

City of South Pasadena
COMMUNITY IMPROVEMENT

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Concurrency Review Application

I. **PURPOSE:** The purpose of this exhibit is to set forth the minimum submission requirements necessary for the City of South Pasadena to review proposed developments for concurrency, as well as to provide a methodology for calculating the projected demand of a proposed project.

II. Submission Requirements

The applicant must supply the following information along with a reasonable fee, as may be amended from time to time by the City Council to defray the cost of, the review:

A. Name of Owner and/or agent/applicant:

B. Current Address of owner and/or agent/applicant:

City: _____ State: _____ Zip: _____

C. Telephone number of owner and/or agent/applicant

Home: _____ Work: _____

D. Legal Description of
site:

E. Proposed Land Use: _____

F. Acreage of site: _____

G. Square footage of proposed building(s): _____

H. Number of residential units (if applicable): _____

I. Number of employees, for commercial or industrial use (if applicable): _____

J. Any expected special service demands generated by the proposed development (such as solid/hazardous waste demands of a hospital): _____

K. Data as required by subsequent sections of this exhibit

III. Facility/Service Calculations

The following calculations shall be used to determine the projected demand of the proposed project described in an application for Concurrency Review. The calculations are listed by Public Facility and Service Type. Whenever the term "City" shall appear herein, it shall mean the City Clerk/Administrator or his/her designee authorized to review calculations for the Concurrency Management System. The information necessary to enable the City to perform the Facility/Service demand calculations in paragraphs 3(A) through 3(B) shall be provided by the applicant to the City.

A. Potable Water

For Residential: Adopted LOS = 161.5 GPCD

161.5 GPCD x 1.64 persons/household x _____ units = demand

For Non Residential: The appropriate methodology shall be determined at the pre-application conference by the City Engineer using acceptable engineering guidelines. This methodology shall be comparable to the LOS for residential users.

B. Wastewater

For Residential: Adopted LOS = 150 GPCD

150 GPCD x 1.64 persons/household x _____ units = demand

For Non Residential: The appropriate methodology shall be determined at the pre-application conference by the City Engineer using acceptable engineering guidelines. This methodology shall be comparable to the LOS for residential users.

C. Storm water Management (Drainage)

For Residential: Adopted LOS = 25 years, 6 hour storm event

For Non Residential: For small parcels drainage calculations shall be based on the rational method. For large parcels, drainage calculations shall be based on the SCS method.

D. Solid Waste

For Residential: Adopted LOS = 1.4 tons/year/capita
(2800 lbs/year)/(365 days/year) x 1.64 persons/household x _____ units = demand
(lbs/person/day)

For Non Residential: The appropriate methodology shall be determined at the pre-application conference by the City Engineer using acceptable engineering guidelines. This methodology shall be comparable to the LOS for residential users, and as per the National Institute of Solid Waste Management Guidelines.

E. Recreation

Adopted LOS = 1 acre/250 residents
Project population = _____ units x 1.64 persons/households
Project population/LOS = demand

F. Transportation Review Procedures

The first step shall be to determine the number of peak hour trips generated by a proposed project. To do so, the applicant will use the most recent trip generation rate, as provided in the most current Institute of Transportation Engineers' (ITE) Trip Generation report unless the Community Improvement Department determine the ITE data does not appropriately reflect the traffic to be generated by the proposed project.

1. De Minimis Impact

If the number of peak hour trips generated by the proposed project is 52 or less, the impact on transportation will be considered acceptable and no further review will be conducted.

The following formula to determine trip generation should be used:

Designated peak hour land use rate x _____ unites = peak hour trips generated

2. Driveway Analysis

If the project generated over 52 peak hour trips a traffic analysis shall be completed utilizing the following procedure:

- a. Utilizing the current edition of the ITE In Generation report, the applicant shall determine the number of trips to be generated by the proposed project during the PM peak hour.

