



# **ACCESS MANAGEMENT POLICY**

**Minnehaha County Highway Department**  
*Transportation Excellence.*  
2124 East 60<sup>th</sup> Street North  
Sioux Falls, SD 57104

**April 2019**

**The following guidelines are hereby set forth to serve as the Minnehaha County Access Management Policy. This Policy shall be administered and interpreted by the Minnehaha Highway Department:**

**Section 1 Definitions**

Terms used in this document are defined as:

1. "Department," the Minnehaha County Highway Department;
2. "Applicant," any land owner or land owner's agent applying for a Highway Department Access Permit;
3. "Engineering Study," an evaluation conducted by a Professional Engineer of the operational and safety characteristics of a transportation facility using techniques, standards, and guidelines appropriate to civil engineering;
4. "Traffic Impact Study," an evaluation of the traffic effects related to a particular land use, using standards, and guidelines common among traffic engineering professionals.
5. "Level of Service", or "LOS", is a quality measure describing operational conditions within a traffic stream, generally in terms of such service measures as speed and travel time, freedom to maneuver, traffic interruptions, and comfort and convenience.

**Section 2 Authority and Purpose**

Pursuant to SDCL Chapter 31-8-3, the Minnehaha County Highway Superintendent adopts the following Access Management Policy. This Policy is deemed necessary in order to accomplish the following objectives:

1. Minnehaha County Highway Superintendent and Highway Department, are charged with the responsibility to protect the traveling public in Minnehaha County and maintain the public right-of-ways therein; The Superintendent is also charged to protect the general welfare, health, and safety of its citizens and the traveling public using the public highways, roads, rights-of-ways and highway system within Minnehaha County; and
2. It is the responsibility of the Superintendent to ensure proper design, construction, maintenance, and operation of its streets, roads, utilities, driveways, highways, bridges, points of access thereto, and other associated user activities connecting to, using, and/or occurring within these public rights-of-ways; and
3. The Superintendent has and does hereby find that in order to protect and provide for the general welfare and safety of the traveling public and to protect the public highway and road system within Minnehaha County, it is necessary to provide criteria and conditions which must be met by any person, firm, corporation, or entity seeking to access or connect roads, streets, highways, or any part thereof, to any Minnehaha County public road, highway, highway system, to any part thereof, and to prohibit any access or connection to the Minnehaha County highways, streets, roads or the highway system, which do not

meet with and conform to proper highway design and which do not have approval of the Department.

### **Section 3 Jurisdiction**

The regulations set forth herein shall apply to all roadways under the jurisdiction of the Department. The jurisdictional map on record is available for viewing at the Department office (2124 East 60<sup>th</sup> Street North, Sioux Falls, SD) or Minnehaha County Website.

Roadways within the jurisdiction of the State of South Dakota, Townships, Municipalities, or Roadway Districts shall be under the authority of each respective agency. Roadways within the jurisdiction of the Department may have additional rules and regulations if within a joint jurisdictional area with another agency.

Near STATE Routes: The Access Management rules for the State can be found under the Administrative Rules Article 70:09. For any proposed access within a quarter-mile (1,320 feet) of an interstate interchange and other intersections owned and operated by the State, the applicant shall consult with Brooke White from the SDDOT's Sioux Falls office prior to submitting an access permit request to the County. Her contact information is:

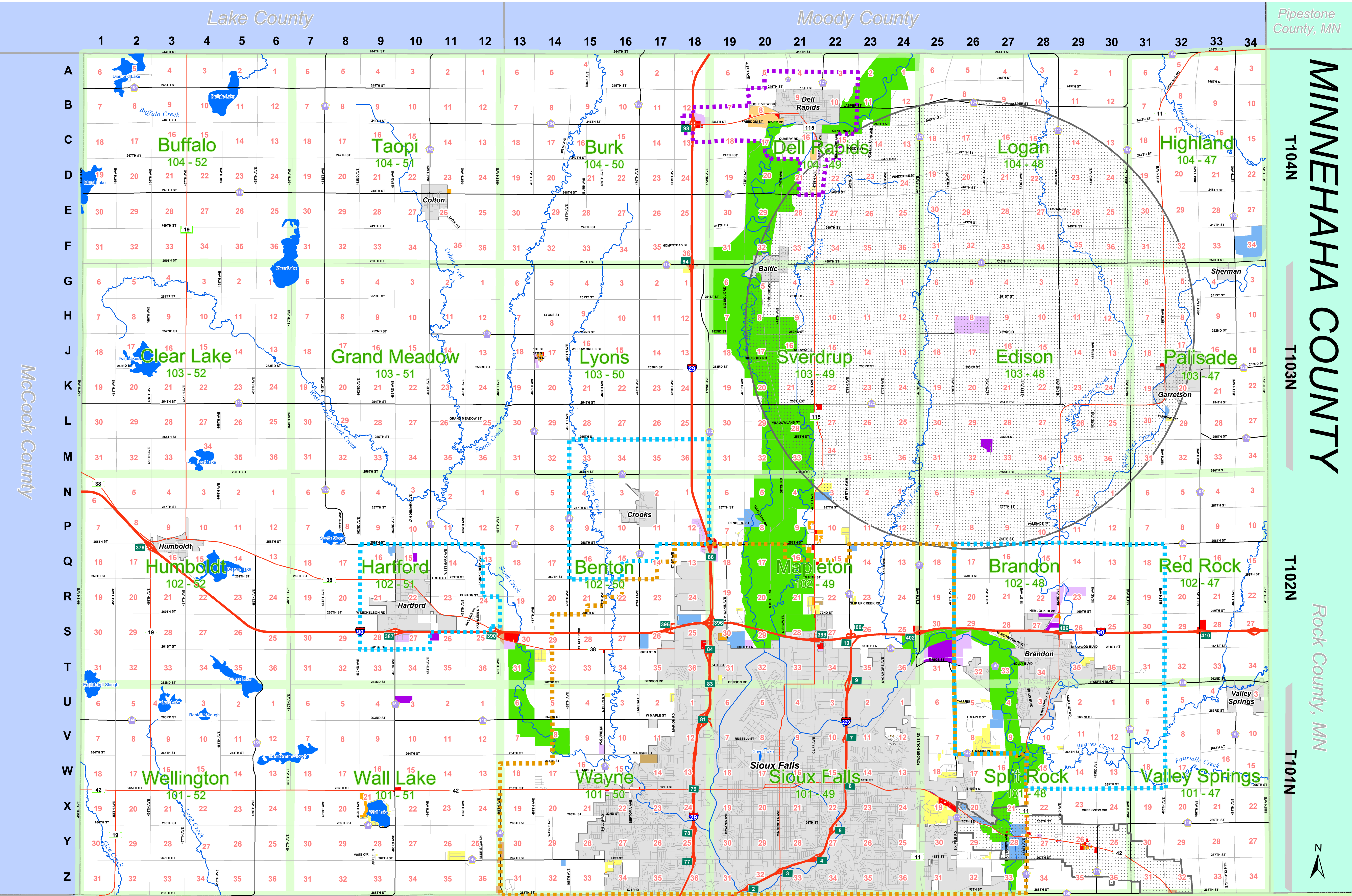
Brooke White, Access Management Engineer  
5316 W 60<sup>th</sup> Street North  
Sioux Falls, SD 57107  
605-367-5680  
[brooke.white@state.sd.us](mailto:brooke.white@state.sd.us)

Near Larger Communities: For any proposed access within the joint jurisdictional limits of the Cities of Hartford, Brandon, Dell Rapids, and Sioux Falls, the applicant shall consult with the respective contacts as listed below. Note that if the location of the proposed access is to occur within the joint jurisdictional limits as shown in the Joint Jurisdictional Areas Map (see Page 4), the respective jurisdiction must review and approve as indicated by their signature within the Minnehaha County Highway Access Permit Application.

