Active Community Environment Toolkit

Creating Environments that Encourage Walking, Biking, and Public Transit in Washington State

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How to Use the Toolkit

This toolkit is designed to provide local physical activity coordinators, transportation coordinators, and planners with the steps needed to create successful Active Community Environments.

It includes:

- basic information
- resources
- planning
- assessment tools

You can use this toolkit to:

- Plan active community environments
- Encourage safe and walkable communities
- Change policy and environment in the community

Who's the audience?

- Local physical activity coordinators
- Planners
- Policymakers
- Advocates

What are the health benefits?

Active Community Environments can:

- contribute to better health outcomes for people of all ages and abilities.
- help increase physical activity among people of all ages in communities that have safe and accessible places to be active. The benefits may decrease diabetes, heart disease, stroke, and obesity.

Creating an Active Community Environment (ACE): Definitions

A complete description of Active Community Environments' (ACE) role, as well as the function of the "Active Living Task Force" (ALTF).

What is an Active Community Environment?

Active Community Environments are settings where people of all ages and abilities can be physically active on a routine, daily basis. This means being able to easily walk or bike to stores, banks, movie theaters, schools, etc., as well as enjoy these and other forms of recreation within one's own community.

These environments:

- Promote walking and bicycling opportunities
- Provide accessible recreation facilities
- Address street design and housing density
- Improve availability of public transit
- Foster trail connectivity
- Encourage neighborhood school sites
- Provide safe routes to school

Partnerships are vital for ACE because they can bring together the many disciplines that have influence in a community, such as public health, urban planning, transportation, recreation, architecture and others.

A capable partnership can consider the range of perspectives related to active living issues that advocate for policy changes and physical projects as one voice.

Policy changes are important for the ACE because the built environment is typically shaped by ordinances, master plans, design guidelines, and government rules and protocols.

What is an Active Living Task Force?

Active Living Task Forces are community driven health coalitions that advise policy makers and planners to ensure quality of life, particularly through supporting and enhancing community designs that encourage all residents to be physically active in their daily lives. Active Living Task forces are the key to implementing Active Community Environment.

Functions of the Active Living Task Forces
(also called Non-Motorized Committees, or Physical Activity Task Force)

- To advise Regional Transportation & Planning Organizations (RTPOs) and Metropolitan Planning Organizations (MPOs).
- Provide guidance to other local/regional policy makers.
- Conduct community assessments
- Voice for policy change
- Identifying needs and priorities
- Provide guidance on the allocation of funding
- Review comprehensive plans

Who serves on a Task Force?

It is strongly recommended any Active Living Task Force include the following:

- Older adults (age 50 and over)
- Local health department
- Advocacy group member
- Planners
- Developers
- Builders
- School
- Business
- Policy-makers
- Parks and Recreation
- Washington State Department of Transportation
- Washington State Department of Commerce
- Neighborhood Associations
- Youth

What is the Environment?

The environment is where we live. Understanding all aspects of the environment will help drive outcomes for your project.

Environment Dimension	Description	Examples
Built/Structural Environment	• Physical environment • Food choice • Physical activity choices • Street design	• Bike racks, bus shelters, and lighting • Workplace walking maps • Walking/biking trails/sidewalks
Economic Environment	• Tax base, additional funding • Money spent promoting physical activity • Money spent making physical activity available	• Can residents afford membership at a sports club? • Does the town have money to make sidewalks safe to use?
Social Environment	• Attitudes, perceptions, and values of community • News media and advertising influences on individuals and their choices	• Employees don't think they have time to take a walk during work hours • Feeling safe • Sign "pollution"
Policy Environment	• Laws, regulations, and policies that encourage or discourage physical activity	• Policy for physically activity breaks at workplace • Policy for multiuse trails (bike, walk, rollerblades, etc.)

Definitions of "Environmental Change" and "Policy Change"

Environmental change

Obesity can be prevented if people would eat less and move more. However, often environmental factors prevent access to healthy foods and ways to be physically active.

The environment where we work, for example, might not have healthy choices in vending machines. The environment where we live might have busy streets and no sidewalks, making it difficult to walk.

Policy change

Policies at the state, regional, and local levels need to be made or revised so that healthy changes will last. An example of a policy change might be a school district designating itself as a walking/biking school within a one-mile radius.

ACE in Washington State: A Project Overview

The Centers for Disease Control and Prevention's partnership project with the Washington State Department of Health (DOH), Department of Commerce (DOC), and Department of Transportation (DOT), called the Active Community Environments Initiative (ACE), promotes walking, bicycling, and the development of accessible recreation facilities.

The objective of the project is to improve the health and quality of life for Washington's residents by improving and increasing opportunities to be physically active. This project seeks to incorporate planning and transportation policy and infrastructure changes that improve bicycle and pedestrian facilities and safety, and use urban planning approaches related to zoning and land use that promote physical activity. The project will ensure health language is inserted into transportation and planning documents.

ACE was developed in response to data from a variety of disciplines, including public health, urban design, and transportation planning. These data suggest characteristics of our communities such as proximity of facilities, street design, density of housing, and the availability of public transit, pedestrian and bicycle facilities play a significant role in promoting or discouraging physical activity.

This initiative encourages environmental and policy interventions that will affect increased levels of physical activity and improved public health. The goals are to:

- encourage the development of pedestrian and bicycle friendly environments.
- promote active forms of transportation like walking and bicycling.
- disseminate information and technical resources related to Active Community Environments Initiative.
- Implement policy and environmental changes.

Active Living Task Forces

The project partner state agencies are committed to working with the Regional Transportation Planning Organizations (RTPOs) to develop Active Living Task Forces in communities around the state. The goal of the Active Living Task Force is to advise and assist RTPOs in addressing policy and environmental changes in comprehensive/transportation plans. This advice and assistance to RTPOs could involve such areas of activity as major project planning and development, urban planning, and project selection processes for sidewalks, trails, bike lanes, and other non-motorized facilities.

The RTPOs should establish their task forces by identifying members, and encouraging members to attend workshops and training opportunities. Task Forces use the Active Community Environment Toolkit to complete an inventory of existing conditions designed to help them establish baseline information and identify opportunities for improvement. Each RTPO has unique challenges and opportunities for creating more active community environments. DOH, WSDOT, and Commerce are committed to working with the RTPOs on a variety of solutions.

The Important Role of RTPOs:

Regional Transportation Planning Organizations play an important role in this project.

Coordination

- RTPOs are made up of members from cities, counties, WSDOT, ports, tribal nations, school districts, health organizations, and other agencies within their regions' boundaries.
- RTPOs typically have a number of other sub-committees and task forces focusing on related issues.

Policy

- They make transportation policy for their regions.

Funding

- They select and fund transportation projects and programs (including non-motorized projects) within their region.

Project Success

Since the program's inception, Active Living Task Forces continue to operate within all seven original local health districts, Regional Transportation Planning Organizations (RTPOs), and/or cities across Washington State.

These Task Forces have been successful at:

- Gathering local communities around the issue of health and physical activity;
- Collecting information about existing local policies;
- Informing local policy makers on transportation and planning issues;
- Promoting local comprehensive plan changes;
- Planning local bicycle and pedestrian infrastructure;
- Applying for grants for continued funding;
- Raising awareness at the local level; and
- Promoting policy changes, such as complete streets.

RTPOs are responsible for regional coordination, policy decisions and transportation planning. Working within these confines has helped the Active Living Task Forces produce several changes at the local level in infrastructure, policy change, and community awareness. Without support at the state, regional, and local level, these policy changes would be much harder to accomplish.

Integrating the health knowledge and messaging into the existing transportation forums has proved to be a success statewide, and a partnership that will hopefully continue into the future.

Resources

National Physical Activity Plan: http://nationalphysicalactivityplan.org/

National Coalition for Promoting Physical Activity: www.ncppa.org

International Council on Active Aging: www.icaa.cc

Washington Safe Routes to Schools: www.wsdot.wa.gov/LocalPrograms/SafeRoutes/

Washington State Department of Transportation

Washington State Department of Health

Department of Commerce
Innovation is in our nature.

Washington State Growth Management Act

Amendments to Growth Management Act

In 2005, the Washington State Legislature amended the Growth Management Act (RCW 36.70A.070) to guide city, county, and regional staff and elected officials to build communities where people find it easy and safe to be physically active.

- The Land Use Element of local comprehensive plans should consider urban planning approaches that promote physical activity.
- The Transportation Elements must include a pedestrian and bicycle component which identifies planned facilities and corridors that improve community access and promote healthy lifestyles.

The following approaches to land use and transportation planning have been used around the state. The links listed below under each strategy example can also be found at: www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Growth-Management-Planning-Topics/Pages/Transportation.aspx

Land Use Strategy Examples

Healthy Communities Projects

Washington State Department of Health (DOH) receives funding from the U.S. Centers for Disease Control and Prevention (CDC) to help find ways to lower the rates of obesity in our state. The cities of Moses Lake and Mount Vernon were chosen as the first communities to implement the Healthy Communities Project.

