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## **Section 5**

# **MOBILITY MANAGEMENT**

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This section contains general requirements, processing information and applications related to the Mobility Management Program and Mobility Solutions Reports  
In addition to this section, users should refer directly to the Land Development Code for specific regulations.

# **City of Altamonte Springs Developer's Guide**

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**APPLICATION FORMS AND CHECKLISTS.**

1. Request for Methodology Meeting for a Mobility Solutions Analysis.
2. Mobility Management System Application.

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## SECTION 5. MOBILITY MANAGEMENT PROGRAM.

*For questions on this subject, contact the  
Planning and Development Division (407.571.8146)*

### 5.1 MOBILITY MANAGEMENT PROGRAM REQUIREMENTS.

Beginning June 1, 2016, the City will implement a Mobility Management Program that requires the assessment of impacts that certain planning and development requests have on the multi-modal transportation system. The assessment will include recommendations and conclusions to inform improvements to be provided as part of a development project or subdivision of land. The City has also adopted a Mobility Fee that focuses on person mile of travel which includes walking, biking, transit and vehicle trips. Together these tools allow all modes of transportation to be considered as part of land use decisions to provide safe, more efficient and diverse transportation corridors.

Mobility is the provision of multiple opportunities or choices in travel within and to/from the city through a multi-modal transportation system. Mobility management provides an alternative to traditional transportation concurrency. The mobility management system is designed to provide a systematic process for the review and evaluation of proposed development for its impact on multi-modal transportation systems, facilities and services. The hierarchy of modes as adopted by the city in the comprehensive plan is walking, bicycling, transit (bus and rail), and private vehicles. The primary focus or overall mobility strategy is on the minimum provision of facilities for all modes and the connectivity based upon the mode hierarchy. Where facilities exist for all modes, the city will prioritize enhancing the quality of the facilities based upon the mode hierarchy.

Applicants that desire to submit certain planning or development applications that modify existing entitlements, change permitted uses, or increase intensity or density will require the completion of one of two levels of Mobility Solutions Studies prior to submittal of those applications. A Mobility Management Methodology meeting must be scheduled with City Staff prior to beginning a Mobility Solutions Analysis and Report.

The Mobility Management was enabled by Ordinance 1692-16. See Land Development Code Article II, Concurrency and Mobility Management for more information. The Mobility Fee was adopted by Ordinance 1691-16, see the City Code of Ordinances, Chapter 28.

#### 5.1.1 Definitions.

Definitions pertaining to the City's Mobility Management Program can be found in Article II of the Land Development Code available at [www.municode](http://www.municode).

Definitions specific to the Mobility Solutions Report guidelines can be found in this section of the Developer's Guide.

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Mobility Solutions Analysis – establishes the level of the assessment (Level 1 or Level 2), Mobility Solutions Study - the act of performing the analysis, and Mobility Solutions Report - the resulting document of the analysis and study that includes recommendations and conclusions for needed multi-modal improvements.

## **5.1.2 Common Questions.**

### **5.12.1 What applications require a Mobility Solutions Analysis?**

**Land Development Code Article II Section 2.1.3 (LDC Sec. 2.1.3) establishes what type of applications require a Mobility Solutions Analysis and if the Mobility Solutions Analysis is to be documented in either a Level 1 or a Level 2 Mobility Solutions Report. LDC Sec. 2.4.1.4 establishes when a Mobility Solutions Analyses is required based on net new development trips.**

#### **5.1.2.2 When is a Mobility Solutions Report Required?**

**Any applications that result in more than 20 net new peak hour trips as according to the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation require a Mobility Solutions Report. For proposed projects that are located on SR 434 or SR 436, the trip threshold is a project resulting in more than 40 net new development trips.**

**LDC Sec. 2.4.16 establishes exemptions from Mobility Solution Reports.**

#### **5.1.2.3 What is the difference between a Level 1 MSR and a Level 2 MSR?**

Level 1 MSRs are required to support requests for future land use map amendments, rezonings, conditional uses, changes to Planned Unit Developments (PUDs), and transfer of development rights (TDRs). The report will identify opportunities and deficiencies in the multi-modal network in the project's defined study area that will be used for determining improvements for subsequent development applications.

Level 2 MSRs are required to support site plans, development plans, and plats. The report will identify existing deficiencies and proposed enhancements to the multi-modal network that are to be addressed with Mobility Performance Standards (MPSs). The MPSs will be incorporated into the site or development plan and become obligations of the property owner to provide concurrent with development.

