



**Washington State
Department of Transportation**

Maintenance Manual

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Maintenance Operations

ENGLISH

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at 360-705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

ESPAÑOL

Notificación de Título VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al 360-705-7090.

Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어 - KOREAN

제6조 관련 공지사항

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, 360-705-7090으로 OECR의 타이틀 VI 담당자에게 연락해주시십시오.

미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각 장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

русский - RUSSIAN

Раздел VI Общественное заявление

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи или национального происхождения, как это предусмотрено Разделом VI Закона о гражданских правах 1964 года, а также случаи недопущения участия, лишения льгот или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по вопросам равенства и гражданских прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OECR по разделу VI по телефону 360-705-7090.

Закон США о защите прав граждан с ограниченными возможностями (ADA)

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу wsdotada@wsdot.wa.gov или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

tiếng Việt - VIETNAMESE

Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OEER) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phó Trí Viên Mục VI của OEER số 360-705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng wsdotada@wsdot.wa.gov hoặc gọi điện thoại miễn phí số, 855-362-4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

العربية - ARABIC

العنوان 6 إشعار للجمهور

تتمثل سياسة وزارة النقل في ولاية واشنطن (WSDOT) في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو الأصل القومي من المشاركة في أي من برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخلاف ذلك، كما هو منصوص عليه في الباب السادس من قانون الحقوق المدنية لعام 1964. ويمكن لأي شخص يعتقد أنه تم انتهاك حقوقه التي يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق المدنية (OEER) التابع لوزارة النقل في ولاية واشنطن. للحصول على معلومات إضافية بشأن إجراءات الشكاوى وأو بشأن التزاماتنا بعدم التمييز بموجب الباب السادس، يرجى الاتصال بمنسق الباب السادس في مكتب المساواة والحقوق المدنية على الرقم 360-705-7090.

معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على wsdotada@wsdot.wa.gov أو عن طريق الاتصال بالرقم المجاني: 855-362-4ADA (4232). يمكن للأشخاص الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة Washington State Relay على الرقم 711.

中文 - CHINESE

《权利法案》Title VI公告

<華盛頓州交通部(WSDOT)政策規定，按照《1964年民權法案》第六篇規定，確保無人因種族、膚色或國籍而被排除在WSDOT任何計畫和活動之外，被剝奪相關權益或以其他方式遭到歧視。如任何人認為其第六篇保護權益遭到侵犯，則可向WSDOT的公平和民權辦公室(OEER)提交投訴。如需關於第六篇投訴程式的更多資訊和/或關於我們非歧視義務的資訊，請聯絡OEER的第六篇協調員，電話360-705-7090。

《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件wsdotada@wsdot.wa.gov或撥打免費電話 855-362-4ADA(4232)，以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打711联系Washington州转接站。

Af-soomaaliga - SOMALI

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiy in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OEER) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibbaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OEER oo aad ka wacayso 360-705-7090.

Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraa Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wsdotada@wsdot.wa.gov ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-7850 or email us at: WSDOTMaintenanceOperations@WSDOT.WA.GOV

ESPAÑOL – SPANISH

Servicios de traducción

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 360-705-7850, o envíe un mensaje de correo electrónico a: WSDOTMaintenanceOperations@WSDOT.WA.GOV

한국어 – KOREAN

번역 서비스

영어로 소통하는 것이 불편하시다면 360-705-7850, 으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다: WSDOTMaintenanceOperations@WSDOT.WA.GOV

русский – RUSSIAN

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-7850, или написав нам на электронную почту: WSDOTMaintenanceOperations@WSDOT.WA.GOV

tiếng Việt – VIETNAMESE

các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-7850, hoặc email cho chúng tôi tại: WSDOTMaintenanceOperations@WSDOT.WA.GOV

العَرَبِيَّةُ – ARABIC

خ دما ت الترجمة

إذا كنت تجد صعوبة في 360-705-7850 فيمكنك مجاً نأ طلب خدمات المساعدة اللغوية عن طريق الاتصال بالرقم أو مراسلتنا عبر البريد الإلكتروني : WSDOTMaintenanceOperations@WSDOT.WA.GOV

中文 – CHINESE

翻译服务

如果您难以理解英文，则请致电：360-705-7850，或给我们发送电子邮件：WSDOTMaintenanceOperations@WSDOT.WA.GOV，请求获取免费语言援助服务。

Af-soomaaliga – SOMALI

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7850 ama iimayl noogu soo dir: WSDOTMaintenanceOperations@WSDOT.WA.GOV

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10-1 **Right of Way Fences**

Fencing is provided to discourage encroachment onto highway rights of way. Fencing on a controlled access highway is usually owned and maintained by the state while fencing on non-controlled access highways is normally owned and maintained by the abutting property owner. Questions regarding maintenance responsibilities of a given section of fence should be resolved by the Area Superintendent.

10-2 **Road Approaches – General**

10-2.1 *Access Management – General*

There are two types of state highways when it comes to Access Management. **Limited Access Highways** and **Managed Access Highways**. Any highway that is not a Limited Access Highway is a Managed Access Highway. WSDOT controls access on all limited access state highways, and only controls access on Managed Access state highways that are outside the incorporated limits of a City or Town. Cities and Towns are the access permitting authority on Managed Access state highways within their incorporated City or Town limits.

Limited Access Highways - are highways in which the rights of access have been purchased by WSDOT from the adjacent property owner. There are three types of limited access control – full, partial, and modified. Full control is usually found on a freeway and allows no access except at interchanges, or in some cases at-grade intersections. Partial control allows no commercial accesses, but does allow residential, logging, and farm accesses. Farm accesses may not be used for retail uses, such as having a farm produce stand. Modified control allows whatever the local zoning allows, such as commercial uses. Access Connection Permits are not issued on limited access highways. General Permits may be issued to allow for the construction or modification of an access on a limited access highway if the access right already exists, such as in a Warranty Deed for the property. For more information on Limited Access Highways see Chapter 530, Limited Access Control in the WSDOT *Design Manual* M 22-01.

Managed Access Highways – are highways in which access is regulated. There are five classes of Managed Access Highways. Class 1 is the most restrictive down to Class 5 the least restrictive. WSDOT is the access permitting authority for Managed Access state highways outside of an incorporated city or town. All new access connections must be permitted by a regional or area office. Grandfathered access connections are access connections to the state highway which were in existence *and in active use* with the type of connection on July 1, 1990 do not require the issuance of a permit and may continue to provide access to the highway system. The access connection permit stipulates the conditions of the access footprint, such as width, turn radii, culvert sizing and type of surface (HMA or gravel) along with the specific location of the access to ensure adequate sight distance. The permit holder is responsible for maintenance of the access between the edge of pavement and the property line, including any culverts. If new or existing

access construction activities are noticed, the Area Superintendent should be notified to ensure the access is permitted. The fee charged by WSDOT to cover the administrative cost of an access connection permit is listed on DOT form 224-694 by category of connection to the adjacent highway. The involvement of the regional area personnel will vary with the type of access. For more information on Managed Access Highways see Chapter 540, Managed Access Control in the WSDOT *Design Manual* M 22-01.

A good source for more information on Access Management is your Region's Development Services Office.

10-3 Typical Maintenance Responsibilities in Cities

Maintenance on city streets may become complicated, depending on the type of installation. In accordance with [RCW 47.24](#) and [WAC 468-18-050](#), cities with a population greater than 30,000 have different requirements for some types of maintenance than do cities with a population less than 30,000 effective July 1, 2023. There are subsequent increases effective on July 1, 2028 to 32,500, followed by an increase to 35,000 on July 1, 2033. In general, the city or town is responsible for any portion of the facility beyond the curbs. If no curb is installed, the city or town's responsibility begins at the shoulder edge.

The guidelines in Appendix 1 are designed to clearly identify typical maintenance responsibilities, as determined by statute, agreement, or policy, on city streets that are certified as part of a non-controlled access state highway route. They are general in nature and do not preclude WSDOT and individual cities from entering into agreements to address particular circumstances.

The state has full maintenance responsibility for bridges conveying a State Route or Interstate traffic in a limited access corridor (unless otherwise covered under a separate agreement).

10-4 Maintenance Yards

All maintenance yards are to be kept in a neat, clean, and orderly condition. All buildings are to be kept in good repair, inside and out, and are to be repaired when necessary. Repairs to Maintenance facilities should be coordinated with Facilities for needed repairs for funding and environmental purposes. All buildings and yards are to be kept locked when not occupied by responsible personnel .

Truck sheds are to be kept clean of debris and free from fire hazards. Gasoline and other highly flammable materials should not be stored in buildings where trucks or equipment are stored. Oily rags should be kept in metal containers. If more than 25 gallons of flammable or combustible liquids are used, then the approved containers should be stored in a flammable liquids storage cabinet.

Materials and supplies are to be stored in an orderly manner and an inventory is to be kept of all materials and supplies on hand.

Hazardous wastes i.e. (solvent contaminated rags, methyl methacrylate wastes, and paint residues) are to be placed in proper containers, closed except when adding or removing waste, labeled with a yellow "Hazardous Waste" label and the nature of the hazard (toxic, corrosive, flammable, etc) and disposed of properly within (90) days. Free, printable labels are available from <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Dangerous-waste-guidance/Dangerous-waste-basics/Label-dangerous-waste/Print-free-labels>.

10-5 Stockpile Sites

Stockpile sites are to be cleared of all vegetation, trees, brush, rocks, or other debris, and a uniform ground surface is prepared prior to depositing stockpile material. The site chosen should attempt to minimize visual impact, especially in urban areas. Stockpiles are to be constructed in a neat and regular shape, that can occupy as small an area as practical while still being, accessible for loading material onto trucks without obstructing the highway. Stockpiles are built up in layers. Plank runways are required for operating trucks on stockpiles where there is danger of tracking dirt or other foreign matter onto the material.

Signs that identify the material as state property should be placed at each stockpile.

Sites where materials are stockpiled year-round or for a considerable period of time should be fenced with signs placed along the fence line identifying the site as state property and the gates kept locked.

Stockpiles should periodically be inspected for vegetation growth, which should be removed, and be on the alert against any removal of materials by unauthorized persons. The inspection should also note potential storm water impacts off-site and corrections should be made as appropriate.

Material used by state forces is to be promptly charged out and reported to the area office. Excessive amounts of materials should not be allowed to accumulate in stockpile sites. If use of stockpiled materials is not anticipated, the area office should be notified so the material can be declared surplus.

10-6 Materials From State Quarries or Pits

Materials produced or manufactured in state-owned or leased pits or quarries may not be sold, or otherwise disposed of, to private individuals or concerns.

Counties and cities or other governmental agencies may participate by having their requirements included in the state's crushing contract, with proper financial arrangements. It is the state's policy to assist other governmental agencies in need of small quantities of crushed rock by selling them material from existing stockpiles at current inventory prices if the material can be spared.

When quarry or pit sites are obtained from the Department of Natural Resources, the material is to be used for state highway construction or maintenance, or by other approved public agencies. Notify the area office when material from such pits and quarries is used.

Ecology storm water permits are required at pits and quarries where aggregate is being mined or crushing operations are taking place. Contact the regional Environmental Office for information.

10-7 Procurement of Materials

Materials necessary for highway maintenance are generally available from the inventory of materials in stores. Stores should be checked well in advance of need, if possible, to help ensure that materials will be available when required. Materials not available must be purchased by personnel in the area or region office. This purchasing process can take weeks or even months for certain materials. Therefore, it is imperative to plan ahead whenever possible.

10-8 Material Specifications – General

It is WSDOT policy that all materials used by state forces to repair or reconstruct highway facilities and buildings conform to the specifications adopted for like material in new construction whenever possible.

Specifications are necessary to ensure that the department receives the quality of material required for the intended use, and to permit vendors to quote prices on an equal basis. It is difficult to dispute the quality of any material received if the original order did not explicitly define what was expected. There is a reason for a particular design, mix, formula, type, or dimension being specified. Good workmanship will not counteract the effects of the use of inferior material, material intended for another purpose, or material that would be adequate only under different conditions. Therefore, it is imperative that maintenance personnel recognize the importance of specifications.

10-9 Disposal of Surplus Items

10-9.1 *Equipment*

If a crew determines that a piece of equipment is no longer needed or is no longer functional they should advise the superintendent or supervisor, providing information on needed repairs, problems, and future needs. This should be done to facilitate the decision on whether to transfer the equipment or dispose of it. A crew is charged for equipment even if it is not being used; therefore, it is important to be sure the equipment is necessary and operable.

For Dump Trucks, AVL modems that were once owned by Maintenance, would follow the Transfer procedure. These modems are now a part of the TEF in-service package and captured in the rental rate for the category of equipment they are placed in. Moving forward, in the case of dump trucks, WSDOT would follow the “PUTTING A NEW UNIT INTO SERVICE THAT IS EQUIPPED WITH AN AVL MODEM” and after its life cycle end, the “DISPOSAL OF AN AVL MODEM” Processes.

For Incident Response, AVL modems are non-TEF. Moving forward, for the foreseeable future, they will continue to follow the “TRANSFERRING AN AVL MODEM (from one vehicle to another)” Process.

10-9.2 *Inventoried Items*

If it is determined to dispose of an article that is carried on an inventory, the region office should be provided with a description of the article, its inventory number, and a statement of its condition. Generally, requests for replacements, with any necessary justification, should accompany the recommendations for disposal.

