

COMPLETE STREETS IMPLEMENTATION

Legislative Update - Winter 2013



Louisiana Department of Transportation and Development



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Introduction

On July 18, 2010, the Louisiana Department of Transportation and Development (LADOTD) adopted a Complete Streets (CS) Policy.

A Complete Streets policy ensures that, from the start, projects are planned and designed to meet the needs of every community member, regardless of their age, ability, or how they travel. It has been recognized as one of the ‘strongest’ administrative policies in the United States¹, however, policies that look good on paper are of little value in the real world if they do not lead to tangible outcomes.

The 2012 Louisiana Legislature called for a reconvening of the CS Work Group in HCR 100, and for the LADOTD to report to the state legislature on the progress of implementing the Complete Streets Policy twice a year. This is the second such report. The purpose of this report is to document the previous year’s efforts to implement the Complete Streets Policy.

¹ National Complete Streets Coalition, Complete Streets Policy Analysis 2011: A Story of Growing Strength. <http://www.smartgrowthamerica.org/documents/cs/resources/cs-policyanalysis.pdf>

Strategic Action Plan

Once the Complete Streets Policy went into effect on the date of its signing, it became the responsibility of everyone at LADOTD to ensure that all aspects of their projects adhere to it, as the policy applies to “all transportation projects that involve federal or state funding or approval.”

According to **Complete Streets: Best Policy and Implementation Practices**², “Many communities have taken years to move

their policies from paper into practice, with fits and starts along the way. For example, Oregon’s 1971 bike bill was ignored by many local governments until a 1992 lawsuit led to a court decision confirming that the law must be applied to all road projects... In Massachusetts, the

1996 bicycle and pedestrian accommodation law calls for “reasonable provisions” for bicyclists and pedestrians, but... a full complete streets implementation process was not born in the state until the state highway design manual was rewritten in 2006”.

Experts advocate for either developing a Complete Streets Implementation Plan, or charging a committee with the

² Barbara McCann and Suzanne Rynne, editors

A Complete Streets policy ensures that, from the start, projects are planned and designed to meet the needs of every community member, regardless of their age, ability, or how they travel.



responsibility to identify follow up actions to implement the policy. The LADOTD approach is to do both.

The Louisiana Complete Streets Report (2009) identified a number of implementation steps to provide designers, planners, project managers and consultants the tools they need to do this. These initial tasks have become the underpinnings of a strategic approach to implementing the Complete Streets Policy that was advanced throughout 2013.

Over the past year the LADOTD has taken several important steps forward in developing the organizational structure needed to implement the Policy. The Complete Streets Technical Advisory Committee, or CSTAC, was formed to steer the agency's implementation efforts. This group is made up of LA DOTD division leaders, executive staff, bicycle, pedestrian, ADA and transit experts and several district representatives.

Some of the individuals participating on the CSTAC have been informally working with the Complete Streets Work Group (CSWG) since before the policy's official adoption in 2010 and meeting periodically since to advance the Complete Streets Policy. Others, such as the three District representatives, have only recently been introduced to the process this year as a result of the CSWG and CSTAC identifying their participation as critical to ensuring the Policy is implemented at the District level as well.

Meetings

Complete Streets Technical Advisory Committee (CSTAC) Meetings

In 2013, the Complete Streets Technical Advisory Committee (CSTAC) met twice: first on July 30th and again on November 20th.

The purpose of the first meeting was to serve as an introduction to a more formalized approach to the implementation of the Complete Streets Policy and the role of the CSTAC in implementing it. For several participants, this was their first introduction to having a formal role in the implementation process and as such, the group spent some time discussing the content of the Complete Streets Policy, its history and what it means to substantively implement it. The group took its first look at the previously identified tasks helped to identify a main point of contact or "lead" for a number of priority follow up action.

The November meeting emphasized those tasks that had some measure of progress in the four months between meetings. Considerable discussion revolved around one key task – the first revision of the Sidewalk Engineering Directive and Standard (EDS). This is a thought to be a critical item, as it can effectively serve as the Standard Operating Procedure (SOP) to direct engineers with specifics on how to apply the Policy to Projects. Revisions to other EDSs will follow suit.

Complete Streets Work Group (CSWG) Meetings

In 2013, the CSWG also met twice. The June 20th meeting (the 8th meeting of the CSWG since it first met in the fall of 2009), also served as an introduction to a more strategic approach in response to the legislative request to reconvene the CSWG and biannual reporting to the State Legislature. The CSWG participated in an exercise in which they were asked to help identify priority actions to implement the plan.

