CITY OF KIRKLAND
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DEPARTMENT OF PUBLIC WORKS
PRE-APPROVED PLANS POLICY

Policy R-4: Driveway Policy

I. DEFINITIONS AND CLASSIFICATIONS

1. Driveways are vehicle entrances to individual lots and their intersection with public streets.

2. Driveway Types

   a. Residential Driveway: One providing access to a single family residence or a duplex.

   b. Multifamily / Non-Residential Driveway: One providing access to an office, retail, institutional, industrial building, or to residential developments of more than two units.

3. Sight Obstruction: any structure, monument, sign, fence, shrubbery, rockery, parked vehicles, hedge or natural growth located within the driveway / intersection sight area and the height limits defined in Public Works Pre-Approved Plan Policy R-13 that may obstruct the visibility for drivers.

4. Sight Distance Triangle or Driver's Sight Area: the area at an intersection or driveway that must be clear of sight obstructions. Sight distance triangle is shown in Figure 1 of Public Works Pre-Approved Plans Policy R-13.

5. High Accident Location (HAL): An intersection or road segment that has an accident rate that exceeds the average accident rate for similar locations during a given period and/or experiences abnormal accident patterns. For information on High Accident Locations contact the Transportation Engineer at 425-587-3866 or by e-mail at icabrera@ci.kirkland.wa.us

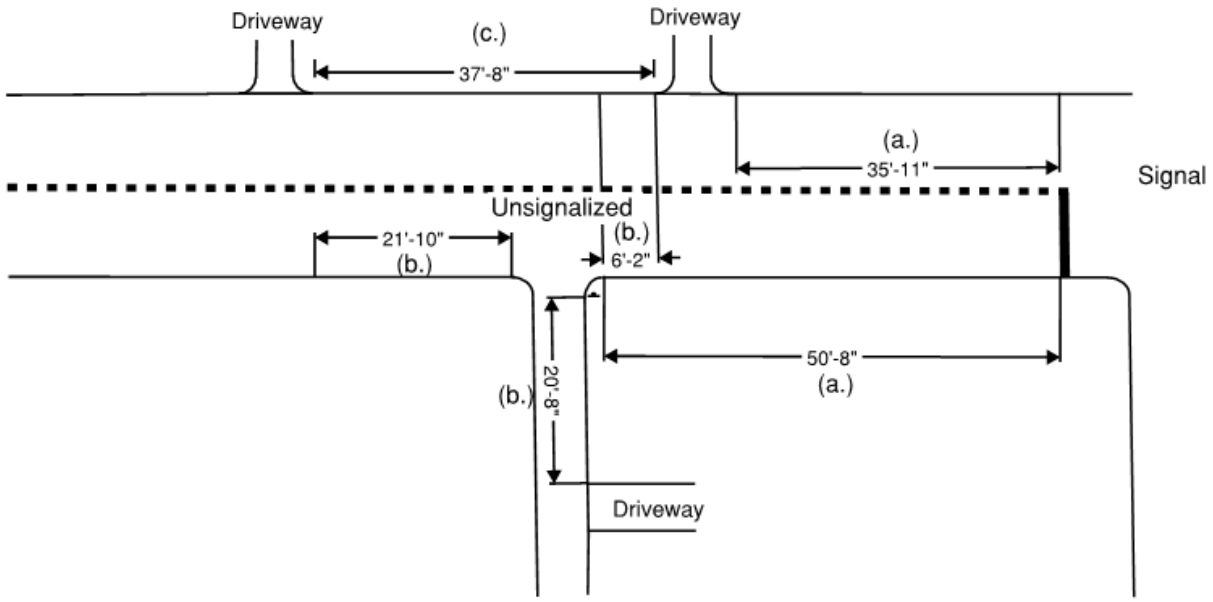
6. Traveled Way: The portion of the road intended for the movement of vehicles and bicycles, exclusive of parking lanes and shoulders.

