



Madison County Access Management Regulations

For the Unincorporated Areas of Madison County, Ohio

**Adopted by the Madison County Commissioners
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Chapter 1 – Overview

1.0 House Bill 366 and ORC 5552

In 2002, the Ohio General Assembly adopted House Bill 366, now Chapter 5552 of the Ohio Revised Code (ORC), to allow counties and townships to develop design standards and access management regulations for all county and township roads. These regulations also set expectations for the development of Madison County.

Chapter 2 - Introduction

2.0 Authority

The Madison County Access Management Regulations derive from the powers conferred on the Madison County Commissioners by Section 5552.02 and Section 5552.06 of the Ohio Revised Code. (The Madison County Engineer's Office [MCEO] has been designated to administer the Madison County Access Management Regulations per Section 5552.10 of the Ohio Revised Code.) The Madison County Access Management Regulations shall be in full effect starting on xx/xx/xx.

2.1 Goal and Objectives of the Access Management Regulations

2.1.1 Goal

The purpose of these regulations and plan is to guide the development and maintenance of a safe, convenient, and efficient transportation system while coordinating with local and regional planning efforts. These regulations are intended to promote public health, safety, and efficiency of the traveling public through the establishment of the principles and policies for access management on designated unincorporated Madison County and township roadways. Additionally, these regulations will assist all the stakeholders involved in the permitting and development process in the county.

2.1.2 Objectives

- a. Maintain a sensible thoroughfare system that will meet future, as well as current traffic needs.
- b. Coordinate the transportation system in coordination with desired land use plans.
- c. Promote an efficient and economical transportation system.

2.2 References and Resources

The standards and specifications applied in these Access management regulations are based on the engineering judgment and the following standard engineering references used by the Madison County Engineer's Office (MCEO). The citation of standard engineering reference works always refers to the latest publication or edition of the work as amended.

- 2.2.1 ODOT State Highway Access Management - Policy 21-002(P) - Effective March 31, 2005.
- 2.2.2 Franklin County Access Management Regulations, Franklin County Engineer's Office, Franklin County, Ohio
- 2.2.3 Madison County Official Comprehensive Plan
- 2.2.4 Madison County Subdivision Regulations, Madison County Planning Commission, Madison County, Ohio.

2.3 Applicability

- 2.3.1 These regulations SHALL ONLY APPLY to the unincorporated areas of Madison County with respect to:
 - a. New developments on any parcel of property not subject to regulations for major subdivisions adopted under Chapter 711 of the ORC.
 - b. Changes of use of existing development on any parcel of property not subject to regulations for major subdivisions adopted under Chapter 711 of the ORC.
 - c. Lot splits or minor subdivisions, subject to approval without platting under ORC Sections 711.131 and 711.133.
- 2.3.2 These regulations SHALL NOT APPLY to incorporated areas of Madison County or the following:
 - a. Major subdivisions, subject to platting approval under the Madison County Subdivision Regulations.
 - b. State or federal routes.
 - c. Township roads in Madison County Townships that have adopted access management regulations.
 - d. Streets, highways, or other roadways located in a municipal corporation.
 - e. Any access point that exists, or on which construction has begun, before the effective date of the regulations or amendment, except when such access point is reconstructed or relocated or when land use is changed in a way that increases the types of traffic or traffic volume on a street or highway as per Section 3.9, Access Management Procedures.
- 2.3.3 **Access Responsibility**
 It should be noted that, even in situations that do not fall within the realm of these access management regulations, the Madison County Engineer's Office (MCEO) shall have the responsibility for ensuring that any new access onto a county road meets all safety and capacity requirements as identified in all MCEO or Madison County Subdivision Review Board's permit documents.

2.3.4 Approved Corridor Studies

The recommendations/standards of an approved corridor study, as approved by the MCEO and Madison County Board of County Commissioners, shall take precedence over these regulations when such recommendations or standards conflict with these Access Management regulations.

2.3.5 Severability

Any part of this document that is found to be unlawful by the court(s) having competent jurisdiction in the matter shall not invalidate any part of the remaining regulations.

2.4 Definitions and Abbreviations

2.4.1 AASHTO – The American Association of State Highway and Transportation Officials. A nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia, and Puerto Rico with a primary goal to foster the development, operation, and maintenance standards for an integrated national transportation system.

2.4.2 Access Classification – A classification system that defines driveways according to their purpose, use and volume of traffic.

2.4.3 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, bicycles, pedestrians, or motorbikes/motorcycles, for the purpose of crossing the road or street or accessing the road or street. An access connection may be a street or driveway.

2.4.4 Change of Use – Any legal land use that differs from the current use that represents an increase in density, building gross square footage or that represents an increase in developed land area.

2.4.5 Corner Clearance – The distance from an intersection of a public or private road to the nearest access connection measured from the closest edge of pavement of the intersecting road or drive to the closest edge of pavement to the proposed access connection.

2.4.6 Driveway – A vehicular travel way used to provide access from a street to dwelling units, retail, commercial or industrial activities.

2.4.7 Driveway/Access Permit – A document received from the MCEO indicating approval of the location of the proposed driveway/access connection.

2.4.8 Easement – Agreement, legally recorded with Madison County, granted by a landowner giving permission to another party for a specified purpose or use of a designated portion of property.

