Transportation Impact Fee Rate Study

Prepared for

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ACRONYMS AND ABBREVIATIONS

CIP	Capital Improvement Plan
GFA	gross floor area
GMA	Growth Management Act
ITE	Institute of Transportation Engineers
LOS	level of service
PSRC	Puget Sound Regional Council
RCW	Revised Code of Washington
RIRO	right-in-right-out
SEPA	State Environmental Policy Act
SF	square foot
SR	State Route
TIP	Transportation Improvement Program

1. INTRODUCTION

This report summarizes the policy and technical development of the Transportation Impact Fee program for the City of Black Diamond, Washington.

1.1 Definition of Impact Fees

Impact fees are a broad category of charges on new development assessed to pay for capital improvements (e.g., parks, schools, roads, etc.) necessitated by new development. Cities collect transportation impact fees to fund improvements that add capacity to the transportation system accommodating the travel demand added by new development.

The City developed this Traffic Impact Fee program based on the following findings:

- Development activity in the City, including residential, commercial, retail, office, and industrial development, will create additional demand and need for public road facilities.
- The City of Black Diamond is authorized under the state's Growth Management Act (Chapter 36.70A RCW) and RCW 82.02.050 et seq. to require new growth and development within the City to pay a proportionate share of the cost of new road facilities serving that new growth and development through the imposition of impact fees.
- Impact fees may be collected and spent for public road facilities needed for system improvements that are included within a capital facilities plan element of the City's comprehensive plan.
- Impact fees cannot pay for road maintenance and repair. These costs are paid by the City's general street fund, Real Estate Excise tax, grants, or other funding sources.

1.2 Statutory Basis for Impact Fees

The primary mechanism for imposing impact fees in Washington State is the Growth Management Act (GMA). Prior to the passage of the GMA, local agencies primarily relied on the State Environmental Policy Act (SEPA) process to require developers to fund mitigation projects necessitated by new development.

The GMA, passed in 1990, added RCW 82.02.050-.100 regarding impact fees and specifically authorized the use of impact fees for jurisdictions planning under the Growth Management Act. Impact fees are not mandatory and state law imposes strict limitations on the collection and use of impact fees. These limitations are intended to assure property owners that the fees collected are reasonably related to the actual impacts of development and will not be used for unrelated purposes, such as remedying preexisting deficiencies.

For a city to impose GMA impact fees, the following specific provisions are required:

- The city must have an ordinance authorizing impact fees.
- Fees may be collected and spent only for improvements identified in a Capital Facilities Plan element of the city's comprehensive land use plan.
- The city must establish one or more geographic service areas for fees.
- The city must have an established formula or other method for calculating impact fees.

- The fees cannot be used to finance any portion of improvements needed to remedy existing capacity deficiencies.
- The fees can be used to recoup the cost of improvements already made that address the needs of future development.
- The fees may not be arbitrary or duplicative of other fees imposed on development for the same impact.
- The fees must be earmarked specifically for eligible transportation improvements and be retained in special interest-bearing accounts.
- Fees may be paid under protest.
- Fees not expended within 10 years must be refunded with interest.
- The city cannot rely solely on impact fees to pay for needed improvements.

An accounting system is important to ensure that the impact fees collected are assigned to the appropriate improvement projects and the developer is not charged twice for the same improvement.

1.3 Impact Fee Structure

The methodology and results described next are consistent with the requirements of the GMA. All calculations are based on the adopted transportation facilities list described in the City's Capital Improvement Plan (CIP) and the City's Transportation Improvement Plan (TIP). The procedures described herein can be formally enacted by an impact fee ordinance incorporating this report by reference.

The key steps involved in the impact fee process are shown in **Figure 1**. Steps include developing a list of roadway system improvements and costs, allocating growth-related costs within the City, and identifying available funding. The remaining costs can be charged as impact fees, which are displayed in the form of a fee schedule. Each step is described in more detail in subsequent sections of this report.

Road impact fees for Black Diamond will be collected and expended within a signal service area that includes the entire City because of the compact size of the City.

To achieve the goal of simplicity, impact fee calculations are applied on an average basis for the entire transportation system rather than project-by-project. This is a key difference between impact fees and SEPA mitigation, whereby pro-rata shares of specific project improvements are collected.

