



2017 Annual Report

SAN MATEO RAIL CORRIDOR
TRANSPORTATION MANAGEMENT AGENCY

January 2018

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Executive Summary

During the 2017 calendar year, construction continued in the rail corridor area. 2017 saw the completion of an office complex at 400 and 450 Concar Drive as well as seven developments within the Bay Meadows Phase II project. Three San Mateo Rail Corridor TMA Board of Directors meetings have been held since the previous Annual Report.

The Transportation Management Agency is in its 6th year in 2017. Due to other staff priorities and weather delays, the annual counts for the previous 2016 Annual Report were not conducted until March 2017. In an effort to restore consistency to the data collection schedule, the counts were completed in October 2017 for this report. Even though it had only been seven months since the previous data collection period, it was important to collect data during the late summer or early fall to ensure the counts are not impacted by inclement weather. A consistent data collection schedule will provide data that can be accurately compared to the previous years.

Compared to the 2016 Annual Report, overall vehicular volumes decreased by two percent. Overall pedestrian and bicycle volumes increased by 37 percent and 47 percent, respectively. The large increase in pedestrian and bicycle volumes compared to the previous year are due in part to the seasonal variance when the counts were collected. 2017 saw the highest overall pedestrian volumes and the 2nd highest overall bicycle volumes out of all the years since data has been collected.

The project driveway, or trip generation counts, showed that most projects were meeting their short-term trip cap. Two projects that share a driveway and trip cap, Delaware Pacific and 2000 Delaware, had a combined trip generation count over their short-term trip cap. The City will notify both developments of their non-compliance and request a revised TDM plan to address the excess volumes.

Driveway counts were completed at the blocks where developments have been completed as part of the overall Bay Meadows Phase II project. The overall trip generation volume for the neighborhood is well below the threshold that would require a full neighborhood traffic monitoring plan to be implemented and is in compliance with the overall trip cap for the neighborhood.

Background

On June 6, 2005, the City adopted the San Mateo Rail Corridor Transit-Oriented Development Plan (Plan). Within the Implementation chapter of the Plan, Policy 7.17 defined a Transportation Demand Management (TDM) goal of reducing new vehicle trips by at least 25 percent within the corridor area (Appendix A). Within that same chapter of the Plan, Policy 7.18 defines development of a Transportation Management Agency (TMA) tasked with coordinating efforts to meet the 25 percent minimum trip reduction goal. Policy 7.25 requires that the TMA submit an annual report to City Council outlining compliance of occupied developments, on-going programs, and program changes.

Purpose of the TMA

As defined by their Bylaws, the TMA's purpose is to implement the Objectives of the Plan shown in Chapter 3. Within the corridor area, the TMA:

- Oversees the TDM program implementation
- Arranges shared parking, as appropriate
- Markets TDM services and programs
- Coordinates TDM services and programs
- Coordinates with the City on annual trip generation monitoring for completed projects
- Participates in annual reporting to the San Mateo City Council about development trip generation information
- Consults with members regarding trip reduction options if trip generation goals are not being met

Outside the corridor area, the TMA coordinates TMA measures with other agencies.

2017 TMA Activities

Since the previous Annual Report, three meetings for the TMA were held between June 2017 and December 2017. The minutes from the three official meetings, as well as the Proposed 2018 Meeting Schedule, are included in Appendix B.

Trip Thresholds and TDM Measures

During each project's entitlement phase, short-term and long-term trip reduction goals are defined by the City. Short-term goals are based on the varying status of completed and occupied projects within the corridor area, and the associated TDM measures in place at the time of project occupancy. Long-term trip reduction goals are based on full buildup of corridor area development, and the associated TDM measures coordinated and established through the TMA. Many of the long-term goals are also based on the expected completion of the 25th Avenue Grade Separation project, which will also establish new roadway connections on 28th and 31st Avenues between El Camino Real and Delaware Street.

In addition to the short and long-term trip goals, a study is conducted to determine potential TDM measures available to a project. These are measures that a project might use to meet their trip reduction goals. Trip reduction strategies will vary by project based on type and proximity of adjacent projects, as well as the proximity to public transit. Prior to occupancy, projects are required to submit their own TDM program that includes a list of strategies that will be used to meet short- and long-term trip reduction goals.

General TDM Services Provided by Commute.org

Commute.org is committed to addressing the challenges involved in transporting people to and from work in San Mateo County. Its goal is to help people find faster, cheaper, and easier alternatives to travel to work. It accomplishes this by providing commuter information, employer incentive programs, and city transportation demand management partnerships.

San Mateo County's Transportation Demand Management Agency, which created Commute.org, is comprised of an alliance of 17 cities and the County of San Mateo. The Agency's goal is to reduce the number of single occupancy vehicles traveling in, to, and through San Mateo County in an effort to reduce

vehicle emissions and improve air quality. This is accomplished by providing services to employers in the County, such as coordination of carpools and vanpools and their associated incentive programs, oversight of several employer shuttles, and a guaranteed ride home program.

The Agency is funded by the City/County Association of Governments of San Mateo County, the San Mateo County Transportation Authority, the Bay Area Air Quality Management District, and the Metropolitan Transportation Commission. The TMA contracted with the Agency to provide management services. The agency provides general TDM services to individual TMA members at no cost.

Corridor Project Summary

Project Name	Project Location	Project Scope	Project Status
Peninsula Station	2901 S. El Camino Real	68 BMR Apartments & 2698 SF Commercial	Occupied
Delaware Pacific	1990 S. Delaware	60 BMR (Mod.) Apartments	Occupied
2000 Delaware	2000 S. Delaware	60 BMR Apartments	Occupied
Mode by Alta	2089 Pacific Blvd.	111 Apartments	Occupied
Bay Meadows Phase II	Field House (RES 1)	108 Apartments	Occupied
	Brightside (RES 2)	80 Townhomes	Occupied
	Landsdowne & Amelia (RES 3)	156 Townhomes	Occupied
	The Nueva School (MU 1)	Private High School	Occupied
2017 ADDITIONS			
400/450 Concar	400 Concar Dr.	95,701 SF Office	Vacant
	450 Concar Dr.	210,014 SF Office	Occupied
Bay Meadows Phase II	Canterbury (RES 5)	76 Townhomes	Occupied
	The Russell (RES 7)	158 Apartments	Occupied
	Meadow Walk (RES 8)	74 Townhomes	Occupied
	Quimby (MU 4)	70 Apartments	Occupied
	Station 3	174,445 SF Office	Occupied
	Station 4	216,428 SF Office	Occupied
	Fieldwork Brewing Company (STA 4)	3,477 SF Drinking Place	Occupied
	ANTICIPATED 2018 ADDITIONS		
Bay Meadows Phase II	The Russell (RES 7)	3,472 SF Food Service	Occupied (late 2017) or Anticipated 2018 Occupancy
	Station 3 (STA 3)	8,769 SF Brokerage Office	
	Station 4 (STA 4)	8,627 SF Active Use	
	RES 9	55 Residential Units	
	Quimby (MU 4)	5,000 SF Restaurant	
FUTURE - UNDER CONSTRUCTION			
Station Park Green	430 Station Park Circle	599 Residential Units	In Construction
		10k - 45k SF Office	
		25k - 60k SF Retail	
Bay Meadows Phase II	STA 2	178,145 SF Office	
		6,099 Active Use	

