



## **AGENDA**

### **PARKS & RECREATION COMMISSION REGULAR SESSION**

CITY HALL  
CITY COUNCIL CHAMBERS  
5160 MAPLE DRIVE  
PLEASANT HILL IA 50327-8440

THURSDAY, January 14, 2016  
6:00 PM

1. CALL TO ORDER / ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES December 7, 2015 SPECIAL MEETING
4. TIME TO ADDRESS THE COMMISSION – FIVE (5) MINUTE LIMIT
5. NEW BUSINESS
6. REPORTS
  - a. Complete Streets Policy
  - b. Park Master Plan
  - c. 2015 Annual Report
7. FUTURE AGENDA ITEMS/COMMISSIONERS' COMMENTS
8. ADJOURNMENT

◊ Next Regularly Scheduled Meeting February 11, 2016 – 6:00 PM

Pleasant Hill Plan & Zoning  
Park & Recreation  
December 07, 2015

Pleasant Hill Plan & Zoning regular meeting and Pleasant Hill Park & Recreation joint special meeting was called to order at 5:32 pm on December 07, 2015 by Chairperson Mark Ackelson.

### **Roll Call - Plan & Zoning**

71-2015 CALL TO ORDER/ROLL CALL: Mark Ackelson, Beth Cooper, Curt Gause, Jan Higgins, Keith Williamson. Absent: Tim Mallicoat, Martha Miller.

### **Roll Call - Park & Recreation**

ROLL CALL: David Dunfee, Anne Johns, Dan Schmitz, Olivia Smith, Penny Thomsen. Absent: Gary Denning Jr, Loren Lown.

### **Agenda**

72-2015 WILLIAMSON/GAUSE moved approval of the agenda. Ayes: Unanimous. Motion Carried.

### **Minutes**

73-2015 WILLIAMSON/COOPER moved approval of the Plan & Zoning November 02, 2015 regular meeting minutes. Ayes: Unanimous. Absent: Mallicoat, Miller. Motion Carried.

DUNFFE/THOMSEN moved approval of the Park & Recreation November 12, 2015 regular meeting minutes. Ayes: Unanimous. Absent: Denning, Lown. Motion Carried.

### **2016 Planning and Zoning Commission Schedule**

74-2015 WILLIAMSON/HIGGINS moved approval of the 2016 Planning and Zoning Commission Schedule with the change of the February meeting to the second Monday due to the first Monday conflicting with the Iowa Caucus. Ayes: Unanimous. Absent: Mallicoat, Miller. Motion Carried.

### **Time to Address the Commission**

No comments were received.

## **New Business**

Complete Streets Presentation.

Mike Armstrong, Metropolitan Planning Organization [MPO] gave a power point presentation on Complete Streets outlining the need to plan for designed streets to enable safe access for all users; walking, bicycling, and driving. Armstrong provided a Complete Streets model policy that was developed by the Des Moines Area MPO.

## **Park & Recreation Motion**

THOMSEN/JOHNS moved to recommend for staff to continue discussion to proceed with adopting a Complete Street policy. Ayes: Unanimous. Absent: Denning, Lown. Motion Carried.

## **Plan & Zoning Motion**

75-2015 WILLIAMSON/HIGGINS moved to refer the MPO model policy to staff for recommendations and bring back to the Commission for review. Ayes: Unanimous. Absent: Mallicoat, Miller. Motion Carried.

## **Director's Report**

None

## **Adjournment**

76-2015 WILLIAMSON/HIGGINS moved to adjourn. Meeting was adjourned at 6:34 pm.

Ruth E Mattix  
Recording Secretary

## **AGENDA ITEM SHEET**

### **PARKS & RECREATION COMMISSION**

**JANUARY 14, 2016**

<b>REQUESTED BY:</b>	<b>MADELINE STURMS, AICP SENIOR PLANNER</b>
<b>REFER TO:</b>	<b>PARKS AND RECREATION COMMISSION</b>
<b>SUBJECT:</b>	<b>COMPLETE STREETS POLICY</b>

The City Council approved the Comprehensive Plan and the Parks, Recreation, and Open Space Plan at their November 24, 2015 meeting. Both of these plans addressed transportation and community connectivity recommendations.

The Parks, Recreation, and Open Space Plan identified Complete Streets as a priority. While dedicated off-street trail alignments are preferable, it can be difficult to create an interconnected trail system throughout the community utilizing only these types of trails. Community connectivity can also be achieved through a network of complete streets which accommodates vehicles, mass transit, bicyclists, and pedestrians. Complete streets would offer opportunities to extend the trail network more efficiently as they are integrated with roadway development and trail alignments.

The Des Moines Area MPO has developed a policy template for Complete Streets that can be adopted by the member governments. MPO Staff provided a presentation on Complete Streets at the December meeting. Staff has reviewed the draft policy along with other Iowa adopted policies to assemble the attached draft for Pleasant Hill. The policy gives guidance and direction to residents, developers, designers, and managers of public streets right-of-way for accommodating an interconnected, multi-modal transportation network for all users and uses of the public travel spaces. New street construction along with street reconstruction and maintenance projects would need to consider the elements of the policy for inclusion.

