



ENGINEERING DEPARTMENT

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TRAFFIC IMPACT ANALYSIS (TIA) REQUIREMENTS

The Traffic Impact Analysis (TIA) must be signed & stamped by a Licensed Professional Engineer registered in the State of Washington. The TIA shall contain all the items outlined within this checklist.

I. Project Description:

1. Location (vicinity map and site plan). Vicinity map must show project location within the City, including parcel numbers and Section, Township, Range. Include photographs if warranted.
2. Type, Size, and Location of Development
3. Type and number of proposed and existing access(es) (Direct, Indirect, Right-in/Right-out Only, etc.)
4. For Commercial Projects, provide the following information:
 - a. Hours of operation,
 - b. Number of employees, working hours for employees (shifts and days),
 - c. Type of delivery vehicle and frequency of deliveries,
 - d. Anticipated number of customers per day, and
 - e. Distribution of customers per day (number 7-9AM, noon hour and 4-6 PM).

II. Background Information

1. Include all Road Links and Intersections out to 10 peak trips.
2. Identify City improvement projects at selected road links and intersection, including pedestrian and bike lane improvement projects.
3. Include traffic generated from other planned development projects not yet built but are currently under review and/ or construction.
4. Obtain current turning traffic counts and traffic accident data.
5. Minimum Level of Service (LOS) criteria can be found in the City of Poulsbo Comprehensive Plan.
6. Discuss existing access roadway characteristics:
 - a. Determine existing roadway crosssection,
 - b. Determine roadway classification,
 - c. Indicate speed limit for roadways, and
 - d. Determine county standard section.
7. Discuss whether the existing roadway meets City of Poulsbo Standards for classification of roadway.
8. Provide the location of all bus, and other transit stops within 1 mile of the proposed project.

III. Trip Generation and Distribution:

1. AWDT, AM, PM Peak Hour Trips (include Saturday, Sunday, Noon or other Peak Hour Trips if the development or nearby developments generate a peak at times other than the typical am or pm times).
2. Deductions for Diverted, Pass By, and Shared Trips need to be shown along with appropriate rationale/ source for this deduction. (Commercial Projects Only).
3. ITE Trip Generation protocols must be followed. (Commercial Projects Only).
4. Show distribution percentages on vicinity map or diagram. Show lefts, rights and thru movements.
5. Discuss rationale for distribution.

IV. Traffic Analysis

1. Include all Road Links and Intersections out to 10 peak trips.
2. Additional road-links and intersections should be included if it is determined by the traffic consultant that additional areas are affected by the project. Road links should be analyzed for LOS and geometric deficiencies.

3. Analysis of all affected road links and intersections should be performed for the conditions at the time of project completion and conditions 5 years after project completion. Both analyses shall be completed with and without the project.
4. The forecasted growth rate shall be consistent with the City of Poulsbo Transportation Comprehensive Plan, current forecast is 2%.
5. Include LOS table, intersection diagram, intersection parameters table including curb radius, lanewidths, number of lanes, channelization, and type of intersection control.
6. Assess project against required transportation finding as described in PMC 17.60.040.
7. Assess project against concurrency requirements as set forth in PMC 14.04.
8. Evaluate sight distance at all existing and proposed accesses and provide recommendations to obtain required sight distance.
9. Assess planning and land use issues and mitigation related to transportation elements.
10. As appropriate, analyze existing facilities for bicycles, park & ride lots, transit stops and special transit requirements, inter-modal requirements and special events at the proposed or nearby locations.
11. Assess pedestrian concerns including pedestrian access within the proposed development, and from the proposed development to parks, commercial districts or transportation stops within 1 mile of the proposed project.
12. Identify the design vehicle, analyze for the design vehicle including revising methodology for utilizing warrants as appropriate.
13. Discuss project generated construction traffic and proposed traffic route.

V. Traffic Volumes:

1. Existing AM and PM peak hour counts must be less than 12 months old (show date and data source).
2. Counts should be taken on Tuesday, Wednesday or Thursday.
3. Current and 5-year ADT, AM, PM peak hour trips, (include other Peak Hour Trips if significant to the development or adjacent areas), with and without project for current year and 5 years out / full occupancy.
4. The annual traffic increase and reference for that increase.
5. Include the trips from all pipeline developments that have been approved but not yet built out.

VI. Level of Service (LOS) Calculations:

1. Show LOS for existing conditions, 5 years from development with pipeline development include with pipeline and project traffic, and pipeline and project traffic with proposed mitigation.
2. Include LOS calculation sheets.
3. Provide all the assumptions and the rationale used.
4. All coordinated signals must be analyzed as coordinated systems.

VII. Accident Analysis:

1. Include a listing of the location's 3-year accident history. (For direct access points &/or intersections, list must cover area 0.1 mile to either side.)
2. Discuss the accident history, including the predominant accident types and their locations, any accident patterns, an assessment of the development's traffic safety impact, and mitigation for its safety impact.

VIII. Mitigation of Impacts:

1. Identify mitigation required to offset project impacts.

2. Identify additional right-of-way dedications required for mitigation identified and for maintenance of the existing road.