



Planning and Zoning Department
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Concurrency/Mobility Application

Project Name:

Property Information

Parcel Identification No.(s):

Parcel Size:

Proposed Development:

Comprehensive Plan Amendment (See Strategy TR1.2.2.a) Map Amendments Only

Site & Development Plan

Rezone (Planned District)

Preliminary Plat

Conditional Use

Proposed Use / Number of Units:

Existing Use:

Prior Development Orders:

Size of Area to be Improved:

Impervious Area:

Pervious Area:

Proposed Level of Service Impact (see worksheet)

Water (in ERUs):

Wastewater (in ERUs):

Solid Waste (pounds per day):

Drainage (see text on next page):

Recreation (in acres):

Public Schools (recommendation from Sarasota County School District):

Hurricane Shelter:

Transportation (PM peak trips per day):

Applicant (Owner/Agent) Signature:

Date:

Drainage

LOS = Post development run-off cannot exceed the pre-development run-off for rate or volume established for a 25-year, 24-hour storm event. Show calculations and the structures required by these calculations. Drainage calculations shall meet the standards adopted in the Venice Comprehensive Plan and Southwest Florida Water Management District (SWFWMD) requirements. Copies of any SWFWMD permits and any EPA NOIs are required as appropriate.

Compliance shown?

- Yes
- No

Solid Waste

LOS = 6.8 lbs./day/capita (non-residential uses are not included in the adopted LOS) 6.8 lbs. x 1.7 persons/household x number of units = demand

Total pounds generated per day:

Functional Open Space

LOS = 7 acres of park for each additional 1,000 functional population

Total potential population in development:

Public Schools

The Sarasota County School District shall provide a school concurrency recommendation which will serve as the basis for the availability of public school facilities for the issuance of a certificate of concurrency. The school district, in coordination with the City, will be responsible for developing and maintaining the concurrency database.

Transportation

LOS = 'D' for peak hour conditions for all roadways within the City (arterial and collector), 'C' for peak hour conditions for all public local roadways within the City. Determine the number of trips generated by the proposed project during the peak hour, using the most recent edition of the Institute of Transportation Engineering (ITE) Trip Generation report, with no adjustment for internal capture or passerby trips.

Peak hour traffic:

If the total number of trips is less than 50 peak hour trips per day, the applicant is required to provide only the existing directional peak hour traffic volumes and level of service for the roadway link to which project driveways connect. This information shall include project traffic, existing turning movement volumes at the impacted intersection(s) and intersection(s) level(s) of service. The required data shall be no older than the previous calendar year. Volumes shall be adjusted to reflect annual conditions using current FDOT seasonal adjustment factors for Sarasota County or other adjustment factors approved by the City. The above required level(s) of service roadways shall be determined in accordance with current FDOT Generalized Service Volume procedures.

Trips per day:

If the total number of peak hour trips is equal to or greater than 50 trips per day, a transportation impact analysis (TIA) shall be done. The report shall be signed and/or sealed by either a registered Professional Engineer or a member of the American Institute of Certified Planners. A methodology meeting between City staff and the applicant is required. The purpose of this meeting will be to review the methodology and procedure and to determine the study period. This will usually be a PM peak hour analysis; however, other time periods may require analysis. The methodology used is that found in the Concurrency Management Ordinance.

Traffic Impact Analysis provided?

- Yes
- No

The City's transportation consultant will review traffic impact in regard to this application. There is a fee associated with this service which will be invoiced to the City and paid out of the applicant's review fee.

Signature of Design Professional:

Date:

EXHIBIT A

Methodology for Calculating Projected Demand and Mobility Impacts

FACILITIES CONCURRENCY

1. Purpose

The purpose of this regulation is to set forth the methodology for calculating the projected demand of a proposed project described in an application for a development permit on public facilities and services, in order to determine whether a certificate of concurrency should be issued so as to implement Ch. 87 Sec. 5.

2. Facility/Services Demand Calculations

The following calculations shall be used to determine the projected demand of the proposed project described in an application for a development permit on the public facilities and services. The calculations are listed by public facility and service type. The information necessary to enable the City to perform the facility/service demand calculations in Paragraphs 2(A) through 2(F) shall be provided by the applicant. Where not already stated, please refer to the adopted Venice Comprehensive Plan for adopted level of service standards.

A. Potable Water

Minimum 90 gallons per day per equivalent residential unit (gpd/ERU) based on average annual flow and minimum peak 135gpd/ERU based on maximum daily flow.

$$90 \text{ gal.} \times 1.78 \text{ persons/household} \times \text{units} = \text{demand}$$

B. Sanitary Sewer

Minimum 162 gallons per day per equivalent residential unit (gpd/ERU) based on average annual flow and minimum peak 324 gpd/ERU based on maximum daily flow.

$$162 \text{ gal.} \times 1.78 \text{ persons/household} \times \text{units} = \text{demand}$$

C. Drainage

Adopted LOS = 25-year, 24 hour storm event

Drainage calculations shall meet the standards adopted in the adopted Venice Comprehensive Plan and the Southwest Florida Water Management District requirements.

