REFERRAL FORMS:

TRANSPORTATION STUDY ASSESSMENT

DEPARTMENT OF TRANSPORTATION - REFERRAL FORM

RELATED CODE SECTION: Los Angeles Municipal Code Section 16.05 and various code sections.

PURPOSE: The Department of Transportation (LADOT) Referral Form serves as an initial assessment to determine whether a project requires a Transportation Assessment.

GENERAL INFORMATION

- Administrative: Prior to the submittal of a referral form with LADOT, a Planning case must have been filed with Los Angeles City Planning.
- All new school projects, including by-right projects, must contact LADOT for an assessment of the school's proposed drop-off/pick-up scheme and to determine if any traffic controls, school warning and speed limit signs, school crosswalk and pavement markings, passenger loading zones and school bus loading zones are needed.
- Unless exempted, projects located within a transportation specific plan area may be required to pay a traffic impact assessment fee regardless of the need to prepare a transportation assessment.
- Pursuant to LAMC Section 19.15, a review fee payable to LADOT may be required to process this form. The applicant should contact the appropriate LADOT Development Services Office to arrange payment.
- LADOT's Transportation Assessment Guidelines, VMT Calculator, and VMT Calculator User Guide can be found at **http://ladot.lacity.org**.
- A transportation study is not needed for the following project applications:
    - Ministerial / by-right projects
    - Discretionary projects limited to a request for change in hours of operation
    - Tenant improvement within an existing shopping center for change of tenants
    - Any project only installing a parking lot or parking structure
    - Time extension
    - Single family home (unless part of a subdivision)
- This Referral Form is not intended to address the project's site access plan, driveway dimensions and location, internal circulation elements, dedication and widening, and other issues. These items require separate review and approval by LADOT.

SPECIAL REQUIREMENTS

When submitting this referral form to LADOT, include the completed documents listed below.

☐ Copy of Department of City Planning Application (CP-7771.1).

☐ Copy of a fully dimensioned site plan showing all existing and proposed structures, parking and loading areas, driveways, as well as on-site and off-site circulation.

☐ If filing for purposes of Site Plan Review, a copy of the Site Plan Review Supplemental Application.

☐ Copy of project-specific VMT Calculator analysis results.

TO BE VERIFIED BY PLANNING STAFF PRIOR TO LADOT REVIEW

LADOT DEVELOPMENT SERVICES DIVISION OFFICES: Please route this form for processing to the appropriate LADOT Development Review Office as follows (see this map for geographical reference):

Metro	**West LA**	**Valley**
213-972-8482	*213-485-1062*	*818-374-4699*
100 S. Main St, 9th Floor Los Angeles, CA 90012	7166 W. Manchester Blvd Los Angeles, CA 90045	6262 Van Nuys Blvd, 3rd Floor Van Nuys, CA 91401

1. PROJECT INFORMATION

Case Number: _____

Address: _____

Project Description: _____

Seeking Existing Use Credit (will be calculated by LADOT): Yes _____ No _____ Not sure _____

Applicant Name: _____

Applicant E-mail: _____ Applicant Phone: _____

Planning Staff Initials: _____ **Date:** _____

2. PROJECT REFERRAL TABLE

	Land Use (list all)	**Size / Unit**	**Daily Trips**[1]
Proposed[1]			
	Total trips[1]*:*		

a. Does the proposed project involve a discretionary action? **Yes** ☐ **No** ☐

b. Would the proposed project generate 250 or more daily vehicle trips[2]? **Yes** ☐ **No** ☐

c. If the project is replacing an existing number of residential units with a smaller number of residential units, is the proposed project located within one-half mile of a heavy rail, light rail, or bus rapid transit station[3]? **Yes** ☐ **No** ☐

If **YES** to **a.** and **b.** or **c.**, or to **all** of the above, the Project must be referred to LADOT for further assessment.

Verified by: Planning Staff Name:_____Phone:_____

Signature: _____Date:_____

[1] Qualifying Existing Use to be determined by LADOT staff on following page, per LADOT's Transportation Assessment Guidelines.

[2]To calculate the project's total daily trips, use the VMT Calculator. Under 'Project Information', enter the project address, land use type, and intensity of all proposed land uses. Select the '**+**' icon to enter each land use. After you enter the information, copy the 'Daily Vehicle Trips' number into the total trips in this table. Do not consider any existing use information for screening purposes. For additional questions, consult LADOT's VMT Calculator User Guide and the LADOT Transportation Assessment Guidelines (available on the LADOT website).

