Traffic Impact Study (TIS) Manual

Pickaway County, Ohio

August 15, 2007
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APPENDIX
1.0 PURPOSE AND INTENT

Traffic access and impact studies are intended to determine the need for any improvements to the adjacent and nearby roadway system to maintain a satisfactory level of service and the appropriate access provisions for a proposed development.

The primary objectives of a traffic study are as follows:

- Provide a basis for assessing the transportation impacts of a new development or expansion of an existing development; identify the need for any improvements to the supporting roadway system to provide satisfactory levels of service; and, to address safety issues.
- Address relevant transportation issues associated with development proposals that may be of concern to neighboring residents, businesses, and property owners.
- Determine the appropriate location, spacing, and design of the access system for the proposed development in compliance with County standards.
- Evaluate the internal circulation and connectivity systems of the proposed development to provide safe and efficient internal traffic flow and access to/from the adjacent and nearby roadway system.
- Allow compliance with the most current edition of the County’s Thoroughfare Plan (or other applicable thoroughfare plans).
- Provide a basis for improvement and funding discussions in conjunction with zoning, special permit, and subdivision plat approvals.

This Traffic Impact Study (TIS) manual establishes the requirements and guidelines for achieving responsive and consistent traffic impact and access studies for proposed developments in Pickaway County, Ohio. The County Engineer has determined it to be befitting to require the submission of an appropriate traffic study for all planned/proposed development.

2.0 TRAFFIC STUDY WARRANTS

The need for either a detailed traffic impact study or a limited traffic operations analysis will be identified when rezoning, variance, or plan approval petitions are filed (or discussed with public officials). The County Engineer may also identify the need for a traffic impact study or operations analysis in response to an access permit application.

2.1 Study Warrants for a Traffic Impact Study

A complete traffic impact study (TIS) will be requested for any proposed development or redevelopment that meets one or more of the following criteria:

- **Significantly-sized project.** A development meets this criterion if it generates more than 100 trip ends (i.e., two-way vehicle-trips) during any one hour of an average weekday. These trip ends shall be calculated using the latest edition
of Trip Generation as published by the Institute of Transportation Engineers (or upon special studies of unique land-uses as approved by the reviewers).

- **Modifications to roadways.** This criterion is met when the proposed development is expected by the reviewers to significantly impact a roadway segment, or roadway segments, identified in thoroughfare plans and/or improvement programs of the County, State, or other jurisdictions. This criterion is also met when access for the proposed development occurs on a public road that may be widened or improved in accordance with adopted thoroughfare plans.

- **Nearby congestion.** A development meets this criterion if the proposed development is expected, in the opinion of County staff, to significantly impact surrounding roadways, intersections, or sets of intersections which are already operating at level of service "D" or worse during any hour (on a design day, or days, selected for analysis purposes). The level of service will be determined by an analysis prescribed in the current edition of the Highway Capacity Manual (Transportation Research Board) using data that reflects the current traffic conditions.

- **High traffic impact area.** This criterion is met when, in the opinion of County staff, the proposed development is located in a high traffic impact area. Such reflects special sensitivity to traffic condition changes due to existing congestion, problematic circulation patterns, burgeoning traffic operations problems, or other traffic conditions of special concern. A traffic impact study will be requested for any proposed new development or modifications to existing development within a high traffic impact area.

### 2.2 Study Warrants for a Traffic Operations Analysis

A traffic operations analysis will be requested for petitions which do not meet the warrants for a detailed traffic impact study. A traffic operations analysis will be requested for any one of the following conditions:

- Requests for a driveway (or driveway modification) on any public road.

- Existing sight distance limitations or high accident experience adjacent to the subject site.

- Modifications to a site plan for an existing development where the parking layout and/or internal circulation system could affect traffic operations on the external roadway system.

- Requests or probable need for a new traffic signal to control driveways serving a proposed or existing development.

Examples of traffic operations analyses include studies of proposed driveway locations, resulting sight distances, driveway and intersection geometry and control, turn lane needs and design, accommodation of projected queuing conditions, accident experience and safety, and traffic signal warrant and progression analysis.
3.0 PRE-MEETING AND MEMORANDUM OF UNDERSTANDING

Prior to commencing the preparation of a Traffic Impact Study, the preparer shall schedule a meeting with appropriate County staff. Other participants in this pre-meeting shall be representatives of other jurisdictions and agencies as deemed appropriate by County personnel. The participants at the meeting shall identify and agree upon the following issues and needs prior to the preparation of the TIS:

1. Study area
2. Study years
3. Development phasing, if applicable
4. Field data collection requirements
5. Acceptable data associated with traffic volumes, accident history, and signal operations
6. Peak traffic hours (analysis hours)
7. Trip generation, trip distribution, and assignment methods
8. Applicable planning documents (including the County’s Thoroughfare Plan and Access Management Plan)
9. Other traffic impact studies prepared for developments in the study area
10. Utilization of travel demand models
11. Background traffic and growth factors
12. Acceptable levels of service (LOS)
13. Analyses methodology and software (capacity, signal warrants, etc.)
14. Cycle lengths at signalized intersections
15. Safety issues (sight distances, accident data, etc.)
16. Committed and planned roadway improvements and schedule
17. TIS submittal date

The preparer shall submit a Memorandum of Understanding (MOU) which details the assumptions and methodologies agreed upon regarding the items above – and the preparer shall request County staff concurrence with the contents of the MOU. The MOU should be submitted to the County within one-week subsequent to the pre-meeting. The MOU will be approved by County staff within one week of receipt – assuming that all items are properly addressed.

