

[insert municipal name]

COMPLETE STREETS POLICY

[insert draft/adoption date and/or attach resolution in front of policy]

POLICY STATEMENT

It is the policy of *[insert municipal name]* to develop, operate, and maintain an integrated transportation system that provides for the safe, efficient, and convenient movement by users of all travel modes, including *[select as many as applicable: walking, bicycling, transportation service, horse-and-buggy, other authorized personal wheeled devices, and motorized vehicles, such as passenger, freight, bus, and emergency response vehicles, and passenger and freight railways]*.

DEFINITION

“Complete Streets” refers to a roadway design approach that ensures the safe, convenient, and comfortable movement of all users, regardless of their travel mode.

PURPOSE

Through this Complete Streets Policy, *[insert municipal name]* seeks to create an interconnected transportation system of *[select as many as applicable: streets, alleys, sidewalks, trails and pathways]* that accommodates users of all ages and abilities within all modes of local travel, as described above. Such an interconnected system will expand mobility and offer opportunities for daily physical activity within *[insert municipal name]*, thereby, contributing to improved public health, reduced traffic congestion, improved air quality, and an improved overall quality of life. This system will be developed, operated, and maintained in a manner consistent with its community context and planning efforts, including the *[select or edit adopted plans/studies and planning tools that apply: comprehensive plan, downtown master plan, and official map(s), and zoning ordinance]*.

GOALS

The goals of this policy are:

1. To safely accommodate the travel needs of all users with facilities that minimize conflict between modes (as available), including facilities and amenities for pedestrians, cyclists, transit riders, horse-and-buggy travelers, motorists, freight, and emergency response vehicles.
2. To create an integrated multimodal transportation system that enhances convenient active transportation and public transportation connections within communities and between local destinations and promotes more livable communities.
3. To plan, develop, and implement context-sensitive Complete Streets designs that align with local development patterns and adopted local planning documents.
4. To provide equitable, affordable, and reliable transportation options based on the needs of the populations being served, particularly the needs of traditionally underserved populations.

DIRECTIVES

1. This Complete Streets Policy applies to capital improvement and development projects involving streets or roadways, sidewalks, trails and/or pathways (hereinafter "street projects") including new construction, reconstruction or rehabilitation projects, both public and private, and regardless of funding sources.
2. Accommodations for all users of the transportation system shall be in accordance with the latest and best "Complete Streets" standards, principles, policies and guidelines and shall be consistent with the context and character of the surrounding built and natural environment.
3. Roadways, sidewalks, shared-use paths, street crossings, pedestrian signals, signs, street furniture, transit stops and facilities and all connecting pathways shall be designed, constructed, operated and maintained so that all users of the surface transportation network can travel safely, reliably and independently.
4. Complete Streets will be designed, built and maintained in accordance with accepted federal, state and local standards and guidelines that represent state-of-the-art design standards and best practices innovative and/or non-traditional design options will also be considered, as appropriate.
5. Where accommodations for all users cannot be made, reasonable efforts shall be made to identify adjacent alternative routes and or methods of travel to provide a safe, reliable and interconnected surface transportation network.

IMPLEMENTATION

The *[insert municipal name]* will establish a Complete Streets Program that includes the following elements:

1. **A Complete Streets Checklist.** The Complete Streets checklist will be used by *[insert municipal name]* officials and staff to review the existing conditions and proposed Complete Streets elements of all street projects.
2. **Educational Opportunities for Officials and Staff.** Workshops and other education sessions will offered to *[insert municipality type: City, Town, Borough, or Township]* members, Planning Commission members and staff to learn about the design and implementation of Complete Streets.
3. **Plans and Development-related Ordinances.** *[insert municipality type: City, Town, Borough, or Township]* staff will review and update, as needed, language in the *[insert municipal name]* comprehensive plan, regional strategic plan, Subdivision and Land Development Ordinance, Zoning Ordinance, and other codes to incorporate the intent of this Complete Streets Policy. The *[if a Capital Improvement Program is applicable, insert municipality type: City, Town, Borough, or Township; if not applicable, delete this sentence.]* will update the Capital Improvement Program (CIP) that will provide the financial mechanism and commitment to support Complete Streets projects.
4. **Design Guidelines** on how to build Complete Streets; to be developed, adopted, and implemented.
5. **Need Identification.** *[insert municipality type: City, Town, Borough, or Township]* staff will assess the transportation network for gaps, stresses, or other opportunities for potential Complete Streets improvements and designs. This includes activities such as pedestrian and bicycle audits, active transportation plans (early phase), monitoring Bicycle Level of Traffic Stress (BLTS) as proposed in the Middle Susquehanna Regional Bicycle and Pedestrian Plan, along with supporting Road Safety Audits and Local Road Safety Plans.

