

**Mt. Lebanon, PA**  
**Sidewalk Expansion Policy**

Adopted 8/26/13

Purpose:

The purpose of this policy is to establish guidelines for residents to request support from the municipality to install new sidewalks along municipally maintained streets to address safety issues and enhance Mt. Lebanon's walkability. Mt. Lebanon prides itself on being a walkable community, however only 65 percent of the streets have sidewalks. This policy addresses the other 35 percent of the municipally maintained streets without sidewalks by providing a process for adding sidewalks along these streets. This policy aligns with the 2013 Comprehensive Plan which emphasizes the community's walkability and the safety of residents as critical objectives.

Residents on municipally maintained streets without sidewalks may petition the municipality for support to install new sidewalks provided that the petition proposes to connect the new sidewalk to an existing sidewalk. Property owners desiring to install sidewalks that meet the municipal standards at their own expense are not covered under this policy. Moreover, the municipality may require sidewalk installation (at owner expense) in accordance with the provisions of Chapter XV, Streets and Sidewalks, Part 2, Sidewalk Construction, Repair and Maintenance, of the Mt. Lebanon Code and Home Rule Charter.

Priority for new sidewalk installation will be given to streets that:

- 1) Are designated as safe walking route to schools or would be a preferred safe walking route to school if sidewalks existed; and
- 2) 100 percent of the affected property owners agree to accept the new sidewalks, construction cost sharing, maintenance and replacement.

Procedures:

1. Residents may initiate the process by submitting a petition indicating the streets where sidewalks are to be installed that is signed by at least 75 percent of the property owners on the affected street(s). The petition must be accompanied by a written explanation that identifies the primary resident contact(s), reason for the request, the area in need of sidewalks, the preferred option and why this is a preferred safe walking route to school. The petition and written explanation are to be submitted to the Office of the Chief in the Police Department.
2. The Police Department will determine if the location is a safe walking route to school or would be a preferred route if sidewalks existed and make a determination that 75 percent of the signatures are on the petition are from affected property owners. The Police Department will issue a notice to the Commission, Municipal Manager (Manager) and

Director of Public Works indicating whether the petition meets the requirements, including a determination that the street is or would be a safe walking route to school.

3. If the Police Department determines that the request meets the criteria, the Manager will authorize the municipal engineer to complete a cost estimate for one or both sides of the street(s), as applicable. If the Police Department determines the request does not meet the safe walking route criterion, but has secured 75 percent of the affected property owners' signatures on the petition, the request may proceed to the next step, but will not be eligible for the A priority list. If a request does not meet either criterion, then the request is not eligible to proceed to the next steps. A status update will be sent to the primary resident contact.
4. After receiving the engineer's cost estimate, the Manager recommends the preferred option to the Commission and notifies the primary resident contact(s) who submitted the petition.
5. Residents must secure sign off by the property owners where the sidewalks are to be installed that indicates they are willing to: Accept the sidewalks, will share in the cost of installing the sidewalk; will maintain the sidewalk, and bear the full cost of replacing sidewalk. The form of the agreement is attached hereto. The agreement must be submitted to the Manager along with an estimate of the amount of financial contribution to be made toward the sidewalk installation from non-municipal sources.
6. Streets that secure agreements from 100 percent of the property owners and have met the safe walking route criterion are placed on the A priority list. Streets that meet the safe walking route criterion, but secure agreements from less than 100 percent of the affected property owners, but at least 75 percent of the affected property owners are placed on the B priority list. All other streets are placed on the C priority list.
7. The Manager will complete a separate evaluation of streets on the A, B and C lists using the scoring methodology contained in the 1993 Sidewalk Task Force Report with one addition to the scoring criteria as outlined in the Scoring Methodology attachment. The scoring will include the proximity to the closest school as a new separate category. Lists A, B and C will be updated as new streets are evaluated. Each list will include the score, percentage of property owners with signed agreements and the pledged non-municipal contribution for each street. The Manager will notify the Commission when there is a change to the lists. The primary resident contact(s) are notified of their score and placement on the list. Streets on the lists will be kept active for three years. After three years, the process must be initiated again to keep them active.

8. The Commission, in its sole discretion, may take action by resolution to authorize completion of sidewalks on one or more streets using the lists provided by the Manger. The Commission will prioritize streets on list A over list B, and streets on list B over list C and take into consideration the municipal funds available, relative rankings on the priority lists and the non-municipal financial contribution when making its decision.

