



CITY COMMISSION POLICY MANUAL

Street Paving, Sidewalk & Design Standardization Policy

Department:

Underground Utilities & Public
Infrastructure

Date Adopted:

June 7, 1995

Last Revised Date:

August 23, 2023

600.01 AUTHORITY

PASS

City of Tallahassee-Leon County Comprehensive Plan.

Goal 1: [M] **MOTORIZED, BICYCLE, AND PEDESTRIAN CIRCULATION:** Establish and maintain a safe, convenient, energy efficient, and environmentally sound automobile, transit, bicycle and pedestrian transportation system, capable of moving people of all ages and abilities as well as goods.

Objective 1.2: [M] **COMPLETE STREETS:** The transportation system shall be designed and operated to provide safe, convenient and context-sensitive access for pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities.

Policy 1.2.3: [M] Establish and maintain a safe and effective system of bicycle lanes, sidewalks, and shared-use paths in conjunction with existing and planned roadways and the Greenways Master Plan. Where design criteria allow, and safe operation will occur, separate bicycle and pedestrian traffic from vehicular traffic. Provide adequate and secure bicycle parking facilities at major destinations.

Policy 1.2.4: [M] In coordination with the Capital Region Transportation Planning Agency, maintain a bicycle and pedestrian master plan and pursue implementation funding.

Street Assessment Program

Code of Ordinances PART II – CODE OF GENERAL ORDINANCES Chapter 16 – SPECIAL ASSESSMENTS ARTICLE II – PUBLIC WORKS PROJECTS.

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 Policy3.4.4 [C]: "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 Protection Zone (CPZ) (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:

1. Clearing in the CPZ will be kept to a minimum.
2. 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.
3. 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).
Florida Building Code, Accessibility Public Rights of Way Accessibility Guidelines (PROWAG)

600.02 PURPOSE

To establish minimum Street Design Standards for all City streets, to provide programs to upgrade substandard paved and unpaved streets, where practical, and to establish a standard procedure to provide sidewalks to support new development and redevelopment 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, where practical and, except where otherwise exempted by this policy, is to upgrade all existing public and private streets within the City limits and/or to provide sidewalks on all public and private streets with the City limits

600.05 DEFINITIONS:

- A. **Arterial** - 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.
- B. **CPZ** – Canopy Road Protection Zone
- C. **General Manager** – Underground Utilities and Public Infrastructure General Manager
- D. **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.

- E. **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.
- F. **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.
- G. **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.
- H. **Multimodal Transportation District (MMTD)** – The MMTD is a district established by the City of Tallahassee and Leon County, shown in the Multimodal District Boundaries Map found in Sec. 10-280.3 (Figure 1) of the Land Development Code (LDC) for the purpose of promoting walking, bicycling and transit use in order to reduce dependence on the automobile. Those roadways and associated rights-of-ways shown as boundaries for the MMTD shall be considered part of the MMTD.
- I. **Pedestrian and Street Safety Program (PASS)** - This program was developed to upgrade collector and arterial roadways within the City limits. The City ranks all nonstandard arterials and collectors in the City and upgrades them, as funding is available.
- J. **Street Assessment Program** - This program provides residential neighborhoods with the opportunity to petition the City to improve their private streets. Pending City Commission approval and appropriation, 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. Once this process is complete all roadways will be public roadways owned and maintained by the City.
- K. **Street Design Standards** – Minimum standards related to roadway, bike lane and sidewalk construction within the City of Tallahassee.

600.06 STREET DESIGN STANDARDS:

The following minimum standards have been established by the City Commission for street design, including the location and placement of sidewalks and bike lanes. The General Manager, or 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. Infrastructure located within the MMTD shall also meet MMTD standards:

- A. **Arterial Road** - requires sidewalks and bike lanes on both sides of the street. Arterial roadways shall be access controlled and be designed in accordance with Rule 14-97.003 F.A.C Access Control Classification System and Access Management Standards.
- B. **Major Collector** - requires sidewalks and bike lanes on both sides of the street.
- C. **Minor Collector** - requires sidewalks on both sides of the street.

