WAYNE COUNTY OHIO

ACCESS MANAGEMENT REGULATIONS

Wayne County, Ohio

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Wayne County- Access Management Regulations

Table of Contents

1. Introduction 2
1.1. Authority 2
1.2. Purpose 2
1.3. Implementation and Administration 2
1.4. Applicability 2
2. Definitions and Abbreviations 3
2.1. Summary of Definitions 3
2.2. Roadway Classifications 4
2.3. Access Classifications 5
Minimum Volume (MinV) driveway 5
Very Low Volume (VLV) driveway 5
Low Volume (LV) driveway 5
Medium Volume (MV) driveway 5
High Volume (HV) driveway 5
3. Preliminary Access Approval 5
4. Access Permits 6
4.1. County and Township Roads 6
4.2. State Roads 6
5. Variances and Appeals 7
5.1. Board of Appeals 7
5.2. Duties of Board of Appeals 7
6. Enforcement 8
7. Standards and Spacing 8
7.1. Driveway Spacing 8
7.1.1 Minimum Volume Access Points 8
7.1.2 Very Low Volume Access Points 8
7.1.3 Low (L), Medium (M), and High Volume (HV) Access Points 9
7.2. Sight Distance 12
7.3. Building or Structure Setbacks 12
7.4. General Criteria: 13
7.5. Traffic Impact Study 14
8. Amendments 15
9. Fees 15
10. Severability 15

1. Introduction

1.1. Authority

Wayne County is authorized by Chapter 5552 of the Ohio Revised Code (ORC) to adopt Access Management Regulations for the county and township roads in Wayne County.

1.2. 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 accident 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 parcels along those roads.

These regulations establish the standards necessary to properly manage access to county and township roads in Wayne County and to satisfy the purpose of Chapter 5552 of the ORC. Access to state routes, United States routes, and interstate routes is controlled by the Ohio Department of Transportation.

1.3. Implementation and Administration

The effective date of these regulations is June 1, 2023. The Wayne County Engineer, or their designee, is responsible for implementing and administering these regulations. In addition to the procedures contained herein, the Wayne County Engineer may develop other procedures to further the execution of these regulations.

1.4. Applicability

These regulations shall apply to all access connections to county and township roads constructed on or after the effective date of these regulations. These regulations shall also apply to all existing access connections whenever the land use or the access classifications of such existing access connections change or whenever the existing access is upgraded by relocation, modification, or expansion. These regulations do not apply to the original approval of platted lots (Major Subdivisions) governed by the Subdivision Regulations. They do apply to minor subdivisions (as defined in the Wayne County Subdivision Regulations) approved without a plat under the procedure contained in Section 711.131 of the ORC and to any lot or parcel not otherwise subject to regulation under Chapter 711 of the ORC.

2. Definitions and Abbreviations

2.1. Summary of Definitions

The following are key terms and abbreviations which will be used throughout these guidelines:

Table 1: Definitions

Access Classification	A classification system that defines driveways and public roads according to their purpose and use.
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.
Board of Appeals	The Wayne County Commissioner shall establish a Board of Appeals and shall act on all variance applications. The Board of Appeals will consist of three (3) individuals who are knowledgeable of traffic engineering and design methods.
Change of Use	A change in use may include, but is not limited to, structural modifications, remodeling, a change in the type of business conducted, expansion of an existing business, a change in zoning, or a division of property creating new parcels. Advertising, landscaping, general maintenance, or aesthetics which do not affect operations and safety are not included. A change in use may include, but is not limited to the following: • The use of the access increases in actual vehicular volume by 20% or more or an actual increase of 10 or more trips in the peak hour • The use of the access by vehicles exceeding 30,000 gross vehicle weight increases by 20% or more or an actual increase of 10 or more trips in the peak hour • The historical use of the access was less than daily use, and the new use would be for daily use of the access
Design Speed	The legal speed limit in the Ohio Revised Code, except as modified by the County Engineer. Any modified speed shall be the speed as judged by the County Engineer or their representative to be the maximum safe operating speed of the existing road in the immediate area of the proposed access point.
Driveway	An access connection. The terms driveway and access connection mean the same and may be used interchangeably. The driveway includes the driveway base, surface, shoulders, curbs, etc., and the culvert under the driveway. A driveway upgrade includes relocation, modification, or expansion.
Driveway Permits	Documentation issued by the Wayne County Engineer allowing for the construction or modification of a privately maintained access point within public road right-of-way.
Intersection Sight Distance (ISD)	The sight distance required by a stopped driver to observe traffic traveling 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 and in the "Guidelines for Geometric Design of Very Low-Volume Local Roads" published by the American Association of State Highway and Transportation Officials (AASHTO).

Lot Split Approval	The process of approving Minor Subdivisions (Lot Splits) in accordance with the Subdivision Regulations as authorized by ORC 711.131.
Peak Hour	The largest number of vehicles passing over a designated section of a street during the busiest 60-minute period within a 24-hour period.
Roadway Classifications	Roadway classifications are a ranking system for roadways used to determine the appropriate degree of access management regulation in order to promote public safety, promote growth, and prevent congestion.
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 and in the "Guidelines for Geometric Design of Low-Volume Roads" published by AASHTO.
Subdivision Regulations	The most recent edition of the Subdivision Regulations of Wayne County as enacted and amended by the Wayne County Board of Commissioners.
Traffic Impact Study (TIS)	A study which is required to be completed before an access permit can be approved and issued for any development or land use which generates or has the potential to generate traffic volumes exceeding the threshold value specified in Section 7.5 of these regulations. The purpose and need for this study is to determine the impacts of the access usage, to mitigate these impacts through the location, design, and construction of the access connection, and to ensure the continued functional and operational integrity of the road. Engineers with specific training in traffic and transportation engineering shall prepare traffic impact studies under the supervision of a professional engineer registered in the State of Ohio.
Technical Review Committee	A body that reviews subdivision plans, consisting of the Wayne County Planning Department, Wayne County Health Department, Wayne County Soil & Water Conservation District, Wayne County Building Codes Department, Wayne County Engineer, and the Wayne County Tax Map Office.
Trip Ends	A single or one-directional vehicle movement with either the beginning or the destination inside a study area. A vehicle leaving the highway and entering a property is one trip and the vehicle leaving the property is a second trip.
85th Percentile Speed	The speed at or below which 85% of vehicles travel.

