

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 3/13/2024
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at City Council Chambers
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 845 2506 8381
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 845 2506 8381
Press *9 to raise hand to speak

Subject to Change: The format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website at menlopark.gov. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas)

Regular Meeting

A. Call To Order

B. Roll Call

C. Reports and Announcements

Under “Reports and Announcements,” staff and Commissioners may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

D. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

E. Regular Business

- E1. Accept the Complete Streets Commission minutes for February 14, 2024 ([Attachment](#))
- E2. Provide feedback on updates to the transportation impact analysis and transportation demand management policies ([Staff Report #24-003-CSC](#))

F. Informational Items

- F1. Update on major project status

G. Committee/Subcommittee Reports

H. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 3/7/2024)



REGULAR MEETING MINUTES – DRAFT

Date: 2/14/2024
Time: 6:30 p.m.
Location: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Cebrian called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Altman, Behroozi, Cebrian, Cole, King, Kollmann
Absent: None
Staff: Assistant Engineer Matthew Hui, Senior Transportation Engineer Kevin Chen, Senior Transportation Engineer Kristiann Choy

C. Reports and Announcements

Staff Chen reported out on City Council actions related to transportation since the December 13, 2023, Complete Streets Commission meeting.

D. Public Comment

- Ross Silverstein requested clarification on Middlefield Road and Woodland Avenue.

E. Consent Calendar

E1. Rescind approval of parking removal on El Camino Real (Staff Report #24-001-CSC)

- Ross Silverstein requested clarification on the decision.

The Commission discussed evaluation criteria.

ACTION: Motion and second (King/ Behroozi), to rescind approval of parking removal on El Camino Real, passed unanimously.

F. Regular Business

F1. Accept the Complete Streets Commission minutes for December 13, 2024

ACTION: Motion and second (King/ Kollmann), to accept the Complete Streets Commission minutes for December 13, 2024, passed 5-1 (Behroozi abstaining).

F2. Recommend that the City Council accept the Coleman-Ringwood Avenues Study Final Report (Staff Report #24-002-CSC)

Staff Choy and W-Trans consultant Cameron Nye made the presentation (Attachment).

- Francesca Segre spoke in opposition of the Coleman Avenue regular vehicle through access closure pilot.
- Meredith Bergin Bailey spoke on concerns related to involvement from the Laurel School and their representatives.
- Mark Shaw spoke in support of the Coleman Avenue pilot but in opposition of the permanent improvements.
- Kevin Rennie spoke on concerns related to the status of the San Mateo County report, buses and bikes interaction and funding resources.
- Karen Barr spoke in support of collision records and safety for Ringwood Avenue.
- Cassandra Lopez spoke in support of additional scopes of work for the Coleman Avenue pilot, enforcement and land use characteristics on Coleman Avenue.
- Ross Silverstein spoke in support of the Coleman Avenue pilot and on concerns related to long-term improvements.
- Mary Sapountzis spoke in support of safe pavement surfaces, tree retention and drainage solution.
- Varouzhan Ebrahimian spoke in support of more outreach, metrics for final decision and enforcement on Ringwood Avenue.
- Jim Strahorn spoke in opposition of one-way circulation, in support of the Coleman Avenue pilot and children safety considerations in the City portion of Coleman Avenue.
- Britt Von Thaden spoke in support of the Coleman Avenue pilot and against bulbouts for cyclists.
- Joan M Haratani spoke in support of the Coleman Avenue pilot and on concerns related to Coleman Avenue traffic conditions outside of active school hours, trees retention and project value.

The Commission discussed the project impacts to the community, pilot schedule, advantages and disadvantages of the pilot and long-term improvements, roadway characteristics with and without school traffic, safety issues, community outreach efforts, parking occupancy and demand, additional traffic calming measures and bike lane options to supplement the pilot and project timeline sequencing.

ACTION: Motion and second (King/ Behroozi), to recommend to City Council to accept the final report with the following additions:

- Ringwood Avenue: evaluate left turn restriction from Ringwood Avenue to Menlo Atherton High School, improve drainage and increase enforcement.
- Coleman Avenue: add all-way stop on Coleman Avenue at Santa Monice Avenue, explore other traffic calming measures to supplement the pilot, explore parking removal options for bike lanes, passed unanimously.

F3. Evaluate Commission subcommittees to support City Council and Commission priorities

The Commission postponed the item until new Commissioners are appointed.

G. Informational Items

G1. Update on major project status

Staff Chen provided updates on City Council goal setting workshop, Middle Avenue Complete Streets project, Belle Haven Traffic Calming Plan construction, and Middlefield Road Safe Streets Project.

H. Committee/Subcommittee Reports

None.

I. Adjournment

Chair Cebrian adjourned the meeting at 10:14 p.m.

Kevin Chen, Senior Transportation Engineer

THIS PAGE INTENTIONALLY LEFT BLANK

Coleman and Ringwood Avenues Transportation Study

Menlo Park Complete Streets Commission
February 14, 2024





PRESENTATION OVERVIEW

- Study Overview
- Community Engagement Summary
- Preferred Alternatives
- Cost Estimates
- Next Steps



STUDY OVERVIEW

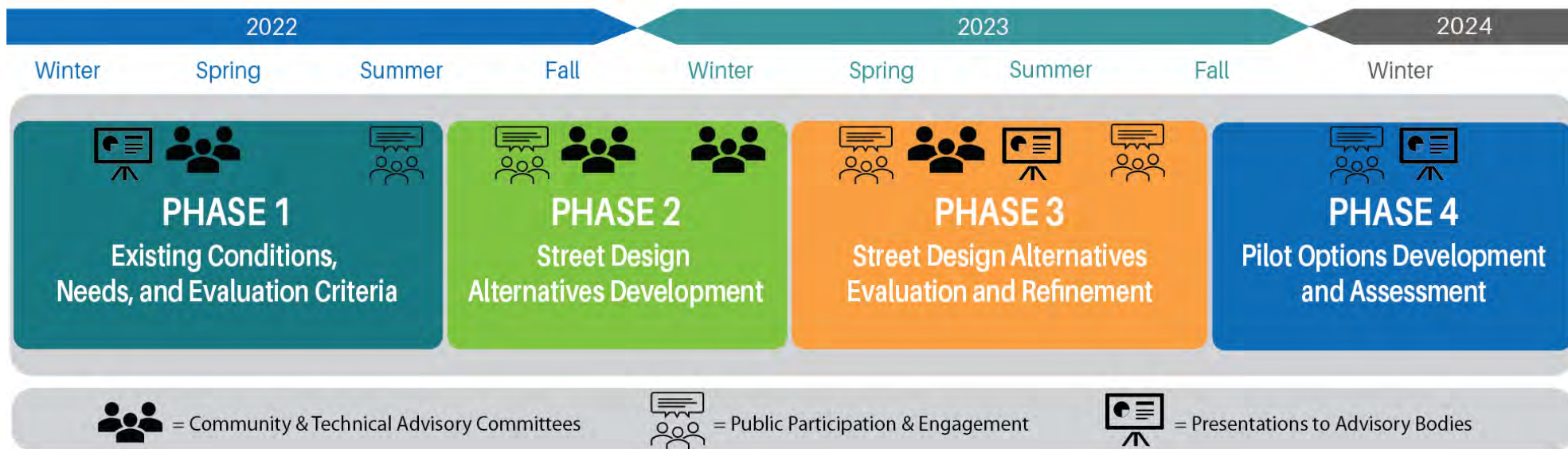


Study Goal

Develop a community preferred plan for both corridors to improve mobility for active modes of transportation and improve safety for all roadway users.



