

DEPARTMENT OF TRANSPORTATION

111 GRAND AVENUE
P. O. BOX 23660
OAKLAND, CA 94623-0660
PHONE (510) 286-5536
FAX (510) 286-5559
TTY 711



*Flex your power!
Be energy efficient!*

RECEIVED

MAY 25 2011

May 20, 2011

**CITY OF MENLO PARK
PLANNING****SMVAR003
SCH#2011042073**

Mr. Justin Murphy
Planning Division
Community Development Department
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Dear Mr. Murphy:

Menlo Park Facebook Campus Project – Notice of Preparation

Thank you for including the California Department of Transportation (Department) in the environmental review process for the Menlo Park Facebook Campus 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 the Department 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 the Department 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.

Geologic and Seismic Impacts

Please provide a geotechnical study and calculations for our review.

Visual Impacts

Please provide a visual impact analysis complete with visual simulations for this project.

Cultural Resources

The project environmental document must include documentation of a current archaeological record search from the Northwest Information Center of the California Historical Resources Information System if construction activities are proposed within state ROW. Current record searches must be no more than five years old. The Department requires the records search, and if warranted, a cultural resource study by a qualified, professional archaeologist, to ensure compliance with California Environmental Quality Act (CEQA), Section 5024.5 of the California Public Resources Code and Volume 2 of the Department's Standard Environmental Reference (<http://ser.dot.ca.gov>). These requirements, including applicable mitigation, must be fulfilled before an encroachment permit can be

Mr. Justin Murphy/City of Menlo Park
May 20, 2011
Page 2

issued for project-related work in state ROW; these requirements also apply to National Environmental Policy Act (NEPA) documents when there is a federal action on a project. Work subject to these requirements includes, but is not limited to: lane widening, channelization, auxiliary lanes, and/or modification of existing features such as slopes, drainage features, curbs, sidewalks and driveways within or adjacent to state ROW.

Traffic Analysis

We encourage the City to coordinate preparation of the Traffic Impact Study (TIS) 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 Department's "Guide for the Preparation of Traffic Impact Studies" should be reviewed prior to initiating any traffic analysis for the project; it is available at the following website:
<http://www.dot.ca.gov/hq/traffops/developserv/operationalsystems/reports/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. 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 levels of service. Lastly, the Department's LOS threshold, which is the transition between LOS C and D, and is explained in detail in the Guide for Traffic Studies, should be applied to all state facilities. Please note, the Department 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 the Department 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.
5. 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.
6. 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

Mr. Justin Murphy/City of Menlo Park

May 20, 2011

Page 3

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 mitigations 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 Willow Road and US-101 and its on and off ramps must be included in the analysis.

Encroachment Permit

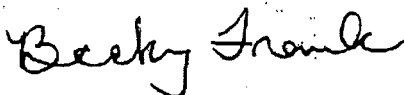
Work that encroaches onto the state ROW requires an encroachment permit that is issued by the Department. To apply, a completed encroachment permit application, environmental documentation, and five (5) sets of plans clearly indicating the state ROW must be submitted to the following address: Office of Permits, California DOT, 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 and technical appendices to the address on this letterhead 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,



BECKY FRANK
District Branch Chief
Federal Grants / Rail Coordination

c: State Clearinghouse