

## Appendix A: Example Access Management Ordinance for a City

### Summary

The following example access management ordinance has been adapted from the actual municipal ordinance of College Station, Texas. College Station's ordinance was determined to be one of the most comprehensive ordinances developed by a city for access management. The adapted code is provided to assist Iowa cities in developing access management ordinances. Although the code does not cover all access treatments discussed in this handbook, it does cover the most-used treatments. Municipalities are urged to tailor the code to meet local needs and develop additional code language as necessary.

Features of the example code include classification of roadways by function and requirements for sight distance, driveway spacing, maximum driveways per lot, corner lot access, corner clearance, shared (joint and cross) access, turn radius, driveway width, driveway throat length, and parking/loading. In summary:

Roadways are classified by the following functional categories:

1. Local streets—streets that provide access to single family residential neighborhoods.
2. Collectors—streets that link Local Streets with the arterial system and serve residential areas primarily internal to one neighborhood.
3. Minor arterials—streets that feed the major arterial system, support moderate length trips, and serve activity centers.
4. Major arterials—streets and highways that provide service to traffic entering and exiting the city and between major activity centers within the city.

Major arterial, minor arterial, and collector streets should be indicated in a thoroughfare plan that maps roadways by their classification.

Driveway spacing is differentiated between drives on the same side and opposite side of the roadway as shown in Table A1:

## Appendix A: Example Access Management Ordinance for a City

**Table A1—Minimum driveway spacing**

Street Classifications	Minimum Adjacent Spacing (feet)	Minimum Opposite Right Spacing (feet)
Local street	150	125
Collector	185	175
Minor arterial	230	225
Major arterial	275	300

Corner clearances must meet the minimum spacing standards for the roadway. When spacing standards cannot be met, additional standards are proposed.

Minimum driveway throat lengths, measured from curb line to first on-site conflict point, are as follows:

- collector—25 feet (approximately two car lengths)
- minor arterial—40 feet
- major arterial—55 feet

### Example Municipal Driveway Access Location and Design Ordinance

#### (1) General

- (a) It shall be unlawful for any person to cut, break, or remove any curb along a street except as herein authorized.
- (b) It shall be unlawful for any person to construct, alter, or extend, or permit or cause to be constructed, altered, or extended any driveway approach which can be used only as a parking space or area between the curb and private property.
- (c) This section shall be deemed to be supplemental to other sections regulating the use of public property, and in case of conflict, this section shall govern.
- (d) Adequate sight distance shall be provided for a passenger motor vehicle making a left or right turn exiting from a driveway. This determination shall be made by the city engineer.

## Appendix A: Example Access Management Ordinance for a City

- (e) The specifications and guidelines set forth in this ordinance are to be applied to all roadways and properties that abut these roadways within the city, unless otherwise indicated.
- (f) As determined by the city engineer, engineering judgment shall override the recommended dimensions set forth in this policy if warranted by specific traffic conditions.

### (2) Location of Driveway Access

- (a) In making a determination as to the location of driveway access, the city engineer shall consider:
  - (i) The characteristics of the proposed land use;
  - (ii) The existing traffic flow conditions and the future traffic demand anticipated on the development and the adjacent street system;
  - (iii) The location of the property;
  - (iv) The size of the property;
  - (v) The orientation of structures on the site;
  - (vi) The number of driveways needed to accommodate anticipated traffic;
  - (vii) The number and location of driveways on existing adjacent and opposite properties;
  - (viii) The location and carrying capacity of intersections;
  - (ix) The proper geometric design of driveways;
  - (x) The spacing between opposite and adjacent driveways;

