REGIONAL ROAD IMPACT FEE SYSTEM

GENERAL ADMINISTRATIVE MANUAL

4TH EDITION
AMENDMENT NO. 1

JANUARY 19, 2009

REVISED January 25, 2010

TABLE OF CONTENTS

Page

LIST OF EXHIBITS iv

DEFINITIONS 1

I. INTENT 4

II. ADMINISTRATIVE ORGANIZATION AND RESPONSIBILITY 4
- A. Regional Transportation Commission 4
- B. Participating Local Governments 5

III. IMPOSITION OF IMPACT FEES 6
- A. Service Area 6
- B. Feepayer 6
- C. Payment Due 6
- D. Determination of Fee 8
- E. Expiration of Building Permits 9

IV. DETERMINATION OF FEE BASED ON FEE SCHEDULE 10
- A. Land Use Classification 10
- B. Units of Development 14
- C. Mixed Use Development 14
- D. Mixed Use Structures 14
- E. Shell Permit 16
- F. Change of Use 16
- G. Auxiliary Uses 17
- H. Mobile Home 18
- I. Relocation of Dwelling Unit 18
- J. Recreational Vehicles (RV's) 18
- K. Shopping Center 18
- L. Model Homes 19
- M. Facilities Constructed for Private Use 19
- N. Supplemental Units/Mother-in-law Attached or Detached Dwellings 20
- O. Gaming/Resorts 20

V. ADMINISTRATIVE DETERMINATION FEES 21
- A. General 21
- B. Methodology 22
- C. Miscellaneous Land Use Types 23
- D. Pre-Development Review Impact Fee Calculation 23

VI. INDEPENDENT FEE CALCULATION STUDY 24
A. Option to the Feepayer 24
B. Notice of Intent by Feepayer 24
C. Pre-Application Meeting 24
D. General 25
E. Sufficiency Determination 25
F. Notification of Feepayer and Appeal 26
G. Determination of Fee 26
H. Effective Date 26
I. Application for Permit 26
J. Independent Fee Calculation Guidelines 26

VII. STUDIES TO ESTABLISH NEW/REDEFINED LAND USE CATEGORIES 30
A. Studies by the RTC RRIF Administrator 30
B. Studies by Others 30

VII. REFUNDS AND CREDIT EXHANGES 31
A. Expiration Revocation Surrender of Permit 31
B. Overpayment 31
C. Impact Fee Revenues Not Expended 31
D. Recalculation of Fees 32
E. Termination 32
F. Credit Exchanges 33
G. Appeals 34

IX. EXEMPTIONS 34
A. Must Be Claimed by Feepayer 34
B Total Exemptions 34
C. Exemption Based on Error 37
D. Determination and Appeals 37

X. CREDITS 37
A. Feepayer Must Apply 37
B. Eligible Contributions 38
C. Capital Contribution Front-Ending Agreement 39
D. Documentation 41
E. Determination of Final Credit 43
F. Credit Usage 44
G. Expiration of Credit 45
H. Appeals 45

XI. APPEALS 45
A. Notice of Appeal 45
B. Review by the RTC RRIF Administrator 45
C. Review by the RRIF TAC 46
D. Review by RTC Board 46

XII. USE OF FUNDS 47
A. Deposit in Trust Fund 47
B. Limitations on Expenditures 47
C. Benefit Districts 48

XIII. AMENDMENTS TO REGIONAL CIP 48
A. Biennial Consideration of Private Amendments 48
B. Procedure 48
C. Standard 49
D. Special Request For Private Amendment 49

XIV. BIENNIAL REVIEW 50

XV. ADOPTION AND AMENDMENTS 50

LIST OF EXHIBITS

EXHIBIT A – EXPANDED LIST OF LAND USES 51

EXHIBIT B – RRIF SERVICE AREA AND BENEFIT DISTRICTS.....56

EXHIBIT C – RRIF NETWORK 57

EXHIBIT D – RRIF SCHEDULE.....58

EXHIBIT E – RRIF EXEMPTION LIST 63

EXHIBIT F – RRIF TRAFFIC REPORT GUIDELINES 64

EXHIBIT G – NEVADA REVISED STATUTES: CHAPTER 278B
ATTORNEY GENERAL OPINION NO. 97-29.....71

EXHIBIT H – MIXED USE AND CHANGE OF USE WORKSHEETS.....72

EXHIBIT I – ADMINISTRATIVE DECISIONS.....74

DEFINITIONS

Auxiliary Use: Auxiliary land uses are uses which are secondary to the primary land use and are typically not measured in the same units as are used for fee assessment. For example, the unit of assessment for a golf course is per hole. A separate fee is not calculated for the golf course storage and maintenance buildings since they are an auxiliary use.

Benefit District: The territorial division within which collected impact fees must be spent.

Capital Contribution Front-Ending Agreement (CCFEA): An agreement between any person who proposes to construct or to dedicate rights-of-way for RRIF Capital Improvements, the RTC and the Participating Local Government within whose jurisdiction the Offered Improvements lie.

Capital Improvements Plan (CIP): As defined by Nevada State Law, a description of the existing capital improvements and the costs to upgrade, improve, expand or replace those improvements to meet existing needs or more stringent safety, environmental or regulatory standards; as well as an analysis of the capacity and projected demand for capital improvements or expansions required by new service units projected over a period no longer than 10 years.

Capital Improvements Advisory Committee: As defined by Nevada State Law, a committee of at least five members created to oversee the creation of and advise the local government regarding Land Use Assumptions and the Capital Improvements Plan (CIP).

Credits: A substitute method of payment for assessed road impact fees, awarded for a variety of concessions, including mandatory, required or voluntary right-of-way dedications and construction of RRIP Capital Improvements, and denominated in terms of VMT.

Feepayer: Any person who seeks to develop land located within the Service Area by applying to one of the Participating Local Governments for the issuance of a building permit in order to make an improvement to land which will generate or attract additional traffic, and as such is required to pay a Regional Road Impact Fee in the manner and amount set forth in this General Administrative Manual.

Interim Credits: Credits issued during phases of construction or dedication of land that provide reasonable assurance that over-crediting shall not occur, since the value of the credits is limited to a maximum of 80 percent of the cost of the improvements eligible for credits (the remaining 20 percent is retained until the final credits are issued).

Internal Use: A land use devoted entirely or partially to exclusive private use, which is internal to a particular development and has no off-site street impact.

Land Use Assumptions: As defined by Nevada State Law, projections of changes in land uses, densities, intensities and population for a specified service area over a period of at least 10 years and in accordance with the master plan of the local government.

Local RRIF Administrator: An individual appointed by each Participating Local Government to oversee the determination of appropriate regional road impact fees, the collection of the impact fees, the keeping of necessary records or such fee collections, the transmittal of the fees on a quarterly basis to the RTC RRIF Administrator, and the initial evaluation of requests for independent fee calculation studies, credits, and refunds to be referred to the RTC RRIF Administrator.

Mixed Use Development: Development that includes both residential and non-residential land uses.

Mixed Use Structure: A particular structure that includes accessory uses associated with the primary land uses. For example, in addition to the actual production of goods, manufacturing facilities may also have office, warehouse, research, and other associated functions.

Offered Improvement: A contribution, payment, construction or land dedication that is offered for credit against the Regional Road Impact Fee.

Original Credits: Credits against assessed road impact fees awarded to a developer by the Regional Transportation Commission, as opposed to Transferred Credits.

Participating Local Governments: The City of Reno, the City of Sparks, and Washoe County.

Percent New Trips: The percentage of trips to a land use that are Primary Trips.

Primary Trips: Trips to a land use for which that land use is the primary destination, as opposed to trips that stop at a land use on the way to another land use (pass-by trips) or trips that take a short diversion from the route to the primary destination (diverted-link trips).

Regional Road Impact Fee (RRIF): An impact fee assessed by Participating Local Governments and used to fund RRIF Capital Improvements in the Service Area.

Regional Transportation Commission (RTC): The commission formed by the Interlocal Cooperative Agreement to coordinate joint efforts of the Participating Local Governments to administer the Regional Road Impact Fee (RRIF) program.

RRIF Capital Improvement: Capacity-expanding, Non-Site-Related Improvements to the RRIF Network identified in the current RRIF Capital Improvements Plan, including right-of-way, engineering, design and construction costs.

RRIF Interlocal Cooperative Agreement: An agreement among Participating Local Governments that allow for the implementation of the Regional Road Impact Fee.

RRIF Network: The network of roads consisting of high (expressway), moderate (major arterial) and low (minor arterial) access control arterial roadways, excluding freeways, freeway ramps determined by the RTC as regionally significant, and collector roads with a forecast volume of 5,000 average daily trips at build-out, as identified in the most recent Capital Improvements Plan.

RRIF Ordinance: The ordinance prepared by the RTC and adopted by the Participating Local Governments to impact the Regional Road Impact Fee.

RTC Board: The Board of the Regional Transportation Commission.

RTC RRIF Administrator: The individual named by the RTC Board to direct the administration of the Regional Road Impact Fee program.

Service Area: As defined by Nevada State Law, the area within the boundaries of local government which is served and benefited by the capital improvement or facilities expansion as set forth in the Capital Improvements Plan.

Shell Permit: A building permit to construct the "shell" of a building. Remodeling permits would be issued later to finish construction of the interior of the structure.

Site-Related Improvements: Capital improvements and right-of-way dedications for direct access improvements to the development in question, including, but not limited to, (1) site driveways and streets, turn lanes into those driveways, and/or traffic control measures for those driveways; and (2) frontage streets.

Transferred Credits: Unused credits transferred to the developer from a party other than the Regional Transportation Commission, as opposed to Original Credits.

Trip Generation Rate: The average number of trip ends generated during the afternoon peak hour of adjacent street traffic during a weekday per unit of measurement of the land use (e.g., dwelling unit, 1,000 square feet).

Trip Length: The average length in miles on the RRIF Network of primary trips to the land use.

Trust Fund: An interest-bearing holding account for road impact fee collections.

Vehicle-Mile of Travel (VMT): A unit of travel demand consisting of a motor vehicle traveling for one mile.

REGIONAL ROAD IMPACT FEES
GENERAL ADMINISTRATIVE MANUAL

I. INTENT

The following guidelines and procedures are established with the intent to provide guidance in the administration of the Regional Road Impact Fees Ordinance, hereinafter referred to as the Ordinance. This Manual elaborates upon the administrative directions contained in the ordinance and is intended to be used in concert with them. The terminology used herein corresponds to the definitions of words or phrases as defined in the Ordinance.

II. ADMINISTRATIVE ORGANIZATION AND RESPONSIBILITY

The City of Reno, the City of Sparks, the Washoe County (hereafter referred to as "Participating Local Governments") have entered into an Interlocal Cooperative Agreement for the purpose of implementing the Regional Road Impact Fee.

A. Regional Transportation Commission

The Interlocal Cooperation Agreement provides the Regional Transportation Commission (hereinafter "RTC") and its Board the task of coordinating the joint efforts of the Participating Local Governments in this effort and to coordinate the administration of the impact fee program. The RTC shall be responsible for the following:

1. To coordinate any updates to the Service Area's Land Use Assumptions adopted by each of the Participating Local Governments.

2. To conduct a transportation study of the Service Area prior to each update of the system and propose any changes to the Capital Improvement Plan (CIP). Any proposed changes by the RTC shall be adopted by each of the Participating Local Governments.

3. To prepare any changes to the Regional Road Impact Fee Ordinance to implement the Service Area's CIP. After its preparation by the RTC, any changes shall be adopted by each of the Participating Local Governments.

4. To expand impact fee funds on those projects selected by the RTC Board and approved by the RTC Board and Participating Local Governments through Interlocal Cooperative Agreements or Capital Contribution Front-Ending Agreements.

5. To administer the regional road impact fee program established pursuant to this Ordinance and similar Ordinances adopted by the

Participating Local Governments and the RTC's Policy for the Regional Transportation Commission Street and Highway Program. The Executive Director of the RTC shall appoint an RTC RRIF Administrator who shall be responsible for the administration of the impact fee program. The RTC RRIF Administrator shall be responsible for the following.

a. Administration of independent fee calculation studies, credits, and refunds.

b. Receipt of the regional road impact fees from the Participating Local Governments and deposit of these funds into an interest-bearing Trust Fund.

c. Administration of the expenditure of impact fee funds in the Trust Fund for projects selected by the RTC Board and approval by the RTC Board and the Participating Local Governments in an Interlocal Cooperative Agreement or through a Capital Contribution Front-Ending Agreement.

d. Initiation of a review of the Service Area's CIP and the Regional Road Impact Fee Ordinance, to determine if any modifications need to be made to the program. This review will be submitted to the RTC Board and the Governing Bodies of the Participating Local Governments. Before any modifications to the Service Area's CIP or the Ordinance are effective, they shall be approved by each of the Governing Bodies of the Participating Local Governments.

6. To honor written agreements entered into by the Participating Local Governments prior to December 15, 1995, which granted credits under predecessor road fee systems.

B. Participating Local Governments

The City of Reno, the City of Sparks, and Washoe County have the following responsibilities under the Interlocal Cooperative Agreement for the Regional Road Impact Fee System:

1. To adopt the Service Area's Land Use Assumptions prepared by the RTC, with any modifications jointly agreed to by the other Participating Local Governments.

2. To adopt the Regional Road Impact Fee Capital Improvements Plan (hereinafter "CIP") prepared by the RTC, with any modifications jointly agreed to by the other Participating Local Governments.

3. Adopt the Regional Road Impact Fee Ordinance prepared by the RTC, with any modifications jointly agreed to by the other Participating Local Governments.

4. To approve the Interlocal Cooperative Agreements for expenditure of impact fee funds prepared by the RTC, with any modifications jointly agreed to by the other Participating Local Governments and to approve Capital Contribution Front-Ending Agreements within their respective jurisdictions.

5. To appoint a Local Administrator to oversee the determination of appropriate regional road impact fees, the collection of the impact fees, the keeping of necessary records of such fee collections, the transmittal of the fees on a quarterly basis to the RTC RRIF Administrator, and the initial evaluation of requests for independent fee calculation studies, credits, and refunds to be referred to the RTC RRIF Administrator.

6. To designate either the Planning Commission or other local board to serve as the Capital Improvements Advisory Committee.

7. To approve amendments to the Service Area's CIP and the Regional Road Impact Fee Ordinance prepared by the RTC, with any modifications jointly agreed to by the other Participating Local Governments.

III. IMPOSITION OF IMPACT FEES

A. Service Area

Regional Road Impact Fees shall be imposed on all new development within the Service area. The Service Area is illustrated in Exhibit B.

B. Feepayer

Any person who, after the effective date of the Ordinance, seeks to develop land located within the Service Area by applying to one of the Participating Local Governments for the issuance of a building permit in order to make an improvement to land which will generate or attract additional traffic, shall be required to pay a regional road impact fee in the manner and amount set forth in this Manual (See Section IX of this Manual for a discussion of exemptions to the imposition of this fee.)

C. Payment Due

1. General. The impact fee shall be paid prior to the issuance of a building permit or, in the case of mobile home pads, prior to the issuance of a pad permit. Any activity requiring payment of an impact fee, may be made by personal check, cashier's check, or money order made payable to the Participating Local Government.

Payment shall be made at the office of the Participating Local Government where building permits are issued.

2. Invalid Payment. In the event the payment of regional road impact fees subsequently proves to be invalid due to insufficient funds, the following action shall be taken:

   a. Building permits, for which the payment of impact fees subsequently proves to be invalid due to insufficient funds, shall be declared to be revoked. In such case, a stop-work order shall be placed on the site or building for which the building permit has been declared invalid.

   b. The Local Administrator shall, within 30 days of detection of invalid payment, notify the feepayer, the contractor, and the property owner by certified mail, return receipt requested, that

      1. the impact fee amount is due by valid payment immediately upon receipt of said letter,

      2. the stop-work order shall remain in effect until valid payment of the impact fee is made,

      3. if construction has been completed prior to detection of invalid payment of impact fees, no final Inspection will be performed and no Certificate of Occupancy will be issued until valid payment of the impact fee is made,

      4. the amount due shall be the amount of the impact fee plus the amount charged by the bank for the dishonored payment, plus a service charge of $10.00.

3. Underpayment of Fee Based on Error or Misrepresentation. If it is determined that the impact fee has been calculated and paid based on error, then the fee shall be recalculated. If the impact fee is re-calculated pursuant to this section is greater than that paid and additional fees should be collected, then the following action shall be taken:

   a. The local Administrator shall, within 30 days of detection of payment made based on error, cause a “correction notice” to be issued and notify the feepayer, the contractor, and the property owner by certified mail, return receipt requested, that:

      (1) An additional impact fee amount is due by valid payment within 30 days of receipt of said letter;

(2) If the fee is not paid within 30 days of the receipt of said letter, the Participating Local Government may pursue collection through liens or other local procedures used to collect fees.

b. If a fee is owned, no permits of any type may be issued for the building or structure in question, or for any other part of a development of which the building or structure in question is a part, while the fee remains unpaid.

c. If the fee is not paid by the original feepayer within 30 days of the date of the letter, the Local Administrator will pursue payment of additional fees owed from the current property owner. The Participating Local Government will not be responsible for resolving disputes for payment of additional fees which may arise between an original feepayer and the current property owner.

