

## California Department of Transportation

DISTRICT 7  
100 SOUTH MAIN STREET, SUITE 100 | LOS ANGELES, CA 90012  
PHONE (213) 897-0362 | FAX (213) 897-0360 TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)



March 23, 2026

Eric Wang, Associate Planner  
Planning Division  
City of Agoura Hills  
30001 Ladyface Court  
Agoura Hills, CA 91301

RE: Agoura Business Center North  
SCH # 2026020744  
Vic. LA-101/PM 35.034  
GTS # LA-2026-05026-MND

Dear Eric Wang:

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the above-referenced environmental document. The proposed development identified under the Final MND in 2008 consisted of two buildings placed adjacent to Canwood Street and five additional buildings in the rear of the parcel behind a knoll. After the construction of the front two buildings, the applicant placed the construction of the additional five buildings on hold. The proposed development now proposes site modifications in the form of two larger industrial buildings instead of five smaller buildings in the rear. The project now proposes construction of Building C totaling 35,532 square-feet and Building D totaling 36,545 square-feet. The proposed new buildings would have the same architectural style and would use the same colors as the existing two buildings.

The mission of Caltrans is to provide a safe and reliable transportation network that serves all people and respects the environment. Senate Bill 743 (2013) has codified into CEQA law and mandated that CEQA review of transportation impacts of proposed development be modified by using Vehicle Miles Traveled (VMT) as the primary metric in identifying transportation impacts for all future development projects. As a reminder, all environmental document should include Vehicle Miles Traveled. You may reference the Governor's Office of Planning and Research (OPR) for more information:

<https://opr.ca.gov/ceqa/#guidelines-updates>

The operation of the Modified Project would generate an average of 25.7 VMT per employee through 351 new average daily trips (ADT). Without mitigation, the Modified Project would exceed VMT criteria and would have a potentially significant impact related to new vehicle trips. Implementation of mitigation measures TRAF-1, TRAF-2,

TRAF-3, and TRAF-4 would reduce the Modified Project's vehicle trips to 245.7 ADT, which equates to 17.99 VMT per employee which is below the 18.5 VMT threshold. Therefore, with implementation of mitigation measures, impacts would be less than significant. We concur the following mitigation measures:

**TRAF-1: Transportation Demand Management (TDM) Plan**

Prior to issuance of the first certificate of occupancy, the project shall implement a transportation demand management plan as described in the September 7, 2023 version of the Revised Traffic and Circulation Study by Associated Transportation Engineers including the following measures to the satisfaction of the Traffic Engineer:

- Alternative Work Schedule/Telecommuting
- Transit
- Transit Incentives
- Carpooling
- Vanpooling
- Guaranteed Ride Home
- Electric Vehicles
- Shared Vehicles
- Drop-Off/Pick-Up Area
- Bicycling
- On-Site Services

**TRAF-2: TDM Trip Reduction Target**

Prior to issuance of the first certificate of occupancy, the project shall submit a "Transportation Demand Management Plan and Monitoring Program" to the City Traffic Engineer to their satisfaction. The project shall also submit a TDM Performance and Monitoring Report 12 months after first occupancy and agree to annual TDM compliance inspections by the Director of Community Development.

**TRAF-3: TDM Coordinator**

Prior to the issuance of the first certificate of occupancy, the project shall designate a TDM Coordinator to the satisfaction of the City Traffic Engineer. The TDM Coordinator shall work with the City to help administer the TDM Plan. The TDM Coordinator shall be responsible for disseminating information and offering assistance to those tenants wishing to participate in various components of the TDM Plan. The TDM Coordinator shall also be responsible for monitoring the TDM Plan. The TDM Coordinator shall also be responsible for the following:

**Establish Tenant Transportation Information.** The project shall provide tenant information and marketing data for the TDM Plan, including:

- Current transit system maps and routes schedules for the LA Metro transit line, LADOT Commuter Express, Kanan Shuttle and Dial-A-Ride which service the City of Agoura Hills. Information regarding LA

Metro, LADOT Commuter Express, Kannan Shuttle Dial A Ride service shall also be posted on-site.

