

Escambia County *Concurrency Management System* Procedural Manual

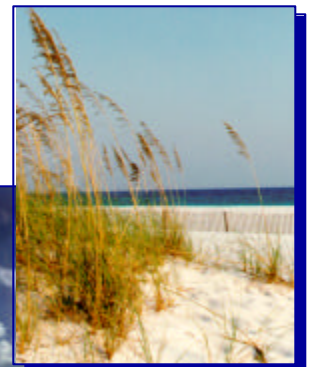
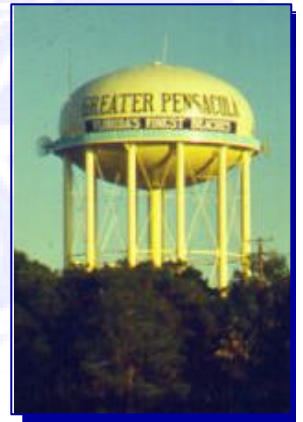


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1.0 Introduction

1.1 Purpose and Objective

The primary purpose of this manual is to provide the appropriate technical guidance and delineation of the procedural process that must be followed by staff and applicant in order to determine that a project is compliant with the concurrency requirements contained in Escambia County's *Comprehensive Plan (CP)* and *Land Development Code (LDC)*. A secondary purpose of this manual is to identify the administrative requirements and procedures necessary such that Escambia County can be in compliance with the various concurrency requirements mandated by the County's *Comprehensive Plan*.

This manual will provide procedures and requirements necessary to accomplish the following objectives:

- A. Establish and maintain a concurrency database as necessary to implement the reporting and concurrency determination requirements of the Escambia County *Land Development Code* and the Escambia County *Comprehensive Plan*. (*CP - Section 6.01*)
- B. Identify and eliminate existing infrastructure capacity deficits as necessary to accommodate new development and redevelopment. (*CP - Objective 14.A.1, Policy 14.A.1.1*)
- C. Identify and provide for the availability of public facilities and services needed to support development concurrent with the impacts of such development. (*CP - Policy 14.A.3.5*)
- D. Provide recommendations and propose annual revisions to adopted Level of Service Standards. (*CP - Policy 14.A.3.2*)
- E. Provide the Comprehensive Plan Implementation Committee (CPIC) the data necessary to facilitate the CPIC's review of the development activities and LOS conditions within the County.
- F. Identify and prioritize capital improvements funding of Escambia County to the extent necessary to maintain LOS standards and support the five-year schedule of capital improvements. Identification of capital improvements funding shall include the possible utilization of Municipal Service Taxing Units or Municipal Service Benefit Units to provide the desired services necessary to assist those applicable neighborhoods in the adoption of those funding mechanisms. Capital improvement funding shall be prioritized to generally assign (*CP - Policy 14.A.1.3*):
 - 1. First priority to the renewal and replacement of obsolete or worn-out facilities
 - 2. Second priority to correcting existing deficiencies in public facilities.
 - 3. Third priority to facilities necessary to accommodate desired future growth.

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This Concurrency Management System Manual is intended to provide Escambia County with the procedures to meet the requirements of an effective growth management program. Implementation of this manual will serve as a mechanism for ensuring that growth is managed in a manner consistent with the provisions of the *Comprehensive Plan*.

1.2 Applicability and Use

Except as otherwise provided in Section 1.4 of this manual (Exemptions), it is intended that the manual shall be applicable to all development of land within the jurisdiction of Escambia County, Florida.

1.3 Definitions

Definitions of words contained in this procedural manual shall be those found in Appendix “A” of this manual. Words not otherwise defined in Appendix “A” shall have those meanings commonly and customarily ascribed to them and as can be found in the Escambia County *Land Development Code* or any standard dictionary.

1.4 Exemptions

The concurrency review requirements of this manual shall not apply to the following:

- A. Development Permits or Orders for projects which have a valid unexpired Certificate of Concurrency.
- B. Applications for permits or approvals that do not constitute “development” as defined in this manual.
- C. Applications for approval of de minimis developments, as defined in this manual.
- D. The application for approval of construction of a single-family house, addition thereto or accessory structure, or placement of a single mobile home, on a valid lot in an existing or approved subdivision or on a valid lot of record (as herein defined) for single-family residential purposes.
- E. Internal renovations to a building or structure when such internal renovations are to accommodate the same general use.
- F. To encourage redevelopment within County-designated Redevelopment Areas, the County shall consider requests for exemptions to traffic concurrency requirements in these areas, as provided for in the *Florida Statutes*, Ch. 163.3164 (29). It is important that the concurrency management system files contain appropriate data and analyses that address estimated impacts on the effected road segments by redevelopment activities so that such activities may be monitored for system-wide effects and considered in the capital improvements programming process for roadway improvements.

- G. When Department of Growth Management front counter (residential planning) staff cannot make a definitive determination of concurrency exemption, the lead residential planner shall contact the designated staff planner in the Long Range Planning Section for a determination. Such determinations shall be recorded to assure consistent application for similar cases in the future.

1.5 Manual Organization

This Concurrency Management System Manual is organized into five major sections:

Section 1 - Introduction

Section 2 - Administrative Requirements

Section 3 - Staff/Applicant Procedures and Requirements

Section 4 - Post-determination Procedures

Section 5 - Appendices

1.6 Revisions

The Growth Management Department will have prime responsibility for issuing revisions to this manual as warranted to maintain the manual's currency with required processes and procedures, and compliance with changes to the County *Comprehensive Plan* and *Land Development Code*. The Planning Board members shall receive a copy of all manual revisions for their information.

Revisions of this manual shall:

1. Be promptly posted to the County's Internet site.
2. Numbered and dated consecutively.
3. Included as an information report to the Escambia County Planning Board.

2.0 Administrative Requirements

Primary administrative responsibility for implementation of the requirements of this manual, which includes updating as required to ensure that the manual is consistent with any ordinances that may have an impact on the contents of this manual, rests with the Director of the Department of Growth Management or his/her designee. The Director shall:

- A. Establish and maintain a current database inventory of existing services and facilities as defined by this manual, and ensure that said database includes the available capacities of each service or facility and such capacity shall be updated at a minimum on a semi-annual basis consistent with the reports required by Section 14.06 of the *Comprehensive Plan*.
- B. Report the status of public facilities and services covered under this system to the Local Planning Agency (LPA) and Escambia County Board of County Commissioners (BCC) and recommend a schedule of improvements for those services and facilities found to have existing deficiencies. This shall be part of the integrated Capital Improvements Program (CIP) submitted for budget consideration and approval.
- C. Periodically (at least semi-annually) advise the LPA of any projected or predicted deficiencies which should be addressed in order to avoid the degradation of established Level of Service Standards (LOS) on any particular system or facility. This advisory will include all roadway segments whose current capacity has reached 75 % of its available capacity.
- D. Provide information to applicants and/or affected parties regarding the capacity of services and facilities covered by this Manual and such information will include:
 - 1. Available capacity for roadways by segment.
 - 2. Existing and adopted Levels of Service for all impacted systems, including roadways segments.
 - 3. Improvements to be made to impacted systems as indicated in the Capital Improvement Plans or programs of the entity responsible for such system provided however that construction of the improvement is scheduled to commence within three (3) years of each annual report promulgated by the Director. These improvements include those scheduled for construction in the first three years of the annual Five Year Work Program of the Florida Department of Transportation (FDOT).
- E. Provide other information and/or guidance to applicants, County Staff or other affected parties in the day-to-day administration and implementation of the process and procedural aspects of this Manual.

