



Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2023-011

ASSESSING SIDEWALK CONSTRUCTION COSTS FOR VARIOUS SHERWOOD PROPERTIES AND DIRECTING THE CITY RECORDER TO ENTER SUCH ASSESSMENT IN THE CITY'S LIEN DOCKET

WHEREAS, pursuant to Chapter 12.08 of the Sherwood Municipal Code, the City undertook improvements to various sections of sidewalks within the City; and

WHEREAS, the City notified various property owners of their obligation to complete the improvements themselves or the option of partnering with the City to share in the cost of the improvements; and

WHEREAS, the owner of the properties noted in Exhibits A and B elected to opt into the program but did not remit full payment for the repair(s) performed.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Council directs the City Recorder to enter the individual assessments in the docket of City liens. Interest shall accrue as provided in SMC 12.08.090. The City Council may authorize the enforcement of the liens to collect the amounts assessed in accordance with ORS 223.505 et seq. or other relevant provisions of law.

Section 2. The property owner(s) may discharge their assessment(s) in accordance with SMC 12.08.090, ORS Chapter 223 or other relevant provisions of law.

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 17th day of January 2023.



Tim Rosener, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder



Exhibit A

(7 Pages)

Property Address: 17610 SW Dodson Drive, Sherwood, OR 97140

Owner: Brandy Perez

Total Amount: \$463.13



City of Sherwood
15527 SW Willamette St
Sherwood, OR 97140
Tel: 503-625-6721
Fax: 503-625-0679
www.sherwoodoregon.gov

BRANDY PEREZ
17610 SW DODSON DR
SHERWOOD, OR 97140

City Manager
jason@sherwoodoregon.gov

October 08, 2020

Re: Sidewalk Deficiency - Correction Required
17610 SW DODSON DR

Dear BRANDY PEREZ

You are receiving this letter because the City has identified a sidewalk deficiency adjacent to your property.

Chapter 12.08 of the City of Sherwood Municipal Code ("Code") states that all owners of property within the city limits are liable for sidewalks adjacent to their property. This includes the maintenance of adjacent sidewalks and any repairs required to make sure they are free of defects. **The Code states that you have 120 days from the date of this letter to have the repair corrected.**

To help offset the cost to owners for repairs of these deficiencies and in the interest of public safety and welfare, the City implemented a Concrete Sidewalk Repair Assistance Program ("Program"). This Program enables the homeowner to utilize the City's contractors to repair the deficiency and share the costs using monies collected and set aside specifically for sidewalk repairs. For details about the Program, please visit www.sherwoodoregon.gov/publicworks.

Due to the complexity of the repairs we invite you to schedule a site visit with a City Inspector to answer any questions. **Please call 971.979.5354 if you have questions.**

Otherwise, enclosed is an agreement with the estimated costs for repair. Decide if you would like to participate in the Program and have the City schedule the work and share the cost. Then, simply initial, sign and date the agreement on page 3 and return to the Public Works Department - Mail to: 15527 SW Willamette St. Sherwood, OR 97140; FAX to 503 625-0679; email to operations@sherwoodoregon.gov.

If we do not hear from you by Thursday, October 22, 2020, we will conclude that you do not wish to participate in the program and you will be solely responsible for the correction of the deficiency and all associated costs.

We look forward to hearing from you and we hope that you will take advantage of the cost sharing opportunities available to you through this program.

Craig Sheldon

Sidewalks List

Sidewalk ID	Condition	Repair Type
SDW0899	Condition includes a Tree	Tree
SDW0899	Condition is horizontal or vertical > 2 inches	Replace

Site Address: 17610 SW DODSON DR, SHERWOOD, OR 97140

Asset #: SDW0899

Responsible Party: Name: BRANDY PEREZ

 Address: 17610 SW DODSON DR, SHERWOOD, OR 97140

On Tuesday, October 6, 2020 the City mailed a certified letter informing you of a sidewalk deficiency adjacent to your property and offered you the opportunity to participate in the City of Sherwood's Sidewalk Repair Assistance Program ("Program"). Sherwood Municipal Code 12.08 details the property owner's responsibility and defines the process for correcting any deficiencies to be within 120 days. **The date that work is to be complete is no later than Wednesday, February 3, 2021.** Information regarding the Program is located on the City's website at www.sherwoodoregon.gov.

