

# ACTIVE TRANSPORTATION PLAN STANDARDS

## Introduction & Process

This set of standards has been compiled to create a more comprehensive network of active transportation (bicycling and walking) facilities in Utah that can be implemented more easily and effectively. Additionally, these standards provide a sample scope for communities desiring to hire outside help. Whether the active transportation plan is being completed internally or by a consultant, it must include the following requirements and may include recommended elements (gray, dotted boxes). The *process*, however, is the most important element. By including a broad representation of the community and appropriate partners, the active transportation plan will:

- Addresses community needs
- Meets the needs of the partners
- Can be implemented successfully
- Is broadly supported

## Standards



### 1. Partner Engagement

Involving internal and external partners in the planning process, as well as identifying and empowering community champions, creates an opportunity for comprehensive input and buy-in. Their unique perspectives will generate support for the plan as many of these partners will be critical to successful implementation.

- Include at least one of the following public officials: Mayor, City Manager, Planning Commissioner, City Council Member
- Include all of the following municipal departments: Planning, Engineering, Public Works/Streets, Parks
- Identify, engage, and empower "champions", those community members or staff who can and are willing to expend time, energy, and political will in order to implement the pieces of the plan
- UDOT region representative
- MPO, RPO, or AOG representative
- Recommended: Transit agency; neighboring cities; health department; school district; Department of Public Safety/Utah Highway Patrol; police department; public lands agencies; major employers and work sites*



### 2. Public Engagement

At least two distinct methods of engagement and data collection must be utilized during all phases of the process in order to gather input from diverse community members:

Choose at least two

- Open houses or charrettes
- Online survey
- Opportunities to comment on plans or maps online or in-person
- Intercept surveys
- Pop-up meetings and attending existing events
- Walk and bicycle audit
- Stakeholder interviews or events at major work sites



### 3. Set the Vision, Goals, & Objectives

The vision, goals, and objectives of an active transportation plan create the framework and guide all policy, project, and program recommendations.

- Completed during the first stages of the planning process
- Vision expresses aspirations for bicycling and walking, whether it be related to network, culture, programs, or outcomes
- Goals are broader statements describing desired results; objectives are specific, measurable initiatives that bolster the goals
- Recommended: Reflects the vision or purpose of the community's and/or region's existing plans*



#### 4. Existing or Current Conditions

Creating a clear image of what the community is now enables a meaningful comparison with what the community wants to be in the future. The analysis should use words, photos, maps, and data to describe:

- Existing on and off-street bicycling and walking network and facility types
- Identification of network barriers and gaps
- Demographics
- Crash and safety data
- Integration with local and regional plans, including other active transportation plans
- Connections to transit and community destinations (e.g. parks, schools)
- Recommended: Existing counts (if available)*
- Recommended: Geological, hydraulic, or other physical characteristics and constraints*



#### 5. Recommendations

This task involves recommending new infrastructure, supportive programs, and policies in order to promote better accommodation of people walking and bicycling.

**A. Projects.** These most crucial recommendations should encourage active transportation use, regardless of age or ability, by design. Each recommended facility must include (at least):

- Route and facility type identification
- GIS schema consistent with state and regional standards
- Recommended projects connected to regionally-significant existing or planned routes



**B. Programs.** Education, encouragement, evaluation, enforcement, and equity programs support the effectiveness of infrastructure (engineering) projects (5.A).

- Programming associated with existing and recommended facilities with an emphasis on the 5 Es
- Local context-specific Safe Routes to School programming
- Maintenance plan (i.e. snow removal, restriping, weed removal)
- Recommended: Wayfinding plan compliant with national and local standards*



**C. Policies.** Policies, departmental procedures, design standards and guidelines that promote active transportation usage and safety should be recommended.

- Walking and bicycling friendly design standards and land use policies
- Recommended: Complete Streets Policy or Ordinance*



#### 6. Implementation Strategy

Creating an implementation strategy is a critical step in the active transportation planning process so that momentum and public support do not stall when the plan is finished. It should be detailed, yet easy to use. The plan should include:

- Prioritized and/or phased list of actions and recommendations
- Funding opportunities
- Capital and maintenance cost estimates and budget
- Recommended: Annual work plan calendar*
- Recommended: Agencies or persons responsible for realization of recommendations*



#### 7. Performance Measures

Performance measures are effective ways to evaluate progress and the effectiveness of the implementation of recommendations. Measures should at least include:

- Walking and bicycling mode share (% of trips done by walking or bicycling)
- Regular bicycling and walking counts and reporting at several high profile locations
- Health indicators; crash and safety figures

If you have questions about how to start or where to look for planning and funding assistance, please refer to the following contacts:

<b>Communities in Salt Lake, Davis, Weber, Tooele, Morgan, and Box Elder Counties</b> .....	Scott Hess, Wasatch Front Regional Council (WFRC) Active Transportation Planner (shess@wfrcc.org)
<b>Communities in Utah, Wasatch, and Summit Counties</b> .....	Jim Price, Mountainland Association of Governments (MAG) Active Transportation Project Manager (jprice@mountainland.org)
<b>All Other Utah Communities</b> .....	Heidi Goedhart, UDOT Active Transportation Manager (hgoedhart@utah.gov) or Phil Sarnoff, Bike Utah Executive Director (phil@bikeutah.org)