4. Overpayment of Fee Based on Error. If it is determined that the impact fee has been calculated and paid based on error, then the fee shall be recalculated. If the impact fee re-calculated pursuant to this section is less than that paid, then the following action shall be taken:

a. The Local Administrator shall, within 30 days of detection of payment made based on error, notify the original feepayer by certified mail, return receipt requested, that the feepayer is entitled to a refund.

b. The feepayer shall submit a written request for refund to the Local Administrator within 30 days of the date of the refund notice letter.

c. Following receipt of a written request for a refund, any difference in favor of the feepayer shall be refunded, without interest, to the feepayer.

D. Determination of Fee

1. General. The amount of the impact fee shall be determined by the Local Administrator, based on the fee schedule in Exhibit D of this Manual. The calculation of exemptions, refunds, and credits and the determination of the net impact fee shall also be the responsibility of the Local Administrator and the RTC RRIF Administrator as hereinafter identified.

2. Credits. In lieu of cash, impact fees may be paid by the use of credits in accordance with the provisions with the provisions of Section X, Credits.

E. Expiration of Building Permits

1. If a building permit, mobile home set-up permit, or recreational vehicle park building permit expires, is revoked, or is voluntarily surrendered and is, therefore, voided and no construction or improvement of land has commenced, then the feepayer shall be entitled to a refund, without interest, of the full amount of the impact fee which was paid as a condition for issuance of the permit.

    a. The feepayer shall submit a written request for such a refund to the Local Administrator within 30 days of the expiration, revocation, or surrender of the permit.

    b. In the case of an expired, revoked, or voluntarily surrendered permit that was obtained in whole or in part by the use of credits, the entire fee may be refunded only if a written request is made to the RTC RRIF Administrator within 30 days of the expiration, revocation, or surrender of the permit. The refund will be in the same proportion (cash vs. credit) as the original payment.

2. If a refund is made, the feepayer must pay the appropriate impact fee if he reapplies for the permit.

3. If a permit expires and no refund has been issued, a feepayer will not have to pay the fee again if he reapplies for the permit for the same land use of the same lot, parcel, or tract and the impact fee for that land use has not changed.

    a. If the impact fee for the particular land use has increased between the time of original payment of the fee and re-application for the fee, the feepayer shall pay the difference at the time of re-application. If the impact fee for the particular land use has decreased between the time of original payment of the fee and re-application for the permit, the feepayer shall be entitled to a refund of the difference at the time of re-application.

    b. A credit for previous payment of an impact fee must be requested by the feepayer. Any exemption, credit, or refund not so requested prior to or at the time of re-application shall be deemed waived by the fee payer.

4. A refund of the impact fee shall not be granted if the building permit expires, but construction has commenced, i.e., the foundation inspection for the structure has been passed. In this case, the feepayer will not have to pay an impact fee if he re-applies for a building permit, except in the case where the impact fee has increased between the time of original payment of the fee and re-

application for the permit. In any case of re-application, the provisions of Section IV.F., Change of Use, shall apply.

IV. DETERMINATION OF FEE BASED ON FEE SCHEDULE

At the option of the feepayer, the amount of the fee can be determined using the provisions of this Section in conjunction with the Regional Road Impact Fee schedule, which is attached to this Manual as Exhibit D.

A. Land Use Classification

The Local Administrator will classify the proposed use into one or more of the land use categories included in Exhibit D, based on the following guidelines.

1. Land Use Definitions. The general land use categories included in the fee schedule (Exhibit D) are defined as follows:
2.

a. Residential

Single-Family Detached. A single-family detached dwelling unit located on a single lot.

Multi-Family. Residential properties with two or more housing units including duplexes, condominiums, and townhouses.

Mobile Home. A dwelling unit manufactured off-site and subsequently transported to a mobile home park site complete or in sections and connected to necessary utilities.

Hotel/Motel. A building or any part thereof, kept, used as, maintained as, or advertised as, or held out to the public to be a place where sleeping accommodations are furnished to the public whether with or without meals and furnishing accommodations for periods of less than one month.

b. Office

General Office. A building where affairs of businesses, commercial or industrial organizations, or professional persons or firms are conducted. An office building or buildings may contain a mixture of tenants including professional services, insurance companies, investment brokers, and tenant services such as a bank or savings and loan, a restaurant or cafeteria, and service retail facilities.

Medical-Dental Office. A facility that provides diagnoses and outpatient care on a routine basis but which is unable to provide prolonged in-house medical/surgical care. This type

of building is generally operated by one or more private physicians or dentists.

c. Commercial

General Commercial. A shopping center or an individual free-standing store selling general or specialty merchandise or a sit down restaurant. See Section IV.K. for additional information on calculating shopping center fees.

Drive-in Bank. An establishment that provides banking services to the motorist while in a vehicle and which may also serve patrons who walk into the building. The drive-in lanes may or may not provide automatic teller machines (ATMs).

Fast Food Restaurant. A restaurant characterized by a large carry out clientele, long hours of service (some are open for breakfast, all are open for lunch and dinner, some are open late at night or 24 hours), and high turnover rates for eat-in customers. These limited-service eating establishments do not provide table service. Patrons generally order at a cash register and pay before they eat.

Convenience Store. A retail establishment that sells gasoline, convenience foods, newpapers, magazines, and often, beer and wine. This land use includes convenience markets with gasoline pumps where the primary business is the selling of convenience items, not the fueling of motor vehicles.

d. Industrial

General Light Industry. An industrial establishment that usually employs fewer than 500 persons and has an emphasis on activities other than manufacturing. Typical light industrial activities include printing plants, material testing, assembly of data processing equipment, and power stations.

Manufacturing. A site where the primary activity is the conversion of raw materials or parts into finished products. Size and type of activity may vary substantially from one facility to another. In addition to actual production of goods, manufacturing facilities generally also have office, warehouse, research, and associated functions.

Warehouse. An establishment primarily devoted to the storage of materials, which also may include office and maintenance areas.

Mini-Warehouse. A building in which a storage unit or vault is rented for the storage of goods. Each unit is physically separated from other units and access is usually provided through an overhead door or other common access point. They are typically referred to as "self-storage" facilities.

Regional Warehouse. Large distribution centers, usually 200,000 to 500,000 square feet or greater, that are primarily devoted to the storage of large amounts or materials and distribution via semi-trucks to locations nationally.

e. Institutional

Elementary School. (see Note1 below*) – An educational facility that serves students attending kindergarten through the fifth or sixth grade.

Middle/Junior High/High School. (see Note 1 below*) – An educational facility that serves middle, junior high and/or high school students.

College/University. (see Note 2 below**) – An establishment of higher education, includes two and four year universities or colleges and Technical Trade Schools that may or may not offer graduate programs.

***Note 1.** In accordance with amendments made to NRS 278B, property owned by a public school district is exempt from paying impact fees. However, schools or private uses housed within public school district facilities are not exempt from impact fees. See Exhibit G for details.

****Note 2.** The Attorney General of the State of Nevada has issued an opinion that the State University System is exempt from local impact fees. Private universities, colleges, etc. are subject to impact fees. See Exhibit G for details.

Day Care Center. A facility where care for pre-school aged children is provided, normally during the daytime hours. Day care facilities generally include classrooms, offices, eating areas and playgrounds. Some centers also provide after-school care for children.

Hospital. Any institution where medical or surgical care and overnight accommodations are provided to non-ambulatory

and ambulatory patients. Does not refer to medical clinics or nursing homes.

Nursing Home. A facility whose primary function is to care for persons who are unable to care for themselves. Examples of such facilities include rest homes, chronic care, and convalescent homes. Skilled nurses and nursing aides are present 24 hours a day at these sites. Nursing homes are occupied by residents who do little or no driving; traffic is primarily generated by employees, visitors and deliveries.

Church/Synagogue. A building providing public worship services and generally housing an assembly hall or sanctuary, meeting rooms, classrooms and occasionally dining, catering, or party facilities.

f. Recreational

Golf Course. An area laid out for private or public golf recreation services and support facilities. Some sites have driving ranges and clubhouse with a pro shop and/or restaurant, lounge, and banquet facilities.

Park. Any number of facilities, including boating or swimming facilities, ball fields, campsites and picnic facilities.

2. Expanded Use Listing. An expanded list of specific land uses is provided with Exhibit A. This list will be used by the Local Administration in conjunction with the above definitions to assign a specific land use to one of the land use categories in the fee schedule (Exhibit D).

3. North American Industry Classification System (NAICS). In the event that the classification established by this manual is unclear, the NAICS Manual, as published by the Department of Commerce, Bureau of Census, latest edition, shall be used as the final authority.

4. Alternative Methods. If it is determined that there is no comparable type of land use in the fee schedule (Exhibit D) or Exhibit A, the fee shall be determined administratively as described in Section V of this Manual. If a feepayer opts not to have the impact fee determined according to the fee schedule or determined administratively, then the feepayer shall prepare and submit an independent fee calculation study in accordance with Section VI of this Manual.

B. Units of Development

Once a proposed development has been classified into one or more of the general land use categories included in the fee schedule, the fee shall be determined by multiplying the fee per unit of development for each land use category by the number of proposed development units. The following types of development units are hereby defined:

1. Dwelling Unit. One or more rooms in a residential building or residential portion of a building which are arranged, designed, used, or intended for occupancy by an individual or a group of individuals acting as a single housekeeping unit, and which include permanent provisions for living, sleeping, eating, cooking and sanitary facilities reserved for the occupants thereof.

2. Building Gross Floor Area (GFA). The gross floor area of a building is the sum (in square feet) of the area of each floor level, including cellars, basements, mezzanines, penthouses, corridors, lobbies, store and offices that are within the principal outside faces of exterior walls, not including architectural setbacks or projections. Included are all areas that have floor surfaces with clear standing head room (6 feet, 6 inches minimum) regardless of their use. Unroofed areas and unenclosed roof-over spaces, except those contained within the principle outside faces of exterior walls, should be excluded. Parking garages within the building should not be included within the GFA of the entire building.

C. Mixed Use Development

If a parcel or development includes both residential and non-residential land uses, the impact fees are assessed for each use based on the fee schedule (Exhibit D) and the results aggregated. In some cases, feepayers may suggest that the total impact fee should be reduced to account for internal trips between residential and non-residential land uses. There are no provisions in this manual for such a reduction. However, the feepayer has the option of completing an Independent Fee Calculation Study in accordance with Section VI of this Manual.

D. Mixed Use Structures

1. In many instances, a particular structure or structures may include accessory uses associated with the primary land use. For example, in addition to the actual production of goods, manufacturing facilities may also have office, warehouse, research, and other associated functions. The impact fee shall be assessed based on the primary land use, as determined by the Local Administrator.

2. To be considered an accessory land use in a mixed use structure or structures, a land use must satisfy two conditions: The principal function of each accessory land use must be to support the primary land use and it must be 25% (see note 3 below) or less of the gross floor area (GFA) of the primary land use. The feepayer shall certify in writing to the Local Administrator that the principal function of any land use claimed as an accessory land use is to support a primary land use and, further, identify the supported primary land use. Any use, which does not meet both these criteria, regardless of size, shall be considered a primary land use and the fee calculated accordingly. For example, a feepayer with a 10,000 square foot structure certifies that the primary land use is 8,000 square feet (SF) of manufacturing with functions, principally in support of the manufacturing use, consisting of 1,000 SF (12.5%) of warehouse, and 1,000 SF (12.5%) of office. Since the warehouse and office uses have been certified to be principally in support of the primary land use and each supportive function is less than 25% of the primary land use GFA, they are legitimate accessory uses. The fee for the entire 10,000 square foot structure is therefore based on the primary land use rate for manufacturing.

3. If any use, which supports the primary land use, is greater than 25% of the GFA of the primary land use, it becomes an additional primary land use. Therefore, a mixed-use structure may have more than one primary land use. The impact fees are then assessed for each primary land use based on the fee schedule (Exhibit D) and the results aggregated. Accessory land uses to the primary land uses are treated as noted in Section IV.D.2. For example, a feepayer with a 10,000 square foot structure certifies that the primary land use is 6,000 SF of manufacturing, with supportive functions of 3,000 SF (50%) of warehouse, and 1,000 SF (16.7%) of office. Since the warehouse use is greater than 25% of the GFA of the manufacturing use, it becomes an additional primary land use. The fee is therefore based on the two primary land use rates: 7,000 SF at the manufacturing rate (6,000 manufacturing + 1,000 office) plus 3,000 SF at the warehouse rate.

4. In the case of a mixed-use structure with more than one primary land use, the impact fees are assessed for each primary land use based on the fee schedule (Exhibit D) and the results aggregated. For example, a feepayer with a 10,000 square foot structure certifies that there are two primary land uses, namely, 8,000 SF of medical office and 2,000 SF of drive-in banking that is unrelated to the medical office operation. The medical office primary land use is further broken down to 7,000 SF of medical office use and a supportive function of 1,000 SF (14%) of general office. The fee would then be based on the primary land use rates of 8,000 SF at the medical office rate plus 2,000 SF at the drive-in banking rate. If

the supporting general office function to the medical office had been greater than 25% of the medical office GFA, the general office function would become an additional primary land use. In the above example, if the general office area had been 2,000 SF (33%), the fee would then be based on three primary land use rates of 6,000 SF at the medical office rate, plus 2,000 SF at the general office rate, plus 2,000 SF at the drive-in banking rate.

Note: see Exhibit H for blank worksheets

5. In all cases, the burden shall be on the feepayer to provide written certification to the satisfaction of the Local Administrator of the breakdown of the primary land uses and any supportive accessory uses in percent and GFA.

Note: 3.25% is based on the Uniform Building Code, Volume 2, Section 302 - Mixed Use or Occupancy

E. Shell Permit

Developers will often apply for a building permit to construct the “shell” of a building. Remodeling permits would be issued later to finish construction of the interior of the structure. The impact fee shall be paid prior to the issuance of the building permit for construction of the shell. The amount of the fee shall be based on the intended land use as described by the developer. If the intended land use is not known, and in the absence of a contract or lease stating what the use will be, the impact fees shall be assessed based on the land use allowed under the existing zoning for the lot or parcel which generates the least traffic impact as determined by the Local Administrator. If it is found during review of the application for a remodeling permit that the actual land use differs from the intended land use as described by the developer, a determination shall be made as to whether or not an additional impact fee is due based on the procedures for Change of Use, Section IV.F. If so, the additional impact fee shall be paid prior to the issuance of a remodeling permit for the completion of the building.

F. Change of Use

1. In the case of a change of use, redevelopment, or modification of a previous land use, which requires the issuance of a building permit, the impact fee shall be based upon the net increase in the impact fee for the new use as compared to the previous use. The amount of the impact fee is due as a result of the change in land use shall be determined and paid at the time that the feepayer applies for the building permit.

2. Previous land use shall be the most recent lawful land use physically existing and active on the property within the ten (10)

years prior to the date the building permit is issued. There is a twenty (20) year time limit for the previous land use in Redevelopment Districts designated by the participating local governments. The feepayer shall furnish documentation required by the Local Administrator to determine the most recent previous use, including any gaps in time when there was no use. In the absence of satisfactory documentation, the Local Administrator shall treat the parcel as vacant land.

3. The burden shall be on the feepayer to provide written certification to the satisfaction of the Local Administrator of the breakdown of the primary land uses and any supportive accessory uses in percent and GFA of the existing and the proposed changes to the land use. For example, an existing 10,000 square foot manufacturing structure, as certified by the feepayer, consists of 8,000 SF of manufacturing and supportive functions of 1,500 SF (18.8%) warehouse and 500 SF (6.3%) office. The proposed changes to this 10,000 square foot structure, as certified by the feepayer, will result in 7,500 SF of manufacturing and supportive functions of 1,800 SF (24.6%) of warehouse and 700 SF (9.3%) office. With these changes, the accessory uses still remain below the 25% threshold as stated in Section IV.D., Mixed Use Structures. In this case no fee will be charged. If the entire incremental change had been in the warehouse use (i.e. 7,500 SF of manufacturing, 2,000 SF of warehouse, and 500 SF of office), the warehouse use would become an additional primary land use since the warehouse use is now greater than 25% as stated in Section IV.D., Mixed Use Structures. The fee is now based on 8,000 SF at the manufacturing rate plus 2,000 SF at the warehouse rate. If the new fee is greater than the original fee, a fee is charged for the difference between the new fee and the original fee. If the new fee is less than the original fee, no fee is charged. Under no circumstances will a refund of impact fees be granted for a change in use.

Note: see Exhibit H for blank worksheets

4. The Local Administrator shall calculate the impact fee due to a change in use. The Local Administrator shall be guided in the determination of the fee by the sources listed in Section IV.A. above. Under no circumstances will a refund of the impact fee be granted for change of use.

G. Auxiliary Uses

Auxiliary land uses are uses which are secondary to the primary land use and are typically not measured in the same units as are used for fee assessment. For example, the unit of assessment for a golf course is per hole. A separate fee is not calculated for the golf course storage and

maintenance buildings since they are auxiliary use. A further example is an apartment complex where the unit of assessment would be per dwelling which has a clubhouse for use of the tenants. The club house would be an auxiliary use and would generally not be assessed a separate impact fee unless it can be established by the Local Administrator that the auxiliary land use serves as an individual attraction. However, structures that meet the definition of a “dwelling” are not exempted as auxiliary uses.

