

IOWA STATE HIGHWAY COMMISSION  
Ames, Iowa

MAINTENANCE POLICIES and PROCEDURES

ADMINISTRATIVE POLICY

Subject: OFFICIAL DESIGNATION of PRIMARY ROADS and EXTENSIONS

General

The primary roads or primary system are those roads outside of cities and towns which have been designated by law, subject to revision by the State Highway Commission. Primary extensions are those streets within a municipality connecting with primary roads that are officially designated by the Highway Commission as primary road extensions.

When a change is made in the primary system or extension of the primary system the Commission passes a resolution which describes the road or part of road which is to be added or deleted. The "Official Designation" is a description of the road taking into account the addition or deletion covered by the resolution. If the numbers of the routes are changed to a different number or "unnumbered" the authority and record will be by resolution and official designation. An addition may be an entirely new road or short sections of roads, and likewise a deletion may drop an entire road from the system or a short section of road.

For purposes of this instruction we will call the "Official Designation" the "description" and any "additions" or "deletions" as "changes".

The Central Maintenance Office will prepare the resolution and descriptions for any changes in the primary roads, primary road extensions and federal aid system for Commission consideration. The District Engineer shall be responsible to see that the Maintenance Engineer is notified and informed of changes in the road system in his district. At the time letting plans are received the District Engineer will know of definite changes and should at that time inform the Maintenance Engineer.

It is important that the Commission take official action on changes in the system before the project is completed, as it may involve changes in the federal aid system, and the county or municipality should have early notification of changes where the road or street is to revert to their system.

Change in Location Due to New Construction

- A. The District Engineer has the responsibility to see that the Maintenance Engineer is notified, and supplied with sufficient information, so that resolutions and descriptions can be made on any change in the primary road system or primary road extension system. Approval of the resolution by the Commission should be obtained not later than the letting of the road construction contract.

With notification of the change the District Engineer shall supply the Maintenance Engineer with a plat that has been prepared by the District Right of Way office man showing sufficient information so descriptions can be prepared without further reference to plans. The plat need not be elaborate but should show the following information.

1. Draw on cross section paper, plotting the land sections and alignment of roadway. Show old and new alignment. A letter size plat may be too small. Use a scale large enough to show relocations where old road may revert to the secondary system.
  2. Show stations at county lines, township lines, junctions, beginning and end of additions and deletions.
  3. Show tie to land corner at beginning and end of project, intermittent through the project and particularly near beginning and end of old road that will revert to the secondary system. Show whether construction has eliminated the need of the old location as a road or if it should revert to the secondary road system.
  4. Show mileages between important control points as county lines, junctions, corporation lines. The mileages should be centerline miles including centerline length of bridges.
  5. In municipalities show names of streets when possible and distances along the street.
- B. The Maintenance Engineer will prepare 11 copies of the resolution and official designation and will present them to the Commission for approval. Approved resolutions and descriptions will be distributed from the Chief Engineer's office. A letter of transmittal giv-

ing a brief description of the change will be mailed with each copy of the resolution. Letters of transmittal and resolution sent to County Auditor and City Clerk will be registered with a return receipt requested. Letters of transmittal to others will not be registered. Resolution Form 487 is used on primary roads and federal aid system. Resolution Form 488 is used on primary road extensions. Official Designation is description of the road - Form 425 is used on primary roads and Form 534 on primary road extensions. See page 8 of this instruction for distribution of forms. At the bottom of the resolution will be an appropriate statement where rural primary road or extensions are to be turned back to the secondary or street system. The statement will usually state the change is to be "effective at the completion of the project and open to traffic" in the case of a city street, or "effective one year after the completion of the project and open to traffic" in the case of a section to revert to the secondary system.