STUDY PROCESS AND TIMELINE



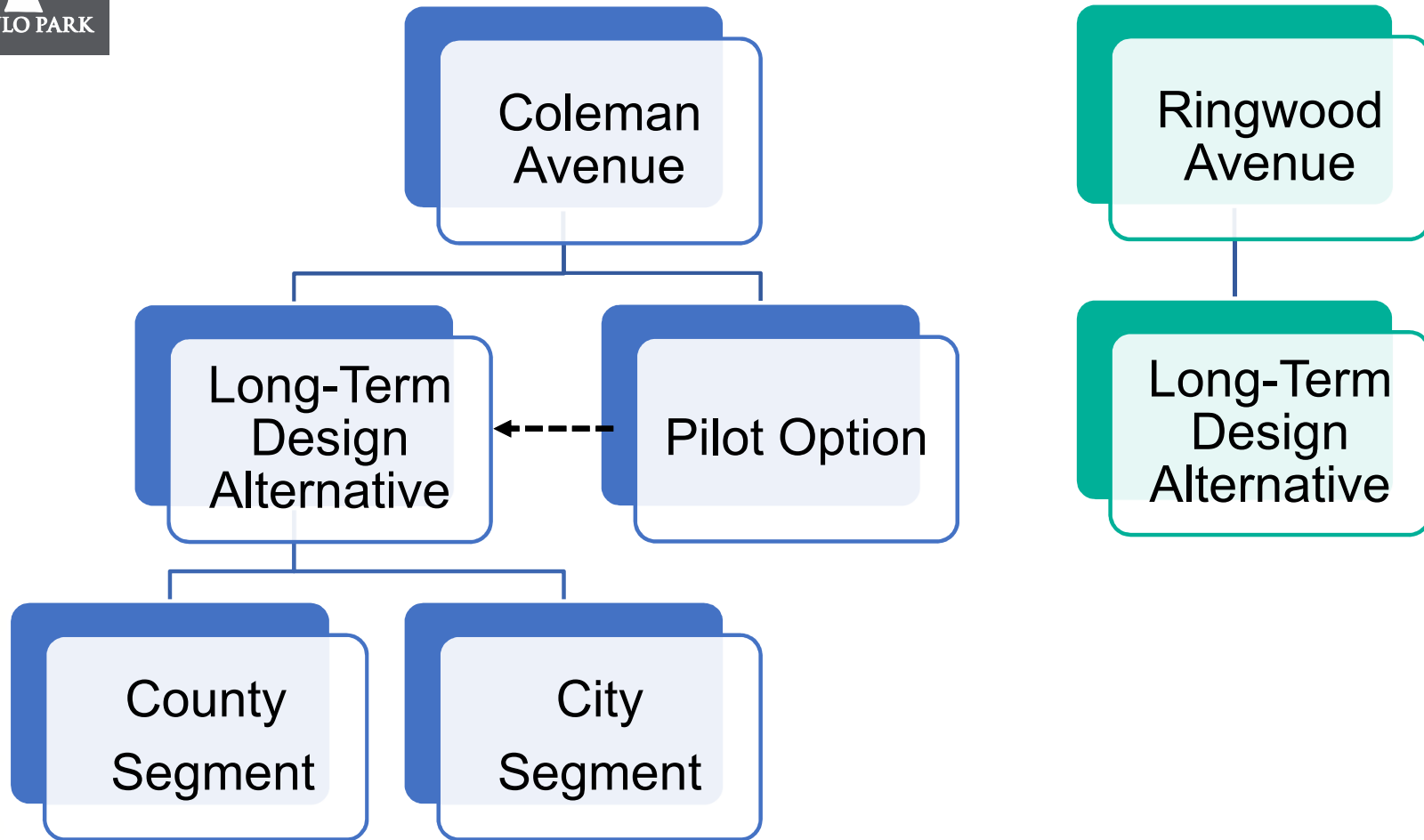


COMMUNITY ENGAGEMENT

<p>PHASE 1 Input on Existing Conditions, Needs, Values, and Evaluation Criteria</p>	<ul style="list-style-type: none"> • CAC Meeting #1 • 5 Pop-up Events • 2 Pop-in Events • 2 Walking Tours • Community Survey #1 		
<p>PHASE 2 Feedback on Initial Draft Alternatives</p>	<ul style="list-style-type: none"> • CAC Meetings #2 and #3 • Interactive Community Workshop • Community Survey #2 		
<p>PHASE 3 Feedback on Preferred Alternatives</p>	<ul style="list-style-type: none"> • CAC Meeting #4 • Pop-up Demonstration Event • Community Open House 		
<p>PHASE 4 Feedback on Potential Pilot Options for Coleman Avenue</p>	<ul style="list-style-type: none"> • Community Webinar • Community Survey #3 		



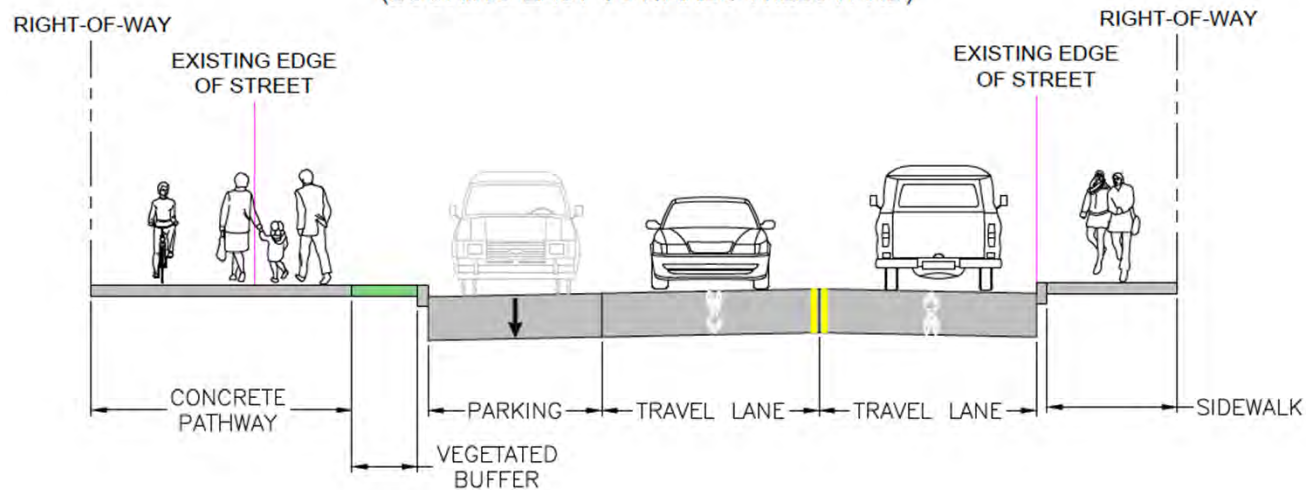
PREFERRED ALTERNATIVES





COLEMAN AVENUE (CITY) LONG-TERM DESIGN ALTERNATIVE

(LOOKING EAST TOWARDS WILLOW RD)



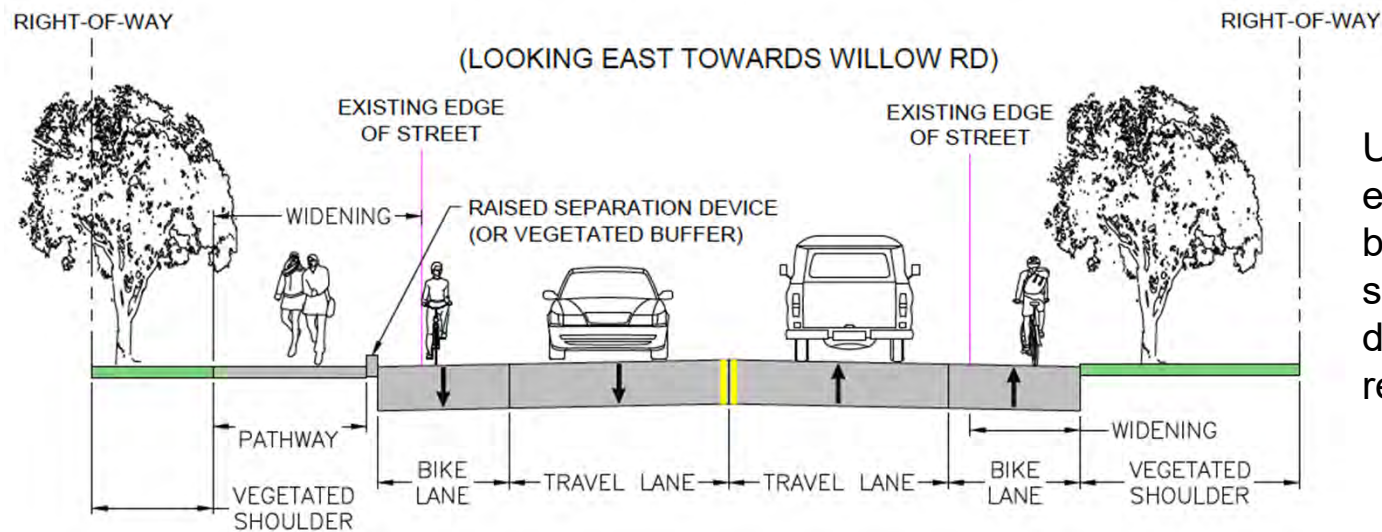
Bicycle Boulevard with Shared Use Pathway and Parking on One Side

Key Features

- Parking removed on one side of the street (TBD)
- Space reallocated for a raised shared use path
- Cyclists could ride in the street or on the pathway
- Numerous traffic calming measures (e.g. reduced street width, speed tables)
- New all-way stop controls



COLEMAN AVENUE (MENLO OAKS) LONG-TERM DESIGN ALTERNATIVE



Up to 19 of the 130 existing trees may be impacted, subject to final design and arborist review

