



TOWN OF ESTES PARK

Transportation Advisory Board Agenda

June 16, 2021
12:00 PM – 2:00 PM

VIRTUAL – Zoom

Current Members:

Lawrence Gamble (03/31/23)

Vacant (03/31/24)

Ann Finley (03/31/23)

Scott Moulton (03/31/22)

Belle Morris (03/31/23)

Gordon Slack (03/31/24)

Tom Street (03/31/22)

Linda Hanick (03/31/22)

Vacant (03/31/24)

The Transportation Advisory Board will participate in the meeting remotely due to the Declaration of Emergency signed by Town Administrator Machalek on March 19, 2020 related to COVID-19 and provided for with the adoption of Ordinance 04-20 on March 18, 2020

Options for the Public to Participate Remotely and Provide Public Input:

1. By Electronic Mail: Members of the public may provide public comment or comment on a specific agenda item by sending an email to publicworks@estes.org. The email must be received by 5:00 p.m., Tuesday, June 15, 2021. All emails will be provided to the Transportation Advisory Board and incorporated into the minutes.
2. By Telephone Message: Members of the public may provide public comment or comment on a specific agenda item by calling (970) 577-3587. The calls must be received by 5:00 p.m., Tuesday, June 15, 2021. All call-in information will be provided to the Transportation Advisory Board and incorporated into the minutes.
3. No public attendance at this meeting.

PUBLIC PARTICIPATION DURING MEETING

Options for participation in the meeting will be available by call-in telephone option or online via Zoom Webinar which will be moderated by the Transportation Advisory Board Chairperson.

CALL-IN (TELEPHONE OPTION):

Dial public participation phone number, Toll Free 833-548-0276

Enter the Meeting ID for the June 16, 2021 meeting 913 1736 3744 followed by the pound sign (#). The meeting will be available beginning at 11:50 a.m. the day of the meeting. Please call into the meeting prior to 12:00 p.m., if possible.

Request to Speak: For public comment, the Chairperson will ask attendees to indicate if they would like to speak – phone participants will need to press *9 to “raise hand”. The Chairperson will be moderating the Zoom session to ensure all participants have an opportunity to address the Transportation Advisory Board. Once you are announced by phone please state your name and address for the record.

PUBLIC PARTICIPATION (ONLINE):

Individuals who wish to address the Board via virtual public participation can do so through Zoom Webinar at <https://zoom.us/j/91317363744> – Zoom Webinar ID: 913 1736 3744. Individuals

participating in the Zoom session should also watch the meeting through that site, and not via the website, due to the streaming delay and possible audio interference.

Start Time: The Zoom Webinar will be available beginning at 11:50 a.m. on the day of the meeting. Participants wanting to ensure their equipment setup is working should join prior to the start of the meeting at 12:00 p.m.

Request to Speak: For public comments, the Chairperson will ask attendees to click the “Raise Hand” button to indicate you would like to speak at that time. The Chairperson will moderate the Zoom session to ensure all participants have an opportunity to address the Transportation Advisory Board.

- You will experience a short delay prior to re-connecting with the ability to speak.
- State your name and address for the record.

In order to participate, you must:

- Have an internet-enabled smartphone, laptop or computer.
 - Using earphones with a microphone will greatly improve your audio experience.
- Join the Zoom Webinar.
 - The link can be found above.
- Click “Participate Virtually in the Transportation Advisory Board Meeting”.
- DO NOT watch/stream the meeting via the website at the same time due to delays and possible feedback issues.

Documents to Share: If individuals wish to present a document to the Transportation Advisory Board, material must be emailed by Tuesday June 15, 2021 by 12:00 p.m. to the Public Works Office at publicworks@estes.org.

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AGENDA

Transportation Advisory Board

Wednesday, June 16, 2021

12:00 p.m.

12:00 – 12:05	Public Comment	<i>Chair Belle Morris</i>
12:05 – 12:10	Approval of May Minutes	<i>Chair Belle Morris</i>
12:10 – 12:25	Pedi-Cab in Estes Park	<i>Ryan Hale, Pedi-Cab Business Owner</i>
12:25 – 12:35	Bylaw Template & Policy 102 Discussion	<i>Public Works Director Greg Muhonen Chair Belle Morris</i>
12:35 – 12:55	Complete Streets Policy Discussion	<i>Chair Belle Morris</i>
12:55 – 1:20	Parking & Transit Updates	<i>Parking & Transit Mgr. Vanessa Solesbee The Car Park GM, Matt Eisenberg</i>
1:20 – 1:35	Engineering Updates	<i>Engineering Mgr. David Hook</i>
1:35 – 1:50	Project /Administration Updates	<i>Public Works Director Greg Muhonen</i>
1:50 – 2:00	Other Business	

Adjourn

Town of Estes Park, Larimer County, Colorado, May 19, 2021

Minutes of a Regular meeting of the **Transportation Advisory Board** of the Town of Estes Park, Larimer County, Colorado. Meeting held virtually on the 19th day of May 2021.

Committee: Belle Morris, Tom Street, Ann Finley, Larry Gamble, Linda Hanick, Scott Moulton, Gordon Slack

Attending: Belle Morris, Tom Street, Ann Finley, Larry Gamble, Linda Hanick, Scott Moulton, Gordon Slack, Public Works Director Greg Muhonen, Engineering Mgr. David Hook, The Car Park General Manager Matt Eisenberg, Pavement Mgr. Ryan Barr, Rocky Mountain National Park John Hannon, Community Development Director Randy Hunt

Absent: Mgr. Vanessa Solesbee, Trustee Carlie Bangs

Chair Morris called the meeting to order at 12:05 p.m.

PUBLIC COMMENT

No electronic submissions of public comment were received prior to the deadline and no public was in attendance.

APPROVAL OF MINUTES

A motion was made and seconded (Slack/Finley) to approve the April meeting minutes with edits and all were in favor.

FOOD TRUCK POLICY DISCUSSION (*David Hook, Randy Hunt*)

Manager Hook introduced the topic of the potential need for a Town policy for food trucks, specifically addressing the use and parking space. The topic has come up in the past couple years, especially with the pandemic. The Barrel has requested parking space to have a food truck on Moraine Ave. in front of the business. Moraine Ave. is U.S. Highway 36, managed by CDOT. CDOT, working with the Federal Highway Administration (FHWA), made allowance for this request for a period of time. Although approved at the time, the Barrel needs to readdress the prior approval and request extension, or a new permit.

Recently, Elkins Distillery made the request, and was approved, for a food truck to be used as a fundraiser. The Town received community feedback, primarily from restaurant establishments, taking exception to food trucks operating in that manner.

