

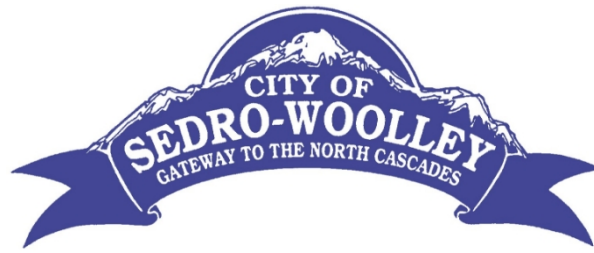
PUBLIC WORKS COMMITTEE AGENDA
January 10, 2024
5:00 PM
Sedro-Woolley Municipal Building
Council Chambers
325 Metcalf Street

- a. Call to Order**
- b. Roll Call**
- c. Unfinished Business**
- d. New Business**
 - 1. Review Proposed 2024 - 2029 Capital Improvements Plan (CIP)
 - 2. Sidewalk Repair & Maintenance Program Update
- e. Adjournment**

Next Meeting(s) Public Works Committee - April 10, 2024

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.



Public Works Committee Agenda Item

Agenda Item No.: d.1.

Date: January 10, 2024

From: Mark Freiberger, Director of Public Works

Subject: Review Proposed 2024 - 2029 Capital Improvements Plan (CIP)

RECOMMENDED ACTION:

No action required. This meeting is meant to familiarize the Committee with current Public Works/Engineering activities and projects planned for the near term.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The Public Works/Engineering Department maintains a Capital Improvements Program that details anticipated projects over the next 6 years. The CIP incorporates projects identified in the 2024-2029 Transportation Improvement Program (TIP), the 2024 Sewer Rate Outlook CIP, and various other Division projects including Parks and Storm Water. The Director will discuss the impact of these projects on city infrastructure and funding, as well as staff workload.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. 2024-1-4 2024-2028 CIP

2023-2024 CIP Summary - All Public Works Projects (Excludes WWTP Maintenance Projects)

Project & Funding Sources Summary

MAF 1/4/2024

Jones/JLR
Corridor Project

Listing of Expenditures	2024	2025	2026	2027	2028	Total
Fund 101 Parks & Facilities						
Olmsted Park Phase 1 - Infrastructure & Restroom	2,014,000					2,014,000
Olmsted Park Phase 2 - Caretaker & Misc	748,000					748,000
Olmsted Park Phase 3 - Playground & Pickelba		495,000				495,000
Olmsted Park Phase 4 - 4 Shelters			639,000	-		639,000
North Reed Street Park - Infrastructure			-	500,000		500,000
NSRA Babe Ruth Ballfield			-	-	100,000	100,000
Facilities projects from REET	50,000	50,000	50,000	50,000	50,000	250,000
Fund 103 Local Streets						
Resurfacing Projects	250,000	150,000	150,000	150,000	150,000	850,000
ADA Upgrade Project	50,000	25,000	25,000	25,000	25,000	150,000
TIB Complete Streets Project	396,000					396,000
Fund 104 Arterial Streets						
Comprehenisve Plan Chapter 3 Transportation Element Update	75,000					
C1B Jones/John Liner BNSF Undercrossing Phase 2A Bridge Completion by BNSF	341,000					341,000
S17 SR9-Township & John Liner-McGarigle Intersection Improvements	1,799,855	2,172,145				3,972,000
C1C John Liner Rd Bicycle/Pedestrian Improvements Project	166,575		511,000			677,575
C1D John Liner Rd Arterial Improvements Project	243,000		2,014,400			2,257,400
S14C SR20/Cascade Trail West Phase 2A	97,824	799,001				896,825
S14D-1 SR20/Cascade Trail West Phase 2B			121,000	19,501	584,001	724,502
C9A-1 Jones/John Liner/Trail Rd Corridor Projects - Bucko N Trail Rd Extension	326,000					326,000
Jones/John Liner/Trail Rd Corridor Projects - Remaining Projects - C1A Jones; C1B Phase 2B Jones/JLR Roadway Ext; C3 Cook Rd/S Trail Rd Roundabout; C3A Cook Rd N Trail Rd Roundabout; C9A-2 N Trail Bucko to F&S; C19 Patrick.	-	-	-			-
S2 SR20/Reed Street Intersection Impr	-	-	50,000			50,000
North Reed Overlay Project 1 & 2 - Schedule A	561,504					561,504
North Reed Overlay Project 2 - Schedule B	267,785	-				267,785
Township Street Overlay Project 1			672,000			672,000
Township Street Overlay Project 2				1,040,000		1,040,000
W State Street Overlay					393,000	393,000
Arterial Maintenance	-	100,000	100,000	100,000		300,000
Fund 401 Wastewater						
Comprehenisve Plan Chapter 7 Utility Element Update	25,000					
TP-2 Digester System Upgrade - Blowers	821,421					821,421
TP-5 Anoxic Tank Upgrades/Demo Old Lab Bldg	-	100,000				100,000
TP-6 WWTP Facility Plan - for Upgrade to 10 MGD	-	61,000	256,000	-		317,000
TP-7 WWTP Upgrade to 10 MGD	-		2,112,071	16,192,541		18,304,612
TP-8 WWTP Upgrade - Relocate Displaced Stre	-		71,600	544,796		616,396
R3 Collection System Upgrades	261,580					261,580
R4 Collection System Upgrades	79,082					79,082
R5 Collection System Upgrades	80,299					80,299
R9 Collection System Upgrades	304,163					304,163
R1 Collection System Upgrade		771,845				771,845
R2 Collection System Upgrade			460,576			460,576
R6-7 Collection System Upgrades				273,714		273,714
R8 Collection System Upgrades					350,000	350,000
E-8 Trail Road Sewer Exp Cook to F&S					284,662	284,662
Fund 425 Stormwater						
Stormwater Management Plan Update	150,000					150,000
Fund 505 PW Facility						
PW Maint & Vehicle Storage Building	774,000					774,000
Totals	9,882,088	4,723,991	7,232,647	18,895,552	1,936,663	42,570,941

