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Capital Projects Department

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TO: ACHD Design, ACHD Consultants, Right-of-Way and Construction

FROM: Dyan Bevins, P.E.  
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SUBJECT: **Access Management**  
**File Naming Convention**  
**Miscellaneous**

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**Access Management**

Below clarifies ACHD's approach for Access Management on Capital Projects. We have coordinated with Traffic, Development Services, Design, ROW and Capital Projects to ensure all departments are supportive of this approach to Access Management. The below information applies to all project types on Arterials and Collectors. This is not meant to be a policy or strict guideline but a general approach to improving access management on our most heavily travelled corridors. There are always exceptions and the classification of the roadway, land use, etc. need to be taken into account when designing, adding, or removing access points (a.k.a. driveways). Ultimately, when ROW agents go to negotiate with land owners we have learned it's much easier to show a reduction in access points initially and, if needed, add them back in through the negotiation, opposed to showing the existing condition and proposing access be consolidated.

1. It is our goal to consolidate or reduce access points where achievable.
2. Where feasible, follow Section 7200 – Technical Requirements of the ACHD Policy Manual.
3. Unless shown to be an unsafe condition, we must provide reasonable access to every parcel.
4. ACHD considers it an unsafe condition to back out onto a 35 mph or greater arterial or collector.
5. The curb cut style driveways are acceptable for single family residential.
6. Curb return type driveways should be used for commercial, industrial or multi-family residential.
7. The minimum driveway width for arterials and collectors is 20'. Where feasible, follow this for Capital Projects.
8. When nonconforming or additional access points/driveways are included they should follow other design criteria as outlined in Section 7200. For example, a driveway access to a back or side yard that has a gate on an Arterial or Collector. It would need to meet the criteria in 7205.4.8 or 7206.4.6:

”If a driveway is to be gated, the gate or keypad (if applicable) shall be located a minimum of 50-feet from the adjacent street and an on-site turnaround shall be provided.”

### **File Naming Convention**

The intent of this approach is to develop a consistent naming convention based on submittal and document type to aid in file search and archival.

SUBMITTAL\_PROJECT NO.\_TYPE

SUBMITTAL = Concept // 30% // 75% // 95% // 99% // 100%

PROJECT NO.

TYPE = Plans // Specs // Est // PIM Display // etc....you have artistic license here based on submittal

*EXAMPLE = Ustick Rd – Linder Rd to Meridian Rd 95% plan submittal*

*File name = 95\_513038\_Plans.pdf*