

## City Commission Policy 600

### Street Paving and Sidewalk Policy

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DEPARTMENT: Public Works

DATE ADOPTED: June 7, 1995

DATE OF LAST REVISION: December 10, 2014

**Policy  
No.  
600.01**

**AUTHORITY:**

**PASS**

City of Tallahassee-Leon County Comprehensive Plan.

Transportation Objective 1.8: "Promote bicycle and pedestrian transportation by incorporating facilities into the existing and future traffic circulation system."

Transportation Policy 1.8.1: "A revised Tallahassee-Leon County Bikeway Plan showing existing and proposed routes shall be developed, adopted and maintained. Funding for bikeway and sidewalk projects will be included as an incidental cost of roadway multi-laneing and upgrading projects and designated resurfacing projects. Additional funding sources will be identified on a continuous basis for construction of bikeway and sidewalk projects independent of other roadway upgrades."

**Street Assessment Program**

City of Tallahassee Code, Chapter 14, Article II.

**Sidewalk Program**

City of Tallahassee-Leon County Comprehensive Plan:

Policy 1.4 .3: [M] (Effective 12/15/11)

Within the Urban Service Area, require private developers to include bikeways and pathways or sidewalks within proposed developments and connecting to surrounding land uses.

Policy 1.4.4: [M] (Effective 12/15/11)

All development plans shall contribute to developing a local and collector street and unified circulation system that will allow multimodal access to and from the proposed development, as well as access to surrounding developments.

Conservation Element Policy 3.4.4: "Prohibit new subdivisions and development that would allow development to occur within 100 feet of the centerline of a canopy road without the express approval of the local government. No clearing may occur in the canopy road zone (100 feet from centerline of the road) unless authorized for legal access (provided no other alternative exists), or for the health, safety or welfare of the public or for linear sidewalk improvements as approved by the local government provided they meet the following criteria:

- a. clearing in the canopy road zone will be kept to a minimum.
- b. a variety of surfaces will be evaluated for use in the sidewalk/pathway through the cpz based on impact to the resource (cpz trees and vegetation), location of the sidewalk/pathway, and anticipated use.

- c. sidewalks may not always be required in the cpz given the impact to the cpz or encroachment on other conservation or preservation features.

Americans with Disabilities Act, Public Law 101-336 (ADA).  
Regulations for Implementation of Title II of the ADA, 28 CFR 35.150-151. ADA Architectural Guidelines (ADAAG).

**600.02 PURPOSE:**

To provide programs to upgrade all paved and unpaved streets within the City to the City's current Street Design Standards and to establish a standard procedure regarding sidewalk prioritization, location, and construction throughout the City of Tallahassee.

**600.03 SCOPE AND APPLICABILITY:**

This policy applies to all streets within the City, both paved and unpaved, as well as private or public and to all new developments and redeveloped areas along public and private streets within the City limits of Tallahassee.

**600.04 STATEMENT OF POLICY:**

The policy of the City of Tallahassee is to upgrade all existing public and private streets within the City limits to current Street Design Standards and/or provide sidewalks on all public and private streets with the City limits.

**600.05 DEFINITIONS:**

**Pedestrian and Street Safety Program (PASS)** - This program was developed to upgrade collector and arterial roadways within the City limits. The City ranks all arterials and collectors in the City and upgrades them, as funding is available.

**Street Assessment Program** - This program provides neighborhoods with the opportunity to petition the City to improve their streets. The City funds 50% of the cost and the benefited property owners pay 50% of the cost over ten (10) years. Streets in this program are normally funded sooner than streets in other Programs because of the shared costs.

**Arteria I-** A street or highway facility, including full and partial access controlled highways and interstate, intercounty, intracounty, and urban area entrance highways, which is designed to carry the highest traffic volumes and the longest trip distances through and within the county.

**Major Collector** - A street which channels traffic between arterial roadways, from other collector streets to the arterial system and from a major activity center to the arterial street system.

**Minor Collector** - A street that carries traffic from a number of local streets to the major collector/arterial system, between other collectors, and from activity centers to a street of higher classification. Minor Collectors are predominately residential in nature, generally with lower volumes, shorter trip lengths, and fewer through trips than major collectors.

**Local Street** - A street that collects traffic from adjacent land uses and possibly several other minor streets and channels it to the collector/arterial street system. Local streets are intended to carry lowest traffic volumes, discourage through traffic (usually do not carry traffic between two streets of a higher classification), and primarily provide access to abutting land.

**Minor Local Street** - A street that collects traffic only from adjacent land (cul-de-sacs, loops, lanes) and channels it to the local street system. Minor local streets are intended to carry the lowest traffic volumes and primarily provide access to abutting land.

