



Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

## AGENDA

### BICYCLE AND PEDESTRIAN STREET SAFETY COMMISSION (BPSSC)

#### Members

- Chair Michael O'Meara
- Vice Chair Janet Jurgella Finn
- Ald. David Plaisance
- Scott Cole
- Karalyn Peterson
- Nena Fisher (Alt. #1)

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<b>Date and Time:</b>	July 11, 2023 5:00 PM	<b>Location:</b>	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u> <u>Zoom Teleconferencing</u> Meeting ID: 825 0609 4536 Passcode: 996025 <u>By</u> <u>Computer:</u> <a href="https://us02web.zoom.us/j/82506094536?pwd=SHpKZkZpc0dzQ1llczJONVJvUzRmZz09">https://us02web.zoom.us/j/82506094536?pwd=SHpKZkZpc0dzQ1llczJONVJvUzRmZz09</a> <u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the March 9, 2023 meeting of the Bicycle and Pedestrian Street Safety Commission.
3. Discussion on an upcoming Community Transportation Academy in Stevens Point.
4. Update on the Safe Streets and Roads for All Grant Application Submittal.
5. Discussion on the 2023 Bicycle and Pedestrian Count.

**PLEASE TAKE NOTICE** that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.

6. Scheduling Walk Audit for 2024 Street Reconstruction Projects.

Closing Section:

7. Adjourn

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**PLEASE TAKE FURTHER NOTICE** that a quorum of the Common Council may be in attendance at this meeting.

REPORT OF THE BICYCLE & PEDESTRIAN STREET SAFETY COMMISSION

March 9, 2023 – 6:00 PM  
933 Michigan Avenue – Room 122, Stevens Point, WI 54481  
& Zoom Conference Call Meeting

PRESENT: Chairperson O’Meara, Alderperson Plaisance, Commissioner Cole, Commissioner Finn, Commissioner Peterson, and Commissioner Fisher.

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn, Zoe Kaminsky, Trevor Roark, and unidentified audience members via Virtual Zoom Meeting.

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INDEX:

Opening Section:

1. Roll call

Discussion and possible action on the following:

2. Report of the January 23, 2023 meeting of the Bicycle & Pedestrian Street Safety Commission.
3. Discussion on the City's Bicycle Parking Ordinance.
4. Discussion on the National Walking College Program.
5. Discussion on the AARP Community Flagship Grant.
6. Update on the Safe Street and Roads for All Discretionary Program.

Closing Section:

7. Adjourn
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Opening Section:

1. Roll call

**Present: O’Meara, Finn, Plaisance, Cole, Peterson, Fisher**

Discussion and possible action on the following:

2. Report of the January 23, 2023 meeting of the Bicycle & Pedestrian Street Safety Commission.

**Motion by Alderperson Plaisance to approve the report of the January 23, 2023 meeting of the Bicycle and Pedestrian Street Safety Commission; seconded by Commissioner Cole**

**Motion carried 5-0.**

3. Discussion on the City's Bicycle Parking Ordinance.

Associate Planner/Zoning Administrator Kuhn provided a history on how the City’s Plan Commission and Common Council had adopted an ordinance outlining bicycle parking standards for new developments. Since its adoption, staff had been able to see the shortcomings of the ordinance in some situations. Examples had been provided within the agenda packet. Staff was now looking to further discuss proposed changes to better address those shortcomings.

Commissioners made the following comments:

- General agreement to shift bicycle parking requirements from being based off square footage to how many employees and/or people were on-site. General discussion ensued on the different types of businesses and how much bicycle parking would be required.
- Inquiry on whether the ordinance would apply to only new builds, to which staff further clarified that it would pertain to new construction and additions, however the metric that would determine on-site car parking would stay the same.
- Inquiry on where downtown businesses would place bicycle parking as space was limited, to which staff pointed to verbiage that would exist for off-site parking. A conversation ensued on how the City could assist business owners in incentivizing bicycle parking, to which staff agreed that a parking lot stall would make more sense than a sidewalk as they could begin running into issues with clearance requirements for the sidewalks.
- There was a brief discussion on the appropriate type of bicycle parking, as many older parking racks were prone to damaging bicycle wheels.

Trevor Roark (601 Washington Ave) agreed with going through each business use and evaluating each independently for bicycle parking.

Staff asked that additional comments or feedback be forwarded to staff, with a specific ask to keep specific uses and bicycle counts in mind. Staff additionally asked Mr. Roark to recount the process in drafting a bicycle parking ordinance as a former member of the BPSSC, to which he did.

4. Discussion on the National Walking College Program.

Associate Planner/Zoning Administrator Kuhn briefly explained that while the application was due the following day, staff wanted to familiarize the commission with the program to prepare for a submittal in the future, ideally the following year. The Walking College Program awarded communities with training, support, and resources to help them develop strategic plans to improve walkability and livability in their own communities, which would help the City itself hold an extensive walk audit.

There was a brief discussion on the program eligibility requirements, but mostly a consensus to apply with the next year's round of applications. No action was taken.

5. Discussion on the AARP Community Flagship Grant.

Associate Planner/Zoning Administrator Kuhn provided an overview of the AARP Community Flagship Grant, highlighting that the grant did not require any matching funds. The idea that staff was focusing on potentially submitting for, was to install age friendly benches for the areas to be identified, especially as other communities have received awards for the same type of request. One of the main reasons for these benches would be to provide people an area to wait comfortably, likely for bus transportation.

The commission was agreeable and provided areas of interest for the benches. No action was taken.

Trevor Roark (601 Washington Ave) inquired on whether the BPSSC and Transportation Commission could have a larger conversation about proper accessibility. They referred to the Metro Market bus stop which was disconnected and separated from the grocery store by a large parking lot.

6. Update on the Safe Street and Roads for All Discretionary Program.

Associate Planner/Zoning Administrator Kuhn provided the following on the Safe Steet and Roads for All Discretionary Program:

- The official request would still need to go before every jurisdiction involved.

- The point would be to have a broader, more comprehensive look at the most beneficial singular approach to address related interconnected corridors, but the buy-in and interest from the other jurisdictions was there.

Commissioner Finn inquired on whether the City of Stevens Point would be doing the actual writing for the program submittal, to which staff noted that the preference was for it to be a joint effort and included a couple individuals already.

Trevor Roark (601 Washington Ave) explained that once the funding opportunity opened, the information would come forth to the commission, likely in April. It was in everyone's interest to have more public engagement and social aspects conducted at that time for more buy-in.

No action was taken.

Closing Section:

7. Adjourn

A reminder for clearing sidewalks was issued. Meeting adjourned at 7:00 PM.

*A recording of this meeting can be viewed/heard at: <https://stevenspoint.com/365/AgendasMinutesVideos>*



**MEMORANDUM**

To: Bicycle & Pedestrian Street Safety Commission

From: Adam Kuhn, AICP  
Associate Planner / Zoning Administrator

Date: July 11, 2023

**RE: Stevens Point Community Transportation Academy**

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**Background:** Over the last few months, I have been working with Susan Gaeddert from 1K Friends of Wisconsin who is developing the content and speakers list for an upcoming [Community Transportation Academy \(CTA\)](#) to be held in Stevens Point. The purpose of this CTA is to help bridge the gap between community advocates and transportation planning entities through a ten-week course where participants will immerse themselves about the fundamentals of transportation planning, hear from guest speakers with local and national expertise, and have the opportunity to propose a solution to a local transportation problem.

A similar program occurred earlier this year in La Crosse, where community members and students from the University of Wisconsin-La Crosse participated in one or more classes. Prospective members are not required to attend all ten classes – one can pick and choose what classes to attend based on the topic that best interests them. In addition, we are working with UWSP to make this CTA available as part of a one-credit course.

Included within the agenda packet is a copy of the course description for La Crosse's CTA, along with a listing of the different topics that were addressed each yet. Please note that not all topics included in La Crosse's CTA will occur for Stevens Point's CTA – there will some new topics introduced that better serves the interests and circumstances of our city.

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Susan will be attending this BPSSC meeting to provide more background information on this CTA, along with hearing input from the Commission as to what you would like to see from this semester long course.

If you have any questions, please do not hesitate to contact me.

## **ENV 499: Independent Study in Environmental Studies–Community Transportation Academy**

**Spring 2023 | Section 001 | Credits: 1**

**Canvas URL:** <https://uwlac.instructure.com/>

**Facilitator:** Susan Gaeddert (she/her)

**Instructor of Record:** James Longhurst (he/him)

**Office Location:** n/a

Regular office hours Tuesday 11-12 via Zoom. I am also available by email or by appointment. Nothing should prevent students from contacting me with questions or concerns about the course.

**Email:** [smgaeddert@wisc.edu](mailto:smgaeddert@wisc.edu), [susan@1kfriends.org](mailto:susan@1kfriends.org)

### **Course Description**

Under supervision of the instructor, individualized study in environmental studies on issues/topics not available in existing courses. This topic will include investigation of local transportation planning, street design, bicycle and pedestrian safety, transit planning, links to climate change, history of discriminatory practices. Also included is consideration of public health, environmental, economic, and social outcomes.

### **Overview**

The **Community Transportation Academy** provides students with the fundamentals of local transportation planning and equips them with skills to advocate for themselves and their communities.

Transportation policy is deeply implicated in issues of inequality and opportunity, impacting most aspects of daily life including housing, health, safety, and access to employment, schooling and essential services. Transportation is also inextricably linked to climate change; in Wisconsin, transportation emissions are responsible for 25% of greenhouse gas emissions. Additionally, the COVID-19 pandemic has exacerbated and highlighted disparities in the transportation system, with changes in driver behavior, more crashes resulting in pedestrian injuries and fatalities, and disruption to transit due to low ridership and driver shortages - all of which have a disproportionate impact on communities of color and lower income neighborhoods - making headlines across the state.

Many Wisconsin residents understand that transportation is deeply interwoven with environmental, health, and equity issues at the local level, but the maze of transportation

planning and implementation processes can be a barrier to participation. Increased focus on local-level activism and a growing desire to understand the impact of past decisions on current infrastructure patterns demonstrate the need for a transportation course empowering members of the public.

The **Community Transportation Academy** helps bridge the gap between community advocates and transportation planning entities. It is an opportunity for deep public engagement at the local level. The Academy is intended for a diverse cross-section of community members, local elected officials, planning staff, and university students who are dedicated to learning about transportation planning, implementation, and solving local transportation issues to improve health, equity, sustainability, and accessibility. The course is specifically tailored for residents of La Crosse, WI and features guest speakers from national and statewide organizations as well as local agencies, planning organizations, and advocacy groups. Local history and transportation issues are used as teaching examples. Students complete the course equipped to advocate effectively for better transportation networks and contribute to the health and vitality of their communities.

### **Prerequisites**

There are no prerequisites for this course.

### **Course Learning Outcomes**

By the end of this course, you will be able to:

- Articulate the basic processes of local transportation planning;
- Understand how transportation planning impacts neighborhood design;
- Think critically about how transportation systems impact social, racial, and economic equity;
- Understand the public health implications of street design;
- Think critically about how transportation design impacts greenhouse gas emissions;
- Conduct a walk/roll audit to identify issues and strategies for improvements in local transportation networks;
- Develop problem-solving strategies for addressing local transportation issues as a community advocate.

Additionally, because the course is designed to include a diverse cross-section of local residents, it is an opportunity for the following outcomes:

- Deep public engagement at the local level;
- Interaction with local experts and practitioners;
- Interaction with state and national-level experts who guest lecture;
- Connection with other community members and stakeholders with a shared interest in local transportation planning;
- Relationship-building with local elected officials and city staff.

This course addresses the Environmental Studies Program Student Learning Outcomes in the following ways:

1. *Integrate equity and complexity in approaching environmental problems:*
  - a. Transportation policy and planning is deeply entwined with social, racial, and economic inequities. Access to safe and convenient modes of transportation is not equally or equitably distributed, which has a significant impact on people's daily lives. Additionally, environmental hazards caused by our transportation system (air pollution, noise pollution, loss of green and natural space) are borne disproportionately by populations already marginalized due to income, race, and disability. This course helps untangle the myriad social and environmental issues present in our transportation systems, and invites students to address those issues as engaged members of their community.
2. *Differentiate multidisciplinary approaches to environmental issues:*
  - a. Transportation policy and planning encompasses a number of disciplines, including land use planning, engineering, data collection and analysis, public policy, history, social science, public engagement, and community advocacy. This course offers students the opportunity to converse with experts in multiple disciplines and understand the role each one plays in our transportation systems.
3. *Reflect critically about their roles as citizens, consumers, and participants in an interconnected world:*
  - a. Empowering community members to be engaged in local transportation planning is a core value of this course. Sessions are designed for students to interact with experts and practitioners in the field so that they can understand effective points of intervention and community involvement to solve local transportation problems and address inequities in the system.

### **Textbook and Materials**

There is no textbook for this course. All materials - readings, videos, and audio files - will be available on Canvas on the course website. All students must have access to a working computer with an internet connection.

### **Optional Materials:**

Students who choose an audio or video format for the final project are responsible for providing their own equipment. Video cameras and iPads are available for checkout from the Murphy Library: <https://www.uwlax.edu/murphylibrary/technology/technology-tools--equipment/>

### **Format**

This is a hybrid course. Four sessions will be held face-to-face on the UWL campus, and six sessions will be delivered online through the learning management system, Canvas. You will need your UW-L NetID to log in to the course from the [Canvas homepage](#).

## **Grading Policies**

This course is graded S/U (satisfactory/unsatisfactory). In order to receive a satisfactory grade, you must:

- Attend at least 8 of the 10 class sessions;
- Review assigned materials for each class;
- Participate in at least half of the online discussions on Canvas;
- UW-L students registered for credit must complete a final project to the satisfaction of the instructor.

## **Late Assignments**

There are no exams for this course.

Aside from the final project and participation in online discussions, there are no written assignments for this course. For extenuating circumstances that impact your ability to participate in class activities, you are responsible for alerting me as soon as possible.

## **Attendance and Participation**

In order to receive a satisfactory grade for the course, you must be present for at least 8 of the 10 class sessions. For online sessions, “attendance” means being present in real time during virtual sessions. “Participation” means engaging in weekly online forum discussions on Canvas in response to prompts from the instructor. Class sessions that meet face-to-face will not have a required online discussion since we will be able to interact in person. My hope is that we will be able to establish robust, authentic conversation both in person and online that continues throughout the ten weeks of the course, and that participation is engaging rather than forced.

If you are unable to attend class or participate online due to illness or other extenuating circumstances, contact me by email, preferably 24 hours in advance. Online sessions will be recorded and available to students on an unlisted YouTube link within 2 days of the class being held. Students are responsible for contacting me with any questions they have about missed class sessions.

## **Assignments**

Complete weekly assigned readings, videos, and/or audio.

Participate weekly in class discussion in person or in response to prompts from the instructor.

## **Final project**

Students have the opportunity to complete a project and presentation for the final class session.