The prioritization exercise was two-fold. First, individuals were asked to review a list of 59 previously identified tasks grouped into the following seven categories and rank the groups in order of importance to them:

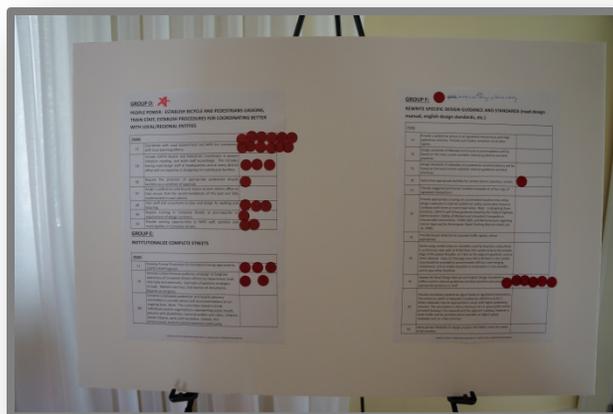
- a. Update Procedures of Early Stage Project Delivery Process
- b. Update Procedures for permitting and later stages of project delivery process
- c. Update / Develop new Engineering Directives and Standards Manual (EDSMs)
- d. People Power: Establish bicycle liaisons, train staff, establish

- e. Institutionalize Complete Streets
- f. Rewrite specific design guidance and standards
- g. Make programmatic changes

The top three selections were Group D (People Power), Group A (Update Early Stage Procedures and Group F (Rewrite Specific Guidance and Standards).

In the second part of the exercise, participants were asked to drill down

beyond the group level to the individual task and identify their top three selections. For a complete list of tasks, organized by group for the purpose of the exercise, see Appendix A. The top three



selections were:

- #12 Coordinate with Local Government for consistence with local planning efforts
- #1 Include consideration of appropriate pedestrian and bicycle accommodations during project scoping
- #41 Update the Road Design Manual and English Design Standards to reflect current national guidance and best



practices and provide appropriate guidance to staff.

Notably, the three top individual selections corresponded to three top groups selected. This information was provided to the CSTAC for their use in working through the strategic plan tasks.

The second CSWG meeting occurred on December 4th. The first half of the meeting focused on updating the Work Group on the progress made on tasks. The second half of the meeting involved a discussion surrounding development of Performance Measures for the Complete Streets policy.

The CSWG was asked to provide feedback on a list of nine performance measures / areas of performance measures to identify issues and concerns related to how LADOTD could begin to track progress or the towards implementation of the Complete Streets, or the effectiveness of that Policy over the long term. The performance measures discussed were:

1. Implementation Tasks Completed
2. Number of personnel trained
3. Percent of projects that incorporated pedestrian, bicycle and transit user accommodations
4. Proportional share of capital dedicated to pedestrian, bicycle and transit user infrastructure
5. Linear miles of designated bicycle or pedestrian facilities
6. Transit Indicators
7. Mode share

8. Reduction in pedestrian and bicyclist injuries and fatalities
9. Improvement in Bicycle Level of Service (BLOS)

Discussion included the pros and cons of various indicators, what specific questions or breakdowns would be appropriate for each, and how information could possibly be tracked / reported in the future. Although LA DOTD may be as much as a year or more away from beginning to report on these performance measures as part of its implementation strategy, initial discussions have begun. These initial conversations are the first steps towards a more walkable, more bicycle friendly state.

Implementation Tasks

The follow up actions to implement the Policy are as important as the Policy itself. While the LA DOTD has initiated its implementation efforts in fits and starts in previous years, 2013 marks the start of categorically approaching the very daunting task of cultural change at LADOTD from an emphasis on the vehicular mode first and foremost, to a mindset wherein all modes are considered from the very start of projects.

While just a few tasks have been completed in the few short months since the CSTAC began to meet, many critical discussions have begun on complex tasks that are anticipated to make great strides over the coming years.

The original Complete Streets Report grouped 59 activities into the following four categories:

1. **Restructure** the Procedures
2. **Rewrite** the Design Manuals
3. **Retrain** the Planners and Engineers
4. **Retool** the Measures to Track Outcomes

Some progress has been made in each of these areas.

Restructure the Procedures

Of the 26 procedural changes identified in the original CS report, two have already been completed, three describe ongoing processes already in place, 11 are part of an existing Work Plan (see Appendix B) and an additional nine are “on deck” for a Work Plan to be developed in the latter half of 2014.

In 2013, the LA DOTD asked the CSWG to provide a list of names of bicycle and pedestrian advocacy groups, so that they could complete **Task #14: Update Solicitation of Views (SOV) Contact Lists to include pedestrian and bicycle groups during environmental processes.**

Task #17: Update the Stage 0 and Environmental Checklists to refer to pedestrian and bicycle accommodation

checklist has also been addressed through the individual efforts of the Planning and Environmental Divisions. Although the Bicycle and Pedestrian Checklist (Task #7) is going to be updated prior to its future adoption, each of these two existing checklists now include questions about bicycle and pedestrian accommodations or reference the Complete Streets Policy.