H. Mobile Home

The appropriate impact fee for the set-up of a mobile home residence must be paid prior to the issuance of the requested permit. An exemption will be granted if it can be documented that an impact fee has been paid previously for a mobile home set-up on the same lot, parcel, or space. Documentation to be used by the Local Administrator may include utility bills for the period of time in question, the tax rolls or other such records deemed appropriate by the Local Administrator.

I. Relocation of Dwelling Unit

Impact fees shall be assessed for structures or mobile homes moved from one location to another unless the structure or unit being moved is a replacement of an equivalent use at the new location (for further discussion of equivalent uses, see also Section IX, Exemptions). If the structure or mobile home so moved is replaced by an equivalent use at the old location, no impact fee shall be due for the replacement use. In every case, the burden of proving past payment of impact fees, exemption or equivalency of use rests with the feepayer.

J. Recreational Vehicles (RV’s)

The provision of an RV site will be assessed an impact fee at the Hotel/Motel (Per Room) rate in the fee schedule (Exhibit D). No impact fees shall be assessed for “move in” of a recreational vehicle in an RV park that has already paid a regional road impact fee.

K. Shopping Centers

New:

Out-parcels shall be included with the main structure of the shopping center when determining total square footage. The total square footage shall be used to determine the rate for each general commercial use. Uses within the shopping center which fall into a separately identified land use category such as drive-in banks, convenience stores, fast food restaurants, etc. shall be charged according to the rates for the specific land use.

Existing:

In arriving at the rate for general commercial uses when an existing shopping center is expanded, the total square footage shall be calculated according to the square footage of the existing center plus the new additions but in no case will there be a refund or credit for the existing uses if the new general commercial rate is lower than that paid on the existing uses.

A feepayer may request the Local Administrator or RTC RRIF Administrator treat a new or an expansion of an existing shopping center development as a phased project. A phased project is considered to be a project where multiple building permits will be applied for over a period of two (2) years within the development area. Impact fees will be assessed as indicated in the previous paragraphs except the impact fee calculation will continue any previous building permits issued with each new building permit applied for within the two (2) year period. Any impact fees collected on previous building permits will be subtracted from the new impact fee calculation. A credit for a previous payment of an impact fee for a phased project must be registered by the feepayer. Any credit not so requested prior to or at the time of the application for a building permit shall be deemed waived by the feepayer. It shall be the feepayer's responsibility to furnish, as required by the Local or RTC RRIF Administrator, all information necessary to validate the phased project.

For example, a feepayer may propose a phased project to build a new shopping center over a two year period. A $500,000 impact fee is assessed based on the total square footage at the general commercial rate for several building permits. Additional building permits are applied for a year later; a re-assessed $800,000 impact fee is calculated for the square footage at the general commercial rate. The impact fee for the additional square footage would be $800,000 - $500,000 previously collected = $300,000.

L. Model Homes

Single-family model homes constructed on single-family lots shall pay the impact fee for a single-family dwelling unit as shown on the fee schedule (Exhibit D). Multi-family models shall pay the multi-family rate.

M. Facilities Constructed for Private Use

For land uses limited exclusively to private use, which are internal to a particular development and for the exclusive use of residents within the development or their guests, and which, therefore have no off-site street impact, e.g., private clubhouse or dining facilities built as part of a planned development, no impact fee will be charged if the following conditions are met:

1. The final approval, which identifies the facility, include a condition of approval limiting the facility exclusively to private on-site use.

2. There exists sufficient authority and documentation that authorizes the Local Administrator to revoke the Certificate of Occupancy for the building or structure in question.

3. There exists sufficient authority and documentation which authorizes the Local Administrator to withhold all permits of all types on any and all phases of the development of which the building or structure is a part of until the correct impact fees are paid for public use of the facility, if public use occurs in violation of the condition.

4. In addition to the above, the Local Administrator is authorized to proceed with the actions and sanctions delineated in Section III.B.3., Underpayment of Fee Based on Error or Misrepresentation, of this Manual, if public use occurs in violation of the condition.

For land uses that are partially limited to private use internal to a particular development, only the portion of the facility devoted to public use will be assessed an impact fee, if the final approval contains the same conditions listed in paragraphs 1-4 above, which identify and restrict part of the facility to exclusive private use and grants similar authorization to the Local Administrator if public use occurs in violation of the condition.

N. Supplemental Units/Mother-in-law Attached or Detached Dwellings

The impact fees for supplemental (mother-in-law) units attached or detached to a single family detached dwelling unit are assessed at the multi-family rate in addition to the single family rate.

O. Gaming/Resorts

Impact fees for new gaming/resort development will be determined based upon the number of hotel rooms and RV spaces and the appropriate rates for these uses. Separate fees for the gaming area or the typical gaming/resort amenities such as restaurants, incidental retail shopping, entertainment facilities, etc. shall not be charged.

For an existing casino/resort development, the impact fees for adding additional rooms will be assessed at the hotel/motel rate. The impact fees for adding additional gaming/casino floor area with no additional rooms will be assessed at the casino gaming area rate. The impact fees for adding additional gaming/casino floor area and rooms will be assessed at either the casino gaming area rate or the hotel/motel rate whichever produces the higher of the two impact fees.

A feepayer may request the Local Administrator or RTC RRIF Administrator to treat a new or an expansion of an existing casino/resort development as a phased project.

A phased project is considered to be a project where multiple building permits will be applied for over a period of two (2) years within the development area. Impact fees will be assessed as indicated in the previous paragraph except the impact fee calculation will combine any previous building permits issued with each new building permit applied for within the two (2) year period. Any impact fees collected on previous building permits will be subtracted from the new impact fee calculation. A credit for a previous payment of an impact fee for a phased project must be requested by the feepayer. Any credit not requested prior to or at the time of the application for a building permit shall be deemed waived by the feepayer. It shall be the feepayer's responsibility to furnish, as required by the Local or RTC RRIF Administrator, all information necessary to validate the phased project.

For example, a feepayer may propose a phased project to expand the casino gaming area in the first year with the intention to expand rooms one (1) year later. A $100,000 impact fee is assessed for the additional gaming/casino floor area at the casino gaming area rate for the first building permit. For the expansion of the rooms a year later, a re-assessed $500,000 impact fee is calculated for the additional rooms at the hotel/motel rate. The impact fee for the additional rooms would be $500,000 - $100,000 previously collected = $400,000.

Other traffic generating land uses of a type or magnitude that are not typically associated with casino/resort development will be charged impact fees in additional to the room or casino gaming area based fees.

V. ADMINISTRATIVE DETERMINATION OF FEES

A. General

Impact fees shall be assessed in accordance with the land use type in the fee schedule adopted in this manual. If it is determined that there is no comparable type of land use in the fee schedule, then the Local Administrator shall determine the fee based on the guidelines of this Section. If the feepayer disagrees with the impact fee determined administratively (or based on the fee schedules in this manual), the feepayer may prepare an independent fee calculation study in accordance with Section VI of this Administrative Manual.

B. Methodology

If it is determined that there is no comparable type of land use in the fee schedule, then the Local Administrator shall determine the fee by:

1. Determining the Most Comparable Use. If the type of development activity is not specified in the fee schedule (Exhibit D) or in Exhibit A, the Local Administrator shall determine the fee on the basis of the fee schedule applicable to the most nearly comparable type of land use. The Local Administrator shall be guided in the selection of a comparable type by the reports titled:

   a. ”Trip Generation – An Informational Report and Trip Generation Handbook (latest edition), “prepared by the Institute of Transportation Engineers (ITE).

   b. Articles or reports appearing in the ITE Journal as deemed acceptable by the Local Administrator.

   c. Studies or reports done by or for the U.S. Department of Transportation, Nevada Department of Transportation, Regional Transportation Commission, Cities of Reno or Sparks, or Washoe County and deemed acceptable by the Local Administrator.

   These sources should also be used when possible to determine other relevant traffic parameters to the fee calculation (i.e., trip length, percent new trips). In the event that those parameters are not available, the parameters identified in the fee schedule, applicable to the most nearly comparable type of land use should be used; and

2. Applying the formula:

$$\text{IMPACT FEE/UNIT} = \text{VMT/Unit} \times \text{NC}$$

$$\text{VMT/UNIT} = \frac{\text{ADT/Unit}}{2} \times \text{NT} \times \text{TL}$$

Where:

ADT/Unit = Average number of trips generated per unit of development on a weekday

NT= Percent New Trips

TL= Trip Length in miles

VMT/Unit = Vehicle-Miles of Travel per unit of development

NC= Net Cost per VMT. For the purposes of this formula, use the current net cost per VMT within the City of Reno and outside the City of Reno as identified in the RRIF Capital Improvement Program.

C. Miscellaneous Land Uses Types

The Local Administrator shall maintain a list of the fees determined administratively for miscellaneous land use types. Exhibit I contains a list of the fees previously determined administratively that will be updated periodically as new fees are determined.

D. Pre-Development Review Impact Fee Calculation

Any person contemplating establishing a traffic-generating land development activity may request a preliminary determination of the impact fees due from such development. A person requesting a pre-development review impact fee calculation shall submit to the Local Administrator or the RTC RRIF Administrator the pertinent information identified by the Local Administrator or the RTC RRIF Administrator. Using the information regarding the proposed project as submitted, the Local Administrator or the RTC RRIF Administrator will provide, within 15 days of the date of submittal, a preliminary calculation of the impact fees due for the proposed project.

VI. INDEPENDENT FEE CALCULATION STUDY

A. Option to the Feepayer

If a feepayer shall opt not to have the impact fee determined according to the fee schedule in Section IV or determined administratively per Section V, then the feepayer shall prepare and submit an independent fee calculation study in accordance with this Section. The utilization of this option by the feepayer shall not exempt the feepayer from paying the impact fee prior to the issuance of a building permit, mobile home set-up permit, or recreational vehicle building permit.

B. Notice of Intent by Feepayer

The feepayer shall inform the RTC RRIF Administrator in writing of his intent to utilize an independent fee calculation study submitted with a fee of $500, which is non refundable and does not go toward RRIF, for administrative costs associated with the review and decision on such study. The Notice of Intent shall include the basis for opting to do an independent fee calculation study. The RTC RRIF Administrator shall then schedule a pre-application meeting with the applicant and the Local RRIF Administrator.

C. Pre-Application Meeting

Before beginning the independent fee calculation study, the feepayer or their designated representative shall attend a pre-application meeting with the RTC RRIF Administrator and the Local RRIF Administrator. The purpose of the pre-application meeting will be to discuss the procedures of the independent fee calculation study, the methodology to be employed, and the standards to be met.

Results, conclusions, and agreements reached at the pre-application meeting regarding the scope of the study, methodology, required forms or documentation, or procedures, which may not constitute a waiver of manual provisions, shall be placed in writing by the RTC RRIF Administrator, and a copy of this memorandum shall be sent to the applicant. The applicant shall acknowledge receipt and acceptance of this memorandum, in writing, to the RTC RRIF Administrator. By accepting this memorandum, the applicant is obligated to turn over the completed study to the RTC RRIF Administrator prior to payment of the impact fee. Further, the applicant is obligated to abide by the findings of the study, **even if it results in the need to pay a greater fee than that which would have been paid had the fee been determined under the provisions of Section IV.**

D. General

1. The purpose of the independent fee calculation study is to measure the impact of the development in question on the Regional Road Impact Fee Network as defined in Exhibit C of this Manual. The fee computed for the development in question under the independent fee calculation study provisions is not intended to apply to other developments of the same use.

2. The independent fee calculation study shall follow the methodologies and formats which are agreed upon during the pre-application meeting and in accordance with any documentation or methodology required by this Manual.

3. The independent fee calculation study shall be prepared and presented by qualified, registered, and professional engineers with experience in traffic engineering. The methodology shall be consistent with best professional practice and support the central claim of the study. The study shall provide all necessary supporting documentation and information. Failure to adhere to best professional standards is a basis for rejection of the study. The applicant's submission shall certify that the study complies with best professional practices and this attestation shall be sealed.

4. The applicant shall submit the study to the RTC RRIF Administrator, at which time a 30-day review period shall begin.

E. Sufficiency Determination

1. The RTC RRIF Administrator, after consultation with the Local Administrator, will review the independent fee calculation study for sufficiency, methodology, technical accuracy, and findings. The RTC RRIF Administrator shall have 30 days to inform the applicant, in writing, of any deficiencies or defects in the study, or to find the study complete and competent.

2. If the applicant does not respond to the RTC RRIF Administrator regarding the finding of deficiency within 30 days of receipt of the notice, the RTC RRIF Administrator will consider the independent fee calculation study to be invalid.

3. The 30-day sufficiency review shall begin when the submission is received and date stamped by the RTC RRIF Administrator. If the study is found to be deficient, the 30-day time period shall begin again with the submission of a new or modified study.

F. Notification of Feepayer and Appeal

Within 30 days of submittal of the independent fee calculation study, the RTC RRIF Administrator shall notify the feepayer in writing of the acceptance, conditional acceptance, or rejection of the study. If the feepayer disagrees with the findings of the RTC RRIF Administrator, the feepayer may appeal the decision (see Section XI).

G. Determination of Fee

The determination of the amount of the impact fee shall be made by the RTC RRIF Administrator. If the study is approved, the impact fee will be determined on the basis of the study findings; if the study is denied, the impact fee will be determined using the established fee schedule.

H. Effective Date

The date at which the independent fee calculation study is approved by the RTC RRIF Administrator, or 30 days after submission of there is no finding, shall be the effective date for any fees established pursuant to an independent fee calculation study.

I. Application for Permit

It shall be the responsibility of the feepayer, at the time of application for a permit or development order, to submit a claim including supporting documentation for modified impact fees resulting from an approved independent fee calculation study.

J. Independent Fee Calculation Guidelines

The impact fee structure identified in the Regional Road Impact Fee was established based on average travel characteristics for land uses within Washoe County. While those characteristics and resultant impact fees were based on the best available data and sound engineering practices, it is recognized that individuals may desire to conduct independent surveys of their project's trip generation, trip length, and percent new trips and recalculate their particular impact fee per unit of development. All of the following variable inputs to the impact fee formula set forth in Section V.B must be included in any independent fee calculation study unless it is mutually agreeable between the RTC RRIF Administrator and the feepayer to use established parameters as summarized in the fee schedule.

1. Trip Generation Rate Studies. The trip generation rates used in the Regional Road Impact Fees are identified in the fee schedule (Exhibit D). However, feepayers conducting an independent fee calculation study shall be permitted to conduct local, independent surveys of trip generation rates to confirm or contradict the rates

identified in the fee schedule or to establish rates for land uses not identified in the schedule.

The methodology for conducting an independent survey of trip generation rates is summarized as follows:

a. A minimum of three (3) sites for the land use in question should be selected. The selected sites should be single-use sites with exclusive driveways.

b. The site inventory and sites proposed for the survey shall be reviewed by the RTC RRIF Administrator, who will be responsible for the approval of the sites to be surveyed prior to initiation of the survey.

c. Two-way, 24-hour counts must be made for all driveways for three consecutive weekdays with counts recorded hourly, except during the peak periods of 7:00 a.m. to 9:00 a.m.; 11:00 a.m. to 1:00 p.m.; and 4:00 p.m. to 6:00 p.m. during which periods counts shall be recorded at fifteen (15) minute intervals.

d. Equipment at each site should be checked periodically to ensure a proper count. No count should be conducted during a special event traffic day. Equipment failure or inclement weather should be grounds for aborting the count. If machine recordings are made, the original tapes must be submitted.

e. The trip generation date and generation rate shall be summarized and calculated in a report. Trip generation rates shall be calculated using the same unit basis (i.e., dwelling units, gross floor area, etc.) by use as identified in Exhibit D of this Manual. All calculations and assumptions, such as seasonal adjustments, shall be clearly reported and documented.

f. All traffic counts and analyses shall be conducted by a qualified, state of Nevada registered professional engineer with experience in traffic engineering.

2. Trip Length Studies: Alternative trip length data shall be based upon origin/destination and trip purpose studies conducted at land uses the same as or comparable to the proposed land development activity. As with the trip generation studies, the following conditions shall be met:

a. A minimum of three sites for the land use in question should be surveyed for three (3) consecutive weekdays.

b. The site inventory, sites proposed for the surveys, and the detailed survey methodology shall be reviewed and approved by the RTC RRIF Administrator prior to the initiation of the survey.

c. At a minimum, the following data must be obtained:

(1) Trip origin by location (major street intersection, landmark);

(2) Trip destination by location (major street intersection, landmark); and

(3) Primary trip purpose.

d. The origin/destination and trip purpose data should be coded and summarized using the summary report form provided by the RTC RRIF Administrator. All calculations and assumptions, including documentation of the sample size confidence level, shall be clearly reported and documented.

e. All surveys shall be conducted by a qualified, State of Nevada registered professional engineer with experience in traffic engineering.