You have been made aware that the sidewalks abutting your property have been inspected and correction is required. Based upon our estimate of the work to be performed, we are providing an estimated cost for repairs if performed by our contracted agencies. When you opt into the Program you will be responsible for 50% of the total cost of work.*

<u>CONDITION</u>	<u>REPAIR TYPE</u>	<u>AREA</u>	<u>QUANTITY</u>	<u>CONTRACTOR COST</u>
Condition includes a Tree	Tree			TBD
Condition is horizontal or vertical > 2 inches	Replace	5x4.5		\$326.25
Total Cost				\$326.25

***All costs displayed are estimates based upon evidence provided at the surface. There may be cases where additional costs are incurred based upon findings after demolition (i.e. tree removal determined in an arborist report). The final statement will reflect the actual costs.**

Please note that any deficiencies that are deemed to be corrected by method of shaving are a temporary fix only and further repairs may be required at a later date.

Per Sherwood Municipal Code 16.142.060.B, any street tree that has been determined by the arborist to be removed requires a Street Tree Removal permit by the Planning Department. Your signature to enter the program constitutes your signature on the street tree removal permit; therefore if the arborist determines the tree must be removed the permit will be processed and the tree removed. **You, as the property owner, will be responsible for replacing the street tree within 6 months** with a tree from the recommended street tree list (available upon request). This program does not cover the costs for the replacement of the tree. Please note that if you want to remove a street tree on your property and the arborist has not determined that it must be removed for this project, you will need to coordinate directly with the Planning Department (this program will not pay a share of the costs or facilitate the processing of the permit).



One of the following must occur within 120 days of the notification from the City dated Tuesday, October 6, 2020. Please initial only one (1) of the two options.

1. Opt into the Program. The City will be responsible for coordination of the contractor(s) to ensure work is completed within the timeframe identified through the City's ordinance. You will be responsible for 50% of the total cost of the work.*
2. Replace the sidewalk deficiency(s) yourself OR hire a contractor to replace the sidewalk deficiency(s) without compensation from the program. All work must meet City of Sherwood Standards. You will be required to obtain any/all permits and the work will require inspection by City staff. Work must be complete by **Wednesday, February 3, 2021.**

BP

BP

NOTE: If you choose not to do any of the above within one hundred twenty (120) days from receiving notification, the city will correct the sidewalk deficiency(s) at 100% cost to the homeowner, up to and including notice, engineering, advertising and attorney's fees. These charges will be due in full once work has been completed. **Failure to pay may result in a lien being assessed to your property.**

I reserve the right to opt out of the Program pending the quote for the removal or modification to the tree creating the sidewalk condition. I am responsible for 50% of the cost for the Arborist Report and will be billed consistently with the terms of the Program. I am entitled to a copy of the Arborist Report to obtain the required permit.

BP

When you opt into the Program, the City will coordinate all work to be performed. Once the work is complete, we will schedule a final inspection.

An invoice will be provided to you detailing all work performed and the total cost will be provided. The City will pay 50% of the total cost and the remaining balance will be owed by you.

As per the Program, you have 12 months to pay your portion of the work. Once the 12 months has been reached, any outstanding monies owed to the City will be subject to the City's lien process.

