

LOS ANGELES DEPARTMENT OF TRANSPORTATION (LADOT) TRAFFIC STUDY POLICIES AND PROCEDURES

Revised March 2002

The purpose of these policies and procedures is to provide the public, private consultants and City staff with standards, guidelines, objectives and criteria to be used in the preparation of a traffic study. A traffic study may be required of a development project (Project) due to environmental law or City regulations and its purpose is to predict and analyze the circulation and congestion impacts of project-generated traffic and identify feasible mitigation measures. In order to ensure a timely review by LADOT, the following procedures and standards shall be followed in the preparation of a traffic study. It should be noted that these requirements will be updated from time to time and may differ in certain areas of the City which have specific plans or ordinances. You are encouraged to consult with LADOT staff before beginning a traffic study. See Attachment "A" for a list of acronyms used in this document.

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A. TRAFFIC STUDY REQUIREMENTS

LADOT shall do an initial assessment of the project to determine if a traffic study is required. Generally, a traffic study may be required if:

1. The project is likely to add 500 or more daily trips or likely to add 43 or more PM peak hour trips and,

2. The project is likely to significantly impact nearby intersection(s) which are presently believed to be operating at LOS C, D, E or F.

Review of a traffic study is an eleven-step process as shown in Attachment "B". The traffic study must follow study guidelines as described herein and shall be prepared under the direction of, and signed by, a Professional Engineer, registered in the State of California to practice either Traffic or Civil Engineering. Further, the Traffic Consultant must have a valid Los Angeles City Business Tax Registration Certificate. In order to comply with the Permit Streamlining Act, the City will work diligently to provide a timely review, and the private consultants must respond to the City's requests for information and necessary revisions in a timely manner. Failure of the consultant to diligently submit required text changes and/or mitigation plans in a timely manner will result in LADOT requesting that the Department of City Planning (DCP) stop the environmental processing "clock" until such time as satisfactory submittals have been made.

Other requirements of a traffic study include:

- C Scoping process.
- C Payment of any required processing fees for traffic assessment and review of a traffic study.

The traffic study may also include a Transportation Demand Management (TDM) Program which has been coordinated with and approved by the appropriate LADOT Planning Office (Metro Subregion, Valley or West Los Angeles Programs Division of the Bureau of Transportation Programs and Development Review, see page 18 for whom to contact). The objective is to have developers to incorporate TDM into projects rather than to incorporate TDM as a subsequent mitigation.

Occasionally LADOT will review a traffic study for a project that later is modified or changed. If DOT determines that the project description has changed such that extensive and major revisions to the traffic study are required, then the revised project shall be considered a new project and a new traffic study and traffic review fee will be required and the environmental processing "clock" shall start again. If DOT determines that revisions to the traffic study can be accomplished without preparing a new traffic study, then no new traffic study or traffic study review fee will be required.

B. SCOPING PROCESS

Any applicant required to do a traffic study for a development should follow the steps outlined below:

1. Contact LADOT to discuss the project for an agreement on the scope and content of the traffic study required by a Transportation Specific Plan (TSP), California Environmental

Quality Act (CEQA), Los Angeles County Metropolitan Transportation Authority Congestion Management Program (CMP), or other applicable laws.

2. Provide a general description of project size (square-footage by use and/or number of dwelling units), uses and heights of proposed new buildings and other structures to be remodeled and/or removed. Indicate number of required and provided parking spaces. Include any sequence of phased construction and any unusual conditions. Specify a building address, legal description and "name" of the project. For EIR projects only, analyze project alternatives requested by the DCP to at least identify level of service impacts.
3. Compile list of related projects which must be approved by DCP, with concurrence by LADOT.
4. Submit a site plan to LADOT for preliminary discussion of driveway location(s) and parking scheme of the proposed project. Generally, final LADOT approval of driveway location(s) and parking scheme will be reviewed by LADOT's Construction Services Counter Station 23, in the Construction Services Center, at 201 N. Figueroa Street on the 3rd floor or at the Valley or West Los Angeles Programs Offices listed on page 18 as a clearance on building permit.
5. Identify CMP intersections and other CMP requirements. See Page 4, Section C.
6. Consult with other affected agencies or adjacent jurisdictions (i.e. Caltrans, L.A. County Public Works, other cities, transit agencies, etc) to assure that all traffic-related issues which may result from the project and which affect that agency are properly addressed in the traffic study.
7. Consult with Bureau of Engineering to determine any highway dedication and street improvement requirements as well as requirements under the Americans with Disabilities Act (ADA).
8. Sign a scoping memorandum of understanding (MOU) (see Attachment "C") with LADOT on the agreed upon assumptions including study intersections, residential street segments and freeway segments; related projects; trip generation rates; ambient growth rate; trip distribution pattern and trip assignments; trip credits for existing active or previous land use; discounts for Transportation Demand Management (TDM), internal trips or pass-by trips; projected buildout year and traffic study methodology. Provide copy of MOU to DCP on EIR projects.
9. If buildout of the project (including any phasing) is more than five years in the future and if the project is expected to generate more than 1,000 trips during the p.m. peak hour, then the traffic study may be required to incorporate subregional travel demand simulation modeling software (EMME/2). The decision to require travel demand

modeling shall be made by the Bureau Chief supervising the development review functions of the Department. These studies will be subject to LADOT's model calibration and validation standards, and will be processed by LADOT's Traffic Demand Modeling Section, telephone (213) 485-1062.

10. The applicant shall inform LADOT regularly on progress made in completing the traffic study and obtain approval of LADOT on changes in or new assumptions made in traffic analysis and volume/capacity (V/C) calculations for existing and future conditions before preparing the final report.
11. Review of project studies shall begin after applicant has completed the scoping process and has paid to the City any required fees. Consultant shall also provide proof of valid Los Angeles City Business Tax Registration Certificate.

C. CONGESTION MANAGEMENT PROGRAM (CMP) GUIDELINES

The latest "Congestion Management Program for Los Angeles County" (currently December 1999), outlines guidelines for CMP Transportation Impact Analysis (TIA). Appendix D.3 and D.4 of "1997 CMP for Los Angeles County" and any subsequent updates describe projects subject to analysis and the study area definition. A CMP TIA is required for all projects required to prepare an Environmental Assessment based on local determination. The geographic area examined in the TIA must include at a minimum the following:

- C All CMP arterial monitoring intersections, including freeway on- and off-ramp intersections, where a proposed project will add 50 or more trips during either the AM or PM weekday peak hours (of adjacent street traffic).
- C Mainline freeway monitoring locations where a project will add 150 or more trips, in either direction, during either the AM or PM weekday peak hours.
- C Caltrans must be consulted through the Notice of Preparation (NOP) process to identify other specific locations to be analyzed on the state highway system.

If, based on these criteria, the TIA identifies no impacted regional facilities, further CMP traffic analysis is not required. However, projects must still consider transit impacts (Appendix D.8.4 of 1997 CMP for Los Angeles County) and provide a calculation of CMP "credits" and "debits" for the project (see Appendix F and G of the 1997 CMP for Los Angeles County).

