



Traffic Impact Fee Program

DEVELOPER'S WORKBOOK

Revision: 14 September 2024

Introduction

Traffic Impact Fees (TIF) are charges assessed on new development projects. The fees reimburse a portion of the costs incurred by the City to provide the transportation facilities needed to serve the new development. In Washington, The Revised Code of Washington (RCW) 82.02.050 authorizes jurisdictions to collect impact fees for public facilities identified within the jurisdiction Capital Facilities Plan. This Developer's Workbook is intended to determine the TIF for specific development types and provide planning costs to mitigate traffic impacts. In most cases, a traffic study and concurrency review is not necessary under this program. In some cases where a development's traffic impacts exceed those impacts anticipated by the City, under the current subarea plans, the City may require additional review to determine concurrency and traffic impacts through the State Environmental Policy Act (SEPA) process. The City can determine the need for a SEPA review for traffic and concurrency typically at the initial planning phase of a proposed development.

Methodology

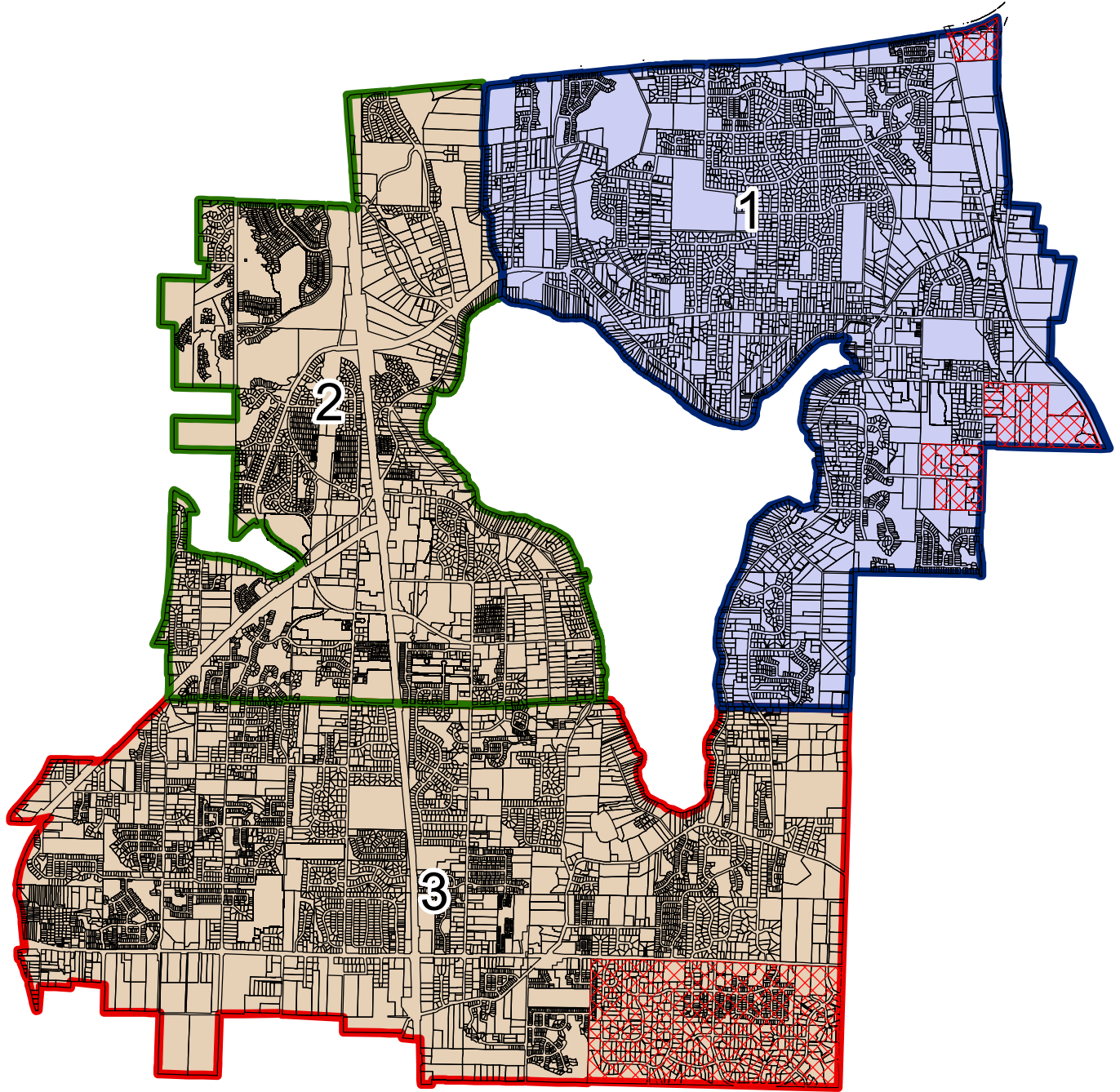
TIFs are based on the number of new per weekday vehicle trips generated from the proposed development during the PM peak hour multiplied by the City's established per vehicle trip fee.

