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ROUTINE ACCOMMODATION NOTICE A REPORT ON BEST PRACTICES



Routinely considering the needs of all users:
bicyclists, pedestrians, mobility challenged
travelers, transit vehicles and users, automobiles,
and freight

PEC Project #: 13676



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Prepared for:

City of Wichita
455 N Main
Wichita, KS 67203



Prepared by:

Professional Engineering Consultants, P.A.
303 South Topeka
Wichita, KS 67202





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CHAPTER 1: INTRODUCTION

REPORT PURPOSE & OBJECTIVE

The basic premise of transportation planning and engineering is to achieve a safe and efficient transportation system for all users. A routine accommodation policy can help ensure that individual modes, such as bicycling or walking, are considered during street design. The policy can also help ensure that desired community outcomes are achieved.

The Wichita Bicycle Master Plan strategy 20 states to “adopt policies to ensure that the City’s project planning and review processes account for bicycle facilities.” One of the recommended actions is to develop a routine accommodation policy to ensure that “as routine road projects, such as resurfacing and striping are executed, bicycle facilities are incorporated according the Bicycle Master Plan recommendations, where feasible.”

This report focuses on routine accommodation, which is the technical term for considering the needs of one mode of travel and accommodating the users of that mode as a routine part of their planning, design, construction, operation, and maintenance activities.

Over the past decade, it has become common to develop complete streets policies rather than routine accommodation policies. The distinction between them is defined by who is being accommodated. Routine accommodation focuses on one specific mode where complete streets focuses on all modes.

The City is developing pedestrian and transit plans and desires the routine accommodation of the needs of these users. Therefore, it may be more beneficial to focus on a complete streets-type policy and call for the routine accommodation of all users.

The research for this report focuses on local government approaches to accommodating bicyclists, pedestrians, and transit users. The guiding principles of this research were to:

- Define the policies;
- Provide a brief history to aid in showing a framework for policy development; and
- Show development process, purpose, challenges, and implementation.

The objective of this research is to identify existing best practices related to the routine accommodation policy. This was completed by identifying a best practices policy framework, showing common elements, and presenting example policies.

REPORT ORGANIZATION

This report summarizes each major project tasks for the development of a best policy practices report:

- Gather and review example policies from U.S. communities;
- Identify current policy trends, common elements, and national best policy practices; and
- Gather, review, and assess applicable City plans, policies, procedures, etc.

Chapter 2 provides a brief history of the trends in routine accommodation policy development from 1950 to 2013. The trends show a slow transition to an acceptance and prioritization of the needs of multiple transportation system users including drivers, bicyclists, pedestrians, and transit riders.

Chapter 3 provides common elements of routine accommodation and complete streets policies. The ten elements, based on guidance from the National Complete Streets Coalition, and general insight from the review of policies are summarized. This provides a general framework for policy development based on accepted best practices.

Chapter 4 provides examples and summary of best practice policy development from around the nation. This focuses on local policy, but also includes state and regional examples. Most local municipalities adopt complete streets policies. Although of similar intent, some state and regional agencies have used the term ‘routine accommodation’ rather than complete streets.



CHAPTER 1: INTRODUCTION

Chapter 5 focuses on examples for institutionalizing policy; ingraining within the organization and all departments the need and desire to accommodate the needs of all users of the transportation network.

Chapter 6 provides a listing of City of Wichita plans, policies, procedures, ordinances, regulations, resolutions, and guidance that involve bicycle, pedestrian, and transit facilities. Review of these items is necessary to find inconsistencies with any new policy. Updating will likely be necessary to achieve desired consistency.



CHAPTER 2: POLICY TRENDS

ROUTINE ACCOMMODATION HISTORY

The early 1970s brought about the first state legislation identifying routine accommodation; requiring the consideration of bicycles and pedestrians in Oregon. The 1971 legislation¹ required that a reasonable amount of funds from the State Highway Fund be expended to provide footpaths and bicycle trails. Projects were exempt from the requirement if it could be proven that bicycle and pedestrian facilities would 1) pose safety concerns, 2) be cost prohibitive based on need or probable use, or 3) other factors indicate a lack of need such as scarcity of population.

The next routine accommodation legislation was passed in Florida in 1984² with similar provisions to Oregon. It required the full consideration of bicycle and pedestrian facilities when planning and developing transportation facilities. There was an emphasis on projects within one mile of an urban area. It also included exceptions for reasons similar to those outlined in the Oregon legislation. The Florida legislation went on to require the development of construction standards and a uniform system for signing. It also explicitly called for the establishment of a statewide system.

In the 1990s, two major pieces of federal legislation brought about the need to consider bicyclists, pedestrians, and the mobility challenged. The first was the Americans with Disabilities Act (ADA) of 1990. The ADA requires public entities to provide accessible accommodations for people with disabilities.³ Although not explicitly a routine accommodation policy, it is related by requiring provisions for mobility challenged individuals.

Second was the Transportation Equity Act for the 21st Century (TEA-21) of 1998; a federal surface transportation authorizing legislation. TEA-21 built upon the previous federal legislation to continue and enhance bicycle and pedestrian facilities. It emphasized the consideration of bicyclists and pedestrians in planning and programming and provided increased funding eligibility for these types of projects. It also directed FHWA to develop guidance on approaches to accommodate bicycles and pedestrians.⁴

TRANSITION TO COMPLETE STREETS

In 2003, the term 'complete streets' was coined, which basically replaced the more technical term 'routine accommodation.'⁵ Complete streets broadened the intent of routine accommodation; complete streets focusing on all modes of travel and routine accommodation focusing on just one mode.

The following is the definition of complete streets, as defined by the National Complete Streets Coalition:

*'Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work. They allow buses to run on time and make it safe for people to walk to and from train stations.'*⁵

In 2005, a Task Force Steering Committee formed the National Complete Streets Coalition. Since that time, they have advocated for the institutionalization of bicycling and walking.⁵

Also in 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) was passed. This was the new federal transportation legislation replacing TEA-21. SAFETEA-LU created the Safe Routes to School (SRTS) program for the planning, design, and construction of projects to improve ability of students to walk and bike to school. It also funded state coordinator positions.⁶

2010 brought a US Department of Transportation Policy to incorporate safe and convenient walking and bicycling facilities into transportation projects. This policy, *Accommodating Bicycle and Pedestrian Travel: A Recommended Approach*, included the following verbiage:

*'to make accommodation of bicycle and walking a routine part of planning, design, construction, operations and maintenance activities.'*³

The federal legislation replacing SAFETEA-LU, called Moving Ahead for Progress in the 21st Century (MAP-21), was passed in 2012. The Transportation Enhancements,



SRTS, and Recreational Trails programs were folded into a newly established Transportation Alternatives program. MAP-21 cut the amount of dedicated funding to bicycle and pedestrian infrastructure. However, it provided more flexibility in programs to fund this type of infrastructure.⁷

Since the creation of complete streets, a host of cities, Metropolitan Planning Organizations, and states have passed laws, approved policies, or otherwise required supporting complete streets ideals. Nationwide, 610 jurisdictions have adopted complete streets policies.⁸

SUMMARY

Routine accommodation policy started at the state level in the 1970s. Since 2003, complete streets policies have become common. Although it has changed in name, the routine accommodation of all users and modes is still the intent of most routine accommodation and complete streets policies. Policies of this intent have been adopted at the federal, state, region, county, and local level throughout the country. Other related policies and laws, such as ADA requirements, have also influenced the progression of routine accommodation.

References

1. ORS 366.514 - Use of highway fund for footpaths and bicycle trails. 2011 Oregon Revised Statutes.
2. Florida Statutes - Title XXVI, Chapter 335.065 - Bicycle and pedestrian ways along state roads and transportation facilities.
3. US Department of Transportation. *Accommodating Bicycle and Pedestrian Travel: A Recommended Approach*. Federal Highway Administration. Obtained from http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design.cfm. Obtained on 3/3/2014.
4. US Department of Transportation. *TEA-21 - Transportation Equity Act for the 21st Century - Fact Sheet: Bicycle Transportation and Pedestrian Walkways*. Federal Highway Administration. Obtained from <https://www.fhwa.dot.gov/tea21/factsheets/b-ped.htm>. Obtained on 3/3/2014.

5. National Complete Streets Coalition. "Who We Are." Obtained from <http://www.smartgrowthamerica.org/complete-streets/who-we-are>. Obtained on 3/4/2014.
6. Minnesota Department of Transportation. *SAFETEA-LU - Safe, Accountable, Flexible, Efficient Transportation Equity: A Legacy for Users. Executive Summary for Minnesota*. November 2005.
7. National League of Cities. *Summary: MAP-21 - Moving Ahead for Progress in the 21st Century*. July 2012.
8. Seskin, Stefanie and Murphy, Colin. *The Best Complete Streets Policies of 2013*. February 2014. Joint publication of Smart Growth America and National Complete Streets Coalition.



CHAPTER 3: COMMON POLICY ELEMENTS

The intent of a routine accommodation policy is to routinely consider the needs of bicyclists, pedestrians, and/or transit users in addition to motor vehicles. Complete streets policies have a very similar, if not the same intent. Routine accommodation policies have mainly occurred at a regional and state level. They are also typically older policies due to the changing of nomenclature in 2003 from routine accommodation to complete streets. Complete streets policies have been adopted at the state, regional, and local level over the past decade. The federal government has developed a policy statement focusing on the incorporation of bicycle and pedestrian facilities into transportation projects.

In practice, the policies are generally limited to the facilities for which they are responsible. State policies typically limit the facilities covered to state routes. Regional policies, such as those developed by Metropolitan Planning Organizations (MPOs), typically focus on those projects funded through the MPO. Local policies cover those roads for which they are responsible. However, local policies often cover roads within their jurisdiction for which they do not have responsibility, such as state routes. They often encourage or require the other agencies to consider their policy and even require private roads to follow the policies. Examples of state, regional, and local policies are covered in Chapter 4.

ELEMENTS

According to the Best Complete Streets Policies of 2013, the National Complete Streets Coalition has identified a comprehensive policy model that incorporates ten ideal elements.¹

- Vision
- All users and modes
- All projects and phases
- Clear, accountable exceptions
- Network
- Jurisdiction
- Design
- Context sensitivity
- Performance measures
- Implementation next steps

Through research on state, regional, and local routine accommodation and complete streets policies, we have identified common elements of policies. These common policy elements fit within the defined 10 elements of complete street policy. The following subsections summarize the elements of the comprehensive policy model promoted by the National Complete Streets Coalition.¹ Additional summary from the review of policies from around the US is also included. The additional summary focuses on information pertinent to the City of Wichita.

Vision

“The policy establishes a motivating vision for why the community wants to Complete Streets: for improved safety, better health, increased efficiency, convenience of choices and other reasons.”²

The vision clearly expresses why the community desires the policy, identifies the intent, and inspires implementation. Building upon the vision, the policy most often offers strong statements such as shall and must to show a core commitment to the policy. Concerns about flexibility typically arise when using strong statements. Other steps within this model, such as Design and Context Sensitivity, can offer flexibility in how the policy is implemented. The important idea here is to set clear policy directives for agency and all departments to follow. The directives will help determine needed changes within the organization and within individual departments.

