



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA**

**Wednesday, October 23, 2019
6:00 PM – CLOSED SESSION
7:00 PM – REGULAR SESSION**

CLOSED SESSION – 6:00 PM

1. **In Closed Session Under Government Code § 54956.9(d)(2), CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Number of Cases: 1

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00PM

REPORT FROM CLOSED SESSION

ADOPTION OF AGENDA

PUBLIC COMMENTS

Comments on the Consent Calendar and Non-Agenda Items will be heard at this time. Comments on Agenda Items will be heard when the item is called.

CONSENT CALENDAR

2. Motion to Accept the Minutes from the October 9, 2019 Regular Meeting.
3. Motion to Adopt an Ordinance Repealing Section 5.03.390 and Adding Chapter 5.20 to the Town of Colma Municipal Code, Imposing Regulations on Mobile Stores and Determining Such Action to be Categorically Exempt from Environmental Review Pursuant to CEQA Guidelines 15378(a) and 15061(b)(3) (second reading).

PUBLIC HEARING

4. **ADDITIONS AND AMENDMENTS TO THE COLMA PARKING CODE**

Consider: Motion to Adopt a Resolution Amending Sections 3.4, 5.3, and 5.6 of the Colma Parking Code, Relating to the Stopping, Standing or Parking of Vehicles within the Town of Colma.

STUDY SESSION

5. **EL CAMINO BICYCLE AND PEDESTRIAN IMPROVEMENT PLAN ROLLOUT**

This item is for discussion only; no action will be taken at this meeting.

REPORTS

Mayor/City Council
City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1198 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to ccorley@colma.ca.gov.

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1. **In Closed Session Under Government Code § 54956.9(d)(2), CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Number of Cases: 1



**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Wednesday, October 9, 2019

Flag Raising Ceremony - 6:30 PM

Colma Community Center
1520 Hillside Boulevard
Colma, CA 94014

Regular Session - 7:00 PM

Colma Town Hall
1198 El Camino Real
Colma, CA 94014

FLAG RAISING CEREMONY – 6:30 PM

Mayor Joanne F. del Rosario called the meeting to order at 6:34 p.m.

Council Present – Mayor Joanne F. del Rosario, Vice Mayor John Irish Goodwin, Helen Fisicaro and Raquel Gonzalez were present. Council Member Diana Colvin was absent

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin, and City Clerk Caitlin Corley were in attendance.

The Mayor read a proclamation in honor of Italian Heritage and Culture Month. Colma Police Officers raised the Italian Flag in place of the Town of Colma Flag. Resident Dennis Fisicaro and Historical Association Secretary Richard Rocchetta made comments about their Italian heritage and familial ties to Colma.

The Mayor announced that the meeting would reconvene at Town Hall at 7:00 p.m.

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00PM

Mayor Joanne F. del Rosario called the meeting back to order at 7:01 p.m.

Council Present – Mayor Joanne F. del Rosario, Vice Mayor John Irish Goodwin, Council Members Diana Colvin, Helen Fisicaro and Raquel Gonzalez were all present.

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Administrative Services Director Pak Lin, Director of Public Works Brad Donohue, City Planner Michael Laughlin, Assistant Planner Brandon DeLucas, and City Clerk Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

Mayor del Rosario asked if there were any changes to the agenda; none were requested. The Mayor asked for a motion to adopt the agenda.

Action: Council Member Colvin moved to adopt the agenda; the motion was seconded by Vice Mayor Goodwin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
	5	0			

PRESENTATIONS

- Chief of Police Kirk Stratton introduced and swore in new part time Community Service Officer Olivia Bonilla.

PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:08 p.m. Terry Nagel of Sustainable San Mateo County made a comment on the organization’s recent sustainability efforts. The Mayor closed the public comment period at 7:10 p.m.

CONSENT CALENDAR

- Motion to Accept the Minutes from the September 25, 2019 Regular Meeting.
- Motion to Accept the Report of Checks Paid for September 2019.
- Motion to Adopt an Ordinance Amending Colma Municipal Code Section 1.06.270 Relating to Bid Limits for Public Works Projects (second reading).
- Motion Approving the Town’s Response to the Grand Jury Report Dated August 12, 2019, Regarding “Electric Vehicle Adoption in the Cities and County of San Mateo.”
- Motion to Accept Informational Report on Recreation Department Programs, Activities, Events, and Trips for the Third Quarter of 2019.
- Motion to Adopt a Resolution Authorizing the City Manager to Enter into a Brokerage Contract, Subject to City Attorney Review and Approval, with MBS Securities for the Acquisition and Disposal of Brokered Certificate of Deposit in Accordance with the Town’s Investment Policy.
- Motion Directing the City Manager to Sign a Letter of Intent to Peninsula Clean Energy as it Pertains to the Model Reach Code Development Process.

Action: Council Member Fiscaro moved to approve the Consent Calendar items #1 through #7; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
	5	0			

PUBLIC HEARING

8. MOBILE STORES ORDINANCE

Assistant Planner Brandon DeLucas presented the staff report. Mayor del Rosario opened the public hearing at 7:18 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed. Council requested that the ordinance not take effect until January 1, 2020, and that staff reach out to businesses to educate them on the new policy and procedures.

Action: Council Member Fiscaro moved to Introduce an Ordinance Repealing Section 5.03.390 and Adding Chapter 5.20 to the Town of Colma Municipal Code, Imposing Regulations on Mobile Stores and Determining Such Action to be Categorically Exempt From Environmental Review Pursuant to CEQA Guidelines 15378(a) and 15061(b)(3), with the requested changes, and Waive a Further Reading of the Ordinance; the motion was seconded by Vice Mayor Goodwin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
	5	0			

STUDY SESSION

9. ELECTRIC VEHICLES

City Planner Michael Laughlin presented the staff report. Mayor del Rosario opened the public comment period at 7:42 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

This item was for discussion only; no action was taken.

COUNCIL CALENDARING

The next Regular Council Meeting will be on Wednesday, October 23, 2019 at 7:00 p.m. at Town Hall.

There will be a Special Meeting to honor Veterans at the new Veterans Village on Friday, November 8, 2019 at 12:00 p.m.

REPORTS

Joanne del Rosario

Colma Veterans Village Dedication, 10/8/19

John Goodwin

Colma Veterans Village Dedication, 10/8/19

Helen Fisicaro

Colma Veterans Village Dedication, 10/8/19

City Manager Brian Dossey gave a report on the following topics:

- PG&E has indicated that many parts of the Bay Area will be impacted by a potential Public Safety Power Shutdown. While Colma will likely not be impacted, it is always a good idea to be prepared for the possibility.
- The Town is hosting a Business Recognition Lunch on Thursday, October 10, 2019 at the Colma Community Center.
- Cinema in the Cemetery will be held on Saturday, October 12, 2019 at the Italian Cemetery; they will be showing Hocus Pocus.
- El Camino High School leadership students volunteered to help clean up Mission Road, along with Recreation and Public Works staff.
- The Food Pantry is hosting their Annual Take Our Hand Dinner on Friday, October 18, 2019.

ADJOURNMENT

Mayor del Rosario adjourned the meeting at 8:07 p.m. in memory of Bob Lualhati, Colma resident.

Respectfully submitted,

Caitlin Corley
City Clerk

ORDINANCE NO. _____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**ORDINANCE REPEALING SECTION 5.03.390 AND ADDING CHAPTER 5.20 TO THE
TOWN OF COLMA MUNICIPAL CODE, IMPOSING REGULATIONS ON MOBILE STORES
AND DETERMINING SUCH ACTION TO BE CATEGORICALLY EXEMPT FROM
ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES 15378(A) AND
15061(B)(3)**

The City Council of the Town of Colma does ordain as follows:

ARTICLE 1. CMC CHAPTER REPEALED

Subchapter 5.03.390 of the town of Colma Municipal Code (CMC) is hereby repealed and marked "Reserved."

ARTICLE 2. CMC CHAPTER 5.20 ADDED.