## Appendix A: Example Access Management Ordinance for a City

- (xi) The internal circulation between driveways; and,
- (xii) The speed of the adjacent roadway.
- (b) Driveway access to arterials shall not be permitted for parking or loading areas that require backing maneuvers in a public street right-of-way. Driveway access to collector streets for commercial or multifamily developments shall not be permitted for parking or loading areas that require backing maneuvers in a public street right-of-way.
- (c) One curb cut shall be allowed for access to single family and duplex residential tracts. More than one curb cut may be allowed upon approval by the city engineer.
- (d) For corner tracts, access to residential tracts shall be provided from the lesser (lowest classification) street. Access notes on plats shall supersede this requirement. The determination as to the lesser (or greater) street shall be based on the functional street classification.
- (e) No cuts through a left turn reservoir of a median shall be permitted in order to provide for left turn movements to driveway approaches.
- (f) Driveways in right turn lane transition areas shall not be permitted.
- (g) When a commercial or multifamily development abuts more than one public street, access to each abutting street may be allowed only if the following criteria are met:
  - (i) It is demonstrated that such access is required to adequately serve driveway volumes and will not be detrimental or unsafe to traffic operations on public streets. The city engineer may require the submittal of a traffic study which demonstrates that such access is required.
  - (ii) The minimum requirements for corner clearance for commercial or multifamily driveways are met.

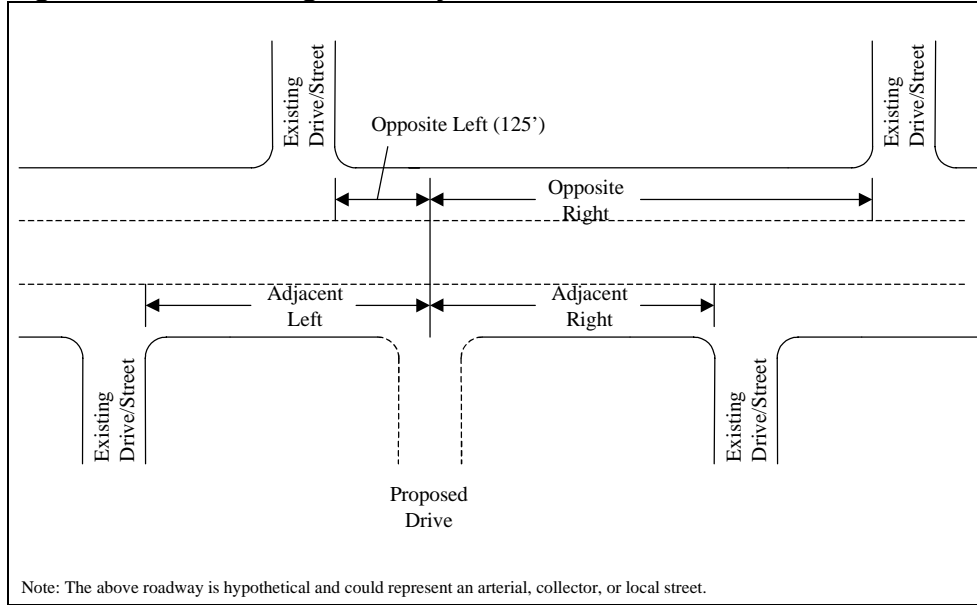
## Appendix A: Example Access Management Ordinance for a City

### (3) Spacing of Driveway Access

- (a) Application of the driveway access location and design policy requires identification of the functional classification of the street on which access is requested and then applying the appropriate spacing requirements. City streets are classified as follows:
  - (i) Major Arterial;
  - (ii) Minor Arterial;
  - (iii) Collector; and,
  - (iv) Local Street.
- (b) Major arterial, minor arterial, and collector streets in the city are indicated on the Thoroughfare and Transportation Improvement Plan. The functional classification of any street in the city not indicated as an arterial or collector street on this plan shall be determined using the functional street classification defined by the American Association of State Highway and Transportation Officials (AASHTO) “green book,” *A Policy on Geometric Design of Highways and Streets*.
- (c) Driveway access spacing shall be measured from the centerline of the proposed driveway pavement to the nearest edge of the roadway of the adjacent or opposite driveway or street as indicated in Figure A1.