Figure 1: Corridor Project Summary

Corridor Area Project Status

The corridor area currently has seven projects at various stages of completion, and are shown in Figure 1. As of October 2017, a total of five projects have been completed. Completed Projects include Peninsula Station, Delaware Pacific, 2000 Delaware, Mode by Alta and 400/450 Concar. The on-going construction at the Bay Meadows Phase II project continues. 2017 saw a significant increase in the number of occupied developments in Bay Meadows Phase II. Those developments include Canterbury, The Russell, Meadow Walk, Quimby, Station 3, Station 4 and Fieldwork Brewing Company.

Current Project TDM Programs

All completed projects shown in Figure 1 have TDM programs on file with the City.

Data Collection

2017 Scope of Study

Traffic Data Service collected PM peak period (4-6 PM) intersection counts at 17 locations. These counts included vehicular turning movement volumes, pedestrian traffic, and bicycle traffic. PM peak period trip generation counts were also collected at the developments within the Rail Corridor Plan area that have been completed and occupied. All volume counts were completed in October 2017, prior to the commencement of the of the 25th Avenue Grade Separation project and while schools were still in session.

Intersection Count Locations

1. Delaware St & 16th Ave (unsignalized)
2. Delaware St & Concar Dr
3. Delaware St & 19th Ave
4. Delaware St & Pacific Blvd (unsignalized)
5. Delaware St & Saratoga Dr
6. Delaware St & 25th Ave
7. Delaware St & 28th Ave
8. Pacific Blvd & Hillsdale Blvd WB Ramp
9. Grant St & Concar Dr
10. Grant St & 19th Ave
11. Saratoga Dr & 28th Ave
12. Saratoga Dr & Franklin Pkwy
13. Saratoga Dr & Hillsdale Blvd
14. El Camino Real & 25th Ave
15. El Camino Real & 28th Ave
16. El Camino Real & 31st Ave
17. El Camino Real NB Ramps & Hillsdale Blvd

Intersection Vehicle Counts

As shown in Figures 2 and 3, the overall vehicle traffic volume decreased by 658 vehicles, or approximately two percent compared to the 2016 counts. The volume trend for each intersection shows that year 2017 traffic volumes stayed generally constant in comparison to previous years for most intersections. However, individual intersection volumes varied from a 54 percent increase at the intersection of Delaware Street and 28th Avenue (348 vehicles), to a decrease of 15 percent at the intersection of El Camino Real and 31st Avenue (296 vehicles) when compared to 2016. The large increase at Delaware Street and 28th Avenue can likely be attributed to the completion of six new developments in the Bay Meadows neighborhood. It is important to note that while this intersection saw the largest increase over the previous year, it has the lowest volume out of all the intersections where data was collected. The large decrease in volume at El Camino Real and 31st Avenue is likely a result of 31st Avenue being closed due to the construction at Hillsdale Shopping Center. Overall, the total volumes for 2017 are more than the total volumes for 2015, which saw the lowest total vehicle volume of any year since data began.

Intersection	PM Peak Hour Vehicle Count						2017 vs. 2016		2017 vs. 2015	
	2012	2013	2014	2015	2016	2017	Volume Δ	% Δ	Volume Δ	% Δ
1 Delaware St & 16th Ave	1485	1392	1481	1365	1425	1448	23	2%	83	6%
2 Delaware St & Concar Ave	2960	2737	2787	2584	2656	2793	137	5%	209	8%
3 Delaware St & 19th Ave	2442	2344	2463	2317	2407	2648	241	10%	331	14%
4 Delaware St & Pacific Blvd	1568	1645	1879	1770	2086	2033	-53	-3%	263	15%
5 Delaware St & Saratoga Dr	1821	1866	2096	2004	2358	2230	-128	-5%	226	11%
6 Delaware St & 25th Ave	1187	1167	1539	1590	2086	2080	-6	0%	490	31%
7 Delaware St & 28th Ave	0	41	208	348	644	992	348	54%	644	185%
8 Pacific Blvd & Hillsdale Blvd WB Ramps	537	503	562	703	1036	1175	139	13%	472	67%
9 Grant St & Concar Dr	1407	1530	1554	1507	1539	1568	29	2%	61	4%
10 Grant St & 19th Ave	1754	1774	1577	1706	1616	1516	-100	-6%	-190	-11%
11 Saratoga Dr & 28th Ave	0	877	1187	1181	1103	1090	-13	-1%	-91	-8%
12 Saratoga Dr & Franklin Pkwy	2021	1948	2043	1965	2066	2084	18	1%	119	6%
13 Saratoga Dr & Hillsdale Blvd	4396	4221	3913	3632	3216	3179	-37	-1%	-453	-12%
14 El Camino Real & 25th Ave	4477	4356	4447	4284	4710	4449	-261	-6%	165	4%
15 El Camino Real & 28th Ave	3665	3678	3869	3668	4039	3699	-340	-8%	31	1%
16 El Camino Real & 31st Ave	3902	3670	4136	3737	4044	3441	-603	-15%	-296	-8%
17 El Camino Real NB Ramps & Hillsdale Blvd	5556	5452	5846	3329	2527	2475	-52	-2%	-854	-26%
Total	39178	39201	41587	37690	39558	38900	-658	-2%	1210	3%

