

Access Management Design Standards

Appendix 6A Access Management Design Standards

Part 1 Access Management

1.1 Intent and Applicability

This manual presents design guidelines for managing vehicular access to land development, while preserving traffic flow in terms of safety, capacity, and speed. Major thoroughfares and collectors serve as the primary network for moving people and goods. These corridors also provide access to businesses and homes and have served as the focus for commercial and residential development. The design principles described herein are intended to balance the right of reasonable access to private property with the right of the citizens of Louisville and Jefferson County to safe and efficient travel.

1.2 Relationship to the Comprehensive Plan

This manual is intended to assist in implementing the Goals, Objectives and Plan Elements of Cornerstone 2020.

1.3 Access Classification System and Standards

- A. The Director of Works (City or County depending upon location) is responsible for approving the number and location of curb cuts. The Director issues permits in accordance with the design principles presented in this manual, AASHTO standards and good engineering practice.
- B. Roadways within Jefferson County are classified for the purposes of access management as shown in Core Graphic 10, “Roadway Classification and Projected Corridors.”
- C. Separation between access points on all City and County maintained roadways should meet or exceed the following minimum standards for that classification.

Table 4: Jefferson County Access Classification System & Standards: ¹

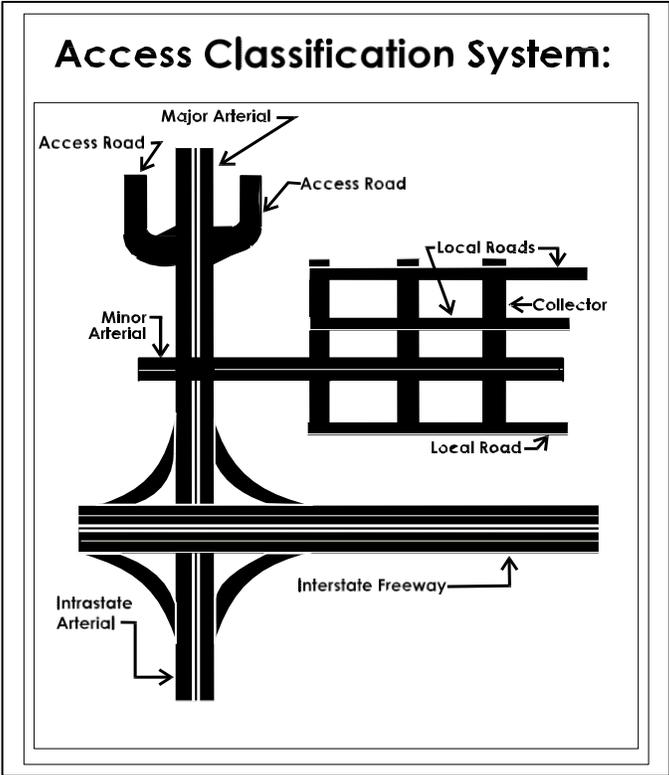
Functional Classification	Driveway Spacing	Spacing of Median Openings or Major Intersections ²	Signal Spacing
Major Arterial with a Median	600 ft. ³ , 400 ft. ⁴	1200 ft. ³ , 800 ft. ⁴	¼ - ½ mile
Minor Arterial	600 ft.	600 ft	¼ mile
Collector	300 ft.	300 ft. to 600 ft.	¼ mile
(1) It is recognized that some locations, due to existing development characteristics, may not meet the standards provided in this section. Access to such properties is allowed to continue.			
(2) Applies to full median openings on roadways with medians. Directional median opening spacing shall be ¼ mile on all major arterials.			
(3) Applies to facilities with a speed of 45 mph or greater. Speed refers to posted speed or 85 th percentile speed, whichever is lower.			
(4) Applies to facilities with a speed of less than 45 mph. Speed refers to posted speed or 85 th percentile speed, whichever is lower.			

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1. To provide reasonable flexibility in administration, some deviation from access spacing standards may be permitted, if the Director of Works finds that a property is otherwise unable to meet minimum driveway spacing standards and allowing such a deviation would not create a safety hazard on the public road.