10-9.3 *Non-Inventoried Items*

Non-inventoried items with potential trade-in or resale value may be declared surplus and turned in to the area office. Disposal of all items will be in accordance with the *Disposal of Personal Property Manual M 72-91*.

10-10 Instructions for Radio Operation

Radio operation techniques primarily comes from on the job training working with supervisors, WSP, Traffic Management Center (TMC), and Incident Response Team (IRT). WSDOT is working to update the Statewide guidelines for IRT Standard Operating Guidelines (SOG) and protocols on radio systems and radio procedures.

10-11 Work Scheduling and Reporting

The previous sections of this manual were directed at specific maintenance activities. This section briefly discusses the overarching budget, plan, and reporting of all the activities. Since procedures change and various district policies vary, details for these processes are not included. The basic principles, however, will remain the same.

10-12 Budget

Maintenance Operations is an operating program where the budget and work accomplishments are on a biennial cycle (2 years). The biennium begins on July 1 of every odd-numbered year. Prior to the beginning of the biennium, the legislature allocates a specific amount of funding (appropriation) directly for maintenance. HQ allocates these funds by region and subprogram, while the region determines the area and activity breakout. The department also determines the statewide level of service (LOS) that can be provided for each of the thirty six activities identified in the Maintenance Accountability Process (MAP) given the funding level allocated. Due to the somewhat unpredictable nature of the work and all the factors that may affect our ability to deliver the work, planning for these funds can be difficult. However, a budget is required in order to responsibly manage our \$520 million program and tell the maintenance story. It is important to remember the budget plan is “anticipated” work and that actual work will not exactly match the plan. Given this, the basis for the budget is calculated by the number of employees, equipment, and materials needed to accomplish the work.

By state law, units within the department may not overspend their budgets. Supervisors should be notified if budget problems begin to arise.

10-13 Scheduling

Throughout the biennium, supervisory personnel must have one eye on the work to be done and one eye on the budget. To ensure that the most important work is accomplished within the budget limits, the biennial budget plan must be refined into a work plan for each month's activities. This enables coordination of materials and equipment availability with the work having the greatest priority for a given month. Consistent with that monthly plan, Supervisors prepare a daily plan of specific work assignments for the upcoming week. The daily plan should recognize the priority items addressed in the monthly plan, but also be adapted to fit current weather conditions, unexpected events, employee absences, equipment breakdowns, etc. This is the backbone of good management and alerts all employees of the following day's activity so they can make proper preparation and wear proper clothing.

10-14 Reporting

The requirement to report what was accomplished in a day, by whom, and with what equipment and materials can easily be viewed in the field as relatively unimportant. However, this is the basis for obtaining additional funding and telling the maintenance story. Without accurate data on what work is actually being done, it is impossible to properly discuss and identify the growing needs of the department and the true costs to deliver. Supervisory personnel should always encourage accurate reporting and review data for compliance

10-15 Environmental Sensitivity

Maintenance is WSDOT's most visible activity with respect to environmental consequences. Painting, sanding, anti-icing, herbicide application, mowing and brush control, landscaping, and maintaining drainage are activities that can raise environmental objections. All material handling can have environmental safety implications for our employees and the general public. Environmental, health and safety issues are being addressed through an education and training program provided by Headquarters.

11-1 General/Introduction

Maintenance operations staff are major stakeholders as they utilize, maintain and operate the facilities/assets that are designed and constructed throughout the lifecycle of the assets. They also have a personal connection and vested interest as they live in the communities they serve.

Given the nature and cost of maintaining assets throughout their lifecycle, as well as the inherent exposure to staff during maintenance and operational activities, it is important for designers to consider maintenance and operations staff as major stakeholders in every project.

11-2 Maintenance and Preservation Roles

Maintenance considerations should be included early in the design process, capitalizing on the intimate knowledge the crews have from being the “boots on the ground” experts that maintain and care for the highway infrastructure throughout its lifecycle.

- Maintenance describes work that is performed to maintain the condition of the transportation system or to respond to specific conditions or events that restore the highway system to a functional state of operation. Maintenance is a critical component of an agencies asset management plan that is comprised of both routine and preventive maintenance. Preventive maintenance is a pro-active cost-effective means of extending service life.
- Preservation consists of work that is planned and performed to improve or sustain the condition of the transportation facility in a state of good repair. Preservation activities generally do not add capacity or structural value, but do restore the overall condition of the transportation facility.

Organizational roles are key when communicating within the department. As it is with Engineering, Maintenance has multiple specialty groups, each with focused expertise and specific needs that are relevant to different highway assets and projects. When Regional Area offices are involved with reviewing a project, Maintenance should extend the communication past the superintendents and supervisors. All crews should be contacted as knowledge of regional area highways is spread across all groups:

- Traffic Operations
- Bridge Crews
- Signal Crews
- Striping Crews

11-3 Communication and Coordination

Maintenance has knowledge that is key to the fundamental components of plan development. The historical, systematic, and problematic areas and assets that exist on WSDOT routes are maintained by regional area crews. They have the knowledge of the day to day tasks necessary to sustain our highway infrastructure.

The following questions are covered in *Design Manual Chapter 301* (DM 301), which is a critical chapter to Maintenance that cannot be overlooked:

- Who are you communicating with?
- What methods of communication are being used?
- What is being communicated?
- How are you responding to communication?
- Where is the communication taking place?
- When does the communication need to occur to maximize effectiveness?
- Is the roadway experiencing any reoccurring maintenance issues?
- Are there drainage concerns?
- What other problems are present that may not be known?

All these are questions that the Regional Area and Maintenance Operations crews have intimate knowledge of, and live every day while at work.

The earlier Maintenance is heard the better for the designer to work in concerns and issues important to maintaining the highway infrastructure. Engage design staff early in the project design phase (prior to 30% design) to communicate maintenance issues potentially impacted or addressed by the project, and to establish expectations with respect to maintenance staff involvement through the entire design process. Review the project management plan (where available), and provide input on how region maintenance staff intend to get involved during the design phase. Contact region program management regularly to identify projects that will be scoped soon, and work with project scoping staff to determine how best to engage projects of interest.

11-4 Practical Solutions for Practical Decision Making

Practical Decision Making is an approach that considers each situation, aligns with a financially constrained budget environment, and encourages incremental, flexible, and sustainable investments by focusing on identified performance needs and engaging stakeholders at the right time.

In the case of Design and Maintenance coordination, Practical Decision Making aligns with the department's intention to deliver a scalable approach to the design delivery process that integrates across all divisions, including Operations and Maintenance, Environmental, Planning, and Engineering. It also assumes an approach to program investments that incorporates asset management and lifecycle costs that inform identification of performance measures and goals on a project level, as well as department wide.

Practical decision making occurs every day in the life of Maintenance personnel, from the amount of salt applied to the roadway, bridge deck patching, pavement repair, materials and equipment used; basically all actions in a given day.

11-5 Asset Management

Asset management is a strategic, risk-based approach to cost-effectively and efficiently manage the assets of Washington's transportation system. WSDOT uses transportation investment strategies to preserve and maintain the system on an ongoing systematic basis. Preserving the state's transportation assets saves money while maximizing performance across the transportation network. WSDOT considers asset management a key component of Practical Solutions, as a way to cost-effectively manage the assets of the transportation system.

Maintenance operations staff will need to maintain the assets placed or retained within a project location. It is important to make design aware of the various asset management systems:

- Maintenance Management System (HATS)
- Signal Maintenance Management System (SIMMS)
- Maintenance Productivity Enhancement Tool (MPET)
- Traffic Sign Management System (TSMS)

The asset management system reviews are necessary to confirm:

- Asset management and life cycle costs
 - How maintenance costs drive life cycle costs
 - If construction does not account for maintenance costs then life cycle costs are driven up

Asset Information should be compiled into an owner's manual for maintenance to reference (see DM 301.03(2)(e).

11-6 Design and Build for Maintainability

When reviewing a scoping or design project, maintenance needs to provide designers an understanding of the full life cycle costs for maintaining different assets/features.

Maintenance needs to communicate with design the following issues:

- The frequency of maintaining the asset
- Labor costs
- Material costs
- Traffic control costs
- Utility costs
- Accessibility
- Equipment Considerations:
 - cost to repair if equipment owned, rental costs
 - purchase cost of new equipment needed specifically for specialty designs
 - Cost of procuring replacement parts for the asset

Maintenance needs to attend or participate with program management and design meetings from the planning stage and scoping, all the way through to the pre-contract review or 90% of PS&E development. The expectation should be documented in the project management plan.

Document and record all concerns and recommendations Maintenance has with projects. Examples of checklists and input can be found in [DM 301](#) - Exhibits 301-1 through 301-3.

Maintenance needs to be part of the solution, engagement with boots on the ground, even if all things Maintenance would like to see done cannot be completed.

Design deliverables expectation matrix covers the level of coordination needed between design, maintenance, and construction. The matrix exhibits maintenance at different phases of construction, with maintenance activities like snow and ice, veg. management, etc.

**Deliverables Expectations Matrix on the Project management website provide the link – wsdot.wa.gov/sites/default/files/2021-11/DeliverablesExpectationsMatrix.pdf

11-7 Examples of Maintenance Challenges

- Construction of a high mast lighting on SR 405 and Maintenance not having the man lifts to complete PM's or repairs, 100' mast height installed instead of 75'.
- Operational Right of Way
 - Reducing shoulders- reduction of a 6-8 foot shoulder to 4 foot- goes from being able to pull over and maintain assets vs. full traffic control to complete maintenance work
 - Maintaining accessibility to assets- being able to get to storm water pond, electrical service, cable barrier, etc.

See Below- Picture of the round about what should be used to implement solutions to reduce asset life cycle costs.



Roundabout with Landscape –increases lifecycle/maintenance costs.

Solutions are often available to reduce asset life cycle costs. For example, in the case of this roundabout, the most practical landscaping solution was to have the center areas hardscaped, rather than planted with non-native species which usually require ongoing and labor intensive maintenance. However, hardscapes can also attract weedy species that may not be desirable to the local community, and degrade the visual quality, resulting in the need for regular and long term application of herbicides. In that case, there are other options that can mitigate long term maintenance. In urban locations for example, project offices may negotiate a Maintenance Agreement with the local jurisdiction establishing their commitment to planned maintenance tasks and timing. In the case of rural locations where WSDOT is expected to maintain the area, planting low-maintenance vegetation may be another option.



Roundabout with hardscape- reduces life cycle/maintenance costs.

Appendix A City Streets as Part of State Highways

Introduction page to:

City Streets as Part of State Highways Guidelines

Population Increase slated by RCW47.24.020

Effective on:
July 1, 2023

Increase from Twenty-seven thousand five hundred to
Thirty thousand with subsequent increases per the RCW.

Effective on:
July 1, 2028

Increase from Thirty thousand to Thirty-two thousand five hundred

Effective on:
July 1, 2033

Increase from Thirty thousand to Thirty-two thousand five hundred to
Thirty-five thousand

- Pages A-2 thru A-18 Conformed Version
- Pages A-19 thru A-31 Briefing Summary of insertions and deletions from Original Agreement
- Pages A-32 thru A-43 Original 1997 Agreement

**CONFORMED AGREEMENT
INCORPORATED REVISIONS PER AMENDMENT
DATED:
APRIL 2, 2013
FOR REFERENCE**

**CITY STREETS
AS PART OF
STATE HIGHWAYS
GUIDELINES REACHED
BY THE
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
AND THE
ASSOCIATION OF WASHINGTON CITIES
ON THE INTERPRETATION OF SELECTED TOPICS
OF RCW 47.24 AND FIGURES OF WAC 468-18-050 FOR THE
CONSTRUCTION, OPERATIONS AND MAINTENANCE RESPONSIBILITIES OF
WSDOT AND CITIES FOR SUCH STREETS
April 30, 1997**

These guidelines are primarily intended for city streets designated as state highways and provide an outline for development of agreements within limited access. The jurisdiction, control, and duty of the state and city or town for city streets that are a part of state highways is specified in RCW 47.24.020; however, the implementing WAC'S, directives and manuals have been subject to interpretation. This report documents agreed upon guidelines that have been reached by the Washington State Department of Transportation (State) and the Association of Washington Cities (AWC) on the interpretation of construction, operations and maintenance responsibilities of the state and cities for such city streets.

These agreed upon Guidelines are derived from:

- The draft Task Force Report on City Streets as Part of State Highway.
- Additional discussions by the State, AWC and several cities on the interpretation of state versus local agency maintenance responsibilities that are illustrated in figures contained in WAC 468-18-050 and on other maintenance responsibilities for city streets that are part of state highways.

These Guidelines are designed to facilitate the allocation of maintenance responsibilities between the State and Washington Cities pursuant to RCW 47.24. The Guidelines of this report are general in nature and are not intended to reflect past practices but to apply to future practices.

While these guidelines do not expressly cover project development and/or capital improvement projects it was duly noted that there are areas which carry the potential to influence project development activities within the guideline. The Task Force actively encourages and recommends early communications between city and state officials where city streets are included as part of a state highway improvement project.

These agreed upon Guidelines will be incorporated in state manuals and related guidance for maintenance, operations, and construction activities. AWC will distribute copies of this report to their members.

These guidelines do not supersede existing agreements entered into by any individual city and the state.

