

CITY OF ALPENA

COUNCIL POLICY STATEMENT

GENERAL SUBJECT: City Sidewalk Program Implementation	Policy No.	<u>31</u>
SPECIFIC SUBJECT: Sidewalk Repair/Installation Guidelines	Date Issued	<u>07/27/98</u>
	Effective Date	<u>07/08/98</u>
	Revised	<u>06/21/99</u>
	Revised	<u>12/19/11</u>

Copies to: City Council, City Manager, City Attorney, Department Heads, Earth Tech,
Building Official, Engineering Office Employees, Clerk's Office Employees, File

I. PURPOSE:

The purpose of this Council Policy Statement is to improve the effectiveness of the sidewalk program.

II. STATEMENT OF POLICY:

1. The City shall concentrate its sidewalk improvement efforts on the routes established by the City Planning Commission per its report dated May 15, 1996.
2. Missing sidewalk and deficient sidewalk, as determined by an Engineering Department inspection, along the routes referenced in 1. above shall be corrected, or the property signed up for work to be done by December 1, 2000. Deficient or hazardous sidewalk in other areas shall be corrected or signed up for by December 1, 2000.
2. The City Engineering Department shall develop a listing of target areas of the City for completion of all missing sidewalk work required within that target area. The City, upon completion of all required work in a given target, shall continue to the next target area. A prioritized schedule of the target areas shall be provided to City Council in December 1999.
3. Property owners outside of these areas requesting sidewalk improvements shall have priority over those not requesting the work be done.
4. Upon initiating work on a given property, all deficient sidewalk on that property must be corrected at that time.

5. The City shall continue to offer a ten percent (10%) discount to property owners for voluntarily signing up through March 31, 2000. After March 31, 2000, property owners with deficient sidewalk, who have not voluntarily signed up and are in a targeted area for the next fiscal year, shall be notified via mail of the deficiency. The mail notification process shall be per following subsections and shall include an offer to voluntarily approve the work within 30 days. If the property owner denies the offer, the City Engineer shall provide a listing of those property owners to the City Manager and/or City Council for authorization to initiate a single-lot, special assessment process to correct the deficient walk. The property owner will, through this process, be required to pay 100 percent (100%) of the cost of the work performed. For those property owners voluntarily signing up after March 31, 2000, the City shall participate in 40 percent (40%) of the cost in replacing defective sidewalk, deficient sidewalk, or new sidewalk installation.
6. In order to provide positive drainage of new walk installed, it is sometimes necessary to adjust the grade of the new walk from the previously established grade. This in certain cases may require the removal and replacement of additional sidewalk or private sidewalk areas. In these situations the property owner shall be advised of the work to be done and shall be responsible for any costs associated with the replacement of that house walk to meet the grade of the new sidewalk or participate in the cost of the additional sidewalk required to be removed.
8. If the City receives more requests than can be processed in the given construction season, the property owner shall be notified that the work will be delayed and that the work shall be performed at the price stated when they signed up.
9. All sidewalk installation for new building construction shall comply will Section 3.30 of the City of Alpena Zoning Ordinance.
10. All new driveway installations shall require the property owner to install sidewalk across the entire frontage of the property per Section 3.30 of the City of Alpena Zoning Ordinance.
11. Driveway replacements shall require the property owner to install sidewalk across the driveway area. Property owners not complying with this requirement shall be required to correct the situation at their full cost.
12. Curb and sidewalk removal necessitated to widen a property owner's driveway shall be at full cost to the property owner.
13. Sidewalk installation shall be required for all City construction, reconstruction, and/or special assessment street or utility projects.

III. MAIL NOTIFICATION PROCESS

The following outline describes how a resident would be notified of their deficient or hazardous sidewalk and the process by which this sidewalk would be repaired.

A sidewalk rating survey would take place in the fall of the year to identify those properties with deficient or hazardous sidewalk in an entire precinct or sub-precinct.

1. Cost of the work to be completed at each property would be estimated.
2. Over the winter, letters would be sent to all property owners needing work done adjacent to their address. This letter would explain the proposed work, the reasons for it, and the cost associated with completing the work. The letter will extend an offer to voluntarily approve the work within thirty days.
3. If the owner accepts the proposal, the sidewalk can be signed up and placed on the work-list and the owner would pay 60 percent (60%) of the total cost to install sidewalk. If the owner denies the offer, their name(s) would be provided to the City Manager and City Council for authorization to initiate a single-lot, special assessment to correct the sidewalk. Through this process, the property owner would be responsible for 100 percent (100%) of the cost to install sidewalk.
5. When the following construction season begins, the contractor will know exactly which area of the City and which properties he will be working at. This should allow for the entire precinct or sub-precinct to be completed in one year.