

**RESOLUTION 23-199**

**A RESOLUTION TO APPROVE AMENDMENTS TO THE CITY OF SPRING HILL'S  
NEIGHBORHOOD SIDEWALK PROGRAM**

**WHEREAS**, the City of Spring Hill adopted the Neighborhood Sidewalk Program by Resolution 14-25 by which projects may be requested to install sidewalks in areas to improve safety or establish connectivity; and

**WHEREAS**, the program policy guidelines have not been updated since origination of the program; and

**WHEREAS**, City staff and the Transportation Advisory Committee recommend minor amendments to the policy guidelines, as detailed in Exhibit A attached hereto, to be effective immediately; and

**WHEREAS**, all other terms and conditions not amended remain in full force and effect.

**NOW, THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen approves amendments to the City of Spring Hill's Neighborhood Sidewalk Program, as detailed in Exhibit A, attached hereto.

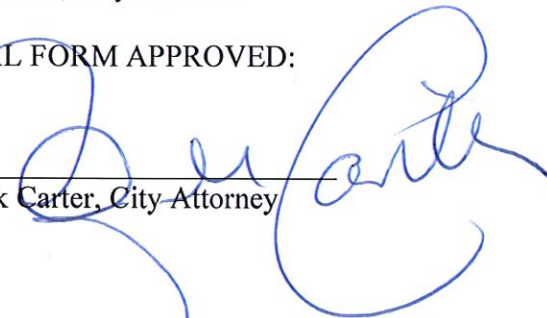
**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 2<sup>nd</sup> day of October, 2023.**

  
\_\_\_\_\_  
Jim Hagaman, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick Carter, City Attorney

**NEIGHBORHOOD SIDEWALK PROGRAM (NSP)**  
**CITY OF SPRING HILL, TENNESSEE**  
*Amended October 2023*

**INTRODUCTION**

The City of Spring Hill Board of Mayor and Aldermen identified a need for a program that allows quick response to requests for projects, multi-modal in nature. Project segments of this type may take an unacceptably long time to prioritize within a traditional Capital Improvement construction program funding mechanism due to their short length, disconnected nature and perceptions related to public support. Therefore, the Neighborhood Sidewalk Program (NSP) provides a separately funded annual budget allotment to be spent for small scale projects, including sidewalks and multi-use trails, which are based on the availability of funding and meet specific project criteria.

The main criteria and goals of this program are to provide:

- Improved safety
- Improved pedestrian mobility
- Improved connectivity to schools
- Improved connectivity to park and recreation facilities
- Improved connectivity between multiple land uses
- Improved connectivity to Transit options
- Partnership with neighborhoods to complete projects

The City of Spring Hill Neighborhood Sidewalk Program (NSP) serves as a way for the city to partner with neighborhoods to provide multi-modal facilities within open space and streets located in residential neighborhoods.

**NEIGHBORHOOD SIDEWALK PROGRAM (NSP) PROCESS**

1. There will be two (2) submissions periods for projects – one in October/November for projects to be completed the same fiscal year and one in March/April for projects to be completed in the next fiscal year.
2. A Homeowners' Association, neighborhood group, or individual may request to have a sidewalk or multi-use trail installed in their neighborhood (the Project).
3. The neighborhood must demonstrate support for the proposed Project by submitting a petition to the Public Works for verification.
4. Once the petition is verified, Public Works staff will submit the request and petition to the City Administrator for direction.
5. Public Works will make a field review of the area, document findings, and develop a conceptual cost estimate for the Project.
6. A Project Score will be determined using the NSP Project Criteria Scoring Worksheet ~~score will be developed for the Project~~ and the Public Works staff will develop a recommendation for the City Administrator.
7. The Project will be included on the list of annual Neighborhood Sidewalk Program projects and placed in order based upon the Project score.

