STATE OF CALIFORNIA—CALIFORNIA STATE TRANSPORTATION AGENCY EDMUND G. BROWN JR., Governor

DEPARTMENT OF TRANSPORTATION
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August 27, 2013

SMVAR021
SCH#2013072068

Ms. Rachel Grossman
Planning Division
Community Development Department
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Dear Ms. Grossman:

SRI International Campus Modernization Project – Notice of Preparation

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the above project. The following comments are based on the Notice of Preparation (NOP). As lead agency, the City of Menlo Park (City) is responsible for all project mitigation, including any needed improvements to state highways. The project's fair share contribution, financing, scheduling, implementation responsibilities and lead agency monitoring should be fully discussed for all proposed mitigation measures. Required roadway improvements should be completed prior to issuance of the Certificate of Occupancy. An encroachment permit is required for work in the state right of way (ROW), and Caltrans will not issue a permit until our concerns are adequately addressed. Therefore, we strongly recommend that the lead agency work with both the applicant and Caltrans to ensure that our concerns are resolved during the environmental review process, and in any case prior to submittal of a permit application. Further comments will be provided during the encroachment permit process; see the end of this letter for more information regarding encroachment permits.

Traffic Impact Fees
Please identify traffic impact fees. Development plans should require traffic impact fees based on projected traffic and/or based on associated cost estimates for public transportation facilities necessitated by development. Please refer to the California Office of Planning and Research (OPR) *2003 General Plan Guidelines*, page 163, which can be accessed on-line at the following website: http://www.opr.ca.gov/index.php?a=planning/gpg.html

Scheduling and costs associated with planned improvements on the Caltrans ROW should be listed, in addition to identifying viable funding sources correlated to the pace of improvements for

roadway improvements, if any. Please refer to the state OPR's *2003 General Plan Guidelines*, page 106.

Traffic Impact Study

One of Caltrans' ongoing responsibilities is to collaborate with local agencies to avoid, eliminate, or reduce to insignificant levels potential adverse impacts to the state highway system from local development projects. We recommend using the Caltrans *Guide for the Preparation of Traffic Impact Studies* (TIS Guide) for determining which scenarios and methodologies to use in the analysis. We encourage the City to coordinate preparation of the TIS Guide with our office, and we would appreciate the opportunity to review the scope of work. Please include the information detailed below in the TIS to ensure that project-related impacts to state roadway facilities are thoroughly assessed. The TIS Guide is available at the following website:
http://www.dot.ca.gov/hq/tpp/offices/ocp/igr_ceqa_files/tisguide.pdf

The TIS should include:

1. Vicinity map, regional location map, and a site plan clearly showing project access in relation to nearby state roadways. Ingress and egress for all project components should be clearly identified. The state ROW should be clearly identified.

2. The maps should also include project driveways, local roads and intersections, parking, and transit facilities.

3. Project-related trip generation, distribution, and assignment. The assumptions and methodologies used to develop this information should be detailed in the study, and should be supported with appropriate documentation.

4. The study need to include the turning traffic per study intersection under Existing, Project Only, 2035 Cumulative, and 2035 Cumulative + Project conditions.

5. Average Daily Traffic, AM and PM peak hour volumes and levels of service (LOS) on all significantly affected roadways, including crossroads and controlled intersections for existing, existing plus project, cumulative and cumulative plus project scenarios. Calculation of cumulative traffic volumes should consider all traffic-generating developments, both existing and future, that would affect study area roadways and intersections. The analysis should clearly identify the project's contribution to area traffic and degradation to existing and cumulative LOS. Lastly, the Caltrans LOS threshold, which is the transition between LOS C and D, and is explained in detail in the *TIS Guide*, should be applied to all state facilities. Please note, Caltrans considers LOS by itself as an inadequate measure of effectiveness (MOE) for describing traffic operational conditions since it may actually mask a deficient condition on one or more approaches. As for intersection analysis the accepted MOEs used by Caltrans include flow (output), average control delay, queue (length or number of vehicles), and Volume/Capacity (V/C) ratio. For freeway and ramp operations, flow (output), speed, and travel time/delay are the accepted MOEs in addition to LOS.

6. Schematic illustration of traffic conditions including the project site and study area roadways, trip distribution percentages and volumes as well as intersection geometrics, i.e., lane configurations, for the scenarios described above.

7. The project site building potential as identified in the General Plan. The project's consistency with both the Circulation Element of the General Plan and the San Mateo County Congestion Management Agency's Congestion Management Plan should be evaluated.

7. Special attention should be given to encouraging bicycle- and pedestrian-friendly design. Consider developing and applying pedestrian, bicycling and transit performance or level of service measures and modeling pedestrian, bicycle and transit trips that your project will generate so that impacts can be quantified. Mitigations resulting from this analysis could improve pedestrian and bicycle access to transit, thereby reducing traffic impacts on state highways.

8. Please analyze secondary impacts on pedestrians and bicyclists that may result from any mitigation for traffic impacts and describe any pedestrian and bicycle mitigations that would in turn be needed as a means of maintaining and improving access to transit and reducing traffic impacts on state highways.

9. The intersections of Marsh Road/southbound (SB) US-101 on-ramp, Willow Road/ SB US-101 and its on and off ramps must be included in the analysis.

Encroachment Permit
Please be advised that any work or traffic control that encroaches onto the state ROW requires an encroachment permit that is issued by Caltrans. To apply, a completed encroachment permit application, environmental documentation, and five (5) sets of plans clearly indicating the state ROW must be submitted to: Office of Permits, California Department of Transportation, District 4, P.O. Box 23660, Oakland, CA 94623-0660. Traffic-related mitigation measures should be incorporated into the construction plans during the encroachment permit process. See the website link below for more information. http://www.dot.ca.gov/hq/traffops/developserv/permits/

Please provide at least one hard copy and one CD of the environmental document including technical appendices as soon as they are available.

Please feel free to call or email Sandra Finegan at (510) 622-1644 or sandra_finegan@dot.ca.gov with any questions regarding this letter.

Sincerely,

ERIK ALM, AICP
District Branch Chief
Local Development – Intergovernmental Review

c: State Clearinghouse