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| Name: Complete Streets | | |
| Authority: Shorewood Village Board | | |
| Date of Issue: August 4, 2025 | | Effective Date: August 4, 2025 |

The Village Board is adopting Policy No. 52 Complete Streets for the purpose of establishing guidelines for the proactive, long-term development and maintenance of its transportation networks within the public right of way. Complete Streets is an approach to planning, designing, building, operating, and maintaining the area within the public right of way that enables safe access for all people who need to use them, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities.

1. Commitment to Complete Streets. The Village of Shorewood is committed to designing, improving and maintaining its public right of way in a complete and connected manner to maximize the comfort, safety, and needs of all users of all ages and abilities, whether traveling on foot, by using mobility aids/devices, by transit, by bicycle or by motor vehicle.

The Village’s transportation networks shall accommodate the needs of its most vulnerable users, including the full spectrum of age, physical abilities and access, and be designed and constructed so that such users can comfortably travel to and from their destinations safely in a reasonable manner of time. As the networks are improved, the requirement to accommodate all users does not mean that all modes will be equally accommodated in the final project; but it does mean that the Village will not presume that the primary mode of transportation within the village is the use of a motor vehicle or that the desires and safety of motor vehicle drivers is more important than that of other uses.

The Village acknowledges that the public right of way, when properly designed, creates spaces that are comfortable for all to use; delivers a platform to build community health and wealth; attracts residents and visitors; generates a sense of place; enhances livability; supports economic growth; and encourages physical activity. When poorly designed, the public right of way can create auto-centric places that are unsafe; encourage reckless driving; diminish personal and public health; increase the necessity of owning a vehicle; lead to isolation; and negatively impact the natural environment.

2. Scope. The Village shall apply this policy to all applicable projects, purchases, and services, and related ordinances that impact or occur within the public right of way to incrementally achieve a complete, interconnected network of public right of way for access, transportation and utilities. This policy shall apply to all public and private entities doing work in the public way, including, but not limited to streets, sidewalks, alleys, bridges, and trails. When identified, any gaps of connectivity or usability shall be addressed as a primary concern to ensure that all users can

efficiently and conveniently access, travel and/or transition from one mode of transportation and/or infrastructure to the next.

3. **Applicability.** The Village shall utilize this Complete Streets policy in all phases of project implementation, including identifying, prioritizing, designing, constructing and maintaining all infrastructure in the public right of way, including reconstruction and maintenance. The Village shall endeavor to provide accommodation for all modes of transportation to continue to use the roadway safely and efficiently during any construction or repair work that infringes on the public of way.
4. **Responsible Stakeholders.** Village of Shorewood Complete Streets Stakeholders include, but are not limited to the following:
 - Village Trustees
 - Pedestrian and Bicycle Safety Subcommittee
 - Parks and Public Spaces Committee
 - Senior Resource Center (SRC)
 - School District
 - Business Improvement District (BID)
 - Village staff and consultants, including but not limited to, the Village Manager, Director of Public Works, Village Engineer, Police Chief, Planning & Development Director, SRC Director and Health Officer

The Village recognizes that it does not have complete control over all areas or elements of the public right of way and will endeavor to work in coordination with other applicable departments, agencies and jurisdictions, both internal and external, to maximize opportunities to foster connectivity and cooperation in creating Complete Streets.

5. **Priorities.** When considering various elements of roadway design or operations within the public right of way, the Village shall evaluate priorities as follows:
 - a. Above all, safety is imperative, with pedestrian safety having the highest priority followed by the next most vulnerable types of users.
 - b. Roadways should be designed with elements that encourage and support walking, biking, and transit trips within the context of the surrounding community and broader urban design needs of the Village.
 - c. Dedicated areas for public space amenities that promote safety or supports housing and economic development shall be prioritized over the opportunity to provide parking for motor vehicles.
 - d. The Village recognizes that not all modes can receive the same degree of accommodations on every roadway, but the goal is for users of all ages and abilities to safely, comfortably, and conveniently travel across and through the network.

