REPORT / RECOMMENDATION

To: **Edina Transportation Commission**

Agenda Item #: VI. B. iii.

From: **Wayne D. Houle, PE, Director of Engineering**

Action ☐
Discussion ☒
Information ☒

Date: **November 15, 2012**

Subject: **Living Streets Working Group**

Action Requested:
No action requested.

Information / Background:
Attached is the Advisory Communication on the Living Streets – Phase 2 that will be in the City Council packet for their November 20 City Council meeting.

ATTACHMENTS:
Edina Transportation Commission Advisory Communication – dated November 7, 2012

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Edina Transportation Commission Advisory Communication

Date: November 7, 2012

Subject: Living Streets – Phase 2 Final Steps

Attachments: Phase 2 Implementation Summary with Costs (Barr/HR Green)

Situation:

The council should consider proceeding with the final Phase 2 step in implementing a Living Streets approach for the City of Edina. Phase 2 would engage citizens in creating an Edina-specific Living Street Plan.

Background:

The City contracted with Barr Engineering and HR Green to complete the Living Streets Policy Tech Memo as a first step towards adopting a Living Street Plan for implementation. The City held a successful Living Streets workshop, which helped frame the Policy Tech Memo. That first step included outlining important principles that will guide Phase 2. Phase 2 includes a number of work items and would focus on stakeholder engagement and creating new design guidelines. Please refer to the Phase 2 Summary Scope of Services attached.

Assessment:

The Edina Living Streets Plan is identified as a high priority by the City Council as identified through goal setting. Moving forward with Phase 2 is the final step in moving towards adopting a city specific approach to Living Streets. Creating a Plan is important in ensuring buy-in and participation by all citizens to create a shared vision for the City which balances user needs.

Recommendation:

It is recommended that the council authorize Edina Living Street Phase 2 to proceed and include appropriate funding, estimated in an amount of $150,000, in the 2013 budget.

Routing

From	To	Action Requested
Michael Thompson Paul Nelson Jennifer Janovy	Wayne Houle	Distribute to the Council Place on Council agenda for November 2012

Edina Living Streets Project – Phase 2
Implementation Plan – Proposed Scope of Services

As part of Phase 2 of the Edina Living Streets Project, HR Green and Barr Engineering will complete a process resulting in the development of a comprehensive Living Streets Plan for the City of Edina. As described in the Edina Livings Streets policy Technical Memorandum developed as part of Phase 1, our multi-tiered approach will focus on understanding the range of users, modes, routes, and destinations within the city, as well as environmental considerations such as stormwater and urban forest management. Our unique stakeholder oriented process will result in the development of an implementation process which will support the City's Living Street goals.

Task 1: Project Management - $8,265

The project manager will ensure the delivery of quality products on schedule and on budget, as well as foster a cooperative spirit through strong and continuous communications. Our approach to project management includes weekly staff meetings via conference call with the local project manager and/or the Living Streets Committee chair (as needed), as well as regular Project Management Team (PMT) meetings at critical decision points throughout the study process (see Task 2).

Task 2: Stakeholder Engagement - $48,655

Stakeholder engagement and coordination will be a cornerstone of this effort which will employ a different take on the public process. We will follow the same steps as a traditional process, but engage stakeholders to participate in the development of recommendations based on a combination of community, regulatory, and technical considerations, rather than simply focusing on the technical data.

The stakeholder engagement process will follow three distinct phases: 1) stakeholder goal-setting, 2) stakeholder development of measures of effectiveness to meet the goals, and 3) stakeholder evaluation of project. This effort will focus on the development of goals and measures of effectiveness (phases 1 and 2) at a planning-level. While the project evaluation (phase 3) would take place as part of the implementation of individual projects, this effort will include the development of an evaluation process which will be used to calibrate the designs to stakeholder expectations.

Following this philosophy, we will guide stakeholders through the study process in a collaborative manner, leading to the development of a Living Streets Implementation Plan calibrated to the unique viewpoint of each interest group/mode and supported by all. The following list identifies the key stakeholder groups and public engagement activities proposed. The consultant team will develop all necessary meeting materials, including agendas, meeting minutes, and exhibits. Upon the conclusion of the stakeholder engagement program, the consultant team with develop a technical memorandum to document the stakeholder engagement process.