3. Percent New Trips Studies. Alternative trip data relevant to the percent new trips shall be based upon trip purpose studies conducted at land uses the same as our comparable to the proposed land development activity. As with other studies, the following conditions shall be met:

a. A minimum of three sites should be surveyed for three consecutive weekdays.

b. The site inventory, sites proposed for the surveys, and the detailed survey methodology must be reviewed and approved by the RTC RRIF Administrator prior to the initiation of the survey.

c. For all uses, the questions and interpretation of survey results, by land use, shall be as determined by the RTC RRIF Administrator. Trip data will be coded and summarized. All calculations and assumptions, including documentation of the sample size confidence level, shall be clearly recorded and documented.

4. Internal Orientation Studies. It is recognized that certain mixed use developments may capture a portion of their total trip generation

on-site. Those trips would be internal to the site and would not impact the external road network. The degree of internal orientation that can be expected is dependent on the type, character, quantity, and location of uses in the particular mixed-use development.

Trip ends in a mixed-use development are comprised of "attractions" and "productions". The land uses contained in the Fee Schedule can be classified into those two groups as follows:

Attractions	Productions
- Office/Commercial	- Residential
- Industrial	- Hotel/Motel
- Institutional	
- Recreational	

For mixed use developments not opting to conduct a more refined analysis, a ten (10) percent deduction in trip generation will be given for the smaller trip type (i.e., attractions or productions) with that volume also deducted from the predominant trip type were attractions, a ten percent deduction would be applied to the attraction total. That volume (10% of the attraction trips) would also be deducted from the production trips. If a feepayer desires to obtain credit for more than ten (10) percent internal orientation for a specific mixed use development, detailed trip studies shall be conducted. Those studies must include, but not be limited to, the following:

e. Detailed site plan identifying development land uses, internal vehicular circulation systems, and internal pedestrian circulation systems.

f. Trip generation by land use, and by attractions and productions.

g. Trip matrix identifying by trip purpose and on-site origins and destinations, inbound and outbound internal trip ends.

h. Trip table identifying total trip generation, external trip ends, and internal trip ends by land use.

VII. STUDIES TO ESTABLISH NEW/REDEFINED LAND USE CATEGORIES

A. Studies by the RTC RRIF Administrator

From time to time, the RTC RRIF Administrator in conjunction with the various Local RRIF Administrators may undertake studies necessary for the creation of a land use category not included in the RRIF to redefine an existing land use category. The results of such studies may be proposed for inclusion in the periodic updates to the RRIF Administrative Manual.

B. Studies by Others

Third parties interested in proposing the addition of new land uses or the redefinition of existing land uses and the trip generation data associated therewith, shall undertake the necessary independent studies as identified by the RTC RRIF Administrator at their sole expense. Completion and acceptance of such studies by the RTC RRIF Administrator shall in no way be construed as binding the participating local governments to accept the results of such studies or to amend the RRIF Administrative Manual to incorporate them into the land use fee structure.

1. Notice of Intent

Prior to initiating an independent land use study, the applicant shall inform the RTC RRIF Administrator of his intent in writing. Upon receiving this notice, the RTC RRIF Administrator shall schedule a pre-application meeting with the applicant.

2. Pre-application meeting

Prior to commencing with an independent land use study, the applicant shall meet with the RTC RRIF Administrator to discuss the scope, methodology, procedures, and standards to be met of the required study.

Results, conclusions, and agreements reached at the pre-application meeting regarding the scope of the study, methodology, required forms or documentation, or procedures, which may not constitute a waiver of manual provisions, shall be placed in writing by the RTC RRIF Administrator, and a copy of this memorandum shall be sent to the applicant.

If the applicant wishes to proceed with the study, he shall acknowledge receipt and acceptance of the RTC RRIF Administrator's memorandum in writing and return this acknowledgment to the RTC RRIF Administrator with an application fee of $1,500 for administrative costs associated with the review

and decision on such a study. By accepting this memorandum, the applicant is obligated to turn over the completed study and assign all rights to the study to the RTC RRIF Administrator upon its completion.

3. RTC RRIF Administrator

Upon completion and acceptance of an independent land use study, the RTC RRIF Administrator shall include the salient results of such a study in the next proposed general update to the RRIF Administrative Manual for consideration by the participating local governments.

VIII. REFUNDS AND CREDIT EXCHANGES

A. Expiration, Revocation, Surrender of Permit

Under the conditions defined in Section III.E, Expiration of Building Permit, a feepayer shall be entitled to a refund, without interest, equal to the full amount of the impact fee paid. In the case of an expired permit that was obtained in whole or in part by the use of credits, the entire fee may be refunded only if a written request is made to the RTC RRIF Administrator within 30 days of the expiration, revocation, or surrender of the permit. The refund will be in the same proportion (cash vs. credit) as the original payment.

B. Overpayment

A refund, with interest accrued on the amount overpaid, will be made if it is determined, as a result of appeal or independent fee calculation study, that overpayment of the fee has occurred.

C. Impact Fee Revenues Not Expended

Upon the application of an owner of record of property for which an impact fee has been collected, the RTC RRIF Administrator shall refund the applicable fee paid plus interest accrued if the fee, or any portion thereof, has not been spent for the purpose for which it was collected within ten (10) years after the date on which it was collected.

1. Impact fee revenues shall be deemed expended or encumbered when a contract or agreement obligating all or a portion of the payment of said funds shall be approved by the RTC RRIF Administrator.

2. No refunds of impact fees pursuant to the above criteria will be provided for in the event the owner of record does not request such a refund.

3. Before issuance of the refund can be authorized, the owner of record shall submit a written request for refund to the RTC RRIF Administrator. This request must be submitted within 180 days of the date funds are considered refundable.

4. In applying for the refund, it shall be the applicant's responsibility to pursue the acquisition of, and/or furnish, as required by the RTC RRIF Administrator, all materials and information necessary to validate proof of payment of the impact fee, the date and amount paid, and the permit issued as a result of that payment. The RTC RRIF Administrator shall verify whether the impact fee is refundable, and if so, process the applicant's request.

5. The refunded impact fee, including accrued interest, shall be returned to the owner of record.

D. Recalculation of Fees

1. At the time of the review of the impact fee system described in Section II.A.5.d., the RTC RRIF Administrator shall recalculate the impact fees according to the provisions of this section.

2. The net cost per service unit shall be recalculated using the identical methodology as was used to calculate the net cost per service unit in the last update of the Regional CIP, but substituting actual costs of completed projects for the estimated costs included in the CIP.

3. The RTC RRIF Administrator shall automatically refund the applicable fee paid plus interest accrued to all feepayers if:

   a. The actual cost of the fully completed capital improvements plan is less than the impact fees paid. In such cases, the difference is refunded; or

   b. The recalculated net cost per service unit at the time of a capital improvements plan update is less by more than ten percent (10%) of that estimated in calculating the regional road impact fees. In such cases, the difference beyond ten percent (10%) is refunded.

E. Termination

In the event that the imposition of the impact fee is terminated in any or all of the Participating Local Governments, any fees collected from development in that jurisdiction and not spent or encumbered at the time

of such termination shall be considered refundable upon application of the owner of record.

1. Within 30 days following the effective date of this termination, the Participating Local Government shall turn over all funds in the Local Government Trust Fund and all pertinent records to the RTC RRIF Administrator.

2. The RTC RRIF Administrator shall notify feepayers that they may be eligible for a refund upon application of the feepayer or his successor in interest. The refund application must be submitted by the feepayer or his successor in interest within 180 days following the publication of the first notice. Holders of credits shall be considered feepayers for purposes of refund under this termination procedure.

3. Fees available for refund shall be those not expended or encumbered as defined in part C above.

4. No refunds of impact fees will be provided for in the event the owner of record does not request such a refund. Fees available for refund shall be prorated over those eligible feepayers submitting proper application for refund. In no case shall the feepayer receive a refund greater than the amount originally paid plus accrued interest.

5. Any fees available for refund and not so refunded shall remain in the RTC Trust Fund. In the event that all Participating Local Governments terminate the imposition of the impact fee, the remaining funds shall be expended on street improvements identified in the Regional CIP.

F. Credit Exchanges

1. A feepayer may apply to the RTC RRIF Administrator to exchange RRIF credits for cash payments of RRIF impact fees made by the feepayer. The application for exchange must be made in writing and must provide documentation to the full and sole satisfaction of the RTC RRIF Administrator of the following:

   a. The credits offered for exchange are contained in a valid RRIF Credit Certificate in the applicant's name and were originally issued within the 12 months following the date upon which the fees requested for exchange were paid.

   b. The land for which the fees requested for exchange were paid is included in the Development of Record of a valid Capital Contribution Front-Ending Agreement (This would preferably be documented by marking each property on a

copy of the same map that was used in the Capital Contribution Front-Ending Agreement to delineate the Development of Record.)

c. All conditions of the Capital Contribution Front-Ending Agreement referenced above have been fulfilled to the full and sole satisfaction of the RTC RRIF Administrator and all Offered Improvements have been accepted by the RTC RRIF Administrator and the Local RRIF Administrator.

d. The feepayer, amount, date, type of land use, and associated building permit number for each impact fee payment being requested for exchange.

e. There is not a written preexisting agreement with a local government prohibiting exchange of RRIF credits or offering some other manner of compensation.

Upon presentation to the RTC RRIF Administrator of satisfactory documentation of the above and the proper RRIF Credit Certificate, the RTC RRIF Administrator is authorized to make an exchange subject to the availability of un-obligated RRIF funds within the appropriate benefit district. Should RRIF funds not be available, the RTC RRIF Administrator shall make exchanges on a first-come first-serve basis as un-obligated RRIF funds become available. No interest shall be due the applicant for RRIF funds so exchanged regardless of any delay encountered in making the exchange due to the unavailability of un-obligated RRIF funds. The cash value of the exchange will be made at the $/VMT rate in effect at the time the cash fees requested for exchange were paid.

G. Appeals

A decision of the RTC RRIF Administrator regarding refunds or credit exchanges may be appealed by the fee payer (see Section XI.).

IX. EXEMPTIONS

A. Must Be Claimed by Feepayer

An exemption must be claimed by the feepayer at the time of the application of a building permit. An exemption not so claimed shall be deemed waived by the feepayer.

B. Total Exemptions

The following shall be exempted from payment of all impact fees:

1. Alterations. Alteration or expansion of an existing building or use of land where no additional living units will be produced over and

above those in the existing use of the property, the use is not changed, and where no additional vehicular trips will be produced over and above those produced by the existing use.

2. RV Site Amendment. An amendment to a recreational vehicle building permit, provided that the amended recreational vehicle building permit does not increase the number of recreational vehicle units permitted.

3. Federal Buildings. A building permit obtained by or for the United States of America. Privately owned properties or facilities leased for general government operations and activities and private residential, commercial or industrial activities constructed or operated through lease agreements on public lands or in public facilities shall not be considered governmental or public facilities and shall be subject to the provisions of this Manual.

4. Property owned by a public school district or State University. In accordance with amendments made to NRS 278B and the State Attorney General, property by a school district and the State University System are exempt from paying impact fees. See Exhibit G for details. However, private schools and private universities or private uses housed within public school district and public university facilities are not exempt from impact fees.

5. Internal Uses. Under the conditions set forth in part IV.M of this Manual, land uses devoted entirely or partially to exclusive private use, which are internal to a particular development and therefore have no off-site street impact.

6. Previous Approval Exemptions.

   a. Development approvals that meet either of the following criteria shall be exempt from payment of the Regional Road Impact Fee:

      1. Projects with discretionary approvals from the Elected Board: 1) In the City of Reno prior to May 28, 1991 and the applications for which approvals required the preparation of a traffic report consistent with the City of Reno guidelines and subsequent non-site traffic related improvements other than proportionate share contributions: or 2) outside of Reno but within the service area prior to the adoption of the Regional Road Impact Fee, and the applications for which approvals required non-site traffic-related improvements other than proportionate share contributions.

2. Those project approvals that meet the above criteria and for which additional traffic studies are required in order to monitor the cumulative traffic impacts of phased development. Such projects shall be required to do the traffic mitigation required as conditions of approval. Projects that meet the first criteria with the exemption that no off-site, traffic-related improvements are required other than proportionate share cash contributions shall remain exempt until September 1, 1997. As of September 2, 1997, these projects shall be subject to payment of Fees and all proportionate share cash contributions shall become null and void.

3. Exhibit E contains the Regional Road Impact Fee Exemption Listing.

b. Such projects shall be required to do the traffic mitigation required as conditions of approval.

c. In the event that a time extension is granted, the exemption from the imposition of impact fees will be retained. If any development approval exempted under this Section is allowed to expire, such exemption shall be null and void. Any subsequent approval and development of the project in any form shall be deemed not to have been approved prior to May 28, 1991, and are subject to the imposition of impact fees.

d. In the event an amendment to a development approval exempted under this section changes the traffic generation characteristics from those of the original approval, the incremental increase in traffic generation resulting from such amendment shall be subject to the imposition of impact fees

e. In applying for the above-mentioned exemptions, it shall be the applicant's responsibility to furnish, as required by the RTC RRIF Administrator, all materials and information necessary to validate the exemption including, but not limited to, the following:

1. Current Opinion of Title.

2. Official document from affected governmental owner stating the proposed land use.

3. Official documents from zoning hearings.

4. Old and new construction plans.

5. Official Certificate of Occupancy and Use records; and

6. statements from owner stating past and proposed land use.

Projects exempt from the payment of impact fees pursuant to this Section, may nevertheless be required to perform additional traffic mitigation measures if such project is developed in phases, regardless of whether project approval was granted for a total or phased development, and regardless of whether traffic mitigation measures required at the time of project approval have been completed by the applicant. A "phased development" means

1. a project which was approved as a phased development,

2. a project which received approval for a total project, which has not been totally developed pursuant to such approval at the end of a five year period starting with such approval.

C. Exemption Based on Error

Exemptions from payment of the impact fee based on error shall be subject to the provisions found in Section III.C. of this Manual.

D. Determination and Appeals

The determination of eligibility for an exemption shall be made by the RTC RRIF Administrator. If the feepayer disagrees with the findings on the RTC RRIF Administrator, the feepayer may appeal the decision (see Section XI).

X. CREDITS

A. Feepayer Must Apply

Pursuant to this Manual, any person except a unit of government who constructs all or part of a capital improvement included in the Regional CIP or offers a dedication of land may apply for a credit. To be eligible for such a credit, a letter should be submitted to the RTC RRIF Administrator that includes the Developer of Record, the Development of Record and the proposed capital improvements prior to the initiation of work on the improvements. A fully executed Capital Contribution Front-Ending Agreement (CCFEA) must be in place prior to the completion of work on the improvements. In no case shall any credits be issued unless there exists a fully executed CCFEA.

B. Eligible Contributions

A feepayer may obtain credit against the Regional Road Impact Fees for the following:

1. Credits shall be given for mandatory or required right-of-way dedications and construction of street improvements included in the Regional Road Impact Fee CIP.

2. Except as otherwise provided in this subparagraph, credits shall be given for actual payments into assessment districts or payments made to retire any bonds or other financial instruments utilized for the purpose of funding the construction of street improvements included in the Regional Road Impact Fee CIP. Where an assessment district is formed for the aforementioned purpose, the Developer of Record shall be entitled to receive the credits provided by this paragraph only upon submission of proof that language approved by the RTC regarding said credits is set forth in a separate notice recorded against each parcel within the assessment district prior to the sale of said parcel and a disclosure form is included in the sale of the parcel from the Developer of Record to the initial purchaser and said sale is conditioned so that said disclosure is to be included in every subsequent sale until all bonds or other financing has been paid in full. At a minimum, the separate notice and disclosure form shall provide that the initial parcel purchasers and all succeeding purchasers who make payments for the retirement of assessment bonds or other financial instruments utilized for the construction of street improvements, are releasing any rights to said credits to the Developer of Record or his successors and assigns and forever disclaiming any interest in said credits.

3. Credits shall be given for right-of-way dedications and construction of street improvements included in the Regional Road Impact Fee CIP and set forth in a Developer Agreement entered into with one of the Participating Local Governments prior to the effective date of the Ordinance.

4. Credits shall be given for voluntary right-of-way dedications and street improvements included in the Regional Road Impact Fee CIP pursuant to an agreement approved by the RTC Board according to the provisions of this Section.

5. No credit shall be given for

   a. right-of-way, street improvements and/or site-related improvements not included in the Regional Road Impact Fee CIP. Site-related improvements refers to capital improvements and right-of-way dedications for direct access

improvements to the development in question, including, but not limited to, the following:

1. Site driveways and streets, turn lanes into those driveways, and/or traffic control measures for those driveways.

2. Frontage streets.

b. local streets and/or private streets,

c. proposed street improvements which do not meet design standards approved by the RTC,

d. proposed street improvements for which compensation has previously been given by a governmental body,

e. any portion of the improvements which exceed the scope of the RRIF road crediting standards or the improvements envisioned in the CIP project.

C. Capital Contribution Front-Ending Agreement (CCFEA)

1. The RTC and the Participating Local Government within whose jurisdiction the Offered Improvements lie may enter into a Capital Contribution Front-Ending Agreement with any person who proposes to construct Non-Site Related Regional Road Capital Improvements or to dedicate right-of-way that are identified in the Service Area of the CIP.

