City of Los Altos
Transportation Analysis Checklist - Day Care

DRAFT

		Project Type	**Day Care**			
		Students	**≤12**	**13-24**	**25-64**	**≥65**
		Approx. Daily Veh Trips (Day Care Center)	<50	50-100	101-265	≥266
		Approx. PM Peak Hour Veh Trips (Day Care Center)	<10	10-19	20-50	≥51
VMT Analysis Required[1]		VTA Tool				✓
Basic LTA Elements		**Local Transportation Analysis (LTA) Type**	**Summary**	**Focused**	**Standard**	**Expanded**
		Trip Generation	✓	✓	✓	✓
		Project Trip Distribution & Assignment	✓	✓	✓	✓
		Parking Summary	✓	✓	✓	✓
LOS/Intersection Control Analysis	**Study Intersections** – **Unsignalized**	Locations on Arterials or Collectors that Provide Access to the Site and Other Locations Identified by City Traffic Engineer		✓	✓	✓
	Study Intersections – **Signalized**	Within 0.5 miles		✓	✓	✓
		Within 1 mile			✓	✓
		Beyond 1 mile with ≥10 trips/lane/peak hour				✓
	Scenarios	Existing & Existing + Project		✓	✓	✓
		Near-Term & Near-Term+Project			✓	✓
		Future 2040 & Future 2040 + Project				✓
Operational Study Elements within LTA		Site Access & On-Site Circulation	✓	✓	✓	✓
		Pedestrian Site Access Analysis	✓	✓	✓	✓
		Bike Site Access Analysis	✓	✓	✓	✓
		Student Drop-Off/Pick-Up Analysis and Parking Operations Showing Signage and Staff Operations		✓	✓	✓
		Transit Connectivity		✓	✓	✓
		On-Street Parking Occupancy Study[2]		✓	✓	✓
		Left / Right Turn Queue Analysis			✓	✓
		Neighborhood Traffic Intrusion Analysis			✓	✓
Required Off-Site Improvements	**Frontage**	Sidewalk, Curb & Gutter Replacement	✓	✓	✓	✓
		Landscape and Streetlighting	✓	✓	✓	✓
		Curb Ramps/X-walks	✓	✓	✓	✓
		Full Street Microsurface			✓	✓
	Route Serving Improvements[3]	Pedestrian Access Improvements ≤ 0.5 miles[4]		✓	✓	✓
		Pedestrian Access Improvements ≤ 0.75 miles[4]			✓	✓
		Pedestrian Access Improvements ≤ 1 miles[4]				✓
		Sidewalk Gap Closure to Nearest Transit Stop and Recreational/Civic/Institutional Uses ≤ 0.25 miles			✓	✓
		Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.25 miles[5]			✓	✓
		Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.5 miles[5]				✓
TDM Plan Requirements	**Required Elements**	TDM Coordinator & Annual Monitoring				✓
		On-Site Bicycle Repair Station				✓
		On-Site Bicycle Parking[6]	✓	✓	✓	✓
		On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	✓
	Menu of Optional TDM Stategies [TDM Points]	**Minimum TDM Points Required**	**1**	**2**	**3**	**5**
	Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[3]				
		< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]				
	Community Complete Streets	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]				
		Bus Shelter [0.5]				
		Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]				
	Carpool/ Vanpool Programs	Provide Preferential Parking for Carpool/Vanpool Vehicles[7] [0.5]				
		Provide Employees and Parents with Carpool/Vanpool Matching Services [0.5]				
		Provide Financial Incentives for Employees and/or Family (Student) Carpool Groups [1]				
	Transit Programs*	Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [3]				
		Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]				
		Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion [2]				
		Offer Pre-Tax Transportation Benefits to Employees [1]				
		Fund Communitywide Shuttle Program or other TDM measure[8] $200,000 [4]				
		Fund Communitywide Shuttle Program or other TDM measure[8] $100,000 [2]				
	Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]				
	TDM Communication/ Education	Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees and Families (Students) [0.5]				
		Incorporate Bicycle and Walking Education into Curriculum to Promote Health and Environmental Benefits of Walking and Biking [0.5]				

*Only one option/point value can be used for this category.

[1] Day care centers also may be screened out (not require a VMT analysis) if they meet other criteria set forth in the City's VMT Policy (e.g. map-based and existing-use screening). Day care projects that are not screened out will be evaluated using the same methodology and threshold of significance as office uses.

[2] Parking Occupancy Study will be required if the project proposes student drop-off/pick-up operations within the public right-of-way.

[3] Funding responsibility to be based on project's fair share.

[4] Curb ramps, crosswalks, and pedestrian-activated beacon systems to be constructed where missing or substandard per the Los Altos *Complete Streets Master Plan* .

[5] Other complete street improvements for bike/pedestrian access including pedestrian-activated beacon systems per the City of Los Altos *Complete Streets Master*

[6] As recommended in the most recent VTA *Bicycle Technical Guidelines* .

[7] Per the *California Green Building Standards Code,* Table A5.106.5.1.

[8] One-time payment towards Communitywide Shuttle Service will be subject to an agreement between the City and developer.

