

Auditing an Access Management Program

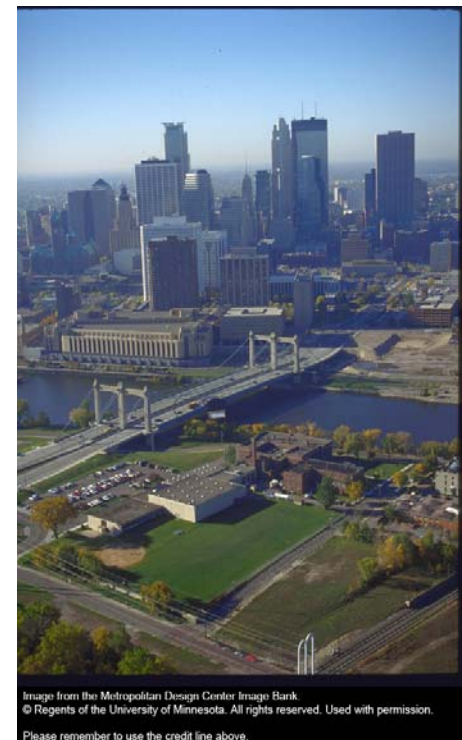


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*The 7th National Conference on
Access Management*

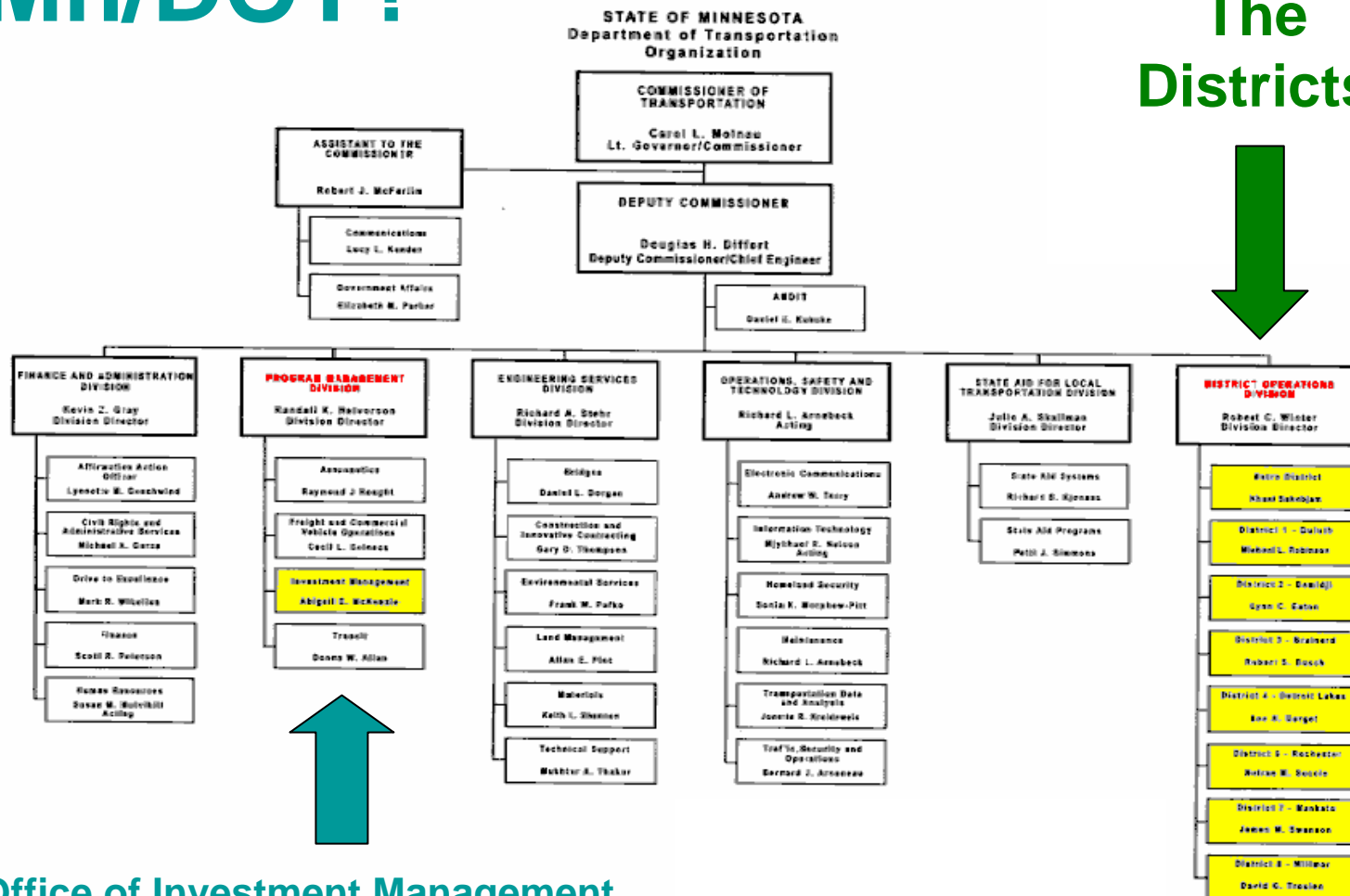
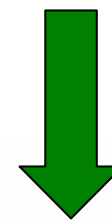
Mn/DOT is a Decentralized Agency

