

Sidewalk Committee of the Bloomington Common Council

Committee Meeting

Tuesday, December 19, 2023 at 1:30pm in the
Hooker Conference Room, #245,
City Hall, 401 N. Morton Street



CITY OF BLOOMINGTON COMMON COUNCIL

AGENDA AND NOTICE:
SIDEWALK COMMITTEE

Tuesday | 1:30 PM
19 December 2023

Hooker Conference Room (#245), Showers Building, 401 N. Morton Street

The meeting may also be accessed at the following link:

<https://bloomington.zoom.us/j/86156143237?pwd=MXXuSAg6N0xt9aLxLYAqLuMzXfyNnS.1>

1. Preliminary Matters
 - a. Introductions
2. Funding for 2024
 - a. \$350,000 Alternative Transportation Fund Appropriation
 - i. To be allocated between sidewalks and traffic-calming/pedestrian facility projects
3. Review Criteria and Discuss Any Changes Suggested by Members or Staff
4. Evaluation of Old and New Proposed Projects
 - a. Progress Report of Recently Completed and On-Going Sidewalk Projects
 - b. Disclosures of any Conflicts of Interest
 - c. Discussion of 2024 Funding Priorities
5. Public Comment
6. Recommendations for 2024 funding allocations (if Committee is ready to consider)
7. Schedule Future Meetings (if necessary)
 - a. If Committee makes recommendations today
 - i. Report to Council (in 2024)
 - ii. First meeting date for next funding cycle
8. Other Matters
9. Adjourn

Posted: 15 December 2023

MEMORANDUM
Bloomington Common Council-Sidewalk Committee
Bloomington City Hall, 401 N. Morton Street, Bloomington, Indiana, Hooker Conference Room
February 02, 2023

NOTE: Formal minutes are not produced for committee meetings; however the following summarizes actions taken at the following meeting of the Sidewalk Committee.

Meeting called to order: 2:35pm

Chair: Ron Smith

Committee members present: Dave Rollo, Kate Rosenbarger, Ron Smith, Stephen Volan

Councilmembers present: Jim Sims

Committee members present via Zoom: none

Committee members absent: none

City staff and officials present: Hank Duncan, Neil Kopper, Roy Aten, Ryan Robling, Steve Cotter, Jane Fleig, Eric Ost, Brady Crick, Ash Kulak, Stephen Lucas, Chief Deputy Clerk Sofia McDowell

Topics Discussed:

1. 1. Preliminary Matters
 - a. Introductions
2. Funding for 2023
 - a. \$336,000 Alternative Transportation Fund Appropriation
 - i. To be allocated between sidewalks and traffic-calming/pedestrian facility projects
3. Review Criteria
 - a. Review of criteria overhauled in 2022
 - b. Social equity in the process
4. Evaluation of Old and New Proposed Projects
 - a. Progress Report of Recently Completed and On-Going Sidewalk Projects
 - b. Disclosures of any Conflicts of Interest
 - c. Discussion of 2023 Funding Priorities
5. Public Comment
6. Recommendations for 2023 funding allocations (if Committee is ready to consider)
7. Schedule Future Meetings (if necessary)
 - a. If Committee makes recommendations today
 - i. Report to Council

MOTION: Rollo moved and it was seconded to recommend the staff recommendations to the full council.

ACTION: The motion received a roll call vote of Ayes: 4, Nays: 0, Abstain: 0.

ii. First meeting date for next funding cycle

8. Other Matters

MOTION: Volan moved and it was seconded to allow the chair to approve funds to be allocated between projects, in cases of excess costs.

ACTION: The motion received a roll call vote of Ayes: 4, Nays: 0, Abstain: 0.

9. Adjourn

MOTION: Volan moved and it was seconded to adjourn the meeting.

ACTION: Smith adjourned the meeting.

Meeting ended: 3:51pm

Memorandum prepared by:
Sofia McDowell, Chief Deputy Clerk
City of Bloomington

**Excerpt from BMC 15.37.160 Regarding the Establishment and Use of
the Alternative Transportation Fund**

All funds derived from the issuance of permits and from fines shall be used to pay the costs of operating ... (the Residential Neighborhood Parking Permit) program. Funds received in excess of the annual cost of operating the program shall go into an alternative transportation fund. The transportation fund shall be for the purpose of reducing our community's dependence upon the automobile. Expenditures from the fund shall be approved by the council. (Ord. 92-06, § 1 (part), 1992).

Council Office ATF Fund Sheet as of 12/15/23

Annual Totals YTD

Reclass Journal Type

Classification **Capital Outlays**

Fiscal Year **2023**

Amended Budget \$695,145.55		Encumbrances \$44,515.00		Expenses \$364,330.55		YTD Balance \$286,300.00		Percent Used 59%	
Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used			
January	\$336,000.00	\$359,145.55	\$359,145.55	\$0.00	\$336,000.00	52 %			
February	\$0.00	\$0.00	-\$220,690.55	\$220,690.55	\$336,000.00	52 %			
March	\$0.00	\$0.00	-\$59,393.00	\$59,393.00	\$336,000.00	52 %			
April	\$0.00	\$0.00	-\$10,594.00	\$10,594.00	\$336,000.00	52 %			
May	\$0.00	\$0.00	-\$29,765.00	\$29,765.00	\$336,000.00	52 %			
June	\$0.00	\$0.00	\$0.00	\$0.00	\$336,000.00	52 %			
July	\$0.00	\$0.00	\$0.00	\$0.00	\$336,000.00	52 %			
August	\$0.00	\$0.00	\$47,648.00	\$2,052.00	\$286,300.00	59 %			
September	\$0.00	\$0.00	-\$36,364.00	\$36,364.00	\$286,300.00	59 %			
October	\$0.00	\$0.00	\$0.00	\$0.00	\$286,300.00	59 %			
November	\$0.00	\$0.00	-\$3,304.00	\$3,304.00	\$286,300.00	59 %			
December	\$0.00	\$0.00	-\$2,168.00	\$2,168.00	\$286,300.00	59 %			
Total	\$336,000.00	\$359,145.55	\$44,515.00	\$364,330.55	\$286,300.00	59 %			
Unposted Transactions	\$0.00	(\$3,265.00)	(\$3,265.00)	\$0.00	\$286,300.00	59 %			
Grand Total	\$336,000.00	\$355,880.55	\$41,250.00	\$364,330.55	\$286,300.00	59 %			

Report of the Common Council Sidewalk Committee - 2023 Council Sidewalk Funding (February 15, 2023)

Committee Members and Staff

The members of the Committee were appointed by the President of the Council and included:

- Ron Smith, District III (Chair)
- Kate Rosenbarger, District I
- Dave Rollo, District IV
- Steve Volan, District VI

The committee members were assisted by the following persons and departments:

Planning and Transportation

Ryan Robling, Planning Services Manager

Hank Duncan, Bicycle and Pedestrian Coordinator

Engineering

Neil Kopper, Senior Project Engineer

Roy Aten, Senior Project Manager

Utilities

Jane Fleig, Utilities Engineer

Parks and Recreation

Steve Cotter, Natural Resources Manager

Office of the City Clerk

Sofia McDowell, Chief Deputy Clerk

Council Office

Stephen Lucas, Council Administrator/Attorney

Ash Kulak, Deputy Administrator/Deputy Attorney

Schedule

The Committee met in person, with the meeting also accessible via Zoom on:

- Thursday, February 2, 2023 at 2:30pm

Highlight of Recommendations

This Report of the Sidewalk Committee (the Committee) outlines the Committee's recommendation to the Council on the use of \$336,000 of Alternative Transportation Fund (ATF) monies budgeted for 2023 for sidewalk and traffic-calming/pedestrian improvements projects. The Committee met on February 2, 2023 to review ongoing projects and allocations, discuss program criteria, consider new projects, and make recommendations regarding the allocation of these funds. As in the past, additional funds from various other sources – e.g. P & T (through ATF and other funds), HAND (through CDBG funding), and CBU (City of Bloomington Utilities - for storm water) may be necessary for some projects to move forward or be completed.

In brief, the Committee learned about or recommended funding for the following sidewalk and traffic-calming projects:

Update on 2022 Allocation:

Project	Allocation	Spent/Estimate	Difference	Description
Adams Street Sidewalk	\$120,000.00	\$101,110.00*	-\$18,890.00	Remainder right of way acquisition
Dunn Street Sidewalk	\$110,000.00	\$213,478.55	\$103,478.55	Construction
Overhill Drive Sidewalk	\$20,000.00	\$0	-\$20,000.00	Design
Liberty Drive Sidewalk	\$15,000.00	\$20,520.00	\$5,520.00	Design
Smith Avenue Sidewalk	\$21,000.00	\$0	-\$21,000.00	Conceptual Design
Resident Led Traffic Calming	\$50,000.00	\$0	-\$50,000	Construction
TOTAL	\$336,000.00	\$335,108.55	-\$891.45	

* An additional \$48,055 from an Engineering budget line was encumbered for this project.

Please note that P & T staff provide an annual Council Sidewalk Project Status Report, (a copy of the Report can be found in the February 2, 2023 Sidewalk Committee meeting materials [here](#)) that includes a summary of potential complementary initiatives.

Please note that other sidewalk and pedestrian projects are pursued by various other city departments and funded through various means.

Deliberation Materials and Minutes Available Online

Deliberation materials and meeting memoranda for the Sidewalk Committee’s meetings will be available online at <https://bloomington.in.gov/council/sidewalks> under Meetings and Documents.

Purpose of Committee and History of Funding

In the past, the Sidewalk Committee has made recommendations on the use of a portion of the Alternative Transportation Fund (ATF) monies appropriated for this purpose and, in the course of doing so, works in concert with City staff to identify funding priorities for sidewalk and traffic calming projects in the City. The ATF was established in 1992 with surplus revenues from the Neighborhood Parking Program and was dedicated to “reducing the community’s dependence upon the automobile.” (BMC 15.37.160). Over the years, the ATF has also received annual infusions from other City sources. This year, \$336,000 has been appropriated for use by the Committee, which is the same amount as the previous year.

The table on the following pages provides a rough historical view of funding for Committee projects which is divided into annual Council Sidewalk Budgets, contributions from CBU, and contributions from other sources. Please know that the maintenance of sidewalks is the responsibility of the property owner and that the construction of new sidewalks in the City is mostly done by the owner when property is developed or redeveloped.

