

RESOLUTION NO. 469-2008

**A RESOLUTION REPEALING RESOLUTION NO. 401-2005 AND ADOPTING
A SIDEWALK REIMBURSEMENT PROGRAM**

WHEREAS, the City of Hubbard has adopted a Sidewalk Reimbursement Program;
and

WHEREAS, the City Council finds it necessary to modify and update the Sidewalk
Reimbursement Program;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF HUBBARD THAT:**

Section 1: The City of Hubbard Sidewalk Reimbursement Program is set forth in
the attached document marked Exhibit "A" attached hereto and by this reference
incorporated herein and entitled the City of Hubbard Sidewalk Reimbursement
Program.

Section 2: Resolution No. 401-2005 is hereby repealed.

INTRODUCED AND ADOPTED this 14th day of October 2008, effective
immediately.

CITY OF HUBBARD, OREGON

APPROVED AS TO FORM:

BY:


MAYOR


CITY ATTORNEY

ATTEST:

BY:


CITY RECORDER

CITY OF HUBBARD

SIDEWALK REIMBURSEMENT PROGRAM

1. Purpose

The City of Hubbard promotes: 1) the repair and replacement of sidewalks; and 2) the installation of new sidewalks with a program of 25% reimbursement to property owners for reasonable and eligible costs.

2. Application & Selection

- A. All eligible work must be initiated by application obtained from City Hall and received by staff during the budget period for which funds will be used.
- B. Applications will be reviewed and the site inspected by the Public Works Superintendent before any construction may commence.
- C. The sidewalk reimbursement program for each fiscal year will begin July 1 and no previous applications will be accepted for expending funds from the new program year.
- D. Applications will be received and logged in so that a "first come, first served" order is maintained. Selection approval will be on a "first come" basis for eligible projects with available funds.

3. Eligibility & Administration

- A. All eligible work must be initiated by application obtained from City Hall and received by staff during the budget period for which funds will be used. Applications must be accompanied by a bona fide contractor's bid estimate.
- B. The property owner will be required to pay the contractor in full and provide a copy of the contractor's receipt of payment to the City to initiate City payment to the property owner of 25% of the cost of the work, not to exceed \$300, at no more than the rate initially approved by the City.
- C. Property Owners are limited to one project application per fiscal year.
- D. All projects must be constructed by a licensed contractor with production experience in concrete construction.
- E. Eligibility of a selected project is lost if the project is not completed within three months of the City's approval letter. In order to become re-eligible, a new application must be filed.
- F. All applications lapse upon June 30 of each fiscal year unless a letter approving the project is issued by staff with a completion date after June 30.

G. Applications are not eligible for funding through the sidewalk reimbursement program under the following circumstances:

- i. Where sidewalks are a condition of approval of a land use application (subdivision, partition, design review, etc.)
- ii. Where sidewalks are a requirement of building permit issuance pursuant to HMC 12.15.020.
- iii. Where the City has initiated enforcement procedures pursuant to HMC 12.15.120 and 12.15.130.

4. **Standards**

All eligible projects must first make application for a Right-of-Way permit and receive City approval prior to sidewalk construction. The City Right-of-Way permit fee will be waived for approved Sidewalk Reimbursement Program projects. Sidewalks shall be constructed, altered and repaired in accordance with current City standards and specifications.