2. The Director of Works may establish some or all of the following conditions as the basis for approving deviation from the driveway spacing standards:

- a) A traffic impact study, prepared at the expense of the applicant, demonstrates that the deviation will not create a public safety hazard;
- b) A joint-use driveway will be established wherever feasible, to serve two abutting building sites, with cross-access easements provided in accordance with Section);



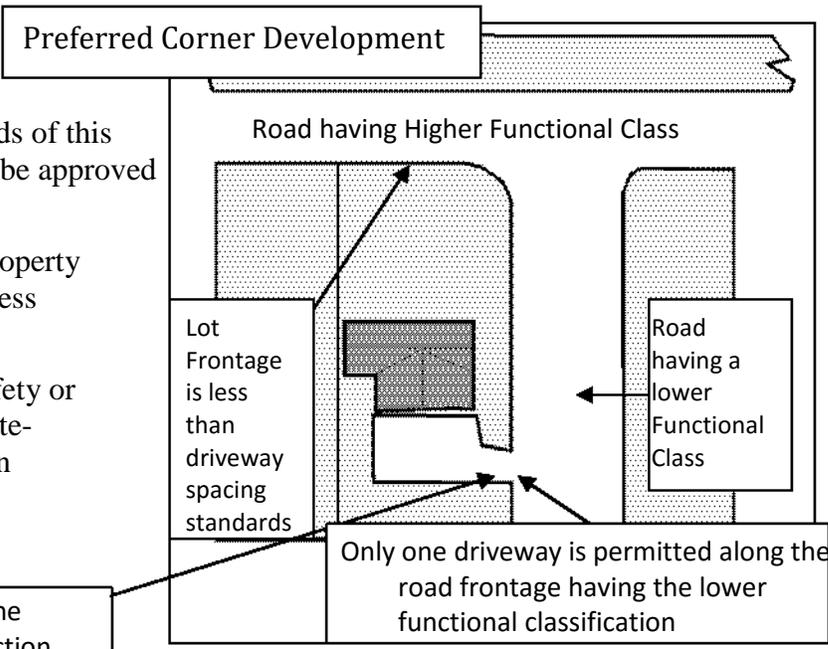
c) The building site is designed to provide cross access and unified circulation with abutting sites;

d) The property owner shall agree to close any pre-existing curb-cuts that are nonconforming on the building site, after the construction of both sides of the joint-use driveway

1.4 Corner Clearance

A. Locate new driveways outside the functional area of an intersection, as defined by the driveway spacing standards of this article. Exceptions to this standard may be approved if the Director of Works finds that:

- 1. No other reasonable access to the property is available including joint and cross access With adjacent properties, and
- 2. The connection does not create a safety or operational problem, upon review of a site-specific study of the proposed connection prepared by a qualified professional.



Driveway should be positioned along the property line farthest from the intersection.

- B. If the Director finds that no other alternatives exist and provided appropriate sight distance standards are met, a driveway within the functional area of the intersection may be constructed. It shall be located as close to the property line and as far from the intersection as site conditions allow. Only one driveway will be permitted and it shall access the road frontage of the street having the lower functional classification, unless the Director determines that this would create a safety or operational problem on the public street system.

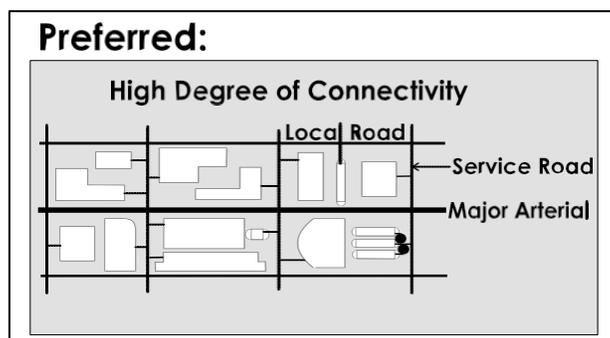
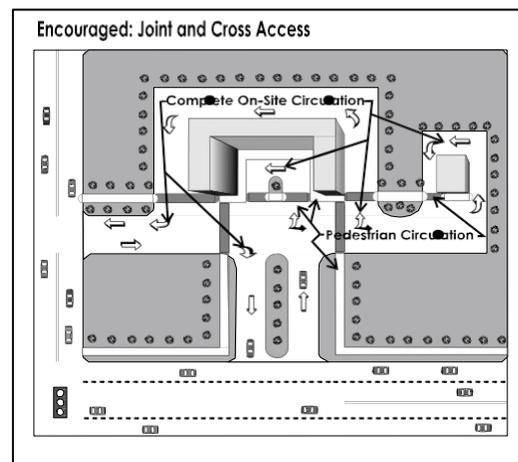
1.5 Joint and Cross Access

- A. Properties located on arterial or collector roadways should provide a cross access drive and pedestrian access to allow circulation between adjacent sites as required by the Director of Works. Such connection is generally required in the following circumstances:

1. Retail commercial use adjacent to other commercial, office, industrial or multi-family development.
2. Other connections as required in the form district regulations.

