

CITY OF WINTER PARK STREET BRICK POLICY

(Adopted by CC June 2001).

I. PURPOSE AND INTENT

The purpose of this policy is to provide a means by which residents that currently live on an asphalt or asphalt covered brick street can obtain a brick street without unduly burdening the city's limited street repair funds. The intent of the policy is to define who bears the cost for the brick street surface upgrade.

II. BACKGROUND

The City is responsible for the maintenance of streets to insure vehicular and pedestrian safety, improve and maintain ride-ability, and preserve their character. The typical practice for road resurfacing is an asphalt overlay on an existing asphalt road. The Public Works Department has a budget for the maintenance of such roads. The life span of an asphalt road is approximately 10 - 15 years.

In recent years, there has been a renewed interest in brick streets within the city. The city currently has approximately 19 miles of brick streets out of a total of over 100 miles of street. Unfortunately, in past years many brick streets were covered with asphalt to improve ride-ability or reduce maintenance. From time to time, residents inquire about the installation or reclamation of brick roads where asphalt roads currently exist. The life span of a properly installed brick street is estimated to be 40 - 50 years.

III. SPECIAL BRICK STREET CORRIDORS

Special Brick Street Corridors are intended to be roadways that are:

- unique in character
- gateways to the city
- historically significant

Special Brick Street Corridors may be created in two ways:

- A. The City Commission may preserve the unique character or purpose of certain commercial streets by designating them as Special Brick Street Corridors. This designation will allow alternative or special funding methods toward the sharing of installation and maintenance costs.
- B. City staff may recommend to the City Commission that a Special Brick Street Corridor be created. New clay brick or historic clay brick will be the preferred brick type.

IV. STREET BRICKING BY REQUEST OF PROPERTY OWNERS

Property owners fronting on a continuous area of a street within the city may petition the City to resurface their street with brick. The petitioning process and the cost-sharing principles for such action are described herein.

V. STREET BRICKING CATEGORIES

For the purpose of this policy, three categories for street bricking have been identified. The assessment to contiguous property owners will be determined based upon the category that fits the proposed street. The three categories are:

A. Existing Brick Street

This category includes all existing brick streets. On many of these streets the condition of the road base underlying the brick surface has deteriorated. Historically, the original brick roads were built upon existing sandy soil that has allowed the brick to shift and settle over time, creating an undesirable road surface.

To achieve a satisfactory road surface, the existing bricks must be removed and a proper road base installed. Since some loss of bricks occurs during the removal and reclamation process, there will not be a sufficient quantity of bricks remaining to be immediately replaced in the roadbed.

Property owners on these streets may request the City to remove the existing clay bricks and replace them with new street bricks. The clay bricks removed will be reclaimed at the city reclamation facility and stored for future use in other areas of the city. In this case, an assessment will not be levied on the property owners because of the pre-existence of clay bricks.

Property owners on these streets may also request the City to remove the existing clay bricks and replace them with reclaimed clay bricks. This option can be exercised when the City has a sufficient quantity of reclaimed bricks on hand.

B. Asphalt Covered Brick Streets

Many brick streets within the city were paved over with asphalt in the past in an effort to improve ride-ability and reduce maintenance. On these roads, the extent and condition of the bricks underlying the asphalt is unknown. Also, the original brick roads were built upon existing sandy soil that has allowed the bricks to shift and settle over time, creating an undesirable road surface.

To achieve a satisfactory road surface, the existing bricks and asphalt must be removed. New street bricks will be used for bricking, because there is typically a high rate of loss of the bricks under the asphalt during demolition. The clay bricks removed will be reclaimed at the city reclamation facility and stored for future use in other areas of the city.

Property owners may request the City to replace an existing asphalt-covered brick street with new clay street bricks by submitting a petition meeting the requirements of Paragraph VI.

The net cost to the residents will be assessed to each property owner based on the linear footage of property frontage or other basis consistent with Chapter 170 Florida Statutes or other applicable laws. A sample method used to calculate the assessment and the credit is described in Appendix A.

