

Ms. Deanna Chow Via Email

Planning Division

City of Menlo Park

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Menlo Park, CA

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RE. Connect Menlo DEIR

Dear Ms. Chow: July 27, 2016

INTRODUCTION

The ConnectMenlo DEIR fails to include the analysis of proposed development or changes of use required (<http://www.menlopark.org/1017/Development-guidelines>) by Menlo Park's Transportation Impact Analysis (TIA) Guidelines and Circulation System Assessment (CSA) documents. There is no analysis of "potential cut-through traffic generated by the project impacting other city Neighborhoods (TIA VII F). There are no required traffic distributions, assignments, routes, gateways, or even required ITE trip generation numbers. Although the DEIR purports to describe regulatory framework of Federal, State, Regional, and Local Regulations, 4.13-1 through 4.13.10, neither the TIA nor CSA are included.

The DEIR has arbitrarily, without Council approval, replaced the existing City Council approved TIA, <http://menlopark.org/DocumentCenter/Home/View/302>, (Exh. A, hereto) and CSA requirements and standards for analyzing traffic and neighborhood safety <https://dl.dropboxusercontent.com/u/24295500/Menlo%20Park%20CSA%20Document.pdf> (Exh. B hereto). New DEIR methodologies include MPM, a travel demand methodology purportedly based upon c/cag models, DTA, a new dynamic traffic assignment methodology, as well TAZ methodologies and VTM methodologies. As the comments by East Palo Alto, Atherton, and other commenters and experts point out the DEIR fails to include "any actual data regarding the model structure, which is essential for the reader to interpret the project. . ." and no "descriptions and details of procedures to allow the reader to understand and interpret its implications"

Both TIA And CSA Analysis is required to determine environmental Impacts and mitigations by City requirements, and if those requirements are to be changed in any way by ConnectMenlo the changes in analysis and impacts found under other analyses compared to the TIA and CSA.

MENLO PARK TIA AND CSA

Compliance with the TIA was required for the Stanford and Greenheart projects among others. In fact, Ray Mueller requested more specific compliance for the Stanford Project, which generated a traffic report demonstrating significant traffic issues (speed and volume) in the Allied arts and other areas. Stanford then reduced its proposed commercial project by 25%, reducing TIA traffic projections and neighborhood distribution.

Staff report 15-122-CC, July 21, 2015, supporting amendment of the TIA for limited change of use projects in the M2 area , recently stated the importance of the city's TIA Guidelines: " The Transportation Impact Analysis Guidelines (TIA) **define the process, requirements and standards for determining a development project's potential impacts upon the [City's] transportation Network.**" The staff report also noted that the TIA Guidelines were adapted by the city council in 2001.

TIA reports shall include conditions described based upon the most recent Circulation System Assessment (CSA) document, which was adapted by City Council in 2004. TIA guidelines require: 1. Traffic projections are to be based upon project trip generation rates "from Institute of Transportation Engineer's (ITE) publication "Trip Generation" latest version; 2. Trip distribution and assignment based upon CSA (including trip assignment between and city gateways and trip routes used to and from project) and, and (3) Impacts according to specified standards. Traffic impacts are determined by LOS delays, as well as traffic impacts on minor arterial, collector and local streets, if traffic counts exceed certain limited thresholds will be reached. For example a net projected increase of only 25 trips per day is an impact on Local Street, if existing traffic is less than 1,350 per day.

The TIA Guidelines also require analysis of the project in relation to the relevant polices of the General Plan Circulation Element and analysis of "**potential cut-through traffic generated by the project impacting other city neighborhoods**" as well as bicycle and pedestrian safety and San Mateo county congestion management.

The Menlo Park CSA requires an assumed distribution of generated traffic for development or changes in use. Distributions are based upon ITE trip generation and distributed on a recommended set of trip distribution

percentages for each of residential, office, and retail use historically determined by surveys and interviews. The origins and destinations of each category were assigned to specific "gateways" based on the preferred routes to and from Menlo Park, with separate assignments made for each of four areas of the city: 1, Sharon heights/sand hill road, 2 West Menlo Park/ Downtown/El Camino Real, 3 West of US 101 (between cal train and US 101) and 4 East of US 101. Often trips were allocated to two routes using estimated percentages. Local trips were divided based upon household travel diary and interviews and divided into nine neighborhoods. The data for the CSA was kept in the City's Traffix computer program, and may or may not have migrated into the City's current computer traffic program.

The Circulation System Assessment (CSA) document notes require that "in distributing trips generated from a development project to their origins or destinations, route selection should be based on the fastest routes available, preferably based on a travel time study. Potential cut-through traffic through residential neighborhoods should also be identified in the travel time study."

CONCLUSION:

The DEIR must be revised to include the TIA and CSA requirements, and if any changes to them, must be revised to include a specific comparison of any changes to the requirements or impacts resulting from application of the TIA and CSA.

Respectfully submitted,

George C. Fisher

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Menlo Park, CA.

Transportation Impact Analysis Guidelines

The following projects would generally be exempt from the requirements of the Transportation Impact Analysis Guidelines unless their geographic location or type of use prompt such study (subject to the City's discretion):

1. Residential projects under five units
2. Commercial projects where the total new or added square footage is 10,000 square feet or less
3. Change of use projects in the M-2 area that include a Transportation Demand Management (TDM) Program (see City's [TDM Guidelines](#)) effective in reducing equivalent peak hour trips below the level generated by a commercial project 10,000 square feet or less (bullet 2 above)
4. Other projects that are determined to be exempt or categorically exempt under CEQA

All other projects involving a change of use and/or new construction will be required to submit a Transportation Impact Analysis performed by a qualified consultant selected by the City and paid for by the project applicant.

The Transportation Impact Analysis shall include the following:

- I. Executive Summary
- II. Introduction
 - A. Project Description
 - B. Study Scope
- III. Existing Conditions – Conditions should be described based upon information found in the most recent Circulation System Assessment (CSA) document when applicable. The CSA existing traffic counts and information should be used as existing conditions.
 - A. Description of existing street system serving the site (Number of lanes, classification, etc.)
 - B. CSA existing traffic volumes – ADT's and AM & PM peak hours (Figure to be included in report)
 - C. CSA existing levels of service – AM & PM (Table to be included in report)
 - D. Public transit (Service providers to the area)
 - E. On and off-street parking conditions/availability
 - F. Pedestrian and bicycling conditions in the project area
- IV. Cumulative Analysis – Near Term conditions without project should be discussed using the most recent CSA near term traffic counts and information. Project traffic should then be added to the CSA near term traffic counts. If the project build-out is beyond the CSA near term data, future conditions should be projected to the first year of assumed project occupancy. A supplemental list of planned and or/approved projects will be provided to the consultants for inclusion in the analysis process. For large projects of regional magnitude (projects generating 100 or more trips during peak hours), the consultants will analyze the impacts of the project for a span of ten years from the existing conditions.

- H. Analyze project using the requirements outlined in the San Mateo County Congestion Management Plan Land Use Analysis Program guidelines, if applicable.

VI. Mitigation

- A. Discuss specific mitigation measures in detail to address significant impacts, which may occur as a result of the addition of project traffic (provide table comparing before and after mitigation). Analysis shall focus on mitigating significant impacts to a non-significant level, but must also identify measures, which would reduce adverse, although not significant, impacts. All feasible and reasonable mitigation requirements that could reduce adverse impacts of the project should be identified, whether or not there are significant impacts caused by the project. The goal of mitigation should be such that there are no net adverse impacts on the circulation network. Mitigation measures may include roadway improvements, operational changes, Transportation Demand Management or Transportation Systems Management measures, or changes in the project. If roadway or other operational measures would not achieve this objective, the consultant shall identify a reduction in the project size, which would with other measures, reduce impacts below the significant level. All mitigation measures must first be discussed with the City Transportation Division before they are included in the report.
- B. Discuss possible mitigation measures to address future traffic conditions with the project. All feasible and reasonable mitigation measures that would reduce such impacts, whether at the significant level or below shall be identified. Mitigation measures should be designed to address the project's share of impacts. Measures that should be jointly required of the project and any other on-going related projects in a related geographical area should also be identified, as applicable.
- C. Discuss possible mitigation measures to address any site circulation or access deficiencies.
- D. Discuss possible mitigation measures to address any parking deficiencies.
- E. Discuss possible mitigation measures to address any impacts on pedestrian amenities, bicycle access, safety and bus/shuttle service.