Council Sidewalk Committee Projects – Funding Sources

Year(s)	Council Sidewalk Budget		Estimate of Other Contributions	
	Per Year	Total	Other	CBU
2007	\$185,000	\$185,000	\$0	~ \$46,174
2008-2012	\$225,000	\$1,125,000	~\$1,425,000	~\$538,742
2013	\$275,000	\$275,000	~\$1,200,000	\$0
2014-2016	\$300,000	\$900,000	~\$43,000	~\$136,697
2017	\$306,000	\$306,000	~\$239,000	\$0
2018	\$312,000	\$312,000	~\$14,000	\$0
2019	\$318,000	\$318,000	~\$173,500	\$45,000
2020	\$324,000	\$324,000	~\$106,000	\$0
2021	\$330,000	\$330,000	~\$0	\$0
2022	\$336,000	\$336,000	~\$140,000	\$0
2023	\$336,000	\$336,000	~\$140,000	\$0
Total		\$4,411,000	~\$3,480,500	~\$766,613

Table Notes

1. The amounts in the “Per Year” and “Total” Council Sidewalk Budget columns are amounts budgeted at the beginning of the year. They include amounts dedicated for traffic calming (which, up until 2017, were typically under \$25,000 per year), but do not account for re-appropriation of unspent reverted funds in subsequent years.
2. The amounts in the “Other” column of the “Estimate of Other Contributions” portion of the table were amounts estimated at the time the Committee Reports were filed and do not account for changes after the actual amount was known. Funding sources include, but are not limited to: Greenways Funds (within the ATF); HAND Community Development Block Grant (CDBG) funds (targeting low-income neighborhoods); Cumulative Capital Development (CCD) fund; bond funds; General Fund appropriations to various departments; Metropolitan Planning Organization (MPO); and INDOT funds (like the former Safe Route to Schools program). A \$140,000 CDBG award from 2022 will support the Adams Street project in 2023.
3. The amounts in “CBU” column of the “Estimate of Other Contributions” portion of the table highlight that because sidewalk projects, and more particularly curbs, channel water, they are part of the City’s storm-water infrastructure. The Committee has, over the years, recognized that the storm-water component of a sidewalk project frequently comprises a significant and sometimes a majority of the project cost. The amounts in this column are either fiscal or in-kind contributions from CBU. They are derived from a detailed accounting provided by Jane Fleig, Utilities Engineer covering the years 2007 to 2015, and from Committee Reports thereafter.
4. In 2013, Committee recommended funding the design for a portion of Rockport Road sidewalk project that was part of a much larger road project.

Previous Program Criteria for Sidewalk Projects

For more than 20 years, the Committee used six core criteria to decide upon the funding of sidewalks. The criteria were refined over time, but continued to prioritize the construction (not maintenance) of sidewalks that fill in gaps in the City’s sidewalk network that will be used by, and improve the safety of, pedestrians. The following Evaluation Matrix explains the criteria, analytics and information used in funding cycles before 2022:

Criteria	Analytics and Information	
1) Safety Considerations	Pedestrian Level of Service (PLOS) - gauges the pedestrian experience based upon traffic volume and speed, lane width, presence and width of sidewalk, and presence, type, and width of the buffer.	
2) Roadway Classification		
3) Pedestrian Usage	Residential Density	Walkscore – an online score that gauges pedestrian demand based upon proximity to a mix of destinations. Score: 0 (car dependent) – 100 (walker’s paradise)
4) Proximity to Destinations	Transit routes and stops	
5) Linkages	Proximity to existing sidewalks as shown on Sidewalk Inventory (updated intermittently).	
6) Cost and Feasibility	Estimates provided by Engineering Dept.	

Prior to 2022’s funding cycle, the P & T department prepared a Project Prioritization list which scored projects based upon objective measures associated with some, but not all, of the criteria. However, the Project Prioritization list did not incorporate objective measures for evaluating connectivity or feasibility, which left the satisfaction and weighing of those criteria to the judgment of the Committee members.

During the 2021 funding cycle, the Committee discussed a Sidewalk Equity Audit and associated recommendations prepared by Bicycle and Pedestrian Safety Commission President Mark Stosberg and submitted to the Mayor, City Council, and various city staff members. The full audit is available online [here](#).

In addition to the suggestions contained in this audit, the 2021 Committee members also discussed census block maps that were created by P & T staff and submitted to the Committee for consideration. The 2021 Committee discussed potential revisions to the program criteria and related objective factors, and, while no formal changes were implemented in the 2021 funding cycle, the 2021 Committee indicated it would like P & T staff to consider and recommend what additional or different metrics are available and best suited to objectively measure the criteria the Committee values in new projects.

Current Program Criteria for Sidewalk Projects – starting in 2022

For the 2022 funding cycle, the P & T staff submitted a report to the Committee and subsequently to the full Council, which included revised metrics best suited to objectively guide the Committee’s evaluation of projects. These revised metrics took into consideration the analysis provided in the Sidewalk Equity Audit and include two new mechanisms to inform sidewalk project prioritization: an inventory of all missing sidewalks and weighted metrics to identify those

areas best-suited for improvement. The Committee voted to revise the criteria in accordance with the recommendations of the P & T Staff at its December 9, 2021 meeting.

In order to prioritize projects objectively, the scope of projects eligible for review was identified by creating a map of all City of Bloomington maintained streets with missing sidewalks. This map was created using data from the 2018 LiDAR scan, and it was updated to include sidewalk projects completed or in design/construction phase in subsequent years.

Next, weighted metrics were developed to identify those areas from the map of missing sidewalks best-suited for improvement. The data for the development of these weighted metrics was collected from the Census, the City GIS inventory, and formulas that indicate high areas of potential use and connectivity to transit.

The Committee reviewed these criteria and metrics and made no changes for the 2023 funding cycle. The following Evaluation Matrix explains the criteria, analytics and information used in this year’s funding cycle:

2023 Sidewalk Evaluation Matrix			
	Criteria	Analytics and Information	Criteria Weight
Demand and Density Data	Walk Potential	Based on 10-minute travel maps between residential areas and destinations (cafes, libraries, banks, grocery stores, hardware stores). The 10-minute walk distance is based on the actual street grid, not how a bird would travel. The more destinations that overlap and that can be reached within a 10-minute walk, the higher the score. This tool replaces the manually-applied walk score data included in years past prioritization methods.	25%
	Population Density	2019 American Community Survey Census Block Group data converted to a weighted score. Higher scores reflect areas with increased population density.	25%
	% Walk to Work	2019 American Community Survey Census Block Group data, converted to a weighted score ranging from 1 to 26. Areas where residents report higher rates of walking to work score higher than areas with less reported rates of walking to work.	7%
	% Transit to Work	2019 American Community Survey Data converted to a weighted score ranging from 1 to 100. Areas where residents report higher rates of utilizing transit to commute to work are higher than areas with less reported rates of utilizing transit to get to work	7%
	Vehicle Count	Derived from the 2019 American Community Survey Data which counts private registered vehicles per household. The variable scores and weigh each Census Block Group to reflect priority for residents in areas where average car ownership rates are lower.	6%

Safety and Harm Reduction Data	Adjacent Street Speed	Scores based on City-maintained Centerline data for speed limits. Streets with higher posted speed limits are weighted for greater point values/priority over streets with lower speed limits.	10%
	Adjacent Street Width	Scores based on City-maintained Centerline data for road width. Wider streets are scored for priority over streets that are narrower. Wider streets are prioritized because generally traffic travels faster on wider streets.	10%
Historically Excluded Groups Data	% Resident Renters	2019 American Community Survey Data which scores Census Block Groups with higher percentages of residents who are renters over areas with fewer renter households.	3%
	% BIPOC Renters	2019 American Community Survey Data which scores Census Block Groups with higher percentages of residents who are Black, Indigenous, and People of Color over Census Block Groups with lower percentages of residents who are Black, Indigenous, and People of Color.	3%
	Median Income	2019 American Community Survey Data, scored such that Census Block Groups with lower reported median income are prioritized over areas with higher median incomes.	4%
	Total		100%

Order of Priorities for Project Funding

As it has done in past years, given the uncertainty surrounding actual costs for design/ROW/construction, the Committee has ranked its recommended projects in order of priority (1 being the highest priority project, 2 being the next highest priority project, etc.). This ranking provides guidance to staff on which projects should be fully funded first.

Funding Recommendations for 2023

Along with reviewing and addressing funding for ongoing projects, the Committee reviewed the comprehensive map of missing sidewalks and the P & T staff’s prioritization of high-ranking projects identified by utilizing the revised sidewalk evaluation metrics.

Funding for In-Progress Projects

- Sidewalk Construction – Adams Street – Kirkwood to Fountain (Rank #1)**
 During the 2021 funding cycle, the Committee allocated \$63,955.00 for the remainder of design and right of way services. In 2022, \$120,000 was allocated (with \$101,110 spent) toward the remainder of right of way services. This year, the Committee recommends allocating \$125,000 to fund construction of the sidewalk. It is worth noting that the total cost of construction will be split between the funds allocated by the Committee and amounts received from a CDBG grant.
- Sidewalk Construction – Liberty Drive – 3rd to 360° south (northern entrance of Whitehall Plaza) (Rank #2)**
 Last year, the Committee allocated \$15,000 toward this project for design during the 2022 funding cycle. Design services came in at \$20,520, a difference that was made up by shifting funds from other 2022 projects. This year, the Committee recommends

allocating \$114,000 toward construction. As total construction costs are estimated at \$200,000, the Committee anticipates a 2024 allocation of ~\$86,000 to complete construction in 2024.

Funding for New Sidewalk Projects

The Committee utilized the metrics revised in 2022 for this funding cycle and recommends the following high-ranking projects, which were all funded in some manner last year.

- **Design – S. Overhill Drive – 3rd St to 5th St (Rank #4)**
Using a 2022 construction estimate that may have increased, the estimated total cost of this project is \$185,000. The Committee recommends allocating \$35,000 toward this project for design during the 2023 funding cycle. The 2022 Committee previously allocated \$20,000 for design, which was shifted to fund higher-priority projects in 2022.
- **Conceptual Design – Smith – College to Walnut (Rank #5)**
Using 2022 estimates that may have increased, the total cost of this project is \$325,000. The Committee recommends allocating \$12,000 toward this project for conceptual design during the 2023 funding cycle. It is worth noting that this project has a number of challenges and unknown variables owing to the narrowness of the street, the location of buildings in proximity to the street, and parking lots along both sides of the street. The 2022 Committee previously allocated \$21,000 for conceptual design, which was shifted to fund higher-priority projects in 2022.

Funding for Traffic Calming Projects

In 2020, the City implemented a new Traffic Calming and Greenways Program (TCGP). Information about the TCGP can be found here: <https://bloomington.in.gov/tcgp>.

- **Resident-Led Traffic Calming Projects (Rank #3)**
Based on the analysis and recommendation of P & T staff, the Committee recommends allocating \$50,000 toward resident-led traffic calming projects in order to provide funding for construction of a project or projects prioritized in that program's funding cycle. The Resident-Led Traffic Calming Program is accepting applications until March 10, 2023. Following the close of the application process, P & T staff will identify and prioritize the project for this funding cycle.

Summary of Actions

In summary, during the course of its deliberations, the Committee:

- Provided an opportunity for Committee members or staff members to disclose any potential conflicts of interest for those who might own or reside in homes along sidewalk projects recommended for funding by the Committee;
- Heard a progress report regarding on-going projects;
- Reviewed the list of projects recommended by staff for funding and provided an opportunity for public comment;
- Recommended the allocation of \$336,000 in ATF monies as described below – *See Funding Recommendations (attached)*.
- Authorized the Committee chair to adjust the allocation scheme in consultation with city staff to fund priorities on the current list of allocations.

