
**APPENDIX D: Complete Streets Framework for
Local Partners in Central Florida**

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Complete Street Policy Framework for Local Partners in Central Florida

It is the policy of *MUNICIPALITY A* to develop a safe, reliable, efficient, and connected multimodal transportation system that will promote safe and comfortable access and mobility for *all users and modes*.

The above statement should be tailored to the specific municipality, its purpose, and particular nuances of its transportation system.

1. VISION [SAMPLE LANGUAGE]

Complete Streets contribute directly to the health, safety, economic vitality and quality of life in *MUNICIPALITY A*. Through implementation of the Complete Streets Policy, *MUNICIPALITY A* will provide safe, reliable, accessible, comfortable and convenient travel options for residents and businesses.

Questions to tailor vision:

- *What is the municipality's transportation vision? Might need to look in comprehensive plan or multimodal transportation plan*
- *How will complete streets help your municipality implement its vision?*

Modify all sample language based on answers to these questions.

2. DEFINITION

Complete Streets are planned, designed, constructed, operated, and maintained to safely and comfortably accommodate people of all ages and abilities, including pedestrians, cyclists, transit users, motorists, and freight and service operators. The Complete Streets program recognizes that depending on context, streets may serve diverse activities, functions, and intensity of uses.

Questions to tailor definition:

- *It is recommended that the policy address all users and modes. There may be specific types of users or modes present in a community that should be highlighted. This could include golf carts, equestrian, and other modes. Consider your particular community and determining the users and modes.*
- *It is recommended that the policy address all phases of transportation infrastructure.*

3. GOALS

A Complete Streets policy's goals should be tied directly to the Complete Streets vision or municipality's transportation vision. Consider the answer to the questions below and how they relate to the regional Complete Streets policy's goals. Modify the regional goals to your municipality's vision and assess how they can be tied to performance measures

The goals of this Complete Street Policy are:

- 1) Create a connected network of streets, roads, and trails for everyone.
- 2) Provide safe and comfortable transportation options for vulnerable users of all ages and abilities.
- 3) Support redevelopment of and connectivity to activity centers.

4) Provide safe, comfortable, and effective access to transit through walking and bicycling.

Questions to tailor vision and goals:

- *Are there specific safety concerns that are being addressed?*
- *Has the community recently invested in, or do they have plans to invest in, trails, public transit or other transportation infrastructure whose efficiency and reach would benefit from a system of complete streets?*
- *Does the community have a designated transportation exception area or language in the comprehensive plans supporting multimodal travel?*
- *Is there an underrepresented community that tends to rely on alternative modes of transportation, such as the elderly, youth, households with income under the poverty line, or households without access to an automobile?*
- *Do the community's economic development plans include high density mixed use development, investments in historic commercial centers, or other land use patterns that would be supportive by a multimodal transportation network?*
- *Are their local organizations or interest groups that support investments in walking, biking and transit?*

4. APPLICABILITY AND SCOPE [SAMPLE LANGUAGE]

This policy applies to new construction and the reconstruction of local roads, including but not limited to intersection projects, capacity projects, safety projects, bridges, and other facilities.

MUNICIPALITY A will approach every planned transportation project as an opportunity to create safer and more accessible streets for all users. The policy directs decision-makers to consistently plan, design, construct, and maintain streets to accommodate all roadway users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles.

MUNICIPALITY A recognizes that its transportation network should provide convenient access and safe travel within its 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.

Complete Streets implementation should be sensitive to the community's physical, economic, and social setting. A context-sensitive approach to process and design gives significant consideration to stakeholder and community values. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions. It is recognized that each Complete Street is unique.

Transportation projects and maintenance activities:

- Shall be suitable and appropriate to the function and context of the transportation facility;
- Shall be sensitive to the neighborhood context and cognizant of the neighborhood needs;
- Shall be flexible in project design to ensure that all users have safe access and use;
- 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
- Shall be consistent and compatible with *MUNICIPALITY A's* Bicycle Facilities Plan/ Comprehensive Plan/Other.

Questions to tailor Applicability and Scope:

- How is the policy language consistent with the rest of the municipality's transportation policies and plans?
- Is the policy language written in plain language?
- Consider "who" is the municipality is serving
- Would it be beneficial for the local government to give more specific direction about the required balance of safety and comfort on local roadways?
- Should the policy specify that it applies to public and private roadways?

