



## **Sidewalk Petition Process**

### **ARTICLE 1. GENERAL PROVISIONS**

#### **Section 1. Purpose of the Policy**

The *2017 Town of Wendell Comprehensive Pedestrian Plan* recommends the development of a sidewalk petition process and budget allocation to handle “spot improvements”. The policy allows citizen to make requests for short sidewalk connections that will fill gaps in the pedestrian network. After implementation, the program will be promoted to citizens and used as a public outreach tool to provide information on results achieved.

The Sidewalk Petition Process provides a process a citizen-based process to be implemented through the capital improvement plan (CIP) in the annual Budget process. The sidewalk petition process is a coordinated component of a comprehensive sidewalk program that includes sidewalk repair and maintenance; sidewalk extensions to implement the *Pedestrian Plan*, greenway and multi-use path development, and sidewalk gap and replacement. In combination, the comprehensive sidewalk program seeks to achieve the vision of Wendell “where people of all ages can walk safely within the community for transportation, exercise and enjoyment”.

### **ARTICLE 2. SIDEWALK PETITION PROCESS**

#### **Section 1. Sidewalk Petition Application**

Completed sidewalk petitions shall be submitted to the Planning Department for review and determination of consistency with the *2017 Town of Wendell Comprehensive Pedestrian Plan*, as amended, and with the Sidewalk Petition Process, herein. Applications may be submitted at any time of the year and are subject to availability of program funds in the annual budget.

#### **Section 2. Subject to Program Funding**

Project funding and approval is subject to the annual Budget process for the Town of Wendell. Projects recommended for funding may be placed in the 5-year capital improvement plan for fiscal planning purposes.

#### **Section 3. Sidewalk Petition**

1. Citizens may request a sidewalk through the completion of a sidewalk project nomination form. Nominations require signatures of at least 25% of the property owners adjoining the proposed sidewalk.
2. Planning Department staff completes the project review and prioritization based on the criteria in Article 3, herein. As part of the prioritization, Town staff conducts a petition of all adjoining



property owners to determine support for the project meets or exceeds 70% acceptance by homeowners.

3. Projects submitted that have property owner support are included for funding consideration in the annual budget process. The projects are prioritized as part of the annual sidewalk priority list for the Town.
4. If there is insufficient project support, the request will remain on the ranking list and be re-evaluated after a 3-year period.

### **ARTICLE 3. SIDEWALK PETITION PRIORITIZATION RANKING CRITERIA**

#### **Section 1. General Prioritization Ranking Criteria**

Prioritization of sidewalk petitions received from citizens will be ranked using the criteria found herein related to accessibility, safety, connectivity and need, project support, and constructability.

#### **Section 2. Accessibility Criteria**

- a. Provide access to a school
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point
- b. Provide access to a recreation center, park, or greenway
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point
- c. Provide access to a commercial area
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point
- d. Provide access to a public facility
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point

Adopted: 1/14/2019

Supersedes: N/A

Policy Number: 124



**Section 3. Safety Criteria**

- a. Average daily traffic
  - Greater than 15,000 = 5 points
  - 9,000 – 15,000 = 4 points
  - 6,000-9,000 = 3 points
  - 3,000-6,000 = 2 points
  - 0-3,000 = 1 point
- b. Crash site near project
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point
- c. Speed limit along street
  - 35 mph = 4 points
  - 25mph or less = 2 points
- d. Type of street
  - Thoroughfare in residential area = 7 points
  - Collector = 5 points
  - Residential = 3 points
  - Cul-de-sac / dead end < 200 feet = 0 points

**Section 4. Connectivity and Need Criteria**

- a. Provides connectivity between destinations
  - Yes, between .1-.2 miles = 5 points
  - Yes, between .2-.3 miles = 4 points
  - Yes, between .3-.4 miles = 3 points
  - Yes, between .4-.5 miles = 2 points
  - Yes, greater than .5 miles = 1 point
- b. Evidence of pedestrian use
  - Yes = 5 points

**Section 5. Project Support Criteria**

- a. Petition support
  - ½ point for each percentage point above 70%. (Maximum 10 points)
- b. Recommended project in plan adopted by the Town of Wendell
  - Yes, specifically identified project = 5 points
  - Yes, generally supported project = 3 points

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**Section 6. Constructability Criteria**

- a. Sidewalk on other side of road
  - Yes, speed limit is under 35mph = -5 points
  - Yes, speed limit between 35mph and 45 mph = -3points
- b. Topographic issues (severe slopes)
  - Yes = -5 points
- c. Easement required to construct sidewalk
  - Yes = -1 point for every 20% of total linear feet of project
- d. Tree removal required
  - Yes = -1 point for every tree removed (Maximum 10 points)
- e. Stormwater utility or riparian buffer impact
  - Yes = -5 points
- f. Utility relocations required
  - Yes = -3 points

Duly adopted this 14th day of January 2019, while in regular session.

**ATTEST:**

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Virginia R. Gray,  
Mayor

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Sherry L. Scoggins, MMC  
Special Assistant to the Manager-Town Clerk

# Town of Wendell Sidewalk Project Nomination Form

## How Are Sidewalk Connection Projects Selected?

This nomination form was developed as part of the Town of Wendell Sidewalk Petition Process Policy. Citizens who successfully obtain signatures of at least 25% of the property owners adjoining the proposed sidewalk may initiate a sidewalk connection request by completing this form.

Town staff will then conduct a petition of ALL adjoining property owners to determine if support for the project meets or exceeds the requirement for 70% acceptance by homeowners. Requests which meet this 70% support requirement will be prioritized and included for funding *consideration* in the annual budget process. For additional details on process or prioritization, see the Town's adopted Sidewalk Petition Process Policy.

## Where Should I Send The Petition?

Town of Wendell Planning Department  
Attention: Sidewalk Nomination  
15 E. Fourth Street  
Wendell, NC 27591



## Petition

<b>Petition Sponsor's Name &amp; Telephone Number</b> <i>(i.e. Joe Smith, with contact number)</i>	
<b>Requested Sidewalk Location</b> <i>(i.e. Main Street, between Second and Third St)</i>	Street Name: _____ between 1st Cross St: _____ And 2nd Cross St: _____
<b>Provide Address of a Property Along the <u>SIDE</u> of the street you are requesting Sidewalk</b>	
<b>Additional Comments</b>	

See Page 2 for Petition Signatures

<b>Requested Sidewalk Location</b> <i>(i.e. Main Street, between Second and Third St)</i>	
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<b>Printed Name</b>	<b>Signature</b>	<b>Street Address (i.e. 304 W. Ash St.)</b>
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