## Appendix A: Example Access Management Ordinance for a City

**Figure A1—Measuring driveway access**



- (d) Opposite Right Driveways shall be located no closer than the minimum requirements of Table A2.

**Table A2—Opposite right (downstream) drive spacing**

Street Classification	Minimum Spacing (feet)	Desirable Spacing* (feet)
Major Arterial	300	400
Minor Arterial	225	350
Collector	175	300
Local Street	125	225

\* Desirable spacing will be required except in older developments with insufficient frontage.

## Appendix A: Example Access Management Ordinance for a City

- (e) Additional opposite right spacing over and above that set forth in Table A2 may be required if it is determined by the city engineer or his designee that there is insufficient left turn queue storage or weave maneuver area between the opposite right and proposed driveway. This determination shall be made under peak traffic conditions.
- (f) A minimum of one hundred twenty-five feet (125') shall be required for Opposite Left Drives for all street classifications.
- (g) If the centerline of an opposite drive is less than fifteen feet (15') from the centerline of the proposed drive, the drives form an intersection and the minimum spacing requirements shall apply for the closest drive.
- (h) Adjacent drives shall be located no closer than the minimum requirements of Table A3.

**Table A3—Adjacent drive spacing**

Street Classification	Minimum Spacing (feet)	Desirable Spacing* (feet)
Major Arterial	275	350
Minor Arterial	230	300
Collector	185	235
Local Street	150	190

\* Desirable spacing will be required except in older developments with insufficient frontage.

(4) Corner Clearance

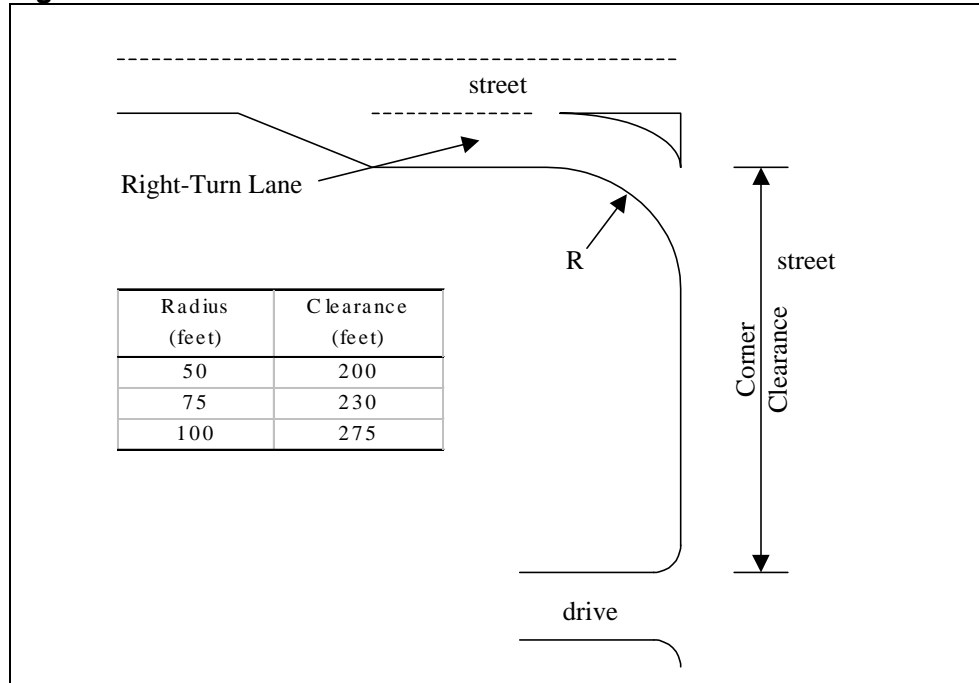
Corner clearance for driveway access shall meet or exceed the minimum driveway spacing requirements for that roadway. When minimum spacing requirements cannot be met due to lack of frontage and all means to acquire shared access drives or cross access easements have been exhausted, the following requirements shall apply.

