

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, OCTOBER 12, 2015 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, October 12, 2015 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer, Alderperson Paul Olson and Darrin Senn. Also, present at the meeting: Happy Tails Dog Park Board President Karen Polzin and Treasurer Sue Thomas.

1. **Motion** by Olson, seconded by Bauer to approve the minutes of the September 21, 2015 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

2. **Motion** by Olson, seconded by Senn to move up agenda item #4. **All present voting aye. MOTION CARRIED.**

3. Sue Thomas, treasurer of Happy Tails Dog Park appeared and presented the attached request for the City of Chippewa Falls to take over mowing of the area outside the storm pond and the ten foot bench around the inside of the storm pond. Ms. Polzin, president of Happy Tails Dog Park, stated she presently cuts those areas every couple weeks and it takes about three hours of time to do so. Mayor Hoffman stated concerns from tax payers that the dog park receives zero taxpayer dollars and restated that was the original condition in allowing the Happy Tails Dog Park to be located at the southeast storm pond area, (present location). He also noted that it was a valued asset and well used. When asked about budget, Ms. Thomas gave an updated amount of \$7688 of income as of October 12, 2015. Board of Public Works member Senn asked why Happy Tails Dog Park couldn't just fund lawn mowing. Ms. Thomas responded that Happy Tails Dog Park could afford it but that it was still City owned and the City mows other City owned properties. Director of Public Works Rubenzer proposed the City plan for three hours per week with summer helpers during May thru August and three hours per week with permanent staff during other months. At the end of the season, Happy Tails Dog Park will be invoiced for the total mowing services so the zero taxpayer dollars investment in Happy Tails Dog Park remains in force. Ms. Thomas invited all interested parties to the Happy Tails Dog Park annual meeting on October 21, 2015.
Motion by Rubenzer, seconded by Senn that the City mow the bench maintenance area and around the inside perimeter of the Alexander Street storm pond and the small dog park area and surrounding area, (estimated to require three hours per week) with summer helpers whenever possible and then annually submit a bill to Happy Tails Dog Park Board at the end of the mowing season. This would uphold the original premise of Happy Tails Dog Park formation that no City taxpayer dollars go toward the park. **All present voting aye. MOTION CARRIED.**

4. Director of Public Works/Utility Manager Rubenzer presented existing compulsory connection language, (attached), from City Ordinance 11.05(1). Rubenzer stated that the City could enforce hooking up a water or sanitary sewer service to a habitable building

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when the involved property owner wouldn't comply but did not allow the same connection when irregular or illegal water services were involved. He presented the attached rules and regulations from the City of Eau Claire Utilities, (Chapter 14.04.025(E)), and proposed making an ordinance revision to Chapter 11.05 to allow the same in the City of Chippewa Falls. He cited a recent example from the Governor Street Improvement Project.

Motion by Hoffman, seconded by Olson that City Attorney Ferg revise City of Chippewa Falls Municipal Ordinance 11.05 to allow the City of Chippewa Falls Public Utilities to cause a connection to be made to the municipal water or wastewater system when existing illegal or irregular connections were in place. In addition that the applicable property owner be invoiced a special charge for such connection and that the same owner, upon request, be allowed to use the special assessment payback procedure for the service. **All present voting aye. MOTION CARRIED.**

5. Director of Public Works Rubenzer presented the attached excerpts from the Wisconsin Department of Transportation Facility Design Manual, "Traffic Guidelines Manual" and the section of Community Wayfaring Signs from the Manual of Uniform Traffic Control Devices. He recommended the City adopt the WDOT policy for all proposed signs in the City of Chippewa Falls Street Right-of-Ways. He noted that STH #124 is located on South Bridge Street, Rushman Drive, High Street, Jefferson Avenue, Elm Street, Cedar Street, Bay Street and River Street and is already subject to the WDOT Traffic Guideline rules and regulations. He stated that sign size, color, letter dimensions, shapes, mounting height and locations are addressed in the manual. Also, regulated are the groups that can have wayfaring signs in public right-of-ways. These groups are municipal area destinations such as Downtown or Historic Districts, individual destinations that are publicly leased or owned and operated for public use, such as City Hall, Convention Center and local parks or privately owned non-profit facilities open to the public, such as a local museum or ice center. Every sign would be permitted by application through the Board of Public Works and City Council. He requested that the City either modify the language and then adopt the WDOT Traffic Guidelines Manual or adopt the manual by reference depending on City Attorney Ferg's opinion.

Motion by Hoffman, seconded by Senn that the City of Chippewa Falls either adopt the Wisconsin Department of Transportation Traffic Guidelines Manual found in Chapter 2, Section 15, Subject 6 of the Facilities Design Manual after modifying language for the City or adopt it by reference based on City Attorney Ferg's review and opinion. **All present voting aye. MOTION CARRIED.**

6. **Motion** by Senn, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 6:28 P.M.

Richard J. Rubenzer, PE
Secretary, Board of Public Works

**CITY OF CHIPPEWA FALLS
BOARD OF PUBLIC WORKS
MEETING MINUTES
MONDAY, SEPTEMBER 21, 2015 – 5:30 PM**

The Board of Public Works met in City Hall on Monday, September 21, 2015 at 5:30 PM. Present were Mayor Greg Hoffman, Director of Public Works Rick Rubenzer, Finance Manager Lynne Bauer and Alderperson Paul Olson. Absent was Darrin Senn. Also, present at the meeting: Nancy Dotson and Margaret Murphy representing Xcel Energy, Heather Marble representing Sweeney's Bar & Grill and Alderperson C.W. King.

1. **Motion** by Bauer, seconded by Rubenzer to approve the minutes of the August 24, 2015 Board of Public Works meeting. **All present voting aye. MOTION CARRIED.**

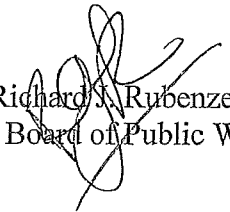
2. **Motion** by Hoffman, seconded by Olson to move up agenda items #5 and #4. **All present voting aye. MOTION CARRIED.**

3. Heather Marble appeared to support the request for a Street Use Permit from Dewey's Roadhouse, Weekend at Bernies, Burly's and Sweeney's Bar & Grill for Trick or Treat on Canal Street. The Board discussed Chief Stelter's recommendations to only serve alcohol in fenced in extended premises at each establishment and only until 10:00 p.m. Also, the Board discussed the cost of \$270 if alcohol is served in extended premises until 10:00 p.m., (as recommended by Chief Stelter), and \$720 if allowed until 2:30 a.m. Rubenzer stated that the Council decides how long to allow the serving of alcohol. **Motion** by Hoffman, seconded by Olson to recommend the Common Council approve the attached Street Use Permit application from Dewey's Roadhouse, Weekend at Bernie's, Burly's and Sweeney's Bar & Grill to allow Canal Street to be blocked off from Main Street to Depot Street on October 31, 2015 from 5:00 p.m. until 10:00 p.m. as per recommendations of Police Chief Stelter and Director of Public Works Rubenzer and to charge the establishments according to Chief Stelter's estimated costs. **All present voting aye. MOTION CARRIED.**
Heather Marble left the meeting at this point.