Examples:

Moses Lake developed a network of linked paths throughout the city used for exercise, recreation, transportation, and tourism to promote healthier lifestyles.

www.cityofml.com/index.aspx?nid=68

Mount Vernon completed a community assessment and reviewed data from focus groups of Mount Vernon adults and parents of young children.

Physical Activity Plan

Make physical activity a priority within the comprehensive plan by requiring that all new building and transportation projects consider the effect of the project on physical activity.

Examples:

Kirkland's comprehensive plan requires that planning for the downtown core be

oriented to pedestrians and physical activity.

http://kirklandcode.ecitygov.net/CK_comp_Search.html

Woodinville encourages pedestrian amenities for all new public and private development, and requires that all major developments plan for pedestrian access.

www.ci.woodinville.wa.us/Work/StandardsGuidelines.asp

Improve and Use of Existing Facilities

Existing public facilities will enhance physical activity.

Examples:

Moses Lake's comprehensive plan provides "public facilities and services in a manner that protects investment in existing facilities and maximizes the use of existing facilities."

www.ci.moses-lake.wa.us/244.html

Spokane's Parks and Recreation Department created the Trolley Trail from a mile of previous rail corridor to connect the city's two rural trails.

www.spokaneparks.org/

Traditional Neighborhood Design

Consider dense development along a major transit route. Daily needs are met within walking distance; high quality transit is available for commuting and other needs. In the housing element of the comprehensive plan, outline a method for encouraging housing development near public transit hubs.

Examples:

Seattle's comprehensive plan promotes housing development and preservation, coordinated with transit plans, and close to light rail stations and other transit hubs.

www.ci.seattle.wa.us/dclu/planning/

Cities of **Vancouver, Redmond, and Renton** use transit-overlay zones, encouraging infill and reinvestment in urban areas.

www.ci.vancouver.wa.us/compplan.asp

www.redmond.gov/PlansProjects/ComprehensivePlanning/redmond2030

www.ci.renton.wa.us/

Town and Urban Center Design

Neighborhood centers include pedestrian-oriented commercial zones, places of worship, daycare, civic buildings, schools and small parks. Low residential densities of 4–8 dwellings per acre are found here.

Examples:

Bellingham and **Vancouver** use neighborhood centers.

www.cob.org/pcd/index.htm

www.ci.vancouver.wa.us/compplan.asp

Town centers in smaller communities may include a range of employment, services, cultural and recreational facilities, moderate residential density, and may be served by high capacity transit. Higher density land uses can also provide options for smaller, more affordable housing.

Examples:

Lake Forest Park and **Sammamish** have recently designated town centers.

www.cityoflfp.com/index.aspx?NID=158

www.ci.sammamish.wa.us/LandUseApplications.aspx

Urban centers are generally located in larger cities and offer a high level of activity.

Examples:

Puget Sound Regional Council has set criteria for different types of centers from 25–80 employees per acre, 10–20 households per acre, and served by fast and frequent high capacity transit.

http://psrc.org/growth/centers

Bellingham and **Spokane** have designated their downtowns as urban centers.

www.cob.org/pcd/index.htm

www.spokanecitycd.org/

Infill Development

Infill development includes strategies such as subdividing larger lots to provide new building lots, new home construction on existing smaller lots, dividing existing homes into multiple dwelling units.

Examples:

Vancouver has an infill ordinance.

www.ci.vancouver.wa.us/compplan.asp

Olympia's comprehensive plan discourages the construction of cul-de-sacs so that they will only be allowed as "the result of topographic constraints, wetlands, water bodies, or unusual property shapes."

http://olympiawa.gov/city-government/codes-plans-and-standards/olympia-comprehensive-plan.aspx

Mixed-Use Neighborhoods

Encourage the creation of mixed-use neighborhoods through zoning rules, incentives, and disincentives in the comprehensive plan.

Examples:

Bellevue's comprehensive plan encourages development of housing in mixed residential/commercial settings and provides incentives for residential development in commercial zones.

www.cityofbellevue.org/pdf/PCD/CompPlan_Vol_1_03.LandUseElement.pdf

Tacoma's comprehensive plan has one section devoted to policies that encourage the creation of mixed-use development.

www.cityoftacoma.org/Page.aspx?hid=2265

Transportation Examples

Bicycle-Pedestrian Plans

Provide for the creation and funding of an integrated network of paved pedestrian and bicycle paths that serve as an alternative to roadways and facilitate non-motorized travel through neighborhoods, shopping, parks, and schools.

Examples:

Bellevue, Redmond, and Tacoma comprehensive plans encourage pedestrian linkages and corridors to tie neighborhoods together.

Olympia collaborated with Climate Solutions and identified, designed, and planned a network of paths that promote non-motorized transportation. Olympia's comprehensive plan encourages the creation of a network of paths for non-motorized transportation.

Pullman's Pedestrian/Bicycle Circulation Plan provides for the establishment and maintenance of "cross routes" linking major activity centers in the community, as well as "loop routes" for recreational purposes.

www.pullman-wa.gov/departments/planning/comprehensive-plan

Wenatchee's comprehensive plan outlines development of multiuse trails and corridor access systems.

www.wenatcheewa.gov/index.aspx?page=207

Maps

Provide walking/biking maps for trails and paths, including connections between paths.

www.doh.wa.gov/YouandYourFamily/NutritionandPhysicalActivity/ActiveLiving/Resources/Trails.aspx

New Building Developments

Require that new developments install sidewalks and internal connections to form pedestrian and bicycle network.

Example:

Port Townsend requires that new subdivisions provide pedestrian and bicycle paths that connect roads and neighborhoods. City real estate taxes pay for some connections. City street funds will help build and maintain connecting trails.

www.cityofpt.us/planning.htm

Retrofit Existing Streets with Pedestrian and Bicycle Facilities

Olympia voters approved a 2004 ballot measure to fund parks and recreation facilities by a three percent increase to the private utility tax. It is expected to enable the construction of 70,000 feet of sidewalk over the next 20 years.

Traffic Calming

Create safer pedestrian and bicycle areas with traffic calming measures, such as narrowing roadways, adding traffic circles, speed humps, and other devices to slow traffic for safer pedestrian and bicycle use.

Examples:

Yakima adopted a policy in 1995 to review and prioritize neighborhood requests for traffic calming.

www.yakimawa.gov/services/streets/neighborhood-traffic-program/

Kirkland's Neighborhood Traffic Control Program has implemented a variety of traffic calming measures.

Bike Racks

Install bike racks and bike lockers near worksites, shopping centers, transit hubs, and other places to promote physical activity by using a bicycle.

Examples:

Metro Transit in **Seattle** provides bike racks and lockers at several park-and-rides and transit centers.

Des Moines installed bicycle racks in its downtown area.

Parking Lots

Locate parking lots away from pedestrian and bicycle paths.

Example:

Woodinville encourages parking facility design to improve transit use and pedestrian access. Public and private developments are encouraged to locate building entrances and transit facilities near each other.

Bicycle and Pedestrian Master Plan

Create a pedestrian and/or bicycle master plan that details how to make the community more supportive of physical activity and incorporate into the comprehensive plan.

Examples:

The Puget Sound Regional Council Bicycle and Pedestrian Strategy was developed as part of the area's regional transportation plan and outlines 15 objectives that would make the area more bikable and walkable.

The Benton-Franklin Council of Governments Regional Non-Motorized Transportation Plan includes an inventory of existing conditions of the pedestrian/bicycle system in the region. It plans for

future needs of the system and provides strategies to implement the necessary changes.

www.bfcog.us/2010%20REGIONAL%20BIKE-PED%20PLAN.pdf

Safe Routes to School

The Safe Routes to Schools program provides children safe and healthy alternatives to riding the bus or being driven to school.
The Washington State Legislature recently supported creating a new grant program to support pedestrian and bicycle safety projects, such as safe routes to schools, transit, and bicycle and pedestrian paths.

www.wsdot.wa.gov/LocalPrograms/SafeRoutes/funding.htm

Source: Washington Coalition to Promote Physical Activity

Policies to Support Physical Active Communities

Example Comprehensive Plan Policies to Support Physically Active Communities by the Washington State Department of Commerce.

This report includes examples of policies that support physically active residents, which have been adopted by Washington communities.
It can be used by elected officials, local government staff, and residents to identify the types of policies, actions, and strategies that mght be beneficial to a local government, and could be adopted into the comprehensive plan.

www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Growth-Management-Planning-Topics/Pages/Transportation.aspx

Washington State Complete Streets

Complete Streets

Complete streets are streets for everyone. They are designed to enable safe access for all users. They allow pedestrians, bicyclists, motorists, and transit riders of all ages and abilities to safely move along and across a street.

A complete street should include sidewalks, bike lanes, accessible and comfortable bus shelters, safe crossing, median islands, pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and connectivity.

A complete street in a rural area will look different then urban, but the design and needs of the community is the same. Rural area will have different needs and priorities.

State Legislature

Local governments are encouraged by RCW 47.04.320 to adopt a jurisdiction-wide complete streets ordinance that plans for the needs of all users and is consistent with sound engineering principles.

