Martin O'Malley, *Governor*
Anthony G. Brown, *Lt. Governor*

SHA State Highway Administration
Maryland Department of Transportation

Beverley K. Swaim-Staley, *Secretary*
Melinda B. Peters, *Administrator*

TO: SHA Senior Management Team

FROM: Melinda B. Peters, Administrator

DATE: July 30, 2012

SUBJECT: SHA Complete Streets Policy

As the Maryland State Highway Administration (SHA) continues to advance our mission to provide a safe, well-maintained, reliable highway system that enables mobility choices for all customers, SHA is issuing the attached Complete Streets Policy. This policy is designed to bring together many of the ongoing efforts and policies across the administration for the various modes of transportation and will strengthen our efforts to balance the safety and mobility of all roadway users. It is the intent of the policy to stimulate more in-depth conversation about how to continually improve our Complete Streets approach on our roadways.

Maryland's newly enacted PlanMD legislation encourages MDOT and SHA to enhance access to transportation alternatives. SHA's philosophy of developing context sensitive solutions that support pedestrian bicycle, ADA and transit accessibility has driven our approach for many years. This Complete Streets policy builds upon these efforts so that we continue to be national leaders in safely serving all modes of transportation on Maryland's highway system.

Please become familiar with the enclosed policy. The next step in the implementation process for this policy will be the completion of a gap analysis of related guidelines and policies to determine any changes required to comply with the Complete Streets policy. We will be in contact with the appropriate Senior Managers to coordinate as needed.

I. Vision

Complete Streets is the Maryland State Highway Administration's (SHA) approach to achieving an interconnected, multi-modal transportation network throughout Maryland that supports access and travel for all users.

II. Policy Statement

The SHA shall follow a ***Complete Streets Approach*** that promotes the Maryland Department of Transportation (MDOT)'s overarching mission to "*Enhance the quality of life for Maryland's citizens by providing a balanced and sustainable multimodal transportation system for safe, efficient passenger and freight movement.*" This ***Complete Streets Approach*** will create a comprehensive multi-modal network by ensuring connectivity for vehicles, bicycling, walking, transit and freight trips throughout Maryland's transportation system.

The Maryland State Highway Administration is committed to:

- A safe, efficient, multi-modal transportation network in Maryland that provides for the access, mobility, and safety needs of motorists, freight carriers, transit users, bicyclists and pedestrians.
- Partnerships with local government entities, transit providers, businesses, stakeholders and residents to plan, design, construct, operate and maintain the complete street network in Maryland

This policy requires that all SHA staff and partners consider and incorporate complete streets criteria for all modes and types of transportation when developing or redeveloping our transportation system.

III. Exceptions

Exceptions to this policy may be applicable where circumstances or laws exist that prohibit or limit the ability to provide favorable conditions for all modes. The justification for any exception is to be documented in the project files, preferably in the appropriate milestone report and approved/ signed by the corresponding director(s). Justifications should consider impacts to surrounding communities and alternate routes available for any mode not fully accommodated.

a) Projects that utilize a Design Approval Memorandum (DAM) process shall incorporate the elements of the Complete Streets approach into the memo.
b) Projects that require other forms of milestone reports shall incorporate the elements into the reports.

IV. Performance Measures

See Performance Measures from the SHA Business Plan's Mobility and Safety KPA's

V. Related Policies and Guidelines

1. <u>Accessibility Policy & Guidelines for Pedestrian Facilities along State Highways</u>

Date Adopted: June 2010

Focus: ADA Pedestrian Access

Summary:

A) Policy that states:
   a. SHA is committed to achieving equal opportunity and non-discrimination for all persons in their interactions with SHA
   b. SHA will uphold the Americans with Disability Act (ADA) and Section 504 of the Rehabilitation Act of 1973 to the ***fullest extent possible***

c. All projects will provide accessibility for persons with disabilities where it is ***reasonable, feasible and appropriate*** to do so

B) Guidance is given for:

a. What treatments should be installed on a project
b. Examples of what may qualify as not reasonable, feasible or appropriate, for which a waiver must then be sought.

Key Complete Streets Features include: Sidewalks, Ramps, Median Treatments, Driveway Crossings, Protruding Objects, Cross Walks, Mid Block Crossings, Stop Lines, Signals, Accessible Pedestrian Signals, Detectable Warning Devices

2. **Bicycle Policy and Design Guidelines**

Date Adopted: December 2011 (Policy), TBD (Guidelines)
Focus: 1) Policy on Marked Bicycle Lanes, 2) Bicycle Guidelines
Summary:

A) States that all projects:

a. Shall evaluate options for improved bicycle access
b. Shall not reduce existing shoulder width below 4 feet
c. Shall not degrade existing bicycle accommodations
d. On prohibited roads bicycle accommodations should not be provided.
e. Encourages the implementation of consistent lane widths and states minimal lane widths of 10' for through lanes and 9' for turn lanes.
f. Requires at least 4 feet of space behind rumble strips
g. Requires bicycle compatible grates to be installed on all projects
h. Roads that are resurfaced need to attempt to provide bike lanes
i. If bike lanes cannot be constructed a waiver must be submitted

