

COMPLETE STREETS

HAWAII



Walk, Bike, Drive, Ride

Complete Streets Task Force

Complete Streets Legislative Report

Prepared for



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Complete Streets Task Force - Final Complete Streets Legislative Report

November 2010



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Abbreviations and Acronyms

AASHTO	American Association of State Highway and Transportation Officials
CCH	City and County of Honolulu
CIP	Capital Improvement Program
CSS	Context Sensitive Solutions
CSTF	Complete Streets Task Force
DPP	Department of Planning and Permitting
DURP	Department of Urban and Regional Planning
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
HBL	Hawaii Bicycling League
HDOT	State of Hawaii Department of Transportation
HHUA	Hawaii Highway Users Alliance
HRS	Hawaii Revised Statutes
HTA	Hawaii Transportation Association
LURF	Land Use Research Foundation
MUTCD	Manual on Uniform Traffic Control Devices
PATH	Peoples Advocacy for Trails Hawaii
SLH	Session Laws of Hawaii

Introduction



The work of the Complete Streets Task Force (CSTF) is a result of Act 54, Session Laws of Hawaii (SLH) 2009. Act 54 requires the State of Hawaii Department of Transportation (HDOT) and county transportation departments to ensure the accommodation of all users of the road, regardless of their age, ability, or preferred mode of transportation. It also calls for the creation of a statewide task force to review existing state and county highway design standards and guidelines and requires the HDOT and county transportation departments to adopt a Complete Streets Policy. The following report documents the activities and recommendations of the CSTF.

In addition to providing vehicle access, roadway networks are a vital part of the livability of our communities. A Statewide Complete Streets Policy will help incorporate a more comprehensive approach to roadway facilities than employed at present. It will help to improve the quality of life, environment, and livability of Hawaii's communities, as well as meet the state's mission of improving roadway safety and mobility for all travelers. Complete streets will provide an ease of use and access to destinations by providing an appropriate path of travel for all users, and enhance the ability to move people and goods throughout the state and its counties. Additionally, complete streets principles will help contribute to a clean and secure energy future for Hawaii by offering flexibility and better accommodation for safe transit, walking, bicycling, and alternate fuel vehicles that together, will decrease demand for imported oil.

Task Force

Act 54, SLH 2009 required that the CSTF be comprised of members representing specific organizations, as well as other interested parties. In October 2009, the project team worked with the HDOT Director of Transportation to compile a list of CSTF member organizations that would meet the requirements of Act 54 and ensure that the Task Force represented a balanced and comprehensive group of government and non-government transportation stakeholders. It was decided that the CSTF should be limited to approximately twenty members to ensure a manageable size that would facilitate gathering meaningful input while making the most efficient and effective use of members' time.

At the first meeting of the CSTF, it was decided that subsequent changes to CSTF membership would need to be agreed upon by a vote. At the fourth meeting of the CSTF, based on the recommendation of the HDOT Director, the Task Force voted to add a new member and alternate. The final roster of CSTF members and alternates is listed in Table 1.

DEFINITION¹

The CSTF describes complete streets as:

"transportation facilities that are planned, designed, operated, and maintained to provide safe access and mobility for all users, including bicyclists, pedestrians, transit riders, freight, and motorists, and that are appropriate to the function and context of the facility".

¹ CSTF definition is adapted from Caltrans

Table 1: Complete Streets Task Force Membership

Member	Alternate	Category	Organization
1 Rob Miyasaki	N/A	State DOT	HDOT Project Coordination & Technical Services Office
2 Bryan Kimura	Karl Kunishige	State DOT/Traffic	HDOT Traffic Branch
3 Ed Sniffen	Paul Santo	State DOT/Design	HDOT Design Branch
4 Ray McCormick	Fred Reyes	State DOT/Kauai	HDOT Kauai District Office
5 Michael Lum	Rudy Tamayo	Utility	Hawaiian Electric Company
6 Wayne Yoshioka	Claude Matsuo	County (Planning/ Public Works)	Department of Transportation Services, City and County of Honolulu
7 Marie Williams	Ka'aina Hull	County (Planning/ Public Works)	Planning Department, County of Kauai
8 Bobby Jean Leithead Todd	Daryn S. Arai	County (Planning/ Public Works)	Planning Department, County of Hawaii
9 Milton Arakawa	Michael Miyamoto	County (Planning/ Public Works)	Department of Public Works, County of Maui
10 Don Medeiros	N/A	Transit	Department of Transportation, County of Maui
11 Janice Marsters	Tom Fee	Bicyclists	Hawaii Bicycling League (HBL)
12 Bob Ward	Laura Dierenfield	Pedestrians	Peoples Advocacy for Trails Hawaii (PATH)
13 Tom Dinell	Jackie Boland	Seniors/Aging	AARP Hawaii
14 Reg White	Dale Evans	Highway Users	Hawaii Highway Users Alliance (HHUA)
15 Gareth Sakakida	N/A	Freight	Hawaii Transportation Association (HTA)
16 Dr. Peter Flachsbart	Prof. Luciano Minerbi	Academia	Department of Urban and Regional Planning (DURP), University of Hawaii
17 Kari Benes	Heidi-Hanson Smith	Health	Department of Health
18 David Arakawa	N/A	Developers	Land Use Research Foundation (LURF)
19 Mark Behrens	N/A	Children/Schools	Department of Education: Safe Routes to School
20 Joel Kurokawa	Mary Steiner	Environment	Outdoor Circle
21 Robert Sumitomo	Mel Hirayama	County (Planning/ Public Works)	Department of Planning and Permitting, City and County of Honolulu (CCH-DPP)
22 Liz Fischer (Ex-Officio Member)	Jodi Chew (Ex-Officio Alternate)	Federal	Federal Highway Administration (FHWA)

Beginning in February 2010, the CSTF held six meetings and various investigative group meetings. Additional information on each meeting and decisions made are summarized in the Appendices, as well as copies of all the meeting agendas, technical memoranda, presentations, and meeting minutes.

Decision-Making Process

At the first meeting of the CSTF in February 2010, members and voting alternates agreed on the decision-making process for the Task Force. It was decided that a quorum (at least 11 members or alternates) would be required (either in person or via videoconference) to have a meeting and hold a vote. The Task Force agreed that consensus would be striven for when developing recommendations; however, when not achievable, decisions would need to be approved by a quorum of CSTF members (majority of those present). The CSTF also agreed that in cases where both a member and alternate are present at the same meeting, the organization they represent would collectively get one vote. The CSTF members agreed that both majority and minority recommendations would be recorded in the meeting minutes and that both majority and minority recommendations could be made to the HDOT, if agreed upon by a quorum. Finally, it was agreed that the role of the CSTF is advisory and that the HDOT retains the final decision-making authority, as provided under law, with respect to this project.



Communication Protocols

The CSTF is subject to the requirements of Hawaii's Sunshine Law (Hawaii Revised Statutes [HRS] Chapter 92, Open Meeting Part I), which means that CSTF business cannot be discussed without public notice, the keeping of meeting minutes, or the opportunity for public testimony. Outside of scheduled public meetings, the CSTF agreed that email would be the agreed upon communication method for discussing meeting logistics and distributing meeting materials.

Task Force Approach

To meet the requirements of Act 54, the Task Force reviewed existing state, county, and national complete streets design standards and guidelines. However, the Task Force found it to be an overwhelming challenge to reach consensus on preferred design standards within the timeframe allowed. This was because of the various issues, criteria, and details that can emerge on a project-by-project basis. The CSTF determined that there are numerous national and international examples of best practices and design standards that should be reviewed, considered, and discussed in more detail by the adopting agencies. As such, the CSTF determined that their time would be best spent drafting a statewide policy that sets the complete streets vision and values, while also providing the flexibility needed for adoption by the state and county transportation agencies. A statewide Complete Streets Policy represents the first step needed to achieve the paradigm shift of incorporating other county land use planning visions and goals into the transportation system planning process. In addition, the CSTF wanted to provide guidance to agencies on when and where complete streets should be considered and implemented.

1. Complete Streets Policy Recommendation

The Complete Streets Policy serves as a framework for implementing complete streets throughout Hawaii to allow the State and County systems to better serve all transportation users. This policy is based on direction from the CSTF, as well as guidance from complete streets best practices across the country, the provisions of Act 54, and HRS §264-20.5. As Act 54 requires that the State Department of Transportation, the City and County of Honolulu (CCH), and the Counties of Hawaii, Maui, and Kauai adopt a Complete Streets Policy, these agencies are encouraged to collectively adopt this proposed policy as a way to achieve statewide consistency for complete streets. The framework is separated into four sections:

1. Vision and Purpose
2. Definitions
3. Applicability
4. Evaluation

Vision and Purpose

Vision



We envision a statewide transportation system that reasonably accommodates convenient access and mobility for all users of public highways, roadways, and streets statewide, including pedestrians, bicyclists, transit users, motorists, and persons of all ages and abilities while providing the safe and efficient movement of people and goods. We envision that the application of such transportation improvements, whether new construction or reconstruction, shall be context sensitive and complement the surrounding area, land use, and community. Every transportation project will provide the opportunity to apply complete streets principles in Hawaii.

Hawaii's clean and secure energy future depends upon a flexible, safe, and resilient transportation system. We embrace complete streets principles and design in order to accommodate safe transit, walking, bicycling, other non-motorized transport, and alternative fuel vehicles that, together, will decrease demand for imported oil.

It is acknowledged that progress may be incremental and measured, and the trade-offs numerous and necessary, but the desired outcome is a transportation system that accommodates all users and provides for the efficient movement of people and goods.

Purpose

The purpose of the policy is to formally adopt complete streets principles to guide and direct comprehensive and balanced planning, design, and construction of State and County transportation systems throughout Hawaii.

Complete streets principles for Hawaii include the following:

- **Safety** – Plan, design, and construct transportation facilities and land developments to create an environment that reduces risk and supports the safe movement of people and goods by all modes.
- **Flexible design (Context Sensitive Solutions [CSS])** – Design transportation facilities using best practices that integrate community values and recognize the importance of the surrounding context and environment.
- **Accessibility and mobility for all** – Plan and design transportation facilities for ease of use and access to destinations by providing an appropriate path of travel for all users, and enhance the ability to move people and goods throughout the state and its counties.
- **Use and Comfort of all users** – Ensure all users of all abilities including bicyclists, pedestrians, transit riders, and drivers feel comfortable and safe using the transportation system.
- **Consistency of design standards and guidelines** – Encourage consistent use of national best practices to generate consistency in the application of striping and pavement markings for all users on all islands. References of national best practices include the Manual on Uniform Traffic Control Devices (MUTCD) and A Policy on Geometric Design of Highways and Streets (American Association of State Highway and Transportation Officials [AASHTO] Green Book).
- **Energy efficiency** – Plan, design, and construct a transportation system that offers transportation choices for residents and visitors and reduces reliance on single-occupant vehicles to improve energy efficiency in travel, and mitigates vehicle emissions.
- **Health** – Recognize the health benefits in providing alternative mode choices, while acknowledging that some routes may be healthier than others.
- **Appropriate funding** – Support a jurisdiction's ability to secure funding for multimodal facilities and provide a framework to consider and pursue funding sources and opportunities.
- **Building partnerships with organizations statewide** – Build partnerships among the HDOT, the Counties, other governmental agencies, and stakeholders to implement complete streets throughout the state.
- **Green Infrastructure/Streets** – Use trees and landscaping as integral components of a Complete Street to provide both human and ecosystem benefits, such as shade, to reduce the urban heat island effect, vegetation for carbon sequestration, reducing/filtering non-point source pollution and sediments, retaining stormwater, increasing groundwater recharge, and providing wildlife habitat.



Definitions

This section includes definitions of key terms used in the Complete Streets Policy. Definitions in the Statewide Traffic Code (HRS §0291C-0001), namely: Bicycle, Bicycle Lane, Bicycle Path, Bicycle Route, Bikeway, Bicyclist, Bus, Crosswalk, Driver, Electric Personal Assistive Mobility Device, Highway, Moped, Motorcycle, Motor Scooter, Motor Vehicle, Neighborhood Electric Vehicle, Pedestrian, Private Road or Driveway, Right of Way, Roadway, School Bus, Sidewalk, Street, Toy Bicycle, Traffic, and Vehicle, are not repeated here.

Accessibility – The ability to reach desired goods, services, activities, and destinations for all users of transportation systems.

Context Sensitive Solutions (CSS) – A process in which a full range of stakeholders are involved in developing transportation solutions, and solutions are designed to fit into the surrounding environment or context.

Complete Streets – A transportation facility that is planned, designed, operated, and maintained to provide safe mobility for all users, including bicyclists, pedestrians, transit riders, movers of freight, and motorists appropriate to the function and context of the facility.

Green Infrastructure/Streets – Green Infrastructure/Streets is the integration of green, low-impact drainage techniques within a street right-of-way. It is an approach to stormwater management that is sustainable, cost effective, and environmentally friendly. Green infrastructure management approaches and technologies infiltrate, evapotranspire, capture, and reuse stormwater to maintain or restore natural hydrologies.



Multimodal – The movement of people and goods by more than one method of transportation. For example, a multimodal street may accommodate walking, bicycling, transit, and driving.

Users – Motorists, bicyclists, transit riders, pedestrians, and others who depends on the transportation system to move people and goods. (The definition for a user is very broad and may include other types of users at varying skill levels.)

Applicability

Complete streets principles and practices shall be considered on all public highways, roadways, and streets statewide when updating long-term planning documents and/or ordinances and when considering project alternatives. Agency design standards shall also be updated to incorporate complete streets principles.



Evaluation

Complete streets principles shall be considered on all planning efforts, as well as development, capital improvement, and maintenance projects. A meaningful process should be used to evaluate the appropriateness and feasibility of the application of complete streets principles and practices. The evaluation process will be clear and decisions documented. The decision to grant an exception should occur at a high-level (such as a Director or his/her designee) from the governing agency to ensure that such exceptions are consistent and legitimate. Examples of exceptions include the following:

- Use of a particular highway, roadway, or street by bicyclists or pedestrians is prohibited by law
- Costs would be excessively disproportionate to the need or probable use of the particular highway, roadway, or street
- Other available means or similar factors indicating an absence of a future need exists
- Safety of vehicular, pedestrian, or bicycle traffic may be placed at unacceptable risks

2. Complete Streets Framework for Recommendations

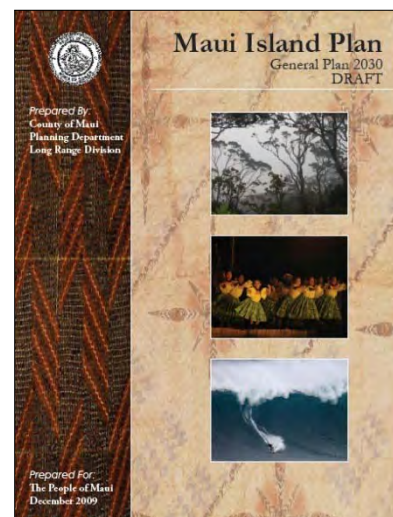
In order for a complete streets policy to yield successful results, it should be integrated into the plans, programs, standards and regulations that communities use in the planning and development process. The Complete Streets, Best Policy and Implementation Practices book issued by the American Planning Association contains a chapter that describes how complete streets policies can be institutionalized through five strategic points of integration. By addressing all or some of these integration opportunities, complete streets can be widely implemented. Included below is a summary of these strategic points.