#### **5.12.4 What are Mobility Performance Standards?**

Mobility Performance Standards (MPS) are tools that are used to improve and enhance the multi-modal system based on the assessment, conclusions and recommendations in a Mobility Solutions Report. The required number of MPSs are

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determined by the number of net new peak hour trips of a proposed development program. [LDC Article II Div. 4 Tables 2.4 and 2.3]

### **5.12.5 Mobility Performance Stands versus Development Regulations?**

MPS are tools that address the impact of the net new peak hour trips for the multi-modal system. Functional requirements of a project such as the addition of a 5-foot public sidewalk or a cross access easement do not qualify for MPS as they are land development code requirements and support the proposed development, not the public systems.

## **5.1.3 General Process.**

### **5.1.3.1 Pre-application Conferences:**

Applications that require a Level 1 Mobility Solutions Report must first schedule and attend a Pre-application Conference for Public Hearings Applications (Non-DRC) to discuss the request.

[Planning & Development website: <http://www.altamonte.org/index.aspx?NID=409>]

Applications that require a Level 2 Mobility Solutions Report must first schedule and attend a Pre-application Conference for Development Review Projects to discuss the request.

[Developer's Guide Section 2 <http://www.altamonte.org/index.aspx?NID=412>]

### **5.13.2 Mobility Methodology Meeting:**

After the pre-app, the applicant must submit a completed Request for a Methodology Meeting for a Mobility Solutions Analysis (Methodology Meeting) with the required submittal materials. It is recommended that a Methodology Meeting request be submitted a minimum of 8 weeks prior to the public hearing application or development application is submitted. The Planning Board meeting for any Public Hearing application cannot be advertised until the Mobility Solutions Report is accepted by the City. Any development applications that require a MSR cannot be submitted until the Mobility Solutions Report is accepted by the City.

### **5.1.3.3 Mobility Solutions Report Submittal:**

After the Methodology Meeting, the Mobility Solutions Report may be submitted to the Growth Management Department. The submittal for a three week review period closes on every Thursday at noon. Complete submittal received after each Thursday at noon will be placed on the next three week review cycle.

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Comments will be provided to the project team on a Monday approximately three weeks after the Thursday submittal deadline. A meeting will be scheduled with staff the following Thursday.

The Planning and Development Division maintains copies of the City's roadway capacity tables to be used in the TIA.

determination analysis will only have to be done once for each project, provided:

- a. Not more than 60 days lapses between the test and preliminary plan or combined preliminary/final plan submittal.
- b. Development plans for the project remain active.
- c. Capacity reservation fees, if any, are paid on time.
- d. The intensity and/or density of the project does not change.

A copy of the Test Results form will be provided to the Applicant upon completion of the test, and after the City accepts the TIA as satisfactory. Review comments or the Test Results are usually provided within 10 calendar days after submittal.

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Capacity reservation that is available will be encumbered (i.e. temporarily set aside) for the duration of the review process.

For preliminary plans, if capacity is available and the project is approved, capacity will be reserved for one year from Planning Board approval date at no additional cost to the applicant.

Upon final plan approval, the applicant will have 90 calendar days to secure all building permits or pay the appropriate capacity reservation fees as presented in the LDC. [Refer to LDC Article II, Table 2.] **Capacity reservation fees are non-refundable and non-creditable for projects with an expired site plan.** If within 90 days of approval all building permits are not secured or the appropriate capacity reservation fees not paid, then the approval will become null and void.

### **5.1.3 Extensions for Preliminary Development Order Capacity Reservation.**

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### **5.1.4 Extensions for Final Development Orders.**

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## **5.2 METHODS OF CAPACITY EVALUATION.**

In order to determine for potable water and sanitary sewer, the Planning and Development Division shall coordinate with the Public Works and Utilities Department to make the determination described in Section 5.3. In order to determine for transportation, the Planning and Development Division shall make the determination described in Section 5.4. Applicable projects shall comply with requirements of the Seminole County School Board for for schools as described in Section 5.5.

While an application for is currently not required for solid waste, drainage, and parks and recreation, issues related to these areas are described in sections 5.6 – 5.8.

## **5.3 POTABLE WATER AND SANITARY SEWER .**

### **5.3.1 Purpose.**

Capacity accounts for potable water and sanitary sewer will be established to allow capacity to be transferred to various categories in the application process. These capacity accounts are for the purpose of administering the ordinance. For potable water, “capacity” refers to the ability or availability of water in the City’s potable water system within the limits of the state issued permits from the Saint Johns River Water Management District (SJRWMD) and Florida Department of

Environmental Protection (FDEP) and within the limits of the City’s ability to pump and store the water for community use. With regard to the sewer system, “capacity” refers to the availability of capacity to treat influent and dispose of effluent in the City’s regional water reclamation facility to the levels and volume limits established in the City’s Florida Department of Environmental Protection (FDEP) permit.