LADOTD has several programs where they work with and fund targeted encouragement and educational

programs, as suggested in **Task #7: Work with partner agencies to develop and implement targeted encouragement and education programs that seek to increase levels of walking and bicycling. Encourage the participation of non-governmental organizations in areas including health care,**

health insurance providers, and economic development. One such example is the provision of \$400,000 to the Lafayette MPO to fund a Bicycle and Pedestrian Safety and Healthy Community Education Program over the next two years. The five main components of this campaign are (1) Broad Public Education / Media Campaign, (2) Bike and Ped. Crash Analysis, (3) Bike and Ped. Counts, (4) A Walkability Audit, and (5) Targeted Outreach to Young Adults.

“Restructuring the Procedures” to ensure that all users are fully integrated into all stages of project development means either integrating or creating new processes by which projects are developed.



Likewise, the Urban Transit Program is an existing program that addresses **Task #4: Develop a program to upgrade pedestrian infrastructure on transit routes to include accessible sidewalks and crossing treatments.**

It is currently the Policy of LADOTD to **bring projects into ADA compliance during preservation and reconstruction projects,** as identified in **Task #9.**

As noted above, additional eight “Restructure the Procedures” tasks are part of an existing Work Plan. Additional details are available in Appendix B. These Work Plans lay out a series of subtasks deemed necessary to achieve the larger goal, a target timeline, and identifies possible participants whose input may be necessary to complete these sub-tasks.

The Work Plans address concerns expressed by the CSWG as well as items deemed necessary by the CSTAC to apply the policy evenly and provide guidance to planners, designers and engineers as they develop projects. They are to:

- Develop scoping procedures to include bicycle and pedestrians from the very beginning of each type of project
- Revise the Sidewalk Engineering Directive and Standard (EDS) to institutionalize the CS Policy. This item addresses a number of specific tasks collectively; gives

specific guidance on getting exceptions approved, and is considered one of the key tasks to a more universal application of the CS Policy.

- Adopt a bicycle, pedestrian and transit user “Checklist”.

Rewrite the Design Manuals

Of the 20 tasks initially identified in the CS Report as part of a “Rewrite the Design Manuals,” one has already been

addressed. In July

2012, **Task #35: Update Rumble Strip Policy** was completed to comply with the Complete Streets Policy.

An additional two

“Rewrite the Design Manuals” tasks will most likely be addressed through the rewrite of the Sidewalk EDS, a process which is already underway, as noted earlier. Once the Sidewalk EDS is complete, participants will move on to rewrite of the Bicycle EDS (five ‘tasks’), the Bridge EDS (one ‘task’), and the Road Diet EDS (one ‘task’).

A richer conversation is beginning to get underway to determine how and when LA DOTD will update other existing design manuals to comply with the policy. The USDOT encourages a re-write of the primary design manual for every transportation agency, with the creation

“Rewriting the Design Manuals” means developing new guidance for the design of facilities.

of a separate bicycle/pedestrian manual as an interim step. One such example of this approach is the North Carolina Department of Transportation Planning and Design Guidelines. (North Carolina Department of Transportation, 2012)

LA DOTD's Draft Strategic Highway Safety Plan Modal Needs Assessment recommends preparation of Planning and Design Guidelines for implementing Complete Streets. The guidelines should be a reference guide for DOTD staff and consultants for developing a collaborative planning and design process, and provide design guidelines for accommodating bicyclists and pedestrians in road design, intersection design, on structures, and in maintenance/operations. Part of that dialogue will be determining whether such a document could replace existing manuals or whether it would serve as an interim step. An additional eight "Rewrite the Design Manuals" tasks would be covered through this effort.

Retrain the Planners and Engineers

LADOTD participates in an ongoing training effort (**Task #48 and Task #50**). In the latter half of 2013, two training opportunities were held to provide planners, engineers, project managers and consultants with the resources to

effectively incorporate "All Users" into the projects that they develop.

South Central Planning and Development Commission hosted, "Designing Pedestrian Facilities for Accessibility" in April. There were 16 attendees.

The New Orleans Regional Planning Commission hosted the same "Designing Pedestrian Facilities for Accessibility" in December. There were 11 in attendance.



This training program, largely funded using LADOTD Safety Funds, has had nearly 500 participants since they began providing it in 2006. This number

includes 121 LADOTD staff³, 42 MPO staff, 132 local government employees, 113 consultants, and 90 advocates, students and others who have attended a Complete Streets Workshop, Bicycle and Pedestrian Workshops or Americans with Disabilities Act training provided through LADOTD.

Meanwhile, two Work Plans are underway for other "Retrain the Planners and Engineers" tasks. The first addresses

³ As well as Federal Highway Administration (FHWA) staff



Task #47: Assign a pedestrian and bicycle liaison at each district office to help ensure that the recommendations of this plan are fully implemented in each district. At the most recent CSTAC meeting, participants decided that the most appropriate person for that role is the Assistant District Administrator of Engineering (ADAE). Follow up tasks are outlined in the Work Plan (Appendix B).

A Work Plan is also in place for a second education task: **#49: Require Training in Complete Streets as a pre-requisite or requirement of design contracts.** Follow up tasks are also outlined in the Work Plan (Appendix B).