- (a) At intersections of arterials with channelized right-turn lanes with yield control, a corner clearance distance in accordance with those set forth in Figure A2 shall be required for the first downstream driveway. This distance

## Appendix A: Example Access Management Ordinance for a City

shall be measured from the channelized median to the nearest edge of the proposed driveway as indicated in Figure A2.

**Figure A2—Downstream corner clearance**



- (b) No driveway approach may be located closer to the corner than 30 feet on local streets, 75 feet on collector streets, 100 feet on minor arterials and 120 feet for major arterials. This measurement shall be taken from the intersection of property lines at the corner. When these requirements cannot be met due to lack of frontage, the driveway may be located such that the radius will begin at the farthest property line.



## Appendix A: Example Access Management Ordinance for a City

### (5) Shared Access

- (a) A joint private access easement may be required between adjacent lots fronting on arterial and collector streets in order to minimize the total number of access points along those streets and to facilitate traffic flow between lots. The location and dimensions of said easement shall be determined by the city engineer.
- (b) Private cross access easements may be required across any lot fronting on an arterial or collector street in order to minimize the number of access points and facilitate access between and across individual lots. The location and dimension of said easement shall be determined by the city engineer.

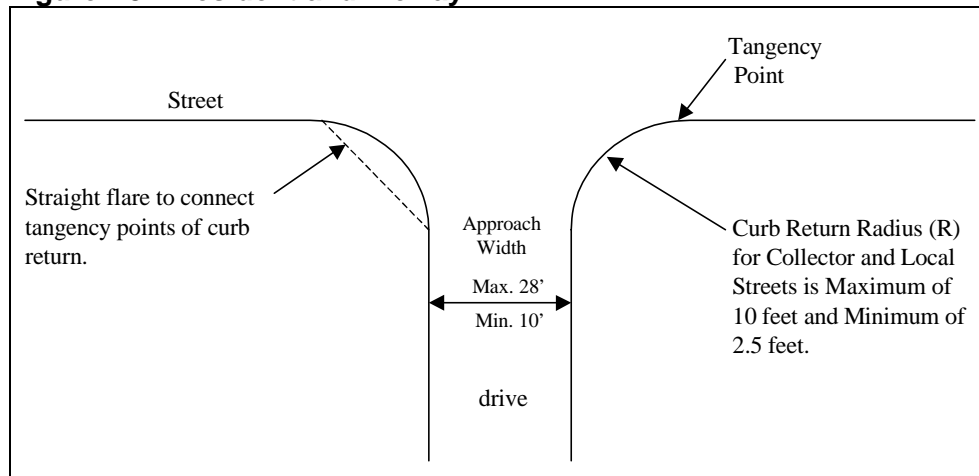
### (6) Geometric Design of Driveway Access

- (a) All driveways shall meet the city's standard specifications for street construction and construction standards.
- (b) Curb cuts for driveways shall not be permitted in the curb return of an intersection.
- (c) The curb return radii for driveways intersecting at right angles with the roadway and without a deceleration lane shall be as follows:
  - (i) Curb return radii for residential (single family and duplex) driveways located on local or collector streets shall be between 2.5 feet and 10.0 feet as shown in Figure A3. Flare type residential driveways must also adhere to these dimensional criteria. Residential driveways located on arterial streets must adhere to the specifications set forth in 6(c)(ii).
  - (ii) Curb return radii for commercial and multi-family driveways shall vary between fifteen feet (15') and thirty feet (30') as shown in Figure A4.
  - (iii) Curb return radii for driveway types not included in (i) or (ii) above shall be determined by the city engineer.

## Appendix A: Example Access Management Ordinance for a City

- (d) The maximum width of residential driveway approach, shown in Figure A3 and measured at the property line, shall not exceed twenty-eight feet (28') in width, while the minimum width shall not be less than ten feet (10') in width.

