



DIVISION I – TRAFFIC IMPACT STUDY GUIDELINES

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ATTACHMENTS:

I - TRIP GENERATION AND DISTRIBUTION STUDY REPORT FORMAT - LEVEL I ANALYSIS

II - TRAFFIC IMPACT ANALYSIS REPORT FORMAT - LEVEL II ANALYSIS

DIVISION I – TRAFFIC IMPACT STUDY GUIDELINES

1. PURPOSE OF TRAFFIC IMPACT STUDY

The purpose of a Traffic Impact Study is to determine:

- The capacity and safety impacts a particular development will have on the Citywide transportation system;
- Whether the development will meet the City's Minimum Transportation Standards for roadway capacity and safety; and
- Mitigating measures necessary to alleviate the capacity and safety impacts so that Minimum Transportation Standards are met.

2. CATEGORIES OF TRAFFIC IMPACT STUDIES

There are two categories of Traffic Impact Studies:

- Level I - Trip Generation and Distribution Study; See Attachment I
- Level II - Traffic Impact Analysis (TIA); See Attachment II

3. CRITERIA FOR WARRANTING A TRAFFIC IMPACT STUDY

A Level I - *“Trip Generation and Distribution Study”* is required for all projects that generate at least 50 vehicular trips within the a.m. or p.m. peak traffic periods. The purpose of this study is to assist staff in determining whether a complete TIA is required, and to what level of detail should it be prepared. Projects generating less than 50 peak-hour trips may still be required, at the discretion of staff, to prepare a traffic study if there are specific capacity or safety issues that need to be addressed, or if certain conditions of approval require a rough proportionality finding. A Trip Generation and Distribution Study must be expanded to a full TIA if any of the following criteria are met:

1. If there exist any current traffic problems, such as a high-accident location, poor roadway alignment, or capacity deficiency that are likely to be compounded as a result of the proposed development.
2. If staff anticipates the current or projected level of service of the roadway system in the vicinity of the development will exceed minimum standards.
3. If staff anticipate that adjacent neighborhoods or other areas will be adversely impacted by the proposed development.

A Level II - *“Traffic Impact Analysis”* is required for all projects that generate at least 100 vehicular trips within the a.m. or p.m. peak traffic periods.

4. EQUIVALENT DEVELOPMENT UNITS

The following table represents the equivalent number of development units for many common land use types that will generate 50 or 100 p.m. peak-hour vehicular trips. For land use types not listed, refer to the most current version of the Institute of Transportation Engineers' *Trip Generation Manual*. This table defines the thresholds to determine the level of traffic impact analysis required.

ITE Land Use Code	ITE Land Use Description	50 p.m. Peak Hour Trips	100 p.m. Peak Hour Trips
210	Single Family Detached	50 SFU	99 SFU
220	Apartments	81 MFU	161 MFU
230	Condominiums/Townhouses	96 MFU	192 MFU
240	Mobile Home Park	85 SFU	169 SFU
110	Light Industrial Facility	51,000 SQFT	102,000 SQFT
120	Heavy Industrial Facility	72,000 SQFT	145,000 SQFT
130	Industrial Park	58,000 SQFT	116,000 SQFT
140	Manufacturing Facility	68,000 SQFT	135,000 SQFT
150	Warehouse Facility	106,000 SQFT	213,000 SQFT
151	Mini-Storage Facility	192,000 SQFT	385,000 SQFT
710	General Office Building	34,000 SQFT	67,000 SQFT
720	Medical-Dental Office	13,000 SQFT	27,000 SQFT
770	Business Park	39,000 SQFT	78,000 SQFT
820	Shopping Center	13,000 SQFT	27,000 SQFT
931	Quality Restaurant	7,000 SQFT	13,000 SQFT
932	High Turnover Sit-Down Restaurant	5,000 SQFT	9,000 SQFT
934	Fast Food Restaurant with Drive-Through Window	1,000 SQFT	3,000 SQFT
944	Service Station	4 PUMPS	7 PUMPS
850	Supermarket	5,000 SQFT	10,000 SQFT
851	Convenience Market (Open 24 Hours)	1,000 SQFT	2,000 SQFT
853	Convenience Market with Gasoline Pumps	3 PUMPS	5 PUMPS
912	Drive-In Bank	1,000 SQFT	2,000 SQFT

Source: Trip Generation Manual, 7th Edition. Institute of Transportation Engineers.

