





## Space Coast Transportation Planning Organization Complete Streets Training

### Discussion Draft Scope and Agenda for Training

**Introduction and Purpose** - The Space Coast Transportation Planning Organization is interested in developing and conducting Complete Streets training for its members and agency representatives. The purpose of this training is to convey the importance of complete streets to a variety of decision makers and technical experts and to demonstrate how our transportation policies can affect the health and sustainability of our communities.

**Intended Audience** – The intended audience for this training includes a range of policy makers, decision makers and technical personnel, including:

- Regional and local elected officials, city, county and planning commissioners, and TPO board members
- Traffic engineering, public works, roadway design, and maintenance staff
- Transportation, land use and community development planners
- Bicycle, pedestrian, transit, recreation and health promotion agencies/staff
- Stakeholders and advocates for sustainability, older adults, people with disabilities, children, walking, bicycling, transit, health, and the environment

**Interactive Learning** - Research has shown that adults and children learn very differently. Adults tend to better understand and apply new concepts by seeing how these concepts work “on the ground”. For this reason, this training program will be highly interactive and will include a minor amount of preparatory work from participants, hands-on group exercises, and on-the-ground street audits to assess the “completeness” and identify corrective actions of some familiar streets.

### **Scope of Work**

The following tasks outline our approach to developing and implementing Complete Streets training. We would like to talk through these tasks with Space Coast TPO to refine the approach to best meet the agency’s needs and desired outcomes.

#### ***Task 1 – Understand the Audience to Tailor the Training***

Under this task, the Consultant will conduct one-on-one and small group interviews to understand the level of interest and knowledge of complete streets ideas and concepts. This will help determine the agenda, format and level of detail that is included in the training workshops. It is anticipated that up to 12 targeted attendees will be interviewed to gather information from a cross section of potential attendees.

Deliverables: Draft Interview Questionnaire, Revised Questionnaire, Summary of Stakeholder Interviews and Recommendations for Training Workshops





### ***Task 2 – Develop Outline for Training Workshop***

This task will include the development of an initial outline for the Training Workshop, with proposed format and time allocations for each segment. The Consultant will review this outline with the project manager and key staff.

Deliverables: Draft Annotated Outline, Revised Annotated Outline

### ***Task 3 – Develop Detailed Agenda and Training Materials***

Based on input received from the Client in the previous task, the Consultant will develop an initial Workshop agenda and submit to the project manager for review and comment. At this time, it is assumed that the Workshop will be delivered over a 2-day period, and that a policy-level introductory piece will be included in Day 1 of the program. The following outlines some of the key topics that may be included in the Workshop:

What are complete streets?

Why are complete streets important?

How do we make decisions that affect our streets today?

How do our existing policies (transportation and land use) affect our streets and communities?

What is happening on the ground? – walking and biking audits of existing streets to identify current practices and areas for change

What can we all do to develop complete streets? – an interactive discussion of all the stakeholders and their roles in complete streets

The Consultant will develop a draft detailed agenda and review this with the project manager and key staff. Based on input received, the Consultant will develop a revised agenda and draft presentation materials for the workshop.

The Consultant will conduct up to three (3) work sessions with the client to review and revise the workshop agenda and training materials.

Deliverables: Draft Detailed Agenda, Revised Agenda, Initial Training Materials, Revised Training Materials, and Final Training Materials

### ***Task 4 – Develop Take Away Materials for Participants***

It is important that both policy makers and technical experts be able to apply the concepts and ideas developed during the training to their daily decision making activities. To facilitate this application, the Consultant will develop draft and final “take away” materials that appeal to both the technical experts and the policy makers.



The Consultant will work with the Project Manager and her team to identify which materials would be most useful to the participants; it is assumed that up to two (2) take away pieces will be developed. Some examples of materials could include:

- Complete Streets Pocket Guide – a small summary piece that includes key questions decision makers should ask while reviewing and evaluating transportation and land use projects
- Complete Streets Resource Drive – a compilation of example policies and guidance that have been used by communities and technical experts to develop and implement complete streets policies

Deliverables: Draft Take Away Materials, Revised Take Away Materials, Final Take Away Materials

#### ***Task 5 – Deliver Training Workshops***

The Consultant will deliver the training workshops with the project manager and other key staff members. It is anticipated that up to three (3) 2-day workshops will be conducted.