All Users and Modes

“The policy specifies that ‘all modes’ includes walking, bicycling, riding public transportation, driving trucks, buses and automobiles and ‘all users’ includes people of all ages and abilities.”²

It is important to define the users covered by the policy. The comprehensive policy model suggests that the policy legitimize all modes as viable means of transportation and are equally deserving of safe facilities. This includes bicycling, walking, transit, automobiles, and freight trucks.

Beyond different modes, there is also a range of abilities and needs of users of each mode. The comprehensive



policy model suggests the policy recognize these unique needs and abilities.

In this section of some policies are references to existing plans for each mode and statements about the desire for consistency between planning and project development.

All projects and phases

“All types of transportation projects are subject to the policy, including design, planning, construction, maintenance, and operations of new and existing streets and facilities.”²

The comprehensive policy model suggests that all transportation improvements are an opportunity to create safer, more accessible streets for all users. The policy should define projects, new and retrofit, that are subject to the policy. Many policies cover all transportation projects and phases; planning, design, construction, operations, and maintenance activities. Some policies cover all (transportation and non-transportation) activities that occur within public right-of-way.

Clear, accountable exceptions

“Any exceptions to the policy are specified and approved by a high-level official.”²

The comprehensive policy model suggests that the policy clearly define exceptions to the policy as well as a clear process for approving exceptions using high-level official or managers. FHWA guidance and best practices identify the three exceptions:

- Where specific users are prohibited;
- Where cost is excessively disproportionate (undefined) to need or probable use; and
- Where there is an absence of current and future need (documentation required).

Network

“The policy recognizes the need to create a comprehensive, integrated and connected network for all modes and encourages street connectivity.”²

A definition of a network that creates connectivity for all desired modes is part of the comprehensive

policy model. It recognizes the need for a connected, integrated network that provides options for travel. The recognition that all modes do not receive the same type of accommodation and space on every street, but everyone can safely and conveniently travel across the network is an element that focuses more on proper accommodations in proper locations. Complete streets policies are often viewed as a requirement to accommodate all users on all streets. However, clear exceptions can help alleviate this concern.

Jurisdiction

“All other agencies that govern transportation activities can clearly understand the policy’s application and may be involved in the process as appropriate.”²

The comprehensive policy model suggests that the policy define all jurisdictions that may be involved in the process of developing streets and what their involvement will be. Cities can influence the decisions of others, public or private, that build and maintain roads through their jurisdiction. Policies often identify the need to work with others to achieve the stated vision.

Design

“The policy recommends use of the latest and best design criteria and guidelines, while recognizing the need for flexibility to balance user needs.”²

Specific references to current and best practice design guidance are part of the comprehensive policy model. Recognizing the need for flexibility and innovation in applications is also important. Many jurisdictions develop their own guidelines, while others refer to standard best practice guidance (i.e. AASHTO, NACTO, etc.).

Context sensitivity

“The current and planned context - buildings, land use and transportation needs - is considered in planning and design solutions for transportation projects.”²

It is important to communicate that solutions to accommodation do not occur in a vacuum. The comprehensive policy model suggests that the policy consider community context when identifying solutions; being sensitive to the existing or future adjacent land



CHAPTER 3: COMMON POLICY ELEMENTS

uses and development. The National Complete Streets Coalition encourages policy to discuss adapting road and other projects to fit the character of surrounding neighborhoods and development.

Performance measures

“The policy includes performance standards with measurable outcomes.”²

Measuring the success of any plan or policy is integral to gauge progress. The comprehensive policy model suggests that the policy define performance measures or recommends their development. It also suggests the creation of reporting mechanisms. Some policies include audit programs to monitor and document the degree to which the needs of all users are being addressed.

Implementation next steps

“Specific next steps for implementing the policy are described.”²

The final piece of the comprehensive policy model is to identify specific next steps for implementing the policy. The National Complete Streets Coalition identifies four key steps for success.

- Update related processes, procedures, plans, and regulations;
- Develop or revise design guides;
- Offer training opportunities to staff, officials, and the public; and
- Develop better performance measures and ways to collect data.

Other common ways to implement complete streets policies include:

- Assigning oversight committees responsible for implementation; and
- Updating Capital Improvement Program project selection process or criteria, such as the development of complete streets checklists or not funding projects that degrade multi-modal access.

Although not specifically identified as an element of the comprehensive policy model, development should be an involved process. Key agencies, departments, appointed officials, and elected officials should be involved with, or informed about, the development of the policy.

SUMMARY

The National Complete Streets Coalition promotes a comprehensive policy model that includes 10 elements. The combination of these elements within a policy can help provide clear direction for the agency and clear expectations from the public. Chapter 4 identifies examples of how these elements were included in policies.

Identifying ways to implement the policy will help institutionalize policy directives. However, ingraining the routine accommodation of all users in road projects will be challenging. Chapter 4 offers some examples of implementation strategies and Chapter 5 focuses on institutionalization of policy.

References

1. Seskin, Stefanie. *Complete Streets Local Policy Workbook*. August 2012, updated Spring 2013. Joint publication of Smart Growth America and National Complete Streets Coalition.
2. Seskin, Stefanie and Murphy, Colin. *The Best Complete Streets Policies of 2013*. February 2014. Joint publication of Smart Growth America. National Complete Streets Coalition.



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CHAPTER 4: EXAMPLE POLICIES

As discussed in Chapter 2, the majority of local municipalities have moved to complete streets policies covering all transportation modes rather than routine accommodation policies covering only one mode. However, the purpose and intent of these differently-named policies is generally the same; to provide accommodations for the identified mode(s).

States, Metropolitan Planning Organizations (MPOs), counties, and cities have adopted various legislation (statutes, acts, bills, laws, ordinances), resolutions, tax ordinances, executive orders, internal policies, and policies that require routinely accommodating bicyclists, pedestrians, and/or transit users (most commonly called complete streets policies). Non-binding resolutions represent nearly half of all adopted complete streets policies.¹

According to *The Best Complete Streets Policies of 2013*,¹ 610 jurisdictions nationwide have complete streets policies. 27 states, Commonwealth of Puerto Rico, District of Columbia, 51 regional planning organizations, 48 counties, and 482 municipalities.

MUNICIPAL EXAMPLES

This section provides a summary of complete streets policies of local jurisdictions, which are intended to provide for the routine accommodation of the needs of all modes and users.

Littleton, MA

The top-rated complete streets policy of 2013 was from Littleton, MA.¹ This complete streets policy,² which is available in **Appendix A**, has four sections; vision and purpose, core commitment, best practices, and implementation.

Vision and Purpose

The vision is for streets to be safe and accessible for all users and to contribute to safety, health, economic viability, and quality of life. It also sets a purpose to accommodate all users by meeting the needs of individuals using various modes. The intent is to formalize the planning, design, operation and maintenance of streets for all users and make it a matter of routine. It also directs consistency from decision makers.

Core Commitment

The policy identifies the Town's core commitment by legitimizing all modes of transportation and stating that they all deserve safe facilities. It identifies that projects offer opportunities to apply complete streets principles. It also states public and private projects shall follow design recommendations and shall adhere to the complete streets policy. It identifies exceptions and requires documentation and approval by a board. These exceptions are 1) where uses are prohibited and 2) where cost or impacts are excessively disproportionate to need, probable use, or probable future use.

Best Practices

The best practices identify a focus on a network for all users and an integration into policies, planning and design. The policy:

- Specifies project types to follow the policy;
- Identifies agencies involved in cooperatively carrying out policy directives;
- Describes the need for context-sensitive solutions based on clearly defined community goals;
- Includes specific references to design guidance and standards to be followed;
- Identifies that implementation and effectiveness should be evaluated; and
- States that performance measures be developed.

Implementation

The implementation section identifies more specifically how the Town will institutionalize the complete streets policy. It states the Town shall or will do the following to implement or integrate complete streets:

- Make complete streets practices routine;
- View every transportation project as an opportunity to enhance streets for all users;
- Coordinate with other departments, agencies, and jurisdictions to achieve complete streets;
- Review and revise or develop proposed revisions to plans, codes, laws, procedures, rules, regulations, guidelines, programs, and templates;
- Create a committee of relevant stakeholders;



CHAPTER 4: EXAMPLE POLICIES

- Maintain a comprehensive inventory of infrastructure to prioritize projects;
- Reevaluate capital improvement projects prioritization;
- Train staff and decision makers;
- Use inter-department coordination; and
- Seek out funding and grants for implementation.

Peru, IN

The second best complete streets policy of 2013 was from Peru, IN.¹ This city ordinance and accompanying complete streets program³ is available in **Appendix B**. The program has ten sections following the ten ideal elements identified by the National Complete Streets Coalition.¹

The program shows strong commitment by using 'shall' in every section but one. It clearly defines a vision for complete streets, the users and modes including adjacent land users, and identifies all improvements and phases as an opportunity to enhance complete streets. Exceptions are clearly defined along with required documentation and an approval process. The exceptions are similar to those of the Littleton, MA policy with two additional exceptions; 1) routine maintenance that does not change roadway geometry or operations and 2) there is an equivalent programmed project along the same corridor to provide facilities.

Indianapolis, IN

The top-rated complete streets policy of 2012 was for the City of Indianapolis-Marion County, IN.⁴ This policy was adopted by ordinance⁵, available in **Appendix C**.

The ordinance uses shall or will in all sections, showing a strong commitment by the agency. It defines complete streets and includes a complete streets policy statement for the accommodation of all system users.

It identifies where the policy is applicable, including city-owned and private facilities. It identifies the need for partnerships that further the policy and provide facilities beyond the city borders. It also states that all transportation projects and phases be viewed as an opportunity to include improvements for all users.

The exceptions are clearly defined as well as an approval process with documentation. Accepted or adopted design standards must be followed and it recognizes the need for a flexible, innovative, and balanced approach based on context, public input, and needs of many users.

The ordinance identifies seven performance measures and requires the creation of benchmarks for each and quarterly reports be posted on-line.

It requires all departments, agencies, and committees to 1) incorporate complete streets principles into existing plans, manuals, checklists, decision-trees, rules, regulations, and programs and 2) review and ensure all design standards reflect the best available design standards and guidelines.

The ordinance also:

- Encourages staff professional development and training;
- Identifies all current and potential funding sources and recommends improvements to the project selection criteria;
- Promotes inter-departmental project coordination for those with activities within public right-of-way;
- Requires an annual report to City-County Council and all departments, agencies, and committees must report on annual change for each performance measure; and
- Requires all complete streets projects to include an educational component to communicate that all users understand and can safely utilize complete streets project elements.

Huntington Park, CA

Huntington Park complete streets resolution was tied for 2nd in the top complete streets policies of 2012.⁴ This resolution⁶ was approved and adopted in April of 2012, included an attached complete streets policy, and is available in **Appendix D**.

This complete streets policy is similar to the previous three policies in that it shows a strong commitment and the elements are similar to those outlined by the National Complete Streets Coalition. However, this



CHAPTER 4: EXAMPLE POLICIES

policy has some different and unique requirements. These include the following:

- Streets will be designed with beauty and amenities;
- Understanding of unique needs of children, seniors, and persons with disabilities;
- New developments will provide interconnected street networks with small blocks;
- Applicability to projects changing the allocation of pavement space on an existing roadway;
- Exemption for project with adverse environmental impacts or impacts on neighboring land uses;
- Integration of natural features into street design;
- Design streets with a strong sense of place;
- Coordinate improvements with merchants along retail and commercial corridors;
- Practice sustainable storm water management;
- Creation of inter-departmental advisory committee to oversee implementation; and
- Prepare, implement, and maintain bicycle plan, pedestrian plan, safe routes to school plan, ADA transition plan, and street tree and landscape plan.