AGREED UPON GUIDELINES

The agreed upon Guidelines of state and city responsibilities for city streets that are part of state highways are contained in the following tables:

- Table 1, City/State Maintenance Responsibilities for City Streets as Part of the State Highway System.
- Table 2, City/State Maintenance Responsibilities for Structures on City Streets as Part of the State Highway System (This table provides an interpretation of the figures of WAC 468-18-050).
- Table 3, State Owned Bridges That Convey City Traffic Over State Highways (This table provides an interpretation of the figures of WAC 468-18-050).

The following is an explanation of selected items of the above tables that are related to specific sections of RCW 47.24 and to WAC 468-18-050:

A) Guardrail (Barriers) Maintenance

Background: RCW 47.24.020(2) states that "The city or town shall exercise full responsibility for and control over any such street beyond the curbs and if no curb is installed, beyond that portion of the highway used for highway purposes (edge of paved shoulder)." The statement "...used for highway purposes ..." has led to differing interpretations of state and local agency responsibilities for the maintenance of guardrail.

Agreed Upon Guideline: Traffic barriers installed on state highways in areas without curb shall be maintained by the state. Traffic barriers installed beyond the curb shall be maintained by the cities. Curb in the context of RCW 47.24.020(2) refers to a standard curb and gutter and not to extruded curb such as those placed on fill sections for erosion control. Guardrail, concrete barriers, impact attenuators and similar devices are all considered to be traffic barriers.

B) Parallel Ditches and Cross Culverts

Background: The issue is clarification of what is meant by the RCW 47.24.020(2) statement "...for highway purposes ..." for use in interpreting responsibilities of the state and local agencies for maintenance of parallel ditches and cross culverts. Also at issue is responsibility for grass lined swale construction for water treatment purposes as compared to a ditch solely for drainage purpose. In addition a distinction needs to be made between cross culverts related to streams and maintaining natural flows as opposed to those constructed for storm drainage.

Agreed Upon Guideline: Within all cities, regardless of population, the state shall solely maintain the structural integrity of box culverts, multiplates and individual culverts greater than 60 inches in width that are within rights of way and are not part of an enclosed drainage system. These are the size appropriate to identify natural stream flows. These structures that are 60 inches or less in width will be maintained by

the cities. Cities shall maintain all other parallel roadside ditches and road approach culverts. Grass-lined swales constructed by the state solely for state highway runoff will be maintained by the state.

C) Betterments - Pavement Markings

Background: RCW 47.24.020(13) provides that cities and towns having a population greater than 25,000 are responsible to install, maintain, operate and control all traffic control devices. This has been interpreted to mean that the city or town must replace pavement markings and similar devices when a street is resurfaced (e.g., these markings are not included in the project costs). The issue is that a state project may destroy very recently installed pavement markings that, especially if they are durable markings (e.g., thermoplastic, raised pavement markers, etc.), involve expense to the city. The cities recommend that in-kind replacement of these markings be a part of the project costs.

Agreed Upon Guideline: As a part of State reconstruction/resurfacing projects the State will replace in-kind at no cost to the local agency only pavement markings that are damaged or removed as a result of the reconstruction or resurfacing project. This does not apply to durable pavement markings that have exceeded their useful life. The incremental additional cost for installation of higher quality pavement markings will be at the expense of the city.

Early communication and plan reviews between the state and the city is essential to enable local agencies to avoid installation of pavement markings, especially the more durable markings, shortly before the construction activity takes place.

D) Snow and Ice Removal

Background: At issue is the meaning of the phrase in RCW 47.24.020(6) that states "...except that the state shall when necessary plow the snow on the roadway." This statute states that the city or town, at its expense, is responsible for snow removal. The meaning of "when necessary" and responsibility of snow plowing versus snow removal needed clarification.

Agreed Upon Guideline: RCW 47.24.020(6) provides that the cities have responsibility for snow removal within their jurisdiction and that the State shall, when necessary, plow the snow on the roadway. The meaning of "when necessary" is that the State will plow snow, with city concurrence, on the traveled lane of the state highway on the way through the cities not having adequate snow plowing equipment. Cities must contact the state before using chemicals on structures.

E) Interchanges

Background: WAC 468-18-050(2). The construction of partially and fully controlled limited access freeways or similarly designed state highways through cities and towns is becoming more frequent. The construction of cloverleaf and other types of interchanges makes it difficult to determine exactly which features of the interchange constitute the "street intersection" for which responsibility is established by law.

Agreed Upon Guideline: For maintenance responsibilities at interchanges the state and the city are to develop an agreement as required by WAC 468-18-050(3) "After the access plan for any partial, or fully controlled limited access highway has been approved by a city or town, the state and city authorities shall negotiate an agreement establishing responsibility for construction and maintenance of the various

features of each interchange. To illustrate the basic principles of these responsibilities and to serve as a guide in such negotiations, the attached sketches of typical intersections and interchanges are hereby made a part of this policy. The scope of this policy does not include the roadside areas enclosed in the loops or ramps of an interchange or the slopes of cuts and fills, responsibility for which is more clearly defined by statute".

F) General Statements

Background: At issue is that cities often prefer roadside and traffic Control Devices that would be the result of a state standard installation to be more esthetically pleasing. This adds additional cost to the item rather than using state standards.

Agreed Upon Guideline: The state is responsible for the basic cost including replacement. The cities are responsible for any incremental costs over the state basic costs. Such as, the city is responsible for any incremental cost for any finish on signal poles and all other poles that is above the state standard galvanized finish.

Background: Due to the unique nature and circumstances surrounding state system highway improvements with respect to cities and local jurisdictions, the intent of this Memorandum of Understanding (MOU) is to serve as a guideline in identifying maintenance responsibilities not addressed elsewhere in the RCWs or WACs.

Agreed Upon Guideline: Nothing in these guidelines precludes a city or local jurisdiction from entering into an agreement with the state on issues specific in nature that may not fit within these guidelines. Early and continuous communications throughout the project development process will help to assure both parties jointly develop clear understanding and expectations with respect to future maintenance responsibilities.

Table 1
City/State Maintenance Responsibilities For City Streets As Part Of The State Highway System

Maintenance Item	Cities Over 25,000	Cities Under 25,000
Roadway Surface: The durable surface material laid down on an area intended to sustain vehicular or foot traffic.	State	State
Roadway Shoulders: The Reserved areas by the verge of a road, generally kept clear of all traffic.	State	State
Sidewalks:	City See Note [11]	City See Note [11]
Crosswalks: Is a designated point on a road at which some means are employed to assist pedestrians wishing to cross.	City See Guideline [C]	State See Guideline [C]
Channelization: The separation or regulation of conflicting traffic movements into definite paths by means of pavement markings to facilitate the safe and orderly movement of both vehicles and pedestrians.	City See Guideline [C]	State See Guideline [C]
Striping: Road surface striping is used on paved roadways to provide guidance and information to drivers and pedestrians.	City See Guideline [C]	State See Guideline [C]
ADA Features: Curb Ramps, Landings and Truncated Domes.	City See Note [6]	City See Note [6]
Concrete Curb and Gutter.	State	State
Extruded Curb, Hot Mix Asphalt (HMA): Placed at the base of fill sections for erosion control.	See Note [8]	See Note [8]
Curb for Traffic Control (C-Curb): Considered as Channelization.	City	State
Curb Cast Integral to Sidewalk.	City	City
Roundabout Channelization: Pavement Markings and Striping.	City	State
Curbing within roundabouts: Anything used for channelization i.e. Splitter Islands.	State	State
Raised Medians: The portions of a divided street separating vehicular traffic traveling in opposite directions.	See Note [4]	See Note [4]
Bike Lanes: Dedicated lanes for the use of bicyclists.	City See Note [5]	State See Note [5]
Stability of Cut & Fill Slopes: Slope stability may be defined as the resistance of inclined surface to failure by sliding or collapsing.	City	State

Maintenance Item	Cities Over 25,000	Cities Under 25,000
Retaining Walls Behind Sidewalks: Used for slope stability.	See Note [10]	See Note [10]
Noise Walls.	See Note [13]	See Note [13]
Parallel Roadside Ditches: Ditches or drains running parallel with the roadway.	See Guideline [B]	See Guideline [B]
Road Approach Culverts: Culverts under approaches matching the ditch grade.	City	City
Cross Culverts: Devices used to channel water to allow water to pass underneath a roadway.	See Guideline [B]	See Guideline [B]
Permeable Pavement: Allows stormwater through the pavement structure into the underlying soil, mimicking the natural process of infiltration.	See Note [8]	See Note [8]
Directional Signs/Route Markers: Provide a system of information and directions needed to guide motorists and pedestrians, safely and efficiently.	See Note [9]	See Note [9]
Regulatory and Warning Signs: Inform road users of selected traffic laws or regulations and indicate the applicability of the legal requirements.	City	State
Stop Signs (at Intersecting Streets): When a sign is used to indicate that traffic is always required to stop.	City	State See Note [3]
Signals: Power-operated traffic control devices by which traffic is warned or directed to take some specific action.	City See Note [12]	State
Illumination: Street lighting.	See Note [2]	See Note [2]
Utility Franchises: Agreements between an agency and utility providers which allow the utilities to make use of agency streets and rights-of-way for the purposes of construction, operation and maintenance of their utility systems.	City	City
Underground Facilities: Per RCW 47.24.020	City	City
Street Cleaning: Regular removal of dirt and debris from curbed streets within the city limits.	City	City
Street Sweeping: Regular street cleaning using mechanical vehicles to reduce pollutants in stormwater runoff from street surfaces.	City	City
Snow and Ice Removal: For removing snow and sometimes ice from roadways.	City See Guideline [D]	City See Guideline [D]

Maintenance Item	Cities Over 25,000	Cities Under 25,000
Vegetation: Plants in general or the mass of plants growing in a particular place.	City	City
Noxious Weeds: Plants that are injurious to agricultural and/or horticultural crops, natural habitats and/or ecosystems, and/or humans or livestock.	City See Note [1]	City See Note [1]
R/W Encroachments: Obstructions which intrudes upon the land of another. The encroachment could be a fence, a driveway, or a building.	City	City
R/W Cleanup: Removal of debris, natural or manmade beyond the curbs and, if no curb is installed, beyond that portion of the highway used for highway purposes.	City	City
Public Art: An enhancement to a functional element, feature, or place within a transportation facility to provide visual interest.	City	City
Stamped or Decorative Concrete Pavement: A design placed in the top of the concrete to make it more esthetically pleasing.	City	City
Stamped or Decorative Asphalt Pavement: A design placed in the top of the asphalt to make it more esthetically pleasing.	City	City
Guardrail, Concrete Barrier, Impact Attenuators, Etc.: To protect vehicles from roadside hazards.	See Guideline [A]	See Guideline [A]

[1] RCW 47.24.020(2) states the city or town shall exercise full responsibility for and control over any such street beyond the curbs and, if no curb is installed, beyond that portion of the highway used for highway purposes (edge of paved shoulder) and, thus, are responsible for noxious weed control.

[2] The agency paying the power bills or per agreement has responsibility for maintenance. Per RCW 47.24.020(6) "The city or town at its own expense shall provide street illumination".

[3] The state, with city concurrence, may install stop signs and posts to the city's standards or may contract with the city to have them perform these installations.

[4] Landscaping, irrigation systems and any decorative items are the cities' responsibility. However curbs and any hard surface (not landscaped) are the responsibility of cities with a population over 25,000 and

state’s responsibility for cities with population under 25,000. State is responsible for the roadway from street curb to median curb and median curb to street curb, not street curb to street curb if there is a landscaped median. The cross sections note this.

[5] Pavement is the state’s responsibility. Striping and pavement markings are dependent on the population of the city. Populations fewer than 25,000 are the state’s responsibility and populations over 25,000 are the cities’ responsibility.

[6] City responsibility except when the state has a construction project in process.

[7] Will follow approach from existing guidance. Pavement and truck apron are traveled surface and will be considered pavement, state responsibility. All elements beyond the curb such as landscaping or decorative features are the city responsibility.

[8] This needs to be a negotiated agreement on a case by case basis.

[9] Directional signs for directing traffic to state routes and route markers are the responsibility of the state. Directional signs directing traffic to businesses, parking, no parking...are the responsibility of the cities.

[10] Retaining walls in cities with a population of more than 25,000 will be the responsibility of the city and the state’s responsibility in cities with a population of less than 25,000 if the wall is substitute for a slope.

[11] Maintenance by cities may be in accordance with applicable city codes and ordinances regarding sidewalk and right of way maintenance.

[12] Except in limited access where the state has responsibility.

[13] Maintenance will be by agreement on a case by case basis.

