

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> TRANSPORTATION AND TRAFFIC MANAGEMENT	<b>CODE NUMBER:</b> AC 11-10
<b>TITLE:</b> Technical Requirements for Application for Relocating Designated Access Points and Application for New Designated Access Points on Controlled Access Roadways	<b>ADOPTED:</b> 10/19/94
	<b>AMENDED:</b> 2/1/95; 3/24/98; 8/1/00
	<b>ORIGINATING DEPARTMENT:</b> DIVISION OF TRANSPORTATION
<b>PURPOSE/SCOPE:</b> To provide criteria and procedures for the review of applications for amendment of a controlled access road resolution to relocate a designated access point, create a new access point, change or create a median opening or add turning movements on the controlled access roadway.	
<b>POLICY/PROCEDURE:</b> 1. <u>Definitions</u>  Controlled access roadway is a roadway that has been designated by the Board of County Commissioners (Board) to be Controlled Access with specific access points designated along the roadway corridor.  FHWA is the Federal Highway Administration.  HCM is the current edition of the Highway Capacity Manual (TRB Special Report 209).  LDC is Chapter 10 of the Land Development Code.  PASSER is the current version of PASSER, an arterial signal-timing program.  TRANSYT is the current version of TRANSYT, an arterial signal delay program.  2. <u>Applications to Amend a Controlled Access Resolution</u>  a. Any changes in the designated access points (including relocation of designated access points), median openings or turning movements set forth in a controlled access resolution will require an amendment to the adopted Controlled Access Road Resolution for the applicable roadway facility.  b. A written application to amend the controlled access resolution must be submitted to the Department of Transportation (DOT). This application must include, at minimum, the following information:  (1) The name and mailing address of the property owner holding title to the property encompassing the access points at issue (both the existing and proposed access points, as appropriate). The property owner may be represented by a duly authorized agent.	

- (2) A map or sketch clearly identifying the property owned by the owner/applicant and the access point locations (both existing and proposed) encompassed by the owner's property.
- (3) Documentation substantiating each of the evaluation criteria set forth in section 4.
- (4) Documentation meeting the criteria set forth in section 5 regarding analysis of the proposed access point, median opening or additional turning movements, as applicable.

3. **Process for Consideration of the Request**

a. *Relocation of a designated access point.*

- (1) The application will be reviewed by County staff and a recommendation will be prepared for consideration as follows:
  - (a) If the request is made in conjunction with a rezoning action or is deemed to affect an ongoing rezoning action, then the access point relocation will be considered and decided by the Board in conjunction with the rezoning hearing based on compliance with the following:
    - i. The rezoning application must include either a variance (conventional rezoning cases) or deviation (planned development cases) request from the provisions of LDC section 10-285. All documentation submitted to DOT in support of the application must be included in the zoning application and be appropriately labeled as such. (Both DOT and Development Services should receive a complete copy of the application.) The variance or deviation request must be specifically included in the advertising for the rezoning.
    - ii. A recommendation from DOT pertaining to the controlled access road application will be included as part of the staff recommendation to the Hearing Examiner. A draft copy of the proposed amending resolution, including exhibits, should be a part of the DOT recommendation.
    - iii. The Hearing Examiner will hear and consider testimony concerning the controlled access resolution during the public hearing process. The Hearing Examiner will also include DOT's position as part of the rezoning recommendation to the Board of County Commissioners.
    - iv. During the Board zoning hearing the Board of County Commissioners will consider both the rezoning request and controlled access road amendment application together, based upon the recommendation and evidence submitted at the Hearing Examiner level. However, the Board will take action with respect to the rezoning application and the controlled access road resolution amendment separately. This may result in the denial of one application and the approval of the other.

(b) If the request is not made in conjunction with a rezoning action and does not apparently affect an ongoing action, then the Director of DOT has the discretion to grant the relocation request based upon the criteria set forth in this code. However, an amendment to the controlled access road resolution will be presented to the Board for approval to update and correctly reflect access point locations.

b. *Creation of a new access point, median opening or additional turning movement.*

(1) The application will be reviewed by County staff and a recommendation will be prepared for Board consideration as follows:

(a) If the request is made in conjunction with a rezoning action or is deemed to affect an ongoing rezoning action, then the application will be considered and decided by the Board in conjunction with the rezoning hearing based on compliance with the procedure set forth in subsection 3a(1)(a), above.

(b) If the request is not made in conjunction with a rezoning action and does not apparently affect an ongoing action, then the staff recommendation to the board may be based upon the criteria set forth in section 4. The request will be presented to the Board on the Administrative Agenda.

(c) In any case, the creation of a new access point, median opening or additional turning movement requires approval of the Board by a super majority.

