



# APPENDICES

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## appendix a : IWMP Change Log

The following change log tracks changes made to the Island-Wide Transportation Plan (IWTP) and the Sustainable Transportation Plan (STP) through the course of the development of the Island Wide Mobility Plan. The following tables indicate where changes or modifications were made to each plan and where the information can be found in the Island Wide Mobility Plan.

Where information included in the IWTP and the STP conflicted with each other, the IWMP favors the STP as it is the more recently adopted plan. City Council have directed staff to implement the Connecting Centers Scenario of the STP which is reflected in the content and project/program list included in the IWMP.

### Island Wide Transportation Plan

	IWTP content	where to find in IWMP	description of change
IWTP Ch. 1	Island Context Map	Chapter 1 Introduction	updated maps to have consistent style
	Planning History	Chapter 1 Introduction	updated to include STP planning process
IWTP Ch. 2	Community Character	Chapter 2 Goals + Objectives	renamed to Community Vision
	Neighborhoods	Chapter 2 Goals + Objectives	included in Connectivity goal
	Environment	Chapter 2 Goals + Objectives	renamed to Natural Systems
	Balancing Community Needs	n/a	section not included in IWMP
	Level of Service	Chapter 5 Operations + Mobility	adopts new multi-modal level of service standards
	Non-Motorized LOS Standard	Chapter 5 Operations + Mobility	adopts level of traffic stress based LOS standard for bike facilities
	Existing Traffic Conditions	Chapter 3 Existing Conditions	updated with more recent traffic data
IWTP Ch. 3	Existing LOS	Chapter 3 Existing Conditions	updated with more recent traffic data
	Land Use Forecast	n/a	not included in IWMP; refer to comp plan
	Future Traffic Conditions	Chapter 5 Operations + Mobility	updated to match new LOS standards
	Mobility Issues	Chapter 3 Existing Conditions	information included in connectivity gaps assessment
IWTP Ch. 4	SR305 LOS	Chapter 3 Existing Conditions Chapter 5 Operations + Mobility	updated with more recent traffic data
	SR305 Recommendations	Chapter 6 Implementation	modified to include information about coordination with WSDOT.
IWTP Ch. 5	Collision History	Chapter 3 Existing Conditions	updated to include more recent data
	Safety Programs	Chapter 3 Existing Conditions Chapter 4 Multimodal Vision	updated to include traffic calming and safe routes to school programming
	Maintenance	Chapter 6 Implementation	no changes made

**Island Wide Transportation Plan (cont.)**

	<b>IWTP content</b>	<b>where to find in IWMP</b>	
	System Inventory	Chapter 3 Existing Conditions	updated inventory for all modes
	Non-Motorized Use	n/a	not included in IWMP
	Connectivity Barriers	Chapter 3 Existing Conditions Chapter 4 Multimodal Vision	updated connectivity gap analysis; identification of barriers
	Non-Motorized Network	Chapter 4 Multimodal Vision Chapter 6 Implementation	updated to include Connecting Centers approach; updated project lists
	Facility Types	Chapter 4 Multimodal Vision	updated and simplified facility typology and design guidelines
	Levels of Service	Chapter 5 Operations + Mobility	adopts level of traffic stress based LOS standard for bike facilities
	Non-Motorized Improvement Plan	Chapter 6 Implementation	updated project lists to include STP projects; updated maps
	Design Considerations	Chapter 4 Multimodal Vision	updated to align with goals and new LOS standards
<b>IWTP Ch. 6</b>	Education, Encouragement and Enforcement	Chapter 4 Multimodal Vision Chapter 6 Implementation	updated to include STP programs
	Washington State Ferry Operations	n/a	not included in IWMP
	Kitsap Transit Bus and Other Services	Chapter 3 Existing Conditions Chapter 4 Multimodal Vision	existing routes updated, improvements updated to match Kitsap Transit Long Range Transportation Plan
<b>IWTP Ch. 7</b>	Multimodal - Transportation Demand Management	Chapter 4 Multimodal Vision Chapter 6 Implementation	updated to match STP programs
	Regional Coordination	Chapter 6 Implementation	no significant changes
	Funding Capabilities	Chapter 6 Implementation	20-year revenue forecast updated
	Funding Needs	Chapter 6 Implementation	20-year expenditure forecast updated
<b>IWTP Ch. 8</b>	Proposed Sources of Funding	Chapter 6 Implementation	updated to include more detailed information