Other issues that have come up include site distance issues, public parking space occupation, and the potential for customer lines creating pedestrian congestion and inhibiting passage, unless on private property. There are very specific requirements for traffic control being provided to protect food trucks and customers from passing vehicular traffic. Locally, these requests are being processed through the Embrace the Views program. Added allowances through this program are permitting public sidewalks, parking lots, and roads for this type of activity. CDOT was looking at providing customer seating in parking stalls. Embrace the Views is still in place locally and CDOT's program is midway through an extension. There is potential for another extension being granted. The extensions are provided in three-month increments.

Manager Solesbee reached out to the Chamber of Commerce to seek dialogue in potential participation interest. The Chamber stated they would like to stay in the loop, but would not be taking any type of lead role in this initiative. Solesbee feels it may be appropriate to form a task force to develop food truck policy in public areas on a broader approach than public parking spaces. Hook is not aware of any food trucks occupying public spaces on an ongoing basis at this time.

Director Muhonen stated that requests have spawned from the pandemic accommodations. Public Works desires active engagement, first from the TAB, then through community feedback.

Community Development Director Randy Hunt stated that food trucks are required to be on private property, with the regulations being introduced a few years ago, originating from microbreweries. The Town Board Adopted these measures through Planning Commission recommendations. Hunt checked to see how many standard Town business licenses have been issued. Outside the Embrace the Views program, there were over a dozen licenses issued. A number of businesses keep them on private property which has worked well and no complaints have been received in Community Development (“CD”). There exists no cap on how many licenses can be issued.

Hunt stated that ability to manage the licenses is a key element. One rule from CD is that the private property must be zoned commercial, industrial, or accommodation. A majority of land in town is zoned either residential or low-density. If there is public sector component, there are examples of those requirements in other communities. Hunt stated that CD will help when proceeding with the policy creation for food truck. Primary points are to follow municipal codes and protect the land and environment. He stated the memo contained in the TAB packet is summarized well. Other element of management would be a public process to gauge the thoughts of the community.

Chair Morris shared that she helps organize running events, and has considered having food trucks at those events, but was curious about the process. Hunt stated that for a one-time event scenario, it is best to follow the existing special event permit application process, in lieu of following more stringent, longer-term food truck policy regulations.

Member Hanick asked Hunt if CD spoke to mountain communities when determining general rules. Hunt affirmed, stating he had spoken to Aspen, Breckenridge, Black Hawk/Central City, and Durango. Hanick recommended finding a specified area in town for food trucks. Hunt stated that Fort Collins uses this model and he will discuss with them. He knows that Fort Collins found traffic control easier to manage and there were reduced concerns from restaurants when using this model. Chicago has very large food truck area that has worked out well for them.

Chair Morris asked how the TAB can be instrumental in assisting with this policy creation. Hook stated this will be a Public Works policy regarding public spaces. He asked if there was TAB interest in developing a task force or simply continuing the conversation in the standing meetings. He invited any thoughts and comments and stated it will be an ongoing discussion.

Muhonen shared that his expectation is that Manager Solesbee will have an exploratory conversation with the Chamber. Once that has occurred, and based on input from all, including community input, she will perform added research with peer communities, draft a policy, and come back to the TAB and community to attempt arrival at final content. At that time a Town Board Study Session would be prudent.

PARKING UPDATES (The Car Park Mgr. Matt Eisenberg)

The Car Park Manager, Matt Eisenberg provided the TAB with an update on where the Parking & Transit Division stands for the rollout of paid parking:

- Technology: all 10 pay stations have been installed throughout downtown. They are powered on and have been configured. Testing continues and the credit card processors have yet to arrive.
- Mobile app has been up for some time now. At this time, the integration with the License Plate Recognition (LPR) software is pending.
- Estes Parking app: Updates have been rolled out and updates will be released to the public next Tuesday via press release.
- Staffing: The Car Park is close to fully staffed for 2021 parking enforcement. One enforcement officer is scheduled to help with testing starting on Monday.
- Signage is going up in downtown now. Destination signage will be installed soon.

- Paid parking questions: Community engagement has been really good. Eisenberg stated there are still some community members stating they didn't know paid parking was coming to Estes Park.
- Permit Registrations: The Local 30-min. free permit has been very popular. From February through mid-April, there were 480 permits registered. Since mid-April, the permits have jumped to 1,300 and The Car Park is inundated with requests.
- Everyone that needs permit will get one. The first thousand have been delivered.

Chair Morris asked RMNP's John Hannon if there were any updates regarding shuttles. Hannon didn't have any specific updates but is aware that Bustang will be running this summer. There will be a special bus from RMNP to meet Bustang but regular hiker shuttle service will not be coming to town. He stated that with the reservation system being new, the new low-capacity requirement for RMNP, and the expense of running the shuttle, this decision was made by the National Park Service.

ENGINEERING UPDATES (*Engineering Mgr. David Hook*)

Manager Hook provided project updates since the last meeting.

Parking Wayfinding:

The Phase 1 installation began today which impacts Performance Park Lot, Tregent Lot, and the Spruce Lot. Weather permitting, the contractor will be working every day to install as many signs as possible. Hook shared that there is an anonymous letter being circulated in the community via email voicing concerns about signage in general, with specifics about the parking wayfinding project. Public Works has provided a response to the letter to the Town Board and the responses will be posted to the project website.

Graves: Project design is ongoing and a virtual open house is anticipated to begin soon, running for two weeks providing for community input. Additional outreach materials will also be posted to the project website.

Town Development Reviews:

Alarado Traffic Signal:

The installed signal has been on flash since Thursday. This coming Thursday, the signal will go into full operation. Pavement markings are scheduled to be installed tomorrow as part of the critical infrastructure. Hook stated the developers continue to chip away at the list of little things. Member Slack asked if the signal will be on a fixed cycle or if it will be traffic-activated. Hook stated the signal will be interconnected with downtown lights. Right now, they're working on syncing. Muhonen shared that CDOT is in charge of all signals with the Town previously being responsible for their programming. CDOT has since replaced all controllers and have reassumed programming and hardware. The Town has requested CDOT maintain seasonal programming which was paid for by the Town. The last he heard, CDOT was still using a fixed cycle (116 seconds) to sync with Alarado. Also to be included is traffic detection for redistribution of unused cycle time. Muhonen is counting on CDOT to ensure this happens.

PROJECT / ADMINISTRATION UPDATES (*Public Works Director Greg Muhonen*)

Muhonen reported that on May 11 he provided the Town Board with a report regarding a US 34 Corridor Plan. Trustee Liaison Bangs requested the Town Board have this conversation. Muhonen put together a summary with potential solutions for this Study. CDOT Region 4 offered \$50 - \$75K to participate in cost-share for a corridor study. The Town Board has not made decision due to the many demands on limited Town funds.

