



Watertown City Council
Monday, September 12, 2016
7:00 p.m.

WORK SESSION AGENDA

Discussion Items:

1. Complete Streets Policy
 - Geoffrey T. Urda, Planner

2. Lachenauer Fountain
 - Eugene P. Hayes, Superintendent of Public Works
 - Michael A. Lumbis, Planning and Community Development Director

September 8, 2016

To: The Honorable Mayor and City Council
From: Geoffrey Urda, Planner
Subject: Drafting a Complete Streets Policy

On October 15, 2015, representatives from the Association of Pedestrian and Bicycle Professionals held a Complete Streets workshop in Watertown, which several Council members and community leaders attended. At its January 4, 2016 meeting, several City Council Members expressed interest in pursuing a Complete Streets policy for the City of Watertown and requested that Staff outline what such a policy would entail.

At the January 19, 2016 Council meeting, Staff presented a report on the purpose of a Complete Streets policy, which is to formalize the City's intent to make its streets safer for all users, regardless of age, ability, or mode of transportation, and to implement Complete Streets principles in the community, treating new projects as opportunities to put them into practice. Attached to that report was a copy of the City of Ogdensburg's Complete Streets ordinance, which Smart Growth America identified as the best Complete Streets policy adopted during 2014 anywhere in the nation.

Council noted that Ogdensburg was a significantly smaller community than Watertown and requested that Staff research other cities' Complete Streets policies and schedule a Work Session to discuss further a policy for Watertown. This report identifies questions for discussion to guide the writing of a Complete Streets policy for Watertown and discusses policies from three other municipalities, two of which are larger than Watertown, and the third of which is located in a major metropolitan area.

A Complete Streets policy sets the goals and objectives that a community seeks to achieve by adopting that policy, identifies the design criteria and standards that the community will use to work towards those goals, and directs the community's staff to apply those standards when feasible to current and future projects. It also establishes a scope of applicability, makes appropriate exceptions, and lays out clear steps to implementation.

Attached to this report is an excerpt from the literature that the presenters distributed to attendees at the October 2015 workshop that explains the ten elements of a Complete Streets policy. Each of the ten elements is important, but three in particular warrant some discussion and decision-making before writing a policy for Watertown: Vision, All Projects and Exceptions. Also attached are adopted policies from Troy, NY, Lakemoor, IL and West Hartford, CT.

To write a successful policy, the City of Watertown must first identify the goals and objectives that it wishes to achieve and identify those in the policy's vision. The vision should clearly state the outcomes the policy seeks to achieve. Examples in the attachment include increasing safety for all users of City streets and promoting physical fitness by encouraging alternative transportation modes.

Another example of a pertinent goal is promoting safe transportation to and from school for elementary through high school students. This school year, in the Watertown City School District, 2,414 of 3,995 students are eligible for bus transportation to school based on how far they live from their assigned school. This means that the remaining 1,578 (or 39.5%) are designated as "walkers."

It is impossible to measure how many "walkers" are actually driven to school by their parents, but the implications for a Complete Streets policy are clear. It will make walking and biking safer for students that already use these modes to travel to school, and will encourage more students to walk or bike to school than do presently.

It is important to put all projects through the lens of Complete Streets. Each of the three attached policies contains specific language stating that the adopting municipality will approach every transportation project as an opportunity to create safer, more accessible streets for all users. This includes public and private projects.

Each of the three policies also clearly identifies situations where exceptions are appropriate, including but not limited to, areas where bicycles and pedestrians are prohibited by law, disproportionately prohibitive costs and a documented absence of current or future need.

The three policies differ somewhat on the process for examining projects through the lens of Complete Streets and on who has the authority to determine that a project is exempt. These are decisions that the City of Watertown must make prior to writing and adopting its own Complete Streets policy.

The policies for Troy and Lakemoor each establish local bodies that play a role in implementing Complete Streets. In Troy, this is the *Complete Streets Advisory Board*, and in Lakemoor, it is the *Complete Streets Committee*. The primary difference is that in Troy, the *Complete Streets Advisory Board* includes citizen representatives in addition to City Staff, whereas Lakemoor's committee consists exclusively of Staff. A board that includes citizen representatives is recommended over a Staff-only board.

One final noteworthy difference in the policies is their method of adoption. The City of Troy adopted its policy by ordinance, which codified all of its contents. The Village of Lakemoor and the Town of West Hartford both passed resolutions adopting attached policies. At the January 19, 2016 City Council meeting, Attorney Slye advised against adoption by ordinance. A resolution adopting an attached policy would still empower Staff and the Planning Board to implement and enforce Complete Streets principles appropriately.



Smart Growth America
Making Neighborhoods Great Together



**National Complete
Streets Coalition**



apbp
Association of Pedestrian and Bicycle Professionals
Expertise for Active Transportation

National Complete Streets Coalition Workshop Laying the Foundation for Complete Streets

Watertown, NY • October 15, 2015

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1707 L St. NW, Suite 1050
Washington, DC 20036
202-207-3355

www.smartgrowthamerica.org/completestreets

Elements of an Ideal Complete Streets Policy

Regardless of a policy's form, the National Complete Streets Coalition has identified ten elements of a comprehensive Complete Streets policy, as discussed below.

