

To: Stillwater City Council and Norman McNickle, City Manager

From: Kelly Harris, P.E., Roger Gose, P.E., Stephen Gose, P.E.

Date: April 23, 2021

Re: Requirements for Traffic Impact Analysis

As active members of the community and consultants for developers, we are very concerned with the lack of consistency when it comes to the requirements and reviews of Traffic Impact Analysis (TIA). The only reference to a TIA is in Section 1700, Part 3, B of the Design and Construction Standards, which is under "Road Design". The application of the requirement varies from project to project and has been required by Planning Commission on various occasions.

While we feel that the general requirements of the TIA report, as listed in the Design and Construction Standards are sufficient, *we all agree that it is critical that the requirement for a TIA be placed in Section 23-325(a) of the Code of Ordinances.*

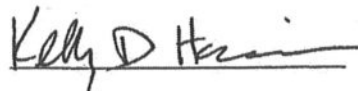
Sec. 23-325. - Preliminary plat.

- (a) A preliminary plat shall be prepared for submission to the planning commission. All preliminary plat applications shall include:
- (1) Completed application and checklist on the appropriate form furnished by development services department;
 - (2) A nonrefundable application fee which is on file in the city clerk's office;
 - (3) Complete AutoCAD plan drawings for inclusion in GIS system;
 - (4) Six copies of a 24-inch by 36-inch plat map drawn at a scale of 50 or 100 feet to one inch.
 - (5) Preliminary drainage study.
 - (6) Traffic Impact Analysis (for any proposed development that can be reasonably expected to generate more than 1,000 vehicle trip ends during a single day and/or more than 100 vehicle trip ends during a single hour)

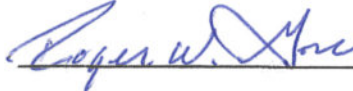
We have discussed this with staff in the Community Development Department and did not hear any opposition to this request.

It is our belief that requiring a TIA with the Preliminary Plat will address site layout and adjacent public improvement requirements with the planning level documents, which is where those discussions belong. The current practice for staff is not require the TIA until the Final Plat; at that stage, the Preliminary Plat is already approved, and Improvement Plans are complete, meaning that any changes required by the TIA would require changes to already approved documents.

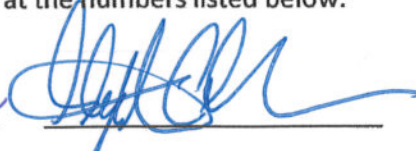
Should you have any questions please feel free to contact us at the numbers listed below.



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