2.2. Roadway Classifications

Roadway classifications are a ranking system for roadways used to determine the appropriate degree of access management regulation in order to promote public safety, promote growth, and prevent congestion. For the purpose of these regulations, all roads on the County and Township road systems shall be placed into one of the following classifications and delineated on a map:

- *Major Collector Road*: Collector roads gather traffic from local roads and funnel them to the arterial network (state routes). A major collector is typically longer in length, has lower driveway density, has higher speed limits, and/or has higher traffic volumes in comparison to a Minor Collector.
- *Minor Collector* Road: Collector roads gather traffic from local roads and funnel them to the arterial network (state routes). A Minor Collector road is typically shorter in length, has higher driveway density, has lower speed limits, and/or has lower traffic volumes in comparison to a Major Collector.

- *Local Road*: Local roads provide high accessibility to adjacent land uses, are not intended for long distance travel, and are often designed to discourage through traffic.

The County Commissioners, in conjunction with the County Engineer, shall periodically review this map to determine if any changes in classification need to be made.

2.3. Access Classifications

All access connections are categorized into one of the following classifications:

Minimum Volume (MinV) driveway

A Minimum Volume driveway is one of the following:

- field drive – provides access to agriculture lands and regularly used by farm equipment
- utility drive – provides access to public utility facilities, such as well fields, regulator sites, water storage tanks, etc.

Very Low Volume (VLV) driveway

A Very Low Volume driveway is one of the following:

- farm drive – provides access to farm buildings, including a single home
- single family residence drive
- single family common access drive serving 10 or fewer residences
- multi-family residence drive serving 14 or fewer residential units
- walking, jogging, biking or equestrian trails

Low Volume (LV) driveway

A driveway having less than 100 trip ends in the peak hour that does not qualify as a Minimum Volume or Very Low Volume driveway

Medium Volume (MV) driveway

A driveway having 100 or more but less than 200 trip ends in the peak hour

High Volume (HV) driveway

A driveway having 200 or more trip ends in the peak hour

Trip ends are to be calculated using the latest version of the Institute of Transportation Engineers (ITE) *Trip Generation* manual and definitions or other methods as approved by the Wayne County Engineer.

3. Preliminary Access Approval

Prior to any lot split approval by Wayne County Planning Department, the Wayne County Engineer will issue preliminary access approval through the Technical Review Committee. The preliminary access approval will indicate the locations along the lot for which access is acceptable and in conformance with these regulations. The preliminary access approval may be issued with the lot split approval or within seven (7) days following submission of all the information required by these regulations. The Wayne 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 Wayne County Engineer will determine the following information based upon the submitted 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 driveway(s) across from the property and their use.
3. Location of any driveway(s) on the property and their use.
4. A plat or sketch of the property with sufficient information to allow definite field location.
5. Location of proposed driveway(s), if known. If location of proposed driveway is not known or if there are several possible locations, the corners of the property shall be clearly marked in the field so that potential location(s) can be found.
6. Available sight distance (SSD) and required sight distance (SSD).
7. Intersection Sight Distance (ISD)
8. Required driveway spacing
9. 85th Percentile Speed, if required or necessary

The following items may be requested by the Wayne County Engineer, at their discretion, prior to approval:

10. A driveway profile - normally requested if the profile of the proposed driveway potentially exceeds the grade limitations shown in the "Standards" section of these regulations.
11. Anticipated traffic volume of proposed driveways
12. Other information as required by the Wayne County Engineer

4. Access Permits

4.1. County and Township Roads

Prior to the construction of a driveway, an access permit application shall be submitted to the Wayne County Engineer (see Form A). If approved, the Engineer shall issue an access permit. 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 Wayne 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. A failure to approve or deny, in whole or in part, any permit within the periods of time stated for the different access classification below shall constitute a granting of approval for the permit.

For Minimum Volume and Very Low Volume access connections, access permits shall be approved and issued or disapproved within seven (7) working days following submission of all information required by these regulations.

For all other driveway classifications, access permits shall be approved, disapproved, or returned for comments within 30 working days following submission of all information required by these regulations or by the Wayne County Engineer.

Access permits shall not expire, unless additional development or substantial changes have taken place or impacts the initial approval, based upon the determination of the County Engineer.

4.2. State Roads

The State of Ohio has their own Access Management regulations (State Highway Access Management Manual) for access to State Routes. Lot Splits and other access requests will be coordinated through the Ohio Department of Transportation and is subject to their regulations.

The current regulations are posted online or available for review at ODOT District 3 for permit requirements in Wayne County.

5. Variances and Appeals

5.1. Board of Appeals

The Board of Appeals is created under ORC 5552.07 and shall be known as the Wayne County Access Management Board of Appeals (Access Board of Appeals) and will hear all variance requests and appeals under section 5 of these regulations. The Access Board of Appeals shall consist of three members appointed by the Board of Wayne County Commissioners from the membership of the Wayne County Planning Commission, excluding the Commissioners. In the event of the inability of a member to attend a hearing, the Board of Commissioners may appoint another member of the Planning Commission or a staff member of the Planning Department to serve in their absence.