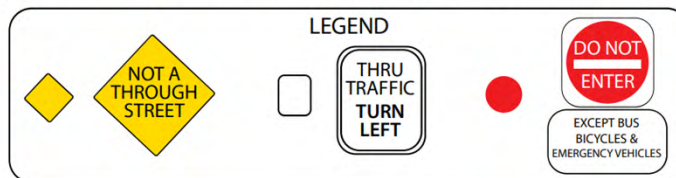
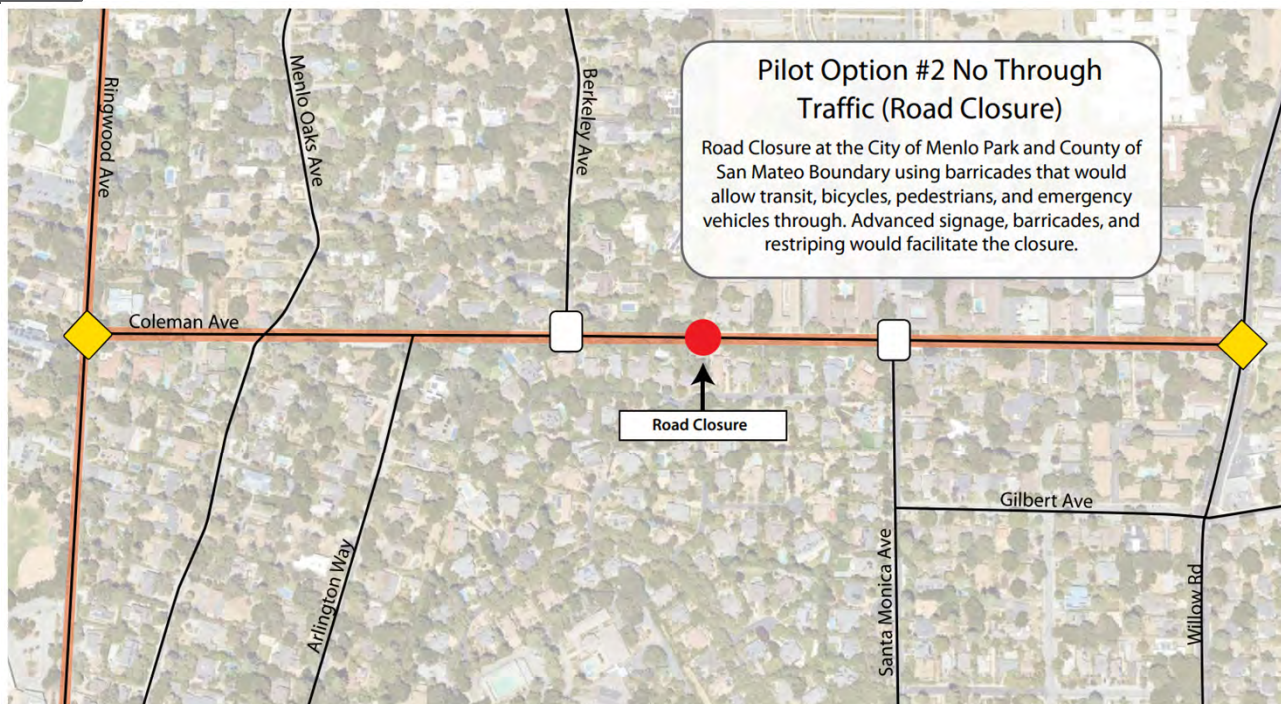
Bike Lanes with Off-street Pathway

Key Features

- Pavement widening required to provide new Class II bike lanes
- Off-street pathway for pedestrians and cyclists
- Pathway could be paved or permeable
- Parking eliminated on the pathway side
- Numerous traffic calming features (e.g. lane narrowing, speed tables, enhanced traffic circles)



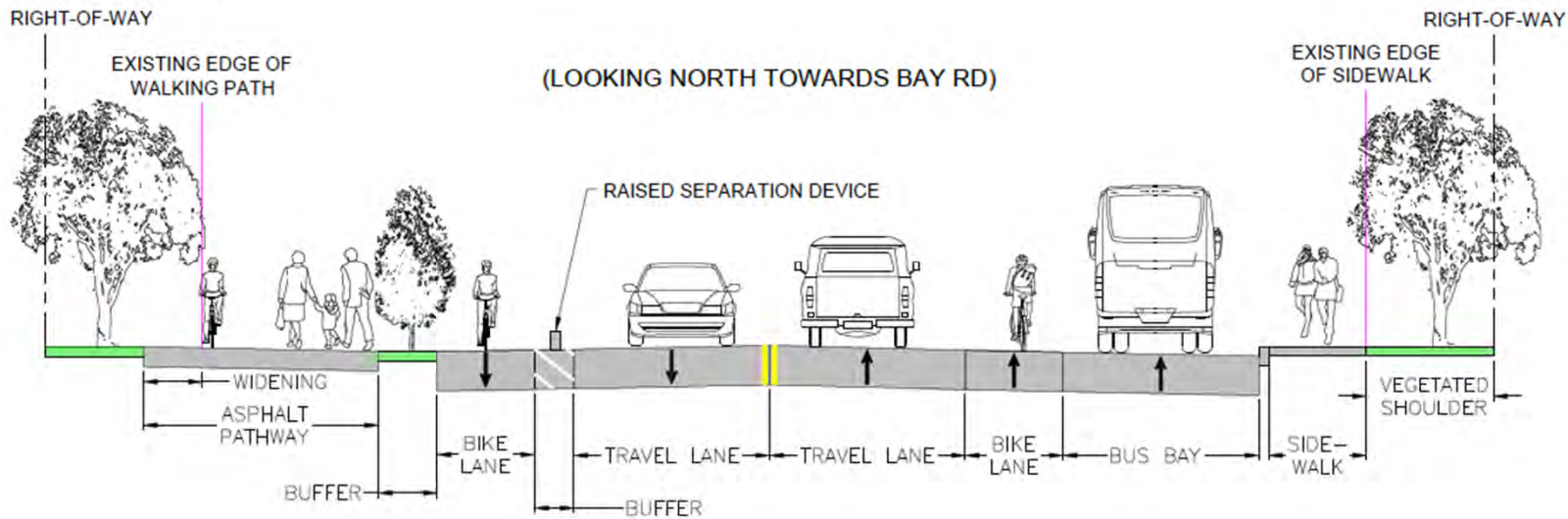
COLEMAN AVENUE PILOT OPTION



- Traffic volumes redistributed from Coleman Avenue to other streets
- Lower vehicle volumes on Coleman Avenue increases ped/bike comfort
- No tree removal or pavement widening required
- No parking removed
- No new pedestrian or bike facilities constructed



RINGWOOD AVENUE LONG-TERM DESIGN ALTERNATIVE



Up to 25 of the 425 existing trees may be impacted, subject to final design and arborist review

Bike Lanes (Protected Near Schools) with Off-street Pathway

Key Features

- Continuous bike lanes in both directions
- Southbound bike lane protected near the schools with a buffer and raised element
- Potential removal of right turn lane at MAHS driveway
- Pathway accommodates bikes and peds
- Numerous traffic calming features (e.g. lane narrowing, speed tables, speed feedback signs)



DRAFT COST ESTIMATES

Planning Level Cost Estimates for Preferred Alternatives

Roadway	Cost
Coleman Avenue	
County of San Mateo	\$3,728,000
City of Menlo Park	\$3,931,000
Total Coleman Long-Term Alternative	\$7,659,000
Road Closure Pilot Option	\$200,000
Ringwood Avenue	
County of San Mateo	\$6,569,000
City of Menlo Park*	\$1,472,000
Total Ringwood Long-Term Alternative	\$8,041,000

*A portion of these improvements would be within the Town of Atherton



NEXT STEPS

Today

- Recommend acceptance of final report to City Council
- Provide input on next steps for Coleman Avenue (pilot or long-term alternative)

Spring 2024 – Final Study Report to the Board of Supervisors and City Council

QUESTIONS?
THANK YOU



THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT

Complete Streets Commission

Meeting Date: 3/13/2024
Staff Report Number: 24-003-CSC

Regular Business: Provide feedback on updates to the transportation impact analysis and transportation demand management policies

Recommendation

Staff recommends that the Complete Streets Commission provide feedback on updates to the transportation impact analysis and transportation demand management policies.

Policy Issues

General Plan policy CIRC-3.4 establishes a goal to seek level of service (LOS) D as a City policy. General Plan policies CIRC-1.1, 1.7, 1.8, 1.9, and 2.7 establish goals related to the safety and comfort of transportation system users in Menlo Park.

Updating the City's Transportation Demand Management (TDM) program guidelines is consistent with General Plan program CIRC-6.A, which seeks to apply these guidelines to residential and non-residential developments throughout the City. Chapters 16.43, 16.44 and 16.5 of the Municipal Code require new development in the Office (O), Residential Mixed Use (R-MU) and Life Sciences (LS) districts to implement a TDM plan to reduce trips by 20%.

Updating the Transportation Impact Analysis (TIA) and TDM guidelines is also consistent with advancing toward the City's Climate Action Plan goal to reduce vehicle miles traveled (VMT).

Chapter 13.26 of the City's Municipal Code establishes the City's Transportation Impact Fee to "to protect the health, safety, and general welfare of the citizens to facilitate transportation and to promote economic well-being within the city."

Chapter 11.64 of the City's Municipal Code requires employers with fewer than 100 employees to establish a transportation system management program, provide a transportation contact person, and provide information about multimodal transportation options.

Background

Three policy areas shape how the transportation impacts of new development projects are quantified and assessed:

- TIA guidelines – define how transportation impacts from development are evaluated, including VMT and LOS policy standards established in the General Plan.
- TDM – the City requires certain developments to reduce the number of single occupant vehicle trips in the City.
- Parking – the City's Zoning Code defines parking requirements for developments, although certain State

laws limit the City's ability to apply parking requirements. The City also provides on and off-street parking that is managed through the application of various parking policies (time limits, pricing, etc.), although the City does not have an established parking policy.

While the three areas are closely related, this staff report is focused on the first two areas. The City recently applied for and received a grant from the Metropolitan Transportation Commission (MTC) to conduct a parking study that will review parking supply and utilization and identify strategies that the City could use to manage parking supply more efficiently. This work is expected to start by summer 2024.

