

DEPARTMENT OF TRANSPORTATION'S
REPORT TO LEGISLATURE
OF
THE STATE OF HAWAII
REQUIRED UNDER
ACT 54
SESSION LAWS OF HAWAII 2009

**INTERIM PROGRESS REPORT:
"COMPLETE STREETS TASK FORCE"**

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
DECEMBER 2009

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REPORT TO THE LEGISLATURE

OF THE STATE OF HAWAII

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ACT 54

SESSION LAWS OF HAWAII 2009

Interim progress report to the Hawaii Legislature on the Complete Streets Task Force.

Introduction:

Act 54, Session Laws of Hawaii (SLH) 2009, requires the Hawaii Department of Transportation (HDOT) and County transportation departments to adopt Complete Streets policies that,

“seek to reasonably accommodate convenient access and mobility for all users of the public highways within their respective jurisdictions as described under Section 264-1, including pedestrians, bicyclists, transit users, motorists, and persons of all ages and abilities.”

It also requires the establishment of a temporary Complete Streets Task Force (CSTF) to review existing State and County highway design standards and guidelines¹.

Over the course of approximately eight months and six task force meetings, the project team will facilitate and provide guidance to the CSTF in order to gather input regarding the formalization and application of Complete Streets concepts to Hawaii's transportation policies and guidelines.

The scope of work required for the CSTF falls under six tasks:

1. Creation of Task Force
2. Review of Existing Conditions
3. Review of Complete Streets Best Practices
4. Recommendations for Standards and Guidelines to Provide Consistency for All Highway Users
5. Recommendations for Complete Streets Policy
6. Recommendations for Restructuring Existing Procedures and Design Guidelines

¹ See Attachment 1: Act 54, SLH 2009

Progress of the Complete Streets Task Force:

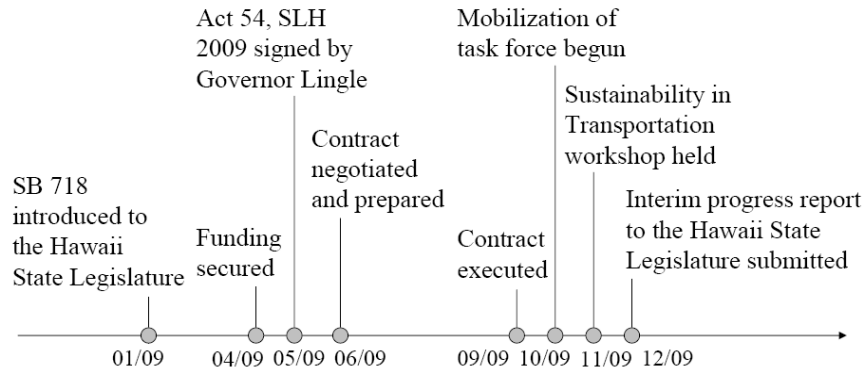


Figure 1: Complete Streets Task Force Timeline

The Complete Streets Bill, SB718, was introduced to the Hawaii State Legislature during the 2009 legislative session. Following its introduction, the HDOT began preparing for passage of the bill by initiating the administrative tasks required to convene the task force. This included securing funding and executing the contract for consultant services. Consultant services were deemed necessary due to the degree of work involved and strict schedule requirements for the effort.

In October 2009, following the execution of the consultant contract, mobilization of the CSTF began. The project team worked with the HDOT Director to compile a list of CSTF member organizations that would meet the requirements of Act 54, SLH 2009 and ensure that the task force was representative of a balanced and comprehensive group of government and non-government transportation stakeholders. This was challenging due to the extent and diversity of interest in the process.

It was decided the CSTF should be limited to twenty members with technical resource organizations available to assist and provide input at critical points in the process. This ensured that the task force would be a manageable size that would facilitate gathering meaningful input and make the most efficient and effective use of the members' time. For more information, please Table 1: Complete Streets Task Force Representative Organizations and Attachment 2: Complete Streets Fact Sheet.

Table 1: Complete Streets Task Force Representative Organizations

Category	Organization	Required member
State	HDOT Highways Division	X
Federal	Federal Highway Administration	X
County	County of Kauai City and County of Honolulu County of Maui County of Hawaii	X
Bicyclists	Hawaii Bicycling League	X
Pedestrians	Peoples Advocacy for Trails Hawaii	X
Seniors / Aging	AARP Hawaii	X
Highway Users	Hawaii Highway Users Alliance	X
Freight	Hawaii Transportation Association	
Transit	Maui, Department of Transportation	
Academia	University of Hawaii	X
Health	Department of Health	X
Developers	Land Use Research Foundation	X
Schools / Children	Department of Education	
Environmental	Outdoor Circle	

In order to prepare for upcoming task force meetings, the project team gathered reference information to be discussed and expanded upon by the task force. Having this information available in advance will allow for the objectives of the task force meetings to be accomplished in a more efficient manner. Summaries of the project team’s research are included below.

For Task 2: Review of Existing Conditions and Task 4: Recommendations for Standards and Guidelines to Provide Consistency for All Highway Users, the project team developed preliminary fields for a matrix of existing State and County design standards and guidelines. As the task force works with the project team to fill in these fields, they will be able to compare and contrast these roadway characteristics. This review will better allow them to determine standards and guidelines that can be applied statewide and within each county to provide consistency throughout Hawaii’s roadway network. The project team also reviewed HDOT design standards and guidelines to prepare for the review. For more information, please see Attachment 3: Review of State and County Design Standards.

For Task 3: Review of Complete Streets Best Practices, the project team conducted a preliminary review of Complete Streets policies from a wide range of government transportation agencies across the nation. Policies were selected to highlight differences in levels of government, geography, and scale. The review focused on the following eight elements:

1. Vision and purpose
2. Modes or user types covered by the policy
3. Types of projects for which the policy applies
4. Circumstances where exceptions may be granted

5. Implementation and enforcement mechanisms
6. Design standards
7. Context sensitive language
8. Methods of performance measurement

The policies were compared and contrasted in order to determine Complete Streets best practices, prominent stakeholder desires, and contextual variation. The project team identified the following five potential best practices for Complete Streets policies:

1. Development of a clear vision that explains why the community wants to enhance its street network with Complete Streets
2. Development of provisions for “all users,” including pedestrians, bicyclists, public transportation, freight, and vehicles
3. Development of design standards or the requirement to create design standards
4. Development of a Complete Streets Checklist
5. Development of exceptions to the policy for circumstances where the implementation of Complete Streets may not be advisable

For more information, please see Attachment 4: Complete Streets Policy Review.

In addition to the above accomplishments, the HDOT also held a workshop, Sustainability in Transportation. As the HDOT is moving forward with major land transportation planning efforts, such as the CSTF, the Statewide and Regional Long Range Land Transportation Plans, and the Statewide Pedestrian Master Plan, the workshop provided a venue for transportation stakeholders to learn and discuss the application of sustainability to transportation in Hawaii. The workshop included modules on applying sustainability to streets including the application of sustainability to Complete Streets and a breakout session during which participants had an opportunity to practice applying context, sustainability, and Complete Streets to roadway cross sections.

The workshop brought together over sixty attendees representing transportation planners, engineers, and stakeholders from various government agencies and community organizations. The attendees included representatives from organizations that will be members on or provide technical guidance to the CSTF. For more information, please see Attachment 5: Sustainability in Transportation workshop.

Next steps:

The project team is currently contacting stakeholder organizations and selecting representatives to serve on the task force and as technical resources. It is expected that the first task force meeting will be held in January 2010. This meeting will be critical in establishing the project, including the roles and responsibilities, project tasks, and project schedule for the CSTF.

Attachments

- Attachment 1: Act 54, SLH 2009
- Attachment 2: Complete Streets Fact Sheet
- Attachment 3: Review of State and County Design Standards*
 - Attachment 3a: Gaining Consistency in Hawaii's Design Standards and Guidelines Matrix
 - Attachment 3b: Summary of HDOT Design Standards and Guidelines Relevant to the CSTF
- Attachment 4: Complete Streets Policy Review*
 - Attachment 4a: Complete Streets Policy Review Technical Memorandum
 - Attachment 4b: Complete Streets Policy Samples Matrix
 - Attachment 4c: Sample Complete Streets Checklist from the Seattle Department of Transportation
- Attachment 5: Sustainability in Transportation Workshop
 - Attachment 5a: Sustainability in Transportation Workshop Brochure
 - Attachment 5b: Sustainability in Transportation Workshop Agenda
 - Attachment 5c: Sustainability in Transportation Workshop Attendance List by Organization

*Attachments 3 and 4 provide information and resources that will assist the task force as they review State and County design standards. These are preliminary findings and will be modified as necessary throughout the task force process.