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- F. Obtain from the Director of the Department of Solid Waste Management an annual report that indicates the available capacity for the solid waste facilities for the current year and make this data available to all applicants via the Internet.
- G. Obtain from the Director of the Department of Parks and Recreation an annual report that indicates the available capacity for parks and open space facilities for the current year and make this data available to all applicants via the Internet.
- H. Obtain from the Director of the Escambia County Area Transit (ECAT) an annual report that indicates the available capacity for the mass transit facilities for the current year and make this data available to all applicants via the Internet.

3.0 Staff / Applicant Procedures and Requirements

This section provides specific procedures and identifies the data necessary to determine if a project is compliant with the County's concurrency management system. This will be accomplished by processing the Concurrency Management worksheet provided in Appendix "D."

3.1 Test for Concurrency/Certificate of Concurrency

- A. A primary purpose and use of this manual is to assist in the determination as to whether a proposed new development or re-development activity can or will be supported and served by infrastructure facilities or services at prescribed levels (reference Section 6.04, Escambia County *Comprehensive Plan*.) The evaluations, analyses and quantitative methods described in this Manual are designed to estimate the impact of a proposed project on infrastructure. If sufficient capacity exists within all impacted facilities or services to meet the projected demand of the project, then the Director of the Department of Growth Management shall issue a development order and a "Certificate of Concurrency" which shall be initially valid as specified in Section 4.3 of this manual. A sample "Development Order" is included in Appendix "B" and a sample "Certificate of Concurrency" is included in Appendix "C."
- B. The completed "Certificate of Concurrency" and supporting documentation are to be maintained in a project concurrency folder and kept with the development application folder. A copy of the certificate shall be provided to the applicant. Another copy is to be placed into the central concurrency management file for reference once the necessary data is entered into the concurrency management system database maintained by the Department of Growth Management.
- C. Once a complete application has been submitted to the Development Review Committee (DRC), the County has ten (10) working days to approve or deny the project's concurrency, or to communicate that additional information is required. The intent of this time frame requirement is to provide that the test for concurrency be coincident with the DRC process.

3.2 Applicant Requirements

Any applicant for development approval for a project that is required to undergo concurrency review and determination pursuant to the processes and procedures described in this manual is responsible for demonstrating compliance in accordance with the following procedures. For each system, service or facility impacted by a proposed development, the applicant shall demonstrate concurrency as follows:

A. Drainage:

1. **Subdivision:** The drainage levels of service shall be deemed concurrent if the applicant includes a certification that a Stormwater Management Plan will be submitted and detailed within the construction plans, prepared by a professional engineer registered in the State of Florida, and that the Plan will meet or exceed the adopted level of service. Checklists detailing stormwater plan submittal requirements may be obtained from Escambia County Engineering Department.
2. **Site Plans:** The drainage levels of service shall be deemed concurrent if the applicant includes with the Site Plan a Stormwater Management Plan prepared by a professional engineer registered in the State of Florida, and that the Plan meets or exceeds the adopted level of service. Checklists detailing stormwater plan submittal requirements may be obtained from Escambia County Department of Engineering.

B. Sanitary Sewer:

1. **Application:** The application for concurrency must be accompanied by a letter or other document provided by the purveyor of sanitary sewer service confirming that adequate capacity is available within its system to meet and maintain the level of service standard.
2. **Subdivisions:** If sanitary sewer is not available, it will be noted on the construction plans that permits issued by Escambia County Health Department (ECHD), and/or Florida Department of Environmental Protection (FDEP) if wetlands are involved, will be required for each lot prior to the issuance of a building permit.
3. **Site Plans:** If sanitary sewer is not available, the site plan must be accompanied by a septic tank permit issued by ECHD, and/or FDEP if wetlands are involved.

- C. **Potable Water:** The applicant shall obtain certification from the purveyor of potable water services, or the Northwest Florida Water Management District (NFWFMD) for well permits, for the subject development in a form and format specified by this manual.

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- D. **Mass Transit:** The applicant will not be required to submit existing facility capacity information for mass transit. The applicant will rely on the most current Escambia County *Comprehensive Plan Implementation Report* or other documentation prepared by Escambia County Area Transit, establishing projected available capacity.
- E. **Solid Waste:** The applicant will not be required to submit existing facility capacity information for solid waste management. The applicant will rely on the most current Escambia County *Comprehensive Plan Implementation Report* or other documentation prepared by the Escambia County Department of Solid Waste Management, establishing projected available capacity.
- F. **Recreation and Open Space:** The applicant will not be required to submit existing facility capacity information for recreation and open space. The applicant will rely on the most current Escambia County *Comprehensive Plan Implementation Report* or other documentation prepared by the Escambia County Department of Parks and Recreation, establishing projected available capacity.
- G. **Traffic:**
1. The Applicant will be responsible for preparing and submitting the initial test for traffic concurrency, using the worksheet (Appendix “D” of this manual) furnished by the County. Appendix “D” also contains guidance for conducting this initial test.
 2. If the project does not pass the initial test for traffic concurrency, the Applicant shall specify on the worksheet which method outlined in the LDC will be used to maintain the adopted level of service for each impacted roadway. Methods include:
 - a. Applying applicable trip reduction methods such as internal trip capture rates and/or pass-by trip rates for service or commercial developments;
 - b. Conducting a Traffic Impact Analysis Report (TIAR);
 - c. Reducing the scope or scale of the proposed project so that demand does not exceed available capacity; or
 - d. Withdrawing the application.
 3. If the applicant selects a Traffic Impact Analysis Report (TIAR), the applicant is encouraged to discuss proposed methodologies with the Department of Engineering prior to preparing report (see Appendix “E” for the Department of Engineering’s “Traffic Concurrency Procedures & Impact Analysis Report Standards”).
 4. If roadway improvements are needed as a result of the traffic impact analysis report and the Applicant agrees to construct/implement the roadway improvements, the applicant shall prepare a mitigation report. The mitigation report shall document proposed improvements,

how the improvements will maintain an adequate level of service, who will design and construct or implement the improvements, and a schedule for completing the improvements. The report shall be in accordance with the procedure in Appendix “E” and will require review and approval by the County Engineer.