Complete Streets Policy: For all street projects, the 30% Design Drawings and 90% Design Drawings are provided to the public. Difficulties of implementing Complete Streets on all road projects lies in the content. The policy is good in driving multimodal needs. In general, the Town's street network has very few bike/ped facilities, and not all streets in town should have bike lanes, etc. Public Works needs to build upon the approved policy to identify where options are needed and where they're not wanted. There are no definition of these types of streets which is based on traffic volume.

Muhonen stated there are four classifications and no definitions. He believes there should be a definition of the functional hierarchy for streets, and the associated expectations. It would be wrong to say every single street is subject to same standards and he doesn't believe it should be left undefined. It is not feasible to perform the Complete Streets requirements on every single street in Estes Park.

Slack stated that the existing municipal code prohibits the use of on bikes on sidewalks in a corridor which is primarily the bulk of the Riverwalk and downtown sidewalks. Slack's concern is if there are adult cyclists on sidewalks used by small children, there may not be enough width for safety.

TAB Bylaws: Muhonen reported that the Executive Leadership Team (ELT) confirmed the Town Clerk's Office and Legal Department will bring the bylaw templates to Town leadership for final approval at the June 2 ELT meeting. Muhonen feels proud that the content was added to all the Town's advisory board bylaws and commended the TAB members as change agents. A few more items needed to be determined and added. With time requirements, the TAB can discuss this topic at the June meeting, with time to review, and vote on the new template in July. Finley stated her desire to see the updated document in June to provide time to hash things out prior to a vote.

Downtown Estes Loop: Revised LOMR has been submitted to FEMA. Update meeting was held on ROWs and easements, with continued discussions on no-rise requirements.

OTHER BUSINESS *(Chair, Belle Morris)*

Chair Morris and Vice Chair Street shared their concern about the Graves Avenue Design outreach process. They understood there would be a live, collaborative discussion held in a public manner, further stating that when dialogue occurs, it provides for added learning from our peers and results in better outcomes. Morris also expressed concern that the Complete Streets guidelines were not followed by Public Works and hopes this can be part of the discussion.

Project Manager Ryan Barr shared his appreciation for the comments and stated that the TAB meetings is where the live dialogue was to occur. There were pandemic restrictions at the start of the project and he believed a 2-week feedback opportunity would bring more input than a one-day event that many may not be able to attend. Barr also felt it would give more time to weigh options. Director Muhonen affirmed that the Public Works Department absolutely followed the Complete Streets guidelines and checklist. It is a simple fact that projects cannot always accommodate all the different transportation modes. The Complete Streets Policy is not a mandate to require this everywhere in Estes Park. Muhonen reiterated that Manager Barr absolutely fulfilled the policy. The heart of issue is the Statement of Work (SOW). The pandemic rules and allowances are now different than when the design consultant entered into a contract with the Town. There is a way to have a live meeting at some point and Public Works will consider this while keeping the two-week comment period and potentially adding a live conversation option. Morris stated there should be a bolder design to accommodate bicycles on Graves Avenue and wants the public to engage with Option 4 – Other.

Vice Chair Street shared that he and Morris came away from the May TAB meeting confused on the options as presented. They just wanted to communicate that Graves Avenue is very important to them as part of the first implementation of a Safe Routes to School (SRTS) design and wanted to consider an option that is above and beyond what you would see on other streets. Morris stated that doing this provides an opportunity to do something dramatic and is what Complete Streets is supposed to address. He added that when he goes by the school, he sees many vehicles lined up in street with their motors running. The Town has to make it inviting so that it changes the paradigm of how people operate and he stressed the importance of having public dialogue.

Slack stated he went through the minutes before this meeting that address the budget limitations. He stated this may be the rationale for not allowing everything everyone wants and shared that the main thing is to get something for done now.

Hook concurred with everything Manager Barr and Director Muhonen shared from the Public Works standpoint. Public Works is also limited by the scope of the design consultant contract. Hook is open to a change of direction, but that could take time. He likes the ideas that have come in and have discussed potential traffic calming measures. The Town and consultant are hoping the outreach process will bring more ideas. The original concepts, as designed, were based upon input received from the TAB, and the project team felt all were in good shape in doing the best with what is available. For some of the changes being discussed, a phased approach may be needed.

Finley – getting a cost analysis would maybe be the next step.

Member Gamble stated that based on the suggestion to add an 8' path along the entire south side at the May TAB meeting was a good idea. He asked if this idea could be vetted with ideas from Chair Morris and Vice Chair Street, then come up with cost analysis as recommended by Member Finley. Public Works is now aware of this idea but it would need flushed out by Public Works prior to implementation.

Member Moulton feels that this idea should be treated as an Option 4 item like the other public comments, stating that it's not feasible to offer all options every time in perpetuity.

Street, in a counter argument reminded the TAB that the outreach on the 3rd street traffic calming scenario was very lengthy, with many iterations and a large number of alternatives before landing on the final result. Morris feels the options provided were austere.

Manager Barr feels that the idea would be good for a potential future SRTS application but that it would definitely break the budget to do what is being requested.

There being no further business, Chair Morris adjourned the meeting at 2:13 p.m.

Megan Van Hoozer, Recording Secretary

Effective Period: Until Superseded
Review Schedule: Annual - January
Effective Date: October 24th, 2018
References: Governance Policy Manual 1.6 Board Appointed Committee Principles



TOWN BOARD GOVERNANCE POLICIES 102

Town Committees

1. PURPOSE

To establish a uniform Policy and Procedure process for Town of Estes Park committees and to provide reference for cross training and training new personnel.

2. SCOPE

This Policy and Procedure applies to all Town citizen volunteer boards, commissions and task forces, herein collectively referred to as “committees” and the appropriate staff who support the functions of these entities. This Policy and Procedure does not apply to internal staff committees, committees not appointed by the Town Board or outside independent committees.

3. RESPONSIBILITY

The Town Administrator and Town staff shall be responsible for the implementation of this Policy and Procedure.

~~Document Title Policy 102 – Town Committees 6/14/216/9/21~~
~~Revisions: 1 Town of Estes Park, Town Board Policies Page 1 of 15~~

~~Town Committees 102~~
~~Revisions: 10/23/2018 Town of Estes Park, Town Board Policies Page 1 of 15~~

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4. PROCEDURE

NOTE: *In instances where federal or state regulations and laws differ from this policy/procedure, the federal and state laws and regulations will be followed.*

a. Definitions

i. Committee Types

Committees serve many different roles within the Town. It is important that staff and committee members fully understand the role of each committee and the authority and responsibility for the committee and its members. To help define these roles, each committee will be designated as to type, as defined below:

(1) Advisory Committees

An advisory committee serves a forum of citizens to advise and assist the Town Board and/or a requesting Town department, providing them with technical and non-technical advice on issues. Advisory committees are not authorized to make decisions on behalf of the Town. The Town Board will consider the input of advisory committees, as well as other community members, in making decisions on issues. The Town Board may or may not take action that is in agreement with the advice of a Town advisory committee. Advisory committees may not speak for the Town or take independent positions on issues with the public or the press. Its purpose is to advise the Town Board or the requesting department only.

