

**CITY OF MILL CREEK  
DEPARTMENT OF PUBLIC WORKS  
ADMINISTRATIVE GUIDELINES**

Reference: 05-04

Effective Date: April 18, 2005

Approved: \_\_\_\_\_  
Public Works Director

**POLICY FOR REVIEW OF TRAFFIC MITIGATION IMPACTS  
FOR CITY AND SNOHOMISH COUNTY DEVELOPMENT PROJECTS**

The intent of this written guideline is to establish clear policy and procedures for review of City of Mill Creek and Snohomish County development projects for traffic mitigation impacts.

The City Council approved the revised City traffic mitigation program on February 24, 2004, which included the "Area Average" method for determining impacts, and the revised Interlocal Agreement (ILA) with Snohomish County on March 8, 2005.

The following guidelines shall be used when City staff is reviewing a City or Snohomish County development project that is subject to payment of City traffic mitigation fees as per the ILA:

- A County development may choose to pay traffic mitigation fees to the City based on either the "Area Averages" method or a traffic study that meets the City's criteria for analysis and distribution. Traffic studies for all County developments, even developments choosing the area average method of mitigation, shall be done at minimum to the County standards with a threshold level for distributions of three directional (3) PM peak hour trips. Developers not choosing the area averages method will need to carry the distribution to one (PM) peak-hour trip consistent with City criteria below.
- If a traffic study is done to determine the specific impacts to the City of Mill Creek, the analysis and trip distribution shall be done to the level of one (1) PM peak hour trip.
- The threshold for payment of City traffic mitigation fees is a cumulative total of three (3) PM peak hour trips as determined by the "Area Average" method or on any combination of City mitigation street segments as identified in an approved traffic study.
- If a parcel has been vacant or unused for more than three (3) years from the development application completeness date, then no credit will be given for existing trips or traffic impacts. If traffic mitigation fees have already been paid on a partially completed or redevelopment project, those fees may be deducted from the total mitigation amount.
- The "Peak Hour of Adjacent Street Traffic Between 4 and 6 PM" rate from the current ITE Trip Generation Handbook shall be used whenever possible in determining the trip generation of a development. If a development has a peak hour impact that is significantly different than a weekday between 4 and 6 PM (i.e. a church), then the appropriate "Peak Hour of Generator" rate shall be used as determined by the City Engineer.
- If a dwelling has three (3) or more attached units that are owner occupied, the Condominium / Townhouse land use codes in the current ITE Trip Generation Handbook shall be used. For two (2) attached or detached dwelling units, the Single-Family Detached Housing land use code shall be used.
- The City does not give credit or fee reductions for Transportation Demand Management (TDM) measures that have been incorporated into a project.