Figure 2: PM Peak Hour Vehicle Volume Summary

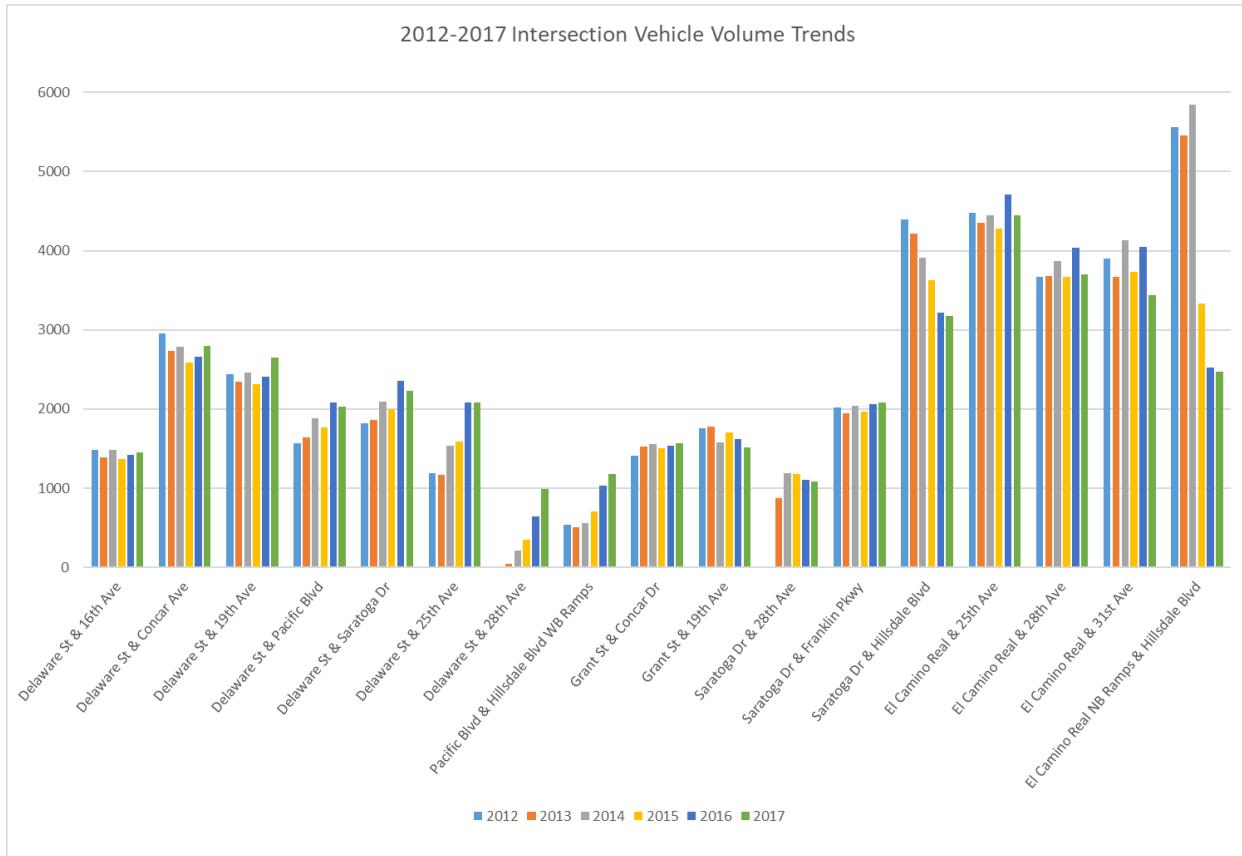


Figure 3: 2012-2017 Intersection Vehicle Volume trends

Intersection Pedestrian Counts

As shown in Figures 4 and 5, the total pedestrian volume increased by 313 pedestrians, or approximately 37 percent compared to the 2016 counts. The year-over-year variance in pedestrian volumes was much greater than the vehicle volume variance. The intersection of Delaware Street and 19th Avenue saw an increased pedestrian volume of 243 percent, equivalent to 34 pedestrians. The intersection of Delaware Street and 16th Avenue was the only intersection that saw a reduction in 2017 with a 19 percent decrease in pedestrian volumes, which is equivalent to 9 pedestrians. The large increase in pedestrian volume from 2016 to 2017 is mostly attributed to the seasonal variance in the time when volumes counts were conducted. The 2016 counts were conducted in March when pedestrian and bicycle activity was lower due to higher than average rainfall. The overall pedestrian volumes are closer to the values seen in 2015 when the time frame for data collection was similar to 2017. Overall, the total pedestrian volume has been increasing year-over-year and 2017 saw the highest volume of pedestrians of any year so far.

Intersection	PM Peak Hour Pedestrian Count*						2017 vs. 2016		2017 vs. 2015	
	2012	2013	2014	2015	2016	2017	Volume Δ	% Δ	Volume Δ	% Δ
1 Delaware St & 16th Ave	43	24	37	27	47	38	-9	-19%	11	41%
2 Delaware St & Concar Ave	63	31	55	117	42	125	83	198%	8	7%
3 Delaware St & 19th Ave	15	19	21	38	14	48	34	243%	10	26%
4 Delaware St & Pacific Blvd	22	6	8	6	7	12	5	71%	6	100%
5 Delaware St & Saratoga Dr	19	33	32	32	39	42	3	8%	10	31%
6 Delaware St & 25th Ave	9	8	38	12	26	44	18	69%	32	267%
7 Delaware St & 28th Ave	0	5	37	47	15	29	14	93%	-18	-38%
8 Pacific Blvd & Hillsdale Blvd WB Ramps	41	66	53	91	65	68	3	5%	-23	-25%
9 Grant St & Concar Dr	57	24	61	70	66	82	16	24%	12	17%
10 Grant St & 19th Ave	21	29	23	41	33	53	20	61%	12	29%
11 Saratoga Dr & 28th Ave	0	11	8	50	28	35	7	25%	-15	-30%
12 Saratoga Dr & Franklin Pkwy	27	36	9	54	53	86	33	62%	32	59%
13 Saratoga Dr & Hillsdale Blvd	14	42	17	37	40	49	9	23%	12	32%
14 El Camino Real & 25th Ave	88	54	102	97	75	110	35	47%	13	13%
15 El Camino Real & 28th Ave	31	50	55	82	79	80	1	1%	-2	-2%
16 El Camino Real & 31st Ave	97	51	104	128	100	101	1	1%	-27	-21%
17 El Camino Real NB Ramps & Hillsdale Blvd	57	150	245	213	123	163	40	33%	-50	-23%
Total	604	639	905	1142	852	1165	313	37%	23	2%