3.3 Escambia County Staff Requirements

A. Organizational Responsibility:

1. The execution of all processes and procedural aspects identified in this manual shall be the prime responsibility of the Director, Department of Growth Management (DGM). In this capacity, the DGM is functioning in the role of a Program Manager for all concurrency issues. The Director of Growth Management has overall responsibility for administering the Concurrency Management System defined herein.
2. Individual Department Directors of Escambia County shall be directly responsible for providing technical direction and support in their assigned area of responsibility as it relates to the specific elements of the Concurrency Management System. Elements of the concurrency management system shall have direct input from the applicable Department Director or Facility/Service Agency, as identified in the following sub-sections.

B. Drainage:

1. The Escambia County Department of Engineering shall provide technical direction, support, and determination of approval for this concurrency element.
2. Subdivision: The drainage levels of service shall be met if the applicant includes a certification that a Stormwater Management Plan will be submitted and detailed within the construction plans, prepared by a professional engineer registered in the State of Florida that the Plan meets or exceeds the accepted level of service.
3. Site Plans: The drainage levels of service shall be met if the applicant includes a Stormwater Management Plan with the Site Plan prepared by a professional engineer registered in the State of Florida that the Plan meets or exceeds the accepted level of service. Checklists detailing stormwater plan submittal requirements may be obtained from Escambia County Department of Engineering.

C. Sanitary Sewer:

1. The Escambia County Utilities Authority and Escambia County Health Department shall provide technical direction and support for this concurrency element.

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2. **Application:** The application for concurrency must be accompanied by a letter or other document provided by the purveyor of sanitary sewer service that adequate capacity is available within its system to meet and maintain the level of service standard.
3. **Subdivisions:** If sanitary sewer is not available, it will be noted on the construction plans that permits issued by ECHD and/ or FDEP (if wetlands are involved) will be required for each lot prior to the issuance of a building permit.
4. **Site Plans:** If sanitary sewer is not available, the site plan must be accompanied by a septic tank permit issued by ECHD and/or FDEP (if wetlands are involved)
5. The service areas for sanitary sewer providers shall be the service area of the ECUA and any other sanitary sewer facilities that may be franchised by Escambia County.

D. Potable Water:

1. The authorized potable water service franchises in Escambia County and Northwest Florida Water Management District (NFWFMD) shall provide technical direction and support for this concurrency element.
2. The application for concurrency must be accompanied by a letter or other documentation from the appropriate authorized potable water service franchise that adequate capacity is available within its system to meet and maintain the adopted level of service standard.
3. For applicants not served by a central water system, the application must include a valid well permit issued the NFWFMD.
4. The service area for provision of potable water shall be the same as the areas franchised by Escambia County.

E. Mass Transit: The DGM staff shall rely on the most current Escambia County *Comprehensive Plan Implementation Report* or other documentation prepared by Escambia County Area Transit when making a concurrency determination on availability of mass transit capacity. The service area for mass transit facilities shall be those areas served by the Escambia County Area Transit fixed route system as such system may be, from time-to-time, established or revised.

F. Solid Waste: The DGM Staff shall rely on the most current Escambia County *Comprehensive Plan Implementation Report* or other documentation prepared by the Escambia County Department of Solid Waste Management when making a concurrency determination on availability of solid waste facilities capacity. The service area for solid waste facilities shall be countywide.

G. Recreation/Open Space: The DGM Staff shall rely on the most current Escambia County *Comprehensive Plan Implementation Report* or other documentation prepared by the Escambia

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County Department of Parks and Recreation when making a concurrency determination on availability of recreation/open space facilities capacity. The service area for recreation/open space facilities shall be countywide.

H. Traffic:

1. Department of Engineering staff shall review the Initial Test for Concurrency (Appendix “D”) prepared and submitted by the applicant for compliance with the LDC. If staff concurs that the project meets the Initial Test for Traffic Concurrency, staff will conduct a final review for traffic concurrency when all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted for the site plan or preliminary plat. If staff does not concur that the project meets the Initial Test for Traffic Concurrency, specific comments will be returned to the applicant within ten days.
2. If the project meets the final review for traffic concurrency, which staff conducts when all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted, staff will initial the Escambia County Development Plan Authorization Route Sheet (DRC Route Sheet) and sign the red stamp on the final comparisons of the site plan or preliminary plat.
3. If the project does not meet the initial or final review for Traffic Concurrency, the Applicant shall specify on the worksheet which method outlined in the LDC will be used to maintain the adopted level of service for each impacted roadway. Methods include:
 - a. Applying applicable trip reduction methods such as internal trip capture rates and/or pass-by trip rates for service or commercial developments;
 - b. Conducting a Traffic Impact Analysis Report (TIAR);
 - c. Reducing the scope or scale of the proposed project so that demand does not exceed available capacity; or
 - d. Withdrawing the application.
4. If a Traffic Impact Analysis Report (TIAR) is selected, the applicant is encouraged to discuss proposed methodologies with the Department of Engineering prior to preparing the report. The report will be reviewed by staff for compliance with the “Traffic Concurrency Procedures and Impact Analysis Report Standards” (Appendix “E”). If compliant, staff will initial the Concurrency Checklist after all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted. If not compliant, staff will provide the applicant specific comments within ten working days of submittal.

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5. If roadway improvements are needed as a result of the traffic impact analysis report and the Applicant agrees to construct/implement the roadway improvements, the applicant shall prepare a report that documents what improvements are proposed, how the improvements will maintain adequate level of service, who will design and construct/implement the improvements, and a schedule for completing the improvements. The report shall be in accordance with procedures in Appendix "E" and will require review and approval by the County Engineer.

4.0 Post-determination Procedures

4.1 Deficient Capacity

Where capacity of any impacted service or facility is found to be deficient as a result of the analyses performed pursuant to Section 3 above, the following methods may be used to maintain adopted Levels of Service:

- A. The applicant/developer may agree to provide necessary capacity improvements to the impacted system(s) in order to maintain adopted levels of service. Methods to determine roadway capacity improvements shall be the result of a traffic impact analysis report and consistent with the “Traffic Concurrency Procedures & Impact Analysis Report Standards” found in Appendix “E” of the *Concurrency Management System Manual*. The applicant shall prepare a mitigation report that documents what improvements are proposed, how the improvements will maintain adequate level of service, who will design and construct the improvements, and a schedule for completing the improvements. The mitigation report will require review and approval by the County Engineer.
- B. The proposed project may be reduced in scope or scale so that demand does not exceed available capacity.
- C. The applicant may withdraw the application.
- D. For projects with substantial impact, such as Developments of Regional Impact (DRIs), the project will be reviewed through coordination with the Florida Department of Transportation (FDOT), West Florida Regional Planning Council (WFRPC), Department of Community Affairs (DCA), and/or other appropriate agencies.
- E. If the adopted level of service for each impacted roadway segment can not be maintained and mitigation is not provided, then the development will not be approved.

