

Municipality of Mt Lebanon –Complete Streets Policy November 2022

Definition

"Complete Streets" are public streets, alleys, and roadways designed and operated to accommodate users of all ages and abilities safely and comfortably, including people walking, people riding bikes, people accessing transit, people with disabilities, delivery and service personnel, and emergency responders; improve utility resiliency, and reduce, accommodate and slow stormwater runoff as part of a comprehensive stormwater management system. A 'Complete Streets' policy considers the entire right-of-way beyond the transportation focused infrastructure and uses a holistic approach to address utility service delivery, stormwater, air quality, tree canopy, and quality of life improvements in each project.

1. Vision and Intent

- 1.1. The Municipality shall develop a safe, comfortable, reliable, efficient, integrated and completely connected multimodal transportation network providing access, mobility, safety, and connections to all users. Through the establishment and maintenance of an Active Transportation Plan. The interconnectedness of the Complete Streets network shall be explained and documented on a map available to the public on the Municipality's website.
- 1.2. The public will realize long-term cost savings in improved health and better environmental stewardship. Residents, staff, and the business community will benefit by cutting transportation costs and making this income available for other, non-transportation expenses such as dining and entertainment in the community. An additional benefit is that a Complete Streets policy creates an economical and functional equity to every user of the road and every household regardless of one's income, place of residence, neighborhood, mode choice, or any other factor.
- 1.3. The Municipality shall efficiently address water quality of its sewer system by assessing opportunities and then conducting improvements where needed for sewer lines in coordination with road improvements. Streets shall be designed to not have excess pavement and considerations such as lane width, turning radii, traffic islands and on-street parking shall be evaluated for pavement reduction opportunities.
- 1.4. The Municipality shall efficiently address utility service resiliency by assessing opportunities and coordinating with Utility providers to conduct improvements where needed for utility infrastructure upgrades in coordination with road improvements. Streets shall be designed to not prioritize utility poles or other service delivery infrastructure over accessible mobility.

2. Diverse Users

- 2.1. Street, alley, and roadway projects shall be designed and planned, to the extent feasible, to accommodate all users of the transportation system, including but not limited to people walking, people using transit, people riding bikes, seniors, children, people with disabilities, those with pets, motorist/truck operators, and emergency responders, while respecting the access needs of adjacent land uses. Special attention in the design and planning of a project shall be given to addressing the needs of people with disabilities in accordance with the Americans with Disabilities Act and the elderly so that proposed complete improvements make a measurable difference in ease of travel, comfort, and safety for these most vulnerable users. Infrastructure investments shall be mapped, quantified, and evaluated to ensure the provision of Complete Streets projects in all neighborhoods, avoiding pockets of disinvestment or underinvestment.

3. Commitment in all projects and phases

- 3.1. All municipal-owned new construction, reconstruction/retrofit, resurfacing, repaving, restriping, and rehabilitation transportation projects in the public right-of-way including, but not limited to, streets and all other connecting pathways should be designed, constructed, operated, and maintained so that all modes of transportation allow all users to move safely, comfortably, conveniently, and independently.
- 3.2. Privately constructed streets and parking lots shall adhere to this policy.
- 3.3. All utility related projects undertaken in the municipality shall consider the Municipality's Complete Streets policy, and how to best accommodate the changes necessary to support the policy. All utilities shall be considered for undergrounding to provide for the long-term optimization of the right of way condition.
- 3.4. The Municipality shall foster project partnerships with the Commonwealth of Pennsylvania, Allegheny County, neighboring communities, businesses, and the Mt. Lebanon school district to develop facilities and accommodations that further the Municipality's Complete Streets policy for travel between regional assets.
- 3.5. The Municipality shall approach every street project and each project's phase as an opportunity for transportation improvements for all users, an opportunity to design streets to optimize for appropriate speeds and safety, an opportunity to use the public right of way to benefit all uses, not only transportation, and as an opportunity for water and air quality improvements. These phases include, but are not limited to, planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation, and maintenance. Other changes to transportation facilities on streets, paper streets, and rights-of-way, including capital improvements and major maintenance, must also be included.
- 3.6. The Municipality shall provide accommodations for all modes of transportation to continue to use the road safely and efficiently during any construction or repair work that infringes on the utilization of the right-of-way for all modes of travel.

