



**POLICY COMMITTEE**

January 22, 2010; 1:30 – 3:00 p.m.

McCloskey Room (#135)

- I. Call to Order
- II. Approval of Minutes:
  - A. January 8, 2010
- III. Communications from the Chair
- IV. Reports from Officers and/or Committees
  - A. Citizens Advisory Committee
  - B. Technical Advisory Committee
- V. Reports from the MPO Staff
  - A. The Jobs Bill (ARRA pt. 2)
- VI. Old Business
  - A. Mt. Tabor Rd. Bridge #33 (Monroe County) and Complete Streets Compliance  
*Action Requested\**
- VII. New Business
- VIII. Communications from Committee Members (*non-agenda items*)
  - A. Topic Suggestions for future agendas
- IX. Upcoming Meetings
  - A. Technical Advisory Committee – January 27, 2010 at 10:00 a.m. (McCloskey Room)
  - B. Citizens Advisory Committee – January 27, 2010 at 6:30 p.m. (McCloskey Room)
  - C. Policy Committee – March 12, 2010 at 1:30 p.m. (McCloskey Room)

Adjournment

*\*Public comment prior to vote (limited to five minutes per speaker)*



**Policy Committee Meeting Minutes  
January 8, 2010 McCloskey Conference Room 135, City Hall**

*Policy Committee minutes are transcribed in a summarized outline manner. Audio recordings are on file with the City of Bloomington Planning Department.*

**Attendance**

**Policy Committee:** Jack Baker (Citizens Advisory Committee), Jason Banach (proxy for Lynn Coyne—Indiana University), Susie Johnson (Bloomington Public Works Department), Richard Martin (Monroe County Plan Commission), Kent McDaniel (Bloomington Public Transportation Corp.), Mark Kruzan (City of Bloomington Mayor), Andy Ruff (Bloomington City Council), Jim Stark (Indiana Department of Transportation), Bill Williams (Monroe County Highway Department), Mike Farmer (proxy for Ellettsville Town Council), and Mark Stoops (Monroe County Commissioner).

**Others:** Adrian Reid (City Engineer), Morgan Hutton (Chamber of Commerce)

**MPO Staff:** Josh Desmond, Raymond Hess, Scott Robinson and Jane Weiser.

- I. **Call to Order**—Kent McDaniel called the meeting to order.
- II. **Election of Officers**
  - A. **Chair**—Susie Johnson nominated Mr. McDaniel as Chairman. Mark Stoops seconded. The motion was approved unanimously.
  - B. **Vice-Chair**—Andy Ruff nominated Jack Baker for Vice Chair. Ms. Johnson seconded. The motion was approved unanimously.
- III. **Approval of Minutes:**
  - A. **October 9, 2009**—Ms. Johnson moved approval of the minutes. Mr. Ruff seconded. The minutes were approved unanimously.
- IV. **Communications from the Chair**—Mr. McDaniel said that the final Bloomington Transit passenger count for 2009 was 3,270,877. Campus Bus had 3,293,179 passengers in 2009. Mr. McDaniel asked Ms. Johnson to comment on a recent pedestrian safety committee. Ms. Johnson reported that the recommendations included increased education to all students, some infrastructure components including installation of crosswalks on Fee Lane, and alignment of two opposing bus stops. The crosswalks will have medians, pavement markings for cars and a large sign package. Mr. Baker asked if they had considered improved crosswalks on Third St. especially near Rawles Hall. Ms. Johnson said she has quarterly meetings with IU and this subject has been raised for discussion. If these type of crosswalks work, they will consider installing them in locations on a list of places needing crosswalks.
- V. **Reports from Officers and/or Committees**
  - A. **Citizens Advisory Committee**—No report.



**B. Technical Advisory Committee**—Adrian Reid reported that a couple of stimulus-funded projects were on last month’s letting. The remaining projects are scheduled to let this month.

**VI. Reports from the MPO Staff**

**A. Progress Report FY2010 1<sup>st</sup> Quarter**—Raymond Hess introduced the Progress Report for the 1st Quarter of FY 2010. He pointed out the funds spent on the North Campus Area Study. FY 2010 includes FY 2009 leftover funding.

**B. MPO Conference**—Josh Desmond presented a report on the Indiana MPO Conference. Mr. Hess presented a couple of sessions on bicycle safety and our efforts to create and sustain a Safe Routes to School Taskforce. This year our MPO won the 2009 Outstanding MPO Planning Project Award for our development of the Complete Streets Policy. Our policy is being used by at least 2 MPOs going through a similar process to establish complete streets policies. They are using our Policy as a framework for their policies. Mr. McDaniel said that AARP Indiana is very interested in statewide Complete Streets legislation. Mr. Baker noted that in the national AARP magazine there was an article about complete streets policies and we weren’t mentioned—so he sent them an email and the text of our policy.

**C. ADA Transition Plans**—Mr. Desmond reported that every community or public entity that has employment of at least 50 people or more has to have an ADA Transition Plan. The original deadlines have long since passed. The FHWA has communicated that if a community does not have one of these plans, their federal funding for transportation could be at risk. MPO staff has tried to provide information and training on a local level. The City of Bloomington does have a plan from the earlier in the 1990s. Ellettsville and Monroe County will have to do a plan. The MPO hosted a meeting in November where representatives of FHWA explained the process to local people. MPO staff will be available to assist with the plans. Jim Stark noted that the ADA regulations have been changing over the years making it difficult to produce plans. Mr. Stoops asked if there was a deadline for the initial plan. Mr. Desmond said no.

**D. Bill Stuebe’s retirement from Plan Commission**—Mr. Desmond announced Mr. Stuebe’s retirement. When a new Plan Commission President has been elected, that person will serve on the MPO Policy Committee. Mr. Hess noted that proxy statements remain valid as long as there is no expiration date on file.