4. Nancy Dotson of Xcel Energy appeared to request a 10' x 20' easement for a gas service to be directionally bored under Technology Way and City owned Outlot #9 on the South side of Technology Way. Director of Public Works Rubenzer noted that the City has in past practice charged ½ of the assessed value of the property the easement is on as a permanent easement fee. He continued that the City would want to retain use of the outlot in the future and that Attorney Ferg should review the easement to protect the City's interests. Ms. Dotson stated that Xcel Energy would offer a minimum amount of \$500 for the easement. **Motion** by Hoffman, seconded by Olson to recommend the Common Council approve a 10' x 20' permanent easement for Xcel Energy across Outlot #9 South of Technology Way for a fee of \$500 and also that City Attorney Ferg review the easement and revise if necessary to protect the City's interests. **All present voting aye. MOTION CARRIED.**

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5. No one appeared to represent Happy Tails Dog Park so no action was taken on a request for the City to “take over” the Happy Tails Dog Park.
6. The Board discussed the attached revision to Chapter seven of the Chippewa Falls Municipal Code to allow a loading zone in front of McDonell Central Catholic High School and Notre Dame Middle School. The Board recommended City Attorney Ferg review the wording and bring to the Common Council as an ordinance revision if necessary.
7. **Motion** by Olson, seconded by Bauer to adjourn. **All present voting aye. MOTION CARRIED.** The Board of Public Works meeting adjourned at 6:08 P.M.


Richard J. Rubenzer, PE
Secretary, Board of Public Works

My name is Sue Thomas I am the treasure of the Happy Tails Dog Park. I am here to ask the City of Chippewa Falls to help us maintain the dog park. WE put word out to the public that the dog park is in need of volunteers to be part of the board of directors, officers, help with maintenance which includes, putting up dog pick-up-bags, empty garbage cans at the entrance gates, picking up trash snow shoveling supplying water for the dogs, water trees (when needed) remote garbage cans, and mowing the grass in the outside area, and in the retention pond are our two biggest things we find we cannot handle any more and difficult to find volunteers that can help. These take equipment we do not have. The retention pond is the hardest for us. We are asking the City of Chippewa Falls to help us mow these areas. This is now a well used piece of property now that the dog park is there. The Happy Tails Dog Park is asking the city to mow the area north & south area of the drive way & parking lot We are asking the city to mow the retention pond berm and down the sides more often during the summer months. ~~As~~ this would make walking much easier and owners able to find their dogs deposits thus helping to keep the area clean and nicer looking. The answer to the collection of the remote cans would be to find volunteers to collect the garbage or to take the cans away.

Thanks to the public being aware of our need for volunteers some park members and few citizens have expressed interest in helping us. We are hoping more will come forward at our annual meeting on Oct 21st. According to the police department there has been a big increase in purchase of dog license in the city due to the dog park. People come to the park to walk their dogs, people get exercise (1 mile) dogs are allowed off leash (be a dog) and as the old saying goes a tired dog is a good dog.

Thank You

11.05 - COMPULSORY CONNECTION TO SEWER AND WATER. (Am. #85-32; #94-16)

- (1) NOTICE TO CONNECT. Whenever sewer and water becomes available to any building for human habitation, the Board of Public Works shall notify in writing the owner, agent or occupant thereof to connect all facilities thereto required by the Board of Public Works. If the person to whom the notice has been given fails to comply within that period of time required by the order, but not to exceed one year, the Board of Public Works shall cause the necessary connections to be made and the expense thereof shall be assessed as a special tax against the property under §144.06, Wis. Stats.
- (2) FAILING SYSTEM. When a failing or malfunctioning private sewage system is encountered, the Health Officer shall notify in writing the owner, agent or occupant thereof to connect all facilities thereto if available or to correct all facilities thereto, if available, or to correct the failing private sewerage system where City facilities are not available. If the person to whom the notice has been given fails to comply for more than 10 days after the notice, the Health Officer shall cause the necessary connections to be made and the expense thereof shall be assessed as a special tax against the property under §144.06, Wis. Stats.
- (3) ABATEMENT OF PRIVATE SEWAGE SYSTEMS. After connection to a water main and public sewer, no private sewage system shall be constructed or maintained upon such lot or parcel and shall be abated upon 10 days' written notice for such abatement by the Board of Public Works. If not so abated, the Board of Public Works shall cause the same to be done and the cost thereof assessed as a special tax against the property.
- (4) TIME EXTENSION. The Board of Public Works may extend the time for the connection hereunder or may grant other temporary relief where strict enforcement would work an unnecessary hardship without corresponding public or private benefit.
- (5) PRIVATE SEWAGE SYSTEM. Where sewer or water mains are not available, a private sewage system may be constructed or maintained on any lot or parcel upon permit granted by the Board of Public Works. Such shall be cleaned and the contents removed when required by the Health Officer and in accordance with such conditions as he may impose.
- (6) UTILITIES SERVICE LIMITS. (Cr. #89-32; Am. #96-25; #98-01) Under §66.069 (2)(c), Wis. Stats., the City hereby limits the services of its Water Utility, Wastewater Treatment Utility and sewage collection system to within the municipal boundaries of the City as they now exist or as they may be hereafter defined, upon annexation or detachment of territories and to service areas "A" and "B" which are described as follows:

Service Area "A"

A parcel of land located in the NW ¼ of the SE ¼ of Sec. 33, T29N, R8W, Town of Eagle Point, Chippewa County, Wisconsin and more particularly described as follows:

Commencing at the west ¼ corner of Sec. 33; thence N 90°00'00" E along the east-west ¼ line 1,454.85 feet; thence S 00° E 23.00 feet to the centerline of CTH "I"; thence N 90°00'00" E along the said centerline of CTH "I" 1,200.00 feet; thence S 00°11'00" E 33.00 feet to the south right-of-way line of said CTH "I" and an existing 2-inch iron pipe; continuing thence S 00°11'00" E 350 feet to the point of

beginning; continuing thence S 00°11'00" E 755.73 feet; thence N 89°51'35" E 441.25 feet to a 1-inch iron pipe; thence N 00°08'25" W 754.65 feet; thence S 90°00'00" W, parallel to CTH "I" 441.25 feet to the point of beginning.

Service Area "B"

A parcel of land located in the SW ¼ of the SE ¼ of Sec. 33, T29N, R8W, Town of Eagle Point, Chippewa County, Wisconsin and more particularly described as follows:

Commencing at the west ¼ corner of Sec. 33; thence N 90°00'00" E along the east-west ¼ line 1,454.85 feet; thence S 00°11'00" E 23.00 feet to the centerline of CTH "I"; thence N 90°00'00" E along the said centerline of CTH "I" 1,200.00 feet; thence S 00°11'00" E 33.00 feet to the south right-of-way line of said CTH "I" and an existing 2-inch iron pipe; continuing thence S 00°11'00" E 1362.10 feet; thence N 89°55'15" E 150.00 feet to the point of beginning; continuing thence N 89°55'15" E 320.00 feet; thence S 0°11'00" E 200.00 feet; thence S 89°55'15" W 320.00 feet; thence N 0°11'00" W 200.00 feet to the point of beginning.

- D. "Services" means the pipe extending from the main to the premises served.
- E. "Office" means the office of the water department in the City Hall.
- F. "Owner" means any person, firm, corporation or association owning property or premises which is or can be supplied with water, or his or their authorized agent.
- G. "Agent." In the absence of instructions from the owner of any property or his duly authorized agent to the contrary, the occupant of any premises shall be recognized as the owner's agent, insofar as his relations to the water department be concerned.
- H. "Residential Class" includes customers who have water service provided for residential or domestic purposes and sales through a single meter to buildings with three or more dwelling units.
- I. "Nonresidential Class" includes commercial, industrial, and public authority customers. Commercial customers include business entities and institutions, except governmental entities, that provide goods or services. Churches and parochial schools are classified as commercial. Industrial customers include customers who are engaged in the manufacture or production of goods. Public Authority customers include any department, agency, or entity of local, state, or federal government, including public schools, colleges, and universities.
- J. "Premises" means a single-family dwelling, a two family dwelling, an apartment house occupied by more than one family, a building occupied for business or other purposes, or any part of a building with the land appurtenant thereto when sold as a separate unit.
- K. "Unit of service" shall consist of any residential or small commercial aggregation of space or area occupied for a distinct purpose such as a residence, apartment, flat, store or office which is equipped with one or more fixtures for rendering water service, separate and distinct from other users.
- L. "Customer" shall be construed to mean the owner of the property.
- M. "Customer service" means that portion of the service lateral that is between the curb box and the premises being served by the water utility.
- N. "Utility service" means that portion of the service lateral from the public water main through the curb box which is the property of the utility, or to the property line if no curb box exists.
- O. "Service lateral" means the combined utility and customer service which extends from the public water main through the meter, or to a point of 2 feet outside the building if no meter exists.
- P. "Superintendent" means the city utilities administrator or his or her designee.
- Q. "Cross connection" shall be defined as any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the city of Eau Claire water system, and the other, water from a private source, water of unknown or questionable safety, or steam, gases, or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems. (Ord. 7085, §1, 2014; Ord. 4716, §1, 1987; Ord. 4423 §1, 1984; Ord. 3395 §1, 1973; Ord. 3197 §1(part), 1970).

