

MEMORANDUM

Date:	January 4, 2016	TG:	15378.00
To:	Wesley Bergquist – OAC Services		
From:	Stefanie Herzstein – Transpo Group		
Subject:	Phase One Traffic Study: Hopelink Redmond Integrated Service Center		

This memorandum summarizes key traffic characteristics related to the proposed Hopelink Integrated Service Center development located in Redmond, Washington. The purpose for providing this information is to confirm the method for estimating trip generation, determine if the project is subject to concurrency, and develop of scope of work for the Phase Two traffic study. The project description, trip generation, and trip distribution are described.

Project Description

Hopelink is a private nonprofit organization serving King and Snohomish counties, which assists families in crisis with food, shelter, transportation, utility assistance and emergency financial assistance. In order to meet local demand and better serve community needs, Hopelink is developing an Integrated Service Center to be located at the 15517 NE 90th Street in Redmond. The project site is located at south of NE 90th Street and east of 154th Avenue NE. Figure 1 shows the site and vicinity.



Figure 1. Site Vicinity

The existing service center is located on leased property that Hopelink would vacate. The Hopelink administrative offices located at 10675 Willows Road NE, and food bank and client/emergency service center located at 16725 Cleveland Street in Redmond would both be relocated to the proposed project site. The new service center will include client/emergency service offices, administrative offices, associated conference and meeting space and a food bank/storage area.

The project would redevelop the site, which has two buildings totaling 34,400 square feet of office to provide an Integrated Service Center of 30,700 square-feet. Access to the site for all vehicular traffic would be via the existing shared driveway located on 154th Avenue NE. There would be 74 parking spaces provided. Figure 2 illustrates the site plan.



Figure 2. Preliminary Site Plan

Trip Generation

The proposed project would redevelop 34,400 square feet of office use with a 30,700 square-foot Hopelink Integrated Service Center. The service center has several different components including offices and food bank/client services. Weekday PM peak hour trip generation for the facility was based on site specific data as well as the Institute of Transportation Engineers (ITE) in *Trip Generation Manual* (9th Edition, 2012). This section describes the trip generation for each project component.

Administrative Office. Trip generation for the office component was based on the average trip rate for the Single Tenant Office building (land use #715) published in the ITE *Trip Generation Manual*. The ITE definition for single tenant office building includes consideration of offices and conference/meeting spaces. Trips associated with the administrative office component during the weekday PM peak hour would be related to employees.

Food Bank/Client Services. Hopelink assists families in crisis with food, shelter, transportation, utility assistance and emergency financial assistance. Hopelink's services are broken up into the food bank does not occur regularly and client services that are provided daily. ITE *Trip Generation* does not provide data for a use similar to the Hopelink food bank and client services; therefore, data was collected at the existing Redmond Hopelink in October 2014 and 2015 and Kirkland Hopelink location in September 2014. Attachment A provides a summary of the data collected, which was conducted on a day when a food bank was in operation during the weekday PM peak hour. The food bank coinciding with the weekday PM peak hour at the existing Redmond Hopelink is only open the 1st and 3rd Wednesdays of the month. The existing Redmond Hopelink would be closed as a result of the proposed project and services would be moved to the new facility; therefore, trip generation for the Redmond site food bank is likely similar to what will occur at the new location.

Given the varying level of monthly activity, traffic generation was estimated for a typical weekday PM peak hour and a peak scenario, which would occur twice a month during a food bank. The trip estimates are based on the Redmond and Kirkland Hopelink:

- **Typical Scenario.** During a typical weekday PM peak hour, activity would include client services. It was not possible to separate client services at the existing Redmond Hopelink facility since both the food bank and client service visitors use the same door. At the Kirkland Hopelink location, client services occur at the front door and the food bank visitors use the back door. Therefore, trip generation for the client services component under typical weekday PM peak hour conditions was based on the Kirkland Hopelink.
- **Peak Scenario.** The Redmond Hopelink hosts a food bank on the 1st and 3rd Wednesday of the month from 5:30 to 7 p.m. During this period both food bank and client services would occur. In comparing the trip generation rate for the existing Redmond and Kirkland Hopelink locations, the combined client services/food bank trip generation rate was slightly higher for the Redmond location. As a conservative estimate of trip generation for the peak scenario food bank and client services, the Redmond trip rate was used.

Table 1 shows the resulting weekday PM peak hour vehicle trip generation for the site during the typical and peak scenarios. The existing site use was taken into consideration to determine the net new weekday PM peak hour trips generated by the proposed project. As shown in the table, during the weekday PM peak hour, under typical conditions the proposed project is anticipated to generate 3 fewer trips than the existing use. During the peak scenario, occurring twice a month with a food bank, the proposed project is anticipated 96 net new weekday PM peak hour trips.

Table 1. Estimated Weekday PM Peak Hour Trip Generation

Land Use	Size	Trip Rate ¹	Primary Trips		
			In	Out	Total
Typical Scenario					
<u>Proposed</u>					
Office	14,700 sf	1.74	4	22	26
Food Bank ²	7,300 sf	-	-	-	-
Client Services	<u>8,700 sf</u>	2.54	<u>9</u>	<u>13</u>	<u>22</u>
<i>Sub-total</i>	<i>30,700 sf</i>		13	35	48
<u>Existing</u>					
Office	34,400 sf	1.49	9	42	51
Net New Trips			4	-7	-3
Peak Scenario (When Food Bank is Open)					
<u>Proposed</u>					
Office	14,700 sf	1.74	4	22	26
Food Bank/Client Services	<u>16,000 sf</u>	<u>7.56</u>	<u>78</u>	<u>13</u>	<u>121</u>
Sub-total	<i>30,700 sf</i>		82	65	147
<u>Existing</u>					
Office	34,400 sf	1.49	9	42	51
Net New Trips			73	23	96

Notes: sf = square-feet

1. Trips rate apartment from ITE *Trip Generation Manual*, 9th Edition and data collected at the Redmond and Kirkland Hopelink facilities during a food bank.
2. Food banks would only occur twice per month and are not part of the typical weekday PM peak hour trip generation.

Conclusion

During typical weekday PM peak hour conditions, the proposed project is anticipated to have a similar level of trip generation as the existing site use. The project is not anticipated to impact the surrounding intersections by 20 or more new trips during the typical weekday PM peak hour conditions. The resulting net new trips during typical weekday PM peak hour operations is less than generated by the existing site use.