For further discussion of each element, see our Local Policy Workbook:
www.smartgrowthamerica.org/completestreets/policyworkbook

An ideal Complete Streets Policy:

- Includes a vision for how and why the community wants to complete its streets.
- Specifies that 'all users' includes pedestrians, bicyclists and transit passengers of all ages and abilities, as well as trucks, buses, emergency vehicles, and automobiles.
- Applies to both new and retrofit projects, including design, planning, maintenance, and operations, for the entire right of way.
- Makes any exceptions specific and sets a clear procedure that requires high-level approval of exceptions.
- Encourages street connectivity and aims to create a comprehensive, integrated, connected network for all modes.
- Is understood by all agencies to cover all roads.
- Directs the use of the latest and best design criteria and guidelines while recognizing the need for flexibility in balancing user needs.
- Directs that Complete Streets solutions will complement the context of the community.
- Establishes performance standards with measurable outcomes.
- Includes specific next steps for implementation of the policy.

Vision

A strong vision can inspire a community to follow through on its Complete Streets policy. Just as no two policies are alike, visions are not one-size-fits-all either. In the small town of Decatur, GA, the Community Transportation Plan defines their vision as promoting health through physical activity and active transportation. In the City of Chicago, the Department of Transportation focuses on creating streets safe for travel by even the most vulnerable - children, older adults, and those with disabilities.

All Users

A true Complete Streets policy must apply to everyone traveling along the road. A sidewalk without curb ramps is useless to someone using a wheelchair. A street with an awkwardly placed public transportation stop without safe crossings is dangerous for riders. A fast-moving

road with no safe space for cyclists will discourage those who depend on bicycles for transportation. A road with heavy freight traffic must be planned with those vehicles in mind. Older adults and children face particular challenges as they are more likely to be seriously injured or killed along a roadway. Automobiles are an important part of a complete street as well, as any change made to better accommodate other modes will have an effect on personal vehicles. In some cases, like the installation of curb bulb-outs, these changes can improve traffic flow and the driving experience.

All Projects

For many years, multi-modal streets have been treated as 'special projects' requiring extra planning, funding, and effort. The Complete Streets approach is different. Its intent is to view all transportation improvements as opportunities to create safer, more accessible streets for all users, including people on foot, riding bicycles, driving automobiles, or riding public transportation. Under this approach, even small projects can be an opportunity to make meaningful improvements. In repaving projects, for example, an edge stripe can be shifted to create more room for cyclists. In routine work on traffic lights, the timing can be changed to better accommodate pedestrians walking at a slower speed. A strong Complete Streets policy will integrate Complete Streets planning into all types of projects, including new construction, reconstruction, rehabilitation, repair, maintenance, and operations.

Exceptions

Making a policy work in the real world requires developing a process to handle exceptions to providing for all modes in each project. The Federal Highway Administration's guidance on accommodating bicycle and pedestrian travel named three exceptions that have become commonly used in Complete Streets policies: 1) accommodation is not necessary on corridors where non-motorized use is prohibited, such as interstate freeways; 2) cost of accommodation is excessively disproportionate to the need or probable use; 3) a documented absence of current and future need. In addition to defining exceptions, there must be a clear process for granting them, where a senior-level department head must approve them. Any exceptions should be kept on record and available to the public.

Network

Complete Streets policies should result in the creation of a complete transportation network for all modes of travel. A network approach helps to balance the needs of all users. Instead of trying to make each street perfect for every traveler, communities can create an interwoven array of streets that emphasize different modes and provide quality accessibility for everyone. This can mean creating neighborhood greenways on lower-traffic routes to slow traffic and increase safety for people on foot or bicycle; dedicating travel lanes to bus-only travel; or pedestrianizing segments of routes that are already overflowing with people on foot. It is important to provide basic safe access for all users regardless of design strategy and networks should not require some users to take long detours.

All Agencies and All Roads

Creating Complete Streets networks is difficult because many agencies control our streets. They are built and maintained by state, county, and local agencies, and private developers often build new roads. Typical Complete Streets policies cover only one jurisdiction's

roadways, which can cause network problems: a bike lane on one side of a bridge disappears on the other because the road is no longer controlled by the agency that built the lane. Another common issue to resolve is inclusion of Complete Streets elements in sub-division regulations, which govern how private developers build their new streets.

Design Criteria

Communities adopting a Complete Streets policy should review their design policies and guidelines to ensure their ability to accommodate all modes of travel, while still providing flexibility to allow designers to tailor the project to unique circumstances. Some communities will opt to re-write their design manual. Others will refer to existing design guides, such as those issued by AASHTO, ITE or NACTO; state design standards; and the Americans with Disabilities Act Accessibility Guidelines.

Context-sensitive

An effective Complete Streets policy must be sensitive to the community context. Being clear about this in the initial policy statement can allay fears that the policy will require inappropriately wide roads in quiet neighborhoods or miles of never-used sidewalks in rural areas. A strong statement about context can help align transportation and land use planning goals, creating more livable neighborhoods.

Performance Measures

The traditional performance measure for transportation planning has been vehicular Level of Service (LOS) – a measure of automobile congestion. Complete Streets planning requires taking a broader look at how the system is serving all users. Communities with Complete Streets policies can measure success through a number of ways: the miles of on-street bicycle routes created; new linear feet of pedestrian accommodation; changes in the number of people using public transportation, bicycling, or walking (mode shift); number of new street trees; and/or the creation or adoption of a new multi-modal Level of Service standard that better measures the quality of travel experience. The fifth edition of Highway Capacity Manual, includes this new way of measuring LOS. Cities such as San Francisco and Charlotte have already begun to develop their own.