2.4.9 MCEO – Madison County Engineer's Office.

- 2.4.10 Full Access Drive – An entrance/exit allowing complete use of all possible turning movements.
- 2.4.11 Functional Classification (Road Classification) – A hierarchical system of roadways, streets, and highways in a hierarchy according to the type of service they provide. Higher classified roads primarily serve traffic through movements at higher speeds. Access to adjoining land is subordinate. The primary purpose of lower classified roads, on the other hand, is to provide access to land and neighborhoods where through traffic is discouraged. All other roadways within the hierarchy serve both functions to varying degrees. Refer to the Madison County Official Thoroughfare Map (Chapter 4.) for functional classifications.
- 2.4.12 Intersection - A road junction where two or more roads or streets either meet or cross at grade.
- 2.4.13 Joint or Cross Access Drives – A single access connection between two or more contiguous sites connecting the sites to a public roadway that serves more than one property or developments including those in different ownership as legally recorded with Madison County.
- 2.4.14 Limited Access Drive – An entrance/exit where one or more possible turning movements are prohibited.
- 2.4.15 Level of Service – A measure describing operational conditions within a traffic stream.
- 2.4.16 Shared Drive – A vehicular travel way used to provide access from a street to two dwelling units (see also “Street, Private”).
- 2.4.17 Sight Distance – Length of visible roadway allowing a driver opportunity to make safe decisions. See the Ohio Department of Transportation Location and Design Manual, Volume One for more information.
- 2.4.18 Street, Private – An approved travel way, approved by the MCEO and constructed on private property, serving more than two properties, for which the public has no authority, responsibility, or liability to maintain or plow. Private streets cannot be converted to public streets in the future unless constructed to public standards.
- 2.4.19 Subdivision Regulations –The Madison County Subdivision Regulations as enacted and amended by the Madison County Planning Commission.
- 2.4.20 Subdivision, Major – The division of land creating more than five lots, including the original parcel or the division of land that does not meet the specific criteria of a minor subdivision or large lot development.
- 2.4.21 Subdivision, Minor – The division of land of up to four lots, each less than five acres in size.
- 2.4.22 Throat Length – The distance along the centerline of a driveway to the first on-

site location at which a driver can make a right or left turn measured either from the roadway's face of curb or from the edge of the shoulder where no curb is present.

2.4.23 Traffic Impact Study (TIS) – A study which assesses the effects that a particular development's generated traffic will have on the transportation network in the surrounding area. These studies can determine what type of roadway improvements may be necessary. The study can also be used to determine whether the development is appropriate for a particular site (See Section 3.2, Traffic Impact Study for requirements).

2.4.24 Trip or Trip End – A single or one-directional vehicle movement with one origin and one destination inside a study area. A vehicle entering a property is a trip, and the same vehicle leaving a property is a second trip.

2.4.25 Variance – A granting of permission to depart from the standards and requirements of the rules and regulations because of unique circumstances or existing special conditions.

2.5 Implementation

2.5.1 Conformance with Regulations

After 12 / 20 / 2022, all vehicular access and connections to county and township roadways shall be regulated in accordance with the provisions of the Madison County Access Management Regulations or in accordance with policies, standards, and requirements adopted by urban townships as provided in Section 5552.02 of the Ohio Revised Code. No person shall construct any new access or modify an existing access resulting in a change of use as defined in Section 3.8, Access Management Procedures, that provides direct vehicular movement to or from any county or township roadway to or from property abutting a county or township road without a valid access permit issued by The Madison County Engineer's Office.

2.5.2 Exemptions

All access connections providing vehicular movement to or from a county or township road and in use prior to __/__/__ or constructed in accordance with a valid permit issued by the Madison County Engineer's Office shall be considered exempt from the policies, requirements, criteria, and standards of the Madison County Access management regulations. This includes projects under review but not yet approved prior to the above referenced date.

2.5.2.1 Any exemption provided under Section 2.5.2, Exemptions, shall remain in effect until or unless the provisions and conditions as defined in Section 3.8, Access Management Procedures, become applicable to the access connection.

2.6 Fees

The MCEO may charge fees to defray the costs of administering access permits in accordance with Section 5552.08 of the Ohio Revised Code. The permittee shall pay the MCEO fees calculated as 2% of the infrastructure improvements' cost estimate, for any improvements or portions thereof within the public road right-of-way and authorized under an access permit. Said fees are for administering the application, reviewing plans, construction inspection, ensuring compliance with the regulations and issuing the permit and shall be collected as a part of the application process for the permit.

2.7 Relationship to Other Laws and Regulations

The following rules and regulations shall apply to application of these Access management regulations:

- 2.7.1 All current rules and regulations of the Madison County Planning Commission (MCPC), the Madison County Subdivision Review Board and the Madison County Engineer's Office (MCEO) for platting land shall apply.
- 2.7.2 All current township zoning resolutions shall apply outside of the public right-of-way.
- 2.7.3 In a case where Madison County or Township zoning regulations conflict with these access management regulations on private property outside of the public right-of-way, the Township zoning regulation regarding driveways and access shall prevail. In any case, these access management regulations should coordinate access points with the zoning regulations to ensure connectivity.
- 2.7.4 These regulations shall apply to all access requests and/or driveway permit applications received on or after the effective date of this document.

2.8 Administration and Review

The MCEO, in its review of plans and in the enforcement of these regulations, may use its discretion, as needed, to provide reasonable administrative relief from the rules and regulations. In such instances where such deviation is considered, it will not be detrimental to the public health, safety, and welfare or to the efficiency of the traveling public.