Figure 1. – Steps to Develop a Traffic Impact Fee Program

1.4 Data Rounding

The data in this study were prepared using computer spreadsheet software. In some tables in this study, there will be very small variations from the results that would be obtained using a calculator to compute the same data. The reason for these insignificant differences is that the spreadsheet software calculated the results to more places after the decimal than are reported in the tables in the report.

2. IMPACT FEE PROJECT LIST

RCW 82.02.050 specifies that Transportation Impact Fees are to be spent on "system improvements." System improvements can include physical or operational changes to existing roadways as well as new roadway connections that are built in one location to benefit projected needs at another location. These are generally projects that add capacity, such as new streets, additional lanes, widening, and signalization.

The impact fee structure for the City of Black Diamond was designed to determine the fair share of road improvement costs that may be charged to new developments. During the City's transportation planning process, the City identified projects needed by 2035 to meet the transportation needs of the adopted land uses in the Comprehensive Plan. The task was accomplished by examining existing roadway deficiencies and forecasting future needs. The City of Black Diamond used a cost model to estimate the costs for these capacity improvements. These capital projects form the basis for the impact fees project list, which includes public and private funding sources.

The impact fee project list was composed of projects from the City's TIP and CIP that add capacity to the roadway system. The project list, shown in **Table 1**, includes six projects, totaling $23.08 million.

Table 1 List of Transportation Capacity Projects

Project #	Location	Description	Total Cost (in 2020 dollars)
1	SE 288th St & SE 216th St	Install roundabout	$4,800,000
2	Robert Drive/SR 169/Black Diamond-Ravensdale	Two roundabouts (SR 169/Roberts Drive and SR 169/Pipeline Road) and modify SR 169/Black-Diamond-Ravensdale to right-in-right-out (RIRO)	$10,000,000
3	SR 169/Baker Street	New traffic signal	$650,000
4	SR 169/Lawson Street	New traffic signal	$1,000,000
5	Morgan Street & Roberts Drive	New traffic signal	$625,000
6	Lawson Connector/Lawson Parkway	New minor arterial connection with SR 169 with pedestrian facilities, bike lanes and street lighting	$6,000,000
		TOTAL	$23,075,000

SR = State Route

3. COST ALLOCATION

3.1 Methodology

The City used an impact fee methodology that distinguishes between facility improvements that address existing deficiencies and those needed to serve new growth (described in more detail in the following section). For growth-related projects, this method assumes that traffic generated by future development is the reason for the improvement project(s). **Figure 2** diagrams the process**.**

