CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0370-08-01 LGL 2005-0006
TITLE: **Transportation Concurrency Level of Service Standards** EFFECTIVE DATE: January 24, 2005 REVISION EFFECTIVE DATE: December 26, 2008	

1.0 GENERAL

1.1 PURPOSE

As required by the Growth Management Act (chapter 36.70A RCW), the Transportation Element of the City's Comprehensive Plan adopts level of service standards for the City's arterial streets ("concurrency standards"). As required by RCW 36.70A.070 (6)(b), chapter 17D.010 of the Spokane Municipal Code (SMC) prohibits development approval where a development will cause levels of service on City arterials to drop below these concurrency standards ("concurrency ordinance").

The intent of this policy is to provide guidance and consistent application of the concurrency standards and concurrency ordinance, relative to transportation facilities. This policy is also intended to identify objective criteria to guide the Engineering Services Department (1) in determining whether a particular development must perform a traffic study and (2) in determining the scope of a particular traffic study.

1.2 TABLE OF CONTENTS

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the following City departments and divisions:
Engineering Services Department
Street Department
Planning Services Department
Building Services Department

3.0 REFERENCES

Revised Code of Washington (RCW) Chapter 36.70A
Transportation Research Board (TRB) Highway Capacity Manual
City of Spokane Comprehensive Plan
Revised Code of Washington, Chapter 47.80.030
Spokane Municipal Code (SMC) Chapter 17D.010, Sections 5 & 6
Spokane Regional Transportation Council, (SRTC), Concurrency Management Corridors Map
Institute of Transportation Engineers Trip Generation Manual Transportation Impact Analyses for Site Development

4.0 DEFINITIONS

In addition to those definitions provided in Section 1.1, the following definitions shall apply to this policy unless the context clearly indicates a different meaning:

4.1 "Concurrency" means that transportation improvements or strategies are in place at the time of the development or that a financial commitment is in place to complete within six years the improvements or strategies needed to maintain acceptable level of service standards, per RCW Chapter 36.70A(6).070.

4.2 "Concurrency test" means determining if a proposed development complies with the adopted and relevant level of service standard. In evaluating a concurrency test, the Department shall assume that a financial commitment is in place to complete projects included in the funded portion of the City's Six-Year Street Plan, as amended from time to time, within six (6) years.

4.3 "Control delay" is that amount of delay that a vehicle experiences on a segment of roadway, as defined in the latest edition of the TRB Highway Capacity Manual.

4.4 "Department" means the City of Spokane Department of Engineering Services, Developer Services.

4.5 "Development" means any proposed land use, zoning or rezoning, Comprehensive Plan amendment, annexation, subdivision, short subdivision, planned unit development, planned area development, building permit for new construction or change in use, conditional use permit, special use permit, shoreline development permit, or any other property development action permitted or regulated by the Spokane Municipal Code, that increases vehicular trip generation greater than that of the existing land use.

4.6 "Financial commitment" consists of:

4.6.1 Revenue having been designated in the funded portion of the adopted Capital Facilities Program. The adopted Capital Facilities Program identifies all applicable and available revenue sources and is used as a guide in development of the Six Year Comprehensive Street Program. The Six Year Comprehensive Street Program identifies transportation capital improvement projects and committed funding sources for those projects. This commitment is reviewed through the annual budget process; and/or

4.6.2 Revenue that is assured by an applicant in a form approved by the City in a voluntary agreement; and/or

4.6.3 Transportation impact fees imposed pursuant to RCW Chapter 36.70A and RCW 82.02.050 through 82.02.100.

4.7 "Intersection" means intersections on a City of Spokane transportation facility. As defined herein, transportation facility includes City of Spokane arterial roadways, including intersections and related appurtenances.

4. 8 "Level of service", commonly referred to as LOS, is a qualitative measure describing operational conditions within a traffic stream, based on service measures such as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience, as defined in the TRB Highway Capacity Manual. The City of Spokane requires analysis of control delay for each movement at unsignalized intersections and aggregated average control delay for signalized intersections. This measure is then equated to a letter value, LOS A through LOS F.

4. 9 "Level of service standard" means the LOS standards that are specified in the City of Spokane's Comprehensive Plan, as further explained in this policy.