**600.06 STREET DESIGN STANDARDS:**

The following criteria have been established by the Commission (see Street Design Standards) for location and placement of sidewalks and bike lanes:

**Arterial Road** - requires sidewalks and bike lanes on both sides of the street.

**Major Collector** - requires sidewalks and bike lanes on both sides of the street.

**Minor Collector** - requires sidewalks on both sides of the street.

**Local and Minor Local Streets** - require sidewalks on one side of the street.

**Existing Dead End Minor Local Streets** - do not require sidewalks. However, exceptions, due to unique situations, may be initiated by the Public Works Director for approval by the City Commission.

**Local Residential Streets- do not require sidewalks if all of the below criteria are satisfied:**

- a. A residential subdivision creates no more than two lots.
- b. The proposed subdivision is not located within the MMTD.
- c. The subdivision is located on a local residential street in which a proposed sidewalk is not identified on the City's priority list.
- d. The exemption is a one-time exemption for the dividing interest and the parent parcel.

**Width:** Sidewalks shall be a minimum of five (5) feet wide and located at a minimum of three and one-half (3.5) feet behind the curb. If, in the opinion of the Director of Public Works or his designee, the right-of-way constraints require the sidewalk to be located adjacent to the curb, the sidewalk shall be a minimum of six (6) feet wide. In the absence of curb and gutter or in the presence of a mountable curb and gutter, the sidewalk shall have a minimum lateral setback from the edge of travel lane of six (6) feet and be at least five (5) feet wide. The Public Works Director or his designee may grant a variance to these requirements, if the granting of such a variance, in his opinion, is in the best interest of the City.

**600.07 FUNDING:**

**PASS Program**

The City will fund 100% of PASS projects.

**Street Assessment Program**

The City will pay one-half (1/2) of the street construction cost and assess the remaining one-half (1/2) of the cost to the abutting properties for payment over ten (10) years. Property owners must agree to donate all easements or right-of-way needed to construct the project within one (1) year of the funding of the project.

**600.08 ELIGIBILITY CRITERIA:**

**PASS Program**

In order for a street to be eligible for the PASS Program, the following conditions must be met:

- The street must have an existing open ditch cross-section, pavement width of 30 feet or less and little or no usable shoulder for vehicular breakdown or pedestrians.
- The street must be a City street and projected as a long term City street.
- The improvement must be compatible with the adopted major thoroughfare plan.
- Must be an Arterial or a Collector roadway.

### **Street Assessment Program**

In order for a street to be eligible for the Street Assessment Program, the following condition must be met:

- One hundred (100) percent of the adjacent property owners must request the improvements and agree to donate the required rights-of-way and easements.

## **600.09 PROCEDURES:**

### **PASS Program**

Once a street has met all of the PASS eligibility criteria, it is ranked and placed on the PASS listing. The priority rating of each requested project will be based on the factors listed below. This rating will determine the priority for each street section. The section with the highest rate will be considered for implementation, as funding is available.

1. Ten (10) points will be assigned for each pedestrian generator (i.e., parks, shopping, additional schools, etc.) within one-half (1/2) mile of the street, up to a maximum of thirty (30) points.
2. Engineering Judgment Factor (5 points maximum) - This factor allows Traffic Engineering staff to assign additional points for safety considerations, etc., based on judgment, which have not been adequately considered by the other factors.
3. Roadside Hazard Factor (10 points) - Ten (10) points will be added for any street section that has open ditches in close proximity to the roadway, which present a hazard to vehicles and pedestrians using the roadway.
4. School Route Factor (20 points) - Ten (10) points will be assigned for each school (up to two schools) within *one-half (1/2)* mile radius of the street. If there are more than two schools within one-half (1/2) mile the additional schools may be counted as pedestrian generators.
5. Street Age Factor (20 points maximum) - This factor considers the length of time that the roadway has been inside the City. The street age factor is calculated as follows:

Points = Age of Street - 15 years (20 max, 0 min)

Example: Street is 24 years old (24-15 = 9 Points)

6. Up to twenty five (25) points, based on the daily traffic volume, are assigned according to the following formula:

Points = Average Daily Volume / 500 (Rounded down)

Example: Average Daily Volume = 7850 vehicles (7850 / 500 = 15.7)  
Rounded down, **15 Points**

7. Up to twenty five (25) points, based on the number of pedestrian and vehicular crashes per mile along the roadway within a three (3) year period, will be assigned according to the following formula:

Points = 2 X (# of crashes per mile within last three years) Rounded down

Example: # of crashes within last three years = 7 crashes  
Length of roadway segment = 2.0 miles  
 $2 \times 7 \text{ crashes} / 2.0 \text{ miles} = 7 \text{ Points}$

8. Bikeway Factor - Five (5) points are assigned if the street section is overlapped by a proposed bikeway route, as contained in the approved bike master plan.