14.04.025 Rules and regulations--General. A. All persons now receiving a water supply from the Eau Claire municipal water utility, or who may hereafter make application therefor, shall be considered as having agreed to be bound by the rules and regulations as filed with the Public Service Commission of Wisconsin.

B. Application for water service shall be made in writing on a form furnished by the water utility (utility's water service tap permit). The application will contain the legal description (parcel number) of the property to be served, the street number, name of owner, the exact use to be made of the service, and the size of the supply pipe. The meter size shall be determined by the water demand.

Service will be furnished only if:

1. Premises abut a designated street or public strip in which a cast iron or other long-life water main has been laid, or where property owner has agreed to and complied with the provisions of the utility's filed main extension rule;

2. Property owner has installed or agrees to install a service pipe from the utility service to the point of use and laid not less than 7½ feet below the surface of an established or proposed grade, or otherwise insulated in a manner approved by the utility;

3. Premises have adequate piping beyond metering point.

C. The owner of a multi-unit dwelling has the option of being served by individual metered water service to each unit. The owner, by selecting this option, is required to provide interior plumbing and meter settings to enable individual metered service to each unit and individual disconnection without affecting service to other units. Each meter and meter connection will be a separate water utility customer for the purpose of the filed rules and regulations.

D. Every building equipped with plumbing fixtures and used for human occupancy or habitation shall be provided with a potable supply of cold water. The owner of any such building within the jurisdiction of the city, wherein water service is readily available, is required, at the owner's expense, to connect such plumbing facilities directly to the public water distribution system in accordance with the provisions of this chapter within one (1) year after the water service is deemed available by the director of public works or designee. Such time may be extended upon specific written authorization from the director of public works or designee in the event of unfavorable weather conditions, except when an imminent health hazard exists.

E. If any person fails to connect to the municipal water distribution system within the time contained in the city code or in the manner prescribed by the plumbing code for more than 10 days after notice in writing, the city may cause connection to be made, and the expense thereof assessed as a special tax against the property in accordance with Wisconsin Statutes s. 281.45. The owner may, within 30 days after completion of the work, file a written option with the city clerk stating that he or she cannot pay the amount in one sum and asking that it be levied in not to exceed five (5) equal annual installments, and the amount shall be collected with interest at a rate of 6% per year from the completion of the work. The unpaid balance of the special tax shall be placed as a special tax lien on the property.

F. No water service shall pass under or through a building to serve another building.

G. The superintendent is hereby empowered to withhold approval of any application wherein full information of the purpose of such supply is not clearly indicated and set forth by the applicant property owner. (Ord. 6740, 2006; Ord. 6212 §1, 2001; Ord. 4423 §2, 1984).

14.04.030 Water waste prohibited. Excessive or unnecessary use of, or waste of water, whether caused by carelessness or defective or leaking plumbing, is strictly prohibited. (Ord. 3197 §1(part), 1970).

14.04.050 Connection and shutoff locations recorded. It shall be the duty of the plumbing inspector to locate by measurement each service connection and each curb shutoff, referring the same to some suitable permanent building or street line. This information shall be entered on the records of the department. (Ord. 3197 §1(part), 1970).

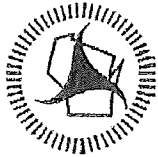
14.04.060 Permits--Licensed plumbers only. To protect the city and property owners, permits for laying of service laterals will be issued only to plumbers licensed in the State of Wisconsin, unless the work is done by the utility. It shall be the duty of the plumbing inspector to supervise the installation of laterals and require said work and materials to be in accordance with plumbing regulations in the city ordinance. It shall further be the duty of the plumbing inspector to locate by measurement each service lateral connection and each curb shutoff with reference to some suitable permanent building or street line. This information shall be entered on the records of the utility. (Ord. 4423 §3, 1984).

14.04.070 Violations--Penalty. The water department may at its discretion shut off the water from any premises where the owner or agent of the owner is found guilty of violating any of the provisions of this title, upon giving the owner or agent at least twenty-four hours' written notice of such intended action. In addition to this any person guilty of violating the provisions of this title shall be liable to a fine not exceeding one hundred dollars, and costs. In default of payment, imprisonment in county jail for a period not to exceed ninety days. Each day or part thereof during which such violation continues shall constitute a separate offense. (Ord. 3197 §1(part), 1970; Prior code §7.22).

14.04.080 Damages--No claims. A. No person using water shall enter a claim against the city as a water utility or any officer thereof, for damages to any fixtures or appurtenance by reason of interrupted water supply or variation of pressure, or for damage of any nature caused by turning off or on, either partially or entirely, of the water supply for any premises, either for the repairs or alterations of any water main, or for the discontinuance of the service to his or their premises for violation of any rule or regulation of the water department. No claims will be allowed against the utility or the city on account of interruption of supply caused by breaking of pipes or by stoppage for repairs or fire or other emergency.

B. In case of a probable stoppage of water supply when time of interruption can be forecast, every reasonable attempt will be made by the water department to acquaint the users with the action proposed.

C. The utility shall not be liable for failure to locate the curb box and to shut off the water in case of a leak on the customer's premises. (Ord. 4423 §4, 1984; Ord. 3197 §1(part), 1970).



Traffic Guidelines Manual

ORIGINATOR State Traffic Engineer		2-15-6
CHAPTER 2	Signing	
SECTION 15	Comprehensive Guiding Policies	
SUBJECT 6	Community Wayfinding Signs	

A. Purpose

This policy sets the uniform, Wisconsin state standards for signs, which communities *may install by permit* on conventional State Trunk Highways under DOT jurisdiction to provide directional guidance to public facilities and traffic generators within the community.

The 2009 MUTCD, Section 2D.50 provides guidelines and standards for Community Wayfinding signing. Substantial conformance of these signs to the MUTCD and DOT policy is required by state law. Poorly designed and/or cluttered guide signs will not meet these requirements and could adversely impact safety.

On local streets and connecting highways, local agencies have the authority to install destination signs for local attractions and generators. If there is deviation from state and national standards to the extent that highway signing would adversely affect driving behavior, local agencies *may face liability problems*.

Therefore this policy establishes the following to be applied to Community Wayfinding Signing on State Highways under DOT jurisdiction:

1. the qualifying criteria for Community Wayfinding Signing;
2. guidance on qualifying destinations or facilities;
3. clarification of sign design and installation standards, applicable to WisDOT
4. the application and permit process for roadways under WisDOT jurisdiction.

B. Definitions

Community Wayfinding Signs

These are the signs, *allowed by permit*, which are owned and maintained by the community and direct to

1. municipal area destinations such as Downtown, or Historic District,
2. individual destinations that are publicly leased or owned and operated for public use, such as City Hall, Convention Center, and local parks, or

3. privately owned non-profit facilities open to the public, such as a local museum or ice center.