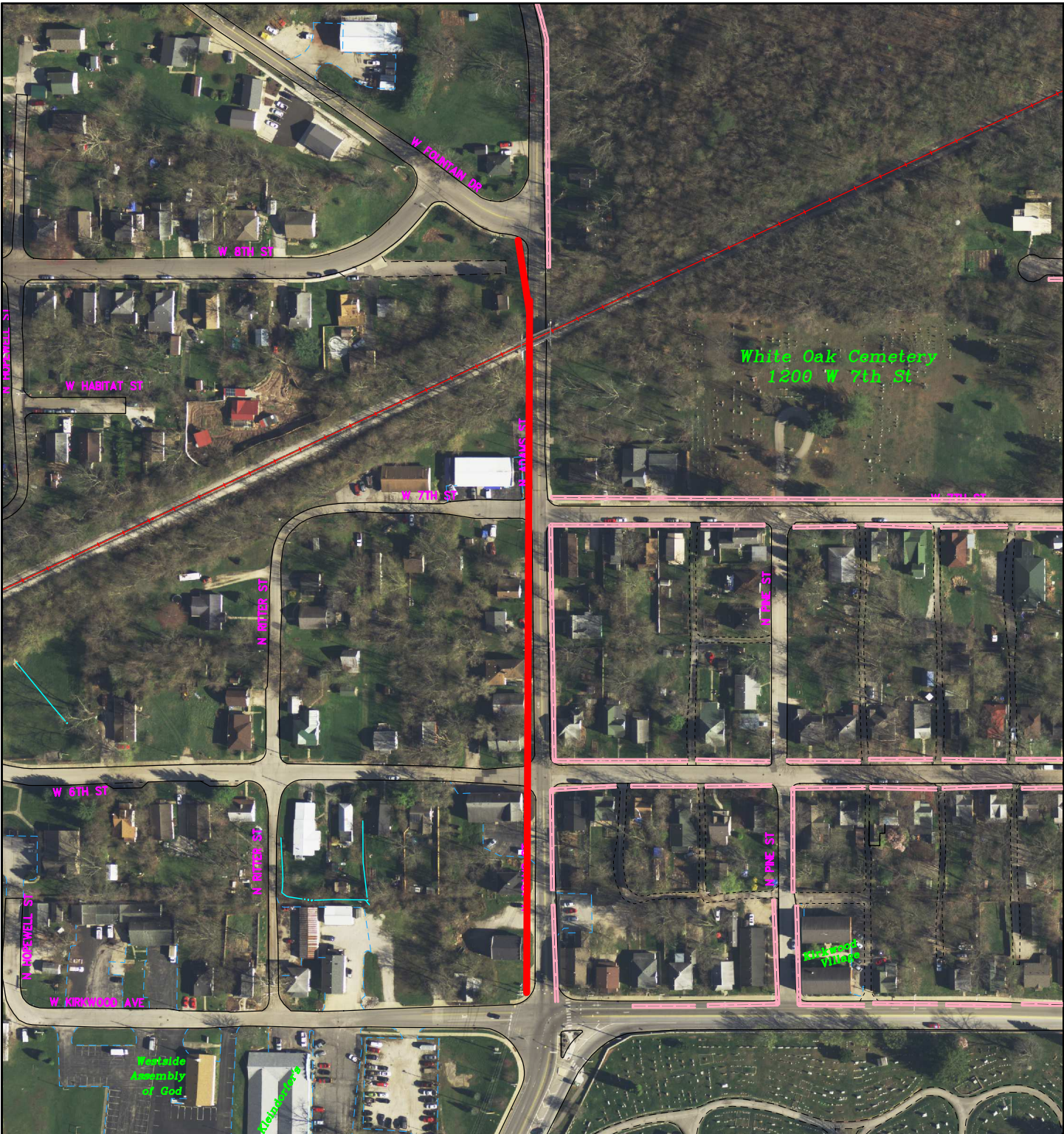
**COMMON COUNCIL TRANSPORTATION COMMITTEE (COMMITTEE) SIDEWALK
ALLOCATION RECOMMENDATIONS FOR 2023
- FUNDS AVAILABLE: \$336,000**

Project	ATF	ATF (Additional Amounts – Should They be Appropriated)	CBU	OTHER FUNDS	Priority
<u>Sidewalk Projects</u>					
Construction: Adams St. – from W. Kirkwood Ave. to Fountain Dr.	\$125,000		\$0	\$140,000	1
Estimated Costs					
Design: \$63,955					
Right-of-Way: \$149,155					
Construction: \$265,000					
Construction: Liberty Dr. – from 3rd St. to 360° south (northern entrance of Whitehall Plaza)	\$114,000		\$0	\$0	2
Estimated Costs					
Design: \$20,520					
Right-of-Way: \$0					
Construction: \$200,000					
Design: S. Overhill Dr. – from 3rd St. to 5th St.	\$35,000		\$0	\$0	4
Estimated Costs					
Design: \$35,000					
Right-of-Way: \$0					
Construction: \$150,000 (2022 est.)					
Design: Smith Ave. – from College Ave. to Walnut St.	\$12,000		\$0	\$0	5
Estimated Costs					
Conceptual Design: \$12,000					
Design: \$50,000 (2022 est.)					
Right-of-Way: \$75,000 (2022 est.)					
Construction: \$200,000 (2022 est.)					
<u>Traffic Calming</u>					
General Traffic Calming and Greenways Program Resident-led Projects	\$50,000		\$0	\$0	3
Estimated Costs					
\$50,000					
2023 ALLOCATION	\$336,000	\$0	\$0	\$140,000	

**COMMON COUNCIL TRANSPORTATION COMMITTEE (COMMITTEE) SIDEWALK
ALLOCATION RECOMMENDATIONS FOR 2023**

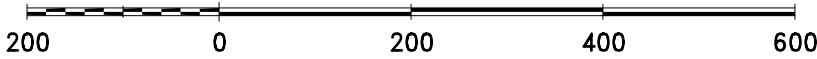
CHART NOTES

1. **Project.** This column identifies the location and details about the project.
2. **Alternative Transportation Fund (ATF).** This column represents ATF funds appropriated in 2023 for sidewalk and traffic-calming initiatives recommended by the Committee.
3. **ATF (Additional Amounts – Should they be Appropriated).** This column is available to capture unused funds from prior years should the Committee wish to make recommendations about the use of the remaining funds and any necessary additional appropriation proposals. No funds were identified for additional appropriation and, therefore the shaded column remains empty.
4. **CBU.** This column represents CBU assistance with the storm-water component of projects. The CBU evaluates the storm-water component of projects and, when able, offers some in-kind contributions when these projects align with CBU storm-water priorities. There were no CBU in-kind contributions identified for sidewalk construction projects recommended by the Committee for 2023.
5. **OTHER FUNDS.** This column represents project funding from other sources. The Adams Street project was recognized as eligible for CDBG funds and was awarded \$140,000 in CDBG funding last year. The Committee has recommended an allocation of \$125,000 toward the project to compliment the CDBG award and to complete the project.
6. **PRIORITY.** This column represents the Committee’s prioritized funding for the projects in order to provide guidance to staff in the event that funding shortages prevented the completion of all recommendations.

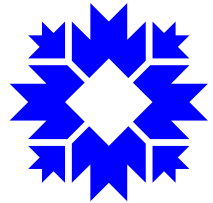


Adams Street - Kirkwood to Fountain

By: lucass
24 Jan 20

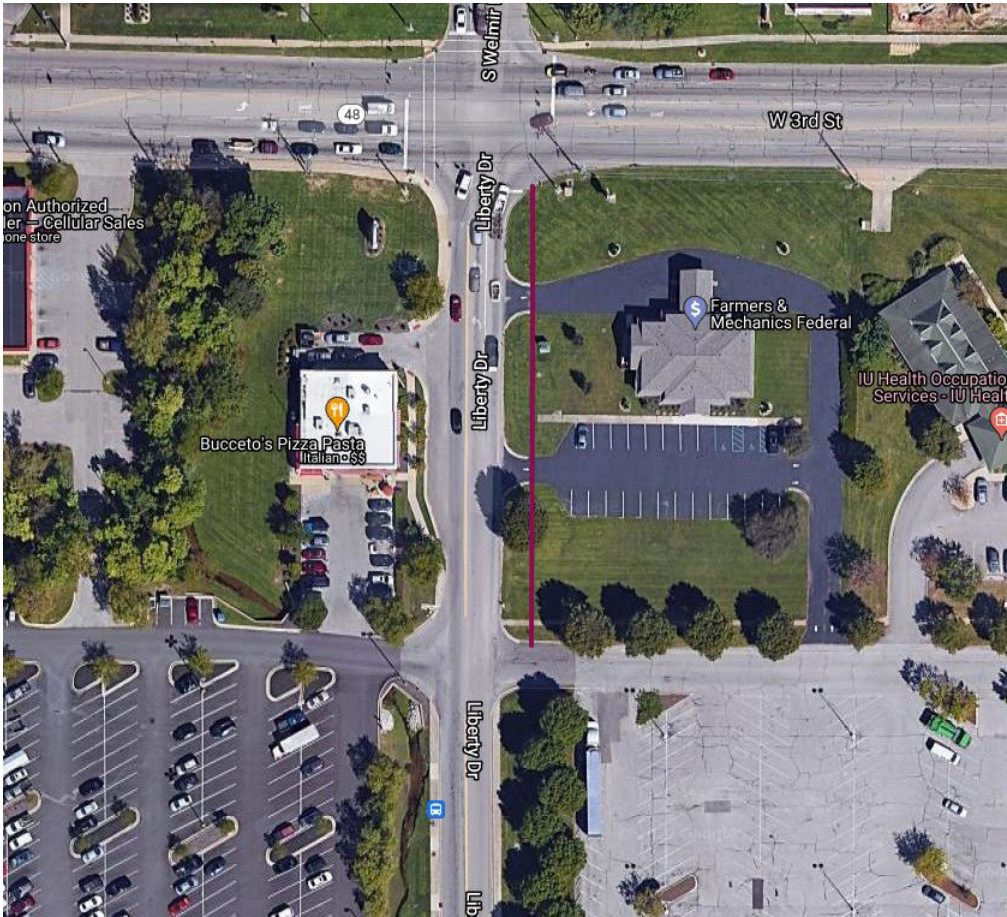


City of Bloomington
Council Office

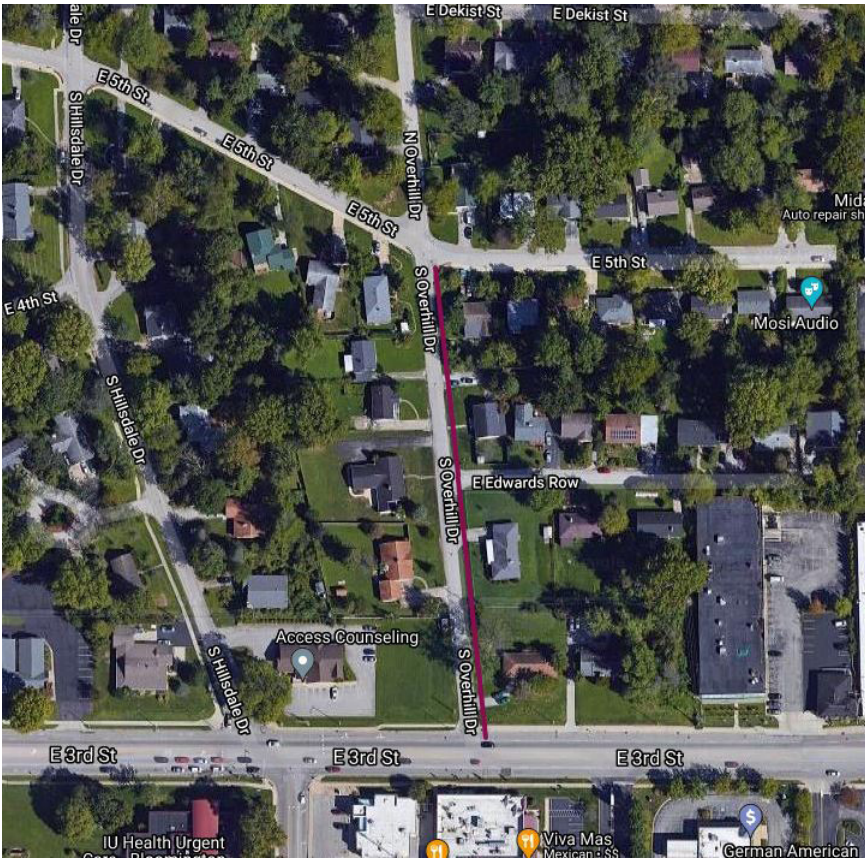


Scale: 1" = 200'

