



**AGENDA**  
**BASEHOR PLANNING COMMISSION**  
November 8, 2016 7:00 p.m.  
Basehor City Hall

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- 1. Call to Order**
- 2. Pledge of Allegiance and Roll Call**
- 3. Approval of Minutes of the preceding meeting.**
  - a. Minutes of the October 11, 2016 Planning Commission Meeting**
- 4. Unfinished Business**
  - a. None**
- 5. New Business**

**No Regular Agenda Items-Worksession only**

  - a. Get to know your fellow Commissioners**
  - b. Review of Future Land Use Map (FLUM)**
  - c. Review of Updated Trails Map**
  - d. Review of Complete Street Seminar**
- 6. Open Agenda**
- 7. Reports from Special Committees**
  - a. Theno Estates Phase 2-Annexation and Rezoning**
  - b. Permit #'s**
  - c. Reminder of End of Month Worksession, time?**
- 8. Planning Directors Report**
  - a. None**
- 9. Adjournment**

**MINUTES**  
**BASEHOR PLANNING COMMISSION**  
**October 11, 2016**  
**BASEHOR CITY HALL**  
**PLANNING COMMISSION MEETING**  
**7:00 P.M.**

**1. *Call to Order***

Chair Jon Gallion called the meeting to order at 7:00 p.m.

***Pledge of Allegiance***

**2. *Roll Call***

Members Present: Chair Jon Gallion, Commissioners Jennifer Bizzell, Cecil Swenson, Ed Bush, Terry Gall, Dennis Haag and Ben Sims

Staff Present: Mark Lee, Planning and Zoning Director; Connie Leggett, Planning Commission Secretary

Absent Members: None

**3. *Approval of Minutes***

Chair Gallion called for a motion to approve the September 13<sup>th</sup>, 2016 minutes. Motion was made by Commissioner Gall to approve the minutes with the following corrections

**Item 3:** approval of motion from 5-0 to 6-0

**Item 5:** approval of motion from 4-0 to 5-0 to elect Jon Gallion as Commission Chair

**Item 5:** approval of motion from 4-0 to 5-0 to elect Ed Bush as Commission Vice-Chair

**Item 6:** change builders to Boulders in paragraph 2

Motion was seconded by Commissioner Haag. Chair Gallion called for a vote, Motion passed 7-0

**4. *Unfinished Business - None***

**5. *Public Hearing: Amend the Zoning Regulations of the City of Basehor, Article 6; Definitions-***

**Request for approval to amend the zoning regulations to allow for the addition of the new term- *Architecturally Attached Structure*, as it refers to accessory structures.**

Chair Gallion called for a motion to open the public hearing. Commissioner Swenson made the motion and Commissioner Bush seconded. Chair Gallion called for a vote and the motion to open the public hearing was passed 7-0 at 7:02 p.m.

Mark Lee explained how the definition would fit into zoning regulations, the definition itself, how the requirement would be applied to the zoning regulations and staff recommendations. Staff stated a second definition had been supplied by the City Attorney and reviewed the new submittal with the Commission.

Staff and Commissioners had discussions regarding the two definitions and the differences between them, at that time Staff recommended Commissioners approve the second definition. Commissioner Haag asked if the definition could be applied to any buildings other than dwellings, staff explained the requirements pertained to dwellings wishing to exceed the allowed size limit of an accessory

building by requiring the attachment of said structure to the principal dwelling thus making it part of the main structure and no longer being considered an accessory structure.

Chair Gallion called for a motion to close the public hearing. Commissioner Haag made the motion and Commissioner Sims seconded. Chair Gallion called for a vote and the motion to close the public hearing passed 7-0 at 7:15 p.m.

Chair Gallion called for a motion on the request. Commissioner Swenson made the motion to approve the request with the second definition but replacing the word “may” in the first sentence to “shall”. Commissioner Sims seconded the motion. Chair Gallion called for a vote and the motion passed 7-0.

6. **Public Hearing, Conditional Use Permit-** Allow for a conditional use permit, which would allow for *Fat Cats Dog Boarding* to operate a kennel and boarding facility at 14428 Parallel Road with staff recommended stipulations.

Chair Gallion called for a motion to open the public hearing. Commissioner Gall made the motion and Commissioner Bizzell seconded. Chair Gallion called for a vote and the motion to open the public hearing was passed 7-0 at 7:17 p.m.

Mark Lee explained the property location, the requirements for this type of permit, staff recommendations and how they might pertain to what is being requested. Staff recommends approval of the request and with the stipulations stated in staff’s report that shall be met.

With neither the applicant present nor any members of the public to speak in favor or against, the public hearing was closed with discussion between staff and commissioners regarding the stipulations placed in the staff report. These items included the requirement to place impervious parking on the site and the required Transportation Excise Tax payments.

Chair Gallion called for a motion to close the public hearing. Commissioner Gall made the motion and Commissioner Bizzell seconded. Chair Gallion called for a vote and the motion to close the public hearing passed 7-0 at 7:25 p.m.

Chair Gallion called for a motion on the request. Commissioner Haag made the motion to approve the request with the staff recommendations. Commissioner Sims seconded the motion. Chair Gallion called for a vote and the motion passed 7-0.

## 7. Open Agenda

- a. **Storage facility locations in reference to zoning districts-** Staff has been contacted by potential and existing owners about possible locations for storage facilities, both outdoor and indoor. Possible locations could be I-1 Zoning Districts, PR Zoning Districts, MU-2 & 3 or CP-2. Staff is looking for input from Commissioners as this may be a potential use to move forward prior to amendments to our use table being completed.

