



CITY OF WENATCHEE

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**DEPARTMENT OF PUBLIC WORKS
PRE-APPROVED PLANS POLICY**

Policy G-2: UTILITY POLICY

The Utility Policy is established to describe the means and methods by which any contractor or franchised or legislatively empowered utility companies will be permitted to work within the public right-of-way of the City of Wenatchee.

Policy Objectives

I. Policy Objectives

Based on the Wenatchee City Code (WCC) this utility policy has three primary objectives.

1. Ensure Public Safety / Minimize Public Inconvenience:
First, the City must ensure that the public safety is maintained and that public inconvenience is minimized by establishing time constraints for utility work, response time for utility repairs to the pavement, and standards for work zone safety.
2. Protect Public Infrastructure:
The second objective is to protect the public's infrastructure investment by establishing repair standards for the pavement when utility cuts are made, and by specifying the inspection requirements for street repairs.
3. Facilitate Right of Way:
The third objective is to facilitate utility work within the right-of-way through the standardization of utility placements and the maintenance of an efficient permit process.

II. ENSURE PUBLIC SAFETY/MINIMIZE PUBLIC INCONVENIENCE

The Public Works Department is charged with managing and coordinating all construction in City rights-of-way and easements. A major objective is to ensure the public safety and to minimize inconvenience during construction activities within the City. Accordingly, the constraints specified below vary according to the classification of the work area. See Attachment A for Transportation Circulation Map

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A. Work Within the Pavement:

Principal Arterial Streets:

Principal Arterial streets are those in the City designated in the Wenatchee Comprehensive Plan. Being essential to the safe movement of most citizens, these streets require stricter regulation to maintain the orderly and safe flow of traffic and shall adhere to the following:

- No work will be performed on arterial streets during the peak traffic hours of 7:00 - 9:00 a.m. and 3:00- 6:00 p.m., except emergency work to restore services.
- No new (i.e. open cuts) major work will be started on Fridays,
- No road plates are to be in place over the weekend or holidays. Lane closures will be restricted to one lane only and two-way traffic will always be maintained. In addition, all lanes shall be opened to traffic each night with all openings covered by a road plate with cold mix "ramps" or an asphalt patch.
- Any street with a trench shall have the appropriate MUTCD signing and lighted barricades.
- Controlled Density Fill may be required on utility trenches within streets that have been overlaid with new asphalt in the previous 5 years. Consult the Public Works Department for backfill specifications.
- The permanent asphalt patch shall be placed within one week after the work is completed unless asphalt is not available due to weather conditions.
- When notified by the City of an unsafe or unsatisfactory trench, the responsible utility company shall respond and repair said patch within four (4) hours.

Minor Arterial Streets and Collector Streets:

Minor Arterial streets and Collector Streets are those in the City designated in the Wenatchee Comprehensive Plan. These are all streets which connect local access streets to major arterial streets. Note: restrictions such as those for major arterial Streets may apply depending on peak traffic hour activity. Generally, there will be no restrictions on work hour or work days; construction shall be limited to 7 a.m. - 8 p.m. Monday through Friday (emergency work excluded). Two-way traffic shall always be maintained during peak traffic times; one lane closure will be allowed between 9 a.m. and 3:00 p.m. with flaggers.

All trenches in Minor Arterial streets shall be closed each night and covered by a road plate with cold mix "ramps" or be surfaced with a temporary asphalt patch. The repair shall receive a permanent asphalt patch no later than within one-week after work is completed unless asphalt is not available due to weather conditions. When notified by the City of an unsafe or unsatisfactory opening, the responsible utility company shall respond and repair said patch within twenty-four (24) hours.

All trenches on Collector Streets shall be temporarily restored at the end of each work day in manor that is safe to the traveling public and as directed by the Public Works

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Construction Inspector. Any street with a trench shall have the appropriate MUTCD signing and lighted barricades

Local Access Streets:

These are those streets and cul-de-sacs which provide direct access to adjacent property or individual homes. Generally, there will be no restriction on work hours or workdays. Construction hours shall be limited to 7 a.m. - 8 p.m. Monday through Friday (emergency work excluded). At least a single lane shall be provided for two-way traffic with a flagman available for control.

All trenches within Local Access Streets shall be temporarily restored at the end of each work day in manor that is safe to the traveling public and as directed by the Public Works Construction Inspector. Any street with a trench shall have the appropriate MUTCD signing and lighted barricades. The permanent asphalt repair shall be made no later than two-weeks after work completion unless asphalt is not available due to weather conditions. When notified by the City of an unsafe or unsatisfactory opening, the responsible utility company or contractor shall respond and repair said patch within twenty-four (24) hours.

