

CITY COMMISSION POLICY

<p>GRAND RAPIDS</p>  <p>MICHIGAN</p>	<p>NUMBER: 1000-07</p>	<p>HISTORY</p>	
	<p>DATE: January 16, 1973</p>	<p>FILE #</p>	<p>DATE</p>
	<p>FILE NUMBER: 25521</p>		
	<p>DEPARTMENT: Engineering</p>		

SUBJECT: ASSESSMENT OF CONSTRUCTION COSTS FOR PUBLIC IMPROVEMENTS ON MAJOR STREETS

PURPOSE: To delineate procedures for collecting data and making recommendations to the City Manager and City Commission as to what extent, if any, construction costs for public improvements on major streets should be financed by special assessment.

POLICY:

For the purposes of this policy, it shall be presumed that the term “major street” refers to any public street within corporate limits of the City of Grand Rapids which has a paved surface in excess of 36 feet in width, or which will upon completion of the proposed improvement have a paved surface in excess of 36 feet in width.

This policy is supplemental to and to be construed with Title I, Chapter 10 of the Grand Rapids City Code.

1. Suggestions for public improvement projects on major streets may be initiated either by the City Commission, the administrative staff or upon petition of the adjacent and affected landowners.
2. Suggestions for public improvements on major streets shall be referred to the City Engineer who shall make a feasibility study with regard to the proposed project. Such study shall include, but not be limited to, the preparation of general plans and estimates as to the cost of the various proposed improvements within the suggested project.
3. The City Engineer shall notify the City Assessor of such proposed project after which the City Assessor shall make a preliminary determination, whether, in his opinion, any of the proposed improvements are proper subjects for special assessment to the adjacent property owners.
4. If the City Assessor determines that there exists a likelihood that the proposed improvements, or some of them, are proper subjects for special assessment to the adjacent property, then the City Engineer shall compile a file on said proposed project, which file shall contain, but not be limited to, the following information:

CITY COMMISSION POLICY

NUMBER: 1000-07

Page 2 of 3

- a. A concise description of the proposed project.
 - b. A concise description of the present condition of the street for which improvement is proposed including a detailed description of the presence or lack thereof of improvements on a block-by-block basis.
 - c. If available, information concerning the original construction of the street and maintenance which has occurred.
 - d. A careful analysis of the condition of the surface of the street and of the shoulders including the type of surface coating presently in place and its thickness.
 - e. The presence or absence of storm drainage and a description of the proposed storm drainage system giving the areas in addition to the new street itself, to be served by such system.
 - f. Description of the physical terrain of the land abutting said street, indicating any significant grade changes in proposed project.
 - g. A description of the size and number of shade trees existing on the street and a determination as to the necessity for the removal of any shade trees.
 - h. A record and correlation of all complaints and problems relative to said street from citizens or City employees including, but not limited to, complaints as to surface condition of the road, dust, shoulder, drainage and safety problems. A photographic profile of the road in its present condition shall be compiled on a block-by-block basis, indicating known trouble areas if possible.
 - i. A determination of past, present, and projected traffic volumes on the street, including an indication as to the type of vehicles.
 - j. A record of the zoning along said proposed project and any known zoning variations of abutting property.
5. The City Engineer shall transmit such file on proposed project to the City Assessor. The City Assessor shall make a study of the proposed project and shall prepare a written report on the same which shall contain his determinations as to what portion of said proposed project, if any, is of special benefit to the abutting property.
 6. If the City Assessor concludes that a special benefit is conferred upon adjacent property because of the proposed project, he shall include in his report a recommendation as to what portion of the cost of said project should be specially assessed against adjacent property and what method of assessment shall be used.

CITY COMMISSION POLICY

NUMBER: 1000-07

Page 3 of 3

7. The City Assessor shall transmit the project file to the City Attorney who shall review the recommendations of the City Assessor in light of the current law with regard to said assessments. The City Attorney shall add his recommendations to those of the City Assessor and then transmit the project file to the City Manager who shall then proceed to review the file and make his recommendation to the City Commission pursuant to the procedures outlined in Title I, Chapter 10 of the Grand Rapids City Code, which procedures shall be followed to their conclusion as determined by ordinance.