4.2 Maintaining Levels of Service

In no case shall development projects requiring concurrency, as defined in this Manual, commence without a Certificate of Concurrency, unless a consequent reduction in Levels of Service (LOS) is allowed pursuant to a policy in the adopted Comprehensive Plan.

- A. Exceptions: Notwithstanding the above, the LOS of any specific system may be degraded during the actual construction of new facilities or a project if, upon completion of the construction, the prescribed standards will be met.

- B. Phased Construction: The construction of any development project may be phased or staged so as to coincide with the phased or staged construction of infrastructure facilities so that the Levels of Service for such facilities are maintained upon completion of each phase or stage of the development project.

4.3 Capacity Allocation

Capacity allocation is subject to the following provisions as determined by the concurrency review process for a project:

- A. Capacity is allocated upon issuance of a development order for a Preliminary Plat (for a residential subdivision); Site Plan (for non-residential development); and Planned Unit Development (PUD) or Development of Regional Impact (DRI), and remains allocated for a period indicated as follows:
 - 1. Preliminary Plat: Capacity will remain allocated for a period of four years from the date the Growth Management Director issues the Development Order associated with the residential Preliminary Plat. This capacity allocation corresponds to the current LDC time requirements of two years preliminary plat approval and two year final plat submittal after construction document approval. Capacity will be lost at the end of two years if construction plans have not been submitted to the county.
 - 2. Site Plans: Capacity will remain allocated for a period of 18 months from the date the DRC issues the Development Order associated with the site plan.
 - 3. Planned Unit Development/Development of Regional Impact: Capacity will remain allocated for a period as agreed upon in the development agreement.
- B. A Development Agreement is required prior to the approval of the Preliminary Plat or Planned Unit Development for all development to be constructed in phases or longer-term projects (defined as requiring a capacity allocation greater than those established in Section 4.3.a. above). A Development Agreement will contain the specifics associated with the allocations of capacity and time periods of concurrency approval. Development agreements will be negotiated on a project-by-project basis by the Director of Growth Management.

4.4 Concurrency Approval Procedures

- A. A determination of concurrency is required as part of the Development Review Committee process. At the time the development project under review has satisfactorily completed the DRC process, and the DRC Route Sheet and revised Plat have been approved and signed off (RED Stamped), the determination for concurrency shall be made and documented accordingly.

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- B. The DRC Route Sheet shall be used to summarize the results of the concurrency analysis for all elements of concurrency. The DRC Route Sheet provides for full accountability and ensures that all elements of concurrency have been considered as part of the total review process.
- C. A Certificate of Concurrency will be issued and will be filed as an attachment to the associated development order by the Department of Growth Management and provided to the applicant.

4.5 Concurrency Denial Procedures

A notice of “Denial of Concurrency” shall be signed by the Director and issued by the Escambia County Department of Growth Management at the time an application for development approval has been determined by the County to be deficient for one or more specified public facilities and services. This notice shall be issued if an application for development approval has failed to meet the criteria for concurrency.

Appendices

Appendix “A” - Definitions

Appendix “B” - Example Development Order

Appendix “C” - Example Certificate of Concurrency

Appendix “D” - Initial Test for Traffic Concurrency Worksheets

Appendix “E” - Traffic Concurrency Procedures and Impact Analysis Report Standards

Appendix “A”

DEFINITIONS

Unless the context clearly indicates otherwise, singular words include the plural, person or man includes both genders and words not otherwise defined below shall have those meanings commonly and customarily ascribed to them and as can be found in the Escambia County *Land Development Code* or any standard dictionary.

ACCESS, POINT OF: A driveway or other opening for vehicles into a public or private street.

ADOPTED LEVEL OF SERVICE STANDARD or LEVEL OF SERVICE and/or LOS: For purposes of this Manual, these terms are synonymous. The terms refer to an indicator of the extent or degree of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility. Further, as used, the terms indicate the capacity of facilities per unit of demand. Levels of Service Standards are established throughout the Escambia County *Comprehensive Plan* and a summary of the policies establishing such standards may be found in Section 6.06 of the Plan.

APPLICANT (for Development Approval): Any person, firm, corporation or other entity that submits plans or other required information to the County to obtain approval of a proposed, planned or contemplated development activity.

CAPACITY: The maximum demand that can be accommodated by a public facility or service at the Adopted Level of Service Standard.

CERTIFICATE OF CONCURRENCEY: A form to be executed by the Director of Growth Management that indicates that the Test for Concurrency has been met for a particular development project.

COMPREHENSIVE PLAN: (Ordinance 93-20) The *Escambia County Comprehensive Plan* prepared by the Local Planning Agency and adopted by the Board of County Commissioners pursuant to *F.S.*, Ch. 163 Part 11, and including any separately adopted amendments or revisions thereto.

DE MINIMIS DEVELOPMENT: A project of such low intensity or density to have an insignificant impact, if any, upon the Level of Service Standards set forth in the Escambia County Comprehensive Plan. For the purposes of this manual, de minimis developments are deemed to have no impact on Level of Service Standards or on the degradation of such standards and the de minimis developments are deemed “concurrent.”

Should a development meet the requirements in A below, it is deemed de minimis with regard to traffic. If a development meets the requirements specified in paragraph B (1) or (2) below, it is deemed de minimis with regard to stormwater requirements.

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- A. **Traffic:** Proposed development generates new trips that are less than 1% of the service volume, total trips are less than 110% of the service volume, and the impacted roadway segments are not on a designated hurricane evacuation route.
- B. **Stormwater:**
1. Residential accessory buildings or structures and additions to primary residences provided such meet appropriate codes, including height, area, bulk and locational restrictions included within the county's *Land Development Code*, and the impervious area associated with said accessory buildings or structures does not exceed 1,500 s.f.; or
 2. Non-residential accessory buildings or structures or additions thereto and additions to primary structures provided such structures meet appropriate codes, including height, area, bulk and locational restrictions included within the county's *Land Development Code* and provided the impervious area associated with said buildings, structures or additions does not exceed 1,000 s.f.

DEVELOPMENT: The carrying out of any building activity or mining operation, the making of any material change in the use or appearance of any structure or land, or the dividing of land into three or more parcels. The activities or uses defined as involving “development” and uses or activities excluded from the term are as set forth in Ch. 380, *F.S.*

DEVELOPMENT AGREEMENT: Any agreement entered into by an applicant for development approval pursuant to the *Florida Statutes*, or the Escambia County *Comprehensive Plan* and *Land Development Code*, on a form and in a format approved by the County.