For further information about CMP TIA, please call LADOT CMP Monitoring Section at (213) 240-3076.

D. TRIP GENERATION CALCULATIONS

1. All trip generation calculations must be based on gross floor area (unless otherwise specified in latest edition Institute of Transportation Engineers' (ITE) Trip Generation Handbook). Submit site plan and the architect's floor area calculations for review by LADOT.
2. Use latest edition of ITE's Trip Generation Handbook for trip generation rates/formulas unless project is located in a TSP area in which case the trip rate must be applied according to TSP procedures. If other than latest edition of ITE Trip Generation rates are used, then those rates must first be submitted with appropriate back ground survey data for approval by LADOT.
3. Unique types of development may require trip generation studies of similar facilities in order to determine actual trip rates for use in the project. Such rates must also be approved by LADOT. A trip generation study or project trip monitoring plan may be necessary to justify the request for a different rate.
4. Any claim for trip credits for an "existing" active land use which is applied to calculate net new trips requires that the "existing" use was in place at the time of the existing base year traffic counts. Generally, for CEQA purposes this means the "existing" use must have been in place for at least 6 months within the past 2 years. However, exception of trip credit for industrial buildings will be based upon standard recognized trip generation rates with no time constraints provided all of the following conditions are met: (1) must be in an adopted CRA Redevelopment, CRA Revitalization, Enterprise Zone or Empowerment Zone, (2) must be a currently standing industrial building, (3) must be for a proposed industrial project, and (4) must not be "adjacent" to LOS E or F intersections. If the project is adjacent to a LOS E or F intersection, trip credits will be determined by DOT on a case by case basis. Note that some specific plan ordinances allow different time frames for determination of trip credits and trip fees only.
5. Any claim for trip credits for a previously terminated land use must be supported with appropriate documentation of the previous active use such as copies of any building permit, certificate of occupancy, business license, lease agreement, affidavits, or photographs and documentation as to when the previous land use was terminated.
6. Any claim for "pass-by" trip credits must use the trip reduction rates in the "LADOT Policy on Pass-By Trips" in Attachment "G". The pass-by trip reduction rates shall be used for traffic analysis for land development projects in the City of Los Angeles. However, these rates are superseded by additional guidelines provided in specific plans or interim control ordinances. These rates are not applicable to review of impacts at project driveways and the intersection(s) immediately adjacent to the project site. These rates shall not be used in determining the need for a traffic study.

7. Any trip credits must be approved by LADOT during the scoping process and those trips must be included in existing base year traffic counts.

E. MAPS

The traffic study must include the following eleven dated maps unless otherwise specified during scoping process:

1. Area map showing project location.
2. Area map showing location of related projects. Include table indicating location, size, name, description and trip generation of each related project.
3. Site map showing study intersections and distance of the project driveway(s) from the adjacent intersections. Include location and identification of all major buildings, driveways, parking areas and loading docks of the project.
4. Map(s) showing "existing" (specify base year) traffic volumes for both AM and PM peak hour and average daily traffic (ADT) on study intersections and street segments. AM peak hour volumes are not needed for retail commercial if the project is below CMP threshold. All manual traffic counts shall be submitted in the standardized format as specified in Attachment "H". Manual traffic volume counts shall be collected in 15-minute intervals during the hours of 7:00 AM to 9:00 AM and 4:00 PM to 6:00 PM unless LADOT specifies other hours (e.g. for a signal warrant determination). The data should be summarized and presented in the standard LADOT format depicting turning movement volumes exactly as shown in Attachment "H". Vehicle classifications and pedestrian and school children volume counts need not be conducted unless specifically required by our Department during the scoping process for traffic impact studies. The data should be submitted in hard copy format and on computer disks in spreadsheet format , i.e. Lotus or Excel.
5. Map(s) showing future traffic volumes with ambient growth without project (specify base year calculated to the projected date of project buildout) on study intersections and street segments.
6. Map(s) showing traffic generated by the related projects only (for same base year as step 5). Use separate map for similar land uses (e.g. retail, office, residential, industrial/manufacturing) with similar trip distribution patterns (as they affect the study intersections and freeway locations).
7. Map(s) showing total future traffic volumes without project (for same base year as step 5) on study intersections, freeway locations and street segments (add steps 5 and 6).

8. Map(s) showing project trip distribution percentages (inbound and outbound) at the study intersections, freeway locations and project driveway(s). This map must be pre-approved by LADOT and included in the MOU.
9. Map(s) showing project driveway(s) and future traffic volumes generated by project (for same base year as step 5) on study intersections, project driveway(s), freeway locations and street segments.
10. Map(s) showing total future traffic volumes with project (for same base year as step 5) on study intersections, project driveway(s), freeway locations and street segments (add steps 7 and 9).
11. Map showing existing and projected (for same base year as step 5) transit lines.

F. VOLUME/CAPACITY (V/C) CALCULATIONS AND LEVEL OF SERVICE (LOS)

1. Unless otherwise specified, the Transportation Research Board Critical Movement Analysis (CMA), Circular 212 Planning Method, shall be used to analyze traffic operating conditions at study intersection(s). CMA is a method which determines the volume to capacity (V/C) ratio on a critical lane basis and Level of Service (LOS) associated with each V/C ratio at a signalized intersection. V/C ratios are measured on a scale of 0 to 1.000. LOS describes the quality of traffic flow and is a measure of such factors as travel speed, travel time and flow interruptions. LOS range from "A" to "F" with LOS "A" representing excellent, free flow conditions and LOS "F" representing jammed, forced flow conditions. See following table for a description of LOS and associated V/C ratios.

LEVEL OF SERVICE DEFINITIONS FOR SIGNALIZED INTERSECTION¹

Level of Service	Volume/Capacity Ratio	Definition
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¹Source: Transportation Research Board, Interim Materials on Highway Capacity, Transportation Research Circular No. 212, January 1980.

A	0.000 - 0.600	EXCELLENT. No vehicle waits longer than one red light and no approach phase is fully used.
B	0.601 - 0.700	VERY GOOD. An occasional approach phase is fully utilized; many drivers begin to feel somewhat restricted within groups of vehicles.
C	0.701 - 0.800	GOOD. Occasionally, drivers may have to wait through more than one red light; backups may develop behind turning vehicles.
D	0.801 - 0.900	FAIR. Delays may be substantial during portions of the rush hours, but enough lower volume periods occur to permit clearing of developing lines, preventing excessive backups.
E	0.901 - 1.000	POOR. Represents the most vehicles that intersection approaches can accommodate; may be long lines of waiting vehicles through several signal cycles.
F	Greater than 1.000	FAILURE. Backups from nearby intersections or on cross streets may restrict or prevent movement of vehicles out of the intersection approaches. Tremendous delays with continuously increasing queue lengths.