2. The offer to construct capital improvements or dedicate right-of-way for impact fee credits shall be made in writing to the RTC RRIF Administrator. The letter must contain the documentation identified in Section X.D., below identifying the capital improvements and/or right-of-way dedications for which the credits are requested.

3. If the application is approved by the RTC RRIF Administrator and the Local Administrator, the CCFEA will be forwarded for execution by the RTC Board and Participating Local Government within whose jurisdiction the improvements lie that specifically describes the following:

a. The applicant, referred to as the Developer of Record, offering to make improvements and to whom RRIF credits will be issued.

b. The contribution, payment, construction, or land dedication which is offered for credit (Offered Improvements) and the legal description or other adequate description of the project

or development, referred to and the Development of Record, to which the offered improvements are related.

c. The time by which the construction of roadway improvements or dedication of land shall be paid, completed, or dedicated and any extensions thereof.

d. The amount of all credits (expressed in vehicle miles of travel [VMT]) to be issued based on estimated reasonable costs.

e. A schedule for when interim credits are to be issued during phases of construction or dedication of land which provides reasonable assurance that over crediting shall not occur. Value of the credits will be limited to a maximum of 80% of the cost of the improvements eligible for credits. The remaining 20% will be retained until the final credits are issued.

4. The applicant must sign and date a copy of the CCFEA indicating his consent to the terms therein before credit will be given. If the applicant fails to execute the CCFEA within 30 days of receipt by personal delivery or by registered mail, the credit application shall be deemed to have been withdrawn. Registered mail shall be deemed to have been received three days after mailing.

5. All changes in the estimate of approval credit or the schedule of credit issuance, or to the approved plans and specifications, shall require approval of the RTC RRIF Administrator. The applicant shall provide the RTC RRIF Administrator copies of all contracts or agreements made for design services, construction, or engineering during construction within fifteen (15) days after their execution. To be eligible for credit, any change orders or modifications to any such contracts or agreements in excess of $5,000 in the case of design and engineering services during construction and $10,000 in the case of construction must receive prior approval by the RTC RRIF Administrator. Changes in amounts less than these thresholds may be submitted after the fact to the RTC RRIF Administrator for a determination of eligibility for credit. All requests for an increase of the estimate of approved credit shall include all documentation required by the RTC RRIF Administrator.

6. In the event an applicant cannot acquire any portion of the right-of-way that conforms to Section X.D.4., below, the applicant may request the RTC to commence an eminent domain action to acquire said right-of-way. By submitting such a request, the applicant agrees to pay all of the RTC's legal fees, costs and amounts awarded by a Court or Arbitrator as just compensation for

the property and property rights acquired. All said expenses shall be eligible for RRIF credits.

7. Withdrawal of Offer by Applicant. And person who offers land and/or improvements in exchange for credits may withdraw the offer of dedication at any time prior to the transfer of legal title to the land or improvements in question and pay the full impact fees required by this Manual.

8. Any claim for credit must be made prior to the completion of work on the improvements or the acceptance of a right-of-way dedication by the local government. Any claim not so made shall be deemed waived.

D. Documentation

An applicant proposing to enter into a CCFEA shall submit the following documentation with the letter to the RTC RRIF Administrator: (For detailed submittal information ask the RTC RRIF Administrator for the CCFEA Applicant Guide.)

1. Certification of Eligibility for Inclusion on the Regional Road Impact Fee System. If, in the opinion of the RTC RRIF Administrator, the specific development plans of the applicant may result in the generation of traffic volumes or other operational characteristics that would make the Offered Improvements ineligible for retention on the Regional Road Impact Fee Network, he may require the applicant to perform the necessary studies to make a determination of this issue. The reasonable cost of such studies shall only be creditable if the offered improvements are deemed eligible to be retained on the Regional Road Impact Fee Network.

2. Developer of Record, Development of Record, Engineer of Record: The name, address, phone number, fax number and a contact person of the Developer of Record for which credits will be issued. The name, Local Government File Number and three copies of the site plan of the Development of Record for which credits will be issued. Name, address, phone number, fax number and contact person of the Engineer of Record.

3. Construction of Capital Improvements

   a. The proposed plans and specifications for the specific construction prepared and certified by a duly qualified engineer, registered and licensed in the State of Nevada;

   b. The projected costs for the proposed improvement, which shall be based on local information for similar improvements, along with the construction timetable for the completion of

the improvement. Such estimated cost shall include the cost of construction, planning feasibility, alignment studies, plan-line studies, preliminary engineering, relevant geotechnical, environmental and cultural resource studies, permitting, the cost of all lands, property, rights, easements, and franchises acquired, construction financing charges, plans and specifications, surveys, engineering and legal services construction inspection and testing, and all other expenses necessary or incident to determining the feasibility or practicability of such construction.

4. Right-of-way Dedication. When a person proposes credit for the dedication of right-of-way contained in the RRIF CIP, he shall present:

   a. Preliminary Title Report.

   b. Copy of Dedication Map containing proposed dedication.

   c. Documentation sufficient to establish the applicant's opinion of value of property to be offered for dedication. *The documentation shall include* property appraisals prepared by qualified professionals, purchase contracts, etc. Establishing the value of the land in question by appraisal or other means must be done in the following manner:

      1. If the land in question is subject to a valid agreement, zoning approval or development approval, which established a valuation or prescribes a method of valuation, the agreement, zoning approval or development approval shall control.

      2. If the dedication is made pursuant to a condition of zoning or development approval, the value of the land shall be determined as of the date of the application for change in zoning or development approval and shall be based upon the zoning of the land that existed prior to the approval which contains the condition of dedication.

      3. If neither (1) or (2) are applicable, valuation shall be based on the fair market value of the land upon execution of the CCFEA by the applicant or actual acceptance of any "offer of dedication" from the applicant by the Local Government, whichever is earlier.

2. Other Contribution. If the proposed application involves a credit for any contribution or payment not provided for in this Manual, the following documentation must be provided:

   a. A certified copy of the development approval in which the contribution or payment was agreed.

   b. If payment has been made, proof of payment; or

   c. If payment has not been made, the proposed method of payment.

E. Determination of Final Credit

1. Amount of the Final Credit. The RTC RRIF Administrator shall determine which capital improvements and/or right-of-way dedications are eligible for credits and what the amount of the credit shall be for each. The credit shall be in an amount equal to the actual cost of the elements identified in D.3.b. above subject to a test of reasonableness. The determination of the amount of credit shall be made by the RTC RRIF Administrator, after consultation with the Local Administrator, based on the review of the documentation presented. Credits created pursuant to a CCFEA shall be expressed in terms of VMT units. If the RTC RRIF Administrator determines that such estimates submitted by the applicant are either unreliable or inaccurate, the final credit determination shall be made by the RTC RRIF Administrator based upon alternative engineering criteria, construction costs estimates, property appraisals, or other reasonable means of determining the value of the offered improvements or right-of-way.

2. Final Credit for Construction. Final credits for construction of eligible regional road improvements will be issued upon the fulfillment of all terms of the CCFEA to the full and sole satisfaction of the RTC RRIF Administrator and the acceptance of the Offered Improvements by the RTC RRIF Administrator and the Local RRIF Administrator.

3. Final Credit for Right-of-way Dedication. Final credit for land dedication shall be created when the proper documentation required in this Section have been submitted, the following procedures have been completed, and the irrevocable offer of dedication for said land has been accepted by the appropriate governmental body. The procedures required are:

   a. The delivery to the appropriate governmental body of an irrevocable offer of dedication, with sufficient funds to pay all costs of transfer of title including recording.

b. The escrow of taxes for the current year or the payment of said taxes for the year.

c. The issuance of a title insurance policy subsequent to recording of the deed and escrow of taxes.

4. Credits Claimed. Applicants claiming credits shall submit sufficient documentation to permit the RTC RRIF Administrator to determine whether such credits claimed are due and in what amount.

5. RRIF Credit Certificates. Credits shall be in the form of a RRIF Credit Certificate issued by the RTC RRIF Administrator. Only authorized officials at the City of Reno, the City of Sparks, Washoe County, and the RTC are permitted to make entries into this document. Entries or alterations by others may render the document void. With the transaction that reduces the credit balance on a certificate to zero, the local government making the transaction will retain the certificate and return it to the RTC RRIF Administrator. All risk is assumed by the person or organization to which a credit certificate was issued. Although the RTC RRIF Administrator will be tracking credit transactions for administrative purposes, the credit certificate itself is the official record of credit balance and usage. Should the certificate be lost, stolen, damaged, or destroyed, the RTC RRIF Administrator is not obligated to determine the amount of remaining credits or to provide a replacement certificate. The RTC RRIF Administrator may attempt to ascertain the amount of credit remaining but does not guarantee that a replacement certificate will be issued.

F. Credit Usage

The transferability and usage of credits are as follows:

1. RRIF credits may be used by the Developer of Record to pay for up to 100% of the Regional Road Impact Fees on any traffic generating development of land included in the Development of Record.

2. RRIF credits may be used by the Developer of Record to pay for up to 100% of the Regional Road Impact Fees on any traffic generating development of the Developer of Record within the same benefit district as the Development of Record.

3. RRIF credits are transferable to a third party. To transfer credits, the credit book must be returned to the RTC RRIF Administrator; credits will be subtracted and transferred to a new credit book issued to the new holder.

a. RRIF credits may be used by a third party to pay for up to 100% of the Regional Road Impact Fees on any traffic generating development of land included in the Development of Record.

b. RRIF credits may be used by a third party to pay for up to one half of the amount of the Regional Road Impact Fees due on any traffic generating development within the same benefit district as the Development of Record. The other half of the amount of the Regional Road Impact Fees due must be paid in cash.

4. RRIF credits may not be used outside of the benefit district in which the Development of Record lies.

Note: Only authorized officials at the City of Reno, the City of Sparks, Washoe County, and the RTC are permitted to make entries into credit books. Entries or alterations by others may render the document void. With the transition that reduces the credit balance on a certificate to zero, the local government making the transaction will retain the certificate and return it to the RTC RRIF Administrator.

G. Expiration of Credit

Unused credits shall expire twenty years from the original date of issuance of a credit book.

H. Appeals

If the applicant disagrees with the findings of the Local Administrator or RTC RRIF Administrator with respect to credits due, the applicant may appeal the decision (see Section XI).

XI. APPEALS

A. Notice of Appeal

A feepayer or applicant affected by an administrative decision of the Local Administrator may appeal such decision to the RTC RRIF Administrator, by filing with the RTC RRIF Administrator within ten (10) days of the date of the written decision, a written notice stating and specifying briefly the grounds of the appeal.

B. Review by the RTC RRIF Administrator.

1. The RTC RRIF Administrator shall have the power to affirm or reverse the decision of the Local Administrator. In making the decision, the RTC RRIF Administrator shall make written findings and apply the standards of this Manual. If the RTC RRIF Administrator reverses the decision of the Local Administrator, it

shall direct the Local Administrator to recalculate the fee, credit or refund in accordance with its findings. In no case shall the RTC RRIF Administrator have the authority to negotiate the amount of the fee, credit or refund.

C. Review by the Regional Road Impact Fee Technical Advisory Committee (RRIF TAC)

1. If the RTC RRIF Administrator affirms the decision of the Local Administrator, the applicant may appeal the decision of the RRIF TAC within ten (10) days of the RTC RRIF Administrator's decision, by filing a notice of appeal with the RTC RRIF Administrator. The RTC RRIF Administrator shall place the appeal on the Regional Road Impact Fee Technical Advisory Committee agenda for the next scheduled meeting.

2. The RRIF TAC shall consist of the RTC RRIF Administrator, Community Development Directors and Public Works Directors from the Cities of Reno and Sparks and Washoe County or their designees, a Planning Commission member from the City of Reno, Washoe County, and the City of Sparks, one RTC staff member appointed by the Executive Director of the RTC and 4 private sector members appointed by the Chairman of the RTC. The RTC RRIF Administrator shall chair the RRIF TAC.

3. The RRIF TAC, after a public hearing, shall have the power to affirm or reverse the decision of the RTC RRIF Administrator. In making its decision the RRIF TAX shall make written findings and apply the standards of this Manual. If the RRIF TAC reverses the decision of the RTC RRIF Administrator, it shall direct the RTC RRIF Administrator to recalculate the fee, credit or refund in accordance with its findings. In no case shall the RRIF TAC have the authority to negotiate the amount of the fee, credit or refund.

D. Review by RTC Board

1. If the RRIF TAC affirms the decision of the RTC RRIF Administrator, the applicant may appeal the decision to the RTC Board within ten (10) days of the RRIF TAC's decision, by filing a notice of appeal with the RTC RRIF Administrator.

2. The RTC RRIF Administrator shall place the appeal on the RTC Board's agenda for the next regularly scheduled meeting occurring at least twenty-one (21) days thereafter.

3. The RTC Board, after a public hearing, shall affirm or reverse the decision of the RRIF TAC based on the standards in this Manual. If the RTC Board reverses the decision, it shall direct the RTC RRIF Administrator to recalculate the fee, credit or refund in accordance

with its findings. In no case shall the RTC Board have the authority to negotiate the amount of the fee, credit or refund.

XII. USE OF FUNDS

A. Deposit in Trust Funds

1. All regional road impact fees collected by the Local Administrator pursuant to this Manual shall be immediately deposited in the Local Government's Trust Fund.

2. Any proceeds in the Local Government Trust Fund not immediately necessary for expenditure shall be invested in an interest-bearing account. All income derived from these investments shall be retained in the Local Government Trust Fund until transferred to the RTC Trust Fund. Record of the Local Government Trust Fund accounts shall be available for public inspection in the Local Administrator's office, during normal business hours.

3. No less frequently than quarterly, and pursuant to the Interlocal Cooperation Agreement, the Local Administrator shall transfer the impact fee funds in the Local Government Trust Fund to the RTC RRIF Trust Fund. All proceeds in the RTC Trust Fund not immediately necessary for expenditure shall be invested in an interest-bearing account.

B. Limitations on Expenditures

1. Impact fee monies shall only be expended from funds drawn from the RTC Trust Fund.

2. Funds shall only be expended on those projects selected by the RTC Board and approved by the RTC Board and the Participating Local Governments in an Interlocal Cooperative Agreement.

3. The expenditure of impact fee funds shall be limited to those road capital improvement projects included in the Regional Road Impact FEE CIP.

4. For the purposes of determining whether impact fee funds have been spent or encumbered, the first fees collected shall be considered the first monies spent or encumbered.

5. If impact fee funds transferred to the RTC Trust Fund are required to be refunded pursuant to Section VIII, Refunds, they shall be returned by the RTC RRIF Administrator to the Local Administrator for refund.

C. Benefit Districts

The Service Area is divided into three Benefit Districts, as described in Exhibit B. The Impact fee funds shall be spent within the Benefit District from which the traffic generating land development activity paying the fee is located, except that:

1. Where a road on the Regional Road Impact Fee Network is used to define Benefit District boundaries, the road demarcating the boundary shall be considered as part of both Benefit Districts that it bounds, and impact fees from both Benefit Districts may be used to fund road capital improvements for that road; or

2. Impact fee funds from all Benefit Districts may be used to fund road capital improvements identified on the Regional CIP for McCarran Boulevard and Virginia Street; or

3. Impact fee funds may be used to fund a road capital improvement on the Regional CIP outside the Benefit District from which the fees are collected, if it is demonstrated by competent substantial evidence that the feepayer from the Benefit District from which the fees come will receive sufficient benefit from the road capital improvement.

XIII. AMENDMENTS TO REGIONAL CIP

A. Biennial Consideration of Private Amendments

The RTC Board and the Governing Bodies of the Participating Local Governments shall consider any person's proposed amendments to the Regional CIP requesting modifications to specific road capital improvements no more often than biennially.

B. Procedure

1. Any person who proposes an amendment to the Regional CIP that requires a modification of road capital improvements shall submit an application requesting such an amendment to the RTC RRIF Administrator by the end of the first quarter of the update year. The application shall include the appropriate data and supporting analysis to demonstrate justification for amending the Regional CIP, and either adding and/or deleting road capital improvements; to the extent necessary, justification for modifications to land use assumptions and trip characteristics and a traffic report (Exhibit F) shall be included in the application by the applicant.

2. Within ten (10) working days after the end of the first quarter of the update year, the RTC RRIF Administrator shall compile and synthesize all applications submitted by private persons for proposed amendments to the Regional CIP, and mail copies of

these applications to the Impact Fee Administrators of the Participating Local Governments. Prior to the end of the second quarter of the update year, the RTC RRIF Administrator shall prepare a Staff Report recommending approval, approval with modifications, or disapproval of each proposed application; in preparing the Staff Report, the RTC RRIF Administrator shall consider and to the extent appropriate incorporate any comments from the impact Fee Administrators of the Participating Local Governments.

3. During the third quarter of the update year, the RTC Board shall review and consider the applications for proposed amendments to the Regional CIP and the Staff Report by the RTC RRIF Administrator. By the end of the update year, the RTC Board shall submit its recommendations to each of the Governing Bodies of the Participating Local Governments who shall make a decision on whether to approve, approve with modifications, or disapprove the proposed applications. For an application to receive final approval, it shall require approval by each of the Governing Bodies of the Participating Local Governments.