Sioux Falls: Shannon Ausen, PE - Civil Engineer  
City of Sioux Falls  
224 W Ninth Street  
Sioux Falls, SD 57104  
605-367-8607  
[SAusen@siouxfalls.org](mailto:SAusen@siouxfalls.org)

*Note that the City Engineer must sign the Minnehaha County Highway Access Permit Application prior to the permit being issued. The estimated time for the City's review is two to three weeks. Additional guidance on access and design requirements for the City of Sioux Falls can be found in their Engineering Design Standards for Public Improvements:*

<http://siouxfalls.org/en/public-works/engineering/construction-mgmt/resources/design-standards>



Pipestone County, MN

MINNEHAHA COUNTY

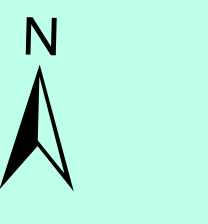
T104N

T103N

T102N

T101N

Rock County, MN



Minnehaha County GIS

Map Date: 10/27/2017

<p><b>R52W</b> Turner County</p>		<p><b>R51W</b></p>		<p><b>R50W</b></p>		<p><b>R49W</b> Lincoln County</p>		<p><b>R48W</b></p>		<p><b>R47W</b> Lyon County, IA</p>	
<p>Joint Plan/Plan</p>	<p>Joint Planning</p>	<p>Joint Platting</p>	<p>EROS Overlay District</p>	<p>Red Rock Corridor District</p>	<p>Commercial (C)</p>	<p>Light Industrial (I-1)</p>	<p>General Industrial (I-2)</p>	<p>Planned Development</p>	<p>Recreation and Conservation</p>	<p>Rural Residential (RR) Lot area 1 acre or more (only Dell Rapids joint platting area)</p>	<p>Rural Residential (RR5) Lot area 5 acres or more (only Dell Rapids joint platting area)</p>
					<p>Residential District (RS-2) 7 dwelling units/acre or less</p>	<p>Residential District (RA-1) 10 to 17 dwelling units/acre</p>	<p>Residential District (RS-1) 5 dwelling units/acre or less</p>				

Disclaimer: This Data is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. Minnehaha County makes no warranties, express or implied, as the use of the Data. The requester acknowledges and accepts the limitations of the Data, including the fact that the Data is dynamic and is in a constant state of maintenance, correction and updates. If errors are found, please contact the Planning and Zoning Department of Minnehaha County.

Hartford: City of Hartford  
PO Box 727  
Hartford, SD 57083  
605-528-6187  
[cityhall@hartfordsd.us](mailto:cityhall@hartfordsd.us)

Brandon: City Engineer  
City of Brandon  
304 Main Avenue, PO Box 95  
Brandon, SD 57005  
605-582-6515

*Applicants should be aware that there is a formal approval process when Brandon considers site plans and developments, through which access management is considered. The estimated time for their review and approval is three to four weeks.*

Dell Rapids: City Administrator  
City of Dell Rapids  
PO Box 10  
Dell Rapids, SD 57022  
605-428-3595  
[CityAdmin@cityofDellRapids.com](mailto:CityAdmin@cityofDellRapids.com)

Crooks: Operations Director  
Crooks Community Center  
701 S West Avenue  
PO Box 785  
Crooks, SD 57020  
605-543-5238

#### **Section 4 Permits Required**

No person may construct an access between a county right-of-way and an adjoining property thereto without a Highway Department Access Permit issued by the Department. Applications for access are available through the Department and must be completed by the Applicant and approved by the Department prior to construction of the access.

The Department shall advise the Applicant of the status of the permit application within thirty (30) days after receiving a complete application.

The Department may attach reasonable and prudent stipulations as a condition of a permit application approval. The stipulations shall indicate any improvement or operating condition necessary to protect public health, safety, and welfare, including reference to applicable design standards.

Applicants are highly encouraged to contact the Department as early as possible when contemplating the need for an additional or new access, or when contemplating purchasing or sub-dividing a parcel. The reason for this is, Department personnel may be able to recommend a more suitable location in terms of safety that would be mutually beneficial to both the applicant and the traveling public.

## **Section 5 Traffic Impact Study**

The Department may require a Traffic Impact Study with any permit application for access to a property that may generate significant peak hour trips or heavy truck trips, or potentially otherwise impact the safety and operational characteristics of the highway system. The Department shall determine the scope of the study with the applicant's traffic engineer, considering probable operational and safety impacts to the highway system.