Deliverables: Supporting deliverables have been identified in other tasks

#### ***Task 6 – Communication and Coordination***

The Consultant will maintain open and regular communication with the project manager and her team. In addition to written and telephone communication, this task will include the following coordination activities:

- Kick-off Meeting
- Status/Update Meetings (up to 4)
- Other coordination meetings (up to 3)

Deliverables: Meeting Agenda and Meeting Summaries



## 4.4 Access Management

### 4.4.1 Access Guidelines

To protect the safety of trail users and reduce potential conflicts with vehicles, access management guidelines have been developed for the ECRRT. These guidelines provide direction to Volusia and Brevard counties in planning for the location of future driveways not already identified in this Study documentation and preliminary design plan sets. Access management provisions identified herein should be considered for codification and incorporation into the land development regulations of both counties. The guidelines are not intended to be inconsistent with any existing access management ordinances and standards, and should be considered subordinate until final codification.

The Florida Department of Transportation developed the Trail Intersection Design Handbook in 2007 to assist local governments in addressing vehicular and bicycle/pedestrian conflict points at multi-use trail intersections. This Handbook provides guidance only, and is not intended to serve as a design template for all intersection applications. The Handbook notes “in assigning right-of-way, the comfort and convenience of the trail user, and the unique behavioral characteristics of the trail user and motorist alike must be taken into consideration”. The preliminary plan set developed for the ECRRT assigns right-of-way per the following prioritization:

- Mid-Block crossing (Collector or higher classified road) – Trail is stop controlled
- US-1 Parallel Path crossing – Trail is stop controlled
- Minor paved street crossing (Local road) – Trail is stop controlled
- Minor paved driveway crossing – Driveway/Motorist is stop controlled
- Unpaved dirt road or driveway crossing – Motorist is stop controlled

Reducing potential conflict points along the regional trail is a primary objective of both Volusia and Brevard counties. Existing road and driveway crossings have been assigned a crossing type based on the above right-of-way assignments, as documented in the preliminary plans set. To guide and mitigate future safety of trail users and motorists at proposed trail intersections, the following access management guidelines are recommended.

- a) All proposed crossings of the trail *not* identified with an easement on the Florida Department of Environmental Protection (FDEP) 2006 purchase survey must be approved by the FDEP or its assignee.
- b) Approved crossings of unpaved roads or driveways will require a paved apron on each side of the trail crossing, to a minimum of 15 feet from the edge of trail. These paved connections and crossing must be approved by the permitting County and will require County permits.
- c) Utility crossings of the trail must be buried. No open cuts of the trail will be allowed. No overhead crossings of utilities will be allowed.
- d) One trail crossing will be allowed per individual parcel, unless otherwise identified as a crossing easement on the 2006 purchase survey. If a parcel is split by the trail, that parcel will be allowed one trail crossing. Additional crossings may be permitted by the County for parcels that have trail frontage of 1 mile or greater.
- e) Parcels that have been or are subdivided after the FDEP 2006 purchase survey will be allowed one trail crossing consistent with the original parcel. The subdivided lots must include cross-access easements to provide access to the singular trail crossing.

These recommended access management guidelines should be evaluated for codification within the various local governments that will be charged with enforcement. They are not meant to conflict with existing local or state ordinances.

#### 4.4.2 Street and Driveway Crossings

The trail corridor is intersected by 38 side streets, some of which are unpaved roads. In addition, there are another 72 driveway crossings, the majority of which are unpaved. As part of our preliminary plans, we have developed five signage and pavement marking cases that may be applied to these trail crossings. The crossing case types, which are notated on the preliminary plans sheets, are as follows:

- Type 1 – Mid-Block roadway crossing
- Type 2 – Offset roadway crossing (applies to the trail segment that is parallel and adjacent to US 1 in Brevard County – from Parker Street to Malinda Lane)
- Type 3 – Minor street crossing (paved)



- Type 4 – Driveway crossing (paved)
- Type 5 – Unpaved street or driveway crossing.