Chapter 3 – Administration and Enforcement

3.0 Purpose

This section sets forth the procedures and requirements governing the issuance of permits by The Madison County Engineer's Office (MCEO) for use or occupancy of right-of-way on county and township roadways for the purpose of constructing and/or using private driveways and approaches and/or public road and street intersections and/or private road and street intersections connecting with county or township roadways, as provided for in Section 2.3, Applicability.

3.1 Preliminary Meeting Required

3.1.1 It is required that applicants seeking access permits for residential, industrial, and/or commercial and retail development attend a preliminary meeting with the appropriate Madison County Subdivision Review Board (MCEO personnel will be in attendance). A preliminary meeting is required for access proposals whose traffic generation may require more detailed study including a traffic impact study (See Section 3.2, Traffic Impact Study). Applicants should provide sufficient materials such as preliminary maps, plans, and documents to illustrate the site, the size and type of proposed land use, estimated traffic volumes and vehicle types generated by the site, adjacent public roads, and highways, and any existing or available access points.

3.1.2 A preliminary meeting provides county officials and the Engineer's Office personnel an early opportunity to examine the feasibility of the thoroughfare/access modification or access proposal with the applicant and to consider whether it is permissible under Madison County's Access Management Regulations through a Memorandum of Understanding (MOU). Personnel will determine what documentation such as a traffic impact study and/or construction plan and/or surety are warranted, and if so, to define their scope. County officials and MCEO personnel will review site-specific conditions and options for thoroughfare/site access location and design, review the applicability of requirements in the Madison County Access management regulations, and agree on the necessary materials to be submitted with the formal permit application. Preliminary discussion of these matters can expedite later review and evaluation of the permit application. Comments, suggestions, and recommendations made during any preliminary meeting are in no way binding upon the MCEO in subsequent evaluation of a formal permit application, plan review, or decisions about the issuance of a permit.

3.2 Traffic Impact Study

As circumstances warrant, the MCEO may require a traffic impact study (TIS) be performed.

3.2.1 The MCEO request for a traffic impact study or the applicant's performance of a traffic impact study does not presume the subsequent approval of an access request or issuance of an access permit by the MCEO.

3.2.2 Issuance of a permit may be based on the results of the traffic impact study showing to the satisfaction of the MCEO that the thoroughfare / access modification or access proposal or its modifications will not degrade the traffic operation and function of the roadway, that improvements required by the proposal or its modifications are consistent with the Madison County Access management regulations, and that they are feasible and implementable. ***A MEMORANDUM OF UNDERSTANDING shall be submitted to the MCEO prior to the commencement of any required TIS.***

3.2.2.1 Requirements

The need for either a detailed traffic impact study or an access study will be identified when rezoning, variance or plan approval applications are

filed (or discussed) with public officials. The MCEO may also identify the need for a TIS or operations analysis in response to an access permit application.

3.2.2.1.1 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:

- a. 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 (or weekend for certain types of development, if applicable). 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 MCEO).
- b. Modifications to roadways. This criterion is met when the proposed development is expected by MCEO to significantly impact a roadway segment, or roadway segments, identified in the Access Management Regulations and/or improvement programs of the village, township, 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.
- c. Nearby congestion. A development meets this criterion if the proposed development is expected, in the opinion of MCEO 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.
- d. High traffic impact area. This criterion is met when, in the opinion of MCEO staff, the proposed development is in a high traffic impact area. A high traffic impact area requires special sensitivity to traffic condition changes due to existing congestion, problematic circulation patterns, burgeoning traffic operations problems, or other traffic conditions of special concern.
- e. A traffic impact study will be requested for any proposed new development or modifications to existing development within a high traffic impact area.
- f. Multiple Drives. The number of driveways should be kept

to a minimum whenever possible. Applications requesting multiple drives are required to prepare a Traffic Impact Study as set forth in Section 6.1.1.

3.2.2.1.2 Minimum Criteria for an Access Study. An access analysis will be requested for applications which do not meet the warrants for a detailed traffic impact study identified but meet any one of the following conditions:

- a. Requests for a driveway (or driveway modification) on any public road.
- b. Existing sight distance limitations or high accident experience adjacent to the subject site.
- c. Modifications to a site plan for an existing development where the proposed parking layout and/or internal circulation system could affect traffic operations on the external roadway system.

Examples of access analyses include studies of proposed 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.

3.3 Permit Application Review Process

Per requirements outlined in the Madison County Subdivision Regulations, applicants are encouraged to discuss their proposal with the Madison County Subdivision Review Board prior to submitting applications as well as complete a pre-application. The Subdivision Review Board is home to a review board that will convene a preliminary review meeting with multiple county departments, including the MCEO to review the pre-application. The review board will review the pre-application, any proposals and request related documents before the final application is submitted.

Pre-applications for not only zoning certificates, building permits or lot-splits but also driveway, thoroughfare / access modifications and other road-related requests are to be submitted to the County Subdivision Review Board. The Subdivision Review Board will convene a meeting with the previously mentioned review board. An exception to this would be if this a change to a previously approved project.

3.3.1 Once the review board has gathered all the necessary information and documentation and reviewed all aspects of the proposal, official applications can then be submitted by the applicant. This is intended to streamline the process as much as possible. The Madison County Access Management Regulations outlined in this document will be consulted during the review board process. The application shall be transmitted to the MCEO for further review.

- a. When the Subdivision Review Board determines that an application is complete and acceptable, the original application and any copies shall be marked appropriately with the date of acceptance.

