

**REGIONAL TRANSPORTATION COMMISSION (RTC)
REGIONAL ROAD IMPACT FEE (RRIF)
TECHNICAL ADVISORY COMMITTEE**

Meeting Minutes

Thursday, June 26, 2014

Members Present:

Amy Cummings, Regional Transportation Commission
Art Sperber, City of Sparks Planning Commission
Clara Lawson, Washoe County Public Works
Jeff Hale, Regional Transportation Commission
Jim Rundle, City of Sparks Community Development
John Martini, City of Sparks Public Works
Kraig Knudsen, Private Sector
Paul Kelly, Washoe County Development Review
Steve Bunnell, City of Reno Public Works
Ted Erkan, Private Sector

Members Absent:

Bill Gall, City of Reno Community Development
Doug Coffman, City of Reno Planning Commission
Jess Traver, Private Sector
Randy Walter, Private Sector
Roger Edwards, Washoe County Planning Commission

RTC Staff:

Julie Masterpool
Marchon Miller

Lee Anne Olivas
Shawn Pearson (Woodburn & Wedge)

Guests:

Jeremy Smith

The meeting was called to order at 2:02pm.

Item 1: Approval of Agenda

The Agenda was approved unanimously.

Item 2: Public Comment

There was no response to the call for public comment.

Item 3: Approval of the May 22, 2014 Meeting Minutes

The May 22, 2014 Meeting Minutes were approved unanimously.

Item 4: RRIF General Administrative Manual Review

Julie Masterpool went through the changes proposed at the May meeting.

Ted Erkan and Paul Kelly recommended the definition of the RRIF Network be slightly revised.

The new language will be:

*New roadways proposed by a private development and not listed on the Capital Improvement Plan may be added to the RRIF Network **coincident with** or after the first two lanes are constructed **and** if it provides a significant connection between other regional roads or serves regional traffic in excess of the proposed development.*

Other revisions include:

Section III, 1. General (page 11) – The first sentence will be changed from “date of the issuance of the building permit”, to “date of the fee payment”.

Section IV, F. Change of Use (pages 18-19) – Time limits were eliminated.

Section IV, 1. RRIF Waivers, c. (page 38) – A sample of a RRIF Waiver modification will added as an exhibit.

Section XIV, A. Biennial Consideration of a Special Request for a New Capital Improvement Project (page 50) – Amendments to the CIP will be handled every two years. Special projects outside of the two years would require a recalculation of the fees. There will be no more administrative changes.

Since the May meeting, TischlerBise has suggested that the land use schedule be more simplified and that some of the categories be reduced. Julie discussed a handout (see Attachment A) showing the recommended revisions. The committee discussed the various recommendations. The committee agreed that not all of the categories be reduced. Medical office and recreation will need to be included. John Martini reminded everyone that our system is based on VMT on not peak PM traffic. He also stated that the people working at the fee counter need to know exactly what each of the categories include. Julie Masterpool asked that everyone review the handout and provide her with comments within one week. She will update the GAM with any proposed changes.

There was discussion about the Impact Fee Credit Extension issue. Julie stated that the goal would be to get the GAM and CIP approved first and then present a separate amendment to address credit extensions. Ted Erkan stated that he would like an informational update at the next meeting on the topic, even if it's just on the legal opinion.

Ted asked how car dealerships were assessed. The dealership portion would be assessed as general office and the service center as general commercial.

Item 5: RRIF Capital Improvement Plan Methodology

There were no questions or comments about the methodology. Appendix B will be revised if there are any additional changes to the land use categories.

Item 6: Public Comment

There was no response to the call for public comment.

Item 7: Member Items

The next RRIF TAC meeting is scheduled for Thursday, July 24, 2014 at 2:00pm in the RTC Engineering Conference Room located at 1105 Terminal Way, Suite 108. Agenda items include final review of the GAM and CIP and an informational update on the legal opinion for credit extensions.