NOTES

Funded for 2024 - \$600,000 RCO LCWF; \$400,000 Port of Skagit; \$474,000 Fund 311; \$397,000 REET; \$143,000 Fund 401 (Sewer Service). PE completed 2021-2023.

Funded for 2024 - \$500,000 CPF, \$248,000 Local. PE completed 2023. Seeking Funding - planned RCO (\$500,000); Rotary (\$150,000) and Local (\$xx) funding

Seeking Funding. Possible Rotary projects.

2027- \$500,00; unfunded. Park development. Est 50% Grant.

2028- \$100,000; unfunded. Coordinate with Skagit County Parks.

2024 - City Hall Exterior Painting; 2025 - TBD

Annual Resurfacing projects from REET. 2024 includes carryover from unfinished projects from 2023.

Per the ADA Transition Plan from REET

Balance of TIB Complete Streets grant to be spent in 2024. 320 LF of Sidewalks and ramps on State, Central to 7th (\$225,000); and 435 LF on the south side of Nelson, 6th to 7th (\$126,000); misc curb ramps at various locations (\$45,000 remaining).

To support the 2024 Comprehensive Plan Update due June 2025. Included in the updated 2024 Budget to be presented to Council in January 2024.

TIP Project SW06. 2024 - BNSF to complete Bridge using WSDOT Rails funds. Seeking funding for balance of project to connect W Jones with John Liner - \$12,121,000 needed; TIP shows CN 2026 but not presently scheduled. 12/8/23 BNSF will replace Sapp Rd Bridge at no cost to City - lowers Est to \$8.7 million. Phase 2A Bridge completion by BNSF in 2024 \$341,000 (remaining RAILS grant).

TIP Project SW41. Total Project \$4,255,166. PE/RW 2022-24 \$283,323; RW 2023-2024 \$1,799,698; CN 2024-25 \$2,172,145.

TIP Project SW08A. Eng 2021-2024; CN 2026 or 2028). Match from GMA Impact Fees. Link with JLR Arterial Impr Project. SCOG Programming for CN is 2028; try to advance to 2026.

TIP Project SW59. PE 2024; CN 2026 (or 2028). Combine with SW08A. Minimal RW. SCOG programming for CN is 2028; try to advance to 2026.

TIP Project SW42 \$960,400. PE/RW phases 2018-2023 \$49,577; Complete PE & RW 2024 \$97,824; CN phase 2025 \$799,001. STPBG and TIB funding.