Figure 4: PM Peak Hour Pedestrian Volume Summary

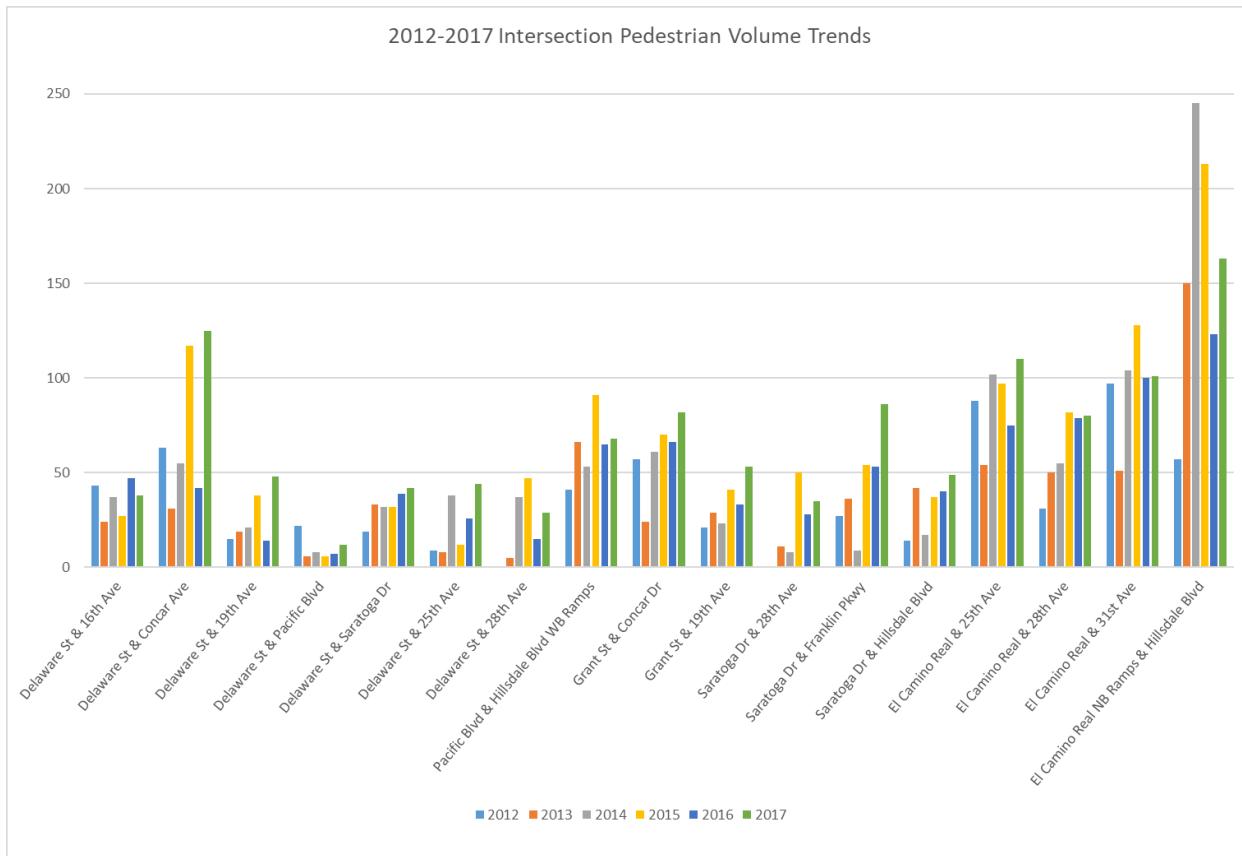


Figure 5: 2012-2017 Intersection Pedestrian Volume trends

Intersection Bicycle Counts

Similar to pedestrian volumes, bicycle volumes increased substantially from 2016 to 2017. As shown in Figures 6 and 7, the total volume increased by 105 bicycles, or 47 percent. Also similar to the pedestrian counts, the variance in bicycle volumes between intersections was much greater than the vehicle volume variance. The intersections of Grant Street and Concar Drive, and the El Camino Real NB ramps and Hillsdale Boulevard saw increases in volumes of 1000 and 500 percent, respectively. Although these percentages are high, they only account for 15 bicycles total. All intersections in the corridor area saw an increase in bicycle volumes except for Pacific Boulevard and the Hillsdale Boulevard WB ramps which decreased by approximately 40 percent, or 12 bicycles. Similar to the pedestrian counts, the large increase in bicycle volumes can be attributed to the seasonal variances when the traffic counts were conducted. Overall, bicycle volumes in the corridor have been increasing over the years and 2017 saw the 2nd highest volume of bicycles of any year so far, just 7 percent less than the highest volume that occurred in 2015.

Intersection	PM Peak Hour Bicycle Count*						2017 vs. 2016		2017 vs. 2015	
	2012	2013	2014	2015	2016	2017	Volume Δ	% Δ	Volume Δ	% Δ
1 Delaware St & 16th Ave	14	16	14	34	11	19	8	73%	-15	-44%
2 Delaware St & Concar Ave	19	9	10	16	11	12	1	9%	-4	-25%
3 Delaware St & 19th Ave	2	9	12	16	8	14	6	75%	-2	-13%
4 Delaware St & Pacific Blvd	14	38	33	43	25	32	7	28%	-11	-26%
5 Delaware St & Saratoga Dr	10	38	29	45	23	33	10	43%	-12	-27%
6 Delaware St & 25th Ave	19	37	43	62	31	44	13	42%	-18	-29%
7 Delaware St & 28th Ave	0	2	5	19	33	54	21	64%	35	184%
8 Pacific Blvd & Hillsdale Blvd WB Ramps	25	26	23	19	30	18	-12	-40%	-1	-5%
9 Grant St & Concar Dr	4	7	11	19	1	11	10	1000%	-8	-42%
10 Grant St & 19th Ave	17	21	22	23	12	14	2	17%	-9	-39%
11 Saratoga Dr & 28th Ave	0	9	3	9	5	9	4	80%	0	0%
12 Saratoga Dr & Franklin Pkwy	13	12	28	20	13	16	3	23%	-4	-20%
13 Saratoga Dr & Hillsdale Blvd	6	2	4	2	6	12	6	100%	10	500%
14 El Camino Real & 25th Ave	11	7	7	7	6	7	1	17%	0	0%
15 El Camino Real & 28th Ave	3	3	4	3	2	3	1	50%	0	0%
16 El Camino Real & 31st Ave	8	10	17	8	5	24	19	380%	16	200%
17 El Camino Real NB Ramps & Hillsdale Blvd	2	8	12	6	1	6	5	500%	0	0%
Total	167	254	277	351	223	328	105	47%	-23	-7%