Attachment 1: Act 54, SLH 2009

Report Title:

Complete Streets; Roads and Highways

Description:

Requires the department of transportation and the county transportation departments to seek to reasonably accommodate access and mobility for all users of public highways, including pedestrians, bicyclists, transit users, motorists, and persons of all abilities. Establishes a temporary task force to review certain highway design standards and guidelines. Report to legislature in 2010 and 2011. (SB718 HD1)

A BILL FOR AN ACT

RELATING TO TRANSPORTATION.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

SECTION 1. Chapter 286, Hawaii Revised Statutes, is amended by adding a new section to be appropriately designated and to read as follows:

"§286- Complete streets. (a) The department of transportation and the county transportation departments shall adopt a complete streets policy that seeks to reasonably accommodate convenient access and mobility for all users of the public highways within their respective jurisdictions as described under section 264-1, including pedestrians, bicyclists, transit users, motorists, and persons of all ages and abilities.

(b) This section shall apply to new construction, reconstruction, and maintenance of highways, roads, streets, ways, and lanes located within urban, suburban, and rural areas, if appropriate for the application of complete streets.

(c) This section shall not apply if:

(1) Use of a particular highway, road, street, way, or lane by bicyclists or pedestrians is prohibited by law, including within interstate highway corridors;

(2) The costs would be excessively disproportionate to the need or probable use of the particular highway, road, street, way, or lane;

(3) There exists a sparseness of population, or there exists other

available means, or similar factors indicating an absence of a future need; or

- (4) The safety of vehicular, pedestrian, or bicycle traffic may be placed at unacceptable risk."

SECTION 2. (a) There is established a temporary task force, exempt from section 26-34, Hawaii Revised Statutes, to review existing state and county highway design standards and guidelines, for the purpose of:

- (1) Determining standards and guidelines that can be established to apply statewide and within each county to provide consistency for all highway users;
- (2) Proposing changes to state and county highway design standards and guidelines; and
- (3) Making recommendations for restructuring procedures, rewriting design manuals, and creating new measures to track success, within one year after implementation of the recommendations under subsection (c).

(b) The members of the task force shall be selected by the director of transportation, and shall include one member representing:

- (1) The department of transportation;
- (2) The department of health;
- (3) Each county's public works department or transportation department;
- (4) Hawaii Bicycling League;
- (5) Peoples Advocacy for Trails Hawai'i;
- (6) AARP Hawaii;
- (7) Hawaii Highway Users Alliance;
- (8) University of Hawaii's department of urban and regional planning or department of civil and environmental engineering;
- (9) Developers;
- (10) Federal Highway Administration; and

(11) Other interested parties.

(c) The task force shall submit to the legislature, through the department of transportation, the following:

(1) An interim progress report no later than twenty days prior to the convening of the regular session of 2010; and

(2) A final report, including findings, recommendations, and proposed legislation, no later than twenty days prior to the convening of the regular session of 2011.

(d) The task force shall cease to exist upon filing of its final report.

SECTION 3. New statutory material is underscored.

SECTION 4. This Act shall take effect upon its approval; provided that section 1 shall apply to any development for which planning or design commences on or after January 1, 2010.

Attachment 2: Complete Streets Fact Sheet

Complete Streets Fact Sheet

Act 54 requires the Hawaii Department of Transportation and the County transportation departments to:

1. Adopt a complete streets policy that seeks to reasonably accommodate convenient access and mobility for all users of the public highways within their respective jurisdictions as described under section 264-1, including pedestrians, bicyclists, transit users, motorists, and persons of all ages and abilities.
2. Establish a task force to review existing state and county highway design standards and guidelines for the purpose of:
 - Making recommendations for standards and guidelines that can be established to apply statewide and within each county to provide consistency for all highway users;
 - Proposing changes to state and county highway design standards and guidelines; and
 - Making recommendations for restructuring procedures, rewriting design manuals, and creating new measures to track success, within one year after implementation of the recommendations under subsection (c).

Who makes up the Task Force?

Per Act 54, the members of the Task Force shall be selected by the Director of Transportation and shall include one member representing certain organizations (see the table below). A successful task force will consist of people representing a wide range of goals and desires for the land transportation system in Hawaii. Members will include a wide range of users, interest groups, as well as individuals who work for affected governments, organizations and agencies.

Category	Agency
State	Department of Transportation*
County*	Oahu, Department of Transportation Services
	Hawaii, Department of Planning
	Kauai, Department of Public Works or Department of Planning
	Maui, Department of Public Works
Federal	FHWA*
Bicyclists	Hawaii Bicycling League*
Pedestrians	Peoples Advocacy for Trails Hawaii*
Seniors/ Aging	AARP Hawaii*
Schools/ Children	Department of Education, Safe Routes to School

Category	Agency
Highway Users	Hawaii Highway Users Alliance*
Freight	Hawaii Transportation Association
Transit	Maui, Department of Transportation
Academia	UH, Dept. of Urban and Regional Planning or Dept. of Civil and Env. Engineering*
Health	Department of Health*
Developers*	Land Use Research Foundation
Environmental Resource	Outdoor Circle

* Required per Act 54

What role will the Task Force have in the project?

The task force members will openly discuss their goals, values, interests, issues and views relating to Complete Streets, design standards and guidelines. They will actively work with the State and County throughout the project to ensure that the goals and values of the community are incorporated into the proposed policies.

What type of commitment is required from a Task Force member?

Task force members must be able to commit to attending 6 task force meetings. The meetings will be held between January 2010 and October 2010. Task force members will need to be open minded, courteous, respectful and be able to knowledgeably represent the category of users they represent. They will need to independently report back to their representative community and work to coordinate feedback with the task force group.

Attachment 3: Review of State and County Design Standards

Attachment 3a: Gaining Consistency in Hawaii's Design Standards and Guidelines Matrix
Attachment 3b: Summary of HDOT Design Standards and Guidelines Relevant to the CSTF

Attachment 3a

Gaining Consistency in Hawaii's Design Standards and Guidelines Matrix

Gaining Consistency of Hawaii's Design Standards and Guidelines

	Geometric Dimensions	Striping	Signage	Misc. Requirements
Travel Lanes				
Shared Lanes				
Shoulders				
Two-Way Turn Lanes				
Medians				
Bike Lane				
Bike Route				
Bike Path				
Sidewalk				
Shared Paths				
Crosswalks: Intersection				
Crosswalks: Mid-Block				
Raised Crossings				
Curb Ramps				
Curb Extensions				
Stop Bar Pavement Markings				
Yield Pavement Markings				
Pavement Arrows/symbols/Words				
Traffic Signals				
Pedestrian Signal Head				
Pedestrian Push Buttons				
Transit: Bus Stop				
Transit: Bus Stop Turn-outs				
Note: The above criteria will need to be reviewed in conjunction with the roadway's functional classification and contextual surroundings.				

