

September 2, 2026

Stephanie Case, Planning Official
City of Boardman
P.O. Box 229 / 200 City Center Circle
Boardman, Oregon 97818

RE: Boardman Community Development Association (BCDA) - Retail Incubator Building Trip
Generation Analysis

Dear Stephanie:

This letter provides preliminary data regarding the potential impact of vehicle trips at the future retail incubator building development in the City of Boardman, Oregon.

Project/Site Description

The BCDA's retail incubator building will be constructed on Tax Lot 04N25E09DB04900. The property is located on N.E. Front Street between N.E. 2nd and N.E. 3rd Streets. Location and vicinity maps for the property are shown on Figure 1, and a site map of the developable area and existing right-of-way is shown on Figure 2. Preliminary floor plans for the proposed building are included in Exhibit 1.

Trip Generation Data

The proposed building will have two floors, housing a total of eight units. Anticipated occupancies for some of the units include two medical clinics, a coffee shop, a sandwich shop, and general office space. For the units that do not currently have anticipated occupancies, certain assumptions were made to assign the Institute of Transportation Engineers (ITE) code to obtain hypothetical trip generation data. For this analysis, ITE Code 814 - Variety Store was used to compile trip generation data for these units.

The trip generation data are based on the ITE Trip Generation Manual, 11th Edition (September 2021). The trip generation results with associated generation equations are shown on Tables 1 through 8. The site trips were calculated using the ITE TripGen Web-based App for the average weekday and the weekday AM (morning) peak hour.

TABLE 1
INSTITUTE OF TRANSPORTATION ENGINEERS TRIP GENERATION
MEDICAL TENANT A

Land Use (ITE Code)	Medical Clinic (630)
Independent Variable (IV)	1,911 square feet (sq. ft.)
ITE IV Value Input Variable (sq. ft./1,000)	1.91
Average Daily Trips (ADT)	27
Average Rate Equation	ADT = 13.96(IV)

Peak Hour Trips (PHT)	AM Peak Hour
In	4
Out	3
Total PHT	7
Peak Hour Average Rate Equation	PHT = 3.44(IV)

TABLE 2
INSTITUTE OF TRANSPORTATION ENGINEERS TRIP GENERATION
MEDICAL TENANT B

Land Use (ITE Code)	Medical Clinic (630)
IV	1,929 sq. ft.
ITE IV Value Input Variable (sq. ft./1,000)	1.93
ADT	27
Average Rate Equation	ADT = 13.96(IV)
PHT	AM Peak Hour
In	4
Out	3
Total PHT	7
Peak Hour Average Rate Equation	PHT = 3.44(IV)

TABLE 3
INSTITUTE OF TRANSPORTATION ENGINEERS TRIP GENERATION
SUITE 1 (SANDWICH SHOP)

Land Use (ITE Code)	High-turnover (Sit-down) Restaurant (932)
IV	832 sq. ft.
ITE IV Value Input Variable (sq. ft./1,000)	0.83
ADT	11
Average Rate Equation	ADT = 13.04(IV)
PHT	AM Peak Hour
In	4
Out	4
Total PHT	8
Peak Hour Average Rate Equation	PHT = 9.57(IV)

TABLE 4
INSTITUTE OF TRANSPORTATION ENGINEERS TRIP GENERATION
SUITE 2 (UNKNOWN VARIETY STORE)

Land Use (ITE Code)	Variety Store (814)
Independent Variable (IV)	832 sq. ft.
ITE IV Value Input Variable (sq. ft./1,000)	0.83

ADT	17
Average Rate Equation	ADT = 20.51(IV)
PHT	AM Peak Hour
In	2
Out	2
Total PHT	4
Peak Hour Average Rate Equation	PHT = 4.51(IV)

TABLE 5
INSTITUTE OF TRANSPORTATION ENGINEERS TRIP GENERATION
SUITE 3 (UNKNOWN VARIETY STORE)

