

MEMORANDUM

To: Cristina Haworth, Project Manager, Otak
From: Katherine Casseday, PE, PTOE
Date: 3/17/2020
Re: Community Transit Headquarters at 2312 W Casino Road – Site Traffic for SEPA Checklist

This memo documents the anticipated vehicle traffic associated with the planned relocation of Community Transit headquarters operation from the Merrill Creek site on Hardsen Road to a building at 2312 W Casino Road in Everett, Washington. Community Transit owns the 2312 W Casino Road building and plans to move 160 administrative staff from the Merrill Creek transit base, operations and administration site on Hardsen Road to the Casino Road building. Community Transit anticipates that the administrative staff total will increase to 206 employees in 5-10 years (by 2030). Currently, the Casino Road building is occupied by Community Transit for Facilities Maintenance and these 24 staff will remain in place, in approximately 1/3 of the building. The other 2/3 of the building is vacant.

This building was previously occupied with a GE call center with over 300 employees on site, from 1979 to 2009 when Community Transit acquired the property. The site was configured in 1989 with 337 parking spaces, which is an indication of the employee parking demand at the time. We have estimated the number of employees on site to be equal to the parking spaces available, or 337 FTE for the GE call center operation.

The planned move of 160 administrative employees from the Merrill Creek campus on Hardsen Road to this site will generate less daily traffic and PM peak hour traffic than was approved for the GE call center operation.

Project Site Traffic

The 2312 W Casino Road building is a two-level structure that was constructed for office use with site parking lot and circulation. This building is located in a light industrial, office park setting along W Casino Road and Kasch Park Road in Everett near Paine Field. Currently the building is used for Facilities Maintenance and storing transit vehicles, with 24 employees occupying approximately 1/3 of the building. Community Transit plans to relocate the business headquarters from Merrill Creek campus to the Casino Road building and relocate 160 employees to this site. The planned use is as the CT headquarters with administrative office and management staff on site.

Employee growth is expected for both Facilities Maintenance and the Headquarters operation at this site, growing from the planned 184 employees in 2020 (24 Facilities Maintenance + 160 Headquarters = 184 full time equivalent (FTE) employees) to an estimated 237 FTE on site (31 Facilities Maintenance + 206 Headquarters = 237 FTE) by 2030. Community Transit plans to grow the headquarters operation up to 206 employees on site within the next 5-10 years.

We have estimated the site vehicle traffic by using the Institute of Transportation Engineers (ITE) [Trip Generation Manual](#) (9th Edition) data for two land uses: Industrial Park (Land Use Code 130) and Single Tenant Office Building (Land Use Code 715), estimating the site traffic based on number of FTE on site. Site traffic will grow with the relocation of headquarters personnel in 2020 and will continue to grow through 2030.

The original call center operation with an estimated 337 FTE generated an estimated 1247 daily vehicle trips into/out from the site, with an estimated 172 vehicle trips during the PM peak hour.

The hours of operation for the headquarters building would be the same as existing at the Merrill Creek campus, from 8 am to 5 pm, Monday-Friday, with an afternoon peak hour consistent with other offices and businesses nearby. See the table below for a summary of the site vehicle traffic.

With the planned project in 2020, the Community Transit W Casino Road building would generate an estimated 672 vehicle trips per day and an estimated 92 vehicle trips in the PM peak hour, when the 160 employees relocate from the Merrill Creek facility to the site. This is lower than the site traffic with the call center in operation.

By year 2030, with an estimated 237 employees on site, the facilities maintenance and headquarters building would generate an estimated 866 daily and 119 PM peak hour trips, which would be less than daily and PM peak hour traffic associated with the GE call center on site, in operation from 1979 to 2009.

Table 1 2312 W Casino Road Site Trip Generation

Community Transit Headquarters Building, 2312 W Casino Road				Site Vehicle Traffic			
Description	Land Use Code ¹	Employees	Daily		PM Peak Hour		
			Vehicle Trips/Employee	Site Traffic, Trips	Vehicle Trips/Employee	Site Traffic, Trips	
GE Call Center, 1979-2009	Call center, (estimated at 1 FTE per parking space)	715 Single Tenant Office Building	337	3.7	1247	0.51	172
Community Transit, 2009-2020	Facilities Maintenance	130 Industrial Park	24	3.34	80	0.45	11
Community Transit Headquarters, Relocate in 2020	Transit Headquarters	715 Single Tenant Office Building	160	3.7	592	0.51	82
Total 2020 with project			184		672		92
Community Transit, 2030, Facilities Maintenance and Headquarters	Facilities Maintenance	130 Industrial Park	31	3.34	104	0.45	14
	Transit Headquarters	715 Single Tenant Office Building	206	3.7	762	0.51	105
Total 2030 with Project			237		866		119

Proposed Community Transit Facilities Maintenance and

¹ Trip Generation Manual (ITE, 9th Edition, 2012)

The estimated site traffic with both Facilities Maintenance and the Headquarters operation on site (184 FTE in 2020 and 237 FTE by 2030) would be lower than what was originally permitted for the building and site with the GE Call Center operation, with 337 FTE on site.

Site Access and Parking

The 2312 W Casino Road site has a driveway with full access to W Casino Road and two driveways with full access to Kasch Park Road. Transit access is available to both Everett Transit and Community Transit service. Bus stops are located on W Casino Road with Everett Transit Route 12 service and Community Transit serves the site with Green Line BRT and Route 105 with stops on Airport Road at Kasch Park Road, approximately 3/8 mile from the site.

Employee parking for the site would have access from Kasch Park Road and public access to the site would come from W Casino Road. Site traffic would be along W Casino Road for access east (to Evergreen Way) and west (to Airport Road) and along Kasch Park Road for access to the west to Airport Road.

The project will provide a total of 241 parking spaces. The original site was configured with 355 parking spaces in 1979, with changes to 337 parking spaces in 1989. The existing site configuration has 102 marked parking spaces and 69 unmarked spaces for parking CT vans and provides other flexible space that can be used for parking various vehicles.