

EXHIBIT O

PARKING AND TRIP GENERATION ANALYSIS

MEMORANDUM

Date: May 17, 2024 **TG:** 1.23099.00

To: Randy Cook – TCF Architecture

From: Brandon Alvarado, PTP and Chris Cavallo, PE – Transpo Group

Subject: Kitsap Transit Maintenance Facility Parking Analysis and Transportation Concurrency

This memorandum summarizes the parking analysis and transportation concurrency completed for the proposed Kitsap Transit Maintenance Facility. This memorandum includes the project description, parking analysis, trip generation analysis, and a review of Poulsbo transportation concurrency requirements. The scope of the analysis was coordinated with Poulsbo city staff.

Project Description

The proposed project is an expansion of the existing Kitsap Transit facilities located north of the North Viking Transit Center (21992 Viking Avenue NW) in Poulsbo, WA. Kitsap Transit owns and operates on the existing properties east of Viking Avenue NW, west of Vetter Road NW and south of NW Cooperation Avenue. The properties include the North Base transit operations and maintenance facility, which is south of NW Cooperation Avenue and split by Vetter Road NW. In addition, the properties include the North Viking Transit Center and Park and Ride, which is at the south end. The proposed project is related to the North Base and does not impact the transit center and park and ride. Vetter Road has been vacated and Kitsap Transit desires development of the North Base as a fully unified property.

The project includes the development of the property south of Vetter Road NW with a 15,400 square foot transit maintenance facility and 2,900 square feet of space for shared use between the proposed maintenance facility and the existing operations building. The total new development will be 18,300 square-feet of new building plus the 4,000 square-foot operations building will remain for a total of 22,300 square-feet of development on the site. The development will house general maintenance, inspection, tire, brake, parts distribution, and other maintenance functions. Access will be provided via the existing driveway on Viking Avenue NW and existing Vetter Road NW curb cut at Viking Avenue NW. Vetter Road access will be gated at both ends and no public access will be allowed. Surface parking will be provided with 29 spaces north of the facility dedicated to the maintenance and operations buildings and 126 parking spaces south of the building providing visitor and ADA parking as well as potential overflow parking for the staff and park and ride facility. The preliminary site plan is shown in Figure 1.

As described previously, the park and ride is not part of the proposed project. Although the project includes additional parking that could be used for park and ride overflow in the future, Kitsap Transit has no plans to expand transit services at the Transit Center and the existing park and ride is not full. It is anticipated that the overflow spaces will be used in the near-term by transit maintenance and driving personnel only. The park and ride spaces are included as part of the project as they could be needed long-term as Kitsap County grows and Kitsap Transit desires to save costs by constructing the parking lot as part of this project.



Figure 1: Preliminary Site Plan

Parking Analysis

The project will provide 29 total parking spaces dedicated to the maintenance facility and existing operations building staff and visitors north of the existing operations building. These spaces will only be accessible via the gated entries on Viking Avenue NW at Vetter Road NW and are not available to the public or North Viking Transit Center passengers. There will also be overflow parking for maintenance and operations staff south of the existing operations building with a total of 126 parking spaces.

Poulsbo Municipal Code (PMC) 18.90.090 *Business and Employment Districts Parking and Loading Standards* does not provide a parking rate for required off-street parking for maintenance facilities. PMC 18.90.090-11, however, states that “the uses not specifically listed shall furnish parking as required by the director based upon the most analogous use.” In this case, the most analogous uses are manufacturing and warehouse, which each require a rate of 1 parking space per 500 square feet. The project is proposing to develop 18,300 square feet, resulting in 45 required parking spaces. The project is proposing to provide 16 fewer parking spaces in the parking dedicated to the facility as compared to the PMC requirement assuming manufacturing and warehouse is an analogous use. As described previously, there are 126 parking spaces proposed south of the building that can also be used by visitors and staff. Therefore, parking is sufficient to meet PMC requirements.