5. WAIVER OF STUDY

The City Engineer or City Traffic Engineer may waive the requirement for a Traffic Impact Study if it is clearly shown within a previously prepared traffic study, not older than two years, that no capacity or safety issues exist that might be compounded as a result of the proposed development, and thereby, no adverse impacts would be created on the transportation system.

6. REPORT CERTIFICATION

All traffic studies shall be prepared by or under the direct supervision of a Professional Civil or Transportation Engineer currently licensed to practice within the State of Oregon, and with special training and experience in transportation engineering and planning. The engineer shall certify the document by providing a signature and seal of approval. Staff may also request that additional credentials, sample reports, and/or references be submitted.

7. EXTENT OF STUDY AREA

The study will need to look at all site access drives and adjacent roadways and intersections. The study area shall also include all off-site major intersections impacted by 50 or more peak-hour vehicle trips. Major intersections are classified as those involving a combination of collector and arterial roadways. Vehicle trips should not be tracked beyond ½ of a mile from where they load a principal arterial roadway. The City shall approve the defined influence area prior to commencement with the traffic study.

8. IMPACTS TO OTHER JURISDICTIONS

If there are other impacted jurisdictions within the influence area, e.g., ODOT, Linn County, or Albany, and it has been determined that a full TIA is required, the study preparer shall establish a scoping meeting with all necessary agencies to address relevant issues. This will foster improved coordination and reduce the potential for later revisions to the study.

9. SELECTION OF HORIZON YEARS

If a project is a large multi-phased development in which several stages of construction activity are planned, a number of horizon years may be selected that correspond with the opening of each phase. Consequently, transportation improvements can also be staged to coincide with the phases of development. At a minimum, the phased study shall assess traffic conditions at the anticipated time of completion for each phase, and five years beyond completion of the last phase of development. Projects that are not phased shall assess traffic conditions at the anticipated time of completion of the entire project, and five years beyond completion.

10. BACKGROUND STUDY AREA DATA

The study preparer will need to research much of the following information from the City and all other impacted jurisdictions, or obtain it in the field as required. The following list is intended to serve as a guideline since the intensity of development defines the level of information required; see Attachments' I and II.

10.1 Traffic Volumes

- Historic daily and hourly traffic counts to verify traffic growth and peak hour times;
- Recent intersection turning movement counts, and when necessary, recent link volume counts (if not available from City, then must be collected in

- field);
- Percent of heavy vehicles, including trucks, buses, and recreational vehicles;
- Pedestrian and bicyclist counts when necessary.

10.2 Land Use

- Current zoning, land use, densities, and occupancy in vicinity of site;
- Approved development projects and planned completion dates within study area;
- Other anticipated developments within study area.

10.3 Demographics

- Current and future population and employment trends within study area by traffic zone (as needed for use in site traffic distribution and assignment).

10.4 Transportation System

- Current street system characteristics, including number of lanes, lane and shoulder widths, access control, and traffic control devices;
- A description of roadway geometrics, including horizontal and vertical curvature;
- Roadway functional classifications;
- Posted speed limits and/or free-flow speeds;
- Traffic signal locations, phasing, coordination, and timing;
- Existing congested locations within study area as identified by the City Transportation Plan or previous traffic studies;
- Accident history for three years adjacent to site, and on major roadway links and intersections within study area;
- Local and regional transportation plans;
- Planned future roadway improvements within study area, identifying those with secured funding and those in planning stages;
- Transit stops, service, and usage;
- Pedestrian and bicycle linkages and usage;
- Available curb and off-site parking facilities;
- Any temporary anomalies in the current road system that would influence the data or outcome of the analysis, e.g., major road construction.

10.5 Other Data

- Applicable agency codes and policies, including, but not limited to, development regulations and road standards.
- Origin-destination or trip-distribution data as required;
- Any neighborhood sensitivities.