City of Los Altos
Transportation Analysis Checklist - Entertainment Venue

DRAFT

				Project Type	Entertainment Venue			
				Gross Floor Area (square feet)	**<1,500**	**1,500-2,499**	**2,500-24,999**	**≥25,000**
				Approx. Daily Veh Trips (Drinking Place)	≤85	85-142	142-1,420	≥1,420
				Approx. PM Peak Hour Veh Trips (Drinking Place)	≤17	17-28	27-160	>284
VMT Analysis Required[1]				VTA Tool				✓
Basic LTA Elements				**Local Transportation Analysis (LTA) Type**	**Focused**	**Standard**	**Expanded**	**Expanded**
				Trip Generation	✓	✓	✓	✓
				Project Trip Distribution & Assignment	✓	✓	✓	✓
				Parking Summary	✓	✓	✓	✓
LOS/Intersection Control Analysis	**Study Intersections**	**Unsignalized**		Locations on Arterials or Collectors that Provide Access to the Site and Other Locations Identified by City Traffic Engineer	✓	✓	✓	✓
		Signalized		Within 0.5 miles	✓	✓	✓	✓
				Within 1 mile		✓	✓	✓
				Beyond 1 mile with ≥10 trips/lane/peak hour			✓	✓
	Scenarios			Existing & Existing + Project	✓	✓	✓	✓
				Near-Term & Near-Term+Project		✓	✓	✓
				Future 2040 & Future 2040 + Project			✓	✓
Operational Study Elements within LTA				Site Access & On-Site Circulation	✓	✓	✓	✓
				Pedestrian Site Access	✓	✓	✓	✓
				Bike Site Access	✓	✓	✓	✓
				Transit Connectivity	✓	✓	✓	✓
				On-Street Parking Occupancy Study		✓	✓	✓
				Left / Right Turn Queue Analysis		✓	✓	✓
				Neighborhood Traffic Intrusion Analysis		✓	✓	✓
Required Off-Site Improvements	**Frontage**			Sidewalk, Curb & Gutter Replacement	✓	✓	✓	✓
				Landscape and Streetlighting	✓	✓	✓	✓
				Curb Ramps/X-walks	✓	✓	✓	✓
				Full Street Microsurface		✓	✓	✓
	Route Serving Improvements[2]			Pedestrian Crossing Improvements ≤ 0.5 miles[3]		✓	✓	✓
				Pedestrian Crossing Improvements ≤ 1 mile[3]			✓	✓
				Sidewalk Gap Closure to Nearest Transit Stop and Commercial/Civic/Institutional Uses ≤ 0.25 miles			✓	✓
				Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.25 miles[4]			✓	✓
				Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.5 miles[4]				✓
TDM Plan Requirements	**Required Elements**			TDM Coordinator & Annual Monitoring			✓	✓
				On-Site Bicycle Repair Station	✓	✓	✓	✓
				On-Site Bicycle Parking[5]	✓	✓	✓	✓
				On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	✓
	Menu of Optional TDM Stategies [TDM Points]			**Minimum TDM Points Required**	**1**	**2**	**5**	**8**
		Proximity to Transit*		< 0.5 miles to a major transit stop (2 routes at 15-min headway)[3]				
				< 0.5 miles to a local transit route with headways of 30 min or less [0.5]				
		Community Complete Streets Improvements		Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]				
				On-Site Ride Share Station with Amenities [1]				
				Bus Shelter [0.5]				
				TNC Curb Management [0.5]				
		Active Transportation		Provide Free Bicycle Share to On-Site Employees [1]				
				Secured Bicycle Cage with E-Bike Charging Facilities [1]				
				Showers, Lockers and Changing Rooms[6] [1]				
				<0.5 miles from Bicycle Share Hub [0.5]				
				Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]				
		Carpool/ Vanpool Programs		Provide Preferential Parking for Carpool/Vanpool Vehicles[7] [0.5]				
				Provide Employees with Carpool/Vanpool Matching Services [0.5]				
				Provide Financial Incentives for Employee Carpool Groups [1]				
				Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips [1]				
		Car Share*		Provide Private Car Share Program or Membership to Public Car Share Program for On-Site Employees [0.5]				
				<0.5 miles from a Car Share Hub [0.5]				
		Transit Programs*		Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [3]				
				Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]				
				Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion [2]				
				Offer Pre-Tax Transportation Benefits [1]				
				Fund Communitywide Shuttle Program or other TDM measure[8] $200,000 [4]				
				Fund Communitywide Shuttle Program or other TDM measure[8] $100,000 [2]				
				On-Site Shuttle Program with Regular or On-Demand Service [2]				
		Guaranteed Ride Home Program		Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]				
		TDM Information		Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees [0.5]				

*Only one option/point value can be used for this category.

[1] Entertainment venue projects also may be screened out (not require a VMT analysis) if they meet other criteria set forth in the City's VMT Policy (e.g. map-based and existing-use screening). Entertainment venue projects that are not screened out will be evaluated using the same methodology and threshold of significance as office uses.

[2] Funding responsibility to be based on project's fair share.

[3] Curb ramps, crosswalks, and pedestrian-activated beacon systems to be constructed where missing or substandard per the Los Altos *Complete Streets Master Plan* .

[4] Other complete street improvements for bike/pedestrian access including pedestrian-activated beacon systems per the City of Los Altos *Complete Streets Master*

[5] As recommended in the most recent VTA *Bicycle Technical Guidelines* .

[6] Per the *California Green Building Standards Code,* Table A5.106.4.3.

[7] Per the *California Green Building Standards Code,* Table A5.106.5.1.

[8] Subject to an agreement between the City and developer.