**5.3.2 Potable Water and Sanitary Sewer Plant Capacity Analysis by City.**

In performing the evaluation for potable water and sanitary sewer, the City shall determine whether a proposed development can be accommodated within the existing or planned capacity of the City’s potable water plants and City’s regional water reclamation facility. In determining available capacity, an estimate of the capacity required by the proposed project shall be established through the and mobility management application process.

**5.3.4 Potable Water and Sanitary Sewer Calculations.**

For purposes of , capacity for potable water and sanitary sewer shall be calculated by land use in accordance with the following chart:

Land Uses	Average Daily Flow
Commercial	175 GPD per 1,000 sq. ft.
Office	150 GPD per 1,000 sq. ft.
Industrial	25 GPD per 1,000 sq. ft.
Hotel/Motel	175 GPD per room
Single Family Residential	300 GPD per unit
Multifamily Residential	135 GPD per unit
Public Education Facilities	15 GPD per student and instructor



Since restaurants require additional water capacity they are considered a Specialty Use and shall be calculated in accordance with the following chart:

Specialty Use – Food Service	Average Daily Flow
Restaurant – using reusable service articles and operating 16 hours or less per day	40 GPD per seat
Restaurant – using reusable service articles and operating more than 16 hours per day	60 GPD per seat
Restaurant - using single service articles only and operating 16 hours or less per day	20 GPD per seat
Restaurant – using single service articles only and operating more than 16 hours per day	35 GPD per seat
Bar and cocktail lounge (add per pool table or video game)	20 GPD per seat (15 GPD per table or game)
Drive-in restaurant	50 GPD per car space
Carry out only, including caterers: 1. floor space calculation + 2. employee calculation	1.50 GPD per 100 sq. ft. + 8 GPD per employee per 8 hour shift

Other unique uses not covered by land use or specialty use calculations, as indicated above, shall be evaluated on an individual basis, as needed.

For potable water, the City shall determine if the capacity from the City’s potable water plants, less the capacity which is encumbered or reserved, can be provided under the existing or planned plant capacities and pumping abilities as well as permitted limits established by state issued Consumptive Use Permits (CUPs) for water withdrawal from the Floridan Aquifer.

For sanitary sewer, the City shall determine if the capacity from the City’s regional water reclamation facility, less the capacity which is encumbered or reserved, can be provided while remaining within the state issued Florida Department of Environmental Protection (FDEP) permit limits or existing sewer capacity in the City’s regional water reclamation facility.

In no event shall the City determine for a greater amount of potable water or sanitary sewer capacity than is needed for the development proposed in the and mobility management application.

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### **5.3.5 Potable Water and Sanitary Sewer Capacity or Availability Restrictions.**

#### **5.3.5.1 Force Majeure.**

The factors affecting available potable water or sanitary sewer capacity or availability may, in some instances, lie outside of the City's control. The City's adoption of this section relating to the manner in which the City will make its best attempt to allocate water or sewer capacity or availability does not create a duty of the City to provide water or sewer service to the public or to any individual regardless of whether a water or sewer Certificate of Capacity has been issued. Certificates of Capacity issued by the City shall not be a guarantee that water and/or sewer will be available to serve the proposed project. For this reason, the City's process does not include a capacity reservation fee associated for potable water and sanitary sewer service. Capacity is allocated and guaranteed to a project with the following:

- a. A City building permit has been issued;
- b. All utility connection fees for the project have been paid; and
- c. All regulatory permits applicable to the project pertaining to potable water and sanitary sewer extensions and service have been obtained.

#### **5.3.5.2 Local System Upgrades and Improvements.**

Nothing pertaining to the process shall be construed as an exemption to a project from making local main line extensions, upgrades, or other system improvements as required to meet the needs of the project which are typically identified through the DRC plan review process.

### **5.3.6 Transfer of Reserved Potable Water or Sanitary Sewer Capacity.**

Reserved capacity shall not be sold or transferred to property not included in the legal description provided by the applicant in the application. The applicant may, as part of a development permit application, designate the amount of capacity to be allocated to portions of the property, such as lots, blocks, parcels or tracts included in the application. Capacity may be reassigned or allocated within the boundaries of the original reservation by application to the City. At no time may capacity be sold or transferred to another party or entity to real property not described in the original application.

### **5.3.7 Use of Reserved Capacity.**

When a valid building permit is issued for a project possessing a certificate of capacity, the certificate of capacity shall continue to reserve the capacity unless

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the building permit lapses or expires without the issuance of a certificate of occupancy. Once the proposed development is constructed and an occupancy permit is issued, the capacity is considered used. In the event of a phased project with multiple building permits, capacity shall be considered used as an occupancy permit is issued for each phase. Under no circumstances shall capacity remain reserved longer than the final development approval/order issued to the project.

