



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Agenda

### City Council

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Tuesday, February 9, 2016

6:30 PM

Community Room

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#### Study Session

#### Joint Study Session - City Council and Planning Board

#### Study Session Topics

1. RTD Mineral Station Area Plan Presentation
2. Streetscape Presentation
  - a) [ID# 16-21](#) Study session on the Downtown and Littleton Boulevard Streetscape Project  
  
Attachments: [Scope of Work - Charlier Dec 2015](#)
3. Ensor Update and Future Planning Discussion

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.



**Staff Communication**

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**File #:** ID# 16-21, **Version:** 1

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Agenda Date: 2/9/16

Subject:

Study session on the Downtown and Littleton Boulevard Streetscape Project

Presented By: Jocelyn Mills, Community Development Director

**POLICY QUESTION:**

Does city council support the Downtown and Littleton Boulevard Streetscape project scope of work and the associated appropriation for the project?

**BACKGROUND:**

Attached is the contract and scope of work for the Downtown and Littleton Boulevard Streetscape project. The proposal is to contract with Charlier Associates and their team to undertake the project.

Earlier this year, the firm of Civitas was being considered for assisting the city with the streetscape project. The budget for the project was \$200,000. At that time, the focus was on the street improvements and traffic. Upon further evaluation and research, staff is proposing to shift the scope of the project to include visioning, functionality, technical aspects of the rights of way in Downtown and along the Littleton Boulevard corridor. The budget remains the same.

The goals of the streetscape project are to partner with stakeholders and community members to establish a roadmap to ensure Littleton's Downtown continues to thrive, and to enhance the Littleton Boulevard corridor. Specific objectives include the following:

1. Focus on Littleton's unique character
2. Strategize connectivity, access and circulation, including parking in downtown
3. Integrate transportation with land use
4. Establish street improvements (including street furniture, trees, lighting, etc.)
5. Create an action-oriented strategic approach for future improvements

**STAFF ANALYSIS:**

Through a variety of workshops, field walks, and community dialogues the project will be conducted. Final recommendations, including graphics showing conceptual designs for selected Downtown and Littleton boulevard blocks, will outline multimodal (vehicles, transit, bikes, pedestrians) functionality, parking strategies, roadway safety improvements, and land use analyses. Each component of the project (outlined in the scope of work as "tasks") will build upon the prior step to create a complete approach to address the streetscape/s for Downtown Littleton and the Littleton Boulevard corridor.

Please note on page 7 of the scope of work a timeline is identified. If the project proceeds, these dates will be revised. The important component of this page is to outline the steps of the processes and to understand the timing associated with each task. In totality, the project timeframe is seven months from start to completion.

**FISCAL IMPACTS:**

To appropriate \$200,000 for this project from the 2016 capital projects fund.

### Notes:

1. Our proposed project approach is based on three guiding ideas:

***Inspiration.*** Downtowns are important and sensitive places. Elected officials, merchants and other downtown stakeholders, as well as the general public, all feel strongly about both Downtown Littleton and the Littleton Boulevard corridor, but may have different ideas about what should happen there. No two Downtowns are alike, and the unique character and history of Downtown Littleton must be understood and used to guide this project. We believe an approach that is sensitive to how people feel about Downtown's character and history, but at the same time builds an inspiring vision for what Downtown could be in the future will enable people to move beyond disagreements to arrive at a plan of action with enough support to enable the City to move forward on key actions and projects.

***Innovation.*** The design tools and methodologies we use today have advanced far beyond what was available just ten years ago. Our ability to present design ideas in a compelling, realistic way allows us to clarify alternatives and enables stakeholders to accurately visualize choices. Our understanding of how multimodal transportation strategies can be guided by community objectives is generations beyond the "predict and provide" techniques of the traffic planning era. We propose to use innovative tools and methods to accelerate and simplify the development of recommended plans and projects, setting the stage for City decisions and implementation.

***Transparency.*** It can be difficult to have a productive discussion about policies and plans if we are still debating facts and rumors. We believe a path to progress in Downtown Littleton and along Littleton Boulevard can be built on an informed public discussion of desired outcomes, alternatives and choices. This will require that elected officials, stakeholders, City staff, and the general public be empowered to participate in development of plans and designs. We will work with staff to use the City's existing website features (Click & Fix, Calendar of Events, Agendas and Videos, Rumor Guard, eConnect, The Littleton Report, etc.) to open this project to public view and participation. By designing documents in web-ready format, by making data available in a Transportation Data Book, and by using advanced presentation tools, we will enable and support an informed public discussion. The public events and activities we are proposing will also rely on the simple idea that getting together with other citizens should be fun and rewarding.