ACCEPTANCE:

CITY OF SHERWOOD

Craig Sheldon, Public Works Director

October 08, 2020

Date

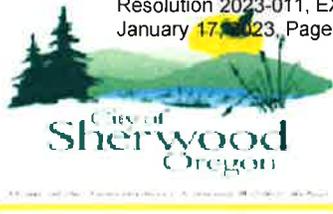
HOMEOWNER

Signature of Homeowner

Printed Name:

4/22/2021

Date



City of Sherwood Public Works

P.O. Box 638
Sherwood, OR 97140
(503) 625-5722
OperationsPW@SherwoodOregon.gov

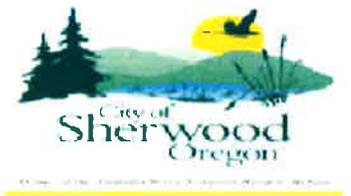
Sidewalk Program Bill

Thank you for your assistance in providing safe sidewalks in the City of Sherwood.

This bill must be paid separately from your utility bill.

Date	Description	Amount
6/15/2021	Site Address: 17610 SW DODSON DR	
	Sidewalk Repair - Arborist Report Charge	\$75.00
	Sidewalk Repair - Concrete Replacement Charge	\$326.25
	Sidewalk Repair - Tree Removal Permit Charge	\$25.00
	Sidewalk Repair - Tree Services Charge	\$500.00
	Sidewalk Repair - Arborist Report Discount	(\$37.50)
	Sidewalk Repair - Concrete Replacement Discount	(\$163.12)
	Sidewalk Repair - Tree Removal Permit Discount	(\$12.50)
	Sidewalk Repair - Tree Services Discount	(\$250.00)

Please include this remittance with your payment to ensure payment is applied to the Sidewalk Program bill.



Remittance	
Account Number	072147-D02-RES
Remit By	6/15/2022
Amount Due	\$463.13
Amount Enclosed	

Make all checks payable to City of Sherwood Public Works

City of Sherwood Public Works

P.O. Box 638
Sherwood, OR 97140

BRANDY S PEREZ
17610 SW DODSON DR
SHERWOOD, OR 97140

City of Sherwood Public Works
P.O. Box 638
Sherwood, OR 97140

Important Information Concerning Your City of Sherwood Sidewalk Bill

Overview

The goal of the Concrete Sidewalk Repair Assistance Program is to prevent and repair sidewalk trip hazards in a timely manner in the interest of public safety and welfare and to assist property owner with repair costs.

Industry Practices for Responsibility of Sidewalk

According to the U.S. Department of Transportation, Federal Highway Administration (FHWA), city charters commonly specify that the city is not liable for any accidents or injuries incurred due to sidewalk conditions. Some charters assign complete responsibility of sidewalk maintenance to the owner of the adjacent property (i.e. City of Seattle, City of Portland, City of Ann Arbor).

Pursuant to the Sherwood Municipal Code Section 12.08, the City of Sherwood (City) assigns sidewalk responsibility to abutting property owners. This assistance program is in no way intended to relieve property owners of their responsibilities, but rather it is intended to assist property owners with the cost of repairing or replacing sidewalks.

Sidewalk Maintenance Criteria

Sidewalk trip hazards for the City of Sherwood are defined by the following criteria:

- Vertical separation greater than a 1/4"
- Horizontal separation greater than a 1/4"
- Obstructions located within the sidewalk area
- Other defects deemed necessary for repair

These criteria are based on current industry standards used by municipalities across the United States.

Responsible Party

Chapter 12.08 of the Sherwood Municipal Code states that property owners abutting sidewalks are the responsible party for all sidewalk maintenance and repair in the City of Sherwood. In order to assist with sidewalk repairs, the City has created this sidewalk repair assistance program.

Sidewalk Repair Assistance Program

The City of Sherwood Sidewalk Repair Assistance Program utilizes limited funds collected from households and businesses in Sherwood. Safe sidewalks are a priority for the City of Sherwood. Properly maintained sidewalks allow for safe pedestrian travel, add value to individual properties and make our streets more appealing.

BILLING INFORMATION

(503)625-5722

8 a.m. to 4:30 p.m. - Monday - Friday

Website: www.sherwoodoregon.gov

Email: OperationsPW@SherwoodOregon.gov

FAILURE TO PAY:

The City may, at its discretion, begin the lien process against your property. If the City determines it is in their best interest to lien your property, all costs (including but not limited to: Contractor fees, arborists fees, attorney fees, and the cost of the lien).

