



LOCAL TRANSPORTATION ANALYSIS REQUIREMENTS

The City of Los Altos will retain the existing level of service policy in the General Plan and continue to require development projects to conduct non-CEQA transportation analyses to evaluate and manage a project's adverse effects on local roadways by imposing conditions related to design changes and operational improvements during the project review and permitting phases.

A Local Transportation Analysis (LTA) shall be prepared for any discretionary project that would generate 50 or more net new daily vehicle trips. Examples include: residential development projects with greater than 5 single-family detached units or 10 multifamily units; office projects with over 5,000 square feet of gross floor area; and congregate care/assisted living facilities with over 20 beds. Discretionary projects which create less than 50 net new daily vehicle trips shall not be required to prepare an LTA.

The following components shall be included in an LTA:

1. **Trip Generation:** Using published trip rates or data obtained from local surveys at comparable uses, estimate the net vehicle trips generated by the proposed development. Quantify these trips both on a daily basis and based on a one-hour average during each of 7 to 9 A.M. and 4 to 6 P.M. ("Peak Hours").
2. **Project Trip Assignment:** Using trip distribution data developed using the Valley Transportation Authority's (VTA) countywide travel demand forecast model, assign trip estimates to the roadway network. If available, the applicant may use other reliable data about existing travel patterns and/or the geographic service area of the proposed use in lieu of information obtained through the countywide travel demand forecast model.
3. **Level of Service (LOS):** LOS is no longer relevant to environmental review, but the City's General Plan has policies and goals relating to LOS, and determining LOS for specific intersections may be useful to the City in determining the applicant's fair share of transportation improvements required either for the project in particular or to complete the City's transportation network in general.

If the project meets the criteria listed in the Schedule for a "focused," "standard," or "expanded" transportation analysis, then determine and identify the LOS for intersections within 0.5 miles of the project site. LOS should be determined for Peak Hours, and both an existing LOS and "existing plus project" LOS should be determined for each intersection.

If the project meets the criteria in the Schedule for a "standard" or "expanded" analysis, then extend the analysis to one mile. For an "expanded" analysis, also provide a "future 2040" and "future 2040 plus project" LOS for each intersection.

Analyze only intersections between an arterial or collector and another road. Do not analyze intersections of local roads.

4. **Operational Study Elements:** Provide a qualitative narrative evaluating how the project addresses onsite circulation and site access for pedestrians, bicyclists, and vehicles. Cite to

circulation and access elements illustrated in the project plans, as appropriate. Discuss any obstacles encountered in designing the project's access and circulation elements, and explain the approach taken to address those problems. Also discuss any safety issues, queuing issues, or other problems posed by the project's design and explain why the design was chosen despite those concerns.

If the project meets the criteria in the Schedule for a "focused" analysis, also discuss connectivity to public transportation and, if applicable, student drop-off and pick-up. If student drop-off or pick-up is proposed in the public right of way, include an on-street parking occupancy study and discuss how student drop-off and pick-up will affect on-street parking and vice versa.

If the project meets the criteria for a "standard" analysis, then in addition to the above, include an analysis of left- and right-turn queuing into and out of the project. Where an "expanded" analysis is required, also include an analysis of the project's impact on neighborhood traffic intrusion. The analysis should project the number and direction of cut-through trips down local roads through neighborhoods adjacent to the project site and discuss any traffic control elements included in the project design to limit such cut-through trips.

Focused:

- Public facilities with less than 4,000 gross square feet;
- Daycare facilities with 13 to 24 students present at any time;
- Entertainment venues with 1,500 to 2,499 gross square feet;
- Medical or dental clinics with 3,000 to 6,999 gross square feet;
- General office uses with 2,500 to 9,999 gross square feet;
- Multifamily residential projects with 11 to 19 units;
- Single-family detached residential projects with 6 to 9 units;
- Restaurants and retail uses with 2,000 to 3,999 gross square feet; and
- Medical or dental clinics with fewer than 3,000 gross square feet of construction or development.

Standard:

- Public facilities with 4,000 to 19,999 gross square feet;
- Daycare facilities with 25 to 64 students present at any time;
- Entertainment venues with 2,500 to 24,999 gross square feet;
- Medical or dental clinics 3,000 to 6,999 gross square feet;
- General office uses with 10,000 to 24,999 gross square feet;
- Multifamily residential projects with 20 to 49 multifamily residential units;
- Single-family detached residential projects with 10 to 19 units;
- Restaurants and retail uses with 4,000 to 9,999 gross square feet.

Extended:

- Public facilities with 20,000 or more gross square feet;
- Daycare facilities with 65 or more students present at any time;
- Entertainment venues with 25,000 or more gross square feet;
- Medical or dental clinics with 7,000 or more gross square feet;
- General office uses with 25,000 or more gross square feet;
- Multifamily residential projects with 50 or more units;

- Single-family detached residential projects with 20 or more units;
 - Restaurants and retail uses with 10,000 or more gross square feet.
5. **Parking Summary:** Quantify the parking supply for the project for both vehicles and bicycles. Compare the parking proposed against the City's parking standards, and if less parking than required by the City's standards is proposed pursuant to state law, describe how the project qualifies for treatment under that law.
 6. **Vehicle Miles Travelled (VMT):** Please refer to the City's VMT Policy. If the project is screened out of VMT analysis, provide a narrative explaining why the project is exempt from further analysis. If the project is not screened out, then provide an analysis of the project's estimated VMT. You may use the Santa Clara Valley Transportation Authority's Santa Clara Countywide VMT Evaluation Tool (available at <https://vmttool.vta.org/>) for this purpose. Include appropriate mitigation measures which may reduce the projects VMT below threshold levels and quantify each measures VMT reduction.