Item 8: Adjournment

There being no further business, the meeting adjourned at 3:00pm.

Respectfully Submitted,

Lee Anne Olivas

Approved

Recommended Revisions
5th Edition Fee Schedule

ATTACHMENT A

Land Use	Unit	Total Trips	Trip Adjustment	Trip Length Wt Factor	North Avg Trip Length	South Avg Trip Length	North VMT	North \$	South VMT	South \$	2010 VMT Rate	2010 Reno \$	2010 Outside Reno \$	R-Squared	TischlerBise Comments
Residential															
Single-Family Detached	Dwelling	8.27	52%	121%	2.87	2.82	14.93	\$3,784	14.67	\$4,212	19.32	\$4,177	\$4,388		Includes Single Family Attached (townhouse) on an individual parcel
Multi-Family	Dwelling	5.37	52%	121%	2.87	2.82	9.70	\$2,457	9.53	\$2,735	13.16	\$2,845	\$2,989		
Mobile Home - Include under Single-Family Detached	Dwelling	4.69			2.87	2.82	0.00	0.00			9.65	\$2,087	\$20,192		New mobile home parks are rarely constructed and individual manufactured units should be considered under Single-Family Detached
Hotel/Motel - Lodging (move to Other Category)	Room	6.44	60%	73%	2.87	2.82	5.90	\$1,494	6.79	\$1,663	15.22	\$3,291	\$3,457		Moved to Office/Other Services Category
Office															
General Office Building (move to Other Category)	1000 GFA	44.03	60%	73%	2.87	2.82	11.55	\$2,928	11.55	\$3,269	18.46	\$3,991	\$4,193		Combined Office Category with Other Services Category
Medical Office	1000 GFA	36.19	60%	73%	2.87	2.82	37.85	\$9,699	37.49	\$10,675	55.36	\$11,970	\$12,573	0.90	From an economic development perspective, "eds and meds" are desirable because they bring in dollars from outside the community (i.e. tuition and insurance payments). Therefore, TischlerBise recommends use of the office rate as a reasonable proxy.
Commercial/Retail															
General Commercial/Retail <=50,000 GFA	1000 GFA	42.70	33%	66%	2.87	2.82	26.69	\$6,763	26.23	\$7,528	22.65	\$4,897	\$5,144	0.79	Gross Leasable. Do not charge for enclosed common areas.
Eating/Drinking places	1000 GFA	42.70	33%	66%	2.87	2.82	26.69	\$6,763	26.23	\$7,528	22.65	\$4,897	\$5,144	0.79	Gross Leasable. Do not charge for enclosed common areas.
Com/Retail 50-99K	1000 GFA				2.87	2.82	0.00	0.00			30.34	\$6,560	\$6,891		TischlerBise recommends combining all shopping center thresholds
Com/Re-100-199K	1000 GFA				2.87	2.82	0.00	0.00			35.20	\$7,611	\$7,995		TischlerBise recommends combining all shopping center thresholds
Com/Re-200-299K	1000 GFA				2.87	2.82	0.00	0.00			36.67	\$7,929	\$8,328		TischlerBise recommends combining all shopping center thresholds
Com/Re-300-399K	1000 GFA				2.87	2.82	0.00	0.00			40.15	\$8,681	\$9,119		TischlerBise recommends combining all shopping center thresholds
Com/Re-400-499K	1000 GFA				2.87	2.82	0.00	0.00			43.41	\$9,386	\$9,859		TischlerBise recommends combining all shopping center thresholds
Com/Re-500-999K	1000 GFA				2.87	2.82	0.00	0.00			43.06	\$9,310	\$9,780		TischlerBise recommends combining all shopping center thresholds
Com/Re->1,000,000 GFA	1000 GFA				2.87	2.82	0.00	0.00			42.65	\$9,222	\$9,687		TischlerBise recommends combining all shopping center thresholds
