

# California Department of Transportation

DISTRICT 4  
OFFICE OF REGIONAL AND COMMUNITY PLANNING  
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[www.dot.ca.gov](http://www.dot.ca.gov)



Governor's Office of Planning & Research

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**STATE CLEARINGHOUSE**

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Garrett Sauls, Planner  
City of Palo Alto  
250 Hamilton Avenue  
Palo Alto, CA 94301

## **Re: 3300 El Camino Real Office Building Project Mitigated Negative Declaration (MND)**

Dear Garrett Sauls:

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the 3300 El Camino Real Office Building Project. We are committed to ensuring that impacts to the State's multimodal transportation system and to our natural environment are identified and mitigated to support a safe, sustainable, integrated and efficient transportation system. The following comments are based on our review of the September 2022 MND.

### **Project Understanding**

The project would involve construction of an approximately 52,872 square-foot (sf) two-story office building on an approximately 2.89-acre parcel located at 3300 El Camino Real in the City of Palo Alto. The office building would include 50,355 sf of office space across both the first and second floors as well as a 2,517 sf traffic amenity space. The project would include a below-grade parking level and require approximately 15,000 cubic yards of soil removal. The project would include a total of 170 parking spaces spread through the surface parking lot and the new underground parking level.

### **Travel Demand Analysis**

Caltrans commends the Lead Agency in developing the Transportation Demand Management (TDM) Plan to reduce employee Vehicle Miles Traveled (VMT), therefore working towards meeting the State's goal of a 15-percent reduction. The proposed measures identified in the TDM plan should be documented with annual monitoring reports to demonstrate effectiveness.

### **Construction-Related Impacts**

Potential impacts to the Caltrans' Right-of-Way (ROW) from project-related temporary access points should be analyzed. Mitigation for significant impacts due to construction and noise should be identified. Project work that requires movement of oversized or excessive load vehicles on State roadways requires a transportation permit that is issued by Caltrans. To apply, visit: <https://dot.ca.gov/programs/traffic-operations/transportation-permits>. Prior to construction, coordination may be required with Caltrans to develop a Transportation Management Plan (TMP) to reduce construction traffic impacts to the State Transportation Network (STN).

### **Utilities**

Any utilities that are proposed, moved or modified within Caltrans' ROW shall be discussed. If utilities are impacted by the project, provide site plans that show the location of existing and/or proposed utilities. These modifications require a Caltrans-issued encroachment permit.

### **Lead Agency**

As the Lead Agency, the City of Palo Alto is responsible for all project mitigation, including any needed improvements to the STN. The project's fair share contribution, financing, scheduling, implementation responsibilities and lead agency monitoring should be fully discussed for all proposed mitigation measures.

### **Equitable Access**

If any Caltrans facilities are impacted by the project, those facilities must meet American Disabilities Act (ADA) Standards after project completion. As well, the project must maintain bicycle and pedestrian access during construction. These access considerations support Caltrans' equity mission to provide a safe, sustainable, and equitable transportation network for all users.

### **Encroachment Permit**

Please be advised that any permanent work or temporary traffic control that encroaches onto Caltrans' ROW requires a Caltrans-issued encroachment permit. As part of the encroachment permit submittal process, you may be asked by the Office of Encroachment Permits to submit a completed encroachment permit application package, digital set of plans clearly delineating Caltrans' ROW, digital copy of signed, dated and stamped (include stamp expiration date) traffic control plans, this comment letter, your response to the comment letter, and where applicable, the following items: new or amended Maintenance Agreement (MA), approved Design Standard Decision Document (DSDD), approved encroachment exception request, and/or airspace lease agreement. Your application package may be emailed to [D4Permits@dot.ca.gov](mailto:D4Permits@dot.ca.gov).

Please note that Caltrans is in the process of implementing an online, automated, and milestone-based Caltrans Encroachment Permit System (CEPS) to replace the current permit application submittal process with a fully electronic system, including online payments. The new system is expected to be available during 2022. To obtain information about the most current encroachment permit process and to download the permit application, please visit <https://dot.ca.gov/programs/traffic-operations/ep/applications>.

Thank you again for including Caltrans in the environmental review process. Should you have any questions regarding this letter, or for future notifications and requests for review of new projects, please email [LDR-D4@dot.ca.gov](mailto:LDR-D4@dot.ca.gov).

Sincerely,



MARK LEONG  
District Branch Chief  
Local Development Review

c: State Clearinghouse