Trailblazing Signs

In this context, these are community destination signs that direct subsequent turns on local streets to reach the destination.

Trailblazing (directional route signing) to state routes is the responsibility of WisDOT and will not be permitted on Community Wayfinding Signs.

C. Policy for Installation on State Trunk Highways

The Department will allow the local agency, by permit, to install and maintain community wayfinding signs on the right-of-way of the conventional state trunk highway system, subject to the destinations, design, location, and maintenance of the signs being reviewed and found satisfactory by the Department. These signs **shall not** be permitted on freeways or expressways.

WisDOT *may* fund the installation of wayfinding signs as part of a Community Sensitive Solutions project. For all Community Sensitive Solutions projects that include wayfinding signs, the sign design and locations **shall** be reviewed for conformity to WisDOT and MUTCD policies by the Region Traffic Operations. Wayfinding signs that are funded and installed as part of a Community Sensitive Solutions project **shall** be maintained by the community.

This policy does not apply to banners or civic displays, which are addressed in TGM 13-12-1.

1. QUALIFYING CRITERIA FOR COMMUNITY WAYFINDING SIGNING PROGRAMS

Community wayfinding signs will not be permitted outside a readily apparent urban developed area, usually characterized by a reduced speed limit, nearby transition to curb and gutter, and dense residential and/or business development adjacent to the highway.

Geographical areas or districts within a community *may* be permitted Community Wayfinding Signing. Two or more adjacent communities in an urbanized area *may* coordinate a common signing program, but the department will issue separate permits to each individual municipality.

No countywide programs will be permitted.

The community must develop a Master Plan for Community Wayfinding Signing, which contains the following information:

1. A map of the community, including the city street/local road system, which clearly identifies:

- Exact locations of destinations and attractions to be included in this signing program.
 - State trunk highway approaches to city street/local road intersections where signing is proposed.
 - Which destination(s) and attraction(s) are to be signed on each state trunk highway approach at each city street/local road intersection.
 - City street/local road intersections where trailblazing signing is required to direct motorists to each facility.
2. A concept design of a typical community wayfinding sign, which *may* include the city logo, a street name and up to a total of three destinations/attractions. A maximum of three destinations *should* be displayed on a sign.

The Master Plan **shall** be submitted to the WisDOT Regional Traffic Engineer for review. This submittal **shall** be initiated and coordinated by the community and **shall** identify one contact or lead person in the community, through which all Department correspondence and contact will be made.

If a community obtains DOT approval for Community Wayfinding Signing, no new requests for traffic generator signing, which would qualify for Community Destination Signs, will be approved within the community.

2. QUALIFYING DESTINATIONS OR FACILITIES

Destinations or attractions must be of general interest to the traveling public and **shall not** be a retail, business or manufacturing center. The individual destinations **shall** be publicly leased or owned and operated facilities for public use or privately owned non-profit facilities open to the public.

Destinations which qualify for either Supplemental Traffic Generator signing or Community Wayfinding Signing,

- *should* be included on the Community Wayfinding Signs,
- *may* be on permitted supplemental signing,
- but **shall not** be on both at the same intersection approach.

A specific destination **shall** only be displayed on one sign structure in each direction on a highway unless straight ahead signing is also approved by the Regional Traffic Engineer.

This type of signing **shall not** display advertising for a commercial product or service.

IH, USH or STH directional signage **shall not** be allowed on Community Wayfinding signs.

3. SIGN DESIGN STANDARDS

Shape

The shape of the signs **shall** be rectangular and *may* have rounded corners. A rounded or other regular geometric shape on the top will be allowed to accommodate a logo.

Pictograph

Only one community pictograph *may* be incorporated in the top of the sign subject to WISDOT approval. If used, it **shall** be simple and easily recognizable. The height of the pictograph **shall not** exceed two times the height of the upper-case letters of the principal legend on the sign. For coordinated programs, a unique pictograph for each municipality *may* be used.

If a community name is to be displayed at the top of the sign panel, instead of or in addition to a pictograph, the lettering **shall** be of a size, font style and high color contrast for motorists to read at the posted speed.

All signs in a Community Wayfinding Signing program **shall** have the same format. If a community pictograph, and/or name, and/or street name, is to be used on any sign, it **shall** be used on all signs in the community program.

Pictographs for destinations and attractions **shall not** be permitted, since the traveling public will not recognize pictographs of local destinations.

Facing

Sign panel legends and backgrounds **shall** be reflective to meet the minimum standards of High Intensity sheeting.

Fluorescent reflective sheeting of any color **shall not** be permitted on these signs.

The sign **shall not** contain any animated or moving parts, flashing or moving lights, or flashing disks.

Color

Colors **shall** meet the standards for highway colors specified by the Federal Highway Administration. Color combinations **shall** have high contrast. Two-color combinations which *may* be used are:

- a. White or yellow on blue, green or brown.
- b. Blue, green, black or brown on white.
- c. Red or orange on white, but not the reverse.
- d. A third color, if used, must provide suitable contrast (i.e., not red on blue).

The background colors of orange, red, yellow, purple, or the fluorescent versions thereof, fluorescent yellow-green and fluorescent pink **shall not** be permitted on Community Destination Signs. One background color is preferred. A third color for the logo area *may* be used, or that area *may* be reversed in color. Color plaques or accents **shall not** be used under arrows or destination names. Lettering, arrows, and border **shall** be the same color.

Border

Border is optional. If used, it **shall** be plain, retroreflective, not decorative, and the same color as the letters.

Lettering & Sign Size

A minimum Series B font as specified in the Standard Highway Signs manual is preferred. A similar font is allowable, unless the style detracts noticeably from legibility.

The preferred letter size is 6" Upper Case/ 4 ½" Lower Case. In areas, where the posted speed is less than 35 mph, a minimum 5" Upper Case/ 3 ¾" Lower Case or 5" Capital Letters will be allowed.

The resulting sign width **shall not** exceed five feet adjacent to a roadway posted at 35 MPH or above. The sign width **shall not** exceed four feet adjacent to a roadway posted at 30 MPH or below.

Arrows

Arrows **shall** be as big in dimension as the lettering, and the same color as the adjacent lettering. The arrows **shall not** have encircling accents, or contrasting mini-backgrounds.

Arrows **shall** be left of the message for left destinations, and right of the message for right destinations.

Ahead arrows **shall not** be used except in combination with left and/or right arrow(s) and destination(s) to pull through to one major area destination, such as DOWNTOWN, or direct ahead to one or more qualifying destinations where the through route turns. When used, ahead arrows **shall** be on the left side of the top line.

Destinations

Destinations/attractions on a community destination sign **shall** be displayed (from top to bottom of sign) in the following sequence:

- ahead destination (if used);
- left-oriented destinations/attractions (closest to furthest);
- right-oriented destinations/attractions (closest to furthest).

Community Wayfinding Signs *should* be limited to three destinations per sign.

4. SIGN INSTALLATION STANDARDS

Signs **shall** be installed by the community on separate supports furnished and typically used by the community. They **shall not** be combined with other signing by the community or the Department.

If signing is approved on the state trunk highway directing to a facility, any necessary

trailblazing signing **shall** be installed on the city streets/local roads by the community before signing is installed on the state trunk highway.

The community **shall** affix an identification code number label to the back of each sign in accordance with State Statute Section 86.19(5) and Traffic Guidelines Manual Subject 2-1-30.

Sign supports **shall** conform to TGM Policy 2-15-52.

Sign installation and placement **shall** be in accordance with WisDOT Standard Sign Details A4-3, A4-4, and A4-8, A4-9, A4-11, or A5-9, as applicable.

Signs **shall** be placed in advance of the intersection where a turn would be required. Only one sign **shall** be permitted in each direction approaching an intersection and it *should* be located on the right side of the roadway.