Transportation impact analysis

The City's General Plan includes a goal to seek LOS D at intersections throughout the City, which has been in place at least since the 1994 update of the General Plan. LOS assigns a letter grade (A to F) related to the delay per vehicle for an intersection. LOS A represents free flowing conditions and little to no delay to vehicles while LOS F represents congested conditions with higher delays and long queues for vehicles. LOS D represents noticeable congestion with delays growing longer and individual cycle failures begin to occur. During the most recent update in 2016, the City Council directed staff to retain the LOS D standard, while adding a VMT metric, consistent with new State requirements. Senate Bill (SB) 743, adopted in 2013, required jurisdictions to replace the use of LOS with VMT for the purposes of evaluating transportation impacts within the California Environmental Quality Act (CEQA). VMT measures the amount of travel for all vehicles in a defined area, such as within the City boundaries. It is calculated by multiplying the number of estimated vehicle trips by the distance each vehicle travels. Consistent with state guidance, the City uses an efficiency metric for most types of development (e.g., VMT per person or per employee, depending on whether evaluating residential or office development).

On June 6, 2020, the City Council adopted updated TIA guidelines that included a VMT metric, thresholds of significance for an environmental impact, and other updates to conform with state requirements under SB 743. At that meeting the City Council directed staff to retain the evaluation of LOS as part of evaluating consistency with General Plan policies and to explore the development of multimodal transportation impact metrics that provide a broader consideration of potential development impacts.

On Jan. 11, 2022, City Council adopted minor updates to the TIA guidelines to change how the VMT thresholds are calculated and directed staff to explore multimodal metrics. Staff had done some initial research on multimodal metrics, but had not had capacity to complete a full evaluation.

In January 2024, the City Council adopted a Vision Zero Action Plan (VZAP). The VZAP identifies needed safety improvements across the transportation network, some of which will be near future development sites. Where developments are required to make frontage improvements, they will be informed by the VZAP projects without requiring a new metric.

Transportation Demand Management guidelines

Adopted in 2015, the City's TDM program guidelines provide a list of potential measures for developers to implement to reduce reliance on the single occupant vehicles. The guidelines assign credits to different measures for reducing peak hour trips of a potential development to meet City thresholds.

The City's existing TDM guidelines were based on guidelines originally developed by the City/County Association of Governments (C/CAG) of San Mateo County. C/CAG revised their guidelines in 2021 and no longer uses the credit system. The C/CAG TDM guidelines now use a tiered approach that considers the size of the project, land use type, and whether the site is located near high quality transit. Each development then has a list of required and recommended TDM measures to meet established trip reduction thresholds. These trip reductions align with a single occupant vehicle mode share target of 73%

for small projects and 67% for large projects. The guidelines now also include monitoring every two years that is administered by Commute.org.

Development in the Bayfront Area, specifically properties in the O, R-MU and LS districts, is also subject to the City's TDM ordinance that requires new development of 10,000 square feet or greater to develop a TDM plan that will reduce their project's trips by 20%. This plan also includes annual monitoring and reporting to the City. Several developments have been approved with TDM requirements recently, including Menlo Uptown, Menlo Portal, Menlo Flats, 111 Independence Dr., 123 Independence Dr., 1350 Adams Ct., Willow Village and Hotel Moxy, but none are yet completed and occupied.

At the December 5, 2023 City Council meeting, staff presented a few options to update the TIA and TDM guidelines and received the following direction:

- Update the TIA guidelines to remove LOS analysis, except for site access and circulation
- Update the TDM guidelines to be consistent with C/CAG policy

The analysis section includes a summary of the proposed updates to the TIA and TDM guidelines.

In addition, the City Council provided direction to explore a Transportation Management Association as a long-term action item.

Analysis

Transportation impact analysis

The City's TIA guidelines were revised in response to the City Council direction to remove LOS analysis except for site access and circulation. Attachment A includes a redlined version of the proposed changes to the TIA guidelines and Attachment B includes a clean version. The focus of the TIA would include:

- A VMT analysis, unless exempted;
- Mitigation measures to reduce VMT impacts with a focus on reducing vehicle travel and encouraging the use of other modes like transit, walking and biking;
- Site access and circulation analysis; and
- Improvements to improve deficiencies in site access and on-site circulation.

Development projects would still be required to pay the City's transportation impact fee as applicable.

Staff has also identified a couple items in the Circulation Element that need to be revised to be consistent with the updated TIA guidelines. These items will be brought separately to the Planning Commission for their review.

Transportation demand management

The City's TDM guidelines were updated to be consistent with the C/CAG TDM policy (Attachment C). Attachment D includes the proposed TDM guidelines. For the zoning districts that include a TDM ordinance, the guidelines identify that the stricter policy applies. For example, although the City's TDM ordinance includes a 20% trip reduction, the updated guidelines require 35% trip reduction to meet the C/CAG policy.

Currently, the City requires annual driveway monitoring for the life of the project for developments in the O, R-MU and LS districts while C/CAG includes biennial monitoring for non-residential projects and which then changes to triennial monitoring that ends after 20 years. Staff is requesting feedback from the Commission on the City's monitoring policy.

Staff has also identified updates to Chapter 11.64 of the City's Muni Code that will need to be updated to be

consistent with the proposed TDM guidelines. These changes are expected to be brought to the City Council along with other future ordinance changes.

Next Steps

Staff will present changes to the Circulation Element to the Planning Commission for their feedback. Staff will then summarize the feedback from both Commissions and present the TIA and TDM guidelines to the City Council for their approval and adoption in the next few months.

Impact on City Resources

The updates to the TIA and TDM guidelines are included in the City's annual operation budget. No additional resources are being requested at this time.

Environmental Review

This action is not a project within the meaning of the CEQA Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Draft Transportation Impact Analysis guidelines redlined
- B. Draft Transportation Impact Analysis guidelines clean
- C. Hyperlink – C/CAG TDM policy: ccagtdm.org/wp-content/uploads/2021/12/FINAL-CCAG_TDM-Policy-Update-Document_9-9-2021.pdf
- D. Draft Transportation Demand Management guidelines updated

Report prepared by:
Kristiann Choy, Senior Transportation Engineer

Report reviewed by:
Kevin Chen, Senior Transportation Engineer

TRANSPORTATION IMPACT ANALYSIS GUIDELINES

Public Works
701 Laurel St., Menlo Park, CA 94025
City Council Procedure #CC-20-012



<p>Purpose</p> <p>To define guidelines for analysis of development or capital projects related to transportation on local streets, pedestrian, bicycle and transit circulation.</p>
<p>Authority</p> <p>This policy sets forth the guidelines (methods, standards, and thresholds of significance) to conduct a transportation impact analysis (TIA) for a development or capital project to ensure that a thorough transportation analysis occurs for all projects that might result in impacts under the California Environmental Quality Act (CEQA) and in conformance with the City's General Plan.</p>
<p>Background</p> <p>Development and capital projects wishing to obtain approval need to satisfy a wide array of state and local requirements, including but not limited to full disclosure of the potential environmental impacts of the project. Possible environmental impacts include but are not limited to noise, air quality, greenhouse gas emissions and transportation. For purposes of disclosing potential transportation impacts, projects in the City of Menlo Park has adopted the City's TIA guidelines to ensure compliance with both state and local requirements.</p> <p>Senate Bill (SB) 743 required the Governor's Office of Planning and Research (OPR) to establish a new metric for identifying and mitigating transportation impacts within CEQA in an effort to meet the State's goals to reduce greenhouse gas (GHG) emissions, encourage infill development, and improve public health through more active transportation. OPR identified vehicle miles travelled (VMT) as the required transportation metric and beginning July 1, 2020, VMT (not level of service (LOS)) is the legally required threshold for transportation impacts pursuant to CEQA. OPR has identified recommendations regarding assessment of VMT and thresholds of significance, but the City may adopt local metrics and thresholds.</p>
<p>Policies and procedures</p> <p>Projects shall analyze both Vehicle Miles Travelled (VMT) and Level of Service (LOS) transportation metrics independently using the methodologies outlined below, except those meeting the exemption criteria. Only the VMT impacts and safety hazards can be considered for transportation impacts under CEQA.</p> <p><u>Exemption Criteria</u></p> <p>In order to determine the number of daily trips, the trip generation estimates should use trip rates from the latest edition of the Institute of Transportation Engineers, Trip Generation. If a project land use is not specified in the ITE publication, then an appropriate trip rate can be used in consultation with the City's Transportation Division. The estimated project vehicle trips should incorporate the vehicle trip reduction target identified in the City's Transportation Demand Management (TDM) guidelines. For projects located within one-half mile of a "major transit stop" or "high-quality transit" corridor, an initial ten percent reduction is assumed for transit use. Therefore, the trip reduction target is for trips beyond the initial transit reduction. For mixed-use projects, the trip reduction is applied after internalization. For very large mixed-use developments, internal trips may be included in the trip reduction target in consultation with staff and subject to approval by the City's Transportation Division.</p> <p>The following table describes when a VMT analysis or TIA is requiredexemption criteria are illustrated in Attachment A.</p>

