



DATE: March 30, 2022

AGENDA ITEM #3

TO: Complete Streets Commission

FROM: Marisa Lee, Transportation Services Manager

SUBJECT: Transportation Analysis Documents (VMT/LOS Checklists and TDM Requirements)

ATTACHMENTS: VMT Checklists, TDM Worksheets, User Guide

RECOMMENDATION:

Approve VMT Checklists and TDM Worksheets following subcommittee review and revisions by the consultant.

INTRODUCTION

To help guide developers and their consultant teams in the development of Transportation Analysis reports in Los Altos, Staff worked with consultants from Hexagon Transportation Consultants to develop Transportation Analysis Checklists by development type (residential, general office, medical/dental office, retail, restaurant, entertainment venue, public facility, school, and day care). Hexagon has prepared many of the traditional TIA reports for projects in the City and is a regional leader in development of methodologies to measure VMT.

The checklists focus on the “Operations Analysis” requirements to ensure proper integration of a project into the Los Altos community with a focus on mobility improvements and Transportation Demand Management (TDM) requirements in line with the regional goals of VMT analysis and mitigation.

Private and public development projects are required to analyze environmental impacts from their projects as part of the CEQA requirement of the planning process. One key determination under CEQA is the transportation impact of the project. The process for analyzing transportation impacts has changed on July 1, 2020 with the adoption of SB 743, which requires the use of Vehicle Miles Traveled (VMT) to measure “impacts” versus traditional Level of Service (LOS) which uses “delay” as its measure of determining project impact. By evaluating transportation impacts, rather than delay, communities are better able to promote the state’s goals of reducing greenhouse gas emissions and traffic-related air pollution, promoting the development of a multimodal transportation system, and providing clean, efficient access to destinations. Government agencies may still require traditional LOS analysis as part of a project’s submittal package, but environmental impacts must be measured using VMT.

BACKGROUND

The Complete Streets Commission reviewed these checklists in August 2021 and requested more stringent TDM measures. A subcommittee was created to review these documents in detail, and two 1.5-hour review meetings were conducted with the subcommittee, City staff, and the Consultant team from Hexagon. All feedback was incorporated into the revisions.

CONSENT ITEM RECOMMENDATION

A list of revisions, resulting from the two 1.5-hour subcommittee meetings with Staff and consultants, is provided below. Please review the revisions and email any final comments to mlee@losaltosca.gov. Staff recommends approving these documents.

Summary of the changes in the Guide document:

- Modified document to reflect how we have pulled out the TDM requirements from the transportation checklists and created a separate TDM worksheets for each land use.
- Explained that the checklists and worksheets apply only to new developments not existing uses.
- Explained transportation checklists are for information only while the TDM worksheets must be completed and returned as part of the project application.
- Added list of land uses for which transportation checklists and TDM worksheets have been prepared.
- Explained that other land uses not listed will be subject to requirements for the land use that is most closely related.
- Added descriptions of operational study elements.
- Added descriptions for required TDM elements.
- Added discussion of optional TDM strategies and maximum TDM points for passive TDM measures.
- Clarified TDM compliance and monitoring requirements.

Summary of changes to the TDM requirements:

- TDM communication was changed from an optional measure worth 0.5 points to a required measure (zero points) for all new developments regardless of size.
- Capped TDM points that can be earned for passive TDM measures (e.g. proximity to transit and proximity to commercial uses).
- Clarified that bike parking must be provided at ground level.
- Bike share –reduced from 1.0 to 0.5 TDM points except for bike share programs with at least 2 e-bikes, which can earn 1.0 point.

- Added optional TDM measures to allow projects to earn 1.0 point for additional on-site bike parking.
- Optional TDM measure to provide funding for communitywide shuttle scaled to project size based on cost of Via-Cupertino on-demand shuttle. Clarified this is a one-time payment not on-going.
- Car share program – specified that membership to public car share must be provided for 10 years; deleted private car share program; eliminate points for proximity to public car share; add 1.0 point for providing space on site for public car share vehicle.
- Reduced TDM points for on-site ride share station from 1.0 to 0.5.
- Eliminated proximity to bike share hub as an optional TDM measure (there aren't any public bike share programs in Los Altos currently).
- Reduced TDM point values for delivery and family supportive amenities from 1.0 to 0.5 points.
- Added/expanded footnotes to specify in more detail certain TDM measures (e.g. number of bikes that must be provided in bike share program, required elements in bike repair station, describe ride share station amenities, minimum value of transit subsidy, requirements for private shuttle service).
- Reduced the points for on-site rideshare station from 1.0 to 0.5 points per CSC subcommittee comments.
- Changed language from “On-Site” Shuttle Program to “Private” Shuttle Program to avoid any confusion about the purpose and service area of this optional TDM measure.

No substantive changes were made to the transportation checklists since the Complete Streets Commission meeting on August 25, 2021, other than pulling out the TDM requirements and creating separate TDM worksheets for the same set of land uses.