Table 2
City/State Maintenance Responsibilities For Structures On City Streets As Part Of The State Highway System

(This table provides an interpretation of the figures of WAC 468-18-050)

Maintenance Item	Cities Over 25,000	Cities Under 25,000
Structural Related Bridge Maintenance: Preservation of the structural and operational characteristics of all bridge structures to the originally constructed or subsequently modified conditions.	State	State
Bridge Condition Inspections: The condition inspection and evaluation of in-service bridges.	State	State
Concrete Patching and Concrete Resurfacing on concrete bridge decks.	State	State

Maintenance Item	Cities Over 25,000	Cities Under 25,000
Asphalt Patching and Asphalt Resurfacing on asphalt bridge decks.	State	State
Bridge Approach: Provides a transition between roadway pavement and the bridge.	State	State
Bridge Deck Joints: Allow thermal movement or control cracking.	State	State
Bridge Railing: A fence-like construction built at the outermost edge of the roadway or the sidewalk portion of a bridge to protect pedestrians and vehicles.	State	State
Bridge Drains/Drainage: Used to remove stormwater from the bridge deck.	City	State
Striping: Used on paved roadways to provide guidance and information to drivers and pedestrians.	City	State
Illumination: Bridge lighting.	City See Note [1]	City See Note [1]
Deck Sweeping: Keeping the deck free from debris and weeds.	City	City
Snow and Ice Removal: For removing snow and sometimes ice from roadways.	See Guideline [D]	See Guideline [D]
Guard Rail: A barrier designed to redirect errant vehicles from roadside hazards.	See Guideline [A]	See Guideline [A]
Graffiti on all Structures: Images or lettering scratched, scrawled, painted or marked in any manner on property.	City	City

[1] The State has responsibility for maintenance of illumination systems within fully access controlled areas. In addition, the State may, with city concurrence, maintain and operate luminaires at locations where the electrical service powers electrical equipment under both State and City responsibility.

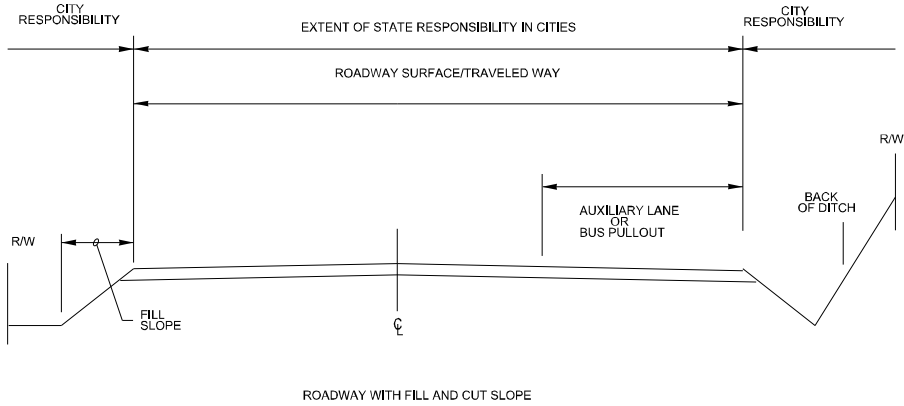
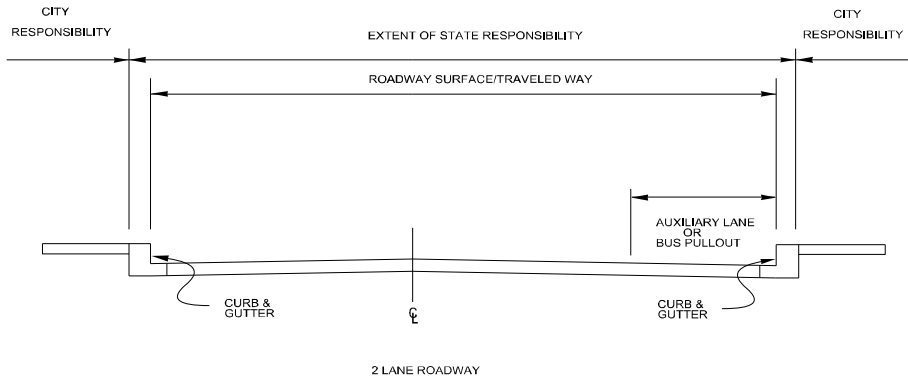
Table 3
State Owned Bridges That Convey City Traffic Over State Highways
 (This table provides an interpretation of the figures of WAC 468-18-050)

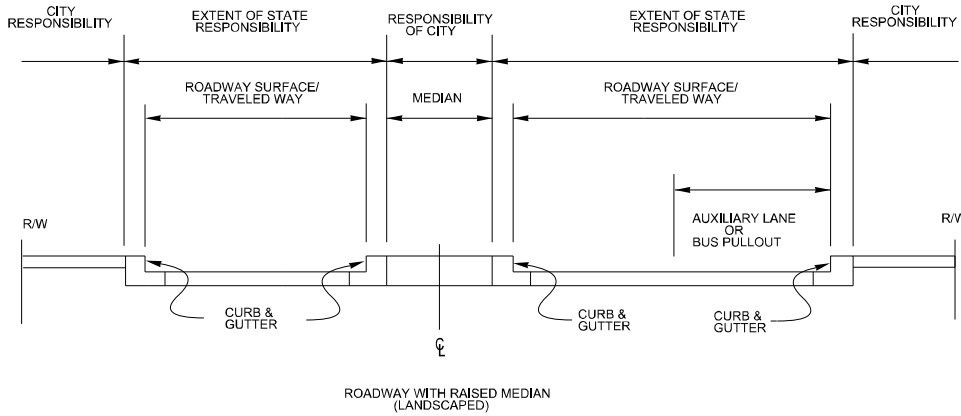
Maintenance Item	City/State
Structural Related Bridge Maintenance: Preservation of the structural and operational characteristics of all bridge structures to the originally constructed or subsequently modified conditions.	State
Bridge Condition Inspections: The condition inspection and evaluation of in-service bridges.	State

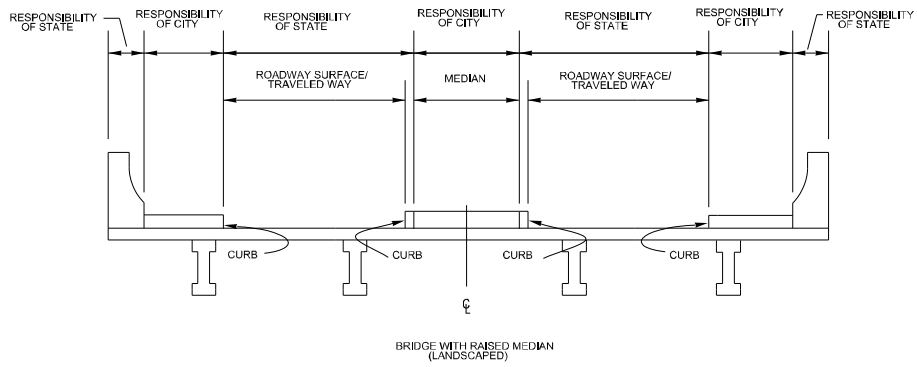
Maintenance Item	City/State
Concrete Patching and Concrete Resurfacing on concrete bridge decks.	State
Asphalt Patching and Asphalt Resurfacing on asphalt bridge decks.	City See Note [2]
Approach Slab: Provides a transition between roadway pavement and the bridge.	City See Note [1]
Bridge Deck Joints: Allow thermal movement or control cracking.	State
Bridge Railing: A fence-like construction built at the outermost edge of the roadway or the sidewalk portion of a bridge to protect pedestrians and vehicles.	State
Bridge Drains/Drainage: Used to remove stormwater from the bridge deck.	City
Striping: Used on paved roadways to provide guidance and information to drivers and pedestrians.	City
Illumination: Bridge lighting.	City
Deck Sweeping: Keeping the deck free from debris and weeds.	City
Snow and Ice Removal: For removing snow and sometimes ice from roadways.	City
Graffiti on all Structures Including Backside of Noise Walls: Images or lettering scratched, scrawled, painted or marked in any manner on property.	State
Guard Rail: A barrier designed to redirect errant vehicles from roadside hazards.	See Guideline [A]

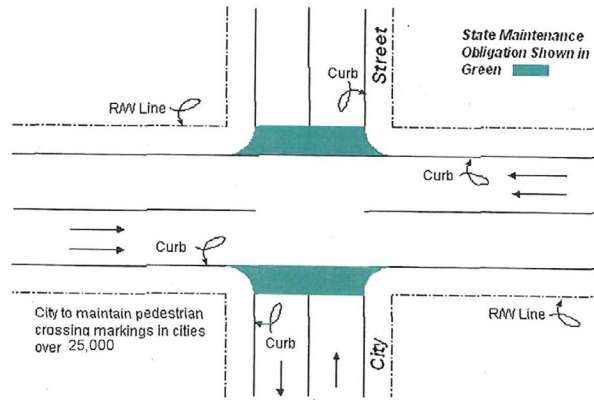
[1] Asphalt approach or concrete approach slab maintenance is the primary responsibility of the city. This includes approach repairs at the back of pavement seat joint. In the case where the State performs a concrete overlay on the bridge deck, the State may extend the overlay onto the concrete approach slab to smooth traffic flow.

[2] Cities must obtain a Bridge Deck Condition Report from the state and get concurrence in the final project design from the State prior to performing asphalt deck overlays on state owned bridges. Cost of the membranes is the responsibility of the State.



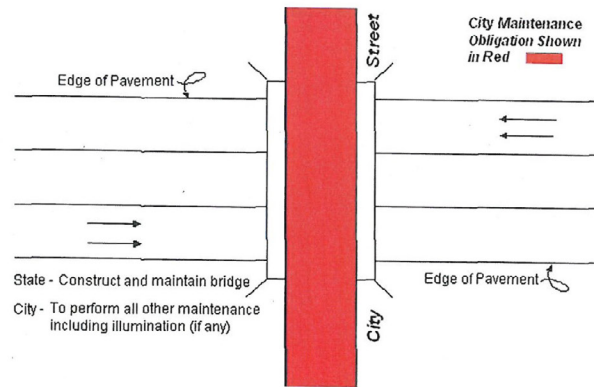






NORMAL INTERSECTION
EXISTING STATE HIGHWAY

Figure 1



EXISTING CITY STREET CROSSED BY
NEW STATE HIGHWAY UNDERPASS

Figure 2

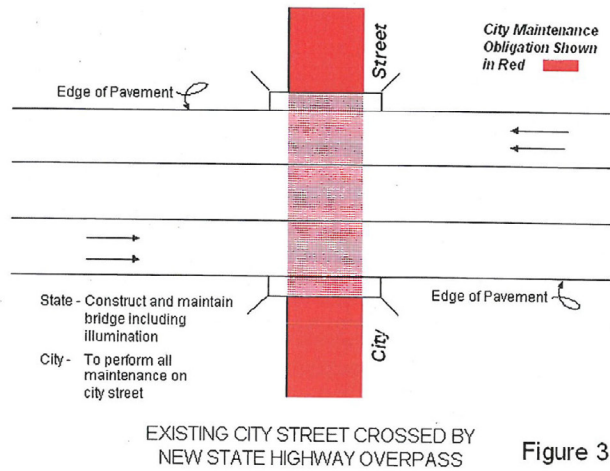


Figure 3

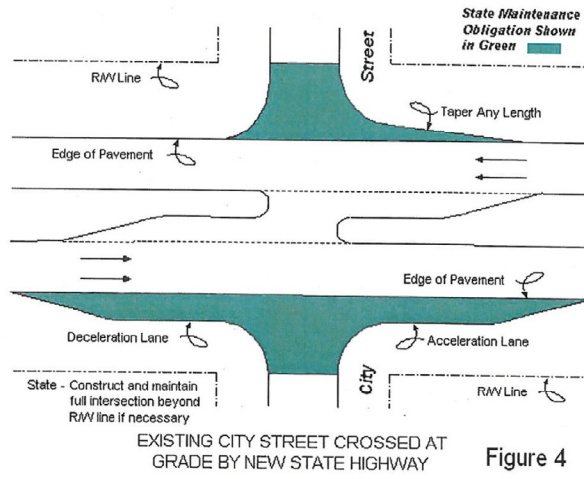
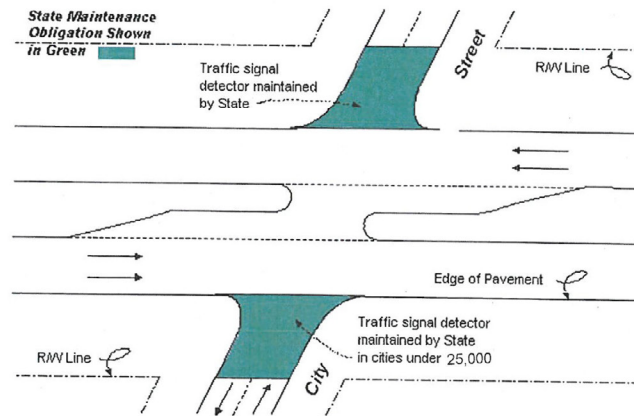
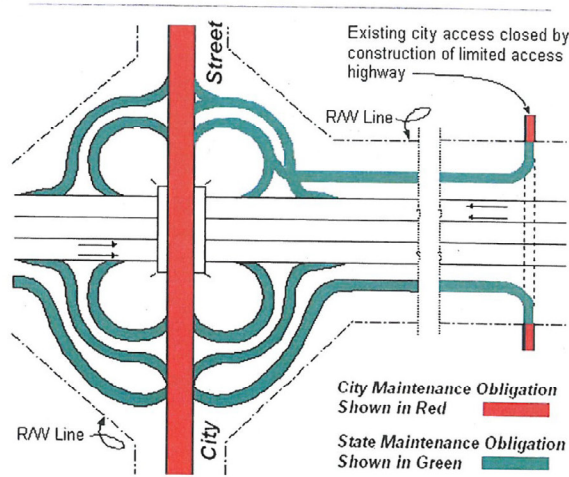