Members shall serve staggered three-year terms, with initial appointments ending December 31, 2023, December 31, 2024, and December 31, 2025, respectively.

If a vacancy occurs on the Board of Appeals the Board of Commissioners shall appoint a member of the Planning Commission for the remainder of the vacant term.

5.2. Duties of Board of Appeals

The Board of Appeals shall hear and decide variances to these regulations in accordance with the standards of this section listed below. It may also hear appeals where it is alleged that the Wayne County Engineer made an error in any order, requirement, decision, or determination in the enforcement of these Access Management Regulations.

Variances may be granted for all classes of driveways. Variances are appropriate if not contrary to the public interest where, due 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 be done.

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

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

The Wayne County Engineer may require applicants for variances to provide evidence proving unique or special conditions exist making the strict application of these regulations impractical or impossible. Such conditions may include:

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

3. No alternative access is available.

Applications for variances or appeals shall be filed within sixty (60) days of the access permit application's approval or disapproval by the Wayne County Engineer to the Board of Appeals. Applications for variances or appeals shall be acted upon within 30 days of receipt. Board of Appeals' decisions may also be appealed and shall be pursuant to Chapter 2506 of the ORC.

See Section 9 for payment and fee schedule for variance requests.

6. Enforcement

The Wayne County Engineer shall notify the property owner of any driveway that has been installed contrary to these regulations. The notification shall identify the problem with the driveway and establish a 15-day period, or other longer time period approved by the Wayne County Engineer, for the property owner to correct the problem. If the problem is not corrected within the established time period, Wayne County and/or the appropriate subdivision reserves the right to remove and/or block that portion of the driveway that is on publicly owned right-of-way or to otherwise proceed in accordance with applicable law.

Pursuant to Section 5552.99 of the ORC, violations to the access management regulation adopted under Section 5552.02 of the ORC, shall be fined not more than $500.00 for each offense. Each day of violation is a separate offense. This remedy is in addition to other remedies as provided by law, including but not limited to, an action for declaratory judgment, injunction, etc.

7. Standards and Spacing

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.

The requirements of these regulations vary depending upon both the road classification and the classification of the proposed access.

7.1. Driveway Spacing

7.1.1 Minimum Volume Access Points

New access points or access point upgrades shall be located no closer than 25 feet from an existing or proposed access point and no closer than 80 feet from an existing or proposed road or street.

7.1.2 Very Low Volume Access Points

For the purpose of establishing new access points for parcels over 5.0 acres additional VLV drives will be permitted if spacing and sight distance requirements can be met.

a. Along Major Collector Roads:

No new VLV access points or access point upgrades shall be permitted along major collector Roads from parcels where access is available or can be made available from a lower classification road or street, or from a common access point.

Where a new VLV access point or access point upgrade along a major collector road is the only option, it shall be located no closer than 495 feet from an existing or proposed access point or from an existing or proposed road or street. No more than one access point shall be permitted per parcel.

b. Along Minor Collector Roads:

Where a new VLV access point or access point upgrade along a minor collector road is the only option, it shall be located no closer than 100 feet from an existing or proposed access point or from an existing or proposed road or street. No more than one access point shall be permitted per parcel, although additional minimum volume access points may be permitted.

c. Along Local Roads:

No more than one VLV access point or access point upgrade shall be permitted along a local road per parcel. Where a new access point is the only option, they shall be located no closer than 100 feet from an existing or proposed access point or from an existing or proposed road or street. Additional minimum volume drives may be permitted.

7.1.3 Low (L), Medium (M), and High Volume (HV) Access Points

a. Along Major Collector Roads:

No new L / M / HV access points or access point upgrades shall be permitted along a major collector road from a parcel where access is available or can be made available from a lower classification road or street or from a common access point.

Where a new L / M / HV access point or access point upgrade along a major collector road is the only option, it shall be located no closer than 495 feet from an existing or proposed access point or from an existing or proposed road or street. No more than one access point shall be permitted per parcel, unless safety service access is required.

For new L/M/HV access points or access point upgrades that will warrant traffic signals, the spacing from the nearest existing or proposed signalized intersection shall be no closer than 2,640 feet. From the nearest existing or proposed un-signalized intersection, the new access point or access point upgrade shall be no closer than 1,320 feet.

b. Along Minor Collector Roads:

No more than one L / M / HV access point or access point upgrade shall be permitted per parcel unless:

1) the parcel is located at an intersection of two minor collector roads or at an intersection of a minor collector road and a local road and one of the two access points is “right in/right out only” and is located on a minor collector, or
2) the access point spacing is at least 360 feet and one of the two access points is “right in/right out only.”
3) unless safety service access is required.

New L / M / HV access points or access point upgrades along a minor collector road shall be located no closer than 360 feet from an existing or proposed road or street or from an existing or proposed access point.

For new L / M / HV access points or access point upgrades that will warrant traffic signals, the spacing from the nearest existing or proposed signalized intersection shall be no closer than 1,760

feet. The new access point shall be no closer than 880 feet from the nearest existing or proposed un-signalized road or street intersection.

c. Along Local Roads:

No more than one L / M / HV access point or access point upgrade shall be permitted per parcel, unless safety service access is required. Two access points may be allowed if one of the two access points is "right in/right out" and the access point spacing is at least 250 feet.

New L / M / HV access points or access point upgrades 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 access point.

For new L / M / HV access points or access point upgrades that will warrant traffic signals, the spacing from the nearest existing or proposed signalized intersection shall be no closer than 1,320 feet, or from the nearest existing or proposed un-signalized road or street intersection no closer than 660 feet.

d. Note:

The County Engineer will evaluate alternative requests for L / M / HV access points on all roads except major collectors. The applicant who wishes to have an alternative considered must schedule a consultation with the County Engineer to discuss the merits of their proposal and the required justification for any such alternative to remain in compliance with these regulations.

