

## MEMO

To: Smart Growth America  
CC: Lt. Col. Mark Jernigan, Dan Jatres  
From: Louis Haywood, City of New Orleans Department of Public Works  
Date: June 4, 2012  
Re: Complete Streets implementation

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The purpose of this memo is to provide an update of the City of New Orleans' complete streets implementation process.

Since the March 8 Complete Streets Implementation Workshop, a workgroup comprised of Department of Public Works staff and "on-loan" bicycle/pedestrian staff have developed a strategy for implementing the Complete Streets policy. The work group aims to complete draft policies and procedures, which will address the *what*, *how* and *who* by the end of June.

1. What
  - a. Meaning of complete streets, principles, components of complete streets
  - b. Goals of complete streets, fleshed out (such as goals for safety, increase mode share, aesthetics, improved MMLOS, etc.)
  - c. The designs, guidelines, specs and standards that will get us there (road diets, street classifications, etc.)
  - d. Which projects will be subject to this policy
2. How
  - a. How current process can be reconfigured to include the above
  - b. When are the key points in the process at which decisions regarding users are made, and how will consideration of all users be considered then?
  - c. Documents that need to be revised, consulted (Master Plan, standard details, specifications, design guidance, etc.)
  - d. Use of crash and traffic volume data
  - e. Coordination with utilities, contractors, and other agencies
3. Who
  - a. What agencies/individuals must be involved in process (CPC, RTA, Parks and Parkways, RPC) -- (HOW)
  - b. Who should be on advisory committee and what do they do
  - c. Who should be at pre-design, plan-in-hand, and other project delivery meetings
  - d. Role of the public – outreach meetings, education and awareness, key advocacy organizations

## NEXT STEPS

- Throughout June, the work group will consult with workshop attendees individually to develop the details of the draft policies and procedures. It will convene a meeting to present the draft to all stakeholders after the end of June.
- Following this meeting, the work group will make revisions and modifications to the procedures. During the month of July, the complete streets procedures will be applied to various projects as part of a pilot to refine the policy. During this time a documentation procedure will be developed to reflect the various stages of review and input. At the conclusion of the pilot period, a summary of the findings and recommendations will be

presented to the stakeholders. Based on stakeholder input, updates and revisions will then be made as appropriate. The final phase of policy implementation will require that the stakeholders assist in developing appropriate inter-agency performance measures, identifying funding sources, identifying staff training needs, and developing a method for communicating the effectiveness of the City's complete streets policy on a continuing basis.

- This entire process will be summarized in a report and provided to the DPW Director. Upon the approval and recommendation of the DPW Director, the Director will determine the appropriate formalization process for adoption of the new complete streets policy prior to December 1.