

CITY OF COLUMBUS INTERSECTION STUDY

A plan for bicycle and pedestrian improvements in the Columbus Central Neighborhoods and an examination of the current policies and procedures for completing bicycle and pedestrian improvements on state highways

A Plan4Health Initiative

May 2016

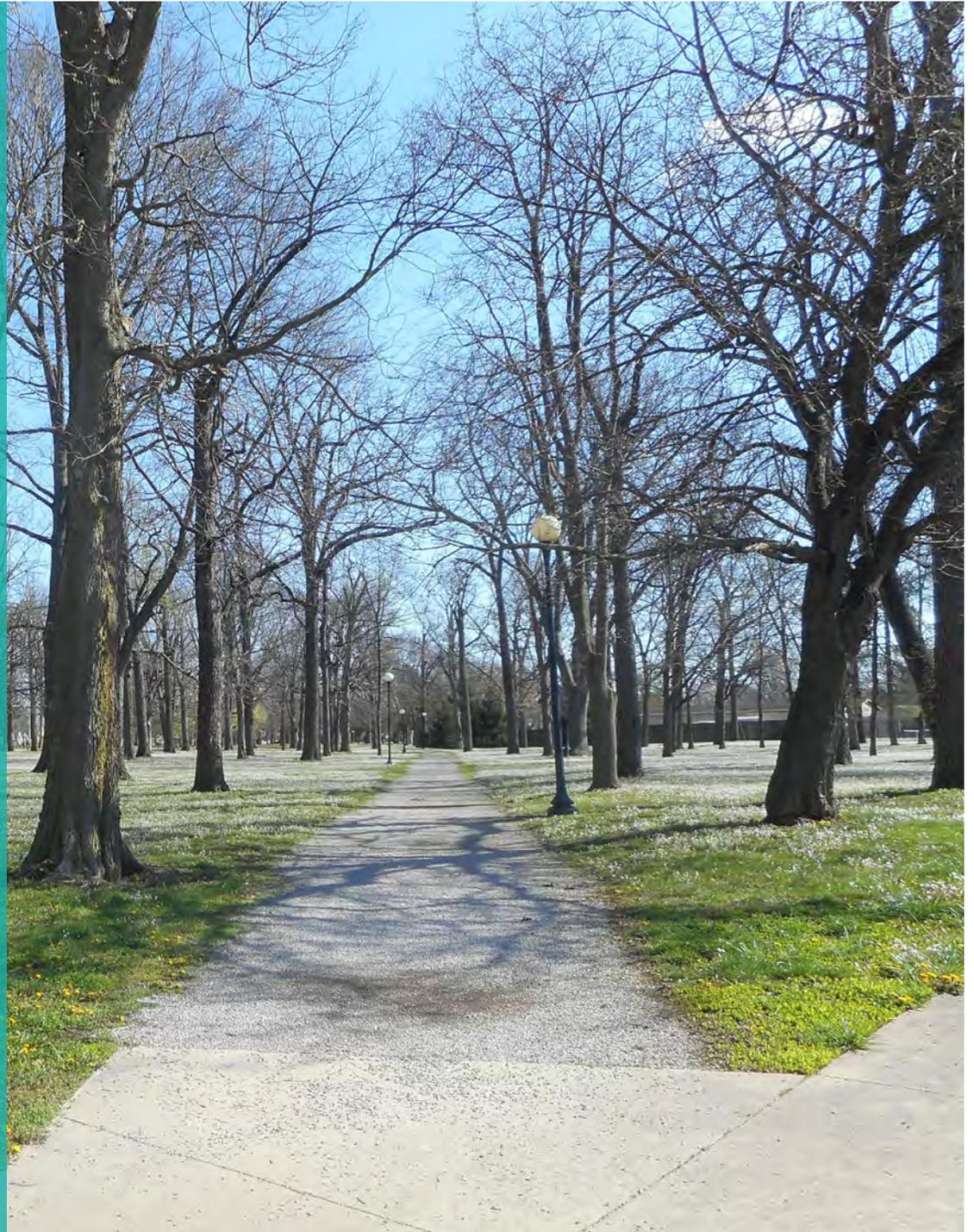


Columbus - Bartholomew County
Planning Department



Healthy Communities

COLUMBUS REGIONAL HEALTH



ACKNOWLEDGEMENTS

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A special thanks to the community members who contributed their ideas, enthusiastic input, and constructive feedback throughout this process.

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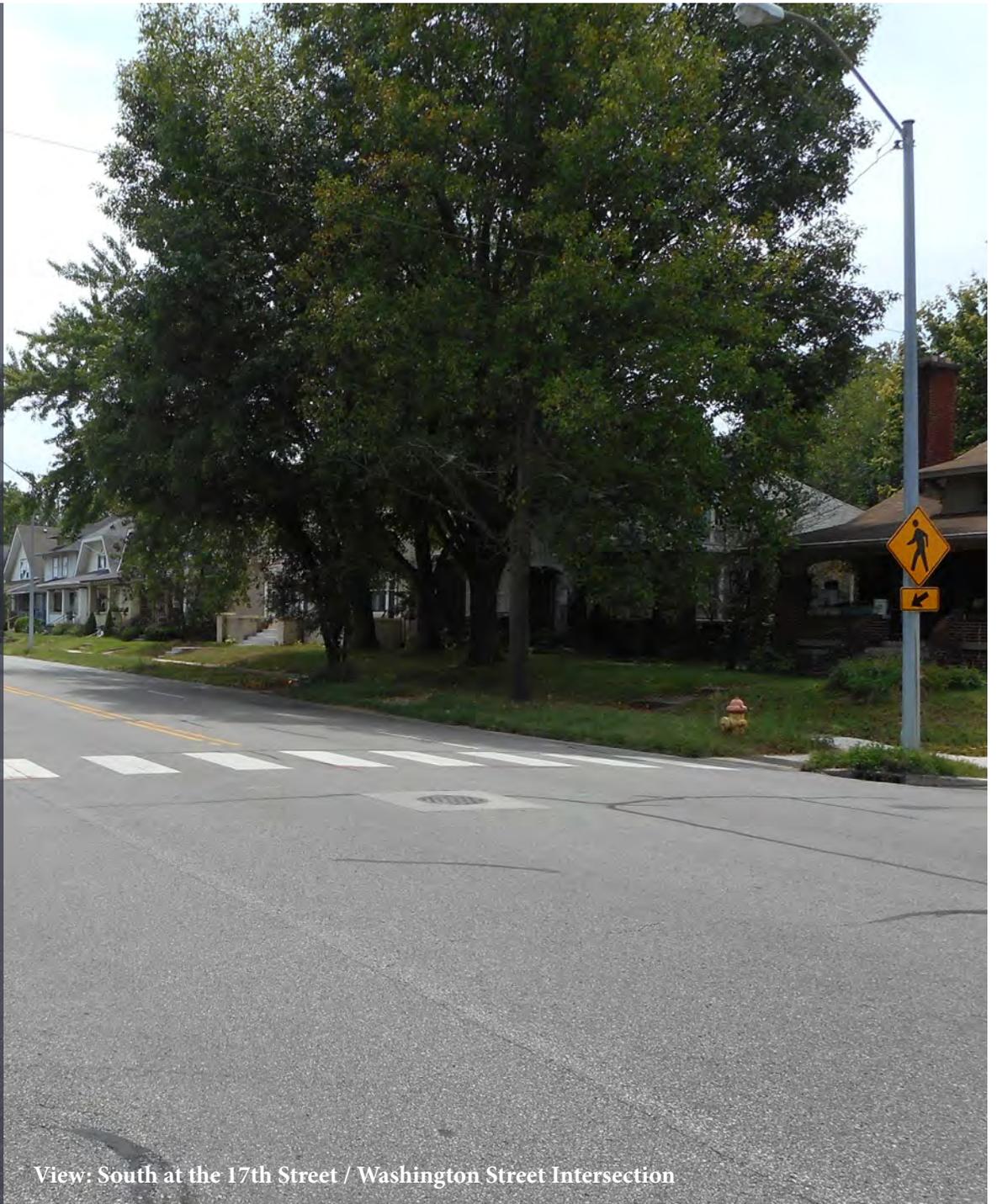
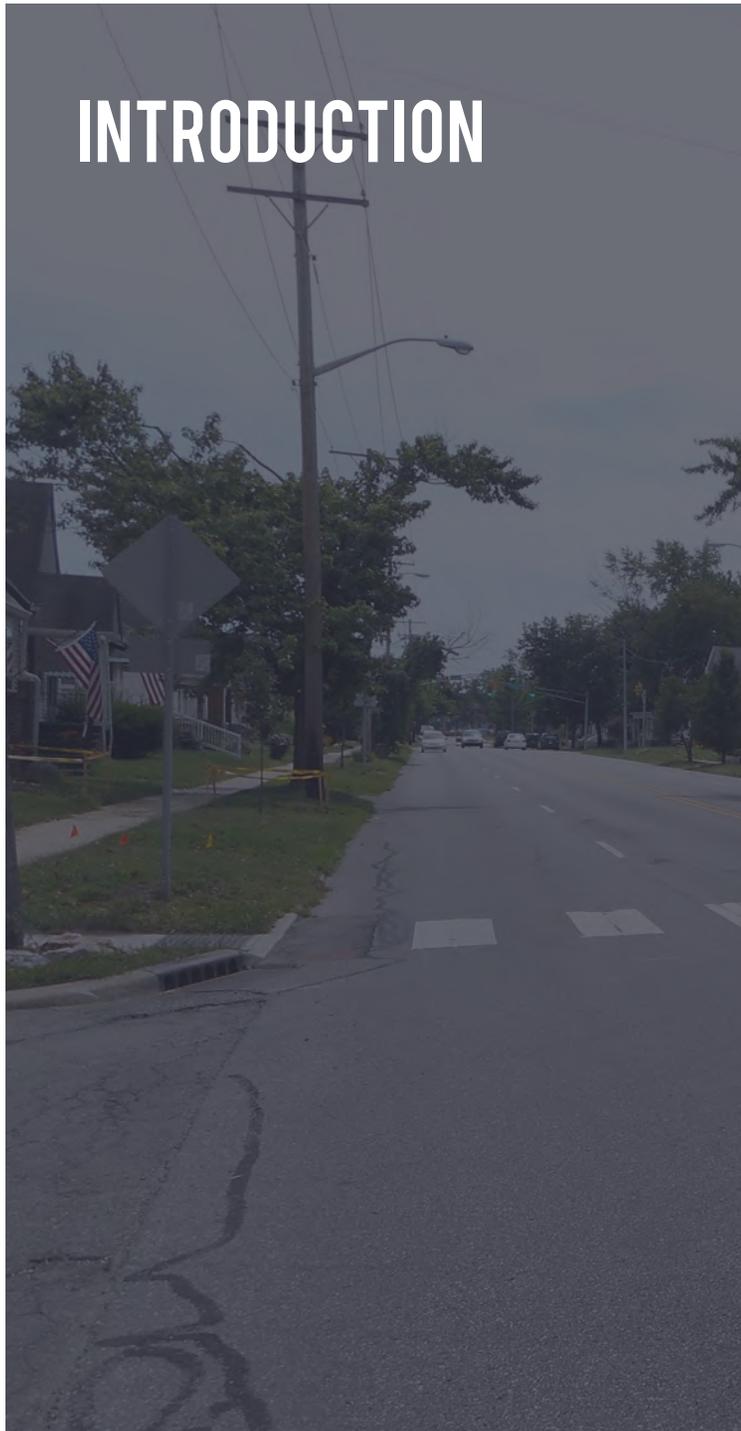
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INTRODUCTION



View: South at the 17th Street / Washington Street Intersection

PROJECT OVERVIEW

This Columbus Intersection Study focuses on (1) making bicycle and pedestrian improvements along a critical east-west corridor of the Columbus People Trail system and (2) investigating INDOT's guidelines and procedures for implementing safe bicycle and pedestrian crossings at state highway intersections.

The results of this project include:

1. Construction drawings for a bicycle and pedestrian crossing treatment at the 17th Street / Washington Street intersection (a separate document)
2. Conceptual designs for improvements to the following intersections:
 - 16th Street / Washington Street
 - 17th Street / Central Avenue
 - 19th Street / Central Avenue
 - 22nd Street / Central Avenue
 - 25th Street / Central Avenue
 - 17th Street / Hawcreek Avenue
 - 19th Street / Hawcreek Avenue
3. A conceptual vision for a People Trail Connection between Noblitt, Donner, and Lincoln Parks
4. A summary of INDOT's policies and procedures for implementing improved bicycle and pedestrian treatments at state highway crossings.

In late 2014, the Centers for Disease Control (CDC), in partnership with the American Planning Association (APA) and the American Public Health Association (APHA), initiated a nationwide effort to increase opportunities for physical activity. As a lack of physical activity is a primary indicator of chronic disease, these organizations recognized the strong link between community design and public health. Community design plays a vital role in creating opportunities for physical activity, through the incorporation of sidewalks, bicycle infrastructure, and other design elements that not only allow, but promote, movement. Thus, these partnering organizations facilitated the establishment of a grant program called the Plan4Health Initiative. This initiative encourages communities to form coalitions and implement strategies within the built environment that encourage active living.

The coalition team in Columbus, led by Healthy Communities and the City of Columbus-Bartholomew County Planning Department, was one of only 18 communities nationwide selected to implement a Plan4Health project. The local project includes the following 3 strategies:

1. The improvement of bicycle and pedestrian infrastructure in the neighborhood between Noblitt, Donner, and Lincoln Parks, including the analysis and redesign of crossing treatments at several key intersections.
2. A review of the policies and procedures, in partnership with the Indiana Department of Transportation (INDOT), for the design of safe and convenient bicycle and pedestrian crossings at state highway intersections.
3. The launch of a broad public awareness campaign, called "Go Healthy, Columbus," which emphasizes the importance of designing and building our community in a way that makes an active lifestyle the easy choice. (www.gohealthycolumbus.org)

The focus of this document is the outcome of the infrastructure-related components of the Plan4Health project, listed as Strategies 1 and 2 above. The first strategy involves making bicycle and pedestrian improvements along a critical east-west corridor of the Columbus People Trail system (see the study area on the following page). The east-west route(s) through the study area, a portion of the Columbus central neighborhoods, connect residents to three highly visited community parks, Columbus Regional Health, and the larger trail system. East-west bicycle and pedestrian travel

within the study area is problematic due to a lack of bicycle infrastructure and intermittent or missing sidewalks. The most significant barriers to safe bicycle and pedestrian travel in this area are the street intersections. The intersections in this neighborhood generally include very minimal or no crossing treatments for bicyclists and pedestrians.

Efforts to improve the bicycle and pedestrian experience through the first strategy include the formation of the Bicycle and Pedestrian Infrastructure Team (BPIT), a group of city representatives and community partners assembled to provide guidance, feedback, and professional insight throughout the project. Efforts also included teaming with an engineering consultant, DLZ, who offered professional guidance with regard to intersection improvements, as well as hosting two public open houses and a small group neighborhood meeting to gather public input concerning preferred travel routes and intersection improvements.

The public input process played an important role in shaping the final outcome of the first strategy. Through the feedback of community residents the importance of multiple intersections within the Columbus central neighborhoods was revealed and the final recommendations are a comprehensive and broadened approach to improved bicycle and pedestrian travel in the study area.



Noblitt, Donner, and Lincoln Parks Study Area

LEGEND

-  Studied intersections in the neighborhood between Noblitt, Donner, and Lincoln Parks

The second strategy of this project involves the investigation of the policies and guidelines utilized by the Indiana Department of Transportation (INDOT) when designing bicycle and pedestrian crossings at state highway intersections, as well as how and when the City can become involved in designing safer crossing treatments at these intersections. The City of Columbus, and more specifically its People Trail system, is bisected by a number of state highways. These roads are primarily designed to move high volumes of fast moving vehicular traffic, thus they pose significant barriers to safe travel for bicyclists and pedestrians. Addressing the safety concerns presented by the city's multitude of state highway crossings is of critical importance in the effort to improve overall safety on the city's trail system and street network. Through a discussion with INDOT representatives this project explores how the City should approach the installation of safer crossing treatments and the types of design elements that are acceptable to INDOT. Three local state highway crossings were used as examples for this discussion for the variety of safety issues they represent: (1) U.S. 31 / Westenedge Drive, (2) State Road 46 / Goeller Boulevard, and (3) State Road 46 / Westwood Boulevard.

The following pages highlight the final recommendations for intersection and trail improvements in the Noblitt, Donner, and Lincoln Parks Study Area, as well as the summary of INDOT procedures for implementing improved bicycle and pedestrian crossing treatments at state-controlled intersections.

BICYCLE AND PEDESTRIAN INFRASTRUCTURE TEAM (BPIT)

This multidisciplinary team, which provided input throughout the intersection study, consisted of several city representatives and community partners, including the following:

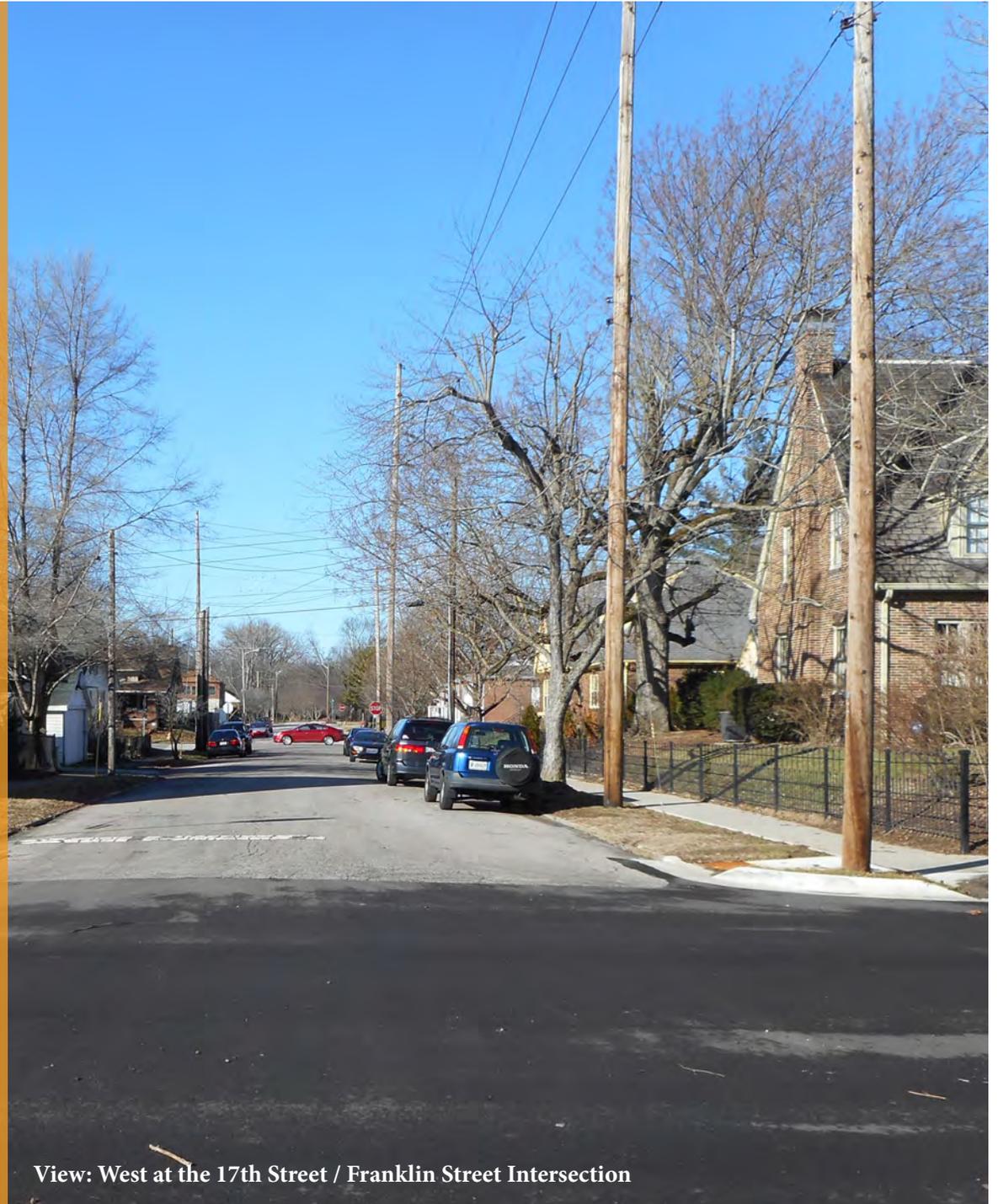
1. City Engineering Department
2. Healthy Communities
3. Planning Department
4. Parks and Recreation Department
5. Community Development Department
6. Department of Public Works
7. Columbus Park Foundation
8. Safe Routes to School

The Bicycle and Pedestrian Infrastructure Team (BPIT) was formed to provide guidance, feedback, and professional insight with regard to the challenges presented by the intersection study.

BPIT met on five separate occasions over the span of the project and ultimately formed the final recommendations for intersection and trail improvements that are presented in this document. Final recommendations from the team were based on public input, professional experience, and guidance from DLZ, the engineering consultant assisting with the project.

The collaboration and varying perspectives of the BPIT team members played an essential role in this project, and team members recognized the value in continuing the partnership after the conclusion of the Plan4Health grant. The primary function of the established BPIT will be to provide feedback and make recommendations regarding bicycle and pedestrian issues throughout the city. The first step in the strategy for moving forward includes receiving formal recognition of the Team by the Board of Public Works and Safety. Team members also agreed that BPIT membership should officially continue to include internal city representatives, as well as community partners. BPIT members intend to review current membership and invite other stakeholders that would be valuable additions to the group. In addition, team members were supportive of a public component that would complement the technical input provided by the city representatives and community partners. The CAMPO (Columbus Area Metropolitan Planning Organization) Citizens Advisory Committee will likely fill this role.

PEOPLE TRAIL CONNECTION AND KEY INTERSECTIONS



View: West at the 17th Street / Franklin Street Intersection

17TH STREET TO 19TH STREET PEOPLE TRAIL CONNECTION

RECOMMENDED IMPROVEMENTS

1. Install a 10 foot wide side path on the north side of 17th Street between Noblitt and Donner Parks.
2. Install a 10 foot wide side path on the north side of 19th Street between Donner and Lincoln Parks.
3. The trail connection within Donner Park will be addressed either by paving the existing diagonal path or utilizing some other alternative solution.



*Proposed 17th Street to 19th Street
People Trail Connection*

LEGEND

 Proposed People Trail Connection

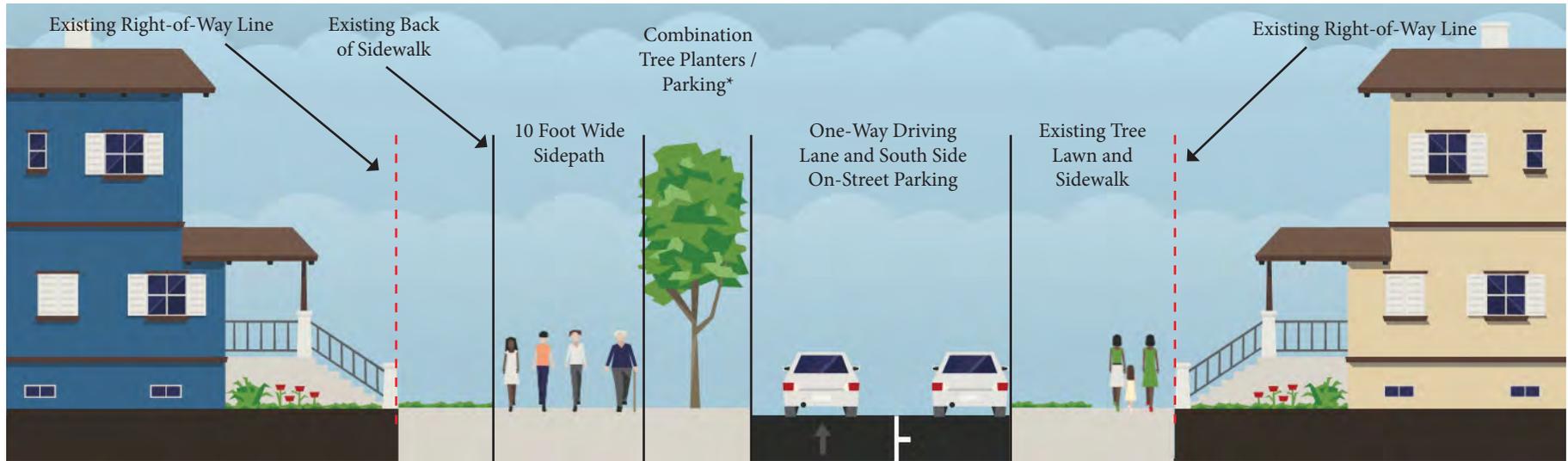
 Key Intersections Along Proposed People Trail Connection

RECOMMENDATION SUMMARY

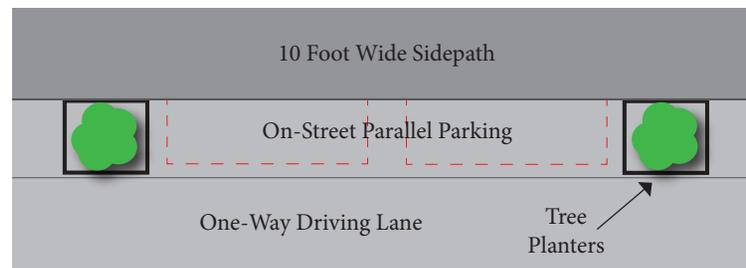
Feedback from the first public open house revealed a popular, primary east-west route between Noblitt, Donner, and Lincoln Parks via 17th Street to 19th Street. This route, shown as a bicycle route in the Columbus Bicycle and Pedestrian Plan, is favored due to its direct connection to the community parks and its relatively low traffic volumes. However, the on-street nature of the bicycle route presents safety concerns, particularly for young and inexperienced users. The preference for this route over other east-west corridors in the area encouraged the Bicycle and Pedestrian Infrastructure Team to expand the original scope of the Plan4Health project to look not just at improving key intersections within the study area but to examine possible improvements to the broader bicycle and pedestrian connection within the neighborhood. Through these discussions, the concept for the 17th Street to 19th Street People Trail Connection was developed. This vision includes a 10 foot wide side path on the north side of 17th Street between Noblitt and Donner Parks and on the north side of 19th Street between Donner and Lincoln Parks. This conceptual connection will fill the gap between Noblitt Park, where the physical trail terminates, and Lincoln Park, where the physical trail resumes again along Haw Creek.



In order to accommodate the side path changes to the existing sidewalks and to the street itself will be necessary. As the design for this concept develops, particularly related to the street and sidewalk alterations, impacts to adjacent property owners should be carefully considered. In a meeting with property owners along the proposed connection between Noblitt and Donner Parks on March 16, 2016, adjoining property owners expressed the following wishes for the 17th Street portion of the People Trail connection: (1) Leave the back of sidewalk on the north side of the street in its current location, (2) Bury the overhead power lines, (3) Create an eastbound one-way street between Washington Street and Lafayette Avenue, and (4) Install traffic calming measures at the 17th Street/Franklin Street and 17th Street/Lafayette Avenue intersections. With these thoughts in mind, the following three design options could be considered for the Washington Street to Lafayette Avenue segment of the People Trail connection.



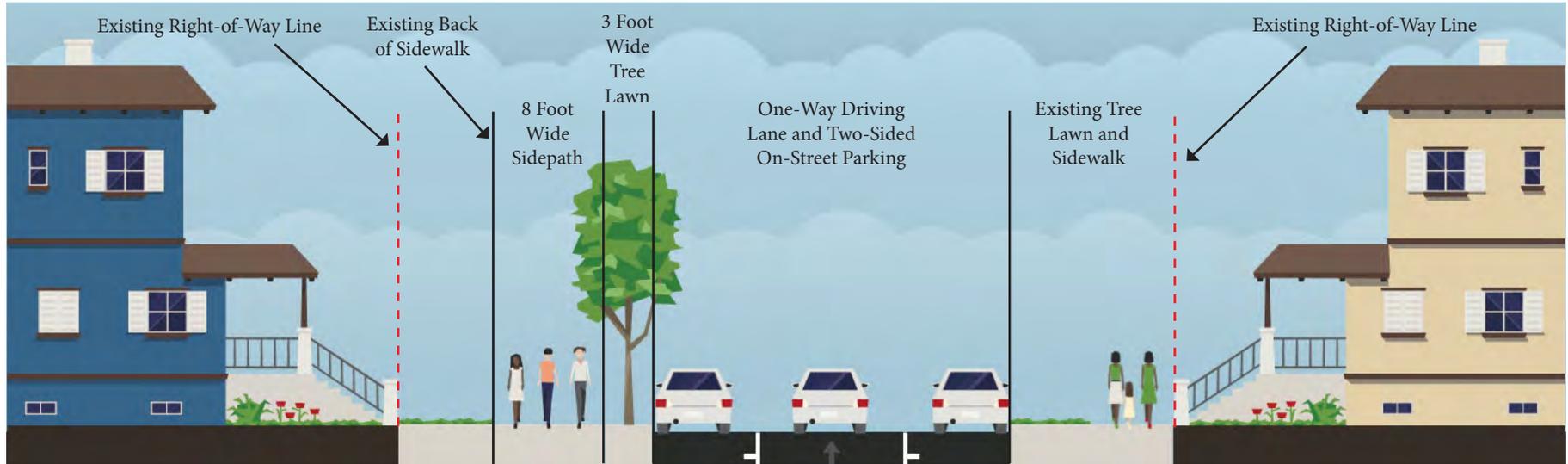
Preferred Option: Conceptual Street Design Section for 17th Street Between Washington Street and Lafayette Avenue, Looking East



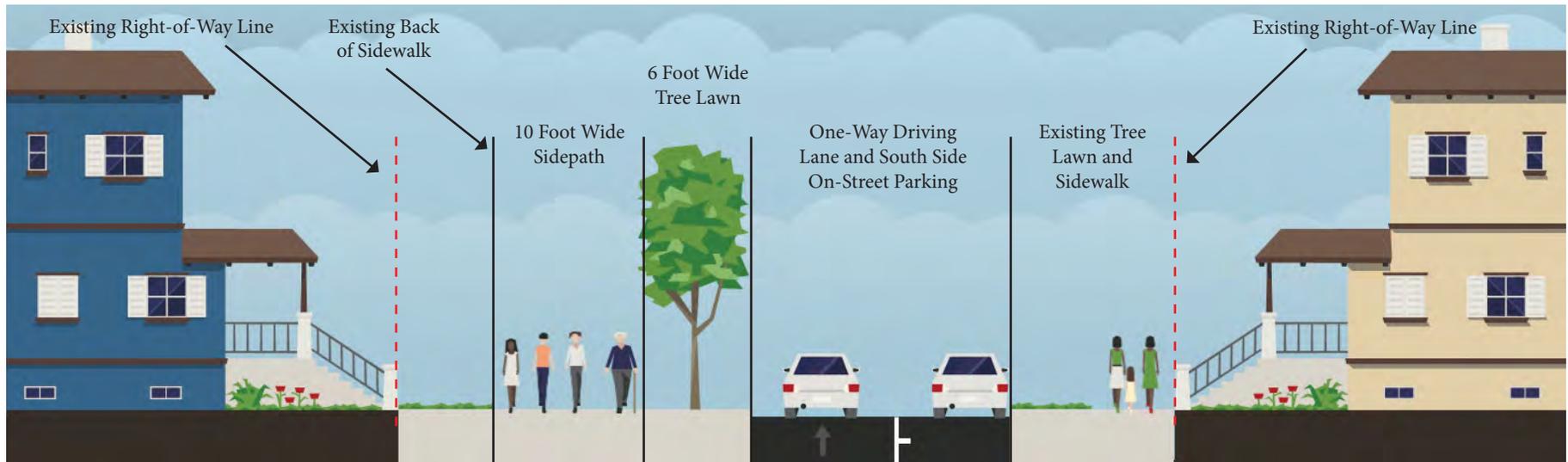
**Conceptual Plan View of Combination Tree Planters / Parking*

The vision for this possible People Trail connection is currently conceptual in nature and the details are undetermined. A thorough design process and engineering analysis will be required before plans can be finalized and ultimately implemented. The design process will involve a considerable amount of public input, particularly from property owners adjacent to the proposed sidepath, as well as a comprehensive examination of the existing street

layout along 17th and 19th Streets. The examination may reveal that different design solutions are required at different locations along the People Trail connection in order to accommodate differing right-of-way widths and neighbor needs. As the details of this conceptual connection are developed, engagement with the Bicycle and Pedestrian Infrastructure Team (BPIT), adjoining property owners along both 17th and 19th Streets, and other stakeholders will be essential.



Second Option: Conceptual Street Design Section for 17th Street Between Washington Street and Lafayette Avenue, Looking East

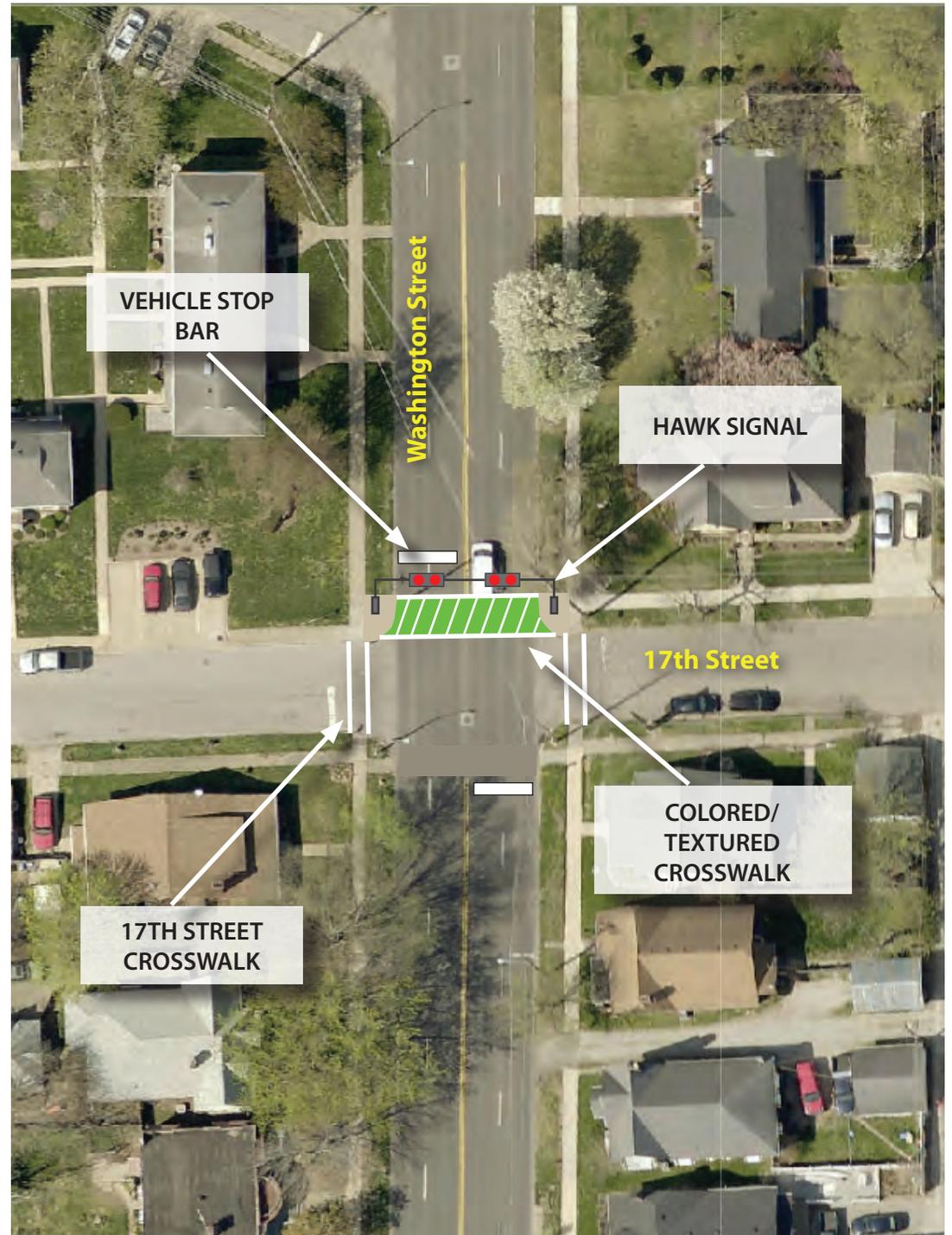


Third Option: Conceptual Street Design Section for 17th Street Between Washington Street and Lafayette Avenue, Looking East

17TH STREET / WASHINGTON STREET INTERSECTION

RECOMMENDED IMPROVEMENTS

1. Install a colored/textured crosswalk on the north side of the intersection. (The textured/colored crosswalk is intended to be used at all key People Trail crossings to serve as an identifier of the trail system.)
2. Install a pedestrian-activated HAWK Signal on the north side of the intersection.
3. Install activation buttons for the HAWK Signal on the northeast and northwest corners of the intersection.
4. Install new curb ramps on the north side of the intersection that are wide enough to accommodate a 10 foot wide path on the north side of 17th Street.
5. Remove the crosswalk marking and pedestrian signage on the south side of the intersection but do not remove the existing east-west curb ramps.
6. Install crosswalks across 17th Street on the east and west sides of the intersection
7. Install vehicle stop bars on the pavement on the north and south sides of the intersection.