VII. Alternatives

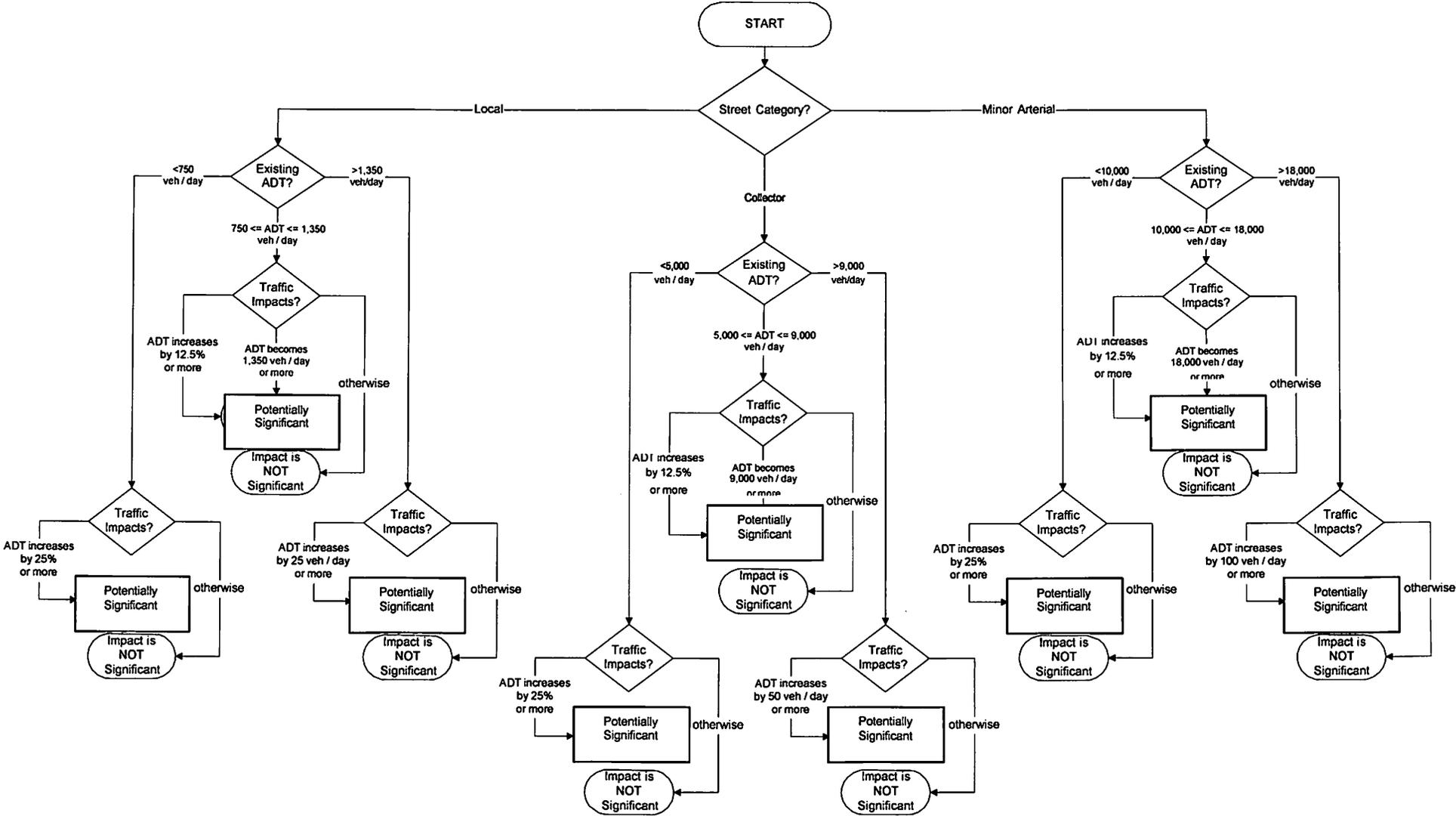
- A. In the event any potentially significant impacts are identified in the Transportation Impact Analysis, alternatives to the proposed project shall be evaluated or considered to determine what the impacts of an alternative project or use might be. The alternatives to be considered shall be determined in consultation with the Director of Community Development and the Transportation Manager.

VIII. Summary and Conclusions

- A. Assess level of significance of all identified impacts after mitigation.

- B. In certain circumstances as determined by the Transportation Manager, analysis may be necessary for impacts on minor arterial, collector and local streets. If any of the thresholds listed below are exceeded, the analysis should make a recommendation as to whether the traffic impact is considered potentially "significant".
1. On minor arterial streets, a traffic impact may be considered potentially significant if the existing Average Daily Traffic Volume (ADT) is: (1) greater than 18,000 (90% of capacity), and there is a net increase of 100 trips or more in ADT due to project related traffic; (2) the ADT is greater than 10,000 (50% of capacity) but less than 18,000, and the project related traffic increases the ADT by 12.5% or the ADT becomes 18,000 or more; or (3) the ADT is less than 10,000, and the project related traffic increases the ADT by 25%.
 2. On collector streets, a traffic impact may be considered potentially significant if the existing Daily Traffic Volume (ADT) is: (1) greater than 9,000 (90% of capacity), and there is a net increase of 50 trips or more in ADT due to project related traffic; (2) the ADT is greater than 5,000 (50% of capacity) but less than 9,000, and the project related traffic increases the ADT by 12.5% or the ADT becomes 9,000 or more; or (3) the ADT is less than 5,000, and the project related traffic increases the ADT by 25%.
 3. On local streets, a traffic impact may be considered potentially significant if the existing Daily Traffic Volume (ADT) is: (1) greater than 1,350 (90% of capacity), and there is a net increase of 25 trips or more in ADT due to project related traffic; (2) the ADT is greater than 750 (50% of capacity) but less than 1,350, and the project related traffic increases the ADT by 12.5% or the ADT becomes 1,350; or (3) the ADT is less than 750, and the project related traffic increases the ADT by 25%.
- C. Discuss project site circulation and access and identify any deficiencies.
- D. Discuss compliance of project site parking with adopted City code including loading and disabled spaces. If a shared parking arrangement is proposed, an analysis of the adequacy of this aspect shall be provided. Discuss any off-site parking impacts (such as neighborhood parking intrusion) of the project.
- E. Analyze project in relation to relevant policies of the Circulation Element of the General Plan.
- F. Analyze potential cut-through traffic generated by the project impacting other City neighborhoods.
- G. Pedestrian conditions and bicycle access, including safety issues, should be discussed.

Significance Criteria for Street segments



Upon receipt by the City of a Transportation Impact Analysis indicating that a project may have potentially significant traffic impacts, the applicant shall have the option of proceeding directly with the preparation of an EIR in accordance with the City's procedures for preparation of an EIR, or requesting a determination by the City Council as to whether a negative declaration, mitigated negative declaration or an EIR is most appropriate for the project.

