

Sauk County Highway Access Control Policy

Committee Approved – 08/09/23

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Sec. 3.1 Purpose

- (1) **Title.**
This Policy shall be known as, cited and referred to as: THE SAUK COUNTY HIGHWAY ACCESS CONTROL POLICY.
- (2) **Statutory Authorization.**
This Policy is established by the provisions set forth in Section 86.07(2) of the State of Wisconsin Statutes, and Chapter 31 of the Wisconsin Administrative Code.
- (3) **Purpose.**
The purpose of this Policy is to restrict and regulate access onto county highways in order to promote the public safety, convenience, general welfare, economic viability and to protect the public investment of existing and proposed highways, by preventing costly road improvements, premature obsolescence, and to provide for safe and efficient ingress and egress to Sauk County Highways.

Sec. 3.2 Definitions

For the purpose of simplicity, the following terms shall be applied as indicated throughout this policy.

3.2.1 General.

- (1) The present tense includes the future tense and the singular tense includes the plural.
- (2) The word "shall" is mandatory; the word "may/should" is permissive.
- (3) The words "used" or "occupied" also mean intended, designed or arranged to be used or occupied.
- (4) The word "person" includes any individual, firm, association, joint stock association, organization, partnership, limited, trust, body politic, governmental agency, company, corporation and includes any trustee, receiver, assignee, or other representative thereof.

- (5) All distances unless otherwise stated shall be measured in the horizontal direction.

3.2.2 Definitions.

- (1) ACCESS. Driveway or road access point for any motorized/non-motorized vehicles except for State of Wisconsin funded snowmobile trails.
- (2) ACCESS PERMIT. A permit from the Sauk County Highway Department granting access onto a CTH.
- (3) ADT. Average Daily Traffic generated on a given road or highway.
- (4) COUNTY TRUNK HIGHWAY (CTH). Any segment of a Sauk County Trunk Highway.
- (5) DRIVEWAY. Any access for motorized/non-motorized vehicles to one or two parcels.
- (6) LOCAL CTH. Any CTH outside the municipal boundaries of a city or village with a speed limit of 25 m.p.h. or less
- (7) PARCEL. The area of land within the property lines of a given piece of property.
- (8) ROAD. Any road, street, alley, expressway, highway, avenue, parkway, lane, drive, boulevard, circle, bypass or other pathways intended for the use of motorized/non-motorized vehicles to obtain access to more than two parcels.
- (9) RURAL CTH. Any CTH with a 55 m.p.h. (88km/h) speed limit.
- (10) SEMIURBAN CTH. Any CTH outside of the municipal boundaries of a city or village with a speed limit below 55 m.p.h. (88km/h).
- (11) URBAN CTH. Any CTH within the municipal boundaries of a city, village, or township with a speed limit below 36 m.p.h. (57.6km/h).

Sec. 3.3 Regulations

- (1) **Existing Access.**
Any use of access to a CTH (via driveway or road) prior to the effective date of this Policy will be allowed provided a permit has been issued or the access is used for an agriculture related residence or agriculture field entrance.

(2) **Vacated Access.**

If the Sauk County Highway Department considers the use of an access to have been discontinued for a period of at least two years, the Highway Department shall notify the owner by certified mail that the access is to be considered vacated. The Highway Department will allow the owner thirty (30) days to reply. If after this time period the Highway Department decides that the access has been abandoned for at least one year, the access shall be considered vacated and its use will be illegal thereafter.

Any further use of this access after this period will require a permit and be subject to the regulations of this Policy as a new access. It will no longer be considered an existing access.

(3) **Access to Highway.**

Entrance upon or departure from a CTH shall be prohibited except at locations specifically designated by this section. No road shall be opened into or connected with any CTH, under this section or converted from one use of access to another use of access without an ACCESS PERMIT.

(4) **Land Division and Zoning Approvals.**

(a) The Sauk County Land Resources and Environment Department shall not approve the division of land without prior authorization from the Sauk County Highway Department verifying that access can be provided pursuant to the Sauk County Highway Access Control Policy.

(b) The Sauk County Land Resources and Environment Committee or Sauk County Board of Adjustment shall not approve the rezoning of land, conditional use permits, or special exception permits for parcels without prior authorization from the Sauk County Highway Department verifying that access can be provided pursuant to the Sauk County Highway Access Control Policy.