**VII. Old Business** – There was no old business.

**VIII. New Business**

**A. Transportation Improvement Program Amendments (*Action Requested\**)**

Mr. Hess introduced these minor TIP amendments for consideration.

**1. Transportation Enhancement Awards**—TE funds were awarded to these projects that have already been discussed by the MPO.

**a. Historic Street Restoration (Bloomington)**—The University Courts Brick Street Restoration will have a total project cost of \$264,354.00. The amount of TE funds was \$130,000. INDOT and FHWA have reviewed the application and approved the projects.



Bloomington/Monroe County Metropolitan Planning Organization  
Policy Committee

**b. Karst Farm Trail Phase IIa (Monroe County)**—Monroe County has been awarded \$430,000 in TE funds for the Karst Farm Greenway, Phase II. (Total project cost: \$537,500.)

**2. Updates to Projects**—Mr. Hess said that the following projects have some updated project costs or some minor changes in scope that are in the TIP.

**a. Operating and Capital Budget (Rural Transit)**—Rural Transit’s project description has been simplified to include 12 light transit vehicles, some software and miscellaneous equipment. Their operating budget has increased \$16,000. Mr. Stoops asked if the requested vehicles are in addition to the ones requested in early 2009. Mr. Hess said that Rural Transit did not purchase the previously requested vehicles.

**b. Pavement Preservation (Monroe County)**Mr. Hess reported that a segment of road originally included in the list of projects for the stimulus package has been removed. Mr. Williams said that the resulting extra funds will be applied to eligible roads for resurfacing.

**c. Batchelor Middle School Infrastructure Project (MCCSC)**—This is a shifting in the amount of funding designated for preliminary engineering versus construction. Mr. Hess added that the MPO might want to consider a change to allow for administrative amendments for very simple changes such as these.

**\*\*\*Richard Martin moved approval of the TIP amendments. Mr. Stoops seconded. The motion was approved by unanimous vote.**

**B. Mt. Tabor Rd. Bridge #33 (Monroe County) and Complete Streets Compliance**

**(Action Requested\*)** Mr. Hess explained the project is subject to the Complete Streets policy. There are environmental constraints at the location that may affect the amount of shoulder space available for bicycle and pedestrian accommodations. The Policy Committee must decide if the change is inconsequential, if the project is exempt from the Complete Streets policy, or if the project will have to make changes to bring it into compliance with the policy. Mr. Williams explained that that they are proposing 2 11-foot lanes with 2 foot shoulders. This is a preliminary plan. They may be able to make the shoulders wider when they survey the area in more detail. Mr. Martin asked if they were trying to avoid the detention ponds or the creek on the other side. How can they make the road any closer to the creek? Ms. Johnson said she would not feel comfortable voting today without more information. The rest of the committee concurred. A special meeting was set for Jan. 22 at 1:30 pm for presentation of more information on the project and its compliance with the Complete Streets Policy.

**\*\*\*Ms. Johnson moved to table the vote until the special meeting on Jan. 22, 2010. Mr. Baker seconded. The motion was approved by unanimous vote.**

**IX. Communications from Committee Members (non-agenda items)**

**A. Topic Suggestions for future agendas**—Mr. Ruff asked if Mr. Stark could talk about the statewide Transportation Improvement Program at a future meeting. There is about \$5 million in the FY 2010-2013 INSTIP for I-69 from SR 231 to SR 37. He would like to know what the State has in mind for that segment of the project. Mr. Stark said it is probably for preliminary engineering or right-of-way acquisition but he will try to prepare a report for the March meeting.



**X. Upcoming Meetings**

- A. Technical Advisory Committee – January 27, 2010 at 10:00 a.m. (McCloskey Room)**
- B. Citizens Advisory Committee – January 27, 2010 at 6:30 p.m. (McCloskey Room)**
- C. Policy Committee – January 22, 2010 at 1:30 p.m. (McCloskey Room)**

**Adjournment**

*These minutes were \_\_\_\_\_ by the Policy Committee at their meeting held on \_\_\_\_\_, 2010  
(RCH )*

DRAFT

## MEMORANDUM



To: Policy Committee Members

From: Raymond Hess  
Sr. Transportation Planner

Date: December 21, 2009

Re: Changes to Monroe County's Mt. Tabor Road Bridge #33

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### Background

In December Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) staff was informed by Monroe County that changes to the Mt. Tabor Road (aka Matthews Drive) Bridge #33 were warranted. Environmental constraints will narrow the vehicular travel lanes to 11' and the paved shoulders to 2' in some sections. See the attached email from Bill Williams for further details.

### Complete Streets Implications

The Policy Committee certified through resolution in June that the Mt. Tabor Road Bridge #33 was compliant with the Complete Streets Policy. The original project description stated that the "road segment will provide an adequate on-road opportunity for bicycles through the project limits" (attached). Because the changes to the project may adversely affect a user group of the corridor (bicyclists), staff felt it was appropriate for the Policy Committee to review the new scope of the project and make one of the following determinations:

- 1.) Change is not significant – According to the Complete Streets Policy, *"If the changes do not significantly affect the intent [to be Complete Streets compliant] then no action by the Policy Committee is required."*
- 2.) Project is exempt – The Policy Committee can certify through resolution that justification exists for a roadway project to be exempted from being complete. One of the identified allowable exemptions in the Complete Streets Policy is, *"There are extreme topographic or natural resource constraints."*
- 3.) Project is noncompliant – The Policy Committee can determine that the project no longer meets the intent of the Complete Streets Policy. By doing so the *"the Policy Committee shall consider removing the project from the Transportation Improvement Program until such time that the project can be brought back into compliance with the Complete Streets Policy."*

### Action Requested

The Policy Committee is requested to make a determination as to whether the changes to the Mt. Tabor Rd. Bridge #33 project are insignificant, OR exempt, OR noncompliant.