Figure 4



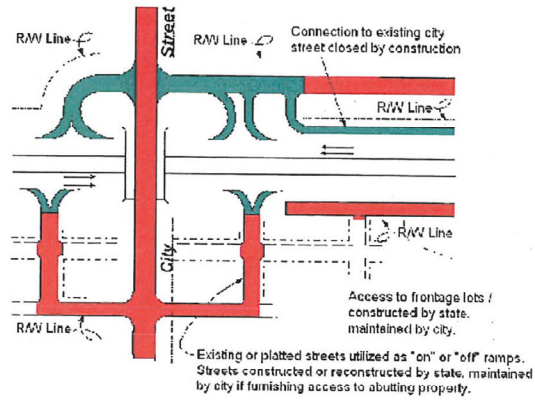
CHANNELIZED INTERSECTION
NEW STATE HIGHWAY

Figure 5

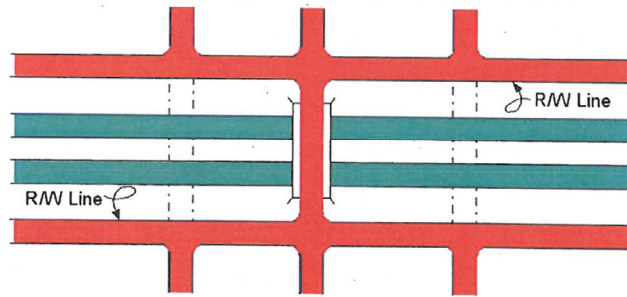


TYPICAL LIMITED ACCESS HIGHWAY

Figure 6



TYPICAL LIMITED ACCESS HIGHWAY UTILIZING CITY STREETS AS "ON" AND "OFF" RAMPS
 City Maintenance Obligation Shown In Red
 State Maintenance Obligation Shown In Green **Figure 7**



State - Construct and maintain bridge (structure only)
 City - Perform all other maintenance

DEPRESSED LIMITED ACCESS HIGHWAY LOCATED BETWEEN CITY STREETS

City Maintenance Obligation Shown in Red
 State Maintenance Obligation Shown in Green **Figure 8**

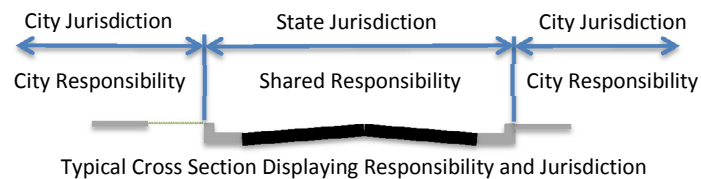
City Streets as State Highways Maintenance Guidelines – Briefing Summary

March 21, 2013

Background

Within the State of Washington there are over 500 centerline miles of City Streets that also function as State Highways. Cities that own these roadways and the State have shared responsibility for maintenance and operational activities as described in RCW 47.24.020. In 1997 the Association of Washington Cities (AWC) and WSDOT developed a set of agreed to guidelines outlining Construction, Operations and Maintenance responsibilities for these roadways.

In 2011 an effort was kicked off to update the guidelines to include additional features and resolve inconsistencies. The updated agreement will also reduce the number of individual maintenance agreements that are negotiated to cover elements not addressed in the previous agreement.



Approach to Update

A team was formed including representatives from WSDOT, AWC and Member Cities. All cities and additional WSDOT staff were provided an opportunity for input to identify needed updates and to review the updated draft agreement. Team members also presented draft agreements and solicited input at conferences.

Summary of Agreed to Changes

There were several changes to the document to clarify responsibilities, highlights are as follows;

- Plan to revisit the guidance on a three year cycle and update or amend as necessary.
- Additional general statements were added to address major items (snow and ice, major culverts, interchanges)
- Curb Ramps to meet ADA – City responsibility.
- Decorative Features and Finishes – City responsibility
- Raised Medians.
 - Landscaping and Irrigation systems – City responsibility.
 - Curbs and any hard surface (not landscaped) – WSDOT responsibility.
- Bike lanes will follow the same approach as all other travels lanes.
 - Pavement – WSDOT responsibility.
 - Striping and Pavement Markings – Dependent on population of city, under 25,000 –WSDOT, over 25,000 – City responsibility.
- Round-a-bouts will follow approach from existing guidance.
 - Pavement and truck apron are traveled surface and will be considered pavement – WSDOT responsibility.
 - All elements beyond curb such as landscaping or decorative features are city responsibility.
- Bridge Structures
 - Tables were simplified and clarified
- Additional cross sections were added to clarify limits of responsibility

Future Needs

In development of this update there were a number of elements which are contentious or need significant effort to resolve and define. These items are as follows;

- Storm water treatment and management within cities
- Evaluate responsibilities on city streets that cross limited access facilities

Team Members

Dave Catterson AWC	Ken Nelson City of Kennewick	Dick McKinley City of Tacoma
Steve Pratt City of Seattle	Steve Wall City of Ridgefield	Erin Leonhart City of Bothell
Monty Mills Maintenance	Kyle McKeon Project Development	Greg Selstead Maintenance
Aaron Butters H&LP	Chris Christopher Maintenance	Jay Alexander CPDM
John Nisbet Traffic Operations	Mike Dornfeld Traffic Operations	

Executive Sponsors

Jerry Lenzi – Chief Engineer
Kathleen Davis – Director Highways and Local Programs

Amendment to:

**CITY STREETS
AS PART OF
STATE HIGHWAYS
GUIDELINES Reached
BY THE
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
AND THE
ASSOCIATION OF WASHINGTON CITIES
ON THE INTERPRETATION OF SELECTED TOPICS
OF RCW 47.24 AND FIGURES OF WAC 468-18-050 FOR THE
CONSTRUCTION, OPERATION AND MAINTENANCE RESPONSIBILITIES OF
WSDOT AND CITIES FOR SUCH STREETS
April 30, 1997**

AGREED UPON GUIDELINES

The description of Table 2 has been deleted and replaced with the following:

- Table 2, City/State Maintenance Responsibilities for Structures on City Streets as Part of the State Highway System (This table provides an interpretation of the figures of WAC 468-18-050).

The description of Table 3 has been deleted and replaced with the following:

- Table 3, State Owned Bridges That Convey City Traffic Over State Highways (This table provides an interpretation of the figures of WAC 468-18-050).

Item 1 has been deleted and replaced with the following:

A) Guardrail (Barriers) Maintenance

Background: RCW 47.24.020(2) states that "The city or town shall exercise full responsibility for and control over any such street beyond the curbs and if no curb is installed, beyond that portion of the highway used for highway purposes (edge of paved shoulder)." The statement "...used for highway purposes ..." has led to differing interpretations of state and local agency responsibilities for the maintenance of guardrail.

B) Parallel Ditches and Cross Culverts

This item has been deleted and replaced with the following:

Agreed Upon Guideline: Within all cities, regardless of population, the state shall solely maintain the structural integrity of box culverts, multiplates and individual culverts greater than 60 inches in width that are within rights of way and are not part of an enclosed drainage system. These are the size appropriate to identify natural stream flows. These structures that are 60 inches or less in width will be maintained by the cities. Cities shall maintain all other parallel roadside ditches and road approach culverts. Grass-lined swales constructed by the state solely for state highway runoff will be maintained by the state.

C) Betterments - Pavement Markings

This item has been deleted and replaced with the following:

Page | 3

Background: RCW 47.24.020(13) provides that cities and towns having a population greater than 25,000 are responsible to install, maintain, operate and control all traffic control devices. This has been interpreted to mean that the city or town must replace pavement markings and similar devices when a street is resurfaced (e.g., these markings are not included in the project costs). The issue is that a state project may destroy very recently installed pavement markings that, especially if they are durable markings (e.g., thermoplastic, raised pavement markers, etc.), involve expense to the city. The cities recommend that in-kind replacement of these markings be a part of the project costs.

This item has been deleted and replaced with the following:

Agreed Upon Guideline: As a part of State reconstruction/resurfacing projects the State will replace in-kind at no cost to the local agency only pavement markings that are damaged or removed as a result of the reconstruction or resurfacing project. This does not apply to durable pavement markings that have exceeded their useful life. The incremental additional cost for installation of higher quality pavement markings will be at the expense of the city.

D) Snow and Ice Removal

This item has been deleted and replaced with the following:

Agreed Upon Guideline: RCW 47.24.020(6) provides that the cities have responsibility for snow removal within their jurisdiction and that the State shall, when necessary, plow the snow on the roadway. The meaning of "when necessary" is that the State will plow snow, with city concurrence, on the traveled lane of the state highway on the way through the cities not having adequate snow plowing equipment. Cities must contact the state before using chemicals on structures.

The following is a new item:

E) Interchanges

Background: WAC 468-18-050(2). The construction of partially and fully controlled limited access freeways or similarly designed state highways through cities and towns is becoming more frequent. The construction of cloverleaf and other types of interchanges makes it difficult to determine exactly which features of the interchange constitute the "street intersection" for which responsibility is established by law.

Agreed Upon Guideline: For maintenance responsibilities at interchanges the state and the city are to develop an agreement as required by WAC 468-18-050(3) "After the access plan for any partial, or fully controlled limited access highway has been approved by a city or town, the state and city authorities shall negotiate an agreement establishing responsibility for construction and maintenance of the various features of each interchange. To illustrate the basic principles of these responsibilities and to serve as a guide in such negotiations, the attached sketches of typical intersections and interchanges are hereby made a part of this policy. The scope of this policy does not include the roadside areas enclosed in the loops or ramps of an interchange or the slopes of cuts and fills, responsibility for which is more clearly defined by statute".

The following is a new item:

F) General Statements

Background: At issue is that cities often prefer roadside and traffic Control Devices that would be the result of a state standard installation to be more esthetically pleasing. This adds additional cost to the item rather than using state standards.

Agreed Upon Guideline: The state is responsible for the basic cost including replacement. The cities are responsible for any incremental costs over the state basic costs. Such as, the city is responsible for any incremental cost for any finish on signal poles and all other poles that is above the state standard galvanized finish.

The following is a new item:

Background: Due to the unique nature and circumstances surrounding state system highway improvements with respect to cities and local jurisdictions, the intent of this Memorandum of Understanding (MOU) is to serve as a guideline in identifying maintenance responsibilities not addressed elsewhere in the RCWs or WACs.

Agreed Upon Guideline: Nothing in these guidelines precludes a city or local jurisdiction from entering into an agreement with the state on issues specific in nature that may not fit within these guidelines. Early and continuous communications throughout the project development process will help to assure both parties jointly develop clear understanding and expectations with respect to future maintenance responsibilities.

Table 1 has been deleted and replaced with the following:

**Table 1
City/State Maintenance Responsibilities For City Streets As Part Of The State Highway System**

Maintenance Item	Cities Over 25,000	Cities Under 25,000
Roadway Surface: The durable surface material laid down on an area intended to sustain vehicular or foot traffic.	State	State
Roadway Shoulders: The Reserved areas by the verge of a road, generally kept clear of all traffic.	State	State
Sidewalks.	City See Note [11]	City See Note [11]
Crosswalks: Is a designated point on a road at which some means are employed to assist pedestrians wishing to cross.	City See Guideline [C]	State See Guideline [C]
Channelization: The separation or regulation of conflicting traffic movements into definite paths by means of pavement markings to facilitate the safe and orderly movement of both vehicles and pedestrians.	City See Guideline [C]	State See Guideline [C]
Striping: Road surface striping is used on paved roadways to provide guidance and information to drivers and pedestrians.	City See Guideline [C]	State See Guideline [C]
ADA Features: Curb Ramps, Landings and Truncated Domes.	City See Note [6]	City See Note [6]
Concrete Curb and Gutter.	State	State
Extruded Curb, Hot Mix Asphalt (HMA): Placed at the base of fill sections for erosion control.	See Note [8]	See Note [8]
Curb for Traffic Control (C-Curb): Considered as Channelization.	City	State
Curb Cast Integral to Sidewalk.	City	City
Roundabout Channelization: Pavement Markings and Striping.	City	State
Curbing within roundabouts: Anything used for channelization i.e. Splitter Islands.	State	State
Raised Medians: The portions of a divided street separating vehicular traffic traveling in opposite directions.	See Note [4]	See Note [4]

