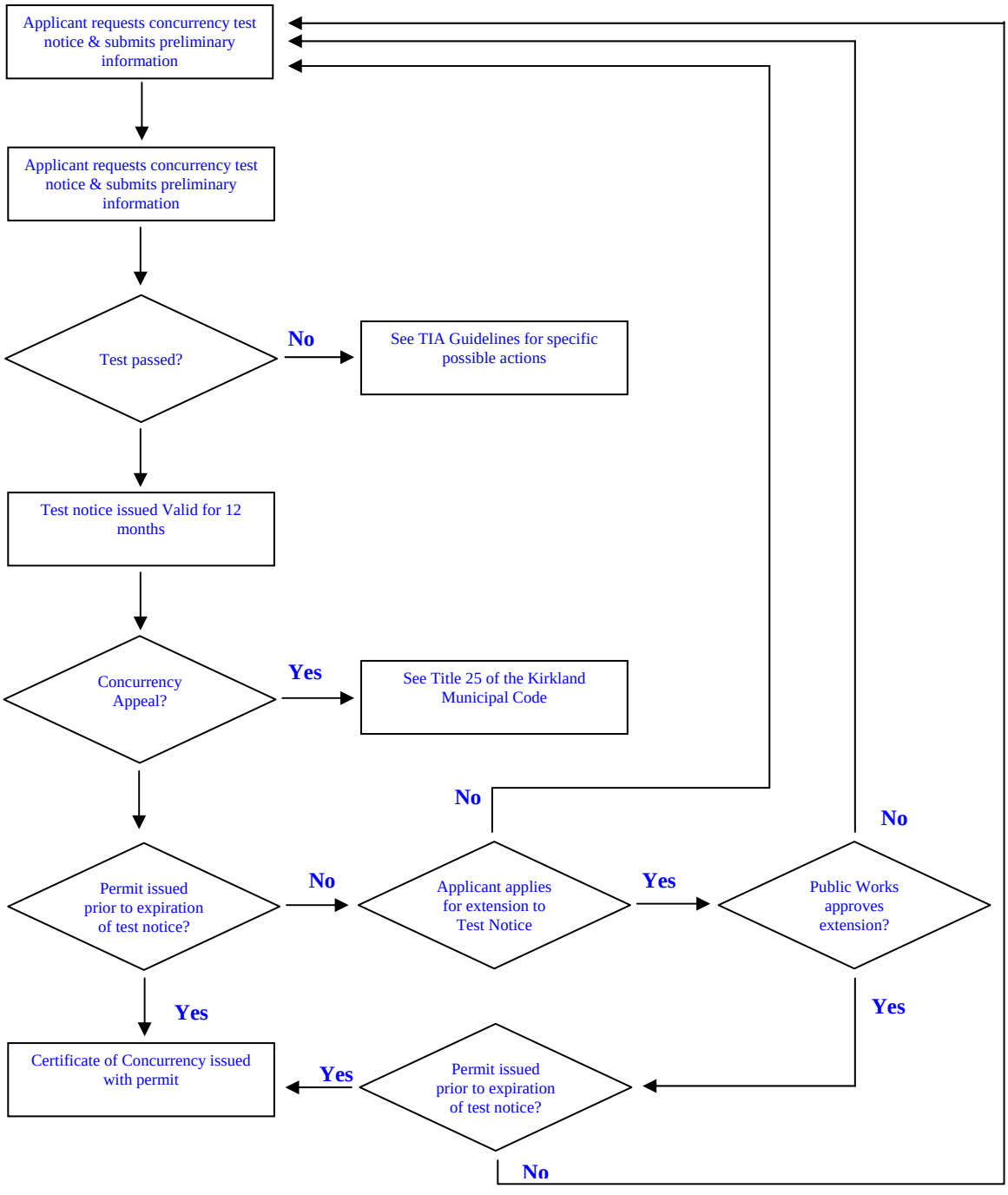
The Concurrency process in ordinance form is described in Title 25 of the Kirkland Municipal Code and the Concurrency process in described in the flowchart in the below Figure 3.