Strategic points of integration:

- Long-Range Community Visioning and Goal Setting
- Plan Development
- Standards and Policies
- Development Work
- Project Investment

Long-Range Community Vision and Goal Setting

Long-range community vision and goal setting is the first chance to identify new opportunities and practices related to complete streets. The long-range vision and goal setting exercises are usually a first step to a comprehensive community plan (such as a General Plan, Community Development Plan, or Statewide Transportation Plan) or plan-making process, and usually include goals that support the complete streets vision. Examples of vision statements and goals that are consistent with complete streets includes



creating a walkable or bikeable community, including sidewalks and bicycle lanes; emphasizing active transportation modes; providing safe transportation choices; and establishing an integrated network of transportation opportunities. Planners and community leaders should take advantage of this opportunity to identify and include complete streets in their community's vision and goals.

Plan Development

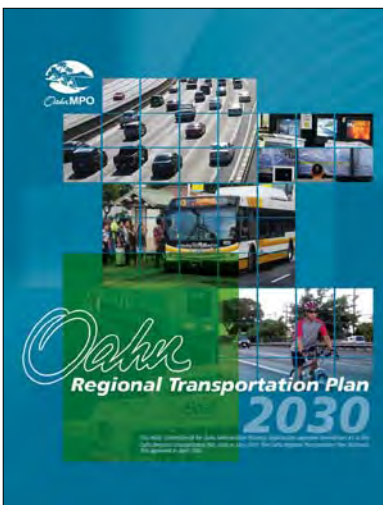
Planning departments are responsible for producing a variety of documents affecting infrastructure and facilities, land-use patterns, open space, transportation options, housing choice, and housing affordability. They are responsible for the framework that coordinates planned population and land use growth with supportive infrastructure improvements. It is possible to integrate complete streets considerations into comprehensive plans, community development plans, special area plans, functional plans, corridor plans, and other planning documents. A few types of these plans are further discussed below.

Comprehensive Plans

Comprehensive plans are the documents that guide the future of a community and its development, such as a General Plan. These plans describe existing conditions, identify goals and priorities, and lay out action items for achieving goals. Integrating complete streets concepts ensures communities consider the concepts during design and development. A comprehensive plan allows communities to encourage integration of complete streets practices in various aspects of planning, policy, and design decisions and provide the framework and guidance for complete streets development.

Community Development and Specific Area Plans

These plans are more specific than comprehensive plans and provide an opportunity to include specific details on complete streets elements in a particular area of a community and/or town. They allow for context sensitive considerations and should be consistent with the comprehensive plan while providing more guidance on land use, street design, local street networks, and design features for a specific neighborhood.



Transportation Plans and Corridor Plans

Transportation master plans or related plans such as bicycle plans, pedestrian plans, or transit plans guide the future of a community's transportation systems. Integrating complete streets makes it easier to implement appropriate goals, and allows complete streets principles to be addressed from the initial stages of a development project instead of during the review of an already conceptualized or designed project.

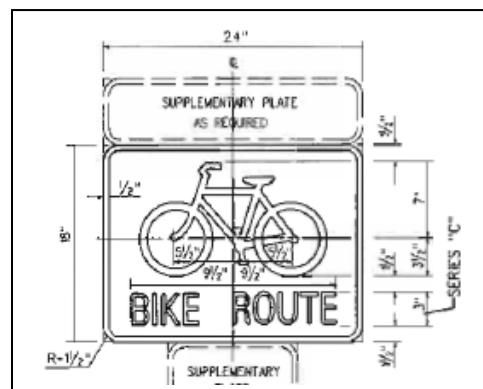
Corridor Plans are similar to Community Development Plans in the sense that they are more specific than a transportation plan and provide an opportunity to include specific details on complete streets elements and principles within a particular corridor. They allow for context sensitive considerations and should be consistent



with the comprehensive transportation plan while providing more guidance on street design, local street networks, and design features for a specific corridor.

Standards and Policies

Standards and policies allow planners and engineers to guide what, where, and how things get built. These documents include zoning codes, subdivision ordinances, design guidelines and manuals, and other regulations and ordinances. These are the tools for implementing plan goals, policies, and ideas, and are integral to addressing, accommodating, and removing barriers to creating complete streets. Policies and standards can require developers to include sidewalks and bikeways in developments in accordance with adopted plans, creating a consistent expectation for developers, and a way to implement adopted bicycle and pedestrian plans.



Development Work

Development work includes reviewing project applications for consistency with applicable plans and regulations. Planners and engineers are responsible for ensuring that complete streets goals and standards are met and encouraged in the development process.

Project Review

Planners and engineers are responsible for determining a development project's consistency with applicable standards and plans. The development of a checklist of relevant standards or goals for new projects can help ensure that complete streets principles and standards are considered. Checklists cover details about street planning and design, prompting staff to consider opportunities for natural drainage, transit access improvements and efficiency, bicycle and pedestrian route improvements to local schools, and other elements. Checklists can encourage staff to work with other departments to include complete streets considerations in road design and development. These review processes help developers understand required improvements and ensure appropriate inclusion and implementation of Complete Street principles.

Public Investments

Public project investment decisions are important to include when developing and implementing complete streets. Without funding commitments or consideration during the decision processes, complete streets are difficult to build. Funding decisions affect the design and location of transit, streets, sidewalks, bikeways, and other public infrastructure and facilities. Public project investments are an important opportunity for meeting complete streets goals.

Capital Improvement Programs

Capital Improvement Programs, also known as CIPs, lay out public improvements and their associated costs for a five-year period. Planners, engineers, and transportation staff need to be involved in creating the CIP to ensure public investment supports the commitment to complete streets. Criteria for funding prioritization should also include complete streets considerations to help ensure the implementation of projects with complete streets elements.

Street Resurfacing

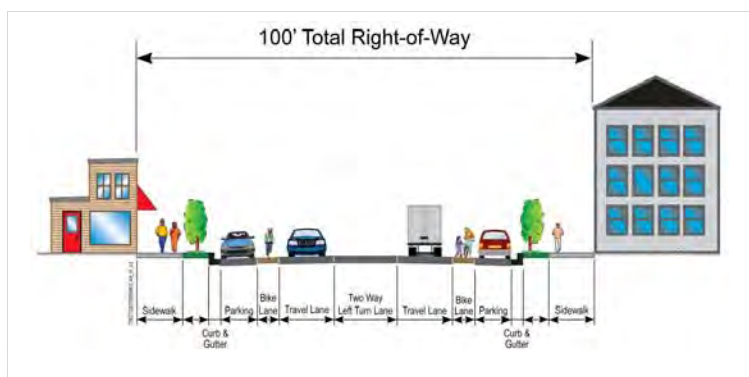
Street resurfacing can be an opportunity to add a range of complete streets elements. Reconfiguring existing roadways during resurfacing can be accomplished by adding bicycle lanes, reconfiguring parking, or adding sidewalks and crosswalks. Even small projects can be an opportunity to make meaningful improvements, such as shifting an edge stripe to create more room for cyclists. Careful consideration is needed during the evaluation process to ensure that the restriping of roadways occurs in a holistic manner that does not directly impact the roadway network, or trigger additional improvements (like drainage) that could jeopardize the preservation project. The evaluation process should address any accessibility requirements that may be needed.

Implementation Tool

A complete streets checklist is an effective tool to ensure that long-range plans and projects meet the goals of the policy. The City of Seattle, Washington has developed a checklist that is used for these purposes (see Appendix C). The CSTF recommends that agencies create their own complete streets checklist (similar to the City of Seattle) to be used in the application of the complete streets evaluation. A checklist would help to ensure that a comprehensive review is done.

3. Design Standards Recommendations

The CSTF recommends that cities and counties use national best practice guidance documents to select complete streets design elements. A complete list of CSTF-preferred guidance documents, including the *Manual on Uniform Traffic Control Devices (MUTCD)* and the *American Association of State Highway Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities*, among others, is included in Appendix E.



To develop this recommendation the CSTF went through a robust research and comprehensive review process pursuant to the requirements of Act 54. At the second meeting of the CSTF, the project team presented the Task Force members with a summary of research on design standards and guidelines from various agencies, states, counties, and cities. To help focus the work of the Task Force



(because of time constraints), the CSTF identified eight priority design standards to research further. The priority design standards selected were the following:

- Pedestrian Countdown Signals
- Crosswalk Markings
- Landscape Buffer Width
- Street Tree Placement
- Bicycle Lane Width
- Bikeway Location
- Bicycle Intersection Design
- Bus and Service Vehicle Pull Out Lanes

Task Force members divided into seven investigative groups and conducted research on these priority design standards. At the third meeting of the CSTF, each group presented their findings to the entire Task Force. While Task Force members agreed on some of the design standard recommendations, consensus was not reached on others (described further in the appendices). It became clear that allowing the state, city, and counties the flexibility to select an appropriate design for each project's context was the best course forward, while encouraging agencies to work together to create a consistent complete streets experience for transportation system users.

4. Performance Measures Recommendations



Performance measures are used for evidence-based decision making and forecasting, as well as monitoring progress towards long-term goals and objectives. The Federal Highway Administration (FHWA) defines a performance measure as “a qualitative or quantitative measure of outcomes, outputs, efficiency, or cost-effectiveness.” The Federal Transit Administration (FTA) notes that

“measuring performance is a way to gauge the impacts of the decision making process on the transportation system.” The CSTF believes that performance measures are an important tool to help evaluate the effects of a Complete Streets Policy and determine whether or not the policy is achieving its goal. To be effective, performance measures should be closely tied to the vision and purpose of the policy, so that each measure closely monitors a relevant aspect of the transportation system's performance. The performance measures can be used throughout the planning, programming, project development, and evaluation process to do the following:

- Set goals and standards
- Detect and correct problems
- Manage, describe, and improve processes
- Document accomplishments



Performance measures can also add transparency and more visible relevance to the transportation planning processes. They help to communicate the value of projects to people in the community and better inform agencies in their decision making. It is also important to remember that performance measures are not “one size fits all.” Performance measures should be based on policies’ goals and measurable objectives, which may be based on individual agencies’ programs and processes.

FHWA/FTA’s Transportation Planning Capacity Building Program Peer Exchange Report called “Incorporating Performance Measures into Regional Transportation Planning” (http://planning.dot.gov/Peer/WashingtonDC/dc_2010.asp) discusses the role of performance measures and challenges of integrating effective performance measures into transportation planning and programs. The following is a summary of the challenges and lessons learned from that peer exchange about which to be mindful of as agencies develop performance measures for the Complete Streets Policy and principles:

- A. **Selecting the "right" number and mix of performance measures can be a challenge and is an evolving process.** Agencies have found that adopting too many performance measures can be both time consuming and costly. Using fewer, more meaningful measures can be a more effective way to use performance measures.
- B. **Agencies must be creative in dedicating adequate resources to develop an effective performance measurement strategy.** Developing an effective performance measurement strategy can be costly in terms of finances and staff resources. One way agencies have found to creatively use resources is to partner with local agencies, such as universities or foundations, to develop and monitor a performance measurement strategy.
- C. **Some types of performance are easier to measure than others.** When establishing subjective performance measures that are difficult to define, such as “livability” and “sustainability”, an agency may want to research how other agencies, regionally and statewide, have been measuring them. In addition, communities’ values and definitions will vary from one to another.
- D. **Developing an effective performance measurement approach takes time and professional capacity building.** It may take several iterations to understand what combination of measures works best to respond to an agency’s goals. Lessons learned show that the performance measures process is often iterative and dynamic. Capacity building and technical assistance can play an important role in helping an agency to refine its approach over time. It will be a continued process to develop an effective performance measurement approach.
- E. **An agency should manage its expectations.** Performance measures can be an invaluable tool to help make transportation planning and decision making more transparent and rational. However, at the broad state or national level, achieving certain performance measure targets can be difficult because an agency does not have land use authority and regional contexts and needs vary substantially from one another.

With the above challenges and lessons learned in mind, performance measures are an important tool. The CSTF recommends that agencies adopt meaningful performance measures that are tied to the vision and purpose of the Complete Streets Policy and principles.

5. Implementation

The CSTF recommends the use of agency review to enforce the Complete Streets Policy. This would involve agency review of the types of city, county, and state planning documents and projects. In the research conducted of other Complete Streets policies, it was common that agencies provide their own enforcement.

To encourage the incorporation of complete street design treatments in roadway projects, the CSTF recommends that agencies ensure that zoning codes, subdivision codes, design guidelines and manuals, and other regulations and ordinances are consistent with the Complete Streets Policy. These documents can serve as tools to help agencies influence what, where, and how things get built.



6. Funding Strategies

Some complete streets improvements may increase costs, but it is important to remember that it is a long-term investment. Enhancing the pedestrian, bicycle, and transit networks will be less expensive over time than the combined costs of continued right-of-way expansion for the future need for vehicle lanes. Additionally, Complete Streets policies can save money by ensuring early multimodal scoping and avoiding costly project delays or retrofits later down the line. Diversified funding sources should be explored, prioritized, and implemented to support independent complete streets projects.

One funding source available to counties for complete streets projects is the use of community facility districts or special improvement districts. Pursuant to HRS § 46-80, 46-80.1 and 46-80.5, counties can enact an ordinance designating community facility districts or special improvement districts to finance special improvements within the county. Counties have the power to levy and assess a special tax on properties located within these districts to finance the special improvements and to pay off any bonds issued to finance them. Complete streets projects are an example of the type of special improvements that could receive funding through this method.

7. Summary

In conclusion, the CSTF believes that Hawaii can and will be a state that has a network of complete streets. The Complete Street will provide convenient and safe access and mobility for all people, whether they are pedestrians, bicyclists, transit users, motorists, or movers of goods, and whether they are children, youth, families, workers, older adults, and/or individuals with disabilities.



Appendix A

Act 54 Background



APPENDIX A

Act 54 Background



Background

Act 54, Session Laws of Hawaii 2009

The purpose of developing the Complete Streets Policy is to assist the state and county transportation systems in better serving all transportation users and to meet the requirements of Act 54 and Hawaii Revised Statutes (HRS) §264-20.5.

Act 54 requires the State of Hawaii Department of Transportation (HDOT) and the County transportation departments to do the following:

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 HRS 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
 - 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) of Act 54

The text of Act 54 is included as an attachment to this report.

Complete Streets

For the purposes of this project, Complete Streets is defined as “a transportation facility that is planned, designed, operated, and maintained to provide safe mobility for all users, including bicyclists, pedestrians, transit riders, freight, and motorists, appropriate to the function and context of the facility.” Complete Streets standards and guidelines are relevant for Hawaii because they will help meet the State mission of improving roadway safety and mobility for all users. Complete Streets can also improve accommodations for non-motorized transportation modes, helping to contributing to a clean and secure energy future for Hawaii.

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)

THE SENATE
TWENTY-FIFTH LEGISLATURE, 2009
STATE OF HAWAII

S.B. NO. 718
S.D. 1
H.D. 1

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.



Appendix B

Task Force Recommendation Development





Complete Streets Task Force Partnering Protocols Agreement

DATE: Revised May 13, 2010

Complete Streets Task Force Partnering Protocols Document

For any collaborative process to proceed smoothly it is helpful for those involved to agree at the outset on the project purpose and the procedures and principles by which the group understands it will conduct its interactions and decision making.

I. Purpose of Partnering Protocols

The purpose of this document is to describe the Partners' expectations regarding the project, outline partner roles and responsibilities, and establish communication and decision procedures.

II. Participation

The Partners consist of the Members and Alternates listed in Attachment 1.

This group of Partners will be referred to as the "Complete Streets Task Force (CSTF)." Additional individuals may be included in Partner activities when and if it becomes appropriate. All Partners will agree with any additions or alternates according to the decision protocols below.