- b. If the application does not need additional review, the MCEO shall notify the Subdivision Review Board, in writing, that the application can be processed without MCEO review.
- c. If the application requires further review, the MCEO shall notify the Subdivision Review Board, in writing, that the application requires review and approval through the Access Management Regulations process prior to access being granted. After the MCEO has had the opportunity to review the application further, they may notify the Subdivision Review Board whether they approve or deny the application.
- d. If the application is denied or requires changes made to the application, the MCEO shall transmit the application back to the Subdivision Review Board with a list of deficiencies or reasons for denial for return to the applicant for consideration.
- e. If the applicant chooses to move forward with the application, the applicant shall either make the changes (if) required by the MCEO or appeal the regulations to the Madison County Board of Zoning Appeals .
- f. If the applicant makes the required changes, the application shall be transmitted back to the Madison County Subdivision Review Board for standard application processing.

3.4 General Provisions Applying to All Permits

- 3.4.1 The acceptance of the permit by the party or parties to whom the permit was granted constitutes an agreement to comply with all conditions, terms, and restrictions printed or written on or attached to the permit.
- 3.4.2 Failure on the part of the permittee to comply fully with the provisions and conditions of the access permit will be cause for suspension, revocation, or annulment of the permit thereby rendering the access connection illegal and subject to action under Section 3.9, Access Permit Violations.
- 3.4.3 The MCEO, when required or at their discretion, may require a surety in the form of a letter of credit, cash, or a certified check as a prerequisite to the issuance of a permit under certain circumstances, if the permit is to be issued prior to the necessary required infrastructure improvements. The applicant's engineer shall prepare a cost estimate for improvements in the public right-of-way, and the MCEO will review/approve the estimate which will determine the amount of the surety.

3.5 Construction and Compliance with Permit

- 3.5.1 All work authorized under the conditions of the permit shall be performed to the satisfaction of the MCEO, and the entire expense shall be borne by the permittee. No work shall be performed as authorized by the permit, until the permittee has contacted the MCEO and received instructions.
- 3.5.2 An appointed representative from the MCEO shall inspect all work covered by the permit and ensure that the work is being performed in accordance with the permit conditions and plan specifications. If the work is not being performed as specified, the work shall be stopped. The permittee shall be given an opportunity

to correct the problem.

- 3.5.3 All work to be performed as authorized by the permit shall be completed within the time frame specified on the permit. A permit shall be considered void if the work is not completed within the required time frame, thereby rendering the access connection illegal and subject to action under Section 3.9, Access Permit Violations. The permittee may request an extension from the MCEO. The request must be in writing and must explain why the extension is necessary and when the work is expected to be completed. The extension is not granted until the permittee receives a reply, in writing, approving the extension.
- 3.5.4 If the permittee performs any work contrary to the conditions and provisions of the permit, and after due notice of the violation fails to correct such work, the appointed representative from the MCEO shall notify the permittee that the permit is void, thereby rendering the access connection illegal and subject to action under Section 3.9 Access Permit Violations.
- 3.5.5 Permits involving construction encroaching on the roadway or shoulders may include a Maintenance of Traffic Plan in accordance with the OMUTCD. Any needed closure of lanes or shoulders shall be described in terms of location, duration, time of day, etc. Lane and shoulder closures and other work shall not commence until all Traffic Control Devices are in place. Traffic Control Devices shall be removed immediately when they are no longer needed. Lane or shoulder closures or other hazards existing for a longer time period than necessary may be cause for the MCEO to order revocation of the permit and immediate closure of the work areas, removal of all hazards, and removal of all equipment. The MCEO shall be reimbursed for costs incurred in making corrections/modifications by making withdrawals from the surety.
- 3.5.6 Upon completion of the work authorized by the permit, the permittee shall leave the roadway and right-of-way clean of all rubbish, excess materials, temporary structures and equipment, and all parts of the roadway and right-of-way shall be left in a condition acceptable to the MCEO.
- 3.5.7 In cases where a surety would be required, upon satisfactory completion of the work authorized by the permit, the appointed representative from the MCEO shall certify that the permittee has complied with the terms of the permit and the surety shall be released.

3.6 Variance Procedures for Access Requests

- 3.6.1 An access variance grants permission to depart from the standards and requirements of the Madison County Access management regulations because of unique circumstances or existing special conditions. Financial hardship is not considered a unique circumstance or hardship and will not be considered for a variance.
- 3.6.2 Applicants seeking a variance from the standards and regulations of the Madison County Access management regulations must submit the request at the time applications for a zoning certificate, building permit, lot split or major subdivision are submitted, as an attachment to the permit application form. A subsequent request for variance may be allowed as a supplement to a

previously submitted application if the MCEO determines that it is in the public interest to do so and that sufficient time remains in the review period to consider the variance.