Figure 6: PM Peak Hour Bicycle Volume Summary

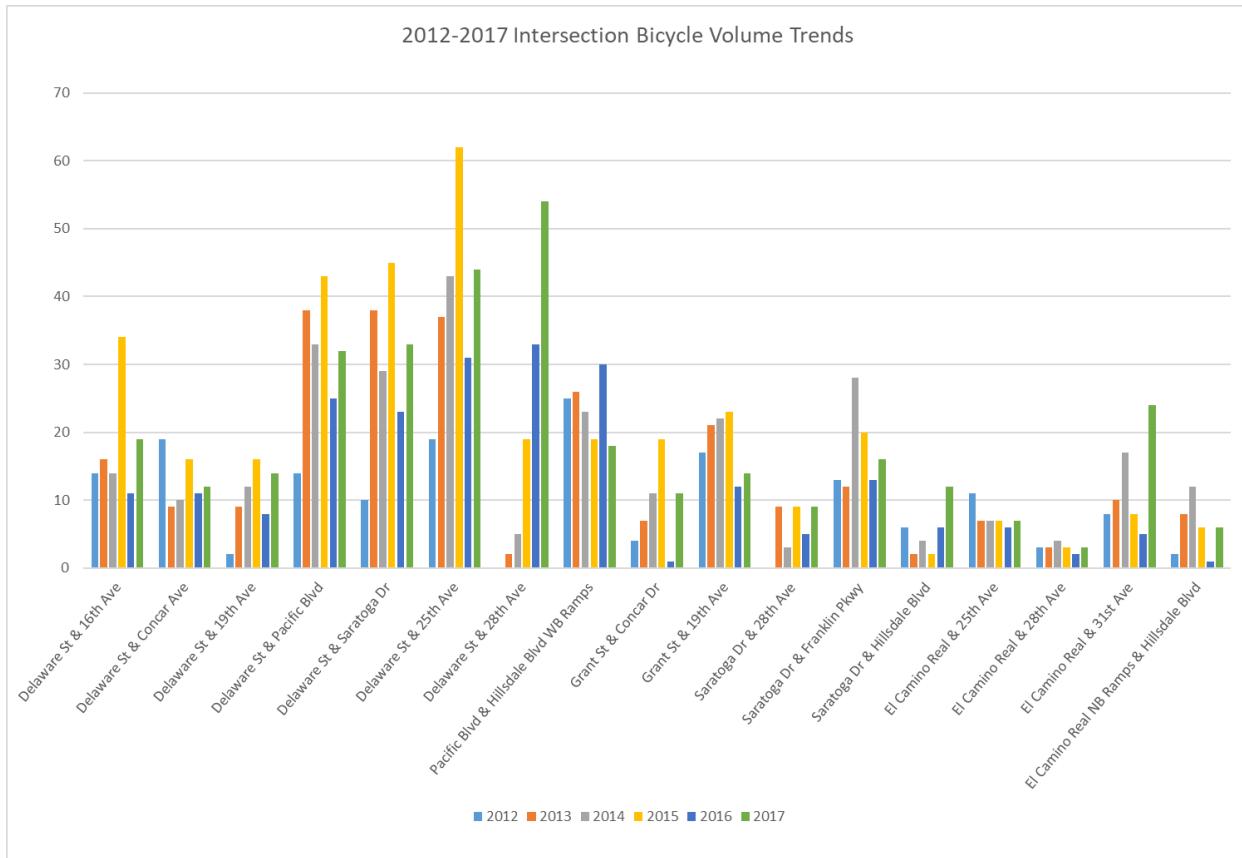


Figure 7: 2012-2017 Intersection Bicycle Volume trends

Driveway Counts

Driveway counts, also called trip generation counts, were conducted at all occupied projects within the corridor area to determine if the short-term trip thresholds identified by the City for each project are being met. Of all five completed projects shown in Figure 8, three projects are meeting their short-term trip-cap goals. Bay Meadows Phase II driveway counts are shown separately in Figure 9.

Project Trip Thresholds

Project Name	Project Scope	ITE Trips Generated (PM Peak)	Trip Reduction Required				2015 Counted Trip Generation (PM Peak)	2016 Counted Trip Generation (PM Peak)	2017 Counted Trip Generation (PM Peak)	Short-Term Compliance (Y/N)				
			Short-Term		Long-Term									
			%	Trip Cap	%	Trip Cap								
Peninsula Station	68 BMR Apartments	61	35%	40	54%	28	19	34	29	Y				
	2698 SF Commercial													
Delaware Pacific *	60 BMR (Mod.) Apartments	74	30%	52	47%	39	20	67	58	N				
2000 Delaware*	60 BMR Apartments													
Mode by Alta	111 Apartments	69	25%	52	40%	41	30	35	25	Y				
2017 ADDITIONS														
400/450 Concar	95,701 SF Office (400 Concar) 210,014 SF Office (450 Concar)	484	25%	363	25%	363	N/A	N/A	101	Y				

* Delaware Pacific and 2000 Delaware share driveways and trip reduction goals

Figure 8: Project Trip Thresholds

The Delaware Pacific and 2000 Delaware projects are currently exceeding their required short-term trip cap by six vehicles. Both projects share a total of four driveways so their trip reduction goals were calculated as a single number. Since the projects are not meeting their required site trip reduction, they have been identified as being non-compliant. Notification will be sent to both developments upon City Council acceptance of the 2017 Annual Report. Delaware Pacific and 2000 Delaware were identified as non-compliant in the 2016 Annual Report, however, because the data collection for the previous report was completed much later than usual, this report will serve as the first official notice of non-compliance. Within 90 calendar days of receipt of such non-compliance notification, the representatives for each project are required to submit a revised TDM program to City staff and the TMA that includes more aggressive trip reduction strategies. The new TDM measures are to be implemented within 90 calendar days of approval by the Public Works Commission.