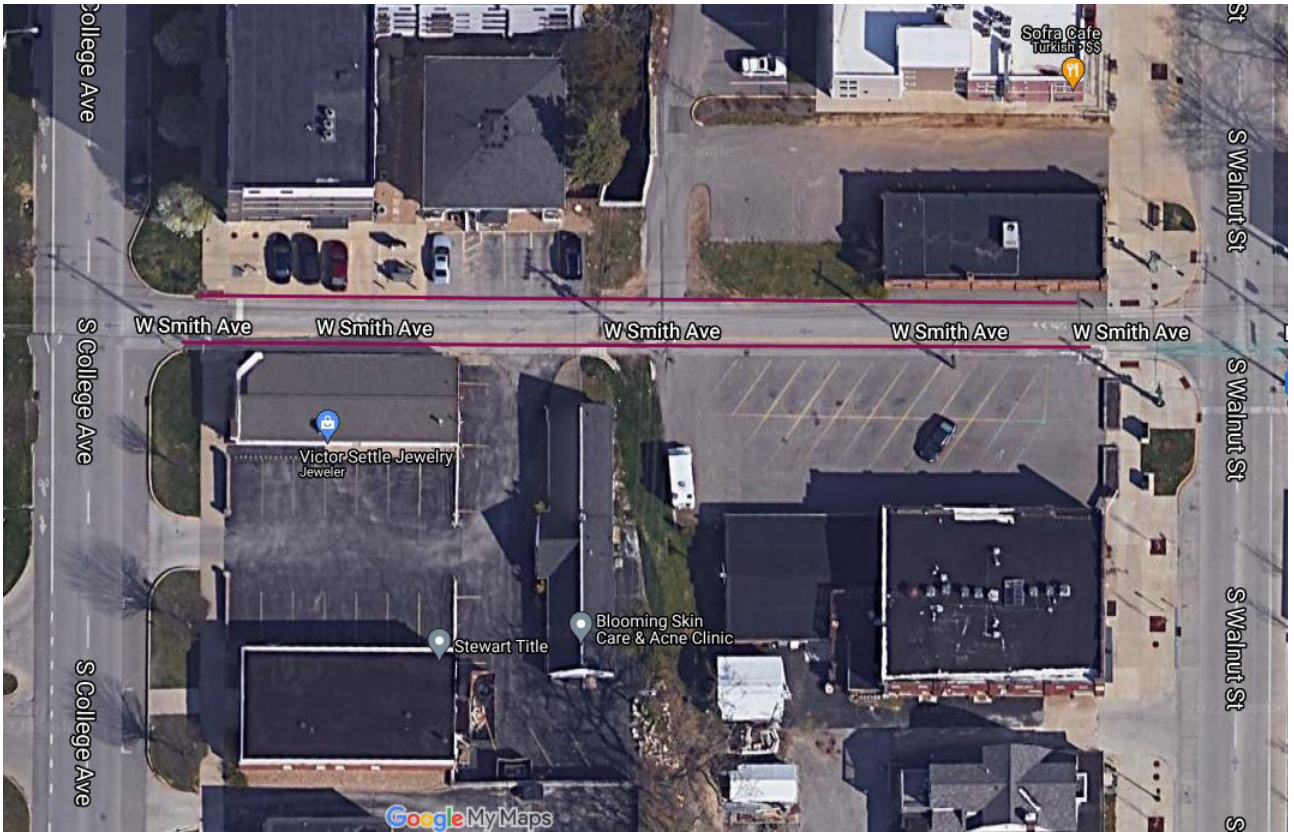
For reference only; map information NOT warranted.



Liberty Drive (South of W. 3rd Street intersection)



S. Overhill Drive (between E. 3rd Street and E. 5th Street)



W. Smith Avenue (Between S. College Ave and S. Walnut Street)

Common Council Transportation Committee/Sidewalk Committee Criteria, History, and Other Policies for Sidewalk Allocation

History of Criteria - The criteria for selecting sidewalk projects first appeared in a memo entitled the *1995 Linkages Plan – Criteria for Project Selection/Prioritization* and have been affirmed and revised over the years. These criteria for consideration initially included the following:

- Safety Consideration – A particular corridor could be made significantly safer by the addition of a sidewalk.
- Roadway Classification – The amount of vehicular traffic will increase the likelihood of pedestrian/automobile conflicts, which a sidewalk could prevent. Therefore, arterial and collector streets should be a priority for linkages over residential/subdivision streets.
- Pedestrian Usage – Cost-effectiveness should be based on existing and projected usage.
- Proximity to Destination Points – Prioritization of linkages should be based on proximity to destination such as elementary school, Indiana University, employment centers, shopping opportunities, parks/playgrounds, etc.
- Linkages – Projects should entail the construction of new sidewalks that connect with existing pedestrian facilities.
- Costs/Feasibility – Availability of right-of-way and other construction costs must be evaluated to determine whether linkages are financially feasible.

Over the years the Committee has revised these criteria as follows:

- On October 16, 2006, the Committee added “Indiana University” as another “destination point” under the fourth criteria (Proximity to Destination Points). At that time, it decided not to explicitly recognize “synergy” as another criteria, because it was already being considered as a factor under the fifth criteria (Costs/Feasibility).
- On January 4, 2008, the Committee added the fifth criteria defining “Linkages.”
- On November 12, 2009, the Committee revised “Proximity to Destination Points” to clarify that the list was illustrative and included “employment centers” among other destinations.

Current Criteria - On December 9, 2021, the Committee voted to revise the criteria in accordance with the recommendations of the P & T Staff taking into consideration the information gleaned from a Sidewalk Equity Audit and associated recommendations prepared by Bicycle and Pedestrian Safety Commission President Mark Stosberg. The revisions consist of the identification of three broad categories: Demand and Density, Safety and Harm Reduction, and Historically Excluded Groups. Each broad category contains weighted criteria, which will be used to prioritize and select sidewalk projects. The criteria, assigned weight, and analytic information are described on the 2023 Sidewalk Evaluation Matrix in this Report.

Other Policies – Overage Policy – Each year the Committee Report uses estimates submitted by City Engineering to allocate funds between projects. Even with a 10% contingency, these estimates are sometimes far-off the bid for, or actual cost of, the project. At its February 2, 2023 meeting, the Committee approved of a motion to allow the allocation scheme to be amended by the Sidewalk Committee Chairperson in consultation with city staff to fund priorities on the current list of allocations.

2023 Sidewalk Evaluation Matrix			
	Criteria	Analytics and Information	Criteria Weight
Demand and Density Data	Walk Potential	Based on 10-minute travel maps between residential areas and destinations (cafes, libraries, banks, grocery stores, hardware stores). The 10-minute walk distance is based on the actual street grid, not how a bird would travel. The more destinations that overlap and that can be reached within a 10-minute walk, the higher the score. This tool replaces the manually-applied walk score data included in years past prioritization methods.	25%
	Population Density	2019 American Community Survey Census Block Group data converted to a weighted score. Higher scores reflect areas with increased population density.	25%
	% Walk to Work	2019 American Community Survey Census Block Group data, converted to a weighted score ranging from 1 to 26. Areas where residents report higher rates of walking to work score higher than areas with less reported rates of walking to work.	7%
	% Transit to Work	2019 American Community Survey Data converted to a weighted score ranging from 1 to 100. Areas where residents report higher rates of utilizing transit to commute to work are higher than areas with less reported rates of utilizing transit to get to work	7%
	Vehicle Count	Derived from the 2019 American Community Survey Data which counts private registered vehicles per household. The variable scores and weigh each Census Block Group to reflect priority for residents in areas where average car ownership rates are lower.	6%
Safety and Harm Reduction Data	Adjacent Street Speed	Scores based on City-maintained Centerline data for speed limits. Streets with higher posted speed limits are weighted for greater point values/priority over streets with lower speed limits.	10%
	Adjacent Street Width	Scores based on City-maintained Centerline data for road width. Wider streets are scored for priority over streets that are narrower. Wider streets are prioritized because generally traffic travels faster on wider streets.	10%
Historically Excluded Groups Data	% Resident Renters	2019 American Community Survey Data which scores Census Block Groups with higher percentages of residents who are renters over areas with fewer renter households.	3%
	% BIPOC Renters	2019 American Community Survey Data which scores Census Block Groups with higher percentages of residents who are Black, Indigenous, and People of Color over Census Block Groups with lower percentages of residents who are Black, Indigenous, and People of Color.	3%
	Median Income	2019 American Community Survey Data, scored such that Census Block Groups with lower reported median income are prioritized over areas with higher median incomes.	4%
	Total		100%

MEMO

TO: City of Bloomington Council Sidewalk Committee

FROM: Planning and Transportation Department
with information from the Engineering Department

DATE: December 15, 2023

RE: 2024 Council Sidewalk Committee Status Report and Prioritization

EXECUTIVE SUMMARY

This memorandum includes status reports on previously funded Council Sidewalk Committee (CSC) projects, as well as a summary of the funds allocated by the 2023 CSC. Due to the high construction costs of the N. Adams Street sidewalk, funds previously allocated to the Liberty Drive sidewalk and resident-led traffic calming were used to support the construction of this project. A design for the S. Overhill Drive sidewalk is in progress, and a conceptual design for the W. Smith Avenue sidewalk was recently completed. Also included are City of Bloomington staff recommendations for the 2024 CSC along with the criteria used for prioritization. Staff recommends allocating funds towards the construction of the S. Liberty Drive sidewalk, part of the S. Overhill Drive sidewalk, and resident-led traffic calming. Staff also recommends funding the design of the N. Dunn Street sidewalk north of E. 17th Street, as well as the N. Jefferson Street sidewalk between E. 8th Street and E. 10th Street.

ONGOING 2023 PROJECTS

- **ADAMS STREET, FROM KIRKWOOD TO FOUNTAIN**
 - Current Status: A construction contract was awarded to Crider and Crider, Inc. during the 12/5/2023 Board of Public Works meeting at a contract price of \$369,683. A 2022 Community Development Block Grant (CDBG) award of \$140,000 will support the project's construction. The remaining construction funds totalling \$229,683 are provided by the 2023 CSC funding. Construction will take place in 2024.
 - History: The 2020 CSC allocated \$31,000 toward design of a sidewalk on the west side of Adams and was able to contribute \$38,082.25 to partially encumber a design contract for this project. A design contract was awarded to engineering firm Bynum Fanyo for \$63,955. The 2021 CSC allocated an additional \$66,000 for design and right of way acquisition. After funding reallocations, \$25,872.75 was encumbered for the design contract. The 2022 CSC allocated \$120,000 for right of way acquisition and construction. After funding reallocations, \$101,110 was encumbered for right of way services and right of way acquisitions. An additional \$48,055 was encumbered for right of way acquisition using 2022 funding from an Engineering Department funding source in order to allow

completion of right of way acquisitions. The 2023 CSC allocated \$125,00 for construction.