Staff requested that the Commission consider moving on an amended use to the current Appendix A regarding outdoor storage facilities. Staff has been contacted by several individuals interested in either constructing new units or expanding existing locations. Staff explained that currently in the zoning regulations there are no allowances for these types of facilities. The two storage facilities that

are currently located within the city limits were annexed in and are in two distinctly different zoning districts; one being located in CP-2 (General Business) the other in I-1 (Light Industrial). Staff discussed that with the allowance of storage facilities in the CP-2 zoning districts that we would most likely negatively affect sales tax revenue from those areas as these uses do not generate tax dollars from sales. In the amended Appendix A that Staff and Commission has been working on they are listed in several zoning districts in different scenarios, fully enclosed/conditioned storage facilities may be allowed in CP-2 (General Business), I-1 (Light Industrial), PI (Planned Industrial), MU-2 and MU-3 (Mixed Use). Outdoor storage facilities shall be allowed via Conditional Use Permit in CP-2 and I-1, as well as being a permitted use in I-2 (Heavy Industrial) and PI. This use will most likely be pulled out of the overall scope of Appendix A and moved forward on its own to expedite the process for the potential construction of addition of units.

Vernon Fields, City Council member – 15424 Pin Oak Drive gave an update on his meetings with attending MARC and the Leavenworth County Development Corporation and spoke on behalf of what he is trying to do for the City of Basehor. He is asking that members of the Planning Commission start attending some of the meetings for both LCDC and MARC to represent the City of Basehor for some of the funding that can be put forth for future projects.

#### **8. Reports from Special Committees - None**

#### **9. Planning Directors Report**

Mark Lee reported:

- a. A high end 4-plex development (20 units) in the Pinehurst Development is being proposed and should begin to develop soon.
- b. Standing work session – Staff discussed the necessity of a standing worksession, there are several vital items that need to be addressed by the Planning Commission and moved forward, these include the amended Zoning Uses (Appendix A), the Comprehensive Plan, the Future Land Use Map (FLUM) as well as future trail and park locations. It was agreed upon that on the last Wednesday of every month at 6:30 p.m. would be a good time starting on November 30th, 2016.
- c. There are currently about 188 lots and 67 permits
- d. Sewer plans are in review for Falcon Lakes

Chair Gallion introduced the newest member to the Planning Commission, Ben Sims.

#### **10. Adjournment**

Chair Gallion called for a motion to adjourn, Commissioner Gall made the motion and Commissioner Sims seconded. Chair Gallion called for a vote. Motion passed 7-0. There being no further discussion, the meeting was adjourned at 8:36 p.m. by Chair Gallion.

Submitted for approval without additions or corrections this 8<sup>th</sup> day of November, 2016.

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Ed Bush, Vice Chair

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Connie Leggett, Planning Commission Secretary

City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 5a

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**Topic:** Get to know your fellow Commissioners, Planning Director and Commission Secretary.

**Action Requested:** Commissioners please take the time to fill out the 11 question short survey, we will share this information at the meeting to better get to know one another.

**Narrative:** Several Commissioners are new to the board as well as myself, Staff feels as though we can use this information to get to know one another better and see our viewpoints on a couple of key issues.

**Presented by:** Mark Lee-Planning & Zoning Director

**Staff Recommendation:**

**Committee Recommendation:** N/A

**Attachments:** Short questionnaire (11 questions)

**Projector needed for this item?**

No

## Getting To Know You

- Name?
- Birthplace?
- Current Occupation? Past Occupation (if retired)?
- Children, pets, family?
- Favorite vacation spot that you have been to?
- Bucket list vacation spot, someplace you would like to visit?
- Interesting fact about you?
- How long have you served as a Commissioner?
- Where do you see the city in 10 years?
- What is something you would like to see in the city (business, park, trails, etc.)?
- What would you like to see on the worksession agendas in the upcoming months?

City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 5b

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**Topic:** Review of our Future Land Use Map (FLUM)

**Action Requested:** Review and possibly make any suggestion/changes to the adopted FLUM. Look into areas where possible multi-family apartment housing, mixed use developments or planned residential districts might best fit into the city.

**Narrative:** The FLUM is a guidance document directing potential interested developers/parties to areas in which the Planning Commission, Staff and the citizens of Basehor. Staff has made a couple of changes to the FLUM while navigating my way through the GIS software we have. Staff is looking to obtain feedback from Commissioners as to their viewpoints on where certain land uses may or may not fit and if there are better alternatives to our current adopted FLUM.

**Presented by:** Mark Lee-Planning & Zoning Director

**Staff Recommendation:** As one of the beginning stages of reviewing and amending the City of Basehor's Comprehensive Plan, staff felt as though a review of the FLUM would be a good starting point.

