APPENDIX D

Transportation Assessment

FEHR PEERS

DRAFT MEMORANDUM

Date: April 1, 2020

To: Arun Bird and Alex Casbara, Circlepoint

From: Neil Smolen and Bob Grandy, Fehr & Peers

Subject: Transportation Assessment for the Corte Madera Town Hall Expansion Project

SF20-1084

This memorandum documents a transportation assessment for a proposed expansion of the Corte Madera Town Hall. The Town Hall expansion (project) is located at 300 Tamalpais Drive in the Town of Corte Madera, California, as displayed in Figure 1. The transportation assessment documented in this memorandum includes a description of the existing transportation conditions within the vicinity of the project site, an assessment of the project's estimated trip generation, and an evaluation of the project's potential impacts on the existing transportation network. This information can be used to provide CEQA documentation for environmental clearance and entitlements for project approvals.

Executive Summary

The project consists of a 5,700 square foot, two-story expansion to the Corte Madera Town Hall. As part of this expansion, the project would accommodate an increase of six new employees, which would generate a net increase of approximately 45 daily trips.

As directed in CEQA Statute Section 21099(b)(2), level of service (LOS) and other metrics of automobile delay can no longer be used to evaluate the project's transportation impacts under CEQA. Therefore, a main focus of this transportation assessment is evaluating potential project impacts using vehicle miles traveled (VMT), which is the preferred method for analyzing transportation impacts in the Office of Planning and Research (OPR) *Technical Advisory on Evaluating Transportation Impacts in CEQA*[1]. Since the Town of Corte Madera has not yet adopted VMT policies for CEQA purposes, the recommended approach in the

[1] http://opr.ca.gov/docs/20190122-743_Technical_Advisory.pdf

OPR Technical Advisory is applied for this assessment. In the Technical Advisory, OPR identifies a recommended screening methodology for small projects[2], which can be presumed to cause a less than significant VMT impact absent substantial evidence indicating that a project would generate a potentially significant level of VMT. Since the project can be categorized as a small project because it would generate fewer than 110 daily trips and it would exhibit travel characteristics similar to the travel characteristics of the existing land use, the project can be presumed to cause a less than significant VMT impact. Discussions of potential project impacts on transit, pedestrian, bicycle, and emergency access are also provided, with conclusions that the project would cause a less than significant impact for each.

Project Description

The project would involve renovating the existing Corte Madera Town Hall building, as well as implementation of a proposed addition to the Corte Madera Town Hall. The project would be constructed as an easterly addition to the existing 4,826 square-foot Town Hall, resulting in an expanded Town Hall totaling approximately 11,310 square feet. Included in this expansion would be a new council chamber/community room with seating for approximately 95 people, offices/workspaces to accommodate an increase from an existing 24 staff to 30 staff with the project, and an outdoor public plaza space. The project would also include the removal of a 627 square-foot detached mobile trailer, which is currently occupied by five employees.

Direct access to the project would be provided via the existing ingress driveway on Tamalpais Drive and Pixley Avenue, and the existing egress driveway on Willow Avenue. The project would reconfigure the existing surface lot to maximize the number of parking spaces, as well as improve vehicular and pedestrian circulation and safety.

Data Collection

To document and evaluate existing conditions, 24-hour roadway counts were collected on Tamalpais Drive east of the project site on Wednesday, February 26, 2020. Staff was on site during this time to observe traffic conditions, vehicle queueing, site access and circulation, and pedestrian activity. During this period, the weather was sunny and dry, schools were in session, and transportation conditions were normal.

Employee residential zip code data was also obtained to assess the average distance for work trips made by existing employees.

[2] The OPR Technical Advisory defines small projects as projects generating fewer than 110 daily trips.

Existing Conditions

This section describes the existing transportation network.

Roadway Network

Tamalpais Drive is the main thoroughfare connecting the Town of Corte Madera to US-101 and the rest of Marin County. The Town Hall is located on Tamalpais Drive approximately three quarters of a mile west of US-101. West of Town Hall, Tamalpais Drive becomes Redwood Avenue and winds through residential communities. At Town Hall, Tamalpais Drive is a two-lane road with on-street parking on both sides of the street. The speed limit on Tamalpais Drive is 30 mph. As displayed in Figure 1, Tamalpais Drive carries a daily traffic volume of approximately 18,000 vehicles and a peak hour traffic volume of approximately 1,630 vehicles during morning and evening periods.

Other adjacent streets to Town Hall include Willow Avenue to the west and Pixley Avenue to the east. Both of these streets are oriented north-south and serve local neighborhood traffic with no through connections.

Transit Network

This section describes the transit network serving the study area, including services provided by Marin Transit, SMART, Golden Gate Transit, and Whistlestop Transportation Services.