RETURNED CHECKS:

Accounts that have payments returned will incur a \$25.00 returned item fee. The City will reprocess check payments one time. If the payment is returned a second time an additional \$25.00 charge will be assessed and the original payment will be reversed from the account.

CHANGES OF SERVICE/ADDRESS:

Please call on any changes of service. Notification of address change or termination of service is the obligation of the customer as charges will continue to accrue on the account until notified.

PAYING YOUR BILL:

NOTE: Sidewalk bills must be paid separate from your Utility Bill.

Payment may be received by:

Mail: Send a check or money order in the enclosed envelope with the bottom portion of your bill. Make checks payable to the City of Sherwood Public Works. Mail to: PO Box 638, Sherwood OR 97140. DO NOT SEND CASH. When you provide a check as a payment, you authorize the city to use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction.

Phone: Call (503) 625-5722 to make your payment over the phone. Visa/MasterCard payments accepted.

In Person: The City accepts cash, check, money order, and Visa/MasterCard. Office hours are 8:00 am - 4:30 pm Monday thru Friday (excluding holidays). The Public Works Department is located at 15527 SW Willamette St., Sherwood OR 97140.

Drop box: Drop boxes are located at City Hall, 22560 SW Pine St and Public Works/Utility Department, 15527 SW Willamette St. in Sherwood. Drop your check or money order in an envelope and include your stub with payment. Please do not place cash in the drop box. Payments placed in the drop box will be applied to your account the following business day.



BRANDY S PEREZ
17610 SW DODSON DR
SHERWOOD, OR 97140

10/14/2022

City of Sherwood
Public Works Department
15527 SW Willamette St
Sherwood, OR 97140
Tel 503-625-5722
Fax 503-625-5524
www.sherwoodoregon.gov

**Re: Sidewalk Repair Payment Required
17610 SW DODSON DR Sherwood, OR 97140**

Dear Homeowner,

This letter is to inform you are past due on the balance for your sidewalk repair performed in winter/spring of 2021. Upon failure to satisfy the balance the City will be requesting that City Council approve placing a lien against your property for failure to remit payment in the amount of **\$463.13** for work completed by the City to correct sidewalk deficiencies adjacent to your property.

The process to place an unpaid balance onto the Lien Docket requires a passing Resolution by the City Council. Once the Resolution is confirmed on the agenda we will notify you as to the date and time of the hearing. You will be permitted to speak on your own behalf at the meeting to express your justification for your refusal to remit.

The Sidewalk Repair Assistance Program, in which you agreed to participate, allows the homeowner 12 months interest free to remit the remaining portion of the total balance of the repair. **Municipal Code 12.08.090 – Assessment** permits the City to enter the unpaid balance into the docket of city liens.

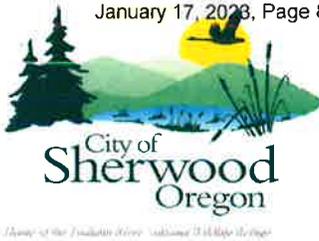
Remittance in full to the Utility Billing Department prior to the hearing will remove your address from the process.

Thank you,

David Janusz
Asset Management Specialist
15527 SW Willamette St
503.925.2312
januszd@sherwoodoregon.gov

**Questions about
this notice?**

**Call David at
503.925.2312**



BRANDY S PEREZ
17610 SW DODSON DR
SHERWOOD, OR 97140

12/9/2022

City of Sherwood
22560 SW Pine St.
Sherwood, OR 97140
Tel 503-625-5722
Fax 503-625-5524
www.sherwoodoregon.gov

**Re: Sidewalk Repair Payment Required
17610 SW DODSON DR Sherwood, OR 97140**

Mayor
Keith Mays

Dear Homeowner,

Council President
Tim Rosener

This letter is to inform you that the City is scheduled to present your address and outstanding balance to the City Council at the **Council Meeting scheduled for January 17th, 2023 starting at 7:00 pm**. The City will be requesting that City Council approve a Resolution placing a lien against your property for failure to remit payment in the amount of **\$463.13** for work completed by the City to correct sidewalk deficiencies adjacent to your property.

