

## IV. Policies

### A. Complete Streets

#### 1. Purpose

This Complete Streets policy empowers and directs citizens, elected officials, government agencies, planners, engineers and architects to use an interdisciplinary approach to incorporate the need of all users into the design and construction of roadway projects in Tippecanoe County. This Complete Streets policy promotes a multimodal transportation system that reinforces sustainable land use development.

Building Complete Streets provides many benefits to residents, businesses, developers and the community as a whole. Embracing the complete streets concept creates a healthier public and more balanced transportation system by improving access, safety and transportation options. Additionally, project costs are minimized by integrating all users into the initial design.

#### 2. Definition

Complete Streets are roadways designed to accommodate all users safely and comfortably, including motorists, bicyclists, pedestrians, transit and school bus riders, deliveries, freight haulers and emergency responders. "All users" includes people of all ages and abilities.

#### 3. Vision/Purpose

To create an equitable, balanced and effective transportation system where every roadway user can travel safely and comfortably, and where sustainable transportation options are available to everyone.

#### 4. Goals of this Complete Streets Policy

- a. Ensure the safety and convenience of all users of transportation including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders and adjacent land users;
- b. Incorporate the principles of this policy into all aspects of the transportation project development process, including project identification, scoping, design and design approvals;
- c. Create a comprehensive, integrated and connected transportation network that supports compact sustainable development and livable communities;
- d. Ensure the use of the latest and best design standards, policies and guidelines;
- e. Recognize the need for flexibility to accommodate different types of streets and users; and
- f. Ensure that Complete Streets design solutions fit within the context(s) of the community.

#### 5. Policy

Applicability: The Complete Streets Policy shall apply to all of the following:

- a. The Area Plan Commission (APC) requires that all projects receiving locally allocated federal transportation funding adhere to this policy. APC will promote the Complete Streets concept throughout the county and recommends each local jurisdiction and INDOT adopt comprehensive Complete Streets Policies for their jurisdiction that are consistent with this policy. APC will seek incorporation of the Complete Streets concept and policy into the development of all transportation infrastructures within the county at all phases of development. This includes planning and land use development codes, scoping, design approvals, implementation and performance monitoring.
- b. Projects designed for public access to CityBus
- c. New construction, reconstruction, widening and converting roads from a rural to urban cross section (excluding resurfacing activities that do not alter the current or existing geometric design of a roadway) on local roadways that use Federal funds for any phase of project

implementation including planning, design, right-of-way acquisition, construction, or construction engineering.

d. Roadway projects that:

1. The Policy Committee\* has the programming authority to allocate Federal funding, and
2. Are in the Transportation Improvement Program (TIP) after adoption of this policy, and
3. Have not started the design phase.

Requirements:

- a. Designs shall accommodate all users and be sensitive to the context of the project setting. Complete Streets design will look different for every project and road type. For example, wide lanes or paved shoulders may be sufficient in rural areas. While side paths, sidewalks, and bike lanes are necessary in an urban setting. When re-striping roads, options such as bike lanes, sharrows and pedestrian crosswalks could still be implemented.
- b. Roadway projects shall make use of the latest and best design standards, policies and guidelines and meet at least the minimum requirements in the Thoroughfare Plan and ADA requirements.
- c. The Local Public Agency (LPA) will retain justification and design decision authority over its projects.
- d. A systems approach shall be used in developing roadway projects to ensure coordination with nearby jurisdictions, projects and plans regardless of the project sponsor. If there is another project planned or in development near a proposed project the two should be coordinated to ensure consistency in the facilities serving the corridor.
- e. If the project serves a destination point such as a school, recreational facility, shopping center, hospital or office complex the project shall provide for the destination to have access to the project's pedestrian and bicycle facilities.
- f. Every project shall involve CityBus in the design process to ensure that sufficient accommodation of transit vehicles and access to transit facilities is provided. LPAs, in cooperation with CityBus, shall design public transit facilities with the goals of Complete Streets in mind by including waiting areas, sidewalks, bicycle connections and secure bicycle parking.
- g. Every project shall provide the opportunity to accommodate utility, telecommunication, and fiber infrastructure for existing and future growth. This policy does not create new rights for utilities outside those provided by existing law and contract.
- h. Every project shall ensure that the provision of accommodations for one mode does not prevent safe use by another mode (e.g. a bus shelter should not block the clear walking zone on the sidewalk).
- i. The LPA shall maintain open lines of communication with key stakeholder groups and shall identify and maintain a stakeholder list.

6. Process

Call for Projects: The Area Plan Commission, as the Metropolitan Planning Organization (MPO), shall issue a Call for Projects when developing the TIP. The LPA shall submit a Project Description with the following information to the MPO:

- a. A detailed Project Description (e.g. project scope, termini, vehicular and non-vehicular elements);
- b. Anticipated costs for design, right-of-way acquisition, construction and construction inspection;
- c. Amount of federal funding requested by phase; and

- d. As part of the TIP call for projects the intent for the project to be Complete Streets Compliant or Exempt will be indicated and accompanied by supporting documentation.

If information required above is not yet known at the time of the Project Description submittal, the LPA shall provide general details on the required submittal information, but shall state, "Specific information has not yet been determined". Additionally, if the roadway project is programmed into the TIP, the LPA shall update the MPO as part of its quarterly project tracking reports and notify it of any changes to the project description.

**Project Review and Approval:** The Technical Transportation Committee will review Project Descriptions. Through the TIP development process the Technical Committee will make a recommendation to the Policy Committee whether the project is Complete Streets Compliant or qualifies for a Complete Street Exemption. Projects listed in the TIP shall be clearly identified as Complete Streets Compliant or Complete Streets Exempt.

**LPA Responsibility:** Once a project is programmed into an adopted TIP, the LPA shall fulfill the scope of work as detailed in the approved Project Description.

**Project Scope Change:** The LPA shall report to the MPO immediately if there is a change to the project scope that potentially affects the project's Complete Street status. The Technical Transportation committee will review the requested change(s) to the project and determine if they affect the project's compliance. The Technical Transportation Committee will make a recommendation to the Administrative Committee for those projects that are no longer Compliant. The Policy Committee shall then determine compliance. If the project is determined to be Noncompliant the project will be moved to the federally unfunded list in the TIP until a project becomes Compliant.

#### 7. Exemptions

As part of the TIP adoption and amendment process the Technical Transportation and Policy Committees shall determine that justification exists for a roadway project to be exempt from any of the requirements listed in section 5) Policy, Requirements a) and b). The Policy Committee may allow an exemption under certain circumstances, including the following:

- a. The project involves a roadway where law prohibits bicyclists and pedestrians. In such cases, efforts should be made to accommodate bicyclists and pedestrians elsewhere;
- b. There are extreme topographic or natural resource constraints;
- c. The LPA's measured Average Daily Traffic count, or the Metropolitan Transportation Plan forecast, is less than 2,500 vehicles per day;
- d. When other factors indicate an absence of need presently and in the forecast year of the Metropolitan Transportation Plan; or
- e. A reasonable and equivalent alternative already exists or is planned for users or is programmed in the TIP as a separate project.

#### 8. Evaluation

The MPO shall evaluate this policy and the documents associated with it at least every five years.

*\* In calendar year 2012 the designation of the "Policy Committee" will be assigned to what has formerly been known as the Administrative Committee.*

### **B. Use of STP Funds**

Recognizing the importance and necessity of sidewalks, trails, and bicycle, the 2040MTP recommends that 10% of this community's Federal Surface Transportation Program funds, or its equivalent in future transportation acts, will fund independent non-motorized projects that are not a part of a larger highway project.

This page intentionally left blank