2. V/C ratios should be calculated to "3" decimals and summarized in a table showing weekday AM and PM peak hour LOS at study intersections for existing conditions, future without project, future with project and future with project plus mitigation. Attach in a separate appendix detailed work sheets for each study intersection. Follow the summary format below with separate V/C tables for AM and PM peak hours:

(Year) Existing Conditions	(Year) Future w/o Project w/Ambient Growth & Related Projects	(Year) Future w/ Project w/Ambient Growth & Related Projects FINAL V/C	Project Impact	(Year) Future w/ Project w/Traffic Mitigation	Net Project Impact
V/C LOS	V/C LOS	V/C LOS		V/C LOS	

3. Use most recent traffic volume counts (2 years old maximum) conducted by LADOT if available; and/or by qualified data collection firm if LADOT data are not available.
4. Attach map or table showing lane configurations and lane volumes for each study intersection (see Attachment "D").
5. Assumed unmarked lanes (such as functional right turn only lanes) will be allowed in the capacity calculation if the lane is a minimum of 22 feet wide, with no bus stops and low pedestrian volume in the peak hour.
6. Additional traffic impact analysis may be required in special circumstances such as:
 - C Summer weekend activity in recreational areas
 - C University/school graduation ceremonies or events
 - C Holidays or special events
 - C Swing shifts
 - C Developments with special visitor, employee or shopping hours or days (i.e. weekends)
 - C Alternative projects as determined by another City Department or adjacent jurisdiction
 - C Freeway V/C
 - C Unsignalized intersections
7. The capacity analysis methodology for freeways and unsignalized intersections must be approved by LADOT.
8. If a new traffic signal is proposed, an analysis of signal warrants must be included in the study.

G. SIGNIFICANT TRANSPORTATION IMPACT

1. A transportation impact on an intersection shall be deemed "significant" in accordance with the following table except as otherwise specified in a TSP, ICO or CMP:

SIGNIFICANT TRANSPORTATION IMPACT

<u>Level of Service</u>	<u>Final V/C Ratio</u>	<u>Project-Related Increase In V/C</u>
C	> 0.700 - 0.800	equal to or greater than 0.040
D	> 0.800 - 0.900	equal to or greater than 0.020
E, F	> 0.900	equal to or greater than 0.010

For purposes of this calculation, the "Final V/C Ratio" shall mean the future V/C ratio at an intersection considering impacts with project, ambient and related project growth but without proposed traffic mitigation. "Project-Related Increase in V/C" shall mean the change in V/C between the future V/C ratio with project, ambient and related project growth but without proposed traffic mitigation and the future V/C ratio with ambient and related project growth but without project and proposed traffic mitigation.

2. A local residential street shall be deemed significantly impacted² based on an increase in the projected average daily traffic (ADT) volumes:

<u>Projected Average Daily Traffic with Project (Final ADT)</u>	<u>Project-Related Increase In ADT</u>
0 to 999	16 percent or more of final ADT*
1,000 or more	12 percent or more of final ADT
2,000 or more	10 percent or more of final ADT
3,000 or more	8 percent or more of final ADT

* For projects in West Los Angeles Transportation Improvement and Mitigation Specific Plan area, use 120 or more trips

²Source: Traffic Infusion on Residential Environment (TIRE) Index developed by D.K. Goodrich and modified by LADOT for Los Angeles City conditions.

H. MITIGATION MEASURES (FOR SIGNIFICANT IMPACTS)

The traffic study shall include an analysis of feasible measures which would mitigate the proposed project's significant impacts to a level of insignificance. Measures shall include but not be limited to the following. The goal of the City in selecting the most feasible mitigation measures is to minimize the demand for trips by single occupant vehicles and to encourage transit use and ridesharing. Therefore, the following mitigation categories are listed in priority order:

1. Transportation Demand Management (TDM) Program (See Page 16, Section I)

All projects are required to comply with Ordinance No. 168,700. For additional trip reduction credits as traffic mitigation suggested elements of a TDM program should include:

- C Vehicle trip reduction incentives and services affecting all employees who will be working at the project as long as the building is standing and occupied.
- C Vehicle trip reduction incentives and services affecting visitors to the project, such as shoppers, clients, patrons, etc.
- C Financial support for the capital and/or operating costs of enhanced transit or vanpool service to the project.
- C Provision of a variety (mixed use) of land uses in close proximity, facilitating trip making by walking, cycling or local shuttles.
- C Provision of on-site facilities which encourage use of alternate forms of transportation such as bicycle lanes and amenities, enhanced pedestrian connections, telecommuting facilities, etc.
- C Site trip cap and/or parking cap including trip monitoring agreements.

A TDM Program, prepared as outlined in Section I, must be included in the traffic study for any project seeking TDM trip reduction credits. If the TDM Program is acceptable to LADOT, the applicant will be allowed to reduce total project trips by an amount commensurate with applicable trip reduction policies.

2. Transit Capacity and Access Improvements

Suggested elements of a transit program should include:

- C Contributions of equipment or funds to increase the capacity of existing transit systems (must be coordinated with transit providers)
- C Transit shuttles provided by applicant (e.g., bus, taxicab, van, etc.)
- C Contributions toward transit stations or centers
- C Provisions of facilities or equipment which expedite transit flow (e.g., bus preemption, HOV lanes, etc.)

3. Traffic Signal Operational Improvements

Some examples include Automated Traffic Surveillance and Control (ATSAC), Adaptive Traffic Control System (ATCS), traffic signal phasing modifications and new signals which are provided as mitigation - not improvements which are project-serving or that provide access to the project. ATSAC is available as a mitigation measure only where ATSAC has not yet been constructed and a fully-funded contract has not been awarded for ATSAC construction. ATSAC may be accepted as a mitigation measure prior to the completion of the ATSAC project's final funding report (Final Report) at the sole option of LADOT. If ATSAC exists at a location, the upgrade to ATCS is available as a mitigation measure. However, ATCS is not installed for individual intersections but for a system of signalized intersections. If an ATCS upgrade is proposed as a mitigation measure, the consultant must obtain prior approval from DOT on the availability, size and cost of the ATCS system. Payment for ATSAC or ATCS improvements must be made to LADOT prior to the issuance of any building permit and prior to the start of construction of the ATSAC or ATCS system in that area unless other arrangements are approved by LADOT.

4. Street Widening and Other Physical Improvements

Recommended improvements must be demonstrated to be physically feasible and must meet minimum City standards. Particular attention shall be paid to resultant sidewalk widths, which should remain adequate for pedestrian activities and meet ADA requirements.

5. Street Re-striping and Parking Prohibitions

Proposed striping and parking prohibition mitigations must be approved by LADOT. Generally, street re-striping is not a preferred mitigation measure because it often requires parking prohibitions which may cause secondary impacts in certain commercial and residential areas. Therefore, any parking impacts should be clearly identified and proposed for mitigation to the extent feasible.