## **5.4 TRANSPORTATION AND MOBILITY MANAGEMENT.**

### **5.4.1 Mobility Management Administered Through the and Mobility Management Process.**

For transportation, the City shall meet all through a mobility management program which is responsive to statutory requirements [City Plan 2030, Policy 2-2.5.3]. Development and redevelopment shall mitigate transportation impacts to the multi-modal transportation system based upon the density/intensity and respective location of the development [City Plan 2030, Policy 2-1.5.3]. Accordingly, the City uses the and mobility management process to monitor transportation levels of service, to coordinate traffic impact analysis studies, and to implement mobility strategies.

The entire City is within a Transportation Exception Area (TCEA) and as such, all projects are required to meet TCEA standards. In late 2010, the City adopted City Plan 2030. Policies in the Multi-Modal Transportation Element of City Plan 2030 supersede Land Development Code requirements for performance standards related to the Transportation Exception Area. When determining performance standards to address the TCEA, please refer to City Plan 2030 Policy 2-2.6.1, Mobility Standards in lieu of Land Development Code Section 2.1.7(2) Development Performance Standards. City Plan 2030 may be found on the City's website at:

[www.altamonte.org/department/growth/planninganddevelopment.asp](http://www.altamonte.org/department/growth/planninganddevelopment.asp)

The transportation section of the and mobility management application must be completed for all projects.

### **5.4.2 Traffic Impact Analysis Requirements.**

A TIA must be submitted with the CMS application for any project that generates 400 or more net new development trips, or at the discretion of the Growth Management Director. Inaccurate or incomplete TIA's will be returned to the applicant, which may cause a delay in the project review process. City TIA requirements are included in this section. The TIA must be prepared, signed, and sealed by a professional transportation engineer licensed in the state of Florida.

The Owner/Developer's transportation engineer must schedule and attend a methodology meeting with the City prior to completing the TIA. The meeting should be scheduled 30-60 days prior to the plan submittal. Please contact the Senior Planner in the Planning and Development Division at 407.571.8146 to schedule a TIA methodology meeting.

If the City determines that the TIA should be reviewed by the City's transportation consultants, the Owner/Developer shall be responsible for the cost of such review and reimbursement shall be made to the City.

A and mobility management application must be submitted with the TIA. Both the CMS application and TIA are to be submitted at least ten calendar days prior to the site plan submittal.

**5.4.3 and Mobility Management Application Process.**

**Timeframe:** and mobility management applications shall be submitted to the Planning and Development Division at least ten calendar before the first plan submittal. If a TIA is required, it must be submitted with the application. The applicant is required to incorporate the recommendations of the TIA into the site plan.

**Pre-submittal Meetings:** Project pre-application meeting with the DRC.  
  
If a TIA is required, a methodology meeting with staff must occur at 30-60 calendar days prior to the first plan submittal.

**Submittal:** One completed and mobility management application and five TIA reports (if a TIA is required).

**Fee:** \$ 100.00 and mobility management application with no TIA review  
\$ 250.00 and mobility management application with a TIA  
\$TBD City transportation consultant review, if necessary

**Review Period:** Ten calendar days. If you receive the results before you submit the first plan submittal, include a copy with your site plan application. If you receive the results after you submit the first plan submittal, a copy will automatically be forwarded to the project file.

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## Summary of Remainder of Process:

- tests which pass the review are valid for 60 calendar days, during which time the formal application for preliminary or combined preliminary/final site plan is to be submitted.
- Available capacity is encumbered (i.e. temporarily set aside) while plan is under review.
- If the preliminary plan is approved, capacity is reserved for applicant at no cost for one year from the approval date.
- If the final plan or combined preliminary/final plan is approved, the applicant must pay capacity reservation fees within 90 calendar days (three months) of final plan approval. If all building permits are secured within 90 calendar days of final plan approval the process is considered complete and the applicant will not pay capacity reservation fees. If the applicant does not secure all building permits or pay the capacity reservation fees within 90 calendar days of final plan approval then the plan is considered NULL & VOID.

### **5.4.4 Traffic Impact Analysis Guidelines.**

#### **5.4.4.1 Purpose.**

A TIA addresses the relationships between land use and the transportation system. The purpose of a TIA is to identify and quantify multi-modal transportation related impacts on the public transportation system, and to identify measures required to mitigate such traffic and other impacts, if necessary. A and mobility management application shall be submitted with the TIA.

The TIA is also to address the mobility strategies of the comprehensive plan by evaluating connectivity to the adjacent transportation system, including sidewalks, bike paths/trails, transit shelters/stops, and roadways, evaluating and proposing appropriate mobility performance standards, and identifying whether the project will require a transportation demand management program.

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#### 5.4.4.2 Definitions for TIA Guidelines.

***Adopted Level of Service*** - The level of service set by the current City Comprehensive Plan as described in policies contained in the Capital Improvement Element.

