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MEMORANDUM

To: Hanns Lee, Lowe Enterprises Real Estate Group

From: Jessica ter Schure & Michael Alba, Nelson\Nygaard

Date: January 8, 2013

Subject: San Mateo Executive Park Trip Reduction Plan

INTRODUCTION

A new office park development is being proposed in the northeast quadrant of Clearview Way and West Hillsdale Boulevard in San Mateo, California. The proposed project will be built on the site of six existing office buildings totaling approximately 270,000 square feet. The proposed project will consist of a new office building with 107,696 square feet replacing an existing building with 8,956 square feet, thereby increasing the office space on-site by 98,740 square feet. In addition to replacing the existing building, it will include a new five-level, 666-space parking structure. Surface parking has been reconfigured throughout the site; most of this reconfiguration is already completed and will provide 511 surface spaces for this development. With the existing onsite development, total building square footage will equal 325,339 with 1,032 total parking stalls required at 1/315 square feet, and 1,177 total stalls provided.

Within this Memorandum, we present a number of Transportation Demand Management (TDM) measures that would enable Lowe Enterprises Real Estate Group (the Applicant) to encourage employees to commute by modes other than driving alone. This in turn will help reduce the number of vehicle trips generated by the office park. Notably, prior to the Applicant's purchase of the property, no TDM measures were implemented on the existing 270,000 square feet development. As such, any TDM measures discussed in this memo that offer incentives to employees throughout the site would be expected to reduce trips on the existing as well as the new square footage, increasing the demand reduction associated with the proposed TDM plan. The list of evaluated measures includes:

- Shuttle service between the project site and transit and the College of San Mateo (CSM)
- Access to a fitness center and cafeteria at CSM
- Vanpool / carpool incentive
- Shower/locker facilities onsite
- Secure bicycle parking
- Onsite transportation information board/kiosk
- Onsite transportation coordinator (part-time)
- Designated vanpool/carpool parking
- Lunch/sandwich service onsite, in addition to access to the CSM cafeteria

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TDM PROGRAMS

This section discusses the TDM measures that Nelson\Nygaard recommends the Applicant adopt in order to reduce single-occupant vehicle travel to this site, therefore reducing the number of daily and peak hour vehicle trips generated.

Provide Shuttle Service between Project Site and Transit

The Applicant has worked with the existing tenants to establish a shuttle program to connect the project site to nearby transit centers of the Hillsdale Station (Caltrain & SamTrans) and the Millbrae Station (Caltrain, BART, SamTrans, other shuttles). The shuttle service also provides employees with a connection to the CSM campus, facilitating access to the fitness center, campus food options and additional off-site parking. These services are tailored to the needs of the individual tenants with two of three tenants providing two morning and two evening trips to the Millbrae Station. The Hillsdale Station and CSM are also served several times throughout the day. In addition, one tenant provides direct long-distance employee shuttles that pick up employees at six different locations in San Francisco.

The Applicant will continue these shuttle services and will strive to coordinate the tenant shuttles to consolidate resources and reduce redundancy as much as possible with varying schedules. Offering shuttle service is projected to reduce peak hour trip generation by 2%.

Transit Pass Subsidy

Commuters that are new to using transit for their commute are eligible for a free transit pass under the Applicant's "Try Transit" program. The Applicant will continue to provide this free introductory pass and will work with tenants to inform employees and encourage the use of the federal commuter benefits tax deduction for transit costs. Reducing the out-of-pocket cost for commuting by transit will reduce obstacles for some employees enough for them to switch modes of commute. A 1% traffic reduction impact is expected.

Vanpool/Carpool Incentives

The Applicant provides a ridematching database to enable commuters to register to be matched up with other commuters with similar commutes to facilitate carpooling and vanpooling among employees of the project site. To encourage participation in carpooling, new carpoolers are given a $60 gas card for carpooling with at least two people at least twice a week for at least two months. Vanpool participants have a similar program available to them that provides riders with up to $300 in reward for three months of participation and vanpool drivers with up to $500 for driving for 6 months. One existing tenant already charges drivers who arrive alone $100 a month for parking on-site while allowing carpoolers to park for free.

Information on existing carpool matching programs such as 511.org and those that already exist will continue to be provided to employees. The Applicant will reserve preferential parking spaces for carpools and vanpools, located near the entrance of buildings or elevators in the garage facilities.

This measure encourages and incentivizes ridesharing among employees and is a cost-effective method to reduce single-occupancy vehicle trips that contributes to significant trip reduction in automobile-oriented areas. If approximately 45 preferential parking spaces are reserved, this measure is expected to reduce peak hour trip generation by 4%.