(c) The Sauk County Land Resources and Environment Department shall not issue any land use permits for the purpose of erecting a structure on parcels that do not have an existing approved driveway access without prior authorization from the Sauk County Highway Department verifying that access can be provided pursuant to the Sauk County Highway Access Control Policy.

(5) **Access Spacing and Frequency.**

(a) In a case where a property owner owns more than one adjacent parcel (of the same land use) with frontage, all parcels shall be treated as a single parcel for the purposes of this section.

(b) Where a property owner owns more than one adjacent parcel with frontage, all of which are zoned agricultural, no more than six accesses shall be allowed in a mile (see Sec. 3 [8]).

(c) Only one access shall be allowed per parcel zoned residential.

(d) COMMERCIAL AND INDUSTRIAL zoned parcels may be allowed two points of access provided they each separately meet the remaining criteria of this policy, and require more than 50 parking spaces.

- (e) ACCESS TO MINOR ROAD. Whenever possible, access should be granted onto the most minor road adjacent to the property when there is a choice between roads.
- (f) ACCESS PERMITS shall not be issued where the horizontal distance between access points measured at the centerline, would become less than:

200' (91.44 m) for RURAL CTH
150' (45.72 m) for SEMIURBAN CTH
100' (30.48 m) for URBAN CTH

- (g) AGRICULTURALLY RELATED RESIDENCES on which at least one person earns at least 51 percent of his or her gross annual income from farm operations on the farm parcel, or a parent or child of the operator of the farm, may have a driveway at a distance not less than 300 feet (91.44 m) from the centerline of the proposed driveway to the centerline of an existing driveway.
- (h) MAXIMUM ACCESS POINTS PER SIDE PER MILE shall be no more than:

6 for RURAL CTH
12 for SEMIURBAN CTH
36 for URBAN CTH

unless there is no other way of providing access to the existing parcel. This distance is to be measured one half of a mile in each direction from the centerline of a proposed driveway and is to count all driveway centerlines within one half of a mile in each direction.

- (i) PRIVATE ENTRANCES ON CORNER LOTS. Access on a corner lot shall not be allowed at a distance of less than:

300' (91.44 m) for RURAL CTH
150' (45.72 m) for SEMIURBAN CTH
100' (30.48 m) for URBAN CTH

- (j) ROAD ACCESS in addition to the remaining criteria in this policy, must be at least:

1000' (304.8 m) for RURAL CTH
500' (152.4 m) for SEMIURBAN
400' (76.2 m) for URBAN CTH
250' for Local CTH

from the nearest road which enters onto the CTH in question. Where possible roads should NOT be staggered, creating "T" intersections, but connect with another road on the other side of the highway.

- (k) SAFETY shall not be interfered with due to access locations near hills, curves or other locations which may not be in clear and apparent view of on-coming traffic.

(6) **Paved Apron.**

Access onto a CTH may require a paved apron within the right-of-way of the CTH, at owner's expense, in instances when usage or drainage warrants.

(7) **Design Standards.**

Driveways and roads within the CTH right-of-way must comply with the following design standards:

- (a) CULVERTS, when required, must be at least 24 feet (7.315 m) long plus endwalls, placed at least 1 foot (30.48 m) under the access, be a minimum of 15 inches (38.1 cm) or equivalent in diameter or as large as needed for adequate drainage, be at least 10 feet (3.048 m) from the nearest culvert, and be constructed of corrugated metal, concrete, or plastic with endwalls.
- (b) ACCESS HEIGHT at the point of the culvert, shall be equal to/or lower than the level of the outside edge of the road shoulder.
- (c) SLOPES to the side of the access shall not be steeper than 4 to 1 (25 percent desirable) or that of the embankment of the existing CTH whichever is less.
- (d) RETAINING WALLS, STONE WALLS, ETC. shall not be allowed on driveways or within right-of-way.
- (e) ANY PAVEMENT of access shall consist of asphalt (concrete shall not be allowed).
- (f) ANY PAVEMENT in the right-of-way, whether new, resurface, or replacement may be required to be replaced at the owner's expense when it causes a safety or drainage problem.
- (g) CROWNING of access shall be provided with a minimum pitch of 1-1/2 percent towards the side of the access.
- (h) CURB AND GUTTER shall not be allowed within the CTH right-of-way for private access.
- (i) ANGLE of a driveway shall be as close to 90 degrees with the centerline of the CTH as possible, but not less than 75 degrees.
- (j) FACING ACCESS on opposite sides of a CTH shall be located directly opposite each other whenever possible.
- (k) SHARED ACCESS is encouraged to minimize the number of access points and interruption of traffic flow.
- (l) TYPE "A" ACCESS: PRIVATE DRIVEWAYS with access to one or two agricultural or residential parcels must have a driveway width of 20 to 24 feet and a return radius of 20 feet (see drawing below).
- (m) TYPE "B" ACCESS standards (see diagram below) must be used for residential with 3-20 units, and commercial or industrial with up to 25,000 square feet (2,322.5 sq. m).
- (n) TYPE "C" ACCESS standards (see diagram below) must be used for residential with over 20 units, and commercial or industrial over 25,000 square feet (2,322.5 sq. m).
- (o) BYPASS LANE is required where the ADT of the CTH access enters onto is 2500 or more for type B access, and 1000 or more for type C access.
- (p) TURNAROUNDS should be provided so that vehicles do not need to back out onto a CTH.
- (q) EXISTING CTH PROPERTY including road surfaces, curbs, shoulders, slopes, ditches and vegetation shall be restored to its original condition.

- (r) VISION CORNERS must be free of all obstructions at each access point in accordance with the applicable VISION CORNER diagram below. Driveway Vision corners are to be measured from a point 3.5 feet (1.0668 m) above the center of the proposed access, 15 feet (4.572 m) back from the edge of pavement of the CTH, to two points 4.5 feet (1.3716 m) above the center of the nearest on-coming lane of the CTH in each direction, at a distance of "D" from the point where the CTH meets the center of the proposed access. Distance "D" shall correspond to the speed limit of the road. If the given speed limit is not listed, the next highest speed limit shall be used. Signalized intersections need only meet the standards provided for driveways, in addition to approval by the Sauk County Highway Department.

(8) Hidden Driveway Sign Policy.

(a) Purpose

Currently the Manual on Uniform Traffic Control Devices (MUTCD) and Wisconsin DOT standards do not recognize blind/hidden driveway/access signage. Wisconsin MUTCD and WisDOT Traffic Engineering, Operations & Safety Manual (TEOpS) do recognize Hill Blocks View signage for situations that meet the guidelines in TEOpS 2-3-14. The Sauk County Highway Department understands that property owners may feel that signage for access points, either existing or new, would benefit from Hidden Driveway warning signage. This policy will lay out a procedure to assess and implement signage requests on County Highways.

(b) Hidden Driveway Sign Installation (Existing Access)

- a. In a case where a property owner requests a sign regarding their existing driveway access that does not meet the Hill Blocks View standards, the following MAY be used to determine if a "Hidden Driveway Ahead" or similar sign is warranted:
 - i. The driveway must have inadequate sight distance per the Minimum Visibility Distance chart in the WisMUTCD Section 2C.36 when determining the need for the sign.

Minimum Visibility Distance

Posted or 85 th Percentile Speed	Minimum Visibility Distance
25 MPH	280
30 MPH	335
35 MPH	390
40 MPH	445
45 MPH	500
50 MPH	555
55 MPH	610
60 MPH	665
65 MPH	720

- ii. Crash History – If the driveway does not meet the criteria above, but a crash analysis indicated there is a crash history at the driveway location, a sign MAY be considered.
- b. These requests shall be made to the Sauk County Highway Commissioner and will be reviewed on a case-by-case basis. When a Hidden Driveway sign is deemed allowable by this policy, ALL costs associated with sign installation shall be incurred by the property owner requesting the sign(s).

(c) Driveway Sign Installation (Proposed Access)

In a case where a property owner requests a County Driveway Permit, Section 3 – Regulations of the driveway policy shall govern. When access is not feasible or economically impractical to meet the Highway Access Policy, the following SHALL be used to determine if a “Hidden Driveway Ahead” or similar sign is allowed:

- a. The commissioner MAY approve the driveway permit stating “The driveway access is not recommended due to (Section 3 - Regulations)”, or similar verbiage. If the property owner requests a “Hidden Driveway Ahead” sign, at the time of permit approval or in the future, ALL costs associated with sign installation shall be incurred by the property owner requesting the sign.

