

# Transportation Planning Advisory Committee (TPAC)

May 20, 2008 7-9p

## Meeting Minutes

Members Present - Annie Humiston, Gary Anderson, Larry Matel, Ray Pardo, Gary Lindsey, Linda Berry-Maraist, Shane Phillips, Ralph Marsh, Andrea Archer, Bill Bryan, Jay Spady

Members not in attendance - Dick Hayes, Ann Erickson

Citizens – Monty Mahan

Staff – Jim Rogers, Jeff Shea, Bill Zupancic

The following documents were handed out at this meeting:

- TPAC Agenda
- IWG - Draft Scope of Work (climate change legislation update)
- Member Contact List
- High Accident Locations Lists
- April Meeting Minutes
- Bike Route Maps

### **Welcome**

Jim Rogers welcomed the committee members. The new committee appointments of Jay Spady and Bill Bryan were announced. Members and visitors introduced themselves.

### **General Information**

The committee reviewed and adopted the minutes of the April 15 meeting without changes.

Due to the complexity of LOS and Concurrency, the schedule for completion of this task has been extended by several months. The schedule will be updated.

Following up on a question from the last meeting regarding what time period was used in the transportation model and is being represented on the 2025 LOS deficiency map. The roadway capacities used in volume to capacity ratios (V/C) for LOS in the traffic model are daily, but are derived from hourly vehicle flow rates. One of the assumptions in the model is that the peak hour traffic volumes are 8% of daily volumes. So, extrapolating from hourly capacity to daily capacity, based on the assumption that the peak hour volumes are 8% of daily volumes, daily volumes can be used to estimate Peak hour volumes. In short, the LOS deficiencies depicted on the 2025 map can be thought of as either PM peak hour or daily.

### **By-Laws Discussion**

Ray Pardo and Annie Humiston completed and presented the Draft Advisory Committee By-laws. After hearing minimal discussion from the committee, a motion to adopt the by-laws was put forth by Mr. Pardo. The motion was seconded, and a unanimous vote by the committee adopted the motion.

### **General Discussion**

The issue of staggering the terms of the participants was again discussed. While each member of the committee originally volunteered for a 3-year term, staggering terms ensures a more gradual turnover rate and helps maintain group consistency. After the mid-meeting break members of each commissioners district chose 1, 2 or 3-year terms. Shane Phillips, Gary Lindsey and Gary Anderson will have 1-year initial terms ending in March 2009. Ralph Marsh, Bill Bryan and Ray Pardo will have 2-year initial terms ending in March 2010. Annie Humiston, Ann Erickson and Jay Spady will have 3-year terms ending in March 2011.

The committee decided to move the public comment period to the end of the agenda for future meetings. However, it was also decided that the public should have a chance to comment on an issue prior to a vote.

### **Level of Service and Concurrency Discussion**

As a continuation of the discussion at the April meeting, a general discussion on Level of Service (LOS) began. There was some discussion about what the different levels of service (A through F) would look and feel like. The committee agreed that without a good representation of LOS it would be difficult to determine what an acceptable level would be. To address this concern, Jim agreed to bring a traffic simulation model to the next meeting, where he will present examples of the different levels of service at various intersections throughout the county. Jim announced that a representative from Washington State Department of Transportation (WSDOT) would be joining the committee soon and would be able to address questions regarding LOS and concurrency on State highways.

Concurrency and the 15% countywide buffer was the next topic of discussion. The option of simply removing the 15% buffer was discussed. Jim stated that if it were removed today, there would be several areas within the county, particularly urban areas, where development would not be allowed without bringing roadways that are currently failing LOS up to standards. This would be a severe hardship to both the County and the development community, as there is not sufficient funding to make those improvements.

This advanced the discussion into the area of transportation funding.

### **Road Impact Fees**

This issue was again discussed, and focused on the current traffic impact fees for construction of a residential unit (\$570). Everyone seemed to agree that the county's impact fees were low, and Jim agreed to research fees collected by neighboring jurisdictions and report back to the committee. Linda Berry-Maraist from the city of Poulsbo stated that Poulsbo's fees are approximately \$3,500 for a single-family residential unit. Jim will try to get Jon Brand, Assistant Public Works Director for Kitsap County, to attend the next TPAC meeting to better address funding issues.

### **Non-Motorized Plan**

Bill Zupancic presented the history and current state of non-motorized planning in Kitsap County. He articulated the need to update, or rather combine, the Bicycle Facilities Plan into a new non-motorized plan to better reflect the needs of the pedestrian and all non-motorized modes of transportation. Linda Berry-Maraist and Ray Pardo volunteered to participate on a sub-committee to focus on the new plan.

### **Staff Homework**

Jim will produce and bring the following information to the next meeting.

- LOS maps showing existing and if possible LOS in 5-year increments
- Map depicting both State Highway and County roadway LOS
- Traffic impact fees for neighboring jurisdictions
- Number of vehicles in Kitsap County, and vehicles per person/household
- Contact list updated with county staff

The Meeting was adjourned at approximately 9:00 pm.

**Next meeting: June 17, 2008 7-9p, Silverdale Community Center**

Level of Service and transportation funding / Impact Fees will likely be the primary topics of discussion.