4. Exceptions

- 4.1. Exceptions to providing for all modes in each project may be authorized by the Municipal Manager using the process and criteria as described below when:
 - 4.1.1. An affected roadway prohibits, by law, use by specified users (such as pedestrian malls), in which case a reasonable and equivalent project shall be designated to accommodate those specified users elsewhere, including on roadways that provide similar access to a route or destination.
 - 4.1.2. Roadways that have been determined to have historical value due to their brick surfaces as defined in any brick street policy shall confirm to said policy and be exempt from any Complete Streets provisions.
 - 4.1.3. The activities are ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair and surface treatments such as chip seal or interim measures); or
 - 4.1.4. The Municipal Manager after consultation with the Director of Public Works, Comprehensive Plan, Active Transportation Plan, Manager of Economic Development, and any advisory committee as determined by the Commission issues a documented exception concluding that the application of Complete Streets principles is excessively disproportionate to the need or probable use. Such exceptions shall be clearly explained and available on the Municipality's website and conspicuously posted at the Municipal Building, and the public library. On the posting shall be the contact information to share comments about the exception to the Sustainability Coordinator and relative municipal staff.

5. Jurisdiction

- 5.1. All transportation infrastructure, street design, and construction projects requiring funding or approval by the Mt. Lebanon Commission shall adhere to this Policy. The Municipal Manager shall require the staff of Public Works, Planning, Police, Public Information, and Economic Development to implement the Complete Streets improvements in a unified and coordinated manner through consistent and thorough communication including Complete Streets topics at senior staff meetings and in the staffs' weekly activity reports to the Municipal Manager and Mt. Lebanon Commission when applicable.
- 5.2. Projects funded by non-municipal governmental agencies such as state, federal, county government shall adhere to this Policy. To the greatest extent, coordination between municipal and non-municipal staff responsible for planning and engineering of Complete streets shall receive special attention.
- 5.3. Private developments including street design and construction components shall adhere to-and fully support--this Policy. The Municipal Planner or his or her designee with the developer shall agree upon applicable requirements early in the approval process. The Municipality shall verify compliance of the development during inspections prior to the use of such improvements by the public.
- 5.4. To the fullest extent possible, Commonwealth of Pennsylvania streets including those on the Federal Primary System, including the design, construction, reconstruction, and maintenance of such streets, shall comply with this Policy.
- 5.5. For all streets and trails that connect to neighboring municipalities, Complete Streets principles shall be encouraged across borders so that accommodations are continuous to destinations in other municipalities.
- 5.6. For streets and trails that are part of a regional network, the Municipality shall especially provide well-maintained facilities that exemplify Complete Streets principles.

6. Design

- 6.1. The best, state-of-the-practice design guidance, standards, and recommendations shall be immediately adopted in the implementation of Complete Streets, including, but not limited to:
 - *National Association of City Transportation Officials (NACTO) Urban Street Design Guide*
 - *National Association of City Transportation Officials (NACTO) Urban Street Stormwater Guide*
 - *National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide*
 - *National Association of City Transportation Officials (NACTO) Designing Streets for Kids*
 - *American Association of State Highway and Transportation Officials (AASHTO) Guide for Planning, Designing and Operating Pedestrian Facilities*
 - *American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities*
 - *Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*
 - *Institute of Transportation Engineers (ITE) Policy on Geometric Design of Highways and Streets*
 - *EPA recommended Low-Impact-Development Methods on protecting the environment and water resources through proper site design techniques*
- 6.2. *Design guidance standards shall be reviewed yearly and updated accordingly to align with best practices.*

