

**DEPARTMENT OF TRANSPORTATION**

DISTRICT 7

100 S. MAIN STREET, MS 16

LOS ANGELES, CA 90012

PHONE (213) 269-1124

FAX (213) 897-1337

TTY 711

www.dot.ca.gov

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January 27, 2025

Daniel Villa, Principal Planner  
Community Development Department  
Planning Division  
150 North Third Street  
Burbank, CA 91510

RE: 2500 N. Hollywood Way-Dual Brand  
Hotel Project  
SCH # 2019110032  
Vic. PM LA-5/PM 31.41  
GTS # LA-2019-04710-DEIR

Dear Daniel Villa:

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the above-referenced environmental document. The Project proposes a new seven-story dual brand hotel consisting of approximately 262,338 square feet with 420 hotel rooms and a separate, detached four-story parking garage on a portion of the 11.76-acre site.

The Project proposes a new Hotel approximately 500 feet from the Hollywood Burbank Airport, less than 0.5-mile of the Metrolink Ventura County Line Station at the Burbank Hollywood Airport, and within proximity to several Metro bus lines. Additionally, as discussed in Section 3.0 and below, the Project would provide for bicycle network and pedestrian improvements, providing improved connectivity within the immediate area and the larger network. Thus, the Project supports multimodal transportation, and its location would provide alternative transportation options for hotel guests and patrons to access local and regional destinations. Further, the proposed bicycle and pedestrian improvements on Thornton Avenue would provide for improved connectivity to existing transit within the area. The site's location in proximity to existing employment and commercial uses, as well as the Burbank Hollywood Airport and RITC, provides for convenient access and opportunity, which further supports sustainable mobility.

The Project would provide onsite bicycle parking. Additionally, the Project would upgrade Thornton Avenue with new protected bike lanes and narrower traffic lanes to help encourage multi-modal transportation by making it easier to travel to the Project site and within the surrounding area via bicycle.

Existing sidewalks on Hollywood Way and Thornton Avenue comply with the standard 15-foot width, while the 10-foot sidewalk on Avon Street meets the minimum requirement. The project will enhance internal pedestrian circulation and provide significant offsite improvements, including a 23-foot sidewalk with a raised buffer, a Class IV bikeway on Thornton Avenue, and ADA-compliant sidewalks on Avon Street. These enhancements promote walkability, pedestrian safety, and multi-modal accessibility, ensuring consistency with city policies. Impacts are anticipated to be less than significant.

The City's Interim Transportation Study Guidelines provide screening criteria to determine if a VMT analysis is required. Projects in a Transit Priority Area (TPA) or along a High-Quality Transit Corridor (HQTC) are presumed to have less-than-significant impacts unless substantial evidence indicates otherwise. This project, located within 0.5 miles of the Metrolink Ventura County Line Station at Burbank Hollywood Airport, meets TPA criteria and satisfies all requirements, including adequate FAR, parking compliance, and consistency with regional plans. Therefore, the project is presumed to have a less-than-significant VMT impact under CEQA Guidelines Section 15064.3(b).

The construction phase of the project will generate daily trips to and from the site. To manage traffic impacts and ensure public safety, the project must comply with the City of Burbank Department of Public Works Traffic Division's General Traffic Requirements. This compliance includes adherence to the California Manual on Uniform Traffic Control Devices (California MUTCD), Chapter 6, which provides standards for temporary traffic control to facilitate safe and efficient movement through work zones. Additionally, the project must follow the Work Area Traffic Control Handbook (WATCH), which offers detailed guidance on traffic control measures to minimize disruptions and maintain safety for all road users. By adhering to these established guidelines, the project will mitigate traffic-related impacts during construction. The Project applicant or contractor would be required to develop a Construction Management Plan with (traffic control measures) for approval by the City of Burbank Public Works Director or their designee prior to construction of the Project.

There are expected to be approximately 35 days of hauling activity with 20 trips per day. The haul routes would be mostly on the I-5 freeway. As a reminder, any transportation of heavy construction equipment and/or materials which require use of oversized transport vehicles on State highways will need a Caltrans transportation permit. We recommend large-size truck trips be limited to off-peak commute periods. Truck drivers should cover construction trucks with tarpaulin to avoid debris spillage onto the State Highway.

The freeway queuing analysis evaluates the potential for a project to cause or extend off-ramp queues, potentially creating safety concerns due to speed differentials between exiting and mainline vehicles. Per the City of Burbank's Interim Transportation Study Guidelines and LADOT's Interim Guidance for Freeway Safety Analysis, freeway off-ramps must be analyzed if a project adds 25 or more trips during peak hours. The project

is expected to generate up to 137 inbound and 132 outbound trips during peak hours; however, no individual off-ramp is projected to receive 25 or more peak hour trips. Therefore, the project is not anticipated to cause significant queuing impacts, and further analysis is not required.

Please be reminded that any work performed within the State Right-of-way, if any, will require an Encroachment Permit from Caltrans. Any modifications to State facilities must meet all mandatory design standard and specifications.

Please feel free to contact Mr. Alan Lin the project coordinator at (213) 269-1124 and refer to GTS # LA-2019-04710-DEIR.

Sincerely,

*Anthony Higgins*  
Anthony Higgins  
Acting LDR Branch Chief

Cc: State Clearinghouse