



CITY OF SAINT PAUL
Melvin Carter, Mayor

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TRANSPORTATION COMMITTEE OF THE PLANNING COMMISSION

Monday, December 3, 2018, 4:30 p.m. – 6:00 p.m.
All meetings are held in the City Hall Annex 13th floor
Conference room at 25 West 4th Street in Saint Paul

1. Complete Streets Checklist – Fay Simer (Public Works) 50 minutes
2. 2040 Comprehensive Plan – Bill Dermody (PED) 30 minutes

Upcoming Transportation Committee Meetings

- December 17
- ~~December 31~~ cancelled
- January 14 (tentative)

Meetings are open to the public. The Chair may allow five minutes for informal public comment (from non-committee members) at the beginning of each agenda as needed. Additional time may be allocated for comments or further discussion at the discretion of the Chair. Meetings will be cancelled if there is not a quorum expected, or if there are no agenda items. For additional information on the Transportation Committee of the Planning Commission, please visit our website at bit.ly/StPaulTC or contact Bill Dermody at Bill.Dermody@ci.stpaul.mn.us or 651-266-6617.

Transportation Committee Staff Report for Plans and Policies

Committee date: 12.3.18

Plan Name/Policy Name: Complete Streets Recommendations form

Contact: Fay Simer

Plan/Policy Webpage: na

Description:

This document is a communication tool to:

- o Demonstrate PW understanding of context and policy goals guiding project design decisions
- o Demonstrate how Saint Paul Street Design Manual guidelines are incorporated into project design
- o Document outcomes of design decisions related to each transportation mode

The Transportation Committee is being asked to review this document and comment on its effectiveness as a tool to clarify design decisions on street projects.

General Timeline: To be applied on 2020 projects

Public Hearing Date & Location: na

Transportation Committee Role:

☐ Inform scope & approach ☒ Review draft ☐ Make recommendation

Explanation Staff recommendation: Endorse form

Action item request of the Committee: Review form and comment on changes to enhance user-friendliness and readability.

Staff recommendation	<i>Describe, if any recommendation/action is required</i>
Action item requested of the Committee	<i>State intended action for committee to take, e.g., "Recommend approval of x" or "Advise staff on which projects to apply for from the grant program"</i>
Committee recommendation	<i>To be filled in at the meeting</i>
Committee vote	<i>To be filled in at the meeting</i>

TO: Transportation Planning Committee

FROM: Public Works Street Design and Construction Division, Public Works Traffic Division, Public Works Transportation Planning and Safety Division,

DATE: 12.3.18

SUBJECT: Clarifying the intended purpose and use of the Complete Streets Recommendations Form

This memo is intended to clarify the audience, purpose, and process for using the draft Complete Streets Recommendations form under development by Public Works staff.

Audience

- The intended audience of this document is external policy makers, specifically the Transportation Committee and City Council
- The proposed use of this form for Saint Paul street projects is:
 - Transportation Committee reviews this form in lieu of the existing staff report form
 - Complete Streets Recommendations will accompany SOERs in presentations to the City Council

Document Purpose

- This document is a communication tool to:
 - Demonstrate PW understanding of context and policy goals guiding project design decisions
 - Demonstrate how Saint Paul Street Design Manual guidelines are incorporated into project design
 - Document outcomes of design decisions related to each transportation mode
- The best use of this document is for linear alteration projects. Other projects, e.g. intersection-specific upgrades, may benefit from review through this process, which will be determined on a case by case basis by the City Engineer.
- Complete Streets Recommendations do not replace the existing project development process, e.g. notifications to operations, completion of a SOER, coordination with other departments, etc.

Proposed Process for 2020 projects

- Public Works will begin using this form for 2020 projects. Complete Streets Recommendations forms for 2020 projects will be presented to the Transportation Committee in Q1 2019 (existing conditions) and again in Q3 2019 (existing conditions and proposed design).
- 2020 Applicable Projects:
 - Lafayette Bridge/Tedesco
 - Como
 - Edgumbe
- Transportation Planning and Safety Division fills out Relevant Plans and Policies and Existing Conditions
- Street Design and Construction Division fills out Proposed Conditions
- Community meetings typically October – November 2018.



Complete Streets Recommendations
PROJECT NAME
City Project No.

Project Scope

Describe scope and extent of project. Attach a map showing the project corridor, including labels of all intersections.

Identify agency with road or trail jurisdictional authority.

Project Purpose

Describe purpose of the project: why are we doing this work? Including purpose and need, safety issues, overview of current conditions.