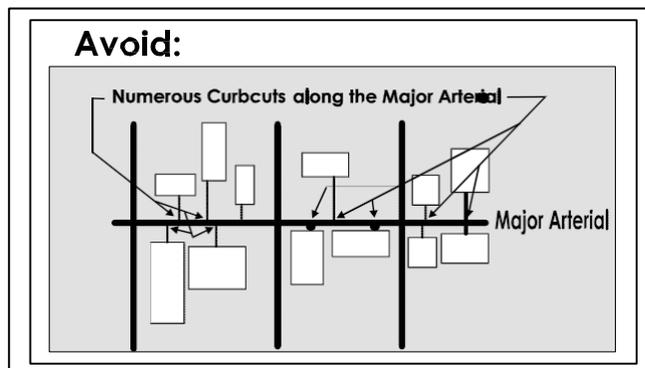
- B. Required cross-access corridors shall be shown on any subdivision or site plan. A system of joint use driveways and cross access easements shall be required to provide unified access and circulation among parcels and assist in local traffic movement. In such cases, the building site shall incorporate the following:

1. A continuous cross-access or service drive with sufficient width to accommodate two-way travel aisles for automobiles, service vehicles, and loading vehicles.
2. Stub-outs and other design features to make it visually obvious that abutting vacant properties should be tied in to provide cross access at the time they are developed.
3. Building sites shall be designed to ensure parking, access and circulation may be easily tied in to future adjacent development.



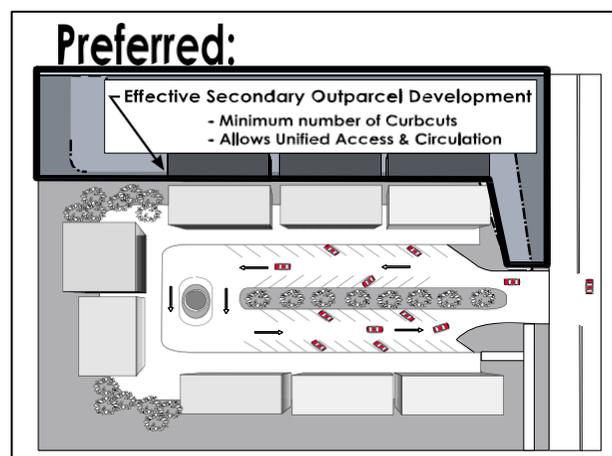
C. Where joint- and cross-access is provided pursuant to this section, property owners shall:

1. Record an easement in the office of the Clerk of Jefferson County Kentucky, allowing cross-access to and from other properties served by the joint use driveways or service drive, which shall be a covenant running with the land;
2. Record an agreement in the office of the Clerk of Jefferson County Kentucky that any pre-existing curb cuts providing for access in the interim shall be closed and eliminated after construction of the joint-use driveway, which shall be a covenant running with the land; and
3. Record a joint maintenance agreement in the office of the Clerk of Jefferson County Kentucky, defining maintenance responsibilities of property owners that share the joint use driveway and cross access system, which shall be a covenant running with the land.
4. Items described in paragraphs 1 –3, above, shall be recorded prior to requesting a building permit; if no new construction, the items shall be recorded before requesting a certificate of occupancy.



1.6 Requirements for Unified Access and Circulation

- A. In the interest of promoting unified access and circulation systems, integrated development sites comprised of more than one building or more than one lot are not considered separate properties in relation to the access management standards of this code. This will also apply to phased development plans. In addition, the following standards apply:
1. The number of curb cuts permitted shall be the minimum number necessary to provide reasonable access to the overall site and not the maximum available for that frontage. Reasonable access shall be determined by the Director of Works.
 2. All necessary easements, agreements, and stipulations required under Section 1.5 (C) shall be met. Subsequent owners and lessees within the affected area are responsible for compliance with these requirements.
 3. Outparcels should be accessed via the shared circulation system of the principal development or retail center. Access to outparcels should be designed to avoid excessive movement across parking aisles and queuing across surrounding parking and driving aisles.