CURRENT CONDITIONS AND RECOMMENDATION SUMMARY

The 17th Street / Washington Street intersection is a non-signalized intersection located along the primary bicycle and pedestrian route between Noblitt and Donner Parks. Its single crosswalk on the south side of the intersection, which utilizes simple parallel lines, is only minimally visible to drivers, and bicycle/pedestrian users often wait for extended periods of time before breaks in traffic allow adequate time to cross. Traffic counts taken in Fall 2015 revealed an Annual Average Daily Traffic (AADT) count of 15,577 vehicles traveling north and south on Washington Street.

The principal recommendation for this intersection is the installation of a pedestrian-activated HAWK (High-Intensity Activated Crosswalk Beacon) signal on the north side of the intersection. This traffic control signal will consist of a single mast arm that spans the width of Washington Street. When activated by a pedestrian or bicyclist, the HAWK signal will flash yellow alerting drivers that a bicycle/pedestrian user will be entering the intersection. The signal will then transition from solid yellow to flashing red lights and ultimately to solid red lights. The red lights on the HAWK notify drivers that they must stop at the signal. The HAWK sequence ends when the red signal lights turn black; this indicates that vehicles may once again pass through the intersection. This traffic control signal, which requires vehicles to stop when activated, will significantly improve the safety and efficiency of the intersection for bicycle and pedestrian users. Furthermore, the placement of the signal above the street will make the crossing highly visible to drivers, providing bicycle and pedestrian users with additional confidence as they cross Washington Street. The HAWK signal should be synchronized with the traffic signal at 16th Street / Washington Street to minimize duplicate stops by drivers and to minimize the visual confusion of two consecutive signals. The HAWK signal will be complemented by a colored/textured crosswalk. The intent of this highly visible crosswalk is to brand the crossing as part of the Columbus People Trail system. This recommendation originated from a broader community-wide vision to brand all major street intersections along the People Trail system with a recognizable design so users are aware that they're on a designated route. The design of the crosswalk, which could include the People Trail logo or other recognizable design, will be determined at a later date. DLZ has prepared detailed construction drawings that include all recommended improvements for this intersection. Implementation of these improvements are currently pending financing.

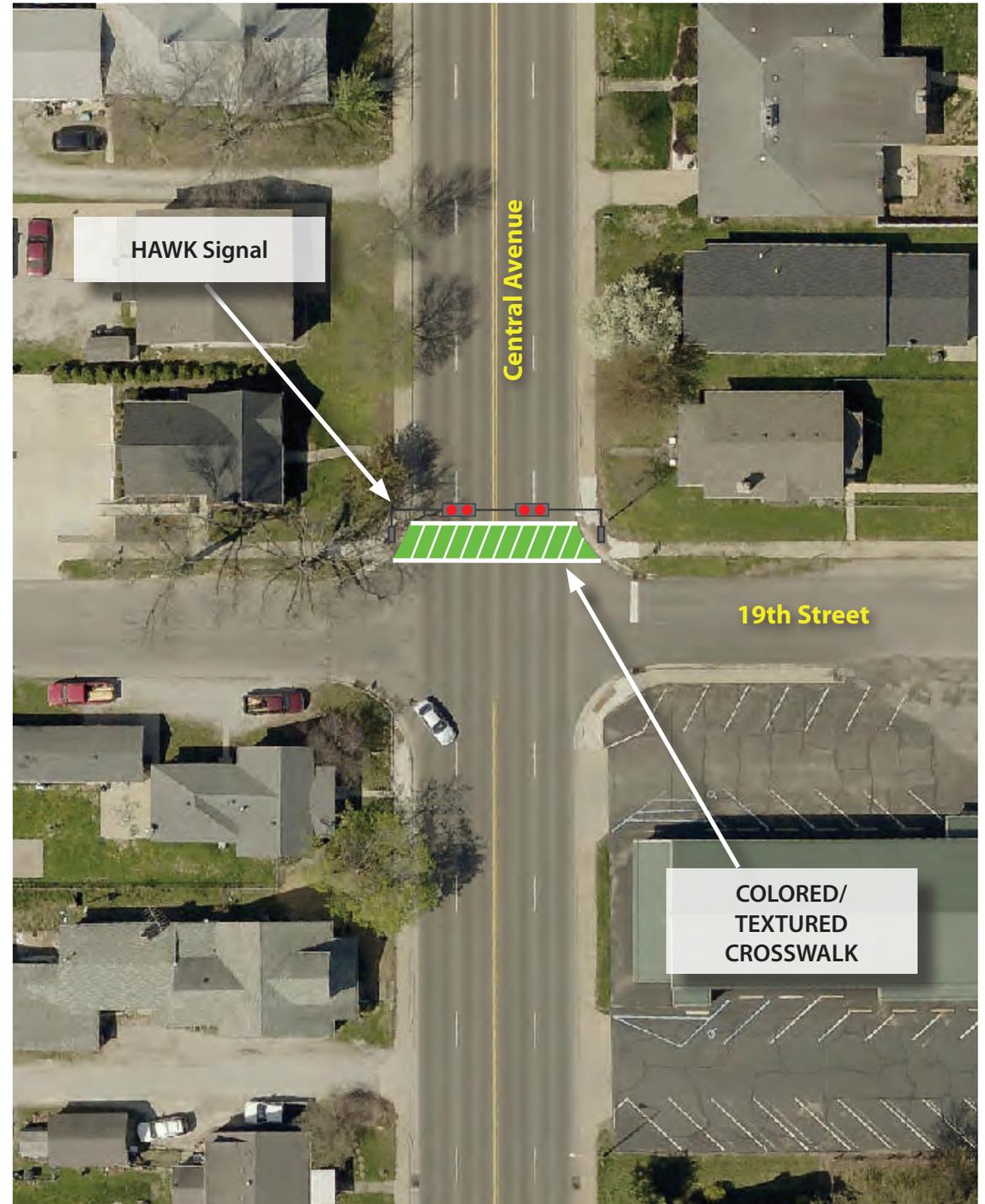
IMPROVEMENT EXAMPLES



19TH STREET / CENTRAL AVENUE INTERSECTION

RECOMMENDED IMPROVEMENTS

1. Install a textured/colored crosswalk on the north side of the intersection. (The textured/colored crosswalk is intended to be used at all key People Trail crossings to serve as an identifier of the trail system.)
2. Install a pedestrian-activated HAWK Signal over the north side of the intersection.

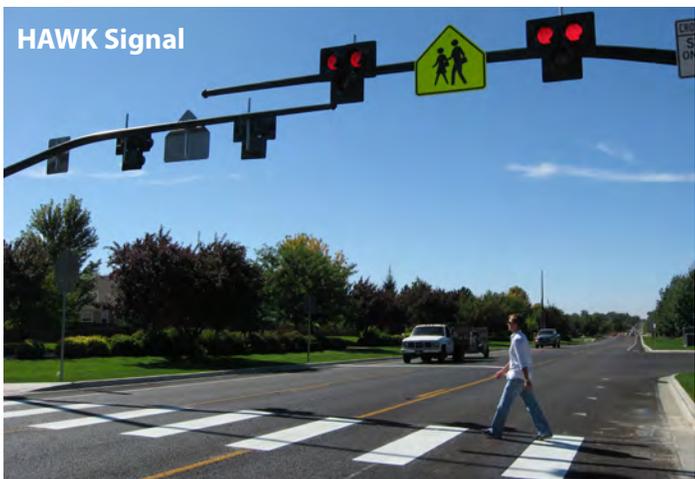


CURRENT CONDITIONS AND RECOMMENDATION SUMMARY

The 19th Street / Central Avenue intersection is a non-signalized intersection along the primary bicycle and pedestrian route between Donner and Lincoln Parks. The intersection currently lacks signage, a crosswalk, and any other visual indicator that bicycle and pedestrian users may be crossing at this location. High traffic volume and speeds, as well as the lack of a signal or signage, make this an unsafe and uneasy crossing for bicyclists and pedestrians. Traffic counts taken in Fall 2015 revealed an Annual Average Daily Traffic (AADT) count of 16,414 vehicles traveling north and south on Central Avenue.

The recommended improvements at this intersection include a pedestrian-activated HAWK (High-Intensity Activated Crosswalk Beacon) signal and a colored/textured crosswalk. When activated by a pedestrian, the HAWK signal will flash yellow alerting drivers that a bicycle/pedestrian user will be entering the intersection. The signal then transitions from solid yellow to flashing red lights and ultimately to solid red lights. The red lights on the HAWK alert drivers that they must stop at the signal. The HAWK sequence ends when the red signal lights turn black; this indicates that vehicles may once again pass through the intersection. This traffic control signal, which requires vehicles to stop when activated, will significantly improve safety and efficiency of the intersection for bicycle and pedestrian users. Furthermore, the placement of the signal above the street will make the crossing highly visible to drivers, providing bicycle and pedestrian users with additional confidence as they cross Central Avenue. The HAWK signal will be complemented by a colored/textured crosswalk. The intent of this highly visible crosswalk is to brand the crossing as part of the Columbus People Trail system. This recommendation originated from a broader community-wide vision to brand all major street intersections along the People Trail system with a recognizable design so users are aware that they're on a designated route. The design of the crosswalk, which is currently undetermined, could include the People Trail logo or other recognizable design. It is recommended that the HAWK signal and the colored/textured crosswalk be installed simultaneously in order to function as a paired crossing treatment, as opposed to being installed at different times.

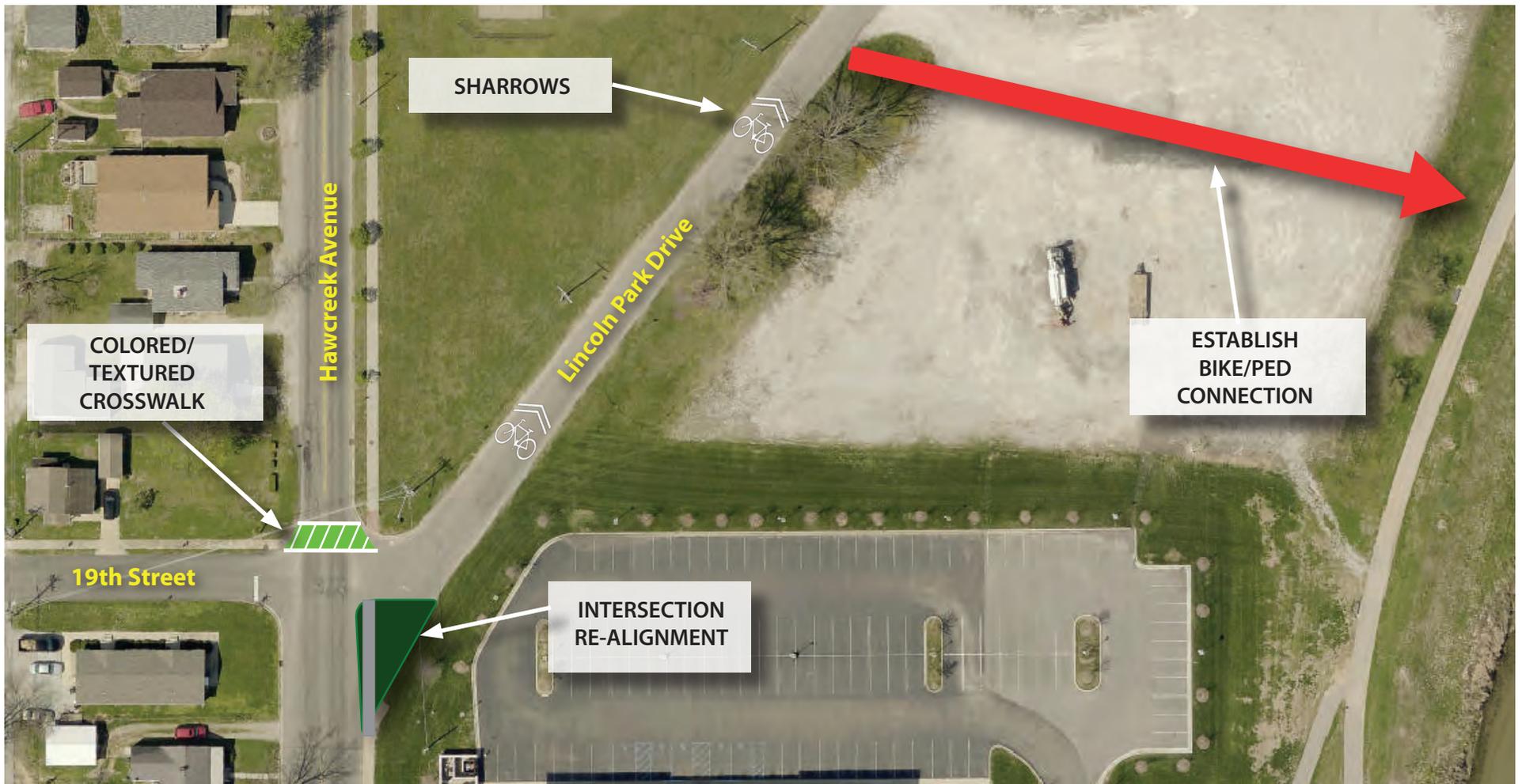
IMPROVEMENT EXAMPLES



19TH STREET / HAWCREEK AVENUE INTERSECTION

RECOMMENDED IMPROVEMENTS

1. Install a textured/colored crosswalk on the north side of the intersection. (The textured/colored crosswalk is intended to be used at all key People Trail crossings to serve as an identifier of the trail system.)
2. Install sharrows on Lincoln Park Drive.
3. Perform an intersection re-alignment at the Lincoln Park Drive/Hawcreek Avenue intersection in order to square the intersection of 19th Street, Hawcreek Avenue, and Lincoln Park Drive.
4. Establish a bicycle/pedestrian connection between Lincoln Park Drive and the Haw Creek People Trail.



CURRENT CONDITIONS AND RECOMMENDATION SUMMARY

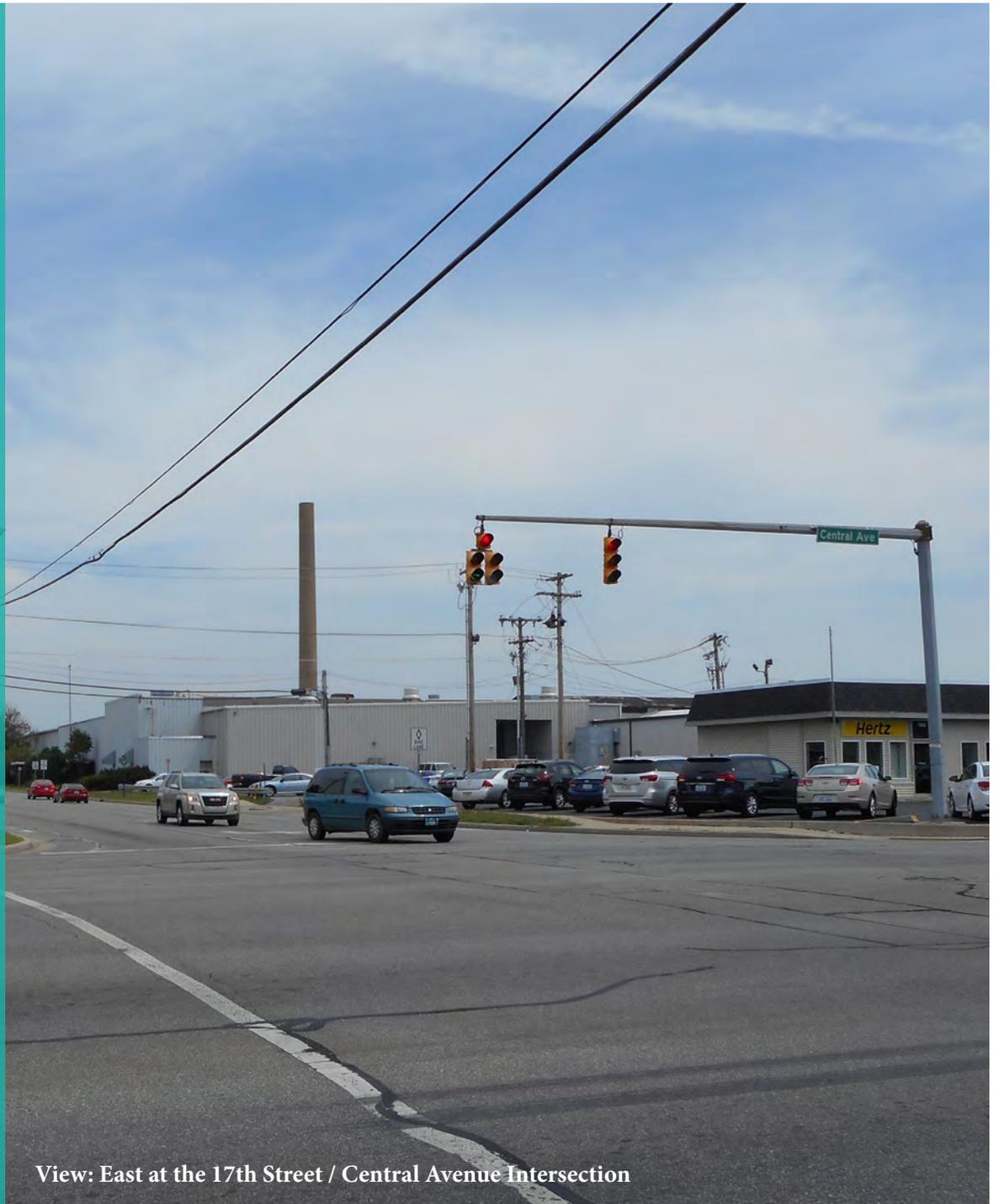
The 19th Street / Hawcreek Avenue intersection is a non-signalized intersection along the primary bicycle and pedestrian route between Donner and Lincoln Parks. The intersection currently lacks a signal, a crosswalk, or any other visual indicator that bicycle and pedestrian users may be crossing at this location. The intersection also presents safety concerns due to the sharp angle at which Lincoln Park Drive, located across from 19th Street, meets Hawcreek Avenue. This irregular intersection reduces visibility for both motorists and bicycle/pedestrian users and its large turning radius encourages high turning speeds for drivers turning east from Hawcreek Avenue to Lincoln Park Drive. Finally, Lincoln Park Drive lacks an efficient connection to the Haw Creek People Trail. Currently, bicycle and pedestrian users must travel south to 18th Street via Hawcreek Avenue or north to Hamilton Center via Lincoln Park Drive to access the trail.

The recommended improvements at this intersection include a colored/textured crosswalk, re-alignment of the Lincoln Park Drive junction with the intersection, the establishment of a bicycle/pedestrian connection between Lincoln Park Drive and the Haw Creek People Trail, and the installation of sharrows on Lincoln Park Drive. The relatively low traffic volumes on Hawcreek Avenue do not warrant the installation of a HAWK signal like the higher volume intersections along the People Trail at Central Avenue and Washington Street. Instead, the installation of a highly visible, colored/textured crosswalk, which will be branded as part of the Columbus People Trail system, is recommended. This recommendation originated from a broader community-wide vision to brand key street intersections along the People Trail system with a recognizable design so users are aware that they're on a designated route. The design of the crosswalk, which is currently undetermined, could include the People Trail logo or other recognizable design. The design of the intersection re-alignment and the precise location of the connection with the Haw Creek trail are currently undetermined; a thorough analysis will be required before designs are finalized.

IMPROVEMENT EXAMPLES



BROADER CENTRAL NEIGHBORHOOD INTERSECTIONS

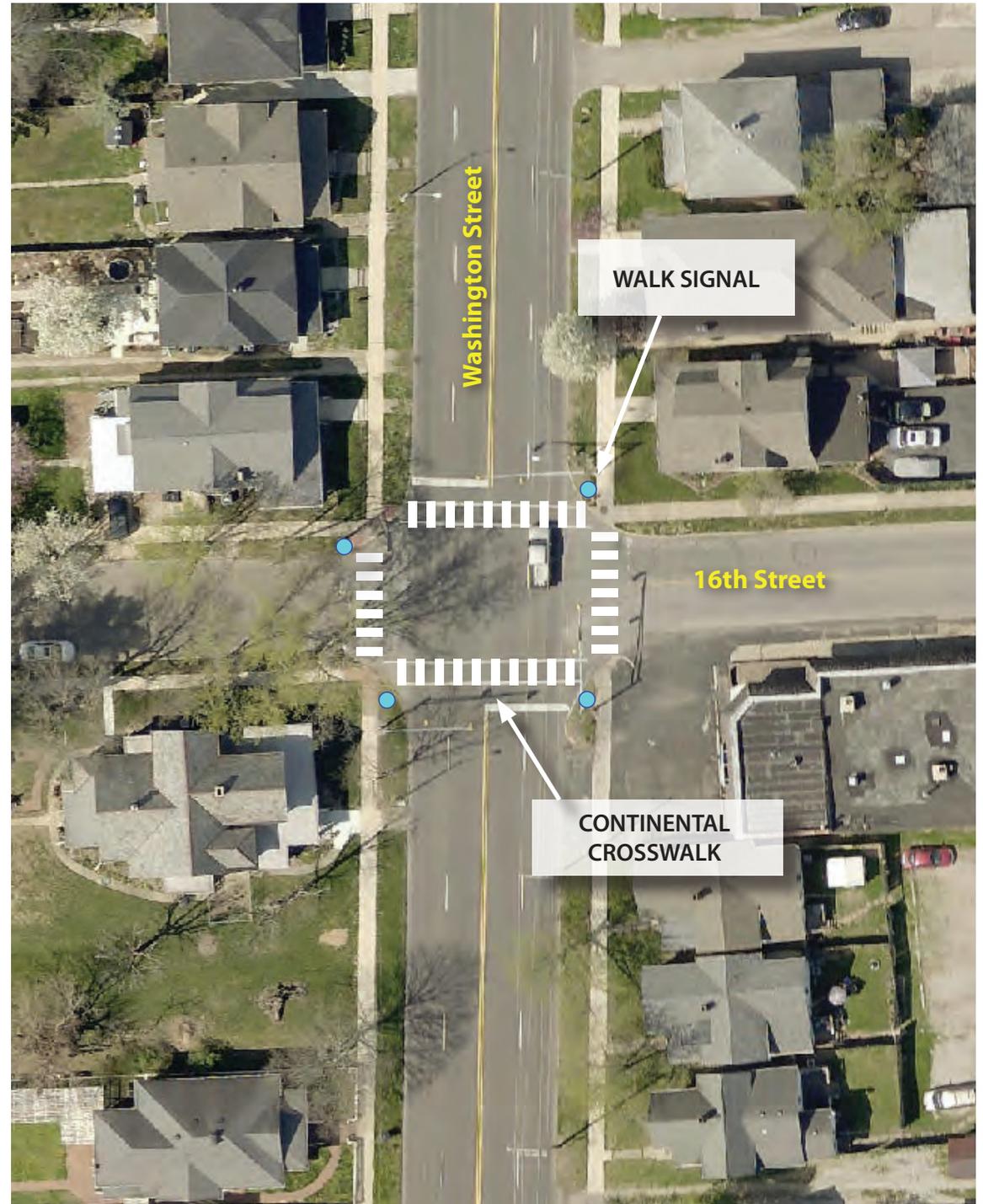


View: East at the 17th Street / Central Avenue Intersection

16TH STREET / WASHINGTON STREET INTERSECTION

RECOMMENDED IMPROVEMENTS

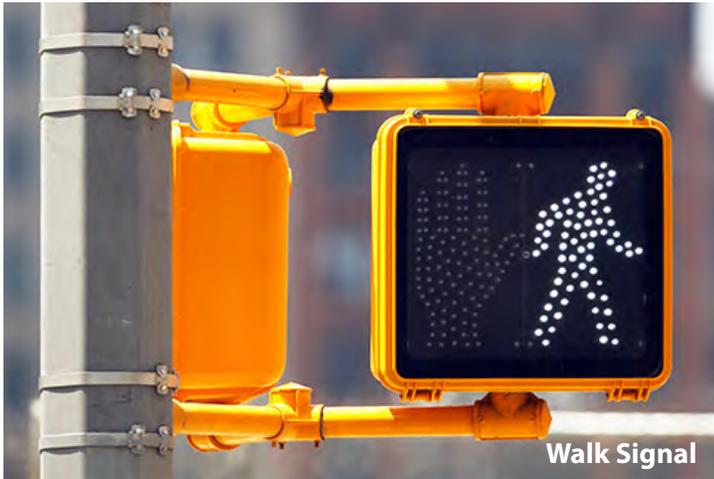
1. Install pedestrian walk signals at all four corners of the intersection.
2. Install “continental” crosswalk treatment along all four sides of the intersection.



CURRENT CONDITIONS AND RECOMMENDATION SUMMARY

The 16th Street / Washington Street intersection is a signalized intersection immediately south of the primary bicycle and pedestrian route between Donner and Noblitt Parks. This intersection is frequently used to cross Washington Street due to the presence of the traffic signal. However, the intersection does not currently have pedestrian walk signals or push buttons and the east-west traffic is triggered by the presence of a vehicle, which results in extended waiting times for bicycle and pedestrian users traveling east and west. Finally, its existing crosswalks utilize simple parallel lines, which are only minimally visible to drivers. The recommended improvements at this intersection include the installation of pedestrian push buttons and walk signals at all four corners of the intersection and the installation of “continental” crosswalks along all four sides of the intersection.

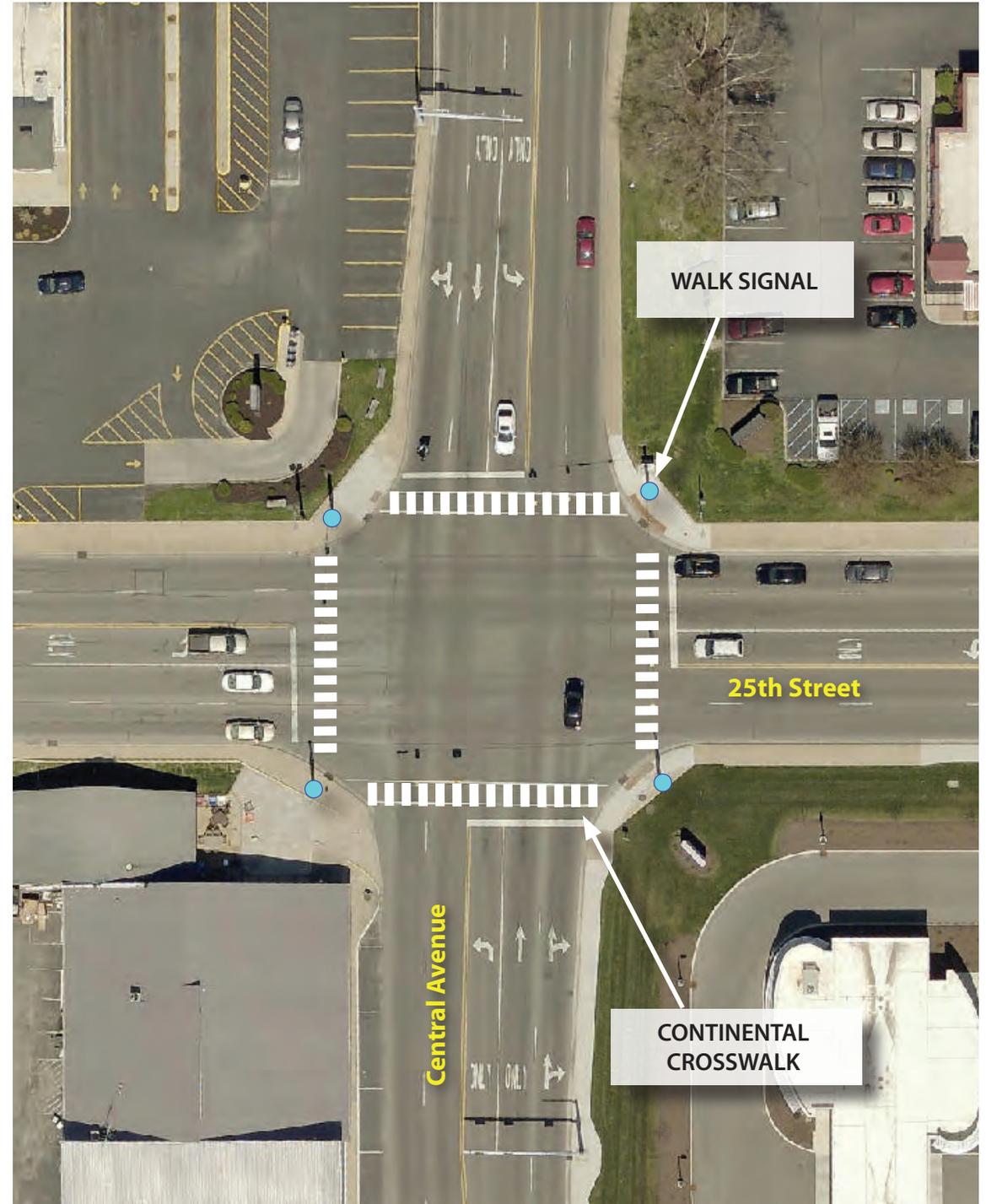
IMPROVEMENT EXAMPLES



25TH STREET / CENTRAL AVENUE INTERSECTION

RECOMMENDED IMPROVEMENTS

1. Install pedestrian walk signals at all four corners of the intersection.
2. Install “continental” crosswalk treatment along all four sides of the intersection.



CURRENT CONDITIONS AND RECOMMENDATION SUMMARY

The 25th Street / Central Avenue intersection is a major, signalized intersection that lies between Columbus North High School and the Columbus Signature Academy New Tech High School. The intersection is also amid a highly visited commercial area. The intersection has only two crosswalks, located at the north and south east-west crossings, and the crosswalks utilize the simple parallel lines, which are only minimally visible to drivers. Furthermore, the intersection has multiple traffic lanes coming from all four directions resulting in wide crossing distances. The recommended improvements at this intersection include the installation of pedestrian push buttons and walk signals at all four corners of the intersection and the installation of “continental” crosswalks along all four sides of the intersection.

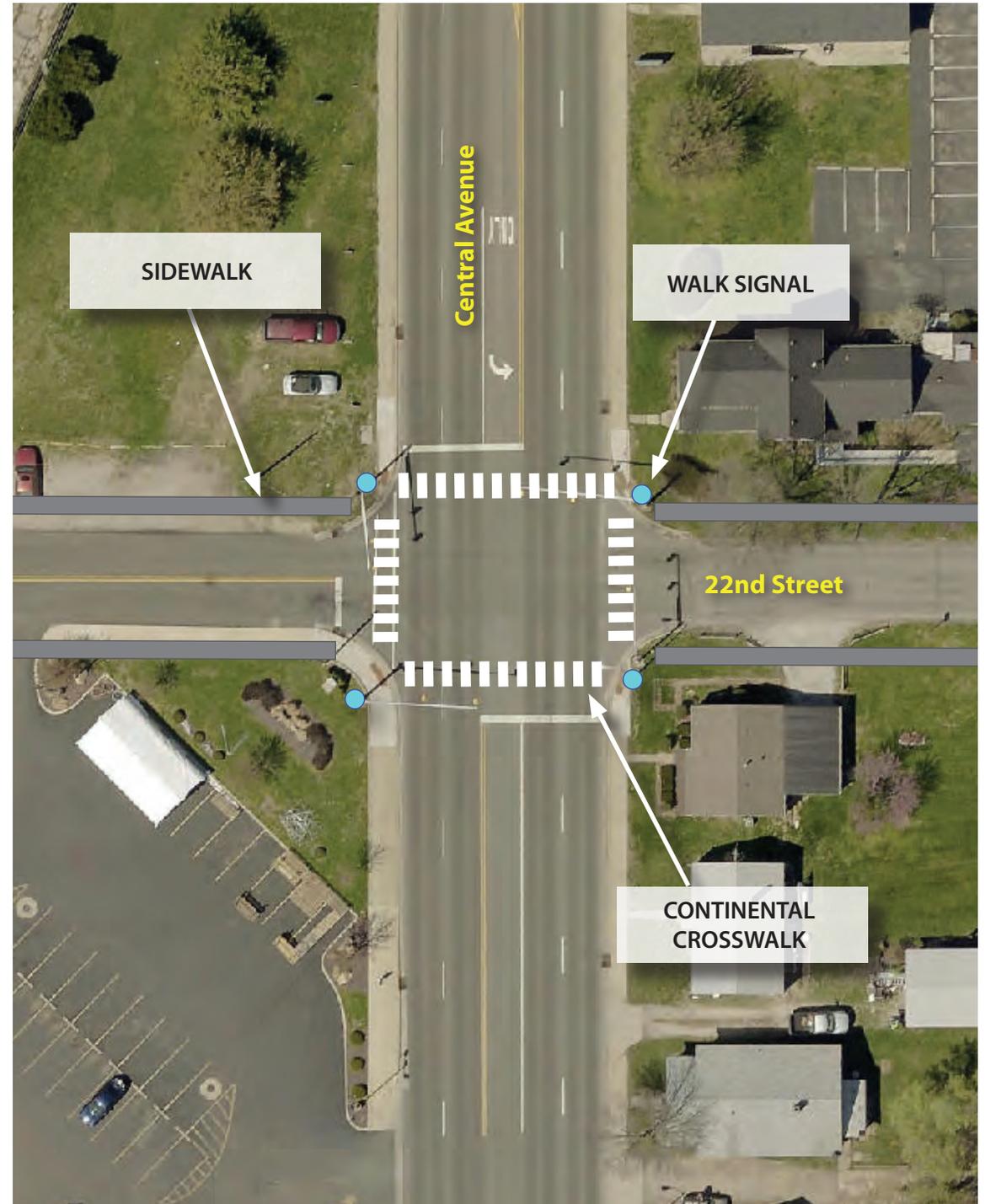
IMPROVEMENT EXAMPLES



22ND STREET / CENTRAL AVENUE INTERSECTION

RECOMMENDED IMPROVEMENTS

1. Install pedestrian walk signals at all four corners of the intersection.
2. Install “continental” crosswalk treatment along all four sides of the intersection.
3. Phase 2: Reclassify 22nd Street from a “local” to a “collector” street in the Columbus Thoroughfare Plan and reconstruct the street as a long range transportation improvement project to include sidewalks on the north and south sides of the street and bicycle infrastructure (bicycle lanes, signed bicycle route, etc.)



CURRENT CONDITIONS AND RECOMMENDATION SUMMARY

The 22nd Street / Central Avenue intersection is a signalized intersection located along a secondary bicycle and pedestrian route between Donner and Lincoln Parks. The intersection lacks crosswalks and does not include pedestrian walk signals or push buttons. Its presence along a secondary east-west bicycle and pedestrian route in this neighborhood encouraged the Bicycle and Pedestrian Infrastructure Team (BPIT) to take a more extensive look at the route itself. Many bicycle/pedestrian users prefer this route due to its direct access to the parks and some students use the 22nd Street corridor when walking to the Columbus Signature Academy New Tech High School. The current design of the 22nd Street corridor presents safety concerns for bicycle/pedestrian users as it has very limited sidewalks on both the north and south sides of the street and its wide driving lanes encourage fast vehicular traffic. The recommendations for this intersection include the installation of pedestrian push buttons and walk signals at all four corners of the intersection and the installation of “continental” crosswalks along all four sides of the intersection. At some point in the future, it is also recommended that 22nd Street be improved to include sidewalks on both the north and south sides of the street and bicycle infrastructure, which could include bicycle lanes, a signed bicycle route, etc.

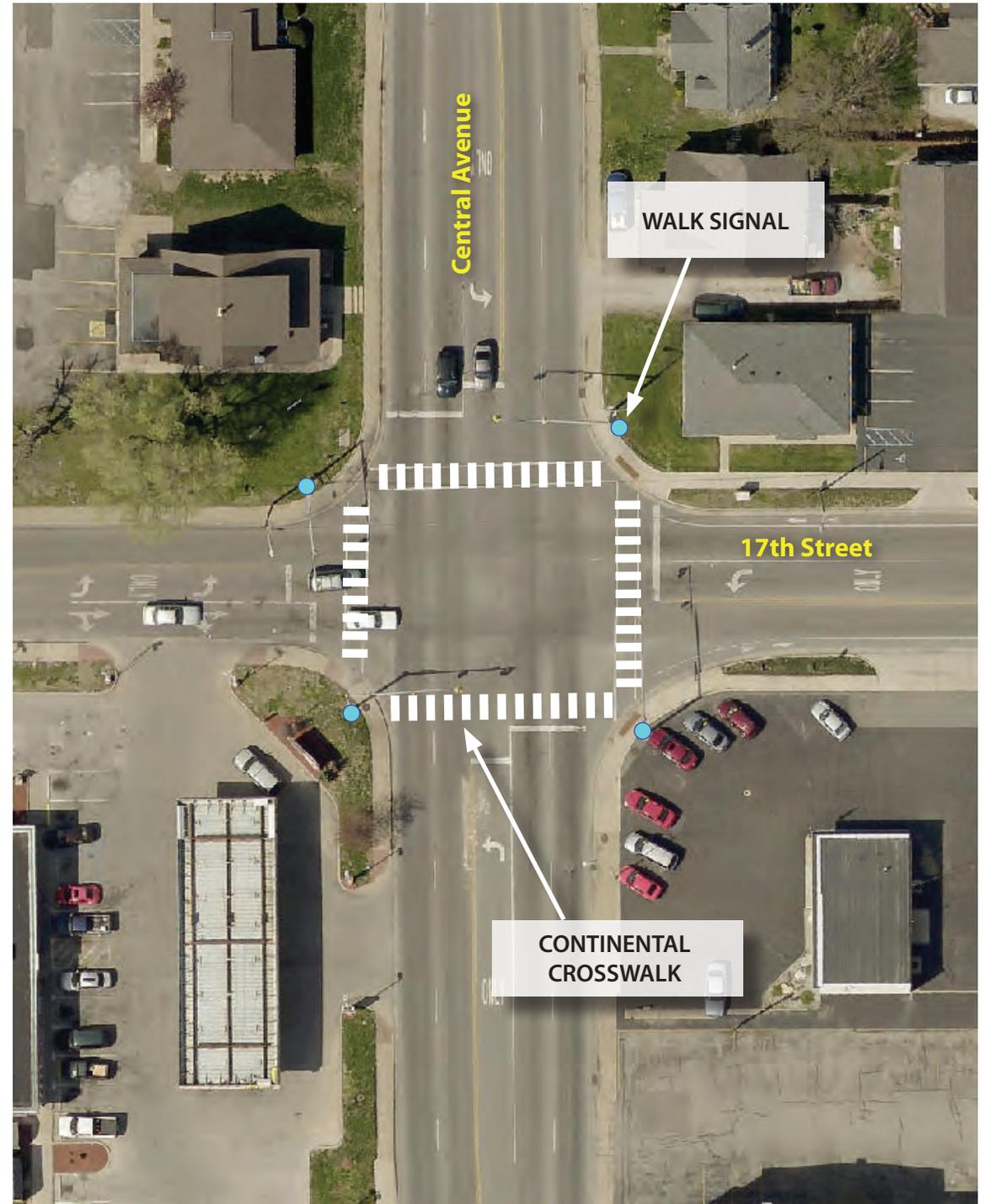
IMPROVEMENT EXAMPLES



17TH STREET / CENTRAL AVENUE INTERSECTION

RECOMMENDED IMPROVEMENTS

1. Install pedestrian walk signals at all four corners of the intersection.
2. Install “continental” crosswalk treatment along all four sides of the intersection.