- Rideshare promotional materials from Metro Rideshare "RideMatch" Program.
- Promotional materials for the Metro Rideshare Guaranteed Ride Home (GRH) program.
- Description of the on-site bicycle facilities provided and maps of the regional bike route system for the area.
- Description of the preferential parking program for carpools and vanpools.
- Description of the monetary savings and environmental benefits generated by tenants for transit use, carpooling/vanpooling, bicycling, and walking. This information shall be posted on an employee's bulletin board.

**New Employee Orientation.** The TDM Coordinator shall conduct an orientation meeting with new tenants to review the alternative travel mode resources that are available through the TDM Plan. This shall provide new tenants with information on alternative travel option before they become accustomed to driving to work alone.

**Rideshare Matching Services.** The TDM Coordinator shall develop a ride matching service to assist tenants who wish to carpool/vanpool. The TDM Coordinator shall also assist tenants in registering with the Metro rideshare "RideMatch" program which provides ride matching services for carpooling/vanpooling.

**Personalized TDM Assistance.** The TDM Coordinator shall provide assistance to those tenants requesting information on alternative transportation measures. The TDM Coordinator shall assist in reviewing transit routes and schedules, provide information on bike route locations, and assist tenants in registering with the ride matching program as well as the regional ridesharing program.

#### **TRAF-4: Subsequent Monitoring and Review**

12 months after 75 percent occupancy, the project's TDM Coordinator shall submit a TDM Performance and Monitoring Report and agree to annual TDM compliance inspections by the Community Development Director.

The annual report shall summarize the results of the yearly commute survey and TDM Plan activities for the previous calendar year. Monitoring reports submitted to the City shall note effectiveness of the proposed trip reduction measures as compared to the initial performance target of 245.7 daily trips. The reports shall also include descriptions of any new or modified programs to be introduced in the next year should the minimum

trip reduction goal not be achieved through the measures and programs initially implemented. If necessary, modifications to the TDM Plan shall be proposed to meet the target trip reduction performance.

The daily trips will be collected by the TDM Coordinator or a third-party collection agency for a minimum duration of 2 days. Data collection shall occur for 24 hours for two weekdays (Tuesday, Wednesday, or Thursday).

A 5-day commute survey shall be conducted each year to evaluate and ensure the effectiveness of the TDM measures. Survey data may be used to focus TDM marketing and efforts of the TDM Coordinator to maintain the project's commitment to reduce vehicle trips at the site.

In addition to the mitigation measure identified above, Caltrans recommends that, for the City's consideration, a post-development Vehicle Miles Traveled (VMT) analysis be conducted to validate the Project's VMT performance and to inform future VMT threshold setting. Should the post-development VMT analysis identify any significant transportation impacts, additional feasible mitigation measures should be implemented, as appropriate.

This post-development analysis may include surveys and/or interviews of project occupants to collect empirical travel behavior data. Such data may include, but is not limited to, trip origins and destinations, time of travel, mode choice, and factors influencing mode selection. The collection of this information would support: (1) validation of existing VMT thresholds; (2) refinement of future VMT thresholds; and (3) identification of appropriate Transportation Demand Management (TDM) strategies to avoid, minimize, or mitigate potential impacts.

Caltrans welcomes the opportunity to coordinate with the City during the post-development monitoring phase to support these efforts.

Please be reminded that any work performed within the State Right-of-way will require an Encroachment Permit from Caltrans. Any modifications to State facilities must meet all mandatory design standard and specifications.

Any transportation of heavy construction equipment and/or materials that require the use of oversized transport vehicles on State highways will need a Caltrans transportation permit. Any large-size truck trips should be limited to off-peak commute periods for the construction phase and operation phase. Construction truck loads should be covered with a tarpaulin cover.

Eric Wang, Associate Planner  
March 23, 2026  
Page 5

Storm water run-off is a sensitive issue for Los Angeles County. Please be mindful that projects should be designed to discharge clean run-off water.

If you have any questions, please feel free to contact Mr. Alan Lin, the project coordinator, at (213) 269-1124 and refer to GTS # LA-2026-05026-MND.

Sincerely,

*Anthony Higgins*

Anthony Higgins  
Acting LDR Branch Chief

email: State Clearinghouse