**The final project is a requirement for UW-L students.**

For the final project, students will describe a local transportation problem and propose one or more solutions to the problem using the tools and knowledge they have acquired during the

course. If you choose a controversial topic, be prepared to take a position on it and back it up with evidence. Students may work in pairs, groups, or individually.

Each project must include the following content:

1. **Description: what is the problem?** What is the geographical area affected (i.e. city block, neighborhood, whole city)? Who is affected?
2. **Analysis: why is it a problem?** What are the implications of the problem? How did this problem come to be? What might happen in the future if this problem isn't addressed? What is at stake?
3. **Solution: how can the problem be solved?** What are the techniques, tools, and institutions available to planners to solve the problem? What are some strategies advocates can use to address the problem? Who should be involved?
4. **Sources.** Refer to any class materials you use for reference, and cite other sources as needed. Audio or video projects must be turned in with a written list of sources. The citation style (MLA, APA, Chicago, etc) does not matter as long as you pick one and are consistent. Below are online guides to citation:
  - a. APA examples from UW-L library: <https://libguides.uwlax.edu/citations/apa>
  - b. Online Writing Lab from Purdue: [https://owl.purdue.edu/owl/research\\_and\\_citation/resources.html](https://owl.purdue.edu/owl/research_and_citation/resources.html)

Students will choose ONE of the following options of deliverables for the final project. No one format is superior to the other; rather, this is an opportunity to choose the option that best fits your creative skillset and presentation style.

- A written policy memo, no more than 2 pages in length
  - Your memo should be clear, succinct, and informative. [Here is an excellent resource on writing a memo.](#)
- A video, no more than 5 minutes in length
  - Your video should present the problem, analysis, and proposed solution in a concise, organized manner. Picture and sound do not need to be professional quality, but they should be easy to see and hear. Use editing software to add captions to identify people and locations. There are many free resources available online for creating videos.
- An audio recording in the style of a story or podcast, no more than 5 minutes in length
  - Your audio file should present the problem, analysis, and proposed solution in a concise, organized manner. Professional equipment is not required, but the audio should be clear and easy to understand. Verbally identify any persons featured or interviewed. There are many free resources available online for creating audio podcasts.

All participants who choose to create a final project will have the opportunity to present to the class and invited guests during the final session. You have the following options for presentation format:

- A pre-recorded video, no more than 5 minutes in length.
- A pre-recorded audio file, no more than 5 minutes in length.

- A slide presentation, no more than 5 minutes in length.

For students receiving credit, I will assess the content according to the rubric below.

	<b>Final Project Expectations</b>			
	<b>4 Mastery of material</b>	<b>3 Proficient</b>	<b>2 Development in progress</b>	<b>1 Emergent understanding</b>
<b>Description</b>	Issue/problem is stated clearly with relevant details and demonstration of deep understanding of who and what is affected.	Issue/problem is stated clearly and includes some detail about who and what is affected.	Issue/problem is stated, but lacks clarity and depth of description.	Issue/problem is stated without clarification or description.
<b>Analysis</b>	Deep understanding of implications of the issue/problem and specific reasons it should be addressed.	Some specifics provided about why the issue/problem should be addressed.	General information with no specifics provided about why the issue/problem should be addressed.	Little or no information provided about why the issue/problem should be addressed.
<b>Solution</b>	Solid evidence and detailed strategies presented to solve the problem.	Solid solution presented with some detailed evidence as to why it would work.	General solution presented with some evidence as to why it would work.	Vague solution presented with little or no evidence.

### **Expectations for Graded Work**

This course is graded S/U. Class attendance (at least 80%) and participation in class discussion (at least 50% of online discussion) is required to receive a satisfactory grade. Full credit is given for tasks completed, regardless of quality.

Full credit will be given to anyone who completes the final project with at least a score of 2 (“development in progress”) from the rubric. I will provide specific individual feedback on the final projects within 14 days from the due date.

Your graded final project will be returned in compliance with FERPA regulations via the course management system through which only you will have access to your grades.

### **Course Outline and Schedule**

Please note that the timing of activities and topics listed below may change. I will give you timely notice of any major changes in the syllabus by announcing them in class, by email, and posting as announcements on Canvas. Refer to Canvas for assigned material and discussion forums.

*\*Indicates in-person sessions at UW-L*

<b>Week</b>	<b>Topic and Speaker</b>
*1: 2/15/2023 *In person	Class introductions Understanding the past: history and modern implications of racial segregation, post-WWII transportation planning and urban renewal <i>Kirk Harris, UW Milwaukee</i>
2: 2/22/2023	Local and Regional Transportation Plans and Processes <i>Jackie Eastwood and Peter Fletcher, LAPC</i>
3: 3/1/2023	Livable Communities <i>Darrin Wasniewski, AARP Wisconsin</i> <i>Gargi Chadhuri, UWL</i>
4: 3/8/2023	Vision Zero/Dangerous by Design <i>Beth Osborne, Transportation 4 America</i>
*5: 3/22/2023 *In person	Transit Planning in Small Cities <i>Adam Lorentz</i> <i>Class field trip: tour of transit facility and electric buses</i>
6: 3/29/2023	Climate Change and Transportation <i>Gregg May, 1000 Friends of WI</i> <i>Lewis Kuhlman, City of La Crosse</i>
7: 4/5/2023	Land Use, Complete Streets, & Active Transportation <i>Lori DiPrete Brown &amp; Carey McAndrews, UW Madison</i>
8: 4/12/2023	Advocacy <i>Toni Herkert, League of Municipalities</i>
*9: 4/19/2023 *In person	Class field trip: Walk Audit Invited guests: AARP rep, Jackie Eastwood of MPO, elected leaders
*10: 4/26/2023 *In person	Student presentations



**MEMORANDUM**

To: Bicycle & Pedestrian Street Safety Commission

From: Adam Kuhn, AICP  
Associate Planner / Zoning Administrator

Date: July 11, 2023

**RE: Update on SS4A Grant Application Submittal**

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**Background:** The Infrastructure Investment and Jobs Act, signed into law in 2021, has created several discretionary programs that provide financial assistance to local governments for transportation projects. One of these, the Safe Streets and Roads for All (SS4A) program, was created to fund transportation projects that prevent deaths and serious injuries for all users of our different transportation networks (i.e., motorists, pedestrians, bicyclists, etc.).

Over the last few months, staff from the following jurisdictions have been discussing the possible submission of a multijurisdictional application as part of the SS4A program: Portage County, City of Stevens Point, Village of Plover, Village of Whiting and the Village of Park Ridge. The aforementioned jurisdictions have preliminarily agreed to work collectively on a multijurisdictional planning grant application to achieve the following:

1. Produce a comprehensive safety action plan that is aimed at preventing roadway fatalities and serious injuries on roads within Portage County. Please note that this addresses all road users.
2. Provide an update to the 2014 Portage County Countywide Bicycle and Pedestrian Plan.
3. Carry out demonstration activities to inform the development of a comprehensive safety action plan.

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As discussed earlier this year, this Commission gave the initial instruction to City staff to pursue this grant. Since April of this year, the authorization to apply has been presented and accepted from the governing bodies of the above jurisdictions.

Regarding the financials of this grant request, a total project cost of \$250,000.00 is estimated. Of this \$250,000.00 total project cost, \$200,000.00 is being requested via the United States Department of Transportation, while the remaining \$50,000.00 will be split proportionally via the aforementioned jurisdictions through a required 20% match.

I am pleased to say that the grant application was submitted on July 6<sup>th</sup>, with results expected to be announced in October of this year. If awarded, the expectation is that the grant funds awarded and the 20% match (from the different communities) related to this program would be used to hire an outside firm to do the majority of the planning work associated with producing a long-range transportation planning document. Similar to the planning process when the 2014 Portage County Countywide Bicycle and Pedestrian Plan was reviewed and adopted, two steering committees will be created to assist the outside firm throughout the planning process – one steering committee focusing on the 'urban area' (i.e., Stevens Point, Plover, Whiting, Parking Ridge and applicable adjacent townships) while the second steering committee will focus on the 'rural area' (i.e., all townships outside of the aforementioned metropolitan area).

The attached documents provide some more background information on the grant application process, along with a potential timeline of events should we be successful in the grant request. If you have any questions, please do not hesitate to contact me.

**INTERGOVERNMENTAL AGREEMENT BETWEEN PORTAGE COUNTY AND THE UNDERSIGNED PARTICIPATING POLITICAL PARTIES TO APPLY FOR A PLANNING AND DEMONSTRATION GRANT AS PART OF THE SAFE STREETS AND ROADS FOR ALL (SS4A) DISCRETIONARY PROGRAM**

**WHEREAS**, the Safe Streets and Roads for All (SS4A) Discretionary Grant Program was established to provide funding for the planning and capital construction of transportation infrastructure to prevent roadway deaths and serious injuries; and

**WHEREAS**, the SS4A Grant Program is administered by the U.S. Department of Transportation where political subdivisions within Wisconsin are identified as eligible applicants for grant funding; and

**WHEREAS**, Portage County and its municipal communities understand the importance of transportation safety, community connectivity, and public participation and collaboration; and

**WHEREAS**, Portage County, the City of Stevens Point, Village of Plover, Village of Whiting, and Village of Park Ridge (the participating political parties) are separately requesting approval to apply for a Planning and Demonstration Grant through the SS4A Grant Program to conduct planning activities necessary to develop an action plan which identifies holistic and well-defined strategies to prevent roadway fatalities and serious injuries on roadways while promoting equitable transportation infrastructure throughout Portage County; and

**WHEREAS**, the U.S. Department of Transportation provides a minimum award amount of \$100,000 for planning and demonstration grants, with a required 20% match from applicants; and

**WHEREAS**, the above political subdivisions have agreed to the following financial obligations (based on 2020 Census population) as part of the aforementioned 20% matching requirement; and

<b>PARTICIPATING POLITICAL SUBDIVISIONS</b>	<b>% OF TOTAL MATCH</b>	<i>\$250,000 Grant</i>
		<b><u>MAX MATCH</u> (20% of Award)</b>
Portage County <i>(Excluding Participating Municipal Populations)</i>	41%	\$20,500
Stevens Point	36%	\$18,000
Plover	19%	\$9,500
Whiting	3%	\$1,500
Park Ridge	1%	\$500
<b>Totals</b>	<b>100%</b>	<b>\$50,000</b>

**WHEREAS**, the participating political parties agree to provide their portion of the 20% match through monetary means or in-kind contributions, as outlined in the grant application; and

**WHEREAS**, none of the above participating political parties shall be required to provide more than their portion of the 20% match as identified above, with a grant request cap of \$250,000;

**NOW, THEREFORE, BY THE SIGNATURE AND ATTESTATION BELOW**, that the Portage County Board of Supervisors, the City of Stevens Point Common Council, the Village Board of the Village of Plover, the Village Board of the Village of Whiting, and the Village Board of the Village of Park Ridge (the participating political parties) approve and authorize their appropriate officials to submit a Safe Streets for All (SS4A) Planning and Demonstration Grant to obtain funds for the creation of a county-wide transportation plan as set forth herein.

**BY THE SIGNATURE AND ATTESTATION BELOW**, the participating political parties approve and authorize appropriate officials to accept said grant funds, if awarded, pursuant to the terms of the grant application and to execute any and all documents and assurances which may be required for purposes of the grant and plan creation process.

**CITY OF STEVENS POINT:**

Adopted: May 15th, 2023

Approved:   
Mike Wiza, Mayor

Attest:   
Kari Yenter, City Clerk

**VILLAGE OF PLOVER:**

Adopted: April 19th, 2023

Approved:   
Gary Wolf, Village President

Attest:   
Karen Swanson, Village Clerk

**VILLAGE OF WHITING:**

Adopted: May 9th, 2023

Approved:   
Dean Curtis, Village President

Attest:   
Annette Stashek, Village Clerk

**VILLAGE OF PARK RIDGE:**

Adopted: April 17th, 2023


Approved:   
Steve Menzel, Village President

Attest:   
Shanna Behrend, Village Clerk

**PORTAGE COUNTY:**

Adopted: June 20th, 2023

Approved:   
John Pavelski, County Executive

Attest:   
Maria Davis, County Clerk

## Portage County, Wisconsin Safe Streets and Roads for All Action Plan Narrative

Portage County seeks a Planning & Demonstration Grant to develop the Portage County, Wisconsin Safe Streets and Roads for All Action Plan. By 2045, this plan aims to eliminate roadway fatalities and serious injuries by developing a Comprehensive Safety Action Plan (Action Plan), updating the Portage County Countywide Bicycle & Pedestrian Plan (PCCBPP)<sup>1</sup> as a Supplemental Safety Plan, and deploying Demonstration Activities (DA) to inform the Action Plan and PCCBPP.

Portage County, WI is home to 70,377 residents across 822.8 square miles and 17 census tracts with the City of Stevens Point as the County Seat.<sup>2</sup> The County is entirely rural with 11% of households in poverty, 20% Asset Limited Income Constrained Employed (ALICE) households<sup>3</sup>, and 34.7% unemployed.<sup>2</sup> The Village of Amherst is at 45% of households below ALICE Threshold, Junction City at 43%, and the City of Stevens Point at 46%. The median household income (\$65,928) is lower than the state average (\$67,125) with financial hardship unevenly distributed - 29% of Asian households are below the ALICE Threshold, 49% of Black, 42% of Hispanic, 31% of White, & 35% of 2+ Races.<sup>3</sup> One census tract is classified as Underserved (55097961000) or 3.3% of the population.<sup>4</sup> Initial roadway data shows there were 7,382 total crashes reported 2017-2021 resulting in 31 fatalities (avg. annual fatality rate of 8.8) and 1,872 injuries (261 suspected serious injuries). Further, there was a 61% fatality increase in 2022 compared to previous 5 years' avg. and a 274% increase in work zone crashes.<sup>5</sup>

**Leadership Commitment and Goal Setting:** A strong intergovernmental agreement (see Supporting Docs) to apply for the SS4A grant was approved by the multijurisdictional group (County Board et al. - 6/20/23). Upon grant agreement execution, the multijurisdictional group will publicly commit to eliminating roadway fatalities and serious injuries by 2045 and adopt the final Action Plan & PCCBPP after a 24-month period of performance. Goals: reduce fatalities and serious injuries by 25% by 2030, 50% by 2035, 75% by 2040, and elimination by 2045.

**Planning Structure:** A Task Force of 15 members with a 5-member PCCBPP sub-committee (1 Task Force liaison), & a 5-member DA sub-committee (1 Task Force liaison) will collectively form to oversee the development, implementation, and monitoring through 2045.