CURRENT CONDITIONS AND RECOMMENDATION SUMMARY

The 17th Street / Central Avenue intersection is a major, signalized intersection that lies between Donner Park and the Haw Creek People Trail; the 17th Street bicycle lanes end at this intersection. The intersection's single crosswalk on the north side of the intersection utilizes simple parallel lines so it is not prominent to motorists. High traffic speeds and traffic volume create an intimidating environment for crossing bicycle and pedestrian users. Traffic counts taken in Fall 2015 revealed an Annual Average Daily Traffic (AADT) count of 16,654 vehicles traveling north and south on Central Avenue. The recommended improvements at this intersection include the installation of pedestrian push buttons and walk signals at all four corners of the intersection and the installation of "continental" crosswalks along all four sides of the intersection.

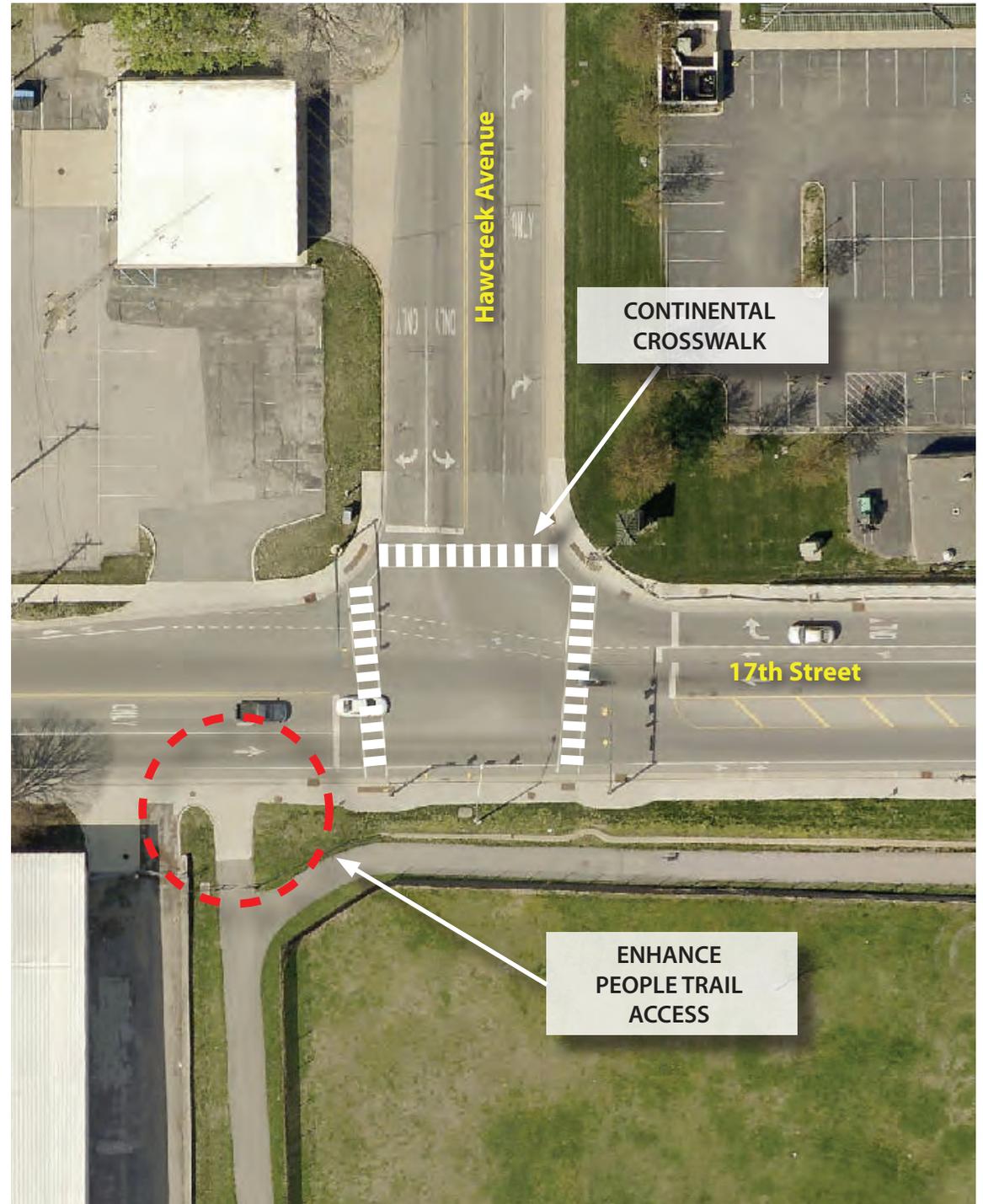
IMPROVEMENT EXAMPLES



17TH STREET / HAWCREEK AVENUE INTERSECTION

RECOMMENDED IMPROVEMENTS

1. Install “continental” crosswalk treatment along all four sides of the intersection.
2. Enhance access to the People Trail on the south side of the intersection. In its current condition, it’s not obvious that the trail can be accessed at this location.



CURRENT CONDITIONS AND RECOMMENDATION SUMMARY

The 17th Street / Hawcreek Avenue intersection is a signalized, T-shaped intersection adjacent to an existing People Trail access point. The intersection is in close proximity to Columbus Regional Health, a major employer in Bartholomew County, and it is intersected by the 17th Street bicycle lanes. The traffic signal at this intersection currently includes pedestrian walk signals and push buttons but crosswalks at the intersection are not highly visible. Furthermore, the People Trail access point at the south side of the intersection is presently nondescript so many bicycle/pedestrian users are unaware of the entry point. The recommended improvements at this intersection include the installation of “continental” crosswalks along all three sides of the intersection and the enhancement of the People Trail access point. The details of this enhancement are currently undetermined, but improvements could involve the establishment of a plaza entrance with benches, signage, a kiosk with a People Trail map, or other amenities.

IMPROVEMENT EXAMPLES



Plaza/Seating Area at Trail Entrance



Continental Style Crosswalk



Trail Signage



Trail Signage

INDOT POLICY AND PROCEDURE REVIEW



View: Northeast at the U.S. 31 / Westenedge Drive Intersection

INDOT WORKING SESSION

On March 17, 2016, representatives from the City of Columbus and the Indiana Department of Transportation participated in a working session to discuss the procedures for implementing pedestrian infrastructure at state highway crossings. The following individuals participated in the working session:

1. Roy Nunnally, *Director, Asset Management Division, INDOT*
2. Jeanette Wilson, *Transportation Planner/Bicycle & Pedestrian Coordinator, Asset Management Division, INDOT*
3. Jay Mitchell, *Long Range Planning Transportation Planner, INDOT*
4. Hillary Lowther, *Traffic Engineer, Seymour District, INDOT*
5. Rebecca Gross, *Technical Services Director, Seymour District, INDOT*
6. Alan Mize, *DLZ*
7. Jeff Swenson, *DLZ*
8. Dave Hayward, *City Engineer, City of Columbus*
9. Jeff Bergman, *Planning Director, City of Columbus*
10. Emilie Pinkston, *Senior Planner, City of Columbus*
11. Laura Thayer, *MPO Director, City of Columbus*
12. Laura Garrett, *Community Initiatives Lead, Healthy Communities/Columbus Regional Health*
13. Beth Morris, *Director of Community Health Partnerships, Healthy Communities/Columbus Regional Health*

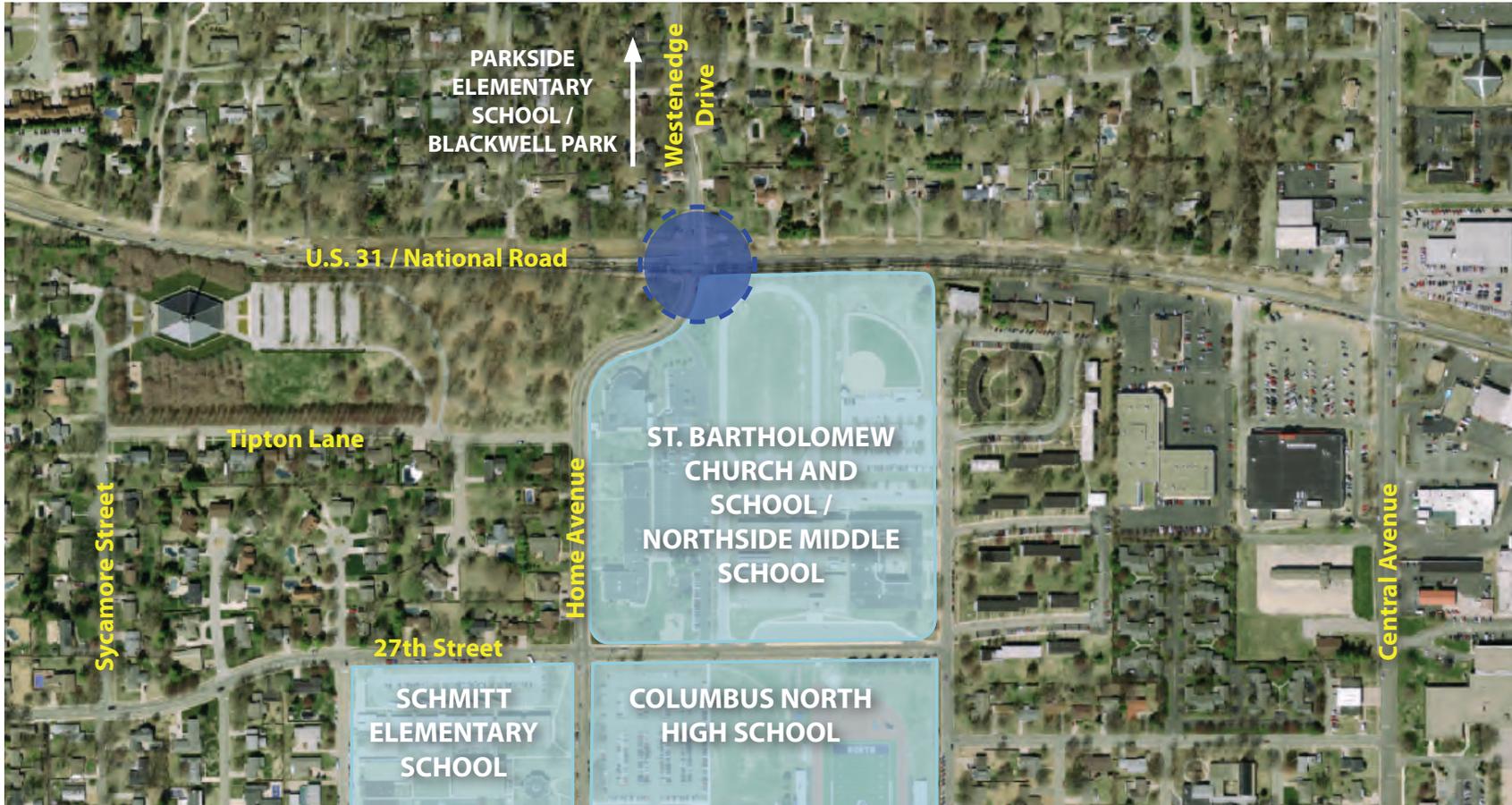
BACKGROUND

The City of Columbus' street network, as well as its People Trail system, is bisected by a number of state highways. These highways are designed to carry high volumes of fast-moving vehicular traffic, often times with multiple lanes going in each direction. Thus, state highway crossings pose significant barriers to safe travel for bicyclists and pedestrians. Although alternative routes have been investigated, several state highway crossings are necessary to make the connections envisioned by the City of Columbus Bicycle and Pedestrian Plan. Many state highway crossings in Columbus also separate residential areas from necessary destinations, such as schools, churches, and shopping areas. Therefore, addressing the safety concerns presented by the city's multitude of state highway crossings is essential in the effort to improve overall bicycle and pedestrian safety in Columbus.

To demonstrate the extent of the safety issues presented by state highway crossings in Columbus, three state-controlled intersections were reviewed:

1. **U.S. 31 / Westenedge Drive Intersection:** This intersection represents one of the few opportunities available to bicycle and pedestrian users to cross U.S. 31. Crossing at this location is particularly important for school-aged children who live in the neighborhood immediately north of the intersection and attend one of the four schools located south of the intersection: Schmitt Elementary School, Northside Middle School, Columbus North High School, and St. Bartholomew Catholic School. This intersection is also located along a designated People Trail route and on a bicycle route identified in the Columbus Bicycle and Pedestrian Plan. The intersection separates residents living in Central Columbus from a widely visited community park and recreation area: Freedom Field Playground and Blackwell Park. Two known bicycle-car accidents involving school-aged children have been reported at this intersection within the past five years.
2. **State Road 46 / Goeller Boulevard:** This intersection is the primary link between approximately 4,000 Columbus residents living in the Tipton Lakes area and a multi-use path, designated as part of People Trail system, that provides a safe route under I-65 and over the White River to downtown Columbus. The intersection separates residents from a grocery store and several restaurants immediately to the north. Multiple turning lanes and a wide crossing distance are deterrents, particularly to inexperienced bicycle and pedestrian users, to accessing the asset on the north side of the intersection.

3. **State Road 46 / Westwood Boulevard:** This intersection directly separates a large multi-family apartment complex, an assisted living facility, and an extended stay hotel from a shopping center containing a grocery store, a bank, and restaurants. Despite being only a short distance away, many residents in the Westwood development will drive to these stores to avoid crossing the state highway on foot. This intersection currently lacks any crossing treatment for bicycle and pedestrian users, which stifles the ability to make this development a walkable, mixed use area.

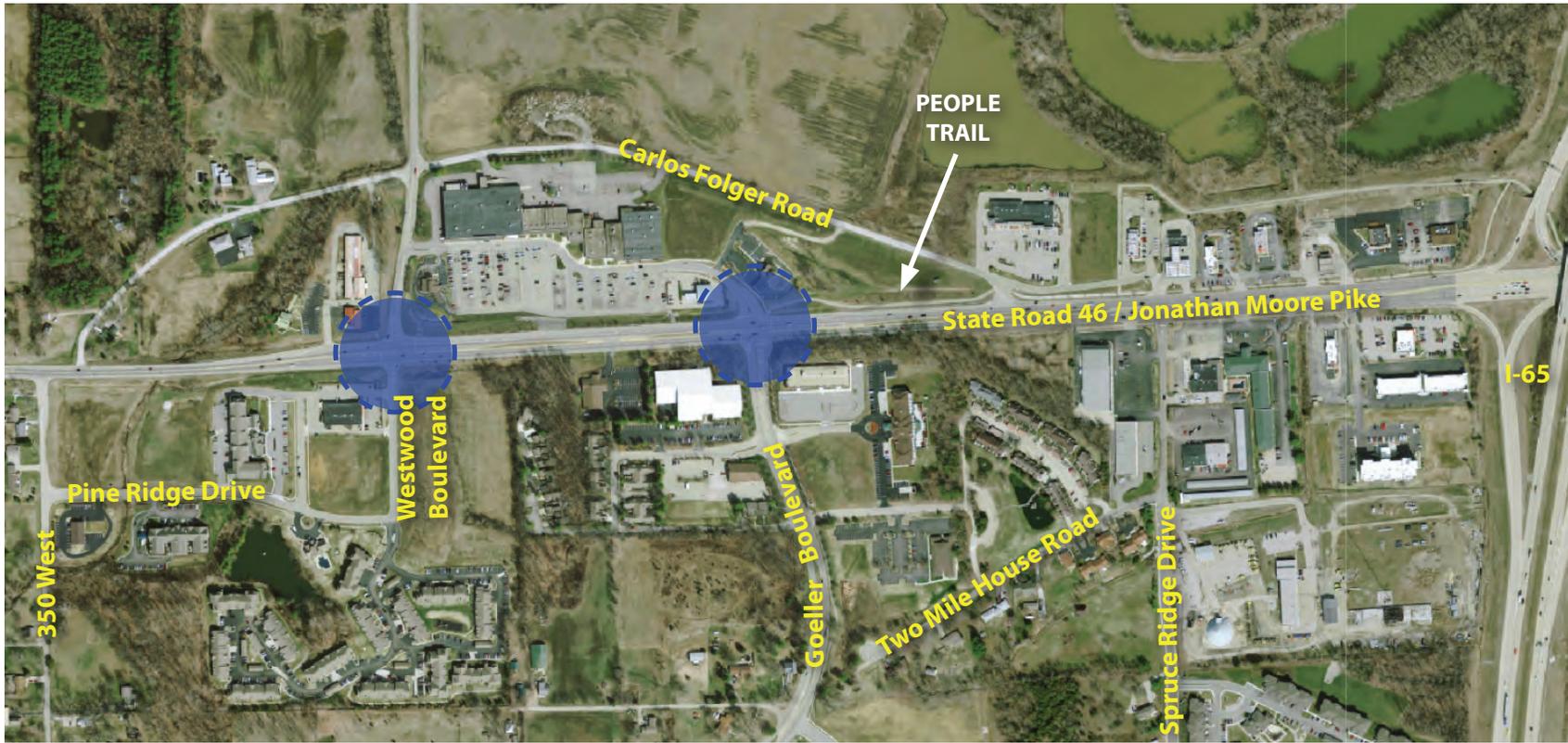


U.S. 31 / Westenedge Drive Intersection and Surrounding Context

LEGEND



Examined State Highway Intersection:
U.S. 31 / Westenedge Intersection



State Road 46 Intersections with Goeller Boulevard and Westwood Boulevard and Surrounding Context

LEGEND



Examined State Highway Intersections:
S.R. 46 / Goeller Boulevard and S.R. 46 / Westwood Boulevard

In order to address the safety and lifestyle concerns presented by these and other state highway crossings in Columbus, City officials initiated a dialogue with the Indiana Department of Transportation (INDOT). The goal of this dialogue was to address the following questions:

1. What policies and guidelines, with respect to bicycle and pedestrian crossing treatments, does INDOT follow during the design of intersections?
2. How should Columbus city officials approach desired bicycle and pedestrian improvements to INDOT-controlled intersections and roadways? Specifically, what procedures must city officials follow, who are the appropriate INDOT representatives to contact, and what data do officials need to present in order to advocate for desired design elements?
3. How can city officials get involved early in the INDOT planning process so locally-desired bicycle and pedestrian elements can be incorporated into the design of intersections and road improvement projects?
4. What types of bicycle and pedestrian design elements are acceptable at INDOT-controlled intersections?

DISCUSSION

On March 17, 2016, representatives from the City of Columbus and INDOT participated in a working session, hosted at Columbus City Hall, to discuss the aforementioned questions. The discussion principally revealed INDOT's introduction of the Common Paths Initiative, an approach to road planning that considers the needs of all transportation users, including motorists, freight operators, transit users, pedestrians, and bicyclists. The Initiative, which is based on the national Complete Streets program, encourages safe and comfortable designs that benefit people of all ages and abilities and promotes special consideration of the Americans with Disabilities Act (ADA). According to INDOT's Complete Streets Guideline and Policy, Complete Street designs are beneficial because they create efficient connections between destinations, bolster economic growth, increase property values, reduce crashes through safety improvements, and improve public health and fitness. With safety as an overarching, top priority, this policy states that INDOT will partner with local municipalities, Metropolitan Planning Organizations, and other stakeholders to do the following:

1. Identify opportunities to promote and provide safe and convenient access and travel for all users of the transportation network while reducing crash rates and the severity of crashes.
2. Improve mobility and accessibility of all individuals including those with disabilities in accordance with legal requirements of the ADA.
3. Safely integrate intermodal connections across the transportation network to maximize the efficient use of existing transportation facilities.
4. Ensure early coordination during project scoping to identify and document how a reconstruction or new construction project will impact bicyclists, pedestrians, and transit riders of all ages and abilities and potential actions or strategies to address them.

INDOT's Complete Streets Guidelines and Policy document additionally includes a list of design elements that can be included in a Complete Streets design. This list of design elements include: sidewalks and crosswalks, bicycle lanes, refuge medians, raised crosswalks, sidewalk bump-outs, road diets, traffic calming strategies, and several other options. The policy emphasizes that Complete Streets designs should be based on context and need, and bicycle and pedestrian facilities that are excessively disproportionate to the identified need may be eliminated or the costs of such facilities should be incurred by the municipality.

The Common Paths Initiative, thus INDOT's Complete Streets policy, is currently in the very early stages of implementation. The INDOT Central Office is circulating the guidelines included in the Initiative via voluntary training opportunities throughout the state. INDOT most recently hosted Commons Paths training in November 2015; attendees included city and county engineers, consultants, and district office employees. INDOT has not established a timeline for saturation of the Common Paths program within its district offices, and at this time, district offices are not mandated to implement the guidelines endorsed through the Commons Paths program.

With regard to implementing locally-desired bicycle and pedestrian design elements into state projects, the INDOT representatives stressed the importance of contacting INDOT early in the planning process. As INDOT staffers enter the design stage of these projects, it is often far too late to make significant project changes. INDOT representatives described the following four ways that localities can become notified and/or involved early in the INDOT planning process:

1. **Call For New Projects:** Each year INDOT district offices provide a list of potential road improvement projects, based on set criteria, to a central office committee called an asset management team. Asset management team members deliberate the merits of each proposed project and subsequently score and prioritize them. Based on an available budget, the asset management team then identifies the projects that INDOT will

pursue based on project cost and score. Improvement projects that are chosen during the Call for New Projects process are generally 5 years from construction. Appendix D includes INDOT's *Annual Program Development Process*, which outlines in greater detail the Call for New Projects process and how municipalities and MPOs can and should be involved in the development of improvement projects. Also included in Appendix D is INDOT's Public Involvement Process Flowchart, which also illustrates the public involvement process involved with the Call for New Projects.

2. **Website Notification:** Possible future improvement projects will soon regularly be posted online by the district offices.
3. **State-Wide Corridors Document/Open Roads Program:** INDOT is currently preparing a "State-Wide Corridors" document, which will describe the future vision for state corridors throughout the State of Indiana. The document will ultimately describe the needs of specific corridors and will provide guidance to INDOT designers as they begin to consider future improvements to the corridor. Through the development of this document, Columbus city officials should have an opportunity to provide input regarding how they envision the state corridors as they pass through the Columbus community.
4. **National Environmental Policy Act (NEPA):** NEPA is a United States environmental law that ensures that environmental factors are considered by federal agencies, as well as entities utilizing federal funds, when completing construction activities. Federal actions or projects utilizing federal funds must be evaluated and one or more of the following documents must be prepared: a Categorical Exclusion, an Environmental Assessment (EA), a Finding of No Significant Impact (FONSI) and/or an Environmental Impact Statement (EIS). As part of the EA and EIS processes, and in order to gather public input, INDOT organizes community committees and hosts public meetings. City officials are encouraged to provide comment at these opportunities.

With regard to implementing locally-desired bicycle and pedestrian improvements to intersections and roadways not currently scheduled for upgrades, the INDOT representatives encouraged City officials to first call the district office to make them aware of the local desire to implement bicycle and pedestrian design elements. At that time, the district office may invite representatives from the central office into the discussion. Prior to contacting the district office, City officials should be prepared to make a strong case for the desired improvements. Required supporting data may include crash statistics, traffic counts, and maps illustrating the contextual need for the desired improvements. A Road Safety Audit (RSA), a formal safety examination of an existing or future road or intersection, may also be required. Information about RSAs and RSAs specific to bicycle and pedestrian safety can be found at the following Federal Highway Administration websites: http://safety.fhwa.dot.gov/ped_bike/tools_solve/fhwasa12018/ and <http://safety.fhwa.dot.gov/rsa/>.

CONCLUSION

The discussion at the working session revealed that Indiana municipalities do not have a clear or well-defined process for early involvement in the INDOT planning process. The strategies for involvement presented at the meeting were somewhat unclear and appear to be rather unwieldy. The public involvement process included in INDOT's *Annual Program Development Process* document and *Public Involvement Process Flowchart* appears structured but it is unclear whether this process is strictly followed or if the process is transparent or easily-accessible to local municipalities. Furthermore, the Complete Streets policies endorsed by the INDOT central office are not currently mandated by the state; therefore, these policies

may not appear in INDOT-designed road improvement projects, which are designed at the district office level.

Based on the information provided at the working session, the following recommendations are provided:

1. Columbus city officials should take a proactive approach with INDOT and remain in close contact with Seymour district staff to learn about upcoming projects. City officials should be aware of the public involvement process outlined in INDOT's Annual Program Development Process document and should actively seek out opportunities to become involved in the selection of improvement projects.
2. City officials should learn the regulatory triggers for bicycle/pedestrian-friendly components in INDOT's designs, i.e. (a) even the smallest section of sidewalk nearby will mandate that pedestrian signals and curb ramps be included at INDOT's signalized intersections as part of any improvement projects and (b) signing local intersecting streets as "no trucks" may allow reductions in corner radii on state highways resulting in reduced crossing distances.
3. Without assurance that Complete Streets policies related to bicycle and pedestrian infrastructure will be implemented in Columbus projects, City officials must take an active role in advocating for the safety improvements they believe are needed. Furthermore, City officials should contact the INDOT Central office when District decisions do not support Complete Streets objectives.

APPENDIX

APPENDIX A

Public Open House Results

APPENDIX B

Public Survey Results

APPENDIX C

17th Street People Trail Connection Neighbor Meeting Notes

APPENDIX D

INDOT Policy Documents

Annual Program Development Process

Public Involvement Process Flowchart

Common Paths Initiatives

INDOT Complete Streets Guideline & Policy

APPENDIX A: PUBLIC OPEN HOUSE RESULTS

Two public open houses were hosted during the intersection study -- in August 2015 and in February 2016.

A key element of the intersection study was public outreach. It is vitally important to the success of planning projects that members of the community have an opportunity to provide feedback regarding proposed improvements. Members of the public bring ideas, insight, and local knowledge that can find tune and ultimately improve projects. Two public open houses were hosted during the intersection study.

FIRST PUBLIC OPEN HOUSE: AUGUST 27, 2015

The initial open house was held at Donner Center on August 27, 2015. Flyers publicizing the event were mailed to approximately 2,500 residents within the study area, and 37 members of the community attended the event.

The open house consisted of five stations where participants were asked to provide input. The first station involved handheld maps of the study area, and participants were asked to draw their preferred east-west bicycle/pedestrian route between Noblitt, Donner, and Lincoln Parks. This station was intended to reveal a dominant route through the study area, which would lead to a focus on intersections along that route. Stations 2, 3, and 4 highlighted the 5 initial intersections in the study area and included the display of informational boards and survey questions. These stations were intended to reveal user trends and user comfort levels with existing intersection designs. Participants were encouraged to review the informational boards and respond to corresponding survey questions.

At the final station, participants were presented with a series of possible intersection improvement options. Participants were encouraged to vote for the improvements that they believed would be the most effective at improving bicycle and pedestrian safety. Each station was complemented with a large note pad where participants were asked to provide additional comments about the intersections and possible improvement options.

Open house attendees were additionally asked to complete a survey specific to the three state highway intersections examined during the INDOT policy and procedure review.

The tables and illustrations on the following pages highlight displays at the first public open house, as well as the results of the event.

SAMPLE OF OPEN HOUSE DISPLAYS AND EVENT PHOTOS

PREFERRED ROUTE SURVEY

In order to make bicycle and pedestrian improvements where they are most needed, we'd like to gain a better understanding of the streets that bicyclists and pedestrians use when traveling east and west in the area near Noblitt, Donner, and Lincoln Parks.

Please use the following instructions to show your preferred route:

1. Grab a colored marker.
2. Mark your starting and/or destination points if they're on the map.
3. Draw the east-west route that you take when biking and/or walking in this area. (If you don't currently walk or bike, please draw the east-west route that you would take if you walked or biked in this area.)
4. Flip the page over and tell us why you prefer this route.
5. When completed, please leave the survey at the Station 1 table.

KEY A. Columbus North High School B. Fair Oaks Mall C. Family Video D. Natural Choices E. Circle K

Please turn over this page and describe why you prefer this route.

Preferred Route Survey at Station 1



Staff and Open House Attendees Discussing the Preferred Route Survey



Attendees at Station 3



DLZ Staff Discussing Improvement Options with Attendees at Station 5

Area Photos

17TH STREET / WASHINGTON STREET INTERSECTION

PLAN4HEALTH

QUESTION #1

How often do you walk and/or bike through the 17th Street / Washington Street intersection?

WEEKLY	Place dots here
MONTHLY	Place dots here
YEARLY	Place dots here
NEVER	Place dots here

If you answered 'Never' to Question #1, please continue on to Question #3.

QUESTION #2

What best describes the purpose of those trips?

EXERCISE / RECREATION	Place dots here
WORK COMMUTE	Place dots here
SCHOOL COMMUTE	Place dots here
PERSONAL BUSINESS	Place dots here

PLAN4HEALTH

QUESTION #3

In its current condition, how comfortable would you be walking or biking through the 17th Street / Washington Street intersection with young children or an elderly citizen?

VERY COMFORTABLE	Place dots here
COMFORTABLE	Place dots here
UNCOMFORTABLE	Place dots here
VERY UNCOMFORTABLE	Place dots here
UNSURE	Place dots here

PLAN4HEALTH

QUESTION #4

What are the top 2 characteristics of the 17th Street / Washington Street intersection that prevent you from feeling completely comfortable as you walk or bike through it? (Please choose 2 characteristics and place 1 dot by each.)

TRAFFIC SPEED	Place dots here
AMOUNT OF TRAFFIC	Place dots here
CROSSING DISTANCE	Place dots here
LACK OF PEDESTRIAN SIGNAL	Place dots here
WAITING TIME TO CROSS	Place dots here
CONDITION OF SIDEWALKS	Place dots here
LACK OF LIGHTING	Place dots here
CONDITION OF CURB RAMPS	Place dots here
OTHER	Place dots here <small>(Please explain on nearby notepad)</small>

PLAN4HEALTH

Display Boards Typical of Stations 2, 3, and 4

Potential INTERSECTION IMPROVEMENT OPTIONS

Striped Crosswalk with Signs and Advance Warning Signs

Striped crosswalks with signs and advance warning signs involve pavement striping and signage on both sides of the street that alert drivers to expect crossing pedestrians.

Place Dots Here

Colored and Textured Crosswalks

Colored and textured crosswalks are a pavement treatment that alert drivers to expect crossing pedestrians.

Place Dots Here

PLAN4HEALTH

Potential INTERSECTION IMPROVEMENT OPTIONS

Ground Mounted Flashing Warning Lights

Ground mounted flashing warning lights are located on either side of a street and alert drivers of a crosswalk by flashing constantly without pedestrian activation. These warning lights can also be programmed to flash only during certain times of the day.

Place Dots Here

Overhead Signage with or without Flashers

Overhead signage with or without flashers are installed to overhang the roadway. Flashers alert drivers of a crosswalk by flashing constantly, without pedestrian activation. These warning lights can also be programmed to flash only during certain times of the day.

Place Dots Here

PLAN4HEALTH

Potential INTERSECTION IMPROVEMENT OPTIONS

In-Pavement Crossing Lights

In-pavement crossing lights are embedded into the street and covered toward oncoming traffic. These crossing lights are pedestrian-actuated and are programmed to flash for a period of time sufficient for a pedestrian to cross. Vehicles are required to stop at the flashing lights.

Place Dots Here

Raised Crosswalk

Raised crosswalks are crosswalks constructed 3 to 4 inches above the elevation of the street. These crosswalks are intended to reduce vehicle speeds specifically where pedestrians will be crossing the street.

Place Dots Here

PLAN4HEALTH

Potential INTERSECTION IMPROVEMENT OPTIONS

Rectangular Rapid Flash Beacon (RRFB)

An RRFB is a bright, flashing light installed on the side of the roadway that is actuated by a pedestrian before using a crosswalk. RRFBs are generally attached to crossing warning lights. These lights are programmed to flash for a period of time sufficient for a pedestrian to cross. Vehicles are required to stop at the flashing lights.

Place Dots Here

Pedestrian Hybrid Signal (HAWK Signal)

A HAWK Signal consists of signage and bright, flashing lights that overhang a crosswalk. The crossing lights are pedestrian-actuated and are programmed to flash for a period of time sufficient for a pedestrian to cross. Vehicles are required to stop at the flashing lights.

Place Dots Here

PLAN4HEALTH

Display Boards at Station 5

OPEN HOUSE RESULTS

Station 1: Preferred Route Survey

Station #1: Preferred Route Study		
Below are the major intersections traveled by participants of the open house, going east and west, and the number of participants that typically bike or walk through them.		
Intersection	Number of participants who bike or walk, traveling east or west, through the intersection	Percentage of participants
17th/Washington	20	74%
16th/Washington	4	15%
22nd/Washington	2	7%
22nd/Central	10	37%
19th/Central	13	48%
17th/Central	4	15%
14th/Central	1	4%
19th/Hawcreek	12	44%
17th/Hawcreek	4	15%
TOTAL NUMBER OF PARTICIPANTS	27	N/A

COMMENTS RECEIVED AT STATION #1

- A crosswalk at Washington/22nd Street would be helpful for residents west of Washington Street.
- Bushes and landscaping in the sight visibility triangle is a concern at several locations in the neighborhood. Bicyclists have to get out into traffic lanes to see if vehicles are coming.
- Lack of sidewalks is a concern in the area.
- 22nd Street is wide so cars drive faster. As a cyclist, I avoid this street.
- The 19th Street / Central Avenue intersection is terrible. From 19th Street, choose a north-south street to get cyclists to the 17th Street / Central Avenue intersection.
- 22nd Street is a better option than 17th or 19th Streets. There is a stop light at the 22nd/Central intersection. Some sidewalks are absent but that may be more easily corrected than the 19th Street /Central Avenue intersection.

Station 2: 17th Street / Washington Street Intersection

Station #2: 17th Street / Washington Street Intersection

Question 1: How often do you walk and/or bike through the 17th/Washington intersection?		
Weekly	15	50%
Monthly	10	33%
Yearly	4	13%
Never	1	3%
TOTAL	30	100%

Question 3: In its current condition, how comfortable would you be walking/biking through the 17th/ Washington intersection with young children or an elderly citizen?		
Very Comfortable	0	0%
Comfortable	4	13%
Uncomfortable	14	45%
Very Uncomfortable	13	42%
Unsure	0	0%
TOTAL	31	100%

Question 2: What best describes the purpose of those trips?		
Exercise / Recreation	24	83%
Work Commute	3	10%
School Commute	1	3%
Personal Business	1	3%
TOTAL	29	100%

Question 4: What are the top 2 characteristics of the 17th/Washington intersection that prevent you from feeling completely comfortable as you walk/bike through it?	
Traffic Speed	19
Amount of Traffic	18
Crossing Distance	3
Lack of Pedestrian Signal	14
Waiting Time to Cross	3
Condition of Sidewalks	0
Lack of Lighting	0
Condition of Curb Ramps	0
Other	1
TOTAL	58

COMMENTS RECEIVED AT STATION #2

- Restrict on-street parking on north side of 17th Street to minimize not only traffic issues but also pedestrian conflicts.
- It's a scary intersection.
- Other intersections nearby are better/closer.
- Lawton Street to Lafayette Avenue: Make a bicycle boulevard and more pedestrian-oriented. Also restrict on-street parking between these three blocks.
- The street light should be at 17th Street rather than 16th Street.
- The crosswalk should be on the north side of the intersection to align with paths through Noblitt Park. Also, the sidewalk condition is better on the north side of the 17th Street between Washington Street and Lafayette Avenue.
- The light at 16th Street/Washington Street does not recognize bikes.
- North-south bike traffic takes place on Franklin Street. We need a crossing treatment at the 17th Street / Franklin Street intersection.
- The speed limit on Washington Street is not enforced; it's too fast.
- Road diet.

