



October 13, 2016

**RE: Proposed Hillwood-Crestview Area Street Improvements, City Project 16-13**

Dear Maplewood Resident,

On Monday, July 11, 2016, the Maplewood City Council authorized the preparation of a feasibility study for the Hillwood-Crestview Area Street Improvements, City Project 16-13. It is currently anticipated that this project would consist of pavement rehabilitation only. Pavement rehabilitation includes methods such as milling and overlaying or fully replacing the pavement section. No major utility work is anticipated.

**VERY IMPORTANT:** A neighborhood rehabilitation project represents a significant investment into the neighborhood by the City, you, and your neighbors. Please, take time to review the attached material about the proposed project.

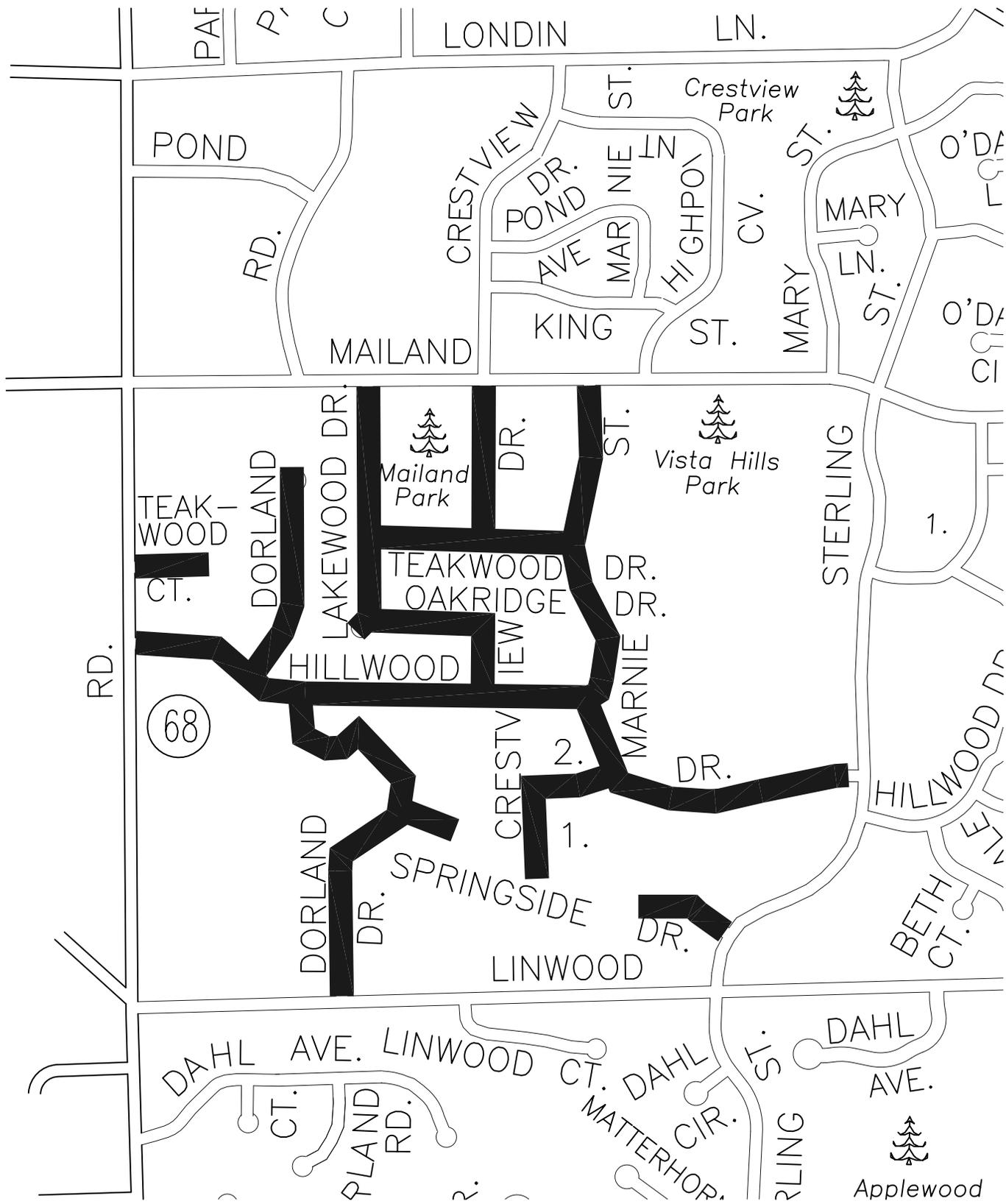
This project was advanced for potential 2017 construction due to low pavement condition ratings, numerous complaints from area residents, and the recent passing of a Gas Franchise Fee. This fee provides a partial funding source for pavement rehabilitation projects such as this one.

