



**COMMUNITY DEVELOPMENT DIVISION  
Engineering Department**

22560 SW Pine Street  
Sherwood, OR 97140  
503-925-2309

**Policy and Procedures**

Date: 19 January 2006  
Subject: Capacity Allocation Program (CAP);  
Trip Analysis Worksheet  
To: Planning, Building and Engineering,

The City of Sherwood has had the Capacity Allocation Program in place since 2000. This program and the resulting Trip Allocation Certificate have helped to manage growth along important transportation corridors here in Sherwood.

Accurate evaluation of traffic generation issues during project review is critical to a successful land use action. A Traffic Analysis and a CAP Trip Analysis Worksheet (with required attachments) shall be completed by the applicant and submitted to the City as part of the Initial Land Use Application. These documents are required to deem the application complete. If the proposed development meets the CAP requirements, a Preliminary Trip Allocation Certificate will be issued with the Final Trip Allocation Certificate issued as part of the staff report and the Notice of Decision.

If the development is modified at any time during the development approval process and this modification changes the square footage or the distribution of uses to the point that the net trips are increased, a new Trip Analysis and CAP Trip Analysis Worksheet will be required. A change in the development that exceeds the requirements of the CAP Ordinance will not be permitted.

*Eugene F Thomas*

Eugene Thomas, P.E.  
City Engineer

Attachments:  
CAP Trip Analysis Worksheet



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## CAP TRIP ANALYSIS WORKSHEET

The Sherwood Development Code, Section 16.106.070 -- The Highway 99W Capacity Allocation Program, requires a Trip Analysis (prepared by a professional engineer registered in the State of Oregon with expertise in traffic or transportation engineering) and Trip Allocation Certificate prior to determining completeness of the base Land Use Planning Application. The City of Sherwood has set a net trip limit of 43 trips/acre per Ordinance No. 2000-1104 (net trips refer to PM peak hour) and this applies to certain zones and uses. The primary purpose of a CAP Trip Analysis is to identify whether peak-hour net trips generated in a specified area do **NOT** exceed the net trip limit along Highway 99W in the City of Sherwood thereby preserving capacity of a State facility.

A Trip Analysis must use the entire area of the tax lot(s) containing the regulated activities, less the 100-year flood plain area in accordance with FEMA FIRM map for the City of Sherwood and/or as surveyed by a registered surveyor. The Trip Analysis is required only to demonstrate that a site will have fewer trips than the Net Trip Limit and to document any mitigation measures that may be required. The information provided for the Trip Analysis does not replace Traffic Study information as required by any other Land Use Application. The following information shall be submitted with a Trip Analysis Worksheet.

### **CAP Trip Analysis Worksheet Checklist**

The following items are required to be attached to the completed CAP Trip Analysis Worksheet:

- Type and location of the regulated activity.
- A tax map identifying the parcel(s) involved.
- Square footage used to estimate trips, in accordance with methods outlined in the most recently published ITE Manual.
- Description of the type of activity as described in the ITE Manual.
- Copy of the ITE Manual page(s) used to estimate trips.
- Acreage of the site containing the regulated activity calculated to two (2) decimal points.
- Trip distributions and assignments from the regulated activity to all full access intersections impacted by ten (10) or more trips from the regulated activity with identification of the method used to distribute trips from the site.
- Copies of other studies utilized in the Trip Analysis.

- ❑ Summary of the net trips generated by the regulated activity in comparison to the net trip limit of 43 trips/acre.
- ❑ Signature and stamp of a professional engineer, registered in the State of Oregon with expertise in traffic or transportation engineering, who prepared the analysis.

Note: If a trip generation for the proposed use is not available in the ITE Manual or the applicant wishes to dispute the findings in the ITE Manual, the trip generation calculation may be based on an analysis of trips from five (5) sites with the same type of activity as that proposed.

Note: The City Engineer may waive, in writing, some of the requirements of the CAP Trip Analysis as described in Ordinance 2000-1104, Exhibit A, Section E, Part 5 (page 3 of 5)

## CAP TRIP ANALYSIS WORKSHEET

Trip Analysis conducted by:	Kittelson and Associates, Inc.
Project Description:	Relocation of existing "Threat Dynamics" business
Land Use Application File No: Project Name:	<b>Threat Dynamics Conditional Use Permit (CUP 14-01)</b>

The CAP Trip Analysis Worksheet is meant to summarize the detailed information contained in the Traffic Study prepared by a professional engineer registered in the State of Oregon with expertise in traffic or transportation engineering and attached with the CAP Trip Analysis.

Net Trips means the number of trips generated by a regulated activity during the p.m. peak hour. Net trips equal new trips, diverted trips, and trips from existing activities on a site that will remain. Net trips do not include: pass-by trips, internal trips, trips from existing facilities that will be removed, and trips reduced due to implementation of transportation demand strategies.

The following types of projects and activities are specifically excluded from the provisions of the CAP: (1) churches; (2) elementary, middle, and high schools; (3) residential; and (4) changes in use that do not increase the number of trips generated by the current use.

### 1. Net Trips

- a   37   Existing Site Net Trips *(Note added by Kittelson: the "Existing site" is the site to which Threat Dynamics is moving)*
- b   37   Proposed Development Net Trips (proposed development includes existing sites that will remain) *(Note added by Kittelson: all existing uses on the site to to which Threat Dynamics is moving will remain, and Threat Dynamics will occupy existing office space)*
- c   3   Future (Full-Build-Out) Development Net Trips *(Note added by Kittelson: observed number of trips occurring during the weekday p.m. peak hour at the current location of Threat Dynamics. This is not expected to change with the relocation).*
- d   40   Proposed and Future Development Net Trips (1b+1c)\*

### 2. Acreage

Tax Lot Number	Total Acreage	Net Acreage (Total Minus 100-Year Flood plain)	Proposed Development Net Acreage	Future Development Net Acreage (2b-2c)
2S128BD 00700	5.72	5.72	0	5.72
<b>TOTAL</b>	A 5.72	B 5.72	C N/A	D 5.72

3. **Net Trips Per Acre**

- a 6.5 Existing Net Trips per Net Acre (1a/2b)
- b 6.5 Proposed Development Net Trips per Net Acre (1b/2c)
- c 7.0 Proposed & Future Development Net Trips per Net Acre (1d/2b)
- d 43 Net Trips per Net Acre Allowed (**City of Sherwood Trip Limit**)

4. Proposed Mitigation:

No mitigation is proposed based on minimal impact of trips to the new site or to the intersection of Oregon Street/Tualatin Sherwood Road.

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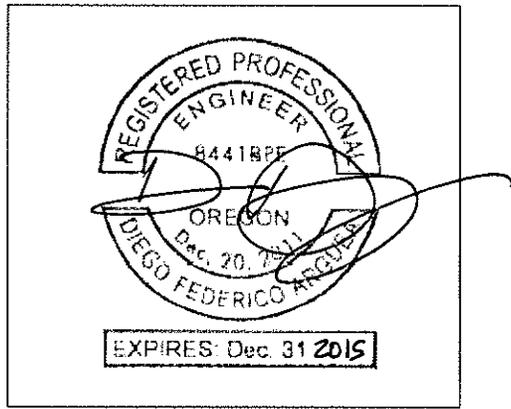
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\*If proposed and future net trips per net acre (3c) are less than the existing net trips per net acre (3a) then the application is EXEMPT from CAP Ordinance requirements.

If any changes are proposed for the regulated activity (i.e. type of activity, acreage, etc.) the trip analysis worksheet shall be resubmitted with the original for comparative purposes and approval.

Comments:



Engineer's Stamp