Station 3: Central Avenue Intersections

Station #3: Central Avenue Intersections - 19th/Central Intersection and 17th/Central Intersection

Question 1: How often do you walk and/or bike through these intersections?				
	19th/Central Intersection		17th/Central Intersection	
Weekly	9	30%	13	41%
Monthly	11	37%	9	28%
Yearly	5	17%	6	19%
Never	5	17%	4	13%
TOTAL	30	100%	32	100%

Question 3: In its current condition, how comfortable would you be walking/biking through these intersections with young children or an elderly citizen?				
	19th/Central Intersection		17th/Central Intersection	
Very Comfortable	0	0%	0	0%
Comfortable	2	7%	2	6%
Uncomfortable	17	59%	20	63%
Very Uncomfortable	10	34%	10	31%
Unsure	0	0%	0	0%
TOTAL	29	100%	32	100%

Question 2: What best describes the purpose of those trips?				
	19th/Central Intersection		17th/Central Intersection	
Exercise / Recreation	17	68%	17	65%
Work Commute	5	20%	4	15%
School Commute	0	0%	0	0%
Personal Business	3	12%	5	19%
TOTAL	25	100%	26	100%

Question 4: What are the top 2 characteristics of these intersections that prevent you from feeling completely comfortable as you walk/bike through them?		
	19th/Central Intersection	17th/Central Intersection
Traffic Speed	21	13
Amount of Traffic	15	27
Crossing Distance	3	2
Lack of Pedestrian Signal	13	11
Waiting Time to Cross	1	2
Condition of Sidewalks	2	0
Lack of Lighting	0	0
Condition of Curb Ramps	0	1
Other	0	3
TOTAL	55	59

COMMENTS RECEIVED AT STATION #3

- 19th/Central: This intersection has a lot issues: lighting, crossing distance.
- 19th/Central: With emergency vehicles traveling heavily in this area and 17th and 19th being so close, I believe this could cause a lot of congestion. I would like the group to consider the 22nd/Central intersection for multiple reasons: (1) Donner to Lincoln, (2) Students crossing this area to access CSA New Tech and (3) the intersection already has a traffic signal.
- There is no indication to Central traffic that 19th /Central is a People Trail.
- 19th/Central ought to be avoided. 17th/Central at least has a signal and access to the people trail. Also, 22nd is a better option.
- 17th/Central: This route is not attractive; many parking lots on the north side.
- 17th/Central: Too many distractions for drivers (traffic, turns, Circle K).

Station 4: Hawcreek Avenue Intersections

Station #4: Hawcreek Avenue Intersections - 19th/Hawcreek Intersection and 17th/Hawcreek Intersection

Question 1: How often do you walk and/or bike through these intersections?				
	19th/Hawcreek Intersection		17th/Hawcreek Intersection	
Weekly	10	33%	9	35%
Monthly	7	23%	10	38%
Yearly	10	33%	4	15%
Never	3	10%	3	12%
TOTAL	30	100%	26	100%

Question 3: In its current condition, how comfortable would you be walking/biking through these intersections with young children or an elderly citizen?				
	19th/Hawcreek Intersection		17th/Hawcreek Intersection	
Very Comfortable	2	7%	1	4%
Comfortable	13	43%	13	52%
Uncomfortable	12	40%	8	32%
Very Uncomfortable	1	3%	3	12%
Unsure	2	7%	0	0%
TOTAL	30	100%	25	100%

Question 2: What best describes the purpose of those trips?				
	19th/Hawcreek Intersection		17th/Hawcreek Intersection	
Exercise / Recreation	17	65%	15	65%
Work Commute	6	23%	5	22%
School Commute	1	4%	0	0%
Personal Business	2	8%	3	13%
TOTAL	26	100%	23	100%

Question 4: What are the top 2 characteristics of these intersections that prevent you from feeling completely comfortable as you walk/bike through them?		
	19th/Hawcreek Intersection	17th/Hawcreek Intersection
Traffic Speed	11	6
Amount of Traffic	10	13
Crossing Distance	0	0
Lack of Pedestrian Signal	15	12
Waiting Time to Cross	0	1
Condition of Sidewalks	1	0
Lack of Lighting	0	1
Condition of Curb Ramps	0	0
Other	4	5
TOTAL	41	38

COMMENTS RECEIVED AT STATION #4

- Cars aren't looking for pedestrians at 19th/Hawcreek.
- Local traffic is still confused by the bike lanes (right turn lane crossover).
- Two issues at 17th/Hawcreek are cars making left turns and cars unsure where bikes are going.
- Two issues at these intersections are pedestrians/bikes from Caldwell Addition crossing 17th Street or Hawcreek Avenue to access the People Trail and the large amount of emergency vehicle traffic.
- Sight distance and speed of traffic/eye contact are issues.
- 19th/Hawcreek is not a 90 degree crossing.
- Drivers at the 19th/Hawcreek intersection seem surprised by pedestrians and aren't looking.
- I always avoid 17th/Hawcreek while bicycling.

Station 5: Conceptual Intersection Improvement Options

Station #5: Conceptual Intersection Improvement Options		
<p>Participants were asked to review the 8 provided improvement options and consider which options they believe would, generally, be the most compatible with the 5 intersections highlighted during the open house and the most effective at making biking and walking in the area safer. Each participant voted for 2 improvement options.</p>		
Improvement Option	Number of Votes	Percentage of Total Votes
Striped Crosswalk with Signs and Advance Warning Signs	1	2%
Colored and Textured Crosswalks	13	22%
Ground Mounted Flashing Warning Lights	0	0%
Overhead Signage with or without Flashers	1	2%
In-Pavement Crossing Lights	16	27%
Raised Crosswalk	4	7%
Rectangular Rapid Flash Beacon (RRFB)	6	10%
Pedestrian Hybrid Signal (HAWK Signal)	18	31%
TOTAL VOTES	59	N/A

COMMENTS RECEIVED AT STATION #5

- I like overhead signage/hawk hybrid.
- Would love to see the textured sidewalk plus a sign of some kind. That combination would be powerful and would look nice.
- RRFB and in-pavement are super effective.

INDOT Intersection Survey

Question 1: How often do you walk/bike through the following intersections?						
	U.S. 31 / Westenedge Drive Intersection		S.R. 46 / Goeller Boulevard Intersection		S.R. 46 / Westwood Boulevard Intersection	
Weekly	7	39%	4	24%	2	12%
Monthly	6	33%	7	41%	0	0%
Yearly	3	17%	1	6%	4	24%
Never	2	11%	5	29%	11	65%
TOTAL	18	100%	17	100%	17	100%

Question 2: Hypothetically speaking, if you were traveling with a small child or elderly person, how comfortable would you be walking and/or biking through the following intersections?						
	U.S. 31 / Westenedge Drive Intersection		S.R. 46 / Goeller Boulevard Intersection		S.R. 46 / Westwood Boulevard Intersection	
Very Comfortable	2	11%	10	59%	10	59%
Comfortable	3	17%	5	29%	3	18%
Uncomfortable	11	61%	0	0%	0	0%
Very Uncomfortable	0	0%	1	6%	0	0%
Unsure	2	11%	1	6%	4	24%
TOTAL	18	100%	17	100%	17	100%

Question 3: Generally speaking, what are the 2 characteristics of these intersections that prevent you from feeling comfortable as you walk or bike through them?	
Traffic Speed	11
Amount of Traffic	11
Crossing Distance	6
Lack of Pedestrian Signal	2
Waiting Time to Cross	4
Condition of Sidewalks	0
Lack of Lighting	0
Condition of Curb Ramps	0
TOTAL	34

SECOND PUBLIC OPEN HOUSE: FEBRUARY 9, 2016

The second public input event was held at Donner Center on February 9, 2016. The event was publicized via social media sources, e-mail, and the local newspaper. The intent of this public meeting was to present the final draft recommendations for intersection improvements, which were largely based on input gathered from the initial public open house in August 2015, and collect final thoughts from the public. Twenty-four members of the public attended this event. The following tables highlight the results of the event.

OPEN HOUSE RESULTS

Station 1: Intersection Improvements

Station No. 1 (Place a green dot if you agree with the final draft recommendation for the intersection or a red dot if you disagree with the recommendation.)		
	Number of Green Dots	Number of Red Dots
16th Street / Washington Street	17	1
25th Street / Central Avenue	18	0
22nd Street / Central Avenue	17	1
19th Street / Central Avenue	17	1*
17th Street / Central Avenue	19	0
19th Street / Hawcreek Avenue	18	2**
17th Street / Hawcreek Avenue	13	0

* The red dot was specific to the non-pedestrian activated ground mounted flashing warning lights

** One of the red dots was specific to the sharrows proposed on Lincoln Park Drive. The comment reads: They have never been shown to have any positive effect and may actually negatively affect driver behavior overall. The other improvements are amazing; the sharrows don't deserve to be on the same list.

FINAL DRAFT RECOMMENDATIONS

16th Street / Washington Street, 17th Street / Central Avenue, and 25th Street / Central Avenue

1. Install pedestrian-activated walk signals and push buttons at all four corners of the intersection.
2. Install "ladder" crosswalk treatment along all four sides of the intersection.

17th Street / Hawcreek Avenue

1. Enhance access to the People Trail on the south side of the intersection.
2. Install "ladder" crosswalk treatment at all three sides of the intersection.

22nd Street / Central Avenue

1. Install pedestrian-activated walk signals and push buttons at all four corners of the intersection.
2. Install "ladder" crosswalk treatment along all four sides of the intersection.
3. Recommend that 22nd Street from Washington Street to Lincoln Park be reconstructed in the future to include sidewalks and bicycle lanes.

19th Street / Hawcreek Avenue

1. Install colored/textured crosswalk on the north side of the intersection.
2. Re-align the Lincoln Park Drive/Hawcreek Avenue intersection.
3. Install sharrows on Lincoln Park Drive.
4. Establish a bicycle/pedestrian connection between Lincoln Park Drive and the Haw Creek People Trail.

19th Street / Central Avenue

1. Install colored/textured crosswalk on the north side of the intersection.
2. Install non-pedestrian activated ground mounted flashing warning lights.
3. Possible Phase 2: Install pedestrian-activated HAWK signal.

Station 2: 17th Street / Washington Street Intersection and Conceptual People Trail Connection

Station No. 2		
(Place a green dot if you agree with the final draft recommendation for the intersection or a red dot if you disagree with the recommendation.)		
	Number of Green Dots	Number of Red Dots
17th Street / Washington Street	21	0
17th/19th Street People Trail Connection	18	0

FINAL DRAFT RECOMMENDATIONS

17th Street / Washington Street

1. Install a textured/colored crosswalk on the north side of the intersection.
2. Install a pedestrian-activated HAWK signal on the north side of the intersection utilizing a single mast arm spanning the width of Washington Street.
3. Install activation buttons for the HAWK signal on the northwest and northeast corners of the intersection.
4. Install new curb ramps on the north side of the intersection that are wide enough to accommodate a 10 foot wide side path on the north side of 17th Street.
5. Remove the crosswalk and east-west curb ramps on the south side of the intersection.
6. Install crosswalks across 17th Street on the east and west sides of the intersection.
7. Install vehicle stop bars on the pavement on the north and south sides of the intersection.

17th/19th Street People Trail Connection

1. Install a 10 foot wide sidepath on the north side of 17th Street between Noblitt and Donner Parks and a 10 foot wide sidepath on the north side of 19th Street between Donner and Lincoln Parks.
2. Install a 5 foot wide tree lawn, where permissible.

Station 3: Prioritization of Intersection Improvements

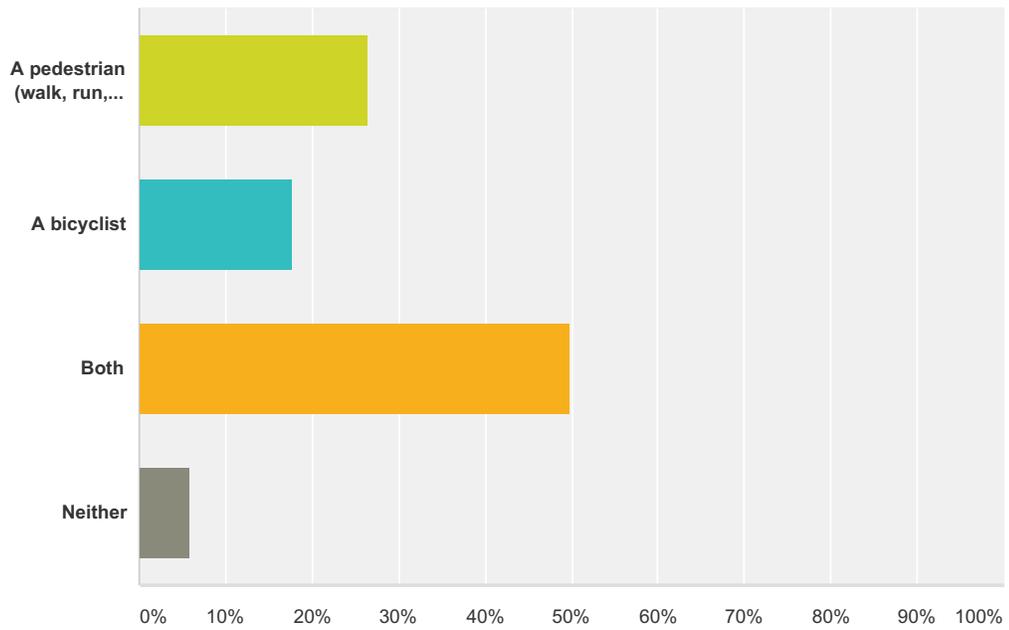
Station No. 3		
(Using the 3 provided yellow dots, vote for the 3 intersections that you believe should receive top priority.)		
	Number of Votes Received by the Intersection	Percentage of Total Votes
17th Street / Washington Street	20	28.6%
16th Street / Washington Street	1	1.4%
25th Street / Central Avenue	15	21.4%
22nd Street / Central Avenue	8	11.4%
19th Street / Central Avenue	18	25.7%
17th Street / Central Avenue	5	7.1%
19th Street / Hawcreek Avenue	2	2.9%
17th Street / Hawcreek Avenue	1	1.4%
TOTAL	70	N/A

APPENDIX B: PUBLIC SURVEY RESULTS

In addition to the first public open house, an online survey was available to community residents in August 2015 to gauge user trends and user comfort levels with the 5 initial local intersections explored at the first open house as well as the 3 state intersections examined for the INDOT policy and procedure review. The online survey was advertised via flyers and social media sources. The following pages show the results of that survey.

Q1 How would you describe yourself?

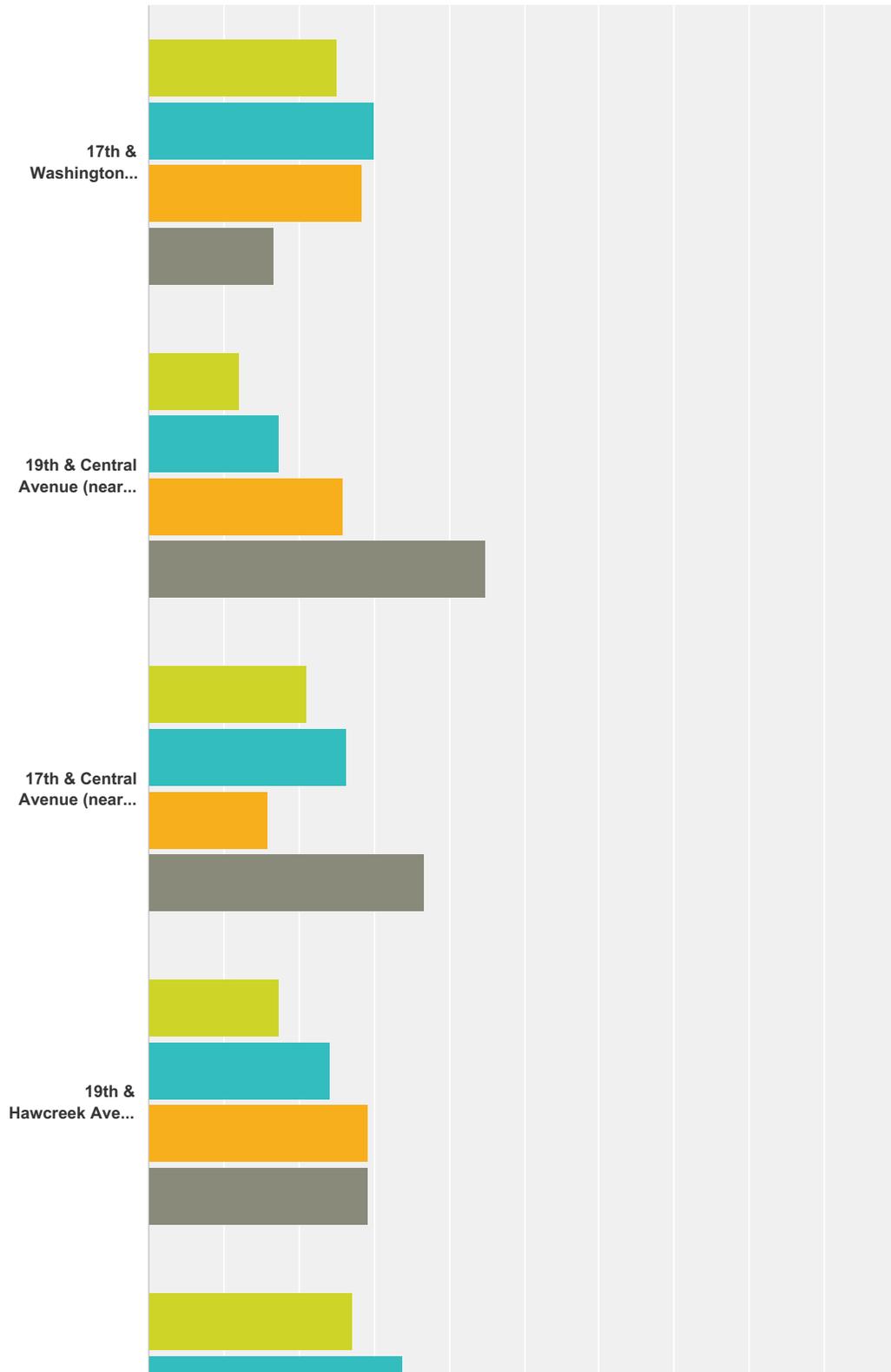
Answered: 68 Skipped: 0



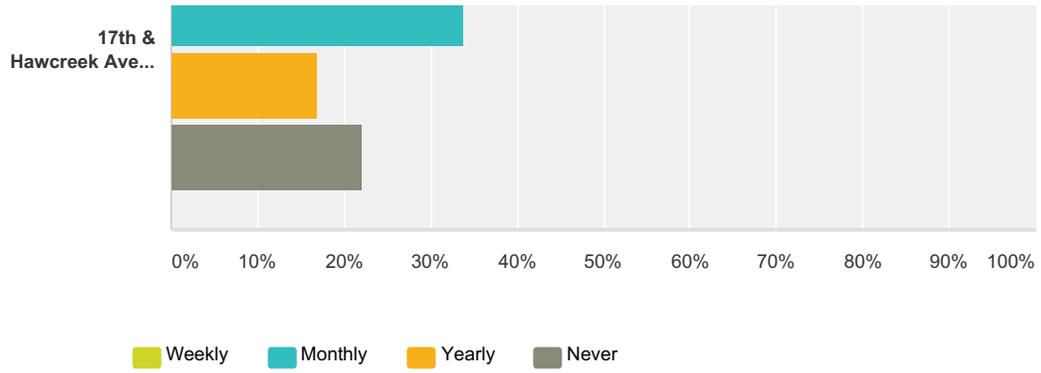
Answer Choices	Responses
A pedestrian (walk, run, wheel chair)	26.47% 18
A bicyclist	17.65% 12
Both	50.00% 34
Neither	5.88% 4
Total	68

Q2 How often do you bike or walk through the following intersections located between Noblitt Park, Donner Park, and Lincoln Park?

Answered: 60 Skipped: 8



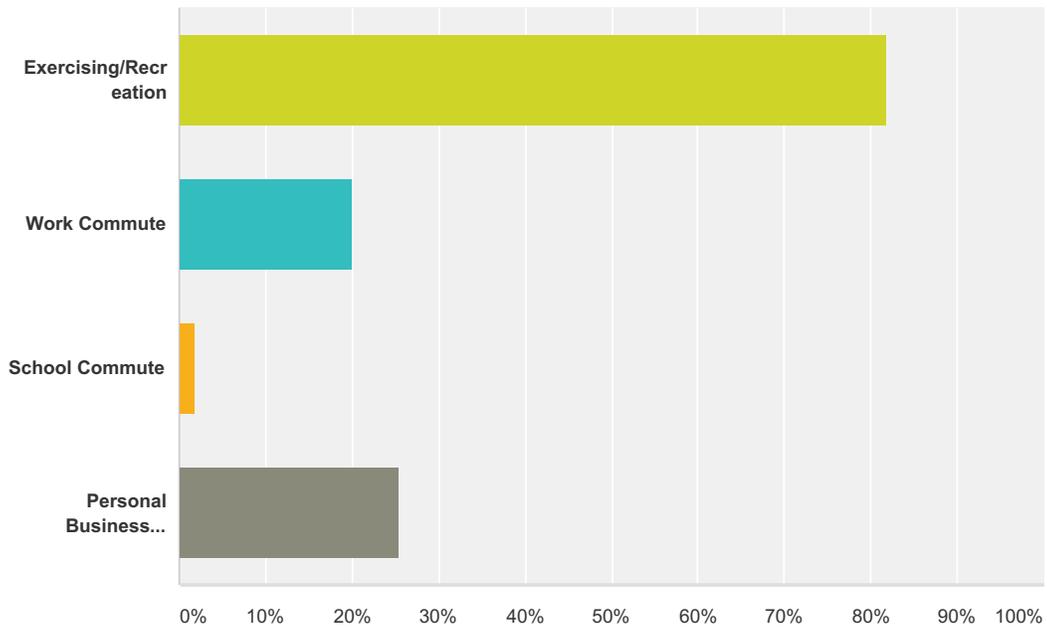
Plan4Health Intersection Survey



	Weekly	Monthly	Yearly	Never	Total
17th & Washington Street (east of Noblitt Park)	25.00% 15	30.00% 18	28.33% 17	16.67% 10	60
19th & Central Avenue (near Natural Choices)	12.07% 7	17.24% 10	25.86% 15	44.83% 26	58
17th & Central Avenue (near Shell)	21.05% 12	26.32% 15	15.79% 9	36.84% 21	57
19th & Hawcreek Avenue (near Lincoln Park Drive)	17.24% 10	24.14% 14	29.31% 17	29.31% 17	58
17th & Hawcreek Avenue (near CRH)	27.12% 16	33.90% 20	16.95% 10	22.03% 13	59

Q3 What best describes the purpose of those trips?

Answered: 55 Skipped: 13

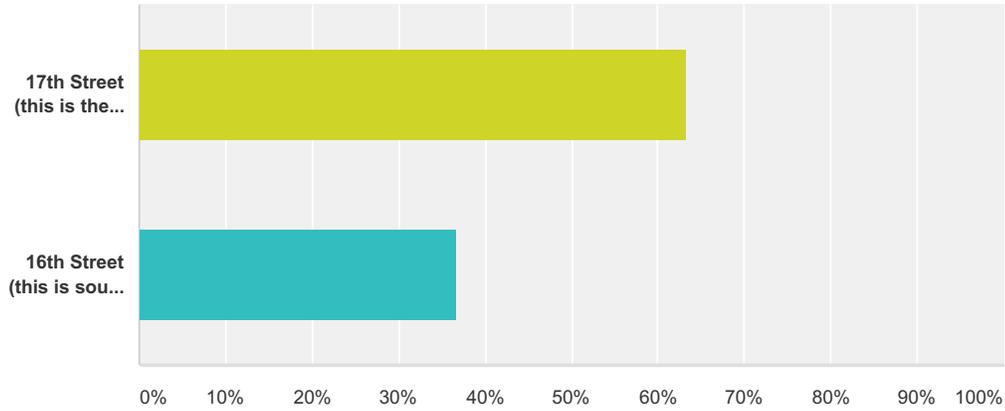


Answer Choices	Responses
Exercising/Recreation	81.82% 45
Work Commute	20.00% 11
School Commute	1.82% 1
Personal Business (shopping, running errands, visiting friends, etc.)	25.45% 14
Total Respondents: 55	

#	Other (please specify)	Date
1	I have younger kids. I don't use them since they are dangerous	8/19/2015 3:13 PM
2	walking my dog	8/18/2015 11:26 AM

Q4 If you are walking or biking between Noblitt Park and Donner Park, what route do you take?

Answered: 49 Skipped: 19

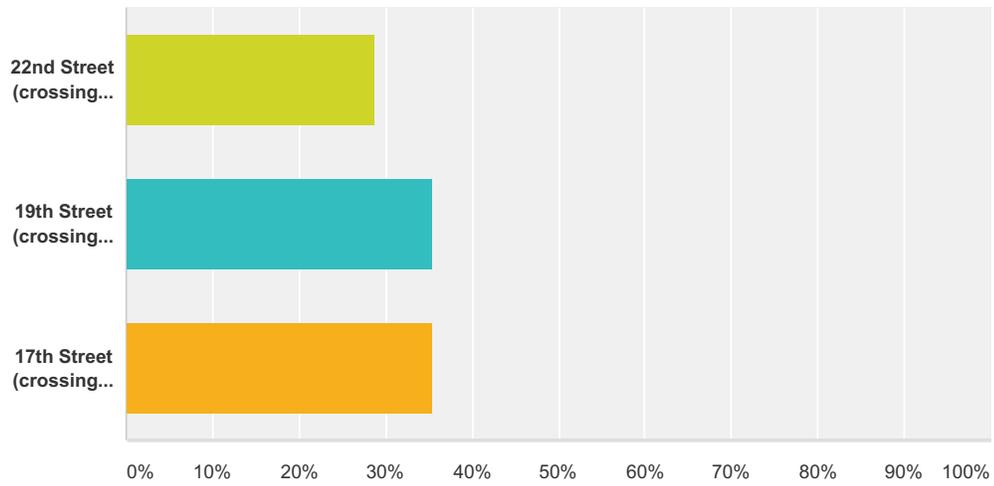


Answer Choices	Responses
17th Street (this is the street that comes in and out of Noblitt Park)	63.27% 31
16th Street (this is south of the park entrance but has a stop light)	36.73% 18
Total	49

#	Other (please specify)	Date
1	Depends on time of day. 16th when heavy traffic.	8/26/2015 2:09 PM
2	I avoid both.	8/26/2015 1:54 PM
3	This has a stop light but the only way the light changes is if a car drives on 16th street. Cars do not give the school kids ride of way as they drive (turn towards them). When attempting to walk to Donner, the same applies a car must drive on 16th to make the light turn.	8/24/2015 4:20 PM
4	I usually take riverside to 27th and avoid the Donner area	8/17/2015 10:11 PM

Q5 If you are walking or biking between Donner Park and Lincoln Park, what route do you take most often?

Answered: 45 Skipped: 23

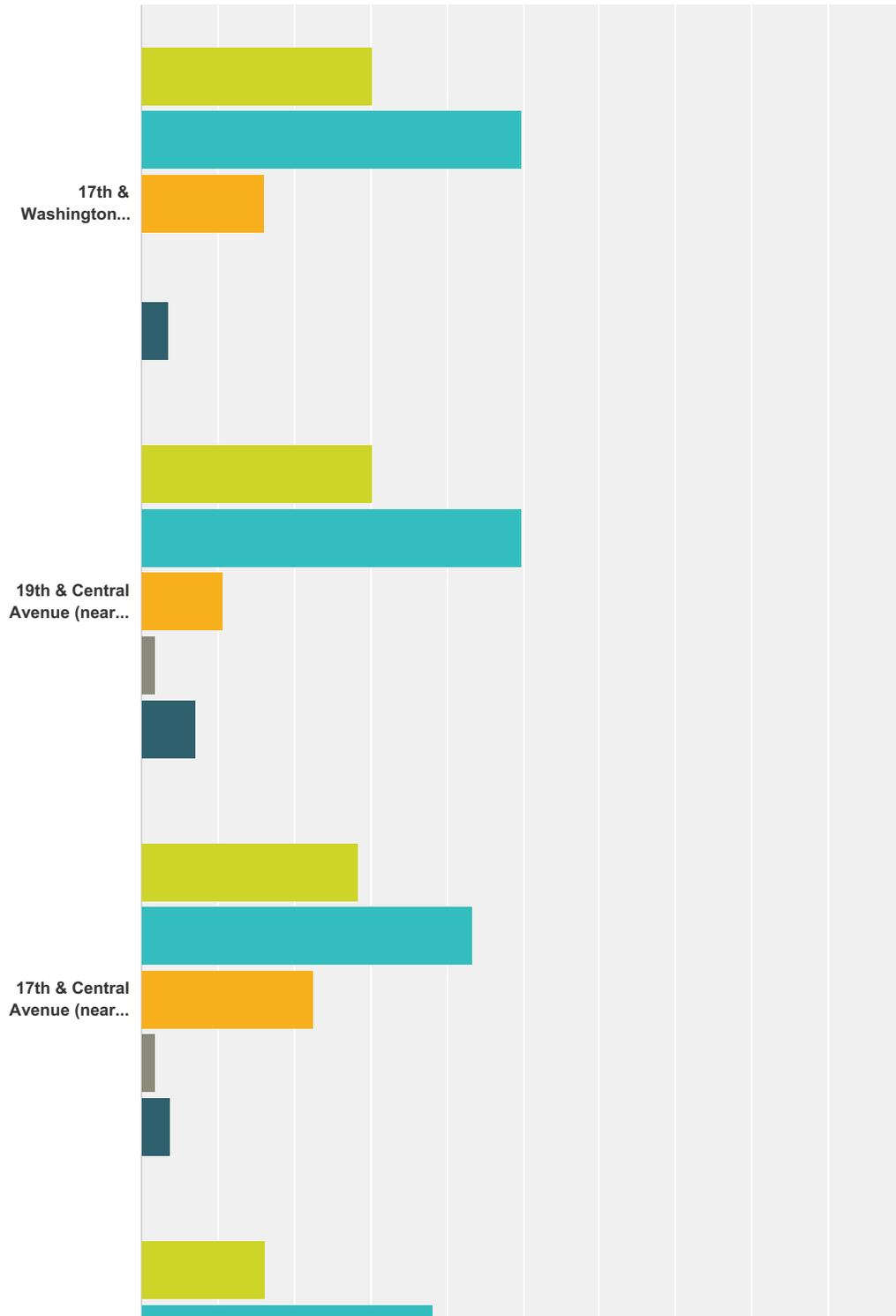


Answer Choices	Responses
22nd Street (crossing Central Avenue at the stop light)	28.89% 13
19th Street (crossing Central Avenue midblock near the store Natural Choices)	35.56% 16
17th Street (crossing Central Avenue at the stop light)	35.56% 16
Total	45

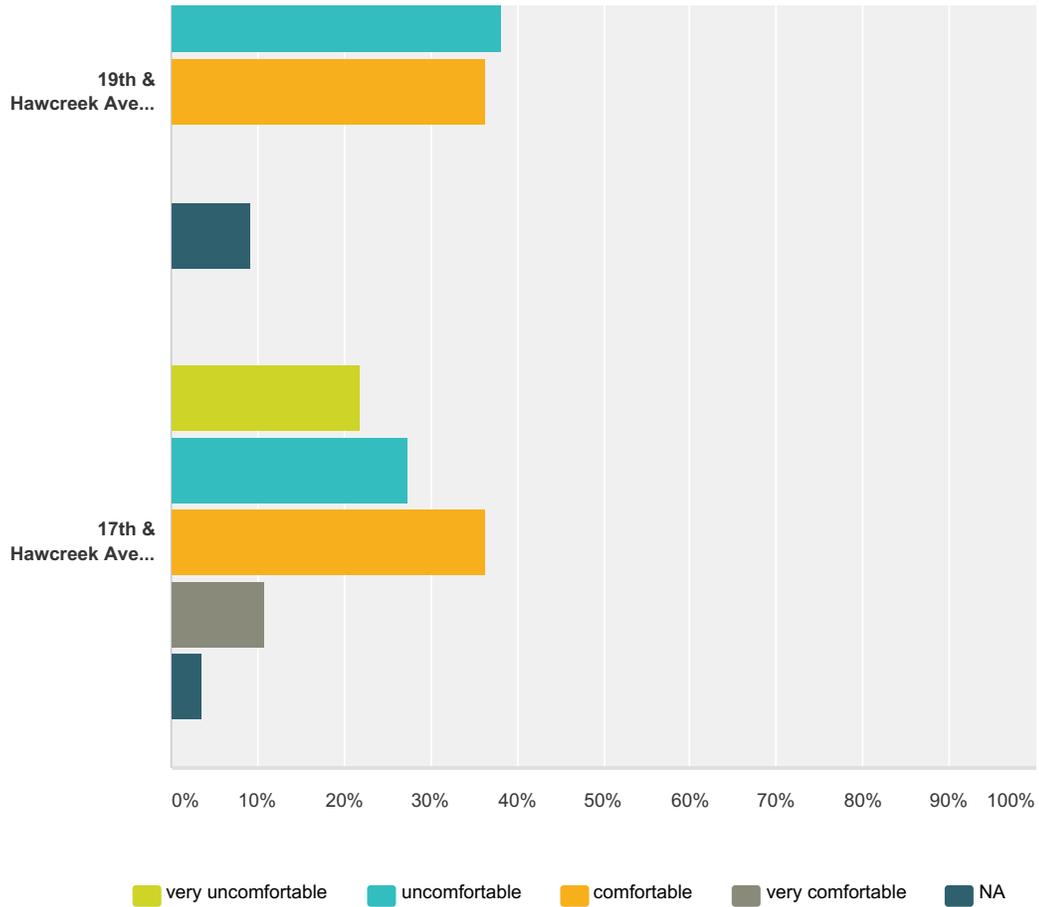
#	Other (please specify)	Date
1	I don't go between these parks	8/18/2015 6:19 PM
2	Do not generally make this connection	8/18/2015 12:04 PM

Q6 Hypothetically speaking, if you were traveling with a small child or elderly person, how comfortable would you be walking/biking through the following intersections on the route between Noblitt Park and Lincoln Park?

Answered: 57 Skipped: 11



Plan4Health Intersection Survey



	very uncomfortable	uncomfortable	comfortable	very comfortable	NA	Total
17th & Washington Street (east of Noblitt Park)	30.36% 17	50.00% 28	16.07% 9	0.00% 0	3.57% 2	56
19th & Central Avenue (near Natural Choices)	30.36% 17	50.00% 28	10.71% 6	1.79% 1	7.14% 4	56
17th & Central Avenue (near Shell)	28.30% 15	43.40% 23	22.64% 12	1.89% 1	3.77% 2	53
19th & Hawcreek Avenue (near Lincoln Park Drive)	16.36% 9	38.18% 21	36.36% 20	0.00% 0	9.09% 5	55
17th & Hawcreek Avenue (near CRH)	21.82% 12	27.27% 15	36.36% 20	10.91% 6	3.64% 2	55

Plan4Health Intersection Survey

Q7 If you selected "uncomfortable" or "very uncomfortable", why?