In the upcoming months we will be hosting neighborhood meetings to help provide information about the proposed project and be available to answer any questions you may have. You will be receiving notification of these meetings prior to them occurring (notice of the 1<sup>st</sup> meeting is enclosed).

If you have any questions or concerns about the information contained in this packet please feel free to contact me. I look forward to working with you on making these improvements to your neighborhood.

Sincerely,

Jon Jarosch, P.E.  
Project Manager/Engineer  
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(651)249-2405



 PROPOSED STREET IMPROVEMENT

NO SCALE

**Hillwood/Crestview Area Pavement Rehabilitation**  
**Project Location Map**  
**City Project 16-13**





**HILLWOOD-CRESTVIEW AREA STREET IMPROVEMENTS, CITY PROJECT 16-13**  
**PROJECT INFORMATIONAL MEETING**

*CRESTVIEW DRIVE, DORLAND ROAD, HILLWOOD DRIVE, HUNTINGTON COURT,  
LAKEWOOD DRIVE, MARNIE STREET, OAKRIDGE DRIVE, OAKRIDGE LANE,  
SPRINGSIDE DRIVE, TEAKWOOD COURT, TEAKWOOD DRIVE*

The City of Maplewood is preparing for the proposed Hillwood-Crestview area improvement project. We are in the process of collecting information and conducting our preliminary study. Staff would like to invite you to an informational presentation that will cover several topics including how the public improvement process works, an estimated time table, what improvements you can expect to see as part of this project, the construction process, and general information about assessments.

**Wednesday, October 26, 2015** from 6:00 – 7:30 P.M.  
In **Room D** of the Maplewood Community Center  
2100 White Bear Avenue  
(Intersection of County Road B & White Bear Ave.)

This project will directly affect you and it is important that you attend this meeting. Property Owner input is an essential part of the city's improvement process. Before anything is decided we would like to receive input from you regarding any issues or concerns that you may have about your neighborhood and this project.

A short presentation is scheduled to start shortly after 6:00 p.m., with staff available until 7:30 P.M. for questions following the presentation.

The public hearing for this project will likely be held in December of 2016. An official notice will be mailed regarding the public hearing at a later date.

Feel free to contact me if you cannot attend this neighborhood meeting and would like to discuss your questions or concerns. I look forward to working with you to make this project a success!

Jon Jarosch, P.E.  
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## What is a Pavement Rehabilitation Project?

The City of Maplewood's pavement rehabilitation program was started in 2015 when the City Council approved a Gas Franchise Fee to help fund additional street repair projects. The Gas Franchise Fee was the result of a grass roots effort by residents concerned about deteriorating road conditions and the desire to increase the amount of miles of deteriorated streets repaired each year. The Gas Franchise Fee provides a dedicated funding source that allows the city to accelerate these additional street repair projects. Pavement rehabilitation projects are typically utilized on streets that have existing curbing and utilities that are in good condition, but the pavement section has failed. As the name implies, the project would be focused on repairing or replacing the pavement section.

Intense planning and preparation goes into these projects. It begins with City Staff performing visual inspections of local streets in which they count cracks and potholes, among other failures, over the length of the road. The visual inspections help to identify neighborhoods that are in need of rehabilitation. The streets and neighborhoods are then grouped and ranked in order of greatest need to help prioritize these prospective projects.



The City currently plans to perform one pavement rehabilitation project per year. The planning process for this type of project begins with notification of area residents through letters like this. A feasibility study is then prepared, which helps to identify the improvements that need to be done, the cost of the project, the project timeline, and the project funding sources. If the project is deemed feasible, it will then continue through the public improvement process. This process involves preliminary engineering studies, research of the project area, neighborhood meetings, surveys of the neighborhood, and the preparation of plans. If the project is approved by the City Council, construction would start in the spring of 2017 and end in the fall of 2017.

Street rehabilitation is generally done by one of the following methods. The first method is called a Mill and Overlay. For a Mill and Overlay project, the top 1-1/2" to 2" of pavement is ground off and removed. A new 1-1/2" or 2" layer of pavement is then placed on top of the old pavement. The other method is called a Full Depth Reclaim. A Full Depth Reclaim is done by grinding together the pavement and the underlying aggregate layer. This layer is then re-compacted and provides a solid base layer for the pavement. A new layer of pavement is then placed on this new road bed. Spot curb replacement would be done with either method. The method utilized for this project will be determined as part of the feasibility study.