If not addressed in the MOU, the preparer should make a separate submission regarding traffic growth rates, vehicle-trip generation rates, and directional distributions of site generated traffic to the County for concurrence -- and County staff will respond to the preparer on these items within one week of receipt.

4.0 PREPARER QUALIFICATIONS

Traffic Impact Studies shall be prepared by professionals with training and experience in traffic engineering/transportation planning and under the supervision of a registered professional engineer in Ohio with training and experience in traffic engineering (operations and safety analysis experience). The preparer shall not be a member of the TIS review team; neither shall the preparer be related to a review team member nor hold a financial interest in the project under study.
5.0 STUDY GUIDELINES

5.1 Study Area

Any complete transportation study analyzing off-site access needs and impacts will include at least all site access points and major intersections (signalized and unsignalized) adjacent to the site. Beyond this area, the review team will determine any additional area to be included based on local or site specific deficiencies, development size, traffic conditions, or local policy potentially affected by the proposed development. The study area will also encompass vacant parcels of land believed to impact the intersections being analyzed so as to analyze the proposed project in the context of other previously approved or anticipated developments in the surrounding area. Generally, the study area must be large enough to encompass the critical intersections to be analyzed. In high traffic impact areas, the study area may include the entire zone in order to capture the cumulative impact of future development within the area.

The following should be included in the study area conditions section of the report:

- Study area boundaries.
- Study area land-uses (existing and anticipated future development).
- Site accessibility (existing and future roadway system; document basic features to include jurisdiction, functional classification, pavement widths, lane usages, traffic control devices, speed limits, etc.).
- TIS intersections (defined in the Memorandum of Understanding):
  - Lane usages and traffic control devices.
  - Sight distances (compare existing distances with established criteria).
  - Accident experience (if requested).

5.2 Study Years

Beyond the assessment of current conditions, traffic impact studies are to address conditions in the anticipated build-out year of the proposed development and design year – which is 20 years beyond the anticipated build-out year. Some general guidelines are as follows:

- All the study intersections should be analyzed with respect to existing conditions.
- For site access points (and immediately adjacent intersections as appropriate), analyses should be performed for both build-out and design year conditions. Such driveways and intersections should be configured to meet design year requirements. Analyses of build-out conditions should define what elements of the long-term configuration need to be made to yield acceptable conditions in the build-out year.
- For all other study intersections, analyses should be performed (with and without the proposed development) for the build-out year. The impacts associated with site generated traffic must be appropriately mitigated at these intersections.
- If the proposed development is to be implemented in phases, it may be appropriate to analyze each major phase (e.g., initial phase, an intermediate phase,
and full project build-out) in order to define the potential for staging defined roadway improvements/modifications.

5.3 Study Days and Hours

For each defined horizon year, specific time periods are to be analyzed. In most cases, only analyses of weekday street peak hours will be required. However, land-use classifications which experience their highest trip generation levels during periods other than street peak hours may require analyses for such periods to determine proper site access and turn lane storage requirements. Examples of land-use classifications which typically have substantially higher site trip generation peaks at times other than weekday street peak hours are: shopping centers, discount stores, recreational uses (e.g., theaters, zoos, theme parks, stadiums, and arenas), restaurants, schools, churches, and garden centers.

The analysis time period (and condition) should be discussed and designated by the reviewers at the initial meeting. The objective is to designate the design day(s) and time period(s) so as to cause evaluation of conditions during the design hour or design hours. The selection of the proper design day and hour is particularly important for a development which exhibits significant seasonal variations in trip generation (such as shopping centers). Special consideration must also be given to a development located in a zone that experiences (or will experience) significant seasonal variations in traffic volumes due to unique land-uses.

The design hour(s) to be used in a TIS will be discussed and designated by the reviewers at the initial meeting. At a minimum, all studies must include assessments of conditions during both the AM and PM peak commuter hours (unless otherwise directed by County staff).

5.4 Traffic Volume Projections

The total anticipated transportation infrastructure requirements in the study horizon year(s) depend on traffic projections and are needed so that the County can accurately evaluate implications associated with the applicant's request for development approval. However, the impacts and infrastructure needs will be assessed separately for the baseline condition (horizon year development excluding site) and total development (horizon year development including site).

5.4.1 Non-Site Traffic

- Non-Site (or background) traffic volumes are composed of existing volumes, accepted general growth of traffic, and traffic generated by previously-approved new developments in the study area.

- *Non-Site Development within Study Area.* The impacts of the anticipated non-site development should be assessed to aid both the County and the applicant in the determination of sources of transportation infrastructure needs. All significant developments within the study area that have been approved or are likely to occur by the specific horizon years should be identified and incorporated into the study. The land-use type and magnitude of the probable future developments in the
horizon years should be identified in conversations with staff of the County and other relevant public agencies.

- **Non-Site Development Outside Study Area.** In some cases, the County may request the applicant to specifically consider and include traffic generated by large developments located outside the defined study area. In such cases, a TIS prepared for the identified development will be provided to the applicant by the County to permit the inclusion of relevant traffic volumes within the subject TIS. The applicant will not be required to undertake vehicle-trip generation and trip distribution for developments outside the study area.

### 5.4.2 Site Traffic

- **Site Development.** Development proposed to be located on the site under study should be categorized by specific land-use type consistent with classifications contained in the latest edition of *Trip Generation* (Institute of Transportation Engineers). The proposed number of development (building) units (e.g., gross square feet of building area, dwelling units, hotel rooms, etc.) should be provided. Land area is insufficient to provide a basis for analysis. If the proposed land-use or density is inconsistent with the current land-use plan, comparison of the proposed land-use and the land-use plan recommendation should be made using classifications contained in the *Trip Generation* report.