7. Land Use and Context Sensitivity

- 7.1. The Municipality shall require specific evidence in all new or revised land use policies, plans, zoning ordinances or equivalent documents how they support the Municipality's Complete Streets Vision. The projects must be sensitive to the surrounding context including current and planned buildings, parks, trails, as well as its current and expected transportation needs. Land use policies and zoning ordinances must support Complete Streets promoting dense, mixed-use, transit-oriented development. All Complete Streets solutions must be appropriate and sensitive to the context and intended character as proposed in the Mt. Lebanon Comprehensive Plan, Mt. Lebanon Parks Master Plan, an Active Transportation Plan, Recreation Center Feasibility Study, TOD Toolbox, Uptown Strategic Plan, CONNECT Regional Climate Action Plan, Vibrant Uptown, and other forward-thinking plans and studies. Unintended consequences such as involuntary displacement shall be avoided when possible or addressed with equity and fairness to the affected party.
- 7.2. Street, trail, bus stop, and sidewalk design decisions shall include public outreach and input and be sensitive to values of Mt. Lebanon as a walkable, vibrant, sustainable, and bike friendly community.
- 7.3. Projects shall be designed at a human scale for the needs and comfort of all people, with due consideration of issues such as street design and width, lane width, desired motorists' operating speed, hierarchy of streets, mode balance, and connectivity.
- 7.4. Design criteria shall be based on the thoughtful application of engineering, architectural and urban design principles such that all projects shall make the Municipality a more appealing, enjoyable, and sustainable place in which to live and work.

8. Performance Measures

- 8.1. 8.1. The Municipal Planning office and Public Information office shall annually measure and report to the Sustainability Coordinator, appropriate advisory boards and public an evaluation such as, but not limited to, the following performance measures:
 - 8.1.1. Miles of asphalt/concrete streets
 - 8.1.2. Miles of brick streets
 - 8.1.3. Miles of bike lanes
 - 8.1.4. Miles of sidewalks or other dedicated pedestrian paths
 - 8.1.5. Number of municipal bike racks
 - 8.1.6. Number of municipal EV charging stations
 - 8.1.7. Crosswalk and intersection improvements
 - 8.1.8. Pedestrian, bicyclist, and bus ridership counts
 - 8.1.9. Percentage of employee, student, and visitor arrivals by foot, personal bicycle, transit, carpool, bikeshare or carshare, or electric vehicle.
 - 8.1.10. Number of ADA compliant new curb ramps installed along municipal streets
 - 8.1.11. Number of bicycle parking spaces created, and number updated that comply with Zoning Code bike parking location and design criteria
 - 8.1.12. Number of crashes (location and type)
 - 8.1.13. Number of new developments constructing the minimum required number of parking spaces rather than the allowable maximum
 - 8.1.14. Square footage of new bioretention facilities
 - 8.1.15. Square footage of pavement removed
 - 8.1.16. Vehicle Miles Traveled
 - 8.1.17. Carbon emissions
 - 8.1.18. Net number of street trees added

- 8.1.19. Report on project effectiveness of engaging those who are underrepresented, consideration of their suggestions, and documentation of improvements that resulted from their input
- 8.1.20. Evaluation of plans and improvements to assure they are equitably distributed with respect to factors including but not limited to income, race, vehicle access, and planning district
- 8.1.21. Linear feet of overhead utility lines, number of utility poles, and associated infrastructure obstructions that have been removed and relocated to reduce obstructions in the public right-of-way
- 8.2. An annual report shall document the change for each performance measure contained in this ordinance compared to the previous year(s). Such report shall be readily viewable on-line and in paper version at the Municipal Building and at the Mt. Lebanon Public Library

9. Project Selection and Criteria

- 9.1. Project Evaluation and Criteria Scoring of the Capital Improvement Program shall include Complete Streets as a priority and Mt. Lebanon Commission goal. Capital improvements shall be mapped and quantified, as part of an Active Transportation Plan, to make certain in the Municipality's five-year capital planning document that municipal resources are equitably provided. Scoring criteria shall be adjusted when necessary to attain an equitable distribution of Complete Streets projects and resultant benefits.
- 9.2. The Department of Public Works, the Planning Office, Public Information Office, and other applicable departments, agencies, advisory boards, and committees shall incorporate Complete Streets principles into all existing and future plans, manuals, checklists, decision-trees, rules, regulations, and programs including, but not limited to, the Capital Improvement Program, and annual road program insomuch as possible.