Attachment 3b:

Summary of HDOT Design Standards and Guidelines Relevant to the CSTF

Agency	Document	Category																
		Signing							Striping							Signal		
		Curb	Useable shoulder	Shared-Use or Bike Path (non-motorized)	Visual/Message	Bike Signs	Pedestrian Signs	Transit Signs	Raised Pavement Markings (RPMs)	Transverse Markings	Yield Line	Stop Line	Crosswalk	Bus Bay	Pavement Arrows and Markings	Pedestrian Push Button	Pedestrian Signal Head	
State of Hawaii Dept of Transportation	Standard Plans Highways Division Design Branch 2008	2' minimum from face of curb to face of sign, 7' minimum mounting height (TE-01)	12' minimum to 30' maximum from edge of pavement, 6' minimum from edge of shoulder to face of sign, 7' minimum mounting height from edge of pavement (TE-01)	3' minimum from edge of pavement, 4' minimum to 5' maximum mounting height from edge of pavement (TE-01)	2' minimum from edge of bike route, 10' minimum mounting height from edge of pavement (?) (TE-09)	Message, color, size, shape and reference shall be in conformance with current FHWA Standard Highway Signs or as amended by contract documents (TE-01A)	W11-1 W11-1-A W11-1-B (TE-05) D11-1 plus supplementary as required (TE-09)	W11-2 W11-2-A W16-9p W16-9p-A or W16-7p(L) W16-9p-B or W16-7p(L)-A (TE-05) R9-3a R9-3a-A R9-3b(R or L) R18-1 S1-1 S1-1-A S4-1 S4-2 S4-3 S4-4 (TE-06)	R7-107a S3-1 S3-1-A S4-1 S4-2 S4-3 S4-4 (TE-06)	Type A: non-reflective white Type J: non-reflective yellow Type C: reflective red/clear Type D: 2-way-reflective yellow Type F: 2-way-reflective blue Type H: 1-way-reflective yellow	2-Lane Passing Permitted: 4" white edge stripes w/ Type C rpm 40' o.c., center marking - 4 Type J rpm 3'4" o.c., 15' spacing to Type D rpm, 15' spacing and repeat pattern 2-Lane Passing Prohibited: 4" white edge stripes w/ Type C rpm 40' o.c., center marking - 4" double yellow stripe with Type D rpm 20' o.c. 2-Lane Passing Zone: 4" white edge stripes w/ Type C rpm 40' o.c., center marking - 4" yellow stripe with Type J rpm 3'4" o.c., 15' spacing to Type D rpm, 15' spacing and repeat pattern plus a Type H between the yellow stripe and center Type Js (relective surface toward the no-passing direction) Multi-Lane: 4" white edge stripes w/ Type C rpm 40' o.c., lane marking - 4 Type A rpm 3'4" o.c., 15' spacing to Type C rpm, 15' spacing and repeat pattern, center marking - 4" double yellow stripe with Type D rpm 20' o.c.	2'6" tall x 1'8" wide triangles, 8" apart (TE-28A)	12" white stop line, 4' minimum from crosswalk (TE-28A)	Ladder type markings 10' wide, 12" white stripes, 18" apart (TE-28A)	50' exiting taper, 50' typical pullout (10' min/12' desirable width), 50' entering taper (modify edge line) (along extension of the lane edge line) 4" white extension lines (2' lines, 4' spacing) along taper areas and 4" white line with Type C rpm (spacing varies) along pullout section	conform to latest edition of the MUTCD (TE-29, TE-30, TE-31)	3'0" mounting height R10-4b (L and/or R) (TE-32)	7'0" mounting height "Hand" symbol (portland orange) "Man" symbol (white) background opaque (TE-32)

Note: The above criteria will need to be reviewed in conjunction with the roadway's functional classification and contextual surroundings.

Attachment 4: Complete Streets Policy Review

Attachment 4a: Complete Streets Policy Review Technical Memorandum

Attachment 4b: Complete Streets Policy Samples Matrix

Attachment 4c: Sample Complete Streets Checklist from the Seattle Department of Transportation

Attachment 4a
Complete Streets Policy Review Technical Memorandum

Complete Streets Policy Review

PREPARED FOR: Rachel Roper and Ken Tatsuguchi, HDOT

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DATE: November 10, 2009

Note: This memorandum addresses Task 11.3 of the Hawaii Pedestrian Plan Scope of Services.

Overview

The Hawaii Department of Transportation is in the process of developing a Complete Streets policy. This document provides an overview of Complete Streets policies from across the country to summarize ideas and best practices for the development of a Complete Streets policy. This document reviews policies from a variety of levels of government (state, county, city). Policies were selected to highlight differences in geography and scale. The review focused on the following elements: the vision and purpose, the modes or users specified, the types of projects involved, circumstances where exceptions may be granted, implementation and enforcement mechanisms, design standards, context-sensitive language, and methods of performance measurement. The review includes a brief summary of similarities and differences as well as some considerations for best practices. *Attachment A* provides detailed information about the 21 policies reviewed.

Complete Streets Policy Similarities

The policies reviewed for this task include many similarities. Determining similarities among existing policies is an effective method for identifying elements that could be important for the development of a new policy. Many of the similarities reflect current best practices or prominent stakeholder desires. Similarities among the policies researched include the following:

- All of the policies emphasized safety for a variety of facility users.
- All of the policies included provisions for bicyclists and pedestrians.
- Many of the policies included provisions for transit riders and motorists. The review of policies shows that governments with innovative policies are including transit ridership as an integral mode within their policy.
- Many of the policies included exceptions where Complete Streets may not be implemented. Exceptions were generally related to public safety, absence of need for accommodating a specific mode, or other physical or monetary constraints.
- Many of the policies included, or directly resulted in, design guidelines integrating Complete Streets concepts.

- Many of the policies pertained to the roads managed by the relevant agency; few addressed roads outside of that agency’s jurisdiction (i.e. private roads).

Complete Streets Policy Differences

It is also important to identify differences among policies, as this can highlight contextual variation and gaps in current policies and can provide insight during the development of a new Complete Streets policy. Through this research, a few differences were identified among the policies. These differences are likely due to a variation in community values and planning and/or political preferences. The identified differences include the following:

- Some of the policies include language that addressed freight operations; others did not.
- The implementation and enforcement mechanisms varied among these policies. Implementation mechanisms included in the policies are design guidelines or manuals, project priority lists (capital improvement project lists), and Complete Streets checklists.
- Few of the policies included performance measures, such as measuring the quality of the facility by “levels of service” or measuring the success of the policy through implementation goals, although some did include these types of measures.

Best Practice Considerations

From the research conducted for this task, five potential best practices for Complete Streets policies emerged:

- **Including a clear vision of why a community wants to enhance its street network with Complete Streets.** A clear vision provides a common understanding of the importance of Complete Streets to law makers, affected agencies, and the public. Many of the policies reviewed contain examples of clear vision statements. Appendix A provides the vision statement for each reviewed policy.
- **Including provisions for “all users” and defining all users as pedestrians, bicyclists, public transportation, freight, and vehicles.** A clear statement of intent to plan a transportation system for all users ensures that people will have a variety of transportation options and will be able to access these facilities safely, and that the system will work for the movement of goods and people.
- **Including design standards, or the requirement to create design standards, within the policy.** Design standards provide clear facility expectations to the agency that is implementing the policy.
- **Development of a Complete Streets Checklist.** A Complete Street Checklist is an effective tool to ensure that projects meet the goals of the policy. The city of Seattle, Washington has developed a checklist that is used for these purposes (see *Attachment B*).

- Including **exceptions** to the policy where Complete Streets may be contrary to public safety or because of other constraints dependent on community values. Granting of an exception should require a high-level approval from the governing agency. A high-level approval is important to ensure that such exceptions are consistent and legitimate. Including exceptions to the policy can ensure that the implementing agency has the flexibility to balance the transportation system as a whole, and can maintain a context-sensitive approach to projects. The State of Oregon and the State of Massachusetts policies provide examples of exceptions.