NOTES:

1. The Highway Capacity Manual Special Report 209 (HCM), latest version shall be used for intersection analysis. The consultant shall use the Citywide Transportation¹ model with the HCM analysis.
2. The most recent Circulation System Assessment (CSA) shall be used for all information regarding existing and near term conditions.
3. Traffic counts that may be required beyond the counts contained in the CSA document shall be less than 6 months old.
4. The consultant shall submit proposed assumptions to the Transportation Manager for review and approval prior to commencement of the Analysis relating to the following:
 1. trip rates
 2. trip distribution
 3. trip assignment
 4. study intersections
 5. roadways to be analyzed
4. The consultant shall submit all traffic count sheets to the City's Transportation Division.
5. Figures of existing and any proposed intersection configurations should be provided in the appendix.
6. Trip generation rates from Institute of Transportation Engineer's (ITE) publication, "TRIP Generation", latest version should be used.
7. Street widening and on-street parking removal are mitigation measures which may be technically feasible, but which are generally considered undesirable. If such measures appear potentially appropriate to the consultant, they should consult the Transportation Division in preparing the impact analysis and mitigation recommendations. If such measures are to be proposed, alternate mitigation measures, which would be equally effective, should also be identified.
8. Existing uses at the site, which would be removed as part of the project, may be deducted from the calculation of the project traffic based on their traffic distribution patterns.
9. Refer to the San Mateo County Congestion Management Program (CMP) Land Use Impact Analysis Program guidelines for performing CMP analysis.

¹ As of January 2014, the City utilizes a VISTRO analysis model, as the successor for the TRAFFIX program, for transportation analysis.



PUBLIC WORKS DEPARTMENT

Council Meeting Date: October 26, 2004
Staff Report #: 04-213

Agenda Item #: D-1

CONSENT: Adoption of a Resolution Adopting the 2004 Circulation System Assessment Document (CSA Document)

RECOMMENDATION

Staff recommends that the City Council adopt a resolution adopting the 2004 Circulation System Assessment Document (CSA Document).

BACKGROUND

The CSA Document is a database containing the most recent statistics and information on the City's traffic conditions and circulation system, which are necessary to conduct transportation impact analysis studies. As part of the City's current policy related to the implementation of the California Environmental Quality Act (CEQA), a transportation impact study is often required when reviewing proposed development projects. Such studies are conducted according to the criteria described in the Transportation Impact Analysis Guidelines (TIA Guidelines), which were adopted by the City Council in 2002 (see Attachment C). The CSA document is used as the main source of data for transportation impact studies. The updated version of the CSA document is included as Attachment A.

In accordance with Item II-2 in the Implementation Program of the 1994 General Plan Circulation and Transportation Element, the CSA document has to be updated regularly to reflect field conditions. Staff conducts citywide traffic counts regularly to monitor traffic conditions on streets and at signalized intersections within city boundaries. The traffic counts are performed biennially since the year-to-year change in traffic conditions is negligible, as supported by historical data.

ANALYSIS

The previous version of the CSA document was based on the 2002 traffic counts. The 2004 updated version of the CSA document is based on citywide traffic counts that were performed in 2004.

The purpose of the CSA document is to provide traffic engineers with a consistent database to be used in analyzing the traffic impacts of development projects. There are generally three scenarios used in reviewing the impacts of new projects on city streets and intersections: 1) existing scenario, 2) near term scenario and 3) near term plus project scenario. The CSA Document includes the existing scenario and the near term scenario.

Existing Scenario

The existing scenario contains peak-period turning movement data, the existing levels of service and 24-hour traffic volumes.

Table 1 in Attachment A shows the current conditions under the existing scenario that will be used to determine project traffic impacts as specified in the TIA Guidelines (Part V, point A). Currently, most of the City's signalized intersections are operating within the acceptable range of Levels of Service (LOS) A through D. For the most part, the 2004 Levels of Service are comparable to 2002 conditions. During the AM peak-hour, all intersections are operating within the acceptable range of Levels of Service. During the PM peak-hour, two intersections are operating at Level of Service E; Bayfront Expressway at Willow Road and Bayfront Expressway at Marsh Road. Both intersections are owned and operated by Caltrans.

Table 2 in Attachment A shows the traffic volumes under the existing scenario for the street segments at various locations in the city. For the most part the traffic volumes on the streets have decreased compared to the 2002 data. This table will be used as the basis to determine traffic impacts from development projects on street segments as specified in Part V, point B of the TIA Guidelines.

The Near-Term Scenario

The near-term scenario contains near-term traffic volumes and near-term Levels of Service. The near-term scenario, which is also called the background scenario, considers the cumulative traffic impacts of all development projects within the city that are going to be built and occupied within two years, and includes the estimated traffic generated by such projects.

The list of these projects is provided by the Planning Division. Projects that are going to be built and occupied by the time the next round of city-wide counts are conducted will be taken off the list since their traffic will be reflected in the count results. This avoids double counting traffic from the same development project.

Since new development projects are submitted to the City for approval on an ongoing basis, the list of projects will change continuously, as will the near-term scenario. Tables 3 and 4 in Attachment A show the current cumulative list of projects and the associated Levels of Service for the City's intersections.

Since the City's street network is also affected by regional developments, it is necessary to take regional traffic growth into account in the near-term scenario. A regional growth factor is used for this purpose. This is obtained by conducting a regression analysis on historical data. The results of the linear regression analysis, conducted by staff and using available historical data, shows that traffic on the arterials and collectors grew approximately one percent per year. The same growth factor is utilized in the near-term scenario.

Data regarding existing and near term scenario traffic volumes and Levels of Service will be stored in a database. As new development projects are proposed and analyzed,

information regarding land use type, traffic generation rates and trip distribution will be entered into the database. The database can then be used to calculate Levels of Service at signalized intersections, forecast the traffic impacts of new developments, conduct citywide forecasts, test different mitigation measures and compare alternative scenarios.

Near-Term Plus Project Scenario

The "near-term plus project" scenario for a particular development project is created by adding a new development zone into the database. This new zone contains the land-use type, the development intensity and the trip generation rates for that particular project.

The next step is to distribute the generated trips. This starts with determining the origins and destinations (O/D) of the trips. Unless there is better information on trip O/D available for a particular project (e.g. through a special trip distribution study), the peak-hour O/D percentages in Table 5 in Attachment A will be used. These trip O/D percentages are obtained from the following different studies conducted in the last several years: Household Interview Survey (1999), Employee Transportation Survey (2000) and Pedestrian Interview Survey (1998).

The subsequent step after determining trip O/D is gateway and route assignment based on the preferred routes to and from Menlo Park. The gateway assignment in Table 6 of Attachment A is established using estimated travel times based on the assumption that drivers tend to select the fastest routes to get to their destinations. This assumption is widely accepted, especially for time-sensitive trips such as commuter trips.

IMPACT ON CITY RESOURCES

There is no additional impact on City resources associated with the adoption of the updated CSA Document proposed in this staff report.

POLICY ISSUES

The adoption of the CSA document is consistent with Item II-2 in the Implementation Program in the 1994 General Plan Circulation and Transportation Element:
"The City shall update the guidelines for the calculation of levels of service and preparation of traffic impact reports in Menlo Park. The guidelines shall reflect updated field measurements and future updates to the 1985 Highway Capacity Manual."

ENVIRONMENTAL REVIEW

The proposed CSA Document is categorically exempt under Class 1 of the current California Environmental Quality Act Guidelines.

Dino Teddyputra
Transportation Planner

Jamal Rahimi
Transportation Manager

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS:

- A. Updated CSA Document 2004 – Table of Content
- B. Resolution
- C. Transportation Impact Analysis (TIA) Guidelines

ATTACHMENT A

CIRCULATION SYSTEM ASSESSMENT DOCUMENT (CSA DOCUMENT) TABLE OF CONTENTS

The Circulation System Assessment (CSA) Document contains data needed for preparing Transportation Impact Analysis. The data items are listed below. Please see Transportation Impact Analyses (TIA) Guidelines for detailed descriptions of the format, methodology and criteria used in preparing transportation impact studies for land development projects within the City of Menlo Park.