<u>Project Description</u>	<u>VMT Analysis Required</u>	<u>TIA Required</u>
<u>Projects generating less than 100 vehicle trips/day</u>	<u>No</u>	<u>No</u>
<u>Local servicing retail projects and other commercial projects where the total square footage is 50,000 square feet or less</u>	<u>No</u>	<u>Yes</u>
<u>Residential or office developments located in a low VMT area (defined below) and within ½ mile of an existing “major transit stop” or within ½ mile of a “high-quality transit corridor”</u>	<u>No</u>	<u>Yes</u>
<u>Affordable housing developments with 100% affordable units, either in a low VMT area or within ½ mile of an existing major transit stop or within ½ mile of a high-quality transit corridor</u>	<u>No</u>	<u>Yes</u>
<u>Local serving public facilities where the total new or added square footage is 10,000 square feet or less, such as libraries, police stations, fire stations, or parks. Facility type and size outside the description shall provide evidence of local serving status to the satisfaction of the City’s Transportation Division.</u>	<u>No</u>	<u>No</u>
<u>Projects in compliance with the El Camino Real and Downtown Specific Plan</u>	<u>No</u>	<u>No</u>
<u>Projects involving a change of use and/or new construction not described above</u>	<u>Yes</u>	<u>Yes</u>
<u>Notes:</u> 1. <u>“Major transit stop” as defined by the California Code (PRC § 21064.3) and summarized here means an existing rail transit station or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.</u> 2. <u>A “high-quality transit corridor” as defined by the California Code (PRC § 21115) means a fixed bus route with service intervals no longer than 15 minutes during peak commute hours.</u>		

~~If a The following projects would generally be exempt from carrying out VMT and LOS analysis:~~

- ~~1. Projects generating less than 100 vehicle trips/day~~
- ~~2. Local servicing retail projects and other commercial projects where the total square footage is 10,000 square feet or less~~
- ~~3. Residential or office developments located in a low VMT area (defined below) and within ½ mile of an existing “major transit stop” or within ½ mile of a “high-quality transit corridor”~~
- ~~4. Affordable housing developments with 100% affordable units, either in a low VMT area or within ½ mile of an existing major transit stop or within ½ mile of a high-quality transit corridor~~
- ~~5. Local serving public facilities where the total new or added square footage is 10,000 square feet or less, such as libraries, police stations, fire stations, or parks. Facility type and size outside the description shall provide evidence of local serving status to City satisfaction.~~
- ~~6. Projects in compliance with the El Camino Real and Downtown Specific Plan~~

~~“Major transit stop” means an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. A “high-quality transit corridor” means a fixed bus route with service intervals no longer than 15 minutes during peak commute hours.~~

~~Local serving retail projects where the total square footage is 50,000 square feet or less would be exempt from carrying out VMT analysis.~~

~~All other projects involving a change of use and/or new construction will be required to submit a TIA report is required, it shall be completed performed by a qualified consultant selected by the City and paid for by the project applicant.~~

Report Outline

For any project that is not exempt, the TIA report shall include the following:

1. Executive Summary
2. Introduction
 - Project Description

- Study Scope
3. Existing Conditions – Conditions should be described based upon current observations ~~the most recent count data~~ and include the following:
 - Description of existing street system serving the site (Number of lanes, classification, etc.)
 - Description of VMT (definition and methods)
 - ~~Existing traffic volumes—ADT's and AM & PM peak hours (Figure to be included in report)~~
 - ~~Existing levels of service—AM & PM (Table to be included in report)~~
 - Public transit (Service providers to the area)
 - On and off-street parking conditions/availability
 - Pedestrian and bicycling conditions in the project area
 4. VMT analysis
 - A. To determine the appropriate VMT analysis tool (e.g., C/CAG VMT sketch model or City's travel demand model), refer to Attachment AB.
 - B. To determine if the project is located in a low VMT area, refer to the City's online mapping tool for average VMT values in the applicable traffic analysis zone (TAZ): menlopark.gov/erg/VMTperCapita
 - C. Project TDM plan
 - Projects are required to submit a TDM plan with a vehicle reduction targets as specified in the City's TDM Guidelines and C/CAG TDM policies. This vehicle reduction target should be included in the VMT analysis as part of the project.
 - B-D. Significance Criteria

A project is considered to have a significant impact on VMT if the project's VMT exceeds the following threshold values:

 - Residential: 15% below the regional average VMT per resident as estimated by the most recent City travel demand model
 - Office: 15% below the regional average VMT per employee as estimated by the most recent City travel demand model
 - Retail, hotel, school, and transportation projects: a net increase in total City VMT
 - Mixed use projects: components are analyzed independently against the appropriate threshold
 - Other: Public Works Director or designee will provide direction on a case-by-case basis
 - G-E. Cumulative VMT Analysis

Projects that are assessed using a total VMT threshold (i.e. retail, hotel, school, and transportation) and require a general plan or area plan/specific plan amendment for increased density or change in circulation that would affect regional travel patterns must evaluate cumulative VMT impacts according to the same thresholds as identified above in Section 4.D. significance criteria.
 5. Mitigation for Exceeding VMT Significance Criteria
 - A. Projects that exceed the VMT significance criteria as defined above must demonstrate that they can reduce their VMT to below the threshold values using a mixture of trip reduction measures and ~~transportation demand management (TDM)~~ transportation demand management strategies in order to ~~be~~ reduce their impacts to less than significant. TDM strategies work by offering a wider range of transportation options to users of the development. Projects may select strategies from "Quantifying Greenhouse Gas Mitigation Measures" report by the California Air Pollution Control Officers Association (CAPCOA), or other peer-reviewed publications as newer data becomes available, including but not limited to:
 - Transportation Demand Management: commute trip reduction program, transit subsidies, parking cash-out. These measures would reduce trips beyond the minimum required by the City's TDM guidelines and C/CAG's TDM policy.
 - Parking Management: unbundled parking, pricing
 - Transit limprovements: proximity/access improvements, increased service frequency
 - Active Transportation Projects: pedestrian & bicycle networks, traffic calming
 - B. All measures must first be discussed with the City Transportation Division before they are included in the report. Consultant shall identify and submit supporting documents for selected TDM strategies and mitigation measures for City review and approval.
 - ~~6. Near Term LOS Analysis—Near Term conditions without project should be discussed using the most recent near term traffic counts and information. Project traffic should then be added to the near term traffic counts. If the project build-out is beyond the 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 also analyze the impacts of the project for under cumulative conditions.

A. Description of new or planned changes to the street system serving the site including changes in on-street parking

A. Near term volumes—ADT's and AM & PM peak hours

- List project trip generation rates
- Discuss trip distribution
- Discuss impact of project traffic on intersections in the project vicinity

B. 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.

7. LOS Analysis

A. Discuss impacts of near term conditions and near term conditions with project, illustrated in the Intersection Compliance flowchart (Attachment C).

- a. A project is considered potentially non-compliant with local policies 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 to have an increase of 23 seconds or greater in average vehicle delay, whichever comes first. Potential non-compliance 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.
- b. A project is also considered potentially non-compliant 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 be potentially non-compliant 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 Public Works Director or designee, analysis may be necessary for impacts on City street segments. If any of the thresholds listed below are exceeded, the analysis should make a recommendation as to whether the traffic impact is considered potentially non-compliant, illustrated in the Roadway Compliance flowchart (Attachment D).

- a. On Main Street, Avenue Mixed Use, and Avenue Neighborhood (FHWA equivalent: minor arterial streets), a traffic impact may be considered potentially non-compliant 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%.
- b. On Mixed Use Collector and Neighborhood Collector (FHWA equivalent: collector streets), a traffic impact may be considered potentially non-compliant 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%.

8. On Neighborhood Connector, Bicycle Boulevard, and Local Access (FHWA equivalent: local streets), a traffic impact may be considered potentially non-compliant 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%.

9-6. Site Access, Circulation and Parking

A. Describe the project access, circulation and parking for the project

B. Unless otherwise directed by the Public Works director or designee, unsignalized and signalized project driveways shall be evaluated using LOS as follows:

- A near term analysis using recent AM and PM peak period counts (or another time period based on the project characteristics and identified in consultation with staff) that are projected to the first year of

assumed project occupancy by a growth factor based on the City's travel demand model or another City-approved model. Project trips would then be added to the near term volumes. Counts should be conducted by the project applicant unless directed by the Public Works director or designee.

- Queuing storage for existing left-turn and right-turn pockets into the project driveways should be evaluated.
- Analysis of unsignalized driveways should include traffic signal and intersection stop warrant analyses.

~~A-C.~~ Discuss project site circulation and access and identify any deficiencies.

~~B-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.

~~C-E.~~ Analyze project in relation to relevant policies of the Circulation Element of the General Plan.

~~D-F.~~ Analyze potential cut-through traffic generated by the project impacting other City neighborhoods.

~~E-G.~~ Pedestrian conditions and bicycle access, including safety issues, should be discussed.

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

~~10.7.~~ Improvement Measures for Circulation or Access Deficiencies

A. Discuss specific measures in detail to address non-compliance with local policies, which may occur as a result of the addition of project traffic (provide table comparing before and after improvement measure). Analysis shall focus on improving circulation or access deficiencies to comply with local policies. These can also include strategies that reduce VMT and project vehicle trips. All feasible and reasonable measures that could reduce circulation or access deficiencies should be identified, whether or not they are caused by the project. The goal of these measures should be such that the project is in compliance with local policies. Measures may include roadway improvements, operational changes, TDM ~~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, make the project compliant with local policies.~~ All measures must first be discussed with the City Transportation Division before they are included in the report.

~~B.~~ Discuss possible measures to address future traffic conditions with the project. All feasible and reasonable measures that would make the project compliant with local policies shall be identified. Measures should be designed to address the project's share of non-compliance. 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-B.~~ Discuss possible measures to address any site circulation or access deficiencies. Installation of a traffic signal or other traffic control devices will be determined as appropriate by the Transportation Division.

~~D.~~ Note that if roadway improvements include capacity increases for vehicular traffic (e.g. adding lanes or turn lanes), additional VMT analysis may be required to determine if the measure would increase VMT. Increasing VMT is considered a significant impact under SB 743.