Constituent Advisory Committee: This type of advisory committee is used as a polling type committee used to develop a sampling of community reaction and opinion on an issue or program(s). The membership on this type of committee should be broad based and accurately reflect the total diversity of the larger public. Example: The Transportation Advisory Board

Content – Advice-giving Committee: This type of advisory committee is created to give advice to the Town Board or appropriate department to aid with decision making processes. Varied interests and opinions are encouraged, and the advisory committee may be asked to develop specific proposals and products for Town Board or department consideration. Membership is selected to encourage a wide variety of input from respected individuals from the community with specialized expertise. This advisory committee may or may not be a demographic reflection of the community as a whole. Example – The Parks Advisory Board

Working Group: This type of advisory committee may reflect both the content or advisory type of committee, but is further charged with implementation of a project or program. Example – The Police Auxiliary

(2) Quasi-judicial Committees

Some committees and commissions are defined in state statute and have certain statutory responsibilities and authorities, as designated by statute. Often these committees have the authority to hold formal hearings, accept testimony, and make decisions which have some level of legal standing. These decisions may or may not be subject to review by the Town Board. Members of these committees must be cognizant of protecting the unbiased quasi-judicial nature of the committee and its formal hearings. Activities of these committees are limited to those authorities granted in statute or specifically by the Town Board. Example – The Planning Commission

(3) Decision-Making Committees

Decision-making committees are bodies that either statutorily or as granted by the Town Board have authority to make decisions which may include some of the following: approving citizen requests and applications, allocating resources, hiring or firing employees or adopting regulations. The specific authority of each decision-making committee is defined in statute or in the bylaws as approved by the Town Board. Examples – The Board of Adjustment, Board of Appeals

(4) Ad-Hoc Task Forces

Task forces are special ad-hoc panels created by the Town Board for a specific project or task. Task forces are limited in duration and are not ongoing entities. The responsibilities of the task force shall be designated by resolution by the Town Board at the time the Town Board authorizes the formation of the task force. The Town Board will consider the input of task forces, as well as other community members, in making decisions on issues. The Town Board may or may not take action that is in agreement with the advice of a Town task force. Task forces may not speak for the Town, and are to advise the Town Board or the appropriate department only, and are not to take independent positions on issues with the public or the press. Examples – Bond Park Committee, Transportation Visioning Committee

(5) Outside and Independent Committees

These are committees that may or may not be appointed wholly or partially by the Town Board, but are independent autonomous committees, often serving a governance role for another entity. This includes, but is not limited to the Estes Valley Library Board, the Local Marketing District, the Estes Park Housing Authority, and Western Heritage Inc.

ii. Town Board Liaison

The Town Trustee assigned to the committee pursuant to Governing Policy 1.7.

iii. Staff Liaison

A staff position responsible for the coordination and communication with the assigned committee and the day-to-day support for the committee.

b. Terms

The term for committee membership shall be defined in the bylaws of each committee. Terms for outside committees are the responsibility of the specific committee and not the Town of Estes Park.

Terms for all committee members will be staggered with the exception of ad-hoc or temporary committees, which may have a finite sunset.

Mid-term appointments to positions that become vacant may be made at any time or may be postponed to the regular term period, at the discretion of the Town Board.

Unless otherwise specified by statute, members of a committee serve at the pleasure of the Town Board, have no property interest or entitlement in their membership or office and may be removed at any time for any reason by the Town Board.

c. Recruitment

The Town Clerk will publicize and advertise committee vacancies each year, and on an as-needed basis throughout the year, utilizing paid advertising, press releases to electronic and print media, the Town website, and other produced materials that might engage interested residents. Applications shall be available on the Town website and the Town Clerk's office, at Town Hall and at the Estes Valley Library.

i. Recruitment

Current committee members are encouraged to help recruit potential committee members, especially when specific targeted populations or expertise is required. Staff and Trustees may encourage individuals to apply for any open committee position, however they must be clear that the authority to appoint to a committee is solely the responsibility of the Board of Trustees, and there is no implied promise or guarantee of appointment.

ii. Applications

All citizens interested in serving on a committee shall complete an official Town Committee application. These applications will be available from the Town Clerk's office and on the Town website. Applications must be returned by the deadline to the Town Clerk's office. Online applications are accepted from the Town website.

Citizens may apply for up to three committees at a time. When applying for more than one committee, applicants should prioritize their requests on the committee application form.

Commented [JW1]: This statement does not seem necessary as the Clerk's office has never experienced a community member applying for multiple open committee positions. Propose removing.

iii. Eligibility

Eligibility for any committee shall be defined in the bylaws of each committee. However, except by special circumstance as approved by the Town Board, all members of any Town committee shall be residents of the Town of Estes Park. No individual who is currently serving a sentence after being convicted of a felony may serve on any Town ~~board~~committee. Due to the time commitment involved, and to allow as many citizens the chance to participate in Town committees, serving on more than one Town committee at a time is discouraged. However, the Town Board reserves the right to appoint individuals to multiple committees when, in the opinion of the Town Board, it is in the best interest of the Town.

d. Selection Process

The Town Board will seek the most qualified diverse applicants with applicable special interest and expertise. In general, only the Town Board will select appointments to a Town committee. Existing committee members may assist with the recruitment of new members, but should not screen, interview or make recommendations for appointments, unless specifically requested to do so by the Town Board.

Selection to the committees will be carried out as follows:

1. The Town Board or its designee(s) will review the applications.
2. The Trustees or their designee(s) may screen applicants to select a pool for interviewing.
3. The Trustees or their designee may conduct reference checks or background checks on applicants when, in the opinion of the Town Board or its designee(s), it is in the best interest of the citizens of the Town of Estes Park. No such checks will be completed without the informed consent of the applicant.
4. Applicants for all committees will be interviewed by the Town Board, or its designees. Any designees will be appointed by the full Town Board.
 - a. Personal interviews shall be conducted prior to any appointment to a Town committee, unless specifically waived by the Town Board, or as excepted below.
 - b. Prior to candidate interviews, the Town Board or its designee(s) assigned to conduct the interviews shall develop selection and evaluation criteria for review of the candidates.
5. The Trustees may request assistance from the staff liaison and other committee members.
6. Recommendations from the interview team will be made to the Town Board, which will make the appointment(s).

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Incumbent committee members who are eligible for reappointment will be contacted by the Town Clerk's office or the staff liaison to assess their interest in being reappointed. Members who desire reappointment will be considered along with all other applicants. Incumbents may be interviewed by the Town Board or its designee, at the discretion of the Town Board.