[3] Relevant transit lines include: Metro Red, Purple, Blue, Green, Gold, Expo, Orange, and Silver line stations; and Metrolink stations.

TO BE COMPLETED BY LADOT

3. PROJECT INFORMATION

	Land Use (list all)	**Size / Unit**	**Daily Trips**
Proposed	self storage/mini-warehouse	155,956 sf	226(per ITE)
	general office	1,015 sf	11 (per ITE)
	general retail(52 trips exempt per TAG)	1,400 sf	
	Total new trips:		237
Existing			
	Total existing trips:		
	Net Increase / Decrease (+ or -)		+237

a. Is the project a single retail use that is less than 50,000 square feet? **Yes** ☐ **No** ☑

b. Would the project generate a net increase of 250 or more daily vehicle trips? **Yes** ☐ **No** ☑

c. Would the project generate a net increase of 500 or more daily vehicle trips? **Yes** ☐ **No** ☑

d. Would the project result in a net increase in daily VMT? **Yes** ☐ **No** ☑

e. If the project is replacing an existing number of residential units with a smaller number of residential units, is the proposed project located within one-half mile of a heavy rail, light rail, or bus rapid transit station? **Yes** ☐ **No** ☑

f. Does the project trigger Site Plan Review (LAMC 16.05)? **Yes** ☑ **No** ☐

g. Project size:

i. Would the project generate a net increase of 1,000 or more daily vehicle trips? **Yes** ☐ **No** ☑

ii. Is the project's frontage 250 linear feet or more along a street classified as an Avenue or Boulevard per the City's General Plan? **Yes** ☐ **No** ☑

iii. Is the project's building frontage encompassing an entire block along a street classified as an Avenue or Boulevard per the City's General Plan? **Yes** ☐ **No** ☑

VMT Analysis (CEQA Review)

If **YES** to **a.** and **NO** to **e.** a VMT analysis is **NOT** required.
If **YES** to both **b.** and **d.**; or to **e.** a VMT analysis **is** required.

Access, Safety, and Circulation Assessment (Corrective Conditions)

If **YES** to **c.**, a project access, safety, and circulation evaluation may be required.
If **YES** to **f.** and either **g.i.**, **g.ii.**, or **g.iii.**, an access assessment may be required.

LADOT Comments:

No Further Analysis is Required.

Please note that this form is not intended to address the project's site access plan, driveway dimensions and location, internal circulation elements, dedication and widening, and other issues. These items require separate review and approval by LADOT. Qualifying Existing Use to be determined per LADOT's Transportation Assessment Guidelines.

4. Specific Plan with Trip Fee or TDM Requirements: **Yes** ☑ **No** ☐

Fee Calculation Estimate: $397,368.40

VMT Analysis Required (Question b. satisfied): **Yes** ☐ **No** ☑

Access, Safety, and Circulation Evaluation Required (Question c. satisfied): **Yes** ☐ **No** ☑

Access Assessment Required (Question c., f., and either g.i., g.ii. or g.iii satisfied): **Yes** ☐ **No** ☑

Prepared by DOT Staff Name: Brandon Wilson Phone: (818) 374-4691

Signature: Brandon Wilson Date: 09/01/23

TO: Mr. Bill Henry and Ms. Margo Conley; 20401 Ventura Boulevard, LLC

FROM: Phuong Nguyen, TE; CR Associates

DATE: May 3, 2023

RE: 20401 Ventura Blvd, Woodland Hills Self Storage – Parking Analysis

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The purpose of this technical memorandum is to document the parking generation calculations for the proposed 20401 Ventura Boulevard, Woodland Hills Self Storage Project (the "Project").

Project Description

The Project will construct a 146,012 square foot mixed-used building which will comprise 1,400 square feet of retail commercial space, 1,015 square feet of office land use, and 143,597 square feet of self-storage[1]. The site for the Project is currently vacant, with the previous restaurant land use partially demolished, leaving the surface parking lot, which is being used by nearby office uses. The Project site would be accessible via a single 30-foot-wide driveway positioned on the eastern end of the property along Ventura Boulevard. Additionally, the Project will offer 22 parking spaces. **Figure 1** displays the regional location of the project site. **Figure 2** displays the Proposed Project site plan.

Parking Analysis

To ensure that the Project would have enough parking spaces for its intended purposes, an analysis of parking generation was carried out using the 5th Edition of the Institute of Transportation Engineers Parking Generation Manual. **Table 1** presents a summary of the expected peak parking generation for the Proposed Project.