### Sustainable Transportation Plan

	STP content	where to find in IWMP	
STP Vision + Goals	Who developed this plan?	Chapter 1 Introduction	updated to reflect IWMP process
	Transportation Assets	Chapter 3 Existing Conditions	section expanded to include inventory of existing facilities
	Transportation Gaps	Chapter 3 Existing Conditions	section expanded to include connectivity and safety analyses
	Sustainable Transportation Goals	Chapter 2 Goals + Objectives	renamed goals, eliminated funding goal from goal framework
	Walking and Rolling Network	Chapter 4 Multimodal Vision	updated map, see Figure 4.2
	Sound to Olympics Trail	Chapter 4 Multimodal Vision	updated to include current status
	Transit and Shared Mobility Network	Chapter 4 Multimodal Vision	updated mobility hub locations to match connecting centers project list
STP Scenarios	Scenario 1: Status Quo	n/a	not included in IWMP
	Scenario 2: Connecting Centers	Chapter 4 Multimodal Vision Chapter 6 Implementation	no changes made to projects
	Scenario 3: Island Wide Stretch	Chapter 6	select projects included in IWMP project list
	Programs and Policies	Chapter 4 Multimodal Vision Chapter 6 Implementation	updated to reflect implemented policy changes

appendix f :  
Concurrency User Guide

# Concurrency Tool User Guide

Prepared for:  
City of Bainbridge Island, WA

March 2025

FEHR  PEERS

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**Appendix A – How to Use the Summary Tab**

**Appendix B – Updating Capital Projects Tab Example**

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**Appendix D – Permitting Development Projects Example**

# Introduction

Along with updating its Transportation Element and Transportation Impact Fee program, the City of Bainbridge Island is updating the way it assesses transportation concurrency. This concurrency program update moves to a City-wide multimodal capacity assessment based on the supply and demand of person trips. The new system tracks whether the implementation of new transportation infrastructure (supply) is keeping pace with land use development, which generates person trips (demand). Under the Washington Growth Management Act (GMA), the City of Bainbridge Island is required to ensure that the transportation system capacity is expanded "concurrent with the development." This is defined by the GMA under RCW 36.70A. 070(6)(b) to mean that any needed "improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years."

## Purpose of the Tool

Fehr & Peers developed a spreadsheet tool that provides the following key functionalities:

1. It allows the City to track its concurrency status over time, measuring whether there is adequate transportation capacity either built or funded within the next six years to support proposed development projects.
2. It estimates frontage improvement concurrency value associated with development projects.

The concurrency program is built around the assumption that the City is committed to spending \$55 million (in 2025 dollars) on capital transportation investments by 2044. In the spreadsheet, this is represented as the 2025-2044 Total Concurrency Commitment (cell C5 on the Assumptions tab). This number is 75% of the expected capital revenue (in 2025 dollars) over the course of the plan, which accounts for uncertainty associated with funding sources such as state and federal grants. If the City can invest more funding, then it allows for additional growth capacity. Because the concurrency tool tracks project costs in current dollar terms, the \$55 million is inflated to an estimated 2044-dollar cost (approximately \$71 million as of March 2025, but this value will fluctuate slightly as annual inflation values for years 2025 and beyond are updated). This approach ensures that projects completed later in the plan horizon do not contribute disproportionately towards the concurrency progress just because of inflated project costs.

The **Total Forecasted Investment (2022 – 2044)**, which is cell AC11 on the Summary tab, and cell B5 on the Assumptions tab, is the overall concurrency value which the City will continue to track progress towards over the next 20 years. This includes the completed Bundled Madison Avenue project to align the investment with the plan horizon 2022 – 2044.