- Eight regional districts delineated to balance lane miles
 - Program Delivery
- Five divisions within the Central Office
 - Policy Direction
 - Technical Support
 - Limited Review/Auditing



Where is Access Management at Mn/DOT?

The Districts



Office of Investment Management
Statewide Planning
Access Management

The 7th National Conference on
Access Management



Intent of Mn/DOT's Access Management Program

- Balance mobility, safety & accessibility
- Recognize the right of reasonably convenient and suitable access
- Provide supportable guidelines
- Plan for future growth and land use changes
- Identify cost-effective solutions

Access Management Initiative

1997 to 2002


- Develop a consistent statewide approach
- Use Mn/DOT's existing regulatory powers
- Work with & through local land use authorities
- Guidelines adopted in 2002 as a Technical Memorandum



Rollout to the Districts

2002 to 2003

- Assigned an access category to all trunk highway segments
- Provided initial training
- Provided follow-up training
- Developed worksheets

		Certificate of Attendance	
		Professional Development Hours	
Participant			
Access Management Training	Mn/DOT Access Management		
Education Activity	Activity Sponsor		
Peggy Reichert/Brian Gage	June 18, 2002		
Instructor/Leader	Activity Date		
		6 (Six)	
		Professional Development Hours	
<small>The Office of Human Resources, Training and Development unit of Minnesota Department of Transportation has determined that this education activity meets the State of Minnesota Board of Registration Continuing Education Requirements. The Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, GeoScience and Interior Design (Board of AELSLAGID) has final authority to review and approve PDH's.</small>		<small>Please attach any or all for your records:</small> <ul style="list-style-type: none">▶ Registration Receipts▶ Agenda/Syllabus▶ Course Plan▶ Seminar/Brochure Information▶ Any Information Details▶ The content and/or expected outcome of the education activity	

Category Assignments:

www.oim.dot.state.mn.us/access/categories.html



District Access Category Assignments

Access Management Category Assignments

District 1 - Duluth

Office of Investment Management - Statewide Planning Unit

Highway MN 1

Segment Number	Begin Reference Point	End Reference Point	Length (miles)	County	Access Mgmt. Category Assign.	Segment Begin Description	Segment End Description	Date of Last Revision
1	180 + 0.452	186 + 0.656	6.2	31	5A	S JCT MNTH-6	to JCT MNTH-38	July 17, 2002
2	186 + 0.656	186 + 0.952	0.3	31	5B	JCT MNTH-38	to CITY STREET (EFFIE)	July 17, 2002
3	186 + 0.952	218 + 0.450	31.4	31	5A	CITY STREET (EFFIE)	to ITASCA-ST LOUIS CO LINE	July 17, 2002
4	218 + 0.450	236 + 0.245	17.7	69	5A	ITASCA-ST LOUIS CO LINE	to N JCT USTH-53	July 17, 2002
5	236 + 0.245	244 + 0.377	7.0			N JCT USTH-53	to S JCT USTH-53	July 17, 2002
*COINCIDENT WITH USTH 53 FROM REF PT 87+00.140 TO 94+00.108								
6	244 + 0.377	258 + 0.848	14.5	69	6A	S JCT USTH-53	to W JCT MNTH-169	July 17, 2002
7	258 + 0.848	262 + 0.782	3.9	69	3A	W JCT MNTH-169	to S LIM TOWER	July 17, 2002
8	262 + 0.782	263 + 0.159	0.4	69	3B	S LIM TOWER	to JCT MNTH-135	July 17, 2002
9	263 + 0.159	263 + 0.674	0.5	69	3C	JCT MNTH-135	to ALDER ST (TOWER)	July 17, 2002
10	263 + 0.674	284 + 0.777	21.0	69	3A	ALDER ST	to W LIM ELY	July 17, 2002
11	284 + 0.777	286 + 0.208	1.5	69	3C	W LIM ELY	to E JCT MNTH-169	July 17, 2002
12	286 + 0.208	286 + 0.649	0.4	69	5B	E JCT MNTH-169	to S LIM ELY	August 13, 2002
13	286 + 0.649	293 + 0.606	7.0	69	5A	S LIM ELY	to ST LOUIS-LAKE CO LINE	August 13, 2002
14	293 + 0.606	347 + 0.340	53.5	38	5A	ST LOUIS-LAKE CO LINE	to JCT MNTH-61	August 13, 2002

