

## Exhibit 2

### **Snohomish County Traffic Worksheet and Traffic Study Requirements for City Developments Impacting County Roads**

Snohomish County (the “County”), through an interlocal agreement (ILA) with the City of Mill Creek (the “City”), may request traffic mitigation measures from any new development in the City (“City Development”) that impacts County roads. The City will impose the requested mitigation measures to the extent the City determines that the mitigation is reasonably related to the impacts of the City Development.

To determine impacts and reasonable mitigation measures, the County requires a traffic study from any City Development subject to the ILA. This ‘traffic study’ may be as simple as completing Sections One and Two of the County traffic worksheet below, or having a professional traffic engineer conduct a formal traffic study to assess site specific issues consistent with the requirements in Section Three below. A City Development must pay traffic mitigation fees to the County based on either the “Area Averages” methodology or by determining the impacts to specific County cost fee basis projects using average daily trip (ADT) generation and distribution. (See Section IV H in the ILA).

- A. Mitigation Payment Option A. If a City Development generates less than fifty (50) peak-hour trips and the applicant chooses to utilize the “Proportionate Share Determined by Percentage of County Impact Fee” for determining the mitigation payment, 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 Two below).
- B. Mitigation Payment Option B. If a City Development generates more than 50 PM peak - hour trips, or if the applicant chooses to utilize the “Proportionate Share Impact Mitigation Based On Comprehensive Impact Analysis” for determining the mitigation payment, then the applicant will have to fill out Section One of this worksheet, complete a separate traffic study consistent with the requirements in Section Three, and complete a mitigation offer (see Section Three below).
- C. Submittal of Documents. Applicants should submit all documents to the City.
- D. Supplemental Information. Following review of the documents submitted, the County may request supplemental information and analysis as necessary to determine the impacts of the City Development in accordance with the City/County ILA and the County’s mitigation policies. The City will require the supplemental information to the extent the County determines it is necessary to determine the impacts of the development.
- E. Impacts on Access or Circulation. The County may request improvements to existing County roads to provide safe and efficient access and/or circulation. In some instances, the County might request provisions for future County roads identified in the Comprehensive Plan.
- F. Frontage Improvements, Right of Way, and Access Point Requirements. Any City Development which takes access from a County road or fronts on a County right-of-way must provide appropriate analysis and documentation to enable the City and the County to determine what standards and requirements to apply.
- G. Traffic mitigation offer. The applicant shall complete a traffic mitigation offer to the County that summarizes the mitigation identified in the County traffic worksheet and any additional traffic impacts. See Section Four below.

**Section One (1) Worksheet General Information**

1. Name of Proposed City Development \_\_\_\_\_

2. City Development File Number (if known) \_\_\_\_\_

3. APPLICANT \_\_\_\_\_ TRAFFIC CONSULTANT \_\_\_\_\_

	NAME	
	ADDRESS	
	CITY/ST/ZIP	
	PHONE #	
	EMAIL	

4. City Development Site Address \_\_\_\_\_

5. Does the City Development front on County road(s)? If yes list road(s) \_\_\_\_\_

6. Description of City Development (size and specific type) \_\_\_\_\_

7. ADT expected to be generated by the proposed development

\_\_\_\_\_ AM Peak Hour \_\_\_\_\_ PM Peak Hour \_\_\_\_\_ Average Daily Trips (ADT)

(Trip generation for complex developments may have to be determined per Section Three (3) below)

8. Proportionate Share Impact Mitigation: For determining the amount based on a:

\_\_\_\_\_ County/City determined percentage go to Section 2(a).

\_\_\_\_\_ Comprehensive traffic study go to Section Three (3).

**Section Two (2) Proportionate Share Determined by Percentage of County Impact Fee**

**2(a). Calculation of Payment Amount**

1. Average percentage of trips impacting County roads is:

\_\_\_\_\_ % for TSA D \_\_\_\_\_ % for TSA E \_\_\_\_\_ %  
for TSA F

(Enter the Percentage (%) from the City Development Traffic Percentage Influence Area Map)

2. County Impact Fee Rate Per ADT\*: TSA D \$ \_\_\_\_\_ TSA E \$ \_\_\_\_\_ TSA F \$ \_\_\_\_\_

(\* Consistent with the ILA, City Developments pay the County rate for the TSA's being impacted that are in effect at the time the City Development application is deemed complete by the City. The County Council can change these rates at any time by Ordinance, so consult with the County to find the latest fee rates.)

4. Calculation of Proportionate Share Impact Mitigation. The overall percentage impact is 70%, with the breakdown by TSA calculated by the following:

$$\frac{\text{_____}}{\text{\% of trips}} \times \frac{\text{_____}}{\text{PM PHT}} \times \frac{\text{_____}}{\text{TSA D Rate}} = \$ \frac{\text{_____}}{\text{TSA D payment}}$$

(#1 above) ( #2 above) ( #3 above)

_____	<b>X</b>	_____	<b>X</b>	=	\$ _____
% of trips (#1 above)		PM PHT (#2 above)			TSA E payment
_____	<b>X</b>	_____	<b>X</b>	=	\$ _____
% of trips (#1 above)		PM PHT (#2 above)			TSA F payment

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**Total Proportionate Share Mitigation Payment Due:**     \$ \_\_\_\_\_

**2(b). Determining If An Additional Traffic Study Is Required**

Will the City Development generate more than fifty (50) peak-hour trips *or* are there other impacts that need to be addressed, e.g., level of service, safety, or access and circulation?

- \_\_\_\_\_ No. Skip Section Three and go to Section Four.
- \_\_\_\_\_ Yes. Read the introduction to Section Three and skip to Section 3(b).