6. TSP Mitigation Trust Fund

If project is located in a TSP area, an applicant may be required to pay "trip fees" into a mitigation trust fund for implementation of larger regional projects that are specified in the TSP. If a traffic study demonstrates that the applicant is responsible for only a portion of a large and costly mitigation measure, such as a bridge, etc., a fair share contribution toward the cost of the improvement may be an acceptable mitigation.

7. Infeasible Mitigation Measures

The traffic study should also include discussion of mitigation measures deemed to be infeasible, as appropriate to record the reason(s) for rejecting specific mitigation measures.

The adequacy and feasibility of each mitigation measures must be determined to the satisfaction of LADOT. The final required mitigation measures for the project will be determined by the appropriate approving agency (e.g. the City Planning Commission, the City Council). All mitigation measures shall comply with the appropriate TSP, CMP and all other applicable City ordinances and also comply with the following requirements:

8. Plan Preparation for Physical Mitigation

a. Existing Conditions

- i. Prepare preliminary geometric design drawing to a scale 1" = 40' for each of the significantly impacted intersections for existing conditions, where restriping and/or street widening is a proposed mitigation measure. Make field investigations and show all important roadway details, including adjacent land use(s), parking restrictions, sidewalks, driveways, lane dimensions, roadway striping, curb and right-of-way lines, and "footprints" of building line.
- ii. Use existing LADOT drawings where available and field check for accuracy to reflect current conditions.
- iii. Provide copy of current City Bureau of Engineering District Map illustrating public rights-of-way on impacted streets.

b. Future Conditions with Mitigation

- i. Prepare preliminary geometric design drawing to a scale 1" = 40' showing recommended changes in striping including additional roadway and right-of-way necessary to mitigate the significant impact(s) of the project for each location where street restriping and/or street widening is a proposed mitigation measure.

- ii. The plans showing additional lanes or modifications should include adequate segments of the roadway (approximately 300-400 feet on each leg of the intersection) to indicate the appropriate transitions from the existing striping conditions.

c. Standards

Geometric plans shall be prepared on LADOT 24" X 36" mylar standard sheets. If more than one mitigation is possible at a given location, separate plans for each alternate mitigation measure may be prepared in consultation with LADOT. The following criteria and standards should be used in preparation of plans:

- i. Drawings of street improvements must show existing and proposed dimensions for:
 - C Roadway widths
 - C Right-of-way widths
 - C Sidewalk widths
 - C Curb radii
 - C Location of traffic islands
 - C Individual lane widths
 - C Striping "tapers" and "cat-tracks"
- ii. Items to be shown on plans:
 - C Parking restrictions (existing and proposed), bus stops (existing and relocated), driveways, signals, street lights, signs, trees, utility poles and catchment basins.
 - C Type of development of adjacent properties.
- iii. Drawings of street improvements must show existing and proposed dimensions (desirable dimensions are shown below). Increased widths may be required for special circumstances such as predominant use by trucks and buses, higher design speeds, higher pedestrian volumes, etc.
 - C Through lane = 10' - 11'
 - C Left turn lane or two-way left-turn median = 10' - 11'
 - C Right turn lane = 12'
 - C Lane adjacent to curbed median = 12'
 - C Curb lane without parking = 12' - 13'
 - C Curb lane with parking = 18' (low speed) to 20' (high speed)
 - C Sidewalk width = 10' - 12' (minimum 9')
 - C Bike lane without parking = 5'

C Bike lane with parking = 13'

- d. Submit 3 copies of proposed mitigation plans with traffic study to appropriate LADOT Planning Office for review and comment by LADOT's Planning Office, District Office, and Design Division.
- e. Attach the AM/PM lane volume diagram (see Page 8, Section F.4) with a geometric design plan for each intersection.
- f. Revise mitigation plans as required and re-submit final mitigation plans to LADOT for approval.

Although AutoCAD is not required for traffic study purposes, LADOT Design Division requires AutoCAD on submittal of mitigation plans for B-Permit projects.

9. Guarantees of Mitigation Measures

All mitigation measures with respect to street improvements must be guaranteed through the B-Permit procedure of the Bureau of Engineering on City streets and the Encroachment Permit procedure of Caltrans on State highways before the issuance of any building permits. Mitigation measures within other jurisdictions such as Caltrans will require approval by that jurisdiction.

10. "Sharing" of Mitigation Measures

It may be prudent for two or more projects to "share" in mitigation measures. Such an option would be the subject of discussion with, and approval by, the City. Final "assignments" of mitigation measures would be done by the appropriate decision-making body upon recommendation of LADOT.

11. Mitigation Monitoring Program for inclusion in Draft EIR

The necessary components of each mitigation measure in the mitigation monitoring plan should be stated separately for inclusion in the Draft EIR. These include:

- a. Identification of the responsible party(ies) for monitoring the measure and the designated coordination for all participants.
- b. Qualifications, if any, of the necessary monitor(s).
- c. The proposed scheduling of the monitoring (i.e. dates of start-up, observation period, frequency, and completion/termination). This should be stated for mitigation measures required during construction (e.g. physical improvements) as well as those that are for the operation/life of the project (e.g. TDM)

- d. Sampling techniques and testing procedures to be used.
- e. Equipment and materials needed.
- f. Funding required and sources of funding for monitoring activities by both project and City personnel (especially for long-term monitoring activities).

When the City adopts a Citywide Mitigation Monitoring Program, the components of the mitigation monitoring plan will be modified accordingly.

I. TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM

TDM is a program designed to facilitate the use of alternate transportation modes to decrease dependency on single occupancy vehicles. LADOT strongly encourages the development of a comprehensive TDM program to eliminate as many new project trips as possible. Ordinance No. 168,700 which applies only to construction of new, non-residential development in excess of 25,000 square feet gross floor area and requires, prior to issuance of a building permit, that the owner or applicant shall agree by way of a covenant that runs with the land, to provide and maintain minimal TDM measures. See attachment "F".

Notwithstanding Ordinance No. 168,700, a consultant may be required to prepare a more comprehensive, integrated program of TDM measures. If TDM is claimed as a partial mitigation of project-related traffic impacts, or if required under any applicable TSP or other City ordinances, then the TDM program shall include the following elements (see Attachment "E"):

- C Statement of measurable goals to be achieved
- C Estimate of trips to be reduced
- C Key elements of the program, including "parking cash out"
- C Schedule and responsibilities for implementation
- C Identification of funding responsibilities
- C Method of monitoring program performance
- C Contingency plan and/or penalties for failure to achieve goals

If vehicle trips will be reduced by operating or contributing to the operation of transit systems, a description of the transit program as well as letter of support from the related transit service provider is required. The transit program shall contain elements similar to the TDM program described above.

If the project is a mixed-use project which includes housing, LADOT will consider reducing trip generation rates and/or external trip assignments. This credit will be limited to the amount that trips would actually be affected by the special features of the project relative to ITE or TSP trip generation rates.