TIP Project SW43 \$724,502. STPBG funding for PE 2026; RW 2027; CN 2028. Will need TIB funds \$324,500 - apply in 2027 for 2028 CN.

TIP Project SW55. City participation in Bucko Estates N Trail Rd extension per Developer Agreement \$358,183. PE in 20222 \$32,183; PE in 2024 \$54,000; CN in 2024 \$272,000.

RAISE Applications due 2/28/2023; \$25 million max, no match required. Will apply for C1A Jones \$5,923,000; C1B-Ph 2B Jones/JLR Roadway Extn \$8,728,000; C3 Cook Rd/S Trail Rd Roundabout \$2,948,000; C3A Cook Rd/N Trail Rd Roundabout \$3,069,000; C9A-2 N Trail Bucko to F&S \$1,838,000; C19 Patrick \$3,015,000; Total \$25,520,000.

TIP Project SW37. Match from GMA Impact Fee. 6/28/22 deferred to 2023. 1/4/24 defer to 2025.

TIP Project SW40 and part of SW62. TIB APP application award 12/4/23. Match from GMA impact fee \$57,750. 12/8/23 upd to include 900 LF from Project 2.

TIP Project SW62. Updated 12/8/23 to account for 900 LF included in Project 1. May add to 2024 project using Local funds. 1/4/24 Updated estimate and added to Project 1&2 for 2024; use 2024 Arterial Maint \$100,000 plus \$167,785 addl from REET.

TIP Project SW63.

TIP Project SW64.

TIP Project SW65.

REET I & II. 1/4/24 Use 2024 budget \$100,000 for N Reed St Project 2.

To support the 2024 Comprehensive Plan Update due June 2025. Included in the updated 2024 Budget to be presented to Council in January 2024. 1/4/24 added \$25,000 for PACE Update - quote pending.

Per 2024 Sewer Rate Model Update CIP

Per 2024 Sewer Rate Model Update CIP. Existing Coarse Bubble System updated 2023; old Lab demo 2024 or later (not critical can wait to Upgrade if necessary). 1/4/24 moved to 2025.

Per 2024 Sewer Rate Model Update CIP. 2019 Est \$250,000; 2024 \$61,000; 2025 \$256,000, total \$316,000. Included in Engineering Services line split between 2004 (61,000)and 2025 (\$256,000). May shift a year or two with plant flow/growth factors. Adjust Engr Svcs budget as needed. 1/4/24 - shift to 2025-202; check timing in 2025.

Per 2024 Sewer Rate Model Update CIP. Timing depends on Growth/Flow. Facility Plan will set schedule; likely to shift to 2027/28.

Per 2024 Sewer Rate Model Update CIP. Ditto TP-7 note on timing.

Per 2024 Sewer Rate Model Update CIP. R3 Easement N of Railroad & S of Talcott & E of 11th. 1/4/24 - likely to shift to 2025.

Per 2024 Sewer Rate Model Update CIP. R4 Easement Pacific/Ferry W of Ball. 1/4/24 Likely to shift to 2025.

Per 2024 Sewer Rate Model Update CIP. R5 Easement Ferry/Southern W of Ball 1/4/24 likely to shift to 2025.

Per 2024 Sewer Rate Model Update CIP. R9 Along Northern fr Metcalf to Murdock/Puget; Along Metcalf fr Northern to Munro/Gibson Alley. 1/4/24 likely to shift to 2025.

Per 2024 Sewer Rate Model Update CIP. R1 Alley betw Fidalgo & Sterlint, W of Township, E of 4th. 1/4/24 likely to shift to 2026

Per 2024 Sewer Rate Model Update CIP. 1/4/24 likely to shift to 2027.

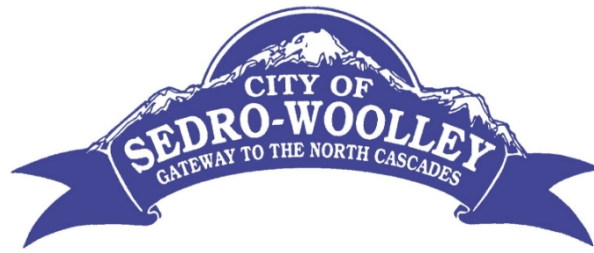
Per 2024 Sewer Rate Model Update CIP. R6 Reed/Haines Alley from Ferry to Southern; R7 Northern/Gibson Alley Metcalf to Murdock.