- D. **Local and Minor Local Streets** - require sidewalks on one side of the street outside of the MMTD and both sides of the street inside the MMTD. Dead end and cul-de-sac Local Streets in residential neighborhoods do not require sidewalks if they serve 25 or fewer residential units.
- E. **Design Speed** – Design speed of City roadways shall not be less than 25 mph. The General Manager, or 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.
- F. **Bike Lanes** - when required shall be designed and constructed in accordance with Florida Department of Transportation Design Manual (FDM) 223.2, Bicycle Facilities 2023 edition. When adjacent to on-street parking bike lanes shall be a minimum of five feet in width with a three-foot-wide buffer. The General Manager, or designee, may allow the use of a minimum 10' wide multi-use trail in lieu of on street bike lanes (for each bike lane in each direction), if in his opinion, it is in the best interest of the City. The General Manager, or designee, may grant a waiver to these requirements if extenuating conditions exist or the existing right of way is limited.
- G. **Local Residential Streets** - do not require sidewalks, regardless of the number of residential units served, if all the below criteria are satisfied:
 - 1. A residential subdivision creates no more than two lots, and
 - 2. The proposed subdivision is not located within the MMTD, and
 - 3. The subdivision is located on a local residential street in which a proposed sidewalk is not identified on the City's priority list, and
 - 4. The exemption is a one-time exemption for the dividing interest and the parent parcel.
- H. **Sidewalk Width:**
 - 1. **Outside of the MMTD**, 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 General Manager or 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 General Manager or designee may grant a variance to these requirements, if the granting of such a variance, in their opinion, is in the best interest of the City.
 - 2. **Within the MMTD**, sidewalks shall meet the width and setback requirements detailed in the LDC, Chapter 10, Article IV, Division IV, Section 10-283.4(a)(2) Transportation Network; Section 10-285 Table 2A, Vehicle Lane Dimensions for New Public Roadways; and 10-285, Table 3, Public Frontages, as it may amended from time to time.

600.07 FUNDING:

PASS Program

The City will fund 100% of PASS projects when funding is appropriated. Street Assessment Program For approved projects consistent with the requirements for special assessments found in the Code of General Ordinances, 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 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:

1. The street must have an existing open ditch cross-section that does not meet current roadside design criteria minimum standards, pavement width of 30 feet or less and little or no usable shoulder for vehicular breakdown or pedestrians, and
2. The street must be a City street and projected as a long-term City street, and
3. The improvement must be compatible with the adopted major thoroughfare plan, and 4. The roadway must be classified as an Arterial or a Collector roadway.

Street Assessment Program

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

1. The roadway must be a residential roadway.
2. Developments and associated roadways permitted as Condominium Associations are not eligible.
3. If the roadway right of way is owned or controlled by a homeowner association (“HOA”) or a single owner, two-thirds (2/3) of the adjacent property owners must request the improvements. The HOA or single roadway/property owner must donate the required rights-of-way and easements within 1 year of funding appropriations.

In addition to the above, if the roadway is in an easement, and/or with multiple owners where adjacent parcels own to the centerline of the roadway, one hundred (100) percent of the adjacent property owners must request the improvements and donate the required rights-of-way and easements within 1 year of funding appropriations.

600.09 PROCEDURES:

PASS Program

Once a street has met all PASS eligibility criteria, it is ranked and placed on the PASS project listing. The priority rating of each identified project will be based on the factors listed below. This rating will determine the priority for each street section. The roadway with the highest rating 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 walking distance of the street, up to a maximum of thirty (30) points.
2. Engineering Judgment Factor (5 points maximum) - This factor allows points for safety considerations based on engineering judgment, which have not been adequately considered by the other factors.
3. Roadside Hazard Factor (maximum of 10 points based on the criteria below):