Attachments: Email from Bill Williams to Raymond Hess date 12/11/09  
Preliminary Engineering alignment over aerial  
Mt. Tabor Road Bridge Project Submittal Form  
Complete Streets Policy

**From:** [Bill Williams](#)  
**To:** [Hess, Raymond;](#)  
**CC:** [Sheidler, Ann M.; carterbe@pbworld.com; Swango, Shelby;](#)  
**Subject:** FW: Monroe Co. Bridge #33 - typical section issues  
**Date:** Friday, December 11, 2009 1:59:47 PM  
**Attachments:** [PrelimAlignment.pdf](#)

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Good afternoon Raymond,

Here is the situation that I described to you this morning regarding our bridge project on Matthews Drive. On the attachments, you can see the problem start on pages 3 and 4 (Station 25+00 to 35+00) where Jack's Defeat Creek is on the west side and the detention ponds are on the east, getting closer as you go north to the end of the project.

In order to continue with our Complete Streets compliant requirement, I would like to propose the following;

- 1) narrow the pavement width to 11 foot lanes in each direction
- 2) try to get as much paved shoulder in as possible in the areas where the conflicts exist as described below by our engineer. This may be as little as two feet but will attempt to attain more if possible.
- 3) keep the same paved shoulder area south of Station 25+00 then taper north of this location to match the existing widths near the intersection of Maple Grove Road.

I would like to forward a response back to the engineer as soon as possible so they may continue with the design. If I need to make a request of the MPO committees, please put me on the agenda to do so.

If you have any questions or comments, please feel free to contact me at your convenience. Thank you for your consideration.

Bill

Bill Williams  
Monroe County Public Works Director / Highway Engineer  
Monroe County Highway Department  
100 West Kirkwood Ave., Courthouse, Room 323  
Bloomington, IN 47404  
Telephone: (812) 349-2577 (direct line)  
Cell: (812) 325-1133  
Fax: (812) 349-2959

e-mail: [bwilliams@co.monroe.in.us](mailto:bwilliams@co.monroe.in.us)

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**From:** Sheidler, Ann M. [mailto:Sheidler@pbworld.com]  
**Sent:** Friday, December 11, 2009 11:39 AM  
**To:** Bill Williams  
**Cc:** Carter, Beth; Swango, Shelby  
**Subject:** Monroe Co. Bridge #33 - typical section issues

Bill,

Per our discussion yesterday, here's a summary of the current typical section and the INDOT design criteria for Urban Local Street. It does appear that we could narrow the typical a bit, but let me know how that would affect the Complete Streets compliance.

Current Typical Section:

Travel lane: 12'

Usable Shoulder Width (uncurbed): 8'

Geometric Design Criteria for Urban Local Street (INDOT Design Manual Fig. 53-9)

Travel lane: 11'

Note: In a restricted area where there are few trucks, a width of 1 ft narrower than the given value may be used, but the total width may not be less than 10 ft.

Usable Shoulder Width (uncurbed): Des. 4'; Min. 2'

Even with minimum widths used I still may need to shift the alignment slightly to the east along the creek edge, but any movement that direction affects the pond berm also so I'll have to figure out the best fit given our typical. Let me know what you think given the Complete Streets considerations.

On another note, at the north end of the job it looks like our superelevation transition will end and our profile will tie in just before the intersection with W Maple Grove Rd. I assume we would want to be back to the existing roadway widths, etc., at that point also to avoid any impact to the intersection itself, correct? We will likely be close to the existing typical anyway once we narrow things up to fit between the pond and creek.

Ann Sheidler, P.E.

Highway Design

Parsons Brinckerhoff  
300 N. Meridian St., Ste. 1010  
Indianapolis, IN 46204

Direct: 317.287.3419  
Office: 317.972.1706  
Fax: 317.972.1708  
Email: [sheidler@pbworld.com](mailto:sheidler@pbworld.com)

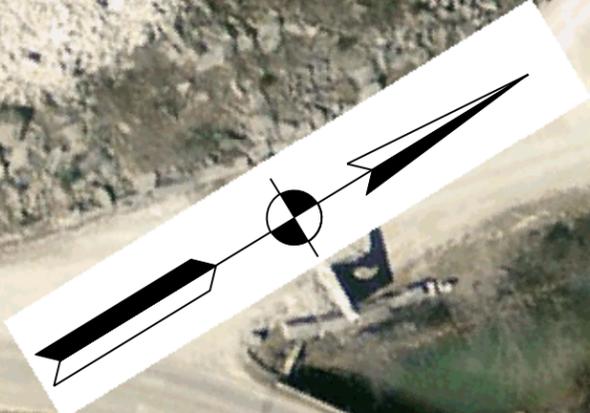
[www.pbworld.com](http://www.pbworld.com)