Table 2 and

Table *3* summarize some of the driveway spacing criteria listed above.

Table 2: Spacing Criteria for Unsignalized Driveways

Roadway Classification	**Minimum Spacing** (edge of drive to edge of drive, as measured on the same side as proposed access)				
	Minimum Volume Driveways		**Very Low Volume Driveways**		**Low, Medium, or High Volume Driveways***
	Distance from Existing/Proposed Access Point	Distance from Existing/Proposed Public Road/Street	Distance from Existing/Proposed Access Point	Distance from Existing/Proposed Public Road/Street	
Major Collector Road	25 feet	80 feet	495 feet	495 feet	495 feet
Minor Collector Road	25 feet	80 feet	100 feet	100 feet	360 feet
Local Road	25 feet	80 feet	100 feet	100 feet	250 feet

*see Section 7.1.3 for spacing criteria for multiple driveways within a parcel.

Table 3: Spacing Criteria for Signalized Driveways

Roadway Classification	Minimum Spacing (centerline-to-centerline, as measured on the same side as proposed access)	
	Distance from Unsignalized Intersection	Distance from Signalized Intersection
Major Collector Road	1,320 feet	2,640 feet
Minor Collector Road	880 feet	1,760 feet
Local Road	660 feet	1,320 feet

7.2. Sight Distance

All new access connections shall meet minimum requirements in regard to sight distance. The recommended sight distance shall be the Intersection Sight Distance (ISD) shown in the latest edition of the Ohio Department of Transportation (ODOT) Location and Design Manual, corresponding to the legal speed of the roadway or reasonable safe traveling speed as determined by the Engineer. If this recommended sight distance cannot reasonably be met, the minimum sight distance shall be the Stopping Sight Distance (SSD) shown in the latest edition of the ODOT Location and Design Manual, corresponding to the legal speed of the roadway or reasonable safe traveling speed as determined by the Engineer.

7.3. Building or Structure Setbacks

For new buildings and structures, the setback criteria shown in **Table 4** shall be used to help provide adequate sight distance.

Table 4: Minimum Setbacks for New Buildings and Structures

Major Collectors – outside of hamlets	50’ minimum
All other roadways – outside of hamlets	35’ minimum
Roadways within hamlets / sewered lots	Average of building setbacks of adjacent lots, or 25’ whichever is more

Setbacks are measured from the right of way line. In the case where the right of way line is located at the centerline of the roadway, calculate the required setbacks by assuming a 60’ right of way (30’ from the centerline on both sides of the road).

In cases where a building exists on parcels adjacent to a lot located within a hamlet, the setback from the right-of-way may be established as the average of the building setbacks of the adjacent lots.

In the case where the local jurisdiction has more stringent building setback requirements, the local requirements would supersede the guidance herein. Sight distance checks/calculations, as prescribed in Section 3 and Section 7.2, are required for any new access connection, regardless of building setback distances.

7.4. General Criteria:

In General:

1. All driveways or driveway upgrades shall meet or exceed the requirements of these regulations. The location of all access connections shall permit adequate horizontal and vertical sight distance based on the current ODOT Location & Design Manual.
2. Driveway spacings shall comply with Table 2 and

3. Table ***3*** of these regulations.
4. Common access driveways and/or shared access or common use easements may be required and are permitted to satisfy the requirements of these regulations. Proposed common access driveways and/or shared access or common use easements shall be in accordance with applicable Subdivision Regulations.
5. New lot splits that have existing access connections shall be "grandfathered" under these regulations and shall be approved as long as the current access classification continues as it existed prior to the split.
6. 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:
    a. When new access permits are requested,
    b. When a driveway has a change of use proposed,
    c. When significant increases in trip generation are planned for the driveway,
    d. If the use served by the nonconforming driveway discontinues for a consecutive period of two years, or,
    e. As major road improvements take place at the discretion of the Wayne County Engineer.
7. When a new driveway or driveway upgrade is permitted, the property owner(s) shall eliminate all pre-existing non-conforming driveways upon completion of the new driveway and driveway upgrade as required by the Wayne County Engineer. No new driveways or driveway upgrades shall be permitted for parcels or contiguously owned parcels where access rights have been previously extinguished or acquired by a governmental body.
8. Drive profiles on uncurbed roadways shall slope down and away from the pavement edge at the same slope as the graded shoulder. Any vertical curve should be developed outside the normal graded shoulder width. Vertical curve lengths should be 10 feet to 20 feet, depending on the grade differential. Under normal circumstances, rural drive grades should not exceed 10 percent with 8 percent considered to be the preferred maximum.
9. Drive profiles for locations on curbed roadways shall meet the requirements set in the Ohio Department of Transportation (ODOT) Location & Design Manual, Section 804.2.
10. New driveways shall intersect with the public road at an angle between 70 degrees and 90 degrees, with 90 degrees being preferred.
11. Property owners are required, at their expense, to install driveways in accordance with these regulations, the requirements of the Wayne County Engineer, and any construction plans for the driveways which have been approved by the Wayne County Engineer.
12. Based on professional judgment, the Wayne County Engineer may reduce by up to 35 percent the above driveway spacings for Minimal Volume Driveways, Very Low Volume Driveways, and Low Volume Driveways. The Wayne County Engineer may take into account physical constraints, existing driveway spacings, sight distance, current legal or advisory speed limits, and other issues.

