



March 2, 2018

Mr. Lancze G. Douglass  
1402 East Magnesium Rd.  
Spokane, WA 99127

Dear Mr. Douglass:

RE: Request for Director's Review of Impact Fee; Permit #17-2150, Secure-it Storage Building #2

The City of Olympia Community Planning & Development Department (CP&D) has reviewed your request for a Director's review of the Transportation Impact Fee for the above-referenced project. This request was made in accordance with Olympia Municipal Code 15.04.090C.

This request is specifically for Building #2. The City had previously charged transportation impact fees for Buildings 1, 3, 4, 5, 6 and 7 using the same rate methodology. These fees have been paid in full. Building permit applications for those buildings were submitted to the City in 2016 and were therefore assessed for impact fees at the 2016 impact fee rate of \$1.29 per square foot of gross floor area. The 2017 rate for Building #2 was \$1.33 per square foot of gross floor area (\$1.32 + \$0.01 administrative fee).

The CP&D Director finds that the fee has been calculated correctly. The transportation impact fee for a mini warehouse is based on cost per square foot gross floor area (GFA) and not the number of individual storage units. This is supported by the ITE Trip Generation manual (9<sup>th</sup> Ed.) Land Use Code 151 page 223. A chart from the manual is enclosed that identifies common trip generation rates (PM peak hour). For a mini warehouse, the Unit of Measure is 1,000 square feet, and the Trips per Unit Measure is 0.26. Based on this information, Olympia calculated the impact fee using the components of impact fees described in Table 3 of the City of Olympia Transportation Fee Update, November 2016. A calculation worksheet (Table 4) from a prior impact fee rate study update is enclosed which further illustrates the method for determining impact fee rates.

PM Peak 0.26 trips /1000 sq. ft. \* 100% new trips \* 5.1 miles/3 miles \* \$2999 average cost per trip in 2017 = \$1.33 per sq. ft. GFA \* 126,000 sq. ft. GFA = **\$167,580**. (Note: this includes the administrative fee of \$1,260.00 + \$166,320.00, per enclosed invoice)

Determinations of the Director can be appealed to the hearing examiner subject to the procedures set forth in OMC Chapter [18.75](#). An appeal application must be filed within fourteen (14) days from the date of this letter. The application must be accompanied by a \$1,000 appeal fee. Please contact me if you have questions or would like to discuss this issue further.

Sincerely,

Tim Smith, AICP  
Principal Planner

Enclosures

**City of Olympia**

601 4th Avenue E. – PO Box 1967,  
Olympia WA 98501-1967  
360.753.8314  
<http://www.olympiawa.gov>  
[cpdinfo@ci.olympia.wa.us](mailto:cpdinfo@ci.olympia.wa.us)

**INVOICE****Date: 02-Mar-18**

DOUGLASS PROPERTIES LLC  
1402 E MAGNESIUM RD STE 202  
SPOKANE, WA 99217

**Application No.:** 17-2150**Parcel No.:** 12822330200**Project:** SECURE-IT SELF STORAGE**Subdivision:****Permit Type:** COMMERCIAL BUILDING**BLOCK / LOT****Site Address:** 2225 COOPER PT RD SW #2 BLDG Olympia

Description	Fee Amount	Paid/Credit	Balance Due
Administrative Fee - Transportation Impact	\$1,260.00	\$1,260.00	\$0.00
Building Permit - Commercial	\$66,564.21	\$66,564.21	\$0.00
Building Plan Review - Commercial	\$43,266.74	\$43,266.74	\$0.00
Impact Fee - Transportation	\$166,320.00	\$166,320.00	\$0.00
State Building Code Surcharge	\$4.50	\$4.50	\$0.00

Total Fee Amount: \$277,415.45

Total Paid Credits: \$277,415.45

**Balance Due: \$0.00**

**PAYMENT DUE UPON RECEIPT****Contacts:**

Type	Name	Address
OWNER	DOUGLASS PROPERTIES LLC	1402 E MAGNESIUM RD STE 202 SPOKANE, WA 99217
APPLICANT	DOUGLASS PROPERTIES LLC	1402 E MAGNESIUM RD STE 202 SPOKANE, WA 99217

# INSTITUTE OF TRANSPORTATION ENGINEERS

## COMMON TRIP GENERATION RATES (PM Peak Hour)

(Trip Generation Manual, 9th Edition)

