

# TOWN OF COLFAX

## PUBLIC WORKS ORDINANCE

### 1.1 Acceptance of Roads for Public Dedication and Approval of Private Roads

#### A. PURPOSE

- (1) To promote the public safety, general welfare and convenience, it is necessary that certain requirements be established and followed in the creation of new roads in the Town so the public will not be adversely affected by the action of the Town Board in accepting or approving such roads.
- (2) It is not intended by this section to repeal, abrogate, annul or interfere with any existing highway rules or regulations issued pursuant to laws in regard to public highways.

#### B. DEFINITIONS. In order to clarify this section, the following words mean:

APPROACH. That portion of road extending 100' on each side of a culvert or bridge.

SUB-BASE. The granular material underlying the base course shall be of suitable composition and quality to provide adequate drainage. All sub-base shall meet or exceed WisDOT specifications for sub-base and shall be approved by the Town Board or their designated agent prior to construction.

BASE COURSE. The aggregate portion of the roadway, consisting of a depth and a quality that has been approved by the Town Board or their designated agent and meets all applicable WisDOT specifications for town road construction; generally considered the supporting part of a road or bottom.

DRAINAGE. To make gradually dry and control storm water runoff by trenches, channels, ditches, ponding areas, etc.

DRIVEWAY. Access used for purposes of ingress and egress that intersects with a Town road and serves open unimproved land (a "field" driveway) or serves not more than **two (2) single family residential or commercial lots.**

GRADE. The rate of ascent or descent of a road.

HIGHWAY. A road or way over which the public generally has right to pass.

PRIVATE ROAD. **An access serving three (3) single family residential or commercial lots that must be built to town standards but may remain unpaved. The access must be paved after the fourth (4<sup>th</sup>) lot is created but may remain a private road if desired.**

ROADBED. The whole of the material laid in place and ready for travel including the traveled way and shoulders.

ROADWAY. The traveled portion of a road, or the surfaced portion.

SURFACE COURSE. The top of a roadway or traffic course.

- C. APPLICATION. Individual homeowners of land abutting on that part of a road sought to be created or altered shall make application in writing to the Town Board giving the location and description of the proposed access. Sub-dividers creating roads shall also make application with the Town Board. **The Plan Commission shall review the application.** Then the Town Board shall proceed to examine the proposed route of the road. If approval is received, the applicant shall prepare a complete plan of construction which meets all minimum design standards and includes all information required for the applicant to obtain applicable permits including a DNR permit if required. After the plan of construction has been submitted to, and approved by, the Town Board or their designated agent, the applicant may proceed to build the road under the supervision of the Town Board.
- D. STANDARDS. The following standards are set by the Town Board for the construction of the proposed road in compliance with good practice, general construction and safety.
- (1) WIDTH. The width for a road right of way **servicing three (3) or more lots** shall not be less than 66' wide nor more than 80' wide and shall include a crushed rock roadway 28' in width. **If the access serves four (4) lots or more and paving is required, 22'** shall be paved with not less than 3" of compacted blacktop of quality that meets or exceeds WisDOT specifications applicable to bituminous materials and construction procedures and as approved by the Town Board or their designated agent. The shoulder material after paving will be of a type that meets WisDOT specifications for shoulder material and as specified by the Town Board.
  - (2) GRADE. Grades of roads **shall be established by a Wisconsin licensed professional engineer** and shall meet all minimum standards for Town roads. All plans shall be approved by the Town Board or their designated agent before construction.
  - (3) DITCHING. Ditching of the roadway shall be complete and have proper elevation to provide for the removal of water. Where it becomes necessary to make a lateral trench leading from the main ditch, the additional land necessary for the removal of accumulated water shall be provided by the developer and maintained by the developer.
  - (4) BASE COURSE. The base course shall be of a quality and composition suitable for the locations, and shall meet or exceed the applicable WisDOT specifications. All proposed base course shall be approved by the Town Board or their designated agent prior to any construction. The amount of gravel necessary for acceptance shall be at least 3820 cubic yards per mile which compressed will be approximately 8".
  - (5) SUBBASE COURSE. In low or swampy areas the sub-base course shall have a sandy composition to provide necessary drainage of the roadbed. Any muck holes encountered before and during construction of the roadbed shall be removed and filled with a sandy lift to provide a solid base course, a minimum of 12" of compacted sand, or to a depth as approved by the Town Board or their designated agent.