It is recognized that modifications to these standard crossing cases will have to be evaluated for specific intersections and driveways during the final design phases. The crossing case signing and pavement marking plans are provided in Figure 4.4.1.

It is recommended that existing or future local roads with an average daily traffic volume of less than 4,000 would assign the right-of-way to the trail user, and the motorist would be stop controlled.

**DRAFT**



# United States Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations

Signed on March 11, 2010 and announced March 15, 2010

Note: Also available on the [United States Department of Transportation Website](#)

## Purpose

The United States Department of Transportation (DOT) is providing this Policy Statement to reflect the Department's support for the development of fully integrated active transportation networks. The establishment of well-connected walking and bicycling networks is an important component for livable communities, and their design should be a part of Federal-aid project developments. Walking and bicycling foster safer, more livable, family-friendly communities; promote physical activity and health; and reduce vehicle emissions and fuel use. Legislation and regulations exist that require inclusion of bicycle and pedestrian policies and projects into transportation plans and project development. Accordingly, transportation agencies should plan, fund, and implement improvements to their walking and bicycling networks, including linkages to transit. In addition, DOT encourages transportation agencies to go beyond the minimum requirements, and proactively provide convenient, safe, and context-sensitive facilities that foster increased use by bicyclists and pedestrians of all ages and abilities, and utilize universal design characteristics when appropriate. Transportation programs and facilities should accommodate people of all ages and abilities, including people too young to drive, people who cannot drive, and people who choose not to drive.

## Policy Statement

The DOT policy is to incorporate safe and convenient walking and bicycling facilities into transportation projects. Every transportation agency, including DOT, has the responsibility to improve conditions and opportunities for walking and bicycling and to integrate walking and bicycling into their transportation systems. Because of the numerous individual and community benefits that walking and bicycling provide — including health, safety, environmental, transportation, and quality of life — transportation agencies are encouraged to go beyond minimum standards to provide safe and convenient facilities for these modes.

## Authority

This policy is based on various sections in the United States Code (U.S.C.) and the Code of Federal Regulations (CFR) in Title 23—Highways, Title 49—Transportation, and Title 42—The Public Health and Welfare. These sections, provided in the Appendix, describe how bicyclists and pedestrians of all abilities should be involved throughout the planning process, should not be adversely affected by other transportation projects, and should be able to track annual obligations and expenditures on nonmotorized transportation facilities.

## Recommended Actions

The DOT encourages States, local governments, professional associations, community organizations, public transportation agencies, and other government agencies, to adopt similar policy statements on bicycle and pedestrian accommodation as an indication of their commitment to accommodating bicyclists and pedestrians as an integral element of the transportation system. In support of this commitment, transportation agencies and local communities should go beyond minimum design standards and requirements to create safe, attractive, sustainable, accessible, and convenient bicycling and walking networks. Such actions should include:

Considering walking and bicycling as equals with other transportation modes: The primary goal of a transportation system is to safely and efficiently move people and goods. Walking and bicycling are efficient transportation modes for most short trips and, where convenient intermodal systems exist, these nonmotorized trips can easily be linked with transit to significantly increase trip distance. Because of the benefits they provide, transportation agencies should give the same priority to walking and bicycling as is given to other transportation modes. Walking and bicycling should not be an afterthought in roadway design. Ensuring that there are transportation choices for people of all ages and abilities, especially children: Pedestrian and bicycle facilities should meet accessibility requirements and provide safe, convenient, and interconnected transportation networks. For example, children should have safe and convenient options for walking or bicycling to school and parks. People who cannot or prefer not to drive should have safe and efficient transportation choices.

Going beyond minimum design standards: Transportation agencies are encouraged, when possible, to avoid designing walking and bicycling facilities to the minimum standards. For example, shared-use paths that have been designed to minimum width requirements will need retrofits as more people use them. It is more effective to plan for increased usage than to retrofit an older facility. Planning projects for the long-term should anticipate likely future demand for bicycling and walking facilities and not preclude the provision of future improvements.

Integrating bicycle and pedestrian accommodation on new, rehabilitated, and limited-access bridges: DOT encourages bicycle and pedestrian accommodation on bridge projects including facilities on limited-access bridges with connections to streets or paths.