D. Solid Waste

Adopted LOS = 6.8 lbs./day/capita (non-residential uses are not included in the adopted LOS)

$$6.8 \text{ lbs.} \times 1.78 \text{ persons/household} \times \text{units} = \text{demand}$$

E. Functional Open Space

Refer to the adopted Venice Comprehensive Plan for the adopted level of service standards and additional information provided in Strategy OS 1.1.2.

Adopted LOS = 7 acres of park for each additional 1,000 functional population.

Example: $22,500 \text{ population} / 1000 = 25 \times 7 \text{ acres} = 175 \text{ additional acres of park}$

_____ Population/1000 = _____ x 7 acres = _____ additional acres of park

F. Hurricane Shelter Space

Adopted LOS = Consistent with Strategy OS 1.9.10, the LOS standard for shelter space shall be **20 square feet per person seeking shelter**. Strategy OS 1.9.10 provides criteria on the application and calculation of this LOS standard.

MOBILITY

Performance of Transportation Impact Analysis

If a transportation impact analysis is required, it shall be obtained and submitted by the applicant for a development permit, at the applicant's sole expense. (The City may elect to employ consultants for this purpose. In this case, the applicant shall pay all fees charged by the consultant to perform the transportation review, including City administrative costs.) The transportation impact analysis shall be performed in accordance with the requirements of City Code Section 5.2.3 below.

Chapter 87 Section 5.2.3

A. Mobility Requirements. A Transportation Impact Analysis (TIA) shall be completed prior to any public hearings or the final approval of the project where no public hearings are required. A TIA shall take into consideration the City's *Schedule of Capital Improvements* and the list of *Capital Projects* and Sarasota County's list of *Capital Projects*, and it shall follow the traffic modeling guidelines as established in the Florida Department of Transportation (FDOT) *Traffic Analysis Handbook* (as amended), subject to input provided by City staff and Sarasota County staff (if applicable). The following requirements for the TIA build upon the *FDOT Traffic Analysis Handbook* and are intended to provide more detail in defining the study area, the analysis scenarios (Section 5.2.3.A.2: Intersection Analysis), and turn lane warrants required in the analysis:

1. TIA Process:

- a. Draft TIA methodology submitted to the City.
- b. Methodology meeting held with applicant
- c. Final Methodology submitted for approval.
- d. TIA prepared.
- e. TIA submitted for review and approval.
- f. Final approved TIA produced for inclusion into development application materials.

2. TIA Requirements.

- a. **Location.** The analysis shall provide a property address, parcel identification numbers within the development and a map of the project location (including a north arrow) that also shows surrounding properties as well as a current aerial image of the site.
- b. **Proposed Development and Access Connections.** The analysis shall provide an overview of the proposed development, including applicable square footages and/or other project variables including but not limited to the number and type of residential units or rooms for hotels. A proposed development plan shall also be provided. The location of all driveways and access connections shall be identified and their proximity to existing intersections and adjacent accesses shall be documented. Access connections on the opposite side of the road shall be depicted.
- c. **Multimodal Facilities and Transit.**
 - i. The analysis shall include an inventory of all existing and proposed multi-modal facilities along the boundary of the development, including transit stops.
 - ii. The analysis shall identify if bicycle racks will be proposed by the development and where the bicycle racks are proposed to be located. The analysis shall provide an inventory of the routes providing transit service and the frequency of transit