11. PEAK TRAFFIC HOURS

The a.m. peak-traffic period correlates to a one-hour peak in morning traffic volumes occurring somewhere between 7:00 a.m. and 9:00 a.m., and the p.m. peak-traffic period correlates to a one-hour peak in afternoon traffic volumes, occurring somewhere between 4:00 p.m. and 6:00 p.m. These typical morning and evening peaks are evident for urban commuter routes on weekdays, and are generally somewhat higher in the afternoon than in the morning. Therefore, the weekday afternoon peak period is considered worst case, and is mostly used for determination

of adequacy. However, certain conditions, such as reversed flow at intersections from morning to afternoon, may require these areas be analyzed for both a.m. and p.m. peak-hour conditions. The weekday afternoon peak-traffic volumes correlate to approximately 10 percent of the total daily volume. As an example, a development that is shown to generate 50 p.m. peak-hour trips generates approximately 500 daily trips.

12. NON-SITE TRAFFIC FORECAST

Existing traffic counts shall be used with an average 5% per year growth rate to establish the forecasted background traffic volumes. Growth rates less than this amount shall not be used unless approved by staff.

13. ESTIMATION OF TRIPS GENERATED

Project trip generation rates shall be estimated using the most current version of the Institute of Transportation Engineers' *Trip Generation Rate Manual*. A site-specific trip generation rate may be allowed with prior approval by the City Engineer.

14. ESTIMATION OF PASS-BY TRIPS

Pass-by trips are those made as intermediate stops on the way from an origin to a primary trip destination. They do not affect the driveway or site access volumes but do affect the amount of traffic added to the adjacent street system. Pass-by trips can be estimated for certain types of commercial developments using the most current version of the ITEs' *Trip Generation Manual*.

15. SITE TRAFFIC DISTRIBUTION AND ASSIGNMENT

Manual traffic distribution and assignment based on the gravity model principle shall be accomplished using experience, judgement, and knowledge of local conditions.

16. MINIMUM TRANSPORTATION STANDARDS

Minimum Transportation Standards define the minimum service standards and level of transportation facility infrastructure needed on existing streets to accommodate the demand generated by new development. New developments not meeting these minimum standards are defined as adversely impacting the existing transportation system and are not recommended for approval unless mitigated.

16.1 Roadway and Intersection Capacity

All streets and intersections adjacent to the development, and streets and intersections directly utilized by the development for access, regardless of the generated volume of traffic, and streets and intersections off site from the development that will receive 50 or more additional peak-hour vehicular trips with completion of the development, must meet the minimum performance standards listed below as calculated by methods identified within the most current edition of the Transportation Research Board's *Highway Capacity Manual*.

The minimum performance standard for intersections controlled by a traffic signal or all-way stop shall be Level of Service "D" as calculated by methods indemnified within the most current edition of the Transportation Research Board's *Highway Capacity Manual*.

The minimum performance standard for the worst-case movement at uncontrolled and two-way stop-controlled intersections shall be a volume-to-capacity (v/c) ratio of 0.85.

16.2 Roadway and Intersection Safety

All existing streets and intersections adjacent to the development and existing streets, and intersections directly utilized by the development for access, regardless of the generated volume of traffic, and existing streets and intersections off site from the development that will receive 50 or more additional peak hour trips with completion of the development, must not have accident rates exceeding 1.0 accidents per million vehicle miles of travel for street segments, and 1.0 accidents per million entering vehicles for street intersections.

17. LEVEL OF SERVICE ANALYSIS

Level of service calculations must be done using the most current version of the Transportation Research Board's *Highway Capacity Manual* or *Highway Capacity Software*. All critical intersections, and possibly segment links, must be evaluated within the influence area. The manual and software contain separate calculations for two-lane and multi-lane, free-flow roadways, signalized arterials, and signalized and unsignalized intersections. At the discretion of staff, the use of alternative analysis software may be used.

18. SAFETY ANALYSIS

Accident records must be researched for all critical segment links and intersections within the influence area. It must be determined whether accident rates, or patterns of accidents, are forming at certain locations where the probability of these occurrences will increase with addition of the project traffic volumes. Examples of recurring accidents include numerous right-angle or rear-end collisions at an intersection, or a high frequency of vehicles leaving the roadway on a substandard horizontal curve. Staff can additionally request that any portion of a roadway be evaluated for probable impacts from the development.

19. MEETING MINIMUM LEVEL OF SERVICE AND SAFETY STANDARDS

Minimum capacity and safety standards define the minimum service standards for which a certain level of transportation facility infrastructure is needed to accommodate the demand generated by new development. New developments that cause these standards to be exceeded are defined as adversely impacting the existing transportation system.