- **LIBERTY DRIVE, FROM 3RD TO 360' SOUTH**

- Current Status: A construction contract is planned for award during the 12/19/2023 Board of Public Works meeting. The low bid for this project is \$97,268.73. The 2023 CSC allocated \$114,000 of funding for construction; however, only \$56,617 is available after reallocating funding to the Adams Street project. Construction will take place in 2024 pending allocation of additional funding.
- History: The 2022 CSC allocated \$15,000 toward design for a sidewalk on the east side of Liberty Drive. A design contract was executed with engineering firm Bledsoe Riggert Cooper James for \$20,520. The 2023 CSC allocated \$114,000 of funding for construction with the expectation that any shortfall of construction funding would be provided by the 2024 CSC.

- **SMITH AVENUE, FROM COLLEGE TO WALNUT**

- Current Status: Conceptual design is necessary before an accurate cost estimate can be created for full design costs, right of way costs, utility costs, or construction costs. A conceptual design was completed on 12/13/2023. Due to the short time frame between completion and the CSC meeting date, staff recommends tabling additional funding of this project for a future time.
- History: The 2022 CSC allocated \$21,000 toward conceptual study of a sidewalk on Smith Avenue. As a result of reallocating funding to other projects, no funds were spent on this project. The 2023 CSC allocated \$12,000 toward conceptual study of this sidewalk project. A conceptual design contract was executed with engineering firm Bledsoe Riggert Cooper James for \$11,760.

- **OVERHILL DRIVE, FROM 3RD TO 5TH**

- Current Status: Design of this sidewalk project is underway, but has not been completed. If pursued for construction funding, the conceptual construction cost estimate for this project is \$240,000.
- History: The 2022 CSC allocated \$20,000 toward design for a sidewalk on Overhill Drive. As a result of reallocating funding to other projects, no funds were spent on this project. The 2023 CSC allocated \$35,000 for design. In 2023 a design contract was executed with engineering firm Bledsoe Riggert Cooper James for \$37,940.

- **TRAFFIC CALMING, RESIDENT-LED PROJECTS**

- Current Status: Construction is scheduled for spring or summer of 2024. As a result of reallocating funding to other projects, this project is moving forward with funding from other funding sources and no CSC funds were spent on this project.
- History: The 2023 CSC allocated \$50,000 for traffic calming to be prioritized through the City's traffic calming policy. The 2023 highest priority project was located on E. Miller Drive between S. Henderson Street and S. Olive Street. A construction contract is planned for award during the 12/19/2023 Board of Public Works meeting.

2023 PROJECTS AWAITING ADDITIONAL FUNDING

- SMITH AVENUE, FROM COLLEGE TO WALNUT
 - This project has not yet been prioritized for full design, right of way acquisition, or construction. A meaningful cost estimate for these items is not feasible until after thorough discussions of the conceptual design.
- OVERHILL DRIVE, FROM 3RD TO 5TH
 - This project has not yet been prioritized for construction funding. The project’s design is on track to encumber construction funding in 2024 if desired. The current construction cost estimate for the project is \$240,000.
- LIBERTY DRIVE, FROM 3RD TO 360’ SOUTH
 - It is estimated that the Liberty Drive project will require approximately \$41,000 to fully fund the construction contract.

2023 COUNCIL SIDEWALK PROJECTS SUMMARY:

In 2023, the CSC submitted to the City Common Council the 2023 Council Sidewalk Committee Report. That report recommended the allocation of \$336,000 in alternative transportation funds for the development and/or construction of five projects.

The City Engineering Department worked throughout 2023 to implement these projects. The following table summarizes the allocation for the 2023 Council Sidewalk funds and each project’s current status.

TABLE 1 – 2023 ALLOCATION ESTIMATE AND ACTUAL COST SUMMARY				
PROJECT	ALLOCATION	SPENT/ESTIMATE	DIFFERENCE	CURRENT STATUS
Adams Street Sidewalk	\$125,000	\$229,683	\$104,683	Construction
Liberty Drive Sidewalk	\$114,000	\$56,617	-\$57,383	Construction
Traffic Calming	\$50,000	\$0*	-\$50,000	Construction
Overhill Drive Sidewalk	\$35,000	\$37,940	\$2,940	Design
Smith Avenue Sidewalk	\$12,000	\$11,760	-\$240	Conceptual Design
TOTAL	\$336,000	\$336,000	\$0	

*The Miller Drive Traffic Calming Project will be funded by an Engineering budget line.

SIDEWALK INVENTORY AND REVIEW

In order to prioritize projects objectively, it is necessary to identify the scope of projects eligible for review—in this case, a map of all City of Bloomington maintained streets with missing sidewalks. The latest Missing Sidewalk Map of all known City maintained streets with missing or poor condition sidewalks was created using data from the 2023 LiDAR scan, and the map was updated to include sidewalk projects completed or in design and construction phases from 2019 through 2023.

SIDEWALK PRIORITIZATION CRITERIA

The project selection data—with a brief description of the data source and what factors are given priority—are provided below.

Density and Demand Data:

- **WALK POTENTIAL SCORE**: Based on 10-minute travel maps between residential areas and destinations (i.e., cafes, libraries, banks, grocery stores, hardware stores). The 10-minute walk distance is based on the actual street grid, not how a bird would travel. The more destinations that overlap and that can be reached within a 10-minute walk results in a higher score between 1 and 20. This tool replaces the manually-applied Walk Score data included in past year’s prioritization methods.
- **POPULATION DENSITY SCORE**: 2022 American Community Survey Census Tract data converted to a weighted score. Higher scores reflect areas with increased population density.
- **% WALK TO WORK SCORE**: Census Tract data derived from the 2022 American Community Survey, converted to a weighted score ranging from 1 to 36. Areas where residents report higher rates of walking to work score higher than areas with less reported rates of walking to work.
- **% TRANSIT TO WORK SCORE**: 2022 American Community Survey Data converted to a weighted score ranging from 1 to 100. Areas where residents report higher rates of utilizing transit to commute to work are higher than areas with less reported rates of utilizing transit to get to work.
- **VEHICLE COUNT SCORE**: Derived from the 2022 American Community Survey Data which counts private registered vehicles per household. The variable scores and weighs each Census Tract to reflect priority for residents in areas where average car ownership rates are lower.

Safety and Harm Reduction Data:

- **ADJACENT STREET SPEED SCORE**: Scores based on City maintained street centerline data mapping street speed limits. Streets with higher posted speed limits are weighted for greater point values/ priority over streets with lower speed limits.
- **ADJACENT STREET WIDTH SCORE**: Scores based on City-maintained Centerline data for street width. Wider streets are scored for priority over streets that are narrower. Wider streets are prioritized because generally the wider a street is, the more lanes it has and the more likely motorists will speed.

Historically Excluded Groups:

- **% RENTER HOUSEHOLDS:** 2022 American Community Survey Data which scores Census Tracts with higher percentages of residents who are renters over areas with fewer renter households.
- **% BIPOC RESIDENTS:** 2022 American Community Survey Data which scores Census Tracts with higher percentages of residents who are Black, Indigenous, and People of Color over Census Tracts with lower percentages of residents who are Black, Indigenous, and People of Color.
- **MEDIAN INCOME SCORE:** 2022 American Community Survey Data, scored such that Census Tracts with lower reported median income rank with higher priority over areas with higher median incomes.

SIDEWALK LOCATION EVALUATION AND RANKING

	INDICATOR	DEMAND AND DENSITY
Demand and Density Data	Walk Potential Score:	25%
	Population Density Score:	25%
	% Walk to Work Score:	7%
	% Transit to Work Score:	7%
	Vehicle Count Score:	6%
Safety and Harm Reduction Data	Adjacent Street Speed Score:	10%
	Adjacent Street Width Score:	10%
Historically Excluded Groups Data	% Residents Renters Score:	3%
	% BIPOC Residents Score:	3%
	Median Income Score:	4%
Total		100%

Demand and Density Expression: represents a formula that weighs Demand (Walk Potential, Density, and Residents likely to utilize multi-modal transportation) most heavily. For this expression, the following areas with missing sidewalks rank the highest: the downtown core, west of N. Dunn Street by Memorial Stadium, east of N. Union Street, and N. College Avenue between 17th Street and State Road 45/46.

Projects ranked for 2023 Council Sidewalk Allocation integrate top-performing and feasible projects from this expression.

2024 COUNCIL SIDEWALK ALLOCATION STAFF RECOMMENDATIONS:

For the 2024 budget, staff recommends funding the in-progress projects, the Resident-Led Traffic Calming program, and the high-ranking projects in the Density and Demand expression.

TABLE 2 – RECOMMENDED 2024 COUNCIL SIDEWALK ALLOCATION		
PROJECT	ALLOCATION	DESCRIPTION
Liberty Drive Sidewalk	\$41,000	Construction
Overhill Drive Sidewalk	\$189,000	Construction - Partial Funding
Resident-Led Traffic Calming	\$50,000	Construction
N. Dunn Street Sidewalk	\$35,000	Design
N. Jefferson Street Sidewalk	\$35,000	Design
TOTAL	\$350,000	

- **IN-PROGRESS PROJECTS**
 - **LIBERTY DRIVE, FROM 3rd STREET TO 360' SOUTH** – East side of the Street between W. 3rd Street and the Whitehall Plaza parking lot. The 2022 CSC allocated \$15,000 toward design for a sidewalk on the east side of Liberty Drive, and a design contract has been executed with engineering firm Bledsoe Riggert Cooper James for \$20,520. The 2023 CSC allocated \$114,000 of funding for construction with the expectation that any shortfall of construction funding would be provided by the 2024 CSC. If the recommended \$41,000 are provided by the 2024 CSC, construction will take place in 2024.
 - **S. OVERHILL DRIVE** – East or west side of the Street between E. 3rd Street and E. 5th Street. The 2023 CSC allocated \$35,000 toward design for a sidewalk on Overhill Drive, and a design was executed with engineering firm Bledsoe Riggert Cooper James for \$37,940. Design of this project is still in progress, but could easily be ready to utilize construction funding in 2024. The construction cost estimate for this project is \$240,000. If the recommended \$189,000 are provided by the 2024 CSC, construction will take place in 2025 when the remaining funds are provided by the 2025 CSC.
- **RESIDENT-LED TRAFFIC CALMING PROJECTS** – Staff recommends allocating \$50,000 toward the resident-led traffic calming project process in order to fund one project prioritized during the 2023 cycle.
- **RECOMMENDED HIGH RANKING PROJECTS:**
 - **N. DUNN STREET** – East side of the street north of E. 17th Street. As a high-scoring location using the density and demand expression, a high-pedestrian traffic area by a popular transit stop, and a heavily used area for Indiana University sporting events, this project will provide a much needed connection to an already-existing sidewalk for comfortable pedestrian travel.

- N. JEFFERSON STREET – East or west side of the street between E. 8th Street and E. 10th Street. As a high-scoring location using the density and demand expression and a high-pedestrian traffic area that connects to transit stops, this project will provide much needed access for Bloomington residents.