Chapter 5.20 is hereby added to the Town of Colma Municipal Code to read as follows:
"Subchapter 4.16: Mobile Stores"

5.20.010 Purpose.

The Town finds that the vending of foodstuffs, goods, and/or wares at semi-permanent locations within the public rights-of-way or on private property may pose unsafe conditions and special dangers to the public health, safety, and welfare of residents and visitors. The purpose of this Chapter is to implement regulations on Mobile Stores that protect the public health, safety, and welfare of the community while complying with the requirements of state law, as amended from time to time, to promote safe vending practices, prevent safety, traffic, and health hazards, and preserve the public peace, safety, and welfare of the community.

5.20.020 Definitions

For the purposes of this Chapter, the following Definitions apply:

- (a) "Certified Farmers' Market" means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the Food and Agricultural Code and any regulations adopted pursuant to that chapter.
- (b) "Corner cutoff area" means an area at all intersecting and intercepting streets or highways. The cutoff line shall be in a horizontal plane, making an angle of 45 degrees with the side, front, or rear property line, as the case may be. It shall pass through the points located on both sides and front or rear property lines at a distance of 30 feet from the intersection of such lines at the corner of a street or highway.
- (c) "Mobile Store" Means any vehicle or non-motorized conveyance which is enclosed or semi-enclosed that sells various kinds of goods, wares, foodstuffs, or any other class of merchandise that may be stored or processed and is capable of being towed or

driven from place to place for the purpose of making sales; provided, said terms shall not include vehicles used for delivery purposes only and said definition shall not include any sidewalk vending regulated by Subchapter 4.15 of this Code.

- (d) "Mobile Store Permit" means a permit for mobile store uses as specified in this Chapter 5.20 of the Colma Municipal Code (CMC).
- (e) "Special Event Permit" means a permit issued short-term use of property for a primarily non-commercial event such as a parade, street fair, concert or marathon as specified in Subchapter 5.16 of the CMC.
- (f) "Swap Meet" means a location operated in accordance with Article 6 (commencing with Section 21660) of Chapter 9 of Division 8 of the Business and Professions Code, and any regulations adopted pursuant to that article
- (g) "Temporary Use Permit" means a permit issued for a short-term use of property for a commercial use as approved by the Zoning Administrator as specified in Sections 5.03.610 through 5.03.710 of the CMC.
- (h) "Town" means the Town of Colma.

5.20.030 Permits Required

- (a) All Mobile Stores shall obtain one of three permits to operate in the Town depending on the location and duration of the proposed use.
 - (1) A Special Event Permit (SEP) approved pursuant to this Chapter and Subchapter 5.16 of the CMC is required for one-time events such as street festivals on private property or in the public right-of-way.
 - (2) A Tier 1 Temporary Use Permit (Tier 1 TUP) approved pursuant to this Chapter and to Sections 5.03.610 through 5.03.710 of the CMC is required for temporary mobile store uses on private property operating for a maximum of five (5) consecutive days within a Commercial Zone.
 - (3) A Mobile Store Permit (MSP) approved pursuant to this Chapter of the CMC is required for permanent or recurring mobile store uses located in the public right-of-way, on public property or private property.
- (b) In addition to one of the three permits listed in Subdivision (a) above, a Business Registration approved pursuant to Chapter 4.01 of the CMC is required prior to operation.
- (c) *Exemptions.* A permit shall not be required for the following activities:
 - (1) Catering for private parties and events held exclusively on private property and not open to the general public.
 - (2) Catering for private events or functions held in the Sterling Park Recreation Center, the Historic Museum, Colma Community Center, Colma Police Station,

or Town Hall, pursuant to the Town's rental policy set forth in Subchapter 2.01, sections 2.01.22, et seq., of the Colma Administrative Code.

- (3) Events permitted pursuant to a lawfully issued Temporary Use Permit or Special Event Permit including but not limited to a Certified Farmers' Market, Swap Meet, street fairs, outdoor concerts, and business promotional events.
- (4) Events organized by the Town of Colma or where the Town is a participant.

5.20.040 Applicability of this Chapter to Permits

This Chapter's requirements and procedures shall apply to the SEP and Tier 1 TUP when a Mobile Store is part of the application, and MSP as expressly stated herein.

5.20.050 Application Requirements

- (a) *Applicability.* The provisions of this Section apply to an application for an SEP and Tier 1 TUP when a Mobile Store is part of the application, and an MSP.
- (b) *For an SEP.* The following information shall be required at the time of application for an SEP:
 - (1) The information required for an MSP under Subsection (d); and
 - (2) Any additional information required by Subchapter 5.16.
- (c) *For a Tier 1 TUP.* The following information shall be required at the time of application for a Tier 1 TUP:
 - (1) The information required for an MSP under Subsection (d);
 - (2) Any additional information required by Sections 5.03.610 through 5.03.710.
- (d) *For a MSP.* The following information shall be required at the time of application for an MSP:
 - (1) Name, current mailing address, and phone number of the applicant; and
 - (2) If the applicant is an agent of an individual, company, partnership, or corporation, the name and business address of the principal; and
 - (3) A Business description detailing the merchandise/goods to be offered for sale, days/hours of operation, the location where the vehicle is stored during off-hours, and how and where waste is handled and disposed of.
 - (4) A site plan of the proposed location(s) where the Mobile Store will operate, Plans must show the number of parking spots utilized, sidewalk location and width.
 - (5) A copy of the California seller's permit with the sales tax number issued by the California Department of Tax and Fee Administration to the applicant, if applicable; and

- (6) A Copy of the County Health Department Permit, if preparing or selling food items.
 - (7) A copy of general liability policy naming the Town as additional insured in the amount of two million dollars (\$2,000,000.00) if in the Public Right-of-way or Public Property; and
 - (8) A certification by the applicant that to his or her knowledge and belief, the information contained in the application is true and correct
 - (9) Any additional relevant Information the Zoning Administrator or Public Work Director deems necessary for the review of the permit.
- (e) *Fee.* At the time the permit or permit renewal application is filed, the applicant shall pay the permit processing fee established by separate resolution of the City Council.

5.20.060 Review of Permit Application; Decision.

- (a) *Applicability.* This Section applies only to review of and decisions on an MSP.
- (b) *Review.* The Zoning Administrator may deny an MSP application if he or she makes any of the following findings:
 - (1) The applicant has made one or more material misstatements in the application for a permit.
 - (2) The applicant's operation, as described in the application, is inconsistent with the standards, conditions, and requirements of this Chapter.
 - (3) It is determined that the applicant does not possess all federal, state, and local permits and licenses necessary to engage in the activity in which he or she seeks to engage.
- (c) *Denial:* If the MSP application is denied, the reasons for disapproval shall be noted on the application, and the applicant shall be notified that his or her application is denied and that no permit will be issued.
- (d) *Approval:* If the Zoning Administrator approves the applicant's MSP, he or she shall endorse his or her approval on the application and shall deliver the permit to the applicant
- (e) *Term of permit.* An MSP issued pursuant to this Chapter shall remain valid as long as a current business registration is on file with the Town.
- (f) *Transferability.* An MSP shall not be transferable to any other entity or person and is valid only as to the original applicant.

5.20.070 Mobile Store Locations and Standards.

- (a) *Applicability.* The provisions of this Section apply to Mobile Stores authorized under an SEP, Tier 1 TUP, or an MSP.

(b) Standards applicable to all Mobile Stores.