**Safety Analysis:** A thorough, multimodal, systemic roadway safety analysis of existing conditions and historical trends of all roadways within the County will inform the Action Plan, PCCBPP update, and DA. Utilizing crash data from Community Maps - Wisconsin TSC County Crash Mapping and the Fatality Analysis Reporting System (FARS)<sup>6</sup>, the Action Plan will produce a High Injury Network (HIN, highlighting severity, contributing factors, and user types). Heat maps of poverty & ALICE, demographics, climate & disaster risk burden, environmental burden, health & social vulnerability, transportation insecurity, micromobility, and traffic data (from the ETC Explorer, ALICE Report, bike/ped counts, and WisDOT Traffic Count Map) will overlay the HIN to prioritize more equitable policies/actions within the Action Plan. Utilizing the FHWA's Road Safety Audit Guidelines & AARP's Walk Audit Toolkit, street-level analyses will highlight high-risk road features & multimodal safety needs. Community Transportation Academy assessments will also highlight the safety needs of vulnerable road users.<sup>7</sup>

**Engagement and Collaboration:** Preliminary engagement & collaboration involved conversations and letters of support from leaders, civic groups, community orgs, stakeholders, as well as resolutions (see Supporting Docs). Upon award, the County and grant authors will re-engage with these entities and others to recruit membership to the Task Force and then hire

consultants through a competitive RFP. The Task Force & consultants together (Project Team) will use a multi-prong approach for collaboration and robust public engagement to maximize community representation/feedback to ensure the Action Plan, PCCBPP, & DA meet the needs of residents, have local support, and are implementable by government officials. Public involvement sessions and various public events/experiences (e.g. pop-ups, walk/roll audits, etc.) will invite participation/feedback alongside the Place It! methodology - a participation-based planning practice where people use their hands and senses to offer up real community solutions (increasing impact & equity). The Project Team will also collaborate with all jurisdictions within the County, WisDOT, and USDOT, while aligning with other governmental plans and processes.

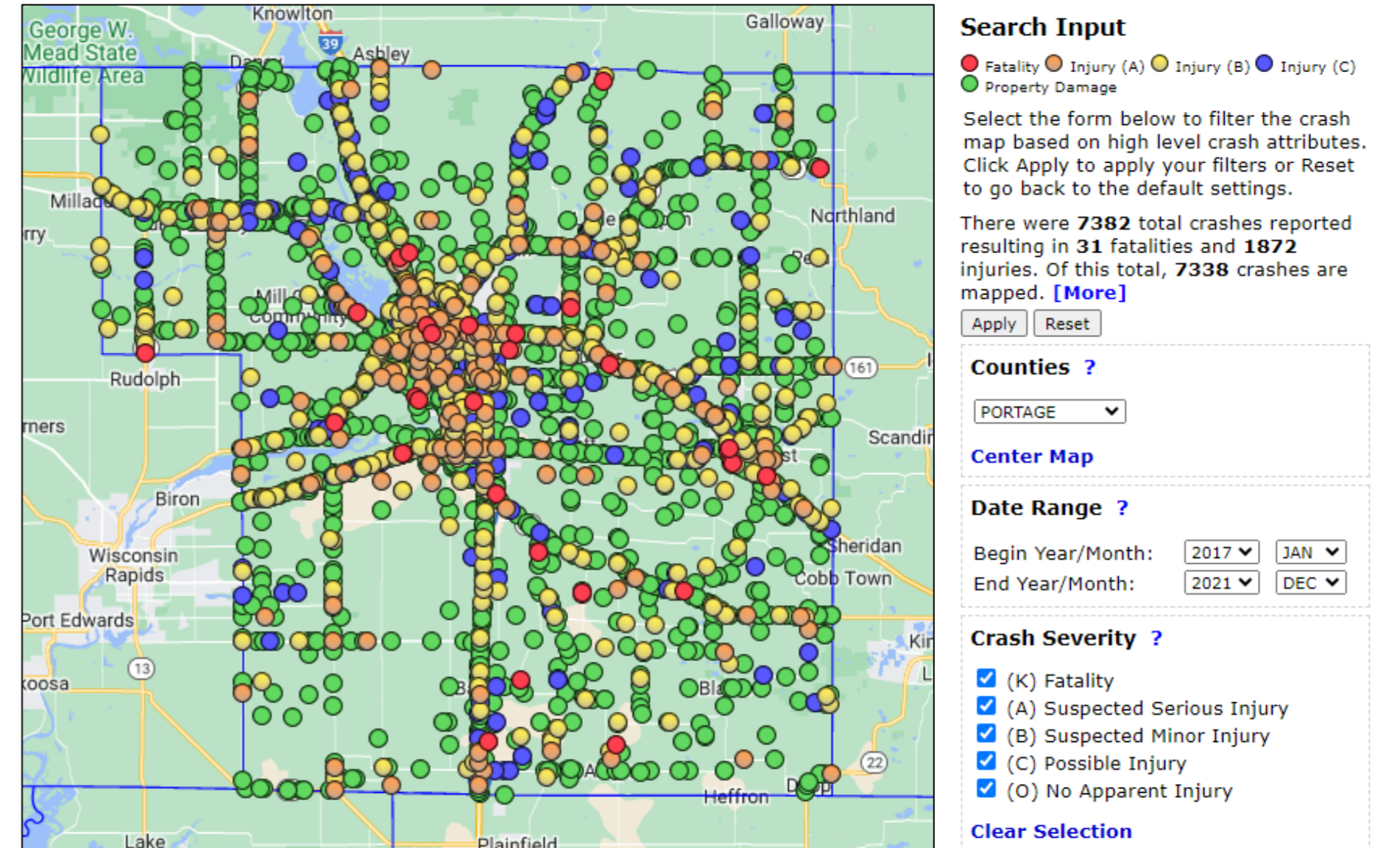
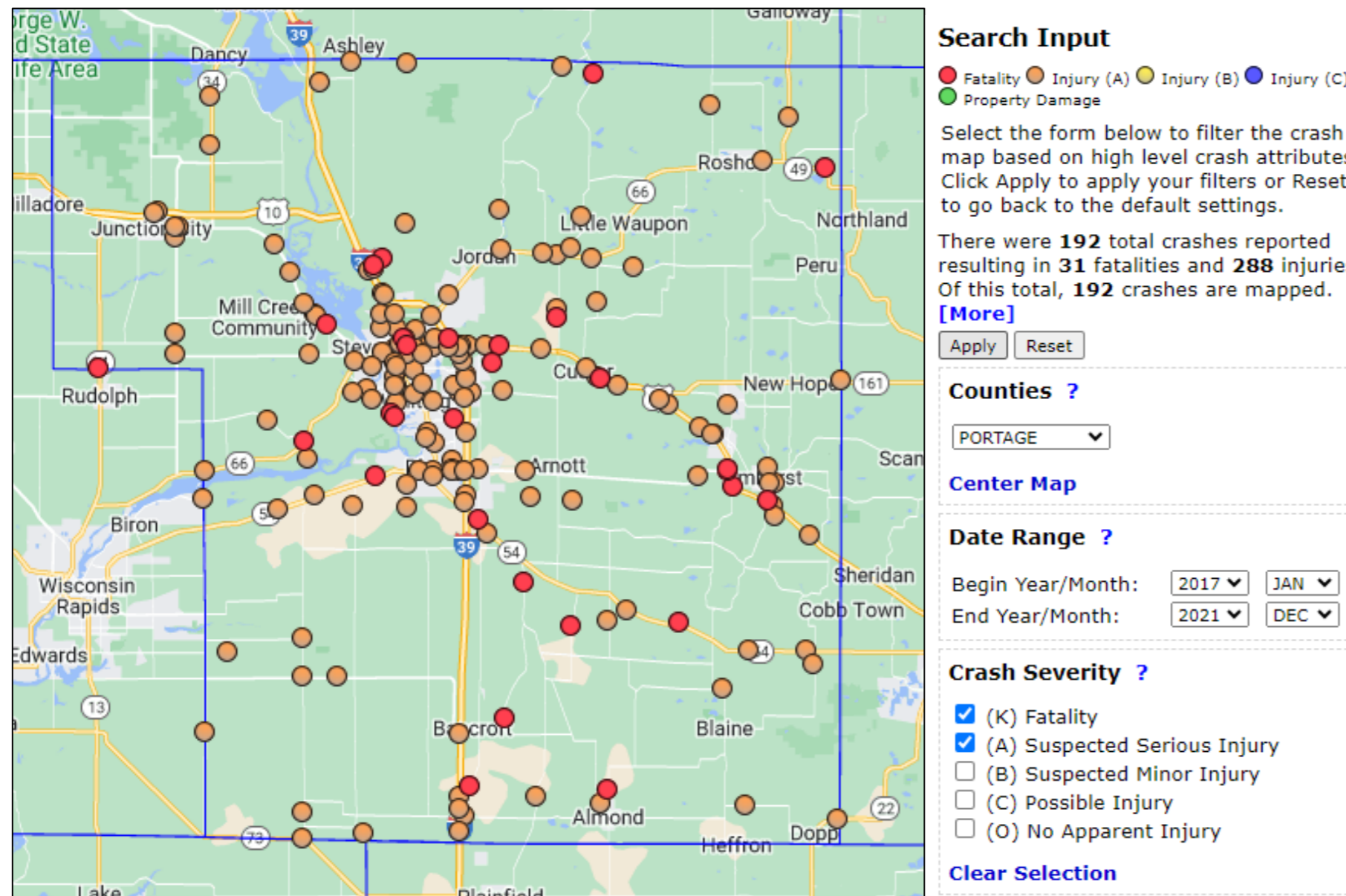
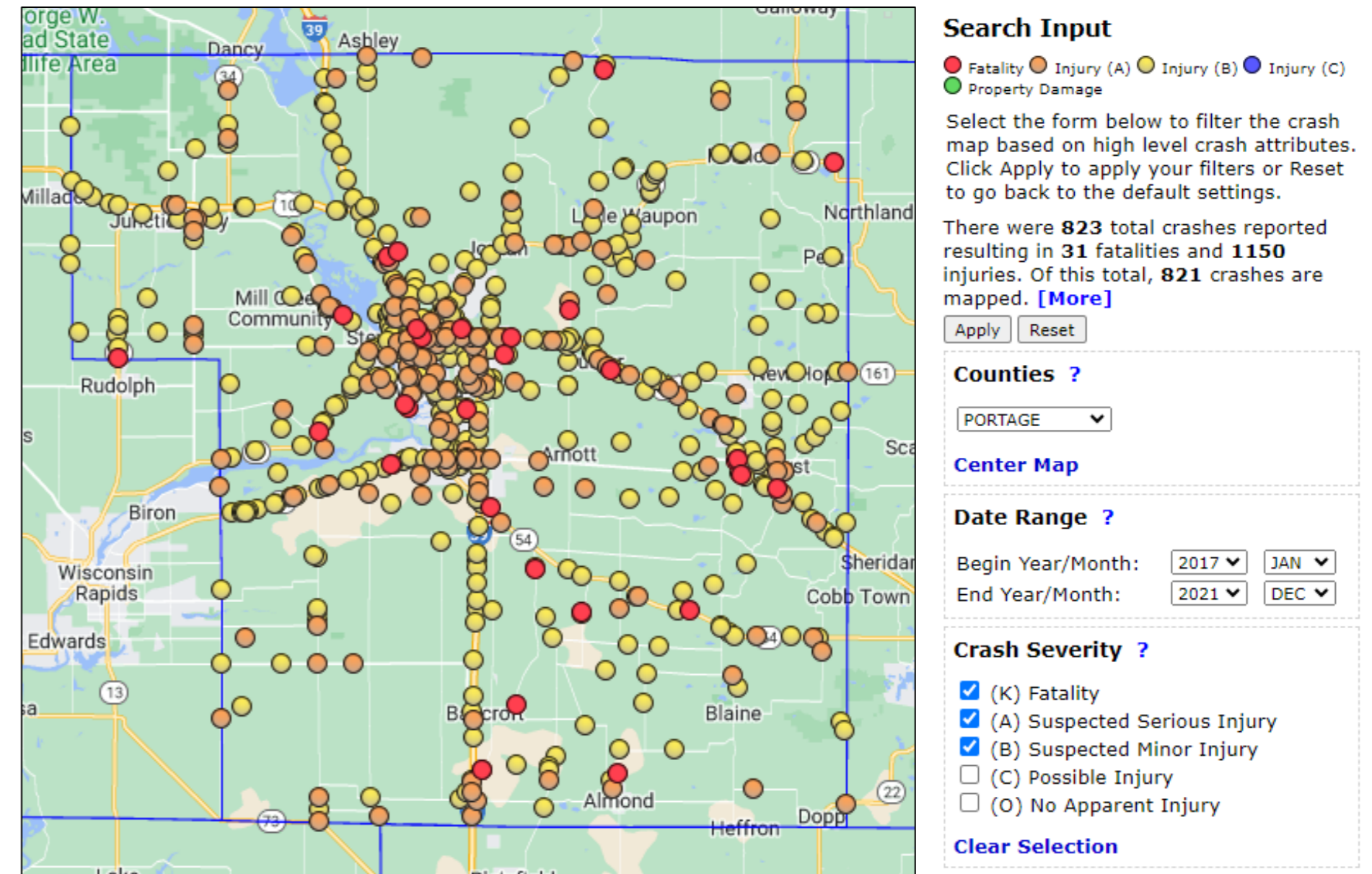
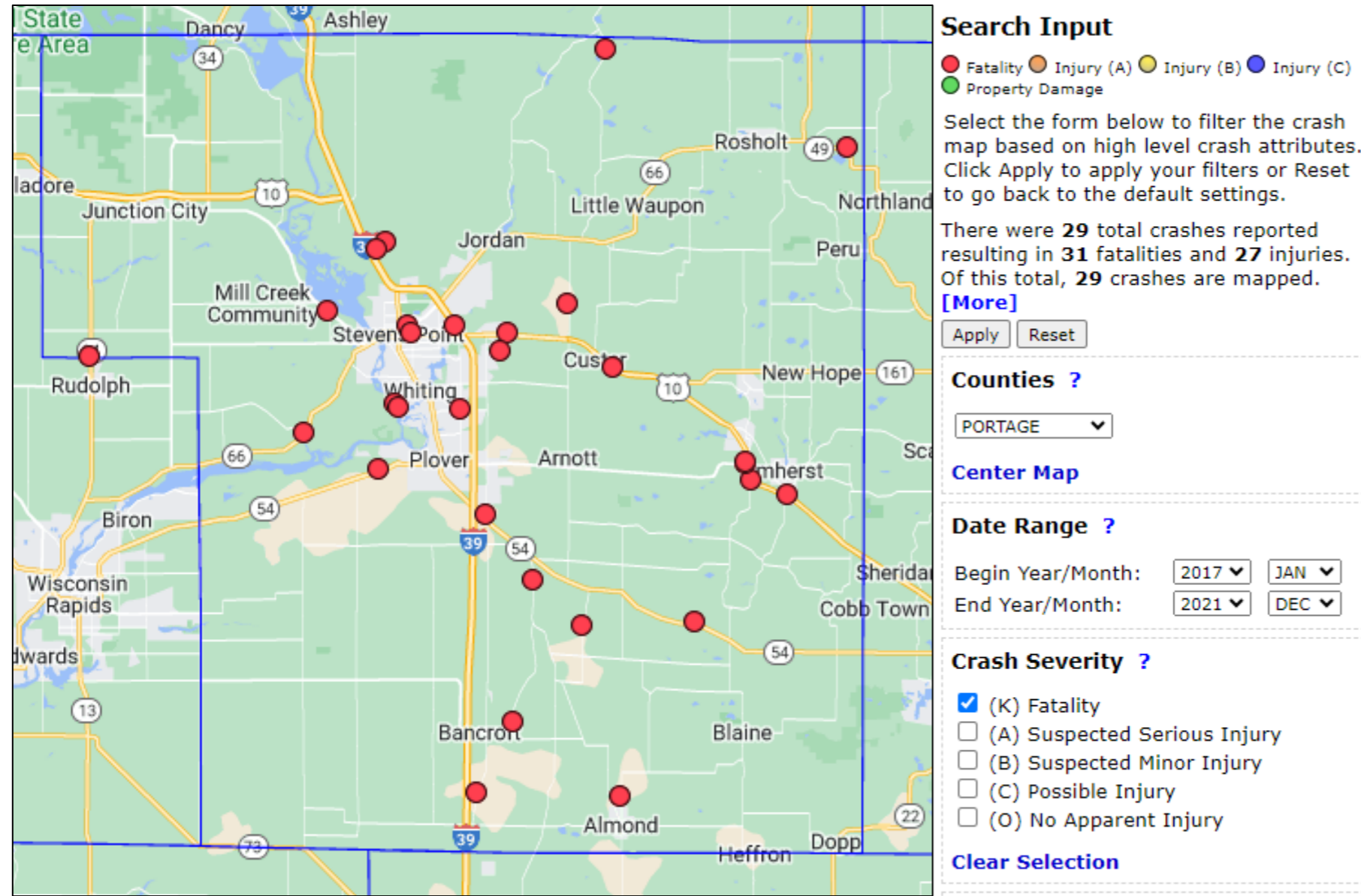
**Equity Considerations:** Equity will be embedded throughout the process - with Task Force membership, consultant RFP, inclusive and more extensive data analysis, robust public engagement, policy & process change, reducing greenhouse gas emissions, ADA compliance of DA, and implementation prioritization. For Task Force membership, required is representation from all Census-based groups plus (but not limited to) underserved populations, rural & central residencies, sustainability, aging/differently-abled populations, educational institutions, bicycle/pedestrian advocacy, parks, public works/engineering, business/commercial sector, law enforcement, public transport, & public officials. Representation & collaboration will include the Hmong American Association of Portage County, UWSP's Multicultural Resource/Queer Resource/Native American Centers, local refugee nonprofit ECDC, aging/ differently-abled populations, students, local non-profits, etc. for equitable analysis of population features, addressing underserved community needs, & impacts on equity.

