How to P.L.A.N. for a More Walkable & Bikable Community

# Pedestrian & Bicycling Travel Plans are the first step to making communities more accommodating for ALL modes of transportation.

These detailed plans engage community members to identify priorities for creating a safe, attractive walking and biking environment for people of all ages and abilities. A non-motorized transportation plan adopted by local government will serve as official documentation of your community’s need and readiness for improvements to pedestrian and bicycling facilities. Having these plans developed to a certain level of readiness provides opportunities to incorporate into future transportation projects or apply for funding to design and/or construct these projects.

 **FOLLOW THESE EASY STEPS FOR YOUR COMMUNITY TO DEVELOP A PEDESTRIAN PLAN:**

**P – People / Projects / Partners**

**L – Location of Focus Area and Emphasis**

**A – Assessment of Priorities**

**N – Network Your Plan**

# PEOPLE

1. **Identify who will benefit from pedestrian and bicycling travel planning in your community. Get to know your community members, what they like and what they need!**

*This usually includes:*

* Children
* Seniors
* People using canes, walkers or wheelchairs
* Economically disadvantaged
* Active walks or runners
* College students
* Tourists and visitors
* Local business patrons
1. **Convene a committee of people who will help with planning.**

*Potential members:*

* Local Health Department
* Cooperative Extension
* City and/or County Official (mayor’s office, co. judge executive*) \*it makes the approval and adoption process much easier if you have their input from the beginning.*
* Area Development District (ADD) – workforce, planning, tourism
* Tourism
* Chamber of Commerce
* Hospitals
* School representative
* Local citizens, parents, business owners
1. **Identify groups of people that can assist with the planning and projects in your community, such as information gathering, project support, area cleanups or bench building.**

*Potential groups:*

* Church groups
* Civic Groups (Rotary, Civitan/Ruritan, Chamber of Commerce)
* Bicycling, running, or walking clubs/organizations
* School groups
* Scout troops
* 4-H clubs
* College classes/organizations

# LOCATION

1. **Get a map of your community and mark original and destination points.**

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| ***You can get maps from:*** |
| * Google maps
* Department of Transportation
* Area Development District Office
* Chamber of Commerce
 |

* Photo street view of State maintained roadways <http://maps.kytc.ky.gov/photolog/?config=Photolog&x1=5114935.959483551&y1=3868453.589951066&x2=5427435.959483551&y2=3971969.214951066&MODE=PL>
* General Highway Map

<http://maps.kytc.ky.gov/photolog/?config=GeneralHighway>

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| ***Potential places to identify on the map:*** |
| * Homes and neighborhoods
* Schools
* Libraries
* Parks/Recreation
* Businesses
* Churches
 |

1. **Use your map and community needs/goals to narrow in on a small 6-10 block focus area (to start; if it’s a big city).**
* Consider where people live, places they have access to, where businesses, the current traffic flow.
* Consider what the community goals are: safety, connectivity, health and economic development.
* Priority area can be identified with the input of a diverse committee or more public input may be necessary.
1. **Develop a map of what you have now. A map that shows all of your current facilities. Ideally this is a GIS map with file layers you can turn off or on to show different type facilities.**
* Sidewalks
* Bikes lanes
* Shared use paths
* Water ways (if in your town)
* Off road trails
* And more
1. **Develop a public survey to gain community input on potential needs or proposed projects in the focus area.**
* Determine the method of survey, what partners will help distribute the survey, and who the target audience is for your particular assessment.
* The survey should be short (5-10 questions) with very simple questions. Be sure to test your survey on members who are not involved in the project to make sure it is clear to them.

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| **METHOD** | **PARTNERS** | **TARGET AUDIENCE** | **RESPONSES** |
| * Online – Survey Monkey
* Facebook
* QR Code
* Door-to-door
* Postcard
* Paper-pencil
 | * Churches
* Schools
* Social media
* Local business
 | * General public
* Specific project area
* Parents of students
* Business owners
 | * How many do you need?
* How many did you get?

*Expect only a 10% response rate.* |

**Survey examples**

* Victoria Transport Policy Institute

<http://www.vtpi.org/tdm/tdm25.htm>

* Washington State

<http://www.wsdot.wa.gov/NR/rdonlyres/E09B18F2-8301-4205-A73F-FBD3D27DBB98/0/SurveyReport.pdf>

* South Alabama

<http://www.mobilempo.org/Bicycle%20Pedestrian%20Comprehensive%20Plan/Bicycle%20and%20Pedestrian%20Survey%20Results.pdf>

1. **Conduct a walkability or bicycling audit to identify concerns related to safety, access, comfort and convenience of the environment in your focus area.**
* We recommend using an informal group of individuals from the community or a more formal team of engineers, planners, transportation and bike/ped specialists.
* Use the *“Walkability Checklist”* or “*Bikeability Checklist*” handout to rank each feature and note potential dangers and improvements.
* In the field:
	+ Be alert
	+ Follow all rules and laws of the road
	+ Be as visible as possible
	+ Consider all types of walkway or bikeway users (elderly, low vision, wheelchair users, children, all levels of bicyclist and more)

**Resources**

* + 2015 FHWA Residents Guide for Creating Safer Communities for Walking and Biking (See page 64 for How to organize a walkabout): <http://safety.fhwa.dot.gov/ped_bike/ped_cmnity/ped_walkguide/residents_guide2014_final.pdf>
	+ Pedestrian Road Safety Audit Guidelines and Prompt Lists (images of various pedestrian walkability issues):