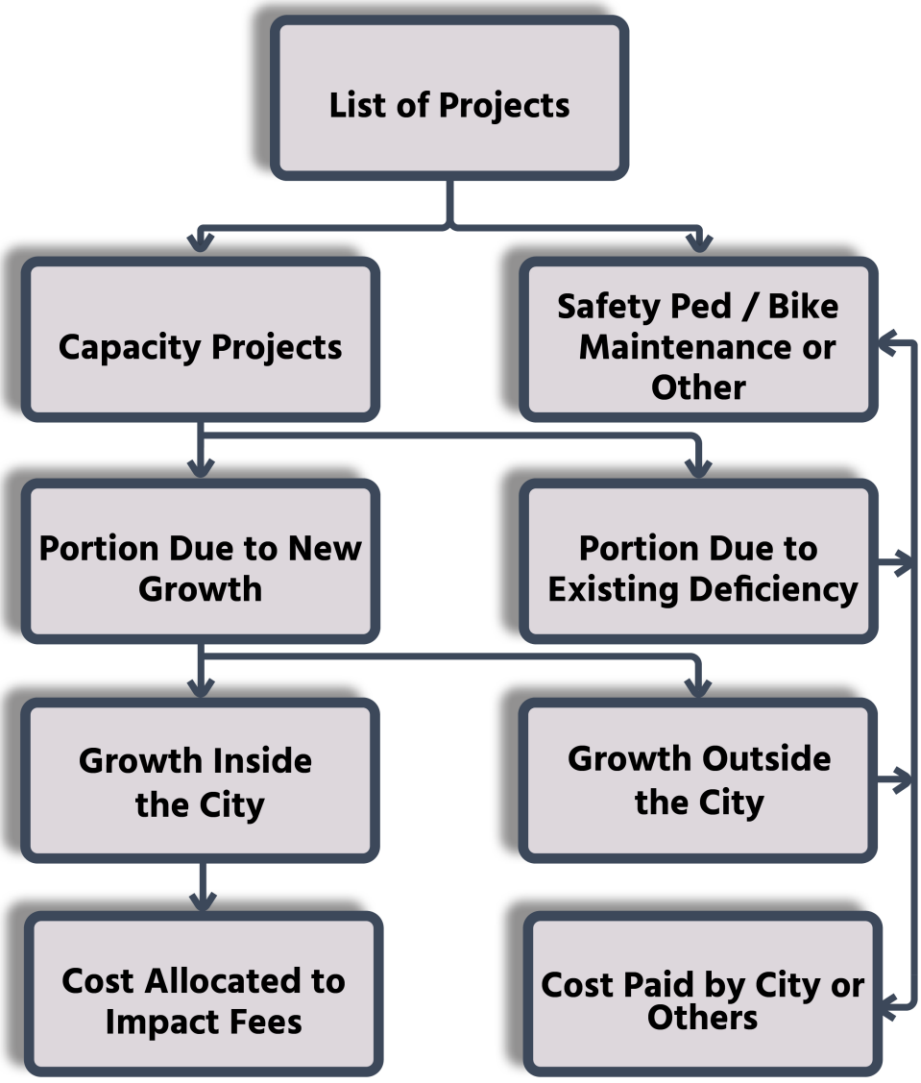

Figure 2. Impact Fee Cost Allocation Concept

3.2 Transportation Deficiencies

RCW 82.02.050(5)(a)(i) requires that the Capital Facilities element of a jurisdiction's comprehensive plan identify "deficiencies in public facilities serving existing development." Future development cannot be held responsible for the portion of added roadway capacity needed to serve existing development.

The City's 2019 Comprehensive Plan Transportation Element established a level of service (LOS) standard that is based on average vehicular delay experienced at intersections throughout the City. The adopted standard is LOS D for intersections along SR 169 and LOS C for all other arterial and collector roadways and transit routes within the Black Diamond city limits.

Using the level of service standards established in the City of Black Diamond Comprehensive Plan, two projects were found to have existing deficiencies with delays greater than the City's standards. **Table 2** summarizes the analysis findings.

Table 2. Transportation Deficiency Calculation

Intersection	2020 PM Peak Hour LOS	LOS Standard	Existing Deficiency %
Roberts Drive/SR 169/Black Diamond-Ravensdale	LOS F	LOS D	35%
SR 169/Lawson Street	LOS E	LOS D	20%

Next, the City needed to determine the "existing deficiency portion" (as opposed to the portion that would be attributable to new growth). Under the GMA, the City is responsible for financing the existing deficiency portion, but the City can charge new development for the remainder of the roadway improvement. The City can select from several approaches to proportionately allocate the cost between existing deficiencies and the impacts of new development. The Black Diamond Impact Fee Program uses a method based on the amount of excess "existing and future new traffic" that exceeds the current threshold capacity of the roadway facility. The service threshold capacity represents the amount of traffic volume that an intersection can accommodate and still operate within City of Black Diamond LOS standards (e.g., LOS D for intersections along SR 169 and LOS C for all other arterial and collector roadways.)

The formula for determining the existing deficiency percentage is as follows:

Existing Deficiency Percentage = Existing Excess Traffic / (Existing Excess Traffic +New Traffic)

= (Existing Traffic - Service Threshold) / [(Existing Traffic - Service Threshold)
+ (2026 Traffic - Existing Traffic)]

3.3 Travel Growth

The City's travel demand model, developed in Emme software, was used in this study to prepare traffic forecasts. The model generated "PM peak hour" vehicle trips based on housing and employment data provided by the City and the Puget Sound Regional Council (PSRC). Then the model distributed the trips between different zones within the City. Finally, the model assigned the trips to the roadway network to predict traffic volumes.

To match the City's TIP schedule, a 6-year land use growth estimate was used in the forecasts. **Table 3** shows Black Diamond land uses in terms of housing units (single-family and multi-family) and employment (retail, office, and industrial) growth anticipated between 2020 and 2026.

Table 3. Black Diamond Population and Employment Growth

Land Use	Growth 2020–2026	% Growth
Households (single and multi-family)	1,908	28%
Employment (retail, office and industrial)	1,724	70%

Using these land-use forecasts, it is estimated that 4,960 new PM peak hour vehicle trip ends would be generated within the City during the 6-year period. This growth in vehicle trip ends was used to calculate the impact fee rates.

