

ORDINANCE NO. 22-18

**AN ORDINANCE TO AMEND ARTICLE 13, SUBSECTION 13.1A(d),
SUBSECTION 13.1A(e) AND SECTION 2.3.B OF UNIFIED
DEVELOPMENT CODE REGARDING THE GENERAL PROCESS OF
ZONING APPLICATIONS AND THE TIS GUIDE MANUAL.**

WHEREAS, the Board of Mayor and Aldermen adopted Ordinance 86-42 and subsequent amendments thereto that govern requests for connections to the City of Spring Hill Water and Sewer Systems; and

WHEREAS, the standards and requirements set forth in Title 14 of the Code of Ordinances for the process of zoning applications and the terminology associated with such applications are necessary for the preservation and protection of the public health, safety and general welfare; and

WHEREAS, on August 20, 2018 the Board of Mayor and Aldermen adopted Ordinance 18-21 to adopt the Unified Development Code, along with subsequent amendments thereto, that sets forth standards and requirements of the street network system necessary for the preservation and protection of the public health, safety and general welfare; and

WHEREAS, the city intends to ensure that the development of any land within the City of Spring Hill subject to the standards and requirements set forth in the Unified Development Code and Title 14 of the Code of Ordinances and other applicable standards and requirements of the City will reasonably protect the citizens and taxpayers from having to bear the cost resulting from the haphazard connection to the City's street network system; and

WHEREAS, the construction of the street network system is an element of community development which impacts other public facilities, roadways and adjacent lands, and the execution of such construction in a proper and orderly manner in the best interest of the public health, safety and general welfare; and

WHEREAS, the Board of Mayor and Aldermen recognizes that safe access and connections to the street network is an essential public service and is in the best interest of the public health, safety and welfare; and

WHEREAS, the Spring Hill Municipal Planning Commission has reviewed the proposed amendments to the Unified Development Code in their entirety and provides a favorable recommendation for their adoption by the Board of Mayor and Aldermen as provided in Resolution 22-71 approved on July 11th, 2022 by the Planning Commission.

BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE, that the following is hereby adopted relative to the inclusion of requirements for the process for general applications associated with the TIS:

1. Article 13, Subsection 13.1A.(d) of the Unified Development Code, is amended as referenced in the attached Exhibit.
2. Article 13, Subsection 13.1A.(e) of the Unified Development Code, is amended as referenced in the attached Exhibit.
3. Article 2, Section 2.3.B of the Unified Development Code, is amended as reference in the attached Exhibit.
4. The effective date for the amendments referenced herein shall be October 1st, 2022.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 6th day of September, 2022.



