

# TITLE 6

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## Public Works

<b>Chapter 1</b>	Grades
<b>Chapter 2</b>	Streets and Sidewalks
<b>Chapter 3</b>	Driveways
<b>Chapter 4</b>	Trees and Shrubs



# Title 6 ► Chapter 1

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## Grades

- 6-1-1** Establishment of Grades
- 6-1-2** Alteration of Grade Prohibited
- 6-1-3** Regulation and Grades of Underground Utilities

### **Sec. 6-1-1 Establishment of Grades.**

- (a) **Grades to be Established.** The grade of newly constructed streets, alleys and sidewalks shall be established by the Village Board and the same recorded by the Village Clerk in his/her office. No street, alley or sidewalk shall be worked until the grade thereof is established. In all cases where the grade of sidewalks shall not have been specifically set by ordinance, the sidewalks shall be laid to the established grade of the street. All such grades heretofore established are hereby confirmed.
- (b) **New Sidewalk Grade.** Whenever a street shall be improved for the first time or the grade thereof changed and the street improved so as to conform to the new grade, the grading of the sidewalk shall be considered a part of the improvement, shall be let by contract with the other work of improving such street, and the expense thereof shall be provided for and borne in all respects like that of improving the street, but the construction shall be done by the owners of the abutting lots or parcels of land or at their expense as hereinafter provided. Before such construction is commenced by the owners of the abutting lots or parcels of land, the Village Board shall, upon application by the respective owners for a sidewalk grade, cause such sidewalk grade to be established.

### **Sec. 6-1-2 Alteration of Grade Prohibited.**

No person shall alter the grade of any street, alley, sidewalk or public ground or any part thereof in the Village of Hatley by any means whatsoever unless authorized or instructed to do so by the Village Board or its representative. All such alterations of grade shall be recorded in the office of the Village Clerk.

**Sec. 6-1-3 Regulation of Underground Utilities.**

- (a) **Elevation.** The grade or elevation of all underground construction shall be a minimum of three (3) feet below the established grade of the street, alley, park, public property or easement. The three (3) feet shall be measured between the top of the established grade and the top of the underground construction.
- (b) **Approval of Location.** The location of any and all such underground construction must have the approval of the Village Board's representative.
- (c) **Filing Plans.** Complete plans for any such construction must be filed with and be approved by the Village Board's representative before construction can begin.
- (d) **Inspection.** On request of the Village Board's representative, the utility company must provide opportunity for him/her to check any construction before it may be covered.
- (e) **Conflict with Other Utilities.** If the grade or elevation herein set for the underground construction of utilities shall, in any instance, conflict with other existing utilities, the utility shall be required to lower the elevation of its underground construction, or of the storm sewer, at the election of the Village Board's representative and in accordance with his directions and specifications.
- (f) **Establishment of Grade.** At the request of the utility company, the Village Board's representative shall give the utility company an established grade on any streets, alleys, public parks or easements where it proposes to install underground utilities.
- (g) **Emergency.** In case of an emergency, when immediate action is necessary in order to protect life or property, the utility company may proceed with underground construction subject to obtaining the approval of such work by the Village Board or its representative as soon thereafter as is reasonably possible.
- (h) **Restoration of Surface.** In the event of any such underground construction, the utility company shall leave the surface of the ground, or road, in the same condition as before said work was commenced, and in the event of its failure so to do, the Village may proceed to place the surface of the ground or street in such condition at the utility company's expense. Such work shall comply with the provisions of Sections 6-2-3 and 6-2-4.
- (i) **Non-Relief from Obligations.** Compliance with this Section does not relieve the utility company from any responsibility of any kind whatsoever by reason of the widening of the travelway, or any other improvements which may become necessary; nor does it relieve it from any liability of any kind or nature whatsoever. Compliance with this Section shall not relieve the utility company from the responsibility or obligation of removing, relocating or moving any of its mains, pipes or property due to the opening, widening or improving of streets, or due to any other changes which may occur by reason of which such moving, relocation or removing may be necessary.

## Title 6 ► Chapter 2

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### **Streets and Sidewalks**

<b>6-2-1</b>	Removal of Rubbish and Dirt from Sidewalks
<b>6-2-2</b>	Construction and Repair of Sidewalks; Cost of Curb and Gutter
<b>6-2-3</b>	Excavations of Streets, Alleys, Public Ways and Grounds
<b>6-2-4</b>	Regulations Governing Excavations and Openings
<b>6-2-5</b>	Obstructions and Encroachments
<b>6-2-6</b>	Street Privilege Permit
<b>6-2-7</b>	Snow and Ice Removal
<b>6-2-8</b>	Terrace Areas
<b>6-2-9</b>	Vaults
<b>6-2-10</b>	Requests for Improvements
<b>6-2-11</b>	Unlawful Dumping on Streets
<b>6-2-12</b>	Obstruction of Public Ditches
<b>6-2-13</b>	Street Numbers
<b>6-2-14</b>	Use and/or Lease of Village Equipment
<b>6-2-15</b>	Dirt and Debris on Streets
<b>6-2-16</b>	Damages to Streets and Public Property
<b>6-2-17</b>	Adoption of State Statutes Concerning Roads
<b>6-2-18</b>	Grass Clippings
<b>6-2-19</b>	Mailbox Placement

#### **Sec. 6-2-1      Removal of Rubbish and Dirt from Sidewalks.**

No owner or occupant shall allow the sidewalk abutting on his/her premises to be littered with rubbish or dirt. If such owner or occupant shall refuse or fail to remove any such rubbish or dirt when notified to do so by the Village Board or its designee, the Village Board or its designee may cause the same to be done and report the cost thereof to the Village Clerk who shall spread the cost on the tax roll as a special tax against the premises, pursuant to Sec. 66.0627, Wis. Stats., or such cost may be recovered in an action against the owner or occupant.

## **Sec. 6-2-2 Construction and Repair of Sidewalks; Cost of Curb and Gutter.**

- (a) **Village Board May Order.** The Village Board may determine that sidewalks or curb and gutter may be constructed, laid, rebuilt or repaired along or upon any public street, right-of-way or highway within the Village. The Village Board may determine or change the width or grade of any street or sidewalk.
- (b) **Sidewalks Required.**
  - (1) The following conditions shall require the installation of sidewalks, per resolution of the Village Board:
    - a. On state and county highways improved with curb and gutter.
    - b. On arterial and collector streets improved with curb and gutter.
    - c. Around any residential block in which sidewalk exists along fifty percent (50%) or more of the total length around said block.
    - d. Whenever the Village Board deems sidewalks to be necessary for safety purposes.
    - e. When required under Title 14 for a new subdivision.
  - (2) Areas of the community that meet the criteria to require sidewalks, but which presently do not have sidewalks, may be required per resolution of the Village Board, to have sidewalks installed in the future.
- (c) **Apportionment of Sidewalk and Curb and Gutter Costs.**
  - (1) **Repair and Reconstruction.** It shall be the duty of the abutting owner to build, repair, construct and perpetually maintain sidewalks, curb and gutter along or upon any street, alley or highway in the Village of Hatley, and to pay the cost thereof. The Village Board shall levy a special assessment for such improvements. Sidewalks and curb and gutter in new subdivisions shall be installed by the developer, at his/her cost, pursuant to the Village's Subdivision Ordinance. Whenever the Village Board shall by resolution determine that a sidewalk, driveway, curb and gutter be laid, rebuilt, repaired, lowered or raised along or upon any street, alley or highway within the Village of Hatley, it shall proceed according to Secs. 66.0701, 66.0715(2), 66.0803, 66.0807, 66.0907 and 66.0907, Wis. Stats.
  - (2) **New Subdivision Sidewalks.** Sidewalks required in new subdivisions and developments shall be paid for by the land divider or developer pursuant to Title 14 of this Code of Ordinances. New sidewalks constructed in existing areas of the Village shall be paid for by adjacent property owners.
  - (3) **Assessment a Lien.**
    - a. Said special assessment shall remain a lien on the premises until paid in full and shall be entered on the tax roll as a special tax as above provided and failure to pay when due shall result in the whole balance being immediately due and payable and collectible as a delinquent tax against the above described property and that all proceedings in relation to the collection, return and sale of the property for delinquent real estate taxes shall apply to such special assessment.

- b. Corner lots will be assessed for sidewalks at one hundred percent (100%) of the established rate on a per total frontage on both sides.
  - c. Curb and gutter shall be assessed one hundred percent (100%) to the property owner, including both sides of a corner lot.
- (d) **Permit Required.** No person shall hereafter lay, remove, replace or repair any public sidewalk within the Village of Hatley unless he/she is under contract with the Village to do such work or has obtained a permit therefore from the Village Clerk or designee at least two (2) business days before work is proposed to be undertaken. A fee as prescribed in Section 1-3-1 shall be charged for such permit.
- (e) **Standard Specifications for Sidewalk.**
  - (1) **General.**
    - a. All sidewalks shall be constructed of masonry meeting Wisconsin Department of Transportation Standard Specifications, unless otherwise specified in this Section.
    - b. Concrete sidewalk construction shall meet the specifications and provisions set forth in this Section and shall be constructed in locations and to line and grade as established by the Village. All sidewalks constructed in the Village shall conform to the line and grade established by the ordinances or resolutions of the Village. Where no grade has been established as ascertained by the records, the Village Engineer shall prepare and report a grade for the approval of the Village Board; and, when the same has been established, the Village Engineer shall stake out the sidewalk as ordered by the Village Board. No sidewalk shall be laid under the provisions of this Section until a grade therefor has been established by the Village Board.
  - (2) **Subgrade.** All earth, dirt and material shall be removed to a depth, not less than eight (8) inches, ten (10) inches across private driveways, below the grade line; and the space shall be filled with crushed stone, sand or gravel. The base shall be left four (4) inches thick after being tamped, with the stone or gravel to be not larger than one and one-half (1-1/2) inches in diameter and to be free from dirt, dust and foreign matter. Soft, porous and unsuitable subgrade material shall be removed and replaced with sand, gravel, or other satisfactory material, and the subgrade shall be thoroughly and uniformly compacted and moistened immediately before the concrete is placed. On embankments, the subgrade shall extend at least one (1) foot beyond each edge of the sidewalk.
  - (3) **Surplus Excavation and Fill Between Sidewalk and Curb.** All surplus earth and other material excavated from the line of work, which may not be required for filling, shall be hauled. Where the sidewalk does not abut the curb, gutter, pavement or other structures and when the concrete has been cured and forms removed, the space along the sides shall be backfilled with a satisfactory soil thoroughly compacted. Backfill shall be approved by the Village Board's representative..

- (4) **Concrete.** The minimum quantity of cement per cubic yard shall be six (6) ninety-four (94) pound sacks. Concrete shall be mixed for at least one (1) minute. Gravel shall be of good quality and washed. Concrete shall test two thousand (2,000) pounds compression in twenty-eight (28) days. Bituminous sidewalks are prohibited.
- (5) **Forming.** Concrete shall be placed in straight forms of wood or metal of sufficient strength to resist springing, tipping or other displacement during the process of depositing and consolidating the concrete. Concrete shall be placed in the forms on a moist subgrade, deposited just above the finished grade and consolidated and spaded sufficiently to bring the mortar to the surface and to prevent honeycombing. It shall then be struck off level with the top of the forms and finished with wooden flats. Forms shall be securely fastened, staked, braced and held firmly to required line and shall be sufficiently tight to prevent leakage of mortar, and all forms shall remain in place for twenty-four (24) hours after pour.
- (6) **Jointing, Floating and Finishing.** Soon after screening and while the concrete is still plastic, the surface shall be floated with wood, cork or metal floats or by a finishing machine. At all places where the sidewalk intersects another sidewalk or curb-line, a one-half (1/2) inch expansion joint shall be placed. Transverse expansion joints of one-half (1/2) inch thick and four (4) inches wide and five (5) feet long or premolded material shall be located every thirty (30) feet. Sidewalks must be marked off to make blocks five (5) foot square and be at right angles to the parallel lines. Any new sidewalk adjoining an old sidewalk or a sidewalk which abuts curb and gutter shall have one-half (1/2) by four (4) inch expansion joints of premolded material.
- (7) **Slope.**
  - a. All forms must be approved by the Village Board's representative before concrete is poured. To provide adequate drainage, the sidewalk shall slope toward the curb at a minimum rate of one-half (1/2) inch per foot of width of sidewalk. All joints and edges shall be finished with a one-fourth (1/4) inch radius edging tool.
  - b. In cases where the grade exceeds fifteen percent (15%), steps or special construction shall be required to fit the existing conditions. Such details shall be prepared by the Village Engineer and approved by the Village Board before construction of the walk is started.
  - c. Sidewalks shall be constructed within the limits of the street right-of-way (terrace), and unless otherwise specifically indicated, there shall be a one (1) foot strip of street property left between the property line and the edge of the sidewalk.
- (8) **Width and Thickness.**
  - a. All residential sidewalks in the Village shall be five (5) feet in width. Sidewalks shall have a four (4) foot setback from the curb back to the sidewalk.
  - b. The width of sidewalks in commercial areas shall be as determined by the Village Board.