3.4 Cost Allocation Results

The cost allocation process distributes the growth costs for each project based upon the travel patterns within and outside the City limits. The City's traffic model was used to perform a "select link" assignment. A select link assignment provides origin and destination information for each vehicle trip traveling through a particular improvement project group. Trips that pass through Black Diamond, but do not have any origins or destinations internal to Black Diamond (e.g., through-trips), cannot be included in the calculation of impact fees.

Figure 3 illustrates the cost allocation results. The dollar amounts shown in Figure 3 are approximate values expressed in millions of dollars. The actual amounts used in the calculations are accurate to a single dollar.

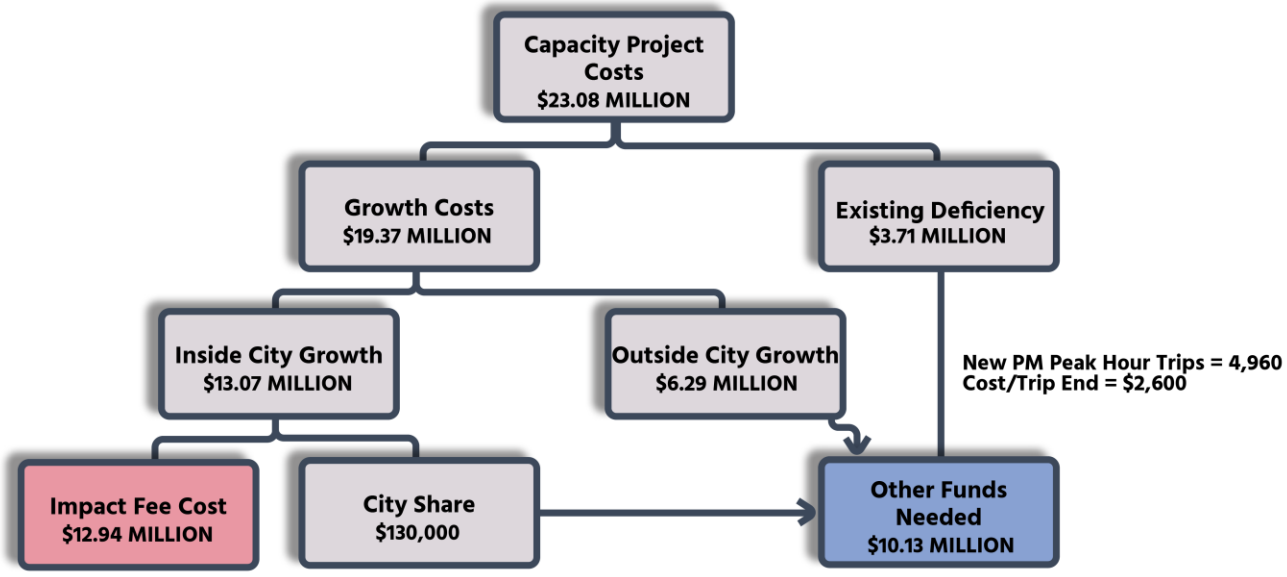

Figure 3. Impact Fee Cost Allocation Results

The total cost of the capacity projects on the capacity project list is approximately $23 million, as previously shown in **Table 1**. This was divided into growth costs and existing deficiencies, estimated to be approximately $3.7M. The growth costs were further divided into “in-City growth” and “outside City growth” components using the City’s traffic model data. The details of this calculation are shown in **Appendix A**.

As shown in **Figure 4**, the City’s responsibility is 44 percent ($10.13 million) of the $23.08 million project list. This includes the existing deficiencies, growth outside the City and the City’s share of growth in the city. The $10.13 million would be expected to be obtained from City funds, new grants and other sources. The remaining $12.94 million would be funded using impact fees.

Impact fees would constitute the remaining 56 percent ($12.94 million) of the approximate total $23 million cost of the improvement projects.

The final step in the cost allocation process dealt with calculating the "cost per new trip end" within Black Diamond, derived by dividing the total eligible project cost by the total number of new PM peak hour trip ends based in Black Diamond.

A total of 4,960 new PM peak hour vehicle trip ends are estimated to occur within the City between 2020 and 2026. With a total impact fee cost of $12.88 million, the cost per trip end is approximately $2,600.