Figure 3
Concurrency Process



Step 6. Public Works Department Performs Concurrency Test:

The transportation concurrency test implements Policy T-5.3 of the City's Comprehensive Plan by ensuring that new development projects meet the two adopted standards for peak-hour level of service. The City forecasts future traffic volumes to the year of the adopted level of service for concurrency testing. These traffic volumes include all proposed development projects that have received a passing Concurrency Test Notice. The test consists of the following two parts and the proposal must pass both Parts 1 and 2 in order to pass the transportation concurrency test:

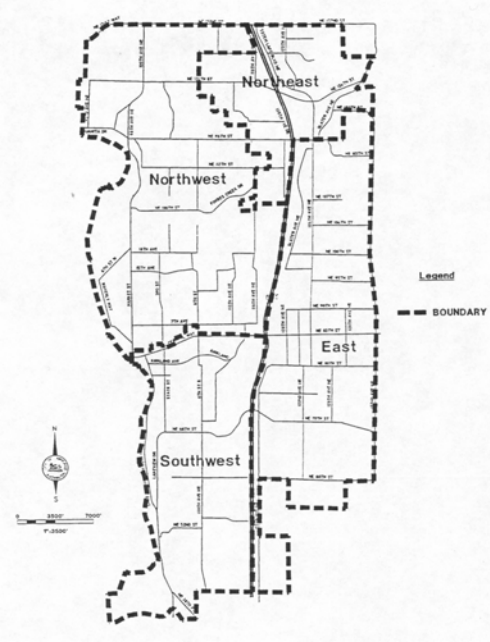
Part 1. The average level of service (V/C ratio) of the impacted sub-area(s) is estimated and then compared to the adopted level of service standard from the Comprehensive Plan. See Figures 4a and 4b.

Part 2. All system intersections must have a V/C ratio of 1.4 or better.

Figure 4a
Maximum Allowed Subarea Average V/C and Maximum V/C for Signalized System Intersection

	Current Year				
Subarea	2003	2004	2005	2006	2007
Southwest	1.00	1.01	1.02	1.03	1.05
Northwest	1.18	1.20	1.23	1.25	1.27
Northeast	1.01	1.04	1.07	1.10	1.13
East	1.09	1.10	1.11	1.13	1.14
Individual System Intersection V/C	**1.4**	**1.4**	**1.4**	**1.4**	**1.4**

Figure 4b
Transportation Subareas



Step 7. Public Works Evaluates Concurrency Test Results and Issues Concurrency Test Notice:

The Public Works Department fills in the Concurrency Test Results portion of the Concurrency Form (Figure 2) and provides a copy of the form to the applicant along with the Concurrency Test Notice and the results of the concurrency test. The concurrency review process is not complete until the appeal period expires (see below appeal process).

If the proposal passes the test, the applicant may proceed with the SEPA review process in Step 9.

Expiration of Concurrency Test Notice

The Concurrency Test Notice expires and a new concurrency test is required unless:

1. The applicant submits a complete SEPA checklist, traffic impact analysis and all required environmental studies to the City within 90 calendar days of the Concurrency Test Notice.

2. The Public Works Department issues a Certificate of Concurrency within one year of issuance of the Concurrency Test Notice (see Step 8) or the applicant submits a written request for an extension prior to expiration of the Concurrency Test Notice and the Public Works grants the request (see Kirkland Municipal Chapter 25.10.020(7) and Appendix B in this memo).

Appeals

The applicant or any affected individual or entity may appeal the Concurrency Test Notice. Appeals must be filed within 14 calendar days of the issuance of the determination of Non-Significance (DNS) or within 7 calendar days of the date of

publication of a Determination of Significance (DS). Appeals are heard at the open record hearing.