- Trips generated by the proposed development shall be calculated using the most current edition of the Institute of Transportation Engineers (ITE) *Trip Generation Manual*. Methodologies contained in the ITE *Trip Generation Handbook* shall be used for internal trips and pass-by trips calculations.

- Distribution and assignment of site traffic shall be based on engineering judgment and the method should be pre-approved by the County. The directions from which traffic will access the site will depend on various factors, including:
  - Type of proposed development and the area from which it will attract traffic,
  - Size of proposed development,
  - Competing developments (if applicable),
  - Surrounding land uses and population, and
  - Conditions on surrounding roadway system.

### 5.5 Capacity Analyses

#### 5.5.1 Level of Service Criteria

The standard criterion used to define quality of traffic flow is "level of service" (LOS). This is a qualitative assessment of factors such as speed, volume, geometry, delays, and ease of maneuvering. All analysis techniques specify the quality of operations as a letter (such as those shown in Table 1) – with ‘A’ representing the best operating condition and ‘F’ representing the worst.
### Table 1  
**LOS Criteria for Intersections**

<table>
<thead>
<tr>
<th>Level of Service</th>
<th>Unsignalized Intersections</th>
<th>Signalized Intersections</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(\leq 10.0)</td>
<td>(\leq 10.0)</td>
</tr>
<tr>
<td>B</td>
<td>(&gt; 10.0 \text{ and } \leq 15.0)</td>
<td>(&gt; 10.0 \text{ and } \leq 20.0)</td>
</tr>
<tr>
<td>C</td>
<td>(&gt; 15.0 \text{ and } \leq 25.0)</td>
<td>(&gt; 20.0 \text{ and } \leq 35.0)</td>
</tr>
<tr>
<td>D</td>
<td>(&gt; 25.0 \text{ and } \leq 35.0)</td>
<td>(&gt; 35.0 \text{ and } \leq 55.0)</td>
</tr>
<tr>
<td>E</td>
<td>(&gt; 35.0 \text{ and } \leq 50.0)</td>
<td>(&gt; 55.0 \text{ and } \leq 80.0)</td>
</tr>
<tr>
<td>F</td>
<td>(&gt; 50.0)</td>
<td>(&gt; 80.0)</td>
</tr>
</tbody>
</table>


The minimum acceptable design level of service (LOS) in the County is ‘C’. At intersections, analyses should show an overall LOS of ‘C’ with no individual movement operating at less than ‘D’ to be acceptable. Where unacceptable levels of service are calculated for background or “no-build” conditions, the applicant is responsible for only maintaining the same level of service when site traffic is added to the roadway element.

#### 5.5.2 Methodology

- The use of HCS or Synchro software is acceptable for capacity analyses. When using Synchro, reports from HCM module should be used.
- In general, a Peak Hour Factor (PHF) of 0.90 should be used for horizon year analyses. (A different PHF may be more appropriate for certain land uses (e.g., a school); such conditions will be discussed at the initial meeting.)
- Capacity and level of service calculations shall be performed for each site drive intersection for build-out year and design year conditions. Site driveway intersections should be configured for design year conditions.
- Capacity and level of service calculations shall be performed for all other study intersections for:
  - Existing conditions (i.e., current volumes on existing roadway system).
  - Build-out year ‘No-build’ (non-site) traffic volumes on existing (or planned and programmed) roadway system.

If improvements/modifications to the existing roadway system are planned and programmed, County staff will provide this information to the applicant and the improved roadway system will be used as a base for testing horizon year traffic conditions – as appropriate.

If roadway improvements or modifications beyond those formally planned or programmed are assumed in the ‘no-build’ analysis, then these improvements or modifications will be considered to be the responsibility
of the applicant. If this is not the case, then the rationale for considering such improvements must be clearly described.

- Build-out year ‘Build’ (i.e., non-site plus site) traffic volumes on existing (or planned and programmed) roadway system.

- Build-out year ‘Build’ traffic volumes on improved/modified roadway system that mitigates the traffic impacts of the proposed development.

Produce a table for each intersection, study period, and study horizon year listing the level of service and delay (or v/c ratio): by (1) individual movement and (2) overall intersection for:

- Existing conditions.
- No-Build conditions.
- Build conditions on existing roadway system.
- Build conditions on proposed roadway system.

An example Table of the requested information and format is provided in the Appendix.

5.5.3 Mitigation

- Recommendations shall be made in the TIS for the site access points and external roadway improvements (such as additional through lanes, turn lanes, and traffic control devices) necessitated as a result of the proposed development. The traffic impacts of the proposed/planned development must be properly mitigated.

- Suggested improvements/modifications must be practical and acceptable to the appropriate agency/jurisdiction.

- A scaled concept sketch or (at least a schematic figure) should be provided illustrating the improvements/modifications that properly mitigate the traffic impacts of the proposed development.

5.6 Turn Lane Criteria

- Turn lanes at signalized intersections (existing or warranted upon on build-out day) and at off-site unsignalized intersections should be provided based on capacity analyses (as part of mitigation).

- Left turn lanes should be provided at site access points under the following conditions:
  - On major and minor arterial roadways with speed limits greater than 40 mph, or
  - On major and minor collector roadways with speed limits greater than 40 mph and more than 10 left turning vehicles during the peak hour of the development, or
  - Per graphs 401-5aE, 401-5bE and 401-5cE, which are the left turn lane warrants contained in the ODOT Location and Design Manual Volume I.
(These are Graphs 1, 2, and 3 in the ODOT State Highway Access Management Manual.)

Note that the warrants apply only to the free flow approach of the unsignalized intersection. Turn lanes on the minor approach (under STOP – sign control) should be provided based on capacity analyses.