**Policy and Process Changes:** The Project Team will comb through current policies, plans, guides, and standards to find opportunities to improve how processes prioritize transportation safety. Each opportunity will be compared to best practices in safety to include NACTO design guides, Vision Zero policies, Green & Complete Streets policies, Safe System Approach, FHWA's Proven Safety Countermeasures, NHTSA Countermeasures That Work, DA, WI Climate Table Took Kit (evidence-based measures), & work zone layouts with the Action Plan recommending the adoption of new or revised policies, plans, guides, and standards.

**Strategy and Project Selections:** The Project Team will develop a comprehensive set of projects and strategies (using the Justice40 framework) to meet safety goals in the short, mid, and long-term (with prioritization criteria described). Using data, best available evidence and effective practices, as well as stakeholder input, equity, climate resilience, inclusive workforce dev/wealth creation, and low-cost/high-impact considerations, the strategies and projects in the Action Plan and PCCBPP will directly address the safety issues identified (using the Safe System Approach) while also addressing transportation-related disparities of the disadvantaged community. Utilizing DA, of which may include tactical urbanism, new tech, etc., mobilized short-term at concerning locations/corridors, will address safety needs long-term. Initiating all DA within 18 mo. of executing grant agreement, some DA timelines may face constraints due to domestic requirements/waivers/approvals/permitting/NEPA/winter weather, based on admin requirements & jurisdictions - with a potential delay of any one DA by 2-8 mo. (see Supporting Docs for detailed DA timeline). Final Action Plan will include storyboards of health, environmental, & economic benefits of implementation for further buy-in/catalyzation.

**Progress and Transparency:** The Action Plan will be publicly posted online after adoption. To determine impact/efficacy of Action Plan projects & strategies, the Task Force will measure/review metrics & annually report progress & outcomes in public presentations & online through 2045. Task Force & subcommittee meetings will be public with feedback encouraged.

# Portage County, Wisconsin: Community TSC Crash Map Screenshots





## MEMORANDUM

To: Bicycle & Pedestrian Street Safety Commission

From: Adam Kuhn, AICP  
Associate Planner / Zoning Administrator

Date: July 11, 2023

**RE: 2023 Bicycle and Pedestrian Count**

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**Background:** It is that time of the year – planning for our yearly bicycle and pedestrian count. Before I discuss specifics for this year's count, it is important to provide some background information on this project. The City has been conducting an annual bicycle and pedestrian count where volunteers have been tasked with counting the number of pedestrians and bicyclists that travel through a specific intersection during a two-hour timeframe. This count has taken place over the last ten-plus years, and additional information can be found [here](#).

Data accumulated from these counts are extremely important to prioritize future street reconstruction projects, prepare possible street design improvements to improve pedestrian safety, and will be crucial should the City be awarded the SS4A Planning and Demonstration Grant later this year. Addressing pedestrian safety within transportation planning is a topic that is not only within the 'charter' of this Commission, but is a topic that, unfortunately, is seeing worse and worse results nationwide. According to a 2023 report published by the Governors Highway Safety Association, 7,508 pedestrians were killed nationwide in 2022 – its highest number since 1981.<sup>1</sup>

Consistent with previous years, I am scheduling the 2023 bicycle and pedestrian count for Tuesday, September 12<sup>th</sup> from 3:30-5:30pm. If needed, Thursday, September 14<sup>th</sup> from 3:30-5:30pm is scheduled as a rain date. Included within the agenda packet is last year's count information, highlighting the specific intersections targeted last year. If the

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<sup>1</sup> Governors Highway Safety Association (2023), 'Pedestrian Traffic Fatalities by State: 2022 Preliminary Data, Washington, DC, <https://www.ghsa.org/resources/Pedestrians23>.

[www.stevenspoint.com](http://www.stevenspoint.com)

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Commission would recommend other intersections to target for this year, please let me know. Commissioners, along with any members of the public, are welcome to volunteer during the count. Those interested in volunteering are encouraged to reach out to me in the coming weeks.

**Stevens Point Bicycle & Pedestrian Count**  
**Wednesday, September 14, 2022**  
**3:30-5:30 pm, Sunny 70s°**  
**2022 AND RECENT COMPARATIVE YEARS' TOTALS**

Location	Bicyclists	Pedestrians	Other	2022 Total	2021 Total	2020 Total	Comments
Patch & Green Circle	43	20	0	<b>63</b>	65	89	
Crosby & Water	46	42	0	<b>88</b>	63	61	<b>Includes 21 CC runners</b>
Main & Division	19	54	1	<b>74</b>	63	72	
Main & Michigan	23	28	0	<b>51</b>	78	74	
Franklin & Division	n/a	n/a	n/a	<b>n/a</b>	193	114	<b>Volunteer sent to wrong intersection</b>
Jefferson & Michigan	42	32	0	<b>74</b>	42	56	
Fourth & Division	33	145	3	<b>181</b>	181	104	<b>6 w/helmet, 27 w/no helmet</b>
North Point & Michigan	40	152	0	<b>192</b>	171	92	<b>Includes 55 CC runners (asked coach)</b>
Green Circle & Clark	38	50	0	<b>88</b>	83	138	<b>Includes 20 CC runners</b>
Main & Strongs	40	256	6	<b>302</b>	194	166	
Whiting & Water	37	17	0	<b>54</b>	31	39	
Jefferson/Wisconsin & Division	29	74	4	<b>107</b>	117	34*	
Minnesota & Stanley	17	28	4	<b>49</b>	62	153	
Main & Water	30	95	0	<b>125</b>	70	n/a	
Brilowski & EM Copps	10	3	0	<b>13</b>	22	n/a	
Main & Reserve	37	69	5	<b>111</b>	38	n/a	<b>2021 limited to bike contraflow block, not intersection</b>

<b>2022 Sum Total</b>	<b>484</b>	<b>1065</b>	<b>23</b>	<b>1572</b>			
2021 Sum Total	492	960	37		1489		
2020 Sum Total	552	636	27			1215	*Pandemic, and Wednesday no school





MEMORANDUM

To: Bicycle & Pedestrian Street Safety Commission

From: Adam Kuhn, AICP  
Associate Planner / Zoning Administrator

Date: July 11, 2023

RE: 2023 Walking and Rolling Audit

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Background: Historically, the Commission has conducted yearly walking and rolling audits of street segments slated to be reconstructed the following year. Due to a prolonged timeline in completing the 2022 Street Reconstruction Plan, similar street segments were carried over into 2023 and, as such, a walking and rolling audit was not conducted by the Commission last year.

As we look forward to 2024, there are three areas of the city planned for street reconstructions. Given the varied geographical location of these three project areas, I have concluded that the Commission will conduct a walking and rolling audit for one of these areas – Walker Street and the segment of Maria Drive from Second Street to Division Street.

With some new members on the Commission when compared to our last walking and rolling audit (2021), it is important to address how the audit is conducted. The audit will be conducted in accordance with AARP's Walk Audit Tool Kit, focusing on the following categories:

- Sidewalks, Streets and Crossings
- Street Safety and Appeal
- Public Transit Access

Further information on the walking and rolling audit will be provided during the meeting, along with finalizing a date for the event.

[www.stevenspoint.com](http://www.stevenspoint.com)

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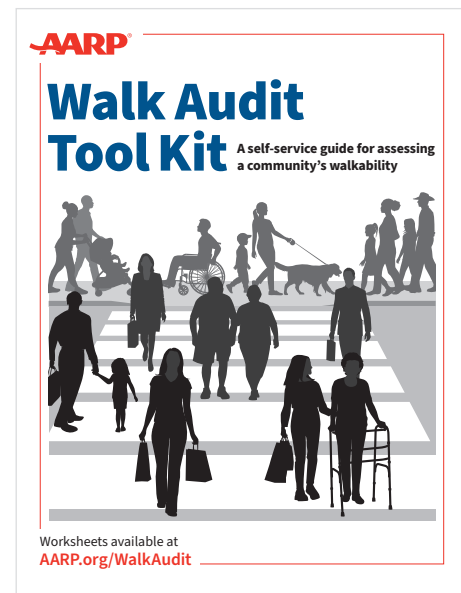
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# HOW TO USE THE AARP Walk Audit Tool Kit

The **AARP Walk Audit Tool Kit** has been created for use by individuals, local leaders, large groups and teams of just two people. In other words, the information in it can be used by anyone who is concerned about the safety and walkability of a street, neighborhood or community.

This walk audit booklet is organized into three parts, and the print edition contains a back cover pocket for storing the tool kit’s worksheets, which are listed below and can be viewed and downloaded for printing at **AARP.org/WalkAudit**. (Photocopying the worksheets for sharing is encouraged!)

As new materials — such as additional worksheets or translations into other languages — are added to the tool kit, we’ll spread the news through the free, weekly **AARP Livable Communities e-Newsletter**. Sign up at **AARP.org/LivableSubscribe**.



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## Walk Audit Worksheets

- 1. Make a Map**
- 2. Who’s Using the Street — and Why?**
- 3. Sidewalks, Streets and Crossings**  
(Single-Location Audit)
- 4. Sidewalks, Streets and Crossings**  
(Walking Audit)
- 5. Sidewalks**
- 6. Streets and Crossings**
- 7. Street Safety and Appeal**
- 8. Public Transit Access**
- 9. Build a Better Block**
- 10. Winter Weather**
- 11. Summary**

Visit **AARP.org/WalkAudit** to download or order this publication (in English or Spanish) and access the **AARP Walk Audit Tool Kit** worksheet collection.

# Introduction

## THE PROBLEM

Too many communities in the United States are designed exclusively or almost exclusively for automobile travel, with very little consideration given to the needs of pedestrians.

Among the factors that discourage or outright prevent people from walking: multilane roadways, high-speed corridors that are unsafe to cross, a lack of street maintenance, a scarcity of sidewalks.

According to Smart Growth America's 2021 *Dangerous by Design* report, from 2010 to 2019, drivers in the U.S. struck and killed 53,435 pedestrians — an average of more than 14 people each day.

In 2017, an estimated 137,000 pedestrians were treated in emergency rooms for nonfatal crash-related injuries, according to the Centers for Disease Control and Prevention.

To ensure that walking is a safe, accessible and convenient alternative for people who cannot or choose not to drive — and to reverse the trends in pedestrian fatalities and injuries — it is critical for communities to become more pedestrian-friendly.

## A SOLUTION

Local leaders and residents can help make the nation's neighborhoods more walkable by conducting a "walk audit" to identify the roads and intersections that should be walkable and crossable but are instead dangerous (by design) for pedestrians.

A walk audit can help inform local decision-making by prioritizing areas in need of improvement and educating community members about the importance of street and sidewalk design. Participating in a walk audit can help people become better champions for local change.

## THE TIME COMMITMENT

It can take less than an hour to complete a targeted, single-location walk audit. Or an audit can become a multi-hour event. The amount of time involved is entirely up to the "auditor" or audit team. ■



▲ Multilane, two-way roadways are common throughout the United States. Unlike most, this thoroughfare actually has pedestrian-supportive features, including sidewalks, crosswalks, traffic lights and pedestrian-controlled Walk/Don't Walk signals. But is this a nice place to walk? Is it even possible to cross the entire expanse at once?

**A WALK AUDIT IS ...** an activity in which participants observe and evaluate the walkability of a location to identify and document if and how pedestrians can safely travel along a street, navigate an intersection and get from Point A to B and C and so on.

## A WALK AUDIT CAN ...

- Gather input about community infrastructure needs and investments
- Educate residents about design elements that support safety
- Empower community members and local leaders to become agents of change

## A WALK AUDIT CAN LEAD TO ...

- Reduced traffic congestion and pollution
- Healthier, more active lifestyles
- Increased property values
- Safer streets for people of all ages

## WHO CAN DO A WALK AUDIT?

- *Everyone and anyone!*

# AARP and Walkability

In a livable community, people of *all* ages can safely walk for fitness and to get where they need or want to go. However:

- A community without sidewalks — or with sidewalks that suddenly end — is not walkable
- Streets that are too wide, have multiple lanes or lack traffic lights are uncrossable
- Public transit stops that pedestrians can't safely access are essentially useless

Because the vast majority of the nation's roadways were designed to move cars *fast*, far too many streets are simply unwalkable.

Walkability is an important issue to AARP because older adults — along with people of color and residents of low-income communities — are disproportionately the victims of fatal motor vehicle crashes involving pedestrians.

In fact, according to the Insurance Institute for Highway Safety, the rates of pedestrian deaths in vehicle crashes per 100,000 people are highest for those age 70 or older.

The **AARP Walk Audit Tool Kit** provides community leaders and residents with a way to identify unsafe streets, gather and document needed information and observations, and then advocate for solutions to make streets safer for all users. ■

## Walk This Way — or Any Which Way

The words “walking” and “pedestrians” are used in this tool kit as inclusive terms.