If the project fails the concurrency test, the applicant has the following options:

1. Reduce the size of the development or change the type of uses to reduce the trip generation rate;
2. Delay the application until additional improvements have been built by the City or by others;
3. Propose appropriate mitigation. The implementation of these mitigation measures shall be concurrent with the development, usually prior to issuance of a certificate of occupancy; or
4. Submit a Request for Reconsideration of the concurrency test disapproval (see the Kirkland Municipal Code Chapter 25.22 for what may be reconsidered.). The request must be filed with the Public Works Department within 14 calendar days of the written concurrency test decision.

Depending on what option is chosen, the applicant may have to go back to Step 6, or possibly Step 3 depending on the nature of the project.

Step 8. Public Works Issues Certificate of Concurrency:

Public Works grants a Certificate of Concurrency at the same time a land use permit or building permit is approved if the applicant holds a valid Concurrency Test Notice. The Certificate of Concurrency is a statement granting the certificate included in the development standards of the underlying land use permit, if applicable, or in the conditions of approval for the underlying building permit.

A Certificate of Concurrency expires if:

1. The underlying development permit and/or building permit expires and the development project has not been completed.

2. The building permit has not been issued within 6 years from the date of issuance of the Concurrency Test Notice. If a Concurrency Test Notice includes multiple buildings in a development and a building permit has not been issued for all buildings, then the Certificate of Concurrency expires for those buildings without valid building permits.

If the Certificate of Concurrency expires, the applicant must reapply for concurrency.

SEPA REVIEW

Step 9. Applicant determines Significant Facilities for SEPA:

Preparation of preliminary information and trip distribution and assignment (see Steps 2 and 4 above under Concurrency Review section) allows the amount of site traffic at any given intersection be determined using Figure 5. A Excel spreadsheet is available for the proportional share calculation. For a copy, contact the City Transportation Engineer. Those intersections that have a proportional share greater than 1% are considered "significant intersections."

SEPA review and mitigation are required for roadway, intersection and safety impacts on streets carrying project traffic, except for those intersections with planned improvements funded with road impact fees.

Step 10. Applicant Computes Impacts at Significant Intersections and Driveways, and Performs Other Analyses:

For the site driveways and for the intersections identified in Step 9, the applicant performs the following analyses:

1. Analysis of existing conditions without project traffic. The applicant analyzes the existing p.m. peak hour LOS, using the operational method in the most recent *Highway Capacity Manual*. Public Works provides turning movement counts where current counts are available; otherwise the applicant makes the appropriate counts.

2. Analysis of future conditions without project traffic. The applicant calculates the LOS as in No. 1 above, using volumes for the project horizon year as determined in Step 5 under Concurrency Review. The Public Works Department supplies information on the appropriate level of background traffic, including traffic from projects that have received a passing Concurrency Test Notice and that are to be built within the horizon year of the proposed project.

3. Analysis of future conditions with project traffic. The applicant calculates the LOS as in No. 1 above, using volumes for the year the project is fully developed as in 2, as well as the project traffic as calculated in Step 9 under SEPA Review.

4. Analysis of safety impacts. The City provides traffic accident data where available. The applicant provides a site plan showing all non-project driveways within 75 feet of the project's driveway. Subsequently, the applicant analyzes and comments upon the impact of the project given the safety history of surrounding road network.

5. Analysis of access impacts. The applicant analyzes and comments on the project access and its impact to adjacent driveways and/or intersections.

All traffic impact analyses must include a map showing the future Daily and PM peak turning volumes at all significant intersections, both with and without project traffic.

Additional Analysis
In addition to intersection analysis, other analyses such as parking demand & utilization, queuing, gap analysis, impacts to non-motorized and transit or impacts to coordinated traffic signal systems may be needed depending on the project. On large projects, intersection, corridor and peak direction analyses may be required. Additionally, analysis of AM and or midday impacts may be required.

