

Public Works Department  
**MEMORANDUM**2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
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**TO:** Angela Georgeff, Associate Planner

**FROM:** Mark Anthony Bueno, Associate Engineer

**DATE:** May 14, 2024

**SUBJECT: The Drop Yard Project – DP-2023-70021  
Trip Generation Analysis**

The proposed project is located at 880 Westlake Boulevard north of the Hyatt Regency Westlake Plaza Hotel. The proposal would repurpose the existing auxiliary surface parking lot into an outdoor bar and food venue (“Drop Yard”). This memorandum summarizes the net trip generation estimate for the site based on this development proposal.

The site’s proposed project trip generation estimates were derived from the 11<sup>th</sup> Edition Trip Generation Manual, published by the Institute of Transportation Engineers (ITE). The City’s current Administrative Policy, Vehicle Miles Traveled (VMT) Analysis for CEQA Compliance, for requiring a VMT analysis and standard City practice for requiring a traffic impact study (TIS) consider the trips generated during the PM peak hour. Accordingly, the PM peak hour trip generation rates for the site are presented in this analysis. A copy of the Administrative Policy is attached to this memorandum.

Table 1 summarizes the estimated number of PM peak hour trips generated by the proposed project. As shown in Table 1, an adjustment to the project trip generation was made to account for internal capture trips. The project trip generation estimates the number of vehicles expected to enter and exit the site. However, the estimate does not account for “internal” person trips that are “captured” entirely within the site (i.e., walking between land uses in a mixed or multi-use development.). Accordingly, an internal capture adjustment of 13% was applied to the project trip generation for the interaction between the hotel and the proposed Drop Yard.

The internal capture adjustment was derived from the 3<sup>rd</sup> Edition Trip Generation Handbook, published by ITE. It should be noted that several office buildings with a surface parking lot are located less than 0.25 miles from the project site (an approximate 5-minute walk). While estimated project trips may include employees of the nearby office buildings who can walk to the Drop Yard after typical business hours, these walking trips are not included in the internal capture adjustment to provide a conservative estimate of vehicular project trips.

According to the ITE Trip Generation Manual and accounting for the internal capture adjustment, the proposed project is estimated to generate 61 trips during the PM peak hour. Trip-generating uses in the Drop Yard were identified as the three food trucks, two bar areas, and pop-up retail space. The remaining outdoor space was assumed to be ancillary areas.

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<b>Table 1</b> Trip Generation - Proposed Project			
ITE Land Use Number and Type of Use	Quantity	PM Peak Hour	
		Rate	Trips
926 Food Cart Pod	3 Food Carts	6.16 / Food Cart	18
975 Drinking Place	3,939 SF	11.36 / KSF	45
822 Strip Retail Plaza	988 SF	6.59 / KSF	7
Internal Capture Adjustment (13%)			(9)
<b>Net Project Trips</b>			<b>61</b>

City Policy for requiring a VMT Analysis and standard City practice for requiring a TIS (Level of Service Analysis) is triggered when a project is expected to generate a minimum of 100 PM peak hour trips over the existing land use. Since the proposed project is estimated to generate a net increase of 61 trips in the PM Peak hour, both a VMT analysis and TIS are not required.

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Mark Anthony Bueno, PE  
Associate Engineer

Attachment – Administrative Policy: Vehicle Miles Traveled (VMT) Analysis for CEQA Compliance