



Department of Public Works | 860.584.6125

# MEMORANDUM

DATE: May 9, 2022 (update June 6, 2022)

TO: Mayor Jeffrey Caggiano  
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: **DPW DRAFT POLICY – 24.15 CITY SIDEWALK MAINTENANCE  
AND NEW INSTALLATION**

Please find attached a proposed draft policy for the maintenance and new installation of City sidewalks. The proposed policy indicates City Ordinance requirements defining the responsibility of property owners to repair and maintain City sidewalks and includes previous Residential Sidewalk Repair Program requirement, however the draft policy also contain the following provisions.

1. Section 3Aic defines the repair work that can be completed by property owner without obtaining a City permit and Section 3Aib approves sidewalk leveling as an acceptable method of sidewalk repair.
2. Section 3Aiid provides access to sidewalk repair funding to property owned by non-profits (40%) subject to Board of Public Works approval.
3. Section 3Aiiig indicates the number of units/percent of grant reimbursement is based on information documented on the City's property Assessor card.
4. Section 3Aiiij requires property owners to replace disturbed streetscape sections in an "in kind" basis.
5. Section 3Aiiik indicates sidewalks inspections are processed on a complaints driven basis.
6. Section 3Aiiim states that when sidewalk complaints are received on streets where the entire or large section of the City sidewalks are in poor condition the DPW will notify the property of the condition and prioritize the City sidewalk area for replacement utilizing available grants.
7. Section 3Biii indicates the criteria the Board of Public Works will utilize to determine the waiver/deferment of sidewalks.
8. Section 3Biv outline the criteria the Board of Public Works will utilize to prioritize City funded through the Department Capital Improvement Projects to install sidewalks.
9. Section 3Aiiil indicates City salt applications are not a primary factor in deterioration of City sidewalks.

A sidewalk concern that is expressed by residents to the DPW, that is not addressed as part of the proposed sidewalk installation policy is "sidewalks to no ware". The "sidewalk to no ware"

complaint is associated with sidewalks installed across an individual property that are not connected to existing City sidewalk. The referenced “sidewalks to no ware” are isolated and are a result of existing City regulations requiring the installation of sidewalks across properties/developments as part of City site plan approval.

The goal of the site plan requirement is to have developers construct sidewalks along commercial/industrial properties as they are developed, however without adjacent development isolated sidewalk sections remain. Standard approval language associated with sidewalk installation deferrals include provisions that reserve the City the right to require construction of the said sidewalk if directed, however no such orders have been issued in the past 25 years.

A potential solution to isolated sidewalk sections would be to develop a fee in lieu of sidewalk construction policy that would require developers to provide funds that would be used by the City to construct sidewalks to complete construction of the sidewalk network in various section of the City. In order to implement such a program approval from the City’s City Council, Planning Commission and/or Zoning Commission may/will be required. In addition, in order to entice developers to participate, the proposed fee provided to the City by developers would need to be only a percentage of the actual estimated sidewalk construction cost.

Please feel free to contact me with any questions / concerns at 860-584-6113.

# CITY OF BRISTOL – PUBLIC WORKS

## **24.15 CITY SIDEWALKS MAINTENANCE AND NEW INSTALLATION**

### **1. Policy Name**

24.15 City Sidewalks Maintenance and New Sidewalk Installation

### **2. Policy Statement**

The City of Bristol’s Board of Public Works considers City sidewalks to be an integral part of the City’s transportation network and sees City sidewalks as a mechanism to interconnect neighborhoods and provides the infrastructure to promote a spirit of community.

### **3. Policy**

- A. Maintain Existing Sidewalks - In accordance with City Ordinance 21-37 Property Owners are responsible for the repair and maintenance of City sidewalks located along City accepted streets.
  - i. The repair and maintenance of City sidewalks by adjacent property includes and is inclusive of the full replacement of damaged/unsafe City sidewalks.
    - a. Replacement of sidewalks shall be in accordance with City sidewalk construction specifications.
    - b. Replacement of one (1) sidewalk section shall not be allowed unless it is pinned/doweled into the adjacent sidewalk sections pursuant to the approval of the Department of Public Works
    - c. Repair of sidewalks may include sidewalk jacking/pumping to level sidewalks subject to Department of Public Works approval.
    - d. Repair of sidewalk sections may consist of filling or sealing of cracks subject to the approval of the Department of Public Works, otherwise all sidewalk repairs (work within right of way) shall be performed by a City licensed contractor and shall require an Excavation Permit issued by the Department of Public Works.
    - e. Sidewalk sections located adjacent to driveways are classified as aprons and shall be constructed in accordance with City concrete driveway apron standards.
  - ii. In order to assist property owners with the cost of repairing and maintaining sidewalks the Department of Public Works administers a Residential Sidewalk Repair Program and supports use of available grant funds to replace sidewalks in targeted City areas.
    - a. Resident sidewalk repair program shall reimburse property owners the following portion of sidewalk replacement cost:
      - One Family** – \*50% City grant share / 50% loan amount (if needed).
      - Two Family** – \*40% City grant share / 60% loan amount (if needed).
      - Three Family** – \*30% City grant share / 70% loan amount (if needed).
      - Four Family** – \*20% City grant share / 80% loan amount (if needed).