Other data such as speed surveys, traffic signal timing plans and traffic accidents are available from the Transportation Division upon request.

Existing Scenario (data collected in 2004):

1. Peak-hour turning movements at signalized intersections
(Format: Traffix file)
2. Existing Levels of Service at signalized intersections
(Format: Traffix file, table 1)
3. ADT volumes on major arterials and collectors
(Format: map in Autocad, table 2)

Near-term Scenario (within two years):

1. Planned and approved projects (location, land-use type, intensity, trip generation rate)
(Format: Traffix file)
2. Near-term peak-hour turning movements projections AM and PM,
(Format: Traffix file)
3. Origin and Destination by trip purpose
(Format: Traffix file)
4. Trip distribution (route selection)
(Format: Traffix file, see also note on trip distribution for Traffix model)
5. Near-term levels of service AM and PM,
(Format: Traffix file)

Notes:

1. As a source for trip generation rates, "Trip Generation" from the Institute of Transportation Engineers (latest edition) should be used.
2. "Highway Capacity Manual 2000" from the Transportation Research Board should be used for capacity analyses.
3. In distributing trips generated from a new development project to their origins or destinations, route selection should be based on the fastest routes available, preferably based on a travel time study. Potential cut-through traffic through residential neighborhoods should also be identified in the travel time study.

Table 1: Existing Scenario LOS and Delay Times of Signalized Intersections

Existing Scenario AM and PM Peak Hour Level of Service Intersection (ID& Street Names)		Existing AM		Existing PM	
		LOS	Avg Ctr Del (sec)	LOS	Avg Ctr Del (sec)
#1	Addison Wesley & Sand Hill Rd.	A	7.9	A	8.4
#2	Saga Ln. & Sand Hill Rd.	B	12.0	B	14.6
#3	Branner Dr. & Sand Hill Rd.	A	4.3	A	4.8
#4	Sharon Park Dr. & Sand Hill Rd.	B	13.9	B	16.3
#5	Alpine/Santa Cruz & Junipero Serra	C	28.5	C	34.5
#6	Santa Cruz Ave. & Sand Hill Rd.	D	39.3	D	44.9
#7	Oak Ave. & Sand Hill Rd.	B	11.4	A	8.1
#11	University Dr. (S) & Santa Cruz Ave.	C	21.6	C	29.1
#12	Laurel St. & Oak Grove Ave.	B	12.5	B	11.0
#13	Laurel St. & Ravenswood Ave.	B	16.4	B	12.4
#14	Middlefield Rd. & Ravenswood Ave.	C	23.3	C	30.5
#15	Middlefield Rd. & Ringwood Ave.	C	25.3	C	30.9
#16	Middlefield Rd. & Willow Rd.	D	36.6	D	50.5
#17	Gilbert Ave. & Willow Rd.	A	7.9	B	16.2
#18	Coleman Ave. & Willow Rd.	B	15.9	A	8.5
#19	Durham St. & Willow Rd.	B	19.0	B	13.9
#20	Bay Rd. & Marsh Rd.	B	14.2	B	15.2
#21	Bohannon/ Florence & Marsh Rd.	C	24.1	D	35.6
#22	Scott Dr./Robison at Marsh Rd.	C	20.7	C	23.0
#23	Sand Hill Circle & Sand Hill Rd.	D	37.9	D	42.3
#24	El Camino Real & Encinal Ave.	C	22.6	B	19.1
#25	El Camino Real & Valparaiso/Glenwood	D	46.4	D	43.2
#26	El Camino Real & Oak Grove Ave.	C	33.2	D	35.5
#27	El Camino Real & Santa Cruz Ave.	C	26.1	C	27.9
#28	El Camino Real & Ravenswood Ave.	D	52.4	D	56.7
#29	El Camino Real & Roble Ave.	B	13.4	C	24.4
#30	El Camino Real & Middle Ave.	C	23.5	C	24.5
#31	El Camino Real & Cambridge Ave.	B	17.4	B	15.5
#32	Bay Rd. & Willow Rd.	B	16.7	B	17.3
#33	Newbridge St. & Willow Rd.	D	36.8	D	35.3
#34	O'Brien Dr. & Willow Rd.	B	11.4	B	13.7
#35	Ivy Dr. & Willow Rd.	B	15.3	B	12.0
#36	Hamilton Ave. & Willow Rd.	B	12.3	B	17.4
#37	Bayfront Exp. & Willow Rd.	D	36.4	E	62.2
#38	Bayfront Exp. & University Ave.	B	19.0	C	26.8
#39	O'Brien Dr. & University Ave.	A	5.4	B	11.6
#40	Bayfront Exp. & Chilco St.	B	13.9	B	11.1
#41	Bayfront Exp. & Chrysler Dr.	A	7.9	C	20.3
#42	Bayfront Exp. & Marsh Rd.	B	14.7	E	66.8
#44	US 101 SB Ramps & Marsh Rd.	B	15.2	C	21.4
#45	US 101 NB Ramps & Marsh Rd.	B	13.6	B	17.5
#46	Valparaiso Ave. & University Dr.	B	17.2	B	17.4

Table 2 : Average Daily Traffic Volume by Location

AVERAGE DAILY TRAFFIC VOLUME - 24 HOUR TWO-WAY TRAFFIC

by Location

LOCATION	veh/day	LOCATION	veh/day
ALAMEDA DE LAS PULGAS		MIDDLEFIELD ROAD	
Valparaiso-City Limits	15,700	Oak Grove-Ravenswood	14,100
Avy-Valparaiso	13,900	Ravenswood-Willow	21,100
Sharon Cruz-Avy	13,000	Willow-City Limits	17,700
ALMA STREET		NEWBRIDGE STREET	
Oak Grove-Ravenswood	1,500	Chilco-Willow	6,700
Ravenswood-Willow	3,400	Willow-City Limits	10,600
ALPINE ROAD		O'BRIEN DRIVE	
1-28th/Junipero Serra	18,400	Willow-Kavanaugh	6,000
ALY AVENUE		Kavanaugh-University	2,500
Alameda de las Pulgas-Santa Cruz	5,400	OAK GROVE AVENUE	
City Limits-Alameda de las Pulgas	4,300	Middlefield-Laurel	9,000
BAY ROAD		Laurel-El Camino	9,900
Marsh-Flood Park	5,800	El Camino-Crane	8,800
Flood Park-Ringwood	6,100	Crane-University	6,200
Ringwood-Willow	6,300	RAVENSWOOD AVENUE	
BOHANNON DRIVE		Middlefield-Laurel	17,000
Marsh - Campbell	1,800	Laurel-Alma	18,100
CHILCO STREET		Alma-El Camino	23,900
Bayfront - Constitution	5,700	RINGWOOD AVENUE	
CHRYSLER DRIVE		Bay-Middlefield	6,600
Bayfront - Constitution	4,000	SAND HILL ROAD	
CONSTITUTION DRIVE		City Limits-Santa Cruz	30,200
Chrysler-Chilco	1,900	Santa Cruz-Sharon Park	31,000
CRANE STREET		Sharon Park-I-280	29,900
Oak Grove-Santa Cruz	2,400	SANTA CRUZ AVENUE	
Santa Cruz-Mentlo	2,800	El Camino-Crane	11,300
EMERALD AVENUE		Crane-University	10,300
Middlefield-Laurel	3,400	University-Olive	17,200
Laurel-El Camino	4,700	Olive-Avy/Orange	18,800
GLENWOOD AVENUE		Avy/Orange-Alameda de las Pulgas	11,700
El Camino-Laurel	5,500	Alameda de las Pulgas-Sand Hill	24,900
HAMILTON AVENUE		Sand Hill-Junipero Serra	26,800
Chilco-Willow	2,900	SCOTT DRIVE	
HAVEN AVENUE		Marsh - Campbell	3,000
City Limits-Bayfront/Marsh	6,000	SHARON PARK DRIVE	
JUNIPERO SERRA BOULEVARD		Sand Hill- Sharon Rd.	8,600
City Limits-Alpine	14,400	SHARON ROAD	
LAUREL STREET		Alameda de las Pulgas-Sharon Park	3,800
Glenwood-Oak Grove	3,100	UNIVERSITY AVENUE (ROUTE 109)	
Oak Grove-Ravenswood	3,600	O'Brien-Bayfront Expressway	23,800
Ravenswood-Willow	4,300	UNIVERSITY DRIVE	
MARSH ROAD		Valparaiso-Oak Grove	4,700
Scott-Bohannon	34,000	Oak Grove-Santa Cruz	6,700
Bohannon-Bay	27,600	Santa Cruz-Mentlo	9,600
Bay City Limits	21,600	Mentlo-Middle	5,800
MENTLO AVENUE		VALPARAISO AVENUE	
El Camino-Crane	11,000	El Camino-University	11,900
Crane-University	7,600	University-Cotton	11,900
MIDDLE AVENUE		Cotton-Alameda de las Pulgas	9,500
El Camino-University	7,900	WILLOW ROAD	
University-Olive	6,600	Bayfront-O'Brien	No Data
		O'Brien-Newbridge	48,500
		Newbridge-Bay	51,000
		Bay-Middlefield	26,900
		Middlefield-Laurel	4,400
		Laurel-Alma	2,200

