

## **APPENDIX B.1: VMT CALCULATIONS**

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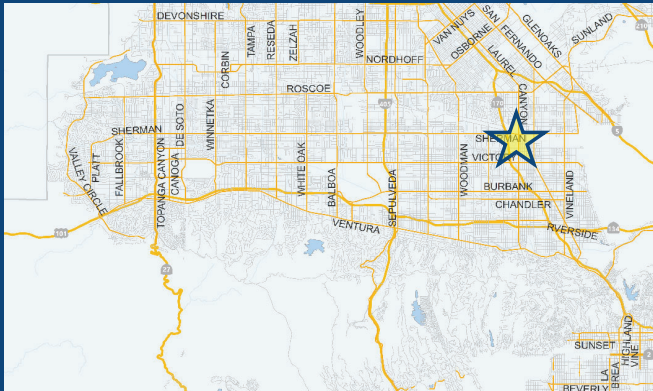
# CITY OF LOS ANGELES VMT CALCULATOR Version 1.3



*Project Screening Criteria: Is this project required to conduct a vehicle miles traveled analysis?*

## Project Information

Project: 7035 Laurel Canyon Boulevard Mixed-Use  
 Scenario: Project Build-out [WWW](#)  
 Address: 7035 N LAUREL CANYON BLVD, 91605 [Q](#)



Is the project replacing an existing number of residential units with a smaller number of residential units AND is located within one-half mile of a fixed-rail or fixed-guideway transit station?

Yes  No

## Existing Land Use

| Land Use Type                                  | Value  | Unit                                    |
|--|--------|---|
| Housing   Single Family                        |        | DU <span style="color: green;">+</span> |
| (custom) US Post Office   Retail/Non-Retail    | Retail | LU type                                 |
| (custom) US Post Office   Residents            | 0      | Person                                  |
| (custom) US Post Office   Employees            | 60     | Person                                  |
| (custom) US Post Office   Daily                | 3116   | Trips                                   |
| (custom) US Post Office   HBW-Attraction Split | 6.8    | Percent                                 |
| (custom) US Post Office   HBO-Attraction Split | 49.8   | Percent                                 |
| (custom) US Post Office   NHB-Attraction Split | 21.7   | Percent                                 |
| (custom) US Post Office   HBW-Production Spl   | 0      | Percent                                 |
| (custom) US Post Office   HBO-Production Spl   | 0      | Percent                                 |
| (custom) US Post Office   NHB-Production Spl   | 21.7   | Percent                                 |

Click here to add a single custom land use type (will be included in the above list)

## Proposed Project Land Use

| Land Use Type           | Value | Unit                                     |
|-------------------------|-------|--|
| Retail   General Retail | 5.309 | ksf <span style="color: green;">+</span> |
| Housing   Multi-Family  | 243   | DU                                       |
| Retail   General Retail | 5.309 | ksf                                      |

Click here to add a single custom land use type (will be included in the above list)

## Project Screening Summary

| Existing Land Use   | Proposed Project                    |
|---|-------------------------------------|
| <b>2,585</b><br>Daily Vehicle Trips   | <b>1,316</b><br>Daily Vehicle Trips |
| <b>17,363</b><br>Daily VMT  | <b>9,049</b><br>Daily VMT           |
| <b>Tier 1 Screening Criteria</b>  |                                     |
| Project will have less residential units compared to existing residential units & is within one-half mile of a fixed-rail station. <input type="checkbox"/> |                                     |
| <b>Tier 2 Screening Criteria</b>  |                                     |
| The net increase in daily trips < 250 trips   | -1,269<br>Net Daily Trips           |
| The net increase in daily VMT ≤ 0   | -8,314<br>Net Daily VMT             |
| The proposed project consists of only retail land uses ≤ 50,000 square feet total.  | 5.309<br>ksf                        |
| <b>The proposed project is not required to perform VMT analysis.</b>  |                                     |



# **APPENDIX B.2: PROJECT TRIP GENERATION FORECAST**

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**Table 1  
PROJECT TRIP GENERATION FORECAST**

| TRIP GENERATION RATES [1]                                |                   |                   |               |                      |         |       |                      |         |       |
|--|-------------------|-------------------|---------------|----------------------|---------|-------|----------------------|---------|-------|
| ITE LAND USE CATEGORY                                    | ITE LAND USE CODE | VARIABLE          | WEEKDAY DAILY | WEEKDAY AM PEAK HOUR |         |       | WEEKDAY PM PEAK HOUR |         |       |
|  |                   |                   |               | IN (%)               | OUT (%) | TOTAL | IN (%)               | OUT (%) | TOTAL |
| Multifamily Housing (Mid Rise) Not Close to Rail Transit | 221               | Per Dwelling Unit | 4.54          | 23%                  | 77%     | 0.37  | 61%                  | 39%     | 0.39  |
| United States Post Office                                | 732               | Per 1,000 SF      | 103.94        | 52%                  | 48%     | 8.28  | 51%                  | 49%     | 11.21 |
| Strip Retail Plaza (<40k)                                | 822               | Per 1,000 SF      | 54.45         | 60%                  | 40%     | 2.36  | 50%                  | 50%     | 6.59  |

