

SECTION A-400. Access Management Manual.

Access management is the systematic control of the location, spacing, design, and operation of driveways, median openings, interchanges, and street connections to maintain safety at a roadway's full traffic carrying capacity. Implementing an access management program will encourage smooth and safe traffic flow on the City's roadways.

A. Roadway classification hierarchy. Per the UDO, City streets are classified as follows from highest to lowest:

1. Major arterial;
2. Minor arterial;
3. Major collector;
4. Minor collector;
5. Local street; and
6. Alley.

Major arterial, minor arterial, major collector and minor collector streets in the City are indicated on the Thoroughfare Plan included in the Appendix.

B. Design objectives. In reviewing an application for any development, the City Engineer shall determine that the following objectives have been met:

1. Adequate corner clearance from any adjacent street intersections has been provided to preserve the functional integrity of the intersection, and spacing from adjacent driveways is sufficient to safely minimize conflicts between traffic entering and exiting adjacent driveways;
2. Adequate stopping sight distance and intersection sight distance is provided;
3. Auxiliary lanes are provided as needed to:
 - a. Minimize speed differentials with mainline highway traffic;
 - b. Prevent the encroachment of turning vehicles on mainline traffic; and
 - c. Prevent the queuing of inbound traffic from impacting mainline traffic.
4. Sufficient storage distance between the curblineline and the first point of conflict for traffic on the site is provided to prevent the spill back of traffic onto public streets. This distance shall be adequate to absorb the maximum peak period inbound traffic during the normal weekday;
5. Appropriate conflict reduction measures have been provided to safely manage inbound and outbound left turning traffic. Median design features and driveway channelization shall be used as appropriate to accomplish conflict reduction;
6. Access locations have been properly offset from driveways or street intersections located across the roadway in order to limit conflicts within the mainline or median of the street;

7. The design of the access satisfies standard geometric guidelines for turning radii, driveway slope, angle of entry, design speed and width. The drainage design of the access should not interfere with the drainage system in the public right-of-way;
 8. The access provides for the safe crossing of pedestrians, bicyclists and the handicapped;
 9. The installation of necessary traffic control devices for the safe and proper operation of the access meet the requirements of the MUTCD and, in the case of traffic signals, are located so as to allow for proper signal coordination and adequate left turn storage needs at the access and nearby intersections.
- C. Required spacing. Spacing between adjacent access locations or a proposed access location and an adjacent street intersection shall be consistent with the following. Where the indicated spacing is met, there is a presumption that access will be permitted subject to satisfying the design objectives of Section A-400D below. **[Amended 6-3-2014 by Ord. No. 7034; 3-1-2016 by Ord. No. 7200]**
1. Access separation between driveways shall be measured from inside edge to inside edge of driveway and is measured at the point where both driveways' nearest points to each other meet the back of curb or edge of pavement.
 2. The separation between a driveway and intersecting street shall be 30 feet and shall be measured from the nearest edge of the driveway at the back of curb or edge of pavement to the edge of the cross-street pavement.
 3. For individual residential properties, the following limitation on the number of driveways applies:
 - a. One driveway for 70 feet or less of lot width frontage.
 - b. Two driveways for greater than 70 feet of lot width frontage.
- D. Access.
1. Site plans and subdivision plats. Site plans and subdivision plats shall be designed to facilitate compliance with the spacing guidelines and access design objectives of this section at the time of development. Specific further objectives related to the development of subdivisions that shall be considered include:
 - a. Residential subdivisions shall not derive direct access from roadways with a freeway (or equivalent) designation.
 - b. Where lots in a proposed subdivision or development front on an arterial or major collector street as designated on the thoroughfare plan, options for designing access that meets the standards of this section include:
 - (i) The use of cross access easements in order to maintain private access points at intervals no less than 400 feet.
 - (ii) The use of lower level public streets to provide secondary access.