- **HB 1071**
  http://apps.leg.wa.gov/documents/billdocs/2011-12/Pdf/Bills/House%20Bills/1071-S.E.pdf
- **RCW 47.04.320**
  http://apps.leg.wa.gov/RCW/default.aspx?cite=47.04.320

To learn how to implement a complete streets ordinance, or develop an advisory committee to the city council, county commissioners, or Board of Health:
www.doh.wa.gov/TransformWaFocusAreas

Complete Streets ordinance examples:

Spokane
http://councilmanjonsnyder.com/wp-content/uploads/2011/12/Complete-Streets-Ordinance-Nov-8th-Clean.pdf

Langley (see example, pages 14–15)

Airway Heights
www.codepublishing.com/WA/AirwayHeights/AirwayHeights14/AirwayHeights1410.html#14.10

Policy Elements

An ideal complete streets policy:

- Includes a **vision** for how and why the community wants to complete its streets.
- Specifies that "**all users**" includes pedestrians, bicyclists, and transit passengers of all ages and abilities, as well as trucks, buses, and automobiles.

- Applies to **both new and retrofit projects**, including design, planning, maintenance, and operations for the entire right of way.
- Makes **any exceptions** specific and sets a clear procedure that requires high-level approval of exceptions.
- Encourages **street connectivity** and aims to create a comprehensive, integrated, connected network for all modes.
- Is adoptable by **all agencies to cover all roads**.
- Directs the use of the **latest and best design** criteria and guidelines, while recognizing the need for flexibility in balancing user needs.
- Directs that complete streets solutions will **complement the context** of the community.
- Establishes **performance standards** with measurable outcomes.
- Includes **specific next steps** for implementation of the policy

Resources

- Complete streets analysis: www.completestreets.org/webdocs/resources/cs-policyanalysis.pdf
- Complete streets policy elements: www.completestreets.org/changing-policy/policy-elements/
- National Complete Streets: www.completestreets.org/
- Washington State Department of Transportation: www.wsdot.wa.gov/LocalPrograms/Planning/MainStreets.htm
- American Planning Association: www.planning.org/research/streets/index.htm

Training and Technical Assistance

- Washington State Department of Transportation
  Ian Macek
  Bicycle and Pedestrian Coordinator
  360-705-7596
  www.wsdot.wa.gov/LocalPrograms/staff.htm#community-design
- Washington State Department of Commerce
  Anne Fritzel
  Growth Management Planner
  360-725-3064
  www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Pages/default.aspx
- Washington State Department of Health
  James Kissee
  Physical Activity Specialist
  360-236-3623
  www.doh.wa.gov/YouandYourFamily/NutritionandPhysicalActivity.aspx

Complete Streets Ordinance Example – Langley

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANGLEY, WASHINGTON, RELATING TO BICYCLE AND PEDESTRIAN FACILITIES ALONG TRANSPORTATION FACILITIES; RELATING TO THE CITY BUILDING AND CONSTRUCTION CODE CONTAINED IN TITLE 15 OF THE LANGLEY MUNICIPAL CODE; AMENDING SECTION 15.01.015 OF LMC CHAPTER 15.01 CONSTRUCTION STANDARDS BY ADDING A DEFINITION OF COMPLETE STREET; AND AMENDING SECTION 15.01.465 OF LMC CHAPTER 15.01 CONSTRUCTION STANDARDS.

WHEREAS, in 2007, the United States Congress passed the Energy Independence and Security Act, which outlines the Congressional policy regarding use of Complete Streets design techniques; and

WHEREAS, in 2011, Washington State Legislature Passed the State Complete Streets Bill (ESHB 1071) creating a complete streets grant program to encourage street designs that safely meet the needs of all users and also protect and preserve a community's environment and character; and

WHEREAS, the City Council desires to have pedestrian and non-motorized facilities integrated with the overall transportation network; and

WHEREAS, walking and biking are non-motorized travel modes that enhance health through physical activity and help to reduce air pollution; and

WHEREAS, the Comprehensive Plan Goals include providing safe and environmentally friendly transportation as well as emphasizing transportation choices; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 15.01.015 of Chapter 15.01 Construction Standards of the Langley Municipal Code is hereby amended by the addition of a definition of Complete Streets to read as follows:

> "Complete street" means a road that is designed to be safe for drivers; bicyclists; transit vehicles and users; and pedestrians of all ages and abilities. The complete streets concept focuses not just on individual roads but on changing the decision-making process so that all users are routinely considered during the planning, designing, building and operating of all roadways.

Section 2. Section 15.01.465 of Chapter 15.01 Construction Standards of the Langley Municipal Code is hereby amended to read as follows:

> **Section 15.01.465 Streets – General – Complete Streets**
>
> A. The City of Langley will plan for, design and construct all new transportation projects to provide appropriate accommodation for bicyclists, pedestrians, transit users and persons of all abilities in comprehensive and connected network with the following exceptions:
>
> 1. Where their establishment would be contrary to public health and safety; or
>
> 2. Where there is no identified long-term need; or

3. Where there are significant adverse environmental impacts to streams, wetlands, steep slopes, or other critical areas; or

4. Where there are significant adverse impacts on neighboring land uses, including impacts from right-of-way acquisition; or

5. Where the Public Works Director grants a documented exception which may only be authorized in specific situations where conditions warrant. Such site-specific exceptions shall not constitute general changes to the standards set in LMC 15.01.470.

B. Except in unusual or extraordinary circumstances, complete streets principles may not apply to the following.

1. Repairs made pursuant to pavement opening and restoration allowed by approval of the Public Works Director

2. Ordinary maintenance activities designed to keep assets in serviceable condition (e.g., mowing, cleaning, sweeping, spot repair and surface treatments such as chip seal, or interim measures on detour or haul routes).

C. Complete streets may be achieved through single projects or incrementally through a series of smaller improvements or maintenance activities over time. All sources of transportation funding should be drawn upon to implement complete streets. Maximum financial flexibility is important to implement complete streets principles.

D. Street design must provide for the maximum loading conditions anticipated. The width and grade of the pavement must conform to specific standards set forth herein for safety and uniformity.

Section 3. **Amendment of Prior Ordinances**. City of Langley Ordinance No. 743 and Ordinance No. 862 are hereby amended as necessary by this Ordinance to reflect the amendments contained in this Ordinance.

Section 4. **Severability.** If any section, sentence, clause or phrase of this Ordinance or any documents incorporated by reference thereto, shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance or the documents adopted by reference pursuant to this Ordinance.

Section 5. **Effective Date.** This Ordinance, or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

PASSED by the City Council and **APPROVED** by the Mayor on _____, day of _____, 2012.

ATTEST MAYOR

_____ _____

Debbie Mahler, Clerk-Treasurer Larry Kwarsick, Mayor

APPROVED AS TO FORM: _____ Published: _____

Grant K. Weed, City Attorney

How to Increase Physical Activity in Communities

GUIDELINES:

Land Use Planning and Development

Land-use decisions have potential impact on public health.

- **Smart Growth:**
  Use Smart Growth principles that involve land-use planning to control urban sprawl. For more information, go to: http://www.smartgrowth.org/
- **Community Development:**
  Make public-health impacts a top priority when making decisions about community development.
- **Traditional Neighborhood Development:**
  Make traditional neighborhood development the standard for residential areas.
- **Commercial Development:**
  Concentrate commercial and retail development in town centers and, on a suitable scale, in neighborhood locations.
- **Trip Choice:**
  Make bicycling, walking, and public transit more appealing and accessible, so that they become the preferred way of traveling for the majority of trips.

Community Design

Ingredients for designing communities to promote physical activity:

- Oregon presentation: Community Design and Activity (PDF 1.3 Mb) www.oregon.gov/LCD/TGM/Pages/powerpoint.aspx
- Land Use and Health Toolbox: Resources on Health and the Built Environment

The National Association of City and County Health Officials has assembled fact sheets, guides, PowerPoint presentations, Web casts, policy reports, and other resources to assist health practitioners, elected officials, and community planners make the connection between public health, community design and the built environment.

Transportation Design

Transportation design has an impact on where people of all ages and disabilities can walk or bicycle.

- **New Streets:**
  Plan, design, and construct all new streets and highways to serve bicyclists, pedestrians and wheelchairs.

- **Maintenance:**
  Maintain streets and highways, especially in winter, to make them safer for pedestrians and bicyclists.
- **Disabled Access:**
  Provide places for the disabled to travel wherever pedestrians are permitted on the public right-of-way.
- **Funding:**
  Distribute transportation funds to guarantee that all projects receive enough money to construct bicycling and walking facilities, and a fair share is dedicated to fixing existing roads that aren't bicycle and/or walking friendly.
- **Street Network:**
  Align new streets and highways in a traditional grid pattern. This design offers more route choices, shortens the average trip distance, and reduces the speed of motor vehicles.
- **Choices:**
  Develop a system that includes public transit and places to bicycle and walk. This will provide people with realistic alternatives than traveling in motor vehicles.

Schools

School grounds and buildings provide for a broad range of community needs.