4.10 "Threshold study" is a study completed in order to ascertain level of service values used to evaluate impact to the transportation network serving the proposed project. The department will designate which intersections are to be evaluated in the threshold study following receipt of a trip generation & distribution letter. A threshold study does not provide mitigation recommendations.

4.11 "Transportation facility" includes City of Spokane arterial roadways and related appurtenances.

4.12 "Transportation strategies" include increased public transportation service, ride sharing programs, demand management and other transportation systems management strategies, per RCW 36.70A.

4.13 "Traffic study" or "traffic impact analysis" ("TIA") refers to a traffic analysis employed to determine a development's anticipated impacts on the LOS in the study. In cases where a TIA discloses that a development will cause LOS to drop below the City's concurrency standards and/or level of service standards, it should also identify proposed mitigation that will maintain an acceptable LOS following completion of the development. In deciding whether a particular development must prepare a TIA, and/or in determining the extent and/or scope of a TIA, the Department shall be guided by the thresholds set forth in the ITE Transportation Impact Analyses for Site Development as amended from time to time.

5.0 POLICY

5.1 The department shall perform a concurrency test for each application for a certificate of concurrency under SMC 17D.010, consistent with the procedures and protocol set forth in Sections 5 and 6 of this policy.

5.2 Intersection Standards. The values of LOS A through LOS F, for signalized and unsignalized intersections, are based on seconds of delay, as defined in the most current version of the TRB Highway Capacity Manual. The following levels of service apply to city arterials as indicated:

5.2.1 Signalized intersections:

5.2.1.1 LOS F, not to exceed 90 seconds of intersection delay, at all signalized arterial intersections within the Downtown, CBD zones 1 through 6 and including the intersection of Sprague Avenue and Division Street, east along Sprague Avenue to Sherman Street, south along Sherman Street to Fifth Avenue and west along Fifth Avenue to Maple Street. (See Map Appendix A)

5.2.1.2 Development proposals within Type 1, Type 2 or Type 4 Centers and Corridors (CC1, CC2, and CC4 zones) are allowed a lower level of service standard at signalized intersections along transit corridors serving the designated growth area, not to exceed a LOS F with greater than 85 seconds of intersection delay. This reduction in level of service also applies to development proposals within Type 3

Centers and Corridors (CC3 zone) that have elected to develop according to the standards for Type 1 and Type 2 Centers and Corridors.

5.2.1.3 LOS E at all other signalized arterial intersections along Principal or Minor arterials identified on Comprehensive Plan Map TR3.

5.2.1.4 LOS D at all other signalized intersections along Collector arterials identified on Comprehensive Plan Map TR3.

5.2.2 LOS E at all unsignalized intersections.

5.2.2.1 Individual approach movements are analyzed at all unsignalized intersections including two-way stop-controlled (TWSC) and all-way stop-controlled (AWSC) intersections.

5.2.2.2 The department may allow a lower level of service at unsignalized intersections based on major and minor movement queue length, delay and volume to capacity ratio.

5.3 Concurrency is evaluated independent of the State Environmental Policy Act (SEPA), including air quality analysis. Air quality analysis may be required, based upon the location and impacts of the proposed projects per 40 CFR Part 51.

5.4 The department may allow a trip credit on established transit routes, based on established rider-ship.

5.5 All electronic traffic modeling files shall be submitted with threshold and traffic studies.

5.6 Traffic analysis software shall be the most current version of HCS (Highway Capacity Software) or Synchro. Signalized networks shall employ Synchro or an appropriate substitute approved by the department. The department may request or allow a specific version of HCS or Synchro, or use of different modeling software, dependent upon the project proposal.

6.0 PROCEDURE

6.1 In general, all proposed development projects subject to the notice of application requirements set forth in the Title 17 of the Spokane Municipal Code are required to submit a trip generation and distribution letter to the department. Trip generation shall be calculated based on the most current edition of the Institute of Transportation Engineers

(ITE) Trip Generation Manual. If an appropriate land use category is not included in the ITE Manual or documented historical local trip generation for a specific land use is provided, the department may approve estimated trip generation. The basis of a proposed trip distribution shall be provided to and approved by the department. The department shall be guided by the ITE Transportation Impact Analyses for Site Development in evaluating a proposed trip distribution.