Collecting data on walking and biking trips: The best way to improve transportation networks for any mode is to collect and analyze trip data to optimize investments. Walking and bicycling trip data for many communities are lacking. This data gap can be overcome by establishing routine collection of nonmotorized trip information. Communities that routinely collect walking and bicycling data are able to track trends and prioritize investments to ensure the success of new facilities. These data are also valuable in linking walking and bicycling with transit.

Setting mode share targets for walking and bicycling and tracking them over time: A byproduct of improved data collection is that communities can establish targets for increasing the percentage of trips made by walking and bicycling.

Removing snow from sidewalks and shared-use paths: Current maintenance provisions require pedestrian facilities built with Federal funds to be maintained in the same manner as other roadway assets. State Agencies have generally established levels of service on various routes especially as related to snow and ice events.

Improving nonmotorized facilities during maintenance projects: Many transportation agencies spend most of their transportation funding on maintenance rather than on constructing new facilities. Transportation agencies should find ways to make facility improvements for pedestrians and bicyclists during resurfacing and other maintenance projects.

## Conclusion

Increased commitment to and investment in bicycle facilities and walking networks can help meet goals for cleaner, healthier air; less congested roadways; and more livable, safe, cost-efficient communities. Walking and bicycling provide low-cost mobility options that place fewer demands on local roads and highways. DOT recognizes that safe and convenient walking and bicycling facilities may look different depending on the context — appropriate facilities in a rural community may be different from a dense, urban area. However, regardless of regional, climate, and population density differences, it is important that pedestrian and bicycle facilities be integrated into transportation systems. While DOT leads the effort to provide safe and convenient accommodations for pedestrians and bicyclists, success will ultimately depend on transportation agencies across the country embracing and implementing this policy.

**Ray LaHood, United States Secretary of Transportation**

---

## APPENDIX

### Key Statutes and Regulations Regarding Walking and Bicycling

#### *Planning Requirements*

The State and Metropolitan Planning Organization (MPO) planning regulations describe how walking and bicycling are to be accommodated throughout the planning process (e.g., see 23 CFR 450.200, 23 CFR 450.300, 23 U.S.C. 134(h), and 135(d)). Nonmotorists must be allowed to participate in the planning process and transportation agencies are required to integrate walking and bicycling facilities and programs in their transportation plans to ensure the operability of an intermodal transportation system. Key sections from the U.S.C. and CFR include, with italics added for emphasis:

The scope of the metropolitan planning process "will address the following factors... (2) Increase the safety for motorized and *non-motorized users*; (3) Increase the security of the transportation system for motorized and *non-motorized users*; (4) Protect and enhance the environment, promote energy conservation, improve the quality of life..." 23 CFR 450.306(a). See 23 CFR 450.206 for similar State requirements.

Metropolitan transportation plans "...shall, at a minimum, include... existing and proposed transportation facilities (including major roadways, transit, multimodal and intermodal facilities, *pedestrian walkways and bicycle facilities*, and intermodal connectors that should function as an integrated metropolitan transportation system..." 23 CFR 450.322(f). See 23 CFR 450.216(g) for similar State requirements.

The plans and transportation improvement programs (TIPs) of all metropolitan areas "shall provide for the development and integrated management and operation of transportation systems and facilities (including *accessible pedestrian walkways and bicycle transportation facilities*)." 23 U.S.C. 134(c)(2) and 49 U.S.C. 5303(c)(2). 23 CFR 450.324(c) states that the TIP "shall include ... trails projects, pedestrian walkways; and bicycle facilities..."

23 CFR 450.316(a) states that "The MPOs shall develop and use a documented participation plan that defines a process for providing... representatives of users of *pedestrian walkways and bicycle transportation facilities*, and *representatives of the disabled*, and other interested parties with reasonable opportunities to be involved in the metropolitan planning process." 23 CFR 450.210(a) contains similar language for States. See also 23 U.S.C. 134(i)(5), 135(f)(3), 49 U.S.C. 5303(i)(5), and 5304(f)(3) for additional information about participation by interested parties.