- c. Residential walks shall be not less than four (4) inches thick except within driveway approaches where the minimum thickness shall be six (6) inches. Sidewalks in front of commercial or industrial establishments shall be not less than five (5) inches in thickness, except within driveway approaches where the minimum thickness shall be seven (7) inches.
  - d. One-half (1/2) inch reinforcement rod shall be used when replacing or repairing sidewalks over alley entrances.
- (9) **Finishing.** The concrete shall be struck off true to grade, finished smooth and given a broom finish. All edges shall be rounded. No tool marks shall be left on exposed surfaces. In case of rain, the walk shall be covered to protect the surface from being damaged. Walks shall be kept free from all traffic at normal temperatures for forty-eight (48) hours and in cold weather [below fifty (50) degrees F.] for ninety-six (96) hours. No concrete shall be poured when the temperature may be expected to fall below thirty-five (35) degrees F. in any seventy-two (72) hour period or upon frozen subgrade.
- (10) **Curing and Drying.** As soon as any of the concrete work herein before mentioned has been finished and hardened sufficiently to prevent excessive marring of the surface, it shall be cured and protected against rapid drying. Failure to comply with this requirement shall be deemed sufficient cause for suspension of the work. Curing shall be accomplished by the "Impervious Coating," "Wet Fabric" or "Paper" methods. For impervious coating or membrane curing, only those materials meeting requirements of ASTM Spec. C156-44T, "Method of Test for Efficiency of Materials for Curing Concrete" shall be used. Said specifications are hereby adopted by reference as if fully set forth herein. Concrete shall be kept moist by sprinkling, covering or a combination of both for a period of five (5) days.
- (11) **Cold Weather Requirements.** When the temperature is less than forty degrees Fahrenheit (40°F), all concrete placed in the forms shall have a temperature between fifty degrees Fahrenheit (50°F) and seventy degrees Fahrenheit (70°F) and shall meet the requirements as per Wisconsin Department of Transportation specifications for cold weather concrete.
- (12) **Variances – Location or Materials.**
- a. **Location.** Where the location of a sidewalk in accordance with the specifications established herein would severely conflict with the location of trees, or the root systems thereof, a written variance to the specifications may be issued by the Village Board permitting the sidewalk to be located so as to reduce such conflict. No variance shall be issued if the public safety or welfare would be adversely affected thereby. An application fee shall be charged for such variance as prescribed in Section 1-3-1.
  - b. **Material.** Where the property owner desires to use non-standard materials such as brick, aggregate or cobblestone, in the construction of a sidewalk, a written

variance to the specifications established herein may be issued by the Village Board to permit the use of such non-standard material. No variance shall be granted for any portion of a sidewalk which crosses or is part of a driveway, nor shall a variance be granted if the public safety or welfare would be adversely affected thereby. A condition of the granting of a variance under this subparagraph shall be the execution and recording of an indemnity agreement running with the land binding the property owner, his/her successors and assigns, holding the Village harmless from any liability, loss or damage resulting from the use of such non-standard materials. An application fee as prescribed in Section 1-3-1 shall be paid at the time of applying for the variance.

- (13) **Higher Standards.** Where deemed necessary by the Village, higher sidewalk standards may be required by the Village Board.

(f) **Repair or Replacement of Defective Sidewalks.**

- (1) **Sidewalk Repair or Replacement.** Pursuant to Sec. 66.0907, Wis. Stats., the Village Board may order property owners to repair or remove and replace any sidewalk which is unsafe, defective or insufficient. If the property owner shall fail to so repair or remove and replace such sidewalk for a period of twenty (20) days after service of the notice provided in Sec. 66.0907, Wis. Stats., the Village Board shall cause the necessary repairs or construction of such sidewalk, and fifty percent (50%) of the total cost of such repair or construction shall be entered upon the tax roll as a special tax against said lot or parcel of land; the Village shall be responsible for the remaining fifty percent (50%).

(2) **Repair Criteria.**

- a. The Village Board may determine that any sidewalk which is unsafe, defective, or insufficient be repaired or removed and replaced with a sidewalk in accordance with this Section. The existence of any one or more of the hereinafter enumerated characteristics shall determine whether a sidewalk is defective or insufficient:
1. Three-fourths (3/4) inch or more vertical differential between adjacent individual sidewalk blocks (crack in slab).
  2. One and one-fourth (1-1/4) inch horizontal distance between adjacent individual sidewalk blocks.
  3. Deterioration of the surface to a vertical depth of one-half (1/2) inch or more within each individual sidewalk block.
  4. Cracked blocks (regardless of the width of the crack) on either side of the block that is defective per these specifications.
  5. Poles, trees or other objects creating hazards.
  6. Sidewalk sections which are out of conformance with design grade to the degree that water ponds.
  7. Broken corners which are greater than three (3) inches in any dimension.

8. Blocks deemed to be unsafe because of surface deterioration.
  9. Sidewalk blocks which were previously found to be defective upon subsequent inspection.
- (3) **Deficiency Formula.** If sixty-five percent (65%) of a property owner's sidewalk blocks are determined to be defective or insufficient, the entire sidewalk shall be replaced.
- (4) **Procedure.**
- a. **Authority of Board; Inspections.**
    1. The Village Board may order by ordinance or resolution sidewalks to be repaired as provided in this Subsection.
    2. The Village Board may designate a person or committee to be responsible for the inspection of sidewalks in the community. The designee shall, by himself/herself or through a designated agent, recommend which sidewalks in the community are in need of replacement.
    3. By September 1st, the inspection official shall inform the Village Board which sidewalks are recommended for replacement during the next budget year.
    4. Defective sidewalks on streets to be reconstructed are to be replaced in all cases as part of the street reconstruction project or as a special charge.
  - b. **Repair Order.** The Village Board may order any sidewalk which is unsafe, defective or insufficient to be repaired or removed and replaced with a sidewalk in accordance with the standard fixed by the Board.
  - c. **Notice.** A copy of the ordinance, resolution or order directing the laying, removal, replacement or repair of sidewalks shall be served upon the owner or an agent, of each lot or parcel of land in front of which the work is ordered. Service of the notice may be made by any of the following methods:
    1. Personal delivery.
    2. Certified or registered mail.
    3. Publication in the official newspaper as a Class I notice, under Ch. 985, Wis. Stats., Wis. Stats., together with mailing by 1st class mail if the name and mailing address of the owner or an agent can be readily ascertained.
  - d. **Default of Owner.** If the owner neglects for a period of twenty (20) days after service of notice under Subsection (e)(3) to lay, remove, replace or repair the sidewalk, the Village may cause the work to be done at the expense of the owner as a special charge. All work for the construction of sidewalks shall be let by contract to the lowest responsible bidder except as provided in Sec. 62.15(1), Wis. Stats.
  - e. **Minor Repairs.** If the cost of repairs or any sidewalk in front of any lot or parcel of land does not exceed the sum of One Hundred Dollars (\$100.00), the Village Board may immediately repair the sidewalk, without notice, and special charge

the cost of the repair to the owner of the lot or parcel of land, as provided in this Section.

- f. **Expense.** The Village shall keep an accurate account of the expenses of laying, removing and repairing sidewalks in front of each lot or parcel of land, whether the work is done by contract or otherwise; such expenses shall be reported to the Village Board. The Village Board or designee shall annually prepare a statement of the expense incurred in front of each lot or parcel of land and report the amount to the Village Clerk. The amount charged to each lot or parcel of land shall be entered by the Village Clerk in the tax roll as a special tax against the lot or parcel of land and collected like other taxes upon real estate. The Village Board by resolution or ordinance may provide that the expense incurred may be paid in up to ten (10) annual installments, and the Village Clerk shall prepare the expense statement to reflect the installment payment schedule. If annual installments for sidewalk expenses are authorized, the Village Clerk shall charge the amount to each lot or parcel of land and enter it on the tax roll as a special charge against the lot or parcel each year until all installments have been entered, and the amount shall be collected like other taxes upon real estate.
- g. **Repair at Village Expense.** The Village Board may provide that sidewalks shall be kept in repair by and at the expense of the Village or may direct that a certain proportion of the cost of construction, reconstruction or repair be paid by the Village and the balance by the abutting property owners.
- (g) **Illegal Sidewalks.** No sidewalk which shall be constructed contrary to the provisions of this Section shall be considered a legal sidewalk and the same may be ordered to be replaced with a legal sidewalk and with one that is in conformity with this Section, the same as if no sidewalk whatever had been built or constructed in the place where any such sidewalk is located.
- (h) **Curb and Gutter Specifications.** Curb and gutter shall be installed in accordance with specifications established by the Village Board. New asphalt curb and gutter is prohibited in the Village of Hatley.

*State Law Reference:* Sec. 66.0907, Wis. Stats.

## **Sec. 6-2-3      Excavations of Streets, Alleys, Public Ways and Grounds.**

- (a) **Authorization Required.**
  - (1) **Authorization to Be Obtained.** No person, partnership or corporation, or their agents or employees or contractors, shall make or cause to be made any opening or excavation in any public street, public alley, public way, public ditch, public ground,

- public sidewalk or Village-owned easement within the Village of Hatley without authorization from the Village Clerk or his/her designee.
- (2) **Fee.** There shall be no fee for a street opening authorization. Applications may be made for multiple street openings on one (1) application form; however, each opening must be listed at the time the application is submitted to the Village Clerk or his/her designee for approval. If the street opening is made prior to the receipt of a Village street opening authorization from the Village Clerk or his/her designee, the application and review fee shall be as prescribed in Section 1-3-1 plus any actual expenses.
- (3) **Fee; Emergency Excavation.** In the event of an emergency excavation for the protection of property, life, health, or safety and as authorized in Section 6-2-4(h), there shall be no authorization fee (except any actual Village expenses shall be charged to the permittee) provided the application for the street opening authorization is filed with the Village Clerk or his/her designee within two (2) regular business days of the excavation in accordance with Section 6-2-4(h). If the application for the emergency excavation is not filed within two (2) regular business days, the application and review fee shall be as prescribed in Section 1-3-1 plus any actual Village expenses.
- (4) **Surcharge.** In addition to any permit fees or Village expenses, a surcharge shall be levied for any street opening which is in, or disturbs, the paved portion (final surface) of any public street, public alley, public way, public ground, public sidewalk or Village-owned easement within the Village of Hatley. The surcharge shall be determined as follows:

**Age of the Final Paving****Surcharge**

New pavement to 1 year  
 1 year to 2 years  
 2 years to 3 years  
 3 years to 4 years  
 4 years to 5 years  
 More than 5 years

5 times the \$75 late permit fee  
 4 times the \$75 late permit fee  
 3 times the \$75 late permit fee  
 2 times the \$75 late permit fee  
 1 times the \$75 late permit fee  
 No surcharge

- (b) **Application for Authorization.** The application for an authorization shall be in writing and signed by the applicant or his/her agent. The applicant shall submit to the Village Clerk or his/her designee, at the time the authorization is applied for, sufficient information relating to the work to be done including the general location and nature of the work and the method applicant proposes to use in doing the work. The Village Clerk or his/her designee shall determine if sufficient information is submitted.
- (c) **Exception.** The provisions of this Section shall not apply to Village excavation work done under the direction of the Village Board or its representative.

**6-2-3**

- (d) **Validity of Permit.** Permits shall be valid for a period of thirty (30) days from the date of approval.
- (e) **Renewal of Permit.** If operations have begun under an approved permit and will continue beyond the thirty (30) day validation period, the permittee shall apply for a thirty (30) day permit renewal by written request to the Village Clerk or his/her designee. Permit renewals shall be issued at the discretion of the Village Clerk or his/her designee.
- (f) **Village Standards.** All street work shall be performed in accordance with the current standard specifications for street openings found in this Section and Section 6-2-4. Any damaged curb and gutter, sidewalk or grass-covered area shall be restored to the condition prior to damage.
- (g) **Insurance.** At the time of permit application, a permittee must furnish the Village satisfactory written evidence that he/she has in force and will maintain during the life of the permit and the period of excavation, insurance, with the Village of Hatley named as an additional named insured, as follows:
  - (1) **Worker's Compensation.** Worker's compensation with limits as prescribed by the State of Wisconsin.
  - (2) **Motor Vehicle Liability.** Comprehensive motor vehicle liability with limits of Five Hundred Thousand (\$500,000.00) for injuries to one (1) person and Five Hundred Thousand (\$500,000.00) for any one (1) accident and property damage of not less than Five Hundred Thousand Dollars (\$500,000.00). Motor vehicle liability shall cover owned, non-owned and hired vehicles.
  - (3) **General Liability.** Comprehensive general liability, with limits of not less than One Million Dollars (\$1,000,000.00) each occurrence. The insurance coverage shall include the acts or omissions of any contractor, his/her employees, agents or subcontractors, and include explosion, collapse and underground liability coverage. A form of blanket contractual liability to indemnify and save harmless the Village of Hatley, its officers, agents and employees from any and all liability for accidents or damage caused by or arising from any work covered by the permit shall also be included in such insurance coverage.
  - (4) **Completed Operations and Product Liability.** This policy shall provide completed operations and product liability coverage for the period of time set forth in the permit and any extensions thereof and for a period one (1) year after final completion of the work. Limits of liability shall be the same as general liability.
  - (5) **Umbrella Policy.** The limits of liability mentioned above can be provided through split limits or through a combination of underlying an umbrella liability. Limits mentioned are minimum to be provided under any policy or combination of policies.
- (h) **Bond/Cash Deposit.**
  - (1) Whenever the Village Clerk or his/her designee estimates that an excavation/opening project will involve over Five Thousand (\$5,000.00) in work and before a permit for excavating or opening any street or public way for such project may be issued, the

applicant must execute and deposit with the Village Clerk, determined and approved by the Village President, an indemnity bond or cash deposit, as directed by the Village, in the sum of not less than One Thousand Dollars (\$1,000.00) up to Ten Thousand Dollars (\$10,000.00), conditioned that he/she will indemnify and save harmless the Village of Hatley and its officers from all liability for accidents and damage caused by any of the work covered by his/her permit, and that he/she will fill up and place in good and safe condition all excavations and openings made in the street, and will replace and restore the pavement over any opening he/she may make as near as can be to the state and condition in which he/she found it, and keep and maintain the same in such condition, normal wear and tear excepted, to the satisfaction of the Village Board for a period of one (1) year, and that he/she will pay all fines of forfeitures imposed upon him/her for any violation of any rule, regulation or ordinance governing street openings or drainlaying adopted by the Village Board and will repair any damage done to existing improvements during the progress of the excavation in accordance with the ordinances, rules and regulations of the Village. Such statement shall also guarantee that, if the Village shall elect to make the street repair, the person opening the street will pay all costs of making such repair and of maintaining the same for one (1) year.

- (2) Faulty work or materials shall be immediately replaced by the permittee upon notice by the Village. Failure to correct deficiencies shall result in a one (1) year revocation of the right to obtain a street opening permit. The Village shall repair the deficiencies and bill the permittee for all labor, materials and equipment used plus twenty percent (20%) for administration.
  - (3) The person who does such restoration shall be responsible therefor for one (1) year from the date of the completion of the work and shall file a written guarantee or surety bond to that effect with the Village in an amount determined by the Village Board.
  - (4) Whenever the Village Board shall find that any such work has become defective within one (1) year of the date of completion, it shall give written notice thereof to the contractor or to his/her surety stating the defect, the work to be done, the cost thereof and the period of time deemed by the Village Board to be reasonably necessary to complete said work. After receipt of such notice, the contractor or the surety must, within the time specified, repair the defect or indemnify the Village for the cost of doing the work as set forth in the notice.
  - (5) An annual bond may be given under this Section covering all excavation work done by the principal for one (1) year beginning January 1, which shall be conditioned as specified above and in the amount determined by the Village Board as necessary to adequately protect the public and the Village.
- (i) **Public Utilities.** All public utilities as defined in Sec. 66.0801 and 196.01, Wis. Stats., are hereby required to be bound by the terms and conditions of this Section and Section 6-2-4,

any and all subparagraphs thereunder, except that a Village public utility as defined within this Section shall not be required to post the indemnity bond.