- (1) The vehicle or trailer in which the Mobile Store is located shall at all times be operated in compliance with the California Vehicle Code, the CMC, and with all posted parking, stopping, and standing restrictions.
- (2) A Mobile Store shall not encroach on a public sidewalk, curb, bicycle lane, or travel lane with any part of the vehicle or trailer or any other equipment related to the operation of the business.
 - i. Trash and recycling bins may encroach on the sidewalk as long as a minimum of thirty-six (36) inches of clear sidewalk is maintained in compliance with the Americans With Disabilities Act (ADA).
 - ii. At the town's discretion, tables, chairs and other site furniture may be allowed if enough space is available to accommodate diners and pedestrian access.
- (3) Queues shall be managed in a way that maintains a minimum of thirty-six (36) inches of clear sidewalk for the passage of pedestrians.
- (4) No portable signage such as a-frames or banner/flag signs shall be permitted on site
- (5) The operator shall pick up, remove, and dispose of all garbage, refuse or litter consisting of foodstuffs, wrappers, and/or materials dispensed from the vending vehicle and any residue deposited on the street from the operation thereof, and otherwise maintain in a clean and debris-free condition the entire area within a fifteen (15) -foot radius of the location where mobile store is located
- (6) The operator shall ensure that no pollutants, including food waste/grease, liquid wastes, garbage/debris, and other materials are discharged to the Town's storm drain system (including gutters, curbs, and storm drains)
- (7) The Mobile Store shall not attach or make use of any water lines, electrical lines, or gas lines during operation, and
- (8) The Mobile Store shall meet the Town of Colma's Foodware ordinance contained at CMC 4.13.
- (9) The Mobile Store shall not use amplified sound during operation.
- (10) The permit issued for the Mobile Store must be displayed in such a way as to be conspicuous. All Mobile Stores shall be required to exhibit their permits and/or licenses at the request of any person, in addition to posting them in a conspicuous place.

(c) Mobile Stores operating in the Public Right-of-Way.

- (1) Authorized Locations:

- i. Mission Road north of Holy Cross Cemetery's Main Stone Entrance;
- ii. Collins Avenue, at least three hundred (300) feet east of the Serramonte Blvd and Collins Ave intersection and
- iii. The western street side portion of Hillside Blvd from F Street to Serramonte Blvd.

(2) Hours:

- i. Shall be conducted between the hours of 7:00 AM and 9:00 PM every day, At the town's discretion extended hours may be considered; and
- ii. Shall be limited to a maximum of two hours of operation per day per location.

(3) Requirements:

- i. A Mobile Store shall be parked at least fifteen (15) feet away from a crosswalk and/or driveway entrance, and
- ii. Shall only conduct business when parked next to an unobstructed sidewalk of five feet or more, and
- iii. Shall only conduct business from a licensed vehicle or licensed trailer on a public street while parked in a legal parking space.
- iv. A Mobile Store may occupy a second parking space if the Mobile Store is larger than the Standard on-street space provided, (Generally 22 feet in length.)
- v. The remaining portion of the second spot, not occupied by the Mobile Store, shall be blocked off utilizing safety cones.
- vi. Shall provide a copy of general liability policy naming the Town as additional insured in the amount of \$2,000,000.00

(d) Mobile Store operating on Private Property.

(1) Hours and Locations:

- i. Shall not be located in a residentially zoned district.
- ii. Shall be conducted between the hours of 7:00 AM and 9:00 PM every day, At the town's discretion extended hours may be considered.

(2) Requirements:

- i. Shall not obstruct a loading zone, accessible parking space or access ramp, or drive aisle.
- ii. Shall provide proof of agreement with the property owner to lease the premises.

(e) Mobile Stores operating on Public Property

(1) Hours and Locations:

- i. Shall be Located at a Town-owned property with Town approval.
- ii. Shall be conducted between the hours of 8:00 am and 5:00 PM every day, At the town's discretion extended hours may be considered.
- iii. Shall be limited to a maximum of two hours of operation per day per location.

(2) Requirements:

- i. Shall only conduct business from a licensed vehicle or licensed trailer on a public street while parked in a legal parking space.
- ii. A Mobile Store may occupy a second parking space if the Mobile Store is larger than the Standard space provided, generally twenty two (22) feet in length.
- iii. The remaining portion of the second spot, not occupied by the Mobile Store, shall be blocked off utilizing safety cones.
- iv. Shall provide proof of agreement with the Town to lease the premises
- v. Shall provide a copy of general liability policy naming the Town as additional insured in the amount of two million dollars (\$2,000,000.00).

5.20.080 Suspension; Rescission.

- (a) *Applicability.* This Section applies only to suspension or rescission of an MSP.
- (b) *Suspension or Rescission.* A Permit issued under this Chapter may be suspended or rescinded by the Zoning Administrator after four or more violations of this Chapter, at their discretion, or for any one of the following additional causes:
- (1) Fraud or misrepresentation in the course of operating
 - (2) Fraud or misrepresentation in the application for the permit;
 - (3) Operating in a manner that creates a public nuisance or constitutes a danger to the public.
- (c) Notice of the suspension or rescission of a permit issued under this Chapter shall be mailed, postage prepaid, to the holder of the permit at his or her last known address.
- (d) No person whose permit has been revoked pursuant to this chapter shall be issued a permit for a period of two (2) years from the date revocation becomes final.

5.20.090 Appeals to City Manager.

- (a) *Applicability.* This Section applies only to appeals under an MSP.
- (b) *Appeal and deadline.* In the event that any applicant or permittee desires to appeal from any order, suspension, rescission, or other ruling of the Public Works Director or Zoning Administrator made under the provisions of this Chapter, such applicant or any other person aggrieved shall have the right to appeal such action or decision to the City Manager within fifteen (15) days after the notice of the action or decision has been mailed to the person's address as shown on the permit application.
- (c) *Filing.* An appeal shall be taken by filing with the Planning Department a written appeal statement setting forth the grounds for the appeal, along with the Town's appeal fee, which shall be established by City Council resolution.
- (d) *Stay.* The filing of the appeal shall stay the enforcement of any decision suspending or rescinding the permit.
- (e) *Hearing date.* The Planning Department shall transmit the written statement to the City Manager within ten (10) days of its filing and payment of the appeal fee, and the City Manager shall set a time and place for a hearing on appeal. A hearing shall be set not later than sixty (60) days from the date of filing of the applicant's written appeal statement with the Planning Department.
- (f) *Notice.* Notice of the time and place of the hearing shall be given to the appellant in the same manner as provided for the mailing of a notice of suspension or rescission at least five (5) days prior to the date set for the hearing.
- (g) *Conduct.* At the hearing, the permittee and the Town shall be entitled to legal representation and may present relevant evidence, testify under oath, and call witnesses who shall testify under oath. The City Manager shall not be bound by the traditional rules of evidence in a hearing, except that hearsay evidence may not be the sole basis for the decision of the City Manager. The City Manager may continue the hearing as deemed necessary. The decision of the City Manager, or his or her designee, on the appeal shall be final and binding on all parties concerned

ARTICLE 3. SEVERABILITY.

If any section, sentence, clause or phrase of this Ordinance or the application thereof to any entity, person or circumstance is held for any reason to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council of the Town of Colma hereby declares that it would have adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that anyone or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

ARTICLE 4. NOT A CEQA PROJECT.

This Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines, as it is not a "project" and has no potential to

result in a direct or reasonably foreseeable indirect physical change to the environment. 14 Cal. Code Regs. § 15378(a). Further, this Ordinance is exempt from CEQA as there is no possibility that this Ordinance or its implementation would have a significant negative effect on the environment. 14 Cal. Code Regs. § 15061(b)(3). The City Planner shall cause a Notice of Exemption to be filed as authorized by CEQA and the State CEQA Guidelines

ARTICLE 5. EFFECTIVE DATE.

This ordinance, or a summary thereof prepared by the City Attorney, shall be posted on the three (3) official bulletin boards of the Town of Colma within fifteen (15) days of its passage and is to take force and effect on January 1, 2020.

Certification of Adoption

I certify that the foregoing Ordinance No. ____ was adopted at a regular meeting of the City Council of the Town of Colma held on October 9, 2019 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor					
John Irish Goodwin					
Diana Colvin					
Helen Fisicaro					
Raquel Gonzalez					
Voting Tally					

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 Kirk Stratton, Chief of Police
 VIA: Brian Dossey, City Manager
 MEETING DATE: October 23, 2019
 SUBJECT: Additions and Amendments to the Colma Parking Code

STAFF RECOMMENDATION

Staff recommends that the City Council adopt the following Resolution:

RESOLUTION AMENDING SECTIONS 3.4, 5.3, AND 5.6 OF THE COLMA PARKING CODE,
 RELATING TO THE STOPPING, STANDING OR PARKING OF VEHICLES WITHIN THE
 TOWN OF COLMA

EXECUTIVE SUMMARY

The proposed resolution is being brought before the City Council and public to identify and clarify certain parking areas and restrictions along Mission Road and Collins Avenue.