- a. Ten (10) points will be added for any street section that has open ditches that do not meet current roadside design criteria on both sides of the roadway, and presents a hazard to vehicles and pedestrians using the roadway, or
 - b. Five (5) points will be added for any street section that has an open ditch that does not meet current roadside design criteria on one side of the roadway, and presents a hazard to vehicles and pedestrians using the roadway, or
 - c. Two (2) points will be added for any street section that has an open ditch that does not meet current roadside design criteria on one side of the roadway for less than half the length of the roadway, and presents 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 walking distance of the street. If there are more than two schools within one-half (1/2) mile walking distance 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 - 25 years (20 max, 0 min) Example: Street has been in the City for 34 years (34-25 = 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 X 7 crashes / 2.0 miles = **7 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

Requests for street assessment projects will be referred to the City of Tallahassee, Public Infrastructure Engineering Division. The following procedures will be followed (see Tallahassee Code, Chapter 16, Article II for detailed procedures).

1. Petition for paving by special assessment shall be submitted by 2/3 of the affected property owners to the City if the roadway right of way is HOA or single owner owned. If additional rights-of-way or easements are required, petitioners should include their willingness to donate the needed rights-of-way or easements.
2. In addition to #1 above, one hundred (100) percent of the adjacent property owners must request the improvements and agree to donate the required rights of-way and easements if the roadway is within an easement, and/or has multiple owners.

3. Preliminary project estimates will be prepared by the Public Infrastructure Engineering Division after the initial petition is received. The estimate shall include all anticipated costs related to the proposed project.
4. The Public Infrastructure Engineering Division conducts the first polling of the property owners regarding their desire to have the project constructed as an assessment project, indicating the estimated assessment and estimated interest rate.. If the poll results satisfy the requirements of this Policy and City Code, and if the City Commission agrees to construct the project, then the process will continue.
5. At this stage, the City Treasurer-Clerk files a caveat in the Leon County public records.
6. After the caveat is filed, the City Commission will consider a resolution to commence the street paving assessment process. If the resolution is approved by the City Commission, the Public Infrastructure Engineering Division prepares construction plans and establishes a maximum assessment. If the City Commission does not approve the resolution and decides not to pursue the project, the street paving assessment process will be terminated.
7. Following a second polling of the property owners, conducted by the City, the City Commission holds a Public Hearing on the poll reports, project need, proposed maximum assessments, approves setting the maximum assessment, and considers whether to authorize 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.
8. Following the completion of construction, in the event the cost of the public works project increased above the estimated cost of such project, the City may create an additional assessment roll to reflect the final actual cost of the public works project. Upon completion of the additional assessment roll, the City shall hold a Public Hearing and provide notification to affected property owners as required by City Code Section 16-36. 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.

Sidewalk Requirements for New Development and Redevelopment

Developers must construct sidewalks in accordance with City of Tallahassee Street Design Standards on all existing or new roadway frontages of the site.

Streets with commercial establishments, regardless of roadway classification, shall be required to have sidewalk constructed on both sides of the roadway.

Existing sidewalks on all frontages must be brought up to current City of Tallahassee and ADA design standards.

The General Manager, or designee, may allow a fee-in-lieu of sidewalk construction, if in their opinion, it is in the best interest of the City. An estimate of construction costs shall be provided to the Public Infrastructure Engineering Department for review and concurrence. 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.

Developments adjacent to a CPZ shall provide the following to the Public Infrastructure Engineering Department prior to final development approval:

1. A tree location survey of the CPZ in accordance with Chapter 5 of the City of Tallahassee Land Development Code (LDC); and
2. A sidewalk construction plan for all sidewalks within the CPZ subject to the review and approval of the Public Infrastructure Engineering Department and the City's Urban Forester; and
3. All easements necessary for sidewalk construction and maintenance; or
4. A fee-in-lieu -of sidewalk construction. Listing Update The listing of eligible streets for the programs will be updated by the Public Infrastructure Engineering Division to determine the highest priority projects before selecting the projects to be incorporated into the Capital Improvement Plan.

600.10 ADMINISTRATION:

The Underground Utilities and Public Infrastructure 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 also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

600.12 EFFECTIVE DATE:

This policy shall become effective upon adoption by the City Commission on August 23, 2023.

REVISIONS:

- Street Paving, Sidewalk and Design Standardization Policy – 08/23/2023
- 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