7.5. Traffic Impact Study

For commercial, industrial, or large residential developments, the Wayne County Engineer shall require a Traffic Impact Study (TIS) for any new development or expansion of an existing development that generates at least 100 trip ends during the peak hour of the land use or the peak hour of the roadway. For these cases, the Traffic Impact Study will be required to be completed before an Access Permit can be approved and issued. The purpose and need for a Traffic Impact Study is to determine the impacts of the access usage, to mitigate these impacts through the location, design, and construction of the access

connection, and to ensure the continued functional and operational integrity of the road network. The Traffic Impact Study shall be prepared in accordance with the *Wayne County Traffic Impact Study (TIS) Standards.* All costs associated with preparing a Traffic Impact Study and any modifications to the roadway shall be the responsibility of the property owner/developer.

Based on a Traffic Impact Study or the requirements of the Wayne County Engineer, the Wayne County Engineer may impose requirements such as:

a. Addition of left and right turn lanes,
b. Minimum and maximum widths and turning radii for driveways,
c. Increased "throat" lengths between the public road and parallel driveways or parking areas,
d. Restricting turning movements at driveways, including channelizing islands and/or median barrier
e. Denying direct access,
f. Installation or modification of traffic signals,
g. Consolidating driveways,
h. Requiring common access or shared driveways,
i. Closing driveways,
j. Increased driveway spacings, or
k. Increased lane width or berm width on existing road.

8. 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.

9. Fees

Fee schedules are adopted periodically by the Board of County Commissioners. The most current fee schedule is provided in association with each copy of these regulations for reference.

10. 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 judgement shall not affect the validity of these regulations as a whole, or any part thereof, other than the part so held to be invalid.

Wayne County – Traffic Impact Study (TIS) Standards

Table of Contents

I. Purpose 2
II. Traffic Impact Study Warrants 2
III. TIS Preparer Qualifications 2
IV. Pre-meeting 3
V. Requirements 3
VI. Report Contents 8
VII. Submittal 9
VIII. Agency Review 9

I. Purpose

- Provide a basis for assessing the transportation impacts of a new development or expansion of an existing development and the need for any improvements to the adjacent road system to provide satisfactory levels of service and 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 of the proposed development to provide safe and efficient internal traffic flow and access(es) to and from the adjacent and nearby roadway system
- Allow compliance with the most current edition of the Thoroughfare Plan, and related applicable plans.
- Provide a basis for improvement and funding discussions in conjunction with zoning, special permit, and subdivision plat approvals

II. Traffic Impact Study Warrants

- A traffic impact study shall be submitted when a new development or expansion of an existing development generates **at least 100 trip ends during the peak hour** of the land use or the peak hour of a roadway. These trip ends are to be calculated using the latest version of the Institute of Transportation Engineers (ITE) *Trip Generation* manual and definitions.
    - Wayne County retains the right to request a TIS or other traffic study for a non-major development (less than 100 trip ends during the peak hour of the land use or roadway). Such a request shall be made within 30 days of the receipt by the County of the developer's application for rezoning, zoning variance, special permit, or preliminary subdivision plat.
    - If the proposed development is to be implemented in phases, each major phase along with the total development trips shall be calculated.
    - A draft trip generation analysis and memo shall be completed prior to the Pre-Meeting (Section IV). This will assist in determining the basis of the scope and study area required.

III. TIS Preparer Qualifications

Engineers with specific training in traffic and transportation engineering shall prepare traffic impact studies under the supervision of a professional engineer registered in the State of Ohio

IV. Pre-meeting

Prior to commencing the TIS, the preparer shall schedule a virtual or in-person meeting with appropriate city or county staff. Other participants in this pre-meeting shall be township, city or village officials or ODOT staff, where deemed appropriate by County personnel. The participants at the pre-meeting shall identify and agree upon the following issues and needs prior to the preparation of the traffic impact study:

1. Study Area
2. Opening Year and Design Year
3. Field data collection requirements
4. Acceptable volume, crash, signal and other traffic data
5. Development phasing, if applicable
6. Peak traffic hours (analysis hours)
7. Trip generation, trip distribution and assignment methods
8. Applicable planning documents
9. Other traffic impact studies prepared for developments in the study area
10. Background traffic and growth factors
11. Acceptable Level-of-Service (LOS)
12. Analyses – i.e., capacity, signal warrant
13. Safety issues – i.e., sight distance and crash data
14. Committed and planned roadway improvements and schedule
15. TIS submittal date

The preparer shall submit a memorandum of understanding (MOU) which details the assumptions and methodologies agreed upon in the pre-meeting and request County staff concurrence with its contents. The MOU should be submitted to the County within one week after the meeting and approved within one additional week.

V. Requirements

A. Study area

The minimum geographical area to be analyzed in a TIS shall be defined as an area which includes all site access drives and the major roadway intersections nearest to the subject development site. The County retains the right to modify the minimum study area based on local or site-specific issues or development size. Any changes shall be clearly defined at the pre-meeting and in the MOU.

B. Access Management

Unless otherwise justified, the recommendations made in the TIS shall comply with the standards and specifications contained in the County Access Management Regulations included in the County Subdivision Regulations.

C. Design Years

Traffic impact studies are to address traffic conditions beyond the anticipated completion year of the proposed full build-out of development (Design Year). **Table 1** indicates the

appropriate Design Year for a TIS. If the proposed development is to be implemented in phases, it may be appropriate to analyze each major phase (i.e. an initial phase, one intermediate phase, and full project build-out). An Opening Year analysis may be requested at the direction of the County.

