

CITY OF BREMERTON Public Works and Utilities		Complete Streets Implementation Policy	
POLICY INDEX Public Works	EFFECTIVE DATE: REVIEW DATE: REVISED DATE:	APPROVED	

REFERENCE: BMC Chapter 11.10

PURPOSE: To establish procedures to implement the City's Complete Streets Ordinance and identify metrics by which the implementation is measured.

POLICY: The City of Bremerton will plan for, design, construct, operate, and maintain a transportation system that is safe, convenient, and integrated into a network for all users in a balanced, responsible, and equitable manner consistent with, and supportive of the surrounding community.

Complete streets are intended to benefit users equitably, particularly vulnerable users and underinvested and underserved communities. Transportation projects will provide safe, convenient, reliable, accessible, and timely transportation choices regardless of race, ethnicity, religion, income, gender identity, immigration status, age, ability, languages spoken, or level of access to a personal vehicle.

Transportation facilities that support the concept of complete streets include, but are not limited to, pavement markings and signs; street and sidewalk lighting; sidewalk and pedestrian safety improvements; Americans with Disabilities Act and Title VI compliance; on-street parking; transit accommodations; bicycle accommodations including appropriate signage and markings; and appropriate streetscapes, furniture and art that appeal to and promote pedestrian use.

PROCEDURE:

Implementation

The Complete Streets Program is implemented through the City's Comprehensive Plan and supporting documents including the Non-motorized Transportation Plan, the Capital Improvement Plan, and in coordination with planning documents developed by the Kitsap Regional Coordinating Council (KRCC) and its member jurisdictions. These plans specify the type and location of improvements to be implemented as funding is available.

To implement the Complete Streets Program, staff will perform the following:

- (1) Establish the Complete Streets Advisory Committee (Committee);
- (2) Public Works, with cooperation from other City Departments, shall assess whether any municipal and zoning codes, land use plans, or other relevant documents conflict with this program, and work to amend the documents and codes as appropriate to comply with the Complete Streets Program;
- (3) Promote and facilitate training opportunities on Complete Streets practices for relevant staff;
- (4) Engage the public in the selection, design and construction of transportation projects;
- (5) Identify neighborhoods or communities that exhibit a history of disinvestment or underinvestment and include this within the project selection criteria;
- (6) Prepare an annual GIS map that identifies the high need areas.

Project Selection Criteria

The Committee will assist staff in developing criteria that implement the complete streets vision. Staff will use these criteria as one factor in prioritizing which transportation projects are moved into Tier 2 of the TIP (projects that the City is actively pursuing funding to deliver), and when grants are pursued.

The initial selection criteria are as follows:

- (1) High need area/community of need;
- (2) Safety;
- (3) Access to key destinations;
- (4) Multimodal connectivity for all users;
- (5) Cost and ability to leverage grant funding.

The selection criteria may be amended by staff in consultation with the Committee.

Performance Measures

The Complete Streets Committee will develop performance measures to evaluate the success of the City's Complete Streets Program. The metrics for evaluation include, at a minimum, the following:

Health

- (1) Improve Access to Park and Recreation Facilities;
- (2) Enhance Infrastructure Supporting Bicycling;
- (3) Enhance Infrastructure Supporting Walking;
- (4) Improve Access to Public Transportation.

Access

- (1) *Enhance access to transportation facilities for those with disabilities.*

Safety

- (1) *Improve the safety of transportation facilities for bikers and pedestrians.*

TRANSPORTATION/COMPLETE STREETS ADVISORY COMMITTEE:

Committee Established:

There is established a Complete Streets Advisory Committee which will act solely as an advisory body to the City of Bremerton Public Works Director to implement the complete streets vision as outlined in BMC 11.10.

Membership and Appointment:

The committee will consist of not more than nine (9) members, appointed by the Public Works Director, who are qualified either by experience or by demonstrated interest in the practices, policies and applications of Complete Streets. With the exception of staff appointments, appointed members must be residents of the City of Bremerton. There are no minimum residency time requirements for appointment.

The initial appointments shall be made as follows:

- (1) One (1) staff member representing the City of Bremerton Public Works Department who shall Chair the Committee;
- (2) One (1) member representing Olympic College;
- (3) One (1) staff member representing the City of Bremerton Parks Department;
- (4) One (1) member representing Kitsap Transit;
- (5) One (1) member representing Kitsap Public Health District;
- (6) One (1) member representing Naval Base Kitsap;
- (7) One (1) member representing the Bremerton School District;

- (8) One (1) community member representing interest in improving and sustaining walkability, including ADA accessibility;
- (9) One (1) community member representing interest in bicycling.

Salaries and Personal Expenses:

The members of the Committee shall receive no salaries or other remuneration for their services in such capacity and shall not be entitled to personal expenses incurred by them in the discharge of their duties associated with this committee.

Duties and Responsibilities:

The Committee is not a decision-making body but is a recommending body to the Public Works Director. Accordingly, all duties of the Committee shall be under the direction of the Public Works Director.

The Committee has the following focus areas:

- (1) Advise on multimodal transportation options that enable safe, attractive, sustainable, comfortable, and independent access and travel for pedestrians, bicyclists, transit users, and motorists of all ages and abilities and
- (2) Provide staff with recommendations for pragmatic and specific transportation solutions.

The committee will have the following specific duties:

- (1) Provide general input and assistance to staff regarding transportation projects, programs and policies; generate ideas and recommend solutions as appropriate; and provide recommendations from the perspective of active transportation users;
- (2) Review transportation projects and plans for Complete Streets criteria as appropriate. In some cases, City staff will bring projects to the Committee during the planning phase for consideration. The Committee may also provide their input and recommendations regarding specific projects;
- (3) Identify and recommend goals for complete streets, including methods for measuring and tracking performance;
- (4) Assist in developing criteria to prioritize Capital Improvement Projects that implement the Complete Streets vision;
- (5) Assist with public education.

Meetings:

Regular meetings of the Committee will generally be held once per quarter. When appropriate, as determined by the chairperson and City staff, meetings may be scheduled more or less frequently. The time, duration and dates will be established by the committee.

Staff resources to support meetings include one staff member who attends meetings and serves as staff liaison, and one staff member who attends meetings and prepares meeting packets and agendas.

Reports:

Not less than annually the City will prepare a report outlining the extent to which the performance measures have been met, and present this to the Public Works Committee of the Bremerton City Council. The report will outline both achievements in implementing the Complete Streets Vision, along with exceptions to the complete streets program.