The preferred sign spacing is 200 feet from any other highway sign. The minimum spacing **shall** be 100 feet.

Signs erected on the state trunk highway system **shall** have their locations approved by the Regional Traffic Engineer. Signs at all locations *should* be installed with due care to be visible, and to not obscure other traffic control devices. Further guidance on location is contained in Section 2A.16 of the 2009 MUTCD.

5. APPLICATION AND PERMIT

Sign destinations, designs, and locations on State highways under DOT jurisdiction **shall** be approved by the WisDOT Regional Traffic Engineer. Installation of these signs **shall** be through this permit process.

Upon receipt of a master plan for Community Wayfinding Signing, including the typical standard sign design and the identification of the community contact person, the Regional Traffic Engineer will review the plan for

- appropriate qualifying destinations,
- direct and effective routing to the destinations, including trailblazing on local roadways,
- appropriate sign locations,
- individual sign designs, and
- roadside conditions and constraints.

In order to expedite the process, the community *should* prepare the master plan in compliance with the guidelines in this policy. Any necessary denials or revisions *may* cause a return of the plan to the community contact person, resulting in a delay of the permit.

The permit will consist of an approved master plan attached to a permit letter signed by the Regional Traffic Engineer, and *may* include the necessary standard sign installation details mentioned above.

All sign panel designs *should* be reviewed and approved by the Regional Traffic Engineer before fabrication.

The community **shall** be responsible for the construction, installation and maintenance of the community wayfinding sign structures and sign panels at its own expense.

If community wayfinding signs are not properly maintained, the community **shall**, upon request by WisDOT, replace or remove the signs at its own expense. If not replaced or removed within 30 days of notification, WisDOT will remove the community wayfinding signs at the expense of the community.

Roadway reconstruction and/or installation of new regulatory, warning or guide signs *may* necessitate relocation or removal of community wayfinding signs by the community at its own expense.

D. Grandfather Clause

Existing permitted Community Wayfinding Signs will be allowed to remain temporarily without modification or replacement until the end of their useful life, or December 31, 2015, whichever comes first. Unpermitted signs **shall** be removed as soon as possible, unless they meet the standards contained in this policy. In that case, the community *may* apply for a retroactive permit by submitting the required master plan.

SAMPLE PERMIT FORM LETTER

Copy and paste to your Region letterhead.
Provide date, contact name, and address
Modify as needed.

RE: **Community Wayfinding Signing Permit**

This letter shall serve as the Community Wayfinding Signing Permit for (city, village, town) of (name) to install and maintain guidance signing on STH (number) as contained and approved in the attached master plan.

No additions or changes will be allowed without a revised and approved master plan.

WisDOT Standard Sign Installation Details, A4-3, A4-4, and (others as needed), are attached. Adherence to these standards is required.

Sincerely,

(signature)

(name, P.E.)
(Region) Traffic Engineer

Section 2D.49 Weigh Station Signing (D8 Series)

Support:

- 01 The general concept for Weigh Station signing is similar to Rest Area signing (see Section 2I.05) because in both cases traffic using either area remains within the right-of-way.

Standard:

- 02 **The standard installation for Weigh Station signing shall include three basic signs:**
- A. Advance sign (D8-1),
 - B. Exit Direction sign (D8-2), and
 - C. Exit Gore sign (D8-3).

Support:

- 03 Example locations of these signs are shown in Figure 2D-17.

Option:

- 04 Where State law requires a regulatory sign (R13-1) in advance of the Weigh Station, a fourth sign (see Section 2B.60) may be located following the Advance sign.

Guidance:

- 05 *The Exit Direction sign (D8-2) or the Advance sign (D8-1) should display, either within the sign border or on a supplemental plaque or sign panel, the changeable message OPEN or CLOSED.*

Section 2D.50 Community Wayfinding Signs

Support:

- 01 Community wayfinding guide signs are part of a coordinated and continuous system of signs that direct tourists and other road users to key civic, cultural, visitor, and recreational attractions and other destinations within a city or a local urbanized or downtown area.
- 02 Community wayfinding guide signs are a type of destination guide sign for conventional roads with a common color and/or identification enhancement marker for destinations within an overall wayfinding guide sign plan for an area.
- 03 Figures 2D-18 through 2D-20 illustrate various examples of the design and application of community wayfinding guide signs.

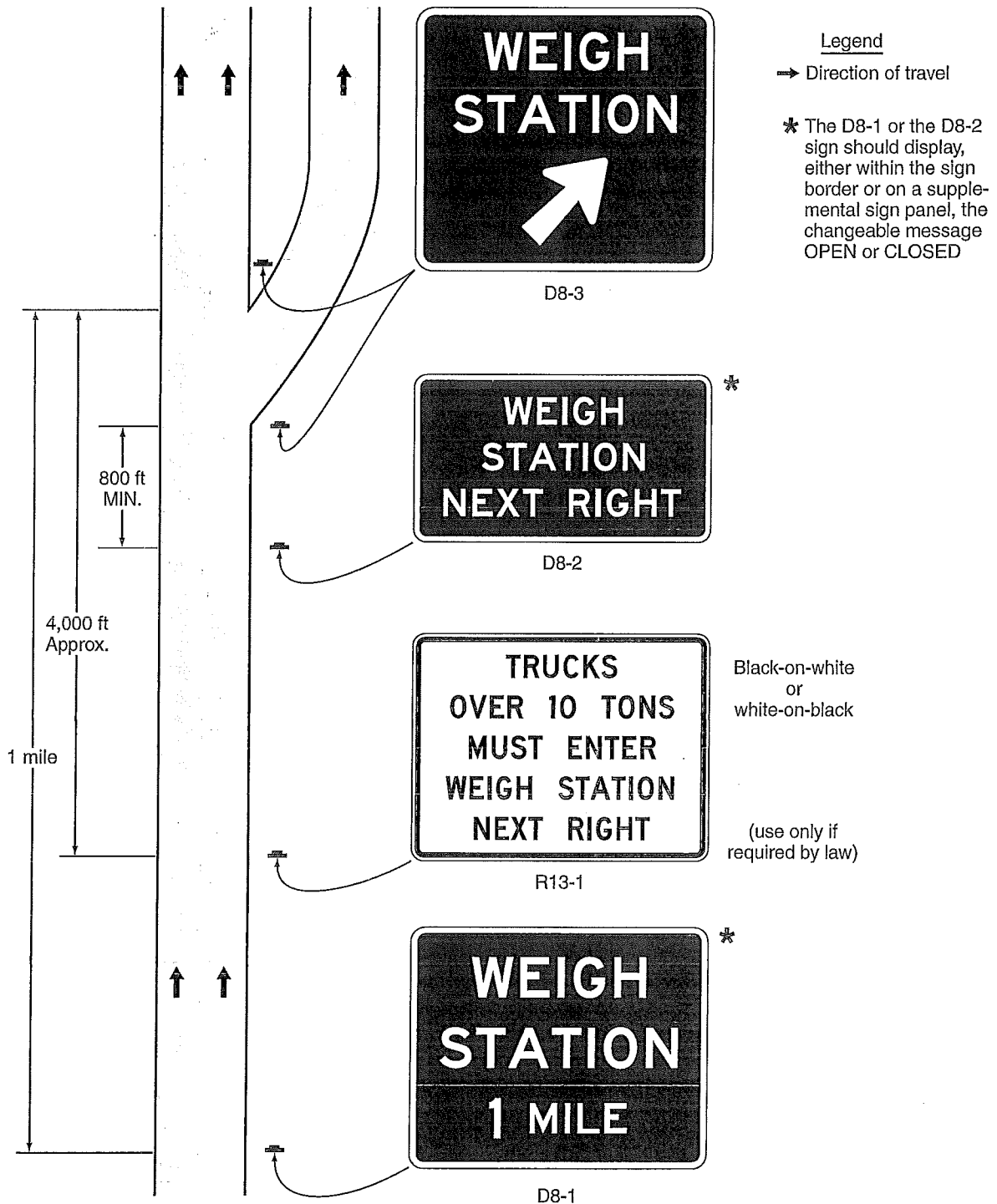
Standard:

- 04 **The use of community wayfinding guide signs shall be limited to conventional roads. Community wayfinding guide signs shall not be installed on freeway or expressway mainlines or ramps. Direction to community wayfinding destinations from a freeway or expressway shall be limited to the use of a Supplemental Guide sign (see Section 2E.35) on the mainline and a Destination sign (see Section 2D.37) on the ramp to direct road users to the area or areas within which community wayfinding guide signs are used. The individual wayfinding destinations shall not be displayed on the Supplemental Guide and Destination signs except where the destinations are in accordance with the State or agency policy on Supplemental Guide signs.**
- 05 **Community wayfinding guide signs shall not be used to provide direction to primary destinations or highway routes or streets. Destination or other guide signs shall be used for this purpose as described elsewhere in this Chapter and shall have priority over any community wayfinding sign in placement, prominence, and conspicuity.**
- 06 **Because regulatory, warning, and other guide signs have a higher priority, community wayfinding guide signs shall not be installed where adequate spacing cannot be provided between the community wayfinding guide sign and other higher priority signs. Community wayfinding guide signs shall not be installed in a position where they would obscure the road users' view of other traffic control devices.**
- 07 **Community wayfinding guide signs shall not be mounted overhead.**

Guidance:

- 08 *If used, a community wayfinding guide sign system should be established on a local municipal or equivalent jurisdictional level or for an urbanized area of adjoining municipalities or equivalent that form an identifiable geographic entity that is conducive to a cohesive and continuous system of signs. Community wayfinding guide signs should not be used on a regional or statewide basis where infrequent or sparse placement does not contribute to a continuous or coordinated system of signing that is readily identifiable as such to the road user. In such cases, Destination or other guide signs detailed in this Chapter should be used to direct road users to an identifiable area in which the type of eligible destination described in Paragraph 1 is located.*

Figure 2D-17. Example of Weigh Station Signing

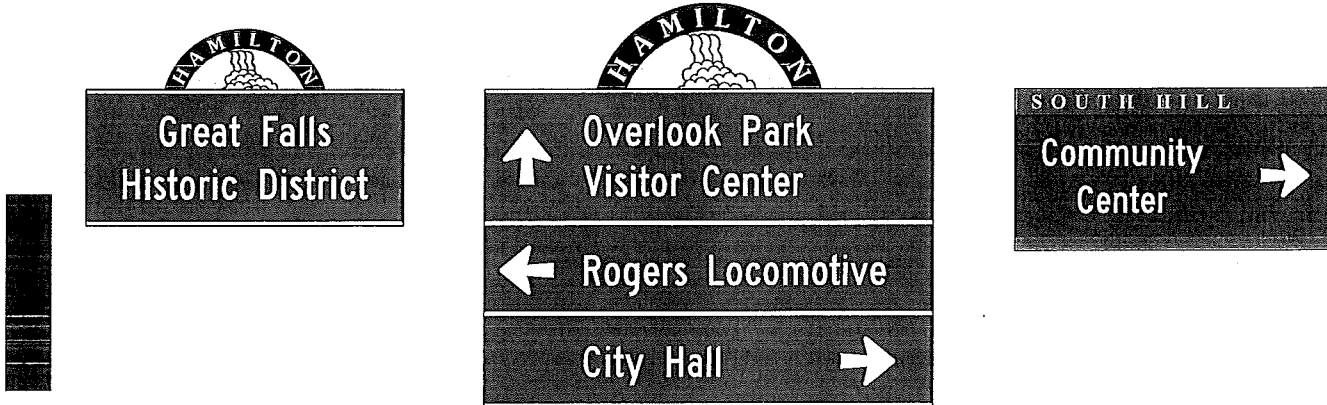


Support:

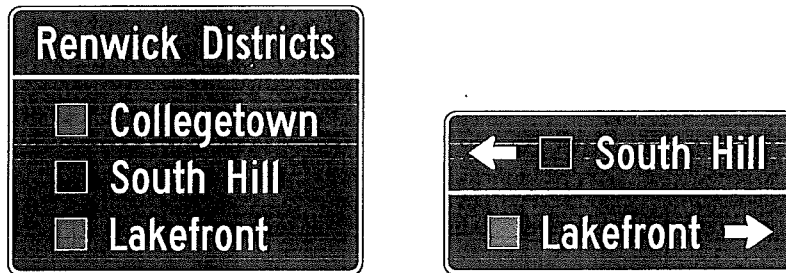
09 The specific provisions of this Section regarding the design of community wayfinding sign legends apply to vehicular community wayfinding signs and do not apply to those signs that are intended only to provide information or direction to pedestrians or other users of a sidewalk or roadside area.

Figure 2D-18. Examples of Community Wayfinding Guide Signs

A - Community Wayfinding Guide Signs with Enhancement Markers



B - Destination Guide Signs for Color-Coded Community Wayfinding System



Guidance:

¹⁰ Because pedestrian wayfinding signs typically use smaller legends that are inadequately sized for viewing by vehicular traffic and because they can provide direction to pedestrians that might conflict with that appropriate for vehicular traffic, wayfinding signs designed for and intended to provide direction to pedestrians or other users of a sidewalk or other roadside area should be located to minimize their conspicuity to vehicular traffic. Such signs should be located as far as practical from the street, such as at the far edge of the sidewalk. Where locating such signs farther from the roadway is not practical, the pedestrian wayfinding signs should have their conspicuity to vehicular traffic minimized by employing one or a combination of the following methods:

- A. Locating signs away from intersections where high-priority traffic control devices are present.
- B. Facing the pedestrian message toward the sidewalk and away from the street.
- C. Cantilevering the sign over the sidewalk if the pedestrian wayfinding sign is mounted at a height consistent with vehicular traffic signs, removing the pedestrian wayfinding signs from the line of sight in a sequence of vehicular signs.

¹¹ To further minimize their conspicuity to vehicular traffic during nighttime conditions, pedestrian wayfinding signs should not be retroreflective.

Support:

¹² Color coding is sometimes used on community wayfinding guide signs to help road users distinguish between multiple potentially confusing traffic generator destinations located in different neighborhoods or subareas within a community or area.