- service based upon the most recently published data from Sarasota County Area Transit.
- iii. The analysis shall identify all existing and proposed sidewalks, trails, paths and bicycle lanes along thoroughfare roadways within a ¼-mile of the development boundary along an external road.
 - iv. The analysis shall identify all adjacent public parks, schools, shopping centers and employments uses directly adjacent to the boundaries of the development or across the street from project access connections.
- d. **Trip Generation.** Daily and AM and/or PM peak-hour trip generation and directional split for project traffic shall be estimated using the rates and equations contained in the latest edition of the Institute of Transportation Engineers' Trip Generation Manual.
- i. Internal/community capture, mode share and pass-by trips may be proposed subject to staff approval based upon proposed land uses and support documentation.
 - ii. Specific capture rates, mode share, pass-by and their application shall be established during development of the detailed methodology and documentation and/or technical analysis provided supporting the use of capture rates, mode share and pass-by trips.
 - iii. Other sources of trip generation data may be used, as approved by staff during development of the formal methodology.
- e. **Collected Traffic Counts.** Collected daily traffic counts and turning movement counts shall be documented and referenced. The need for collecting traffic counts shall be determined during the methodology meeting.
- i. Segment counts shall typically be limited to roadways directly accessed by the development.
 - ii. Additional segment counts may be required for development with 100 or more Peak-Hour trips where an intersection analysis is required.
 - iii. An applicant may request to utilize existing segment or older traffic count data, as determined by the Director or transportation professional designee, and turning movement counts that are less than a year old where, for instance, there has been no significant development since the counts were collected or where significant events such as natural disasters or other events may have a significant impact on data collection.
 - iv. Segment counts shall generally be collected over a three-day period on a Tuesday, Wednesday and Thursday, excluding holidays and special events unless approved by the Director or transportation professional designee.
 - v. The peak-hours of turning movement counts shall be determined by the Director or transportation professional designee. Count times and locations shall be established at the methodology meeting.
- f. **Trip Distribution.** Trip Distribution may be based on existing or collected traffic counts, the latest FDOT Travel Demand Model, or other methods of distributing project traffic as approved by the Director or transportation professional designee during development of the formal methodology.
- i. For projects with 500 or more peak-hour trips, as determined by the Director or transportation professional designee, the City may require using the latest FDOT Travel Demand Model.
 - ii. The applicant may request, or the Director or transportation professional designee may require, changes to the network. Socio-economic data may require modification prior to being found acceptable for a specific project for projects with 500 or more peak-hour trips.
 - iii. The applicant shall submit for Director or transportation professional designee review any proposed or required modifications to modeling data.

- iv. The applicant shall not proceed to portions of the analysis that rely on the trip distribution prior to receiving Director or transportation professional designee approval of the modeling data and the project trip distribution.
- g. **Study Area of Impact.** The study area shall be based upon 5% of the Level of Service of impacted thoroughfare facilities and shall also include significant local, collector and arterial roads to which the project has direct access or that the project accesses via a private or local road network. The study area shall include the thoroughfare facility, and thoroughfare segment intersection endpoints as defined by the Director or transportation professional designee.
- h. **Trip Assignment.** Trips shall be assigned to the surrounding roadway network and project access connections per the approved traffic distribution. Assignment shall address Daily, AM and PM Peak-hours. Pass-by trips shall be accounted for at project access connections.
- i. **Existing Traffic Conditions.** An analysis of an existing year peak-hour, peak-season traffic conditions scenario for all thoroughfare roadway segments and all intersections within the study area shall be provided. The analysis time period to evaluate (the Peak-Hour) will be determined by the Director or transportation professional designee at the time of the methodology meeting. This evaluation shall include any traffic counts conducted and any seasonal adjustments to these counts.
 - i. All counts collected shall be no greater than 12 months old at the time of application submittal unless otherwise allowed by the Director or transportation professional designee.
 - ii. Peak-season adjustment factors shall be based upon Florida Department of Transportation (FDOT) guiding documentation or other sources. If traffic counts are not collected along roadway segments, data provided from Sarasota County sources or FDOT sources may be used to develop “existing” conditions. However, growth rates may need to be developed to reflect current year conditions if traffic counts are older than 12 months old.
 - iii. All proposed growth rates must be accepted by the Director or transportation professional designee prior to use in the analysis. As part of the applicant’s analysis, adopted LOS standards and associated service volumes (for roadways) will need to be provided.
 - iv. The source and type of software to be used in the traffic analysis shall be identified.
 - v. The analysis for roadway segments may be a multi-tier approach where the most recent and published generalized service volumes, as developed by FDOT, should initially be used.
 - vi. If necessary, the secondary tier approach can be used by the applicant which could include the most recent and approved version of FDOT’s ART-PLAN or HIGH-PLAN programs or the Highway Capacity Software (HCS) programs, or any similar software as approved by the Director or transportation professional designee.
 - vii. For intersections, the use of the HCS programs, Synchro, or any similar software as approved by the Director or transportation professional designee, will be appropriate.
 - viii. Information regarding traffic signal phasing/timing for use in the above software programs shall be obtained from the Director or transportation professional designee. The results of the roadway and intersection analyses shall be in tabular form and illustrated in figures.
- j. **Background (Non-Project) Traffic.** Future background (non-project) traffic will be determined by a variety of methods including the application of a growth rate to existing traffic volumes and/or the direct use of reserved trips as provided by the Director or transportation professional designee. The specific approach will be determined at the time of the methodology meeting.

- k. Future Traffic Conditions.** An analysis of a future year (build-out year) peak-hour, peak-season traffic conditions scenario for all roadways and intersections within the study area at project buildout shall be provided.
- i. The specific time period to evaluate should be identical to the existing conditions scenario unless City staff deems other time periods appropriate for analysis in this scenario.
 - ii. This evaluation shall include both project traffic and background traffic estimates as previously discussed.
 - iii. The future scenario may include any scheduled and fully funded transportation improvements programmed for construction within the first two years (current year plus one future year) of the currently adopted City of Venice Schedule of Capital Improvements and Venice Capital Improvement Program (CIP), Sarasota County's Capital Improvement Program (CIP), and/or FDOT's 5-Year Work Program.
 - iv. The inclusion of any improvement planned by a third party (i.e. private entity) is at the risk of the applicant and could result in that improvement being stipulated as a required improvement for the project under review.
 - v. As part of this analysis, adopted LOS standards and associated service volumes (for roadways) shall be provided. In addition, the source and type of analysis software to be used in this scenario shall be identified. Similar guidelines for the type of analysis to use for roadway segments and intersections, as identified in the Existing Traffic Conditions section, will also be applied for this scenario. The results of this analysis shall be in tabular form and illustrated in figures.
- l. Identified Improvements.** This analysis will also identify and provide a list (in tabular form) of transportation-related improvements at roadway segments and intersections (both on-site/site-related at project driveways and off-site locations). If off-site improvements are necessary, the applicant shall provide a project trip threshold to determine when, in terms of number of trips, an improvement will be required and responsibility for the improvements. The identified improvements shall include costs estimates.
- m. Intersection Analysis.** All access connections to external roadways shall be evaluated for the AM and/or PM peak-hours or, for developments without peak-hour impacts (such as places of worship without schools), the peak-hour of the proposed development.
- i. For developments that do not have direct access to an existing thoroughfare roadway, the intersection of the roadway connecting the development and an existing thoroughfare shall be considered an access connection.
 - ii. Projects that generate 100 or more Peak-Hour trips shall be required to establish a study area during the formal methodology meeting and evaluate (at the minimum) the two signalized and/or stop controlled intersection endpoints of the first adjacent thoroughfare facility along with that segment.
 - iii. The Director or transportation professional designee may reduce the number of external intersections evaluated where the intersections are located within the area of influence that will not be impacted by traffic from the development.
 - iv. The Director or transportation professional designee shall not be required to allow or approve an access connection that the Director or transportation professional designee finds will cause an operational or safety issue either at the access connection or at an existing adjacent intersection.
 - v. The Director or transportation professional designee may limit access connections to a right-in or right-out only where necessary site related improvements or adequate improvements to the adjacent intersection cannot be made.
 - vi. The Director or transportation professional designee may require striping, a raised separator/barrier feature or other treatment be constructed by the developer to limit the access connection to a right-in and/or right-out only.

- vii. The Director or transportation professional designee, may also require that an existing access connection(s) be removed or relocated if that access creates an operational or safety issue.
 - viii. An acceptable software simulation (approved at the time of formal methodology approval) will be used to evaluate each intersection based upon the type of intersection (i.e. roundabout, signalized, two-way stop control, etc.).
 - ix. The Director or transportation professional designee shall provide background traffic or growth rates to be used in the intersection analysis. The need for appropriate growth factors is sensitive to geographical location and therefore shall be established during development of the detailed methodology. The analysis shall be conducted for the peak-hour of traffic. This approximates the average AM and/or PM peak-hour during the peak-season of traffic in Sarasota County. The following scenarios shall be analyzed for the development under consideration: Existing conditions; Existing plus vested/background conditions, if applicable; Existing plus vested/background conditions plus project traffic; and Existing plus vested/background conditions plus project traffic plus improvements to movements directly utilized by project traffic. The Director or transportation professional designee may require a signal or roundabout warrant analysis. If warranted and approved by the Director or transportation professional designee, the project shall design and construct the traffic signal or roundabout per the timing established by the Director or transportation professional designee
 - n. **Turn Lane Warrant Analysis.** Project related turn lane warrant analysis requirements will be established at the methodology meeting.
 - o. **Internal Roadway Projections.** The analysis will describe all internal roadways proposed in conjunction with the proposed development if internal roadways are proposed. In absence of proposed internal roadways, internal circulation will be described.
3. **Technical Report Compiling All Relevant Data with a Conclusion.** The TIA shall be documented in a technical report, signed and sealed by a licensed Florida Professional Engineer with expertise in conducting transportation analyses. The methodology shall specify the number of copies to be provided. The final section of the report shall provide a clear and concise description of study findings, including whether or not the impacted roadway facilities will operate at or above the adopted LOS standards and whether all intersection lane groups will operate below V/C ratio of 1.0 when reviewed under total traffic conditions. The final section shall also provide a summary of the improvements for all users including pedestrians, bicyclists, transit riders and motorists identified by type.

5. Alternative Demand Calculations

If the applicant claims the standards provided in the demand calculations are not applicable to the proposed project, the applicant shall submit appropriate documentation supporting the proposed alternative demand calculation to the city. Any alternative calculation standard shall be subject to the approval of the City Manager.