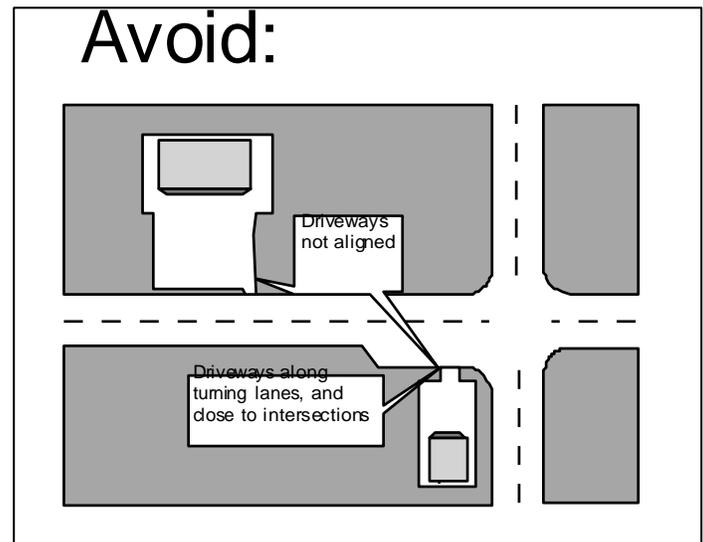


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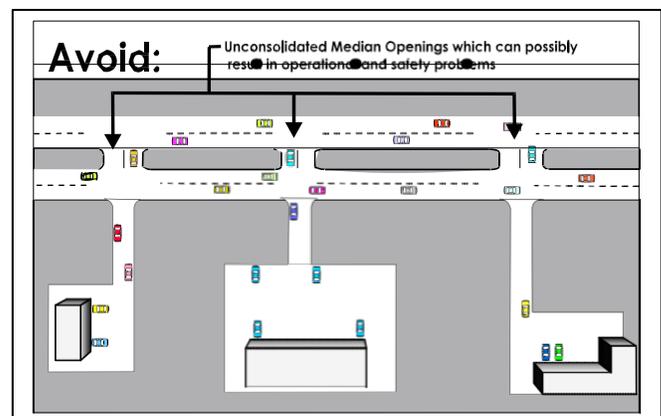
- B. Where abutting properties are in different ownership and not part of an overall development plan, cooperation between the various owners to create a unified access and circulation system is encouraged.. Abutting properties shall provide unified access and circulation at the time that they are developed, or are redeveloped as provided in Section 1.8.

1.7 Driveway Location and Design

- A. Sight distance at driveway approaches must be located and designed in conformance with appropriate AASHTO, ITE or other applicable standards.
- B. The Director of Works may require deceleration or storage lanes where deemed necessary due to traffic volumes, speed limits, or where there may be a safety or operational problem. The design of left-turn and right-turn deceleration/storage lanes shall conform to appropriate agency standards.
- C. Due to the potential for vehicular weaving conflicts and crashes, construction of driveways along acceleration or deceleration lanes, left turn storage lanes and tapers is to be avoided, unless no other access to the property is available.



- D. Driveways across from median openings should be consolidated wherever feasible, to coordinate access at the median opening.
- E. Driveways on undivided roadways should be aligned directly opposite driveways on the opposite side of the road, or offset from each other in accordance with applicable County or State Highway Standards, due to the potential for conflicting left turns or jog maneuvers and resulting safety or operational problems.



- F. Driveway width and return radius or flare shall be adequate to serve the volume of traffic and provide for efficient movement of vehicles onto and off of the major thoroughfare. However, the width of driveways shall not be so excessive as to pose safety hazards for pedestrians and bicycles.

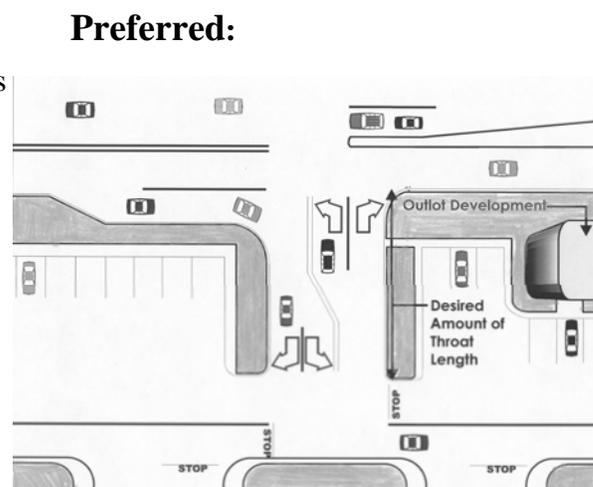
The Director of Works may require longer radii and/or wider throats where deemed necessary to accommodate trucks.

