

GEORGETOWN COUNTY

POLICY AND PROCEDURES MANUAL

SECTION: Department Policy	TITLE: Planning and Development	
SUBJECT: The agency conducts planning for the maintenance, expansion, improvement, or replacement of existing systems to meet future needs. Impacts on operations and maintenance should be addressed to ensure that the agency is able to sustain the infrastructure and services. Funding for the Road Improvements is provided by the <u>Road User Fee Program for Road Improvements</u> .		
PURPOSE:	The Georgetown County Public Works Division is tasked with the development and administration of a program which will insure roads located within Georgetown County are properly inspected and maintained, and whereby improvements and expansions may be handled in a structured and prioritized manner.	
CRITERIA:	<p>Georgetown County prioritizes road improvements based on condition, traffic volume, and other factors. Under the Road Users Fee, standard criteria are adopted to maximize efficiency of money spent on improvements and to ensure an equitable distribution of improvement projects throughout the County. The following criteria are used in establishing a ranking score for each of the roads being considered:</p> <ul style="list-style-type: none"> A. Length in miles B. Street classification (arterial, collector, or residential) C. Maintenance costs per mile D. Residences served E. Other land uses F. Average daily traffic G. Bus route H. Estimated cost of improvements <ul style="list-style-type: none"> 1. Width of right of way J. Recent road improvements K. Right of way clearance L. Drainage problem areas M. Bridges N. Wetlands O. Contiguous to a paved street P. Connects two paved roads Q. Unusual features R. Length of time on approved prioritization listing 	
PROCESS:	Residents of Georgetown County may call or write the Public Services Department to request a Road Petition. The petition will be mailed to the requester for completion. All property owners on the road must agree that: (1) she/he wants the road improved and (2) she/he will give any needed right of way. If right-of-way is not granted, the road will not be paved.	
DATE: 11/05/2014	DIRECTOR OF PUBLIC SERVICES: 	POLICY NUMBER: 10.5.2,24.1.2
REVIEW DATE: 11/05/2017		PAGE NUMBER: Page 1 of 2

<p>PROCESS (CONT):</p>	<p>Petitions may be submitted at any time during the year; however roads will be prioritized during the fourth quarter of each year. Petitions submitted after October 1st will be held until the following year. All petitions received before October 1st of each year, with the required signatures, will be examined, scored, and prioritized by Public Works staff using the established criteria (Table 1). The prioritized master listing may be used by both the County Transportation Committee and the Georgetown County Public Works Road Committee as the basis for determining roads which may qualify for State "C" Fund and/or County Road User Fee Funds.</p> <p>Graveling Roads: Once a road is selected for improvements the County will: ...</p> <ol style="list-style-type: none"> 1. Obtain all necessary permits 2. Make any necessary drainage improvements 3. Gravel road within the existing right-of-way 4. Upgrade the status of the road within the County roads maintenance system. <p>Paving Roads: Once a road is selected for improvements the County will:</p> <ol style="list-style-type: none"> 1. Obtaining Consulting Engineering Services to provide the County with services necessary to survey, design, bid and manage construction projects in the most expeditious and economical manner. 2. The County Attorney will prepare deeds to transfer ownership of the right-of-way. Where practical, the County may accept permanent easements. 3. Award construction contract following approval of County Council. 4. Conduct final acceptance inspection and upgrade the status of the road within County roads maintenance system.
<p>LIABILITY:</p>	<p>Owners of all adjacent property shall agree to hold harmless the County and its agents, employees or contractors from any and all liability for damage and/or destruction of structures, trees, and landscaping within deeded right-of-way and/or easements.</p>
<p>FEES:</p>	<p>Funding will be provided by Georgetown County Council through the Road Users Fee, as established in Georgetown County Ordinance #2008-81.</p>
<p>APPEALS:</p>	<p>If a County resident who has petitioned a road for improvement notifies the County that his/her road has not received equitable consideration or questions the priority assignment, a request for reconsideration may be submitted to the Director of Public Services. Once an investigation is completed, the findings will be forwarded to the GC Public Works Roads Committee via the County Administrator's Office.</p>

<p>DATE: 11/05/2014</p>	<p>DIRECTOR OF PUBLIC SERVICES:</p> 	<p>POLICY NUMBER: 10.5.2,24.1.2</p>
<p>REVIEW DATE: 11/05/2017</p>		<p>PAGE NUMBER: Page 2 of 2</p>