***Background Traffic*** - The sum of existing traffic plus the projected traffic from previously approved but incomplete developments and other sources of traffic growth.

***Committed Improvements*** - A roadway improvement that:

- a. Is included in the first three years of any governmental agency capital improvements program (City, Seminole County, FDOT), or
- b. Has an executed, bonded contract for construction, or
- c. Will be constructed pursuant to a binding development agreement at a time certain.

***Development Build Out*** - The anticipated time of completion of development and issuance of final certificate of occupancy.

***Development Traffic/Development Trips*** - The number of trips generated by the proposed development based upon the latest edition of the ITE Trip Generation Manual. If the appropriate rate is not provided in the ITE Trip Generation Manual, acceptable transportation planning practices, subject to City approval, shall be used to determine the development traffic. (See also definition of Net New Development Trips.)

***Internal Trips*** - Trips from a development that do not exit the development or access a road on the City's capacity tracking table.

***Level-of-Service*** - The measure of the functional and operational characteristics of a roadway.

***Model*** - The Florida Standard Urban Transportation Modeling Structure (FSUTMS), using socioeconomic data to assign trips between traffic analysis zones on the thoroughfare system on a daily basis.

***Net New Development Trips*** – Total average daily trips for the proposed development less the total average daily trips for the existing development. Used for determining whether a TIA is required and the determination of the required number of mobility performance standards. Example:

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Redevelopment of 100,000 sq. ft. retail (at 40 trips per 1,000 sq ft = 4,000 ADT pre-redevelopment condition). New project is 5,000 ADT.

***Pass-by Trips*** - Trips made as intermediate stops on the way from an origin to a primary trip destination. Pass-by trips are attracted from traffic passing the site on an adjacent street that contains direct access to the generator.

**Redevelopment Credit** – In a redevelopment project, the credit for the existing development traffic/development trips

***Roadway Segments*** - For the purposes of a TIA, a roadway segment shall refer to the road segments identified in the City’s capacity tracking system. For roadways not on the City’s system, segments will be determined during the methodology meeting.

***Significant Development Impact*** - Development traffic on a roadway section which is 2.5 percent or more of the service volume of the adopted level-of-service. However, if the available trips in the City’s capacity tracking system are less than 200 peak hour, peak direction trips, the significance threshold for that link is (1.0) percent of the service volume of the adopted level-of-service standard.

***Total Traffic*** - The sum of background traffic and new development trips.

#### **5.4.4.3 Applicability.**

These TIA guidelines shall apply to all land located within the City of Altamonte Springs. It is the responsibility of the applicant to submit all data necessary to determine whether or not a TIA report is required.

##### **5.4.4.3.1 Projects Requiring a TIA.**

- a. Special use requests, rezoning, Planned Unit Development (PUD) applications and any applications for new site plan approvals generating 400 or more net new development trips.
- b. Comprehensive Plan future land use amendments.
- c. Amendment to an existing development or previously approved site plan where daily traffic impact will increase by a total of more than 400 net new development trips.
- d. Other construction approvals when the City determines that a TIA is necessary to assess traffic operations and safety conditions, including but not limited to, proximity of site

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access to adjacent driveways, adverse affect of traffic conditions on adjacent neighborhoods, and impacts on high accident locations.

#### **5.4.4.3.2 Exemptions from Submittal of a TIA.**

- a. New development that will generate 399 or less net new development trips.
- b. Substantial restoration within 12 months of a building damaged by fire, explosion, flood, tornado, riot, or accident of any kind, and where there is no change in use.

#### **5.4.4.4 Responsibility.**

Applicants shall be responsible for preparing the complete TIA. The expense of preparing the TIA shall be borne solely by the applicant. If the City's transportation consultant is asked by the City to review a TIA, the cost of this review shall also be borne solely by the applicant.

All TIAs shall be prepared, signed and sealed by a professional engineer with a specialty in traffic and transportation and is registered in the State of Florida.

#### **5.4.4.5 Methodology Meeting.**

The project's transportation engineer shall schedule and attend a methodology meeting with the City before preparing a TIA report (applicant's attendance is optional). The purpose of the methodology meeting is to discuss the TIA methodology, define the study area, identify primary assumptions, and discuss any additional issues that may need to be addressed in the report. The methodology meeting shall be scheduled at least 30 calendar days prior to the first plan submittal to the City.

#### **5.4.4.6 Report and Data Requirements.**

The TIA shall be prepared according to generally acceptable professional practice and shall present all the data, analysis assumptions, conclusions, and recommendations. At a minimum the TIA shall include the following data and analysis:

##### **5.4.4.6.1 Introduction and Project Description.**

The following items shall be provided to staff with the request for a methodology meeting:

- a. Location map of the site.