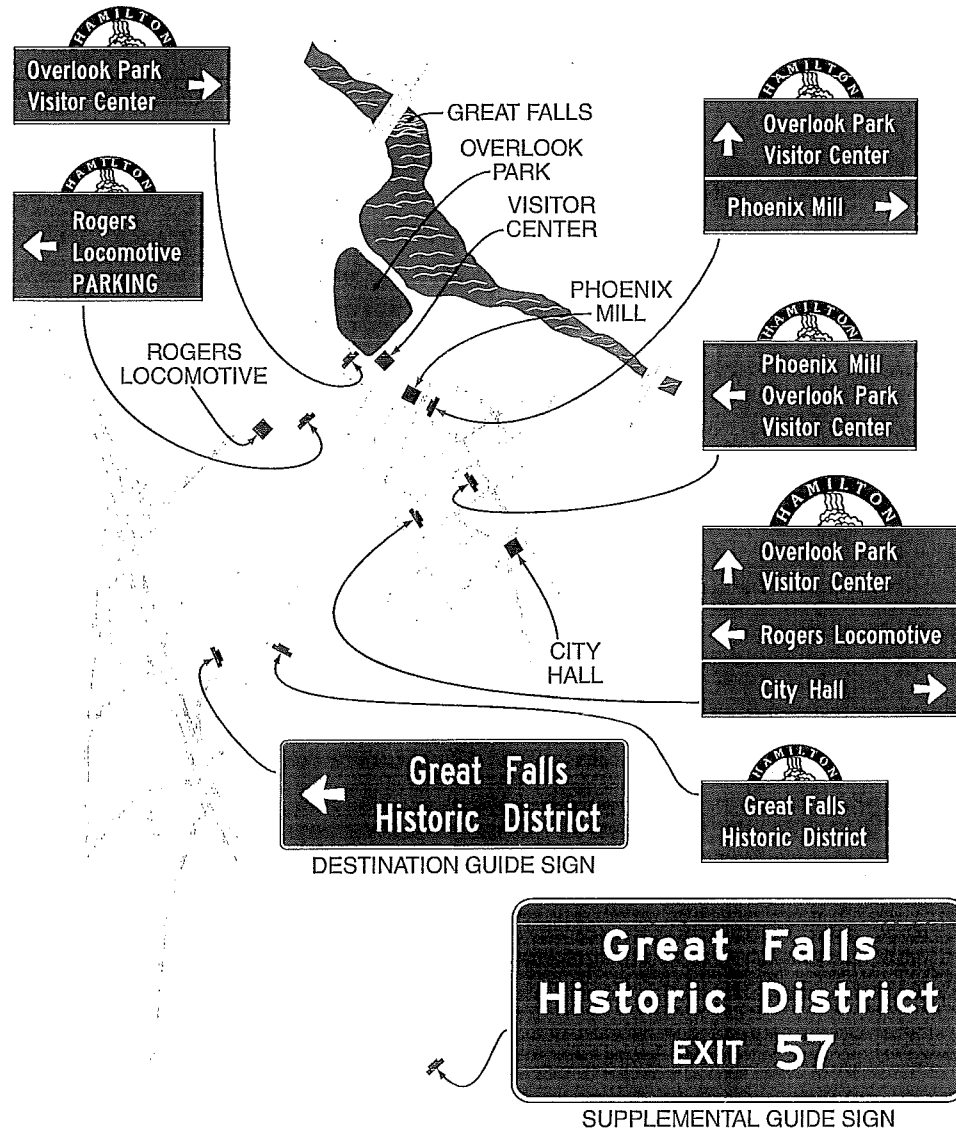
Option:

¹³ At the boundaries of the geographical area within which community wayfinding guide signing is used, an informational guide sign (see Figures 2D-18 and 2D-20) may be posted to inform road users about the presence of wayfinding signing and to identify the meanings of the various color codes or pictographs that are being used.

Standard:

¹⁴ These informational guide signs shall have a white legend and border on a green background and shall have a design similar to that illustrated in Figures 2D-1 and 2D-18 and shall be consistent with the basic design principles for guide signs. These informational guide signs shall not be installed on freeway or expressway mainlines or ramps.

Figure 2D-19. Example of a Community Wayfinding Guide Sign System Showing Direction from a Freeway or Expressway

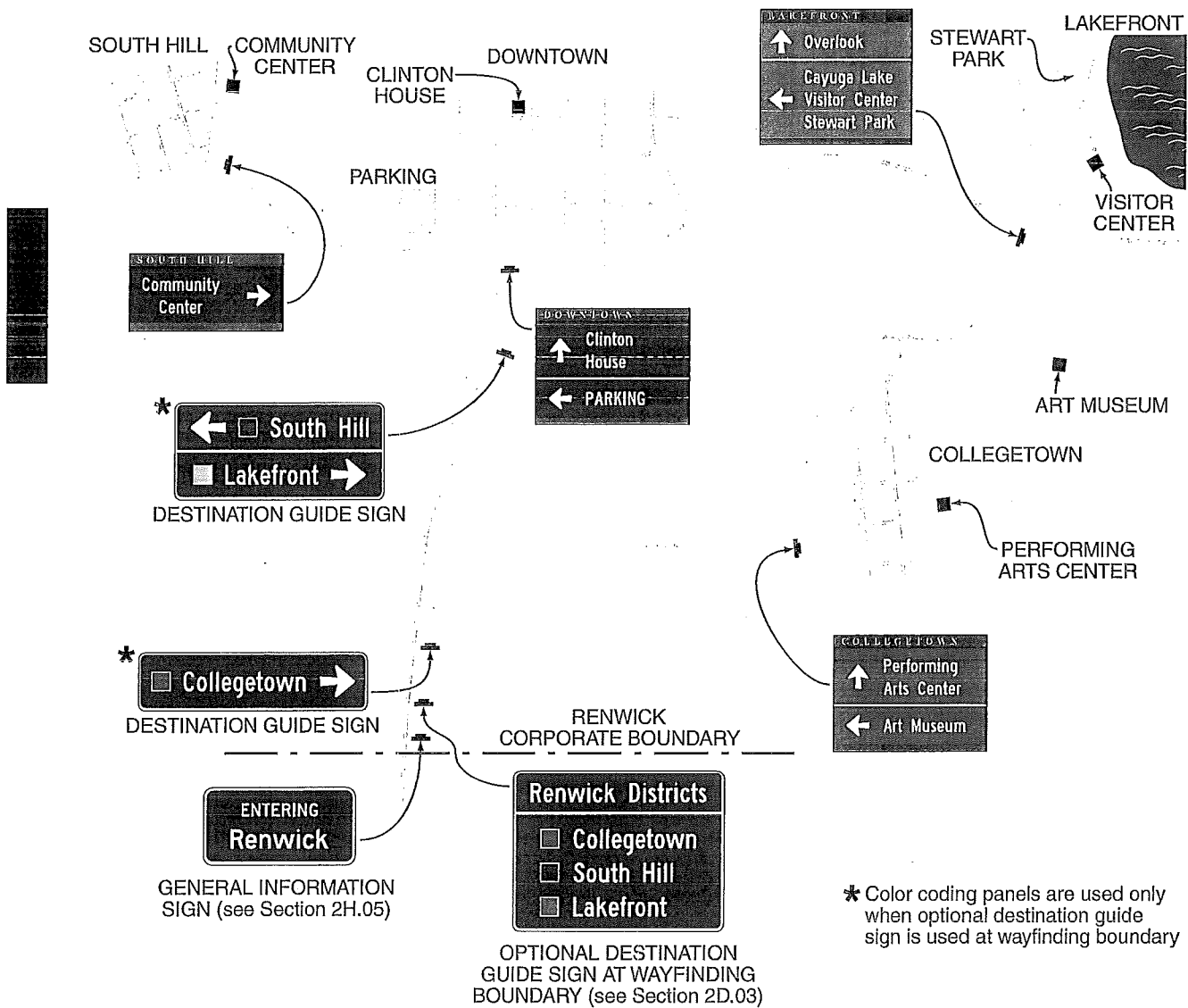


15 The color coding or a pictograph of the identification enhancement markers of the community wayfinding guide signing system shall be included on the informational guide sign posted at the boundary of the community wayfinding guide signing area. The color coding or pictographs shall apply to a specific, identifiable neighborhood or geographical subarea within the overall area covered by the community wayfinding guide signing. Color coding or pictographs shall not be used to distinguish between different types of destinations that are within the same designated neighborhood or subarea. The color coding shall be accomplished by the use of different colored square or rectangular panels on the face of the informational guide sign, each positioned to the left of the neighborhood or named geographic area to which the color-coding panel applies. The height of the colored square or rectangular panels shall not exceed two times the height of the upper-case letters of the principal legend on the sign.

Option:

16 The different colored square or rectangular panels may include either a black or a white (whichever provides the better contrast with the color of the panel) letter, numeral, or other appropriate designation to identify the destination.

