



**CITY OF Salem**  
AT YOUR SERVICE

Traffic Engineering Section  
Public Works Department  
555 Liberty Street SE, Room 325 Telephone: 503-588-6211  
Salem, Oregon 97301-3513 TTY: 503-588-6292

## Trip Generation Estimate

Street \_\_\_\_\_

Bin # \_\_\_\_\_ TGE # \_\_\_\_\_

Date Received \_\_\_\_\_

### Section 1 (To be completed by applicant.)

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Location of New Development: \_\_\_\_\_

(Please provide street address. If unknown, provide approximate address and geographical description/nearest cross streets.)

Description and Size of New Development: \_\_\_\_\_

(e.g., 150 single-family homes, 20,000 sq. ft. office addition, 12-pump gas station, 50-student day care, additional parking, etc.)

Description and Size of Existing/Past Development, if any (note whether to remain or be removed): \_\_\_\_\_

Planning Action Involved, if any: \_\_\_\_\_ Building Permit Involved: \_\_\_\_\_

(e.g., zone change, subdivision, partition, conditional use, PUD, mobile home park, etc.)

Yes ☐ No ☐

### Section 2 (To be completed by City staff.)

#### Proposed Use

Development Quantity: \_\_\_\_\_

ITE Land Use Code: \_\_\_\_\_

Trip Generation Rate/Equation: \_\_\_\_\_

Average Daily Trips: \_\_\_\_\_

#### ELNDT Adjustment Factors

Trip Length: \_\_\_\_\_ Linked Trip: \_\_\_\_\_

TSDC Trips: \_\_\_\_\_

#### Existing Use

Development Quantity: \_\_\_\_\_

ITE Land Use Code: \_\_\_\_\_

Trip Generation Rate or Equation: \_\_\_\_\_

Average Daily Trips: \_\_\_\_\_

#### ELNDT Adjustment Factors

Trip Length: \_\_\_\_\_ Linked Trip: \_\_\_\_\_

TSDC Trips: \_\_\_\_\_

### Section 3 (To be completed by City staff.)

#### Transportation Impact Analysis (TIA)

Net Increase in Average Daily Trips: \_\_\_\_\_

(Proposed use minus existing use.)

☐ A TIA **will** be required:

☐ Arterial/Collector—1000 Trip/day Threshold

☐ Local Street/Alley—200 Trip/day Threshold

☐ Other: \_\_\_\_\_

☐ A TIA **will not** be required.

#### Transportation Systems Development Charge

Net Increase in TSDC Trips: \_\_\_\_\_

(Proposed use minus existing use.)

☐ A TSDC **will** be required.

(Fee determined by Development Services.)

☐ A TSDC **will not** be required.

(For additional information, refer to the back of this application.)

### Section 4 (To be completed by City staff.)

Remarks: \_\_\_\_\_

Date: \_\_\_\_\_

cc: ☐ Chief Development Services Engineer

☐ Community Development

☐ Building Permit Application

☐ \_\_\_\_\_

By: \_\_\_\_\_

## Information Required to Assess the Need for a Traffic Impact Analysis and Transportation Systems Development Charge



The following information is required in order to assess the need for a Traffic Impact Analysis (TIA) and to calculate the Transportation Systems Development Charge (TSDC) to be levied on a proposed new development.

### TIA Determination:

The City of Salem may require that a TIA be prepared as part of the approval process for major new development. The purpose of a TIA is to estimate the traffic impacts created by a new development on the surrounding street system. Any significantly adverse traffic impacts identified in the TIA must be mitigated by the applicant.

The estimated daily traffic generation of a new development is used as the criteria for determining whether a TIA is needed. If the new development access is located on an arterial or collector and the estimated daily traffic generation is more than 1000 trips, a TIA may be required. If access is located on a local street or alley and the generated trips exceed 200, a TIA may be required. Other criteria such as site access issues, driveway restrictions, and existing facilities deficiencies may also be used, if recommended by City Traffic Engineering staff.