- **Location:** Build schools within walking distance of the community population.
- **Access:** Make it easy and safe for students to walk and bike to school.
- **Site Design:** Choose and develop bicycle- and pedestrian-friendly school sites.
- **Control Cars:** Designate school drop off zones for cars. This will encourage students to walk and help reduce car pollution.
- **School Buses:** Encourage walking school buses.
- **Safe Routes:** Develop safe routes for children to bike and walk to school.
- **Community Center:** Plan and manage schools as multipurpose community centers.

Recreation, Parks, and Trails

Neighborhoods should include parks and playing fields that most people can walk or bicycle to. Trails and pathways are within walking/ biking distance of residential areas.

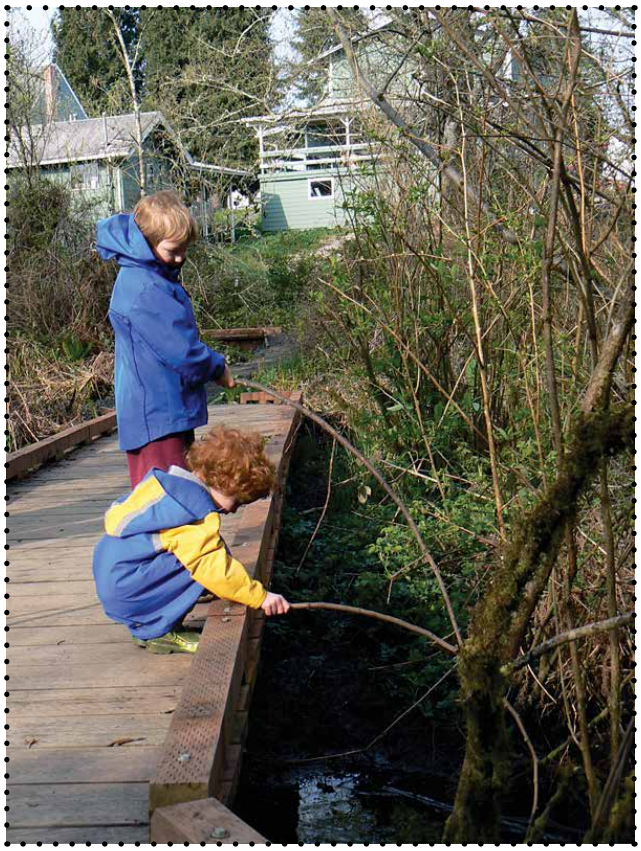
- **Parks in new subdivisions:**
  Include parks and playing fields in the plans for new subdivisions.
- **Parks in current residential areas:**
  Add parks and other recreation facilities to existing neighborhoods that lack them.
- **Easily accessible parks:**
  Locate neighborhood parks and playing fields where they can be easily and safely reached by bicyclists and pedestrians.
- **Create smaller park sites:**
  Build small neighborhood playing fields for youth sports that are reachable by walking and cycling. These are preferred over larger, regional facilities that people must drive to.
- **Use public facilities:**
  Ensure that public buildings and spaces, such as schools and school grounds, serve the recreation needs of a broad range of the community.
- **Accessible trail systems:**
  Develop a system of trails that most people in the neighborhood can bike or walk to.
- **Transit:**
  Encourage bus routes to access parks outside the city or neighborhood.

Safety and Crime Prevention

Children outside in neighborhoods, near schools, and in and around parks are in little danger of being hit by a car.

If crime rate goes down, especially in residential areas, parents are more likely to allow their children to bicycle and walk in the neighborhood.

- **Vehicle Speeds:**
  Control the speed of cars and trucks in neighborhoods, around schools, and in commercial areas.
- **Environmental Design:**
  Plan and build neighborhoods with an eye to reducing crime.
- **Enforcement:**
  Improve policing and enforcement to help control speed of cars and stop crime.



Assessment Tools to Guide Your ACE Project

Washington State Active Community Environments Checklist

The Vision

Washington communities support physically active lifestyles with land use planning, bicycle and pedestrian education and enforcement, parks and recreation facilities and activities, public transportation, school and worksite planning. Young people can walk or bike to school, or to visit friends. Inexpensive or free opportunities for regular exercise are available to everyone. People of all ages find it easy and safe to incorporate physical activity into their lives by walking, or bicycling, or using transit as part of everyday living.

This checklist is intended as a tool for communities to do a self-assessment of strengths and weaknesses in supporting physically active lifestyles.

This checklist can be used to identify gaps in community practices and facilities, and to provide ideas for community groups, active living task forces, or other groups to consider.

Connection with planning, public works, police, parks and recreation staff, residents, elected officials, advisory committee members, and public health representatives are encouraged as the following questions are answered.

Washington State RCWs, WACs, and other items are footnoted to provide more information.

SECTION 1: Planning Policies, Regulation, and Funding

Comprehensive Plan				Points
1. **Land use strategies to increase walkability.** Does the plan include mixed-use centers where apartments are above stores or offices, **OR** higher-density development oriented along a transit line or at major transit stations, **OR** neighborhood-oriented commercial areas within residential areas? RCW[1]	Any strategies: **2 points**	Multiple strategies: **4 points**	Major feature of the plan: **6 points**	
2. **Policies promote compact residential design.** Does the plan provide for residential densities sufficient to support neighborhood businesses and transit service? RCW[2] *This measure looks at where new growth is going in the plan. Does it expand to undeveloped land, or does it intensify the existing developed area to make more efficient use of land and infrastructure?*	Most new growth in undeveloped areas: **0 points**	Some growth in infill; some in new areas: **1 point**	New growth identifies filling development gaps in urban areas: **2 points**	
3. **Bicycle and pedestrian planning.** Does the plan include an inventory of existing bicycle and pedestrian facilities (sidewalks, bike lanes, trails), identify deficiencies in bicycle and pedestrian networks, and include a prioritized list of list of improvements needed to complete the networks? RCW[3]	Facilities Inventory only: **1 point**	Plan for either bicycles or pedestrians: **2 points**	Plan for both bikes and pedestrians: **4 points**	
4. **Transit facilities.** Does the plan include an inventory of transit routes and a review of how many activity centers (homes, commercial, employment sites) are within ½ mile of major transit routes? Does the plan consider transit route development plans? RCW[4]	No transit in plan: **0 points**	Transit routes in plan: **1 point**	Analysis of current and future transit service: **2 points**	

Comprehensive Plan				Points
5. **Parks and recreation.** Does the plan include an inventory of existing parks, trails, recreational facilities, and open space? Does it identify future needs, and include a plan for acquiring/developing these facilities? RCW[5]	No mention of parks: **0 points**	Inventory of existing facilities only: **1 point**	Parks and Recreation Plan with inventory, and plan for future: **2 points**	
6. **Park and recreation facility access.** Can park users walk or bicycle to parks using trails, pathways, or sidewalks?	No bike or pedestrian facilities to reach parks: **0 points**	Some parks are accessible: **1 point**	Yes, not in plan: **1 point** Yes, important in plan: **2 points**	
7. **Bicycle and pedestrian access to parks.** Do parks have multiple entryways, where possible, to increase the number of people who can bicycle and walk to parks?	Generally no: **0 points**	Some: **1 point**	Most: **2 points**	
8. **Corridors.** Are utility corridors, abandoned rail lines, and/or wildlife corridors identified for potential use as trails? RCW[6]	No corridors exist, no trail opportunities **0 points**	Corridors exist but not designated as future trail: **1 point**	Corridors identified for future trails or used already: **3 points**	
9. **Siting public facilities.** Does the comprehensive plan include a policy that public facilities such as community centers, city hall, libraries, etc. are sited where they are accessible by public transit or walkable from neighborhoods, and/or grouped with other public uses? RCW[7]	No: **0 points**	Somewhat: **1 point**	Clear policy: **2 points**	
Sub-total of 25 possible points in this section.				

Subdivision and Site Design Review for New Developments				Points
10. Pedestrian routes. Does development review include a review of pedestrian circulation within the site and access to the street and adjacent developments for: 1) subdivisions, 2) worksites, and 3) commercial areas? RCW[8]	If required for any area: **1 point**	For two areas: **2 points**	For all three areas: **3 points**	
11. Buildings brought up to street. Do development guidelines require that: 1) residential multi-family, 2) commercial, and 3) employment buildings be built close to the street, with parking located behind, below, or to the side?	No: **0 points**	One use: **1 point** Two uses: **2 points**	All uses: **3 points**	
12. Pedestrian friendly building design. Do design guidelines require that buildings have an obvious pedestrian entrance, pedestrian level windows, weather protection, architectural details and pedestrian signage on the street? RCW[9]	No: **0 points**	Some: **2 points**	Most or all: **4 points**	
13. Crime Prevention Through Environmental Design (CPTED). Are CPTED principles used in review, such as clear division of public and private space, and passive surveillance of public spaces?	No: **0 points**	Somewhat: **1 point**	Yes: **2 points**	
14. Residential design to increase "eyes on the street." Are there residential design guidelines to limit garage-fronts on houses and encourage alley-access or set back garages? Do they encourage front doors facing the street and front porches? Does zoning allow a mix of housing types and lot sizes, clustering of homes, accessory dwelling units (granny flats), residential over commercial uses, or other innovative zoning to increase the number and variety of people home at a given time and increase densities? Are front fence heights limited to increase visibility?	None: **0 points**	Some: **1 point**	Yes, several strategies : **2 points**	

