



*"... meeting community needs ... enhancing quality of life."*

**DEPARTMENT OF PUBLIC WORKS**  
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**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Date:** February 15, 2023  
**Re:** Complete Streets / Ped Study: Consultant Scope Approval

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At its 3/16/22 meeting, the Common Council approved the allocation of \$75,000 to hire a consultant to evaluate the city's Enhanced Crosswalk Program (Agenda Item #22-0054). Through subsequent internal discussions, it was agreed that expansion of the project scope to include other complete streets-related issues would be beneficial.

Since that time, staff has worked with our preferred bike & pedestrian consultant (ALTA Consultants) to develop a project scope that would not only address the issue of determining how to move forward with our Enhanced Crosswalk Program, but also help the city establish a set of strong foundational policies that would guide our roadway design efforts in the future.

Based on the strong interest the Council has shown in this project, staff is asking that Committee/Council approve the proposed project scope (included below) prior to us moving forward with the consultant.

Figure 1– Proposed Scope of Services



MEMORANDUM

To: Eric Lom, City of Appleton  
From: Colin Harris, Alta Planning + Design  
Date: January 20, 2023  
Re: Proposal for Appleton Complete Streets Study

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## Project Understanding

Alta will work with the City of Appleton on the development of a Complete Streets Study. The Study will include the following elements:

- Review and update the City’s *Complete Streets Policy*
- Review and update the City’s existing *Mid-Block Crosswalk Policy* and *Enhanced Crosswalk Policy*
- Develop a Complete Streets Design Guide
- Provide a Complete Streets Presentation for the City’s Municipal Services Committee

## Scope

### Task 1: Project Management

Alta’s Project Manager (PM) will regularly communicate with the City’s PM. Alta will perform project management tasks including facilitating a kick-off meeting and hosting regular check-in meetings. Alta will provide agendas, follow-up notes, and prepare materials as needed. Alta will create a final Study summary PowerPoint document and present virtually to the Municipal Services Committee.

*Task 1 Deliverables:*

- Kickoff meeting (include final work plan and project schedule)
- Regular check-in meetings with the City’s Project Manager
- Final Study Summary PowerPoint and virtual presentation to the Municipal Services Committee

### Task 2: Complete Streets Policy

Alta will review the City’s existing *Complete Streets Policy* and set a vision for an updated policy. As part of the review of the existing policy, Alta will interview City staff about how they apply the policy in current planning and design projects. Alta will coordinate closely with the City’s PM to define the vision for the updated policy and create an updated draft and final *Complete Streets Policy*. Additionally, Alta will provide recommendations for other future City policy updates that may be able to better align with the updated *Complete Streets Policy*.



*Task 2 Deliverables:*

- Vision summary for the updated *Complete Streets Policy*
- Staff interviews (up to 5)
- Draft and Final Updated *Complete Streets Policy*
- Suggested future complementary policy update summary

**Task 3: Crosswalk Policy**

Alta will review the City's existing *Mid-Block Crosswalk Policy* and *Enhanced Crosswalk Policy*. As part of the review of the existing policy, Alta will interview City staff about how they apply the policies in current planning and design projects. Alta will coordinate closely with the City's PM to define the vision for the updated policy and create an updated draft and final *Crosswalk Policy*.

Additionally, Alta will review collector and arterial streets in accordance with the proposed policy and prioritize up to 15 locations in most need of improvement. Priority locations will be determined by analyzing needs such as destinations/origins, safety, and demographic equity indicators (to be determined in coordination with the City's PM).

*Task 3 Deliverables:*

- Vision summary for the updated *Crosswalk Policy* (combining existing *Mid-Block Crosswalk Policy* and *Enhanced Crosswalk Policy*)
- Staff interviews (up to 3; may be combined with interviews under Task 2)
- Draft and Final Updated *Crosswalk Policy*
- Needs analysis
- Crosswalk prioritization (up to 15 locations)

**Task 4: Complete Streets Design Guide**

Alta will develop a *Complete Streets Design Guide* for the City. The Guide will build from the existing *Downtown Streetscape Design Guide* and reference national best practice guidance as appropriate (e.g., NACTO). It is envisioned that the Guide will be organized by land use as a primary category, with road class as secondary. The Guide will include typical sections that align with how the Guide is organized. The guidance may be organized based on typical roadway typologies based on the land use and road classifications.

The Guide will include traffic calming features and include information on use, design considerations, and tradeoffs related in implementing the features in limited right-of-way. Anticipated features to be highlighted include:



Intersection treatments

- Raised crosswalks
- Raised intersections
- Pedestrian Refuge Islands
- Curb extensions
- Traffic circles
- No right turn on red
- Hardened left turns
- Traffic diverter
- Exclusive pedestrian phase

Non-intersection treatments

- Mid-block crossings
- Raised medians
- Pinch point
- Chicane
- Speed hump
- Speed table
- Speed cushion
- Traffic diverter
- Street trees
- PHBs/RRFBs
- Four-lane to three-lane conversions
- Bike Infrastructure
- Bus stops
- Placemaking

Additionally, the Guide will include information about truck turning design (corner design) for multiple typical intersection conditions.

Under this task, Alta will also work with the City's PM to discuss how a neighborhood traffic calming retrofit program could look. This information will be summarized and is anticipated to include information about the following:

- Policy examples
- Staffing and funding overview
- Example interim strategies
- Diagram showing an actual approximately 6-block x 6-block residential neighborhood in Appleton showing example conceptual build-out for a traffic calming retrofit strategy
- Guidance on how interim strategies (e.g., flexible post delineators) can coexist with street sweeping and winter maintenance



*Task 4 Deliverables:*

- Outline/Vision for the *Complete Streets Design Guide*
- Draft and Final Typical Sections (to include in the Guide)
  - One ideal typical section per land use
  - One additional typical section per land use for retrofit projects using typical curb-to-curb width
- Draft and Final *Complete Streets Design Guide*, incorporating Typical Sections and information on traffic calming features, organized according to the outline/vision
- Neighborhood Traffic Calming Retrofit Program Summary
- Recommendations on related training for DPW engineers and maintenance personnel (training to be considered under a separate scope)

## Timeline

The project is anticipated to start in February 2023 and be complete by July 2023.

## Fee

It is anticipated that the fee for this project will be \$75,000.