#### *Prohibition of Route Severance*

The Secretary has the authority to withhold approval for projects that would negatively impact pedestrians and bicyclists under certain circumstances. Key references in the CFR and U.S.C. include:

"The Secretary shall not approve any project or take any regulatory action under this title that will result in the severance of an existing major route or have significant adverse impact on the safety for nonmotorized transportation traffic and light motorcycles, unless such project or regulatory action provides for a reasonable alternate route or such a route exists." 23 U.S.C. 109(m).

"In any case where a highway bridge deck being replaced or rehabilitated with Federal financial participation is located on a highway on which bicycles are permitted to operate at each end of such bridge, and the Secretary determines that the safe accommodation of bicycles can be provided at reasonable cost as part of such replacement or rehabilitation, then such bridge shall be so replaced or rehabilitated as to provide such safe accommodations." 23 U.S.C. 217(e). Although this statutory requirement only mentions bicycles, DOT encourages States and local governments to apply this same policy to pedestrian facilities as well.

23 CFR 652 provides "procedures relating to the provision of pedestrian and bicycle accommodations on Federal-aid projects, and Federal participation in the cost of these accommodations and projects."

#### *Project Documentation*

"In metropolitan planning areas, on an annual basis, no later than 90 calendar days following the end of the program year, the State, public transportation operator(s), and the MPO shall cooperatively develop a listing of projects (including investments in *pedestrian walkways and bicycle transportation facilities*) for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year." 23 CFR 332 (a).

#### *Accessibility for All Pedestrians*

Public rights-of-way and facilities are required to be accessible to persons with disabilities through the following statutes: Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. §794) and Title II of the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12131-12164).

The DOT Section 504 regulation requires the Federal Highway Administration (FHWA) to monitor the compliance of the self-evaluation and transition plans of Federal-aid recipients (49 CFR §27.11). The FHWA Division offices review pedestrian access compliance with the ADA and Section 504 as part of their routine oversight activities as defined in their stewardship plans.

FHWA posted its [Clarification of FHWA's Oversight Role in Accessibility](#) to explain how to accommodate accessibility in policy, planning, and projects.

## Additional Resources

For more information about:

### FHWA Bicycle and Pedestrian Program Resources

[FHWA's Bicycle and Pedestrian Program](#)  
[FHWA guidance documents on walking and bicycling](#)  
[Publications related to walking and bicycling](#)  
[Information about State and local resources](#)  
[Equestrian and Other Nonmotorized Use on Bicycle and Pedestrian Facilities](#)  
[Framework for Considering Motorized Use on Nonmotorized Trails and Pedestrian Walkways](#)  
[Manuals and Guides for Trail Design, Construction, Maintenance, and Operation](#)  
[Recreational Trails](#)  
[Shared-Use Paths Along or Near Freeways and Bicycles on Freeways](#)  
[Snow Removal on Sidewalks Constructed with Federal Funding](#)  
[Federal Aid funding resources for walking and bicycling facilities](#)  
[Federal funding spent on walking and bicycling facilities](#)

### Accessibility

[FHWA American with Disabilities Act \(ADA\) resources](#)  
[U.S. Access Board information about ADA for public rights of way](#)  
[Accessibility Guidance for Bicycle and Pedestrian Facilities, Recreational Trails, and Transportation Enhancement Activities](#)

### Pedestrian and Bicycle Safety

[FHWA Pedestrian and Bicycle Safety Program](#)  
[FHWA Pedestrian and Bicycle Safety Research](#)  
The National Highway Traffic Safety Administration's [Pedestrian](#) and [Bicycle](#) Safety Programs

### Context Sensitive Solutions

[FHWA and Context Sensitive Solutions](#)

### State Bicycle and Pedestrian Contacts

[State Bicycle and Pedestrian Coordinators](#)

To provide Feedback, Suggestions, or Comments for this page contact Gabe Rousseau at [gabe.rousseau@dot.gov](mailto:gabe.rousseau@dot.gov).

This page last modified on March 19, 2010

---

[FHWA Home](#) | [HEP Home](#) | [Feedback](#)



United States Department of Transportation - Federal Highway Administration