**Committee Recommendation:** N/A

**Attachments:**

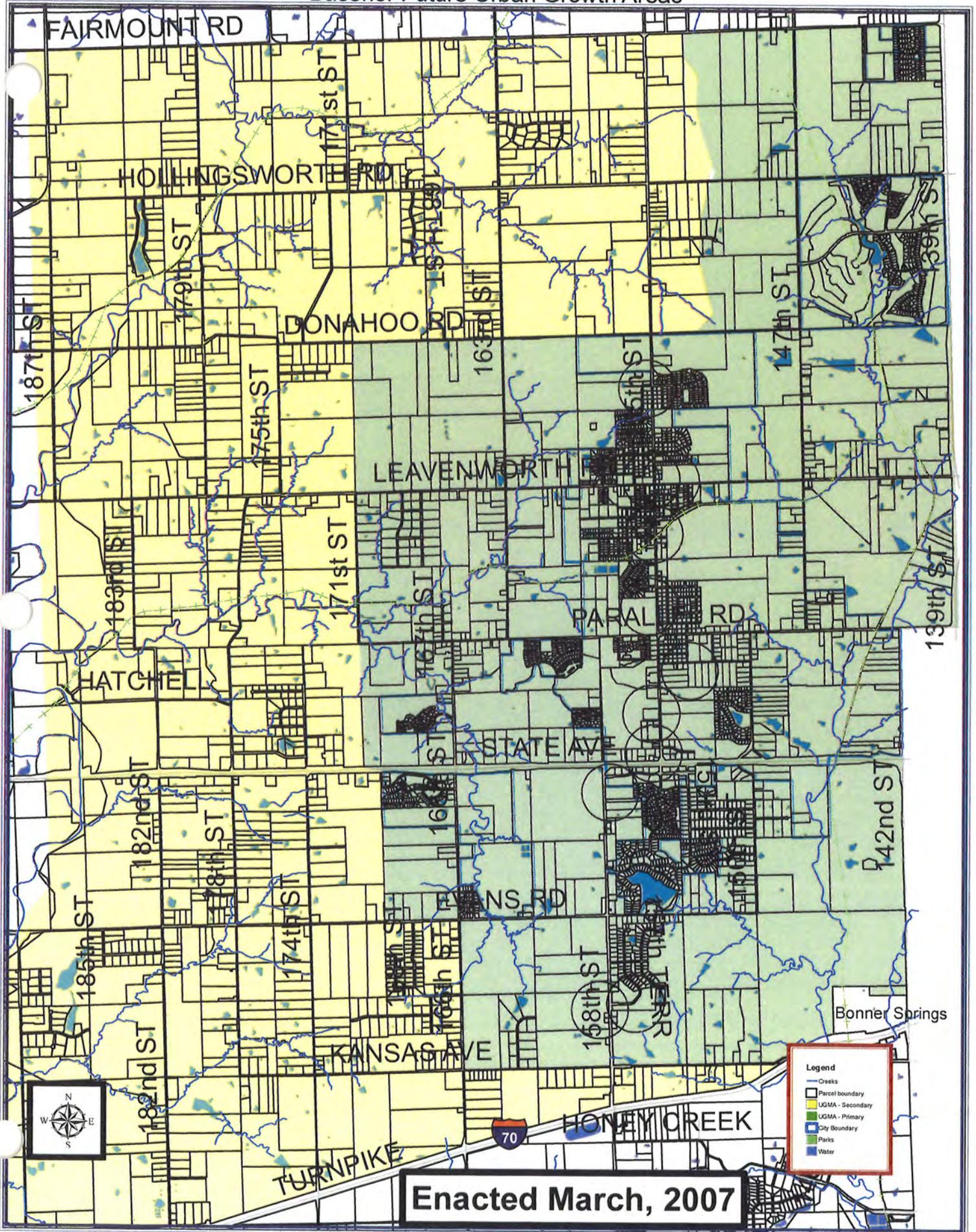
Future Land Use Map (11 x 17 copy)

Urban Growth Boundary Map (8.5 x 11 copy)

**Projector needed for this item?**

No

# Basehor Future Urban Growth Areas



*"Official Copy as Incorporated by Ordinance"*

**ORDINANCE NO. 513**

**AN ORDINANCE AMENDING THE FUTURE LAND USE MAP (FLUM) OF BUILDING BASEHOR – GROWING TOGETHER, A COMPREHENSIVE PLAN FOR THE CITY OF BASEHOR, KANSAS 2006**

**WHEREAS**, the Planning Commission of the City of Basehor, Kansas has adopted Building Basehor – Growing Together, a Comprehensive Plan for the City of Basehor, Kansas 2006 and the associated Future Land Use Map pursuant to the authority granted by Kansas Statutes, and

**WHEREAS**, pursuant to K.S.A. 12-747, the Comprehensive Plan adopted by the Planning Commission and any current amendments must be adopted by the Governing Body prior to its becoming effective, and

**WHEREAS**, the changes to the FLUM, as recommended by the Planning Commission, together with a summary of the public hearing thereon held by the Planning Commission on February 6, 2007 have been submitted to the Governing Body.

**NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS THAT:**

**SECTION 1.** The Governing Body of the City of Basehor, Kansas, amends the Future Land Use Map, as follows:

1. The future interchanges along K-7 at Parallel, Leavenworth and Donahoo Roads have more well defined commercial nodes based on the preliminary plan for the K-7 Corridor that show the preliminary interchange layouts.
2. Commercial nodes have been placed at other intersections, including:
  - a. West side of 147 Street/Parallel Road
  - b. South side of 150 Street/Parallel Road
  - c. 142 Street/State Avenue.
  - d. The NW, NE and SE corners of the 166 Street/State Avenue.
3. High-density residential allocations have been placed adjacent to the Commercial area along K-7, between Parallel and Leavenworth Roads. This changes the location of the existing high-density residential allocation at the NW corner of Parallel Road/K-7.
4. A commercial node has been placed at the intersection of 155 Street/Donahoo Road, with the exception of the SE corner, which is the High Point Downs Subdivision.

5. The commercial node on Donahoo Road, between 147 Street and 155 Street has been removed. This node was associated with a north-south arterial street that SKW proposed to connect with Donahoo Road at this location. However, the street was removed at the city's request, but they failed to remove the associated commercial node.
6. Removed some of the commercial allocation along US 24/40 between 158 Street and 166 Street to create a more nodal commercial development pattern.
7. The mixed-use category has been applied only to those areas where we are expecting a unified development plan for the entire property, in this case, the Mussett property. The portion of the Mussett property that is currently commercial would be changed to Mixed-Use.
8. Portion of the Creek Ridge Subdivision (south of the high school) that are moderate and high-density residential land uses now reflect those land use categories.
9. The moderate and high-density residential sections of Tomahawk Ridge Subdivision now reflect those land use categories.
10. The Pebble Brook Subdivision (south of City Hall) now reflects the moderate-density residential land use category.
11. The VFW property has been identified as Mixed-Use to coincide with the development plan they have submitted for Planning Commission and City Council consideration.
12. The Hickory Villa apartments property now reflects the moderate-density residential category.
13. The high-density residential allocation at the NW corner of 147 Street/Leavenworth Road has been removed.
14. The property on the south side of Parallel Road, between 147 Street and the railroad right-of-way has been changed to Industrial in accordance with uses existing in the area and a recent plat of the Stimetz property.
15. Future park has been shown on the property east of the city's sewer plant. This property is the site of some old sewer lagoons.
16. Addition of commercial land use (approximately 10 acres on each corner) at 147<sup>th</sup> and Donahoo and 163 Street and Donahoo Road.
17. Extend Hickory Street to connect with the K-7 reverse frontage access road.