Table 1 Proposed Project Parking Generation Summary

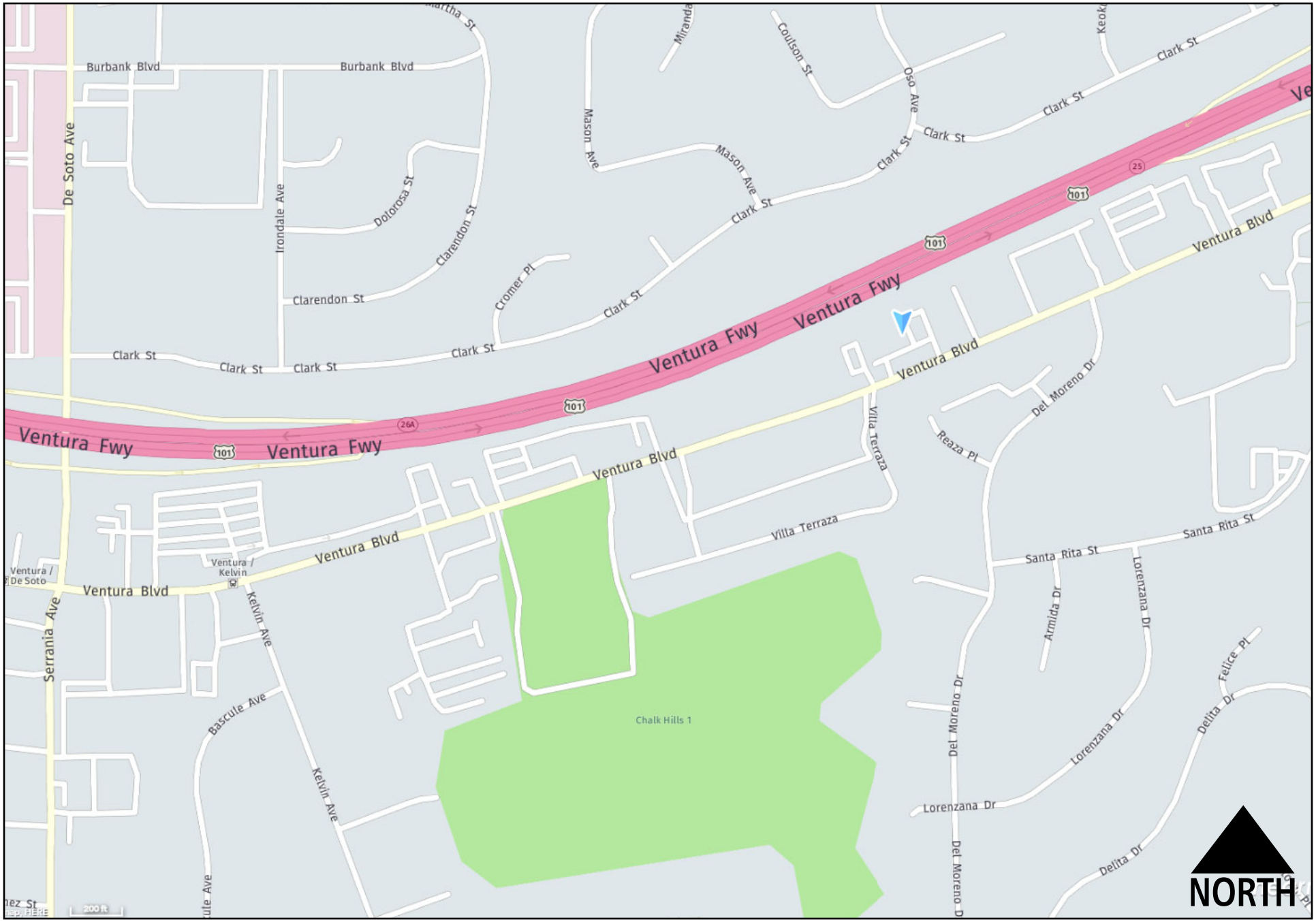
Land Use	ITE Land Use Category	Parking Rate	Peak Parking Demand
143,597 SF Self-Storage Facility	Mini-Warehouse (151)	0.10 spaces / 1,000 SF	15
1,400 SF General Retail	Variety Store (814)	1.13 spaces / 1,000 SF	2
1,015 SF General Office	Small Office (712)	2.56 spaces / 1,000 SF	3
		Total	**20**