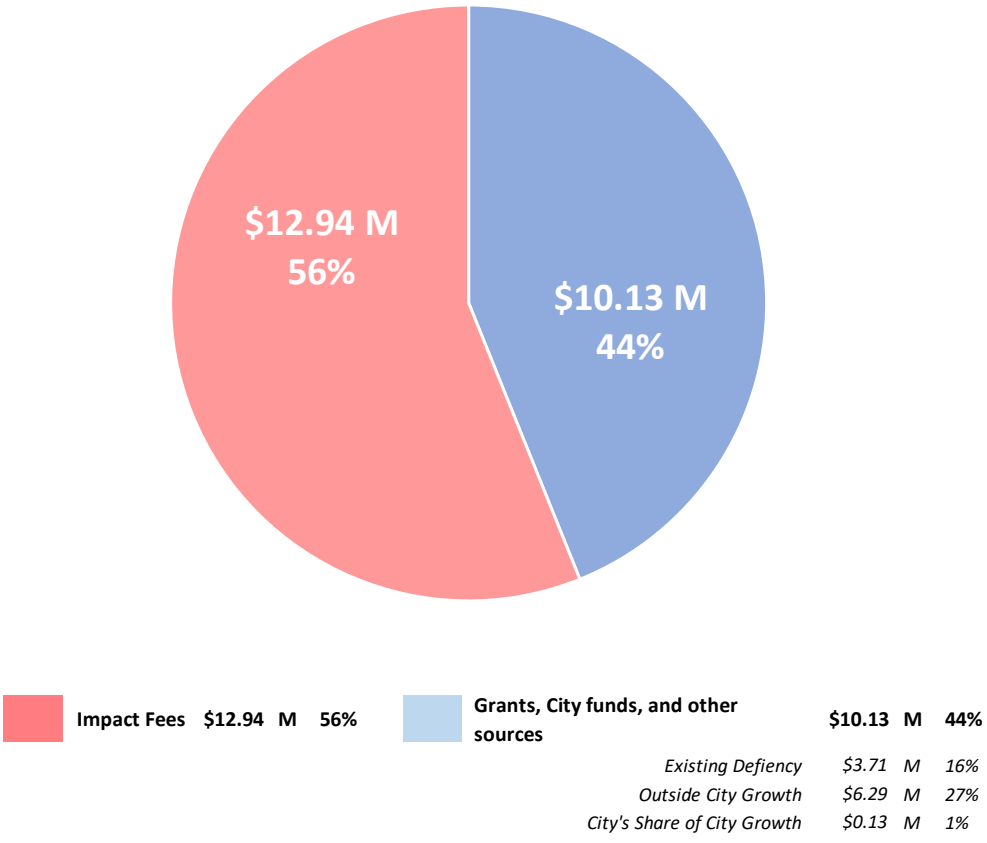

Figure 4. Impact Fee Program Funding Sources

4. IMPACT FEE SCHEDULE

The impact fee schedule was developed by adjusting the "cost per trip end" information to reflect differences in trip-making characteristics for a variety of land use types within the study area. In other words, the impact fees paid are a function of the trip generation estimated for each new project. The fee schedule is a table where fees are represented as dollars per unit for each land use category. **Table 4** shows the various components of the fee schedule (trip generation rates and new trip percentages).

4.1 Trip Generation

Trip-generation rates for each land use type are from the Institute of Transportation Engineers (ITE) Trip Generation (10th Edition). The trip-generation rates represent the total traffic entering and leaving a property at driveway points during the weekday PM peak hour. For certain land uses (e.g., supermarkets) a substantial amount of this traffic is already passing by the property and simply turns into and out of the driveway. Pass-by trips are an intermediate stop *on the* way from the trip origin to the primary destination. These trips were already on the adjacent roadway and are not considered to be "new" to the street system and therefore are subtracted out prior to calculating the impact fee. The resulting trips are considered "new" and are therefore subject to the impact fee calculations. The "new" trip percentages are derived from ITE data.

4.2 Schedule of Rate

The impact fee schedule of rates as well as the various components of the fee schedule are shown in **Table 4**. In the fee schedule, fees are shown as dollars per unit of development for various land use categories, as defined in **Appendix B**. The impact fee program is flexible in that if a use does not fit into one of the categories, an impact fee can be calculated based on the development's projected trip generation.

Two examples (residential and retail) of the impact fee rate calculation are shown below.