Printed on Monday, February 23, 2004

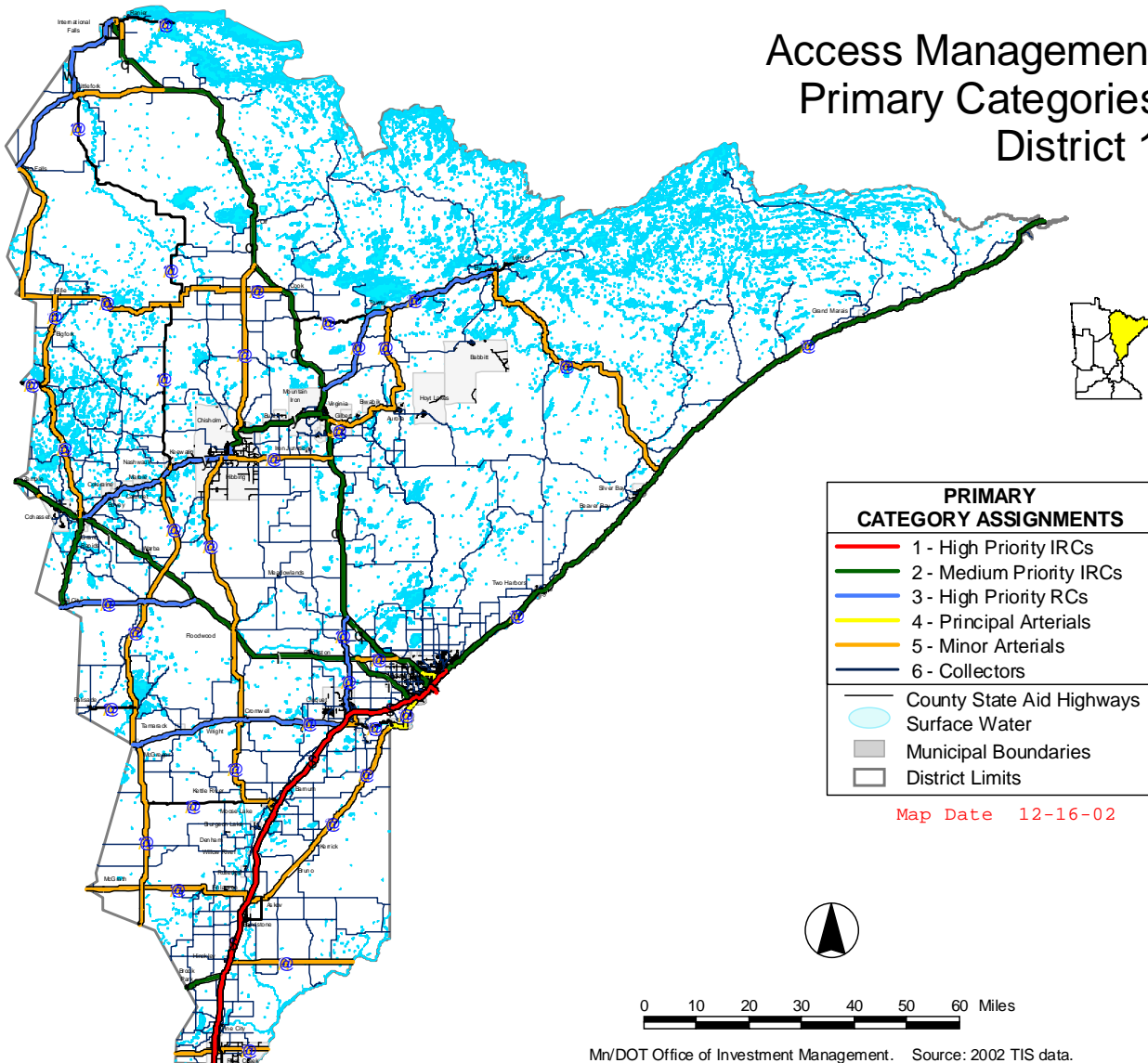
Highway: MN 1

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District