



*Queen  
Anne's  
County*

**DEPARTMENT OF PLANNING & ZONING**

110 Vincit Street Suite 104

Centreville, MD 21617

Telephone Planning: (410) 758-1255

Telephone Permits: (410) 758-4088

***County Commissioners:***

James J. Moran, At Large

Jack N. Wilson, Jr., District 1

Stephen Wilson, District 2

Philip L. Dumenil, District 3

Christopher M. Corchiarino, District 4

**County Administrative Policy for the Adequate Public Facilities Ordinance\***

July 2008

**Description of Traffic Impact Study Guidelines**

This memorandum provides a summary of the guidelines to be followed in the preparation of a traffic study to satisfy the transportation facilities requirement of the Adequate Public Facilities Ordinance under Chapter 28 of the Queen Anne's County Code. (A traffic study required to be prepared for purposes other than APFO approval should also follow these guidelines.)

To determine whether a project must comply with the transportation section of the APFO, please refer to Chapter § 28-4 Applicability. In addition, a traffic study is needed for any size development, no matter the number of peak hour trips generated, that requires an amendment to the Queen Anne's County 2006 Comprehensive Water and Sewerage Plan.

Any trip generation calculation that indicates less than 25 peak hour trips will be generated by the proposed development, may request an exemption from a traffic study. An exemption request must include a letter of justification describing the proposed development and location and show that the estimated number of peak hour trips will be under 25. The peak hours should reflect the type of land use being proposed. Staff may request further information as necessary and reasonable to determine the basis of an exemption.

Traffic study guidelines are as follows:

1. The applicant shall determine whether the proposed development will generate 25 or more peak hour trips. To determine this, all trips are to be counted, even if some of the trips would be classified as pass-by trips diverted to the site from existing traffic, such as retail uses, or internal capture trips, which represent trips between two uses within a mixed-use development.
2. The applicant shall request a Scoping Study meeting by contacting the APFO Administrator and meet with the APFO staff of the Department of Public Works and Department of Land Use to agree on the study scope and guidelines. This initial meeting may also include representatives from the State Highway Administration, County and/or State traffic consultants, and others as necessary.

3. The scope will include identification of:
  - a. Study area intersections and roadway links;
  - b. Approved or reasonably anticipated developments (background);
  - c. Traffic volume yearly growth factors (usually 2%);
  - d. Peak traffic hours that should be considered;
  - e. Funded roadway improvements that may be assumed in place;
  - f. Any other factors identified as pertinent to the proposed project.
4. The intersections designated for study are to be discussed with the applicant, however all intersections in the immediate vicinity of the proposed project will be included. If the project is in a growth area, intersections further from the project will be included based on reasonable trip distribution and traffic patterns. If the project is not in a growth area, the intersections included should reflect the point at which traffic accesses an arterial roadway and trips are dispersed beyond reasonable trip distribution calculations.
5. In general, background consists of reasonably anticipated developments, projects already approved but not yet built, and projects that have an APFO Determination of Adequacy with approved allocated capacity. The criteria for determining background are as follows and include:
  - a. Major subdivisions that are less than 90% complete, or over 5 units left;
  - b. Major site plans that are less than 90% complete, or not yet occupied;
  - c. APFO studies in the queue but not yet approved;
  - d. APFO studies approved, but no project submitted yet;
  - e. Minor site plans are not included, these will be calculated via the 2% growth rate, with the exception that any minor site plan in the Chesapeake Bay Business Park is included;
  - f. Minor subdivisions are not included, these will be calculated via the 2% growth rate;
  - g. Inactive projects are not in background unless a project has an approved APFO; and
  - h. Concept and Sketch plans are not included.
6. The peak traffic hours to be studied are generally the weekday commuter peak hours of 7:00 AM to 9:00 AM and 4:00 PM to 6:00 PM. However, staff may require analysis of other appropriate hours as necessary depending on the proposed land use(s)/project(s). Examples include later evening or Saturday hours for retail uses, earlier weekday hours for industrial uses or Sunday morning hours for institutional uses.
7. Funded roadway improvements to be included are those that are fully funded for construction by the public sector and those that are committed, anticipated or planned to be built by the private sector in a time frame that affects the stated anticipated build-out of the proposed project.
8. Existing traffic counts used in a study should be no more than one (1) year old. Staff will provide guidance as to the use of current existing or available traffic counts. Otherwise, new traffic counts will need to be conducted by the applicant. Traffic counts should reflect seasonal variations or other variables that are relational to the proposed location of the project.

9. Trip generation calculations are to be based generally on equations and rates contained in the latest edition of the Institute of Transportation Engineers (ITE). Staff can suggest or agree on the use of other trip calculation sources on a case-by-case basis. For land use activities not included in the ITE manual, staff may require an applicant to perform counts at a similar site in order to determine appropriate trip rates. In those cases, there must be at least two (2) sites supplied in order to determine if the trip generation is consistent and reliable. Trip calculations using the ITE manual must identify the ITE land use code in the report and upon selection of the appropriate ITE code, it must be stated how that code is to be used; whether based on employee numbers, square footage, etc.
10. The trip distribution, or directional distribution of development generated trips, needs to be justified based on relative locations of other traffic generators, existing traffic patterns, or previously accepted calculations.
11. Capacity analysis techniques will be agreed for use by staff. Intersections are generally to be analyzed using the Critical Lane Volume (CLV) technique, with a CLV figure of 1300 representing the maximum level of service (LOS) C and CLV figure 1450 representing the maximum level of service D. Other CLV level of service ranges to be used in any report are listed below:
  - a. LOS A = up to 1000 CLV
  - b. LOS B = 1001 – 1150 CLV
  - c. LOS C = 1151 – 1300 CLV
  - d. LOS D = 1301 – 1450 CLV
  - e. LOS E = 1451 – 1600 CLV
  - f. LOS F = 1601 CLV and up

Roadway links and alternate methods for intersection analysis and queuing analysis, if identified by staff, are to be analyzed using the latest edition of the Highway Capacity Manual.

12. Traffic studies are to meet accepted professional standards. This includes clear text that describes the project and steps taken in preparing the study; the findings and conclusions of the study; graphics that show the study area; roadway configuration; traffic volumes; and appendices showing at a minimum, traffic count summaries and capacity analysis worksheets.
13. The applicant or his/her agent is responsible for correcting any errors or omissions in a Traffic Impact Study as identified by staff prior to approval of the study.

\*The APFO was adopted by the County Commissioners as a growth management tool in March 2001, and is referenced in the County's 2002 Comprehensive Plan in Volume 1: County Profile, page 10.