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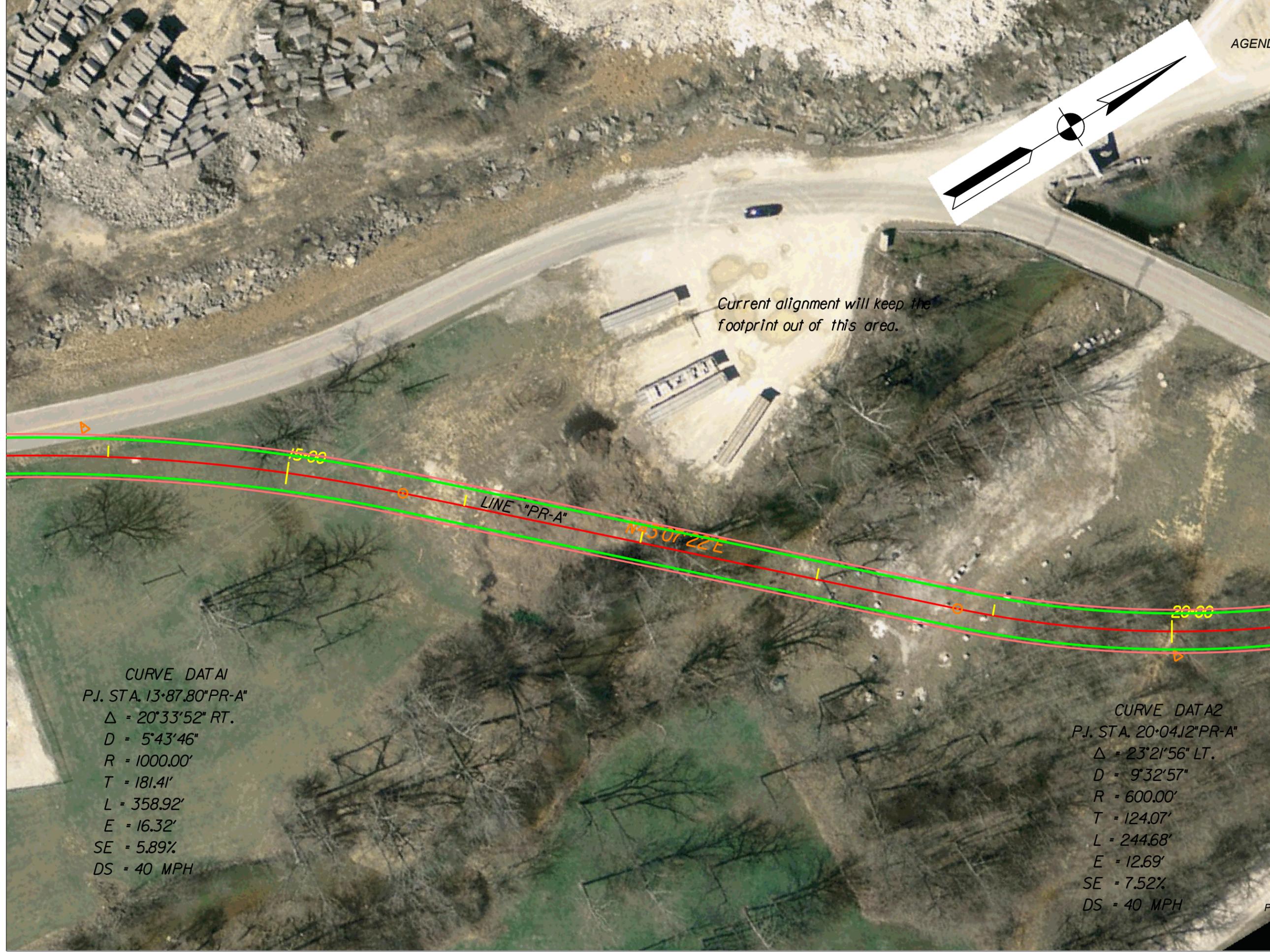
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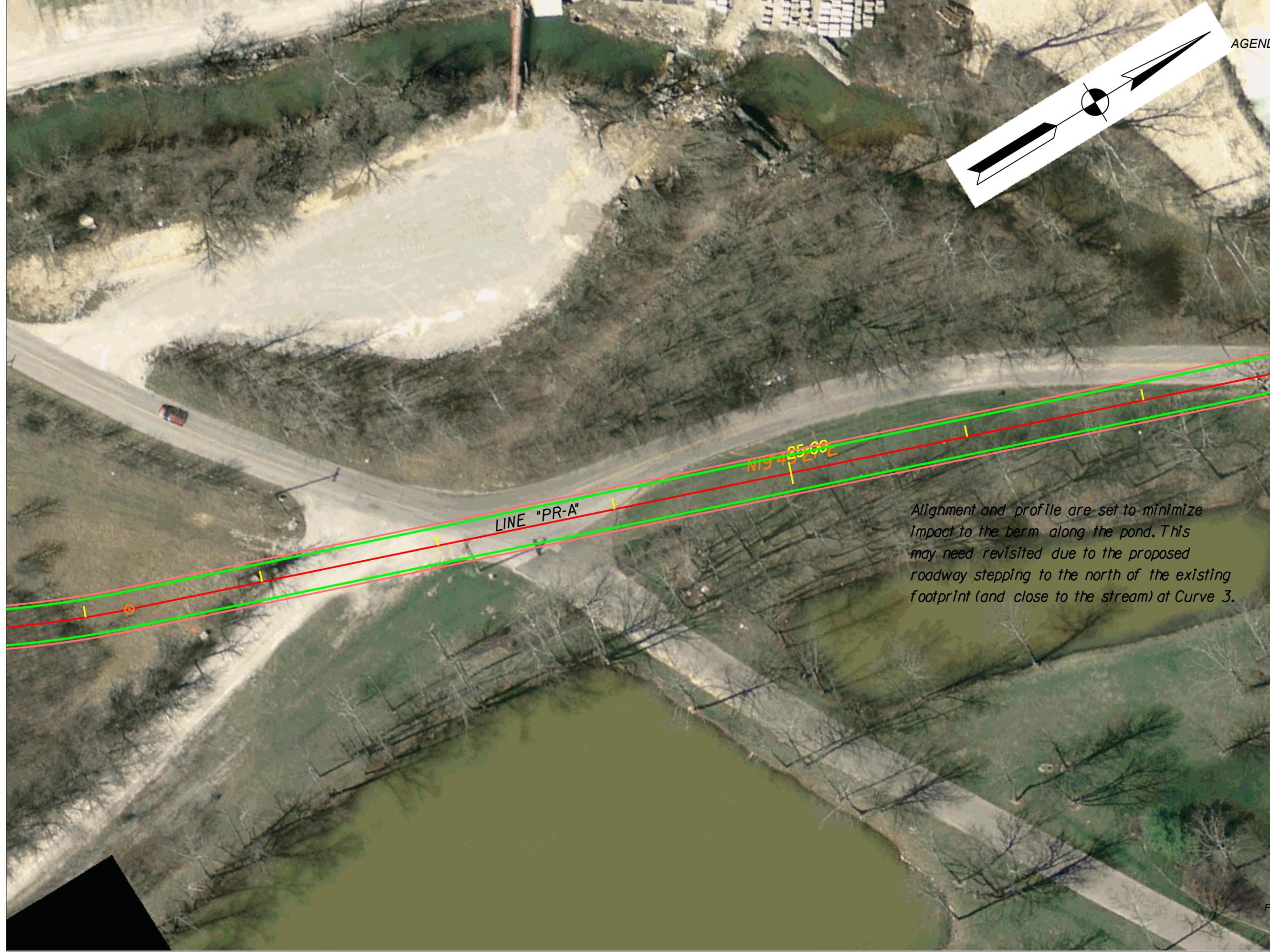
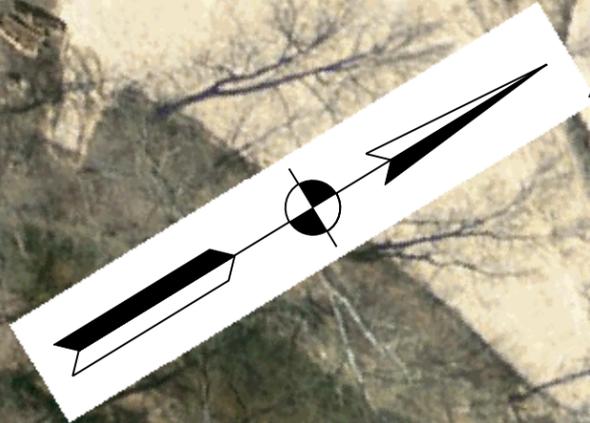


