



GENERAL PROCEDURES FOR RESIDENTS TO INITIATE ALLEY PAVING PROJECTS

Because special assessments are levied to abutting property owners when an alley is paved, there is a statutory process which must be followed. A petition signed by abutting property owners must be submitted to begin the process to consider an alley for paving.

The petitioner should contact as many of the **property owners** as possible to inform them of the desire to have the alley paved and ask them to sign the petition (**tenants** should **not** be asked to sign the petition). We do have petition forms available for this purpose or persons can prepare their own, and we can provide the names of other property owners if necessary. It is not necessary for a petitioner to contact every property owner on the alley, but as many as possible should be contacted.

Engineering Department staff will view the alley to determine if proper drainage can be provided if the alley is paved. Occasionally there are alleys which cannot be paved due to grades or other conditions. In some instances, paving an alley could create more drainage problems than currently exist.

Petitions received are referred to the Capital Improvements and Street Maintenance Committee which will typically forward a resolution to the Common Council giving preliminary approval to the project and special assessments, and ordering that a public hearing be held.

A public hearing will be scheduled and this office will notify all property owners of the hearing date and the amount of their estimated special assessment based on an estimated assessment rate. The ***estimated*** special assessment rate for alley paving in 2020 is \$14.00 per foot. For example, a property with 60 feet of frontage on an alley will pay an ***estimated*** special assessment of \$840.00. Special assessments cover only a portion of the cost to pave an alley, with the majority of the cost being paid from the City's general fund. ***The final assessment rate will be determined based on the width of the alley and the actual cost of the materials (asphalt) for the project.*** Property owners have the opportunity to comment on the proposed special assessments at the public hearing, or may submit written comments or phone the Engineering Department if they are unable to attend.

The Capital Improvements and Street Maintenance Committee will consider the written and oral comments presented at the hearing. Also taken into consideration will be the condition and topography of the alley, amount of vehicular traffic, ongoing maintenance needs, drainage and erosion problems, etc. The Committee will then make a recommendation to the Common Council which makes the final decision to approve or disapprove the project. If an alley is approved for paving, the work will be accomplished and the special assessment bills are mailed in the fall, usually September or October.

If a petition to pave an alley is submitted too late in the year to include in the annual asphalt paving contract, or if funds are no longer available in the budget, it will be held for consideration in the following year.

There is a second option which takes a bit less time. If **all** the property owners are in agreement to having an alley paved and paying the special assessment, then a public hearing is not necessary. In this case each property owner would be sent a "Waiver of Public Hearing" form. If **all** property owners sign and return the form, the project can then proceed without the public hearing if funds are available and if there is still time to include it in the current year's contract. If funds are not available or if the contract has already been awarded, the alley paving will be included in the following year's budget.

If you have questions about the process to pave an alley, please call the Engineering Department at 715-261-6740.

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