Retool the Measures to Track Outcomes

The most recent CSWG meeting provided a spring board for a dialogue about how to measure the effectiveness of the Complete Streets Policy's implementation. Nine indicators of performance or topic areas of performance were discussed:

1. Implementation Tasks Completed
2. Number of personnel trained
3. Percent of projects that incorporated pedestrian, bicycle and transit user accommodations
4. Proportional share of capital dedicated to pedestrian, bicycle and transit user infrastructure
5. Linear miles of designated bicycle or pedestrian facilities
6. Transit Indicators
7. Mode share

8. Reduction in pedestrian and bicyclist injuries and fatalities
9. Improvement in Bicycle Level of Service

There are many considerations still to be discussed. Who will collect the data, how it will be reported, what precisely will be measured and how each is linked to a target or goal are just a few of the questions to be considered in establishing a program for monitoring policy implementation performance.

Getting the Show on the Road

As each of the identified tasks is completed, the mainstreaming of Complete Streets into the everyday operations at LADOTD will shift a degree in the right direction. In the meanwhile, Planners and Engineers will grapple with a new approach to projects until new resources become available to them. Meanwhile, as projects come online, their relative success (or lack thereof) of adhering to the Complete Streets Policy will be what the walking, bicycling and motoring public will use to gauge the Policy's effectiveness.

While a Complete Streets Policy means that all projects will take a Complete Streets approach, some projects can provide lessons which can help identify what is working and what is not.

Johnston Street (US 167) Safe Corridor Plan

Johnston Street (US 167) in Lafayette between Cajundome Boulevard and Holden Avenue is an example of a multi-modal corridor where bicycle, pedestrian, and transit improvements are being considered from the very beginning. As of the writing of this report, the project was in Stage 0 (Feasibility), and funding for the improvements had not yet been identified.

Metairie Road (LA 611-9)

In contrast to the Stage 0 Project described above, there are projects where participants are just beginning to identify the appropriate timing for considering how best to integrate bicycle, pedestrian and transit improvements into overall project goals. This is particularly true of smaller scale projects, which move more quickly through the project development process, such as the System Preservation projects which are developed at the District level.

The New Orleans Regional Planning Commission and District 02 have been working in tandem to develop a process for reviewing “Overlay” projects with their Complete Streets Technical Advisory Committee for Complete Streets elements. One recent/ongoing example Metairie Road (LA 611-9) in New Orleans, for which the NO RPCs Complete Streets Advisory Committee had provided recommendations. Though the plans did not initially include and bicycle provisions,

concerns from the public about not including such facilities led to a plan to include shared lane markings in response. Though the process is not perfect yet, it is a step in the right direction.

Next Steps

Through their efforts to revise the procedures, rewrite the design manuals, retrain the planners and engineers, and retool the measures to track outcomes, the LADOTD is making strides towards policy implementation. Over time, this will translate to being more visible in project outcomes, and ultimately leading to change we can measure. There is still much to do, and through each Work Plan underway is a path to a more walkable, more bicycle friendly state.

In the new year, an emphasis will be placed on delivering those tasks for which Work Plans are underway.



Appendix A: Strategic Action Plan Table (Working Document December 2013)

Task #	Task Description	Completion Timeline				Group	Notes
		2013 or done	2014	2015 and beyond	On-going		
1	Develop procedure to ensure consideration of pedestrian accommodation when new construction, reconstruction, and system preservation projects are scoped.	WP	T			A	REWODED. See work plan
2	In reconstruction projects, upgrade existing sidewalks and ramps, and include crossing improvements as appropriate.	WP	T			C	See work plan (sidewalk EDSM)
3	In preservation projects, upgrade ramps and include crossing treatments, as appropriate.	WP	T			C	See work plan (sidewalk EDSM)
4	Develop a program to upgrade pedestrian infrastructure on transit routes to include accessible sidewalks and crossing treatments.				O	G	
5	Fund the analysis, planning and design of infrastructure improvements to address problem areas and reduce crashes and injuries.			T		G	
6	Adopt Bicycle, Transit, and Pedestrian Checklist for use during appropriate project development stages.	WP	T			A	See work plan
7	Work with partner agencies to develop and implement targeted encouragement and education programs that seek to increase levels of walking and bicycling. Encourage the participation of non-governmental organizations in areas including health care, health insurance providers, and economic development.				O	H	
8	Ensure all new pedestrian facilities installed by LADOTD will comply with the Americans with Disabilities Act Accessibility Guidelines, specifically the Public Rights-of-Way Accessibility Guidelines issued in 2005.	WP	T			C	See work plan (sidewalk EDSM)
9	Existing pedestrian facilities on roadways will be brought into ADA compliance during preservation and reconstruction projects.				O	C	See work plan (sidewalk EDSM)
10	Develop and implement consistent policies for marking crosswalks and providing pedestrian signals.	WP	T			C	See work plan (sidewalk EDSM)
11	Develop Formal Procedure for Exceptions being approved by LADOTD Chief Engineer.	WP	T			E	See work plan (sidewalk EDSM)
12	Coordinate with Local Government and MPO for consistency with local planning efforts.		T			D	Target for latter 2014
13	Annually identify corridors and intersections with disproportionate number of pedestrian & bicycle crashes and injuries.			T		H	