The study shall determine what improvements may be necessary to maintain a level of service "C" (LOS C as defined by the Highway Capacity Manual, Current Edition), or any performance related metric (v/c ratio, percent time-spent following, average travel speed, delay, etc.), is decreased by 10% due to the proposed facility under the traffic conditions expected with the proposed development under consideration. A professional engineer with specific experience in traffic operations analysis shall perform the study. The study shall be sealed by a South Dakota registered professional engineer. The study shall examine the functional relationships among existing, planned, and potential access points and shall use policies and design manual standards and guidance jointly determined by the Department and the applicant.

## **Section 6 Access Control**

No person, firm, corporation, or other entity, public or private, shall construct or cause to be constructed or allow any driveway, highway, road, alley, street, other roadway, or any aspect or part thereof, to connect to or otherwise access or allow motor vehicle traffic on or onto any part of the Minnehaha County highway system including the Minnehaha County right-of-ways, without first applying for and obtaining a Highway Access Permit from the Department.

All Highway Access Permits to Minnehaha County maintained roads shall be subject to the approval by the Department. No Highway Access Permit will be granted or approved which does not properly address drainage, sight distance, and other safety criteria including but not limited to proximity to other access points, proper lane widths, guardrail, front and back slopes, right-of-way encroachments, or pavement buildup to support anticipated future traffic on the public highway and highway system at affected points, as established and determined to be appropriate by the Department.

Compliance with all requirements of the Highway Access Permit are the responsibility of the property owner, developer, or entity applying for the access. Construction and material requirements shall be consistent with the restrictions set forth herein and in the permit application. Driveways for individual residences as well as larger developments must comply with these access procedures and requirements.

All subdivisions of real property and all developments, along, adjacent to, or accessing existing paved or unpaved Minnehaha County roads, and any person or entity seeking to connect said roads, shall be required to improve and upgrade such existing public road and connecting roads, and associated drainage facilities, to the extent required by the Department.

These improvements may include, but are not limited to the following:

- the construction of additional lanes to increase capacity,
- turn lanes,
- acceleration and/or deceleration lanes,

- traffic signals,
- signage,
- guardrail,
- clear zones,
- upgrade, lengthen, or replace existing drainage installations including culverts, bridges, and drainage ditches,
- modify or relocate public or private utility installations, or
- other improvements deemed necessary by the Department.

The existing road system may be required to be upgraded in order to provide for future anticipated traffic demand and/or traffic volume increases. In addition to these requirements, subdivisions located on highways or roads classified as a minor collector or higher (as shown on SDDOT Highway Functional Classification Maps ([SD Department of Transportation Map Viewer](#)) and includes major collectors, arterials, etc.) shall include, at a minimum, turn lanes to enter into the proposed subdivision and shall have the following limitations to include frontage lots on this type of facility:

- Residential lots fronting on a major or minor collector with an average daily traffic volume (ADT) of 1000 vehicles per day (vpd) or greater shall be limited to one (1) access point and shall be subject to intersection sight distance requirements based on the posted speed of the road and site conditions. These lot access points shall also be spaced at minimum intervals equal to the intersection sight distance;

<b>Speed (mph)</b>	<b>Intersection Sight Distance (ft)</b>
30	335
35	390
40	445
45	500
50	555
<b>55</b>	<b>610</b>
60	665
65	720

Note: Intersection sight distance shown is for a stopped passenger car to turn left onto a two-lane highway with no median and grades 3 percent or less. For other conditions, the time gap must be adjusted and required sight distance recalculated.

Distances shown are minimum distances and do not necessarily over-ride the preferred minimum distance spacing of 1000 feet or 5 per mile per side.

- Residential lots which are proposed denser than the requirements in (a) shall be limited to one (1) access point for subdivisions with two (2) lots or less and/or limited to two (2) access points for subdivisions with three (3) or more lots. These access points must still comply with all sight distance requirements and all roads/drives shall be constructed in accordance with the Minnehaha County subdivision regulations;
- Residential lots on routes classified above a major collector (i.e. arterials) shall have limited access through service roads or equivalents.