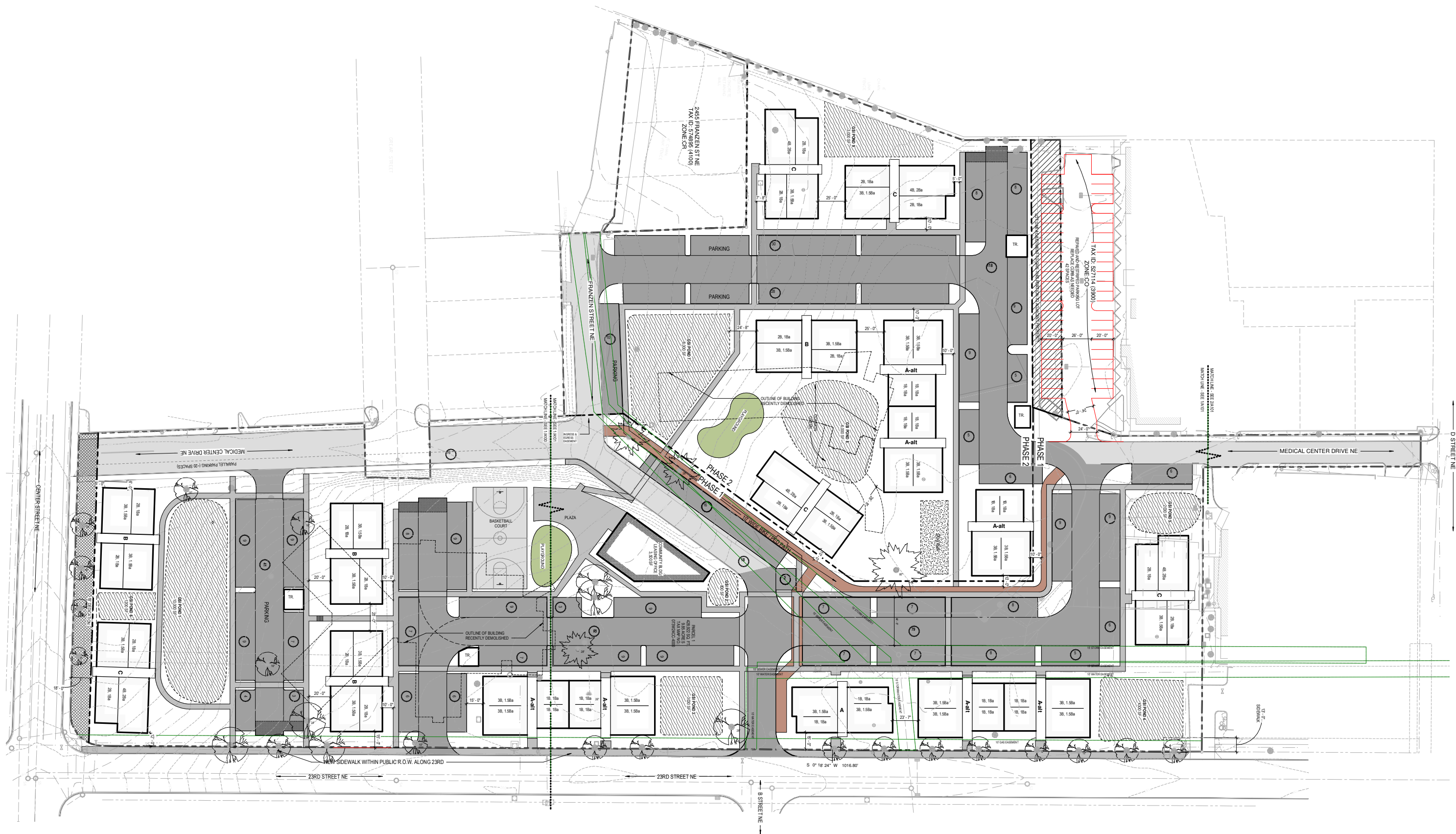
The City Traffic Engineer makes the determination as to whether a TIA is required. (For more information on TIA criteria, see Development Bulletin No. 19 dated January 20, 1995.) When the determination has been made, copies of the Trip Generation Estimate form are sent to Public Works Development Services Division and the applicant. If a planning action is required, a copy is also forwarded to the Community Development Department.

### TSDC Analysis:

The City of Salem charges a TSDC on all new development that creates a net increase in traffic on the surrounding street system. The total charge is assessed on a per trip fee times the TSDC trips calculated for the development. For more information on the TSDC, see Council Staff Report dated October 9, 1995.