Marin Transit

Marin County Transit District (Marin Transit) provides local transit service within Marin County. Marin Transit Route 22 connects Marin City to the San Rafael Transit Center along Tamalpais Drive. The stop at Tamalpais Drive and Redwood Avenue serves the Town Hall. Buses run every half hour on weekdays during the morning and evening peak periods, and hourly on weekends, holidays, and weekdays during off-peak periods.

SMART

Sonoma-Marin Area Rail Transit (SMART) provides rail service connecting the Sonoma County Airport to Larkspur. The Larkspur Station is approximately two and a half miles from the project; however, there is no direct transit connection between the SMART station and the project site. The SMART train runs at approximately 30 to 60 minute headways from 6:00 AM to 8:30 PM on weekdays, and at approximately two-hour headways from 9:00 AM to 6:00 PM on weekends and holidays.

Golden Gate Transit

Golden Gate Transit provides bus service along the US-101 corridor. Commute Route 18 connects the College of Marin with San Francisco and travels along Tamalpais Drive with a stop at Redwood Avenue. Buses run every half hour on weekdays during the morning (southbound) and evening (northbound) peak periods only.

Whistlestop Transportation Services

Whistlestop operates a variety of transportation services for older adults and people living with disabilities in Marin County, including demand response service, fixed route service, shuttle service, same-day on-demand service, information and referral services, and a volunteer driver program. Whistlestop operates Marin Access Paratransit, a joint paratransit service for both Marin Transit and Golden Gate Transit.

Pedestrian Network

Sidewalks are present on streets adjacent to the Town Hall, including Tamalpais Drive, Willow Avenue, and Pixley Avenue. Tamalpais Drive currently has continental striped crosswalks ("zebra" crosswalks) with flashing beacons and red flags to improve pedestrian visibility at Willow Avenue on the north, south, and east legs of the intersection. There are also striped crosswalks on Tamalpais Drive at Serra Street and Chapman Drive. Side streets intersecting Tamalpais Drive generally have crosswalks as well.

The 2016 Corte Madera Bicycle and Pedestrian Plan provides a recommended town-wide network of bicycle and pedestrian facilities and improvements to better integrate these modes within the overall transportation network for the Town of Corte Madera. The Plan also documents pedestrian collisions that occurred from 2008 to 2012. The Plan identified no pedestrian collisions within the immediate vicinity of the project site.

The 2018 Marin County Unincorporated Area Bicycle and Pedestrian Master Plan (BPMP) identified a pedestrian-involved collision on Tamalpais Drive near US-101. There were no collisions identified within the immediate vicinity of the project site.

Bicycle Network

Tamalpais Drive features a Class II bike lane westbound and a Class III bike route eastbound. The Marin County Bicycle Coalition designates the segment of Tamalpais Drive between Redwood Avenue and US-101 as a busy or narrow route. Approximately 100 yards from the project site, bicycle facilities on Tamalpais Drive connect to the Corte Madera-Larkspur (also known as the Sandra Marker Trail) Class I bicycle path. This Class I bicycle path is part of the North-South Greenway as displayed in the Marin County BPMP, a multi-use pathway generally paralleling US-101 along the old Northwestern Pacific Railroad right-of-way that would connect Corte Madera with Sausalito, Mill Valley, Larkspur, San Rafael, and Novato.

The 2016 Corte Madera Bicycle and Pedestrian Plan documents bicycle collisions that occurred from 2008 to 2012 within the Town limits. The Plan identified bicycle collisions within the immediate vicinity of the project site along Tamalpais Drive at the intersections with Willow Avenue, Serra Street, and Chapman Drive. The Plan also documents existing bicycle parking located at the Corte Madera Town Hall.

Project Trip Generation

Trip generation refers to the process of estimating the amount of new vehicle trips a project would add to the surrounding roadway system. Vehicle trip estimates were developed using trip generation methodology provided by the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 10th Edition*. The Trip Generation Manual provides estimated rates for the AM and PM peak hours, which represents when traffic volumes are the highest on adjacent streets. ITE also provides trip generation rates based on the peak hour of the trip generator, which does not necessarily correlate with the peak hours of the adjacent streets.

Table 1 presents the proposed project's trip generation for the daily, AM peak hour, and PM peak hour periods.

Table 1: Project Trip Generation

Land Use	Trip Rates			Trips						
	Daily	AM Peak Hour	PM Peak Hour	Daily	AM Peak Hour			PM Peak Hour		
					Total	In	Out	Total	In	Out
Government Office Building (6 employees)	7.45	1.10	0.71	45	7	5	2	5	1	4

Notes:
Based on ITE land use code 730.
Sources: ITE Trip Generation 10th Edition; Fehr & Peers, 2020.