By agreeing to serve on a Town committee, the member agrees to abide by this policy of the Town Board. Any committee member who violates the terms of this Policy and Procedure or the bylaws of the committee may be asked to resign or be removed from the committee by the Town Board.

e. Notification

The Town Clerk's office will notify applicants of scheduled interviews. The Town Clerk's office will promptly notify applicants and incumbents requesting reappointment, of appointments and the status of their applications.

f. Vacancies

The Town Clerk's office will keep all applications on file for one year. If vacancies occur during the year, the position may be filled from the current list of applicants using the selection process delineated or through advertising for interested volunteers. For difficult to recruit committees, applications may be kept on file for two years.

Resignations from any committee should be addressed in writing to the Town Board or Town Administrator.

g. Committee Alternatives

No Town committee will have members designated as alternates. All members, other than those designated as ex-officio or associate, shall have full membership and voting privileges on all Town committees.

Where federal or state laws or municipal ordinances require alternates Section 102.3.7.1 is waived.

Alternate/non-voting members who wish to become regular members must complete an application for the appropriate committee.

h. Staff Support

Staff support is available to committees through the staff liaison assigned to support each committee.

It is the responsibility of the Town Board, in coordination with the staff liaison to provide the necessary budget and other resources for any committee to perform its assigned duties.

It is the responsibility of the staff liaison to ensure the committee has adequate and reasonable staff support within budgeted resources.

Staff support and staff liaisons will not be members of the committee to which they are assigned.

It is the responsibility of the staff liaison to make requests for the Trustees' liaison to attend assigned committee meetings through the Town Clerk.

i. Trustees Liaison

Individual Trustees may be assigned as liaisons to a committee by the Town Board. The role of the Trustee liaison is:

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- To serve as the primary two-way communication channel between the Town Board and the committee.
- If so designated by the Town Board, to review applications, interview candidates and make recommendations to the Town Board for approval.
- Serve as the primary Town Board contact with the committee.
- Attend assigned committee meetings when requested or whenever appropriate, in the opinion of the Trustee liaison. Trustee liaisons are not expected to attend every meeting of the committee.
- Any Trustee may attend the meeting of any committee; however, they should notify the official Town Board liaison in advance of attending. This notification will allow the liaison to know when a quorum of the Town Board may be attending the committee meeting and to notify the Town Clerk so the appropriate public notifications can be made, in compliance with the Colorado Open Meetings Act.
- The liaison is not a member of the committee and when in attendance at a committee meeting, shall be there as an observer for the Town Board. Participation in committee discussions should be minimal and restricted to clarification of Town Board positions or collection of information to bring back to the full Town Board.

j. Orientation and Training

Staff liaisons should provide new committee members with pertinent materials that will assist new members in becoming fully functioning members of the committee, including a copy of the bylaws and a copy of this policy. Staff liaisons should clearly inform all new members of the role of the committee and the responsibilities and authority of the committee. Established committee members are encouraged to share their experience and knowledge with new members. New members are encouraged to attend meetings before their term begins. ~~All new committee members shall receive and acknowledge the receipt of the Town of Estes Park Volunteer Manual.~~

k. Bylaws

Each committee shall ~~adopt~~ recommend bylaws that are consistent with these policies for final adoption by the Town Board. A copy of the bylaws shall be sent to the Clerk's office prior to adoption, for staff and Town Board review. This Policy and Procedure shall be incorporated, by reference, into the bylaws of all Town committees, The bylaws shall include a description of the objectives and duties or tasks of the committee, as set by the Town Board or the appropriate department.

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l. Position Descriptions

All volunteers must operate under a position description that details the functions the volunteer is authorized to undertake. Position descriptions are available from each staff liaison and should be reviewed annually.

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m. Recognition

The Town Board shall recognize the Town's volunteers annually, in a manner determined by the Town Board.

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The Town Board will send a letter of appreciation to all outgoing committee members in good standing.

Commented [JW2]: This needs some discussion by ELT before presenting to the Town Board. Want to ensure we are sending a consistent message to all committees and the Board.

n. Information Technology

Volunteer access to the Town's computing facilities must be approved by the Department Director and I.T. Manager. All volunteers that have authorized access to the Town's computing facilities, including the network, are required to abide by the provisions of the Information Technology Acceptable Use Policy (Policy 981). A copy of this policy will be provided by the appropriate Volunteer Coordinator to volunteers authorized to access the Town's computing facilities.

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o. Ownership of Intellectual Property

Any documents, articles, reports or correspondence, recommendations or other products produced by a Town committee shall be the sole property of the Town of Estes Park.

No committee or member of a committee may copyright or in any other way take ownership for any documents, articles, recommendations or other products produced as a function of the Town committee.

All documents and correspondence produced as part of the regular business of any committee shall be subject to the same open records policies applicable to all Town documents and correspondence.

All documents and publications of any Town committee must be clearly identified as belonging to or originating from the Town of Estes Park.

n-p. Open Meetings

All meetings and actions of any committee shall be in full compliance with state statutes governing open meetings. It is the responsibility of the staff liaison to be familiar with these statutes and regulations.

o-q. Decision Making

Any actions, recommendations or discussions of any committee shall be limited to the defined ~~objectives-role~~ of the body as described in the approved bylaws.

A common point of misunderstanding with committees and citizens is the role of the committee in decision-making and the type of decision-making to be employed by the committee for a particular issue. The Town Board realizes that not one method of decision-making fits all situations; however, it is important that the type of decision be declared early in the process of public discourse. The type of decision process is dependent on the issue involved, the time frame available and the amount of public participation desired.

It is the responsibility of the staff liaison to assist the committee in its decision-making process and to train new and existing members in the appropriate responsibilities and authorities of the committee and its members. Staff liaisons are not to exert undue influence during the decision-making process, but only to keep the decision-making of the committee in agreement with the objectives set by the Town Board.

p-r. Compensation and Reimbursement

i. Compensation

Citizens who serve on Town committees do so as volunteers. There will be no financial compensation or reimbursement of expenses, except as noted below, for any volunteers on any committee.

ii. Mileage

Committee members may request reimbursement for mileage to attend any committee function if the member must travel greater than 10 miles from their residence. Mileage will be reimbursed at the rate currently adopted for Town travel by the Town Board. The staff liaison is responsible for approving mileage reimbursements for committees within the budget provided by the Town Board.

iii. Meals

Meals may be provided by the Town as part of regular meetings of the committee, as budgeted.

iv. Expenses

Members of committees may be reimbursed for out-of-pocket costs associated with the business of the committee provided the expenditures have been previously budgeted by the Town Board and authorized in advance by the assigned staff liaison or Town Administrator. (For example, office supplies, copies, printing, etc.) Other expenses may be reimbursed if, in the judgment of the staff liaison, such reimbursement is in the best interest of the Town.