Implementation

Specific implementation steps can help build momentum for taking a Complete Streets policy from paper into practice. There are five key steps for successful implementation:

1. Create a plan for implementation activities;
2. Restructure policies, processes, and procedures to accommodate all users on every project;
3. Develop new design policies and guides;
4. Offer workshops and other training opportunities to transportation professionals, community leaders, and the public; and,
5. Institute better ways to measure performance and collect data on how well the streets are serving all users.

**ORDINANCE AMENDING THE CODE OF THE CITY OF TROY, BY CREATING A NEW
CHAPTER 271 ENTITLED COMPLETE STREETS**

Chapter 271: COMPLETE STREETS

Sec.271-1. Definition of Complete Streets.

Sec. 271-2. Complete Streets policy.

Sec. 271-3. Scope of Complete Streets applicability.

Sec. 271-4. Exceptions.

Sec. 271-5. Design standards.

Sec. 271-6. Performance measures.

Sec. 271-7. Implementation and reporting.

Sec. 271-1. Definition of Complete Streets.

"Complete Streets" means streets that are designed and operated to enable safe access for all users, in that pedestrians, bicyclists, motorists and public transportation users of all ages and abilities are able to safely move through the transportation network.

Sec. 271-2. Complete Streets policy.

The city shall design, build, operate and maintain a safe, reliable, efficient, integrated and connected multimodal transportation network that will provide access, mobility, safety, and connectivity for all users. In addition, the city will appoint a citizen run Complete Streets Advisory Board to whom quarterly reports on upcoming projects, and previously awarded exceptions, will be furnished.

Complete Streets design will promote improved health, economic growth, public safety, recreational opportunity, and social equality throughout the City of Troy, and will ensure that the safety and convenience of all users of the transportation system are accommodated, including pedestrians, bicyclists, users of mass transit, people of all ages and abilities, motorists, emergency responders, freight providers and adjacent land users.

Sec. 271-3. Scope of Complete Streets applicability.

- All city-owned transportation facilities in the public right-of-way including, but not limited to, streets, bridges and all other connecting pathways shall be designed, constructed, operated, and maintained so that users of all ages and abilities can travel safely and independently.
- All privately constructed streets, parking lots, and connecting pathways shall adhere to this policy.
- The city shall foster partnerships with the State of New York, neighboring communities and counties, and business and school districts to develop facilities and accommodations that further the city's complete streets policy and continue such infrastructure beyond the city's borders.

- The city shall approach every phase of every transportation project as an opportunity to create safer, more accessible facilities for all users. These phases include, but are not limited to: planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation and maintenance funded by the City of Troy, the State of New York, utility companies and all private development. Other changes to transportation facilities on streets and rights-of-way, including capital improvements, re-channelization projects and maintenance, must also be included.
- A project's compliance with this policy shall be determined based on the filing of a Complete Streets Checklist Form.

Sec. 271-4. Exceptions.

All exceptions to this policy, must be reviewed by the Complete Streets Advisory Board and approved by the City Departments of Engineering and/or Planning and Development, and/or the Planning Commission, and be documented with supporting data that indicates the basis for the decision. Such documentation shall be made publicly available.

Exceptions may be considered for approval when:

- An affected roadway prohibits, by law, use by specified users (such as an interstate freeways or pedestrian malls), in which case a greater effort shall be made to accommodate those specified users elsewhere, including on roadways that cross or otherwise intersect with the affected roadway;
- The activities are minor 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);
- The City Engineer issues a documented exception concluding that the application of Complete Streets principles is unnecessary, unduly cost prohibitive, or inappropriate because it would be contrary to public safety; or
- Other available means or factors indicate an absence of need, including future need.

The City Departments of Engineering and/or Planning and Development, and/or the Planning Commission shall submit quarterly reports to the Complete Streets Advisory Board and the Mayor's Office summarizing all exceptions granted in the preceding quarter. These reports shall be submitted after the end of the quarter, and shall be posted on-line.

Sec. 271-5. Design standards.

The city shall adopt state transportation design standards as well as adapt, develop, update and adopt inter-departmental policies, urban design guidelines, zoning and performance standards and other guidelines based upon resources identifying best practices in urban design and street design, construction, operations and maintenance. These resources include, but are not limited to: the New York State Department of Transportation Highway Design Manual, New York State Department of Transportation Specification Book, the AASHTO Green Book; AASHTO Guide for the Planning, Designing and Operating Pedestrian Facilities; AASHTO Guide for the Development of Bicycle

Facilities; ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; NACTO Urban Bikeway Design Guide; Manual on Uniform Traffic Control Devices; and US Access Board Public Right-of-Way Accessibility Guidelines. When fulfilling this Complete Streets policy the City will follow the design manuals, standards and guidelines above, as applicable, but should not be precluded from considering innovative or nontraditional design options where a comparable level of safety for users is present or provided.

Designs for all projects will be context-sensitive, considering adjacent land uses and local needs and incorporating the most up-to-date, widely accepted, ADA compliant design standards for the particular setting, traffic volume and speed and current and projected demand. Each project must be considered both separately and as part of a connected network to determine the level and type of treatment necessary for the street to be complete.

Sec. 271-6. Implementation and reporting.