C. Elimination of Primary Road Extensions

Primary road extensions to be eliminated by new construction should be covered by resolution as early as possible so that the municipality may be prepared to take over the maintenance of the old extension upon "completion and open to traffic" of the new roadway. A copy of the resolution will be sent to the City Clerk and City Engineer or Manager and District Engineer by the Chief Engineer's office. At the time the new construction is "completed and opened to traffic" the District Engineer shall notify the municipality, by letter, that the Highway Commission will discontinue maintenance on a certain date and that the old extension is no longer an extension of the primary road system. A copy of this letter should be sent to the Maintenance Engineer, Traffic & Highway Planning Engineer, Urban Engineer, Design Engineer, Resident Maintenance Engineer and Ames file. The one year waiting period does not apply to extensions in municipalities.

D. Elimination of Rural Roads

Rural primary roads or parts of road to be eliminated by new construction should be covered by resolution of the Commission. The Chief Engineer's office will send a copy of the resolution to the Chairman of the Board of Supervisors, County Auditor, County

Engineer and District Engineer.

On July 1, 1959, the following law went into effect. Chapter 313 Sec. 313.2 states in part as follows: "Any portion of said primary road system eliminated by reconstruction or relocation shall revert to and become a part of the local secondary road system, provided, however, that the Highway Commission shall, during a period of not to exceed one (1) year from the date a county has been notified that the road has reverted to the secondary system, maintain said road and conduct periodic traffic checks. If, at the end of one year the traffic on the section in question exceeds four hundred vehicles per day it shall remain in the primary system. If, at the end of one year, the traffic on said section does not exceed four hundred vehicles per day, it shall revert to and become a part of the secondary road system, provided, however, that the State Highway Commission shall first allocate sufficient funds to place the road in good repair sufficient for the traffic thereon."

From the above it will be noted that the Highway Commission must notify the County in order to establish a time when the one year starts. This is done by sending the County Auditor a letter of transmittal with a copy of the resolution by registered mail with a return receipt requested, and copy to the Chairman of the Board of Supervisors. From the date the County is notified the Highway Commission must maintain the road for one year and take traffic counts. If the periodic traffic checks show that the traffic exceeds 400 vehicles per day the section of road will remain in the primary system. If the periodic traffic checks show that traffic does not exceed 400 vehicles per day the road becomes a part of the secondary system. In turning the road back to the county it must be in "good repair for the traffic thereon", or sufficient funds must be allocated to place it in "good repair for the traffic thereon." The various steps are explained in more detail as follows.

a. Time of Notifying the County. It is the Commission's privilege and obligation to notify the County of the time when the one year is to start. The resolution will state that the reversion will take place one year after the "completion of construction and opening to traffic" of the new road. Thus far the receipt of the resolution by the County has been considered as sufficient notice to the County even though the reso-

lution may have been mailed months or a year ahead of when the road was "completed and opened to traffic".

To avoid any misunderstanding or debate the District Engineer shall, by registered letter with return receipt requested, notify the County Auditor of the date of the "completion of construction and opening to traffic" of the new road and that the old road will revert to the secondary system one year after the date of receipt of this notice in accord with Section 313.2 Code of Iowa 1958. A copy of this notice should be sent to the Chairman of the Board of Supervisors, County Engineer, Maintenance Engineer, Secondary Roads Engineer, Traffic & Highway Planning Engineer, Resident Maintenance Engineer and Ames file.

On projects where new pavement has been built the traffic on the old road will probably reduce to normal for a secondary road in the one year period. Where the new road is only graded or given a temporary surface traffic may prefer to travel the old road so a traffic count taken on the old road would not be normal for a secondary road; therefore, we should be careful of when the one year starts. Where there is only minor, short relocations and where traffic will use the new location in preference to the old location for the one year period, the one year maintenance period can be started at the completion of the temporary surfacing. In other words, the one year period of maintenance by the Commission before turning the road over to the County should be at a time when the traffic counts taken on the old road will be representative of the traffic that could be considered normal for the old road when the new road is in full use by the public.

b. Traffic Counts. Upon receipt of the notice of the beginning of the one year maintenance period the Traffic & Highway Planning Department will make periodic traffic counts so that they can report, near the end of the year, the average daily traffic on the road. The results of this traffic check shall be reported to the Maintenance Engineer and the District Engineer.