4-s. Insurance Coverage

i. General Liability

General liability (liability other than automotive) is provided to all volunteers operating under the direction of the Town and operating within the scope of their volunteer duties as set forth in the Position Description.

ii. Automobile Insurance

Both physical damage and legal liability for bodily injury or death is covered for all volunteers driving Town vehicles and equipment under the direction of the Town and operating within the scope of their volunteer duties as set forth in the Position Description (subject to coverage limits pursuant to the Town's coverage).

iii. Volunteer Accident Medical Plan (VAMP)

The Town is committed to providing a healthy and safe working environment for its volunteers. Volunteers will be informed as to the known potential hazards of any volunteer activities in which they are asked to participate. If a volunteer suffers an injury while performing a volunteer activity, the Town will not be liable for medical coverage. The Town does offer a Volunteer Accident Medical Plan to volunteers working under the supervision of the Town and within the scope of their Position Description. This coverage is provided through the Colorado Intergovernmental Risk Sharing Agency and is subject to change or termination at the sole discretion of the Town. If a volunteer feels that this coverage is not sufficient, they can choose to provide excess coverage at their own expense through a private medical plan.

iv. Workers Compensation

Volunteers are not covered by the Town's workers' compensation coverage.

v. Personal Property

Property insurance is not provided to any personal property of the volunteer.

~~General liability (liability other than auto, including general, law enforcement and professional) is provided to all volunteers.~~

~~Volunteers are not covered by the Town's workers' compensation coverage. Any injuries incurred while volunteering is the responsibility of the individual volunteer.~~

~~Specific to automobile insurance, both physical damage and legal liability for bodily injury or death is covered for all volunteers driving town vehicles, subject to coverage limits pursuant to the Town's coverage. In addition, liability is covered for all volunteers driving their personal vehicles on Town business; however the following claims are excluded from coverage.~~

- ~~• Bodily injury or death to passengers (including friends and family) who are not on official town business.~~
- ~~• Physical damage to non-Town owned vehicles used on Town business.~~

~~Property insurance is not provided to any personal property of the volunteer.~~

f.t. Conflict of Interest

A conflict of interest occurs when a person's private, personal relationships or interests conflict so that an independent observer may reasonably question whether the person's actions or decisions are determined by personal benefit, gain, or advantage.

Members of committees shall not use their membership for private gain, and shall act impartially and not give preferential treatment to any private organization or individual.

A member of any committee who has a personal or private interest in a matter proposed or pending shall disclose such interest to the committee; shall not vote on the item; and shall not attempt to influence the decisions of other members voting on the matter.

u. Code of Conduct

Volunteers will conduct themselves in a manner which reflects favorably on the Town at all times. All volunteers must exhibit a high degree of personal integrity and ethical behavior, respect the rights and feelings of others, and refrain from any behavior that might be harmful to themselves or the Town, or that might be viewed unfavorably by the public at large. Volunteers must adhere to the Town's Code of Conduct, as codified in Policy 307. Although it is impossible to predict every possible type of volunteer misconduct, the following are some examples of the types of conduct which may result in disciplinary and/or legal action up to and including termination of a volunteer:

- 1) Theft or misuse of Town money or property;
- 2) Commission or conviction of a felony;
- 3) Insubordination by failure to follow reasonable or lawful instructions, or direction of a supervisor;
- 4) Abusive, disrespectful, or discourteous language or conduct directed toward any other volunteer, employee, or a member of the public.

s.v. Gifts

Acceptance of or giving of any gifts by a committee member, which could lead to a conflict of interest, is prohibited. In particular, no member of any committee may accept or give a gift in excess of the value specified in Article XXIX of the Colorado State Constitution, from any individual, organization, contractor, or any other entity which does business with the Town or has any control of or interest in Town business related to the activities of his or her particular committee.

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t.w. Minutes

Minutes shall be recorded of all meetings of any Town committee that are subject to the Colorado Open Meetings Act. Approved or draft minutes should be posted as soon as practicable after the meeting in question. Committees are strongly encouraged to post draft minutes prior to the final approval of the minutes at the next meeting of the committee. At a minimum, minutes shall be published on the Town website within seven days of approval by the committee.

Commented [JW3]: The Clerk's office would suggest this be shortened to three business days. This is the new practice by the Town Clerk's office for Town Board meeting minutes and documents following a board meeting.

Minutes should record any formal actions taken by the committee. Minutes are not intended to be verbatim transcripts of the meeting. The amount of detail included in the minutes beyond the recording of actions is left to the discretion of each committee.

u.x. Agendas

Agendas for all public committee meetings will be posted on the Town website a minimum of six days prior to the meeting, whenever possible.

v.y. Waivers

Any section of this policy can be waived by a majority vote of the Town Board.

w.z. Sunset Review

In accordance with Governing Policy 1.6.1.8, all committees will undergo a regular sunset review, at least once every five years, unless otherwise provided for more frequently and according to a staggered schedule to be adopted separately by the Board of Trustees. This applies only to non-statutorily required boards/commissions.

Board/Committee	Initial Sunset review (then every five years thereafter)
Parks Advisory Board	October 20 22 47
Transportation Advisory Board	October 20 22 47
Committee and Family Advisory Board	April 20 24 49
Audit Committee	October 20 23 48

Approved:

~~Todd Jirsa~~ Wendy Koenig, Mayor

Date

~~Document Title~~ Policy 102 – Town Committees ~~6/14/216/9/21~~
~~Revisions: 1~~ Town of Estes Park, Town Board Policies ~~Page 15 of 15~~

~~Town Committees 102~~ _____
~~Revisions: 10/23/2018~~ Town of Estes Park, Town Board Policies ~~Page 15 of 15~~

>>name of board/committee<<

BYLAWS

[Adopted MM YYYY]

I. ROLE

>>define the role and mission<<

>>board/committee abbreviation<< in the remainder of this document will refer to the >>Name of board/committee<<. Chair in the remainder of this document will refer to the Chair of >>board/committee<<.

II. MEETINGS

- A. *Regular Meetings.* Shall be held >>describe frequency of meetings<<, with additional meetings scheduled as needed. Regular meetings shall occur at >>day/time if meeting time is certain OR "at regular times set by the >>board/committee<<"<<. Any item on the agenda which cannot be heard and considered by the conclusion of the meeting may be continued until and heard at the next regularly scheduled meeting or a specially scheduled meeting and shall have priority over any other matters to be heard and considered.
- B. *Special Meetings.* May be held at any time upon call by the Chair or >>"Responsible Department" Director<<. Notice of at least three (3) calendar days shall be given to each member of the >>board/committee<<. The time, place, and purpose of the special meeting shall be specified in the notice to the committee members. Should a special meeting be scheduled, notification must be provided to the >>title of staff liaison<< in an effort to adequately notify the public in accordance with the State of Colorado Open Meetings Law Section 24-6-402(2)(c) C.R.S.
- C. *Cancellation of Meetings.* Regularly scheduled meetings of the >>board/committee<< may be cancelled or rescheduled upon determination by the Chair. Any cancelled meeting requires notification to the >>title of staff liaison<< in an effort to adequately notify the public.
- D. *Meeting Procedures.* Chair shall preside in accordance with generally accepted norms for the conduct of parliamentary procedure. The >>board/committee<< may overturn a parliamentary determination of the Chair by majority vote. Robert's Rules of Order may be considered as a parliamentary guide.
- E. *Open Meetings.* All meetings and action of the >>board/committee<< shall be in full compliance with state statutes governing open meetings, as amended and incorporated herein by reference. It is the responsibility of the assigned staff

member of >>Responsible Department<< to be familiar with these statutes and regulations.