Table 3: Current list of near-term development projects as of July, 2004

No.	PROJECT ADDRESS	TYPE OF USE	SIZE	UNITS OF MEASURE	STATUS
1	525 El Camino Real (Safeway)	Commercial Commercial	77,396 -83,292	sf sf	Proposed Replace
2	3603 Haven Avenue (Mark Foster)	Industrial Industrial	96,403 -5,597	sf sf	Proposed Replace (Outside storage, illegal uses)
3	2493 Sand Hill Road (Olefinus)	Office	8,600	sf	New construction Approved by PC on 12/16/03.
4	1293 Willow Road (Police/City Service Center)	Office Retail	3,800 5,096	sf sf	Proposed Proposed
5	110 Linfield Drive (Burge)	Residential Office	23 -17,500	du sf	Proposed Replace
6	175 Linfield Drive (Consolidated Freight)	Residential Office	36 -38,000	du sf	Proposed Replace
7	297 Terminal Avenue (Habitat for Humanity)	Residential	22 -1	du du	Proposed Replace
8	505-557 Hamilton Avenue (Hamilton Park/Housing)	Residential	50	du	Proposed
9	1421-1425 San Antonio Way	Residential Residential	5 -1	du du	Proposed Replace
10	996-1002 Willow Road	Residential Residential Vacant	13 -1 3,146	du du sf	Proposed Replace Replace
11	460 El Camino Real	Residential Commercial office	16 -12,016 26,800	du sf sf	Proposed Replace Proposed
12	Derry 580 Oak Grove	Residential Commercial Commercial	136 -21,290 17,500	du sf sf	Proposed Replace Proposed
13	1702-1706 El Camino Real	Residential Restaurant Hotel Hotel Storage	36 -7,000 28 41 -1,500	du sf rooms rooms sf	Proposed Replace Replace Proposed Replace

sf = square feet
du = dwelling units

Table 4: Near-Term Scenario LOS and Delay Times of Signalized Intersections

Near Term Scenario AM and PM Peak Hour Level of Service Intersection (ID& Street Names)	Near Term AM		Near Term PM	
	LOS	Avg Ctr Del (sec)	LOS	Avg Ctr Del (sec)
	#1 Addison Wesley & Sand Hill Rd.	B	10.2	A
#2 Saga Ln. & Sand Hill Rd.	B	14.2	B	14.7
#3 Branner Dr. & Sand Hill Rd.	A	4.3	A	4.8
#4 Sharon Park Dr. & Sand Hill Rd.	B	15.5	B	16.8
#5 Alpine/Santa Cruz & Junipero Serra	B	20.5	C	32.5
#6 Santa Cruz Ave. & Sand Hill Rd.	C	35.2	D	38.4
#7 Oak Ave. & Sand Hill Rd.	A	6.1	A	4.9
#11 University Dr. (S) & Santa Cruz Ave.	C	21.7	C	29.6
#12 Laurel St. & Oak Grove Ave.	B	12.5	B	11.0
#13 Laurel St. & Ravenswood Ave.	B	16.4	B	12.3
#14 Middlefield Rd. & Ravenswood Ave.	C	30.4	C	31.8
#15 Middlefield Rd. & Ringwood Ave.	C	25.7	C	31.4
#16 Middlefield Rd. & Willow Rd.	D	36.6	D	50.5
#17 Gilbert Ave. & Willow Rd.	A	7.4	B	17.2
#18 Coleman Ave. & Willow Rd.	B	16.1	A	8.6
#19 Durham St. & Willow Rd.	B	19.2	B	14.0
#20 Bay Rd. & Marsh Rd.	B	17.9	B	15.3
#21 Bohannon/Florence & Marsh Rd.	C	24.0	D	36.0
#22 Scott Dr/Poison at Marsh Rd.	C	20.6	C	22.8
#23 Sand Hill Circle & Sand Hill Rd.	D	36.4	D	37.3
#24 El Camino Real & Encinal Ave.	C	23.8	B	19.1
#25 El Camino Real & Valparaiso/Glenwood	C	25.3	D	43.3
#26 El Camino Real & Oak Grove Ave.	D	47.8	D	35.9
#27 El Camino Real & Santa Cruz Ave.	C	25.3	C	28.3
#28 El Camino Real & Ravenswood Ave.	D	47.8	E	57.8
#29 El Camino Real & Roble Ave.	B	13.5	C	25.2
#30 El Camino Real & Middle Ave.	C	23.5	C	26.0
#31 El Camino Real & Cambridge Ave.	B	17.4	B	15.6
#32 Bay Rd. & Willow Rd.	B	17.0	B	18.0
#33 Newbridge St. & Willow Rd.	D	35.9	C	35.7
#34 O'Brien Dr. & Willow Rd.	B	12.6	B	13.9
#35 Ivy Dr. & Willow Rd.	B	15.9	B	12.8
#36 Hamilton Ave. & Willow Rd.	B	14.5	B	18.4
#37 Bayfront Exp. & Willow Rd.	C	25.9	E	63.3
#38 Bayfront Exp. & University Ave.	B	18.1	C	27.3
#39 O'Brien Dr. & University Ave.	A	5.4	B	11.6
#40 Bayfront Exp. & Chilco St.	B	14.1	B	11.2
#41 Bayfront Exp. & Chrysler Dr.	A	8.0	C	20.3
#42 Bayfront Exp. & Marsh Rd.	B	18.2	E	68.2
#44 US 101 SB Ramps & Marsh Rd.	B	14.4	C	22.0
#45 US 101 NB Ramps & Marsh Rd.	B	14.2	C	20.4

NOTE ON TRIP DISTRIBUTION FOR TRAFFIX MODEL

The Menlo Park Circulation System Assessment (CSA) requires an assumed distribution of generated traffic for each development project included in the background (approved) development scenario. This note describes a recommended set of trip distribution percentages for three types of land use development projects:

1. Residential
2. Employment (office, research and development, industrial)
3. Commercial (retail)

A development project that includes more than one type of land use may use a weighted average trip distribution.

The trip distributions were first defined based on the desired origins and destinations for peak hour trips to and from each land use type. The origin/destination directions were then assigned to specific road "gateways" that are included in the CSA Traffix model.

TRIP ORIGINS AND DESTINATIONS

The basic citywide origins and destinations for each land use type are based on the most recent available survey information for each activity. The overall distribution percentages are listed in Table 1. The sources for each land use type are described below.

