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# MEMORANDUM

**DATE:** January 15, 2021  
**TO:** Maggie Bergeron  
**CC:** Julie Fulgham, Jay Keen  
**FROM:** Jim Harvey, Peter Barrilleaux  
  
**RE:** Task 4.1 Update – Initial Catalogue of Codes and Policies

## Introduction

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This memo outlines the progress for *Task 4.1 – Evaluation of Transportation Policies and Code* for the City of Victoria Thoroughfare Master Plan (TMP). The project team has compiled a list of policies, codes, and design standards that are relevant to the TMP, referred to as “the list” (see attached excel spreadsheet). The list is currently being used to (1) identify gaps and inconsistencies between documents and (2) evaluate City policies against industry best practices to support continuous improvement of City policies/codes. These two steps will generate a deliverable containing a list of existing City of Victoria policies/codes that meet industry best practices and should remain in practice moving forward, as well as recommendations for policy/code change for those deemed in need of revisions to meet the final TMP vision. The following sections serve to provide the City of Victoria and Victoria MPO staff a better understanding of the list’s contents and purpose of the ongoing review.

## Document Review

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Consistency between policy and code language is essential for the implementation and maintenance of an effective roadway network. Further to this, effective policy and code ensures that clear guidelines exist to provide intuitive instruction for decision makers and planning partners to follow. To identify gaps and inconsistencies in the City of Victoria’s policies and codes relevant to the TMP, the project team used the following categories (**Table 1**):

**Table 1 Policy Categories and Definitions**

Category	Definition
Access Management	Design standards that promote roadway safety and mobility via defining access locations, roadway design, spacing, and traffic operations.
Active Transportation	Policies and infrastructure that promote non-motorized modes of transportation.
Complete Streets	Policies and design standards that provide users of all ages and abilities with transportation infrastructure to move through the space, regardless of mode.
Road Types	Definitions of roadway classification.
Street Design	Design standards and diagrams illustrating roadway layout and design.



## Preliminary Observations

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**Table 2** outlines the documents included in the list and briefly describes the number and type of policies contained within each document. This table serves to provide a summary of the full list of documents currently under review. Through the preliminary screening and catalogue development of these documents the following preliminary observations were made:

- The Design Standards and Standard Details document contains several diagrams referencing street and sidewalk design relevant to the TMP update; it is critical to make sure all relevant standards/diagrams are included in the evaluation.
- While the Future City Comprehensive Plan mentions Complete Streets, the plan does not outline policies or codes for Complete Streets implementation. Complete Streets considerations are omitted from all other existing policy/code documents.
- It should be noted that the Site development Plan and Subdivision Ordinance Plan contain many of the same policies/codes. Future recommendations should update both to maintain consistency across documents.
- Inconsistencies were identified in the language used to describe roadway classifications in the City of Victoria Existing City Comprehensive Plan and the Residential Street Improvement Plan.



**Table 2 List of Documents and TMP Policies Categories**

Document Name	Date	# of Policies	Category of TMP	Policy Description
Design Standards and Standard Details	2018	22	Street Design	Horizontal and vertical street alignment; intersection design; medians; curbing; driveways; gutters; traffic sign detail.
		1	Active Transportation	Sidewalks.
City of Victoria Public Works Standard Specifications	2013	9	Street Design	Limestone pavement; concrete section; driveways; curbs; roadway marking; reflective markers.
		3	Access Management	Traffic control and regulation; embankment; installation of traffic signals.
		2	Active Transportation	Concrete sidewalks and installation of pedestrian pushbuttons.
City of Victoria Existing City Comprehensive Plan	2015	1	Road Type	Road classifications.
City of Victoria Future City Comprehensive Plan	2016	1	Complete Streets	Complete Streets definition.
Residential Street Improvement Plan	NA	1	Street Design	Street standards diagram.
		1	Road Type	Road classifications.
City of Victoria Driveway Construction	2014	12	Access Management	Maximum number of driveways; location of driveways; driveway width; driveway curb radii; driveway internal storage (queuing space) requirements; intersection angles; maximum driveway grade; one-way and circular driveways; nonconforming driveway.
City of Victoria Site Development Ordinance	2016	7	Street Design	Site plan and off-street parking.
City of Victoria Storm Drainage Master Plan	2007	1	Street Design	Concerns regarding storm water ponding in the streets.
City of Victoria Subdivision & Development	2016	17	Street Design	New streets or street extensions; existing streets; thoroughfares; developer to install improvements; driveways; bridges; street design principles generally; railroad rights-of-ways; reserve strips; street names; streets and drainage; off-street parking requirements.
		9	Access Management	Circulation; intersections; dead-end streets; stubbed streets; cul-de-sacs; access to arterials; frontage; alleys; easements.
		6	Active Transportation	Sidewalks and streetlights.



## Next Steps

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Next steps include the City of Victoria and Victoria MPO staff reviewing the list to ensure all relevant documents have been included in the catalog and that all relevant information within said documents has been pulled to be evaluated. Once the list has been finalized, ATG will begin identifying recommendations regarding each policy and creating an updated list containing policy and regulatory updates to enhance the transportation system and help implement the TMP. Based on the review, the ATG roadway team will develop recommendations on which documents to keep as-is, revise, remove, or replace. These updates will then be presented to the project team and Technical Committee for review and feedback.