**Total Forecasted Investment (2022 – 2044) =  
Total Concurrency Commitment (2025 – 2044) + Completed Project Costs (2022 – 2024)**

# Using the Concurrency Tool

## Overview of the Tool

This spreadsheet tool consists of five tabs:

- **ReadMe:** The ReadMe tab should be used to track updates.
- **Summary:** An auto-generated summary of concurrency status. Identifies whether the concurrency threshold is met based on the multimodal capacity projects and development projects loaded in the Capital Projects, Frontage Improvement Projects, and Development Projects tabs. Refer to **Appendix A** for details about this tab.
- **Capital Projects:** This tab lists investments projects based on the City's most recent Capital Improvement Plan (CIP). This list is updated as the CIP is refreshed.
- **Frontage Improvement Projects:** This user-input tab lists all frontage improvements built by developers and calculates the total frontage improvement cost in the current dollar value.
- **Development Projects:** A user-input list of land use development projects. This list is updated periodically to account for new trip generating land use projects in Bainbridge Island.
- **Assumptions:** Underlying data assumptions that dictate calculations in this tool, including the total planned investment and new person trips (as defined by the Comprehensive Plan and long-range financial forecasts). This sheet also contains CCI adjustments used to adjust values into current dollars. In addition, a trip generation table based on the 11th edition of the ITE Trip Generation Manual also resides in this tab. The last few rows allow customizations from City staff if necessary. In general, cells in this tab should not be modified unless City staff have valid reasons to do so.

This tool is also color-coded in the following conventions:

- Cells in **beige** accept input by typing or selecting from a drop-down list.
- Cells in white have preset formulas and should not be modified by a user.
- Cells in **green** are headers.

## Updating and Maintaining the Tool

There are three circumstances in which the tool needs to be updated:

- Permitting development projects
- Updating frontage improvements
- Updating transportation capital investment projects

Every time the "current year" is updated, the file should be saved (or archived) as an independent version. However, new updates should always start from the most current version of the file (e.g. the file with the

most up-to-date current year entry). A summary of the timeline for updating each user input element of the spreadsheet is included below:

Tab	Element(s)	Frequency
CapitalProjects	Add new rows for new projects in the CIP  Update 6-year spending estimate  Enter Project close-out Year and Cost	Annually with new CIP  Annually with new CIP  Annually upon project completion
FrontageImprovementProjects	Add new rows for new frontage improvement projects	Annually, or as permitted
DevelopmentProjects	Add new rows for new development projects	As permitted (or annually for single family development)
Assumptions	CCI Adjustments (starting below cell C11)  TE Net New Trips (2022 - 2044)	Annually with ENR inflation data  Update to match the preferred alternative of the current comprehensive plan
Summary	Current Year	Annually

In addition to the regular updates outlined above, the City should update the concurrency tool in its entirety when there is a major revision to the land use element of the comprehensive plan or when the plan horizon changes.

The following subsections serve as guides for updating the tool to reflect changes to capital projects, frontage improvement projects, and development permits. Examples of each circumstance will be provided in **Appendix B**, **Appendix C**, and **Appendix D**.

## Updating Capital Projects

### *Enter/Update Capital Project(s)*

When this tool was delivered to the City in March 2025, the “Capital Projects” and “Frontage Improvement Projects” tabs have been filled with latest information from the City’s 2025 CIP and Nonmotorized CIP. However, City staff should update the columns in this tab at least once per year, when the City adopts a new CIP for the next six years.

- **ID:** Input the CIP ID for the investment project.
- **Project/Location:** Input the project name or project location.
- **Description/Comments:** Input the description of the project.
- **Source:** Input the document where the project is referenced
- **6-year Spending (Current \$):** Obligated project dollars over the next 6 years in the latest CIP. A project should only be added if funds are obligated within the CIP timeframe. “Placeholder” funding that is reliant on grants or other unsecured funding should not be included. The amount entered will be the estimate from the CIP, so the value will always be set to “current” dollar value and the estimate is not adjusted for inflation. For CIP projects that carry over from the previous CIP to the latest CIP, update the cost to the latest estimate and adjust six-year range under “Source” to match the latest CIP. Once funding is obligated, all sources of funding (grants, local funds, developer contributions, etc.) should be included to ensure the full value of the project is captured.
- **Project Close-Out Year:** Input the year that the project is completed.
- **Project Cost (Close-Out Year \$):** Input the total project cost once the project is completed. The dollar value should be included in the close-out year dollar value. When the project is completed and this cell is filled out, the obligated funding amount (6-year Spending) can be removed. Project costs should include design, right-of-way, and construction costs.