C. Existing Asphalt Street

Residents may request the City to replace an existing asphalt street with new street bricks by submitting a petition meeting the requirements of Paragraph VI.

The net cost will be assessed to each property owner based on the linear footage of property frontage or other basis consistent with Chapter 170 Florida Statutes or other applicable laws.

A sample method used to calculate the assessment and the credit is described in Appendix A.

VI. BRICK STREET UPGRADE PROCEDURES

The following procedure will be used by property owners and the City in upgrading existing asphalt or asphalt-covered brick streets in a residential or commercial area:

- A. Property owners may request the City to replace the existing street surface with new clay street bricks by submitting a petition showing positive interest of property owners owning a two-thirds (2/3) majority of the property frontage on the street to be bricked. Petitioners must also provide proof that 100% of the property owners on the proposed street have been informed of the petition and the potential impact it may have on their property. Proof must be furnished with the petition that shows that a good faith attempt was made to notify all property owners of the petition, i.e. registered letter or certified mail.

A petition form is available from the Public Works Department to assist property owners in obtaining the necessary petition information (see Appendix C). The petition will include the following information and statements:

1. Identification of the area to include street names and lots or properties within the area (information available from the Public Works Department). The proposed street must be at least one block long, i.e. intersection to intersection according to City of Winter Park Public Works Standards.
2. A statement indicating that the individual signing a petition recognizes that there may be a cost increase borne by them through a special assessment program, if the petition is approved by the City of Winter Park.
3. Signatures of individuals or entities owning property within the designated area. Signatures of persons or entities renting or leasing property will not be considered.
4. A statement indicating that a good faith attempt was made to inform all property owners with front footage on the proposed street and they have been given the opportunity to sign or refuse to sign the document.

- B. Upon receipt of the petition, the City will evaluate the petition to verify ownership against property records. If the petition is valid, Public Works Department staff will examine the street and develop a cost estimate to remove the asphalt, or asphalt and brick, and replace it with a new brick surface. The cost estimate will include placement of new road base and curbs where needed. It will also include certain credits against the cost as described in Paragraph VII.
- C. The Public Works Department will review the petition to identify issues that may relate to public safety, health and welfare, and to determine if the requested brick type is reasonably compatible with the road surfaces in surrounding areas. The Department will either recommend approval with conditions as necessary or reject the petition if it is deemed invalid or not suitable due to public health, safety or welfare reasons.
- D. The Public Works Department will prepare an estimate of the total assessment and the assessment for each property. Installation charges will be calculated on both a single-payment basis and as an additional ten-year assessment on each property owner's tax bill at an interest rate determined by the City Commission. The staff will prepare calculations of the net assessment and the assessment to each property owner for one survey only. A fee will be charged for additional calculations based on actual costs for time and materials.
- E. Implementation of the special assessment will comply with Chapter 170, Florida Statutes, or other applicable provisions of law. The City will coordinate the installation of new street bricks and curbing with the imposition and levy of the special assessments.
- F. Upon approval of the special assessment by the City Commission, the Public Works Department will hold a coordination meeting between the appropriate City staff and the property owners in order to establish installation schedules and procedures.
- G. The City Commission, sitting as an Equalization Board, may adjust assessments on individual properties where warranted.

VII. DETERMINING BRICK STREET UPGRADE COSTS

A. Project Costs

The cost for the bricking project will be calculated and will include the costs of new street bricks, road base, sand, curbs, labor and equipment.

B. Credits

The current Public Works Department budget provides for the milling and re-asphalting of asphalt or asphalt covered brick streets. A credit will be given against the costs of bricking for the typical costs of asphalt surfacing the City would have provided at no cost to the property owners. This credit may include asphalt milling, road base, asphalt, curbs, labor and equipment.

Additional credit will be given for the cost savings realized from not being required to resurface the asphalt road an estimated two more times in the following fifty years.

