

City of Westlake

Complete Street Policy

“Complete Streets” means a transportation philosophy that calls for streets to be constructed and operated in a way that considers the needs of all users and enables equitable and safe access. 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, as well as freight and service operators.

The City of Westlake shall construct and operate a comprehensive Complete Streets transportation system that enables safe access, mobility, economic development, attractive public spaces, health, and well-being for all people. This Complete Streets policy recognizes that depending on context, streets may serve diverse activities, functions, and intensity of uses.

VISION & INTENT

Complete Streets contribute directly to the health, safety, economic vitality, environment, and quality of life in the City of Westlake. Through implementation of this Complete Streets Policy, City of Westlake will consistently plan, design, construct, and maintain transportation facilities that are safe, reliable, efficient, convenient and connected and that enable secure and comfortable access and mobility for users of all ages, abilities and transportation modes.

This policy directs City of Westlake decision-makers to consider all transportation system users when making decisions regarding transportation and land use planning to advance Complete Streets to the greatest extent possible, prioritizing safe access for vulnerable users and underinvested and underserved communities and ensuring social equity through improved access to jobs, health care and other community amenities.

This Transportation System may be achieved through projects that fully implement Complete Streets or projects that incrementally implement Complete Streets through a series of smaller improvements over time.

GOALS

1. *Safety and Convenience for All Transportation Users*

Create a transportation system that is designed and operated in ways that ensure the safety, security, comfort, access, and convenience for all users of all ages and abilities, including pedestrians, bicyclists, public transit users, emergency responders, transporters of commercial goods, motor vehicles, and freight providers.

2. *Connected Facilities that Accommodate All Travel Modes*

Create a transportation system that includes integrated networks of connected facilities accommodating all modes of travel.

3. *Increase Walking, Bicycling, and Public Transit*

Create a transportation system that encourages walking, bicycling and public transit.

4. Economic Development

Create a transportation system that promotes economic development and supports redevelopment of and connectivity to activity centers.

5. Equity

Create a transportation system that, to the greatest extent possible, ensures equity by actively pursuing the elimination of health, economic and access disparities.

6. Community Health & Sustainability

Create a transportation system that reduces automobile dependency and improves environmental and community health (i.e. reduce fossil fuel consumption & greenhouse gas emissions; decrease air and noise pollution; improve air quality; encourage social interaction and physical activity; preserve the natural environment; etc.).

APPLICABILITY

Except as otherwise stated below, this policy applies to all project phases undertaken by or under the authority of or subject to the supervision of City of Westlake, for the improvement of any street and public right of way (ROW), including planning, programming, design, acquisition of land, construction, construction engineering, reconstruction, rehabilitation, resurfacing, retrofit and operation. Accommodations for all modes of transportation to safely use the roadway shall be provided during construction or repair work.

In the case a project is within or connects to City of Westlake and is owned by another entity, staff shall work with the ROW owner, Florida Department of Transportation (FDOT), Palm Beach County, and Palm Beach TPA as appropriate, to the greatest extent possible, to advance Complete Streets improvements. In addition, this policy requires City of Westlake Planning Department staff to evaluate new development and redevelopment projects and require connected pedestrian and bicycle access as well as ADA compliant facilities within the development and connecting to and from the surrounding transportation system for approval.

City of Westlake will approach every planned project as an opportunity to create safer and more accessible transportation system for all users.

EXCEPTIONS

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

A. LIMITED-ACCESS ROADS

This policy does not apply to limited access facilities where bicyclists and pedestrians are prohibited by law. In this instance, it is necessary to accommodate bicyclists and pedestrians through a parallel facility and to provide safe, comfortable crossings for bicyclists and pedestrians at interchanges and connecting neighborhoods, activity centers, or regional trail network.

B. ORDINARY MAINTENANCE

This policy does not apply to routine maintenance, such as mowing, cleaning, sweeping, pothole filling, concrete joint repair, and other regular or seasonal maintenance.

C. EXISTING PROJECTS

This policy does not apply to projects that have been submitted and are currently under review by the Planning and Zoning Division or have an approved development order prior to the effective date of this policy.

All exceptions shall be specific and approved by the City Manager.

LAND USE AND CONTEXT SENSITIVITY

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 access, and infrastructure conditions.

City of Westlake shall refer to the Palm Beach TPA's Complete Streets Design Guidelines and the FDOT's Design Manual's and Complete Streets Context Classification when determining Complete Streets improvements for transportation projects.

City of Westlake will also consider the surrounding community's current and expected land use and transportation needs and collect community input to best fit the community's desires while taking into account the connectivity of the transportation system as a whole for all modes and users. City of Westlake will strive to overcome barriers to engagement associated with race, income, age, disability, English language proficiency, and vehicle access of populations affected by a project, including identifying a means of measuring success in overcoming these barriers.

The City of Westlake shall require new and revised land use policies, plans, and zoning ordinances to specify how transportation projects will serve current and future land use needs and include language that requires the consideration of the community context as a factor in decision-making, as well as specifying the need to understand and mitigate unintended consequences of projects or plans, such as involuntary displacement.

DESIGN

Transportation projects and maintenance activities shall be:

- Suitable and appropriate to the function and context of the transportation facility;
- Sensitive to the neighborhood context and cognizant of the neighborhood needs;
- Flexible in project design to ensure that all users have safe access and use;
- Considered a component of a comprehensive, integrated and interconnected transportation network that allows all users to choose between different modes of travel; and
- Consistent and compatible with City of Westlake's Bicycle Facilities Plan/ Comprehensive Plan/Other.

Facilities shall 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 this Complete Streets policy.