Table 1: Design Year for Analysis in TIS

Vehicle Trip Ends in the Peak Hour of the Proposed Development	TIS Design Year
Greater than 100 and less than 400	10 years from opening day
400 or Greater	20 years from opening day

D. Data Collection/Existing Conditions

The TIS shall use traffic count data less than three (3) years old unless otherwise agreed upon during the pre-meeting. Weekday peak hour counts shall be taken for two hours in the AM peak period and two hours in the PM peak period. If a previous study in the area has already identified the peak one-hour intervals of traffic, then the County may allow for only one hour of count data to be collected for each peak period. Traffic counts should:

- be collected on a normal Tuesday, Wednesday or Thursday (non-holiday, or day before/after holiday),
- be conducted during a regular school day, if during the school year,
- not be conducted during adverse weather that would affect volumes and/or traffic patterns, and
- not during other periods with abnormal traffic patterns, such as adjacent major road closures, major special events, or other disruptions.

Crash patterns shall be summarized in the traffic impact study. Crash analysis should be performed using crash data from at least the most recent three (3) full years. ODOT TIMS/GCAT tool should be utilized to obtain crash data within the study area.

E. No-Build/Build

The TIS shall examine “before and after”, or No-Build and Build, conditions in order to evaluate traffic impacts associated with the proposed development. The No-Build condition will include committed and planned improvements in the area (see Traffic from Other Developments/Sites section). If the proposed development is to be implemented in phases, each major phase shall be analyzed and the conditions noted in the MOU.

F. Analysis Time Period

All analyses shall examine the weekday peak traffic hours of the adjacent roadway. However, land use classifications which experience their highest trip generation levels during periods other than weekday street peak hours shall require analyses of off-peak conditions to determine proper site access and turn lane storage requirements. Examples of such land uses include but are not limited to shopping centers, discount stores, recreational uses, and special events. The peak traffic hours to be analyzed shall be decided at the pre-meeting and be clearly stated in the MOU.

G. Background Traffic

Background traffic shall be projected to design year levels. The method of projecting non-site traffic shall depend upon the area of study. Use of the historic traffic count data/growth rates (ODOT TIMS website provides historic count data for many roadways), population forecasts or other methods shall be agreed upon during the pre-meeting and documented in the MOU. All growth rates should be linear annual growth – compound growth rates should not be used.

The peak hour traffic volumes shall be increased by a design hour (DHV) factor. The methodology for developing a DHV factor can be found in Section 7.2 of the current version of the ODOT *State Highway Access Management Manual*.

H. Traffic from Other Developments/Sites

All significant developments within the study area that have an approved or TIS should be identified and incorporated into the study. The land use type and magnitude of probable future developments should be identified during the pre-meeting and enumerated in the MOU.

I. Site Traffic

Trips generated by the proposed site development shall be calculated using the most current edition of the Institute of Transportation Engineers (ITE) Trip Generation manual and the methodologies contained therein including those relating to pass-by, internal and diverted trips.

Distribution and assignment of the site traffic shall be based on the method agreed upon at the pre-meeting and on engineering judgement and take into account the following:

- existing traffic volumes/traffic patterns
- type of proposed development and the area from which it will attract traffic
- size of the proposed development
- surrounding land uses, employment centers, residential centers and population
- during both opening and design years
- conditions on the surrounding street system
- logical routings
- projected roadway capacities
- travel times

  If available, origin-destination data (e.g StreetLight) for nearby similar land uses can be used

J. Analysis Software

No-Build and Build conditions shall be analyzed for the Design Year. The following software are acceptable:

- the latest version of either Highway Capacity Software (HCS), or
- the latest version of Synchro, with all reports using the HCM methodology calculations (most recent HCM version)

All analyses for an intersection shall be performed using the same software. The use of any software other than the latest version of Highway Capacity Software (HCS) or Synchro shall be at the discretion of the County and agreed upon at the Pre-MOU meeting.

K. Level-of-Service (LOS) Criteria

The County's goal for the operation of its roadways is LOS D or better during peak traffic hours. In any area where the current level of service is D or worse, this baseline level of service must be maintained or improved after development.

- The operational goals are as follows:
    - LOS D or better for intersections
    - LOS E or better for all approaches and movements
    - Degradation occurs when:
        - The intersection LOS drops to E or worse, or the control delay of an LOS F is made worse
        - An approach or movement LOS drops to F
- For two-way stop control (TWSC) intersections, the intersection LOS should be reported as the LOS of the stopped approach with the highest delay. The overall intersection LOS should not be used.
- For some studies, the County may request that the TIS identify improvements necessary to accommodate the non-site traffic in the design year at LOS D, even though the developer may not be required to undertake these improvements.

Except in a coordinated signal system, signalized intersection capacity analyses must be "balanced". A "balanced" intersection is one where the worst delay on the north/south approach is within 3 seconds of the worst delay on the east/west approach. If individual movements are operating at much higher delays than the approaches, the timing shall be re-balanced, or modifications to the signal phasing will be needed.

Signalized capacity analyses shall use a minimum green time of 7 seconds for left turn phases, 10 seconds for minor-street through movements, and 20 seconds for major-street through movements. The sum of yellow and all-red times shall be at least 5 seconds per phase. Cycle lengths and clearance interval timings shall be consistent between No-Build and Build conditions. Existing signal timings will be provided; planning-level timings should only be used if existing signal timing information is unavailable.

L. Mitigation

Recommendations shall be made in the TIS for site access points, external roadway improvements such as additional through lanes and turn lanes, and traffic control devices necessitated as a result of the proposed development. The developer will be required to mitigate the impacts of traffic generated by the project.

- The time period for the recommended improvements shall be identified, particularly if improvements are associated with various phases of the development.
- Identified improvements to the roadway system, unrelated to the proposed development, shall also be reported
- The developer shall be responsible to mitigate the impacts of traffic generated by the project, even if a TIS is not required. The developer shall provide to the County a

methodology for determining the project's fair share of improvements. The County shall review and approve the methodology used to determine the fair share. A Memorandum of Understanding (MOU) for the proposed improvements may be required at the discretion of the County. The MOU shall be signed by the developer and the County Engineer.