<http://katana.hsrc.unc.edu/cms/downloads/PedRSA.reduced.pdf>

* + KYTC Sample Walkability Checklist:

https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/walkingchecklist.pdf

# ASSESSMENT

1. **Meet with your Committee to review results from the community survey, the walkability audit and other roadway information to identify your priority projects.**

*Roadway information can be gathered from KYTC by contacting* *Troy.Hearn@ky.gov**. Potential items to include in your review:*

* Traffic counts
* Lane width
* Striping/painting
* Signs
* Signals
* Injury or accident report
1. **Create or define project goals (purpose and need).** Once you have determined the need (location and possible facility type), then you should define the goal/goals. The goal may be safety and or accommodation. Once you determine the goal, then you know how best to create a plan of action (your objectives) and identify possible funding sources.
* *Goal 1*: Improve mobility for all modes of transportation in the north west portion of Bowling green

*Objectives*

1. Improve connectivity across multiple modes including vehicular, transit, bicycle, pedestrian, and air quality by creating a connected and logical transportation network
2. Promote equity of all people independent of age, race, ethnicity, economic status, and physical ability by placing these transportation networks in all logical areas in need
3. Restoring or enhancing current facilities (sidewalks) when and where appropriate
4. Create and implement context-sensitive design standards (for example: 5’ or wider sidewalks that conform to current ADA standards).

*Write a purpose and need statement for each project within the plan. This will ensure your identified priority projects are responding to the needs of the community.*

1. **Assemble the pedestrian and or bicycling travel plan.**

*The plan should include sections on:*

* Purpose and needs statement (goals and objectives)
* Committee members names/organizations
* Process used to identify focus area/areas
* Methods used to prioritize projects within the focus area/areas
* Short description of each project, including its purpose and need statement
* Maps for each project, including a summary of improvements needed for that particular project

Examples:

* How to Prepare a Pedestrian and or Bicycling Travel Access and Mobility Plan

 <http://www.rms.nsw.gov.au/business-industry/partners-suppliers/documents/technical-manuals/mobility-plan_how-to.pdf>

* Paducah

 <http://www.paducahky.gov/~paducahky/sites/default/files/Sidewalk_Final_Draft_101209.pdf>

* City of Chula Vista

<http://www.chulavistaca.gov/departments/public-works/master-plans/pedestrian-master-plan>

* Walk Bike Frankfort

 <http://www.walkbikefrankfort.org/>

* Federal Highways Administrations Guidance for Bicycle and Pedestrian Transportation Planning <http://transportation.ky.gov/Bike-Walk/Documents/Small%20and%20Rural%20Town%20Multi%20Modal%20Networks%202017.pdf>

# NETWORK

**Use committee members to get approval/adoption of the plan by local officials. This is the step that allows your community to be most eligible for inclusion of or funding the construction and development of these projects or improvements.**

* When presenting, remind local officials that adopting the plan does NOT mean they are committing to the funding. It means that the local officials agree that it is a priority for the community and agree to publicly post the plan.
* When/if funding becomes available planners will be able to identify a priority project that includes input from the community.

*People who you should share your plan with include:*

* District Highway Transportation Office
* Area Development District
* County Judge Executive
* Mayor
* City Commission – lawyer, planner, engineer
* General public—clubs, schools, churches, Rotary, Lions, etc.

 Examples:

* The Transportation Planning Process Briefing Book <https://www.planning.dot.gov/documents/briefingbook/bbook.htm#11BB>
* Great Corridors, Great Communities <http://www.pps.org/pdf/bookstore/Great_Corridors_Great_Communities.pdf>
* A Citizen’s Guide to Better Streets <http://www.pps.org/pdf/bookstore/How_to_Engage_Your_Transportation_Agency_AARP.pdf>

**Promote your pedestrian plan and share the URL with the KYTC Bicycle and Pedestrian Program**

* Use organization websites, Facebook pages or ADD Office/city websites to host the PDF copy of your document and share it with the broader community.
* Send the URL web address to Troy.Hearn@ky.gov so KYTC can add your community to their statewide database.
* Track where the plan was shared and any feedback. Remember this is a dynamic document and it can be revised or edited at any time to reflect changes within the community. What Happens Next?

**Making Your Priority Projects “Shovel Ready”**

Each project within your plan requires a lot more detail from engineering, design, building costs, materials and labor construction. Working with the Area Development District offices, private consultants and or the KY Transportation Cabinet Offices will help to make your priority projects “shovel ready”.

*See additional documents:*

Examples:

* Federal-Aid Highway Program Project Development Guide for Local Public Agencies <https://www.fhwa.dot.gov/federal-aidessentials/essentials.cfm>
* Designing Sidewalks and Trails for Access (USDT) <http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/sidewalks/chap4a.cfm>
* The Federal Highway Administration (FHWA) University Course on Bicycle and Pedestrian Transportation <http://www.fhwa.dot.gov/publications/research/safety/pedbike/05085>
* Concrete Walkways <http://www.concretenetwork.com/concrete/walkways/construction.html>

**Additional resources:**

Paula Nye Grant provides funding for walk/bike education and safety. This grant is funded through Share the Road License plate fees.

* Paula Nye Memorial Education Grant brochure

 <http://transportation.ky.gov/Bike-Walk/Documents/Paula%20Nye_Brochure%202011.pdf>

* Application

<http://transportation.ky.gov/Bike-walk/Documents/PaulaNye_Memorial_BicyclePedestrian_Education%20Grant%202013.pdf>