



**CHARLES D. HERBERTSON**  
Public Works Director and City Engineer



PUBLIC WORKS DEPARTMENT  
9770 CULVER BOULEVARD, 2ND FLOOR  
CULVER CITY, CALIFORNIA 90232-0507



Phone (310) 253-5600  
FAX (310) 253-5626

June 3<sup>rd</sup>, 2019

**SUBJECT: RANCHO HIGUERA RESIDENTIAL NEIGHBORHOOD  
ADVISORY SURVEY TO EXPRESS YOUR OPINION  
DUE TO THE CITY BY OR BEFORE WED., JULY 3<sup>RD</sup>, 2019, 5 PM**

Dear Rancho Higuera Neighborhood Resident:

**BACKGROUND**

A little over a year ago, Thursday, April 26, 2018, the City held a neighborhood meeting with you, the residents of Rancho Higuera, to kick-off the Neighborhood Traffic Management Program (NTMP). The NTMP is designed to be a collaborative effort between the Rancho Higuera Residents, the NTMP Resident's Committee, and the City. Subsequently, through a door-to-door survey, you, the residents, contributed your traffic experiences on your block and throughout the neighborhood. The information you shared through the survey helped to formulate a neighborhood-wide understanding of traffic issues. Traffic data was then collected across the entire neighborhood. This data was evaluated following the guidelines of the Culver City's NTMP policy. Subsequently, the NTMP committee and the City devised a temporary traffic management plan to address the most pressing issues across the Rancho Higuera neighborhood. This plan was presented to the NTMP Residents Committee, where it received unanimous support. It is this traffic plan, which proposes countermeasures to improve the neighborhood's traffic experience, that was presented to the neighborhood at the meeting of Thursday, May 30<sup>th</sup>, 2019.

The neighborhood was informed that the next step in the NTMP process requires the written participation of the residents of Rancho Higuera by an Advisory Survey. The survey asks you to express your support or opposition to the proposed traffic plan. Without sufficient support, traffic improvement initiatives will cease in the Rancho Higuera neighborhood.

This letter transmits the Advisory Survey. One Advisory Survey response will be accepted from each household at the addresses of record in the Rancho Higuera Neighborhood.

---

*Culver City employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of more than a century of public service, by our present commitment, and by our dedication to meet the challenges of the future.*

PRINTED ON RECYCLED PAPER

Also enclosed is the Description of Temporary Proposals document which illustrates the proposals presented at the meeting of May 30<sup>th</sup>. This document provides you information to help you decide if you support or oppose the traffic calming measures. Please refer to this document prior to filling out the Advisory Survey.

### **DEADLINE FOR RETURNING ADVISORY SURVEYS**

The enclosed Advisory Survey can be mailed back, or personally delivered to:

Public Works Department, Engineering Division  
9770 Culver Boulevard, Second Floor  
Culver City, CA 90232

(City Hall closes on alternating Fridays. If you opt to deliver your survey on a Friday, please call to ensure City Hall is open.)

Alternatively, a digital version of the Advisory Survey is available at **<https://forms.gle/ncNZPuMMXcYRS4qs7>** if you prefer. Only one Advisory Survey from each residence will be accepted; you select whichever of the two types (paper or digital) is most convenient for you. The Advisory Survey submitted will be representative of the opinion of the household. If you inadvertently submit both, only the first one submitted will be counted and the second one discarded.

The surveys will be date- and time-stamped when they are received. They are due:

**by or before**

**5:00 pm on**

**Wednesday, July 3<sup>rd</sup>, 2019.**

Any Advisory Surveys not received by this date and time, will not be accepted.

### **ADVISORY SURVEY CRITERIA**

The criteria for Advisory Surveys is contained in the City Council-adopted procedures and regulations for the Neighborhood Traffic Management Program (NTMP). Support in favor of the Temporary Proposals require meeting two criteria: **1)** a minimum submitted Advisory Surveys shall represent 50% of the residential addresses in the Rancho Higuera Neighborhood, plus one more residence; **and 2)** of all the Advisory Surveys submitted, 60% shall support the proposals. If the tally of the submitted Advisory

---

*Culver City employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of more than a century of public service, by our present commitment, and by our dedication to meet the challenges of the future.*

Surveys do not meet both criteria, the neighborhood is deemed to have expressed that it does not support the traffic calming proposals, and the NTMP activities will not proceed further. If the two criteria are met, the results will be presented to the City Council at a future meeting. In this case, the entire neighborhood will be informed of the date of City Council consideration by a mailed courtesy notice.

### **ADVISORY SURVEY INSTRUCTIONS**

When expressing your household's opinion in the Advisory Survey, please **clearly mark one "X" only per question**, for each of the questions, in either the green "YES" column (to indicate your favorable support), or the red "NO" column (to indicate your lack of support). Then, please print your name, home address, email address, and sign it. Please mail it back in the self-addressed and pre-stamped envelope, included for your convenience. You may also drop it off at the Engineering Division public counter in City Hall, 2<sup>nd</sup> floor, if you prefer. Alternatively, if you received an emailed link to the Advisory Survey, you may submit it online. Please submit only one type of survey, either the paper or digital survey.

### **CALL IF YOU HAVE ANY QUESTIONS**

Once you have read this transmittal letter, the Description of Temporary Proposals, and the Advisory Survey, if you have questions about the Advisory Survey or need clarification, please contact Gabe Garcia of my staff, at (310) 253-5600 or by email at [gabe.garcia@culvercity.org](mailto:gabe.garcia@culvercity.org).

Thank you for your participation in the Advisory Survey.



Charles D. Herbertson  
Public Works Director and City Engineer

Enclosures: Rancho Higuera NTMP Advisory Survey  
Description of Temporary Proposals  
Self-Addressed, Self-Stamped Return Envelope

cc: John Nachbar, City Manager  
David White, Fire Chief  
Scott Bixby, Police Chief  
Kim Braun, Environmental Programs and Operations Manager

---

*Culver City employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of more than a century of public service, by our present commitment, and by our dedication to meet the challenges of the future.*