- Right turn lanes should be provided at site access points per graphs 401-6aE, 401-6bE, 401-6cE and 401-6dE, which are the right turn lane warrants contained in ODOT Location and Design Manual Volume I. (These are Graphs 4, 5, 6 and 7 in the ODOT State Highway Access Management Manual.)

- The left and right turn lane warrant worksheets are contained in the Appendix.

- Left or right turn lanes may also be provided when deemed necessary for safety purposes by County representatives.

- The length of left and right turn lanes should be based on the criteria contained in the ODOT Location and Design Manual Volume I Section 401-9E and 401-10E or, where appropriate, on the results of queuing analyses associated with the capacity calculations. The length of turn lanes should be based on a design speed five miles per hour above the posted speed limit. For roadways with unposted speed limit, a design speed of 55 MPH should be used.

5.7 Traffic Signal Warrant Criteria

- Warrant analyses for the installation of a traffic signal is required if a signal is recommended as a mitigating measure.

- Signal warrants, as contained in the latest edition of the Ohio Manual of Traffic Control Devices (OMUTCD), shall be used for any formal request associated with the installation of a traffic signal.

- In general, the County does not install a traffic signal unless the criteria specified in Warrant 1 (Eight-Hour Vehicular Volume) are met. Table 2 provides a general guideline derived from this warrant.

- If a signal is shown to be warranted in a horizon year, but is not warranted in the build-out year, estimates shall be made regarding the year that the signal may become warranted.

- Signal warrant analyses may be conducted using projected traffic volumes to identify the potential need for the installation of traffic signals. However, traffic signals will not be installed unless: (1) the subject intersection is unquestionably projected to meet warrants on build-out day of the development, or (2) actual counts at the intersection meet warrant thresholds.

- Any intersection that meets signal warrant thresholds must also be evaluated in terms of location and spacing based on the standards noted in the County’s Access Management Regulations (contained in the Appendix) or in the ODOT
State Access Management Manual (if applicable) for the access category assigned by the County’s Thoroughfare Plan.

Table 2  General Guidelines for Warranting a Traffic Signal based on Average Daily Traffic Volumes as Derived from Warrant 1 (Eight-Hour Vehicular Volume)

<table>
<thead>
<tr>
<th>Condition A: Minimum Vehicular Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Approach Lanes</strong></td>
</tr>
<tr>
<td>MAJOR</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2 or more</td>
</tr>
<tr>
<td>2 or more</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Condition B: Interruption of Continuous Traffic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Approach Lanes</strong></td>
</tr>
<tr>
<td>MAJOR</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2 or more</td>
</tr>
<tr>
<td>2 or more</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

1 For ‘T’ intersections, the required ADT values on the minor approach are 50% of the values listed.

Note: When the 85th percentile speed of major street traffic exceeds 40 mph in either an urban or rural area, or when the intersection lies within the built-up area of an isolated community having a population of less than 10,000, the warrants are 70% of the guidelines above.

5.8 Site Access, Circulation, Parking and Roadway Plans

- The following should also be addressed in the TIS:
  - On-site parking needs.
  - Ease of internal circulation.
  - On-site queuing provisions.
  - On-site traffic operations and control (as they may affect traffic operations on the external roadway system).
  - Design of site driveways to include pavement widths, lane usages, proposed median widths, traffic control devices, etc.

- Plans showing site access and any roadway improvements/modifications shall be submitted with all requested traffic impact studies and/or traffic operations analyses. These plans should be to a scale.

The site access and roadway plan(s) shall be of sufficient detail to show:
- Location and spacing of all site access points and driveways (including relationships to other nearby roadways, intersections, and driveways),
- External roadway improvements/modifications,
- Lane configurations and control,
- Queuing and vehicle storage distances,
- Spacing of traffic signals to permit proper traffic progression on the adjacent roadway system,
- Sight distances,
- Adequate pedestrian, bicycle, and public transit provisions (if applicable),
- Sufficient emergency and service/delivery access, and
- Proper on-site circulation and parking layout so as not to affect traffic flow and operations on the external street system.

➢ More detailed location and design studies may be requested to deal with such items as geometrics, right-of-way requirements, topography, physical constraints, and sight distances.

➢ In addition to the above, the following should be made in the traffic study:
  - Recommendations regarding speed limits.
  - Impact on current high-accident locations.
  - Accommodation of school zones, pedestrian and bicycle movements, transit system requirements, service and emergency vehicles, etc.

6.0 REPORT CONTENTS

All traffic impact studies and traffic operations analyses must be documented in a report. The results of traffic operations analyses can be summarized in a memorandum type report – while the results of traffic impact studies must be submitted in standard report formats. Such traffic impact reports should be complete and concise and should include the following:

➢ Cover
  o Development name and location
  o Applicant’s name
  o Preparer’s name
  o Report date

➢ Title Page
  o Development name and location
  o Applicant’s name, address, and phone number
  o Preparer’s name, address, phone number and engineering registration seal
  o Report date

➢ Table of Contents

➢ List of Figures
List of Tables
List of Appendices
Executive Summary
  - Site location and study area
  - Development description
  - Types of studies undertaken (impacts, signal warrants, site access etc.)
  - Principal findings
  - Conclusions and Recommendations
Summary of Revisions (for revised reports)
Introduction
  - Site Description
  - Study Area Conditions
  - Study Hours and Study Years
Traffic Volumes
  - Existing Traffic Volumes
  - No-Build Traffic Volumes
  - Site Generated Traffic Volumes
  - Build Traffic Volumes
Traffic Analyses
  - Site Access Point(s) Evaluation
    - Signal warrant analyses
    - Turn lane warrants
    - Turn lane length computations
    - Capacity analyses
    - Sight distances
  - Off-Site Public Road Intersection Analyses
    - Signal warrant analyses
    - Accident analyses (if requested)
    - Capacity analyses
      - Existing conditions (current volumes)
      - No-Build conditions (build-out year)
      - Build conditions (build-out year)
      - Mitigation (build-out year)
Conclusions and Recommendations
Appendix
  - Memorandum of Understanding
  - Site Plan
  - Traffic Count Data
The following Figures (Exhibits) should be included in the report:

1. Site Location Map
2. Existing Conditions (current lanes and traffic control at study intersections)
3. Existing Traffic Volumes
4. No-Build Traffic Volumes
5. Directional Distribution of Site Traffic
6. Site Generated Traffic Volumes
7. Build Traffic Volumes
8. Proposed Traffic Control and Lane Usages

The following Tables should be included in the report:

1. Site Trip Generation Factors
2. Site Trip Generation Volumes
3. Level of Service Summary

Site access and roadway plans can be included in the body of the report or provided as attachments.

7.0 SUBMITTAL REQUIREMENTS

All reports will be reviewed by County staff and those requiring additional information or revision will be discussed with the preparer and returned for revisions.

Four copies of the report shall be submitted to the County:

- 2 copies without technical appendices (bound)
- 1 copy with technical appendices (bound)
- 1 copy with technical appendices (unbound)

Additional copies may be requested if other jurisdictions are involved with the review process.

8.0 PUBLIC RECORD

All submitted documents, including both reports and data, become public record upon submittal. Information contained in these submittals may be used by agency staff or other study preparers in subsequent studies. The original sources of data and information should be cited when taken from prior submittals.
APPENDIX CONTENTS

- Level of Service Summary Table (Example)
- Initial Meeting Checklist
- ODOT Left and Right Turn Lane Warrant Worksheets
- Access Management Regulations
- Unincorporated Pickaway County Functional Classification
- Functional Classification of State and Local Roads – Pickaway County
### Table: PM Peak Hour Level of Service Summary (Example) Existing and Build-out Years

<table>
<thead>
<tr>
<th>Intersection</th>
<th>Approach</th>
<th>Lanes</th>
<th>Delay *</th>
<th>LOS</th>
<th>Delay</th>
<th>LOS</th>
<th>Delay</th>
<th>LOS</th>
<th>Mitigation Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Overall</td>
<td>44</td>
<td>D</td>
<td>103</td>
<td>F</td>
<td>118</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eastbound</td>
<td>L</td>
<td>43</td>
<td>D</td>
<td>205</td>
<td>F</td>
<td>205</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TR</td>
<td>62</td>
<td>E</td>
<td>164</td>
<td>F</td>
<td>179</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>Westbound</td>
<td>Westbound</td>
<td>L</td>
<td>48</td>
<td>D</td>
<td>57</td>
<td>E</td>
<td>57</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TR</td>
<td>45</td>
<td>D</td>
<td>64</td>
<td>E</td>
<td>76</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Northbound</td>
<td>Northbound</td>
<td>L</td>
<td>20</td>
<td>B</td>
<td>27</td>
<td>C</td>
<td>35</td>
<td>C</td>
<td>Add a northbound right turn lane</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TR</td>
<td>48</td>
<td>D</td>
<td>124</td>
<td>F</td>
<td>163</td>
<td>F</td>
<td></td>
</tr>
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<td>Southbound</td>
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* Delay in seconds

Note: L – Left, T – Through, R – Right

Appendix
INITIAL MEETING CHECKLIST

Date ____________

Project Name
Location

Meeting Attendance

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<tr>
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Applicant Name
Preparer Name
Firm
Address

Phone __________________ Email __________________

Development Description

Land-Use Type and Size

Proposed Site Access System

Study Type
Study Area and Intersections

Study Years

Study Days and Hours
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LEFT TURN LANE WARRANT WORKSHEET

2-Lane Low Speed (ODOT)

---

**Project Name**

---

**Project #**

---

**Approach**

---

**Year Analyzed**

---

**Compiled By**

---

**Condition**

---

**Intersection**

---

**Peak Hour**

---

---

**Advancing Traffic**

---

**Opposing Traffic**

---

**Left Turn %**

---

**Warrant Met?**

---

---

2-Lane Highway Left Turn Lane Warrant

(<=40 mph or 70 kph Posted Speed)

---

*Includes Left Turns

**There is no minimum number of turns

---

Source: ODOT Location & Design Manual - Volume 1 (January 2006)

401-5aE
LEFT TURN LANE WARRANT WORKSHEET

2-Lane High Speed (ODOT)

Project Name __________________________  Approach __________________________
Project # __________________________  Year Analyzed __________________________
Compiled By: __________________________  Condition __________________________
Intersection __________________________  Peak Hour __________________________

Advancing Traffic __________________________
Opposing Traffic __________________________
Left Turn % __________________________
Warrant Met? __________________________

2-Lane Highway Left Turn Lane Warrant
(>40 mph or 70 kph Posted Speed)

Source: ODOT Location & Design Manual - Volume I (January 2006)
401-5ScE
LEFT TURN LANE WARRANT WORKSHEET

4-Lane (ODOT)

Project Name
Project #
Compiled By:
Intersection

Approach
Year Analyzed
Condition
Peak Hour

Left Turn Volume
Opposing Volume
Warrant Met?

4-Lane Highway Left Turn Lane Warrant

Source: ODOT Location & Design Manual - Volume I (January 2006)
401-5eE
RIGHT TURN LANE WARRANT WORKSHEET

2-Lane Low Speed (ODOT)

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Right Turning traffic
Advancing Traffic
Warrant Met?