Subdivision and Site Design Review for New Developments				Points
15. Bicycle parking. Is bicycle parking required at: 1) employment sites, 2) commercial and public facilities, and 3) multifamily developments? Bike racks should support the frame, and be in a sheltered, well-lit, public area, close to the entrance. Longer term parking, such as for worksites and residential use, should consider lockers or a locked bicycle storage room.	No: **0 points**	If required for some: **1 point**	If required for all: **2 points**	
16. Automobile parking standards. Are parking requirements reduced for centrally located facilities, or is shared or district parking considered?[10]	No parking: **0 points**	Shared parking: **1 point**	Both: **2 points** Both shared and reduced: **3 points**	
17. Parking lot design. Is parking lot design required to include trees and pedestrian walkways?	No: **0 points**	Yes: **1 point**		
18. Short blocks. • Is the length of blocks limited to encourage an interconnected street network (blocks are typically 600 feet or less)? • Are cul-de-sacs discouraged?	None: **0 points**	Yes for either bullet: **1 point**	Yes for both bullets: **2 points**	
19. Park, recreation, or open space dedication. Is land dedication for parks (or a fee in lieu) required in larger developments? If land is dedicated, do regulations specify that it be designed for active recreation—such as walking trails, linear parks? RCW[11,12]	No: **0 points**	Open space required: **1 point**	Walking trails required: **2 points**	
20. Concurrency. If the jurisdiction has a concurrency ordinance, are bicycle and pedestrian facilities included? RCW[13]	No concurrency ordinance: **0 points**	Yes, but relates to autos only: **0 points**	Yes, includes autos, bikes, and pedestrians: **2 points**	

Subdivision and Site Design Review for New Developments				Points
21. Review by other agencies. Are development proposals routed to school districts, transit agencies, local health departments, emergency services, and other physical activity-related stakeholders for comments?	No: **0 points**	Some other agencies: **1 point**	Many: **2 points**	
Sub-total of 28 possible points in this section.				

Public Works Standards for Streets and Public Areas				Points
22. Design standards. Have standards that set out the number (or existence) and width of automobile travel lanes, bike lanes or wide shoulders, parking lanes, buffer strips, and sidewalks for each type of street been adopted? Standards may provide for automobiles, bicyclists and pedestrians in different ways according to type of street—but should provide for all modes. RCW[14]	No: **0 points**	Auto-oriented standards only: **0 point**	Yes, address all modes: **2 points**	
23. Sidewalk buffer. Do street standards include buffer strips between sidewalks and the street to provide more comfort and safety from traffic, a place for street trees, and if needed, a place for snow storage?	No: **0 points**	Yes: **1 point**		
24. Sidewalks. Do street standards require sidewalks on one or both sides of all new streets to form a continuous network throughout the community?	No: **0 points**	Yes, one side on all streets: **1 point**	Yes, two sides of the street: **2 points**	
25. ADA Standards. Do street standards comply with Americans with Disabilities Act (ADA) guidelines in design and construction of pedestrian facilities, such as curb ramps at street crossings, audible crossing signals, etc.?[15]	No: **0 points**	Yes: **1 point**		
26. Sidewalk width. Do standards require that sidewalks are a minimum of 5 feet wide, or larger? (In downtown zones, sidewalk areas can be more than 10 feet wide to allow street furniture, street trees, and an unobstructed route of travel.)	No: **0 points**	Yes, minimum 5 feet wide: **1 point**	Wider than 5 feet: **2 points**	

Public Works Standards for Streets and Public Areas				Points
27. Lighting. Do standards require pedestrian-scaled lighting (8–12 feet high downward pointing lighting) for urban pedestrian streets, designated pedestrian corridors, plazas, and other pedestrian areas?	No: **0 points**	Yes: **1 point**		
28. Utility standards. Do standards require utility access covers to be even with the street surface and storm sewer grates be designed to avoid trapping bicycle wheels and not be slippery?	No: **0 points**	Yes to all: **1 point**		
29. High-traffic crossings. Do standards for busy intersections include well-marked or textured crosswalks, pedestrian refuges, curb extensions to shorten the crossing distance and improve visibility, pedestrian and bicyclist signal actuators, signs, or other devices to improve crossings—or a combination of strategies?	No: **0 points**	Yes, at least one strategy: **1 point**	Multiple strategies: **3 points**	
30. Transit planning. Do standards require new major streets to include pads to place bus stops and shelters for future transit services, pocket parks, and/or other transit friendly features?	No: **0 points**	Yes: **1 point**		
31. Access Management. Do standards limit the number of driveways on arterial streets? This reduces the number of turning movements, which reduces danger to bicyclists and pedestrians.[16]	No: **0 points**	Yes: **1 point**		
32. Amenities. Do standards for trails, public plazas, and other public spaces include benches, garbage cans, and/or other amenities for bicyclists and pedestrians? Do they include water fountains and restrooms?	No: **0 points**	Yes, basic amenities: **1 point**	Yes, water fountains and rest-rooms: **2 points**	
33. Sight distance design. Do standards require that intersections and curves be designed with adequate "sight distance" so that drivers and bike riders can see all other road users in time to avoid potential crashes?	No: **0 points**	Yes: **1 point**		

Public Works Standards for Streets and Public Areas				Points
34. Traffic calming. Does the community have a traffic calming program to use devices such as traffic circles, speed humps, and chicanes in a given area, with community input, as a way to slow and manage traffic?	No program: **0 points**	Yes, a program exists: **2 points**		
Sub-total of 20 possible points in this section.				

Funding and Implementation				Points
35. Citizen participation. Has the governing body (i.e., city, county, or tribal council) formed a citizen's advisory group to increase and improve the opportunities for walking and bicycling?	No: **0 points**	Yes: **1 point**		
36. Dedicated bike/pedestrian staff. Has the community assigned a staff person to be specifically responsible for pedestrian and bicycle transportation in the planning and/or public works department? (Must be a designated part of their job description.)	No: **0 points**	Yes: **1 point**		
37. Funds for new facilities. Are funds dedicated in the capital facilities plan for adding sidewalks, trail, and bike facilities, and for retrofitting existing sidewalks with curb-cuts, existing roads with new bike-friendly stormwater grates, better bike/pedestrian connections, or other improvements? RCW[17]	No: **0 points**	Yes: **1 point**		
38. Funds for parks. Are funds (such as parks impact fees or portions of property taxes) dedicated in the capital facilities plan for acquiring, developing, and/or improving park facilities?	No: **0 points**	Yes: **1 point**		
39. Funds for maintenance. Are funds dedicated in the operating budget for maintaining and upgrading parks, trails, etc.?	No: **0 points**	Yes: **1 point**		
40. Grants, loans, bonds pursued. Is the community actively pursuing grants to acquire right-of-way, and develop/construct bicycle and pedestrian infrastructure, trails, and park facilities?	No: **0 points**	Yes: **1 point**	Multiple: **2 points**	

Funding and Implementation				Points
41. Updating plans. Is there a regular schedule for updating community bicycle and pedestrian plans?	No: **0 points**	Yes: **1 point**		
Sub-total of 8 possible points in this section.				
Total of 81 possible points for Section 1.				

SECTION 2: Bicycle and Pedestrian Safety

Maintenance of Bicycle and Pedestrian Facilities				Points
1. **City sweeping, raking, shoveling, trimming.** • Is there a regular schedule for sweeping, **or** • Removing debris, and trimming foliage from bicycle and pedestrian routes in public areas, **or** • Removing snow from trails as well as streets?	None: **0 points**	One bullet: **1 point**	Two or more bullets: **2 points**	
2. **Individual sweeping, raking, shoveling.** Are businesses and homeowners required to remove snow (if applicable), and/or debris from adjacent sidewalks, and trim trees and bushes so as not to obstruct pedestrians?	No: **0 points**	Yes: **1 point**		
3. **Code enforcement.** Does the jurisdiction have a code enforcement program with fines, etc., to ensure that adjacent homeowners and businesses keep sidewalks clear?	No: **0 points**	Yes: **1 point**		
4. **Sidewalk repair.** Does responsibility for repairing sidewalk cracks and damage lie with the local government or with the individual homeowners or businesses?	Responsible agent not designnated: **0 points**	Adjacent property owner: **1 point**	Public or association responsible: **2 points**	
5. **Detours.** • During sidewalk and road repair, is a clear and safe alternate route provided to pedestrians and bicyclists? • Is this required for all public works and as a condition in contractor agreements?	None: **0 points**	One bullet: **1 point**	Two bullets: **2 points**	
Sub-total of 8 possible points in this section.				