The anticipated parking demand for the proposed project was reviewed based on information provided by Kitsap Transit on the users of the facility. Up to 14 new operations and maintenance employees and 3 additional visitors per day are anticipated with the project. With existing staffing and visitors, 19 total operations and maintenance employees and up to 5 visitors a day are anticipated. This amounts to a maximum parking demand of 24 vehicles assuming all staff and visitors drive alone to the site. With the 29 parking spaces dedicated to the facility alone and a demand for 24 vehicles, there would be a surplus of 5 parking spaces. Attachment A provides detailed operational information provided by Kitsap Transit for reference.

While the proposed parking supply dedicated to maintenance and operations staff and visitors does not meet the PMC requirements for parking based on warehouse and manufacturing use, there are 5 more parking spaces than anticipated to be needed based the demand. In addition, there is overflow parking located south of the building on the property. As such, the proposed parking supply is expected to be sufficient for the project. It should be noted that the dedicated parking supply proposed for the project will be accessible via gated access points only and will not be accessible for North Viking Transit Center passengers.

Trip Generation

The project is not anticipated to generate new external transit trips or passenger trips. The maintenance facility will primarily provide an additional option to other existing maintenance facilities and will not provide additional service to North Viking Transit Center. As such, City of Poulsbo staff has recommended that additional traffic generated by the project site be determined by planned operations and associated employees and visitors.

Planned operational information was provided by Kitsap Transit (see Attachment A) and contains estimates for the number and schedule of current and proposed staff for the operations building and maintenance facility. The assumptions related to the trip generation include:

- **Employees and Visitors** - 14 new operations and maintenance employees and 3 additional visitors per day and 5 existing facility employees and 2 visitors per day for a total of 19 employees and 5 visitors per day
- **Work Schedule** – Bus drivers arrive according to their shifts between 3:30 AM and 3:00 PM. Office staff arrive between 4:00 AM and 11:00 AM and leave between noon and 4:00 PM. Maintenance staff arrive at 7:00 AM or 2:00 PM according to their shifts.
- **Visitor Times** – Approximately 2 new visitors are anticipated during the morning peak hours, and 1 new visitor is anticipated during the afternoon peak hour.
- **Travel Mode** – all trips are assumed to be made by drive alone trips. This assumption is conservative as employees and visitors may carpool, vanpool, walk, bike or use transit to access the site.

Table 1 summarizes the resulting weekday AM peak hour, PM peak hour, and daily trip generation for the project site including new trips generated by the proposal and existing trips generated by the operations facility. As shown in Table 1, the project would generate approximately 62 new trips per day, including 13 new trips during the AM peak hour and 3 trips during the PM peak hour. Most operational and maintenance staff end their shifts at 2:00 p.m., but Kitsap Transit currently has some staff ending shifts at 5:00 p.m. The trip generation represents the staff that is planned to end their shift at 5:00 p.m.; however, Kitsap Transit is planning to move these staff to a 3-shift structure where the shift change would occur at 2:00 p.m. instead of 5:00 p.m. Therefore, the trip generation is conservative since employee shift end times would be outside the weekday PM peak hour.

Table 1. Weekday Project Trip Generation Estimate¹

Land Uses	Quantity	Daily ²	AM Peak Hour			PM Peak Hour		
			In	Out	Total	In	Out	Total
<u>Proposed Use</u>								
Maintenance and Operations	14 employees	56	9	0	9	0	1	1
Visitors	3 visitors	6	2	2	4	1	1	2
Subtotal – New Trips		62	11	2	13	1	2	3
<u>Existing Use</u>								
Operations	5 employees							
Visitors	2 visitors							
Subtotal – Existing Trips		62	11	2	13	1	2	3
Total Site Trips								

Notes

1. Trip generation rate based on operational information provided by Kitsap Transit.
2. Daily trip generation reflects all employees leaving and returning for lunch.

