The City of Monroe Traffic Worksheet and Traffic Study Requirements for Developments in Unincorporated Snohomish County

The City of Monroe, 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 having a professional traffic engineer conduct a formal traffic study consistent with the requirements in Section Three below.

- If a development generates less than ten peak-hour trips and the applicant chooses Option A for mitigation payment (standard payment by percent of the city impact fee), 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 generates more than ten peak-hour trips, or if the applicant 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).

- Applicants should submit all documents to the county as part of their initial submittal.

- Traffic study requirements for impacts on city streets are based on the city’s traffic mitigation ordinance and the county/city ILA. At the end of this document the address of the County website is shown at which copies of the ILA are available.

- 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.

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 of Monroe 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 standard payments by percent: go to Section Two

1 7/16/2012
Option B based on comprehensive impact analysis: go to Section Three

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

2(a) Calculation of Payment Amount

1. Standard default estimated percentage of trips impacting the City streets based on subareas (See below) ______ %

2. Other Percentage: (Note: See author’s qualifications in Section Three below.) Estimated percentage of trips impacting the city streets from attached trip distribution: _____ %

Monroe Traffic Influence Area and Traffic ILA Subareas

- MON-01 60%
- MON-02 75%
- MON-03 70%
- MON-04 50%
- MON-05 65%
- MON-06 90%
- MON-07 20%
- MON-08 40%

North boundary is County TSA line, east boundary follows section lines (east side of S21 T28N, R6E and extensions north and south), south boundary follows the BNSF railroad, west boundary is city of Snohomish.

North boundary is TSA line, east boundary is Woods Creek, south boundary is the Urban Growth Boundary (UGB) and BNSF railroad.

North and northwest boundary is TSA line, east and south boundaries are county line, west boundary is zone MON-02, city limits, Skykomish River and Elwell Creek.

West boundary is Snoqualmie River, north boundary is Skykomish River, east boundary is Elwell Creek, and south boundary is County line.

South and west boundary is Snohomish River and Skykomish River, north boundary is BNSF railroad, east boundary is Monroe city limits.

Areas within the Monroe urban growth area but outside the city limits.

Westernmost portions of TSAC. Eastern boundaries are Snohomish River, Pilchuck River, and US 2.

Southeast portion of TSA B, northern boundary from west to east is the section line corresponding to 20th ST SE, east to the Pilchuck River, north on the Pilchuck River to the north boundary of S16 T29 R6 and east on that line to the TSA C boundary (Menzel Lake Road).
3. Net New PM Peak Hour Trips (Total trips less approved reductions for pass-by, TDM, etc.) ____________

4. City Impact Fee Rate $__________ (Currently $1,759 per PM peak hour trip. Developments pay the rate in effect at the time of their submittal. Through ordinance, the City Council can change these rates at any time, and the new rates will apply if and when the County Council formally ‘adopts’ the revised City rates for development in the unincorporated county.)

5. Calculation of Proportionate Share Impact Mitigation:

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\text{proportionate share mitigating payment} = \frac{\text{#1 or #2 above: } \times \% \text{ of trips}}{\text{#3 above: } \times \text{#4 above: } \text{Fee Rate}}
\]

2(b) Frontage Improvements, Right of Way, and Access Point Requirements

Any county development which takes access from a City of Monroe 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 is 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. Consult with the City Public Works Department to determine requirements. Refer to the Monroe Public Works Standards.

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

Will the development generate more than 10 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 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) Proportionate share impact mitigation based on comprehensive impact analysis:

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 street sections or intersections with planned improvements in the city’s impact fee cost basis are impacted by three or more development-generated, directional PM peak hour trips (PM PHT).

3. Cost per Peak-Hour Trip. Refer to the City of Monroe Proportional Share Worksheet to determine the cost per PM PHT for each impacted project.

4. Traffic Impacts. From step one above, take the number of non-directional PM PHT impacting each planned improvement.

5. 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 AM, PM and Daily trip generation consistent with the ITE Trip Generation Handbook and the Snohomish County Public Works Rules. Determine the trip distribution and assignments consistent with the County’s document titled “Format for Trip Distributions” (available at the County website).

- The distributions will be carried out to each key intersection in the city at which the approach or departure volumes on any leg have three (3) or more peak hour trips. Get the most current list of key intersections from the city (may be available on the website described at the end of this document). 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 County boundaries.

- The assignment should be a schematic map with the impacted key intersections identified 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 and the number of trips at each movement.

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

For large developments (i.e., those generating more than 50 peak-hour trips), the City may request mitigation for impacts on the level of service of city streets, documented safety locations, and access or circulation. The traffic study requirements below are intended to disclose impacts. Based on this information the city may request through the county that the applicant provide additional information showing possible mitigation measures. If any off-site improvements were needed for mitigation the city would work with the applicant to determine requirements for right-of-way, construction plans, right-of-way disturbance permits, construction/maintenance bonds, and other issues.

Impacts on Level of Service (LOS)

Contact City of Monroe Public Works Department for the most current list of intersections with failing level of service. Identify any of these intersections impacted by ten (10) or more directional peak-hour trips.

Impacts on Documented Safety Problem Locations

Contact the City of Monroe Public Works Department for a list of current locations with documented safety problems. Identify any of these locations impacted by ten (10) or more peak-hour trips. Note: unlike LOS impacts in which at least ten or more peak hour trips have to be added in one direction to require disclosure (e.g., 10 westbound), for documented safety problems, any ten peak hour trips added to a documented safety problems location is considered an impact for which disclosure is necessary. (e.g., 6 westbound plus 4 eastbound).

Impacts on Access or Circulation

The City may request access and/or circulation provisions for City streets. Check with the City Public Works Department if the development may take access from City streets. Refer to the Monroe Public Works Standards.

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

The applicant should complete a traffic mitigation offer to the City of Monroe 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 entitled “Traffic Mitigation Offer to a City by a Development in the Unincorporated County.” 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 website.

City Contact

- Brad Feilberg, Public Works Director, City of Monroe, 806 West Main, Monroe, WA 98272, phone (360) 863-4540, email bfeilberg@monroewa.gov

Additional Information

Snohomish County Website

Snohomish County Public Works has a website with many of the documents related to traffic studies and mitigation requirements for developers:

http://www1.co.snohomish.wa.us/Departments/Public Works/Divisions/TES/ProgramPlanning/3066B/