City of Los Altos
Transportation Analysis Checklist - Medical/Dental Office

				Project Type	Medical/Dental Office		
				Gross Floor Area (square feet)	**<3,000**	**3,000-6,999**	**≥7,000**
				Approx. Daily Veh Trips (Medical/Dental Office)	≤104	104-244	≥244
				Approx. PM Peak Hour Veh Trips (Medical/Dental Office)	≤10	10-24	≥24
VMT Analysis Required[1]				VTA Tool	✓	✓	✓
Basic LTA Elements				**Local Transportation Analysis (LTA) Type**	**Focused**	**Standard**	**Expanded**
				Trip Generation	✓	✓	✓
				Project Trip Distribution & Assignment	✓	✓	✓
				Parking Summary	✓	✓	✓
LOS/Intersection Control Analysis	**Study Intersections**	**Unsignalized**		Locations on Arterials or Collectors that Provide Access to the Site and Other Locations Identified by City Traffic Engineer	✓	✓	✓
		Signalized		Within 0.5 miles	✓	✓	✓
				Within 1 mile		✓	✓
				Beyond 1 mile with ≥10 trips/lane/peak hour			✓
	Scenarios			Existing & Existing + Project	✓	✓	✓
				Near-Term & Near-Term+Project		✓	✓
				Future 2040 & Future 2040 + Project			✓
Operational Study Elements within LTA				Site Access & On-Site Circulation	✓	✓	✓
				Pedestrian Site Access	✓	✓	✓
				Bike Site Access	✓	✓	✓
				Transit Connectivity	✓	✓	✓
				Left / Right Turn Queue Analysis		✓	✓
				Neighborhood Traffic Intrusion Analysis		✓	✓
Required Off-Site Improvements	**Frontage**			Sidewalk, Curb & Gutter Replacement	✓	✓	✓
				Landscape and Streetlighting	✓	✓	✓
				Curb Ramps/X-walks	✓	✓	✓
				Full Street Microsurface		✓	✓
	Route Serving Improvements[2]			Pedestrian Crossing Improvements ≤ 0.5 miles[3]	✓	✓	✓
				Pedestrian Crossing Improvements ≤ 0.75 miles[3]		✓	✓
				Pedestrian Crossing Improvements ≤ 1 mile[3]			✓
				Sidewalk Gap Closure to Nearest Transit Stop and Commercial/Civic/Institutional Uses ≤ 0.25 miles		✓	✓
				Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.25 miles[4]		✓	✓
				Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.5 miles[4]			✓
TDM Plan Requirements	**Required Elements**			TDM Coordinator & Annual Monitoring			✓
				On-Site Bicycle Repair Station			✓
				On-Site Bicycle Parking[5]	✓	✓	✓
				On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓
	Menu of Optional TDM Stategies [TDM Points]			**Minimum TDM Points Required**	**2**	**4**	**6**
		Proximity to Transit*		< 0.5 miles to a major transit stop (2 routes at 15-min headway)[3]			
				< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]			
		Proximity to Commercial Uses*		<0.25 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/ Restaurant/Service/Recreational Uses [1]			
				<0.5 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/ Restaurant/Service/Recreational Uses [0.5]			
		Community Complete Streets Improvements		Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]			
				On-Site Ride Share Station with Amenities [1]			
				Bus Shelter [0.5]			
				TNC Curb Management [0.5]			
		Active Transportation		Provide Free Bicycle Share to On-Site Employees [1]			
				Secured Bicycle Cage with E-Bike Charging Facilities [1]			
				Showers, Lockers and Changing Rooms[6] [1]			
				<0.5 miles from Bicycle Share Hub [0.5]			
				Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]			
		Carpool/ Vanpool Programs		Provide Preferential Parking for Carpool/Vanpool Vehicles[7] [0.5]			
				Provide Employees with Carpool/Vanpool Matching Services [0.5]			
				Provide Financial Incentives for Employee Carpool Groups [1]			
				Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips [1]			
		Car Share*		Provide Private Car Share Program or Membership to Public Car Share Program for On-Site Employees [0.5]			
				<0.5 miles from a Car Share Hub [0.5]			
		Transit Programs*		Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [3]			
				Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]			
				Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion [2]			
				Offer Pre-Tax Transportation Benefits [1]			
				Fund Communitywide Shuttle Program or other TDM measure[8] $200,000 [4]			
				Fund Communitywide Shuttle Program or other TDM measure[8] $100,000 [2]			
				On-Site Shuttle Program with Regular or On-Demand Service [2]			
		Guaranteed Ride Home Program		Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]			
		TDM Information		Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees [0.5]			

*Only one option/point value can be used for this category.
[1] Medical/dental office projects also may be screened out (not require a VMT analysis) if they meet other criteria set forth in the City's VMT
[2] Funding responsibility to be based on project's fair share.
[3] Curb ramps, crosswalks, and pedestrian-activated beacon systems to be constructed where missing or substandard per the Los Altos
[4] Other complete street improvements for bike/pedestrian access including pedestrian-activated beacon systems per the City of Los Altos
[5] As recommended in the most recent VTA *Bicycle Technical Guidelines* .
[6] Per the *California Green Building Standards Code,* Table A5.106.4.3.
[7] Per the *California Green Building Standards Code,* Table A5.106.5.1.
[8] Subject to an agreement between the City and developer.