To quote the *Inclusive Walk Audit Facilitator's Guide*, published in 2020 by the Minnesota Department of Health, walking “includes both ambulatory and non-ambulatory modes. Walking encompasses all forms of mobility devices, including using a wheelchair, cane, walker or other mobility device that allows the user to travel at human speed.”

Inclusivity is important to the walk audit process since streets should be usable by people of all ages, experiences and abilities.

For that reason, walk audits done by groups or teams are best when they include auditors who walk at different speeds, who “roll” rather than walk, who have vision or hearing impairments, or other differences that impact them as pedestrians.

After all, when a street is safe and accessible for someone with a disability or mobility difference, it is safe and accessible for everyone.



Frederick, Maryland

## Creative Solutions

◀ There are two ways to reach the pedestrian bridge that crosses a small canal in the center of town. Option 1: Take the stairs. Option 2: Use the ramp.

▶ A portable beach access mat makes the shore accessible — and walking or rolling on the sand easier — for all visitors.



Hilton Head Island, South Carolina

## GETTING STARTED

Step 1: Get *READY*

### 1 WHERE IDENTIFY THE WALK AUDIT LOCATION

Visit and map an area where people need or want to walk. The audit location can cover just one spot — such as an intersection or block — or it can take place along an entire route covering several streets and intersections.

#### Keep in mind:

- The smaller the area, the easier it is to conduct an audit, identify problems and advocate for solutions to get results.
- The larger the audit area, the larger the potential impact.

#### WALK AUDIT TYPE:

### Single-Location Audit

▼ A person on foot usually can't cover the full expanse of this multilane, two-way roadway all at once. (Look closely. A pedestrian is waiting on the small median until the light changes and it's possible to cross.) This intersection is adjacent to apartments, medical offices, restaurants and several shops, but because walking is both unpleasant and unsafe, people generally drive to destinations in the area.



### 2 WHAT DECIDE ON A TYPE OF WALK AUDIT

Will the walk audit take place in one location? Or will the audit occur along a route?

This tool kit contains worksheets suitable for an observational single-location audit or a walking audit in which the participants experience an area's walkability (or, more likely, nonwalkability).

#### Keep in mind:

- A single-location audit allows for observing a specific area at different times of the day. It's also a good activity for people who are unable to remain on their feet for long stretches of time.
- A single-location audit is also a great way to include very young and much older participants in the activity since the auditors can sit in a safe and comfortable spot (such as on a building patio or beneath the shade of a nearby tree) while counting people or cars or whatever their assigned task might be.
- A walking audit assesses the walkability of a larger area, such as between key destinations, and is a useful activity for people who can and want to walk longer distances and can be active for longer amounts of time.

### Learn the Lingo

Study up by examining the illustrations and vocabulary words on page 10. Knowing the elements of a streetscape will be very helpful when you write a report (see page 16) and describe to local leaders or transportation officials what's wrong and what needs to be fixed.

### 3 WHO INVITE PEOPLE TO PARTICIPATE

Will the walk audit be conducted by one person or several? If several, how will people of different abilities, ages and life experiences be included?

The tool kit contains worksheets suitable for a solo auditor or a team made up of neighbors, colleagues, community members and, ideally, elected officials or others with influence.

(Having local leaders see and experience the location and pedestrian safety problems firsthand can be a fast track to achieving needed change.)

#### Keep in mind:

- If the walk audit is conducted by one person, multiple visits might be needed in order to perform all of the desired observations (or to evaluate the street activity at various times of the day) and document them accordingly.
- If the audit is done by two or more people, individual assignments can be made. Train the auditors ahead of time so everyone counts and documents their observations in the same way.
- After a team audit, someone will need to gather and tally the collective results.

### 4 WHEN CHOOSE A DATE AND TIME

The volume and type of traffic (cars, buses, bikes, pedestrians) will likely vary depending on the day of the week or time of day.

Is the walk audit being done because of concerns about the safety of particular pedestrians, such as schoolchildren, workers, shoppers or retirees? If so, conduct the audit when those people will be present.

If observations are needed during multiple times of the day (including after dark), schedule auditors to work in shifts.

#### Keep in mind:

- Check the weather forecast! There's no need for walk auditors to endure extreme temperatures, precipitation or wind.
- To be more comprehensive in the audit and secure about the observations, consider repeating the audit in the same spot, in the same way but on a different day.
- Once the audit is done, start preparing the report. (See page 16.) The findings can be shared with the community and presented to local leaders who may be able to solve or help solve the documented problems. ■

#### WALK AUDIT TYPE:

### Walking Audit

► The young people in this photograph are walking home from school along a 1½-mile route dotted with houses, stores, eateries and other businesses — but no sidewalks, crosswalks or mid-block crossings. Due to early school starting times and late-ending extracurricular activities, teenagers often walk to or from school in the dark.



## GETTING STARTED

Step 2: Get *SET* ...**1 PRINT THE WALK AUDIT WORKSHEETS**

The *AARP Walk Audit Tool Kit*'s worksheets can be downloaded at [AARP.org/WalkAudit](https://www.aarp.org/WalkAudit) for printing, photocopying and sharing. Some of the worksheets are suitable for a solo auditor. Others are helpful for group efforts. There are options for observational audits that take place in one location, as well as for audits that document the walkability between destinations.

The collection is listed on page 1, and the printed edition of this guide contains a pocket for storing the worksheets.

**2 GATHER THE WALK AUDIT SUPPLIES**

**In addition to the selected worksheets, each walk auditor will need a:**

- clipboard
- notebook, pen or pencil, tape measure
- digital or smartphone camera
- printed or online street map

**It can also be important to have:**

- comfortable footwear
- weather-suitable clothing
- insect repellent
- portable seating
- a beverage and snack
- a hat, sunscreen and sunglasses
- a flashlight or headlamp
- a brightly colored shirt, jacket or safety vest for visibility (preferably one with pockets for holding supplies)



**A. Children can't safely cross this street to travel between their homes (in a development on the left) and the elementary school (seen on the right).**



**B. The street lacks sidewalks and crosswalks.**



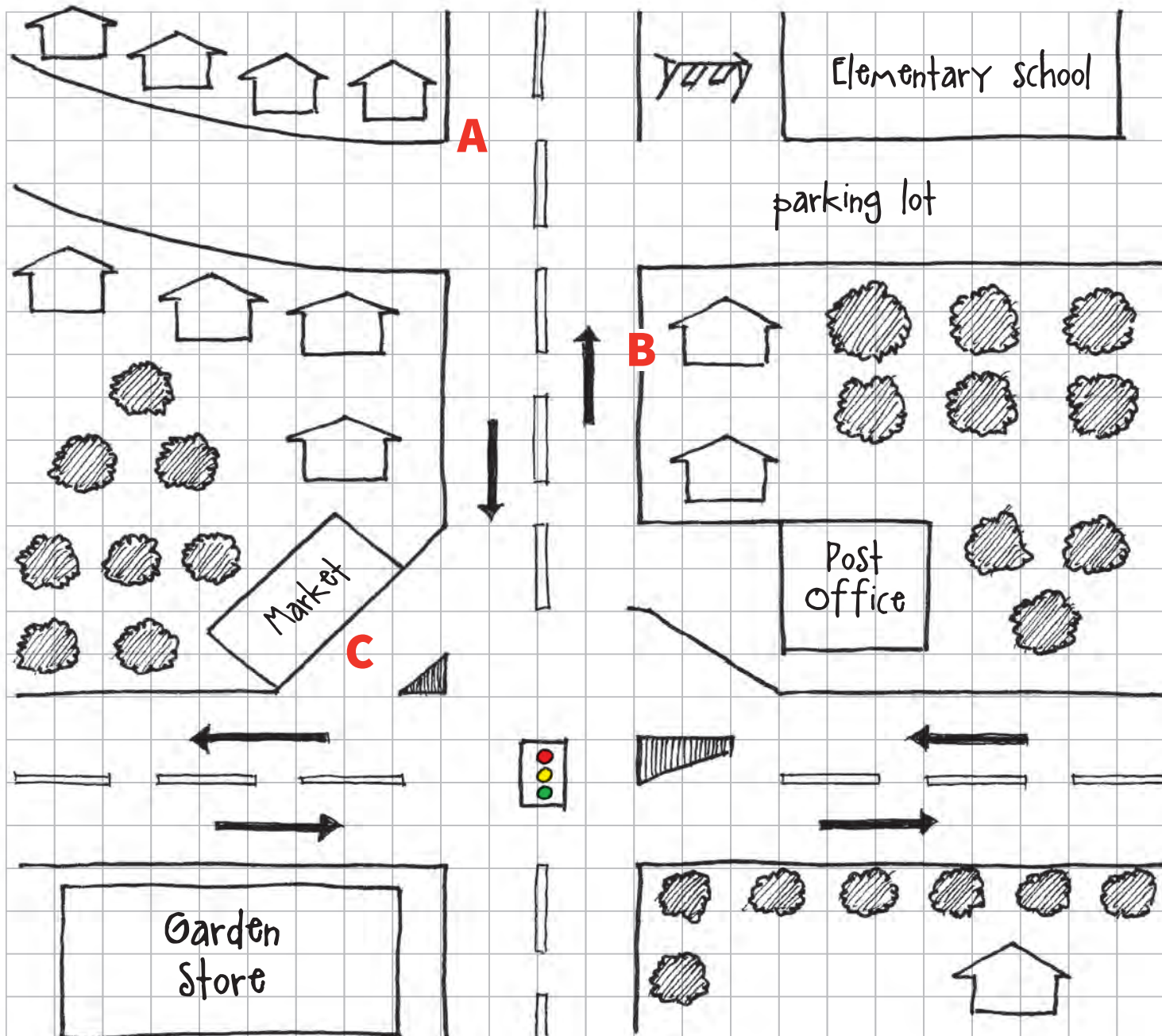
**C. With such a large intersection and no crosswalks or pedestrian beacons (described on page 11), walking to the market is difficult and dangerous.**

# Sample

## 3 MAKE A MAP

Use a mapping website to capture and print a bird's-eye-view image of the walk audit area, or use our Make a Map worksheet (which can be downloaded and printed from [AARP.org/WalkAudit](http://AARP.org/WalkAudit)) to draw a simple map.

- Label the streets and make note of any key features, such as stores, schools and (if they exist) sidewalks.
- Take photographs and/or video of the area so others can see the challenges and strengths.
- Match and mark the photographs and/or video location(s) on the map.
- Indicate any other problem spots or areas of opportunity (e.g., a bus stop with no seating or shelter). ■



# STEP 3: GO do the Walk Audit!

## 1 LOOK AND LEARN

With clipboards and worksheets in hand, go to the audit site. When a walk audit is staffed by many workers or volunteers, the tasks can be divvied up among them.

### Audit activities can include:

- Counting cars that pass the location
- Counting pedestrians who walk along and/or cross the street
- Noting demographic characteristics of the pedestrians (e.g., age, physical ability)
- Timing how long the traffic light stops vehicles so pedestrians can cross
- Assessing why people are walking in the location (exercising, commuting, shopping, dog walking, etc.)

### Creative Solutions



Washington, D.C.



Lewes, Delaware

Bicycles shouldn't be used on sidewalks, and bikes and stairs are not a good mix. But cyclists sometimes do need to navigate one or both. ▲ A narrow, metal ramp helps cyclists move bikes along steps. ◀ A message stenciled on a sidewalk serves as a safety reminder.

### Understanding the “Why”

Although a walk audit needn't involve stopping pedestrians for interviews, it's important to have a sense of why people are walking in a particular area. Doing so can help pinpoint problems and solutions.

#### Look for clues:

- Pedestrian traffic that picks up around lunchtime might indicate nearby workers are traveling from their jobs to area shops and restaurants. (If so, can they move about safely? Are there crosswalks? Do the traffic lights allow pedestrians enough time to cross the street?)
- Are people driving to eateries, shops and businesses near their homes or workplaces because there's no safe way for them to walk?
- The lack of pedestrians can also provide clues. What could be done to encourage more walking and less driving?

#### A true example:

A housing development is located next to a public library and a community center.

The residents routinely drive to both destinations. Why?

Conversations with some of the neighbors reveal the (fixable) reason: The sidewalk connecting the neighborhood to the community buildings ends abruptly, forcing pedestrians to either walk in the roadway or follow an uneven dirt path through a wooded area.

## Get Inspired!

### The AARP Walk Audit Tool Kit gets results!

- Jermaine Mitchell, an assistant professor of exercise and nutrition science at the University of Montevallo in **Montevallo, Alabama**, has his students use the *AARP Walk Audit Tool Kit* to assess the walkability of local neighborhoods. Sidewalks have been fixed and crosswalks added as a result of their work.
- Working with AARP, older residents in **South Austin, Texas**, conducted a walk audit to document the dangers of crossing a busy four-lane roadway that separated a bus stop and the local senior center. With their observations in hand (documented by a video and a detailed report about the results), the auditors delivered their findings to their city council member. A pedestrian hybrid beacon (see page 11 to learn what that is) was installed.
- In **Edgewater, Maryland**, a retirement community was built just three-tenths of a mile from two shopping centers. To get to the retail areas by foot, however, residents needed to cross four lanes of traffic with cars often coming, sometimes dangerously fast, from both directions. Two neighbors joined forces to lobby the county transportation department for a safer street. The result: A pedestrian island (pictured) was installed to provide walkers with a safe place to stand when they can't cross all four lanes at once. In addition, a sensor-operated beacon with flashing lights alerts drivers when a pedestrian enters the crosswalk.



Edgewater, Maryland

▲ This walk audit duo succeeded in getting their county's transportation department to install a pedestrian island.

## 2 PRODUCE THE PROOF

Although a summary report will be created based on the information in the worksheets, taking photographs and video of the audit location will help clarify what's working and what isn't.

Use the photographs and video (along with the audio if traffic noise is among the concerns) to document and show the overall area as well as the problem spots.