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

One Year Outcomes

- **Complete Streets Advisory Board.** The City will establish a Complete Streets Advisory Board made up of citizen appointees and interdepartmental city employees to oversee the implementation of this policy. The Complete Streets Advisory Board will include members of at least three city departments including Engineering, Public Works, Housing and Community Development, Economic Development, Zoning and Planning, Parks and Recreation, Code Enforcement and the Police Departments from the City of Troy. The committee should include citizen representatives from the bicycling, disabled, transit users, youth and elderly communities and other advocacy organizations, as relevant. This committee will meet quarterly and provide a written report to the Mayor's Office evaluating the City's progress and advise on implementation;
- **Complete Streets Checklist Form.** The City and the Complete Streets Advisory board shall adopt or design a complete streets checklist form to be filled out during a project review to determine compliance with this policy;
- **Staff Training.** The City will train pertinent City staff on the content of the Complete Streets principles and best practices for implementing the policy;
- **Streets Manual.** The City will create and/or adopt a Complete Streets Design Manual to support implementation of this policy;
- **Funding.** The City will actively seek sources of appropriate funding to implement Complete Streets;
- **Reporting.** The Complete Streets Advisory Board or other relevant departments, agencies, or committees shall report on the annual increase or decrease for each performance measure contained in this ordinance compared to the previous year(s). This report will be presented to the Mayor's Office and made available to the public.
- **Coordination.** The City will utilize inter-department project coordination to promote the most responsible and efficient use of fiscal resources for activities that occur within the public right of way;

Three Year Outcomes

- **Inventory.** The City and The Complete Streets Advisory Board will maintain a comprehensive inventory of the pedestrian and bicycling facility infrastructure integrated with the City's database and will prioritize projects to eliminate gaps in the sidewalk and bikeways networks;
- **Education.** The City shall promote complete streets education in partnership with bicycling, disabled, youth and elderly communities, the school district and the police department); and
- **Capital Improvement Project Prioritization.** The City will reevaluate Capital Improvement Projects prioritization to encourage implementation of bicycle, pedestrian and transit improvements;

Five Year Outcomes

- **Revisions to Existing Plans and Policies.** All relevant departments, agencies, or committees will incorporate Complete Streets principles into all existing plans, manuals, checklists, decision-trees, rules, regulations reviews, approvals and programs as appropriate including but not limited to Comprehensive Plans, Economic Development Plans, Bicycle and Pedestrian Master Plans, Transit Plans, Snow Emergency Plans, Sidewalk Maintenance Plans and other appropriate plans, manuals, rules, regulations and programs;
- **Other Plans.** The City will prepare, implement and maintain a Bicycle and Pedestrian Master Plan, a Safe Routes to School Plan, an Americans with Disabilities Act Transition Plan, a Street Tree and Landscape Master Plan, a Lighting Master Plan;
- **Storm Water Management.** The City will prepare and implement a plan to transition to sustainable storm water management techniques along our streets;

Sec. 271-7. Performance measures.

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

- Number of people reached through bike/ped education programs.
- Total miles of bike lanes. (bike sharrows?)
- Linear feet of new or repaired pedestrian accommodations.
- Number of new ADA compliant curb ramps installed along city streets.
- Crosswalk and intersection improvements.
- Percentage of transit stops accessible via sidewalks and curb ramps.
- Rate of crashes, injuries, and fatalities by mode.
- Rate of children walking or bicycling to school.

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

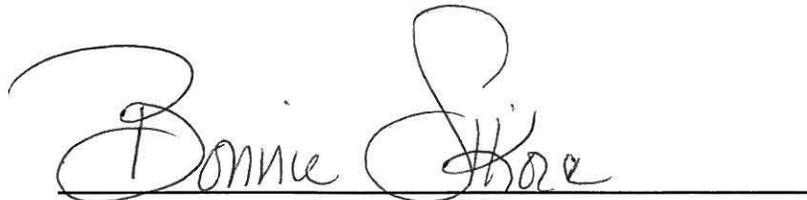
Approved as to form, May 15, 2014

Ian H. Silverman, Corporation Counsel

Certified Copy
Of Resolution 14-R-11

**A RESOLUTION ADOPTING THE
VILLAGE OF LAKEMOOR
COMPLETE STREETS POLICY**

Passed July 24th, 2014
Approved July 25th, 2014

A handwritten signature in cursive script that reads "Bonnie Sikora". The signature is written in black ink and is positioned above a horizontal line.

Bonnie Sikora
Village Clerk

VILLAGE OF LAKEMOOR

RESOLUTION 14-R-11

**A RESOLUTION ADOPTING
THE VILLAGE OF LAKEMOOR
COMPLETE STREETS POLICY**

**ADOPTED BY THE
BOARD OF TRUSTEES
OF THE
VILLAGE OF LAKEMOOR
THIS 24th DAY OF JULY 2014**

**PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF LAKEMOOR, McHENRY AND LAKE COUNTIES, ILLINOIS
THIS 28TH DAY OF JULY 2014.**

PREPARED BY:

**Village of Lakemoor
28874 Route 120
Suite C & D
Lakemoor, Illinois 60051**

RESOLUTION NO. 14-R-11

A RESOLUTION ADOPTING THE VILLAGE OF LAKEMOOR COMPLETE STREETS POLICY

WHEREAS, transportation, quality of life, and economic development are all connected through well-planned, well designed, and context sensitive transportation solutions; and

WHEREAS, a Complete Street is defined as one that provides safe and convenient access for all users of the road, including pedestrians, bicyclists, transit users, and vehicular traffic; and

WHEREAS, the Village of Lakemoor views all transportation improvements as opportunities to connect neighborhoods, calm traffic and improve safety, provide greater access and mobility for users of the public way, and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system; and

WHEREAS, the Village of Lakemoor Comprehensive Plan promotes a transportation principal that Lakemoor residents should be able to drive, walk, or bike safely and conveniently throughout the Village for daily needs and activities.

