

TILLAMOOK COUNTY
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FROM: Aaron D. Suko, Director of Public Works, P.E.

RE: Public Road Improvement Policy

With the continuing development of property within the county, more and more undeveloped right of ways are being accessed. This policy outlines the process for improvements of public right of ways within Tillamook County.

Requests by citizens to initiate public road improvements are submitted through various means including:

- a. **Subdivision or partition development** (by following the Tillamook County Land Division Ordinance through the Department of Community Development).
- b. **Road approach permit conditions.** These are improvements dealing primarily with the portion of the road approach (driveway) in the public right of way. Road approach permit applications can be initiated by the following means:
 - (1) With a building permit through Community Development, or
 - (2) Through an individual road approach application through Public Works.

The Tillamook County Road Approach Ordinance requires that any new road approach access must have be adequate for emergency services vehicles. For an applicant with a proposed new approach that will access a sub-standard public right of way over a certain length, they need to refer to the Tillamook County Public Road Improvement Ordinance.

- c. In accordance with the **Public Road Improvement Ordinance.**

This policy relates to the third item above (the implementation of the details of the Public Road Improvement Ordinance). Execution

of this policy assumes the reader has read and is familiar with this ordinance.

The Public Road Improvement Ordinance is designed to allow a review of impacts of a road improvement on future maintenance and respective stake holders affected by the improvement (such as utilities, abutting property owners, relevant public agencies, etc.). If application for road improvement lacks indication of full concurrence or support of affected parties, the review process by the County is more detailed. The normal review includes a public hearing before the Board of Commissioners.

In general, if affected parties have no objections or concerns regarding a proposed road improvement, the road improvement review/approval process can be significantly streamlined (i.e. without a public hearing).

During a review by the Board, they will receive a recommendation by Public Works and hear input by affected parties. The Board may choose to endorse the Public Works recommendation or incorporate other input in a final decision.

1. **Chart of Basic Public Road Improvement Actions and Time Frames**

See Appendix A. This is only a summary chart. Specifics are found both in the Ordinance and this Policy. **Not** all details of the ordinance are shown on this chart.

2. **Actions Prior to Application**

- a. The applicant should read both the Public Road Improvement Ordinance and this Policy for a complete understanding of the processes involved with road improvements in the County.
- b. Probably the most significant step an applicant can make in preparation for a pending application is to contact Public Works prior to formal application. During the initial conversation the applicant may learn information that has bearing on the development of detailed construction plans and of other parties to coordinate with.
- c. Beyond the initial comments to the applicant on the concept plan, further feedback to the applicant will be based on a submitted application with fees.

3. **Waiving of Engineer Certified Construction Plans**

Section IV of the Road Improvement Ordinance states that the Director may waive the signature requirement of a professional civil engineer on submitted plans under certain conditions. A public road construction application (with 100% abutting property owner signatures included) with all of the

following conditions met **may** have the engineer certified plans waived:

- (1) No utilities in the area of improvement (existing or to be installed);
- (2) Level land;
- (3) No Dune Hazard or Geological Hazard Report is required;
- (4) No input from another government agency requiring engineer certified plans;
- (5) No fill or cut encroachments on abutting properties; and
- (6) No wetlands, floodplain or riparian setback issues
- (7) Additionally, see Paragraph 4 of Appendix B for related information.

4. **Hearing Procedures**

- a. If at all possible, it is in the best interest of the applicant for the initial application to include 100% of the abutting property owners to facilitate the road improvement plan approval process.
- b. If any circumstances appear to indicate unresolved conflicts with any stakeholders, the Director may require additional information in the concept plan prior to presentation of a report to the Board for consideration.

5. **Construction Plans Standards: See Appendix B. This** appendix is written to be generic enough to apply not only to public road improvements but also other road construction plans (such as those resulting from Land Division Ordinance approvals).

6. **Improvement Agreement Process**

- a. An improvement agreement with the County is based on an approved set of construction plans.
- b. Appendix C outlines the Improvement Agreement process.
- c. Appendix D is a draft Improvement Agreement.

7. **Start of On-site Right of Way Work**

- a. Once an Improvement Agreement is approved by the Board and the Construction Inspection Fee is paid to the Department, the Director shall provide a written permit approval. This written permit approval is authorization to proceed with on-site work.
- b. Activities allowed on-site in the right of way prior to approval to start construction include surveying required to complete the construction plans and minimum clearing needed to complete the surveying.

8. **Time Frames for Public Road Improvement Procedures**

There are times when an applicant may initiate road improvement procedures with a self-imposed time limit for completion. The following actions, in part, can create additional time requirements beyond that initially anticipated:

- a. concept plan or construction plans missing pertinent details;
- b. specific engineering requirements;
- c. the Improvement Agreement review process;
- d. road vacations (in addition to the road improvement hearing process)

Public Works will not be held responsible for unforeseen developments that may conflict with an applicant's internal suspenses (such as completing selected actions prior to the end of the calendar year or during appropriate weather conditions).

- Appendices:
- A - Public Road Improvement Ordinance Flowchart
 - B - Construction Plan Standards
 - 1 - Standard Roadway Section
 - 2 - Minimum Roadway Section
 - 3 - Single Lane Roads, Road Islands (private roads only)
 - 4 - Road Sign Guidelines
 - C - Improvement Agreement Process
 - D - Draft Improvement Agreement