The payment for costs of the project will include municipal and non-municipal sources. The non-municipal share will be assessed to the property owners abutting the improvements, but may be paid by other sources. The minimum non-municipal share shall be the greater of 10 percent of the sidewalk construction cost or 50 percent of the project costs (not including engineering and Americans with Disability Act (ADA) costs) above \$90.00 per lineal foot (2013 base cost). The cost per lineal foot will be adjusted annually based of the construction segment of the local CPI. Engineering and the cost of installing ADA sidewalk facilities will be the sole financial responsibility of the municipality.

The municipal contribution will be determined after the calculation of the non-municipal share. The municipality's share shall be the project costs less the non-municipal contribution.

Before awarding a contract for construction, the municipality will need to receive from the abutting property owners the non-municipal share, unless other arrangements, such as a surety bond, have been made have been made and are acceptable to Mt. Lebanon.

#### Sidewalk Standards:

Sidewalk Details: Refer to Detail #7 of Appendix 5 of Chapter XVI, Subdivision and Land Development, in the Mt Lebanon Code and Home Rule Charter (attached). In general all sidewalks will be constructed of concrete, four inches thick over three inches of aggregate base. Sidewalk slabs placed over driveways will be wire reinforced concrete, six inches thick over three inches of aggregate base. Concrete slabs should measure four feet in width and five feet in lengths. The municipality does not install exposed aggregate, terrazzo, paver or stamped concrete finishes. All concrete sidewalks will be broom finished and the finish will be uniform with other sidewalks in surrounding area.

Retaining walls: Retaining walls if required will be constructed of concrete split faced block materials of a style and color selected by the municipality with input from the property owner- but the new walls will be uniform along the right of way.

### Scope of Policy:

The purpose of this Policy is to assist the Commission in evaluating, selecting, and implementing options relative to sidewalks by outlining the underlying philosophies and processes to be followed by the Commission. It is intended that this Policy provide a meaningful framework to accomplish these objectives while remaining flexible to allow the Commission to be responsive to future changes in the economic environment, budgets, overall direction and the competing needs of residents, the community and the Municipality. Accordingly, the Commission may adjust or disregard one or more of the provisions listed herein, or employ other considerations not listed herein, where the Commission has determined that such action is desirable in its discretion. Without limiting the generality of the foregoing, the Commission may require additional consents, easements, and funding regardless of anything contained herein to the contrary. The decision to proceed or not to proceed with any sidewalk program is always within the discretion of the Commission, is subject to any conditions the Commission may choose to attach to any decision, and no decision to proceed with one program will serve as precedent for any other program. This Policy may be discontinued at any time and for any reason, and remains subject at all times to having available funds, which the Commission is under no obligation to provide or to allocate to any particular project.

Scoring Methodology Attachment  
Based on the Mt. Lebanon Street Performance Study (SPS)  
1993 Sidewalk Task Force Report

The SPS matrix was developed to quantify, numerically, certain evaluation criteria which will enable streets to be prioritized as to their possible need for sidewalks. These evaluation criteria are:

1. ROAD TYPE

Arterial – streets which carry traffic between communities or large neighborhoods.

Collectors – streets which distribute traffic between Local streets and Arteries or to serve as neighborhood access corridors.

Local – streets which provide access to abutting land use.

2. INTERRUPTED SIDEWALK

3. BUS ROUTE

4. CUL DE SAC OR DEAD END

5. PUBLIC FACILITY DISTANCE FACTOR

6. SCHOOL DISTANCE FACTOR

A simple system was devised to quantify numerically the evaluation criteria. While a number of systems were experimented with, this system was utilized as it allows the user to observe the cumulative effects of the criterion.

Each criterion was assigned a value. Each street or segment of a street was evaluated and assigned a value for each of the criteria included in the study. Values could then be multiplied together to view an overall performance value for a street or a segment of a street. Streets with the largest numerical totals would be at the highest priority for consideration of sidewalks. At some point, the Commission may wish to establish a cutoff point in this numerical listing where the numerical values are low enough to make the need for a sidewalk negligible.

STREET PERFORMANCE STUDY (SPS) BACKGROUND REPORT

The executive committee determined that it would be useful to develop a mechanism to evaluate how a street functions with respect to performance related issues.

The performance evaluation was based on the following nationally recognized evaluation criteria:

Road type.

Does a partial sidewalk already exist?

Is the road a bus route?

Is the road a dead end or cul-de-sac?

How close is the road to a public use facility and what are these facilities?