- 3.6.3 The request for a variance shall specify, in writing, why the variance is appropriate and necessary and shall document the unique conditions or special circumstances that make it impractical and unfeasible to meet the applicable standards and/or requirements of the Madison County Access Management Regulations and. The documentation shall show that the applicant has considered all practical and reasonable alternatives to mitigate the unique conditions or special circumstances that the alternatives are not feasible or practical, and that without the variance the applicant will be deprived of reasonable access. A variance will not be granted for procedural requirements or the applicant acting with or without knowledge of the applicable standard or requirement.
- 3.6.4 When considering a request for a variance, the MCEO shall determine if:
 - 3.6.4.1 The variance meets minimum acceptable MCEO standards including geometric design, operation, and safety elements and if the variance is shown to be beneficial to the traveling public; and
 - 3.6.4.2 The variance is not detrimental to the public health, safety, and welfare; and
 - 3.6.4.3 The variance is beneficial to both the planned or intended operation of the county or township road; and
 - 3.6.4.4 The variance is consistent with the purposes and goals of the Madison County Access Management Regulations and as cited in Section 2.1, Purpose and Goals.
- 3.6.5 The MCEO shall make every reasonable effort to make a determination on a variance within thirty working days from receipt of all required information.
- 3.6.6 When a variance is granted, the documentation of the reason(s) for approving the variance shall be included in the files and records pertaining to the permit. The terms and conditions of the approved permit and variance shall state that the permittee may be required to improve, modify, eliminate, or correct the condition responsible for the variance when it is evident that the justification for the variance is no longer valid.

3.7 Appeals Procedures

- 3.7.1 When an applicant objects to the denial of a variance request the applicant may file an appeal in writing with the Subdivision Review Board within thirty working days of the notice of denial of the variance.
 - 3.7.1.1 The applicant shall not make any changes to the original request as a part of the appeal as previously submitted for review and which was subsequently denied, but shall only make the case for their variance based on the previously submitted information.
- 3.7.2 Appeals will be transmitted to and be overseen by the Madison County Board of County Commissioners who is authorized to be the appellate board to grant variances that are not contrary to the public interest from the terms of the

regulations where, owing to special conditions, a literal enforcement of the regulations will result in unnecessary hardship, and so that the spirit of the regulations will be observed and substantial justice done. Within thirty working days of the filing of an appeal with the Subdivision Review Board, it shall be determined whether the Engineer's Office action is consistent with the requirements of the Madison County Access Management Regulations, or whether the Engineer's Office acted in an arbitrary or capricious manner, or whether the Engineer's Office abused its discretion in the application of the regulations.

The decision of the Board of County Commissioners is the final agency action on the permit request. The applicant shall be notified of the final decision.

If the appeal request is denied, the applicant may submit a new permit application and plans incorporating the comments of the MCEO which were identified during the original permit application process.

3.8 Access Management Procedures

3.8.1 It is the responsibility of the property owner to ensure that the use of the access to the property is not in violation of the permit terms and conditions of the regulations and guidelines. The terms and conditions of any permit are binding upon all assigns, successors-in-interest, heirs, and occupants.

If any significant changes are made or will be made in the use of the property which will affect access operation, traffic volume, or vehicle type, the permittee or property owner shall contact the MCEO to determine if a new access permit and modifications to the access are required.

3.8.2 The property owner or permittee, if applicable, may be required to reconstruct, relocate, redesign, or otherwise modify an existing access to conform to the standards and design specifications of the Madison County Access management regulations when a change in use of the property results in a change in the type or nature of access operation. A change in use may include, but is not limited to, structural modifications that allow for an expansion of the use, a change in type of business conducted, expansion of an existing business, a change in zoning, or a division of property creating new parcels, but does not include modifications in advertising, landscaping, general maintenance, or aesthetics which do not affect traffic operations and safety.

Changes in use include but are not limited to the following:

- 3.8.2.1 The use of the access increases in actual vehicular volume by 20 percent or more or an actual increase of 10 or more trips ends in the peak hour;
- 3.8.2.2 The traffic volume of a particular directional characteristic (such as left turns) increases by 20 percent or more or an actual increase of 5 or more trip ends in the peak hour;
- 3.8.2.3 The use of the access by vehicles exceeding 30,000 pounds gross vehicle weight increases by 20 percent or more or an actual increase of 10 or more trip ends in the peak hour;

- 3.8.2.4 The use of the access already exceeds the warrants or the use of the access increases in actual vehicular volume from a level not exceeding regulations warrants and standards for design elements, to a level exceeding regulation design warrants and standards;
- 3.8.2.5 The historical use of the access was less than the current daily use, and the new use would continue daily use of the access;
- 3.8.2.6 The free flow of vehicles entering the property is restricted or such that vehicles queue on the roadway, creating a roadway hazard.

- 3.8.3 A change in use which results in a change in the type or nature of access operation is presumptively established when, following the change in use, any of the events enumerated in Section 3.8.2, occurs or are reasonably expected to occur by proper application of the ITE Trip Generation Manual.

3.9 Access Permit Violations and Enforcement

The MCEO maintains the ability to close any drive as a matter of public safety.

- 3.9.1 If any driveway or access point is installed contrary to these regulations, the MCEO shall notify the property owner in writing. Such written notice shall be sent by certified mail, return receipt requested, and by regular mail. The notification shall identify the problem with the driveway or access point and establish a 14 calendar-day period for the property owner to correct the problem. If the problem is not corrected within 14 calendar days of issuance of written notice, the MCEO may block the access at the point that it enters a public road right-of-way.
- 3.9.2 In addition, in accordance with Ohio Revised Code Section 5552.99, the MCEO may cause a misdemeanor charge to be filed in a criminal court having proper venue, and whoever violates any provision of these regulations shall be fined upon conviction, for each offense, as permitted by the misdemeanor charge. Each day of violation shall be considered a separate offense. This provision, however, shall not be construed as an exclusive remedy superseding or affecting the enforcement authority provided in Section 3.9 above.
- 3.9.3 In addition, the MCEO may refer any violation of these regulations to the Madison County Prosecuting Attorney to initiate civil proceedings in the name of the Madison County Engineer seeking injunctive relief to abate any existing or future violations of these regulations and compensatory damages. This provision, however, shall not be construed as an exclusive remedy superseding or affecting the enforcement authority provided in Section 3.9 above, or any other legal or equitable remedy available under law.