An adverse impact is defined as any burden to the transportation system or the public where an existing inadequate or unsafe condition is worsened, or a new one

is created as a result of the new development. The capacity and safety standards contained herein define the thresholds for determining those development activities which will adversely impact the existing transportation system. The traffic study shall identify necessary mitigation to meet a minimum level of service and safety standards and shall identify funding options for said mitigation.

An adverse impact is considered mitigated if the necessary transportation infrastructure is in place at the time of occupancy of the property, or in the case of a subdivision, at the time of final plat approval. In lieu of constructing the improvements, a financial commitment must be in place to complete the necessary infrastructure, as allowed in the Development Code.

20. ON-SITE PLANNING AND PARKING PRINCIPLES

An integral part of an overall traffic study relates to basic site planning principles. It is important that off-site roadway improvements be fully integrated with on-site recommendations. Internal design will have a direct bearing on the adequacy of site access points. The driveway traffic volumes need to be accommodated on site, both in terms of queuing space and distributing automobiles to and from parking spaces, pick-up/drop-off points, and drive-through lanes. An integrated system should deliver vehicles from the external roadway system in a manner easily understood by typical drivers, and that maximizes efficiency, accommodates anticipated traffic patterns, and ensures public safety. Pedestrian linkages should conveniently and safely connect transit stops and parking facilities with building entrances. Similar linkages should also be provided between buildings.

20.1 Access Points

The 1994 design policy, adopted by the American Association of State Highway and Transportation Officials (AASHTO), recognizes that access points are intersections, and should be designed with the same perspective as any other intersection having similar characteristics and volumes. The number of lanes, adequate storage, appropriate signing and striping, and provisions for pedestrian interaction are all elements that should be fully consistent with the City's requirements for off-site roadway intersection design. Also, the criteria behind the signs and markings that drivers are accustomed to on public roadway systems should be reinforced at entrances and exits of private developments.

Joint accesses by two or more properties are desirable, particularly where property frontages are short and driveway volumes are low. Site access points shall be located and designed in accordance with the following guidelines:

- Adequate spacing must be maintained from adjacent street and driveway intersections. Minimum spacing is 300 feet along City-classified arterials. Distances should be sufficient to minimize driveway blockages by queues from the adjacent intersections.
- If the driveway is to be signalized, it should be located to facilitate traffic progression past the site. A signal progression analysis may be warranted in such conditions.
- Adequate driveway capacity must be provided. The number of driveways should be compatible with site access capacity needs and should minimize

adverse impacts to adjacent roads. A capacity analysis, available gap check, and/or lane adequacy check must be conducted for each driveway.

- Two-way driveways must intersect adjacent roadways at 75-degree to 90-degree angles.
- The capacity of on-site intersections shall be sufficient to prevent traffic entering the site from backing onto the adjacent street.
- Traffic safety aspects of all proposed site access facilities must be reviewed to ensure adequate sight distance and other applicable factors. City sight distance requirements are as follows:

Posted Speed (mph)	(1) Sight Distance (ft)
	(2) 2-3 Lane Stop Control
25	95
30	120
35	140
40	165
45	190
50	215

Taken in part from AASHTO, *A Policy on Geometric Design of Highways and Streets*, 1990. All units rounded for design.

(1) Measured along the center of the approaching travel lanes, as observed from a point 15-feet back from the edge of traveled way; and measured from an eye height of 3.5 feet to a height of approaching object of 4.25 feet.

(2) Sight distance for a vehicle turning left into a two-lane roadway across a vehicle approaching from the left or right.

(3) Sight distance for a vehicle turning right into a two-lane roadway and attain 85% of design speed without being overtaken by a vehicle approaching from the left and reduced to 85% of design speed.

20.2 Vehicular Queuing and Storage

Provisions for appropriate vehicular exit queuing should be made at all access drives to a development. For small developments, parking areas and access points should be designed so that drivers waiting to exit align their vehicles perpendicular to the off-site roadway system. For large developments, queuing areas should be sufficient so that vehicles stored at exits do not block internal circulation, and so that drivers enter a signalized intersection at minimum headways to achieve maximum flow rates.

Analysis must be performed to provide usable estimates of queue lengths that need to be accommodated at signalized intersections. The same procedures must also be used for on-site queuing reservoirs and for off-site left-turn and right-turn lanes.