ATTACHMENT:

[SIDEWALK PRIORITIZATION VIEWER](#)



TRAFFIC CALMING & GREENWAYS PROGRAM

TABLE OF CONTENTS

Table of Contents.....	2
Background.....	3
Rationale.....	3
Guiding principles.....	4
Resident-Led Traffic Calming Process.....	5
Bicycle Pedestrian Safety Commission Releases Evaluation Methodology.....	6
City Releases Request for Projects.....	6
Step 1: Residents Submit Letter of Intent.....	6
Step 2: Pre-Application Meetings with City Staff and Project Organizers.....	7
Step 3: Residents Submit Application Materials.....	7
Step 4: City Staff Prepare Relevant Data.....	8
Step 5: BPSC Review of Applications.....	8
Step 6: Notifications sent to Affected Housing Units in High Ranking Areas.....	8
Step 7: Project Prioritization Hearing.....	8
Step 8: Installation.....	9
Step 9A: Post-Installation Evaluation (<i>Takes Place Concurrently with Step 9B</i>).....	9
Step 9B: Maintenance and Minor Alterations (<i>Takes Place Concurrently with Step 9A</i>).....	9
Other Processes A: Increased Traffic Calming and Modifications.....	9
Other Processes B: Removal Process.....	9
Staff-Led Traffic Calming/ Neighborhood Greenway Process:.....	11
Step 1: Notice Mailing.....	12
Step 2: First Meeting- Project Scope and Objectives Meeting.....	12
Step 3: Second Meeting- Feedback on Preliminary Design.....	12
Step 4: Third Meeting (optional) Design/Build out Option Work Meeting.....	12
Step 5: Open Comment Period (Neighborhood Greenway Projects only).....	12
Step 6: BPSC Discussion/Review.....	13
Step 7: Installation.....	13
Step 8A: Evaluation.....	13
Step 8B: Maintenance and Alterations (<i>Happens Concurrently with Step 8A</i>).....	13
Appendix: Visual Overview of Resident-Led and Staff-Led Processes.....	14
Appendix: Definitions.....	16

BACKGROUND

The City of Bloomington (the City) places a high value on livability. Livability, as a concept, has largely been the rationale for public policies which serve to benefit the community. One such policy, Chapter 15.26, added to the City's Code on June 2, 1999, established the Neighborhood Traffic Safety Program (NTSP). The NTSP aimed to increase a neighborhood's livability by enabling groups of organized residents to manage driving behaviors on neighborhood streets through the installation of speed cushions, chicanes, and other traffic calming devices.

The City of Bloomington Traffic Calming and Greenways Program (TCGP) seeks to replace the NTSP program and envisions a process for Bloomington which is:

- Based upon objective, measurable data
- Viewed through the lenses of connectivity and accessibility
- Aligned with the City's Comprehensive Plan and Transportation Plan
- Managed through a consistent process
- Openly shared and transparent to the community

RATIONALE

The rationale for replacing the NTSP policy is based on the Bloomington Comprehensive Plan (2018) and the Bloomington Transportation Plan (2019):

- Continue to integrate all modes into the transportation network while prioritizing bicycle, pedestrian, public transit, and other non-automotive modes to make our network equally accessible, safe, and efficient for all users (*Comprehensive Plan Goal 6.4*)
- Protect neighborhood streets that support residential character and provide a range of local transportation options (*Comprehensive Plan Goal 6.5*)
 - Implement traffic calming measures where safety concerns exist to manage motor vehicle traffic on residential streets (*Comprehensive Plan, Policy 6.5.1*)
 - Balance vehicular circulation needs with the goal of creating walkable and bike-friendly neighborhoods (*Comprehensive Plan, Policy 6.5.2*)
 - Continue to improve connectivity between existing neighborhoods, existing and proposed trails, and destinations such as commercial areas and schools (*Comprehensive Plan, Policy 6.5.3*)
- Ensure an appropriate process to receive traffic calming requests from residents and include steps for the installation of temporary, proactive traffic calming measures as well as the installation of longer-term measures as a result of a reactive process in response to local concerns (*Transportation Plan, p. 51*)
- Encourage resident involvement (*Transportation Plan, p. 64*)

GUIDING PRINCIPLES

The following eight guiding principles inform the TCGP:

1. Evaluation and prioritization of TCGP installations should be based upon objective, pre-established criteria; be in alignment with the City of Bloomington adopted plans and goals; and be reviewed by a designated City Commission who oversee traffic calming, and/or long range transportation planning.
2. Traffic Calming and Greenways Program projects shall enhance pedestrian, bicyclist, and other **micromobility** mode user's access through the neighborhood and preference shall be given to projects that enhance access to transit as well.
3. Traffic calming devices should be planned and designed in keeping with planning and engineering best practices.
4. Reasonable emergency and service vehicle access and circulation should be preserved.
5. City staff shall direct the installation of traffic calming measures in compliance with this policy and as adopted into Bloomington Municipal Code.
6. The TCGP is mainly intended for: **Shared Street**, **Neighborhood Residential Street**, and **Neighborhood Connector Street** typologies and, on occasion, may include traffic calming elements as part of a larger infrastructure project.
7. Some motorists may choose to reroute from one neighborhood street to another as a result of an TCGP project. In some cases, this rerouting may require updates to a project, but the goals of mode shift and improved safety for all road users should generally supersede minor shifts in rerouting. Minor increases in traffic volumes on adjacent streets are anticipated and acceptable levels should be defined on a project-by-project basis.
8. Processes shall provide for reasonable but not onerous resident participation in plan development and evaluation.

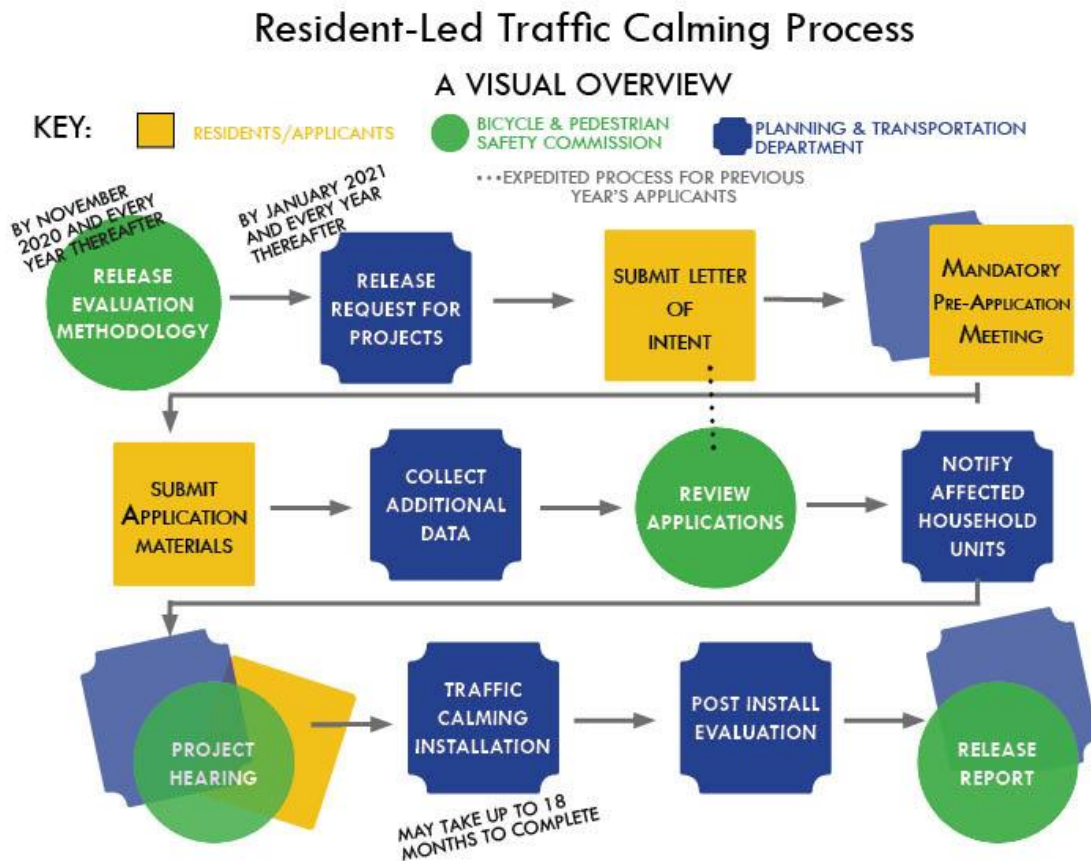
RESIDENT-LED TRAFFIC CALMING PROCESS

The TCGP provides a mechanism for residents to work with the City to manage traffic in their neighborhoods. The TCGP is intended to provide a simple process for residents to address traffic and speeding concerns on neighborhood streets. The TCGP processes also provide a consistent framework to ensure efficient use of resident and City staff time.

This section describes in detail the steps involved in participating in the Resident-led Traffic Calming process including the City’s request for projects, the application requirements, benchmark data collection, the review and prioritization of high-ranking projects, the installation of traffic calming devices, and an evaluation of the project’s success. The Resident-Led Traffic Calming Process is illustrated below in Figure 1 and in the [Appendix](#).

Traffic Calming devices primarily considered for this program include **speed cushions** and **speed humps**, in some contexts other devices may also be considered.

Figure 1: Visual Overview of the: Resident-led Traffic Calming Process



BICYCLE PEDESTRIAN SAFETY COMMISSION RELEASES EVALUATION METHODOLOGY

The Evaluation Methodology defines the objective criteria used to review project requests. The evaluation methodology is reviewed each year before the start of a new process cycle. By November 30, 2020 and by November 30 of each year thereafter, the Bicycle Pedestrian Safety Commission (BPSC) shall submit revisions of the TCGP Evaluation Methodology to the Planning and Transportation Department as well as a report that includes the following:

- Any changes to the application evaluation methodology from the previous year;
- A status report on the previous years' designed and installed projects; and
- Projects which applied for funding but did not receive funding based on the priority ranking during the previous year's cycle.

CITY RELEASES REQUEST FOR PROJECTS

In January 2021 and every year in January thereafter, the City Planning Department will release a Request for Projects (RFP) for participation in the Traffic Calming and Greenways Program. Each RFP issued shall be dependent upon funding availability, and the amount of available funding may be made known to prospective applicants. Requests for participation will be made through the BPSC and City staff to residents upon the opening of the RFP process.

STEP 1: RESIDENTS SUBMIT LETTER OF INTENT

Residents who wish to engage in the TCGP must submit a Letter of Intent (LOI) to the Planning Department before the end of the posted deadline. Prospective applicants are responsible for checking the TCGP guidelines for additional formatting and submission requirements. The LOI from the interested parties shall include but may not be limited to:

- Contact information for a minimum of two project co-organizers;
- Project organizers must represent two (2) separate dwelling units within the proposed area to be considered.
 - Individuals who reside in the same dwelling shall not be permitted to serve as project co-organizers without the collaboration of a neighbor or resident of a differing dwelling unit.
 - Individuals who reside in different dwelling units of a larger multi-family complex shall be permitted to serve as project co-organizers.
- A general description of the concern;
- A map of the proposed area to be considered;
- Acknowledgement of program policies; and
- Any supplemental information requested by staff.

Previous Applicants: Project co-organizers who have submitted an application for the previous one (1) year program cycle and did not receive funding may reapply with an updated LOI and any supplemental materials requested by City Staff.