M. Traffic Signal Warrant

Traffic signal warrant analyses shall be conducted at the following locations:

- intersections that do not meet acceptable LOS/delay under stop-controlled conditions,
- unsignalized intersections in the study area that have more than 50 through and left turn vehicles on a stopped approach, and
- all full-movement access points to the proposed development expected to have more than 50 exiting left turns in the peak hour.

A full signal warrant analysis and an estimation of the year the warrant is met shall be done. Traffic signal warrant analyses should be performed using the procedure outlined in the ODOT Traffic Engineering Manual.

- Right Turn on Red discounts

  The percentage of right turn on red discounts for traffic signal warrants shall be agreed to at the Pre-MOU meeting. In lieu of another agreed upon method, the right turn discount shall be calculated using the method outlined in the ODOT Traffic Engineering Manual, current edition.

Any proposed access or intersection which meets signal warrant thresholds but does not otherwise meet the spacing requirements and standards noted in the County Access Management Standards for the access category assigned by the Thoroughfare Plan may be required to be redesigned, reconstructed, and/or relocated.

N. Turn Lane Criteria

- Left turn lane warrants
  - A left turn lane at driveways or unsignalized intersections (free-flow approaches only) should be provided per Graph 1, 2, or 3, which are the left turn lane warrant charts contained in the ODOT Location and Design Manual, Section 400.
- Right turn lane warrants
  - A right turn lane should be provided per Graphs 4, 5, 6 or 7, which are the right turn lane warrant charts contained in the current ODOT Location and Design Manual, Section 400, with the following exceptions:
    - turn volumes less than 10 vehicles during the peak hour for full build out of the development
    - less than 200 vehicles in the peak hour in the approach lane or curb lane for roadways with greater than 1 approach lane for full build out of the development

The length of all turn lanes shall be calculated based the criteria contained in the ODOT Location and Design Manual, Figures 401-9 and 401-10. Left or right turn lanes shall also be provided when deemed necessary for safety purposes by the County.

VI. Report Contents

1. Cover
2. Title Page
3. Table of Contents
4. List of Exhibits and Tables
5. Executive Summary
6. Summary of Revisions (for revised reports)
7. Body of report
    a. Proposed site development
    b. Area conditions
    c. Existing traffic
    d. Trip generation and distribution
    e. Site traffic
    f. Total traffic – opening year and design year
    g. Traffic analysis
        i. Crash Analysis
        ii. Capacity analysis
        iii. Signal warrant analysis
        iv. Turn Lane Warrant Analysis
        v. Sight Distance
    h. Conclusion
8. Appendix

Figures/Tables

1. Location Map
2. Site Layout Map
3. Site Trip Generation Table(s)
4. Site Traffic Distribution by Percent (Figure/map or Table)
5. Existing Traffic Volumes Map
6. Opening Year Traffic Volumes map
    a. Use A + B + C + D = Total
        i. A = opening year background traffic
        ii. B = Other non-site traffic (if applicable)
        iii. C = site pass by traffic
        iv. D = site traffic
7. Existing and Projected LOS Table
8. Preliminary Site Plan Map
    a. Showing recommended improvements

VII. Submittal

1. The TIS shall be submitted to the County Engineer at the time of filing an application with the township for zoning or rezoning. If zoning is already in place, the TIS shall be submitted to the County Engineer at the time of application for plat approval or at the time of application for a site access permit, whichever occurs first.
    - The TIS, including appendices, shall be provided to:
        - County Engineer
        - County Planning Department
        - ODOT District 3 (if applicable)
        - Municipality (if applicable)

VIII. Agency Review

It is the County's goal to review and respond within 30 working days of the submittal date of a TIS. If the document is deemed inadequate, the applicant shall be notified in writing and shall have an opportunity to correct the deficiencies and resubmit the report. Subsequent submittals of a TIS shall include the review comments, along with itemized responses to each of the review comments.

The County will impose a fee to review any traffic impact study. The fee is based on the number of intersections analyzed. The fee is only imposed during the first submittal. Subsequent reviews of the project, provided there are no major changes, will be reviewed without additional fee. Fees for other agencies may be imposed at any time.

Permit No. AC _____-_____

Wayne County Engineer's Office
3151 W. Old Lincoln Way
Wooster, Ohio 44691
Phone: 330-287-5500 Fax: 330-287-5520
www.wayne-county-engineer.com

ACCESS PERMIT APPLICATION

Name: _____

Mailing Address: _____

State: _____ Zip Code: _____ Phone Number: _____ Email: _____

Contractor for the Applicant (if applicable):

Name: _____

Mailing Address: _____

State: _____ Zip Code: _____ Phone Number: _____ Email: _____

Access Location: _____ Township: _____

Type of Driveway: Residential _____ Commercial _____ Other _____

What roadway(s) is access requested from? _____

Does the property owner own or have any interest in any adjacent property? Yes _____No _____

If yes, please describe: _____

Are there existing access easements bordering or within the property? Yes _____No _____

Describe work to be completed (attach drawing, if applicable) _____

_____

_____

_____

Provide the following vehicle count estimate for the property. Leaving the property then returning is two counts. Indicate if your counts are ___peak hour volumes, or ___average daily volumes.

Number of passenger cars and light trucks _____

Number of heavy trucks _____

Total count of all vehicles _____

IF THIS PERMIT IS GRANTED, I (WE) AGREE TO THE FOLLOWING CONDITIONS:

1. Traffic will be maintained at all times, unless permission is granted by the County Engineer to close the road. All work requiring men or vehicles in the right-of-way shall comply with all applicable requirements of the Ohio Manual of Uniform Traffic Control Devices and Item 614 (Maintaining Traffic) of the Ohio Department of Transportation Construction and Material Specifications, latest edition.