Per 2024 Sewer Rate Model Update CIP. R8 Along E side SR9 fr Alderwood to Sapp & W side of SR9 fr Sapp to McGarigle

Per 2024 Sewer Rate Model Update CIP.

Budgeted for 2024. Necessary to support 2024 Comprehensive Plan update due June 2025.

Commerce Grant \$500,000; Fund 505 funds \$274,000.



Public Works Committee Agenda Item

Agenda Item No.: d.2.

Date: January 10, 2024

From: Mark Freiberger, Director of Public Works

Subject: Sidewalk Repair & Maintenance Program Update

RECOMMENDED ACTION:

No action required. This will be brought to council as a resolution at the 1/24/24 council meeting.

ISSUE:

The existing code for Sidewalk Repair and Maintenance is from 1913. The code defines sidewalk repair and maintenance responsibilities for adjacent property owners. The code needs to be updated to address city participation in repairs and better define the methodology for ordering repairs, and to define timing for repairs.

BACKGROUND/SUMMARY INFORMATION:

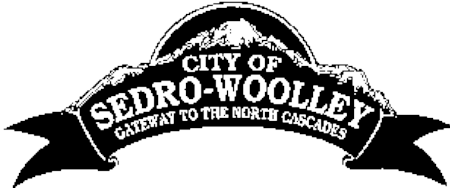
The proposed code revisions will update city requirements for repair and maintenance and provide a defined methodology for action to deal with sidewalk maintenance issues that are the responsibility of adjacent property owners.

FISCAL IMPACT, IF APPROPRIATE:

The city budgets limited funding for the sidewalk repair and maintenance program (\$50,000 each for 2024 and 2025). Implementation of the proposed code revisions may lead to an increase in city costs for the program, yet to be determined.

ATTACHMENTS:

1. 2024_sidewalk_replacement_policy
2. Sidewalk Code Update January 2024
3. Sidewalk Defect Letter
4. Sidewalk Replacement Partnership Flyer



City of Sedro-Woolley
Public Works Operations Division
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0707

City of Sedro-Woolley Sidewalk Replacement Program Policy

Adopted (January 26, 2024)

AUTHORITY

This Sidewalk Replacement Program is established pursuant to City of Sedro-Woolley Ordinances, Resolutions and the Sedro-Woolley Municipal Code (SWMC), including SWMC 12.28 and the Sedro-Woolley Public Works Department Standards which authorize the Director of Public Works to promulgate and adopt administrative standards and specifications to implement and enforce code requirements applicable to right of way improvements within the City of Sedro-Woolley.

PURPOSE OF POLICY

Per the Sedro-Woolley Municipal Code section 12.28, the maintenance and repair of sidewalks within city limits are the responsibility of the abutting property owner. The purpose of the sidewalk replacement program and policy is to provide residential and business property owners with the ability to have eligible sidewalks replaced in the most cost-effective way possible, and to mitigate the expense to the property owners.

ORDER OF WORK

The Director of Public Works or designee shall determine the schedule, staging, and/or prioritization for performing sidewalk work covered by this program based upon but not limited to these factors: the severity of safety hazards; volume of pedestrian traffic; visibility of condition; length of time that the condition has existed; and the availability of city resources. Depending on the availability of City resources and the demand for program services, the time required for a sidewalk to be constructed may be a lengthy period. During this time, the property owner(s) retains his/her normal responsibilities for the condition of the abutting public sidewalk. For this reason, the property owner(s) may need to perform temporary measures to mitigate sidewalk hazards.

SCOPE OF WORK

Work eligible to be performed by the City shall include all public sidewalks and sidewalk sections of driveways that are located on the City right of way or City easements. Work shall be solely for the purpose of repair and maintenance of existing sidewalks to a reasonably safe condition, or installation of new sidewalks when permitted under this program. Work shall not take place in areas outside the City right of way or easements, including, but not limited to, private property, except minor accessory work that is needed to match grades of the replaced sidewalk with existing ground and facilities. This program has two available options to property owners.

***Option 1 Scope:** Property owner applies for a no cost right of way permit. The city will call in utility notification locates, and place sidewalk closed signs. The City crew will excavate and dispose of the damaged sections of the sidewalk at no cost to the property owner. Property owner will then arrange for a contractor to prep and install the new sidewalk at their own expense. Under this option the city will provide crushed gravel surfacing to use as base. Under this option, the property owner can form and pour their own sidewalk at their option. City engineering inspectors will inspect the final product. Under

this option, property owners are responsible for all landscaping restoration, and cleanup.