Maintenance Item	Cities Over 25,000	Cities Under 25,000
Bike Lanes: Dedicated lanes for the use of bicyclists.	City See Note [5]	State See Note [5]
Stability of Cut & Fill Slopes: Slope stability may be defined as the resistance of inclined surface to failure by sliding or collapsing.	City	State
Retaining Walls Behind Sidewalks: Used for slope stability.	See Note [10]	See Note [10]
Noise Walls.	See Note [13]	See Note [13]
Parallel Roadside Ditches: Ditches or drains running parallel with the roadway.	See Guideline [B]	See Guideline [B]
Road Approach Culverts: Culverts under approaches matching the ditch grade.	City	City
Cross Culverts: Devices used to channel water to allow water to pass underneath a roadway.	See Guideline [B]	See Guideline [B]
Permeable Pavement: Allows storm water through the pavement structure into the underlying soil, mimicking the natural process of infiltration.	See Note [8]	See Note [8]
Directional Signs/Route Markers: Provide a system of information and directions needed to guide motorists and pedestrians, safely and efficiently.	See Note [9]	See Note [9]
Regulatory and Warning Signs: Inform road users of selected traffic laws or regulations and indicate the applicability of the legal requirements.	City	State
Stop Signs (at Intersecting Streets): When a sign is used to indicate that traffic is always required to stop.	City	State See Note [3]
Signals: Power-operated traffic control devices by which traffic is warned or directed to take some specific action.	City See Note [12]	State
Illumination: Street lighting.	See Note [2]	See Note [2]
Utility Franchises: Agreements between an agency and utility providers which allow the utilities to make use of agency streets and rights-of-way for the purposes of construction, operation and maintenance of their utility systems.	City	City
Underground Facilities: As found in RCW 47.24.020	City	City
Street Cleaning: Regular removal of dirt and debris from curbed streets within the city limits.	City	City
Street Sweeping: Regular street cleaning using mechanical vehicles to reduce pollutants in stormwater runoff from street surfaces.	City	City
Snow and Ice Removal: For removing snow and sometimes ice from roadways.	City See Guideline [D]	City See Guideline [D]

Maintenance Item	Cities Over 25,000	Cities Under 25,000
Vegetation: Plants in general or the mass of plants growing in a particular place.	City	City
Noxious Weeds: Plants that are injurious to agricultural and/or horticultural crops, natural habitats and/or ecosystems, and/or humans or livestock.	City See Note [1]	City See Note [1]
R/W Encroachments: Obstructions which intrudes upon the land of another. The encroachment could be a fence, a driveway, or a building.	City	City
R/W Cleanup: Removal of debris, natural or manmade beyond the curbs and, if no curb is installed, beyond that portion of the highway used for highway purposes.	City	City
Public Art: An enhancement to a functional element, feature, or place within a transportation facility to provide visual interest.	City	City
Stamped or Decorative Concrete Pavement: A design placed in the top of the concrete to make it more esthetically pleasing.	City	City
Stamped or Decorative Asphalt Pavement: A design placed in the top of the asphalt to make it more esthetically pleasing.	City	City
Guardrail, Concrete Barrier, Impact Attenuators, Etc.: To protect vehicles from roadside hazards.	See Guideline [A]	See Guideline [A]

Notes for table 1 have been deleted and replaced with the following:

[1] RCW 47.24.020(2) states the city or town shall exercise full responsibility for and control over any such street beyond the curbs and, if no curb is installed, beyond that portion of the highway used for highway purposes (edge of paved shoulder) and, thus, are responsible for noxious weed control.

[2] The agency paying the power bills or per agreement has responsibility for maintenance. Per RCW 47.24.020(6) "The city or town at its own expense shall provide street illumination".

[3] The state, with city concurrence, may install stop signs and posts to the city's standards or may contract with the city to have them perform these installations.

[4] Landscaping, irrigation systems and any decorative items are the cities' responsibility. However curbs and any hard surface (not landscaped) are the responsibility of cities with a population over 25,000 and state's responsibility for cities with population under 25,000. State is responsible for the roadway from street curb to median curb and median curb to street curb, not street curb to street curb if there is a landscaped median. The cross sections note this.

[5] Pavement is the state's responsibility. Striping and pavement markings are dependent on the population of the city. Populations fewer than 25,000 are the state's responsibility and populations over 25,000 are the cities' responsibility.

[6] City responsibility except when the state has a construction project in process.

[7] Will follow approach from existing guidance. Pavement and truck apron are traveled surface and will be considered pavement, state responsibility. All elements beyond the curb such as landscaping or decorative features are the city responsibility.

[8] This needs to be a negotiated agreement on a case by case basis.

[9] Directional signs for directing traffic to state routes and route markers are the responsibility of the state. Directional signs directing traffic to businesses, parking, no parking...are the responsibility of the cities.

[10] Retaining walls in cities with a population of more than 25,000 will be the responsibility of the city and the state’s responsibility in cities with a population of less than 25,000 if the wall is substitute for a slope.

[11] Maintenance by cities may be in accordance with applicable city codes and ordinances regarding sidewalk and right of way maintenance.

[12] Except in limited access where the state has responsibility.

[13] Maintenance will be by agreement on a case by case basis.

Table 2 has been deleted and replaced with the following:

**Table 2
City/State Maintenance Responsibilities For Structures
On City Streets As Part Of The State Highway System**

(This table provides an interpretation of the figures of WAC 468-18-050)

Maintenance Item	Cities Over 25,000	Cities Under 25,000
Structural Related Bridge Maintenance: Preservation of the structural and operational characteristics of all bridge structures to the originally constructed or subsequently modified conditions.	State	State
Bridge Condition Inspections: The condition inspection and evaluation of in-service bridges.	State	State
Concrete Patching and Concrete Resurfacing on concrete bridge decks.	State	State
Asphalt Patching and Asphalt Resurfacing on asphalt bridge decks.	State	State
Bridge Approach: Provides a transition between roadway pavement and the bridge.	State	State
Bridge Deck Joints: Allow thermal movement or control cracking.	State	State
Bridge Railing: A fence-like construction built at the outermost edge of the roadway or the sidewalk portion of a bridge to protect pedestrians and vehicles.	State	State
Bridge Drains/Drainage: Used to remove stormwater from the bridge deck.	City	State

Maintenance Item	Cities Over 25,000	Cities Under 25,000
Striping: Used on paved roadways to provide guidance and information to drivers and pedestrians.	City	State
Illumination: Bridge lighting.	City See Note [1]	City See Note [1]
Deck Sweeping: Keeping the deck free from debris and weeds.	City	City
Snow and Ice Removal: For removing snow and sometimes ice from roadways.	See Guideline [D]	See Guideline [D]
Guard Rail: A barrier designed to redirect errant vehicles from roadside hazards.	See Guideline [A]	See Guideline [A]
Graffiti on all Structures: Images or lettering scratched, scrawled, painted or marked in any manner on property.	City	City

Notes for table 2 have been deleted and replaced with the following:

[1] The State has responsibility for maintenance of illumination systems within fully access controlled areas. In addition, the State may, with city concurrence, maintain and operate luminaires at locations where the electrical service powers electrical equipment under both State and City responsibility.

Table 3 has been deleted and replaced with the following:

Table 3
State Owned Bridges That Convey City Traffic Over State Highways
 (This table provides an interpretation of the figures of WAC 468-18-050)

Maintenance Item	City/State
Structural Related Bridge Maintenance: Preservation of the structural and operational characteristics of all bridge structures to the originally constructed or subsequently modified conditions.	State
Bridge Condition Inspections: The condition inspection and evaluation of in-service bridges.	State
Concrete Patching and Concrete Resurfacing on concrete bridge decks.	State
Asphalt Patching and Asphalt Resurfacing on asphalt bridge decks.	City See Note [2]
Approach Slab: Provides a transition between roadway pavement and the bridge.	City See Note [1]
Bridge Deck Joints: Allow thermal movement or control cracking.	State
Bridge Railing: A fence-like construction built at the outermost edge of the roadway or the sidewalk portion of a bridge to protect pedestrians and vehicles.	State
Bridge Drains/Drainage: Used to remove stormwater from the bridge deck.	City

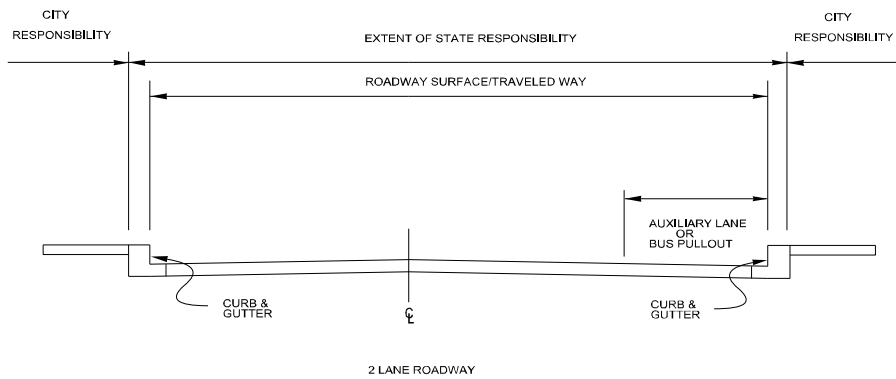
Maintenance Item	City/State
Striping: Used on paved roadways to provide guidance and information to drivers and pedestrians.	City
Illumination: Bridge lighting.	City
Deck Sweeping: Keeping the deck free from debris and weeds.	City
Snow and Ice Removal: For removing snow and sometimes ice from roadways.	City
Graffiti on all Structures Including Backside of Noise Walls: Images or lettering scratched, scrawled, painted or marked in any manner on property.	State
Guard Rail: A barrier designed to redirect errant vehicles from roadside hazards.	See Guideline [A]

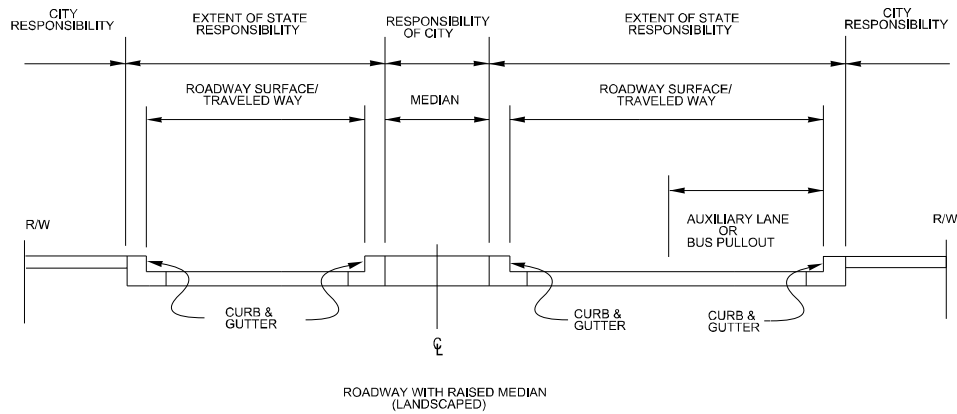
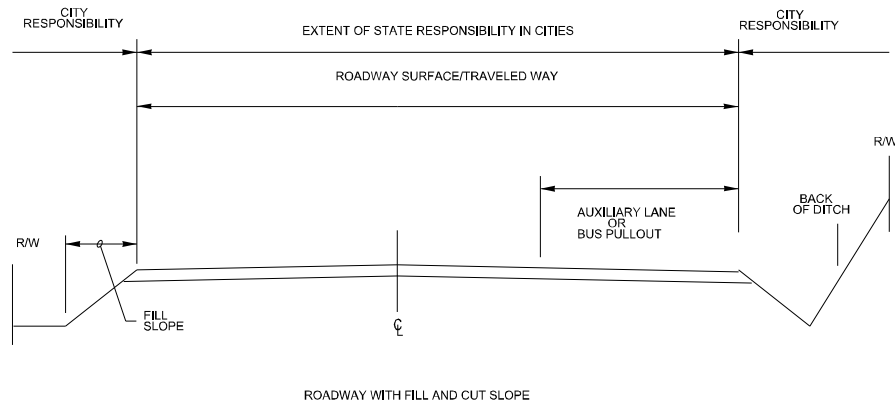
Notes for table 3 have been deleted and replaced with the following:

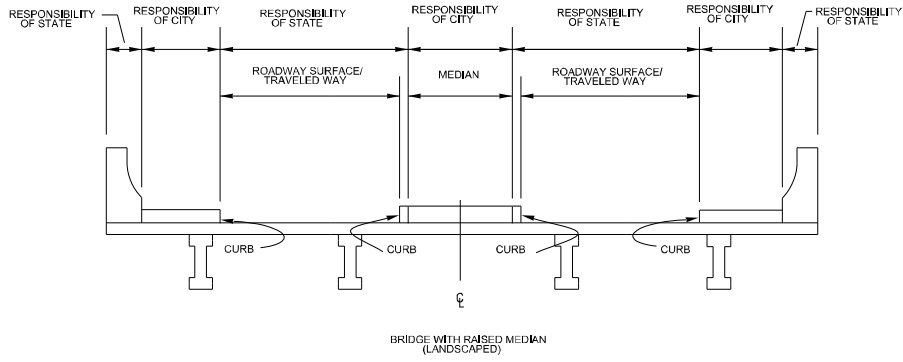
[1] Asphalt approach or concrete approach slab maintenance is the primary responsibility of the city. This includes approach repairs at the back of pavement seat joint. In the case where the State performs a concrete overlay on the bridge deck, the State may extend the overlay onto the concrete approach slab to smooth traffic flow.

[2] Cities must obtain a Bridge Deck Condition Report from the state and get concurrence in the final project design from the State prior to performing asphalt deck overlays on state owned bridges. Cost of the membranes is the responsibility of the State.