## **Sec. 6-2-4 Regulations Governing Excavations and Openings.**

- (a) **Frozen Ground.** No openings in the streets, alleys, sidewalks or public ways shall be permitted between November 15th and April 1st except where it is determined by the Village Board or its designee to be an emergency excavation.
- (b) **Protection of Public.**
  - (1) Every opening and excavation shall be enclosed with sufficient barriers, signing, and such other traffic control devices as may be required by the Village Board or its designee, and in accordance with Section VI of the Manual of Uniform Traffic Control Devices. Sufficient warning lights shall be kept on from sunrise to sunset. No open flame warning devices shall be used. Except by special permission from the Village Board's representative, no trench shall be excavated more than two hundred fifty (250) feet in advance of pipe or conduit laying nor left unfilled more than five hundred (500) feet from where pipe or conduit has been laid.
  - (2) All necessary precautions shall be taken to guard the public effectively from accidents or damage to persons or property through the period of the work. Each person making such opening shall be held liable for all damages, including costs incurred by the Village in defending any action brought against it for damages, as well as cost of any appeal, that may result from the neglect by such person or his/her employees of any necessary precaution against injury or damage to persons, vehicles or property of any kind.
  - (3) Unless otherwise approved, a minimum of one (1) lane of traffic in each direction shall be provided. Every effort shall be made on the part of the permittee to provide reasonable access to all properties adjacent to his/her project. In the event traffic is limited to less than one (1) lane in each direction, a flagman or temporary traffic control signal shall be provided so as to safely cycle traffic in each direction past the work area.
  - (4) The permittee shall perform the work in such a manner so as not to disrupt the flow of traffic in the area or endanger the safety of workmen or passersby. It shall be the responsibility of the permittee to prevent traffic backup during construction operation. The permittee shall notify the Village Clerk or his/her designee twenty-four (24) hours prior to commencement of excavation of the location and extent of the excavation, unless the excavation is an emergency excavation as identified in Section 6-2-4(b).
  - (5) When the operations will result in the loss of any utility service to private properties, the private properties shall be notified in writing or by personal contact at least twelve (12) hours prior to the loss of service, unless the operations are part of an emergency excavation as defined in Section 6-2-4(g).



- (6) Trenches adjacent to the roadway left open during non-working hours shall be protected with snow fence along the entire trench edge and shall be marked with flashing barricades at each end.
- (7) No equipment or construction materials may be stored during non-working hours within Village roadway right-of-way.
- (8) No steel track construction equipment may be driven on or over paved Village roadways.
- (9) Prior to beginning any work on Village roadways, the Village Clerk or his/her designee shall be given the names and telephone numbers of at least two (2) contractor employees who may be contacted during non-working hours.
- (10) Construction materials spilled or tracked on pavement shall be immediately swept off by power broom equipment.
- (11) No excavated materials may be stored temporarily or permanently within Village roadway right-of-way.
- (12) The Village may elect to have the Village or an outside contractor make the pavement repair for any street or sidewalk opening, in which case the cost of making such repair and of maintaining it for one (1) year shall be charged to the person making the street opening.

(c) **Pavement Removal.**

- (1) Removal of existing pavement shall be to neat, straight lines. The permittee shall make a final saw cut in the existing pavement after backfilling. Excavations shall be kept to the minimum possible and acceptable for the convenience and safe performance of his/her work and in accordance with all applicable codes and regulations.
- (2) Precautions shall be taken to prevent damage to road pavements. Sheathing and bracing or the use of a portable trench box should be used to prevent undermining of material below the existing pavement. If damage is done to the pavement, it shall be restored.
- (3) If the pavement is damaged during excavation beyond the original saw cut lines, it shall be saw cut again along neat, straight lines. The finished saw cut shall leave a regular rectangular section for pavement replacement. Should the street opening occur within adjacent or close to an existing patch or require more than one (1) opening within a short distance, the permittee shall identify and locate the existing patches or additional openings on the permit application form. The Village Board's representative shall, on the basis of an on-site inspection, approximate the boundaries of the pavement replacement area.
- (4) Pavement replacement areas with the long dimension in the direction of travel shall have the long dimension parallel with the curb line or the direction of travel. Pavement replacement areas in concrete pavements shall be parallel with or at right angles to the direction of travel.

- (5) The Village may order the permittee to remove and replace up to one (1) full lane width of pavement along the patched or excavated area. Special care shall be taken with concrete pavement to produce a vertical face on the existing concrete at the point of the saw cut to insure a full depth of concrete at the joint.

(d) **Excavation.**

- (1) All excavated material shall be piled in a manner such that pedestrian and motor traffic is not unnecessarily disrupted. Gutters shall be kept clear or other satisfactory provisions made for street drainage, and natural watercourses shall not be obstructed.
- (2) Excavated material to be used for backfilling of the trench must be so handled and placed as to be of as little inconvenience as practical to public travel and adjoining tenants.

(e) **Backfilling.**

- (1) All backfill material shall be free from cinders, ashes, refuse, vegetable or organic matter, boulders, rocks or stones greater than eight (8) inches in their greatest dimension, frozen lumps or other material which in, in the opinion of the Village Board's representative, is unsuitable.
- (2) In refilling the excavation, if there is not sufficient material excavated suitable for refilling, the deficiency shall be made up with material, approved prior to use by the Director of Public Works, hauled in.
- (3) Wherever an excavation crosses an existing utility, pipe or other structure, backfill shall be carefully compacted in stages from the bottom of the excavation. Any sanitary sewer, storm sewer, water, telephone, natural gas or other service shall not be interrupted by the permittee. It shall be the permittee's responsibility to have the various utilities locate and mark their facilities prior to excavation.
- (4) Backfill of excavated area shall be done as follows: Slurry backfill shall first be placed as noted above, then twelve (12) inches (after compaction) of crushed aggregate of gradation No. 3 shall be placed, and then five (5) inches of bituminous concrete pavement (hot mix, surface course) shall be laid in two (2) compacted lifts.
- (5) When allowed by the Village, mechanical compaction may be used on all materials used for trench backfill. Each layer (12-inch maximum) shall be uniformly compacted to a dry density of at least ninety-five percent (95%) of the maximum dry density as determined by the Modified Proctor Test (ASTM-1557).
- (6) All excavations shall be subject to testing by the Village. Backfilled material not achieving the above compaction requirements shall be removed and recompacted by the permittee. The cost of any retesting shall be paid by the permittee.
- (7) When the sides of the trench will not stand perpendicular, sheathing and braces shall be used to prevent caving. No timber, bracing, lagging, sheathing or other lumber shall be left in any trench. At no time shall any street pavements be permitted to overhang the excavation.

- (f) **Notice.** It shall be the duty of the permittee to notify the Village Clerk or his/her designee and all public and private individuals, firms and corporations affected by the work to be done at least one (1) business day before such work is to commence. The Village Clerk or his/her designee shall also be notified at least four (4) hours prior to backfilling and/or restoring the surface.
- (g) **Pavement Replacement.**
- (1) Backfill material shall be left below the original surface to allow for four (4) inches of three (3) inch crushed stone and four (4) inches of three-quarter (3/4) inch crushed stone, plus the thickness of the required pavement structure. If paving will not occur as part of the initial street restoration operation, the balance of the opening to the original surface elevation shall be backfilled with compacted three-quarter (3/4) inch crushed stone.
  - (2) Bituminous pavement shall be placed the full depth of the existing pavement or three (3) inches, whichever is greater. Bituminous pavement shall be placed in a maximum of a one and one-half (1-1/2) inch base layer and a one and one-half (1-1/2) inch top layer, with each layer compacted to maximum density and shall consist of Wisconsin Department of Transportation Gradation No. 1 for the binder course and Wisconsin Department of Transportation No. 3 for the surface course. The finished surface shall be smooth and free of surface irregularities and shall match the existing pavement and any castings or street appurtenances. Allowable deviations shall be no more than one-quarter (1/4) inch as measured with a ten (10) foot straight edge. If hot mix is temporarily not available, the hot mix shall be temporarily replaced with cold mix. The cold mix shall be removed and replaced with hot mix upon availability.
  - (3) Concrete pavement shall be placed to the full depth of the existing pavement or seven (7) inches, whichever is greater. Concrete used shall not contain calcium chloride. The surface shall be given a light broom finish. The edges shall be tooled to prevent spalling at the saw cut edge. The surface shall be evenly and completely sealed with a white pigmented curing compound. The surface shall be protected from traffic for a minimum of three (3) days. Tie bars shall be installed as directed by Village officials.
  - (4) All permanent restoration of street, curb and gutter shall be of the same type and thickness as the curb and gutter which abuts. The grade of the restored curb and gutter shall conform with the grade of the existing adjacent curb and gutter. Existing grass and terrace areas shall be covered with a minimum of four (4) inches of topsoil. Topsoil shall be seeded with perennial grass seed at a rate of two (2) pounds per one thousand (1,000) square feet.
  - (5) All permanent restoration of driveways and sidewalks shall conform to the manner of construction as originally placed and to the lines and grades as given by the Village Engineer. No patching of concrete driveway areas will be allowed between joints or dummy joints.

- (6) In emergency excavations during winter months when it is not possible to replace the removed pavement with a like material, the excavation shall be temporarily resurfaced with a minimum of three (3) inches of cold mix bituminous material. This temporary wearing surface shall be compacted and rolled smooth. These temporary wearing surfaces shall be removed and replaced with material as specified above by not later than the following June 1st, except as provided above. Permanent pavements shall be replaced within sixty (60) days of the date of the permit.
- (7) When a street is reconstructed, utility laterals shall also be installed, including sump pump laterals, even if not immediately needed.
- (h) **Emergency Excavation.** In the event of an emergency, any person, firm or corporation owning or controlling any sewer, gas main, water main, conduit or other utility in or under any public street, alley easement, way or ground and his/her agents and employees make take immediate proper emergency measures to remedy dangerous conditions for the protection of property, life, health or safety without obtaining an excavation permit, provided that such person, firm or corporation shall apply for an excavation permit not later than the next business day and shall notify the Village office immediately.
- (i) **Excavation in New Streets Limited.** Whenever the Village Board determines to provide for the permanent improvement or repaving of any street, such determination shall be made not less than thirty (30) days before the work of improvement or repaving shall begin. Immediately after such determination by the Village Board, the Village Clerk shall notify each person, utility or other agency owning or controlling any sewer, water main, conduit or other utility in or under said street or any real property abutting said street, that all such excavation work in such street must be completed within thirty (30) days. After such permanent improvement or repaving, no permit shall be issued to open or excavate said street for a period of five (5) years after the date of improvement or repaving unless, in the opinion of the Village Board or its designee, conditions exist which make it absolutely essential that the permit be issued. Every effort shall be made to place gas, electric, telephone and television cable lines in street terraces.
- (j) **Repair by Village.** The Village may elect to make the pavement repair for any street or sidewalk opening, in which case the cost of making such repair and of maintaining it for one (1) year shall be charged to the person making the street opening. In the event such charges are not paid within ninety (90) days of actual notice of the same having been furnished the applicant and owner of the premises for which said permit was issued, it shall become a lien against said premises and thereafter be assessed and collected as a special tax.

## **Sec. 6-2-5      Obstructions and Encroachments.**

- (a) **Obstructions and Encroachments Prohibited.** No person shall encroach upon or in any way obstruct or encumber any street, alley, sidewalk, public grounds or land dedicated to

public use, or any part thereof, or permit such encroachment or encumbrance to be placed or remain on any public way adjoining the premises of which he/she is the owner or occupant. Examples of prohibited encroachments or encumbrances include private underground utility installations such as sprinkler systems and "invisible" dog fencing; as well as decorative berms or plantings within the road right-of-way. Exceptions are provided in Subsections (b) and (c).

- (b) **Exceptions.** The prohibition of Subsection (a) shall not apply to the following:
- (1) Temporary encroachments or obstructions authorized by permit under Section 6-2-6 of this Section pursuant to Sec. 66.0425, Wis. Stats.
  - (2) Building materials for the period authorized by the Village Board or its representative which shall not obstruct more than one-half (1/2) of the sidewalk or more than one-third (1/3) of the traveled portion of the street and which do not interfere with the flow in the gutters.
  - (3) Excavations and openings permitted under Sections 6-2-3 and 6-2-4 of this Code.
  - (4) Signs or clocks attached to buildings which project outward from properties not more than six (6) feet from the face of any such building, unless otherwise approved and which do not extend below any point ten (10) feet above the sidewalk, street or alley, unless otherwise approved by the Village Board.
  - (5) Awnings which do not extend below any point seven and one-half (7.5) feet above the sidewalk, street or alley.
  - (6) Public utility encroachments authorized by state law or the Village Board.
  - (7) Planters, benches, hanging flower pots and banners which are part of a motif and which have been authorized by the Village Board, and are located in the B-1 Business District, provided that the encroachment shall leave a minimum of four and one-half (4.5) foot width of public sidewalk clearance and all hanging items must be a minimum height of seven and one-half (7.5) feet to the bottom of the hanging fixture above the sidewalk, street or alley.
  - (8) Goods, wares, merchandise or fixture being temporarily loaded or unloaded which do not extend more than three (3) feet on the sidewalk, provided that such goods, wares, etc. do not remain thereon for a period of more than four (4) hours.
- (c) **Merchandise or Personal Property on Sidewalks.** Unless expressly authorized to do so by the Village Board, no person shall use the sidewalk, or any part thereof, for the display of merchandise or the storage of any merchandise or other personal property. The only exception to this provision is that storage of merchandise or other personal property is allowed when it meets all of the below enumerated conditions. Under this exception, property owners may place certain fixtures on sidewalks which immediately adjoin their property if the following requirements are met:
- (1) The property must be located in an area zoned for, or primarily used for, commercial/business uses.
  - (2) Fixture(s) for display of merchandise shall not be physically attached to the sidewalk, any street fixture or any adjacent building, and shall be of a temporary design.