The street rehabilitation program is an important program that will help to maintain a strong system of roads and quality of life in the City of Maplewood. The City looks forward to working with you to make this project a success!





*Maplewood Street Rehabilitation Projects  
Frequently Asked Questions about the Construction Process*

Below are answers to some of the frequently asked questions that we receive regarding street rehabilitation projects:

**How will our streets change and what will the new street look like?**



(prior to construction)



(after construction)

**Typical look of your new street**

- New bituminous pavement
  - Road will be sloped to drain storm runoff to the concrete curb and gutter.
- Concrete curb and gutter
  - Severely deteriorated segments would be replaced to ensure structural support and proper drainage of roadway is maintained.
- Storm sewer inlet catch basins
  - Repairs to inlet catch basins would be performed as needed.
- Road width
  - Remains same as existing width, as the vast majority of the curbing will remain.
- Boulevard areas disturbed during construction will be fully restored with seed
  - The majority of work for this project will take place between the existing curb and gutter of the road (not in the boulevard)
    - It is anticipated that work will **not** be needed within the boulevard area for this rehabilitation project, other than in curb replacement areas.
  - Any work outside of the public right-of-way would be coordinated with the property owner prior to the work beginning.
- Driveway areas disturbed during construction would be restored with like and kind material
  - It is anticipated that the proposed rehabilitation project will **not** disturb driveway areas.

**Will the boulevard trees be removed?**

The City regards trees as an absolutely important element in any neighborhood environment. Boulevard tree removal is **not** anticipated to be required as part of this rehabilitation project. If a tree needs to be removed, the City will notify the property owner whose yard fronts the boulevard in which the tree stands prior to removal and explain the reason for removal.

### **How will access to my property be maintained during construction?**

You will have access to your driveway throughout the majority of the project. The following are some examples of times when access may be restricted for a period of time.

- If new concrete curbing is necessary in front of your driveway, the concrete will require 7 days to cure before being driven over. During this time you are able to park in the street in front of your home while the concrete has time to cure and gain strength.
- If the road is required to be excavated to bring in new road bed material in front of your driveway, access may be restricted for a short period of time. This will usually last for a couple of hours and will be backfilled by evening if not shortly after the old material has been removed.
- When the road is being paved in front of your home you will not be able to drive on the street. As soon as the pavement has been rolled by the large steel-drummed roller, you will be able to drive on the street. This time period usually lasts no more than an hour.

### ***Access for Special Needs or Physically Handicapped***

If you have a special access need, please let us know so we can work with you to accommodate your needs during construction. You need not be worried about coming and going from your home during the construction project. If you need access to your home during construction you will be able to call the City or talk to an inspector in the field and they will make sure access to your home is available. We will work to accommodate you if you let us know.

### ***Access for Emergency Vehicles, Garbage Services, School Buses, and Mail Deliver***

Access will be maintained for all of the above services throughout construction. The City will coordinate with the above services to minimize disruptions and maximize safety.

- Notification from the City would be sent out to all affected residents prior to any changes being made to these services.
- The contractor is required to maintain at least one clear, drivable vehicle lane on the street at all times for emergency response.

### ***Access for Graduation Parties, Family Gatherings, or other Events***

Please contact the City about any event taking place at your property as soon as you have it scheduled. We will work with the contractor and your schedule to make sure that your property is as accessible as possible during that timeframe.

### **What happens to my mailbox during construction?**

It is anticipated that your mail box will **not** be removed as part of this rehabilitation project. If it does need to be removed due to construction activities, you will be notified prior to any changes to your mail delivery service.

### **When will the project occur?**

It is currently anticipated that the project would begin in the spring of 2017 and be completed by the fall of 2017. More accurate dates will be released should the project move forward.

We hope that this letter helps to explain some of the more frequently asked questions about the street rehabilitation process. For additional information regarding this and other projects, visit the city's web site at [www.maplewoodmn.gov](http://www.maplewoodmn.gov) and look under the "Business and Development" tab.



# What is an Assessment and How does it affect me?

The City of Maplewood utilizes a “Special Assessment Policy” which is based on Minnesota State Statutes, Chapter 429. This statute grants cities the authority to use special assessments as a method to finance a broad range of public improvements. Special assessments are a charge imposed on properties for a particular improvement that benefits the owners of those selected properties.