Describe pedestrian, bicycle, transit, and freight project needs identified by staff and the general public related to this project.

I. Relevant Plans and Policies

a.	Cite relevant goals and policies from the city's Comprehensive Plan .
b.	Is project location identified in a Safe Routes to School Plan ? Yes / No If yes, describe:
c.	Is the project location on an <u>existing or potential high-frequency transit route</u> (pg 6.28)? Yes / No If yes, describe:
d.	Is project location referenced in an adopted St. Paul neighborhood plan or station area plan ? Yes / No If yes, describe:
e.	Is the project located in a local, state or national historic district? Contact PED. Yes/ No If yes, identify?
f.	Does the project location form or connect to a route on the St. Paul Bicycle Plan (Figs 2-5) , the Metropolitan Council's Regional Bicycle Transportation Network (Fig 6), or a planned regional or state bike trail (Fig 7)? Yes / No If yes, describe:
g.	Identify the preferred and minimum frontage zone, pedestrian zone, and boulevard/furnishing zones for this corridor type. See the Saint Paul Street Design Manual pg 25.



II. EXISTING CONDITIONS

- a. **Existing Typical Section.** Provide multiple cross sections as needed if the cross section varies significantly throughout the project. *(Prepare graphic on streetmix.net or other graphic program. Include widths for all functions in the ROW.)*

b. **Corridor Land Use Context**

Describe existing land use context, including any major trip generators along the project. *E.g. schools, parks, libraries, hospitals, large employers.*

Identify Future Land Use planned within ¼ mile of the project corridor. *Source: GIS layer being developed (Aug. 2017)*

List any development anticipated along the project corridor.
Sources: Contact PED neighborhood liaisons or the Transportation Planning and Safety Site Plan Review staff for projects.

c. **Pedestrian Facilities**

Sources:

Sidewalk verification- Compass

Sidewalk condition- field review

Intersection count and crosswalk enhancements- aerial imagery

Pedestrian counts- Transportation Planning and Safety Division

Does sidewalk exist the entire length of the project area on both sides of the street? Yes / No
If no, identify gaps in the sidewalk network:

Describe the general condition of the sidewalk surface (e.g. asphalt patches, cracks, tree heaves, ponding, slopes, pavement condition).

What percentage of sidewalk does not meet ADA requirements?

What percentage of curb ramps do not meet ADA requirements?

Describe uses and widths within each sidewalk zone (frontage zone, pedestrian zone, boulevard and furnishings zone). Characterize materials in the boulevard zone (e.g. grass, pavement, boulevard trees, etc.). Describe how snow storage is achieved. *Refer to the [Saint Paul Street Design Manual](#) (pg 24) for descriptions of sidewalk zones.*

List and describe existing crosswalk enhancements at any intersections or midblock crossings in the project area, e.g. bumpouts, pedestrian refuge islands, RRFBs, HAWKS, marked crosswalks, enhanced marked crosswalks:

List available pedestrian counts collected on the corridor. Include location, peak hour counts, and dates of collection.



d. Bicycling facilities

Sources:

Bicycle facility and type verification- Compass

Bicycle counts- Transportation Planning and Safety Division

Existing bicycling facility along or across the project corridor? Y / N
If along corridor, identify bicycling facility type, its dimensions, and the extent of the bicycle facility. Describe how snow storage is achieved. Include existing pavement condition in the bicycling facility.
If across corridor, identify bicycling facility type, its dimensions, and the extent of the bicycle facility.
List available bicycle counts collected on the corridor. Include location, peak hour counts, and dates of collection.

e. Transit

Sources:

Bus Routes and Stops: <https://www.metrotransit.org/imap/map.aspx?route=>

Boarding/Alighting Counts: <https://gisdata.mn.gov/dataset/us-mn-state-metc-trans-stop-boardings-alightings>

Planned Improvements: Metro Transit Manager of Facility Planning and Urban Design, Anna Flintoft, anna.flintoft@metrotransit.org, 612.349.7377

Bus Routes Served:
Number of improved bus stops on the corridor (bus pad, bench, and/or shelter):
Number of unimproved bus stops on the corridor (signs only):
Number of bus stops on corridor adjacent to controlled crossing of corridor:
Boarding/alighting counts: Identify stop locations and most recent year counts.
Identify any planned improvements to transit service and/or bus stops in the project area.