Access Category Assignments

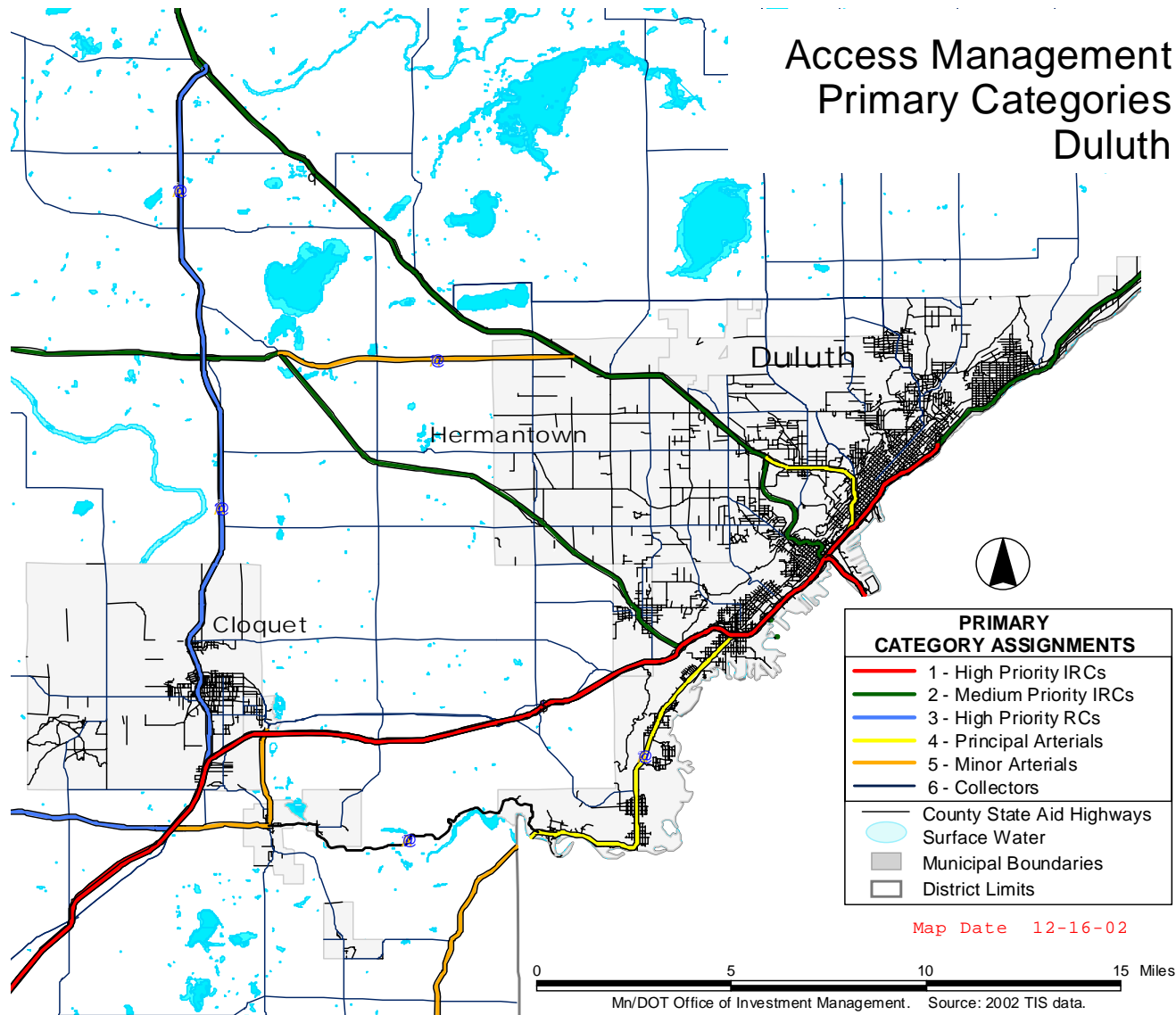
Access Management Primary Categories District 1