7. How driveways are measured (see Figure 1):
   a. Signalized intersection- from the back of the stop bar to the closest tangent of the proposed driveway.
   b. Unsignalized intersection-
      i. Collectors & Arterials- measured from the curb return of the intersection or edge of roadway to the curb return of the proposed driveway.
      ii. Local Street- measured from the face of curb or edge of roadway to the closest edge of the proposed driveway.
   c. Driveway to driveway-

i. Collectors & Arterials- measured from the curb return or closest edge of the adjacent driveway to the curb return or closest edge of the proposed driveway.
ii. Local Street- measured from the closest edges of the adjacent driveway to the closest edge of the proposed driveway.

8. Modifications
A modification to this policy may be proposed by the City or requested by the applicant. The applicant may request for a variance by submitting a written request, prepared by a licensed transportation engineer, to the City Transportation Engineering Manager. Along with the request, the applicant shall provide an engineering analysis and supporting data. Ideally, the request will be supported by policies found in current transportation engineering design materials such as those published by NACTO, AASHTO, ITE or WSDOT. The City Public Works Director will make the final decision as to whether or not the variance should be granted.

Figure 1. Example of driveway spacing measurements



II. DRIVEWAY DESIGN, CONSTRUCTION, MAINTENANCE AND OPERATION

1. General Considerations

a. Driveways shall be designed to allow safe and efficient movement of vehicles to/from the intersecting street.

b. Construction shall be in accordance with APWA Standards Specifications, Washington State Chapter and City of Kirkland Pre-Approved Plans.

c. Maintenance of driveways including pavement, signing and marking shall be the responsibility of the owner whose property the driveway serves.

d. Whenever practical consolidation of driveways of adjoining properties is encouraged. Therefore, in conjunction with approval of development the City may request developers to provide access and circulation easement to an adjacent owner where joint access is reasonable to serve future development.

e. All abandoned driveways on the street frontage to be improved shall be removed and the curbing and sidewalk to be restored to City standards.

f. The continued use of pre-existing driveways may be prohibited with the redevelopment of a site.

g. Per KZC 105.100, driveway materials must match or exceed the adjacent road. Pervious surfaces can be used in compliance with the stormwater design manual.

h. Driveways providing access onto arterial streets may be denied if alternate access is available or if the Public Works Director identifies potential safety issues.

i. In general, left turn restrictions shall be imposed at driveways

   1) located within 150 ft of signalized intersections, 150 ft of unsignalized intersections located on arterial streets and 200ft of intersections considered High Accident Locations (HAL). (See R-4 I.7. Definition and Classification section for measurement guidelines.)
   2) that do not meet spacing, offset and setback requirements.
   3) experiencing safety and operational conflicts.
   4) where the City's Transportation Engineer considers it necessary based on an engineering analysis.

   A variance to these restrictions may be requested by submitting a written request to the Public Works Director. Along with the request, the applicant shall provide an engineering analysis and supporting data for review. The analysis shall be prepared by a licensed transportation engineer. The Public Works Director will make the final decision as to whether or not the variance should be granted.

j. It is preferred that new driveways be aligned with existing opposing driveways or be offset to the left of the existing opposing driveway in order to minimize left turn conflicts on the streets.
k. Unless it creates significantly more traffic conflicts and impacts to traffic flow, driveway(s) shall be located off the street with the lower functional classification.
l. For commercial and multi-family developments with more than 4 dwelling unit, on-site parking within 25 feet of the driveway, measured from the back of sidewalk, is prohibited.

2. <u>Access from Alleys</u>

In order for a property to have access from an alley, it must have frontage on another public street, i.e., an alley cannot serve as the sole access (vehicular and pedestrian) to a property.

3. Number and Locations of Driveways

   a. Single Family Driveways: One driveway.

   b. Circular Driveways: The following criteria must be met for a circular driveway to be approved:

      1) The property frontage exceeds 60′ and/or a minimum 15′ inside radius for the circular driveway would exist from the back of sidewalk.
      2) The width of the curb cuts for the proposed circular driveway shall not exceed 10′ each.
      3) Spacing, offset and setback from intersections shall be as recommended for the conventional driveways.

   c. Multifamily / Non-residential: One driveway.

   d. Driveways at Corner Lots: Driveways at corners must follow recommended setback from intersections or be located at the farthest property line.