(d) Sign Costs

- a. Hidden Driveway Ahead signage installed utilizing (2) and (3) of this policy shall pay the following costs:
 - i. Administration Fee \$100/Sign.
 - ii. Cost of Sign \$50
 - iii. Installation fee of \$250/Sign

Sec. 3.4 Administration and Enforcement

(1) **Administration.**

The Sauk County Highway Department is hereby authorized to administer this policy.

Applications for permits and variances shall be made to the Sauk County Highway Department. The Highway Commissioner or his designee shall review the proposed development or construction and shall either grant or deny the proposed access based upon the provisions, standards, and requirements of this policy, within Thirty (30) working days.

(2) **Interpretation.**

All restrictions on the use of land is restricted to the objects, growth, and use of land within the right-of-way of the Sauk County Highways. Whenever it is questionable as to whether or not an object or a part of an object is within the jurisdiction of this policy, the entire object shall be considered to be entirely within.

(3) **Permits for Driveways and Obstructions, such as, Fences, Shrubs, Etc., on Highway Access.**

No structure, object, excavation nor growth shall be constructed, reconstructed, altered, placed, installed, or planted within the right-of-way of a CTH until an ACCESS PERMIT has been issued by the Sauk County Department.

Said permit shall be placed in clear view as near to the point of proposed construction or access as possible. An access permit shall expire one year from the date of issuance. All construction must be completed within this time. The Sauk County Highway Department may extend approval of an access permit.

The permittee shall be liable for all materials, labor and other costs connected with the construction of the access within the highway right-of-way. The County of Sauk shall not be liable for any damage or injury which results from the construction of an access. Sauk County shall not be responsible for any maintenance of a private access/access culvert including the removal of snow, ice, or sleet from the access.

Mowing within the right-of-way is exempt from the access permit requirement provided the right-of-way being maintained is adjacent to land owned by the party that is ordering the activity to be completed.

(4) **Hazard Marking and Lighting.**

Any access location shall during construction within the right-of-way be provided with adequate hazard marking and lighting to prevent possible accidents. The hazard marking and lighting shall be provided by the owner of the parcel to which the access will enter.

(5) **Appeals.**

Any person aggrieved by any decision made in the administration of this Policy may appeal to the Sauk County Highway Committee. Appeals shall be filed within thirty (30) calendar days following the administrative decision by the Sauk County Highway Department. Appeals shall be filed in writing with the Commissioner. The appeal shall specify the legal description of the parcel and access location in question, and the reason given for the appeal.

The Highway Committee shall make a decision on the appeal within forty five (45) calendar days from the day the appeal was filed. The decision of the Highway Committee shall be made by the majority present.

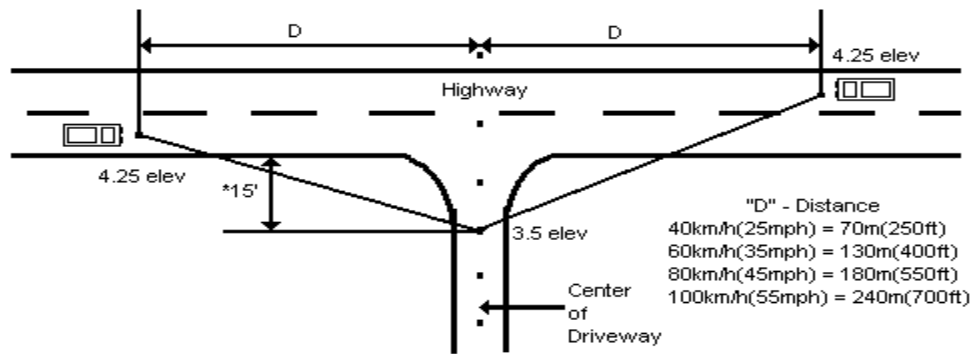
(6) **Violations.**

In the case of any violation of this policy, the Commissioner may institute appropriate legal action. Each day in which a violation continues to exist shall constitute a separate offense.