III. Partners Mission

Jointly identified mission:

Partners will provide informed review and collaboration to make recommendations leading to adoption of a Complete Streets policy, standards or guidelines for the State of Hawaii that reflect a collective sense of community.

IV. CSTF Project Goals

CSTF goals for the project, accepted jointly by the Partners, include:

1. Comply with Act 54:
 - Determine which standards and guidelines can be established to apply statewide and countywide to provide consistency for all highway and roadway users.
 - Propose changes to state and county highway and roadway design standards and guidelines.
 - Make recommendations for restructuring procedures, rewriting design manuals, and creating new measures to track success (one year from findings and recommendations in the Legislative Report).
2. Make recommendations that are intended to improve highway and roadway safety and mobility for all users (as aligned with State mission).
3. Use a transparent process that is implementable and useful.
4. Work to ensure collaboratively-designed common sense recommendations.

V. Roles and Responsibilities of the Partners

CSTF Member Responsibilities

- Represent the interests of their communities, neighborhoods, advocacy groups or interest groups in group deliberations.
- Communicate project progress to community, neighborhood, advocacy group or interest group colleagues as needed.
- Review background materials and make recommendations at key decision points in the project. Provide recommendations for HDOT consideration.
- Comply with the Sunshine Law.

Good Faith

- Partners represent the interests of their respective communities or interests and act in good faith by:
 - being informed on the relevant issues.
 - communicating these issues to their organizations.
 - communicating with each other with respect and candor.
 - following through with their respective project responsibilities – including review of products - in a timely manner.

Relationship with the Project Management Team (PMT), Communication and Information Flow

- Partners are supported in their recommendation-making responsibilities by the Project Management Team (consultant staff and HDOT project staff).
- The PMT meets regularly to oversee the day-to-day implementation of the project.
- The PMT will provide the CSTF with project notebooks and meeting materials.
- The PMT will maintain regular communication with the CSTF by sending brief e-mails detailing project progress, pending decisions, upcoming work, community feedback and emerging issues.
- Preferred method of communication to and from Partners will be email. A header or subject line containing the terms “Complete Streets” will be included with all emails related to the project. The PMT may call CSTF members as needed.
- The PMT facilitates the CSTF meetings.
- HDOT will act as the media contact for the Complete Streets Task Force.


Meetings and Schedule

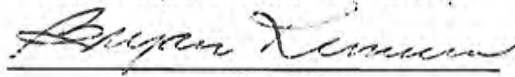
- The CSTF will meet consistent with the workplan. At a minimum, the Partners will meet at the following decision-points:
 - Review Other Cities/States Complete Streets Policies
 - Review Existing State and County Design Standards and Guidelines
 - Propose Standards and Guidelines Recommendations
 - Recommend a Complete Streets Policy for Recommendation to State and Counties
 - Make Recommendations for Restructuring Procedures, Design Manuals and New Measures to Track Success
- The CSTF understands that the draft legislative report must be completed by the end of October 2010.

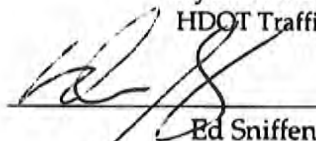
VI. Decision-Making

- Partners understand and acknowledge that HDOT retains all final decision making authority as provided under law with respect to this project.
- A quorum of CSTF seats (Members or designated Alternates) must be present (either in person or via videoconference) for a meeting to convene. A quorum is defined as over 50% of the 20 CSTF “seats”, so at least 11 Members or Alternates.
- The CSTF shall strive for consensus when developing recommendations. However, if consensus is not achievable, decisions must be approved by a quorum of total CSTF seats (both present and absent) on the CSTF. This would be 11 of the 20 seats on the CSTF.
- Each agency/interest group “seat” gets a vote. When a CSTF Member and Alternate for the same seat are at the same meeting, the seat shall collectively get one vote. Seats, CSTF Members and Alternates are identified in Attachment 1 to this partnering document.
- The CSTF may decide to offer both majority and minority recommendations (indicated as such) to HDOT if agreed to by a quorum of the total seats on the CSTF. Majority and minority recommendations will always be recorded in the meeting minutes.
- Consistent with the Sunshine Law, the CSTF can designate two or more board members (but less than 11) to investigate matters concerning board business. The board members designated by the board are required to report their resulting findings and recommendations to the entire board at a properly noticed meeting. This permitted interaction can be used by the CSTF to allow some of its members to participate in events such as a site inspection or to gather information relevant to a matter before the board.
- Dispute resolution:
 - Partners will examine interests that are behind the disagreement.
 - Partners will focus on explaining why they have taken a specific position.
 - Partners will focus on finding creative solutions when disagreements arise.
 - Partners may decide to return issues to the project PMT for further information development to resolve conflicts.


VII. CSTF Signatures (Members and Alternates)

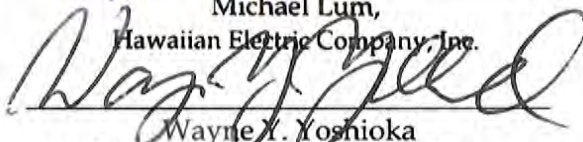

 Rob Miyasaki
 HDOT Project Coord. & Tech. Services

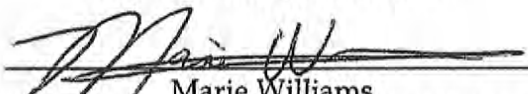

 Bryan Kimura
 HDOT Traffic

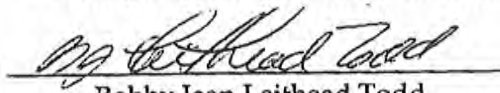

 Ed Sniffen
 HDOT Design


 Ray McCormick
 HDOT Kauai District Office

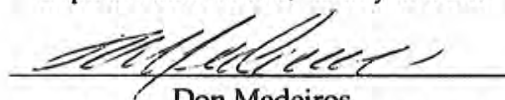

 Michael Lum,
 Hawaiian Electric Company, Inc.

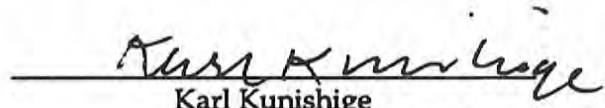

 Wayne Y. Yoshioka
 Dept. of Transportation Services
 City and County of Honolulu



 Marie Williams
 Planning Department, County of Kauai



 Bobby Jean Leithead Todd
 Planning Department, County of Hawai'i



 Milton Arakawa
 Dept. of Public Works, County of Maui



 Don Medeiros
 Dept. of Transportation, County of Maui

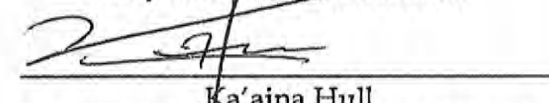

 Karl Kunishige
 HDOT Traffic

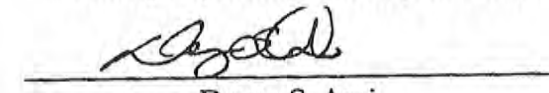

 Paul Santo
 HDOT Design

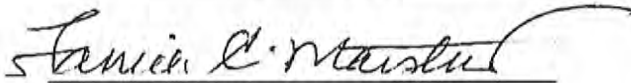

 Fred Reyes
 HDOT Kauai District Office


 Claude Matsuo
 Dept. of Transportation Services
 City and County of Honolulu

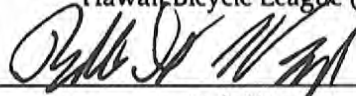

 Ka'aina Hull
 Planning Department, County of Kauai


 Daryn S. Arai
 Planning Department, County of Hawai'i

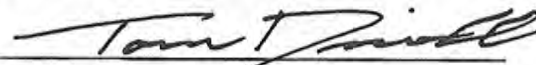

 Michael Miyamoto
 Dept. of Public Works, County of Maui



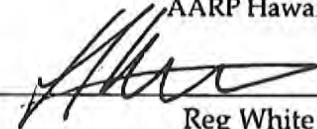
Janice Marsters
Hawaii Bicycle League (HBL)



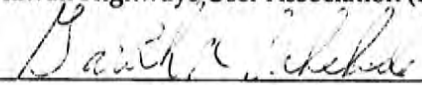
Bob Ward
Peoples Advocacy for Trails Hawaii (PATH)



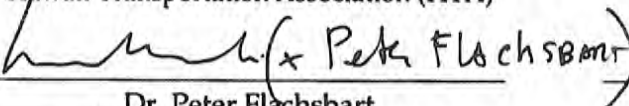
Tom Dinell
AARP Hawaii



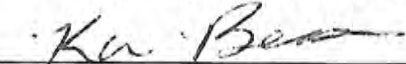
Reg White
Hawaii Highways User Association (HHUA)



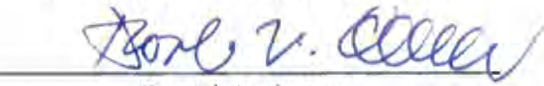
Gareth Sakakida
Hawaii Transportation Association (HTA)

 (x Peter Flachsbart)


Dr. Peter Flachsbart
University of Hawaii (DURP)



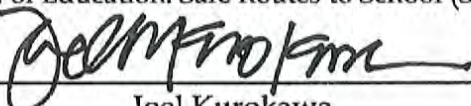
Kari Benes
Department of Health (DOH-IPAC)



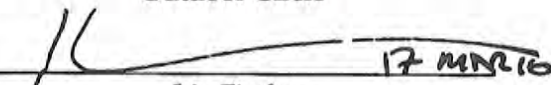
David Arakawa
Land Use Research Foundation (LURF)



Mark Behrens
Dept. of Education: Safe Routes to School (SRTS)



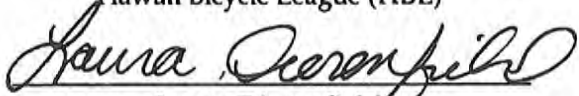
Joel Kurokawa
Outdoor Circle

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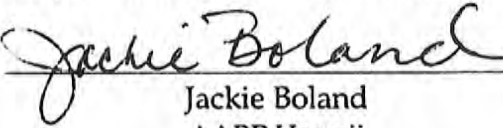
Liz Fischer
Federal Highway Administration (FHWA)
Ex-Officio Member



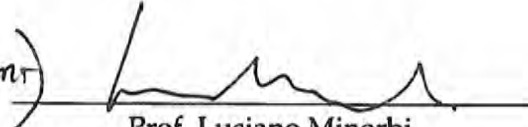
Tom Fee
Hawaii Bicycle League (HBL)



Laura Dierenfield
Peoples Advocacy for Trails Hawaii (PATH)

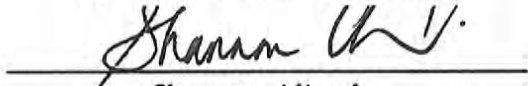


Jackie Boland
AARP Hawaii

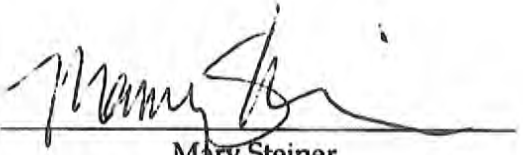


Prof. Luciano Minerbi
University of Hawaii (DURP)

Heidi-Hansen Smith
Department of Health (DOH-HHI)



Shannon Alivado
Land Use Research Foundation (LURF)



Mary Steiner
Outdoor Circle



Jodi Chew
Federal Highway Administration (FHWA)
Ex-Officio Alternate



Robert Sumitomo
Dept. of Permitting and Planning
City and County of Honolulu



Mel Hiramaya
Dept. of Permitting and Planning
City and County of Honolulu



Appendix C

City of Seattle Complete Streets Checklist



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

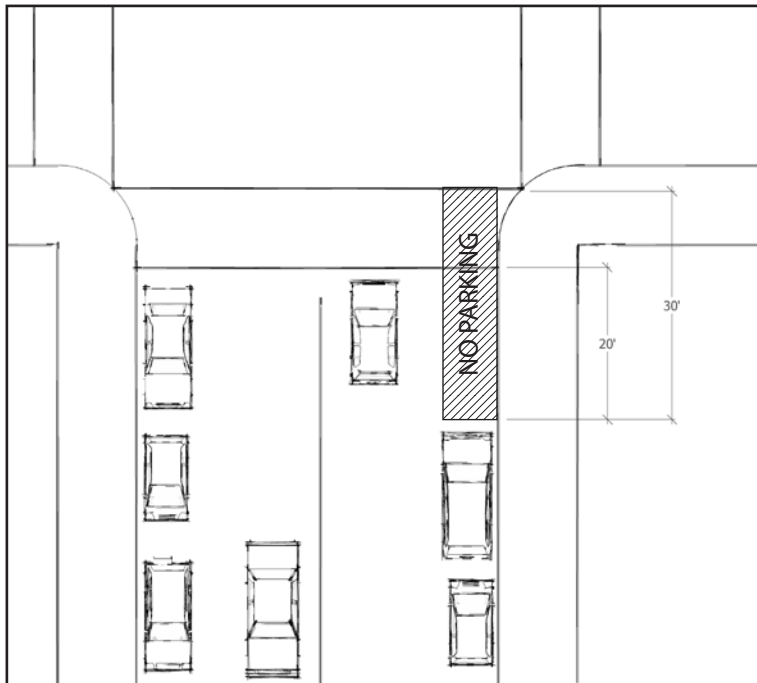
If "no", is there a plan to repair in the near future?

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



Appendix D

Complete Streets, Design Standard and Guideline Recommendations



APPENDIX D

Complete Streets, Design Standard and Guideline Recommendations



As part of the design standard and guideline recommendation process, CSTF members researched and discussed the following complete street design treatments:

- Pedestrian Countdown Signals
- Crosswalk Markings
- Landscape Buffer Width
- Street Tree Placement
- Bicycle Lane Width
- Bikeway Location
- Bicycle Intersection Design
- Bus and Service Vehicle Pull Out Lanes

While the following design standards and guidelines do not represent formal CSTF recommendations, cities and counties are encouraged to work together and consider them when selecting appropriate complete street design treatments. Note that the discussion bullet points under each design standard represent details on which that the CSTF did not reach consensus.

The CSTF does recommend that cities and counties use national best practice guidance documents to select complete street design elements. A list of national best practice references is included in Appendix E.