2-Lane Highway Right Turn Lane Warrant
<= 40 mph or 70 kph Posted Speed

![Graph showing the relationship between right turning traffic and advancing traffic](image)

Source: ODOT Location & Design Manual - Volume 1 (January 2006) 401-6aE
RIGHT TURN LANE WARRANT WORKSHEET

2-Lane High Speed (ODOT)

Project Name

Project #

Compiled By:

Intersection

Approach

Year Analyzed

Condition

Peak Hour

Right Turning Traffic

Advancing Traffic

Warrant Met?

2-Lane Highway Right Turn Lane Warrant

> 40 mph or 70 kph Posted Speed

RIGHT TURN LANE WARRANT WORKSHEET

4-Lane Low Speed (ODOT)

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4 Lane Highway Right Turn Lane Warrant
(<=40 mph or 70 kph Posted Speed)

Source: ODOT Location & Design Manual - Volume I (January 2006)
461-6eE
RIGHT TURN LANE WARRANT WORKSHEET

4-Lane High Speed (ODOT)

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Right Turning traffic
Advancing Traffic
Warrant Met?

4 Lane Highway Right Turn Lane Warrant
(>40 mph or 70 kph Posted Speed)

Source: ODOT Location & Design Manual - Volume I (January 2006)
401-6dE
ACCESS MANAGEMENT REGULATIONS

Pickaway County, Ohio

Effective 10/23/06
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Authority

These regulations are adopted pursuant to the authority granted to Boards of County Commissioners by Ohio Revised Code Chapter 5552.

Purpose

These Access Management Regulations are adopted for the purposes of promoting traffic safety and efficiency, maintaining proper traffic capacity and traffic flow, reducing vehicular collision frequency, minimizing the future expenditure of public revenues, and improving the design and location of access connections to county and township roads while at the same time providing necessary and reasonable ingress and egress to properties along those roads.

This Board of County Commissioners finds and determines that these regulations establish the minimum standards necessary to properly manage access to county and township roads in Pickaway County and to carry out the purpose and intent of Revised Code Chapter 5552.

Implementation and Administration

The effective date of these regulations is October 23, 2006. The Pickaway County Engineer, or his designee, is responsible for implementing and administering these regulations. The Pickaway County Engineer may develop procedures to implement these regulations.

Applicability

These regulations shall apply to all access connections designed or intended for motor vehicle, bicycle, equestrian or pedestrian use to county or township roads in unincorporated areas of Pickaway County constructed on or after the effective date of these regulations. They shall also apply to all existing access connections for the purposes described in this Article whenever the land use or the access classifications of such existing access connections change.

Nothing in the regulations adopted under this chapter limits the authority granted in section 711.05 or 711.10 of the Revised Code for subdivision regulations to provide for proper arrangement of streets or other highways in relation to existing or planned streets or highways or to the county or regional plan.
**Definitions**

**Access Classification:** A classification system that defines driveways according to their purpose and use:
- **CLASS 5 driveway**
  - field drive — provides access to agriculture lands and principally used by farm equipment
  - utility drive — provides access to public utility facilities
- **CLASS 4 driveway**
  - farm drive — provides access to farm buildings, including single home
  - single family residence drive
  - single family common access drive serving five or fewer residences
  - multi-family residence drive serving five or fewer residential units
  - walking, jogging, biking or equestrian trails
- **CLASS 3 driveway**
  - less than 100 trip ends in the peak hour
- **CLASS 2 driveway**
  - 100 or more but less than 200 trip ends in the peak hour
- **CLASS 1 driveway**
  - 200 or more trip ends in the peak hour

**Access Connection:** Any connection to a road or street which permits access to or from the road or street by vehicles, equipment, cars, trucks, buses, motorcycles, bicycles, pedestrians, horses, etc for the purpose of crossing the road or street or accessing the road or street. An access connection may be a road, street, driveway, trail, etc.

**Driveway:** An access connection other than from another public road or street. The driveway includes the driveway base, surface, shoulders, curbs, etc., and the culvert under the driveway.

**Intersection Sight Distance (ISD):** The sight distance required by a stopped driver to observe traffic travelling at a given speed on a road in order to safely enter or cross the road. Intersection Sight Distance shall be as defined in the most recent edition of the Location and Design Manual of the Ohio Department of Transportation.

**Lot Split Approval:** The process of approving Minor Subdivision (Lot Splits) in accordance with the Subdivision Regulations as authorized by R.C. 711.131.

**Stopping Sight Distance (SSD):** The distance required by a driver of a vehicle, traveling at a given speed, to bring the vehicle to a stop after an object on the roadway becomes visible. Stopping Sight Distance shall be as defined in the most recent edition of the Location and Design Manual of the Ohio Department of Transportation.

**Subdivision Regulations:** The Pickaway County Subdivision Regulations as enacted and amended by the Pickaway County Board of Commissioners.

**Technical Design Standards:** The most recent edition of the Technical Design Standards of the Pickaway County Engineer as authorized by the Subdivision Regulations.

Definitions of the Subdivision Regulations of Pickaway County are incorporated by reference into these regulations to the extent not inconsistent with the above definitions.
**Preliminary Access Approval**

Prior to any lot split approval or prior to the transfer of any applicable lot or parcel of land which is not subject to a lot split approval, the Pickaway County Engineer shall, upon written request, issue a preliminary access approval. The preliminary access approval will indicate those locations along the lot for which access is acceptable and in conformance with these regulations. The preliminary access approval shall be issued within seven (7) working days following submission of all the information required by these regulations. The Pickaway County Engineer may choose to not issue a preliminary access approval in situations when access is not desired or when provisions for access may be determined at a later date.