If the project site is under one ownership or control; is uniquely located so as to permit accurate monitoring of all site trips; and extraordinary trip reduction goals are proposed, LADOT may recommend a trip cap agreement. Such an agreement typically places a cap on total vehicle trips entering and leaving the site during critical hours and includes a monitoring and contingency plan.

J. RESIDENTIAL NEIGHBORHOOD TRAFFIC MANAGEMENT (NTM) PROGRAMS

A plan to prevent/control project traffic from traveling through nearby residential areas may be required as a part of the mitigation plan for the project. If required by LADOT, the developer shall agree to fund an NTM at a cost to be determined by LADOT based on a preliminary NTM to reduce impacts on adjacent residential areas. The NTM shall be prepared in conformance to guidelines established by the LADOT Community Programs Division should contain as a minimum the following elements:

- C Description of existing facilities and neighborhood traffic conditions
- C Description of proposed neighborhood traffic controls, e.g. including sketches of specific street modifications
- C Analysis of any change in existing or future traffic patterns as a result of implementation of the plan
- C Implementation and monitoring program
- C Cost estimate
- C Funding responsibility and guarantees

Thank you for your cooperation. If you have any questions, please call the appropriate LADOT Planning Office as follow:

- C Metro Subregion Programs (213) 580 - 5209
(South of Mulholland Dr./East of Robertson Blvd.) FAX (213) 580 - 5208
- C West Los Angeles Programs (213) 485 - 1062
(South of Mulholland Dr./West of Robertson Blvd.) FAX (213) 485 - 1285

C Valley Programs (North of Mulholland Dr.)

(818) 756 - 9929
FAX (818) 756 - 9793

TrafficStudyGuidelines.WPD 03/2002

ATTACHMENT "A"

ACRONYMS

ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
AQMD	Air Quality Management District (SCAQMD)

ATCS	Adaptive Traffic Control System
ATSAC	Automated Traffic Surveillance and Control
AVR	Average Vehicle Ridership
CALTRANS	California Department of Transportation
CEQA	California Environmental Quality Act
CMA	Critical Movement Analysis
CMP	Congestion Management Program
CRA	Community Redevelopment Agency
DCP	Department of City Planning
DEIR	Draft Environmental Impact Report
EIR	Environmental Impact Report
ICO	Interim Control Ordinance
ITE	Institute of Transportation Engineers
LADOT	Los Angeles Department of Transportation
LACMTA	Los Angeles County Metropolitan Transportation Authority
LOS	Level of Service
MOU	Memorandum of Understanding
NOP	Notice of Preparation
NTM	Neighborhood Traffic Management
REG XV	Regulation by AQMD for mandatory employer trip reduction plan
TDM	Transportation Demand Management
TIA	Traffic Impact Analysis (Assessment)
TSM	Traffic System Management
TSP	Transportation Specific Plan
V/C	Volume to Capacity Ratio

ATTACHMENT "B"

LADOT REVIEW PROCESS FOR TRAFFIC STUDY

STEP

1

Preliminary discussion with
Consultant/Developer on
project description and

2

Scoping of Traffic Study
with the consultant

3

Consultant incorporates TDM
Program in Traffic Study if required

4

Consultant/Developer pays review
fee and submits Traffic Study

5

LADOT prepares initial comments
on database, if necessary

6

LADOT conducts subsequent review
of database, if necessary

7

LADOT issues initial assessment
finding on project-related traffic
impacts only; mitigation measures

8

LADOT completes initial assessment
of proposed mitigation measures

9

LADOT works on subsequent review
of proposed mitigation measures

10

LADOT issues an initial finding
on the adequacy of proposed
mitigation measures

11

LADOT reviews information contained in
the DEIR & issues final comments/letter

SCOPING FOR TRAFFIC STUDY

This Memorandum of Understanding (MOU) acknowledges Los Angeles Department of Transportation (LADOT) requirements of traffic impact analysis for the following project:

Project Name: _____
Project Address: _____
Project Description: _____

Geographic Distribution: N ____ % S ____ % E ____ % W ____ % (Attach graphic illustrating project trip distribution percentages at the studied intersections)

Trip Generation Rate(s): ITE 6th Edition / Other _____

Land Use _____ Land Use _____ Land Use _____
in out in out in out AM Trips
_____ PM Trips

Project Buildout Year: _____ Ambient or CMP Growth Rate: _____ % Per Yr.

Related Projects: (To be researched by the consultant and approval by LADOT)

Study Intersections

(Subject to revision after CMP requirement, related projects, trip generation and distribution are determined)

- 1. _____ 6. _____
- 2. _____ 7. _____
- 3. _____ 8. _____
- 4. _____ 9. _____
- 5. _____ 10. _____

Trip Credits: (Exact amount of credit subject to approval by LADOT)

Transportation Demand Management (TDM).....	<input type="checkbox"/>	<input type="checkbox"/>
Existing Active Land Use	<input type="checkbox"/>	<input type="checkbox"/>
Previous Land Use	<input type="checkbox"/>	<input type="checkbox"/>
Internal Trip	<input type="checkbox"/>	<input type="checkbox"/>
Pass-By Trip	<input type="checkbox"/>	<input type="checkbox"/>

This analysis must follow latest LADOT Traffic Study guidelines.

Name _____
Address _____ Phone No. _____

Approved by: _____

Consultant's Representative Date LADOT Representative Date

s:\letters\scope
4/2002

N-S Street: Topanga Canyon Boulevard
 E-W Street: Oxnard Street
 Peak Hour: PM

Date: 03/24/00
 Project: LNR Warner Center
 Filename: OxnToppm

Ambient Growth: (%) 2 Date of Count: 1998 Conducted by: LADOT
 Projection Year: 2005