- (3) The placement of the fixture shall not significantly impede the flow of pedestrian traffic on the sidewalk. No person shall obstruct or impede the pedestrian right-of-way of any paved public sidewalk with any merchandise or personal property, except as provided herein. Merchandise shall be located adjoining the building it is marketed from and shall not encroach more than thirty (30) inches from the building facade and in all cases, the unobstructed sidewalk area must be a minimum of five (5) contiguous feet in width in order to comply with the Americans with Disabilities Act (ADA) requirements, as from time to time amended.
  - (4) Displayed merchandise shall be consistent to that sold within the business and shall not include food or beverage items.
  - (5) Displayed merchandise or personal property must be removed each day following the close of business, but in no event shall the merchandise be permitted outdoors between the hours of 6:00 p.m. and 7:00 a.m. nightly.
  - (6) Displaying merchandise or personal property on a paved sidewalk shall constitute express permission of the property and/or business owner for the Village to take corrective, remedial and removal action(s). The Village may also prosecute violations of this Subsection and seek injunctive relief, from time to time and at any time. The cost of such correction, remediation, and/or removal shall be paid by the property or business owner(s).
  - (7) The property and business owners are jointly and severally liable for any and all injury to any person or property directly and/or indirectly caused by their joint or several negligence and/or activities occurring on the paved sidewalk under this Subsection.
- (d) **Removal by Village for Sidewalk Obstructions and Encroachments.** In addition to any other penalty imposed, if any Village enforcement official determines that a sidewalk is unlawfully obstructed in violation of this Section, he/she shall issue a written notice to the owner or occupant of the premises which adjoins the obstructed sidewalk directing that the obstruction be removed within twenty-four (24) hours.
- (e) **Removal by Village for Obstruction and Encroachments Located in the Village Streets, Alleys, Public Grounds or Lands Dedicated for Public Use.** In addition to any other penalty imposed, if any Village enforcement official determines that a Village street, alley, public grounds or land dedicated for public use is obstructed or encumbered, he/she shall issue a written notice to the property owner of the premises which adjoin the obstructed public area directing that the obstruction be removed within twenty-four (24) hours.
- (f) **Failure to Remove Obstruction.**
- (1) If the owner or occupant fails to remove the obstruction within the time period established in Section (d) or (e) respectively, any Village enforcement official shall cause the removal of the obstruction, keeping an account of the expense of the abatement, and such expenses shall be charged to and paid by such property owner.

Notice of the bill for abatement of the obstruction shall be mailed to the owner of the premises and shall be payable within ten (10) calendar days from receipt thereof. Within sixty (60) days after such costs and expenses are incurred and remain unpaid, the Village Clerk shall enter those charges onto the tax roll as a special tax as provided by the State Statutes.

- (2) The failure of the Village Clerk to record such claim or to mail such notice or the failure of the owner to receive such notice shall not affect the right to place the Village expense on the tax rolls for unpaid bills for abating the obstruction as provided for in this Section.

## **Sec. 6-2-6 Street Privilege Permit.**

- (a) **When Required.** Authorization for the temporary use of the streets, alleys, sidewalks or other public ways or places of the Village may be granted to applicants by the Village Clerk or for the purpose of moving any building or structure or of encumbering the street, alley, sidewalk or way with materials necessary in and about the construction or demolition of any building or structure. Such applicant has complied with the other requirements of this Section and has obtained a building permit if required by this Code of Ordinances. The Village Clerk shall request advisory recommendations from the Director of PubliBuilding Inspector prior to issuance of the authorization. Village officials may attach conditions to the authorization, including proof of liability insurance. Temporary placement of merchandise on sidewalks shall be governed by Section 6-2-5.
- (b) **Bond/Cash Deposit.** No street privilege authorization shall be made until the applicant shall execute and file with the Village Clerk a bond or cash deposit in an amount determined by the Director of Public Works not exceeding Ten Thousand Dollars (\$10,000.00), conditioned that the applicant will indemnify and save harmless the Village from all liability for accidents or damage caused by reason of operations under said authorization and will remove such encumbrance upon termination of the operations and will leave the vacated premises in a clean and sanitary condition and repair any and all damage to the streets, alleys, sidewalks or public property of the Village resulting from such building or moving operations. Upon request, the Village Board may waive this requirement.
- (c) **Fee.** The fee for a street privilege authorization shall be as prescribed in Section 1-3-1, plus any actual Village costs.
- (d) **Conditions of Occupancy.** The permission to occupy or obstruct the streets, alleys, sidewalks or public grounds is intended only for use in connection with the actual erection, alteration, repair, removal or moving of buildings or structures and shall be given upon the following terms and conditions and subject to revocation without notice by the Village Board, Director of Public Works, Building Inspector, Village Clerk or law enforcement officer for violation thereof:

- (1) Such temporary obstruction shall cover not more than one-third (1/3) of any street or alley.
  - (2) Obstructions shall be sufficiently lighted at night so as to be in full view of the public from all directions.
  - (3) Sidewalk traffic shall not be interrupted, but temporary sidewalks of not less than four (4) feet in width guarded by a closed fence at least four (4) feet high on both sides may be maintained during the period of occupancy.
  - (4) The process of moving any building or structure shall be as continuous as practicable until completed and, if ordered by the Village Board, shall continue during all hours of the day and night.
  - (5) No building or structure shall be allowed to remain overnight on any street crossing or intersection or so near thereto as to prevent easy access to any fire hydrant.
  - (6) Buildings shall be moved only in accordance with the route prescribed by the Village Board.
  - (7) Upon termination of the work necessitating such obstruction, all parts of the streets, alleys, sidewalks or public grounds occupied under the permit shall be vacated, cleaned of all rubbish and obstructions and placed in a safe condition for public travel at the expense of the permittee.
- (e) **Termination.** All street privilege permits shall automatically terminate at the end of three (3) months from the date of issuance unless an earlier termination date is specified thereon at the discretion of the Village Clerk.
- (f) **Removal by Village.** In addition to any other penalty imposed, if the owner or occupant of the premises adjoining any lawfully obstructed sidewalk shall remove or neglect to remove such obstruction within twenty-four (24) hours after such notice from the Village Board to do so, it shall be the duty of the Village Board to remove such obstruction and make return of the costs and expenses thereof to the Village Clerk who shall enter such cost on the next annual tax roll as a special charge against the property abutting such obstructed sidewalk, and such sum shall be levied and collected as other special taxes against real estate.

*State Law Reference:* Sec. 66.0425, Wis. Stats.

## **Sec. 6-2-7      Snow and Ice Removal.**

- (a) **Removal From Sidewalks.** Within twenty-four (24) hours after the cessation of any fall of sleet or snow, it shall be the duty of the owners and/or the occupants of any lot or parcel of land in the Village of Hatley to remove, or cause to be removed, the snow or sleet from any and all sidewalks adjacent to the premises of such owner or occupant, and to keep the same free and clear of snow and ice for the full width of the sidewalk.



(b) **Failure to Remove.**

- (1) **Hazardous Conditions; Notice to Abate.** If a law enforcement officer or other designated Village officials and employees determine that the failure to remove the snow and ice from the sidewalk creates an immediate danger to the public health and/or safety, he/she shall cause the issuance of a written notice to the owner, occupant or person in charge of any parcel or lot directing that the snow and ice be removed within twelve (12) hours from the delivery of the notice. In the event the property owner, occupant or person in charge of said parcel or lot is unavailable to receive a written notice, Village officials may cause the removal of the snow and/or ice. The law enforcement officer and other designated Village officials and employees shall send a written notice to the last-known address of the property owner notifying him/her that a hazardous snow/ice condition existed which required immediate abatement.
- (2) **Removal by Village.** In case of failure or neglect of any owner or occupant of any land or parcel of land to remove the snow or sleet (ice) from sidewalks as specified in Subsection (a) within the time set forth in said Subsection and, after twenty-four (24) hours after the cessation of any fall of snow, the owner or occupant has failed to remove such snow from sidewalks as specified in Subsection (a), the Village shall remove or cause the snow or sleet (ice) to be removed from any and all sidewalks and cross-sidewalks that may be so neglected by the owner or occupant, and a fee established by the Village Board shall be assessed against the owner or occupant for the cost and expense of moving such snow or sleet (ice). In the event a property owner has not paid all bills relating to ice or snow removal by the time that real estate taxes and other special charges are levied, the Village Clerk shall enter in the tax roll as a special tax against the real estate involved the total unpaid charges for ice and snow removal for the previous year. The ice and snow removal charges shall be collected in all respects like other taxes upon real estate and interest shall accrue thereon in like manner.

(c) **Snow and Ice Not to Encroach.**

- (1) **Streets and Sidewalks.** No person shall push, shove or in any way deposit any snow or ice onto any public streets, alley, sidewalk or public lands dedicated to public use except for parcels or lots located where existing buildings are constructed within five (5) feet of the street right-of-way and the sidewalks exist from the Village right-of-way to the curb line. In such instances, the owners, occupants and/or employees of parcels or lots shall be permitted to deposit snow and ice from their sidewalks onto the public streets. Failure to remove snow and ice within twenty-four (24) hours shall also constitute a public nuisance and subject responsible persons to the penalties applicable for violation of Village public nuisance ordinances.
- (2) **Handicapped Parking Spaces.** No person, firm, corporation or partnership or the owner, tenant, lessee or occupant of any premises having parking spaces reserved for handicapped drivers or any contractor employed for the removal of snow and ice shall

block access to parking spaces reserved for handicapped drivers by the plowing, piling or placement of snow and ice in such reserved spaces.

- (3) **Fire Hydrants.** It shall be unlawful to cover a fire hydrant with snow or ice.
- (4) **Improper Disposal on Private Property Without Authorization.** No person, firm, corporation, property owner or occupant shall remove snow or ice from any parcel of real estate and place it upon another parcel of real estate without the express permission of the owner of the parcel of real estate upon which the snow or ice is to be placed.
- (d) **Continued Violations.** Each twenty-four (24) hour period where a violation occurs shall constitute a separate offense under this Section for enforcement purposes. Repeated violations or subsequent additional accumulations of snow and/or ice shall not nullify any pending notice issued under this Section. Failure to remove snow and ice within twenty-four (24) hours shall also constitute a public nuisance and subject responsible persons to the penalties applicable for violation of Village public nuisance ordinances.
- (e) **Abatement After Notice.** Failure of the owner, occupant or person in charge of any parcel or lot to cause the removal of snow and/or ice within the time established under Subsection (a) shall result in a citation being issued to violators and/or the Village causing the removal of said snow and/or ice and billing the cost thereof pursuant to Subsection (g) below.
- (f) **Expense.** An account of the expenses incurred by the Village to abate the snow and/or ice hazard shall be kept and such expenses shall be charged to and paid by the parcel or lot owner. Said expenses shall be not less than as prescribed in Section 1-3-1. Notice of the bill for the removal of snow and/or ice shall be mailed to the last-known address of the owner of the parcel or lot and shall be payable within ten (10) calendar days from the receipt thereof. Within thirty (30) days after such costs and expenses are incurred and remain unpaid, the Village Clerk shall enter those charges onto the tax roll as a special tax as provided by Sec. 66.0627, Wis. Stats.
- (g) **Penalty.** In addition to the provisions set forth in this Section, any person, firm or corporation which violates the provisions of this Section shall be subject to a penalty as provided in Section 1-1-6 of this Code of Ordinances.

*State Law Reference:* Sec. 66.0627, Wis. Stats.

## **Sec. 6-2-8 Terrace Areas.**

- (a) **Definition.** The definition of "terrace" shall be as defined in Section 6-4-2(f).
- (b) **Noxious Weeds; Paving.** All that part of a residential terrace not covered by a sidewalk shall be kept free and clear of all noxious weeds and shall not be paved, surfaced or covered with any material which shall prevent the growth of plants and shall be maintained

as a lawn, except in areas specifically approved by the Village Board or its designee. Basketball backstops, statuary, structures, flag poles, sprinkler systems, decorative berms, "invisible" dog fencing, and other objects shall not be placed in the terrace area.

- (c) **Responsibility to Maintain.** Every owner of land in the Village whose land abuts a terrace is required to maintain, or have maintained by his/her tenant, the terrace directly abutting such land as provided in this Section and elsewhere in this Code. Every owner shall keep mailboxes located on a terrace free and clear of snow.

*Cross Reference:* Title 6, Chapter 4.

### **Sec. 6-2-9      Vaults.**

All vaults and cisterns under sidewalks shall be prohibited. Existing vaults may be ordered removed and filled as public nuisances by the Village Board or designee.

### **Sec. 6-2-10    Requests for Improvements.**

Requests or petitions by Village property owners for new streets, street resurfacing, curb and gutter, storm sewers, utility work and sidewalks shall be presented to the Village Board on or before September 15th to be considered for installation in the following year.

### **Sec. 6-2-11    Unlawful Dumping on Streets.**

It shall be unlawful for any person to deposit or cause to be deposited, dump, sort, scatter or leave any rubbish, stone, wire, earth, ashes, cinders, sawdust, hay, glass, manure, filth, paper, snow, ice, dirt, grass, leaves, construction waste, garbage or other offensive or noxious material in any public street, sidewalk, alley, or upon any public property or upon any property of another, without the express permission of the owner or occupant thereof. Such unlawful material or obstruction may be removed by the Village and the cost thereof billed to the violator pursuant to Sec. 66.0627, Wis. Stats.

### **Sec. 6-2-12    Obstruction of Public Ditches.**

No person shall in any manner obstruct or cause to be obstructed the free passage of water in any public gutter, ditch, culvert, swale or drain or place or cause to be placed any rubbish, dirt, sand, gravel or any other matter or thing so that the same is likely to be carried by the elements into

any public gutter, ditch, culvert, swale or drain. Such unlawful material or obstruction may be removed by the Village and the cost thereof billed to the violator pursuant to Sec. 66.0627, Wis. Stats.

### **Sec. 6-2-13 Street Numbers.**

- (a) **Buildings to Have Street Numbers.** Each principal building in the Village of Hatley shall be assigned to an official street number by the Zoning Administrator. All lots and parts of lots in the Village shall be numbered in accordance with a street numbering map on file in the office of the Zoning Administrator. Plats shall be numbered to conform as nearly as possible to the general scheme of numbering as outlined on the map.
- (b) **Street Numbers to Be Displayed.** The owner, occupant or agent in charge of the premises shall cause to be affixed and to be maintained when so affixed to each principal building controlled by him/her the official street number assigned to that building as provided in (a) hereof. The physical numbers provided herein shall be not less than two and one-half (2-1/2) inches high on a background of not less than three (3) inches. Each required number shall be affixed on the particular building in such a location that it may be easily and readily seen by a person of ordinary eyesight on the public street or highway upon which the building abuts. For buildings abutting also on a public alley, the street number shall also be affixed in such location that it may be seen in like manner from such alley.
- (c) **Noncompliance.** If the owner or occupant of any building neglects for twenty (20) days to duly attach and maintain the proper numbers on the building, the Village shall serve him/her a notice requiring him/her to properly number the same, and if he/she neglects to do so for ten (10) days after service, he/she shall be subject to a forfeiture as provided in Section 1-1-6.
- (d) **Duty of the Owner.** Whenever any house, building or structure shall be erected or located in the Village of Hatley after the entire work of establishing a uniform system of house numbering has been completed, in order to preserve the continuity and uniformity of numbers of the houses, buildings and structures, it shall be the duty of the owner to secure the correct number or numbers as designated from the Village Clerk for the said property and to immediately fasten the said number or numbers so assigned upon said building as provided by this Section. No building permit shall be issued for any house, building or structure until the owner has procured from the Inspector the official number of the premises.