Enforcement and Education				Points
6. **Safety patrol.** Are walking and bicycling routes patrolled for safety by law enforcement officers or trained volunteers? May be included in regular police patrols.	No: **0 points**	Yes: **1 point**		
7. **Traffic regulations.** Are traffic regulations that require drivers to yield to pedestrians at crosswalks regularly enforced? RCW[18]	No: **0 points**	Sometimes: **1 point**	Normally: **2 points**	
9. **Bicyclist and pedestrian safety.** Do police proactively educate the community about and enforce traffic laws for bicyclists and pedestrians, such as requiring the use of lights for bicyclists and compliance with traffic laws to increase safety?	No: **0 points**	Sometimes: **1 point**	Normally: **2 points**	
10. **Accident analysis.** Are bicycle and pedestrian injuries and crash locations reviewed on a regular basis? Are recommendations made for improvements, and improvements planned?	No: **0 points**	Sometimes: **1 point**	Regular analysis: **2 points**	
11. **Education.** Are bicycle and pedestrian safety education opportunities, such as signs, classes, and written materials, available for both adults and children through the jurisdiction or community-based resources?	No: **0 points**	Yes: **1 point**		
12. **Maps.** Are regional or neighborhood walking and bicycling maps available in the community?	No: **0 points**	Yes: **1 point**		
Sub-total of 6 possible points in this section.				
Total of 14 possible points for Section 2.				

SECTION 3: Community Resources for Physical Activity

This section helps assess what kinds of programming and recreational facilities are available, what groups are served, and how these programs and facilities are promoted.

Free and Low-Cost Physical Activity				Points
1. **Community groups.** Are there groups in the community working together to encourage physical activity and create opportunities for activity in the community, such as public health or recreation agencies, the local American Heart Association affiliate, bicycle clubs, walking groups, etc.?	No: **0 points**	Yes: **1 point**	Multiple groups: **2 points**	
2. **Community events.** Does the community sponsor events that promote physical activity, such as public walks, biking events, corporate challenges, etc.?	No: **0 points**	Once or twice a year: **1 point**	Three or more a year: **2 points**	
3. **Financial commitment to community recreation.** Are funds for parks and recreation activities, such as sport coordination, included in the community's current operating budget? What is the total amount allocated in the community's current annual operating budget for parks and recreation (for staff, maintenance, and programs): **$**_____ What is the population of the community? _____ What is the amount per person? **$**_____ ***Note:*** *Sub-areas may receive differing amounts.*	Less than $10 per person: **0 points**	$10.01 – $35 per person: **1 point**	More than $35 per person: **2 points**	
4. **Safe recreational facilities for children.** Are safe, supervised recreation facilities available to children in the after-school and weekend hours?	Never: **0 points**	Some locations: **1 point**	Many locations: **2 points**	

Free and Low-Cost Physical Activity				Points
5. **Youth activity programs.** Are sports leagues and/or recreation activity programs available for youth in the after-school and weekend hours (in addition to school athletic programs)?	No: **0 points**	Some locations: **1 point**	Many locations: **2 points**	
6. **Adult activity programs.** Are sports leagues and/or recreational activity programs available for adults?	Never: **0 points**	Some locations: **1 point**	Many locations: **2 points**	
7. **Senior activity programs.** Are sports leagues and/or recreational activity programs available for seniors (age 55 or older)?	Never: **0 points**	Some locations: **1 point**	Many locations: **2 points**	
8. **Access for low-income individuals.** Do recreational facilities and programs that charge for admission make provisions for low income individuals or families to gain access?	None: **0 points**	Some: **1 point**	Most: **2 points**	
9. **Promotion of opportunities.** How many media promotions for future physical activity opportunities in the community have been published in the past 12 months? (Includes announcements inviting use of local facilities and programs, how often web sites are updated, and to what extent this information is linked and coordinated.)	None: **0 points**	1 – 2: **1 point**	3 or more: **2 points**	
10. **Media stories in past year.** How many locally-focused special interest stories about physical activity have been covered in the local media in the past 12 months? (By local media, we mean radio, print, and television including cable TV.)	None: **0 points**	1 – 2: **1 point**	3 or more: **2 points**	
Total of 20 possible points for Section 3.				

SECTION 4: Employment Sites

This section helps assess worksite support of physical activity through active modes of commuting and worksite wellness programs. Work site location makes a huge difference when it is served by public transit, and is within walking distance of amenities. Another tool in Washington State is the Commute Trip Reduction Efficiency Act. RCW[19] This law requires larger employers (over 100 employees) in areas with traffic congestion to develop programs to reduce drive-alone commuting.

Please list the four largest employers in the community, and specify the size of each employer, based on the number of employees. Employer size definitions appear below. If there are fewer than four employers in the community, mark N/A (no company) in the spaces below. The contact person might be the Employee Transportation Coordinator (ETC), a wellness coordinator, or a facility manager.

Four Largest Employers	Size of Organization (in assessment community)			
Employer #1: Contact:	**N/A** no company	**Small** less than 300 employees	**Medium** 300 – 999 employees	**Large** 1,000 or more employees
Employer #2: Contact:	**N/A** no company	**Small** less than 300 employees	**Medium** 300 – 999 employees	**Large** 1,000 or more employees

Four Largest Employers	Size of Organization (in assessment community)			
Employer #3: Contact:	**N/A** no company	**Small** less than 300 employees	**Medium** 300 – 999 employees	**Large** 1,000 or more employees
Employer #4: Contact:	**N/A** no company	**Small** less than 300 employees	**Medium** 300 – 999 employees	**Large** 1,000 or more employees

Please circle which of these major employers promote physical activity in the following ways:

Four Largest Employers	Employer #1	Employer #2	Employer #3	Employer #4	Total Points
1. **Location.** Is the worksite located within walking distance (1/4–1/3 mile) of restaurants, parks, shopping, and other amenities?	1 point	1 point	1 point	1 point	
2. **Transit.** Is the work site served by public transit on a regular schedule at least at commute times?	1 point	1 point	1 point	1 point	
3. **Bike/ped access.** Is the work site accessible by a trail or pathway, or are there bike lanes and sidewalks on adjacent streets?	1 point	1 point	1 point	1 point	
4. **Bike Racks.** Does the work site have bike racks for employees and visitors?	1 point	1 point	1 point	1 point	
5. **Showers.** Does the work site have shower facilities and lockers for commuters and after exercise?	1 point	1 point	1 point	1 point	
6. **Parking.** Is vehicle parking limited, and/or not free?	1 point	1 point	1 point	1 point	
7. **CTR Law.** Is the worksite subject to Washington's Commute Trip Reduction Efficiency Act? RCW[19]	1 point	1 point	1 point	1 point	

Four Largest Employers	Employer #1	Employer #2	Employer #3	Employer #4	Total Points
8. **Incentives.** Does the employer offer incentives, rewards, or subsidies for walking, bicycling or taking transit to work?	1 point	1 point	1 point	1 point	
9. **Flex-time.** Does the employer offer flexible work/break times to allow physical activity or to facilitate transit use?	1 point	1 point	1 point	1 point	
10. **Wellness and/or CTR coordinator.** Is there a designated employee wellness coordinator or an employee wellness program and/or commute trip reduction program (onsite promotion, education, campaigns, etc.)?	1 point	1 point	1 point	1 point	
11. **Physical activity space.** Are there safe areas to walk or exercise at or near the work site?	1 point	1 point	1 point	1 point	
12. **Rewards for fitness.** Does the employer give incentives/rewards for employees who demonstrate a certain level of physical activity? (For example, reduced health insurance premiums, extra vacation time, reduced or free health club membership, prizes, etc.)	1 point	1 point	1 point	1 point	
Total of 48 possible points for Section 4.					

SECTION 5: Schools

This section examines student travel to schools, school policies for physical activity, and access to school facilities for recreational purposes. Please complete this section for the school district(s) or schools that children in your community attend.

Safe and Walkable Schools					Points
1. **School siting policy.** Does the school district(s) consider: • walking and biking access for students as new schools are sited, or • redeveloping existing schools, or • building new schools within urban areas, instead of on the outskirts?	None: **0 points**	One of the items listed: **2 points**	All: **4 points**		
2. **School site design.** Are school sites designed to encourage walking and bicycling to school, including weather-sheltered bike racks, safe walking routes through school property, carefully designed student drop-off zones?	No: **0 points**	Some schools: **1 point**	All schools: **2 points**		
3. **Student parking.** Do high schools limit the number of students driving to the school, and/or provide preferential carpool parking?	No: **0 points**	Some high schools: **1 point**	All high schools: **2 points**		
4. **School nutrition and physical activity policy.** • Does the school district(s) consider walking and biking to school part of the school or school district's policy? • Does the school policy meet the PE requirements to support daily physical activity?	None: **0 points**	One of the items listed: **1 point**	All schools: **2 points**		
5. **Time for play.** Does the school allow time for recess and lunch-time sports/play, and does it have age-appropriate playground equipment?	No schools: **0 points**	Some schools: **1 point**	All schools: **2 points**		
6. **Safe routes assessment.** Have schools surveyed the extent to which children can walk or bike safely to school?	No schools: **0 points**	Some schools: **1 point**	All schools: **2 points**		