Attachment 4b
Complete Streets Policy Samples Matrix

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
Statewide Policies													
CALTRANS	Department of Transportation	Deputy Directive 65 The Complete Streets Act (AB 1358)	Directive / Legislation	10/1/2008	"Those assigned will be accountable for delivering them"	Supports Department's mission/vision: "Improving Mobility Across California"	Peds, Bikes, Transit, Motorists	Directive: "the Department views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycles, pedestrian and transit modes as integral elements of the transportation system."		In the process of updating old and developing new: strategies, manuals, guidance, tools, plans, training, performance measures, quality improvement efforts.	In progress	In progress	Working on a Complete Streets Implementation Action Plan which will: 1) Establish a clear path for decision-making; 2) Explore and report on the context for implementation; 3) Ensure accountability for progress by measuring and monitoring; and 4) Set implementation priorities with the Steering Committee. Steering Committee formed to oversee development and execution of the Complete Streets Implementation Action Plan.
Contact: Marsha Mason, Project Manager - Complete Streets Policy Implementation, marsha_mason@dot.ca.gov Website: http://www.californiatransportationplan2035.org/Content/10029/CompleteStreets.html													
State of Florida	Department of Transportation		Legislation	1984	State review.	"Bicycle and pedestrian ways shall be established in conjunction with the construction, reconstruction, or other change of any state transportation facility, and special emphasis shall be given to projects in or within 1 mile of an urban area."	Peds, Bikes	State transportation facilities with special emphasis on projects in or within 1 mile of an urban area	"1. Where their establishment would be contrary to public safety; 2. When the cost would be excessively disproportionate to the need or probable use; 3. Where other available means or factors indicate an absence of need."	Written descriptions and dimensions of pedestrian and bicycling facilities. Artistic renderings of the bicycling facilities also provided.	See exceptions.	None known.	2007 Greenbook provides design guidelines
Contact for Bicycle and Pedestrian Program: Dwight Kingsbury, dwight.kingsbury@dot.state.fl.us, 850-245-1500 http://www.leg.state.fl.us/statutes/index.cfm?StatuteYear=2008&AppMode=Display_Results&Mode=Search%2520Statutes&Submenu=2&Tab=statutes&Search_String=335.065													

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
State of Oregon	Department of Transportation	Bike Bill (ORS 366.514)	Legislation	1/1/1971	ORS 366.514 requires that when an agency receives state highway funds and constructs, reconstructs or relocates highways, roads or streets, it must expend a reasonable amount of those funds, as necessary, on bicycle and pedestrian facilities. Also requires the agency to spend no less than one percent per fiscal year on bike/ped facilities with some exceptions.	ORS 366.514 does not contain a vision statement. The 1995 Bicycle and Pedestrian Plan's purpose statement is to provide a tool that Oregonians can use to increase their transportation choices.	Peds and Bikes	All roads where funding directly from ODOT or from the State Highway fund are used for construction. Local governments may use the plan to guide development of such facilities on local roads.	Not required if they would be contrary to public safety, if the cost would be disproportionate to use, where sparse population or other factors indicate absence of need.	The Oregon Bicycle and Pedestrian Plan provides written descriptions and dimensions of pedestrian and bicycling facilities. Document also includes artistic renderings of design guidelines.	Yes - discussed in Chapter 1 of the Bicycle and Pedestrian Draft Plan Update	None known	No design standards are mentioned in ORS 366.514. Oregon Bicycle and Pedestrian Plan includes design standards for bike and pedestrian facilities along highways. An update to this plan is in process. Implementation via Oregon Bicycle and Pedestrian Plan and state funding awards
<p><i>Contact: Sheila Lyons, sheila.a.lyons@odot.state.or.us, 503-986-3555</i> <i>Websites: http://www.oregon.gov/ODOT/HWY/BIKEPED/bike_bill.shtml http://www.oregon.gov/ODOT/HWY/BIKEPED/planproc.shtml</i></p>													
State of South Carolina	Department of Transportation	DOT Resolution	Resolution	2/20/2003	None specified in this resolution	"that bicycling and walking accommodations should be a routine part of the department's planning, design, construction and operating activities, and will be included in the everyday operations of our transportation system"	bicyclists pedestrians	Projects that receive state funding.	None specified in the resolution	None specified in the resolution	None specified in the resolution	None specified in the resolution	None specified in the resolution
<p><i>General DOT Contact: (803) 737-2314</i> <i>http://www.scdot.org/getting/bikeped/BP_milestones.shtml</i></p>													
State of Illinois	Department of Transportation	Public Act 095-0665: Highway Code Amendment	Legislation	7/1/2007	None known	"Bicycle and pedestrian ways shall be given full consideration in the planning and development of transportation facilities, including the incorporation of such ways into State plans and programs."	bicycle and pedestrian	State transportation facilities in or within one mile of an urban area	Does not pertain to repaving projects or where the Secretary of Transportation approves an exception due documented safety issues, excessive cost or absence of need.	The Act states that the Department will establish design standards.	Must have local support for including bike/ped as part of resurfacing projects.	None known	In or within one mile of an urban area, bicycle and pedestrian ways shall be established in conjunction with the construction, reconstruction, or other change of any State transportation facility with some exceptions.
<p><i>DOT General Number: 217-782-7820</i> <i>http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095_0665</i></p>													

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
State of Massachusetts	Massachusetts Highway Department	Bicycle and Pedestrian Access Law	Legislation	6/18/1905	State review.	"The commissioner shall make all reasonable provisions for the accommodation of bicycle and pedestrian traffic "	The legislation covers: pedestrians and bicyclists The Project Development and Design Guide covers: pedestrians, bicyclists, transit riders, freight and motor vehicle drivers	"Any planning, design, and construction, reconstruction or maintenance project undertaken by the department"	Features that would be "contrary to acceptable standards of public safety, degrade environmental quality or conflict with existing rights of way"	The Project Development and Design Guide provides minimal and optimal width standards for bicycle, pedestrian, and transit facilities. The goal of the guide is to provide the designer flexibility in accomodating the different users. Sample cross-sections are provided for different accomodation scenarios.	The guidebook ensures that projects fully "consider the character of the project area, the values of the community, and the needs of all roadway users".	None known	"This Guidebook should be followed if one or more of the following situations exist: - When MassHighway is the proponent; or - When MassHighway is responsible for project funding (state or federal-aid projects); or - When MassHighway controls the infrastructure (projects on state highway)."

*State of Massachusetts Department of Transportation, Division of Planning and Programming General Number: 617-973-7000
<http://www.mhd.state.ma.us/default.asp?pgid=content/designGuide&sid=about>; <http://www.mass.gov/legis/laws/mgl/gl-90e-toc.htm>*

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
County Policies													
Arlington County, VA	Department of Environmental Services, Transportation Section	Master Transportation Plan	Plan	11/13/2007-06/13/2009	none known	"Design and operate a comprehensive network of Arlington's local and arterial streets to enable safe access by all user groups including pedestrians, bicyclists, transit vehicles and users, and motorists of all ages and abilities, allowing these users to access a full range of daily activities." (pg 5)	bicyclists, pedestrians, transit riders, motorists and freight movements	All County street and facility improvement projects County encourages private property owners to include ped/bike facilities	Features included in each street may vary based on target travel speed, travel volume, land-use, and type of vehicle use.	A street design example is provided in the "Street Element" section.	Yes - Plan states that Complete Street Projects require creativity and consensus-building between the different stakeholders.	Plan states that performance measures will shift from a "level of service" measurement that focuses on vehicles to a "quality of service" measurement that addresses the needs of all users.	"Arlington will work to transform its current roadway network into "Complete Streets." (pg 5 of General Plan) Specific implementation actions and priorities are presented in the "Street Element", "Pedestrian Element" and "Bicycle Element" sections.
<p><i>Dennis Leach, Transportation Division Chief: 703-228-3681</i> http://www.arlingtonva.us/Departments/EnvironmentalServices/dot/planning/mplan/mtp/MTP_Draft.aspx</p>													
Montgomery County, MD	Department of Transportation	Road Design and Construction Code	Code	6/29/2005	Potential fines	"Each County road and street must be designed so that the safety and convenience of all users of the roadway system - including pedestrians, bicyclists, transit users, automobile drivers, commercial vehicles and freight haulers, and emergency service vehicles - is accommodated. Each road and street must facilitate multi-modal use and assure that all users can travel safely in the public right of way."	Bicyclists, pedestrian, transit users, automobile drivers, commercial vehicles, freight haulers, emergency service vehicles	This Article applies to all roads in the County, except any: - State road; - Federal road; - Road located in any park under the jurisdiction of the Maryland-National Capital Park and Planning Commission; - Private road; or - Municipally owned and maintained road.	Bikeways are not required to be constructed if they would reduce public safety, would not be feasible, or would be disproportionate in cost to their probable use.	Yes - Chapter 49 provides bike lane and sidewalk widths by street classification.	None known	None known	Bikeways and walkways must be constructed when any County road is constructed, reconstructed, or relocated.
<p><i>Department of Transportation General Number: 240-777-7170</i> http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/content/countyatly/charter.asp</p>													

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
La Plata County, CO	Engineering Department	Resolution no. 2007-33	Resolution	7/10/2007	City review	"All transportation planning initiatives and development review take into consideration a balanced, responsible, and equitable approach with regards to recommendations set forth in the "Inventory and Prioritization of Roads for Bicycling, Pedestrian and Motorist Safety."	Bicyclists, pedestrians, motorists	All transportation planning initiatives and development review	Exceptions were not listed in the resolution.	Design standards were not listed in the resolution. The county is looking at developing design standards that integrate complete street elements (LPC Scope of Work).	Context-sensitive language was not included in the resolution. The county is looking at developing design standards that are specific to urban and rural settings (LPC Scope of Work).	Performance measures were not included in the ordinance.	This policy will be implemented when the county is involved in transportation planning or development review. The "Inventory and Prioritization of Roads for Bicycling, Pedestrian, and Motorist Safety" report prioritizes roads as A+, A, B, and C priorities and suggests facility improvements.