REGIONAL & STATE EXAMPLES

Many regional and state agencies have also adopted complete streets-type policies. The regional policies typically focus more on the funding of projects with accommodations for bicyclists and pedestrians. State policies tend to focus more on the state highway systems and the consideration of the needs of bicyclists and pedestrians.

Metropolitan Transportation Commission

The MTC, which is the MPO for the San Francisco Bay Area, commissioned a routine accommodation study⁷. The MTC adopted the recommendations of the study in 2006 through a resolution. MTC Resolution No. 3765⁸, available in **Appendix E**, set forth a policy to consider the accommodation of bicycle and pedestrian facilities in all projects funded with regional funds. It also called for creation and implementation of a checklist, available in **Appendix F**, that promotes the routine accommodation of non-motorized travelers in project planning and design. Partner agencies are required to

complete this checklist prior to submitting projects to MTC. This is one of the few policies specifically called a 'routine accommodation' policy.

Mid-Ohio Regional Planning Commission

MORPC, the MPO for the Columbus, Ohio region adopted Resolution T-15-04 Bicycle and Pedestrian Planning Policy: Routine Accommodations in 2004.⁹ This policy document defined 'routine accommodation' as the practice of accommodating bicyclists and pedestrians in all transportation projects. It required similar provisions as the MTC resolution, focusing on those projects being funded with regional funds and the creation of a checklist. This policy generally encouraged non-motorist facilities.

In 2010, MORPC adopted a regional complete streets policy to replace the routine accommodation policy. This is one example of the trend towards replacing routine accommodation with complete streets.

Utah Department of Transportation

In 2006, the Utah DOT adopted policy for the inclusion of active transportation in the funding, planning, design, operations, and maintenance of transportation facilities.¹⁰ There is a defined purpose, a policy statement, definitions, and outlined procedures with responsibilities assigned.

After the policy was in place, the Utah DOT developed the Guidelines for Bicycle and Pedestrian Accommodations.¹¹ This document, shown in **Appendix G**, identifies questions to facilitate discussion in determining the level of accommodations appropriate for bicyclists and pedestrians.

SUMMARY

The example local policies presented in this chapter generally follow the ten ideal elements of a complete streets policy as identified by the National Complete Streets Coalition.¹ Most are similar in purpose but vary in specific content. The regional and state policies have a similar purpose as well but focus on encouragement and funding.



CHAPTER 4: EXAMPLE POLICIES

Complete streets policies come out of a progression of various efforts to systematically integrate walking and biking into our transportation system. Chapter 5 identifies different ways of institutionalizing the routine accommodation of bicycling, walking, and transit into the transportation network.

11. Utah Department of Transportation. *Guidelines for Bicycle and Pedestrian Accommodations*. Unknown date.

References

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2. Town of Littleton, Massachusetts. *Complete Streets Policy*. 2013.
3. Peru, Indiana Code of Ordinances § 94.12.
4. Seskin, Stefanie and Gordon-Koven, Lily. *The Best Complete Streets Policies of 2012*. April 2013. Joint publication of Smart Growth America and National Complete Streets Coalition.
5. Revised Code of the Consolidated City and County, Indianapolis/Marion, Indiana § 401.801-807.
6. Huntington Park, California Resolution No. 2012-18.
7. Metropolitan Transportation Commission. *Routine Accommodation of Pedestrians and Bicyclists in the Bay Area: Results from Interviews with Transportation Professionals and Recommendations to Encourage Routine Accommodation*. June, 2006.
8. Metropolitan Transportation Commission Resolution No. 3765.
9. Mid-Ohio Regional Planning Commission. *Resolution T-15-04 Bicycle and Pedestrian Planning Policy: Routine Accommodations*. 2004.
10. Utah Department of Transportation. *UDOT 07-117 Inclusion of Active Transportation*. May 2006.



CHAPTER 5: EXAMPLE INSTITUTIONALIZATION PRACTICES

Institutionalizing the routine accommodation of all users in transportation improvements means applying the policy into the everyday processes and procedures of a city. Institutionalizing the ideals of the policy will increase the likelihood of achieving implementation to the extent defined in the policy.

The implementation processes discussed in Chapter 4 identify common elements to aid in institutionalization. Chapter 5 offers other examples of how cities and other agencies have institutionalized policy.

There can be many challenges associated with implementing routine accommodation or complete streets policies. Barriers include inadequate funding for roadway retrofit projects, inconsistent city council direction, uncoordinated transportation implementation, initial public opposition, lagging acceptance of changing professional standards, lack of training in complete streets concepts. Although not a barrier, some projects also fall short of their potential to achieve policy intent.¹

Institutionalizing the incorporation of complete streets or routine accommodation policies is done through plans, policies and other guidance documents as well as building a statutory and legal framework for implementation. Setting forth advanced decision making processes that facilitate consideration of policy intent and making it the standard and typical approach will aid in institutionalization. It is also important to bring together a range of expertise and interests to facilitate broad buy in for implementation.²

EXAMPLES

The most common way to institutionalize complete streets policies is to require city departments, developers, and other transportation agencies to follow accepted national or state design guidance. Sometimes, cities will also develop their own guidance for how to address the needs of all users along and through the road right-of-way. Below are two examples of how agencies have institutionalized complete streets policy and practice.

Charlotte, NC

The City of Charlotte, NC adopted the Urban Street Design Guidelines (USDG) document in 2007.³ The USDG describes how streets and intersections will create more travel choices and includes methodologies

and recommendations for providing complete streets. It also identifies a number of changes needed in how the City plans and designs streets. The USDG identifies five changes to achieve the goal of creating more streets for more people. These changes are:

- Consider perspectives of all stakeholders interested in or affected by streets during planning and design of streets;
- Define sequence of staff, consultant, and stakeholder activities;
- Focus on a process geared toward the future rather than accepting the past or present;
- Document the trade-offs so recommendations are based on understanding the direct effects on modes of travel and land use intentions; and
- Strive to create streets that are good for all modes of travel that are effective in supporting adjacent land uses and transportation function.

The USDG identifies a 6 Step Process for applying the guidelines, which will allow for clear and proper implementation of policy. These steps are:

- Define the existing and future land use and urban design context;
- Define the existing and future transportation context;
- Identify deficiencies;
- Describe future objectives;
- Recommend street classification and test initial cross-sections; and
- Describe trade-offs and select cross-section.

Hennepin County, MN

Hennepin County Board Resolution 09-0058R1 created the complete streets policy in 2009.⁴ This example was selected because, although it was not explicitly required by the policy, it led to the creation of a complete streets checklist. It was also identified as one of the top-scoring policies in the Complete Streets Policy Analysis 2011.⁵

A year after adoption of the policy, a task force started guiding policy implementation. The task force helps maintain momentum and having a varied composition helps reinforce providing for multiple modes in a way that accommodates all users and abilities.²



The Checklist for Compliance with Hennepin County Complete Streets Policy⁶, available in **Appendix H**, is used by the County and municipalities to ensure the complete streets policy directives are implemented.

SUMMARY

Implementing and institutionalizing the routine accommodation of all road users into city processes and procedures is often a challenge with many barriers. Changing the culture of the city including planning, project development, and public expectations will take time. Barriers and challenges can be overcome through various means, such as the buy in during policy development, clear communication of benefits, and training.

Institutionalization typically involves updating processes, procedures, regulations, standards, and guidelines that involve planning and designing roads. The initial step for any city to systematically ingrain routine accommodation is to identify all plans, policies, procedures, and other city documents, processes, and procedures that involve, or could involve, the accommodation of all road users. Chapter 6 identifies these elements for the City of Wichita. Updating these elements should follow to ensure consistency with any new related policy.

5. Seskin, Stefanie and McCann, Barbara. *Complete Streets Policy Analysis 2011*. August 2012. Joint publication of Smart Growth America and National Complete Streets Coalition.
6. Hennepin County, Minnesota. *Checklist for Compliance with Hennepin County Complete Streets Policy*. Revised June 2012.

References

1. Complete Streets Task Force. *From Policy to Pavement: Implementing Complete Streets in the San Diego Region*. June 2012.
2. Slotterback, S.S., and C. Zerger. *Complete Streets from Policy to Project: The Planning and Implementation of Complete Streets at Multiple Scales*. 2013. Minneapolis, MN: Humphrey School of Public Affairs, University of Minnesota.
3. City of Charlotte, North Carolina. *Urban Street Design Guidelines*. 2007.
4. Hennepin County, Minnesota. *Hennepin County Complete Streets Policy*. July 2009.



CHAPTER 6: CITY OF WICHITA PLANS, POLICIES, & PROCEDURES

The City of Wichita has many plans, policies, and procedures that guide, direct, or require particular elements related to the provision or design of bicycle, pedestrian, and transit facilities. It is important to know what these are, how they relate, who is responsible. This understanding will help determine how future efforts relating to bicycle, pedestrian, and transit facilities will be interwoven.

The following items could be impacted or may impact bicycle, pedestrian, and/or transit facilities. These should be reviewed for impacts and updated accordingly. Those marked with a "*" will be closely related to any future routine accommodation policy for the City of Wichita

Regulations, Codes, & Guides

- Municipal Code*
- Unified Zoning Code
- Subdivision Regulations*
- Standard Specifications*
- Access Management Regulations
- Typical Standards for Major Approaches to High Traffic Generators
- Approved Materials/Bid Items
- Landscape Ordinance Guidebook
- School Traffic Safety Manual
- Street Light Standards

Programs & Processes

- Contracted Maintenance Program
- Stormwater Management Program
- Rezoning
- Conditional Use Permitting
- Special Use Permitting
- Community Unit Plan
- Street sweeping
- ADA compliance
- Residential street paving
- Minor street privileges

- Historic preservation
- Plan development*
- CIP development*

Plans

- Comprehensive Plan and future Community Investments Plan (under development)*
- Bicycle Master Plan*
- Pedestrian Master Plan (under development)*
- Transit Vision Plan (under development)*
- Parks, Recreation, and Open Space Plan
- 21st Street North Corridor Revitalization Plan
- 47th to 55th Street South Joint Area Plan
- Center City Neighborhood Revitalization Plan
- Central Northeast Area Plan Update
- Delano Neighborhood Revitalization Plan
- Derby-Mulvane Joint Area Plan
- Hilltop Neighborhood Revitalization Plan
- K-96 Corridor Economic Development Plan
- McAdams Neighborhood Plan
- Midtown Neighborhood Revitalization Plan
- Oaklawn/Sunview Neighborhood Revitalization Plan
- Project Downtown: The Master Plan for Wichita
- Sedgwick County Quad Cities Joint Area Plan (under development)
- South Central Neighborhood Plan
- South Wichita-Haysville Area Plan
- Douglas Avenue Corridor Transit Oriented Development Study
- Douglas Design District Streetscape Improvement Plan
- Downtown Wichita Streetscape Design Guidelines*
- McConnell Air Force Base Joint Land Use Study
- North Old Town Public Infrastructure Assessment

Any City project under development within public right-of-way could also be impacted by a routine accommodation policy. Other agencies plans and projects (i.e. KDOT) could also be affected.



