

The City of Mill Creek Traffic Worksheet and Traffic Study Requirements for Developments in Snohomish County

The City of Mill Creek, through an interlocal agreement (ILA) with Snohomish County, may request traffic mitigation measures from any new development in the unincorporated county that impacts the city's streets. The county will impose the requested mitigation measures to the extent that the county determines that the mitigation is reasonably related to the impacts of the development. To determine the impacts, and to determine reasonable mitigation measures, Snohomish County requires a traffic study from any development in the county that may have impacts on the city's streets. This 'traffic study' may be as simple as completing sections one and two of the city traffic worksheet below, or it may involve having a professional traffic engineer conduct a formal traffic study consistent with the requirements in section three below.

- A County development may choose to pay traffic mitigation fees to the City based on either the "Area Averages" method (Option A below) or a traffic study that meets the City's criteria for analysis and distribution (Option B below).
- If a development chooses Option A for mitigation payment (area average), then the applicant will generally only have to fill out the first two sections of this traffic worksheet and complete a mitigation offer (see section four).
- However, if a development chooses Option B for mitigation payment (comprehensive impact analysis), then the applicant will have to fill out the first section of this worksheet, complete a separate traffic study consistent with the requirements in section three, and complete a mitigation offer (see Section Four).
- If a development generates more than fifty peak-hour trips the applicant may have to complete a separate traffic study consistent with the requirements in section three.
- Applicants should submit all documents *to the county* as part of their initial submittal.
- Following review of the documents submitted, the city may request supplemental information and analysis as necessary to determine the impacts of the development in accordance with the county/city ILA. The county will require the proposed development to submit the supplemental information and analysis to the extent that the county determines that it is necessary to determine the impacts of the development.
- Impacts on Access or Circulation The City may request improvements to existing streets to provide safe and efficient access and/or circulation. In some instances, the City might request provisions for future City streets identified in the Comprehensive Plan. If so, the City will request specific additional information through the County.
- Frontage Improvements, Right of Way, and Access Point Requirements Any county development which takes access from a city street or fronts on the right-of-way of the city may also be required to provide frontage improvements, dedicate or deed right-of-way, and meet access-point requirements consistent with city standards. If this may be the case, provide appropriate analysis and documentation to enable a determination by the city and the county as to what standards and requirements to apply.

Section One (1) Worksheet General Information

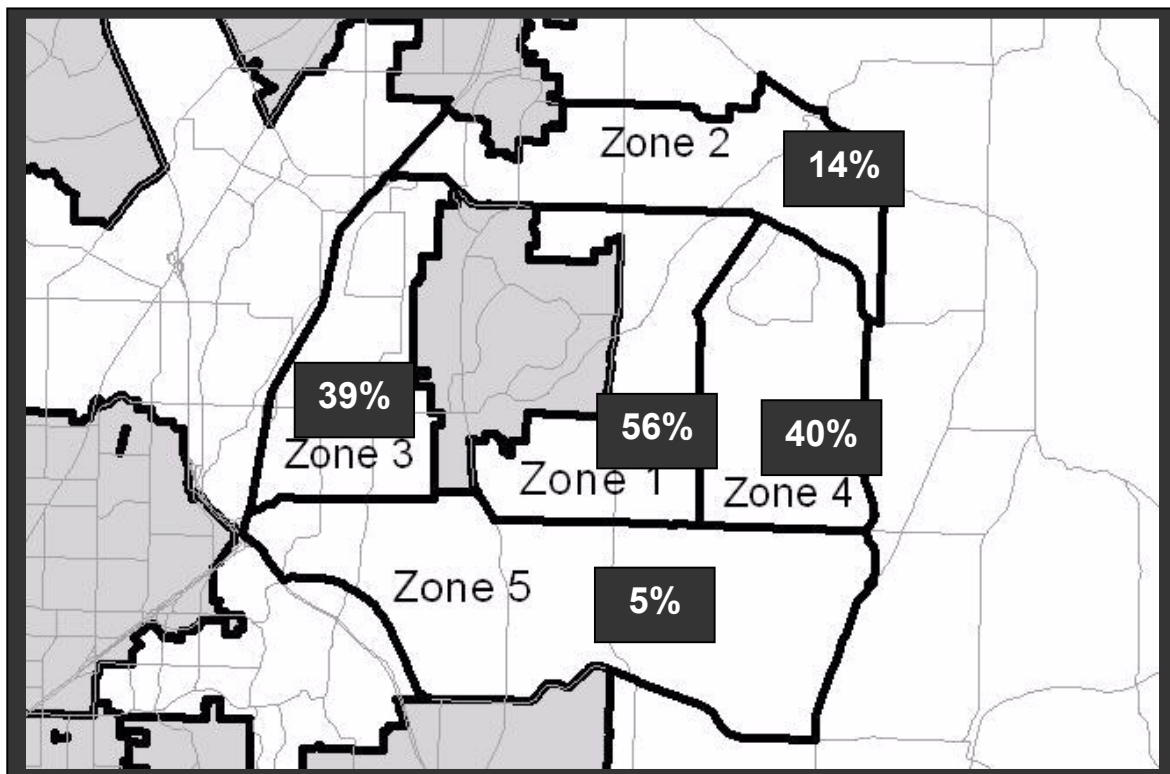
1. Name of Proposed Development _____
County Development File Number (if known) _____
2. Name, Address and Phone Number of Applicant _____

3. Development Site Address _____
4. Does this development have frontage on a City street? _____
5. Description of Development (size and specific type) _____
6. How many new vehicle trips are expected to be generated by the proposed development? (For many common types of developments this information can be provided by the county or the City. For more complex developments trip generation may have to be determined under section three below)
_____ AM Peak Hour _____ PM Peak Hour _____ Average Daily Trips (ADT)
7. Proportionate Share Impact Mitigation: Choose option A or B.
_____ Option A based on area averages: go to section two
_____ Option B based on comprehensive impact analysis: Read the introduction to section three and skip to section 3(b).