Engineering Department: Jim Davis, County Engineer, 970-382-6372, davisja@co.laplata.co.us
<http://www.saferoadscoalition.org>; <http://co.laplata.co.us>

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
Township Policies													
Montclair, NJ		Complete Streets Policy	Resolution	10/6/2009	Not provided in the Resolution	"Commitment to creating a comprehensive, integrated, connected street network that safely accommodates all road users of all abilities and for all trips"	Pedestrian, bicycle, public transit, motorized vehicles. Policy gives preference to pedestrian.	All public streets	a. Pedestrian and bicycle facilities shall not be required where they are prohibited by law. b. Public transit facilities shall not be required on streets not serving as transit routes and the desirability of transit facilities will be determined on a project specific basis. c. In any project, should the cost of pedestrian, public transit, and/or bicycle facilities cause an increase in project costs in excess of 5%, as determined by engineering estimates, that would have to be funded with local tax dollars, then and in that event approval by Council must be obtained for same prior to bidding of the project.	No	Yes - see exceptions	None provided in the Resolution	None provided in the Resolution

Website: www.montclairnjusa.org/dmdocuments/R-233-09.pdf

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
City Policies													
Seattle, WA	Department of Transportation	City Council Complete Streets Ordinance (#122386)	ordinance	4/30/2007	City review	The ordinance stated "Seattle's Complete Streets guiding principle is to design, operate and maintain Seattle's streets to promote safe and convenient access and travel for all users --- pedestrians, bicyclists, transit riders, and people of all abilities, as well as freight and motor vehicle drivers"	Pedestrians, bicyclists, transit riders, and people of all abilities; freight and motor vehicle drivers	All new City transportation improvement projects are covered in this decision.	The ordinance stated a number of exceptions. These included: - Freight will be prioritized on Major Truck Streets - This rule does not pertain to repair and maintenance projects - the Director of Transportation can issue a documented exception because a complete street would be contrary to public safety; or where other available means or factors indicate an absence of need, including future need.	The Seattle Right-of-Way Improvement Manual provide description and dimensions of bicycle and pedestrian facilities.	The ordinance states "design, operate and maintain the transportation network... in a manner that is consistent with, and supportive of, the surrounding community"	None specified in the ordinance.	The ordinance requires SDOT to include complete street elements into their Transportation Strategic Plan, Pedestrian and Bicycle Master Plan, Intelligent Transportation System Plan and other SDOT plans, manuals, rules, regulations and programs. The Seattle Right-of-Way Improvements Manual states that the design guidelines presented in that document support the Complete Streets Ordinance.
<p>Contact: Krista Bunch, 206-684-3967, Krista.Bunch@seattle.gov http://www.seattle.gov/transportation/rowmanual/manual/table_of_contents.asp http://clerk.ci.seattle.wa.us/~scripts/nph-brs.exe?d=CBOR&s1=115861.cbn.&Sect6=HITOFF&l=20&p=1&u=-public/cbor2.htm&r=1&f=G</p>													
Sacramento, CA	Department of Transportation	Pedestrian Friendly Street Standards	ordinance (# 2003-287)	2/24/2004	City review	"The city's street system should encourage alternate mode use especially walking and bicycling by working toward a balance of all street users"	ped bike	city streets	None known.	Renderings of streets with dimensions of bicycle and pedestrian facilities.	Allows for flexibility in the application of city standards to avoid affecting housing densities specifically in medium density zones	None was specified in the ordinance.	Design standards
<p>http://docs.google.com/gview?a=v&q=cache:R0d-vfV3PylJ:www.cityofsacramento.org/dsd/reference/resolutions-and-ordinances/documents/Resolution-2004-118-Pedestrian-Friendly-Street-Standards.pdf+%22Pedestrian+Friendly+Street+Standards%22+sacramento&hl=en&gl=us&pid=bl&srcid=ADGEEESiFnGdPh1uOI5dwQuT0B9iN7dihyyDYX_Q8Pb0x7WQwZfiLzhvVvKUB8DLFG1YGV51-OA0L4ASP71cE1g1BX4Zow5kcZY3I3Z8mVNNTIS4MJH3bDAPvy7SxB_is1Tf-TAJGW&sig=AFQjCNG-TDczYsFOQ-tiBUR1XfBUHd_FA</p>													

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
New York City, NY	Department of Transportation	Sustainable Streets Strategic Plan	Plan	6/30/2008	City review	"Together, the elements (of this plan) make up an innovative, industry-leading urban transportation policy that will carry New York well into the 21st Century with improved mobility and transportation choice, safer streets, a cleaner environment and reduced impact on global climate. It will make a major contribution to the quality of life that will make New York City one of the world's best places to live, work, play and raise a family."	motorists, bus riders, bicyclists, pedestrians, ITS, freight	Street types ranging from walk-only streets to truck routes. Improve commercial streets to improve experience for bicyclists, drivers, and pedestrians. Shift some freight traffic to limited-access highways	Different design templates will be established for walking-only streets, major bus route streets, and truck route streets.	One sample design standard is on page 21 of the plan. The standard includes dimensions and an artistic rendering of the street.	Yes - The plan mentions different complete street for the variety of street types	Yes - see Benchmarks Page 50	At the end of each chapter there is a list of actions the city plans on implementing.
Website: http://www.nyc.gov/html/dot/html/about/stratplan.shtml													
Portland, OR	Department of Transportation	Pedestrian Master Plan Bicycle Master Plan	Plans	Pedestrian Plan: 1998 Bike Plan: 7/1/1998	City review	The BMP policy is "Make the bicycle an integral part of daily life in Portland, particularly for trips of less than five miles, by implementing a bikeway network, providing end-of-trip facilities, improving bicycle/transit integration, encouraging bicycle use, and making bicycling safer." A clear policy was not found in the PMP	bicycle and pedestrian	PMP Every project that is built in the city. BMP The plan identified the streets where bicycling facilities should exist.	None known	The PMP provides dimensions and artistic renderings of the sidewalks. The BMP provides written descriptions of appropriate bikeway widths.	The BMP states that there may be some streets prioritized for improvements that will be difficult to implement. Those circumstances will be evaluated and a decision will be made on a case by case basis. The PMP Design Guidelines attempted to include flexibility so that the designer can tailor the requirements to suit unique circumstances.	The PMP does not provide performance measures. The Bike Plan has benchmarks that are reviewed every 2 years.	The PMP includes a list of projects and funding sources. The BMP includes "Objectives and Action Items" in each section of the plan. The Pedestrian Master Plan (PMP) and the Bicycle Master Plan (BMP) include design standards.