The roadway section has been deleted and replaced with the following:








CONCURRENCES: With the concurrence of WSDOT Executive Management, this amendment to the City Streets as State Highways Guidelines Dated April 30, 1997 was transmitted to the WSDOT Chief Engineer and to the Association of Washington Cities for implementation of the agreed upon guidelines. Final Report - April 2, 2013 respectfully submitted for acceptance,

RECOMMENDATIONS ACCEPTED:

 Date 4/2/2013
Mike McCarty
Chief Executive Officer Assoc. of Washington Cities

 Date 4/2/13
Jerry Lenzi
Chief Engineer Department of Transportation

Original 1997 Agreement
Pages A-32 - A-43

Original 1997 Agreement

Guidelines reached by the Washington State Department of Transportation and the Association of Washington Cities on the interpretation of selected topics of [RCW 47.24](#) and figures of [WAC 486-18-050](#) for the construction, operations and maintenance responsibilities of WSDOT and cities for such streets

April 30, 1997

The jurisdiction, control, and duty of the state and city or town for city streets that are a part of state highways is specified in [RCW 47.24.020](#); however, the implementing WAC's, directives and manuals have been subject to interpretation. This report documents agreed upon guidelines that have been reached by the Washington State Department of Transportation (WSDOT) and the Association of Washington Cities (AWC) on the interpretation of construction, operations and maintenance responsibilities of WSDOT and cities for such city streets.

These agreed upon guidelines are derived from:

- The draft Task Force Report on City Streets as Part of State Highway.
- Response to the legislative change that increased the 15,000 city population threshold to a 25,000 population threshold for state versus city responsibilities for certain maintenance responsibilities contained in [RCW 47.24](#).
- Additional discussions by the department, AWC, and several cities on the interpretation of state versus local agency maintenance responsibilities that are illustrated in figures contained in [WAC 468-18-050](#) and on other maintenance responsibilities for city streets that are part of state highways.

These guidelines are designed to facilitate the allocation of maintenance responsibilities between the WSDOT and Washington Cities pursuant to [RCW 47.24](#). The guidelines of this report are not intended to reflect past practices but to apply to future practices. They are general in nature and do not preclude the WSDOT and individual cities from entering into agreements to address particular circumstances.

These agreed upon guidelines will be incorporated in WSDOT manuals and related guidance for maintenance, operations, and construction activities. AWC will distribute copies of this report to their members.

Agreed Upon Guidelines

The agreed upon guidelines of State and city responsibilities for city streets that are part of state highways are contained in the following tables:

- Table 1 – City/State Maintenance Responsibilities for City Streets as Part of the State Highway System
- Table 2 – City/State Maintenance Responsibilities of Bridges That Convey Non-Limited Access State Highways That Are Also City Streets (Unless Otherwise Covered Under A Separate Agreement)
- Table 3 – State Owned Bridges That Convey City or County Traffic Over a Limited Access or Non-Limited Access Highway Corridor (Does Not Apply to City or County Owned Bridges)

The following is an explanation of selected items of the above tables that are related to specific sections of [RCW 47.24](#) and to [WAC 468-18-050](#):

1. **Guardrail (Barriers) Maintenance**

Background – [RCW 47.24.020\(2\)](#) states that “The city or town shall exercise full responsibility for and control over any such street beyond the curbs and if no curb is installed, beyond that portion of the highway used for highway purposes.” The statement “...used for highway purposes...” has led to differing interpretations of WSDOT and local agency responsibilities for the maintenance of guardrail.

Agreed Upon Guideline – Traffic barriers installed on state highways in areas without curbs shall be maintained by the WSDOT. Traffic barriers installed beyond the curb shall be maintained by the cities. Curb in the context of [RCW 47.24.020\(2\)](#) refers to a standard curb and gutter and not to extruded curb such as those placed on fill sections for erosion control. Guardrail, concrete barriers, impact attenuators and similar devices are all considered to be traffic barriers.

2. **Parallel Ditches and Cross Culverts**

Background – The issue is clarification of what is meant by the [RCW 47.24.020\(2\)](#) statement “...for highway purposes...” for use in interpreting responsibilities of WSDOT and local agencies for maintenance of parallel ditches and cross culverts. Also at issue is responsibility for grass lined swale construction for water treatment purposes as compared to a ditch solely for drainage purpose. In addition a distinction needs to be made between cross culverts related to streams and maintaining natural flows as opposed to those constructed for storm drainage.

Agreed Upon Guideline – Within all cities, regardless of population, the state shall solely maintain the structural integrity of box culverts, multiplates and individual culverts greater than 60 inches in width that are within rights of way and are not part of an enclosed drainage system. These are the size appropriate to identify natural stream flows. These structures that are less than 60 inches in width will be maintained by the cities. Cities shall maintain all other parallel roadside ditches and road approach culverts. Grass-lined swales constructed by the state solely for state highway runoff will be maintained by the WSDOT.

3. **Betterments - Pavement Markings**

Background – [RCW 47.24.020\(13\)](#) provides that cities and towns having a population greater than 25,000 are responsible to install, maintain, operate and control all traffic control devices. This has been interpreted to mean that the city or town must replace pavement markings and similar devices when a street is resurfaced (i.e., these markings are not included in the project costs). The issue is that a WSDOT project may destroy very recently installed pavement markings that, especially if they are durable markings (e.g., thermoplastic, raised pavement markers, etc.), involve expense to the city. The cities recommend that in-kind replacement of these markings be a part of the project costs.

Agreed Upon Guideline – As a part of State reconstruction/resurfacing projects the State will replace in-kind at no cost to the local agency only pavement markings that are damaged or removed as a result of the reconstruction or resurfacing project. This does not apply to durable pavement markings that have exceeded their useful life. Installation of higher quality pavement markings will be at the expense of the city.

Early communication and plan reviews between WSDOT and the city is essential to enable local agencies to avoid installation of pavement markings, especially the more durable markings, shortly before the construction activity takes place.

4. **Snow Plowing**

Background – At issue is the meaning of the phrase in [RCW 47.24.020\(6\)](#) that states “...except that the state shall when necessary plow the snow on the roadway.” This statute states that the city or town, at its expense, is responsible for snow removal. The meaning of “when necessary” and responsibility of snow plowing versus snow removal needed clarification.

Agreed Upon Guideline – [RCW 47.24.020\(6\)](#) provides that the cities have responsibility for snow removal within their jurisdiction and that the State shall, when necessary, plow the snow on the roadway. The meaning of “when necessary” is that the State will plow snow, with city concurrence, on the traveled lane of the state highway on the way through the cities not having adequate snow plowing equipment.

Maintenance Item	Cities Over 22,500	Cities Under 22,500
Roadway Surface	State	State
Roadway Shoulders	State	State
Stability of Cut & Fill Slopes	City	State
Sidewalks	City	City
Curbs	State	State
Parallel Roadside Ditches	City	City
Road Approach Culverts	City	City
Cross Culverts	City (3)	City (3)
Snow Plowing	See Note (4)	See Note (4)
Sanding & De-icing	City	City
Snow Removal	City	City
Sand Removal	City	City
Channelization	City (1)	State
Crosswalks	City (1)	State
Striping	City (1)	State
Directional Signs/Route Markers	State	State
Parking Signs	City	City
Regulatory Signs	City	State
Stop Signs (Intersecting Signs)	City	State (7)
Signals	City	State
Guardrail, Concrete Barrier, Impact Attenuators, etc.	State/City (2)	State/City (2)
Illumination	City (6)	City (6)
Street Cleaning	City	City
Street Sweeping	City	City
Vegetation	City	City
Noxious Weeds	City (5)	City (5)
R/W Encroachments	City	City
R/W Cleanup	City	City
Utility Franchises	City	City
Underground Facilities	City	City

Notes

- As a part of State reconstruction/resurfacing projects the State will replace in-kind at no cost to the local agency only pavement markings that are damaged or removed as a result of the reconstruction or resurfacing project. This does not apply to durable markings that have exceeded their useful life. Installation of higher quality pavement markings will be at the expense of the city. Early communication and plan reviews between WSDOT and the city is essential to enable local agencies to avoid installation of pavement markings, especially the more durable markings, shortly before the construction activity takes place.
- Traffic barriers installed on state highways in areas without curbs shall be maintained by the WSDOT. Traffic barriers installed beyond the curb shall be maintained by the cities. Curb in the context of [RCW 47.24.020\(2\)](#) refers to a standard curb and gutter and not to extruded curb such as those placed on fill sections for erosion control. Guardrail, concrete barriers, impact attenuators and similar devices are all considered to be traffic barriers.
- Within all cities, regardless of population, the state shall solely maintain the structural integrity of box culverts, multiplates and individual culverts greater than 60 inches in width that are within rights of way and are not part of an enclosed drainage system. These are the size appropriate to identify natural stream flows. These structures that are less than 60 inches in width will be maintained by the cities. Cities shall maintain all other parallel roadside ditches and road approach culverts. Grass-lined swales constructed by the state solely for state highway runoff will be maintained by the WSDOT.
- [RCW 47.24.020\(6\)](#) provides that the cities have responsibility for snow removal within their jurisdiction and that the State shall, when necessary, plow the snow on the roadway. The meaning of "when necessary" is that the State will plow snow, with city concurrence, on the traveled lane of the state highway on the way through the cities not having adequate snow plowing equipment.
- [RCW 47.24.020\(2\)](#) states the city or town shall exercise full responsibility for and control over any such street beyond the curbs and, if no curb is installed, beyond that portion of the highway used for highway purposes and, thus, are responsible for noxious weed control.
- The state has responsibility for maintenance of illumination systems within fully access controlled areas. In addition, the State may, with city concurrence, maintain and operate luminaries at locations where the electrical service powers electrical equipment under both State and City responsibility.
- WSDOT, with city concurrence, may install stop signs and posts to the city's standards or may contract with the city to have them perform these installations.

**City/State Maintenance Responsibilities
for City Streets as Part of the State Highway System
Table 1**

Maintenance Item	Cities Over 22,500	Cities Under 22,500
Structural Related Bridge Maintenance	State	State
Bridge Condition Inspections	State	State
L/C Overlays on Structures	State	State
Bridge Deck Membranes	State	State
Structural Asphalt Overlay on Bridge	State	State
Approach Slab	State	State
Bridge Deck Joints	State	State
Bridge Railing	State	State
Graffiti	City	City
Deck Sweeping	City	City
Bridge Drains/Drainage	City	State
Striping	City	State
Illumination	City (2)	City (2)
Snow Plowing	See Note (1)	See Note (1)
Snow Removal	City	City

Notes

1. [RCW 47.24.020\(6\)](#) provides that the cities have responsibility for snow removal within their jurisdiction and that the State shall, when necessary, plow the snow on the roadway. The meaning of “when necessary” is that the State will plow snow, with city concurrence, on the traveled lane of the state highway on the way through the cities not having adequate snow plowing equipment.
2. The state has responsibility for maintenance of illumination systems within fully access controlled areas. In addition, the State may, with city concurrence, maintain and operate luminaires at locations where the electrical service powers electrical equipment under both State and City responsibility.

**City/State Maintenance Responsibilities of Bridges That Convey
 Non-Limited Access State Highways That Are Also City Streets
 (Unless Otherwise Covered Under a Separate Agreement)
 (This table provides an interpretation of the figures of [WAC 468-18-050](#))
 Table 2**

Maintenance Item	City/State	County/State
Structural Related Bridge Maintenance	State	State
Bridge Condition Inspections	State	State
L/C Overlays on Structures	State	State
Bridge Deck Membranes	State	State
Structural Asphalt Overlay on Bridge	State	State
Non-Structural Asphalt Overlay on Bridge	City (1)	County (1)
Approach Slab	City (2)	County (2)
Bridge Deck Joints	See Note (3)	See Note (3)
Bridge Railing	State	State
Graffiti	City	County
Deck Sweeping	City	County
Bridge Drains/Drainage	City	County
Striping	City	County
Illumination	City	County
Snow Plowing	City	County
Snow Removal	City	County

Notes

1. Cities/counties should obtain the states concurrence prior to performing non-structural asphalt deck overlays on state owned structures.
2. Approach slab maintenance is the primary responsibility of the city/county. In the case where the state performs a structural overlay on the bridge deck, the state may extend the overlay onto the approach slab to smooth traffic flow.
3. Joints located on the bridge deck are the responsibility of the state. Back of pavement seat joint repairs are the responsibility of the city/county unless they affect the structural integrity of the bridge.

**State Owned Bridges That Convey City or County Traffic
Over a Limited Access or Non-Limited Access Highway Corridor
(Does Not Apply to City or County Owned Bridges)
(This table provides an interpretation of the figures of [WAC 468-18-050](#))
Table 3**

The State has full maintenance responsibility for bridges conveying a State Route or Interstate traffic in a limited access corridor (unless otherwise covered under a separate agreement).

Attachments - Intersection Diagrams from [WAC 468-18-050](#)

Concurrences

With the concurrence of WSDOT Executive Management, this report will be transmitted to WSDOT Assistant Secretaries and Regional Administrators and to the Association of Washington Cities for implementation of the agreed upon guidelines.

