

# Town of Long Lake, Washburn County, WI

Ordinance #2021-1

## Town Driveway & Highway Access Permit Ordinance

Repealing and Replacing Ordinance #2017-1

### SECTION 1 - TITLE PURPOSE

The title of this ordinance is the **Town Driveway and Highway Access Permit Ordinance**. The purpose is to:

- Regulate the establishment, construction and reconstruction of all public and private driveways.
- Assure that these methods or practices used in any driveway will protect properly the public health, safety, and general welfare of persons in the town.
- Protect and preserve the public's quality of life.
- Lessen negative impacts on the environment.
- Limit and regulate highway access by vehicles to any town highway or county highway in the Town of Long Lake. All driveways must comply with this ordinance.
- This is not a Town Zoning Ordinance.

### SECTION 2- AUTHORITY

The Town Board has the specific authority under s. 86.07, Wis. stats. to adopt a **Town Driveway and Highway Access Permit Ordinance**, and the general authority under its village powers under s. 60.22, Wis. stats., to adopt this ordinance.

### SECTION 3 - ADOPTION OF ORDINANCE

The Town Board, by this ordinance, adopted on proper notice with a quorum and roll call vote by a majority of the Town Board present and voting, provides the authority for the town to regulate and permit all driveways and highway access locations in the town.

### SECTION 4 - DEFINITIONS

- A. Prime agricultural land means any land within the town that is currently being farmed, including cropland and pasture land or land that is included in a government set-aside program.
- B. Driveway means any private way, private road, easement road, or other avenue of private travel that runs through any part of a private parcel of land that connects or will connect with any public highway, and will provide service to a residence, business, recreational site, or other similarly appropriate uses.
- C. Emergency vehicle means any fire, police, ambulance or first responder vehicles used in emergency or hazard activities in the town.
- D. Impacted landowner means an owner of real estate that is provided vehicular access to a public highway by a driveway determined to be unsafe or nonconforming to the spirit of the town comprehensive plan.
- E. Structure means any man made object with form, shape and utility, either permanently or temporarily attached to, placed upon or set into the ground, stream bed or lake bed, which includes, but is not limited to, such objects as roofed or walled buildings, gas or liquid storage tanks, view obstructing non wire fences.
- F. Town means the Town of Long Lake, Washburn County, Wisconsin.

- G. Town Board means the board of supervisors for the Town of Long Lake, Washburn County, Wisconsin and **includes designees of the board authorized to act for the board.**
- H. Town clerk means the clerk of the Town of Long Lake, Washburn County, Wisconsin.
- I. Wis. Stats. means the Wisconsin Statutes, including successor provisions to cited statutes.
- J. Drivable means unobstructed, open and capable of vehicle passage.

## SECTION 5 - COVERAGE

**Town Driveway and Highway Access Permit** - No person shall:

- Establish or construct a private or public driveway.
- Reconstruct, reroute, or alter the existing slope of any private or public driveway or any town or other highway or highway right-of way.
- Establish or construct a driveway or reconstruct, reroute, or alter any highway access onto a town or county highway.

in the Town of Long Lake without first obtaining a **Town Driveway and Highway Access Permit** to be issued by the Town Board or Designee.

## SECTION 6 - MINIMUM DESIGN STANDARDS

- A. Access driveways and road spacing - Access driveways to highways from abutting properties shall comply with the following requirements:
  - A minimum of 100 feet spacing between access driveways; adjoining driveways permitted. Discretion is granted to the Town Board or Designee to permit driveways at a lesser spacing.
- B. Vision triangle - At every driveway intersection there shall be a visual clearance triangle bounded by the driveway center point where it meets the road right-of-way and points connecting the road centerlines 75 feet down the centerline in each direction. Nothing shall block the vision triangle from a height of 2.5 feet to 15 feet above the ground. Open wire fences, telephone and power transmission poles, field and forest crops are accepted with permission of the Town Board or Designee.
- C. Traveled road bed – Driveways serving one or two residences shall have a 20 foot wide corridor with a 12 foot wide all-weather surface consisting of a minimum of 4 inches road gravel. Driveways serving three or more residences shall have a 24 foot wide corridor with a 16 foot wide all-weather surface consisting of a minimum of 4 inches road gravel.
 

