



Traffic Impact Study Requirements



Planning & Zoning Department, City Hall, 70 Maple Street, Manistee, MI 49660 | 231.398.2805 (phone)

Special Studies or Research		
For complex site plans and/or for land uses that may generate significant impacts on surrounding land uses or public facilities, the Zoning Administrator or Planning Commission may require any or all of the following reports or studies as a part of a complete site plan.		
Property Information		
Address:		Parcel #
Applicant/Preparer Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Preparer		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Project Information		
Description of Project:		
Description		
A traffic impact study shall include an analysis of the existing traffic conditions on the roadway network in the vicinity of a proposed project, including any accident history, average speeds, average daily and peak hour traffic volumes and levels of service of all key roadway segments and intersections. The study shall further indicate the effect of a proposed development on adjacent roadways and intersections and indicate the anticipated points of origin, direction and volume of traffic flow to and from the proposed development. The study shall be prepared by either a registered professional engineer (P.E.) or transportation planner with at least five (5) years of experience preparing traffic impact studies in Michigan. The study shall include a summary of the qualifications and documented experience of the author and specifically describing experience in preparing traffic impact studies in Michigan. If the traffic impact study involves geometric design recommendations, the study shall be prepared or supervised by a registered engineer with a strong background in traffic engineering.		
Criteria for Requiring a Traffic Impact Study		
The Zoning Administrator or Planning Commission may require that a traffic impact study be prepared as an attachment to a site plan for any proposed commercial, industrial, residential or mixed use development which has the potential to significantly increase traffic volumes on the surrounding roadway network. In determining the level of potential impact, the Zoning Administrator or Planning Commission shall consult appropriate planning and engineering texts including, but not limited to, <i>Trip Generation</i> , published by the Institute of Transportation Engineers and may seek the counsel of other professionals with experience with developments similar to that proposed. A traffic impact study may be required under this section when, in the judgment of the Zoning Administrator or Planning Commission, the proposed development will result in an increase of either the average daily traffic or the peak hour traffic equal to or greater than ten percent (10%) of the current traffic volume on the adjoining roadway.		
Outside Review		
The Zoning Administrator may be provided to the City Engineer, Planner and/or an independent traffic engineer or transportation planner to review and comment on any traffic impact study prepared pursuant to this Section. The cost of any such review shall be borne by the applicant.		

Required Study Content		
<p>In general, a required traffic impact study shall document existing conditions on the existing roadway network including all intersections within one (1) mile of the proposed development including average daily traffic and peak hour volumes in all directions, existing turning movements, levels of service, average traffic speeds and accident history. Existing pedestrian and non-motorized traffic volumes shall also be estimated. The traffic impact study shall project the impact of the proposed development on the roadway network including all intersections within one (1) mile of the proposed development including projected average daily traffic and peak hour volumes in all directions, anticipated turning movements and anticipated levels of service. Anticipated impacts on pedestrian and non-motorized traffic volumes shall also be projected</p>		
Waived Initials	Included	The following specific elements shall be addressed in a required traffic impact study, unless specifically waived by the Zoning Administrator or Planning Commission:
A narrative summary at the beginning of the report, including, but not limited to:		
	<input type="checkbox"/>	The applicant and project name.
	<input type="checkbox"/>	A location map.
	<input type="checkbox"/>	The size and type of development.
	<input type="checkbox"/>	Generated traffic volumes based on type and size of land use which are compatible with those listed in the Institute of Transportation Engineers – publication, Trip Generation (current edition).
	<input type="checkbox"/>	Project phasing identifying the year of development activities per phase and proposed access plan for each phase.
A transportation system inventory, which describes the physical, functional and operational characteristics of the study area highway system and, where appropriate, locate transit services. The description should provide, where pertinent, data on:		
	<input type="checkbox"/>	peak-hour volumes (existing and projected)
	<input type="checkbox"/>	number of lanes
	<input type="checkbox"/>	cross-section
	<input type="checkbox"/>	intersection traffic signals and configuration
	<input type="checkbox"/>	traffic signal progression
	<input type="checkbox"/>	percentage of heavy trucks
	<input type="checkbox"/>	adjacent access point locations
	<input type="checkbox"/>	jurisdiction
	<input type="checkbox"/>	grades
	<input type="checkbox"/>	Plan showing proposed roadway per phase for each access. Driveway design and roadway improvements shall meet Michigan Department of Transportation (MDOT) or City of Manistee standards and guides.
	<input type="checkbox"/>	Capacity analysis shall be performed at each access point. The City's preference is the use of Highway Capacity Software, (HCS 2000), or a later version thereof. Default values shall not be used when actual values are reasonably available or obtainable. The interaction of conflicting traffic movements shall be addressed in the traffic impact study. Any proposed signalized access within one (1) mile of an existing signalized intersection shall be analyzed in coordination with the existing signal timing. A time-space diagram should also be included.
	<input type="checkbox"/>	A traffic impact study shall include an analysis of conditions with and without the proposed development on the existing system, and with the proposed development for both existing and projected traffic volumes. The traffic volumes for the development shall assume a total build out. The completed analysis shall be summarized in a table showing all the Measures of Effectiveness (MOE) for all of the above conditions.
	<input type="checkbox"/>	Required operational changes shall be part of the site plan review and any access permit approval process.
<p>Evaluation and Criteria. As general criteria, the existing roadway network and all access points to a proposed development shall be demonstrated to be fully capable of accommodating the increased average and peak hour traffic anticipated. In the event the anticipated level of service on any roadway segment or intersection is shown to decline, the traffic impact study shall present alternative approaches proposed to manage anticipated traffic without such decline.</p>		
<p>Preparers Signature: _____ Date: _____</p>		