



January 7, 2020

Re: **Sidewalk Petition #2019-15 – Kelford Street**

Dear Property Owner:

The City of Raleigh has received a request to petition for sidewalk along **Kelford Street** from **Gorman Street** to **Stovall Drive**. In order for the petition to be considered successful City policy requires a minimum of fifty percent plus one (50%+1) of the votes or responses received being in favor of the proposed sidewalk. **Our staff Engineers have reviewed the street and are recommending installation of a 5 foot wide sidewalk on a 3.5 foot typical setback from the curb on the North side of the street.** Adjustments to the sidewalk width and setback may be included in the final design to avoid major impacts in certain areas as needed and determined by our Engineering staff.

Please complete and sign the enclosed petition form and return it using the enclosed return envelope by February 21, 2020. The petition form must be signed by all persons currently claiming ownership of the listed property. A “yes” or in favor vote will not be counted unless all property owner signatures are provided. A scanned copy of the completed form may be returned to us via email at PetitionSpecialist@raleighnc.gov, or via fax at 919-996-7167. We also offer the option of online voting for those that wish to complete the voting process without returning a hardcopy of the petition form. To access the online voting portal go to www.publicinput.com/2019-15 to enter your unique vote code for the Kelford Street Sidewalk Petition and your responses. Your vote code is on the petition response form.

Property owners will not be assessed for sidewalk improvements however there may be impacts to abutting properties where they border the street right of way. Upon completion of official surveys additional easements may be needed and acquired from abutting property owners. Once the petition expires property owners included in the petition will receive a letter indicating the official petition results. If the petition is successful, a public hearing will be held before the City Council to give all affected property owners the opportunity to provide comments on the proposed sidewalk. At the close of the hearing the City Council will take action on the petition request. All property owners included in the initial petition will be notified of the scheduled date and time of the public hearing. If the Council authorizes the construction of the sidewalk, the timeline for design and construction will typically be 24-48 months depending on available funding and scheduling.

Again, **please submit your vote online or return the enclosed form by February 21, 2020.** If you have any questions regarding this petition or the petition process, please feel free to contact an Engineering Specialist at (919) 996-5575. Information is also available at www.raleighnc.gov, search: “sidewalk petition program.”

Sincerely,


Donetta Powell

Transportation Analyst

City of Raleigh | Transportation Department | Office of Transportation Planning

One Exchange Plaza
1 Exchange Plaza, Suite 1020
Raleigh, North Carolina 27601

City of Raleigh
Post Office Box 590 • Raleigh
North Carolina 27602-0590
(Mailing Address)

Municipal Building
222 West Hargett Street
Raleigh, North Carolina 27601



City of Raleigh Transportation Department

Petition for Sidewalk Improvements

Sidewalk Petition # 2019-15- Kelford Street from Gorman Street to Stovall Drive

Property Location/Online Vote Code: _____ / Vote Code _____

Listed Property Owner(s): _____

Mailing Address: _____

- **Please check one option and SIGN APPROPRIATELY**

(signatures of all property owners is required. If you are signing for a company, corporation, LLC, etc. you must clearly print and sign your name indicating your capacity or authority to sign on behalf of and all parties must agree upon vote)

_____ Yes, I am in favor of the construction of a sidewalk along the above mentioned street.

_____ No, I am opposed to the construction of a sidewalk along the above mentioned street.

Signature

Signature

- **Please provide your contact information and comments below**

Telephone Number: _____ Email: _____

Please vote online at www.publicinput.com/2019-15 or return this form by February 21, 2020, using the enclosed return envelope, via email at PetitionSpecialist@raleighnc.gov or fax to 919-996-7167.