Since many walk audits reveal both bad features and good ones, be sure to photograph the location's positive attributes as well. ■

### Details to focus on include:

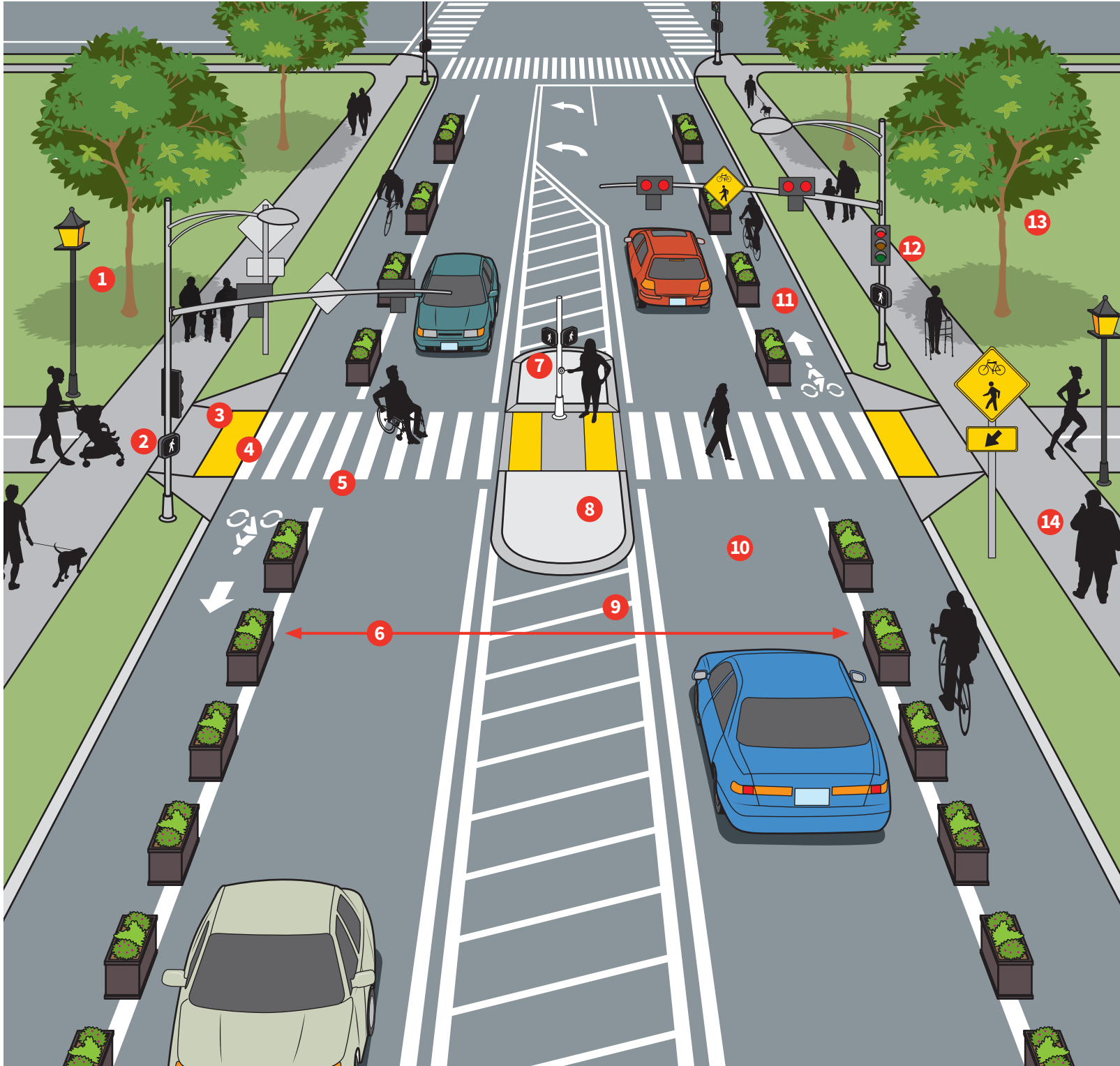
- crossing signals
- overhead traffic lights
- turning lanes
- curb cuts
- sidewalks
- crosswalks and vehicle stop lines
- lighting

Photographs can be taken to show where such safety and pedestrian-friendly features *should* exist.

## INFORMATION AND INSTRUCTIONS

# A Streetscape Vocabulary List

Transportation planners, engineers and advocates speak in a language that is sometimes incomprehensible to the average reader or resident. Employing terminology used by these professionals in the walk audit report will show that the auditor or auditors have done the necessary homework. Herewith some words and terms for talking the talk.



**1 Pedestrian-Scaled Lighting**

These light fixtures are positioned lower (about 12 to 14 feet above the sidewalk) than typical roadway or highway lights, are placed more closely together and are directed toward where people walk or bicycle.

**2 Signalized Pedestrian Crossing**

Properly timed Walk/Don't Walk devices enable pedestrians to complete a crossing before the signal changes and the vehicles move again.

**3 Curb Cut (or Curb Ramp)**

A solid ramp graded down from the top of a sidewalk to the surface of an adjoining street allows smooth passage for wheelchairs, bicycles and baby strollers.

**4 Tactile Ground Surface Indicators**

Installed in sidewalks, roadways and other surfaces, the indicators are raised stubs or bumps that warn pedestrians who are blind or have impaired vision that they're about to step into a street.

**5 Crosswalk**

Marked crosswalks show pedestrians where to cross and signify to motorists that they must yield. Crosswalks are usually indicated by white or yellow painted lines that are about 12 inches wide and extend from curb to curb.

**6 Lane Width**

When vehicle lanes or roadways are overly wide, pedestrians are forced to walk farther to cross streets. Highways generally have 12-foot-wide lanes. Streets in city and suburban neighborhoods can range from 9 to 15 feet wide.

**7 Pedestrian Hybrid Beacon**

Unlike a pretimed traffic signal or Walk/Don't Walk sign, this device is activated by pedestrians when needed. (Note: A real streetscape like the one at left likely wouldn't need this type of beacon since the traffic lights and walk signs would be synchronized to enable the crossings.)

**8 Pedestrian Island**

Also referred to as a crossing island or refuge island, a pedestrian island protects people who are crossing a multilane roadway. An island allows pedestrians to focus on one direction of traffic at a time as they cross, and it provides a place to wait for a gap in oncoming traffic. Another benefit: drivers typically slow down due to a narrowing of the vehicle lanes.

**9 Median Strip**

A portion of the roadway that separates opposing traffic. The area may be paved, planted, painted (as shown) or raised.

**10 Travel Lane**

The dedicated space on the roadbed for motorized vehicles to drive on.

**11 Bicycle Lane**

A designated (ideally barrier-protected) bike lane is safest for cyclists, drivers and pedestrians. On very wide streets, a dedicated bicycle lane can be created by placing an ancillary lane for parked cars directly next to the roadway, and then using the space between the parked cars and the sidewalk as a bike lane. See an example on page 13.

**12 Signal Timing**

Traffic signal (aka traffic light) timing involves assigning "green time" to the vehicles and pedestrians entering an intersection.

**13 Tree Canopy**

Street trees provide shade and cooling — and safer streets! In a 2018 study, University of Colorado Denver researchers found that "increased tree canopy coverage was significantly associated with fewer crashes."

**14 Sidewalk**

If set back from the curb, a sidewalk needs to be at least 5 feet wide — or 6 feet if extended to the curb. For two people to walk together, 5 feet is the minimum suitable width. ■

## INFORMATION AND INSTRUCTIONS

## What Is a ‘Complete Street’?

**A** “Complete Street” is designed for all roadway users, whether they’re driving, riding, walking, bicycling or rolling (e.g., pushing a baby stroller, using a wheelchair).

Since not every street can or should be “complete,” Complete Streets policies simply require that the needs of all users be *considered* and, when appropriate, met.

During a demonstration project in Fort Wayne, Indiana, the urban planners of the firm Team Better Block worked with AARP to complete an existing street with a temporary makeover that transformed it from a street for cars into (as seen at right) one for all users.

Designing streets for pedestrians isn’t a new concept. In fact, until the 20th century, people walked *in* the street. Once automobiles arrived en masse, speed and efficiency became the point of street design and transportation planning.

When congestion slowed traffic, roads were widened, traffic signals and stop signs were removed, crosswalks faded away. In many places, being able to safely cross a street on foot or by bicycle is the exception rather than the rule.

Complete Streets policies — also referred to as Safe Streets policies — are being implemented by city, county and state governments nationwide. (See page 23 to learn more.) ■

### Streets, Roads and ‘Stroads’

As explained by Charles L. Marohn, Jr., a transportation engineer and founder of the nonprofit organization Strong Towns, “Roads connect places, streets are the framework for building a place.”

According to Marohn, streets support *destinations* — homes, businesses, shops, attractions.

Roads create “the greatest value by providing the *fastest connection*” between two places where people want to be.

The problem, he says, is that too many communities are filled with “stroads,” which are multilane roadways designed to move cars quickly — yet they are populated with businesses, shops, attractions and even homes.

“Stroads are the most dangerous environment we routinely build in our cities,” Marohn declares in his 2021 book *Confessions of a Recovering Engineer*. “A person on a sidewalk has no defense at all if a vehicle leaves the roadway at stroad speeds. The person crossing the stroad is even more exposed and vulnerable. That is true even when they cross at designated places and at specified times.”

A stroad, Marohn emphasizes, “contains the elements of both [a] road and street but fails to provide the benefits of either.”



Fort Wayne, Indiana

- 1** This residential block’s Complete Streets demonstration created a one-way roadway with on-street curb parking.
- 2** Landscaping (represented here by potted plants) serves as a “swale,” or pervious surface for capturing stormwater.
- 3** A floating parking lane located away from the curb becomes a safety buffer for pedestrians and cyclists.
- 4** A “limitless lane,” which is wider and slower than a traditional bike lane, is a shared-use path for bicyclists, people in wheelchairs, joggers and others.
- 5** Pedestrians are provided a very visible crosswalk.
- 6** An existing sidewalk (which includes a curb cut for access by wheelchair users and people pushing baby strollers) is safely away from the vehicle and bicycle lanes.

## INFORMATION AND INSTRUCTIONS

# The Scorecard

**W**alk auditors can use whichever worksheets, measurements or rating system they want — so long as an explanation of the chosen method is provided. Letter grades, numerical rankings or words can be used to score the audited streets and spaces.

It's not unusual for an audit location to have a mix of positive and negative features. For example, the sidewalks might be perfect for walking, but the intersections are difficult to cross. If an overall rating is desired, one can be provided that encompasses the observations as a whole.

Several worksheets in the *AARP Walk Audit Tool Kit* ask the auditor to select an adjective that best describes the street or location's safe walkability. The following words and definitions are provided as an example.

**Great:** The area is very pedestrian-friendly and safe

**Acceptable:** The area is mostly pedestrian-friendly and safe

**Mixed:** The area is somewhat pedestrian-friendly and safe

**Poor:** The area is absolutely not pedestrian-friendly or safe

Included among our worksheets is a summary sheet (opposite) for tallying, calculating and listing the scores of different audit observations. ■

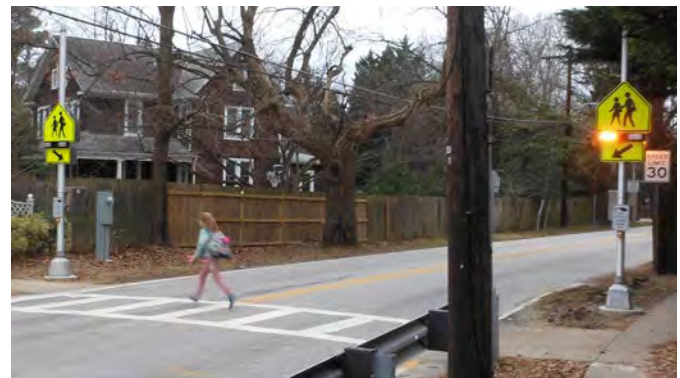
## Creative Solutions

▼ A pedestrian island, bold crosswalk, landscaped median and raised brick-curbs (to prevent cars from parking and impeding visibility near the crosswalk) help make San Pablo Avenue safer for people walking between the small city's schools, senior center and community center.



Emeryville, California

▼ Guardrails and planting strips between a sidewalk and street help protect pedestrians. The pictured location has both as well as a visible crosswalk, school crossing signage, arrows and a flashing pedestrian-activated beacon that provide a collective alert to drivers.



Severna Park, Maryland

# Summary

# Sample

## Record the score totals for each observation type

- Record the total number of yes responses for the category
- Record the total number of no responses for the category
- Record the one-word rating for the category

This information — as well as all notes, photographs, videos and observation discussions — will be helpful for writing a short report and/or preparing a PowerPoint presentation.

Community Name: Anytown

Street/Intersection Observed: Main between Elm Street and Walnut Street

Audit Date: September 23

WORKSHEET	YES RESPONSES	NO RESPONSES	RATING
			Great   Acceptable   Mixed   Poor
Sidewalks, Streets and Crossings (Single-Location Audit)	9	0	Great
Sidewalks, Streets and Crossings (Walking Audit)	9	2	Acceptable
Sidewalks	10	9	Mixed
Streets and Crossings	2	8	Poor
Street Safety and Appeal	8	8	Mixed
Public Transit Access	2	4	Mixed

### NOTES OR OTHER OBSERVATIONS:

Also see the "Who's Using the Street - and Why?"  
and "Build a Better Block" worksheets.

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## TAKING ACTION

# Reporting Results, Proposing Solutions

It's not easy to persuade local leaders to make transportation and roadway improvements. Obstacles abound: politics, costs, past practices and, very often, overlapping jurisdictions, such as when a road is managed by the state rather than the county or municipality that it passes through. But individuals and community groups can get the ball rolling — and inspire and achieve needed change — by identifying problems and calling attention to them. Some next steps:

## 1 PREPARE A REPORT

Summarize the walk audit's findings in a short, easy-to-read and easy-to-share report, handout, PowerPoint presentation and/or video.

As tempting as it may be to share every observation from the audit, elected officials, other local leaders and municipal staff might be put off and overwhelmed by a dense and lengthy document.

Share the most compelling highlights in the summary report. The deep details can be provided later if needed or requested.

### A suggested outline of what to include:

- 1. Opener:** This top sheet or introductory slide or video clip should attract the attention of the intended recipient(s), so include a photograph or other visuals that show the location; the name of the community, street(s), route and/or destinations; and a brief statement describing the auditing group or participants.
- 2. Explanation of the Problem:** Provide information about the location, such as why it was chosen. If crash data exists for the location (from, perhaps, the local police, a government agency or advocacy group) include those details, including the time of day, speeds involved, likely causes and outcomes.
- 3. Map:** Download a map from the internet or use our map worksheet to draw one. Add labels and street names as needed.
- 4. Observations and Findings:** Provide a list or short narrative detailing what was observed.

**5. The Need:** Answer the potential question “Why does this street or location even *need* to be walkable?”

**6. Proposed Solutions:** No one wants to be handed a problem and simply told to fix it. Share ideas and suggestions for how the observed problems can be solved.

**7. Contact Information:** The recipients or target audience should know how to reach the audit team to ask questions, collaborate or, ideally, share news that the problems are being addressed and how.

## 2 SHARE THE RESULTS

If no local leader with the power to pursue a solution participated in the audit, send the report to those who *can* implement the desired changes or advocate for them. Consider sharing the report with local media as well.

- Research the submission options before starting the report — or even better, before the walk audit. That way the information can be gathered and provided in a format that will be the most useful. (Also, many government offices and community groups have an email address, online form or phone number for reporting street and sidewalk problems.)
- Keep a record of who the report was sent to, how and when. If there's no response, follow up.
- Talk to neighbors, friends and family about the results. Encourage them to do their own walk audit or join the continuing advocacy work.