f. Traffic Conditions

Source: Compass

Roadway Functional Classification: <i>A Minor B Minor Collector Residential</i>
Is this a State-Aid route? : Yes / No
Average Daily Traffic:
Posted Speed Limit:
List the dates and locations of any relevant speed studies, as well as 85% speeds:
<u>Truck route</u> along or across project area? Describe any major sources of heavy truck traffic nearby.
What is existing pavement condition?



g. On-Street Parking

Sources: Project Manager

Describe on-street parking elements: parking lane width, locations, metering, time restrictions, nearby permit parking.
Describe how snow storage is achieved.
Parking utilization counts (if available):
Describe additional parking on or near corridor (e.g. significant off-street parking facilities, available side street parking):
Delivery/loading zones:

h. Describe current street lighting (e.g. twin lantern, wood pole, single globe lantern, etc.):

Sources: Compass, field visits



PROPOSED IMPROVEMENTS

a. Proposed Typical Section

Prepare graphic on streetmix.net or other graphic program, include widths for all functions in the ROW.

b. Does your project involve minimum widths for travel lanes, bicycle lanes, or parking lanes, as defined by Minnesota State Aid? If so, explain your design decision.

c. Summary of Non-Motorized Transportation Improvements

i. Pedestrian Facilities

Will sidewalk be installed as part of this project (or existing sidewalk remain in place) running the entire length of the corridor on both sides of the street? Y / N
If no, identify remaining gaps in sidewalk network and explain why they could not be addressed:
Describe any proposed improvements to the general condition of the sidewalk surface and the pedestrian zone.
Describe any changes or improvements to the frontage zone or boulevard/furnishings zone. Include a description of snow storage capacity.
Describe how the project will address ADA compliance of curb ramps, alleys and driveways.
List and describe proposed changes to crosswalk enhancements at any intersections in the project area, e.g. bumpouts, pedestrian refuge islands, RRFBs, HAWKS, marked crosswalks, enhanced marked crosswalks. <i>Refer to the Saint Paul Street Design Manual (pg 142) to describe recommendations for removing, replacing, or adding crosswalk enhancements in the project corridor.</i>
Describe alternative pedestrian crossing enhancements that were considered and why the proposed facilities were selected.

ii. Bicycling facilities

Does the proposed design add or maintain a bicycling route along corridor? Y / N
If along corridor, identify bicycling facility type, its dimensions, and the extent of the bicycle facility.
Describe gutter pan (if applicable) and storm grate type and widths in relationship to overall width of the bicycling facility:
How will snow storage impact the bicycling facility?
Bicycling improvements at intersections? E.g. bike boxes, bicycle signals, additional striping, etc.
Describe alternative bicycling accommodations that were considered and why the proposed facility was selected.



d. Summary of Motorized Transportation Improvements

Describe impacts to motorized street elements. List impacts of the proposed design compared to the existing condition and identify the reason the proposed design was selected.

Mode	Describe change from existing condition	Describe rationale for change
Transit		
Freight		
On-Street Parking		
Travel Lanes		

e. Street lighting

Describe proposed street lighting and how scale and orientation of lighting system supports non-motorized users (e.g. twin lantern, wood pole, single globe lantern, etc.):

Transportation Committee Staff Report for Plans and Policies

Committee date: December 3, 2018

Plan Name/Policy Name: *Saint Paul for All: 2040 Comprehensive Plan*

Contact: Bill Dermody, 651-266-6617

Plan/Policy Webpage: www.stpaul.gov/SaintPaul4All

Description: Update of the 2030 Comprehensive Plan, which was passed in 2010. The Comprehensive Plan is used by City staff and private developers as a blueprint for future development. It is used to guide the expenditure of public funds, secure outside public funding, guide private investment, respond to trends, and inform policy decisions related to development, especially zoning actions. Community groups, development partners, housing and transportation providers, and other governmental agencies also use the Comprehensive Plan as a guide for their work in Saint Paul.

