



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Sidewalk Closings

POLICY NUMBER: 5.140

SUPERSEDES POLICY DATED: May 19, 1981 & July 16, 1996

PAGES: 2

EFFECTIVE DATE: January 23, 2001

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

There shall be a policy established to control sidewalk closings. This policy shall supplement Section 8-03 of the Municipal Code, which is incorporated herein by reference:

1. A written request shall be submitted to the City Engineer for any event that closes a sidewalk for more than a one-hour period.
2. Upon receipt of the written request, the City Engineer will make a determination on the extent and duration of the closure and will issue a letter of approval or denial to the requesting party, listing all conditions for approval.
3. The requesting party shall be responsible to furnish and place signs, barricades, and/or fencing to comply with the approval letter. Minimum signage shall include "Sidewalk Closed, Use Other Side" on both ends of the proposed closure.
4. Sidewalk closure signage and/or fencing shall be subject to inspection by the City Engineer or his designee. Upon inspection, the City Engineer may require additional measures if pedestrian safety appears to be in jeopardy or other conditions warrant.

5. Sidewalk closures will not be permitted in the following instances:
 - a. Vehicles parked in driveways.
 - b. Dumpsters, equipment or material storage when adequate room is available beyond the sidewalk.
6. Violations of this policy are subject to penalties defined in Section 1-05 of the Municipal Code.