As presented in **Table 1**, the project would generate 45 daily trips, seven AM peak hour trips, and five PM peak hour trips. This study conservatively assumes all project-generated trips would be made by automobile, with no trips assumed to be made by transit, bicycle, or walking. The project-generated trips, all of which would likely use Tamalpais Drive, would represent a 0.25 percent increase in traffic volumes on Tamalpais Drive.

Impact Assessment

This section evaluates the project's potential impacts on the existing transportation network.

Vehicle Miles Traveled

As directed in CEQA Statute Section 21099(b)(2), level of service (LOS) and other metrics of automobile delay can no longer be used to evaluate the project's transportation impacts under CEQA. Therefore, potential project impacts are evaluated using VMT, which is the preferred method for analyzing transportation impacts in the OPR Technical Advisory. Since the Town of Corte Madera has not yet adopted VMT policies for CEQA purposes, the recommended approach in the OPR Technical Advisory is applied for this assessment. In the Technical Advisory, OPR identifies a recommended screening threshold for small projects (generating fewer than 110 daily trips), which can be presumed to cause a less than significant VMT impact absent substantial evidence indicating that a project would generate a potentially significant level of VMT. The OPR VMT screening threshold for small projects is based on the CEQA categorical exemption for existing facilities, including additions to existing structures up to 10,000 square feet.

To verify that the project would not generate a potentially significant level of VMT, the average distance for project-generated home-based work trips[3] was compared to the average distance for home-based work trips in Marin County using data from the employee travel surveys and output from the Metropolitan Transportation Commission (MTC) travel behavior forecasting model. Existing Town Hall employee travel survey data indicates that the average distance for project-generated home-based work trips is 6.5 miles, while data from the MTC model indicates that the average distance for home-based work trips in Marin County is 8.9 miles. Therefore, since the project's trip generation is less than the OPR screening threshold of 110 daily trips for small projects and the average distance for project-generated home-based work trips would be shorter than the average distance for home-based work trips in Marin County, the project can be presumed to cause a less than significant VMT impact.

Transit

Based on Policy CIR-1.8 of the Town's General Plan, a transit impact is considered significant if it would result in a substantial unanticipated increase in transit patronage or result in development that is inaccessible to transit riders. A development is typically considered inaccessible if the distance required to walk between the site and the nearest transit stop is substantially longer than the common standard for desirable walking distance of a quarter mile, taking into account barriers or obstructions.

[3] Home-based work trips are defined as trips made between a home location and a work location. Other trip types (such as trips made between a work location and a retail location) are not included in this calculation.

Based on the employee travel surveys, it is unlikely that new employee trips generated by the project would commute using transit. Since the project would generate a minimal increase in demand for transit service (estimated at up to one trip during the peak hours) and the project is located within a quarter mile walking distance of the Marin Transit stop at Tamalpais Drive and Redwood Avenue, the project would generate a less than significant impact on transit.

Pedestrian

Based on Policy CIR-1.6 and Policy CIR-3.5 in the Town's General Plan, a pedestrian impact is considered significant if it would disrupt existing pedestrian facilities, interfere with planned pedestrian facilities, or create inconsistencies with adopted pedestrian system plans, guidelines, policies or standards.

The project would not disrupt or interfere with existing pedestrian facilities, including sidewalks along roadways adjacent to the project; the rectangular rapid flashing beacon (RRFB) at the Chapman Drive pedestrian crossing, red flags for pedestrians at the Willow Avenue pedestrian crossing along Tamalpais Drive; and pedestrian access into or out of the project site. Additionally, the project would be compliant with all adopted pedestrian system plans, guidelines, policies and standards, including the Town of Corte Madera Bicycle and Pedestrian Plan. Therefore, the project's pedestrian impact would be less than significant.

Bicycle

Based on Policy CIR-3.1 in the Town's General Plan, a bicycle impact is considered significant if it would disrupt existing bicycle facilities, interfere with planned bicycle facilities, conflict or create inconsistencies with adopted bicycle system plans, guidelines, policies or standards, or not provide secure and safe bicycle parking in adequate proportion to anticipated demand.

The project would not disrupt or interfere with existing bicycle facilities, including the Class II bike lane and Class III bike route along Tamalpais Drive and the Corte Madera-Larkspur Class I bicycle path. Additionally, the project would be compliant with all adopted bicycle system plans, guidelines, policies and standards, including the Town of Corte Madera Bicycle and Pedestrian Plan. As described above, project-generated traffic would represent a 0.25 percent increase in traffic volumes on Tamalpais Drive and would therefore not significantly degrade bicyclist safety nor the frequency of collisions due to increased traffic volumes along Tamalpais Drive. The project would also maintain the existing bicycle parking at the Corte Madera Town Hall. Therefore, the project's bicycle impact would be less than significant.