Continued on page 18 ►

# Sample Report

The following example slides show how a presentation can be organized and what it could look like

1

## Community Walk Audit of Center Street



Between The Villas and The Towne Shopping Center

Conducted by residents of The Villas and several surrounding neighborhoods

5

### Why the Street Should Be Pedestrian-Friendly

- People of all ages are getting too little exercise and are spending too much time driving or being driven in cars
- Residents who don't drive and/or don't have access to a car should be able to safely walk to the stores and businesses near their homes
- If residents can safely walk to the shopping center — and in doing so walk to the post office, library, grocery store, bank, hair salon, restaurants and medical offices located within it — the community will have fewer cars on the road, which will mean less vehicle traffic and less pollution
- If residents can safely and easily walk to the shopping center, they will be more likely to frequent the local businesses

2

### The Problem

In The Villas, a community for older adults, residents can't safely walk to or from The Towne Shopping Center, located across Center Street.

- There's no traffic light or even a stop sign
- Pedestrians need to cross four lanes of fast-moving traffic
- The street has two lanes of traffic moving in each direction but no median
- There's no pedestrian island
- The painted crosswalk isn't readily visible to drivers
- The area isn't lit at night

6

### Possible Solutions

The crossing location on Center Street can and should be made safer. Ways this can be achieved include:

- Adding a pedestrian-controlled traffic signal
- Timing the traffic light and Walk/Don't Walk signs so slower pedestrians have enough time to cross
- Painting a crosswalk that is more visible to drivers
- Narrowing the roadway to one lane in each direction at the spot pedestrians will cross
- Placing a pedestrian island between the lanes of opposite-moving traffic
- Installing pedestrian-scaled lighting

3

### The Location Map



The Villas (55+ Housing Community)


Location where a safe crossing is needed for pedestrians

The Towne Shopping Center

7

### Contact Us

We want to work with the local government to make Center Street safer.



Reach us by:

- Email: [pedestrians@email](mailto:pedestrians@email)
- Telephone: 555-555-5555

4

### Our Observations

Residents of The Villas and several surrounding neighborhoods audited the street and crossing location.

- Pedestrians had to wait up to 7 minutes to cross all four lanes of traffic
- Pedestrians needed 20 to 40 seconds to cross all four lanes
- Several pedestrians had to wait in the middle of the street to complete their crossing
- Nearly all the pedestrians we observed appeared to be in their 20s or 30s
- The older adults and parents with children we saw drove from the residential areas to the shopping center, even when their destination was the closest business

### A report can also include:

- Testimonials (or quotes) from walk audit participants and area residents
- A brief history of the location, if known and if useful in explaining the problems
- A summary of the worksheet results
- Lots of photographs — of both the problems and examples of potential solutions (see page 20)

## TAKING ACTION

# Reporting Results, Proposing Solutions

## 3 ASK FOR A MEETING — AND ASK QUESTIONS

If distributing the report doesn't result in the desired action, seek a meeting with local leaders and organizations. In preparation for a scheduled meeting:

- Determine the preferred format for presenting the walk audit findings. For instance, does the local leader want a PowerPoint presentation, a single-page handout, a written report? Should the materials be provided before the meeting or during it?
- Meeting durations are often limited and may be cut short, so be ready to address the top priorities or most egregious problems first.
- Visit Smart Growth America's *Complete Streets Policy Atlas* to identify whether the community already has a Complete Streets policy. If a policy doesn't exist, encourage local leaders to adopt one.
- First implemented in Sweden in the 1990s, "Vision Zero" is a multi-national strategy to, as stated by the Vision Zero Network, "eliminate traffic fatalities and severe injuries among all road users, and to ensure safe, healthy, equitable mobility for all." Check out the network's *Vision Zero Communities Map*. If your community isn't on the list, encourage local leaders to set Vision Zero goals.
- Learn whether the community has attained certification as a *Walk Friendly Community* (from Walk Friendly Communities) and/or a *Bicycle Friendly Community* (from The League of American Bicyclists).
- If the town, city or county is enrolled in the AARP Network of Age-Friendly States and Communities, examine its age-friendly action plan to see if walkability is among its age-friendly goals.

## 4 TESTIFY!

Another way to pursue solutions — especially if distributing the report doesn't result in the desired outcome or if local officials are unwilling to meet — is to testify in person at a public meeting or hearing.

Unlike courtroom testimony, testifying at a public meeting of a city, town or county council usually occurs during a portion of the meeting when members of the public are invited to speak about a topic of concern.

Testimony rules vary greatly by community and organization. Some meetings require speakers to register and submit materials in advance. Many have time limits (2 minutes, 3 minutes, 4 minutes) per speaker.

**A TIP:** If more time is needed for explaining and presenting the walk audit findings, bring along others to testify about the topic. Each person can handle a portion of the report or presentation, so instead of a 2-minute airing, the walk audit can be discussed and more comprehensively explained over several minutes from several speakers.

## 5 PROPOSE SOLUTIONS

Elected officials constantly hear about problems. What isn't as common is for them to hear about a problem *and* a solution.

Strategies, plans and proposals can come from the community. In fact, the chances of achieving positive change increase when knowledgeable community members inform, work with and assist the local leaders and transportation officials who will need to implement solutions. ■

# Seeking Solutions

## The Types of Elected Officials Who May Be of Help

Outreach should begin at the local level. State representatives can be contacted later if needed or if the roadway in question is within their jurisdiction.

- **Local:** Mayor, County Executive, City Council Member, County Council Member, Town Council Member, Alderperson, District or Ward Liaison, Homeowner Association Board Members
- **State:** Delegate, Senator, Assembly Member, Governor

## The Types of Government Departments That Might Have Jurisdiction

- **Local:** Department of Public Works, Department of Streets and Sidewalks, Department of Transportation, Regional Planning Commission
- **State:** Department of Transportation
- **Federal:** Department of Transportation

## The Types of Organizations That Can Help Advocate for Change

- Area Agencies on Aging
- Businesses and business advocacy groups
- Civic associations
- Homeowner associations
- Local advocacy organizations (e.g., AARP)
- Local media (newspapers, websites, TV)
- Schools
- Nonprofits
- Walking and bicycling groups

## An Aside About Sidewalks

**Getting a sidewalk added can be complicated. Among the challenges and considerations:**

- Unless the land where a sidewalk will be placed is owned by the municipality, or is an easement area that allows the local government to use of a strip of private property for public use, access for adding a sidewalk could require negotiating with the respective property owners. That might involve buying or taking (through eminent domain) land from a homeowner or business.
- Installing a sidewalk where one doesn't already exist is easier if the work involves filling a gap in an otherwise continuous sidewalk.
- In many areas, the local department of public works or transportation will need to be involved in any decisions about the placement and width of sidewalks.
- Although the responsibility for maintaining publicly owned sidewalks officially falls to the local government, homeowner association or public works department, maintenance of many if not most sidewalks is the property owner's responsibility. (That includes the need to shovel snow and salt or chip away ice.) Some owners fulfill that responsibility, some don't.
- Caring for trees and bushes that intrude upon a sidewalk is usually the responsibility of the property's owner. A local government or homeowner association can send a notice asking the owner to perform the maintenance. If the property owner does not comply, a public works or contracted landscape crew might trim the greenery and bill the property owner.
- Some communities or neighborhoods have ordinances restricting the installation of sidewalks or curbs for aesthetic reasons. Advocating for sidewalks in these areas can be challenging. If adding sidewalks is not possible, the local government can still make the streets safer for pedestrians by employing traffic-calming measures (such as those described in the next section).

TAKING ACTION

# Strategies for Safer Streets

**E**lected officials and other local leaders don't know everything about every aspect of managing or planning for a community's needs. After all, in many communities, local government is a part-time — and unpaid — job. The daily life grind of immediate needs often prevent community leaders from addressing complicated or long-term problems, learning about new and improved best practices, or staying updated about innovative ideas and solutions.

Following are some traffic-calming methods that make streets safer for all roadway users, especially pedestrians. Many local leaders aren't even aware of these terms, definitions and solutions.



Fargo, North Dakota



Bath, Maine



Edgewater, Maryland



Wayne, Maine

◀ Unlike the towering, “high-mast” lighting used on highways, **PEDESTRIAN-SCALED LIGHTING** brightens sidewalks, crosswalks and any dark spots where people might walk at night. Street lamps also enhance a location’s appeal, help pedestrians see potential hazards and make them visible to drivers.

◀ A **PEDESTRIAN ISLAND** provides a safe place for pedestrians to stop and stand at a wide roadway’s mid-point. **FLASHING TRAFFIC SIGNS** can (among other benefits) alert drivers to congested areas or to pedestrians crossing the roadway.



Arlington, Virginia

- ◀ By extending the sidewalk, a **CURB EXTENSION** or **BULB-OUT** narrows a roadway to reduce pedestrian crossing distances as well as driving speeds.



Buffalo, New York

- ◀ Artistic **CROSSWALKS** are fun and attractive and draw the attention of pedestrians *and* drivers. Another option (not shown) is a **RAISED CROSSWALK**, which, by being flush with the height of the sidewalk, increases the visibility of pedestrians and serves as a speed hump for vehicles.



Hilton Head, South Carolina

- ◀ When temperatures rise, the shade provided by a **TREE CANOPY** helps cool down streets, sidewalks and entire neighborhoods. According to the Environmental Protection Agency, a dense tree canopy can provide a cooling temperature difference of up to 45 degrees Fahrenheit.



Charlotte, North Carolina

- ◀ A **ROAD DIET** is a solution that reduces the number of lanes and/or the width of a street to help control traffic speeds. (In this example, the road was narrowed by turning the center lanes into a landscaped median.)

**Continued** ▶



New York, New York

◀ **PROTECTED BICYCLE LANES** and **SIDEWALKS** help organize street traffic and enhance the safety of all users by providing designated travel lanes for vehicles, bicycles and pedestrians.



Washington, D.C.

◀ Another way to make a street more people-friendly is to convert parking spots into **PARKLETS**, which are essentially custom-designed on-street patios that provide parking for people rather than cars. Parklets became a very popular public-spaces solution for restaurants and other businesses during the COVID-19 pandemic.



Chino Valley, Arizona

▲ Outdoor, street-level furnishings are usable and needed by people of all ages. For locations with bus stops or other public transit waiting areas, **SEATING** and **SHELTER** from the elements (rain, snow, a blazing sun) are important — in fact, essential — streetscape features. ■

## More Strategies

- If a traffic signal already exists, ask that the **TRAFFIC-SIGNAL TIMING** be adjusted to accommodate slower moving pedestrians, such as children, older adults and people with disabilities.
- A **NEIGHBORHOOD WATCH** group can keep an eye out for speeders, criminal activity and other conditions or activities that prevent people from being able to safely walk.
- The tactics in this section can be introduced to a community through a **POP-UP DEMONSTRATION**, which is a temporary installation (lasting for a few hours, days or weeks) that allows a solution to be tested and tweaked before making a permanent change.

## TAKING ACTION

## Learn More

## ONCE ALL THAT'S DONE, DO IT AGAIN!

- Invite local leaders and decision-makers to join the next walk audit!
- Choose a different street, or several, to learn whether conditions similar to those in the first walk audit exist.
- Get involved to help address the barriers that are keeping the community's streets and sidewalks from being safe and welcoming for all users.
- Download and print the needed worksheets at [AARP.org/WalkAudit](http://AARP.org/WalkAudit). If you have the printed edition of the tool kit, store them in the back cover pocket. ■

## The Walking College

Established in 2015, the Walking College is a competitive, six-month, remote-learning fellowship offered by America Walks, with support from AARP and the Centers for Disease Control and Prevention.



Participants complete a series of modules covering topics including the basics of walkable design, navigating the public policy process, effectively engaging decision-makers and fostering a local advocacy movement.

By the end of the program, fellows develop a walking action plan that lays out a series of short- and long-term strategies for tackling an identified problem in their communities.

## WAYS TO LEARN MORE

The following organizations are advocates for walkability and safer streets for all users. Each has useful resources. Search online for their websites.

**Active People, Healthy Nation**

**America Walks**

**How I Walk: A Campaign to Rebrand Walking**

**Institute of Transportation Engineers**

**National Association of City Transportation Officials**

**National Complete Streets Coalition**

**Smart Growth America's Complete Streets Policy Atlas**

**The League of American Bicyclists**

**Vision Zero Network's Vision Zero Communities Map**

**Walk Friendly Communities Recognition Program**

## Creative Solutions

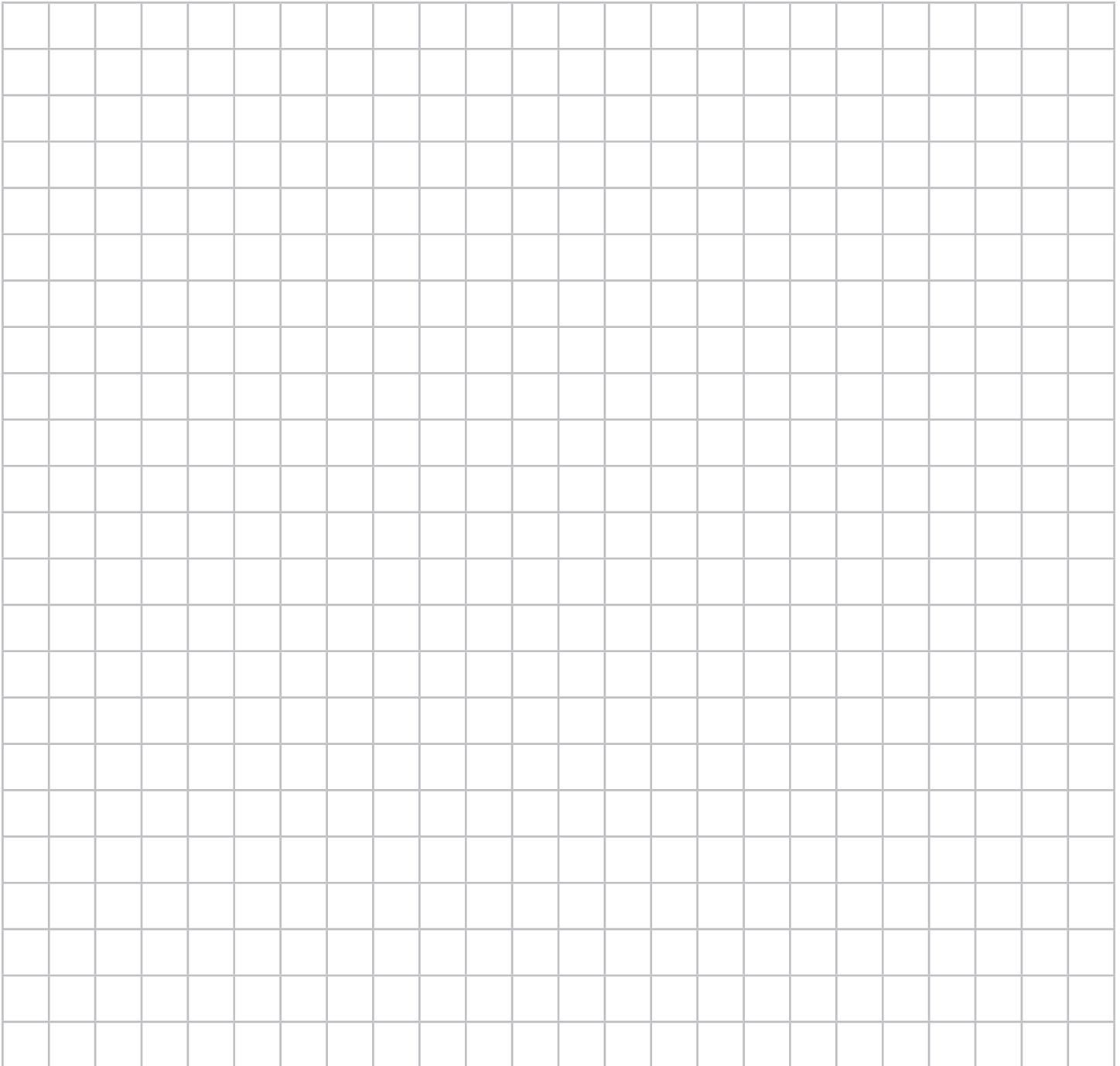


Bucksport, Maine

▲ Bucksport's Golden Shovel Award is given to the business that does the best job of keeping its sidewalks free of snow. The winner's name is written on the shovel. Much like Miss America's tiara, the prize is handed down to the next champion. BookStacks owner Andy Lacher (shown in 2015) is a repeat winner.