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District Access Category Assignments



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Access Management Worksheets

Private Entrance Access Management Worksheet			
Step I Identify Category & Type	Applicant's Name _____ Date: _____		
	Review Type:	<input type="checkbox"/> Permit/Change of Use <input type="checkbox"/> Plat <input type="checkbox"/> Other: _____	
	TH _____	Access Category _____	Current AADT _____
	LGU _____	Posted Speed _____	20-Year AADT _____
	County _____	Road Type _____	Divided <input type="checkbox"/> Undivided <input type="checkbox"/>
	District _____	Location Ref. Pt. _____	Corridor Plan Exists _____
	Access Type _____	Proposed Use _____	Previously Reviewed _____
	Permit No. _____	Units or Size _____	Number of Lanes _____
			No. of Trips Generated _____
		Contact Local Government: Discuss the availability of alternate access & plans for future land use	
Step II Analyze Context	LGU Contact _____ Phone # _____		
	Attach Diagram of Surrounding Area (Identify all nearby access points, intersections, lot lines, and land uses)		
	Recommended Access Allowance (Access Category System & Spacing Guidelines pages 31-35)		
	<input type="checkbox"/> Permitted with conditions <input type="checkbox"/> By Exception Only <input type="checkbox"/> By Deviation Only		
	If By Exception or Deviation Only - End Here and Go to Exception/Deviation Sheet		
	Findings		
	Does the Property Owner Retain Access Rights?		
	If owner does not retain access rights (MnDOT has access control) - Go to Page 2, Denial Section		
	Is Suitable Alternative Access Available or Reasonably Attainable?		
	If suitable alternative access is available - Go to Page 2, Denial Section		
Step III Evaluate	Does the Gap Analysis Show a Low Risk? (Only when Applicable, see pages 36 to 41)		
	<input type="checkbox"/> Gap Analysis Applicable (Applicable for Access Types 1 & 2 on Category 3A, 5A & 6A highways only)		
	<input type="checkbox"/> Gap Analysis Not Applicable (If Gap Analysis is Not Applicable, Skip Gap Analysis)		
	<input type="checkbox"/> Full Access <input type="checkbox"/> Right-In/Right-Out Only		
	20-yr Highway AADT _____ 20-yr Highway AADT _____		
	Entrance AADT _____ Entrance AADT _____		
	Approach Volume _____ Figure _____ Approach Volume _____ Figure _____		
	Conflicting Volume _____ Figure Used _____ Conflicting Volume _____ Figure Used _____		
	<input type="checkbox"/> Low Risk (conditional drive permitted) <input type="checkbox"/> Low Risk (RIR0 permitted)		
	<input type="checkbox"/> High Risk (exception/deviation only) <input type="checkbox"/> High Risk (exception/deviation only)		
If gap analysis indicates High Risk - End Here and Go to Exception/Deviation Sheet			
Conditions			
Is Only One Entrance Per Parcel Requested? (If No, Go to Exception/Deviation Sheet)			
Is Spacing Between Adjacent Entrances Met? (Exclude Access Type 1)			
Recommended spacing between entrances (Figure 6 & 6N)			
Measured Distance to the Next Access to the Left _____			
Measured Distance to the Next Access to the Right _____			
Is the Entrance Located Outside of the Intersection Functional Area?			
Are Any Turning Movements Restricted? (Existing Median? <input type="checkbox"/>)			
<input type="checkbox"/> Right-in/Right-out Only <input type="checkbox"/> Right-in Only <input type="checkbox"/> Other: _____			
Is Intersection Sight Distance Met? (MnDOT Road Design Manual, Section 5-2.02)			
Measured Sight Distance or Time _____ Posted Speed _____			
Measured Sight Distance or Time _____ Recommended Sight Distance or Time _____			
Are Turn Lanes Required? (MnDOT Road Design Manual, Section 5-2.01 & 5-4.01 or District Policy)			
<input type="checkbox"/> Left-Turn Lanes <input type="checkbox"/> By-Pass Lane <input type="checkbox"/> Right-Turn Lane/Treatment			
Is a Traffic Signal Requested at Entrance?			