WHEREAS, numerous jurisdictions in the United States have adopted Complete Streets Policies, including the State of Illinois, the Counties of Cook and Du Page, the Cities of Champaign, Chicago and Des Plaines, and the Villages of Arlington Heights, Oak Park and Forest Park; and

WHEREAS, the Village strives to provide transportation options to maximize the independence and mobility of its aging population;

NOW THEREFORE BE IT RESOLVED by the Village President and Village Board of Trustees of the Village of Lakemoor, Illinois that the Village of Lakemoor hereby adopts a Complete Streets Policy, the goals, elements, and procedures of which are as follows:

SECTION 1: Goals. Complete Streets can be achieved through network level improvements, through integration into single location projects, or incrementally, through a series of small improvements or maintenance activities. Decisions regarding the public right-of-way shall promote use by pedestrians, bicyclists, public transit and motor vehicles, in a safe and effective manner taking into account the surrounding community context and land uses. The Village shall strive to create a comprehensive, integrated and connected network of transportation options for all modes of conveyance, designed and operated to enable appropriate and safe access for all users.

SECTION 2: Applicability. The Complete Streets policy shall be applied to all projects involving roadway improvements and the movement of people when feasible. It is understood that there may be circumstances in which it may not be practical or feasible to apply the Policy. Such circumstances include the following:

- a. The scope of the relevant project is limited to maintenance activities intended to keep the roadway in serviceable condition.
- b. There is sufficient documentation that there is no feasible way to accommodate improvements for non-vehicular traffic with a project's scope.
- c. There is no documented current or anticipated need for accommodations of non-motorized roadway user or the road is not a current or planned transit route.
- d. The cost for a particular Complete Street design recommendation would be excessively disproportionate to the need of that particular improvement, with due consideration given to future users, latent demand, and the social and economic value of providing a safer and more convenient transportation system for all users.
- e. Documented environmental constraints or unsafe transportation issue.

A "fee in lieu of" by the applicant to the Village may be considered so that other areas in the community could benefit from complete streets elements. However, a written request justifying the reasons why a project cannot incorporate complete streets elements must be reviewed by the Complete Streets Committee and approved by the Village Board.

SECTION 3: Development Review Process. The following procedures shall be used in order to ensure that the various projects within the City advance the goals of the Complete Streets Policy.

- a. ***Village of Lakemoor Projects:*** During the planning and design phase of any public transportation improvement project, the Complete Streets Committee, which shall consist of the Village Administrator, Village Engineer, Director of Public Works, Chief of Police, and Director of Community and Economic Development shall conduct a review of the project relating to the incorporation of Complete Streets elements into the project. The review shall be made with reference to current best practices, as detailed in the reference materials and design guidelines listed in Section 4, and a recommendation shall be forwarded to the Village Board.

A Complete Streets project checklist shall be developed and used to assist with and to document the Complete Streets review.

- b. ***Other Public Agency Projects:*** The Village shall coordinate with external agencies, including the Illinois Department of Transportation, Lake County Highway Department, McHenry County Department of Transportation, Grant Township Highway Department, McHenry Township Highway Department, Nunda Township Highway Department, and Wauconda Township Highway Department to provide such Complete Streets technical assistance as is accepted by the other agency.

As with the review process for the Village of Lakemoor projects, outside agency projects will be reviewed by the Complete Streets Committee for comments at one of the regular Complete Streets meeting.

- c. ***Private Development Projects:*** The Village shall review all private development proposals with reference to the incorporation of Complete Streets elements and general

consistency with the Complete Streets Policy.

Review for complete streets consistency will be added to the existing Community and Economic Development private development review process. The Village shall establish a Complete Streets project checklist, which shall be used to assist with and document the Complete Streets review process. Any private development that is unable to incorporate complete street elements and does not meet the applicability standards as outlined in Section 2, may seek relief by providing written justification that must be reviewed by the Complete Streets Committee and approved by the Village Board.

SECTION 4: Standards. To create a connected network of facilities accommodating each mode of travel that is consistent with and supportive of the local community, recognizing that all streets are different and that the needs of various users will need to be balanced in a flexible manner. The Village will generally follow accepted or adopted best practice design standards when implementing improvements intended to fulfill this Complete Streets Policy, but will also consider innovative or non-traditional design options to fit within the context of the community, provide the needed flexibility based on the characteristics of the corridor, and provide a comparable level of safety and connectivity.

The Village will provide training opportunities to staff and elected officials tasked with implementing the Complete Streets policy as needed. All relevant Village staff shall review and update as necessary their plans, manuals, rules, regulations, and programs to reflect the principals of this Complete Streets Policy.