Department of Transportation Contact: 503-823-5185
<http://www.portlandonline.com/transportation/index.cfm?c=36167>

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
Spokane, WA	Planning Services Division	Fast Forward Spokane: Downtown Plan Update	Plan	12/22/2008	City review	Promote and develop Complete Streets to connect Downtown, Downtown neighborhoods and adjacent neighborhoods with a network of landscaped, pedestrian-friendly streets.	Nearly all designated streets will balance the needs of pedestrians and vehicles. Some streets will have improvements to the bicycle and transit infrastructure.	Streets within the downtown and downtown neighborhoods	Type III (City-Regional Connector) Complete Street will continue to prioritize vehicle use over other uses while improving some basic pedestrian infrastructure.	Design guidelines provide lists of complete street elements that should be included. Some artistic renderings are included but dimensions are not included.	Only in the downtown area.	None known.	A street priority list is provided in the plan. Complete streets are included in the Draft Downtown Design Guidelines.
<p><i>Planning Service Division general number: 509.625.6060 http://www.spokaneplanning.org/DT_Update.htm</i></p>													
San Francisco, CA	Public Works	San Francisco Public Works Code, Complete Streets Policy	Ordinance	8/18/2005	City review	The vision of the policy is "To the maximum extent practicable and feasible, the Director shall condition all excavation and street improvement permits on the inclusion of (transit, pedestrian, and bicycle) improvements. If such conditions would exceed the Director's regulatory authority, the Director shall coordinate with other City departments to provide, to the maximum extent practicable and feasible, said improvements on behalf of the City."	transit, pedestrian, and bicycle	All public right-of-way projects that include planning, construction, reconstruction, or repavement.	The policy includes the language "to the maximum extent practicable and feasible"	The Better Streets Plan provides design standards that show a variety of street designs with pedestrian features included. Plan does not include transit or bicycle features.	Yes, context-sensitive language is included in the Better Streets Plan.	None known	Strategies for implementation are included in the Better Streets Plan. Design standards are provided in the Better Streets Plan. This plan places pedestrian usage as the highest priority.

Contact: Adam Varat, Project Manager, San Francisco Planning Department, 415-558-6405, adam.varat@sfgov.org
 Website: <http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
Lansing, MI		Complete Streets and Non-Motorized Plan Ordinance	Ordinance	8/17/2009	Not provided in the Ordinance	"to encourage the implementation of a non-motorized network plan to provide walkable-bikeable complete streets that accommodate pedestrians, public transportation passengers, bicyclists and users of all abilities."	pedestrian, public transit, bicyclists, and users of all abilities.	Portion or whole construction or reconstruction of city right-of-ways	None listed in the Ordinance	Not provided in the Ordinance	Not provided in the Ordinance	Not provided in the Ordinance	A non-motorized vehicle plan will be developed by city departments that incorporates complete streets elements.
http://www.lansingmi.gov/clerk/city_charter_&_ordinances.jsp													
Colorado Springs, CO	Economic Development Department, Transportation Planning Section	Complete Streets Amendment	ordinance	12/13/2005	Not provided in the ordinance.	"Provide for the safe and efficient movement of people, goods and services throughout Colorado Springs consistent with the land use policies and forecasted growth. Provide all modes of transportation so that each mode (single-occupant vehicle, multi-occupant auto, pedestrian, bicycle, public transit, and freight) has an opportunity to be utilized and there is a reasonable choice among modes for travel needs".	single-occupant vehicle, multi-occupant auto, pedestrian, bicycle, public transit, and freight	All new roadway project or major reconstruction projects	Pedestrians and bicyclists do not need to be planned for in areas where there presence is restricted or where it would be unsafe.	States that the bicycle and pedestrian facilities will be designed to the best currently available standards and guidelines but does not specify what those standards and guidelines are.	Not specified.	Performance measures were not included in the ordinance.	Not provided in the ordinance.
<i>Department of Transportation General Number: 719-385-5955</i>													
http://www.springsgov.com/units/council/051122/051122_40.pdf													
Scottsdale, AZ	Transportation Department	Transportation Master Plan	Plan	1/8/2008	City review	"To design, operate, and maintain Scottsdale's streets to promote safe and convenient access and travel for all users"	pedestrians, bicyclists, transit riders, and equestrians, as well as cars, trucks, and buses	construction, reconstruction, or other changes of transportation facilities on arterial streets to support the creation of complete streets including capital improvements and major maintenance.	No exceptions identified in plan.	Chapter 3: Street Elements contain design standard images. Chapter 7: Pedestrian Elements provides designs for pedestrian facilities. The city has a Design Guidelines and Policies Manual. The 2007 manual is consistent with their policy recommendation of context-sensitive design.	The policy states that streets should be designed to fit the local context and needs.	Table 2-1 outlines the goals of the plan and how it will be determined if those goals are met.	Table 11-4 provides a list of projects identified during the planning process. The cost and schedule for each project is also included in this table.
<i>Teresa Huish, Principal Transportation Planner: thuish@ScottsdaleAZ.gov or (480) 312-7829. Or Dave Meinhart, Transportation Director: dmeinhart@ScottsdaleAZ.gov or (480) 312-7010.</i>													
http://www.scottsdaleaz.gov/traffic/transmasterplan/Adopted_sections.asp ; http://www.scottsdaleaz.gov/design/dspm.asp													

Complete Streets Policy Samples - Hawai'i Statewide Pedestrian Plan (draft 11/10/09)

Agency	Department/ Division	Name of Policy	Type of Policy	Date Adopted	Enforcement Mechanism	Vision and Purpose	Modes Covered / Users Specified	Types of Projects Covered	Exceptions	Design Standards Mentioned	Context-Sensitive	Performance Measures	Implementation Mechanism or Plan
Basalt, CO	Planning Department	Complete Street Design Manual	Design Manual	10/25/2005	City review	"Creating a pedestrian environment as the highest priority within the overall transportation system and ensuring all modes are adequately considered and properly addressed"	bicycle, pedestrian, automobile	"the requirements shall be met by anyone proposing to modify the transportation system"	No exceptions identified in plan.	The design manual contains design standards for each of the classifications of roads as well as a design matrix.	The document states that the community's values are incorporated into the designs presented.	No performance measures were identified in this plan.	The design guide manual will be triggered when a change to the transportation system is proposed.
Planning Department: Brian McNellis, Senior Planner, brianm@basalt.net , 970-927-4701 http://www.basalt.net/													

Additional Sources:
www.CompleteStreets.org
 AARP: "Planning Complete Streets for an Aging America". May 2009

Attachment 4c

Sample Complete Streets Checklist from the Seattle Department of Transportation

Intent

SDOT will plan for, design and construct all new City transportation improvement projects to provide appropriate accommodation for pedestrian, bicyclists, transit riders, freight, and persons of all abilities, while promoting safe operation for all users.

Complete Streets may be achieved through single projects or incrementally through a series of smaller improvements or maintenance activities over time. It is the Mayor's and Council's intent that all sources of transportation funding be drawn upon to implement Complete Streets. The City believes that maximum financial flexibility is important to implementing Complete Streets principles.

This checklist was developed to ensure SDOT projects meet these goals and help to sort through potentially conflicting modal priorities. Please reference the following materials to help guide you through this checklist:

- Complete Streets - (DRAFT) Street Type Design Guidelines
- Chapter 4.2 of the Right-of-Way Improvements Manual

Project: _____

Average Daily Traffic: _____

If available,

Pedestrian Counts: _____

Bicycle Counts: _____

Truck Volumes: _____

Classifications

What is the Traffic Classification? (see map)

- Principal Arterial Minor Arterial Collector Arterial Non-Arterial

What is the Transit Classification? (see map)

- Transit Way Principal Major Minor Local

Is this project located on a route with one of the following classifications?