Jim Hagaman, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

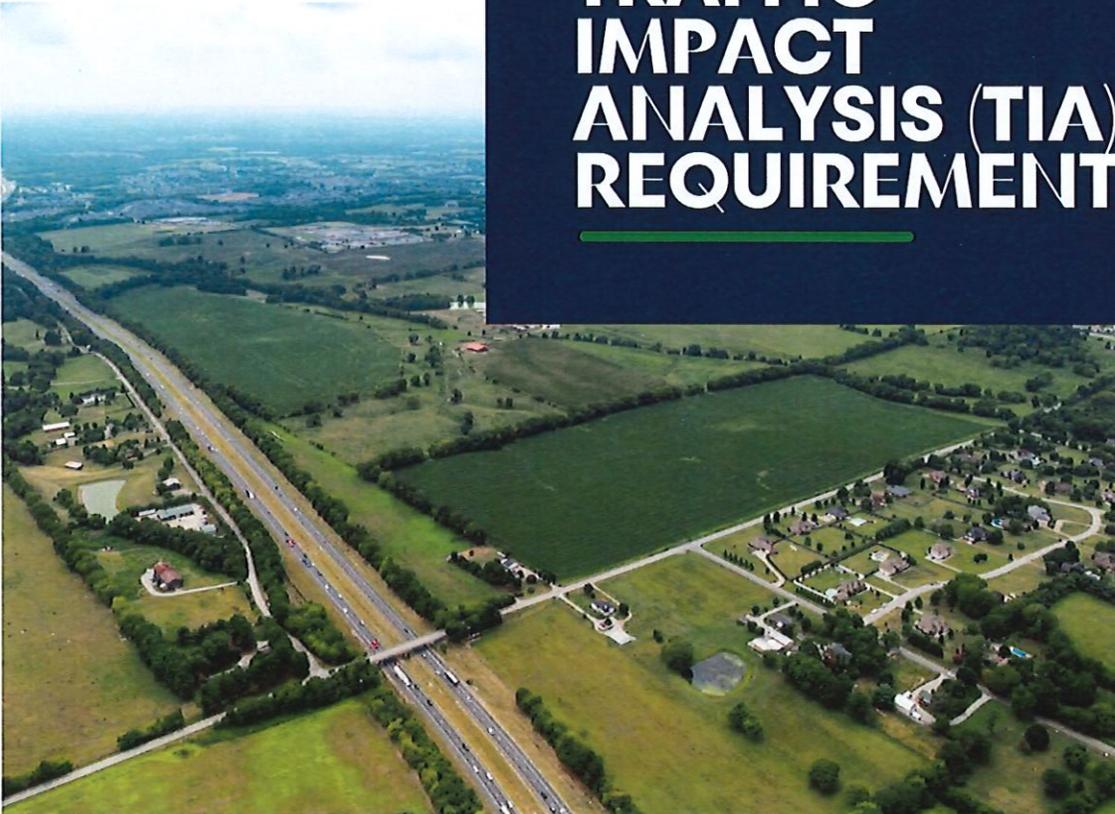
PASSED ON 1ST READING: August 1, 2022

PASSED ON 2ND READING: September 6, 2022



THE CITY OF
SPRING HILL

TRAFFIC IMPACT ANALYSIS (TIA) REQUIREMENTS



Adopted

2022



Cover Image Source: Southeast Venture

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TRAFFIC IMPACT ANALYSIS (TIA) REQUIREMENTS SPRING HILL, TENNESSEE

INTRODUCTION

Welcome to the City of Spring Hill's Traffic Impact Analysis (TIA) Requirements. To provide a safe and efficient transportation system, it is necessary to understand how a development will affect the transportation network in and around the City. These instructions outline the requirements for the TIA. Please read and understand this document before arriving for a TIA scoping meeting with the City. A thorough understanding of this document will help to facilitate a productive discussion.

TRAFFIC IMPACT ANALYSIS (TIA) GUIDELINES

The requirement to provide a TIA, also identified as a traffic impact study or a traffic study in the Unified Development Code, shall be made through meeting or exceeding the minimum trip generation requirements of one hundred (100) generated peak hour trips for the proposed land use and development, or from direction by the Planning Director/City Engineer. The one hundred (100) generated peak hour trips encompasses the entire development site regardless of the proposed development phasing. Should a TIA be required, this document outlines the guidelines and methodologies for the creation of a TIA study for the City of Spring Hill. For reference, all places within this document that state 'City' or 'Planning Director/City Engineer' shall be defined as 'Planning Director/City Engineer or their designated representative'. The City Engineer shall have the authority to adopt and amend administrative regulations to effectuate the intent of the TIA Guidelines. A PDF copy of a completed and stamped TIA should be submitted to the City Engineer and the assigned City of Spring Hill's Contracted Traffic Engineer. This document will be saved and considered as part of the overall city's transportation network.

Transportation Impact Analysis

The purpose of a TIA is to provide City staff with sufficient information concerning transportation impacts of a project, including determining appropriate mitigation measures for the project. The TIA shall consider traffic capacity and service, traffic controls, intelligent transportation systems (ITS), multi-modal accommodations, transportation demand management measures and safety issues in accordance with the following guidelines.

TRAFFIC IMPACT ANALYSIS INITIATION

The City of Spring Hill reserves the right to use a City-retained consultant to complete the TIA unless otherwise approved by the Planning Director/City Engineer or his designee. If the TIA is not completed by a City-retained consultant, a third-party consultant, as designated by the City, shall review the developer submitted TIA on the City's behalf. Regardless of who completes the



work, the TIA shall be prepared by a registered Tennessee Professional Engineer (P.E.) using the standard format specified by the Institute of Transportation Engineers (ITE) publication *Transportation Impact Analyses for Site Development*, in accordance with this document and subsequent updates including multimodal aspects for site development impacts.

Initial Meeting (Scoping Meeting)

Prior to the preparation of a TIA, the preparer shall review the following with the City of Spring Hill Development Services Department designee:

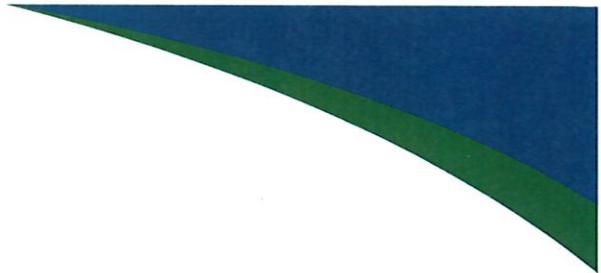
- Project to be studied, phasing, trips generated, trip reductions, etc.
- Study methodologies and assumptions;
- The study area, including internal project traffic impacts (if required by City);
- The study horizon year;
- The time periods to be analyzed;
- Other approved developments or which a TIA has been completed or requested; and
- Planned or on-going relevant roadway projects.
- Transportation Demand Management Measures (if applicable)

This is not an extensive list and other topics may be included at either the consultant or City's request. At the end of the scoping meeting, a summary of the discussion (minutes) and assumptions for the study shall be provided by the preparer with a signed Memorandum of Understanding (MOU) sent to City Staff for approval and signatures.

STUDY AREA BOUNDARIES

The extent of the study area for the TIS depends upon the location and size of the proposed development and the prevailing conditions of the surrounding area. For example, if an existing LOS E or F intersection may be affected by the project but is located outside the study area boundary mileage as directed in Table 1, the City reserves the right to include said failing intersection(s) within the study area if traffic for the development will be utilizing said failing intersection(s). Along with including existing failing intersections within the study boundary, the nearest project interstate interchange(s) may also be included in the study boundary, even if its outside the Table 1 guidelines.

