



CITY of CALABASAS

LOCAL TRANSPORTATION STUDY CHECKLIST

This checklist will be used to screen land development projects to determine if they may be presumed to have no significant CEQA transportation impacts, if they need to have a formal VMT traffic study, and if they need to have a Local Transportation Operational Assessment. The process will include the following steps as outlined below.

Date of Review: **Date**
Project Name: **Project Name and Address**
Project Description: **Land Use(s) and Size(S)**
Reviewed By: **Reviewer**

Summary:

- Needs TIA <Yes or No>
- Needs LTA <Yes or No>

Transportation Environmental Impact Analysis for CEQA Compliance (TIA)

Step 1: Check Project Type:

Meet: <Yes or No>

Certain project types can be presumed to improve, have no impact to, or have a less than significant impact. The following type generally improve regional VMT or have no impact:

- Maintenance of existing facilities
- Installation of safety devices
- Installation of traffic control devices
- Installation of bicycle or pedestrian facilities
- Reducing the number or width of existing vehicle lanes
- Modifications to on-street parking
- Adding alternative fuel charging infrastructure

Local serving retail projects generally improve the convenience of shopping close to home and has the effect of reducing regional vehicle travel. This could be applied to individual businesses in a community-based shopping center. Similarly, adding local neighborhood serving parks and schools can reduce vehicle travel from facilities located further away. The following types of uses could be presumed to have a less than significant impact as their uses are local serving in nature:

- Local-serving retail establishments (less than 50,000 sf each)
- Local-serving K-12 schools
- Local parks
- Day care centers
- Local-serving gas stations
- Local-serving banks
- Local-serving medical offices
- Local-serving community assembly uses (community organizations, places of worship, etc.)
- Local-serving restaurants
- Local-serving hotels (e.g. non-destination hotels)
- Student housing projects
- Local serving community colleges that are consistent with the assumptions in the Regional Transportation Plan and Sustainable Community Strategy
- Projects generating less than 110 daily vehicle trips. The City would estimate trip generation for a project that may fall in this area and compare it to the 110 daily trip limit criteria. This generally corresponds to the following “typical” development:
 - 11 single family housing units
 - 16 multi-family, condominiums, or townhouse housing units
 - 10,000 sq. ft. of office
 - 15,000 sq. ft. of light industrial
 - 63,000 sq. ft. of warehousing
 - 79,000 sq. ft. of high cube transload and short-term storage warehouse
- Other locally serving land uses as determined by the Community Development Director

Project land use: _____ Project size: _____

Comments:

Step 2: Check for Low VMT Area

Meet: <Yes or No>

Residential and office land use type projects located within a low VMT-generating area may be presumed to have a less than significant impact since the travel patterns will be similar to existing for the same uses. In addition, other employment-related and mixed-use land use projects may be screened if the project can reasonably be expected to generate VMT per resident, per worker, or per service population that is similar to the existing land uses in the low VMT area. Low VMT-generating areas are mapped using the SCAG regional traffic model.

The reviewer needs to identify that the project is consistent with the existing land uses within the traffic analysis zone and use professional judgement that there is nothing unique about the project that would otherwise be misrepresented utilizing the data from the travel demand model.

Comments:

Step 3: Check for Transit Priority Area (TPA) Screening

Meet: No

Projects located within a TPA may be presumed to have a less than significant impact. Transit priority areas are defined as ½ mile from an existing High-Quality Transit Corridor (15 min headway or better during peak periods) stop or ½ mile around an existing major transit stop such as a Metrolink station or regional bus service stop. Unfortunately, the City does not currently have transit services that would qualify as high-quality transit.

Full VMT Analysis

Required: <Yes or No>

Projects not screened through the steps will need to complete a VMT analysis and forecasting through the SCAG regional traffic model to determine the projected VMT from the development project. The VMT would then be compared to the following City’s adopted threshold to determine if there is a significant impact or less than significant impact for CEQA compliance:

1. A significant transportation impact would occur for land use projects under one of the following conditions:
 - a. For residential land use projects if the project generated home-based VMT exceeds 15% below the citywide baseline VMT per capita.
 - b. For commercial or industrial land use projects if the project generated home-based work VMT exceeds 15% below the citywide baseline average VMT per employee.
 - c. For regional retail land use projects if the project generates a net increase in total VMT in comparison to the citywide baseline VMT.
 - d. For land use plans if the plan generates a net increase in total VMT in comparison to the citywide baseline average VMT per service population.
2. For mixed use projects each land use component will be evaluated separately using the criteria above.
3. For other types of land use projects City staff will determine the appropriate VMT metric depending on the project characteristics. A significant impact would occur if the project exceeds 15% below citywide baseline VMT or if the project results in a net increase in Total VMT
4. A significant transportation impact would occur for transportation projects if the project results in a net increase in total VMT in the City compared to baseline conditions.

Projects that have to prepare a full VMT analysis may need to also comply with Caltrans requirements for VMT impact evaluation depending on proximity to a Caltrans facility.

Local Transportation Operational Assessment (LTA)

Check Estimated Project Trip Generation:

Meet: <Yes or No>

Projects that generate less than 110 daily vehicle trips typically do not have to prepare a formal LTA that determines levels of service or other roadway operational impacts. However, they project will still need to be reviewed through the development review process for site circulation, safety, and bicyclist/pedestrian safety access. Projects that are estimated to generate 110 daily trips or more will have to prepare a formal LTA.