Staff is requesting that City Council consider:

- Amending the "Limited Time Parking Zones" (Green Zones) on Mission Road
- Adding new "No Parking Zones" (Red Zone) on Collins Avenue

Greater detail of these proposed amendments and additions will be explained in the analysis portion of the Staff Report.

FISCAL IMPACT

Cost associated with installing parking zone signage and painting of curbs is estimated to be in the range of \$750.00 for signage and paint, the cost for signage and supplies will be funded through the Public Works Operation Budget. Labor to install the improvements will be performed by the Public Works Maintenance Crew in their day to day duties.

BACKGROUND

The Public Works/Engineering Department, Police Department and City Attorney periodically review the Colma Parking Code (CPC) to identify any changes or additions to the street parking zones that need to be revised, amended or added to the CPC. Changes or proposed additions

to the CPC come in various ways and for different reasons; typically, the requests come either by the public or commercial businesses wanting to change or add parking zones to the CPC as to provide higher levels of convenience or safety for their day to day activities or changes come by way of the Police Department for either enforcement clarity or safety concerns.

ANALYSIS

Below are sections of the Parking Code where Staff is recommending either amending various parking zones or adding new parking zone sections to the Town of Colma Parking Code.

Amend Section 5.3 "Thirty Minutes, Certain Hours, Monday through Friday"

- Remove sections:
- 5.3.1 A thirty-minute zone on the easterly side of Mission Road beginning at a point 722 feet north of Point of Reference MRE-4, and extending 36 feet northerly; and
- 5.3.2 A thirty-minute zone on the easterly side of Mission Road beginning at a point 860 feet north of Point of Reference MRE-4, and extending 70 feet northerly; and
- 5.3.3 A thirty-minute zone on the easterly side of Mission Road beginning at a point 1034 feet north of Point of Reference MRE-4, and extending 100 feet northerly; and
- 5.3.4 A thirty-minute zone on the easterly side of Mission Road beginning at a point 1247 feet north of Point of Reference MRE-4, and extending 27 feet northerly; and
- 5.3.5 A thirty-minute zone on the westerly side of Mission Road beginning at Point of Reference MRW-4, and extending 93 feet northerly.2.2.3,

Reason: The Chief of Police and the Acting Commander went door to door through the Mission Road Commercial neighborhood and surveyed the business owners on their street parking needs. The consensus from the businesses was to remove the 30 Minute restriction and make it all four-hour limited time parking where available.

Amend Section 5.6 "Four Hours, Weekdays, 8:00 a.m.-5:00 p.m."

Remove sections:

- 5.6.6 A four-hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 144 feet north of Point of Reference MRE-4, and extending northerly 115 feet; and
- 5.6.7 A four-hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 299 feet north of Point of Reference MRE-4, and extending northerly 84 feet; and
- 5.6.8 A four-hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 394 feet north of Point of Reference MRE-4, and extending northerly 41 feet; and
- 5.6.9 A four-hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 449 feet north of Point of Reference MRE-4, and extending northerly 181 feet;

Reason: The current 4-hour parking restrictions on the east side of Mission Road from El Camino Real to the Northern Driveway entrance of Holy Cross Cemetery (Sections 5.6.5 thru 5.6.9) are broken up by a series of 30 minute and no parking zones. If the recommendation to remove the 30-minute zones is approved, the wording for the 4-hour parking zone can be simplified.

Amend section 5.6.5 to read as follows: (EXHIBIT "B")

- **Adding** a new 4-hour parking zone from the North Driveway at Holy Cross Cemetery traveling due North to El Camino Real
- **Description:** A four-hour zone excluding all other established parking restrictions on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point on the Northern side of the North entrance to Holy Cross Cemetery traveling North to a point where Mission Road joins El Camino Real.

Reason: Simplify the description of the 4-hour parking restrictions on this portion of Mission Road.

Section 3 "No Parking, anytime zones"

Section 3.4 "No-parking, anytime zones on Collins Avenue"

Add Section 3.4.12 (EXHIBIT "C")

- **Adding:** A 48-foot red zone to the Westside of the driveway at 207 Collins Avenue.
- **Description:** A no-parking, anytime zone beginning at the westerly side of the driveway at 207 Collins Avenue traveling west a distance of 48 feet.

Reason: The proposed No Parking Anytime Zone, "Red Zone" is located between the driveways at 207 and 245 Collins Avenue. The No Park Zone will prevent vehicles from parking to close to the driveway's inlets at 207 and 245 Collins Avenue businesses thus providing a better line of sight for vehicles exiting onto Collins Avenue.

Add Section 3.4.13 (EXHIBIT "B")

- **Adding:** A 20-foot red zone to the westside of the driveway at 245 Collins Avenue
- **Description:** Commencing from the westside of the Main Driveway entrance at 245 Collins Avenue traveling west 20 feet.

Reason: To prevent vehicles from parking to close to the Driveway inlet at 245 Collins Avenue (Precision Auto Body) thus providing a better line of sight for vehicles exiting onto Collins Avenue.

COUNCIL ADOPTED VALUES

The City Council is exhibiting *fairness* to the businesses and residents on Mission Road by providing adequate parking time limits for the businesses in the Mission Road commercial area. By establishing the new No Parking Zones on Collins Avenue, The City Council is taking a

responsible position by providing safe paths of travel for vehicles traveling to and from businesses on Collins Avenue.

ALTERNATIVES

The City Council could modify the staff recommended additions or changes to the Town of Colma Parking Code.

CONCLUSION

Staff recommends that City Council adopt a resolution amending the Colma Parking Code.

ATTACHMENTS

- A. Resolution
- B. Map of the revised parking zones on Mission Road
- C. Map of the No Park Zones on Collins Ave.

RESOLUTION NO. 2019-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

RESOLUTION AMENDING SECTIONS 3.4, 5.3, AND 5.6 OF THE COLMA PARKING CODE, RELATING TO THE STOPPING, STANDING OR PARKING OF VEHICLES WITHIN THE TOWN OF COLMA

The City Council of the Town of Colma does hereby resolve as follows:

ARTICLE 1. AMENDMENT TO SECTION 3.4 OF THE COLMA PARKING CODE

Section 3.4, "No-parking, anytime zones on Collins Avenue" is hereby amended by adding subsections 3.4.12 and 3.4.13 to the Colma Parking Code to read as follows, with all other remaining sections renumbered:

3.4.12 A no-parking, anytime zone beginning at the westerly side of the driveway at 207 Collins Avenue traveling west a distance of 48 feet; and

3.4.13 A 20-foot red zone to the westside of the driveway at 245 Collins Avenue

ARTICLE 2. AMENDMENT TO SECTION 5.3 OF THE COLMA PARKING CODE

Section 5.3, "Thirty Minutes, Certain Hours, Monday through Friday" is hereby amended by deleting 5.3.1 through 5.3.5 of the Colma Parking Code to read as follows, with all other remaining sections renumbered:

5.3 Thirty Minutes, Certain Hours, Monday through Friday

The standing, stopping, or parking of a vehicle for more than thirty minutes is hereby prohibited every day, at any time, in the following designated areas when such a zone is marked by appropriate signs or by green paint upon the curb surface giving adequate notice of such prohibition:

Mission Road

~~5.3.1 A thirty minute zone on the easterly side of Mission Road beginning at a point 722 feet north of Point of Reference MRE 4, and extending 36 feet northerly; and~~

~~5.3.2 A thirty minute zone on the easterly side of Mission Road beginning at a point 860 feet north of Point of Reference MRE 4, and extending 70 feet northerly; and~~

~~5.3.3 A thirty minute zone on the easterly side of Mission Road beginning at a point 1034 feet north of Point of Reference MRE 4, and extending 100 feet northerly; and~~

~~5.3.4 A thirty minute zone on the easterly side of Mission Road beginning at a point 1247 feet north of Point of Reference MRE 4, and extending 27 feet northerly; and~~

~~5.3.5 A thirty minute zone on the westerly side of Mission Road beginning at Point of Reference MRW 4, and extending 93 feet northerly.~~

ARTICLE 3. AMENDMENT TO SECTION 5.6 OF THE COLMA PARKING CODE

Section 5.6, "Four Hours, Weekdays, 8:00 a.m. – 5:00 p.m." is hereby amended by amending subsection 5.6.5 and deleting 5.6.6 through 5.6.9 of the Colma Parking Code to read as follows, with all other remaining sections renumbered:

5.6 Four Hours, Weekdays, 8:00 a.m.-5:00 p.m.

The standing, stopping, or parking of a vehicle for more than four hours is hereby prohibited between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, except holidays, in the following designated zones when such a zone is marked by appropriate signs or by green paint upon the curb surface giving adequate notice of such prohibition:

Mission Road, Easterly Side

5.6.1 A four-hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 428 feet north of Point of Reference MRE-1, and extending 93 feet; and

5.6.2 A four-hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 120 feet north of Point of Reference MRE-2, and extending 98 feet; and

5.6.3 A four-hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 405 feet north of Point of Reference MRE-2, and extending 391 feet; and

5.6.4 A four-hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 46 feet north of Point of Reference MRE-3, and extending 258 feet; and

5.6.5 A four-hour zone excluding all other established parking restrictions on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point on the Northly side of the North entrance to Holy Cross Cemetery traveling North to a point where Mission Road joins El Camino Real ~~Point of Reference MRE-4, and extending 75 feet; and~~

~~5.6.6 A four hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 144 feet north of Point of Reference MRE-4, and extending northerly 115 feet; and~~

~~5.6.7 A four hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 299 feet north of Point of Reference MRE-4, and extending northerly 84 feet; and~~

~~5.6.8 A four hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 394 feet north of Point of Reference MRE-4, and extending northerly 41 feet; and~~

~~5.6.9 A four hour zone on the easterly side of Mission Road, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except holidays, beginning at a point 449 feet north of Point of Reference MRE 4, and extending northerly 181 feet.~~

ARTICLE 4. SEVERABILITY

Each of the provisions of this resolution is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this resolution is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this resolution.

ARTICLE 4. NOT A CEQA PROJECT

The City Council finds that adoption of this resolution is not a "project," as defined in the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making.

ARTICLE 5. EFFECTIVE DATE

This resolution shall take effect immediately, with the stopping, standing and parking regulations contained herein to take effect when signs or markings are installed giving adequate notice to the public consistent with California Vehicle Code Section 22507.

Certification of Adoption

I certify that the foregoing Resolution No. 2019-__ was duly adopted at a regular meeting of said City Council held on October 23, 2019 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Joanne F. del Rosario, Mayor					
John Irish Goodwin					
Diana Colvin					
Helen Fisicaro					
Raquel Gonzalez					
<i>Voting Tally</i>					

Dated _____

Joanne F. del Rosario, Mayor

Attest: _____
Caitlin Corley, City Clerk



Mission Road

EXHIBIT "B"





Collins Avenue

EXHIBIT "C"







STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Brad Donohue, Director of Public Works, CSG Consultants
Abdulkader Hashem, Project Manager, CSG Consultants

VIA: Brian Dossey, City Manager

MEETING DATE: October 23, 2019

SUBJECT: El Camino Real Bicycle and Pedestrian Improvement Plan Rollout

RECOMMENDATION

This item is a study session for information purposes only. No City Council action is required; however, staff seeks comments, questions, impressions and opinions from each Council member regarding the project.

EXECUTIVE SUMMARY

In April 2019, Fehr & Peers (the "Consultant") was selected to prepare the El Camino Real Bicycle and Pedestrian Improvement Plan to provide planning services for the preparation of El Camino Real Bicycle and Pedestrian Improvement Plan (the "Plan"). The Plan is funded by the Road Maintenance & Rehabilitation Account (RMRA) Sustainable Communities Grant - SB1 funds.

The Plan will evaluate existing conditions along ECR from the County of San Mateo/Colma border to South San Francisco/Colma border, addressing bicycle, pedestrian and public transportation connectivity deficiencies. The Plan will develop a conceptual strategy to incorporate various improvements to enhance mobility, accessibility and connectivity for all modes of transportation along the El Camino Real (ECR) corridor.

The purpose of the study session is to allow the consultant to provide an overview of the project and update on activities to the City Council and Public, so as to obtain feedback from the City Council and public regarding the Plan and the various improvements that are needed along ECR corridor.

FISCAL IMPACT

None at this time.

BACKGROUND

The Town was awarded \$199,192 in State funds from the RMRA – Sustainability Communities Programs. The Restricted Grant Agreement (RGA) was executed with Caltrans on September 26, 2018 for administrating this project under Agreement No. 74A1080. This RGA shall expire on February 28, 2021.

The objective of the Plan is to develop a strategy that will improve safety and mobility for pedestrians, bicyclist, public transportation hubs and facilities along ECR. The Plan will address deficiencies, set goals and planning practices to improve and enhance roadway facilities for all modes of transportation.

In compliance with the Sustainable Communities Grant requirement, the Plan will engage the local community and stakeholders in the decision-making process regarding Plan implementation. All segments of the community, including disadvantaged communities, neighboring cities, Caltrans, transit agencies and representatives from local businesses have committed to be part of the Plan strategy, making sure that all sectors of the local community are represented.

The Town in coordination with the Consultant assembled a Technical Advisory Committee (TAC) for the El Camino Real Bicycle and Pedestrian Improvement Plan. The TAC includes representation from Town of Colma, Colma Police Department, Caltrans, South San Francisco, Daly City, BART, SamTrans, San Mateo County and Silicon Valley Bike Coalition, in addition to the Colma business community. The first TAC meeting was conducted on September 20, 2019. There will be another two meetings scheduled that will be held in the Spring and Summer 2020.

ANALYSIS

El Camino Real Bicycle and Pedestrian Improvement Plan (Plan) will provide guidelines and directives for a comprehensive bicycle and pedestrian safety program along a portion of El Camino Real corridor, (State Route 82) in the Town of Colma. The improvement plan will stretch from the San Mateo County/Colma border to the North and go to South San Francisco/Colma border to the South. Currently vast segments of this portion of (ECR) lacks cohesive connectivity for those who want to walk or bicycle from the various transit hubs that are served from this corridor. ECR is challenged with non-accessible or non-existent walkways thus rendering the pedestrian or bicycle portions of the right-of-way unavailable for safe and productive travel. The Plan will strive to improve community mobility along this portion of the roadway by creating a vision to increase and enhance various modes of transportation, including walking and bicycling, while providing opportunities to increase ridership on public transportation.

The Plan will review and implement the standards and goals that are stated in the California Transportation Plan 2040, California State Bicycle and Pedestrian Plan, Caltrans District 4 Bicycle Plan, San Mateo County Comprehensive Bicycle and Pedestrian Master Plan, and Grand Boulevard Initiatives (GBI) Goals.

The Consultant shall be responsible for undertaking the following tasks under the scope of services, outlined below:

- Task 1 – Project Initiation

- Task 1.1 – Staff Coordination/Progress Meetings
- Task 1.2 – Project Kick-off Meeting
- Task 1.3 – Identify Existing Conditions
- Task 2 – Public Outreach
 - Task 2.1 – Workshop #1 (Conducted on 9/20/2019)
 - Task 2.2 – Workshop #2 (Spring 2020)
 - Task 2.3 – Workshop #3 (Summer 2020)
- Task 3 – Bicycle and Pedestrian Improvement Plan
 - Task 3.1 – Develop Bicycle and Pedestrian Improvement Design Concept
 - Task 3.2 – Develop Conceptual Design Alternative
 - Task 3.3 – Draft Bicycle and Pedestrian Improvement Plan
 - Task 3.4 – Joint Coordination with Caltrans
 - Task 3.5 – Identify Potential Funding Sources
 - Task 3.6 – Final Bicycle and Pedestrian Improvement Plan
 - Task 3.7 – City Council Adoption

The El Camino Real Bicycle and Pedestrian Improvement Plan is anticipated to be completed by February 2021. Currently, the Consultant team has completed document review (background studies and planning documents), data collection, traffic count, on-street parking data and first round of community engagement activities (public outreach and surveys). In addition, the Consultant conducted the first Technical Advisory Committee (TAC) meeting with representation from the Town of Colma, Colma Police Department, Caltrans, South San Francisco, Daly City, BART, SamTrans, San Mateo County, Silicon Valley Bike Coalition, and Colma business community. With the information that has been obtained, the Consultant has been able to prepare the Existing Conditions Memorandum of the Corridor, and currently is preparing a base map in AutoCAD using high resolution aerials and available as-builts to draw the locations of existing curb and gutter, striping, etc. to serve as the foundation for the conceptual improvement drawings that will be developed in next step of the Plan.

The purpose of tonight’s study session is to inform the City Council and Public of the current state of affairs with the Plan, update the City Council regarding the feedback received at the community outreach workshop and TAC meeting. Staff and Consultant are also requesting any input from the City Council and Public regarding the Plan.

Council Adopted Values

The recommendation is consistent with the Council value of *responsibility* in improving the mobility and safety features within the Town’s roadways network.

Sustainability Impact

Future safety improvements to El Camino Real will be consistent with the Town’s Sustainability goals and Complete Streets Program as it ensures safety measures identified to provide safe traffic flow and encourage pedestrian and bicycle activity on Town streets.

CONCLUSION

The City Council is encouraged to ask questions about the project and provide feedback. In addition, the consultant welcomes observations about El Camino Real mobility and safety concerns and recommendations that should be considered in the study.

ATTACHMENTS

- A. Project Scope of Work
- B. Project Schedule

El Camino Real Bicycle and Pedestrian Improvement Plan

Prepared for

Town of Colma

February 20, 2019 (Revised March 18, 2019)

FEHR  PEERS

Scope of Work

Task 1. Project Initiation

Task 1.1 Staff Coordination/Progress Meetings

We will participate in monthly half hour calls with Town staff to provide updates on work activity and milestones, as well as to discuss upcoming deliverables and outreach activities. Additionally, we will participate in six one-hour in-person meetings with Town staff, aligned with key project milestones.

Our project manager, **Dana Weissman**, will ensure that Town staff are updated and involved in key decisions throughout the project by way of the check-in calls and in-person meetings, as well as through emails and phone conversations, as needed.

Task 1.2 Task 1.2 Project Kick-off Meeting

Fehr & Peers will facilitate an in-person, one-hour project kick-off meeting with key Town staff and Caltrans staff to initiate the project (distinct from the six in-person meetings with Town staff for project coordination). At this meeting, we will review with Caltrans and Town staff the final scope of work determined during the pre-contracting phase. Drawing on our experience with the Grand Boulevard Safe and Healthy Corridor Communities Studies, we will develop a flexible work flow under the terms of the Caltrans Sustainable Transportation Planning Grant framework. This will serve as the first opportunity to establish a shared vision between the Town and Caltrans, through a cohesive set of goals that will be refined through the first outreach phase.

We will also engage our Visual Communications Team to establish a branding template at the outset of the project, through the development of the first set of graphics under Task 1.3 (story maps). The branding template will be used for graphic deliverables throughout the project.

Task 1.3 Identify Existing Conditions

REVIEW BACKGROUND STUDIES & PLANNING DOCUMENTS

Fehr & Peers will review the background studies and planning documents identified in the work directive scope of services to identify relevant parameters and goals for the visioning process. We will document key takeaways from each plan/study related to its impact or application to the study corridor. We will create a map of the locations and extents of planned streetscape or safety improvements that overlap with our study area. This will help provide context for the public and other stakeholders during the outreach stage, illustrating opportunities to expand and incorporate these improvements into our vision and design to create a consistent look and feel in the area.

GATHER DATA

We will collect and compile existing data along the corridor, including traffic counts, parking data, and relevant GIS layers.

DATA COLLECTION (COMPILED BY FEHR & PEERS)

Fehr & Peers will collect a series of data that we see as critical for successful project execution.

One important set of data will be multimodal traffic volumes to understand the existing use of the corridor and to inform potential roadway reconfiguration alternatives developed in a later phase of the project. To the extent possible, we will use count data available from other recent projects and will only collect new counts where necessary. Prior to scheduling counts, we will confirm the locations and types of data collection with Town staff. We anticipate collecting the following:

- **Daily Hose Counts** – Daily volume, vehicle classification, and travel speeds for all vehicles over a 7-day period using pneumatic hoses at specific locations along the corridor.
- **Peak Period Multimodal Intersection Turning Movement Counts** – Weekday AM, weekday PM, and weekend midday peak period intersection turning movement counts at major intersections along the corridor.

In addition to the multimodal traffic volume counts, we will collect and compile the following data:

- On-street parking supply along the corridor, as well as weekday AM, weekday PM, and weekend midday peak periods
- Existing bicycle and pedestrian facilities along the corridor
- Field observations during weekday AM, weekday PM, and weekend midday peak periods along the corridor, including intersection operations, queuing, and multimodal behavioral patterns
- GIS layers with community demographics information to identify Communities of Concern, defined based on ATP guidelines (to supplement available layers from the Town)

ADDITIONAL DATA ELEMENTS (AS AVAILABLE)

We will incorporate the following data into our base maps and other project graphics, as available from the Town, Caltrans, or SamTrans. These data would be helpful, but they are non-essential for successful project execution.

- Right of way limits (GIS or CAD format)
- As-builts or topographic survey within the study areas (CAD format)
- Transit GTFS files that show existing bus routes, stops, and headways; bus ridership by stop (geocoded)
- Other information in GIS format, including:
 - Roadway centerlines
 - Sidewalk inventory
 - Curb inventory
 - Lighting inventory
 - Land-use data, such as zoning files
 - Bike facilities (existing and proposed)

EVALUATE EXISTING CONDITIONS & RECOMMENDATIONS FROM BACKGROUND STUDIES

Our Feasibility & Design Team will review existing pedestrian and bicycle infrastructure, as well as the proposed designs for intersections along El Camino Real from the *Systemic Safety Analysis Report (SSAR)* and the *Serramonte Boulevard and Collins Ave Master Plan*, to ensure feasibility, adequacy, and consistency with current design standards and best practices. We will evaluate compliance with ADA Accessibility Guidelines (ADAAG), Caltrans design standards, and Town design standards. In addition, for this task and throughout the development of the plan, we will reference a set of design guidelines for El Camino Real that we developed as part of the Grand Boulevard Safe and Healthy Corridor Communities Studies. These design guidelines include, among other elements, intersection guidelines for protected bike lanes. Finally, for this evaluation we will leverage our team's access to companywide expertise through the Complete Streets Design Group, which holds monthly design review meetings.

CREATE STORY MAPS

With this information, we will create a series of story maps that illustrate existing conditions on the corridor, to be used for the final plan and outreach efforts. We envision creating four story maps, which have proven to be useful resources on previous corridor studies. We assume that four maps will be sufficient to illustrate the following existing conditions information, but we will prepare a fifth if needed for legibility:

- Project purpose
- Transportation facilities, adjacent land uses, and community demographics
- Existing travel conditions and constrains/opportunities
- Parking occupancy
- Background studies and plans

STATE OF THE CORRIDOR MEMORANDUM

We will prepare a State of the Corridor memorandum to summarize the key takeaways from the existing conditions assessment. This memorandum will be brief and, to the extent possible, will include the information in a visual manner through a set of graphics or story maps to illustrate the context for each corridor and set the stage for the subsequent project work.

In the process of preparing this proposal, we completed an initial review of recent transportation studies in Colma (i.e. the *Systemic Safety Analysis Report (SSAR)* and the *Serramonte Boulevard and Collins Ave Master Plan*), selected local and regional plans (e.g. San Mateo County Comprehensive Bicycle and Pedestrian Master Plan, Caltrans District 4 Bicycle Plan), and collected a series of publicly available data to develop an initial El Camino Real State of the Corridor map.

DEVELOP BASE MAPS

We will create a base map in CAD using high resolution aeriels and available as-builts to draw the locations of existing curb and gutter, striping, etc. to serve as the foundation for the conceptual improvement drawings developed during a later stage of the project.

Deliverables

- Agendas and minutes for monthly calls and six in-person meetings with Town staff (Task 1.1)
- Kick-off meeting agenda, facilitation and minutes (Task 1.2)
- State of the Corridor memo, including (Task 1.3):

- Summary of background documents and planning studies relevant for the corridor
 - Summary of data collection findings
 - Evaluation of existing design conditions and feasibility assessment of the SSAR and the Serramonte Boulevard and Collins Ave Master Plan design recommendations
 - Four story maps documenting existing conditions, community demographics, and context for the corridor
- Base map of the corridor in CAD

Task 2. Community Outreach

The Town of Colma's El Camino Real Bike and Pedestrian Improvement Plan must reflect the diverse voices of Colma and nearby communities. We will draw from our experience with the *Grand Boulevard Safe and Healthy Corridor Communities Studies*, the *Story-Keys Study*, and various other corridor studies to develop an outreach plan that combines in-person strategies with a robust online presence, all focused on an equitable approach.

In addition to the outreach activities specified in the RFP's scope of work (Tasks 2.1-2.3), we recommend the following enhancements to maximize participation and diversity of input strategies. Each of these enhancements will occur for every stage of outreach.

PUBLIC MEETING PROMOTION AND ADVERTISING

To inform the community about upcoming opportunities to participate in the project, we will prepare announcements to be included in the Live Wire and distributed through the Town's existing social media channels. To reach community members who do not follow these channels, we will develop business cards with meeting dates and the project website URL and distribute them to local businesses, at the Colma and South San Francisco BART stations, at Sterling Park Rec Center, at the Colma Community Center, and at community events, such as the Colma and South San Francisco annual Streets Alive celebrations.

ONLINE OUTREACH

Our partner EnviroIssues will create a robust project website to be used through all stages of the process, where interested community members may find updated information as the project progresses. Additionally, EnviroIssues will use its online public participation platform, participate.online (<https://participate.online>), which translates in-person outreach events into an online workshop format to engage people digitally anywhere and at any time. This platform emulates an in-person open house where participants can visit virtual "stations" to learn about a project and provide feedback along the way through embedded surveys or interactive maps. Online open house information also can be translated into multiple languages and optimized for accessibility to maximize the experience for people with disabilities.

STAKEHOLDER ENGAGEMENT

We plan to conduct three meetings with the Technical Advisory Committee (TAC), one after each outreach phase, to ensure that key stakeholders, including Caltrans, are involved in the decision-making process throughout the project. We will use our experience on the *Grand Boulevard Safe and Healthy Corridor Communities Studies* to determine the most appropriate topics to cover during these meetings, taking advantage of the stakeholder collaboration time to identify multi-agency performance measures, shared concerns, and key design decisions. For each meeting, we will coordinate with attendees for scheduling, develop a plan (agenda and materials needed), facilitate the meeting, and provide meeting minutes.

In coordination with Town staff, we will determine the participants of the Technical Advisory Committee (TAC), which could include representation from the Town of Colma, the City Council, Caltrans, South San Francisco, Daly City, BART, SamTrans, Managers Mobility Partner, and the Silicon Valley Bike Coalition.

Each of the three phases of outreach will include participation in a City Council meeting, distinct from the three TAC meetings.

Task 2.1 Community Workshop #1 – Neighborhood-Based Workshops

For this first stage of outreach, we will host two neighborhood-based workshops: one in the neighborhood at the north end of the town, near the Colma BART station, and one towards the south edge of the town. Each workshop will include an introduction to the project, an introduction to basic streetscape improvements concepts with the aid of a visual glossary, and a walking audit of a section of the corridor near the neighborhood meeting point. Participants will have the opportunity to learn about the project and provide input on current constraints and opportunities along the corridor.

Prior to the workshops, we will work with the Town to define a set of performance measures that align with local and regional goals. At the workshops, we will gather input from the community on which performance measures are most important to them and how they feel the corridor meets those measures. The same performance measures will be discussed at the first TAC meeting for stakeholders to weigh in as well.

EnviroIssues will provide an interactive webmap on the project website where community members can provide input on current constraints and opportunities. The website also will include a survey where community members can comment on the performance measures.

Task 2.2 Community Workshop #2 – Community Events Pop-Up Meetings

During this second round of outreach, we will present the three design alternatives developed as part of Task 3.2, request input on the design elements, and generate feedback on the community's preferred alternative.

To “meet people where they are,” we will host a table at three community events: one in Colma, one in South San Francisco, and one in Daly City. Events in the spring or summer could include the Colma Super Bowl Party or summer concerts, national night out events, South City's Concert in the Park, local farmers' markets, or Daly City's summer kick-off or summer luau events. In the fall and winter, pop-up meetings could occur at the 280 Metro Center's Snow Day, winter/holiday events in Colma, Daly City, or South City, a City or Town council meeting, or at the Serra Center on a holiday shopping weekend.

In addition, to help reach business owners and employees, we will implement a business-focused meeting in Colma at a location such as Molloy's Tavern, which is near the corridor and central to many Colma businesses.

For this effort to be successful, it is critical that the ideas presented be communicated effectively. Our Visual Communications Team will prepare a series of graphics to help the public understand even the most complex streetscape design concepts. For each alternative, we will prepare plan view conceptual designs (Task 3.2) and 3D cross-section graphics, allowing the public to fully visualize the designs. We will prepare two cross-section graphics per alternative – one for the northern portion of the El Camino Real corridor and another for the southern portion of the El Camino Real corridor near the Mission Road “Y” intersection. Exact cross-section locations will be determined in coordination with Town staff through the project process.

To complement the in-person events, EnviroIssues will include on the project website a survey where community members may vote for their preferred alternative and provide further comments.

Task 2.3 Community Workshop #3 – Living Preview

For the final phase of outreach, we will lead a “Living Preview” project installation at one intersection or one block of the corridor. The installation will demonstrate key design features of the preferred alternative design concept, as determined in Task 3.3, through a “tactical urbanism” approach which uses inexpensive materials and community support. Design features may include a separated bikeway, pedestrian improvements such as bulb-outs, or other improvements of interest to the community. We will use our experience working with Caltrans on the Living Preview in Redwood City during the *Grand Boulevard Safe and Healthy Corridor Communities Study* to determine what location and what design features would be best suited for the event, in coordination with the Town and Caltrans staff.

The Living Preview event also will serve as a pop-up workshop where the community may provide feedback on the preferred alternative design concept.

Through our experience implementing a Living Preview on El Camino Real in Redwood City, we will use our knowledge of the Caltrans permitting process to assist the Town with the planning process early and efficiently. In addition to finalizing the layout and materials for the temporary installation, our budget includes preparation of necessary materials for the required encroachment permit, such as route maps and traffic control plans, and assumes that the Town will complete and submit the completed Encroachment Permit Application and form. Well in advance of the event, we will work with Town staff to determine final assignments for planning the event; for example, the Town may prefer to have Town or Caltrans staff develop traffic control plans and use Fehr & Peers’ staff time to work on more focused advertising and coordination with the community.

On the project website, EnviroIssues will embed the preferred alternative design concept into a webmap, where community members can leave comments on specific features.

Deliverables

- Project website and online tool (Tasks 2.1-2.3)
- Promotional materials for public meetings (Tasks 2.1-2.3)
- Support in convening of Technical Advisory Committee and facilitation of three TAC meetings, including scheduling, meeting agendas, meeting materials (e.g., brief project overview PowerPoint Presentation slides) and meeting minutes (Tasks 2.1-2.3)
- Brief presentation at three City Council meetings, including brief project overview PPT slides for first meeting (Tasks 2.1-2.3)
- Facilitation of Community Workshop #1 – Neighborhood-Based Workshops – and development of event materials, including boards, visual glossary, walking audit guides, and brief project overview PowerPoint Presentation slides (Task 2.1); photo documentation and summary of input
- Facilitation of Community Workshop #2 – Community Events & Business-Focused Pop-Up Meetings – and development of event materials, including boards and two 3D cross-section graphics per alternative (Task 2.2); photo documentation and summary of input

- Facilitation of Community Workshop #3 – Living Preview – and preparation of event materials, including boards, living preview materials, traffic control plans and permits, and staff time for set-up (Task 2.3); photo documentation and summary of input

Task 3. Bicycle and Pedestrian Improvement Plan

Task 3.1 Develop Bicycle and Pedestrian Improvement Design Concept

Fehr & Peers will summarize the fundamental needs and potential improvements for the corridor in a preliminary design concept graphic based on findings from the existing conditions assessment (Task 1.3) and input received during the first phase of community outreach (Task 2.1), including input from the TAC. We also will refine the performance measures for the corridor, which will guide the development of the design alternatives, based on input from the community and the TAC (Task 2.1).

Task 3.2 Develop Conceptual Design Alternatives

Fehr & Peers will develop the preliminary improvement design concept into three design alternatives for the corridor, each illustrating two potential cross-sections (one for the north end and one for the south end of the corridor) and recommended bicycle and pedestrian improvements. We will evaluate the alternatives according to the performance measures refined in Task 3.1. The design alternatives and their tradeoffs, based on the performance measure evaluations, will be presented to the community during the second phase of outreach (Task 2.2). For this task, we recommend maintaining the design alternatives as concepts with high-level tradeoffs, thereby providing the appropriate high level of detail and context for this stage of the input-seeking and decision-making process.

Task 3.3 Draft Bicycle and Pedestrian Improvement Plan

Fehr & Peers will work with Town staff to identify a preferred alternative based on guidance from the TAC and feedback from the second phase of outreach (Task 2.2). We will develop a conceptual design plan of the preferred alternative using AutoCAD software (CAD) with a conceptual color template. The plan will be in a format that may easily be refined and modified to develop subsequent design plans in the next phase of the project after this contract.

If a topographic survey and right-of-way mapping are not available from the data provided by others in Task 1.3, we will develop the conceptual design plan of the preferred alternative over a traced aerial, using the aerial base map from Task 1.3. We will include locations of the proposed streetscape and green infrastructure changes through colored patterns/hatching in CAD.

As part of this task, Fehr & Peers also will develop a detailed concept design of the two intersections identified as high risk in the Town's recent SSAR: Collins Avenue and Mission Road. The detailed designs will consider the feasibility assessment conducted for Task 1.3 and input from the community during the first two phases of outreach.

Fehr & Peers will develop a preliminary construction cost estimate for the preferred design alternative. As part of the Fehr & Peers DG efforts, we have developed a planning-level cost-estimating tool that has been reviewed and vetted by experts from across the company and has been designed specifically for these types of applications.

Finally, Fehr & Peers will prepare a Draft Bicycle and Pedestrian Improvement Plan focused on the concept design drawings and outlining a realistic implementation plan, incorporating previous deliverables into the appendices (state of corridor memo, outreach results).

Task 3.4 Joint Coordination with Caltrans

Caltrans will be involved from the kick-off meeting, through the decision-making process, and to the final design. In addition to the kick-off meeting, six in-person meetings with Town staff, three TAC meetings and four City Council meetings, we will organize two meetings with Caltrans at the District office. We have a strong working relationship with Caltrans staff through longstanding relationships, and we have a clear understanding of specific needs and processes unique to Caltrans through our work on projects such as the *Grand Boulevard Safe and Healthy Corridor Communities Studies* and the *San Pablo Avenue Multimodal Corridor Study*.

We recommend that the first meeting with Caltrans be held after the second round of public outreach to present the three alternatives and identify Caltrans' preferred option. This meeting will occur before the TAC and Council meetings so that the team, including Town staff, may understand Caltrans' needs and preferences before presenting alternatives to the larger group of stakeholders.

The second meeting with Caltrans will occur after the draft plan has been developed, potentially the same day as the final TAC meeting, to review the concept plans closely with Caltrans staff and discuss design feasibility. The purpose of this meeting will be to identify design refinements based on Caltrans feedback and develop a draft list of anticipated design exceptions requiring future Caltrans approval. The final list of design exceptions will be included as part of the final plan in Task 3.6.

Task 3.5 Identify Potential Funding Sources

Our Feasibility & Design Team members will utilize their experience on recent studies such as the Grand Boulevard Safe and Healthy Corridor Communities Studies and the Bancroft Protected Bikeway to refine the preliminary cost estimate from Task 3.3, and will provide a reliable and context-based cost estimate for implementation of the plan. The cost estimate will include project administration, preparation of plans, specifications and estimates, mobilization, traffic control, construction costs and contingency. We typically account for these as percentages of the overall construction costs.

Carrie Modi, lead of the Planning & Outreach pillar, is our grants expert and will develop a list of potential funding sources tailored to this project.

We will include the cost estimates and potential funding sources in a section of the plan.

Task 3.6 Final Bicycle and Pedestrian Improvement Plan

Fehr & Peers will develop a final Bicycle and Pedestrian Improvement Plan for El Camino Real. The final version will address community input from the third round of outreach (Task 2.3) and Caltrans' comments from the design review meeting (Task 3.4).

Our Visual Communications Team will ensure that the final plan is consistent with the project branding developed at the onset of the project.

Task 3.7 City Council Adoption

Fehr & Peers will present the Final El Camino Real Bicycle and Pedestrian Improvement Plan at the fourth and final City Council meeting and will address any critical issues to aid in the adoption of the plan.

Deliverables

- Graphic summarizing public and stakeholder input on the corridor from Task 2.1 (Task 3.1)
- Three design concept alternatives with cross sections (two per alternative) and 3D illustrations (Task 3.2)
- Draft El Camino Real Bicycle and Pedestrian Improvement Plan with preferred design alternative (Task 3.3)
- Facilitation and preparation of materials for two Caltrans meetings, as well as meeting notes (Task 3.4)
- Summary of planning-level cost estimates and funding sources to be included in the plan (Task 3.5)
- Final El Camino Real Bicycle and Pedestrian Improvement Plan: 10 hard copies and one electronic copy (Task 3.6)
- Participation in City Council meeting for adoption of Final Plan (Task 3.7)

Project Timeline

El Camino Real Pedestrian Bicycle and Pedestrian Improvement Plan

July 3, 2019

Task #	Task Title	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	
1 Project Initiation																									
1.1	Staff Coordination/Progress Meetings	[Green bar with stars in Jul-19, Oct-19, Jan-20, Apr-20, Jul-20, Nov-20]																							
1.2	Project Kick-off Meeting	[Green bar in May-19]																							
1.3	Identify Existing Conditions	[Green bar in May-19, Jun-19; Dark blue bar in Jun-19]																							
2 Public Outreach																									
2.1	Community Workshop #1	[Green bar in Aug-19; Red star in Sep-19; Grey star in Oct-19]																							
2.2	Community Workshop #2	[Green bar in Feb-20, Mar-20; Red star in Apr-20; Grey star in Apr-20]																							
2.3	Community Workshop #3	[Green bar in Aug-20; Red star in Sep-20; Grey star in Sep-20]																							
3 Bicycle and Pedestrian Improvement Plan																									
3.1	Develop Bike & Ped Improvement Design Concept	[Green bar in Aug-19, Sep-19; Dark blue bar in Oct-19]																							
3.2	Develop Conceptual Design Alternatives	[Green bar in Nov-19, Dec-19, Jan-20; Dark blue bar in Dec-19, Jan-20]																							
3.3	Draft Bicycle and Pedestrian Improvement Plan	[Green bar in Mar-20, Apr-20, May-20, Jun-20; Dark blue bar in Jun-20, Jul-20]																							
3.4	Joint Coordination with Caltrans	[Yellow star in Mar-20, Sep-20]																							
3.5	Identify Potential Funding Sources	[Green bar in Aug-20, Sep-20, Oct-20]																							
3.6	Final Bicycle and Pedestrian Improvement Plan	[Green bar in Oct-20, Nov-20, Dec-20; Dark blue bar in Nov-20, Dec-20]																							
3.7	City Council Adoption	[Grey star in Dec-20]																							

[Green bar] F&P working period

[Dark blue bar] Town review period

[Blue star] In-person meeting with Town (6)

[Red star] TAC meeting (3)

[Yellow star] Caltrans meeting (2)

[Grey star] Council meeting (4)

