

# Memorandum

## Department of Public Works



**TO:** Michael O. Geisel, P.E.  
City Administrator

**FROM:** James A. Eckrich, P.E. *JAE*  
Public Works Dir. / City Engineer

**DATE:** July 30, 2021

**RE:** City of Chesterfield Sidewalk Program

As you know, the City of Chesterfield maintains 254 miles of sidewalk and 2,280 curb ramps. The sidewalk and curb ramps are maintained in accordance with the City's ADA Transition Plan, approved by City Council on October, 2018 and updated annually, with the most recent update March, 2021. The ADA Transition Plan and City Sidewalk Program are supplemented with Council Policy PW-38, Council Policy PW-41, Planning and Public Works Departmental Policy PPW-046, and Planning and Public Works Departmental Procedures PPW-1013, PPW-1014, and PPW-1046. Each of these policies and procedures is attached.

Maintenance of the City's substantial sidewalk and curb ramp infrastructure requires annual inspections, significant documentation and planning, ongoing maintenance, and annual funding. Sidewalks are currently inspected on a three-year cycle, with one-third of the City's sidewalk inspected each year. The results of those inspections, as well as ongoing Requests for Action (RFAs) from residents, are used to plan annual sidewalk work. Sidewalk projects are currently funded in the following ways:

- Annual allocation of \$300,000 in the Capital Projects Fund (Account 120-079-5497).
- Annual participation in the Community Development Block Grant (CDBG) program administered by St. Louis County, typically resulting in a grant-funded expenditure of approximately \$50,000 to replace ADA compliant curb ramps.
- Supplemental allocation of \$200,000 from the General Fund – Fund Reserves to account for sidewalk work that would typically be addressed by Street Maintenance personnel who are currently dedicated to Ash Tree Removal. This allocation is scheduled to terminate after 2022, when all the City's Ash Trees have been removed.

It is my opinion that our current sidewalk program is effective and has been substantially improved over the past several years. This is primarily due to the revamping of the ADA Transition Plan, increased sidewalk inspection, and better planning for sidewalk projects. That said, with 254 miles of sidewalk and nearly 50,000 residents we are continuously receiving complaints about vertical sidewalk displacement (trip hazards), ponding water on sidewalk, cracking / spalling, and other concerns. Additionally, the City receives numerous insurance claims each year related to sidewalk “trip and falls.” These are not only harmful to injured residents, but they cost the City in deductibles and increased insurance rates. The City’s sidewalk program is intended to identify defects before they become hazards and address problems as effectively and efficiently as possible. It should also be understood that sidewalk defects can be seasonal and occur without advance detection. Further, in a significant number of instances, sidewalk heaving can self-heal as the seasons and weather changes.

Prior to making any recommendations on improving the sidewalk program, I think it is important that everyone understand the current state of the City’s sidewalk system and the methods we use to address sidewalk deficiencies.

The City’s sidewalk system currently contains approximately 15,000 faults or problems. Each of these faults is rated and prioritized within the City’s Transition Plan. Below is a summary of the faults as contained within the most recent update of the ADA Transition Plan. Please note that work orders have been entered for the worst vertical displacements (two inches and greater), and these are being addressed as part of 2021 Sidewalk Replacement Project B.

<b>DESCRIPTION</b>	<b># OF FAULTS*</b>
Vertical Displacement ( >=2in )	153
Vertical Displacement ( >=1in but <2 )	1021
Vertical Displacement ( >=1/2in but < 1 )	1174
Vertical Displacement ( >=1/4in but < 1/2 )	5110
Cross Slope ( >8% )	56
Cross Slope ( >=6% but <8% )	203
Cross Slope ( >=4% but < 6% )	936
Cross Slope ( >=2% but <4% )	3289
Fixed Obstruction	504
Vegetative Obstruction	272
Ponding	591
Cracking	1652
Spalling	61