PRELIMINARY PLANS
DO NOT USE FOR CONSTRUCTION
PLAN NUMBER 2019-15

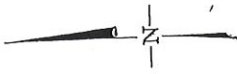
SIDEWALK
PETITION SW 2019-15

KELFORD STREET
TO STOVALL DRIVE
FROM GORMAN STREET

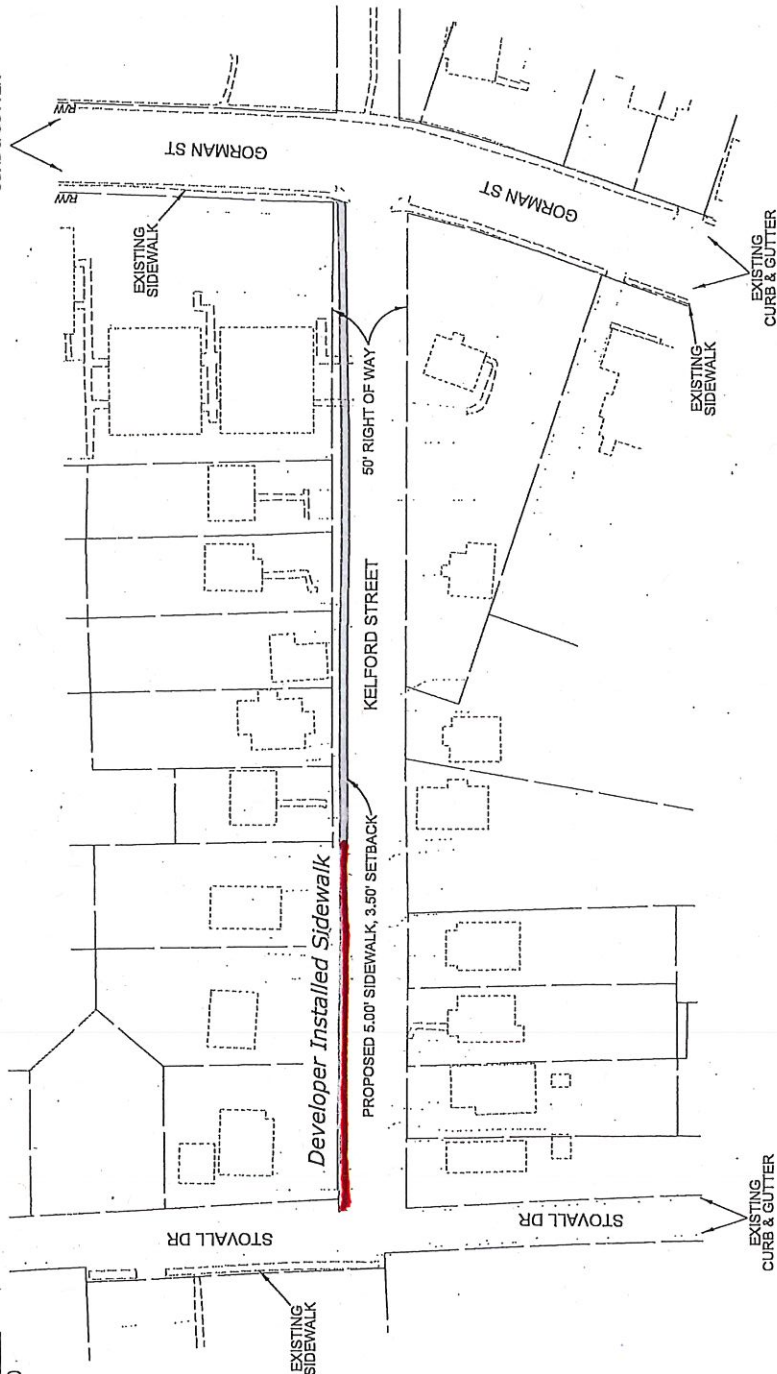
DATE	11/14/2019
DESIGNED BY	RE
CHECKED BY	RE
DATE	
NO.	

SCALE	1" = 40'
SCALE	1" = 40'

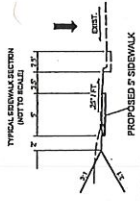
PET-1



* THE FOLLOWING PROPERTIES MAY HAVE THE SETBACK REDUCED
AT THE ENGINEER'S DISCRETION IN ORDER TO ACCOMMODATE
SEVERE TOPOGRAPHIC CHALLENGES AND PROPERTY IMPACTS.



VICINITY MAP (NOT TO SCALE)



- NOTE:
1. THIS MAP IS AN APPROXIMATION OF PROPOSED IMPROVEMENTS.
 2. THE MAP IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION.
 3. THE MAP IS NOT A GUARANTEE OF THE ACCURACY OF THE INFORMATION.
 4. PLANNING IS FOR MAKE COUNTY GIS INFORMATION, NOT EXACT AND NOT FIELD VERIFIED.





City of Raleigh
Transportation ~ Office of Transportation Planning
222 W Hargett St ~ PO Box 590 ~ Raleigh, NC 27602
Office (919) 996-5575
PetitionSpecialist@raleighnc.gov

Revised 9/1/2019

Sidewalk Petition Policy

Requesting Sidewalks

Residents/Citizens may contact City Staff about any street that is missing sidewalks. Staff will review the existing conditions of the street where sidewalk is being requested to determine eligibility of the sidewalk request.