After all columns above are filled, the “Total Cost (Current \$)” column will automatically calculate the total investment amount for each project by pulling the obligated “6-year Spending” value or adjusting the “Project Cost (Close-Out Year \$)” into current dollar value.

### *Enter/Update Frontage Improvement Project(s)*

Frontage improvement projects can be entered in the “Frontage Improvement Projects” tab of the spreadsheet. The following columns will be updated on an annual basis:

- **ID:** Input the ID for the frontage improvement project.
- **Permit Year:** Input the year that the project was permitted.
- **Frontage Improvement Project Location:** Input the project name or project location.
- **Description/Comments:** Input a description of the project.
- **Frontage Improvement Type:** Select from the drop-down menu one of the potential types of frontage improvements.

- **Length (feet) or Number:** Input the length in feet of the project or the number of improvements made.

With this information, the Unit, Raw Frontage Improvement Cost (2025 \$), and Total Frontage Improvement Cost (Current \$) will auto-populate.

### Permitting development projects

#### *Enter New Development Project(s)*

When a developer comes to the City to apply for land use project development permits, City staff should make updates in the “Development Projects” tab. As development occurs, the City should first fill out details in the following columns from the left to the right:

- **ID:** Enter the permit ID for the project. Once a permit ID is entered, the row will be “activated” and will start showing numbers or dashes in white cells.
- **Description:** Enter a description about the project.
- **Date:** Enter the year associated with the project.
- **Project Status:** From the dropdown list, choose “Paid/Active”, “Assessed”, or “Scoping” based on the project’s current status. “Paid/Active” means the TIF has been paid or the development project is moving forward. In either case, trips generated from the project will be counted as planned trips for concurrency. “Assessed” means the City has evaluated the development project’s application and has come up with the TIF to be collected. In this case, trips generated from the project will be counted as planned trips for concurrency. “Scoping” means the development project is still in a “pre-application” phase, so trips generated from the project will not be considered for concurrency.

Moving to the right, City staff should skip the column “Person Trips” and fill out land use information under the “**Land Use Type #1**” header. Two columns need to be filled out by the user:

- **Code:** From the dropdown list, choose the appropriate land use code. Once a land use code is selected, a unit designated to the land use type would pop up in the “Unit” column.
- **Qty:** Enter the quantity of units that this development is adding or subtracting. The type of unit associated with the type of development is automatically populated based on the ITE Land Use Code. See the Assumptions tab for the Units by ITE Land Use Code.

Once the land use type and its quantity are filled out, the “Unit” column will auto populate and the person trips generated from this specific land use would be calculated and reflected in the “Trips” column under the “**Land Use Type #1**” header.

For any project that has more than one type of land use, such as a mixed-use development, the tool is designed to accommodate up to ten land use types per project. City staff can select different codes under land use headers #1 to #10 and enter desired exemption type and quantity for each land use type.

In a situation where a land use code cannot be found from the dropdown list, City staff can customize their own land use information in the “Assumption” tab. At the bottom of ITE Trip Generation table, City staff can customize the row(s) starting from code 991 and then go back to the “Development Projects” tab to select the customized land use from the dropdown list.

The City’s concurrency methodology tracks the change of land use. The “Development Projects” tab can be used to understand the net new person trips associated with development. This is calculated by subtracting the number of person trips associated with the previous land use from the number of new person trips associated with the new land use. If there is a net reduction in planned trips, the methods above will derive negative numbers under “Trips” with respect to the prior land use. The reduced trips will be taken away from the planned trips for concurrency. In other words, the City will not pay developers for reducing planned trips under any circumstance, however they will count toward the City’s overall concurrency accounting.

### Check Concurrency Status

After updating all of the tabs, City staff can track the concurrency status by going to the “Summary” tab and updating the Current Year. The other cells on the “Summary” tab will be automatically updated to reflect changes on the input tabs. This tab is where the City can track concurrency status.