Source: ITE Parking Generation Manual 5th Edition, CR Associates; June 2022

Notes: SF = Square Foot

As shown in Table 1, results indicate that the Project's peak parking demand would be 20 spaces, while the Project would offer 22 parking spaces, demonstrating that it has enough parking for the expected uses. The calculations for parking demand generation are available in **Attachment A.**

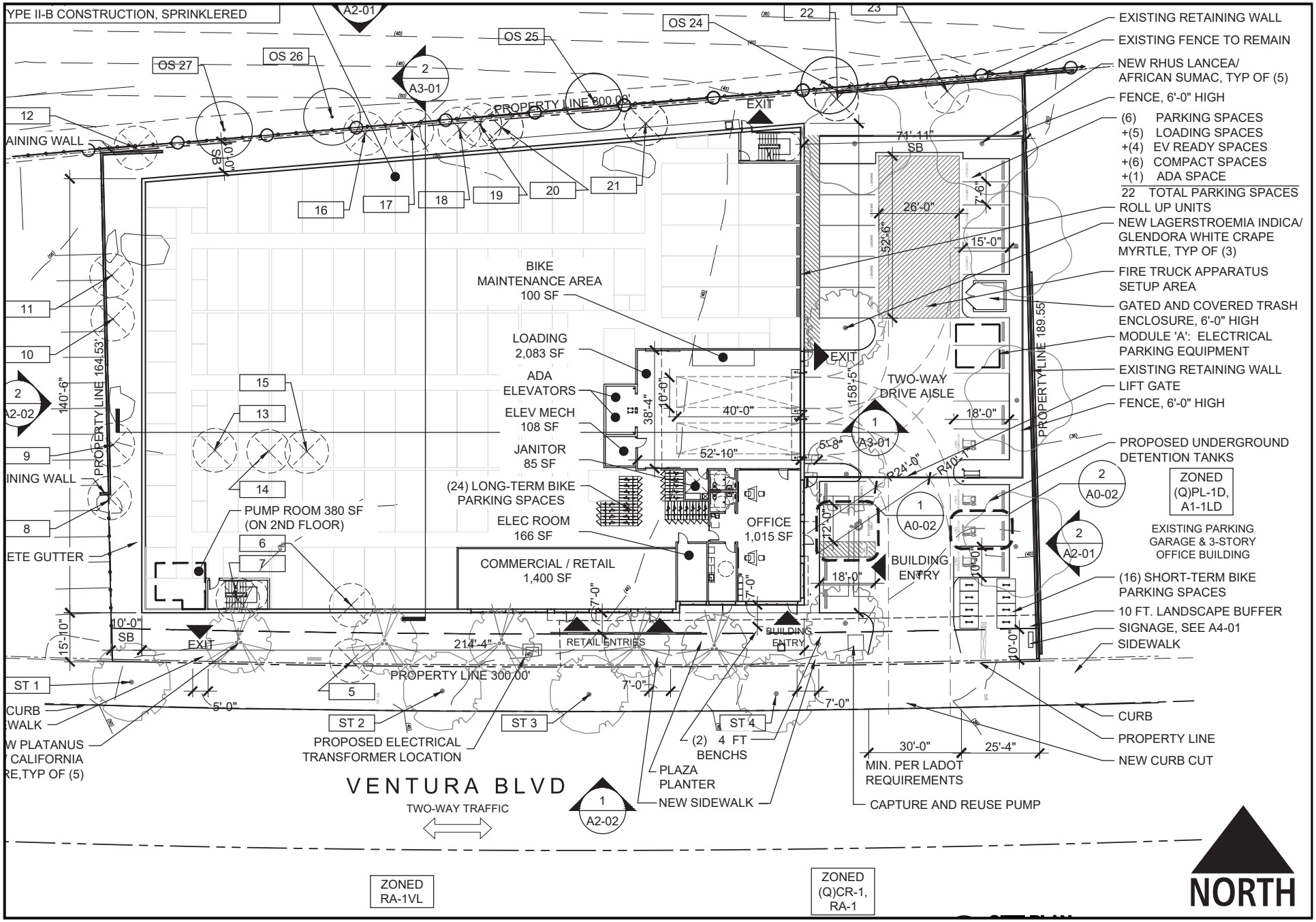
[1] 108,800 SF of self storage + 34,469 SF corridors + 202 SF break room + 126 SF Toilet Rooms



20401 Ventura Blvd, Woodland Hills Self Storage
Parking Analysis

C+R

Figure 1
Project Location



20401 Ventura Blvd, Woodland Hills Self Storage
Parking Analysis

C+R

Figure 2
Project Site Plan

Attachment A -

Parking Generation for the Proposed Project

Land Use: 151 Mini-Warehouse

Description

A mini-warehouse is a building in which a number of storage units or vaults are rented for the storage of goods. They are typically referred to as “self-storage” facilities. Each unit is physically separated from other units, and access is usually provided through an overhead door or other common access point.

Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a weekday (nine study sites) and a Saturday (one study site) in a general urban/suburban setting.

	Percent of Peak Parking Demand	
Hour Beginning	**Weekday**	**Saturday**
12:00–4:00 a.m.	0	–
5:00 a.m.	0	–
6:00 a.m.	0	–
7:00 a.m.	0	–
8:00 a.m.	14	–
9:00 a.m.	71	–
10:00 a.m.	50	–
11:00 a.m.	79	–
12:00 p.m.	57	–
1:00 p.m.	64	91
2:00 p.m.	64	27
3:00 p.m.	79	55
4:00 p.m.	71	100
5:00 p.m.	100	91
6:00 p.m.	14	27
7:00 p.m.	0	0
8:00 p.m.	0	–
9:00 p.m.	0	–
10:00 p.m.	0	–
11:00 p.m.	0	–

Additional Data

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in British Columbia (CAN), California, Massachusetts, Minnesota, and Texas.

Source Numbers

37, 314, 415, 556, 562

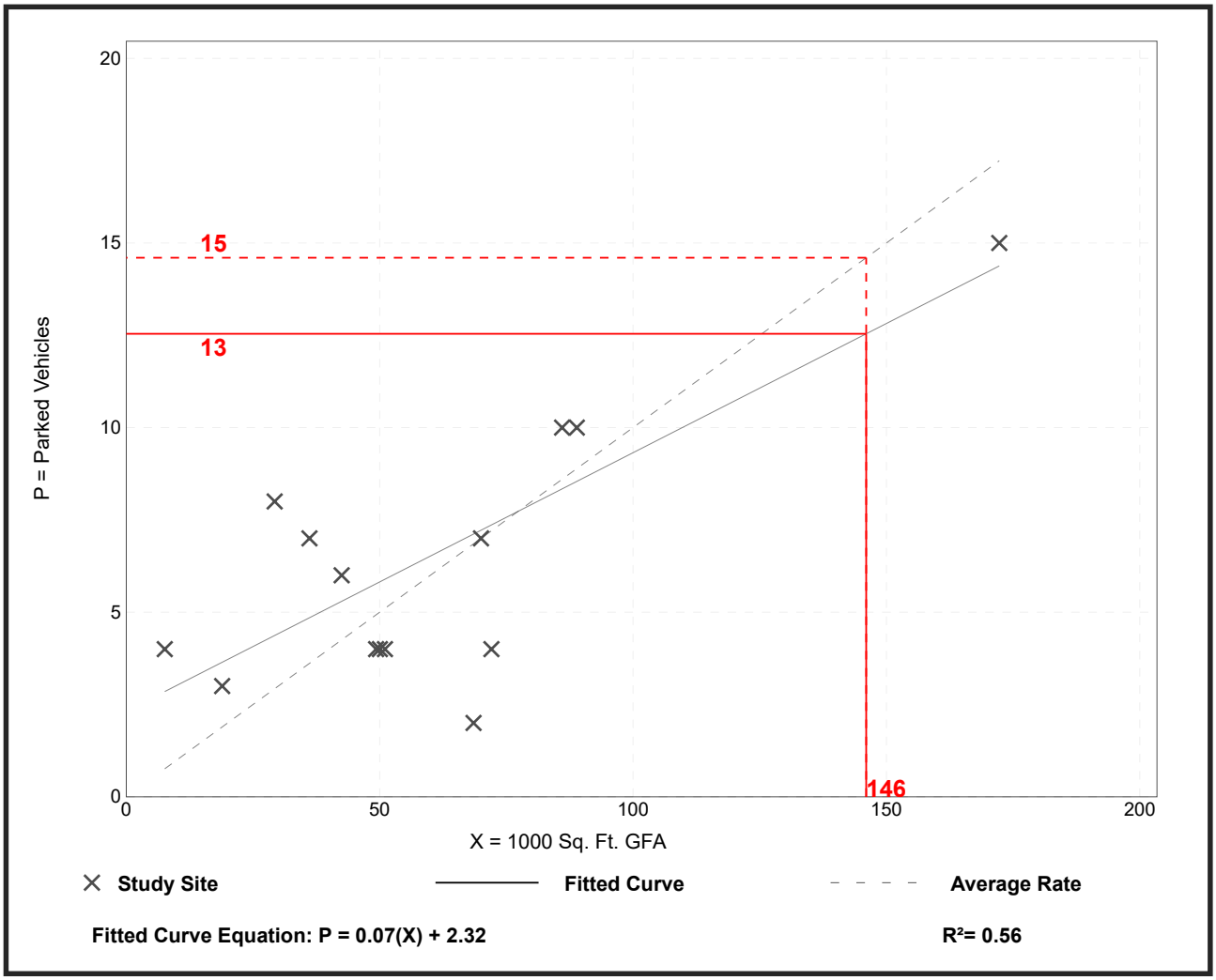
Mini-Warehouse
(151)