While this is certainly a large number of faults and problems, it is important to remember that the City maintains 254 miles of sidewalk. Additionally, sidewalk is constructed in such a manner that it is jointed approximately every five feet. These joints control cracking and allow the sidewalk some flexibility to move without

creating additional cracks. Sidewalks placed over expansive soils such as clay will always move due to factors such as tree roots and soil expansion / contraction. This means that while the City could establish a goal of zero faults, the achievement of that goal is unrealistic and can never be attained for any extended period of time. The faults shown on the previous page are prioritized in accordance with the parameters established within the ADA Transition Plan. This is accomplished by inspecting each slab, measuring and tabulating deficiencies, and then calculating a “barrier score.” Those barrier scores are then correlated to a number 0-10, with 10 being no deficiency. As you can see below, over 91 percent of the City’s sidewalk are rated as a 7 or higher. That leaves 10,937 linear feet (2.1 miles) of sidewalk rated as a 6 or below.

### Current Sidewalk Ratings

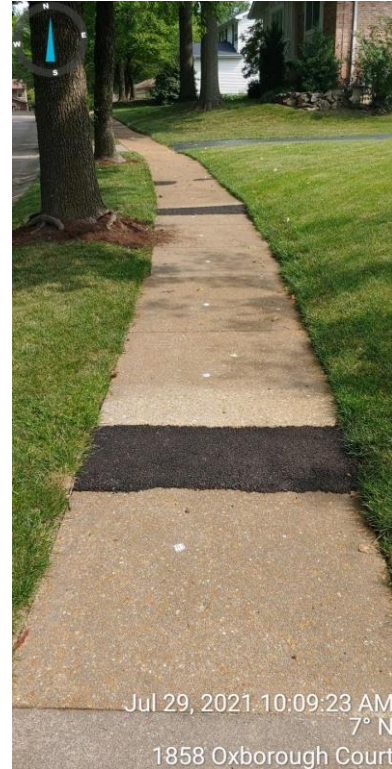
<b>Rating</b>	<b><u>Barrier Score</u></b>	<b><u>L.F. Sidewalk</u></b>	
<b>10</b>	0.0000	508,189	37.92%
<b>9</b>	0.0500	386,658	28.9%
<b>8</b>	0.1000	223,371	16.7%
<b>7</b>	0.1500	110,869	8.3%
<b>6</b>	0.2000	58,939	4.4%
<b>5</b>	0.2500	27,354	2.0%
<b>4</b>	0.3000	19,177	1.4%
<b>3</b>	0.4500	3,905	0.3%
<b>2</b>	0.6000	1,562	0.1%
<b>1</b>	0.7500	-	0.0%
<b>0</b>	1.0000	-	0.0%
		1,340,024	100.00%

The City’s current practice regarding sidewalk improvements is that each year the City Engineering Staff provides Street Maintenance personnel with a list of all vertical displacements two inches or greater. Street Maintenance personnel then address these vertical displacements by grinding the sidewalk or by adding a temporary asphalt ramp. Both methods are shown in the photos on the next page. Our preference is to grind sidewalks whenever practical. While the grinding is somewhat unsightly, it is much more aesthetically appealing than adding asphalt and is mostly tolerated by residents. If a sidewalk fault can be grinded the action is documented in the City’s Work Order system and the Work Order is closed. If the sidewalk cannot be grinded the placement of an asphalt ramp is documented in the Work Order, which is then re-assigned to a Project Manager for sidewalk replacement.

### **Grinding**



### **Temporary Asphalt Ramp**



The City currently manages two sidewalk projects per year, not including the grant funded CDBG curb ramp project. The first project, funded at approximately \$300,000 annually, involves the City replacing all sidewalk deficiencies within a subdivision, or multiple subdivisions. The subdivisions are chosen based upon “clustering” of highly rated faults in the Transition Plan. This project has been effective and popular with residents, as it addresses all deficiencies within a subdivision. The second project, funded at approximately \$200,000 annually, involves the City replacing the asphalt ramps referenced in the previous paragraph, as well as isolated high priority sidewalk deficiencies the Transition Plan. This is work that could be accomplished by our Street Maintenance personnel if they were not exclusively allocated to Ash Tree removal at this time.

Not mentioned above is the fact that residents call throughout the year and report sidewalk deficiencies. These are each investigated by a Civil Engineer from the City, who responds to the resident with the course of action to be taken. If, after investigation, a sidewalk fault is one-inch or higher it is referred to the Street Maintenance division for grinding or construction of an asphalt ramp. If the sidewalk fault is less than one-inch the Civil Engineer explains the City’s Transition Plan and that faults such as these are prioritized and addressed as budget and workload permit.