City of Los Altos
Transportation Analysis Checklist - General Office

DRAFT

			Project Type	**General Office**				
			Gross Floor Area (square feet)	**< 2,500**	**2,500-4,999**	**5,000-9,999**	**10,000-24,999**	**≥25,000**
			Approx. Daily Veh Trips (General Office)	<25	25-49	49-97	97-243	≥244
			Approx. PM Peak Hour Veh Trips (General Office)	<3	3-6	6-11	12-29	≥29
VMT Analysis Required[1]			VTA Tool			✓	✓	✓
Basic LTA Elements			**Local Transportation Analysis (LTA) Type**	**Summary**	**Focused**	**Focused**	**Standard**	**Expanded**
			Trip Generation	✓	✓	✓	✓	✓
			Project Trip Distribution & Assignment	✓	✓	✓	✓	✓
			Parking Summary	✓	✓	✓	✓	✓
LOS/Intersection Control Analysis	**Study Intersections**	**Unsignalized**	Locations on Arterials or Collectors that Provide Access to the Site and Other Locations Identified by City Traffic Engineer		✓	✓	✓	✓
		Signalized	Within 0.5 miles		✓	✓	✓	✓
			Within 1 mile				✓	✓
			Beyond 1 mile with ≥10 trips/lane/peak hour					✓
	Scenarios		Existing & Existing + Project		✓	✓	✓	✓
			Near-Term & Near-Term+Project				✓	✓
			Future 2040 & Future 2040 + Project					✓
Operational Study Elements within LTA			Site Access & On-Site Circulation	✓	✓	✓	✓	✓
			Pedestrian Site Access	✓	✓	✓	✓	✓
			Bike Site Access	✓	✓	✓	✓	✓
			Transit Connectivity		✓	✓	✓	✓
			Left / Right Turn Queue Analysis				✓	✓
			Neighborhood Traffic Intrusion Analysis				✓	✓
Required Off-Site Improvements	**Frontage**		Sidewalk, Curb & Gutter Replacement	✓	✓	✓	✓	✓
			Landscape and Streetlighting	✓	✓	✓	✓	✓
			Curb Ramps/X-walks	✓	✓	✓	✓	✓
			Full Street Microsurface				✓	✓
	Route Serving Improvements[2]		Pedestrian Crossing Improvements ≤ 0.5 miles[3]			✓	✓	✓
			Pedestrian Crossing Improvements ≤ 0.75 miles[3]				✓	✓
			Pedestrian Crossing Improvements ≤ 1 mile[3]					✓
			Sidewalk Gap Closure to Nearest Transit Stop and Commercial/Civic/Institutional Uses ≤ 0.25 miles				✓	✓
			Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.25 miles[4]				✓	✓
			Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.5 miles[4]					✓
TDM Plan Requirements	**Required Elements**		TDM Coordinator & Annual Monitoring				✓	✓
			On-Site Bicycle Repair Station			✓	✓	✓
			On-Site Bicycle Parking[5]		✓	✓	✓	✓
			On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	✓	✓
	Menu of Optional TDM Stategies [TDM Points]		**Minimum TDM Points Required**	**1**	**4**	**6**	**8**	**10**
		Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[3]					
			< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]					
		Proximity to Commercial Uses*	<0.25 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/ Restaurant/Service/Recreational Uses [1]					
			<0.5 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/ Restaurant/Service/Recreational Uses [0.5]					
		Community Complete Streets Improvements	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]					
			On-Site Ride Share Station with Amenities [1]					
			Bus Shelter [0.5]					
			TNC Curb Management [0.5]					
		Active Transportation	Provide Free Bicycle Share to On-Site Employees [1]					
			Secured Bicycle Cage with E-Bike Charging Facilities [1]					
			Showers, Lockers and Changing Rooms[6] [1]					
			<0.5 miles from Bicycle Share Hub [0.5]					
			Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]					
		Carpool/ Vanpool Programs	Provide Preferential Parking for Carpool/Vanpool Vehicles[7] [0.5]					
			Provide Employees with Carpool/Vanpool Matching Services [0.5]					
			Provide Financial Incentives for Employee Carpool Groups [1]					
			Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips [1]					
		Car Share*	Provide Private Car Share Program or Membership to Public Car Share Program for On-Site Employees [0.5]					
			<0.5 miles from a Car Share Hub [0.5]					
		Transit Programs*	Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [3]					
			Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]					
			Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion [2]					
			Offer Pre-Tax Transportation Benefits [1]					
			Fund Communitywide Shuttle Program or other TDM measure[8] $200,000 [4]					
			Fund Communitywide Shuttle Program or other TDM measure[8] $100,000 [2]					
			On-Site Shuttle Program with Regular or On-Demand Service [2]					
		Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]					
		TDM Information	Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees [0.5]					
		Amenities	Offer Pedestrian-Oriented Commercial Uses on Ground Floor and/or On-Site Amenities (e.g. café, gym, childcare, retail, bank, laundry/dry cleaning) [1 point per use up to 2 points maximum]					
		Employee Programs	Allow Employees to Telecommute ≥ 1 Day/Week [2]					
			Allow Employees to Work Flex Time and/or Compressed Work Week Schedules [1]					

*Only one option/point value can be used for this category.

[1] Office projects also may be screened out (not require a VMT analysis) if they meet other criteria set forth in the City's VMT Policy (e.g. map-based and existing-use screening).

[2] Funding responsibility to be based on project's fair share.

[3] Curb ramps, crosswalks, and pedestrian-activated beacon systems to be constructed where missing or substandard per the Los Altos *Complete Streets Master Plan* .

[4] Other complete street improvements for bike/pedestrian access including pedestrian-activated beacon systems per the City of Los Altos *Complete Streets Master Plan* .

[5] As recommended in the most recent VTA *Bicycle Technical Guidelines* .

[6] Per the *California Green Building Standards Code,* Table A5.106.4.3.

[7] Per the *California Green Building Standards Code,* Table A5.106.5.1.

[8] Subject to an agreement between the City and developer.

City of Los Altos

Transportation Analysis Checklist - Publilc Facilities (Excluding Schools)