2. Geographic boundaries of this project will be:

"Downtown Littleton" (Tasks 1 – 4) will encompass an area bounded on the west by Santa Fe Drive, on the east by the railroad corridor, on the south by the convergence of the railroad corridor and Santa Fe Drive (including the Arapahoe Community College campus), and on the north by West Berry Avenue, but including the municipal campus.

"Littleton Boulevard" (Tasks 1, 2, 5 and 6) will include that section of the West Littleton Boulevard corridor from its intersection with W. Main and W. Alamo on the west to South Broadway on the East .



### Task 1. Project Kick-Off

The Consultant will initiate work on the project with a round of discovery, risk identification and desired outcomes meetings. This will include a meeting with City staff, a meeting with the downtown merchants' association and an initial City Council briefing. As part of this task, a Partners Committee will be formed and will meet once or twice, as needed. A preliminary list of partners would include Arapahoe Community College, RTD, CDOT, Arapahoe County, and the Downtown Merchants Association.

Event 1: project kick-off meetings – City Council, Project Partners, Downtown Merchants

### Task 2. Pedestrian Vision Workshop

With oversight and assistance from the City, the Consultant will plan and conduct a “pedestrian vision workshop” focused on Downtown and Littleton Boulevard. The workshop will be led by Dan Burden (Blue Zones) and will begin with a day of “discovery,” including preparatory discussions and field work. The second day will be devoted to “visioning.” This will begin with focus group meetings and technical group field walks. Later in the day we will guide a community working group through the process of arriving at a collective vision. While the vision will be focused on pedestrian opportunities we also will encourage the community to envision the future more broadly – what is unique and valuable about these areas today? what kind of places should they be? and what are some issues and opportunities for enhancement?

Event 2: Pedestrian Vision workshop with field walks and related activities

- *Task 2 Deliverable: Blue Zones will produce a recommendations report, which will include photo-realistic images of the vision for Downtown and Littleton Boulevard.*

### Task 3. Parking Audit and Workshop

The Consultant will conduct a parking study of the downtown in three phases.

#### Subtask 3.1 Update Parking Inventory

The Consultant will undertake an update and expansion of the City's existing downtown parking inventory. Parking supply will be classified by public and private ownership, by location (on-street, off-street), and by time limit designation. Inventory data will be compiled and mapped.

- *Subtask 3.1 Deliverable: Updated parking inventory – data and map.*

#### Subtask 3.2 Parking Audit

The Consultant will conduct field audits – utilization counts – to determine how the available parking supply in downtown is being used. The field audits will provide accumulation curves, turnover and duration summaries, and shortage/surplus mapping. Two field audits will be



conducted: first, on a Thursday and Friday during the peak Christmas shopping season (mid-December, 2015), and again on a Thursday and Friday during a slower week of January (2016).

Event 3: parking field counts – December and January

- *Subtask 3.2 Deliverable: Parking audit – data and maps.*

### Subtask 3.3 Parking Workshop

The third phase of Task 2 will be a parking workshop for Downtown stakeholders, elected and appointed officials, City staff, and the general public. The workshop will begin with a “Parking Best Practices” evening forum, followed the next day by a technical “Parking Opportunities and Solutions” stakeholder workshop. The outcome of this workshop will be a parking “action plan and next steps memo” detailing actions the City will take to implement ideas coming out of the workshop. The memo will address potential updates of the zoning code (parking), enforcement systems, time limits, and other topics as appropriate and will chart a course of action for the City to follow over time to implement agreements emerging from the workshop.

Event 4: Evening public forum and Downtown parking stakeholder workshop

#### Task 3.3 Deliverables:

- *Public forum presentation – PowerPoint*
- *Parking action plan and next steps memo.*

## Task 4. Downtown Access and Circulation Plan

The Consultant will develop a multimodal Access and Circulation Plan (ACP) for Downtown with connection along Littleton Boulevard.

### Subtask 4.1. Multimodal Networks

The ACP will take an integrated, multimodal approach to ensure Downtown Littleton today and in the future will be served by a complete, connected network, including Littleton Boulevard.

Transit. The ACP will evaluate current and future RTD transit service to, from and within the Downtown area and along Littleton Boulevard. Routes and access points (bus stops and the downtown rail station) will be mapped and described. Data on service levels and ridership will be acquired and analyzed. The Consultant will address “first and last mile” needs for access to and from transit. The ACP will develop recommendations for future actions by the City to encourage good transit service to and within Downtown and along Littleton Boulevard, including bus stop improvements, and other access enhancements.