Answered: 51 Skipped: 17

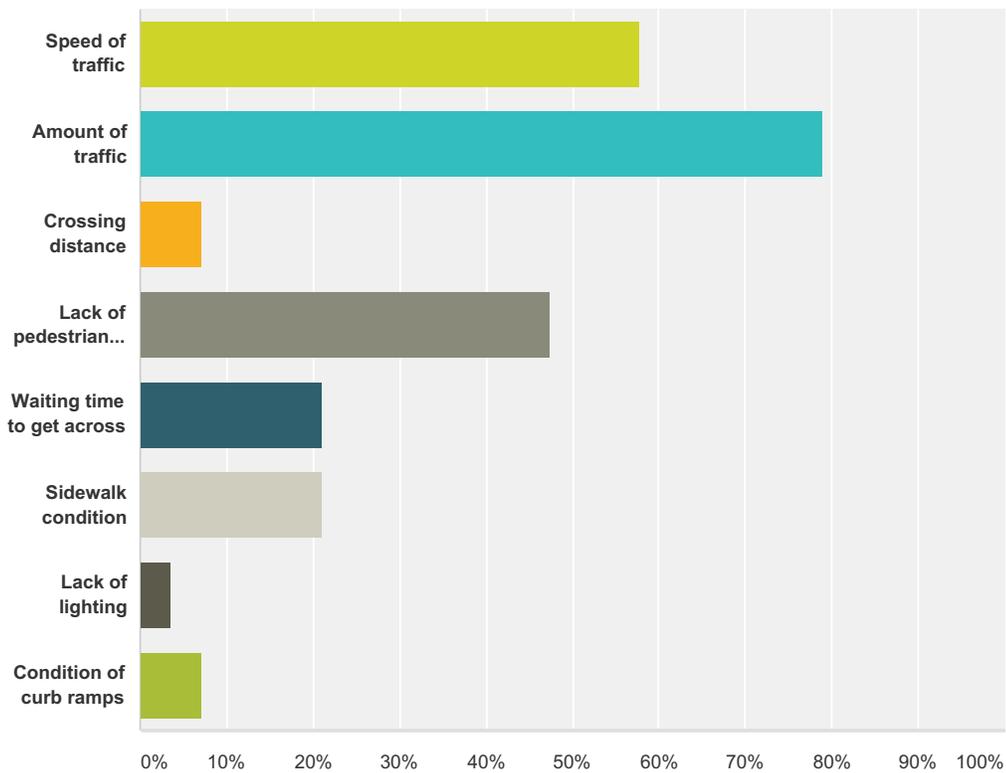
#	Responses	Date
1	17th & Washington. Traffic driving too fast. 17th & central is a large intersection.	8/31/2015 1:17 PM
2	Car traffic is erratic and too speedy. Motorists do not always look and see if a cyclist is coming. The sidewalks are unsafe due to deterioration. If I was with someone who was a fall risk, I would NOT walk with them in these areas.	8/30/2015 9:48 PM
3	Car traffic does not pay a lot of attention to pedestrians, and the busy traffic at these intersections are a bit awkward. TOO MANY PEOPLE ON CELL PHONES.	8/29/2015 1:48 PM
4	Lots of traffic, turns, etc	8/28/2015 10:01 AM
5	lots of traffic	8/28/2015 9:58 AM
6	Frankly the homes in the neighborhood also the sidewalks are in disrepair or not existing	8/27/2015 10:08 PM
7	These intersections have a somewhat or very large volume of motor vehicle traffic and have poorly marked or unmarked pedestrian and bicycle crossings.	8/27/2015 9:04 PM
8	High traffic , high speed	8/27/2015 8:27 PM
9	Hi volume vehicle traffic coupled w confusing bike lane marking on 17th.	8/27/2015 12:01 PM
10	Lots of traffic and unclear pedestrian crossing path	8/27/2015 8:45 AM
11	Lack of sidewalks and crossing signals	8/27/2015 8:34 AM
12	No traffic light at first two intersections. 17th & C, the Shell can be busy sometimes so uncomfortable going East.	8/27/2015 6:37 AM
13	I have biked through with small children. The street is busy and getting everyone going quickly on bikes during an opening is difficult	8/26/2015 11:42 PM
14	There is currently no bike lane or stop sign and traffic can be heavy.	8/26/2015 3:43 PM
15	Too busy	8/26/2015 2:46 PM
16	Traffic is heavy on Central Ave and Washington, and I am always nervous about traffic with my children.	8/26/2015 2:12 PM
17	No crosswalk button and 4 lanes of traffic	8/26/2015 2:09 PM
18	Not clearly marked for bikes or pedestrians so it does not feel safe	8/26/2015 1:54 PM
19	Drivers do not yield or even see you	8/26/2015 1:51 PM
20	Too busy	8/26/2015 1:46 PM
21	not friendly places to cross. i tried crossing at the 17th and Central w/granddaughter and it was very scary. will not try that again.	8/26/2015 1:21 PM
22	Heavy traffic. No proper crosswalks.	8/26/2015 12:02 PM
23	I'm very leery anyway of these intersections. I was hit by a car last year crossing a crosswalk on 3rd and Lafayette.	8/26/2015 7:13 AM
24	Heavy road traffic with short crossing time or no time at all	8/25/2015 10:33 PM
25	Crossing many lanes of somewhat heavy traffic (at times), no traffic lights.	8/25/2015 9:38 PM
26	Traffic travels faster than the posted speed limit and they do not care about pedestrians. The same applies at 16th and Washington for bus transportation or to walk to Donner park with kids and animals	8/24/2015 4:20 PM
27	Traffic concerns	8/24/2015 9:20 AM
28	crime rate is up in area, no sidewalks, lightning, no crossing lights	8/23/2015 5:22 PM
29	No stop light or 4 way stop.	8/23/2015 2:15 PM
30	No clearly marked bikes lanes	8/22/2015 9:38 PM
31	Too busy, people don't pay attention	8/21/2015 10:41 PM

Plan4Health Intersection Survey

32	No crosswalk, no traffic light, no pedestrian "beg button"	8/21/2015 1:27 AM
33	no lights and in places no sidewalk	8/19/2015 3:30 PM
34	Too busy, cars go way to fast. Many don't understand the bike lane transition at 17& Hawcreek.	8/19/2015 3:13 PM
35	there is a lot of traffic going at a high rate of speed and multiple lanes	8/19/2015 2:49 PM
36	Not as safe as it could be	8/19/2015 12:39 PM
37	17th and Washington has no light and with all the added traffic to downtown, it creates a very unsafe atmosphere for pedestrians. 17th and Central is another very busy intersection and people are driving in and out of the gas station from all angles-not pedestrian friendly at all.	8/19/2015 10:17 AM
38	Traffic and, in some cases, multiple lanes make crossing difficult. Traffic lights help. However only the light at Central & 19th stays long enough for me to feel very comfortable crossing. As a walker, runner, and bicyclist I'd always like to feel safe (very comfortable) when crossing roads. Drivers are so distracted these days!	8/19/2015 5:00 AM
39	Washington at 17th can be busy and speed limit is 35, so some cars are movin! Also, 4 lanes of traffic. 19th and Central is 4 lanes of traffic and it's uncontrolled.	8/18/2015 8:19 PM
40	There is no way of stopping traffic and you're basically crossing when the traffic is clear. This can be difficult for even an adult.	8/18/2015 6:19 PM
41	traffic	8/18/2015 4:18 PM
42	A few of those locations are tough to cross and therefore require a bit of luck and speed. I've nearly been hit by cars driving erratically or spent several minutes waiting for an opportunity to cross.	8/18/2015 12:04 PM
43	because of the amount of traffic and the speed	8/18/2015 11:26 AM
44	Crossing Central would be tricky if I had my kids with me during the day...especially if we were riding bikes. Sidewalks could be better around 17th and Hawcreek	8/18/2015 11:09 AM
45	Speeding autos, not being able to see cars coming, etc.	8/18/2015 10:06 AM
46	Because it's not very safe.	8/18/2015 9:16 AM
47	Lack of crosswalks	8/17/2015 10:11 PM
48	The traffic is pretty fast, especially on Central, and I would never walk with a small child there.	8/17/2015 8:14 PM
49	In wheelchair..poor vision and reflexes..feel unsafe walking around street crossings with no clear signals.	8/17/2015 8:01 PM
50	Heavy traffic, not able to see traffic coming, never a break in traffic.	8/17/2015 7:50 PM
51	The vehicle traffic is heavy and traveling too fast	8/17/2015 5:35 PM

Q8 Generally speaking, what are the top two characteristics of the discussed intersections that prevent you from feeling comfortable?

Answered: 57 Skipped: 11

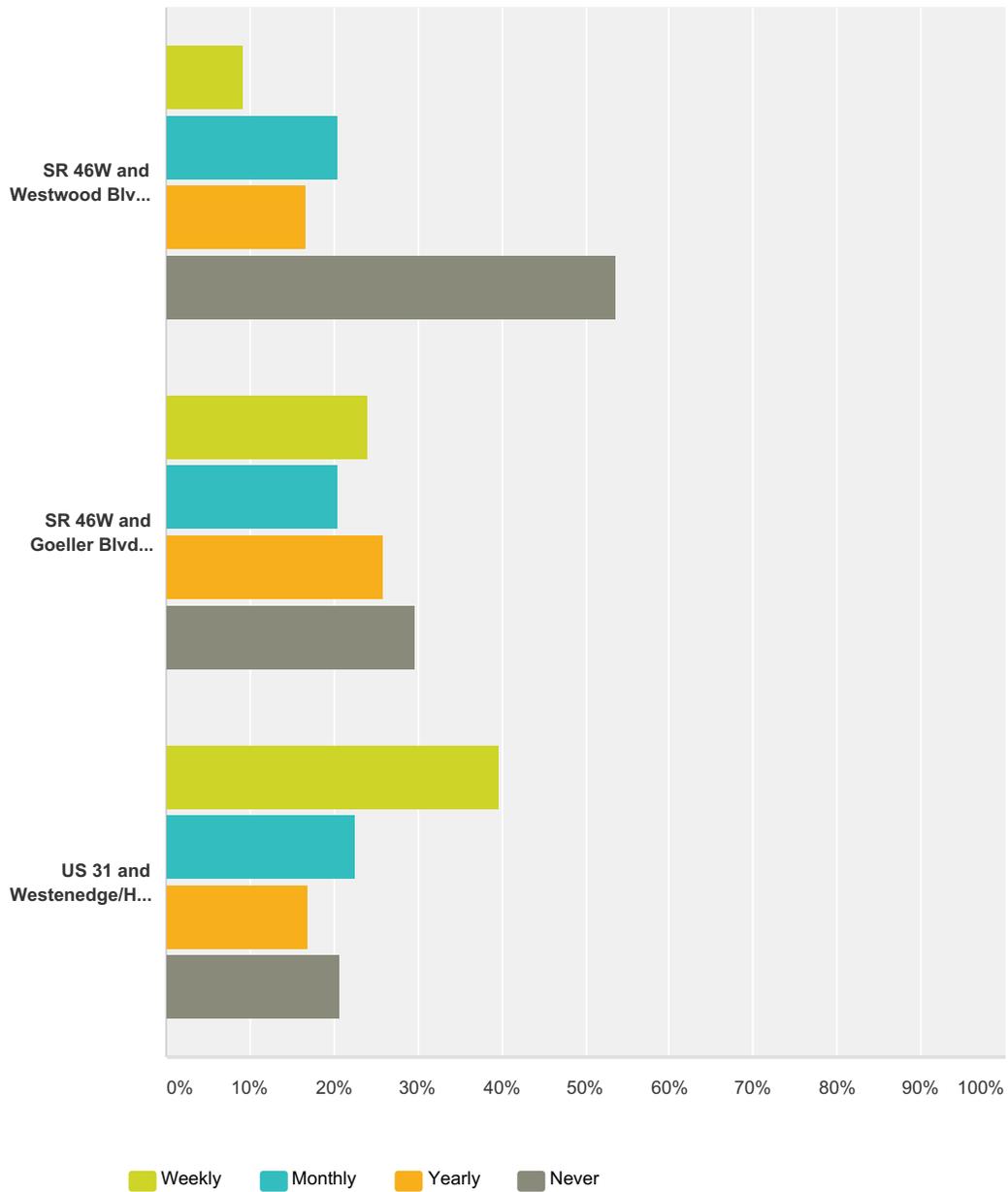


Answer Choices	Responses
Speed of traffic	57.89% 33
Amount of traffic	78.95% 45
Crossing distance	7.02% 4
Lack of pedestrian signal	47.37% 27
Waiting time to get across	21.05% 12
Sidewalk condition	21.05% 12
Lack of lighting	3.51% 2
Condition of curb ramps	7.02% 4
Total Respondents: 57	

#	Other (please specify)	Date
1	As well as rough neighborhood	8/27/2015 10:08 PM
2	Pedestrian signal and speed are the top two but the others apply	8/24/2015 4:20 PM

Q9 How often do you bike or walk through the following intersections?

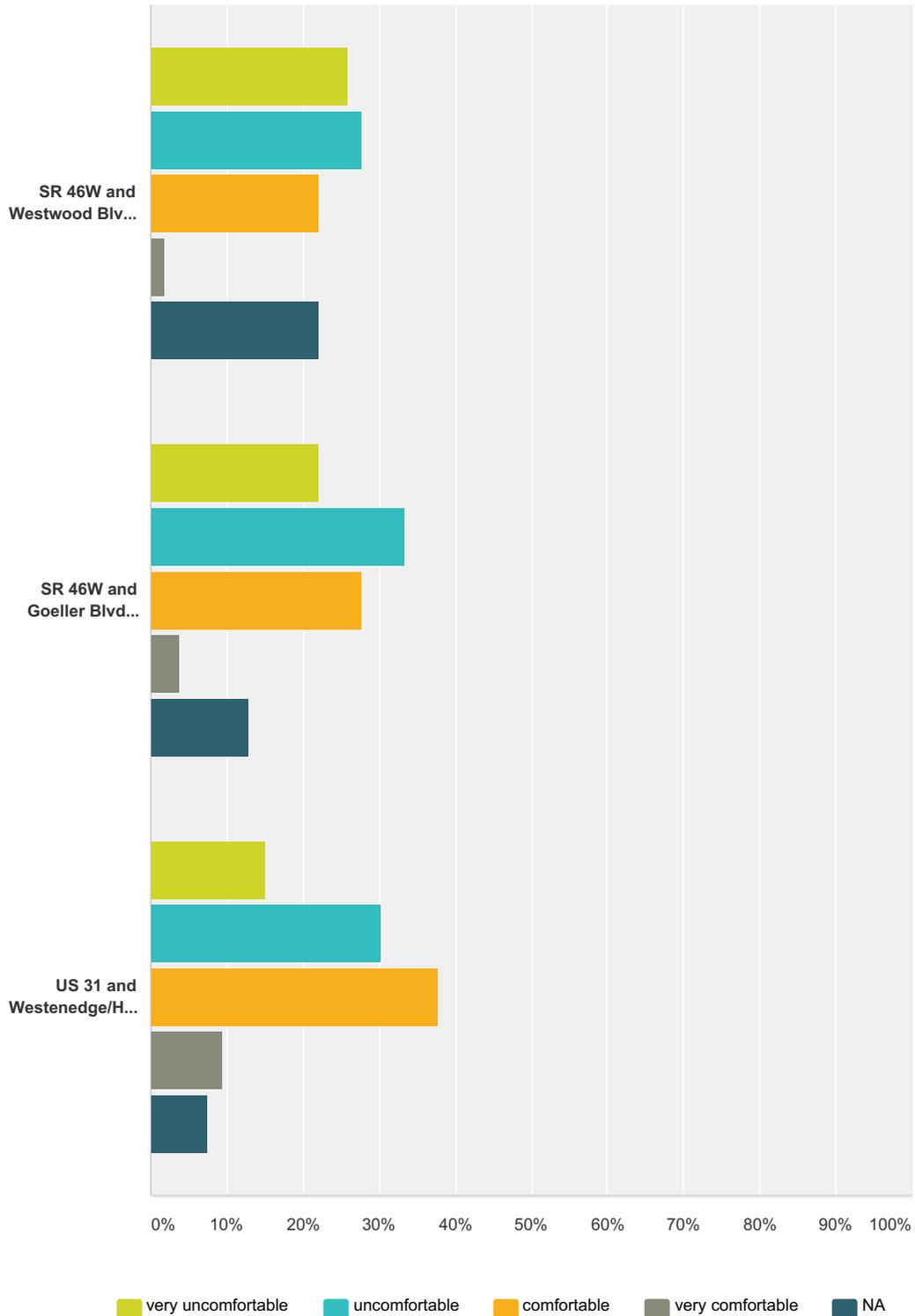
Answered: 54 Skipped: 14



	Weekly	Monthly	Yearly	Never	Total
SR 46W and Westwood Blvd (stoplight west of town between CVS and JayC Shopping Center)	9.26% 5	20.37% 11	16.67% 9	53.70% 29	54
SR 46W and Goeller Blvd (The People Trail begins here)	24.07% 13	20.37% 11	25.93% 14	29.63% 16	54
US 31 and Westenedge/Home Avenue (near Northside Middle School)	39.62% 21	22.64% 12	16.98% 9	20.75% 11	53

Q10 Hypothetically speaking, if you were traveling with a small child or elderly person, how comfortable would you be walking/biking through the following intersections?

Answered: 54 Skipped: 14



Plan4Health Intersection Survey

	very uncomfortable	uncomfortable	comfortable	very comfortable	NA	Total
SR 46W and Westwood Blvd (stoplight west of town between CVS and JayC Shopping Center)	25.93% 14	27.78% 15	22.22% 12	1.85% 1	22.22% 12	54
SR 46W and Goeller Blvd (The People Trail begins here)	22.22% 12	33.33% 18	27.78% 15	3.70% 2	12.96% 7	54
US 31 and Westenedge/Home Avenue (near Northside Middle School)	15.09% 8	30.19% 16	37.74% 20	9.43% 5	7.55% 4	53

Plan4Health Intersection Survey

Q11 If you selected "uncomfortable" or "very uncomfortable", why?

Answered: 34 Skipped: 34

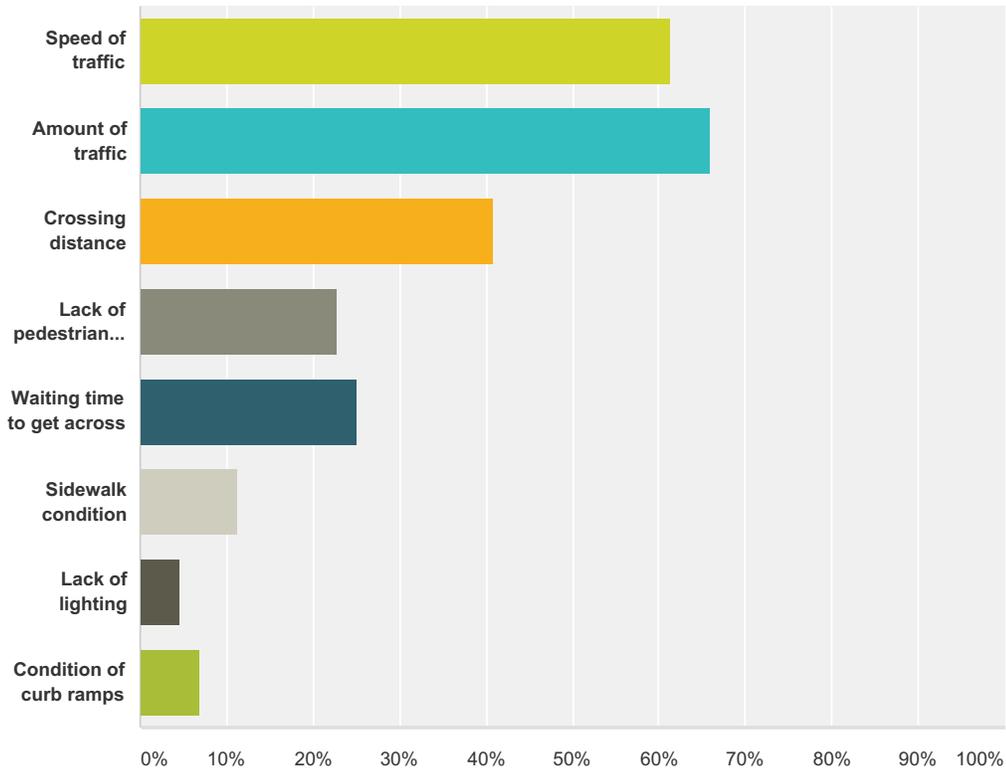
#	Responses	Date
1	The roads are really wide and do not give you much time to get across. I get nervous just by myself!	8/30/2015 9:51 PM
2	Traffic, speed	8/28/2015 10:02 AM
3	lots of traffic and fast - run red lights, not looking out	8/28/2015 9:58 AM
4	going north from Goeller to People Trail entrance some motor vehicles turning right onto SR46 cut you off. US 31 & Westenedge could be better marked for bicycles. The bigger issue is lack of bicycle lanes on Westenedge between Rocky Ford Rd. and National Rd.	8/27/2015 9:08 PM
5	High speed traffic	8/27/2015 8:29 PM
6	Vehicle volume coupled w right turn-on-red, lack of vehicle operator awareness.	8/27/2015 12:05 PM
7	Lack of sidewalks and crossing signals	8/27/2015 8:36 AM
8	No separate straight and right turn lane going South.	8/27/2015 7:11 AM
9	Not all cars turning right look right. Some only look left then turn	8/26/2015 11:45 PM
10	Too usy	8/26/2015 2:47 PM
11	The speed of traffic / unawareness of pedestrians	8/26/2015 2:13 PM
12	Traffic moves very fast, drivers making right hand turns, not marked well for cyclist and/or pedestrians	8/26/2015 1:57 PM
13	Same	8/26/2015 1:52 PM
14	so much traffic and they are traveling at a high rate of speed.	8/26/2015 1:24 PM
15	High traffic and distance.	8/26/2015 12:05 PM
16	These are very dangerous places to cross. It's difficult to see oncoming traffic.	8/26/2015 7:16 AM
17	Speed of traffic	8/25/2015 10:34 PM
18	Travel distance is great...multiple lanes.	8/25/2015 9:42 PM
19	High traffic due to major roadway	8/24/2015 4:21 PM
20	No marked lanes and light does not have guarded signal	8/22/2015 9:39 PM
21	Too busy	8/21/2015 10:42 PM
22	At Goeller and 46, your options are limited and risky - many bicyclists don't understand how or why to avoid the crosswalk, but your other option is a risky maneuver from the People Trail to Goeller to go through the stoplight. Take a few minutes and watch how people navigate it. Sharrows inappropriately placed on Goeller to cross from Tipton Lakes Athletic Club (sharrows should be in "straight" lane, not "right turn" lane) are misleading to less experienced/educated bicyclists.	8/21/2015 1:33 AM
23	amount of traffic and distance	8/19/2015 3:31 PM
24	Too many lanes of traffic to cross 46 at Westwood (5 lanes). Now that I know to get into the middle lane to cross at Goeller and NOT cross at the pedestrian (when I bike), I am a little more comfortable, but since there is not an entrance to the trail from that lane, you have to cut back East to get onto trail, and then you are really risking getting hit by a right turner (into Westhill shopping center)	8/19/2015 3:17 PM
25	For the same reasons as above-excessive traffic and speed of the vehicles.	8/19/2015 10:19 AM
26	lack of designated bike lanes regarding Westwood and Westenedge	8/18/2015 4:21 PM
27	because it crosses a highway	8/18/2015 11:27 AM
28	Too much automobile traffic, cars parked along yellow curbs, etc..	8/18/2015 10:12 AM
29	The amount of traffic at those intersections.	8/18/2015 9:19 AM

Plan4Health Intersection Survey

30	Lack of crosswalks	8/17/2015 10:13 PM
31	The traffic is going way too fast out there, and I would not want to cross the street there on foot or by bike.	8/17/2015 8:16 PM
32	See above	8/17/2015 8:03 PM
33	Very difficult to cross	8/17/2015 7:51 PM
34	Heavy traffic going too fast.	8/17/2015 5:37 PM

Q12 Generally speaking, what are the top two characteristics of the discussed intersections that prevent you from feeling comfortable?

Answered: 44 Skipped: 24



Answer Choices	Responses
Speed of traffic	61.36% 27
Amount of traffic	65.91% 29
Crossing distance	40.91% 18
Lack of pedestrian signal	22.73% 10
Waiting time to get across	25.00% 11
Sidewalk condition	11.36% 5
Lack of lighting	4.55% 2
Condition of curb ramps	6.82% 3
Total Respondents: 44	

#	Other (please specify)	Date
1	Drivers during morning rush hour in particular do not expect bikes and are only looking left before turning right	8/26/2015 11:45 PM
2	See above. Crossing distance for US31/Home/Westenedge.	8/21/2015 1:33 AM
3	See above	8/17/2015 8:03 PM

Plan4Health Intersection Survey

Q13 Thank you for your time. We would be happy to keep you informed about the Plan4Health work and upcoming public meetings related to the projects discussed. Please submit your name and email address below.

Answered: 20 Skipped: 48

#	Responses	Date
1	Matthew Battin	8/31/2015 2:18 PM
2	Jayme Zobrist, jaymezobrist@gmail.com Thanks for this - I really appreciate you making the city more walk-able and cycling friendly!	8/30/2015 9:51 PM
3	Julia Blair juliablair@gmail.com	8/29/2015 1:50 PM
4	Oliveira.luciano@gmail.com	8/27/2015 8:29 PM
5	TATOCLV@gmail.com	8/27/2015 12:05 PM
6	Thanks to you!	8/27/2015 8:36 AM
7	Joel Philippsen, jphilippsen@crh.org	8/26/2015 3:45 PM
8	Tim Miller crh@millertk.net	8/26/2015 1:52 PM
9	Tammy Keller tkeller@columbus.in.gov	8/26/2015 1:24 PM
10	Stephanie Strothmann, stephanie.strothmann@gmail.com	8/26/2015 7:16 AM
11	I would be lovely if the streets that border Donner Park were closed to "thru traffic", perhaps even bricked, to encourage walking, biking, and skating.	8/25/2015 9:42 PM
12	Melinda Johnson pemgjohnson@comcast.net	8/19/2015 10:19 AM
13	Patrick Schumacher jawpschu@hotmail.com	8/18/2015 8:20 PM
14	Ariane Woods Ariane.L.Woods@gmail.com	8/18/2015 12:05 PM
15	ok	8/18/2015 11:27 AM
16	Contrary to popular belief, this is not a walkable town. Other streets need attention, too. There are things like toters and daycares and such that cause problems for pedestrians.	8/18/2015 10:12 AM
17	Christine Taylor christine.taylor66@gmail.com	8/18/2015 9:19 AM
18	Ryan Schroer 2955 Two Worlds Drive Columbus IN 47201	8/17/2015 8:03 PM
19	Jean Raper jmraper9@gmail.com	8/17/2015 7:51 PM
20	Julia Schroeder	8/17/2015 5:37 PM

APPENDIX C: 17TH STREET PEOPLE TRAIL CONNECTION NEIGHBOR MEETING NOTES

On March 16, 2016, City staff hosted a meeting for property owners between Noblitt and Donner Parks along the conceptual 17th Street People Trail connection. This meeting was hosted to discuss neighbor concerns and alternate design options. The following are the notes from this meeting.

DATE: March 16, 2016

NOTES BY: Emilie Pinkston / Jeff Bergman

ATTENDEES: Dave Hayward, City Engineering Department
Jeff Bergman, Planning Department
Laura Garrett, Healthy Communities
Emilie Pinkston, Planning Department
Several neighbors from the 17th Street Corridor

Staff provided a brief overview of the intersection study and showed aerial views and sections of what the People Trail connection might look like if implemented as conceptually planned. Below is a bulleted list of comments provided by the neighbors:

- The participants suggested that consideration be given to making 17th Street a 1-way (east-bound) between Washington Street and Donner Park. Their preference with this change was for on-street parking to remain on both sides of the street, but limiting parking to one side (the south side) if necessary was acceptable.
- Generally, the participants indicated that narrowing or otherwise reconfiguring the street itself to create the necessary space for the trail was preferable to any incursion in the space behind the existing sidewalk. While the participants recognized this behind-the-sidewalk space as public right-of-way they placed significant value on it as part of their yard and, in some cases, their driveway. Several participants also expressed concern for the existing trees located in the right-of-way behind the sidewalk.
- Parking congestion was a concern. The participants wondered if restricting parking to one side of 17th Street only resulted in too few spaces, especially considering that some of the houses on the south side of 17th Street were rentals and some had no (or very limited) off-street parking available. However, several participants also

expressed support for removing on-street parking from the north side of 17th Street (in front of their homes) and indicated that parking had become a problem due to its use by strangers to the neighborhood and others demonstrating poor behavior.

- The owner of the apartment complex at the northwest corner of 17th and Washington Streets expressed agreement to extending the off-street parking areas on that site further onto the property to make additional room for the trail (if necessary and at the City's expense).
- Some participants expressed concern about backing out of their driveways onto 17th Street with the trail present. They were concerned about the increased number of people that would be walking / biking across their driveway. They also expressed concern that any design that shortened their driveway would complicate the existing steep slope of the driveways and further limit their reaction time before crossing the trail and entering the street.
- The participants expressed concerns about the safety for trail users of the intersections of 17th Street with Franklin and Lafayette Streets. They recommended 4-way stops at those intersections, but generally also indicated that some type of traffic calming for Franklin and Lafayette would be needed.
- The participants expressed concern about the existing overhead utility lines on the north side of 17th Street and the poles that currently occupy the tree lawn. They indicated that these would need to be re-located or buried.
- Some participants suggested the installation of shrubbery in the tree lawn space, as opposed to trees, to avoid overhead power lines.
- The participants expressed some interest in the concept of a "bicycle boulevard" design for 17th Street that would limit through traffic on the street but allow neighbors to access their driveways.
- Some participants indicated that they were recently required to replace their 17th Street sidewalks at considerable cost and that they would be disappointed if those sidewalks were to be demolished in the near future and replaced with a trail. They expressed a desire to be compensated for their investment if that were to occur.
- Some participants inquired if the trail could be narrowed from 10 feet to 8 or 6 feet in order to minimize its impacts on the street and/or their "yards" behind the sidewalk.
- The participants inquired about snow removal on the trail. They indicated that it was unreasonable to expect the neighbors to be responsible for snow removal given the 10 foot trail width (compared with the 5 foot width of a typical sidewalk).
- Some participants indicated that the trail would increase the value of their properties. They also indicated that the added foot and bicycle traffic in the area may serve to discourage some of the negative behavior that they have observed in their neighborhood and in Noblitt Park.

- The participants indicated that they were comfortable with the City preparing documents that portrayed the concept of the trail, as long as their concerns, and possible design options that addressed them, were included as part of any report.
- The owners of the property at the northeast corner of the Washington and 17th Street intersection expressed concern about the design of the intersection and how it would impact the planter/address box on the southwest corner of their property.
- The participants agreed that the following four items are their main desires for the People Trail connection:\
 - o Leave the back of sidewalk where it is today,
 - o Bury the power lines,
 - o Create an east-bound one-way between Washington Street and Lafayette Avenue, and
 - o Install traffic calming at the 17th/Franklin and 17th/Lafayette intersections.

Staff explained that a draft version of the intersection study would be presented to the neighbors for their review prior to finalization of the document.

APPENDIX D: INDOT POLICY DOCUMENTS

The following policy documents, which outline INDOT's public involvement process and INDOT's policies for bicycle and pedestrian infrastructure, can be used as a reference by Columbus city officials.

1. Annual Program Development Process
2. Public Involvement Process Flowchart
3. Common Paths Initiatives
4. INDOT Complete Streets Guideline & Policy

Annual Program Development Process (APDP)

For INDOT State Projects

2015

Indiana Department of Transportation

Updated: November 30, 2015



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Annual Program Development Process (APDP)

For INDOT State Projects

Introduction

The Indiana Department of Transportation (INDOT) has prepared the **Annual Program Development Process – State (APDP)**. The APDP is a comprehensive set of procedures for project development on the INDOT state highway jurisdictional system, which includes: interstates, US Highways, and state roads. A separate Annual Program Development Process has been developed for local (non-state jurisdictional facilities) systems known as the Local Public Agency Project Development Process Guidance Document for Local Federal Aid-Projects: http://www.in.gov/indot/files/LPA_GUIDANCEDOCUMENT_073115.pdf

The APDP process provides the mechanism for identifying transportation needs and programming of major capacity projects considered for inclusion in the INDOT Future Year Transportation Need Report (Serves as the agency's Long Range Transportation Planning Document), INDOT 5-year Asset Management Construction Program, and the INDOT State Transportation Improvement Program (STIP).

The APDP consists of five stages as described as follows. Each of these stages will be discussed in more detailed in the APDP document:

- **Stage I:** Call for New State Projects and Program Revisions
- **Stage II:** Statewide Review and Program Update
- **Stage III:** Draft INDOT STIP and 5-Year Asset Management Construction Plan Document
- **Stage IV:** Document Coordination with INDOT Planning Partner's Long-Range Metropolitan Transportation Plans and Transportation Improvement Programs (TIP)
- **Stage V:** Update of State Transportation Improvement Program (STIP), 5-Year Asset Management Construction Program; and Future Year Transportation Needs Report documents (as needed)

The APDP transportation decision-making approach provides a seamless process from planning through construction and encourages open communication for making informed decisions during all stages of project development. By involving all disciplines at the earliest stages of the process, issues affecting project type, scope, preliminary engineering, design, and cost are identified in advance. Resolving these issues in the early stages minimizes project development delays, while allowing the development and review of more context appropriate alternative improvements.

Public & Stakeholder Involvement

In the transportation decision-making process, public and stakeholder involvement is a key federally required component in the ADPD process, especially for major projects (new corridors, added travel lanes, new interchanges, and projects with costs reaching over \$5 million). Public and stakeholder involvement needs to be an early and continuing part of the transportation and project development process.

Stakeholders are defined as individuals and groups who are, or may be impacted by, or have an interest in a project. In some cases, federal regulations define who stakeholders are. Typically stakeholders include: elected and appointed officials; the general public; businesses; environmental justice populations; and professional and technical staff from both INDOT and affected local governments agencies impacted by transportation decisions.

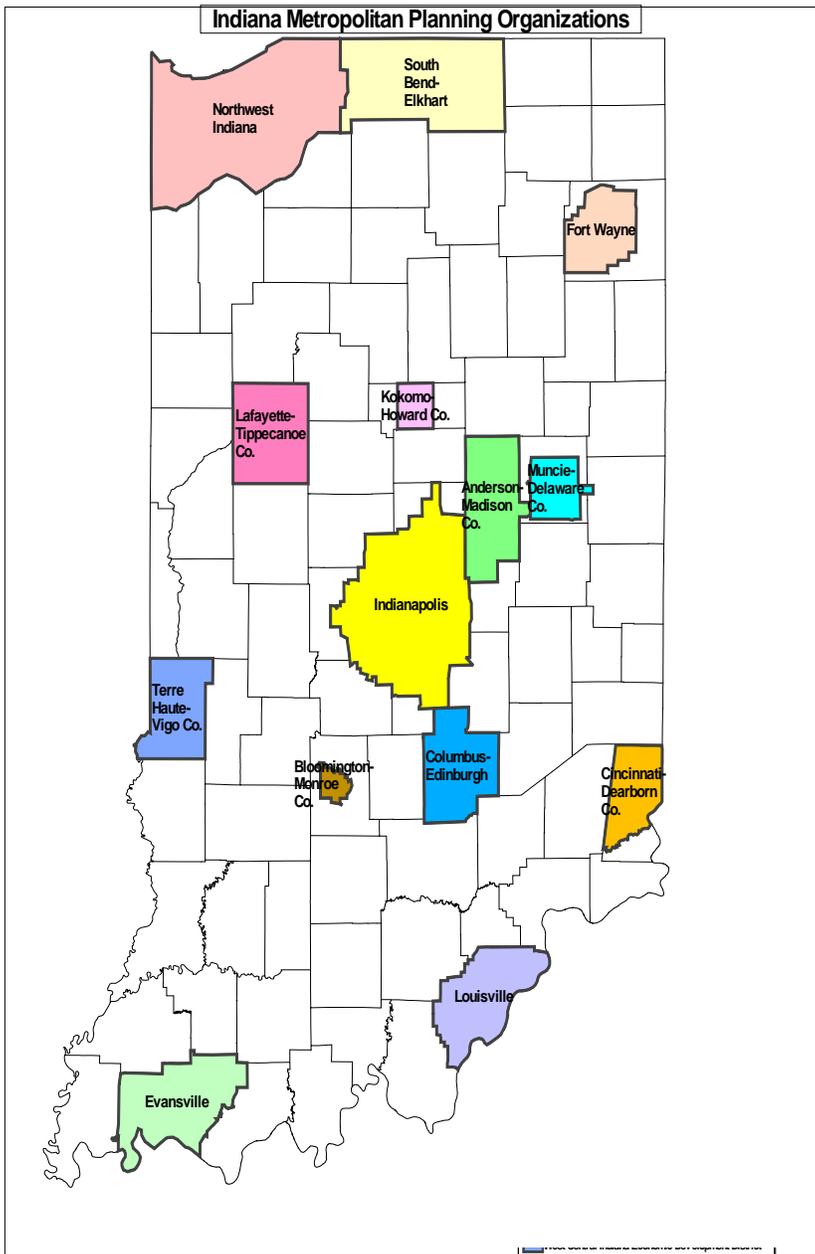
INDOT has prepared the INDOT Public Involvement Process (PIP) Manual to provide guidance to those who are engaged in providing public involvement opportunities related to INDOT decisions and actions and to let the public know what they can expect in terms of INDOT public involvement policies and practices. This manual is primarily addressed to INDOT staff and their consultants who will carry out INDOT's public involvement activities. The manual and additional details on INDOT's public involvement process and related procedures can be found on INDOT's website: <http://www.in.gov/indot/2366.htm>

Examples of Stakeholders:

Civic & Community Associations
Department of Natural Resources
Environmental Justice Populations
Federal Highway Administration
Federal Transit Agency
Freight, Rail, & Aviation Associations
Conexus Indiana
General Public
Department of Environmental Management
Economic Development Corporations
Indiana Tourism Department
State & Local Department of Health Agencies
Local Public & Transit Agencies
Metropolitan Planning Organizations
Rural Planning Organizations (RPO)
Resource Agencies
Special Interest Groups
Environmental Protection Agency (EPA)
Many Others

INDOT Planning Partners

Federal Highway Administration (FHWA) - The FHWA oversees federal funds used for the design, right-of-way acquisition, construction, and maintenance of: Interstate Highways, U.S. Routes, State Routes, and Federal-Aid funded route facilities. FHWA’s role is to ensure projects using these funds meet federal requirements in terms of project eligibility, planning, environmental, contract administration, right-of way, and construction standards. For additional information regarding FHWA, federal regulations, and contact information, please visit the Indiana Division of FHWA website: <http://www.fhwa.dot.gov/indiv/index.htm>.



Federal Transit Administration (FTA) – FTA provides stewardship of combined formula and discretionary programs to support a variety of locally planned, constructed, and operated public transportation systems throughout the United States. Transportation systems typically include: buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, or people movers. For additional information regarding FTA, federal regulations, and contact information, please visit the FTA website: <http://www.fta.dot.gov> and select FTA Region 5, which represents: Illinois, Ohio, Minnesota, Wisconsin, Indiana, and Michigan.

Metropolitan Planning Organizations (MPOs) - MPOs are federally required transportation planning bodies comprised of elected and appointed officials representing local, state and federal governments or agencies having interest or responsibility in transportation planning and programming. In urbanized areas of 50,000 or more, transportation planning by the state is done in cooperation with the MPO. The MPO develops a number of federal planning documents; manages both local and state projects in there respected areas; and performs various support related transportation planning activities.

MPOs play a vital role in the planning and development of transportation projects and services throughout the urbanized areas of Indiana. Together with the INDOT District Offices, they serve as primary sources of local input and as fundamental cooperating partners in the mode-specific planning and program implementation process. Indiana’s fourteen MPOs have jurisdictional responsibility for transportation planning in urbanized areas.