18. Change the sewer plant property to "Public".
19. Change the old lagoon property (next to sewer plant) to "Public".
20. Change the property on the west side of 155 Street, between Hickory and Maple to commercial.
21. Show apartment property next to high school as High-Density Residential.
22. Change Basehor Elementary and Sixth Grade Center properties to "Public".

**SECTION 2.** Not less than two (2) copies of this Ordinance, to each of which shall be attached to a copy of Building Basehor – Growing Together, a Comprehensive Plan for the City of Basehor, Kansas 2006, marked or stamped as "official copy as incorporated by ordinance" shall be filed with the City Clerk to be open to inspection and available to the public at all reasonable business hours.

**SECTION 3.** This Ordinance shall take effect and be in force from and after its publication in the official City newspaper.

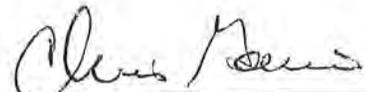
**PASSED** by the Governing Body of the City of Basehor, Kansas, this 2<sup>nd</sup> day of April, 2007.

**APPROVED** by the Mayor this 2<sup>nd</sup> day of April, 2007.

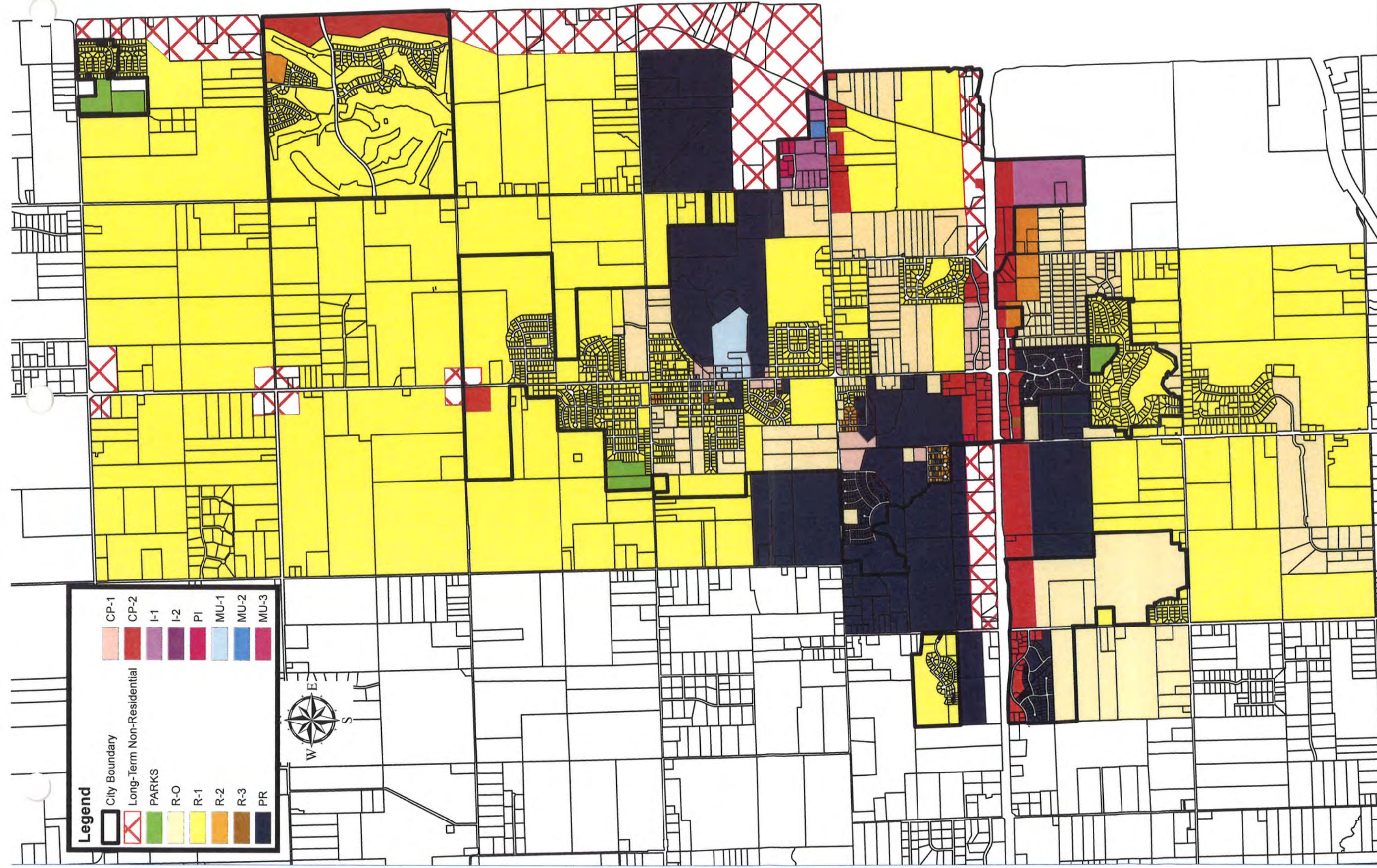
ATTEST:

  
Mary A. Meagle, CMC, City Clerk



  
Chris Garcia, Mayor

Published in *Basehor Sentinel* April 12, 2007.



