City of Stoughton, 207 S. Forrest Street, Stoughton WI 53589

RESOLUTION OF THE COMMON COUNCIL			
Sidewalk Installation Policy for the City of Stoughton Fiscal Impact: $0			
File Number:	R-123 -2020	**Date Introduced:**	August 25, 2020

WHEREAS, the long-term goal of the City of Stoughton is to install and maintain sidewalks to promote a walkable and safe environment for its citizens and visitors. This policy attempts to prioritize the installation of new sidewalks consistent with the City's Comprehensive Plan, and

WHEREAS, the City's current Sidewalk Installation Policy dated October 13, 1997 to guide sidewalk installation is proposed to be repealed and recreated, and

WHEREAS, the proposed Sidewalk Installation Policy is intended to govern street reconstruction and sidewalk infill project, and

WHEREAS, proposed Sidewalk Installation Policy has been reviewed by the Public Works Committee and recommends repealing the 1997 version and adopting the proposed Sidewalk Installation Policy; now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton hereby repeals the 1997 Sidewalk Installation Policy and approves the proposed Sidewalk Installation Policy.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Tim Swadley, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

SIDEWALK INSTALLATION POLICY
Public Works Approved Draft Policy 8-20-20

I. PREAMBLE
This policy has been implemented to promote pedestrian safety and walkability in the City of Stoughton by creating an interconnected network of sidewalks for recreation and destination travel.

II. POLICY STATEMENT
The long-term goal of the City of Stoughton is to install and maintain sidewalks to promote a walkable and safe environment for its citizens and visitors. This policy attempts to prioritize the installation of new sidewalks consistent with the City's Comprehensive Plan. The Common Council may approve a deviation from this Policy through a majority vote.

III. NEW SUBDIVISION AND DEVELOPMENT OF VACANT PARCELS SIDEWALK ORDINANCE REGULATIONS

A. Ord. 10-2c) – Requires sidewalks to be installed on vacant lots at the time of development prior to occupancy of the building.

B. Ord. 66-706 – Requires all new subdivisions to have new sidewalks installed on both sides of every street including new subdivisions.

IV. STREET RECONSTRUCTION AND INFILL SIDEWALK POLICY

A. All streets being considered for major reconstruction (i.e. curb and gutter) will be planned for sidewalks as follows:

1. Both sides of all collector traffic level streets.

2. Both sides of identified key routes to schools.

3. Both sides of identified key routes to parks.

4. Both sides of routes with identified heavy foot traffic such as the downtown area.

5. Whether to include sidewalk on either or both sides of existing local streets without existing sidewalks shall be determined on a case-by-case basis after consideration of the following factors:

    i. ADA accessibility

    ii. Available right-of-way

    iii. Vehicular and pedestrian traffic volume

iv. Connectivity to existing sidewalks

v. Excessive costs due to physical characteristics such as the need for extensive retaining walls

vi. Proximity to parks, schools, churches and other highly traveled destinations

vii. Environmental impacts such as trees and wetlands

viii. Length of dead end street or cul-de-sac

ix. Budgetary Impacts to the City

B. Repairs to existing sidewalks will follow the City's sidewalk replacement program and will be based on annual program funding.

V. Sidewalk Installation Approval Process

A. Staff identifies and submits Capital Improvement Project (CIP) road construction projects
B. The CIP Committee reviews and recommends road construction projects or engineering design requests for approval by Committee of the Whole (COW).
C. Requests displayed on website and social media.
D. The Committee of the Whole (COW) recommends road construction projects or design requests for approval to City Council.
E. Updated Requests displayed on website and social media.
F. The City Council will hold a Public Hearing at a Budget Meeting.
G. City Council approves road construction projects or design requests at the City Council Budget meeting.
H. Updated requests displayed on website and social media.
I. After the project gets approval in the capital budget, design for sidewalks shall commence and shall be designed by staff to fit within the above outlined policy. During preliminary design, constructability challenges and policy guidelines will be presented to the Public Works Committee for direction on how to proceed with the preliminary design. During preliminary design, the Public Works Committee shall determine whether the preliminary design for any local street described in Section IV. A. 5 should be constructed with sidewalks on either or both sides of the local street. In making any such determination, the Public Works Committee shall consider the factors in Section IV. A. 5.
J. Staff shall present the preliminary sidewalk design to solicit feedback from the following stakeholder groups:

    a. Public Works Committee

b. From those property owners affected by sidewalk installation (Adjacent property owners shall be invited to a public meeting via letter sent through the United States Postal Service.)
c. City Council

K. Recommendations to deviate from the sidewalk installation policy shall be considered by the Public Works Committee and who will make a recommendation to the Common Council.

