

# City of Lawrence Transportation Commission Study Session October 17, 2018 Minutes

MEMBERS PRESENT: Mark Hurt, Steve Evans, Kathryn Schartz, Donna Hultine

MEMBERS ABSENT: Michele Dillon, John Ziegelmeier, Charlie Bryan, Ron May, Erin Paden

STAFF PRESENT: David Cronin, MSO Department  
Zach Baker, MSO Department  
Amanda Sahin, MSO Department  
Jon Marburger, MSO Department  
Jessica Mortinger, Planning Department  
Brandon McGuire, City Manager Department

PUBLIC PRESENT: N/A

A complete video recording of the meeting is available on the City's website at <https://lawrenceks.org/boards/transportation-commission/>

## **1. Revised Complete Streets Policy**

Discussion and feedback on the draft Complete Streets Policy

## Transportation Commission Study Session October 17, 2018

Name	Initials
<b>Members</b>	
Charlie Bryan Lawrence DGCO Health Dept. Representative	
Donna Hultine University of Kansas	DH
Kathryn Schartz Multi-Modal Transportation / Planning Eng Rep	KSS
Mark Hurt PTAC representative	MA
Michele Dillon Pedestrian Representative	
Steve Evans Planning/Engineering Field Representative	SE
Erin Paden Bicyclist Representative	
John Ziegelmeyer Local Business Representative	
Ron May USD-497	
<b>City Staff</b>	
David Cronin City Engineer	DC
Jessica Mortinger Senior Transportation Planner	JM
Ashley Myers Transportation Planner	
Amanda Sahin Transportation Engineer	AS
Zach Baker Project Engineer	ZDB
Jon Marburger Project Engineer	JPM
Brandon McBuire	

# **CITY OF LAWRENCE, KANSAS, COMPLETE STREETS POLICY**

## **SECTION 1: SHORT TITLE.**

This policy shall be known as the “Complete Streets Policy.”

## **SECTION 2: INTRODUCTION.**

The City of Lawrence, Kansas, desires to establish this Complete Streets Policy to foster the continued development of a sustainable environment and, through the policy, shall consider all aspects of multi-modal transportation in the design and implementation of street and related infrastructure projects. The health, safety, and well-being of its residents and visitors, including those with disabilities, is foremost in the City’s intent in creating this policy and in establishing a complete and connected street network, with emphasis on active modes of transportation, including biking, walking, and wheeling. The benefits of Complete Streets include: improving safety for pedestrians, bicyclists, children, older citizens, non-drivers, and mobility-challenged, as well as those that cannot afford a car or choose to not have a car; providing connections to bicycling and walking trip generators such as places of employment, educational institutions, residences, recreational centers, retail centers, transit stops, and public facilities which promotes healthy lifestyles; creating more livable communities by reducing the need for a vehicle which will, in turn, reduce traffic congestion and reduce air pollution; and saving money and efficiencies by incorporating sidewalks, bike facilities, safe crossings, and transit amenities into the initial design of a project, thus sparing the expense of retrofits later. It is the intent of the City that, under this Complete Streets Policy, diverse populations should be included in the decision-making process.

## **SECTION 3: APPLICABILITY.**

The City should follow this Complete Streets Policy for each transportation and land use project that uses public funds, unless the City determines, through the exception process, that it cannot be followed. The Complete Streets Policy should be applied during the planning, design, construction, maintenance, and operation phases of new, retrofit, or reconstruction projects. The Complete Street Policy shall not apply to street maintenance, sidewalk maintenance, or other maintenance-funded projects. However, when feasible, the City should consider pedestrian and bicycle improvements in maintenance projects. For the purposes of this Complete Streets Policy, street maintenance is defined as the minor, routine, upkeep and maintenance of streets, such as mill and overlay, microsurfacing, crack seal, concrete rehab, curb repair, spot repair, and restriping, and signal operations.

The Complete Streets Policy includes a checklist that should be used by project team members when making decisions about those components of Complete Streets elements that will be included in a particular project. The multimodal staff team shall insure that there is interdepartmental involvement and coordination in the decision-making process. The checklist should, among other things, include clear-cut guidelines identifying who is responsible for maintenance and repairs.

## **SECTION 4: GOALS.**

The Goals of the Complete Streets Policy are, as follows:

- (a) To create a comprehensive, integrated, connected multi-modal transportation network by facilitating connection to bicycling and walking trip generators such as places of employment, educational institutions, residences, recreational centers, retail centers, transit stops, and other public facilities.
- (b) To create safe and accessible accommodations for pedestrians, bicyclists, and transit users. The City should give consideration to future demand and should include provisions for future improvements, if warranted.
- (c) To address the needs of people walking, biking, or wheeling in all designs. The design of intersections and other interchanges should provide safe and convenient elements for these users.
- (d) To provide for all users when closing roads or sidewalks during construction. The provisions shall be MUTCD and AADAG compliant.
- (e) To consider connections to Safe Routes to School, transit routes, shared use path crossings and connections, and areas or population groups with limited transportation options, when making improvements.
- (f) To consider the community context as a factor in the design and implementation of all future applicable projects. Projects should demonstrate how designs will serve current and future land use in addition to transportation functions.
- (g) To design and construct pedestrian and bicycle facilities to the best currently available standards and practices, in accordance with Section 3.1 of the Public Works Engineering Plans Preparation & Design Criteria.
- (h) To consider Complete Streets elements in the planning, design, and construction of privately-funded development projects.
- (i) To provide educational materials and opportunities to residents to raise awareness of other modes of transportation and to promote a culture of safe multi-modal transportation.