c. Maintenance for One Year. The old rural section shall be maintained in the usual manner and charges made to the proper section and unit.

d. Good and Sufficient Repair. During the one year maintenance period, on those sections where traffic may not exceed 400 vehicles per day, an effort

should be made to put the road in good and sufficient repair "for the traffic thereon". The District Engineer and County Engineer should inspect the road to determine what is necessary to place the road in good repair. The Commission is not expected to rebuild the road to a higher standard. The basis for determination of loose surfaced roads shall be governed by roads of equivalent traffic in that county or vicinity with similar surface and age. The District Engineer shall report the result of this inspection, and the County Engineer's requested work, to the Maintenance Engineer and Secondary Roads Engineer. This is necessary in order to keep the practice uniform over the State. Each case will be reviewed and if necessary a committee consisting of the Maintenance Engineer, Secondary Roads Engineer, District Engineer, and County Engineer will inspect the road and attempt to agree on a settlement.

The repairs necessary to put the road in "good and sufficient repair for the traffic thereon" can in some cases be made during the one year maintenance period. In some cases the Commission has agreed to pay the County for doing such work after the road is turned over to the County. Payment to the County should be made within 90 days after the road has reverted if possible.

e. Route Numbering. Route numbers will be assigned in the Central Maintenance Office. As a general practice all roads will be assigned a road number and route markers will be erected on the road; however, there are some exceptions to this rule. The exceptions will be in a situation where a route through a municipality is relocated leaving one or more old connections to the town from the new location. When the new relocation is completed and under traffic all or a part of the old extension in town will be deleted immediately, but the rural part of the connection cannot be dropped because of Section 313.2 of the Code. Where the extension has been deleted the connection from the new route to a corporation line will be assigned a number for record purposes only but will not be posted with route markers or shown as a numbered highway on the road map. In these cases the resolution form will show Primary Road No. Unnumbered (route number). This policy of having a short section of "unnumbered" rural primary road between a new location and a corporation line has developed recently so if there is any question about a particular route write to the District Engineer and if necessary he will refer the matter to the Maintenance Engineer.

f. Final Disposition. If the Traffic & Highway Planning Department reports that the traffic count exceeds 400 vehicles per day the old road will be retained in the primary system. The Maintenance Engineer will notify the Chairman of the Board of Supervisors, County Auditor, County Engineer, Design Engineer, Secondary Roads Engineer, T&HP Engineer, District Engineer and Resident Maintenance Engineer at the end of the one year.

If the traffic does not exceed 400 vehicles per day the Maintenance Engineer shall notify the Chairman of the Board of Supervisors, County Auditor, County Engineer, Design Engineer, Secondary Roads Engineer, T&HP Engineer, District Engineer and Resident Maintenance Engineer on or before the end of the year. At the end of the one year period maintenance by Highway Commission forces will cease and route markers, etc. shall be removed. Stop signs, curve signs or special caution signs may be left if the County wishes. Patching, or other work that was agreed upon to place the road in good repair, can be done after the road is turned over to the County if not done before that time, but regular maintenance will be discontinued.

District and Resident Maintenance Engineers should keep a record of these sections and if the above notice is not received by the end of the maintenance year advise the Maintenance Engineer.

When a road has reverted to the Secondary Road System the Resident Maintenance Engineer shall deliver to the County Engineer any corrected construction plans, right of way strip maps, and right of way plats that are no longer needed in his office.

- E. Whenever extensions to the primary roads are involved in these changes in location the District Engineer will file with the Maintenance Engineer revised plat, Form 543-A "Plat Showing Primary Road Extension" and description of the extension affected (See No. 12 Sec. IV).