Land Use (ITE Code)	Variety Store (814)
IV	832 sq. ft.
ITE IV Value Input Variable (sq. ft./1,000)	0.83
ADT	17
Average Rate Equation	ADT = 20.51(IV)
PHT	AM Peak Hour
In	2
Out	2
Total PHT	4
Peak Hour Average Rate Equation	PHT = 4.51(IV)

TABLE 6
INSTITUTE OF TRANSPORTATION ENGINEERS TRIP GENERATION
SUITE 4 (COFFEE SHOP)

Land Use (ITE Code)	Coffee/Donut Shop with Drive-through Window (937)
IV	1,088 sq. ft.
ITE IV Value Input Variable (sq. ft./1,000)	1.1
ADT	340
Average Rate Equation	ADT = 309.41(IV)
PHT	AM Peak Hour
In	47
Out	47
Total PHT	94
Peak Hour Average Rate Equation	PHT = 85.88(IV)

TABLE 7
INSTITUTE OF TRANSPORTATION ENGINEERS TRIP GENERATION
TENANT SPACE A (GENERAL OFFICE SPACE)

Land Use (ITE Code)	General Office Building (710)
IV	4,056 sq. ft.
ITE IV Value Input Variable (sq. ft./1,000)	4.1
ADT	13
Average Rate Equation	ADT = 3.27(IV)
PHT	AM Peak Hour
In	5
Out	1
Total PHT	6
Peak Hour Average Rate Equation	PHT = 1.52(IV)

TABLE 8
INSTITUTE OF TRANSPORTATION ENGINEERS TRIP GENERATION
TENANT SPACE B (GENERAL OFFICE SPACE)

Land Use (ITE Code)	General Office Building (710)
IV	4,456 sq. ft.
ITE IV Value Input Variable (sq. ft./1,000)	4.5
ADT	15
Average Rate Equation	ADT = 3.27(IV)
PHT	AM Peak Hour
In	6
Out	1
Total PHT	7
Peak Hour Average Rate Equation	PHT = 1.52(IV)

According to the data, the total anticipated ADT generated by the BCDA's retail incubator building development is 467 vehicle trips during a typical weekday and 137 during the weekday AM peak hour.

Conclusion

The ITE TripGen Web-based App lacks information for rural or small town settings, with the least population density option being "General Urban/Suburban." The City is considered a rural area with an approximate population of 5,000; therefore, the average data provided by the ITE TripGen Web-based App are considered misrepresentative of the area. Standard deviations and a range of rates are provided in the ITE TripGen Web-based App's statistical data. To adjust for a rural location, an assumption was made to use the lower range of rates for the ADT values in this analysis. Based on this assumption, the calculated ADT for the proposed building is 467.

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Given that the ADT has been determined to be less than 500, a Traffic Impact Analysis required in the Oregon Highway Plan Action 1F.5 and the City of Boardman Development Code Chapter 4.10, Section 4.10.200 will not be needed for the proposed retail incubator building.

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By 
Daniel Park, Engineering Technician