The purpose of this performance rating system was to maximize the benefits for any proposed expenditure with respect to sidewalks, by developing a ranking system for the townships streets.

### DEVELOPING THE SYSTEM

A system was established where values were developed for the various evaluation criteria. These values would be multiplied together to give an overall performance value for a street or street segment. A multiplicative system was utilized in order to weight the cumulative effects of the various evaluation criteria on a relative basis.

A simple system was developed where a value of one (1) was assigned to an evaluation criteria factor with little effect on a streets performance. Values were then increased in one multiples where an evaluation criteria factor had an effect on the streets performance.

Once the values were determined for each street they were multiplied together to determine the streets overall performance value. Streets are listed in the Mt. Lebanon Street Performance Study (SPS) ranked from high to low in performance value.

### EXPLANATION OF EVALUATION CRITERIA FOR PERFORMANCE VALUE

- #1 Road Type – the road type classification is based on an expansion of a nationwide agreement of three basic functional classifications for streets in urban areas. The three basic functional classifications for streets in urban areas. The three basic classifications arterial, collector and local, were expanded to include a fourth class four lane arterial. A direct reference was made to the 1988 Comprehensive Plan Update Transportation and Circulation Background Study for a list of the streets in these separate classifications. The values for these evaluation criteria are as follows:

4 Lane Arterial	=	5
Arterial	=	4
Collector	=	3
Local	=	1

- #2 Interrupted Sidewalk - As defined in this study an interrupted sidewalk is an existing sidewalk serving more than 50% of a street segment, but is not complete. Completion of interrupted sidewalks provides the following benefits, thus increasing the value for interrupted sidewalks. (a) Continuous pedestrian path (b) maximum effect for minimum

expenditure (c) balanced aesthetics. The values for these evaluation criteria are as follows:

0	-	50% sidewalk installed	=	1
51%	-	100% sidewalk installed	=	2

#3 Bus Routes – bus routes have been considered as a factor because of increased vehicle traffic (i.e. buses) and increased pedestrian traffic (i.e. passengers). The values for these evaluation criteria are as follows:

Road is a bus route	=	3
Road is not a bus route	=	1

#4 Cul-de-Sac & Dead End – because a through street has more traffic volume, a greater value is assigned to it, where a cul-de-sac or dead end street does not have a high traffic volume and warrants a low value. The values for these evaluation criteria are as follows:

Cul-de-sac or dead end	=	1
Otherwise	=	3

#5 Public Facility Distance Factor – from a public facility\* a value has been assigned in 200 foot intervals. These ranges are measured along the street center line to the center of a street segment establishing the length of that segment. In a case where a street segment terminates serving less than 50 lots a one (1) value applies. The values for these evaluation criteria are as follows:

<u>Distance Range</u>	<u>Value</u>
0' - 200'	= 10
201' - 400'	= 9
401' - 600'	= 8
601' - 800'	= 7
801' - 1000'	= 6
1001' - 1200'	= 5
1201' - 1400'	= 4
1401' - 1600'	= 3
1601' - 1800'	= 2
1801' - above	= 1

\*The following public facilities should be considered in the evaluation:

Post Offices, St. Clair Hospital, Shopping Areas, Places of Worship and Parks and Recreation Centers as defined in the 1993 Task Force study, plus Twin Hills Park, which was purchased after the study was completed.

#6 School Facility Distance Factor – from a School facility\* a value has been assigned in 200 foot intervals. These ranges are measured along the street center line to the center of a street segment establishing the length of that segment. In a case where a street segment terminates serving less than 50 lots a one (1) value applies. The values for these evaluation criteria are as follows:

<u>Distance Range</u>		<u>Value</u>
0'	- 200'	= 10
201'	- 400'	= 9
401'	- 600'	= 8
601'	- 800'	= 7
801'	- 1000'	= 6
1001'	- 1200'	= 5
1201'	- 1400'	= 4
1401'	- 1600'	= 3
1601'	- 1800'	= 2
1801'	- above	= 1

\*The following public facilities should be considered in the evaluation:

Schools:

Lincoln Elementary School	Howe Elementary School
Hoover Elementary School	Foster Elementary School
Markham Elementary School	Jefferson Elementary School
Mt. Lebanon High School	Washington Elementary School
St. Bernard's Elementary School	Seton LaSalle High School
Keystone Oaks High School	

EXAMPLE: The following is an example of how a street performance value is determined:

XYZ Street is a collector road with no existing sidewalk and is along an established bus route. The road is not a dead end or cul-de-sac and it is within 700 feet of a public school. The streets performance value would be calculated as follows:

<u>EVALUATION CRITERIA</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
#1. Road type	Collector	= 3
#2. Interrupted Sidewalk	No Sidewalk	= x1
#3. Bus Route	Yes	= x3
#4. Cul-de-sac/dead end	Not a cul-de-sac or dead end	= x3
#5. Public Facility distance factor	700' falls in 601' to 800' range	= x7
#6 School distance factor	1700' falls in 1,600' to 1800' range	= x2
Total performance value (multiply each value together)		= 378

## AGREEMENT

### TO THE COMMISSION OF MT. LEBANON, PENNSYLVANIA:

We, the undersigned, being all the owners of record of the property located at (*add Street Address*) (the "Property"), and intending to be legally bound, do hereby agree to the following:

1. We agree to the installation of sidewalks within the street right-of-way or on sidewalk easements along or abutting the Property (the "Project"), and hereby accept the same.
2. We understand that we may be asked to dedicate a permanent sidewalk easement to Mt. Lebanon for its use in constructing the Project, and that the Project will not go forward without such an easement.
3. We agree that this document serves as a temporary construction license to Mt. Lebanon to enter onto and use the Property in constructing the Project if the Project goes forward.
4. We agree that Mt. Lebanon may trim or remove any tree, shrub or other obstruction that is on or near the route of the Project without compensation. We waive any right we have to damages as a result of the Project.
5. We further understand that the location of the Project will be determined by Mt. Lebanon at its discretion.
6. We understand that if the Project occurs and a sidewalk is constructed, we will be solely responsible for the sidewalk. This responsibility includes: prompt snow and ice removal; repair and replacement thereof at our cost; the obligation to keep the sidewalk clear of obstructions including hedges; and compliance with construction standards for private driveways that are reconstructed through areas which have existing sidewalks. The entire responsibility for the Project once installed will be ours notwithstanding fact that Mt. Lebanon constructs, pays for, or contributes to the payment for the Project.

7. We understand that a lien may be placed against the Property for a share of the required non-municipal portion of the cost of the Project unless the non-municipal portion has been fully funded.
8. Finally, we understand that Mt. Lebanon reserves the right to proceed or not to proceed with the Project, in its sole discretion.

IN WITNESS WHEREOF, the parties have duly executed this Agreement this \_\_\_ day of \_\_\_\_ . 20\_\_.