4. Based upon the decision of the RTC Board and the Governing Bodies of the Participating Local Governments, the RTC RRIF Administrator shall prepare the appropriate modifications to the Regional CIP, and the Manual which shall then be approved in a consolidated form by the Governing Bodies of each Participating Local Government before they become final.

C. Standard

Any application for an amendment to the Regional CIP requesting modification of road capital improvements submitted by a private person shall only be approved if the application demonstrates that the land use assumptions or the travel characteristics used in the Regional CIP have changed to such a degree that the modification of the road capital improvement is necessary to maintain adequate levels of service on the Regional Road Impact Fee Network.

D. Special Request for Private Amendment

1. Any person, including the RTC or any Participating Local Government, may propose an amendment to the Regional CIP during periods other than specified in Section XIII B.1. The RTC RRIF Administrator will consider applications to amend the Regional CIP if the following criteria are met a) a non-refundable fee of $5,000 is provided to fund the cost of processing the amendment, no credits will be given for this fee if approved, b) the amendment is consistent with a Master Plan that has been approved by the appropriate Governing Body and Truckee

Meadows Regional Planning Agency as necessary, and c) meets the standards of a regional road as defined the RRIF CIP Section III, titled “Regional Road Network”.

2. The RTC RRIF Administrator, with occurrence from the Local Administrator, will process applications meeting the criteria specified in Section XIII D.1, except the requirement for a non-refundable fee of $5,000. The RTC RRIF Administrator is further authorized to make necessary revisions to the RRIF CIP. Any revisions made to the RRIF CIP under this provision shall be included in the biennial update of the RRIF CIP and fees. Any projects added to the RRIF CIP in accordance with this Section, shall be eligible for credit in accordance with the provisions of Section X. in this manual.

XIV. BIENNIAL REVIEW

The Regional CIP and Manual should be reviewed and evaluated by the RTC at least once every two (2) years, to determine if any modifications, additions, or updates need to be made to the Regional CIP and this Manual. This review shall be conducted by the RTC RRIF Administrator and submitted to the RTC Board and the Governing Bodies of each of the Participating Local Governments.

XV. ADOPTION AND AMENDMENTS

This Manual has been adopted by Resolution of the RTC Board and by each Participating Local Government. This Manual may be amended only by Resolution of the RTC Board and by Resolution of the Governing Bodies of each Participating Local Government.

EXHIBIT A
EXPANDED LIST OF LAND USES BY LAND USE CATEGORY

RESIDENTAL

SINGLE-FAMILY DETACHED

- one or two detached dwelling units on individual lot
- two or more detached dwellings on a single parcel under condominium ownership
- mobile home subdivision
- mobile home on individual lot

MULTI-FAMILY

Two or more dwelling units, including:

- apartments
- condominium
- townhouse
- duplex
- boarding house
- senior assisted living housing
- supplemental units/mother-in-law detached dwellings

MOBILE HOME

- mobile home park

HOTEL/MOTEL

- hotel
- motel
- casino hotel
- resort hotel
- RV park

OFFICE

GENERAL OFFICE

General offices and office buildings including:

- accounting offices
- architect
- financial offices
- insurance office
- laboratories
- law offices
- government offices
- public utility office
- real estate
- recording studio

MEDICAL OFFICE

- medical clinic
- dentist office
- veterinary clinic
- urgent care
- optometrist office
- chiropractic office

COMMERCIAL/RETAIL

GENERAL COMMERCIAL

Shopping centers and free-standing commercial buildings, including:

- adult entertainment
- bakery
- bar/cocktail lounge
- barber shop
- beauty salon
- car wash (operator)
- clothing store
- drug/variety store
- dry cleaning
- electronics sale and service
- ice cream parlor
- jeweler
- massage, tattoo, body painting, etc.
- office supplies
- pawn shop
- pet store
- pet grooming

- pool/billiard parlor
- record store
- quality restaurant
- savings and loan
- shopping center
- shoe repair
- tailor
- video arcade
- video rental

DRIVE-IN BANK

- bank with drive-through window or drive-through ATM

CONVENIENCE STORE

- convenience store with or without pumps
- service station with convenience market

FAST FOOD RESTAURANT

- restaurant (fast food and/or drive through)

INDUSTRIAL

GENERAL INDUSTRY (LIGHT)

- abattoir and packing plant
- auto repair
- auto painting
- auto body
- equipment rental
- industrial laundry
- heavy equipment repair/service
- material testing labs
- publishing or publishing and printing

MANUFACTURING

- dairy products
- chemical processing/manufacturing
- furniture manufacturer

- textile mill

WAREHOUSING

- storage warehouse
- distribution warehouse

MINI-WAREHOUSE

- mini storage warehouse development

REGIONAL WAREHOUSE

- regional warehouse development

INSTITUTIONAL

PRIVATE ELEMENTARY SCHOOL

- elementary school

PRIVATE MIDDLE/JUNIOR HIGH/HIGH SCHOOL

- middle school
- junior high school
- high school

PRIVATE UNIVERSITY

- college
- university
- junior college
- community college

DAY CARE CENTER

- child care center
- day care center
- kindergarten

HOSPITAL

- hospital
- psychiatric hospital
- mental institution

NURSING HOME

- convalescent center
- nursing home

CHURCH/SYNAGOGUE

- church
- synagogue

RECREATIONAL

GOLF COURSE

- public golf course
- private golf course

PARK

- public park
- public swimming pool
- skating rink

EXHIBIT B
REGIONAL ROAD IMPACT FEE SERVICE AREA AND BENEFIT DISTRICTS

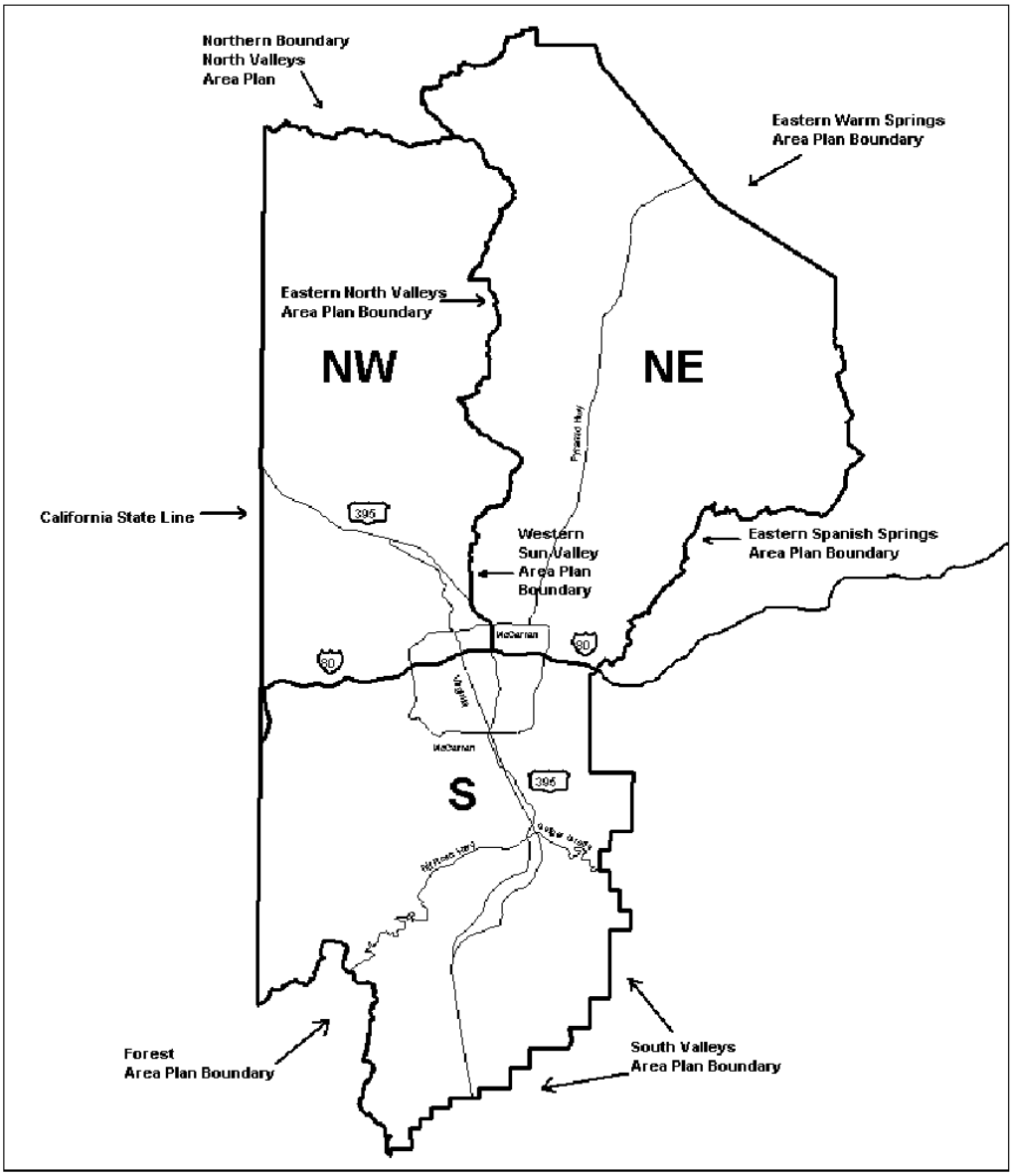

EXHIBIT C
REGIONAL ROAD IMPACT FEE NETWORK

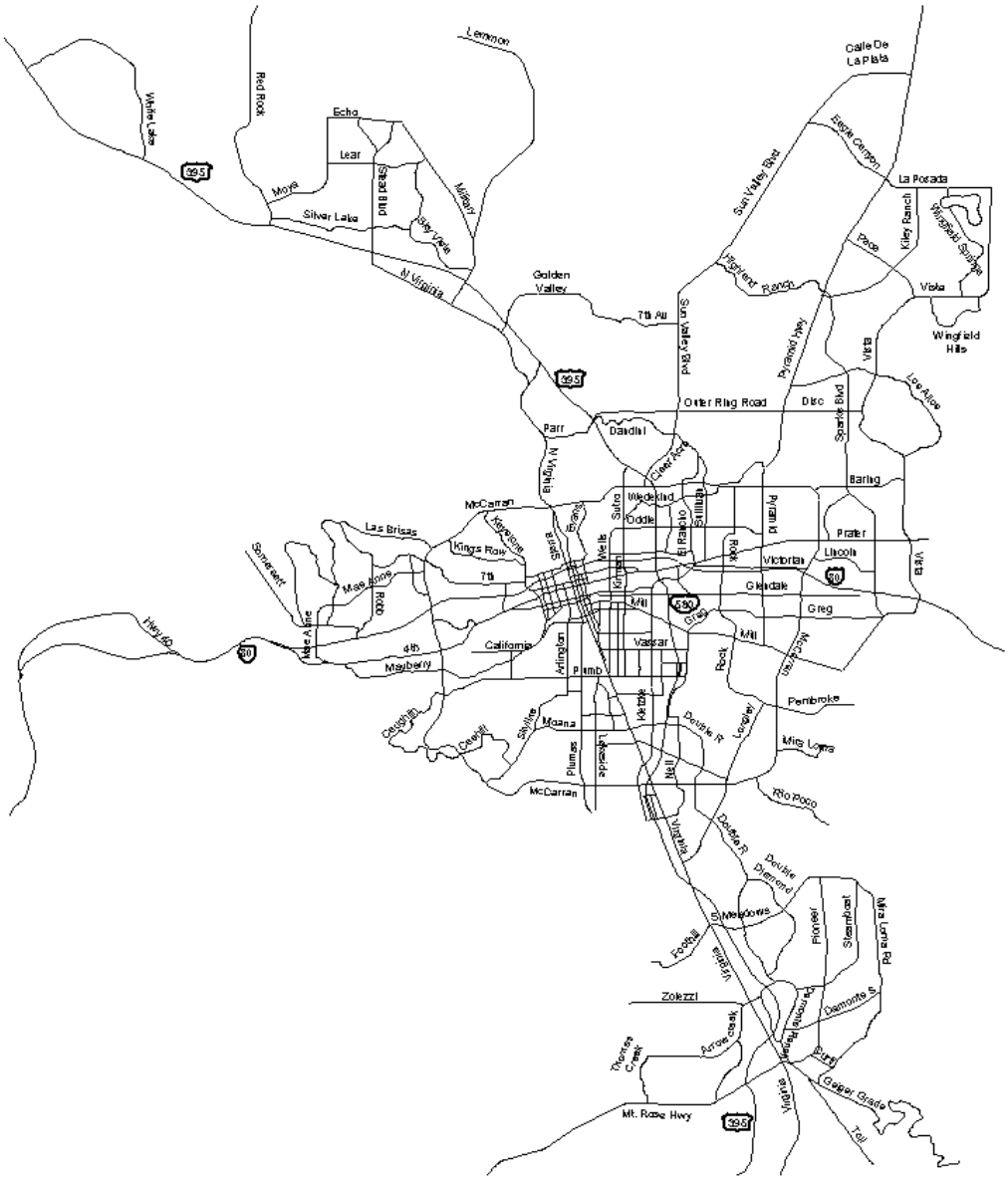

EXHIBIT D
PHASE-IN YEAR 1 (DECEMBER 2008)
REGIONAL ROAD IMPACT FEE SCHEDULE

Land Use	Unit	Daily VMT	Cost Per VMT		Cost Per Unit	
Residential			Reno	Outside Reno	Reno	Outside Reno
Single-Family Detached	Dwelling	18.86	$184.83	$197.72	$3,485.89	$3,729.00
Multi-Family	Dwelling	12.95	$184.83	$197.72	$2,393.55	$2,560.47
Mobile Home	Dwelling	9.45	$184.83	$197.72	$1,746.64	$1,868.45
Hotel/Motel	Room	15.06	$184.83	$197.72	$2,783.54	$2,977.66
Office						
General Office Building	1,000 GFA	18.22	$184.83	$197.72	$3,367.60	$3,602.46
Medical Office	1,000 GFA	54.05	$184.83	$197.72	$9,990.06	$10,686.77
Commercial/Retail						
Com/Re <50,000 GFA	1,000 GFA	22.36	$184.83	$197.72	$4,132.80	$4,421.02
Com/Re 50-99K	1,000 GFA	29.89	$184.83	$197.72	$5,524.57	$5,909.85
Com/Re 100-199K	1,000 GFA	34.33	$184.83	$197.72	$6,345.21	$6,787.73
Com/Re 200-299K	1,000 GFA	36.37	$184.83	$197.72	$6,722.27	$7,191.08
Com/Re 300-399K	1,000 GFA	39.57	$184.83	$197.72	$7,313.72	$7,823.78
Com/Re 400-499K	1,000 GFA	42.94	$184.83	$197.72	$7,936.60	$8,490.10
Com/Re 500-999K	1,000 GFA	41.69	$184.83	$197.72	$7,705.56	$8,242.95
Com/Re >1,000,000 GFA	1,000 GFA	41.42	$184.83	$197.72	$7,655.66	$8,189.56
Drive-in Bank	1,000 GFA	59.03	$184.83	$197.72	$10,910.51	$11,671.41
Fast Food Restaurant	1,000 GFA	50.26	$184.83	$197.72	$9,289.56	$9,937.41
Convenience Store	1,000 GFA	85.58	$184.83	$197.72	$15,817.75	$16,920.88
Casino	1,000 GFA	76.21	$184.83	$197.72	$14,085.89	$15,068.24
Industrial						
General Light Industrial	1,000 GFA	11.56	$184.83	$197.72	$2,136.63	$2,285.64
Manufacturing	1,000 GFA	6.30	$184.83	$197.72	$1,164.43	$1,245.64
Warehouse	1,000 GFA	8.21	$184.83	$197.72	$1,517.45	$1,623.28
Regional Warehouse	1,000 GFA	3.15	$184.83	$197.72	$582.21	$622.82
Mini-warehouse	1,000 GFA	4.40	$184.83	$197.72	$813.25	$869.97
Institutional						
Elementary School	1,000 GFA	3.60	$184.83	$197.72	$665.39	$711.79
High School	1,000 GFA	7.90	$184.83	$197.72	$1,460.16	$1,561.99
College/University	1,000 GFA	17.58	$184.83	$197.72	$3,249.31	$3,475.92
Day Care Center	1,000 GFA	22.76	$184.83	$197.72	$4,206.73	$4,500.11
Hospital	1,000 GFA	28.03	$184.83	$197.72	$5,180.78	$5,542.09
Nursing Home	1,000 GFA	9.13	$184.83	$197.72	$1,687.50	$1,805.18
Church/Synagogue	1,000 GFA	12.21	$184.83	$197.72	$2,256.77	$2,414.16
Recreation						
Golf Course	Hole	46.44	$184.83	$197.72	$8,583.51	$9,182.12
Park	Acre	2.96	$184.83	$197.72	$547.10	$585.25