- c. Vehicular ingress and egress restrictions along the frontage of arterial or higher level streets may be imposed by requiring subdivision plats to dedicate to the proper street authority access control authority.
 - d. Secondary access shall be required for major residential subdivisions with 100 or more lots.
 - e. Outparcels and phased development plans.
 - (i) In the interest of promoting unified access and circulation systems, development sites under the same ownership or consolidated for the purposes of development and comprised of more than one building site shall not be considered separate properties in relation to the access standards of this Ordinance. The number of connections permitted shall be the minimum number necessary to provide reasonable access to these properties, not the maximum available for that frontage. All necessary easements, agreements, and stipulations required by the City's Unified Development Ordinance shall be met. This shall also apply to phased development plans. The owner and all lessees within the affected area are responsible for compliance with the requirements of this code and both shall be cited for any violation.
 - (ii) All access to the outparcel must be internalized using the shared circulation system of the principle development or retail center. Access to outparcels shall be designed to avoid movement across parking aisles and queuing across surrounding parking and driving aisles.
2. Shared access/cross access.
- a. A system of joint use driveways and cross access easement shall be required between adjacent lots fronting on major arterial, minor arterial and major 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 shown on any subdivision or site plan and approved by the City Engineer.
 - b. Building sites utilizing shared access and/or cross access shall incorporate the following:
 - (i) A continuous service drive or cross access corridor extending the entire length of each block served to provide for driveway separation consistent with the access management classification system and standards.
 - (ii) A design speed of 10 miles per hour and sufficient width to accommodate two-way travel aisles designed to accommodate automobiles, service vehicles, and loading vehicles;
 - (iii) Stub-outs and other design features to make it visually obvious that the abutting properties may be tied in to provide cross-access via a service drive;
 - (iv) A unified access and circulation system plan that includes coordinated or shared parking areas is encouraged wherever feasible.

A cross access corridor is generally required for a nonresidential use adjacent to other commercial, office, industrial or multifamily development along an arterial or major collector.

3. Recorded easements. Pursuant to this section, property owners required to provide shared or cross access easements shall:
 - a. Record an easement with the deed allowing cross access to and from other properties served by the joint use driveways and cross access or service drive;
 - b. Record an agreement with the deed that remaining access rights along the thoroughfare will be dedicated to the City and preexisting driveways will be closed and eliminated after construction of the joint-use driveway;
 - c. Record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners.
4. Direct access to individual one to four family dwellings shall be prohibited on major collector, minor arterial, and major arterial streets.
5. Reverse frontage.
 - a. Access to double-frontage lots shall be required on the street with the lower functional classification.
 - b. When a residential subdivision is proposed that would abut an arterial or collector street, it shall be designed to provide through lots along the arterial with access from a frontage road or interior local road.
 - (i) Access rights of these lots to the arterial shall be dedicated to the City and recorded with the deed.
 - (ii) A berm or buffer yard may be required at the rear of through lots to buffer residences from traffic on the arterial. The berm or buffer yard shall not be located within the public right-of-way.
6. Emergency vehicle access. The purpose of this subsection is to ensure that all premises shall be readily accessible for emergency service vehicles, particularly fire-fighting equipment.
 - a. Emergency access required: Any developments which do not have frontage on a public street shall provide access for fire vehicles and emergency apparatus from a public street as follows:
 - (i) Dead-end access: A dead-end access exceeding 150 feet in length shall be provided with a turning radius or area of not less than those prescribed in the cul-de-sac requirements of the UDO.
 - (ii) Fire lanes:
 - I. A fire lane at least 20 feet wide shall be required to provide access to any portion of any structure which is more than 150 feet from the

nearest street right-of-way when the structure is 30 feet or less in height;

- II. A fire lane at least 24 feet wide shall be required to provide access to any portion of any structure which is more than 50 feet from the nearest street right-of-way when the structure exceeds 30 feet in height.
- III. When fire vehicles and emergency apparatus are provided access to any portion of a structure more than the distance from a street right-of-way specified in the subsection above, by means of either buffer yard area or adjoining property, the requirements of Subsection (II) above, may be waived by the Fire Chief.

In addition to the situations above which require a fire lane, a fire lane to provide access to any part of a building may also be required if the Fire Chief determines that the distance of a structure from the nearest hydrant, the configuration of structures on a site, or other special characteristics of the site otherwise inhibit rapid, effective fire extinguishment.

7. Street structures. No driveway shall interfere with municipal facilities such as streetlight 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.