- b. Existing and proposed site land-uses and amounts (square feet, units, etc.).
- c. Site plan that shows the existing and proposed access including cross access and cross access agreements with adjacent properties, adjacent access points and access across the street.
- d. Summary of the proposed trip generation including the projected number of average daily trips including any pass-by trips and internal trip capture. For projects generating more than 10,000 net new development trips, the FDOT will be invited to the meeting as the analysis shall include I-4 and the interchange with SR 436.
- e. Proposed trip distribution which should include backup calculations.
- f. List of arterial and collector roadways that may be impacted.
- g. List of intersections that may be impacted.
- h. Development schedule (build out period and phasing).

#### **5.4.4.6.2 Existing Conditions.**

Existing conditions are to be presented in tabular and graphic format.

- a. Level-of-Service (LOS) analyses for study roadways and intersections are to be provided. With the approval of the City, the LOS analysis can be conducted using ARTPLAN software or the methodology described in the FDOT Quality/Level of Service Handbook. Traffic count data and analysis worksheets shall be included in an appendix to the TIA report.
- b. In addition, the TIA shall include an inventory of the following facilities:
  - 1. Commuter Rail System Facilities.
  - 2. Local Transit Circulator System Facilities, such as FlexBus improvements.

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- 3. Bus Transit System Facilities, such as bus stops/shelters.
  - 4. Bicycle Facilities.
  - 5. Pedestrian Facilities, such as:
    - 1. The existence, location, and evaluation of adequacy of the public pedestrian system and connectivity to bus and transit shelters/stops.
    - 2. For existing developments, the existence, condition, location, and evaluation of adequacy of the on-site connectivity to the public pedestrian system and bus and transit shelters/stops.
    - 3. Identification of whether pedestrian countdown signals exist at intersections.
  - c. The City may also require other data be included in the report, such as roadway and right-of-way widths, signal locations and distances between each, adjacent driveway and streets and distances between each, and queue lengths.

#### **5.4.4.6.3 Development Traffic.**

- a. Development trip generation rates and development traffic by land-use on a daily and peak hour basis. Development trip generation will be totaled by residential and non-residential trips, for input into the City's capacity tracking system.
- b. All assumptions regarding trip generation, internal capture rates and pass-by rates.
- c. Development traffic distribution by general geographic directions and justification of trip distribution presented in tabular and graphic formats.
- d. Development traffic assignment to the roadway network presented in tabular and graphic formats. The City may require the use of the transportation model in the determination of site trip distribution and assignment. Typically, the model will be used for large projects with

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long build out periods, or where major network or land use changes are anticipated.

- e. The project can receive a determined discount from any off-site trips for participation in the regional or local transit circulator system, Transit Demand Management, and other non-single automobile occupancy transportation methods. Any discounts will be evaluated in an effort to ensure that all impacts are fully mitigated.

#### **5.4.4.6.4 TIA Study Area.**

- a. At a minimum, the closest roadway section and the site access intersections shall be evaluated.
- b. The TIA study area will include all roadway sections where the development impact is significant, as defined in Section 5.4.3.2 Definitions, and all the signalized intersections (either existing or future signals) on significantly impacted roadway sections.
- c. Projects that generate more than 10,000 net new average daily trips (ADTs) will be required to perform a traffic analysis of the roadways within a two-mile radius of the project and shall review any impact to I-4. The specific methodology will be established by the City and FDOT. Once the Traffic Impact Analysis is prepared, a copy will be provided to the City and FDOT for review and comment.
- d. For any redevelopment project, only the net new development trips are subject to the appropriate performance criteria. Example: Redevelopment of 100,000 sq ft retail (@ 40 trips 1,000 sq ft = 4,000 ADT redevelopment credit). New project is 5,000 ADT. The project must satisfy Level 2 performance standards (400-1,999 average daily trip generation). [Reference City Plan 2030 Policy 2-2.6.1.e]

#### **5.4.4.6.5 Committed and Planned Improvements.**

A list of all committed roadway improvements, as well as planned improvements, which are not yet funded. The list shall identify the type, location, timing and the responsible agency of each roadway improvement project.

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A list of all committed multi-modal improvements and planned improvements, including those which are not yet funded. Such improvements include local transit circulator system facilities, bus transit system facilities, bicycle facilities, and pedestrian facilities. The list shall identify the type, location, timing and the responsible agency of each roadway improvement project.