To determine the per trip fee, the City was broken into three Traffic Impact Zones (TIZs). These TIZs were based around three of the identified commercial centers within the corporate limits of the City: 1) East Lake Stevens – Downtown; 2) West Lake Stevens - Lake Stevens Center; and 3) South Lake Stevens – 20th Street SE Corridor. Using physical dividers (roadways or watercourses) the zones reflect estimated limits of influence/attraction of an area to an identified center. A map showing the TIZs is included as Figure 1.

The City identified the transportation infrastructure needs to support new development and prepared cost estimates for each TIZ in the *Subareas Capital Facilities Plan*, and the *Traffic Impact Zone 1 Capital Improvement Framework Plan*, not included in this document. The cost estimates for capacity building projects were added together to determine total project costs and the proportionate share for new development. This proportionate cost share was then divided by the number of new PM peak hour trips anticipated to establish the per vehicle trip fee.

TIZ 2 and TIZ 3 centers are both within the influence of the SR-9 corridor and access from the west by US-2. To set an impact fee, these two zones were combined to ensure equity in the per vehicle trip cost due to their shared connections with the identified highways. This means, the identified transportation improvements required for the combined area can share resources from fees paid in either TIZ to construct projects. In addition, to recognize the importance of the growth centers, the individual TIZ designations were retained.

The number of PM peak hour trips for new development is determined using the latest edition of the ITE Trip Generation manual based on the planned land use. See Figure 2 for a sample ITE data page.






Traffic Impact Zones

Traffic Impact Zones

-  TIZ 1 East Lake Stevens
-  TIZ 2 West Lake Stevens
-  TIZ 3 South Lake Stevens