- G. Driveways with more than two lanes should incorporate channelization features. Double-yellow lines may be considered instead of medians where truck off-tracking is a problem.
- H. Driveways shall be designed with adequate on-site storage for entering and exiting vehicles to reduce unsafe conflicts with through or on-site traffic and to avoid congestion at the entrance. These guidelines are intended for the principal access to the property and are not intended for minor driveways.

1.8 Redevelopment

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

- a) existing structure is replaced by new structure or improvements; or
- b) existing structure or parking lot is expanded by 20% or more beyond the size existing at the effective date of this regulation (incremental changes that cumulatively increase the size by 20% fall within the regulated activities of this paragraph); or
- c) an existing use is changed to a use for which Chapter 9 of the Land Development Code specifies a higher parking ratio.



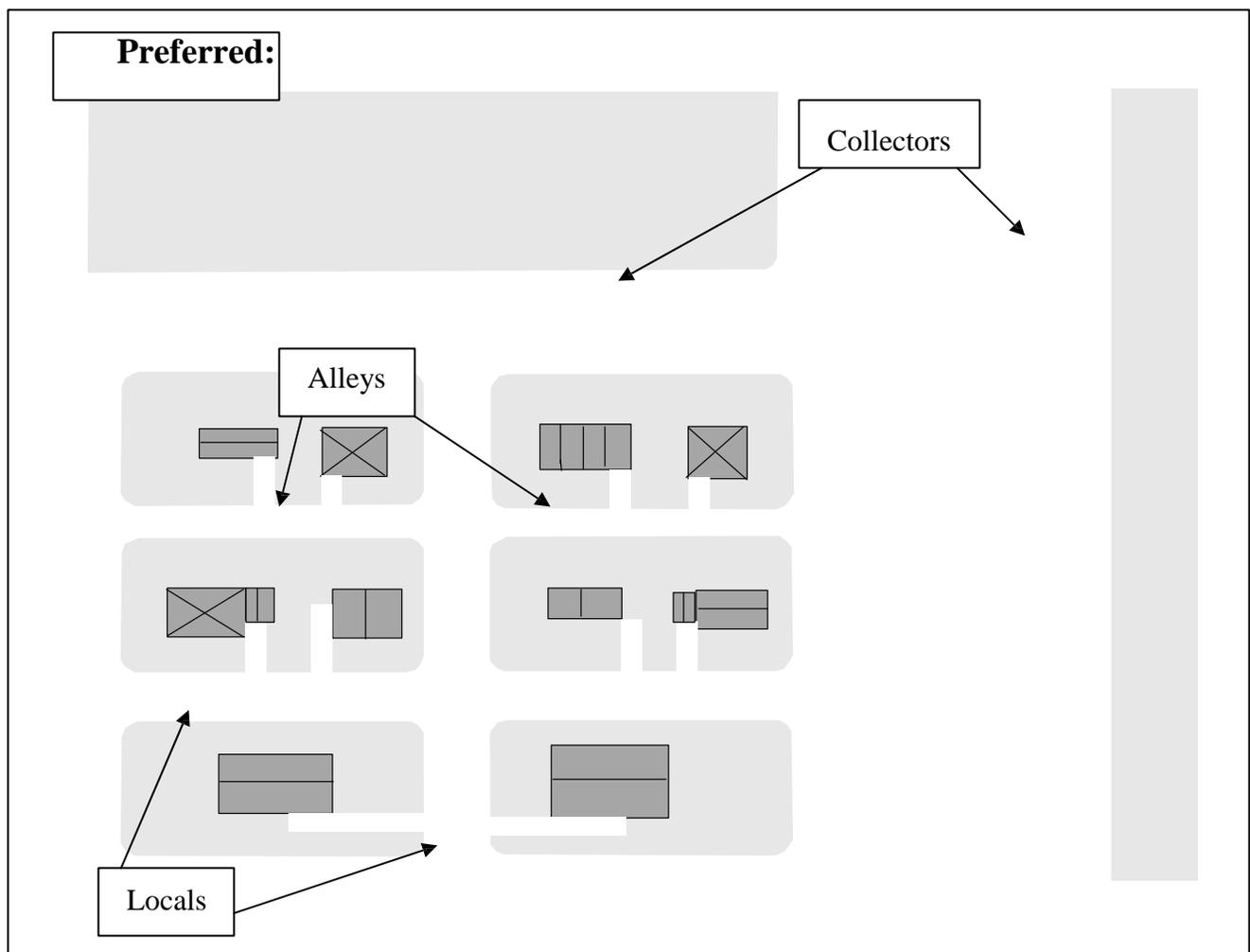
1.9 Corridor Access Management Overlay Zones

