

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 provide 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 the 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 the use of available grant funds to replace sidewalks in targeted City areas.
 - a. The residential 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 are 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 sidewalks 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 be deposited on sidewalks, it is DPW's position that DPW salt applications do 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).

n. 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/additional sidewalks on a proposed City street is 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' requests to waive or defer the installation of sidewalks required, pursuant to City Subdivision regulations, Zoning regulations, and City Ordinances. 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, the Board shall consider the following:
 - a. Prioritize the 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 requests from the general public (including petitions), and the Director of Public Works. Requests shall be prioritized based on the criteria provided in Section 3 B.iii.a. 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 the installation of sidewalks in commercial areas along or accessing public transportation (bus routes).
 - v. To prioritize requests to install sidewalks, the Department of Public Works and Board of Public Works must weigh the improvement to public (pedestrian) safety, cost, need (number of potential users of sidewalk), and impact to private property. The Department of Public Works sees sidewalks as an integral part of the City roadway system, however, the decision to construct sidewalks on any given section of sidewalks shall be weighed with the need for sidewalks throughout the City, and available resources. To assist the City in determining the need (potential use) of a sidewalk, and to evaluate property owner support, the Board of Public Works asks residents requesting sidewalks to process and submit a formal request and complete a sidewalk petition. The Board of Public Works will evaluate all requests for sidewalks on a yearly basis, including requests without submission of a

petition. However, additional weight will be given to requests containing petitions. Requests containing petitions may or may not receive approval.

- vi. All formal requests for sidewalks shall be received by the Department of Public Works, evaluated, and a written recommendation shall be provided. The Board of Public Works shall evaluate ALL requests submitted to the Department on a yearly basis in November of each year.
- vii. Requests for sidewalk sections with an estimated cost of less than \$50,000 will be completed the following construction season (if approved by the Board of Public Works). Requests for sidewalks with an estimated cost above \$50,000 will be incorporated into the Department's CIP budget request (if approved by the Board of Public Works).

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, revised March 3, 2025

7. Effective Date:

March 20, 2025



Department of Public Works | 860.584.6125

SIDEWALK PETITION REQUEST

I _____ on (date) _____ have requested that the City of Bristol install sidewalks on _____ from _____ to _____.

The proposed sidewalks would be located within the City's right of way across your property. In accordance with City Ordinance Section 21-37 property owners are responsible for maintenance of sidewalks including snow/ice removal and repair/ replacement (if required in the future).

The sidewalks will be 5 ft. wide constructed on concrete. If the construction of sidewalks is approved by the City, there will be no direct cost to property owners. All cost will be covered by the City of Bristol.

In response to my request to construct sidewalks the Department of Public Works has requested that I contact effected property owners and obtain their signature to indicate support for the project.

The Department of Public Works has advised me that obtaining support from property owners is an initial step and the installation of sidewalks is dependent on available funding and approval by the Board of Public Works, Board of Finance and City Council.

Table with 4 columns: Property Owner, Address, Signature, Contact No. (Optional). The table contains 20 rows of horizontal lines for data entry.