DEVELOPMENT ORDER: Any order granting, denying, or granting with conditions an application for development approval made to Escambia County.

DWELLING UNIT (DU): One or more rooms, designed, occupied or intended for occupancy as separate living quarters, with cooking, sleeping, and sanitary facilities provided within the dwelling for the exclusive use of a single household.

FACILITIES AND SERVICES: For the purposes of this manual, facilities and services include only those items with established Level of Service Standards. The items are:

1. Drainage facilities, whether natural or man-made, serving a particular project or development area.
2. Sanitary sewer systems.
3. Potable water systems.

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4. Escambia County Area Transit system.
5. Solid waste disposal systems (landfills.)
6. Parks and recreation facilities as referenced by the Comprehensive Plan.
7. Roadways and roadway segments.

LOT OF RECORD: A lot that is part of a subdivision that has been recorded in the Official Records of Escambia County or a lot or parcel described by metes and bounds, the description of which has been so recorded or accepted on or before October 8, 1990.

PLANNED UNIT DEVELOPMENT: A land area under unified control designed and planned to be developed in a single operation or by a series of pre-scheduled development phases according to an officially adopted final development plan that permits and encourages more efficient and creative development, consistent with the Comprehensive Plan. This definition shall also include Developments of Regional Impact, per Ch. 380.06 *F.S.*

WORKING DAY: Any day not including Saturdays, Sundays, or legal holidays observed by the County.

Appendix "B"



DEVELOPMENT ORDER

Project Name : _____ Future Land Use: _____
 Location (street address: _____ Zoning District: _____
 Property Reference #: (Section-Township-Range-Parcel-Lot-Block) DRC Meeting Date: _____
 Development Review #: _____ Building Permit #: _____
 Concurrency Certificate: _____ Approval Type: _____

PROJECT DESCRIPTION

Development of a _____ acre parcel located at _____.
 The project consists of a _____ square foot _____ building, _____. The development requires _____. The site plan contains _____ to comply with the open space and landscaping requirements. Potable water will be provided through a connection to _____. Sewer service will be provided through _____.

PROJECT CONDITIONS

1. All specifications and requirements, expressed or implied by note or drawing, in the site development plans approved with this Development Order.
2. All state and/or federal permits or proof of exemption obtained prior to the issuance of an Escambia County Building Permit, with a copy provided to the County; including, but not limited to, FDOT driveway and drainage connection and FDEP drainage permits.
3. A valid Escambia County Building Permit prior to commencement of any building construction.
4. Any other conditions.

Applicant, having completed development review in accordance with requirements of applicable Escambia County Regulations and Ordinances, is granted approval for development to proceed subject to the Project Description and Conditions noted herein. Any requirement or condition that remains unsatisfied shall constitute a violation of this Development Order and render it void. Further, this approval does not constitute approval by any other agency.

 Director, Department of Growth Management

 Date

 County Engineer

 Date

Attachments: Exhibit A, Certificate of Concurrency

Appendix “C”

DEPARTMENT OF GROWTH MANAGEMENT
Escambia County, Florida
1190 W. Leonard Street
Pensacola, Florida 32501-1129

CERTIFICATE OF CONCURRENCY ESCAMBIA COUNTY, FLORIDA

This application for a Determination of Concurrency for the project known as:

Project Name: _____

Location: _____

Property Reference #: _____

Development Review #: _____

has been reviewed by County staff and it has been determined that there is adequate infrastructure in place at this time to allow the project to begin development. This determination has been based on concurrency review for roadway segments, potable water systems, sanitary sewer, solid waste disposal, parks and recreation, drainage facilities, and mass transit as per Article 5.04.00 of the Escambia County Land Development Code through the Development Review Process.

This Certificate shall expire eighteen months from the date of Site Plan Approval for commercial sites unless horizontal construction activity has begun.

This Certificate shall expire four years from the date of Preliminary Plat Approval for subdivisions unless horizontal construction has begun. This Certificate of Concurrency is conditioned upon the submittal and approval of a final stormwater management plan, certified by a registered and licensed engineer, which documents compliance with the adopted Level of Service Standard for stormwater management.

Director, Department of Growth Management

Date

Appendix "D"

INITIAL TEST FOR TRAFFIC CONCURRENCY WORKSHEETS

Pre-App: _____ Master Plan: _____ Preliminary Plat: _____ Site Plan: _____ Mini: _____

Worksheet Prepared By: _____ Phone: _____ Date: _____

Project Name: _____

Project Address: _____

Impacted Roadway Segment: _____
(Based on the Escambia County Traffic Volume and Level Of Service Report)

Project Description: _____
(include square footage of building and proposed use)

TRIP GENERATION

Source: latest edition of Trip Generation, ITE or data collected from related development may be accepted if sufficiently documented.

ITE Land Use: _____ ITE Code: _____ Page #: _____

Independent Variable: _____

Size of Independent Variable: _____ [A]

Average Rate for P.M. PH of Adjacent Street Traffic: _____ [B]

Driveway Trips (A*B), result from fitted curve equation or trips from locally collected data: _____ [C]

Internal Capture Rate Percentage (if applicable): _____ % [D]

Internal Trips (C*D): _____ [E]

Adjusted Driveway Trips (C-E): _____ [F]

Pass-By Trip Percentage (if applicable): _____ % [G]

Pass-By Trips (F*G): _____ [H]

New Driveway Trips (F-H): _____ [I]

AREA OF INFLUENCE FOR TRIP DISTRIBUTION / ASSIGNMENT

Is the number of New Trips [I], greater than 50 for commercial or greater than 5% of the Service Volume for residential (column 22 of the report)? YES or NO _____ [J]

_____ If "YES" to [J], applicant is required to submit trip distribution for the proposed development. Determine radius of impact based on LDC Section 5.12.02. Attach map depicting radius of impact. List impacted roadway segments as defined in the latest edition of the Escambia County Traffic Volume and Level Of Service Report. Applicant is encouraged to discuss methodology prior to preparing trip distribution.

_____ If "NO" to [J], continue with PART I: De Minimis Determination on the following page.

STAFF USE ONLY:

Eng # : _____ Planning ID # : _____ District: _____ TAZ: _____

_____ Approved By: _____ Date: _____

_____ Additional information or analysis needed.

COMMENTS: _____

Appendix “D” - continued **ROADWAY IMPACT ANALYSIS**

If “NO” to [J], complete an **Attachment** for **each** impacted roadway segment to determine if the project is *de minimis* (PART I).
 If the project is non *de minimis*, continue with PART II. Reference latest edition of the *Traffic Volume and Level Of Service Report*.