Respectfully submitted for acceptance,

Maintenance Engineer

Assistant Secretary
TransAid Service Center

Transportation Coordinator
Association of Washington Cities

Concurrences With Recommendations for Acceptance

Assistant Secretary
Field Operations Support Service Center

Environmental and Engineering Service Center

Recommendations Accepted

Executive Director
Association of Washington Cities

Deputy Secretary for Operations
Department of Transportation

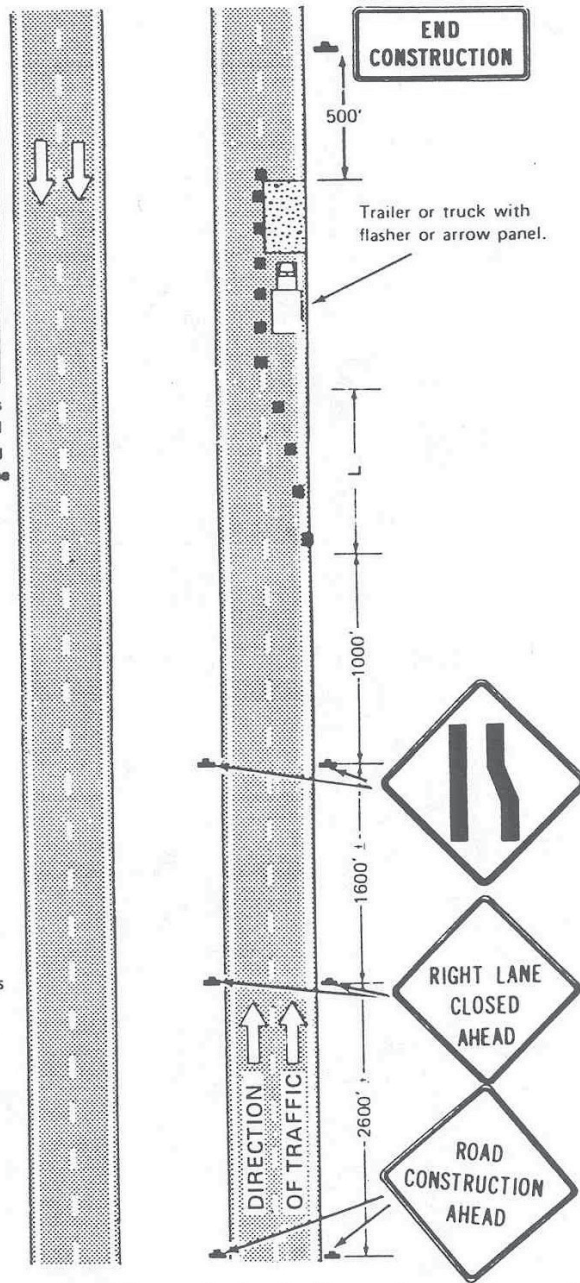
GENERAL NOTES

		MINIMUM TAPER LENGTH (L) IN FEET						
		Posted Speed (mph)						
		25	30	35	40	45	50	55
Lane Width (feet)	10	105	150	205	270	450	500	550
	11	115	165	225	295	495	550	605
	12	125	180	245	320	540	600	660

The maximum spacing between channelizing devices in a taper should be nearly equal in feet to the speed limit; the maximum spacing between channelizing devices used to separate traffic should be 2 times the speed limit.

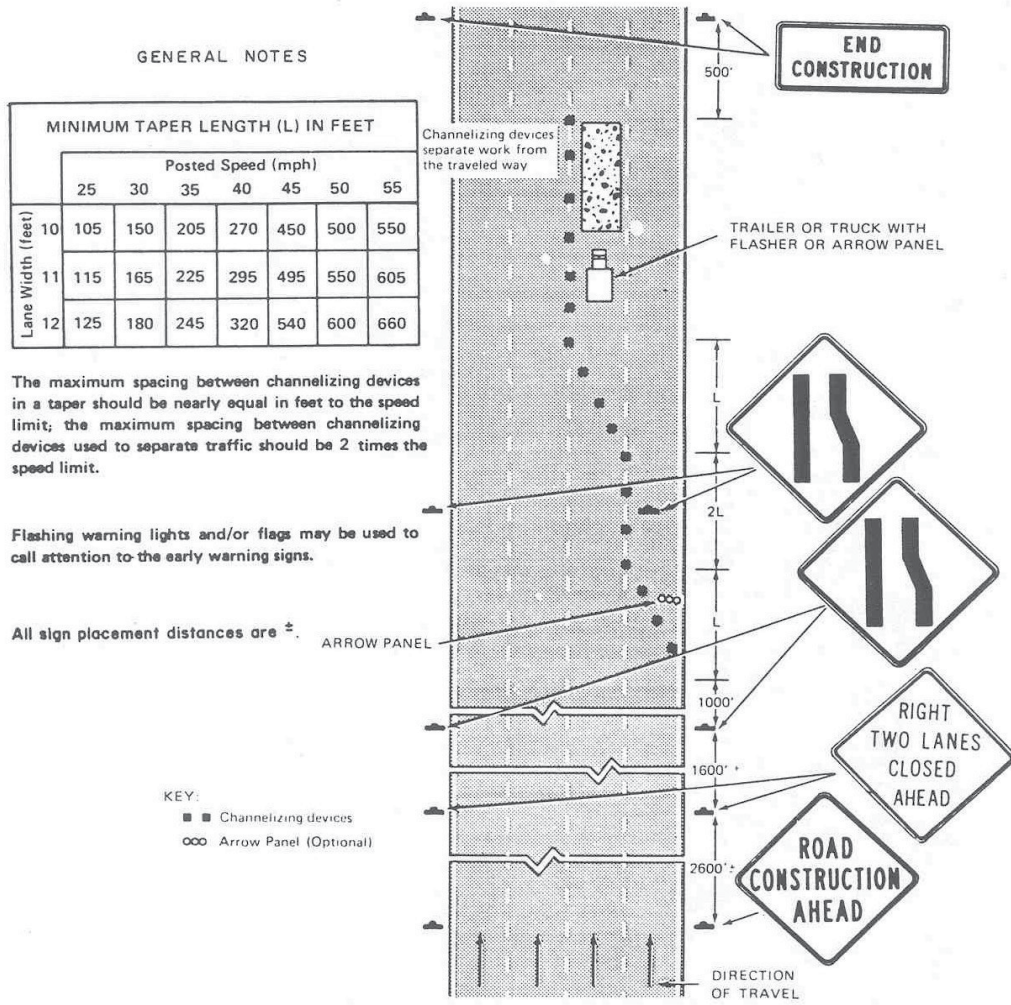
All sign placement distances are ±.

KEY:
 ■ ■ Channelizing devices



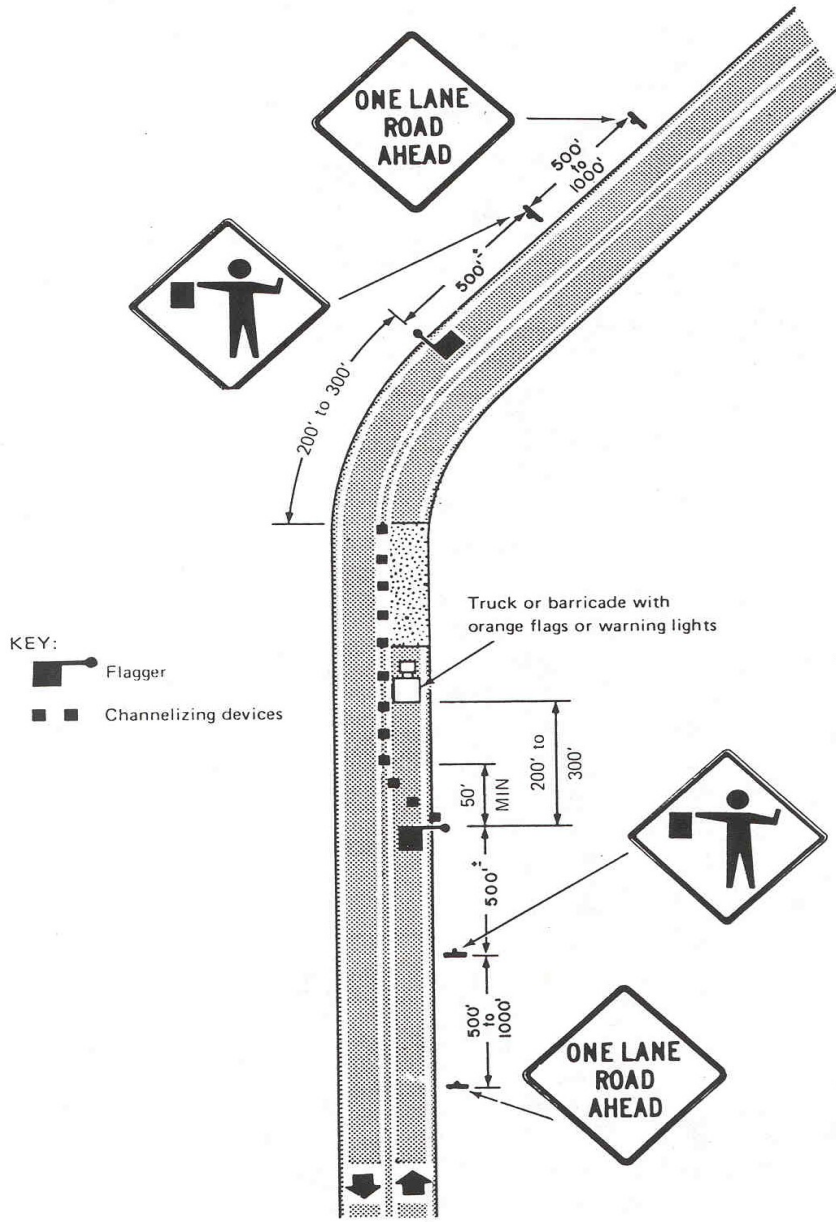
Typical application—daytime maintenance operations of short duration on a 4-lane divided roadway where half of roadway is closed.

Figure A1



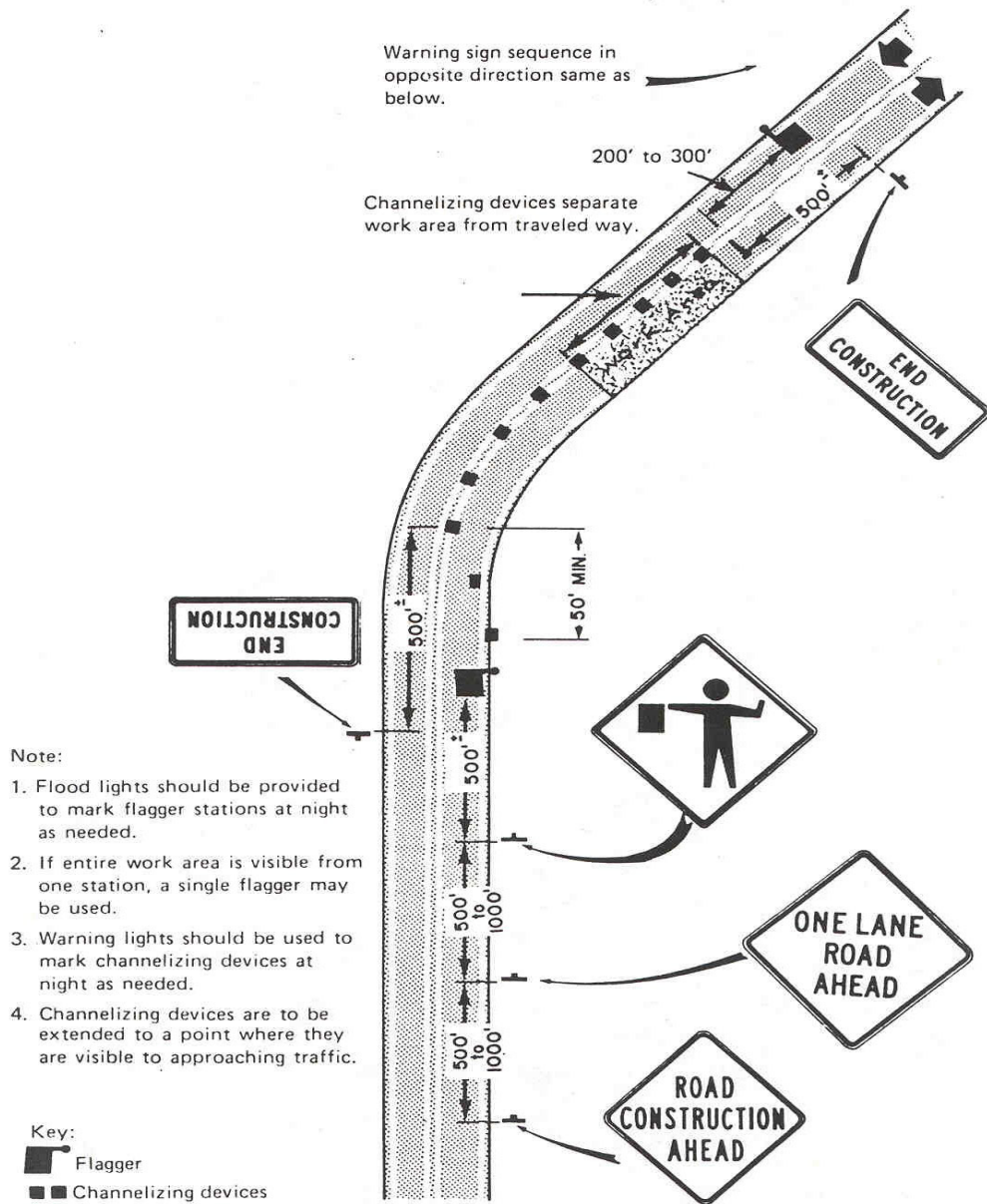
Typical application—closing multiple lanes of a multilane highway

Figure A2



Typical application—daytime maintenance operations of short duration on a 2-lane roadway and flagging is provided.

Figure A-3



Typical applications of traffic control devices on 2-lane highway where one lane is closed and flagging is provided.

Figure A-4