**Legend**

City Boundary	CP-1
Long-Term Non-Residential	CP-2
PARKS	I-1
R-O	I-2
R-1	PI
R-2	MU-1
R-3	MU-2
PR	MU-3



*City of*  
*Bascher, Kansas*  
 FUTURE LAND USE MAP

0 1,200 2,400 feet

City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 5c

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**Topic:** Review of our Future Trail Map

**Action Requested:** Review and possibly make any suggestion/changes to Future Trail Map, staff has reconfigured some of the trails to better match unused land areas. Discuss the pros and cons of enacting regulations that would require developers to install trail infrastructure and provide for connectivity to the city wide master trail plan.

**Narrative:** While working in the GIS software staff began to look into the City of Basehor Master Trail Plan and noticed possible discrepancies in trail locations or possible locations better suited for potential trails. Staff is bringing this forward to discuss, alter and brainstorm on possible locations and the implementation of a Master Trail Plan.

**Presented by:** Mark Lee-Planning & Zoning Director

**Staff Recommendation:** As one of the beginning stages of reviewing and amending the City of Basehor's Comprehensive Plan, staff felt as though a review of the Master Trail Plan would be a good starting point.

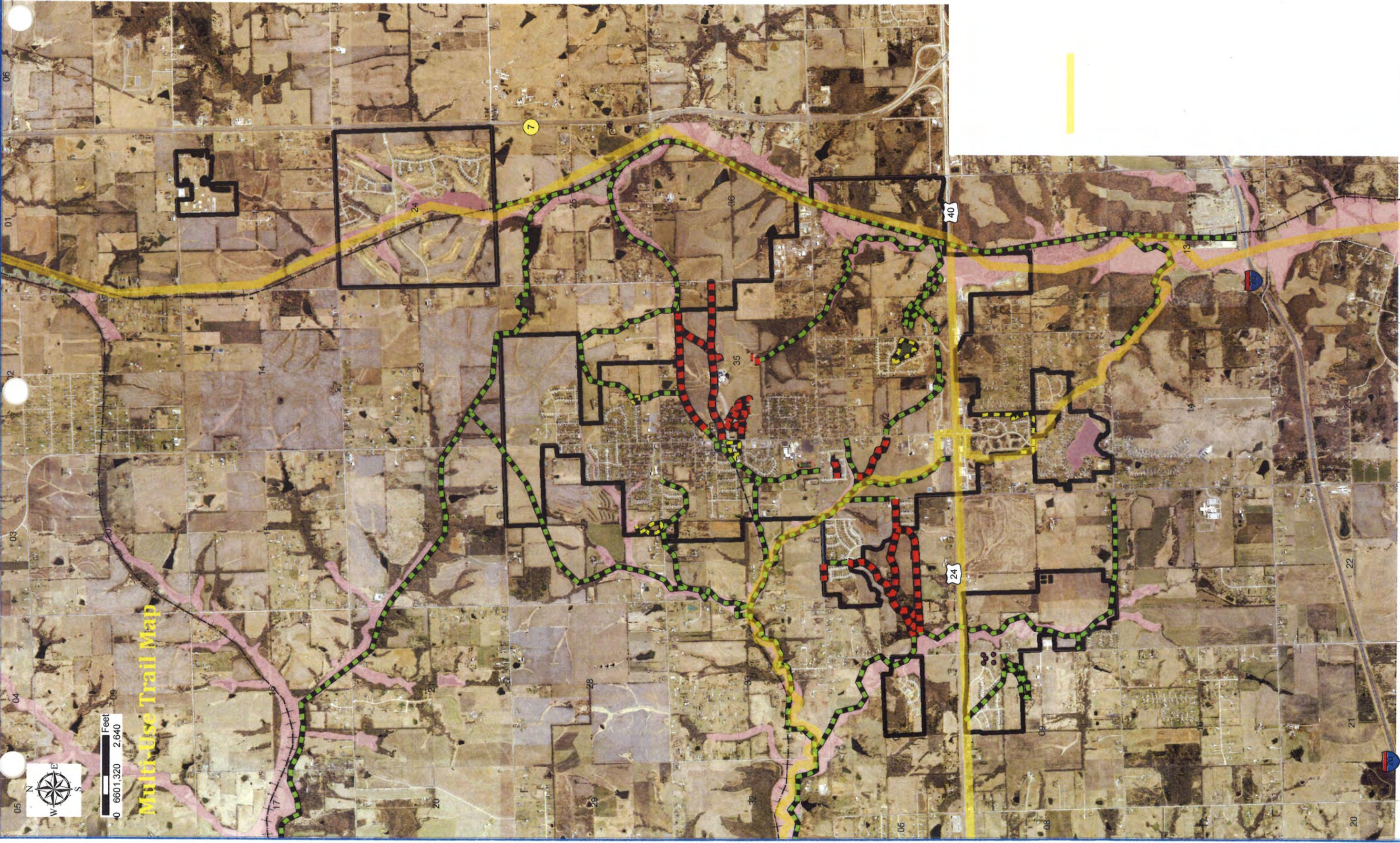
**Committee Recommendation:** N/A

**Attachments:**

Multi-Use Trail Map (2006)  
Updated Trail Map, Multi-Use (2016)