E. Driveway design.

1. All driveways shall meet the City's standard specifications for street construction and construction standards as set forth in the City Code.
2. Curb cuts for driveways shall not be permitted in the curb return of an intersection.
3. The curb return radii for driveways intersecting at right angles with the roadway and without a deceleration lane shall be as follows: **[Amended 3-1-2016 by Ord. No. 7200]**
 - a. Curb return radii for commercial and multifamily driveways shall vary between 15 feet and 30 feet as shown on the City standard detail in Section A-600.
 - b. Curb return radii for driveway types not included in the above shall be determined by the City Engineer.
4. The angle of driveway approach shall be approximately 90° for two way drives and between 45° and 90° for one-way drives.
5. Restricted access: 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 out). Driveways not meeting the spacing guidelines in this Ordinance may be required to be designed for limited access by the

addition of a channelizing island to the driveway (refer to the City Standard Details for additional information).

6. Deceleration lanes: 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 shall be required if warranted by a traffic study.
 - a. Design of right-turn deceleration lanes shall be in accordance with IDOT Bureau of Local Roads standards.
 - b. The spacing requirements for driveways not meeting the specifications in this Ordinance may be lessened or waived by the City Engineer if tapered or channelized deceleration lanes are used.
 7. Traffic signals: Access points on arterial and collector streets may be required to be signalized in order to provide safe and efficient traffic flow, but only if the intersection meets the signal warrant(s) specified in the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).
 - a. 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.
 - b. A development may be required to post a letter of credit or bond meeting the City's minimum requirements to cover the costs of its assigned share of the traffic signal improvement.
 8. Driveways on arterials with more than two lanes should incorporate channelization features. Double yellow lines may be considered instead of medians on major collectors or where truck traffic off tracking is a problem.
- F. Driveway width. **[Amended 3-1-2016 by Ord. No. 7200]**
1. Residential.
 - a. The maximum width of the residential driveway approach measured at the property line shall not exceed 20 feet in width and 25 feet at the street.
 - b. The minimum width of the residential driveway approach measured at the property line shall not be less than nine feet in width.
 - c. The minimum width for the driveway anywhere outside the public right-of-way is nine feet. Alternate widths may be approved by the City Engineer in cases of a legal nonconforming lot.
 2. Nonresidential.
 - a. The maximum width of a nonresidential driveway approach measured at the property line for two-way operation shall not exceed 36 feet or for one-way operation shall not exceed 24 feet, except that the City Engineer may issue permits for driveway approaches greater than 36 feet in width on arterial or major collector streets to handle special traffic conditions.

- b. The minimum width of a nonresidential driveway approach measured at the property line for two-way operation shall not be less than 24 feet or for one-way operation shall not be less than 14 feet.

G. Driveway length.

1. Residential. The length of a residential driveway shall be at least 20 feet long as measured between the garage (or interior end of driveway) and right-of-way line. This minimum driveway length ensures that a vehicle can be parked on the driveway without encroaching into the public right-of-way or blocking the sidewalk.
2. Nonresidential. The length of driveways or "throat length" shall be designed in accordance with the anticipated storage length for entering and exiting vehicles to prevent vehicles from backing into the flow of traffic on the public street or causing unsafe conflicts with on-site circulation. The driveway throat length shall be defined as the distance from the street to the first point of conflict in the driveway. Variation from these requirements shall be permitted for good cause upon approval of the City Engineer.

Table A-400-2 Minimum Driveway Throat Lengths		
Number of Exit Lanes	Unsignalized Access Drives (feet)	Signalized Access Drives (feet)
Major Collector	50	100
Minor Arterial	75	100 (1-2 exit lanes) 200 (3 exit lanes) 300 (4 exit lanes)
Major Arterial	75	100 (1-2 exit lanes) 200 (3 exit lanes) 300 (4 exit lanes)

- H. Redevelopment. Access connections to roadways in place as of the date of adoption of this Ordinance that do not conform with the standards herein are considered nonconforming. Properties with nonconforming connections should be brought into compliance with this Ordinance as changes to the roadway design allow or when an existing development is changed in any of the following ways:

1. Existing structure is replaced by a new structure or improvements; or
2. Existing structure or parking lot is expanded by 20% or more beyond the size existing at the effective date of this Ordinance (incremental changes that cumulatively increase the size by 20% or more fall within the regulated activities of this Ordinance); or
3. An existing use is changed to a use for which a higher parking ratio is specified.