4. Proximity to Mid-Block Crosswalk

   Driveways must be located at least 25′ from the nearest edge of the crosswalk measured from the nearest edge of the proposed driveway. In the case where the crosswalk has a protective island and the proposed driveway is to the right of the crosswalk, the proposed driveway shall be located at a minimum of 50′ from the nearest edge of the crosswalk. The 50′ distance is measured from the center of the driveway to the nose of the island.

5. Spacing, Offset and Setback from Intersections (See Chart 1)

   Allowed spacing between driveways, offset from existing opposing driveways and setback from intersections shall be measured as described in Section I.7. Definition and Classification. For intersection setback, it shall be measured from the nearest edge of a crosswalk; where
   there is not a crosswalk, it shall be measured from 20′ back from the edge of the travel lane of the cross street. Factors taken into account in the determination of the recommended values or any proposed variances are:

   - Street Functional Classification
   - Projected Daily and Peak Driveway Volumes
   - Best available speed data.
   - Impacted Street Peak Traffic Volumes.
   - Intersection Geometry (Number of Lanes, Lane Usage)

- Street and Intersection Safety Characteristics
- Parcel size
- Availability of alternate access

6. Width of Driveway Entrance

Driveway width shall be measured at the throat and shall adhere to the following chart:

Driveway Type	**One Way**	**Two Way**
Single Family	10′	20′
Multi-Family/Non-Residential	12-15′	20-24′(*)
(*) If medians, traffic islands and turn lanes are used in driveway , greater width shall be considered		

7. Grades, Throat Length, Horizontal and Vertical Alignment

New driveways shall preferably intersect the adjacent street at 80 to 100 degree angle. For Multifamily /Non-Residential driveways the average grade on the landing (distance behind back of existing or future curb line) shall not exceed 6%. Grade beyond landing shall not exceed 15%. *(see chart)*

Driveway Daily Volumes	**Landing (Relatively Flat Distance Behind Back of Existing or Future Curb line)**	**Throat Length (Distance between face of curb and the parking area served)**
<100	20′	20′
100 - 1500	20′-25′	40′
>1500	30′	60′

Chart below shows recommended (desirable) and minimum (required) values.

Setback, Spacing, & Offset

	Street Functional Type		Land Use Category		
			Residential	Multi-family / Non-residential	
			Minimum	Recommended	Minimum[1]
Setback from Intersections	Local		50′	75′	75′
	Collector	Unsignalized	75′	75′	75′
		Signalized	100′	200′	150′
	Arterial	Unsignalized	100′	150′	100′
		Signalized	150′	200′	150′
		HAL	150′	200′	150′
Spacing	Local		10′	50′	50′
	Collector		20′	50′	50′
	Arterial		100′	150′	150′
Offset to the Left of Existing Opposing Driveway	Local		NA	NA	NA
	Collector		NA	NA	NA
	Arterial	25-30 MPH	100′	150′	150′
		35 MPH	150′	200′	150′

[1]Recommended values are required. Minimum values are only permitted if the use of recommended values increases the potential for traffic conflicts at the proposed driveway location and/or results in reduced sight distance that cannot be mitigated, such as the presence of horizontal or vertical curves.

8. Traffic Control at Driveways

   a. Multifamily / Non-residential driveways may be controlled by stop signs, roundabouts or traffic signals.

   b. Traffic signalization may be considered to control driveways projected to exceed 2000 vehicles per day and that are located on arterial streets with ADT in excess of 15,000. Traffic signal warrant analysis shall be performed at driveways considered for signalization.

   c. Signalized driveways shall be designed and built so as to minimize interference with existing traffic signals and shall have a minimum 100ft storage area between the face of curb and any turning and parking maneuver within the development.

   d. For multi-family and non-residential use, parking shall be located at a minimum of 25 feet behind the back of sidewalk.

9. Sight Distance

   Public Works Pre-Approved Plan Policy R-13 specifies sight distance requirements for driveways and various types of intersections.