### **Sec. 6-2-14 Use and/or Lease of Village Equipment.**

The Village of Hatley shall not permit any person to use and/or lease any Village office or public works equipment for private purposes. An exception to this policy is that Village trucks may be

left at private premises in order to facilitate the loading of brush and stones; such vehicles shall not be driven or operated by non-Village employees. Village equipment may be used by Village employees for personal, not-for-hire use during times when not in municipal use, provided that municipal insurance covers such usage.

### **Sec. 6-2-15 Dirt and Debris on Streets.**

- (a) In the interests of public safety, health and general welfare, community appearance, and efficiency of operation, it shall be unlawful to place, throw, leave, in any way deposit or permit to be deposited, or permit to remain any dirt, leaves, rubbish, litter, debris or material of any kind upon any street, sidewalk, alley, drainageway, or public ground in the Village of Hatley.
- (b) The owner, occupant, or person in charge of private premises, which places, causes or permits to remain, any of said materials upon any street, sidewalk, alley, drainageway or public ground in the Village of Hatley shall immediately remove said materials at no cost to the Village.
- (c)
  - (1) The operator of any motor vehicle which tracks, drops, or places any materials upon any street, sidewalk, alley, drainageway or public ground in the Village of Hatley shall immediately stop and remove said materials at no cost to the Village.
  - (2) In the event said operator is performing work under the control or authority of the owner, occupant, or person in charge of the work on private premises, and said operator causes the deposition of any materials upon any street, sidewalk, alley, drainageway, or public ground in the Village of Hatley, and which said operator fails to remove said materials as required in Section (c) above, the owner, occupant, or person in charge of said work on said private premises, shall remove said materials at no cost to the Village.
- (d) In the event the materials are not removed from the street in accordance with Subsections (b), (c), and/or (c)(1) above, the Village shall cause the removal of such materials and shall charge said operator, or said owner, occupant, or person in charge of said work the cost of the removal. In the event the person charged for said removal fails to pay such costs within thirty (30) days, it shall be entered on the tax roll as a special tax against said property.
- (e) In addition to the costs of removal, said operator, or said owner, occupant, or person in charge of said property shall be subject to a penalty per occurrence as prescribed in Section 1-1-6. Each day that said materials are not removed, shall constitute a separate offense under this Section.

### **Sec. 6-2-16 Damages to Streets and Public Property.**

- (a) In the interests of public safety, health, general welfare, community appearance, and efficiency of operation, it shall be unlawful in any way to cause damage, injury, or

**6-2-16**

destruction, to any portion or any fixture of any street, sidewalk, alley, drainageway, or public ground in the Village of Hatley.

- (b) The person which causes damage, injury, or destruction of any portion of any street, sidewalk, alley, drainageway, or public ground in the Village of Hatley shall immediately stop and notify the Village office that he/she has caused such damages and shall correct said damages within ten (10) days at no cost to the Village of Hatley.
- (c)
  - (1) In the event the operator of any motor vehicle or equipment which causes damage, injury, or destruction of any portion of any street, sidewalk, alley, drainageway, or public ground in the Village of Hatley, fails to report such damage, it shall be considered a violation of this Section.
  - (2) In the event said operator is performing work under the control or authority of the owner, occupant, or person in charge of the work on private premises, and said operator causes the damage of any portion or fixture of any street, sidewalk, alley, drainageway, or public ground in the Village of Hatley, and which said operator fails to correct said damages as required in Section (c) above, the owner, occupant, or person in charge of said work on said private premises, shall correct said damages at no cost to the Village.
- (d) In the event the damages are not corrected within ten (10) days, the Village shall cause the correction of said damages and shall charge the operator, or owner, occupant, or person in charge of said property the cost of correcting the damage. In the event the said costs remain unpaid following thirty (30) days, it shall be entered on the tax roll as a special tax against said property.
- (e) In addition to the costs to correct damages, said operator, or said owner, occupant, or person in charge of said property shall be subject to a penalty per occurrence as prescribed in Section 1-1-6. Each day after said ten (10) days that the damages are not corrected, shall constitute a separate offense under this Section.

*State Law References:* Sec. 66.0425, Wis. Stats.

## **Sec. 6-2-17 Adoption of State Statutes Concerning Roads.**

The statutory provisions in the following enumerated sections of the Wisconsin Statutes, exclusive of any provisions therein relating to the penalties to be imposed or the punishment for violation of said statutes, are hereby adopted and, by reference, made a part of this Section. Any act required to be performed or prohibited by any regulation incorporated herein by reference is required or prohibited by this Section. Any future amendments, revisions or modifications of the statutory regulations incorporated herein are intended to be made part of this Section.

- (a) Sec. 82.19 Highways, Discontinuance of
- (b) Sec. 86.01 Materials Left in Highway

- (c) Sec. 86.021 Highways, Cultivation of; Injury by Farm Machinery
- (d) Sec. 86.022 Obstructing Highway with Embankment or Ditch
- (e) Sec. 86.025 Camping on Highways
- (f) Sec. 86.03 Trees, On and Adjacent to Highways
- (g) Sec. 86.04 Highway Encroachments
- (h) Sec. 86.05 Highways, Duty to Restore Entrances
- (i) Sec. 86.06 Highways, Closing to Travel
- (j) Sec. 86.07 Highways, Digging in Highways; Using Bridges for Advertising
- (k) Sec. 86.105 Driveways, Snow Removal
- (l) Sec. 86.19 Highway Signs, Regulation, Prohibition
- (m) Sec. 146.13 Highways and Surface Waters, Discharging Noxious Matter Into

## **Sec. 6-2-18 Grass Clippings.**

All grass clippings from lawnmowing or other sources shall not be allowed to accumulate upon any public street or be dumped on a public right-of-way.

## **Sec. 6-2-19 Mailbox Placement Standards.**

- (a) **Purpose; Authorization.** This Section is intended to establish standards for the safe installation and maintenance of mailboxes within the right-of-way adjacent to streets, roads and highways in the Village of Hatley. Proper mailbox placement and design is important for users of public roads and Village public works functions as well as for mail delivery. A person may install and maintain a mailbox within the Village right-of-way adjacent to or near the person's residence or the place of business being served provided the mailbox complies with all United States Postal Service (USPS) requirements and the standards of this Section, whichever are more restrictive.
- (b) **Definitions.** The following definitions shall be applicable in this Section:
  - (1) **Mailbox.** Any receptacle or device used to receive or collect mail, newspapers, packages or similar items erected at the edge of a roadway or street curbside and is intended to be served by a mail carrier from a vehicle. The term includes any structure used to support the mailbox. It consists of a lightweight sheet metal or plastic box meeting the design specifications of the United States Postal Service (USPS) and has the inscription "U.S. Mail" and/or "Approved By The Postmaster General".
  - (2) **Breakaway Support.** A post meeting the standards of this Section which supports a mailbox and is designed to have minimal resistance to a vehicle crash.
  - (3) **Custom-Built Mailbox.** A mailbox erected at the edge of a roadway or curbside of a street which does not meet the standards of the USPS and/or this Section, typically one which is decorative in design.

- (4) **Cluster-Style Mailboxes.** An installation method whereby mailboxes meeting the specifications of the USPS and this Section are assembled and grouped together on a single area of land so that they function as one point for mail delivery.
- (c) **Siting of Mailboxes; Placement Standards.**
  - (1) **Placement of a Mailbox on a Rural Profile Road.** The bottom of the mounted mailbox shall be between forty-two (42") and forty-eight (48") inches from the surface of the road. A height of forty-seven (47") inches is the preferred height. The face of the mailbox shall not be less than twelve (12") inches from the edge of the pavement.
  - (2) **Placement of a Mailbox on a Street With a Curb.** The bottom of the mounted mailbox shall be between forty-two (42") and forty-eight (48") inches from the surface of the road. The mailbox shall be positioned so that the door is six (6") to twelve (12") inches back from the face of the curb.
  - (3) **Standards Regarding Location, Visibility and Obstruction.** Except where otherwise specifically provided in this Section, all mailboxes shall be erected:
    - a. On the lot of the property being served, unless a cluster-style arrangement is authorized by both the Postmaster and the Village;
    - b. On the right hand side of the road (the left side is permissible on one-way roads);
    - c. Away from the intersection of any street, road or highway to prevent obstruction of free and clear vision;
    - d. Away from existing roadside obstructions, such as, but not limited to, utility poles, guardrails, bridges, blind spots caused by curves or hills, and other physical limitations; where there are guardrails, mailboxes shall be installed behind the guardrails, projecting enough for the mail carrier to reach the mailbox;
    - e. Away from any location where, by reason of the mailbox's shape, color or position, it may interfere with, obstruct the view of, or be confused with any authorized traffic control sign or device; and
    - f. In such a location that no portion of the roadside face of the mailbox extends over the traveled portion of the highway or the outside edge of the usable shoulder.
  - (4) **Mailbox Support Posts; Permissible Mountings.** Mailbox support posts shall be of the following design:
    - a. Metal, hollow pipe supports shall be one and one-half (1 1/2") inches in diameter or less.
    - b. Metal channel supports shall weigh less than two (2) pounds per foot.
    - c. Square wood posts shall be no larger than four (4") by (4") inches or less.
    - d. Round wood posts shall be no larger than four (4") inches in diameter.
    - e. Mailbox supports shall be imbedded no more than twenty-four (24") inches into the ground; mailbox supports shall not be imbedded in concrete.
    - f. Mailbox support posts shall be of a size/design that would break off or move out of the way if struck by a vehicle.



- g. Mailboxes should be sufficiently mounted on a post in such a manner as to minimize the possibility of the mailbox being damaged by flying snow and slush from traffic and plowing activity; an L-shaped mounting is preferred. The post-to-box attachment shall be of sufficient strength to minimize the possibility of the mailbox separating from the mounting post if struck by a vehicle.
  - h. Prior to any digging of postholes, it is the responsibility of the property owner to first call Diggers Hotline to locate any possible underground utilities [800-242-8511].
  - i. Plastic-housed mailboxes may be used provided that the internal mounting post complies with the standards of this Section.
  - j. Pursuant to Sec. 346.41(3), Wis. Stats., only blue reflectors may be attached to any mailbox.
  - k. Newspaper tubes are permitted on the mailbox support post only if they are of a design that will not interfere with the standards of this Section or present a hazard to the public use of the right-of-way.
- (5) **Cluster-Type Mailbox Mountings.** Multiple mailbox installations may be permitted as an alternative mounting system provided permission is received from the Postmaster and the Village, and the following standards are met:
- a. No more than two (2) mailboxes may be mounted on one support post. A light-weight newspaper box mounted on a mailbox structure will not be counted toward this limit. For a multiple installation of two (2) mailbox posts, support posts shall be spaced a minimum longitudinal distance apart which is equal to three-quarters of the height of the posts in the installation. [Example: Where several two (2) mailbox installations are mounted four (4') feet above the ground on single posts, the posts shall be spaced three (3') feet apart]. The height and other standards of this Section shall be complied with.
  - b. Up to four (4) mailboxes may be co-mounted on two (2) connected supporting posts a minimum of thirty-six (36") inches apart. The height and other standards of this Section shall be complied with.
  - c. Cluster-type or multiple mailbox installations may not originally be placed on a parcel without the express permission of the parcel's owner.
- (d) **Prohibited Mailboxes.** Due to hazards presented by being located in a public right-of-way, nonstandard mailboxes are expressly prohibited. A mailbox installation that does not conform to the standards of this Section is an unauthorized encroachment and the Village may require that the owner remove or modify the nonstandard mailbox. This Section is not intended to and shall not be construed as creating any affirmative duty on the part of the Village of Hatley to locate and remove every nonconforming mailbox. Examples of nonstandard mailboxes include, but are not limited to:
- (1) Masonry, concrete or stone columns, standards or landscaping.
  - (2) Receptacles, barrels or milk cans filled with sand, soil or concrete.
  - (3) Metal or wooden posts exceeding the standards specified in this Section.

- (4) Nonstandard ornamental mountings or posts which present a hazard when located in the right-of-way, such as plow blades, wagon or implement wheels, vehicle parts, comic installations, etc.
  - (5) Railroad ties.
- (e) **Mailboxes Damaged by Village Maintenance Activities.**
  - (1) Any mailbox located in a right-of-way potentially may be damaged or destroyed as a result of traffic or Village maintenance activities. Village maintenance activities include, but are not limited to, snow removal, pavement repairs, street cleaning, brush collection, and maintenance/repairs to public utilities.
  - (2) The Village of Hatley shall not assume any legal liability regarding any mailbox of any type constructed within the public right-of-way.
  - (3) In the event a mailbox is significantly damaged or destroyed in the course of Village operations, the Village may provide for reimbursement under this Subsection. In the case of alleged damage from Village snow removal activities, payment may only be made for damage resulting from direct contact damage to a mailbox, not from plow-thrown snow or slush; the Village shall not be responsible for pieces of a mailbox which have been damaged due to plow-thrown snow or slush.
  - (4) If the mailbox was not in compliance with the placement and mounting standards of this Section or was improperly maintained, reimbursement shall not be made.
  - (5) If it is alleged that a mailbox has been significantly damaged or destroyed in the course of Village maintenance activities, the Village shall be contacted by the property owner and a Village representative will inspect the mailbox and make a determination regarding reimbursement. This determination shall be final.
  - (6) The Village does not repair or replace damaged mailboxes. The repair or replacement of a mailbox is the responsibility of the property owner. If Village responsibility has been determined and the criteria of this Subsection are met, the Village will provide the property owner with reimbursement in the amount of Thirty-Five Dollars (\$35.00) regardless of whether the mailbox was of standard or customized design. No additional allowance will be made for decorative or customized mailboxes. This is the maximum payment amount and shall apply to damage from all Village maintenance activities and is not limited to direct contact snow removal damage.
- (f) **Variances.** Upon written request, the Village Board may grant a variance on a case-by-case basis to the requirements of this Section provided that unique circumstances exist and such variance does not compromise public safety. Such variance shall be in writing.