For preliminary access approval or for access permit issuance when no preliminary access approval was required, the Pickaway County Engineer may require any or all of the following information be shown by a registered engineer or surveyor on either a survey plat or other accurate drawing:

1. Distances from the side property lines to the nearest adjacent driveways and their use.
2. Location of any driveways across from the property and their use.
3. Location of any driveways on the property and their use.
4. Available sight distance (SSD) and required sight distance (SSD).
5. Required driveway spacing.
6. Location of proposed driveways, if known.
7. Other information as required by the Pickaway County Engineer.

**Access Permits**

Prior to the construction of a driveway, an access permit application shall be submitted to the Pickaway County Engineer. The Pickaway County Engineer shall issue an access permit if the access permit application is approved. The permit will be for access at a location for which a preliminary access approval was previously granted or at a location that is otherwise in conformance with these regulations. In those situations where no preliminary access approval was issued, the Pickaway County Engineer may require submission of the Preliminary Access Approval information.

Permits issued may include interim or temporary permits and shall prescribe the permitted uses and any limitations or conditions of the permit as well as the access classification. New permits are required whenever the land use or the access classifications of existing driveways change.

For CLASS 4 and CLASS 5 driveways, access permits shall be approved and issued or disapproved within fourteen (14) calendar days following submission of all information required by these regulations.

For all other driveway classifications, access permits shall be approved or disapproved and issued within thirty (30) calendar days following submission of all information required by these regulations or by the Pickaway County Engineer.
Any access permit which is not approved and issued or is not disapproved within the above time frames shall be deemed approved and shall be issued in accordance with the information submitted.

An access permit fee as established by the Board of Commissioners to cover the cost of administering these regulations shall accompany the access permit application.

Access permits shall expire if the driveway is not constructed within ninety (90) calendar days of the date of access permit issuance.

**Variances and Appeals**

The Board of Commissioners shall serve as the Board of Appeals for Access Management. The Board of Appeals shall hear and decide variances to these regulations in accordance with the standards of this Article. The Board of Appeals may also hear appeals where it is alleged that the Pickaway County Engineer made an error in any order, requirement, decision or determination in the enforcement of these access management regulations.

Variances may be granted by the County Engineer and/or Board of Appeals for all classes of driveways. Variances are appropriate if not contrary to the public interest where, owing to special conditions, a literal enforcement of the regulations will result in unnecessary hardship, and such that the spirit of the regulations will be observed and substantial justice done.

In the granting of variances, the Board of Appeals may consider all relevant matters, including, but not limited to, the following:

1. Whether not granting the variance would deny all reasonable access.
2. Whether granting the variance would endanger the public safety.
3. Whether the hardship was self-created.
4. Whether granting the variance would hinder traffic safety or the proper operation of the public road.
5. Whether granting the variance would be consistent with the purpose of these regulations.
6. Whether all feasible access options except granting a variance have been considered.
7. Physical constraints, existing driveway spacings, current legal or advisory speed limits, and other issues.

The applicants for variances may be required to provide evidence of unique or special conditions that make the strict application of these regulations impractical or impossible. Such evidence may include:

1. Indirect or restricted access cannot be obtained.
2. No engineering or construction solutions can be applied to mitigate the condition.
3. No alternative access is available.

All applications for appeals or variances shall be accompanied by the fee established by the Board of County Commissioners. Appeals shall be filed within thirty (30) calendar days of the County Engineer’s decision. Appeals to decisions of the Board of Appeals for Access Management shall be in accordance with Chapter 2506 Revised Code of Ohio.
Enforcement

If any driveway is installed contrary to these regulations, the County Engineer shall notify the property owner in writing. The notification shall identify the problem with the driveway and establish a 15 calendar day period, or other longer time period approved by the Pickaway County Engineer, for the property owner to correct the problem. If the problem is not corrected within the established time period, Pickaway County may proceed in accordance with applicable law.

In addition, pursuant to Section 5552.89 of the ORC, whoever violates any provision of these regulations shall be fined upon conviction not more than five hundred dollars for each offense. Each day of violation is a separate offense. This remedy is in addition to other remedies as provided by law.

Standards

The arrangement, character, extent, width, grade, and location of all access connections shall conform with these regulations and shall be considered in their relation to existing and planned roads, streets and driveways, topographical conditions, and public convenience and safety and the proposed uses of the land to be served by such access connections.

1. The requirements of these regulations vary depending on the road classification as defined in most recent version of the PICKAWAY COUNTY TECHNICAL DESIGN STANDARDS.

2. The provisions of any existing or future Access Management Plan prepared for a specific road or portion of a road shall apply. The applicable requirements of the Subdivision Regulations and the Technical Design Standards shall also apply.

3. CLASS 5 Driveways

   New driveways shall be located no closer than 25 feet from an existing or proposed driveway and no closer than 80 feet from an existing or proposed road or street. New driveways serving the same parcel or serving contiguously-owned parcels shall be located no closer than 495 feet from an existing or proposed driveway.

4. CLASS 4 Driveways

   a. Along Major Collector Roads: No new driveways shall be permitted along a Major Collector Road from parcels or contiguously-owned parcels where access is available or can be made available from a lower classification road or street or from a common access driveway.

      Where new driveways along a Major Collector Road are permitted, they shall be located no closer than 495 feet from an existing or proposed driveway or from an existing or proposed road or street. No more than one driveway shall be permitted per parcel or per contiguously-owned parcels.
b. Along Minor Collector Roads, Local Roads, Local and Collector Streets: No more than one driveway shall be permitted per parcel or per contiguously-owned parcels except that two driveways may be permitted if they are located in accordance with these regulations and spacing requirements as follows: Minor Collector - 300', Local Road - 250', Local and Collector Streets 120'.

