



October 13, 2016

**RE: Proposed Pond-Dorland Area Street Improvements, City Project 16-12**

Dear Maplewood Resident,

On Monday, July 11, 2016, the Maplewood City Council authorized the preparation of a feasibility study for the Pond-Dorland Area Street Improvements, City Project 16-12. It is currently anticipated that this project would consist of pavement rehabilitation in areas that currently have concrete curb and gutter, and full reconstruction in areas without curb and gutter.

**VERY IMPORTANT:** This 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.

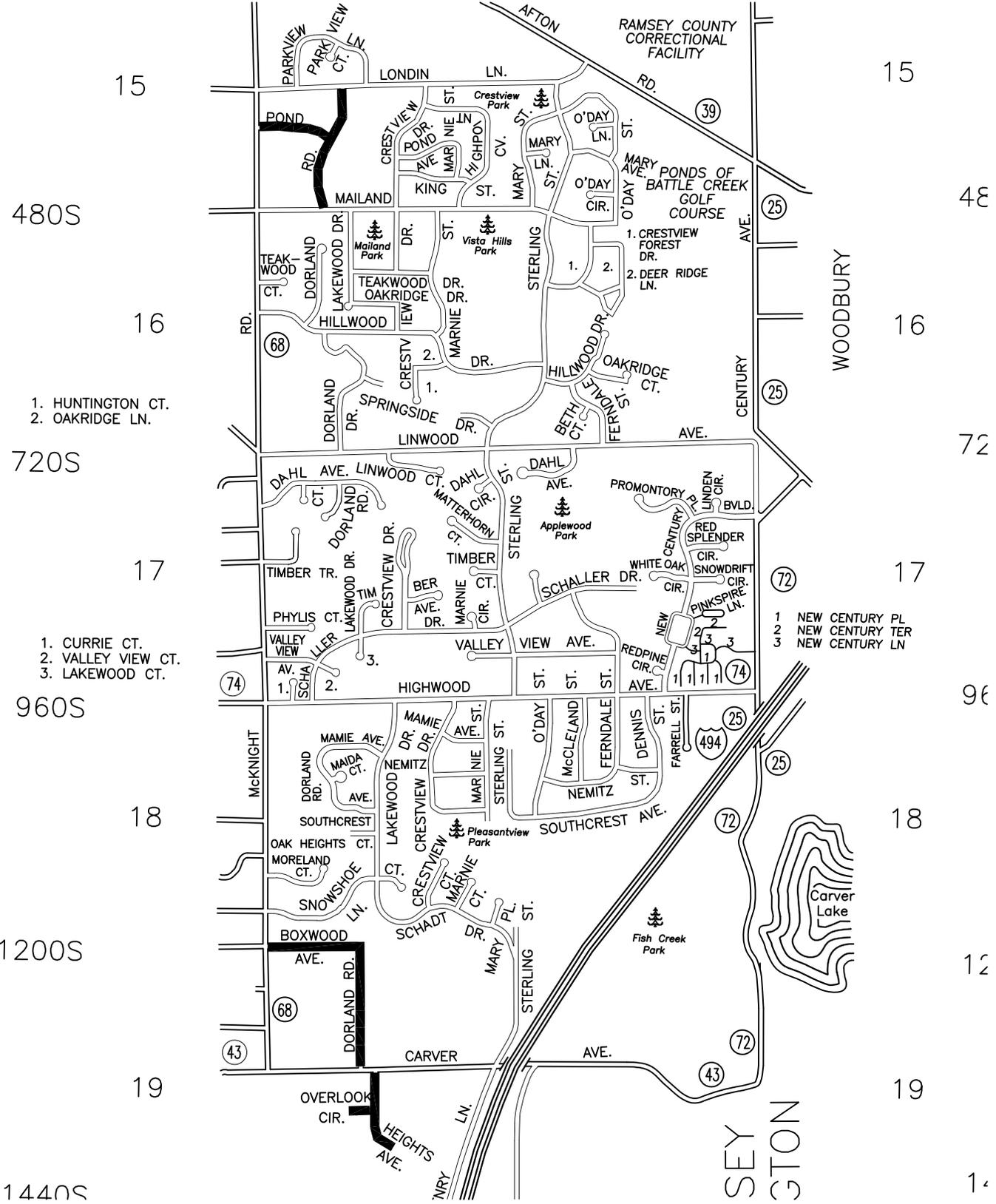
This project was recommended for 2017 construction due to low pavement condition ratings, numerous complaints from area residents, the lack of adequate street drainage, and needed utility repairs.

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  
[Jon.Jarosch@maplewoodmn.gov](mailto:Jon.Jarosch@maplewoodmn.gov)  
(651)249-2405



- 1. HUNTINGTON CT.
- 2. OAKRIDGE LN.

- 1. CURRIE CT.
- 2. VALLEY VIEW CT.
- 3. LAKEWOOD CT.