The minimal study area is defined in Table 1. The distances described below are to be measured from the property boundaries and include those intersections within the identified area and as discussed and approved by the City. These boundary thresholds are based on the base trip generation numbers before reductions are taken. The City reserves the right to expand the study area boundaries based on traffic conditions, safety, transportation infrastructure changes, etc.



STUDY AREA BOUNDARIES	
Trip Generation	Minimal Study Area
One hundred (100) - Two hundred fifty (250) peak hour trips	One-half (1/2) mile plus any intersection on which at least seven percent (7%) of any traffic movement approach volume is anticipated to be generated by the proposed project.
More than Two hundred fifty (>250) peak hour trips	One (1) mile plus any intersection on which at least seven percent (7%) of any traffic movement approach volume is anticipated to be generated by the proposed project.

Table 1 Study Area Minimal Criteria

HORIZON YEAR

The horizon year for the TIA depends upon the location, the size of the proposed development, and the prevailing conditions of the surrounding area. The horizon year is defined in Table 2. Each study shall include the anticipated development completion year and may require an additional analysis based on the size of the development and/or phasing. The study horizon year can be adjusted at the City's request based on expected phasing and completion of the development. These horizon year thresholds are based on the base trip generation numbers before reductions are taken.

HORIZON YEAR	
Trip Generation	Horizon Year
One hundred (100) or less peak hour trips	Anticipated development completion year, assuming full build-out and occupancy
One hundred (100) to five hundred (500) trips	Anticipated development completion year, assuming full build-out and occupancy Five years after development completion year
More than five hundred (500) peak hour trips	To be determined on a case-by-case basis during scoping meeting at discretion of Planning Director or City Engineer and City Consultant.

Table 2 Horizon Year Criteria



FUTURE DEVELOPMENT

It is important to include all known projects in the TIA to provide an accurate and useful document that depicts expected future conditions of the area. Any known developments currently being studied, even if the traffic study is not complete at the time of scoping, shall be included in the TIA as determined by the Planning Director/City Engineer. Included development projects that have not been completed to date should be discussed during the scoping meeting. The City will assist with providing all necessary studies and counts related to these developments to the study preparer.

DATA COLLECTION

The preparer shall collect traffic data at all scoped study intersections. This data shall include at a minimum both the AM and PM peak hours. Midday peaks may also be required, especially in heavy retail/ commercial areas. A 24-hour count may also be required at the request of the City and for recommendations such as signal coordination or other peak hours to study. Previously collected data for study intersections may be used with permission from the Planning Director or the City Engineer. These previous counts shall be no older than 24 months (2 years) and must be factored to account for growth that has occurred during the elapsed time. Additional traffic counts may be required at the City's request. Typical peak time periods are 7-9 AM and 4-6 PM. Additionally, traffic data collection may be required during school arrival and departure times. With two different school systems and different grade levels operating on different schedules, the school arrival and departure times may vary and should be evaluated prior to collecting traffic data. Time frames may differ from development to development. For certain developments it may be necessary to provide traffic counts on Saturday and/or Sunday.

If the traffic data collection is being conducted during non-school operations (i.e., summer break), the preparer shall provide to the City, for approval prior to collecting the traffic data, a detailed approach to account for the lack of school operations. Unless absolutely necessary to meet development submittal and schedules, traffic counts should not be conducted during non-school periods.

There are intersections within city limits that have significant congestion where traffic signal cycle failures occur. Typical data collection efforts only count intersection throughput and not demand. In cases where such congestion exists (i.e., existing LOS D – F), a queue study shall be performed, and counts adjusted. City Staff can help to identify these locations during a scoping meeting; however, it is the responsibility of the preparer to conduct a queue study when and were needed based on site observations.

There are various conditions that may affect traffic counts during the peak hours. Traffic counts shall be conducted during weekdays (Tuesday, Wednesday, or Thursday), unless otherwise requested by the City. Counts shall not be performed on holidays nor a weekday that is before or



after a holiday. Data that includes the influence of a vehicle crash, special event, inclement weather, etc. should not be used. These conditions may be changed at the City's request.

The preparer shall request the latest signal timing data from the Public Works Department to be included in the study (if applicable). The preparer is also responsible to inventory intersection characteristics, such as lane configuration, speed limits, crash history, and any other applicable information necessary to complete the TIA and study model.

The preparer may request previously completed projects' software models from the City, if available. It is the responsibility of the preparer to ensure that all setting and inputs to a model are correct when preparing the TIA.

PROPOSED DEVELOPMENT PLAN

A location map and development plan shall be included in the TIA. Relevant details for the proposed development need to be stated in the TIA, such as: type, size, number dwelling units, and square feet. Phasing of the development and an approximate completion timeline of each phase is also required. Proposed access points shall be shown on the development plan. Approximate distances between access points shall be labeled on the development plan as well as locations of adjacent driveways and intersections to verify proper spacing. Streets or driveways in close proximity to other streets or driveways may be required to align for on- or off-site circulation.

With new connections to adjacent developments, additional trips may occur. Cut through traffic shall be accounted for whenever new connections are made to adjacent developments or whenever travel patterns change due to the development. These additional trips due to connections shall be discussed and quantified in the scoping meeting and stated clearly in the TIA for potential impacts and mitigation.

