



City of Annapolis  
Committee Referral Action

Date: July 8, 2016

To: Regina Watkins Eldridge, City Clerk  
Jacqueline Lee, Legislative & Policy Analyst

The Planning Commission has reviewed Ordinance O-19-16 and has taken the following action:

  x   Favorable with amendments

       Comments: See staff report for recommended changes

July 7, 2016  
Meeting Date




**City of Annapolis**  
**Planning Commission**  
**Department of Planning & Zoning**  
145 Gorman Street, 3<sup>rd</sup> Floor  
Annapolis, MD 21401-2535

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May 25, 2016

**MEMORANDUM**

**To:** Annapolis Planning Commission

**From:** C. Pete Gutwald, Director of Planning and Zoning 

**Re:** Ordinance 19-16, for the purpose of amending Title 22.21.010 Traffic Impact Analysis to modify the standards for when traffic impact studies are required for developments.

**Purpose**

The purpose of Ordinance 19-16 is to amend the Traffic Impact Analysis requirements under Title 22 Adequate Public Facilities. As new developments are proposed and traffic concerns in the City are more apparent, the proposed ordinance establishes a lower threshold for traffic impact studies. Currently, a traffic impact study is required when a proposed development will generate 400 or more daily trips. The number of generated trips is based on the *Trip Generation Manual*, which is published by the Institute of Transportation Engineers and is an industry standard. The proposed ordinance lowers the trip generation requirement for a study from 400 to 250 or more daily trips based on the trip generation rates and eliminates the discretionary language for the Director of Planning and Zoning to require such study.

**Analysis**

Currently Section 22.21.010 states that a traffic study is required if:

"The proposed development and/or additions to existing structure is expected to generate four hundred daily trips or more based upon trip generation rates published in the latest edition of the Trip Generation Manual, published by the Institute of Transportation Engineers (ITE); or

There are current traffic problems or issues in the project area, e.g. high traffic accident frequency; or

The proposed entrances and exits from the site are too close to an intersection.

Exceptions. There are no exceptions to the criteria above.

The Director of Planning and Zoning, at his or her discretion, can conduct traffic impact analyses even if they do not meet the criteria set forth above."

Over the past few years, concern over traffic conditions and impacts from new developments have been identified through numerous community meetings. The table below shows comparison of the current standard versus the proposed standard, utilizing the standards for trip generation (ITE Trip Generation Manual, 9th addition).

Land Use category	Trip generation factor	Existing (400 ADT)	Proposed (250 ADT)
High turnover Restaurant /seat	4.83	83 seats	52 seats
Single Family/unit	9.52	42 units	26 units
Townhouse/unit	5.81	69 units	43 units
Specialty Retail/1000 sq ft.	44.32	9,000 sq ft	5,700 sq ft
General Office/1000 sq.ft.	11.03	36,000 sq ft	23,000 sq ft
Drive in Bank/1000 sq ft	148.15	1,700 sq ft	2,700 sq ft

The current law allows for discretionary decisions by the Planning Director to require a traffic study. Since traffic concerns have become an essential issue with new developments, standards should be identified in order to set expectations and make a determination if a traffic study would be warranted. Based on the typical types of developments that occur in the City of Annapolis, a lowering of the threshold would be more appropriate rather than discretionary determinations for traffic study requirements.

### **Recommendation**

Based on the information provided above the Department recommends approval of O-19-16 as proposed.



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July 7, 2016

**To:** Annapolis City Council  
**From:** Planning Commission  
**Re:** Findings for O-19-16: Traffic Impact Analysis

### **SUMMARY**

As new developments are proposed and traffic concerns in the City are more apparent, the proposed ordinance establishes a lower threshold for traffic impact studies. Currently, a traffic impact study is required when a proposed development will generate 400 or more daily trips. The number of generated trips is based on the *Trip Generation Manual*, which is published by the Institute of Transportation Engineers and is an industry standard. The proposed ordinance lowers the trip generation requirement for a study from 400 to 250 or more daily trips based on the trip generation rates and it eliminates the discretionary language for the Director of Planning and Zoning to require such study.

### **BACKGROUND AND ANALYSIS**

On June 2, 2016 the Planning Commission held a public hearing on proposed Ordinance O-19-16, Traffic Impact Analysis. The purpose of Ordinance 19-16 is to amend the Traffic Impact Analysis requirements under Title 22 Adequate Public Facilities. Currently Section 22.21.010 states that a traffic study is required if:

"The proposed development and/or additions to existing structure is expected to generate four hundred daily trips or more based upon trip generation rates published in the latest edition of the Trip Generation Manual, published by the Institute of Transportation Engineers (ITE); or

There are current traffic problems or issues in the project area, e.g. high traffic accident frequency; or

The proposed entrances and exits from the site are too close to an intersection.

Exceptions. There are no exceptions to the criteria above.

The Director of Planning and Zoning, at his or her discretion, can conduct traffic impact analyses even if they do not meet the criteria set forth above."

Over the past few years, concerns over traffic conditions and impacts from new developments have been identified through numerous community meetings. The table below shows comparison of the current standard versus the proposed standard, utilizing the standards for trip generation (ITE Trip Generation Manual, 9th addition).

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Drive in Bank/1000 sq ft	148.15	2,700 sq ft	1,700 sq ft

The current law allows for discretionary decisions by the Planning Director to require traffic studies. Adoption of Ordinance 19-16 would eliminate the Planning Director's discretionary ability to require such studies. Instead, the proposed standard would be used to determine when traffic studies are required.

### **PUBLIC HEARING AND DELIBERATION**

The Planning Commission on June 2, 2016 held a public hearing on Ordinance 19-16. No members of the public testified when invited to do so. Planning Commission members discussed the reduced thresholds for requiring a traffic study as outlined in the table above as well as the question of whether or not the Planning Director should have discretionary authority to require a traffic study as codified by language in the existing law. Several members of the Commission noted that this should be given to the Director since there are several factors that may impact traffic and traffic circulation. It was noted that the law currently includes 2 other conditions in which the Director has the discretion to require traffic studies if known traffic issues exist.

### **RECOMMENDATION**

After extensive discussion, the Planning Commission decided by a vote, 6-0 to:

- RECOMMEND passage of O-19-16 with its proposed criteria for requiring a traffic study as outlined in the table above, and
- RECOMMEND that paragraph A (3) not be stricken, thereby preserving the Director's discretionary ability conduct traffic impact analyses.

Adopted this 7<sup>th</sup> day of July, 2016

  
David Iams, Chair