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TECHNICAL MEMORANDUM

TO: Ms. Heba El-Guindy, T.E., Culver City
CC: Mr. John Tilley, Washington Wing, LLC.

FROM: Srinath Raju, P.E.
Christopher Muñoz

SUBJECT: 12300 W. Washington Boulevard Office Project
Trip Generation Analysis and Transportation Assessment Criteria

DATE: June 8, 2021 **REF:** RA 680

This technical memorandum documents the trip generation analysis and transportation assessment criteria for the proposed Office Project (the Project) located at 12300 W. Washington Boulevard (APN 4232-011-022, 4232-011-021), Culver City, California, 90066. The Project's parcel, APN 4232-011-022, is located in Culver City; while Project parcel, APN 4232-011-021, is located in the City of Los Angeles. The Project will be completed by the Year 2024.

This evaluation and analysis include estimation of weekday trip generation of the proposed Project. A comparison of the weekday trip generation estimates with the minimum threshold that warrants preparation of a formal transportation assessment analysis per City of Culver City criteria has been prepared and documented in subsequent sections of this memorandum. The results conclude that the Project does not meet or exceed thresholds to warrant preparation of a formal transportation assessment per City of Culver City screening criteria. The findings are discussed in more detail in the following sections.

PROJECT DESCRIPTION

The Project site is located on the southwest corner of intersection of Campbell Drive and Washington Boulevard. The Project consists of 11,186 square feet of office use, replacing 2,011 square feet of existing office use. The Project will provide a surface parking lot that would contain

a total of 32 vehicle parking spaces including one loading space. The Project would also provide 2 long-term and 7 short-term bicycle spaces. The Project site plan is shown in Figure 1.

The proposed office building and a portion of the parking lot is located within parcel APN 4232-011-022 in the City of Culver City. The remaining southern portion of the parking lot is located within parcel APN 4232-011-021 in the City of Los Angeles.

Access and Circulation

The Project's driveway will be located along the west side of Campbell Drive (local street) similar to existing conditions. The existing driveway serving the Project site would be removed. A new driveway would be provided just north of the existing driveway, located approximately 100 feet south of the intersection of Campbell Drive and Washington Boulevard. The proposed driveway would have a width of approximately 24 feet and would provide full egress and ingress. Both Washington Boulevard to the north and Louise Avenue to the south provide access to and from Campbell Drive.

Vehicle Parking Requirements

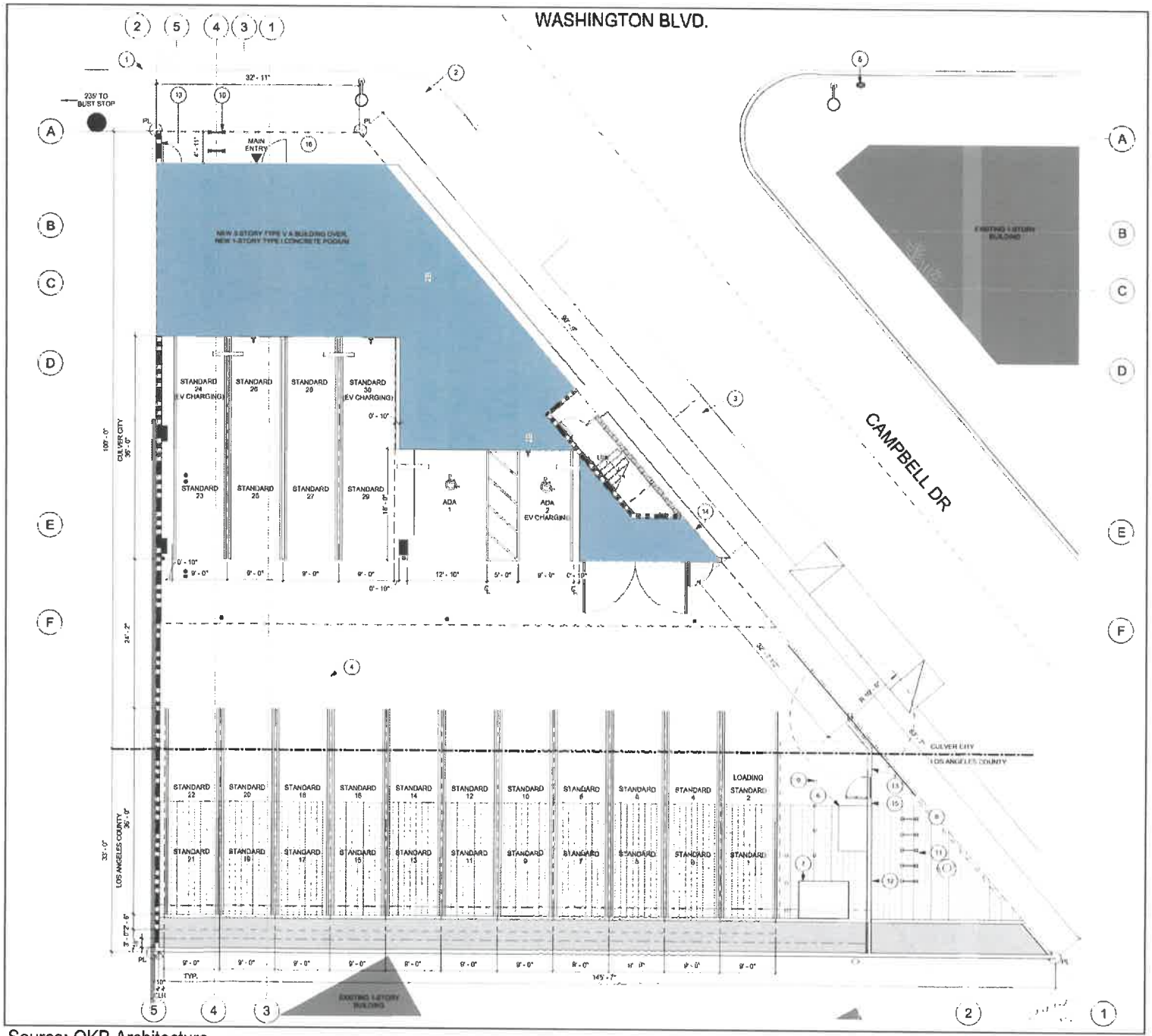
The following is the parking requirement contained within Section 17.320.020 - Number of Parking Spaces Required established by the City of Culver City zoning code:

- Commercial Use: Business – 1 space per 350 square feet

Based on the above zoning code requirements, the required parking for this project would be 32 spaces (Business: 11,186 s.f. x 1 space/350 s.f. = 32 spaces). The project is providing a total of 32 spaces.

Bicycle Parking Requirements

Per Section 17.320.045 – Bicycle Parking, non-residential uses providing employment shall provide bicycle parking spaces equal to a minimum of 5% of the required vehicle spaces, distributed to serve employees and visitors to the project.



Source: OKB Architecture

FIGURE 1
PROJECT SITE PLAN

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Based on the above zoning code requirements, the required bicycle parking for this project would be 2 spaces (Business: 32 vehicle spaces required x 5% = 2 spaces). The project is providing 2 long-term and 7 short-term bicycle spaces. The 2 long-term bicycle spaces would be securely located within the lobby near the main entrance along Washington Boulevard. Two (2) short-term bicycle spaces would be located on-site along Washington Boulevard, while the remaining 5 short-term bicycle spaces would be located on the south-east corner of the site along Campbell Drive.

PROJECT TRIP GENERATION

ITE 10th Edition trip rates were utilized to determine the Project's peak hour trip generation estimates. Table 1 presents details of the Project's trip generation including type of use, size, applicable rate and trip generation estimates for the Project. Other calculations within the tables also provide for trip generation reductions from existing trip credit per Culver City's *Transportation Study Criteria and Guidelines*.

From Table 1, it can be observed that the Project would result in a total of approximately 11 net trips (9 inbound trips and 2 outbound trips) during the morning peak hour and 11 net trips (2 inbound trips and 9 outbound trips) during the evening peak hour.

Utilizing Culver City's VMT calculator tool (version 1.0), the Project would have a total of **76 daily trips.**

PROJECT TRIP DISTRIBUTION

The geographic distribution for Project trips was assumed to be the following:

- To and From the North: 15%
- To and From the South: 25%
- To and From the East: 45%
- To and From the West: 15%

TABLE 1
ESTIMATED PROJECT TRIP GENERATION

	Size	AM Peak Hour			PM Peak Hour		
		IN	OUT	TOTAL	IN	OUT	TOTAL
Proposed Project							
General Office	11,186 s.f.	11	2	13	2	12	14
Existing Use to Removed							
General Office	2,011 s.f.	(2)	0	(2)	0	(3)	(3)
Net Project Trip Generation Total		**9**	**2**	**11**	**2**	**9**	**11**
Trip Rates [1]							
Office (ITE Land Use 710)	Trips per 1,000 s.f.	86%	14%	1.16	16%	84%	[2]

[1] Trip generation rates from Trip Generation Manual, 10th Edition, ITE 2017.
[2] PM trip generation estimates for office was calculated using the following equation:

PM Peak Hour: $Ln(T) = 0.95\ Ln(X) + 0.36$

Where:
Ln = Natural logarithm
T = Two-way volume of traffic (total trip-ends)
X = Area in 1,000 gross square feet of leasable area

Intersection level trip distribution percentages are shown in Figure 2. Based on these distribution assumptions, location and point of access of the Project driveway, and trip generation estimates from the Project, traffic estimates of Project-only trips were developed. These Project-only trips are presented in Figure 3. As can be seen in Figure 3, the Project adds very little net new trips to the street system during the morning and evening peak hours.

CITY OF CULVER CITY TRANSPORTATION STUDY CRITERIA

Per the current *Culver City Transportation Study Criteria and Guidelines*, July 2020, the City requires the preparation and submission of a transportation assessment for Development Projects that meet the following criteria:

- The City shall require a transportation study if a project is estimated to add 250 or more new daily trips.

As indicated in the previous section, the Project trip generation results in a total of 76 daily trips. Therefore, per City's guidelines, the Project's estimated trip generation does not meet or exceed the City's criteria for preparing a transportation study. Additionally, no City ordinance or regulations have been identified that require a transportation study for this Project. Therefore, no further analysis is needed.

The City may also require a transportation study or submittal of certain components of the study, even if the threshold criteria are not met to address other traffic or parking related concerns including, but not limited to, a project that:

- Creates adverse conditions for bicycles or pedestrians
- Creates pedestrian or vehicular traffic conflict due to its proximity to an intersection
- Generates a significant amount of traffic on residential streets
- Generates a significant amount of additional parking on residential streets
- Generates traffic that could create operational problems that interfere with the flow of traffic on roadways or driveways

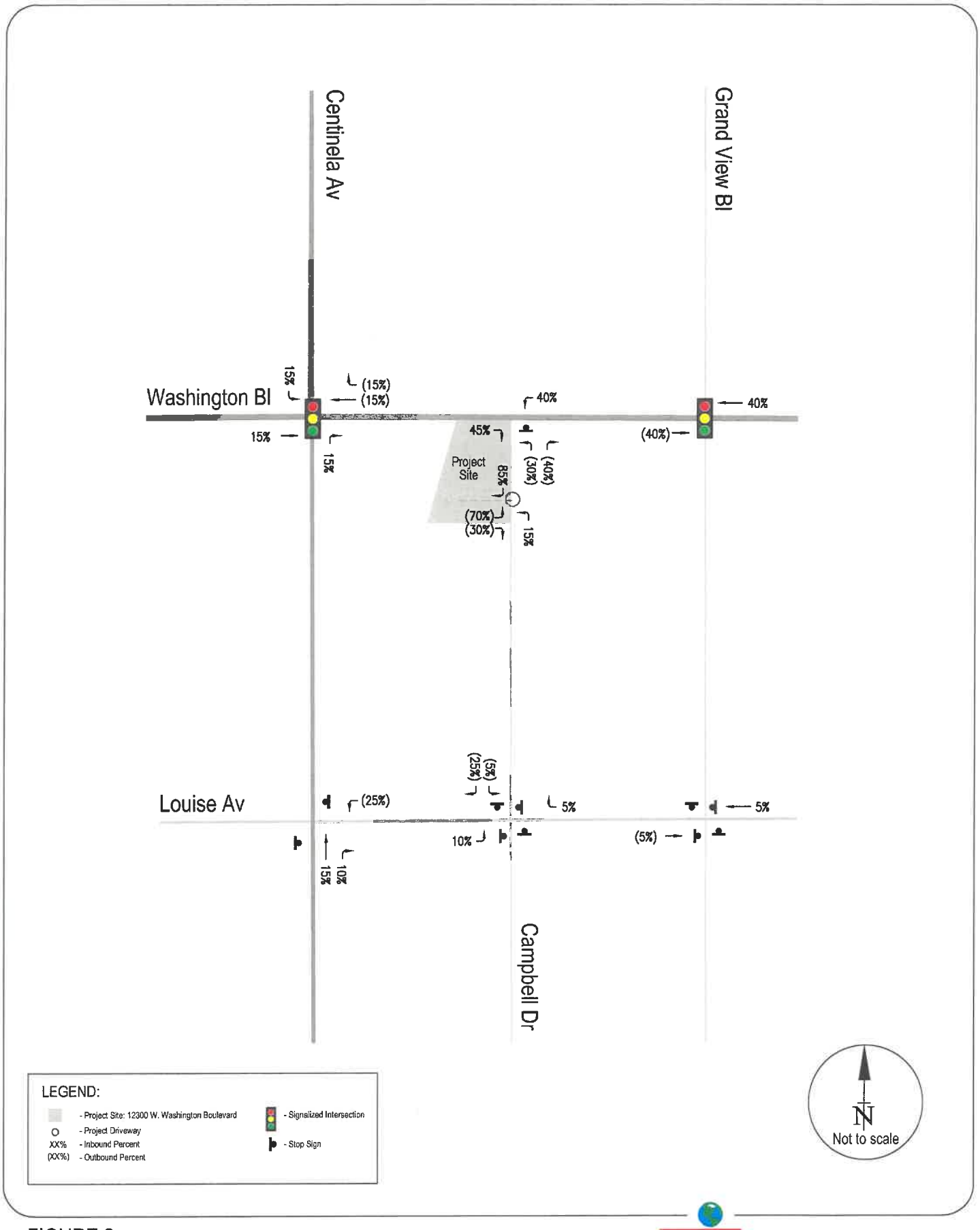

FIGURE 2
PROJECT TRIP DISTRIBUTION

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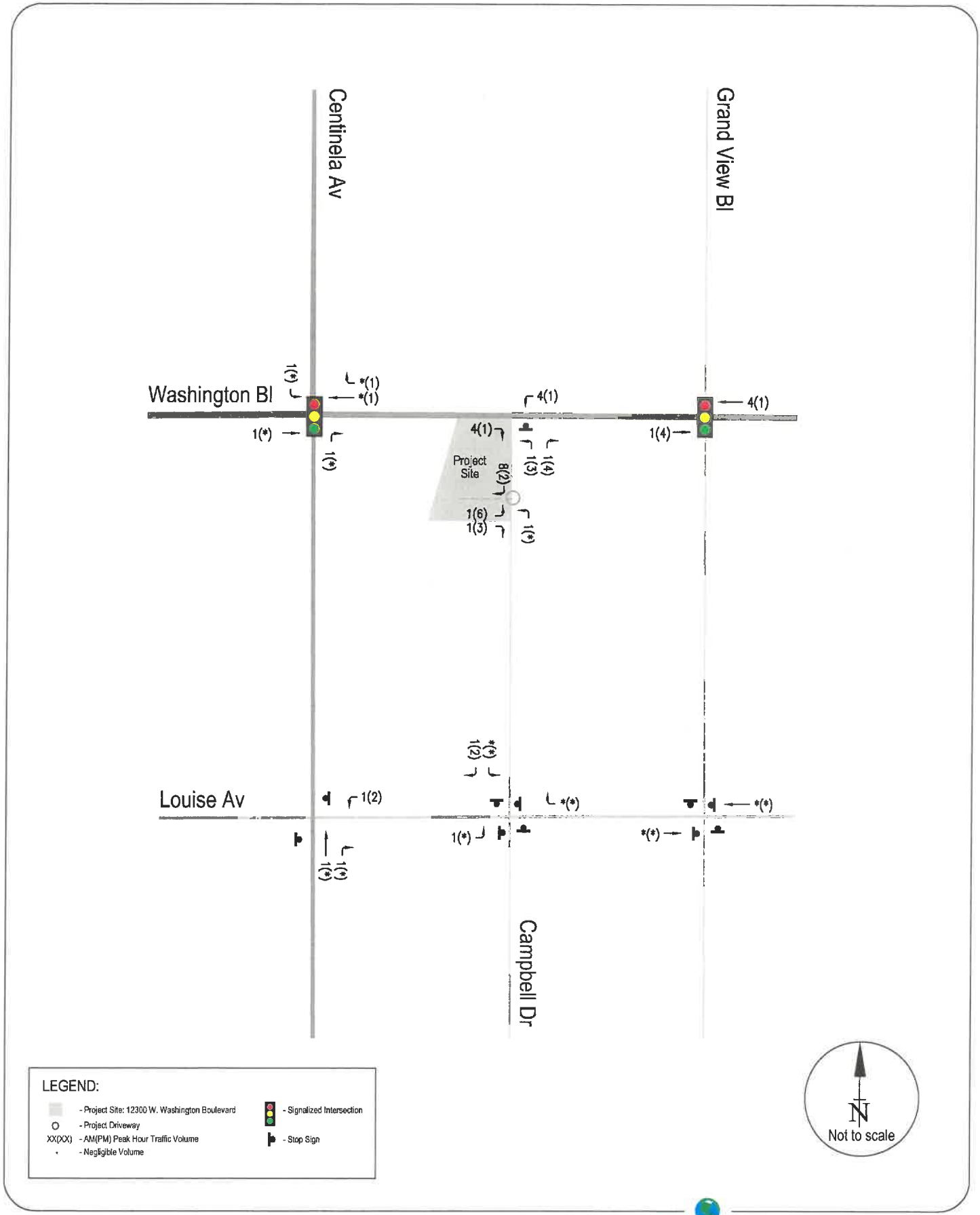

FIGURE 3
PROJECT ONLY NET TRIPS - PEAK HOUR TRAFFIC VOLUMES

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- Includes a proposed driveway location that may have limited visibility due to the roadway's curving alignment or other safety, design or operational issues

Based on review of the site plan, the Project does not create adverse conditions for bicycles or pedestrians, nor does it create pedestrian or vehicular traffic conflicts due to its proximity to an intersection. The Project driveway is located on the west side of Campbell Drive (a local street) similar to existing conditions. The Project driveway is not located on a curve and does not have visibility issues.

As shown in Figure 3, the Project adds a very small amount of net new trips to the street system and nearby intersections during the morning and evening peak hours. It can be seen, the Project would not generate significant amount of traffic on any residential street. Additionally, the small amount of Project generated traffic is not anticipated to create operational problems that interfere with the flow of traffic on adjacent roadways or driveways.

The Project's driveway does not have limited visibility or other safety, design or operational issues. Therefore, we submit that the proposed Project would not require any further CEQA or Non-CEQA analysis.

CONCLUSION

The daily volume threshold identified in *Culver City Transportation Study Criteria and Guidelines* for requiring preparation of a transportation assessment is 250 or more trips per day. The proposed Project is estimated to generate a total of 76 daily trips. Therefore, the Project does not exceed the threshold (250 or more daily trips) that require preparation of a transportation study.

Additionally, the Project would not generate significant amount of traffic on any residential street and is not anticipated to create operational problems that interfere with the flow of traffic on adjacent roadways or driveways. The Project's driveway does not have limited visibility or other safety, design or operational issues.

Therefore, we submit that the proposed Project would not require any further CEQA or Non-CEQA analysis.