Current alignment will keep the footprint out of this area.



CURVE DATA1  
 P.J. STA. 13+87.80"PR-A"  
 $\Delta = 20^{\circ}33'52''$  RT.  
 $D = 5^{\circ}43'46''$   
 $R = 1000.00'$   
 $T = 181.41'$   
 $L = 358.92'$   
 $E = 16.32'$   
 $SE = 5.89\%$   
 $DS = 40$  MPH

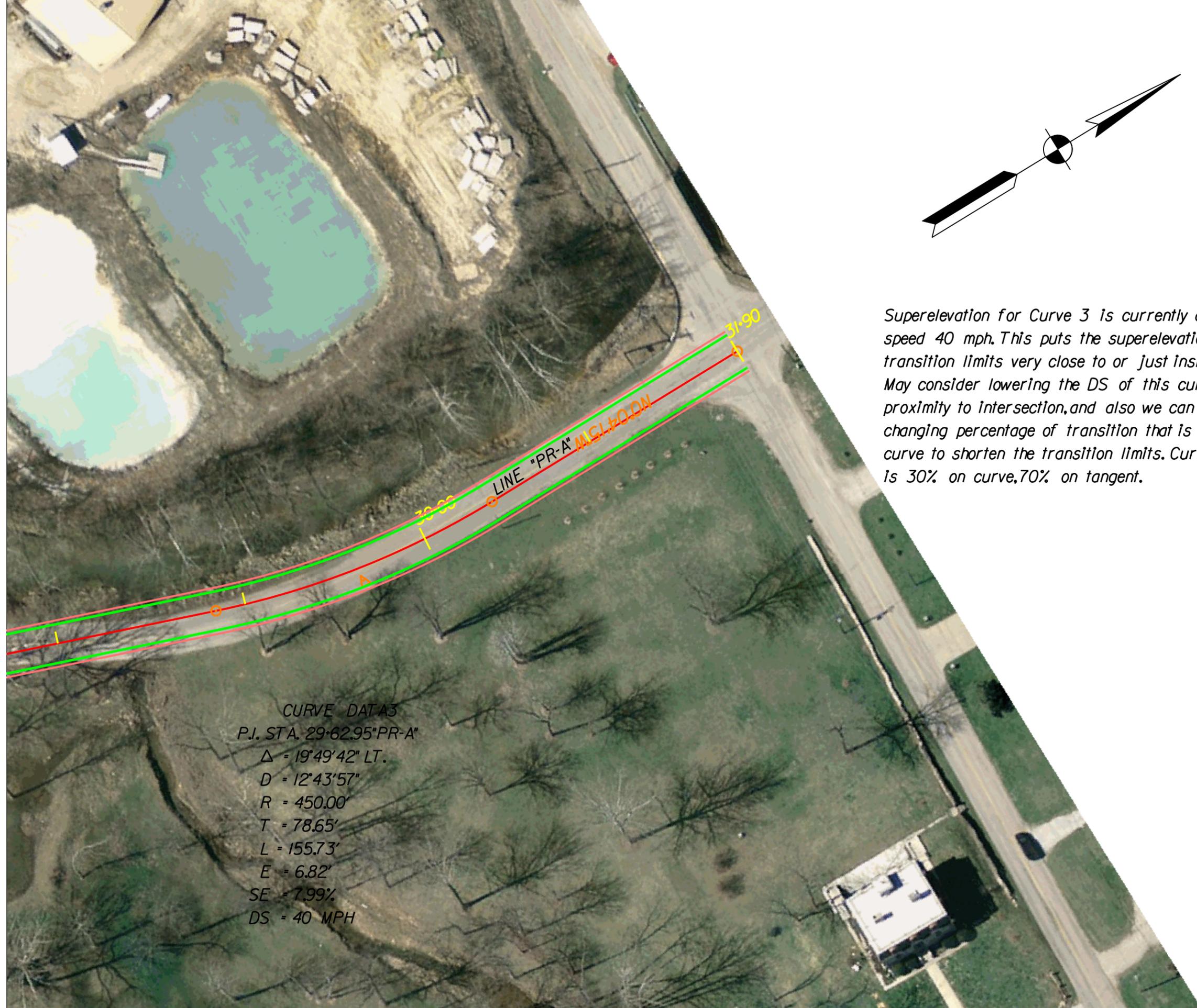
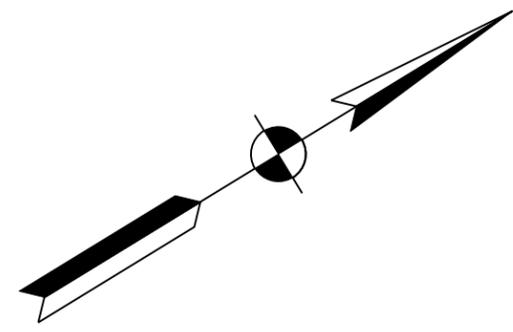
CURVE DATA2  
 P.J. STA. 20+04.12"PR-A"  
 $\Delta = 23^{\circ}21'56''$  LT.  
 $D = 9^{\circ}32'57''$   
 $R = 600.00'$   
 $T = 124.07'$   
 $L = 244.68'$   
 $E = 12.69'$   
 $SE = 7.52\%$   
 $DS = 40$  MPH