## Title 6 ► Chapter 3

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### Driveways

- 6-3-1** Driveway Permit Required
- 6-3-2** Driveway Location, Design and Construction Requirements

#### **Sec. 6-3-1 Driveway Permit Required.**

- (a) **Purpose.** For the safety of the general public, the Village of Hatley shall determine the location, size, construction and number of access points to public roadways within the Village limits. It is the Village's intent to provide safe access to properties abutting public roadways suitable for the property to be developed to its highest and best use, provided that access is not deficient or dangerous to the general public.
- (b) **Permit Required to Construct, Reconstruct, Alter or Enlarge.** No person, firm or corporation shall construct, reconstruct, alter or enlarge any private driveway within the limits of the dedicated portion of any public street under the control and jurisdiction of the Village of Hatley without first obtaining a driveway permit therefor as provided by this Chapter. A driveway permit is not required when a new driveway is to be constructed in conjunction with the construction of a new principal structure; the driveway is included in the building permit process in such cases.
- (c) **Application.** Application for such permit shall be made to the Zoning Administrator on a form provided by the Village and shall be accompanied by a drawing accurately depicting the portion of the proposed private driveway to be constructed, reconstructed, altered or enlarged lying within the dedicated portion of the public street, the dimensions thereof and a statement of the materials proposed to be used. There shall be a fee for a driveway permit as prescribed in Section 1-3-1. Upon receipt of the application and the fee if required, unless the proposed private driveway is a part of construction for a building or other structure for which a building permit has been applied for, in which case no additional fee is required, the Zoning Administrator may approve such application if the proposed driveway complies with the terms and conditions of this and any other applicable Village ordinance. The Village Engineer may be asked for a recommendation.
- (d) **Application Provisions.** All driveway permit applications shall contain the applicant's statement that:

- (1) The applicant represents all parties in interest, and that such proposed driveway is for the bona fide purpose of securing access to his/her property and not for the purpose of parking or servicing vehicles, advertising, storage or merchandising of goods within the dedicated portion of the Village street, or for any other purpose.
- (2) The Village, notwithstanding the construction of such driveway, reserves the right to make any changes, additions, repairs or relocations within the dedicated portion of the Village street at any time, including relocation, reconstruction, widening and maintaining the street without compensating the owner of such private driveway for the damage or destruction of such private roadway.
- (3) The permittee, his/her successors or assigns, agrees to indemnify and hold harmless the Village of Hatley, its officials, officers, agents or employees, against any claim or any cause of action for personal injury or property damage sustained by reason of the exercise of such permit.
- (4) The Village does not assume any responsibility for the removal or clearance of snow, ice or sleet or the opening of any windrows of such material upon such portion of such driveway within the dedicated portion of the Village street.

## **Sec. 6-3-2      Driveway Location, Design and Construction Requirements.**

- (a) **General Requirements.** The location, design and construction of driveways shall be in accordance with the following:
  - (1) **General Design.** Private driveways shall be of such width and so located that all of such driveways and their appurtenances are within the limits of the frontage abutting the street of the property served. Driveways shall not provide direct ingress or egress to or from any street intersection area and shall not encroach upon or occupy areas of the street right-of-way required for effective traffic control or for street signs or signals. A driveway shall be so located and constructed that vehicles approaching or using it shall have adequate sight distance along the street. Driveway approaches shall be at least ten (10) feet apart and three (3) feet from any property line at all point of the driveway except by special permission from the Village Board, and driveways shall in all cases be placed wherever possible as not to interfere with utilities in place.
  - (2) **Number.** The number of driveways to serve an individual property fronting on a street shall be one (1), except where deemed necessary and feasible by the Village Board for reasonable and adequate service to the property, considering the safety, convenience and utility of the street.
  - (3) **Island Area.** The island area in the street right-of-way between successive driveways or adjoining a driveway and between the highway shoulder and right-of-way shall constitute a restricted area and may be filled in and graded only as provided in Subsection (a)(6).

- (4) **Drainage.** The surface of the driveway connecting with rural type street cross sections shall slope downward and away from the highway shoulder a sufficient distance to preclude ordinary surface water drainage flowing onto the street roadbed.
- (5) **Reconstruction of Sidewalks and Curb and Gutter.** When the construction of a driveway requires the removal of a curb or gutter the new connections shall be of equivalent acceptable material and curb returns shall be provided or restored in a neat, workmanlike manner. The driveway surface shall be connected with the highway pavement and the sidewalk, if any, in a neat, workmanlike manner. The driveway apron from the street and/or curb to the outer edge of the adjacent sidewalk (or where a sidewalk would typically be constructed) shall be paved. The driveway construction shall include the replacement of such sidewalk areas which are inadequate or which are or may be damaged by means of vehicle travel across the sidewalk. Reconstructed or new sidewalks across driveways shall meet the construction standards of Section 6-2-2.
- (6) **Restricted Areas.** The restricted area between successive driveways may be filled in and graded only when the following requirements are complied with:
  - a. The filling or draining shall be to grades approved by the Village and, except where highway drainage is by means of curb and gutter, water drainage of the area shall be directed away from the street roadbed in a suitable manner.
  - b. Culvert extensions under the restricted area shall be of the same size and of equivalent acceptable material as the culvert under the driveway. Intermediate manholes adequate for cleanout purposes may be required where the total culvert length is excessive.
  - c. Where no street side ditch separates the restricted area from the street roadbed, permanent provision may be required to separate the area from the street roadbed to prevent its use for driveway or parking purposes by construction of a border, curb, rail or posts as may be required by the Village Board.
- (7) **Relocation of Utilities.** Any costs of relocating public utilities shall be the responsibility of the property owner with approval of the Village Board or authorized committee thereof necessary before any utility may be relocated and the driveway installed.
- (8) **Construction Across Sidewalks.** All driveway entrances and approaches which are constructed across sidewalks shall be of concrete constructed in accordance with the requirements for sidewalk construction in Section 6-2-2 of this Code insofar as such requirements are applicable, including thickness requirements.
- (9) **Special Requirements for Driveways Over 150 Feet in Length; Special Situations.**
  - a. In addition to those driveway requirements prescribed herein, private driveways one hundred and fifty (150) feet and over in length, measured from the edge of the traveled surface of the intersecting highway to the structure, shall meet the following standards to permit access to principal buildings by the Fire District and/or other public safety authorities:

1. A minimum of a twenty-four (24) foot right-of-way;
  2. A minimum clear-cut width of twenty (20) feet;
  3. A minimum driving surface of sixteen (16) feet;
  4. A minimum height clearance of fifteen (15) feet; and
  5. A minimum width of twenty (20) feet for all aprons and approaches.
- b. Driveways of one hundred fifty (150) feet and over accessing parcels on which there are no structural improvements are exempt from the requirements of this Subsection. However, if a structure is subsequently built, all standards and requirements for driveways and culverts prescribed by this Section shall then be fully complied with.
- c. The Village, based on recommendations of the Fire Department, may require additional clear-cut width clearances and extra driving surface widths to alleviate concerns caused by sharp curves, steep inclines or other situations which could interfere with emergency vehicles properly and safely utilizing the driveway.
- (10) **Variances.** Any of the above requirements may be varied by the Village Board in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the above requirements impossible or impractical.
- (b) **Special Requirements for Commercial and Industrial Driveways.** The following regulations are applicable to driveways serving commercial or industrial establishments:
- (1) **Width of Drive.** No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than thirty (30) feet measured at the outer or street edge of the sidewalk. In instances where the nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Village Board in its discretion may permit a driveway of additional width.
  - (2) **Angular Placement of Driveway.** The angle between the center line of the driveway and the curb line shall not be less than 45°.
  - (3) **Island Areas.** Where the public sidewalk is adjacent to the curb, an island of a minimum length of six (6) feet measured along the curb line shall be placed between each entrance to a Village street. The curb shall be left intact for the length of this island. Where the public sidewalk is remote from the curb, an island of a minimum length of ten (10) feet measured along the right-of-way line shall be maintained along each entrance to the Village street. All flares shall be tangent to the curb line. A curb length of not less than three (3) feet shall be left undisturbed adjacent to each property line to serve as an island area in the event an adjoining property owner applies for a driveway permit to serve his/her property.
- (c) **Special Requirements for Residential Driveways.** The following regulations are applicable to driveways serving residential property:
- (1) **Width of Driveways.** Openings for vehicular ingress and egress shall be at least ten (10) feet wide at the property line for residential properties, but shall not exceed twenty-four (24) feet at the property line and thirty (30) feet at the curb opening.

- (2) **Angular Placement.** The center line of the drive may be parallel to the property line of the lot where access is required or at right angles to the curb line.
- (d) **Appeal from Permit Refusal.** Any person feeling himself/herself aggrieved by the refusal of the Zoning Administrator to issue a permit for a private driveway may appeal such refusal to the Village Board within fourteen (14) days after such refusal to issue such permit is made.
- (e) **Prohibited Driveways.**
  - (1) No person, firm or corporation shall place, construct, locate in, or cause to be placed, constructed or located in, any obstruction or structure within the limits of any public road, highway or street in the Village of Hatley except as permitted by this Section. As used herein the word "structure" includes private driveways, a portion of which extends into any public road, highway or street, and which is in non-conformance with this Chapter.
  - (2) No driveway shall be closer than ten (10) feet to the extended street line at an intersection. At street intersections a driveway shall not provide direct ingress or egress to or from the street intersection area and shall not occupy areas of the roadway deemed necessary by the Village for effective traffic control or for highway signs or signals.
  - (3) The grade of that portion of any private driveway or pedestrian path located within the limits of any public road, highway or street shall be such as shall meet the grade of the existing public roadway in a downward manner at its edge and not cause an obstruction to the maintenance or clearing of such public roadway. Whenever possible, the driveway area located within the right-of-way area shall consist of at least four (4) feet of flat surface area from the pavement edge.
  - (4) No driveway apron shall extend out into the street further than the facing of the curb and under no circumstances shall such driveway apron extend into any gutter area. All driveway entrances and approaches shall be constructed as not to interfere with the drainage of streets, side ditches or roadside areas, or with any existing structure on the right-of-way.
  - (5) No portion of any curb, parapet or retaining wall, rising above the grade of the driveway, erected by the owner of the premises involved shall extend beyond the culvert spanning the water course located in such public way.
- (f) **Culvert Construction and Standards.**
  - (1) **Culvert Requirement.** The Village Board may require the property owner to provide for adequate surface water drainage along the street, and the property owner shall provide any necessary culvert pipe at his/her expense.
  - (2) **Culvert Permit.**
    - a. No person shall lay, remove, replace or repair any culvert within the Village of Hatley unless he/she is under contract with the Village to do such work or has obtained a permit therefor from the Zoning Administrator or his/her designee at least three (3) days before work is undertaken. The Village shall determine the

diameter of the culvert to be installed which shall not be less than twelve (12) inches and shall approve of the laying of said culvert so as to provide proper drainage.

- b. No person (not under contract to the Village of Hatley) shall lay, remove, replace or repair any culvert until a permit has been obtained from the Zoning Administrator at least three (3) days before work is undertaken. There shall be no fee for such permit. A Village representative shall view the site for installation of the culvert and determine the position and diameter of the culvert necessary to provide adequate drainage.
- (3) **Existing Driveway Situations.** The owner of a driveway existing at the time this Section originally became effective may be required to install a culvert if such existing driveway shall impede the flow of surface waters. The Village may have professionals advise the Village Board regarding any driveway which intersects with a public street that impedes the flow of surface water, and the Village Board shall order the owner thereof to install a proper culvert as directed by the Village. The cost of such installation shall be borne by the owner. If the owner refuses or neglects to install a culvert, the Village shall, after notice to the owner, proceed to make such installation and charge the cost therefor to the owner. If such costs are not paid by November 1st, the Zoning Administrator shall place the charges on the tax roll in the same manner as a special assessment to be collected with real estate taxes.
- (4) **Size.** Culverts shall be installed prior to construction work being commenced on the property served. No pipe smaller than twelve (12) inches in diameter (or equivalent elliptical or arch pipe) will be allowed. All culverts shall be constructed of galvanized steel or reinforced concrete, and shall be made of new manufacture, unless specifically excepted by the Village Board (or its designee) or Village Engineer in the case of quality used culverts. PVC plastic culverts may only be used if a ditch is twelve (12) inches or less in depth or the Village Board (or its designee) determines there is adequate cover.
- (5) **Gauge.** The minimum wall thickness for the galvanized steel pipe culverts shall be in accordance with the following:

Pipe Diameter	Gauge
15 to 24 inch	16
30 to 36 inch	14
42 to 54 inch	12
60 to 72 inch	10
78 to 84 inch	8

The class of reinforced concrete pipe shall be in accordance with the following:



Height of Cover (in feet)	Class of Pipe
0-2	IV
2-3	III
3-6	II

- (6) **Drainage.** The culverts shall be placed in the ditchline at elevations that will assure proper drainage.
- (7) **Endwalls.** Culverts shall be provided with earthen, concrete or metal apron endwalls as directed by the Village Board (or its representative) or Village Engineer.
- (8) **Backfill Material.** Material used for backfill shall be of quantity acceptable to the Village board (or its representative) or Village Engineer and shall be free from frozen lumps, wood, or other extraneous or perishable materials. The minimum cover, measured from the top of the pipe to the top of the subgrade, shall be six (6) inches.
- (9) **Erosion Control.** Erosion control measures shall be implemented as necessary to control erosion, or as directed by the Village Board (or its representative) or Village Engineer.
- (10) **Distance.** The distance between culverts under successive driveways shall not be less than ten (10) feet except as such restricted area is permitted to be filled pursuant to Subsection (a)(6).
- (11) **Cost.** The property owner shall install the culvert and be responsible for the cost thereof. The property owner shall keep his/her culverts unobstructed and clean.
- (12) **Appeal.** Persons may request a variance from the culvert requirements of this Section by filing a written appeals request with the Village Clerk, who shall place the matter as an agenda item for the Village Board's next meeting. The Village Board may only waive the requirement for a culvert upon a finding that unique physical characteristics of the location in question render a culvert unnecessary. The Village Engineer may be asked to render an opinion on the request.