To assist in estimating the daily trips generated by a new development, please answer the questions in Section 1 of this sheet and return it to Room 325 of the Civic Center. If you have any questions, Traffic Engineering staff are available at 503-588-6211. A copy of the completed trip generation estimate will be returned to you at the address provided in Section 1.

***No Land Use, Planning, or Development Approval applications requiring Trip Generation Estimates will be processed until this information has been provided and the TIA/TSDC assessment has been made by City Traffic Engineering staff.***



steve@cascadiapd.com

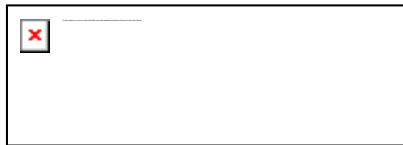
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**From:** Tim Lawler <tim@gl-dev.com>  
**Sent:** Monday, November 6, 2023 4:04 PM  
**To:** Steve Kay  
**Subject:** Fwd: Salem Apartments - TGE Form 23-102493-PA

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Tim Lawler



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<http://greenlighthousing.com/>

----- Forwarded message -----

**From:** Tony Martin <[TMartin@cityofsalem.net](mailto:TMartin@cityofsalem.net)>  
**Date:** Mon, Oct 16, 2023 at 3:45 PM  
**Subject:** RE: Salem Apartments - TGE Form 23-102493-PA  
**To:** Myla Cross <[myla@lancastermoble.com](mailto:myla@lancastermoble.com)>  
**Cc:** Curtis Pellatz <[Cpellatz@cityofsalem.net](mailto:Cpellatz@cityofsalem.net)>, Tim Lawler <[tim@gl-dev.com](mailto:tim@gl-dev.com)>, Jennifer Danziger <[jennifer@lancastermoble.com](mailto:jennifer@lancastermoble.com)>, Brian Peterson <[brianp@lancastermoble.com](mailto:brianp@lancastermoble.com)>

Myla,

Sorry, this slipped off my radar. I started looking at the proposal and based SOLEY on the affordable housing, there are not enough trips to warrant a TIA. However, you had entered "N/A" with respect to Existing/Past Development on the site, and I know there has been development on the property. I want to give you proper credit for the past development, but I do not have the information about the size (square footage) or the use. If your team could do the research and figure out the previous use, it could SIGNIFICANTLY reduce the Transportation System Development Charges.

Best Regards,

**Tony C. Martin, PE**

*Assistant City Traffic Engineer*

City of Salem | Public Works Department

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**From:** Myla Cross <[myla@lancastermobley.com](mailto:myla@lancastermobley.com)>

**Sent:** Monday, October 16, 2023 1:18 PM

**To:** Tony Martin <[TMartin@cityofsalem.net](mailto:TMartin@cityofsalem.net)>

**Cc:** Curtis Pellatz <[Cpellatz@cityofsalem.net](mailto:Cpellatz@cityofsalem.net)>; Tim Lawler <[tim@gl-dev.com](mailto:tim@gl-dev.com)>; Jennifer Danziger <[jennifer@lancastermobley.com](mailto:jennifer@lancastermobley.com)>; Brian Peterson <[brianp@lancastermobley.com](mailto:brianp@lancastermobley.com)>

**Subject:** Re: Salem Apartments - TGE Form 23-102493-PA

Hi Tony,

I'm following up to see if you had a chance to review the TGE form. Will a TIS be necessary?

Thank you,

Myla Cross

Transportation Analyst



[321 SW 4th Avenue, Suite 400 | Portland, OR 97204](#)

Office: 503-248-0313

Website: [lancaftermobley.com](http://lancaftermobley.com)

Offices: Portland, OR | Bend, OR

On Mon, Oct 2, 2023 at 3:27 PM Myla Cross <[myla@lancaftermobley.com](mailto:myla@lancaftermobley.com)> wrote:

Good afternoon Tony,

Attached is the trip generation estimate form for the 204-unit affordable housing project to be located at 2561 Center Street NE. All 204 units will be affordable and intend to stay that way. I have also attached the site plan to the TGE form. Please let me know if you have any questions.

Thank you,

Myla Cross

Transportation Analyst



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