Figure 2D-20. Example of a Color-Coded Community Wayfinding Guide Sign System



17 Except for the informational guide sign posted at the boundary of the wayfinding guide sign area, community wayfinding guide signs may use background colors other than green in order to provide a color identification for the wayfinding destinations by geographical area within the overall wayfinding guide signing system. Color-coded community wayfinding guide signs may be used with or without the boundary informational guide sign displaying corresponding color-coding panels described in Paragraphs 13 through 16. Except as provided in Paragraphs 18 and 19, in addition to the colors that are approved in this Manual for use on official traffic control signs (see Section 2A.10), other background colors may also be used for the color coding of community wayfinding guide signs.

Standard:

18 The standard colors of red, orange, yellow, purple, or the fluorescent versions thereof, fluorescent yellow-green, and fluorescent pink shall not be used as background colors for community wayfinding guide signs, in order to minimize possible confusion with critical, higher-priority regulatory and warning sign color meanings readily understood by road users.

19 The minimum luminance ratio of legend to background for community wayfinding guide signs shall be 3:1.

20 All messages, borders, legends, and backgrounds of community wayfinding guide signs and any identification enhancement markers shall be retroreflective (see Sections 2A.07 and 2A.08).

Guidance:

- 21 *Community wayfinding guide signs, exclusive of any identification enhancement marker used, should be rectangular in shape. Simplicity and uniformity in design, position, and application as described in Section 2A.06 are important and should be incorporated into the community wayfinding guide sign design and location plans for the area.*
- 22 *Community wayfinding guide signs should be limited to three destinations per sign (see Section 2D.07).*
- 23 *Abbreviations (see Section 1A.15) should be kept to a minimum, and should include only those that are commonly recognized and understood.*
- 24 *Horizontal lines of a color that contrasts with the sign background color should be used to separate groups of destinations by direction from each other.*

Support:

- 25 The basic requirement for all highway signs, including community wayfinding signs, is that they be legible to those for whom they are intended and that they be understandable in time to permit a proper response. Section 2A.06 contains additional information on the design of signs, including desirable attributes of effective designs.

Guidance:

- 26 *Word messages should be as brief as practical and the lettering should be large enough to provide the necessary legibility distance.*

Standard:

- 27 **The minimum specific ratio of letter height to legibility distance shall comply with the provisions of Section 2A.13. The size of lettering used for destination and directional legends on community wayfinding signs shall comply with the provisions of minimum letter heights as provided in Section 2D.06.**
- 28 **Interline and edge spacing shall comply with the provisions of Section 2D.06.**
- 29 **Except as provided in Paragraph 31, the lettering style used for destination and directional legends on community wayfinding guide signs shall comply with the provisions of Section 2D.05.**
- 30 **The lettering for destinations on community wayfinding guide signs shall be a combination of lower-case letters with initial upper-case letters (see Section 2D.05). All other word messages on community wayfinding guide signs shall be in all upper-case letters.**

Option:

- 31 A lettering style other than the Standard Alphabets provided in the "Standard Highway Signs and Markings" book may be used on community wayfinding guide signs if an engineering study determines that the legibility and recognition values for the chosen lettering style meet or exceed the values for the Standard Alphabets for the same legend height and stroke width.

Standard:

- 32 **Except for signs that are intended to be viewed only by pedestrians, bicyclists stopped out of the flow of traffic, or occupants of parked vehicles, Internet and e-mail addresses, including domain names and uniform resource locators (URL), shall not be displayed on any community wayfinding guide sign or sign assembly.**
- 33 **The arrow location and priority order of destinations shall follow the provisions described in Sections 2D.08 and 2D.37. Arrows shall be of the designs provided in Section 2D.08.**

Option:

- 34 Pictographs (see definition in Section 1A.13) may be used on community wayfinding guide signs.

Standard:

- 35 **If a pictograph is used, its height shall not exceed two times the height of the upper-case letters of the principal legend on the sign.**
- 36 **Except for pictographs, symbols that are not approved in this Manual for use on guide signs shall not be used on community wayfinding guide signs.**
- 37 **Business logos, commercial graphics, or other forms of advertising (see Section 1A.01) shall not be used on community wayfinding guide signs or sign assemblies.**

Option:

- 38 Other graphics that specifically identify the wayfinding system, including identification enhancement markers, may be used on the overall sign assembly and sign supports.

Support:

39 An enhancement marker consists of a shape, color, and/or pictograph that is used as a visual identifier for the community wayfinding guide signing system for an area. Figure 2D-18 shows examples of identification enhancement marker designs that can be used with community wayfinding guide signs.

Option:

40 An identification enhancement marker may be used in a community wayfinding guide sign assembly, or may be incorporated into the overall design of a community wayfinding guide sign, as a means of visually identifying the sign as part of an overall system of community wayfinding signs and destinations.

Standard:

41 The sizes and shapes of identification enhancement markers shall be smaller than the community wayfinding guide signs themselves. Identification enhancement markers shall not be designed to have an appearance that could be mistaken by road users as being a traffic control device.

Guidance:

42 The area of the identification enhancement marker should not exceed 1/5 of the area of the community wayfinding guide sign with which it is mounted in the same sign assembly.

Section 2D.51 Truck, Passing, or Climbing Lane Signs (D17-1 and D17-2)

Guidance:

01 If an extra lane has been provided for trucks and other slow-moving traffic, a NEXT TRUCK LANE XX MILES (D17-1) sign and/or a TRUCK LANE XX MILES (D17-2) sign (see Figure 2D-21) should be installed in advance of the lane.

Option:

02 Alternative legends such as PASSING LANE or CLIMBING LANE may be used instead of TRUCK LANE.

03 Section 2B.31 contains information regarding regulatory signs for these types of lanes.

Section 2D.52 Slow Vehicle Turn-Out Sign (D17-7)

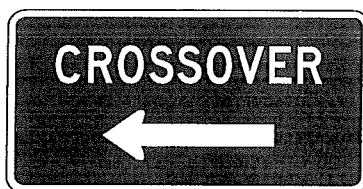
Guidance:

01 If a slow vehicle turn-out area has been provided for slow-moving traffic, a SLOW VEHICLE TURN-OUT XX MILES (D17-7) sign (see Figure 2D-21) should be installed in advance of the turn-out area.

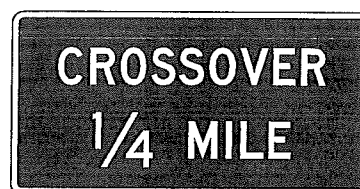
Option:

02 Section 2B.35 contains information regarding regulatory signs for slow vehicle turn-out areas.

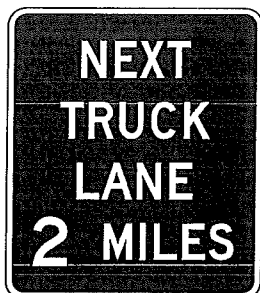
Figure 2D-21. Crossover, Truck Lane, and Slow Vehicle Signs



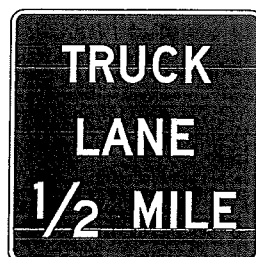
D13-1



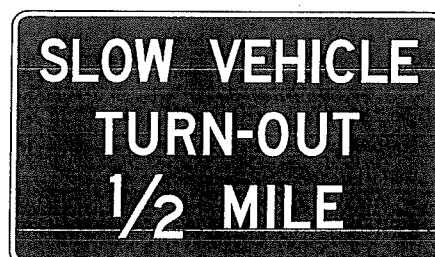
D13-2



D17-1



D17-2



D17-7

* The words PASSING or CLIMBING may be substituted for the word TRUCK on the D17-1 and D17-2 signs.