DP/mb

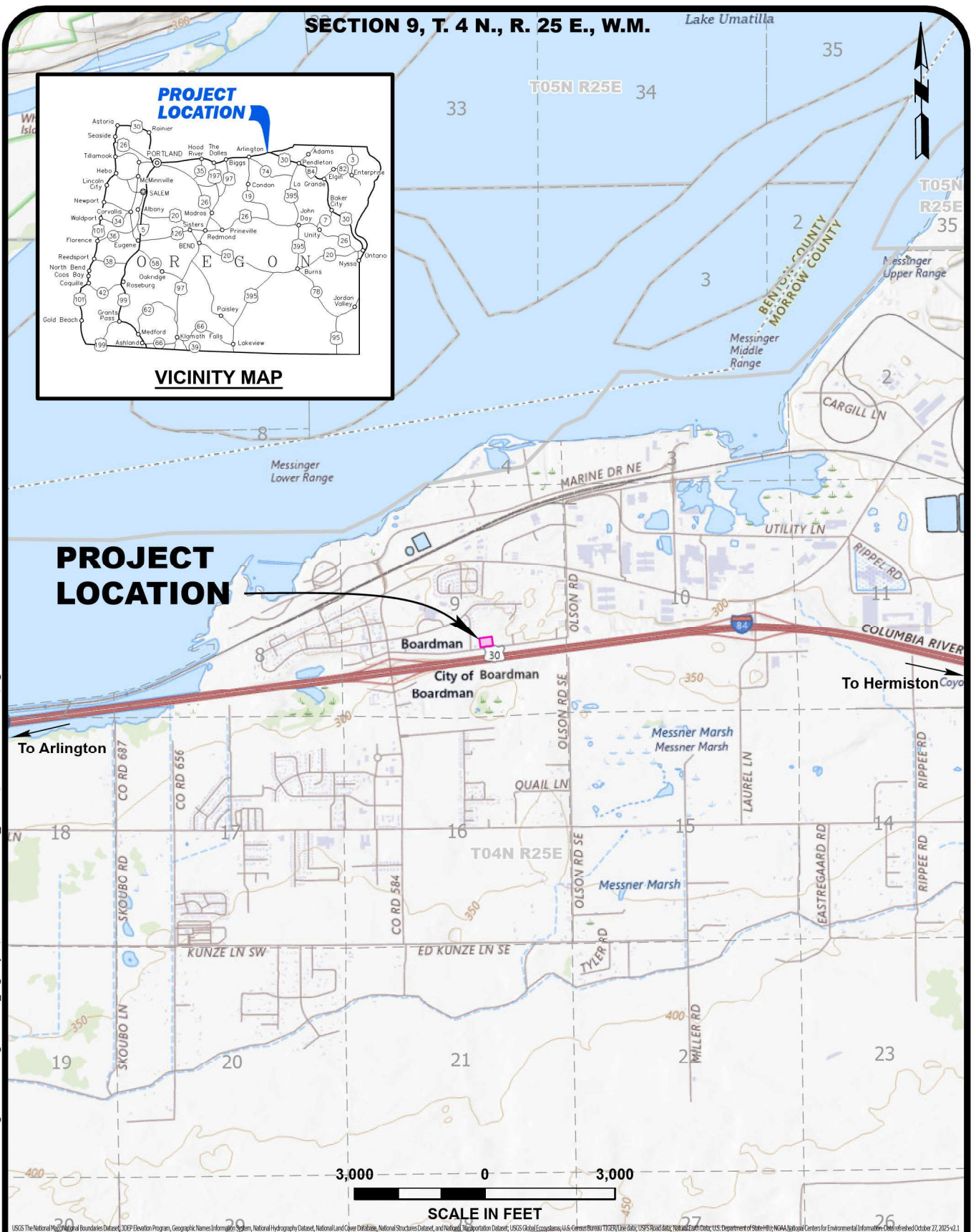
Enclosures

cc: Mike Lees, P.E., Anderson Perry & Associates, Inc.
File No. 439-117-002

CaseTripGenLtr_Boardman_RetailIncubatorBldg_439-117-002.docx

FIGURES

X:\Clients\Boardman OR\439-117 RetailIncubBldg\GIS\Drafting\439-117_Figs.aprx, TGL-439-117-FIG01_LocVic, 9/12/2026 3:14 PM, cglmore



apanderson
perry

**CITY OF
BOARDMAN, OREGON**
RETAIL INCUBATOR BUILDING
TRIP GENERATION ANALYSIS

**FIGURE
1**

LOCATION AND VICINITY MAPS

X:\Clients\Boardman OR\439-117 RetailIncubBldg\CAD\TGA-439-117_FIG02_SiteMap.dwg, Layout1, 9/1/2026 3:17 PM, cglmore



