

	ENGINEERING DEPARTMENT Procedures	DATE June 19, 2001
		PROC. NO. 01-02
TITLE Traffic Concurrency Procedures & Impact Analysis Report Standards	RESPONS. ORG Traffic Eng.	
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Traffic Concurrency Procedures:

- I. Applicant or Transportation Planner determines if the proposed development meets the Initial Test for Traffic Concurrency (re: §5.12.00, Land Development Code). Applicant should use the "Initial Test for Traffic Concurrency Worksheets" in Appendix "F" of the Escambia County *Concurrency Management System Procedural Manual*. Applicant can find the Land Development Code and the *Concurrency Management System Procedural Manual* at www.co.escambia.fl.us/ldc
- II. Transportation Planner reviews the Initial Test for Traffic Concurrency for compliance with the Land Development Code (LDC).
- III. If Transportation Planner concurs that the project meets the Initial Test for Traffic Concurrency, the Transportation Planner will conduct a final review for traffic concurrency when all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted for the site plan or preliminary plat.
- IV. If the project meets the final review for traffic concurrency, which the Transportation Planner conducts when all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted, the Transportation Planner will initial the Route Sheet and sign the red stamp on the final comparisons of the site plan or preliminary plat.
- V. If the project does not meet the initial or final review for traffic concurrency, comments from the Transportation Planner will be provided to the Applicant. The Applicant shall determine method(s) to be used to maintain the adopted level of service for each impacted roadway segment. Possible methods include:
 - A. Applying applicable trip reduction methods such as internal trip capture rates and/or pass-by rates for service or commercial developments;
 - B. Conducting a Traffic Impact Analysis Report (TIAR);
 - C. Reducing the scope or scale of the proposed project so that demand does not exceed available capacity; or
 - D. Withdrawing the application.

- VI. Data from the selected method(s) shall be submitted to the Transportation Planner for review. If the Transportation Planner determines that the data submitted sufficiently illustrates that each impacted roadway segment does not exceed the adopted level of service, final comparisons may be submitted for final review of traffic concurrency after all other sign-offs have been obtained.
- VII. If a Traffic Impact Analysis Report (TIAR) is needed, the applicant is encouraged to discuss proposed methodologies with the Transportation Planner prior to preparing report. The report should be formatted in accordance with and contain the information outlined in the Traffic Impact Analysis Report (TIAR) Standards listed below. Please note the source(s) of all data and methodologies used in the report and attach copies of all raw traffic counts, calculations, and model outputs in an appendix to the report.
- VIII. See last page of this procedure for a flowchart of the traffic concurrency review process.

Traffic Impact Analysis Report (TIAR) Standards:

1. Trip generation:

- < Determine trip generation using data and procedures contained in the latest edition of *Trip Generation*, Institute of Transportation Engineers (ITE).
- < Local or special trip generation rates based on comparable sites may be used if a substantial sample size is used and complete documentation is furnished. Guidance can be found in the *Trip Generation Handbook, An ITE Proposed Recommended Practice*.
- < For redevelopment sites, trips currently generated by existing development that will be removed may be deducted from total new site trips.
- < The applicant may consider applicable trip reduction methods such as internal trip capture rates and pass-by trip rates for service or commercial developments. The trip reduction methods should follow the recommendations of the latest edition of the *Trip Generation Handbook, An ITE Proposed Recommended Practice* and are subject to review and approval by the Transportation Planner.

2. Trip distribution and assignment:

- < Distribute and assign new trips to the roadway system by using manual methods, “quick-response” methods, or the Florida Standard Urban Transportation Model Structure (FSUTMS) for the Pensacola Urbanized Area. FSUTMS files are available from the Pensacola Metropolitan Planning Organization (MPO) staff.
- < Manual distribution of new trips onto the impacted roadway segments is an acceptable method. For all trip distribution methods used, a map illustrating the impacted roadway segments and trip distribution on each segment is the preferred method of illustration. Roadway segments are delineated in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report* prepared by Traffic Engineering.