Multi-Family Residential

The following is an example of a 6-unit multi-family housing project.

New Trip Rate = PM Peak Hour Trip Generation Rate x Percent of New Trips
= 0.56 x 100% = 0.56 trips per dwelling unit

Impact Fee Rate = New Trip Rate x Average Cost per Trip End
= 0.56 trip/dwelling x $2,609 = $1,461/dwelling unit

Total Impact Fee = 6 units x $1,461/dwelling unit = $8,766

General Retail

The following is an example for a 25,000 square feet (10 ksf) general retail store.

New Trip Rate = PM Peak Hour Trip Generation Rate x Percent of New Trips
= 3.81 trips/ksf x 66% = 2.51 trips/ksf

Impact Fee Rate = New Trip Rate x Average cost per trip end
= 2.51 trip/ksf x $2,609 x 1ksf/1,000sf = $6.55/sf

Total Impact Fee = $6.55/sf x 25,000sf = $163,750

Table 4. Impact Fee Schedule

Land Use	Land Use Code	Unit of Measure[1]	Basic Rate PM Peak Trips/Unit[2]	New Trips %[3]	New Trip Rate	Impact Fee Rate
Residential						
Single Family	210	dwelling	0.99	100%	0.99	$2,583
Multi-Family	220	dwelling	0.56	100%	0.56	$1461
Senior Housing - attached	252	dwelling	0.26	100%	0.26	$678
Senior Housing - detached	251	dwelling	0.30	100%	0.3	$783
Assisted Living	253	dwelling	0.18	100%	0.48	$470
Mobile Home in Mobile Home Park	240	dwelling	0.46	100%	0.46	$1,200
Institutional						
Elementary/Middle School/Jr High School	520	student	0.17	100%	0.17	$444
High School	530	student	0.14	100%	0.14	$365
Church	560	SF GFA	0.49	100%	0.49	$1.28
Hospital	610	SF GFA	0.97	100%	0.97	$2.53
Library	590	SF GFA	8.16	100%	8.16	$21.21
Day Care	565	SF GFA	11.12	100%	11.12	$29.01
Industrial						
Light Industry/Industrial Park	110	SF GFA	0.63	100%	0.67	$1.64
Heavy Industry/Manufacturing	120, 140	SF GFA	0.67	100%	0.67	$1.75
Mini-Warehousing/Storage	151	SF GFA	0.17	100%	0.17	$0.44
Warehousing	150	SF GFA	0.19	100%	0.19	$0.50
Restaurant						
High-Turnover Restaurant	932	SF GFA	9.77	58%	5.7	$14.81
Fast-Food Restaurant with Drive-Through	934	SF GFA	32.67	50%	16.3	$42.53
Coffee Shop with Drive-Through	937	SF GFA	43.38	50%	21.7	$56.62
Commercial Services						
Bank with Drive-Through	912	SF GFA	20.45	53%	10.84	$28.28
General Retail	820	SF GFA	3.81	66%	2.51	$6.55
Supermarket > 5,000 SF	850	SF GFA	9.24	64%	5.91	$15.42
Convenience Market < 5,000 SF	851	SF GFA	49.11	39%	19.15	$49.96
Pharmacy/Drugstore with Drive-Through	880, 881	SF GFA	10.29	47%	4.8	$12.52
Hardware/Paint Store	816	SF GFA	2.68	74%	2.0	$5.22
Furniture Store	890	SF GFA	0.52	47%	0.2	$0.52
Car Sales - New/Used	840/841	SF GFA	3.75	100%	3.8	$9.91
Gas Station	944	fueling station	14.03	44%	6.2	$16,176
Autocare Center	942/943	SF GFA	2.26	100%	3.1	$6.00
Health Club	492	SF GFA	3.45	100%	3.45	$9.00
Commercial - Office						
Administrative Office	710, 715, 750	SF GFA	1.15	100%	1.15	$3.00
Medical Office/Dental Office	720	SF GFA	3.46	100%	3.46	$9.03

[1] For uses with unit of measure "SF GFA," the impact fee is dollars per square foot, and the trip rate is given as trips per 1,000 sq ft

[2] ITE Trip Generation (10th Edition): 4-6 PM Peak Hour Trip Ends

[3] Excludes pass-by trips: see "Trip Generation Handbook: An ITE Proposed Recommended Practice" (2014)