2. Lights, barricades, and if necessary, steel plates, flagmen, or watchmen will be placed on the site for the protection of traffic at all times, day and night, during the time this work is being done.

3. I (we) will assume the responsibility for and will save the County harmless from any and all claims for personal injuries and property damages arising from this work, to the extent of $300,000/$500,000 for personal injuries and $200,000 for property damages. To cover this responsibility, I (we) have the following insurance which is now in force and will remain in force during the prosecution of this work.

   INSURANCE INFORMATION: _____

4. I have reviewed a copy of the policies and regulations stated in the Access Management Regulations for Wayne County, Ohio. If a permit is issued, I agree to comply with all the conditions and regulations stipulated on or attached to the permit. I also understand and agree that failure to comply fully with all conditions and regulations of the permit or any change in the use of the permit inconsistent with its terms and conditions will be considered a violation and cause for suspension, revocation, or annulment of the permit thereby rendering the permit illegal and subject to appropriate action, up to and including removal of the installation at the permittee's expense.

OFFICE USE ONLY

Date Received _____

Approved By _____ Date _____

CONDITIONS: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Applicant Signature

Date

Send completed appplication to Brock Yoder: bty@wayne-county-engineer.com

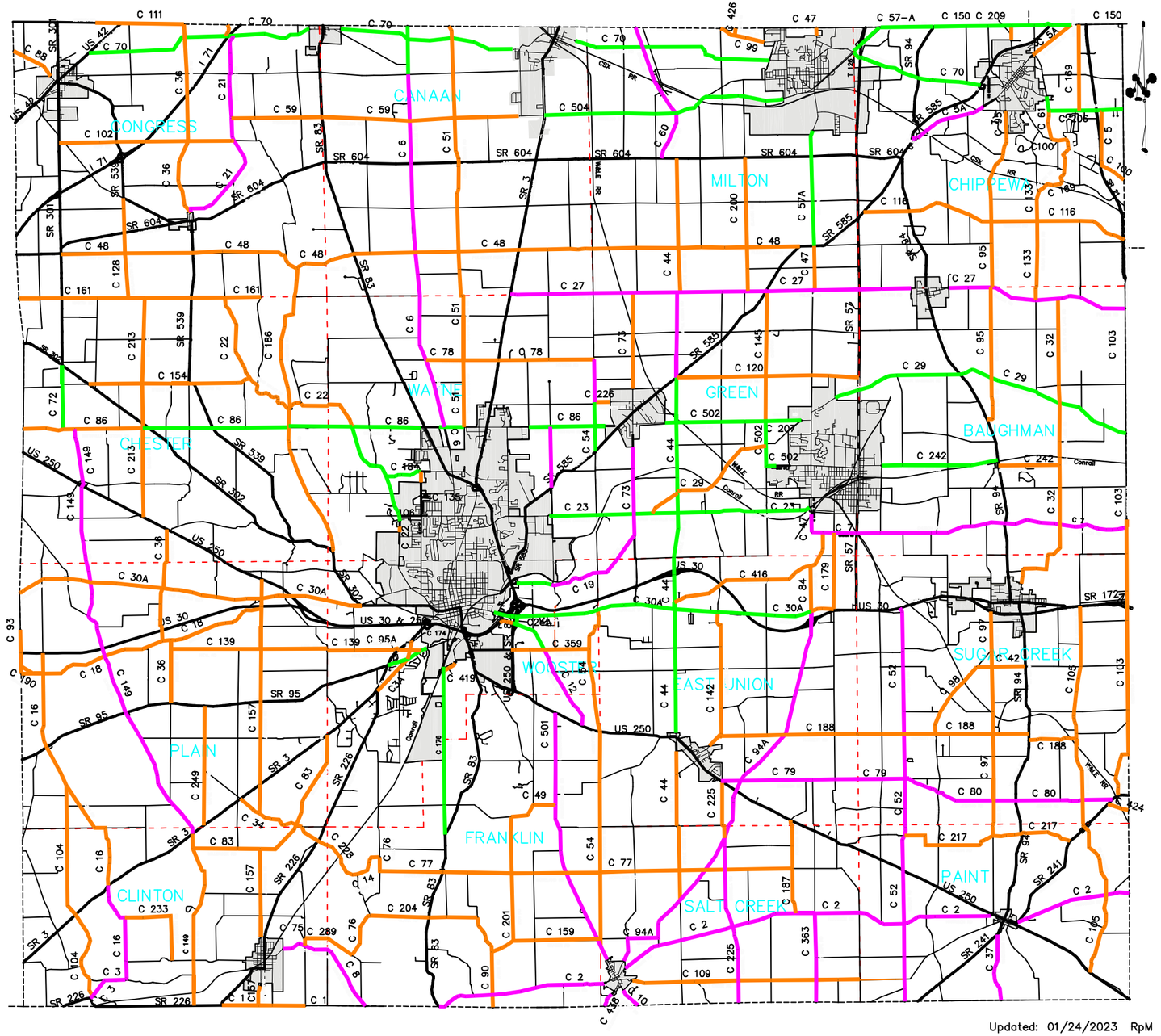
WAYNE COUNTY ACCESS MANAGEMENT ROAD CLASSIFICATION

SCALE in MILES

0 1/2 1 2 3 4

VISIT THE WAYNE COUNTY ENGINEER'S WEBSITE FOR ADDITIONAL INFORMATION.

www.wayne-county-engineer.com



Updated: 01/24/2023 RpM

MAJOR COLLECTOR

MINOR COLLECTOR

LOCAL