#### 4. **Evaluation Criteria**

a. *Relocation of a designated access point.*

A decision to grant an application for relocation of a designated access point is discretionary. The following criteria will be used as a guide in evaluating the application.

- (1) The access point to be relocated is on the owner's property.
- (2) The proposed access point location meets or exceeds all minimum intersection separation criteria of the LDC.
- (3) The proposed access point will not increase the number of turning movements (i.e., movements in all directions allowed, right-in/right-out only, directional left turns only) over and above the number indicated in the original resolution, or any duly adopted amendment thereto.
- (4) The proposed relocated access point does not present any increased threat to public health, safety and welfare.
- (5) The proposed, relocated access point will not degrade capacity of the controlled access facility beyond what was anticipated from the previously designated access point.

- (6) Any property owner entitled to use of the "existing" designated access point will not be deprived of the same level of access due to relocation of the access point, unless the affected property owner has agreed in writing to it's relocation.

b. *New access point, median opening or additional turning movement.*

A decision to grant an application for a new access point, median opening or additional turning movement is discretionary. The following criteria will be used as a guide in evaluating the application.

(1) *All access requests*

- (a) The proposed access point location meets or exceeds all minimum intersection separation standards set forth in the LDC.
- (b) The proposed movements will provide a turning lane on the controlled access facility for each movement. The turning lane must be designed to meet the rural criteria in the FDOT Roadway and Traffic Design Standards. A minimum separation of 100 feet must be maintained between proposed turning lanes and radii or turning lanes of existing or planned access points.
- (c) The proposed access point, median opening or additional turning movement does not present a threat to public health safety and welfare.

(2) *Full and directional median openings*

In addition to the criteria above for all access requests, the following criteria apply to requests for turning movements crossing the median:

The proposed access point will not degrade the capacity of the controlled access facility to an unacceptable level. An increased delay of 5% or more on a link on the controlled access route without at least an equal decrease in delay on some other link or links of the controlled access route will be considered evidence of an unacceptable deterioration of capacity.

5. **Required Submittals and Analysis:**

- a. Prior to the initiation of any access study, the applicant must schedule a methodology meeting with DOT to outline the parameters of the study to establish non-designated access points on a controlled access roadway. The methodology meeting should outline the proposed network, growth rates, signal timing parameters, trip generation and distribution, improvements to cross roads and the controlled access road, acceptable software and all other relevant assumptions.
- b. Applicants must prepare comparative traffic flow analyses for a new or modified median opening that portray the expected operating characteristics along the controlled access route with and without the proposed access point. The analysis must extend at least one mile in each direction along the controlled access road from the proposed access point or other appropriate distance with the same cross-section and signal spacing as determined by DOT.

The analysis must also compare the expected delays along the controlled access road at all significant intersection points in the study area. The delay analyses should include the access road at all significant intersection points in the study area. The delay analyses should be conducted on a FHWA arterial delay program, such as TRANSYT-7F or SYNCHRO.

- c. There will be three separate analyses as follows:
- (1) Analysis based on existing AM and PM Peak Hour Peak Season turning movements without the proposed development and without the proposed additional access.
  - (2) Analysis based on projected AM and PM Peak Hour Peak Season turning movements at buildout without the proposed additional access.
  - (3) Analysis based on projected AM and PM Peak Hour Peak Season turning movements at buildout with the proposed additional access.

The analyses must include all connection points or intersections in the study area at which the peak flow in any direction on these connection points/intersections approaching the subject controlled access roadway equals or exceeds 50 vehicles in any peak hour. Each such connection point or intersection meeting or exceeding this flow will be considered a significant intersection point.

- d. HCM capacity analyses must be conducted for all signalized or potentially signalized intersections along the study route for each of the three analyses. Any intersection with the expected cross road total flow in any direction approaching the subject controlled access roadway that equals or exceeds 150 vehicles per hour in any peak hour must be treated as a potential signalized location.

Reasonable improvements to cross roads and the controlled access road, as approved by staff in a methodology meeting, may be assumed in the buildout analyses.

- e. Individual timing plans for the signalized locations in the area of study should be developed using SOAP84 or other approved program.

The system timing plans for the route in the study should be developed using PASSER II-90 and TRANSYT-7F or another approved method.

The individual signalized intersections will be evaluated using HCM under the timing parameters developed by SOAP84, PASSER II-90 and TRANSYT.

The route will be evaluated using the simulation module of TRANSYT-7F under the developed timing parameters.

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Footnote\*

Although PASSER and TRANSYT are recommended arterial and signal timing and delay programs, it is understood that other programs may be acceptable to the Lee County DOT pursuant to methodology meeting discussions.