40 0 40 80 120
SCALE IN FEET

ap anderson
perry

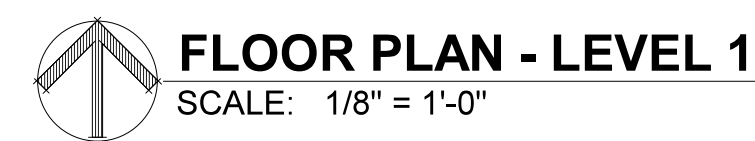
CITY OF
BOARDMAN, OREGON
RETAIL INCUBATOR BUILDING
TRIP GENERATION ANALYSIS

SITE MAP

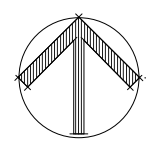
FIGURE

2

EXHIBIT A
Preliminary Floor Plans

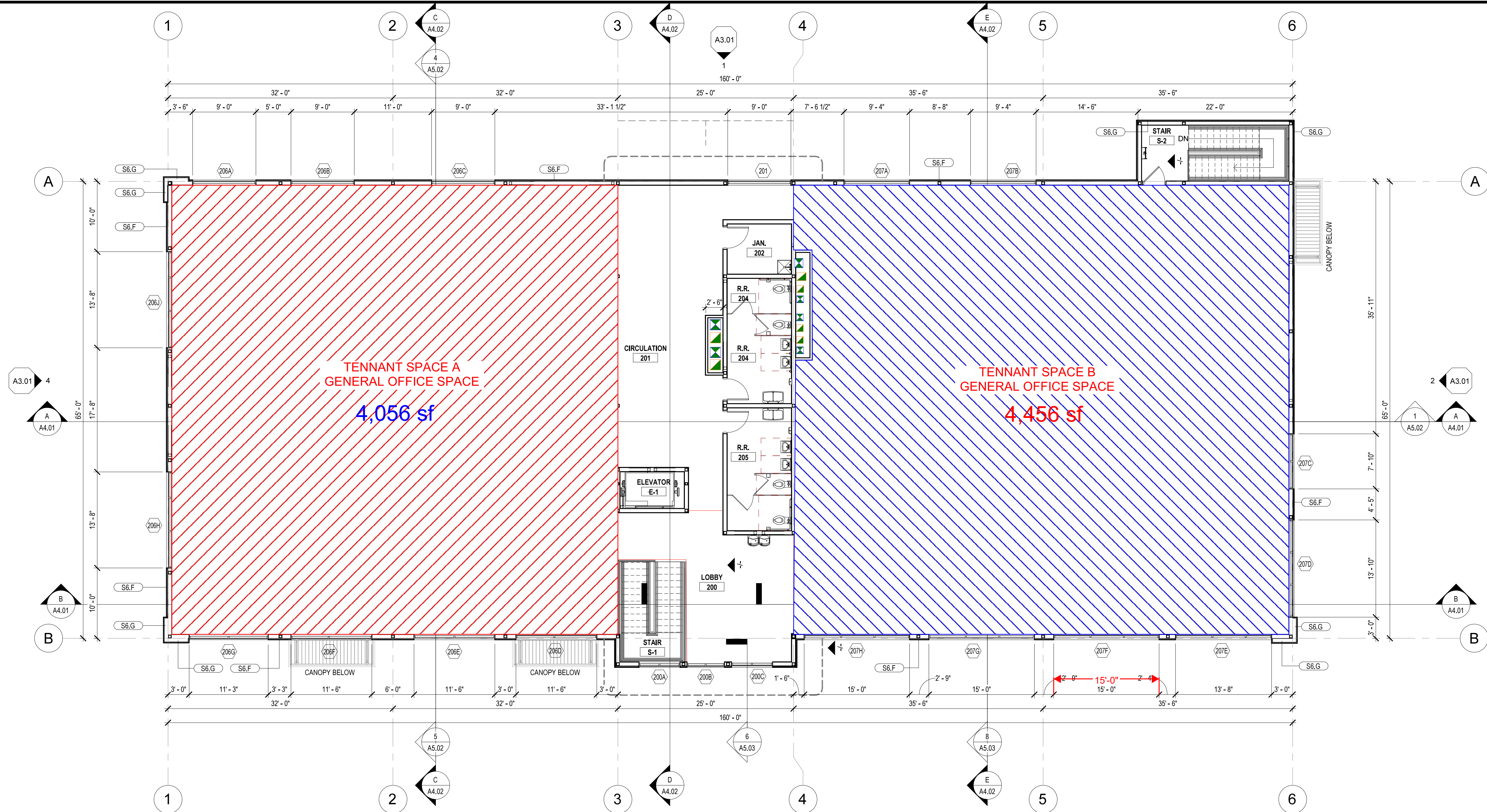


A2.01



FLOOR PLAN - LEVEL 2

SCALE: 1/8" = 1'-0"



GENERAL NOTES

- A. SEE OTHER 'A' SERIES SHEETS FOR ADDITIONAL INFORMATION WHERE APPLICABLE.
- B. SEE MECHANICAL, ELECTRICAL, STRUCTURAL, AND OTHER SYSTEMS DRAWINGS FOR INFORMATION NOT INDICATED ON THIS SHEET.
- C. EXTEND FLOOR FINISHES INTO OPEN/ KNEE SPACE BELOW BASE CABINETS AND EQUIPMENT.

KEYED NOTES

- FLOOR PLAN
- 1 DRIVE THROUGH WINDOW
- 2 WALLS SHOWN DASHED REPRESENT POTENTIAL FUTURE TENANT IMPROVEMENT LAYOUT AND ARE PROVIDED FOR REFERENCE/COORDINATION ONLY. FUTURE TENANT IMPROVEMENT WORK IS BY OTHERS AND IS NOT PART OF THIS PERMIT OR CONSTRUCTION SCOPE.

WALL LEGEND

- SEE WALL TYPES & FLOOR PLANS FOR SIZES AND DIMENSIONS OF WALLS.