Bicycle. The Consultant will evaluate bicycle access and circulation needs to, from and within the Downtown area and along Littleton Boulevard. A future bicycle network linking the Downtown to regional recreational trail corridors (including the South Platte, Centennial Link



and Littles Creek trails) will be mapped. The 2011 City of Littleton Bicycle and Pedestrian Master Plan will serve as a base reference for this work. The Consultant will evaluate on-street routing through and within the Downtown and will recommend future infrastructure projects to complete a safe bicycling network. Design prototype drawings suitable to Downtown Littleton will be prepared for future use in project design and development.

**Pedestrian.** Outcomes from the Task 1 pedestrian visioning work, including the recommendations developed by Blue Zones, will be incorporated into a pedestrian action plan. Specific capital investments will be prioritized taking into account universal access needs (including ADA provisions), accident data, and transit access needs, among other factors. The ACP will be based on a “pedestrian first” concept that integrates all of the travel modes, creating a Downtown and Littleton Boulevard that encourages and rewards walking, with the goal of enhancing economic vitality and the status of Downtown Littleton as a regional shopping and entertainment destination.

**Traffic.** The ACP will address vehicular traffic and truck circulation and access within the Downtown and into the Downtown along Littleton Boulevard, taking into account recommendations contained in the Next Steps Parking Memo from Task 2. Traffic flow data, the current signal timing regimen, CDOT plans for changes to US 85 (Santa Fe Drive), accident data and other information will be integrated in a comprehensive analysis of how Downtown Littleton’s streets are functioning and what improvements or changes should be considered. The underlying concept will be to help the City enhance connectivity in a manner that ensures convenient circulation and access within the Downtown, with safe, low-speed streets that encourage walking, bicycling and use of transit.

*Task 4.1 Deliverable:*

- *Transportation Data Book – trends, plans and projects.*
- *Integrated multimodal network maps – bicycle, transit, motor vehicle.*

**Subtask 4.2. Access and Circulation Action Plan**

Results from the work in Subtask 3.1 will be compiled into a prioritized ACP “Action Plan” with “Immediate” (3-year), “Near Term” (2025), and “Long Term” (2040) capital projects, as well as needed ordinances, plans and studies, and other implementation actions from Tasks 1, 2 and 3. Based on the outcomes of Tasks 1, 2 and 3, the Consultant will work with the City to identify a priority set of four to six Downtown blocks, and a prototype block or two of Littleton Boulevard for which streetscape enhancement concepts will be developed in Task 4. The Plan document will be designed to be web-ready with a strong graphic orientation and clear, action-oriented style that ties actions to expected outcomes.

Event 5: Council presentation – Downtown Access and Circulation Action Plan

*Task 4.2 Deliverable:*

- *Prioritized Action Plan Document.*



### Task 5. Downtown Streetscape Prototype Development

The intent of this Task will be to develop design strategies that will enable the City to gradually transform the Downtown grid into a network of attractive, pedestrian-oriented streets with high quality urban design features and details that form a distinct street-level environment for this unique and regionally-prominent place.

#### Subtask 5.1. Space Allocation and Alternative Design Ideas

The Consultant will identify initial design elements and layout alternatives (plan-view drawings, design detail drawings and perspectives) for the selected blocks. The design team will develop concepts to resolve technical issues including alternative uses of the space within the “street rooms” (building face to building face), on-street parking format, pedestrian crossings, lighting, trees, and amenities. To help people envision the design ideas and alternatives, the team will develop “before and after” visuals based on existing photos that we will sketch over to show different design concepts. These are quick to produce and effective with communicating ideas much better than is possible with plans and sections.

The overall intent of Task 5 will be to identify attractive placemaking ideas and design concepts that would enhance Downtown as a walkable local and regional destination and but would also be consistent with the authentic character and history of Downtown Littleton. These will be compiled in a web-ready package of images (slide show) for public viewing and consideration.

Event 6: Open house and tour – “Out and About in Downtown Littleton”

#### Task 5.1 Deliverable:

- *Design Concepts and Layouts (plan-view drawings, design details and perspectives).*

#### Subtask 5.2. Concept Design Report

Based on stakeholder review and City guidance, the Consultant will develop recommended conceptual designs (30% plans) for the selected Downtown blocks. Plan-view drawings, illustrative perspectives, and design detail drawings will be developed to a “final-design-ready” level of detail. In this context, “final-design-ready” means street and sidewalk cross-sections are shown in detailed plan-view drawings and perspectives, parking orientation and layout is clearly shown, and placement of vertical elements, vegetation, amenities and other streetscape features are clearly shown. Construction cost estimates will be prepared based on these drawings. This information will be compiled in a Concept Design Report that will set the stage for the City to arrange project funding and move into final design, bid letting and construction.