The final rating for each project is the sum of factors 1 - 8.

### **Street Assessment Program**

1. Requests for street assessment projects will be referred to the City Engineering Division. The following procedures will be followed (see Tallahassee Code, Chapter 14 and Article II for detailed procedures).
2. Petition for paving by special assessment submitted by 100% of the affected property owners to the City. If additional rights-of-way or easements are required, petitioners should include their willingness to donate the needed rights-of-way or easements.
3. Preliminary project estimates will be prepared by the Engineering Division. The estimate shall include all anticipated costs related to the proposed project.
4. The Engineering Division polls the property owners regarding their desire to have the project constructed as an assessment project, indicating the estimated assessment, estimated interest rate, and date and time of the Public Hearing at which the poll results will be reported to the City Commission. After receipt of the poll report, the Commission will hold a Public Hearing on the project. If the Commission determines not to pursue the project, the process will be terminated. If the decision is to construct the project, then the process will continue.
5. At this stage, the Treasurer-Clerk files a caveat in the Leon County public records and the Engineering Division prepares construction plans and establishes a maximum assessment.
6. Following a second polling of the property owners, the City Commission holds a Public Hearing on project need, proposed maximum assessments, approves a paving resolution setting the maximum assessment, and authorizes construction. The project can also be terminated at this point. This is the first opportunity for property owners to pay the assessment and have the caveat removed from their property.
7. Following the completion of construction, and notification to affected property owners of the final assessment, the final Public Hearing on final assessments (adjusted to actual costs) is held by the City Commission. This Public Hearing establishes the amount and terms of the lien on each affected

property. The final assessment cannot exceed the maximum assessment, without written consent of the affected property owners.

### **Development Requirements**

Developments approved prior to July 17, 1991, will be refunded the total cost of sidewalks, in accordance with their development letter of agreement. Developers shall construct sidewalks along all street frontages within or adjacent to their proposed development approved after July 17, 1991, unless an "Urban Services Agreement" and/or an executed "Developer's Letter of Agreement" for the area include a provision for sidewalk refund. The Public Works Director or his designee may grant a variance to this requirement, if the granting of such a variance, in his opinion, is in the best interest of the City. Requests for such variances shall be in writing.

Developments adjacent to Canopy Road Zones shall provide the following to the Department of Public Works prior to final development approval:

- A tree location survey of the Canopy Road Protection Zone in accordance with the Environmental Management Ordinance (EMO);
- A sidewalk construction plan for all sidewalks within the Canopy Road Protection Zone subject to the review and approval of the Department of Public Works and the City's Urban Forester;
- All easements necessary for sidewalk construction and maintenance; and
- A fee-in-lieu -of sidewalk construction.

Payment of a fee-in-lieu of actual sidewalk construction is acceptable subject to the approval of the Public Works Director. The current rate of \$4.00 per square foot for the fee-in-lieu-of construction computation is subject to change based on updated construction costs at the time the development is approved. This fee-in-lieu-of construction will be used to build sidewalks on the City's Sidewalk Priority Listing and shall be paid before a site plan is approved.

The standard for sidewalks in the downtown area will be the "Tallahassee" pattern (attachment). Developers will be required to install the "Tallahassee" pattern if more than 25% of the sidewalk adjacent to their property is being replaced or needs to be removed. The City will contribute one third the costs, up to \$3.00 a square foot, if a sidewalk is reconstructed as part of a building project in the Downtown Improvement Authority (DIA) district (defined as properties within the following mid-street boundaries: Gadsden, Pensacola, Tennessee, Bronough, Call and Duval Streets).

The maximum rate is subject to change on an annual basis based on updated construction costs.

### **Listing Update**

The listing of eligible streets for the programs will be updated annually by the Traffic Engineering Division to determine the highest priority projects before selecting the projects for the next fiscal year.

**600.10 ADMINISTRATION:**  
The Public Works Department shall have primary responsibility for the administration of this policy and will recommend amendments to the City Commission, as required, for the purpose of keeping this policy complete and current.

**600.11 SUNSET PROVISION:**

This policy is subject to sunset review by the City Commission at least once every five (5) years from the effective date. Revisions to this policy will become effective immediately upon City Commission approval.

**600.14 EFFECTIVE DATE:**

This policy shall become effective upon adoption by the City Commission on December 10, 2014.

**REVISIONS:**

Street Paving and Sidewalk Policy – 12/10/2014

Street Paving and Sidewalk Policy – 1/16/2008

Street Paving and Sidewalk Policy – 11/13/2002

Street Paving and Sidewalk Policy – 7/3/07

Street Paving and Sidewalk Policy – 9/11/96

Sidewalk Policy – 6/7/95

Street Paving and Sidewalk Policy – 10/25/95