**Five Family** – \*10% City grant share / 90% loan amount (if needed)

**Six Family** – 0% City grant share / 100% loan amount (if needed)

- b.** The percentage of grant share will be the portion of the actual cost or the percentage of the City contract cost for a comparable repair, whichever is less.
- d.** Property owned by non-profits may be eligible for Sidewalk Repair Grant funding (40%) subject to Board of Public Works approval.
- e.** Loans shall be available by the City for the property owner’s portion of cost.
- f.** Cost sharing shall be limited to sidewalks that are in need of repair/replacement for safety reasons and shall include the restoration of property immediately affected by the repair or replacement (i.e. a portion of the residents driveway disturbed, loam and seed to address lawn damage, and adjacent private walks).
- g.** The residential sidewalk repair program shall be limited to residential dwellings, defined as 1 to 6 family unit dwellings (per assessor card).
- h.** Reimbursements will not exceed the unit cost offered by the City sidewalk contract.
- i.** Properties located on state roads are subject to this policy and City Ordinance in the same manner as sidewalks located along City accepted streets. State encroachment permits required for all work located within the State right of way.
- j.** Property owners performing repairs/ maintenance or disturbing sidewalks located within a City streetscape area (bricks & decorative lights) shall be required to replace in an “in kind” manner or as approved by the Director of Public Works.
- k.** Inspection of City sidewalk in poor condition shall be complaint driven. Based on the inspection by the Department, property owners shall be advised of unsafe conditions.
- l.** Although the Department of Public Works acknowledges, that a small amount of salt applied to City streets may/is deposited on sidewalk it is DPW position that DPW salt applications does not impact City sidewalk conditions. The rotation of DPW salt spreaders directs salt to the center of the roadway.
- m.** The Department of Public Works shall prioritize use of City grant funds to replace sidewalks on City streets. Sidewalk projects shall be prioritized for grant funding based on the extent (number of properties effected and length) of deteriorated sidewalks along with sidewalk need (estimated pedestrian use).
- nl.** The repair replacement of handicap ramps is the responsibility of the Department of Public Works.

**B. Installation of New/additional Sidewalks**

- i.** The decision to install new/addition sidewalks on a proposed City Streets are reviewed and approved by the City’s Planning Commission in accordance

- with the City's Subdivision regulations and is not under the authority of the Board of Public Works
- ii. The decision to install sidewalks along properties subject to site plan approval by the City's Zoning Commission or Planning Commission are reviewed and approved by the City's Planning Commission and Zoning Commission in accordance with the City's Zoning regulations and is not under the authority of the Board of Public Works.
  - iii. The Board of Public Works receives referrals from the City's Planning Commission, Zoning Commission and City Council from time to time regarding property owners request to waive or defer the installation of sidewalks required pursuant to City Subdivision regulations, Zoning regulations and City Ordinance. The Board of Public Works reserves the right to make these decisions based on the evaluation of the specific location and need of sidewalks, however Board shall consider the following:
    - a. Prioritize installation of new/ additional sidewalks on roadways based on street classifications (Principal, Minor Arterial, Major Collector and local).
    - b. Install sidewalks to complete the interconnections of sidewalks and loops including sidewalks located across the properties of proposed cul-de-sacs.
    - c. In areas where sidewalks do not form a loop or interconnections installation of sidewalks on a one side of the street shall be considered.
  - iv. The Board of Public Works shall consider the installation of new/additional sidewalks as part of the Department of Public Works yearly Capital Improvement Program based upon request from the general public (including petitions) and the Director of Public Works. Request shall be prioritized based on the criteria provided in Section 3Biiia of this policy. In addition, priority shall be given to installing sidewalks in areas to eliminate sidewalk gaps along existing roadway sections and priority shall be given to installing sidewalks in commercial areas along or accessing public transportation (bus routes).

**4. Responsible Division**

Department of Public Works Engineering Division and the Director of Public Works

**5. Approval authority:**

Board of Public Works

**6. Approval Date:**

July 21, 2022

**7. Effective Date:**

August 1, 2022