Pedestrian Countdown Signals

Agreed:

- Use pedestrian countdown signals where heavy pedestrian activity is expected

Discussion:

- The countdown should be based on crossing speeds of 3.5 feet per second or less
- The numbers should be large and visible
- Countdown signals should be combined with accessible pedestrian signals (APS) at heavily used crossings



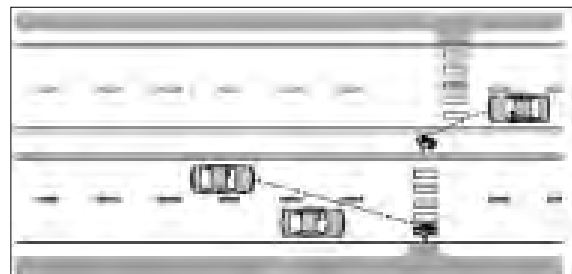
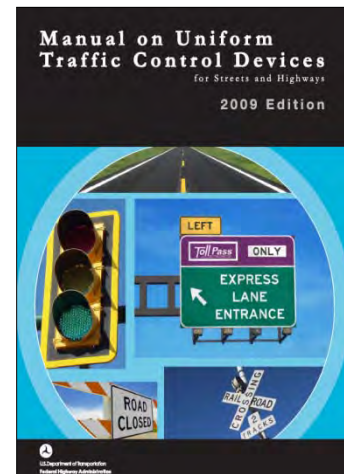
Crosswalk Markings

Agreed:

- Use the Manual on Uniform Traffic Control Devices (MUTCD) for the type, width, and alignment

Discussion:

- Crosswalk markings that have stripes that are both parallel and perpendicular to traffic are recommended. The combination will be more durable and have better visibility (such as zebra striping, longitudinal striping or a combination of lateral/longitudinal)
- Use visible signage in combination with crosswalks
- Use medians with staggered crosswalks (offset for pedestrians to face traffic) to assist with multilane crossings
- Crosswalk lighting is important
- Confirm activation of signal call
- Consider raised crosswalks
- MUTCD provides options and continues to be amended with new/innovative solutions
- Use retro-reflective paint for visibility
- Have a pedestrian activated signal or warning activation for midblock crossings that cross four or more lanes
- Establish criteria for installation of exclusive pedestrian crossing phases (such as Barnes Dance)
- Prohibit the usage of cell phones by pedestrians and bicyclists while using the crosswalk



Landscape Buffer Width

Agreed:

- Use a four foot minimum buffer (for small trees)
- Reference *future* State of Hawaii Department of Transportation (HDOT) Highways Statewide Sustainable Landscape Master Plan

Discussion:

- Design for maximum buffer widths; use the minimum amount of pavement necessary given the context

Street Tree Placement

Agreed:

- Use the Honolulu Standards and Procedures for Planting of Street Trees (1999)
- Use Hawaiian Electric Company (HECO) guidelines
- Reference the *future* HDOT Highways Statewide Sustainable Landscape Master Plan

Discussion:

- Consider street trees as infrastructure, just like utilities

Bicycle Lane Width

Agreed:

- Use the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities. The Guide is very complete and comprehensive

Discussion:

- Where adequate width cannot be physically provided, add signs to help with the designation of the lane
- Use 5 feet minimum with 6 feet preferred

Bikeway Location

Agreed:

- Use the AASHTO Guide for the Development of Bicycle Facilities

Discussion:

- Designate bike routes and locations in Community Development Plans
- In rural, lower volume areas, adequate shoulders are sufficient (if maintained)
- Belt highways through towns should have bicycle accommodations
- In suburban areas, change the subdivision "wide lanes" into bike lanes
- In urban areas, bike facilities should be provided

Bicycle Intersection Design

Agreed:

- Use the AASHTO Guide for the Development of Bicycle Facilities and the MUTCD
- Actual intersection designs will vary with context of the surrounding community

Discussion:

- Consider the use of bike boxes at intersections. See Durham and Charlotte, NC guidance on bike boxes
- Experimentation should be encouraged
- If there are significant left turn movements, a bike left turn lane should be provided to the right of the vehicle left turn lane

Bus and Service Vehicle Pull Out Lanes

Agreed:

- Construct bus bays on major arterials and two lane rural arterials when there is adequate and appropriate right-of-way to construct a bus bay and bus stop area that is compliant with the Americans with Disabilities Act (ADA) standards
- Bus bays are not desired on urban arterials
- The length of the bus bay should allow for an entrance taper, a deceleration lane, a stopping area, an acceleration lane and an exit taper
- Bus stop locations should have a sidewalk area that is 8-feet long and 5-feet wide

Discussion:

- Bus bays are used when traffic flow takes precedence. Bus bays are designed to enhance vehicle traffic flow on arterials with transit service
- Drainage structures should not be located within the bus bay stopping area
- The sidewalk space adjacent to a bus bay needs to be able to accommodate peak period bus patron queuing as well as pedestrians. Typically, bus pull outs decrease this important space.



Appendix E

Complete Streets, Design Standard and Guideline References



APPENDIX E

Complete Streets, Design Standard and Guidelines References



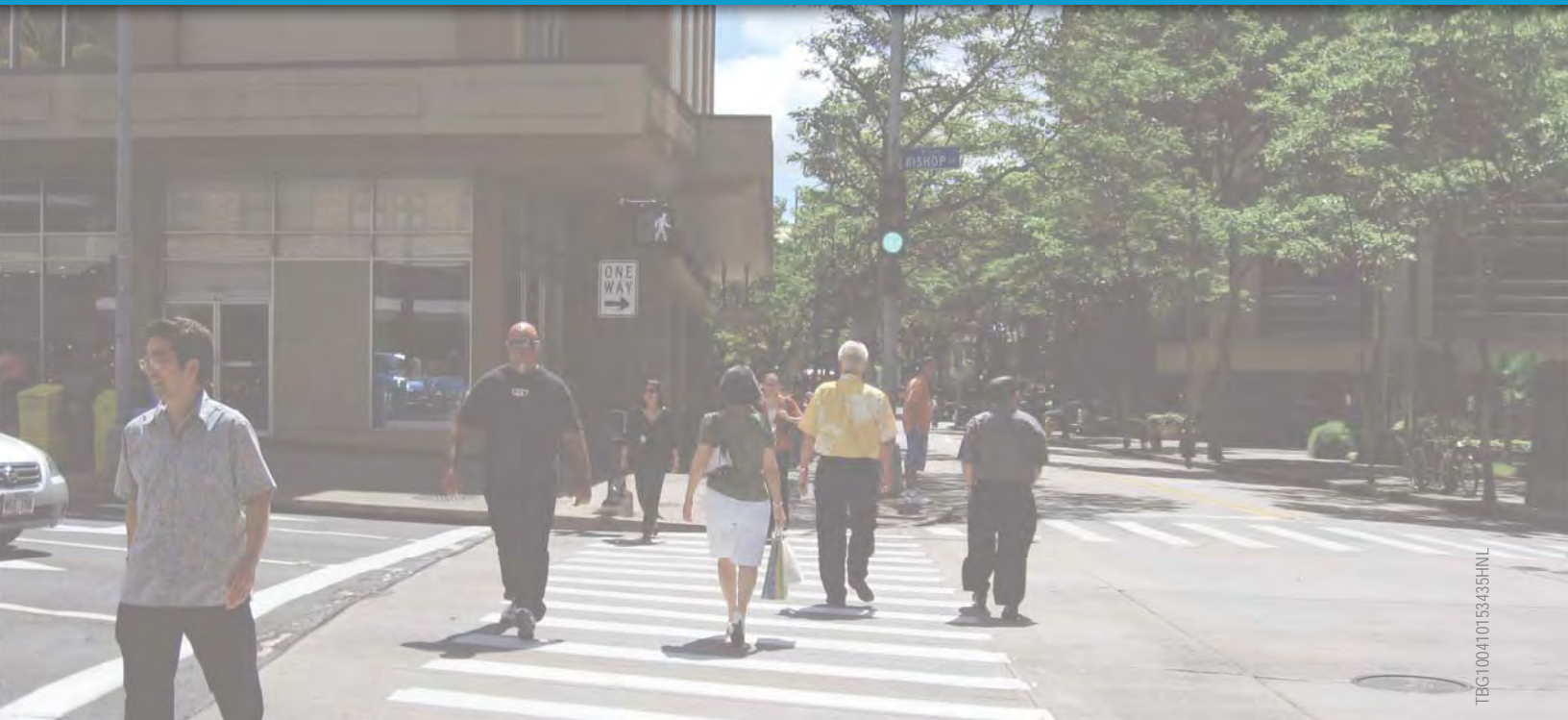
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(http://drusilla.hsrrc.unc.edu/cms/downloads/Selecting_Treatments_Bikes1992.pdf)
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Appendix F

Complete Streets Task Force

Meeting #1 Materials





Complete Streets Task Force Meeting #1

DATE: February 2, 2010

LOCATIONS: HDOT Office on Oahu (Punchbowl Street) and Kauai, Maui and Hawaii District Offices

FROM: Kathleen Chu, CH2M HILL
Kirsten Pennington, CH2M HILL
Paul Luersen, CH2M HILL

COPIES: Ken Tatsuguchi, HDOT
Rachel Roper, HDOT

ATTENDEES:

TASK FORCE MEMBERS/ VOTING ALTERNATES:	Rob Miyasaki, Bryan Kimura, Ed Sniffen, Ray McCormick (Kauai), Marie Williams (Kauai), Daryn Arai (Hawaii), Milton Arakawa (Maui), Don Medeiros (Maui), Janice Marsters, Bob Ward, Tom Dinell, Reg White, Gareth Sakakida, Luciano Minerbi, Kari Benes, Joel Kurokawa, Jodi Chew
ALTERNATES:	Paul Santo, Heidi Hansen-Smith, Laura Dierenfield
STAFF/TECHNICAL TEAM:	Brennon Morioka, Jiro Sumada, Ken Tatsuguchi, Rachel Roper, Dean Yogi, Chris Dacus, Ferdinand Cajigal (Maui), Wallace Kudo (Kauai), Ken Teshima (Kauai), Stanley Tamura (Hawaii), Curtis Motoyama, Captain Gilbert Medeiros, Captain Corey Apo, Charles Kapua, Ronald Thiel (Hawaii), Major Thomas Nitta, Chris Sayers, Kathleen Chu, Kirsten Pennington, Paul Luersen
FRIENDS/ INTERESTED PARTIES:	Randy Ching, David Shimokawa, Susan Papua, Charlene Ota, Lance Rae, April Coloretti, Tom Smyth, Patrick Tom, Tammy Mori, Kevin Killeen, Susan Uejo, Maury King (Maui), Kathleen Kern (Maui), David Yamashita, Sandra McGuiness (Maui), Thomas Noyes (Kauai), Ken Taylor (Kauai), Patrick Kaihara (Kauai) , Bev Brody (Kauai), Robert Taira (Hawaii)
TASK FORCE MEMBERS NOT IN ATTENDANCE:	Wayne Yoshioka, David Arakawa, Mark Behrens

Meeting commenced at 8:37 AM.

Brennon Morioka opened the meeting by welcoming and thanking in advance Task Force members for the hard work they are about to embark on as well as the commitment that will be required of them. He explained that the CSTF members were selected to represent various categories of users and groups. He also reminded everyone that CSTF meetings are subject to the Sunshine Law and open to the public. Decision making cannot be discussed outside of meetings.

He discussed the intention of the CSTF to reshape how the DOT and everyone views transportation and highway users. There will be inherent conflicts. Complete Streets is one tool to be used to build a better multi-modal transportation system. It will also be a tool for the Statewide Pedestrian Master Plan. It is not the silver bullet that will fix everything. He also explained that we will need good land use decisions and everyone's efforts to work with the County and ensure proper land use decisions are being made.

Jiro Sumada also thanked the CSTF, Friends, and technical resources. He addressed the neighbor islands attendees participating by video conference and acknowledged that it would be better if they were all on Oahu. Jiro asked that people trust the process and recognized that there will be moments of struggle, but things will work out.

Brennon closed the introduction with mention of the CSS workshops that CH2M HILL leads and their experience in Complete Streets.

Kirsten Pennington led the group in introductions starting with Oahu. After introductions, the sign-in sheet was passed around. In addition, Kirsten mentioned that if Friends of the Task Force had something to add, they could fill out "comment forms" which were provided at all meeting locations.

Kirsten referred Task Force members to their project binders and the handouts for the Friends. The agenda and handout of the presentation were provided (provided as an attachment to meeting minutes). Kirsten went over the agenda and asked for comments. None were provided.

The Ground Rules were reviewed and no comments or additions were made.

Kathleen Chu gave an overview of the project, background of Act 54, purpose, workplan and milestones, and the relationship to other HDOT planning efforts. At the end of her presentation, **Tom Dinell** asked if the timelines of the other planning efforts could be provided along with how they will be integrated. A copy of the actual Hawaii Revised Statute (HRS) for Complete Streets was also requested.

Robert Taira mentioned other planning projects – Best Practices for Traffic Impact Assessment Reports and Access Management Policies.

Chris Sayers mentioned the Oahu Bike Plan Update.

Thomas Noyes requested a copy of the Interim Complete Streets Legislative Report. Brennon replied that the report is available to the public on the Legislative website (<http://hawaii.gov/dot/administration/library/legislature/rpts-to-leg>).

Kirsten went over the Task Force roles and responsibilities, as well as the Partnering Agreement. The Partners would include Task Force members and their alternates. A confirmation of task force members and alternates provided in writing was requested

within a week of the meeting. Subsequent changes to Task Force members or alternates would need to be agreed upon (voted) by the Task Force.

The Partners mission was presented and no comments were provided. All Partners should be willing and able to support this effort.

The CSTF Project Goals were discussed. **Bob Ward** asked whether the project goals should include federal transportation facilities, such as Saddle Road and National Parks. This was moved to the “parking lot” for future follow-up. Typically, federal projects are encouraged to conform to local standards.

Bryan Kimura mentioned that a balance is needed. Usually, improving safety and mobility for bikes and pedestrians will slow mobility for vehicles. **Reg White** stated that promoting efficient traffic flow should be a goal. Brennon stated that the goals of the different users do conflict and that is why the CSTF is set up the way it is – to ensure that *all* viewpoints are represented. Goal #2 (Make recommendations that are intended to improve roadway safety and mobility for all users [as aligned with State mission]) is broad and it looks out for everyone.

Dr. Minerbi mentioned that people may be confused with the term “highway” and “roadway”. A distinction should be made between highway and roadway standards. He also asked about the establishment of land use standards. Kirsten responded that the DOT does not control land use, however the Task Force can make a recommendation on it. The Task Force decided that it would be okay to add “highway” to goal #2 to read “highway and roadway users”. Brennon agreed that changes in land use and zoning need to be reviewed at the County level. Land use policies impact transportation policies. The DOT does not control land use decisions.

Dr. Minerbi also suggested looking at roadway standards on other islands, such as the Canary Islands, where it may be more pedestrian-oriented. He commented that mainland-type standards should not be applied to an island. This comment was put on the “parking lot.”

Kirsten proceeded to review the Roles and Responsibilities of the Partners in the Partnering Agreement. No comments were made on the member responsibilities, good faith or relationship with the project management team sections. It was agreed that the preferred communication method would be email. The PMT may verify receipt of emails to certain members as needed. The meetings and schedule were also reviewed with one comment. **Tom Dinell** asked if subgroups or subcommittees could be formed to meet with the PMT as needed. Kathleen referred back to the Sunshine Law and explained that an answer would be looked into and provided later.

Kirsten led the discussion on the next section in the Partnering Agreement about Decision-Making. Through discussion, it was concluded that a quorum was needed to have a meeting and to have a vote. A quorum is one more than half the total seats (not majority of those present). The CSTF will strive for consensus when developing recommendations; however, if consensus is not achievable, decisions must be approved by a quorum of CSTF seats. The task force may decide to offer both majority and minority recommendations to HDOT if agreed to by a quorum of the total seats. Majority and minority recommendations will always be recorded in the meeting minutes. In addition, the CSTF can designate two or

more members to investigate matters concerning the task force. This is called a permitted interaction. They are required to report their findings and recommendations to the entire CSTF at a properly noticed meeting. It was also noted that HDOT retains all final decision making authority as provided under the law with respect to this project.

Janice Marsters mentioned that the Partners Mission statement seemed to make recommendations on the process and not the policy. It was decided that “support the process” would be removed from the mission statement.

A break was called at 10:00 AM.

After the break, Paul Luersen presented Complete Streets research on 20 different policies from various states, counties and cities. He reported on policy similarities and differences, as well as considerations in a Complete Streets policy. Paul asked for comments and feedback from around the room:

Dr. Minerbi: It will be important that all 4 areas of slide #24 (applicability, exceptions, priorities, and authority) are included in the policy recommendation in a spreadsheet format. Setting priorities at different locations and providing examples will be important. The policy should include who implements it and who signs off on it. This may be the legislature. The policy should also include education and enforcement for agencies, as well as the public.