Task #	Task Description	Completion Timeline				Group	Notes
		2013 or done	2014	2015 and beyond	On-going		
14	Update Solicitation of Views (SOV) Contact Lists to include pedestrian and bicycle groups during environmental processes.	C				A	REWORDED
15	Utilize bicycle level-of-service analysis techniques to determine the appropriate level of bicycle accommodation on a roadway.			T		G	
16	Provide a pedestrian phase at all signalized intersections with high pedestrian volumes. Provide push button activation at all other signals.		T			F	Update Design Standards
17	Stage o and Environmental Checklists to refer to pedestrian and bicycle accommodation checklist.	C				A	
18	Include LDOTD Bicycle and Pedestrian coordinator in project initiation meetings for new construction, reconstruction and system preservation projects. Include ADAE in project initiation meetings for system preservation projects at Districts.		T			D	Note Revised Language
19	On a project specific basis, when improvements are being considered to intersections or corridors, include bicycle and pedestrian counting as part of traffic counting requirements.		T			B	Target latter half of 2014
20	When developing project alternatives, include conceptual development of walking, transit, and biking accommodations.		T			A	Target latter half of 2014
21	Monitor maintenance needs and program repairs on an annual basis.		T			B	Target latter half of 2014
22	Incorporate bicycle and pedestrian safety considerations into other safety projects and ensure that safety projects improve safety for all modes.		T			G	Target latter half of 2014
23	Upgrade existing pedestrian and bicycle facilities to meet current standards as part of all reconstruction transportation projects.	WP	T			C	See work plan (sidewalk EDSM)
24	Design standards of bikeways and bicycle accommodations will be based on the most current available national guidelines and best practices.		T			F	“Update Design Standards”
25	Design standards of sidewalks and pedestrian accommodations will be based on the most current available national guidelines and best practices.		T			F	“Update Design Standards”

Task #	Task Description	Completion Timeline				Group	Notes
		2013 or done	2014	2015 and beyond	On-going		
26	Require the collection and analysis of pedestrian and bicycle related data as a part of the Traffic Impact Analysis requirement in the LDOTD driveway permitting and access management program. Require the provision of appropriate pedestrian bicycle facilities as a condition of approval.		T			B	Target latter half of 2014
27	New bridges and bridge reconstruction projects shall accommodate bicycles and pedestrians where walking and bicycling is not specifically prohibited. Note: The specific type of accommodation will be determined based on the type of roadway and type of bicycle and pedestrian accommodations provided on the bridge approaches, however the presence of bicycle and pedestrian facilities on the approaches will not be a prerequisite for the provisions of bicycle and pedestrian facilities on the bridge. Accommodations will typically include bike lanes or shoulders, and sidewalks on both sides of the bridge. Bicycle and pedestrian facilities may be separated from the adjacent traffic by a barrier on longer bridges that carry high speed traffic.		T			C	Target latter half of 2014 (Bridge EDSM)
28	Reduce travel speeds on urban and suburban collectors and select arterials that serve pedestrians and bicyclists through setting of appropriate design speed which take into account the needs of all users. Geometric design will be the primary tool to set appropriate speeds.		T			C	Target latter half of 2014 (Road Diet EDSM)
29	Provide bike lanes or paved shoulders where adequate space exists, as they are the preferred facilities on major roadways. Bike lanes are preferred on urban and suburban roadways, and paved shoulders are preferred on rural roadways.		T			C	Target latter half of 2014 (Bicycle EDSM)
30	Determine appropriate facilities for context (Rural, Suburban, Urban).		T			F	“Update Design Standards”
31	Provide staggered continental marked crosswalks at all four legs of signalized intersections.		T			F	“Update Design Standards”



