



SIDEWALK POLICY FOR THE CITY OF CONCORD *Pedestrian Improvement Program*

I. PURPOSE

Elected officials and Staff regularly receive requests for sidewalks in residential areas. Unfortunately, requests far exceed available resources. City Council recommended a citizens committee to develop a policy for making annual capital recommendations for new and fill-in sidewalks that is fair to the whole community and that identifies where the greatest needs exist.

This policy establishes a formal request process and a point system for prioritizing these requests based on pedestrian needs. Greater emphasis is given for those areas where high pedestrian traffic is generated by destination points like schools, parks, etc. Staff will evaluate each request, meet with the communities effected, and prepare a recommended annual Capital Improvements List to the City Council.

II. APPLICABILITY

The construction of new sidewalk projects on existing streets, not covered by the City of Concord's Unified Development Ordinance, shall be developed and recommended based on the standards of the Pedestrian Improvement Program and as deemed appropriate by City Council.

III. POLICIES

A. General

Sidewalk projects are deemed necessary when they provide public safety and promote pedestrian access for transportation and recreational use. Related work such as curbs, gutters, storm sewers and stormwater structures shall be included in the scope of the project as deemed necessary by the Transportation Director.

Newly constructed sidewalks shall be built with handicap ramps at all intersections, crossings, and entrances as specified by the Americans with Disabilities Act (ADA).

B. Initiation and Development of Projects

Prior to the development of the annual Pedestrian Improvement Project list, civic associations, neighborhood associations, individuals, or other interested groups shall be consulted and encouraged to submit sidewalk projects for consideration. The request or petition for inclusion in the PIP schedule shall be made in writing using the request form (Appendix A) provided by the City. The application form shall be completed and returned to the Transportation Director by October 1 of each year. Submission procedures are identified below:

1. The project request form shall be submitted to City Staff for preliminary review and conformance with the Policy standards. After staff review, the request may be placed on the PIP schedule for presentation to the PIP Committee. Members of the City Council can submit PIP projects on citizen requests, petitions, or staff recommendations. All requests must be made by submitting the appropriate application form.
2. Once identified and approved each project and its estimated cost shall be included in the proposed Pedestrian Improvement Program. Sidewalks will be constructed to the City's minimum design guidelines (Appendix B). Scheduling of proposed projects will be evaluated and prioritized based on the criteria listed in the Sidewalk Project Evaluation Form (Appendix C). Should more than one project receive equal points in the evaluation process, the top three selection criteria (Connectivity, Worn Path, and Street Classification) shall be used to determine the relative priority of each project.
3. If a project is included in the Pedestrian Improvement Program, all affected property owners, civic associations, neighborhood associations, and citizens that requested projects, if different than abutting residents, will attempt to be notified concerning a public meeting in their neighborhood regarding the pedestrian project. The notice for this meeting will be advertised. Affected property owners are defined as those whose properties abut the proposed sidewalk project.
4. A recommended list of projects will be presented to the City Council annually and a public hearing will be held. The City Council has the final authority for determining whether a project is included in the adopted Pedestrian Improvement Program schedule and subsequent City Capital Improvement Program.
5. Civic associations, neighborhood associations, individuals, or other groups that are interested in funding 100% of a pedestrian project must first get approval by City Staff and the City Council.
6. The final action to provide project funding is conducted when the City Council adopts the annual budget.

C. Funding

Proposed projects will be prioritized for funding within a three year improvement program based on the ranking points achieved on the Sidewalk Project Evaluation Form. The PIP Committee and City Council will be responsible for reviewing the three year improvement program every year to review project priorities.

The City of Concord will be responsible for funding the sidewalk improvement projects. The following funding sources are available to the City for funding sidewalk projects:

1. Powell Bill Funds;
2. The City of Concord Capital Improvement Program Budget; and
3. Community Development Block Grants

D. Approval and Construction of the Project

A project must be contiguous and have 75% approval by the property owners adjacent to the improvement location to be eligible for construction funding. Upon approval of the City Council, a contract will be awarded for project construction. The goal of the PIP identification and funding process is to complete the selected projects within the city fiscal year they are approved.

Appendices Following

APPENDIX A

SIDEWALK PROJECT REQUEST FORM

Name:

Address:

Phone Number:

1. Describe the location of your sidewalk request.

Street Name:

Section (From -To):

Side of the Street for the project: North, South, East, West, or Both **(circle one)**

Does sidewalk exist in this area: Yes or No **(circle one)**

2. State Reasons for Sidewalk Request (be as detailed as possible...use back if necessary)

3. Have you discussed this issue with others in your neighborhood or affected area? Attach petition or other documentation if applicable. Include name, address, and phone number if submitting a petition.

4. Have you discussed this project with the property owners adjacent to the proposed sidewalk location and are they willing to dedicate Right-of-Way (ROW) for this project? If so, please include the name, address, and phone number of the property owners.

**Please return form to: Transportation Director
 City of Concord
 850 Warren C. Coleman Blvd.
 Concord, NC 28026-0308**

APPENDIX B

SIDEWALK DESIGN GUIDELINES

Sidewalks shall be constructed to the following minimum design guidelines:

- A minimum width of five feet;
- A minimum concrete compression strength of three thousand PSI concrete;
- A minimum thickness of four inches, except at a driveway, where it shall be six inches thick;
- Shall be constructed on an adequately compacted and properly graded base;
- Shall have a lateral slope of one quarter inch per foot toward the street; and
- Shall be steel troweled and light broom finished and cured properly. Tooled joints shall be provided of not more than five feet and expansion joints at intervals of not more than forty feet;
- A minimum 6 foot separation between the sidewalk and the street is preferable where feasible when constructing new sidewalks; and
- Driveways are the responsibility of the property owner. Concrete repairs beyond the 5-foot sidewalk width shall be the responsibility of the property owner.

Appendix C



**Pedestrian Improvement Program
Sidewalk Project Evaluation Form**

Street Name:
From:
To:
Side of Street for Sidewalk: North, South, East, West, or Both
Existing sidewalk? Yes or No (circle one)

ITEM	CRITERIA	DESCRIPTION	POINT	POINT ASSIGNMENT
1	Street Classification			Major tfare=1, Minor tfare=2, Collector=3, Local=4
2	Connectivity			Both ends=7, One end/cross streets=3, No sidewalk=1
3	Schools	Yes/No		Yes=8, No=0
4	Public Facilities (Library, Parks, Hospital)	Yes/No		Yes=5, No=0
5	Neighborhood	Yes/No		Yes=5, No=0
6	Private Facilities (shopping centers, etc.)	Yes/No		Yes=3, No=0
7	Worn Path	Yes/No		Yes=7, No=0
8	Length of sidewalk project			Less than 0.1 mile=9, 0.10-0.29=8, 0.30-0.59=7, 0.60-0.79=6, 0.80-0.99=5, 1.00-1.24=4, 1.25-1.49=3, 1.50-1.74=2, 1.74-1.99=1, 2.0+ miles=0
9	Traffic Volumes	_____ ADT (provided by City of Concord)		No point value
10	On Street Parking	Exists/ None		No point value
11	Curb & Gutter	Yes/No		No point value
12	Drainage	Exists/ None		No point value
13	ROW Available	Yes/No		No point value
14	Street Lighting	Exists/ None		No point value
15	Petition by Residents			100%=8, 75%=6, 50%=4, 25%=2, 0%=0
16	Other Considerations			No point value

Total Points = _____