Figure 5 Worksheet for Determining Intersection Proportional Share[1]

Project Name_____

Major Street_____number of lanes* ☐ 1 ☐ >1

Minor Street_____number of lanes* ☐ 1 ☐ >1

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1. DAILY, PROJECT TRAFFIC VOLUME ENTERING THE INTERSECTION

V_1 = Major Street volume (total of both approaches) = _____
Divide by 2

V_2 = Major Street volume (total of both approaches) = _____
Divide by 2

2. DETERMINE GEOMETRIC FACTORS

If the number of lanes on the Major Street = 1, then f_1 = 0.833, f_2 = 1.0
If the number of lanes on the Major Street = 1, then f_1 = 1.0, f_2 = 1.33
Otherwise, f_1 and f_2 = 1.0

f_1 = _____ f_2=_____

3. CALCULATE BASE PERCENTAGES

$P_1 = (V_1 / 10{,}000) \times f_1$ = (_____ / 10,000) × _____ =_____

$P_2 = (V_2 / 5{,}000) \times f_2$ = (_____ / 5,000) × _____ =_____

$P_3 = (V_1 / 15{,}000) \times f_1$ = (_____ / 15,000) × _____ =_____

$P_4 = (V_2 / 2{,}500) \times f_2$ = (_____ / 2,500) × _____ =_____

4. CALCULATE PROPORTIONAL SHARE**

$S_1 = (P_1 + P_2) / 2$ = (_____ + _____) / 2 = _____

$S_2 = (P_3 + P_4) / 2$ = (_____ + _____) / 2 = _____

Intersection proportional share = maximum of S_1 and S_2 = ☐

** An Excel spreadsheet is available for making the calculation. Contact the City Transportation Engineer for a copy.

*Number of through lanes. Do not count exclusive turn lanes. Use the smaller number of lanes if the number of lanes is unequal on two legs. For example, if one minor leg has two lanes and one minor leg has one lane, the number of lanes on the minor leg is one.

Traffic Mitigation for Both Concurrency and SEPA

Step 11. Applicant Identifies Traffic Mitigation Measures:

Appropriate traffic mitigation shall include all or a combination of the following mitigation measures:

1) Transportation Concurrency Mitigation – Installation of Improvements.

   Development proposals that do not meet the City's Transportation Concurrency requirements, as identified in the City's Concurrency Ordinance (See Appendix B in this memo), may install an improvement in the impacted sub-area(s) in order to bring a proposal into compliance with concurrency requirements as described under Step 7 under Concurrency Review. If improvements are a part of a project noted as "used to determine Impact Fee rate" in Table CF-10 of the Comprehensive Plan (see Appendix C in this memo), the value of the improvement shall be deducted from the total amount of Road Impact Fees that the applicant is required to pay. Otherwise, no such credit shall be given.

   Additional mitigation that is not part of a planned city road project noted as "used to determine Impact Fee rate" and is necessary to meet the adopted concurrency level of service standards must be completed and the cost for the concurrency mitigation will be entirely borne by the new development.

2) Road Impact Fee - Mitigation of System-Wide Traffic Impacts.

   Road impact fees are collected to maintain the adopted level of service for the city's system-wide network of roads. The amount of the road impact fee is based on the type and size of the proposed land use using the Road Impact Fee Schedule found in Title 27 of the Kirkland Municipal Code.

   A list of the transportation improvements used in the calculation of the Road Impact Fees is in Table CF-10 of the Comprehensive Plan (See Appendix C in this memo). More information on the calculation of impact fees is available from the Public Works Development Review Staff.

3) SEPA - Installation of Improvements.

   Installation of site specific improvements may be required under SEPA to offset traffic impacts from the proposed development. The type and timing of the required improvement is determined on a case by case basis and depends upon the significance of the development impacts to roadway and intersection performance, safety, specific access and circulation needs, neighborhood impacts, and impacts on pedestrian and transit facilities.

   Examples of improvements under this category include, but are not limited to the following:

   - Construction of new paths, trails, roads leading to the development;