Task #	Task Description	Completion Timeline				Group	Notes
		2013 or done	2014	2015 and beyond	On-going		
32	Provide appropriate crossings at uncontrolled locations that utilize design measures to improve pedestrian safety, particularly those on roadways with three or more travel lanes. Note: In designing these locations, LADOTD will follow guidance issued by the Federal Highway Administration (<i>Safety of Marked and Unmarked Crosswalks at Uncontrolled Intersections</i> , FHWA 2003, and Memorandum regarding <i>Interim Approval for Rectangular Rapid Flashing Beacons</i> dated July 16, 2008).		T			F	“Update Design Standards”
33	Provide bicycle detection at actuated traffic signals, where appropriate.		T			F	“Update Design Standards”
34	Plans shall include provisions for the protection and maintenance of pedestrian and bicycle traffic during construction.		T			B	Target latter 2014
35	Avoid using rumble strips on shoulders used by bicyclists unless there is a minimum clear path of 4 feet from the rumble strip to the outside edge of the paved shoulder, or 5 feet to the adjacent guardrail, curb or other obstacle. Gaps (12-foot gap every 40 to 60 feet) in the rumble strip should be provided to accommodate left turn and merging movements, and to enable bicyclists to avoid debris in the shoulder and to pass other bicyclists.	C				F	“Update Design Standards”
36	Avoid chip-sealed surfaces where possible on roadways that are either designated as bicycle routes, or are frequently used by bicyclists.		T			C	Target latter half of 2014 (Bicycle EDSM)
37	At T-intersections where a bypass lane is provided to facilitate left turns, provide a minimum 5-foot shoulder in order to facilitate safe bicycle passage.		T			C	Target latter half of 2014 (Bicycle EDSM)
38	Provide appropriate pedestrian accommodations on all projects whether or not sidewalks are provided. Note: The absence of a sidewalk is not the determining factor as to whether pedestrians will be present and other pedestrian accommodations, including crossings, landings and accessible ramps, should be provided. Intersection improvement projects in areas with existing or planned development should include pedestrian accommodations whether or not sidewalks are present.	WP	T			C	See work plan (sidewalk EDSM)
39	Work with partner agencies to include the appropriate laws and principles for safely sharing the road with pedestrians and bicyclists as a part of driver education manuals, classes and license testing procedures.			T		H	

Task #	Task Description	Completion Timeline				Group	Notes
		2013 or done	2014	2015 and beyond	On-going		
40	Require the provision of appropriate pedestrian bicycle facilities as a condition of approval.		T			D	
41	Update the Road Design Manual and English Design Standards to reflect current national guidelines and best practices and provide appropriate guidance to staff.		T			F	“Update Design Standards”
42	Provide countdown pedestrian signal heads at signalized intersections. The minimum width of sidewalks installed by LADOTD is to be 5’. Wider sidewalks may be appropriate in areas with higher pedestrian volumes. The assumption is that a minimum of a 5’ grass buffer will be provided between the sidewalk and the adjacent roadway, however a wider buffer will be provided where possible on higher speed roadways such as urban arterials.		T			F	“Update Design Standards”
43	Allow greater flexibility to design projects that better meet the needs of all travelers.		T			F	“Update Design Standards”
44	Use the following methods to retrofit bike lanes (or paved shoulders) on urban and suburban roadways (road diet techniques): Reducing travel lane widths – lane widths may be reduced per the flexibility defined in AASHTO’s Policy on the Geometric Design of Highways and Streets and based on engineering judgment, Reducing the number of travel lanes – a traffic analysis may be done on roadways with excess capacity to determine if they are candidates for this treatment. Reconfiguring or reducing on-street parking – this method is a last resort, as changes to parking are often opposed by adjacent landowners.		T			C	Target latter half of 2014 (Bicycle EDSM)
45	Provide appropriate bicycle compatible features (i.e. bicycle safe drainage grates, placement of rumble strips, type of expansion joints, etc) on all projects whether or not officially designated as bikeways.		T			C	Target latter half of 2014 (Bicycle EDSM)
46	Ensure crosswalks that are marked at uncontrolled locations be staggered continental crosswalk markings.	WP	T			C	See work plan (sidewalk EDSM)
47	Assign a pedestrian and bicycle liaison at each district office to help ensure that the recommendations of this plan are fully implemented in each district.	WP	T			D	See work plan
48	Train staff and consultants to plan and design for walking and bicycling.				O	D	



Task #	Task Description	Completion Timeline				Group	Notes
		2013 or done	2014	2015 and beyond	On-going		
49	Require training in Complete Streets as pre-requisite or requirement of design contracts.	WP	T			D	See work plan
50	Provide training opportunities to MPO staff, parishes and municipalities in Complete Streets.				O	D	
51	Monitor pedestrian and bicycle crash data on an annual basis.			T		H	
52	Annually identify the following measures during routine inventory process: Portion of streets dedicated to non-motorized traffic, Road crossing width, Functional width of sidewalk, Distance between travel lane and sidewalk			T		H	
53	LADOTD's bicycle and pedestrian coordinator will collect and disseminate an annual report of bicycle and pedestrian activities, including activities of LADOTD's District Offices and addressing progress toward the goals of this plan.				O	H	
54	Require the collection and analysis of pedestrian and bicycle related data as a part of the Traffic Impact Analysis (TIA) requirement in the LADOTD driveway permitting and access management program. Require the provision of appropriate pedestrian bicycle facilities as a condition of approval.		T			B	Target half of latter 2014
55	Develop an action plan that identifies deficiencies in current pedestrian and bicycle facilities and programs improvements.			T		G	
56	Annually report on the data to measure progress towards achieving the goals of the Complete Streets Policy. Note: Data should include walking and bicycling mode splits and crash and injury rates.				O	H	
57	Confirm evidence of Complete Streets application in all state and federally funded projects included in MPO TIPS and Plans for urbanized areas.			T		H	
58	Monitor the frequency and quality of non-motorized education and training programs.				O	H	
59	Include identification of walking and bicycling needs when developing statement of Purpose and Need.		T			A	Target latter half of 2014