Items that may also be included are projected hours of operation, on-site circulation, alternative transportation infrastructure for transit, transportation demand management measures, bicycles, pedestrians, and multi-modal access.

Trip Generation Standards

Trip generation data for each project shall be based upon the most current edition of the Institute of Traffic Engineers' Trip Generation Manual. If requested, and by approval of the Director of Planning or the City Engineer, other sources of trip generation data (e.g., local data or studies) may be used.

Trips generated may also take into account pass-by trips, internal trip capture for integrated mixed-use projects, and any proposed transportation demand management (TDM) concepts (see



TDM strategies in Minimal Level of Service Standards below). Any proposed TDM shall provide adequate guarantees to the City to ensure that such TDM concept shall function as claimed for the life of the project. When calculating a mixed-use reduction percentage, the City of Spring Hill requires the use of the current ITE adopted methodology. All trip reductions shall be discussed and approved by the Director of Planning or the City Engineer or designee before proceeding with the study. Figures illustrating any pass-by reductions are required in the TIA.

Trip Distributions and Assignment

There are many factors that should be considered when determining the trip distribution and assignment data. Engineering judgement with City input shall be used to assist in this step. Factors such as proximity to major roadways, ease of access to the site, existing congestion and travel patterns, should all be considered during this process. Third-party resources such as origin/destination software may assist to determining travel patterns and distribution. The City may require the use of such third-party data resources in some cases to determine travel patterns and distribution.

The TIA shall include maps or figures showing project trip distribution percentages (inbound and outbound) at all study intersections and access points. Depending on the size of the development, inbound and outbound percentages at various access points may be different, such as a *right-in-right-out* (RIRO) being used to exit the development and another access point for reentry. All vehicles calculated in the trip generation calculations shall be included. Trip distribution must be discussed and approved by City staff before starting the TIA.

CAPACITY ANALYSIS

Each study should analyze each of the study intersections in various conditions utilizing an up-to-date analysis software, such as Synchro, SimTraffic, Vissim, Vistro, or Highway Capacity Software. Each study should include an analysis of:

- 1) The current year existing traffic conditions (Existing).
- 2) The future build year with approved development (Background).
- 3) The future build year with existing and approved development and the proposed development (Project).
- 4) The future horizon year with and without project, when required by the Director of Planning or the City Engineer.

TIAs will require these capacity analyses in addition to the horizon year based on the Horizon Year section.

The AM and PM peak hour conditions are required as a minimum with a midday peak hour analysis as requested by the City. Nonstandard peak hours may be required if requested by the



City. For example, a 24-hour count that indicates a deviation to the normal peak hours, or a land use type/development plan that requires non-standard peak hours. Future funded transportation projects listed in the City's CIP shall be considered for any future scenarios. Only roadway projects that are planned and funded by the horizon year shall be included in the study results. The developer shall consult with the City on any known improvements outlined in other City studies within the project area that may be unfunded by the City but of which may be required with the project. Any and all assumptions shall be clearly stated and explained in the report.

Traffic signal operations are critical to the roadway network. As such, any development tasked with operational analysis of a signalized intersection shall obtain the most up-to-date traffic signal timing plans from the City. Because signal timing is updated every 3-5 years, for existing signalized intersection timing the preparer shall update the City's signal timing data accordingly for Background and Project scenarios for build years 5 years or greater based on volume data. Signal timing data that was assumed or calculated in a previous TIA should be used and modified as appropriate by the project TIA. Minor street movements should not be penalized in favor of the main street movements to improve LOS. Signals that are currently coordinated shall remain coordinated in future horizon years. Cycle lengths for coordinated corridors shall have the same cycle length or a ½ cycle length. No other fractions of the whole cycle length are allowed to improve LOS at various intersections along a corridor. Cycle lengths must remain consistent along a corridor. Minimum green time and clearance intervals shall be calculated using TDOT's Traffic Design Manual. All appropriate tables/figures/images are required for this section. In areas with closely spaced intersections that largely influence each other, the City may request that a simulation of the area in question be completed to confirm study intersection outputs, mitigation measures, and to evaluate weaving. All traffic models shall be provided to the Director of Planning or the City Engineer or his designee for review at the time of the TIA submission. The operational analysis printouts shall include all pertinent traffic signal timing data, including but not limited to: clearance intervals, pedestrian timings, phasing diagram, phase timings, etc. The reports shall also provide 95th percentile queue results.

Background Traffic Growth

Future background traffic volumes should be based on available traffic data from relevant and documented traffic projection sources. Volumes from TIAs prepared for nearby developments, or historical traffic volume trends analyses, and MPO projected volumes may be used to assist in the development of future study volumes. Projected traffic volumes shall include adjustments, as necessary, to reflect other adjacent future development and seasonal trends. All future growth rates shall be presented to and approved by the City.

Sources and background growth rates shall be clearly identified in the TIA. Figures depicting the background traffic volumes and daily and peak hour turning movement are required in the TIA for each horizon year.