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APPENDIX A: LITTLETON, MASSACHUSETTS POLICY

Town of Littleton COMPLETE STREET POLICY	
Effective Date	December 16, 2013
Expiration Date	None
Date Last Revised	
Planning Board vote to recommend	November 21, 2013
Selectmen vote to introduce policy	December 2, 2013
Selectmen vote to adopt policy	December 16, 2013

COMPLETE STREETS POLICY

Vision and Purpose:

Complete Streets are designed and operated to provide safety and accessibility for all the users of our roadways, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and of all abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities. The purpose of Littleton’s Complete Streets policy, therefore, is to accommodate all road users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Littleton to formalize the plan, design, operation and maintenance of streets so that they are safe for all users of all ages and abilities as a matter of routine. This policy directs decision-makers to consistently plan, design, and construct streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles.

Core Commitment:

The Town of Littleton recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. “All Users” includes users of all ages and abilities.

The Town of Littleton recognizes that all projects, new, maintenance, or reconstruction, are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the Town of Littleton, as well as projects funded by the state and federal government, such as the Chapter 90 funds, City improvement grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding and other state and federal funds for street and



infrastructure design shall adhere to (comply with) the Town of Littleton Complete Streets Policy. Private developments and related street design components or corresponding street-related components shall adhere to (comply with) the Complete Streets principles. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets resolution, including the design, construction, and maintenance of such roadways within Town boundaries.

Transportation infrastructure may be excluded, upon approval by the Board of Selectmen, where documentation and data indicate that:

1. Facilities where specific users are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases for accommodations elsewhere.
2. Where cost or impacts of accommodation is excessively disproportionate to the need or probable use or probable future use.

Best Practices:

The Town of Littleton Complete Streets policy will focus on developing a connected, integrated network that serves all road users. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Town of Littleton Complete Streets Policy will be carried out cooperatively within all departments in the Town of Littleton with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

Complete Streets principles include the development and implementation of projects in a context sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context-sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a level plane with the project need. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

The Town of Littleton recognizes that "Complete Streets" may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including:

- The Massachusetts of Department of Transportation [Project Design and Development Guidebook](#)
- The latest edition of American Association of State Highway Transportation Officials (AASHTO) [A Policy on Geometric Design of Highway and Streets](#)
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls (2009).



APPENDIX A: LITTLETON, MASSACHUSETTS POLICY

- The Architectural Access Board (AAB) 521CMR Rules and Regulations
- Documents and plans created for the Town of Littleton, such as bicycle and pedestrian network plans.

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvement. The town will develop performance measures to gauge implementation and effectiveness of the policies.

Implementation:

The Town shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

Town shall review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all Street Projects on streets. A committee of relevant stakeholders designated by the Town Administrator will be created to implement this initiative.

The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network.

The Town will reevaluate Capital Improvement Projects prioritization to encourage implementation of Complete Streets implementation.

The Town will train pertinent town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through workshops and other appropriate means.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.



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APPENDIX B: PERU, INDIANA ORDINANCE & POLICY

Ordinance ____, 2013
An Ordinance establishing a "Complete Streets" program for the City of Peru.
(See Attachment A.)

WHEREAS, the City of Peru would like to improve our streets and sidewalks to make walking and bicycling more convenient; provide increased access to jobs, retail and schools; and improve choice through healthier and less expensive transportation options, and;

WHEREAS, establishing a "Complete Streets" program would help those tasked with design and implementation of improving transportation needs in our community, and;

WHEREAS, a "Complete Streets" program ensures that all aspects of transportation needs will be reviewed before final street designs are approved, and;

WHEREAS, a well designed network of "Complete Streets" will provide improved safety for our residents who choose a non-motorized mode of transportation,

NOW THEREFORE, BE IT ORDAINED, that a "Complete Streets" program is hereby adopted in the City of Peru on this _____ day of _____, 2013.

PASSED AND ADOPTED BY THE COMMON COUNCIL this _____ day of November, 2013 by a vote of _____ ayes and _____ nays.

James R. Walker, President of the Common
Council of the City of Peru, Indiana

ATTEST:

Jackquan E. Gray, City Clerk-Treasurer

Approved by me as Mayor of the City of Peru this _____ day of November, 2013.

James R. Walker, Mayor



COMPLETE STREETS PROGRAM OUTLINE

VISION/INTENT

This Complete Streets Program shall direct the City of Peru to develop a safe, reliable, efficient, integrated and connected multimodal transportation system that promotes access, mobility and health for all users.

ALL USERS AND MODES

The City of Peru shall ensure that the safety and convenience of all users of the transportation system are accommodated, including pedestrians, bicyclists, transit riders, people of all ages and abilities, motorists, emergency responders, freight providers and adjacent land users.

PROJECTS AND PHASES

The City of Peru shall approach every transportation improvement and project phase as an opportunity to create safer, more accessible streets for all users. These phases include, but are not limited: planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation and maintenance. Other changes to transportation facilities on streets and rights-of-way, including capital improvements, re-channelization projects and major maintenance, must also be included.

EXCEPTIONS

Any exception to this program, including for private projects, must be approved by the Peru Board of Works and be documented with supporting data that indicates the basis for the decision. Such documentation shall be publicly available.

Exceptions may be considered for approval when:

1. An affected roadway prohibits, by law, use by specified users (such as state highways) in which case a greater effort shall be made to accommodate those specified users elsewhere, including on roadways that cross or otherwise intersect with the affected roadway;
2. The costs of providing accommodation are excessively disproportionate to the need or probable use;
3. The existing and planned population, employment densities, traffic volumes, or level of transit service around a particular roadway is so low as to demonstrate an absence of current and future need.
4. Transit accommodations are not required where there is no existing or planned service;



APPENDIX B: PERU, INDIANA ORDINANCE & POLICY

5. Routine maintenance of the transportation network does not change the roadway geometry or operations, such as mowing sweeping, and spot repair;
6. There is a reasonable and equivalent project along the same corridor that is already programmed to provide facilities exempted from the project at hand.

CONNECTIVITY/NETWORK

The City of Peru shall support movement along and across arterial, collector and local streets within a dense, interconnected and integrated network. Walking, biking and transit will provide transportation options so that users may reach many potential destinations.

JURISDICTION

All city-owned transportation facilities in the public right of way including, but not limited to, streets, bridges and all other connecting pathways shall be designed, constructed, operated, and maintained so that users of all ages and abilities can travel safely and independently.

Privately constructed streets and parking lots shall adhere to this policy.

DESIGN

The City of Peru shall follow accepted or adopted design standards and use the best and latest design standards available, including but not limited to, existing design guidance from the American Association of State Highway Officials (AASHTO), state Departments of Transportation, the Institute of Transportation Engineers (ITE), the National Association of City Transportation Officials (NACTO), the Americans with Disabilities Act (ADA), and the Public Right-of-Way Accessibility Guidelines (PROWAG).

In recognition of various contexts, public input and the needs of many users, a flexible, innovative and balanced approach that follows other appropriate design standards may be considered, provided that a comparable level of safety for all users is present.

CONTEXT SENSITIVITY

The City of Peru shall implement Complete Streets solutions in a manner that is sensitive to the local context and character, aligns transportation and land use goals, and recognizes that the needs of users may vary by case, community or corridor.

PERFORMANCE MEASURES

The City of Peru shall measure the success of this Complete Streets program using, but not limited to, the following performance measures:



- Total miles of bike lanes/trails built or striped
- Linear feet of new pedestrian accommodation
- Number of ADA accommodations built
- Number of transit accessibility accommodations built
- Number of new curb ramps installed along city streets
- Number of new street trees planted
- Compliments and complaints
- Bicycle, Pedestrian and Multimodal Levels of Service (LOS)
- Transportation mode shift, provided by the Household Travel Survey
- Crosswalk and intersection improvements
- Percentage of transit stops accessible via sidewalks and curb ramps
- Rate of crashes, injuries, and fatalities by mode
- Rate of children walking or bicycling to school
- Vehicle Miles Traveled (VMT) or Single Occupancy Vehicle (SOV) trip reduction
- Number of approved exemptions from this policy

Within six months of program adoption, the City of Peru shall create individual numeric benchmarks for each of the performance measures as a means of tracking and measuring the annual performance of the program. Quarterly reports shall be posted on-line for each of the above measures.

IMPLEMENTATION

1. Restructure or revise related procedures, plans, regulations, and other processes to accommodate all users on every project.
2. Develop new design policies and guides or revise existing to reflect the current state of best practices in transportation design. Communities may also elect to adopt national or state-level recognized design guidance.



APPENDIX C: INDIANAPOLIS, INDIANA ORDINANCE

CITY COUNTY COUNCIL

PROPOSAL NO. 208, 2012

CITY OF INDIANAPOLIS-MARION COUNTY, INDIANA

INTRODUCED: 06/04/2012

REFERRED TO: Public Works Committee

SPONSOR: Councillors Lewis and Barth

DIGEST: amends the Code to add new Secs. 431-801 through 431-807 regarding complete streets

SOURCE:

Initiated by: Councillor Lewis

Drafted by: Fred Biesecker, General Counsel

LEGAL REQUIREMENTS FOR ADOPTION:

Subject to approval or veto by Mayor

PROPOSED EFFECTIVE DATE:

Adoption and approvals

GENERAL COUNSEL APPROVAL: _____

Date: May 31, 2012

CITY-COUNTY GENERAL ORDINANCE NO. , 2012

A GENERAL ORDINANCE amending the Revised Code of the Consolidated City and County by adding new Secs. 431-801 et. seq., regarding complete streets.

WHEREAS, Indianapolis strives to be a “liveable community” and a well-balanced and connected transportation system that allows for safe walking and biking and efficient, robust public transit is a vital component of a “livable community;” and

WHEREAS, Complete Streets are a sound financial investment in our community that provides long-term savings, in that a transportation budget can incorporate Complete Streets projects without requiring additional funding; and

WHEREAS, CEOs for Cities released a report called “Walking the Walk” which measured the dollars-and-cents value that homes in walkable areas — all other things being equal — command over homes with “average walkability,” and found that in 13 of the 15 housing markets they studied, increased neighborhood walkability was positively correlated with highly significant price increases; and

WHEREAS, creating Complete Streets also reduces infrastructure costs by requiring far less pavement per user compared to increasing road capacity for vehicles alone; this saves money at the onset of the project and reduces maintenance costs over the long-term; and

WHEREAS, the U.S. Census Bureau projects that by 2025, the portion of Marion County residents over 65 will increase from 11% to 16%, totaling nearly 150,000 people, and they need the public right-of-way to better serve them by safe places to walk, bicycle, or board the bus, and by designing the streets to better accommodate older drivers; and

WHEREAS, more than one third of Americans do not drive due to age, disability, or poverty and need transportation alternatives; and

WHEREAS, in Marion County, 40% of our children are overweight or at-risk for becoming overweight and nearly two thirds of adults are overweight or obese, and incomplete streets mean many people lack opportunities to be active as part of daily life; and

WHEREAS, the Metropolitan Development Commission adopted Multimodal Design Guidelines which address inclusion of biking and walking infrastructure on city roads, and Indianapolis was recently



awarded a bronze designation as a “Bicycle Friendly Community” by the League of American Bicyclists; now, therefore:

BE IT ORDAINED BY THE CITY-COUNTY COUNCIL OF THE
CITY OF INDIANAPOLIS AND OF MARION COUNTY, INDIANA:

SECTION 1. Chapter 431, Article VIII, of the Revised Code of the Consolidated City and County is hereby amended by adding new Sec. 431-801 et. seq., to read as follows:

Sec. 431-801. Definition of Complete Streets.