Councilors
Renee Brouse
Taylor Giles
Linda Henderson
Doug Scott
Kim Young

You will be permitted to speak on your own behalf at the meeting to express your justification for your refusal to remit.

City Manager
Keith Campbell

The Sidewalk Repair Assistance Program, in which you agreed to participate with signed documentation (enclosed), allows the homeowner 12 months interest free to remit the total balance of the repair. **Municipal Code 12.08.090 – Assessment** permits the City to enter the unpaid balance into the docket of city liens.

**Questions about
this notice?**

Materials for the Council Packet will be submitted to the City Recorder on Friday, January 6th. Once submitted these documents will be part of the public record. You can review these documents at <https://www.sherwoodoregon.gov/meetings>.

**Call David at
503.925.2312**

Remittance in full to the Utility Billing Department prior to the end of day on January 6th will remove your name and address from the process.

Thank you,

David Janusz
Asset Management Specialist
januszd@sherwoodoregon.gov



Exhibit B

(8 Pages)

Property Address: 17680 SW Elder View Drive, Sherwood, OR 97140
Owner: Gary Lite
Total Amount: \$181.25



City of Sherwood
15527 SW Willamette St
Sherwood, OR 97140
Tel: 503-625-6700
Fax: 503-625-6879
cwo@sherwoodoregon.gov

GARY LITE
17680 SW ELDER VIEW DR
SHERWOOD, OR 97140-7907

October 08, 2020

City Manager
wsheldon@sherwoodoregon.gov

Re: Sidewalk Deficiency - Correction Required
17680 SW ELDER VIEW DR

Dear GARY LITE

You are receiving this letter because the City has identified a sidewalk deficiency adjacent to your property.

Chapter 12.08 of the City of Sherwood Municipal Code ("Code") states that all owners of property within the city limits are liable for sidewalks adjacent to their property. This includes the maintenance of adjacent sidewalks and any repairs required to make sure they are free of defects. **The Code states that you have 120 days from the date of this letter to have the repair corrected.**

To help offset the cost to owners for repairs of these deficiencies and in the interest of public safety and welfare, the City implemented a Concrete Sidewalk Repair Assistance Program ("Program"). This Program enables the homeowner to utilize the City's contractors to repair the deficiency and share the costs using monies collected and set aside specifically for sidewalk repairs. For details about the Program, please visit www.sherwoodoregon.gov/publicworks.

Below is listed the specific hazards noted on the sidewalk adjacent to your property. Please look for the hazards that are marked with white paint.

Enclosed is an agreement with the estimated costs for repair. Decide if you would like to participate in the Program and have the City schedule the work and share the cost. Then, simply initial, sign and date the agreement on page 3 and return to the Public Works Department - Mail to: 15527 SW Willamette St. Sherwood, OR 97140; FAX to 503 625-0679; email to operations@sherwoodoregon.gov. **Please call 971.979.5354 if you have questions.**

If we do not hear from you by Thursday, October 22, 2020, we will conclude that you do not wish to participate in the program and you will be solely responsible for the correction of the deficiency and all associated costs.

We look forward to hearing from you and we hope that you will take advantage of the cost sharing opportunities available to you through this program.

Sincerely,

Craig Sheldon

Sidewalks List

Sidewalk ID	Condition	Repair Type
SDW1783	Condition is horizontal or vertical < 2 inches	Shave



Site Address: 17680 SW ELDER VIEW DR, SHERWOOD, OR 97140

Asset #: SDW1783

Responsible Party: Name: GARY LITE
 Address: 17680 SW ELDER VIEW DR, SHERWOOD, OR 97140-7907

On Tuesday, October 6, 2020 the City mailed a certified letter informing you of a sidewalk deficiency adjacent to your property and offered you the opportunity to participate in the City of Sherwood's Sidewalk Repair Assistance Program ("Program"). Sherwood Municipal Code 12.08 details the property owner's responsibility and defines the process for correcting any deficiencies to be within 120 days. **The date that work is to be complete is no later than Wednesday, February 3, 2021.** Information regarding the Program is located on the City's website at www.sherwoodoregon.gov.

