

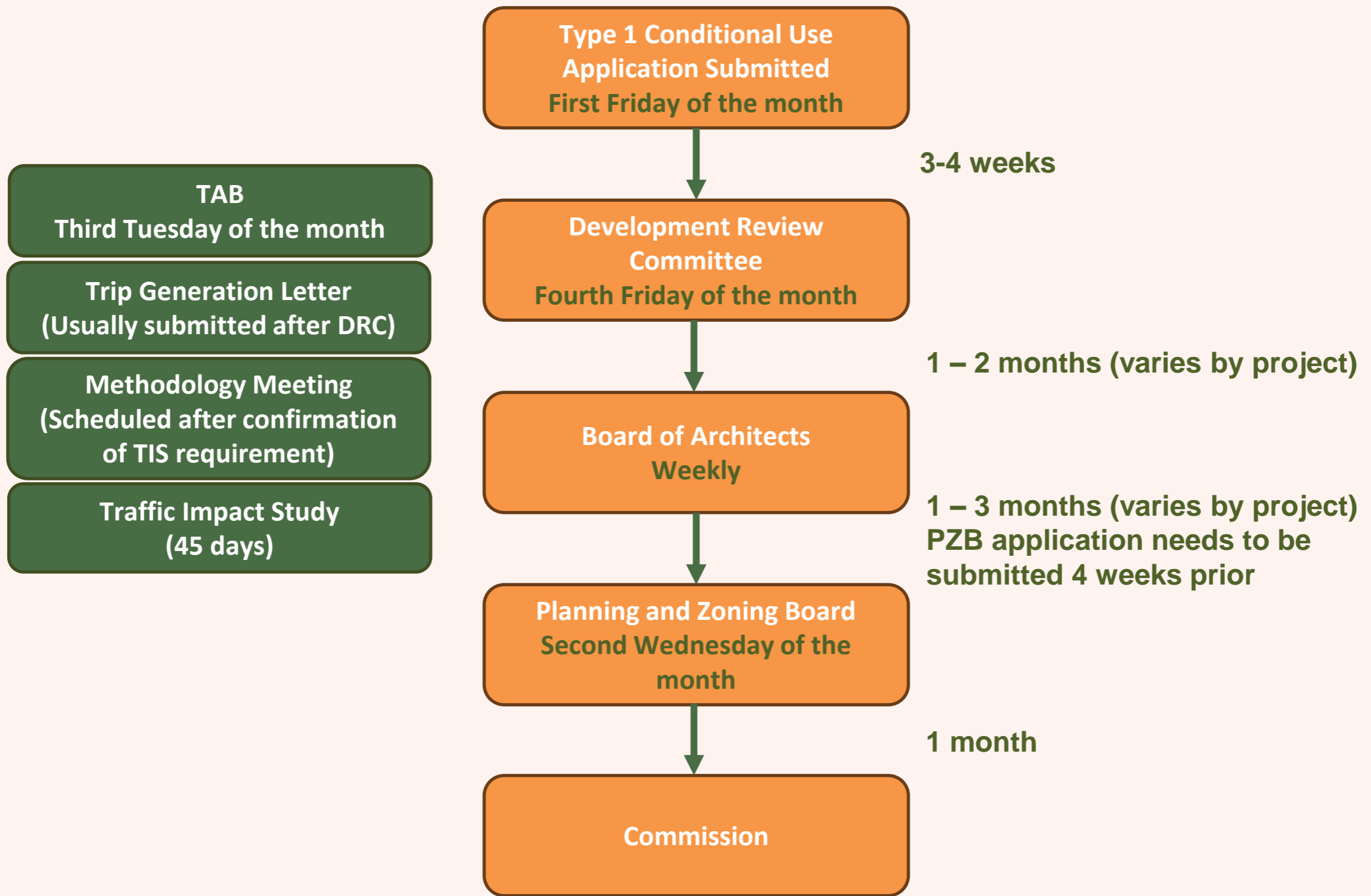
Traffic Impact Study Methodology

November 14, 2023

**CORAL
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THE CITY BEAUTIFUL



APPLICATION PROCESS



TRAFFIC IMPACT STUDY PROCESS



- ❖ **DRC Meeting**
- ❖ **Trip Generation Letter**
- ❖ **Traffic Impact Study is required**
 - **Request payment for scoping meeting**
 - **Schedule scoping meeting (approximately 2 weeks)**
 - **Submit proposal (five business days)**
 - **Request payment for TIS**
 - **Issue NTP for TIS (45 days)**
 - **Draft memo for PZB**

TRAFFIC IMPACT STUDY APPLICATION PROCESS AND METHODOLOGY

A Traffic Impact Study (TIS) is required upon a developer submitting application for a building permit and/ or zoning approval. However, the Department strongly urges developers to request a preliminary TIS determination early-on in the development process (i.e. at the time of submitting documents to the Development Review Committee). Studies completed very early in the development process may need to be updated to include additional details as the site plans become specific. The initial study should be reviewed to ensure consistency with the current development plan or to indicate the need for additional study because of substantial changes in impact over those predicted initially.

1.0 STEP BY STEP PROCESS

1. Applications for a Traffic Impact Study shall be addressed in the form of a letter to: Senior Traffic Engineer, City of Coral Gables, Department of Public Works, 2800 SW 72 AVE, Miami, FL 33155. Requests transmitted by email will be considered. Requests should also be copied to staff of other departments involved in the project such as: Planning & Zoning Division Director, City of Coral Gables, 427 Biltmore Way, Suite 201, Coral Gables, FL 33134.
2. Applications shall state the name, address and phone number of the developer or developer's representative, the location and scope of the project and any maps, drawings, site plans, an estimate of the number of vehicle trips generated by the proposed development using the procedure outlined in the latest edition of Institute of Traffic Engineering (ITE) Trip Generation Manual/Handbook, or other information that may be useful to the Department in making a preliminary determination on the need for a Traffic Impact Study. Maps should not be larger than 11" x 17".
3. Within 5 business days of the receipt of the application, the City of Coral Gables Senior Traffic Engineer will notify the applicant by email:
 - a. Whether and, if so, what additional information is needed to evaluate the application; or,
 - b. If no additional information is needed, whether a Traffic Impact Study is required
4. A Traffic Impact Study is required if it will generate fifty (50) or more added (new) peak hour two-way trips to or from the site during the adjacent roadway's peak hours or the development's peak hours. If a TIS is required, the applicant shall schedule an appointment with the Department staff and consultants to participate in a scoping meeting to prepare a scope/budget for the TIS.
5. Within 5 days of the scoping meeting, the applicant will receive a Standard Agreement which outlines the terms and conditions of the study performance, scope, and estimated fee. The Department shall not issue Notice to Proceed on the Traffic Impact Study until the estimated fee is paid in full.
6. Within 45 days of receipt of payment, the Department shall transmit the draft Traffic Impact Study to the applicant, along with a statement of charges required for final payment, if necessary.
 - a. If, at any time during the conduct of the Traffic Impact Study, the applicant makes significant changes to the size, use or design of the proposed development, the applicant is required to promptly notify the Senior Traffic Engineer in writing. Upon receipt of said changes, the Department shall promptly adjust the Scope of Work and advise the applicant of additional costs or delay in the completion of the Study.
7. In the case of a development proposed by a City, State, or Federal agency, the respective Agency will be considered as the applicant.

2.0 TRAFFIC IMPACT STUDY METHODOLOGY

A TIS is required:

- Whenever a proposed development will generate fifty (50) or more added (new) peak hour two-way trips to or from the site during the adjacent roadway's peak hours or the development's peak hours
- When any current traffic problems or concerns in the local area such as an offset intersection, a high number of traffic accidents, etc. exist
- When development occurs in a sensitive area where the adjacent neighborhoods or public in general may perceive an adverse impact

**** TIS Process can take approximately 2-3 months**

TRAFFIC IMPACT STUDY PROCESS



- ❖ Ordinance 2018-09
- ❖ Traffic Impact Study (TIS) required when proposed development generates fifty (50) or more added (new) peak hour two-way trips to or from site
- ❖ May be required for under fifty (50) or more added peak hour trips to address special considerations
- ❖ TIS conducted by City consultant
- ❖ Option on Delay
 - If TIS is not completed within forty-five (45) days after payment, applicant can request to use their own TIS

CITY OF CORAL GABLES, FLORIDA

ORDINANCE NO. 2018-09

AN ORDINANCE OF THE CITY COMMISSION OF CORAL GABLES, FLORIDA, REQUIRING TRAFFIC STUDIES FOR CERTAIN NEW DEVELOPMENTS; PROVIDING FOR REPEALER, SEVERABILITY, CODIFICATION, ENFORCEABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City Commission accepted the recommendation of the City's Transportation Advisory Board that the City review the traffic impact study procedure developed by the Board in Resolution 2017-213; and

WHEREAS, the City Commission wishes to require that a traffic impact study be conducted whenever a proposed development will generate fifty (50) or more added (new) peak hour two-way trips to or from the site during the adjacent roadway's peak hours or the development's peak hours; and

WHEREAS, the City Commission wishes that any major traffic generator (which may include approved or anticipated developments) must be considered as a potential candidate for traffic impact analysis. Examples include high-density residential areas, offices, retail/commercial hotels, business park, hospitals/medical offices, schools, industrial facilities and stadiums/coliseums; and

WHEREAS, developments generating less than fifty(50) new trips may require a limited traffic study to address special considerations; and

WHEREAS, the traffic-impact study conducted by an applicant provides useful information to determine the impact of the project on the traffic in the area, the City Commission feels that an independent traffic-impact study is preferable in that it provides a fully objective perspective; and

WHEREAS, in order to protect its residents, visitors and businesses, and to ensure the proper mitigation of traffic impacts created by certain new developments, the City Commission feels that the adoption of this ordinance is in the public interest;

NOW THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF CORAL GABLES, FLORIDA:

SECTION 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

SECTION 2. Chapter 74, Article III, Division 7 of the Code of the City of Coral Gables, Florida, is hereby created to read as follows:

Page 1 of 4 – Ordinance No. 2018-09

TRAFFIC IMPACT METHODOLOGY



- ❖ **Review Site Access**
 - Driveways
 - Valet
 - Drop-Off areas
 - Gates
- ❖ **Review Study Area Limits**
- ❖ **LOS Analysis**
- ❖ **Mitigation Measures**
 - Transit, bicycle, and pedestrian improvements
 - Traffic Calming measures
 - Monetary contributions to fund capital or operational costs for roadway, transit, or infrastructure improvements
- ❖ **Additional Technical Analysis**

- **Project scoping meeting:** To be held between the applicant, the City's consultant and the Senior Traffic Engineer, to discuss the methodology, study area, requirements, format and submission date(s)
 - **Study Area Limits**
 - All site access drives
 - Adjacent roadways and major intersections
 - First signalized intersection in each direction from the site based on local policy
 - When the study area identified do not provide sufficient information to meet the intent of the TIS, the Public Works Director or designee may require expansion of the study area
- **Background Data Needed**
 - Traffic counts (passenger cars and heavy vehicles). May include pedestrian and bicycles if requested by the City
 - Two-hour peak periods (7:00-9:00 AM and 4:00- 6:00 PM) intersection turning movement counts (TMCs). Traffic counts shall be performed on typical midweek days – no accidents, weather events, holidays, school closures, special events, etc. If the proposed project is not expected to generate new net trips or a very low number of new trips during either the morning or evening peak periods the requirement to analyze one or both of these periods may be waived by the Public Works Director or designee. Where the traffic peak hour in the study area occurs during a time period other than the normal commuting morning or afternoon peak periods of the adjacent street network, or occurs on a weekend, or if the proposed project has unusual peaking characteristics, these peak hours must also be analyzed.
 - Roadway Link Counts (hourly for 72 hours) shall be collected on the links most impacted by the proposed development

The traffic volumes for the analysis hours should be adjusted for the peak season. Use of seasonal adjustment factors should be approved by the Public Works Director or designee.

- Signals location, timing and signal operating plan (SOP).
 - Traffic signals shall be identified by Miami-Dade County Asset ID. Existing signal timing and operating plan shall be utilized in the analysis
- Committed developments
 - All committed developments (any project currently under construction or in any stage of the official development review process) within the study area shall be quantified. If quantifiable data cannot be obtained, an alternative method will be to apply an annual growth factor, developed according to accepted professional practice, in consultation with and approved by the Public Works Director or designee.
- Project trip generation
 - Trip generation shall be estimated using the latest edition of Institute of Traffic Engineering (ITE) Trip Generation Handbook/Manual
 - Trip Distribution shall begin by defining the traffic analysis zone (TAZ) number for the project location. Project trips will be distributed and assigned to the study area using the cardinal distribution data for the project's TAZ from the current adopted Miami-Dade Long Range Transportation Plan (LRTP).
- Future transportation projects
 - Future transportation projects which add capacity to the network shall be quantified. These must be approved and funded projects within the TPO's adopted Transportation Improvement Program (TIP) or improvements to the transportation system programmed by the City or State or private forces included in the most recent Capital Improvement Program
- Build out year

TAB PROCESS



- ❖ DRC Link Provided via email beginning of each month
- ❖ DRC Monthly TAB Agenda Item
 - Notify of projects on DRC
 - Discuss TIS Findings and Recommendations
- ❖ Full TIS report is provided if requested
- ❖ Will provide full TIS for projects that are 20,000 SF or greater

Below is the link to the DRC along with instructions.

DRC

<https://coralgables.legistar.com/Calendar.aspx>

under "Calendar" in Legistar. At the second pull-down menu select "Development Review Committee" and the month or year.

Zoom link to the DRC meeting.

<https://zoom.us/j/85315404461>

In addition, a dedicated phone line will be available so that any individual may listen to and participate in the meeting by dialing: (305) 461-6769 Meeting ID: 853 1540 4461.

The public may comment on an item on the agenda using the City's already established e-comment function which may be found on the City's website at: www.coralgables.granicusideas.com/meetings once the meeting's agenda is published or by sending an email to drc@coralgables.com.

The public comment period for DRC shall conclude by the close-of-business the day prior to the DRC meeting.

DO NOT "REPLY ALL" TO THIS EMAIL.

Have a great weekend.

Thank you!

Public Works Department: *Keeping the City Beautiful Yesterday, Today & Tomorrow*

PWDepartment@coralgables.com

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