6.2 Subject to thresholds and engineering discretion identified in the ITE Transportation Impact Analyses for Site Development if a development will impact an intersection(s) that is currently performing below relevant concurrency standards, or if the impact of a development on an intersection(s) is suspected to cause the performance of the intersection to drop below relevant concurrency, or if a development will impact an intersection(s) the performance of which is unknown to the department, a threshold traffic study shall be required. The primary purpose of a threshold traffic study is to determine the distribution of trips and the impacts to operations and level of service of intersections affected by the development. The department shall approve the scope of the threshold study. A brief description of the development, a site plan, and justification for the traffic distribution and growth rate must be included in the threshold study, consistent with the threshold and methodology set forth in the ITE Transportation Impact analyses for Site Development. A brief description of the development, a site plan and justification for the traffic distribution and growth rate must be included in the threshold study. Where significant traffic impacts are anticipated, the applicant may choose to prepare a traffic study in lieu of a threshold traffic study.

6.3 A TIA must be undertaken when, on the basis of the threshold study, it appears that transportation improvements and/or strategies may be required in order for the development to satisfy concurrency. The department shall determine the scope of the TIA. The department shall be guided by the ITE Transportation Impact Analyses for Site Development in determining the scope and/or extent of the TIA.

6.4 If a TIA is not required to determine concurrency, a concurrency certificate will be issued, subject to the provisions of SMC 17D.010.030, and the additional trips will be reported to the Planning Department per SMC 17D.010.020. This policy does not supersede or replace the City SEPA authority as enacted in chapter 17E.050 SMC.

6.5 Traffic threshold studies and traffic studies shall be signed, dated and stamped by a professional engineer licensed in the State of Washington.

6.6 A development that causes a level of service on a transportation facility to drop below the relevant level of service standard or a development that introduces new trips to an intersection that has an existing level of service below the relevant standard has the following options:

6.6.1 mitigate impacts such that the level of service of the transportation facility meets or exceeds the relevant level of service standard; provided that mitigation in the form of a transportation improvement or transportation strategy must demonstrate, in a traffic study, that the development will satisfy the concurrency test; or

6.6.2 do not proceed with the development or modify or phase the development proposal such that the development satisfies the concurrency test; or

6.6.3 delay the development until a programmed project is included in the Six-Year Comprehensive Street Program which adds sufficient capacity to the impacted transportation facility; participate, acceptable to the department in the programmed project; or

6.6.4 participate in a voluntary agreement with the City, per RCW 82.02.020 or

6.6.5 pay an appropriate transportation impact fee authorized by RCW 36.70A and RCW 82.02.050 through .100 upon the City's adoption of an Ordinance implementing such authorization.

6.7 The department will provide a transportation concurrency recommendation to the Planning Services Department.

6.8 The Department may apply this policy in evaluating and commenting on the impacts of development occurring outside the City's corporate limits as authorized by SEPA.

6.9 Development occurring within the City's corporate limits that may impact regional, State, County or transportation facilities owned by another jurisdiction may also be required to obtain transportation concurrency certification with that jurisdiction.

6.10 SEPA. This policy does not supersede or replace the City SEPA authority as codified in chapter 17E.050 SMC.

7.0 RESPONSIBILITIES.

The Engineering Services Department shall administer this policy.

8.0 APPENDICES Appendix A

APPROVED BY:

City Attorney

Engineering Services, Director

Director, Public Works and Utilities

City Administrator

12/11/08
Date

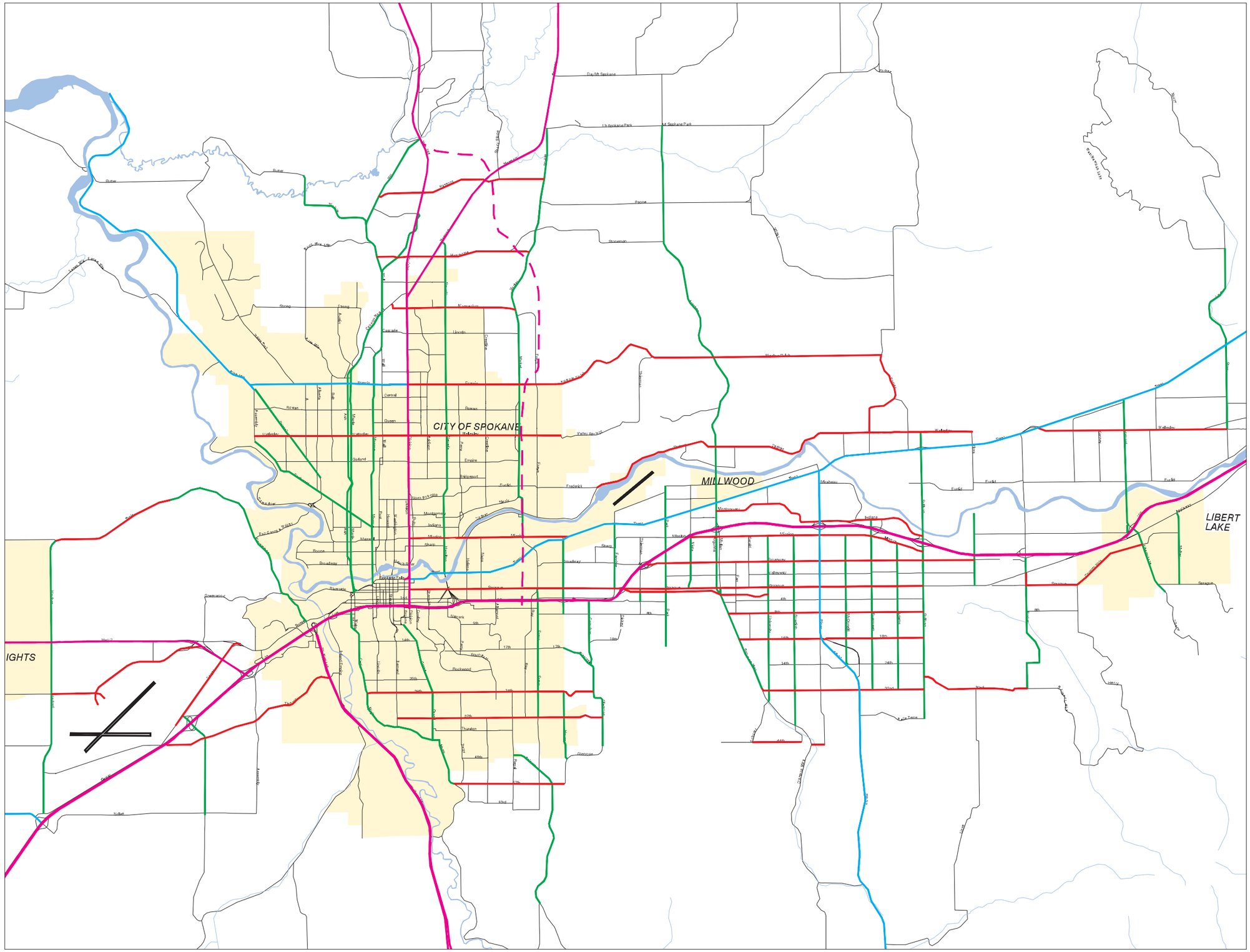
APPENDIX A

Concurrency Management Corridors
(Regional Corridor Map)

SPOKANE COUNTY, WASHINGTON

CONCURRENCY MANAGEMENT CORRIDORS

Base Year 2001
and
Projected Year 2025



LEGEND

- Roads
- Rivers
- East West Corridors
- North South Corridors
- Non HSS Corridors
- HSS Corrdidors 2001
- HSS Corridors 2025
- Political Boundaries

* All corridors remain the same for 2001 and 2025 with the exception of US 395. In 2025, US 395 shifts from its alignment along Division St. to the newly built alignment to the east.

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0 5000 10000 15000 20000

SCALE IN FEET

*DATA BASED ON BEST AVAILABLE INFORMATION.
*DATA FOR ILLUSTRATIVE PURPOSES ONLY.

SRTC
SPOKANE REGIONAL TRANSPORTATION COUNCIL

DATE: 03/03/03 MAP: cmcall.b