L. Final approval to deviate from the sidewalk installation policy shall be voted on by the common council and the majority vote shall prevail. Final approval of the placement of sidewalks on local streets described in Section IV. A. 5 shall be made by the common council, after considering the determination of the Public Works Committee during the preliminary design phase, and the factors in Section IV. A. 5.

VI. COLLECTOR STREETS

North-South collector streets include: King Street, Lincoln Avenue, Van Buren Street, Kings Lynn Road, Page Street, Division Street, Fourth Street, Hoel Avenue, Veterans Road, Racetrack Road, Oak Opening Drive, Johnson Street and Academy Street. East-West collector streets include: Main Street, Hamilton Street, Greig Trail, Kreideman Drive, Wilson Street, Milwaukee Street, Roby Road, Jackson Street, Forton Street, Jefferson Street, South Street, and Academy Street.

Public Works Committee - Draft
Thursday, August 20, 2020
(Virtual Meeting)

Members Present: Tom Majewski, Lisa Reeves, Sid Boersma, Fred Hundt and Mayor Swadley

Absent/Excused:

Staff: Public Works Director Brett Hebert, Planning Director Rodney Scheel

Guests: Alder Tim Riley, Alder Greg Jensen

Call to Order: *Majewski* called the meeting to order at 6:08 PM

1) Communications

- Director Hebert updated the committee on all construction projects currently going on and their expected completion dates.
- Alder Majewski asked about the ride quality of the newly paved portion of Hwy 51 from Van Buren to Hoel. Hebert stated that the city has reached out to the DOT voicing concerns about the ride quality of the asphalt overlay. Discussions are still on-going at this time.
- Alder Jenson spoke about wanting the City to look into a way to spread the cost of sidewalks amongst the neighborhood where work is being done or just have the City absorb the cost of the project within the overall project budget. Essentially eliminating special assessments. Mayor Swadley said that the City has already taken steps to look into changing how sidewalks, curb and gutter and aprons are assessed. This topic will eventually be taken to the finance committee for review once a draft is ready for debate.

2) Approve July 16, 2020 Meeting Minutes: Motion by Reeves seconded by Boersma to approve the minutes. Motion carried 4-0.

Old Business:

3) Discussion and Possible Action Regarding Language Revision to the Sidewalk Installation Policy:

After the July 28, 2020 City Council meeting, the proposed sidewalk policy was sent back to committee to address certain concerns that some alders had with the draft policy.

- Alder Majewski stated that requiring staff to document every single decision that goes into the planning of a road construction project would be unnecessarily burdensome to an already strapped City work force. Many of the items in the draft policy are already being done by staff, it just wasn't outlined in the current policy. Alder Majewski also stated that he wasn't against the way the draft policy is put together, but he wanted to reduce any unnecessary paperwork for staff.
- Director Hebert stated that any discussion surrounding recommended changes to policy or overall construction plans would be captured in the minutes from the public works committee. This would offer the documentation that alders are seeking and not add any unnecessary paperwork to the process. Hebert also stated that even though staff already

does most, if not all, of the items laid out in the draft policy, the draft policy does offer the transparency in the process that both alders and the public were asking for.

- Alder Reeves reiterated that many of the steps in the draft policy staff and the committee already do, but agreed that the draft policy will add transparency in the decision making process.
- Alder Hundt liked the idea of using the minutes to create a record of any discussion proposing to deviate from policy. He added that the minutes should reflect the items laid out in the draft policy under section IV (5) i-ix:
    - ADA accessibility
    - Available right-of-way
    - Vehicular and pedestrian traffic volume
    - Connectivity to existing sidewalks
    - Excessive costs due to physical characteristics such as the need for extensive retaining walls
    - Proximity to parks, schools, churches and other highly traveled destinations
    - Environmental impacts such as trees and wetlands
    - Length of dead end street or cul-de-sac
    - Budgetary Impacts to the City

Motion by Boersma and seconded by Reeves to recommend approval of the draft sidewalk installation policy to the City Council at the next regularly scheduled meeting.

Motion carried 4-0 with the Mayor voting yes.

(4) Future Agenda Items: None at this time

(5) Adjourn

Motion to adjourn by Reeves, seconded by Boersma to adjourn the meeting at 6:40 pm. Motion carried 4-0.

Respectfully submitted by Brett Hebert

DRAFT