Attachment 1 of 1

Project Name: _____

Project Address: _____

Impacted Roadway Segment: _____

PART I: De Minimis Determination

Based on LDC Section 5.12.03. Reference latest edition of *Trip Generation*, ITE and the *Traffic Volume and LOS Report*.

New Driveway Trips, from previous sheet (F-H): _____ [I]

Trip Distribution % (highest % of entering or exiting): _____ % [K]

Allocated Trips (I*K): _____ [L]

2-Way PM PH Service Volume (column 18 of the report): _____ [M]

1% of Service Volume (column 21 of the report or M*0.01): _____ [N]

Are Allocated Trips greater than 1% of the Service Volume (is L>N)? YES or NO _____ [O]

Existing Total Trips (column 16 of the report): _____ [P]

Proposed Total Trips (L+P): _____ [Q]

110% of Service Volume (column 23 of the report or M*1.10): _____ [R]

Are Proposed Total Trips greater than 110% of the Service Volume (is Q>R)? YES or NO _____ [S]

Is the roadway segment on a designated hurricane evacuation route (column 24)? YES or NO _____ [T]

_____ If “NO” for [O], [S], and [T], the project is *de minimis*. No further analysis is required.

_____ If “YES” for [O], [S], or [T], the project is non *de minimis*. Continue with PART II.

_____ If “YES” to [T], continue with question [U] only, in PART II below; or

_____ If “YES” to [O] and/or [S] and “NO” to [T], continue with question [V] only, in PART II below.

PART II: Non De Minimis Concurrency Determination

If “YES” to [T], is the number of Proposed Total Trips greater than the Service Volume (is Q>M)?
 YES or NO or N/A _____ [U]

If “NO” to [T], is the number of Proposed Total Trips greater than 110% of the Service Volume (is Q>R)?
 YES or NO or N/A _____ [V]

_____ If “NO” to the appropriate question, the roadway segment meets the initial test for traffic concurrency. No further analysis required for this segment.

_____ If “YES” to the appropriate question, identify which method(s) will be used to maintain the adopted Level of Service. Possible methods include:

- _____ applying applicable trip reduction methods for service or commercial developments;
- _____ conducting a Traffic Impact Analysis Report (TIAR);
- _____ reducing the scale or scope of the proposed project; or
- _____ withdrawing the application.

Appendix “D” - continued

GUIDANCE ON CONDUCTING THE INITIAL TEST FOR TRAFFIC CONCURRENCY

Select the appropriate type of submittal: Pre-Application, Master Plan, Preliminary Plat, Site Plan, or Mini-DRC. Choose only one.

Include name of person preparing worksheet, day-time phone number where person can be reached, and date the worksheet is being prepared.

Include project name and project address.

Identify the roadway segment(s) which will be impacted by the proposed development. Roadway segments are to be obtained from the Escambia County *Traffic Volume and Level Of Service Report*.

Include a project description including square footage of building and proposed use.

Calculating Trip Generation for the Initial Test for Traffic Concurrency

ITE Land Use and ITE Code: Determine the appropriate Land Use Description and Code from the latest edition of *Trip Generation*, ITE. (e.g., Single Tenant Office Building - Land Use Code 715).

Independent Variable: Determine the most applicable Independent Variable from the selected land use code from the latest edition of *Trip Generation*, ITE. (e.g., dwelling units for subdivisions, 1000 sq. feet gross floor area for commercial, etc.).

Page #: Determine page number for the chosen Land Use Description, Code, and Independent Variable based on a Weekday, Peak Hour of Adjacent Street Traffic, One Hour Between 4 and 6 p.m. If this is not available, the P.M. Peak Hour of the generator typically coincides with the peak hour of the adjacent street traffic; therefore only one P.M. peak hour, which represents both the peak hour of the generator and the peak hour of the adjacent street traffic, is shown.

[A] Size of Independent Variable: Based on the most applicable Independent Variable, determine the size of the independent variable. (e.g., 25,000 s.f. building/1,000 sq. feet gross floor area = 25).

[B] Average Rate for P.M. PH of Adjacent Street Traffic: Determine the trip rate during the P.M. peak hour of adjacent street traffic by using the most appropriate: 1) the weighted average rate, 2) regression (fitted curve) equation, or 3) data collected locally based on the guidance from the latest edition of the *Trip Generation Handbook, An ITE Proposed Recommended Practice*.

Appendix “D” - continued

GUIDANCE ON CONDUCTING THE INITIAL TEST FOR TRAFFIC CONCURRENCY

- 1) If the weighted average rate is most appropriate, then the new trips are determined by multiplying the independent variable [A], from above, by the average rate.

Example: Single Tenant Office Building = 25,000 Square Feet Gross Floor Area
 ITE Land Use Code 715, page 1072
 Independent Variable = 1,000 Sq. Feet Gross Floor Area
 Size of Independent Variable = 25,000/1,000 = 2
 Average Rate = 1.72
 Driveway Trips = 25 x 1.72 = 43

- 2) If the regression (fitted curve) equation is most appropriate, result of the calculation becomes your driveway trips.

Example: $T = 1.497 (X) + 36.174$
 73.599 driveway trips = $1.497 (25) + 36.174$

- 3) Local data may need to be collected if the study site is: not compatible with the ITE land use code definition; when only 1 or 2 data points (studies) have been conducted, preferably when five or fewer have been conducted; the independent variable does not fall within the range of data; when neither weighted average rate line or fitted curve fall within the data cluster at size of development; or as the latest edition of the *Trip Generation Handbook, An ITE Proposed Recommended Practice* recommends.

[C] Driveway Trips (A*B): Result from fitted curve equation or trips from locally collected data: enter the number of driveway trips as determined by appropriate method from [B] above.

[D] Internal Capture Rate Percentage (if applicable): Internal Capture Rate Percentage can be found in the in the latest edition of the *Trip Generation Handbook, An ITE Proposed Recommended Practice*. If an internal capture rate percentage is not applicable, enter zero.

[E] Internal Trips (C*D): Internal Trips are determined by multiplying driveway trips by the internal capture rate percentage.

[F] Adjusted Driveway Trips (C-E): Adjusted driveway trips are determined by subtracting the number of internal trips from the number of driveway trips.