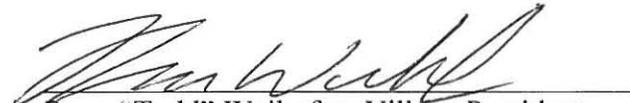
SECTION 5: Implementation and Monitoring. In order to evaluate the Village's progress towards implementation of the Complete Streets approach, the Village will use the following performance measures:

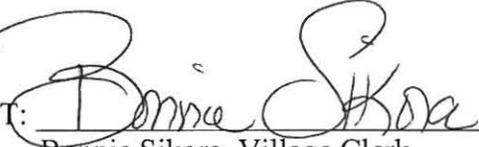
- a. The Village shall incorporate Complete Streets into budgeting processes, work plans and staffing projections and consider Complete Streets as one of the priorities in roadway planning and funding decisions.
- b. Staff shall prioritize the safe movement of pedestrians, bicycle and public transportation traffic in decisions regarding the use of limited public right-of-way, with consideration given to roadway context and land use.
- c. Improvements in safety for all roadway users; increased capacity for all modes of transportation; miles of new and repaired bicycle facilities; blocks of new and repaired sidewalks; number of new and repaired marked street crossings; amount of new and repaired signage; number of new and repaired curb ramps. Such measures shall be incorporated into relevant plans, manual, policies, processes and programs. Such plans, manual, rules, processes, and programs shall be reviewed no less than five years. Staff shall report to the Village Board on an annual basis on the progress made in implementing this policy.
- d. Staff will review and revise as necessary plans, manuals, policies, processes and programs to encourage the implementation of Complete Streets.
- e. Annual progress meetings of the Complete Streets Committee.

SO RESOLVED this 24th day of July, 2014.

RECORD OF VILLAGE BOARD VOTE											
	YES	NO	ABS	N.V.	AB		YES	NO	ABS	N.V.	AB
Colin McIntyre	X					Jeff Nykaza	X				
Alexis Aguilar	X					Phil Vavalle	X				
Kathleen Lennon	X					Don Leavitt	X				
						Todd Weihofen					
<i>X - Indicate Vote ABS - Abstain N.V. - Not Voting AB - Absent</i>											

Approved by me this 25th day of July, 2014.


Ryan "Todd" Weihofen, Village President

(SEAL)
ATTEST: 
Bonnie Sikora, Village Clerk

PASSED: July 24, 2014

APPROVED: July 25, 2014

PUBLISHED: July 28, 2014

STATE OF ILLINOIS

COUNTIES OF McHENRY AND LAKE

}

SS.

CERTIFICATE

I, Bonnie Sikora, certify that I am the duly appointed municipal clerk of the Village of Lakemoor, McHenry and Lake Counties, Illinois.

I further certify that on July 24, 2014, the Corporate Authorities of the above municipality passed Resolution 14-R-11, A Resolution Adopting The Village Of Lakemoor Complete Streets Policy which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Resolution 14-R-11, including the Resolution and a cover sheet thereof, was prepared, and a copy of the Resolution was posted in the municipal building, commencing on July 28, 2014 and continuing for at least ten days thereafter. Copies of the Resolution were also available for public inspection upon request in the office of the municipal clerk.

DATED at the Village of Lakemoor, Illinois, this 28th day of July, 2014.

VOTING AYE: Leavitt; Aguilar; McIntyre; Lennon; Nykaza; Vavalle

VOTING NAY:

ABSENT:

ABSTAINED:

NOT VOTING:

(SEAL)



Bonnie Sikora
Clerk

SUBSTITUTE

RESOLUTION ADOPTING A COMPLETE STREETS POLICY FOR THE TOWN OF WEST HARTFORD

WHEREAS, the Town of West Hartford actively promotes safe streets through design, education and enforcement of all of its transportation network; and

WHEREAS, Complete Streets are Right-of-Ways that are planned, designed, constructed, operated and maintained in such a way as to enable safe, comfortable and convenient access along and across the Right-of-Way by users of all ages and abilities, including but not limited to, pedestrians, bicyclists, transit riders, motorists, emergency, freight and commercial vehicle operators; and

WHEREAS, Complete Streets may include facilities and amenities, including but not limited to, pavement markings and signs; sidewalks and pedestrian safety improvements such as medians, curb extensions and crosswalks; ADA (Americans with Disabilities Act) accessible curb ramps and accessible pedestrian signals; transit shelters and signage and improved pedestrian and bicycle access to transit stops and stations; bicycle detection at intersections and wide travel lanes, bike lanes, or shared use lanes; bicycle parking facilities; street trees, landscaping, street lighting, street furniture; and adequate drainage facilities, including opportunities for storm water quality treatment facilities; and

WHEREAS, the Town's Bicycle Advisory Committee advocates for and the Town's Master Bike Plan recommends "Adopt[ing] a Complete Streets Policy"; and

WHEREAS, the Town's Plan of Conservation and Development has specifically recommended "Promot[ing] an integrated and balanced 'complete street' transportation systems which provides the best possible service, mobility, convenience, and safety while reinforcing positive social, economic, and environmental influences on West Hartford"; and

WHEREAS, the Town Council adopted a resolution directing the Town Manager to consult with interested stakeholders and prepare a policy that demonstrates the Town's commitment to the development of Complete Streets for the benefit of the entire community; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF WEST HARTFORD that the attached Complete Streets Policy is adopted and shall be applicable to the planning and design of all new transportation and Complete Streets Improvements initiated after the adoption hereof.

Community Planning and Physical Services Committee
(Davidoff, Kindall, Hall)
7-21-15

Town of West Hartford Complete Streets Policy

1. VISION

Complete Streets are necessary to promote an integrated and balanced transportation network. Complete Streets strive to provide the best possible blend of service, mobility, and convenience, and safety while reinforcing a positive social, economic, and environmental influence on West Hartford.