Chapter 4 –Thoroughfare Classification Description and Characteristics

4.0 Introduction

All highways, roads and streets form a hierarchy according to the role and function they should serve in Madison County. They serve traffic mobility, land access, or some combination of

these two. This chapter will supply a portrait of the designated hierarchy of roadways in Madison County.

The Madison County Access Management Regulations and Thoroughfare Plan designates roadways by "functional classification" (i.e., freeway/expressway, major arterial, minor arterial, collector, and local) which defines a public roadway according to its purposes and hierarchy in the highway system. The Federal-Aid Highway Act of 1973 required the use of functional classification to update and modify the Federal-Aid highway systems. The Functional Classification categories are separate from Thoroughfare Plan categories and are defined using a distinct set of criteria put forth by the Federal Highway Administration (FHWA)

4.1 Thoroughfare Plan Functional Class Category Description and Characteristics (Thoroughfare Plan Map Included)

The first step in Madison County's thoroughfare planning process is the grouping of roadways into functional categories. These categories classify roadways with respect to the intensity of use, continuity of travel movement and requirements for adjacent land access. Traffic volumes, the proportion of through traffic to local traffic and the number of necessary access points all play key roles in design of each segment of the thoroughfare network. The Functional Classification system used for the Madison County Thoroughfare Plan is as follows:

Major Thoroughfare Network

- Principle Arterial - Interstate
- Principle Arterial
- Minor Arterial
- Major Collector
- Minor Collector

Local Thoroughfare Network

- Local Streets

The following describes the functional classification of thoroughfares within Madison County. The classification of roadways is also shown on the thoroughfare plan map below.

PRINCIPLE ARTERIALS – INTERSTATE

These expressways are devoted to through traffic movement rather than servicing adjacent land. These roadways accommodate large volumes of traffic at relatively high speeds between major points on the thoroughfare network. They are characterized by limited access, a multi-lane divided roadway and a few or none at grade intersections.

PRINCIPLE ARTERIALS

Major arterials accommodate many miles in length along the thoroughfare network, normally between major traffic generators inside and outside of Madison County. Major arterials primarily accommodate through traffic, but also perform a secondary function of servicing adjacent land. Access control measures, parking prohibitions, channelizing intersections and progressive signal systems are normally incorporated to improve roadway capacity. Spacing of major arterials can vary from less than one mile in highly developed urban areas to five

miles or more in sparsely developed rural areas. Principle arterials should form boundaries rather than cut through neighborhoods.

MINOR ARTERIALS

Minor arterials interconnect with and augment the major arterial. These roadways provide service to traffic generators smaller than those identified for the major network and accommodate trips of moderate length. Though traffic needs still predominate, a slightly higher degree of servicing adjacent land is accommodated. Capacity improvements are approximately five miles in rural areas. Minor arterials should also be located to form boundaries of residential areas rather than cut through them.

MAJOR COLLECTORS

Major collectors provide access from significant areas of residential, commercial, and industrial development to the arterial thoroughfare network. These roadways carry relatively high peak hour traffic. They are intended to provide more of a land service function than arterials, while also serving local through traffic entering or exiting an area. Roadways are typically wide with traffic control measures to provide them with priority over local roads. Since they are not intended to handle lengthy local trips, they are not continuous for any great distances especially in urban areas.

MINOR COLLECTORS

Minor collectors take traffic from residential and rural streets to the arterials. They offer the most land service function, while still enabling through-trip capabilities. The road segments are typically less than a mile in length, except in rural areas. On-street parking is normally allowable.

LOCAL STREETS

Local Streets are intended to serve adjacent properties rather than providing a thoroughfare. This is due to relatively short segments. These streets allow on-street parking but are normally not as wide as other classifications. The older developed areas are based on a gridiron pattern, while the new subdivisions have a more pleasant curvilinear street pattern. Any street not already mentioned is a local street. Any facility that is not designated as one of the higher level classifications is, by default, considered a local street.

Chapter 5 – Design Standards and Specifications

5.0 Purpose

This section defines the design standards and specifications the Madison County Engineer's Office (MCEO) uses in conjunction with the thoroughfare plan functional classifications. Functional classifications are the groupings of roads, streets, highways in a hierarchy based on the service they provide. These classifications are used to determine which assets are eligible for federal funding (safety, maintenance, added capacity etc.), to establish design criteria and as a measurement tool to measure a route's importance.

5.1 Use of this Section / Conformity to Development

When an application for access meets the requirements of the previous chapters, the standards and specifications defined in this Chapter shall control the manner in which streets, lots, provision of space for public utilities and other related development are arranged on the land.

The arrangement, character, width, and location of all arterial and collector thoroughfares or extensions thereof shall conform with the guidelines outlined in this plan. Thoroughfares not contained in this document may be required to conform to the recommendation of the Regional Planning Commission, the Subdivision Review Board or the MCEO.

