

## City of Houston TIA Scoping Meeting Agenda

- Project:** [Project Title]
- Applicant Contact:** [Contact Info]
- Meeting Date & Time:** [To be filled in following scoping meeting]
- Attendees:** City of Houston
- [List attendees following scoping meeting]
- [Engineer's Organization]
- [List attendees following scoping meeting]
- [Other attending organizations, if applicable (i.e. Client)]
- [List attendees following scoping meeting]
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### Agenda

1. Proposed Development
2. Analysis Area & Study Intersections
3. Traffic Data
4. Trip Generation
5. Trip Distribution & Traffic Flow
6. Analysis Scenarios and Software
7. Additional Notes

#### Attachments:

1. Access Management Form (AMF) / TIA Request
2. [Latest Site Plan, annotated to show driveway width, radii, and spacing]
3. [List any additional attachments]

### 1. Proposed Development

[Describe the proposed development, including ITE land use type, size of development (i.e. square footage), independent variable, location, phases of development and associated build-out dates, daily trip generation, peak hour trip generation (i.e. AM, PM, weekend if applicable, etc.), and any pass-by or internal capture modifications to trip generation.]

### 2. Analysis Area & Study Intersections [provide analysis study radius]

- [List study intersections and driveways to be studied.] Attached map if possible.

#### Figure X – Study Intersections and Trip Distribution

[Provide figure showing study intersections, study area, and proposed trip distribution]

### 3. Traffic Data

- [Provide discussion of how growth rate was estimated in the area. A table of data on how the growth rate was determined may be appropriate to provide here.]
- [Provide description of what traffic data and special generator requirements will be utilized in the TIA, i.e., new counts collected in X Year, background traffic growth, etc.]

- *[Provide description of reported crash history within study area by utilizing crash data over at least a three-year period from TxDOT Crash Records Information System (CRIS), Include Total Number of crash data within a 250' buffer from the center of each studied intersections may require additional study.]*

#### **4. Trip Generation**

- *[Provide trip generation rates and/or equations for all analysis periods for all ITE land use types. If employing trip generation by some other method than ITE, describe that here. This should be a repeat of (or update to) the information provided in the Access Management Form]*
- *[Provide trip generation for all analysis periods for each land use type including existing trips, proposed trips, pass-by modifications, internal capture modifications, etc.]*

##### **Table X – Trip Generation Rates**

##### **Table X – Proposed Trip Generation**

#### **5. Trip Distribution & Traffic Flow**

- *[Provide site trip distribution] (as shown in **Figure X**):*
  - *[X%] [To/From] the [cardinal direction] via [road name]*
  - *[List all]*
- *[Provide driveway inbound/outbound peak hour trip assignment]*

#### **6. Analysis Scenarios and Software**

- *[List all analysis scenarios. Analysis scenarios may include, but are not limited to Existing year, Background of full buildout year for each phase of development, Build year for each phase of development (including trips generated by development), and Horizon year scenario for final phase of development. Include all relevant analysis periods (i.e., AM Peak, PM Peak, etc.)]*
- *[List analysis software(s) and version(s) intended to be used for traffic study.]*

#### **7. Additional Notes**

- *[Include any additional notes for this study not satisfied by previous sections and any additional study requirements that are discussed during the scoping meeting. Some additional study notes may include, but are not limited to, left/right-turn lane analyses, queue analyses, truck-turning exhibits, additional jurisdictions reviewing traffic study, background TIAs to be incorporated, etc.]*
- *Schools: Trip generation should be calculated for the PM peak hour of the generator rather than peak hour of adjacent Street. In addition, the PHF should be 0.6. Furthermore, the queue length calculation for pick up/drop off area should be based on the North Carolina school queue calculator or utilizing a queue rate of 5 feet per student [Provide trip generation for all analysis periods for each land use type including existing trips, proposed trips, pass-by modifications, internal capture modifications, etc.]*

*[Provide attachments following this section.]*

#### **Disclaimer:**

*Please note that all proposed developments are unique, and this template is not a comprehensive list of all requirements that may be necessary for all traffic studies or all types of development. This document is intended to serve as a framework for the typical information required to facilitate a TIA scoping meeting*

*between the engineer's organization and City of Houston staff. Changes to the information required and to the presentation of materials may be necessary for your proposed development.]*

*An updated version of this document should be provided to all parties following the scoping meeting to allow all parties the chance to comment. Once all parties agree with the contents here within, a finalized version should be distributed to all parties for their record. The finalized version of this agenda should be included as an Appendix in the TIA.*