Task #	Task Description	Completion Timeline				Group	Notes
		2013 or done	2014	2015 and beyond	On-going		
60	Cease the requirement for the LDOTD to “find and declare construction is necessary in the public interest and will contribute to the safety of bicyclists and the motoring public” before constructing a bicycle path by revising Louisiana revised statute (RS) 48:21.	C				H	
61	Add a penalty for improper opening or leaving open of vehicle door that can interfere with other roadway users.	C				H	
62	Require lighting devices for mobility aids after dark rather than banning their use after dark by revising RS 32:197.					H	
63	Require questions about sharing the road with all modes of transportation, including transit and non-motorized modes (pedestrians and bicycles), on the drivers exam by revising RS 17:270.	C				H	
64	Promote Complete Streets Program as a means of helping MPOs meet regional Air Quality Conformity Objectives by allowing CMAQ funds to be used to fund non-motorized transportation projects.			T		H	
65	Work with legislature to create funding stream for local Complete Streets Policy/Plan development.			T		H	
66	Work with partner agencies and jurisdictions to actively promote land use and development principles that contribute to a safe and comfortable walking and bicycling environment.			T		H	
67	Work with Legislature to remove any language from state statutes that conflict with Complete Streets, and to develop language that is more supportive of Complete Streets.				O	H	
68	Work with Legislature to establish formal state bicycle and pedestrian advisory committee.				O	H	
70	Identify organization to develop comprehensive effort to fund and administer public education programs. Ex. Donation on state tax form, Share the Road License Plate			T		H	
71	Secure and program safety spending for pedestrians and bicyclists at a level recognizing the high percentage of fatalities and serious injuries that these modes comprise.			T		G	
72	Work with local governments and private developers to ensure that sidewalk and pedestrian accommodations are provided.			T		H	



Task #	Task Description	Completion Timeline				Group	Notes
		2013 or done	2014	2015 and beyond	On-going		
73	Where appropriate, work with local governments to ensure future maintenance of sidewalk network.			T		H	
74	Encourage local and partner agencies and jurisdictions to use or adopt Complete Streets Policies.			T		H	
75	Work with partner agencies, including MPOs and local governments to support the use of innovative and state of the art bicycle facilities when appropriate.			T		H	
76	Identify Complete Streets Liaisons to walk projects through project development as examples while comprehensive training program commences.			T		H	
77	Work with Department of Public Safety and legislature to mandate vehicular responsibilities pertaining to interactions with bicyclists and pedestrians in Drivers Education and Drivers License training.			T		H	
78	Work with partners to identify common behavioral and environmental factors that contribute to crashes and injuries and educate the public on increasing bicycling and pedestrian safety.			T		H	
79	Develop comprehensive publicity campaign to heighten awareness of Complete Streets efforts by Department, both internally and externally. Examples of publicity strategies include: Website overhaul, Distribution of documents, Reports on progress.	WP	T			E	See work plan (sidewalk EDSM will begin to address this issue)
80	Convene a statewide pedestrian and bicycle advisory committee to provide advice and recommendations on an ongoing basis. Note: The committee should include individuals and/or organizations representing public health, persons with disabilities, transit providers and riders, children, senior citizens, parks and recreation, schools, the environment, tourism and the business community.				O	E	
81	Identify key transit locations which would benefit from Complete Streets improvements. Work with MPOs, transit agencies and local governments to develop and identify funding sources for the projects.		T			G	Target latter half of 2014

Legend

- C: Complete
- O: Ongoing
- T: Target
- WP: Work Plan

Groups

- A: Update Procedures of Early Stages of Project Delivery Process
- B: Update Procedures for Permitting and Later Stages of Project Delivery Stages
- C: Update/Develop new Engineering Directives
- D: People Power: Establish Bicycle and Pedestrian Liasons, Train Staff, Establish Procedures for Coordinating with Local/Regional Entities
- E: Institutionalize Complete Streets
- F: Rewrite Specific Design Guidance and Standards
- G: Make Programmatic Changes
- H: Other

Appendix B



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Complete Streets Implementation Strategic Action Plan

TASK WORK PLAN

Task Number: 1

Task Description: Include consideration of appropriate pedestrian and bicycle accommodations during project scoping.