- d. Existing lots with structures (as of the dates of the adoption of this policy shall be grandfathered or exempt from spacing requirement of (a) provided the lot configuration does not change. Existing lots without approved building permits are not exempt from this policy. If a subdivision of the existing lot occurs or is proposed, the new lot(s) must meet the criteria set out herein.
- e. Turn lane requirements shall apply to residential and commercial developments. The guidelines for these turn lanes are as follows:
  - i. Turn lanes shall be 12' minimum plus a minimum shoulder width depending on adjacent roadways, bike use, and other factors. Right lanes constructed with no center or left turn must be constructed with a minimum of 6' additional width to accommodate a future need for a center turn lane;
  - ii. Minimum Turn lane requirements: Chapter 12 of the *SDDOT Road Design Manual* contains guidance on the design of turn lanes. Chapter 15 also provides guidance how the need for turn lanes should be analyzed. It should be noted that the minimum values presented within Chapters 12 and 15 do not constitute design values appropriate for all situations.

While Chapters 12 and 15 of the *SDDOT's Road Design Manual* should be used as a guide, the Department will take into consideration the context of each situation which includes existing and proposed conditions as well as other factors such as heavy-truck use, proximity to railroad crossings, bridges, percent trucks during peak hour operations, and other factors.

- f. As noted within Chapter 15 (Traffic) of the *SDDOT's Road Design Manual*, Railroad Crossings are treated as a special condition. If a railroad is parallel to the roadway, then the likelihood of train movements impacting turning movements, through movements on the intersecting streets preventing, and creating stopped queues on the highway should be taken into consideration.

The provided right turn lane storage length will be dependent on the duration that the side road is closed, the expected number of vehicle arrivals and the location of the crossing now and in the future. The analysis should consider all of the variables influencing the design of the right turn lane, and may allow a design for conditions other than the worst case storage requirements, provided safety is not compromised.

Additional right-of-way may be required by Minnehaha County in order to be able to properly construct the required roadway and drainage improvements or utilities. The developer, traffic generator, or applicant for an access permit is not necessarily entitled to exclusive use of any excess capacity of the existing roadway or any right-of-way that may be available and suitable for construction or any right-of-way in excess of that which is necessary to construct improvements required by the Minnehaha County Highway Superintendent. The developer, owner, or applicant for an access permit is responsible for all costs associated with acquiring additional public right-of-way.

Design and construction plans which show all of the proposed access and improvements must be submitted to the Department for review and approval. All such plans shall bear

the signature and seal of a professional engineer licensed to practice in the State of South Dakota. The requirement for such plans may be waived for certain residential or farm field approach accesses. Preliminary review of draft plans are encouraged.

No building permits or development permits will be issued by Minnehaha County without access approval from the Highway Department in cases where the driveway or roadway providing ingress and egress accesses or connects to a Minnehaha County maintained road. SDCL 11-3-12.2. Furthermore, no access will be granted within joint jurisdictional areas without approval of the agency sharing joint jurisdiction. Roadways within the joint jurisdictional areas may have additional rules and regulations.

Individuals seeking access for the purpose of ingress and egress to only one (1) single family residence shall be required to submit a Highway Access Permit Application, but may not be required to present engineering studies and detailed construction plans unless the Highway Department determines that such is necessary due to particular safety, engineering, or other concerns associated with that specific point of intended access.

In the event any person or entity shall gain, establish, allow access to or otherwise connect or allow connection of any public or private highway, street, alley or road to any part of the Minnehaha County maintained road system, in violation of any part of this resolution or without first obtaining an access permit as herein provided, and without the express written permission of the Department. The Department shall place impassable barricades between the traveled portion of the roadway and the point of unpermitted access, thus preventing entry onto the roadway. Furthermore, the access may be ordered to be removed at the expense of the person or entity responsible for allowing such access.

Highway classifications and access location criteria displayed in the following table shall be used to determine whether or not an access is allowable, and if allowed, the location of the access.

<b><i>Access Class</i></b>	<b>Signal Spacing Distance* (mile)</b>	<b>Median Opening Spacing* (mile)</b>	<b>Minimum Un-signalized Access Spacing* (feet)</b>	<b>Access Density</b>	<b>Denial of Direct Access When Other Available</b>
Free Flow Urban	½	½ F, ¼ D	1,320	at quarter-mile increments	Yes
Intermediate Urban	½	½ F, ¼ D	660	at eighth-mile increments	Yes
Urban Developed	¼	¼	100	2 accesses/block face	Yes
Urban Fringe	¼	½ F, ¼ D	1,000	5 accesses/side/mile	Yes
Rural	N/A	N/A	1,000	5 accesses/side/mile	Yes

NOTES: \* N/A = Not Applicable, F = Full Movement – all turns and through movements provided, D = Directional Only – certain turning and through movements not provided.  
 \* Rural Class minimum un-signalized access spacing may be reduced to 660' by the Department, based on results of an Engineering Study; however, preferred minimum spacing is 1000 feet.

