

**Memorandum
Public Works Department**



To: City Manager
Subject: Pedestrian Access Ramp on City ROW at 321 24th Street
Date: April 25, 2014
Number: 2014-141

Mr. Drew Woodbury of Snyder Construction has submitted a request for Snyder Construction to install a pedestrian access ramp within the City Right of Way at 321 24th Street (Jackson Square). The ramp would be located adjacent to the existing building (attached diagram) and extend about 5 feet into the existing ROW and will be surrounded by a handrail. The new ramp and handrail will leave at least a 6 foot wide pedestrian access route and will not impede pedestrian traffic along 24th Street.

The ramp is required in order to upgrade pedestrian access into the Jackson Square building which is under renovation by Snyder Construction for a new photography shop.

If the City grants permission to install the pedestrian ramp at this location, they would be required to provide the following:

1. Proof of insurance with the City listed as additional insured to hold the City harmless for any liability due to the presence of the ramp and handrail within the ROW.
2. Provide a recordable agreement with the City to maintain the transformer and bollards. In addition, the agreement should recognize that the City will not replace the ramp if it is necessary to remove it order to maintain or install any existing or future utilities.

Recommendation

It is recommended that City Council allow Snyder Construction to install the pedestrian ramp within the 24th Street Right of Way at the above referenced address as long as they provide proof of insurance and a recordable agreement.

Submitted by: Randall D. Tweet, Public Works Director
Michael J. Kane, P.E., City Engineer

Approved by: Thomas Thomas, City Manager

