



KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

TRAFFIC IMPACT ANALYSIS GUIDELINES

- I. Title Page
 1. Name of project
 2. Project sponsor's name and address
 3. Study preparer's name, address and phone number
 4. Date of study preparation
 5. Report certification: responsible engineer's seal, signature, and date

- II. Table of Contents
 1. Major sections
 2. List of figures
 3. List of tables

- III. Executive Summary (optional)
 1. Site location and study area
 2. Proposed development description
 3. Findings
 4. Recommendations and mitigation

- IV. Proposed Development
 1. Purpose of report and study objectives
 2. Description of development
 3. Vicinity map showing location of proposal within the region
 4. Site plan
 5. Phasing and timing of project

- V. Existing Conditions
 1. Study area
 - a. Limits of traffic study – study area shall include at a minimum all roads impacting and impacted by the development
 - b. Existing zoning and land use
 - c. Proposed zoning, land use, and intensity in study area
 - d. Anticipated future development in area
 2. Site accessibility
 - a. Study area roadway system
 - b. Existing traffic volumes and conditions in study area
 - c. Existing safety and capacity deficiencies
 - A. Accident analysis
 - B. Conflict analysis
 - C. Horizontal and vertical geometric review
 - d. Public transportation service (HopeSource, Central Transit, etc.)
 - e. Pedestrian and bicycle access (sidewalks, bike routes, trails, etc.)
 - f. Other transportation modes in study area (railroad, airports, marinas, etc.)

- VI. Projected Traffic

1. Background traffic
 - a. Base-year traffic volumes
 - b. Method of traffic volume projection
 - c. Projected traffic volumes at full build-out or in 20-years (whichever sooner)
 - d. Traffic volumes from other proposed developments
 - e. Total background traffic
2. Site traffic
 - a. Trip generation (daily and peak traffic generated by development)
 - b. Trip distribution (how the added trips are distributed on the road system)
3. Total network traffic – background traffic and site traffic combined

VII. Traffic Analysis

1. Site access
2. Capacity and level of service
 - a. Signalized intersections
 - b. Unsignalized intersections
 - c. Roadway segments
3. Traffic safety
 - a. Vehicles
 - b. Other modes: bicyclists, pedestrians, and other applicable modes
 - c. Sight distance
4. Site circulation and parking
5. Queuing
 - a. Left turn lane analysis
 - b. Right turn lane analysis
 - c. Other queuing requirements

VIII. Other Analysis (as applicable)

1. Noise
2. Air quality

IX. Findings/Conclusions

1. Needed improvements to meet Kittitas County Road Standards
2. Site accessibility and circulation plan
3. Compliance with level of service standards
4. Improvements to accommodate background traffic and alternatives identified
5. Additional improvements to accommodate site traffic and alternatives identified
6. Status of improvements already funded, programmed or planned

X. Appendices (as applicable)

1. Definitions
2. Trip generation sources
3. Passer-by and origin-destination studies
4. Volume and turning movement count sheets
5. Level of service calculations
6. Signal warrant, timing and/or progression calculations
7. Access configuration drawings
8. References