20.3 Service and Delivery Vehicles

Service and delivery vehicles require separate criteria for movement to and from the site:

- Access points anticipated to be used by service vehicles shall have turning paths sufficient to allow service vehicles to enter and exit the site without

encroaching upon opposing lanes or curbed areas.

- There shall be sufficient separation between external and internal circulation roads so large vehicles can be queued on entry or exit without blocking vehicle progression along any public street.

20.4 Parking

Specific dimensions, parking angles, and parking ratio requirements are addressed in the City Development Code.

20.5 Pedestrian, Transit, Bicycle, and Handicapped Facilities

The overall site plans must consider public transportation, pedestrians, and bicyclists. Where bike use is expected, adequate facilities for parking bicycles should be included. Appropriate public transportation facilities, ride pooling areas, and shuttle bus staging areas should be accommodated adjacent to service drive and entrance areas, at key locations along circulation drives, and at major pedestrian focal points along the external roadway system. Pedestrian connections between these facilities and the site buildings must be integrated into the overall design of the project. Proper design of pedestrian facilities can reduce the use of motor vehicles for trips within a development and between nearby developments. ADA access must also be provided in accordance with appropriate Federal, State, and City requirements.

ATTACHMENT I
TRIP GENERATION AND DISTRIBUTION STUDY REPORT FORMAT LEVEL I
ANALYSIS

I. Introduction and Summary

1. Report Certification
2. Purpose of Report and Study Objectives

II. Proposed Development

1. Description
2. Location and Vicinity Map
3. Site Plan
4. Proposed Zoning
5. Proposed Land Use and Intensity
6. Phasing and Timing of Project

III. Existing Conditions

1. Study Area
 - a. Limits of Traffic Study
 - b. Existing Zoning
 - c. Existing Land Uses
2. Site Accessibility
 - a. Area Roadway System
 - b. Transit Service
 - c. Pedestrian and Bicycle Facilities

IV. Projected Traffic

1. Background Traffic
 - a. Base-Year Traffic Volumes
 - b. Method of Traffic Volume Projection
 - c. Projected Traffic Volumes
 - d. Traffic Volumes from Other Proposed Developments
 - e. Total Background Traffic
2. Site Traffic
 - a. Trip Generation
 - b. Trip Distribution
3. Total Network Traffic

**ATTACHMENT II
TRAFFIC IMPACT ANALYSIS REPORT FORMAT
LEVEL II ANALYSIS**

I. Introduction and Summary

1. Report Certification
2. Purpose of Report and Study Objectives
3. Executive Summary
 - a. Site Location and Study Area
 - b. Proposed Development Description
 - c. Findings
 - d. Recommendations and Mitigation

II. Proposed Development

1. Description
2. Location and Vicinity Map
3. Site Plan
4. Proposed Zoning
5. Proposed Land Use and Intensity
6. Phasing and Timing of Project

III. Existing Conditions

1. Study Area
 - a. Limits of Traffic Study
 - b. Existing Zoning
 - c. Existing Land Uses
 - d. Anticipated Future Development in Area
2. Site Accessibility
 - a. Area Roadway System
 - b. Traffic Volumes and Conditions
 - c. Existing Safety and Capacity Deficiencies
 - d. Transit Service
 - e. Pedestrian and Bicycle Facilities

IV. Projected Traffic

1. Background Traffic
 - a. Base-Year Traffic Volumes
 - b. Method of Traffic Volume Projection
 - c. Projected Traffic Volumes
 - d. Traffic Volumes from Other Proposed Developments
 - e. Total Background Traffic
2. Site Traffic
 - a. Trip Generation
 - b. Trip Distribution
3. Total Network Traffic

V. Traffic Analysis

1. Site Access
2. Capacity and Level Service
 - a. Signalized Intersections
 - b. Signalized Arterials
 - c. Unsignalized Intersections
 - d. Unsignalized Roadway Segments
3. Traffic Safety
4. Site Circulation and Parking

VI. Improvement Analysis

1. Improvements to Accommodate Site Generated and Background Traffic
2. Alternative Improvements
3. Status of Improvements Already Funded, Programmed, or Planned

VII. Findings

1. Site Accessibility
2. Traffic Impacts
3. Compliance with Level of Service Standards
4. Needed Improvements

VIII. Recommendations and Mitigation

1. Site Access and Circulation Plan
2. Roadway and Intersection Improvements
3. Transportation System Management Actions