Drive-In Bank	1000 GFA	246.60									59.92	\$12,956	\$13,609		Per RRIF TAC, included under General Commercial
Fast Food Restaurant	1000 GFA	486.19									51.09	\$11,046.68	\$11,604		Per RRIF TAC, included under General Commercial
Convenience Store with Fuel	1000 GFA	846.60			2.87	2.82	0.00	0.00			86.91	\$18,792	\$19,739	>0.50	Primarily pass--by trips. People do not typically make a special trip to a convenience store or to buy fuel. Recommend include under General Commercial and include area under canopy in gross square footage.
Casino Gaming Area	1000 GFA	46.05	50%	73%	2.87	2.82	48.24	\$12,223	47.40	\$13,606	77.23	\$16,699	\$17,540		RTC specific rate
Industrial															
General Light Industrial	1000 GFA	6.97	50%	73%	2.87	2.82	7.30	\$1,850	7.17	\$2,059	11.72	\$2,534	\$2,662	0.81	
Manufacturing	1000 GFA	3.82	50%	73%	2.87	2.82	4.00	\$1,014	3.93	\$1,129	6.38	\$1,379	\$1,449	0.87	
Warehouse	1000 GFA	3.56	50%	73%	2.87	2.82	3.73	\$945	3.66	\$1,052	8.32	\$1,799	\$1,890	0.77	
Regional Warehouse	1000 GFA	1.89									3.19	\$690	\$725		Per RRIF TAC, included under Warehouse
Mini-Warehouse	1000 GFA	2.50	50%	73%	2.87	2.82	2.62	\$664	2.57	\$739	4.46	\$964	\$1,013	>0.50	
Institutional - Office & Other Services															
Elementary School and Daycare	1000 GFA	15.43	33%	73%	2.87	2.82	10.67	\$2,703	10.48	\$3,009	3.83	\$828	\$870	>0.50	TischlerBise recommends a 33% pass--by adjustment for this category. Combines all school and day care uses.
High School	1000 GFA	42.89			2.87	2.82	0.00	0.00			8.02	\$1,734	\$1,822	>0.50	From an economic development perspective, "eds and meds" are desirable because they bring in dollars from outside the community (i.e. tuition and insurance payments). Therefore, TischlerBise recommends use of the office rate as a reasonable proxy.
University	1000 GFA	37.49			2.87	2.82	0.00	0.00			17.96	\$3,883	\$4,079	>0.50	
Day Care Center	1000 GFA	79.26			2.87	2.82	0.00	0.00						>0.50	Primarily pass--by trips. If a separate category is desired for schools & daycare, TischlerBise recommends using an elementary school as the best prototype, with a 33% pass--by adjustment. See above.
Hospital	1000 GFA	13.22	50%	73%	2.87	2.82	13.85	\$3,509	13.61	\$3,906	28.68	\$6,201	\$6,514	0.73	
General Office Building	1000 GFA	11.03	50%	73%	2.87	2.82	11.55		11.35		18.46	\$3,991	\$4,193		
Nursing Home	1000 GFA	7.60	50%	73%	2.87	2.82	7.96	\$2,017	7.82	\$2,246	9.50	\$2,054	\$2,158	0.93	
Church/Synagogue	1000 GFA	0.11			2.87	2.82	0.00	0.00			12.82	\$2,772	\$2,912	0.98	Unless these have a school or day care, TischlerBise recommends that fees be derived only for the office space, which is the typical traffic generator on an average weekday.
Hotel/Motel - Lodging	Room	5.63	50%	73%	2.87	2.82	5.90	\$1,494	5.79	\$1,663	15.22	\$3,291	\$3,457		Moved from Residential Category
Recreation - Delete Category															
Golf Course	Acre	36.74			2.87	2.82	0.00	0.00			47.44	\$10,257	\$10,775	>0.50	Golf Courses & Parks are ancillary uses to residential development. No additional fee is necessary.
Park	Acre	2.28			2.87	2.82	0.00	0.00			3.02	\$653	\$686	>0.50	