Staff Action: When the submission window has closed, City staff shall review each of the LOIs. City staff will notify applicants who have met the requirements to advance to the application process of the Resident-led Traffic Calming Process. In the event that an application does not meet the minimum

requirements to apply, City staff may notify the project co-organizers and allow up to 4 additional business days to resubmit with recommended changes dependent upon the quantity and extent of changes needed. LOIs which do not meet the minimum requirements will not progress beyond Step 2 of the Resident-led Traffic Calming Process and shall be notified by City staff.

STEP 2: PRE-APPLICATION MEETINGS WITH CITY STAFF AND PROJECT ORGANIZERS

City staff shall schedule a mandatory meeting with each group of project co-organizers who have advanced to Step 2 of the Resident-led Traffic Calming Process. At the mandatory pre-application meeting staff shall:

- Discuss the application requirements, processes, and deadlines;
- Disseminate preliminary information required in the application;
- Provide a link to the application materials; and
- Answer questions from the project organizers.

STEP 3: RESIDENTS SUBMIT APPLICATION MATERIALS

Project co-organizers will have approximately six to eight weeks to complete and submit their applications. Application materials shall include:

- Three (3) Letters of Support from stakeholders.
 - Must include at least one (1) City Council Representative
 - May include an organization or professional which serves the residents living within the identified area (i.e., neighborhood association, school, neighborhood resource specialist, faith based organization, and/or a non-profit which serves households located within the specified area but may not necessarily be located within the specified zone)
 - Only three letters will be reviewed. Additional letters will not be reviewed with the project application.
- Twenty-four (24) or 30% (whichever is the lesser) signatures from **Affected Housing Units** impacted by the traffic calming installations proposed.
 - Staff shall provide a template document for collecting signatures which must be used for collecting signatures. No other forms will be accepted.
 - Electronic signatures may be used for this purpose if deemed appropriate and with written approval of the City Planning Department Director.
- A finalized map of the proposed project area.
- Additional relevant data requested by City staff

City staff shall send a confirmation email once an application has been received. In the event that an application requires clarification or has proposed a zone which is incompatible with the program, City staff may notify the project organizers and allow up to an additional 4 business days to resubmit with recommended changes dependent upon the quantity and extent of changes needed. Incomplete applications which are submitted with insufficient supporting documents/ materials will not progress beyond Step 3 of the Resident-led Traffic Calming Process and shall be notified by City staff.

STEP 4: CITY STAFF PREPARE RELEVANT DATA

City staff shall collect preliminary information about current traffic conditions. Relevant data may include crash history, speed counts and volume data, and other relevant facts. City staff shall notify the affected safety and emergency services of the initiative to include but not be limited to: the Bloomington Police Department, Bloomington Fire Department, local ambulance services, and Bloomington Transit.

City staff may collect and summarize preliminary information about existing plans for development, census data, and pedestrian and bicycle network infrastructure near the proposed project.

STEP 5: BPSC REVIEW OF APPLICATIONS

Upon the receipt of completed applications, the BPSC will review the materials submitted and the preliminary data collected by City staff. The BPSC will validate successful applications, and rank the projects which score highest as determined by the evaluation methodology. All applications will be evaluated using the same criteria.

The evaluation criteria for the Resident-led Traffic Calming Process must account for two main areas of emphasis:

1. Prevalence of vulnerable users (e.g., children, persons with disabilities, older adults, economically disadvantaged households) and community centers.
2. Incidence of crashes and behaviors which are the causal factors for increased injury to vulnerable users (crashes, speeding, volume).

STEP 6: NOTIFICATIONS SENT TO AFFECTED HOUSING UNITS IN HIGH RANKING AREAS

Notifications will be sent via post to **Affected Housing Units** and electronically to **Network Users** in the areas surrounding projects that are likely to be funded based upon the number of applications and the designated resources for traffic calming.

Information presented in the notification shall include:

- Information related to the location and placement of the proposed traffic calming installations;
- The objectives for the traffic calming;
- Notification of all scheduled meetings associated with the project and prioritization process; and Contact information and project website to direct feedback, ask questions, or present concerns.

STEP 7: PROJECT PRIORITIZATION HEARING

The BPSC shall host a hearing in which **Affected Housing Units**, **Network Users**, and members of the public may voice their questions, concerns, support, or critique of the Traffic Calming project. Based upon information gleaned at the prioritization hearing, the BPSC may vote to advance fundable projects to the design/ installation phase for those which rank highest unless extenuating circumstances become known which calls into question a project's merit or evidence that an application was not put forth in good faith with the program policies.

STEP 8: INSTALLATION

City staff will proceed with final design and installation. Planning, design, and construction may take up to 18 months depending on the scope of the project. Installations will typically be planned with permanent materials; however, using temporary materials may be appropriate to evaluate design options or to accelerate project timelines.

STEP 9A: POST-INSTALLATION EVALUATION *(TAKES PLACE CONCURRENTLY WITH STEP 9B)*

Up to 18 months after the construction of the Traffic Calming project, the City may conduct a follow-up evaluation. After the installation has been completed, City of Bloomington Planning Department Staff will work to gather data which may include traffic counts, speed studies, and crash history. In some instances, evaluations of adjacent and parallel streets will also be included.

STEP 9B: MAINTENANCE AND MINOR ALTERATIONS *(TAKES PLACE CONCURRENTLY WITH STEP 9A)*

The City of Bloomington Planning Department is responsible for the construction and the minor alteration of any traffic calming device implemented as part of the Resident-led Traffic Calming Process. Alterations may occur either during the design of the project or after the construction is complete. Changes to signs, markings, or location of traffic calming devices may be considered minor alterations. Other changes which could have a more significant impact on a street's operations should follow the Staff-led Traffic Calming/Neighborhood Greenways Process or the Resident-led Traffic Calming Process in subsequent funding cycles.

The Department of Public Works will be responsible for maintenance of completed Traffic Calming installations.

OTHER PROCESSES A: INCREASED TRAFFIC CALMING AND MODIFICATIONS

If residents desire to have their traffic calming modified to include major alterations, a request in writing must be made to City Planning and Transportation staff. Requests for traffic calming tools beyond those typically used for Resident-led projects shall require staff approval in writing. Projects that are able to be supported and prioritized for increased traffic calming will follow the Staff-led Traffic Calming/Neighborhood Greenways Process beginning at [Step Six](#). In some cases, the City may choose to start at an earlier step in the process.

Residents may request to make major modifications to existing traffic-calming on public streets by applying to the Resident-led Traffic-Calming Process. To request major modifications to existing traffic calming, residents shall follow the Resident-Led Process, starting at [Step 1](#) but may not do so within 7 years of the date which the traffic calming installation was approved.

OTHER PROCESSES B: REMOVAL PROCESS

If residents of a neighborhood request to have their traffic calming installations removed, an application shall be submitted with no less than sixty-six (66) percent of the **Affected Housing Units** in support of the removal. Removal of Traffic calming must be based upon the same boundaries as the original project request and may not be divided into smaller portions thereof. Applications for removal and required

signatures shall not be submitted within 7 years of the date which the traffic calming installation was approved. City staff shall provide a template document for collecting signatures which **must** be used for collecting signatures required for traffic calming removal. No other forms will be accepted for this purpose. The City may provide an electronic signature option if deemed appropriate and with written approval of the City Planning Department Director.

City Planning Department staff shall validate completed applications and present it to the Bicycle Pedestrian Safety Commission for approval. Based upon the application materials provided, traffic speed and volume data, and public comment, BPSC shall vote to remove the traffic calming installations (or any portion thereof) unless sixty-six (66%) percent majority of BPSC appointed members vote to deny the removal of the traffic calming installations.

In some extenuating circumstances, the City Engineer may remove a traffic calming installation if they find it poses increased and unnecessary risk to public. In the event of such circumstances, the Engineer must submit a report within 180 days of the removal of a traffic calming device to both the BPSC and City Council explaining the rationale which the removal was deemed necessary.

STAFF-LED TRAFFIC CALMING/ NEIGHBORHOOD GREENWAY PROCESS:

The Staff-led Traffic Calming/ Neighborhood Greenway Process provides a framework for Planning and Engineering Department staff to identify and implement traffic calming projects, improve safety and/or support pedestrian, bicyclist, or transit initiatives.

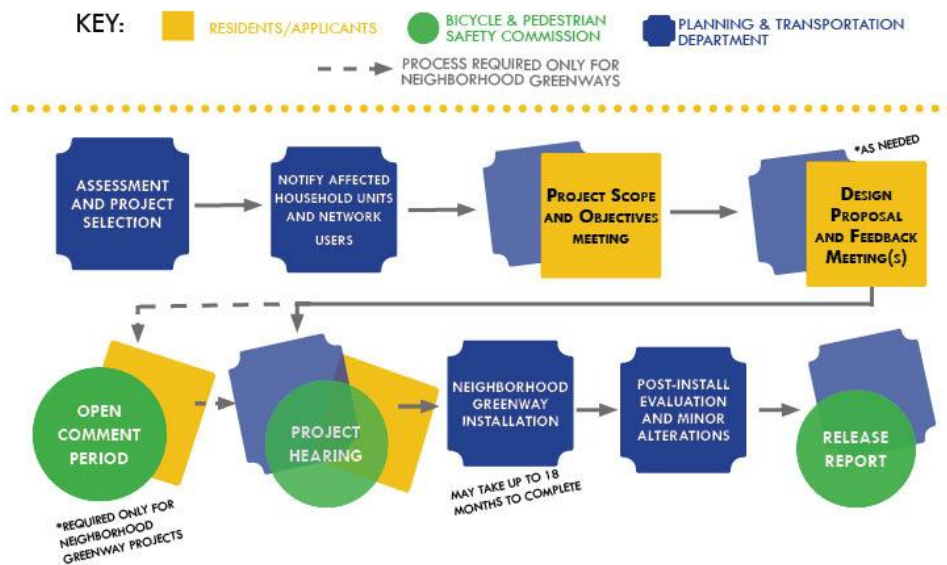
Traffic Calming, or devices used for reducing speeds on residential streets are defined by state code and may include: speed bumps, curb extensions, chicanes, and/or diagonal diverters. While the state provides a definition for specific traffic-calming devices which may be used, there are other street design elements (i.e., adding on-street parking, the design of on-street parking, narrowing lanes) which may result in slowing motorized vehicle traffic. These design elements alone do not trigger the Staff-Led Traffic Calming process. However, the design strategies may be included in a traffic-calming project.

A **Neighborhood Greenway** is a street that serves as a shared, slow street with the intention of prioritizing bicycling and improving walking. The Bloomington Transportation Plan identifies certain streets as Neighborhood Greenways. Traffic Calming installations, signs, and pavement markings are often used to create the basic elements of a Neighborhood Greenway-- but are, in and of themselves not Greenways for the purposes of the program until they are identified within the Transportation Plan. To be considered for as a Neighborhood Greenway, a street must be identified as a Neighborhood Greenway in the Bicycle Facilities Network in the Bloomington Transportation Plan.

This section describes in detail the steps involved in the Staff-led Traffic Calming/Neighborhood Greenways Process including the City’s notification to the public, the process for gaining feedback from **Affected Housing Units**, and the installation and evaluation for each Neighborhood Greenway project. The Staff-led Neighborhood Greenway Process is illustrated below in Figure 2 and in [the Appendix](#).