## **SECTION 5: CHECKLIST.**

The Complete Streets Checklist should be used in both the planning and conceptual design phase (30% design). The planning level checklist should detail items that are included in the budget for the project. The checklist should be provided to the Transportation Commission in the conceptual design stage, if possible but not later than at field check design (60% design).

## **SECTION 6: EXCEPTIONS.**

Every project shall incorporate Complete Streets elements sufficient to enable reasonably safe travel along and across streets and sidewalks for all persons using the same, provided, however, that such infrastructure may be excluded from a project where the documentation and data indicate that:

- (a) Non-motorized users are prohibited from the roadway.
- (b) Limited trip generators, both existing and in the future, indicate an absence of need for such accommodations.
- (c) Detrimental environmental or social impacts outweigh the need for accommodations.
- (d) Cost of accommodations is excessively disproportionate to the cost of the project.
- (e) The safety or timing of the project is compromised by the inclusion of Complete Streets.

## **SECTION 7: PERFORMANCE MEASURES.**

City Staff will track the following performance measures annually, or as data is available. The performance measures are all also part of the Metropolitan Transportation Plan, Transportation 2040 (T2040). The performance measures will be collected as a joint effort between the Lawrence-Douglas County Metropolitan Planning Organization (MPO) and City of Lawrence, Kansas, Department of Municipal Services & Operations (MSO). The results will be reported to the Transportation Commission and City Commission on an annual basis, or as data is available. Items to be considered include but are not limited to the following:

- Percentage of people who have access within a ¼ mile to the bikeway network\*
- Percentage of public streets with sidewalks on at least one side\*
- Percentage of public streets with bikeway network\*
- Percentage of population with access within ¼ mile to a bus stop for fixed route transit\*
- Number of non-motorized fatalities and serious injuries on public roads

\*these items will be tracked for the entire City of Lawrence and also for the EJ Zones of Lawrence established by the MPO

PROJECT INFORMATION				
		<i>Explanation</i>		
Classification				
Speed limit				
AADT				
Right-of-way width				
Safe Route to School				
Bus/Transit route				
On planned bikeway network				
Existing bicycle accommodations				
Existing sidewalk				
<i>Checklist Consideration</i>		<i>Yes</i>	<i>No</i>	<i>Explanation</i>
Does the project provide a main route to a significant destination?	Park/Recreation area			
	School			
	University			
	Shopping/Commercial area			
	Employment center			
	Community facility			
	Other:			
Does the project provide access across a natural or man-made barrier?				
Are there nearby parallel routes that provide a similar level of convenience and connectivity?				
Pedestrian and bicycle demand	Is there a high amount of bicycle and pedestrian traffic along route			
	Is there a high amount of bicycle and pedestrian crossings			
	Is there a history of bicycle or pedestrian crashes (last 3 yrs)			
<b>CONSTRAINTS</b>				
Are there constraints to consider in reviewing this project for possible inclusion of Complete Streets elements?				
<i>Constraint Type</i>		<i>Yes</i>	<i>No</i>	<i>Explanation and Date of Comment</i>
Right-of-Way				
Utilities				
Environmental				
Funding				
Maintenance				
Other Existing Condition				
Other:				

COMPLETE STREETS ELEMENT REVIEW				
For each of the sections below, indicate whether a Complete Streets Element is/is not included. Provide an explanation of the element to be used or rationale why the element is not being included.				
<i>Complete Streets Element</i>	<i>Checklist Consideration</i>	<i>Included</i>	<i>Not Included</i>	<i>Explanation and Date of Comment</i>
<b>Traffic Calming</b>				
Does the roadway design consider elements to improve safety for pedestrians, bicyclists, and motorists?	Narrower driving lanes			
	Lane reduction			
	Other:			
<b>Pedestrian and Bicycle Facilities:</b>				
Reduce pedestrian crossing distance at intersections where high motor vehicle counts and high pedestrian counts are expected.	Pedestrian bridge			
	Curb bump-outs			
	Other:			
Does it provide appropriate pedestrian accommodations?	Sidewalks			
	Crosswalks			
	Mid-block crosswalks			
	Buffers between roadway and sidewalks			
	Lighting			
	Street furniture			
	Other:			
Does it provide appropriate accommodations in accordance with bikeway plan?	Bike lane			
	Buffered bike lane			
	Protected bike lane			
	Shared use path			
	Bike boulevard			
	Bike sharrow			
	Bike racks			

	Other bike parking			
	Other:			
<b>Transit Facilities</b>				
Does it provide appropriate transit accommodations?	Transit shelters			
	Bus turnout			
	Public seating			
	Signage/maps			
	Trash/recycling receptacles			
	Other:			
<b>On-Street Parking</b>				
Existing Parking	One side			
Planned Parking	No change			
<b>Streetscaping</b>				
Does the project include streetscaping along newly constructed or reconstructed roadways?	Street trees			
	Landscape plantings			
	Planters			
	Buffer strips			
	Other:			
<b>ADA Accessibility</b>				
Does it include appropriate ADA design features?	Curb ramps			
	Detectable warning surface			
	Crossing distance consideration			
	Signal timing			
	Other:			

<b>IMPLEMENTATION AND EVALUATION</b>				
<i>Checklist Consideration</i>		<i>Yes</i>	<i>No</i>	<i>Explanation and Date of Comment</i>
Have you provided advance notification and/or opportunity for review to key groups impacted by the project?	Parks and Recreation			
	Historic Resources			
	Transit			
	Fire/Med			
	Other City Departments			
	Neighborhood Association			
	USD 497			
	University			
<b>Maintenance</b> Are there any added maintenance projections for this project?	Pavement rehabilitation			
	Pavement marking			
	Street sweeping			
	Snow removal			
	Street trees			
	Site furnishings			
	Pavers			
	Other:			