- F. *Attendance by Non-members.* Meetings may be attended by persons who are not members of the >>board/committee<<. At the discretion of the Chair, nonmembers may be allowed to speak at meetings. However, in no event shall nonmembers be allowed to vote on matters for which a vote is required.

III. MEMBERS AND QUORUM

- A. *Membership.* >>define membership here, including any expertise and the number of members<< Appointments of members shall be made by the Town Board in accordance with Policy 102.
- B. *Terms.* Members shall be appointed to a _____ year term. The terms of the members shall be staggered so that the terms of an equal number of the members, or as equal a number as possible, expire on the last day of >>month<< each year. There are no term limitations, and members may be reappointed by the Town Board in accordance with Policy 102.
- C. *Vacancies.* Vacant positions shall be filled by appointment by the Town Board for the unexpired portion of the term of the position to be filled.
- D. *Quorum.* A quorum for transaction of business of the >>board/committee<< shall consist of a majority of the members of the >>board/committee<<. [Exception for Planning Commission, Board of Adjustment, Board of Appeals, as small, decision-making boards: "A quorum for transaction of business of the >>board/committee<< shall consist of X members of the >>board/committee<<." X should be equal to the smallest majority of the fixed number of membership positions on the Board, notwithstanding any vacancies.] This is the minimum number of members required to be present to open a meeting and conduct business, i.e. a seven member board would require four members to be present to establish a quorum.
- E. *Action.* Any action by the >>board/committee<< shall be by majority vote of the members attending any regular or special meeting at which a quorum is present, unless otherwise provided by law or ordinance. A tie vote shall constitute failure of the motion on the floor.
- F. *Town Board Liaison.* The Town Board may appoint one of its members as a liaison to the >>board/committee<<, who shall receive copies of all notices, documents, and records of proceedings of the >>board/committee<< which any member would also receive.

IV. OFFICERS

- A. *Officers.* >>define here, but at a minimum must have a chair and vice chair<<
- B. *Elections.* Officers shall be elected by the members annually, at the first regularly scheduled meeting of each year. Officers shall be members of the >>board/committee<<. Notification of who is elected Chair and Vice Chair will be sent to the Town Clerk.
- C. *Chair Responsibilities:*
1. Preside at all meetings
 2. Ensure that all meetings are conducted with decorum and efficiency
 3. Call special meetings in accordance with the bylaws
 4. Authority to cancel a meeting
 5. Sign any documents prepared by the >>board/committee<< for submission to the Town Board or town departments
 6. Represent the >>board/committee<< in dealings with the Town Board or other organizations
 7. The Chair has the same right as any other member of the Board to vote on matters before the >>board/committee<<, to move or second a motion, and to speak for or against proposals
- D. *Vice-Chair Responsibilities:*
1. Assist the Chair as requested
 2. Accept and undertake duties delegated by the Chair
 3. Preside over meetings or perform other duties of the Chair in the event the Chair is absent or unable to act
- E. *Chair Pro Tem.* In the absence of the Chair and Vice-Chair at a given meeting, the >>board/committee<< may elect a voting member to serve as Chair for the duration of that meeting.

V. STAFF ROLE

Assigned staff member for >>Responsible Department<< is responsible for proper notification of meeting, preparation and distribution of agenda, assembly of packet and taking minutes for all meetings.

VI. ATTENDANCE

Regular attendance by the members of the >>board/committee<< is expected. In the event any member misses three (3) consecutive regular meetings or a total of four (4) regular meetings in a calendar year, the Town Board may remove its appointed member for neglect of duty and designate a new member to fill the vacancy.

VII. GENERAL PROVISIONS

Recommendations for amendments to these bylaws may be adopted at any regular or special meeting of the >>board/committee<< by a majority of the membership of the >>board/committee<< provided that notice of such possible amendments is given to all members at least 20 days prior to the meeting at which action is to be taken. Any amendments shall be subject to approval by the Town Board.

VIII. COMPLIANCE WITH TOWN POLICIES

- A. In addition to these bylaws, the >>board/committee<< shall operate in compliance with the adopted Town Board policy on Town Committees, Policy 102, as amended. The terms of this policy are incorporated into these bylaws by this reference. A copy of the policy, along with these bylaws, shall be provided to each member at the time of their appointment.
- B. Failure to comply with applicable Town policies may be grounds for an official reprimand or censure by the >>board/committee<< and/or a recommendation to the Town Board for removal.

IX. CONFLICT OF INTEREST:

All members of the >>board/committee<< are subject to the standards of conduct under the State of Colorado Code of Ethics, Sections 24-18-101 et seq., C.R.S., and Article XXIX of the Colorado Constitution (Amendment 41). At the time of introduction of an individual item on the >>board/committee<< agenda in which the member has a conflict of interest, the member shall state that he or she has a conflict of interest and then abstain from participating and voting on the matter. A member having a conflict of interest on any matter shall not attempt to influence other members of the >>board/committee<< at any time with regard to said matter.

Adopted this [] day of [], 20XX
ESTES PARK BOARD OF TRUSTEES

By: _____
Mayor

APPROVED AS TO FORM:

Town Attorney



PUBLIC WORKS 851

Complete Streets Engineering Division

1. PURPOSE

This policy establishes practices within the Public Works Department to promote and encourage the development of a multi-modal transportation network that will provide access to all users. Through the application of Complete Streets principles, we will provide comprehensive, safe, convenient, and comfortable routes for walking, bicycling, and public transportation. This will encourage active living lifestyles, wellness, reduce traffic congestion, reduce noise and air pollution, and improve the safety and quality of life of Estes Park residents and visitors.

2. POLICY

The Town of Estes Park Complete Streets Policy is attached as Appendix 1.

3. PROCEDURE

The attached Complete Streets Policy includes procedures to implement the policy (Section 2), procedures to track & report application of the policy over time (Section 3), a Complete Streets Checklist (Exhibit A), and Traffic Calming Guidelines (Exhibit B).

