

**CITY OF MILL CREEK  
DEPARTMENT OF PUBLIC WORKS  
ADMINISTRATIVE GUIDELINES**

Reference: 14-27

Effective Date: September 1, 2014

Approved: \_\_\_\_\_

Public Works Director

Approved: \_\_\_\_\_

Community Development Director

## **POLICY FOR ADDRESSING TREE ROOT REPAIR ISSUES**

The intent of this written guideline is to establish consistent policies, procedures, roles and responsibilities for determining the proper corrective action for public infrastructure damage (i.e. roads, sidewalk, trails, etc.) caused by tree roots or other landscaping.

The policy of the City shall be as follows when trees and/or landscaping need to be removed and replaced from a public Right-of-Way area that is maintained by another property owner in accordance with any development Conditions of Approval or MCMC 12.06:

- Maintenance practices, such as sidewalk shaving and shimming, shall be implemented as long as possible until a permanent repair project is the only feasible option.
- If the removal is done as part of an engineering repair project, then the City will bear all costs for landscaping removal and replacement.
- If the removal is done by, or at the request of, the property owner for aesthetic reasons or issues other than public infrastructure repair, then the owner is responsible for all costs.

### Reporting Procedure:

All infrastructure damage, whether found or reported by citizens, staff or any other mechanism, should be directed as soon as possible to the staff person responsible for the appropriate program. This will be different based on the location or type of damage (i.e. sidewalks versus pavement).

### The duties and responsibilities of the Public Works / Maintenance staff shall be as follows:

- On a regular basis within an appropriate timeline, conduct a detailed citywide survey of *all* pedestrian walking areas (i.e. sidewalks and public trails) that are maintained by the City.
- ½" shall be the threshold for identifying and logging vertical displacements.
- Prepare and maintain an ongoing inventory of known pedestrian path upheaval areas.
- Implement appropriate maintenance practices for pedestrian path issues, such as visibility painting, sidewalk shaving and shimming, until no longer feasible.
- On an annual basis, provide list of pedestrian repair sites to Engineering staff for inclusion into an appropriate capital improvement project.

The duties and responsibilities of the Engineering staff shall be as follows:

- Conduct a citywide pavement condition survey when appropriate as part of the ongoing Pavement Preservation Program (PPP).
- Prepare and maintain an ongoing inventory of known pavement repair areas.
- Prioritize pedestrian repair sites based on criteria listed in the City ADA Transition Plan and available funding.
- Pavement repairs should be coordinated as part of the ongoing PPP.
- Consult with Planning staff regarding tree removal or retention when in question.
- Implement recommendations from Planning staff for tree removal or retention.
- Project management of all phases of capital improvement repair projects, including coordination with property owners.
- Preparation of long term, proactive tree replacement projects as part of the biennial CIP and budget update processes.

The duties and responsibilities of the Planning staff shall be as follows:

- Review of repair sites where tree retention is in question due to size, age, species, damage, location, etc.
- Coordinate with outside experts (i.e. arborist) when appropriate.
- Recommend whether a tree warrants removal and replacement with the same or a new species, or efforts should be made to retain with alternate materials / methods.
- Recommend appropriate replacement landscaping.
- Coordinate the review and approval process of all landscaping replacement with the City Design Review Board if required.