General Timeline:

2016: Public outreach & issue identification (complete)

2017: Draft policies, committee/commission reviews (complete)

- Transportation Committee recommended a draft of the Transportation Chapter in June 2017

2018: Adjacent jurisdiction review, preliminary release (May), formal public release (Nov.) (complete)

2019: Public hearings and adoption

Public Hearing Date & Location: January 11, 2019 at Planning Commission; June 2019 (tbd) at City Council

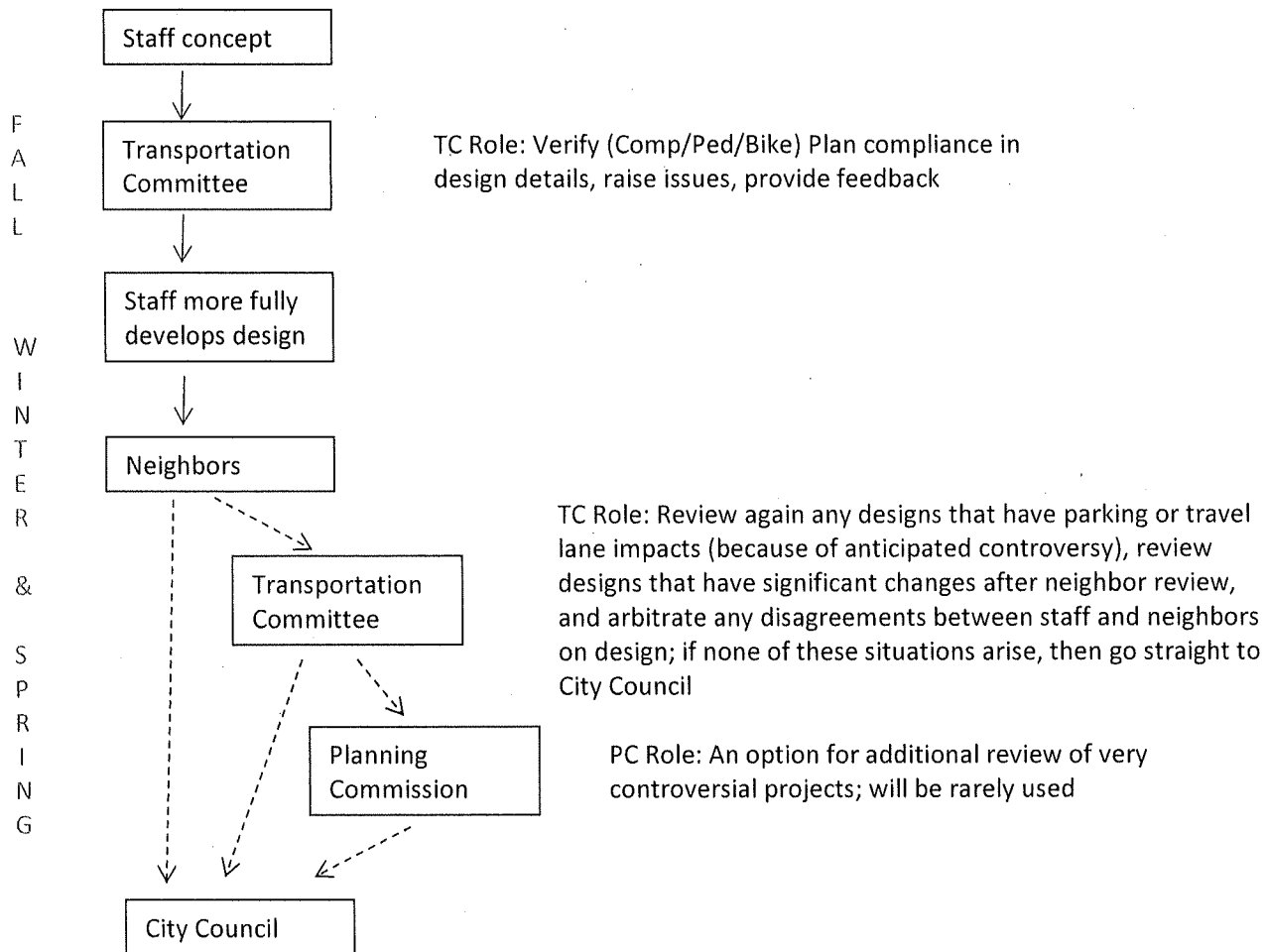
Transportation Committee Role:

☐ Inform scope & approach ☒ Review draft ☐ Make recommendation

Explanation: The Transportation Committee has an informal role in this stage. TC members who are not Planning Commissioners are encouraged to provide their individual comments (either online or at the public hearings). Your discussion on Monday can inform your comments. All TC members are encouraged to be ambassadors to spread the word about the plan draft for robust public involvement.

The four TC members who are also Planning Commissioners can ask questions and explore issues, but should not express firm opinions at this stage prior to a public hearing and considering public comments. (You'll get your chance to vote later.)

Transportation Committee Process for Individual Projects*



* Process applies to city projects. State and County processes, which are generally outside of direct City control, will vary, though this document may be provided as a suggested process.