If the all-weather surface is asphalt or concrete, driveways serving one or two residences shall have a 12 foot wide road bed and driveways serving three or more residences shall have a 16 foot wide road surface

All road beds shall be cleared to a height of 15 feet.
- D. Driveway Right-of-Way shall be 2 rods in width (33 feet).
- E. Turnarounds - Driveways shall have a minimum turnaround area as indicated in SECTION 9 - SPECIFICATIONS.
- F. Exemptions from the provisions of this article, except item B above, would include:
  - Those portions of both private roads and driveways which are restricted by an existing easement prior to 2005.
- G. ***In addition to the above town standards***, access to county highways must be approved by the Washburn County Highway Department prior to construction of a driveway connecting to a county highway.

- H. Roads to be considered as future Town roads must be brought up to Chapter Trans 204.03 standards of the Wisconsin Administrative Code, by the private landowners or developers.

## SECTION 7 - APPLICATION

- A. The Town Designee shall approve a form for application for the **Town Driveway and Highway Access Permit**, which shall be available from the town clerk or town designee and via download from the Town website at [www.townoflonglake.us](http://www.townoflonglake.us).
- B. The applicant for a **Town Driveway and Highway Access Permit** shall submit to the town designee a completed application with the appropriate fee and with the following attachments:
1. Sketch Map. A rough sketch showing the conceptual idea of the project and approximate location and dimensions. The sketch map may be submitted to the Town Designee prior to the preparation or submission of the other supporting documents in order for the Town Designee to provide initial comments and review of the proposal. However, formal approval for a **Town Driveway and Highway Access Permit** will not be granted without the submission of complete supporting documents.
  2. Plat Map. A plat map and all related accompanying certified survey maps indicating the location and dimensions of the desired driveway and highway access locations, if any, as well as the parcels immediately adjacent to the applicant's property. The applicant may first submit only a sketch plat. Once the Town Designee has reviewed the sketch plat, the applicant may be asked to submit an additional preliminary plat or final plat, or both.
  3. Town Driveway and Highway Access plan (if required per this ordinance, see Section 8).
  4. Other Documents. The Town Designee may require other documents to be attached to the application, such as Aerial Photo/Site Analysis and Soil/Slope Analysis.
- C. Procedures for the evaluation of the **Town Driveway and Highway Access Permit** application by the Town Designee, including any required site inspection of the proposed driveway, public hearing, and Town Board meetings, are as follows:
1. Submit all application and application materials to town designee with the appropriate fees.
  2. Field stake and mark the proposed job site construction areas, driveway centerline and right-of-way so as to prepare area for an on-site inspection by the town board or its designee.
  3. Appear before the Town of Long Lake Board for approval, if required.
- D. The Town Designee shall approve or deny any **Town Driveway and Highway Access Permit** application and may, as a condition of issuance, place specific restrictions or conditions on the permit, which shall require compliance by the applicant. **Reasons for denying a Town Driveway and Highway Access Permit** application may include:
1. Construction of a driveway prior to submitting an application to the Town Designee.
  2. The inconsistency or nonconformance of the proposed driveway or highway access with this ordinance, with the town comprehensive plan, master plan, or land use plan, with town laws, ordinances, rules, regulations, or plans, or applicable county, state, or federal laws, ordinances, rules, regulations, or plans.
  3. The driveway, bridge, culvert, or highway access, or any combination., when constructed, rerouted, reconstructed, or altered as proposed would be dangerous or unsafe for use by persons in the town.

