

## **EXECUTIVE ORDER**

**Subject: Petitioned Street Improvement Administrative Procedures**

This amends Executive Order No. 02-49.

To be considered for participation in the next City fiscal year's Petitioned Street Improvements Program, the owners of 50 percent of the front footage abutting a city street must sign and submit a valid petition to the City Engineer by or before February 1 of the preceding year. The CIP Committee shall meet in March and review the street improvement petitions on file. The CIP Committee shall recommend streets for participation in the City's Petitioned Street Improvements Program and inclusion for construction in the forthcoming fiscal year's Capital Improvement Program. In addition, the CIP Committee may also recommend additional streets for design of outstanding valid petitions. Such recommendation shall, at a minimum, be based on the following factors:

1. A valid petition signed by the owners of at least 50 percent of the front footage property abutting the street.
2. The number of residents, businesses, future or existing public facilities served, and/or industries to be served by the improved street.
3. The existing and future traffic volumes on the street.
4. The number and types of traffic accidents, if any, which have occurred on the street over the last three years.
5. The cost of street maintenance to be avoided as a consequence of paving or otherwise improving the street.
6. The overall cost of the proposed street improvements.
7. The availability of funds for street improvements.
8. The amount of abutting property within city limits and connectivity with existing street system.

Any petitions not approved for participation in the City's Petitioned Street Improvements Program shall be carried over for reconsideration under the next year's program. This procedure shall be followed until the petition has been considered for five consecutive years, after which, a new petition will be required before it may be considered.

For alley improvements, the petition must be signed by 75 percent of the property owners abutting the alley to be considered in the City's Capital Improvement Program. The same criteria for including alley improvements in the Capital Improvement Program as set forth in the Petitioned Street Improvements Program apply. The procedure for considering the petition for five consecutive years shall also apply.

Source: EO #08-38 (11-10-08) Munson  
EO #02-49 (04-26-02) Hanson  
EO #99-41 (11-12-99) Hanson

Responsible Party/MOU: \_\_\_\_\_ Public Works \_\_\_\_\_ Expiration Date: \_\_\_\_\_ N/A \_\_\_\_\_