

## **CITY OF MYRTLE BEACH SIDEWALK CONSTRUCTION REQUEST POLICY**

### **Purpose:**

To adopt an official policy pertaining to sidewalk construction requests from citizens along local residential and neighborhood collector streets within the City of Myrtle Beach. The sidewalk system must be designed and constructed in such a manner that it will enhance pedestrian safety and minimize conflict with vehicular traffic. The Public Works Department may recommend sidewalk construction projects outside of the neighborhood petition process for consideration by City Council.

This policy upon adoption by the City Council shall be applicable to all sidewalk construction requests until such time that the policy statement is altered, modified, or rescinded by City Council.

### **Measures Taken:**

The City of Myrtle Beach Bicycle and Pedestrian Committee, established in 2014, has studied the issues of connectivity, public safety and infrastructure to produce a [Bicycle and Pedestrian Master Plan](#). The plan targets immediate needs while addressing long-term goals that will add to the community's economy. Its vision is strategic, with a foundation that considers those issues that both pedestrians and bicyclists encounter daily, whether residents, commuters or visitors.

The overarching goal of the Bicycle and Pedestrian Master Plan is the designation as a bicycle and walk friendly community. Short-term objectives work to improve public safety, education and infrastructure connectivity. Long-range strategic goals are those that necessitate multi-jurisdictional collaboration and planning in the context of the region's multi-modal transportation plan. The Committee has adopted those existing initiatives and works to solidify community support of those goals.

In 2017, the Bicycle and Pedestrian Committee inventoried the location of sidewalks in the city and measured the width of each segment. The results revealed 169.1 miles of sidewalks in the city with widths that vary from four feet to ten feet. The committee also looked at number of bike lanes and miles of multi-use paths. There are 20 miles of bike lanes and 27 miles of multi-use paths within the city limits.

To establish priorities for capital improvement projects, the committee identified high-use corridors versus low-use corridors based on usage by bicycle/pedestrian commuters, leisure recreationalists and the serious recreational enthusiast.

To qualify for new sidewalk construction, a street must meet the following qualifying criteria:

1. City-owned local residential or neighborhood collector street.

2. Streets where sidewalk is to be installed shall be paved.
3. There shall be at least six (6) feet of right-of-way between the edge of pavement and the adjoining property line.
4. The sidewalk shall be installed in accordance with the City of Myrtle Beach Standard Specifications and Details.

The Public Works Department, in concert with sidewalk ratings provided by the Bike and Pedestrian Committee, determine the best sidewalk solution after careful review of street conditions and safety considerations of the area that could potentially be affected by the installation of a sidewalk.

The data to be compiled throughout the affected area may include some or all of the following:

- Roadway Functional Classification
- Annual Average Daily Traffic (AADT)
- Current Pedestrian Use
- School Proximity
- Public Park/Recreation Facility Proximity
- Development/Activity Center Proximity
- Greenway Proximity
- Existing Sidewalk Proximity/Connectivity
- Mass Transit Stop Proximity
- Other Factors (Right-of-Way, Curb & Gutter, Utilities, Topo, Etc.)
- Consecutive Years on Priority List

Other factors that could influence ratings include existing sidewalks on the other side of the street, presence of severe slopes, need for required easements to construct the sidewalk, stormwater considerations, tree removal, and utility conflicts (utility/pole relocation).

At the heart of any successful sidewalk construction request policy is a structured process and strong community support.

**Review Process:**

The following procedures generally describe the process by which sidewalk construction is considered for installation by the City:

1. A citizen may initiate a request for sidewalk construction by writing the City Manager and identifying the specific location and walkability concern.
2. The City Manager will direct the Public Works Department to evaluate the request and to specifically determine if the installation of a sidewalk will address the citizens' walkability concern(s) within 14 days. Additionally, the evaluation will include a determination by the Public Works Department if the street under consideration qualifies for sidewalk installation.
3. If it is determined that the street qualifies for sidewalk installation and if it is determined that the specific walkability concern(s) will be adequately addressed by sidewalk construction, then a petition drive is authorized.
4. Petition requirements:
  - Only petition forms provided by the Public Works Department or exact duplicates may be used.
  - The citizen initiating the request will be the designated point-of-contact to organize neighbors and will receive the petition forms and information from the Public Works Department. The petition must be signed by at least 75 % of the property owners on the street. Only one signature per property will be counted.
  - Once initiated, the petition process must be completed within 90 days. The completed petition forms should be sent to:

Director of Public Works  
City of Myrtle Beach  
P. O. Box 2468  
Myrtle Beach, S. C. 29578

- After verifying the validity of the completed petition, the following activities will occur within 90 days:
  - City will make a thorough attempt to notify every household or other entity in the petition area of the pending recommendation to install a sidewalk.
  - The Public Works Department will provide technical review comments and probable cost to construct estimate to the Bike & Pedestrian Committee.
  - The Bike & Pedestrian Committee will be notified to rate the sidewalk request with the established criteria and include the sidewalk request on the Annual Sidewalk Project Priority List.