Safe and Walkable Schools					Points
7. **Safe walking – within 1 mile.** What percentage of students who live within one mile of their school could safely walk to school?	No idea: **0 points**	Less than 15%: **1 point**	15–60%: **2 points**	More than 60%: **3 points**	
8. **Safe bicycling – within 2 miles.** What percentage of students who live within two miles of their school could safely bike to school?	No idea: **0 points**	Less than 15%: **1 point**	15–60%: **2 points**	More than 60%: **3 points**	
9. **School walk route maps.** • Have walk route maps been developed or updated within the last year for elementary schools? • Are they distributed to students or parents? WAC[20]	No: **0 points**	Some schools have developed or updated: **1 point**	All schools have developed, updated, and distributed: **2 points**		
10. **Traffic safety education.** Do schools distribute traffic safety educational materials to students on a regular (even once a year) basis?	No schools: **0 points**	Some schools: **1 point**	All schools: **2 points**		
11. **Addressing safety hazards.** If students who live within walking or bicycling distance cannot walk or bike safely to school, are the school district and jurisdiction working to identify hazards and include improvements in capital facility programs? *N/A (no children live within 1–2 miles, or it is already safe)*	No schools: **0 points**	Some schools: **1 point**	All schools: **2 points**	N/A: **1 point**	
12. **Safe routes to school resources.** Have proposals been submitted for Safe Routes to School grant funding or training from the state or other source?	No schools: **0 points**	One: **1 point**	Multiple: **2 points**		
13. **School zone traffic control.** Do schools work with police to enforce school zone traffic controls on a regular basis?	No: **0 points**	Some: **1 point**	Regularly: **2 points**		

Safe and Walkable Schools					Points
14. Walk to school demonstrations – recent. Where it is safe, in the last 12 months, did elementary schools participate in a walk or bike to school demonstration? *N/A (no children live within 1–2 miles OR it is already safe)*	No schools: **0 points**	Some schools: **1 point**	All schools: **2 points**	N/A (not yet safe): **1 point**	
15. Walk to school demonstrations – planned. Where it is safe, in the next 12 months, will elementary schools participate in a walk or bike to school demonstration?	No schools: **0 points**	Some schools: **1 point**	All schools: **2 points**	N/A (not yet safe): **1 point**	
16. Promoting walking and cycling to school. Where it is safe, are middle and high schools actively promoting walking or bicycling to school with events, such as walk or bike to school day?	No schools: **0 points**	Some schools: **1 point**	All schools: **2 points**	N/A (not yet safe): **1 point**	
17. School Safety Committees. Do parent-teacher groups support and oversee walking and bicycling to school activities? RCW[21]	No: **0 points**	Some schools: **1 point**	All schools: **2 points**		
18. School Safety Committees. Do parent-teacher groups participate in school-based safety programs such as Neighborhood Watch, Block Watch, Safe Place, etc.) RCW[22]	No: **0 points**	Some schools: **1 point**	All schools: **2 points**		
19. School recreational facilities open to the public. Are school district sports fields, swimming pools, and recreation areas open to the public outside of regular school hours (i.e., before and after school, on weekends, and during summer and other vacations)? RCW[23]	None: **0 points**	50% or less: **1 point**	51–99%: **2 points**	100%: **3 points**	
20. School recreational facilities open to the public. If so, are costs for this availability shared by other groups, such as a recreation department, community police program or regional fitness council?	No or N/A: **1 point**	Yes: **1 point**			
Total of 43 possible points for Section 5.					

SECTION 6: Public Transportation

This section examines the community's public transportation system. Public transportation promotes physical activity in two ways:

- It allows people to make longer trips than walkers or bicyclists can comfortably make, and still not use a personal automobile. People who use public transit get exercise while walking to and from bus stops.
- Transit riders are not driving, and are not contributing to traffic congestion that makes walking and bicycling hazardous.

Safe and Active Transportation				Points
1. **Public transportation system.** Does the community have a public transit system?	No: **0 points**	*Yes, minimal service: **1 point**	*Yes, multiple routes: **2 points**	
***IF YES:** 2. **Transit – a realistic commuting option.** • Does the public transportation system serve the majority of residences? • Is service at least every 30 minutes in peak hours? • Is there reasonably direct service between residences and employment sites? ***Note:** This item could look at per capita ridership or the percentage of residences within ¼ to ½ mile of transit routes.*	None: **0 points**	One bullet: **1 point**	More than one bullet: **2 points**	
3. **Funding.** Is there an ongoing dedicated funding source for transit to maintain and/or grow transit service?	No: **0 points**	Somewhat: **1 point**	Yes: **2 points**	
4. **Transit access.** Are there sidewalks or other pedestrian paths that provide access from homes, businesses, etc. to transit stops?	No: **0 points**	Some: **1 point**	Most or all: **2 points**	
5. **Bicycles on transit.** Are transit vehicles equipped to carry bicycles?	No: **0 points**	Some: **1 point**	All: **2 points**	
6. **Strollers on transit.** Do transit companies allow strollers with children in them, in wheelchair spots in the bus?	No: **0 points**	Some-times: **1 point**	Yes: **2 points**	

Safe and Active Transportation				Points
7. **Bus stops.** Are stops accessible and do major bus stops have shelters, seating, garbage cans, bus schedules, or other amenities?	No: **0 points**	Some on major routes: **1 point**	Many or most: **2 points**	
8. **Intermodal connections.** Does the public transit system provide good connections with other public transit systems, long distance coaches, rail, ferry, or other passenger transportation?	No: **0 points**	Some: **1 point**	Yes: **2 points**	
9. **Transit center siting.** Are transit centers (where multiple buses stop) convenient to commercial and employment centers?	No: **0 points**	Some: **1 point**	Yes: **2 points**	
10. **Park-and-rides.** Does the transit system include park-and-ride lots where bicyclists and auto drivers can conveniently park vehicles while using public transportation?	No: **0 points**	Some: **1 point**	Many: **2 points**	
11. **Transit promotion.** Are there multiple sources of information about transit services, such as posters, bus schedules, and other promotions in multiple locations around the community?	No: **0 points**	Some: **1 point**	Yes: **2 points**	
12. **Ride sharing/car pools.** Is there a vanpool and/or ridesharing program in the area?	No: **0 points**	Somewhat: **1 point**	Yes: **2 points**	
Total of 24 possible points for Section 6.				

SECTION 7: Summary and Next Steps

Section	Total Points
Section 1. Planning Policies, Regulation, and Funding	_____ / 80
Section 2. Pedestrian and Bicycle Safety	_____ / 20
Section 3. Community Resources for Physical Activity	_____ / 20
Section 4. Employment Sites	_____ / 48
Section 5. Schools	_____ / 43
Section 6. Public Transportation	_____ / 24
Total Community Assessment Score	**_____ / 235 maximum points**

How did your community do?

Your total score may land between two categories, indicating the opportunity for your community to transition to the next level.

Active Community Rating Scale	Total Points
Stage 1. Some commitments have been made to remove barriers to physical activity.	below 60
Stage 2. Community is off to a good start towards building an active community.	61 – 120
Stage 3. Community makes it easy for people of all ages and abilities to be physically active.	121 – 180
Stage 4. Community is a model active community environment.	181 – 235

1. Most Significant Ways Your Community is Making It Easier for People to Be Active

Please list what you believe are the three most important things about your community that makes it easier for people to be active.

1. _____

_____

2. _____

_____

3. _____

_____

2. Goals – Near Term

Based on this self-assessment process, please describe what you believe are the three changes that your community could realistically make in the next **one to two years** that would make it even easier for people to be more active.

1. _____

_____

2. _____

_____

3. _____

_____

3. Goals – Long Term

Based on this self-assessment process, please describe what you believe are the three changes that your community could realistically make in the next **three to five years** that would make it even easier for people to be more active.

1. _____

_____

2. _____

_____

3. _____

_____

Walkability Checklist

How walkable is your community?
www.walkableamerica.org/checklist-walkability.pdf

Bikeability Checklist

How bikeable is your community?
www.bicyclinginfo.org/pdf/bikabilitychecklist.pdf

Active Neighborhood Checklist

A tool to assess street-level features of the neighborhood environment related to physical activity.
www.activelivingresearch.org/files/Protocol_ActiveNeighborhoodChecklist.v2.pdf

Complete Streets Workbook

How to implement complete streets policies:
www.completestreets.org/webdocs/resources/cs-policyworkbook.pdf

Policy Examples to Support Physical Active Communities

www.commerce.wa.gov/Services/localgovernment/GrowthManagement/Growth-Management-Planning-Topics/Pages/Transportation.aspx