The City has an established practice of working to include sidewalk and trail infill on recent capital projects and the adoption of a complete streets policy would add emphasis and clarity to that effort. The Planning & Zoning Commission reviewed the policy at their January 4<sup>th</sup>, 2016 meeting and voted unanimously to recommend approval to the City Council. The City Council will discuss the policy at an upcoming work session. The policy is being presented here as an informational item following the joint December meeting; however, the Commission could forward a recommendation if so desired.

**CITY OF PLEASANT HILL  
COMPLETE STREETS POLICY  
JANUARY 2016**

1. POLICY GOAL

The Complete Streets Policy is intended to give guidance and direction to residents, developers, designers, and managers of public streets right-of-way for accommodating an interconnected, multi-modal transportation network for all users and uses of the public travel spaces with the goal of developing connectivity between each transportation mode within the public right-of-way. The expectation is to incorporate the principles of complete streets as a matter of course in design and construction.

2. POLICY DEFINITIONS

- A. **COMPLETE STREET:** a street that is designed, built and operates to routinely accommodate safe travel by all modes and all people. A complete street serves everyone who travels, be it by driving, walking, bicycling, riding transit or other means while connecting to a larger transportation network. People of all ages and abilities are able to safely move along and across streets, regardless of how they are traveling. Complete streets are essential for access by people who cannot drive. Streets without safe access for non-motorized transportation represent a barrier for people who use wheelchairs, and for older adults and children. A complete street may look quite different on different sides of the same city, but are designed to balance safety, access and mobility for everyone using the street.
- B. **CONTEXT SENSITIVE DESIGN SOLUTION:** a design which balances safety, mobility, and transportation needs, while preserving scenic, aesthetic, historical, environmental, neighborhood and community values and characteristics.
- C. **STREET:** The street is considered to be the subgrade, base, pavement, grading, storm sewer, and subdrains. (All elements required to build, operate, and maintain the street.)
- D. **NEWLY CONSTRUCTED STREET:** a street constructed where one has not previously existed.
- E. **RECONSTRUCTED STREET:** a street constructed where one has previously existed. Any existing street which has rehabilitation done to it, which is estimated at 50% or higher of the cost of NEWLY CONSTRUCTED STREET (excluding utilities except storm sewer and subdrains), shall also be considered a RECONSTRUCTED STREET for the purposes of this policy.
- F. **PUBLIC STREET:** a roadway owned and maintained by the City of Pleasant Hill, providing frontage for (a) parcel(s) of property as set forth in the City Zoning regulations.
- G. **PUBLIC RIGHT-OF-WAY:** City-owned property designated as right-of-way, which contains items such as roadway, utilities, sidewalks, etc.

- H. PRIVATE STREET: a privately owned and maintained roadway established by final platting or otherwise established as approved by the City of Pleasant Hill, providing frontage for (a) parcel(s) of property as set forth in the City Zoning regulations.
- I. PUBLIC FRONTAGE ROAD: a roadway located with portions of PUBLIC STREET right-of-way, frontage road reservation easement or adjoining other streets, which have access control.
- J. STREET MAINTENANCE: rehabilitation of a street, which generally restores the functionality of the existing street components (either primarily as a street project or in conjunction with underground public utility construction), without significantly altering or adding to those components, and which is estimated at less than 50% of the cost of a NEWLY CONSTRUCTED STREET with those same components. Utility construction (except storm sewer and subdrains) is excluded from this cost calculation.
- K. PARKWAY: the non-driveway area of public right-of-way between the back of curb or edge of roadway and right-of-way line.

### 3. POLICY STATEMENT

Each City Department that performs physical improvements in the right-of-way (streets, sidewalks, landscaping, public utilities, etc.) and private developers that build infrastructure (streets, public utilities, etc.) for dedication to the City, shall perform such work in compliance with this policy. Streets within the City of Pleasant Hill shall be designed, maintained and operated as Complete Streets per this policy to enable safe, comfortable and convenient access for all users regardless of age or ability, including but not limited to motorists (automobiles, trucks, buses, and emergency vehicles), pedestrians, bicyclists, those with disabilities, and public/private utilities. A Complete Street shall serve as part of a comprehensive, integrated and connected multi-modal street network within the City of Pleasant Hill.

### 4. APPLICABILITY AND EXCEPTIONS

Complete street design features shall be considered for all newly constructed streets, street reconstruction and street maintenance projects undertaken within the City unless one or more of the following conditions are met:

- A. Bicyclists and pedestrians are prohibited by law from using the roadway. In this instance, a greater effort may be necessary to accommodate all users elsewhere within the right-of-way or within the same transportation corridor.
- B. The cost of establishing complete street accommodations would be excessively disproportionate to the need or significantly use or exceed budget costs.
- C. Where sparsity of population or other factors indicate an absence of future need. (i.e. cul-de-sacs with four or fewer dwellings, topographic or natural resource restraints, annual average daily traffic (AADT) less than 500 vehicles per day.