***Option 2 Scope:** City provides property owner a cost estimate for the city to perform the entire sidewalk restoration. Property owners enter a sidewalk replacement contract with the city. The city will call in utility notification locates, and place sidewalk closed signs. The City crew will excavate and dispose of the damaged sections of the sidewalk at no cost to the property owner. At this time, a contractor hired and paid by the city will schedule, prep the crushed rock base, form, and pour the sidewalk. The city crew will then perform landscaping restoration and final clean up. City engineering inspectors will inspect the final product. The city will then invoice the property owner for the costs of the contractor to perform the work. *The only costs invoiced to the property owner are the contractor costs. The abutting property owner shall submit payment for the full invoice amount within 30 days of final acceptance by the city engineering department.

TREES AND ROOTS

Please note that if a tree and root system is/are on your property or the adjacent planting strip and are determined to be a contributing faction to the defective sidewalk; Sedro-Woolley Municipal Code Chapter 12.40.080 states that any hazardous or nuisance trees in existence on the effective date of the ordinance codified in this chapter shall be removed by the property owner. The city may remove, or cause to be removed, at the expense of the abutting landowner, a tree or part of a tree which is in an unsafe condition or constitutes a nuisance, or which by reason of its nature is injurious to utilities, sidewalks, or other public improvements. Furthermore, SWCM chapter 12.40.050 states that roots from trees planted on public property or adjacent private property, which have disrupted or broken the adjacent street surface, sidewalk, or curb, shall be repaired at the adjacent property owner's expense. The Sidewalk Replacement Program requires the property owner to remove the offending tree and its root system that may be adjacent to and under the sidewalk; remove and dispose of the affected sidewalk panels; and place "crushed surfacing top coarse" (CSTC) gravel to provide a temporary safe passable walking surface until replacement has been completed. Please note, any work within the City's right-of-way will require a Right-Of-Way permit that can be obtained from the City's Development Services Department at City Hall (360) 855-0771. Additionally, Development Services can provide tree planting information in case you are required to replant the removed tree.

CURRENT CITY CODE SECTION

**Chapter 12.28
SIDEWALKS**

Sections:

[12.28.010 Repairs—Maintenance—Responsibility.](#)

12.28.010 Repairs—Maintenance—Responsibility.

Whenever any street, lane, square, place, or alley in the city shall have been improved by the construction of a sidewalk or sidewalks, along either or both sides thereof, the duty, burden and expense of maintenance, repair and renewal of such sidewalk or sidewalks shall devolve upon the property directly abutting upon that side of such street along which such sidewalk has been constructed as hereinafter provided. Whenever in the judgment of Director of Public Works the condition of any sidewalk is such as to render the same unfit or unsafe for purposes of public travel, the Public Works Director shall direct the Public Works Operations Supervisor or police chief to notify, and such officer shall thereupon serve a notice on the owner of the property immediately abutting upon such portion of the sidewalk of the condition thereof, instructing the owner to clear, repair, or renew the portion of the sidewalk. The notice provided for shall be deemed sufficiently served if delivered in person to the owner of the property or his authorized agent, or by leaving a copy of such notice at the home of the owner or authorized agent, or if the owner is a nonresident by mailing a copy of his last known address, or if the owner of the property be unknown, or if his address be unknown then such notice shall be addressed to the general delivery office of the city wherein the improvement is to be made, such notice shall specify a reasonable time within which such cleaning, repairs, or renewal shall be executed by the owner, and shall state that in case the owner shall fail to do such cleaning or to make such repairs or renewal within the time specified therein which shall be not less than ten days, then the officer or department will proceed to clean the sidewalk or to make such repairs or renewals forthwith, and will report to the city council at its next regular meeting or as soon thereafter as possible, the date to be definitely stated, an assessments roll showing the lot or parcel of land immediately abutting on that portion of the sidewalk so improved, the cost of such improvement or repair and the name of the owner, if known, and that the council will hear any or all protests against the proposed assessment. The council shall at the time in such notice designated or at an adjourned time or times assess the cost of such work against the property in accordance with the benefits devised therefrom, which charge shall become a lien upon the property and shall be collected by due process of law in the manner provided by Chapter 98 of the session laws of 1911 relating to local improvements in cities and towns and by Ordinance No. _____ of the city of Sedro Woolley relating to local improvements in the city. For the purposes of this chapter all property having a frontage upon the side or margin of any street shall be deemed to be abutting property and such property shall be chargeable, as provided in this chapter for all the costs of maintenance, repairs or renewal of any form of sidewalk improvement between the street margin and the roadway lying in front of and adjacent to the property, and the term sidewalk, as intended in the purposes of this chapter, shall be taken to include any and all structure or forms of street improvement included in the space between the street margin and roadway. (Ord. 130 § 1, 1913)