“*Complete Streets*” means streets that are designed and operated to enable safe access for all users, in that pedestrians, bicyclists, motorists and public transportation users of all ages and abilities are able to safely move along and across a street.

Sec. 431-802. Complete Streets Policy.

The City shall develop a safe, reliable, efficient, integrated and connected multimodal transportation system that will promote access, mobility and health for all users, and will ensure that the safety and convenience of all users of the transportation system are accommodated, including pedestrians, bicyclists, users of mass transit, people of all ages and abilities, motorists, emergency responders, freight providers and adjacent land users.

Sec. 431-803. Scope of Complete Streets Applicability.

(a) All city-owned transportation facilities in the public right of way including, but not limited to, streets, bridges and all other connecting pathways shall be designed, constructed, operated, and maintained so that users of all ages and abilities can travel safely and independently.

(b) Privately constructed streets and parking lots shall adhere to this policy.

(c) The City shall foster partnerships with the State of Indiana, neighboring communities and counties, and business and school districts to develop facilities and accommodations that further the City's complete streets policy and continue such infrastructure beyond the City's borders.

(d) The City shall approach every transportation improvement and project phase as an opportunity to create safer, more accessible streets for all users. These phases include, but are not limited to: planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation and maintenance. Other changes to transportation facilities on streets and rights-of-way, including capital improvements, re-channelization projects and major maintenance, must also be included.

Sec. 431-804. Exceptions

Any exception to this policy, including for private projects, must be approved by the Director of Public Works and be documented with supporting data that indicates the basis for the decision. Such documentation shall be publicly available.

Exceptions may be considered for approval when:

(a) An affected roadway prohibits, by law, use by specified users (such as an interstate freeways or pedestrian malls), in which case a greater effort shall be made to accommodate those specified users elsewhere, including on roadways that cross or otherwise intersect with the affected roadway;

(b) The activities are ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair, and surface treatments such as chip seal or interim measures);



APPENDIX C: INDIANAPOLIS, INDIANA ORDINANCE

Proposal No. 208, 2012
Page 3

(c) The Director of Public Works issues a documented exception concluding that the application of Complete Streets principles is unnecessary, unduly cost prohibitive, or inappropriate because it would be contrary to public safety; or

(d) Other available means or factors indicate an absence of need, including future need.

The Director of Public Works shall submit quarterly reports to the Board of Public Works summarizing all exceptions granted in the preceding quarter. These reports shall be submitted at the first Board of Public Works meeting after the end of the quarter, and shall be posted on-line.

Sec. 431-805. Design Standards.

The City shall follow accepted or adopted design standards and use the best and latest design standards available.

In recognition of context sensitivity, public input and the needs of many users, a flexible, innovative and balanced approach that follows other appropriate design standards may be considered, provided that a comparable level of safety for all users is present.

Sec. 431-806. Performance Measures.

The City shall measure the success of this Complete Streets policy using, but not limited to, the following performance measures:

- Total miles of bike lanes
- Linear feet of new pedestrian accommodation
- Number of new curb ramps installed along city streets
- Crosswalk and intersection improvements
- Percentage of transit stops accessible via sidewalks and curb ramps (beginning in June 2014)
- Rate of crashes, injuries, and fatalities by mode
- Rate of children walking or bicycling to school (beginning in June 2014)

Unless otherwise noted above, within six months of ordinance adoption, the City shall create individual numeric benchmarks for each of the performance measures included, as a means of tracking and measuring the annual performance of the ordinance. Quarterly reports shall be posted on-line for each of the above measures

Sec. 431-807. Implementation and Reporting.

The City of Indianapolis shall view Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

(a) The Department of Public Works, the Department of Metropolitan Development, the Office of Sustainability and other relevant departments, agencies, or committees will incorporate Complete Streets principles into all existing plans, manuals, checklists, decision-trees, rules, regulations, and programs as appropriate (including, but not limited to, ReZone Indy, ReBuild Indy, the Comprehensive Plan, Transportation Capital Program, the Pedestrian and Bicycle Master Plans, Transit Plan and other appropriate plans);

(b) The Department of Public Works, the Department of Metropolitan Development, the Office of Sustainability and other relevant departments, agencies, or committees will review current design standards, including subdivision regulations which apply to new roadway construction, to ensure that they reflect the best available design standards and guidelines, and effectively implement Complete Streets, where feasible;

(c) When available, the City shall encourage staff professional development and training on non-motorized transportation issues through attending conferences, classes, seminars, and workshops;

(d) City staff shall identify all current and potential future sources of funding for street improvements and recommend improvements to the project selection criteria to support Complete Streets projects;

APPENDIX C: INDIANAPOLIS, INDIANA ORDINANCE



Proposal No. 208, 2012
Page 4

(e) The City shall promote inter-departmental project coordination among city departments with an interest in the activities that occur within the public right-of-way in order to better use fiscal resources;

(f) An annual report will be made to the City-County Council showing progress made in implementing this policy. The Department of Public Works, the Department of Metropolitan Development, the Office of Sustainability and other relevant departments, agencies, or committees shall report on the annual increase or decrease for each performance measure contained in this ordinance compared to the previous year(s); and

(g) Every Complete Streets project shall include an educational component to ensure that all users of the transportation system understand and can safely utilize Complete Streets project elements.

SECTION 2. This ordinance shall be in full force and effect upon adoption and compliance with IC 36-3-4-14.

The foregoing was passed by the City-County Council this ____ day of _____, 2012, at ____ p.m.

ATTEST:

Maggie A. Lewis
President, City-County Council

NaTrina DeBow
Clerk, City-County Council

Presented by me to the Mayor this ____ day of _____, 2012, at 10:00 a.m.

NaTrina DeBow
Clerk, City-County Council

Approved and signed by me this ____ day of _____, 2012.

Gregory A. Ballard, Mayor



APPENDIX D: HUNTINGTON PARK, CALIFORNIA RESOLUTION

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RESOLUTION NO. 2012-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK ADOPTING A COMPLETE STREETS POLICY ESTABLISHING GUIDING PRINCIPLES AND PRACTICES SO THAT TRANSPORTATION IMPROVEMENTS ARE PLANNED, DESIGNED, CONSTRUCTED, OPERATED AND MAINTAINED TO ENCOURAGE WALKING, BICYCLING AND TRANSIT USE WHILE PROMOTING SAFE OPERATIONS FOR ALL USERS.

WHEREAS, streets are a critical component of public space and play a major role in establishing the image and identity of a city, providing a key framework for current and future development; and

WHEREAS, on June 21, 2010, the City Council adopted a resolution declaring the City of Huntington Park a “Healthy Eating Active Living” (HEAL) City; and

WHEREAS, Active Living integrates physical activity into daily routines and Active Living communities encourage individuals of all ages and abilities to be more physically active; and

WHEREAS, Active Living improves health by lowering the risk of chronic health conditions such as obesity, diabetes, cancer, and heart disease; and

WHEREAS, communities that support Active Living strive to create amenities that will enhance the quality of life of its residents, improve the physical and social environment in ways that attract businesses and workers, and contribute to economic development; and

WHEREAS, public health recognizes an inextricable link between health and the built environment; and

WHEREAS, a goal of Complete Streets is to improve the access and mobility for all users of streets in our community by improving safety through reducing conflict and encouraging non-motorized transportation and transit; and

WHEREAS, Complete Streets will improve environmental conditions, such as better air quality, reduced greenhouse gas emissions, and improved water quality; and

WHEREAS, communities that support Complete Streets see increased street life and a reduction in crime and improved personal safety; and

WHEREAS, the State of California's Complete Streets Act of 2008 requires cities to identify the provision of routine accommodation of all roadway users including motorists, pedestrians, cyclists, individuals with disabilities, seniors, and public transit users in their circulation elements; and

WHEREAS, the City Council recognizes that obesity is a serious public health threat to the health and wellbeing of adults, children and families in Huntington Park; and

WHEREAS, the City of Huntington Park is dedicated to reducing the rate of obesity in the



1 City by implementing and promoting programs and policies that create healthier work, school, and
2 neighborhood environments conducive to increased physical activity among residents.

3 WHEREAS, the City Council desires to make the City of Huntington Park a more walkable
4 and bikeable community.

5 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON
6 PARK DOES HEREBY RESOLVE AS FOLLOWS:

7 SECTION 1. The City Council adopts the above recitals as its findings.

8 SECTION 2. The City Council hereby adopts a Complete Streets Policy for the City of
9 Huntington Park and is attached hereto as Exhibit "A."

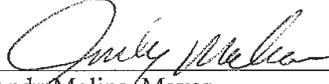
10 SECTION 3. The City of Huntington Park desires to create a safe and efficient
11 transportation system that, to the extent feasible, promotes the health and mobility of all City of
12 Huntington Park citizens and visitors. Therefore, the City of Huntington Park, when practicable,
13 will provide for the needs of drivers, transit users, bicyclists and pedestrians of all ages and abilities
14 in all planning, design, construction, reconstruction, retrofit, operations and maintenance activities
15 and products.

16 SECTION 4. The City of Huntington Park will strive to enhance the safety, access,
17 convenience, and comfort of all users of all ages and abilities. The City understands children,
18 seniors, and persons with disabilities will require special accommodations.

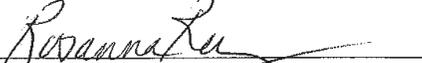
19 SECTION 5: This Resolution shall become effective immediately upon adoption.

20 SECTION 6: The City Clerk shall certify to the adoption of this Resolution.

21 PASSED, APPROVED AND ADOPTED this 16th day of April, 2012.

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Andy Molina, Mayor

ATTEST:


Rosanna Ramirez, City Clerk

R:\PLANNING DIVISION\COMPLETE STREETS POLICY\CC RESOLUTION - COMPLETE STREETS POLICY.DOC



EXHIBIT "A"

City of Huntington Park Complete Streets Policy

The objective of this policy is to establish guiding principles and practices so transportation improvements are planned, designed, constructed, operated and maintained to encourage walking, bicycling, and transit use while promoting safe operations for all users.

The City of Huntington Park will create a safe and efficient transportation system that promotes the health and mobility of all Huntington Park citizens and visitors by providing high quality pedestrian, bicycling, and transit access to all destinations throughout the city, and will design its streets for people, with beauty and amenities. The City of Huntington Park will provide for the needs of drivers, transit users, bicyclists, and pedestrians of all ages and abilities in all planning, design, construction, reconstruction, retrofit, operations, and maintenance activities and products.

The City of Huntington Park will enhance the safety, access, convenience, and comfort of all users of all ages and abilities. The City understands that children, seniors, and persons with disabilities will require special accommodations.