- A. Segments of a roadway corridor may be designated as corridor access management zones for the purpose of applying special access management controls that exceed the requirements and standards in this article. The purpose of this designation is to avoid significant traffic congestion problems, reduce vehicular and pedestrian conflict areas, and to ensure appropriate development within the designated area in accordance with the Jefferson County Comprehensive Plan.
- B. The controls in such districts are not intended to be substituted for other general zoning district provisions but can be superimposed over such district provisions and should be considered additional requirements.
- C. Corridor access management zones shall be designated and approved in accordance with the public involvement and public hearing requirements of Jefferson County that govern the creation of all land use designations and zoning districts.

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1.10 Access to Homes and Subdivisions

- A. When a residential subdivision is proposed that abuts an arterial or major collector roadway, it shall be designed to provide lots abutting the roadway with access only from an interior local road or frontage road.
- B. Direct Driveway access to individual one and two family dwellings on arterial and collector roadways are prohibited unless the Planning Commission determines that there is no acceptable access alternative.



1.11 Access Management Policy - Dixie Highway (Greenwood Road to Crums Lane)

A. Access to individual parcels along Dixie Highway is controlled by Encroachment Permit from the Kentucky Transportation Cabinet;

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B. Left-turn and/or U-turn movements will be permitted at all signalized intersections along the section of Dixie Highway covered by this Policy:

C. A raised, non-mountable median (with left-turn storage lanes) will be constructed along this section of Dixie Highway that will prohibit cross-roadway movements. Left-turns and/or Uturns from Dixie Highway will be permitted only at unsignalized public street intersections which are at least 250' from an existing signalized intersection:

D. Left-turn movements from Dixie Highway may be prohibited at unsignalized closely-spaced public street intersections if storage lanes necessary for this access overlaps with left-turn lanes in the opposite direction:

E. The non-mountable median will prohibit left-turn movements into individual driveways from Dixie Highway. Access to these homes and businesses will be provided by indirect U-turns at public, side-road intersections:

F. The median will also prohibit left-turns from individual driveways onto Dixie Highway (only right-in/right-out movements will be provided). Left-turn movements from these homes and businesses will be provided by use of indirect U-turns at public, side-road intersections.

G. Exceptions:

1. Left-turn access will not be provided into Herbert Ave. from Dixie Highway due to its proximity to the I-264 exit ramp:

2. Full access (emergency activated signal) will be provided to/from Kerrick Ln. The Basis of Exception is to accommodate emergency vehicles:

3. Full access (unsignalized) will be provided to/from the northern driveway entrance of the Southwest Government Center. The Basis of Exception is to accommodate emergency vehicles.

<u>Signalized Intersections</u>	<u>Unsignalized Intersections</u>	<u>Notes</u>
<u>Crums Ln.</u>		
<u>Garrs Ln.</u>		
	<u>Herbert Ave.</u>	<u>Left turn access into street restricted based on Policy Exception #1</u>
<u>I-264 (Watterson)</u>		

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<u>Signalized Intersections</u>	<u>Unsignalized Intersections</u>	<u>Notes</u>
<u>Heaton Rd.</u>		
	<u>Stewarts Ave.</u>	<u>Left turn access into street restricted based on Policy #4</u>
	<u>Kendall Ln.</u>	
	<u>San Jose Ave.</u>	
	<u>San Jose Ave.</u>	
<u>Gagel Ave.</u>		
	<u>Klages Ave.</u>	<u>Left turn access into street restricted based on Policy #3</u>
	<u>Stallings Ave.</u>	<u>Left turn access into street restricted based on Policy #3</u>
<u>Rockford Ln.</u>		
	<u>E. Rockford Ln.</u>	<u>Left turn access into street restricted based on Policy #4</u>
	<u>Kingsford Dr.</u>	
	<u>Lewiston Pl.</u>	
	<u>Brick Kiln Ln.</u>	<u>Left turn access into street restricted based on Policy #4</u>
<u>Upper Hunters Trace</u>		
	<u>Bonnyville Blvd.</u>	
<u>Holy Cross School</u>		
<u>Trent Ave.</u>		
	<u>Kurz Way</u>	<u>Left turn access into street restricted based on Policy #4</u>
	<u>Flintlock Dr.</u>	
<u>Blanton Ln.</u>		