10. Implementation Steps

- 10.1. Through the implementation of the Active Transportation Plan senior staff of Police, Fire, the Department of Public Works, the Planning office, Economic Development, Public Information, and other applicable departments, agencies, and committees shall incorporate Complete Streets principles into all existing and future plans, manuals, checklists, decision-trees, rules, regulations, and programs including, but not limited to, the Capital Improvement Program, Safe Routes to Schools, and annual street program insomuch as possible.
- 10.2. The Department of Public Works, the Planning office, Economic Development, other applicable departments, and the Sustainability Coordinator will annually review current design standards to ensure that they are the best available resources. Changes and updates to design standards will be presented to appropriate advisory board for review prior to implementation.
- 10.3. The Planning office shall annually review the Zoning Code and recommend amendments that fully support the Municipality's 'Complete Streets Vision.
- 10.4. The Municipality shall fund, host, and encourage staff professional development and training to be fully conversant about Complete Streets issues including motorized and nonmotorized transportation conferences, classes, seminars, and workshops. Staff working on such projects shall attend annual training or continuing education on documented research and best practices. Municipal staff shall provide educational opportunities for Municipal boards, committees and commissions, business districts, schools, and other institutions so that everyone understands the importance of the Complete Streets Vision.
- 10.5. Transportation planning and engineering consultants shall be selected only if they are leaders in implementation of cost-effective, practical projects that created Complete Streets consistent with this Municipality's Vision and Intent.
- 10.6. Municipal staff of Finance, Public Works, Economic Development, and Planning shall identify all funding sources for the following, but not limited to: street improvements, trees, sidewalks,

sewer, and other projects that impact the public right-of-way and evaluate every upcoming project as an opportunity for a Complete Streets project. The Municipal Manager shall oversee adherence to this policy.

- 10.7. The Municipal Manager or their designee and staff shall promote inter-departmental project coordination among Municipal departments with an interest in the activities that occur within the public right-of-way. The municipality, with the advice of the appropriate advisory board(s), shall create a communications and engagement plan with specific strategies for when and how public engagement will occur and with whom on the Active Transportation Plan.
- 10.8. Municipal staff shall actively share and promote best practices and continuation of Complete Streets in neighboring municipalities to improve Mt. Lebanon residents' access to destinations beyond our borders.
- 10.9. Every Complete Streets project shall include an estimated annualized maintenance cost (in hours) for all installed components to ensure the ongoing maintenance of the project is properly accounted for and funded on a go-forward basis.
- 10.10. Every Complete Streets project shall include an educational component to ensure that users of the transportation system understand and can safely use a project's elements.

11. General

The purpose of this Policy is to assist the Commission in evaluating, selecting, and implementing options relative to streets by outlining the underlying philosophies and processes to be followed by the Commission. It is intended that this Policy provide a meaningful framework to accomplish these objectives while remaining flexible to allow the Commission to be responsive to the economic environment, budgets, traffic, topography contractor costs, materials, the other governmental agencies which control streets, State laws and other ordinances, as well as the overall direction and the competing needs of residents, the community and the Municipality. Accordingly, even where language is mandatory, the Commission may adjust or disregard one or more of the provisions listed herein, or employ other considerations not listed herein, where the Commission has determined that such action is desirable in its discretion. The decision to proceed or not to proceed with any street project is always within the discretion of the Commission, is subject to any conditions the Commission may choose to attach to any decision, and no decision with respect to one street will serve as precedent for any other street. This Policy may be discontinued at any time and for any reason, and remains subject at all times to having available funds, which the Commission is under no obligation to provide or to allocate either generally or for any particular street.