STREET NETWORK / CONNECTIVITY

(A) The City of Huntington Park will design, operate and maintain a transportation network that provides a connected network of facilities accommodating all modes of travel.

(B) The City will actively look for opportunities to repurpose rights-of-way to enhance connectivity for pedestrians, bicyclists, and transit.

(C) The City will focus non-motorized connectivity improvements to services, schools, parks, civic uses, regional connections and commercial uses.

(D) The City will require new developments to provide interconnected street networks with small blocks.

JURISDICTION

(A) This Complete Streets Policy is intended to cover all development and redevelopment in the public domain and all street improvement assessment districts within Huntington Park, but will also focus on regional connectivity.

(B) Every City Department including Administration, Public Works, Engineering, Community Development, Parks and Recreation, and Police, will follow the policy.

(C) The City requires all developers and builders to obtain and comply with the City's standards.

(D) The City requires agencies that Huntington Park has permitting authority over, including, but no limited to, water agencies, electrical utilities, gas and petroleum utilities, communications utilities, and service contractors to comply with this policy.



(E) The City will work closely with Los Angeles County, the Los Angeles County Metropolitan Transportation Authority, the Southern California Regional Rail Authority, and the Southern California Association of Governments to promote compliance.

(F) The City encourages agencies not under Huntington Park's jurisdiction, including, but not limited to, the Los Angeles Unified School District, to satisfy this policy.

PHASES

The City of Huntington Park will apply this Complete Streets policy to all roadway projects, including those involving new construction, reconstruction, retrofits, repaving, rehabilitation, or changes in the allocation of pavement space on an existing roadway, as well as those that involve new privately built roads and easements intended for public use. Complete Streets may be achieved through single projects or incrementally through a series of smaller improvements or maintenance and operation activities over time.

EXCEPTIONS

Complete Streets principles and practices will be included in street construction, reconstruction, repaving, and rehabilitation projects, as well as other plans and manuals, except under one or more of the following conditions:

(A) A project involves only ordinary or emergency maintenance activities designed to keep assets in serviceable condition such as mowing, cleaning, sweeping, spot repair, concrete joint repair, or pothole filling, or when interim measures are implemented on temporary detour or haul routes.

(B) The City Council exempts a project due to excessive and disproportionate cost of establishing a bikeway, walkway or transit enhancement as part of a project.

(C) The Director of Public Works, City Engineer and the Director of Community Development jointly determine the construction is not practically feasible or cost effective because of significant or adverse environmental impacts to waterways, flood plains, remnants of native vegetation, wetlands, or other critical areas, or due to impacts on neighboring land uses, including impact from right of way acquisitions.

(D) Unless otherwise determined by the City Council, the Director of Public Works, City Engineer and the Director of Community Development jointly determine it is not practically feasible or cost effective to implement the provisions of this policy through public or private project design or manuals or other plans.

Exceptions described above, will be documented.

DESIGN

Additionally, the Huntington Park City Council declares it is the City of Huntington Park's policy to:

(A) Adopt new Complete Streets Design Guidelines to guide the planning, funding, design, construction, operation, and maintenance of new and modified streets in Huntington Park while



remaining flexible to the unique circumstances of different streets where sound engineering and planning judgment will produce context sensitive designs.

(B) Incorporate the Complete Streets Design Guidelines' principles into all City plans, manuals, rules, regulations and programs as appropriate.

(C) Provide well-designed pedestrian accommodations on all streets and crossings. Pedestrian accommodations can take numerous forms, including but not limited to traffic signals, roundabouts, bulb-outs, curb extensions, sidewalks, buffer zones, shared-use pathways, and perpendicular curb ramps, among others.

(D) Provide well-designed bicycle accommodations along all streets. Bicycle accommodations can take numerous forms, including but not limited to the use of bicycle boulevards, striping, slow streets, low auto volume streets, traffic calming, signs, and pavement markings, among others.

(E) Where physical conditions warrant, landscaping shall be planted whenever a street is newly constructed, reconstructed, or relocated.

CONTEXT SENSITIVITY

(A) The City of Huntington Park will plan its streets in harmony with the adjacent land uses and neighborhoods.

(B) The City will solicit input from local stakeholders during the planning process.

(C) The City will integrate natural features, such as waterways, and other topography into design of streets.

(D) The City will design streets with a strong sense of place. Architecture, landscaping, streetscaping, public art, signage, etc. will be used to reflect the community and neighborhood.

(E) The City will coordinate street improvements with merchants along retail and commercial corridors to develop vibrant and livable districts.

(F) The City will practice sustainable storm water management strategies.

PERFORMANCE MEASURES

The City will evaluate this Complete Streets Policy using the following performance measures:

1. Total miles of on-street bikeways defined by streets with clearly marked or signed bicycle accommodation
2. Total miles of streets with pedestrian accommodation (goal – all)
3. Number of missing or non-compliant curb ramps along City streets (goal – 0)
4. Number of new street trees planted along City streets
5. Percentage of new street projects that are multi-modal
6. Number and severity of pedestrian-vehicle and bicycle-vehicle crashes
7. Number of pedestrian-vehicle and bicycle-vehicle fatalities (goal – 0)



The City will create a methodology to collect data related to those performance measures.

IMPLEMENTATION

(A) *Advisory Group.* The City will establish an inter-departmental advisory committee to oversee the implementation of this policy. The committee will include members of Public Works, Engineering, Community Development, Parks and Recreation, and the Police Departments from the City of Huntington Park. The committee may include representatives from the Los Angeles County Metropolitan Transportation Authority, representatives from the bicycling, disabled, youth and elderly community, and other advocacy organizations, as relevant. This committee will meet as necessary and will report to City Council on matters regarding implementation.

(B) *Inventory.* The City will maintain a comprehensive inventory of the pedestrian and bicycling facility infrastructure integrated with the City's database and will prioritize projects to eliminate gaps in the sidewalk and bikeways networks.

(C) *Capital Improvement Project Prioritization.* The City will reevaluate Capital Improvement Projects prioritization to encourage implementation of bicycle, pedestrian, and transit improvements.

(D) *Revisions to Existing Plans and Policies.* The City of Huntington Park will incorporate Complete Streets principles into: the City's Circulation Element, Transportation Strategic Plan, Transit Plan, Traffic Safety Master Plan, Specific Plans, Urban Design Element; and other plans, manuals, rules, regulations and programs.

(E) *Other Plans.* When feasible, the City will prepare, implement, and maintain a Bicycle Transportation Plan, a Pedestrian Transportation Plan, a Safe Routes to School Plan, an Americans with Disabilities Act Transition Plan, and a Street Tree and Landscape Master Plan.

(F) *Storm Water Management.* The City will prepare and implement a plan to transition to sustainable storm water management techniques along our streets.

(G) *Staff Training.* The City will train pertinent City staff on the content of the Complete Streets principles and best practices for implementing the policy.

(H) *Coordination.* The City will utilize inter-departmental project coordination to promote the most responsible and efficient use of fiscal resources for activities that occur within the public right of way.

(I) *Street Manual.* The City will create and adopt a Complete Streets Design Manual to support implementation of this policy.

(J) *Funding.* The City will actively seek sources of appropriate funding to implement Complete Streets.

Unless otherwise indicated, the Public Works Department and/or the Engineering Department will be responsible for the implementation of this Complete Streets Policy.



Date: June 28, 2006
W.I.: 1125
Referred by: PC

RE: Regional Policies for Accommodation of Bicycle and Pedestrian Facilities In Transportation Project Planning, Design, Funding and Construction

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 3765

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 et seq.; and

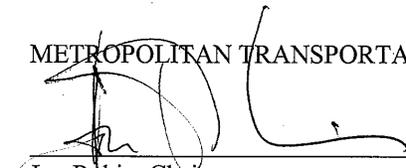
WHEREAS, MTC adopted Resolution No. 3427 in 2001 which adopted the 2001 Regional Transportation Plan and the 2001 Regional Bicycle Plan for the region; and

WHEREAS, MTC adopted Resolution No. 3681 in 2005 which adopted the Transportation 2030 Plan including Calls to Action to address bicyclist and pedestrian transportation needs during project development; and

WHEREAS, MTC recognizes that coordinated development of pedestrian and bicycle infrastructure offers cost savings in the long term and opportunities to create safe and convenient bicycle and pedestrian travel; now, therefore, be it

RESOLVED, that MTC adopts the Recommendations from the study *Routine Accommodation of Pedestrians and Bicyclists in the Bay Area*, as outlined in Attachment A, attached hereto and incorporated herein as though set forth at length

METROPOLITAN TRANSPORTATION COMMISSION



Jon Rubin, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on June 28, 2006.



Date: June 28, 2006
W.I.: 1125
Referred by: PC

Attachment A
Resolution No. 3765
Page 1 of 2

Routine Accommodation of Pedestrians and Bicyclists in the Bay Area: Study Recommendations

POLICY

1. Projects funded all or in part with regional funds (e.g. federal, STIP, bridge tolls) shall consider the accommodation of bicycle and pedestrian facilities, as described in Caltrans Deputy Directive 64. These recommendations shall not replace locally adopted policies regarding transportation planning, design, and construction. These recommendations are intended to facilitate the accommodation of pedestrians, which include wheelchair users, and bicyclist needs into all projects where bicycle and pedestrian travel is consistent with current, adopted regional and local plans. In the absence of such plans, federal, state, and local standards and guidelines should be used to determine appropriate accommodations.

PROJECT PLANNING and DESIGN

2. Caltrans and MTC will make available routine accommodations reports and publications available on their respective websites.
3. To promote local bicyclist and pedestrian involvement, Caltrans District 4 will maintain and share, either quarterly or semi-annually at the District 4 Bicycle Advisory Committee, a table listing ongoing Project Initiation Documents (PIDS) for Caltrans and locally-sponsored projects on state highway facilities where bicyclists and pedestrians are permitted.

FUNDING and REVIEW

4. MTC will continue to support funding for bicycle and pedestrian planning, with special focus on the development of new plans and the update of plans more than five years old.
5. MTC's fund programming policies shall ensure project sponsors consider the accommodation of bicyclists and pedestrians consistent with Caltrans' Deputy Directive 64. Projects funded all or in part with regional discretionary funds must consider bicycle and pedestrian facilities in the full project cost consistent with Recommendation 1 above. The Federal Highway Administration recommends including up to 20% of the project cost to address non-motorized access improvements; MTC encourages local agencies to adopt their own percentages.



Attachment A
MTC Resolution No. 3765
Page 2 of 2

6. TDA Article 3, Regional Bike/Ped, and TLC funds shall not be used to fund bicycle and pedestrian facilities needed for new roadway or transit construction projects that remove or degrade bicycle and pedestrian access. Funding to enhance bicycle and/or pedestrian access associated with new roadway or transit construction projects should be included in the funding for that project.
7. MTC, its regional bicycle and pedestrian working groups, the Partnership's Local Streets and Roads committee, and the county congestion management agencies (CMAs) shall develop a project checklist to be used by implementing agencies to evaluate bicycle and pedestrian facility needs and to identify its accommodation associated with regionally-funded roadway and transit projects consistent with applicable plans and/or standards. The form is intended for use on projects at their earliest conception or design phase and will be developed by the end of 2006.
8. CMAs will review completed project checklists and will make them available through their websites, and to their countywide Bicycle/Pedestrian Advisory Committees (BPACs) for review and input to ensure that routine accommodation is considered at the earliest stages of project development. The checklist outlined in Recommendation 7 should be the basis of this discussion prior to projects entering the TIP.
9. Each countywide BPAC shall include members that understand the range of transportation needs of bicyclists and pedestrians consistent with MTC Resolution 875 and shall include representation from both incorporated and unincorporated areas of the county.
10. MTC and its partner agencies will monitor how the transportation system needs of bicyclists and pedestrians are being addressed in the design and construction of transportation projects by auditing candidate TIP projects to track the success of these recommendations. Caltrans shall monitor select projects based on the proposed checklist.

