

KIRKLAND MUNICIPAL CODE

- **Transportation Concurrency (KMC Title 25)**
- **Transportation Impact Fee (KMC Title 27.04)**
- **Transportation Impact Review (KMC Title XX?)**
 - Description of the different Levels of Review (refers to the Pre-approved Plans)
 - Threshold for each level of analysis (refers to the Pre-approved Plans)
 - Exemptions
 - Review Processes
 - Transportation concurrency
 - Transportation Impact Analysis Report (refers to the Pre-approved Plans)
 - Building and Planning review integration (final building permit will incorporate all transportation conditions of approval)
 - Staff Report
 - Appeal processes
 - With SEPA
 - Without SEPA

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- **Level of Service Standards (New KMC Title YY or subset of the Transportation Impact Review Guidelines within the Pre-Approved Plans?)**
 - Methodologies
 - Highway Capacity Methodology
 - Synchro Software
 - Description of the intersection level of service system
 - Standards for Intersection Mitigation, LOS-E & F
 - Traffic mitigations Options (refers to the Pre-approved Plans)
 - When mitigations are constructed (refers to the Pre-approved Plans)
- **Transportation Demand Management (KMC Title ZZ?)**
 - Establishes the size and type of development that will be required to implement TDM
 - Describes the different levels of a TDM Program Levels (refers to the Pre-approved Plans)
 - Describes the size and type of developments and its TDM Program Requirements (refers to the Pre-approved Plans)
 - Recording
 - Compliance (penalty)

PRE-APPROVED PLANS

- **Driveway Policies (Policy R-4)**
- **Sight Distance Policies (Policy R-13)**
- **Transportation Impact Study Guidelines (Policy R-??)**
 - Levels of Review
 - Level 1- Site Plan including all driveways within 150 feet of the project driveways
 - Level 2 - Full TIA report
 - Threshold for each level of analysis
 - Level 1 (30 or less PM peak trips or SEPA exempt)
 - Level 2 (More than 30 PM peak hour trips or if it trigger SEPA review)
 - What to analyze
 - Intersection level of service analysis
 - Driveway transportation and safety analyses
 - Off-site transportation safety analysis
 - Multi-modal onsite circulation
 - Parking impacts
 - Queuing impacts
 - Pedestrian/bike impacts
 - Multi-modal site accessibility
 - Transit (routes, amenities, connectivity)
 - When to Analyze
 - AM Peak, Noon, PM Peak,
 - Area of analysis
 - Based on the Proportional Share Calculation
 - Site Plan requirements
 - Requirements for using the City transportation model
 - Establish background growth
 - What is required in the traffic report
 - Transportation Mitigation Options & Requirements

PRE-APPROVED PLANS

- **Transportation Demand Management (Policy R-??)**
 - A list of the size and types of development and their TDM program requirements
 - Describes the different levels of a TDM Program Levels
 - Surveying Requirement
 - Reporting Requirement

7,000 sq. ft. Mixed-Use Commercial development consisting of 2,200 sf restaurant with drive-through and 5,000 retail with less than 39 parking spaces generating 334 PM peak hour trips. The development is located outside of a Design Review area

SEPA exempt Development

Current Process

Pre-app meeting

Applicant submit a site plan

Traffic concurrency is tested

A transportation impact analysis (TIA) report is required within 90 days of passing transportation concurrency or the project concurrency status lapses

The scope of the transportation impact analysis is limited to the development standards in the Pre-approved plans. The analyses of off-site transportation impacts are not required. The TIA report is tied to the Land Surface Modification (LSM) Permit

Applicant submits a TIA report as part of the LSM permit

The city transportation engineer reviews the TIA report as part of the site plan review and establishes the conditions of approval in a staff report memo

The staff report memo is forwarded to the development engineer

If there are transportation conditions of approval it would be included in the development engineer's condition of approval

SEPA exempt project are reviewed administratively; thus, there would not be a public appeal process.

PW Review Process

Pre-app meeting

Applicant submit a site plan

Traffic concurrency is tested

A transportation impact analysis (TIA) report is required within 90 days of passing transportation concurrency or the project concurrency status lapses

The City transportation engineer defines the scope of the transportation impact analysis. The scope of transportation analysis includes off-site impacts as established in the TIA Guidelines. The TIA report is tied to the LSM or building permit.

Applicant submits a TIA report as part of the LSM or building permit

The city transportation engineer reviews the TIA report and determines if transportation mitigations are required based on the TIA Guidelines and establishes the conditions of approval in a staff report memo

The draft staff report memo is forwarded to the development engineer for review

The draft staff report memo is forwarded to the applicant for response

The transportation conditions of approval is finalized based on the applicant response

The staff report memo is finalized with the finalized conditions of approval.

Depending on the size of the development, there may or may not be a public notification process

If there is a notification process then there is a 14-day appeal period from the date of public notification

A hearing is schedule with a hearing examiner if there is an appeal

SEPA triggered development

10,000 sq. ft. Mixed-Use Commercial development consisting of 2,200 sf restaurant with drive-through and 5,000 mini-mart with less than 48 parking spaces generating 338 PM peak hour trips. The

Pre-app meeting

Pre-app meeting

Applicant submit a site plan

Applicant submit a site plan

Traffic concurrency must past before the SEPA Environmental Checklist can be submitted

The SEPA Environmental checklist can be submitted at any time

Traffic concurrency is tested

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SEPA review of other enviromental impacts is initiated with a completed SEPA Environmental checklist. The SEPA Environmental checklist must include the TIA report.

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Applicant submits a TIA report with the SEPA Environmental checklist

Applicant submits a TIA report with or without the SEPA Environmental checklist

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All off-site conditions of approval is included as part of the SEPA condition of approval

All off-site conditions of approval is included as part of the LSM or building permit

All transportation issues must be resolved before a SEPA determination of non-significant is made.

All transportation issues and mitigations must be resolved prior to the applicant receiving a final LSM or Building permits approval

If there are outstanding transportation issues and the applicant accept to proceed through the SEPA process then a SEPA determination of significant is made and an EIS is required

SEPA determination of non-significant can be made without the applicant agreement to the transportation conditions of approval. The applicant can appeal the mitigation through a hearing examiner

Only when a SEPA determination is made then a public notification of the SEPA determination is done.

Public notification is done when the SEPA determination is complete. Public notification of the traffic decision on the project can be made without the SEPA notification

The Public and the applicant has 14 days to appeal the project. There is no criteria for the appeal.

The Public and the applicant has 14 days to appeal the project. The appellant must identify the specific issues of appeal (establish standards and methodology cannot be appealed)

Appeal of the traffic impact is handled through the SEPA appeal

If there is an appeal on SEPA and the traffic decision then both appeals are heard at the same time in a public hearing

The TIA guidelines and the adopted level of service can be open to an appeal

The TIA guidelines and the adopted level of service cannot be appealed