You have been made aware that the sidewalks abutting your property have been inspected and correction is required. Based upon our estimate of the work to be performed, we are providing an estimated cost for repairs if performed by our contracted agencies. When you opt into the Program you will be responsible for 50% of the total cost of work.*

CONDITION	REPAIR TYPE	AREA	QUANTITY	CONTRACTOR COST
Condition is horizontal or vertical < 2 inches	Shave		1	\$55.00
Total Cost				\$55.00

***All costs displayed are estimates based upon evidence provided at the surface. There may be cases where additional costs are incurred based upon findings after demolition (i.e. tree removal determined in an arborist report). The final statement will reflect the actual costs.**

Please note that any deficiencies that are deemed to be corrected by method of shaving are a temporary fix only and further repairs may be required at a later date.

Per Sherwood Municipal Code 16.142.060.B, any street tree that has been determined by the arborist to be removed requires a Street Tree Removal permit by the Planning Department. Your signature to enter the program constitutes your signature on the street tree removal permit; therefore if the arborist determines the tree must be removed the permit will be processed and the tree removed. **You, as the property owner, will be responsible for replacing the street tree within 6 months** with a tree from the recommended street tree list (available upon request). This program does not cover the costs for the replacement of the tree. Please note that if you want to remove a street tree on your property and the arborist has not determined that it must be removed for this project, you will need to coordinate directly with the Planning Department (this program will not pay a share of the costs or facilitate the processing of the permit).



One of the following must occur within 120 days of the notification from the City dated Tuesday, October 6, 2020. Please initial only one (1) of the two options.

- 1. Opt into the Program. The City will be responsible for coordination of the contractor(s) to ensure work is completed within the timeframe identified through the City's ordinance. You will be responsible for 50% of the total cost of the work.* QL

- 2. Replace the sidewalk deficiency(s) yourself OR hire a contractor to replace the sidewalk deficiency(s) without compensation from the program. All work must meet City of Sherwood Standards. You will be required to obtain any/all permits and the work will require inspection by City staff. Work must be complete by **Wednesday, February 3, 2021.**

NOTE: If you choose not to do any of the above within one hundred twenty (120) days from receiving notification, the city will correct the sidewalk deficiency(s) at 100% cost to the homeowner, up to and including notice, engineering, advertising and attorney's fees. These charges will be due in full once work has been completed. **Failure to pay may result in a lien being assessed to your property.**

When you opt into the Program, the City will coordinate all work to be performed. Once the work is complete, we will schedule a final inspection.

An invoice will be provided to you detailing all work performed and the total cost will be provided. The City will pay 50% of the total cost and the remaining balance will be owed by you.

As per the Program, you have 12 months to pay your portion of the work. Once the 12 months has been reached, any outstanding monies owed to the City will be subject to the City's lien process.

ACCEPTANCE:

CITY OF SHERWOOD

HOMEOWNER

Craig Sheldon, Public Works Director

Signature of Homeowner

Printed Name:

November 12, 2020

11-24-2020

Date

Date

Site Address: 17680 SW ELDER VIEW DR

Asset #: SDW1783



Home of the Trask River National Wildlife Refuge

GARY LITE
17680 SW ELDER VIEW DR
SHERWOOD, OR 97140-7907

March 23, 2021

**Re: Sidewalk Deficiency - Correction Required
17680 SW Elder View Dr**

Dear GARY LITE

City of Sherwood
15527 SW Willamette St.
Sherwood, OR 97140
Tel: 503-925-5722
Fax: 503-925-5679
www.sherwoodoregon.gov

Thank you for participating in the Sidewalk Repair Assistance Program. You are receiving this letter to inform you that the City's original estimates for the repairs were incorrect and some alterations need to be made.

