

Memorandum

From: Staff
To: XCAP
Date: February 26, 2020
Subject: Agenda Item #4: XCAP Evaluation of Existing Alternatives, Process by Which to Review Alternatives, and Draft Report Outline

The XCAP Chair and Vice Chair have updated the XCAP workplan to reflect a schedule that allows the XCAP time to really think through the existing alternatives as well as to review the report that will go to the City Council. That schedule is reflected in the XCAP Informational Item on today's agenda for the updated/revised XCAP Workplan. Below is a draft outline of the XCAP report that the Chair and Vice Chair compiled for discussion in Item #4 for today's XCAP meeting. This outline is intended for discussion by the XCAP of report format and assignments related to compiling and writing information for the report.

Proposed Table of Contents for XCAP final report (draft):

1. Why do we need grade separations
 - 1.1. Increased number of trains (Description of Caltrain Business Plan - both 6 trains per hour per direction and new 8 TPHPD)
 - 1.2. Directions from City Council
 - 1.3. Previous Actions Taken by City Council re Grade Separations
 - 1.4. Statements in Comp Plan
2. Methods used to understand alternatives
 - 2.1. Analysis
 - 2.1.1. Fact Sheets
 - 2.1.2. Website
 - 2.2. Presentations from AECOM
 - 2.3. Town Hall Meetings
 - 2.4. Community Meetings
3. Criteria
 - 3.1. City Council Criteria – Sept 2017
 - 3.2. Engineering considerations from AECOM
 - 3.3. Additional Criteria XCAP debated during process?
4. Recommendations and Rationale
5. Mitigations
 - 5.1 Future Safety Considerations
 - 5.2 Other Considerations
6. Appendices of data & visualizations

Here's the outline of the XCAP working groups to help think about who to assign sections to:

1. **Caltrain:** Adina / Phil / Patricia
2. **Traffic (includes PAUSD):** Megan /Cari / Tony
3. **Water:** Keith / Greg / Larry
4. **Property Impacts:** Dave / Inyoung
5. **Existing Policies:** Cari / Nadia / Adina / Megan
6. **Safety:** Patricia / Dave / Greg / Inyoung
7. **Technical:** Phil / Keith / Tony / Larry / Nadia

Draft of Responsibilities:

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------|
| Editing - | Larry/Nadia | |
| Technical Review | Phil/Keith/Tony | |
| | | |
| Section | Responsible Party | Other Resources |
| 1. Why do we need grade separations | | |
| 1.1. Increased number of trains (Description of Caltrain Business Plan - both 6 trains per hour per direction and new 8 TPHPD) | Adina/Phil | |
| 1.2. Directions from City Council | ? compilation | Staff as a resource to provide links. |
| 1.3. Previous Actions Taken by City Council re Grade Separations | ? compilation | Staff as a resource to provide links. |
| 1.4. Statements in Comp Plan | Cari | |
| | | |
| 2. Methods used to understand alternatives | | |
| 2.1. Analysis | Dave/Inyoung | (summary of alternatives and process thus far) |
| 2.1.1. Fact Sheets | ? compilation | Staff and AECOM as a resource to provide links. |
| 2.1.2. Website | Staff | links? |
| 2.2. Presentations from AECOM | ? compilation | Staff as a resource to provide links. |

| | | |
|-------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------|
| 2.3. Town Hall Meetings | ? compilation | Staff as a resource to provide links. |
| 2.4. Community Meetings | ? compilation | Staff as a resource to provide links. |
| | | |
| 3. Criteria | | |
| 3.1. City Council Criteria – Sept 2017 | | Reprint existing |
| 3.2. Engineering considerations from AECOM | ? compilation | Staff and AECOM as a resource to provide links. |
| 3.3. Additional Criteria XCAP debated during process? | Megan | |
| | | |
| 4. Recommendations and Rationale | Nadia/Larry | To be written as we proceed through the process |
| | | |
| 5. Mitigations | | |
| 5.1. Future Safety considerations | Pat/Greg | |
| 5.2 Other Considerations (PAUSD, business, Stanford?) | Nadia/Staff? | Compilation of whatever Staff has shared with the XCAP from other entities? Written summaries from each entity to be requested. |
| 6. Appendices of data & visualizations | ALL | As each section is written, should include all supporting links and documents |