- (6) SURFACE COURSE. The surface course shall consist of bituminous pavement of a minimum of 3" compacted depth and of a quality and composition suitable for the projected traffic loads. All materials and construction procedures shall meet the WisDOT specifications. Town board shall determine when surfacing should be done.
- (7) CULVERTS. Culverts shall be a minimum of 15" in diameter. Any culvert necessary for proper drainage shall be provided and installed at the applicant's or developer's expense and shall not be installed until elevation and location is approved by the Town Board or their designated agent. The minimum length of any culvert installed in the roadbed shall be 36'. However, the diameter and length of such culvert will be subject to the approval of the Town Board after the amount of flowage is determined. Any secondary culverts installed in any lateral trenches will be of a size and length as approved by the Town Board.
- (8) PLACEMENT OF DRIVEWAYS AND CULVERTS. The Town Board at its discretion may require the applicant to establish the location of proposed driveways and culverts along the proposed road.
- E. FINAL INSPECTIONS. Upon completion of the proposed road, the Town Board will proceed to make final inspection, accepting or rejecting the road as the case may be. If the road is rejected, corrections shall be made as recommended by the Town Board before final inspection can be made again.

## **1.2 ROAD STANDARDS.**

- A. GRADES.
  - (1) Unless necessitated by exceptional topography, subject to the approval of the Town Board, the maximum centerline grade of any street or public way shall not exceed the following:
    - a. Arterial streets. 6%
    - b. Collector Streets. 8%
    - c. Minor Streets, Alleys and Frontage Streets. 10%
    - d. Pedestrian Ways. 12% unless steps of acceptable design are provided.
  - (2) The grade of any street shall not exceed 12% or be less than 0.5%. Street grades shall be established wherever practicable so as to avoid excessive grading, removal of ground cover and tree growth and general leveling of the topography.
- B. CURVES. When a continuous street centerline deflects at any one point by more than 10%, a circular curve shall be introduced having a radius of curvature on such centerline of not less than the following:
  - (1) Arterial streets and highways. 500'
  - (2) Collectors streets. 300'
  - (3) Minor streets. 100'
- C. CONTINUATION. Streets shall be laid out to provide for continuation wherever topographic and other physical conditions permit.
- D. THROUGH TRAFFIC ON MINOR STREETS DISCOURAGED. Minor streets shall be laid out so as to discouraged their use by through traffic.
- E. NUMBER OF INTERSECTIONS. The number of intersections of minor streets with major

streets shall be reduced to the practical minimum consistent with circulation needs and safety requirements.

- F. **FRONTAGE ROAD REQUIRED.** Where a subdivision abuts or contains an existing or proposed arterial highway, the Town Board may require a frontage road, no access reservation along the rear of the property contiguous to such highway or such other treatment as may be necessary to ensure safe, efficient traffic flow and adequate protection of residential properties.
- G. **RESERVE STRIPS.** Reserve strips controlling access to streets shall be prohibited.
- H. **REVERSE CURVES.** A tangent at least 100' long shall be required between reverse curves on arterial and collector streets.
- I. **VISIBILITY AND SAFETY.** Streets shall afford maximum visibility and safety and shall intersect at right angles where practicable.
- J. **DEDICATION.** Dedication of half-width streets shall be prohibited.
- K. **DEAD-END STREETS AND CUL-DE-SACS.** Shall have the same standards as 1.1,D and terminate with a turnaround having a paved roadway diameter of at least 134' paved with a 3' shoulder. The right of way area of a cul-de-sac will have an 80' radius. When site conditions warrant the Town Board may consider alternatives to a fully paved cul-de-sac such as a "HammerHead" that meets all applicable WisDOT design standards.
- L. **LOT LINES TO BE PERPENDICULAR.** Where possible, lot lines shall be perpendicular to the street line and to the tangent at the lot corner or curved streets.
- M. **LOTS.** Lots shall follow, rather than cross, municipal boundary lines whenever practicable.
- N. **STREET NAMES.** No street names shall be used which duplicate or may be confused with names of existing streets. Street names shall be subject to the approval of the Town Board.
- O. **BOND OR IRREVOCABLE LETTER OF CREDIT REQUIRED.** A bond or irrevocable letter of credit may be required by the Town Board not to exceed 120% of the estimated cost of the road to assure the work will be completed as agreed upon.
- P. **DRIVEWAYS.** Where deemed necessary, the Town Board may require driveways installed to the road right of way line, prior to acceptance of the road. Culverts where needed must also be installed at the time of construction.
- Q. **INSPECTION.** The Town Board will require inspections by an outside source, such as an engineering firm, to assure that the above standards are met. Inspections of the road must be made a minimum of three times during the construction or more often depending on the length of roadway, construction procedures, and complexity of construction. Inspections shall occur during the initial grading phase, prior to the placement of base course and when the base course is completed and prior to construction of the surface course. The cost of this function must be paid for by the applicant party building the road.

1.3 **STREET SURFACING.** See charts at the end of this ordinance.

1.4 **PENALTY.** Except as otherwise provided herein, any person found in violation of any provision of this ordinance or any other rule or regulation made hereunder shall be subject to a penalty of Five hundred dollars (\$500.) and shall be required to comply with the ordinance within a reasonable time. If, after a reasonable time, the party fails to abide by the provisions of this ordinance, the Town may perform the work necessary and bill the land owners/developer the costs of said work.