- Project Management Team (PMT) - The Edina Living Streets Committee formed as part of phase 1 of the Edina Living Streets Project will serve as the Project Management Team (PMT) for the Implementation Plan. The PMT will meet regularly throughout the course of the study to review analysis, guide the overall study process, review input generated by public involvement activities, evaluate deliverables, and approve the Edina Living Streets Implementation Plan findings and recommendations. It is anticipated that the PMT will meet a total of six (6) times throughout the course of the study.

- Technical Advisory Committee (TAC) – The Technical Advisory Committee (TAC) will be composed of technical staff identified by the PMT. Membership is anticipated to include representatives from various City departments (i.e., public works, community development, etc.), MnDOT, Hennepin County, Three Rivers Park District, local watershed districts, as well as other

agency representatives. The intent of this group is to foster inter-departmental cooperation in the planning process in order to identify the needs of each group and to develop recommendations which widely supported. The TAC could meet as a large group, as a sub-group, or as individual staff/agency meetings, as deemed appropriate by the PMT. It is anticipated that a total of three (3) TAC meetings will occur, with one series of meetings occurring early in the study process to identify issues and opportunities and one series of meetings occurring late in the process to study proposals and recommendations.

Neighborhood Advisory Committee (NAC) – The Neighborhood Advisory Committee (NAC) will be composed of representatives from key community groups, including residents, neighborhood groups, local businesses, senior groups, etc. The PMT will assist in the identification of NAC membership. This group is intended to be the primary stakeholder sounding board for the process. The NAC will meet thee (3) times during the study process, with one meeting occurring early in the study process to identify issues and opportunities, one meeting mid-way through the process to evaluate alternatives, and a final meeting late in the process to study proposals and recommendations. NAC meetings will be held at a central location to be determined by the PMT, such as the Edina Community Center.

- Individual Stakeholder Meetings – Individual meetings will be held with several important public/private stakeholders, including the business community, public safety (sheriff, police, and other emergency responders), environmental agencies (parks and watershed districts), school district representatives, and utility companies. The purpose of these meetings is to directly engage the key stakeholder groups early in the study process and solicit input on study issues and opportunities. It is assumed that a total of six (6) individual stakeholder meetings will be held early in the study process over the course of one day.

- Edina Transportation Commission – The Edina Transportation Commission will be the policy-making body governing this study and will be responsible for consideration of study recommendations, approving study products, and implementing recommendations. The study team will conduct up to two (2) meetings with the Edina Transportation Commission, one early and one late in the study process.

- Open House Public Meetings – Two (2) public open houses will be held early and late in the process to provide opportunities for the general public to participate in the study process.

- Project Website – A project website (hosted by the City) will be developed and updated periodically throughout the study process (three-updates) in order to inform stakeholders on upcoming public meetings, provide study updates, and advise the public on key study analyses and recommendations.

Task 3: Existing Conditions Assessment - $15,440

The intent of this task is to develop a comprehensive understanding of the existing roadway system and infrastructure within the City of Edina, in order to guide prioritization of future investments. The study team will study all relevant documents and materials including the Edina Comprehensive Bicycle Transportation Plan (2007), Edina Comprehensive Plan (2008), and the Edina Comprehensive Water Resources Management Plan Update (2009); our intent is to build on previous efforts rather than start over. This information will be supplemented with additional data (provided by the city, as available), including the following: vehicle, pedestrian, and bicycle traffic volumes; existing and proposed roadways, trails, and sidewalks; existing and proposed transit routes and boardings and alightings data; pedestrian, bicycle, and transit system plans; community comprehensive and land use plans; and local development/redevelopment plans.

This task initiates the stakeholder engagement process, including meetings with the PMT, TAC, NAC, and the general public. The information collected will be vetted and expanded through ongoing stakeholder engagement, leading to a comprehensive understanding of the existing infrastructure system

by mode. This task will result in the mapping of the key corridors and the identification of existing gaps, barriers, and opportunities from multiple modal perspectives. The Existing Conditions Assessment will be document in an Existing Conditions Technical Memorandum.