Approved:

Todd Jirsa, Mayor

Date

APPENDIX 1 - Town of Estes Park Complete Streets Policy

Statement of Intent:

The Town of Estes Park, through the adoption of this Complete Streets Policy, intends to promote and encourage the development of a multi-modal transportation network that will provide access to all users.

Introduction

Complete Streets are streets for everyone. A Complete Streets approach integrates people and place in the planning, design, construction, operation, and maintenance of our transportation networks. This helps to ensure streets are safe for people of all ages and abilities, balance the needs of different modes, and support local land uses, economies, cultures, and natural environments. Complete Streets make it easy to cross the street, walk to shops, and bicycle for work, play, shopping, and recreation.

A Complete Streets Policy allows planners and designers to understand and meet the actual mobility needs of every community member, however, they travel - by foot, bicycle, scooter, skateboard, shuttle or automobile. A Complete Street ultimately encourages all community members to utilize mobility options to access destinations such as schools, downtown businesses, neighborhoods and recreation areas. This makes it easier for shuttles to run on time and make it safe for people to walk to and from parking areas such as the Visitor Center Parking Structure.

Every transportation project that implements the Complete Streets approach will make the multi-modal transportation network better and safer for motorists, drivers, transit riders, pedestrians, and bicyclists, thus making the town a better place to live and visit.

Policy

1. **DEFINITIONS:** The following words and phrases, whenever used in this Policy, shall have the meanings defined in this section unless the context clearly requires otherwise:
 - a. **Complete Street Infrastructure:** According to the National Complete Streets Coalition, appropriate elements that make up a complete street would include sidewalks, bicycle lanes, shared use paths, designated transit lanes, safe and accessible transit stops, safe crossings for pedestrians (including median islands), grade separated crossings (i.e. underpasses or overpasses), accessible pedestrian signals, and curb extensions. Additionally, they include

features identified in the Estes Valley Trails Master Plan and the Estes Park Downtown plan.

- b. "Street" includes streets, avenues, boulevards, road, lanes, alleys, and all public ways.
- c. "Street Project" means the capital construction or capital reconstruction of any street, whether by the public or private sector, and includes the planning, design, approval, and implementation processes. Operation and maintenance (O&M) based projects are excluded.
- d. "Multi-modal Transportation Network" means all facilities, vehicles and devices designed to facilitate the mobility of people.
- e. "Users" are individuals who use the Multi-modal Transportation Network. Categories of Users include pedestrians, bicyclists, motor vehicle drivers, public transportation riders and people of all ages and abilities.

2. IMPLEMENTATION.

- a. The Town of Estes Park shall consider every Street Project an opportunity to incorporate the principles of Complete Streets.
- b. The Town of Estes Park will work in coordination with other organizations, agencies, and jurisdictions to achieve safe, convenient and connected Complete Streets infrastructure within the Multi-modal Transportation Network.
- c. This policy will be used as a guide to the Town of Estes Park in development of transportation plans, transit plans, and design standards. As practicable, these documents and tools will be updated to reflect this Complete Streets Policy.
- d. Implementation of the Complete Streets Policy will consider the adjacent neighborhood, completion of the multi-modal network, priority corridors, and the financial costs of the Complete Street elements.
- e. The Complete Streets Checklist at Exhibit A below will be used in planning, design and construction or reconstruction of all transportation projects.
- f. Public works will present to the Transportation Advisory Board, CDOT (for proposed work within the CDOT right of way), and to the general public at neighborhood meetings all street reconstructions, modifications, and construction projects at the 30% preliminary design stage and 90% final design stage. When the proposed street work is at a location governed by the Complete Streets Policy, the presentation will include the Complete Streets Checklist results, recommended design cross-section, alternative improvements, if any, construction cost estimates for each alternative, clarification of maintenance responsibility, and estimated maintenance costs.
- g. Implementation of relevant parts of the Downtown Plan will also be considered in the implementation of this policy.

- h. Public works will encourage projects undertaken by other public agencies and private sector development to follow this policy.
- i. Exceptions to this policy for any Street Project can only be granted with the approval of the Public Works Director and the Town Administrator after coordination with the Transportation Advisory Board.

3. DATA COLLECTION AND PROGRESS REPORTING

- a. The Town will periodically collect, review and report performance data and benchmark measurements to demonstrate the effectiveness of this policy. This will include: number of projects completed, number of projects incorporating complete streets infrastructure, actual infrastructure added, number of transit and non-motorized users, and community attitudes and perceptions.
- b. The Transportation Advisory Board and the Shuttle Committee are encouraged to provide ongoing feedback and act as a conduit for public participation on the implementation of Complete Streets practices.

Exhibit A

Complete Streets Checklist

1. Existing Conditions:

- a. What accommodations for bicycles, pedestrians, and transit are included in the existing facility and on facilities it intersects or crosses?
- b. If there are not pedestrian or bicycle facilities and transit, how far from the proposed project are the closest parallel walkways and bicycle facilities?
- c. Are there existing impediments for bicycle, transit, and pedestrian travel that the proposed project could address?
- d. What current or future trip generators are in the vicinity of the proposed project that could potentially attract more pedestrians, bicyclists, employees, transit or users of other travel modes?
- e. Did the project design consider conflicts between users of different modes of travel, including bicyclists, pedestrians, motor vehicles, transit or others?
- f. Do any previously adopted plans call for the installation of bicycle or pedestrian facilities such as bike or multi modal lanes on, crossing, or adjacent to the proposed facility? If yes, list the applicable plans.

2. Project Scope

- h. What accommodations, if any, are included for bicycle, pedestrians, and transit in the proposed project design?
- i. If the proposed project does not include bicycle and pedestrian facilities, list reasons.
- j. State the cost of the bicycle and pedestrian facilities and their proportion of the total project cost.
- k. What entity or district will be responsible for the maintenance of the bicycle and pedestrian facilities and how will they be budgeted?
- l. To what extent does the project include steps to calm traffic as outlined in the attached traffic calming guidelines at Exhibit B.

Exhibit B

Traffic Calming Guidelines

The following guidelines are not intended to be exhaustive but to give policymakers, the general public, planners, and designers a general idea of what traffic calming is about. For example, more detailed guidance and ideas can be found in the publication from The Institute of Transportation Engineers' (ITE) entitled Traffic Calming: State of the Practice. This defines traffic calming as “the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.”

Suggested road designs that say slow down

1. Design roads that create a subconscious need to slow down.
2. Design roads that incorporate artifacts that encourage people to slow down.
3. Create roadways that make vehicle users feel uncomfortable to speed down residential roads.
4. Create roadways that have narrow lane width.
5. Add trees, garden plots, sculptures and benches along roadway shoulders to create calm and visual enjoyment for all users.
6. Add physical design of road signs.
7. Trees, bike lanes, and sidewalks included in designs.
8. Consider alternatives to traffic lights at intersections such as roundabouts to improve traffic flow and calming.