#### **5.4.4.6.6 Future Traffic and Capacity Analysis.**

- a. A capacity analysis shall be conducted, and level of service shall be determined on all roadway sections and intersections within the study area, on a peak hour, peak direction basis, for total traffic at the build out period of the development. For large development (with more than 2,500 daily trip generation), and as determined at the methodology meeting, future traffic forecasts will utilize the FSUTMS Model. If the development is phased, the City may require a separate analysis by phase. The analysis will be conducted for the AM and PM peak periods. For retail projects, an AM peak hour analysis is not required. However, the City may require analysis of other periods as appropriate, based on the development, specific land-use and the background traffic peaking characteristics.
- b. Service volumes for roadway sections will be based on the City's capacity tracking system, unless otherwise approved by the City. Where applicable, alternative service volumes may be developed and documented in the TIA. Intersection analysis will be based on the latest edition of the Highway Capacity Manual. In some instances, the City will require Synchro software. The capacity analysis will be clearly presented in tabular and graphic formats. All analysis worksheets shall be included in the appendix. The capacity analysis will be clearly presented in tabular and graphic formats
- c. Projects that generate more than 10,000 net new development trips will be required to perform a traffic analysis of the roadways and shall determine any impact to I-4 and the interchange with SR 436. The specific methodology will be established by the City in consultation with FDOT. Once the TIA is prepared, a copy will be provided to the City and FDOT for review for comment and final determination of any needed roadway improvements,

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proportionate share contribution, or other mitigation options.

#### **5.4.4.6.7 Access Analysis.**

Intersection needs at all the development's access intersections shall be determined. This operational evaluation shall include on-site circulation as it may affect access, on-site and off-site turn lanes, and required storage, potential for signalization and review of sight distance and other intersection safety aspects. Usage of joint access driveways is encouraged to reduce the total number of connections to the roadway network

#### **5.4.4.6.8 Crash Analysis.**

Crash study will be conducted at major intersections within the study area, as determined during the methodology meeting. The study will be conducted according to the Florida Department of Transportation (FDOT) Manual on Uniform Traffic Studies, in order to identify safety enhancement measures. A collision diagram(s) shall be provided.

#### **5.4.4.6.9 Transit, Bicycle and Pedestrian Features.**

Transit, bicycle, and pedestrian features shall be included in the scope of the TIA, and the TIA shall review the needs for such facilities, including providing or completing on-site and off-site connectivity.

#### **5.4.4.6.10 Comprehensive Plan Mobility Performance Standards.**

Development or redevelopment projects are required to satisfy the appropriate mobility performance standard level based on the project's net new development trip generation pursuant to City Plan 2030, Policy 2-2.6.1, Mobility Performance Standards. The TIA shall identify the standard level required for the project and evaluate which performance standards are appropriate for the project.

The required number of Mobility Performance Standards is pursuant to the following table.

<b>Level</b>	<b>Net New Development Trips</b>	<b>Required Number of Mobility Performance Standards</b>
1	Up to 399 ADTs	At least 1 standard.
2	400 to 1,999 ADTs	At least 2 standards. No more than 1 standard can be selected from the Enhancement Group.
3	Greater than 2,000 ADTs , but less than 5,000 ADTs	At least 3 standards. No more than 2 standards can be selected from the Enhancement Group.
4	Greater than 5,000 ADTs to 9,999 ADTs	At least 4 standards. No more than 2 standards can be selected from the Enhancement Group.
5	Greater than 10,000 ADTs and/or 50 or more employees	At least 5 standards. Transportation Demand Management (TDM) plan is required. No more than 2 standards can be selected from the Enhancement Group.

The Mobility Performance Standards by group are as follows:

<b>Performance Standard</b>
<b><i>Operational Group</i></b>
Intersection and/or signal improvements to provide countdown pedestrian signals.
Construction of bus turn-out facilities.
Use of joint driveways and/or cross-access to reduce curb cuts.
Intersection and/or signalization modifications to improve roadway operation and safety.
Intersection and/or signalization modifications to improve transit operations and safety.
<b>Performance Standard (continued)</b>
<b><i>Capacity Group</i></b>
Payments to the City which will either increase existing transit service frequency for a minimum of 3 years.
Construction of new road facilities that provide alternate routes to reduce congestion.
Addition of lanes on existing road facilities, where acceptable to the City and/or FDOT, or proportionate share contribution for a programmed improvement.
Addition of dedicated turn lanes for ingress and egress
Construction of new public sidewalks along all street frontages where they do not currently exist (minimum of 5 feet wide).
Construction of new bicycle lanes.
Shuttle to/from the 22-mile LRT station or the SunRail station.
<b><i>Enhancement Group</i></b>
Payment for transit shelters or provision of transit shelter on-site if immediately adjacent to a transit stop.
Widening of existing public sidewalks to increase pedestrian mobility and safety (existing sidewalk must be a minimum of 5 feet wide and widening to a minimum of 8 feet wide).
Funding of streetscaping/landscaping (including pedestrian-scale lighting, where relevant) within public right-of-ways or medians.
Provision of shading through awnings or canopies over public sidewalks. The awning or canopy shall provide pedestrian shading for a significant length of the public sidewalk.
Design and installation of way finding signage for pedestrians, bicyclists, or transit facilities.
Provision of lockers and shower facilities for employees.