~~E-C.~~ Discuss possible measures to address any parking deficiencies, with a focus on reducing parking demand through TDM strategies.

~~F-D.~~ Discuss possible measures to address any impacts on pedestrian amenities, bicycle access, safety and bus/shuttle service.

~~Alternatives~~

~~In the event any potential non-compliance with local policies is identified in the 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 Community Development Director and the Public Works Director or designee.~~

~~12.8.~~ Summary and Conclusions

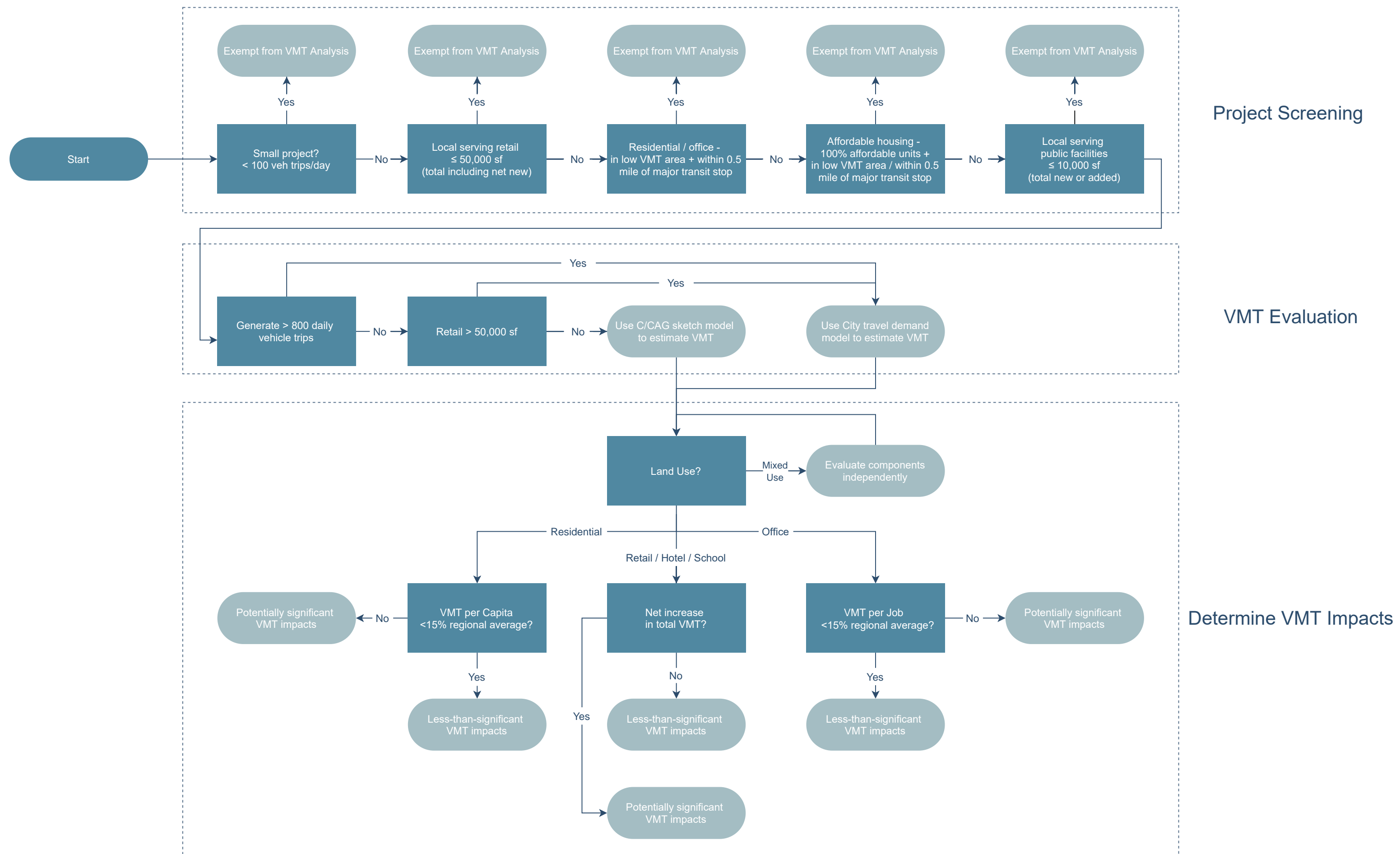
Upon receipt by the City of a TIA report indicating that a project may have potentially significant **traffic transportation** impacts related to VMT or safety hazards, the applicant shall consult with the Planning Division to determine the appropriate environmental clearance document (i.e., whether a negative declaration, mitigated negative declaration or an EIR) ~~is most appropriate~~ for the project.

NOTES:

~~13.1.~~ The Highway Capacity Manual (HCM), latest version shall be used for intersection driveway analysis. The appropriate analytical software will be determined in consultation with staff. ~~The consultant shall use the Citywide Transportation model with the HCM analysis. The City utilizes a VISTRO analysis model for transportation analysis.~~

- ~~14. The LOS study boundary should include intersections expected to add ten or more peak hour project trips per travel lane and roadway segments likely to generate project impact based on existing demand.~~
- ~~15. The most recent Vistro files shall be used for all information regarding existing and near term conditions.~~
- ~~16.2. Traffic counts for LOS analysis that may be required beyond the counts contained in the Vistro files shall be less than 6 months old unless approved by the Public Works Director or designee.~~
- ~~4.3. The consultant shall submit proposed assumptions to the Public Works Director or designee for review and approval prior to commencement of the Analysis relating to the following:~~
 - trip generation rates
 - trip distribution
 - trip assignment
 - study intersections
 - roadways to be analyzed
- ~~2. The consultant shall submit all traffic count sheets in pdf format to the City's Transportation Division.~~
- ~~3. Figures of existing and any proposed intersection configurations should be provided in the appendix.~~
- ~~4. Trip generation rates from Institute of Transportation Engineer's (ITE) publication, "Trip Generation", latest version should be used unless local or project-specific data is provided and approved by the Public Works Director or designee.~~
- ~~5. Street widening and on-street parking removal are 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 analysis and improvement measure recommendations. If such measures are to be proposed, alternate measures, which would be equally effective, should also be identified. These measures may result in secondary impacts and be subjected to additional VMT analysis.~~
- ~~6. 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.~~
- ~~7.4. Refer to the San Mateo County Congestion Management Program (CMP) Land Use Impact Analysis Program guidelines for performing CMP analysis. Consistency with the CMP is based on LOS and not considered an impact under CEQA.~~
- ~~8.5. The "Quantifying Greenhouse Gas Mitigation Measures" report by the California Air Pollution Control Officers Association (CAPCOA), or other peer-reviewed publications, shall be used to determine the efficacy of TDM measures and land use context on reducing VMT.~~

Legislative History		
Action	Date	Notes
Adoption by City Council motion	6/23/2020	Update TIA guidelines to be consistent with SB 743 and adopt VMT thresholds
Revision by City Council	1/11/2022	Technical updates and clarification of calculation of VMT thresholds.
Revision by City Council	2024 (TBD)	Update TIA guidelines to remove level of service except for site access and circulation



TRANSPORTATION IMPACT ANALYSIS GUIDELINES

Public Works
701 Laurel St., Menlo Park, CA 94025
City Council Procedure #CC-20-012



<p>Purpose</p>
<p>To define guidelines for analysis of development or capital projects related to transportation on local streets, pedestrian, bicycle and transit circulation.</p>
<p>Authority</p>
<p>This policy sets forth the guidelines (methods, standards, and thresholds of significance) to conduct a transportation impact analysis (TIA) for a development or capital project to ensure that a thorough transportation analysis occurs for all projects that might result in impacts under the California Environmental Quality Act (CEQA) and in conformance with the City's General Plan.</p>
<p>Background</p>
<p>Development and capital projects wishing to obtain approval need to satisfy a wide array of state and local requirements, including but not limited to full disclosure of the potential environmental impacts of the project. Possible environmental impacts include but are not limited to noise, air quality, greenhouse gas emissions and transportation. For purposes of disclosing potential transportation impacts, the City of Menlo Park has adopted the City's TIA guidelines to ensure compliance with both state and local requirements.</p> <p>Senate Bill (SB) 743 required the Governor's Office of Planning and Research (OPR) to establish a new metric for identifying and mitigating transportation impacts within CEQA in an effort to meet the State's goals to reduce greenhouse gas (GHG) emissions, encourage infill development, and improve public health through more active transportation. OPR identified vehicle miles travelled (VMT) as the required transportation metric and beginning July 1, 2020, VMT (not level of service (LOS)) is the legally required threshold for transportation impacts pursuant to CEQA. OPR has identified recommendations regarding assessment of VMT and thresholds of significance, but the City may adopt local metrics and thresholds.</p>
<p>Policies and procedures</p>
<p>Projects shall analyze VMT using the methodologies outlined below, except those meeting the exemption criteria. Only VMT impacts and safety hazards can be considered for transportation impacts under CEQA.</p>
<p><u>Exemption Criteria</u></p> <p>In order to determine the number of daily trips, the trip generation estimates should use trip rates from the latest edition of the Institute of Transportation Engineers, Trip Generation. If a project land use is not specified in the ITE publication, then an appropriate trip rate can be used in consultation with the City's Transportation Division. The estimated project vehicle trips should incorporate the vehicle trip reduction target identified in the City's Transportation Demand Management (TDM) guidelines. For projects located within one-half mile of a "major transit stop" or "high-quality transit" corridor, an initial ten percent reduction is assumed for transit use. Therefore, the trip reduction target is for trips beyond the initial transit reduction. For mixed-use projects, the trip reduction is applied after internalization. For very large mixed-use developments, internal trips may be included in the trip reduction target in consultation with staff and subject to approval by the City's Transportation Division.</p> <p>The following table describes when a VMT analysis or TIA is required.</p>