4. The application as filed and submitted is incomplete or contains false material as determined by the town board.
  5. Alternative driveway locations, bridges, culverts, and highway access locations will be safer for persons by motor vehicle ingress or egress on the driveway and access point.
  6. Alternative driveway locations or alternative highway access locations will preserve or better protect more prime or productive agricultural or forestry land in the town.
  7. Alternative driveway locations or alternative access highway locations will have less negative impact on environmentally sensitive parcels of land, waters, or nearby property owners in the Town, including land adjacent or near the proposed driveway.
  8. The driveway will not provide timely and adequate ingress and egress for emergency vehicles, sanitation vehicles, public service vehicles, public utility vehicles, or government vehicles.
  9. The driveway adds to an increasing traffic density problem on a road that would affect the safety and quality of life to neighboring landowners.
- E. **In the event of a denial of a Town Driveway and Highway Access Permit** application, the Town Board shall recite in writing the particular facts upon which it bases its denial of the permit. The Town Board shall also afford the applicant an opportunity to review the Town Board's decision and present evidence at a Town Board meeting to the Town Board refuting the determination. Thereafter, the Town Board may affirm or modify its decision. The Town Board shall recite in writing findings for any decision to modify or override its initial determination.
- F. If the Town Board denies two consecutive applications for a **Town Driveway and Highway Access Permit** on the same parcel, no subsequent re-application for a permit of the same type that was denied for that parcel will be considered within three months of the second denial.
- G. The **Town Driveway and Highway Access Permit** is effective for twelve months from the date of issuance. The permit shall expire after twelve months unless renewed.
- H. The permit may be renewed for an additional period of 6 months. If the driveway and highway access has not been constructed by the end of one 6-month renewal period, a new application must be submitted and approved.
- I. The applicant shall notify the Town clerk in writing or via email within 30 days of completion of the construction, reconstruction, rerouting, or alteration of the driveway and highway access. Within 30 days of notification, the Town Board or its designee will conduct an inspection of the driveway and highway access to ensure full compliance with all permit conditions and provisions of this ordinance.
- J. An application fee in an amount determined by a resolution of the Town Board will be charged for the permit. The nonrefundable permit fee shall be \$50.
- K. The Town Board, or its designees, shall have the right of inspection onto land pursuant to a warrant issued under s. 66.0119, Wis. stats., for the purpose of inspecting existing or proposed driveways to determine if the driveways will allow for the safe and timely travel by emergency vehicles, government service vehicles, or vehicles of the general public.

## SECTION 8 - PLANS

- A. The Town Board requires a **Town Driveway and Highway Access plan** prior to any proposed driveway and highway access construction, reconstruction, rerouting, or alteration.
- B. A **Town Driveway and Highway Access plan** is required for any of the following:

1. Construction of a driveway or segment of a driveway that requires the disturbance of land with a grade of more than 10%.
  2. A driveway or segment of a driveway that requires a retaining wall or other special erosion control measure as determined by the Town Designee.
  3. A driveway that crosses a waterway or has the potential to significantly alter existing drainage patterns or quantity of runoff.
  4. When construction or modification of the driveway necessitates construction or improvement of a bridge or culvert.
- C. A **Town Driveway and Highway Access plan** will include a scale plan showing all of the following:
1. Location. The precise location of the driveway or the segment of the driveway for which the driveway construction plan is required.
  2. Grade. A profile of the driveway route before and after construction showing a maximum finished driveway grade of 10%.
  3. Retaining Walls. The location and structure of any retaining walls.
  4. Bridges. The location, size, and design calculations of any bridges
  5. Culverts. The location, size, and design calculations of any culverts.
  6. Cross-section. Typical cross sections of the driveway.
  7. Erosion Control. Required mulching, matting, or other erosion control.
  8. Storm Water Management. Drainage methods engineered for the particular surface type, including location and dimensions of ditches, proper grading technique, projected water handling capability, and water loads at the point of access to the public highway.
  9. Other Access Points. The location of any other access points onto the town highway within one mile of proposed access point.
- D. No construction, reconstruction, rerouting, or alteration of a driveway nor construction of a highway access onto a town highway may commence until all of the following conditions are met:
1. The **Town Driveway and Highway Access plan**, is approved by the Town Designee.
  2. A **Town Driveway and Highway Access Permit** is issued by the Town Designee.
  3. When applicable, any other necessary approvals are obtained from Washburn County or the State of Wisconsin.
  4. The Town Board shall, when applicable, seek review and comment from the local fire chief, or his deputies, regarding the proposed driveway and whether such driveway will allow for adequate and timely emergency vehicle access and other equipment access to buildings and structures within the premises.
- E. The preparation of a **Town Driveway and Highway Access plan** does not guarantee the town's approval of a **Town Driveway and Highway Access Permit**.
- F. After the driveway has been completed, the Town Designee shall inspect the driveway prior to issuance of an occupancy permit to determine if it was constructed according to the plans and is consistent with the requirements of this ordinance.
- G. As a condition of the **Town Driveway and Highway Access Permit**, the driveway and highway access shall be constructed and maintained by the owner or occupant to ensure safe, timely, and proper access and travel by emergency vehicles or other service vehicles.
- H. The approval of a **Town Driveway and Highway Access Permit** application by the Town Designee does not constitute a determination that the driveway is safe, suitable for use or otherwise passable for vehicles of the general public or emergency vehicles, that public access and travel is authorized, or that the applicant is in compliance with this Ordinance. The Town Designee may require issuance of an occupancy permit prior