- Major Truck Street Urban Village Transit Network Urban Trail & Bikeway Boulevard
 SFD Non-arterial Route

Street Types

What is the Street Type(s)? (see map)

- Regional Connector Commercial Connector Local Connector Main Street
 Mixed Use Street Industrial Access Street Green Street Neighborhood Green Street

Review the priority elements matrix (page 12)

Describe any priority elements included in this project:

Describe any priority elements NOT included in this project:

Sidewalks and Crosswalks

Sidewalk maintenance

Are existing sidewalks within the project area in good condition? Yes No

If "no", will they be repaired as part of this project? Yes No

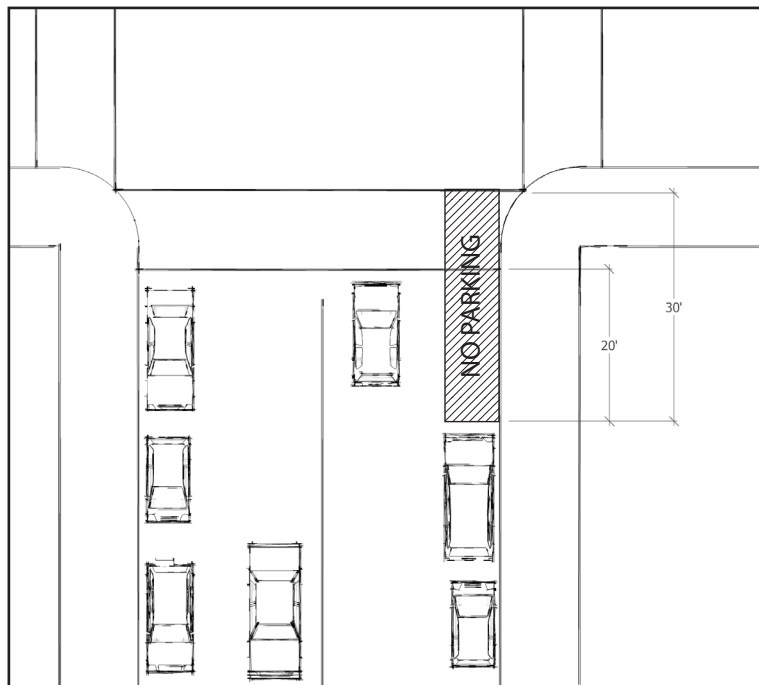
If "no", is there a plan to repair in the near future?

Parking restrictions at crosswalks and intersections (see graphic)

Note: curb side parking shall be restricted 20' from the back of any crosswalk (marked or implied), and 30' from the back of any intersection.

Does the project area include curb side parking? Yes No

If "yes", describe how will the restriction be addressed (signs, physical barriers, etc.):



Approved Plans

Was an SDOT sub-area plan completed within the project area? Yes No

If "yes", are there specific recommendations that fall within the project area?

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

Seattle Transit Plan/ Transit Master Plan (draft)

Are there Seattle Transit Plan/Transit Master Plan (draft) recommendations for bus stop configuration or facilities met within the project area? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

Bus Stops

Are there bus stops within the project area? Yes No

Describe average distances between bus stops in/or adjacent to the project area:

If bus stops are less than 0.20 mile (1,056 ft.), can stops be consolidated? Yes No

Describe which stops could be consolidated:

Bicycle Master Plan

Are there Bicycle Master Plan recommendations within the project area? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

Pedestrian Master Plan (draft)

Are there Pedestrian Master Plan (draft) recommendations within the project area? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

Pedestrian-Scaled Lighting Opportunities

Is the project within a High Priority Area as defined by the Pedestrian Master Plan? Yes No

If yes, please refer project to Terry Plumb (CPRS)

Freight Mobility Action Plan

Note: Freight is important to the basic economy of the city and has unique right-of-way needs to support that role. Complete Street improvements that are consistent with freight mobility and support other modes should be considered.

Are there Freight Mobility Action Plan recommendations that apply to the project? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

Streetscape Concept Plans (amended in Right-of-Way Improvements Manual, chapter 6)

Is there a Streetscape Concept Plan with recommendations for the project area? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

Intellegent Transportation Systems (ITS) Strategic Plan

Are there ITS Strategic Plan recommendations within the project area? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

Comprehensive Drainage Plan

Are there Comprehensive Drainage Plan recommendations for the project area? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

Bands of Green

Are there recommendations in the Bands of Green Report that apply to the project? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

SDOT Art Plan

Is there an opportunity to utilize 1% for the Arts funding of implement Art Plan Toolbox elements (e.g. signal box art, special inlays or materials) with this project? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

SDOT Urban Forestry Management Plan

Are there opportunities to add canopy coverage and/or better protect the health of existing trees with this project? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

Other Plans

Have other significant plan(s) been completed within the project area (e.g. Neighborhood or Station Area Plans, DPD City Design projects)? Yes No

Describe any recommendations included in this project:

Describe any recommendations NOT included in this project and reason for deferral:

Project Manager Summary

Describe any Complete Streets elements that will need to be addressed outside of this project and the division or program responsible for implementation:

How does the project accommodate bicycles, pedestrians, transit, freight, and traffic during construction?

Describe impacts to the funding schedule and/or other commitments as a result of incorporating Complete Streets elements:

Exceptions

In the following unusual or extraordinary circumstances, Complete Streets principles will not apply:

Does the project wholly consist of simple repairs made pursuant to the Pavement Opening and Restoration Rule (SDOT Director's Rule 2004-02)?

Does the project wholly consist of standard maintenance activities designed to keep assets in serviceable condition (e.g. mowing, sweeping, spot repair, and surface treatments such as chip seal)?

Is there a plan to implement Complete Streets principles incrementally through a series of smaller improvements or maintenance activities over time?

Does the Project Team recommend an exception to Complete Streets for this project?

Author of the exception:

Note: the Complete Streets Ordinance requires the SDOT Director to issue a documented exception concluding that the application of Complete Streets principles is unnecessary or inappropriate because it would be contrary to public safety; or where other available means or factors indicate an absence of need, including future need.

Comments:

Project Engineer: _____
please print *date*

signature

Project Manager: _____
please print *date*

signature

Complete Streets Coordinator: _____
please print *date*

signature

CC Board/Division Director: _____
please print *date*

signature

Attachment 1:

Ordinance Number: 122386

AN ORDINANCE relating to Seattle's Complete Streets policy, stating guiding principles and practices so that transportation improvements are planned, designed and constructed to encourage walking, bicycling and transit use while promoting safe operations for all users.

Date introduced/referred: April 9, 2007

Date passed: April 30, 2007

Status: Passed

Vote: 9-0

Date of Mayor's signature*: May 7, 2007

Committee: Transportation

Sponsor: DRAGO, STEINBRUECK

Index Terms: TRANSPORTATION, TRANSPORTATION-PLANNING, PEDESTRIANS, PUBLIC-TRANSIT, BICYCLING, BIKEWAYS, BICYCLES, LAND TRANSPORTATION

References/Related Documents: Related: Res 30915

Text

AN ORDINANCE relating to Seattle's Complete Streets policy, stating guiding principles and practices so that transportation improvements are planned, designed and constructed to encourage walking, bicycling and transit use while promoting safe operations for all users.

WHEREAS, the City Council, with the Mayor concurring, adopted Resolution 30915 that defines the Complete Streets policy; and

WHEREAS, City policy as stated in the Transportation Strategic Plan and the Seattle Comprehensive Plan is to encourage walking, bicycling, and transit use as safe, convenient and widely available modes of transportation for all people; and

WHEREAS, Seattle's Complete Streets guiding principle is to design, operate and maintain Seattle's streets to promote safe and convenient access and travel for all users --- pedestrians, bicyclists, transit riders, and people of all abilities, as well as freight and motor vehicle drivers; and

WHEREAS, other jurisdictions and agencies nationwide have adopted Complete Streets legislation including the U.S. Department of Transportation, numerous state transportation agencies, San Francisco, Sacramento, San Diego, Boulder, Chicago and Portland; and

WHEREAS, the Seattle Department of Transportation (SDOT) will implement Complete Streets policy by designing, operating and maintaining the transportation network to improve travel conditions for bicyclists, pedestrians, transit and freight in a manner consistent with, and supportive of, the surrounding community; and

WHEREAS, transportation improvements will include an array of facilities and amenities that are recognized as contributing to Complete Streets, including: street and sidewalk lighting; pedestrian and bicycle safety improvements; access improvements for freight; access improvements, including compliance with the Americans with Disabilities Act; public transit facilities accommodation including, but not limited, to pedestrian access improvement to transit stops and stations; street trees and landscaping; drainage; and street amenities; and

WHEREAS, SDOT will implement policies and procedures with the construction, reconstruction or other changes of transportation facilities on arterial streets to support the creation of Complete Streets including capital improvements, re-channelization projects and major maintenance, recognizing that all streets are different and in each case user needs must be balanced;

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. SDOT will plan for, design and construct all new City transportation improvement projects to provide appropriate accommodation for pedestrians, bicyclists, transit riders, and persons of all abilities, while promoting safe operation for all users, as provided for below.

Section 2. SDOT will incorporate Complete Streets principles into: the Department's Transportation Strategic Plan; Seattle Transit Plan; Pedestrian and Bicycle Master Plans; Intelligent Transportation System Strategic Plan; and other SDOT plans, manuals, rules, regulations and programs as appropriate.