Project Description	VMT Analysis Required	TIA Required
Projects generating less than 100 vehicle trips/day	No	No
Local servicing retail projects and other commercial projects where the total square footage is 50,000 square feet or less	No	Yes
Residential or office developments located in a low VMT area (defined below) and within ½ mile of an existing “major transit stop” or within ½ mile of a “high-quality transit corridor”	No	Yes
Affordable housing developments with 100% affordable units, either in a low VMT area or within ½ mile of an existing major transit stop or within ½ mile of a high-quality transit corridor	No	Yes
Local serving public facilities where the total new or added square footage is 10,000 square feet or less, such as libraries, police stations, fire stations, or parks. Facility type and size outside the description shall provide evidence of local serving status to the satisfaction of the City’s Transportation Division.	No	No
Projects in compliance with the El Camino Real and Downtown Specific Plan	No	No
Projects involving a change of use and/or new construction not described above	Yes	Yes
Notes: <ol style="list-style-type: none"> 1. “Major transit stop” as defined by the California Code (PRC § 21064.3) and summarized here means an existing rail transit station or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods. 2. A “high-quality transit corridor” as defined by the California Code (PRC § 21115) means a fixed bus route with service intervals no longer than 15 minutes during peak commute hours. 		

If a TIA report is required, it shall be completed by a qualified consultant selected by the City and paid for by the project applicant.

Report Outline

For any project that is not exempt, the TIA report shall include the following:

1. Executive Summary
2. Introduction
 - Project Description
 - Study Scope
3. Existing Conditions – Conditions should be described based upon current observations and include the following:
 - Description of existing street system serving the site (Number of lanes, classification, etc.)
 - Description of VMT (definition and methods)
 - Public transit (Service providers to the area)
 - On and off-street parking conditions/availability
 - Pedestrian and bicycling conditions in the project area
4. VMT analysis
 - A. To determine the appropriate VMT analysis tool (e.g., C/CAG VMT sketch model or City’s travel demand model), refer to Attachment A.
 - B. To determine if the project is located in a low VMT area, refer to the City’s online mapping tool for average VMT values in the applicable traffic analysis zone (TAZ): menlopark.gov/VMTperCapita
 - C. Project TDM plan
 - Projects are required to submit a TDM plan with a vehicle reduction target as specified in the City’s TDM Guidelines and C/CAG TDM policies. This vehicle reduction target should be included in the VMT analysis as part of the project.
 - D. Significance Criteria

A project is considered to have a significant impact on VMT if the project's VMT exceeds the following threshold values:

- Residential: 15% below the regional average VMT per resident as estimated by the most recent City travel demand model
- Office: 15% below the regional average VMT per employee as estimated by the most recent City travel demand model
- Retail, hotel, school, and transportation projects: a net increase in total City VMT
- Mixed use projects: components are analyzed independently against the appropriate threshold
- Other: Public Works Director or designee will provide direction on a case-by-case basis

E. Cumulative VMT Analysis

Projects that are assessed using a total VMT threshold (i.e. retail, hotel, school, and transportation) and require a general plan or area plan/specific plan amendment for increased density or change in circulation that would affect regional travel patterns must evaluate cumulative VMT impacts according to the same thresholds as identified above in Section 4.D, significance criteria.

5. Mitigation for Exceeding VMT Significance Criteria

- A. Projects that exceed the VMT significance criteria as defined above must demonstrate that they can reduce their VMT to below the threshold values using a mixture of trip reduction measures and TDM strategies in order to reduce their impacts to less than significant. TDM strategies work by offering a wider range of transportation options to users of the development. Projects may select strategies from "Quantifying Greenhouse Gas Mitigation Measures" report by the California Air Pollution Control Officers Association (CAPCOA), or other peer-reviewed publications as newer data becomes available, including but not limited to:
- Transportation Demand Management: commute trip reduction program, transit subsidies, parking cash-out. These measures would reduce trips beyond the minimum required by the City's TDM guidelines and C/CAG's TDM policy.
 - Parking Management: unbundled parking, pricing
 - Transit Improvements: proximity/access improvements, increased service frequency
 - Active Transportation Projects: pedestrian & bicycle networks, traffic calming
- B. All measures must first be discussed with the City Transportation Division before they are included in the report. Consultant shall identify and submit supporting documents for selected TDM strategies and mitigation measures for City review and approval.

6. Site Access, Circulation and Parking

- A. Describe the project access, circulation and parking for the project
- B. Unless otherwise directed by the Public Works director or designee, unsignalized and signalized project driveways shall be evaluated using LOS as follows:
- A near term analysis using recent AM and PM peak period counts (or another time period based on the project characteristics and identified in consultation with staff) that are projected to the first year of assumed project occupancy by a growth factor based on the City's travel demand model or another City-approved model. Project trips would then be added to the near term volumes. Counts should be conducted by the project applicant unless directed by the Public Works director or designee.
 - Queuing storage for existing left-turn and right-turn pockets into the project driveways should be evaluated.
 - Analysis of unsignalized driveways should include traffic signal and intersection stop warrant analyses.
- C. Discuss project site circulation 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.
- H. Analyze project using the requirements outlined in the San Mateo County Congestion Management Plan Land Use Analysis Program guidelines, if applicable.

7. Improvement Measures for Circulation or Access Deficiencies

- A. Discuss specific measures in detail to address non-compliance with local policies, which may occur as a result of the addition of project traffic (provide table comparing before and after improvement measure). Analysis shall focus on improving circulation or access deficiencies to comply with local policies. These can also include strategies that reduce VMT and project vehicle trips. All feasible and reasonable measures that could reduce circulation or access deficiencies should be identified, whether or not they are

project. The goal of these measures should be such that the project is in compliance with local policies. Measures may include roadway improvements, operational changes, TDM measures, or changes in the project. All measures must first be discussed with the City Transportation Division before they are included in the report.

- B. Discuss possible measures to address any site circulation or access deficiencies. Installation of a traffic signal or other traffic control devices will be determined as appropriate by the Transportation Division.
- C. Discuss possible measures to address any parking deficiencies, with a focus on reducing parking demand through TDM strategies.
- D. Discuss possible measures to address any impacts on pedestrian amenities, bicycle access, safety and bus/shuttle service.

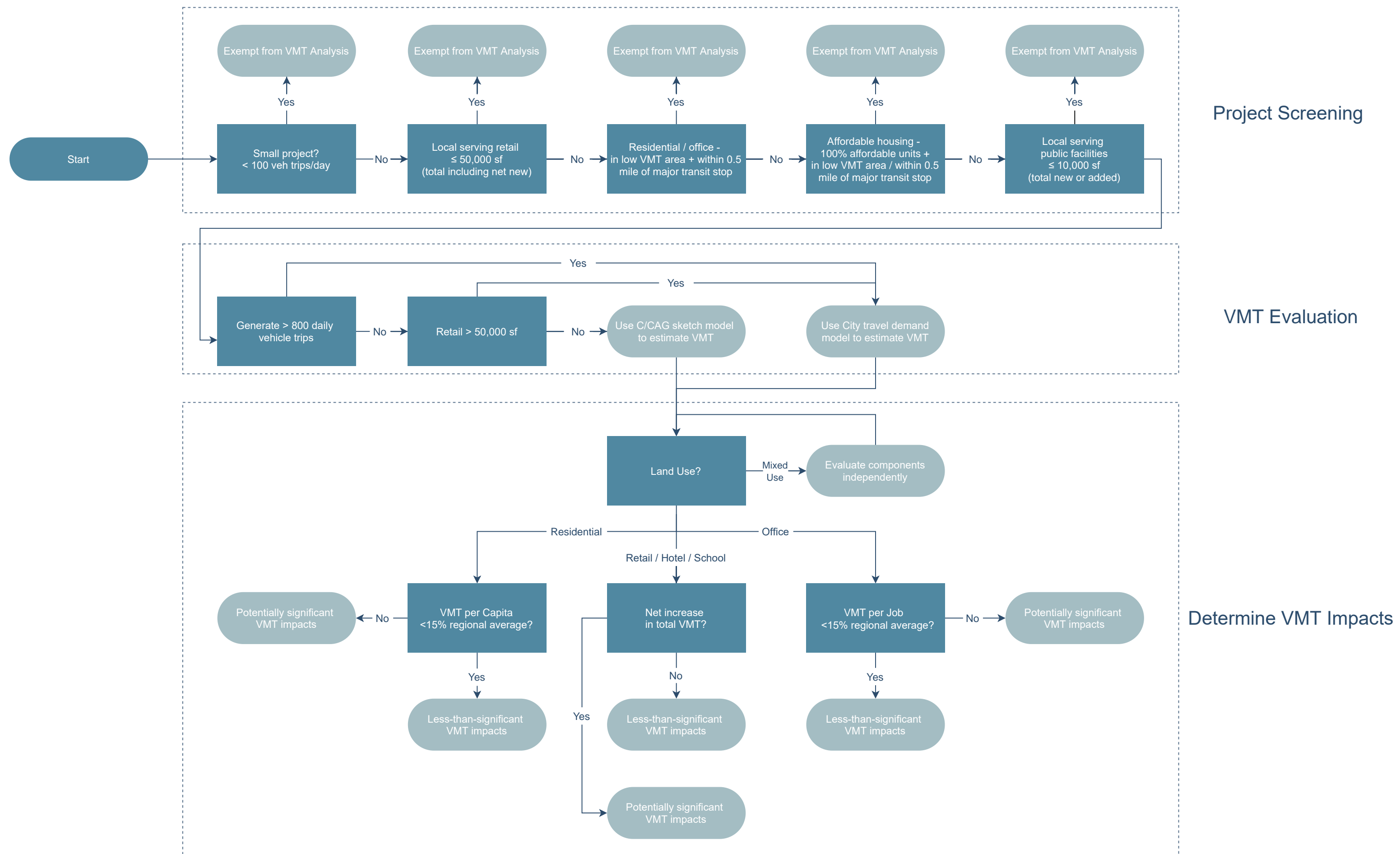
8. Summary and Conclusions

Upon receipt by the City of a TIA report indicating that a project may have potentially significant transportation impacts related to VMT or safety hazards, the applicant shall consult with the Planning Division to determine the appropriate environmental clearance document (i.e., whether a negative declaration, mitigated negative declaration or an EIR) for the project.