TRAINING

11. Caltrans and MTC will continue to promote and host project manager and designer training sessions to staff and local agencies to promote routine accommodation consistent with Deputy Directive 64.



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COMPLETE STREETS CHECKLIST

Project title:
 County:
 Jurisdiction/agency:
 Project location:
 Contact name:
 Contact phone:
 Contact e-mail:

Preamble

Recent federal, state and regional policies call for the routine consideration of bicyclists and pedestrians in the planning, design and construction of all transportation projects. These policies—known as “Routine Accommodation” guidelines—are included in the federal surface transportation act (SAFETEA-LU), Caltrans Deputy Directive 64, and MTC Resolution 3765, which calls for the creation of this checklist.

In accordance with MTC Resolution 3765, agencies applying for regional transportation funds must complete this checklist to document how the needs of bicyclists *and* pedestrians were considered in the process of planning and/or designing the project for which funds are being requested. For projects that do not accommodate bicyclists *and* pedestrians, project sponsors must document why not. According to the resolution, the checklist is intended for use on projects at their earliest conception or design phase.

This guidance pertains to transportation projects that could in any way impact bicycle and/or pedestrian use, whether or not the proposed project is designed to accommodate either or both modes. Projects that do not affect the public right-of-way, such as bus-washers and emergency communications equipment, are exempt from completing the checklist.

I. Existing Conditions

1 PROJECT AREA

- a. What accommodations for bicycles and pedestrians are included on the current facility and on facilities that it intersects or crosses?

- b. If there are no existing pedestrian or bicycle facilities, how far from the proposed project are the closest parallel bikeways and walkways?

- c. Please describe any particular pedestrian or bicycle uses or needs along the project corridor which you have observed or of which you have been informed.

- d. What existing challenges could the proposed project address for bicycle and pedestrian travel in the vicinity of the proposed project?

2 DEMAND

What trip generators (existing and future) are in the vicinity of the proposed project that might attract walking or bicycling customers, employees, students, visitors or others?

3 COLLISIONS

In the project design, have you considered collisions involving bicyclists and pedestrians along the route of the facility? If so, what resources have you consulted?



II. Plans, Policies and Process

4 PLANS

- a. Do any adopted plans call for the development of bicycle or pedestrian facilities on, crossing or adjacent to the proposed facility/project? If yes, list the applicable plan(s).

- b. Is the proposed project consistent with these plans?

5 POLICIES, DESIGN STANDARDS & GUIDELINES

- a. Are there any local, statewide or federal *policies* that call for incorporating bicycle and/or pedestrian facilities into this project? If so, have these policies been followed?

- b. If this project includes a bicycle and/or pedestrian facility, have all applicable *design standards* or *guidelines* been followed?

6 REVIEW

If there have been BPAC, stakeholder and/or public meetings at which the proposed project has been discussed, what comments have been made regarding bicycle and pedestrian accommodations?

III. The Project

7 PROJECT SCOPE

What accommodations, if any, are included for bicyclists and pedestrians in the proposed project design?

8 HINDERING BICYCLISTS/PEDESTRIANS

- a. Will the proposed project remove an existing bicycle or pedestrian facility or block or hinder bicycle or pedestrian movement? If yes, please describe situation in detail.

- b. If the proposed project does not incorporate both bicycle and pedestrian facilities, or if the proposed project would hinder bicycle or pedestrian travel, list reasons why the project is being proposed as designed.

- Cost (What would be the cost of the bicycle and/or pedestrian facility and the proportion of the total project cost?)

- Right-of-way (Did an analysis lead to this conclusion?)

- Other (Please explain.)

9 CONSTRUCTION PERIOD

How will access for bicyclists and pedestrians be maintained during project construction?

10 ONGOING MAINTENANCE

What agency will be responsible for ongoing maintenance of the facility and how will this be budgeted?



APPENDIX G: UDOT GUIDELINES




GUIDELINES FOR BICYCLE AND PEDESTRIAN ACCOMMODATIONS

The purpose of this document is to assist project personnel with resources and a description of UDOT’s responsibilities in providing accommodations for pedestrians and bicyclists. For assistance in completing this document contact UDOT’s Bicycle and Pedestrian Coordinator.

UDOT’s Guidelines for Bicycle and Pedestrian Accommodations

Urban and Rural Freeways and Limited Access Highways

Bicycles and pedestrians are not allowed on urban area freeways where alternate routes are available and accommodations are not required. Where they are permitted on rural freeways, special attention should be given to rumble strip application and shoulders. For a listing of bicycle and pedestrian restricted locations on state routes, see the Restrictions map on the UDOT web site at www.udot.utah.gov/walkingandbiking then select Online Maps.

Urban and Rural Arterials

Pedestrian use of highway right-of-way is common within cities and towns; and Utah Code defines bicycles as vehicles. Every effort should be made to include bicycle and pedestrian accommodations in all new construction and reconstruction projects on the state system. The specific level of accommodation will vary by project and should be determined by the Project Team, including the UDOT Bicycle and Pedestrian Coordinator.

Reference:

UDOT Policy 07-117: Routine Accommodations for Bicyclists and Pedestrians: An accommodation is defined as any facility, design feature, operational change or maintenance activity that improves the environment in which bicyclists and pedestrians travel. Examples of such accommodations include the provision of bike lanes, sidewalks, signs and the addition of paved shoulders. Bicycling and walking are successfully accommodated when travel by these modes is efficient and safe for the public. The level of accommodation should be considered on a project-by-project basis.





BICYCLE AND PEDESTRIAN ACCOMMODATIONS

Prepared by _____ Date _____ Project Name _____

Project Number _____ SR _____ Begin MP _____ End MP _____

Scope of Project _____

_____ Construction Year _____

If the Project meets the criteria described in UDOT's Guidelines for Bicycle and Pedestrian Accommodations, every effort should be made to include bicycle and pedestrian accommodations in the project. The Project Team should use the following information and questions to facilitate discussion in determining the level of accommodations for bicyclists and pedestrians.

Planning and Bicycle & Pedestrian Coordinator Considerations	
Questions	Comments
Is the transportation facility included in or related to bicycle and pedestrian facilities identified in a master plan? <ul style="list-style-type: none"> · MPO Bike/Pedestrian Plan · Local Planning Documents · UDOT Statewide Pedestrian and Bicycle Plan 	
Is the transportation facility included in or related to a regional/local recreational plan? <ul style="list-style-type: none"> · Rails-to-Trails · Greenways · Local, State, National Parks 	
Will the transportation facility provide continuity and linkages with existing or proposed bicycle/pedestrian facilities? Is the transportation facility: <ul style="list-style-type: none"> · A scenic byway · Near schools · Part of a trail network interconnect 	
Does the existing transportation facility provide the only convenient transportation connection/linkage between land uses in the local area or region?	
Do bicycle/pedestrian groups regularly use the transportation facility? <ul style="list-style-type: none"> · Bicycle commuters, bike clubs, bicycle touring groups · Hiking, walking or running clubs · Skateboarding or rollerblading groups · General tourism/sightseeing 	





APPENDIX G: UDOT GUIDELINES

Traffic & Safety Considerations	
Questions	Comments
Is there a high incidence of bicycle/pedestrian crashes in the area?	
Are there physical or perceived impediments to bicycle or pedestrian use of the transportation facility?	

Existing and Future Context Considerations	
Questions	Comments
Is the transportation facility in an existing or future high-density land use area that has pedestrian/bike/motor vehicle traffic	
Is the transportation facility the “main street” in a community or town?	
Is the transportation facility in close proximity to schools, hospitals, elderly care facilities or the residences or businesses of persons with disabilities?	

Multi-modal Considerations (pedestrians, bicycles, transit)	
Questions	Comments
Is there a high amount of crossing activity at intersections or midblocks? Is there a high amount of night crossing activity? Is there adequate lighting?	
Are sidewalks needed in the area? · Are there worn paths along the facility? · Do adjacent land uses generate pedestrian traffic? · Are there possible linkages/continuity with other pedestrian facilities? · Are there any schools nearby?	
Is the transportation facility in close proximity to transit stops or multi-modal centers (including airports, rail stations, intercity bus terminals, and water ports)?	
Is the transportation facility on an existing transit route or near park and ride lots?	
Are there existing or proposed bicycle racks, shelters or parking available?	

Upon consideration of the information above, the Project Team will determine the appropriate level of bicycle and pedestrian accommodations that will be included in the Project. When determining the appropriate type of accommodations for a bicycle and pedestrian facility, the Project Team should seek guidance from UDOT Standard Drawings, Roadway Design Manual of Instruction, the AASHTO Guide for the Development of Bicycle Facilities and the AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities.



APPENDIX G: UDOT GUIDELINES



If bicycle and pedestrian accommodations cannot be included in this project, please select from the following as reasonable justification:

The project is for pavement preservation only* _____

Non-motorized travel is prohibited _____

Cost prohibitive _____

Not warranted at this location _____

Briefly describe the reasons why not (sparsity of population, no known usage by bicyclists or pedestrians, or other factors that indicate absence of need)

Other _____

**Relocation of shoulder striping may be appropriate on preservation projects, if acceptable to the traffic engineer.*

Bicycle and Pedestrian Accommodations

Design Phase

Review the Concept Report for Bicycle and Pedestrian Accommodations. If no Concept Report exists, complete the Bicycle and Pedestrian Accommodations questionnaire and incorporate the accommodations into the scope of the project. Also, consider, and if necessary, design for existing bicycle and pedestrian accommodations required during the construction of the project.

Bicycle and Pedestrian Accommodations

Final Design Phase

Provide detailed specifications for accommodating bicyclists and pedestrians during the Construction Phase of the project.

References

Utah Code 72-8-105: Pedestrian safety to be considered in highway planning.
UDOT Policy O8A-2: Pedestrian Safety Facilities on Construction Projects





APPENDIX H: HENNEPIN COUNTY, MINNESOTA CHECKLIST



Hennepin County
Transportation Department
Public Works Facility
1600 Prairie Drive
Medina, MN 55340-5421

Checklist for Compliance with Hennepin County Complete Streets Policy

[Click here to enter County Road Number \(preface with CSAH or CR\)](#)

County Project #: [Click here to enter Project #.](#) Project Manager: [Click here to enter Name.](#)

City: [Click here to enter City.](#)

Project Limits: [Click here to enter project limits description.](#)

Project Funding Type: Federal Aid State Aid Local Funds Other Describe other.