#### Changes Other than for New Construction

Occasionally the primary road system or extensions are changed on Commission instruction or because of change in Commission policy. Sometimes a road may be deleted by agreement with a County or an extension may be changed by agreement with the town or because of change in policy. In such cases the Maintenance Engineer shall prepare the resolutions and descriptions and have them approved by the Commission. The Chief Engineer's office will distribute copies.

When the Secondary Roads Engineer or Urban Engineer present a change in the system to the Commission they shall advise the Maintenance Engineer promptly after the Commission

has approved the change. The Maintenance Engineer will then prepare the resolution and description and supply the Chief Engineer's office with the required number of copies for distribution. The Commission's motion or approval of an agreement or special resolution will be considered formal action changing the primary road or primary extension system. The date of this formal action will also be considered as the date the Commission passed the resolution that is to be prepared by the Maintenance Engineer.

Whenever extensions of the primary roads are involved the District Engineer shall file a revised plat as under "E" above.

Forms

Forms used are:

Resolution Form 487 for Primary and Federal Aid System  
Resolution Form 488 for Primary Road Extension  
Form 425 Official Designation Primary Roads  
Form 534 Official Designation Primary Road Extensions

When the forms are prepared an original and 10 typed copies will be prepared. The 11 typed copies will be distributed as follows by the Chief Engineer's office and the working copy will be retained in the Maintenance file until a typed copy is received from the Chief Engineer.

Commission Minutes	1 copy
Chairman Board of Supervisors	1 copy
County Auditor or City Clerk (registered with return receipt requested)	1 copy
Maintenance Engineer	1 copy
Traffic & Highway Planning Department	1 copy
District Engineer (he will mail one copy to RME)	2 copies
Secondary Roads Engineer or Urban Engineer	1 copy
County Engineer or City Engineer or City Manager	1 copy
Design Engineer	1 copy
Public Information Office	1 copy

Form 543-A Plat Showing Primary Road Extension

The District Engineer shall send a revised plat on Form 543-A to the Maintenance Engineer who will supply copies as follows:

Maintenance Office	1 copy
District Engineer (for file and distribution)	5 copies
Traffic & Highway Planning Department	14 copies



NOTICE to PUBLIC of CHANGES in PRIMARY ROADS and EXTENSIONS

I. Public Information Department

At the time the Commission takes official action changing a primary road or extension by relocation, removal from system or assignment of a different number, the Chief Engineer's office shall send a copy of the action to the Information office. Immediately upon receipt of this information the Information office will do the following.

- A. Prepare a letter of transmittal for the Chief Engineer's signature that his office can use to send out with copies of resolutions to County officials and Commission staff for primary road changes and City officials and Commission staff for changes in primary road extensions.
- B. Prepare a letter for the Chief Engineer's signature to inform "members of the Legislature from the county or counties" in which the change is made. Upon approval and signature of the letter by the Chief Engineer the Information office shall mail a copy of the letter to each Legislator in that county or counties.
- C. The Information office shall inform the wire services, state organizations of motels, hotels, oil companies and the American Automobile Association of the Commission action.
- D. Prepare a news release of the Commission's action for use by local newspapers. This news release shall be sent to the Resident Maintenance Engineer (copy to District Engineer) in charge of the area where the change is to be made.
- E. Prepare and mail a letter to local businesses that may be affected by the change - names and addresses to be furnished by the Resident Maintenance Engineer.

II. Resident Maintenance Engineer

- A. Upon receipt of the news release from the information office the Resident Maintenance Engineer shall promptly and personally deliver the news release to the editors of the local newspapers that are published in that county or counties that are affected and shall explain the reasons for the Commission action.
- B. Furnish names and addresses to the Information office of each business establishment that is located on or close to the location on which a route number will be changed or removed. It is suggested that this be accomplished in the following manner. The Resident Maintenance Engineer and Foreman shall driver over the route and list the names and addresses of the businesses that cater to the traveling public for lodging, meals, drinks, automobile repairs and supplies and tourist attractions. The list of names and

addresses is to be mailed to the Information office  
at Ames for the preparation of a letter to be mailed  
by them to each business listed.

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