

MARINE CITY SIDEWALK INSPECTION PROGRAM

This sidewalk repair/replacement plan was developed to reduce slip, trip, and fall incidents in our community. This type of program reduces liability and adds value to the entire city.

1. Inspections of the sidewalks on community-owned and private property will be conducted annually by zone. One zone per year will be inspected until all zones are completed with the process starting over at that point. Property owners outside the current inspection zone may also apply for inspection and replacement at the Department of Public Works at this time.
2. The Sidewalk Inspection Report will be used during the annual inspection(s). This information will be kept on record for the property. General sidewalk defect criteria is as follows:
 - A. Type-C:
 - i. A section is cracked in three pieces or less
 - ii. Cracks are 1/8 inch wide or less
 - a. Repair: Crack seal as required
 - B. Type-D:
 - i. A section is depressed or raised more than three (3) inches from the normal line of grade
 - a. Repair: Replace or lift
 - C. Type-S:
 - i. A section has a side slope (width) of more than one inch for every twelve
 - a. Repair: Replace or lift
 - D. Type-V:
 - i. A section is displaced $\frac{3}{4}$ inch or more vertically at any point in the section
 - a. Repair: Replace or grind
 - E. Type-X:
 - i. A section has cracks exceeding 1/8 inch wide; has shifted more than 1 inch section to section
 - ii. A section is raised more than 3 inches from the normal line of grade
 - iii. A section is cracked into 4 or more pieces or is missing a full depth piece of any size

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- iv. A section is spalled 75% or more over the surface, has a spalled area deeper than 1 inch, has loose or deteriorating damage over the majority of the surface.
 - a. Repair: All Type-X defects require replacement
3. The most hazardous sidewalks will be given priority and targeted for repair/replacement first within a zone. After inspecting and marking sidewalks at a property a Sidewalk Repair and Replacement Program brochure will be taped to the front door.
4. Notices will be sent to the affected property owners describing the sidewalk improvements required.
5. The estimated repair/replacement costs will be provided to the property owner using pricing from a preapproved city contractor. The responsibility for the cost of the repair/replacement will be determined as part of the notification process prior to the start of work.
6. Owners of property will be allowed to request that additional sections of sidewalk be replaced if these sections are cracked or broken, but not hazardous, or if the owner wishes to have their total sidewalk replaced. The contractor may elect to do private work although he/she is not obligated to do so. With all private work, the owner and the contractor must negotiate the terms, including cost and payment. Proper permits must be obtained from Marine City Department of Public Works.
7. Property owners will have the following options to complete the sidewalk improvements:
 - A. Owners may hire a licensed contractor to repair/replace the flagged sidewalk areas. The contractor will need to secure a permit from the Marine City Department of Public Works prior to starting any work.
 - B. Owners may choose to replace the flagged sidewalk areas themselves. The owner will need to secure a permit from the Marine City Department of Public Works prior to starting any work using approved concrete.
 - C. The property owners may contact the Department of Public Works for payment and scheduling using the City's contractor within the 60 day window. No permit will be required if the city schedules the work through our approved contractor.
 - D. For property owners that do not contact the City for payment/scheduling/or permit purchase:
 - a. A **Final Notice Letter** will be sent to any property owner that has not

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contacted the Department of Public Works by the 60th day.

- i. The Final Notice will provide an additional 15 days to contact the Department of Public Works
 - ii. If no contact has been made, on the 16th day these properties will automatically be scheduled for repair/replacement/installation using the City's contractor.
 - iii. A processing fee of \$35.00 will be added to the total replacement costs. Payments may be set up through a three year special assessment. Homeowners will then have one year to pay the processing fee and repair/replacement/installation costs before interest is placed on the balance. During the first year, there shall be no interest charged. The second and third years will be assessed a 6% interest on the unpaid balance. Should the balance not be paid by the end of each year, it will be placed on the property tax bill as a Special Assessment Lien. The list of Special Assessments (Water, Building, Sidewalks, etc) will be brought to the city commission for approval at the beginning of each tax year and be placed on your Summer Tax Bill. This will not include any private work contracted by the property owner.
8. If a property owner objects to the need for sidewalk repair, replacement, or installation the property owner may appeal the notice to the Department of Public Works Superintendent and then the City Manager. If a resolution cannot be reached at that level the property owner may petition the Marine City Zoning Board of Appeals through its regular process. A \$25.00 processing fee will be required to present their case to the ZBA.
 - a. **NOTE:** The Board shall only discuss whether the required work meets the criteria for repair/replacement/installation but not the ability to pay for the repairs.
9. All sidewalk repair/replacement/installation will be done to local specification, and must meet ADA requirements. Handicap ramp updates, if required, will be constructed according to local specifications at the time of the sidewalk replacement. **The cost for handicap ramp updates will be covered by the City.**

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10. High-quality construction and materials meeting the following standards shall be used to make all repairs.

- a. All sidewalks shall be a minimum of 4" in depth, except for sidewalks that abut the driveway; these shall be a minimum of 6" in depth.
- b. Repairs made to existing sidewalks shall be made to the original width and section length, though no less than 5' wide.
- c. New sidewalk shall be 5' in width in 4' sections.
- d. All sidewalks shall be formed and poured concrete with a minimum compression strength of 3500 psi. There shall be no exceptions.
- e. The base of all new and repaired sidewalks shall be compacted stone or sand.

11. Areas that do not fall within the above criteria but are hazardous will require replacement.

- A. Connections (Between sidewalks, streets, etc)
- B. Water management (Low or high sections, etc)

ESTIMATED SIDEWALK INSPECTION TIMELINE

June 2017	Complete inspection of selected zones: Inspect, mark, and leave program flyer information
July 1, 2017	Send required repair notice letters to property owners of record.
August/September 2017	Schedule ZBA meeting as necessary for any reviews
September 1, 2017	Send reminder letter to property owners who have not responded by day 60 allowing 15 additional days. Develop repair list for the City contractor based on property owner feed-back.
September 1, 2017	Request for sealed bid packages
September 21, 2017	Submit winning contractor bid at second City Commission Meeting for vote to award
September - October, 2017	All sidewalk repairs to be completed for the current year