Minimum Level of Service Standards

The TIA shall make recommendations to mitigate substandard LOS. The following minimum levels of service shall be maintained before, during, and after new development or redevelopment in accordance with the following:

a) **Roadway and Intersection Operation (i.e., total intersection LOS).**

All intersections shall maintain a minimum Level of Service D in any peak hour, as defined by the latest version of the Highway Capacity Manual (HCM).

b) **Intersection Turning Movements (i.e., individual turning movement LOS).**

Lanes used for turning movements within intersections shall maintain a minimum Level of Service E in the peak hour. Where forecasted conditions without the site traffic indicate levels of service below this acceptable minimum threshold, the developer shall ensure existing levels of service and delay are met through improvements to the intersection with the development site traffic added.

c) **Substandard Levels of Service.**

When the Level of Service D is not achievable by the project, or current LOS D or better does not exist for current (existing) peak hour conditions and cannot be improved by the project, the following conditions shall apply:

- i. In addition to requiring dedication of right-of-way, the Planning Director or the City Engineer or their designee shall require an applicant to construct or fund all or a portion of system improvements required to mitigate the traffic impacts of a proposed development proportionate to the traffic impacts of a proposed development.
- ii. If a proposed development does not require a TIA per the Unified Development Code or these Traffic Impact Study Requirements, the Planning Director or the City Engineer, at their discretion, may require a TIA to be submitted by the applicant and at a minimum require construction or funding of system improvements as described in an approved TIA.
- iii. (A) The Planning Director or the City Engineer or their designee may require system improvements to assist in mitigating the traffic impacts of the proposed development and promote other modes of transportation. Examples of these system improvement may include:



1. Sidewalks and curb ramps
2. Traffic signs, markings, and upgrades to signal infrastructure
3. Traffic calming devices
4. Bike lanes or upgrades to bike facilities
5. Rectangular rapid flashing beacons
6. Pedestrian refuge islands
7. Pedestrian hybrid beacons
8. Urban trail improvements
9. Right-of-way dedications
10. Transit stops and shelters
11. Measures to limit transportation demand

(B) System improvements required under this section may be located:

1. within the boundaries of the development for which they are required or;
2. no farther from the proposed development than:
 - a. one-half mile; or
 - b. one mile, for an improvement required to provide access between the proposed development and a school, bus stop, transit center public space, or major roadway as designated under the transportation plan.

iv. If a proposed development requires a TIA the Planning Director or the City Engineer or their designee shall, at a minimum, require an applicant to construct or fund system improvements identified by the approved TIA.

v. To the extent possible, the total cost of system improvements required under this section shall be proportionate to the traffic impact of the development, except when the Level of Service of an impacted intersection is determined to be an E or an F, and roadway widening mitigation measures cannot improve the LOS. When an intersection is Level of Service E or F with no possible roadway widening alternatives to mitigate the failure, the Planning Director or the City Engineer, or their designee may designate mitigation measures that reduce overall trip generation of the development. This may include the following:

(A) Reduced Density

(B) Alternate Intersection Design

(C) Implement Transportation Demand Management (TDM) strategies for the Development including:

1. Carpool/Vanpool Programs
2. Telecommute/Remote Work Directives
3. Alternative Transportation Mode Incentives
4. Priced Parking
5. Transit Facilities



6. Other innovative opportunities
 - (D) Enhanced roadway cross sections that promote other modes of transportation, such as walk/bike facilities

These mitigation measures do not guarantee recommendation of a development but may be used to assist in reducing overall trips and/or improving Levels of Service where deemed applicable to the development.

Queueing Results

Many intersections in the city have some level of congestion during study periods that will cause queues. A 95th percentile queue length table and/or figure shall be included with the report for all approaches and movements. The table and/or figure shall illustrate problem areas of concern; driveways/streets that will be blocked, queue lengths interfering with downstream signals, etc. When queue lengths cannot be determined for one reason or another, contact the City to discuss alternative means of calculation or explanation before submitting the TIA for review.

Capacity Analysis Tools

Traffic capacity analysis for local roadways and the state highway shall be conducted using tools and methods approved by the City. Recommended analysis tools for Traffic Impact Studies include Synchro, SimTraffic, Vissim, Vistro, or Highway Capacity Software. Reporting data must be in Highway Capacity Manual (HCM) format. Other tools or methods may be used upon receiving approval from the Director of Planning or the City Engineer.

PEDESTRIAN, BIKE, AND TRANSIT FACILITIES

The TIA preparer shall review the City's current Bicycle and Greenway Plan and shall discuss the existing and proposed transit, bicycle, and pedestrian facilities that encourage alternative modes of transportation. This includes current and proposed features (nearest bus stops, distance to bicycle lanes/routes, off-road shared-use paths, public sidewalk connections). The TIA shall provide any recommendations to improve the safety and efficiency for these multimodal facilities. If bicycle, greenway or pedestrian facilities are identified in the current City's plan, the development shall be responsible for providing identified improvements.

SAFETY ANALYSIS

The Planning Director or the City Engineer may determine if a safety analysis is deemed necessary as part of the TIA; if a safety analysis is deemed necessary the TIA will comply with the following information. A safety analysis may be performed for applicable TIA's. They shall include all study intersections and/or roadway segments, within the study boundaries. Crash data from the last 3 years shall be used to identify any hot spots, or high-risk areas, within the study



area. If needed, accident records can be obtained from the City of Spring Hill's Police Department, the Tennessee Department of Public Safety, or the Tennessee Department of Transportation. Crash data for individual roadway segments and locations not provided by one of the agencies listed above will not be accepted.