- b. The applicant shall then, determine the classification of each roadway, collector or arterial, onto which the proposed project has a driveway.
- c. Utilizing the Florida Department of Transportation (FDOT) Generalized Service Volume Tables, the applicant shall determine the capacity threshold of each roadway facility onto which the proposed project has a driveway.
- d. If the development generates less than five percent of the level of service "D" during the PM peak hour, the applicant will not be required to do any further analysis.

3. Detailed Traffic Study

If the development generates more than five percent of the level of service "D" capacity during the PM peak hour, at any project entrance, the applicant will be required to do a more detailed traffic study as outlined below:

Step 1 – Pre-Application Meeting

The City and the applicant will meet prior to the start of the study to determine the methodology and procedures. This will usually involve a PM peak hour analysis.

Step 2 – Define the Study Area

The study area is defined as the roadways and intersections impacted by the proposed project at 4.5 percent or more of the level of service "D" capacity.

Step 3 – Existing Conditions

- a. Existing directional PM peak hour traffic volumes and level of service on 0 collectors and arterials within the defined study area as in Step 2.
- b. Existing turning movement volumes at the impacted intersection(s) and intersection level of service.

The above required data shall have been acquired within the previous calendar year. Volumes shall be adjusted to reflect annual conditions using FDOT seasonal adjustment factors for Pinellas County, or other adjustment factors arrived by the City.

The above required level of service for roadways shall be determined in accordance with the current FDOT generalized service volume procedures.

The above required intersections capacities shall be determined using computer software based upon the 1985 Highway Capacity Manual. Special Report 209, Transportation Research Board, National Research Council.

Step 4 – Project Background Traffic

Volume(s) shall be projected for the year of the proposed project completion. Volumes for the proposed project can be determined by using one of the following procedures:

- a. Multiply the existing traffic volumes by an annual growth factor provided by the City. Traffic generated by any project approved since the traffic counts were conducted, shall be added to background traffic.
- b. Multiply the existing traffic volumes by an annual growth factor developed by the applicant and approved by the City. The annual growth factor must be based upon data collected by the applicant on three roadways in the vicinity of the proposed project over the last three years. Traffic generated by any project approved since the traffic counts were conducted, shall be added to background traffic.
- c. Develop a computer model as approved by the City.

Step 5 - Project Traffic Generation

The applicant shall provide the following information and procedures regarding proposed traffic generation from the project:

- a. Determine the project traffic generation using current edition of the ITE LRBC.
- b. Identify all land use codes, amount of development and trip rates.
- c. Trip rates may be obtained from studies of comparable sites in the City, or by utilizing data from previous traffic generation studies. The City must approve the trip rates that are to be utilized.
- d. Any proposed reduction for capture of trips between land uses of a mixed use project or for passer by trips shall be provided by the applicant at the pre-application/methodology meeting, and approved by the City.

Step 6 – Project Traffic Distribution

The applicant must develop a project traffic distribution using any one of the following three methods:

- a. For projects generating 100 or fewer PM peak hour trips, a distribution can be developed based upon similar types of projects.
- b. For more projects a manual gravity model distribution can be developed. The travel time method described in Chapter 3 of UE's Transportation and Land Development shall be used.
- c. The computerized distribution model, such as FSUTMS or QRSE can be developed.

Step 7 – Determination of Concurrency

Project's concurrency shall be determined by comparing the level of service of each roadway facility within the defined impact study area at project build out with the adopted levels of service. As identified in the previous steps, the analysis must reflect the condition of project build out, including background traffic, project traffic and any reserved capacity in vested projects.

- a. Intersections. Utilizing the procedures for the un signalized and signalized intersections procedure defined in the 1985 Highway Capacity manual, the level of service for the PM peak hour will be determined.
1. A signalized intersection is considered to meet the City's concurrency standards if either of the following two conditions occur:

Less than 5% of the threshold.

The project traffic causes the total intersection delay (seconds/vehicle) at build out to increase by less than five percent of the level of service D threshold. The level of service D threshold is 40.00 seconds. Five percent of this threshold is 2.0 seconds $(40.0 \text{ seconds})(5\%) = 2.0 \text{ seconds}$

Greater than 5% of threshold.

