



County of Jefferson

State of Missouri

Maple Street Annex
725 Maple Street · PO Box 100
Hillsboro, Missouri 63050

Ken Waller
County Executive

DEPARTMENT OF PUBLIC WORKS

Jason Jonas, P.E. – Director

Daniel Naunheim, P.E. – Deputy Director

Telephone: 636-797-5340 · Fax: 636-797-5565
Web Address: www.jeffcomo.org

Kurt Wengert, P.E.
Highway Division Superintendent
636-797-5427

Christopher Ehlen, P.E.
Technical Division Manager
636-797-5570

David C. Mikusch
Fleet Services Manager
636-797-6017

Kerry W. Rogers
Facilities Services Manager
636-797-5011

Stormwater Division
Help Line
636-797-6226

SUBDIVISION STREET ACCEPTANCE PROGRAM

To: Mr. James O'Connor, Cape Town Village South Subdivision Trustee
Don Bickowski, Council District #1 Representative

From: Daniel Naunheim, Jefferson County Public Works Deputy Director

Date: July 17, 2018

Subject: Preliminary Review of the Street Acceptance Request
Cape Town Village South Subdivision

PRELIMINARY REVIEW SUMMARY

The Trustees of the Cape Town Village South Subdivision have requested consideration and review of their privately maintained streets to become publicly maintained by the Highway Division of the Jefferson County Public Works Department. The request for review was received by the Department on or around May 16, 2018, from the Trustees. The Trustees had notified Councilman Don Bickowski of their interest in the Program and the Department received a May 15, 2018, email from Mr. Bickowski indicating that his endorsement of the trustee's desire for Jefferson County street maintenance.

Cape Town Village South Subdivision is a fully built-out residential subdivision of 355 lots located along the County-maintained road known as Hillsboro Valley Park Road to the north, and High Ridge Boulevard to the south, in the northwest area of unincorporated Jefferson County, in Council District No. 1. We believe the streets and homes were constructed in the mid-to-late 1970's. The total named street length is 15,791 feet, or approximately 2.991 miles. A record plat of the subdivision was provided to the Department. The record plat indicated that all subdivision streets have been dedicated for public use. The Cape Town Village South Subdivision has been entered into the Jefferson County Code of Ordinances, Chapter 300 Traffic Code, for traffic control enforcement.

The administratively-approved *Procedure for Subdivision Street Maintenance Acceptance* was used to review your request. The Department first inspected the Cape Town Village South Subdivision streets on May 21-

22, 2018. The streets were inspected for surface pavement quality, pavement width, and pavement thickness. The following table is a summary of the initial review:

Street Name	Length (feet)	Width (feet)	PASER Rating (1 thru 10)	Pavement Depth (inches)	Comments
Belmont Dr.	2,466	20.5	5.0	6	Cracking, patching, joint deterioration, faulting
Braintree Dr.	1,136	20.0	5.0	6	Cracking, patching, joint deterioration, faulting
Cambridge Rd.	663	21.0	5.5	6	Cracking, patching, joint deterioration, faulting
Cape Town Village Dr.	1,575	21.0	5.0	6	Cracking, patching, joint deterioration, faulting
Forest Ln.	208	20.5	5.5	6	Cracking, patching, joint deterioration, faulting
Medford Dr.	1,217	20.5	5.0	6	Cracking, patching, joint deterioration, faulting
Plymouth Dr.	988	20.0	5.0	6	Cracking, patching, joint deterioration, faulting
Ridge Dr.	125	20.5	5.5	6	Cracking, patching, joint deterioration, faulting
Somerville Dr.	1,980	20.5	5.5	6	Cracking, patching, joint deterioration, faulting
Somerville Spur	160	20.5	7.0	6	Cracking, patching, joint deterioration, faulting
Waltham Ct.	690	19.5	6.0	6	Cracking, patching, joint deterioration, faulting
Wellesley Dr.	1,195	20.0	4.5	6	Cracking, patching, joint deterioration, faulting
Weymouth Dr.	1,185	20.0	4.5	6	Cracking, patching, joint deterioration, faulting
Winthrop Dr.	1,348	20.5	5.5	6	Cracking, patching, joint deterioration, faulting
Woburn Dr.	855	20.5	6.5	6	Cracking, patching, joint deterioration, faulting

1. Road Condition – Average Pavement Section Rating (PASER)

Overall, the streets of Cape Town Village South have an average pavement surface rating of 5.2/10.0.

This application receives 5 points out of 15 points possible for this category.

2. Road Condition – Average Pavement Section Width

Overall, the streets of Cape Town Village South have an average pavement section width of 20.4 feet.

This application receives 10 points out of 15 points possible for this category.

3. Road Condition – Average Pavement Section Depth

Four core samples were taken at random locations within the subdivision. The concrete pavement thickness ranged from 6.25 inches to 8.0 inches. The average thickness was 6.75 inches.

This application receives 13 points out of 15 points possible for this category.

4. Road Condition – Geometric Alignment, Utility Obstructions, Fixed Objects or Other Safety Concerns

The Department inspected the constructed streets for any existing safety concerns. Our inspection disclosed that there are numerous locations throughout the subdivision where residents have places landscaping blocks, boulders, or other similar materials adjacent to the road, which could create a hazard to the motoring public.

The streets of Cape Town Village South have one (1) total safety concern along the streets within the subdivision.

This application receives 13 points out of 15 points possible for this category.

5. Community Considerations – Average Daily Traffic Usage

The Department evaluated the daily traffic of this subdivision using Section 400.2540 of the Jefferson County Code of Ordinances. Given 355 lots within this development, the total expected trip generation is 2,840 vehicles per day.

This application receives 10 points out of 10 points possible for this category.