LINE "PR-A"

N19 45 27 E  
25.00

*Alignment and profile are set to minimize impact to the berm along the pond. This may need revisited due to the proposed roadway stepping to the north of the existing footprint (and close to the stream) at Curve 3.*



*Superelevation for Curve 3 is currently designed for design speed 40 mph. This puts the superelevation transition limits very close to or just inside intersection. May consider lowering the DS of this curve due to proximity to intersection, and also we can look at changing percentage of transition that is on/off the curve to shorten the transition limits. Current transition is 30% on curve, 70% on tangent.*

CURVE DATA3  
P.I. STA. 29+62.95"PR-A"  
 $\Delta = 19^{\circ}49'42"$  LT.  
 $D = 12^{\circ}43'57"$   
 $R = 450.00'$   
 $T = 78.65'$   
 $L = 155.73'$   
 $E = 6.82'$   
 $SE = 7.99\%$   
 $DS = 40$  MPH



### Call for Projects - Project Submittal Form FY2010-2013 Transportation Improvement Program

This two page form is to be completed by a Local Public Agency (LPA) which wishes to add a project to the Transportation Improvement Program. Please complete the form and return to BMCMPPO staff by **5/13/09**:

Mail: Bloomington/Monroe County MPO  
401 N. Morton Street Suite 160  
PO Box 100  
Bloomington, IN 47402  
**-OR-**  
email: [mpo@bloomington.in.gov](mailto:mpo@bloomington.in.gov)  
fax: (812)349-3535

**LOCAL PUBLIC AGENCY INFORMATION** (check one & fill in all fiends):

- Monroe County       City of Bloomington       Town of Ellettsville       Other: \_\_\_\_\_
- Rural Transit       Indiana University       Bloomington Transit

**Project Contact:** Bill Williams      **Phone:** (812) 349-2577  
**Address:**    100 W. Kirkwood Avenue      **Fax:**    (812) 349-2959  
Bloomington, IN 47404      **Email:** bwilliams@co.monroe.in.us

**PROJECT INFORMATION** (fill in all applicable fields):

**Project Name:** Mt. Tabor Road Bridge #33      **DES Number:** # 0801060  
**Project Location:** Over Jack's Defeat Creek, between McNeely Street and Maple Grove Road  
**Brief Project Description:** Bridge Replacement  
**Support for the Project** (e.g. Local plans, LRTP, ITS, etc.): LRTP, Bridge Inventory & Safety Inspection Report  
**Allied Projects** (other projects related to this one): none

**Project Cost:**

Phase	Funding Source	2010	2011	2012	2013
PE	Local	\$ 50,000	\$ 50,000	\$ 50,000	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
ROW	Local	\$	\$	\$ 45,000	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
CON	STP	\$	\$	\$	\$ 1,200,000
	Local	\$	\$	\$	300,000
		\$	\$	\$	\$
<b>Totals:</b>		\$ 50,000	\$ 50,000	\$ 95,000	1,500,000

**Construction Engineering/Inspection:** Does the project include an acceptable percentage of construction costs set aside for construction engineering or inspections?     Yes       No       Not Applicable

**Year of Implementation Cost:** Has a four percent (4%) inflation factor been applied to all costs in 2011, 2012, 2013 (2010 as the base year)?     Yes       No       Not Applicable



Bloomington/Monroe County Metropolitan Planning Organization

COMPLETE STREETS - Complete the following fields pursuant to the Complete Streets Policy

Applicability – Check all that apply:

- The project is new construction or reconstruction (excluding resurfacing activities that do not alter the current/existing geometric designs of a roadway) of local roadways that will use federal funds through the BMCMPPO for any phase of project implementation including planning, design, right-of-way acquisition, construction, or construction engineering;
- The project is a local roadway project included in the TIP after adoption of the Complete Streets Policy AND is not past the Preliminary Field Check Phase or more than 30% complete with design at the time the policy was adopted (1/9/09);
- The project is a local roadway project where the BMCMPPO has the programming authority to allocate federal funding (e.g. STP).
- The Complete Streets Policy does not apply to this project. (Note: the following fields related to Complete Streets do not need to be completed)

Compliance - The project seeks:

- Complete Streets Compliance
- Complete Streets Exemption (as detailed in Section IV of the Complete Streets Policy)

Reason for exemption: \_\_\_\_\_

Additional Information – All projects to which the Complete Streets Policy applies must provide the following information.\* Answers to these questions should not total more than one supplemental page:

- **Detailed Project Description** – scope, vehicular/non-vehicular elements, and other relevant details.
- **Performance Standards and Measurable Outcomes** – what purpose will the project serve and how will the LPA determine successful project implementation (Note: Projects seeking an exemption do not need to provide this information)?
- **Project Timeline and Key Milestones** – identify anticipated dates (beyond what was provided in the table above) for project design, right-of-way acquisition, construction, and other phases of the project as well as key milestones of project development.
- **Project Cost** – identify anticipated costs and the federal funding requested (beyond what was provide in the table above) for project design, right-of-way acquisition, construction, and other phases.
- **Public Participation Process** – identify the public participation process, the benchmark goals for the project, and how information will be shared about the project.
- **Stakeholder List** – identify the key parties/agencies/interest groups anticipated to be engaged during project development.