While the sidewalk program delineated above is fair, effective, and better than most in the St. Louis area, I still think it can be improved. It is my belief that we can extend the effectiveness of the \$300,000 Project (aka Project A) by addressing these sidewalk deficiencies in a different manner. Specifically, there are number of contractors that eliminate sidewalk deficiencies via “mudjacking.” Mudjacking is a generic term whereby a contractor drills a small hole in a sidewalk and pumps material (such as cement slurry or polyurethane) to raise the sidewalk and eliminate a vertical displacement. This method is significantly cheaper than sidewalk replacement and is less unsightly than grinding or asphalt. Additionally, no restoration (dirt / seed / straw) is required. As shown in the photo below, the only evidence of the work is a small filled hole within the sidewalk. We have recently used this method on a few City streets, including Royalbrook Drive and Orchard Hill Drive. The responses have been positive with no complaints.

### **Grinding & Mudjacking**



### **Mudjacking Holes**



While not all sidewalk deficiencies can be addressed via mudjacking, the use of this technique would allow us to address many more deficient sidewalks in Project A. Mudjacking typically costs approximately \$55 per slab, while sidewalk replacement costs approximately \$160 per slab. If we first addressed sidewalks via a mudjacking contract, and then followed up with slab replacement on only areas which cannot be mudjacked, we could potentially more than double the amount of sidewalk we are able to address each year with the Project A contract.

Regarding Project B, that work will be performed mostly by the Street Maintenance Division after the Ash Tree removals are complete, estimated at early 2023. While grinding, asphalt ramps, and sidewalk replacement will always be necessary, our crews would also be able to dramatically increase output by implementing a mudjacking process. This would NOT replace all grinding, asphalt, and slab replacement. However, we do believe it would address most sidewalk deficiencies and become the primary means by which the City addresses vertical sidewalk displacement. In order to accomplish this, Superintendent of Maintenance David Barley has recommended the purchase of a Poly Jack Trailer, including all necessary attachments and material, at a cost of \$63,906. By purchasing this equipment and proceeding in this manner, the City could reduce its number of sidewalk grinders from two to one, eliminating the need to buy the sidewalk grinder budgeted for this year. In fact, Mr. Barley has earmarked \$62,530 in expenditure reductions within the Street Maintenance division in order to fund this purchase with no supplemental budgetary allocation.

In summary, it is my recommendation that the City of Chesterfield revise its Sidewalk Program to implement mudjacking as a primary maintenance treatment. Specifically, Sidewalk Project A will be revised to incorporate a mudjacking component to address as many vertical displacements as practical prior to initiating slab removal. Additionally, the Street Maintenance Division will purchase a Poly Jack Trailer by reallocating existing budgeted funds. This will allow the Street Maintenance Division to implement a mudjacking procedure to increase output and address a larger number of deficient sidewalk slabs each year. Grinding, asphalt, and sidewalk replacement will still be necessary, but only in areas where mudjacking is not practical or effective.

### **Action Recommended**

This matter should be forwarded to the Planning and Public Works Committee of City Council. If PPW concurs with Staff's recommendation it should authorize the Director of Public Works to incorporate mudjacking into the Sidewalk Program. If PPW does not support the recommendation of the Director of Public Works, it should direct Staff to continue the existing sidewalk program and/or make other specified modifications.

Please forward to PPW for review and approval. If PPW concurs with your recommendation to re-purpose existing budgeted funds, it will be forwarded to City Council for final approval.

 2021-7-30

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	38
<b>SUBJECT</b>	Sidewalk within Driveway Limits	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	10/15/2018	<b>DATE REVISED</b>	

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**POLICY**

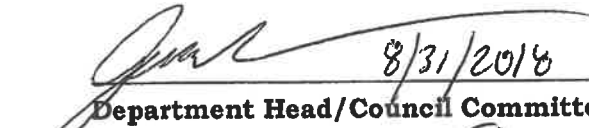
The City of Chesterfield constructs its concrete streets and sidewalks in accordance with Public Works Policy 23 – Pavement Acceptance. Streets and sidewalks are constructed using Portland Cement Concrete comprised of limestone aggregate, in accordance with Section 1005 of the Missouri Standard Specifications for Highway Construction. The concrete is broom finished.

