Section 5
MOBILITY MANAGEMENT

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

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Developer’s Guide
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APPLICATION FORMS AND CHECKLISTS.

1. Request for a Mobility Solutions Analysis Methodology Meeting
2. Trip Generation Calculation Form
5.1 MOBILITY MANAGEMENT PROGRAM OVERVIEW.

The City of Altamonte Springs defines mobility as the provision of multiple opportunities or choices in transportation modes for travel within and to/from the City through a multi-modal transportation system. The hierarchy of transportation modes is: walking, (rolling), bicycling, (micro-mobility), transit (bus, rail, and shuttle), and finally, private vehicles. To that end, the Mobility Solutions Analysis for any project must assess all modes of transportation in the area surrounding the project and identify needed improvements or enhancements for each mode thus establishing a multi-modal approach to transportation impacts. The Methodology Meeting is the start of that assessment. Mobility Solutions Reports are required prior to the submittal of certain public hearing and development applications per LDC Section 2.1.3.

Mobility Solutions Reports are required for any application that will generate more than 20 net new peak hour trips. All Mobility Solution Reports shall be conducted under the supervision of a licensed transportation engineer and signed and sealed by the same.

[Reference LDC Article II Division 4]

5.2 MOBILITY MANAGEMENT FEES.

Request for Mobility Solutions Analysis Methodology Meeting Form or Trip Generation Calculation Form

The Growth Management Department Director may authorize the use of the abbreviated Trip Generation Calculation Form at their discretion. However, if it is determined that a project will generate more than 20 net new peak hour trips, a Request for Mobility Solutions Analysis Methodology Meeting Form will be required.

There is no fee for submittal of either of these forms.

Mobility Solutions Report Submittal Level 1 and 2

The application fee for a Mobility Solutions Report is $250.00 to be paid at the time of the Mobility Solutions Report Submittal.

Mobility Solutions Report Substantial Revision

The application fee for a Mobility Solutions Report Substantial Revision is $250.00.

A substantial revision to a Mobility Solutions Report is defined as a change in intensity or density that results in an additional Mobility Performance Standard being required, or as otherwise determined by staff.
If the City determines that the Mobility Solutions Report should be reviewed by the City's transportation consultants, the Owner/Developer shall be responsible for the cost of such review.

5.3 MOBILITY MANAGEMENT REVIEW PROCESS.

When required, the Mobility Solutions Report is generally accepted by the City prior to the submittal of the associated site plan or development plan. The applicant should review the application schedules contained in this section and build in the appropriate amount of time for the Mobility Solutions Report process to be successfully completed. The review timeframe for the Request for Mobility Solutions Analysis Methodology Meeting and the review of the Mobility Solutions Report is approximately three weeks for each review. This does not include the time needed to gather the information for the Methodology Meeting or the time to create the Mobility Solutions Report and respond to comments.

The Growth Management Department Director may make a determination that a project is authorized to proceed to site plan review while completing its mobility management related obligations.

5.3.1 Pre-application Conference:

All public hearing applications or development projects must first schedule and attend a Pre-Application Conference. Trip Generation information should be provided within the pre-application submittal materials and discussed at the Pre-Application Conference. If the application exceeds 20 net new development trips, a Mobility Solutions Report will be required.

5.3.2 Mobility Solutions Analysis Request for Methodology Meeting:

To determine that a Mobility Solutions Report is required, the first step is to complete a Request for a Mobility Solutions Analysis Methodology Meeting Form (or Trip Generation Calculation, if authorized by the GM Director) and submit it to the Growth Management Department with the required submittal materials listed on the form.

Then City staff will review the submitted documents and a meeting between the applicant’s team and City staff will be scheduled by the Growth Management Department. Specific details of the Mobility Solutions Report parameters will be discussed at the meeting including intersections to analyze, trip generation rates, background and committed trips, and other information that shapes the Mobility Solutions Report.

The review schedule for the process is generally:

1. Submittal deadline – any Thursday.
2. Review period – approximately 14 to 21 days from the submittal deadline.
3. Comments to applicants – the review comments will be sent to the applicant team on at least one day prior to the review meeting.
(4) Request for Methodology review meeting – a meeting will be scheduled with the applicant team three weeks after the submittal deadline.

(5) The feedback shall be incorporated into the Mobility Solutions Report.

5.3.3 **Mobility Solutions Report Submittal:**

After the Methodology Meeting, a Mobility Solutions Report may be submitted to the Growth Management Department.

5.3.4 **Mobility Solutions Report General Timeline:**

1. Submittal deadline – any Thursday
2. Review period – approximately 14 to 21 days from the submittal deadline
3. Comments to applicants – the review comments will be sent to the applicant team on the Monday 14 to 21 days after the submittal deadline
4. Mobility Solutions Report Review meeting – a meeting will be scheduled with the applicant team approximately three weeks after the submittal deadline
5. This process repeats until the Mobility Solutions Report is accepted.

5.4 **MOBILITY SOLUTION REPORT CONTENTS.**

The type of project application determines if the Mobility Solutions Report is required to be a Level 1 or a Level 2 Mobility Solutions Report. A Level 1 Report is generally the assessment of the conditions of the four modes of transportation within the project’s study area. A Level 2 Report includes the Level 1 assessment and the improvements to mitigate for the project’s net new development trips across the four modes.