- D. Other exceptions to this policy will be per policy adopted by City Council, or in the absence thereof, considered on a case-by-case basis by the Pleasant Hill City Council.

## 5. IMPLEMENTATION

Complete Streets are generally accomplished though considering elements for inclusion such as sidewalks, shared use paths, bike lanes, fewer travel lanes, narrower lane widths, improved street crossings, bump outs, pedestrian signals, wayfinding signage, street furniture, street trees, and transit shelters, access and facilities. The Complete Street shall incorporate one or more of these as reasonable applicable.

Every city, state and federally funded transportation improvement and project phase should be approached as an opportunity to create safer, more accessible streets for all users. Project phases include planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, and operations as well as any change to transportation facilities within street rights-of-way such as capital improvements, re-channelization projects, and major maintenance. Each project undertaken by the City of Pleasant Hill that is a newly constructed street, reconstructed street, or street maintenance within the public right-of-way shall consider the elements included in this policy.

The City shall coordinate with partner agencies, authorities, and transportation supporters including but not limited to Des Moines Area Regional Transit, the Des Moines Area Metropolitan Planning Organization, and the Iowa Department of Transportation to identify bicycle, pedestrian, and transit planning and design opportunities appropriate to the community and capital project needs. The City shall also periodically review and revise related procedures, plans, regulations, design guides and other processes to align goals with the Complete Streets Policy and assist in accommodation of all users in all projects.

## 6. DESIGN CRITERIA AND CONTEXT SENSITIVE DESIGN

Each street and right-of-way design should be practically undertaken to complement the neighborhood in which it exists, (i.e. a context sensitive design solution), while complying with the latest accepted practices and guidelines, and federal and state laws. (or, alternatively: All designs should be context-sensitive to meet the needs of the community and surrounding area while emphasizing safe and accessible travel for all people.) The design and development of the transportation infrastructure shall improve conditions for transit users, motorists, bicyclists, pedestrians and other users through the subsequent steps:

- A. Plan projects for the long-term. Transportation improvements are long-term investments that remain in place for many years. The design and construction of new facilities should anticipate likely future demand for transit, bicycling, and walking facilities and not preclude the provision of future improvements.
- B. Address the need for bicyclists and pedestrians to cross corridors as well as travel along them. Even where bicyclists and pedestrians may not commonly use a particular corridor that is being improved or constructed, they will likely need to be able to cross that corridor safely and conveniently. Therefore the design of

intersections and interchanges shall accommodate bicyclist and pedestrians in a manner that is safe, accessible, and convenient.

- C. Design facilities to the best currently available standards and guidelines. The design of facilities for should follow design guidelines and standards that are commonly used, such as:
- a. AASHTO Guide for the Development of Bicycle Facilities;
  - b. AASHTO's A policy on Geometric Design of Highways and Streets;
  - c. AASHTO's Guide for the Planning, Design, and Operation of Pedestrian Facilities;
  - d. SUDAS: State Urban Design and Specifications Manual;
  - e. Federal Highway Administration's Manual on Uniform Traffic Control Devices for Streets and Highways;
  - f. ITE Recommended Practice Context Sensitive Solutions in Designing Major Urban Thoroughfares for Walkable Communities; and,
  - g. National Association of City Transportation Officials (NACTO) Urban Street Design Guide.

**AGENDA ITEM SHEET**

**PARKS & RECREATION COMMISSION**

**JANUARY 14, 2016**

<b>REQUESTED BY:</b>	<b>MADELINE STURMS, AICP SENIOR PLANNER</b>
<b>REFER TO:</b>	<b>PARKS AND RECREATION COMMISSION</b>
<b>SUBJECT:</b>	<b>PARK MASTER PLAN</b>

The City Council has purchased an undeveloped 77 acre parcel for the establishment of the City's first park east of the bypass. Located in an area south of SE 6<sup>th</sup> Avenue, west of SE 68<sup>th</sup> Street, and adjacent to Four-Mile Elementary School, the property will require a series of investments over many years to develop and maintain the area as a park. The current budget year contains funds for the development of a master plan for the new property to guide future programming of the space and to prioritize investments to aid future budgeting decisions. The City Council is considering a contract for scope of services at the January 12, 2016 meeting with Confluence, a landscape architecture and planning firm.

Confluence has expertise in all components of park planning and development from conceptual designs to construction documents. The firm and the assigned project team are also well known for their public meeting and input facilitation. The firm will lead a process over the next several months with several opportunities for public input and coordination with local park and recreation leaders with goal completion of Summer 2016. The scope of services has been reviewed by the Park and Recreation Commission Chair and the Planning and Zoning Commission Chair.