Private driveways are maintained by the property owner, including the portion of the driveway located within public right of way. Private driveways do not serve a public purpose, they exist solely in order to access the private residence.

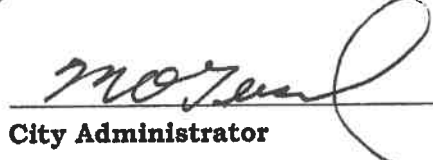
A resident desirous of reconstructing a driveway must obtain a Special Use Permit (SUP) from the Public Works Department. The SUP ensures that the work within the public right of way conforms to City standards. Residents may construct the driveway approach (the portion of the driveway between the curb and the sidewalk) using any hard surface, including asphalt, pavers, or concrete. However, should the City ever need to reconstruct the driveway approach, due to work on the street, the driveway approach will be reconstructed in standard concrete, in accordance with Public Works Policy 23.

If sidewalk is located within the driveway limits, the sidewalk cannot be removed and must be constructed with standard Portland Cement Concrete comprised of limestone aggregate, with a broom finish. This composition of sidewalk is required regardless of the material used to construct the remainder of the driveway.

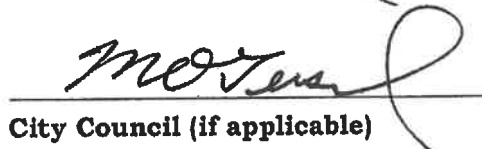
**RECOMMENDED BY:**

 8/31/2018 PPW  
Department Head/Council Committee (if applicable)

9/20/2018  
Date

  
City Administrator

10/16/2018  
Date

  
City Council (if applicable)

10/16/2018  
Date



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	41
<b>SUBJECT</b>	Water on Sidewalks	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	10/23/2019	<b>DATE REVISED</b>	

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**POLICY**

The front yards of Residential Subdivisions in the City of Chesterfield are generally designed and graded to drain from the house to the street, where water is collected in a curb and gutter system and transported to a nearby curb inlet (storm sewer). For subdivisions containing sidewalk, water must necessarily travel over the sidewalk and through the tree lawn in order to reach the street.

Private yards slope toward the street at varying grades. The tree lawn is generally designed for a slope of four percent between the edge of sidewalk to the top of curb. The sidewalk generally contains a cross slope of one to two percent. While a higher cross slope is desirable for drainage purposes, a cross slope of more than two percent is a violation of the Americans with Disabilities Act (ADA).

As subdivisions mature some areas will settle and the ground will shift. Additionally, in many cases vegetation grows higher and more dense as subdivisions age. This can cause problems at the tree lawn, where raised ground or thick strands of grass prevent the water on the sidewalk from draining to the street. The result is water on the sidewalk ponding for varying periods of time.

Ponding water on the sidewalk within 48 hours of a rain event shall be considered normal, and no action will be taken by the City. In cases where water ponds longer than 48 hours and / or creates a public nuisance of some kind (i.e. ice or slick algae) the City will investigate the problem to determine whether corrective action can or should be taken by the City. Specific remedies may include, but are not limited to: replacement of sidewalk slabs which do not slope toward the street; replacement of sidewalk slabs which have settled creating a low area where ponding occurs; re-grading of the tree lawn to allow drainage from the sidewalk to the street; other actions which will, in the opinion of the City Engineer, eliminate or reduce the nuisance.

Residents shall be responsible for ensuring that conditions of their property are not contributing to any nuisance on the sidewalk. This includes maintaining the grass within the tree lawn in such a manner that it allows water to travel from the sidewalk to the street. Additionally, all drains routed toward the sidewalk must discharge at least ten feet from the property line AND must not create a public

nuisance. If a nuisance is created by a private drain, that nuisance must be abated by the property owner by any and all reasonable means, including re-routing sump pumps to rear yards or other drainage channels, when appropriate. In these cases the City's Engineering Division will work with the property owner, to offer alternatives to eliminate or minimize the nuisance.