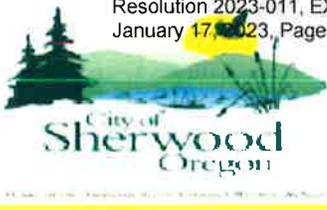
City Manager
Joseph Gail, ICMA-CM

Your original estimate indicated that you had an uplifted panel(s) that could be ground down, or shaved. The contractor who performs this service reviewed the hazard at your address and encourages that the panel be removed and replaced rather than ground down. His analysis is that after grinding the remaining concrete would be very thin and fragile. Concrete that is too thin will crack and crumble in a short period while a panel that is removed and replaced at the full 4" thickness will help the homeowner avoid another repair in a short period of time.

We understand that this change in treatment will alter your estimated costs. As with the original agreement, all costs listed are prior to the cost sharing with the City.

Remove	1 Shave		\$-55.00
Add/Change	1 Replace	5' x 5' @ \$14.50 per ft²	\$ 362.50

You do not need to do anything at this time to proceed with the repair. If, however, you have questions or want to have the City Inspector review your repairs on site, please call Richard Sattler at 503.925.2319.



City of Sherwood Public Works

P.O. Box 638
Sherwood, OR 97140
(503) 625-5722
OperationsPW@SherwoodOregon.gov

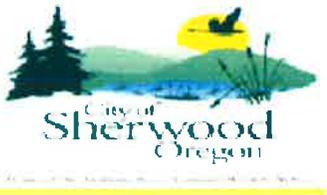
Sidewalk Program Bill

Thank you for your assistance in providing safe sidewalks in the City of Sherwood.

This bill must be paid separately from your utility bill.

Date	Description	Amount
6/15/2021	Site Address: 17680 SW ELDER VIEW DR	
	Sidewalk Repair - Concrete Replacement Charge	\$362.50
	Sidewalk Repair - Concrete Replacement Discount	(\$181.25)

Please include this remittance with your payment to ensure payment is applied to the Sidewalk Program bill.



City of Sherwood Public Works

P.O. Box 638
Sherwood, OR 97140

Remittance	
Account Number	072184-D00-RES
Remit By	6/15/2022
Amount Due	\$181.25
Amount Enclosed	

Make all checks payable to City of Sherwood Public Works

GARY LITE
17680 SW ELDER VIEW DR
SHERWOOD, OR 97140-7907

City of Sherwood Public Works
P.O. Box 638
Sherwood, OR 97140

Important Information Concerning Your City of Sherwood Sidewalk Bill

Overview

The goal of the Concrete Sidewalk Repair Assistance Program is to prevent and repair sidewalk trip hazards in a timely manner in the interest of public safety and welfare and to assist property owner with repair costs.

Industry Practices for Responsibility of Sidewalk

According to the U.S. Department of Transportation, Federal Highway Administration (FHWA), city charters commonly specify that the city is not liable for any accidents or injuries incurred due to sidewalk conditions. Some charters assign complete responsibility of sidewalk maintenance to the owner of the adjacent property (i.e. City of Seattle, City of Portland, City of Ann Arbor).

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BILLING INFORMATION

(503)625-5722

8 a.m. to 4:30 p.m. - Monday - Friday

Website: www.sherwoodoregon.gov

Email: OperationsPW@SherwoodOregon.gov

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CHANGES OF SERVICE/ADDRESS:

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Mail to: PO Box 638, Sherwood OR 97140. **DO NOT SEND CASH.** When you provide a check as a payment, you authorize the city to use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction.

Phone: Call (503) 625-5722 to make your payment over the phone. Visa/MasterCard payments accepted.

In Person: The City accepts cash, check, money order, and Visa/MasterCard. Office hours are 8:00 am - 4:30 pm Monday thru Friday (excluding holidays).