### **Access Class Definitions**

Free Flow Urban – higher speed facilities with access subordinate to through traffic movement.

Intermediate Urban – serves through traffic while allowing moderate access density.

Urban Developed – traffic artery with high access density. Access and through movement have equal priority.

Urban Fringe – rural highway serving developing area immediately adjacent to a city or town. Access regulated to provide future through-traffic priority.

Rural – low volume, high-speed facility. Access points are spaced for safety and operations efficiency.

The Department shall determine the access classification for each highway. An Engineering Study of sight distance, corner clearance, operational efficiency, safety and adjacent land use may also be conducted by the Department prior to granting access and may alter the criteria shown in the table. The Department may choose to adopt or defer to local criteria on any highway facility located within or adjacent to the local jurisdiction if the access location criteria promulgated by the local unit of government are more stringent than those contained in herein. The Department will seek opportunities to reduce access density wherever possible.

The Department may grant a variance from the access-location criteria within the purpose and intent of this Policy. No variance may be considered until other feasible options for meeting access-location criteria are explored. Any Applicant for a variance from these criteria shall provide proof of unique or special conditions that make strict application of the provisions impractical. This shall include proof that:

1. Reasonably convenient access cannot otherwise be obtained;
2. No feasible engineering or construction solutions can be applied to mitigate the condition; and
3. No alternative access is available from a street other than the primary roadway.

No variance may be granted, unless a strict application of access-location criteria would deny reasonably convenient access or would endanger public health, welfare, and safety.

The Applicant or landowner shall contact the Department to determine if modifications to the access are required if:

1. The land use served by the access changes;
2. The traffic volume using the access increases by at least 25%; or
3. The truck percentage of total vehicular volume using the access increases by at least 10%.

The Department may, without receiving notice for the Applicant or landowner, initiate such a review and determination, with notice to the Applicant.

The Department may determine an access is not in conformance with these requirements if:

1. The access was not authorized by an approved access permit;
2. The Applicant did not notify the Department of changes in traffic characteristics;
3. The access is used in violation of the permit; or
4. The Property served by the access has been platted without the approval of the Department.

If such a finding, the Department may order correction of the nonconformity, require the Applicant to submit a new permit application, or suspend or revoke the access permit and order the closure and removal of the access.

The Applicant is responsible for the costs of construction, maintenance, and removal (if necessary) of the access - this includes any culverts needing to be added, modified, or relocated as well as any fencing and/or gates and other road-side accoutrements. The Applicant is also responsible for any risk and liability for any accident and damage that may occur to a person or property from the work performed under an access permit. The Department may bring action to recover any cost incurred to correct any deficiency. The Applicant is also responsible for the cost of designing and constructing any turn lane, traffic signal, and other roadway improvement recommended in a Traffic Impact Study as necessary to mitigate any impact of development. Any improvement must be approved by the Department and comply with Department design standards.

The Applicant shall notify the Department at least one week prior to any construction. Construction of the access may not proceed until the access permit is issued. The access shall be completed in an expeditious and safe manner and shall be finished within the time stated in the permit. The Applicant shall notify the Department at least two days prior to substantial completion of the access construction. The Department shall inspect the access to verify that all terms and conditions of the permit are met.

The Applicant is responsible for the repair and maintenance of the access beyond the edge of the roadway including:

- (1) Surfacing;
- (2) Curb and gutter;
- (3) Cattle guard and gate;
- (4) Vegetation control;
- (5) Removal or clearance of snow or ice upon the access even though deposited on the access in the course of Department snow removal operations;
- (6) Obtaining Department approval for all culvert repairs, drainage repairs, resurfacing, and changes in access design or configuration; and
- (7) Any other maintenance required for continued safe and satisfactory operation of the access point.

If the Applicant fails to maintain an access point, the Department, upon notice to the Applicant, may correct any maintenance deficiency at cost to the Applicant.