---

WITNESS

---

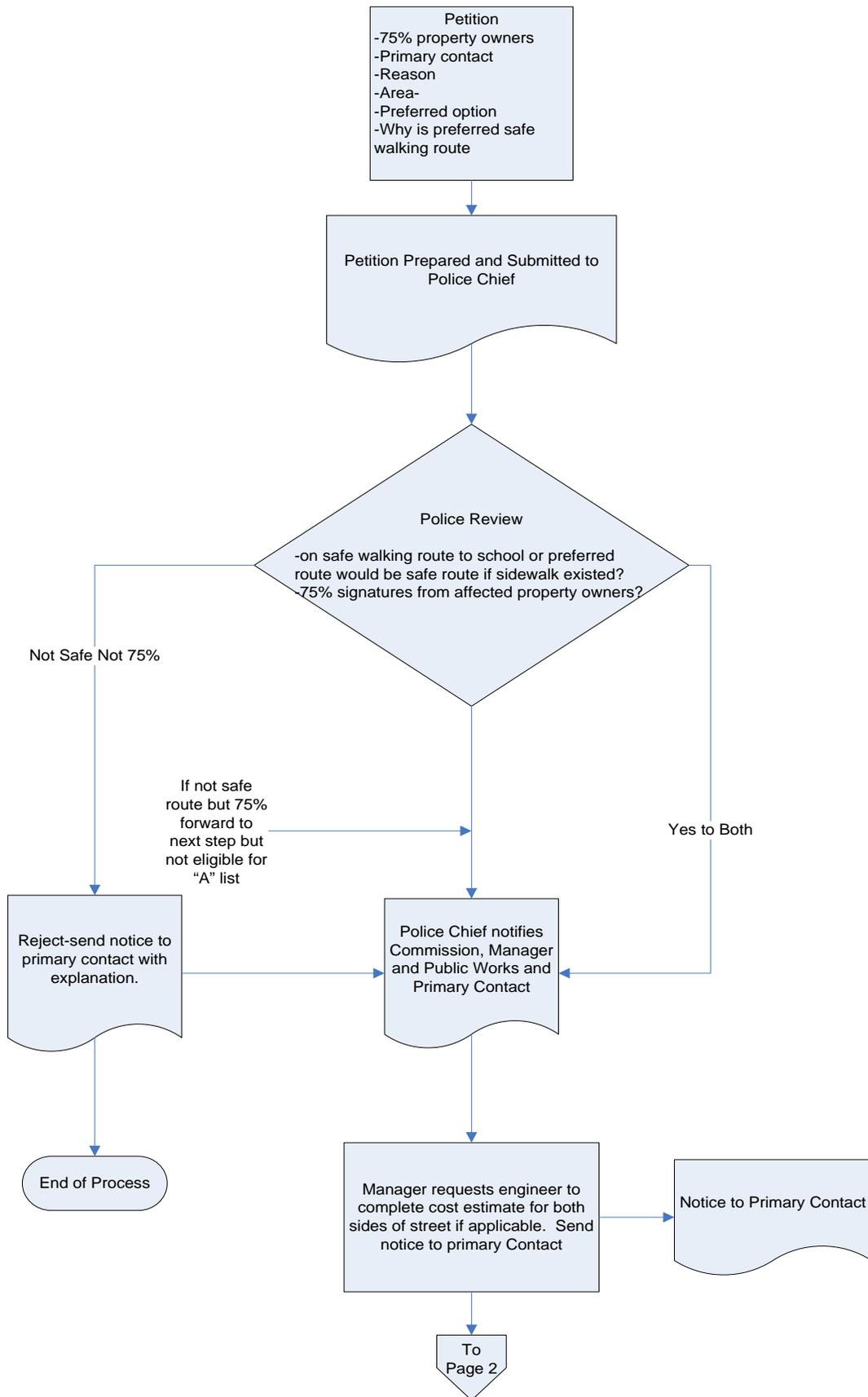
PROPERTY OWNER

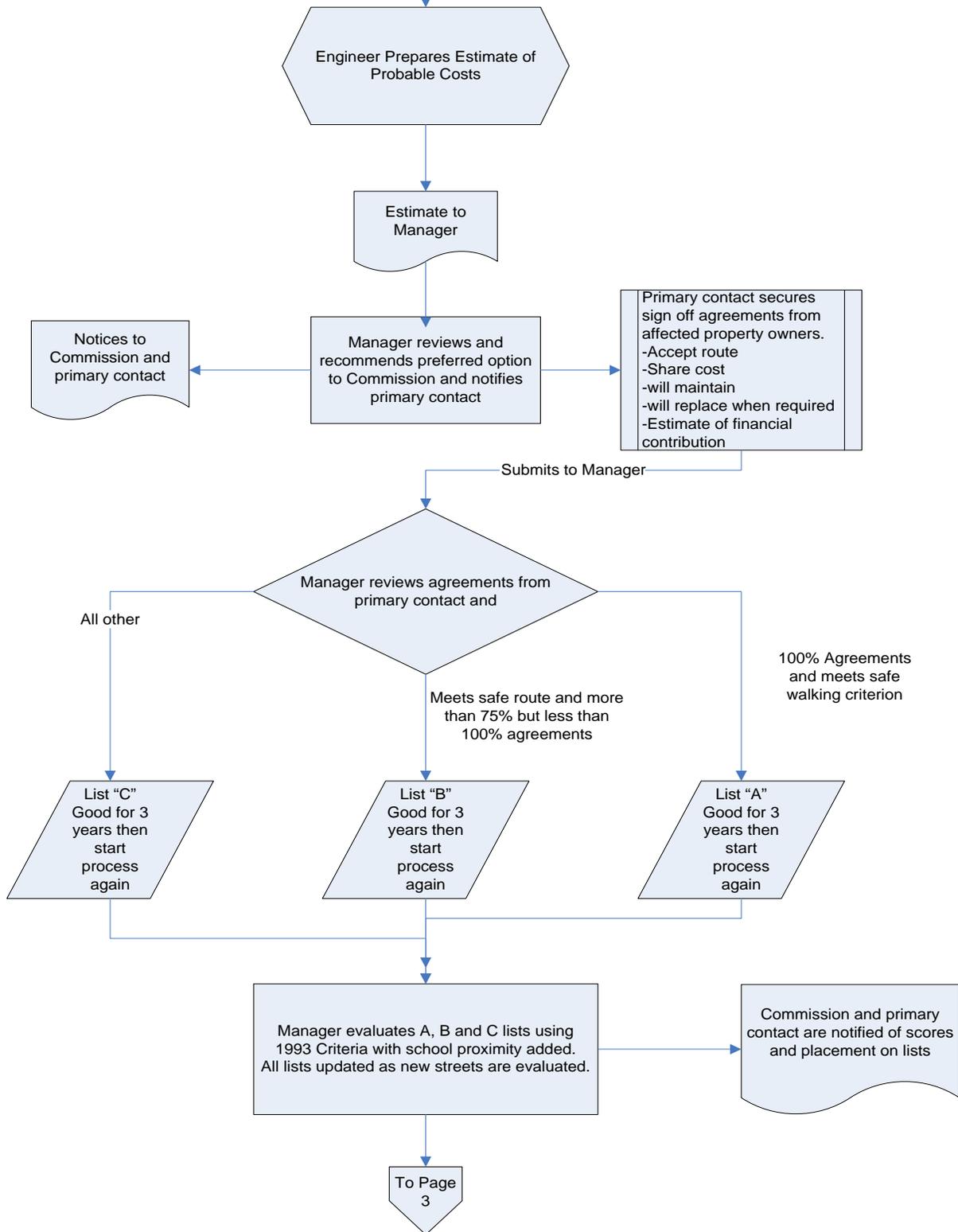
---

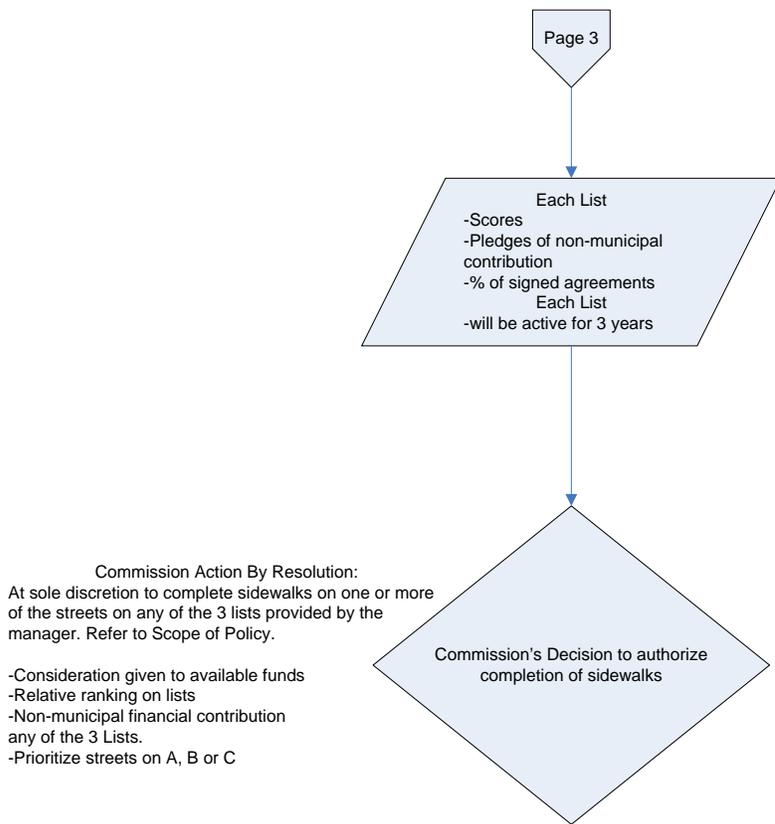
WITNESS

---

PROPERTY OWNER







The payment for costs of the project will include municipal and non-municipal sources. The non-municipal share will be assessed to the property owners abutting the improvements, but may be paid by other sources. The minimum non-municipal share shall be the greater of 10 percent of the sidewalk construction cost or 50 percent of the project costs (not including engineering and Americans with Disability Act (ADA) costs) above \$90.00 per lineal foot (2013 base cost). The cost per lineal foot will be adjusted annually based of the construction segment of the local CPI. Engineering and the cost of installing ADA sidewalk facilities will be the sole financial responsibility of the municipality.

The municipal contribution will be determined after the calculation of the non-municipal share. The municipality's share shall be the project costs less the non-municipal contribution.

Before awarding a contract for construction, the municipality will need to receive from the abutting property owners the non-municipal share, unless other arrangements, such as a surety bond, have been made and are acceptable to Mt. Lebanon.