Commented [MF1]: There is not presently such a committee. Suggest using “of the Director of Public Works” instead.

Commented [MF2]: Need to add Ordinance No, if there is such.

PROPOSED CODE UPDATE

Chapter 12.28 SIDEWALKS

Sections:

12.28.010 Definitions

For the purpose of this chapter and unless the context plainly requires otherwise, the following terms shall have the following meanings:

“Abutting property” means all property having a frontage upon the sides or margins of any public right-of-way.

“Curb” means a cement, concrete or asphaltic concrete raised structure designed to delineate the edge of the street and to separate the vehicular portion from that provided for pedestrians.

“City” means the city of Sedro-Woolley, a Washington municipal corporation.

“City council” means the city of Sedro-Woolley council acting in its official capacity.

“Director” means the Public Works Director or designee.

“Maintenance” means the removal and disposal of debris, litter, vegetation, snow and ice from sidewalks.

“Occupant” means a person who is occupying, controlling or possessing real property, or their agent or representative.

“Owner” means a person who has legal or equitable title to real property, or their agent or representative.

“Person” means a person, firm, association, partnership, corporation or individual.

“Public right-of-way” means the land owned, dedicated or conveyed to the public or a unit of government, providing for the movement of vehicles, wheelchair and pedestrian traffic, access to abutting property, the location of utility lines, driveways, appurtenances and other facilities benefiting the public.

“Sidewalk” means all hard-surface walkways within public rights-of-way in the area between the street margin and the roadway, including driveways.

12.28.020 Repairs—Maintenance—Responsibility.

A. Whenever any street, lane, square, place, or alley in the city shall have been improved by the construction of a sidewalk or sidewalks, along either or both sides thereof, the duty, burden and expense of cleaning, maintenance, repair and renewal of such sidewalk or sidewalks shall be the responsibility of the owner of the property directly abutting upon that side of the such street along which such sidewalk has been constructed as hereinafter provided. Sidewalks shall be maintained at all

times in a safe condition, free of any and all obstructions or defects, including but not limited to ice and snow.

B. The burden and expense of constructing, maintaining, and repairing sidewalks along the side of any street or public place shall fall upon and be borne by the property directly abutting thereon.

12.28.030 Notice to Repair-Authorized

Whenever in the judgment of the Director of Public Works, or their designee the condition of any sidewalk is such as to render the same unfit or unsafe for purposes of public travel, Director of Public Works shall direct the Code Enforcement Officer to thereupon serve a notice on the owner of the property immediately abutting upon such portion of the sidewalk of the condition thereof, instructing the owner to clear, repair, or renew the portion of the sidewalk.

12.28.040 Notice to Repair-Service

The notice provided for shall be deemed sufficiently served if delivered in person to the owner of the property or his authorized agent, or by leaving a copy of such notice at the home of the owner or authorized agent, or if the owner is a nonresident by mailing a copy of his last known address, or if the owner of the property be unknown, or if his address be unknown then such notice shall be addressed to the general delivery office. The notice provided for shall specify a reasonable time within which such cleaning, repairs, or renewal shall be executed by the property owner, and shall state that in case the owner make such repairs or renewal within the time specified therein which shall be not less than thirty days.

12.28.050 Procedure to Construct or Repair

Any person desiring to self-perform sidewalk repairs shall apply for a right-of-way permit through the City of Sedro-Woolley Engineering Department. Any person desiring to utilize the City of Sedro-Woolley Sidewalk Replacement Partnership Program shall complete. All cleaning, clearing, repairs, replacement, or construction of new sidewalks shall be constructed in accordance with the current specifications as provided by the Sedro-Woolley Public Works Engineering Standards.