Access to the CSM Fitness Center

CSM, connected to the project site by a pedestrian path and the weekday shuttle service, hosts an existing fitness center with showers and changing facilities. The Applicant has partnered with the College to enable employees to fit a workout into their workday, reducing the need for a car at the end of the day. The Applicant will maintain this agreement with CSM to ensure access to the fitness center. Less than 1% peak hour trip reduction is expected from this measure.

Onsite Shower/Locker Facilities

To make it easier for employees to commute by bike and on foot, all existing tenants have showers and lockers within their buildings. Therefore, the Applicant will provide shower and changing facilities as well as locker rooms within the new building as well. Less than a 1% peak hour trip reduction is expected from this measure.

Secure Bicycle Parking

The City Municipal Code (27.64.262) requires at least 19 short-term and an additional 37 long-term bicycle parking spaces within the project be built for an office park development of this size, with its associated required vehicle parking stalls. According to information provided by the Applicant dated February 16, 2012, one tenant has already installed a total of 4 secure bicycle lockers adjacent to their building. To facilitate the addition of the remaining bicycle parking, the Applicant has established a *Bicycle Parking Incentive Program* to help off-set the tenant's cost of providing bike parking racks or secured bike parking facilities. The remaining bicycle accommodation will be provided as required, as the provision of plentiful secure bicycle parking will make it easier and more convenient for employees to bicycle to work. This measure is expected to reduce peak hour trip generation by 1%.

Onsite Transportation Coordinator (Part-Time)

The Applicant has designated the onsite property manager as the Transportation Coordinator who works with each tenant's TDM coordinator. This person will be responsible for maintaining the TDM Program, including providing new employees with a welcome package about transportation, updating the transportation information board/kiosk, monitoring bicycle parking usage and requesting more bicycle parking when the need arises, etc. A 1% peak hour trip reduction is expected from this measure.

Onsite Transportation Information Board/Kiosk

There are no existing transportation information boards provided by the Applicant at this time. An alternative transportation options board with up-to-date information on transit, ridesharing (e.g., 511.org), carsharing, bicycling and other alternative transportation will be located in a central location within the office complex. The Applicant will also provide an electronic transportation information portal with links to relevant transportation information and trip planning resources. This measure is expected to reduce peak hour trip generation by less than 1%.

Lunch/Sandwich Service Onsite and at CSM

Similar to providing easy access to nearby exercise facilities, enabling access to nearby cafeterias and coffee shops helps reduce vehicle travel by making it possible for employees to complete mid-

day errands without a car. The Applicant has established a food-truck program for lunch once a week, serving roughly 70 meals. One tenant provides 25 lunches to their employees each week. In addition, the tenants have cafeterias within their buildings. The employees also have the option to walk up or take the shuttle to the College Cafeteria for lunch. This measure may have a large impact on midday trip generation, although the peak hour trip generation will only be reduced by less than 1%.

CUMULATIVE IMPACT ON TRIP GENERATION

This section evaluates the potential trip reduction resulting from the implementation of the Transportation Demand Measures (TDM) described above in comparison to the baseline number of daily vehicle trips (Figure 1). The baseline daily vehicle trips are drawn from Hexagon's June 2012 Traffic Impact Analysis, which was based on ITE trip generation rates for General Office. For measures with an estimated peak hour trip reduction of less than 1%, we have assumed an average of 0.5% per measure. It should be noted that the estimated impact per strategy is conservative.

Figure 1 Mitigated Trip Generation with TDM

Baseline Daily Trips	% Trip Reduction	% Trip Generation Compared to ITE	Vehicular Trips
ITE Generated Trips	-	100%	777
Shuttle service between project site and transit	2%	98%	761
Transit pass subsidy	1%	97%	754
Vanpool/carpool incentives	4%	93%	724
Other proposed TDM Measures	3.5%	89.5%	698
Access to fitness center at San Mateo College	*<1%*		
Shower/locker facilities onsite	*<1%*		
Secure bicycle parking	*<1%*		
Onsite transportation coordinator	*1%*		
Onsite transportation information board/kiosk	*<1%*		
Lunch/sandwich service onsite and at college cafeteria	*<1%*		

A 10% decrease in daily vehicle trips from the ITE generated trips can be anticipated if the San Mateo Executive Park employs all of the TDM measures proposed above.

CONCLUSIONS

The San Mateo Executive Park is located in a very auto-oriented location, with great vehicular access to Highway 92 and I-280. Nevertheless, a TDM program consisting of a Caltrain and CSM shuttle service, easy access to four Samtrans bus routes, secure bicycle parking and shower facilities, a strong ridesharing program and several supporting TDM programs, including marketing, can easily result in a fairly large impact on trip generation. Coordinated marketing efforts of the program, including welcome packages to new employees, will help the Executive Park achieve a 10% peak hour trip reduction.