

ROBERT G. CASSILLY
Harford County Executive

ROBERT S. McCORD
Director of Administration



MATTHEW KROPP
Director of Planning & Zoning

Effective Date: 2/15/24

Revised: 9/11/25

MEMORANDUM

TO: Robert McCord
Director of Administration

Robert McCord 9/16/25

TO: Jefferson Bloomquist
County Attorney

JB

FROM: Matt Kropp
Director of Planning and Zoning

M.K. Matthew Kropp

THROUGH: Alex Rawls
Chief of Long Range Planning

AR Alex Rawls

DATE: September 11, 2025

RE: PLANNING AND ZONING TRAFFIC IMPACT ANALYSIS PROCESS FOR NONRESIDENTIAL PROJECTS

This memo reflects an update to the process which first became effective on February 15, 2024. In response to changes to the Adequate Public Facilities (APF) provisions in the Harford County Code set forth in Bill Number 23-026, Harford County shall prepare the traffic impact analysis ("TIA"), at the developer's expense, for all nonresidential developments which generate more than two hundred forty-nine (249) trips per day based on the Institute for Transportation Engineers (ITE) Trip Generation Manual (current edition). The Bill requires the developer to pay for the TIA in advance of the County's ordering for the preparation of such TIA.

Below is the process to follow based on §267-126 B (3) (c) [2] of the Harford County Zoning Code and the Harford County TIA Guidelines.

ROBERT G. CASSILLY
Harford County Executive

ROBERT S. McCORD
Director of Administration



MATTHEW KROPP
Acting Director of
Planning & Zoning

PLANNING AND ZONING TRAFFIC IMPACT ANALYSIS (TIA) PROCESS FOR NONRESIDENTIAL PROJECTS

- P&Z will schedule (a) scoping meeting(s) with the developer/applicant (or developer's designee), one of the existing on-call traffic consultants, the County (P&Z and DPW), and MDOT SHA
- After the scoping meeting, the consultant shall submit a proposal to the Transportation Planner and the Chief of Long-Range Planning. The proposal shall include consideration for revisions or amendments to the traffic study
 - After receiving the consultant's proposal, the County (i.e., all applicable Departments) will review each proposal and provide comments, when necessary, before approval.
 - If the County returns the proposal to the consultant with comments, the consultant must address the comments and submit a revised proposal.
 - After the County approves the proposal, the County shall deliver a copy of the proposal to the developer.
 - If the County does not approve of the proposal after the consultant has addressed the County's comments, the County may reach out to the other consultants on the on-call list – providing them with the scope of the study and request a price proposal.
- After the developer receives the proposal, the developer shall pay to the County the consultant fee set forth in the proposal.
 - Such payment shall be made via check or money order made out to HARFORD COUNTY, MD and delivered to Treasury – Attention Stacy Dalszys (or her successor).

- Include the capital project name – TRAFFIC IMPACT STUDY – and number – A254107 – on the check
 - If the developer does not approve of the price after reviewing the proposal, the developer may request that the County reach out to the other consultants on the on-call list and request a price proposal
 - If the developer does not pay within 30 calendar days, the County may extend the payment period an additional calendar 30 days.
 - If payment is not received after the extended time has expired, then the County will consider the project inactive, and a revised scope may be required.
- After receiving payment, Treasury shall transfer such payment into the TRAFFIC IMPACT STUDY Account. Immediately thereafter, Treasury shall notify P&Z of such deposit.
 - After Treasury notifies P&Z of deposited payment, P&Z shall issue a Purchase Order to the consultant to begin the preparation of the TIA.
 - If comments are returned to the Traffic Consultant after receiving and reviewing the study requiring a point-by-point response or a revised or amended traffic study, the developer shall be responsible for any costs associated with these comments.
 - A change order will need to be approved to cover the cost of addressing the comments beyond the initial purchase order.
 - The developer will need to pay all costs before a change order is issued.
 - Once the work is completed and the consultant's work is approved by the County, P&Z shall request Treasury to pay the Purchase Order.

MTK/AR/jef

cc: Joe Cluster, Chief of Executive Staff, Office of the County Executive
Shobita DuBois, Assistant County Attorney, Law Department
Karen Myers, Director, Department of Procurement
Marcus Williams, Deputy Director, Department of Procurement
Ben Lloyd, Chief of Budget and Management, Office of Budget and Management
Joe Siemek, P.E., Director, Department of Public Works
Steve Walsh, P.E., Deputy Director, Department of Public Works
Glen Hebel, P.E, Department of Public Works
Robert Sandlass, Director, Treasury Department
Wayne Holtschneider, Chief of Accounts Payable, Treasury Department
Stacy Dalszys, Accountant, Treasury Department