, all parking spaces provided to residents beyond the first space per unit should be at market rate and included as a separate line item from the unit price or monthly rent. (Page 4-13)
- **PERFORMANCE METRICS** - A critical function of this Plan is to establish the City's strategy for monitoring and measuring how well it carries out Plan projects, goals, and policies, based on a set of indicators or targets. As noted above, San Mateo has traditionally relied on peak hour vehicle LOS at intersections as the measure of transportation system performance. This Plan presents a strategy to measure multimodal system performance to consider new mobility priorities, and to more effectively balance the needs of all travel modes. New indicators include shifts from drive-alone trips to other travel modes and per capita measurements of greenhouse gas emissions and vehicle miles traveled. Performance could also be measured by carrying out programmatic recommendations identified in this Plan, such as the Vision Zero policy and new Citywide TDM Plan. (Page 4-14)

## **PROJECT SCHEDULE**

The public review period for the DRAFT Sustainable Streets Plan is from October 21, 2014 to November 24, 2014. To facilitate the review and comment period by the respective City Commissions and City Council who have an interest in the Sustainable Streets Plan, the following public review schedule will occur:

- November 3<sup>rd</sup> – City Council – Introduction
- November 6<sup>th</sup> – Public Open House
- November 10<sup>th</sup> – Planning Commission – Review and Comment
- November 12<sup>th</sup> – Public Works Commission – Review and Comment
- November 13<sup>th</sup> – Sustainability Commission – Review and Comment
- November 17<sup>th</sup> – City Council – Review and Comment
- January 8<sup>th</sup> – Sustainability Commission – Acceptance Recommendation
- January 13<sup>th</sup> – Planning Commission – Acceptance Recommendation
- January 14<sup>th</sup> – Public Works Commission – Acceptance Recommendation
- February 17<sup>th</sup> – City Council – Acceptance of the DRAFT Sustainable Streets Plan

**NEXT STEPS**

Following the official acceptance by the City Council on February 17, 2015, staff will initiate the environmental review process and the General Plan update to the Circulation Element. The Sustainable Streets Plan will then be adopted with the Circulation update in late summer of 2015.

**NOTICE PROVIDED:**

A Public Meeting notice was advertised in the newspaper on November 9, 2014. Additionally, an email meeting notification was sent to the Sustainable Streets Plan interested parties list on November 6, 2014.

**STAFF CONTACT**      Kenneth Chin, Project Manager  
                                 [kchin@cityofsanmateo.org](mailto:kchin@cityofsanmateo.org)  
                                 (650) 522-7313

**ATTACHMENTS**

1. Attachment 1 – DRAFT Sustainable Streets Plan (electronically distributed on October 23, 2014 from <http://www.sustainablestreetssanmateo.com/downloads/>

**cc:**      Sustainable Streets Plan Interested Parties List