

# **Team Charter and Project Management Plan for the Development of WSDOT Design Manual Chapter 1515 Shared Use Paths**

## **Background**

The national guidance for Shared Use Paths has been found in the AASHTO and FHWA guides for bicycle design (AASHTO Guide for the Development of Bicycle Facilities, 1999 and 2010 draft; FHWA Designing Sidewalks and Trails for Access, parts 1 and 2, 1999). These guidance documents have focused on the bicycle user group needs, with minimal guidance on how to address the needs of other user types and compliance with the ADA. The US Access Board has identified that Shared Use Paths are unique facilities and they have embarked, as of September 2010, on the development of specific guidelines to address accessibility for these facilities. WSDOT is also providing input to this national effort.

WSDOT believes that guidance for Shared Use Paths should address all users of these facilities, should be designed to integrate and be compatible with the context (location, geography, land use, pedestrian/bicycle generators), and be accessible to persons with disabilities.

In the absence of national guidance, and to respond to an immediate need for addressing ADA in current projects, interim guidance was developed for the July 2010 publication of the Design Manual. In this publication, a separate chapter (1515) was created to address Shared Use Paths. Guidance for shared use paths had previously been a part of the chapter on bicycle facility design (1520). In this new Chapter 1515 Shared Use Paths, addresses running slopes and the location of landings in a path where running slope grades are greater than 5% but equal to or less than 8.3%. However, Chapter 1515 still remains weighted toward the bicycle user.

It is intended that this second phase of guidance development of Chapter 1515 address all user types, incorporates aspects of context appropriate design and includes input from user groups beyond WSDOT. This project management plan is developed for this second phase of work which will be published in July 2011.

After publication of this chapter, future revisions of Chapter 1515 will be made to comply with the national ADA guidance as it develops.

## **Purpose**

Create a comprehensive update to WSDOT Design Manual Chapter 1515 to improve design policy and guidance for Shared Use Paths that will address all users. An advisory team will be used to provide an understanding of various contexts and perspectives and to inform design policy development beyond the current bicycle guidance.

## **Goal**

Develop a Design Manual chapter that provides comprehensive policy and guidance for Shared Use Paths. Innovative, new approaches will be applied relating guidance for these facilities to the context (location, geography, land use, pedestrian/bicycle generators) and pertaining to multiple user types, needs, and volumes, ensuring accessibility is addressed for persons with disabilities.

## Process and Participants

A team comprised of authors and advisors will work together to develop Design Manual Chapter 1515 on Shared Use Paths.

The Authoring Team of transportation professionals will work within WSDOT to draft the Design Manual Chapter 1515 on Shared Use Paths. This team will assimilate the perspectives of the Advisory Team, acquire comments from other stakeholders during the review process and synthesize the gathered information into DM Chapter 1515.

The Advisory Team will represent various stakeholders and shared use path user groups, primarily external to WSDOT. The Advisory team will provide input and information relating to desirable content of the chapter. This team will meet up to 4 times to provide input and will be asked to review the drafts to provide comments during development.

In addition to the expertise brought by the various team members, research will be conducted of national and international shared use path guidance and applications to inform the development of WSDOT policy and standards. The team will determine the scale of the research needed. Research available inventory State and Local existing shared use path facilities; standards applied as lessons learned and best practices.

Comment [CS1]: Added in kickoff meeting

As chapter content is developed, additional stakeholders within the department, local agencies, the Bike and Pedestrian Subcommittee of HSIG, and FHWA will be invited to review and provide comment.

The final version will be approved by WSDOT's State Design Engineer and FHWA prior to publication in July 2011.

## Boundaries

Stay within issues related to the Purpose & Goal

Comments from previous chapter reviews will be addressed

Additions/modifications will be based on research and innovation and will be agreed upon by the team with sponsor review/input/approval at various milestones.

The Team will not be limited to the current and recently proposed AASHTO guidance.

Deliverables must be completed within scheduled timeframes.

Design policy and guidance developed with be consistent with the expectations and intent of the US Access Board.

## Conflict Resolution

The responsibility for final content of this chapter lies with the WSDOT Design Office.

In the event of team conflict, we will provide the opportunity to openly discuss varied opinions among members and attempt to reach consensus. If needed, we will ask the Team Sponsor, after hearing the various opinions, to make a determination.

## **Team Membership**

**Sponsor:** Nancy Boyd, PE, Deputy State Design Engineer

**Team Lead:** Chris Schroedel, PE, HQ Design Policy and Standards

### **Advisory Team Composition:**

- **Two members** appointed by the Association of Washington Cities representing one medium, and one larger city and **one member representing** a Washington county. These members will contribute expertise on application of design standards for shared use paths.
- **One member** of a non-government organization representing bicycle advocacy for development of design policy and guidance.
- **One member** of a non-government organization representing pedestrian advocacy for development of design policy and guidance.
- **One member** representing persons with disabilities – WSDOT Disabilities Compliance Officer will sit on the team and consult external communities as needed.

