



AGENDA

City Council Special Meeting

4:00 PM - Tuesday, August 20, 2019

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	4:00 pm
	ROLL CALL	
	PLEDGE OF ALLEGIANCE	
	APPROVAL OF AGENDA	
	NEW BUSINESS	4:05 pm
3 - 5	<ol style="list-style-type: none"> 1. Discussion: The City's Traffic Model Including the Manner in Which the Adopted Six-Year Transportation Improvement Plan is Incorporated into the Traffic Model for Purposes of Determining Traffic Concurrency View Agenda Item 2. Discussion: The Need, Process and Potential for Reconsideration of the Transportation Improvement Plan 	
	EXECUTIVE SESSION – IF NECESSARY	
	PUBLIC COMMENT	6:00 pm
	<p><i>Note: This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us. Please be aware that Council meetings are videotaped and available to the public.</i></p>	
	ADJOURNMENT	6:30 pm

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.

Agenda Bill
 City Council Special Meeting
 August 20, 2019



SUBJECT:	City's Traffic Concurrency Test Procedures, Roles and Responsibilities.		
DATE SUBMITTED:	August 19, 2019		
DEPARTMENT:	Public Works		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational		
RECOMMENDATION:	Review the City's Traffic Concurrency Test Procedures, Roles and Responsibilities.		
EXHIBITS:			
BUDGET:			
Total dollar amount	N/A	<input type="checkbox"/>	Approved in budget
Fund(s)		<input type="checkbox"/>	Budget reallocation required
		<input type="checkbox"/>	No budgetary impact
WORK PLAN FOCUS AREAS:			
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

NEEDED FROM COUNCIL:

Review the City's Traffic Concurrency Test Procedures, Roles and Responsibilities.

KEY FACTS AND INFORMATION SUMMARY:

Following is a summary of the most common questions the City has received over the pasts few days and the City's responses. Please click on this [link](#) for more information which the City published on August 15, 2019.

1. Why was the concurrency test done while the Council was on recess and the City Manager on vacation?

The City is required to conduct a concurrency test in the order received per the Sammamish Municipal Code ([SMC14A.10.040](#)) when the applicant submits a completed concurrency application. Traffic concurrency is a legal, non-discretionary permit eligibility requirement based

on prescriptive technical standards and the City's adopted codes and Comprehensive Plan. Timing of the issuance or denial is a function of when a completed concurrency application is received and the time necessary for review. Review of concurrency applications is an administrative process conducted by City staff. It is not contingent on the absence or presence of the City Council or the City Manager (who was at a conference out of town when the test results were received). Without a Traffic Concurrency Certificate, a project is not eligible to apply for a land use permit.

II. What are the steps to conducting a concurrency test?

1. Applicant submits a concurrency application and required fee following attendance at a required preapplication meeting with staff. The concurrency application must include an estimated number of trips which will be generated by the development based on the land use adopted in the current Comprehensive Plan. The methodology for calculating the number of trips must be supported by the most recent Institute of Transportation Trip Generation Manual, the City's Public Works Standards, and the Sammamish Municipal Code.
2. Once the City deems the concurrency application complete, it is sent to the City's traffic modeling consultant who:
 - a. Assigns the development to one or more of the applicable ~300 existing city Transportation Analysis Zones (TAZs).
 - b. Imports updated land uses into the travel demand model if they're not already reflected in the model.
 - c. Updates any new roadway geometrics in the travel demand model if they're not already reflected in the model.
 - d. Assigns trips between TAZs. The traffic model uses a complex equation to model traffic between any two TAZs. This equation is run over 450,000 times during a concurrency test, depending on the size and complexity of the proposed project.
 - e. Updates any new roadway geometrics in the traffic operations model if they're not already reflected in the model.
 - f. Imports vehicle demands to Synchro (intersection traffic model).
 - g. Summarizes intersection operations.
 - h. Updates summaries, charts, and figures.
 - i. Compiles and submits the final report.

3. Staff reviews the report for accuracy and completeness and issues or denies a Concurrency Certificate, depending on the test results.

III. What were the results of the STCA concurrency test?

STCA provided information and the City staff followed the City's concurrency test procedures as described in Question II for the two proposed Town Center projects, both of which passed concurrency. The Concurrency Test Reports can be made available by submitting an online [Public Record Request](#).

IV. What role does the Council, City Manager, and staff have in authorizing and performing the concurrency test?

The Council authorizes the concurrency policies, procedures and standards which are documented in the City's Comprehensive Plan, Sammamish Municipal Code [14A.10](#), and the [Sammamish Public Works Standards](#). The City Manager ensures that these are adhered to through the staff who oversee the process. Once staff determines that a concurrency application is complete, the determination of whether a project passes or fails concurrency is a result of following a prescriptive, non-discretionary procedure consistent with [SMC 14A.10.040](#) and the Comprehensive Plan Transportation Element. The Council is not involved in the review, approval or denial of individual concurrency applications.

Once the test results and report are reviewed and finalized, the City is obligated to inform the applicant of the status shortly thereafter. This prompt communication is consistent with the type of good customer service expected of staff and of our stated commitment to run concurrency tests and inform the applicant of the results within two to three weeks of receiving a complete concurrency application.

FINANCIAL IMPACT:

N/A

OTHER ALTERNATIVES CONSIDERED:

N/A

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[2020-2025 Six-Year Transportation Improvement Plan \(TIP\)](#)