Design Phase: Preliminary Design Detail Design

Completed By: [Click here to enter Name.](#) Date Completed: [Click here to enter a date.](#)

Existing Corridor Characteristics Review			
Average Daily Traffic (ADT):	Click here to enter ADT.	Posted Speed:	Select posted speed.
Critical crash rate history within the project corridor?	Yes or No	If yes, describe locations and note crash rates.	
Roadway Functional Class	Choose a functional class		
Road Use Classification	Choose an item.	Click here to add additional comments.	
Trip Generators: <input type="checkbox"/> School <input type="checkbox"/> Retail <input type="checkbox"/> Hospital <input type="checkbox"/> Fire station <input type="checkbox"/> Park <input type="checkbox"/> Church <input type="checkbox"/> Airport <input type="checkbox"/> Known Historic Site <input type="checkbox"/> Sports facility <input type="checkbox"/> Other Describe other.			
Existing corridor R/W width:	Click here to enter existing corridor R/W width or range of widths.		
Typical Roadway Section/Lane Configuration:	Describe here (# lanes & width, curb type, etc.)		
Intersection Configurations:	Describe here (traffic signals, geometry, side street stops, turn lanes, etc.)		
Side Street skewed <70° or existing sight distance issue	Identify the intersecting streets and specify the problematic leg.		
Any roadway or pedestrian (underpass/overpass) bridges?	Yes or No	If yes, list type, location, number, and over/under roadways.	
Any railroad crossings?	Yes or No If yes, describe.		
Complete Streets Features: <input type="checkbox"/> Pedestrians List elements, i.e. sidewalk, trail, tunnel, etc. <input type="checkbox"/> Bicycles List elements, i.e. bike lanes, trails, bike boxes, etc. <input type="checkbox"/> Autos List elements, i.e. parking lanes, etc. <input type="checkbox"/> Trucks List elements, i.e. no lane encroachment, etc. <input type="checkbox"/> Buses List elements, i.e. bus stops, etc. <input type="checkbox"/> Light rail List elements, i.e. LRT stops, etc. <input type="checkbox"/> Other List other here.			
What is the average daily bicycle traffic?	Click here to enter bicycle traffic numbers and associated locations.		
On City/County Bike Plan?	Yes or No	If yes, indicate which plans.	

APPENDIX H: HENNEPIN COUNTY, MINNESOTA CHECKLIST



Hennepin County
Transportation Department
 Public Works Facility
 1600 Prairie Drive
 Medina, MN 55340-5421

House Moving Route?	Yes or No
Roadway Restrictions	<input type="checkbox"/> Reduced Speed Zone <input type="checkbox"/> Advisory Signage <input type="checkbox"/> Clearance Restriction <input type="checkbox"/> Weight Restriction <input type="checkbox"/> Other List other here.
Existing drainage problems or deficiencies?	List flooding/ponding and treatment/rate issues here.

Proposed Corridor Characteristics Review				
Average Daily Traffic (ADT) Forecasted Year:	Enter forecast year.	Enter ADT	Posted Speed: Select posted speed.	Design Speed: Select design speed.
Proposed Corridor R/W width:	Click here to enter proposed corridor R/W width or range of widths.			
Highway Easements Required?	Yes or No			
Typical Roadway Section/Lane Configuration:	Describe here (# lanes & width, curb type, etc.)			
Variances or Exceptions?	Yes or No	List and describe each variance/exception.		
Design Vehicle	<input type="checkbox"/> Passenger Car <input type="checkbox"/> Single-unit Truck <input type="checkbox"/> Bus List type. <input type="checkbox"/> WB-62 <input type="checkbox"/> Other List type.			
Traffic Lane Information	Through # of lanes Lane Width: feet Roadway Surface Material: Choose an item. <input type="checkbox"/> Left <input type="checkbox"/> Double left <input type="checkbox"/> Right <input type="checkbox"/> Double right <input type="checkbox"/> CTWLTL			
Shoulders?	Yes or No	Width: feet Shoulder Surface Material: Choose an item.		
Curb or Curb & Gutter?	Yes or No	Type: If yes, list type.		
Medians?	Yes or No	Minimum Width: feet Type: Choose an item.		
On Street Parking?	<input type="checkbox"/> Both sides <input type="checkbox"/> One side <input type="checkbox"/> None			Width: feet
Sidewalk/Trail Separation from Cars	Choose an item. If other, describe.			Width: feet
Streetscape/Landscape	List components, not including bike/bus features which are noted later.			
Any roadway or pedestrian (underpass/overpass) bridges?	Yes or No	Type: If yes, list type, location, number, and over/under roadways.		
Retaining Walls	Choose type.	<input type="checkbox"/> Fencing proposed <input type="checkbox"/> Building Permit Required		

APPENDIX H: HENNEPIN COUNTY, MINNESOTA CHECKLIST



Hennepin County
Transportation Department
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 1600 Prairie Drive
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Safety Barrier/Guardrail	Yes or No	<input type="checkbox"/> With 4" curb <input type="checkbox"/> Crashworthy End Treatment(s) <input type="checkbox"/> Pedestrian Friendly End Treatment(s)	
Mailboxes	Yes or No		
Intersection Configurations:	Describe here (traffic signals, geometry, side street stops, turn lanes, etc.)		
Traffic Signals Proposed	Yes or No	List intersections.	
Traffic Signals Warranted	Yes or No	If yes, warrant information	<input type="checkbox"/> SJR <input type="checkbox"/> ICE Report
Traffic signal components included in design: <input type="checkbox"/> All pedestrian phase <input type="checkbox"/> Pedestrian actuated <input type="checkbox"/> Countdown timers <input type="checkbox"/> Accessible pedestrian signals <input type="checkbox"/> Bus preemption <input type="checkbox"/> Railroad preemption <input type="checkbox"/> Emergency Vehicle Preemption <input type="checkbox"/> Street lights <input type="checkbox"/> Interconnect <input type="checkbox"/> Video detection <input type="checkbox"/> Protected left turn <input type="checkbox"/> Permissive left turn with green globe <input type="checkbox"/> Permissive left turn with flashing yellow arrow			
Roundabouts Proposed?	Yes or No	List locations.	<input type="checkbox"/> ICE report
4-Way Stop Proposed?	Yes or No	List intersections.	
Intersection Components	<input type="checkbox"/> Crosswalks at all crossings <input type="checkbox"/> Crosswalks at some crossings <input type="checkbox"/> School crosswalks <input type="checkbox"/> Refuge islands <input type="checkbox"/> Pedestrian bump-outs Crosswalk Type: List crosswalk striping type(s)		
Side Street skewed <70° or sight distance issue	Identify the intersecting streets and specify the problematic leg.		
Complete Streets Features: <input type="checkbox"/> Pedestrians List elements, i.e. sidewalk, trail, tunnel, etc. <input type="checkbox"/> Bicycles List elements, i.e. bike lanes, trails, bike boxes, etc. <input type="checkbox"/> Autos List elements, i.e. parking lanes, etc. <input type="checkbox"/> Trucks List elements, i.e. no lane encroachment, etc. <input type="checkbox"/> Buses List elements, i.e. bus stops, etc. <input type="checkbox"/> Light rail List elements, i.e. LRT stops, etc. <input type="checkbox"/> Other List other here.			
Sidewalk	<input type="checkbox"/> Both sides <input type="checkbox"/> One side Location. <input type="checkbox"/> None		Width: feet
Sidewalks ADA Compliant?	Yes or No If no, explain why not.		
Street Lighting	<input type="checkbox"/> Street Level <input type="checkbox"/> Pedestrian Level <input type="checkbox"/> Combined <input type="checkbox"/> None		
Stairways Proposed	Yes or No	<input type="checkbox"/> Handrails Included <input type="checkbox"/> Building Permit Required	
On-Road Bike Lanes	<input type="checkbox"/> Both sides <input type="checkbox"/> One side Location. <input type="checkbox"/> None		Width: feet
	<input type="checkbox"/> Follows Right Turn Lane <input type="checkbox"/> Follows Thru Lane		
Off-Road Multi-Use Trail	<input type="checkbox"/> Both sides <input type="checkbox"/> One side Location. <input type="checkbox"/> None		Width: feet

APPENDIX H: HENNEPIN COUNTY, MINNESOTA CHECKLIST



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Trails ADA Compliant?	Yes or No If no, explain why not.	
Bike Amenities	<input type="checkbox"/> Bike lane/path signage <input type="checkbox"/> Bike racks <input type="checkbox"/> Bike lockers	
Bus Elements	<input type="checkbox"/> Diamond Lanes <input type="checkbox"/> Bus Bays <input type="checkbox"/> Far Side Stops <input type="checkbox"/> Near Side Stops <input type="checkbox"/> Bus stop benches <input type="checkbox"/> Shelters <input type="checkbox"/> ADA landing If not checked, explain why not.	
Light Rail Elements	Yes or No	If yes, describe stops, location, etc.

Proposed Drainage/Utilities Review		
Surface water impaired or special water within or adjacent to the project?	Yes or No	List water bodies here
Delineated wetlands impacted?	Yes or No	
Floodplain impacted?	Yes or No	
Drainage permits required (preliminary design)/obtained (detail design)? <input type="checkbox"/> MPCA NPDES <input type="checkbox"/> DNR <input type="checkbox"/> WCA <input type="checkbox"/> Army COE <input type="checkbox"/> WMA/WMO List agency.		
Stormwater treatment options used: <input type="checkbox"/> Wet basins <input type="checkbox"/> Infiltration <input type="checkbox"/> Filtration <input type="checkbox"/> Underground storage <input type="checkbox"/> Water quality structures <input type="checkbox"/> Sump structures <input type="checkbox"/> Rain gardens <input type="checkbox"/> Other List type.		
Storm sewer design <input type="checkbox"/> 10-yr storm for inlets <input type="checkbox"/> 25-yr storm for low pt.s <input type="checkbox"/> 50-yr storm for 2' sags <input type="checkbox"/> Castings out of ADA routes/ramps <input type="checkbox"/> Bike safe castings		
Culvert design <input type="checkbox"/> Risk assessment for 48"+ <input type="checkbox"/> Hydraulic analysis for streams <input type="checkbox"/> Trash guards for 24"+ <input type="checkbox"/> Safety aprons within clear zone		
Above ground utilities	<input type="checkbox"/> Communications <input type="checkbox"/> Power <input type="checkbox"/> Other List others here.	
Below ground utilities	<input type="checkbox"/> Public water <input type="checkbox"/> Public sanitary <input type="checkbox"/> Gas <input type="checkbox"/> Communications <input type="checkbox"/> Power <input type="checkbox"/> Other List others here.	

APPENDIX H: HENNEPIN COUNTY, MINNESOTA CHECKLIST



Hennepin County
Transportation Department
 Public Works Facility
 1600 Prairie Drive
 Medina, MN 55340-5421

Comparison Summary of Pedestrian/Bicycle Improvements		
Miles of sidewalk	Existing: Number	Proposed: Number
Miles of trails or bike lanes	Existing: Number	Proposed: Number
Number of striped crosswalks	Existing: Number	Proposed: Number
Number of ADA compliant ramps (Note: Each crossing counts as 1 ramp; 2-way directional and diagonal ramps count as 2 ramps)	Existing: Number	Proposed: Number
Number of pedestrian bump-outs	Existing: Number	Proposed: Number
Number of signals with countdown timers	Existing: Number	Proposed: Number
Miles of pedestrian lighting	Existing: Number	Proposed: Number