3/29/2004

Private Entrance Access Management Worksheet, page 2																					
Step IV Recommend	Recommendation																				
	Provide Comments Only: <input type="checkbox"/> Comments to the LGU																				
	Approve Access <input type="checkbox"/> Approve with Conditions <input type="checkbox"/> Approve as an Exception <input type="checkbox"/> Approve as a Deviation																				
	Deny Access: <input type="checkbox"/> Permit Denied																				
	Findings, Conditions, Comments or Basis of Denial																				
Actions Taken																					
<table border="1"> <thead> <tr> <th>Applicable</th> <th>Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>Review Comments Sent to Applicant</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Review Comments Sent to LGU</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Review Comments Sent to Others</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table>				Applicable	Date	Comments	<input type="checkbox"/>		Review Comments Sent to Applicant	<input type="checkbox"/>		Review Comments Sent to LGU	<input type="checkbox"/>		Review Comments Sent to Others	<input type="checkbox"/>			<input type="checkbox"/>		
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<input type="checkbox"/>		Review Comments Sent to Others																			
<input type="checkbox"/>																					
<input type="checkbox"/>																					
Access Permit Approved or Granted																					
Prepared By _____ Date _____																					

3/29/2004

Access Management Worksheets

		Private Entrance Exception/Deviation Worksheet	
		Permit or Plat #	TH 0 District: 0
Step IIIa Exception/Deviation Worksheet	Yes No	Does the Property Owner Retain Access Rights?	
	Yes No	Contact local LGU Phone #	
		Is Alternative Reasonably Convenient or Suitable Access Available or Attainable?	
	Yes No	Are Multiple Entrances Being Requested?	
	N/A		
	Yes No	Is the Entrance Compatible with Long Range Corridor Plans?	
	N/A		
	Yes No	Does the Entrance Conform to Guidelines to the Greatest Extent Possible?	
		Is the Entrance within the Functional Area of an Adjacent Intersection?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No Access Spacing Guidelines Measured Distance to Next Access to the Left (exclude Access Type 1) Measured Distance to Next Access to the Right (exclude Access Type 1) Sight Distance Recommended Intersection Sight Distance or Time (MUTCD Road Design Manual, Section 5-2.02) Recommended I/S Sight Distance Proposed I/S Sight Distance Stopping Sight Distance (Figure 6 & 6M on pages 34 & 35) Recommended Stopping Sight Distance Proposed Stopping Sight Distance Comments Regarding Conformance to Guidelines:	
Step IIIb Considerations and Potential Conditions for Approval	Yes No	Is a Shared Entrance or Cross Access Easement Recommended?	
	Yes No	Should the Entrance be Approved as an Interim Access? (Plan for Removal or Redirection)	
	Yes No	Is a Traffic Signal Requested at Entrance?	
	Yes No	Are Any Turning Movement Restricted? (Existing Median? <input type="checkbox"/>)	
		<input type="checkbox"/> Right-in/Right-out Only <input type="checkbox"/> Right-in Only <input type="checkbox"/> Other:	
	Yes No	Are Turn Lanes Recommended? (MUTCD Road Design Manual, Sections 5-2.01 & 5-4.01 or District Policy)	
	<input type="checkbox"/> Left-Turn Lane <input type="checkbox"/> ByPass Lane <input type="checkbox"/> Right-Turn Lane or Treatment		
Yes No	Other Conditions		
Return to Private Entrance Worksheet, page 2 and Complete			

		Private Entrance Exception/Deviation Worksheet, page 2	
		Applicant's Name 0	
During the Exception and Deviation process, several correspondences may be sent to the applicant or the LGU. Please note any important correspondences in the space below or attach the response letters.			
Step IIIb Exception/Deviation Follow-up	Comments	Date:	Contact:
	Comments	Date:	Contact:
	Comments	Date:	Contact:
Step IIIb Exception/Deviation Follow-up	Comments	Date:	Contact:
	Comments	Date:	Contact:
	Comments	Date:	Contact:
Step IIIb Exception/Deviation Follow-up	Comments	Date:	Contact:
	Comments	Date:	Contact:
	Comments	Date:	Contact:

Review of Program

2003 to 2005

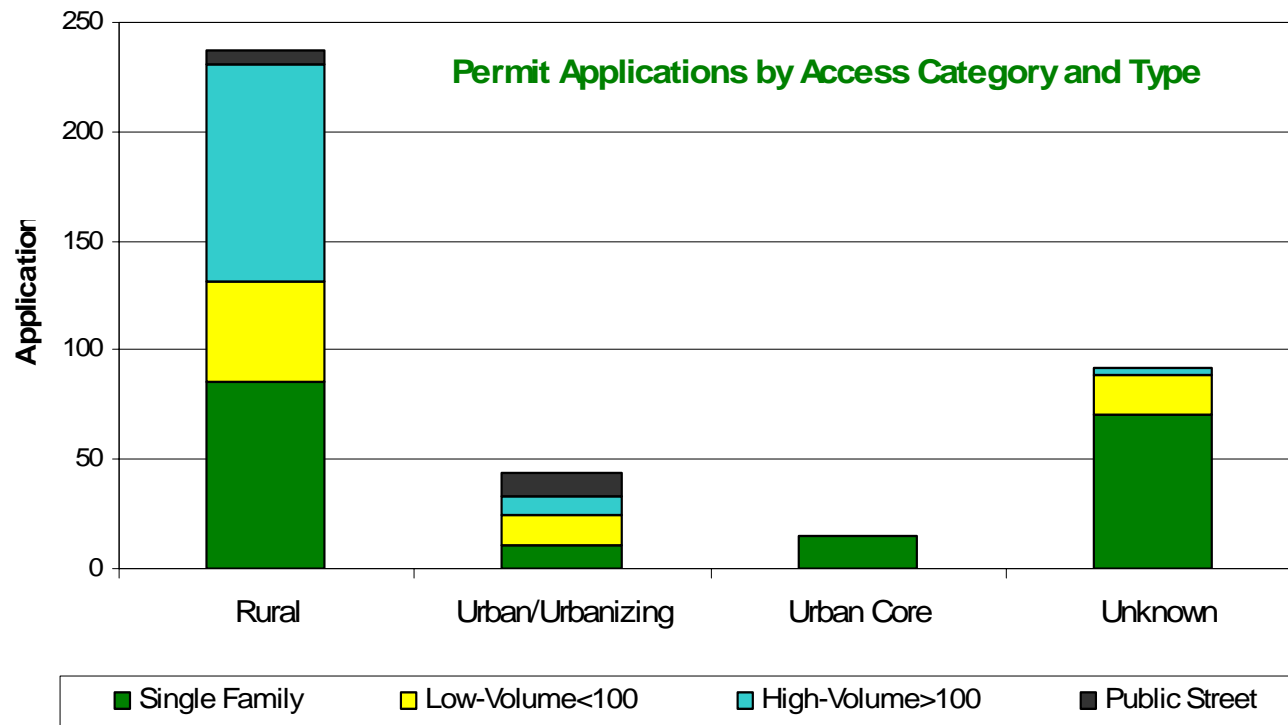
- Mn/DOT is implementing performance based planning
- Senior management's interest in program performance
- Technical Memorandum expires in 2007