## Title 6 ► Chapter 4

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# Trees and Shrubs

<b>6-4-1</b>	Statement of Policy and Applicability of Chapter
<b>6-4-2</b>	Definitions
<b>6-4-3</b>	Authority of Village Forester to Enter Private Premises
<b>6-4-4</b>	Interference with Village Forester Prohibited
<b>6-4-5</b>	Abatement of Tree Disease Nuisances
<b>6-4-6</b>	Assessment of Costs of Abatement
<b>6-4-7</b>	Planting of Trees and Shrubs
<b>6-4-8</b>	Trimming
<b>6-4-9</b>	Trees and Shrubbery Obstructing View at Intersections or View of Traffic Signs
<b>6-4-10</b>	Prohibited Acts
<b>6-4-11</b>	Appeal from Determinations and Orders
<b>6-4-12</b>	Adoption of State Statutes

### **Sec. 6-4-1 Statement of Policy and Applicability of Chapter.**

- (a) **Intent and Purpose.** It is the policy of the Village of Hatley to regulate and establish policy for the control of planting, removal, maintenance and protection of trees and shrubs in or upon all public areas and terrace areas of the Village to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or other public areas; to promote and enhance the beauty and general welfare of the Village; to prohibit the undesirable and unsafe planting, removal, treatment and maintenance of trees and shrubs located in public areas; and to guard all trees and shrubs both public and private within the Village against the spread of disease, insects or pests.
- (b) **Application.** The provisions of this Chapter shall apply to trees and shrubs growing or hereafter planted in or upon public areas and terrace areas and also to all trees and shrubs growing or to be planted in or upon any private premises which shall threaten the life, health, safety or welfare of the public or of any public areas.

### **Sec. 6-4-2 Definitions.**

Whenever the following words or terms are used in this Chapter, they shall be construed to have the following meanings:

- (a) **Person.** "Person" shall mean person, firm, association or corporation.
- (b) **Public Areas.** "Public Areas" includes all public parks and other lands owned, controlled or leased by the Village except the terrace areas.
- (c) **Public Trees and Shrubs.** "Public Trees and Shrubs" means all trees and shrubs located or to be planted in or upon public areas.
- (d) **Public Nuisance.** "Public Nuisance" means any tree or shrub or part thereof which, by reason of its condition, interferes with the use of any public area; infected with a plant disease; infested with injurious insects or pests; injurious to public improvements or endangers the life, health, safety or welfare of persons or property.
- (e) **Boulevard or Terrace Areas.** "Boulevard or Terrace Areas" means the land between the normal location of the street curbing and sidewalk. Where there is no sidewalk, the area four (4) feet from the curb line shall be deemed to be a boulevard for the purpose of this Chapter. "Boulevard" shall have the same meaning as "terrace." Where there are only sidewalks, the area four (4) feet from the curb shall be deemed boulevard areas under this Chapter.
- (f) **Major Alteration.** Trimming a tree beyond necessary trimming to comply with this Chapter.
- (g) **Shrubs.** "Shrubs" shall mean any woody vegetation or a woody plant having multiple stems and bearing foliage from the ground up.
- (h) **Tree.** "Tree" shall mean any woody plant, normally having one stem or trunk bearing its foliage or crown well above ground level to heights of sixteen feet or more.
- (i) **Evergreen Tree.** "Evergreen Tree" shall mean any woody plant normally having one stem or trunk and bearing foliage in the form of needles and crowns which extend from ground level throughout its entire height.
- (j) **Forester.** Person or Village employee designated by the Village Board as authorized to carry out provisions of this Chapter. The Village Board may designate a municipal employee or citizen to perform the duties of Forester under Chapter 27, Wis. Stats., and may authorize such Forester to perform the duties and exercise the powers imposed on the Village Board by this Chapter. The Village Forester shall annually be appointed by the Village President, subject to Village Board confirmation, at the Board's organizational meetings. Such duties may be assigned to the Weed Commissioner or a citizen appointee.

### **Sec. 6-4-3 Authority of Village Forester to Enter Private Premises.**

The Village Forester or his/her authorized representative may enter upon private premises at all reasonable times for the purpose of examining any tree or shrub located upon or over such premises and carrying out any of the provisions of this Chapter.

### **Sec. 6-4-4 Interference with the Village Forester Prohibited.**

No person shall interfere with the Village Forester or his/her authorized representative while they are engaged in carrying out any work or activities authorized by this Chapter.

## Sec. 6-4-5 Abatement of Tree Disease Nuisances.

- (a) **Dutch Elm and Other Tree Diseases a Public Nuisance.** Whereas the Village Board has determined that there are many trees growing on public and private premises within the Village of Hatley, the loss of which would substantially depreciate the value of public and private property, impair the use and enjoyment of public and private premises and erode the tax base of the Village, and that the health and life of such trees is threatened by fatal diseases such as Dutch Elm disease, which is spread by the elm bark beetles *Scolytus multistriatus* (Eichb.) or *Hylurgopinus rufipes* (Marsh.), the Village Board hereby declares its intention to control and prevent the spread of such disease and the insect pests and vectors which carry such diseases and specifically declares Dutch Elm disease and the elm bark beetles which carry such disease, oak wilt disease and emerald ash borers to be public nuisances.
- (b) **Definitions.** As used in this Section, unless otherwise clearly indicated by the context:
- (1) "Public Nuisance" in this Chapter means:
    - a. Fatal or deleterious tree diseases.
    - b. Elm bark beetles *Scolytus multistriatus* (Eichb.) or *Hylurgopinus rufipes* (Marsh.); Dutch Elm disease.
    - c. Any living or standing tree or part thereof infected with the Dutch Elm disease fungus or in a weakened condition which harbors any of the elm bark beetles, *Scolytus multistriatus* (Eichb.) or *Hylurgopinus rufipes* (Marsh.), oak wilt disease, or emerald ash borer insects.
    - d. Any dead elm tree or part thereof, including logs, branches, stumps, firewood or other elm material from which the bark has not been removed and burned or sprayed with an effective insect or disease destroying concentrate.
    - e. Any other deleterious or fatal tree disease.
    - f. Any tree or part thereof which by reason of its condition and location is hazardous or dangerous to persons and property using or upon any public street, sidewalk, alley, park or other public or private place, including the terrace strip between curb and lot line.
    - g. Any tree or part thereof which is infested by the eastern tent caterpillar or other defoliating larvae.
  - (2) "Public property" means owned or controlled by the Village, including without limitation because of enumeration, public sites, parks, playgrounds, streets, alleys, sidewalks, boulevards, and the terrace strip between the lot line and the curb or improved portion of any public way.
  - (3) "Person" means person, firm or corporation.
- (c) **Inspection.**
- (1) The Village Forester may inspect or cause to be inspected all premises and places within the Village of Hatley to determine whether any public nuisance exists thereon. He/she shall also inspect or cause the inspection of any public tree reported or suspected to be infested with the Dutch Elm, oak wilt or emerald ash borer disease or any bark bearing materials reported or suspected to be infested with disease.

- (2) Whenever necessary to determine the existence of a deleterious tree disease or insects in any tree, the person inspecting such tree shall remove or cut specimens from the tree in such manner as to avoid fatal injury thereto and deliver such specimens to the Forester who shall forward them to the Wisconsin Department of Agriculture, Trade and Consumer Relations at Madison for analysis to determine the presence of such nuisances.
  - (3) The Forester and his/her agents or employees shall have authority to enter upon private premises at reasonable times for the purpose of carrying out any of the provisions of this Section.
- (d) **Abatement of Nuisances; Duty of Forester.**
- (1) Following authorization by the Village Board, the Forester shall order, direct, supervise and control the abatement of public nuisances as defined in this Section by spraying, removal, burning or by other means which he/she determines to be necessary to prevent as fully as possible the spread of deleterious tree diseases or the insect pests or vectors known to carry such diseases.
  - (2) Whenever the Forester after inspection or examination shall determine that a public nuisance as herein defined exists on public property in the Village, the Forester shall immediately abate or cause the abatement of such nuisance in such manner as to destroy or prevent as fully as possible the spread of Dutch Elm disease, other deleterious tree diseases, or the insect pests or vectors known to carry such disease fungus.
  - (3)
    - a. When the Forester shall determine with reasonable certainty that a public nuisance exists upon private premises, the Forester shall immediately serve or cause to be served personally or by registered mail upon the owner of such property, if the owner can be found, or upon the occupant thereof, a written notice of the existence of such nuisance and of a time and place for a hearing, not less than fourteen (14) days after service of such notice, on the abatement action to be taken. Such notice shall describe the nuisance and recommend procedures for its abatement, and shall further state that unless the owner shall abate the nuisance in the manner specified in the notice, or shall appear at the hearing to show that such nuisance does not exist or does not endanger the health of trees in the Village, the Forester shall cause the abatement thereof at the expense of the property served. If the owner cannot be found, such notice shall be given by publication in a newspaper of general circulation in the Village.
    - b. If, after hearing held pursuant to this Subsection, it shall be determined by the Village Board that a public nuisance exists, it shall forthwith order the immediate abatement thereof. Unless the property owner abates the nuisance as directed within five (5) days after such hearing, the Forester shall proceed to abate the nuisance and cause the cost thereof to be assessed against the property in accordance with the procedures provided in this Section. The Forester may extend the time allowed the property owner for abatement work but not to exceed ten (10) additional days.

(e) **Spraying.**

- (1) Whenever the Forester shall determine that any tree or part thereof is infected with a deleterious or fatal tree disease or is in a weakened condition or harbors insects, the Forester may cause all trees within a one thousand (1,000) foot radius thereto to be sprayed with an effective disease destroying concentrate or other insecticide, following prior authorization by the Village Board.
- (2) In order to facilitate the work and minimize the inconvenience to the public of any spraying operations conducted under this Section, the Forester shall cause to be given advance public notice of such operations by newspaper, radio, television, public service announcements or other effective means and shall also cause the posting of appropriate warning notices in the areas and along the streets where trees are to be sprayed at least twenty-four (24) hours in advance of spraying. When any residue or concentrate from municipal spraying operations can be expected to be deposited on any public street, the Forester shall also notify the Village office which shall direct necessary steps to make and enforce temporary parking and traffic regulations on such streets as conditions require. Temporary "no parking" notices shall be posted in each block of any affected street at least twenty-four (24) hours in advance of spraying operations.
- (3) When appropriate warning notices and temporary "no parking" notices have been given and posted in accordance with Subsection (b) of this Section, the Village shall not allow any claim for damages to any vehicle caused by such spraying operations.
- (4) When trees on private property are to be sprayed, the Forester shall notify the owner of such property and proceed in accordance with the requirements of Subsection (d)(3).

## **Sec. 6-4-6      Assessment of Costs of Abatement.**

- (a) **Public Premises.** The entire cost of abating any public nuisance or spraying any elm tree, or part thereof, when done at the direction of the Forester shall be borne by the Village as to any growth, tree or shrub located upon property owned by the Village. The abating of a public nuisance or spraying trees or wood located upon a terraced strip between the lot line and the curb shall be considered private property.
- (b) **Private Premises.** The cost of abating a public nuisance or spraying diseased trees located on private premises when done at the direction and under the supervision of the Forester shall be assessed to the property on which such nuisance, tree or wood is located as follows:
  - (1) The Forester shall keep a strict account of the cost of such work or spraying and the amount chargeable to each lot or parcel and shall report such work, charges, description of lands to which charged and names and addresses of the owners of such lands to the Village Board on or before October 15 of each year.

- (2) Upon receiving the Forester's report, the Village Board, or a designated standing committee thereof, shall hold a public hearing on such proposed charges, giving at least fourteen (14) days' advance notice of the time, place and purpose of such hearing to interested persons by publication in a newspaper of general circulation in the municipality and by mail to the owner of each property proposed to be charged. Each property owner shall be notified of the amount proposed to be assessed against his/her premises and the work for which such charge is being made.
- (3) After such hearing, the Village Board, or a designated standing committee thereof, shall affirm, modify and affirm or disapprove such assessments by resolution and shall cause a copy thereof to be published. Upon adoption and publication of such resolution, assessments made thereby shall be deemed final.
- (4) The Village Clerk shall mail notice of the amount of such final assessment to each owner of property assessed at his/her last-known address, stating that, unless paid within thirty (30) days of the date of the notice, such assessment will be entered on the tax roll as a tax against the property, and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such assessment.
- (5) The Village hereby declares that, in making assessments under this Section, it is acting under its police power, and no damages shall be awarded to any owner for the destruction of any diseased or infested tree or wood or part thereof.

## **Sec. 6-4-7      Planting of Trees and Shrubs.**

### **(a) Purpose.**

- (1) **Generally.** The Village Board hereby states its determination that the planting, care and protection of public trees within the Village is desirable for the purposes of beauty, shade, comfort, noise abatement and economic betterment, and hereby encourages all persons to assist in a program of tree planting, care and protection.
- (2) **Permit Required.** No person except upon order of the Village Forester shall plant, transplant, move, spray, brace, trim, prune, cut above or below ground, disturb, alter or do surgery on a public tree or shrub in the Village, or cause such act to be done by others, without first getting a written permit for such work from the Village Forester as herein provided.
- (3) **Exemptions.** No permit shall be required to cultivate, fertilize, perform minor cutting or pruning or watering of public trees or shrubs.
- (4) **Requirements and Conditions of Permits.** If the Village Forester determines that the proposed work or planning described in an application for a permit is necessary and in accord with the purposes of this Chapter, taking into account the safety, health and welfare of the public, location of utilities, public sidewalks, driveways and street lights, general character of the area in which the tree or shrub is located or proposed



to be located, type of soil, characteristics and physiological needs of the species or variety of trees or shrub, he/she shall issue a permit to the applicant upon presentation of the receipt of the Village Clerk showing payment of the required fee. As a condition of granting any permit to remove the public tree or shrub, the Village Forester may require that the permittee plant one (1) or more trees or shrubs in place of the one removed, and no permittee under such a conditional permit, shall fail, refuse or neglect to plant trees or shrubs of the type, size and location specified in his/her permit.

