

Policy Review

Objective: Practice reviewing and marking up a policy.

Activity Instructions:

1) Review the policy.

- a) Read through the policies provided on pages two to five and think about how it currently addresses or fails to address safety. Identify key policy areas the policy addresses. When reviewing the policy, assume the example jurisdiction has full influence over deciding what policy changes need to occur.

2) Mark up the policy.

- a) Use the prompts in Activity Worksheet to guide your revision of the policy. Use a pen or marker to mark up or annotate the policy with your notes, ideas, thoughts, and comments.

3) Record any next steps or actions you can take after this activity.

SAMPLE POLICY 1

Background:

Community A is an urban community looking to revise its Unified Development Ordinance (or UDO) to convert its parking minimum approach for development to parking maximums. The purpose is to encourage other travel modes and reduce vehicle dependency in a part of the community that lends itself to active transportation and transit.

As part of this policy, Community A is considering removing on-street parking throughout the city to provide more flexibility for their Complete Streets construction project to redefine how roadways are used. The community is looking to redesign a three-block commercial roadway into a Complete Street that has a median suitable as a pedestrian refugee, wider walkways, covered bus stops, and a separated bike lane. The community is also considering adding requirements for bicycle parking.

As a result, this community is revising the following policy:

Parking Standards

5.1.1 Applicability

- A. No Building shall be altered so the Floor Area is increased unless the minimum required parking for the entire Building is provided.
- B. The minimum parking required by this chapter shall be provided for the entire building if the use classification or the number of Dwelling Units in the Building is changed, and the Parking Space required for the new use exceeds that required for the previous use.
- C. The area outside a Building occupied by Bicycle Parking Spaces shall be considered Open Space and be included in the calculation of Open Space of a Site. When Bicycle Parking Spaces are provided within a Building, the Floor Area used for Bicycle Parking Spaces shall not be included in the Floor Area used for calculating off-street parking requirements.
- D. Exceptions
 - a. None.

5.1.2 Required Parking

Each land use listed in the Table below shall provide the amount of off-street parking indicated in that table, unless those requirements are modified by another provision of this chapter, in which case the modifications shall apply. Parking for vehicles and bicycles in the amount specified in this section shall

be provided on the same Lot as the Principal Use or on a separate Lot within 500 feet of the Principal Building if zoned "P" or zoned for the same uses as allowed on the property of the Principal Use. No Lot zoned other than "P" shall have parking as its Principal Use, excepting Lots containing approved Parking Lots or Structures in the D1 or D2 districts. An off-site permanent parking easement must be recorded if required parking is provided on another Lot. An off-site parking easement may not include Parking Spaces or Bicycle Parking Spaces required to keep another property in compliance with this chapter. Any fraction of a required Parking Space or Bicycle Parking Space shall be considered a full space.

Use		Minimum Vehicle Parking Spaces (Number of Spaces/Square Foot of Floor Area)	Minimum Bicycle Parking Spaces	Minimum EV Parking Spaces
SALES	Restaurant, Bar, Food Service	Minimum 1/310	Minimum 0	Minimum 0
	Retail Sales, General Merchandise, Shopping Centers	Minimum 1/310	Minimum 0	Minimum 0
RECREATION	General Entertainment	Minimum 1/310 Maximum 1/265	Minimum 0	Minimum 0

5.1.3 Access

The Vehicle Parking Spaces and Bicycle Parking Spaces required by this chapter shall be accessible to a public Street or Alley and shall be kept available for the use of occupants, employees or other users of the Building for which the space was provided. Nothing in this section shall preclude a reasonable charge to the occupants of the Building for use of the Parking Spaces and/or Bicycle Parking Spaces.

5.1.4 Deferred Parking Requirements

If the Parking Spaces or Bicycle Parking Spaces required by this chapter are determined by the owner to be in excess of the immediate need for parking, the provision of up to 40% of the required Parking Spaces or Bicycle Parking Spaces may be deferred if shown on an approved site plan. If the Planning Manager determines that some or all of the deferred Parking Spaces or Bicycle Parking Spaces are needed, these spaces must be installed.

SAMPLE POLICY 2

Background: Community B is an urban community that struggles with speeding in neighborhoods. Community B's neighborhood roads were designed when the city had a large population, resulting in wide roads to handle traffic. However, Community B has lost almost half of its population in the past 40 years. Community B is looking to narrow their average lane width to help with their speeding problem but is unable to due to an existing city ordinance.

As a result, this community is revising the following policy:

Minimum Roadway Widths

5.2.1 Streets and Access

5.2.1 Applicability

- A. All driveways and other access points to the public right-of-way shall comply with the requirements of [insert the State/County Department of Transportation] Access Management Standards
- B. Any structures located within the public right-of-way shall comply with specifications detailed in Section 5.2.4.

5.2.1.1 Private Street Standards

Private streets may be provided to access Lots, as defined in Article VIII, subject to the following requirements:

1. A private street shall be located within a minimum 40-foot wide recorded access and utility easement. Additional width or additional easements may be necessary to satisfy all of the requirements of this section, such as the requirement to provide sidewalks.
2. The street shall be designed and constructed in accordance with the Road and Bridge Design Standards and Specifications, as amended, except that curb and gutter shall not be required when the residential street serves eight Lots or less.
3. Traveled lanes shall be a minimum of 15 feet in width.

4. The width of a two-way private street shall be a minimum of 35 feet from the face of curb to the face of curb, or edges of pavement, or 18 feet for a one-way private street.
5. Minimum corner radius at intersections shall be 40 feet, as measured along the back of curb. Minimum corner radius for driveways shall be 20 feet.
6. A turnaround shall be provided for cul-de-sacs. Minimum radius for a circular turnaround at pavement edge shall be 30 feet where no on-street parking is provided, or 44 feet where parking is provided.
7. Private streets and parking areas within the street easement shall meet minimum design criteria for roadway lighting as specified in the City Road and Bridge Design Standards and Specifications for new parking facilities and new public roadways.
8. Signing, pavement markings, and traffic control devices for private streets should follow standards listed in the Manual for Uniform Traffic Control Devices (MUTCD) and follow City and State Roadway design guidance.
9. A sidewalk system shall be provided which connects to the public walkway system when the private street serves more than eight Lots. All private sidewalks shall be at least two feet in width.

Activity Worksheet: Policy Review

- 1) Based on your initial policy review, is an update needed?

- 2) Mark up the policy.
 - a) Phrases to add or remove:
 - i. What language in the policy needs to be updated based on noteworthy practices?

 - ii. Is there ambiguous, outdated, or unclear terms that should be removed or updated?

 - b) Sections to revise or remove:
 - i. What sections do not support the updated policy?

 - ii. Could a new section improve accountability, collaboration, or enforcement?

 - c) Data-driven decisions.
 - i. Are there opportunities to integrate data-driven decisions, like prioritizing funding for high-risk areas?

 - ii. Where could data and evidence-based practices be more clearly emphasized in the policy?

3) Policy implementation and Action Plan alignment.

- a) If this policy were your own, who in your jurisdiction would you need to collaborate with to make these changes? Discuss how these updates could work within your local context.
- b) Could the revised policy create any unintended consequences (e.g., traffic diversion, delays in implementation, resistance from stakeholders)?
- c) How could these consequences be mitigated or avoided?
- d) What areas may receive resistance? How could you incorporate stakeholder feedback and/or mitigate push back?

4) Brainstorm policies in your own jurisdiction that may need to be reviewed.

5) Record any next steps or actions you can take after this activity.