5. CLASS 3, CLASS 2, and CLASS 1 Volume Driveways/Access Connections

a. Along Major Collector Roads: No new driveways shall be permitted along a Major Collector Road from parcels or contiguously-owned parcels where access is available or can be made available from a lower classification road or street or from a common access driveway.

Where new driveways along a Major Collector Road are permitted, they shall be located no closer than 495 feet from an existing or proposed driveway or from an existing or proposed road or street. No more than one driveway shall be permitted per parcel or per contiguously-owned parcels.

For new driveways that will warrant traffic signals, the spacing from the nearest existing or proposed signalized intersection shall be no closer than 2640 feet, or from the nearest existing or proposed un-signalized intersection shall be no closer than 1320 feet.

b. Along Minor Collector Roads: No new driveways shall be permitted along a Minor Collector Road from parcels or contiguously-owned parcels where access is available or can be made available from a lower classification road or street.

New driveways along a Minor Collector road shall be located no closer than 300 feet from an existing or proposed road or street or from an existing or proposed driveway.

For new driveways that will warrant traffic signals, the spacing from the nearest existing or proposed signalized intersection shall be no closer than 1760 feet or from the nearest existing or proposed un-signalized road or street intersection shall be no closer than 880 feet.

c. Along Local Roads: No more than one driveway shall be permitted per parcel or per contiguously-owned.

New driveways along a Local road shall be located no closer than 250 feet from an existing or proposed road or street or from an existing or proposed driveway.

For new driveways that will warrant traffic signals, the spacing from the nearest existing or proposed signalized intersection shall be no closer than 1320 feet or from the nearest existing or proposed un-signalized road or street intersection shall be no closer than 660 feet.
6. General

a. All new driveways shall meet or exceed the requirements of these regulations. The location of all access connections shall permit adequate horizontal and vertical sight distance as specified in the latest edition of the Ohio Department of Transportation (ODOT) Location and Design Manual, based on the Stopping Sight Distance (Intersection Sight Distance for CLASS 3, CLASS 2, and CLASS 1 driveways) for the legal speed limit at the location of the driveway.

b. Existing driveways that do not conform with these regulations shall be considered nonconforming driveways and shall be brought into conformance with these regulations under the following conditions:
   1. When new access permits are requested;
   2. When significant increases in trip generation are planned for the driveway;
   3. If the use served by the nonconforming driveway discontinues for a consecutive period of 2 years;
   4. When there is a change of use of the property; or
   5. As roads are reclassified to a Functional Classification of Major Collector or higher, at the discretion of the Pickaway County Engineer.

c. To the greatest extent possible developments shall incorporate unified access and circulation systems. Where a proposed development abuts to and connects, through internal circulation, to an existing subdivision or development which has access to a road or street, the proposed development shall, when necessary, upgrade the intersection at the road or street and the existing subdivision's or development's access to the road or street.

d. When a new driveway is permitted, the property owner(s) shall eliminate all pre-existing non-conforming driveways upon completion of the new driveway as required by the County Engineer. No new driveways shall be permitted for parcels or contiguously-owned parcels where access rights have been previously extinguished or acquired by a governmental body.

e. Property owners are required, at their expense, to install driveways in accordance with these regulations, the requirements of the Pickaway County Engineer or applicable Township, and any construction plans for the driveways which have been approved by the Pickaway County Engineer.

f. The County Engineer shall require a Traffic Impact Study for any CLASS 2 or CLASS 1 driveway and may require a Traffic Impact Study for any CLASS 3 driveway. The Traffic Impact Study shall be prepared in accordance with the requirements of the Pickaway County Engineer and
the Technical Design Standards. All costs associated with preparing a Traffic Impact Study and any modifications to the roadway shall be the responsibility of the property owner.

g. Based on a Traffic Impact Study or the requirements of the Pickaway County Engineer, the Pickaway County Engineer may impose requirements such as:
   1. Addition of left and right turn lanes,
   2. Minimum and maximum widths and turning radii for driveways,
   3. Increased “throat” lengths between the public road and parallel driveways or parking areas,
   4. Restricting turning movements at driveways,
   5. Denying direct access,
   6. Installation or modification of traffic signals,
   7. Consolidating driveways,
   8. Closing driveways,
   9. Increased driveway spacings.
   10. Increased lane width or berm width on the existing road.

h. Based on professional judgment, the Pickaway County Engineer may reduce by up to 35% the above driveway spacings for CLASS 4 and CLASS 5 driveways. The Pickaway County Engineer may take into account physical constraints, existing driveway spacings, current legal or advisory speed limits, and other issues.

Amendments

The Board of County Commissioners may, after two public hearings advertised and held in accordance with Ohio Revised Code Section 5552.06, amend or supplement these regulations. The requirements for the advisory committee shall not apply to any amendments.

Severability

If, for any reason, any clause, sentence, paragraph, section or other part of these regulations should be decided by a court of competent jurisdiction to be invalid, such judgment shall not affect the validity of these regulations as a whole, or any part thereof, other than the part so held to be invalid.
Adoption

These regulations are adopted by Resolution of the Board of County Commissioners on October 23, 2006 after public hearings were held on December 19, 2005, February 8, 2006, and February 22, 2006.

BOARD OF COUNTY COMMISSIONERS
PICKAWAY COUNTY, OHIO

Ula Jean Metzler

Glenn D. Reaser

Jay H. Wippel

Attest: Patricia Webb
Clerk
PICKAWAY COUNTY ENGINEER'S DEPARTMENT
UNINCORPORATED PICKAWAY COUNTY FUNCTIONAL CLASSIFICATION

**MAJOR COLLECTOR**

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**MINOR COLLECTOR**

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**LOCAL ROADS**

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