Website Resources

Guidelines and Recommendations

National

- Active Living Research: www.activelivingresearch.org/taxonomy/transportation
- Active Living and Social Equity) – International City/County Management Association's E-Library: http://icma.org/en/icma/home
- Association of Metropolitan Planning Organizations: www.ampo.org/
- Behavioral Risk Factor Surveillance System www.cdc.gov/brfss/
- Feet First: http://feetfirst.org/
- Guidelines and Recommendations to Accommodate Older Drivers and Pedestrians (PDF – 472 Kb): www.fhwa.dot.gov/publications/research/safety/humanfac/01051/index.cfm
- International Council on Active Aging: www.icaa.cc/
- Local Government Commission: www.lgc.org/
- National Blueprint: Increasing Physical Activity Among Adults Aged 50 and Older: www.agingblueprint.org/
- National Center for Walking and Bicycling: http://bikewalk.org/
- National Coalition for Promoting Physical Activity: www.ncppa.org/
- National Physical Activity Plan: http://nationalphysicalactivityplan.org/
- Ped Safe: www.walkinginfo.org/pedsafe/
- Pedestrian & Bicycle Information Center: www.walkinginfo.org/
- Promoting Active Living Communities—a Guide to Marketing and Communication: www.activelivingbydesign.org
- Smart Growth at the Frontier: Strategies and Resources for Rural Communities (PDF – 3.0 Mb): www.activelivingbydesign.org/events-resources/resources/smart-growth-frontier-strategies-and-resources-rural-communities
- Smart Growth Online: www.smartgrowth.org/
- Urban Land Institute: www.uli.org/

Washington State

- Behavioral Risk Factor Surveillance System for Washington State www.doh.wa.gov/DataandStatisticalReports/HealthBehaviors
- Washington State Department of Transportation: www.wsdot.wa.gov/

Data Resources

- U.S. Physical Activity Statistics: www.cdc.gov/nccdphp/dnpa/physical/stats/index.htm
- International Physical Activity Questionnaire: https://sites.google.com/site/theipaq/
- Adult Participation in Recommended Levels of Physical Activity – United States, 2001 and 2003: www.cdc.gov/mmwr/preview/mmwrhtml/mm5447a3.htm
- Trends in Leisure-Time Physical Inactivity by Age, Sex, and Race/Ethnicity – United States, 1994–2004: www.cdc.gov/mmwr/preview/mmwrhtml/mm5439a5.htm

Evidence-based Strategies

- The Guide to Community Preventive Services: www.thecommunityguide.org/pa/index.html
- The Effectiveness of Interventions to Increase Physical Activity: A Systematic Review (Kahn et al, 2002) (PDF – 3.13 Mb): www.thecommunityguide.org/pa/pa-ajpm-evrev.pdf

Evaluation

- The Physical Activity Evaluation Handbook: www.cdc.gov/nccdphp/dnpa/physical/handbook/pdf/handbook.pdf

Professional Development Resources

- Physical Activity and Public Health Course: www.sph.sc.edu/paph/
- USC Prevention Research Center Notes and The Physical Activity and Public Health On-Line Network: http://prevention.sph.sc.edu/newsletters.htm

Footnotes

1. 2005 Amendments to the Growth Management Act (GMA) added that the Land Use Element should consider land use planning approaches that promote physical activity. Guidance is at WAC 365-196-405(2)(j).
2. In Clark, King, Kitsap, Pierce, Snohomish, and Thurston Counties, if an analysis shows that planned residential densities are not being reached as land develops, then jurisdictions must pursue housing strategies and innovative techniques to promote higher densities within urban growth areas (UGAs) RCW 36.70A.215 and WAC 365-196-315.
3. 2005 Amendments to the GMA require a bicycle and pedestrian component in the transportation element of a comprehensive plan RCW 36.70A.070(6)(a)(vii). This could identify goals for bicycle and pedestrian transportation, inventory existing pedestrian and bicycle facilities, identify deficiencies, and plan improvements. Improvements could be focused on safe routes to school and/or hazard areas, and should be funded in capital facility or transportation improvement plans. Guidance on meeting the requirement is WAC 365-196-430(2)(j).
4. RCW 36.70A.070(6)(a)(iii)(A) requires an inventory of air, water, and ground transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports. WAC 365-196-430(2)(c) provides recommendations for meeting inventory requirements.
5. A park and recreation element [RCW 36.70A.070(8)] is not required because the state has not provided funding to assist in developing it. However, park, recreation, and open space planning are GMA goals, and it is important to plan for and fund these facilities. A plan should include goals and policies to guide decisions regarding facilities, and estimates of park and recreation demand for at least a ten-year period based on adopted levels of service and population growth [RCW 36.70A.070(8)(a)], and an evaluation of intergovernmental coordination opportunities to provide regional approaches for meeting park and recreational demand [RCW 36.70A.070(8)(c)]. Guidance is at WAC 365-196-440.
6. RCW 36.70A.160 requires that a comprehensive plan identify open space corridors within and between urban growth areas, including lands useful for recreation, wildlife habitat, trails, and connection of critical areas. RCW 36.70A.150 requires that the plan identify lands useful for public purposes such as utility corridors, transportation corridors, . . . stormwater management facilities, recreation, schools, and other public uses. Guidance is at WAC 365-196-315 and WAC 365-196-340.
7. Goal 3 of the GMA [RCW 36.70A.020(3)] is to encourage compact urban development. Subdivision regulations should support an efficient transportation system and other appropriate infrastructure. Standards to promote transit and pedestrian-friendly developments, such as pedestrian connections and grid-pattern streets should be considered.

8. Washington's subdivision statute [RCW 58.17.110(2)(a)] requires written findings of adequate streets, sidewalks, alleys, transit stops, and other features that assure safe walking conditions for students before a development is approved. Guidance is at WAC 365-196-820.
9. RCW 36.70A.070(6)(a)(vi) requires traffic demand management (TDM) strategies consistent with the comprehensive plan. Examples include: 1) new development is oriented towards transit streets, or 2) bicycle and pedestrian connections from developments to street and trail networks. Guidance is at WAC 365-196-430(2)(i).
10. Centrally located facilities should need less parking as transit, bicycle and pedestrian access should be improved, and the need for a car should be less.
11. If impact fees are authorized by RCW 82.02.050(4), the public facilities for which money is to be collected and spent on should be included in the capital facilities element and funds are to be spent within six years. Guidance is at WAC 365-196-850.
12. Washington's subdivision statute RCW 58.17.110(2)(a) requires written findings of adequacy of open spaces, parks and recreation, and playgrounds before a subdivision is approved.
13. The concurrency requirement may or may not be in a separate ordinance, but should include specific language that prohibits development when level of service standards for transportation facilities cannot be met. RCW 36.70A.070(6)(b), WAC 365-196-840.
14. Local governments are encouraged by RCW 47.04.320 to adopt a jurisdiction-wide complete streets ordinance that plans for the needs of all users and is consistent with sound engineering principles. The complete streets ordinances should: 1) Promote healthy communities and reduce chronic disease by encouraging walking, bicycling, and using public transportation; 2) Improve safety by designing major arterials to include features such as wider sidewalks, dedicated bicycle facilities, medians, and pedestrian streetscape features, including trees where appropriate; 3) Protect the environment and reduce congestion by providing safe alternatives to single-occupancy driving; and 4) Preserve community character by involving local citizens and stakeholders to participate in planning and design decisions.
15. Resources for American Disabilities Act (ADA) Accessibility Guidelines can be viewed at: www.access-board.gov/ada-aba/adaag.cfm
16. An access management program to reduce the number of driveways and crossings can provide many benefits without adding asphalt. It can reduce crashes, increase roadway capacity , and reduce travel delay. WSDOT provides technical assistance for managed access highways, but the same priniciples apply to local arterials.
17. RCW 36.81.121 (for counties) and RCW 35.77.010 (for cities and towns) state that a 6-year transportation program shall include any new or enhanced bicycle or pedestrian facilities identified pursuant to RCW 36.70A.070(6) or other applicable changes that promote non-motorized transit.

18. RCW 46.61.261 and 235 require drivers and bicyclists to yield to pedestrians on sidewalks and in crosswalks.
19. RCW 70.94.521 through 555 affect the state's most traffic congested areas Employers with more than 100 employees arriving between 6:00 and 9:00 a.m. are required to develop a commuter program designed to achieve reductions in vehicle trips and vehicle miles traveled and offer benefits such as subsidies for transit fares, flexible work schedules and work from home opportunities.
20. WAC 392-151-025 requires suggested walk route plans to be developed for each elementary school that has students that walk to and from school. Responsibility for these assigned by WAC 392-151-015.
21. RCW 46.61.385 authorizes school districts to set up both student and adult safety patrols. WAC 392-151 provides details on school safety patrols include the make up of safety advisory committees.
22. Ibid.
23. RCW 28A.335.150 Boards of directors of school districts are authorized to permit the use of, and to rent school playgrounds, athletic fields, or athletic facilities, by, or to, any person or corporation for any athletic contests or athletic purposes. Permission to use and/or rent said school playgrounds, athletic fields, or athletic facilities shall be for such compensation and under such terms as regulations of the board of directors adopted from time to time so provide. 28A.335.155 In order to facilitate school districts permitting the use of school buildings for use by private nonprofit groups operating youth programs, school districts shall have a limited immunity in accordance with RCW 4.24.660. Nothing in RCW 4.24.660, including a school district's failure to require a private nonprofit group to have liability insurance, broadens the scope of a school district's liability. [1999 c 316 § 2.]

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For persons with disabilities, this document is available on request in other formats.
To submit a request, please call 1-800-525-0127 (TDD/TTY 711).

Washington State Department of Health

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Department of Commerce
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Washington State Department of Transportation