**Projector needed for this item?**

No



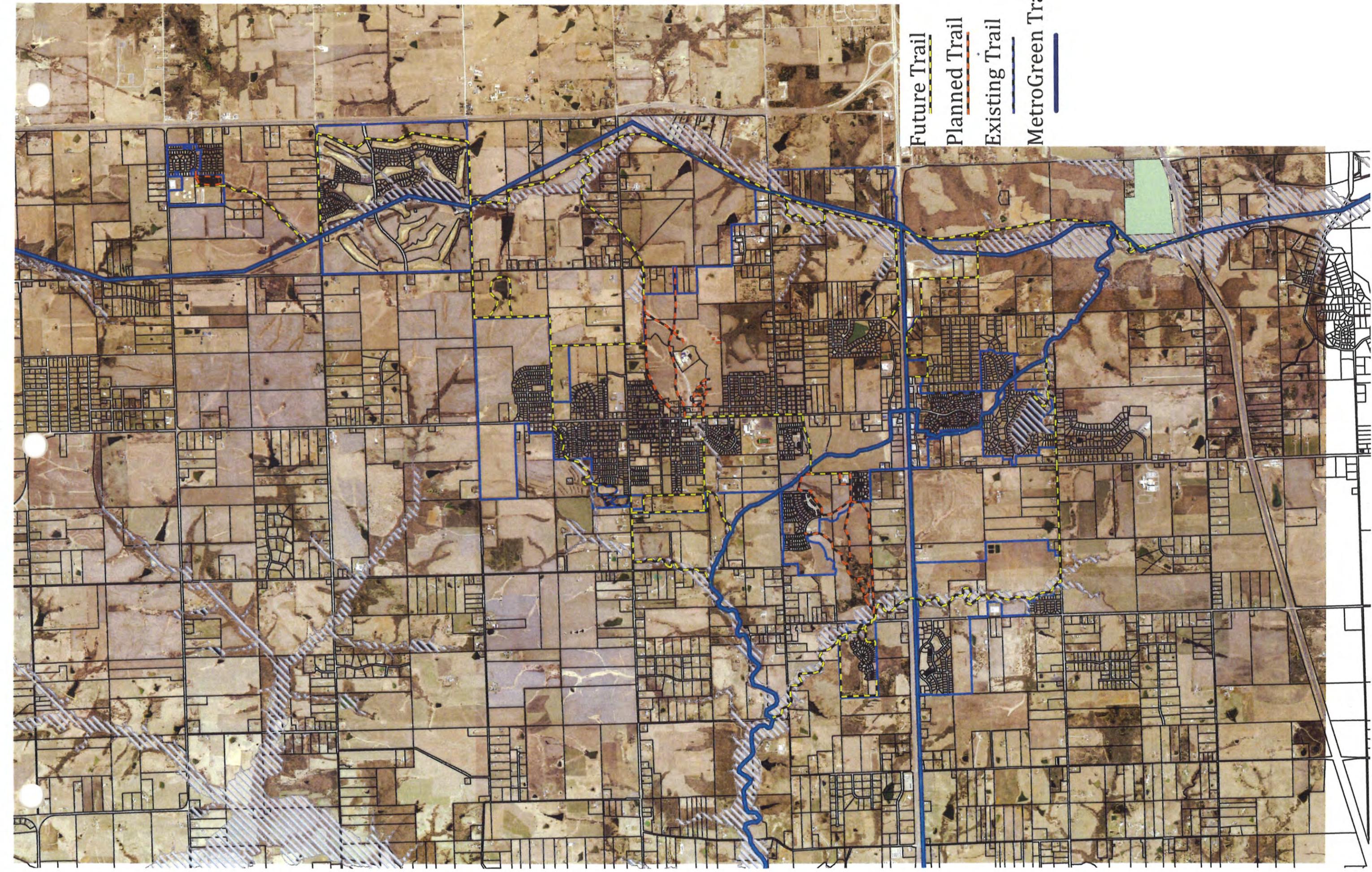
Multi-Use Trail Map



0 6601.320 2.640 Feet



Future Trail  
Planned Trail  
Existing Trail  
MetroGreen Trail



City of Basehor  
Agenda Item Cover Sheet

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Agenda Item No. 5d

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**Topic:** Review of Complete Streets Seminar from October 26, 2016

**Action Requested:** None

**Narrative:** Staff recently attended a seminar put on by the Mid-America Regional Council (MARC) regarding 'Complete Streets' and their implementation throughout the metro area. Staff attended the seminar with Commissioners Bizzell, Sims, Swenson, Chair Gallion and Council member Fields. The seminar was very insightful and informational relaying to the participants what is entailed in a 'Complete Street' design and giving local examples.

**Presented by:** Mark Lee-Planning & Zoning Director

**Staff Recommendation:** None, informational only

**Committee Recommendation:** N/A

**Attachments:**

Complete Street Implementation and Process Guide  
Local Jurisdictions that have adopted Complete Street Plans

**Projector needed for this item?**

No



# IMPLEMENTATION AND PROCESS

Community input to the complete streets process is critical to ensure products that reflect need.

Among the biggest challenges in implementing complete streets is understanding and modifying the existing processes and standards that govern how streets are planned, designed and built in your community. Depending on the locality, tailoring the street-delivery processes can be complicated, making it easier to follow existing practices that are already familiar to development professionals.

While the framework for building streets in various cities may differ widely, the key steps in modifying the existing process toward one that results in complete streets are fairly consistent. Based on the National Complete Streets Coalition's extensive research on community experience in implementing complete streets, the process can be summarized in five steps. The graphic at right is intended to be a quick reference describing the key steps in the process.

Each of these five broad steps is bundled with a list of steps, broken down into specific tasks and activities that are essential for that step's success. Further detail about each of these steps can be found in the following sections. Having a complete streets policy in place provides a vision, broad-based support, and a great deal of momentum for creating the change necessary to develop networks of safe streets for all users, but the activities can be done without one.

