



Franklin County Missouri

Action Item 2017-409

In the Matter of Adopting a New Road Conversion Policy for Franklin County

Information

Department:

Legal

Sponsors:

Category:

Policy

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Body

IN THE MATTER OF ADOPTING A NEW ROAD CONVERSION POLICY FOR FRANKLIN COUNTY

WHEREAS, one of the most important functions of county government is to maintain roadways and utility easements owned or controlled by the county; and

WHEREAS, prior hereto Franklin County adopted a Road Conversion Policy which set forth the parameters by which it was determined which roadways would be converted to hard surface and otherwise upgraded; and

WHEREAS, the Franklin County Commission has determined that it is necessary and advisable to repeal the existing policy and to adopt a new policy in order to insure that the policy is consistent with the current needs of Franklin County ; and

IT IS THEREFORE ORDERED by the Franklin County Commission that the existing Roadway Conversion Policy of Franklin County is hereby repealed and the attached Roadway Conversion Policy is hereby adopted.

IT IS FURTHER ORDERED that a copy of the Policy be provided to Ronald J. Williams, Highway Administrator; and that a copy be posted on the Franklin County website.

ROAD CONVERSION POLICY

The Franklin County Road Conversion Policy is designed to provide for the safe, efficient and fair conversion of all eligible gravel roads in Franklin County to hard surfaced roads. In order to be an “eligible” road, a road must not be unreasonably susceptible to flooding and/or erosion, must provide a true public benefit as determined by the Franklin County Commission after receiving a recommendation from the County Highway Administrator, and the petition submitted by property owners pertaining to a “conversion” must be in total compliance with the procedures set forth in this Policy. The following procedures notwithstanding, the County Commission, based upon the recommendation of the County Highway Administrator, reserves the right to hard surface any roadway deemed necessary for safety or financial reasons. The County Commission also reserves the right to suspend this Policy at any time for financial reasons.

I. Petition Process: Any property owner may petition Franklin County to convert a gravel road to a hard surface road. The process is as follows:

A. Preliminary inquiry: Prior to submitting a petition for conversion a person desiring to have a road converted from gravel to hard surface must submit a sketch which reflects the following to the Franklin County Highway Department:

1. Name of road.
2. Where hard surface is to start and where it is to end.

At this point the only issues to be decided are 1) is it a public road; 2) is the road unreasonably susceptible to flooding and/or erosion; and 3) does at least one end of the area proposed to be hard surfaced connect with another hard surfaced, public road? If the answer to all three of these is “yes” the property owner will be provided with a petition packet. If the answer to one or more of these questions is “no” the property owner will be advised that the road is not eligible for conversion.

B. Petition requirements:

1. The petition must be signed by the property owners owning at least 75% of the frontage (both sides) along the road to be hard surfaced. It is the responsibility of the petitioning property owner to obtain the required signatures.

2. Once the petition has been submitted, the Franklin County Highway Department will review the petition in order to verify that the proper persons or entities have executed the petition. The Highway Department will also utilize the petition to obtain all of the names and addresses of the property owners abutting the road.

3. The County Highway Department will prepare the necessary roadway/utility easement deeds dedicating the necessary easement to the County. The

easement will be measured from either the centerline of the roadway or from the property line depending upon how the road was dedicated in the first instance. The easement is preferred to be a minimum of twenty-five (25) feet from each property owner but can be varied by the County Commission both with respect to the overall width and from whom the easement may be obtained. The easement shall be available for use by Franklin County to widen the roadway and shoulders and provide proper storm water and drainage facilities as necessary and for the installation of any public utility. Any private fence, wall or appurtenances located within the easement to be dedicated shall be relocated outside of the easement at the County's expense prior to any work commencing on the conversion.

4. Once the easement deeds have been prepared they will be returned to the petitioners for signatures. All individuals or entities with an interest in the subject property must execute the deed and must do so in front of a notary. Obtaining all necessary signatures shall be the sole responsibility of the petitioning property owners. The petitioning property owners shall return the executed deeds to the Franklin County Highway Department. If the executed deeds address all abutting property along the road to be converted the deeds will be recorded at Franklin County's expense and the conversion request shall proceed to the next phase. The petitioning owner shall be allotted a period of one hundred eighty (180) days in which to return all required easement deeds. If the petitioning property owner fails to return all required easement deeds within such time period the proposed conversion project shall, at the option of the County Commission, be abandoned and all easement deeds shall be returned to the applicable property owner. The Commission reserves the right to proceed with the project if it deems that doing so is in the best interest of Franklin County.

II. Conversion Process:

At such time as all required deeds have been submitted to the County and have been recorded the Conversion Process will commence. The Conversion consists of a three (3) step process which can take a considerable amount of time to complete. Depending on the status and composition of the road to be converted the project could take three (3) years or longer to complete. The costs of conversion shall be paid for by Franklin County and, depending upon the scope and extent of the project, all or part of the project may be submitted to competitive bidding or it may be performed by employees of the Franklin County Highway Department. How the work is to be performed and who is to perform the work shall be in the sole and absolute discretion of Franklin County.

The three (3) step Conversion Process shall consist of the following:

A. Compaction: The gravel road to be converted must meet minimum compaction requirements of at least 90% of standard proctor density. The County will retain a geotechnical company to test the density at a minimum of every five hundred

(500) feet. Any areas found to be deficient will be removed, replaced and repaired. If the County Highway Administrator deems it necessary the compaction may also be retested.

B. Widening and drainage:

1. Traffic count of less than 2,500 vehicles per day: minimum width of twenty-two (22) feet; two (2), eleven (11) feet wide lanes.
2. Traffic count of 2,500 or more vehicles per day: minimum width of twenty-four (24) feet; two (2), twelve (12) feet wide lanes.
3. Drainage structures and ditches: All drainage structures and ditch lines will be inspected and repaired or replaced as needed.
4. Tree trimming: All trees must be trimmed to a height of not less than fifteen (15) feet over the roadway. Property owners will be contacted prior to tree trimming so that the scope of the required work can be reviewed. By participating in this project the property owners agree that Franklin County shall have the right in perpetuity to trim trees over the roadway.

C. Hard surfacing:

1. Once the gravel road has been inspected, repaired and deemed ready for conversion, two (2) treatments of oil and chip will be applied. Oil and chip is performed in summer or early fall.
2. An inspection will be performed on the road during the spring following the applications of oil and chip. Any deficient or deteriorated areas will be replaced or repaired.
3. In the summer or early fall following the inspection and performance of any needed repairs, the subject road will receive a hot mix asphalt overlay. The asphalt surface can be no less than 2 ½ inches with 3 inches desired. In some areas the thickness of the asphalt may even be greater in order to address greater amounts of traffic or the use by heavier vehicles.
4. Once the roadway has been surfaced with hot mix asphalt overlay appropriate marking and striping will be applied.