Per the Conditions of Approval for Bay Meadows Phase II, a trip budget was established for the entire project as well as each block. These goals are set at a 10% (short-term), 16% (mid-term) and 25% (long-term) reduction. Bay Meadows Phase II is currently in the short-term phase and has an overall trip cap that is not to exceed 3,083 PM peak hour trips. The Conditions of Approval also state that even if an individual Block generates trips in excess of its trip budget, the overall project will be in compliance so long as the project as a whole is below the overall trip cap.

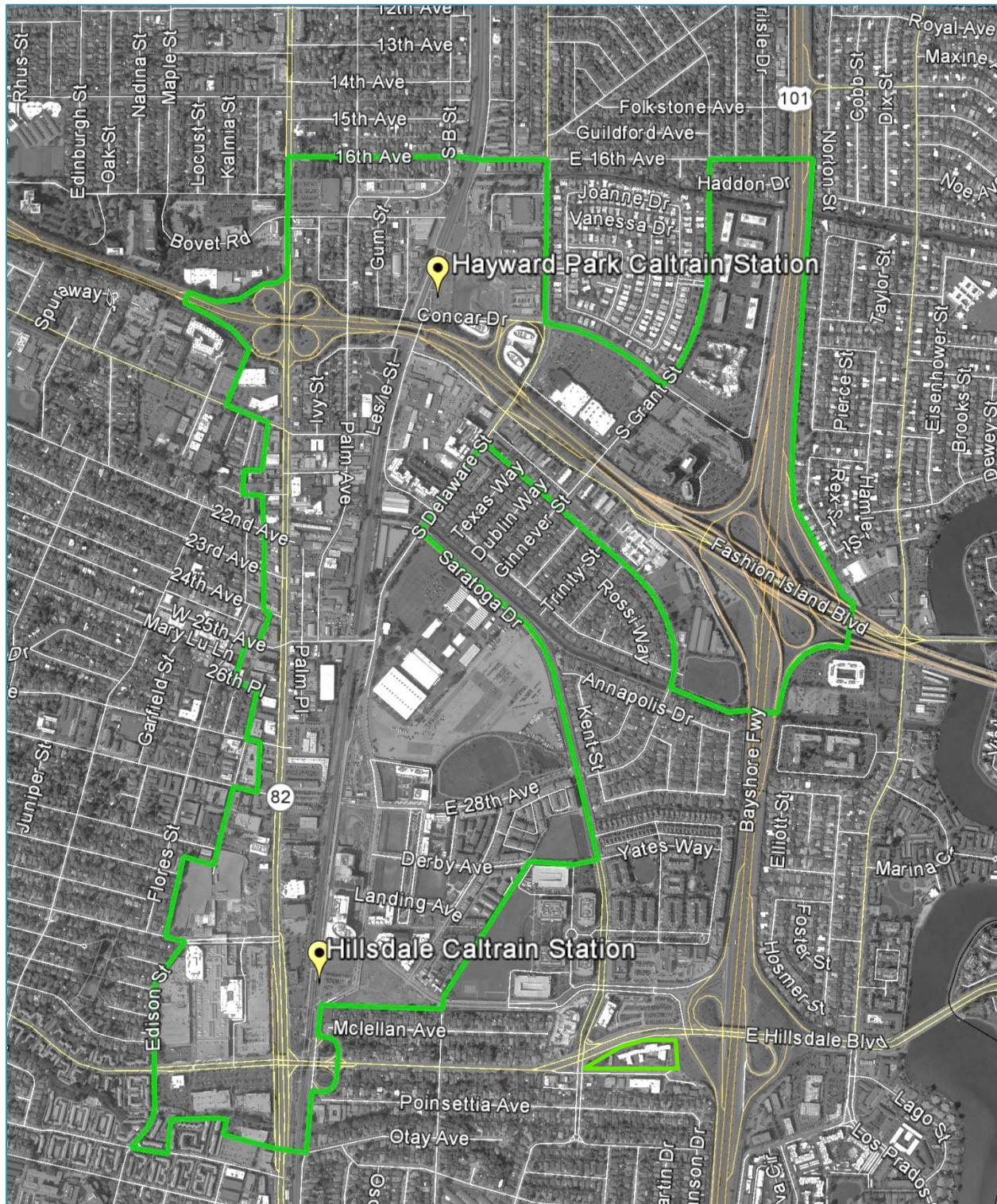
Bay Meadows Phase II Trip Thresholds

Block	Completed Project	Project Scope	ITE Trips Generated (PM Peak)	Trip Reduction Goal		2015 Counted Trip Generation (PM Peak)	2016 Counted Trip Generation (PM Peak)	2017 Counted Trip Generation (PM Peak)			
				Short-Term							
				%	Trip Goal						
Residential 1	Field House	108 Townhomes	67	10%	60	25	41	25			
Residential 2	Brightside	80 Townhomes	50	10%	45	21	36	31			
Residential 3	Landsdowne & Amelia	156 Townhomes	97	10%	87	76	77	98			
Mixed Use 1	The Nueva School	Private High School	95	N/A	95	58	42	61			
2017 Additions											
Residential 5	Canterbury	76 Townhomes	47	10%	42	N/A	N/A	34			
Residential 7	The Russell	158 Apartments	98	10%	88	N/A	N/A	25			
Residential 8	Meadow Walk	74 Townhomes	46	10%	41	N/A	N/A	33			
Mixed Use 4	Quimby	70 Apartments	43	10%	39	N/A	N/A	10			
Station 3	Station 3 Office	174,445 SF Office	260	10%	234	N/A	N/A	3			
Station 4	Station 4 Office	216,428 SF Office	322	10%	290	N/A	N/A	148			
	Fieldwork Brewing Co.	3,477 SF Drinking Place	39	10%	35	N/A	N/A				
2017 Total Counted Trips								468			
Threshold for Full Monitoring								1,100			
Overall Short-Term Trip Cap								3,083			

Figure 9: Bay Meadows Phase II Trip Thresholds

The Conditions of Approval for Bay Meadows Phase II includes a detailed TDM monitoring plan that describes how new PM peak hour trips shall be tabulated. Commencing from the time that the City's running tabulation of trips shows that Bay Meadows Phase II is generating more than 1,100 new PM peak hour trips, the City will implement a full neighborhood monitoring plan to determine if the overall short-term trip cap of 3,083 vehicles is being met. The full neighborhood monitoring shall consist of PM peak hour driveway counts, sampling, cordon counts, street counts or any other counting method that provides accurate traffic data in the most cost-effective manner available. The City has decided to collect driveway counts on the blocks within Bay Meadows where development has been completed and occupied to determine if trip generation is approaching the 1,100 trip threshold required for full neighborhood monitoring. The results of the Bay Meadows Phase II trip generation counts can be seen in Figure 9. The total volume of PM peak hour trips generated within the neighborhood is 468, well below the threshold of 1,100 new trips that would trigger full monitoring. Although driveway counts don't account for all traffic within the neighborhood, the City feels this is an appropriate and cost effective method to gauge when the full monitoring plan should be implemented. The City expects the driveway counts to reflect a majority of the PM peak hour trips generated by the neighborhood and will continue to implement this level of monitoring until future driveway volumes are closer to the 1,100 trip threshold.