5.4.1 **Level 1 Mobility Solutions Report:**

Level 1 Mobility Solutions Reports are required for applications such as Rezoning Requests. At this application stage, if the future development program of the project is not known, the Level 1 Mobility Solutions Report must utilize the permitted use with the highest trip generator and base the trip generation calculations on that use. If the use is known, the applicant may receive authorization to base the trip generation calculation on that use. The study area and assessment will analyze the impact of those trips and identify any deficiencies in the systems. The estimated number of Mobility Performance Standards needed to mitigate the net new trips will be identified in the report. This information will inform the analysis of the application by City Staff.

5.4.2 **Level 2 Mobility Solutions Report:**

Level 2 Mobility Solutions Reports are required for applications such as the Site Plans and Development Plans. At this stage, the development program has been determined. If a Level 1 Report was conducted, the Level 2 Report will update the Level 1 assessments based on the net new development trips and any major changes that occurred in the Study Area. If no Level 1 report was required, the Level 2 Mobility Solutions Report will address
all Level 1 assessment requirements and identify improvements to the multi-modal system as required for a Level 2 Mobility Solutions Report.

### 5.4.3 Contents of a Mobility Solutions Report:

Below is a general outline of the contents of a Mobility Solutions Report. The contents may vary based on the location of the property, Level of the report (1 or 2) and scope of the project. Unless otherwise noted the information is required for both the Level 1 and Level 2 reports.

- Project Location Map.
- Project Summary.
- Project Description to include any entitlement phasing.
- Trip Generation Calculations for Study Area.
  - The total net new peak hour trips without reduction of internal capture or pass-by trips. Net new trips are determined by the standard rate, not equations, found in the latest edition of the ITE Trip Generation Manual. Net new development trips are based on the highest of either the AM or PM peak hour trips.
  - Trip reductions for internal capture or pass by trips may be authorized by the Growth Management Department Director if determined reasonable by the City Transportation Engineer.
- Study Area Calculations and Graphic.
  - Determine the study area by multiplying the number of net new trips x 10.
- Study Methodology.
- Existing Conditions within the Study Area.
- Existing Multi-Modal Network.
  - Pedestrian Network.
  - Bicycle Network.
  - Transit Network.
  - Street Network.
  - Level-of-Service (LOS) analyses for study roadways and intersections. Intersection analysis shall be evaluated using V/C.
  - Traffic count data and analysis worksheets shall be included in an appendix to the Mobility Solutions Report.
- Existing Street Traffic Volumes.
- Crash Data / Traffic Safety.
  - Upon request by staff, the report is to include the crash data / traffic safety information within the study area.
- Future Conditions within the Study Area.
  - Planned and Programmed Improvements.
  - Background Traffic Growth.
Site Generated Traffic.

Trip Generation.

Pass-By and Internal Capture.

Trip Generation Summary.

Trip Distribution and Assignment.

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 for projects exceeding 5,000 daily ADT’s. Typically, the model will be used for large projects with long build out periods, or where major network or land use changes are anticipated.

Future Intersection Capacity Analysis.

For projects exceeding more than 5,000 net new daily trips, the applicant and City will agree which intersection(s), if any, need to be analyzed beyond the study area boundary.

Future Multi-Modal Conditions.

Roadway Segment Capacity Analysis.

- Conclusions and Recommendations.
  
  Summary of Analysis.

  Mobility Performance Standards.

  Identify the number of required number of Mobility Performance Standards based on the project’s net new peak hour development trips per LDC 2.4.1.2 Table 2.3.

  Level 2 Mobility Solutions Reports Only - Select appropriate Mobility Performance Standards informed by the assessment.

5.4.4 Conclusions and Recommendations:

1. A Level 1 Mobility Solutions Report shall draw upon the results of the analysis, summarize the status of the four modes and identify what improvements or enhancements opportunities are possible in the Study Area of the project. Mobility Performance Standards will be finalized with the Level 2 Mobility Solutions Report.

2. A Level 2 Mobility Solutions Report shall incorporate the assessment of a Level 1 Mobility Solutions Report and recommended Mobility Performance Standards improvements needed to support the impacts of the project that will be implemented with the project development. The recommendations in the report shall identify the timing of the Mobility Performance Standard improvements by mode.

3. The choice of Mobility Performance Standards are subject to final approval by the City. If an appropriate Mobility Performance Standard cannot be constructed in a timely manner, a financial contribution of an appropriate amount may be made instead. In such case, the contribution will be used in the
same quadrant of the City as the subject project. The quadrant of the City shall be based on the intersection of I-4 and State Road 436.

5.5 **NEXT STEPS.**

Once the Mobility Solutions Report has been accepted by the City, the application for which the applicant is seeking approval may be submitted into the review process. The details of the agreed upon Mobility Performance Standards will be replicated in the notes and the design incorporated in the development plan or site plan. The improvements will be integrated into the review process for the formal application and become part of the site plan construction documents. The implementation or satisfaction of the obligation will also be tracked within the project’s Developer’s Agreement.