

PBOT

PORTLAND BUREAU OF TRANSPORTATION

1900 SW Fourth Avenue, Suite 5000, Portland, OR 97201 503.823.5185
Fax 503.823.7576 TTY 503.823.6868 www.portlandoregon.gov/transportation

Dan Saltzman Commissioner Leah Treat Director

TO: PBOT Development Review Staff
FROM: Kurt Krueger, Development Review Division Manager *ck*
DATE: June 23, 2017
SUBJECT: DRP 1.01 – Increase in Occupants/Occupancy

Purpose Statement:

To clarify the code reference to an increase in occupants/occupancy.

Background:

Portland City Code 17.88.020.A outlines two thresholds which result in the need for standard frontage improvements and right-of-way dedication requirements if necessary to accommodate those improvements. One of the thresholds is when a development or redevelopment causes a site to “increase its number of occupants”. This is often referred to as an increase in occupancy.

DR Policy:

PBOT calculates there to be an increase in occupancy when a development results in an increase in the number of daily vehicle trips generated by use(s) on a site using trip rates found in the latest edition of the *Trip Generation Manual* published by the Institute of Transportation Engineers (ITE).¹ When there is not a land use category in this publication specific to the type of existing and/or proposed use(s), the closest category, as determined by PBOT based on the description of the use and the expected level of trip generation, is used. PBOT may require an applicant to provide an alternate trip rate study² when no closest category can be determined. An applicant may also challenge PBOT’s determination with the submittal of an alternate trip rate study for review and approval by PBOT.

The existing vehicle trips are determined based on the last legally permitted use(s) on a site as determined by BDS. If the last legally permitted use for a site has been discontinued for 3 or more continuous years it is considered vacant, therefore any development is an increase in occupancy.

¹This is not equivalent to the definitions of occupancy provided in the International Building Code published by the International Code Council.

²An alternate trip rate study must be prepared by a licensed Traffic Engineer in the state of Oregon. The study must include a minimum of three days of data collection at a minimum of three similar study sites in accordance with the methodology described in the latest edition of the ITE *Trip Generation Handbook*. A scope of work must be submitted for review and approval by PBOT prior to conducting the study.