to any determination by the Town Designee that the driveway is fit for timely and safe travel by vehicles of the general public and emergency vehicles and that such travel is authorized. No person may rely on the issuance of a permit to determine that a driveway, bridge, culvert, or highway access location is fit or safe for any purpose or that they are in compliance with the ordinance or any State or County laws or ordinance.

- I. The approval of the **Town Driveway and Highway Access Permit** application does not establish future approval of any driveway as a public road in the Town.
- J. The existence of a parcel of land by Certified Survey Map or Plat does not ensure or establish future approval of any driveway permit in the Town.

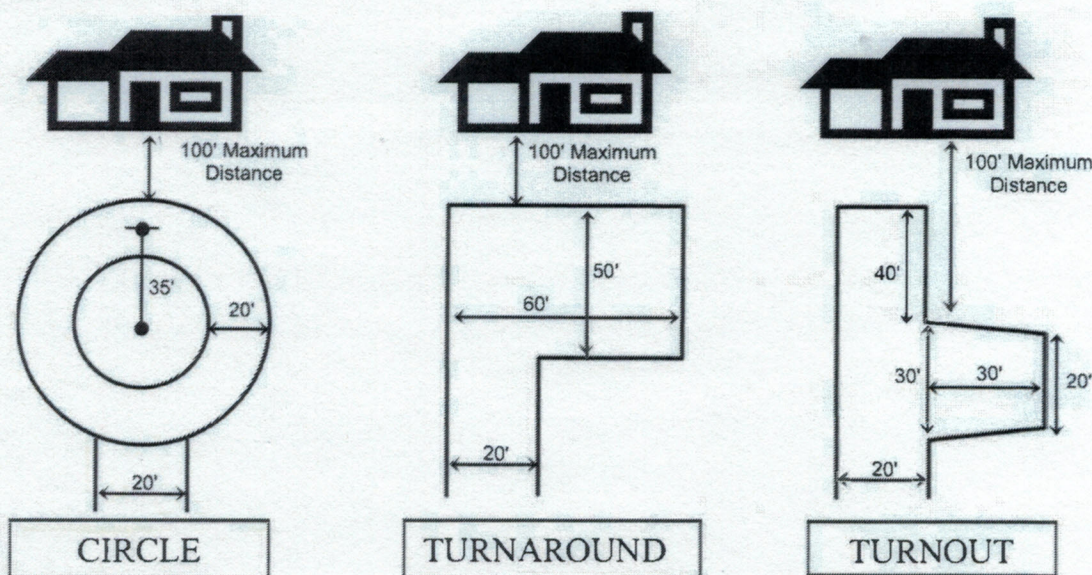
## SECTION 9 – SPECIFICATIONS

**Driveway specifications:** Driveways and private roads not meeting the current standards will be subject to enforcement action.