## FIVE STEPS FOR COMPLETE STREETS IMPLEMENTATION

1

### Create The Foundation

*(Initial Steps)*

2

### Benchmark Existing Conditions

*(An internal investigation of existing plans,  
policies and processes)*

3

### Re-evaluate Design Standards

*(Re-evaluation of existing design standards  
or referenced design standards)*

4

### Establish New Tools

*(Establish new tools or  
performance measures)*

5

### Spread The Word

*(Educational opportunities for staff  
and community members)*

**1**

**Create The Foundation**

- **Establish an internal champion or working group to ensure project progress and maintain momentum**

Step one of the process is to determine a champion for the transition process, a person or group who will be responsible for developing an implementation plan and keeping the dialogue about complete streets going. Depending on the community, this champion (or organization) may be a staff member or a member of an outside group that is brought in to facilitate meetings with city staff. It may also be a small working group of key staff representatives or an existing committee assigned to the specific task, such as a bicycle and pedestrian advisory committee. This champion

**Lee's Summit Livable Streets Advisory Board**

This citizen-based board was created by city ordinance and appointed by the City Council after the Livable Streets Policy for the city had been adopted. The advisory board is tasked with continuing policy implementation and monitoring progress.

should also have enough support (both administrative and political) to help ensure process organization. The champion or working group should engage all appropriate agencies, departments and stakeholders in the implementation process: planning, public works, environment, transit, parks and recreation, economic development, public health, advocacy groups, and others as appropriate for the community to ensure that all are included and present at the table. Public supporters, such as local senior organizations or bicycling advocacy groups, are valuable assets. They can be involved with the working group or committee to provide a link to general public input and also provide resources (e.g., volunteers for data collection, anecdotal accounts, etc.). Engaging members of the public early on will ensure a community-driven and supported process or project in the longer term.

- **Develop common understanding of final goal and result**

The champion or working group should, in consultation with other stakeholders, establish a final goal or result. Through this forum, group, committee or task force, a common understanding of the steps the community will take to implement complete streets should be established, accompanied with a timeframe for specific actions and assigned roles for appropriate individuals, departments or outside groups. Ground rules for the group should also be established for changes, and for aspects of the current process that should be preserved. The implementation plan should establish regular reports to celebrate progress to that point and to inform elected officials, community leaders, and the general public about implementation progress.

**2**

**Benchmark Existing Conditions**

- **Initiate discussion to help outline an understanding of existing processes**

Determining the existing processes of how street-related decisions are made is a critical portion of the implementation process. Without knowing how this is currently conducted, it is impossible to make succinct recommendations for modifications to better consider complete streets.

Understanding documented guidance in the form of existing plans documentation and design guides is important, but understanding and documenting the common practice, either spoken or unspoken, is most important. Transportation decision makers should understand both. Together, they should walk through how projects move through their departments and how decisions are made regarding operations and maintenance (e.g., “How did we get here? How did this road design come to be?”). The intent of this process is not to yield wrong or right answers, but to help the overall group understand how streets are designed and built today.

- **Document existing design and development processes, procedures and guidelines**

Documenting the existing processes may be a challenge depending on the jurisdiction, but the outcome has great internal and external value for communities. Internally, it can help outline inconsistencies and also identify points for further process efficiencies. The intent of this step is to identify how the current process can support or hinder complete streets outcomes, and to build relationships between all departments involved in the process. This can also help staff define how and when to grant exceptions to the complete streets policy. Externally, it provides the public a transparent view of how projects are brought from concept to design and construction. It can be presented to the public as a primer to help convey when and how they can be involved in the process of creating streets that are appropriate for their needs.

- **Identify existing documents that may need to be modified and referenced to understand the existing framework**

List the existing documents that are relevant to the street-development and construction process, including plans, street design manuals, city codes, policies, plans checklists, decision trees, project selection criteria and ordinances that are relevant to the street-development and construction process. This should include documents and processes that impact both the public and private (e.g., private developers) street activities. Identify anticipated updates and plan to review them for consistency with complete streets goals. If a community often hires consultants for project planning, design or delivery, those contracts may also need to be updated to require a complete streets approach.

## 3

**Re-evaluate Design Standards  
(local/regional/state)**

- Investigate which design standards provide the best fit for community context

An internal discussion should occur that further investigates the community's existing adopted design standards, and how well they reflect current best practice in multimodal street design. Communities may want to compare their guidelines with other technical guidance or design manuals, such as those referenced in the Design Options and Tools section of this handbook. As described in that section, there are now several design guidelines that are specifically intended for developing complete streets. These documents typically incorporate the minimum guidelines and standards found in conventional design manuals, but prioritize the guidelines to encourage complete streets. Depending on community interests or desires, elements of current guidance can be amended with standards from other sources, or a new community manual can be developed wholesale based on these other existing resources. This process should include a review of standards that guide private development and contractors. Communities may find that changes to land-use and zoning codes, parking policies, and other related documents are necessary to support their complete streets efforts. Standards and guidelines can be mixed and matched from numerous existing literature and resources. Working through these adjustments to design guidance can be done over time.

4

**Establish New Tools**  
**(select new tools or performance measures, quantitative and qualitative)**

- **Establish performance measures/standards and decision tools that will incorporate complete streets**

Communities pursuing a complete streets approach will need to combine their current tools for measuring transportation performance with new tools that reflect the multimodal approach. A balance will need to be struck between quantitative tools that are based in data and qualitative tools that reflect harder-to-measure goals. An overreliance on quantitative tools may stymie complete streets efforts and may require more input data than is feasible, while too many qualitative tools may not accurately measure performance. The goal of this step is to establish new decision tools and performance measures that will give deference to complete streets projects as compared to those that do not accommodate all users. There are numerous decision tools that are currently used as a supplement or replacement to level of service. The intent is that new decision tools would still meet local requirements, while promoting feasible and appropriate complete streets outcomes and making these alternatives more competitive when compared to conventional designs. Examples of potential decision tools include:

- Site/project-level performance measures (multimodal level of service, checklists, crash and injury data)
- Transportation system-level measures (miles of bicycle lanes added or repainted, blocks of new or repaired sidewalks, number of new or reconstructed accessible curb cuts, and number of new street trees per year)
- Measurement (post-performance measures, such as percent reduction in crashes or reduced vehicle speeds in residential neighborhoods or annual counts of non-motorized users or motor vehicles)
- Community-wide, long-term measures (mode shift, satisfaction surveys, and health outcomes)

## 5

## Spread the Word (educational opportunities for staff and community members)

- **Conduct internal training (both formal and informal) to increase understanding and remove silos**

Training is a fundamental component of the complete streets process transition. Before some transportation and public works professionals involved with the street-design process begin to initiate, support and successfully oversee complete streets projects, they may want or need training on the public-policy rationale behind the complete streets approach, or have specific procedural or technical questions on how to implement complete streets projects. Implementation of complete streets is dependent on cross-departmental collaboration, where money can be saved by consolidating construction of complete streets projects with other capital improvements, like sewer replacement or street resurfacing.

Both formal (e.g., workshops, conferences) and informal (e.g., brown-bag lunches, walking audits) training should involve several different departments that have a role in the delivery of complete streets. This type of collaboration is contingent on open communication and discovery between departments, with the goal of looking for opportunities to make procedural changes that would incorporate the complete streets approach into the planning and design of all relevant capital projects. Collaboration can possibly save money by shortening the length of time to get a project from design to construction through streamlining the review and approval processes.

- **External training, and giving the public opportunities to participate**

In addition to internal staff training, a complete streets implementation process is also an opportunity to convey to the public the intent and goals of complete streets treatments. Walking audits, tours and workshops that discuss the merits and challenges of complete streets planning and design can engage the public in a meaningful way. They can help educate the public on how to be more involved, and ensure that streets better reflect community needs. Such educational opportunities can also build important community support for the street-design process in general. Youth-led or senior-led walking tours are an important way to involve some of the most vulnerable road users so transportation professionals and elected leaders can hear directly the needs of these groups.

- **Convey importance of long-term sustainability of complete streets and that its success is also reliant on other non-transportation factors**

The process of understanding and modifying the means by which complete streets are designed, built and maintained can have many positive impacts for improving the “completeness” of future transportation projects. However, it should be noted that complete streets changes will have an amplified impact if paired with supportive changes that complement the complete streets approach.

Examples of supportive changes include adopting a comprehensive multimodal transportation program to increase the convenience and accessibility of walking, biking and transit. Such a program should be based on the five E’s: education, enforcement, encouragement, engineering and evaluation.

The relationship between transportation and land use is also a critical element that should be emphasized. Suburban-style strip malls can be designed with complete streets elements, but these types of developments will require more than just new streets in order to make them more supportive of non-auto modes of transportation. If a community is committed to developing complete streets for their inherent benefits, it should also factor in other aspects of land use, such as new development guidelines and zoning standards that align with the goals of complete streets. In addition, development impact fees can be a good funding source for complete streets improvement (see the Implementation Costs and Maintenance section for more information on funding sources).

## Develop Process and Timeline to Bring Steps in Line With New Goals

The previous five steps are described to make the process clear. However, it is understandable that implementing these steps may be complex and worked out over a period of time. It is important that a clear timeline be set when trying to tackle these steps, along with the understanding that change will be incremental for both modifying processes and producing products. Initially, these changes may be more costly in terms of staff time and transportation budgets. But they will yield long-term benefits and products that more closely align with community values.

### TRAINING OPPORTUNITIES AND RESOURCES:

MARC regularly hosts webinar viewings and training workshops on complete streets and design from many organizations.  
[www.marc.org](http://www.marc.org)

American Public Works Association Training Programs  
[www2.apwa.net/Education/web.asp](http://www2.apwa.net/Education/web.asp)

Association of Pedestrian & Bicycle Professionals Workshops  
[www.apbp.org/?page=Complete\\_Streets](http://www.apbp.org/?page=Complete_Streets)

FHWA Resource Center – Safety and Design Training  
[www.fhwa.dot.gov/resourcecenter/teams/safety/courses.cfm](http://www.fhwa.dot.gov/resourcecenter/teams/safety/courses.cfm)

National Complete Streets Coalition  
[www.completestreets.org/changing-policy/speakers-bureau](http://www.completestreets.org/changing-policy/speakers-bureau)

Pedestrian and Bicycle Information Center Training Courses  
[www.walkinginfo.org/training/pbic/index.cfm](http://www.walkinginfo.org/training/pbic/index.cfm)

## Complete Streets Policies Adopted by Local Jurisdictions

KANSAS	DATE ADOPTED	POLICY
City of Leawood	5/16/2011	<u>Resolution 3592</u>
City of Overland Park	4/2/2012	<u>Resolution 3919</u>
City of Roeland Park	10/3/2011	<u>Resolution 611</u>
Johnson County	9/1/2011	<u>Resolution 041-11</u>
Unified Government of Wyandotte County/Kansas City, Kan.	4/7/2011	<u>Resolution R-22-11</u>
State Resolution	2/23/2012	<u>Resolution SR 1805</u>

MISSOURI	DATE ADOPTED	POLICY
City of Belton	1/10/2012	<u>Resolution R2012-03</u>
City of Blue Springs	9/19/2011	<u>Resolution 83-2011</u>
City of Grandview	11/22/2011	<u>Resolution 2011-24</u>
City of Independence	6/6/2011	<u>Resolution 5672</u>
City of Kansas City	1/27/2011	<u>Resolution 110069</u>
City of Lee's Summit	11/9/2010	<u>Resolution 10-17</u>
County of Jackson	8/27/2012	<u>Resolution 17963</u>
State Resolution	5/15/2011	<u>Resolution 23</u>