#### Task 5.2 Deliverable:

- *Concept Design Report – Prototype Downtown Streetscapes*





### **Task 6. Littleton Boulevard Concept Plan**

West Littleton Boulevard is not a bad street by Denver region standards. The center median, landscaping, pedestrian features and intersection layouts are already of a quality that is above the norm for this metro area. Sidewalks are present and modern universal design/ADA accessibility designs have been implemented at many intersections and driveways. The street environment is generally attractive, although dominated by the motor vehicle presence and by the prevailing traffic speeds. This task will explore the potential for further enhancement of this important corridor, defining what the next generation of improvements might be.

#### **Subtask 6.1. Great Streets Evaluation**

The Consultant will develop a brief slide show/presentation communicating what the state of the art is for “complete streets” planning and design and a brief identification of issues and opportunities for the corridor. The theme for this work will be “what constitutes a ‘great street’ in North America today?” Then, the Consultant will help the City identify two short prototype sections (one or two blocks each) of Littleton Boulevard for further analysis and design concept development.

##### *Task 6.1 Deliverable:*

- *Great Streets Presentation.*

#### **Subtask 6.2. Concept Design Report**

Based on stakeholder review and City guidance, the Consultant will develop recommended conceptual designs (30% plans) for the selected prototype blocks. Plan-view drawings, illustrative perspectives, and design detail drawings will be developed to a “final-design-ready” level of detail. The design analysis will address such challenges as attached sidewalks, wide driveways, offset intersections, outdated pedestrian curb ramps, high-speed turn radii, the 35 mph speed limit, and the evolving adjacent land uses and site design. As described in Task 5, we will develop photo-realistic depictions of alternative concepts to help people envision what the possibilities are. The intended outcome for Task 6 will be to set the stage for further design development of next-generation improvements to Littleton Boulevard.

Event 7: Council presentation – design opportunities – Downtown and Littleton Boulevard