SF = square feet

GFA = gross floor area

5. FUTURE IMPACT FEE UPDATES

The City of Black Diamond impact fee rate analysis generated by this report should be reviewed and approved in the following manner:

1. The City of Black Diamond Municipal Code should be updated to include a chapter on "Transportation Impact Fees," authorizing the assessment and collection of transportation impact fees on development activity within the City, based on the methodology described in this rate study, and
2. The rate schedule in Table 4 should be reviewed and amended by the City Council as deemed appropriate after the effective date of the approved ordinance, and
3. Effective from the adoption of an ordinance, transportation impact fees should be adjusted annually based on the Construction Cost Index for Seattle. A major update with a new rate study should occur every 3 years or as needed to account for new projects added to the 6-Year Transportation Improvement Program (TIP) and the Capital Improvement Program (CIP).

Appendix A

Cost Allocation Results

APPENDIX A

Cost Allocation Results

The cost allocation results are summarized in this Appendix. **Table A-1** illustrates how the impact fee project costs (shown in **Table 1**) were divided into growth-related costs attributable to the City. In order to determine this proportion, the City's travel demand model was used to identify the portion of trip-making associated with existing and growth-related traffic. A technique called" select-link" analysis was used to isolate the vehicle trips using each of the impact fee projects.

Table A-1. Cost Allocation

#	Intersection	Existing Deficiency	Project	Estimate of Project Costs	Existing Deficiency Portion of the Project	Total Growth Costs	Outside City Growth	Outside City Growth Costs	Inside City Growth	Inside City Growth Costs	City's Share of Inside Growth (1%)	Impact Fee Cost
1	SE 288th St & SE 216th St	0%	Roundabout	$4,800,000	$0	$4,800,000	5%	$229,474	95%	$4,570,526	$45,705	$4,524,821
2	SR 169 & SE Black Diamond-Ravensdale Rd SR 169 & Roberts Drive	35%	SR 169 Roundabouts	$10,000,000	$3,511,709	$6,488,294	39%	$2,518,788	61%	$3,696,507	$39,695	$3,929,812
3	SR 169 & Baker Street	0%	New signal	$650,000	$0	$650,000	36%	$236,888	64%	$413,112	$4,131	$408,981
4	SR 169 & Lawson Rd	20%	New signal	$1,000,000	$195,652	$804,348	46%	$370,177	54%	$434,171	$4,342	$429,829
5	Morgan Street & Roberts Drive	0%	New signal	$625,000	$0	$625,000	9%	$58,871	91%	$556,129	$5,661	$560,468
6	Lawson Connector/ Lawson Parkway	0%	New roadway	$6,000,000	$0	$6,000,000	48%	$2,880,000	52%	$3,120,000	$31,200	$3,088,800
			TOTAL	$23,075,000	$3,707,358	$19,367,642	32%	$6,294,197	68%	$13,073,445	$130,734	$12,942,711
										Project Costs Allowable for Impact Fees within City of Black Diamond		**$12,942,711**

Appendix B

Land Use Definitions

APPENDIX B

Land Use Definitions

The following land use definitions are derived from the ITE Trip Generation (10th Edition). They have been modified as appropriate for the City of Black Diamond.

RESIDENTIAL

Single Family: One or more detached housing units located on an individual lot. Also includes accessory dwelling units and duplexes. (ITE # 210)

Multi Family: A building or buildings designed to house three or more families living independently of each other. Includes apartments, condos and attached townhouses. (ITE # 220, 221, 230, 233)

Senior Housing: Residential units similar to apartments or condominiums restricted to senior citizens. (ITE # 251, 255)

COMMERCIAL-SERVICES

The following land use categories fall under the impact fee category "Commercial Services" which represent a broad variety of uses.

- Walk-in Bank (ITE # 911)
- Drive-in Bank (ITE # 912)
- Hair Salon (ITE # 918)
- Copy, Print, and Express Ship Store (ITE # 920)
- Drinking Place (ITE # 925)
- Coffee/Donut Shop (ITE # 936, 937, 938)
- Bread/Donut/Bagel Shop (ITE # 939, 940)
- Automobile Care Center (ITE # 942)
- Automobile Parts and Service Center (ITE # 943)
- Automated Car Wash (ITE # 948)
- Health/Fitness Club (ITE # 492, 493)

COMMERCIAL-INSTITUTIONAL

School: The following land use categories fall under the impact fee category "school." The rate is based on the "High School" ITE trip generation, due it to being most like other types of schools in Black Diamond.

