

**Policy: ST-09-01**

**Policy Title: City of Westfield Downtown Maintenance Policy**

**Policy Purpose: Set guidelines for the Maintenance of the City of Westfield's Downtown Business District**

**Implementation Date: 1/26/2009**

**Revision Date: N/A**

## **CITY OF WESTFIELD PUBLIC WORKS DEPARTMENT**

### **DOWNTOWN MAINTENANCE POLICY**

**This policy is being set forth in order to establish guidelines for the maintenance of the City of Westfield's Downtown Business District which is located in the vicinity of the intersection of SR 32 and Union Street in Westfield, Indiana. The parameters of the City of Westfield's Downtown Business District, as defined by this maintenance policy, are depicted in "Exhibit A".**

**The City of Westfield is dedicated and committed in promoting the common good of the community and communicating our services in an effort to providing value while forming partnerships with community organizations in an effort to enhance our city.**

**The goal of this policy is to establish an understanding between the City of Westfield, the Downtown Westfield Neighborhood Alliance (DWNA), and business owners. This policy will establish guidelines and examples on the roles and responsibilities of each organization in an effort to provide a beautiful, inviting, and welcoming appearance to the downtown city business district.**

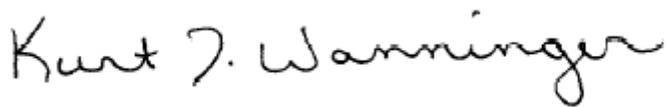
**In order for this policy to be successful, it will require a cooperative effort between the City of Westfield, the DWNA, and business owners. Therefore, is important to state that cooperative involvement and effort in these activities by all organizations is vital to the success of this policy.**

The following is a list of activities the City of Westfield will cooperate in with the DWNA and business owners:

1. **Events** - Assisting in City, Community, and DWNA events, such as but not limited to, the Farmers Market, Race into the New Year, Santa's House and other seasonal events hosted in the community.
2. **Banners and Decorations** - Installing and hanging seasonal banners, promotional banners, seasonal lighting, and decorations for events for the City or items provided by the DWNA or business owners which have been preapproved by the Mayor of the City of Westfield
3. **Farmers Market Property** - Overseeing the maintenance of the Westfield Farmers Market Parking Lot and associated grounds, which is owned by M&I Bank and leased to the DWNA.
4. **Park Maintenance** - Overseeing Hadley Park maintenance and enhancements to this facility.
5. **Street Sweeping** - Street Sweeping on a bi-weekly basis, or as necessary to promote a clean appearance to the downtown area.

6. **Street Signs** - Weekly assess street sign maintenance and annually reviewing existing and future needs of regulatory signs.
7. **Traffic Regulations Enforcement** - City's Police Department will enforce regulatory ordinances and traffic regulations during the indicated times as indicated on the traffic regulation signs. .
8. **Sidewalk Maintenance** - Annually, or on as needed basis, the City will conduct sidewalk maintenance. Sidewalk maintenance will consist of repairing or replacing sidewalk sections as needed in order to provide safe movement of pedestrians.
9. **Sidewalk Sweeping** - is the responsibility of the business owner(s) that is unless the City has attributed to the need for cleaning the sidewalks, such as during the annual road maintenance program or during winter months when road debris may be deposited on the sidewalks after snow removal.
10. **Sidewalk Snow Removal, Sidewalks** - Sidewalk snow removal is the responsibility, and liability, of the business owners. Business owners are responsible for removing snow and applying salt to sidewalks to provide safe access to their businesses. The Public Works Department will assist in the removal of any accumulated snow which has been deposited onto the sidewalks from the roads, and will assist business owners with the removal of snow during snow events that are larger than three (3) inches. This assistance will only occur after all the conditions of the City of Westfield's Snow Removal Policy are met, city streets and roads are cleared of snow which provides safe access for Public Safety Vehicles, and adequate city personnel are available to conduct snow removal. The Public Works Department may provide from time to time salt.
11. **Snow Removal, City owned property** - The City will be responsible for removing snow from City owned property and associated sidewalks to those properties; i.e. Hadley Park and public parking spaces. The City will also assist with the removal of snow from the Westfield Farmers Market Parking Lot, but only after city streets and roads have been attended to.
12. **Pavement Markings** - Line striping and curb painting will be conducted annually in order to provide a well maintained appearance for the downtown area.
13. **Street Lighting** - The City of Westfield, through the local electrical provider, Duke Energy, provides street lighting. At anytime, if the street lighting is not functioning properly, please contact the City of Westfield Public Works Department (804-3100) or Duke Energy's Customer Service Department at 1-800-521-2232. When reporting malfunctioning street lights. Please provide the pole number or address adjacent to the malfunctioning street light.

At anytime the conditions or understandings set forth in this policy are unsure or perceived as not being attended to by either organization, please contact the City of Westfield's Director of Public Works (804-3100), the Mayor of the City of Westfield (804-3000), or the President of the Downtown Neighborhood Association.



Kurt J. Wanninger, Director  
Westfield Public Works Department  
City of Westfield

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