
Section 5
CONCURRENCY SYSTEM
AND MOBILITY MANAGEMENT

This section contains information and applications related to the Concurrency Management System, Transportation and Mobility Management, and Traffic Impact Analysis requirements. In addition to this section, users should refer directly to the Land Development Code (and City Plan 2030, where applicable) for the specific regulations.

City of Altamonte Springs
Developer's Guide

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AND MOBILITY MANAGEMENT.

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APPLICATION FORMS AND CHECKLISTS.

1. Concurrency Management System Application.
2. School Planning and Concurrency Application / School Impact Analysis.
(Available at www.scps.k12.fl.us/facilities/concurrency.cfm)

SECTION 5. CONCURRENCY SYSTEM AND MOBILITY MANAGEMENT.

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

5.1 CONCURRENCY AND MOBILITY REQUIREMENTS.

The City's concurrency management system is in place to ensure that the comprehensive plan adopted levels of service are maintained for potable water, sanitary sewer, solid waste, drainage, and public schools. It is used as tool for evaluating and measuring the level of service standards set by the comprehensive plan for our community.

For transportation, the City shall meet all concurrency through a mobility management program which is responsive to statutory concurrency 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 concurrency and mobility management process to monitor transportation levels of service, to coordinate traffic impact analysis studies, and to implement mobility strategies.

The City's concurrency requirements, level of service standards, mobility management program, and related items are governed by the Community Planning Act [F.S. ch. 163, Part II (2010)] and City Plan 2030, including Chapter 2, Multi-Modal Transportation Element, and Policy 8-1.3.3, Concurrency Management. Implementing regulations are contained in Land Development Code Article II, Concurrency Management and Consistency Determination. This section of the Developer's Guide provides administrative procedures, requirements, and guidance.

Under the CMS a "concurrency test" must be performed for each development application, except for those exempted in the City's Land Development Code (LDC). [Refer to LDC Article II, Section 2.1.6.] The Growth Management Department/Planning and Development Division is responsible for coordinating all concurrency tests.

The concurrency and mobility management application is included in this section. Upon submittal of the application and payment of a \$100.00 application fee, the City will conduct a concurrency test which will be valid for up to 60 calendar days to allow plan development and submittal. For mobility management, a Traffic Impact Analysis (TIA) may be required. The submittal fee for both an application and TIA is \$250.00.

5.1.1 Definitions.

Definitions pertaining to the City’s CMS, such as “capacity,” “capacity available,” “capacity encumbered,” and “capacity reserved” can be found in the LDC. [Refer to LDC Article II, Section 2.1.2]

5.1.2 Application Submittal.

Completed concurrency and mobility management applications must be submitted a minimum of ten calendar days prior to the date a preliminary plan or combined preliminary/final plan is submitted to the City.

In addition to the concurrency and mobility management application, a TIA is required for any project that generates 50 or more net new average daily trips (ADTs), according to the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. The TIA is to be submitted with the CMS application, and must be prepared, signed, and sealed by a professional engineer with a specialty in traffic and transportation and is registered in the State of Florida. [Refer to City Plan 2030 Policy 2-2.6.1 d.]

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

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

- a. Not more than 60 days lapses between the concurrency 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 Concurrency 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 Concurrency Test Results are usually provided within 10 calendar days after submittal.

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 the 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.

If capacity is available, the Planning Board may approve a maximum of one one-year extension of a preliminary site plan/preliminary development order, upon a timely submittal of all required applications, and payment of a capacity reservation fee equal to the first term payment level. [Refer to LDC, Article II, Table 2, Capacity Reservation Fee Payment Schedule and Section 4.2.5, Time Limit on Approval.] In no event shall the capacity reservation fees paid for preliminary development orders be refundable or creditable toward other fees.

5.1.4 Extensions for Final Development Orders.

The DRC may approve extensions, upon timely submittal of all required applications, and payment of applicable capacity reservation fees for additional terms of capacity reservation. [Refer to LDC, Article II, Table 2, Capacity Reservation Fee Payment Schedule and Section 4.2.5, Time Limit on Approval.] Requests for extensions will require that plans be revised to conform to all current building and development code requirements. The Planning and Development Division has detailed information on the concurrency management framework, procedures for concurrency determination, capacity reservation time frames, capacity reservation fee figures, and for projects within the RBC. Please contact the Planning and Development Division at 407.571.8161 if you have extension questions.

5.2 METHODS OF CAPACITY EVALUATION.

In order to determine concurrency 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 concurrency 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 concurrency for schools as described in Section 5.5.

While an application for concurrency 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 CONCURRENCY.

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 concurrency 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 concurrency 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 concurrency and mobility management application process.

5.3.4 Potable Water and Sanitary Sewer Calculations.

For purposes of concurrency, 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	60 GPD per seat

articles and operating more than 16 hours per day	
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 concurrency for a greater amount of potable water or sanitary sewer capacity than is needed for the development proposed in the concurrency and mobility management application.

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 concurrency 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 concurrency 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 concurrency 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 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 Concurrency and Mobility Management Process.

For transportation, the City shall meet all concurrency through a mobility management program which is responsive to statutory concurrency 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 concurrency 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 Concurrency 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 Concurrency 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/departments/growth/planninganddevelopment.asp

The transportation section of the concurrency 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 50 or more net new average daily trips, according to the latest edition of ITE Trip Generation Manual, 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 concurrency 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 Concurrency and Mobility Management Application Process.

Timeframe: Concurrency 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 concurrency and mobility management application and five TIA reports (if a TIA is required).

Fee:

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

Review Period: Ten calendar days. If you receive the concurrency 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.

Summary of Remainder of Process:

- Concurrency 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 concurrency 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 concurrency 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.

5.4.4.2 Definitions.

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.

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.

New Trips - External project trips minus the sum of 1) pass-by trips, 2) the previously approved traffic from unbuilt development, and 3) traffic from existing use in the development. The percent new trip factor from the City's impact fee system is not necessarily applicable for calculating pass-by trips in a TIA.

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.

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 50 or more net new average daily trips (ADTs).
- 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 50 net new average daily trips (ADTs).
- 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 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 less than 50 net new ADTs.
- 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.).

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- 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 ADTs, 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. At a minimum, 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. In addition, the TIA shall include an inventory of commuter rail system, bus transit system, local transit circulator system, pedestrian, and bicycle facilities, and bus shelter/stop locations. The existence, condition, location, and evaluation of adequacy of the on-site connectivity to the public pedestrian system and bus and transit shelters/stops shall be provided. 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 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.

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- d. For any redevelopment project, only the net new 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.

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

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- c. Projects that generate more than 10,000 net new average daily 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 TCEA 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, 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 on-site and off-site connectivity.

5.4.4.6.10 Comprehensive Plan Mobility Performance Standards.

Development projects are required to satisfy the appropriate mobility performance standard level based on the project's trip generation and proportionate impact on adjacent roadways 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.

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 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 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 ADTs, 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 CONCURRENCY.

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

The School Planning and Concurrency 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 concurrency process is contained in Land Development Code Article II. More information and the application form are available at www.scps.k12.fl.us/facilities/concurrency.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

5.6 SOLID WASTE CONCURRENCY.

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 concurrency application does not require an evaluation of solid waste at the individual project level.

5.7 DRAINAGE CONCURRENCY.

Drainage concurrency 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 concurrency in the future.

5.8 PARKS AND RECREATION CONCURRENCY.

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