Transportation Concurrency

The City of Poulsbo Transportation Concurrency Application, based on PMC 14.04, determines the need for a traffic impact analysis (TIA) based on the daily trip generation of a development. As outlined in Table 1 in the previous section, a total of 62 new daily trips are anticipated to be generated by the project. This falls below the 300 daily trip threshold for requiring a TIA; therefore, a TIA is not required for this development.

Summary and Conclusion

The proposal includes development of a maintenance facility and a shared addition for the existing operations facility for a total of 18,300 square-feet of new development. The parking analysis shows that the anticipated demand with 19 employees and 5 visitors assuming all drive-alone trips to the site can be accommodated within the proposed 29 spaces. In addition, the proposed parking meets PMC parking requirements assuming the 29 dedicated parking spaces and the proposed overflow parking spaces. The proposal will generate 62 new daily trips and a TIA is not required base don the City’s threshold.

Brandon Alvarado, PTP

From: Brandon Alvarado, PTP
Sent: Wednesday, January 31, 2024 4:36 PM
To: Randy Cook; Steffani Lillie
Cc: Kyle Christensen; Lindsay Cook
Subject: RE: [EXTERNAL] KTNBM - Parking Analysis

Thanks Steffani and Ryan. Looks like this would result in the following new trips:

Daily: 114 total trips
AM Peak Hour (7-9AM): 11 in, 2 out
PM Peak Hour (4-6PM): 2 in, 2 out

This should also be enough to build out the parking analysis

Thank you!



Brandon Alvarado, PTP | Project Manager



425-896-2224



559-303-6379

From: Randy Cook <randy@tcfarchitecture.com>
Sent: Tuesday, January 30, 2024 4:02 PM
To: Steffani Lillie <steffanil@KitsapTransit.com>
Cc: Kyle Christensen <kyle@tcfarchitecture.com>; Brandon Alvarado, PTP <brandon.alvarado@transpogroup.com>; Lindsay Cook <LindsayC@KitsapTransit.com>
Subject: RE: [EXTERNAL] KTNBM - Parking Analysis

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Thanks Steffani. Brandon, let me know if this gets you all the numbers you need.

RANDY COOK | AIA, LEED® AP, BD+C

MANAGING PRINCIPAL

TCF Architecture PLLC

Same location, new front door! TCF's new address is:

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From: Steffani Lillie <steffanil@KitsapTransit.com>

Sent: Tuesday, January 30, 2024 3:42 PM

To: Randy Cook <randy@tcfarchitecture.com>

Cc: Kyle Christensen <kyle@tcfarchitecture.com>; Brandon Alvarado <brandon.alvarado@transpogroup.com>; Lindsay Cook <LindsayC@KitsapTransit.com>

Subject: RE: [EXTERNAL] KTNBM - Parking Analysis

Hopefully this works for what you are looking for. See my additional notes for certain categories. Questions, please let me know.
Steffani

From: Randy Cook <randy@tcfarchitecture.com>

Sent: Tuesday, January 23, 2024 1:51 PM

To: Steffani Lillie <steffanil@KitsapTransit.com>

Cc: Kyle Christensen <kyle@tcfarchitecture.com>; Brandon Alvarado <brandon.alvarado@transpogroup.com>

Subject: [EXTERNAL] KTNBM - Parking Analysis

Steffani – as discussed on our call, we need to fill in the blanks (highlighted in yellow) for numbers of people and times of day for the various trip activities at North Base. In each case we are looking for the current number of people accessing the site, followed by the current plus estimated future number of people for each activity. Thanks!

Trip Activity	Morning	Trips	Proposed number of spaces	Afternoon	Trips	Proposed number of spaces	Proposed Total Spaces	Notes
KT Fixed Route Bus Drivers	Current: On weekdays, as many as 20 FR drivers arrive on	Current: <u>20</u>		Existing: On weekdays, PM shift FR Route drivers arrive on site	Current: <u>18</u>			There will be about 39 total drivers and we need some ratio of overlapping to ensure

