1. TIS reports are required to be prepared by the site developer in the following situations:
   a. Developments of any single type, or mixed-use types, that can be expected to generate more than 100 new peak hour vehicle trips on the adjacent street per ITE Trip Generation Manual (latest edition).
   b. Developments of less than 100 new peak-hour trips in problem areas such as high crash locations, congested areas, or other areas of local concern to the City.
   c. Any change to the development plans that will increase the site traffic generation by more than 15% if more than 100 peak-hour trips are involved will:
      i. Void any previously approved TIS document;
      ii. Require submission and approval of a new TIS document.
   d. Any change that will cause the directional distribution of traffic to change by more than 20% where site traffic generation can be expected to ultimately be over 100 peak-hour trips.
   e. On any incomplete project when the original TIS is more than two years old.
   f. When an agreement between the developer and the City requires cost-sharing contributions to major roadway improvements.
   g. Any other situation where the City Engineer believes it is important to understand the impact of traffic from the new development on its surrounding area.

2. The TIS shall be performed by a Professional Engineer registered in the State of Ohio who is prequalified for traffic studies by ODOT and shall include the following information:
   a. Introduction.
   b. Existing conditions.
   c. Proposed site use(s), including buildings, parking, internal circulation patterns and other factors that affect traffic on and adjacent to the site.
   d. Site-generated trips and design hourly traffic volumes at fully built status (using the latest edition of the ITE Trip Generation Manual).
   e. Site trip distribution and traffic origin / destination assignments.
   f. Existing and projected traffic volumes on the adjacent roadway system (at 20-year horizon, unless otherwise approved).
   g. Traffic crash history on adjacent streets.
   h. Capacity analysis, consistent with methods identified in the Transportation Research Board’s Highway Capacity Manual (latest edition), on the adjacent street system, including lane configurations, signals, pedestrian movements and other relevant factors.

Analysis shall be performed with and without the development traffic. Commercially available software such as Synchro, VISSIM, VISUM, etc., may be used with the approval of the City Engineer.
i. Traffic improvement recommendations.

j. Signalization warrants, if applicable.

k. Site plan(s).

l. Conclusions and summary of findings, which should address:

   i. The adequacy of site access.
   
   ii. The impact of the specific development on the surrounding area.
   
   iii. The suitability of on-site circulation and parking.
   
   iv. Projected traffic volumes on individual roadway segments.
   
   v. Projections of turn movements at individual intersections or access drives.
   
   vi. Considerations given to possible alternatives.

m. The level of detail of items “a” through “l” depends on the nature of the development, but they are intended to:

   i. Provide developers with recommendations for site selection, site transportation planning, and anticipated traffic impacts.
   
   ii. Provide the City with information on which to base decisions about permits and approvals.