B. Work Outside the Pavement:

All work areas outside the pavement shall be restored to like or better condition. No pits/trenches shall remain open overnight. In no case shall any work area outside of the pavement be left in a disturbed state longer than (five) 5 days. When notified of a failure in the work area (i.e. pothole, patch failure, or cave-in), the responsible utility company shall respond and repair said work within twenty-four (24) hours.

C. Work Areas Generally:

Disturbed areas shall be limited to no more than 100 linear feet of open trench before temporary repairs are initiated.

Care should be taken in job site work zones to avoid damage to sidewalks and landscaping. Any curb, gutter, sidewalk or landscaping damaged by the contractor shall be removed and replaced within thirty (30) days after the damage has occurred. Parked vehicles and equipment shall not restrict private property access for both pedestrians and traffic, nor hinder sight distances for traffic.

All traffic control around construction sites shall be in accordance with the Manual for Uniform Traffic Control Devices (MUTCD) and the City of Wenatchee Pre-Approved Plans., subject to modification for specific locations by the Wenatchee City Engineer.

Inlet protection shall be provided at curb inlets and yard drains. Under no circumstances shall material be washed into storm drains.

III. PROTECT THE PUBLIC INFRASTRUCTURE

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The inspection process is the primary instrument by which the City seeks to protect the public investment in its infrastructure. Through a uniform and responsive inspection process, the public can be assured that work has been completed in accordance with current standards for reconstruction and site restoration. The objective of the City's inspection effort is to ensure that the City infrastructure attains its maximum useful life and utility restoration callbacks are minimized.

A. Reconstruction/Restoration Standards

All restoration shall result in a work site condition equal to or better than that which existed prior to construction. The following provisions will serve as guidelines for work in the City of Wenatchee:

1. Pavement:

- Before any digging commences in pavement, the pavement shall be sawcut or jackhammered around the perimeter of the proposed trench. An exception to this would be wheel trenching.
- Pavement cuts shall be filled with compacted select material. Either concrete or asphalt patches will be placed to match at a minimum the existing street cross section. Select material shall include gravel borrow, 5/8-inch minus gravel, or controlled density (flowable) fill (CDF).
- Select material (except CDF) shall be placed in an excavation in eight-inch lifts and compacted with a vibratory plate compactor (for small openings), "jumping jack" (alongside pipelines) or with a static roller (for larger openings). Compaction must be 95% by modified proctor.
- In cases where it is impossible to achieve required compaction on select fill, or when achieving required compaction is critical (such as on an arterial), the City encourages and may require the use of controlled density fill material (CDF). Where CDF is required, CDF must be placed no later than noon on Wednesday so that a permanent asphalt patch may be placed by Friday afternoon. When CDF material is used, a steel plate with cold mix "ramps" will be placed to cover the opening for the time required to allow the material to set, but, in any case, for no longer than 24 hours. CDF materials must meet the most current WSDOT design and mixture standards.
- Once the compacted backfill has been placed, the asphalt tee-cut shall be made. The tee-cut will extend 1 foot minimum on each side of the opening and will be over undisturbed existing base. All edges of the opening shall be neatly cut with an asphalt saw and uniformly tacked.
- The new asphalt will be placed in lifts (three-inch max) and compacted upon placement. Asphalt depths will be governed by the existing cross section of the street; new asphalt must be 1" thicker than the existing cross-section from a minimum of 3" to a maximum of 12". The joints must be sealed after the patch is installed. Concrete shall be used to replace concrete pavement wherever it occurs. The Inspector may modify the asphalt patch thickness when CDF is used.

- Concrete edges shall be sawcut and new concrete placed with adequate protection during its curing.
- For concrete pavement underlying asphalt, the concrete pavement may be replaced by base asphalt with two inches of asphalt for every one inch of existing concrete.
- When it is necessary to use cold patch in an opening due to the unavailability of plant mix materials, the cold patch will be applied in lifts no greater than two inches thick.
- Patches will be approved based on their general appearance as well as their "rideability." Rideability is defined as a leveling tolerance to within one-quarter inch (1/4") at any point across the patch as it relates to the surrounding asphalt street surface.

2. Overlay Requirements:

All public streets will be overlaid when any of the following conditions apply:

- When any utility is installed in the roadway and is parallel to the centerline of the right-of-way, the roadway must be overlaid from the centerline to the curb line, edge of lane that the trench is in, or edge of pavement for the entire length of the utility extension.
- When any utility is installed in the roadway and is perpendicular to the right-of-way centerline, and, if there are three such crossings within 150 feet of each other, the roadway must be overlaid from the curb line to either the centerline or the opposite curb line, depending upon the location of the utility mainline which connects the crossings.
- When any utility is installed in the roadway and is at an oblique angle to the right-of-way centerline, the roadway must be overlaid from the centerline to the curb line for the entire length of the utility extension.
- When the permit conditions require street improvements, and the existing pavement is alligatored, the existing pavement must be overlaid from the centerline to the new curb line.
- An adequate overlay will consist of a 2" grind around the perimeter of the proposed overlay, tack coat and a 2" overlay of class B asphalt, with sealing on all the joints. See Overlay Standard Plan detail for more detail.