In instances where water on the sidewalk is creating a significant and consistent sidewalk hazard, and there is no means for the property owner to reasonably reduce or eliminate the hazard, the City will design a Capital Project to correct the problem, the construction of which will be subject to City Council approval.

**RECOMMENDED BY:**

*[Signature]* 9/18/2019 PPW 10/10/2019  
Department Head/Council Committee (if applicable) Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator Date  
*[Signature]* 10/24/2019  
City Council (if applicable) Date



# PLANNING & PUBLIC WORKS POLICY

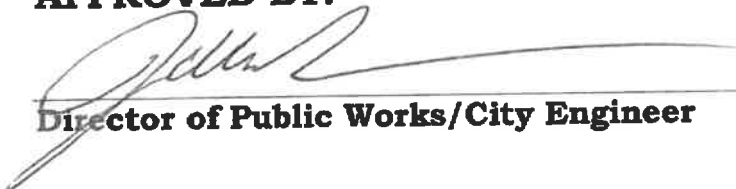


**POLICY NO:** PPW-046  
**SUBJECT:** Sidewalk Inspections  
**DATE ISSUED:** 01/29/2013      **DATE REVISED:** 12/07/2020

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Sidewalk inspections are conducted in accordance with the City's ADA Transition Plan, passed by Resolution 450 on October 15, 2018. Every tenth year, the ADA ramps shall be inspected in lieu of sidewalk inspections.

**APPROVED BY:**

  
\_\_\_\_\_  
**Director of Public Works/City Engineer**

12/08/2020  
\_\_\_\_\_  
**Date**

**APPROVED BY:**

\_\_\_\_\_  
**City Administrator** *(if applicable)*

\_\_\_\_\_  
**Date**



## PLANNING & PUBLIC WORKS PROCEDURE



**PROCEDURE NO:** PPW-1013

**SUBJECT:** Requirements for Sidewalk  
Construction

**DATE ISSUED:** 03/01/2003      **DATE REVISED:** 12/07/2020

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All sidewalks constructed within the City of Chesterfield shall comply with the standards set forth in the Americans with Disabilities Act (ADA). Generally, sidewalks adjacent to residential streets shall be a minimum of four feet wide, with five foot passing zones constructed as required by the standards set forth in ADA. Sidewalks along collector and arterial roadways, or as directed by the City Engineer, shall be a minimum of five feet wide. Accessible ramps will be constructed at all stop and yield control intersections, and at other intersections, including "T" intersections, at the direction of the City Engineer. Sidewalks shall be constructed with a maximum cross slope of two percent, including within driveways.

Sidewalk constructed adjacent to a street shall generally be constructed with a running slope which does not exceed the slope of the street. Sidewalk not adjacent to a street shall be constructed with a running slope which does not exceed five percent. Sidewalk with a running slope of up to eight percent can be permitted, provided that landing zones are constructed in compliance with ADA.

A detectable warning consisting of truncated domes shall be placed at each curb ramp. If curb cuts are used to allow a crosswalk to pass through an island, then detectable warnings shall be placed at each exit point from the island. The detectable warnings shall be comprised of pre-molded tile cast directly into the concrete. The color of the warning surface shall be brick red, unless permission for another color is granted by the City Engineer.

**APPROVED BY:**

  
Director of Public Works/City Engineer

12/07/2020  
Date



## PLANNING & PUBLIC WORKS PROCEDURE



**PROCEDURE NO:** PPW-1014

**SUBJECT:** Sidewalk and Curb Ramp  
Replacement

**DATE ISSUED:** 01/29/2013      **DATE REVISED:** 03/29/2021

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All public sidewalks in the City of Chesterfield will be inspected and rated in conformance with the City's ADA Transition Plan, approved by the City of Chesterfield City Council on 10/15/2018 via resolution 450. The City of Chesterfield also maintains a rating of all curb ramps, which are visually inspected as part of the above-referenced sidewalk inspections and comprehensively rated every ten years.

