

## **VFHK Sample Policy**

### **Complete Streets**

The sample Complete Streets policy below provides model language for an official policy to create Complete Streets that are safe and convenient for diverse users and all modes of transportation. The policy works towards the creation of a safe multimodal transportation network by requiring that every road construction and reconstruction project makes a transportation network safe and comfortable for all users, preferably with an emphasis on implementation within communities that have historically been underserved. A Complete Streets approach requires that all users of all ages, incomes, abilities and disabilities – drivers, pedestrians, bicyclists, and people using public transit – be considered in all roadway construction, repair, and even routine maintenance (such as paving and painting) and reconstruction.

The language written in [*italics*] provides different options or explains the type of information that needs to be inserted in the blank spaces to customize the policy. While the model is designed as a statute, there are many different options for enacting a Complete Streets Policy. It can be achieved through legislation, executive order, or agency rulemaking at the state or local level, or through the Metropolitan Planning Organization, Regional Planning Commission, or other elected/administrative body that oversees transportation policies.



especially dangerous for pedestrians, bicyclists, t



7. “Transportation Project” means the construction, reconstruction, resurfacing, repair, restoration, rehabilitation, and/or other to street

3. This Policy applies to all Transportation Projects [*statewide/ countywide/ citywide/ regionwide*], but the [*State/ County/ City/ Region*] shall prioritize Policy implementation in Low-Income Communities, Moderate-Income Communities, and Priority

## **SECTION 5. Implementation**

1. Within [*X timeframe*] of Policy adoption, [*appropriate implementing agency(ies), such as Department of Transportation, Department of Public Works, Department of Planning*] shall establish a plan to address short-term and lo

***Comment:*** *The primary role of a Complete Streets committee is to create an*

- a. The Committee shall be supported by *[implementing agency(ies)]* staff, and shall consist of *[#]* members, with the following composition:
  - i. *[Insert composition requirements]*
- b. Duties of the Committee shall include:
  - i. Establishing Complete Streets performance measures;
  - ii. Reviewing and approving/denying Complete Streets exceptions requests;
  - iii. Receiving *[bi-weekly/monthly/quarterly/semi-annual]* reports on Complete Streets implementation;
  - iv. Reviewing and making recommendations regarding Complete Streets priority areas for investment and improvement, with a focus on Low-Income Communities, Moderate-Income Communities, and Priority Communities;
  - v. Reviewing the annual Complete Streets implementation report and providing related feedback and recommendations to *[implementing agency(ies)]* regarding areas of strong progress, needs for improvement, and equity considerations.
  - vi. *[Insert additional duties if needed]*
- c. The Committee shall meet at least *[monthly/quarterly]*. Meetings of the Committee shall be advertised, open to the public, held in accessible locations, and include the opportunity for public comment.



6. The *[implementing agency]* shall offer annual training opportunities to staff, Committee members, community leaders, and the general public so that everyone understands the importance of Complete Streets. Training topics can include, but are not limited to, Complete Streets design and implementation, community engagement, and health equity. The *[implementing agency]* may contract with an outside vendor with appropriate expertise to organize and provide these training opportunities.

## **SECTION 6. Performance Measures**

1. To evaluate Policy implementation and assess how well the transportation network is serving all users, the Complete Streets Committee, in consultation with the *[implementing agency(ies)]*, shall establish performance targets and identify performance measures. The performance measures shall be established within *[X timeframe]* after the Committee has been established.
  - a. In choosing performance measures, the Committee shall consider data availability and strategies for systematic collection of data over time.
  - b. The Committee shall consider both quantitative and qualitative performance measures, and shall include performance measures that track progress on equitable implementation in Low-Income Communities, Moderate-Income Communities, and Priority Communities.
  - c. Performance measures shall include, but are not be limited to:
    - i. Changes to the transportation planning process to make Complete Streets a routine part of day-to-day decision making.
      1. Progress in reviewing/revising plans, policies, design guidelines, decision-making frameworks, and other relevant documents and procedures to address Complete Streets requirements
      2. Number of people trained, and hours of training offered annually to staff, Committee members, community leaders, and the general public related to Complete Streets.
      3. Progress in engaging the public, with special focus on residents in Low-Income Communities, Moderate-Income Communities, and Priority Communities.

ii. New Complete Streets investments.

1. Percentage of new miles of bicycle infrastructure and pedestrian infrastructure relative to baseline existing infrastructure, with breakout numbers for new infrastructure in Low-Income Communities, Moderate-Income Communities, and Priority Communities.
2. Percentage of funding allocated to projects that include pedestrian, bicycle, and/or transit infrastructure, by neighborhood
3. Percentage of Transportation Projects taking place in Low-Income Communities, Moderate-Income Communities, and Priority Communities.
4. Percentage of Complete Streets exceptions granted in Low-Income Communities, Moderate-Income Communities, and Priority Communities.

iii. Community Benefits.

- 1.



2. *[Implementing agency(ies)]* shall complete a specific equity evaluation of Complete Streets Policy implementation in Low-Income Communities, Moderate-Income

- a. All proposed exceptions to the Policy must be reviewed and ruled on by the Committee, in consultation with the [*implementing agency(ies)*].
- b. Any proposed exception must be submitted in writing to the Complete Streets Advisory Committee along with clear, supportive documentation justifying the exception and noting how the project fits into one of the allowable exception situations.
- c. A proposed exception must be submitted at least [#] days prior to a Committee meeting.
- d. A ruling on whether or not to grant the exception must be made within [#] days of a Committee meeting, and must be accompanied by written, publicly-available, supporting information that indicates a basis for the decision
- e. All proposed exceptions must be mode-specific, specifying which Complete Streets principles should be exempted. Infeasibility of one mode of transportation

**SECTION 9. Additional Steps and Rule Making.** The [*Commissioner/Director/other title*] of the [*Implementing agency(ies)*] shall equitable implement, administer, and enforce this chapter, and may adopt rules consistent with the Policy as necessary to carry out the purpose of and enforce this chapter.

**SECTION 10. Preservation of Local Authority.** Nothing in this chapter shall preempt or prevent any political subdivision from establishing additional or more rigorous requirements consistent with the purposes of this Policy.

**SECTION 11. Severability.** If any portion of this chapter, any rule or regulation made under this chapter, or the application of this chapter to any person or circumstance is held invalid by any court of competent jurisdiction, the remainder of the chapter, rule or regulation, and the application of the provision to other persons or circumstances shall not be affected.

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<sup>1</sup> Rohani, Mehrnaz and Lawrence, Grant (2017). The relationship between pedestrian connectivity and economic productivity in the city centre. City and County of Denver technical report, TR2017-007. Retrieved (from <https://slidele.com/the+relationship+between+pedestrian+connectivity+and+economic+productivity+in+the+city+centre>).  
<https://slidele.com/the+relationship+between+pedestrian+connectivity+and+economic+productivity+in+the+city+centre>

<sup>2</sup> Gotschi, Thomas (2011). Costs and Benefits of Active Living in Portland, Oregon. *Journal of Physical Activity and Health*, 9(2), 1-10. Retrieved (from <https://pubmed.ncbi.nlm.nih.gov/2170212/>).

<sup>3</sup> The American Institute of Architects. (200-). ; hat ! a\$