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<u>Signalized Intersections</u>	<u>Unsignalized Intersections</u>	<u>Notes</u>
	<u>Welby Rd.</u>	<u>Left turn access into street restricted based on Policy #3</u>
<u>Lower Hunters Trace</u>		
<u>Lowes</u>		
	<u>Kerrick Ln.</u>	<u>Full access provided based on Policy Exception #2 Dixie Manor</u>
<u>Dixie Manor Center</u>		
<u>St. Paul's Church</u>		
	<u>Crawford Ave.</u>	<u>Left turn access into street restricted based on Policy #3</u>
	<u>Wells Dr.</u>	
	<u>Ash Ave.</u>	<u>Left turn access into street restricted based on Policy #4</u>
	<u>SW Government Center</u>	<u>Left turn access into driveway provided based on Policy Exception #3</u>
	<u>Rose Farm Rd.</u>	
	<u>Saffron Ave.</u>	<u>Left turn access into street restricted based on Policy #4</u>
	<u>Gutermuth Rd.</u>	<u>Left turn access into street restricted based on Policy #4</u>
	<u>St. Andrews Church Rd.</u>	
<u>Greenwood Rd.</u>		

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APPENDIX 6C JEFFERSON COUNTY ADDRESSING MANUAL

A. Authority of the Planning Director

The Planning Director or designee shall assign addresses in accordance with the following procedures. When circumstances dictate, the Planning Director may authorize address assignments that diverge from the standards in this section.

B. Address Grid System

Each new subdivision parcel, each pad in a mobile home park, commercial unit, apartment, condominium, or townhouse shall be assigned an address on the street providing access to the parcel. Addresses will be assigned based on a countywide grid system.

The grid system allows a series of numbers to be assigned for approximately every 500 feet. The address grid includes the NW, NE, SW, and SE quadrants of Jefferson County and uses primary routes within the County as zero baselines.

C. Address Grid Baselines

Jefferson County's address numbering system shall be on a grid system that divides Jefferson County into quadrants establishing zero baselines from which numbers are assigned. The grid system, as shown on the property numbering map on file in the office of the Commission, indicates the point at which block numbers will change in increments of 100.

Assigned address numbers under the grid system will ascend numerically from 100 to the north and to the south based on Main Street/Shelbyville Road as the boundary or zero baseline for streets that are aligned basically North and South. Streets that are aligned basically east and west shall be assigned address numbers ascending numerically from 100 to the east and to the west based on First Street as extended to the county boundary representing the boundary or zero baseline. The directional orientation of a number street shall be determined by the Planning Director or the Commission. Numbers on the north side of the east-west streets shall be odd and numbers on the south side of the east-west streets shall be even. Numbers on the west side of the north-south streets shall be even and numbers on the east side of the north-south streets shall be odd.

D. Application of Address Grid

Application of the address grid will vary, as few streets run directly north, south, east or west. Most streets run at angles to the cardinal directions and often change direction. The primary consideration for assigning addresses on streets that diverge from the cardinal directions is the even distribution of address numbers. The grid shall be used to assist in assigning numbers by orienting the grid parallel to the direction of the street. In this manner, an appropriate distance between address numbers can be maintained.

E. Addressing Single Family Dwelling Lots

Addresses for single family dwelling lots shall be assigned consecutively on the odd and even sides of the street.

F. Addressing Mobile Home Parks

Addresses for home sites in mobile home parks are assigned consecutively on the odd and even sides of the street. A separate street address number shall be assigned for each mobile home pad. No unit numbers shall be assigned to mobile home park developments.

G. Addressing Townhouse Developments

Addresses for townhouse units are to be assigned consecutively on the odd and even sides of the street. A separate street address number shall be assigned for each townhouse lot. No unit numbers, such as apartment numbers, shall be assigned to townhouse developments.

H. Addressing Commercial, Office, and Warehouse Developments

Staff shall evaluate commercial, office and warehouse developments for address assignment based on the maximum potential number of units. Large stores, offices and warehouses may be divided into smaller spaces many years after the center is constructed. Staff will take into account the potential for readdressing the potential must be taken into account to avoid potential readdressing.

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I. Addressing Commercial Shopping Centers

Commercial shopping centers shall generally be addressed in a manner similar to townhouses. Because the frontage dimension for each store may change as the use changes, site development plans for shopping centers shall include the maximum number of potential use units within the center in order to provide the maximum number of addresses. The location of the door to an individual use unit providing primary access is the critical factor in determining which available address applies.