For more information on Indiana’s MPOs and contact information for each MPO agency, please visit the Indiana MPO Council website: <http://www.indianampo.com>

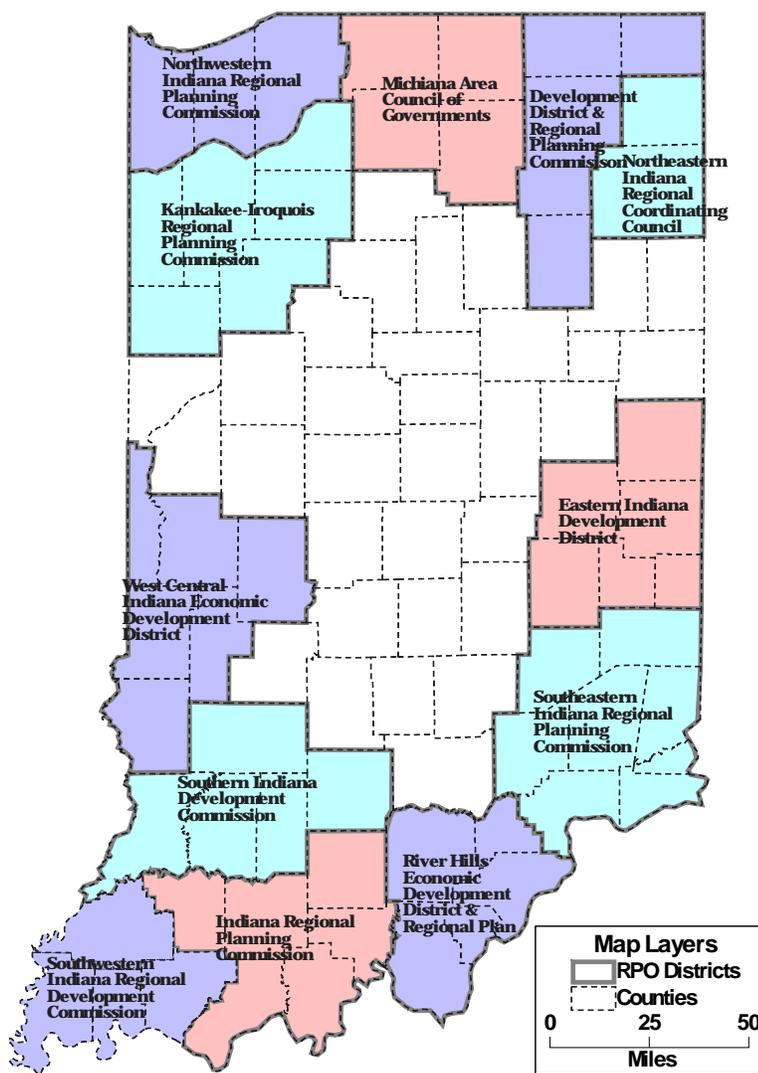
Rural Planning Organizations (RPOs) – Also known as Regional Planning Organizations, serve the transportation planning needs of small urban and rural areas of the state. RPOs perform eligible planning activities in order to provide planning support to local communities. The planning activities of RPOs are aimed at supporting INDOT Central and District Office Planning staff with public outreach, technical assistance to local officials and the collection of transportation-related data.

RPOs are also responsible for transportation planning funds in the form of a matching grant to regional planning commissions.

Non-MPO Areas –Include small towns and cities not included in an MPO area. INDOT’s non-metropolitan local official consultation process is based off 23 CFR 450.210(b); which states:

The State shall provide for non-metropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this consultation process(es), copies of the process documents(s) shall be provided to the FHWA and the FTA for informational purposes.

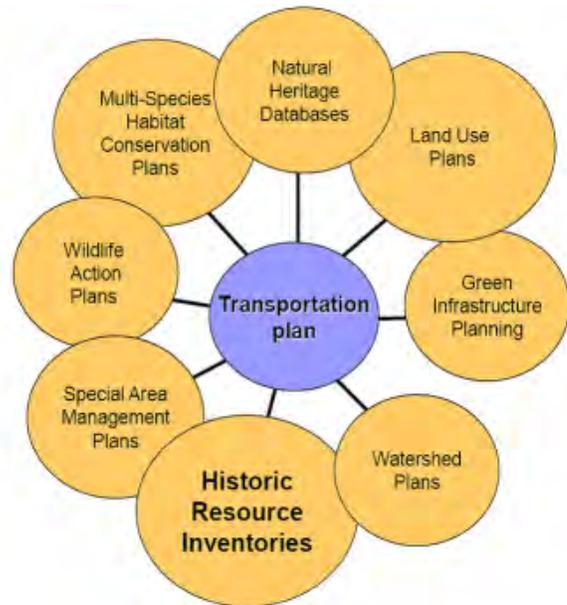
Regional Planning Organizations



In non-metropolitan areas, INDOT District Offices conduct transportation planning and develop partial lists of specific projects to be advanced in the STIP. INDOT consults with the Regional and/or Rural Planning Organizations (RPOs), rural area local elected officials, local government agency representatives, special interest groups, and other key transportation stakeholders.

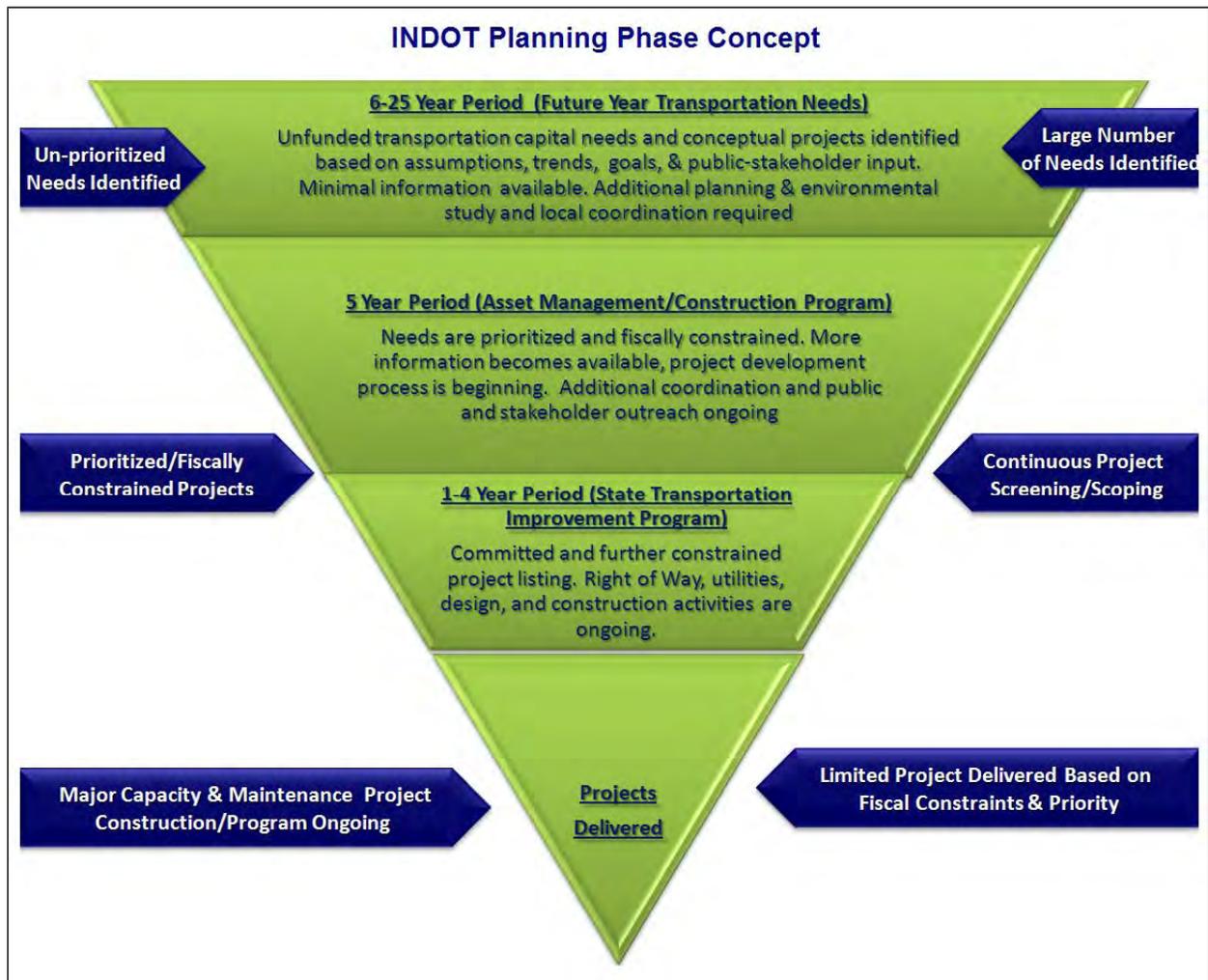
Resource Agencies – Resource agencies include a number of government agencies that with regulatory authority over an environmental resource and have some sort of stake in transportation related improvements. Partnering with our resource agencies provides for streamlined environmental processes and reduces duplication of efforts from planning study activities and environmental study activities. It is critical to get the resource agencies involved for transportation decision-making early to ensure potential issues are resolved and documented. Resource agencies are coordinated early to review and provide input into INDOT planning and programming process as well as input into specific projects. Listed below are examples of Resource Agencies:

- IDNR Indiana Department of Natural Resources
- SHPO State Historic Preservation Officer
- IDEM..... Indiana Department of Environmental Management
- ISDA..... Indiana Department of Agriculture
- USFWS..... U.S. Fish and Wildlife Service
- USACE..... U.S. Army Corps of Engineers
- USCG U.S. Coast Guard
- USCB..... U.S. Census Bureau
- USEPA..... U.S. Environmental Protection Agency
- FTA Federal Transit Administration
- NPS..... National Park Service
- NRCS..... Natural Resources Conservation Service



Planning Documents and Programs

Transportation planning recognizes the critical links between transportation and other societal goals. The planning process is more than merely listing major capital projects. It requires developing strategies for operating, managing, maintaining, and financing the area’s transportation system in such a way as to advance the area’s long-term goals. Transportation planning balances the needs of access mobility and safety with environmental economic and social equity concerns. The performance of the system affects public policy concerns like air quality, environmental resource consumption, social equity, land use, urban growth, economic development, safety, and security.



Future Year Planning (6-20 Years)

Future-year Transportation planning involves identifying current and future transportation deficiencies, trends, and issues how they should be handled to meet long-term goals.

The Technical Planning Section provides cooperative interaction between the public, transportation professionals, stakeholders, and decision makers. The Technical Planning Section performs the following activities:

- Monitors current transportation conditions, socio-economic trends, and forecast future transportation needs
- Develop, update, and maintain the INDOT Future-Year Transportation Report/Plan document and transportation needs
- Propose preliminary transportation improvement strategies to address state level transportation needs
- Coordinate capital investment planning activities with Metropolitan Planning Organizations (MPOs) and non-metropolitan officials.
- Perform economic impact analysis on specific major new projects and construction programs
- Long-term statewide mobility corridor planning
- Oversee work activities and programs for Rural Planning Organizations (RPOs) and MPOs
- Review local transportation plans and MPO work programs
- Perform statewide bike and pedestrian transportation planning and local coordination
- Develop/manage various systems level transportation planning studies
- Support the development of transportation policies and goals
- Facilitates required transportation planning related public involvement and outreach activities
- Serve as a technical resource for the Executive Office, INDOT Asset Management, and Project Management Teams for project need and planning level evaluations
- Participate in air quality conformity, interagency consultations with various transportation partners and perform air quality conformity reviews
- Support federal initiatives such as: travel surveys, community surveys, Census Transportation Planning Package Analysis

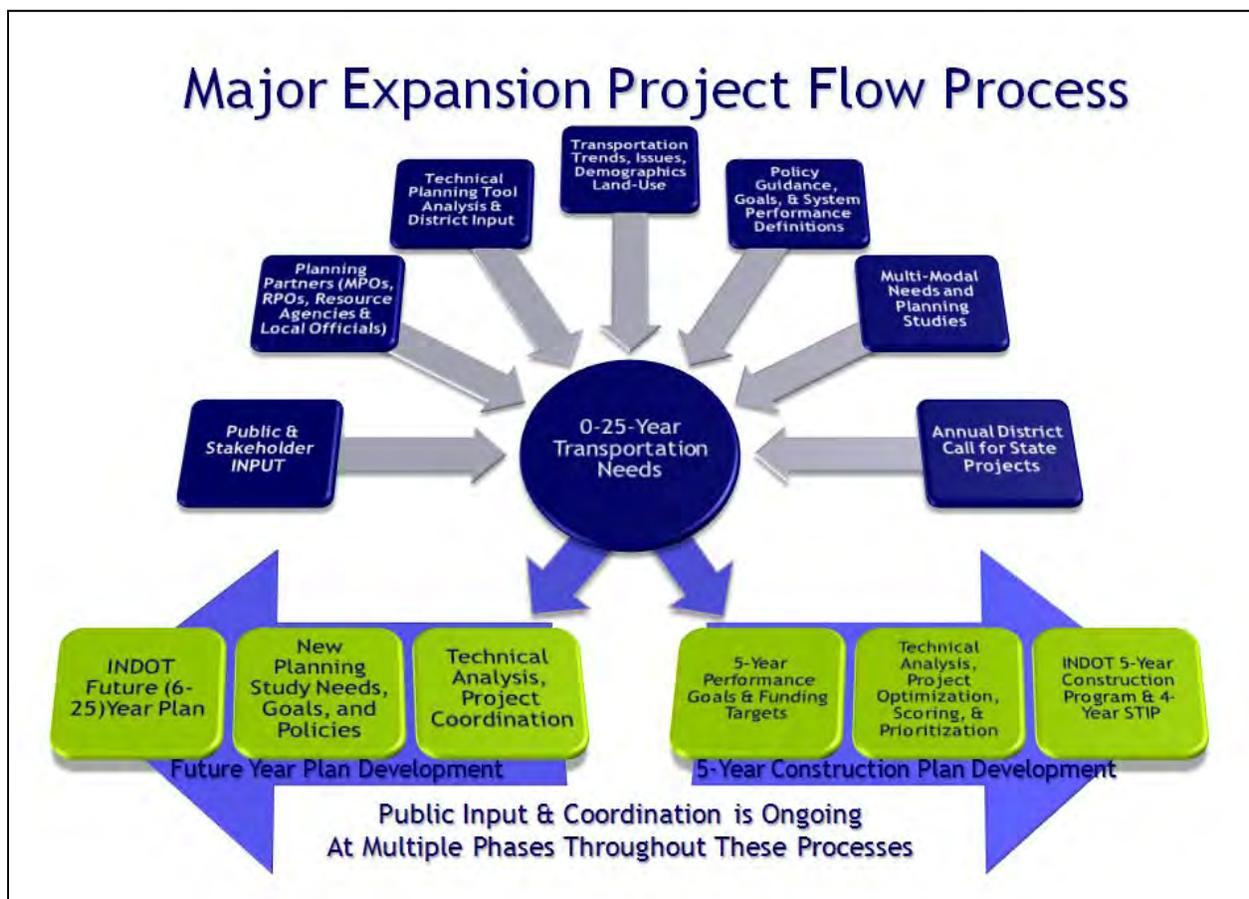
INDOT's Future-Year Transportation Needs Report provides a vision for future system developments and needs on state jurisdictional transportation systems. This document builds upon a number of earlier planning studies and regional comprehensive transportation plans to address transportation policy needs, system development, and future infrastructure investment needs.

The production of the INDOT Future Year Transportation Needs Report is a continuous, cooperative, and comprehensive process. The process involves public and stakeholder input examining critical trends, issues, and transportation needs. This process leads to recommended context-appropriate projects, mode-specific improvement consideration, and large-scale expansion projects such as: new roads,

interchanges, or the addition of travel lanes on a roadway to address identified transportation needs in INDOT 5-Year Construction Plan.

These projects are typically not exempted from rendering a determination about their effects on air quality. Recommended improvements are further evaluated and prioritized based on statewide funding targets and system performance. The timeframe for future-year planning is typically six to twenty years into the future. In urbanized areas of 50,000 or more, planning by the state is done in cooperation with metropolitan planning organizations (MPOs).

The INDOT future-year plan draws from and provides direction to the many mode-specific and specialty plans, as well as studies developed by INDOT and its partners: Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Metropolitan Planning Organizations (MPOs), Rural Planning Organization (RPOs), and other numerous planning partners.



Federal Planning Factors Requirements

Each State shall carry out a statewide transportation planning process that provides for consideration and implementation of projects, strategies, and services that will:

- Support the economic vitality of the United States, the States, nonmetropolitan areas, and metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

Statewide Transportation Plan Document Requirements

An important part of the plan development process is guided by state and federal regulations and statutes. The most recent federal transportation authorization bill; Moving Ahead for Progress in the 21st Century Act (MAP-21) as signed into law on July 6, 2012 [23 USC 135(c)] requires states to develop and periodically update statewide transportation plans with a minimum 20-year planning horizon. MAP-21 prescribes a series of factors that each state planning process should consider as well as the identification of basic plan components. Listed below are a few additional statewide transportation plan document requirement:

- Developed with consultation with various governments: MPOs, RPOs, non-metropolitan officials, resource agencies (federal, state, wildlife, land management, and regulatory agencies), and Indian Tribal areas (Indiana does not have designated tribal areas)
- Participation by interested parties: citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties with a reasonable opportunity to comment on the proposed plan
- Include discussion of potential environmental mitigation activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan
- Reference, summarize, or contain applicable short-range studies relevant to the long-range statewide transportation plan

- Shall be published or made available in electronically accessible formats, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public

For more information on INDOT's Future-Year Transportation Plan, please visit our website at: <http://www.in.gov/indot/2666.htm>.

INDOT 5-Year Asset Management Construction Plan (1-5 Years)

Rather than anticipating needs in the long term, programming identifies those that are occurring, or will occur, in the very near future. Engineers, bridge inspectors, local officials and even motorists identify problems that should be addressed in the next few years, or sooner. The management systems (bridge, pavement, safety, and mobility) of the Indiana Department of Transportation (INDOT) also contribute to our understanding of current conditions, and what needs to be done.

This process leads to system preservation projects such as: intersection improvements, road resurfacing, bridge replacement or rehabilitation, railroad crossing work, signal and sign work, etc. The time frame to construction for these types of projects is typically three to five years from date of approval.

New state jurisdictional projects are proposed during an annual call for new project proposals. They are entered as proposals directly into the Scheduling and Project Management System (SPMS) and then reviewed by special committees known as Program Management Groups (PMGs).

The 5-year program synchronizes multiple projects, thereby minimizing disruptions to the traveling public. The construction program will be updated annually and will provide guidance to the development of various INDOT transportation improvement projects. Selected improvements will be optimized and prioritized based on statewide needs analysis and available funding.

INDOT Statewide Transportation Improvement Program (1-4 Years)

The Statewide Transportation Improvement Program (STIP) is a four-year planning document that lists all projects expected to be funded in those four years. The STIP is required to include all regionally significant projects, regardless of funding. The INDOT Capital Program Management, Intermediate Planning Division develops this document in cooperation with the Metropolitan Planning Organizations (MPOs) and in consultation with the Rural Planning Organizations (RPOs).

The STIP includes investments in various modes such as: transit, highways, and bicycle facilities. The STIP is the means of implementing the goals and objectives identified in long-range state and metropolitan transportation plans. Only those projects for which construction and operating funds can reasonably be expected to be available are included. Without TIP/STIP inclusion, a project is not eligible for federal funding.

The STIP has been developed in accordance with the terms and provisions of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and the Clean Air Act Amendments of 1990 (23 CFR450.216(h)) and all regulations issued pursuant thereto. According to these regulations, a STIP:

1. Must be updated once every 4-years
2. Must cover a period of not less than 4-years
3. Must list projects by fiscal year
4. Must be financially constrained by year using current and anticipated revenue sources
5. Must include all regionally significant projects that could affect air quality
6. Must be consistent with long-range state and metropolitan transportation plans
7. Must be found to meet air quality conformity requirements found within the State Implementation Plan (SIP)

At this stage, it is usually too late to submit a new major capacity improvement. However, existing projects may be deleted or deferred. Other changes or adjustments might be changes to the fiscal picture of the project, or its schedule of activities.

Transportation Improvement Programs (TIP) are elements to the STIP and are developed by MPOs, with approval by INDOT via STIP amendment. TIP documents are required to cover a period not less than 4-years. It is these documents from state departments of transportation and metropolitan planning organizations (MPOs) that show how available resources have been paired with projects. Because the costs of proposed projects in INDOT's project scheduling system usually exceed available funds, the prioritization of projects is especially important for this time period. State and MPO TIPs address this problem by listing only those project for which funding is estimated to be reasonably available.

For more information about the STIP and to review copies of the STIP document and related project listing, please visit INDOT's website: <http://www.in.gov/indot/2926.htm>.

Asset Management

The concept and the application of Asset Management principles is a practice that is being used by many State Departments of Transportation. The process is intended to provide a solid foundation to optimize the performance and cost effectiveness of transportation facilities. This is true for INDOT, which has recently taken steps to develop and implement a new Asset Management/Capital Program Management process for project selection, ranking and capital program portfolio development.

The five core principles of Asset Management are:*

- **Policy-driven**—Resource allocation decisions are based on a well-defined set of policy goals and objectives.
- **Performance-based**—Policy objectives are translated into system performance measures that are used for both day-to-day and strategic management.
- **Analysis of Options and Tradeoffs**—Decisions on how to allocate funds within and across different types of investments (e.g., preventive maintenance versus rehabilitation, pavements versus bridges) are based on an analysis of how different allocations will impact achievement of relevant policy objectives.

- **Decisions Based on Quality Information**—the merits of different options with respect to an agency's policy goals are evaluated using credible and current data.
- **Monitoring Provides Clear Accountability and Feedback**—Performance results are monitored and reported for both impacts and effectiveness.

**Adapted from NCHRP Report 551, Performance Measures and Targets for Transportation Asset Management, Vol. I, Research Report, 2006, p. ii*

The new INDOT Asset Management/Capital Program Management process is intended to deliver with reliability and sustainability, a program with maximum value for its customers/citizens. INDOT's first four capital asset management teams have been inaugurated and are up and running; they consist of Bridge, Mobility, Roadway, and Traffic Safety Programs. INDOT's plans are to eventually expand the total number of fully functional asset management teams to a total of six. The six teams as currently envisioned are the four listed plus:

- Local Program Asset Management Team
- Multi-Modal Asset Management Team

The asset management teams have been charged with defining a clear and appropriate set of performance measures to support this new management process. The purpose of the team is to aid and support INDOT's capacity to make rational, well informed decisions regarding the transportation system's future performance. Each asset management team has been given latitude to develop its own set of business rules and related project scoring factors to be used for project ranking. The scoring factors were intended to capture those attributes that are specific to each team's assets. In general, the goal was to develop a system of 4-8 scoring factors with weights which favor equally between the project need and the solution. Each asset management team is responsible for scoring its own current set of projects. As the process matures, the teams will also score proposed new projects related to their asset. Sets of proposed projects will be generated from routine "calls for projects."

The overall vision for the Asset Management/ Program Management Process is that all state "Capital" type projects (Bridge, Mobility, Roadway, and Traffic Safety) would be under one process at the same time. The other core asset management areas (local programs, multi-modal, maintenance, buildings and fleet management) will have their own independent selection process based on what best fits their development and budget cycles.

The project scores for the four asset management teams are to be forwarded to the Program Management Group (PMG) for review. The PMG will perform statistical analysis intended to align all of the asset group's project scores into one common scale. Once asset performance goals are determined, each asset manager in Engineering & Asset Management Business Unit will provide a recommendation of an expenditure target per fiscal year based on the asset short and long-term performance. Targets will be fiscally constrained and once established PMG will make their recommendations as to which projects provide the highest value within the portfolio of projects. The PMG in turn reviews those recommendations and then ultimately, makes the project recommendations to the INDOT Executive Office and Funds Team.

Annual Program Development Process 5-Stages

The APDP is a comprehensive set of procedures for program development on the INDOT state highway jurisdictional system. The APDP process provides the mechanism for new projects to be considered for inclusion in the INDOT Transportation, 5-Year Construction Plan, and STIP documents. The APDP consists of six stages described in this section.

Stage I: Call for New State Projects & Program Revisions

Purpose: To start the process by which proposals for new state projects, regardless of source, can be presented, reviewed, prioritized and, if approved, programmed. In addition, the call will provide opportunities for agencies outside of INDOT to comment on the existing program. Although changes to the existing projects can occur at any time, proposals for new projects can be submitted only in response to a call for new projects.

A. Get Budget Estimates

The Program Management Group (PMG) will ask the Capital Program Funds Management (CPFM) Team to provide budget estimates of projected federal and state revenue for the next five years. This will be a statewide budget by individual fiscal year.

B. Issue Call for New Projects

The PMG will issue a formal “call for new projects” to all INDOT district offices, (including the Toll Road and Intelligent Transportation Systems (ITS), all MPOs, the Division of Multi-Modal, and the Technical Planning Section. A copy of the Call for New Project form is located in Appendix E of this document.

For agencies outside of INDOT, this call will consist of the following materials.

To Metropolitan Planning Organizations (MPOs):

- A summary of all state projects under development in the schedule within the county boundaries of the MPO’s metropolitan planning area (MPA).
- Project Proposal Forms by which they can propose new projects to an INDOT District Office.

For Rural Planning Organizations (RPOs):

- A summary of all state projects under development in the schedule within the county boundaries of the RPO’s planning area.
- Project Proposal Forms by which they can propose new projects to an INDOT District Office.

For Rural Area Local Elected Officials:

- They will be notified by the appropriate INDOT District Office that the call for new state projects is in progress.
- They will be instructed to contact their INDOT district offices and MPO/RPO (if any) to provide their suggestions concerning state highways. The District Office will provide Project Proposal Forms, if requested.

C. Proposals for New Projects

The Call for Projects is a district led process. All recipients of the call for new projects will have the opportunity to comment on INDOT's existing program of projects and/or prepare proposals for new projects for submittal to the District Office. Such proposals would be in addition to those new projects proposed by the District.

Whereas the District Office can propose projects directly into SPMS, others (MPOs, RPOs, and Elected Officials) cannot. They must complete the INDOT Project Proposal Form (FA-S) and submit them to the district. If approved, the district will then propose the project into SPMS. Copies of these forms are forwarded to INDOT's Asset Management Teams. The original forms are retained by the district.

Any proposal, however submitted, must include sufficient descriptive information such as type of work, termini, length, design concept, scope, cost, and location. In addition, all new project proposals must be submitted with justification. This can include, but not be limited to, a needs assessment of what problem this project solves, level of support from the public, environmental justice issues, and any planning documents relevant to the proposal.

Participants may also provide any comments they have concerning the existing program. This might be recommendations to delete, advance, or change the scope of work of existing projects. Although recommendations and project proposals can be provided to the District Office in any number ways, one primary meeting will be held to discuss the existing and proposed program of projects.

D. District Area/MPO/LPA Early Consultation Meeting Process

The District Offices will work with Engineering & Asset Management Business Unit (Technical Planning, Bridge, Pavement, Traffic Engineering Teams), and the MPO/LPA Grant Administration Division (State Transportation Improvement Program (STIP) coordinator) to arrange and host meetings in each district to discuss proposed projects, the INDOT Future Year Transportation Report/Plan needs, STIP, and other transportation issues that may arise. The District Offices will lead the process of establishing needed contacts, arranging meeting particulars, and act as hosts.

Although a District may hold any number of meetings throughout the year, there will be one primary and distinct meeting in each District focusing on consultation with local elected officials and rural planning organizations (RPOs). It will include the District Office, MPOs, and representatives from other INDOT Divisions, as warranted.

Please note that the elected officials within an MPO area are usually represented by the MPO. For communities outside an MPO, input from elected officials is sought. This can be a mayor, town manager, or county commissioner. It will be the responsibility of the elected officials of these "rural" area communities (outside the jurisdiction of an MPO), to be aware of those issues important to their constituents, and to encourage their attendance.

The primary meeting will be set at a time and place agreeable to the majority of participants. Minutes of the meeting will be taken.

The purpose of the meeting is to reach agreement between all parties, through consultation, coordination and cooperation, on the following:

- Proposed new state projects (if any)
- Changes (if any) to the existing program of state and local projects
- The relative priorities of recommended state projects within and across project categories
- Review of INDOT and MPO technical outputs (travel demand model analysis, congestion mitigation analysis, economic analysis, corridor analysis, land-use assumptions, and traffic forecasts benefit cost analysis)
- Discuss existing and potential local policies and programs (complete streets, American Disability Act (ADA) Transition needs, parking restrictions, bike & pedestrian plans, transit expansion, freight/logistics development programs, economic development, and others)
- Land-use development patterns and zoning permits
- Short and long-range transportation system development goals and needs
- MPO and RPO public involvement input relative to INDOT facilities and transportation needs
- Community audit results for select areas and projects (as completed)

The goal of these meetings is to produce an "agreed-to list" of existing and proposed new state projects district-wide including those in MPO and RPO planning areas.

E. Final Recommendations Submitted

Based on the results of the consultation meeting(s), each district will then submit its prioritized list of proposed district area projects to the asset management team. This list will include projects proposed by others and for which agreement has been reached. Minutes of the consultation meeting will also be submitted by each district office and Technical Planning Liaison to the asset management team along with a short report describing how priorities were set.

Stage II: Statewide Review and Program Update

Purpose: To review recommendations to validate needs and costs, prioritize projects statewide and add new projects to the program. The process is one in which the district priorities and project recommendations are assembled into a statewide program.

A. Asset Management Team Reviews

Asset management teams will review project proposals and changes. Asset management teams are organized based on the type of project, and includes both Central Office and District representation. They will check to ensure estimated costs for recommended projects are in accordance with the latest official cost estimating techniques, and perform any other cost validation duties, as necessary.

The Asset Management Teams will also validate project justification. For example, the Technical Planning Section will work within the appropriate asset management teams to determine if any proposed expansion projects have the needed support from the Future Year Transportation Needs Report/Plan, MPO long-range plans, and local through-fare documents. If a project does not prove to have the needed justification and planning support from these plans, the Technical Planning Section will coordinate the analysis with the district and project submitter to reach a determination about the future need of the project.

Each Asset Management Team will then produce a prioritized list statewide for the type of project under its review. This prioritized list of projects with clear justification and planning support will be forwarded to the statewide priority analysis stage.

B. Statewide Priority Analysis

The PMG will then prioritize all proposed projects statewide based on the recommendations from the Asset Management Teams. This statewide prioritization will be conducted in accordance within applicable INDOT procedures and techniques. These will be appropriate to the project type. This process will be based on need, project categories, and agency priorities rather than past funding patterns. In other words, the budget will support current and projected improvement needs, instead of projects being programmed solely to fit a budget based on historical funding patterns.

C. Draft Program Update Report

A draft Program Update Report will summarize new project proposals and show how the new state projects will appear in INDOT's schedule of programmed projects. The report will also illustrate the effects of the new projects on the program and the budget, and set accepted levels of over-programming. The report will also include a list of projects to be deleted from the schedule, or placed on hold, etc., if any.

D. Executive Review and Approval of Report

The PMG will submit the draft Program Update Report to the Deputy Commissioners of Engineering & Asset Management; Capital Program Management; and Operations Business Units for review and approval by members of the executive office as determined by the Deputy Commissioner of the Engineering & Asset Management in consultation with the Commissioner. The Deputy Commissioner will transmit any executive office comments and official notice of approval to the divisions as expeditiously as practicable, including any specific direction or amendments required. The PMG will facilitate revisions of the draft Program Update Report in accordance with the executive office action.

E. External Consultation

The PMG will provide the revised draft Program Update Report to the districts and the MPOs and request comments. At this point, the MPOs may seek public comments via their established procedures. Any concerns must be documented in writing.

F. Final Program Update Report

The PMG will address the district and MPO comments, if any, and produce a Final Program Update Report. The PMG will determine if comments are sufficiently substantive to require further approval by the Deputy Commissioner before the report becomes final.

G. Program Update and Budget Confirmation

The CPFM will then authorize new projects in SPMS and change the existing program to reflect the Final Program Update Report. This involves authorizing those proposed projects that have been approved, or directing changes to existing projects in the program. In other words, actions recommended as a result of the call for projects and the district early coordination meetings will now be reflected in the program of state projects as shown in the production schedule.

At the same time, the PMG will also provide the Asset Management Teams with updated budget estimates of projected federal and state funding for the next 5-years by fiscal year. These budget projections are the projections against which fiscal constraint limits are established for all state projects in the next Indiana STIP.

Stage III: Draft STIP and 5-Year Construction Plan Development

A. Draft Constrained List of State Projects

Purpose: To produce a program document reflecting a fiscally constrained forecast of INDOT statewide projects for federal aid obligations during the next four federal fiscal years.

The State Transportation Improvement Plan (STIP) Office will develop a fiscally constrained program of INDOT highway projects. The product of this process is a draft; constrained list of projects to be used as a basis for developing that portion of the next STIP devoted to INDOT sponsored projects. This draft constrained list will include not only projects seeking federal aid, but all regionally significant projects, regardless of funding source.

B. Internal INDOT Review & Draft Constrained List

The State Transportation Improvement Plan (STIP) Office will deliver the draft fiscally constrained list of INDOT projects to the Chief of Staff and Deputy Commissioner of Engineering & Asset Management and Capital Program Management, the PMG, Asset Management Teams, Intelligent Transportation Systems Division Heads, and Executive Office for review and comment. This review is to ascertain the effects of fiscal constraint in terms of obligations and potential conflicts. Comments will then be provided to the appropriate individuals for response.

Stage IV: STIP Development and Coordination with MPO TIPs

Purpose: To coordinate the content of the draft STIP with the draft TIPs from the MPOs.

A. MPO Consultation on Draft Constrained List

The State Transportation Improvement Plan (STIP) Office will provide the draft, constrained list to the MPOs for review and comment to ascertain the effects of fiscal constraint in terms of obligations and project conflicts. This list will show the first four years of the STIP, plus a fifth year to be included in the 5-Year Construction Plan. Comments will then be returned to the State Transportation Improvement Plan (STIP) Office.

B. Agreed-To Project List Prepared

Based on comments received, the State Transportation Improvement Plan (STIP) Office will modify the draft constrained list as appropriate or necessary, and it will become the final fiscally-constrained “agreed-to list” of INDOT projects of the next STIP and construction plan.

C. List to MPOs for TIP Development

The State Transportation Improvement Plan (STIP) Office will then send to all MPOs the “final fiscally-constrained agreed-to list of state highway projects”. They will also request that the MPOs include in the development of their draft Transportation Improvement Programs (TIPs), those state projects from the list that are located in their respective metropolitan planning areas. These lists will cover a period of at least four, but no more than five, fiscal years. Draft MPO TIPs will then undergo further development by the MPOs. Their procedures will include an opportunity for public review and comment. The product of these activities is a fiscally constrained program of state projects in each MPO TIP.

D. MPO Submittal of TIPs to INDOT, FHWA, AND FTA

When an MPO completes development of its draft TIP, the MPO will send a copy of the draft to: FHWA, FTA, their MPO, LPA, and Grants Administration Division designated MPO Coordinator for review and comment. The designated MPO Coordinator, in turn, will distribute copies to the Inter-Modal Division, Technical Planning Section, Finance Team, and appropriate District Office personnel for the review of the draft document. The MPO Coordinator will collate comments, inputs, or recommendations from INDOT sectional reviews and will consult with designated FHWA and FTA counterpart for additional comments and input. Each TIP must have been adopted by its policy board and include a copy of the resolution approving the document. For MPOs designated as maintenance or non-attainment for air quality, the MPO must send a draft TIP to the reviewing agencies for conformity consultation purposes.

E. MPO TIP Review and STIP/TIP Project Compatibility Check

The purpose of this step is to compare the draft INDOT STIP to the draft MPO TIP. This is to ensure that both reflect the fiscally constrained agreed-to list of state transportation projects in their metropolitan planning areas. The draft TIPs will also be reviewed for conformance with public involvement, air quality, long range plan and other requirements. The STIP Coordinator will ensure that state highway projects in approved MPO TIPs are included in the STIP without modification. The INDOT Transit Section will ensure that transit projects in approved MPO TIPs are included in the STIP without modification. The document is then forwarded to INDOT's Budget & Project Accounting for review of funding items.

F. INDOT Notification of TIP Reviews

MPOs designated as maintenance or non-attainment for air quality, the MPO must first send the final TIP to the reviewing agencies for conformity consultation purposes and a conformity finding by FHWA and FTA before it can be approved by the Governor, or designee.

If the TIP is already approved, a letter of approval signed by the Governor, or designee, will be sent to the MPO, FHWA, and FTA to begin the amendment process. FHWA and FTA will then issue a conformity finding after the Governor's approval letter.

Stage V: STIP PUBLICATION

Purpose: To prepare a final STIP for federal review and approval.

A. STIP Preparation

The State Transportation Improvement Plan (STIP) Office will then prepare the final STIP document for a period of no less than four fiscal years, using the final fiscally constrained agreed-to list of transportation projects.

B. Public Review and Comment Period of STIP

The final STIP will be presented for public review and comment via INDOT sponsored annual meetings at each of its districts. These meetings are developed and conducted under the leadership of the State Transportation Improvement Plan (STIP) Office. Comments from the public and local elected officials will be reviewed and addressed. The team will contact the MPOs and districts for comments on any significant changes resulting from these reviews. The product of this activity will be a draft final STIP with public review and input. Any comments received at the STIP meetings will be summarized in the STIP document accompanied with responses to comments.

