

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 12, 2020

To: LADOT Bureau of Planning and Development Review Staff

From: Tomas Carranza, Principal Transportation Engineer
Department of Transportation

Subject: **WARNER CENTER SPECIFIC PLAN - TRANSPORTATION DEMAND MANAGEMENT
PROGRAM DIRECTIVE POLICY (REVISED)**

This memorandum supersedes the policy directive on the same subject issued on June 21, 2019.

The Los Angeles Department of Transportation (LADOT) established this policy directive to clarify the Transportation Demand Management (TDM) requirements of the Warner Center Specific Plan, known as the Warner Center 2035 (WC2035) Plan. In accordance with Section 7.8 of the WC2035 Plan, any Project filed pursuant to Section 5.3.2 or 5.3.3 of the WC2035 Plan, which involves the conditions listed below, must be subject to Sections 7.8.1 and 7.8.2:

1. An existing building or structure containing 30,000 square feet or more of floor area;
2. An addition to or structural modification of an existing building or structure that results in a building or structure containing 30,000 square feet or more of floor area; or
3. Any new building or structure containing 30,000 square feet or more of floor area.

In accordance with Section 7.8.1 of the WC2035 Plan, property owner(s) of a lot or lots with an existing building or structure or an applicant of a Project that is subject to this Subsection 7.8 must be permitted to select one of the following two options in order to satisfy the TDM requirements of the Plan:

Option No. 1: Submittal of a TDM Plan to the City

Prior to the issuance of any Project approval pursuant to Section 5.3.2 or Section 5.3.3 of the WC2035 Plan, the Project applicant and/or the property owner(s) (including resident associations) of the lot where the Project is located must submit to LADOT an application for review and approval of a TDM plan. LADOT must review and approve or disapprove the TDM plan within 90 days after the date of submittal of a complete application and any required review fees. Upon approval of the TDM plan and after the issuance of the certificate of occupancy, a TDM monitoring report must be submitted to LADOT annually for review and approval. Upon approval of the monitoring report, LADOT must issue a Letter of Compliance to the project. As stated in Section 7.8.2 of the WC2035 Plan, no building, grading, demolition, foundation, use of land, and change of use permit must be issued for any eligible Project that has not complied with the requirements specified in Section 7.8. The TDM plan must, at a minimum, include the following elements:

- a) Building and site design elements that facilitate customer, tenant, and employee vehicle reduction efforts, which may include, but are not limited to: direct pedestrian access, bicycle facilities, public transit stops, loading and unloading areas for High Occupancy Vehicles (HOV's), and preferential parking for HOV's.
- b) Specific measures that will be performed by the Project applicant(s) and/or the property owner(s) in providing ridesharing services and information to customers, tenants, and employees within the development, which may include, but are not limited to:
 - Designation of an on-site coordinator or point person to manage on-site TDM efforts
 - Ride matching services to establish carpools and vanpools
 - Guaranteed return trip program
 - Access to information about public transit and active transportation options through on-site and web-based communication
 - Commute trip reduction
 - Flextime / alternative work schedule support
 - Freight transport management
 - Parking pricing and supply management
 - Shared parking coordination
 - Pedestrian and bicycle planning
 - Pedways/paseos and pass through for pedestrians, bicycles and small vehicles
 - Shuttle services
 - Special event transport management
 - Telework telecommute work program and support
 - Tourist transport management
 - Transit improvements
 - Transportation access guides
 - Wayfinding and multi-modal navigation tools
- c) Financial and non-financial trip reduction incentives that the Project applicant(s) and/or the property owner(s) will provide to customers, tenants, and employees working within the development.
- d) Methods that the Project applicant(s) and/or property owner(s) will use, such as leasing provisions, to encourage the participation and cooperation within the development in regards to the TDM plan.

- e) Submittal of an annual TDM status report to LADOT once the project's Certificate of Occupancy has been issued. The report must include, at a minimum, a survey of all employees and/or tenants on their travel patterns, the Average Vehicle Ridership (AVR) of all employees and/or tenants, information on mode share, and vehicle miles traveled (VMT) per employee.

Option No. 2 - Membership in a Transportation Management Organization (TMO)

Prior to the issuance of any building, foundation, grading, demolition, change of use or use of land permit for a Project approved pursuant to Section 5.3.2 or Section 5.3.3 of this Plan, a Project applicant(s) and/or the property owners(s) (including resident associations) must join a Transportation Management Organization (TMO) or an equivalent organization. Proof of membership in good standing must be required at the time of any building permit clearance. A member in good standing must include the following minimum specifications which implement the TMO's overall TDM goals and objectives:

- a) Provide building and site design elements that facilitate customer, tenant, and employee vehicle use reduction efforts, such as direct pedestrian access, bicycle facilities, public transit stops, loading and unloading areas for High Occupancy Vehicles (HOV's), and preferential parking for HOV's.
- b) Designate an on-site transportation coordinator or point person to manage on-site TDM efforts and work with the TMO or equivalent organization.
- c) Specific promotional measures that will be performed in providing ridesharing services and information to customers, tenants, and employees.
- d) Financial and non-financial trip reduction incentives that will be provided on-site to customers, tenants, and employees.
- e) Payment of annual membership dues as determined by the TMO or equivalent organization.
- f) Submittal of an annual TDM status report to the TMO or equivalent organization once the project's Certificate of Occupancy has been issued. The report must include, at a minimum, a survey of all employees and/or tenants on their travel patterns, the AVR of all employees and/or tenants, information on mode share, and VMT per employee.

If you have any questions, please call Shirley Zamora at (818) 374-4692.