Requests for sidewalk on streets that are classified as “non-residential” streets do not require a petition. To have a non-residential street, with existing curb and gutter, considered for sidewalk, a verbal or written request is sufficient for placing that street on a priority list. The request will be received by the Office of Transportation Planning then evaluated and ranked against other requests for inclusion in the CIP Sidewalk Program.

Requests for sidewalks on streets that are classified as “residential/neighborhood” streets require a petition for consideration, with the exception of small missing gaps between existing sidewalks which may be considered without petition. These requests will be received by Office of Transportation Planning Staff in the City’s Transportation Department.

In order for the street to be eligible to be petitioned, the existing conditions must meet the following criteria:

- The street must be a publicly maintained residential neighborhood street.
- The street right-of-way must be completely within the City limits.
- The sidewalk project can not be already included in the sidewalk prioritization list. (To avoid duplication of effort)
- The street must have curb and gutters, otherwise, the request must go through the normal street improvement petition process and will include sidewalk. Under certain circumstances, an alternative asphalt sidewalk may be desirable. This would not require the inclusion of a curb and gutter street. City Staff will determine if this is an option.
- The street must have a minimum one block length of missing sidewalk or have missing sections of sidewalk impacting three or more parcels for consideration.

City Staff will determine a recommendation for placement of the desired sidewalk in compliance with the City’s Unified Development Ordinance (UDO) and other Federal and State guidelines as indicated in the petition letters. Staff will research current ownership with the Wake County Register of Deeds and Tax Office records. The petition letters will be mailed accordingly. In order to be counted in the petition sufficiency, the signatures must be provided on the petition response forms and as identified according to ownership records on file with the Wake County Tax Office. The City of Raleigh’s current standard for new construction of sidewalk is to construct a six foot wide sidewalk on a six foot wide setback from the curb. Existing conditions of the street and factors such as utilities and topography are taken into consideration to avoid major impacts. Adjustments to the sidewalk width and setback may be included in the sidewalk petition recommendation. Prior to the issuance of a sidewalk petition property owners along the street and surrounding area may be invited to attend a Community Involvement Meeting held by City Staff to discuss the potential sidewalk improvements and receive additional input.

In a situation where there is no single-family ownership such as an estate, trust, or business, a representative may sign the form as long as they clearly indicate their association and provide a phone number so that the signature can be verified. A copy of the petition letter and a list of the property owners included in the petition will be provided to the Petitioner/Requestor for their use in contacting the property owners and encouraging support for the requested sidewalk project.

The petition information will be posted to the City's website for viewing. While the petition is open/active periodic updates of the petition status will be provided to the Petitioner/Requestor.

Validity of A Sidewalk Petition

After determining the requested street meets the requirements for a sidewalk petition, Staff will prepare and mail a petition letter and response form along with a return postage-paid envelope to all abutting property owners along both sides of the street requesting their signature(s) indicating whether they are in favor of or opposed to the recommended sidewalk improvements to their street. **In order for the petition to be considered successful and be presented to City Council the responses received must represent a minimum of 50% + 1 additional vote being in favor of the recommended improvements from the petitioned abutting property owners along both sides of the street by the petition expiration date.** Petitions will remain open for a period of 45 days from the date of mailing. Once the petition expires and is closed, staff will validate the responses received and determine the official results. If the petition is unsuccessful the City will not take any further action and the street will not be eligible to be re-petitioned for a minimum of a one year period. If the petition is successful City Staff will present the petition to City Council to consider holding a Public Hearing where City Staff will ask City Council to authorize the petition to become a petitioned sidewalk project. Property owners will be notified by the City Clerk's Office of the date of the Public Hearing.

Timeline/Construction

Once approved by City Council and funding has been appropriated, the Engineering Services Roadway Design/Construction staff will begin the official design process which typically takes 12-24 months. At the 65% design phase property owners will be invited to a public meeting and will be given the opportunity to view the proposed design, impacts to their property frontage and provide input on the sidewalk's design. In some cases, construction of the sidewalk may require that right-of-way and/or easements be acquired from abutting property owners. Other property impacts that could affect abutting property owners are personal items placed in the right-of-way. Details of what areas may be impacted, and where easements may be needed will not be known until surveys have been completed and the sidewalk has been designed. Once the design is been completed, approved and necessary right-of-way/easements have been acquired, the project(s) will be bid for construction. The construction phase will typically take 6-12 months from notice to proceed date.

All requests for petitions should be made through the Transportation Department Office of Transportation Planning. If you are interested in additional information pertaining to the City's petition process for street and sidewalk improvements, **please contact the us by calling (919) 996-5575 or via e-mail at PetitionSpecialist@raleighnc.gov.**