			Project Type	**Public Facilities (excluding schools)**		
			Gross Floor Area (square feet)	**<4,000**	**4,000-19,999**	**≥20,000**
			Approx. Daily Veh Trips (Library)	≤288	288-1,441	≥1,441
			Approx. PM Peak Hour Veh Trips (Library)	≤33	33-163	≥163
VMT Analysis Required[1]						
Basic LTA Elements			**Local Transportation Analysis (LTA) Type**	**Standard**	**Expanded**	**Expanded**
			Trip Generation	✓	✓	✓
			Project Trip Distribution & Assignment	✓	✓	✓
			Parking Summary	✓	✓	✓
LOS/Intersection Control Analysis	**Study Intersections**	**Unsignalized**	Locations on Arterials or Collectors that Provide Access to the Site and Other Locations Identified by City Traffic Engineer	✓	✓	✓
		Signalized	Within 0.5 miles	✓	✓	✓
			Within 1 mile	✓	✓	✓
			Beyond 1 mile with ≥10 trips/lane/peak hour		✓	✓
	Scenarios		Existing & Existing + Project	✓	✓	✓
			Near-Term & Near-Term+Project	✓	✓	✓
			Future 2040 & Future 2040 + Project		✓	✓
Operational Study Elements within LTA			Site Access & On-Site Circulation	✓	✓	✓
			Pedestrian Site Access	✓	✓	✓
			Bike Site Access	✓	✓	✓
			Transit Connectivity	✓	✓	✓
			On-Street Parking Occupancy Study	✓	✓	✓
			Left / Right Turn Queue Analysis	✓	✓	✓
			Neighborhood Traffic Intrusion Analysis	✓	✓	✓
Required Off-Site Improvements	**Frontage**		Sidewalk, Curb & Gutter Replacement	✓	✓	✓
			Landscape and Streetlighting	✓	✓	✓
			Curb Ramps/X-walks	✓	✓	✓
			Full Street Microsurface	✓	✓	✓
	Route Serving Improvements[2]		Pedestrian Crossing Improvements ≤ 0.75 miles[3]	✓	✓	✓
			Pedestrian Crossing Improvements ≤ 1 mile[3]		✓	✓
			Sidewalk Gap Closure to Nearest Transit Stop and Commercial/Civic/Institutional Uses ≤ 0.25 miles	✓	✓	✓
			Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.25 miles[4]	✓	✓	✓
			Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.5 miles[4]		✓	✓
TDM Plan Requirements	**Required Elements**		TDM Coordinator & Annual Monitoring		✓	✓
			On-Site Bicycle Repair Station	✓	✓	✓
			On-Site Bicycle Parking[5]	✓	✓	✓
			On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓
	Menu of Optional TDM Stategies [TDM Points]		**Minimum TDM Points Required**	**2**	**4**	**6**
		Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[3]			
			< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]			
		Community Complete Streets Improvements	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]			
			On-Site Ride Share Station with Amenities [1]			
			Bus Shelter [0.5]			
			TNC Curb Management [0.5]			
		Active Transportation	Provide Free Bicycle Share to On-Site Employees [1]			
			Secured Bicycle Cage with E-Bike Charging Facilities [1]			
			Showers, Lockers and Changing Rooms[6] [1]			
			<0.5 miles from Bicycle Share Hub [0.5]			
			Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]			
		Carpool/ Vanpool Programs	Provide Preferential Parking for Carpool/Vanpool Vehicles[7] [0.5]			
			Provide Employees with Carpool/Vanpool Matching Services [0.5]			
			Provide Financial Incentives for Employee Carpool Groups [1]			
			Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips for Employees [1]			
		Car Share*	Provide Private Car Share Program or Membership to Public Car Share Program for On-Site Employees [0.5]			
			<0.5 miles from a Car Share Hub [0.5]			
		Transit Programs*	Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [3]			
			Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]			
			Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion [2]			
			Offer Pre-Tax Transportation Benefits [1]			
			Fund Communitywide Shuttle Program or other TDM measure $200,000 [4]			
			Fund Communitywide Shuttle Program or other TDM measure $100,000 [2]			
			On-Site Shuttle Program with Regular or On-Demand Service [2]			
		Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]			
		TDM Information	Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees [0.5]			

*Only one option/point value can be used for this category.

[1] Local-serving public facilities such as libraries, community or senior center, and fire station are screened out (not required to conduct a VMT analysis) per the City's VMT Policy.

[2] Funding responsibility to be based on project's fair share.

[3] Curb ramps, crosswalks, and pedestrian-activated beacon systems to be constructed where missing or substandard per the Los Altos *Complete*

[4] Other complete street improvements for bike/pedestrian access including pedestrian-activated beacon systems per the City of Los Altos

[5] As recommended in the most recent VTA *Bicycle Technical Guidelines* .

[6] Per the *California Green Building Standards Code,* Table A5.106.4.3.

[7] Per the *California Green Building Standards Code,* Table A5.106.5.1.

City of Los Altos
Transportation Analysis Checklist - Residential

			Project Type	**Residential**			
			Number of Units	**< 5**	**5-9**	**10-19**	**20-49**	**≥50**
			Approx. Daily Veh Trips (MF mid-rise)	<25	25-49	50-104	105-270	≥270
			Approx. PM Peak Hour Veh Trips (MF mid-rise)	<2	2-4	5-8	9-22	≥22
VMT Analysis Required[1]			VTA Tool			✓	✓	✓
Basic LTA Elements			**Local Transportation Analysis (LTA) Type**	**Summary**	**Summary**	**Focused**	**Standard**	**Expanded**
			Trip Generation	✓	✓	✓	✓	✓
			Project Trip Distribution & Assignment	✓	✓	✓	✓	✓
			Parking Summary	✓	✓	✓	✓	✓
LOS/Intersection Control Analysis	**Study Intersections**	**Unsignalized**	Locations on Arterials or Collectors that Provide Access to the Site and Other Locations Identified by City Traffic Engineer			✓	✓	✓
		Signalized	Within 0.5 miles			✓	✓	✓
			Within 1 mile				✓	✓
			Beyond 1 mile with ≥10 trips/lane/peak hour					✓
	Scenarios		Existing & Existing + Project			✓	✓	✓
			Near-Term & Near-Term+Project				✓	✓
			Future 2040 & Future 2040 + Project					✓
Operational Study Elements within LTA[2]			Site Access & On-Site Circulation	✓	✓	✓	✓	✓
			Pedestrian Site Access	✓	✓	✓	✓	✓
			Bike Site Access	✓	✓	✓	✓	✓
			Transit Connectivity			✓	✓	✓
			School Walkability			✓	✓	✓
			School Bikability			✓	✓	✓
			On-Street Parking Occupancy Study			✓	✓	✓
			Left / Right Turn Queue Analysis				✓	✓
			Neighborhood Traffic Intrusion Analysis				✓	✓
Required Off-Site Improvements	**Frontage**		Sidewalk, Curb & Gutter Replacement	✓	✓	✓	✓	✓
			Landscape and Streetlighting	✓	✓	✓	✓	✓
			Curb Ramps/X-walks	✓	✓	✓	✓	✓
			Full Street Microsurface				✓	✓
	Route Serving Improvements[3]		Pedestrian Crossing Improvements ≤ 0.5 miles[4]			✓	✓	✓
			Pedestrian Crossing Improvements ≤ 0.75 miles[4]				✓	✓
			Pedestrian Crossing Improvements ≤ 1 mile[4]					✓
			Sidewalk Gap Closure to Nearest Transit Stop and Commercial/Civic/Institutional Uses ≤ 0.25 miles				✓	✓
			Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.25 miles[5]				✓	✓
			Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.5 miles[5]					✓
TDM Plan Requirements	**Required Elements**		TDM Coordinator & Annual Monitoring				✓	✓
			On-Site Bicycle Repair Station			✓	✓	✓
			On-Site Bicycle Parking[6]	✓	✓	✓	✓	✓
			On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	✓	✓
	Menu of Optional TDM Stategies [TDM Points]		**Minimum TDM Points Required**	**n/a**	**1**	**2**	**4**	**10**
		Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[3]					
			< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]					
		Affordable Housing*	100% Affordable Housing Project [5]					
			80% Affordable Housing Project [4]					
			60% Affordable Housing Project [3]					
			40% Affordable Housing Project [2]					
			20% Affordable Housing Project [1]					
		Proximity to Commercial Uses*	<0.25 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/ Restaurant/Service/Recreational Uses [3]					
			<0.5 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/ Restaurant/Service/Recreational Uses [1]					
		Community Complete Streets Improvements	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]					
			On-Site Ride Share Station with Amenities [1]					
			Bus Shelter [0.5]					
			TNC Curb Management [0.5]					
		Bicycle Facilities	Provide Free Bicycle Share to On-Site Residents [1]					
			Secured Bicycle Cage with E-Bike Charging Facilities [1]					
			<0.5 miles from Bicycle Share Hub [0.5]					
		Car Share*	Provide Private Car Share Program or Membership to Public Car Share Program for On-Site Residents [0.5]					
			<0.5 miles from a Car Share Hub [0.5]					
		Transit Programs*	Provide VTA SmartPass (or a Comparable Program) Membership to All Residents for the First 10 Years Following Project Completion [3]					
			Provide Caltrain Go Pass (or a Comparable Program) Membership to All Residents for the First 10 Years Following Project Completion [2]					
			Offer Discounted VTA & Caltrain Transit Pass to Residents for the first 10 years Following Project Completion [2]					
			Fund Communitywide Shuttle Program or other TDM measure[7] $200,000 [4]					
			Fund Communitywide Shuttle Program or other TDM measure[7] $100,000 [2]					
			On-Site Shuttle Program with Regular or On-Demand Service [2]					
		TDM Information	Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Residents as They Move In and Annually to All Residents [0.5]					
		Amenities	Offer Delivery-Supportive Amenities (e.g. an area for receipt of deliveries, clothes lockers for laundry or dry cleaning, storage for package deliveries, or temporary refrigeration for grocery deliveries) [1]					
			Provide Family-Supportive Amenities (e.g. on-site secure storage of personal car seats, strollers, cargo bicycles, etc., or shared shopping carts or cargo bicycles for check out by residents) [1]					

