



# CITY OF PIERZ

TOBY EGAN, MAYOR

Michael Menden, Council  
Steph Fyten, Council  
Dave Fischer, Council  
Kyle Bednar, Council  
Linda Sczublewski, Treasurer  
Nicole Smude, Administrator

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## POLICY 02 SIDEWALKS

Created: 05/22/2007  
Revised: 12/05/2017  
Adopted: 12/11/2017

### Purpose:

The purpose of this policy is to encourage off-road travel for pedestrians. It is the policy of the City of Pierz to minimize potential safety hazards for its citizens. This policy promotes public involvement in the addition, restoration, and replacement of sidewalks as they pertain to both the value of adjacent properties and neighborhoods in general. This policy creates and establishes the community's process in handling all foreseeable issues pertaining to sidewalks in the right of way.

### 1. Reporting of Sidewalk Defects

- Citizens are encouraged to report poor and/or hazardous sidewalk conditions to city officials and/or city staff at any time. City officials or city staff, upon hearing a sidewalk complaint, will notify the Public Works/Streets Department Director in writing. City officials or City staff may, during work hours or on their own time, discover poor or hazardous sidewalk conditions on their own. Such discoveries will be reported to the Public Works Director at their earliest convenience.

### 2. Addressing Complaints and Inspecting Sidewalks

- Upon complaints being submitted to the Public Works Director, the portion of sidewalk that generated the complaint will be inspected.
- There are two types of sidewalk inspections; formal and informal.
  - o Informal inspections may be conducted by any city official or city staff at any time, and are conducted in order to gain general knowledge of a sidewalk problem.
  - o Formal inspections are required after hearing a complaint, and are to be conducted and documented by the Public Works Director only. After written notification of a complaint, inspections are to be conducted within a reasonable time frame. Documentation of the formal inspection will include the inspector's name, inspection date, and condition notations. Any dimensions disclosed in the inspection document will be factual, and the document will be kept on file at the Public Works building for 12 years as per the statute of limitations for improvements to real property. After a formal inspection is complete, the Public Works Director will notify the City Council or the office of the City Administrator as to whether the sidewalk needs major, minor, or no repair. The Public Works Director will also generate an ideal time frame for repair/replacement to be completed.



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### 3. Defective Sidewalk Criteria

- Vertical and/or horizontal separation of one-half inch or more.
- Holes or depressions of three inches or more in diameter and one-half inch or more in depth.
- A single square cracked in such a manner that no part has a piece greater than one square foot.
- A crack that constitutes a safety hazard to pedestrians.

### 4. Repairs/Replacements and Sidewalk Specifications

- All repairs/replacement are to be conducted and initiated by the City of Pierz. The City of Pierz will periodically perform repairs on sidewalks to not only include the following: concrete cutting, jacking, or temporary patching.
- When a sidewalk is found to meet the defective sidewalk criteria, the Public Works Director will solicit bids from contractors to remove and replace the defective sidewalk.
- The City will be responsible for 50% of the repair/replacement costs and the remaining 50% will be the responsibility of the abutting property owner.
- Unpaid invoices will be assessed against the property concerned.
- Specifications required of all City sidewalks are:
  - o 4-inch slab minimum & 6-inch thick driveways
  - o 3 inches of compacted sand under the slab;
  - o Wire mesh reinforcement or fiber mesh;
  - o Control joints cut  $\frac{3}{4}$  inch in depth and spaced to match existing or remaining sidewalk, but not to exceed 36 inches apart;
  - o Width to match current existing; and
  - o Light broom finish.

### 5. Notification of Replacement/Repair

- In the event that the City is conducting scheduled repairs or replacements of sidewalks, advance notice will be given to abutting property owners by the Public Works Director either verbally or in writing. The notification will state how much sidewalk will be replaced and the total cost of the project. Upon the contractor completing the work, the property owner will be invoiced from the City of Pierz for the property owner's share of the repair/replacement cost. At this time, the property owner will be given the option to coordinate any private work with the scheduled repair or replacement i.e. driveway or walkway work. If the property owner wishes to coordinate their



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private work with the City's, it is understood that the City is not legally responsible for any cost incurred or occurrence on private property.

## 6. Prioritizing Replacement/Repair

- When addressing repair or replacement requests for existing sidewalks, priority will be given based on two factors:
  - o Amount of pedestrian traffic.
  - o Public input i.e. whether or not there has been multiple requests to repair or replace a particular portion by the public.

## 7. Sidewalk Surveys

- Each year, the City Council and Public Works Director will decide whether a City-wide sidewalk survey is necessary. Due to the high volume of pedestrian traffic, Main Street sidewalks will be surveyed each year. Surveys differ from inspections in that they are scheduled evaluations of sidewalk conditions by City officials or City Staff.

## 8. Markings on Sidewalks

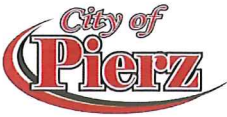
- Markings on sidewalks of any kind are not allowed without the permission of the Public Works Director regardless of whether such markings are done by a utility company, service provider, contractor, or citizen.

## 9. Installation of Sidewalk (where no sidewalk currently exists)

- Residents may request sidewalks be installed in their neighborhood using several different methods. Common displays of public interest include notifying City Council members, signing a petition, or voicing their request at a public meeting. In instances where residents make a request, 100% of the cost of sidewalk installation in areas where a sidewalk did not previously exist is assessable to property owners. Assessment rates are outlined in the City's general assessment policy.

## 10. Removal Without Replacement

- The City has the exclusive right to determine the placement and location of sidewalks. As such, the City Council may call for the removal of a sidewalk by resolution and removal will take place upon a majority vote of the Council. Sidewalks are not to be removed by anyone other than those who are authorized by the City to do so.



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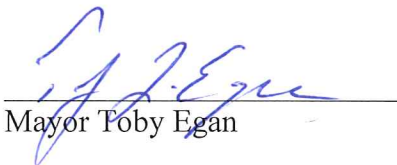
## 11. Sidewalk Maintenance

- City employees will be responsible for removing snow and ice from sidewalks that abut municipally-owned buildings or parking lots. Property owners, including other public entities, are responsible for removing snow and ice from sidewalks abutting their property (see city ordinance no. 307.32).
- Property owners who have a sidewalk abutting their property are responsible for keeping their trees and shrubs properly trimmed over said sidewalk.

## 12. Land Use

- This policy shall be in effect city-wide regardless of whether the specified (or intended) land use of the immediate area is residential, commercial, industrial, or institutional.

Adopted: December 11, 2017

  
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Mayor Toby Egan

  
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City Clerk Dave Fischer