- 1. NEW CENTURY PL
- 2. NEW CENTURY TER
- 3. NEW CENTURY LN

**PROPOSED STREET IMPROVEMENT**

NO SCALE

# Pond/Dorland Area Street Improvements

## Project Location Map

### City Project 16-12





**POND-DORLAND AREA STREET IMPROVEMENTS, CITY PROJECT 16-12  
PROJECT INFORMATIONAL MEETING**

*BOXWOOD AVENUE, DORLAND ROAD, HEIGHTS AVENUE, OVERLOOK CIRCLE,  
POND AVENUE*

The City of Maplewood is preparing for the proposed Pond-Dorland 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.

**Thursday, October 27, 2016** 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.  
Project Manager  
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## **What is a Neighborhood Reconstruction Project?**

Why is it important to reconstruct deteriorated neighborhood streets? What goes into the preparation of a neighborhood street improvement project? What types of improvements are actually made? When is my street going to be rebuilt? This article is meant to provide insight into these and other such questions regarding the City's street reconstruction program.

The City of Maplewood's street reconstruction program was started in 1999 to repair, rebuild, and protect the City's existing street and underground utilities. Back in 1999 many of our local streets were in extremely poor condition with potholes, cracks, and street flooding during rain storms. Also, underneath the street many of the sanitary sewer and water pipes were in poor condition and aged. Thus the City Council set goals that 75% of the 135 miles of the City's local streets should be at an acceptable level or better. Currently 63% of the local streets are at or above an acceptable level, about 12% shy of the set goal. The street reconstruction program represents a continued investment by the City and its residents into the local neighborhoods to improve and protect the City's infrastructure and the quality of life for the community.



**Local street in poor condition without storm sewer**

Intense planning and preparation goes into the street reconstruction program. 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 along with known history of areas with drainage and utility problems help to identify neighborhoods that are in need of reconstruction and repair. The streets and neighborhoods are then grouped and ranked in order of greatest need. Each year the City prepares a 5 year Capital Improvement Plan (CIP) that is adopted by the City Council in order to prioritize these prospective projects for the coming years. The CIP serves as a planning document for future projects and their proposed funding sources. According to the CIP, the Pond-Dorland Area Neighborhood is planned to receive this investment in 2017.

Currently the City plans one neighborhood improvement project per year. The planning process for a neighborhood improvement project begins with this notification to the residents of the feasibility study and continues throughout the plan preparation and public improvement process. This process involves preliminary engineering studies, research of the project area, several neighborhood meetings, survey of the neighborhood, and preparation of plans. If the project is approved by the City Council, construction would start in the spring of 2017 and end in late fall of 2017.

### **Full Street Reconstruction (In areas without Concrete Curb and Gutter):**

Improvements to the street often include the replacement of the pavement support material, the addition of concrete curb and gutter, and new pavement. The street is re-designed and graded to prevent localized flooding. It is important that a new street is constructed with underlying material that provides strength for the bituminous pavement (asphalt) and also minimizes the occurrence of freeze/thaw cycles.

The full street reconstruction program looks beyond just the condition of the surface of the road. It also looks below at the utilities that serve the residential homes. The utilities often need repairs in the older neighborhoods with deteriorating streets. Limited storm sewer catch basins and pipes are normally found to be a major issue within older neighborhoods. An expanded system is often needed to relieve drainage issues within the street and address drainage issues that affect residential properties. The existing sanitary sewer and water main systems are reviewed for deficiencies or areas in need of repair. These corrections are then done as part of the neighborhood improvement project. The City also works with Xcel Energy to accommodate the replacement of old gas lines.

Additionally neighborhood improvement projects also include the installation of water quality treatment measures such as rain gardens. Runoff that contains pollutants and sediments that would normally be washed downstream to wetlands, lakes, and rivers can be captured and treated. Not only is this a federally mandated requirement that the City must meet, but it is a huge benefit to the environment, the residents of the neighborhood, and to those who live downstream.

**Pavement Reclamation (Areas with existing curb and gutter):**

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 neighborhood improvement projects often include unique design elements individual to needs of the specific neighborhood. These often stem from the neighborhood meetings that are held during the beginning design stage of the project. Staff asks the residents what can be done to make the neighborhood better. Ideas generated at these meetings can really make a project stand out and give a sense of neighborhood pride.