3. Signalized Intersections:

In no case shall a utility company or their contractor cut into the pavement of a signalized intersection without having contacted Public Works Maintenance and Operations Signal Shop at (509-888-3222 forty-eight (48) hours prior. Signal Shop will locate buried loop detection devices to protect them from damage. Any contractor who damages a loop detector will have the loop repaired or be charged for the repair or reinstallation of the device.

4. Pavement Markings:

Lane striping or other painted and affixed delineators which are removed by utility companies shall be replaced by the utility company before restoration will

be considered complete. The inspector will notify the utility company of the product (traffic paint, thermoplastic, raised pavement markers, lane tape) and applications, and the City Engineer will approve all traffic delineation materials.

5. Sidewalk:

- Sidewalks damaged by utility companies or contractors shall be removed and replaced in full sections. A section's size will be determined by the adjacent sections or the City inspector, but in any case, no section shall be less than 5 ft in length.
- All edges of concrete to be removed shall be sawcut and then formed from construction (or dummy) joint to joint. Any sections of sidewalk which have been undermined as work progressed will also be cut out and replaced with suitable backfill prior to replacement.
- Should damage to the City sidewalks be observed after the work has been completed, the utility company shall be notified to perform the repairs within 5 days. Where sidewalk sections are removed at street corners, the sidewalk and adjacent curb shall be restored as an ADA compliant ramp. (see WSDOT standards for compliant ramp standards)
- Driveway aprons will not be "patched" following utility work. The utility company or contractor will notify the inspector when a concrete apron is to be disturbed; they will agree on the extent and restoration method. In any event, all edges of concrete restoration shall be sawcut and the property owner's access to his property shall not be unreasonably denied. In the event of a repair being necessary, an apron will be repaired with the same material from which it was.

6. Curb and Gutter:

When curb and gutter is replaced, it will be restored in full ten-foot (10') sections. Match existing curb elevations and ensure constant grade and positive drainage. Expansion material will be used at joints. Should the work include removal of a section which was finished with a dummy joint (i.e. monolithic), the Contractor will saw cut the joint prior to forming and pouring the new section.

7. Grass Areas and Trees:

- All areas that have been landscaped prior to construction shall be restored to original or better condition. Un-landscaped areas that were otherwise covered with vegetation shall be reseeded with grass seed after construction. In areas that have been previously sodded, sod will be considered the appropriate restoration.
- Trees will not be removed or heavily pruned without prior review by the City Construction Inspector.
- If construction may impact a tree root zone area (that area underneath the drip line of the tree), the City may require boring the utility instead of an open trench.

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IV. Right-of-way Permits

The City monitors utility work through the utility permitting process. This process allows the City to coordinate activities between City forces and other utilities, to maintain a record of street cuts and patches and to identify specific City requirements.

1. When Permits Required:

Any work within the right-of-way which disturbs the pavement, curb and gutter, driveway entrances, sidewalk, landscaping or grassed areas, requires a Right-of-way Permit.

Any utility work that does not disturb the right-of-way is exempt from the permitting requirement except to the extent that traffic detours, lane closures, or sidewalk closures must be approved by the City.

2. Obtaining Permits:

Before work within the right-of-way is started the necessary permit shall be obtained from the Public Works Department. Unless otherwise agreed, emergency work requires that a permit be obtained as soon as possible but not later than 48 hours after the onset of work. Permits are usually issued for the time requested by the utility company. However, when situations warrant, the permit expiration date may be extended when prior notification is received. If work on an existing permit has not been started by the expiration date, the permit will be cancelled and a new permit then required to initiate the work.

3. Responsibility:

The utility company, or contractor (Permit Holder) receiving the permit is held responsible for the work performed and the City will contact the Permit Holder for required adjustments or corrections regardless of whether the Permit Holder performed the work itself or subcontracted and assigned the work. The permit is issued to the utility company or contractor and that company is solely responsible for the work performed. The utility company or contractor shall always have a copy of the permit on the job site.

Utility companies shall be responsible for the condition of any right-of-way repairs. Pavement repairs shall be warranted until the City shall overlay or reconstruct the pavement. Should the condition of the patch become such that additional pavement is in jeopardy of failure, then the utility may be held responsible for an area larger than the original repair. Other repairs (sidewalk, curb and gutter, trenches, etc.) shall be warranted for the reasonable life of such structure.