Each January the Assistant City Engineer (or his designee) shall forward a list of all vertical displacements two inches or greater to the Maintenance Division. These vertical displacements shall be grinded, or a ramp constructed, by the Maintenance Division by May 1 to remove the vertical displacement. All action taken, including whether follow-up is needed, shall be logged within a Work Order and reported to the Assistant City Engineer by June 1. Please note that a two-inch standard will be used as that is expected to generate approximately 150 work orders. The two-inch standard may be adjusted in the future based upon the overall sidewalk condition and Street Maintenance Division workload.

Complaints or concerns regarding curb ramp or sidewalk faults will be entered into the City's work order system as a Request for Action (RFA) to be initiated as a Work Order by the Assistant City Engineer. The Assistant City Engineer (who may elect to assign this responsibility to another Staff Engineer or Inspector) will be responsible for investigating the RFA, deciding the appropriate maintenance response (including placing a cone or barricade if required), documenting the review, forwarding the Work Order, if appropriate, or adding the reported curb ramp or sidewalk fault to the City's GIS system in accordance with the ADA Transition Plan.

Concerns with vertical displacement one inch or greater, or where an accident has been reported, shall be forwarded to the Maintenance Division for grinding or construction of a temporary asphalt ramp to remove the vertical displacement. The action taken shall be logged in the Work Order by the Maintenance Division. If an asphalt ramp was placed to address the vertical displacement or, in the opinion of the Maintenance Supervisor, the grinding was so substantive that the sidewalk must be replaced, the Work Order shall be reassigned to Capital Improvement for inclusion in

a future project. Otherwise, if the trip hazard has been removed, the Work Order can be closed.

Vertical displacements less than one inch will be addressed as described in the ADA Transition Plan and the action taken will be based upon the corresponding Sidewalk Rating. The reason for the one-inch standard is that sidewalks are jointed at five-foot intervals which allows the sidewalk to move with controlled cracking, and there will always be some movement at the joints. Additionally, as documented in the ADA Transition Plan, due to financial and scheduling limitations it is not feasible to perform all sidewalk repairs immediately and the City must prioritize necessary repairs. Accordingly, reported sidewalk faults that do not warrant immediate action (i.e. faults less than one-inch, minor ponding, etc.) will be documented in accordance with the ADA Transition Plan where they will be ranked with all sidewalk and curb ramp deficiencies in the City for future action and the Work Order will be closed.

There shall be three sidewalk and curb ramp contracts presented to City Council each year for approval. The first shall be a sidewalk replacement project with the intention to remove all sidewalk deficiencies within the project limits. The project limits will be established by "clustering" the worst sidewalk deficiencies, as defined in the ADA Transition Plan. This project, to be known as Sidewalk Project A, will be funded at \$300,000, subject to City Council approval. Sidewalk Project A will be administered and managed by a Project Manager.

The second sidewalk project shall address any / all areas from the previous year where asphalt was placed to remove a vertical displacement or where sidewalk grinding was so substantive that the sidewalk must be replaced. Any remaining funds shall be used to address the worst sidewalk deficiencies as defined in the ADA Transition Plan. This project, to be known as Sidewalk Project B, will be funded at \$200,000, subject to City Council approval. Sidewalk Project B will be administered and managed by a Project Manager.

Curb ramps will be considered for replacement as part of both Project A and Project B. In general, curb ramps adjacent to or within 100 feet of a sidewalk repair shall be replaced when they rank in the top 75% of barrier scores or if the City has a record of any complaints regarding the curb ramp. Curb ramps with no record of complaint and not within the top 75% of barrier scores are considered functionally compliant and shall generally not be included as part of Project A or Project B. However, any non-compliant ADA ramp within the Project A limits or in the vicinity of a sidewalk repair in Project B may be included at the Project Manager's discretion, in consultation with the City Engineer.

The third sidewalk project shall address non-compliant curb ramps. This project, known as the CDBG Project, shall utilize funding provided through the CDBG Program administered by St. Louis County. The curb ramps to be included in the CDBG project will be chosen by clustering areas with no curb ramps and/or existing

Procedure No. PPW-1014  
Sidewalk and Curb Ramp Replacement

curb ramps with the highest barrier scores. The CDBG Project will be administered and managed by a Project Manager.