Table 5: Peak Hour Origins and Destinations of Menlo Park Trips

Origin/Destination	Residential	Employment	Commercial
Menlo Park	34%	8%	51%
Atherton	4	1	1
Redwood City	6	9	8
East Palo Alto	1	1	4
Portola Valley/Woodside	1	1	1
Unincorporated Adjacent	6	1	1
Other San Mateo County	6	11	7
Palo Alto	16	8	13
Stanford	5	2	5
Other Santa Clara County	18	33	6
San Francisco	1	5	2
East Bay	2	20	1
TOTAL	100%	100%	100%

Residential

The trip distribution for residential land uses is derived from the household interview surveys conducted in 1999. Over 200 households in Menlo Park kept detailed diaries of all of their activities for a two-day period. The origins and destinations were tabulated for each trip type, including work trips, school trips, shopping trips and other trips. During peak hours, it is often assumed that about 50 percent of the trips are home-work commute trips and 50 percent are other non-commute purposes. Therefore, the residential origin and destination percentages listed in Table 1 represent an average of (1) the percentages for work trips and (2) the total percentages for non-work trips (school, shopping, other).

Employment

The trip distribution for employment land uses was taken directly from the residence locations reported in the City of Menlo Park 1999 Employee Transportation Survey (January, 2000). The employee survey report included a combined percentage of 10.2 percent for Menlo Park, Atherton and Portola Valley, and a combined percentage of 10.1 percent for Redwood City and Woodside. These percentages were allocated as 8 percent for Menlo Park, 1 percent for Atherton, 1 percent for the unincorporated areas adjacent to Menlo Park and Atherton, 1 percent for Portola Valley/Woodside and 9 percent for Redwood City. The employee survey report included a percentage of 9.6 percent for Palo Alto, which was allocated as 8 percent Palo Alto and 2 percent Stanford based on relative populations and the draw of the Stanford Shopping Center area.

Commercial

The trip distribution for commercial land uses is derived from the pedestrian interview surveys conducted in 1998. The surveys included interviews of 360 persons at five businesses (Safeway, Rite-Aid, Trader Joe's, Peet's, Kepler's) as well as two transit stops serving downtown Menlo Park. The surveys included questions on the place that each person was coming from and going to next. The percentages in Table 1 represent the total for origins and destinations of trips to and from the downtown business area.

GATEWAY ASSIGNMENTS

The origins and destinations of trips were assigned to specific "gateways" based on the preferred routes to and from Menlo Park (Table 2). Separate assignments were made for four areas of the city:

1. Sharon Heights/Sand Hill Road
2. West Menlo Park/Downtown/El Camino Real
3. West of U.S. 101 (between Caltrain and U.S. 101)
4. East of U.S. 101

In many cases, the trips were allocated to two routes using estimated percentages. For example, for the West Menlo Park area, it was assumed that trips to and from northern San Mateo County would be split between I-280 (two-thirds) and U.S. 101 (one-third). The total percentages for each gateway were summed up for use in the CSA Traffix model.

Local Trips

The local trips within Menlo Park were divided into four areas based on information reported household travel diary and interview survey conducted in 1999. Origins and destinations of Menlo Park resident trips were identified by nine Menlo Park neighborhoods. The percentages of trips for each neighborhood were summarized and used for the allocation of trips within Menlo Park.

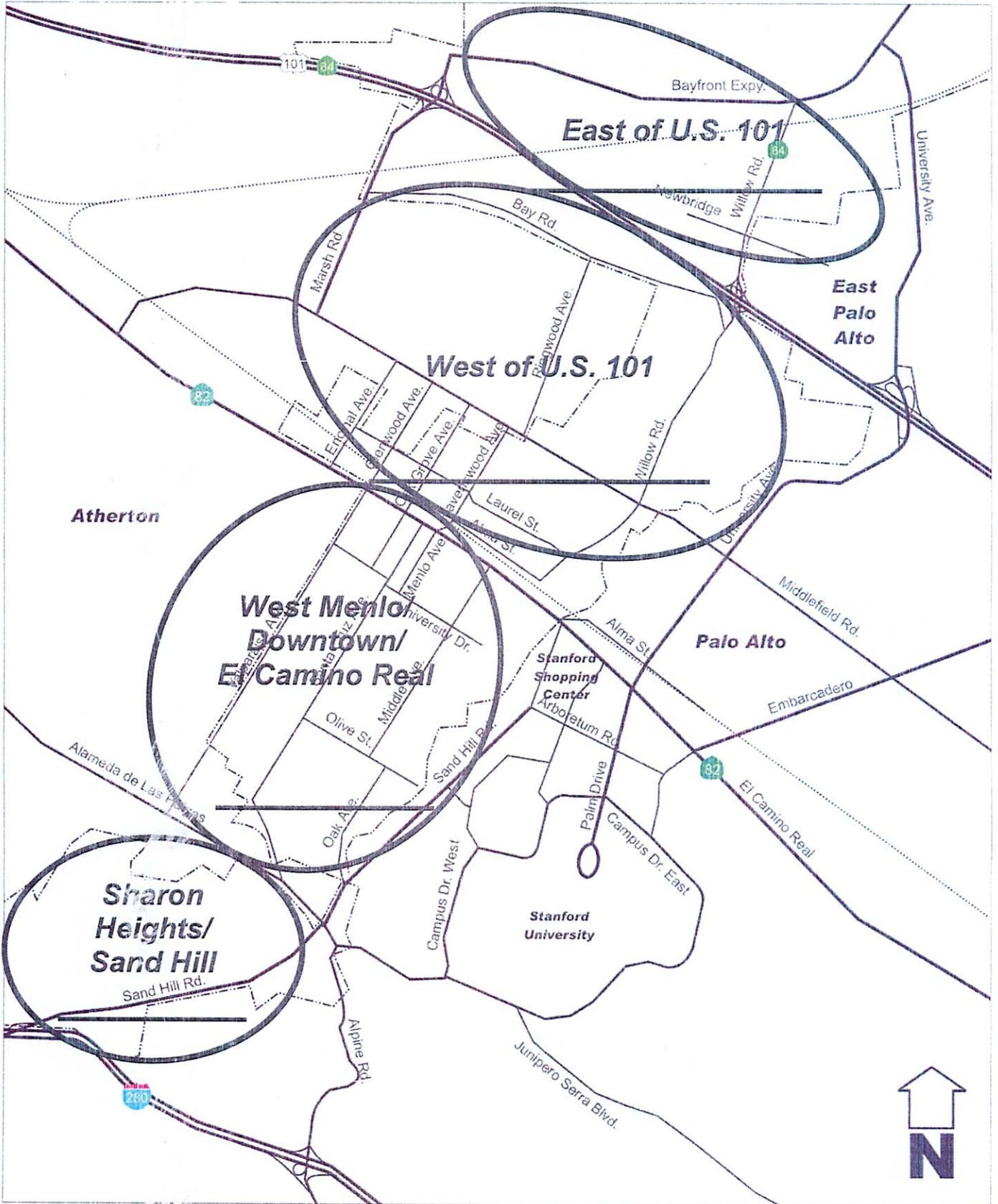
Within the CSA Traffix model, the local trips for each neighborhood are assigned to a representative "gateway" location as follows:

1. Sharon Heights Local: Sharon Park Drive/Shopping Center area
2. West Menlo/Downtown Local: Downtown area bounded by University Drive, El Camino Real, Menlo Avenue, Roble Avenue
3. West of U.S. 101 Local: Willows area east of Willow Road near Gilbert Avenue
4. East of U.S. 101 Local: Belle Haven area near Newbridge Street and Chilco Street

These four representative local destinations should be adequate for studies of traffic added by smaller development projects. Studies of larger projects may consider disaggregating the local neighborhood trips to additional representative locations in order to avoid overloading the access routes to these four representative locations.