*Only one option/point value can be used for this category.

[1] Residential projects also may be screened out (not require a VMT analysis) if they meet other criteria set forth in the City's VMT Policy (e.g. map-based, affordable housing , and existing-use screening).

[2] SB 35 housing projects will be required to conduct an analysis of site access and on-site circulation but no other operational study elements.

[3] Funding responsibility to be based on project's fair share.

[4] Curb ramps, crosswalks, and pedestrian-activated beacon systems to be constructed where missing or substandard per the Los Altos *Complete Streets Master Plan* .

[5] Other complete street improvements for bike/pedestrian access including pedestrian-activated beacon systems per the City of Los Altos *Complete Streets Master Plan* .

[6] As recommended in the most recent VTA *Bicycle Technical Guidelines* . An enclosed garage assigned to one residential unit is considered one Class I bicycle parking space.

[7] Subject to an agreement between the City and developer.

			Project Type	Retail				
			Gross Floor Area (square feet)	**<2,000**	**2,000-3,999**	**4,000-9,999**	**10,000-59,999**	**≥60,000**
			Approx. Daily Veh Trips (Shopping Center)	<53	53-106	106-264	264-1,585	>1,585
			Approx. PM Peak Hour Veh Trips (Shopping Center)	<6	6-11	11-27	27-160	>160
VMT Analysis Required[1]			VTA Tool					✓
Basic LTA Elements			**Local Transportation Analysis (LTA) Type**	**Summary**	**Focused**	**Standard**	**Expanded**	**Expanded**
			Trip Generation	✓	✓	✓	✓	✓
			Project Trip Distribution & Assignment	✓	✓	✓	✓	✓
			Parking Summary	✓	✓	✓	✓	✓
LOS/Intersection Control Analysis	**Study Intersections**	**Unsignalized**	Locations on Arterials or Collectors that Provide Access to the Site and Other Locations Identified by City Traffic Engineer		✓	✓	✓	✓
		Signalized	Within 0.5 miles		✓	✓	✓	✓
			Within 1 mile			✓	✓	✓
			Beyond 1 mile with ≥10 trips/lane/peak hour				✓	✓
	Scenarios		Existing & Existing + Project		✓	✓	✓	✓
			Near-Term & Near-Term+Project			✓	✓	✓
			Future 2040 & Future 2040 + Project				✓	✓
Operational Study Elements within LTA			Site Access & On-Site Circulation	✓	✓	✓	✓	✓
			Pedestrian Site Access	✓	✓	✓	✓	✓
			Bike Site Access	✓	✓	✓	✓	✓
			Transit Connectivity		✓	✓	✓	✓
			On-Street Parking Occupancy Study		✓	✓	✓	✓
			Left / Right Turn Queue Analysis			✓	✓	✓
			Neighborhood Traffic Intrusion Analysis			✓	✓	✓
Required Off-Site Improvements	**Frontage**		Sidewalk, Curb & Gutter Replacement	✓	✓	✓	✓	✓
			Landscape and Streetlighting	✓	✓	✓	✓	✓
			Curb Ramps/X-walks	✓	✓	✓	✓	✓
			Full Street Microsurface			✓	✓	✓
	Route Serving Improvements[2]		Pedestrian Crossing Improvements ≤ 0.5 miles[3]		✓	✓	✓	✓
			Pedestrian Crossing Improvements ≤ 0.75 miles[3]			✓	✓	✓
			Pedestrian Crossing Improvements ≤ 1 mile[3]				✓	✓
			Sidewalk Gap Closure to Nearest Transit Stop and Commercial/Civic/Institutional Uses ≤ 0.25 miles			✓	✓	✓
			Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.25 miles[4]			✓	✓	✓
			Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.5 miles[4]				✓	✓
TDM Plan Requirements	**Required Elements**		TDM Coordinator & Annual Monitoring				✓	✓
			On-Site Bicycle Repair Station			✓	✓	✓
			On-Site Bicycle Parking[5]	✓	✓	✓	✓	✓
			On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	✓	✓
	Menu of Optional TDM Stategies [TDM Points]		**Minimum TDM Points Required**	**0.5**	**1**	**2**	**4**	**6**
		Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[3]					
			< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]					
		Community Complete Streets Improvements	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]					
			On-Site Ride Share Station with Amenities [1]					
			Bus Shelter [0.5]					
			TNC Curb Management [0.5]					
		Active Transportation	Provide Free Bicycle Share to On-Site Employees [1]					
			Secured Bicycle Cage with E-Bike Charging Facilities [1]					
			Showers, Lockers and Changing Rooms[6] [1]					
			<0.5 miles from Bicycle Share Hub [0.5]					
			Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]					
		Carpool/ Vanpool Programs	Provide Preferential Parking for Carpool/Vanpool Vehicles[7] [0.5]					
			Provide Employees with Carpool/Vanpool Matching Services [0.5]					
			Provide Financial Incentives for Employee Carpool Groups [1]					
			Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips [1]					
		Car Share*	Provide Private Car Share Program or Membership to Public Car Share Program for On-Site Employees [0.5]					
			<0.5 miles from a Car Share Hub [0.5]					
		Transit Programs*	Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [3]					
			Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]					
			Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion [2]					
			Offer Pre-Tax Transportation Benefits [1]					
			Fund Communitywide Shuttle Program or other TDM measure[8] $200,000 [4]					
			Fund Communitywide Shuttle Program or other TDM measure[8] $100,000 [2]					
			On-Site Shuttle Program with Regular or On-Demand Service [2]					
		Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]					
		TDM Information	Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees [0.5]					