C. FHWA and FTA Review of STIP

The State Transportation Improvement Plan (STIP) Office will submit the final draft STIP to FHWA and the FTA for review, final action, and approval. Once approved, a letter from both federal agencies will be issued and sent to INDOT. Transportation projects in the approved STIP will be considered committed projects.

D. Publication and Distribution of Final STIP

The State Transportation Improvement Plan (STIP) Office will then publish the approved STIP. Copies will then be distributed to the MPOs, the districts, the State Library, INDOT Executive Office, FHWA, FTA, and those INDOT divisions requesting the STIP, as the budget allows. Copies of the STIP will also be sent to local public agencies and private corporations by request. INDOT will maintain an electronic version of the STIP document accessible to the general public. The process then is repeated for the next year.

STIP Program Support Functions and Amendments - Overview

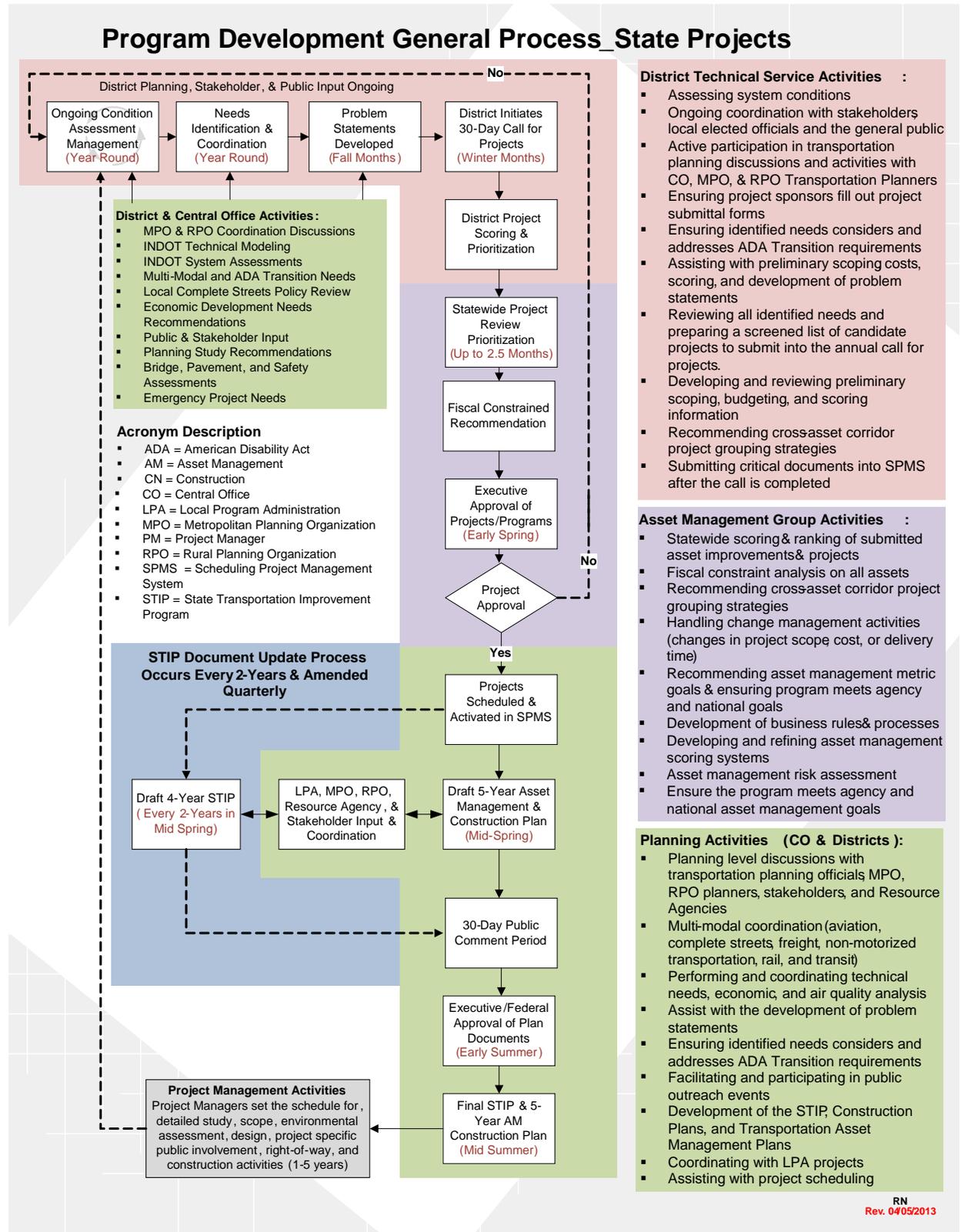
During the period between approval of one STIP and the next, procedures will be in place to assure that:

- The fiscally constrained program of committed projects is reflected in funding obligations.
- STIP changes and amendments are properly coordinated within INDOT and, if needed, with MPOs.

Support Functions. Details of these support functions are provided in the Intermediate-Range Planning procedures entitled “Program Support Functions. For purposes of this process, the support functions provide for the following.

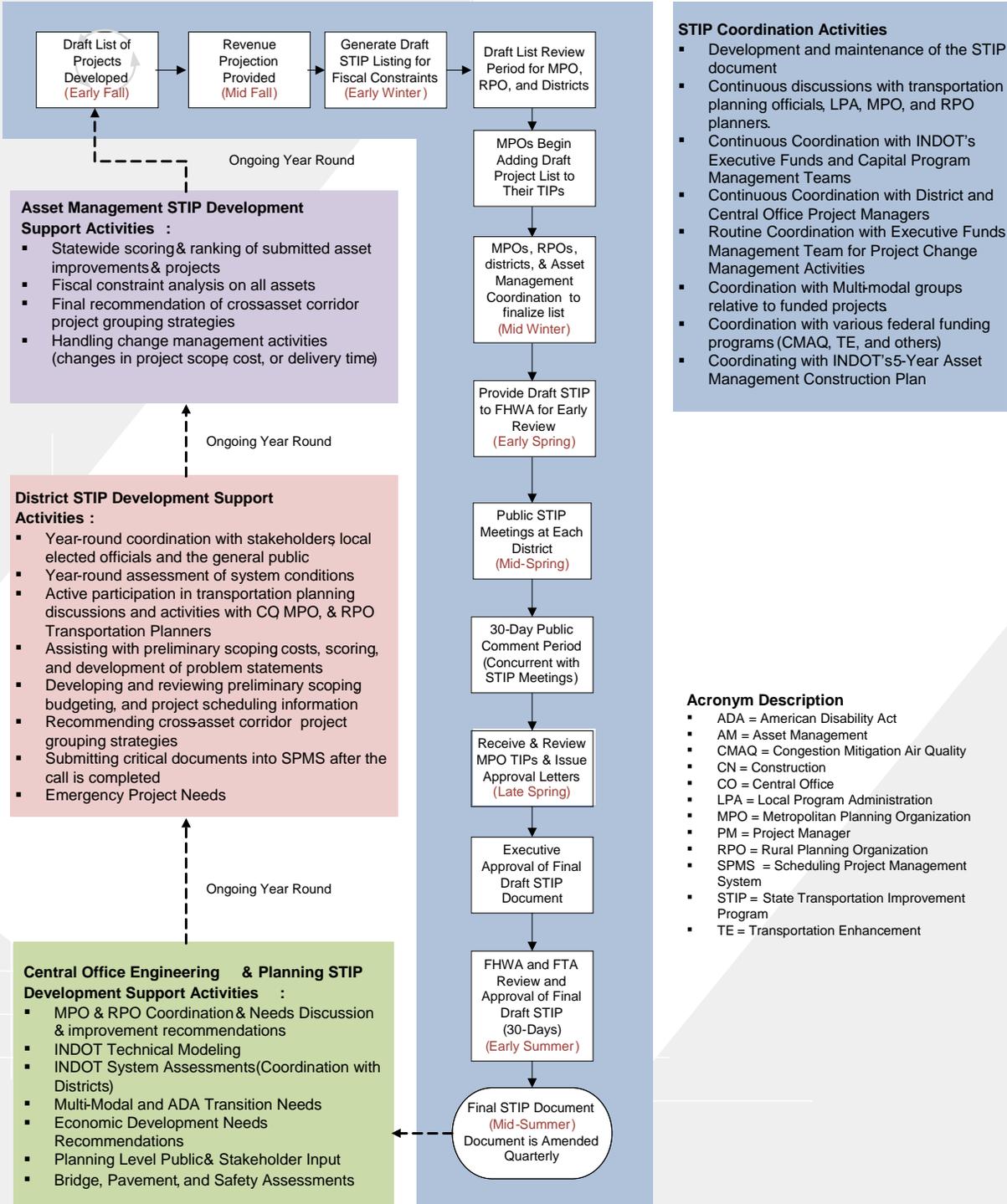
- All committed projects from the INDOT/MPO agreed to list must be programmed in both the STIP and the respective MPO TIP for federal obligations to occur.
- The STIP may be amended per a process agreeable to INDOT, the MPOs, FHWA and FTA. The rules governing amendments are shown in the INDOT/FHWA/FTA STIP Amendment and Notification Criteria.
- The INDOT Executive Office, the Engineering & Asset Management Business Unit, the Division of Multi-Modal Transportation, the Division of Budget and Fiscal Management, the Division of Technical Planning & Programming, and the District Offices will work together to support procedures outlined in the STIP program.
- The APDP and its support functions are open for review and modification, as needed.

Appendix A: PDP- Process (State Highway Projects Only)



Appendix B: STIP Development Process (Every 2-Years)

State Transportation Improvement Program (STIP) Development Process Every 2-Years



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Rev. 04/05/2013

Appendix C: STIP AMENDMENT: NOTIFICATION CRITERIA

I. PURPOSE

The following describes the amendment process between the Indiana Department of Transportation (INDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and Metropolitan Planning Organizations (MPOs) for the approved Indiana Statewide Transportation Improvement Program (STIP) and Transportation Improvement Programs (TIPs). It does **not** address the development of a **new** STIP or TIP. Changes in agency priorities, funding availability, project scope of work, project deletions and additions may necessitate a change in project information shown in the STIP.

Because a project may also be listed in the TIP, some of these modifications may require an amendment to the statewide STIP, or to both the STIP and the respective MPO TIP. This is because the project listings in the STIP and an MPO's TIP must agree.

In cases where changes do not require an amendment, notification will be made to the affected organization(s) via email to maintain intergovernmental cooperation. The criteria and procedures for amendments and for notifications follow.

II. DEFINITIONS:

Programmed: A project is "programmed" when it is shown in the INDOT Scheduling Project Management System (SPMS) as approved and authorized for funding. Not all authorized projects are listed in the STIP or a TIP, which cover a period not less than four years.

Listed: A listed project is one that is authorized (or programmed) in SPMS and is shown in the STIP and, if inside the metropolitan planning area of an MPO, in the respective MPO's TIP. All listed projects are programmed unless they are clearly being shown for planning and information purposes, only.

Administrative Modification: Include minor changes to the project listings, and/or funding tables in an existing TIP or STIP. Examples of minor changes: revision to project description without significant change to project scope or conflict with environmental documents; minor revision to project funding phases; changes to the source of funds; or changes to the lead agency. Such minor changes do not affect air quality conformity determination, impact financial constraint, require formal approval, or public involvement; provided required inter-agency consultation and coordination has been accomplished and documented.

Amendment: An amendment is any change to the project listings, and/or funding tables in an existing TIP or STIP of a type shown in the criteria listed below that are not "Administrative Modifications".

These require formal approval from an agency other than the one making the request and are needed to obtain, or maintain, federal funding. They also require public involvement. The agencies that do these reviews are shown as follows.

- Amendments to the STIP are reviewed, and approved or denied by FHWA / FTA.
- Amendment to TIPs requested by INDOT are reviewed, and approved or denied by the respective MPO.
- Amendment requests to a TIP by the MPO for projects funded by the MPO are reviewed, and approved or denied by the MPO, LPA, and Grants Administration Division designated MPO Coordinator.
- Amendment requests by the MPO on behalf of a jurisdiction using funds administered by INDOT are reviewed, and approved or denied by appropriate Program Management Committee (PMC).
- Amendment requests by the MPO on behalf of a transit agency(s) in an MPO area using funds administered by INDOT are reviewed, and approved or denied by the Multi-Modal Division at INDOT.

Note: *If the change were to a project in a year outside those years covered by an approved STIP/TIP, the change would be accounted for in the annual update of the STIP and TIPs. Therefore, an amendment would not be necessary.*

Notifications: In order to maintain inter-governmental cooperation and to preclude potential problems, affected agencies may be notified of any changes to the project listings, and/or funding tables in a TIP and/or STIP, even if an amendment is not required or needed. Notifications do not require, but are not precluded from, public involvement.

III. CRITERIA for STIP/TIP AMENDMENTS

A. Changes Requiring an Amendment: State and Local Jurisdiction Highway Projects-Any Location

1. Deletion of a programmed project from the first year of the current approved STIP/TIP.
2. Addition of any phase of a project into the first year of the STIP or TIP if the project is (A) not currently in the STIP or TIP, and (B) currently programmed in SPMS.
3. Addition of any phase of a *new* project into the first year of the STIP or TIP if the project is *not* currently authorized in SPMS.
4. Substantial change in the scope of work to a project shown in the first year of the STIP or TIP. This includes changes in project termini other than minor adjustments.
5. A change in funding sources across *modes* for existing projects in the STIP or TIP; e.g., the funding for a project changes from transit to STP or vice versa.
6. Movement of a project from an illustrative (information only) list to an STIP or TIP project list.
7. A change in scope that results in a project becoming non-exempt for air quality. **Applies only to projects in non-attainment areas, regardless of funding type.**
8. A change that renders a project out of conformance with a long-range plan, including across analysis years.

9. A change that causes a grant amendment versus a budget revision (transit).

NOTE: *Cost increases for state projects do not require an amendment, regardless of funding source. This is required of only local jurisdiction projects as explained of items “B” and “C”, below.*

B. Additional Change Requiring an Amendment: Local Jurisdiction Highway Projects *outside* MPO Areas, and/or Not funded by an MPO

An amendment is required for an increase in cost above the amount allowable (per the INDOT *Local Sharing Arrangement*) by the funding agency. This may require re-submittal of an application. Any actions taken will be coordinated with the Local Transportation Section and the District Local Assistance Coordinators.

C. Additional Change Requiring an Amendment: Local Jurisdiction Highway Projects *inside* MPO Areas, but *not* funded by an MPO

In addition, an amendment is required for an increase in cost above the amount allowable (per the INDOT *Local Sharing Arrangement*) by the funding agency. This may require re-submittal of application. Any actions taken will be coordinated with the Local Transportation Section and the District Local Assistance Coordinators.

D. Changes Requiring an Amendment: Local Jurisdiction Highway Projects *inside* MPO Areas funded by an MPO

These projects are funded by an MPO from budgets administered at INDOT by the Project Accounting, Budget, & Procurement. Project identification, prioritization and selection for these projects are at the discretion of the MPO within federal and state guidelines. The State Transportation Improvement Plan (STIP) Office insures that *new* projects of this type are listed in an approved *new* MPO TIP and are programmed into the schedule via a project data sheet completed by the MPO. Otherwise, the Intermediate-Range Planning Division processes any changes or amendments directly with the MPO with involvement from MPO/LPA Grant Administration Division.

E. Changes Requiring an Amendment: Transit Projects:

The State Transportation Improvement Plan (STIP) Office does not handle the programming of these projects. These projects are the responsibility of the Multi-Modal Division which will work directly with the State Transportation Improvement Plan (STIP) Office and the MPOs. They will check any additions or changes for compliance with federal and state guidelines as well as for fiscal constraint.

IV. AMENDMENT PROCEDURES/RESPONSIBILITIES

A. MPO, LPA, & Grants Administration & State Transportation Improvement Plan (STIP) Office

The MPO, LPA, & Grants Administration & State Transportation Improvement Plan (STIP) Office will be responsible for state projects and for cost increases to local jurisdiction projects not funded by an MPO.

It will process these changes as follows.

1. The MPO, LPA, and Grants Administration Division designated (INDOT MPO Coordinator) will notify the appropriate MPO, if needed, and request an amendment to their TIP.
2. The MPO, LPA, and Grants Administration Division designated MPO Coordinator will notify the Intermediate-Range Planning Division who will authorize or delete the subject project from SPMS with a note indicating an amendment to an MPO TIP is pending.
3. The MPO will notify the designated INDOT MPO Coordinator of their approval, or disapproval, of the proposed amendment.
4. The INDOT MPO Coordinator will then notify the State Transportation Improvement Plan (STIP) Office of this action and provide any needed documentation for amendment to the STIP.
5. If an MPO based amendment **is** needed, the State Transportation Improvement Plan (STIP) Office will then amend the STIP as appropriate with supporting MPO documentation as provided.
6. If an MPO based amendment is **not** needed, the State Transportation Improvement Plan (STIP) Office will program the project and amend the STIP.

Note: Any changes to the STIP or TIPs that are needed to support requests to obligate federal funds are the collective responsibility of the State Transportation Improvement Plan (STIP) Office and MPO/LPA Grant Administration Division.

For cost increases to local jurisdictional projects funded by and MPO

1. The MPO, LPA, and Grants Administration Division designated (INDOT MPO Coordinator) will notify the appropriate MPO, if needed, and request an amendment to their TIP.
2. The State Transportation Improvement Plan (STIP) Office will then amend the STIP as appropriate with supporting MPO documentation as provided.
3. If an MPO based amendment is **not** needed, The State Transportation Improvement Plan (STIP) Office will program the project and amend the STIP as appropriate.

B. Multi-Modal Division, Transit Section

The Public Transit Section, Multi-Modal Division, will notify the MPO and/or the urban transit systems of the date of the approved INSITP or STIP transit related amendment, and the STIP's page number upon which that transit system's projects are listed. Transit agencies are required to report those items when submitting their annual federal grants.

VI. CRITERIA for NOTIFICATIONS-STIP/TIPs (for Administrative Modifications)

A. Any Jurisdiction Highway Projects:

1. A change from state funds to federal funds for a listed project.
2. A change from federal funds to state funds for a listed project.
3. Movement of listed project phase from one year to another in STIP or TIP
4. Substantial change in costs for listed state highway projects
5. Change in cost within allowable limits for local federal aid projects. Otherwise, see part III, sections B, C, or D and process accordingly.
6. Break out of smaller projects as components of a project already in the program. This includes the addition of amenities such as landscaping, lighting, etc.

VI. NOTIFICATION PROCEDURES AND RESPONSIBILITIES

A. MPO, LPA, & Grants Administration

The MPO, LPA, & Grants Administration designated MPO Coordinator will be responsible for notification action items 1, 2, 3, 4, 5 and 6, listed above in “**A. Any Jurisdiction Highway Projects**” and will notify FHWA, the State Transportation Improvement Plan (STIP) Office, and any affected MPOs, as appropriate.

Appendix D: STIP Amendment Request Process

All STIP and TIP amendment requests are to be routed through the Technical Planning & Programming Division State Transportation Improvement Plan (STIP) Coordinator. Listed below are two distinct STIP amendment processes for projects in an MPO or Rural area.

A. Projects Not Located Within an MPO Planning Area

1. Requested amendment must be entered into the STIP Amendment Excel Spreadsheet.
 - a. District Managed Projects – complete the spreadsheet and submit to appropriate District Funds Manager. The District Funds Manager will then submit the excel spreadsheet to the appropriate Central Office Transportation Planning Liaison.
 - b. All Other Managed Projects – The Project Manager will complete the excel spreadsheet and will submit to the appropriate MPO/LPA Grant Administration Liaison.
2. The Central Office Transportation Planning Liaison will coordinate with the appropriate MPO staff, gather additional information and forward the request and Excel Spreadsheet to appropriate staff and District Funds Manager (for non-district managed projects).
3. The requested project or phase amendment will be included in the next available STIP amendment for FHWA approval.
4. Once the FHWA approval has been received, an email with the approval letter will be sent to the appropriate, MPOs, Funds Manager, and/or Project Manager.
5. The Schedule Performance Monitoring System (SPMS) log notes will be updated by Central Office Transportation Planning Liaison or STIP Coordinator with the latest amendment information.

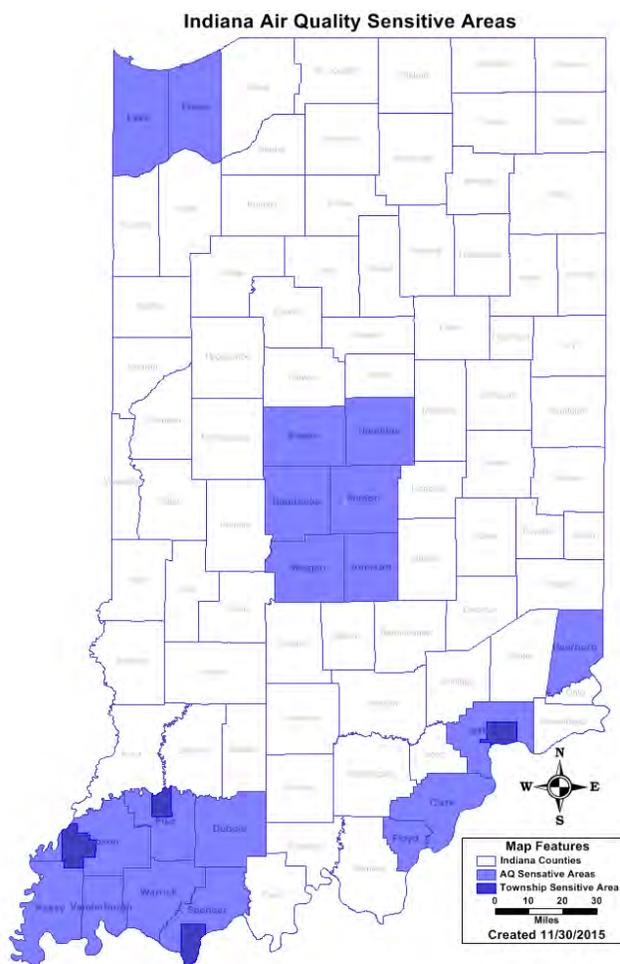
B. Projects Located within an MPO (Non Air Quality Sensitive) Area but Not in a Current TIP:

1. Requestor will need to complete the STIP Amendment Excel Spreadsheet and forward to the appropriate Central Office Transportation Planning Liaison for processing to MPO. (Copying the requestor and district on the correspondence).
2. When the MPO has amended the project into their TIP, the project will then be amended into the next available STIP amendment (the TIP amendment will occur based on the MPOs amendment timeline. The MPO will forward the amendment excel spreadsheet along with the TIP amendment documentation to Central Office Transportation Planning Liaison for processing. (Copying the requestor and district on the correspondence).
3. Central Office Transportation Planning Liaison will send the amendment spreadsheet and TIP documentation to the STIP Coordinator to process the STIP amendment. (Copying the requestor and district on the correspondence).
4. When FHWA approval has been received an email with the approval letter will be sent to the appropriate MPO, District Funds Manager, and Project Manager

5. The Schedule Performance Monitoring System (SPMS) log notes will be updated by The State Transportation Improvement Plan (STIP) Office with the latest TIP and STIP amendment information.

C. Projects Located within an MPO (Non- Air Quality Sensitive) area, but is in the Current TIP:

1. The MPO will complete the amendment excel spreadsheet and provide documentation of the project listing in the current MPO TIP and forward both to the appropriate Central Office Transportation Planning Liaison for STIP amendment with a copy to the appropriate District Funds Manager.
2. The Central Office Transportation Planning Liaison will coordinate with the appropriate MPO staff, gather additional information and forward the request and Excel Spreadsheet to the State Transportation Improvement Plan (STIP) Office. The Central Office Transportation Planning Liaison will notify the STIP Coordinator of STIP Amendment request, with copy to the district and original requestor.
3. The requested project or phase amendment will be included in the next available STIP amendment for FHWA approval.
4. Once the FHWA approval has been received, an email with the approval letter will be sent to the appropriate, MPOs, Funds Manager, and/or Project Manager.
5. The Schedule Performance Monitoring System (SPMS) log notes will be updated by the State Transportation Improvement Plan (STIP) Office with the latest amendment information.



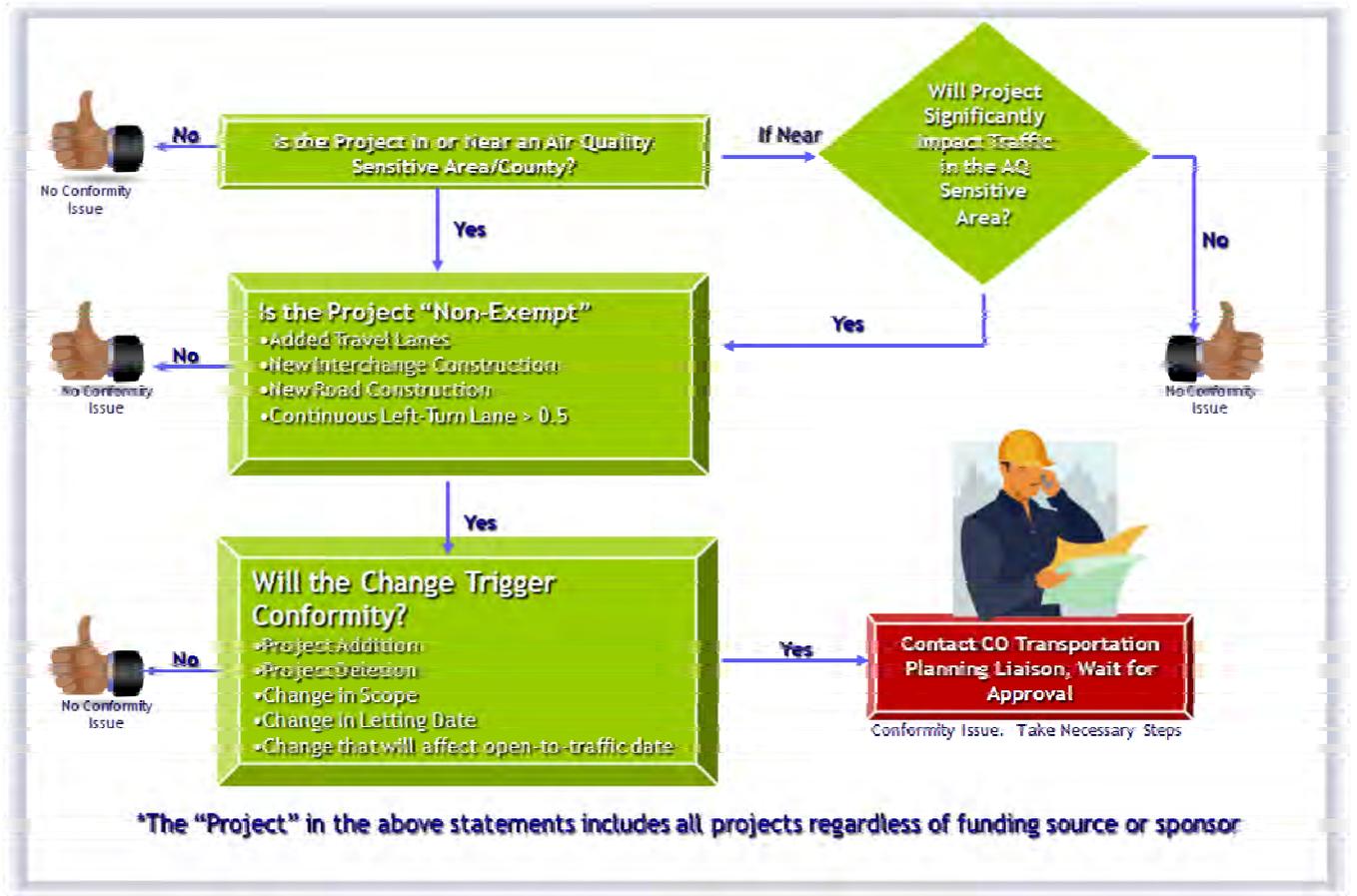
C. Projects Located Within an MPO in an Air Quality Sensitive Area (See Sensitive Area Map):

- The Central Office Transportation Planning Liaison will determine if the project:
 - Is “Non-Exempt” = Added Travel Lanes, New Interchange, New Road, Continuous Left Turn Lane >0.5 mile.

- Will it trigger conformity = Project Addition, Project Deletion, Change in Scope. Change in Letting Date, Change that will affect Open-to-Traffic date.

Note: If a project does trigger conformity, it may take up to a year to get the project amended accordingly. TIP Amendment steps as previously noted for non-air quality area will be completed, but air quality conformity will have to be done prior to any amendment being official.

Air Quality Conformity Check List



Appendix D: INDOT Division Structure

INDOT District Offices

INDOT District Offices – The District Offices serve as the front line for interaction with the general public and local elected officials. They are responsible for:

- Roadway Maintenance activities: snow plowing, roadway infrastructure repairs, mowing, roadway resurfacing, and other related items
- Various transportation planning and local coordination
- Overseeing various construction activities
- Participating in MPO Policy Board meetings, public hearings, and are active members of the Asset Management Teams.
- Issuing the Call for Projects for their respected regions

For maps and contact information regarding the INDOT District Offices, please visit our website:

<http://dotmaps.indot.in.gov/apps/districtmaps/>

District Public Involvement Activities

District Public Involvement Assignments:

INDOT Procedure	Public Involvement Activities
Update of INDOT Future Year Transportation Needs Report/Plan	<ul style="list-style-type: none"> ▪ Reliance on MPOs' public involvement processes for the Metropolitan Transportation Plan (MTP). MTP projects are coordinated with the INDOT Long Range Plan ▪ District-wide APDP Early Coordination Meetings ▪ District Public Meetings ▪ Publication, distribution, and website posting of INDOT Future Needs Report/Plan ▪ Website feedback link
STIP, including draft STIP and amendments to the STIP	<ul style="list-style-type: none"> ▪ Public participation through appropriate MPO ▪ Reliance on MPOs' public involvement processes for the MPO TIP. TIP projects are coordinated with the STIP. ▪ District-wide Early Coordination Meetings with affected non-metropolitan local officials with transportation responsibilities. ▪ District Public Meetings – presentation of draft STIP for public review and comment ▪ Publication of draft STIP and ultimately final STIP ▪ Availability of STIP and amendments thereto on INDOT's Website
Update of APDP Consultation Process (done every 5 years)	<ul style="list-style-type: none"> ▪ District Public Meetings ▪ Minimum of 60-day public comment period on effectiveness of existing consultation process and proposed modifications

District Technical Services PDP Support Activities

District Technical Services Activities:

- Assessing transportation system conditions
- Reviewing sponsored project information and ensuring project sponsors fill out project submittal forms
- Ensuring identified needs considers and addresses the American with Disability Act (ADA) Transition requirements
- Assisting with and developing preliminary scoping, costs, scoring, budgeting, and the development of problem statements for various projects
- Reviewing all identified needs and preparing a screened list of candidate projects to submit into the annual call for projects.
- Recommending cross-asset corridor project grouping strategies

District Capital Program Management PDP Support Activities

District Capital Program Management Activities:

- Ongoing coordination with stakeholders, local elected officials and the general public
- Active participation in transportation planning discussions and activities with CO, MPO, & RPO Transportation Planners
- Project Management

INDOT Engineering & Asset Management Business Unit PDP Support Activities

- **Technical Planning & Programming Division**
 - Development and Maintenance of Future Year Planning and Transportation Asset Management Plans
 - Performing Air Quality Conformity Analysis in rural areas
 - Participation in Inter-Agency Air Quality Conformity Discussions with MPOs, US EPA, Department of Environmental Management (IDEM), FHWA, and others
 - Coordination with MPO, RPO, and District Planning Staff regarding future year transportation needs
 - Multi-Modal Coordination (freight, rail, aviation, and transit infrastructure investment needs)
 - Bike and Pedestrian Planning Coordination
 - Coordination with local policies and programs (e.g. Complete Streets and ADA Transition Plans)
 - Participating in public involvement activities for major capacity projects (added travel lanes, new road construction, new interchange, and freeway upgrades).

- Providing planning level technical model analysis on major capacity improvements. Technical analysis includes: travel demand modeling, benefit/cost analysis, economic benefit analysis, air quality conformity coordination, traffic forecasting.
- Pre-National Environmental Protection Agency (NEPA) activities.
- Traffic data collection (traffic counts and turning movement counts)
- Road Inventory Data Collection (pavement conditions, roadway attributes, and mileage)
- Assisting Asset Teams (Bridge, Pavement, and Mobility)

- **Bridge Division**
 - Oversee statewide bridge and small structure inspection and maintenance activities
 - Oversee statewide bridge management system assessments and activities
 - Development of bridge and small structure improvement projects for recommendation and consideration into the annual call for projects
 - Review and recommend for approval bridge and small structure change management requests and applications
 - Overseeing and performing bridge design and construction activities

- **Traffic Engineering Division**
 - Oversee Safety Projects Statewide
 - Develop and maintain federally required Highway Safety Improvement Program (HSIP) in coordination with MPOs Safety Programs
 - Perform feasibility analysis for major new capacity projects statewide and assists with the evaluation of major new capacity needs (added travel lanes, new road construction, new interchanges, and freeway upgrades)
 - Recommends major new capacity improvements for further development
 - Works directly with the Planning and Asset Management Division for evaluation of current and future year roadway infrastructure needs

- **Roadway and Pavement Division**
 - Oversee Statewide Pavement and Culvert Projects
 - Recommends pavement projects based on pavement life-cycle-cost-analysis
 - Reviews Roadway and Pavement Change Management Requests

LPA Grant Administration Division

- **LPA & Grant Administration Division**
 - The distribution of federal funds to local public agencies (LPA). The following funds are distributed as grants: “surface transportation program” (STP funds), Hazard Elimination/Safety (HES funds), transportation enhancement (TE funds), minimum guarantee (MG funds) and the bridge program (BR funds).
 - Congestion Mitigation/Air Quality (CMAQ) Program - The division is responsible for issuing the call for CMAQ projects and determining CMAQ eligibility. The CMAQ program is designed to fund transportation projects or programs that will contribute to attainment or maintenance of the national ambient air quality standards (NAAQS) for ozone, carbon monoxide (CO), and particulate matter (PM). The CMAQ program supports two important goals of the Department of Transportation: improving air quality and relieving congestion. The Division Liaison/Contact will be responsible for coordinating with the Central Office Transportation Planning Liaison in accessing eligibility.
 - Transportation Alternative Program (TAP) - TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
 - Maintaining the local Program Development Process (PDP-L) which can be found at: [http://www.in.gov/indot/files/PDP_L\(1\).pdf](http://www.in.gov/indot/files/PDP_L(1).pdf).

INDOT Finance Business Unit

- **Capital Funds Program Management** - Provides data management reporting to INDOT Executive Office Team regarding the asset management program and recommendations by asset type. Group supports scoring, scheduling, and provides statewide project management services.
- **Project Accounting, Budget, & Procurement** – Responsible for providing the Planning Funds to MPOs and other planning activities. Group is also responsible for coordinating with the Capital Program Management Committee in terms of setting funding targets.

Appendix E: Call for Projects Application Form (Mini-Scope)

Call Application Report Project (Mini Scope)									
FORM VERSION: 7/6/2015					FORM VERSION BY: Andrew Fitzgerald, PTOE, PE				
Date:				District:					
DES:				Sub-District:					
Proposed FY:				Asset Group:					
Work Type:				Work Category:					
Project Location									
Route:	City/Town:	County 1			County 2				
RP Start:	Latitude Start:			Longitude Start:					
RP End:	Latitude End:			Longitude End:					
AADT FY:	AADT:			% Trucks:					
Length:	# Lanes:			Lane Mi:					
Func. Class:				Area:	NHS:				
Str. #	NBI #:	Bridge / Culvert Length (FT) / Width (FT):		Bridge Area (SFT):		Year Built:			
Location Description:									
SEE IT: WHAT IS THE CURRENT AND PROJECTED CONDITION AND WHY IS THIS A PROBLEM (FOCUS ON THE PROBLEM)									
					INSERT ONE OR TWO PICTURES OF PRIMARY PROBLEM:				
DATE AND TYPE OF LAST MAJOR TREATMENT:									
PROJECT CONDITION RATINGS			LOS:		Crash Rate:			DATE:	
Wearing Surface:			Deck:		Bridge/Culvert Super:			Ice:	
Type I Culverts/ pipes:			Bridge Scour:		Bridge Paint:			Culvert:	
IRI:		PCR:		RUT:		Friction #:		Other:	
INTENT/ PURPOSE OF PROJECT (INITIAL STATEMENT OF ESSENTIAL PROJECT PURPOSE:									
Completed FULL SCOPE			KPI Delta:		KPI UNITS:				
OWN IT: Alternatives									
PRELIMINARY ALTERNATIVES THAT ARE CONTEMPLATED (ANALYSED) WITH COSTS:									

CONSEQUENCES IF NO ACTION IS TAKEN (DO NOTHING ALTERNATIVE IS SELECTED):

SECONDARY CONSIDERATIONS OR GOALS WITH COSTS:

Attach extra sheets as necessary to fully describe the alternatives.

Will Further Analysis/Assessment be required beyond this form?