Code	Description	Unit of Measure	Trips Per Unit
<b>PORT AND TERMINAL</b>			
30	Truck Terminal	Acres	6.55
90	Park and Ride Lot with Bus Service	Parking Spaces	0.62
<b>INDUSTRIAL</b>			
110	General Light Industrial	1,000 SF	0.97
120	General Heavy Industrial	Acres	2.16
130	Industrial Park	1,000 SF	0.85
140	Manufacturing	1,000 SF	0.73
150	Warehousing	1,000 SF	0.32
151	Mini-Warehouse	1,000 SF	0.26
152	High-Cube Warehouse	1,000 SF	0.12
170	Utilities	1,000 SF	0.76
<b>RESIDENTIAL</b>			
210	Single-Family Detached Housing	Dwelling Units	1.00
220	Apartment	Dwelling Units	0.62
221	Low-Rise Apartment	Dwelling Units	0.58
230	Residential Condominium / Townhouse	Dwelling Units	0.52
240	Mobile Home Park	Dwelling Units	0.59
251	Senior Adult Housing - Detached	Dwelling Units	0.27
252	Senior Adult Housing - Attached	Dwelling Units	0.25
253	Congregate Care Facility	Dwelling Units	0.17
254	Assisted Living	Beds	0.22
255	Continuing Care Retirement Community	Dwelling Units	0.16
<b>LODGING</b>			
310	Hotel	Rooms	0.60
320	Motel	Rooms	0.47
330	Resort Hotel	Rooms	0.42
<b>RECREATIONAL</b>			
411	City Park	Acres	0.19
412	County Park	Acres	0.09
413	State Park	Acres	0.07
415	Beach Park	Acres	1.30
416	Campground / Recreation Vehicle Park	Camp Sites	0.27
417	Regional Park	Acres	0.20
420	Marina	Berths	0.19
430	Golf Course	Acres	0.30
431	Miniature Golf Course	Holes	0.33

Code	Description	Unit of Measure	Trips Per Unit
432	Golf Driving Range	Tees / Driving Positions	1.25
433	Batting Cages	Cages	2.22
435	Multi-Purpose Recreational Facility	Acres	5.77
437	Bowling Alley	1,000 SF	1.71
441	Live Theater	Seats	0.02
443	Movie Theater without Matinee	1,000 SF	6.16
444	Movie Theater with Matinee	1,000 SF	3.80
445	Multiplex Movie Theater	1,000 SF	4.91
452	Horse Race Track	Acres	4.30
454	Dog Race Track	Attendance Capacity	0.15
460	Arena	Acres	3.33
473	Casino / Video Lottery Establishment	1,000 SF	13.43
480	Amusement Park	Acres	3.95
488	Soccer Complex	Fields	17.70
490	Tennis Courts	Courts	3.88
491	Racquet / Tennis Club	Courts	3.35
492	Health / Fitness Club	1,000 SF	3.53
493	Athletic Club	1,000 SF	5.96
495	Recreational Community Center	1,000 SF	1.45
<b>INSTITUTIONAL</b>			
520	Elementary School	1,000 SF	1.21
522	Middle School / Junior High School	1,000 SF	1.19
530	High School	1,000 SF	0.97
536	Private School (K-12)	Students	0.17
540	Junior / Community College	1,000 SF	2.54
560	Church	1,000 SF	0.55
565	Daycare Center	1,000 SF	12.46
566	Cemetery	Acres	0.84
571	Prison	1,000 SF	2.91
580	Museum	1,000 SF	0.18
590	Library	1,000 SF	7.30
591	Lodge / Fraternal Organization	Members	0.03
<b>MEDICAL</b>			
610	Hospital	1,000 SF	0.93
620	Nursing Home	1,000 SF	0.74
630	Clinic	1,000 SF	5.18
640	Animal Hospital / Veterinary Clinic	1,000 SF	4.72

**Table 4**  
**Calculation of Impact Fee Rate**

RESIDENTIAL EXAMPLE		Multi Family Unit	
		Downtown	Rest of UGA
Trip Generation (per unit) Source: ITE Trip Generation		0.47	0.60
X	Percent New Trips	100%	100%
X	Trip Length Adjustment $\div \frac{\text{Trip Length (unit)}}{\text{Average Trip Length}}$	$\frac{7.7}{3.0} = 1.23$	$\frac{3.5}{3.0} = 1.17$
X	Average Cost/Trip	\$966	\$966
=	Impact Fee Rate (per unit)	\$558	\$713

OFFICE EXAMPLE		Administrative Office (50,000 sq ft)	
		Downtown	Rest of UGA
Trip Generation (per 1000 sq ft, gross floor area) Source: ITE Trip Generation		<del>1.50</del> 0.26	1.67
X	Percent New Trips	<del>90%</del> 100%	90%
X	Trip Length Adjustment $\div \frac{\text{Trip Length (unit)}}{\text{Average Trip Length}}$	$\frac{5.1}{3.0} = 1.69$	$\frac{5.1}{3.0} = 1.69$
X	Average Cost/Trip	<del>\$966</del> \$2,999	\$966
$\div$	Divide by 1000 for rate per sq ft	$\div 1000$	$\div 1000$
=	Impact Fee Rate (per unit)	<del>\$2.21</del> \$1.32 + 0.01 Admin Fee = \$1.33	\$2.46