



DOUGLAS COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TITLE High Priority Gravel Road Paving Program	Approval Date April 8, 2024
POLICY CUSTODIAN Public Works	Revision Date

PURPOSE: To provide a process for identifying and prioritizing gravel roads for paving, and for verifying support of residents prior to paving residential gravel roads.

DEPARTMENTS RESPONSIBLE: Public Works

DEPARTMENT(S) AFFECTED: Public Works

POLICY: This policy provides a process for identifying and prioritizing gravel roads for paving, and for verifying support of adjacent residents prior to inclusion of residential gravel roads in the High Priority Gravel Road Paving Program. The purpose of the program is to provide paving of public residential gravel roads that were not paved when the development was initiated. The primary reasons that graveled roadways are paved are, a) to improve driver safety including stopping distance, b) to reduce required routine maintenance, and c) to reduce airborne particulates.

Although the paving of gravel roads can have perceived positive benefits to property owners, paving can also have perceived negative impacts, particularly in regard to equestrian use and to changes in the character of the neighborhood. Procedures contained within this policy require notification of a proposed paving project to be made outside the immediate project.

ELIGIBILITY: All gravel roads maintained by the County are eligible for paving under this program. Neighborhoods with gravel roads may be eligible for paving by the County provided the following requirements are met:

1. The roadway(s) must be currently maintained by Douglas County. Construction of new roads or paving of roads that are currently privately maintained will not be considered for paving.
2. The project must be free of complex design issues and must only involve minor earthwork and drainage work or other utility work.
3. The project will have the support of fifty one percent (51%) of the affected property owners. Affected property owners will be those directly adjacent to the roadway proposed for paving.

4. The proposed paving project must connect to an existing paved road (maintained by the County) to provide continuity of travel and maintenance.

PROCEDURES:

Project Initiation

Consideration for paving of residential gravel roads will primarily be initiated by a service request from an adjacent property owner.

Staff may initiate consideration for paving of collector and arterials roads base in the criteria listed under “Prioritization” below.

Project Prioritization

Projects will be prioritized based on the following criteria:

- Safety
- Evacuation Route
- School Bus Route
- Connectivity
- Operational Improvements
- Completes a Project
- Maintenance Costs
- Right-of-Way
- Traffic Volume
- Paved Driveways
- Neighborhood Feedback

Polling process to determine project support:

Prior to commencement of paving on any residential gravel road, the County will poll the property owners who are addressed from the proposed paving project.

The project must have the support of at least a simple majority fifty one percent (51%) of the property owners directly adjacent to the project. Each individual lot adjacent to the project, as recognized by the County Assessor’s Office, will receive one vote in the polling process.

Final notification prior to construction:

Upon approval of the project, a second notification containing the project schedule and additional project information shall be sent to all property owners of record adjacent to the project and to representative neighborhood associations. The information within the notification will be developed and mailed by County staff.