| PROJECT TRIP GENERATION FORECAST                 |                   |              |                       |                          |                     |                     |                          |                     |                     |
|--|-------------------|--------------|-----------------------|--------------------------|---------------------|---------------------|--------------------------|---------------------|---------------------|
| LAND USE   | ITE LAND USE CODE | SIZE         | DAILY TRIP ENDS [2]   | AM PEAK HOUR VOLUMES [2] |                     |                     | PM PEAK HOUR VOLUMES [2] |                     |                     |
|  |                   |              |                       | IN                       | OUT                 | TOTAL               | IN                       | OUT                 | TOTAL               |
| <b><i>Proposed Project</i></b>                   |                   |              |                       |                          |                     |                     |                          |                     |                     |
| Multi-family Residential                         | 221               | 243 DU       | 1,103                 | 21                       | 69                  | 90                  | 58                       | 37                  | 95                  |
| Ground Floor Commercial - Less Pass-by (50%) [3] | 822               | 5,309 GLSF   | 289<br>(144)          | 8<br>(4)                 | 5<br>(2)            | 13<br>(6)           | 18<br>(9)                | 17<br>(8)           | 35<br>(17)          |
| <b><i>Subtotal Proposed Project</i></b>          |                   |              | <b><i>1,248</i></b>   | <b><i>25</i></b>         | <b><i>72</i></b>    | <b><i>97</i></b>    | <b><i>67</i></b>         | <b><i>46</i></b>    | <b><i>113</i></b>   |
| <b><i>Existing Uses</i></b>                      |                   |              |                       |                          |                     |                     |                          |                     |                     |
| USPS North Hollywood Post Office                 | 732               | (29,980) GSF | (3,116)               | (129)                    | (119)               | (248)               | (171)                    | (165)               | (336)               |
| <b><i>Subtotal Existing Uses</i></b>             |                   |              | <b><i>(3,116)</i></b> | <b><i>(129)</i></b>      | <b><i>(119)</i></b> | <b><i>(248)</i></b> | <b><i>(171)</i></b>      | <b><i>(165)</i></b> | <b><i>(336)</i></b> |
| <b><i>NET NEW PROJECT TRIPS</i></b>              |                   |              | <b><i>(1,868)</i></b> | <b><i>(104)</i></b>      | <b><i>(47)</i></b>  | <b><i>(151)</i></b> | <b><i>(104)</i></b>      | <b><i>(119)</i></b> | <b><i>(223)</i></b> |

[1] Source: ITE "Trip Generation Manual", 11th Edition, 2021.

[2] Trips are one-way traffic movements, entering or leaving.

[3] Source: City of Los Angeles Department of Transportation's "Transportation Assessment Guidelines", July 2020, Attachment H - Pass-by Trip Rates.

## **APPENDIX B.3: LADOT REFERRAL FORM**

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## 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 the Department of 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, etc. 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<sup>1</sup> 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 Office as follows:

**Metro**  
213-972-8482  
100 S. Main St, 9<sup>th</sup> Floor  
Los Angeles, CA 90012

**West LA**  
213-485-1062  
7166 W. Manchester Blvd  
Los Angeles, CA 90045

**Valley**  
818-374-4699  
6262 Van Nuys Blvd, 3<sup>rd</sup> Floor  
Van Nuys, CA 91401

**1. PROJECT INFORMATION**

Case Number: \_\_\_\_\_

Address: 7035 Laurel Canyon Boulevard, 91605 (South Valley APC)

Project Description: Development of 243 multi-family housing units and 5,309 SF of ground-floor commercial space, replacing an existing 36,160 SF post office.

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

Applicant Name: John Tilley, The Jacmar Companies, LLC

Applicant E-mail: jtilley@jacmarllc.com Applicant Phone: 213-952-1763

Planning Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**2. PROJECT REFERRAL TABLE**

|  | Land Use (list all)                                     | Size / Unit | Daily Trips <sup>1</sup> |
|--|---|-------------|--------------------------|
| Proposed <sup>1</sup>  | Multi-family Housing                                    | 243 DU      | 1,103                    |
|  | Ground Floor Commercial                                 | 5,309 SF    | 145                      |
|  | (Refer to attached Table 1 and VMT screening worksheet) |             |                          |
|  | <i>Total trips<sup>1</sup>:</i>                         |             | 1,248                    |
| <p><b>a.</b> Does the proposed project involve a discretionary action? <span style="float: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></span></p> <p><b>b.</b> Would the proposed project generate 250 or more daily vehicle trips<sup>2</sup>? <span style="float: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></span></p> <p><b>c.</b> 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<sup>3</sup>? <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span></p> <p>If <b>YES</b> to <b>a.</b> and <b>b.</b> or <b>c.</b>, or to <b>all</b> of the above, the Project <u>must</u> be referred to LADOT for further assessment.</p> <p>Verified by: Planning Staff Name: _____ Phone: _____</p> <p style="text-align: center;">Signature: _____ Date: _____</p> |   |             |                          |

<sup>1</sup> Qualifying Existing Use to be determined by LADOT staff on following page, per LADOT's Transportation Assessment Guidelines.

<sup>2</sup> 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).

<sup>3</sup> 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                                | Multi-Family Housing (ITE Land Use 221)    | 243 DU      |             |
|   | Ground Floor Commercial (ITE Land Use 822) | 5,309 SF    |             |
|   | <i>Total new trips:</i>                    |             |             |
| Existing                                | United States Post Office                  | 29,980 SF   |             |
|   |  |             |             |
|   |  |             |             |
|   | <i>Total existing trips:</i>               |             |             |
| <i>Net Increase / Decrease (+ or -)</i> |  |             | - 1,868     |

- 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 result in a net increase in daily VMT? Yes  No
- d. 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
- e. Does the project trigger Site Plan Review (LAMC 16.05)? Yes  No
- f. 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 **d.** a VMT analysis is **NOT** required.  
 If **YES** to both **b.** and **c.**; or to **d.** a VMT analysis **is** required.

**Access, Safety, and Circulation Assessment (Corrective Conditions)**

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

LADOT Comments:

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*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, etc. 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: \_\_\_\_\_

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

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

Access Assessment Required (Question b., e., and either f.i., f.ii. or f.iii satisfied): **Yes**  **No**

Prepared by DOT Staff Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_