EXHIBIT D
PHASE-IN YEAR 2 (DECEMBER 2009)
REGIONAL ROAD IMPACT FEE SCHEDULE

Land Use	Unit	Daily VMT	Cost Per VMT		Cost Per Unit	
Residential			Reno	Outside Reno	Reno	Outside Reno
Single-Family Detached	Dwelling	19.32	$210.63	$221.13	$4,069.37	$4,272.23
Multi-Family	Dwelling	13.16	$210.63	$221.13	$2,771.89	$2,910.07
Mobile Home	Dwelling	9.65	$210.63	$221.13	$2,032.58	$2,133.90
Hotel/Motel	Room	15.22	$210.63	$221.13	$3,205.79	$3,365.60
Office						
General Office Building	1,000 GFA	18.46	$210.63	$221.13	$3,888.23	$4,082.06
Medical Office	1,000 GFA	55.36	$210.63	$221.13	$11,660.48	$12,241.76
Commercial/Retail						
Com/Re <50,000 GFA	1,000 GFA	22.65	$210.63	$221.13	$4,770.77	$5,008.59
Com/Re 50-99K	1,000 GFA	30.34	$210.63	$221.13	$6,390.51	$6,709.08
Com/Re 100-199K	1,000 GFA	35.20	$210.63	$221.13	$7,414.18	$7,783.78
Com/Re 200-299K	1,000 GFA	36.67	$210.63	$221.13	$7,723.80	$8,108.84
Com/Re 300-399K	1,000 GFA	40.15	$210.63	$221.13	$8,456.79	$8,878.37
Com/Re 400-499K	1,000 GFA	43.41	$210.63	$221.13	$9,143.45	$9,599.25
Com/Re 500-999K	1,000 GFA	43.06	$210.63	$221.13	$9,069.73	$9,521.86
Com/Re >1,000,000 GFA	1,000 GFA	42.65	$210.63	$221.13	$8,983.37	$9,431.19
Drive-in Bank	1,000 GFA	59.92	$210.63	$221.13	$12,620.95	$13,250.11
Fast Food Restaurant	1,000 GFA	51.09	$210.63	$221.13	$10,761.09	$11,297.53
Convenience Store	1,000 GFA	86.91	$210.63	$221.13	$18,305.85	$19,218.41
Casino	1,000 GFA	77.23	$210.63	$221.13	$16,266.95	$17,077.87
Industrial						
General Light Industrial	1,000 GFA	11.72	$210.63	$221.13	$2,468.58	$2,591.64
Manufacturing	1,000 GFA	6.38	$210.63	$221.13	$1,343.82	$1,410.81
Warehouse	1,000 GFA	8.32	$210.63	$221.13	$1,752.44	$1,839.80
Regional Warehouse	1,000 GFA	3.19	$210.63	$221.13	$671.91	$705.40
Mini-warehouse	1,000 GFA	4.46	$210.63	$221.13	$939.41	$986.24
Institutional						
Elementary School	1,000 GFA	3.83	$210.63	$221.13	$806.71	$846.93
High School	1,000 GFA	8.02	$210.63	$221.13	$1,689.25	$1,773.46
College/University	1,000 GFA	17.96	$210.63	$221.13	$3,782.91	$3,971.49
Day Care Center	1,000 GFA	23.25	$210.63	$221.13	$4,897.15	$5,141.27
Hospital	1,000 GFA	28.68	$210.63	$221.13	$6,040.87	$6,342.01
Nursing Home	1,000 GFA	9.50	$210.63	$221.13	$2,000.99	$2,100.74
Church/Synagogue	1,000 GFA	12.82	$210.63	$221.13	$2,700.28	$2,834.89
Recreation						
Golf Course	Hole	47.44	$210.63	$221.13	$9,992.29	$10,490.41
Park	Acre	3.02	$210.63	$221.13	$636.10	$667.81

DELETED

DELETED see next page for current schedule

REVISED

EXHIBIT D
PHASE-IN YEAR 2 (JANUARY 2010)
REGIONAL ROAD IMPACT FEE SCHEDULE

Land Use	Unit	Daily VMT	Cost Per VMT		Cost Per Unit	
Residential			Reno	Outside Reno	Reno	Outside Reno
Single-Family Detached	Dwelling	19.32	$216.22	$227.12	$4,177.37	$4,387.96
Multi-Family	Dwelling	13.16	$216.22	$227.12	$2,845.46	$2,988.90
Mobile Home	Dwelling	9.65	$216.22	$227.12	$2,086.52	$2,191.71
Hotel/Motel	Room	15.22	$216.22	$227.12	$3,290.87	$3,456.77
Office						
General Office Building	1,000 GFA	18.46	$216.22	$227.12	$3,991.42	$4,192.64
Medical Office	1,000 GFA	55.36	$216.22	$227.12	$11,969.94	$12,573.36
Commercial/Retail						
Com/Re <50,000 GFA	1,000 GFA	22.65	$216.22	$227.12	$4,897.38	$5,144.27
Com/Re 50-99K	1,000 GFA	30.34	$216.22	$227.12	$6,560.11	$6,890.82
Com/Re 100-199K	1,000 GFA	35.20	$216.22	$227.12	$7,610.94	$7,994.62
Com/Re 200-299K	1,000 GFA	36.67	$216.22	$227.12	$7,928.79	$8,328.49
Com/Re 300-399K	1,000 GFA	40.15	$216.22	$227.12	$8,681.23	$9,118.87
Com/Re 400-499K	1,000 GFA	43.41	$216.22	$227.12	$9,386.11	$9,859.28
Com/Re 500-999K	1,000 GFA	43.06	$216.22	$227.12	$9,310.43	$9,779.79
Com/Re >1,000,000 GFA	1,000 GFA	42.65	$216.22	$227.12	$9,221.78	$9,686.67
Drive-in Bank	1,000 GFA	59.92	$216.22	$227.12	$12,955.90	$13,609.03
Fast Food Restaurant	1,000 GFA	51.09	$216.22	$227.12	$11,046.68	$11,603.56
Convenience Store	1,000 GFA	86.91	$216.22	$227.12	$18,791.68	$19,739.00
Casino	1,000 GFA	77.23	$216.22	$227.12	$16,698.67	$17,540.48
Industrial						
General Light Industrial	1,000 GFA	11.72	$216.22	$227.12	$2,534.10	$2,661.85
Manufacturing	1,000 GFA	6.38	$216.22	$227.12	$1,379.48	$1,449.03
Warehouse	1,000 GFA	8.32	$216.22	$227.12	$1,798.95	$1,889.64
Regional Warehouse	1,000 GFA	3.19	$216.22	$227.12	$689.74	$724.51
Mini-warehouse	1,000 GFA	4.46	$216.22	$227.12	$964.34	$1,012.96
Institutional						
Elementary School	1,000 GFA	3.83	$216.22	$227.12	$828.12	$869.87
High School	1,000 GFA	8.02	$216.22	$227.12	$1,734.08	$1,821.50
College/University	1,000 GFA	17.96	$216.22	$227.12	$3,883.31	$4,079.08
Day Care Center	1,000 GFA	23.25	$216.22	$227.12	$5,027.12	$5,280.54
Hospital	1,000 GFA	28.68	$216.22	$227.12	$6,201.19	$6,513.80
Nursing Home	1,000 GFA	9.50	$216.22	$227.12	$2,054.09	$2,157.64
Church/Synagogue	1,000 GFA	12.82	$216.22	$227.12	$2,771.94	$2,911.68
Recreation						
Golf Course	Hole	47.44	$216.22	$227.12	$10,257.48	$10,774.57
Park	Acre	3.02	$216.22	$227.12	$652.98	$685.90

EXHIBIT D
PHASE-IN YEAR 3 (DECEMBER 2010)
REGIONAL ROAD IMPACT FEE SCHEDULE

Land Use	Unit	Daily VMT	Cost Per VMT		Cost Per Unit	
Residential			Reno	Outside Reno	Reno	Outside Reno
Single-Family Detached	Dwelling	19.78	$235.23	$243.46	$4,652.85	$4,815.64
Multi-Family	Dwelling	13.37	$235.23	$243.46	$3,145.03	$3,255.06
Mobile Home	Dwelling	9.85	$235.23	$243.46	$2,317.02	$2,398.08
Hotel/Motel	Room	15.38	$235.23	$243.46	$3,617.84	$3,744.41
Office						
General Office Building	1,000 GFA	18.70	$235.23	$243.46	$4,398.80	$4,552.70
Medical Office	1,000 GFA	56.67	$235.23	$243.46	$13,330.48	$13,796.88
Commercial/Retail						
Com/Re <50,000 GFA	1,000 GFA	22.94	$235.23	$243.46	$5,396.18	$5,584.97
Com/Re 50-99K	1,000 GFA	30.79	$235.23	$243.46	$7,242.73	$7,496.13
Com/Re 100-199K	1,000 GFA	36.07	$235.23	$243.46	$8,484.75	$8,781.60
Com/Re 200-299K	1,000 GFA	36.97	$235.23	$243.46	$8,696.45	$9,000.72
Com/Re 300-399K	1,000 GFA	40.73	$235.23	$243.46	$9,580.92	$9,916.13
Com/Re 400-499K	1,000 GFA	43.88	$235.23	$243.46	$10,321.89	$10,683.02
Com/Re 500-999K	1,000 GFA	44.43	$235.23	$243.46	$10,451.27	$10,816.93
Com/Re >1,000,000 GFA	1,000 GFA	43.88	$235.23	$243.46	$10,321.89	$10,683.02
Drive-in Bank	1,000 GFA	60.81	$235.23	$243.46	$14,304.34	$14,804.80
Fast Food Restaurant	1,000 GFA	51.92	$235.23	$243.46	$12,213.14	$12,640.44
Convenience Store	1,000 GFA	88.24	$235.23	$243.46	$20,756.70	$21,482.91
Casino	1,000 GFA	78.25	$235.23	$243.46	$18,406.75	$19,050.75
Industrial						
General Light Industrial	1,000 GFA	11.88	$235.23	$243.46	$2,794.53	$2,892.30
Manufacturing	1,000 GFA	6.46	$235.23	$243.46	$1,519.59	$1,572.75
Warehouse	1,000 GFA	8.43	$235.23	$243.46	$1,982.99	$2,052.37
Regional Warehouse	1,000 GFA	3.23	$235.23	$243.46	$759.79	$786.38
Mini-warehouse	1,000 GFA	4.52	$235.23	$243.46	$1,063.24	$1,100.44
Institutional						
Elementary School	1,000 GFA	4.06	$235.23	$243.46	$955.03	$988.45
High School	1,000 GFA	8.14	$235.23	$243.46	$1,914.77	$1,981.76
College/University	1,000 GFA	18.34	$235.23	$243.46	$4,314.12	$4,465.06
Day Care Center	1,000 GFA	23.74	$235.23	$243.46	$5,584.36	$5,779.74
Hospital	1,000 GFA	29.33	$235.23	$243.46	$6,899.30	$7,140.68
Nursing Home	1,000 GFA	9.87	$235.23	$243.46	$2,321.72	$2,402.95
Church/Synagogue	1,000 GFA	13.43	$235.23	$243.46	$3,159.14	$3,269.67
Recreation						
Golf Course	Hole	48.44	$235.23	$243.46	$11,394.54	$11,793.20
Park	Acre	3.08	$235.23	$243.46	$724.51	$749.86

EXHIBIT D
PHASE-IN YEAR 4 (DECEMBER 2011)
REGIONAL ROAD IMPACT FEE SCHEDULE

Land Use	Unit	Daily VMT	Cost Per VMT		Cost Per Unit	
Residential			Reno	Outside Reno	Reno	Outside Reno
Single-Family Detached	Dwelling	20.24	$258.71	$264.77	$5,236.29	$5,358.94
Multi-Family	Dwelling	13.58	$258.71	$264.77	$3,513.28	$3,595.58
Mobile Home	Dwelling	10.05	$258.71	$264.77	$2,600.04	$2,660.94
Hotel/Motel	Room	15.54	$258.71	$264.77	$4,020.35	$4,114.53
Office						
General Office Building	1,000 GFA	18.94	$258.71	$264.77	$4,899.97	$5,014.74
Medical Office	1,000 GFA	57.98	$258.71	$264.77	$15,000.01	$15,351.36
Commercial/Retail						
Com/Re <50,000 GFA	1,000 GFA	23.23	$258.71	$264.77	$6,009.83	$6,150.61
Com/Re 50-99K	1,000 GFA	31.24	$258.71	$264.77	$8,082.10	$8,271.41
Com/Re 100-199K	1,000 GFA	36.94	$258.71	$264.77	$9,556.75	$9,780.60
Com/Re 200-299K	1,000 GFA	37.27	$258.71	$264.77	$9,642.12	$9,867.98
Com/Re 300-399K	1,000 GFA	41.31	$258.71	$264.77	$10,687.31	$10,937.65
Com/Re 400-499K	1,000 GFA	44.35	$258.71	$264.77	$11,473.79	$11,742.55
Com/Re 500-999K	1,000 GFA	45.80	$258.71	$264.77	$11,848.92	$12,126.47
Com/Re >1,000,000 GFA	1,000 GFA	45.11	$258.71	$264.77	$11,670.41	$11,943.77
Drive-in Bank	1,000 GFA	61.70	$258.71	$264.77	$15,962.41	$16,336.31
Fast Food Restaurant	1,000 GFA	52.75	$258.71	$264.77	$13,646.95	$13,966.62
Convenience Store	1,000 GFA	89.57	$258.71	$264.77	$23,172.65	$23,715.45
Casino	1,000 GFA	79.27	$258.71	$264.77	$20,507.94	$20,988.32
Industrial						
General Light Industrial	1,000 GFA	12.04	$258.71	$264.77	$3,114.87	$3,187.83
Manufacturing	1,000 GFA	6.54	$258.71	$264.77	$1,691.96	$1,731.60
Warehouse	1,000 GFA	8.54	$258.71	$264.77	$2,209.38	$2,261.14
Regional Warehouse	1,000 GFA	3.27	$258.71	$264.77	$845.98	$865.80
Mini-warehouse	1,000 GFA	4.58	$258.71	$264.77	$1,184.89	$1,212.65
Institutional						
Elementary School	1,000 GFA	4.29	$258.71	$264.77	$1,109.87	$1,135.86
High School	1,000 GFA	8.26	$258.71	$264.77	$2,136.94	$2,187.00
College/University	1,000 GFA	18.72	$258.71	$264.77	$4,843.05	$4,956.49
Day Care Center	1,000 GFA	24.23	$258.71	$264.77	$6,268.54	$6,415.38
Hospital	1,000 GFA	29.98	$258.71	$264.77	$7,756.13	$7,937.80
Nursing Home	1,000 GFA	10.24	$258.71	$264.77	$2,649.19	$2,711.24
Church/Synagogue	1,000 GFA	14.04	$258.71	$264.77	$3,632.29	$3,717.37
Recreation						
Golf Course	Hole	49.44	$258.71	$264.77	$12,790.62	$13,090.23
Park	Acre	3.14	$258.71	$264.77	$812.35	$831.38

EXHIBIT D
PHASE-IN YEAR 5 (DECEMBER 2012)
REGIONAL ROAD IMPACT FEE SCHEDULE

Land Use	Unit	Daily VMT	Cost Per VMT		Cost Per Unit	
Residential			Reno	Outside Reno	Reno	Outside Reno
Single-Family Detached	Dwelling	20.71	$281.00	$285.00	$5,819.51	$5,902.35
Multi-Family	Dwelling	13.78	$281.00	$285.00	$3,872.18	$3,927.30
Mobile Home	Dwelling	10.25	$281.00	$285.00	$2,880.25	$2,921.25
Hotel/Motel	Room	15.70	$281.00	$285.00	$4,411.70	$4,474.50
Office						
General Office Building	1,000 GFA	19.19	$281.00	$285.00	$5,392.39	$5,469.15
Medical Office	1,000 GFA	59.29	$281.00	$285.00	$16,660.49	$16,897.65
Commercial/Retail						
Com/Re <50,000 GFA	1,000 GFA	23.52	$281.00	$285.00	$6,609.12	$6,703.20
Com/Re 50-99K	1,000 GFA	31.67	$281.00	$285.00	$8,899.27	$9,025.95
Com/Re 100-199K	1,000 GFA	37.80	$281.00	$285.00	$10,621.80	$10,773.00
Com/Re 200-299K	1,000 GFA	37.57	$281.00	$285.00	$10,557.17	$10,707.45
Com/Re 300-399K	1,000 GFA	41.89	$281.00	$285.00	$11,771.09	$11,938.65
Com/Re 400-499K	1,000 GFA	44.82	$281.00	$285.00	$12,594.42	$12,773.70
Com/Re 500-999K	1,000 GFA	47.18	$281.00	$285.00	$13,257.58	$13,446.30
Com/Re >1,000,000 GFA	1,000 GFA	46.36	$281.00	$285.00	$13,027.16	$13,212.60
Drive-in Bank	1,000 GFA	62.57	$281.00	$285.00	$17,582.17	$17,832.45
Fast Food Restaurant	1,000 GFA	53.58	$281.00	$285.00	$15,055.98	$15,270.30
Convenience Store	1,000 GFA	90.92	$281.00	$285.00	$25,548.52	$25,912.20
Casino	1,000 GFA	80.28	$281.00	$285.00	$22,558.68	$22,879.80
Industrial						
General Light Industrial	1,000 GFA	12.18	$281.00	$285.00	$3,422.58	$3,471.30
Manufacturing	1,000 GFA	6.64	$281.00	$285.00	$1,865.84	$1,892.40
Warehouse	1,000 GFA	8.65	$281.00	$285.00	$2,430.65	$2,465.25
Regional Warehouse	1,000 GFA	3.32	$281.00	$285.00	$932.92	$946.20
Mini-warehouse	1,000 GFA	4.63	$281.00	$285.00	$1,301.03	$1,319.55
Institutional						
Elementary School	1,000 GFA	4.52	$281.00	$285.00	$1,270.12	$1,288.20
High School	1,000 GFA	8.40	$281.00	$285.00	$2,360.40	$2,394.00
College/University	1,000 GFA	19.08	$281.00	$285.00	$5,361.48	$5,437.80
Day Care Center	1,000 GFA	24.73	$281.00	$285.00	$6,949.13	$7,048.05
Hospital	1,000 GFA	30.63	$281.00	$285.00	$8,607.03	$8,729.55
Nursing Home	1,000 GFA	10.62	$281.00	$285.00	$2,984.22	$3,026.70
Church/Synagogue	1,000 GFA	14.63	$281.00	$285.00	$4,111.03	$4,169.55
Recreation						
Golf Course	Hole	50.43	$281.00	$285.00	$14,170.83	$14,372.55
Park	Acre	3.22	$281.00	$285.00	$904.82	$917.70

EXHIBIT E
REGIONAL ROAD EXEMPTION LIST

- Caughlin Ranch
- Convention Properties – (Firecreek Crossing)
- Meadowood Mall – (Partial Exemption)
- South Meadows Phase 1 & 2

EXHIBIT F
TRAFFIC REPORT GUIDELINES
REGIONAL ROAD IMPACT FEE

CITY OF RENO
CITY OF SPARKS
WASHOE COUNTY
REGIONAL TRANSPORTION COMMISION

I. INTRODUCTION

The Regional Road Impact Fee (RRIF) Traffic Report Guidelines provide criteria about traffic report content and techniques necessary to evaluate impacts of new development. The guidelines represent recognition of the comprehensive analyses undertaken as part of development and periodic updating of the RRIF Capital Improvements Program (CIP).