6. **Complete Streets Implementation Report.** The [*insert municipal name*] Planning Commission, in coordination with [*insert municipality type: City, Town, Borough, or Township*] staff, shall prepare and provide to the [*insert governing body type: Council or Board*] of the [*insert municipal name*] a bi-annual report on the implementation efforts and consistency of all public and private projects with this Complete Streets Policy. This report should include performance measures, if tracked.
7. **Performance Measures.** A system of performance measures will be implemented and data collected and analyzed to determine the increased use of active transportation modes and the success of this policy.

APPLICABILITY AND EXCEPTIONS

Applicability

Examples of the types of projects that must adhere to this Complete Streets Policy are listed below.

1. Roadway reconstruction and resurfacing projects.
2. Bridge rehabilitation, and bridge replacement projects.
3. New roadway and bridge projects and roadway widening projects.
4. Projects that specifically interact with the active transportation network, including off-road trails and public transit services.

Projects sponsored by PennDOT, [*insert name of county*], [*insert name of transit provider*], or other public agency may choose to have proposed projects reviewed by the SEDA-COG MPO and its Complete Streets Policy and Checklist.

Exceptions

Complete Streets improvements may not be practical for all projects.

Exceptions to the Complete Streets policy may be considered in the following situations:

1. Where specific users are prohibited, such as Interstate highways or pedestrian malls.
2. Where the cost of accommodation is excessively disproportionate to the need or probable use, which is defined by the FHWA at the time of the adoption of this policy as exceeding 20 percent of the cost of the larger project.¹
3. Where there is no need to accommodate all modes, and the absence of current and future need (25-year horizon) are publicly documented.
4. Where there is no existing or planned transit service, public transit access and accommodation are not necessary.
5. Where routine maintenance of the transportation network does not change the roadway geometry or operations, such as mowing, sweeping, or spot pavement repair.

¹ Accommodating Bicycle and Pedestrian Travel: A Recommended Approach, FHWA, https://safety.fhwa.dot.gov/saferjourney1/library/pdf/Pb_memoDesign%20Guidance.pdf

6. Where there is an existing or proposed parallel facility with sufficient accommodations, or it is more feasible and/or less costly to locate the proposed accommodations on an alternate route; the alternative shall not increase travel distance for pedestrians by more than ¼-mile and/or for bicyclists by more than 1 mile.

To request exception, project sponsors must submit a written rationale for the exception, receive written *[insert municipality type: City, Town, Borough, or Township]* approval, and ensure the safety of all permitted roadway users from construction through operations and maintenance.

Complete Streets Checklist

The *[insert municipal name]* Complete Streets Checklist is a tool to guide project sponsors and the *[insert municipality type: City, Town, Borough, or Township]* in evaluating projects for Complete Streets elements. The checklist inventories existing conditions and proposed Complete Streets elements and records the *[insert municipality type: City's, Town's, Borough's, or Township's]* concurrence or recommendations regarding Complete Streets elements. An approved checklist provides evidence of the *[insert municipality type: City's, Town's, Borough's, or Township's]* due diligence in implementing its Complete Streets Policy.

Instruction. Project sponsors or applicants shall complete project information, Part 1 and Part 2 of the Complete Streets checklist, or provide a written rationale for exception from the Complete Street Policy and submit the checklist or rationale to the *[insert name, title]* at *[insert email]* as early in the project development process as practical—preferably before the project budget is finalized.

Evaluation. A panel of *[select City, Town, Borough, or Township]* reviewers comprised of officials and staff shall evaluate the submitted checklist. If the majority concur with the proposed Complete Streets elements, they shall approve the checklist and distribute the approval to the project sponsor. If the panel recommends additional or alternative Complete Streets elements, the panel shall offer to meet with the project sponsor to resolve comments or concerns and finalize the checklist. A *[select City, Town, Borough, or Township]* official or staff member shall distribute the revised checklist to the project sponsor.

PERFORMANCE MEASURES

The *[insert municipal name]* shall monitor and document the following Complete Streets performance measures every two years. The results shall be reported at a *[insert governing body type: Council or Board]* meeting and publicized online.

[Select at least two measures; consider expanding the measures over time]

- ◆ Feet/Miles of pedestrian facilities (ADA-compliant sidewalks and paths) added or improved.
- ◆ Feet/Miles of shared use (pedestrian, bicycle) facilities added or improved.
- ◆ Number and percentage of fixed-route transit stops accessible via sidewalks and curb ramps (Source: Transit Providers for fixed-route data; online aerial imagery for sidewalk and curb ramp locations).
- ◆ Number of Complete Streets training sessions taken by *[select City, Town, Borough, or Township]* staff.
- ◆ Number of projects that serve disadvantaged communities as identified by the [US DOT Equitable Transportation Community \(ETC\) Explorer](#), which incorporates 5 of the 7 traditionally underserved populations identified in Appendix S.3 of the [SEDA-COG MPO Title VI Program](#).