- Elementary School (ITE # 520)
- Middle School/Junior High School (ITE # 522)
- High School (ITE # 530)
- Private School (ITE # 534, 536)

Institutional: The following land use categories all fall under the impact fee category ”Institutional.”

- Church (ITE # 560)
- Day Care Center (ITE # 565)
- Museum (ITE # 580)
- Library (ITE # 590)
- Hospital (ITE #610)
- Elementary School/Middle School/Junior High School (ITE #520, 522)
- High School (ITE # 530)

INDUSTRIAL

Light Industrial/Industrial Park: Industrial parks are a mix of manufacturing, service, and warehouse facilities with a wide variation in the proportion of each type of use from one location to another. Industrial parks include research centers facilities or groups of facilities that are devoted nearly exclusively to research and development activities. Light industrial facilities include printing plants, material testing laboratories, bio-technology, medical instrumentation or supplies, communications and information technology, and computer hardware and software. (ITE #s 110, 130)

Warehousing/Storage: Facilities that are primarily devoted to the storage of materials, including vehicles. They may also include office and maintenance areas. (ITE # 150)

RESTAURANT

Restaurant: The following land use categories fall under the impact fee category “restaurant.” The rate is based on the “Quality Restaurant” ITE trip generation, due it to being similar to other restaurants in terms of new trips and most similar to the types of restaurants in Black Diamond.

- Quality Restaurant (ITE # 931)
- High-Turnover (Sit-Down) Restaurant (ITE # 932)
- Fast-Food Restaurant (ITE # 933, 934, 935)

COMMERCIAL-RETAIL

General Retail: The following land use categories fall under the impact fee category “General Retail.” The rate is based on the “Shopping Center” ITE trip generation, due it to being most like other types of retail shops in Black Diamond.

- Tractor Supply Store (ITE # 810)
- Construction Equipment Rental Store (ITE # 811)
- Building Materials and Lumber Store (ITE # 812)
- Free-Standing Discount Superstore (ITE # 813)
- Variety Store (ITE # 814)
- Free-Standing Discount Store (ITE # 820)
- Hardware/Paint Store (ITE # 816)
- Nursery (ITE # 817, 818)
- Shopping Center (ITE # 820)
- Factory Outlet Center (ITE # 823)

- Specialty Retail Center (ITE # 826)
- Automobile Sales (ITE # 841)
- Tire Store (ITE # 848, 849)
- Convenience Market (ITE # 851, 852)
- Discount Club (ITE # 857)
- Wholesale Market (ITE # 860)
- Sporting Goods Superstore (ITE # 861)
- Home Improvement Superstore (ITE # 862)
- Electronics Superstore (ITE # 863)
- Toy/Children's Superstore (ITE # 864)
- Baby Superstore (ITE # 865)
- Pet Supply Superstore (ITE # 866)
- Office Supply Superstore (ITE # 867)
- Book Store (ITE # 868)
- Discount Home Furnishing Store (ITE # 869)
- Bed and Linen Superstore (ITE # 872)
- Department Store (ITE # 875)
- Apparel Store (ITE # 876)
- Arts and Crafts Store (ITE # 879)
- Pharmacy/Drugstore (ITE # 880, 881)
- Furniture Store (ITE # 890)
- DVD/Video Rental Store (ITE # 896)
- Medical Equipment Store (ITE # 897)

Supermarket: Retail store which sells a complete assortment of food, food preparation and wrapping materials, and household cleaning and servicing items. (ITE # 850, 854)

COMMERCIAL-OFFICE

Administrative Office: An administrative office building houses one or more tenants and is the location where affairs of a business, commercial or industrial organization, professional person or firm are conducted. The building or buildings may be limited to one tenant, either the owner or lessee, or contain a mixture of tenants, including professional services, insurance companies, investment brokers, and company headquarters. Services such as a bank or savings and loan, a restaurant or cafeteria, miscellaneous retail facilities, and fitness facilities for building tenants may also be included. (ITE # 710)

Medical Office/Dental Clinic: A facility that provides diagnoses and outpatient care on a routine basis but is unable to provide prolonged in-house medical/surgical care. A medical office is generally operated by either a single private physician/dentist or a group of doctors and/or dentists. (ITE # 720)