A further credit against the cost of bricking may be given based upon the average volume of traffic a street accommodates. A street carrying an average of over 5,000 vehicles per day will be eligible for a credit equal to 10% of the gross costs of bricking. A street carrying an average of 2,000-5,000 vpd will be eligible for a credit equal to 5% of the gross costs.

A credit also will be given toward the cost of brick installation if there is existing brick under the asphalt. The amount of the credit will be determined during construction by assuming a 50% recovery rate in areas found to contain recoverable bricks and multiplying this number of bricks by one-half the current cost of purchasing new paving bricks. This credit will be given as a refund to those property owners who have paid their assessment in a lump sum, and as a reduced payment to those property owners paying over time.

See Appendices A and B for illustrations of the method used to calculate the assessment and credits.

VIII. PRIORITY OF PETITION REQUESTS

It is the responsibility of City staff to prioritize petition requests when multiple petitions have been submitted.

The Public Works staff first will determine whether the proposed street is listed in the 1997 Street Condition Survey. This survey identifies the roads scheduled for maintenance through fiscal year 2003. Priority will be given to those petitions for roads that are within three (3) years of scheduled maintenance (refer to the 1997 Street Condition Survey, Section 6).

The next factor in assigning priority to competing petitions will be the ranking of the proposed street when the traffic calming priority matrix is applied. If a street is currently identified by this matrix as ranking high for traffic calming and if there is money budgeted for traffic calming, then the petition will be given a higher priority weight.

All street bricking requests will be subject to the availability of funding. In the situation where there are more requests than funds available, the proposed requests will be prioritized based upon the following criteria.

- Existing road condition
- Cost of construction
- Length of construction time
- Availability of City crews
- Extent of existing utility and stormwater repairs
- Availability of clay brick
- Constructability issues

City staff will present the priority listing to the City Commission for approval.

IX. ACCEPTABLE BRICK TYPES

The following brick types are acceptable for this policy:

- A. New Clay Brick Pavers
8"L x 4"W x 3 1/8"H clay brick, as provided by Pine Hall Brick Company, Inc. under contract with the City (or other replacement approved by City Staff).

Color will be determined jointly with city staff and the area property owners from an approved City color palette.

- B. Old Clay Brick Pavers
Historical street brick found throughout Winter Park. This clay brick is available from City surplus as clay brick streets are replaced. Availability is limited.

X. BRICK STREETS IN NEW DEVELOPMENTS

The developer of a new subdivision may elect to install brick streets. However, installation costs in new subdivisions are required to be paid by the developer at the time of installation and will not be assessed to the individual lots. The developer is required to follow City of Winter Park Public Works Standards for brick road installation.

**ASSESSMENT CALCULATION METHOD
for Asphalt Covered Brick Streets
(w/ Credit for Existing Brick)**

- A = Total Length of Proposed Frnt Footage (both sides of street)**
- B = Cost of New Brick Installation
(labor + cost of materials + equipment)**
- C = Cost of Re-Paving
(milling + labor + cost of materials + equipment)**
- D = Credit for Existing Brick
(estimated # of reclaimed brick x \$.35/brick)**
- E = Maintenance cost of Asphalt Road (= 2 * C)**

$$\text{Total Assessed to Property Owner} = \frac{\text{indiv. front footage}}{A} \times (B - C - D - E)$$

NOTE: City staff will provide an estimate using the above formula. The cost estimate may include some of the following:

Cost of Materials:

- Concrete
- Asphalt
- Sand
- Limerock
- Soil cement
- Brick
- Tack

Labor:

- Concrete crew
- Paving crew
- Drainage/Demo crew
- Traffic Control crew
- Brick laying crew

Equipment:

- Backhoe
- Barricades
- Pick-up Truck
- Dump truck
- Excavator
- Milling
- Bobcat
- Grader

NEW BRICK INSTALLATION EXAMPLE

APPENDIX B

EXAMPLE - NEW BRICK INSTALLATION ESTIMATE

General Information:

Distance =	1000	lf	
Width =	24	ft	
Total Square Footage =	24000	sqft	
Existing Brick Under Asphalt =	24000	sqft	(Assume bricks are beneath entire area)

Cost of Installation of New Bricks:

	<u>Qty</u>		<u>Unit Cost</u>		<u>Total</u>
New Brick (assume 5.0 bricks/sf)	120000	brick	\$ 0.70	\$	84,000.00
Brick Installation Labor	24000	sf	\$ 0.90	\$	21,600.00
Sand for base	149	tons	\$ 8.00	\$	1,190.40
Limerock for base	2667	sy	\$ 10.00	\$	26,666.67
Concrete for curbs	49	cy	\$ 63.50	\$	3,127.96
Concrete Crew	10	days	\$ 560.00	\$	5,600.00
1 supervisor					
2 workers					
Demolition & Grading Crew	10	days	\$ 1,400.00	\$	14,000.00
1 supervisor					
2 workers					
3 equipment operators					
2 traffic control workers					
Equipment Cost	10	days	\$ 900.00	\$	9,000.00
Tandem dump truck					
Pick-up truck					
Bobcat					
Clamshell					
Backhoe					
			TOTAL	\$	165,185.03
				\$	165,185.03

Cost of Asphalt Re-Paving:

	<u>Qty</u>		<u>Unit Cost</u>		<u>Total</u>
Mobilization of Milling Company	1	LS	\$ 540.00	\$	540.00
Milling Operation	1	day	\$ 3,000.00	\$	3,000.00
Concrete for curbs	20	cy	\$ 63.50	\$	1,270.00
Concrete Crew	2	days	\$ 560.00	\$	1,120.00
1 supervisor					
2 workers					
Paving Crew	3	days	\$ 1,400.00	\$	4,200.00
1 supervisor					
2 workers					
2 equipment operators					
2 maintenance workers					
2 traffic control workers					
Asphalt	150	tons	\$ 36.00	\$	5,400.00
Tack	110	gal	\$ 1.50	\$	165.00
Limerock for base repairs	14	tons	\$ 7.40	\$	103.60
Barricade Rental	30	bar/day	\$ 0.75	\$	22.50
Equipment Cost	3	days	\$ 900.00	\$	2,700.00
Tandem dump truck					
Pick-up truck					
Bobcat					
Clamshell					
Backhoe					
			TOTAL	\$	18,521.10
				\$	18,521.10

APPENDIX C
PETITION
STREET BRICK POLICY

The purpose of this form is to provide a means by which residents may petition the City of Winter Park to install an upgraded street brick surface in place of asphalt or to restore an existing asphalt covered brick street. This form is to be utilized in conjunction with the City of Winter Park's Street Brick Policy adopted June 2001 by the City Commission.

As outlined in the Street Brick Policy, the additional costs of upgrading from an asphalt or partial asphalt street to a brick street will be assessed to the property owners with front footage on the proposed street. The net cost, as determined by the City, will be assessed to each property owner based on the Brick Street Policy. Specific costs will be determined upon final review of this petition.

Street Name: _____

From Cross Street: _____ To Cross Street: _____

Total Number of Affected Property Owners (Lots): _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

I understand, by my signature below, that the purpose of this petition is to demonstrate my support of the installation/restoration of brick on the proposed street. I also understand that the cost associated with this upgrade will be borne by myself and other property owners on the proposed street. Furthermore, I also understand that by signing this petition, I am authorizing the City of Winter Park to proceed with the estimation of the construction cost and individual assessments and I am in no way obligated to accept this assessment at this time.

	<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>SIGNATURE</u>
1.				
2.				
3.				
4.				
5.				

(Use additional sheets if necessary)
Please submit this petition to:
Troy Attaway, Public Works Director, City of Winter Park
401 Park Avenue South, Winter Park, FL 32789-4386