# Make a Map

- Use a mapping website to capture and print a bird’s-eye-view image of the walk audit area or draw a simple map of the location in the space below.
- Label the streets and make note of any key features, such as stores, schools and (if they exist) sidewalks.
- Take photographs and/or video of the area so others can see the challenges and strengths of the audit location. Match and mark the images on the map.
- Indicate any other problem spots or areas of opportunity (e.g., a bus stop with no seating or shelter).



# Who's Using the Street — and Why?

Community Name: \_\_\_\_\_

Location/Street Name(s): \_\_\_\_\_

Audit date: \_\_\_\_\_ Start time: \_\_\_\_\_ AM | PM End time: \_\_\_\_\_ AM | PM

Use hash marks (###) for counting the number of people observed. (Yes, some will likely be counted more than once.)  
 Use your best guess to determine each person's age range and reason for walking.

WHO'S WALKING?	NUMBER OF PEOPLE
Young children (e.g. elementary school students)	
Teens	
Adults	
Older Adults	
<b>HOW:</b>	
While pushing a baby stroller and/or walking with a child or children	
While using a mobility aid (i.e., a wheelchair, cane, walker)	
While riding a bicycle, scooter, skateboard or other mobility device	
<b>POSSIBLE REASONS:</b>	
Traveling to/from school	
Waiting for and/or heading to public transit	
Commuting to/from work	
Shopping and/or getting something to eat	
Walking/running for fitness	
Walking a dog	
Walking to a park or outdoor public space	
Just out for a walk	
Other/unknown	

**ALSO, WHO'S NOT WALKING?** Do the observed pedestrians represent the demographic composition of the neighborhood? If not, which segments of the population appear to be missing? Why might that be the case? (Use a notebook or the back of this worksheet to record these answers and observations.)

# Sidewalks, Streets and Crossings

**SINGLE-LOCATION  
AUDIT**

Community Name: \_\_\_\_\_

Location/Street Name(s): \_\_\_\_\_

Audit date: \_\_\_\_\_ Start time: \_\_\_\_\_ AM | PM End time: \_\_\_\_\_ AM | PM

Posted speed limit(s): \_\_\_\_\_ Do the motorists appear to be obeying the speed limit(s)? \_\_\_\_\_

Total number of vehicle lanes: \_\_\_\_\_ The street is:  one-way |  two-way

If more than one lane: Does the roadway have  a median and/or  a pedestrian island?

The street has:  no sidewalk  no sidewalk but needs one  no sidewalk but needs two  
 partial sidewalks  a sidewalk on one side of the street  sidewalks on both sides of the street

**YES | NO | OTHER** Skip any statements that don't apply

**THE SIDEWALK:**

- 1. Is separated from the street by a barrier or buffer (a curb, grass, landscaping)
- 2. Is surfaced with a material that is smooth and consistent (e.g., or asphalt rather than bricks)
- 3. Is in good condition, without cracks or raised sections
- 4. Is free of obstacles (hydrants, utility poles, overgrown landscaping, trash receptacles)
- 5. Is free of interruptions from driveways (such as to/from homes, parking lots, etc.)
- 6. Is continuous (no segments are missing) and complete (it doesn't randomly end)
- 7. Is wide enough (at least 5 feet) for two people to walk side by side or pass one another
- 8. Has tactile ground surface indicators so pedestrians with vision impairment will know when the path is ending
- 9. Has a curb cut ramp (for use by wheelchairs, baby strollers, etc.) wherever it is interrupted by a street

**THE STREET:**

- 1. Has traffic lights and/or stop signs at intersections and crossings
- 2. The traffic lights and/or stop signs are clearly visible to drivers and pedestrians
- 3. Has crosswalks
- 4. The crosswalks are well marked and clearly visible to drivers and pedestrians
- 5. Has signage alerting drivers to the presence of pedestrians
- 6. Has a designated bicycle lane
- 7. Has a pedestrian crossing signal, also called a beacon (if yes, complete the next section)

**THE PEDESTRIAN CROSSING SIGNALS:**

- 1. Are working
- 2. Have a "push-to-walk" mechanism, meaning pedestrians can stop vehicle traffic
- 3. Have audible prompts for people with vision impairment
- 4. Are placed in appropriate locations (if not, make note of where more are needed)
- 5. Provide enough time to cross (indicate the amount of time: \_\_\_\_\_ minutes \_\_\_\_\_ seconds)
- 6. Provide suitable opportunities to cross (indicate the amount of time pedestrians must wait for a traffic light change in order to cross: \_\_\_\_\_ minutes \_\_\_\_\_ seconds)

Consider using the "Build a Better Block" worksheet as well.

**Walkability of the area, based on the findings above:**  Great  Acceptable  Mixed  Poor

# Sidewalks, Streets and Crossings WALKING AUDIT

Community Name: \_\_\_\_\_

Starting location: \_\_\_\_\_ Ending location: \_\_\_\_\_

Route: \_\_\_\_\_

Audit date: \_\_\_\_\_ Start time: \_\_\_\_\_ AM | PM End time: \_\_\_\_\_ AM | PM

Posted speed limit(s): \_\_\_\_\_ Do the motorists appear to be obeying the speed limit(s)? \_\_\_\_\_

Total number of vehicle lanes: \_\_\_\_\_ The street is:  one-way |  two-way

If more than one lane: Does the roadway have  a median and/or  a pedestrian island?

The street has:  no sidewalk  no sidewalk but needs one  no sidewalk but needs two  
 partial sidewalks  a sidewalk on one side of the street  sidewalks on both sides of the street

**YES | NO | OTHER** Skip any statements that don't apply

**THE SIDEWALK:**

- 1. Is separated from the street by a barrier or buffer (a curb, grass, landscaping)
- 2. Is surfaced with a material that is smooth and consistent (e.g., concrete or asphalt rather than bricks)
- 3. Is in good condition, without cracks or raised sections
- 4. Is free of obstacles (hydrants, utility poles, overgrown landscaping, trash receptacles)
- 5. Is free of interruptions from driveways (such as to/from homes, parking lots, etc.)
- 6. Is continuous (no segments are missing) and complete (it doesn't randomly end)
- 7. Is wide enough (at least 5 feet) for two people to walk side by side or pass one another
- 8. Has tactile ground surface indicators so pedestrians with vision impairment will know when the path is ending
- 9. Has a curb cut ramp (for use by wheelchairs, baby strollers, etc.) wherever it is interrupted by a street

**THE STREET:**

- 1. Has traffic lights and/or stop signs at intersections and crossings
- 2. The traffic lights and/or stop signs are clearly visible to drivers and pedestrians
- 3. Has crosswalks
- 4. The crosswalks are well marked and clearly visible to drivers and pedestrians
- 5. Has signage alerting drivers to the presence of pedestrians
- 6. Has a designated bicycle lane
- 7. Has a pedestrian crossing signal, also called a beacon (if yes, complete the next section)

**THE PEDESTRIAN CROSSING SIGNALS:**

- 1. Are working
- 2. Have a "push-to-walk" mechanism, meaning pedestrians can stop the vehicle traffic
- 3. Have audible prompts for people with vision impairment
- 4. Are placed in appropriate locations (if not, make note of where more are needed)
- 5. Provide enough time to cross (indicate the amount of time provided: \_\_\_\_\_ minutes \_\_\_\_\_ seconds)
- 6. Provide suitable opportunities to cross (indicate the amount of time pedestrians must wait for a traffic light change in order to cross: \_\_\_\_\_ minutes \_\_\_\_\_ seconds)

Consider using the "Build a Better Block" worksheet as well.

**Walkability of the area, based on the findings above:**  Great  Acceptable  Mixed  Poor





# Street Safety and Appeal

Community Name: \_\_\_\_\_

Location/Street Name(s): \_\_\_\_\_

Audit date: \_\_\_\_\_ Start time: \_\_\_\_\_ AM | PM End time: \_\_\_\_\_ AM | PM

**YES | NO | OTHER** Skip any statements that don't apply

**THE LOCATION HAS:**

- 1. Places to sit
- 2. Shade trees
- 3. Grass, flowers and landscaping (if yes, is the greenery well maintained? \_\_\_\_\_ )
- 4. Awnings, outdoor umbrellas or other shelter from rain and other weather conditions
- 5. Drinking fountains (if yes, are they working and clean? \_\_\_\_\_ )
- 6. Public restrooms (if yes, are they clean and safe? \_\_\_\_\_ )
- 7. A transit or bus shelter (if yes, is there seating? \_\_\_\_\_ )
- 8. Trash receptacles (if yes, so they appear to be regularly emptied?)
- 9. Buildings and/or homes that are well-maintained
- 10. Informative signage
- 11. Well-placed signage
- 12. Streetscape features (art, signage, etc.) that are representative of/suitable for the community
- 13. Pedestrian-scaled lighting
- 14. A posted speed limit that seems suitable (if yes, does it appear that drivers are obeying the limit? \_\_\_\_\_ )

**IMPRESSIONS:**

- 1. The location/street is a safe and appealing destination
- 2. The location/street is a safe and appealing travel route
- 3. The location/street appears to be safe for users of all ages, abilities, races, income levels, etc.
- 4. The location/street appears to be safe for pedestrians during both the day and night
- 5. Pedestrians appear to be safe from moving vehicles
- 6. Pedestrians appear to be safe from crime, harassment or similar threats

For "No" or "Other" answers, use the space below or on the back of this worksheet to briefly explain the response.

**NOTES OR OTHER OBSERVATIONS:**

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**Walkability of the area, based on the findings above:**  Great  Acceptable  Mixed  Poor



# Build a Better Block

Would the safe walkability and appeal of the walk audit location or route be improved by any of the following features? Select those you think could help:

- 1. Sidewalks (because there aren't any at all)
- 2. Sidewalk repairs
- 3. Wider sidewalks
- 4. Safety barriers between the sidewalk and street (landscaping, low walls, fencing, etc.)
- 5. Decorative sidewalk features (hanging flower baskets, planters)
- 6. Crosswalks (because there aren't any at all)
- 7. Raised crosswalks
- 8. Artistic crosswalks
- 9. Pedestrian "bulb-outs" at intersections or crossings
- 10. Pedestrian island(s)
- 11. Pedestrian-friendly lighting
- 12. One-way rather than two-way traffic
- 13. Outdoor seating and furnishings for public use (benches, tables, parklets, etc.)
- 14. Decorative and/or directional (also called "wayfinding") signage
- 15. Public art (sculpture, wall murals, banners)
- 16. More street-level/street-facing shops and businesses
- 17. Shelter from the elements (awnings, outdoor umbrellas, etc.)
- 18. Green space (such as a small park or "pocket park")
- 19. Street trees and landscaping
- 20. Improved landscape maintenance
- 21. Drinking fountains
- 22. Public restrooms (or, if already present, better maintenance)
- 23. Litter removal
- 24. Graffiti removal
- 25. Trash receptacles
- 26. Security features (cameras, call-boxes, etc.)
- 27. Management of off-leash dogs
- 28. Repair or removal of vacant or rundown buildings
- 29. On-street parking
- 30. Parking garage or structure

**OTHER FEATURES:**

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# Winter Weather

Community Name: \_\_\_\_\_

Location/Street Name(s): \_\_\_\_\_

Audit date: \_\_\_\_\_ Start time: \_\_\_\_\_ AM | PM End time: \_\_\_\_\_ AM | PM

**YES | NO | OTHER** Skip any statements that don't apply

### WALKWAYS (sidewalks or similar pedestrian paths)

- 1. The walkway is cleared of snow after a storm. (If yes, make note of how soon after.)
- 2. The walkway is cleared of snow but remains icy
- 3. The walkway is cleared of snow but remains slushy
- 4. The walkway is salted or sanded
- 5. The full-width of the walkway is cleared of snow, slush and ice
- 6. The full-length of the walkway is cleared of snow, slush and ice
- 7. The walkway is accessible (i.e. It's not blocked by snowbanks or piles of plowed snow.)
- 8. The walkway is well-lighted
- 9. Pedestrians can use the walkway without being sprayed by slush or ice from passing cars

### STREETS

- 1. Crosswalks are visible. (If not, why not? e.g. The paint is faded. There's snow, ice or slush covering the path.)
- 2. Pedestrians crossing the street are clearly visible to motorists
- 3. Bus or public transit stops accessible
- 4. The bus or public transit stop has a shelter to protect waiting riders from bad weather

### BUILDINGS AND MORE

- 1. Benches and other outdoor seating areas have been cleared of snow and ice
- 2. The steps, ramps and entries to public buildings have been cleared of snow and ice
- 3. The steps, ramps and entries to businesses have been cleared of snow and ice

**Who is responsible for the clearing and winter maintenance of the sidewalk(s) or pedestrian pathway(s)?** *Check all that apply*

- The local government
- Each property owner (e.g. business or homeowner/tenant)
- Other (explain below)
- Don't know

### NOTES OR OTHER OBSERVATIONS:

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**Walkability of the area, based on the findings above:**  Great  Acceptable  Mixed  Poor

# Summary

**Record the score totals for each observation type**

- Record the total number of yes responses for the category
- Record the total number of no responses for the category
- Record the one-word rating for the category

This information — as well as all notes, photographs, videos and observation discussions — will be helpful for writing a short report and/or preparing a PowerPoint presentation.

**Community Name:** \_\_\_\_\_

**Street/Intersection Observed:** \_\_\_\_\_ **and** \_\_\_\_\_

**Audit Date:** \_\_\_\_\_

<b>WORKSHEET</b>	<b>YES RESPONSES</b>	<b>NO RESPONSES</b>	<b>RATING</b> Great   Acceptable   Mixed   Poor
Sidewalks, Streets and Crossings (Single-Location Audit)			
Sidewalks, Streets and Crossings (Walking Audit)			
Sidewalks			
Streets and Crossings			
Street Safety and Appeal			
Public Transit Access			

**NOTES OR OTHER OBSERVATIONS:**

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