Best Practices may include, but are not limited to the following:

- Palm Beach Transportation Planning Agency Complete Streets Design Guidelines
- The American Association of State Highway and Transportation Officials (AASHTO) *Guide for Planning Design and Operation of Pedestrian Facilities*
- ASHTO *Guide for the Development Of Bicycle Facilities*
- USDOT *Achieving Multimodal Networks: Applying Design Flexibility & Reducing Conflicts*
- Federal Highway Administration (FHWA) *Separated Bike Lane Planning and Design Guide*
- FHWA *Incorporating On-Road Bicycle Networks into Resurfacing Projects Report*
- FHWA *Separated Bike Lane Planning and Design Guide*
- Institute of Transportation Engineers (ITE) *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*
- National Association of City Transportation Officials (NACTO) *Global Street Design Guide, Urban Streets Design Guide, Urban Bikeway Design Guide, Transit Street Design Guide, Urban Street Stormwater Guide*
- National Cooperative Highway Research Program, Report 616, *Multi-Modal Level Of Service Analysis For Urban Streets*

Design standards required for State or federally funded projects will supersede local requirements if there is an actual conflict between the local and State or Federal standards and if funding will be impacted by adherence to the local standard.

Design Standards include, but are not limited to the following:

- *Americans with Disabilities Act (ADA) Standards for Accessible Design*
- AASHTO *A Policy on Geometric Design of Highways and Streets* (AASHTO Green Book)
- FDOT Design Manual
- *FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance (Florida Green Book)*
- *FDOT Plans Preparation Manual (PPM)*
- United States Department of Transportation (USDOT) *Manual on Uniform Traffic Control Devices* (MUTCD)

PROJECT SELECTION CRITERIA

The City of Westlake shall develop project scoring criteria to rank and prioritize funding of Complete Streets projects for implementation. Criteria for project ranking should assign weight for active transportation infrastructure, projects that serve underserved communities, alleviate disparities in geography, health, safety, and access. Projects selected submitted to the Palm Beach TPA for Transportation Alternatives Program (TA) or Local Initiatives (LI) Program funding

should be prioritized by following the TPA's TA and LI project selection scoring criteria to increase project competitiveness and advance Complete Streets implementation.

IMPLEMENTATION STEPS

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

- The City of Westlake shall restructure or revise related procedures, plans, regulations and other processes to accommodate all users on every project. This could include incorporating Complete Streets checklists or other tools into decision making processes.
- The Planning & Zoning Department shall review and propose revisions to all appropriate land use ordinances, policies and regulations to support the implementation of Complete Streets.
- The Planning & Zoning Department shall coordinate with the adopted bicycle and pedestrian plan or the development of a new bicycle and pedestrian plan.
- The Planning & Zoning and Engineering Departments 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 City of Westlake shall develop new design policies and guides or revise existing to reflect the current state of best practices in transportation design. The City of Westlake may also consider adopting national, state, or the Palm Beach TPA's local design guidance.
- The City of Westlake shall continue to identify local, state and federal funds to implement Complete Streets Improvements to supplement the City of Westlake's Capital Improvement Program. This will require a continued partnership and coordination with Palm Beach TPA, FDOT and Palm Beach County.
- The City of Westlake shall promote collaboration and coordination between City of Westlake's departments and other transportation and planning agencies, including the Florida Department of Transportation and Palm Beach County.
- The Engineering Department shall establish necessary procedures to ensure Complete Streets principles are incorporated at the earliest stage of design.
- City of Westlake will offer Complete Streets workshops and other training opportunities to transportation staff, community leaders, and the general public so that everyone understands the importance of the Complete Streets vision. Complete Streets training could focus on Complete Streets design and implementation, community engagement, and or equity. *The City of Westlake shall encourage staff professional development in the area of Complete Streets through attendance at seminars, conferences, and workshops.*
- The City of Westlake shall create a committee to oversee implementation. The committee shall include both external and internal stakeholders as well as representatives from advocacy groups, underinvested communities, vulnerable populations such as people of color, older adults, children, local-income communities, non-native English speakers, those who do not own or cannot access a car, and those living with disabilities.
- City of Westlake shall create a community engagement plan that considers equity by targeting advocacy organizations and underrepresented communities which could include non-native

English speakers, people with disabilities, etc. depending on the local context. This requires the use of outreach strategies such as holding public meetings at easily accessible times and places, collecting input at community gathering spaces and hosting and attending community meetings and events. Outreach strategies should make use of natural gathering spaces such as clinics, schools, parks and community centers.

PERFORMANCE MEASURES

The implementation of Complete Streets will be a process that requires regular evaluation to determine progress and effectiveness. Staff shall develop and publicly publish performance measures on its website. Staff shall provide a written report to Council and publish publicly on an annual basis a status update on each performance measure and the progress and effectiveness of the Complete Streets policy, including 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
- 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
- Number of exceptions approved
- User data - bicycle, pedestrian, transit and traffic counts
- Bicycle and pedestrian crash data involving serious injuries and fatalities
- Total dollar amount spent on Complete Streets improvements
- Number of Complete Streets improvements and initiatives implemented in census tracts with populations that are above and below the county median number of persons of color.
- Number of Complete Streets improvements and initiatives in census tracts with households that are above and below the county median number of persons speaking a language other than English at home.
- Number of Complete Streets improvements and initiatives implemented in census tracts with households above and below 50% No Vehicle Access.
- Number of Complete Streets improvements and initiatives implemented in census tracts with the county median income above and below the median household income.
- Number of Complete Streets improvements and initiatives implemented in census tracts with higher than average county rates of chronic diseases (asthma, heart disease, obesity, etc.).