Movement	1998	EXISTING COND.		2005 W/ AMBIENT GROWTH				2005 W/ RELATED PROJECTS				2005 W/ PROJECT				2005 W/ TRAFFIC MITIGATION			
	Volume	No. of Lanes	Lane Volume	Added Volume	Total Volume	No. of Lanes	Lane Volume	Added Volume	Total Volume	No. of Lanes	Lane Volume	Added Volume	Total Volume	No. of Lanes	Lane Volume	Added Volume	Total Volume	No. of Lanes	Lane Volume
NB Left	198	1	198	28	226	1	226	2	228	1	228	0	228	1	228	0	228	1	228
Comb. L-T		0	0			0	0			0	0			0	0			0	0
NB Thru	1655	2	619	232	1887	2	705	34	1921	2	717	45	1966	2	732	0	1966	2	732
Comb. T-R		1	619			1	705			1	717			1	732			1	732
NB Right	201	0	0	28	229	0	0	0	229	0	0	0	229	0	0	0	229	0	0
Comb. L-T-R		0	0			0	0			0	0			0	0			0	0
SB Left	129	1	129	18	147	1	147	0	147	1	147	0	147	1	147	0	147	1	147
Comb. L-T		0	0			0	0			0	0			0	0			0	0
SB Thru	1328	2	664	186	1514	2	757	66	1580	2	790	12	1592	2	796	0	1592	2	796
Comb. T-R		0	0			0	0			0	0			0	0			0	0
SB Right	110	1	74	15	125	1	84	6	131	1	89	0	131	1	89	0	131	1	89
Comb. L-T-R		0	0			0	0			0	0			0	0			0	0
EB Left	73	1	73	10	83	1	83	1	84	1	84	0	84	1	84	0	84	1	84
Comb. L-T		0	0			0	0			0	0			0	0			0	0
EB Thru	342	2	171	48	390	2	195	15	405	2	202	9	414	2	207	0	414	2	207
Comb. T-R		0	0			0	0			0	0			0	0			0	0
EB Right	140	1	41	20	160	1	47	1	161	1	47	0	161	1	47	0	161	1	47
Comb. L-T-R		0	0			0	0			0	0			0	0			0	0
WB Left	257	1	257	36	293	1	293	0	293	1	293	0	293	1	293	0	293	1	293
Comb. L-T		0	0			0	0			0	0			0	0			0	0
WB Thru	633	2	317	89	722	2	361	25	747	2	373	34	781	2	390	0	781	2	390
Comb. T-R		0	0			0	0			0	0			0	0			0	0
WB Right	120	1	56	17	137	1	63	0	137	1	63	0	137	1	63	0	137	1	63
Comb. L-T-R		0	0			0	0			0	0			0	0			0	0
Crit. Volumes		N-S: E-W: SUM:	862 428 1290			N-S: E-W: SUM:	983 488 1471			N-S: E-W: SUM:	1018 495 1513			N-S: E-W: SUM:	1024 500 1524			N-S: E-W: SUM:	1024 500 1524
No. of Phases			3				3				3				3				3
Opposed N-S?			N				N				N				N				N
Opposed E-W?			N				N				N				N				N
ATSAC?			Y				Y				Y				Y				Y
Volume/Capacity:			0.905				1.032				1.062				1.069				1.069
ATSAC Adjustment			0.835				0.962				0.992				0.999				0.999
Level of Service:			D				E				E				E				E
Project Impact: Significance:												Before Mitigation Significant?		0.007 NO	After Mitigation Mitigated?				0.007 N/A

ATTACHMENT "E"

1. PRELIMINARY TRANSPORTATION DEMAND MANAGEMENT PLAN

- a) Prior to the issuance of any building permit for the Project, the Applicant shall submit a preliminary Transportation Demand Management (TDM) plan to the Department of Transportation for review.
- b) The preliminary TDM plan shall address the unique characteristics of the Project and shall detail measures that will be implemented by the Applicant and Project occupants to achieve and maintain an Average Vehicle Ridership of at least 1.5. (1.75 in the Los Angeles Central City area) as defined in SCAQMD's Regulation XV.
- c) The preliminary TDM plan shall include the following elements:
 - 1) Building and site design elements that facilitate employee vehicle trip reduction efforts, such as conveniently located loading and unloading areas for high-occupancy vehicles (HOVs), bicycle facilities, direct pedestrian access, preferential parking for high occupancy vehicles, and convenient access from public transit stops.
 - 2) A description of the specific measures which will be performed by the Applicant or its building manager in providing ridesharing services and information to employees working in the Project, such as dissemination of ridesharing information, sale of transit passes, provision of ridesharing services, and management of the Project's parking facilities to encourage carpooling and vanpooling. These services to employees working in the Project must include provision of an employee transportation information center. Provision of a part-time Project employee transportation coordinator is strongly encouraged in larger Projects.
 - 3) A description of the specific financial and non-financial trip reduction incentives that the Applicant will provide to its own employees working within the Project to reduce the number of employee vehicles brought to and parked at or nearby the Project. The Applicant must also describe the method it will use, such as leasing provisions, to require that each tenant prepare and implement a TDM plan for its employees describing specific financial and non-financial incentives that the tenant will provide to its own employees working within the Project to reduce the number of employee vehicles brought to and parked at or nearby the Project.
 - 4) The preliminary TDM plan submitted by the Applicant and all TDM plans prepared by tenants of the Project shall include a parking cash-out incentive, under which any employee working in the Project who receives or is entitled to a parking subsidy from his or her employer shall be offered the option to be paid the amount of that subsidy in cash, to be used at the employee's option for any expenses associated with commuting to and from work or any other expenses.
- d) The Department of Transportation shall review and approve or disapprove a preliminary TDM plan within 30 working days.

2. FINAL TRANSPORTATION MANAGEMENT PLAN

At least 60 days prior to the issuance by the Department of Building and Safety of any temporary or permanent certificate of occupancy for a Project, any Applicant that was required to prepare and submit a preliminary Transportation Demand Management plan for the Project shall revise that plan.

- a) The final TDM plan shall include any charges in trip reduction incentives the Applicant will provide to its own employees and shall include TDM plans prepared by each tenant that has employees working within the Project. Each tenant TDM plan shall include a description of financial and non-financial trip reduction incentives that the tenant will provide to its employees to reduce the number of employee vehicles driven to and parked at or nearby the Project.
- b) As an alternative to the submittal of individual TDM plans for each tenant, the Applicant is encouraged to develop a cooperative TDM plan consisting of a common set of trip reduction incentives that the Applicant and each tenant will provide to their own employees. If the Applicant submits a plan with common incentives, individual tenants need only submit a simple letter of commitment signed by an officer of each employer who is a tenant in the Project outlining the incentives it will offer its employees and committing to provide them.
- c) No certificate of occupancy for the Project shall be issued by the Department of Building and Safety until the Department of Transportation has approved a final TDM Plan for the Project.
- d) After approval of a final TDM plan by the Department of Transportation, all Project owners shall execute and record a Covenant with the City, satisfactory to the Department of Transportation, which guarantees the implementation and continued maintenance of the approved TDM plan. The Covenant shall run with the land and shall be binding on future owners, successors, heirs and assigns. The covenant shall be approved by the Department of Transportation and a certified recorded copy shall be delivered to the Department of Transportation.

3. TDM STATUS REPORTS

- a) An Applicant or its successors shall submit an annual status report on the TDM program to the Department of Transportation beginning a year after the issuance of any certificate of occupancy for the Project. The report shall be prepared in the form and format designated by the Department of Transportation, which must either approve or disapprove the status report within 30 days.
- b) The TDM status report shall contain a separate average vehicle report for each employer with employees working within the Project, conducted as outlined in the SCAQMD's Regulation XV Commuter Program. The Applicant shall also total the number of employees and employee vehicles that come to the Project between 6 AM and 10 AM and use the results to determine an average vehicle ridership for all employees reporting to the Project using the approach in SCAQMD's Regulation XV.
- c) Failure to submit a required annual status report within 30 days of the anniversary date of the issuance of any certificate of occupancy for the Project shall constitute non-compliance with the requirements of this Subsection.