The project traffic is greater than five percent of the level of service D threshold as calculated above, and the total intersection level of service D or better with the total of background and project traffic, and the project traffic does not cause the delay for any movement (lane group) that is at level of service F to increase by more than one percent of the level of service F threshold at build out. One percent of the level of service F threshold is 0.6 seconds $(60.0 \text{ seconds})(1\%) = .06 \text{ seconds}$

2. An un signalized intersection is considered to meet the City's concurrency standards if either of the following two conditions occur:

Equal to or less than 5% of threshold.

The project traffic is equal to or less than the five percent level of service D threshold at build out. The five percent level of service D threshold at build out is 20 vehicles per lane for any left turning movement, and 20 total vehicles for a movement or combination of movements sharing the same lane that is controlled by a stop sign.

OR

More than 5% of threshold.

The project traffic at build out is greater than the five percent threshold noted above and the project traffic is no more than one percent of the level of service F threshold for any movement (or combination of movements) controlled by a stop sign that is at level of service F. The ones percent level of service F threshold is 4.4 vehicles.

If the intersections and project driveways are found not to meet either of the two conditions noted above, improvements that will allow the intersection to operate at an acceptable level of service must be identified by the applicant.

- b. Roadways. Based upon the directional PM peak hour capacity, the projected traffic on each link, by direction, shall be compared to the applicable FDOT service volume so as to determine the directional link level of service. For all links where one direction is projected to operate worse than the acceptable level of service as established by the City, the applicant shall identify improvements necessary to allow that link to operate at an acceptable level of service.

Step 8 – Change of Use

If the project is a change of use, the project's trips generated shall be equal to the adjusted trips as shown in the following formula:

Adjusted Trips – Trips generated by new construction and use – Trips generated by existing land use.

Application for Concurrency Determination

For Office Use Only

Date _____ / _____ Application Number _____
Site Plan Number _____ Date _____ Other _____
Parcel ID Number: Section _____ Block _____ Lot/S _____

1. General Information (filled out by the Applicant)

Owner Name & Address

Representative Name & Address

Phone _____

Phone _____

Property Address and Legal Description

Is the subject property part of a previously approved site plan? Yes No
If yes provide the case number _____
Is the subject property part of an approved Special Area Plan? Yes No
If yes provide the Special Area Plan name _____

Type of Activity:

Residential:

New Construction _____
Addition _____
Change of use _____
Existing Units _____

New Single Family Units _____
New Multi-Family Units _____
Other New-Number of Units/Beds _____
Number Existing Bathrooms _____
Number Proposed Bathrooms _____

Non Residential:

Existing Use _____
Existing Bldg. Area (sq. ft.) _____
Existing Use _____
Existing Bldg. Area (sq. ft.) _____
Existing F.A.R. (sq. ft./%) _____

Proposed Use(s) _____
Proposed Bldg. Area (sq. ft.) _____
Proposed Use _____
Proposed Bldg. Area (sq. ft.) _____
Proposed F.A.R. (sq. ft./%) _____

Property Owner Signature (Representative may sign with notarized letter of authorization) Date _____

If there are any questions regarding this application, please follow City of South Pasadena Code Sections: (130-59) (130-130-60) (130-62) & (130-65)

Applicant Must Submit the Following Information Below

III. Complex Concurrency Determination Filled out by Applicant

Traffic Study Required

Public Utilities Impact

Traffic Circulation Required

Parks & Recreation Impact

Solid Waste Impact

Drainage Impact

Potable Water Impact

Service Provider Required

Sanitary Sewer Impact

Service Provider Required

Findings: Approved _____ Conditionally Approved _____ Denied _____

Comments _____

Concurrency Coordinator's Signature _____

Date _____

If there are any question regarding this application, please call Neal Schwartz the C.I.D. Director @ 727-343-4192