B) Guidance is given for:

a. Bicycle lane widths and signing/striping
b. Treatments for shared lanes
c. Typical transitions between different facilities
d. Intersection treatments
e. Horizontal alignment and sight distance calculations

Key Complete Streets Features: Bike lanes, Sharrows, Bike Signs, Sub-standard lane treatments, pocket lanes, cycle tracks, shared use path, intersection striping

3. **SHA Transit Guidelines**

Date Adopted: UNDERWAY
Focus: On-road transit accommodations
Summary: Will include guidance for engineers on how to appropriately accommodate bus transit on state roadways to help to optimize transit efficiency.

Key Complete Streets Features (proposed): Bus stop locations, bus signal prioritization, bus pull out areas, dedicated bus lanes, bus rapid transit typical sections

4. **SHA TOD Guidelines and Plans**
Date Adopted: UNDERWAY

Focus: 1) Access to TOD areas 2) Framework for supporting TOD development
Summary: Will include a framework for SHA staff to work within to better facilitate economic growth, mobility and access within designated Transit Oriented Development areas. This framework will promote accessibility to the transit station and provide options for mode choice within the area.

Key Complete Streets Features (proposed): Special consideration given to other modes of transportation in these areas, enhanced access for bicycles and pedestrians (per law), increased context sensitive design through enhanced developer and county master plan coordination

5. SHA Freight Guidelines
Date Adopted: PENDING
Focus: Truck-freight access on state highways
Summary: Is likely to provide guidance on how and when to appropriately accommodate truck freight on SHA roadways.

Key Complete Streets Features (proposed): Larger turn radius, truck parking, wide outside lane, high speed turns, priority truck routes

6. AASHTO Guidelines
Date Adopted: 2001
Focus: Geometric design of roadways for vehicles and bicycles
Summary: Provides detailed design guidance for geometric design of the roadway for vehicles and bicycles (2009 addition). It is the primary guiding document for geometric design for all engineers around the United States as it is based on sound empirical findings and careful research.

Key Complete Streets Features (proposed): Lane widths (both bike and car), turning radius (both bike and car), speed limits, sight distance, stopping distance, super-elevation, grades, intersection designs (car and bikes)

7. MUTCD Guidelines
Date Adopted: 2009
Focus: Guidelines for all traffic control devices (signals, signing, striping, marking)
Summary: Provides detailed design guidance for all acceptable signs, striping, markings and signal treatments for the roadway. It is the required guiding document for traffic control devices funded by federal money and most states. It is the primary guiding document used by engineers around the United States as it is based on sound statistical findings and careful research.

Key Complete Streets Features (proposed): Regulatory, warning and informative signs (cars, bikes and peds), striping such as crosswalks, lanes, etc (cars, bikes and peds), markings (cars, bikes, peds), signals (cars, bikes, peds).

8. HCM Guidelines
Date Adopted: 2000 and 2010
Focus: Guidelines for signal timing and measures of acceptable levels of congestion
Summary: This document provides expertise on acceptable levels of congestion. It provides tools and measures to adequately address congestion levels including Critical Lane Volume (CLV) and other forms of control. It recommends appropriate speeds and signal timings to alleviate congestion. This is the primary

document for traffic engineers attempting to alleviate congestion. The 2000 version focused on vehicle congestion only. The 2010 version includes new tools and measures for mulit-modal traffic and congestion relieve via "person-throughput" instead of vehicular throughput.

Key Complete Streets Features (2010 version): Includes measures for vehicles, bicycles, pedestrians and transit.

9. Highway Safety Manual (HSM)

Date Adopted: 2010 (not yet officially used by State)
Focus: Guidelines for signal timing and measures of acceptable levels of congestion
Summary: First official document that includes a method to measure increases in safety as a result of geometric improvements to the roadway for all modes of transportation. Using tools such as SafetyAnalyst, Interactive Highway Design Model (IHSDM), and the Crash Modification Factors (CMF) Clearinghouse, this document can be utilized for before and after conditions so that safety can be compared across different designs in a quantitative manner. This helps to eliminate subjective reasoning and personal biased toward what treatments may be safe or not safe.

Key Complete Streets Features: Includes safety measures for vehicles, bicycles and pedestrians.

VI. Implementation

SHA recognizes the need to provide planners, designers and decision-makers with a framework for incorporating and evaluating complete streets principles and design elements into planning, design, and construction projects. As described above, the complete streets policy and approach are accomplished through the framework provided by several specific policies, design guidelines and project development protocols. SHA will review current policies and guidelines and conduct a gap analysis and implementation strategy to ensure full and consistent implementation of this policy. An expected delivery date for the gap analysis and implementation strategy will be set upon adoption of this policy.

VII. Supporting Legislation

Provide reference and excerpts from applicable legislation, e.g., bicycle accommodations law, retrofit sidewalk law, bicycle restrictions on freeways, etc.