



MEMORANDUM

To: Public Works Committee

From: Carl S. Goldsmith, Director of Public Works

Date: January 7, 2009

Subject: **Policy on Parkway Landscape Maintenance**

The Department of Public Works has been using an informal policy based on past practice regarding parkway restoration and maintenance for the last year and staff would like to establish this policy as a formal policy of the Board of Trustees. No formal policy had previously been established.

Staff requests that the Public Works Committee recommend the attached draft policy to the Board of Trustees.

attachments: draft policy & §97.010
H:\PW\Policies and SOPs\Internal Policy on Parkway maintenance.doc
CG:DG/dg

VILLAGE OF LOMBARD
VILLAGE BOARD POLICY MEMORANDUM

Subject: **Public Works' Policy on Parkway Landscape Maintenance**

Number: _____

Date: _____

I. Purpose

The purpose of this policy is to establish the Village of Lombard's responsibilities for maintaining parkways in the right of way. This policy explains the division of responsibilities between the Village and the adjacent property owner.

II. Procedures/Guidelines

A. Village Responsibilities:

(1) Repairing any damage to Village standard landscaping associated with snow plows running over a curb and plowing up the sod.

(2) Correcting hazards caused by settlement around b-boxes and clean-outs. The normal repair is to adjust the height of the b-boxes and clean-outs so it is flush with the surrounding landscaping.

(3) Repairing any parkway damage or parkway settlement caused by a Village utility dig, Village tree removal or vehicular accident (reimbursable from insurance) and any subsequent settlement of the restoration that measures 2" or more as measured by a stringline from sidewalk to back of curb that appears within one year of the work. The only exceptions are those repaired late in the calendar year that show signs of settlement as a result of experiencing their first winter.

(4) When reported, correcting any landscape settlement at the intersection of a sidewalk and road curb that presents a safety hazard to pedestrians. This generally would be the area 1 foot to either side of the sidewalk at the curb cut.

(5) The Village is not responsible for restoring any special landscaping that is over and above the Village standard of sod in the parkway.

(6) Maintaining and removing parkway trees.

B. Adjoining Property Owner Responsibilities:

(1) Maintaining the landscaping in the parkway. This includes, but is not limited to; mowing, fertilizing, aerating, watering, over-seeding and re-establishing grass that dies due to lack of maintenance.

(2) Repairing settlement that is a result of natural soil compaction, not including utility dig and parkway tree removal areas that have settled within one year.

(3) Reporting hazards caused by settlement around Village cleanouts and b-boxes.

(4) Approved plantings, which are installed and maintained under permit from the Village.

C. Shared Responsibility:

Dual responsibility for those trees that are on the boundary between the Village and the adjoining property. Illinois law on the topic identifies that both parties are equally responsible for the tree.

III. Legislation/Documentation

Village of Lombard Code, Title IX, Section 97.010

Minutes of _____ Public Works Committee

Minutes of _____ Board of Trustees meeting

TITLE IX: GENERAL REGULATIONS, § 97.010: USE AND MAINTENANCE OF PARKWAY

(A) The Village hereby grants a revocable permission for each property owner and/or resident to beautify the portion of the land owned by, or dedicated to the Village and located between said owner's or resident's premises and the adjoining curb line (the parkway area); provided, however, that no encumbrance other than grass and/or those permitted by and planted under the provisions of Title 9, Chapter 99 of the Code of Ordinances are to be established on the parkway area, said establishment shall be done in accordance with all other applicable Village Codes and Ordinances.

(B) It shall be the duty of each owner of or person residing on property abutting on a parkway area to maintain the grass on the parkway by keeping its height at a level which complies with the Village Code. This duty shall extend only to grass and weed cutting and its imposition does not entail any further duties or responsibilities.

(C) United States Postal Service approved mailboxes are permitted within the parkway area only under the following conditions:

(1) The front face of the mailbox, once mounted, shall be six inches (6") to eight inches (8") from the back of the curb, or if no curb is present, from the road pavement, unless otherwise approved by the Postmaster due to road and/or curb conditions.

(2) The distance from grade to the bottom surface of the mailbox shall be forty-one inches (41") to forty-five inches (45"), unless otherwise approved by the Postmaster due to road and/or curb conditions.

(3) Mailbox and mailbox mounting structures shall provide a breakaway feature, as recommended by the Federal Highway Administration and the United States Postal Service, as follows:

(a) The mailbox shall be mounted on a mounting structure of the following sizes and materials and no others:

1) A wood or plastic post of which the area of an average cross section may not be more than sixteen (16) square inches.

2) A metal post not more than two inches (2") in diameter.

(b) Permitted mounting structures shall be affixed as follows:

1) A wood or plastic post shall be embedded in crushed stone in a twelve inch (12") diameter hole to a depth of thirty six inches (36") below grade.

2) A metal post shall be embedded twenty four inches (24") in concrete in a thirty six inch (36") hold of twelve inch (12") diameter.

(c) Mailboxes shall be securely affixed to the required mounting structure.

(4) Residents should take all necessary precautions to prevent damage to any existing utility located in the parkway.

(5) Any nonconforming mailbox or mailbox mounting structure shall be brought into compliance on or before November 15, 2002.

(Ord. 3449, passed 9/5/91; Ord. 5146, passed 6/20/02)