5.2 Street Design Standards

Typical Design Standards									Access Management		
Thoroughfare Classification	Total ROW	Travel Lane	Median	Shoulder*	Drainage*	Public Utility Easement*	Sidewalk	Multi-Use Path	At-grade Intersections Allowed?	Minimum Intersection Density	Private Drives Allowed?
Principal Arterial	105'	24'-6"	14'	10' (2' paved)	11' swale	15'	5'	10'	Y		
Minor Arterial	120'	24'	-	10' (2' paved)	11' swale	15'	5'	10'	Y		
Major Collector	80'	18'	-	8'	11' swale	15'	5'	10'	Y		
Minor Collector	80'	18'	-	6'	16' swale	10'	4'	10'	Y		
Local	60'	12'	-	5'	18' swale	10'	4'	10'	Y		
				*per side							

Chapter 6 – Access Management Standards

6.0 Purpose

6.0.1 This section defines the design standards and specifications The Madison County Engineer's Office (MCEO) uses in conjunction with respect to private property driveway locations and spacing in order to maintain and preserve traffic mobility, to provide efficient and necessary access, and to protect the public health, safety, and welfare.

6.1 Private Driveway Locations and Spacing

6.1.1 The number of driveways afforded any one site shall be minimized. (The need for more than one driveway must be substantiated by a Traffic Impact Study).

6.1.2 Driveways shall be located in accordance with applicable sight distance requirements (Stopping Sight Distance (SSD) and Intersection Sight Distance (ISD) as contained in Section 200 of the ODOT Location and Design Manual).

6.1.3 Minimum driveway spacing, based on posted speed limits. Per the MCEO a 200' minimum would be required. A variance may be requested in certain situations and will be at the MCEO's discretion.

The following table provides the **minimum acceptable distances between drive locations and adjacent intersections**. For all access categories, where two roads of different access levels intersect, the restrictions and distances of the higher level roadway will apply along the lower classified roadway. (The defined distances are measured from the centerline of the intersecting road to the centerline of the proposed driveway).

Recommended Drive Distances from an Intersection by Classification	
<i>Higher Roadway Classification</i>	<i>Distance from Intersection</i>
Intersecting Major Arterial	600 ft.
Intersecting Minor Arterial, Collector or Local Street	300 ft.

Driveway Type	Residential		Commercial		Industrial	
Design Vehicle	P		SU-30		WB-62/WB-67	
Nominal Width ¹	Min (feet)	Max (feet)	Min (feet)	Max (feet)	Min (feet)	Max (feet)
One Way Drive	12	14	14	20	14	26
Two Way Drive	12	24	26	32	26	38
Corresponding RT Radius ²	25	15	35	20	75	50
Trapezoid	10'x10' Flares		10'x10' Flares		10'x10' Flares	

¹ Driveway throat width measured parallel to highway and clear of the turn radii.

² RT Radius – Right turn radius (Note: the smaller the drive width, the larger turn radius required to accommodate the path of the vehicle)

P – Passenger Car

SU-30 – Single unit truck; 30 feet in length

WB-62 – Large semi-trailer truck; 68.2 feet in length

WB-67 – Interstate semi-trailer truck; 74 feet in length

6.2 Driveway Islands

In some situations, it is desirable to prohibit certain movements through the use of median or channelizing islands. Median islands can be used to separate inbound and outbound traffic. It is a curbed island which prevents egressing traffic from encroaching on the side of the drive used by ingress traffic. Channelizing islands further designate the correct turning path and define the merge area thus reducing conflicting movements. The geometry shall physically define the permitted movements and block the prohibited movements.

For Median Islands:

- 6.2.1 Median islands shall be at least 4 feet wide with a maximum of 6 feet at the intersection. Median widths exceeding 6 feet are undesirable because they create turning problems, expand the intersection, and make it difficult to provide proper lane alignments with opposing existing or future driveways or roadways.

- 6.2.2 Median islands shall be at least 25 feet in length.
- 6.2.3 An island median shall be used to prevent encroachment on other driveway lanes whenever any combination of egress and ingress lanes exceeds three lanes.
- 6.2.4 The median island nose shall be set back +/- 150 feet from the edge of the traveled lane on the main road (offset four (4) feet if right in/right out pork chop).
- 6.2.5 The nose of a median island shall taper in height from 2" to 6" over a distance of 4 feet.
- 6.2.6 Standard yellow edge lines shall be used at the divisional island. Also, white pavement markings shall be used to delineate traffic lanes when there are two or more lanes in the same direction. At high volume driveways, reflectorized pavement markers should be used to provide greater delineation.

For Channelizing Islands

- 6.2.7 Channelizing islands shall be used on arterials and network collectors without a median where left turns are restricted and on one-way streets to discourage wrong way turns.
- 6.2.8 Channelizing islands shall have a surface area of at least 75 square feet.
- 6.2.9 All channelizing islands shall be offset at least 4 feet from the edge of the traveled lane to the face of curb or the width of the paved curbed shoulder whichever is greater on high-speed roadways or where the approach roadway is uncurbed. A mountable curb, no more than 4 inches high, should be used on the channelizing island if approach roadways are uncurbed.
- 6.2.10 A turning radius of between 75 feet and 100 feet shall be used for channelizing islands in order to make it more difficult for a driver to make a maneuver which the design is intended to discourage. (Radii larger than 100 feet should not be used on egress unless an acceleration lane is provided because of the large angle a driver must rotate in order to see vehicles approaching from the left; the acceleration lane allows the driver to use the rear view mirror to select a gap).

For both Median and Channelizing Islands:

- 6.2.11 They primarily relate to commercial and industrial/retail driveways and they depict 90° T-type intersections. Applicable driveway widths and turning radii shall be determined based on the number and use of lanes on the driveway and the design vehicle chosen for the driveway. The depicted signage references the regulatory signs defined in the Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
- 6.2.12 All islands must use City of Columbus or ODOT standards for right in/right out geometry design.