## How Will The Assessment Amount Be Determined?

State Statutes limit the special assessment to the amount of direct benefit the property receives from the proposed project. The following is a brief outline of how assessment amounts are determined for public improvement projects:

- An independent appraisal company is hired to determine the direct benefit the properties will receive from the proposed improvements.
- The Independent appraisal company will perform an analysis to determine the direct benefit.
- The City will use this report to set the assessment amount at a rate no higher than what is determined to be the direct benefit.
- Once the assessment amount is determined, the City will notify all property owners of the proposed assessment amount.

At this time the City is currently in the beginning stages of this process. While the assessment amount has yet to be determined for the project area, the City Council has set the maximum assessment rate for a single residential lot at \$3,450 for pavement rehabilitation projects. Assessments only represent a portion of the overall funding for this project. Other sources of funding, which finance the majority of funding for these projects, include the general tax levy, the gas franchise fee, and other City of Maplewood funds.

## How Are Assessments Applied To The Project Area?

The following are some of the practices followed to provide a consistent, uniform, fair, and equitable treatment of all property owners when applying the proposed assessment amount to properties:

- Residential Property
  - Each single-dwelling residential property will be assessed a uniform rate based on direct benefit received.
    - In most cases you and your neighbor being assessed the same amount for the proposed improvements.
  - Corner lots **are not** assessed more just because they might abut two streets that are proposed to be reconstructed.
  - Properties that can be subdivided into two or more buildable lots will be assessed based on the number of future benefiting properties.
- Commercial & Multi-Family Property
  - Each of these properties will be assessed based on direct benefits received.
- Who is assessed?
  - Properties with driveways (or private roads) that access directly onto the streets that are proposed to be reconstructed are proposed to be assessed.
- Who will not be assessed?
  - Properties that abut streets that are proposed to be reconstructed but **do not** have driveways that directly access onto the streets that are proposed to be reconstructed **will not** be assessed.
  - Properties that have been assessed as part of a neighborhood street improvement project beginning on or after 1999 will not be assessed for a full or partial reconstruction project for a period of 35 years.

## **How Are Assessment Paid?**

There are a few ways assessments can be paid.

### **Option 1 – Payment in Full**

- Within 30 days of the Assessment Hearing payment can be made to the City interest free
- 30+ days after the Assessment Hearing, but before certification to Ramsey County, with interest

### **Option 2 – Partial Payments (Minimum of 25%)**

- Within 30 days of the Assessment Hearing payment can be made to the City interest free
- 30+ days after the Assessment Hearing, but before certification to Ramsey County, with interest
  - The City will accept no more than two (2) payments prior to the certification deadline
    - Each partial payment must be a minimum of 25%
  - Unpaid balances will be certified to Ramsey County for payment with property taxes in the year in which the Assessment Hearing was conducted.

### **Option 3 – No Payment**

- Residents do not have to pay anything to the City after the Assessment Hearing. The assessment amount would be certified to Ramsey County in the fall of 2017.
- Remaining assessment amount is paid over an 8 year period through the property taxes

### **Interest will be calculated from the date of the Assessment Hearing**

- Interest rates have ranged from 5-6% in the past but are set no more than 2% above the City's rate on the bond sale.
  - The 2% rate covers administration and collection of the assessments over the life of the repayment period.

## **What Options Are Available For Deferments or Delayed Assessments?**

As part of the Assessment Hearing process, homestead property owners whereby it would be a hardship to make the assessment payment may request a deferment of assessment. The City Council shall, at its discretion, defer the payment if the owner meets one of the following requirements:

- A person is 65 years of age or older
- A person who is retired by virtue of a permanent and total disability
- A member of the National Guard or other military reserves called into active service
- A person that is unable to meet payment obligations due to proven financial hardship
  - Proof of financial hardship will be required

The following information should be noted about the above deferrals:

- The Deferment period is for 8 years
- Interest accrues during the deferment period
- At the end of the 8 year deferment period the assessment comes **due with interest**
- The deferment comes due with interest upon death of the owner, sale/transfer/subdivision of property, loss of homestead status of the property, or determination by Council that requires immediate or partial payment would impose no hardship.

The City Council may also grant deferrals for undeveloped properties with the following conditions:

- The deferment period is for 8 years
  - If no improvements are made during the entire 8 year period the assessment shall be terminated
  - If improvements are made during the 8 year period the assessment will come due with interest

In the upcoming months additional information about assessments, assessment amounts, and information regarding the Assessment Hearing will be mailed to all property owners that are proposed be assessed.