Peak Period Parking Demand vs: **1000 Sq. Ft. GFA**
On a: **Weekday (Monday - Friday)**
Setting/Location: **General Urban/Suburban**
Peak Period of Parking Demand: **4:00 - 6:00 p.m.**
Number of Studies: 14
Avg. 1000 Sq. Ft. GFA: 60

Peak Period Parking Demand per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
0.10	0.03 - 0.53	0.08 / 0.25	***	0.07 (70%)

Data Plot and Equation



Parking Generation Manual, 5th Edition ● Institute of Transportation Engineers

Land Use: 814 Variety Store

Description

A variety store is a retail store that sells a broad range of inexpensive items often at a single price. These stores are typically referred to as “dollar stores.” Items sold at these stores typically include kitchen supplies, cleaning products, home office supplies, food products, household goods, decorations, and toys. These stores are sometimes stand-alone sites, but they may also be located in small strip shopping centers. Free-standing discount store (Land Use 815) is a related use.

Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a non-December weekday at nine study sites in a general urban/suburban setting.

Hour Beginning	Percent of Weekday Peak Parking Demand
12:00–4:00 a.m.	–
5:00 a.m.	–
6:00 a.m.	–
7:00 a.m.	4
8:00 a.m.	20
9:00 a.m.	53
10:00 a.m.	55
11:00 a.m.	56
12:00 p.m.	67
1:00 p.m.	69
2:00 p.m.	80
3:00 p.m.	67
4:00 p.m.	68
5:00 p.m.	100
6:00 p.m.	87
7:00 p.m.	48
8:00 p.m.	37
9:00 p.m.	29
10:00 p.m.	–
11:00 p.m.	–

Additional Data

The sites were surveyed in the 2010s in Minnesota and Texas.