6. Community Considerations – Access to Other County-Maintained Roads

The Department evaluated the community's access to other County roads to determine how much existing support the community receives from the County in terms of critical infrastructure. The assumed path evaluated considers the presumed best commute route to employment, shopping, etc. The subdivision entrance fronts along two County-maintained roads known as Hillsboro Valley Park Road to the north, and High Ridge Boulevard to the south. Commuters then are perceived to head towards Mo. Rte. 30. The routing utilizes one different County Road for approximately 0.3 miles.

This application receives 8 points out of 10 points possible for this category.

7. Community Considerations – Streets support Schools, Parks, Residential Subdivisions, Commercial Businesses, Industrial Businesses, or Emergency Services

The Department evaluated the support that these streets offer the community in terms of schools, parks, residential subdivisions, commercial businesses, industrial businesses, or emergency services. The streets of Cape Town Village South support the access to their subdivision lots only.

This application receives 6 points out of 10 points possible for this category.

8. Community Considerations – Interconnectivity of the Private Streets

The Department evaluated the interconnectivity of the streets of Cape Town Village South. The subdivision has connectivity to Hillsboro Valley Park Road and High Ridge Boulevard, as well as to Cape Town Village Subdivision to the north. No other points of ingress or egress exist off any other public or private roads.

This application receives 10 points out of 10 points possible for this category.

The summation of all categories above yields a total application scoring of **75 points out of 100 points possible**. The minimum points needed to receive recommendation for approval from the Department is 72 points of 100 points possible. The request for street maintenance acceptance by the Trustees of Cape Town Village South Subdivision is tentatively recommended for approval by the Public Works Department without a cost sharing requirement.

If the Trustees of the Cape Town Village South Subdivision wish to have their private streets named above accepted into public maintenance, then the next step is for them to petition the lot owners within the development. A completed petition showing acceptance of public maintenance will be required prior to the County entering into the Subdivision Street Maintenance Agreement. A simple majority of the lot owners must approve of public maintenance by the Jefferson County Public Works Highway Division. The petition template is attached in the pages that follow for use by the Trustees.

Attached, please find a copy of this Program's "Common Questions About the Petition Process."

COMMON QUESTIONS ABOUT THE PETITION PROCESS:

Is there a timeline/deadline to return the completed petition to the County?

There is no timeline/deadline. Take your time to give all lot owners a chance to understand what you are requesting. It is highly recommended that you approach each lot owner, so that they have a chance to understand what is going on. Please do not get a minimum simple majority to sign and then stop. You run the risk of your community getting frustrated with the Trustees.

In the cases where multiple people are on the deed/mortgage such as husband and wife, do we need to have both sign for each lot or will one signature be sufficient for the petition?

One signature per lot will do, just as long as the one who signs is actually on the recorded deed.

Will husband and wife signatures for the same lot count as one or two signatures toward the total count in what is needed toward the simple majority?

We count lots in the simple majority, not total signatures. Again, just have one owner per lot sign the petition.

Is it acceptable to the County for us to make copies of the petition so multiple people can canvas the subdivision for lot owner signatures at once?

Yes, that would be fine. I would only ask that you don't go crazy with it. Several would be okay for us to piece back together as one complete petition, but a dozen or more will be too much.

Besides the County website and your Preliminary Review Memo, is there a brochure or other description material that we can share with homeowners during the signature signing to answer their general questions about the programs?

I would suggest that everyone reads the policy on the website. It clearly states what is involved and what is excluded. If they have other questions, then I would suggest gathering them up as you get them, then send them to me. I'll answer them and perhaps you could go back and get the signature when they are satisfied. Please do not send folks my way directly with questions. You are the point of contact that I am working with in this subdivision.

Would you or your team be available to respond to questions from homeowners as needed should they come up during the signature signing that we can't answer?

See above. Please do not send them directly my way. I cannot field that many questions from all the individual lot owners of each applicant we are receiving. Your process will take a long time if you do.

Would you be willing to attend our meeting to explain any reservations our residence have?

My schedule is extremely busy with many night meetings for county business already. I would suggest that maybe you hold an initial meeting to discuss the results of the preliminary review. There are many details in there that your community will want to know about. Gather up any questions/concerns they have about agreeing to the program and send them to me collectively.

The Jefferson County Snow Removal document indicates that parking is not allowed on any County road or on County right-of-way. Does this include subdivisions taken over by Jefferson County?

Jefferson County does not consider parking regulations within subdivisions to be impacted under this Policy. Therefore, whatever parking regulations that currently exist in the subdivision will not be affected. It should be noted that vehicles parked in a street greatly impact our ability to effectively clear snow. We would highly recommend that, when inclement winter weather is forecasted, the Trustees encourage the homeowners to park their vehicles in the driveway and keep the street clear for our snow-clearing crews.

If Jefferson County were to take over maintenance of our streets, would repairs consist of replacing the concrete, or is an asphalt overlay a possibility?

Jefferson County strives to spend the taxpayer's dollars in a cost-effective manner. However, with that in mind, we also understand that residents would be dismayed to see concrete slabs replaced with an asphalt patch, simply because it was a cheaper option.

It is our intention to replace existing pavement with like materials (concrete with concrete; asphalt with asphalt). Over time, if we believe that the best maintenance treatment for a concrete road is an asphalt overlay, we will contact the trustees to obtain their input prior to proceeding with an overlay.

Does this maintenance agreement include all storm water sewers?

Jefferson County will only maintain the storm sewers that lie within the roadway easement. We will not maintain any sewers that lie outside the roadway easement (for example, between houses, within common ground, etc.).

If, for some reason, the subdivision would choose to resume maintenance on its own, what would be the procedure?

The maintenance agreement will provide an "opt-out" option for both parties, which will define how each party can void the agreement.