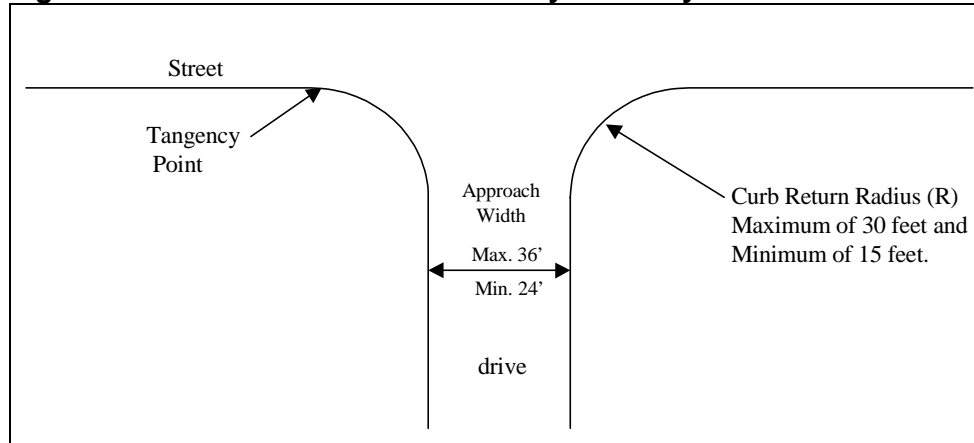
**Figure A3—Residential driveway**



- (e) The maximum width of a commercial and multi-family driveway approach for two-way operation, shown in Figure A4, shall not exceed thirty-six feet (36') except that the city engineer may issue permits for driveway approaches greater than thirty-six feet (36') in width on major streets to handle special traffic conditions. The minimum width of commercial and multifamily driveway approach for two-way operation shall not be less than twenty-four feet (24').

## Appendix A: Example Access Management Ordinance for a City

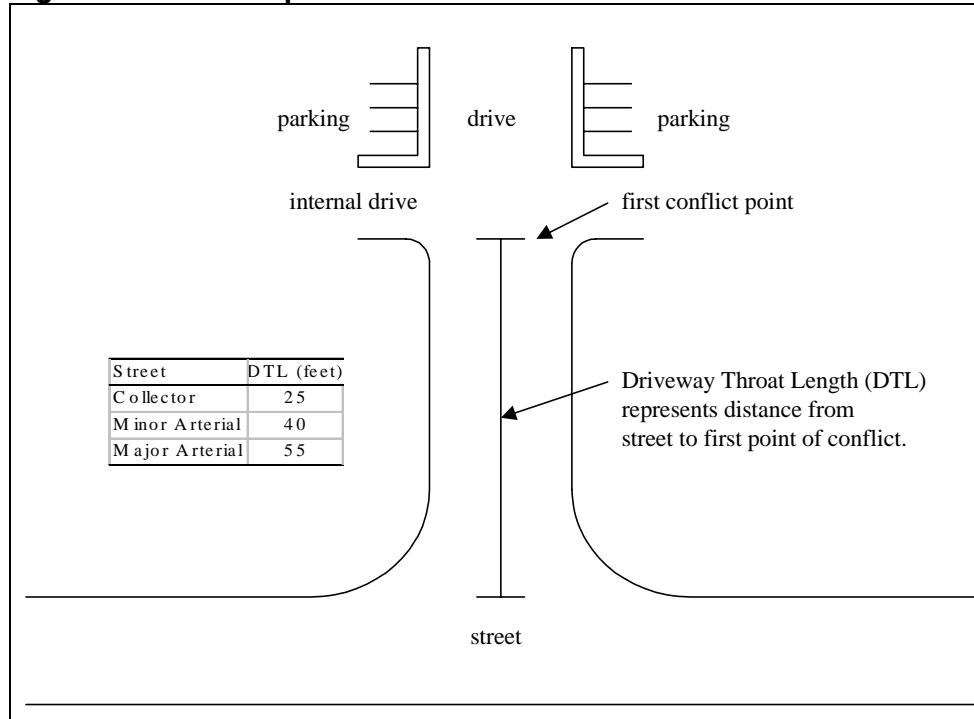
**Figure A4—Commercial and multifamily driveway**