- d) If a Project owner fails to submit a required TDM plan annual status report, the Department of Transportation shall issue a notice of non-compliance. If after 30 days from the issuance of the notice of non-compliance the required status report is not received, the Project owner shall be subject to any penalty recommendations adopted by the City Council after notice and hearing.
- e) No additional building permit, change of use permit, conditional use permit or certificate of occupancy shall be issued for any Project which has not complied with the requirements of this Subsection.

4. TDM PLAN REVISION

- a) Every other year, on or before the second anniversary of the approval of a final or revised TDM Plan for the Project, the Applicant shall submit a revised TDM Plan to the Department of Transportation. The Plan shall include the same elements as the final TDM plan as outlined in Section 2 a, but shall be revised to reflect the current trip reduction program services and information being provided by the building operator to all employees who work in the Project and any changes in the trip reduction incentives being provided by the Applicant to its own employees. It shall also include any changes in the trip reduction incentives being offered by an employer who has employees working within the Project. The plan should also include TDM plans as outlined in Section 2 a for any employers who have become tenants since the Applicant submitted its final TDM Plan or last revised TDM Plan. If the results of the latest TDM status reports indicate that the average vehicle ridership for any individual employers located within the Project is below the goal contained in Section 1 b, additional services and employer incentives must be added to their revised plan to improve the likelihood that their employees working within the Project will meet or exceed the applicable AVR goal.
- b) Every other year, on or before the second anniversary of the approval of a final or revised cooperative TDM Plan for the Project, the Applicant shall submit a revised TDM Plan to the Department of Transportation. The Plan shall include the same elements as the final TDM Plan as outlined in Section 2 b, but shall be revised to reflect the current trip reduction program services and information being provided to all employees who work in the Project. If the results of the latest TDM status report indicated that the Average Vehicle Ridership for all of the employees working within the Project is below the goal contained in Section 1 b, the Applicant must add additional services and employer incentives to the cooperative TDM Plan to improve the likelihood that the employees working within the Project will meet or exceed the applicable AVR goal.
- c) The Department of Transportation must either approve or disapprove the revised TDM plan within 30 days of its submittal.

5. TDM PLAN REVISION ENFORCEMENT AND PENALTIES

- a) Failure to submit a required TDM Plan revision within 30 days of the second anniversary date of the approval of a final or revised TDM Plan for a Project shall constitute non-compliance with the requirements of this Subsection.

- b) If a Project owner fails to submit a required TDM plan revision, the Department of Transportation shall issue a notice of non-compliance. If after 30 days from the issuance of the notice of non-compliance the required TDM Plan revision is not received, the Project owner shall be subject to any penalty recommendations adopted by the City Council-after notice and hearing.
- c) If, after evaluation of a TDM status report, the Department of Transportation determines that the trip reduction services and incentives contained in a TDM Plan revision are not adequate to enable the Applicant and employers located in the Project to reach the AVR goal of 1.5 (1.75 in Central City) the Department may disapprove the TDM plan revision.
- d) If the Department of Transportation disapproves a TDM plan revision, the Applicant shall include additional services and incentives as outlined in Section 2 a or b and resubmit the TDM Plan revision within 30 days.
- e) If, at any time, the Department of Transportation determines that a Project owner has failed to comply with the provisions of a final TDM Plan or TDM Plan revision, the Department of Transportation shall issue a notice of non-compliance. The notice shall indicate which requirement(s) have not been complied with, and the action(s) required in order to comply.
- f) The Project owner shall, within six months of the date of the notice of non-compliance, perform all actions necessary to bring the Project into compliance to the satisfaction of the Department of Transportation.
- g) If, after six months from the date of the notice of non-compliance, the Project owner has failed to comply with the requirements of the TDM plan, the Project owner shall be subject to any penalty recommendations adopted by the City Council after notice and hearing.
- h) A determination of TDM plan non-compliance by the Department of Transportation shall be appealable to the Board of Transportation Commissioners and the City Council.
- i) No additional building permit, change of use permit, conditional use permit or certificate of occupancy shall be issued for any Project which has not complied with the requirements of this Subsection.

ATTACHMENT "F"

TRANSPORTATION DEMAND MANAGEMENT AND TRIP REDUCTION MEASURES

Transportation Demand Management and Trip Reduction Measures. (Added by Ord. No. 168,700, Eff. 3/31/93.)

1. DEFINITIONS

For the purpose of this section, certain words and terms are defined as follows:

Carpool. A vehicle carrying two to five persons to and from work on a regular schedule.

Development. The construction of new non-residential floor area.

Gross Floor Area. That area in square feet confined within the outside surface of the exterior walls of a building, as calculated by adding the total square footage of each of the floors in the building, except for that square footage devoted to vehicle parking and necessary interior driveways and ramps.

Preferential Parking. Parking spaces, designated or assigned through use of a sign or painted space markings for Carpools or Vanpools, that are provided in a location more convenient to the entrance for the place of employment than parking spaces provided for single-occupant vehicles.

Transportation Demand Management (TDM). The alteration of travel behavior through programs of incentives, services, and policies, including encouraging the use of alternatives to single-occupant vehicles such as public transit, cycling, walking, carpooling/vanpooling and changes in work schedule that move trips out of the peak period or eliminate them altogether (as in the case in telecommuting or compressed work weeks).

Trip Reduction. Reduction in the number of work-related trips made by single-occupant vehicles.

Vanpool. A vehicle carrying six or more persons to and from work on a regular schedule, and on a prepaid basis.

Vehicle. Any motorized form of transportation, including but not limited to automobiles, vans, buses and motorcycles.

2. APPLICABILITY

This subdivision applies only to the construction of new non-residential gross floor area. Prior to the issuance of a building permit, the owner/applicant shall agree, by way of a covenant that runs with the land, to provide and maintain in a state of good repair the following applicable transportation demand management and trip reduction measures.