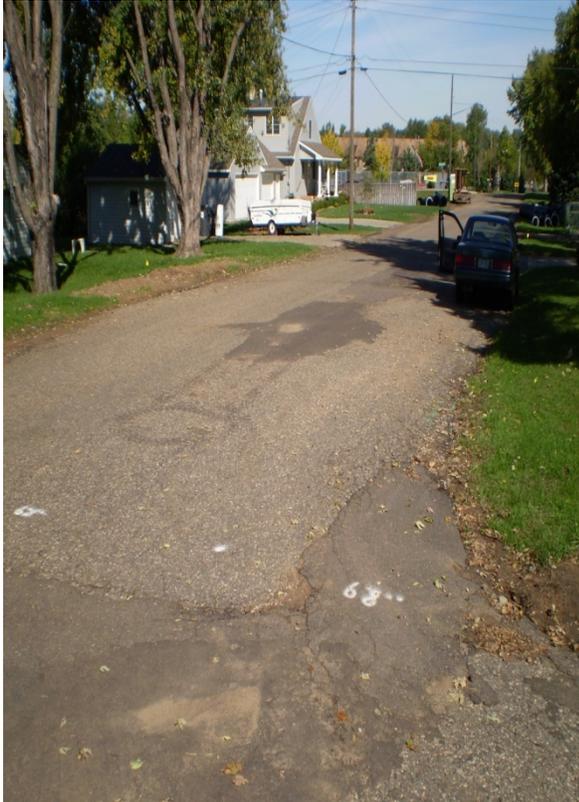
The street reconstruction program is very important in maintaining a strong system of infrastructure and quality of life in the City of Maplewood.

## Full Street Reconstruction

### *Frequently Asked Questions about the Construction Process*

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

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



(Kennard at Sandhurst prior to construction)



(Kennard at Sandhurst after construction)

#### **Typical look of your new street**

- New bituminous pavement
  - Sloped to drain storm runoff to the concrete curb and gutter
- Concrete curb and gutter
  - To provide structural support and drainage for the road
- Storm sewer inlet catch basins
  - To remove storm water from the road area
- Road width averaged to provide a uniform width
  - Averaged width is approximately same as existing width
- Boulevard areas disturbed during construction fully restored with sod
  - The majority of grading activities and utility work for a project will take place within the public right-of-way
    - The public right-of-way includes the area of the road and approximately the first 15 feet from the edge of the road
  - Any work outside of the public right-of-way would be coordinated with the property owner prior to the work beginning and fully restored

- Driveway areas disturbed during construction restored with like and kind material
  - As an example if you have an bituminous driveway any part of your driveway taken out as part of the project will be replaced with bituminous as part of the project at no additional cost to you

**Will the boulevard trees be removed and what does a rain garden look like?**

***Boulevard trees***

- The City regards trees as an absolutely important element in any neighborhood environment and where possible designs around boulevard trees – especially mature ones.
- There are some instances in which boulevard trees are needed to be removed.
  1. The tree is an obstruction in which the new street cannot be designed around
  2. The tree has been a maintenance problem or sight distance hazard in the past
  3. The tree is located over a sanitary sewer service in need of repair
- 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.



***Rain gardens***

- Shallow depression in the ground generally around 1 foot designed to capture and infiltrate storm water runoff.
- Typically planted with plants that promote infiltration
- Improve the quality of neighborhood wetlands, ponds, and lakes by removing excess nutrients and pollutants
- There is no additional cost in having a rain garden installed
- Receive a 30% reduction to your Environmental Utility Fund fee
- Please see the Rain Garden brochure for more information



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

***Access to my driveway***

- Most of the time you will have access to your driveway during the construction of the project.
  - The following are a few times throughout a project that you will be notified about construction activities that will obstruct your ability to access your driveway:
    - If utility trenching is occurring in front of your property your drive will be obstructed for a few hours.
      - These trenches will be backfilled by evening if not immediately after the work within the trench has been completed.
    - Seven days after new concrete curb and gutter or concrete driveways have been poured.

- During this time you will receive a notice that 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
  - 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.

***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 because of construction.
    - During construction if you need access to your home you will be able to call the City or talk to an inspector in the field and they will be able 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
  - The City will coordinate with the above services to minimize disruptions and maximize safety.
    - Location of mail deliver and school bus stops may be modified to accommodate these services and better keep the children safe during construction
    - Notifications from the City will be sent to you of any modifications prior to implementing any changes
- 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***

- Contact the City about the event or appointment as soon as possible.
  - We will work with the contractor and your schedule to make sure that when you need to come and go from your property for your event that the constructed street will accommodate vehicle parking and is free of debris near your property.
  - Let us know and we can work with you to accommodate the event.

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

***Single-deliver mailboxes***

- The post and the box are removed and placed up into your front yard out of the way of construction.
- Temporary mailboxes will be set up at specified locations
  - You will be notified of the proposed locations prior to any changes to your mail delivery service.
- After street reconstruction is complete and restoration is taking place we will reinstall your existing mailbox and post.

***Has the City done other recent street reconstruction projects that I can visit?***

**Past projects**

- Bartelmy-Meyer Neighborhood, 2012 – Residential Streets east of McKnight Road and south of Stillwater Road

We hope that this letter helps to explain some very important concepts about the street reconstruction project. 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.



## *Pavement 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, which are used **in areas with existing concrete curb and gutter**:

### *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. 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 Environmental Utility Fund, 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 Payment (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.