#### **5.4.4.6.11 Transportation Demand Management Program.**

Any development consisting of, or occupying a facility with provisions for 50 or more employees is required to participate in a

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transportation demand management (TDM) program [reference City Plan 2030, Policies 2-1.6.6 and 2-2.6.1g]. The TIA shall identify whether the project will require a TDM program, and an initial draft of the TDM program components for the project shall be submitted to the City at the time the TIA is submitted. A final TDM program, to the satisfaction of the City, shall be provided within 30 days of the issuance of the Certificate of Occupancy.

The Owner/Developer shall also be responsible for monitoring its TDM program and providing an annual report on its status and effectiveness to the City. The annual report shall be due one year after the issuance of the Certificate of Occupancy, and then annually thereafter.

City Plan 2030 Policies for TDM Programs:

Policy 2-1.6.6: Transportation Demand Management (TDM). The City will require new development to maximize the use of existing transportation facilities by implementing transportation demand management (TDM) programs as a means to address mobility and transportation impacts for employee-intensive developments projected to have more than 50 employees. Developments projected to have less than 50 employees will be encouraged to implement TMD programs. In addition, the City will coordinate with LYNX to disseminate information regarding the commuter services and benefits to the City residents and local businesses.

Policy 2-2.6.1: Mobility Performance Standards. Development or redevelopment projects shall be required to satisfy the following mobility performance standards based upon the net new average daily vehicle traffic generation projected by the project:

[...]

g. Additionally, any development consisting of, or occupying a facility with provisions for 50 or more employees is required to participate in a Transportation Demand Management (TDM) program. The TDM program must be outlined in writing to the City not longer than 30 days from Certificate of Occupancy.

**5.4.4.6.12 Conclusions and Recommendations.**

Analysis conclusions and a list of recommended improvements shall be included. The analysis recommendations will address both on-site and off-site needs. Should the installation, timing, and/or



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maintenance of roadway improvements, traffic signals, or other mitigation methodology be caused by this development, improvement costs, fair-share contributions and improvement timing shall be clearly enumerated in the TIA and shown on the site plan. Developer contributions towards the cost of off-site improvements shall be clearly enumerated in the TIA report.

#### **5.4.4.7 Submittal Requirements.**

Five copies of the TIA shall be submitted with the CMS Application to the Planning and Development Division at least ten calendar days prior to the submittal of a preliminary site plan or combined preliminary/final site plan. TIA reports shall be prepared, signed and sealed by a professional engineer with a specialty in traffic and transportation and who is registered in the State of Florida. For Projects that generate more than 10,000 net new development trips, seven signed and sealed copies of the TIA shall be submitted to the Growth Management Department at least 14 calendar days prior to the submittal of the preliminary site plan for the project.

Contact Information:      Jamie Coker, AICP, LEED AP, Senior Planner  
Planning and Development Division  
Growth Management Department  
225 Newburyport Avenue  
Altamonte Springs, Florida 32701  
Phone: 407-571-8146  
Fax: 407-571-8156

## **5.5 PUBLIC SCHOOL .**

Proposed developments that include a residential component are required to apply for school through the Seminole County School Board by completing and submitting, along with the appropriate fee, a School Planning and Application / School Impact Analysis.

The School Planning and Application / School Impact Analysis application is to be submitted to the Seminole County School Board at the same time the CMS application is submitted to the City. The School Board's school capacity availability letter of determination (SCALD) must be provided to the City before the issuance of development approval. The school process is contained in Land Development Code Article II. More information and the application form are available at [www.scps.k12.fl.us/facilities/.cfm](http://www.scps.k12.fl.us/facilities/.cfm).

Seminole County Schools      Michael Rigby, AICP  
Contact Information:      Seminole County Public Schools  
Phone: 407-320-0583  
Fax: 407-320-0292  
[mike\\_rigby@scps.k12.fl.us](mailto:mike_rigby@scps.k12.fl.us)

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## **5.6 SOLID WASTE .**

The City has a strong recycling and yard waste collection program. The City's recycling program reduces the amount of solid waste deposited at County landfills. Commercial properties are required to contract with a City approved franchise hauler for waste and recycling collection and disposal. At this time, the City's application does not require an evaluation of solid waste at the individual project level.

## **5.7 DRAINAGE .**

Drainage is addressed by the project meeting City requirements for pre-development versus post development stormwater runoff volumes. Pending regulatory requirements relating to water quality may dictate the need for revised standards for in the future.

## **5.8 PARKS AND RECREATION .**

At this time, the City's application does not require an evaluation of parks and recreation at the individual project level.