Source Numbers

556, 557, 564, 565

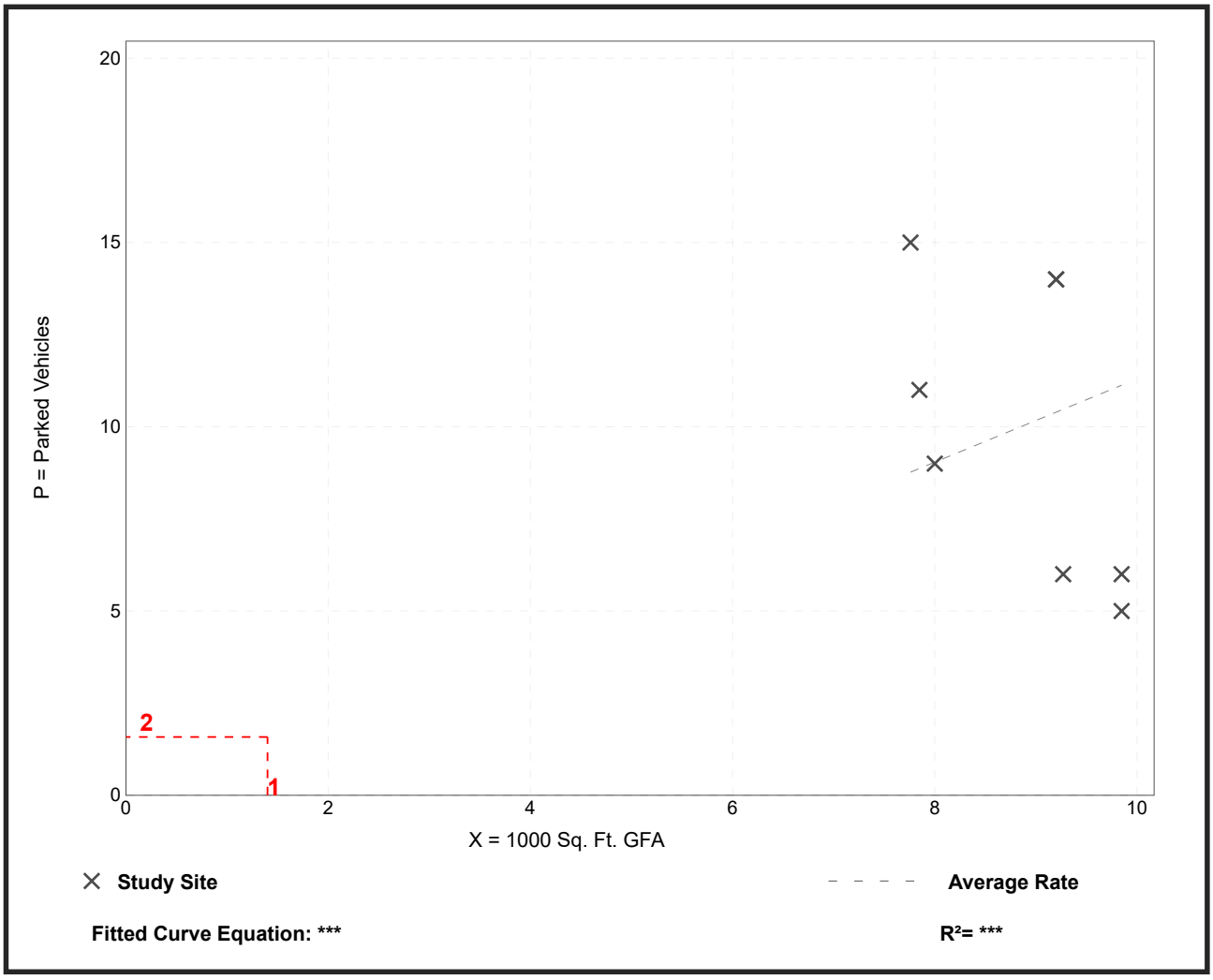
Variety Store - Non-December
(814)

Peak Period Parking Demand vs: **1000 Sq. Ft. GFA**
On a: **Weekday (Monday - Friday)**
Setting/Location: **General Urban/Suburban**
Peak Period of Parking Demand: **5:00 - 7:00 p.m.**
Number of Studies: 8
Avg. 1000 Sq. Ft. GFA: 8.8

Peak Period Parking Demand per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
1.13	0.51 - 1.93	0.65 / 1.79	***	0.52 (46%)

Data Plot and Equation



Parking Generation Manual, 5th Edition ● Institute of Transportation Engineers

Land Use: 712 Small Office Building

Description

A small office building typically houses a single tenant and is less than or equal to 5,000 gross square feet in size. It is a location where affairs of a business, commercial or industrial organization, or professional person or firm are conducted. General office building (Land Use 710) is a related use.

Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a weekday at 16 study sites in a general urban/suburban setting and one study site in a dense multi-use urban setting.

	Percent of Weekday Peak Parking Demand	
Hour Beginning	General Urban/Suburban	Dense Multi–Use Urban
12:00–4:00 a.m.	–	–
5:00 a.m.	–	–
6:00 a.m.	–	–
7:00 a.m.	0	8
8:00 a.m.	27	17
9:00 a.m.	69	17
10:00 a.m.	88	75
11:00 a.m.	100	67
12:00 p.m.	81	75
1:00 p.m.	81	75
2:00 p.m.	84	92
3:00 p.m.	86	100
4:00 p.m.	92	67
5:00 p.m.	85	83
6:00 p.m.	4	50
7:00 p.m.	0	0
8:00 p.m.	–	–
9:00 p.m.	–	–
10:00 p.m.	–	–
11:00 p.m.	–	–

Additional Data

The average parking supply ratio for the three study sites with parking supply information is 3.9 spaces per 1,000 square feet GFA.

The sites were surveyed in the 1980s, the 1990s, and the 2010s in California, Oklahoma, Texas, and Washington.