Tom Dinell: The general public does not know if they are on a City facility or a State facility. How will the CSTF deal with differentiation among the various facilities?

Bob Ward: There should be consistency among the types and owners of facilities to maintain uniformity.

Milton Arakawa: The concept of Complete Streets should be based on a comprehensive plan. It is rooted in land use and should compliment it.

Bob Ward: The traditional practice is consensus. His concern is that the ideal cross-section can force decisions in the future which may ignore compromises that have already been made. For example, a roadway that has a slope of 10 to 20% will automatically “drop off” certain modes due to the steepness. Geography and context should be a consideration.

Reg White: In his review of the Complete Streets research matrix, he suggested that the Montgomery County, Maryland policy act as a starting point.

Dr. Minerbi: Not every road can accommodate all modes. There should be a hierarchy of roads. An example would be the establishment of a freight route in the Kaka`ako area. International examples should be reviewed.

Janice Marsters: The policy should address applicability. How will Complete Streets incorporate existing corridors (not just new ones)? How will reconstruction be defined? A primary focus should address a percentage of investment to certain improvements ratio and how to address prioritized needs.

Dr. Minerbi: The group should look at island examples not mainland practices, such as the Canary Islands. The consideration of conflicts is needed. Statistics on crashes, pavement conditions (road quality), problems and locations are helpful.

Rob Miyasaki: Operations and Maintenance of streets should be part of the policy. Need to look at prioritization and resources to see where the highest need and greatest impact is.

Tom Dinell: The Task Force needs to understand outcome. He recommends the establishment of a draft outline of the final legislative report. This will help to guide the CSTF to where they should be heading (like a road map). The content of the report should include pictures/visualizations (standards) – be user friendly.

Joel Kurokawa: An important component of Complete Streets should be the incorporation of natural elements, green infrastructure (e.g. street trees, drainage). This addresses quality for the user. Accommodations should be made for green infrastructure with roots (competes with utilities) and branches to be kept in mind.

Gareth Sakakida: Trucks frequently get hit by branches.

Bob Ward: Attention should be paid to the “path of travel” for pedestrians/bicyclists in regards to fire hydrants, utilities, mailboxes, garbage receptacles, etc.

Robert Taira: Every island has different conditions and different resources. Two guiding principles should be considered: 1) Mindful of the Aloha spirit and 2) the State motto (Ua Mau Ke Ea O Ka Aina I Ka Pono – The life of the land is perpetuated in righteousness.). Would like to see island uniqueness incorporated to the Complete Streets policy.

Ray McCormick: Would also like to “keep it Hawaii.”

Bob Ward: There should be consideration to a wider variety of modes -skateboards, cyclists, mopeds, in addition to the abilities, skills, and experience of each.

Comments were opened up to the general public attending the meeting.

Susan Uejo: Different types of pedestrians should be considered: 1) everyday pedestrian and 2) event-related and visitor pedestrian in tourist areas (eg. vessel embarkment at harbors). Congestion studies, speed limits, and signal timing should all be reviewed.

Charlene Ota: Audible signals should be considered at key intersections, along with the countdown timers.

Kevin Killeen: Feels more enforcement is needed for cars because he believes speeding is a problem. He also feels that fines for violations of various offenses (not just speeding) are not equitable among the modes.

Tom Smyth: How will segways, power scooters, motorized wheelchairs, skateboards, etc. be addressed? They are not dealt with in the motor vehicle code. In some places, one-way streets are being redesigned to two way streets as a solution.

Curtis Motoyama: Motor chairs provide access for people with disabilities. Be mindful of the Accessible Public Rights-Of-Way document (provided a copy).

Laura Dierenfield: The school environment should also be included. There are 256 schools statewide. The 2-mile radius around schools needs to be examined.

Captain Corey Apo: Weight limitations on bridges need to be reviewed for fire truck access.

Rob Miyasaki: A utility representative should be part of the Task Force. A motion was made and seconded to add either a HECO or Hawaiian Telcom task force member. All ayes.

Milton Arakawa (for Maui): Would like future discussions to include traffic calming (ex. speed tables), the location of sidewalks (one side, both and none in rural areas), County greenway system (ped/bike/ATV), street parking, and drainage swales.

Kathleen thanked everyone for their time, reminded the CSTF that a follow up email will be sent out with homework assignments, and mentioned the next meeting date of March 17th.

Jiro thanked everyone for their comments and closed the meeting.

Attachments:

1. Meeting #1 Agenda
2. Meeting #1 PowerPoint Handout
3. Comment Forms submitted



Complete Streets Task Force

Meeting #1: Kickoff/Partnering Meeting

February 2, 2010
8:30 – 11:30 a.m.



HDOT Punchbowl Office
869 Punchbowl St. 5th fl.
Honolulu, HI 96813

HDOT Hawaii District Office
50 Makaala Street
Hilo, HI 96720

HDOT Kauai District Office
1720 Haleukana Street
Lihue, HI 96766

HDOT Maui District Office
650 Palapala Drive
Kahului, HI 96732

Meeting Goals:

- Build common understanding of project purpose and process
- Identify project objectives and issues
- Develop and agree on communication and decision-making protocols

Time	Agenda Item	Facilitator(s)
8:30 – 9:00 a.m.	Welcome and Introductions Roundtable Self-introductions Agenda Review Ground Rules	Brennon Morioka, HDOT Jiro Sumada, HDOT Kirsten Pennington, CH2M HILL
9:00 – 9:30 a.m.	Project Overview What is the Complete Streets project?: Purpose and Background Scope/Workplan Schedule & Deadlines	Kathleen Chu, CH2M HILL
9:30 – 10:30 a.m.	Task Force Roles and Responsibilities Task Force purpose Communication protocols Relationship with STAC & HDOT Project decision-making (authority, conflict resolution and decision milestones)	Kirsten Pennington
10:30 – 10:45 a.m.	Break	
10:45 – 11:15 a.m.	Complete Streets Research Research to date Ideas, issues, concerns	Paul Luersen, CH2M HILL
11:15 – 11:30 a.m.	Next Steps	Kathleen Chu

**To request language interpretation, an auxiliary aid or service (i.e. sign language interpreter, accessible parking, or materials in alternative format), contact Kathleen Chu at kathleen.chu@ch2m.com or (808) 440-0283, seven (7) days prior to the meeting date.*



Complete Streets Task Force Meeting #1

February 2, 2010

1. Welcome & Introductions

- Welcome!
- Roundtable Introductions
- Agenda Review
- Ground Rules



Meeting Goals

- Project Kickoff
- Build common understanding of project purpose and process
- Identify project objectives and issues
- Agree on communication and decision-making protocols



Meeting Agenda

- Welcome & Introductions
- Project Overview
- Task Force Roles & Responsibilities
- Break -
- Complete Streets Research & Ideas
- Next Steps



Ground Rules

- Respect other points of view (keep an open mind)
- Cell phones off
- Participate fully – be clear and concise
- Speak up, and let others speak
- Be respectful of time (*start and end on time*)
- Be willing to use the “parking lot”
- Be representative of your agency/community
- Sunshine Law
- Maintain a positive attitude
- Others?



2. Project Overview

- Background
- Purpose
- Workplan and Key Milestones
- Other HDOT Planning efforts



Background

Act 54 - Legislative Requirements:

- DOT/County Transportation Agencies adopt a Complete Streets policy
- CSTF to determine which standards and guidelines can be established to apply statewide and countywide to provide consistency for all highway users
- CSTF propose changes to state and county highway design standards and guidelines
- CSTF to make recommendations for restructuring procedures, rewriting design manuals, and creating new measures to track success (one year from findings and recommendations in the Legislative Report)



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7

Purpose

Project Goals:

- Comply with Act 54
- Use a transparent process that is implementable and useful
- Align with State mission of safety and mobility for all
- Improve roadway safety for all users



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8

Definitions

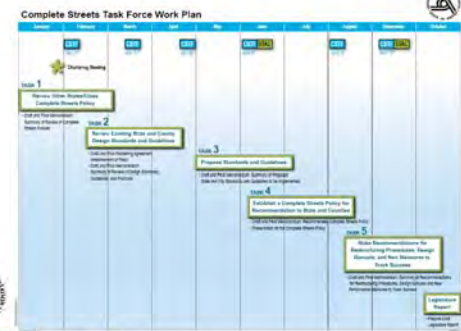
- **Policy**
 - A policy is a high-level plan or directive that embraces general goals and objectives (ex. County General Plan)
- **Guidelines**
 - A guideline provides direction and recommendation on how something should be conducted (ex. Project Development Manual)
- **Standards**
 - A standard is established by authority as a rule for quantity, weight, value, extent or quality (ex. standard detail)



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9

Workplan & Key Milestones



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10

Relationship to Other DOT Plans

Complete Streets is a separate project

- Hawaii State Transportation Plan (HSTP)
- Hawaii Strategic Highway Safety Plan
- Statewide Long Range Land Transportation Plan
- Regional Long Range Land Transportation Plans
- Statewide Pedestrian Master Plan
- Bike Plan Hawaii



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11

3. TF Roles & Responsibilities

Fulfill HDOT Mission:

"It is the Hawaii DOT's intent to seek and encourage public involvement by stimulating broad public awareness of, and increased public participation in the comprehensive, cooperative and continuing transportation planning and decision-making process in Hawaii."

Partnering Agreement



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12

Partnering Agreement

- What is a partnering agreement?
 - Establishes common ground
 - Focuses on the Task Force
 - Clarifies responsibilities and decision-making for the Task Force
 - Defines communication protocols
- Task Force Role – Focused on content



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13

BREAK

14

4. Complete Streets Research

- What are complete streets?

Streets designed and operated to enable safe access for all users.

Pedestrians, bicyclists, motorists and transit riders of all ages and abilities are able to safely move within a complete streets system.



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15

Where are Complete Streets Being Implemented?

- 23 US jurisdictions adopted policies in 2008
- 31 adopted policies in 2009
- 110 jurisdictions total have adopted policies or have written commitment to do so
- Happening at all levels of government (Federal, State, County, City)

Blue: Laws and Ordinances
 Red: Resolutions
 Yellow: Tax Ordinances
 Purple: Internal Policies, Executive Orders
 Magenta: Plans
 Green: Design Manuals or Guides



California State Example – Complete Streets Act

Department of Transportation (Caltrans)

- Covers bikes, pedestrians, transit, motorists, and freight
- Currently developing a "Complete Streets Implementation Action Plan":
 - Clear path for decision-making
 - Explore and report on context for implementation
 - Accountability for progress (measuring, monitoring)
 - Implementation priorities



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Florida State Example – Bicycle and Pedestrian Ways Statute

Florida Department of Transportation

- Covers bikes and pedestrians
- Emphasis on projects within 1 mile of an urban area
- Implementation through Design Guidelines, 2007 Greenbook



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Arlington County Example – Master Transportation Plan



Department of Environmental Services, Transportation Section

- Covers bikes, pedestrians, transit riders, motorists and freight
- Applies to all county street and facility improvement projects
- Shifts performance measures from Level of Service to Quality of Service – addresses needs of users
- Design standards are provided in the Better Streets Plan



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New York City Example – Sustainable Streets Strategic Plan



Department of Transportation

- Covers motorists, transit, bikes, pedestrians, and freight
- Applies to all street types from walk-only streets to truck routes
- Benchmarks for performance measures
- Design standards are included in the plan



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City of Portland Example – Pedestrian and Bicycle Master Plans



Department of Transportation

- Covers bicyclists and pedestrians
- Applies to projects built within the City (pedestrian plan) and where bicycle facilities should exist
- Bicycle plan has benchmarks that are reviewed every other year
- Both provide standards for bicycle and pedestrian facilities



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Complete Streets Policy Similarities



- All have provisions for bicyclists and pedestrians (at the minimum)
- Many programs affect the roads controlled by the relevant agency, few apply to private roads
- Many policies acknowledge the project context
- All focus on the safety of the facility users



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Complete Street Policy Differences



- Some address mobility limited populations
- Some address elderly populations
- Some address freight – where freight is important to the community
- Some address transit – where transit is available in the area



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Considerations in a Complete Streets Policy



- Applicability** – where Complete Streets will be implemented. On new streets? Reconstructed streets?
- Exceptions** – where would Complete Streets not make sense? (Constrained roadways, limited access highways)
- Important priorities** – which roadways and areas do you concentrate on?
- Who implements and signs off?**
 - Project engineer
 - Project manager
 - Complete streets coordinator
 - Division Director



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Process to Developing Complete Streets Solutions



- Understand and embrace (not just tolerate) broader definitions of mobility
- Recognize openly the need to make hard choices
- Re-think the design process, our tools and approaches
- Foster creativity based on knowledge and understanding of performance



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Ideas, Issues, Concerns



Let's go around the room ...

(1) With regard to Hawaii's complete streets policy **content**, what is your:

- Idea
- Issue
- Concern

- OR -

(2) What additional policy examples do you want to share?



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5. Next Steps



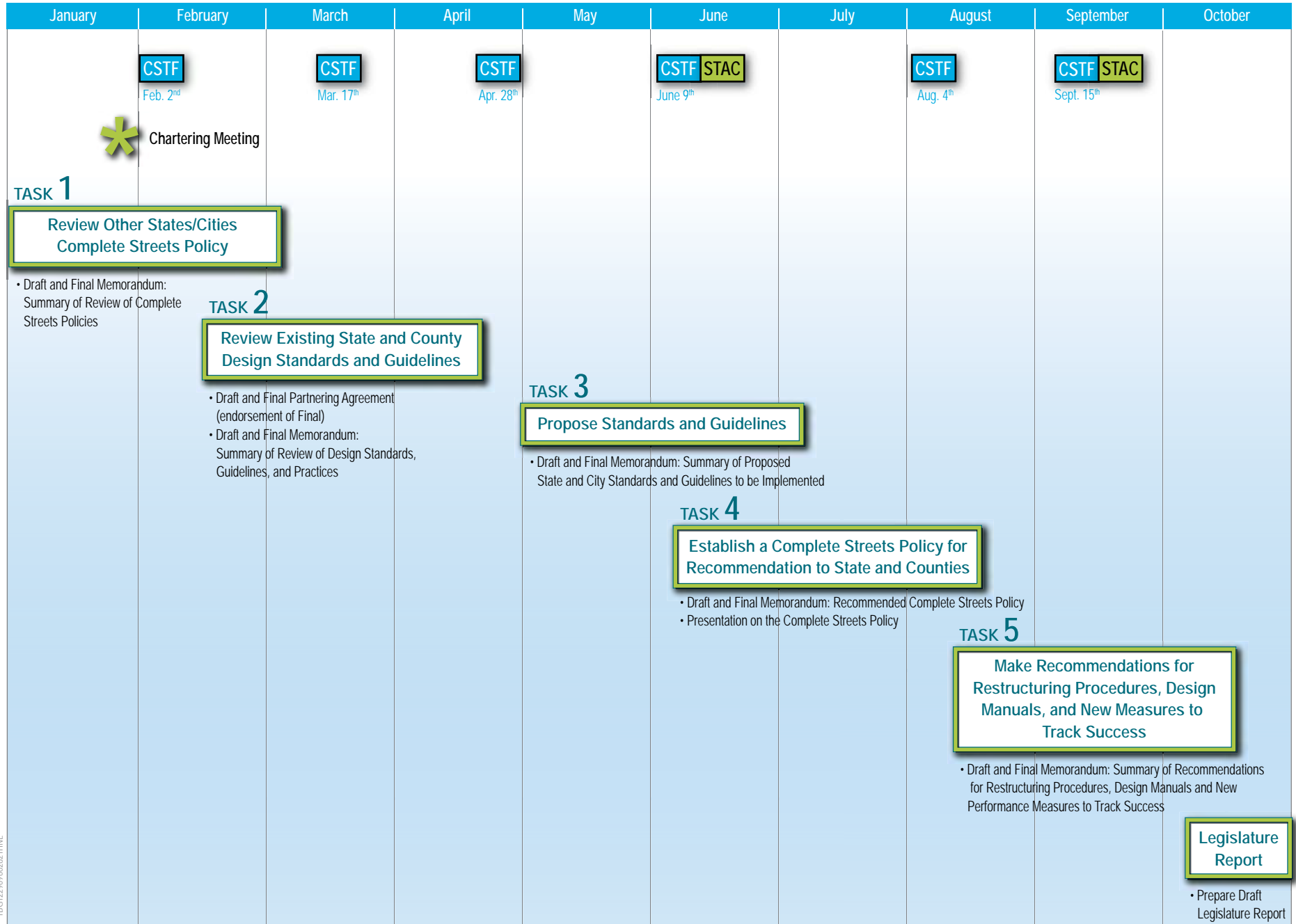
- Refine review of other city & state complete street policies
- Review existing state & county design standards and guidelines
- Next Meeting: March 17, 2010
 - Topic: Existing State & County Design Standards and Guidelines



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Complete Streets Task Force Work Plan



TBGT2900002621HNL

MEETINGS

CSTF = Complete Streets Task Force

STAC = Statewide Transportation Advisory Committee

01/08/10

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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.

