

The Town of Oakland has established the following recommended guidelines as the minimum requirements for a satisfactory Traffic Impact Study (TIS) for proposed new or redevelopment in the Town or for properties that plan to annex into the Town.

**A. METHODOLOGY MEETING**

1. Schedule and participate in a study methodology meeting at the Town offices.
2. Prepare and submit for approval a written study methodology statement. Any deviation from the approved statement must be confirmed in writing by the Town or its representative or the study is subject to rejection without review upon submittal.

**B. NETWORK ANALYSIS**

1. Analyze all links and intersections having 5% or greater project traffic of the Maximum Allowable Volume (MAV) for the roadway link.  $\text{Volume of Project Traffic} = (\% \text{ of Impact Area}) \div (\text{Capacity of the Road (MAV)})$  based on the Average Daily Traffic (ADT).
2. In those cases where the Average Daily Traffic exceeds the Capacity of the Road, the project traffic shall be analyzed on links and nodes out to the de minimis impact (1% of MAV).
3. Identify annual growth rates in traffic generated.

**C. EXISTING CONDITIONS**

1. Show Volume/ Capacity (V/C) Ratio and delays.
2. Show the Level of Service (LOS) of roadways and intersections.
3. Include an aerial photo or field drawing to show geometry of the adjacent intersections.
4. Show all existing geometrics/movements in the intersection (identify number and types of lanes).
5. Show actual lengths (full lane and tapers) of existing left and right turn lanes.
6. Show existing turning movement counts at the intersection (data must be 1 year or less in age).
7. Show posted speed limits on existing roadways adjacent to the site.
8. Identify peak period times and volume counts.
9. Indicate the phasing at signalized intersections.

**D. PROPOSED CONDITIONS**

1. Provide a conceptual site plan to show proposed roads or driveways for the proposed development.
2. Show total site generated traffic volumes (daily and peak hour) and formulas used. The current version of the ITE Trip Generation Manual and Handbook will be used to develop the project trip estimates unless localized trip generation studies for similar facilities are conducted and approved for use by the Town.
3. Show directional distribution of traffic flow into and out of the site for peak periods, as well as for the surrounding roadway network.
4. List internal capture of vehicle trips in tabular form.
5. List pass-by or modal split vehicle trip reductions (to be agreed upon in Methodology Meeting).
6. Show any weaving analysis when applicable (any access drives or new roadways within 500 feet of an expressway or other limited access facility must address this requirement).
7. When possible, use local values for K and D factors rather than the area averages produced by FDOT.
8. A minimum annual growth rate should be implemented (this value will be agreed upon during methodology discussions).
9. Any additional information that would support the reduction in project

**E. EVALUATION AND CONCLUSIONS**

1. The study will be provided in both hard copy (5) and electric file (PDF). The study will be signed and sealed by a registered professional engineer with experience in the conduct of traffic impact studies. The document will contain sufficient text, tables, graphics and figures to fully document the study process and results and justify the recommendations made.
2. Identify any reductions in the level of service that are a result of background traffic growth or specifically related to the development proposal.
3. Identify any links for which V/C ratios exceed 0.9.
4. Make necessary recommendations as to improvements for roadway segments, intersections, bicycle and trail facilities and public transit facilities.
5. Identify references and software programs used here or under items above.

**F. DATA / APPENDIX**

1. Provide regional model or other documentation of project traffic assignment used in the study.
2. Provide all lane (ADT) and intersection turning movement counts (TMC's).
3. Provide Peak Hour Volumes. Both AM and PM counts may be necessary, depending on the circumstance.
4. Provide software program output sheets. If HCS is used, the short form is satisfactory.
5. Provide existing signal timing where applicable.
6. Provide improvement cost estimates and proposed proportionate share for project mitigation.