6.3 Auxiliary Turn Lanes

The requirement for separate left and/or right turn lanes on the main roadway at site access points shall be based on the following guidelines:

- 6.3.1 Left turn lanes shall be provided in accordance with the following conditions:
 - 6.3.1.1 Per Graphic 1, 2, or 3 (the left turn warrant charts) contained in the ODOT State Highway Access Management Manual, or
 - 6.3.1.2 On major and minor arterial roadways with posted speed limits greater than 40 mph, or
- 6.3.2 On collector roadways with posted speed limits greater than 40 mph and more than 10 left turning vehicles during a design hour. Right turn lanes shall be provided in accordance with Graphics 4, 5, 6, or 7 (the right turn warrant charts) contained in the ODOT State Highway Access Management Manual with the following exceptions:
 - 6.3.2.1 Right turn lanes are not required for right turn volumes of less than 10 vehicles during a design peak hour.
 - 6.3.2.2 Right turn lanes are not required when there are less than 200 vehicles (during a design hour) in the approach or curb lane for roadways with more than one approach lane.
- 6.3.3 Left or right turn lanes may also be required when deemed necessary for safety purposes by MCEO representatives.
- 6.3.4 The length of left and right turn lanes shall be based on the criteria contained in the ODOT Location and Design Manual or, where appropriate, on the results of queuing analyses associated with the capacity calculations contained in the applicable traffic impact study.
- 6.3.5 Temporary access driveways, except single family residential, may be permitted in special cases when other permanent access is not available. When permanent access becomes available, temporary access shall be revoked and the temporary driveways shall be removed at the owners' expense.
 - 6.3.5.1 Temporary driveways, when permitted, shall be constructed as required by the MCEO. The requirements shall meet or exceed minimum requirements of the applicable zoning code for that location. The MCEO will manage temporary permits through the MCEO permit program. Owners will be notified of the temporary drive status on a periodic basis.

6.4 General Access Connection and Driveway Design

- 6.4.1 Driveways and or service drives shall be located on the lowest order of public roadway on which the lot has frontage or a shared access point unless the MCEO determines the public safety would be better served by allowing access on a higher order public roadway. For major residential subdivisions with private roadways and/or private driveways the locations will be determined during the Madison County Subdivision Review Board review process.
- 6.4.2 Driveway design shall conform to the MCEO specifications, latest edition.
- 6.4.3 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 up into the flow of traffic on the public highway or causing unsafe conflicts with onsite circulation.
- 6.4.4 All entrances shall be designed so that all vehicles entering and leaving the site will not cross over into opposing lanes of traffic or any portion thereof.
- 6.4.5 Driveway approaches must be designed and located to provide an exiting vehicle with an unobstructed view.
- 6.4.6 Construction of full access driveways along acceleration/ deceleration tapers is prohibited due to potential for vehicular weaving conflicts and obstructing the public roadway.
- 6.4.7 Driveway width and flair shall be adequate to serve the volume of traffic and provide for efficient movement of vehicles off of the public highway.
- 6.4.8 In cases where more than one restriction applies, the most stringent should be utilized.

6.5 Access Management Standards at Intersections and on Public Streets

This section outlines the considerations of the MCEO in conjunction with the thoroughfare and access categories and driveway types to protect the functional integrity of roads in and near the County. The following describes these considerations:

- It is recognized that site frontage and property limits may, by necessity, alter these dimensions. At the same time, the MCEO reserves the right to determine spacing distances.
- Spacing requirements shall properly consider driveways on both sides of the highway.
- One direct private access shall be permitted per parcel or contiguous parcels under common ownership. Additional access may be permitted if: (1) the access will not adversely affect the safety and operation of the highway, (2) such access is necessary for the safe and efficient use of the property, and (3) such access will not adversely affect access to adjacent or nearby properties.
- For high volume, arterial routes, ½ mile is recommended, however ¼ mile may be allowed when there is no reasonable alternative access to the general street system. If these cannot be achieved, then the restrictions of SSD, ISD, and minimum spacing based on

posted speed limit shall apply

- All movements permitted if not deemed detrimental; certain movements may be restricted due to operational and safety considerations.
- Spacing shall be determined using the greatest value identified for SSD, ISD, and minimum driveway spacing based on posted speed limit.
- For high volume, major collector routes, $\frac{1}{4}$ mile is recommended, however, one-eighth mile may be allowed when there is no reasonable alternative access to the general street system. If these cannot be achieved, then the restrictions of SSD, ISD, and minimum spacing based on posted speed limit shall apply.

Appendix 1 – Madison County Thoroughfare Plan Map

A Thoroughfare Plan identifies the location and type of roadway facilities needed to accommodate growth expectations within Madison County. The Thoroughfare Plan identifies a hierarchical transportation network and corresponding design standards with the intent of preserving travel capacity and maintaining a safe and efficient transportation network.

A Thoroughfare Plan protects the public's investment in its road/transportation system and extends the life of roads and streets. It addresses design standards, access issues, reduces traffic conflicts, congestion, and delay, and improves public safety.

The Madison County Thoroughfare Plan is designed to provide a framework for decision-making for the development of a thoroughfare system that will meet the county's existing and future transportation needs. The thoroughfare plan reflects a long-term vision for the county thoroughfare system.

Please see the Madison County Thoroughfare Plan map below: