STAFF REPORT

SAUSALITO PLANNING COMMISSION

Project Neighborhood Outreach Program for Vehicular Traffic Safety Guardrails

Meeting Date February 20, 2013

Staff Alison Thornberry-Assef, Assistant Planner

BACKGROUND

On November 14, 2012, the Planning Commission reviewed a Zoning Ordinance amendment to shift the design review of vehicular traffic safety guardrail projects from the Planning Commission to the Community Development Department. During the meeting the Planning Commission expressed interest in the ensuring a neighborhood outreach effort is made to neighbors prior to the submittal of a guardrail project by the City. The Commission suggested that Staff memorialize the outreach program. Since the City Council's adoption of the Zoning Ordinance amendment, the Community Development Department and the Department of Public Works (DPW) have instituted the following procedures for vehicular traffic safety guardrail projects.

NEIGHBORHOOD OUTREACH

Upon determining that a vehicular traffic safety guardrail is needed at a particular location, DPW will take the following steps:

- 1. DPW will initiate a neighborhood outreach program, which includes notification of the residents and property owners within 300 feet of the proposed project area and posting signage on the site;
- 2. During the neighborhood outreach program, DPW will work with the neighbors to solicit their input and address their concerns:
- 3. Part of DPW's neighborhood outreach program may include improvements to the visual appearance of the proposed guardrails such as coating or otherwise coloring the standard steel beam materials to achieve an improvement over hot-dip galvanizing, or installing and maintaining suitable landscaping materials to screen the guardrails from view without compromising the guardrails' function, life-cycle, or access for inspection and maintenance;
- 4. Once the neighborhood outreach program has been completed, DPW will submit an application to the Planning Division for an Administrative Design Review Permit;
- 5. Upon receipt of a submittal, the Planning staff will use the prescribed process of reviewing the application, providing notification to residents and property owners within 300 feet of the project site, and posting notices at the project site.

STAFF REQUEST

Information only – no action necessary

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