



Appendix B Update Process and Style Guide Memorandum

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To: Record No. 2015-012094GEN
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RE: **Transportation Impact Analysis Guidelines, Update Process and Style Guide**

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INTRODUCTION

The department issued a series of memoranda that provide updates to topics (e.g., transit, loading) within the Transportation Impact Analysis Guidelines. The prior guidelines did not include the contents that are now included within this memorandum below and its attachment. The department will use this memo as a reference in the development for each of the aforementioned memoranda and for general use in transportation analysis. The department prepared this memorandum in consultation with stakeholders (e.g., city and county agencies).

Transportation analysis will evolve as transportation technologies, devices/modes, systems, services, networks, and legislation change. Therefore, the department may periodically update this memorandum to reflect those changes, as discussed below.

The organization of the memorandum is as follows: process for updates and precision. The attachment (Attachment A) is under separate cover and consists of commonly used acronyms, abbreviations, and definitions. The department may update the attachment to the memorandum more regularly than the body of the memorandum.

PROCESS FOR UPDATES

This section describes some of the reasons that may justify updates to the guidelines and main body of the topic memoranda and associated attachments. The department will not revise the guidance and topic memoranda if the reasons prompting an update are generally not applicable to several projects over a period of time.

Justification for Updates – Main Body

The department does not intend to update the guidelines and main body of the topic memoranda frequently. At a minimum, the department will assess the necessity of updates approximately every four years, following the periodic updates to the San Francisco County Transportation Plan, or following updates to the San Francisco General Plan, or Transportation Element of the San Francisco General Plan. The following list includes some of the reasons that would induce potential updates, if applicable:

- Published California Quality Act(CEQA) appellate or supreme court decisions
- Statutory changes to CEQA
- Regulatory changes to the CEQA Guidelines
- Legislative changes to San Francisco Administrative Code chapter 31

- Findings from the Planning Commission or Board of Supervisors in response to a CEQA appeal
- Resolutions adopted by the Planning Commission or Board of Supervisors
- New substantial evidence¹ regarding travel demand (e.g., demographics, economics, emerging mobility services and technologies, etc.)
- Major policy documents (e.g., if a policy document identifies goals for vehicle miles traveled) or code changes (e.g., if a code change eliminates the possibility of a significant effect for a significance criterion, that methodology or significance criterion may be removed or revised)
- Substantial changes to methodologies and review processes
- Other updates as determined by the department

In most instances, when the department updates the guidelines and main body of the topic memorandum, it will supersede the previous guidelines and topic memorandum. The department will use that new guidance for all transportation analyses, despite the status of the transportation analysis for any particular project (e.g., if the department has started, but not yet finalized a transportation analysis). However, instances may occur where the department already commenced analysis that is more conservative (e.g., more stringent in what the department considers an impact on the environment), but yet would not be misleading to the public and decision-makers, and therefore the department may consider the analysis complete and adequate. Example: if the department issues revised trip generation rates that result in lower, but not substantially lower, trip generation than prior analysis already commenced for a particular project, the department may consider not updating the already commenced analysis. Another example: if the department removes a significance criterion, the department may consider presenting the already commenced analysis for informational purposes only, at the department's discretion.

Justification for Updates – Attachments

The department may update the attachments of the memoranda more frequently than the main body or guidelines. At a minimum, the department will assess the necessity of updates approximately every two years. The following list includes some of the reasons that would induce potential updates, if applicable:

- The department identifies new mitigation or improvement measures
- The planning commission adopts an area plan and associated mitigation measures
- A department or consultant-prepared transportation study that includes a useful example of an impact and mitigation measure
- Updated terms and definitions as a result of code or policy changes or emerging technologies and services
- Updated data maintenance requirements
- Other updates as determined by the department

In most instances, when the department updates an attachment, it will supersede the previous attachment. The department generally uses the attachments as additional *resources* (e.g., sample projects, sample mitigation measures and improvement measures, sample design solutions), with the exception of acronyms, terms, and definitions contained herein, as opposed to *guidance*. Therefore, the department will generally not use updates to the attachments, as opposed to direction regarding the guidelines or main

¹ CEQA defines the term "substantial evidence", which the department will use, and the department will determine if something is "major" or "substantial" as it relates to other listed items.

body of the memoranda, for already commenced analysis (e.g., a consultant submitted draft 1 of a transportation analysis).

Precision

This section describes the level of precision that the department will use in the presentation of any transportation analysis in tables or text/narrative within a transportation study or section. The department may include more detailed level of precision, if necessary, in appendices of a transportation study or section (e.g., spreadsheet).² Level of precision will depend on the subject matter and flexibility is allowed where appropriate to illustrate any meaningful difference (e.g., more precision may be warranted if the total reported value is small). The following table is intended to provide guidance, not strict rules, and it includes a non-comprehensive list of metrics and the associated level of precision.

Table 1: Precision

Metric	Level of Precision, i.e., rounding
<i>Project Description and Existing Baseline (i.e., actual observations)</i>	
distance	actual distance via each transportation mode, not as the crow flies; less than 50, nearest foot; between 50 and 100, nearest 10 feet; between 100 and 1,000, nearest 50 feet; greater than 1,000, nearest 0.25 mile
linear feet for sidewalk and roadway width	nearest whole foot (text); nearest six inches (table, figure)
square feet	less than 100 square feet, nearest 10; between 100 and 1,000, nearest 50; between 1,000 and 10,000, nearest 100; ... between 90,000 and 99,999, nearest 900; greater than or equal to 100,000, nearest 1,000
parking spaces (e.g., bicycle, loading, vehicle)	less than 100, nearest whole number; between 100 and 200, nearest five spaces; greater than 200, nearest 10 spaces
parking rate (e.g., neighborhood, per unit, per square footage)	nearest 5/100 (e.g., 0.15, 0.20, etc.)
counts (number of people walking, riding transit, bicycling, driving)	less than 100, nearest 10; between 100 and 199, nearest 20; ...

² In other words, the appendices of a transportation study or section should present a greater level of precision (e.g., calculations in mathematical formulas) than the main body of a transportation study or section.

Metric	Level of Precision, i.e., rounding
	between 900 and 999, nearest 100; greater than or equal to 1,000, nearest 110;
counts (commercial and passenger loading spaces or trips, number of parking spaces)	nearest whole number
transit headway(s)	nearest half minute
utilization (e.g., transit, parking, etc.)	nearest whole percentage
injuries or fatalities	nearest whole number, rounding up
<i>Modeling, Forecasting, and Projections (i.e., estimates)</i>	
transit delay or speed	nearest second or 1/10 mile per hour
vehicle miles traveled per metric (e.g., household or land use (retail, office, etc.))	nearest 1/10 (e.g., 0.1, 0.2, etc.)
trip generation rate (estimate)	nearest 1/10 (e.g., 0.1, 0.2, etc.)
trip generation (number of people walking, riding transit, bicycling, driving)	less than 100, nearest 10; between 100 and 199, nearest 20; ... between 900 and 999, nearest 100; greater or equal than 1,000, nearest 110
commercial and passenger loading demand, parking demand	round up to whole number
average number of persons in a vehicle (i.e., average vehicle occupancy)	nearest 1/10 (e.g., 0.1, 0.2, etc.)
ways people travel (i.e., mode split); common destinations (i.e., trip distribution)	less than 10%, nearest 1/10 (0.1%, 0.2%, etc.); greater than 10%, nearest whole percentage