 - ALL NON-STRUCTURAL WALLS EXTEND TO 6" ABOVE ADJACENT CEILING UNLESS INDICATED OTHERWISE. WHERE ACOUSTIC INSULATION IS INDICATED IN THE WALL TYPE, IT SHALL EXTEND FULL HEIGHT OF WALL.
 - SEE STRUCTURAL FOR TOP OF WALL CONNECTIONS.
 - SEE A0 SERIES SHEETS FOR ASSEMBLY DESCRIPTION.
 - WALL TYPES APPLY FOR TOTAL LENGTH OF WALL / ROOM, UNLESS NOTED OTHERWISE.
- NEW WALL - FRAMING W/ MASONRY VENEER
- NEW WALL - MASONRY
- NEW WALL - CONCRETE
- NEW WALL - FRAMED
- INSULATION PER WALL TYPE
- WALL TYPE
- WALL TO DECK ABOVE
- EXISTING WALL
- MATCH LINE
- 1-HOUR FIRE BARRIER
- 2-HOUR FIRE WALL / HORIZONTAL EXIT
- 1-HOUR PROTECTED COLUMN
- NON-RATED COLUMN

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ANDERSON PERRY
- STRUCTURAL ENGINEER
LSB ENGINEERS
- MECHANICAL ENGINEER
KARTCHNER ENGINEERING
- ELECTRICAL ENGINEER
KWR ENGINEERING
- FIRE PROTECTION

No.	Description	Date
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CITY OF BOARDMAN
BUSINESS INCUBATOR

Front St NE, Boardman, OR 97818

FLOOR PLAN - LEVEL 2

PROJECT NO. 25072
DESIGNED BY MLT
DRAWN BY RF
ISSUE DATE 08/27/2026
PHASE 30% CD
CHECKED BY MLT
SHEET NO.

A2.02