*Only one option/point value can be used for this category.

[1] Retail projects also may be screened out (not require a VMT analysis) if they meet other criteria set forth in the City's VMT Policy (e.g. map-based and existing-use screening). Retail projects that are not screened out will be evaluated using the same methodology and threshold of significance as office uses.

[2] Funding responsibility to be based on project's fair share.

[3] Curb ramps, crosswalks, and pedestrian-activated beacon systems to be constructed where missing or substandard per the Los Altos *Complete Streets Master Plan* .

[4] Other complete street improvements for bike/pedestrian access including pedestrian-activated beacon systems per the City of Los Altos *Complete Streets Master Plan* .

[5] As recommended in the most recent VTA *Bicycle Technical Guidelines* .

[6] Per the *California Green Building Standards Code,* Table A5.106.4.3.

[7] Per the *California Green Building Standards Code,* Table A5.106.5.1.

[8] Subject to an agreement between the City and developer.

				Project Type	School			
				Students	**≤32**	**33-89**	**90-199**	**≥200**
				Approx. Daily Veh Trips (K-8 Charter School)	<100	100-271	272-605	≥606
				Approx. AM Peak Hour Veh Trips (K-8 Charter School)	<34	34-93	94-207	≥208
VMT Analysis Required[1]				VTA Tool	✓	✓	✓	✓
Basic LTA Elements				**Local Transportation Analysis (LTA) Type**	**Focused**	**Standard**	**Expanded**	**Expanded**
				Trip Generation (Add Midday Peak Hour)	✓	✓	✓	✓
				Project Trip Distribution & Assignment	✓	✓	✓	✓
				Parking Summary	✓	✓	✓	✓
LOS/Intersection Control Analysis[2]	**Study Intersections**	**Unsignalized**		Locations on Arterials or Collectors that Provide Access to the Site and Other Locations Identified by City Traffic Engineer	✓	✓	✓	✓
		Signalized		Within 0.5 miles	✓	✓	✓	✓
				Within 1 mile		✓	✓	✓
				Beyond 1 mile with ≥10 trips/lane/peak hour			✓	✓
	Scenarios			Existing & Existing + Project	✓	✓	✓	✓
				Near-Term & Near-Term+Project		✓	✓	✓
				Future 2040 & Future 2040 + Project			✓	✓
Operational Study Elements within LTA				Site Access & On-Site Circulation	✓	✓	✓	✓
				Pedestrian Site Access/Walkability Analysis	✓	✓	✓	✓
				Bike Site Access/Bikability Analysis	✓	✓	✓	✓
				Student Drop-Off/Pick-Up Analysis	✓	✓	✓	✓
				Transit Connectivity	✓	✓	✓	✓
				On-Street Parking Occupancy Study	✓	✓	✓	✓
				Left / Right Turn Queue Analysis		✓	✓	✓
				Neighborhood Traffic Intrusion Analysis		✓	✓	✓
Required Off-Site Improvements	**Frontage**			Sidewalk, Curb & Gutter Replacement	✓	✓	✓	✓
				Landscape and Streetlighting	✓	✓	✓	✓
				Curb Ramps/X-walks	✓	✓	✓	✓
				Full Street Microsurface		✓	✓	✓
	Route Serving Improvements[3]			Pedestrian Crossing Improvements ≤ 0.5 miles[4]	✓	✓	✓	✓
				Pedestrian Crossing Improvements ≤ 0.75 miles[4]		✓	✓	✓
				Pedestrian Crossing Improvements ≤ 1 mile[4]			✓	✓
				Sidewalk Gap Closure to Nearest Transit Stop and Recreational/Civic/Institutional Uses ≤ 0.25 miles		✓	✓	✓
				Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.25 miles[5]		✓	✓	✓
				Other Complete Street Improvements for Bike/Pedestrian Access ≤ 0.5 miles[5]			✓	✓
TDM Plan Requirements	**Required Elements**			TDM Coordinator & Annual Monitoring			✓	✓
				On-Site Bicycle Repair Station			✓	✓
				On-Site Bicycle Parking[6]	✓	✓	✓	✓
				On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	✓
	Menu of Optional TDM Strategies [TDM Points]			**Minimum TDM Points Required**	**2**	**4**	**6**	**8**
		Proximity to Transit*		< 0.5 miles to a major transit stop (2 routes at 15-min headway)[3]				
				< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]				
		Community Complete Streets		Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]				
				Bus Shelter [0.5]				
		Active Transportation		Implement Walk/Bike/Transit to School Groups (Staff and/or parents could meet students at designated locations and accompany student groups as they walk, bike, or ride the bus to school) [1]				
				Implement ≥4 Walk/Bike to School Days each Year [0.5]				
				Provide Free Bicycle Share to On-Site Employees [1]				
				Secured Bicycle Cage with E-Bike Charging Facilities [1]				
				Showers, Lockers and Changing Rooms[7] [1]				
				<0.5 miles from Bicycle Share Hub [0.5]				
				Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]				
		Carpool/ Vanpool Programs		Provide Preferential Parking for Carpool/Vanpool Vehicles[8] [0.5]				
				Provide Employees, Parents, and Student Drivers with Carpool/Vanpool Matching Services [0.5]				
				Provide Financial Incentives for Employees and/or Family (Student) Carpool Groups [1]				
				Partner with Carpool Apps (e.g. Zum, KidzJet) to Subsidize Shared Ride Trips [1]				
		Transit Programs*		Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [3]				
				Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]				
				Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion [2]				
				Offer Pre-Tax Transportation Benefits to Employees [1]				
				Fund Communitywide Shuttle Program or other TDM measure[9] $200,000 [4]				
				Fund Communitywide Shuttle Program or other TDM measure[9] $100,000 [2]				
				Implement Student Bussing Program to/from designated stops in neighborhoods that are beyond walking distance and/or designated transit stations (e.g. Caltrain) [4]				
		Guaranteed Ride Home Program		Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]				
		TDM Communication/ Education		Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees and Families (Students) [0.5]				
				Incorporate Bicycle and Walking Education into Physical Education Curriculum to Promote Health and Environmental Benefits of Walking and Biking [0.5]				
				Conduct an Annual Bicycle Rodeo Event (e.g. bicycle safety check, helmet fitting, instruction on the rules of the road and bicycle maintenance, an obstacle course, etc.) [0.5]				
				Hold Classroom/Grade Level Competitions to Promote Active Transportation with incentives rewards for participation and/or prizes [0.5]				