Appendix “D” - continued

GUIDANCE ON CONDUCTING THE INITIAL TEST FOR TRAFFIC CONCURRENCY

- [G] Pass-By Trip Percentage (if applicable): Pass-By Trip Percentage for certain service or commercial developments can be found in the latest edition of the *Trip Generation Handbook, An ITE Proposed Recommended Practice*. If a pass-by trip percentage is not available, enter zero.
- [H] Pass-By Trips (F*G): Pass-By Trips are determined by multiplying adjusted driveway trips by the pass-by trip percentage.
- [I] New Driveway Trips (F-H): New Trips are determined by subtracting pass-by trips from adjusted driveway trips.
- [J] Determine if the number: Of New Trips, [I] from above, is greater than 50 for commercial or greater than 5% of the Service Volume for residential (re: column 22 of the *Traffic Volume and Level Of Service Report*).
- 1) If “YES” to [J], applicant is required to submit trip distribution for the proposed development. Area of influence determination is discussed in the following section.
 - 2) If “NO” to [J], continue with the Roadway Impact Analysis of the Initial Test for Traffic Concurrency.

Determining the Area of Influence for Trip Distribution/Assignment

For the initial test, traffic concurrency for the proposed development will be distributed and analyzed on the roadway segments in the area of influence as described below. The radius of influence for each proposed development that is **service or commercial** in nature is as follows:

NEW P.M. PEAK HOUR TRIPS	DISTANCE
1 - 50	First directly-accessed roadway link
51 - 100	1 mile radius
101 - 500	2 mile radius
501 - 1,000	3 mile radius
1,001 - 2,000	4 mile radius
2,001 or more	5 mile radius

For **residential** development, trips should be distributed to the roadway network until project related trips equal less than 5% of the adopted level of service (LOS) standard for each impacted roadway segment.

Appendix “D” - continued

GUIDANCE ON CONDUCTING THE INITIAL TEST FOR TRAFFIC CONCURRENCY

Roadway segments are delineated in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report* prepared by Traffic Engineering.

Roadway Impact Analysis

Include project name, project address, and impacted roadway segment on each attachment. Use separate attachment for each impacted roadway segment.

PART I: *De Minimis* Determination

- [I] Enter number of new driveway trips: Same as [I] from previous page.
- [K] Trip Distribution %: If “NO” to [J], determine trip distribution percentage by selecting the highest of the entering or exiting percentages from *Trip Generation*, ITE.
- If “YES” to [J], skip to [M].
- [L] Allocated Trips (I*K): If “NO” to [J], allocated trips are determined by multiplying the number of new driveway trips by the trip distribution percentage.
- If “YES” to [J], trip distribution conducted for project will indicate the number of trips to be allocated for each impacted roadway segment and should be entered here.
- [M] 2-Way PM PH Service Volume: Enter the 2-way PM peak hour service volume from column 18 of the latest edition of the Escambia County *Traffic Volume and Level Of Service Report* (the report) provided by Traffic Engineering.
- [N] 1% of Service Volume: Enter 1% of the service volume from column 21 of the report ($M*0.01$).
- [O] Determine: If the number of allocated trips is greater than 1% of the service volume (is $L > N$).
- [P] Existing Total Trips: Enter the number of existing total trips from column 16 of the report.
- [Q] Proposed Total Trips (L+P): Determine the proposed number of total trips by adding allocated trips and existing total trips.

Appendix “D” - continued

GUIDANCE ON CONDUCTING THE INITIAL TEST FOR TRAFFIC CONCURRENCY

- [R] 110% of Service Volume: Enter 110% of the service volume from column 23 of the report ($M*1.10$).
- [S] Determine: If proposed total trips are greater than 110% of the service volume ($Q>R$)?
- [T] Determine: If the impacted roadway segment is on a designated hurricane evacuation route from column 24 of the report.

If “NO” for [O], [S], and [T], the project is *de minimis*. No further analysis is required.

If “YES” for [O], [S], or [T], the project is non *de minimis*. If “YES” to [T], continue with question [U] only, in PART II. If “YES” to [O] and/or [S] and “NO” to [T], continue with question [V] only, in PART II.

PART II: Non *De Minimis* Determination

- [U] If “YES” to [T], the impacted roadway segment is on a designated hurricane evacuation route; therefore, determine if the number of proposed total trips is greater than the service volume ($Q>M$).
- [V] If “NO” to [T], the impacted roadway segment is *not* on a designated hurricane evacuation route; therefore, determine if the number of proposed total trips is greater than 110% of the service volume ($Q>R$.)

If “NO” to the appropriate question [U] or [V], the roadway segment meets the initial test for traffic concurrency. No further analysis required for this segment.

If “YES” to the appropriate question [U] or [V], identify method(s) to be used to maintain the adopted level of service. Possible methods include:

1. Applying applicable trip reduction methods such as internal trip capture rates and/or pass-by rates for service or commercial developments;
2. Conducting a Traffic Impact Analysis Report (TIAR);
3. Reducing the scope or scale of the proposed project so that demand does not exceed available capacity; or
4. Withdrawing the application.

Appendix “D” - continued

GUIDANCE ON CONDUCTING THE INITIAL TEST FOR TRAFFIC CONCURRENCY

If trip reduction methods are used, the trip reduction methods should follow the recommendations of the latest edition of the *Trip Generation Handbook, An ITE Proposed Recommended Practice*. The applicant is required to present sufficient documentation of the trip reduction methods used and the documentation is subject to review and approval by the Transportation Planner.

If total trips still exceed the service volume even after applying applicable trip reduction methods, then the proposed development will require further traffic impact analysis by the applicant prior to approval. The traffic impact analysis procedures are outlined in the latest edition of the Escambia County “Traffic Concurrency Procedures & Impact Analysis Report Standards,” which is provided in Appendix “E.” For the purpose of this analysis, the distance provisions in Section 5.12.02 of the Land Development Code are not applicable. The applicant is encouraged to discuss proposed methodologies with staff prior to preparing the report.

Appendix “E”

TRAFFIC CONCURRENCY PROCEDURES AND IMPACT ANALYSIS REPORT STANDARDS

Traffic Concurrency Procedures:

- A. Applicant or Transportation Planner determines if the proposed development meets the Initial Test for Traffic Concurrency (re: §5.12.00, Land Development Code). Applicant should use the “Initial Test for Traffic Concurrency Worksheets” in Appendix “D” of the *Escambia County Concurrency Management System Procedural Manual*. Applicant can find the Land Development Code and the *Concurrency Management System Procedural Manual* at www.co.escambia.fl.us./ldc.
- B. Transportation Planner reviews the Initial Test for Traffic Concurrency for compliance with the Land Development Code (LDC).
- C. If Transportation Planner concurs that the project meets the Initial Test for Traffic Concurrency, the Transportation Planner will conduct a final review for traffic concurrency when all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted for the site plan or preliminary plat.
- D. If the project meets the final review for traffic concurrency, which the Transportation Planner conducts when all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted, the Transportation Planner will initial the Route Sheet and sign the red stamp on the final comparisons of the site plan or preliminary plat.
- E. If the project does not meet the initial or final review for traffic concurrency, comments from the Transportation Planner will be provided to the Applicant. The Applicant shall determine method(s) to be used to maintain the adopted level of service for each impacted roadway segment. Possible methods include:
 - 1. Applying applicable trip reduction methods such as internal trip capture rates and/or pass-by rates for service or commercial developments;
 - 2. Conducting a Traffic Impact Analysis Report (TIAR);
 - 3. Reducing the scope or scale of the proposed project so that demand does not exceed available capacity; or
 - 4. Withdrawing the application.

