



May 01, 2017

POLICY LETTER: City of Aberdeen Traffic Impact Analysis

1. This policy letter defines the minimum requirements for the City of Aberdeen's Traffic Impact Analysis (TIA). The responsibility to comply with these requirements is found in the City of Aberdeen's Adequate Public Facility Ordinance Code, Chapter 302. The Owner and/or developer shall provide a comprehensive evaluation of the project in question. The City, at its discretion, may require a TIA for any development, regardless of size, if there are concerns over safety, operational issues, or if the project is located in an area heavily impacted by traffic.
2. The Traffic Impact Analysis Report will:
  - a. Be prepared, signed, and sealed by a traffic engineer or a civil engineer licensed in the State of Maryland, qualified to practice traffic engineering.
  - b. Use the latest edition, methodology, forms, and calculations found in the Transportation Research Board Highway Capacity Manual, Federal Highway and Maryland State Administration Uniform Traffic Control Devices, and other authoritative sources in conducting, developing, and evaluating the impacts in planning and forecasting demands on the transportation network and providing solutions to mitigate impacts.
  - c. Use the Institute of Transportation Engineer Trip Generation Manual or other source acceptable to the Department of Public Works for all trip generation rates.
  - d. Measure traffic volume and impacts using peak-impact hours (weekday and weekends) as necessary to produce the most restrictive situation.
3. The Traffic Impact Analysis must cover the following areas as a minimum:
  - I. EXECUTIVE SUMMARY
  - II. TABLE OF CONTENTS
    - a. List of Figures (Maps).
    - b. List of Tables.
  - III. INTRODUCTION
    - a. Description of the proposed project.

- b. Location of project.
- c. Site Plan including all access to the proposed project within one-quarter (1/4) mile of the site to be developed, to include collectors or higher-functioning classification road intersections from all approaches. If the one-quarter (1/4) mile radius does not include a collector or higher-functioning classification road intersection, the City may require the inclusion of the nearest collector or higher-functioning classification road intersection as part of the study area. Description of the road network and intersections adjacent to the site and at access points within the study area. (Site Plan, Map).
- d. Land use and zoning designation.
- e. Phasing plan including proposed dates of project (phase) completion (if needed).
- f. References to other traffic impact studies and approved developments.
- g. Project sponsor and contact person(s).

#### IV. TRAFFIC ANALYSIS

- a. Clearly stated assumptions.
- b. Existing and projected traffic volumes (including turning movements), facility geometry (including storage lengths), and traffic controls (including signal phasing and multi-signal progression where appropriate). (figures)
- c. Traffic generated by other approved/funded developments.
- d. Project trip generation including references (table).
- e. Project generated distribution and assignment (figure).
- f. Level of Service (LOS) and warrant analyses – existing conditions, cumulative conditions, and full build of general plan conditions with and without project.

#### V. CONCLUSIONS AND RECOMMENDATIONS

- a. LOS and appropriate Measures of Effectiveness (MOE) quantities of impacted facilities with and without mitigation measures.
- b. Mitigation phasing plan including dates of proposed mitigation measures.

- c. Defined responsibility for implementing mitigation measures.
- d. Cost estimates for mitigation measures.

#### VI. DISCUSSION OF FUTURE TRAFFIC CONDITIONS

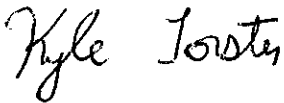
- a. Other approved developments in the Study Area.

#### VII. APPENDICES

- a. Description of traffic data and how data was collected.
- b. Description of methodologies and assumptions used in analyses.
- c. Worksheets used in analyses (i.e. signal warrant, LOS, traffic count information, etc.).

- 4. The point of contact for this policy is the City Engineer, 410-272-1600.

Sincerely,

A handwritten signature in black ink that reads "Kyle Torster". The signature is written in a cursive, slightly slanted style.

Kyle E. Torster, P.E.  
Director, Department of Public Works