In addition to the sidewalk and curb ramp projects referenced above, the City of Chesterfield manages a number of capital street improvement project. When planning a capital street improvement project, the Engineer or Project Manager shall plan to add curb ramps at any location where a curb ramp is required within the project limits. Any deficient curb ramp with a record of complaint or within the top 75% of barrier scores shall be replaced as part of the capital street project.

Supplemental funding may be used to address specific curb ramp or sidewalk areas defined by City Staff or City Council.

**APPROVED BY:**

  
\_\_\_\_\_  
**Director of Public Works/City Engineer**

3/30/2021  
\_\_\_\_\_  
**Date**



## PLANNING & PUBLIC WORKS PROCEDURE

**PROCEDURE NO:** PPW-1046

**SUBJECT:** Sidewalk Maintenance  
Responsibility and Easements

**DATE ISSUED:** 02/21/2018      **DATE REVISED:** 03/11/2021

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Sidewalk shall be required and constructed in the City of Chesterfield in accordance with City Code Section § 405.04.080(G). Staff should endeavor to clearly establish the responsibility for sidewalk ownership/maintenance obligations prior to approval of improvement plans. Sidewalk will typically be maintained by the City, St. Louis County, MoDOT, or the adjacent property owner. The following information can be used to determine when the City will accept maintenance responsibility of sidewalk and when sidewalk should be maintained by another party.

- Non-residential: The City does not generally maintain sidewalk in non-residential areas regardless of street ownership.
  - Sidewalk along a City street in a non-residential area should be located on private property in a permanent sidewalk access easement dedicated to the City and maintained by the property owner.
  - Sidewalk along a County or MoDOT roadway in a non-residential area should either be located in a permanent sidewalk access easement and maintained by the property owner or, in right-of-way or a sidewalk easement dedicated to the County or MoDOT and maintained by County or MoDOT.
- Residential: The City does maintain residential sidewalk along public streets.
  - Sidewalk along public City streets in a residential area should either be located in ROW or in a 5' wide (minimum) sidewalk, maintenance, utility and roadway widening easement.
  - Sidewalk in a residential area along County or MoDOT streets should be dedicated to and maintained by County or MoDOT. However, if County or MoDOT is not willing to accept the sidewalk and the sidewalk is located on private property (typically subdivision common ground), it may be located in a permanent sidewalk easement dedicated to the City to be maintained by the City or, in a permanent sidewalk access easement dedicated to the City to be maintained by the Homeowner's Association.



- **Private Street:** The City does not maintain sidewalk along private streets.
  - Sidewalk along a private street should either be part of the private street dedication or in a sidewalk easement dedicated to the subdivision trustees. The roadways and sidewalk shall be private and remain private forever.
- **Special Cases:** When special cases exist such that a determination cannot be made or is contrary to the previous information, Staff should consult with the Director of Planning and/or the Director of Public Works for additional direction. Instances where the City may maintain sidewalk on private property or within right-of-way or easements of County or MoDOT should be governed by an agreement that clearly states the City's rights and responsibilities.

The following easements are typically utilized for sidewalks. In general, the width of the easement should be at least one foot wider than the sidewalk. Template easement documents are saved in the Forms and Template folder on the Public Services drive.

- **Permanent Sidewalk Easement**
  - Use when sidewalk will be dedicated to the City for maintenance.
  - This easement grants the City rights to construct, repair, and maintain the sidewalk for public use.
- **Permanent Sidewalk Access Easement**
  - Use when sidewalk will be on private property and maintained by the property owner.
  - This easement allows for public access to the privately-maintained sidewalk and includes specific language that the Grantor (property owner) is responsible for maintenance.
- **Sidewalk, Maintenance, Utility, and Road Widening Easement**
  - Use on residential projects when sidewalk will be located outside of right-of-way. This type of easement is typically dedicated on a record plat concurrent with establishment of right-of-way.
  - This easement allows broad use of the area in question that would typically be right-of-way but for special development criteria is allowed to be established as an easement.

The IT Department maintains sidewalk maps. Sidewalk maintenance information should be conveyed to IT so they may update the sidewalk map by either modifying existing sidewalk or creating new sidewalk with information pertaining to property ownership and maintenance obligations.

**APPROVED BY:**

  
**Director of Planning**

March 15, 2021

**Date**