- Procedure for removing sidewalk. If the residents of a street wish to have a portion(s) of sidewalk removed, the same petition process required for the installation of a sidewalk should be followed. If the residents of the street initiated the petition process that initially led to the installation of the sidewalk, the cost for removal is expected to be borne by the residents of the street.
5. City Council Consideration. Once the petition is determined to meet the requirements of this section of the policy and both the Public Works Department and Bike & Pedestrian Committee have determined the best sidewalk solution after careful review of street conditions and safety considerations of the area, the Bike & Pedestrian Committee will submit the Annual Sidewalk Project Priority List to City Council for their consideration. Sidewalk installations may be approved by motion and financially supported within the Capital Improvement Plan (CIP).
  6. Sidewalk installation projects will be included as a part of the Public Works Department's Annual Capital Improvements Program. The timing of sidewalk installation will be subject to available resources. When the actual date of installation is determined, the designated point-of-contact person will be notified in writing.

### **Implementation Guidance:**

Focus will be placed on sidewalk projects such as missing sidewalk links along major residential roadways, connections to greenways, schools and activity centers and locations requiring maintenance and/or ADA (American Disability Act) compliance.

The Bike & Pedestrian Committee makes yearly recommendations to City Council on sidewalk and multi-use path improvements including new infrastructure that addresses gaps in connectivity in the form of an Annual Sidewalk Project Priority List. City Council will provide direction on the approval of projects constructed through approved motion and supportive construction funding within the Capital Improvement Plan (CIP). Some sidewalk locations may be divided into multiple phases when the construction costs become excessive and where logical breaking points can be determined.

Given the City of Myrtle Beach's expanding sidewalk asset inventory, supportive sidewalk maintenance funding within the Street Maintenance operational budget must go hand-in-hand with the approval of new sidewalk installation requests. A Public Works Department inspector can evaluate the sidewalk and determine if repair or replacement is required.

Consideration should be given to balance appropriate funding mechanisms for immediate improvements in support of maintaining existing pedestrian facilities. New sidewalk construction could be deferred from our CIP annual budget for more immediate sidewalk repair or replacement needs. When a section of sidewalk is in need of repair due to

vertical/horizontal displacement, or the concrete panel is crushed or broken, it may need to be completely removed and replaced.

These types or budget allocations would be reviewed on a case-by-case basis by City Council and any and all appropriations would require their approval.

## SIDEWALK RATING SHEET

Date: \_\_\_\_\_

Rated By: \_\_\_\_\_

Sidewalk On: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

<u>Criteria</u>	<u>Measure</u>	<u>Weight</u>	<u>Rating</u>
Annual Average Daily Traffic (AADT)	AADT Scale (See Below)	4*	
Current Pedestrian Use	Scale of 1 – 10 1 - No Worn Path/No Pedestrians 10 - Worn Path/Many Pedestrians	5*	
School Proximity	Scale #1 (See Below)	5	
Public Park/Recreation Facility Proximity	Scale #1 (See Below)	4	
Development Activity Center Proximity	Scale #1 (See Below)	4	
Greenway Proximity	Scale #1 (See Below)	4	
Existing Sidewalk Proximity/Connectivity	Scale #2 (See Below)	3	
Mass Transit Stop Proximity	Scale #1 (See Below)	2	
Other Factors (Right-of-Way, Curb & Gutter, Utilities, Topo, Etc.)	Scale of 1 – 10 1 - Most Problems 10 - Fewest Problems (Determined Subjectively)	3	
Consecutive Years on Priority List	Indicate Number of Consecutive Years the Specific Location has been on the List	2	
		<b>Total:</b>	

AADT SCALE		SCALE #1		SCALE #2	
10	> 18,000 Vehicles / Day	10	0 – 0.25 mile	10	0 – 0.1 mile
9	16,000 – 18,000	9	0.25 – 0.5 mile	8	0.1 – 0.2 mile
8	14,000 – 16,000	8	0.5 – 0.75 mile	6	0.2 – 0.3 mile
7	12,000 – 14,000	7	0.75 – 1 mile	4	0.3 – 0.4 mile
6	10,000 – 12,000	6	1 – 1.5 miles	2	0.4 – 0.5 mile
5	8,000 – 10,000	5	1.5 – 2 miles	0	> 0.5 mile
4	6,000 – 8,000	4	2 – 3 miles		
3	4,000 – 6,000	3	3 – 4 miles		
2	2,000 – 4,000	2	4 – 5 miles		
1	< 2,000	1	> 5 miles		

If AADT Not Available:

Residential Street or Cul-De-Sac = 1

Collector Street = 2

Marginal Access Street = 3

\*Note: For sidewalk requests on streets with existing sidewalk on one side, Annual Average Daily Traffic (AADT) and Current Pedestrian Use weights will be reduced by half.