- (5) **Form, Expiration and Inspection.** Every permit shall be issued by the Village Forester on forms prepared by him/her shall include a description of the work to be done and shall specify the species or variety, size, nursery grade and location of trees or shrubs to be planted, if any. Any work done under such permit must be performed in strict accordance with the terms thereof and the provisions of this Chapter. Permits issued under this Chapter shall expire six (6) months after date of issue.
- (6) **Fee.** There shall be no fee for such a permit.
- (7) **Permits to Public Utilities.** Whenever a permit is issued under this Chapter to a public utility to move, trim, prune, cut, disturb, alter or do surgery on any public tree or shrub, the Village Forester shall limit the work to be done to the actual necessities of the utility and may assign an inspector to supervise the work done under the provisions of the permit, and the expense of such inspection or supervision shall be charged to the utility.
- (8) **House Moving Permits.** No person shall move any building, structure or object exceeding thirteen (13) feet in height or width upon, over or along any public right-of-way or other public place without first obtaining a written permit from the Village Forester who may require the applicant to furnish a bond or cash deposit to cover the cost of repairing or replacing any public trees or shrubs which are injured as a result of the moving operations, specify the route to be taken and impose any other conditions reasonably necessary for the protection of nearby public trees from injury. Permits under this Chapter shall expire thirty (30) days after date of issue.
- (b) **Tree Planting Program.** The Village Forester shall recommend to the Village Board a program for tree planting, care and protection for public parks. The Village Board shall also encourage the planting, care and protection of trees and shrubs on private premises within the Village of Hatley.
- (c) **Cottonwood and Box Elder Trees Prohibited.** No person shall plant within the Village of Hatley any female tree of the species *Populus Deltoides*, commonly called the "Cottonwood," or any tree commonly called the seed-bearing Box Elder *Acer Negundo*, which may now or hereafter become infested with Box Elder Bugs, and such trees are hereby declared a nuisance. Any person planting any such trees on his/her premises shall cause the same to be removed. If any owner shall fail to remove any such tree within thirty (30) days after receiving written notice from the Village Forester, the Village shall

cause the removal of such tree and report the full cost thereof to the Village Clerk who shall place such charge upon the next tax roll as a special charge against the premises.

- (d) **Planting of Certain Trees Restricted.** Except in public parks, no person shall hereafter plant any Catalpa, Chinese Elm, White Poplar, Weeping Willow, Evergreen, Lombardy Poplar, Silver Maple, or any fruit or nut tree in or upon any public street, parkway, terrace or other public place within the Village of Hatley unless he/she shall first secure written permission from the Village Forester, who shall not approve any such planting if, in his/her opinion, said tree will constitute a nuisance to the public or adjoining property owners or interfere with the safety of the public or the operation of any sewer or water system. The Village Forester shall cause the removal of any tree planted in violation of this Subsection.

(e) **Planting.**

- (1)
  - a. All new street trees must be selected from a list of approved trees compiled by the Village Forester. No other species may be planted without the written approval of the Village Forester. New trees must be single stemmed with a minimum diameter of one and one-quarter (1-1/4) inches measured at six (6) inches above ground level.
  - b. The tree shall be planted in a well prepared hole at the same depth as it was originally growing. All trees less than twelve (12) feet high shall be staked. All trees twelve (12) feet or more in height shall be supported by guy wires in such a way as not to injure the bark. The support shall be removed after a year.
  - c. The tree shall be kept well watered and mulched or cultivated in a two (2) foot diameter around its base to conserve moisture and as a protection from lawn mower damage.
  - d. The good health of all trees planted hereunder shall be guaranteed for one (1) year by the applicant, after which time such trees shall become the property of the Village.
- (2) Where required, curbs and sidewalks must be installed prior to street tree planting. Distance between the face of the curb and the outer edge of the sidewalk must be at least four (4) feet. Trees must be planted half way between the sidewalk and curb unless underground utilities prevent such planting. No tree shall be planted closer than two (2) feet from the curb.
- (3) Trees may *not* be planted in the terrace closer than:
  - a. Twenty (20) feet to a utility or street lighting pole.
  - b. Fifteen (15) feet to a driveway or alley.
  - c. Six (6) feet to a fire hydrant, water stop box or gas shut-off. If possible, allow more distance than six (6) feet.
  - d. Twenty-five (25) feet to the intersection of two (2) streets from either corner measured on the property line.
  - e. Twenty-five (25) feet to another tree. [If the other tree is an elm or other species which is damaged, injured or diseased and likely to be removed in the future, then a thirty-five (35) foot distance to the next nearest healthy tree will prevail.]

- (4) New street trees shall not be planted over an existing tree stump within two (2) years of removal unless the stump is removed to a depth of four (4) feet.
- (5) The property owner has the responsibility to locate underground utilities before digging.
- (6) Evergreen trees shall not be planted in a terrace area.
- (f) **Unlawfully Planted Trees.** Trees, plants or shrubs planted within any terrace or planting easement without the authorization and approval of the Forester may be removed. The Forester shall notify the abutting owner in writing, listing the unlawfully planted trees, plants or shrubs, ordering their removal, and establishing a reasonable time within which such removal shall be accomplished. In the event that removal is not to be accomplished within the time specified, the Village may remove such trees, plants or shrubs and assess the costs thereof to the owner.
- (g) **Frames.** Any person, adjacent to whose land any shade or ornamental tree or shrub is growing in any street, may, for the propose of protecting such tree or shrub, surround the same with a suitable box or frame for protection, but all such work shall be performed under the supervision and direction of the Village Forester.
- (h) **Acceptable Trees.** Certain plants are more suited than others to provide these benefits under various landscape conditions. The lists following provide a range of sizes and tree variety; they are not inclusive of *all* the better plants but are representative of them.
  - (1) Alder, Black (*Alnus glutinosa*)
  - (2) Alder, Speckled (*Alnus rugosa*)
  - (3) Ash, Green (*Fraxinus pennsylvanica*), and Ash, White especially the seedless cultivars (e.g., Marshall's Seedless, Tatmore, Urbanite); vastly overplanted
  - (4) Birch, River (*Betula nigra*), especially Heritage
  - (5) Cherry, Sargent (*Prunus sargentii*)
  - (6) Chokecherry, Schubert (*Prunus virginiana* "Schubertii")
  - (7) Corktree, Amur (*Phellodendron amurense*)
  - (8) Corktree, Sakhalin (*Phellodendron sakhalinense*)
  - (9) Dogwood, Kousa (*Cornus kousa*)
  - (10) Dogwood, Correlliancherry (*Cornus mas*)
  - (11) Elm, Chinese (*Ulmus parvifolia*; *not* Siberian elm)
  - (12) Ginkgo (*Ginkgo biloba*), male clones only
  - (13) Hackberry (*Celtis occidentalis*), esp. Chicagoland, Prairie Pride and Windy City
  - (14) Honeylocust, Thornless Common (*Gleditsia triacanthos inermis*), many cultivars available; vastly overused; would discourage continued planting
  - (15) Hornbeam, American (*Carpinus caroliniana*)
  - (16) Hornbeam, European (*Carpinus betulus*)
  - (17) Hophornbeam, American (*Ostrya virginiana*)
  - (18) Katsuratree (*Cercidiphyllum japonicum*)
  - (19) Linden, Crimean (*Tilia X euchlora*), esp.
  - (20) Linden, Littleleaf (*Tilia cordata*), esp. Glenleven, Greenspire and June Bride

**6-4-7**

- (21) Linden, Silver (*Tilia tomentosa*)
- (22) Maple, Hedge (*Acer campestre*)
- (23) Maple, Paperbark (*Acer griseum*)
- (24) Maple, Three-flower (*Acer triflorum*)
- (25) Maple, Miyabe (*Acer miyabei*)
- (26) Maple, Norway (*Acer platanoides*), esp. Cleveland, Emerald Queen, Schwedler, Summershade and Superform. May be too big for many areas; too shady, often preventing lawn growth
- (27) Maple, Red (*Acer rubrum*), esp. Autumn Blaze, Marmo, Morgan, Northwood, October Glory and Red Sunset
- (28) Maple, Sycamore (*Acer pseudoplatanus*)
- (29) Maple, Tartarian (*Acer tataricum*)
- (30) Maple, Purpleblow (*Acer truncatum*)
- (31) Oak, Bur (*Quercus macrocarpa*)
- (32) Oak, English (*Quercus robur*)
- (33) Oak, Pin
- (34) Oak, Red (*Quercus rubra* or *Q. borealis*)
- (35) Pear, Callery (*Pyrus calleryana*), esp. Chanticleer and Fauriei [cultivars such as Bradford and Aristocrat are proving to be landscape liabilities as they age beyond fifteen (15) years]

**Sec. 6-4-8      Trimming.**

- (a) Prior to major trimming activity involving a public tree, the permit requirements of Section 6-4-7(a) shall be complied with. Any person growing a tree, plant or shrub on any private property abutting on public streets or public places shall:
  - (1) Trim them so as not to be a hazard to persons using the streets or to interfere with the proper lighting of the streets.
  - (2) Treat or remove any tree, plant or shrub which the Village Forester shall determine is diseased or insect-ridden or a hazard to persons using the streets.
  - (3) Remove and refrain from planting any tree, plant or shrub designated by the Wisconsin Department of Agriculture, Trade and Consumer Protection and published in its regulations to be a host or carrier of a dangerous plant disease or insect pest.
- (b) Owners of any property may arrange to have any terrace or utility easement tree, plant or shrub sprayed, trimmed or removed by the Village and pay for such service at the rates established by the Village Board.
- (c) Trees and shrubs standing in or upon any boulevard, public area or upon any private premises adjacent to any public right-of-way or public areas shall be kept trimmed by their owner (or adjacent property owner) so that the lowest branches projecting over the public street or alley provide a clearance of not less than fourteen (14) feet. The Village Forester

may waive the provisions of this Section for newly planted trees if he determines that they do not interfere with public travel, obstruct the light of any street light or endanger public safety.

- (d) The necessity of the pruning may be determined by the Village Forester.
- (e) Clearance from sidewalk to lower branches shall not be less than seven (7) feet. All trees standing upon private property in the Village, the branches of which extend over the line of the street, shall be trimmed so that no branch shall grow or hang over the line of the sidewalk lower than seven (7) feet above the level of the sidewalk. No tree shall be permitted to grow in such a manner as to obstruct the proper diffusion of light from any public lamp.
- (f) Trimming or pruning of more than two-thirds (2/3) of the crown shall be considered to be a major alteration and shall require authorization from the Village Forester.

### **Sec. 6-4-9      Trees and Shrubbery Obstructing View at Intersection or View of Traffic Signs.**

- (a) Notwithstanding any other provision of this Chapter, no person shall maintain, plant or permit to remain on any private or public premises situated at the intersection of two (2) or more streets or alleys in the Village any hedge, tree, shrub or other growth which may obstruct the view of the operator of any motor vehicle or pedestrian approaching such intersection.
- (b) It is unlawful for any person to plant, cause to grow, allow to grow or maintain any trees, bushes, shrubbery or vegetation of any kind which is an obstruction to the clear and complete vision of any traffic sign or driveway approach to a street in the Village. It shall be the duty of every owner of such tree, bush, shrubbery or vegetation to remove such obstruction.
- (c) Any shrub, tree or other plant which obstructs the view at an intersection or the view of a traffic sign shall be deemed to be dangerous to public travel and the Village Forester may order, by written notice, the owner or occupant of any private place or premises on which there stands a tree or shrub which unreasonably interferes with or encroaches upon the street or sidewalk, to take such steps as are necessary to remove such interference. If such owner or occupant fails, within ten (10) days of receipt of notice, to take such necessary steps, the Village Forester and/or other Village employees shall order the Village employees to remove the interference. The cost of removing the interference shall be levied and collected as a special tax upon the property upon which or in front of which such tree or shrub stands.
- (d) Any person who is an owner or occupant or firm or corporation failing to obey the written notice of the Village Forester as specified in Subsection (c) above shall, upon conviction thereof, be subject to a forfeiture as established in Section 1-1-6 of this Code of Ordinances.

## **Sec. 6-4-10 Prohibited Acts.**

- (a) **Damage to Public Trees.** No person shall, without the consent of the owner in the case of a private tree or shrub, or without written permits from the Village Forester in the case of a terrace-area tree, public tree or shrub, perform or cause to be performed by others any of the following acts:
  - (1) Secure, fasten or run any rope, wire sign, unprotected electrical installation or other device or material to, around or through a tree or shrub.
  - (2) Break, injure, mutilate, deface, kill or destroy any tree or shrub or permit any fire to burn where it will injure any tree or shrub.
  - (3) Permit any toxic chemical, gas, smoke, oil or other injurious substance to seep, drain or be emptied upon or about any tree or shrub or place cement or other solid substance around the base of the same.
  - (4) Remove any guard, stake or other device or material intended for the protection of a public tree or shrub, or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water and fertilizer.
  - (5) Attach any sign, poster, notice or other object on any tree, or fasten any guy wire, cable, rope, nails, screws or other device to any tree; except that the Village may tie temporary signs to trees when necessary in conjunction with street improvement work, tree maintenance work or parades.
  - (6) Cause or encourage any fire or burning near or around any tree.
- (b) **Excavations.** All trees on any parkway or other publicly owned property near any excavation or construction of any building structure or street work shall be sufficiently guarded and protected by those responsible for such work as to prevent any injury to said trees. No person shall excavate any ditches, tunnels or trenches, or install pavement within a radius of ten (10) feet from any public tree without a permit from the Village Forester.
- (c) **Interference With Forester.** No person shall:
  - (1) Interfere with or prevent any acts of the Forester or his/her agents or employees while they are engaged in the performance of duties imposed by this Section.
  - (2) Refuse to permit the Forester or his/her duly authorized representative to enter upon his/her premises at reasonable times to exercise the duties imposed by this Section.
- (d) **Refusal to Abate Nuisance.** Permits any public nuisance to remain on any premises owned or controlled by him when ordered by the Forester to abate such nuisance.

## **Sec. 6-4-11 Appeal from Determinations or Orders.**

Any person who receives a determination or order under this Chapter from the Village Forester and objects to all or any part thereof shall have the right to appeal such determination or order, subject to the provisions of Title 4 of this Code of Ordinances and Chapter 68, Wis. Stats., to the Village Board within seven (7) days of receipt of the order and the Village Board shall hear such appeal within thirty (30) days of receipt of written notice of the appeal. After such hearing,

the Village Board may reverse, affirm or modify the order or determination appealed from and the grounds for its decision shall be stated in writing. The Village Board shall, by letter, notify the party appealing the order or determination of its decision within ten (10) days after the hearing has been concluded. The Village Board shall file its written decision with the Village Clerk.

### **Sec. 6-4-12    Adoption of State Statutes.**

Sections 27.09 and 86.03, Wis. Stats., are hereby adopted and incorporated herein by reference.

*State Law Reference:* Sections 27.09 and 86.03, Wis. Stats.