The Public Works Department is located at 15527 SW Willamette St., Sherwood OR 97140.

Drop box: Drop boxes are located at City Hall, 22560 SW Pine St and Public Works/Utility Department, 15527 SW Willamette St. in Sherwood. Drop your check or money order in an envelope and include your stub with payment. Please do not place cash in the drop box. Payments placed in the drop box will be applied to your account the following business day.



GARY LITE
17680 SW ELDER VIEW DR
SHERWOOD, OR 97140

10/14/2022

City of Sherwood
Public Works Department
15527 SW Willamette St
Sherwood, OR 97140
Tel 503-625-5722
Fax 503-625-5524
www.sherwoodoregon.gov

**Re: Sidewalk Repair Payment Required
17680 SW ELDER VIEW DR Sherwood, OR 97140**

Mayor
Keith Mays

Council President
Tim Rosener

Councilors
Renee Brouse
Taylor Giles
Doug Scott
Kim Young

City Manager
Keith Campbell

Dear Homeowner,

This letter is to inform you are past due on the balance for your sidewalk repair performed in winter/spring of 2021. Upon failure to satisfy the balance the City will be requesting that City Council approve placing a lien against your property for failure to remit payment in the amount of **\$181.25** for work completed by the City to correct sidewalk deficiencies adjacent to your property.

The process to place an unpaid balance onto the Lien Docket requires a passing Resolution by the City Council. Once the Resolution is confirmed on the agenda we will notify you as to the date and time of the hearing. You will be permitted to speak on your own behalf at the meeting to express your justification for your refusal to remit.

The Sidewalk Repair Assistance Program, in which you agreed to participate, allows the homeowner 12 months interest free to remit the remaining portion of the total balance of the repair. **Municipal Code 12.08.090 – Assessment** permits the City to enter the unpaid balance into the docket of city liens.

Remittance in full to the Utility Billing Department prior to the hearing will remove your address from the process.

Thank you,

David Janusz
Asset Management Specialist
15527 SW Willamette St
503.925.2312
januszd@sherwoodoregon.gov

**Questions about
this notice?**

**Call David at
503.925.2312**



GARY LITE
17680 SW ELDER VIEW DR
SHERWOOD, OR 97140

12/9/2022

City of Sherwood
22560 SW Pine St.
Sherwood, OR 97140
Tel 503-625-5722
Fax 503-625-5524
www.sherwoodoregon.gov

**Re: Sidewalk Repair Payment Required
17680 SW ELDER VIEW DR Sherwood, OR 97140**

Mayor
Keith Mays

Dear Homeowner,

Council President
Tim Rosener

This letter is to inform you that the City is scheduled to present your address and outstanding balance to the City Council at the **Council Meeting scheduled for January 17th, 2023 starting at 7:00 pm**. The City will be requesting that City Council approve a Resolution placing a lien against your property for failure to remit payment in the amount of **\$181.25** for work completed by the City to correct sidewalk deficiencies adjacent to your property.

Councilors
Renee Brouse
Taylor Giles
Linda Henderson
Doug Scott
Kim Young

You will be permitted to speak on your own behalf at the meeting to express your justification for your refusal to remit.

City Manager
Keith Campbell

The Sidewalk Repair Assistance Program, in which you agreed to participate with signed documentation (enclosed), allows the homeowner 12 months interest free to remit the total balance of the repair. **Municipal Code 12.08.090 – Assessment** permits the City to enter the unpaid balance into the docket of city liens.

**Questions about
this notice?**

Materials for the Council Packet will be submitted to the City Recorder on Friday, January 6th. Once submitted these documents will be part of the public record. You can review these documents at <https://www.sherwoodoregon.gov/meetings>.

**Call David at
503.925.2312**

Remittance in full to the Utility Billing Department prior to the end of day on January 6th will remove your name and address from the process.

Thank you,

David Janusz
Asset Management Specialist
januszd@sherwoodoregon.gov