



#1 City for Families
by FamilyCircle® 2011

May 21, 2013

Subject: 2013 MFT City of St. Charles Service Sidewalk Removal Program

Dear Resident:

In 2012, the City of St. Charles City Council adopted a new policy which was developed to provide clear direction to property owners and to guide City staff regarding the ownership, installation, removal, replacement and maintenance of service sidewalks. A service sidewalk is referred to as a "sidewalk, approach type" and is defined as "A parkway structure intended for pedestrian use usually extending from the curbing or edge of pavement. This approach sidewalk is intended primarily for the private convenience of the adjacent lot or parcel." Per the City's Municipal Code Section 12.04.217-C, "It is the responsibility of the owner of the lot or parcel privately served by a sidewalk, approach type, to maintain and repair such sidewalk, approach type."

You are being notified at this time because your property is adjacent to one of the service sidewalks which were found to be adjacent to public sidewalk or street curb that are scheduled to be replaced as part of this year's 2013 MFT Street Rehabilitation program.

As identified in the recently approved Policy, you as a homeowner adjacent to a service sidewalk found to be in poor condition, have a couple of options to consider as follows:

1. **Remove service sidewalk** – June, 2013 - The City of St. Charles MFT contractor will begin to remove the service sidewalk which is adjacent to curb or public sidewalk that will require removal and replacement. These service sidewalks will be replaced with turf (grass) at **NO** cost to the adjacent homeowner. If you do not have any desire to keep the service sidewalk which is adjacent your property, then no further action is needed from you. We will send you a construction notification letter closer to the time of removal with more specific information about the process.
NO ACTION NEEDED.
2. **Keep service sidewalk** – If you would like the service sidewalk adjacent to your property to remain in place, then the City of St. Charles is requiring you to repair the service walk following the City contractor's repair of the public walk or curb. Prior to your service walk repairs being completed, homeowners are asked to contact our Public Works Engineering

RAYMOND P. ROGINA *Mayor*

BRIAN TOWNSEND *City Administrator*

Department within 15 days of date on this letter. As part of this work property owners will be required to submit an application for a Right-of-Way Permit which would include the completion of a covenant within 30 days of the date on this letter. Right-of-way permits can be obtained at the City Building & Code Enforcement Division located in the Municipal Building at 2 E. Main Street.

We have included a sample Right-of Way Permit Application and covenant for your convenience.

ACTION NEEDED, PLEASE SEE BELOW.

Again, if you have no objection to the City removing the service sidewalk adjacent to your property then no further action is needed at this time. If you would like to choose option #2, with the service sidewalk to remain, we ask that you please submit a Right-of-Way Permit to the Building & Code Enforcement Division by **no later than June 20, 2013**. The Public Works Engineering Department will assume that if you have not contacted them prior to June 5, 2013, then your service sidewalk will be scheduled for removal with dirt and sod replacement.

We appreciate your understanding in this matter and apologize for any inconvenience that this process may cause. Please be informed that the City of St. Charles is taking active steps to beautify and create a safer condition on our right-of-ways. If you have any questions, concerns or would like to discuss the program in more detail, please feel free to contact Gary Long, Public Works Engineering Coordinator at (630)-327-5884 or James Bernahl Public Works Engineering Manager at 630-443-3709.

Sincerely,

Gary E. Long
Public Works Engineering Coordinator