Task 4: Visioning and Goal Setting - $11,170

This task will build on the Vision developed as part of the Edina Living Streets Project – Phase 1 and the information collected as part of Task 3 (Existing Conditions), to engage stakeholders in the development of a vision, goals, and objectives for the Edina Living Streets Implementation Plan. This exercise will occur as part of the initial stakeholder engagement activities described above (Task 3).

The Existing Conditions Assessment (Task 3) and the Visioning and Goal Setting (Task 4) will be document in a Technical Memorandum.

Task 5: Identification of Street Typologies - $13,945

The Living Streets Implementation Plan must seek to balance the need to move traffic, encourage non-motorized transportation, accommodate differences in neighborhood character, support land use type (residential, commercial, industrial), capture and treat stormwater, expand the urban forest. To balance these sometimes competing objectives it is important to understand the characteristics of the Edina street system. The information developed in Task 3 and 4 will be used to identify a range of street typologies within the city, based on common characteristics (i.e., traffic volumes, importance to the pedestrian and bicycle networks, land use, etc.). These street typologies will include categories for both roadway segment and intersection treatments. This process will expand upon the existing functional classification of the city's streets based on land use and context (i.e., commercial areas, schools, parks, etc.). The resulting street typologies will be used to guide the design of improvements.

Task 6: Design Guidance - $29,000

The Edina Living Streets Implementation Plan will include a range of design guidelines and tools correlated to the Street Typologies described in Task 4. This task will include the development of a toolbox of best practices for pedestrian/bicycle facility improvements, stormwater management techniques, and active living practices, as well as illustrative design templates for the most common street typologies (assumes up to 12 templates). This design guidance will be used to inform the project evaluation process (see Task 7) and is intended to supplement and guide standing practices related to City of Edina streets.

The living streets toolbox and templates will provide the technical design guidance needed to implement living streets. This information will be vetted through the stakeholder process (PMT, TAC, NAC, and individual stakeholder meetings) to understand the common issues and needs related to the activities of each stakeholder group, in an effort to identify infrastructure solutions which accommodate these needs.

The Identification of Street Typologies (Task 5) and the Design Guidance (Task 6) will be document in a Technical Memorandum

Task 7: Project Implementation Process - $11,390

The Edina Livings Streets Vision sets the stage for a holistic re-invention of the City's street system. In order to implement this vision, the appropriate modal balance and functionality of each street must be evaluated prior to design of each individual project. In order to facilitate this understanding, the Edina Living Streets Implementation Plan will establish a customized project evaluation process. Using the street typologies (Task 5) and design guidance (Task 6) as a starting point, a process to evaluate the context, modal balance, and functionality of each project will be developed. This is envisioned to be a checklist style approach which generally begins with defining a comprehensive problem statement for each project. This includes understanding the varying characteristics of the project area in terms of roadway segments and intersections. Targeted technical analysis is completed to build this understanding.

This task will result in the development of a work flow process and a series of checklists to guide project implementation, including a real-world test case based on an actual project identified by the PMT. This information will be vetted and supplemented through the final stages of the stakeholder process.

Task 8: Final Report - $12,550

The final report will serve not only as the final documentation for the project, but also as a tool for the implementation of living streets in Edina. The report is anticipated to document the overall study process and findings in a short and concise summary, with the various technical memorandums included as appendices. The focus of the report will be to provide a tool to document the Edina Living Streets Implementation process. The consultant team will provide one (1) electronic version and up to three (3) print version of the final report.

Fee Summary

Task 1: Project Management	$8,265
Task 2: Stakeholder Engagement	$48,655
Task 3: Existing Conditions Assessment	$15,440
Task 4: Visioning and Goal Setting	$11,170
Task 5: Street Typologies	$13,945
Task 6: Design Guidance	$29,000
Task 7: Project Implementation	$11,390
Task 8: Final Report	$12,550
TOTAL	**$150,415**