Complete Streets Policy Review

PREPARED FOR: Rachel Roper and Ken Tatsuguchi, HDOT

PREPARED BY: Bernadette Le, CH2M HILL

Kirsten Pennington, CH2M HILL

Kathleen Chu, CH2M HILL

DATE: November 10, 2009

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 A: Complete Streets Policy Samples - Statewide Pedestrian Plan (draft)

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/Complete_Streets.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													
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

ATTACHMENT A: Complete Streets Policy Samples - Statewide Pedestrian Plan (draft)

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
<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</i> <i>http://www.oregon.gov/ODOT/HWY/BIKEPED/planproc.shtml</i>													
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
<i>General DOT Contact: (803) 737-2314</i> <i>http://www.scdot.org/getting/bikeped/BP_milestones.shtml</i>													
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.
<i>DOT General Number: 217-782-7820</i> <i>http://www.ilga.gov/legisla6on/publicacts/fulltext.asp?Name=095_0665</i>													
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 Developent 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)."
<i>State of Massachusetts Department of Transportation, Division of Planning and Programming General Number: 617-973-7000</i> <i>http://www.mhd.state.ma.us/default.asp?pgid=content/designGuide&sid=about; http://www.mass.gov/legis/laws/mgl/gl-90e-toc.htm</i>													

ATTACHMENT A: Complete Streets Policy Samples - Statewide Pedestrian Plan (draft)

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.
Dennis Leach, Transportation Division Chief: 703-228-3681 http://www.arlingtonva.us/Departments/EnvironmentalServices/dot/planning/mplan/mtp/MTP_Draft.aspx													
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.
Department of Transportation General Number: 240-777-7170 http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/content/countyatty/charter.asp													

ATTACHMENT A: Complete Streets Policy Samples - Statewide Pedestrian Plan (draft)

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	Execptions 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>

ATTACHMENT A: Complete Streets Policy Samples - Statewide Pedestrian Plan (draft)

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													

ATTACHMENT A: Complete Streets Policy Samples - Statewide Pedestrian Plan (draft)

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 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.
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													
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
http://docs.google.com/gview?a=v&q=cache:R0d-vfV3PyJJ: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=ADGEESiFnGdPh1uOI5dwQuT0B9iN7diuhyyDYX_Q8Pb0x7WQwZfiLzhvVvKUB8DLFG1YGV51-OA0L4ASP71cE1g1BX4Zow5kcZY3l3Z8mVNNTIS4MJH3bDApvy7SqxB_is1Ttf-TAJGW&sig=AFQjCNG-TDczYsFOQ-tIBUR1XfBJUhd_FA													
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 chapter	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													

ATTACHMENT A: Complete Streets Policy Samples - Statewide Pedestrian Plan (draft)

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
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	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													
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.
Planning Service Division general number: 509.625.6060 http://www.spokaneplanning.org/DT_Update.htm													

ATTACHMENT A: Complete Streets Policy Samples - Statewide Pedestrian Plan (draft)

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
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													
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													

ATTACHMENT A: Complete Streets Policy Samples - Statewide Pedestrian Plan (draft)

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
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.
Department of Transportation General Number: 719-385-5955													
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.
Teresa Huish, Principal Transportation Planner: thuish@ScottsdaleAZ.gov or (480) 312-7829. Or Dave Meinhart, Transportation Director: dmeinhart@ScottsdaleAZ.gov or (480) 312-7010.													
http://www.scottsdaleaz.gov/traffic/transmasterplan/Adopted_sections.asp ; http://www.scottsdaleaz.gov/design/dspm.asp													
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

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

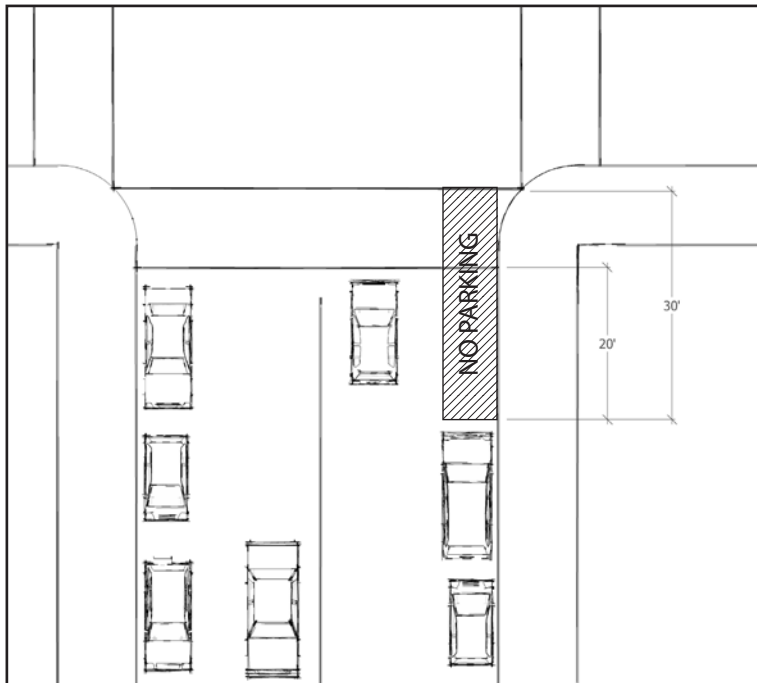
If "no", is there a plan to repair in the near future?

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 <div>Preferred <</div>
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Appendix G

Complete Streets Task Force

Meeting #2 Materials



Complete Streets Task Force Meeting #2 Minutes

DATE: March 17, 2010

LOCATIONS: HDOT Office on Oahu (Punchbowl Street) and Kauai, Maui and Hawaii District Offices

FROM: Kathleen Chu, CH2M HILL
Cheryl Yoshida, CH2M HILL
Paul Luersen, CH2M HILL
Kit Jeong, CH2M HILL

COPIES: Ken Tatsuguchi, HDOT
Rachel Roper, HDOT

ATTENDEES:

TASK FORCE MEMBERS/ALTERNATES:	Rob Miyasaki, Bryan Kimura, Michael Lum, Claude Matsuo, Tom Fee, Tom Dinell, Reg White, Gareth Sakakida, Luciano Minerbi, Kari Benes, Mary Steiner, Liz Fischer, Milton Arakawa (Maui), Don Medeiros (Maui), Ray McCormick (Kauai), Kaaina Hull (Kauai), Bob Ward (Hawaii), Laura Dierenfield
STAFF/TECHNICAL TEAM:	Jiro Sumada, Ken Tatsuguchi, Rachel Roper, Kathleen Chu, Cheryl Yoshida, Paul Luersen, Kit Jeong, Chris Dacus, Chris Sayers, Ferdinand Cajigal (Maui), Stanley Tamura (Hawaii), Ron Thiel (Hawaii), Curtis Motoyama, Captain Gilbert Medeiros, Captain Keith Lima, George Abecede
FRIENDS/INTERESTED PARTIES:	Charlene Ota, Ben Gorospe, Tammy Lee, Kevin Killeen, Susan Uejo, Maury King (Maui), Kathleen Kern (Maui), Sandra McGuinness (Maui), Thomas Noyes (Kauai), Fred Gutierrez (Maui), Daniel Alexander
TASK FORCE MEMBERS NOT IN ATTENDANCE:	David Arakawa, Mark Behrens, Ed Sniffen, Bobby Jean Leithead-Todd

Meeting commenced at 1:37 PM.

Welcome & Introductions

Jiro Sumada opened the meeting by welcoming everyone to the 2nd CSTF meeting. Jiro introduced himself and asked everyone to introduce themselves. Jiro once again introduced the Project Management Team.

Jiro reminded Task Force members of their commitment to the process. He mentioned his similar experience with CH2M HILL and encouraged Task Force members to trust the process. Although there may be moments of struggle, things will work out and the end product will prove that the effort was worthwhile.

Jiro appreciated Task Force members' commitment and went on to review the Ground Rules for both Task Force members and "Friends." He also explained that CSTF members were selected to represent various categories of users and groups and cover all the islands. He encouraged Task Force members and Technical Resources to speak up and "Friends" to fill out comment forms to communicate their comments and concerns. Although Task Force members carry the main discussion, input from "Friends" and Technical Resources are also important and will be considered.

He once again thanked everyone for attending the meeting and asked everyone to have faith in the process and closed with appreciation to Task Force members for doing their homework.

Agenda Review

Paul Luersen gave a quick overview of Meeting #1 and reviewed Act 54, which states Task Force members' roles and responsibilities. Paul mentioned that meeting minutes were distributed in advance. Comments received have been addressed. Paul asked for Task Force action to approve the meeting minutes. **Rob Miyasaki** made a motion to approve the meeting minutes. **Kari Benes** seconded the motion. **Bob Ward** requested a change on the 8th paragraph of page 5 of the meeting minutes. Bob stated that it should read "There should be consideration to a wider variety of modes-skateboards, cyclists, mopeds, in addition to the ~~type~~ abilities, skills, and experience of each." A quorum of 14 was present for the vote. The meeting minutes as corrected were approved by a voice vote. **Mary Steiner** abstained because she was not present at the last meeting.

Paul pointed out two documents that were provided:

- 1) CSTF Requests/Inquiries with Responses – an ongoing list of CSTF requests and responses. **Tom Dinell** asked if the responses could be questioned and Paul responded that any comments could be sent to the project management team.
- 2) CSTF Comment Response #1 Ongoing Land Transportation Planning Efforts – as requested, a summary of the current ongoing land transportation planning efforts was compiled.

Paul introduced the meeting goals and went over the meeting agenda.

Partnering Endorsement

Paul reminded Task Force members of the Partnering Agreement that was reviewed and edited at the last meeting. All comments from Members were addressed and added. Both a track changes version and a "clean" version were sent out for review. Paul asked Task Force members and Alternates to sign the Partnering Agreement during the break. Task Force members and Alternates on neighbor islands were asked to send the Partnering Agreement back to either Kathleen or Rachel. Kathleen and Rachel will follow up to ensure that everyone signs.

Claude Matsuo wanted to point out that there is a key member currently missing from the CSTF - the City & County of Honolulu (C&C) Department of Planning and Permitting (DPP). He noted that having DPP as a member of the CSTF is critical. He noted that based on the goals of the CSTF, the DPP would have to be an integral part of the C&C establishing and implementing standards, guidelines, etc. He also stated that for those not familiar with the C&C organizational structure, the DPP would be an essential member, especially from the land use, planning, permitting, and enforcement (of the Complete Streets policy) aspects as they are the primary C&C department responsible for these functions.

Paul expressed agreement that he could see how having DPP as a member would be beneficial. Paul also responded that Task Force members were selected by HDOT Director to represent various categories of users and groups. The membership was limited in order to ensure manageable facilitation of Task Force meetings. Paul suggested that DPP could attend CSTF meetings as a "Friend" to stay informed and provide comments. Paul did not think another Task Force member could be added at this point.

Kathleen Chu echoed Paul that it is important to keep the size of the CSTF workable and manageable. As a result, only one representative from each county was selected. And in order to diversify the resources, the representative from each county was selected from different departments (of the four Counties, two from Public Works and two from Planning). The Task Force representative is responsible for communicating back to the representing agency. **Wayne Yoshioka** can be the link to DPP; in addition, DPP can be added as a Technical Resource to the CSTF.

Mary Steiner asked whether Technical Resources receive all the meeting notices and information. Kathleen verified that the Technical Resources receive the same information and emails as the Task Force.

Claude Matsuo pointed out that the Planning Departments of some other counties are represented on the CSTF and also noted that one of the other counties has two members (one from their Transportation Department and one from another department) on the CSTF. He reiterated that having DPP as a member is critical to the success of the CSTF.

Kathleen pointed out that the only County having two representatives on the Task Force was Maui County; one person from the Department of Public Works representing Maui County and one person from the Department of Transportation representing Transit. Kathleen asked if Claude could assist in designating a DPP contact person, if DPP is added as a Technical Resource.

Claude Matsuo acknowledged that the C&C would assist if this was to be agreed upon and that he could provide a contact person for DPP to be added as a Technical Resource.

Complete Streets Policy Outline

Kathleen presented the draft Complete Streets policy outline and briefly discussed two examples of Complete Streets policy (City of Seattle and Caltrans), which were provided in advance via email to the CSTF.

Liz Fischer commented that the outline is straightforward, but she strongly encouraged considering the inclusion of visual examples because Complete Streets policy is something different for everyone. Illustrations can be included in the vision and purpose to show what works.

Dr. Luciano Minerbi agreed with Liz' comment. He also suggested incentives in addition to penalties to developers/constructors who follow the Complete Streets policy, in order to be more encouraging.

Liz Fischer stated that the Complete Streets policy has strong focus on State level, particularly under Section 3 Applicability. She suggested including Federal, State and County planning efforts.

Tom Dinell echoed Liz that it is very important to address inter-government relationship in Section 3. He also reasserted that the purpose of the CSTF is to balance users' needs in limited space in order to create a "Complete Street"/"Great Street" and such a statement should be included in Section 1 Vision and Purpose.

Reg White stated that freight's needs are different from automobiles and should be identified separately in the Definitions of the policy.

Kathleen agreed with **Reg White** that freight is also an important highway user group and a statement like "efficient movement of people and goods" could be included in the Vision and Purpose section.

Tom Fee expressed concern with the need for the policy to be comprehensive, include the County, and address intergovernmental relationships within jurisdictions.

Kathleen agreed that this Complete Streets policy focuses on State facilities. Counties will be required to adopt a Complete Streets policy as well under Act 54. However, Counties may choose to adopt a different Complete Streets policy than the State.

Bob Ward agreed that whether the Counties need to adopt or adapt the Complete Streets policy, it is better than starting from scratch. Counties can add or modify the policy to fit County codes, County General Plans, or community plans, etc. However, a clear process, definition of exceptions, and approval authority needs to be defined under Section 4 Exceptions.

Tom Fee mentioned that NEPA and HRS 343 mitigation measures need to be looked at and may be considered for exceptions, however the "bar should be set high."