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8. If directed by the City Administrator, Public Works staff will develop a final project design and cost which will be presented to the neighborhood in a neighborhood information meeting.
9. Once the neighborhood can provide the matching funding, the final design and cost will be presented to the Mayor and Board of Mayor and Aldermen for consideration of approval and funding.
10. Upon Board of Mayor and Aldermen approval, the Project will be implemented at the direction of the City Administrator

#### **PROJECT NEIGHBORHOOD SUPPORT DEMONSTRATED THROUGH PETITION**

The City of Spring Hill requires that there be wide support from the community for implementing this program in its neighborhoods. The neighborhood petition to demonstrate support for a Project must be received with at least sixty-five percent (65%) of all property owners (as identified by Maury County or Williamson County Register of Deeds) of property abutting the Project where the Project is proposed. The Petition should include the name, property address, mailing address (if different than property address), telephone number and/or email address(es) for each petitioner. Any abstention or non-response, if it can be demonstrated through written record or signature that an impacted property was given the opportunity to agree with the petition, will be considered a non-vote (i.e. neither a "Yes" nor a "No", with the Total Number reduced accordingly) towards the percentage required to demonstrate neighborhood support.

The petition must identify a primary contact who will take responsibility for the information submitted and assisting City staff throughout the project. The petition should be presented in writing to the following:

City of Spring Hill  
c/o Neighborhood Sidewalk Program  
PO Box 789  
199 Town Center Pkwy  
Spring Hill, TN 37174

A spouse's signature will not be acceptable if he/she is not the legal owner. If both husband and wife are joint legal owners, both signatures are required, but will count as a single vote. A "Mr. and Mrs." signature is not acceptable. All owners must sign individually, including owners of undeveloped lots. Renting tenants are not an acceptable substitute for the legal homeowner. The percentages will be calculated, based on individual lots where the owners sign affirmatively, divided by the total number of lots in the neighborhood (less the total number of lots for abstentions or non-responses). Each lot counts as only one lot regardless of the number of owners signing. Where a neighborhood has a homeowners' association or other legal mechanism allowing a group less than the previously stated required percentages to represent their position on matters such as these, this mechanism may replace the petition process as approved by the City Administrator after consultation with the City Attorney.

The completed petition must be returned to Public Works where it will be verified against tax records and land lot maps to ensure that it meets all requirements. The petition will be presented to the City Administrator for action. Public Works and the City Administrator reserve the right to set a reasonable expiration date on petition signatures.

## NEIGHBORHOOD COST SHARE

It is recommended that all installation costs for the Neighborhood Sidewalk Program project be shared between the City and the neighborhood, with the City providing up to 75%, depending on funding availability, and the neighborhood providing 25%. Installation costs include but are not limited to: establishment of a level shoulder, reconstruction of driveways, construction of the Project, sign and pavement marking modifications, and landscaping. Mailbox relocation, if required by the final design, will be a homeowner responsibility. For Projects that ~~require~~ fall outside of easements or City Right-Of-Way, the neighborhood will assist the City in obtaining the necessary easements or Right-Of-Ways that are required for the Project to be constructed.

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## NEIGHBORHOOD SIDEWALK PROGRAM PROJECT REQUEST CRITERIA

Project requests will be scored using the Project Criteria Scoring Worksheet to develop a Project Score which determines a priority for implementation. ~~on the following criteria. These criteria will be used to score Projects to determine a priority for implementation of the neighborhood requests:~~

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### Project Criteria Factors include:

**Safety Factor:** Any potential or demonstrated pedestrian safety hazard, such as crash history, topography, roadway alignment, street lighting, speeds, or completing a missing segment of an existing facility will increase the justification for a project.

**Trip Generator Factors:** Walking becomes an alternative form of transportation when located near a private or public school, Parks and Recreation facility, Transit and Civic facilities. Therefore, this will increase the justification for a project.

**Land Use (Zoning) Factors:** Requests for projects that promote pedestrian connectivity between land uses, such as links between residential, commercial, and office use will increase the justification for a project, as will higher density zonings, versus lower density zonings.

**Other Factors (Constructability):** Existing shoulder and curb and gutter conditions will have an impact on the project cost and feasibility. Good condition curb and gutter and flat, unobstructed shoulder conditions will increase the justification for a project.

**Other Factors (Location):** Requests on roadways that are considered Arterial or Collector according to the City of Spring Hill Major Thoroughfare Plan will increase the justification for a project, as will projects that complete missing segments (either at fault of the City, or otherwise).

**Neighborhood Cost Share Amount:** Projects with a greater Neighborhood Cost Share will increase the justification for the project.

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