Mitigation measures shall be recommended if a high-risk area, intersection or segment, are found in the study area. A summary of crashes, broken out by intersection and/or segment, with appropriate tables and figures with crash attributes shall be included in the body of the report. Detailed crash data, including but not limited to type, time, factors, weather, etc. shall be included in the appendix. All recommendations shall provide details on how it will be implemented and the anticipated reductions. A development shall not add trips to a high-risk area unless mitigation measures are proposed to mitigate the safety issue.

RECOMMENDATIONS / MITIGATION MEASURES

All recommended on-site or off-site improvements required to mitigate future projected traffic congestion or safety issues shall be identified and analyzed.

Recommendations for signals shall include a signal warrant analysis based on the latest edition of the *Manual on Uniform Traffic Control Devices* (MUTCD). If a signal is recommended that is not on the Traffic Signal Master Plan, a study shall be completed to determine how it may affect progression and capacity through the corridor. No signal shall be recommended without first recommending additional turn lanes, right or left, if applicable. Recommended signals shall have at least two minor (side street) approach lanes for the development.

Recommended turn lane storage lengths shall be based off the 95th percentile queue length. Auxiliary lanes shall include full deceleration lengths as per the AASHTO Green Book in addition to the recommended storage lengths. Full deceleration lengths may be waived for roadways with a speed limit of 30 mph or less with the City Engineers approval. Right-of-way impacts for all improvements shall be identified. The TIA must include concept sketch(es) illustrating the recommended mitigation measures as proposed per the TIA.

RESUBMITTALS

Resubmittals of the TIA may be required for various reasons. Any TIA resubmittal shall incorporate comments and/or respond to comments from the City and 3rd party reviewer. Where questions or comments remain, a summarized memorandum with those questions and comments shall be submitted to the City for clarification and consideration. A final TIA incorporating all comments to the satisfaction of the City shall be submitted.



STUDY FEE

After the TIA scoping meeting, the City's consultant shall prepare an estimate of consulting fees for the TIA for the project. Upon receipt of payment of fees from the applicant (The applicant will pay the fee to the third-party reviewer), the City will release the work to a consultant. At no time will an application requiring a TIA be heard at the Planning Commission Work Session if the applicable fees have not been paid to the City's Consultant Traffic Engineer.

EXPIRATION OF TIA

The TIA shall expire after one (1) year from the approval date; unless the TIS is attached to an approved land-use development application it will remain in effect throughout the vesting period. This requirement may be waived by the Director of Planning if the study area is deemed to have minimal changes from the period of time from which the study was approved. The applicant of a Major Modification application may be required to update their existing TIA.

APPEAL OF TIA METHODOLOGY

Applicants shall have the option to appeal the determination of the TIA by submitting a formal appeal to the Director of Planning or the City Engineer. If the Director of Planning or the City Engineer does not approve the appeal and supports the findings of the TIA, the Applicant shall have the option to appeal the determination of the TIA and Director of Planning or the City Engineer by submitting an application to the Planning Commission, the Planning Commission may provide a decision at either a Special Called Planning Commission Meeting or the original scheduled Voting Meeting.

REPORT FORMAT

The following is an example format of a TIA that is acceptable to the City of Spring Hill. This list is not all inclusive and additional items may be necessary to fulfill the TIA requirements.

Introduction and Summary

- a) Title page
- b) Table of contents and list of figures and tables
- c) Introduction and executive summary
 - Site location and study area
 - Development description
 - Findings
 - Conclusions and recommendations



Existing Study Area Conditions

- a) Physical characteristics
 - Roadway characteristics (number of lanes, classification, speed limit, etc.)
 - Traffic control devices
 - Transit services
 - Pedestrian/bicycle facilities
 - Nearby driveways
- b) Traffic volumes
 - Daily, morning, evening, other counts as required
- c) Future developments
 - Occupancy assumptions

Proposed Development and Traffic

- a) Site location
- b) Land use and intensity
- c) Site plan (copy must be legible)
- d) Development phasing and timing
- e) Anticipated trip generation
 - Trip reduction
- f) Trip assignment and distribution

Traffic Operational Analysis

- a) Traffic growth assumptions
 - Background year
 - Future horizon year
- b) Level of service analysis
 - Existing Without project
 - Future build-out year Without project With project With project and recommendations
 - Horizon year (5 years or agreed upon during scoping meeting based on development size) Without project With project With project and recommendations
- c) Roadway improvements
 - Improvements borne by the developer
- d) Queueing results
 - Tables and/or figures
- e) Safety element
 - Sight Distance



- Acceleration/deceleration lanes (left- or right-turns) ○ Access ○ Spacing/corner clearances/etc.
- f) Speed considerations
 - Traffic calming needs
- g) Traffic control needs
- h) Traffic signal needs
 - Warrants
 - Effect on signal progression (if applicable)
 - Travel lane alignments

Pedestrian, Bike, and Transit Facilities

- a) Existing facilities
- b) Proposed facilities
- c) Recommendations

Safety Analysis (when applicable)

- a) Crash history
- b) Hot spots
- c) Recommendations

Internal Project Site Circulation

- a) Conflict points
- b) Design features
- c) Queueing
- d) Turn lanes

Recommendations and Mitigation Measures

- a) Roadway improvements
- b) Site access
- c) Internal circulation
- d) Safety analysis
- e) Other

Appendices

The appendix shall contain all supporting documentation required to complete the TIA.