The RRIF CIP uses ten-year population and employment land-use assumptions based on approved projects and master plans. Roadway segment and freeway ramp improvements are identified that will be needed within the ten-year horizon. These facilities are also analyzed to determine right-of-way requirements for capacity improvements needed beyond ten years. In some instances, a proposed, large development may have not been included in the land-use assumptions to determine future traffic volumes. Other developments may have phasing plans that exceed the time frame of the CIP. For these and other cases outlined below, a traffic report may be needed to measure traffic impacts and determine potential improvements not identified in the RRIF CIP.

The RRIF Traffic Report Guidelines are divided into the following sections:

II. Requirement for Traffic Report
III. Traffic Report Time Lines
IV. Traffic Report Format and Required Elements
V. Recommended Mitigations

II. REQUIREMENT FOR TRAFFIC REPORT

A traffic report may be recommended for developments meeting any one of the following criteria:

A. Projects generating 100 or more peak-hour trips: Capacity analysis of proposed driveways.

B. Projects generating 200 or more peak-hour trips: Report required if RTC staff cannot validate project inclusion in the RRIF CIP land-use forecast.

C. The project is among those previously approved by an elected board with conditions of approval requiring future traffic reports.

D. Applications for Master Plan Amendment calculated generating 200 or more peak-hour trips or that proposes a change to roadways in the Regional Transportation Plan (RTP) for Washoe County or the RRIF Network.

E. Projects defined as "Projects of Regional Significance" in the Truckee Meadows Regional Plan.

F. Projects that will be phased over a period of time exceeding ten years.

G. Projects that may impact planned roadway projects, e.g., a proposal may require revised access or be located near an arterial intersection.

H. Projects deemed to have impacts related to intersection capacity, safety, neighborhood or other concerns as identified by the cities of Reno and Sparks, Washoe County, or the State of Nevada Department of Transportation (NDOT).

I. The Regional Transportation Commission (RTC), NDOT or the local entity reserves the right to request additional information necessary to properly assess the impact of the proposed project.

Calculation of trip generation should use appropriate rates found in the latest edition of *TRIP GENERATION* by the Institute of Transportation Engineers (ITE) or other sources approved by RTC staff and the local jurisdiction.

III. TRAFFIC REPORT TIME LINES

A. Project Submittal Deadlines: The appropriate local entity with jurisdiction over approval of development applications should be contacted to determine submittal deadlines.

B. Prior to Submittal of Development Application: To facilitate prompt and efficient review and processing of development applications, RTC staff recommends the following to be completed before submittal of the development application:

1. Project trip generation should be approved by the appropriate local entity.

2. Applicants for projects generating 200 or more peak-hour trips should contact RTC to determine if the proposal is accommodated in the RRIF CIP land-use forecast. If a report is required, the following steps should then be completed before submittal of the development application: (a) The applicant's consultant should meet with RTC, the appropriate jurisdiction, and/or NDOT to define the scope of the report including variables indentified in these guidelines, such as intersections and peak periods to be analyzed

and trip distribution, as well as the potential for pass-by trips, the need for new intersection counts, or agency/neighborhood concerns. (b) Potential site plan changes may be recommended to provide RIDE or Access service to the project.

3. Traffic reports that require future-year analysis should obtain background traffic volumes developed or approval by RTC staff.

4. The traffic report should be reviewed for completeness and accuracy and approved by appropriate staff at the local jurisdiction.

5. Recommendations on the following pages identify specific improvement that should be depicted on submitted site plans.

C. After Submittal of Development Application:

All traffic issues identified by reviewing agencies following submittal of an approved traffic report should be resolved before the writing of the staff report by the appropriate entity. This will ensure that all recommended conditions of approval associated with traffic concerns could be resolved before official action on the project.

IV. TRAFFIC REPORT FORMAT

All traffic reports shall be prepared by, or under the direction of, a professional engineer with adequate experience in transportation engineering. The report shall be stamped and signed.

A. Project Description: The traffic report should include a description of the following:

1. Existing and proposed land-uses on the site. The project should be described in terms of the amount of development, e.g., number of residential units, non-residential square feet of floor area.

2. Project buildout date and phasing if appropriate.

3. A vicinity map showing the location of the project and surrounding land-uses.

4. The site plan should be shown to scale with clear definition of internal circulation and proposed vehicle and pedestrian access to adjacent streets. Any driveways located across roadways and adjacent to the site should be depicted. Distances from the nearest full movement intersections to project driveways should also be shown. The design of project access must consider proper distance between intersections and project driveways as well as other elements described in appropriate local codes and Regional Transportation Plan (RTP) policies.

5. Any approved or required encroachment permits for roadways under the jurisdiction of NDOT.

6. Nonresidential and multi-family projects should include a description of RIDE service, if any. Potential location(s) for bus stop(s) and related passenger amenities, e.g., passenger shelters, should be indicated on the proposed site plan.

7. Senior or assisted-care residential projects should include a description of transportation needs of residents, including site plan elements needed to provide Access Para transit service to the project. RTC staff can provide information related to provision of Access service.

B. Roadways Description: The following elements should be described for all facilities adjacent to the site or otherwise included in the traffic report.

1. The roadway descriptions should begin with a list of intersections to be analyzed as required by the appropriate jurisdiction.

2. Existing and proposed roadways should be identified in terms of their functional classification.

3. The number and type of lanes, e.g., through-lanes, left-turn lanes, bike lanes, existing and planned for each roadway segment and intersection to be analyzed in the report.

4. The existence or lack of pedestrian facilities on both sides of roadways adjacent to the site.

5. A vicinity map depicting location of roadways and intersections to be analyzed.

C. Trip Generation: To assess the magnitude of traffic impacts of the proposed, the following must be included in the report:

1. Trip generation rates and peak hours must be determined and approved by the local jurisdiction or RTC staff. Trip generation should be calculated based on approved trip rates found in the latest edition of the ITE *Trip Generation.* If not available in this publication, other trip generation sources or procedures should be proposed for approval.

2. For purposes of driveway analysis, there should be no reduction in calculated trip generation for pass-by or diverted trips. Reductions for intersection analysis should be approved by the local jurisdiction and RTC staff.

3. A table should summarize average daily traffic volumes and peak-hour volumes with subtotals for each land use.

D. Trip Distribution and Assignment: Distribution of project trips should be approved before application submittal by the local jurisdiction in consultation with RTC staff.

1. Trip distribution should be depicted for each peak-period to be analyzed on a vicinity map similar to that used to indicate the location of the project and intersections to be analyzed (see B.5 above).

2. A map should illustrate assignment of project trips for each peak-period to driveways and intersections to be analyzed.

3. Additional maps should illustrate background traffic plus project trips for each peak-period analyzed.

E. Analysis: Analysis at required intersections and roadway segments should consist of the following applicable scenarios for the peak periods required:

1. Existing conditions without project traffic *(New counts of turning movements at key intersections may be required by the local jurisdiction. RTC recommends new counts if existing data is older than 12 months or if circumstances, such as completion of a new facility, make new counts important to the analysis.)*

2. Background conditions at proposed date of project completion (if two or more years in the future).

3. Project traffic plus background traffic at project buildout.

4. 2012 and 2030 projections without project traffic.

5. 2012 and 2030 projections plus project traffic.

6. Demonstrated improvement with recommended mitigations (as required below).

7. Construction impacts including impacts on transit service.

Results of the analysis should be depicted in a summary table indicating appropriate Levels of Service or available capacity for each critical movement at required intersections, driveways, or roadway segments. All raw traffic data and analysis worksheets, including computer printouts and turning movements counted, should be provided in appendices.

The impact analysis for existing scenarios should be based on the ”operations” analysis technique described in the latest edition of the *Highway Capacity Manual* (HCM) for the appropriate intersection type (signalized or un signalized). Analysis of 2012 and 2030 projections conditions should utilize the “planning” technique described in the latest edition of the HCM. Any computer software used to assist in the level of

service analysis should be approved by the Federal Highway Administration (FHWA) and be consistent with local agency review procedures.

All traffic control warrant analyses shall be conducted in accordance with the latest edition of the *Manual on Uniform traffic Control Devices* (MUTCD) requirements for signalized and unsignalized intersections. In addition, a safety analysis shall be conducted in the vicinity of the proposed project.

V. RECOMMENDED MITIGATIONS

The traffic study should include recommendations to mitigate impacts of project traffic when Levels of Service (LOS) do not meet adopted Level of Service Standards as identified in the RRIF CIP. Appropriate staff at the local jurisdiction should be consulted to determine if an alternative Level of Service (LOS) is applicable.

Recommended mitigations may include planned public roadway improvements identified in the RRIF CIP, RTP, or plans of other local agencies. In such cases the site plan should indicate an offer to dedicate right-of-way or provision of setbacks to protect any right-of-way needed to complete planned roadway improvements.

All proposed mitigations should be identified in detail including schematic plans that indicate existing right-of-way and pavement sections proposed improvements and their preliminary costs estimates, and another iteration of the volume/capacity analysis demonstrating the anticipated results of the recommended improvements. Proposed improvements should be shown in a scale drawing indicating all existing and proposed right-of-way lane configuration and channelization including tapers and turn lanes. Levels of Service (LOS) for the street system with proposed mitigations should be presented.

All design must comply with the American Association of State Highway and Transportation Officials (AASHTO), MUTCD, and ITE traffic engineering and design guidelines. In addition, all mitigation must comply with local guidelines.

<u>RRIF Credit:</u> Right-of-way dedications or construction of roadway improvements, which meets the 10-year design, completed by the applicant and identified in the RRIF CIP may be eligible for credits against the RRIF. The RRIF General Administrative manual indicates no credit shall be given a feepayer for street improvements and/or site-related improvements not included in the RRIF CIP.

Site-related improvements refer to capital improvements and right-of-way dedications for direct access improvements to development streets or driveways including, but not limited to, turn lanes and traffic control

measures. Questions regarding credits should be directed to the RTC Engineering Director who is the RRIF Administrator for the RTC.

EXHIBIT G
NEVADA REVISED STATUES: CHAPTER 278B
ATTORNEY GENERAL OPINION NO. 97-29

NEVADA REVISED STATUES: CHAPTER 278B
http://www.leg.state.nv.us/Nrs/NRS-278B.html

ATTORNEY GENERAL OPINION NO. 97-29
http://ag.state.nv.us/menu/top/ago/OldOpinions/1997 AGO.pdf

EXHIBIT H
MIXED USE AND CHANGE OF USE WORKSHEETS

MIXED USE STRUCTURES WORKSHEET				
1. PRIMARY LAND USE _____	1000GFA _____	$/UNIT _____		FEE
SUPPORTIVE FUNCTION LESS THAN 25% OF ABOVE PRIMARY USE				
_____%	_____			
_____%	_____			_____
TOTAL	_____	x_____	=	_____
1. PRIMARY LAND USE _____	1000GFA _____	$/UNIT _____		FEE
SUPPORTIVE FUNCTION LESS THAN 25% OF ABOVE PRIMARY USE				
_____%	_____			
_____%	_____			
TOTAL	_____	x_____	=	_____
1. PRIMARY LAND USE _____	1000GFA _____	$/UNIT _____		FEE
SUPPORTIVE FUNCTION LESS THAN 25% OF ABOVE PRIMARY USE				
_____%	_____			
_____%	_____			
TOTAL	_____	x_____	=	_____
1. PRIMARY LAND USE _____	1000GFA _____	$/UNIT _____		FEE
SUPPORTIVE FUNCTION LESS THAN 25% OF ABOVE PRIMARY USE				
_____%	_____			
_____%	_____			
TOTAL	_____	x_____	=	_____
FEE TOTAL				_____

CHANGE OF USE WORKSHEET				
PROPOSED PRIMARY LAND USE	1000GFA	$/UNIT		FEE
_____	_____	_____		
SUPPORTIVE FUNCTION LESS THAN 25% OF ABOVE PRIMARY USE				
_____%	_____			
_____%	_____			
TOTAL	_____	x_____	=	_____
PROPOSED PRIMARY LAND USE	1000GFA	$/UNIT		FEE
_____	_____	_____		
SUPPORTIVE FUNCTION LESS THAN 25% OF ABOVE PRIMARY USE				
_____%	_____			
_____%	_____			
TOTAL	_____	x_____	=	_____
EXISTING USE	1000GFA	$/UNIT		FEE
_____	_____	_____		
SUPPORTIVE FUNCTION LESS THAN 25% OF ABOVE PRIMARY USE				
_____%	_____			
_____%	_____			
TOTAL	_____	x_____	=	_____
EXISTING USE	1000GFA	$/UNIT		FEE
_____	_____	_____		
SUPPORTIVE FUNCTION LESS THAN 25% OF ABOVE PRIMARY USE				
_____%	_____			
_____%	_____			
TOTAL	_____	x_____	=	_____
FEE FOR THE PROPOSED USE				_____
SUBTRACT FEE PAID ON TOTAL EXISTING USE				_____
FEE TOTAL				_____
NOTE: UNDER NO CIRCUMSTANCES WILL A REFUND BE GRANTED FOR A CHANGE IN USE				_____

EXHIBIT I
ADMINISTRATIVE DECISIONS

PHASE-IN YEAR		1	2	3	4	5
Land Use	**Unit**	**Daily VMT**	**Daily VMT**	**Daily VMT**	**Daily VMT**	**Daily VMT**
Residential						
Congregate Care Facility	Dwelling Unit	4.19	4.25	4.31	4.37	4.41
Elderly Housing – Attached	Dwelling Unit	6.77	6.86	6.95	7.04	7.13
Commercial/Retail						
Free Standing ATM	Unit	56.26	58.06	59.86	61.66	63.45
Fueling Station	Fueling Station	22.82	23.61	24.4	25.19	25.96
Furniture Store	1000 GFA	1.25	1.28	1.31	1.34	1.38
Home Improvement Super Store	1000 GFA	22.13	22.74	23.35	23.96	24.58
New Car Sales	1000 GFA	9.3	9.54	9.78	10.02	10.24
Institutional						
Day Care Center	Student	1.3	1.33	1.36	1.39	1.4
General Aviation Airport	Aircraft	8.76	8.88	9	9.12	9.23
Library	1000 GFA	28.37	28.94	29.51	30.08	30.65
Prison	Inmate	0.42	0.43	0.44	0.44	0.44
Recreational						
Amusement Park	Acre	101.38	106.24	111.1	115.96	120.8
Campground/RV Park	Site	7.4	7.5	7.6	7.7	7.79
Fitness Center	1000 GFA	22.86	23.95	25.04	26.13	27.24
Driving Range	Driving Range Station	13.34	13.98	14.62	15.26	15.9
Horse Stalls	Stall	0.76	0.8	0.84	0.88	0.91
Museum	1000 GFA	14.76	15.47	16.18	16.89	17.6
Recreational Community Center	1000 GFA	30.51	31.97	33.43	34.89	36.37

NOTE: FOR FEE CALCULATION SEE SECTION V.B.2 ON PAGE 23