

California Department of Transportation

DISTRICT 4
OFFICE OF REGIONAL AND COMMUNITY PLANNING
P.O. BOX 23660, MS-10D | OAKLAND, CA 94623-0660
www.dot.ca.gov



Governor's Office of Planning & Research

NOV 14 2022

November 14, 2022

STATE CLEARING HOUSE

SCH #: 2022100258
GTS #: 04-SM-2022-00459
GTS ID: 27898
Co/Rt/Pm: SM/101/3.706

Matt Pruter, Associate Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: 3723 Haven Avenue Moxy Hotel Project + Mitigated Negative Declaration (MND)

Dear Matt Pruter:

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the 3723 Haven Avenue Moxy Hotel 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 October 2022 MND.

Project Understanding

The project proposes the demolition of an existing commercial building and construction of a new 163-room hotel at 3723 Haven Avenue. The eight-story building will contain three stories of podium parking, five levels of hotel rooms, a ground floor lobby space, and a coffee shop, which would be open to the public, and a fourth floor bar and restaurant area, which would include an outdoor rooftop garden that would be publicly accessible. The project is adjacent to Caltrans' right of way (ROW) on Haven Ave (off of SR-84) and approximately 0.17 miles from SR-101.

Multimodal Transportation

Caltrans supports and commends the applicant's fair share contribution toward the Haven Avenue streetscape project. This project is a vital step towards improving pedestrian and bicycle infrastructure in the project vicinity. Furthermore, the Caltrans District 4 Pedestrian Plan identifies the need for pedestrian improvements on the nearby Marsh Road corridor from Bayfront Expressway to US-101. Consider coordinating, as needed, with Caltrans to identify needed pedestrian improvements in this corridor for fair share allocations.

Caltrans recommends increasing the amount of bike storage provided within the project, for both Class I and Class II type storage. It is noted that 10 short-term bicycle parking spaces (Class II) are proposed, but this number is low. Long-term bike storage is particularly lacking: the project only proposes two long-term bicycle lockers, with both being inside the podium thereby obscuring their presence. Consider locating additional Class I storage outdoors on ground level to increase the everyday visibility of this mobility option. This supports TDM plan mode shift goals by drawing attention and attracting passersby to the convenience and ease of alternative travel mode choices. Similarly, consider placing signage throughout parking garage levels to alert motorists of the presence and convenience of the nearest Class I bike storage.

Though access for motorists and emergency vehicles is the primary objective, please ensure that the driveways facing Haven Avenue are consolidated and widths minimized to the best extent possible (noted that current plans show two bidirectional driveways, with one serving an access road to other properties). Haven Avenue will soon receive Class II bikeways; and potential exists to upgrade these to Class IV in the future. Excessive quantity or width of driveways inhibits these plans by increasing vehicular conflict points with bicyclists, and thereby degrades the bicyclist (and motorist) experience. Designs that minimize the quantity and width of driveways would support the City's General Plan policies CIRC-1.7, CIRC-2.1, CIRC-2.9, CIRC-2.14, CIRC-3.2, CIRC-4.1, and CIRC-4.3.

On Plan Sheet C-21, the curb ramp should be squared up and inline with the crosswalk.

Hydrology

It is noted that no adverse drainage conditions are expected on SR-84 and SR-101. However, during construction, the City of Menlo Park should install erosion control and apply best management practices (BMP). This should eliminate the chance of altering the existing drainage pattern of the site or impede/redirect flow and eliminate the chance of polluting the Atherton Channel that discharges directly to the Bayfront Canal, Flood Slough, and Ravenswood Slough.

Landscaping

Please note that the proposed landscaping would not be maintained by Caltrans. During the encroachment permit application process, Caltrans will review proposed planting and irrigation with safety standards. Tree planting within Caltrans ROW may require a ROW Use Agreement, which will require payment of a fair market lease rate.

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, including street widening, driveway, striping, pedestrian walk, fire hydrant relocation, installation of trench drain, water meter installation, post indicator valve and streetlight installation, and conduits work, requires a Caltrans-issued encroachment permit. If utilities are impacted by the project, provide site plans that show the location of existing and/or proposed utilities. 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.

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.

Sincerely,



MARK LEONG
District Branch Chief
Local Development Review

c: State Clearinghouse