Exhibits

All figures and exhibits shall be clear and legible. Figures and/or Exhibits should be placed in the body of the report in their respective locations.

Structure. A combination of materials to form a construction for use, occupancy, or ornamentation, whether installed on, above, or below, the surface of land or water. All buildings are considered a structure.

Traffic Impact Study. A study to provide City staff with sufficient information concerning transportation impacts of a project, including determining appropriate mitigation measures for the project. The TIA shall consider traffic capacity and service, traffic controls, intelligent transportation systems (ITS), multi-modal accommodations, transportation demand management measures and safety issues in accordance with the City of Spring Transportation Manual guidelines.

Unified Control. For planned unit developments, the combination of two or more tracts of land wherein each owner has agreed that his/her tract of land will be developed under the same development approval.

Use. The purpose or activity for which the land or structure is designed, arranged, or intended, or for which it is occupied or maintained.

Utility Flow and Capacity Analysis for Water and Sewer Services. A study or analysis to evaluate the capacity of existing water and sewer utility infrastructure to serve a proposed development and identify required public utility infrastructure improvements necessary to be constructed in order to adequately and sufficiently serve the proposed development if approved. The cost for preparation of the water and sewer capacity analysis shall be responsibility of the applicant.

White Roof. A roof designed to deliver high solar reflectance, typically white-colored, reducing heat transfer to the building and the ability to radiate absorbed, or non-reflected, solar energy. Also called a cool roof.

Yard. The open space area between the building line, of a principal building and the adjacent lot line. Defined in Section 2.4.

Yard, Front. The area located between a principal building line and the front lot line. See measurement methodology in Section 2.4.

Yard, Interior Side. The area located between a principal building line and the interior side lot line. See measurement methodology in Section 2.4.

Yard, Corner Side. The area located between a principal building line and the corner side lot line. See measurement methodology in Section 2.4.

Yard, Rear. The area located between a principal building line and the rear lot line. See measurement methodology in Section 2.4.

Zoning Lot. A lot or combination of lots within a single block, which is designated by the owner or developer to be used, developed, or built upon as a single lot. A zoning lot may or may not coincide with a lot of record. For the purposes of this Code, when regulations refer to a lot they refer to a zoning lot unless specifically identified otherwise.

Zoning Map. The map or maps that are a part of this Code and which delineate the boundaries of all mapped zoning districts within the physical boundary of the City adopted pursuant to TCA Title 13, Chapters 4 or 7 for the purpose of regulating by district, land development or use for a designated area.

Zoning Ordinance. A statute, legally adopted pursuant to TCA Title 13, Chapters 4 or 7 for the purpose of regulating by district, land development or use for a designated area.

2.4 RULES OF MEASUREMENT

This section provides the rules of measurement for the dimensional standards and locational characteristics within the Code.

A. Block and Blockface

1. A block is a tract of land bounded by streets, or a combination of streets and railroad rights-of-way or municipal boundary lines.

ARTICLE 13. ZONING APPLICATIONS

- 13.1 GENERAL PROCESSES
- 13.2 ZONING TEXT AND MAP AMENDMENT
- 13.3 SPECIAL USE
- 13.4 VARIANCE
- 13.5 PLANNED DEVELOPMENT
- 13.6 SITE PLAN REVIEW
- 13.7 ZONING INTERPRETATION
- 13.8 SIGN PERMIT
- 13.9 TEMPORARY USE PERMIT
- 13.10 ZONING APPEALS

13.1 GENERAL PROCESSES

A. Application Process

1. Filing, Pre-Application Conference, and Referrals

a. All zoning applications must be filed with the Planning Department. The application must be on forms provided by the City and filed in such quantity and with such submittals as required by the instructions.

b. Prior to formal submittal of an application, the applicant is strongly encouraged to schedule a pre-application conference with the Planning Department. This pre-application conference is optional. The purpose of a pre-application conference, which does not require a formal application or fees, is to provide informal advice and assistance to the applicant. Any opinions or advice provided are not binding with respect to any official action that may be taken on the formal application.

c. Prior to final decisions on the applications, during the review and recommendation process, the application may be referred to other city, county and state or federal governmental authorities for review and comment.

d. Prior to formal submittal of an application, the applicant may be required to submit a Traffic Impact Study as identified by the City's Traffic Impact Guide Manual.

e. All traffic impact studies must be prepared by the City of Spring Hill's on-call third party Traffic Engineer(s). The on-call Traffic Engineers will prepare a TIS in accordance to the City's Traffic Impact Guide Manual and they will be responsible for "city zones" that are to be defined by the Planning Director or the City Engineer. The on-call Traffic Engineers are listed on the City of Spring Hill's Planning Department website; however, the on-call Traffic Engineers list may be updated administratively by the Planning Director or the City Engineer.