Appendix “E” - continued

TRAFFIC CONCURRENCY PROCEDURES AND IMPACT ANALYSIS REPORT STANDARDS

- F. Data from the selected method(s) shall be submitted to the Transportation Planner for review. If the Transportation Planner determines that the data submitted sufficiently illustrates that each impacted roadway segment does not exceed the adopted level of service, final comparisons may be submitted for final review of traffic concurrency after all other sign-offs have been obtained.
- G. If a Traffic Impact Analysis Report (TIAR) is needed, the applicant is encouraged to discuss proposed methodologies with the Transportation Planner prior to preparing report. The report should be formatted in accordance with and contain the information outlined in the Traffic Impact Analysis Report (TIAR) Standards listed below. Please note the source(s) of all data and methodologies used in the report and attach copies of all raw traffic counts, calculations, and model outputs in an appendix to the report.
- H. See last page of this procedure for a flowchart of the traffic concurrency review process.

Traffic Impact Analysis Report (TIAR) Standards:

Trip Generation:

Determine trip generation using data and procedures contained in the latest edition of *Trip Generation*, Institute of Transportation Engineers (ITE).

Local or special trip generation rates based on comparable sites may be used if a substantial sample size is used and complete documentation is furnished. Guidance can be found in the *Trip Generation Handbook, An ITE Proposed Recommended Practice*.

For redevelopment sites, trips currently generated by existing development that will be removed may be deducted from total new site trips.

The applicant may consider applicable trip reduction methods such as internal trip capture rates and pass-by trip rates for service or commercial developments. The trip reduction methods should follow the recommendations of the latest edition of the *Trip Generation Handbook, An ITE Proposed Recommended Practice* and are subject to review and approval by the Transportation Planner.

Appendix “E” - continued

TRAFFIC CONCURRENCY PROCEDURES AND IMPACT ANALYSIS REPORT STANDARDS

Trip distribution and assignment:

Distribute and assign new trips to the roadway system by using manual methods, “quick-response” methods, or the Florida Standard Urban Transportation Model Structure (FSUTMS) for the Pensacola Urbanized Area. FSUTMS files are available from the Pensacola Metropolitan Planning Organization (MPO) staff.

Manual distribution of new trips onto the impacted roadway segments is an acceptable method. For all trip distribution methods used, a map illustrating the impacted roadway segments and trip distribution on each segment is the preferred method of illustration. Roadway segments are delineated in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report* prepared by Traffic Engineering.

In addition to a map, the number of new trips generated from the proposed development and distributed on each impacted roadway segment should be summarized in a format similar to that of the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.

For the purpose of this analysis, the distance provisions in Section 5.12.02 of the *Land Development Code* (LDC) are not applicable. Distribution and assignment of new trips onto the Escambia County roadway segments until the trips have an impact of 1% or less of the service volume for the adopted level of service (LOS) standard will be required.

Impact analysis:

Analyze the weekday P.M. peak hour of adjacent street traffic (not daily volumes) for most land uses. Analysis of other hours and/or days may be more appropriate for special land uses which exhibit significantly different peak periods from the average weekday (e.g., amusement parks).

Determine if the level of service standard is met for all impacted roadway segments. A roadway segment shall be deemed to have adequate level of service when the level of service (LOS) for both directions of travel in the P.M. peak hour does not exceed the adopted LOS standard.

The latest edition of the Escambia County *Traffic Volume and Level Of Service Report* prepared by Traffic Engineering shall be used as the source for background (existing + allocated/committed) traffic, adopted level of service standards and roadway segment service volumes. Refinements to volumes may be made if adequately documented/justified to the satisfaction of the Transportation Planner.

Appendix “E” - continued

TRAFFIC CONCURRENCY PROCEDURES AND IMPACT ANALYSIS REPORT STANDARDS

Allocated (committed) trips from approved development that are not yet reflected in actual traffic counts will be provided in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.

General models (e.g., ART-TAB) may be used. Adjust default factors as necessary to the local characteristics of each roadway analyzed. If the analysis of the general model does not indicate that adequate level of service is provided, progressively more detailed models (e.g., ART-PLAN; *Highway Capacity Manual*, TRB Special Report 209; or *Highway Capacity Software*, Transportation Research Center, University of Florida) will need to be used as necessary to determine and document whether sufficient capacity is available.

Traffic counts (e.g., intersection turning movement counts, etc.) used in any analysis (e.g., ART-TAB, ART-PLAN, etc.) shall be no older than one year and originate from a Tuesday, Wednesday, or Thursday. Weekly adjustment rates published by the FDOT shall be used to seasonally adjust the counts to an annual average value.

Determine PM peak hour revised service volume (both directions) as part of the impact analysis. A revised service volume can be determined through ART-TAB, ART-PLAN, or other level of service analysis software.

A table should be used to summarize existing volume, allocated/committed volume, project volume, total (existing + allocated/committed + project) volume, and roadway capacities for each impacted roadway segment. The table should be similar to the Escambia County *Traffic Volume and Level Of Service Report*. This format is preferred, in lieu of narrative, as an efficient means to provide information.

Capacity improvements provided by roadway projects which are scheduled for construction within three years in the adopted work program of the Florida Department of Transportation (FDOT) and/or the Capital Improvement Program of the County are assumed to be existing in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.

Appendix “E” - continued

**TRAFFIC CONCURRENCY PROCEDURES AND
IMPACT ANALYSIS REPORT STANDARDS**

Mitigation:

If improvements are needed as a result of the traffic impact analysis report and the Applicant agrees to construct or implement the improvements, the applicant shall prepare a mitigation report.

The mitigation report should document what improvements are proposed, how the improvements will maintain adequate level of service, who will design and construct or implement the improvements, and a schedule for completing the improvements. The mitigation report will require review and approval by the Transportation Planner.

For mitigation of a project with substantial impacts, such as Developments of Regional Impact (DRIs), the project will be reviewed through coordination with the Florida Department of Transportation (FDOT), West Florida Regional Planning Council (WFRPC), Department of Community Affairs (DCA), and/or other appropriate agencies.

If the adopted level of service for each impacted roadway segment cannot be maintained and mitigation is not provided, then the development will not be approved.

TRAFFIC CONCURRENCY REVIEW PROCESS FLOWCHART