- **Current Year:** This is a manual input of the current year. This is used to auto-calculate currency values to the current dollar value.
- **Investment Projects Summary:** Auto-populates the following information:
  - **Obligated to Date:** The current dollar value of the total spending obligated to date.
  - **6-Year Forecast:** The current dollar value of the spending expected over the next six years.
  - **Frontage Improvements Cost:** The current dollar value of the completed frontage improvements.
  - **Total for Concurrency:** The sum of the Obligated to Date funds, the 6-year Forecast, and Frontage Improvement Costs.
- **Development Projects Summary:** Auto-populates to show total person trips generated from all the development projects by their status, including the one(s) just got entered.
- **Capital Projects:** Auto-populates the following information:
  - **Total Forecasted Investment:** The total value of the expected investment throughout the plan horizon.
  - **Planned Person Trips:** The net new trips expected from the Comprehensive Plan horizon. This value can be updated in the Assumptions tab.
  - **Investment per Person Trip:** Total Forecasted Investment divided by Planned Person Trips.
- **Concurrency Summary:** Auto-populates the following information:
  - **Planned Investment:** The sum of the Obligated to Date funds, the 6-year Forecast, and Frontage Improvement Costs.

- **Allowed Person Trips:** Planned Investment divided by the Investment per Person Trip.
- **Permitted Person Trips:** Total person trips generated from all “Paid/Active” or “Assessed” development projects, including the one(s) just got entered.
- **Remaining Trips / Results:** The number of person trips that still could be allowed under currently planned investments. If the value is positive, concurrency would be met. If the value is negative, development projects would exhaust all person trip supply from the currently planned investment, and the negative number would indicate how many person trips are still needed to meet concurrency. The cell will also show “PASS” or “FAIL” to indicate whether the current list of development projects complies with concurrency under currently planned investments.

## Assumptions

The “Assumptions” tab is core to calculating key pieces off the concurrency summary. This tab is referenced in formulas throughout the tool and if assumptions change, calculations will be automatically populated. This tab documents the following content:

- Total Forecasted Investment (2022-2044), which is the sum of the Total Concurrency Commitment, and the cost of projects completed prior to 2025
- Total Concurrency Commitment (2025-2044)
- Comprehensive Plan estimated growth in Net New Trips
- CCI Adjustments
- Frontage Improvement Cost Estimates (2025 \$)
- PM Peak Hour Net New Person Trips by ITE Land Use Code

The concurrency tool adjusts costs to the current dollar value, unless otherwise noted. Costs are updated by adjusting for inflation based on the Engineering News Records (ENR) Construction Cost Index (CCI) 2-year rolling average for October. This technique is consistent with the inflation adjustments applied to Bainbridge Island’s impact fees. The City will need to update the inflation values annually for 2025 and later years. To do so, the City should update the values in Column C under the heading “CCI Adjust” in the Assumptions tab where the text is red (2025 and beyond). Once updated, text can be changed back to black to show that the update has been made.

# Appendix A – How to Use the Summary Tab

City of Bainbridge  
 Concurrency Tool  
 Date Last Updated: 3/11/2025

ALL CONTENT PRELIMINARY AND DRAFT.  
 NOT FOR PUBLIC USE



Current Year
2025

**1 Investment Projects Summary**

Spending Category	Cost
Obligated to Date (current \$)	\$5,950,800
6-year Forecast (current \$)	\$11,950,000
Frontage Improvements (curr)	\$512,538
<b>Total for Concurrency</b>	<b>\$18,413,338</b>