Complete Streets are a vital component of the Town's transportation network and contribute directly to the health, safety, economic vitality and quality of life in the West Hartford Community. Through implementation of Complete Streets principles, the transportation network in West Hartford will be safe, accessible, comfortable and convenient for all transportation users.

2. GOALS

The goal of the Complete Street Policy is to ensure our Town roadways complement and enhance the surrounding land use and neighborhood character and accommodate all users, including drivers, bicyclists, pedestrians and transit patrons, older residents, children and persons with mobility impairments. The specific goals are:

- a. To protect and preserve the environment of the Town of West Hartford by reducing the emission of greenhouse gases, and reducing the consumption of non-renewable energy resources.
- b. To ensure the neighborhoods of West Hartford remain vibrant and livable.
- c. To expand opportunities for bicyclists and pedestrians throughout the Town.
- d. To make the roadway and street environment safer and more inviting by reducing the frequency and severity of vehicular, bicycle and pedestrian-related accidents.
- e. To ensure safe pedestrian and bicycle routes for children to get to school.
- f. To improve and enhance the health and physical fitness of the city's residents by providing more safe and convenient opportunities for bicycling and walking in West Hartford.
- g. To improve the Town's quality of life and local economy by providing high quality recreational and multi-modal transportation facilities and providing non-motorized means of transportation.

3. GUIDING PRINCIPLES

It is recognized that each Complete Street is unique and the following principles shall guide the development of transportation projects:

- a. Shall be suitable and appropriate to the function and context of the transportation facility;
- b. Shall be sensitive to the neighborhood context and cognizant of the neighborhood needs;
- c. Shall be flexible in project design to ensure that all users have basic safe access and use;
- d. Shall be considered a component of a comprehensive, integrated and interconnected transportation network that allows all users to choose between different modes of travel; and
- e. Shall be consistent and compatible with the Town's Plan of Conservation and Development and the Town's Bicycle Facilities Plan.

4. APPLICABILITY AND SCOPE

All Transportation Improvements and phases fall under this policy. Complete Streets principles will be applied to all Town- or State-sponsored improvements and all privately-funded projects and developments that impact the right-of-way. The Town will approach every planned Transportation Improvement as an opportunity to create safer and more accessible streets for all users. Transportation improvement phases include, but are not limited to, planning, programming, designing, engineering, construction and reconstruction, operation and maintenance.

Maintenance activities alone are not Complete Streets Improvements, nor should they prompt street improvements that necessitate Complete Streets consideration except those improvements that may be necessary to satisfy legal mandates such as the Americans with Disabilities Act. To the maximum extent possible, provisions for safe access shall be made for pedestrians and bicyclists during maintenance activities.

Complete Streets policy objectives may be achieved by implementing single elements into a project, completing a series of improvements over the course of time, or by developing major network level improvements.

The Town recognizes that its infrastructure includes a transportation network that should provide convenient access and safe travel for all users within the Town and beyond the Town's borders. Because of its regional impact, implementation of this policy reinforces the need for collaboration among the many regional partners and stakeholders affected by the implementation of this policy.

5. IMPLEMENTATION

The Town of West Hartford (Town) will plan, design, construct, operate and maintain appropriate Facilities for pedestrians, bicyclists, transit riders, motorists, children, the

elderly and people of all abilities in all new construction, reconstruction, and repaving improvements subject to the exceptions contained herein.

An important aspect of this Complete Streets policy is to ensure that West Hartford bicycle riders feel safe traveling within and through the Town. The Town currently lacks defined bicycle routes for convenient and easily accessible transportation through and around the Town. To address this, the Town Staff, in consultation with the Town's Bicycle Advisory Committee, shall develop a Bicycle Facility Plan. Such Plan shall be presented to the Council for adoption no later than nine (9) months from the adoption of this Complete Streets Policy, and shall be reviewed and/or updated every three years.

a. Definitions:

Bicycle Facilities Plan – A comprehensive plan and accompanying map that identifies a vision and framework for bicycle facility improvements to implement a continuous and easily accessible bicycle route network within and through the Town.

“Complete Streets” -- Right-of-ways that are planned, designed, constructed, operated and maintained in such a way as to enable safe, comfortable and convenient access along and across the Right-of-Way by users of all ages and abilities and modes of transportation.

Complete Streets Improvements -- Facilities and amenities associated with the transportation network, that are recognized as contributing to Complete Streets, such as, but not limited to, pavement markings and signs; sidewalks and pedestrian safety improvements such as medians, curb extensions and crosswalks; ADA (Americans with Disabilities Act) accessible curb ramps and accessible pedestrian signals; transit shelters and signage and improved pedestrian and bicycle access to transit stops and stations; bicycle detection at intersections and wide travel lanes, bike lanes, or shared use lanes; bicycle parking facilities; street trees, landscaping, street lighting, street furniture; and adequate drainage facilities, including opportunities for storm water quality treatment facilities.

Facilities - An area or structure which is built, installed or established to serve a particular purpose or transportation mode/user.

Maintenance Activity - Ordinary repair designed to keep Facilities in safe working condition, such as, but not limited to, mowing, cleaning, sweeping, spot repair, concrete joint repair, pothole filling, water, sewer and drainage or other utility installation or repairs.