Subtask / Action #	Subtask / Action Description	Anticipated Timeline	Participants
1.a	Develop and adopt formalized process for "scoping" of projects in Stage 0 (internal) at HQ to include consideration of pedestrian and bicycle accommodations	Target June 2014	Soll, Betts, Parsons
1.b	Develop and adopt formalized process for "scoping" of projects in Stage 0 (internal) at districts to include consideration of pedestrian and bicycle accommodations	Target June 2014	Soll, Parsons, Johnson, Gowland
1.c	Develop and adopt formalized process for ensuring that advertised project scope of services consistently include consideration of pedestrian and bicycle accommodations	Target June 2014	Soll, Parsons, Dale

Additional Information: Reword to state, "Develop procedure to ensure consideration of pedestrian accommodation when new construction, reconstruction, and system preservation projects are scoped."

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TASK WORK PLAN

Task Number: 2, 3, 10, 23, 38, 46 (and possibly 8 and 9) and 11

Task Description:

- (2) In reconstruction projects, upgrade existing sidewalks and ramps, and include crossing improvements as appropriate.
- (3) In preservation projects, upgrade ramps and include crossing treatments, as appropriate.
- (10) Develop and implement consistent policies for marking crosswalks and providing pedestrian signals.
- (23) Upgrade existing pedestrian and bicycle facilities to meet current standards as part of all reconstruction transportation projects.
- (38) Provide appropriate pedestrian accommodations on all projects whether or not sidewalks are provided. Note: The absence of a sidewalk is not the determining factor as to whether pedestrians will be present and other pedestrian accommodations, including crossings, landings and accessible ramps, should be provided. Intersection improvement projects in areas with existing or planned development should include pedestrian accommodations whether or not sidewalks are present.
- (46) Ensure crosswalks that are marked at uncontrolled locations be staggered continental crosswalk markings.
- (8) Ensure all new pedestrian facilities installed by LADOTD will comply with the Americans with Disabilities Act Accessibility Guidelines, specifically the Public Rights-of-Way Accessibility Guidelines issued in 2005
- (9) Existing pedestrian facilities on roadways will be brought into ADA compliance during preservation and reconstruction projects.
- (11) Develop Formal Procedure for Exceptions being approved by LADOTD Chief Engineer.

Subtask / Action #	Subtask / Action Description	Anticipated Timeline	Participants
2.a	Draft Revise Sidewalk EDSM to reflect Complete Streets Policy, including exceptions provision	Target January 2014	Soll, CSTAC
2.a.1.	Have design sub-committee meet to review revisions	Target February 2014	Soll, Parsons, 3 members of CSWG, 3 members of CSTAC
2.a.2.	Have Chief Engineers Office review and adopt revised EDSM	Target March 2014	Russo, Savioe
2.b	Work with Chief Engineers Office to revise just the "English Design Standards" page of the Road Design Manual	Target February 2014	Soll, Parsons, Russo, Savioe

Additional Information: These tasks all seem to fall into the revisions to the Sidewalk EDSM (EDSM No. II.2.1.10) and revision to the "English Design Standards" for each facility type.

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TASK WORK PLAN

Task Number: 6

Task Description: Adopt Bicycle, Transit, and Pedestrian Checklist for use during appropriate project development stages.

Subtask / Action #	Subtask / Action Description	Anticipated Timeline	Participants
6.a	Review existing bicycle and pedestrian checklist for relevancy	Target January 2014	
6.b	Research other state bicycle and pedestrian checklists, identify transit items	Target January 2014	
6.c.	Revise checklist	Target February 2014	
6.d.	Meet with Design subcommittee to review	Target February 2014	
6.e.	Have CSTAC identify appropriate project development stage for adoption	Target June 2014	
6.f.	Develop formal procedure for use of checklist	Target June 2014	

Additional Information:

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TASK WORK PLAN

Task Number: 47

Task Description: Assign a pedestrian and bicycle liaison at each district office to help ensure that the recommendations of this plan are fully implemented in each district.

Subtask / Action #	Subtask / Action Description	Anticipated Timeline	Participants
47.a	Identify appropriate person to serve as pedestrian and bicycle coordinator. Determined to be Assistant District Administrator of Engineering (ADAE)	Completed in November 2013	CSTAC
47.b.	Determine duties and timeline for implementation. May include serving as liaison to advocates, providing guidance to project designers on facilities to include, facilitating exception process at District level, getting training.	Target February 2014	Soll, Parsons, District Representatives
47.c.	Inform District Administrators and ADAEs of responsibility	Target April 2014	Deselles, Soll, Parsons

Additional Information:

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TASK WORK PLAN

Task Number: 49

Task Description: Require training in Complete Streets as pre-requisite or requirement of design contracts.

Subtask / Action #	Subtask / Action Description	Anticipated Timeline	Participants
49.a.	Meet with Alan Dale to determine follow up actions	Target February 2014	Soll, Parsons, Jatres, Dale
49.b.	Identify training courses eligible and specifics on training being provided regularly	Target March 2014	Soll, Parsons, Jatres, Dale
49.c.	Write memo to notify consultants of new responsibility and timeline for getting training	Target April 2014	Soll, Parsons, Jatres, Dale