**Section Three (3) Traffic Study Requirements**

Introduction: This Section outlines requirements for traffic studies for impacts on County roads. 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. For City Developments generating more than 50 PM peak hour trips see Section 3(c) below.

(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 (ITE). Individuals or firms not on the County’s approved list shall, with the traffic study, provide the County the credentials of the individual or firm performing the traffic study certifying compliance with these qualifications.)

**3(a). Proportionate Share Impact Mitigation Based On Comprehensive Traffic Study**

1. Development’s Trip Generation and Distribution. Determine the PM peak-hour trip generation and distribution for the development consistent with Section 3(b) below.
2. Impacted Improvements. Determine which of the road sections with planned improvements in the County’s impact fee cost basis (Transportation Needs Report Appendix D) are impacted by three or more development-generated Directional Peak Hour Trips in the developments PM peak hour (PM PHT).
3. Current Counts. For each impacted improvement, provide current traffic counts to determine the PM PHT.
4. Reserve Capacity. Determine “reserve capacity” for each impacted improvement by subtracting the current PM PHT from the maximum service volume (MSV) for the existing facility. Reserve capacity is set to zero if current PM PHT exceeds the MSV. For MSVs see County DPW Rule 4224.
5. New Capacity. New capacity is the incremental increase in PHT that could be accommodated with the planned improvement. Determine the new capacity of each impacted improvement by subtracting the current MSV from the future MSV after the improvement.

6. Chargeable Capacity. For each impacted improvement, add the reserve capacity to the new capacity.
7. Final Adjusted Cost. Find the cost of each impacted improvement and make any adjustments used by the County for tax credits (see Transportation Needs Report Appendix D).
8. Capacity Cost per Peak-Hour Trip. For each impacted improvement, determine the capacity cost per PM PHT by dividing the final adjusted improvement cost by the chargeable capacity.
9. Traffic Impacts. From step one above, take the *total* number of PM PHT (in both directions) impacting each planned improvement.
10. Proportionate Share. For each impacted improvement, determine the proportionate share impact mitigation by multiplying the capacity cost per peak-hour trip by the number of PM PHT impacting the improvement.

### **3(b) Trip Generation and AM and PM Peak Hour Trip Distribution and Assignment**

Calculate the City Developments AM, PM and Daily trip generation consistent with the ITE Trip Generation Handbook and Snohomish County Public Works Rule 4220.070. Determine the trip distribution and assignments consistent with the County’s document titled “Format for Trip Distributions” available at the County web site identified in the section below titled “Additional Information”.

1. The City Developments distributions will be carried out to each key County intersection at which the approach or departure volumes on any leg have three (3) or less peak hour trips. Trips should be distributed onto the County road system as it is expected to be in six years. You may obtain the most current list of key intersections on the County web site identified in Section 5(a) below.
2. The distribution should be a schematic map showing the broad distributions of trips in terms of percentages on different roads. Show all City boundaries.
3. The assignment should be a schematic map with the impacted key intersections identified by ID# and turning movements for each shown in separate diagrams on the same page or on different pages. The assignment should also be presented in tabular form listing each intersection by the intersection ID#, and the number of trips at each movement.

### **3(c). Additional Analysis for City Developments Generating More Than Fifty (50) Peak Hour Trips**

For City Developments generating more than 50 peak-hour trips the County requires a future level of service forecast to analyze the City Developments impacts on the level of service of County roads. Contact a PDS Traffic Development Reviewer for the most current list of arterial units in arrears and critical arterial units. Identify any arterial units in arrears or critical arterial units impacted by three or more directional peak-hour trips.

### **3(d) Additional Analysis for Documented Safety Locations and Access or Circulation**

The County may also request any City Development provide additional analysis on either documented safety locations or impacts on access or circulation. If so, the County will request specific additional information through the City.

1. Documented safety locations are defined by the County as either an “Inadequate Road Conditions (IRC)” or “Deficient Road Condition (DRC)” or as amended. Unlike LOS impacts

any three peak hour trips added to documented safety locations are considered an impact for which disclosure is necessary (e.g., 2 westbound plus 1 eastbound).

2. Access or circulation. The County may request improvements to existing County roads to provide safe and efficient access and/or circulation. In some instances, the County may request provisions for future County roads identified in the Comprehensive Plan or in Small Area Transportation Studies.

If any off-site improvements are needed for mitigation the County will work with the applicant to determine requirements for right-of-way, construction plans, right-of-way use permits, construction/maintenance bonds, and other issues.

#### **Section Four (4) Traffic Mitigation Offer to the County**

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

#### **Section Five (5) County and City Contact Information**

##### **5(a) County Contact information**

PDS Traffic Reviewers 425-388-3311

Mark Brown, [mark.brown@snoco.org](mailto:mark.brown@snoco.org)

Chad Haubrich, [chad.haubrich@snoco.org](mailto:chad.haubrich@snoco.org)

David Irwin, [david.irwin@snoco.org](mailto:david.irwin@snoco.org)

DPW Traffic 425-388-3184

Elbert Esparza, [elbert.esparza@snoco.org](mailto:elbert.esparza@snoco.org)

**County Web Site** [www.snohomishcountywa.gov/888/Traffic-Mitigation-Concurrency](http://www.snohomishcountywa.gov/888/Traffic-Mitigation-Concurrency)

##### **5(b) City Contact information**

Gina Hortillosa PE PMP Director Director of Public Works and Development Services 15728 Main Street Mill Creek, WA 98012 Direct (425) 921-5708 <a href="mailto:ginah@cityofmillcreek.com">ginah@cityofmillcreek.com</a>	For additional information use the following link to access to the City's web site:  <a href="http://cityofmillcreek.com">cityofmillcreek.com</a>
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## Section Six (6) City Development Traffic Percentage Influence Area Map