*Only one option/point value can be used for this category.

[1] The City of Los Altos Draft VMT Policy states that local serving public neighborhood elementary schools shall be presumed to have a less-than-significant transportation impact. Private schools, middle schools, high schools, magnate schools, and charter schools also may be screened out (not require a VMT analysis) if they meet other criteria set forth in the City's VMT Policy (e.g. small project, map-based and existing-use screening). School projects that are not screened out will be evaluated using the same methodology and threshold of significance as office uses.

[2] For schools, the intersection level of service analysis also will include the midday peak hour when school is dismissed (typically the peak one-hour period between 2 and 4 PM).

[3] Funding responsibility to be based on project's fair share.

[4] Curb ramps, crosswalks, and pedestrian-activated beacon systems to be constructed where missing or substandard per the Los Altos *Complete Streets Master Plan* .

[5] Other complete street improvements for bike/pedestrian access including pedestrian-activated beacon systems per the City of Los Altos *Complete Streets Master*

[6] As recommended in the most recent VTA *Bicycle Technical Guidelines* .

[7] Per the *California Green Building Standards Code,* Table A5.106.4.3.

[8] Per the *California Green Building Standards Code,* Table A5.106.5.1.

[9] Subject to an agreement between the City and developer.

Example TDM Plans

Project	Project Type and Size (du or SF)	TDM Points Required	TDM Strategies	TDM Points Achieved for Residential Use
5150 El Camino Real	Residential - 196 mf du (townhomes & condos)	10	<0.5 miles to major transit stop	3
			<0.25 miles to retail/restaurant uses	3
			Secured Bicycle Cage with E-Bike Charging Facilities	1
			Provide VTA SmartPass to All Residents	3
			Total	**10**
999 Fremont Avenue	Mixed Use - 3 mf du + 1,498 s.f. retail	residential: 0 retail: 0	n/a	0
4898 El Camino Real	Residential - 21-28 mf du	4	<0.5 miles to major transit stop	3
			<0.25 miles to shopping center	3
			Total	**6**
4350 El Camino Real	Residential - 47 mf units	4	<0.5 miles to major transit stop	3
			<0.25 miles to shopping center	3
			Total	**6**
444-450 First Street	Residential - 26 mf du (condos)	4	<0.25 miles to retail/restaurant uses	3
			<0.5 miles to car share hub @300 2nd St.	0.5
			Add sidewalk along 1st St. frontage (fill existing sidewalk gap)	3
			Total	**6.5**
425 First Street	Residential - 20 mf du (condos)	4	<0.25 miles to retail/restaurant uses	3
			<0.5 miles to car share hub @300 2nd St.	0.5
			Distribute TDM info at move in & annually	0.5
			Total	**4**
467 First Street	Office - 17,103 sf office	8	<0.5 miles to local transit stop	0.5
			<0.25 miles to retail/restaurant uses	1
			showers/lockers/changing rooms	1
			Preferential parking for carpools	0.5
			Carpool matching service	0.5
			<0.5 miles to car share hub @300 2nd St.	0.5
			Offer discounted VTA & Caltrain transit pass to employees for 10 years	2
			TDM info to new employees & annually to all employees	0.5
			Guaranteed Ride Home Program	0.5
			Allow employees to telecommute ≥ 1 day/week	1
			Total	**8**

*Examples of how projects could meet the proposed new TDM requirements. TDM strategies listed may not have been implemented at the projects listed.