

## SIDEWALK POLICY

The City of Peoria has developed a sidewalk policy that allows for the enhancement and stabilization of existing neighborhoods. The following are programs that the City of Peoria offers to assist property owners with sidewalks adjacent to their properties. ***This Policy, as adopted on February 23, 2010, \_\_\_\_\_, amends and supersedes all previous policies related to the following sidewalk programs:***

1) Sidewalk Participation Program

This is a property owner-initiated program designed to replace broken and/or deteriorated sidewalk and curbs adjacent to the property frontage. Funds for this program are available on a yearly basis and are allotted on a first come first served basis. The City will pay for 80% of the construction cost, while the property owner will pay the remaining 20%. The steps for the program are as follows:

- i) Each spring the City will develop and bid a contract for the estimated planned quantities for the annual Sidewalk Participation Program. The contract will be for an amount not to exceed budgeted funding.
  - ii) Applications can be requested from the Public Works Department in person, by phone (494-8800), or through the City's website, from March 1st to ~~October 15th~~ August 1<sup>st</sup> each year, or whenever the funding is exhausted.
  - iii) Applications are returned to the Public Works Department for approval.
  - iv) A Public Works Inspector will visit the property to determine eligibility. Eligibility is limited to deteriorated walks and curbs, (see ~~notes 1-4 x - xii~~ below).
  - v) After determination of eligibility the property owner will be notified of their eligibility and given the cost of their 20% participation and an estimated construction schedule. Upon payment of the property owner's 20% participation, the application will be approved and placed into the program. The goal of the program is to complete the approved construction in the same calendar year. However, some work may carry over to the next year, especially applications received near the end of the program deadline.
  - vi) The City will direct the Contractor to proceed in a timely and efficient manner. Effort will be made to do the work in the order of receipt; however, to make the work more efficient, applications in nearby areas may be grouped together. Applications received by September 15th ~~August 1st~~ should be completed the same year.
  - vii) Work is completed by the Contractor, inspected and approved by the Public Works Department Inspector.
  - viii) The City will pay the Contractor according to the terms of the contract.
  - ix) ~~If property is adjacent to a Principal Arterial, as defined in the City's current Street Plan and Thoroughfare Map, 100% of the cost of replacing the curb will be covered by the City of Peoria. Otherwise it will be the Property Owner's discretion, where the City will be responsible for 80%. The property owner may enter into a private contract with the Contractor to do additional work on their property. However, the City will not participate with this additional work.~~
- (4) x) Curbs will only be eligible if constructed in conjunction with curbline-sidewalk replacement. The program is not intended for curb replacement alone.

~~(2) Certain subdivisions of Peoria have been determined to be not eligible for this program.~~

~~(3) xi) Properties developed since 1964, which received partial or total sidewalk installation waivers from City Council at the time of annexation, are not eligible for this program.~~

~~(4) xii) In an effort to create complete, safe walking routes throughout the City, infill properties shall be eligible for this program. Infill is defined as a property without sidewalk which lies between properties with sidewalk.~~

xiii) 50% of the Sidewalk Participation Program will be reserved specifically for Neighborhood Associations that are interested in participating each year, if these funds are not allocated or claimed by a Neighborhood Association by June 1 of that funding year the funds will be released to other applicants. If a Neighborhood Association requests funds for participation but no funds are available in the requested year, then the Association or Group will be placed on the following year's Program request list.

~~(5)~~

~~(6)~~

If a home is owner-occupied and the Property Owner meets federal Housing and Urban Development [HUD] Guidelines for Low-Moderate Income, the City will pay an additional 50% of the Property Owner's share for a total of 90% of approved sidewalk replacement being paid by the City.

## 2) Sidewalk In Need of Repair Program (SINR)

This is a City and complaint-initiated program designed to address deteriorated sidewalk adjacent to property within the City of Peoria. Federal Community Development Block Grant funds along with City funds are utilized with the program to address target areas that meet Housing and Urban Development low-moderate income guidelines. If a home is owner-occupied and the Property Owner meets federal Housing and Urban Development [HUD] Guidelines for Low-Moderate Income, the City will pay an additional 50% of the Property Owner's share for a total of 90% of approved sidewalk replacement being paid by the City. The program process is as follows:

### I. Target Area Program

- i. Public Works receives a "Target Area" from Planning and Growth Management.
- ii. A Public Works Inspector surveys the "Target Area" to develop the scope of work and determine the adjacent Property Owners.
- iii. A Public Works Inspector mails SINR notices to Property Owners that the sidewalk adjacent to their property is in need of repair. This letter also gives the property owner an estimate of their cost share for the work.
- iv. Upon receipt of the notice, Property Owners are given 30 days to either enroll in the Sidewalk Participation Program or they will become part of the SINR contract.
- v. Upon completion, inspection, and approval of work City pays contractor 100% for work performed.
- vi. Invoices are mailed for the property Owner's 20% share; if the invoice is not paid within the specified time frame then a lien is placed on the property for the amount owed.