5. IMPLEMENTATION [SAMPLE LANGUAGE]

MUNICIPALITY A will plan, design, construct, operate and maintain appropriate facilities for pedestrians, bicyclists, transit riders, motorists, and people of all ages and abilities in all new construction, reconstruction, and repaving improvements subject to the exceptions contained herein.

Facilities will be designed and constructed in accordance with current applicable laws and regulations, using best practices and guidance from a variety of organizations absent conflict with the Complete Streets policy. The best practices and guidance can include, but are not limited to the following:

- FDOT guidelines and manuals,
- American Association of State Highway and Transportation Officials (AASHTO) publications,
- Manual on Uniform Traffic Control Devices (MUTCD),
- Americans with Disabilities Act Accessibility Guidelines (ADAAG),
- Public Rights-of-Way Accessibility Guidelines (PROWAG),
- Designing Walkable Urban Thoroughfares: A Context Sensitive Approach: An ITE Recommended Practice, and
- Transit Street Design Guide, Urban Bikeway Design Guide, and the Urban Streets Design Guide by the National Association of City Transportation Officials (NACTO).

The implementation of Complete Streets will require cooperation and collaboration between many stakeholders on a regular basis. **MUNICIPALITY A** 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 Division shall coordinate with the adopted bicycle and pedestrian plan or the development of a new bicycle and pedestrian plan.
- The Planning and Public Works 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.
- **MUNICIPALITY A** shall continue to identify regional, state and federal funds to implement Complete Streets Improvements to supplement **MUNICIPALITY A's** Capital Improvement Program. This will require a continued partnership and coordination with MetroPlan Orlando and the Florida Department of Transportation.
- **MUNICIPALITY A** shall promote collaboration and coordination between **MUNICIPALITY A's** departments and other transportation and planning agencies, including the Florida Department of Transportation and **MUNICIPALITY A's** county.

- The Engineering Division shall establish necessary procedures to ensure the application of Complete Streets principles at the earliest stage of design.
- **MUNICIPALITY A** shall encourage staff professional development in the area of Complete Streets through attendance at seminars, conferences, and workshops.

Questions to tailor implementation:

- *Are there private development design standards that need to be reviewed to support the complete streets policy?*
- *What MUNICIPALITY agencies/departments need to be included in developing the complete streets policy? What policies/standards or procedures need to be addressed within each agency/department?*

6. EXCEPTIONS

There are conditions where it may be inappropriate to provide bicycle, pedestrian, and transit facilities. These exceptions include:

1. Limited access facilities where bicyclists and pedestrians are prohibited by law from using the road. In this instance, it is necessary to accommodate bicyclists and pedestrians elsewhere within the same transportation corridor and to provide safe, comfortable crossings for bicyclists and pedestrians at interchanges and connecting neighborhoods, activity centers, or regional trail network.
2. An equivalent alternative already exists, or is programmed in the Transportation Improvement Program (TIP) as a separate project, for the specific use being exempted.
3. The cost of providing bicycle and pedestrian facilities would be excessively disproportionate to the need or probable use.
4. A demonstrated absence of current and future need.

Exceptions vary greatly by community. Questions to tailor exceptions:

- *It is recommended that all exceptions be specific and approved by a high-level official.*
- *What is considered a prohibitive cost for constructing Complete Streets improvements*
- *Absence of current or projected need – may want to specify a time frame for projected need. For new construction or reconstruction requiring ROW purchase, this could be 20 years. For bridge infrastructure, this could be up to 50 years.*
- *What individual or group should review the exception?*
- *Should public notice be provided of the request and/or provision of the exception?*
- *Should public discussion be held prior to granting an exception?*
- *If an exception is granted for a private roadway or a public facility not owned by the municipality, who will pay for the installation and maintenance of the parallel facility?*

7. PERFORMANCE MEASURES [SAMPLE LANGUAGE]

The application of Complete Streets will be a process that requires regular evaluation to determine progress and effectiveness. **MUNICIPALITY A** shall provide a written report to *Identified Agency/Public Official/ Board* 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, 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
- Number of Complete Streets planning studies and projects in progress

Questions to tailor monitoring efforts:

- *Timeline: How often should data be collected and reported?*
- *Data: What kind of data is available to staff?*
- *Targets: should the municipality consider setting targets for mode split; multimodal LOS standards, rate of children walking or bicycling to school, access to bicycle facilities or sidewalks from residential areas or in proximity to schools; transit ridership?*
- *Should you include outreach and awareness measures?*