Emergency Access

An emergency vehicle access impact is considered to be significant if the proposed project would provide inadequate design features to accommodate emergency vehicle access and circulation.

The Central Marin Fire Station is located at 342 Tamalpais Drive, approximately 200 feet east of the proposed project. The project would maintain the three existing driveways that serve as emergency vehicle access points to the project site and a design that accommodates the access and circulation of emergency vehicles. The existing fire station driveway on to Tamalpais Drive would also be maintained. Additionally, project-generated traffic would constitute a 0.25 percent increase in traffic volumes on Tamalpais Drive and would not result in a significant change to emergency response times on Tamalpais Drive. Therefore, the project's impact on emergency access would be less than significant.

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Appendix A. Figures

List of Figures

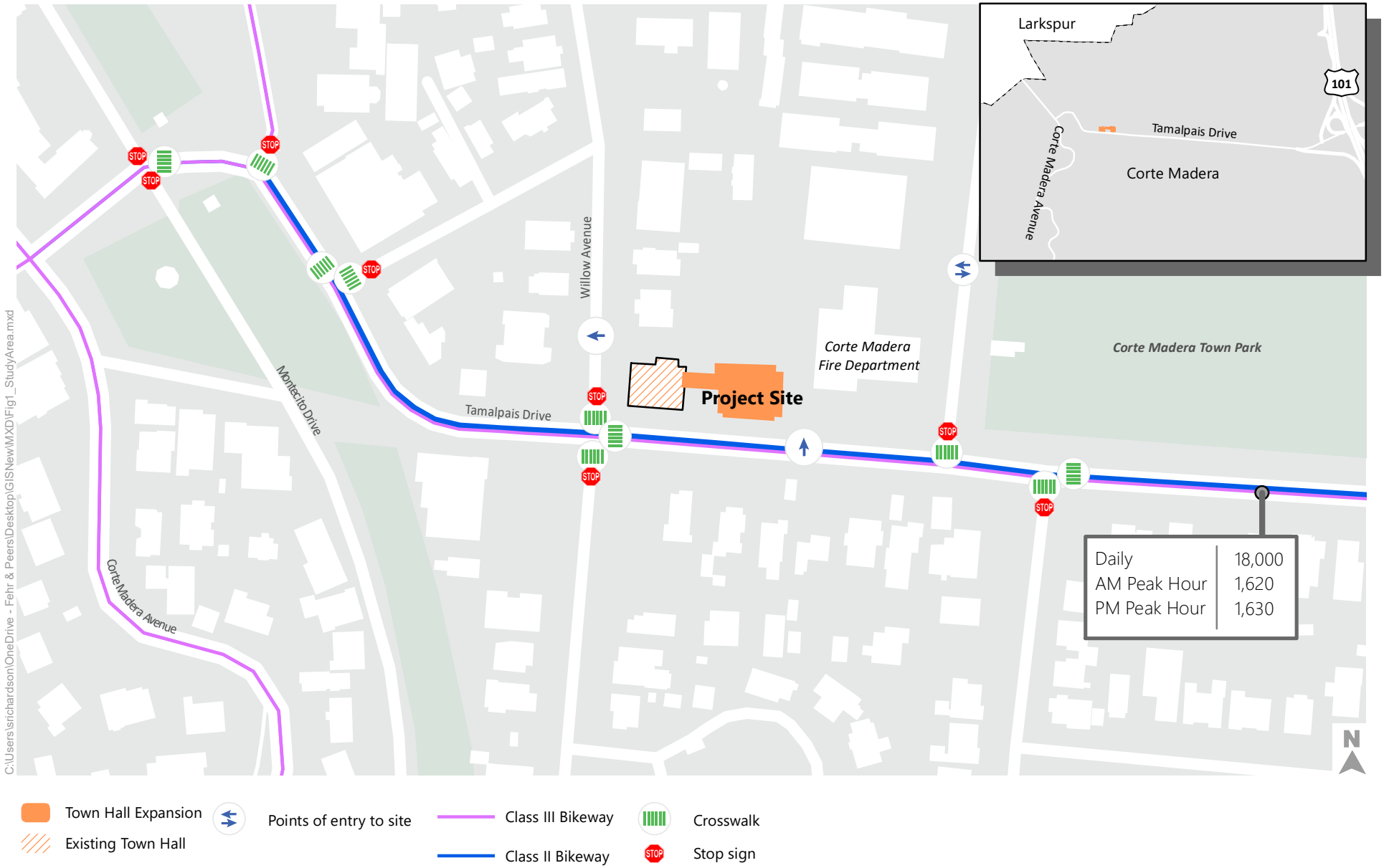

Figure 1

Project Study Area