3. REQUIREMENTS

- (a) **Development in excess of 25,000 square feet of gross floor area.** The owner shall provide a bulletin board, display case, or kiosk (displaying transportation information) where the greatest number of employees are likely to see it. The transportation information displayed should include, but is not limited to, the following:
- (1) Current routes and schedules for public transit serving the site;
 - (2) Telephone numbers for referrals on transportation information including numbers for the regional ridesharing agency and local transit operations;
 - (3) Ridesharing promotion material supplied by commuter-oriented organizations;
 - (4) Regional/local bicycle route and facility information;
 - (5) A listing of on-site services or facilities which are available for carpoolers, vanpoolers, bicyclists, and transit riders.
- (b) **Development in excess of 50,000 square feet of gross floor area.** The owner shall comply with Paragraph (a) above and in addition shall provide:
- (1) A designated parking area for employee carpools and vanpools as close as practical to the main pedestrian entrance(s) of the building(s). This area shall include at least ten percent of the parking spaces required for the site. The spaces shall be signed and striped sufficient to meet the employee demand for such spaces. The carpool/vanpool parking area shall be identified on the driveway and circulation plan upon application for a building permit;
 - (2) One permanent, clearly identified (signed and striped) carpool/vanpool parking space for the first 50,000 to 100,000 square feet of gross floor area and one additional permanent, clearly identified (signed and striped) carpool/vanpool parking space for any development over 100,000 square feet of gross floor area;
 - (3) Parking spaces clearly identified (signed and striped) shall be provided in the designated carpool/vanpool parking area at any time during the building's occupancy sufficient to meet employee demand for such spaces. Absent such demand, parking spaces within the designated carpool/vanpool parking area may be used by other vehicles;
 - (4) No signed and striped parking spaces for carpool/vanpool parking shall displace any handicapped parking;
 - (5) A statement that preferential carpool/vanpool spaces are available on-site and a description of the method for obtaining permission to use such spaces shall be included on the required transportation information board;
 - (6) A minimum vertical clearance of 7 feet 2 inches shall be provided for all parking spaces and accessways used by vanpool vehicles when located within a parking structure;
 - (7) Bicycle parking shall be provided in conformance with Section 12.21A16 of this Code.

- (c) **Development in excess of 100,000 square feet of gross floor area.** The owner shall comply with Paragraphs (a) and (b) above and shall provide:
- (1) A safe and convenient area in which carpool/vanpool vehicles may load and unload passengers other than in their assigned parking area;
 - (2) Sidewalks or other designated pathways following direct and safe routes from the external pedestrian circulation system to each building in the development;
 - (3) If determined necessary by the City to mitigate the project impact, bus stop improvements shall be provided. The City will consult with the local bus service providers in determining appropriate improvements. When locating bus stops and/or planning building entrances, entrances shall be designed to provide safe and efficient access to nearby transit stations/stops;
 - (4) Safe and convenient access from the external circulation system to bicycle parking facilities on-site.

4. EXCEPTIONS

The provisions of this subsection shall not apply to developments for which an application has been deemed complete by the City pursuant to Government Code Section 65943, or for which a Notice of Preparation for a Draft Environmental Impact Report has been circulated or for which plans sufficient for a complete plan check were accepted by the Department of Building and Safety, on or before the effective date of this ordinance.

5. MONITORING

The Department of Transportation shall be responsible for monitoring the owner/applicant's continual implementation and maintenance of the project trip reduction features required by this ordinance.

6. ENFORCEMENT

Applicants shall execute and record a Covenant and Agreement that the trip reduction features required by this ordinance will be maintained, that required material specified in Subdivision 3 (a) (1)-(5) will be continually posted, and that additional carpool/vanpool spaces within the designated preferential area will be signed and striped for the use of ridesharing employees based on demand for such spaces. The Covenant and Agreement shall be acceptable to the Department of Transportation.

7. HARDSHIP EXEMPTION

In cases of extreme hardship, duly established to its satisfaction, the City Council, acting in its legislative capacity, and by resolution, may grant an exemption from any/or all the provisions of this ordinance. In granting such an exemption, the City Council shall make the following findings:

- (a) Specific features of the development make it infeasible to satisfy all of the provisions of this subsection; and
- (b) The applicant has committed to provide equivalent alternative measures to reduce vehicle trips.

ATTACHMENT "G"

LADOT POLICY ON PASS-BY TRIPS

PASS-BY TRIP DISCOUNT RATE	LAND USE CATEGORY
10%	Shopping Center 600,000 sf or more, Quality Restaurant, Specialty Retail, Furniture Store, Medical Office, Day Care, Theater/Cinema, Auto Sales/Repair
20%	Shopping Center 300,000 to less than 600,000 sf, Bank/Savings & Loan, High Turnover Restaurant, Car Wash, Hardware/Lumber Store, Garden Center, Recreation/Health Club
30%	Shopping Center 100,000 to less than 300,000 sf, Discount Club, Discount Store, Auto Parts, Music/Video Store
40%	Shopping Center 50,000 to less than 100,000 sf, Supermarket, Drugstore, Bookstore
50%	Shopping Center less than 50,000, Fast Food Restaurant, Gasoline/Service Station, Convenience Market, Flower/Bakery/Yogurt Shop, Dry Cleaner, Liquor Store

City of Los Angeles
Department of Transportation
(Rev Apr 92)

STREET:
North/South VINELAND AV

East/West VANOWEN ST

Day: FRIDAY Date: FEB 9, 2001 Weather: CLEAR

Hours: 7-10 AM 3-6 PM

School Day: YES District: EAST VALLEY I/S CODE

	N/B	S/B	E/B	W/B
DUAL- WHEELEC	205	191	172	46
BIKES	0	0	0	0
BUSES	14	20	19	9

	N/B	TIME	S/B	TIME	E/B	TIME	W/B	TIME
AM PK 15 MIN	182	8.00	275	7.30	265	7.30	250	7.30
PM PK 15 MIN	309	5.15	343	5.00	284	5.15	383	5.30
AM PK HOUR	660	7.30	1012	7.30	889	7.30	831	7.30
PM PK HOUR	1123	4.45	1259	4.30	1065	4.30	1372	4.45

NORTHBOUND Approach					SOUTHBOUND Approach					TOTAL	XING S/L		XING N/L	
Hours	Lt	Th	Rt	Total	Hours	Lt	Th	Rt	Total	N-S	Ped	Sch	Ped	Sch
7-8	40	433	100	573	7-8	172	737	55	964	1537	13	3	15	0
8-9	86	421	125	632	8-9	179	665	60	904	1536	12	3	11	0
9-10	50	385	120	555	9-10	143	518	73	734	1289	8	1	8	0
3-4	79	815	113	1007	3-4	182	756	90	1028	2035	21	4	5	2
4-5	117	836	133	1086	4-5	192	837	132	1161	2247	21	5	9	2
5-6	97	878	125	1100	5-6	180	941	135	1256	2356	17	6	4	1
TOTAL	469	3768	716	4953	TOTAL	1048	4454	545	6047	11000	92	22	52	5

EASTBOUND Approach					WESTBOUND Approach					TOTAL	XING W/I		XING E/L	
Hours	Lt	Th	Rt	Total	Hours	Lt	Th	Rt	Total	E-W	Ped	Sch	Ped	Sch
7-8	92	599	89	780	7-8	41	686	28	755	1535	32	3	0	1
8-9	74	624	89	787	8-9	65	659	38	762	1549	9	0	4	0
9-10	69	496	101	666	9-10	32	516	18	566	1232	12	0	0	0
3-4	112	496	107	715	3-4	39	748	51	838	1553	12	0	1	0
4-5	173	706	158	1037	4-5	72	1041	42	1155	2192	22	4	8	0
5-6	169	693	183	1045	5-6	99	1206	62	1367	2412	1	0	8	0
TOTAL	689	3614	727	5030	TOTAL	348	4856	239	5443	10473	88	7	21	1