2. Applications in Proximity to Historically Significant Sites

Any site the subject of a zoning application that is located within 300 feet of a property designated historically significant site, as designated by the Board of Mayor and Aldermen or on the National Register of Historic Places, must be reviewed and a recommendation made by the Spring Hill Historic Commission prior to the final decision on the application.

3. Completeness

a. An application must include all information, plans, and data as specified in the application requirements. The Planning Department will examine all applications within ten days of filing to determine completeness. If the application does not include all the submittal requirements for the application, the Planning Department will reject the application and provide the applicant with the reasons for the rejection in writing. The Planning Department will take no further steps to process the application until all deficiencies are remedied.

b. After an application is determined to be complete and before action is taken on the application, any substantive change made by the applicant to the application requires resubmittal of the entire application and a new completeness review. However, such revisions do not require an additional payment of fees.

c. If the Planning Department requests additional information outside of the specific application requirements, this additional information does not disqualify the application as being complete if all other requirements have been provided. The applicant may choose to contest the requirement of such additional information to the Planning Commission.

Exhibit A (June 27, 2022)

(All items incorporate comments from the public meeting and comments received prior to the June Voting meeting on July 11th)

Item 1 Subsection 13.1A(d, e) General Process

Issue & Recommendation:

The growth of Spring Hill creates challenges as we ensure consistency and fairness as we convey expectations as they pertain to traffic impact studies and maintain a timely review period. Staff recommends the following addition(s) to include a Traffic Impact Guide Manual:

Proposed Code Change Incorporating Public Comments:

d. Prior to formal submittal of an application, the applicant may be required to submit a Traffic Impact Study as identified by the City's Traffic Impact Guide Manual.

e. All traffic impact studies must be prepared by the City of Spring Hill's on-call third party Traffic Engineer(s). The on-call Traffic Engineers will prepare a TIS in accordance to the City's Traffic Impact Guide Manual and they will be responsible for "city zones" that are to be defined by the Planning Director or the City Engineer. The on-call Traffic Engineers are listed on the City of Spring Hill's Planning Department website; however, the on-call Traffic Engineers list may be updated administratively by the Planning Director or the City Engineer.

Item 2 Section 2.3.B

Issue & Recommendation: The UDC does not define Traffic Impact Study. Staff recommends the following addition:

Proposed Code Change:

Traffic Impact Study. A study to provide City staff with sufficient information concerning transportation impacts of a project, including determining appropriate mitigation measures for the project. The TIA shall consider traffic capacity and service, traffic controls, intelligent transportation systems (ITS), multi-modal accommodations, transportation demand management measures and safety issues in accordance with the City of Spring Transportation Manual guidelines.

RESOLUTION 22-71

**A RESOLUTION TO AMEND ARTICLE 13, SUBSECTION 13.1A(D),
SUBSECTION 13.1A(E) AND SECTION 2.3.B OF UNIFIED
DEVELOPMENT CODE REGARDING THE GENERAL PROCESS OF
ZONING APPLICATIONS AND THE TIS GUIDE MANUAL.**

WHEREAS, pursuant to TCA 13-4-301, et seq, Municipal Planning, authority is granted to the Municipal Planning Commission to adopt regulations governing the subdivision of land and development regulations related thereto; and

WHEREAS, on May 14, 2018 the Spring Hill Municipal Planning Commission approved Resolution 18-44 to adopt Articles 2, and 13 of the Unified Development Code, and subsequent amendments adopted thereto, that sets forth standards and requirements for the general zoning application process necessary to promote the orderly growth and development of the community and for the preservation and protection of the public health, safety and general welfare; and

WHEREAS, the city intends to ensure that the development of any land within the City of Spring Hill subject to the standards and requirements set forth in the Unified Development Code and Title 14 of the Code of Ordinances and other applicable standards and requirements of the City will reasonably protect the citizens and taxpayers from having to bear the cost resulting from the haphazard connection to the City's street network system; and

WHEREAS, the construction of the street network system is an element of community development which impacts other public facilities, roadways and adjacent lands, and the execution of such construction in a proper and orderly manner in the best interest of the public health, safety and general welfare; and

WHEREAS, the Planning Commission acknowledges the importance of understanding the sufficiency and capacity of the street network system, to ensure safe access and design of roadways exists to serve property and orderly development within the City; and

WHEREAS, the Spring Hill Municipal Planning Commission conducted a public meeting on _____, 2022, as required to amend provisions of the Unified Development Code.

NOW, THEREFORE BE IT RESOLVED, that the City of Spring Hill Municipal Planning Commission hereby adopts:

1. Article 13, Subsection 13.1A.(d) of the Unified Development Code, is amended as referenced in the attached Exhibit.
2. Article 13, Subsection 13.1A.(e) of the Unified Development Code, is amended as referenced in the attached Exhibit.
3. Article 2, Section 2.3.B of the Unified Development Code, is amended as reference in the attached Exhibit.

4. The adopted amendments referenced herein shall become effective upon the effective date of Ordinances adopted by the Spring Hill Board of Mayor Aldermen of relative to amendments to Title 14 of the Code of Ordinances and Chapters 2 and 13 of the Unified Development Code.

Recommended with favorable approval this 11 day of July, 2022.


Secretary, Planning Commission


Chair, Planning Commission