**Table 6:
Menlo Park CSA Traffic Model Gateway Percentages**

Gateway	Residential				Employment				Commercial			
	Sharon Heights	West Menlo	West of US 101	East of US 101	Sharon Heights	West Menlo	West of US 101	East of US 101	Sharon Heights	West Menlo	West of US 101	East of US 101
1. I-280 North	10%	5%	2%	-	20%	12%	4%	-	13%	7%	2%	-
2. I-280 South	18	9	-	-	33	16	-	-	6	3	-	-
3. Sand Hill West	1	1	1	1	1	1	1	1	1	1	1	1
4. SR 84 East	2	2	2	2	20	20	20	20	1	1	1	1
5. US 101 South	-	9	18	26	-	17	33	37	-	3	6	13
6. US 101 North	-	2	5	7	-	4	12	10	-	2	7	7
7. Alameda North	13	6	2	-	7	4	-	-	6	4	-	-
8. El Camino North	-	10	5	4	-	7	5	3	-	6	5	2
9. Alpine South	-	-	-	-	-	-	-	-	-	-	-	-
10. Junipero South	8	5	-	-	4	3	-	-	7	4	-	-
11. Sand Hill East	14	3	-	-	7	1	-	-	15	3	-	-
12. Middlefield South	-	-	19	12	-	-	10	5	-	-	19	10
14. El Camino South	1	14	3	1	-	7	1	1	-	15	3	1
15. Middlefield North	-	-	9	13	-	-	6	14	-	-	5	10
16. Local Sharon Hts	10	5	2	-	2	1	-	-	15	8	3	-
17. Local Downtown	20	26	25	5	5	6	6	1	31	38	38	8
18. Local Willows	3	3	7	3	1	1	2	1	5	5	10	5
19. Local Belle Haven	-	-	-	26	-	-	-	7	-	-	-	42
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%



Menlo Park CSA Traffic Model
Traffic Distribution Districts

ATTACHMENT B

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MENLO PARK
ADOPTING THE 2004
CIRCULATION SYSTEMS ASSESSMENT DOCUMENT**

The City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefor,

BE IT AND IT IS HEREBY FURTHER RESOLVED by the City Council of the City of Menlo Park that the City Council does adopt the 2004 Circulation System Assessment Document, a copy of which the document is attached hereto.

I, SILVIA VONDERLINDEN, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on October 26, 2004, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ____ day of _____, 2004.

SILVIA VONDERLINDEN, City Clerk

ATTACHMENT "C"

Transportation Impact Analysis Guidelines

The following projects would generally be exempt from the requirements of the Transportation Impact Analysis Guidelines unless their geographic location or type of use prompt such study (subject to the City's discretion):

- Residential projects under five units
- Commercial projects where the total new or added square footage is 10,000 square feet or less
- Other projects that are determined to be exempt or categorically exempt under CEQA

All other projects involving a change of use and/or new construction will be required to submit a Transportation Impact Analysis performed by a qualified consultant selected by the City and paid for by the project applicant.

The Transportation Impact Analysis shall include the following:

- I. Executive Summary
- II. Introduction
 - A. Project Description
 - B. Study Scope
- III. Existing Conditions – Conditions should be described based upon information found in the most recent Circulation System Assessment (CSA) document when applicable. The CSA existing traffic counts and information should be used as existing conditions.
 - A. Description of existing street system serving the site (Number of lanes, classification, etc.)
 - B. CSA existing traffic volumes – ADT's and AM & PM peak hours (Figure to be included in report)
 - C. CSA existing levels of service – AM & PM (Table to be included in report)
 - D. Public transit (Service providers to the area)
 - E. On and off-street parking conditions/availability
 - F. Pedestrian and bicycling conditions in the project area
- IV. Cumulative Analysis – Near Term conditions without project should be discussed using the most recent CSA near term traffic counts and information. Project traffic should then be added to the CSA near term traffic counts. If the project build-out is beyond the CSA near term data, future conditions should be projected to the first year of assumed project occupancy. A supplemental list of planned and or/approved projects will be provided to the consultants for inclusion in the analysis process. For large projects of regional magnitude (projects generating 100 or more trips during peak hours), the

consultants will analyze the impacts of the project for a span of ten years from the existing conditions.

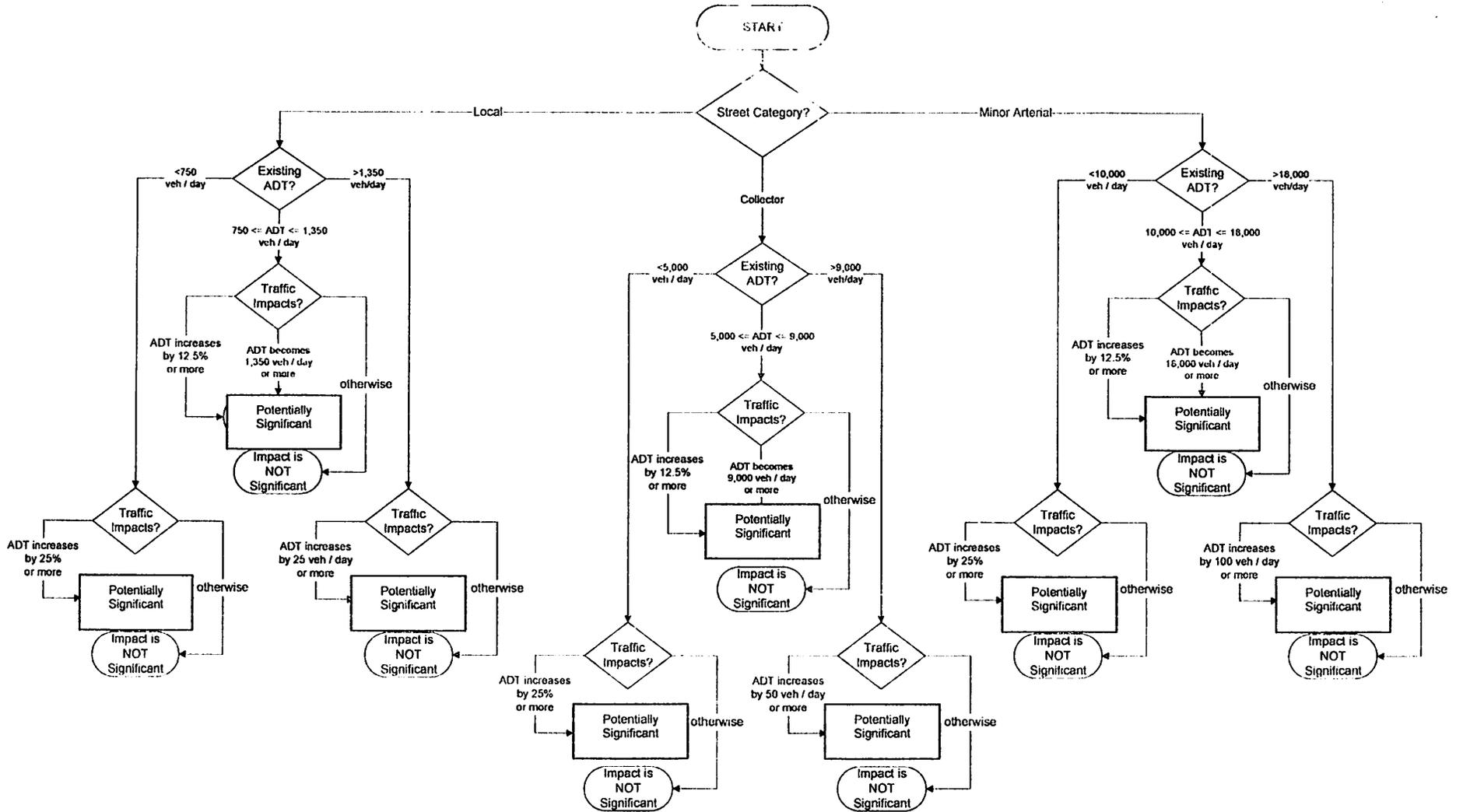
- A. Description of new or planned changes to the street system serving the site including changes in on-street parking
- B. Near term volumes – ADT's and AM & PM peak hours
 - 1. List project trip generation rates
 - 2. Discuss trip distribution
 - 3. Discuss impact of project traffic on intersections in the project vicinity
- C. Near term levels of service – AM & PM for both near term and near term plus project analysis. Table to be included in report. Also a comparison table of existing conditions including a column showing the difference in seconds of delay between existing, near term conditions and near term conditions with project and percent of increase.