Staff-Led Neighborhood Traffic Calming/Greenway Process

A VISUAL OVERVIEW



STEP 1: NOTICE MAILING

City staff shall notify **Affected Housing Units** by a postal mailing and electronically to **Network Users** in advance of any work sessions or meetings which discuss the installation of the Traffic Calming/ Neighborhood Greenway project.

The intent of the notification is to alert residents and stakeholders of the project and provide details of upcoming meetings. Other notifications, such as postings on social media or signs posted in the vicinity of the proposed project, are additional measures which may be used to increase engagement with residents.

STEP 2: FIRST MEETING- PROJECT SCOPE AND OBJECTIVES MEETING

City Planning and Transportation Department Staff shall host a meeting about the proposed project. Staff will seek input from residents, stakeholders, and **Network Users**. Staff will present information including but not limited to the following:

- What is Traffic Calming? What is a Neighborhood Greenway?
- What are the boundaries of this phase of the project?
- How do the Traffic Calming/ Neighborhood Greenways support the City's Comprehensive Plan and Transportation Plan goals for multimodal connectivity?
- What are the funding limitations for this project or phase?

STEP 3: SECOND MEETING- FEEDBACK ON PRELIMINARY DESIGN

City staff will host a second meeting to share the preliminary design and to take input from residents and users.

STEP 4: THIRD MEETING (OPTIONAL) DESIGN/BUILD OUT OPTION WORK MEETING

A third meeting is optional, based on feedback of the preliminary design.

STEP 5: OPEN COMMENT PERIOD (NEIGHBORHOOD GREENWAY PROJECTS ONLY)

Staff-led Neighborhood Greenway plans shall be made available for comment by **Affected Housing Units, Network Users**, and other stakeholders. Comments shall be made on the project website, email, phone, or post mail. Comments housed in social media platforms and listservs will not be considered in the BPSC Discussion/ Review.

The open comment period is expected to last 4 weeks, unless extenuating circumstances require a longer timeframe. When City staff feel confident that a design best suited to the project and location has been achieved, the proposed Staff- Led Neighborhood Greenway installation will proceed forward to the BPSC Discussion and Review Phase.

STEP 6: BPSC DISCUSSION/REVIEW

City staff shall present the project, objectives, baseline data, notes from public meetings, and design concepts to the BPSC for review. By default, projects will proceed, unless a seventy-five percent (75%) of the BPSC appointed members vote to send the project back to the City staff for further refinement.

STEP 7: INSTALLATION

City of Bloomington Planning Department shall install the Traffic Calming or Neighborhood Greenways. The installation is intended to be constructed with permanent materials; however, in some cases, using temporary materials may be appropriate in order to evaluate design techniques or to accelerate project timelines.

STEP 8A: EVALUATION *(HAPPENS CONCURRENTLY WITH STEP 8B)*

Within eighteen months after the construction of a Traffic Calming/ Neighborhood Greenway project is complete, the City may conduct a follow-up evaluation. This evaluation may include traffic counts, speed studies, and crash history. In some instances, evaluations of adjacent and parallel streets will also be beneficial.

STEP 8B: MAINTENANCE AND ALTERATIONS *(HAPPENS CONCURRENTLY WITH STEP 8A)*

The City of Bloomington Planning Department is responsible for the construction and the minor alterations of any traffic calming device implemented as part of the program. These alterations may occur either during the design of the project or after the construction is complete. Changes to signs, markings, or location of traffic calming devices may be considered **minor alterations**.

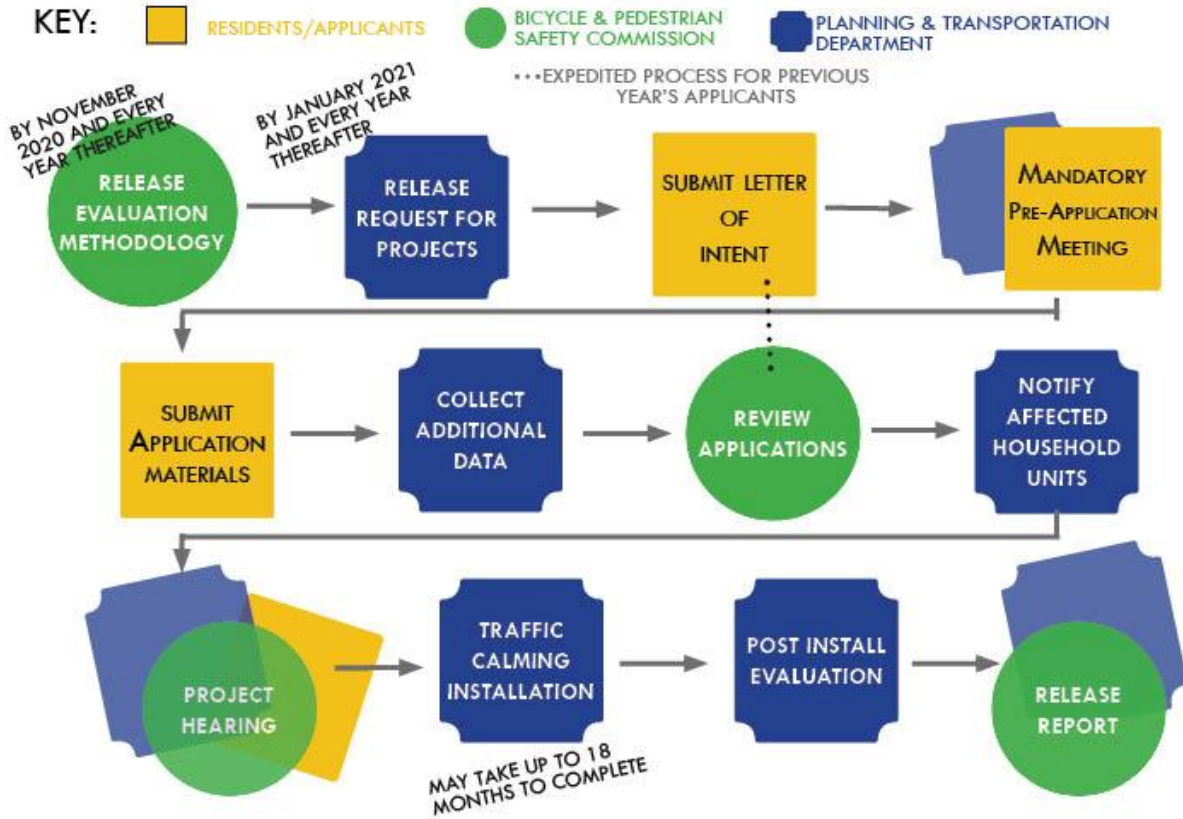
City Staff may request to make **major modifications** to existing traffic calming installations on public streets by following the Staff-led Traffic Calming and Neighborhood Greenways Process, starting at [Step 6](#). In some cases, the City may choose to start at an earlier step in the process.

The Department of Public Works will be responsible for maintenance of completed Traffic Calming/ Neighborhood Greenway installations.

APPENDIX: VISUAL OVERVIEW OF RESIDENT-LED AND STAFF-LED PROCESSES

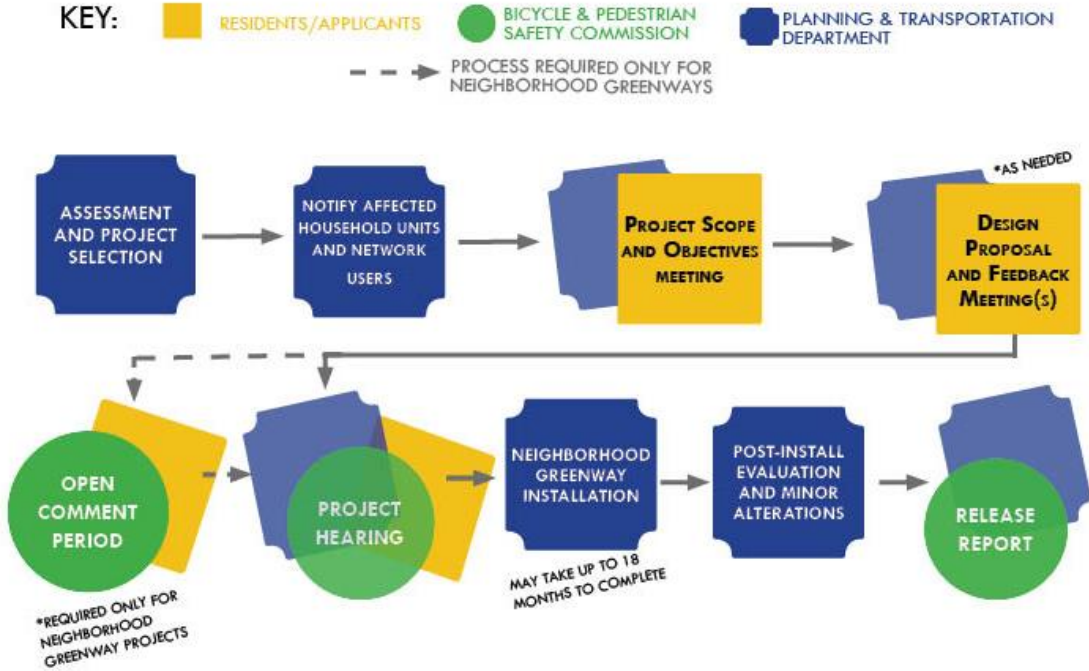
Resident-Led Traffic Calming Process

A VISUAL OVERVIEW



Staff-Led Neighborhood Traffic Calming/Greenway Process

A VISUAL OVERVIEW



APPENDIX: DEFINITIONS

Affected Housing Units: residents and property owners of record located within two lots not to exceed 300 feet of streets affected by the proposed traffic calming installation.

Major alterations: A change other than a minor alteration.

Micromobility: a category of modes of transport that are provided by very light vehicles such as scooters, electric scooters, electric skateboards.

Minor alterations: a change which has no appreciable effect on the surface area of the street dedicated to the travel for motor vehicles. Changes to signs, markings, parking policies or location of traffic calming devices may be considered minor alterations. All other changes are considered 'major alterations.'

Neighborhood Connector Street: streets which provide connections between the neighborhood residential and general urban or suburban connector streets. They collect traffic from residential neighborhoods and distribute it to the broader street network. Most of the land uses surrounding neighborhood connectors are generally low/medium-density residential with commercial nodes as it connects to the larger street network.

Neighborhood Residential Street: streets that provide access to single and multifamily homes and are not intended to be used for regional or cross-town motor vehicle commuting. Neighborhood residential streets have slow speeds and low vehicular volumes with general priority given to pedestrians.

Neighborhood Greenway: a low-speed, low-volume shared roadway that creates a high-comfort walking and bicycling environment. Neighborhood Greenways are identified in the Bloomington Transportation Plan.

Network Users: People who utilize a street for their primary means of access to pedestrian, bicycle, or transit networks.

Shared Streets: Streets designed for pedestrians, bicyclists, transit riders, and motorists to operate in a "shared" space; shared streets utilize design elements such as pavement treatments, planters, roadway widths, parking spaces, and other elements to direct traffic flow and to encourage cooperation among travel modes in typically flush or curbless environments.

Speed Cushions: speed humps that include wheel cutouts to allow large vehicles, cyclists, scooters and strollers to pass unaffected, while reducing passenger car speeds.

Speed Humps: a ridge set in a road surface, typically at intervals, to control the speed of vehicles.

Traffic Calming: methods described within the state code which are used to slow cars on residential streets. Traffic Calming devices may include curb extensions, chicanes, and/or diagonal diverters.