- vii. ~~The City may elect to replace curbs on a SINR contract. If curbs are elected to be replaced as part of a SINR contract and on a Principal Arterial as defined on the City's current Street Plan and Thoroughfare Map the cost of replacing the curb will be covered by the City at 100%; otherwise it will be an 80% City obligation.~~

II. Complaint Program

When the City receives a complaint about a particular area of sidewalk, the Public Works Inspector will inspect the sidewalk to determine the need for replacement.

- i) After determination is made that the sidewalk is in need of replacement, a notice is mailed to the property owner.
- ii) Upon receipt of the notice, Property Owners are given 30 days to either enroll in the Sidewalk Participation Program or the City will contract the replacement.
- iii) The City will pay the Contractor 100% for work completed.
- iv) Invoices are mailed for Property Owners' 20% share; if the invoice is not paid within the specified time frame then a lien is placed on the property.
- v) ~~The City may elect to replace curbs on a SINR contract. If curbs are elected to be replaced as part of a SINR contract and on a Principal Arterial as defined on the City's current Street Plan and Thoroughfare Map the cost of replacing the curb will be covered by the City at 100%; otherwise it will be an 80% 50% City obligation.~~

3) Safer Neighborhood Sidewalk Program

This is a City program that addresses sidewalk in neighborhoods within 1320 feet of a school (3 average City Blocks = 3 x 440' = 1,320'). The purpose of this program is to replace hazardous sidewalk, or construct new sidewalk, to provide a safe walking route for students walking to school. The following are the steps to administer this program:

- i. Public Works staff identifies areas around schools that may be considered a project.
- ii. Public Works will recommend the projects to City Council for consideration in the Capital Budget process.
- iii. Plans and specifications are created for each project.
- iv. Notification sent to properties affected informing them of the proposed work.
- v. Property Owners will be notified by mail of the current contract award and will be informed of the construction schedule and City contact information for addressing questions.
- vi. After work is completed, inspected, and approved the City will pay the Contractor 100% of the cost for the sidewalk.

4) Curb Participation Program

This is a property owner-initiated program designed to replace broken and/or deteriorated curb adjacent to the property frontage. Funds for this program are available on a yearly basis and are allotted on a first-come-first-served basis. The City will pay for 50% of the construction cost, while the property owner will pay the remaining 50%. The steps for the program are as follows:

- i) Each spring the City will develop and bid a contract for the estimated planned quantities for the annual Curb Participation Program. The contract will be for an amount not to exceed budgeted funding.
- ii) Applications can be requested from the Public Works Department in person, by phone (494-8800), or through the City's website, from January 1<sup>st</sup> to August 1<sup>st</sup> each year, or whenever the funding is exhausted.
- iii) A Public Works Inspector will visit the property to determine eligibility. Eligibility is limited to deteriorated curbs.
- iv) After determination of eligibility the property owner will be notified of their eligibility and given the application and cost of their 50% participation and an estimated construction schedule.
- v) Upon payment of the property owner's 50% participation, the application will be approved and placed into the program. The goal of the program is to complete the approved construction in the same calendar year. However, some work may carry over to the next year, especially applications received near the end of the program deadline.
- vi) The City will direct the Contractor to proceed in a timely and efficient manner. Effort will be made to do the work in the order of receipt; however, to make the work more efficient, applications in nearby areas may be grouped together. Applications received by August 1<sup>st</sup> should be completed the same year.
- vii) Work is completed by the Contractor, inspected and approved by the Public Works Department Inspector.
- viii) The City will pay the Contractor according to the terms of the contract.
- ix) If property is adjacent to a Principal Arterial, as defined in the City's current Street Plan and Thoroughfare Map, 100% of the cost of replacing the curb will be covered by the City of Peoria. If not adjacent to a Principal Arterial, participation will be at the Property Owner's discretion, and each party will be responsible for 50%.
- x) Only curb along a public street will be eligible. Curbs into alleys will not be eligible.
- xi) Curb that is within the radius of an intersection, part of an ADA Ramp, will be paid 100% by the City of Peoria if ramp work is deemed necessary.
- xii) Infill curb will be considered eligible if the new curb addresses erosion control, drainage conveyance, and/or protection of the property, sidewalk, or public street.
- xiii) 50% of the Curb Participation Program will be reserved specifically for Neighborhood Associations that are interested in participating each year, if these funds are not allocated or claimed by a Neighborhood Association by June 1 of that funding year the funds will be released to other applicants. If a Neighborhood Association requests funds for participation but no funds are available in the requested year, then the Association or Group will be placed on the following year's Program request list.

The property owner may enter into a private contract with the Contractor to do additional work on their property. However, the City will not participate with this additional work.