Section 3. Because freight is important to the basic economy of the City and has unique right-of-way needs to support that role, freight will be the major priority on streets classified as Major Truck Streets. Complete Street improvements that are consistent with freight mobility but also support other modes may be considered on these streets.

Section 4. Except in unusual or extraordinary circumstances, Complete Streets principles will not apply:

- * to repairs made pursuant to the Pavement Opening and Restoration Rule (SDOT Director's Rule 2004-02);
- * to 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 on detour or haul routes);
- * where the Director of Transportation issues a documented exception concluding that application of Complete Street principles is unnecessary or inappropriate because it would be contrary to public safety; or
- * where other available means or factors indicate an absence of need, including future need.

Section 5. Complete Streets may be achieved through single projects or incrementally through a series of smaller improvements or maintenance activities over time. It is the Mayor's and Council's intent that all sources of transportation funding be drawn upon to implement Complete Streets. The City believes that maximum financial flexibility is important to implement Complete Streets principles.

Section 6. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code

Section 1.04.020.

Passed by the City Council the ____ day of _____, 2007, and signed by me in open session in authentication of its passage this ____ day

of _____, 2007.

President _____ of the City Council




























































Approved by me this ____ day of _____, 2007.

Gregory J. Nickels, Mayor

Filed by me this ____ day of _____, 2007.

City Clerk

April 24, 2007

Priority Elements Matrix	Street Types								
		Regional Connector	Main Street	Green Street	Commercial Connector	Mixed Use Street	Neighborhood Green Street	Local Connector	Industrial Access
<p><i>Preferred</i> </p> <p><i>Consider</i> </p> <p><i>Preferred in Center City</i> </p>									
Primary Design Features									
Sidewalks buffered from moving traffic by additional sidewalk width or planting strip									
Street trees and landscaping									
Low landscaping or high branching trees in planting strip									
Weather protection integrated with buildings for street level uses and at transit zones									
Pedestrian scaled lighting									
Emphasis on coordinated street furniture									
Short-term, on-street parking									
Curb bulbs where there is on-street parking									
Emphasis on small curb radii and curb bulbs where on-street parking exists									
Load zones to support delivery activities									
Striped bicycle lanes or sharrows, and signage on designated bicycle routes									
Bicycle access accommodated if parallel route is not feasible									
Bicycle route appropriate to share with motor vehicles									
Emphasis on bicycle parking in business districts									
Truck route signage									
Traffic calming									
Bus shelters at transit stops									
Minimize curb cuts and driveways to create continuous sidewalk									
Natural Drainage encouraged									

Attachment 5: Sustainability in Transportation Workshop

Attachment 5a: Sustainability in Transportation Workshop Brochure

Attachment 5b: Sustainability in Transportation Workshop Agenda

Attachment 5c: Sustainability in Transportation Workshop Attendance List by Organization

Attachment 5a
Sustainability in Transportation Workshop Brochure

Sustainability in Transportation

A Technology Sharing Workshop

sponsored by the State Department of Transportation



Objectives:

To provide participants with an understanding of:

- Sustainability as it relates to transportation
- Application of sustainability to transportation projects
- Application of sustainability to Complete Streets
- Breakout session for practical application and collaboration with workshop participants

Who Should Attend:

This workshop is designed for transportation professionals including those involved in engineering and planning. DOT staff, County staff, other agency staff and stakeholders are encouraged to attend.

Handout materials will be provided to workshop participants.

Please Join Us in a workshop to learn and discuss the elements that contribute to a sustainable transportation system:

Date: November 19, 2009, Thursday

Time: 8:30 AM to 4 PM

Location: Honolulu International Airport Conference Center at the Interisland Terminal

Cost: Free and Lunch will be provided

Attendance is limited, so please RSVP the names of the attendees, organization, contact information and lunch preference (regular or vegetarian).

to: Kathleen Chu, 808-440-0283 or kathleen.chu@ch2m.com by Nov. 13th

To request language interpretation, an auxiliary aid or service (i.e. sign language interpreter, accessible parking, or materials in alternative format), contact Kathleen Chu (telephone (voice only) and email address above) fourteen (14) days prior to the meeting date.



Guest Speaker: Tim Bevan, P.E., CH2M HILL

Tim Bevan, P.E., is currently the regional Transportation Technology and Quality Manager for CH2M HILL. He has 30 years of experience in transportation planning and design for all modes of transportation, including pedestrian and bicycle facilities, streets and highways, and bus and rail transit facilities. He is a national expert in application of sustainability to transportation infrastructure projects, including defining sustainability options for transportation infrastructure projects. He is an active participant with the International Sustainable Solutions Institute, and has served as a delegate on technology exchanges to Denmark, Sweden, Brazil, Australia, China, and Cuba. He is currently serving as the manager for the University of Washington – CH2M HILL Alliance for research and development of the "Greenroads Rating System"

Attachment 5b
Sustainability in Transportation Workshop Agenda



Sustainability in Transportation

Technology Sharing Workshop

AGENDA

Thursday, November 19, 2009

Module/Time	Module Topic	Content
Arrival at Workshop / 8:30 – 9:00 a.m.		
Module 1 / 9:00 – 9:30 a.m.	Workshop Introduction and Objective by Brennon Morioka, HDOT Director	<ul style="list-style-type: none"> Welcome and introductions Workshop objectives Workshop Agenda Logistics
Module 2 / 9:30 – 10:30 a.m.	Defining Sustainability and Sustainability in Transportation	<ul style="list-style-type: none"> What is Sustainability? Sustainability problems relating to Transportation Defining Sustainable Transportation What's different with Sustainability?
Break / 10:30 – 10:45 a.m.		
Module 3 / 10:45 – 11:45 a.m.	How to Apply Sustainability to Streets	<ul style="list-style-type: none"> Complete Street, Great Streets and Green Streets Sustainable Street Initiatives Opportunities in public Right-of-Way Sustainability Assessments
Lunch / 11:45 – 1:00 p.m.		
12:00 – 1:00 p.m.	HDOT Planning Project Updates by Ken Tatsuguchi	<ul style="list-style-type: none"> Planning Project Updates Complete Streets Update
Module 4 / 1:00– 1:45 p.m.	Complete Streets	<ul style="list-style-type: none"> What are Complete Streets? Where is Complete Streets Being Implemented? Considerations of Complete Streets How to Evaluate Complete Streets Considerations in Projects
Module 5 / 1:45 – 2:30 p.m.	Application of Complete Street components	<ul style="list-style-type: none"> Applying context and Complete Streets in a roadway cross section Team breakouts
Break / 2:30 - 2:45 p.m.		
Module 6 / 2:45- 3:30 p.m.	Team reports	<ul style="list-style-type: none"> Each team reports their findings and street cross section
Module 7 / 3:30- 4:00 p.m.	Conclusions regarding Workshop	<ul style="list-style-type: none"> Workshop Objectives Workshop Evaluation Closing remarks
Adjourn / 4:00 p.m.		

Attachment 5c

Sustainability in Transportation Workshop Attendance List by Organization

Organization

State of Hawaii

- Department of Education
- Department of Health
 - EMS & Injury Prevention Branch
 - Environmental Planning Office
 - Healthy Hawaii Initiative (HHI)
- Department of Transportation
 - Administration
 - Harbors
 - Highways Division

County

- County of Kauai
 - Department of Planning
 - Transportation Agency
- City and County of Honolulu
 - Department of Transportation Services (DTS)
 - The Bus
- County of Maui
 - Department of Planning
- County of Hawaii
 - Department of Public Works

Federal

- Federal Highway Administration

Other Government

- Oahu MPO

University of Hawaii

Community Organizations

- AARP
- Nutrition & Physical Activity Coalition (NPAC)
- Hawaii Bicycling League
- Hawaii Transportation Association
- Kauai Path
- One Voice
- Outdoor Circle
- PATH (Hawaii)
- Policy Advisory Board for Elder Affairs

Private Firms

- Belt Collins Hawaii, Ltd.
- Helps, LLC
- Ki Concepts
- Land Use Research Foundation
- PB Americas, Inc.
- SSFM International, Inc.