##### *Task 6.2 Deliverable:*

- *Concept Design Report – Littleton Boulevard Prototype Sections.*

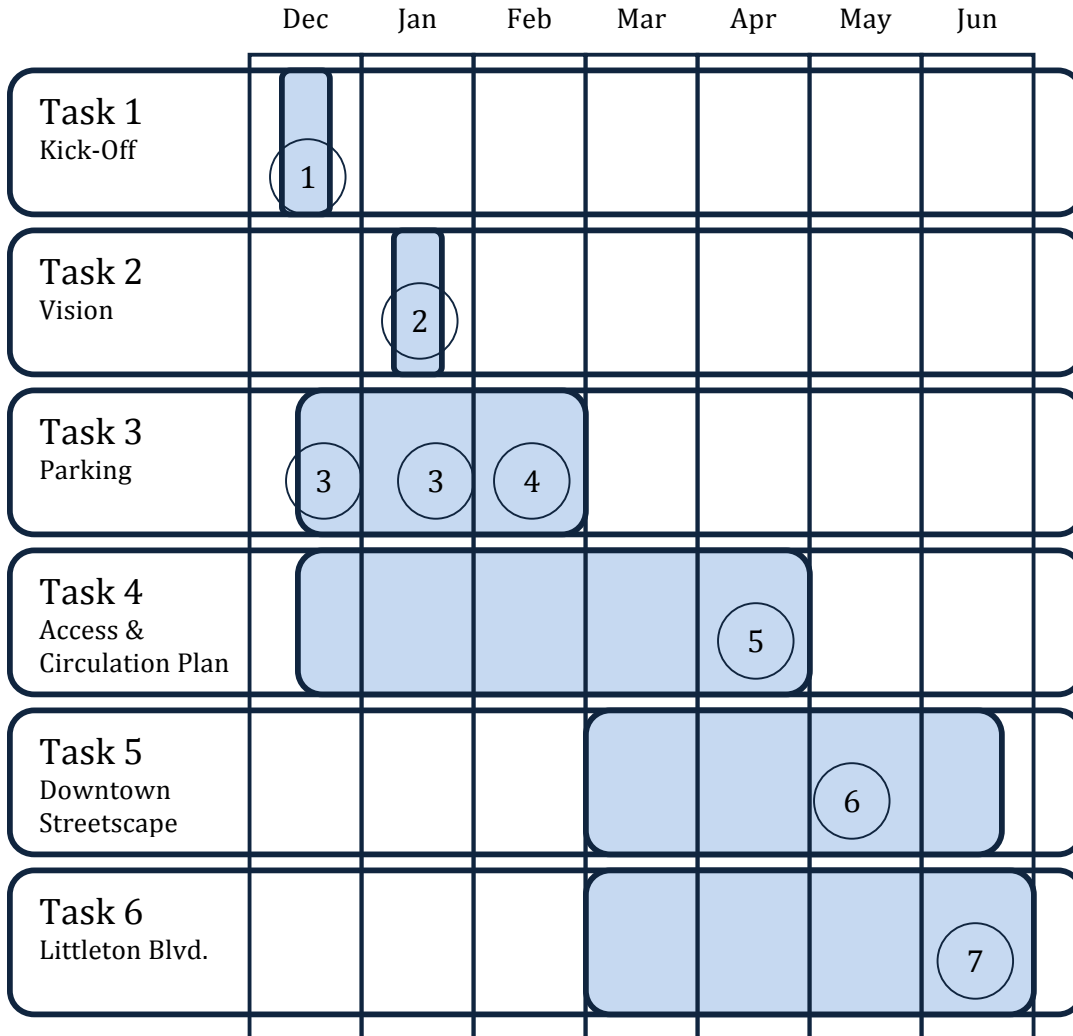


# Proposed Scope of Services, Schedule and Budget

## Downtown Littleton Access and Circulation Plan

December 8, 2015

### Proposed Project Schedule



e events



**Budget**

<b>TASK</b>	<b>Budget</b>
<b>1</b>	\$ 1,500
<b>2</b>	\$ 19,000
<b>3</b>	\$ 22,000
<b>4</b>	\$103,500
<b>5</b>	\$ 28,000
<b>6</b>	\$ 18,000
<b>Total</b>	<b>\$200,000</b>



### Team Roles and Qualifications

The proposed team is comprised of three firms:

- Charlier Associates, Inc. – transportation planning
- StudioINSITE – urban design, landscape architecture, architecture
- Blue Zones – pedestrian environments, urban transformation

Charlier Associates will:

- serve as the prime contractor, managing the team on behalf of the City;
- lead the public process;
- conduct the parking work and parking workshop;
- develop the Access and Circulation Plan; and,
- guide the streetscape and urban design.

Studio Insite will:

- lead the Downtown and Littleton Boulevard streetscape design; and,
- develop streetscape design concepts for both Downtown and Littleton Boulevard.

Blue Zones will:

- lead the pedestrian vision workshop; and,
- develop pedestrian recommendations for Downtown.

**Charlier Associates, Inc.** (CAI) is a multimodal transportation planning firm based in Boulder, CO, with clients throughout North America. CAI has long experience helping cities address access and circulation needs in their downtowns. Examples include: Denver, Boulder, Greeley, Glenwood Springs, Breckenridge, Arvada, Aspen, Steamboat Springs and Grand Junction in Colorado, as well as Redmond WA, Bainbridge Island WA, Honolulu HI, Lihue HI, Salt Lake City UT, Jackson WY, Cheyenne WY, Scottsdale AZ and Nashville TN. [www.charlier.org](http://www.charlier.org)

**StudioINSITE** (SI) is a Denver-based urban design and landscape architecture firm with a long list of design awards and honors. The firm's practice is focused on helping clients create meaningful and memorable places. Recent Denver-area examples of placemaking successes include Cherry Creek North (Clayton Lane street and streetscape design), downtown Denver (14<sup>th</sup> Street Redevelopment – street and streetscape design), master planning of the 15-acre TAXI site in RiNo (Denver's River North district), and providing Phase II urban redesign recommendations for the 16<sup>th</sup> Street Mall. SI applies a unique philosophy to place design: listening to people describe the essential character and history of urban neighborhoods; turning that information into a narrative about the place; and, then using the narrative to guide design. [www.studio-insite.com](http://www.studio-insite.com)

**Blue Zones** (BZ) is a community well-being improvement initiative designed to make healthy choices easier through permanent improvements to environment, policy, and social networks. Dan Burden has decades of experience helping communities transform themselves into walkable places and is perhaps the most widely-known and widely-traveled urban transportation expert in North America. [www.bluezones.com](http://www.bluezones.com)