	<p>site beginning at 3:30 am</p> <p>Current + Future: On weekdays, as many as 19 FR drivers arrive on site beginning at 3:30-am</p>	<p>Current+ Future: <u>19</u></p>		<p>between Noon - 3 pm, with as many as 18 overlapping the AM FR route drivers.</p> <p>Current + Future: On weekdays, PM shift FR Route drivers arrive on site between noon-3 pm, with as many as 19 overlapping the AM FR route drivers.</p>	<p>Current+ Future: <u>20</u></p>			<p>there is space for each driver in the afternoon.</p>
KT Access Bus Drivers	<p>Current: On weekdays, as many as 8 Access drivers arrive on site beginning at 3:30-am</p> <p>Current + Future: On weekdays, as many as 29 Access drivers arrive on site beginning at 3:30am</p>	<p>Current: <u>8</u></p> <p>Current+ Future: <u>29</u></p>		<p>Current: On weekdays, as many as 7 Access drivers arrive on site between noon and 3 pm, with as many as 7 overlapping the AM Access route drivers.</p> <p>Current + Future: On weekdays, as many as 22 Access drivers arrive on site between noon and 3 pm, with as many as 20 overlapping the AM Access route drivers.</p>	<p>Current: <u>7</u></p> <p>Current+ Future: <u>22</u></p>			<p>There will be about 51 total drivers and we need some ratio of overlapping to ensure there is space for each driver in the afternoon.</p>
KT Office Staff	<p>Current: X office staff arrive each morning between 4 am and 11-am</p>	<p>Current: <u>2</u></p>		<p>Current: 2 office staff leave each afternoon between 12pm and 4pm. (Mondays through Fridays,</p>	<p>Current staff leaving, not including</p>	<p>2 leaving 2 arriving</p>		<p>Office Staff in operations work on a shift schedule too. They may depart but others are starting. Similar to drivers.</p>

	Current + Future: X office staff arrive each morning between 4-am and 11-am	Current+ Future: _4__		approximately 2 office staff may leave the site for lunch and return.) Current + Future: 4 office staff leave each afternoon between 12-pm and 4-pm. (Mondays through Fridays, approximately 4 office staff may leave the site for lunch and return.)	lunch: _2_ Current + Future staff leaving, not including lunch: _4_	4 leaving 3 arriving		
KT Maintenance (Mechanics) Staff	Current: Seven days per week, up to 1 maintenance staff arrive for the day shift around 7-am Current + Future: Seven days per week, up to 7 maintenance staff arrive for the day shift around 7-am	Current: _1__ Current+ Future: _7_		Current: Seven days per week, up to 2 maintenance staff arrive for the swing shift around 2pm. Current + Future: Seven days per week, up to 6 maintenance staff arrive for the swing shift around 2pm.	Current: _1_ Current+ Future: _6_			Future may be 3 shift work.
KT Facilities Staff	Current: 1 Facilities staff arrive each morning around 7 am Current + Future: X Facilities staff arrive each morning	Current: _1__ Current+ Future: _2_		Current: 1 Facilities staff leave each afternoon around 5 pm Current + Future: X Facilities staff leave each afternoon around X pm	Current: _1_ Current+ Future: _2_	2 leaving 2 arriving PM		Future will be two shifts, morning/afternoon 2 people each shift

Visitors	<p>Current: During the weekdays anticipate approximately 1 visitors may come to the building each morning.</p> <p>Current + Future: During the weekdays anticipate approximately 3 visitors may come to the building each morning.</p>	<p>Current: <u> 1 </u></p> <p>Current+ Future: <u> 3 </u></p>		<p>Current: During the weekdays anticipate approximately 1 visitors may come to the building each afternoon.</p> <p>Current + Future: During the weekdays anticipate approximately 2 visitors may come to the building each afternoon.</p>	<p>Current: <u> 1 </u></p> <p>Current+ Future: <u> 2 </u></p>			
Total Proposed Parking Spaces								

Thanks,

RANDY COOK | AIA, LEED® AP, BD+C
MANAGING PRINCIPAL

TCF Architecture PLLC
Same location, new front door! TCF's new address is:
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