Fee Zones

-  TIZ 1
-  Combined TIZ 2 & 3
-  Effective Upon Annexation



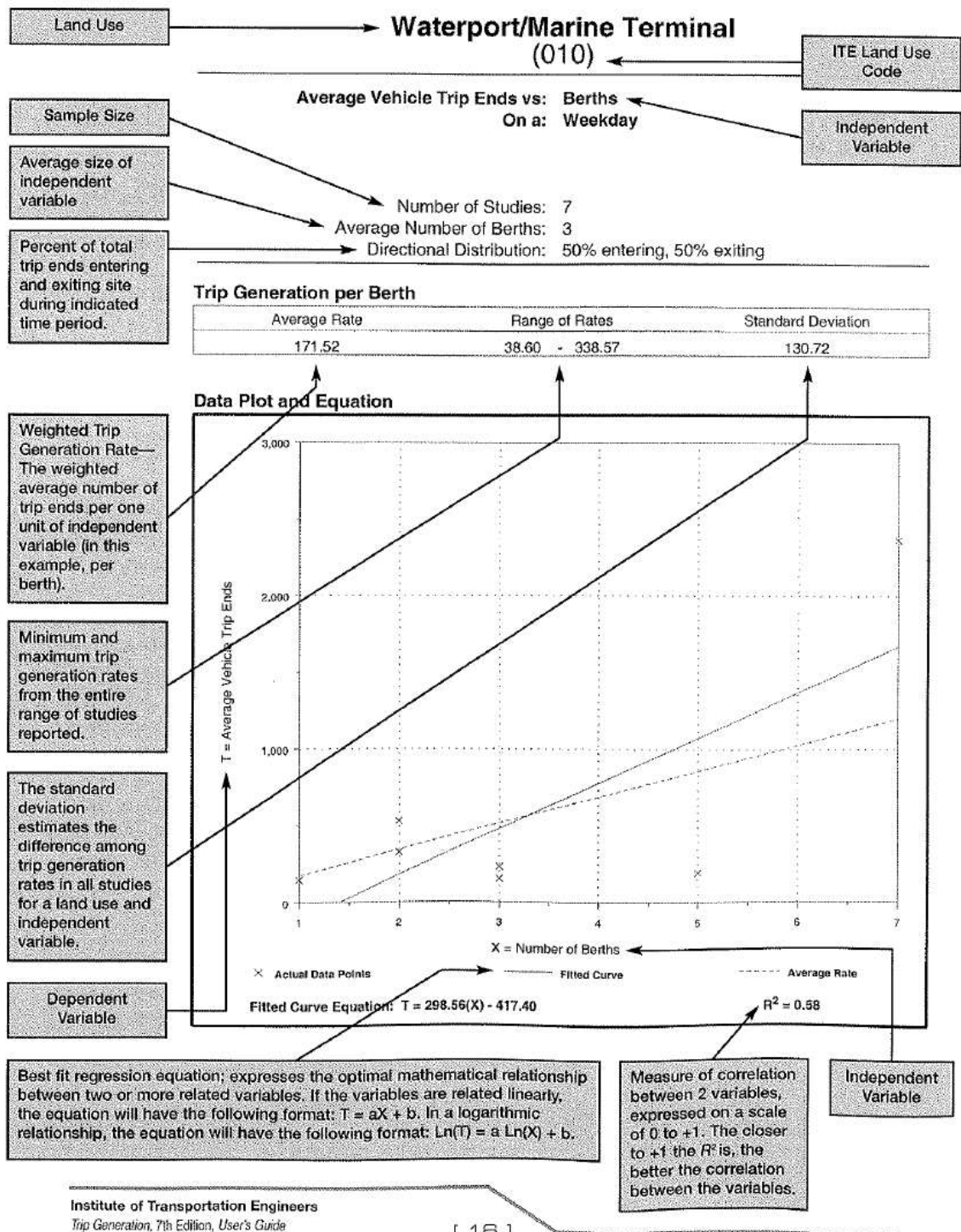


Figure 2 - Sample ITE Trip Generation Data Page

Policies

- TIF Policy 1 - Offsite improvements (non-frontage) performed by a developer on identified Capital Facility Plan projects that are part of the impact fee cost basis are eligible for offsets, but they cannot exceed the amount of the impact fee the development activity is required to pay.
- TIF Policy 2 - Traffic Impact Fees shall be pooled to ensure that the fees are expended or encumbered for permissible uses within ten years of receipt.
- TIF Policy 3 - Collected traffic impact fees shall only be spent for costs associated with city street system capacity improvements within the zone or combined zone where they were collected.
- TIF Policy 4 - The City Council shall adopt a six-year transportation improvement plan (STIP) establishing the priority of projects where the City intends to expend collected fees. Any changes to the priority or addition of a project to the six-year plan shall be authorized through a Council Action.
- TIF Policy 5 - Any interest earned on impact fee payments or on invested monies in the impact fee fund, may be pooled and expended on any one or more of the transportation improvements for which the impact fees have been collected.
- TIF Policy 6 - Fees may be collected for system improvement costs previously incurred by the City to the extent that new growth and development will be served by the previously constructed improvements; provided such fee shall not be imposed to make up for any system improvement deficiencies.
- TIF Policy 7 - If a development does not fit into any of the categories specified in the transportation impact fee schedule, the developer's traffic engineer shall use the impact fee applicable to the most directly comparable type of land use specified in the impact fee schedule, with final approval by the Public Works Director or designee.
- TIF Policy 8 - If a development includes mixed uses, the fee shall be determined by apportioning the space committed to the different uses specified in the impact fee schedule.
- TIF Policy 9 - The Public Works Director shall be authorized to adjust the impact fees for a development based on analysis of specific trip generating characteristics of the development. Such adjustments may consider mixed-use characteristics and/or expected levels of ridesharing and transit usage of the development.



Traffic Impact Fee Determination Worksheet

Name of Development: _____

Site Address: _____

Date Prepared: _____

Prepared by: _____

Base Impact Fee Calculation

1. Land Use Code (1)

2. PM Peak Hour Trip Number from Latest Edition of ITE Trip Generation Manual

ITE LAND USE
CODE

Average Trip Generation Rate

(2) (trips/unit)

(Indicate Unit of Measure, e.g. per 1000 sf, number of dwelling units)

3. Pass-by Trip Reduction

Percentage from Table T-1

 %

percentage x (2)

(3) (trips/unit)

4. Total new Peak Hour Trip Rate

(2) - (3)

(4) (trips/unit)

5. Traffic Impact Zone (TIZ) Per Trip Fee: see Figure 1 for a map of TIZs

TIZ 1 = \$2,894

TIZ 2 & TIZ 3 - \$3,655

Per Trip Fee:

 \$

6. Calculated Base Impact Fee Rate

(4) x (5)

 \$

per unit

7. Project Size

units

8. Total Impact

Fee

(6) x (7)

 \$

Offsite System Improvements - Credits for offsite transportation improvements may be given when the improvements are portions of a project identified in the City's Capital Facility Plan used in the determination of the Traffic Impact fee "per trip fee." City staff can provide a list of the system projects. The determination of a credit is based on City-approved cost estimates provided by the Developer's site engineer. A credit for offsite system improvements cannot be greater than the Calculated Base Impact Fee.

State Environmental Policy Act (SEPA) - excerpt from City Municipal Code

14.112.070 Relationship to the State Environmental Policy Act (SEPA). This chapter establishes minimum impact fees, applied to all developments. These fees are presumed to mitigate traffic demand on the capacity of the city street system. However, each development shall be reviewed and be subject to the substantive authority of SEPA for potential adverse traffic impacts on the street system not mitigated by this fee.

Table T1 Pass-by Percentages

Land Use	Pass-by Percentages
Shopping Center	
Larger than 400,000 SF	20
100,000 to 400,000 SF	25
Smaller than 100,000 SF	35
Convenience Market	40
Discount Club/Warehouse Store	20
Bank	20
Drugstore, Bookstore	40
Yogurt/Ice Cream/Bakery Shop	50
Dry Cleaner	50
Salon, Beauty store, Barber	20
Fast Food Restaurant	50
Sit Down Restaurant	15
Auto part store	30
Service Station	45
Supermarket	20
Hardware	20
Medical, Day Care, Theater/Cinema, Auto Sales/Repair	10

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