### **Authoring Team Composition:**

These members bring subject matter expertise and have been collectively involved in WSDOT policy development pertaining to pedestrian, bicycle and accessibility issues.

**Team Members:**

<b>Name</b>	<b>Representing</b>	<b>Role</b>	<b>Contact Info</b>
Nancy Boyd	WSDOT Design	Sponsor	<a href="mailto:boydn@wsdot.wa.gov">boydn@wsdot.wa.gov</a> 360-705-7233
Greg Lippincott	WSDOT Design	Author	<a href="mailto:lipping@wsdot.wa.gov">lipping@wsdot.wa.gov</a> 360-705-7462
Chris Schroedel	WSDOT Design	Author	<a href="mailto:schroec@wsdot.wa.gov">schroec@wsdot.wa.gov</a> 360-705-7299
Sally Anderson (for meeting #1)	WSDOT Design	Author	<a href="mailto:anderss@wsdot.wa.gov">anderss@wsdot.wa.gov</a> 360-705-7242
Kurt Sielbach	WSDOT Design	Author	<a href="mailto:sielbak@wsdot.wa.gov">sielbak@wsdot.wa.gov</a> 360-705-7937
John Tevis	WSDOT Design	Author	<a href="mailto:tevisj@wsdot.wa.gov">tevisj@wsdot.wa.gov</a> 360-7057460
Ian Macek	WSDOT H&LP	Author	<a href="mailto:maceki@wsdot.wa.gov">maceki@wsdot.wa.gov</a> 360-705-7596
Andrea Dasovich	City of Kirkland	Advisor	<a href="mailto:ADasovic@ci.kirkland.wa.us">ADasovic@ci.kirkland.wa.us</a> 425-587-3827
Dick McKinley	City of Tacoma	Advisor	<a href="mailto:DMckinley@cityoftacoma.org">DMckinley@cityoftacoma.org</a> 253-591-5732
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Barbara Culp	Bicycle Alliance of Washington	Advisor	<a href="mailto:Barbc@bicyclealliance.org">Barbc@bicyclealliance.org</a> 206-224-9252 x325
Lisa Quinn	Feet First	Advisor	<a href="mailto:Lisa@FeetFirst.info">Lisa@FeetFirst.info</a> 206-652-2310
Shawn Murinko	WSDOT Disabilities Advocate	Advisor	<a href="mailto:murinks@wsdot.wa.gov">murinks@wsdot.wa.gov</a> 360-705-7097

## **Schedule, Milestones, and Deliverables**

### ***October 2010:***

Develop Project Charter/Management Plan

### ***November 2010:***

Assemble team

#### **Meeting #1:**

- Introductions
- Review Charter/Management Plan: What we want to accomplish, roles of team, timeframes, expectations.
- Introduce topic: background, quick overview of existing chapter and other guidance (AASHTO and FHWA)
- Brainstorm content of chapter: needs, user groups, topics and ideas
- Brainstorm to develop draft chapter outline
- Identify action items and task assignments
- Set next meeting

### ***December 2010:***

Develop chapter outline

Update to Sponsor

Research Activities

- Gather existing guidance: 1515 Chapter, AASHTO, FHWA, ADA
- Summarize and compare exist guidance, ID gaps
- Internet scan, literature, other states, other countries, various user type requirements

### ***January 2011:***

#### **Meeting #2:**

- Review research findings
- Gain additional input and further develop topics for chapter content

Authors draft of chapter content

### ***February 2011:***

Authors draft of chapter content

Technical editor review

Team review, meet if necessary to discuss as draft develop

#### **Meeting #3 (If necessary):**

- Resolve any comment conflict or clarity

- Make revisions to draft incorporating team comments
- Full team concurrence on draft: chapter readiness for full review process

**The Team's work is largely complete by this point.**

***March 2011:***

Sponsor review and concurrence

**Normal WSDOT Design Manual chapter review process kicks in:**

- **Policy Review (WSDOT's main review).** WSDOT Regions and Areas asked via email to comment on the proposed chapter. Typical review period is 4-5 weeks. We use this website to post the file for download:  
<http://www.wsdot.wa.gov/Design/Manual/ActiveRevisions.htm>
- WSDOT H&LP forwards review invitation to external agencies. can outreach local agencies for their comments

**Communicate outcomes of review comments to Chapter 1515 Team:**

- **Is it still the chapter they remember? What are the extent of comments and changes? Meeting needed?**

***April 2011:***

WSDOT Design: Evaluate and incorporate policy review comments

***May 2011:***

Review/incorporate comments to final draft

Technical editor review

Sponsor review and concurrence

Respond to commenter's via email and launch the FYI Posting.

