

Neighborhood Sidewalk Program (NSP)

The Town of Manlius Supervisor and Town Councilors identified a need for a program that allows neighborhoods to organize and build sidewalks to help our children safely walk to school, connect our villages and to increase overall walkability in the Town of Manlius. Therefore, the Town of Manlius has created a Neighborhood Sidewalk Program (NSP) to guide residents through the process of creating a sidewalk district to fund, build and maintain sidewalks and multi-use trails, based on the availability of funding and meeting specific project criteria. This program will use [Town Law Article 12-A](#) to form a sidewalk district if all criteria is met.

The Town of Manlius Neighborhood Sidewalk Program (NSP) serves as a way for the town to partner with neighborhoods to fund, build and maintain sidewalks and multi-use trails.

The goals of the Neighborhood Sidewalk Program are to provide Town of Manlius residents with:

- Improved safety
- Improved pedestrian mobility
- Improved connectivity to schools
- Improved connectivity to parks and recreation facilities
- Improved connectivity between multiple land uses
- Improved connectivity to transit options

Neighborhood Sidewalk Program Process

1. Meet with the Town Supervisor or a Town Councilor to present your proposed project and to review the process of creating a sidewalk district in your neighborhood.
2. A neighborhood group, Homeowners' Association or an individual gathers petition signatures from property owners in the desired neighborhood showing support for the project. The Town Board requires at least 65% of property owners in the proposed neighborhood to show support by the petition signatures.
3. Once the application and petition are verified by the Town Clerk, the proposed project will be presented at a Town Board meeting.
4. If accepted by the Town Board, the town engineer will draft a map, plan and report. This report would include who will be included in the sidewalk district, estimation of costs and grant opportunities.
5. Once the map, plan and report is completed, an informational neighborhood meeting will be held to discuss options and cost with residents.
6. A required public hearing will be scheduled to hear from residents and present the final proposed sidewalk plan.

7. After a public hearing is held, the town board can vote on creating a new sidewalk district which will be subject to a [permissive referendum](#).
8. If no petition for referendum is filled within 30 days and the state comptroller approves, the town board resolution becomes effective and the new sidewalk district is formed.
9. Once the sidewalk district has been formed, the Town & residents will apply for grants, set up funding for the project and go out to bid for the project.

Project Neighborhood Support Demonstrated Through Petitions

The Town of Manlius 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 property owners in the proposed sidewalk district. The Petition should include the name, and address for each petitioner.

The petition must identify a primary contact who will take responsibility for submitting information and assist the Town throughout the project. The petition should be presented in writing to the following:

Town of Manlius
c/o Neighborhood Sidewalk Program
301 Brooklea Drive
Fayetteville, NY 3066

All homeowners must sign individually, including owners of undeveloped lots. The percentages will be calculated, based on individual lots where the owners sign affirmatively, divided by the total number of lots in the neighborhood. Each lot counts as only one lot regardless of the number of owners signing.

The completed petition must be returned to the Town Clerk where it will be verified against tax records and land lot maps to ensure that it meets all requirements. Once verified, the proposed project will be presented to the Town Supervisor and Town Board to be evaluated.

Neighborhood Cost Share

It is recommended that all installation costs for the Neighborhood Sidewalk Program project be shared between the Town and the neighborhood. The Neighborhood Cost Share will be dependent on what grants are available for projects to reduce the overall cost for the sidewalk district. 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, mail box relocation and landscaping.

Neighborhood Sidewalk Program Project Request Criteria

Project requests will be evaluated on the following criteria. These criteria will be used to determine a priority for implementation of the neighborhood requests:

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 path 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.

Neighborhood Cost Share Amount: Projects that qualify for grants will increase the justification for the project.

Construction feasibility, including available funding, geographic constraints, and right-of-way: Available funding, geographic constraints, and right-of-way. Adequate right-of-way and/or easements must exist or be donated to the town. 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. For Projects that require changes that fall outside of easements or Town Right-Of-Way, the neighborhood will assist the Town in obtaining the necessary easements or Right-Of-Ways that are required for the Project to be constructed.

Public Support: The Town Board requires 65% of property owners within the proposed sidewalk district to be in support of the project. This will be demonstrated by the petition requirement with the application of the NSP. The Town Board will be specifically looking for high support among property owners at the project location.

RESOLUTION

A RESOLUTION OF THE TOWN OF MANLIUS, NEW YORK ADOPTING A NEIGHBORHOOD SIDEWALK PROGRAM

WHEREAS, the Town of Manlius Supervisor and Councilors recognizes the need to adopt neighborhood sidewalk policies and procedures to address residents recreation and safety concerns; and

WHEREAS, the Town of Manlius is committed to being a supporting partner in helping residents and neighborhoods devise creative and workable ways to enhance neighborhood safety and livability by working closely with neighborhoods to implement effective and cost efficient solutions; and,

WHEREAS, Sustainable Manlius has prepared the attached Neighborhood Sidewalk Program for the Town of Manlius, New York and recommends its adoption.

Now, THEREFORE BE IT RESOLVED, by the Town Supervisor and Town Board of the Town of Manlius, New York, that the attached Neighborhood Sidewalk Project; and,

BE IT FURTHER RESOLVED, that Town Staff are authorized to perform such actions as are necessary and appropriate for the implementation of the Neighborhood Sidewalk Program; and,

BE IT FURTHER RESOLVED, this resolution shall take effect from and immediately after its passage.