In the event that a shopping center may allow more street addresses than are available with the segment of street, the Planning Director may assign one street address to the shopping center as a whole, and assign unit numbers for each of the potential use units within the center. Unit numbers for the stores shall run as consecutive whole numbers in the same direction as the addresses on the street. Unit numbers shall begin with 101 and progress until all use units have been addressed. No lower numbers, including 100, shall be used. The same procedure and information shall be used in assigning addresses and unit numbers for office and warehouse developments.

In shopping centers with multiple stories, each story shall be assigned four digit addresses beginning with 2100 on the second story and increasing by 1000 for each additional story. For example, stores on the first floor of a shopping center may run from 100 to 122, while stores on a second level of the shopping center may run from 2100 to 2122, and stores on a third level of the shopping center may run from 3100 to 3122. In this manner, it will be easier to locate a store in an emergency by providing a logical separation between levels in the shopping center.

J. Addressing Commercial Shopping Malls

Malls shall be addressed with one street address number assigned to the street intersecting with the main vehicular entrance. Separate address numbers shall not be assigned to each entrance of shopping malls. The maximum number of stores is to be included on the site development plans as well as the minimum potential store frontage. Based on this information, unit numbers shall be assigned using an odd and even distribution on either side of the mall corridor(s). Unit numbers shall begin with 101 on the odd (north and east) side and 100 on the even (south and west) side.

In malls with multiple corridors, each corridor shall be assigned numbers in higher hundred divisions. For example, stores in one corridor may run from 100 to 147, and stores in an adjoining corridor would run from 200 to 238. In this manner, it will be easier to locate a store in an emergency by providing a logical separation between corridors in the mall.

In malls with multiple stories, each story shall be assigned four digit addresses beginning with 2100 on the second story and increasing by 1000 for each additional story. For example, stores on the first floor of a commercial shopping mall may run from 100 to 147, while stores on a second level of the shopping mall may run from 2100 to 2147, and stores on a third level of the shopping mall may run from 3100 to 3147. In this manner, it will be easier to locate a store in an emergency by providing a logical separation between levels in the mall.

K. Addressing Offices and Multi-Family Dwellings

These procedures include residential and office buildings of the same construction design as apartment buildings. Multi-family housing units, such as apartments and condominiums, will have a separate whole number street address assigned to each door/entrance providing access to units within an individual building(s). Street addresses shall be assigned based on the normal criteria for assignment, skipping numbers in accordance with the grid and using the appropriate odd and even numbering scheme for building entrances.

Within structures having dwelling units placed one above another, a consecutive whole unit number (referred to as apartment, suite, or unit number) shall be assigned for each separate dwelling unit. The numbers shall be

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assigned in the same direction as the street numbers. The lowest floor shall begin with 101, progressing with 102, 103, etc., until all units have been assigned unit numbers. Successively higher floors shall begin with successively higher increments of hundreds. The complete official street address for each unit will consist of the street address, street name, and unit number.

When a single story multi-family structure has frontage along two streets, and has doors/entrances to individual dwelling units from each street, a separate street address will be assigned to each dwelling unit.

L. Addressing Marinas

This procedure includes all water-based facilities for the long term (more than six months) docking and storage of boats that may be used as dwelling units. Marinas shall be addressed in the following manner. The marina will be assigned a street address, and each dock providing access to individual boat slips shall be designated by a letter of the alphabet, beginning with "A" for the dock closest to the street entrance to the marina.

A whole unit number (1,2, etc.) shall be assigned for each separate boat storage slip beginning on the right side of the dock and continuing around the dock to the slip closest to the beginning of the dock on the left side. The complete official street address for each unit will consist of the street address, street name, dock indicator (alpha) and slip indicator (numeric).

M. Assignment of Addresses to Corner Lots

Residential and commercial lots which have frontage on two streets that are required to be named (See 06-03-05A), regardless of whether the streets are private or public, shall be assigned an address for each frontage street which the lot abuts. After the building is established, the Fire Protection District with jurisdiction shall determine which address will be used for the lot and report their decision to the Planning Commission.

N. Assignment of Addresses to Cemeteries

Cemeteries shall be assigned a single, sequential address, reflecting the street name of the most reasonable access. Since many inactive cemeteries predate current development, Half (H) and Rear (R) address designations may be incorporated, to more accurately locate cemeteries, by referencing existing development addressing.

Be it also known that the Office of State Archeology (OSA) must be consulted, since addressing should not interfere with the Archaeological Resources Protection Act (1979), which can keep certain burial sites confidential to avoid looting.