**3 Plan Horizon (2022-2044)**

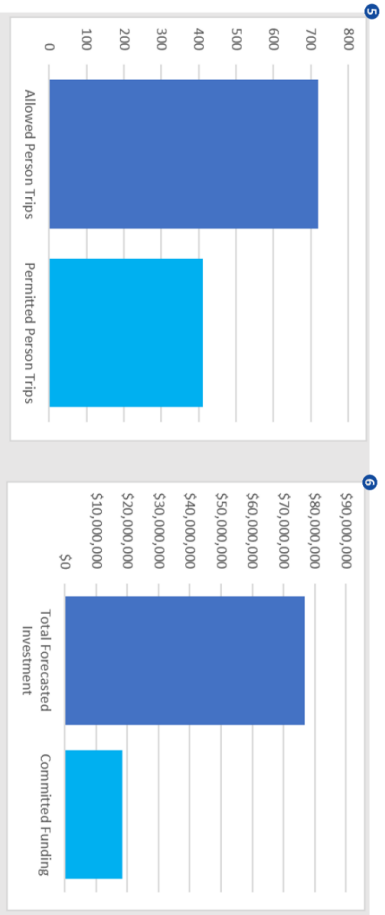
Total Forecasted Investment	Planned Person Trips	Investment per Person Trip
\$76,759,257	3,000	\$25,586

**2 Development Projects Summary**

Project Status	Person Trips
Paid/Active	412

**4 Concurrency Summary**

Planned Investment	Allowed Person Trips	Permitted Person Trips	Remaining Trips / Result
\$18,413,338	719	412	<b>307 / PASS</b>



- 1 Summary from the "Capital Projects" and "Frontage Improvement Projects" tabs
- 2 Summary from the "Development Projects" tab
- 3 Assumptions forming the concurrency standard, based on planned projects by the 2044 planning horizon
- 4 Concurrency check would be passed if the planned person trips were not to exceed allowed person trips
- 5 Comparison chart of Permitted Person Trips to the total Allowed Person Trips.
- 6 Comparison of the Committed Funding to date out of the Total Forecasted Investment.

# Appendix B – Updating Capital Projects Example

ID	Project/Location	Description/Comment	Source	6-year Spending by 2030 (Current \$)	Project Close-Out Year	Project Cost (Close-Out Year \$)	Total Cost (Current \$)
	Bundled Madison Project						\$5,950,000
TIP-3	Pleasant Beach Drive Extension (Tran Creek to Pleasant Beach)		2025 CIP	\$375,000	2024	\$5,800,000	\$375,000
TIP-4	Winslow Way West and Finch Pike Improvements (Finch to Grow Ave)		2025 CIP	\$875,000			\$875,000
NonMotorCIP-1	Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements (Shoreline to Nicholson)		2025 Nonmotorized CIP				\$0
NonMotorCIP-2	Connecting Centers: Buddin Hill Non-Motorized Improvements (Blakely-Fletcher Bay)		2025 Nonmotorized CIP	\$250,000			\$250,000
NonMotorCIP-3	Sound to Olympics Trail Long Range Plan (STO Trail)		2025 Nonmotorized CIP				\$0
NonMotorCIP-4	Connecting Centers: Lynwood Center (Buddin to Lynwood)		2025 Nonmotorized CIP	\$4,500,000			\$4,500,000
NonMotorCIP-5	Connecting Centers: Valley Road (Madison to Sunrise)		2025 Nonmotorized CIP	\$750,000			\$750,000
NonMotorCIP-6	Connecting Centers: Buddin Hill and Finch to High School Road (Buddin Hill Road and Finch Road)		2025 Nonmotorized CIP	\$5,200,000			\$5,200,000
NonMotorCIP-7	Lost Valley Trail (Head of Bay to Fletcher Bay Road)		2025 Nonmotorized CIP				\$0

- 1 Delivered in March 2025, the “Capital Projects” tab is pre-loaded with the 2025-2030 Transportation CIP and 2025-2030 Non-Motorized Transportation CIP project list. This tab should be updated annually when a new TIP is adopted, starting from 2025.
- 2 Enter/Update project “ID,” “Location,” and “Description,” if necessary.
- 3 Update the source and the six-year spending estimate every year when a new CIP is adopted and updated in this tab.
- 4 If the project has closed out, enter the “Project Close-Out Year” and “Project Cost (close-out year \$)”
- 5 Total investments from a project is adjusted to current dollar value.