Appendix A – San Mateo Rail Corridor Plan Area



Appendix B – TMA Meeting Minutes and 2018 Proposed Meeting Schedule

MINUTES

SAN MATEO RAIL CORRIDOR TMA Board of Directors

June 12, 2017
Engineering Office, City of San Mateo
1900 O'Farrell Avenue, San Mateo, CA

Present:	Sam Cheikh – Hines (400 450 Concar) Sarah Etheredge – MidPen Housing Corporation (Delaware Pacific) Donovan Cole – Westlake Urban (2000 Delaware) Deanna Chalfant – Essex Property Trust (Station Park Green) Nataya Boonmark – Land & Houses (Mode by Alta) Gina Ishida – Land & Houses (Mode by Alta) Paul Roberts – Wilson Meany (Bay Meadows) Julie Baigent – Concar Village Brad Underwood – City of San Mateo
Staff:	John Ford – Commute.org
Guests:	Bethany Lopez – City of San Mateo Gary Heap – City of San Mateo Brian Myers – Passage at San Mateo (Concar Village)

1. The meeting was called to order by TMA Chair Donovan Cole at 2:08pm.
2. Approvals
 - Minutes from April 10, 2017 board and general membership meeting were approved with corrections from Paul (M/S by Sarah/Sam)
 - Financial statement from May 31, 2017 was included in the agenda packet, but was not reviewed or approved
3. Project Updates
 - Hines (400|450 Concar) – Medalia will move into 450 Concar at end of June. 400 Concar is still available for lease.
 - Westlake Urban (2000 S. Delaware) – 60 units fully occupied
 - Essex Property Trust (Station Park Green) – Construction of first building underway and second building will start soon
 - Land & Houses (Mode) – 111 units fully occupied
 - MidPen Housing (Delaware Pacific/Peninsula Station) – both sites fully occupied
 - Wilson Meany (Bay Meadows) – Station 4 occupied, Station 3 TCO to be issued shortly, Station 2 breaking ground soon
4. City of San Mateo Update (Bethany/Lopez/Brad Underwood/Gary Heap)
 - Cordon and driveway counts were conducted in March and April. Preliminary results show a 5% increase in overall traffic. Bike and pedestrian counts decreased from the prior count. One project (Delaware Pacific) was “over” in its driveway count and corrective action(s) will be required; however, since the count was done in a different month than the baseline, the

city will use the October 2017 count for determining compliance and corrective actions will not be remeasured until the 2018 count. More analysis will be done on all of the collected data before the report is completed. Once the report is in final draft form, the city will forward it to the TMA members. The report is scheduled to be presented to the Public Works Commission in July and in August to the City Council.

- Hwy 92/Hwy 82 (El Camino Real) interchange project underway with completion expected in December 2017.
- Grade separation projects for 25th, 28th, and 31st Avenues are progressing through the design phase (95% complete) but still need funding agreements in order to proceed.

5. Report from Acting Executive Director (John Ford)

- TMA support activities have been minimal based on the direction given by the board
- TMA members received dues invoices in April. Five of the nine members have paid their invoices. John will follow up with the other members to make sure that the invoices were sent to the appropriate contact person.

6. New Business

- Presentation by Brian Myers on behalf of Concar Village regarding the proposed development called Passage at San Mateo. The project is currently designed for 935 dwelling units and 35K square feet of retail. It includes a relocated Trader Joe's and 7-11 as well as other retail space, food hall, and live/work lofts. At the center of the project is an area they refer to as The Depot. It will serve as a central location for mobility options including shared-use vehicles, shuttle stops, TNC (e.g. Uber, Lyft) pickup/drop-off, and other public/private transit alternatives. The open access design to the project will allow neighboring projects and neighborhoods to take advantage of the mobility center at Passage.
- No other new business

7. Adjournment: *The meeting adjourned at 3:10pm.*

MINUTES

SAN MATEO RAIL CORRIDOR TMA
Board of Directors

September 11, 2017
Engineering Office, City of San Mateo
1900 O'Farrell Avenue, San Mateo, CA

Present: Sarah Etheredge – MidPen Housing Corporation (Delaware Pacific)
Donovan Cole – Westlake Urban (2000 Delaware)

Deanna Chalfant – Essex Property Trust (Station Park Green)
Nataya Boonmark – Land & Houses (Mode by Alta)
Stacy Servin – Land & Houses (Mode by Alta)
Whitney Welsch – Wilson Meany (Bay Meadows)
Julie Baigent – Concar Village
Brad Underwood – City of San Mateo

Staff: John Ford – Commute.org

Guests: Bethany Lopez – City of San Mateo
Gary Heap – City of San Mateo
Ryan Brunmeier – City of San Mateo

1. The meeting was called to order by TMA Chair Donovan Cole at 2:04pm.

2. Approvals

- Minutes from June 12, 2017 board meeting were approved as presented (M/S by Deanna/Sarah)
- Financial statement from August 31, 2017 was reviewed and approved (M/S by Deanna/Nataya)

3. Project Updates

- Wilson Meany – Station 3 tenant, Open Text, moving in this October. Station 2 is now under development.
- Westlake Urban (2000 S. Delaware) – 60 units fully occupied
- Essex Property Trust (Station Park Green) – 30 units will be completed in December and 90 more should be finished in January.
- Land & Houses (Mode) – 111 units – lost some occupancy just before start of school year – not sure what caused the moves, but concern about general cost of living in the area is probably the primary reason.
- MidPen Housing (Delaware Pacific/Peninsula Station) – both sites fully occupied
- Concar Village – going to pre-application phase very soon.