- Using this same email we provide notice that the final "FYI" version is posted at the same website.
- We don't want any policy comments this late in the game; this review is to show how comments were used. This version of the file includes all comments with feedback on how comments were incorporated, or if not, why.

***June 2011:***

Obtain State Design Engineer approval

Obtain FHWA approval

Post as "Available for Use" prior to July publication.

***July 2011:***

Publish revised Chapter 1515 in the publications of all DM revisions for July 2011

## Team Endorsement

*"We approve this Team Charter and are committed to actively supporting it. We accept responsibility for fulfilling any aspect of the charter that applies to us, including providing resources, actively participating, and effectively communicating. We know what to do and are prepared to act. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities designated in this charter."*

Nancy Boyd, WSDOT Design \_\_\_\_\_ *Original Signed 11/17/10*

Greg Lippincott, WSDOT Design \_\_\_\_\_ *Original Signed 11/17/10*

Chris Schroedel, WSDOT Design \_\_\_\_\_ *Original Signed 11/17/10*

Sally Anderson, WSDOT Design \_\_\_\_\_ *Original Signed 11/17/10*

Kurt Sielbach, WSDOT Design \_\_\_\_\_ *Original Signed 11/17/10*

John Tevis, WSDOT Design \_\_\_\_\_ *Original Signed 11/17/10*

Ian Macek, WSDOT Highways & Local Programs \_\_\_\_\_ *Original Signed 11/17/10*

Andrea Dasovich, City of Kirkland \_\_\_\_\_ *Original Signed 11/17/10*

Dick McKinley, City of Tacoma \_\_\_\_\_

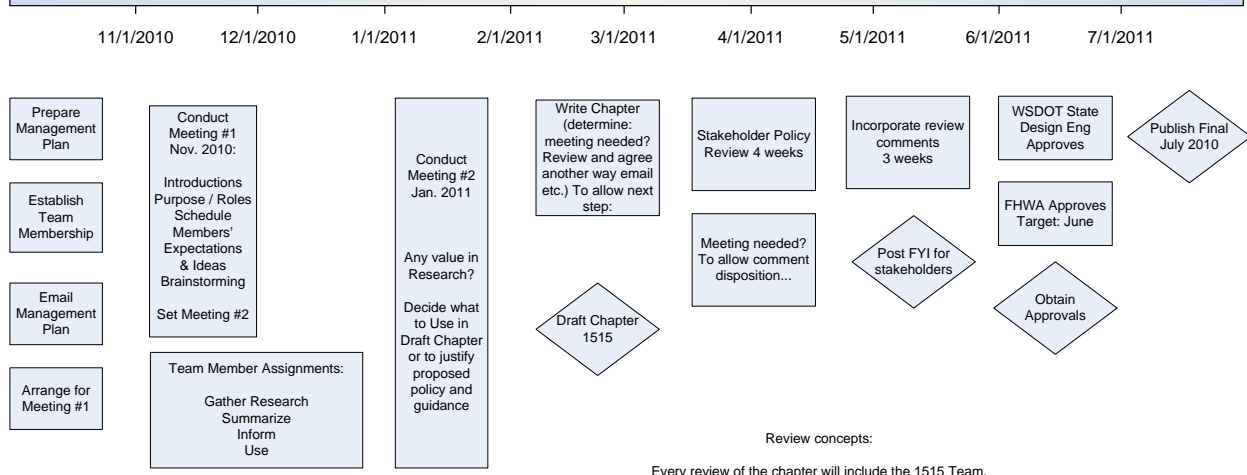
Dale Rancour, Thurston County Public Works \_\_\_\_\_ *Original Signed 11/17/10*

Barbara Culp, Bicycle Alliance of Washington \_\_\_\_\_ *Original Signed 11/17/10*

Lisa Quinn, Feet First \_\_\_\_\_ *Original Signed 11/17/10*

Shawn Murinko, WSDOT Disabilities Advocate \_\_\_\_\_ *Original Signed 11/18/10*

## Timeline – WSDOT Design Manual Chapter 1515 Shared Use Paths



Team Members represent:  
 WSDOT, External Bike, Ped, & ADA advocates  
 Commitments needed for duration of effort  
 Help contribute and meet deadlines

Review concepts:  
 Every review of the chapter will include the 1515 Team.

When ready for review by others:  
 Policy review goes to stakeholders: WSDOT regions, FHWA, and 1515 Team.  
 Final FYI Review (how it turned out prior to publication). Not asking for major changes at this point, simply showing what to expect in July.

This website will be used for posting review products for stakeholders:  
<http://www.wsdot.wa.gov/Design/Manual/ActiveRevisions.htm>