- (f) The combination of two driveways for residential circular drives shall not exceed twenty-eight feet (28').
- (g) The angle of driveway approach shall be approximately ninety degrees (90°) for two (2) way drives and between forty-five degrees (45°) and ninety degrees (90°) degrees for one way drives.
- (h) A minimum driveway throat length of twenty-five feet (25') for collector streets, forty feet (40') for minor arterials, and fifty-five feet (55') for major arterials, as shown in Figure A5, may be required to allow for traffic entering the site to be stored on site in order to avoid a queue of traffic from the development from being out on the roadway causing delays to the through traffic stream. The driveway throat length shall be defined as the distance from the street to the first point of conflict in the driveway.
- (i) For the benefit of traffic safety and flow on collector and arterial streets, access points may be required to be designed to prohibit certain types of turning movements (for example, left turns). Driveways not meeting the spacing guidelines in Tables A2 and A3 may be designed for limited access by the addition of a median to the driveway.

## Appendix A: Example Access Management Ordinance for a City

Figure A5—Access points



- (j) For the benefit of traffic safety and flow on collector and arterial streets, tapered or channelized deceleration lanes for vehicles turning right into high volume or intersection type driveways may be required if warranted. Design of right-turn deceleration lanes shall be in accordance with the AASHTO *Green Book* on auxiliary lanes.
- (i) The spacing requirements for driveways not meeting the specifications in Tables A2 and A3 may be lessened or waived if tapered or channelized deceleration lanes are used.

## Appendix A: Example Access Management Ordinance for a City

- (k) Access points on arterial and collector streets may be required to be signalized in order to provide safe and efficient traffic flow. A development may be responsible for all or part of any right-of-way, design, hardware, and construction costs of a traffic signal if it is determined that the signal is necessitated by the traffic generated from the development. The procedures for signal installation and the percent of financial participation required of the development in the installation of the signal shall be in accordance with criteria set forth in the city's traffic signal policy

### (7) Street Structures

No driveway shall interfere with municipal facilities such as street light or traffic signal poles, signs, fire hydrants, cross walks, bus loading zones, utility poles, fire alarm supports, drainage structures, or other necessary street structures. The city engineer is authorized to order and effect the removal or reconstruction of any driveway which is constructed in conflict with street structures. The cost of reconstructing or relocating such driveways shall be at the expense of the abutting property owner.

### (8) Permits

- (a) Any plans submitted for building approval which include or involve driveways shall be referred to the city engineer for approval before a building permit is issued.
- (b) A written driveway permit for a new development shall be not issued or required. Approval of driveway location and design for new properties and other developments on a building plan or site plan shall be considered the permit for driveway installation.
- (c) Any property owner desiring a new driveway or an improvement to an existing driveway at an existing residential or other property shall make application for a driveway permit, in writing, and designating the contractor who will do the work, to the city engineer or the building supervisor, accompanied by a sketch or drawing showing clearly the driveway, parking area, or doorway to be connected and the location of the nearest existing driveways on the same and opposite sides of the roadway. The city engineer will prescribe the construction procedure to be followed.

## Appendix A: Example Access Management Ordinance for a City

- (d) A permit or building/site plan approval as per the procedure of either 8(b) or 8(c) shall be required for the location of all driveways which provide for access to property. Driveway permits will also be required for any significant structure change, land use change, or property boundary change.
- (e) The driveway permit fee shall be set by resolution of the city council as deemed appropriate by the council and shall be of an amount to cover the cost of licensing and maintaining records.
- (f) All permits granted for the use of public property under the terms of this section shall be revocable at the will of the city council.