- < In addition to a map, the number of new trips generated from the proposed development and distributed on each impacted roadway segment should be summarized in a format similar to that of the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.
- < For the purpose of this analysis, the distance provisions in Section 5.12.02 of the Land Development Code (LDC) are not applicable. Distribution and assignment of new trips onto the Escambia County roadway segments until the trips have an impact of 1% or less of the service volume for the adopted level of service (LOS) standard will be required.

3. Impact analysis:

- < Analyze the weekday P.M. peak hour of adjacent street traffic (not daily volumes) for most land uses. Analysis of other hours and/or days may be more appropriate for special land uses which exhibit significantly different peak periods from the average weekday (e.g., amusement parks).
- < Determine if the level of service standard is met for all impacted roadway segments. A roadway segment shall be deemed to have adequate level of service when the level of service (LOS) for both directions of travel in the P.M. peak hour does not exceed the adopted LOS standard.
- < The latest edition of the Escambia County *Traffic Volume and Level Of Service Report* prepared by Traffic Engineering shall be used as the source for background (existing + allocated/committed) traffic, adopted level of service standards and roadway segment service volumes. Refinements to volumes may be made if adequately documented/justified to the satisfaction of the Transportation Planner.
- < Allocated (committed) trips from approved development that are not yet reflected in actual traffic counts will be provided in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.
- < General models (e.g., ART-TAB) may be used. Adjust default factors as necessary to the local characteristics of each roadway analyzed. If the analysis of the general model does not indicate that adequate level of service is provided, progressively more detailed models (e.g., ART-PLAN; *Highway Capacity Manual*, TRB Special Report 209; or *Highway Capacity Software*, Transportation Research Center, University of Florida) will need to be used as necessary to determine and document whether sufficient capacity is available.
- < Traffic counts (e.g., intersection turning movement counts, etc.) used in any analysis (e.g., ART-TAB, ART-PLAN, etc.) shall be no older than one year and originate from a Tuesday, Wednesday, or Thursday. Weekly adjustment rates published by the FDOT shall be used to seasonally adjust the counts to an annual average value.
- < Determine PM peak hour revised service volume (both directions) as part of the impact analysis. A revised service volume can be determined through ART-TAB, ART-PLAN, or other level of service analysis software.

- < A table should be used to summarize existing volume, allocated/committed volume, project volume, total (existing + allocated/committed + project) volume, and roadway capacities for each impacted roadway segment. The table should be similar to the Escambia County *Traffic Volume and Level Of Service Report*. This format is preferred, in lieu of narrative, as an efficient means to provide information.
- < Capacity improvements provided by roadway projects which are scheduled for construction within three years in the adopted work program of the Florida Department of Transportation (FDOT) and/or the Capital Improvement Program of the County are assumed to be existing in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.

4. Mitigation:

- < If improvements are needed as a result of the traffic impact analysis report and the Applicant agrees to construct or implement the improvements, the applicant shall prepare a mitigation report.
- < The mitigation report should document what improvements are proposed, how the improvements will maintain adequate level of service, who will design and construct or implement the improvements, and a schedule for completing the improvements. The mitigation report will require review and approval by the Transportation Planner.
- < For mitigation of a project with substantial impacts, such as Developments of Regional Impact (DRIs), the project will be reviewed through coordination with the Florida Department of Transportation (FDOT), West Florida Regional Planning Council (WFRPC), Department of Community Affairs (DCA), and/or other appropriate agencies.
- < If the adopted level of service for each impacted roadway segment cannot be maintained and mitigation is not provided, then the development will not be approved.

Contact Person: Vikki R. Garrett, Transportation Planner
Phone: (850) 595-3434

Cindy W. Anderson, P.E.
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Date

TRAFFIC CONCURRENCY REVIEW PROCESS FLOWCHART