NOTES:

1. The Highway Capacity Manual (HCM), latest version shall be used for intersection driveway analysis. The appropriate analytical software will be determined in consultation with staff.
2. Traffic counts for LOS analysis shall be less than 6 months old unless approved by the Public Works Director or designee.
3. The consultant shall submit proposed assumptions to the Public Works Director or designee for review and approval prior to commencement of the Analysis relating to the following:
 - trip generation rates
 - trip distribution
 - trip assignment
4. Refer to the San Mateo County Congestion Management Program (CMP) Land Use Impact Analysis Program guidelines for performing CMP analysis. Consistency with the CMP is based on LOS and not considered an impact under CEQA.
5. The “Quantifying Greenhouse Gas Mitigation Measures” report by the California Air Pollution Control Officers Association (CAPCOA), or other peer-reviewed publications, shall be used to determine the efficacy of TDM measures and land use context on reducing VMT.

Legislative History		
Action	Date	Notes
Adoption by City Council motion	6/23/2020	Update TIA guidelines to be consistent with SB 743 and adopt VMT thresholds
Revision by City Council	1/11/2022	Technical updates and clarification of calculation of VMT thresholds
Revision by City Council	2024 (TBD)	Update TIA guidelines to remove level of service except for site access and circulation



TRANSPORTATION DEMAND MANAGEMENT GUIDELINES

Public Works
701 Laurel St., Menlo Park, CA 94025
City Council Procedure #CC-24-XXX



Purpose
To define guidelines for reducing vehicle trips for development projects and encouraging the use of other modes such as walking, biking and transit.
Authority
This policy sets forth the guidelines (methods and standards) to prepare a Transportation Demand Management (TDM) plan for a development project to reduce the number of single occupant vehicle trips, vehicle miles traveled (VMT) and greenhouse gas emissions in conformance with the City's General Plan, Climate Action Plan, and the Transportation Impact Analysis Guidelines
Background
<p>As a member agency to the City/County Association of Governments (C/CAG) of San Mateo County, the City agrees to follow C/CAG policies and guidelines. In September 2021, C/CAG revised their TDM policy. All new development is required to follow C/CAG's TDM policy.</p> <p>Development in the Bayfront Area, specifically properties in the Office (O), Residential Mixed-Use (R-MU) and Life Sciences (LS) districts, is also subject to the City's TDM ordinance (Chapters 16.43, 16.44 and 16.45, respectively) that requires new development of 10,000 square feet or greater to develop a TDM plan that will reduce their project's trips by 20%. This plan includes annual monitoring and reporting to the City.</p> <p>These guidelines provide guidance on how to apply the C/CAG policy and the City's TDM ordinance to new development projects.</p>
Policies and procedures
<p>Development projects shall prepare a TDM plan using the methods outlined below, except those meeting the exemption criteria.</p> <p>Exemption Criteria Projects generating less than 100 vehicle trips/day would generally be exempt from preparing and implementing a TDM plan.</p> <p>TDM Plan For any project that is not exempt, the TDM Plan shall include the following:</p> <ol style="list-style-type: none"> 1. Introduction <ul style="list-style-type: none"> • Project Description 2. C/CAG TDM Checklist The C/CAG TDM policy uses a tiered approach that considers the size of the project, land use type, and whether the site is located near high quality transit. Table 1 summarizes this criteria and the vehicle trip reduction targets. For sites located in the O, R-MU, and LS districts that are subject to TDM requirements per the City's ordinances, the greater trip reduction is applied.

Table 1 C/CAG Trip Reduction Targets

Land Use	Size	Location	Vehicle Trip Reduction Target
Non-residential: Office, Research and Development (R&D), Industrial, Institutional, Medical, Lodging, Retail & Restaurant	Small and Large	Non-TOD	35%
		TOD	25%
Residential: Multi-family	<500 daily trips, small	Non-TOD	25%
	>500 daily trips, large	Non-TOD	35%
	>500 daily trips, large	TOD	25%

Notes:

1. TOD = Transit Oriented Development which are projects located within one-half mile of “high quality transit”. “High quality transit” means an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.

Source: C/CAG Transportation Demand Management Policy Update Approach, September 9, 2021.

In order to determine the number of daily trips, the trip generation estimates should use trip rates from the latest edition of the Institute of Transportation Engineers, Trip Generation. If a project land use is not specified in the ITE publication, then an appropriate trip rate can be used in consultation with the City’s Transportation Division. For projects within a TOD, an initial ten percent reduction is assumed for transit use. Therefore, the trip reduction target is for trips beyond the initial transit reduction. For mixed-use projects, the trip reduction is applied after internalization. For very large mixed-use developments, internal trips may be included in the trip reduction target in consultation with staff and subject to approval by the City’s Transportation Division.

C/CAG has developed a TDM checklist to be used to ensure the development can meet the required trip reduction. The checklist includes a list of required and recommended TDM measures to meet established trip reduction thresholds. The TDM plan shall include this checklist to show what TDM measures the development proposes to implement and whether it will meet its trip reduction target. The appropriate checklist can be downloaded here: <https://ccagtdm.org/tdm-checklist/>

City staff may consider additional TDM measures and associated credits beyond those listed, if proposed, satisfactory to the City’s Transportation Division.

3. VMT Analysis

- Based on the vehicle trip reduction target identified for the checklist, any VMT analysis required for the project should incorporate the vehicle trip reduction target in the analysis. Any reduction required above this base target to reduce a VMT impact would be considered a mitigation measure unless the project includes a higher target as part of their proposed project description. Any monitoring required would be based on the mitigation measure or project’s proposed trip reduction, whichever is higher.

4. Monitoring and Reporting

- C/CAG requires monitoring of the TDM plan on a biennial then increasing to a triennial basis for non-residential projects. This monitoring will be administered by Commute.org. After a project is constructed and occupied, the project tenant is required to provide a contact for this monitoring and reporting. This monitoring ends after 20 years of occupancy. For large residential projects, a self-certification form is required biennially for the first six (6) years of occupancy. No monitoring is required for small residential projects.
- In addition to C/CAG’s required monitoring, the City requires all projects in the O, R-MU and LS districts to submit driveway count monitoring on an annual basis. These driveway counts include daily, AM and PM peak hours averaged over a minimum of three normal operation weekdays unless otherwise noted in the conditions of approval (COA). The reporting process will typically be defined in the COA. If the monitoring shows that the site is not compliant, the site will be required to develop a plan in consultation with city staff to bring the site into compliance.
 - Example of COA: On January 1 of the year following the first full calendar year after the date of occupancy, or as otherwise designated in the Zoning Ordinance, the Applicant shall

submit an Annual Monitoring Report to determine that implementation of the TDM plan is effective in reaching the trip reduction requirements established in City's TDM guidelines and incorporated into the approved TDM plan. The monitoring report shall be submitted annually to the City's Transportation Division. If the subject site is not in compliance with the anticipated trip reductions from the TDM program, the Applicant shall submit a detailed mitigation and monitoring plan identifying steps to be taken to bring the project site into compliance with the maximum Daily, AM and PM trips identified in the trip generation analysis and TDM program.

- Monitoring and reporting may be administered through a future citywide or focused area Transportation Management Association (TMA).

NOTES:

1. Projects that are located within the El Camino Real and Downtown Specific Plan (DSP) area and consistent with the Plan must prepare a TDM plan regardless of the number of daily trips as a required mitigation measure from the DSP Environmental Impact Report.
2. The current C/CAG Transportation Demand Management Policy is located here: https://ccagtdm.org/wp-content/uploads/2021/12/FINAL-CCAG_TDM-Policy-Update-Document_9-9-2021.pdf
3. The "Quantifying Greenhouse Gas Mitigation Measures" report by the California Air Pollution Control Officers Association (CAPCOA), or other peer-reviewed publications, shall be used to determine the efficacy of TDM measures and land use context on reducing VMT.

Legislative History

Action	Date	Notes
Adoption by City Council motion	2024 (TBD)	Update TDM guidelines to be consistent with C/CAG TDM policy

THIS PAGE INTENTIONALLY LEFT BLANK