6. Design Standards. The Village shall continually look to the latest industry standards and guidelines to design elements within its public right of way. The Village recognizes that design criteria shall not be considered prescriptive or taken as a mandate; rather, Complete Streets guidance is intended to assist in the application of engineering and planning principles. The Village shall reference design guidelines from the National Association of City Transportation Officials (NACTO) in all phases of transportation projects from new construction to resurfacing and maintenance operations, while remaining open to similar standards.
7. Complete Streets and Other Actions. The Village acknowledges that adjacent land uses and other implemented Village policies impact the success of Complete Streets and will review and incorporate the principles identified in this policy alongside all other relevant policies, ordinances, resolutions, projects, and plans, including but not limited to, its Comprehensive Plan, applications for rezoning, and all transportation and public works related projects that impact the public right-of-way.
8. Implementation Process and Schedule. The Village shall endeavor to maintain annual processes that provide opportunity for Complete Streets Stakeholders and community members to participate in the development of Complete Streets.

The Village shall identify its projected future capital expenses (including roadway and infrastructure projects, and equipment replacement) within its 10-year Long Range Financial Plan. This plan is drafted annually in early spring by Village staff, including the Village Manager, Finance Director and Director of Public Works. The capital infrastructure projects included in the plan are developed based on many supporting planning processes, including, but not limited to, the Village's Lead Service Line Replacement Program, Comprehensive Sanitary Sewer, Storm Water and Drainage Plan, Pavement Management Plan, Comprehensive Park and Open Space Plan, Pedestrian and Bicycle Master Plan, Sustainability Action Plan, Comprehensive Plan, and the Village's Strategic Vision Plan. This document is developed with the goal of providing a "10,000-foot view" of the Village's comprehensive financial outlook. The primary objective of this analysis is to be able to use this perspective to help evaluate the various fiscal impacts that would occur because of implementing the prospective major capital infrastructure project schedule. The Village undertakes this process not to select projects or solve all the future potential challenges, but to better understand the context in which the numerous project planning and annual budgetary decision will be made in the coming months and future years. This schedule's focus is on the projected future long-range financial needs for the Village's major capital projects that will require debt financing over the next 10 years. Balancing multiple factors, including available funding, the plan is reviewed by the Village Board in late spring to discuss project prioritization before being presented to the Village Board for receipt in early summer.

Once projects are identified in the Long Range Financial Plan, the Planning & Development Director will send annual notification to Complete Streets Stakeholders to review and invite

comments and suggestions to be sent to the Director of Public Works, Village Manager or Village Board for future discussion of incorporation into project implementation.

As projects are contemplated and budgeted, preliminary comments shall be reviewed and incorporated, as appropriate, into the project scope by Village staff prior to project approval. As applicable, all comments and considerations related to Complete Streets components shall be included within the project materials presented to the Village Board during their consideration of approval, at which point the Village Board may direct staff to add or remove various elements and/or seek additional public input.

This policy acknowledges that there may be times where more immediate action is required and recognizes the value of speed and creativity in implementing improvements to the public right of way. In those circumstances, the Traffic and Parking Regulation Request Program, Village Initiatives or Task Assignments shall be utilized to evaluate and react to requests for modifications or improvements.

9. Exceptions. Exceptions to this policy may be granted in limited circumstances, including when accommodation is not necessary due to prohibitions or lack of service, cost of accommodation is excessively disproportionate to the need or probable use, emergency repairs require immediate attention, routine maintenance that does not alter the roadway, and where reasonable and equivalent projects are present or planned. All exceptions shall be identified, documented and provided to the Public Works Committee by the Director of Public Works, or their designee, prior to project review and approval. As applicable, exceptions may be overturned by the Village Board.
10. Reporting. The Village will publish an annual report identifying how implemented projects have been impacted by this policy, comments related to how the policy could impact proposed future projects, and relevant available objective data. This report will be prepared jointly by the Director of Public Works and Planning & Development Director by January 31st of each year and shared with the Parks and Public Spaces Committee and Chair of the Public Works Committee, who will be responsible for sharing the report with the Village Board and other stakeholders.

Shorewood