\*If any fields are unknown at the time of application, the applicant may indicate that "specific information has not yet been determined"

I hereby certify that the information submitted as part of this form is accurate. Furthermore, if applicable, I certify the project follows the Complete Streets Policy.

Bill Wilson  
Signature

May 11, 2009  
Date

**Additional Information** – All projects to which the Complete Streets Policy applies must provide the following information.\* Answers to these questions should not total more than one supplemental page:

- **Detailed Project Description** – replacement of the functionally obsolete and structurally deficient, deteriorated concrete & steel bridge with a structure that satisfies current design standards. The road approach will be improved to satisfy current standards as well inclusive of lane and shoulder width increases. Once completed, this road segment will provide an adequate on-road opportunity for bicycles through the project limits.
- **Performance Standards and Measurable Outcomes** – the project will serve the area with a bridge that will allow all vehicles, including school buses and large trucks, to traverse the creek in a safe manner. This will be measured utilizing the well established FHWA/INDOT bridge inspection procedures, conducted every two years. Crashes in the immediate area will continue to be monitored and reported annually to the Board of Commissioners and the BMCMPPO.
- **Project Timeline and Key Milestones** – a consultant was selected in FY2009 and Monroe County is currently in contract negotiations for PE. The contract will be approved by Board of Commissioners in May, 2009. The notice to proceed with design will follow immediately. Other key milestones will be determined at a later date as the project develops. We do anticipate using the INDOT's new project development procedures which will decrease project development time, thus saving money.
- **Project Cost** – The overall project estimated costs, as of this date, are as follows; PE (inclusive of all environmental, historical, land surveys, public hearings and design) = \$173,250; ROW Services (title search, deed and document preparation, negotiations) = \$45,000; CON (construction and construction engineering) = \$1,405,000. The local match will be provided from the Cumulative Bridge Fund. Total local costs are estimated at \$499,250, or 31%, and STP funds (for construction only) are \$1,124,000, or 69%, for a total project cost of \$1,623,250. This is subject to change as specific information is determined as a later date.
- **Public Participation Process** – this project will meet or exceed the public hearing and participation requirements as set forth by the FHWA, the INDOT and / or the BMCMPPO. This method is by advertisement via local media sources as well as information posted on our web site at [www.co.monroe.in.us/highway](http://www.co.monroe.in.us/highway). To date, we have had meetings with adjacent property owners, Bybee Stone Co., Cook, Inc., and the owner of the Matthews Mansion, to discuss impacts to their businesses and the historic home. It is important to discuss this at the project inception to review impacts with adjacent property owners in order to review impacts and save public funds. Information regarding project details will be made available to the public upon request as we receive it.
- **Stakeholder List** – Initially, on a project of this type, we begin by sending notices and request for comments to almost 30 local, state and federal agencies as part of satisfaction of the environmental portion of the project. Local key parties are many, but primarily the users of Mount Tabor Road. As mentioned above, Bybee Stone Company and Cook, Inc. are two major employers in the area and are adjacent to the project limits. Also, we will blend the design to lessen the visual impact upon the Matthews Mansion, currently on the National Register of Historic Places. We will review information with the Richland Bean Blossom School Corporation, the Town of Ellettsville, both corporate and utilities, and various offices of Monroe County Government, such as Rural Transit, Planning, and others as deemed necessary as the project develops.



Complete Streets Policy  
Adopted: January 9, 2009

**I: Purpose**

This Complete Streets Policy is written to empower and direct citizens, elected officials, government agencies, planners, engineers, and architects to use an interdisciplinary approach to incorporate the needs of all users into the design and construction of roadway projects funded through Bloomington and Monroe County Metropolitan Planning Organization.

The Complete Streets<sup>1</sup> concept is an initiative to design and build roads that adequately accommodate all users of a corridor, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users. This concept dictates that appropriate accommodation(s) be made so that all modes of transportation can function safely and independently in current and future conditions. A Complete Streets policy can be adapted to fit local community needs and used to direct future transportation planning. Such a policy should incorporate community values and qualities including environment, scenic, aesthetic, historic and natural resources, as well as safety and mobility. This approach demands careful multi-modal evaluation for all transportation corridors integrated with best management strategies for land use and transportation.

(A) Goals: The goals of this Complete Streets Policy are:

- 1) To ensure that the safety and convenience of all users of the transportation system are accommodated, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users;
- 2) To incorporate the principles in this policy into all aspects of the transportation project development process, including project identification, scoping procedures and design approvals, as well as design manuals and performance measures;
- 3) To create a comprehensive, integrated, and connected transportation network that supports compact, sustainable development;
- 4) To ensure the use of the latest and best design standards, policies and guidelines;
- 5) To recognize the need for flexibility to accommodate different types of streets and users;
- 6) To ensure that the Complete Streets design solutions fit within the context(s) of the community.