Right-of-Way –An area, public or private, dedicated for use by pedestrians and vehicles. Right-of-way includes thoroughfares such as streets, highways, bike paths and walkways and normally incorporates curbs, lawn strips, street trees, sidewalks, lighting, signage, drainage facilities, street furniture and other similar features.

b. Cooperation and collaboration

The implementation of Complete Streets will require cooperation and collaboration between many stakeholders on a regular basis. As such, the Town will take the following steps to facilitate the process:

- The Planning Division shall review and propose revisions to all appropriate land use ordinances, policies and regulations to support the implementation of Complete Streets.
- The Planning and Engineering Divisions shall review, revise or recommend changes to all policies, procedures and design standards associated with site plan and other requirements for public and private development to ensure best practices are utilized to support Complete Streets.
- The Town shall continue to identify regional, state and federal funds to implement Complete Streets Improvements to supplement the Town's Capital Improvement Program.
- The Town shall promote collaboration and coordination between Town departments and other transportation and planning agencies, including the Connecticut Department of Transportation and Capitol Region Council of Governments that work within the Right-of-Way and utilize the transportation network for programmatic purposes in order to make the most efficient use of limited financial resources.
- The Engineering Division shall establish necessary procedures to ensure the application of Complete Streets principles at the earliest design stage.
- The Town shall encourage staff professional development in the area of Complete Streets through attendance at seminars, conferences and workshops.
- The Town shall actively promote public information and education and solicit feedback about Complete Streets to West Hartford stakeholders including but not limited to, Boards and Commissions, residents, community groups and leaders, the business community, and the private development community.

c. Exceptions

The Town is committed to Complete Streets and application of this policy and/or Complete Street principles will begin at the earliest phase of a project, except in the following extraordinary circumstances:

1. Where pedestrians and bicyclists are prohibited by law from using the Facility. (In such an instance, alternative facilities and accommodations shall be considered within the same transportation corridor.)
2. If the cost of constructing Complete Streets Improvements is disproportionate to the current need or anticipated future demand for such improvements.
3. Where there is an absence of current or projected need.

All requests for exceptions shall be submitted at the earliest project phase (e.g. during initial project planning and budgeting) and may include the following elements if available: a narrative, site photographs, project site map, drawings and any other supporting data. All proposed requests for exception shall be posted to the Town's website and distributed to stakeholder groups, including the Bicycle Advisory Committee, and shall be subject to a seven (7) day public comment period. At the end of the public comment period, all comments received, if any, shall be included in the final documentation for exception request. The final documentation shall be transmitted in the form of an exception request to the Town Manager.

For projects that do not include any state or federal funding, the Town Manager, acting in his or her capacity as the "Local Traffic Authority", in consultation with the Directors of Community Services and Public Works and upon recommendation from the Town Engineer shall determine whether the application of this policy and Complete Streets principles falls under one or more of the exceptions outlined above.

Notwithstanding the above, in accordance with the Connecticut General Statutes, as amended, where a transportation project includes state or federal transportation funding, the determination of the applicability of the exception request must be made by the Town Council. Once the Bicycle Facilities Plan is adopted by the Town Council, any recommendation for an exception to this policy that is objected to, where the exception concerns the Bicycle Facilities Plan, shall be brought to the Town Council for their approval or denial.

All granted exceptions shall be posted to the Town's website. Where exceptions are granted, parallel accommodations for the category of users excluded shall be considered on alternate routes within the transportation system.

6. BEST PRACTICES -- DESIGN GUIDANCE

The Town will follow accepted or adopted design standards and use the best and latest design standards available, including the following:

- American Association of State Highway and Transportation Officials (AASHTO)
 - A Policy on Geometric Design of Highways and Streets (6th Edition, 2011)
 - Guide for the Development of Bicycle Facilities (4th edition, 2012)
 - Guide for the Planning, Design and Operations of Pedestrian Facilities (2004)

- American Planning Association (APA)
 - Complete Streets: Best Policy and Implementation Practices (2012)
 - U.S. Traffic Calming Manual (2009)
- Federal Highway Administration (FHWA)
 - Manual of Uniform Traffic Control Devices (MUTCD)
 - PEDSAFE: Pedestrian Safety Guide and Countermeasures Selection System
- Institute of Transportation Engineers (ITE)
 - Designing Walkable Urban Thoroughfares: A Context Sensitive Approach (2010)
- National Association of City Transportation Officials (NACTO)
 - Urban Bikeway Design Guide (2nd edition, 2014)
 - Urban Street Design Guide (2013)
- U.S. Architectural and Transportation Barriers Compliance Board
 - Accessible Rights-of-Way: Design Guide

7. REPORTING TO TOWN COUNCIL

The application of Complete Streets will be a process that requires regular evaluation to determine progress and effectiveness. To facilitate that regular evaluation, the Town Manager shall provide a written report to the Town Council on an annual basis on the progress and effectiveness of the Complete Streets policy, and any exceptions granted from the Complete Streets policy.

Within the Annual Report from the Town Manager to the Town Council, the performance measures that will be evaluated include, but are not limited, to the following:

- Miles of bicycle lanes, routes, or trails built / dedicated by width and type
- Number of bicycle parking Facilities installed
- Number of traffic calming Facilities built / installed
- Number of traffic control signs/signals installed/ upgraded
- Linear feet of pedestrian accommodations built or repaired
- Number of crosswalks built or improved
- Number of ADA accommodations built / installed
- Number of transit accessibility improvements built
- Number of street trees planted
- Maintenance Activities of existing Complete Streets Facilities.
- Number of exceptions approved
- User data .bicycle, pedestrian, transit and traffic counts
- Bicycle and pedestrian accident data
- Total dollar amount spent on Complete Streets Improvements