V. Analysis

- A. Discuss impacts of CSA near term conditions and CSA near term conditions with project
 - 1. A Project is considered to have a potentially "significant" traffic impact if the addition of project traffic causes an intersection on a collector street operating at LOS "A" through "C" to operate at an unacceptable level (LOS "D", "E" or "F") or have an increase of 23 seconds or greater in average vehicle delay, whichever comes first. A potential "significant" traffic impact shall also include a project that causes an intersection on arterial streets or local approaches to State controlled signalized intersections operating at LOS "A" through "D" to operate at an unacceptable level (LOS "E" or "F") or have an increase of 23 seconds or greater in average vehicle delay, whichever comes first.
 - 2. A project is also considered to have a potentially "significant" traffic impact if the addition of project traffic causes an increase of more than 0.8 seconds of average delay to vehicles on all critical movements for intersections operating at a near term LOS "D" through "F" for collector streets and at a near term LOS "E" or "F" for arterial streets. For local approaches to State controlled signalized intersections, a project is considered to have a potentially "significant" impact if the addition of project traffic causes an increase of more than 0.8 seconds of delay to vehicles on the most critical movements for intersections operating at a near term LOS "E" or "F".

- B. In certain circumstances as determined by the Transportation Manager, analysis may be necessary for impacts on minor arterial, collector and local streets. If any of the thresholds listed below are exceeded, the analysis should make a recommendation as to whether the traffic impact is considered potentially "significant".
1. On minor arterial streets, a traffic impact may be considered potentially significant if the existing Average Daily Traffic Volume (ADT) is: (1) greater than 18,000 (90% of capacity), and there is a net increase of 100 trips or more in ADT due to project related traffic; (2) the ADT is greater than 10,000 (50% of capacity) but less than 18,000, and the project related traffic increases the ADT by 12.5% or the ADT becomes 18,000 or more; or (3) the ADT is less than 10,000, and the project related traffic increases the ADT by 25%.
 2. On collector streets, a traffic impact may be considered potentially significant if the existing Daily Traffic Volume (ADT) is: (1) greater than 9,000 (90% of capacity), and there is a net increase of 50 trips or more in ADT due to project related traffic; (2) the ADT is greater than 5,000 (50% of capacity) but less than 9,000, and the project related traffic increases the ADT by 12.5% or the ADT becomes 9,000 or more; or (3) the ADT is less than 5,000, and the project related traffic increases the ADT by 25%.
 3. On local streets, a traffic impact may be considered potentially significant if the existing Daily Traffic Volume (ADT) is: (1) greater than 1,350 (90% of capacity), and there is a net increase of 25 trips or more in ADT due to project related traffic; (2) the ADT is greater than 750 (50% of capacity) but less than 1,350, and the project related traffic increases the ADT by 12.5% or the ADT becomes 1,350; or (3) the ADT is less than 750, and the project related traffic increases the ADT by 25%.
- C. Discuss project site circulation and access and identify any deficiencies.
- D. Discuss compliance of project site parking with adopted City code including loading and disabled spaces. If a shared parking arrangement is proposed, an analysis of the adequacy of this aspect shall be provided. Discuss any off-site parking impacts (such as neighborhood parking intrusion) of the project.
- E. Analyze project in relation to relevant policies of the Circulation Element of the General Plan.
- F. Analyze potential cut-through traffic generated by the project impacting other City neighborhoods.
- G. Pedestrian conditions and bicycle access, including safety issues, should be discussed.

Significance Criteria for Street segments



- H. Analyze project using the requirements outlined in the San Mateo County Congestion Management Plan Land Use Analysis Program guidelines, if applicable.

VI. Mitigation

- A. Discuss specific mitigation measures in detail to address significant impacts, which may occur as a result of the addition of project traffic (provide table comparing before and after mitigation). Analysis shall focus on mitigating significant impacts to a non-significant level, but must also identify measures, which would reduce adverse, although not significant, impacts. All feasible and reasonable mitigation requirements that could reduce adverse impacts of the project should be identified, whether or not there are significant impacts caused by the project. The goal of mitigation should be such that there are no net adverse impacts on the circulation network. Mitigation measures may include roadway improvements, operational changes, Transportation Demand Management or Transportation Systems Management measures, or changes in the project. If roadway or other operational measures would not achieve this objective, the consultant shall identify a reduction in the project size, which would with other measures, reduce impacts below the significant level. All mitigation measures must first be discussed with the City Transportation Division before they are included in the report.
- B. Discuss possible mitigation measures to address future traffic conditions with the project. All feasible and reasonable mitigation measures that would reduce such impacts, whether at the significant level or below shall be identified. Mitigation measures should be designed to address the project's share of impacts. Measures that should be jointly required of the project and any other on-going related projects in a related geographical area should also be identified, as applicable.
- C. Discuss possible mitigation measures to address any site circulation or access deficiencies.
- D. Discuss possible mitigation measures to address any parking deficiencies.
- E. Discuss possible mitigation measures to address any impacts on pedestrian amenities, bicycle access, safety and bus/shuttle service.

VII. Alternatives

- A. In the event any potentially significant impacts are identified in the Transportation Impact Analysis, alternatives to the proposed project shall be evaluated or considered to determine what the impacts of an alternative project or use might be. The alternatives to be considered shall be determined in consultation with the Director of Community Development and the Transportation Manager.

VIII. Summary and Conclusions

- A. Assess level of significance of all identified impacts after mitigation.

Upon receipt by the City of a Transportation Impact Analysis indicating that a project may have potentially significant traffic impacts, the applicant shall have the option of proceeding directly with the preparation of an EIR in accordance with the City's procedures for preparation of an EIR, or requesting a determination by the City Council as to whether a negative declaration, mitigated negative declaration or an EIR is most appropriate for the project.

NOTES:

1. The Highway Capacity Manual Special Report 209 (HCM), latest version shall be used for intersection analysis. The consultant shall use the Citywide TRAFFIX model with the HCM analysis.
2. The most recent Circulation System Assessment (CSA) shall be used for all information regarding existing and near term conditions.
3. Traffic counts that may be required beyond the counts contained in the CSA document shall be less than 6 months old.
4. The consultant shall submit proposed assumptions to the Transportation Manager for review and approval prior to commencement of the Analysis relating to the following:
 1. trip rates
 2. trip distribution
 3. trip assignment
 4. study intersections
 5. roadways to be analyzed
4. The consultant shall submit all traffic count sheets to the City's Transportation Division.
5. Figures of existing and any proposed intersection configurations should be provided in the appendix.
6. Trip generation rates from Institute of Transportation Engineer's (ITE) publication, "TRIP Generation", latest version should be used.
7. Street widening and on-street parking removal are mitigation measures which may be technically feasible, but which are generally considered undesirable. If such measures appear potentially appropriate to the consultant, they should consult the Transportation Division in preparing the impact analysis and mitigation recommendations. If such measures are to be proposed, alternate mitigation measures, which would be equally effective, should also be identified.
8. Existing uses at the site, which would be removed as part of the project, may be deducted from the calculation of the project traffic based on their traffic distribution patterns.
9. Refer to the San Mateo County Congestion Management Program (CMP) Land Use Impact Analysis Program guidelines for performing CMP analysis.