

# CITY OF LOMITA



# TRAFFIC STUDY GUIDELINES



## **GUIDELINES FOR THE PREPARATION OF TRAFFIC STUDIES**

The City of Lomita has established a procedure for the preparation of traffic studies to ensure consistency of analysis and adequacy of information for the City's decision makers. These guidelines are to be used for the preparation of traffic studies.

A traffic study is to be conducted for any project requiring discretionary action (e.g., conditional use permit, site plan review, tentative map, etc.) if the project size exceeds the minimum criteria established herein. A major traffic study shall be prepared by a registered (State of California) traffic engineer.

### **PROCEDURES**

Applicants for development projects that meet the criteria herein must submit a traffic impact study consistent with the guidelines set forth in this handout. In addition, applicants shall pay actual costs of review by the City's traffic consultant.

In order to assure that your project is properly reviewed, please complete the following steps:

#### Step 1

Contact the Community Development Department, Planning Division to determine if a traffic study is required for your project.

#### Step 2

If a traffic study is required, your traffic consultant will need to be approved by the Community Development Director prior to preparation.

#### Step 3

Submit the completed traffic study and applicable fee made payable to the City of Lomita.

The traffic study and fee may be submitted concurrently with planning permit applications. An incomplete traffic study may result in your project being delayed.



**What Type of Traffic Study is required?**

In determining what type of traffic analysis is required, the following table shall be utilized:

<b>Project Type</b>	<b>Required Study</b>
2-9 Residential Units (except Senior)	Minor Traffic Study
10 or more Residential Units (except Senior)	Major Traffic Study
2-19 Senior Residential Units	Minor Traffic Study
20 or more Senior Residential Units	Major Traffic Study
New Commercial/Office < 5,000 Square Feet	Minor Traffic Study
New Commercial/Office > 5,000 Square Feet	Major Traffic Study
New Commercial/Retail < 2,500 Square Feet	Minor Traffic Study
New Commercial/Retail > 2,500 Square Feet	Major Traffic Study
Commercial Drive-Thru (including fast food restaurants, pharmacies and car washes)	Major Traffic Study
Schools > 10 students	Major Traffic Study
Churches	Major Traffic Study
New Industrial < 10,000 Square Feet	Minor Traffic Study
New Industrial > 10,000 Square Feet	Major Traffic Study
Projects not listed	To be determined by the Community Development Director

**CONTENTS OF MINOR TRAFFIC STUDIES**

Minor traffic studies shall be prepared by Community Development staff and shall consist of the following:

**1. Study Periods**

Weekday AM and PM peak periods shall be evaluated for residential, commercial and industrial projects. Other projects with varying peak periods shall be analyzed on a case-by-case basis to be determined by the Community Development Director.

**2. Trip Generation**

The current edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual shall be used as the primary document to determine trip generation. Any adjustments to standard rates, such as for special uses, mixed uses, or pass-by trips must be approved by the City's Community Development Director.



**3. Parking Analysis**

The traffic study should include an analysis of parking demand for the proposed project and should also include information regarding how the project will accommodate the parking demand. Shared parking analysis should also be included if applicable.

**4. Site Traffic Requirements**

The evaluation process must include analysis of site design features which may impact local traffic operation including:

- a. Location and design of access points including all driveways;
- b. Vehicle queuing requirements and provisions;
- c. Internal circulation and parking;
- d. Service and loading areas; and
- e. Parking lot circulation and design.

**CONTENTS OF MAJOR TRAFFIC STUDY**

Major traffic studies shall be prepared by a registered traffic engineer by the project applicant with peer review by the City and shall consist of the following:

**1. Study Area Boundaries**

All critical intersections and street segments within the primary influence area of the proposed development are to be evaluated. Critical intersections shall be identified by the Community Development Director.

**2. Study Periods**

Weekday AM and PM peak periods shall be evaluated for residential, commercial and industrial projects. Peak periods for schools and churches shall be identified on a case-by-case basis in consultation with the applicant and the Community Development Director.

**3. Trip Generation**

The current edition of the ITE Trip Generation Manual shall be used as the primary document to determine trip generation. Any adjustments to standard rates, such as for special uses, mixed uses, or pass-by trips must be approved by the City's Community Development Director.

**4. Parking Analysis**

The traffic study should include an analysis of parking demand for the proposed project and should also include information regarding how the project will accommodate the parking demand. Shared parking analysis should also be included if applicable.



**5. Assignment and Analysis**

Site traffic may be applied to the street network and the level of service determined at each critical location for: a) Current (existing), b) Current plus project and c) No Project (cumulative only). The Intersection Capacity Utilization (ICU) method shall be used for evaluation.

**6. Mitigation Measures**

Development which cause any degradation of traffic operation shall to the greatest extent possible mitigate impacts caused by their developments. All proposed roadway mitigation must be illustrated and a preliminary cost estimate provided to show modifications to intersections, including lane widths, widening, street signs and signalization modification.

**7. Site Traffic Requirements**

The evaluation process must include analysis of site design features which may impact local traffic operation including:

- a. Location and design of access points including all driveways;
- b. Vehicle queuing requirements and provisions;
- c. Internal circulation and parking;
- d. Service and loading areas; and
- e. Parking lot circulation and design.

**8. Report Review**

The report will be reviewed by the City for accuracy, completeness and approval of assumptions made throughout the document. Should the report not meet the satisfaction of the City, the report will be returned with appropriate comments for further evaluation. Major traffic studies shall be reviewed by Community Development staff, the Technical and Traffic Advisory Committee (TTAC) and the City's Traffic Commission prior to any public hearing before the Planning Commission and/or the City Council.

**GENERAL FORMAT FOR A MAJOR TRAFFIC STUDY**

The format of a major traffic study shall be generally consistent with the following:

- 1) Executive Summary
  - a) Project Description
  - b) Traffic Study Summary
- 2) Introduction
  - a) Project Description (Location, site plan, surrounding land use and zoning, and contact name)
- 3) Trip Generation (Total and AM/PM Peak)
- 4) Existing Condition



- 5) No Build Condition (Cumulative)
- 6) Proposed Project + Future Conditions
- 7) Parking Analysis
- 8) Other Analysis (ICU, circulation, queuing, loading, etc.)
- 9) Mitigation Measures/Recommendations
- 10) Appendix (technical)

**Who Can I Contact?**

Community Development Department

Francisco Contreras, Associate City Planner – (310) 325-7110, extension 122

Gary Sugano, Community Development Director – (310) 325-7110, extension 121

Public Works Department

Wendell Johnson, Public Works Director (310) 325-7110, extension 124