SOLVE IT: Project Recommendations and Costs

QUANTIFIABLE PRIMARY GOAL(S) OF PROJECT (WHAT ARE WE PURCHASING SUCH AS CONDITION, SERVICE LIFE, LOS, OR CRP):

Estimated Total Project Costs:		\$0.00	COMMENTS	
Right of Way Purchase (RW1):		COST:	\$0.00	
Right of Way Services (RW2):		COST:	\$0.00	
Preliminary Engineering 1 (PE1):		COST:	\$0.00	
Preliminary Engineering 2 (PE2):		COST:	\$0.00	
Maintenance of Traffic:		COST:	\$0.00	
Railroad PE (RR1):		COST:	\$0.00	
Railroad PE (RR2):		COST:	\$0.00	
Environmental Study:		COST:	\$0.00	
Utilities PE (UT1):		COST:	\$0.00	
Utilities CN (UT2):		COST:	\$0.00	
Construction (CN):		COST:	\$0.00	
Construction Engineering (CE):		COST:	\$0.00	
Relinquishment Payment (RQP):		COST:	\$0.00	
Other Considerations:		COST:	\$0.00	
Other Projects within Limits				
DES:	FY:	Work Type:	Location:	
DES:	FY:	Work Type:	Location:	
DES:	FY:	Work Type:	Location:	
Miscellaneous Notes				
ANTICIPATED NUMBER OF CONSTRUCTION SEASONS TO COMPLETE(1, 2 or 3 seasons):				
ANTICIPATED NUMBER OF YEARS TO COMPLETE DESIGN (1, 2 or 3 fiscal years):				
CALL HISTORY:				
Attachments				
Pictures:		Asset Team Scoring Sheet:		Mobility History:
Spreadsheets (xlsx):		Engineer Assessment:		
Solution Schematic:		Bridge/Culvert Inspection Report:		
Cost Calculations:		Accident History:		
Location Map:		Pathway Data:		
Additional Comments				
Other items relevant to the project not specifically listed elsewhere.				
NOTE: Appropriate environmental and assessment process need to be followed.				
Report Prepared By and Approved By				
Report Prepared By and Approved By		Title:	Signature	
Prepared by:		District Asset Engineer		
Prepared by:		District Scoping Engineer		
Reviewed by:		Systems Assessment		
Approval by:		Technical Services		APPROVED ON:
NOTE: Any changes require a re-submittal of Call Application Report.				
FORM VERSION: 7/6/2015		FORM VERSION BY: Andrew Fitzgerald, PTOE, PE		

Appendix F: Community Context Audit Form

Community Audit Forms are linked to INDOT’s Survey Monkey Site and will be accessible and performed by INDOT, MPO, and RPO staff. INDOT is working on linkages for local government access.

Community Context Audits will be filled out for Major Roadway Construction Projects Only (added capacity, new road construction, new interchange, intersection improvements, road reconstruction, or projects where the community have expressed a desire for bike lanes, road diet, traffic calming, road-side parking, or other related amenities. Community Context Audits

INDOT Community Context Audit

1. INDOT DES Number:

2. Project Location (Town or City, and County):

<p>3. Project Type:</p> <ul style="list-style-type: none"><input type="checkbox"/> Road Reconstruction<input type="checkbox"/> Resurfacing, Restoration, Rehabilitation (3R)<input type="checkbox"/> Added Travel Lanes<input type="checkbox"/> New Road Construction<input type="checkbox"/> Intersection Improvements<input type="checkbox"/> Interchange Modification<input type="checkbox"/> New Interchange<input type="checkbox"/> New Bridge<input type="checkbox"/> Other	<p>4. Project Limits:</p> <p>Route <input style="width: 100%;" type="text"/></p> <p>From <input style="width: 100%;" type="text"/></p> <p>To <input style="width: 100%;" type="text"/></p>
--	---

<p>5. Reason for Project: <input style="width: 100%; height: 40px;" type="text"/></p>	<p>6. Local Jurisdiction: <input style="width: 100%; height: 25px;" type="text"/></p>
--	--

<p>7. Local "Expert(s)": <input style="width: 100%; height: 25px;" type="text"/></p>	<p>8. Individual Completing Audit: <input style="width: 100%; height: 25px;" type="text"/></p>
---	---

INDOT Community Context Audit

Major and Minor Projects Community Context Audit

Review the Community Context Audit based on the transportation, environmental, and community research. Then, contact the local expert(s) to complete the Community Context Audit.

Answer the following questions using a broad project area that includes project limits, adjacent development, and any other parts of the community where access will be impacted by the project.

Existing Community Characteristics

9. Describe the project area's existing land use (i.e. residential, commercial, agricultural, mixed use):

10. Existing Community Characteristics

	Yes*	No	Not Sure	N/A
Does the project area have multi-modal (vehicle, pedestrian, bicycle, rail, etc) features?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there important Cultural (settlement patterns, customs, civic/religious buildings, institutions) features or events near the project area?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there important Social or Community (natural/physical boundaries, social interaction, shared spaces) features near the project area?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there important Scenic, Natural, or Recreational (landscape elements, parks) features near the project area?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there important Environmental (environmental, historical, archeological, architectural, Red Flag results) features near the project area?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When compared with Indiana demographics, are there unique census characteristics for this community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If answering Yes above, please describe

11. Community Planning

	Yes*	No	Not Sure	N/A
Does the area have a comprehensive plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is this project in conflict with comprehensive plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there any special studies associated with this project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there other planned projects that may tie into this project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If answering Yes above, please describe

12. Economic Development

	Yes*	No	Not Sure	N/A
Is there any known new development or redevelopment near the project area?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the local economy supported by historic, natural, cultural and entertainment resources or events?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If answering Yes above, please describe

13. Infrastructure

	Yes*	No	Not Sure	N/A
ADA compliance concerns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benches/seating, trash containers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bike facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landscaping, street trees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sidewalks, crosswalks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street or pedestrian lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Traffic controls (signals, stops, roundabouts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transit stops/shelters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wayfinding, gateway, other signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-street parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other infrastructure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If answering Yes above, please describe

14. Other

	Yes*	No	Not Sure	N/A
Are there perceived traffic safety issues?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have any commitments been made related to this project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there partnership opportunities related to this project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there any other major concerns/issues of the community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there major community activities or events impacting the project that we should be aware of?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If answering Yes above, please describe

15. Public Involvement

	Yes*	No	Not Sure	N/A
Does a public opinion already exist regarding the project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are right-of-way acquisitions anticipated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If answering Yes above, please describe

16. Stakeholder Involvement - Are there any Potential Stakeholders that fall in the categories below:

	Yes*	No	Not Sure	N/A
Governmental Agencies (federal, state, local, regional, MPO, emergency management)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-governmental organizations (environmental, health, citizen, neighborhood, civic, historic, schools)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Environmental justice communities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Residents/Businesses in immediate area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic interest in project outcome	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roadway Users (local, commuters, tourists, trucking, agricultural)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*If answering Yes above, please describe

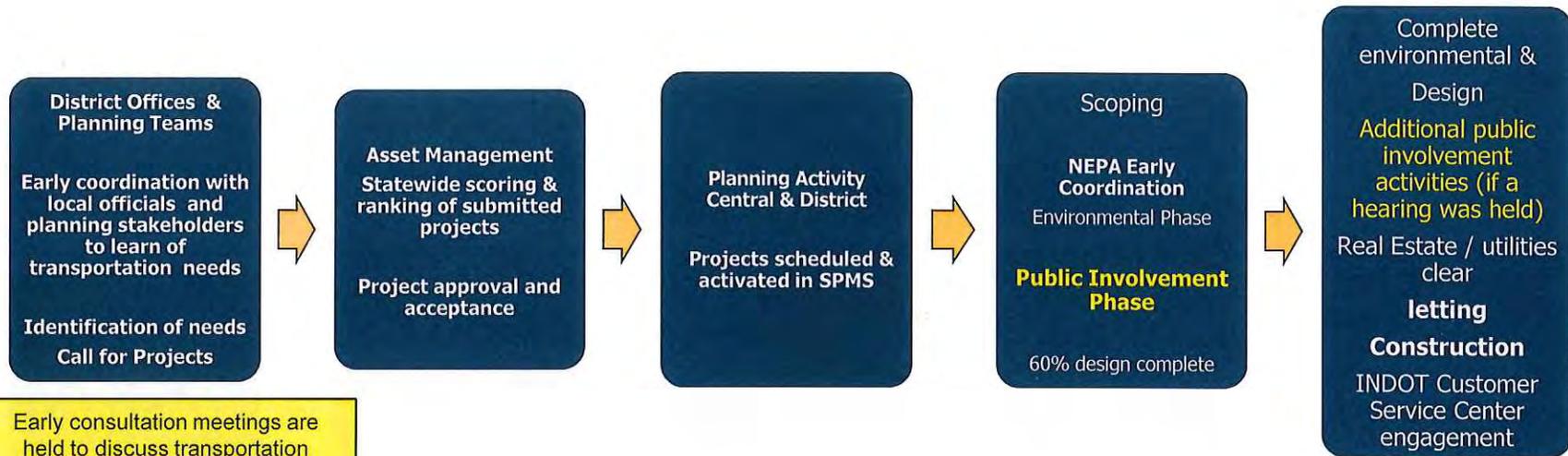
17. What is the community expectation for the transportation project?

18. Additional Comments:

Prev Done



Project Selection, Development and Delivery



Early consultation meetings are held to discuss transportation needs. INDOT Districts initiate/coordinate meetings with local officials and planning stakeholders.

Formal involvement occurs when a STIP is produced, for STIP amendments, during Non-MPO local officials consultation process and when key planning documents are produced and public input solicited

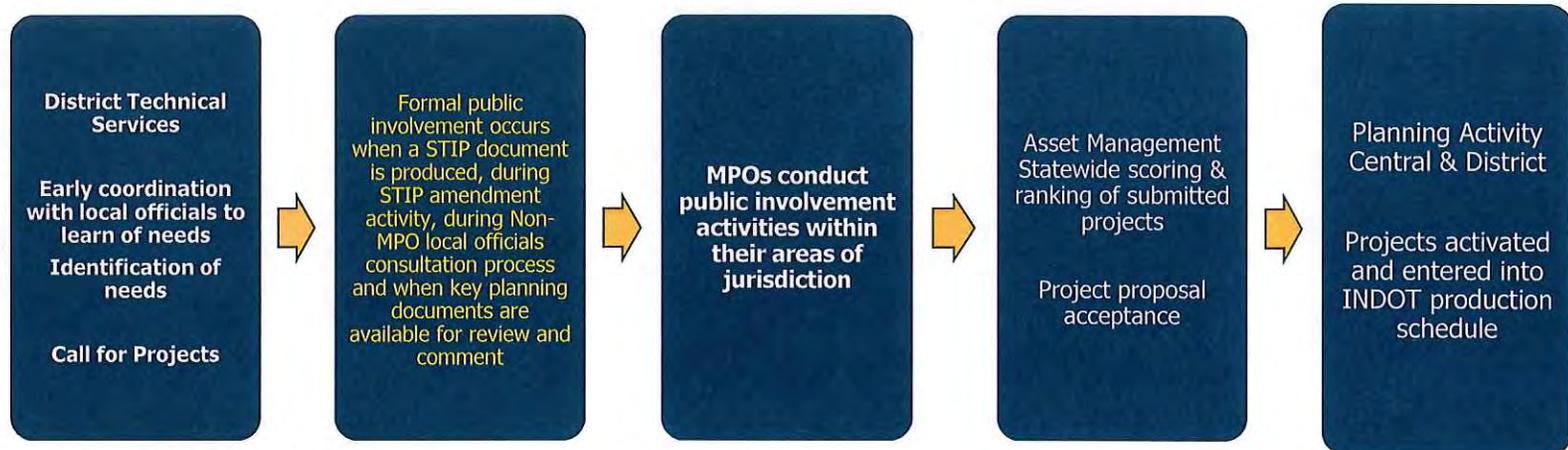
MPOs conduct activities in their areas of jurisdiction



Public Involvement



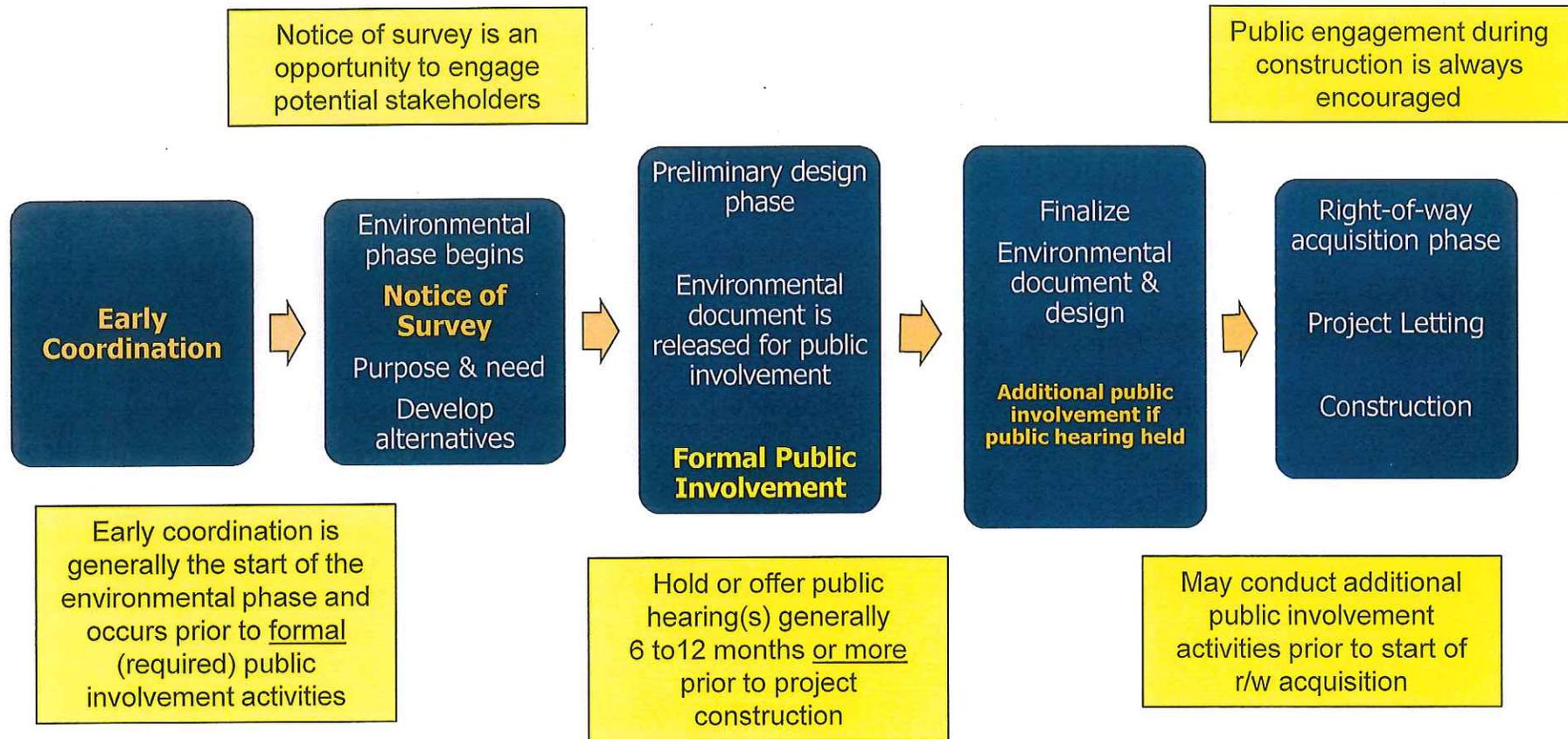
Project Selection Process



The Local Public Agency Program (LPA) coordinates activities for projects receiving federal aid and state funding in local communities



Project Development Process



Public Involvement State Statutes



Key Stages of Project Delivery



Offering of Public Hearing

Categorical Exclusion (CE) projects meeting criteria requiring formal public involvement, a public hearing can be held **OR** the public may be offered an opportunity to request a hearing

Environmental document released for public involvement

Notice of Planned Improvement to solicit input (offering of public hearing)

Publish notice twice in local newspaper(s), approximately a week apart, make document available at local repositories
Public review of environmental document

Allow a minimum of 15 days from the date of 1st publishing to receive public comment
Public comment period

Public comments documented & addressed
Hearing Certification

For lower level documents, the public is notified of planned improvement and also offered the opportunity to request a public hearing be held

Reasonable measures are taken to notify project stakeholders including mailing notices, e-mail/electronic notification, media contact & coordination .

Public comments are reviewed and addressed by project team. The Office of Public Involvement is responsible for ensuring responses to comments are provided to those submitting comments

Following certification, project team is notified and environmental document can be finalized by Environmental Services

This activity allows INDOT to formally solicit input by informing the public of a proposed project in the area

Publish notice in local paper(s) within project area, publish in non-traditional & minority papers (where applicable)

Ensure public comments have been adequately addressed, provide response to stakeholder

NEPA document cannot be finalized without completion of public involvement activities



Public Hearing Held

Environmental Assessment (EA) and Environmental Impact Statement (EIS) level projects require a public hearing

Environmental document released for public involvement

Notice of Public Hearing

Publish notice twice in local newspaper(s), approximately a week apart, make document available at local repositories
Public review of environmental document

Allow a minimum of 15 days from the date of 1st publishing to receive public comment
Hold Public Hearing
Public comment period

Public Hearings transcript
Public comments documented & addressed
Hearing Certification
Additional public involvement

For documents where there is public interest and also considerable environmental impact, the public is notified and a public hearing held

Reasonable measures are taken to notify project stakeholders including mailing notices, e-mail/electronic notification, media contact & coordination .

Public comments are reviewed, considered and addressed by project team. The Office of Public Involvement is responsible for preparing an official transcript of public hearing

Following certification, project team is notified and environmental document can be finalized by Environmental Services

This activity allows INDOT to formally solicit input by informing the public of a proposed project in the area

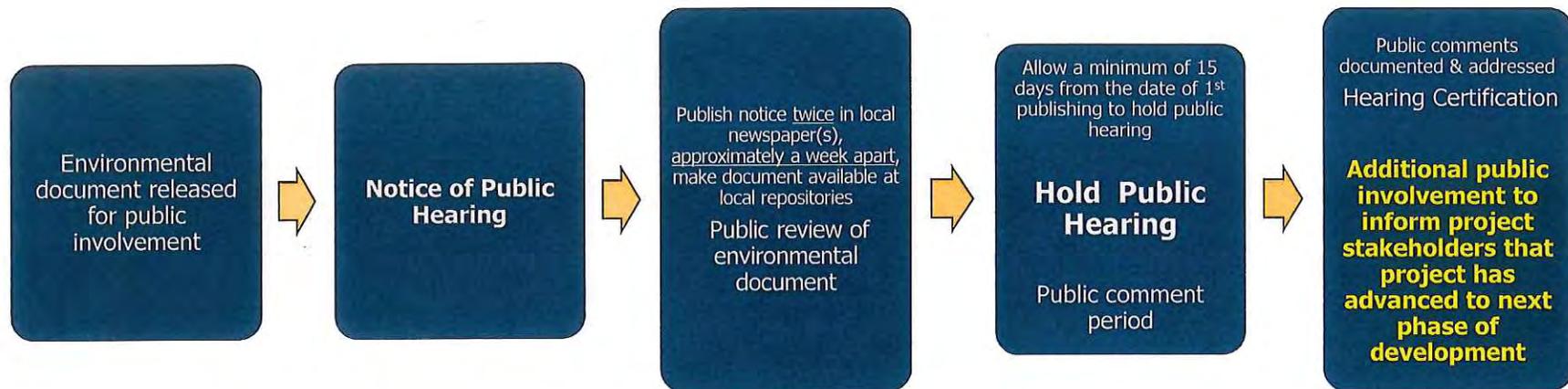
Publish notice in local paper(s) within project area, publish in non-traditional & minority papers (where applicable)

NEPA document cannot be finalized without completion of public involvement activities

Ensure public comments have been adequately addressed, provide response to stakeholders by making final/approved document available for public viewing. Implement reasonable notification efforts

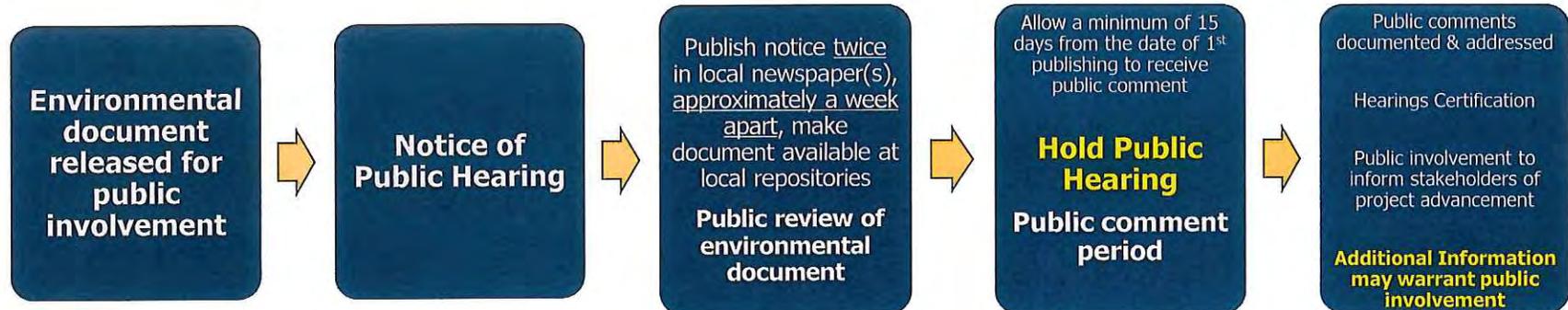


Post public hearing activity



Additional Information

If an Additional Information (AI) document is prepared following the approval of an environmental document, public involvement may be required. The Office of Public Involvement and Environmental Services will make determination



Public Involvement Criteria

Summary of public involvement criteria used by INDOT to determine when PI is required

- Proposal requires a half acre or more of permanent right-of -way
- Proposal substantially changes layout or functions of connecting roadways
- Proposal has substantial social adverse impact on abutting property
- Proposal has significant social, economic, environmental or other effect
- Proposal determined by the Federal Highway Administration to warrant a public hearing
- Proposal is a Federal-aid highway project involving the bypassing of, or going through any city, town, community or proposal is for an Interstate System
- CE projects involving historic bridges
- Environmental Assessment (EAs)
- Environmental Impact Statement (EISs)



Indiana Department of Transportation

Common Paths Initiatives

Whether traveling in a personal vehicle, using public transportation, or using various non-motorized forms of travel, we all have "Common Paths" in terms safe, efficient, and accessible transportation to move people and goods effectively.



Over the last 10-15 years, there's been a nationwide complete streets movement to integrate people, place, plans, design, construction, operation, and maintenance of our various transportation networks. The complete streets concept, initiated by the Safe, Accountable, Flexible, Efficient, Transportation, Equity Act (SAFETEA) is an initiative to design and build roads that adequately accommodate all anticipated users of a corridor, including pedestrians, bicyclists, users of mass transportation, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users. This concept recommends that appropriate accommodations be made where and when feasible so that all modes of transportation can function safely. The Common Paths program is specifically designed to provide cost effective transportation by considering the mobility needs of all users of our transportation system. The intent has been to safely balance the needs of different modes of travel and consider local land-use, economies, cultures, and natural environments.

INDOT's Common Paths program is a larger umbrella program and approach to road planning, design, and decision-making that considers and balances the dynamic needs of various users of our transportation system with a focus on moving people and goods safe and efficiently from point A to point B. The program is about the basics: improving the transportation system's safety and functionality for all users regardless of age, ability, or mode of travel (car, truck, walking, biking, or transit) and satisfies national Complete Streets initiatives. Its main premise is simply getting people involved, connecting communities, and providing transportation access to enhance the quality of life and economic competitiveness of the Hoosier State. The Common Paths program provides many benefits to local residents, communities, business owners, developers, and communities.

Programs

Over the years, INDOT has been involved in state programs and regional activities that tie into the Common Paths concept, making our system safe, efficient, and accessible for all users:

American with Disabilities Act (ADA) Transition Plan Development & Oversight

INDOT is committed to providing resources and technical assistance regarding the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973 (Section 504).

Title II of the ADA applies to all public entities. It requires INDOT to remove architectural and programmatic barriers that exclude qualified individuals with a disability. The ADA also requires INDOT, upon request, to make reasonable modifications to its policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its programs and activities. INDOT is not required to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Small Communities Sidewalk Program (SCSP)

Throughout Indiana, sidewalks are being used more and more. Sidewalks connect neighborhoods to schools, parks, religious facilities, community centers, transit, housing, government facilities, retail, and other destinations. However, in small rural towns and communities, sidewalks may be less common. Financial constraints and other limitations provide a challenge for locals to develop and improve sidewalks along state jurisdictional facilities, as standalone projects. INDOT recognizes that sidewalks are an integral part of the transportation system and in order to provide assistance in addressing this issue, INDOT has developed a Small Community Sidewalk Program (SCSP).

Highlights of this program are:

Funding will be set aside each fiscal year to construct new sidewalks or to upgrade existing sidewalks to ensure compliance with the most current standards, including American Disability Act (ADA) standards. Submitted projects will be located within public right of way for federal eligibility requirements. Development of this program will provide health benefits associated with walking as well as provide a sense of safety and welfare for pedestrians utilizing sidewalks.

Stellar Communities

The Stellar Communities Designation Program is a multi-agency partnership designed to recognize Indiana's smaller communities that have identified comprehensive community and economic development projects and activities as well as next steps and key partnerships.

Supporting Initiatives

Safe, Efficient and Accessible Transportation (SEAT) – previously noted as Complete Streets (CS)

In 2014, INDOT adopted an internal Safe, Efficient, and Accessible Transportation (SEAT) guideline policy (previously noted as Complete Streets), which lines up with national complete streets policies and guidelines. INDOT supports the Complete Streets Initiative.

INDOT SEAT guidelines and policies build upon multiple efforts and promote an integrated multimodal transportation system that sustains local land use developments and economic development.

The guideline considers various strategies as applicable: roundabout intersections, paved shoulders to accommodate bicycles and/or pedestrians, access management treatments, sidewalks, crosswalks, pedestrian crossing signals, transit shelters, bus pull-out lanes, road diets, traffic calming, and other strategies.

U.S. Bike Routes

The United States Bicycle Route System (USBRS) is the national cycling route network of the United States. It consists of interstate long-distance cycling routes that utilize multiple types of bicycling infrastructure, including off-road paths, bicycle lanes, and low-traffic roads. As with the complementary United States Numbered Highways system for motorists, each USBR is maintained by state and local governments. The USBRS is intended to eventually traverse the entire country. The USBRS was established in 1978 by the American Association of State Highway and

Transportation Officials, the same body that coordinates the numbering of Interstate highways and U.S. Routes.

Indiana Bicycle & Pedestrian Initiatives

In 2006, 83 percent of all Indiana residents had a hiking, biking, or equestrian trail available within 7.5 miles of their home and 70 percent lived within five miles of a trail. As of July 2013, 97.9 percent of all Indiana residents live within 7.5 miles of a trail and 93.2 percent live within five miles of a trail

Indiana Context Sensitive Solutions

It is the policy of the INDOT to incorporate context sensitive solutions (CSS) into the planning, development, construction and maintenance process for improvement to the state jurisdictional system. The process for incorporating context sensitive solutions is intended to establish a basis for the planning, development, construction, and maintenance process to incorporate a community's character and vision in transportation improvements, including pedestrians, cyclists, public transportation vehicles and passengers, trucks, and automobiles.

National Scenic Byways Program

The Indiana Byway Program is designed to preserve, protect, enhance and recognize transportation corridors of unique character. These corridors are notable examples of our nation's beauty, history, culture and recreational experience. Some byway routes are designated nationally while others are state designated byways. The national designation is made by the U.S. Secretary of Transportation from nominations presented by the states and federal land management agencies.

Contact Information

Roy Nunnally
Director, Asset Management Division
Indiana Department of Transportation
317-234-1692
rnunnally@indot.in.gov



INDOT Complete Streets Guideline & Policy

INTRODUCTION

The Complete Streets guidelines build upon multiple efforts and promote a multimodal transportation system that is integrated and sustains land use developments. The main objective is to design and build roads that safely and comfortably accommodate all users of the roadways, including motorists, cyclists, pedestrians, transit, and freight, benefiting people of all ages and abilities, as well as promoting Americans with Disabilities Act (ADA) acceptable provisions.

GOALS

Building Complete Streets will provide many benefits to residents, business owners, developers, and the community in its entirety. Most importantly, embracing the Complete Streets concepts will create a balanced transportation system by providing safe, accessible, and efficient connections between destinations, bolstering economic growth and stability, as well as increasing property values. Complete Streets will enhance job growth, reduce crashes through safety improvements, improve public health and fitness, reduce harmful emissions, and reduce the overall demand on our roadways by allowing people to replace motor vehicle trips with multiple transportation options. Additionally, integrating sidewalks, bike facilities, transit amenities, and/or safe crossings into the initial design of a project spares the expense and complications of later retrofits.

INDOT will partner with Metropolitan Planning Organizations (MPOs), Rural Planning Organizations (RPOs), INDOT District Offices, transit agencies, local municipalities, FHWA, FTA, local elected officials, stakeholders, and special interest groups to:

- Identify opportunities to promote and provide safe and convenient access and travel for all users of the transportation network while reducing crash rates and the severity of crashes.
- Improve mobility and accessibility of all individuals including those with disabilities in accordance with legal requirements of the ADA.
- Safely integrate intermodal connections across the transportation network to maximize the efficient use of existing transportation facilities.
- Encourage mode shift to non-motorized transportation and transit in appropriate situations.
- Ensure early coordination during project scoping to identify and document how a reconstruction or new construction project will impact bicyclists, pedestrians and transit riders of all ages and abilities and potential actions or strategies to address them.

- Offer internal and external training opportunities and other resource tools in the areas of: planning, engineering, environmental services, resource centers, education, encouragement, and evaluation to groups: the state legislature, local elected officials, and local citizens.

DESIGN COMPONENTS

Complete Streets are designed and operated to enable safe access for all users. While there is no set formula for a complete street, it will typically have some or all of the following elements:

- | | |
|--------------------------------|------------------------------|
| • Sidewalks & crosswalks | • Bus priority signals |
| • Bike or shared lanes | • Transit stop accommodation |
| • Wide shoulders | • Road Diets |
| • Refuge medians | • Access Management |
| • Bus Pullouts | • Roundabout Intersections |
| • Raised crosswalks | • Traffic calming strategies |
| • Audible pedestrian signals | • On-street parking |
| • Pedestrian countdown signals | |
| • Sidewalk bump-outs | |
| • Bus pull-off lanes | |

Planners, Engineers, and Designers must be careful not to sacrifice pedestrian safety when designing a roadway.

IMPLEMENTATION STRATEGIES

Implementation of Complete Streets on state jurisdictional facilities (US Roadway and State Routes) and recommendations on non-state, federal aid routes will follow a phased and sequential approach of establishing need, developing policy, and reconciling differences in the planning, design policies, guidelines, and manuals:

- Provide broad general guidelines for Complete Streets consideration in project development and design as part of the agency's Open Roads (Practical Design) process.
- "One size fits all" design or designs based on functional roadway classification do not work. Complete Streets design needs to be based on context and need and requires a flexible design process. INDOT will ensure improvements comply with Title VI/Environmental Justice, Americans with Disabilities Act (ADA) and should complement the context of the surrounding community. Facilities will be designed and constructed in accordance with current applicable laws and regulations, using best practices and guidance from the following, but not limited to: INDOT guidelines and manuals, American Association of State Highway and Transportation Officials (AASHTO) publications, Institute of Transportation Engineers (ITE) publications, the Manual on Uniform Traffic Control Devices (MUTCD), the Americans with Disabilities Act Accessibility

Guidelines (ADAAG), the Public Rights-of-Way Accessibility Guidelines (PROWAG), and National Association of City Transportation Officials (NACTO) Guidelines.

- In certain situations (low volume, rural, or low speed roadways) having vehicles and bicycles pedestrians share the travel lane *may be appropriate* and considered a reasonable integration of their needs.
- INDOT will monitor and report measures such as: rate of crashes, injuries and fatalities by mode, linear feet of sidewalks added or reconstructed, miles of shared lanes, number of crosswalk and intersection improvements, and work with Indiana State Department of Health in monitoring mode share shifts.

Exemptions to Implementation

- Limited or full access control facilities, where bicyclists, pedestrians, and other non-motorized forms of transportation are prohibited by law from using the roadway.
- Safety impacts outweighs the proposed benefit of implementing identified Complete Street element or component.
- The cost of providing bicycle and pedestrian features would be excessively disproportionate to the need or probable use. Excessively disproportionate is defined as exceeding ten percent (10%) of the cost of the project.
- Scarcity of population, travel and destinations, both existing and planned, demonstrate an absence of current and future need. For example, in rural or undeveloped areas where future development is not anticipated, sidewalks and designated bikeways will generally not be provided.
- Maintenance for sidewalks and bicycle paths outside the limits of the curb or shoulder will be the responsibility of the local jurisdiction. Maintenance agreements will be required as a provision of the entire project.

All exemptions will be documented and discussed with the MPO and/or local jurisdiction. If MPO or local jurisdiction is not in agreement with the exemption, they can introduce a formal appeal by means of a resolution adopted by their local governing body or board. The resolution must be submitted to the assigned Project Manager for review and consideration prior to the final design approval.

OPERATIONS & MAINTENANCE CONSIDERATIONS

- Designers will work with maintenance staff during development to ensure that maintenance and functionality are balanced.
- Recommendations should include applications for new as well as rehabilitation projects using accepted design standards specific to area need.
- Documentation of the level of maintenance needed by mode (examples: sweeping, snow removal, and signage), identify required funding, roles for operations & maintenance of the completed facility, and legal agreements.
- Traffic calming elements and public amenities such as landscaping, trees, bike racks, benches, trash collector sights, decorative lamp posts, decorative/welcome signage, use of bricks or pavers for crossings & sidewalks, and water stations beyond standard design amenities should be considered if

appropriate, can safely be included, and local/specialized funding sources are available and/or maintenance agreements have been signed.

RECOMMENDATIONS

Local Governments are encouraged to adopt their own Complete Streets policies, consistent with regional policy and federal and state design standards.

- INDOT should review and revise conflicting information in the Indiana Design Manual.
- Consideration of Complete Streets concepts in a project should be included in the scoping phase of the project.
- INDOT will serve as a resource to assist local agencies in developing their own Complete Streets Policies by making available its support and expertise in CSS, ADA, and Design.
- Project design should include accommodation for all users and be sensitive to the context of the setting of the project. It is important to note that Complete Streets may and will look different for every project and road type.
 - In rural areas, wide lanes, shoulders, and/or sharrow signage may be sufficient.
 - In urban areas, sidewalks will be required and/or bicycle accommodation if such accommodation can be reasonably incorporated within existing right of way on major reconstruction and new construction projects.
 - For repaving or re-striping projects with no additional right of way, options of bike lanes, sharrows, and pedestrian crosswalks should be considered and implemented.
- A systems approach should be used in developing roadway projects, especially to ensure coordination and connectivity between contiguous jurisdictions.
- If there is another project planned or being developed nearby, both projects should be coordinated to ensure consistency in the facilities serving the corridor.
- If the project serves a destination point, (i.e.: school, recreational facility, shopping center, hospital, or office complex) an opportunity for the destination to have access to the project facilities should be extended.
- Each local agency should update its design standards on a periodic basis and train its staff on the updates.

POLICY & GUIDELINE ADOPTION

This policy and guidelines will be available on the INDOT website for easy access and improved understanding by our customers and partners. This policy will be continuously updated when necessary to further implement the goals of this policy.



Karl B. Browning
INDOT Commissioner or Designee

Date: _____

GLOSSARY

ADA: Americans with Disabilities Act

Access: A way or means of approach to provide vehicular or pedestrian physical entrance to a property.

Accessibility: The ADA requires transit agencies to provide accessible buses or equivalent services to persons with mobility, sensory or cognitive impairments.

Bicycle: A device, upon which any person may ride, propelled exclusively by human power through a belt, chain or gears, and having one or more wheels.

Bicycle Lane (BL): A portion of a roadway which has been designated by striping, signing and pavement markings for the preferential or exclusive use of bicycles and/or other non-motorized vehicles.

Bicyclists: Those that ride bicycles.

Bus Pull-off: A designated portion of the street that buses can stop to drop off and pick up passengers.

Landscaping: A treatment of land comprising a building site or easement which consists of, but is not limited to, the use of grass, ground covers, shrubs, vines, hedges, trees, berms and architectural landscape features and material, for the visual and functional purposes of the site.

Median: The physical or painted separation provided on divided highways between two adjacent roadways.

Pedestrian: Any person afoot or in a wheelchair.

Pedestrian Access: An improved surface which connects the public right-of-way with private property or a building entrance.

Pedestrian Way: A right-of-way dedicated to or set aside for public use, which cuts across a block to facilitate pedestrian access to adjacent streets and properties.

Refuge Island: A raised longitudinal space separating the two main directions of traffic.

Right-of-Way: The streets, parkways, sidewalks, pathways and other land over which the public has a right of passage or land over which a rail line passes.

Rural Section: A cross-section of roadway that does not use curb and gutter, provides an above-ground storm water system, and typically does not contain sidewalks.

Shared Lane: A “standard width” travel lane that both bicycles and motor vehicles share.

Shared Use Path (SUP): A path physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way. Shared use paths may also be used by pedestrians, skaters, wheel chair users, joggers, and other non-motorized users.

Sharrow: A roadway marking used within travel lanes shared by bicyclists and other vehicles.

Shoulder: A paved portion of the roadway to the right of the traveled way that may serve bicyclists, pedestrians, and others.