Commented [MF3]: Seems to be missing some wording.

12.28.060 Enforcement-Failure to improve.

Every abutting property owner, who has been notified as provided in sections 12.2.020, 12.28.030 and 12.28.040 who shall fail to perform such maintenance, repairs, and or replacement within the specified timeline shall be in violation of this chapter. If the property owner, who has been notified fails to make the improvements ordered within the time specified in such notice, the Director of Public Works shall proceed to complete the improvement. The Director of Public Works shall assess the cost of such work against the property owner and the said parcel of land immediately abutting that portion of the sidewalk so improved, which charge or assessment shall be a lien upon said property and shall be collected by due process of law in the same manner as are other local improvement assessments by the city clerk causing said costs to be recorded and the assessment roll, and said assessment shall constitute a special assessment against, and lien the property.

RESOLUTION NO xx-2024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO WOOLLEY ADOPTING AND UPDATING THE SIDEWALK CODE AND ADOPTING A SIDEWALK REPLACEMENT PROGRAM FOR THE REPAIR AND REPLACEMENT OF CITY PUBLIC SIDEWALKS TO ENSURE SAFE AND WELL-MAINTAINED CITY SIDEWALKS.

WHEREAS, the city sidewalk code section was last updated in 1913; and

WHEREAS, the city does not have a council adopted written policy for sidewalk replacement or repair; and

WHEREAS, the city council supports and effective partnering between its citizens and the City in sharing the burden of sidewalk maintenance and repair: and

WHEREAS, the City of Sedro Woolley has damaged and deflected sidewalks that need immediate repair to provide safe walkways; and

WHEREAS, safe and well-maintained sidewalks promote the public health and attractiveness of the City, minimize the risk of liability and aid in attracting citizens towards using foot travel as a means of travel.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO WOOLLEY WASHINGTON AS FOLLOWS:

RESOLUTION NO XXX is hereby adopted and that the Sidewalks Replacement Partnership Program is adopted.

APPROVED AND ADOPTED this _____ day of February, 2024.

APPROVED:

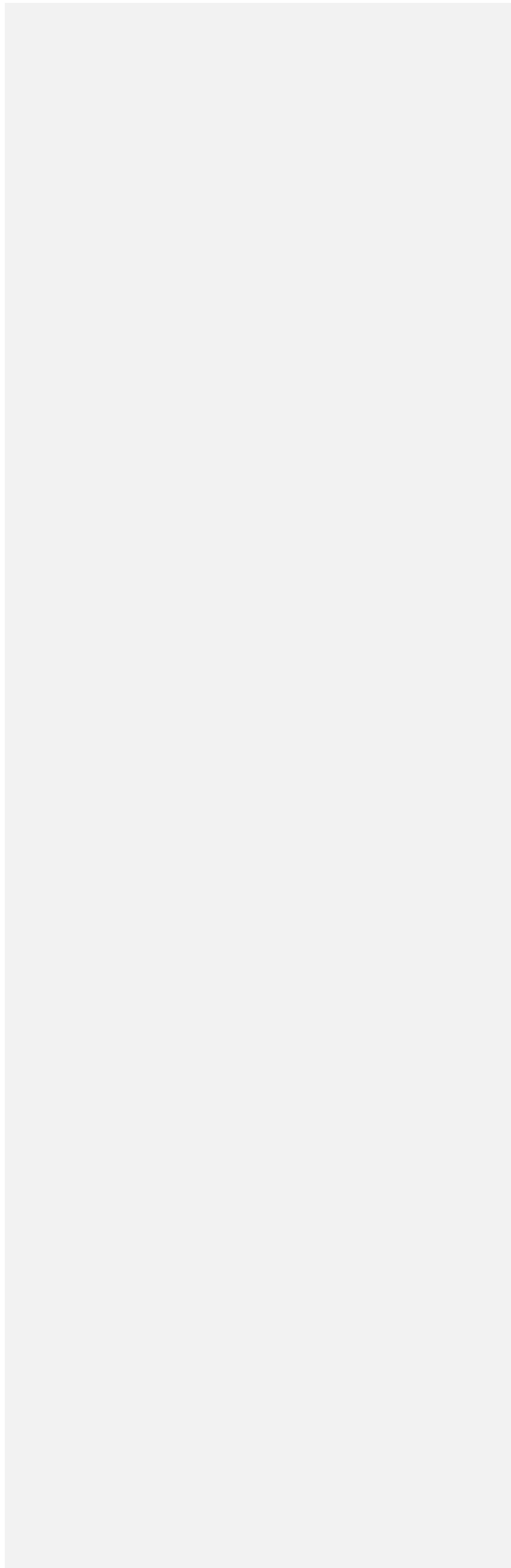
Julia Johnson, Mayor

APPROVED AS TO FORM:

ATTEST:

Nikki Thompson, City Attorney

Kelly Kohnken, City Clerk





Public Works Department

DATE

NAME

ADDRESS

Sedro-Woolley, WA 98284

Dear Mr./Mrs. NAME,

Sedro-Woolley Public Works (PW) staff has received a report of a defective sidewalk adjoining your property at 501 Alexander Street. As a result of this report, city staff has assessed the condition of the sidewalk and determined that there is a potential trip hazard that exists. Please contact the city engineering department to discuss this hazard as soon as possible.

Please note that Sedro-Woolley Municipal Code Chapter 12.28.020 states as follows:

A. Whenever any street, lane, square, place, or alley in the city shall have been improved by the construction of a sidewalk or sidewalks, along either or both sides thereof, the duty, burden and expense of cleaning, maintenance, repair and renewal of such sidewalk or sidewalks shall be the responsibility of the owner of the property directly abutting upon that side of the such street along which such sidewalk has been constructed as hereinafter provided. Sidewalks shall be maintained at all times in a safe condition, free of all obstructions or defects, including but not limited to ice and snow.

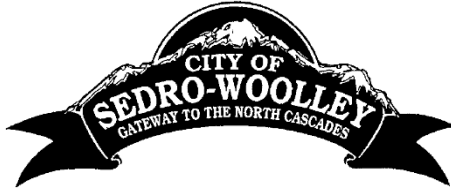
B. The burden and expense of constructing, maintaining, and repairing sidewalks along the side of any street or public place shall fall upon and be borne by the property directly abutting thereon.

City staff has marked the hazard with orange paint to make it visible until the sidewalk can be repaired. There are a few options available to property owners to help remedy the trip hazard that has been identified. The city has a sidewalk replacement partnership program where the city will assist homeowners with sidewalk repairs. Please contact the city engineering office and a city staff member will assist and advise you of options to repair the hazard. Again, please contact the city within 10 business days of receipt of this letter. If a contact is not made within 10 business days, the hazard will be referred to the city's code enforcement officer.

If you have any questions, please do not hesitate to contact the engineering department at 360-855-0771, or by email at engineering@sedro-woolley.gov

Sincerely

Director of Public Works



City of Sedro-Woolley
Public Works Operations Department
409 Alexander Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0707

SIDEWALK REPLACEMENT PARTNERSHIP PROGRAM

Per the Sedro-Woolley Municipal Code Chapter 12.28.010, the maintenance and repair of sidewalks within city limits are the responsibility of the adjoining property owner.

The city has a program that can assist property owners with replacement of their damaged and unsafe sidewalks. Here is how the program works:

1. Property owner applies for a right of way permit at the city engineering department. When filling out the permit application, the owner specifies the location of the sidewalk they wish to replace. The normal \$50.00 right of way permit fee is waived so there are no permit costs to the property owner.
2. After the permit is processed staff from the city Public Works Department will contact the property owner to inspect the sidewalk and go over the requirements of the program. Work will then be scheduled with the property owner.
3. Once scheduled, public works crews will then call in for utility locates and then will pulverize and remove the damaged sidewalk. City crews will remove and dispose of all of the concrete at no cost to the property owner.
4. The property owner will then arrange for a contractor to prepare the subgrade and install the new sidewalk at their own expense. **The city does not participate in any subgrade preparation work, concrete pouring or finishing.*
5. City Public works will provide "Sidewalk Closed" signs during construction.
6. City will provide crushed rock to use as base for the new sidewalk. This rock will not be delivered, but can be pickup up at the city Public Works Operations and Maintenance headquarters.
7. The new sidewalk must conform to current Sedro-Woolley Public Works Department Standards, and will be inspected by city staff upon completion. Sidewalks not built to standards may be required to be removed and replaced.
8. For more information Please contact the City of Sedro-Woolley Public Works Department at 360-855-0771.