Section Two (2) Proportionate Share Determined by Percentage of the City Impact Fee

2(a) Calculation of Payment Amount

1. Average percentage of trips impacting the City streets based on subareas shown below is _____%



2. PM Peak-Hour Trip Generation _____ 3. City Impact Fee Rate \$ _____

(Note: Consistent with the ILA, developments pay the rate in effect at the time of their submittal. As of 2/24/2004 the City's adopted rate was \$996 per peak-hour segment trip. Through ordinance, the City Council can change these rates at any time, so consult with the City to find the latest fee rates.)

4. Calculation of Proportionate Share Impact Mitigation

$$\frac{\text{#1 above:}}{\text{\% of trips}} \times \frac{\text{#2 above:}}{\text{PM Peak-Hour Trips}} \times \frac{\text{#3 above:}}{\text{Fee Rate}} = \$ \frac{\text{proportionate share}}{\text{mitigating payment}}$$

2(b) Determining whether or not an additional traffic study is necessary

Will the development generate more than 50 peak-hour trips?

- _____ No. Skip section three and go to section four.
- _____ Yes. Read the introduction to section three and go to section 3(a).

Section Three (3) Traffic Study Requirements

Introduction: This section outlines requirements for traffic studies for impacts on city streets. If an applicant chooses (or is required) to complete a traffic study, then it should be submitted along with this worksheet and a mitigation offer. (Note on Author's Qualifications: A traffic study under this section must be conducted by an engineer licensed to practice in the state of Washington with special training and experience in traffic engineering and, preferably, membership in the institute of transportation engineers. For individuals/firms not on the County's approved list, the developer will provide, with the traffic study, the credentials of the individual or firm performing the traffic study certifying compliance with these qualifications.)

3(a) Analysis of Other Impacts for Developments Generating More Than Fifty (50) Peak Hour Trip

If the development generates more than fifty (5) new Peak Hour trips, contact City of Mill Creek Public Worksto find out if there are level -of-service, safety, or other traffic issues that may need to be analyzed and mitigated and what the traffic study requirements will be.

3(b) Proportionate share impact mitigation based on comprehensive impact analysis:

If an applicant chooses to calculate proportionate share mitigation based on a comprehensive impact analysis contact the City for specific requirements, but the following general guidelines will apply:

- For proportionate share calculation the analysis and trip distribution shall be done to the level of one (1) PM peak hour trip.
- The "Peak Hour of Adjacent Street Traffic Between 4 and 6 PM" rate from the current ITE Trip Generation Handbook shall be used whenever possible in determining the trip generation of a development. If a development has a peak hour impact that is significantly different than a weekday between 4 and 6 PM (i.e. a church), then the appropriate "Peak Hour of Generator" rate shall be used as determined by the City Engineer.
- If a parcel has been vacant or unused for more than three (3) years from the development application completeness date, then no credit will be given for existing trips or traffic impacts. If traffic mitigation fees have already been paid on a partially completed or redevelopment project, those fees may be deducted from the total mitigation amount.
- If a dwelling has three (3) or more attached units that are owner occupied, the Condominium / Townhouse land use codes in the current ITE Trip Generation Handbook shall be used. For two (2) attached or detached dwelling units, the Single-Family Detached Housing land use code shall be used.
- The City does not give credit or fee reductions for Transportation Demand Management (TDM) measures that have been incorporated into a project.

- The distributions will be carried out to each City mitigation street segment to which the development adds one (1) or more peak hour trips. Get the most current City mitigation street segments from the city . Trips should be distributed onto the street system as it is expected to be in six years. The distribution should be a schematic map showing the broad distributions of trips in terms of percentages on different streets. Show all City boundaries.
- The assignment should be a schematic map with the impacted City mitigation street segments identified and the number of trips added.

Section Four (4) Traffic Mitigation Offer to the City of Mill Creek

The applicant should complete a traffic mitigation offer to the City of Mill Creek that summarizes the mitigation identified in the City traffic worksheet and any additional traffic study. This will facilitate timely review of the development and processing of the application. The form to use for the mitigation offer is titled “Traffic Mitigation Offer to the City of Mill Creek.” This form is typically provided to all applicants along with this traffic study checklist. In addition, copies are available from the City contacts or the County web site shown below.

City Contact Scott Smith, P.E., Assistant Civil Engineer, City of Mill Creek, 15728 Main Street, Mill Creek, WA 98012, (425) 745-1891

Additional Information

County Web Site

Snohomish County Public Works has a web site with many of the documents related to traffic studies and mitigation requirements for developers. From the Snohomish County home page go to:

Departments/Public Works/Divisions/TES/ProgramPlanning/3066B