- Drainage - Driveways setting on ground higher than main roadway shall not drain water into main road.

Driveways must be crowned at the centerline to drain water into driveway ditches. The driveway road elevation 10 feet from main road edge intersection must be 6 inches lower than main road shoulder,

- Driveways longer than 100 feet must provide an adequate turnaround area that will accommodate a 30 foot long fire truck. Refer to the diagrams below for driveway and turnaround dimensions:

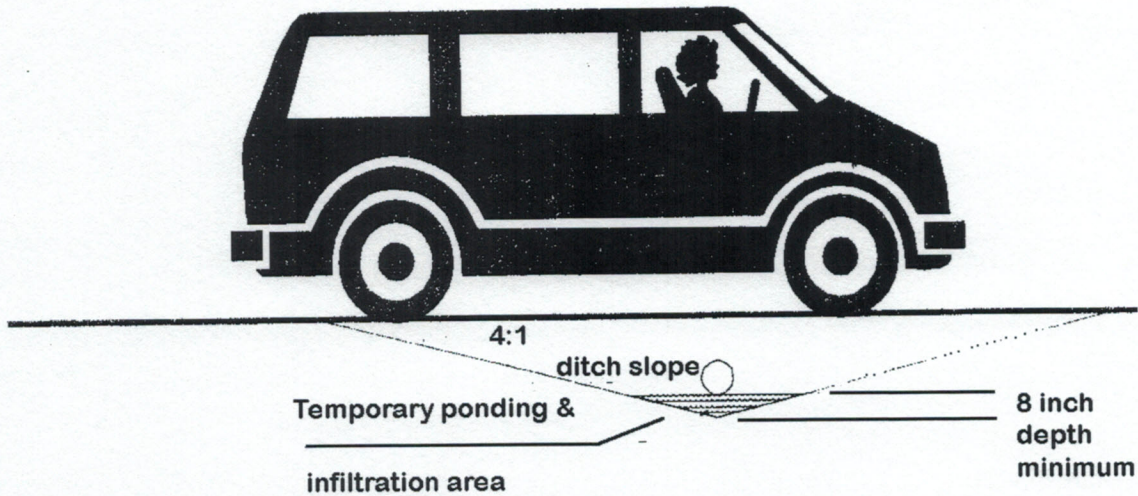


**Culvert Pipe Placement:** Road and driveway culverts shall be placed such that the pipe inlet and outlet is set 8 inches or more above the average ditch bottom elevation (based upon 20' from each end of culvert). This allows ponding of water in ditches and reduces channelized flows. The Town Designee *may* approve variances to this ordinance due to site condition hardships on a case by case basis prior to driveway construction.

(Objective: *The protection of ground water and surface water*)

Water Quality depends on natural water infiltration into the soil. Storm water runoff from developed impervious surfaces contains many pollutants. These pollutants should not be carried directly to water bodies by means of fast moving, channelized flow. Fast,

channelized flows will also increase flooding problems and downstream erosion. The goal is to pond water and allow it to naturally infiltrate into the soil.



### SECTION 10 - PENALTY PROVISION

Any person, partnership, corporation, or other legal entity that fails to comply with the provisions of this Ordinance shall, upon conviction, pay a forfeiture of not less than \$10 or more than \$100, plus the applicable surcharges, assessments, and costs for each violation. Each day a violation exists or continues shall be considered a separate offense under this Ordinance. In addition, the Town Board may seek injunctive relief from a Court of record to enjoin further violations. The violator must also restore the site disturbance back to its original condition prior to the violation.

### SECTION 11 - SEVERABILITY CLAUSE

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are severable.

### SECTION 12- EFFECTIVE DATE

This ordinance shall be effective August 10, 2021, upon passage and posting/publication as provided by law.

Passed on the 10<sup>th</sup> day of August, 2021  
by the Town Board of the Town of Long Lake.

Attest: Debbie Bouma  
Debbie Bouma, Clerk

LeRoy Sandridge  
LeRoy Sandridge, Chairman