



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Public Works



**Date:** October 28, 2014  
**Board Meeting Date:** December 9, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Director of Public Works  
**Subject:** Traffic Impact Analysis Requirements

**RECOMMENDATION:**

Adopt a Resolution:

- A) Accepting "Traffic Impact Study Requirements" as a policy document to support General Plan Section 12 "Transportation Goals and Objectives"; and
- B) Authorizing the Director of Public Works to periodically make non-substantive changes to the document to reflect minor policy adjustments.

**BACKGROUND:**

The Department of Planning and Building reviews all new projects in the County's unincorporated areas to determine if these projects are in conformance with the policies set forth in the General Plan. Under Section 12 - Transportation, the Department of Public Works (Department) has been assisting in the review of these projects to determine if these projects meet the goals and objectives set forth in the General Plan.

In September 2013, the Department issued a document titled "Traffic Impact Study Requirements", in an effort to provide clear and consistent guidelines for traffic consultants preparing Traffic Impact Analysis (TIA), and for neighboring jurisdictions reviewing TIAs and their associated impacts on County roadways.

These requirements have been imposed on all new and re-developments submitted to the Department of Planning and Building. This document was well received by the engineering community because it provides a clear and consistent outline of the minimum requirements to adequately and efficiently review traffic impacts. Moreover, this document provides neighboring jurisdictions with a reference for determining the level of significance for transportation impacts on streets in unincorporated areas. Once

a level of significance is determined, then the associated mitigation measures can be established for the developer.

**DISCUSSION:**

The California Office of Planning and Research (OPR) is making modifications to CEQA guidelines and requirements, which will take effect on January 1, 2015. Under the new CEQA guidelines, vehicle delays will no longer be considered a significant impact, but additional vehicle miles traveled will be considered to demonstrate significant impact. However, the OPR changes do not affect local policies outside of CEQA. Therefore, to avoid any potential confusion between CEQA and local requirements, with your Board's acceptance of the Traffic Impact Study Requirements, the County's local policy will continue to remain in effect after the adoption of OPR's modifications.

The "Traffic Impact Study Requirements" document outlines thresholds of significance consistent with the goals and objectives of the County's General Plan and clarifies standards and associated mitigation for traffic-related impacts which result from development. As such, this is a useful tool for the County and developers.

This document is available to the public on the Department's Webpage.

County Counsel has reviewed and approved the Resolution as to form.

These requirements contribute to the Shared Vision 2025 outcome of a Livable Community by requiring developers and adjacent jurisdictions to consider and mitigate for any impacts that their proposed project may have on County roads.

**FISCAL IMPACT:**

The cost for staff time involved in evaluating and reviewing proposed projects is part of the administrative cost associated with evaluating traffic-related impacts to the County-maintained road system, and is financed with Road Funds and user fees.

There will be no impact to the General Fund as a result of accepting the proposed Traffic Impact Study requirements.