# Appendix C – Updating Frontage Improvement Projects Example

ID	Permit Year	Frontage Improvements Project Location	Description/Comment	Frontage Improvement Type	Length (feet) or Number	Unit	Raw Frontage Improvement Cost (2025 \$)	Total Frontage Improvement Cost (Current \$)
PLN52091	2024	Baker Woods 7 SUB	asphalt shoulder, gravel shoulder on Baker Hill Road (see below)	Asphalt Shoulder	145	Linear Feet	\$ 21,750	\$22,316
PLN52091	2024	Baker Woods 7 SUB	asphalt shoulder (see above), gravel shoulder on Baker Hill Road	Widen Shoulder (Gravel Shoulder Enhancement)	145	Linear Feet	\$ 1,450	\$1,488
PLN52001	2024	Nishi 3 lot SPT	gravel shoulder only on Sunrise (critical area prevents additional asphalt shoulder)	Widen Shoulder (Gravel Shoulder Enhancement)	300	Linear Feet	\$ 3,000	\$3,078
PLN51737	2024	Pippering 4 lot SPT	gravel shoulder on Koura at Miller	Widen Shoulder (Gravel Shoulder Enhancement)	350	Linear Feet	\$ 3,500	\$3,591

- Delivered in March 2025, the “Frontage Improvement Projects” tab is pre-loaded with the permitted frontage improvements that were approved between 1/1/2022 and 1/1/2025. This tab should be updated annually to reflect newly permitted projects, starting from 2025.
- Enter/Update project “ID,” “Permit Year,” “Location,” and “Description/Comment” to reflect the new project.
- Update the “Frontage Improvement Type” and “Length (feet) or Number” for every frontage improvement project.
- The input of “Frontage Improvement Type” is used to determine the unit.
- The input of “Length (feet) or Number” is used as an input to calculate the “Raw Frontage Improvement Cost (2025 \$).” The assumptions tab details the cost estimates by unit.
- “Total Frontage Improvement Cost (Current \$)” is calculated by scaling to the Raw Frontage Improvement Cost (2025 \$)” to reflect inflation.

# Appendix D – Permitting Development Projects Example

ID	Description	Location	Project Status	Total Person Trips	Land Use Type #1 Code	Qty	Unit	Trips
VAR	Wintergreen Phase I		Paid/Active	17.0	220 - 1-3 Story Multi/Townhome/ADU	23	per DU	17.0
BLD28628	Strawberry Hill Bike Park		Paid/Active	0.2	411 - Public Park	1.75	acres	0.2
BLD25689	Hyla High School		Paid/Active	19.8	525 - High School	70	students	9.9
BLD26583	Bainbridge Dog Club		Paid/Active	8.1	565 - Day Care Center	2.3	per KSF	8.1
BLD25815	Fort Ward Stables		Paid/Active	5.1	715 - Single Tenant Office	2,355	per KSF	5.1
BLD25089	Ted Spearman Justice Ctr		Paid/Active	37.0	730 - Government Office Building	17,739	per KSF	37.0
BLD25915	Seters Cider House		Paid/Active	11.3	975 - Drinking Place	1,22	per KSF	11.3
BLD28446	Briny Bagels		Paid/Active	16.4	936 - Coffee/Donut Shop w/o Drive-Thru	0.795	per KSF	16.4
BLD26790	YoYo Poke		Paid/Active	3.6	931 - Fine Dining Restaurant	0.66	per KSF	3.6

- 1 Delivered in March 2025, the "Development Projects" tab is pre-loaded with the planned development from 2022 to 2024. This tab should be updated annually to reflect newly approved developments, starting from 2025.
- 2 Enter/Update project "ID," "Description," "Location," and "Project Status" to reflect the new project.
- 3 Select the ITE Land Use Code from the drop-down menu.
- 4 A "Unit" will pop up when a "Code" is selected.
- 5 Enter a "Qty" based on the "Unit". Enter a negative "Qty" to account for a prior land use.
- 6 The number of person "Trips" will populate based on the "Code" and "Qty."
- 7 If there are multiple land use code changes as part of a singular project, populate the "Code" and "Qty" for each change in the same row, scrolling to the right.
- 8 The "Total Person Trips" will populate based on the trips generated from each land-use change as part of the project.

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