Source Numbers

47, 217, 527, 571, 572

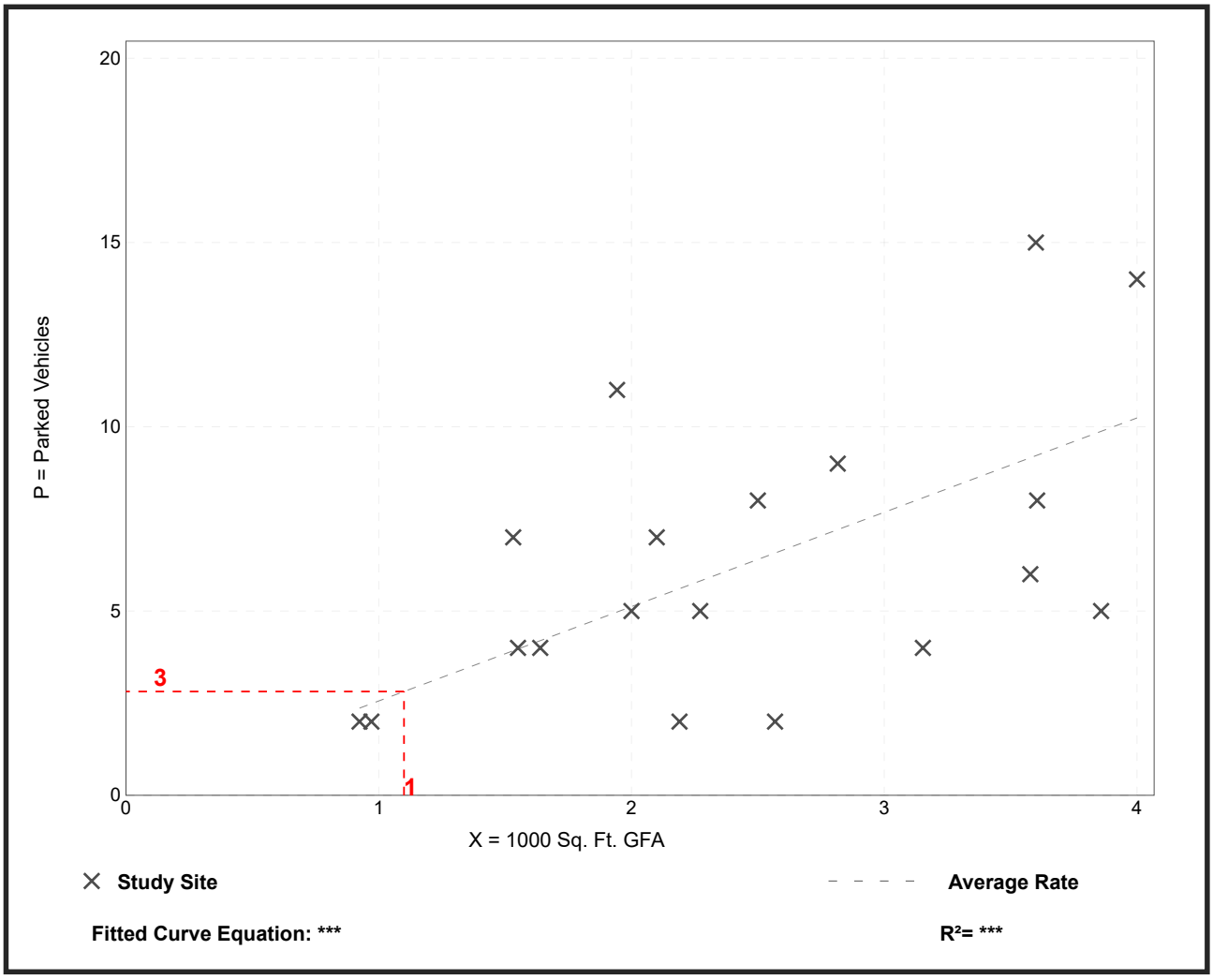
Small Office Building
(712)

Peak Period Parking Demand vs: **1000 Sq. Ft. GFA**
On a: **Weekday (Monday - Friday)**
Setting/Location: **General Urban/Suburban**
Peak Period of Parking Demand: **10:00 a.m. - 5:00 p.m.**
Number of Studies: 19
Avg. 1000 Sq. Ft. GFA: 2.4

Peak Period Parking Demand per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
2.56	0.78 - 5.66	2.12 / 4.17	***	1.26 (49%)

Data Plot and Equation



Parking Generation Manual, 5th Edition ● Institute of Transportation Engineers