Tom Dinell stressed the importance of how this particular Complete Streets policy fits the Complete Streets policies of the Counties so that there is compatibility when it comes to enforcement. How does the policy get incorporated?

Kathleen opened the discussion to Technical Resources and Friends.

Laura Dierenfield asked if it would be helpful to start research now on where and when the Complete Streets policy would be placed at State and County levels. This could help the general public understand where these policies are articulating at State and County levels.

Ken Tatsuguchi stated that the HDOT would probably add the policy to their Department Staff Manual (DSM) but the application will be interpreted by different offices. The HDOT will coordinate with the Counties after the Complete Streets policy is adopted at the State level. The consistency is good but there should be flexibility for the Counties to have their own Complete Streets policy. The HDOT has no authority over the Counties. This is part of the reason why the Counties are involved with the Task Force.

Tom Fee envisioned that the Complete Streets policy would be a broad statement supported by the State and Counties.

Tom Dinell referred back to Act 54, which states, “the department of transportation and the county transportation departments shall adopt a Complete Streets policy...”

Kathleen mentioned that the policy may differ for the State and Counties. For example, exceptions will be different for the State and Counties.

Liz Fischer stated that it would be good for the State and Counties to have one voice, one statement, and one cohesive vision. We are one State. If the legislature says “a” policy, the CSTF should keep it a single policy.

Gareth Sakakida pointed out that even if we have “a” policy, minor adaptations will be necessary to ensure applicability to different adopting agencies.

Mary Steiner suggested that the State provide a vision and allow the Counties to build around the vision.

Kathleen summarized the above discussion as the desire of the Task Force to develop a broad single-vision, statewide policy. How the State and Counties interpret and implement the policy may vary. The Task Force may also make recommendations on how to implement the policy.

Kathleen asked the Task Force for any more comments on the draft outline of the Complete Streets policy.

Liz Fischer stated the importance of keeping the holistic vision for the State and that all seven sections listed in the outline are important.

Bryan Kimura suggested adding “guidelines” to Section 5.

Liz Fischer added that visual examples in the guidelines should be included.

Kathleen asked for Task Force action to approve the draft Complete Streets policy outline, which will be one statewide policy with the following 7 sections:

1. Vision and Purpose
2. Definitions
3. Applicability
4. Exceptions
5. Requirement for Development Of Design Standards and Guidelines
6. Authority/Responsibilities
7. Penalty for Violations/Incentive for Success

A motion was made and seconded. All ayes.

Bob Ward added that illustrations are good for people who are not familiar with the concepts, but it might not fit into the context of a policy. Many codes are text.

Ron Thiel expressed concern that unfunded mandates are often created with new policies.

Tom Dinell asked for an updated narrative for the Complete Streets draft outline and Kathleen mentioned that the outline would be updated. The Task Force can expect homework assignments to assist with that effort.

Complete Streets Legislative Report Outline

Kathleen proceeded to go over the draft Complete Streets Legislative Report Outline.

Dr. Luciano Minerbi mentioned that the Report needs to address behavioral issues in addition to the physical features.

Liz Fischer agreed with Dr. Luciano Minerbi. Performance measures need to include the behavior of the users, which is what Complete Streets policy is about (the people and active living).

Tom Dinell suggested that the Report start with a brief introduction of what Complete Streets are and then immediately discuss the Complete Streets Policy Recommendation. The background related to the Complete Streets process and Task Force recommendation development could be included in the appendices.

Mary Steiner asked about the Complete Streets Interim Report and its summary.

Kathleen explained that the interim report was put together by HDOT because the Task Force had not been formed. The interim report documented the ground work that was done, which included the Sustainability Workshop, the selection of the CSTF, and research on Complete Streets Best Practices in other States.

Mary Steiner asked under which section of the Complete Streets Legislative Report the County implementation would be discussed. It will be important to address the implementation in this legislative report.

Kathleen suggested that the County implementation could be a separate section or a subsection of Section 3 Complete Streets Policy Recommendation.

Reg White recommended including a discussion of incentives in Section 6 Enforcement.

Bob Ward reminded the Task Force to keep in mind the outcome of the report. Will the report simply fulfill statutory requirements or will the legislature amend language to ensure implementation occurs?

Milton Arakawa expressed concern and wanted to ensure that the language used in the report would be to make recommendations and not a mandate.

Kathleen confirmed that it would be a recommendation to the Counties.

Laura Dierenfield suggested separating the Design Standards and Guidelines Recommendations into two sections because they are critical to implementation. Regardless of whether or not the Counties will be mandated, processes and examples on how to adopt and implement the policy at the County level should be included.

Kevin Killeen mentioned that recommendations on how to capture funds would be appropriate (examples of federal funds match i.e. 2% of eligible federal funds for bike and pedestrian facilities).

Daniel Alexander referenced Act 54 and asked if the adoption and implementation of the policy is mandated.

Kathleen responded that the Task Force would make recommendations to the Counties on how to implement their policy or incorporate to State's Complete Streets policy. The Task Force or the State does not have the authority to amend the Counties' policies. Most jurisdictions (City, County and State levels) start by adopting a broad policy and then proceed to figure out how to implement it.

Tom Dinell commented that the Next Steps section should specify the needs of the proposed legislature.

Dr. Luciano Minerbi suggested reviewing current County codes that may hinder Complete Streets. Existing legislation needs to be reviewed first.

Kathleen summarized Task Force members' comments on the draft Legislative Report outline. Below is the revised draft Legislative Report outline:

1. Introduction
2. Complete Streets Policy Recommendation
3. Design Standards Recommendation
4. Design Guidelines Recommendation
5. Performance Measures Recommendations
6. Enforcement/Incentives

7. Next Steps (possibly proposed legislation)
8. Appendixes – Background and Task Force Recommendation Development

Kathleen asked for Task Force action to approve. A motion was made and seconded. All ayes.

A break was called at 3:10 PM. Task Force members signed the Partnering Agreement during the break.

Design Guidelines and Standards

After the break, Cheryl Yoshida explained the importance of standards/guidelines and presented various examples of design standards and guidelines. The examples were based on Task Force members' recommendations ("top three" lists) and focused on transportation facility features. Examples include crosswalk markings, pedestrian control, bike lane striping, bike signs, pedestrian signs, shared use path signs, and planter strips from federal, state, and county agencies, and other jurisdictions. The goal of the presentation was to provide Task Force members with background on current standards and guidelines so that a prioritization exercise could be conducted to select a focus for the legislative report.

Dr. Luciano Minerbi suggested a combination of advanced warning signs and flexible guide posts near/at crosswalks. He believes these features should be installed on all State highways and one-way streets to psychologically influence driver behaviors and cause them to slow down.

Tom Fee mentioned that stop bars aren't shown on the MUTCD crosswalk markings graphic. He also suggested the use of a non-slip paint if possible.

Bryan Kimura mentioned that the State practice is to install pedestrian controls with LED countdowns at all locations.

Liz Fischer mentioned that other colors of paint are being used for bike lanes.

Kari Benes mentioned that providing advanced warning signs or markings for bikers when the bike lane narrows or ends would be nice.

Rob Miyasaki indicated the difference in a bike lane, bike route, or shared use lanes. Users may not understand that different pavement markings and signs are used for different types of bike facilities.

Bob Ward expressed the challenge of using shoulders responsibly. The MUTCD/AASHTO does not provide clear guidance on striping that can be used for all.

Ron Thiel suggested that adding bike lane striping through intersections may make it more confusing for users. Some drivers do not even follow current intersection striping. Adding more "lines" might make the problem worse. He wondered if education could be an alternative.

Cheryl stressed that the design features presented are just examples. Task Force members will decide on what will be included in the Complete Streets recommendation. The design standards are not mandatory, but recommendations.

Mary Steiner agreed that education is important and should be addressed in the legislative report. She suggested putting this item at the “parking lot” and having a discussion later.

Dr. Luciano Minerbi echoed that education is important.

Chris Sayers noted that the bike box on St. Louis Drive at Waialae Avenue is experimental and not a City standard. There were general concerns about the bicycle box and whether or not users know how to follow the striping. Daniel Alexandar shared that about 95% of motorists and bikers seem to follow the striping from his daily observations.

Bob Ward mentioned that it is problematic at intersections when the bike lane is on the far most right side and there is a through and right-turn lane adjacent to the bike lane. He asked if there were any recommendations or treatments for those situations.

Tom Fee agreed that vehicles often turn right without stopping creating a potentially dangerous situation for both bicyclists and pedestrians.

Bryan Kimura added that whenever a “No Right Turn on Red” sign is added to an intersection, the sign is often removed within one week due to the number of complaints that are received.

Bob Ward mentioned that there are new bike and shared use signs in 2009 MUTCD.

Ron Thiel mentioned that mopeds are not allowed on the sidewalks, however they are allowed in bike lanes.

Tom Fee mentioned that the City and County of Honolulu has subdivision standards that should be looked at.

Michael Lum mentioned that underground utilities have been damaged by plant roots in areas with planter strips. HECO has design guidelines for planter strips and tree location (due to their roots and height – overhead lines). They can be provided to the project team.

Tom Fee suggested adding a shoulder stripe on rural two-lane roads. The outside stripe helps to create space for bicyclists and pedestrians.

Kari Bernes mentioned the need for an emergency lane. In some cases, the shoulder is the emergency lane.

Ray McCormick mentioned illuminated crosswalks and asked why it is not recommended by HDOT’s Traffic Branch.

Bryan Kimura explained concerns with visibility and maintenance. It's hard to identify when the lights aren't working.

Ron Thiel shared that there were five illuminated crosswalks on the Big Island, however four have been removed due to malfunction. Users also commented that they are not effective.

Cheryl concluded the discussion on design standards/guidelines and asked Task Force members to prioritize the top three design standards that Task Force members would like to focus on standardizing for consistency throughout the State.

The result from the prioritization exercise is attached.

Next Steps

Kathleen mentioned the next steps for the following meeting would be the review of the prioritized design standards and guidelines. The Task Force will also work on recommendations of design standards and guidelines for the legislative report and the Complete Streets policy. **The next meeting will be on April 27, 2010, 1:30 PM.**

Kathleen thanked everyone and closed the meeting.

Attachments:

1. Design Standards and Guidelines Prioritization List



CSTF Input on Complete Street Design Guidelines and Standards

#	Date	Design Standard/Guideline Recommended	Facility- Oriented	User- Oriented	Enforce- ment- Related	Task Force Member/Category	Priority
1	3/6/2010	Bicycle facilities - Bike lane standards (minimum width guidelines)	X			Janice Marsters Bicyclists Tom Dinell Seniors/Aging	3
2	3/6/2010	Bicycle facilities - Guidance on how to Incorporate bicycle sensitive intersection design				Janice Marster Bicyclists Bryan Kimura HDOT Traffic	6
3	3/5/2010	Bicycle facilities - Location of bikeways (What are the guidelines that should be used to determine the location of a bikeway?)	X			Tom Dinell Seniors/Aging	3
4	3/5/2010	Bicycle facilities - Maximum cross slope for bikeways	X			Tom Dinell Seniors/Aging	0
5	3/7/2010	Bicycles - Require the use of bicycle bells so pedestrians can hear them approaching from the rear		X		Reg White Highway Users	1
6	3/5/2010	Bicyclists - Rules for turning left or right from a bike lane		X	X	Tom Dinell Seniors/Aging	0
7	3/10/2010	Bus Stop - Guidance on the location and spacing of bus stops	X	X (Transit Agency)		Byran Kimura HDOT Traffic	2
8	3/5/2010	Crosswalks - Effective and consistent crosswalk markings	X			Tom Dinell Seniors/Aging Bob Ward Pedestrians	4



CSTF Input on Complete Street Design Guidelines and Standards

#	Date	Design Standard/Guideline Recommended	Facility- Oriented	User- Oriented	Enforce- ment- Related	Task Force Member/Category	Priority
9	3/5/2010	Crosswalks - Guidelines for the location of crosswalks (especially near bus stops)	X			Tom Dinell Seniors/Aging Bryan Kimura HDOT Traffic	1
10	3/5/2010	Crosswalks - How close should parking vehicles be allowed to park near crosswalks	X			Tom Dinell Seniors/Aging	0
11	3/5/2010	Crosswalks - Installation of illuminated crosswalks (embedded crosswalk markers)	X			Dr. Peter Flaschsbart Academia	1
12	3/8/2010	Landscape - Establish green drainage requirements, such as bioswales and rain gardens	X			Joel Kurokawa Environment	2
13	3/8/2010	Landscape - Establish minimum requirements and spacing for landscaping (planter strips, street trees)	X			Joel Kurokawa Environment	3
14	3/5/2010	Law related to when a vehicle is to stop for a pedestrian at crosswalks on varying road types (<i>top 3</i>)			X	Tom Dinell Seniors/Aging	0
15	3/7/2010	Parking - Provide parking along thoroughfares for the convenience of small businesses	X			Reg White Highway Users	1
16	3/7/2010	Pedestrian Lighting - Use pedestrian scale lighting	X			Bob Ward Pedestrians	0
17	3/5/2010	Pedestrian Signal Technology - Installation of pedestrian signal facilities at mid-block crosswalks on principle arterials (5-6 lanes)	X			Tom Dinell Seniors/Aging	1



CSTF Input on Complete Street Design Guidelines and Standards

#	Date	Design Standard/Guideline Recommended	Facility- Oriented	User- Oriented	Enforce- ment- Related	Task Force Member/Category	Priority
18	3/8/2010	Roadway design - Establish guidelines for flexible lane width design guidelines dependent on context of the roadway facility	X			Joel Kurokawa Environment	1
19	3/7/2010	Roadway design - prioritize the "Path of Travel" design for Peds/Bicyclists/other non-motorized users over motorized users (examples: facility widths, slopes, etc.)	X			Bob Ward Pedestrians	2
20	3/7/2010	Roadway Facilities - Install Bus and Service Vehicle Pull Out Lanes (and other drop-off lanes - ex. schools) so traffic can continue with minimal disruption	X			Reg White Highway Users Kari Benes Health	3
21	3/7/2010	Sidewalks - Separated area for bicycle/skateboard, and powered sidewalk traffic away from pedestrians	X	X		Reg White Highway Users	0
22	3/12/2010	Sidewalks - Installation of sidewalks in rural areas on shoulders where guardrails exist (should the guardrail be located at the front or back of sidewalk)	X			Kari Benes Health	1
23	3/7/2010	Sidewalks and Crosswalks - Employ ADA design and technology features	X			Bob Ward Pedestrians Kari Benes Health	2
24	3/7/2010	Sidewalks and Crosswalks - higher awareness and visibility of non-motorized users	X	X		Bob Ward Pedestrians	0
25	3/7/2010	Signage - Consistent signage at crosswalks	X			Bob Ward Pedestrians	1
26	3/10/2010	Signage - Guidance on use of "No U Turn" or "U Turn Okay" signs	X			Byran Kimura HDOT Traffic	0



CSTF Input on Complete Street Design Guidelines and Standards

#	Date	Design Standard/Guideline Recommended	Facility- Oriented	User- Oriented	Enforce- ment- Related	Task Force Member/Category	Priority
27	3/5/2010	Signal Technology - Allow additional time for pedestrians to cross <i>(top 3)</i>		X		Tom Dinell Seniors/Aging	0
28	3/7/2010	Signal Technology - Install state of the art Traffic Signal Synchronization system		X		Reg White Highway Users	0
29	3/5/2010	Signal Technology - Exclusive pedestrian phase (walk signal for peds only- diagonal crosswalks)		X		Tom Dinell Seniors/Aging Dr. Peter Flaschsbart Academia	1
30	3/6/2010	Signal Technology - Provide marked traffic signal actuator loops that can be triggered by bicyclists	X			Janice Marsters Bicyclists	0
31	3/5/2010	Signal Technology - Provide pedestrian countdown clock at traffic signals	X			Dr. Peter Flaschsbart Academia	3



AGENDA

Complete Streets Task Force

Meeting #2

March 17, 2010
1:30 – 4:30 p.m.