4. City of San Mateo Update (Bethany Lopez/Brad Underwood/Gary Heap)

- Bethany Lopez gave a report on the 2016 annual report that had been presented and accepted by City Council. Council was happy to see the TMA starting to have activity that will help congestion and around the Bay Meadows area.
- Hwy 82/92 interchange work continues with a December completion date still projected.

- Ground breaking is scheduled for October for the grade separation projects at 25th, 28th and 31st Avenues. Will be a multi-year project that will be coordinated with the movement of the Hillsdale Caltrain station.

5. Report from Acting Executive Director (John Ford)

- TMA support activities have been minimal based on the direction given by the board
- TMA members have all paid their 2017 dues except for \$1305 from Wilson Meany for Station 3 which was not due until the COO was issued (September/October).

6. New Business

- John Ford reviewed the route changes to the Norfolk Area Caltrain shuttle. Some changes went into effect when 400/450 Concar opened and others will be added on October 2nd. Ridership is still below the benchmarks mandated by the grant funding; however, the route is improving and should be able to receive funding in the next grant cycle if the ridership trends continue to increase.
- John Ford reviewed the *Carpool in San Mateo County* program that has received \$1M in funding from C/CAG of San Mateo County. All residents and employees in San Mateo County are eligible for the incentive which will continue until the funds are depleted. Information about the program was distributed and is available on the Commute.org web site.
- No other new business

7. Adjournment: *The meeting adjourned at 2:55pm.*

MINUTES

SAN MATEO RAIL CORRIDOR TMA Board of Directors

December 18, 2017
Nueva School
131 E. 28th Street, San Mateo, CA

Present: Sarah Etheredge – MidPen Housing Corporation (Delaware Pacific)

Donovan Cole – Westlake Urban (2000 Delaware)

Nataya Boonmark – Land & Houses (Mode by Alta)

Paul Roberts – Wilson Meany (Bay Meadows)

Sam Cheikh – Hines (400|450 Concar)

Steve Osborne – Nueva School

Brad Underwood – City of San Mateo

Staff: John Ford – Commute.org

Guests: Bethany Lopez – City of San Mateo

Ryan Brunmeier – City of San Mateo

Gina Ishida – Land & Houses (Mode by Alta)

1. The meeting was called to order by TMA Chair Donovan Cole at 2:10pm.

2. Approvals

- Minutes from September 11, 2017 board meeting were approved as presented (M/S by Sarah/Nataya)
- Financial statement from November 30, 2017 was reviewed and approved (M/S by Steve/Sam)

3. Project Updates

- Wilson Meany – Station 3 tenant, Open Text, moved in this fall. Station 2 is under development. Station 1 and Station 5 are undergoing SPAR adjustments. The RES9 townhomes have all been sold (Shea project). Retail spaces are doing well. Roam Burger to start construction soon.
- Westlake Urban (2000 S. Delaware) – 60 units fully occupied
- Essex Property Trust (Station Park Green) – 30 units will be completed in December and 90 more should be finished in January.
- Land & Houses (Mode) – 111 units fully occupied
- MidPen Housing (Delaware Pacific/Peninsula Station) – both sites fully occupied
- Nueva School – new wing is possible in 2018 on land next to existing buildings. Approximately 325 students in grades 9-12.
- Hines – 450 Concar is occupied by Medalia. 400 Concar does not have a tenant, but Hines is hopeful that a deal will be done soon.
- Bay Area Affordable – Bridge Housing has the development rights for the 68-unit residential project that will be located at 2775 S. Delaware. Bridge will be invited to future meetings.
- 1650 S. Delaware – Four Corner Properties (old AAA building) – new 18K square foot office project. Four Corner Properties will be invited to future meetings.

- Franklin Templeton – Phase 1 expansion project has broken ground. Franklin representative will be invited to future meetings.

4. City of San Mateo Update (Bethany Lopez/Brad Underwood/Ryan Brunmeier)

- Bethany and Ryan presented the Draft San Mateo Corridor Area TMA Trip Generation Data Sheet that included counts from October 2017. Two projects, preliminarily, are not meeting the short-term trip cap and are not in compliance. The city will send out letters to those projects that need corrective action before the next count. The board supported the city's decision to be consistent with the count month (October) in future years. The city will have a draft report ready for TMA review in approximately one month. After review, the city will present the report to the various commissions and city council.
- Hwy 82/92 interchange work continues with a January 2018 completion date projected.
- Caltrain, in cooperation with the City of San Mateo, will raise the tracks and slightly lower the road (grade separate) at E. 25th Avenue in San Mateo. This will improve safety for both motorists and pedestrians, and it will reduce local traffic congestion in San Mateo. Work to construct the grade separation began in October and is expected to span 2 ½ years.
- In addition to separating the tracks and road at E. 25th Avenue, the project will provide an opportunity to complete east-west street connections at 28th and 31st Avenues in conformance with the Bay Meadows Transit Oriented Development Plan.
- As part of the project improvements, Caltrain will build a new elevated Hillsdale Station located at E. 28th Avenue. The new station will offer updated amenities and will allow for better safety and reduced traffic.

5. Report from Acting Executive Director (John Ford)

- TMA support activities have been kept to a minimum per the direction of the board
- TMA members have all paid their 2017 dues
- Taxes will be filed in January; however, the City of San Mateo still needs to invoice for the 2016 report and the 2017 counts.

6. New Business

- Bethany and John reviewed the upcoming funding cycle for the Norfolk Area Caltrain shuttle. The shuttle has doubled ridership over the past year, which improves its chances of receiving continued funding. The board was supportive of the ask for a letter of support that will become part of the funding application. John will draft the letter and submit it to Donovan for signature.
- John reviewed the Meeting Calendar for 2018. The board agreed to the proposed dates and discussed options for meeting locations. John will be in contact with members to identify meeting rooms and will send Outlook calendar events for all four scheduled meetings.
- No other new business

7. Adjournment: *The meeting adjourned at 3:10pm.*

San Mateo Rail Corridor TMA
Membership & Board of Directors Meeting Schedule 2018
Meeting Location TBA

PROPOSED MEETINGS

Date	Meeting Description	Start Time
March 12, 2018	Annual Membership Meeting - Election of Directors - Approval of Budget - Establishment of Dues Annual Board of Directors Meeting - Election of Officers - General Business	2:00 pm
June 11, 2018	Q2 Board of Directors Meeting	2:00 pm
September 10, 2018	Q3 Board of Directors Meeting	2:00 pm
December 10, 2018	Q4 Board of Directors Meeting	2:00 pm