**II: Policy**

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

- 1) New construction and reconstruction (excluding resurfacing activities that do not alter the current/existing geometric designs of a roadway) of local roadways that will use Federal funds through the BMCMPPO for **any** phase of

- project implementation including planning, design, right-of-way acquisition, construction, or construction engineering.
- 2) Local roadway projects included in the TIP after the adoption of the Complete Streets Policy AND are not past the Preliminary Field Check Phase or more than 30% complete with design at the time this policy is adopted.
  - 3) Local roadway projects where the BMCMPPO has the programming authority to allocate Federal funding.

(B) Requirements:

- 1) Roadway projects shall accommodate all users of the transportation system, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users.
- 2) Roadway projects shall make use of the latest and best design standards, policies, and guidelines. The Local Public Agency (LPA) shall also retain the justification and design decision authority over its projects.
- 3) Complete Streets solutions shall be developed to fit within the context(s) of the community and those solutions shall be flexible so that the needs of the corridor can be met.
- 4) Roadway projects shall utilize performance standards with measurable outcomes.
- 5) Roadway projects shall identify anticipated phases and key milestones of project development.
- 6) The LPA shall identify a public participation process including benchmark goals to attain as part of their public participation process.
- 7) The LPA shall maintain open lines of communication with key party/agency/interest groups and shall identify and maintain a key stakeholder list.

**III: Process**

(A) Call for Projects: The BMCMPPO shall issue an annual Call for Projects for any roadway project that seeks to use federal funding and to be programmed in the Transportation Improvement Program. The LPA shall submit a Project Description with the following information to the BMCMPPO:

- 1) a detailed project description (e.g. project scope, reconstruction/new construction, vehicular elements, non-vehicular elements);
- 2) the intent for the project to be Complete Streets Compliant or to seek a Complete Streets Exemption;
- 3) the performance standards and measurable outcomes;
- 4) project phases and key milestones ;
- 5) anticipated costs for design, rights-of-way acquisition, construction, and construction inspection;
- 6) amount of federal funding requested by phase (e.g. preliminary engineering, rights of way, construction, construction inspection);
- 7) anticipated dates for project design initiation and construction letting;

- 8) the public participation process with benchmark goals to attain;
- 9) the project stakeholder list or key party/agency/interest group identification list; and
- 10) the primary contact or project representative information.

If certain 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 BMCMPPO as part of its regular reporting and notify any changes to the project description.

(B) Project Review and Approval: Project Description(s) will be reviewed by the Citizens Advisory Committee and the Technical Advisory Committee prior to being submitted to the Policy Committee for their consideration to adopt into the TIP. The Policy Committee shall certify by resolution that relevant projects identified in the TIP are Complete Streets compliant unless a project receives an exemption under certain circumstances. Roadway projects listed in the TIP shall clearly be identified as Complete Streets Compliant or Complete Streets Exempt.

(C) LPA Reporting: Once a project is programmed into the adopted TIP, the Local Public Agency shall fulfill the scope of work as detailed in the approved Project Description. The LPA shall submit written status reports to the BMCMPPO to be included in the meeting packets of the Citizens Advisory Committee, Technical Advisory Committee, and Policy Committee at a minimum of two times a year. The status report shall include a summary of issues identified, significant accomplishments since the initial Project Description submittal or last status report, new details on project implementation, and the preferred design solutions as they pertain to fulfilling the project parameters detailed by the Project Description.

(D) Project Description Change: The LPA shall report to the BMCMPPO immediately if a significant change to the roadway project is warranted, especially any change that affects the project’s accommodations for one of the users of the corridor. The Policy Committee will review the requested change(s) to the project and determine if the change(s) affects the intent (as detailed by the most recently approved Project Description) to be Complete Streets compliant, Complete Streets exempt, or Complete Streets noncompliant. If the changes significantly affect the intent the Policy Committee shall certify a revised Project Description and determine the roadway project’s standing to be Complete Streets compliant or Complete Streets exempt. If a capital roadway project is determined to be Complete Streets noncompliant the Policy Committee shall consider removing the project from the Transportation Improvement Program until such time that the project can be brought back into compliance with the Complete Streets Policy. If the changes do not significantly affect the intent then no action by the Policy Committee is required.

#### IV: Exemption

(A) Complete Streets Exemption: The BMCMPPO Policy Committee shall certify through resolution that justification exists for a roadway project to be exempted from any of the following requirements listed in section **II Policy, (B) Requirements: B1 through B4**. The Policy Committee may allow such an exemption under certain circumstances, including the following:

- 1) Ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair, and regular/seasonal maintenance);
- 2) The project involves a roadway that bicyclists and pedestrians are prohibited by law from using. In such case, efforts should be made to accommodate bicyclists and pedestrians elsewhere;
- 3) There are extreme topographic or natural resource constraints;
- 4) The Long Range Transportation Plan's 20-or-more year Average Daily Traffic projection is less than 1000 vehicles per day;
- 5) When other available means or factors indicate an absence of need presently and in the 20-or-more year horizon;
- 6) A reasonable and equivalent alternative already exists for certain users or is programmed in the TIP as a separate project;
- 7) The project is not a roadway improvement project and/or the Bloomington/Monroe County Metropolitan Planning Organization has no programming authority (e.g. State, Bloomington Transit, Rural Transit, and other projects).

#### V: Evaluation

The BMCMPPO shall, at a minimum, evaluate this policy prior to the adoption of the Long Range Transportation Plan. This evaluation shall include recommendations for amendments to the Complete Streets Policy and subsequently be considered by the Citizens Advisory Committee, Technical Advisory Committee and Policy Committee. Recommendations for amendments shall be distributed to the Local Public Agencies prior to consideration by the BMCMPPO Committees.

<sup>1</sup> Additional information on Complete Streets is available through the following resources:

National Complete Streets Coalition <http://www.completestreets.org/>

The American Planning Association - <http://www.planning.org/research/streets/index.htm>