Therefore, OIM initiated an informal sampling by reviewing worksheets



Access Management Reporting

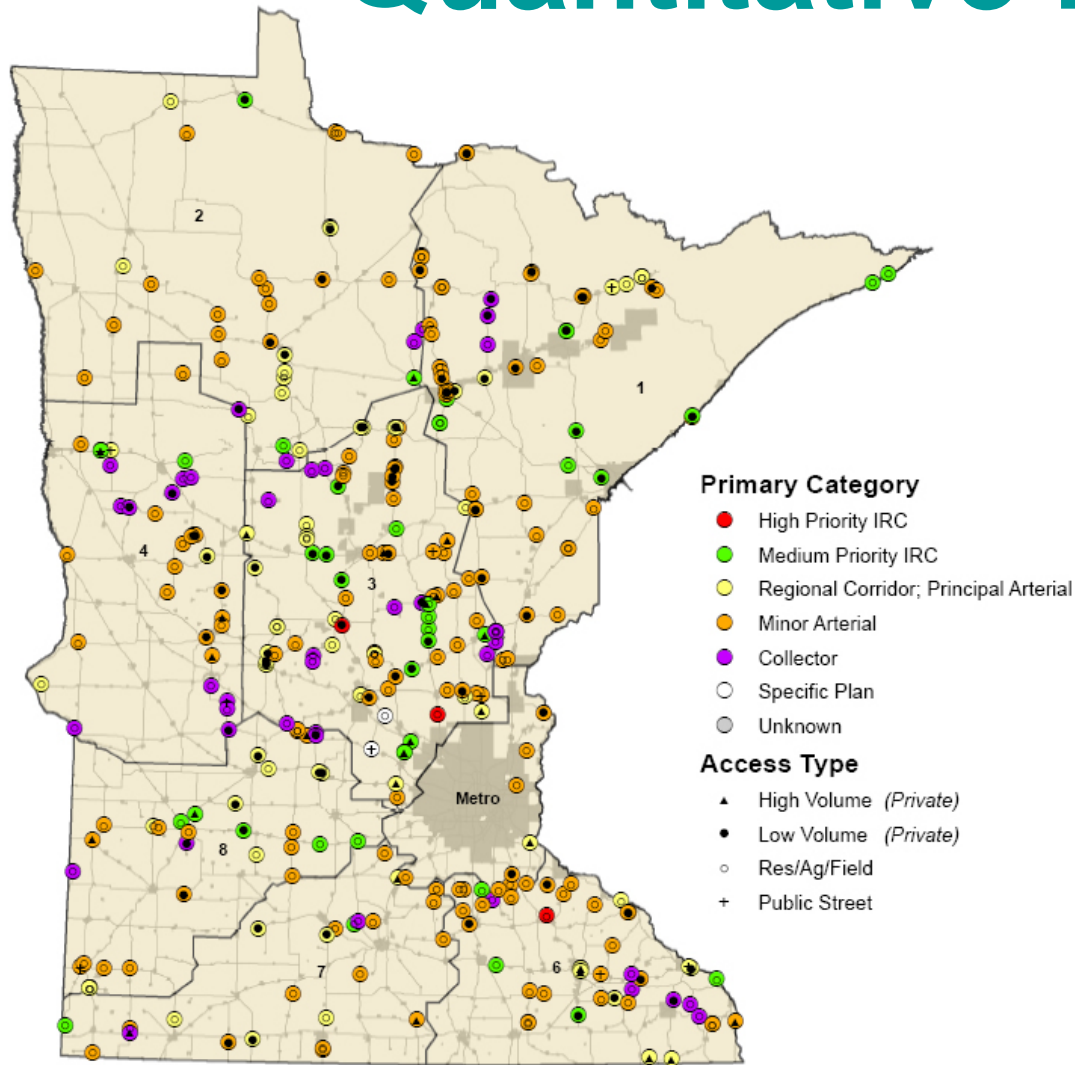
- Quarterly & Annual Reports
- Quantitative & Qualitative Findings



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Quantitative Results



Findings

- Most access requests are low-volume driveways on minor arterials
 - 300 to 500 access request per year
 - Mostly rural
- Few access requests are denied

Qualitative Results

What is Working

- Increased awareness of importance of Access Management
- Use of worksheets as decision documents
- Improved coordination between Mn/DOT and local governments
- Better consistency in permitting decisions
- Maximizing Mn/DOT's regulatory authority

Qualitative Results

Where we need more work

- Still more room for consistency
 - Misconceptions
- Additional clarification on Mn/DOT's policy
 - Use of conditions for denying access
- Technical Memorandum still confusing
- More coordination with Central Office
- Additional training is needed
 - Permitting by a disperse group

Where Do We Go Next?

2006 and beyond

- Develop an Access Management Manual
 - Update Guidelines
 - Add Permitting Review Process Guidance
 - Add Traffic Impact Study Guidance
 - Add Interchange Area Management Plans
 - Add Access Control Guidance
- Establish an Access Management Review Board
- Provide Annual Training & Conference

Minnesota Department of Transportation

<http://www.oim.dot.state.mn.us/access/>



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