

Memo on Trip Generation Report

Date: 12-10-2025

To: Mary Salman/Bill Pham

RE; Trip Generation Report – Willow Lane

Thank you for your August 4th email(s) regarding traffic and site design requirements for the 14201-14205 Willow Lane project. We just wanted to confirm applicable requirements.

1. Your email confirms that no Vehicle Miles Traveled (VMT) analysis is necessary.
2. Your email confirms that no full CEQA traffic study is necessary.
3. Your email indicates that a “Trip Generation Report to evaluate on-site circulation and access is necessary.” With the information provided below, we hope that the City will concur that no further analysis is necessary.

With respect to a Trip Generation Report, as the Project includes single family, duplexes, and Accessory Dwelling Units where multiple dwelling units would be located on a lot, the ITE Trip Generation Rate of Multi-Family Residential (Low-Rise), ITE Code 220, is appropriate to estimate the Trip Generation Rate of the Project. The Table below provides the ITE Trip Generation Rate and applies that rate to the 28 dwelling units proposed within the Project.

**Table: Trip Generation Rate and Summary (Weekday Conditions)**

Land Use	ITE Code	Units	Peak Hour Trips						Daily Trips
			AM Peak Hour			PM Peak Hour			
			In	Out	Total	In	Out	Total	
Multi Family Residential (low Rise)	220	DU	0.10	0.30	0.40	0.32	0.19	0.51	6.74
Multi Family Residential (low Rise)	220	28 DU	3	9	12	9	6	15	189

Notes: (1) Source is 2021 ITE 11th Edition Trip Generation Manual; (2) DU = Dwelling Unit; (3) The analysis does not subtract out any reduction in trips for the prior existing use.

As noted above, the Trip Generation Summary shows that the Project would generate 12 AM peak hour trips and 15 PM peak hour trips. The City of Westminster Traffic Impact Analysis Guidelines (Revised June 2020) indicates that a Traffic Impact Analysis “may be required” if a project is likely to add 750 (or more) daily trips or 50 (or more) peak hour trips. As the Project would produce a fraction of the peak and daily trips that would potentially trigger a Traffic Impact Analysis, no Traffic Impact Analysis appears necessary. Further, considering that the Project does not include unusual design features and that there are no intersections operating at unacceptable levels of service in the immediate vicinity of the Project and that the infill Project would generate a nominal increase in trips, it can be concluded that no further Traffic Impact Analysis is necessary.

We appreciate the opportunity to work with you and the rest of the City on this infill housing development and look forward to the City’s concurrence to this approach. Should you have any questions or would like to discuss, please contact me at your earliest convenience.

Best,

William D. Jager, Agent