HDOT Punchbowl Office
869 Punchbowl St. 5th fl.
Honolulu, HI 96813

HDOT Hawaii District Office
50 Makaala Street
Hilo, HI 96720

HDOT Kauai District Office
1720 Haleukana Street
Lihue, HI 96766


HDOT Maui District Office
650 Palapala Drive
Kahului, HI 96732

Meeting Goals:

- Endorse communication and decision-making protocols
- Prepare Complete Street Policy outline and Year-End Legislative Report outline
- Identify which design standards and guidelines are priorities for the Task Force

Time	Agenda Item	Facilitator(s)
1:30 – 1:45 p.m.	Welcome and Introductions <ul style="list-style-type: none"> • Roundtable Self-introductions • Ground Rules, Roles & Responsibilities reminder • Brief Summary of Meeting #1 	Brennon Morioka, HDOT Jiro Sumada, HDOT
1:45 – 1:55 p.m.	Agenda Review <ul style="list-style-type: none"> • Meeting Goals • Workplan Review 	Paul Luersen, CH2M HILL
1:55 – 2:10 p.m.	Partnering Endorsement <ul style="list-style-type: none"> • Review and endorsement of Partnering Agreement 	Paul Luersen
2:10 – 2:45 p.m.	Complete Street Policy & Leg. Report <ul style="list-style-type: none"> • Establish a Complete Streets Policy outline • Establish a Legislative Report outline 	Kathleen Chu, CH2M HILL
2:45 – 3:00 p.m.	Break	
3:00 – 4:15 p.m.	Potential State/County Design Standards and Guidelines <ul style="list-style-type: none"> • Review and identification of potential standards/guidelines • Prioritization exercise 	Cheryl Yoshida, CH2M HILL
4:15- 4:30 p.m.	Next Steps <ul style="list-style-type: none"> • Meeting #3, April 27, 2010, 1:30 PM 	Kathleen Chu

**To request language interpretation, an auxiliary aid or service (i.e. sign language interpreter, accessible parking, or materials in alternative format), contact Kathleen Chu at kathleen.chu@ch2m.com or (808) 440-0283, seven (7) days prior to the meeting date.*



Complete Streets Task Force Meeting #2

March 17, 2010

Ground Rules for "Friends"

- Allow Task Force Members to work
- Fill out a comment form to speak
- Turn off cell phones

1. Welcome & Introductions

- Welcome!
- Roundtable Introductions
- Roles & Responsibilities
- Ground Rules Reminder



St. Louis Drive at Waiālae Avenue

Summary of Meeting #1

- Project Background and Overview (Act 54)
- Task Force Roles & Responsibilities
- Best Practices for Complete Streets policies


Action: Approve Meeting #1 Minutes

Ground Rules for Task Force

- Respect other points of view (keep an open mind)
- Cell phones off
- Participate fully – be clear and concise
- Speak up, and let others speak
- Be respectful of time (*start and end on time*)
- Be willing to use the "parking lot"
- Be representative of your agency/community
- Sunshine Law
- Maintain a positive attitude

Meeting #2 Goals

- Endorse communication and decision-making protocols
- Prepare Complete Street Policy outline and Year-End Legislative Report outline
- Identify which design standards and guidelines are priorities for the Task Force



Source: CH2M HILL

Meeting Agenda

1. Welcome & Introductions
2. Agenda Review
3. Partnering Endorsement
4. Complete Streets Policy and Legislative Report Outline
5. Design Guidelines and Standards
6. Next Steps



Source: CH2M HILL



CH2M HILL

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Complete Streets Policy: 1. Vision and Purpose

Covers:

- Why the State is adopting a policy
- Purpose of the policy
- Provides a common understanding of Complete Streets
- Principles that are important to Hawaii



Source: www.transitcenter.com/aboutus/news_page74-1958



CH2M HILL

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3. Partnering Endorsement

- Partnering Agreement
 - Establishes common ground
 - Focuses on the Task Force
 - Clarifies responsibilities and decision-making for the Task Force
 - Defines communication protocols
- Comments by Task Force incorporated
- Task Force members and alternates to sign



CH2M HILL

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Complete Streets Policy 2. Definitions

Covers:

- Terms used in policy
- Examples:
 - Complete Street
 - User

Example Definition:

"Complete Street" – A transportation facility that is planned, designed, operated and maintained to provide safe mobility for all users, including bicyclists, pedestrians, transit riders, and motorists appropriate to the function and context of the facility.

Source:
Caltrans Deputy Directive DD-64-R1



CH2M HILL

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4. Complete Street Policy and Leg. Report Outlines



Source: CH2M HILL



CH2M HILL

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Complete Streets Policy 3. Applicability

Describes:

- The scope of the policy
- When Complete Streets is implemented
- May include:
 - Types of state level planning efforts that should integrate policy
 - Timing of implementation



Source: CH2M HILL





CH2M HILL

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Complete Streets Policy

7. Penalty for Violations

- Enforcement mechanism
 - What happens when the policy is not followed
- This could also be adopted outside the policy (e.g. as part of code)

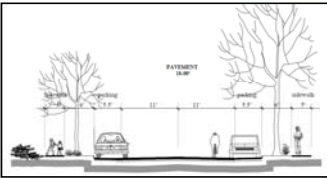


Complete Streets Policy

5. Encouragement for Refinement of Standards

Includes:

- Encouragement for State and Counties to refine design standards
- Will get into this later today



Example Design Standard
Source: www.besalt.net/planning/Pdf/StreetsFinal.pdf



Legislative Report Outline

DRAFT

Complete Streets

Legislative Report

Outline



Av Vieira Souto - Rio de Janeiro, Brasil
Source: CH2M HILL



Complete Streets Policy

6. Authority/Responsibilities

Who has authority:

- to implement policy
- grant exceptions
- sign off on projects



Source: CH2M HILL





City of Portland, Oregon

Legislative Report Outline

1. Background

Includes:

- Purpose of Complete Streets process
- Requirements of Act 54, SLH 2009
- Definition of Complete Streets
- Relevance of Complete Streets to Hawaii



Legislative Report Outline

2. Task Force Rec. Development

Covers the Task Force recommendation development process, including:

- Task Force Member and Alternative list
- Decision-making process and communication protocols
- Description of meetings and decisions
- Majority and minority opinions



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Legislative Report Outline

5. Performance Measures Recommendations

- Measures recommended for ensuring adequate delivery of policy and standards/guidelines



Source: CH2M HILL



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Legislative Report Outline

3. Complete Streets Policy Recommendation

Includes:

- Complete Streets Policy as endorsed by Task Force
- Focus on State DOT policy



Street in San Francisco, CA

Source: <http://www.sf-planning.org/fp/BetterStreets/index.htm>



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Legislative Report Outline

6. Enforcement

- Includes recommendations on how to enforce
 - the Complete Streets policy
 - standard and guideline implementation



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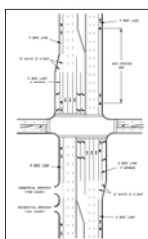
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Legislative Report Outline

4. Design Standards & Guidelines Recommendations

Includes:

- Standards and guideline recommendations agreed to by Task Force
- May include recommendations for:
 - Complete Streets Checklist
 - Priority Elements Matrix



Bicycle Facility Design

Source: <http://www.dot.state.fl.us/rdesign/FloridaGreenbook/2007/FloridaGreenbook2007.shtml>



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Legislative Report Outline

7. Next Steps

- Any next steps for the Complete Streets efforts



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Complete Streets Task Force

Complete Streets Legislative Report Outline

TO: Complete Streets Task Force Members
Ken Tatsuguchi, HDOT
Rachel Roper, HDOT

FROM: Kirsten Pennington, AICP, CH2M HILL
Kathleen Chu, PE, CH2M HILL
Paul Luersen, AICP, CH2M HILL

DATE: March 8, 2010

This draft outline was developed for comment from the Complete Streets Task Force, and should be reviewed in coordination with the Draft Complete Streets Policy outline.

DRAFT Complete Streets Legislative Report

1. Background

This section includes background related to the Complete Streets process, including:

- Purpose
- Requirements of Act 54, SLH 2009
 - Development of Complete Streets policy
 - Complete Streets Task Force and recommendations
- Definition of Complete Streets and its relevance for Hawaii

2. Task Force Recommendation Development

This section details the involvement of the Task Force in the development of the Complete Streets recommendations, including:

- Member and alternate list
- Decision-making process & communication protocols (partnering agreement)
- Description of meetings and decisions
- Majority and minority opinions

3. Complete Streets Policy Recommendation

This section includes the Complete Streets policy recommendation as endorsed by the Complete Streets Task Force. This recommendation will focus on the State Department of Transportation (DOT) policy (as opposed to local policies, which may or may not be identical to the State DOT policy).

4. Design Standards and Guidelines Recommendations

This section includes the design standard and guideline recommendations agreed to by the Complete Streets Task Force. This section will include who is responsible for adopting which piece (e.g. state adoption vs. County adoption). This section may also include a Complete Streets checklist and/or a priority elements matrix.

5. Performance Measures Recommendations

This section includes performance measures recommended for ensuring the adequate delivery of Complete Streets policy and standards/guidelines.

6. Enforcement

This section details ideas for how the Complete Streets policy and design standards and guidelines will be enforced.

7. Next Steps

This section includes any next steps needed for the Complete Streets effort.



CSTF Input on Complete Street Design Guidelines and Standards

#	Date	Design Standard/Guideline Recommended	Facility- Oriented	User- Oriented	Enforcement- Related	Task Force Member/Category	Priority
1	3/6/2010	Bicycle facilities - Bike lane standards (minimum width guidelines)	X			Janice Marsters Bicyclists Tom Dinell Seniors/Aging	
2	3/6/2010	Bicycle facilities - Guidance on how to Incorporate bicycle sensitive intersection design				Janice Marster Bicyclists Bryan Kimura HDOT Traffic	
3	3/5/2010	Bicycle facilities - Location of bikeways (What are the guidelines that should be used to determine the location of a bikeway?)	X			Tom Dinell Seniors/Aging	
4	3/5/2010	Bicycle facilities - Maximum cross slope for bikeways	X			Tom Dinell Seniors/Aging	
5	3/7/2010	Bicycles - Require the use of bicycle bells so pedestrians can hear them approaching from the rear		X		Reg White Highway Users	
6	3/5/2010	Bicyclists - Rules for turning left or right from a bike lane		X	X	Tom Dinell Seniors/Aging	
7	3/10/2010	Bus Stop - Guidance on the location and spacing of bus stops	X	X (Transit Agency)		Byran Kimura HDOT Traffic	
8	3/5/2010	Crosswalks - Consider the use of Barn Dance crossing (aka scramble intersection, "X" crossing, Diagonal Crossing, etc)	X			Tom Dinell Seniors/Aging	
9	3/5/2010	Crosswalks - Effective and consistent crosswalk markings	X			Seniors/Aging Bob Ward	



CSTF Input on Complete Street Design Guidelines and Standards

#	Date	Design Standard/Guideline Recommended	Facility- Oriented	User- Oriented	Enforcement- Related	Task Force Member/Category	Priority
10	3/5/2010	Crosswalks - Guidelines for the location of crosswalks (especially near bus stops)	X			Tom Dinell Seniors/Aging Bryan Kimura HDOT Traffic	
11	3/5/2010	Crosswalks - How close should parking vehicles be allowed to park near crosswalks	X			Tom Dinell Seniors/Aging	
12	3/5/2010	Crosswalks - Installation of illuminated crosswalks (embedded crosswalk markers)	X			Dr. Peter Flaschsbart Academia	
13	3/8/2010	Landscape - Establish green drainage requirements, such as bioswales and rain gardens	X			Joel Kurokawa Environment	
14	3/8/2010	Landscape - Establish minimum requirements and spacing for landscaping (planter strips, street trees)	X			Joel Kurokawa Environment	
15	3/5/2010	Law related to when a vehicle is to stop for a pedestrian at crosswalks on varying road types (<i>top 3</i>)			X	Tom Dinell Seniors/Aging	
16	3/7/2010	Parking - Provide parking along thoroughfares for the convenience of small businesses	X			Reg White Highway Users	
17	3/7/2010	Pedestrian Lighting - Use pedestrian scale lighting	X			Bob Ward Pedestrians	
18	3/5/2010	Pedestrian Signal Technology - Installation of pedestrian signal facilities at mid-block crosswalks on principle arterials (5-6 lanes)	X			Tom Dinell Seniors/Aging	
19	3/8/2010	Roadway design - Establish guidelines for flexible lane width design guidelines dependent on context of the roadway facility	X			Joel Kurokawa Environment	
20	3/7/2010	Roadway design - prioritize the "Path of Travel" design for Peds/Bicyclists/other non-motorized users over motorized users (examples: facility widths, slopes, etc.)	X			Bob Ward Pedestrians	



CSTF Input on Complete Street Design Guidelines and Standards

#	Date	Design Standard/Guideline Recommended	Facility- Oriented	User- Oriented	Enforcement- Related	Task Force Member/Category	Priority
21	3/7/2010	Roadway Facilities - Install Bus and Service Vehicle Pull Out Lanes (and other drop-off lanes - ex. schools) so traffic can continue with minimal disruption	X			Reg White Highway Users Kari Benes Health	
22	3/7/2010	Sidewalks - Separated area for bicycle/skateboard, and powered sidewalk traffic away from pedestrians	X	X		Reg White Highway Users	
23	3/10/2010	Sidewalks - Installation of sidewalks in rural areas on shoulders where guardrails exist (should the guardrail be located at the front or back of sidewalk)	X			Byran Kimura HDOT Traffic	
24	3/12/2010	Sidewalks - Installation of sidewalks in rural areas on shoulders where guardrails exist (should the guardrail be located at the front or back of sidewalk)	X			Kari Benes Health	
25	3/7/2010	Sidewalks and Crosswalks - Employ ADA design and technology features	X			Bob Ward Pedestrians Kari Benes Health	
26	3/7/2010	Sidewalks and Crosswalks - higher awareness and visibility of non-motorized users	X	X		Bob Ward Pedestrians	
27	3/7/2010	Signage - Consistant signage at crosswalks	X			Bob Ward Pedestrians	
28	3/10/2010	Signage - Guidance on use of "No U Turn" or "U Turn Okay" signs	X			Byran Kimura HDOT Traffic	
29	3/5/2010	Signal Technology - Allow additional time for pedestrians to cross <i>(top 3)</i>	X			Tom Dinell Seniors/Aging	



CSTF Input on Complete Street Design Guidelines and Standards

#	Date	Design Standard/Guideline Recommended	Facility- Oriented	User- Oriented	Enforcement- Related	Task Force Member/Category	Priority
30	3/7/2010	Signal Technology - Install state of the art Traffic Signal Synchronization system	X			Reg White Highway Users	
31	3/5/2010	Signal Technology - Leading pedestrian interval (an early walk signal allowing peds to start walking before vehicles receive a green light)	X			Dr. Peter Flaschsbart Academia	
32	3/6/2010	Signal Technology - Provide marked traffic signal actuator loops that can be triggered by bicyclists	X			Janice Marsters Bicyclists	
33	3/5/2010	Signal Technology - Provide pedestrian countdown clock at traffic signals	X			Dr. Peter Flaschsbart Academia	