Vision Triangle and Design Standards

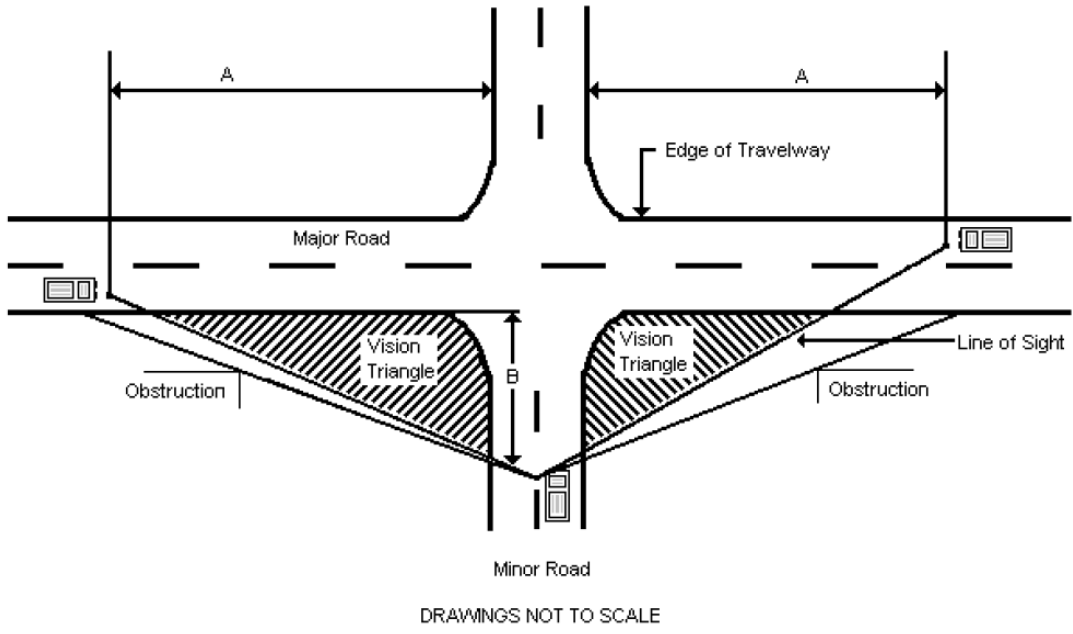
Vision Triangles

Driveway Access:

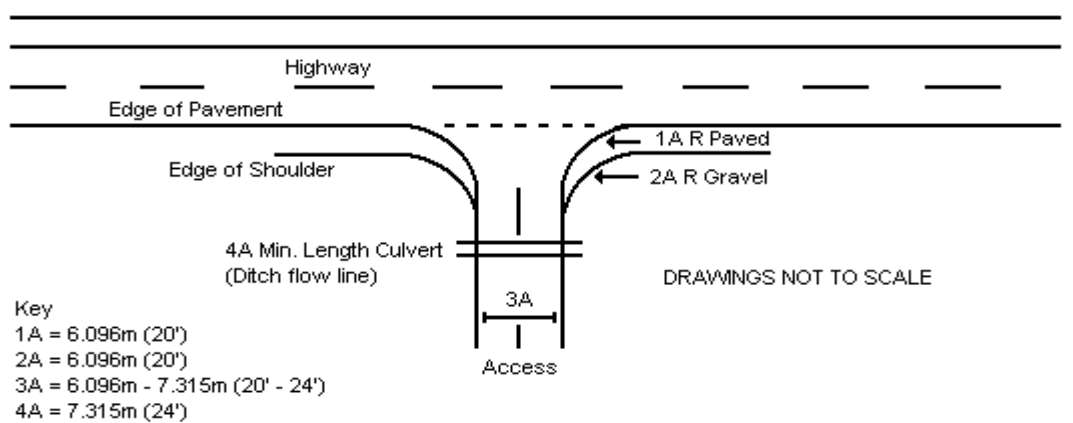


DRAWINGS NOT TO SCALE

Road Access:

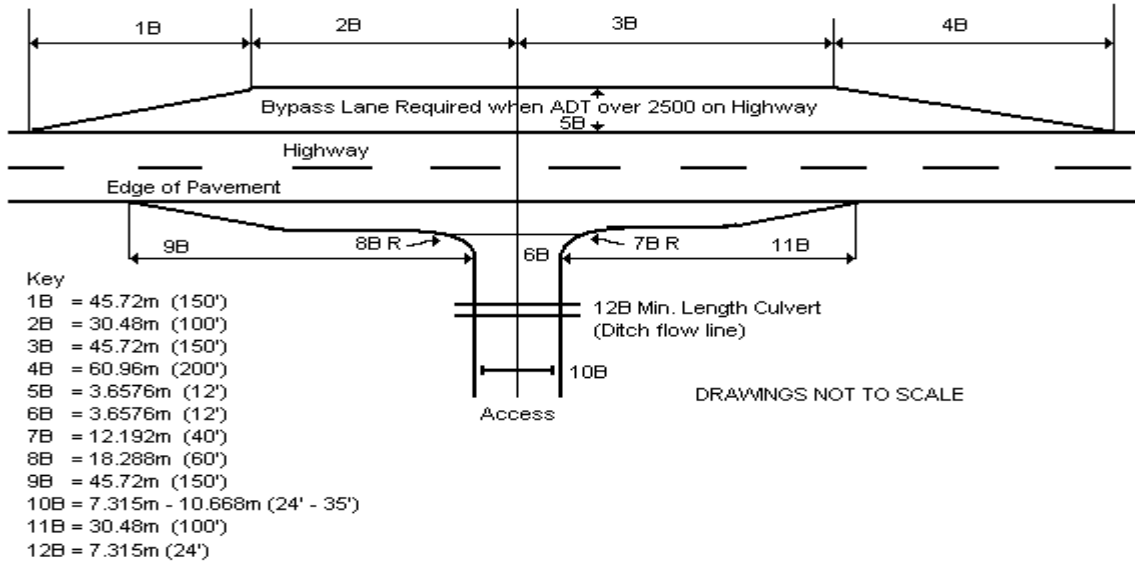


Access Design Standards

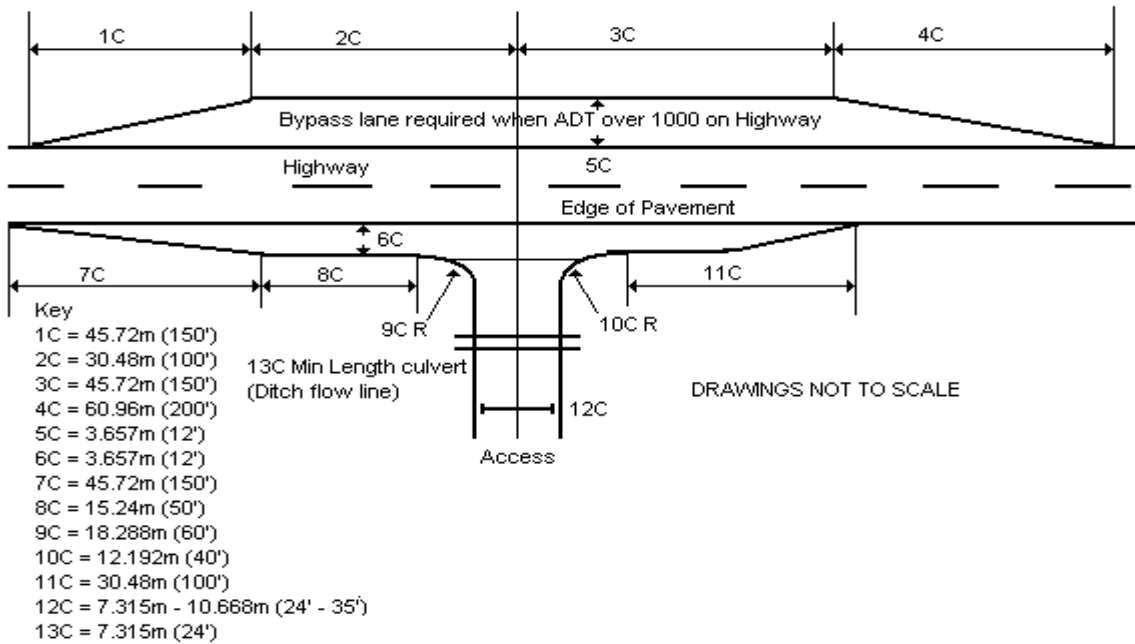


- Key
- 1A = 6.096m (20')
 - 2A = 6.096m (20')
 - 3A = 6.096m - 7.315m (20' - 24')
 - 4A = 7.315m (24')

TYPE "A" ACCESS



TYPE "B" ACCESS



TYPE "C" ACCESS