



**METROPOLITAN
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COMMISSION**

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Memorandum

TO: Partnership Jurisdictions Expecting to Receive
OBAG Funding

DATE: July 16, 2012

FR: Sean Co

RE: One Bay Area Grant: Complete Streets Required Elements

The One Bay Area Grant (OBAG) Complete Streets requires agencies to incorporate the elements listed in Attachment A into a council/board of supervisors-adopted resolution by January 31, 2013. Jurisdictions are encouraged to develop the best policy that fits within the context of their local area in consultation with affected departments and stakeholders and to go beyond the required elements to accommodate all users of the roadway network. Language in the elements is general to allow jurisdictions the flexibility they need to develop their own policy. For example there are no specific exceptions for complete streets in the MTC requirements so agencies can define their own. Jurisdictions may also meet this requirement by having adopted a General Plan that complies with the California Complete Streets Act of 2008.

For the next round of One Bay Area Grants (anticipated in 2015), the OBAG program will require jurisdictions to update the circulation element of their general plan consistent with the Complete Streets Act to maintain eligibility for these funds.

To assist agencies in developing their own resolution, MTC with assistance from [ChangeLab Solutions](#), has developed a sample resolution of support. Jurisdictions are encouraged to adapt the elements and language of the sample resolution to meet their own circumstances and plans. This sample resolution is included as Attachment B. As an example of sample language of an adopted complete streets policy, the City of Baldwin Park's policy is included as Attachment C.

**Attachment A:
Elements Required of a Complete Streets Resolution to Comply with the One Bay Area Grant
(Revised July 1, 2012)**

To receive funding through the OneBayArea Grant (OBAG) program, a jurisdiction must have either updated its General Plan to comply with the Complete Streets Act of 2008 or adopted a Complete Streets Resolution that incorporates all nine of the following elements.

Complete Streets Principles

1. **Serve all Users** - All transportation improvements will be planned, designed, constructed, operated and maintained to support safe and convenient access for all users, and increase mobility for walking, bicycling and transit use, wherever possible while promoting safe and accessible operations for all users.
2. **Context Sensitivity** – The planning and implementation of transportation projects will reflect conditions within and surrounding the project area, whether the area is a residential or business district or urban, suburban or rural. Project planning, design and construction of complete streets projects should include working with residents and merchants to ensure that a strong sense of place is maintained.
3. **Complete Streets in all Departments** – All departments in the jurisdiction whose work affects the roadway must incorporate a complete streets approach into the review and implementation of their projects and activities. Potential Complete Streets opportunities could apply to projects such as, transportation projects, road rehabilitation, new development, utilities, etc.
4. **All Projects/Phases** - The policy will apply to all roadway projects including those involving new construction, reconstruction, retrofits, repaving, rehabilitation, or changes in the allocation of pavement space on an existing roadway, as well as those that involve new privately built roads and easements intended for public use.

Implementation

5. **Plan Consultation** –Any proposed improvements should be evaluated for consistency with all local bicycle, pedestrian and /or trans plans and any other plans that affect the right of way should be consulted for consistency with any proposed improvements.
6. **Street Network/Connectivity** - The transportation system should provide a connected network of facilities accommodating all modes of travel. This includes looking for opportunities for repurposing rights-of-ways to enhance connectivity for cyclists, pedestrians and transit users. A well connected network should include non-motorized connectivity to schools, parks, commercial areas, civic destinations and regional non-motorized networks on both publically owned roads/land and private developments (or redevelopment areas).
7. **BPAC Consultation** - Input shall be solicited from local bicycle and pedestrian advisory committees (BPACs) or similar advisory group in an early project development phase to verify bicycling and pedestrian needs for projects. (MTC Resolution 875 requires that cities of 10,000 or more create and maintain a BPAC or rely on the county BPAC to receive TDA-3 funds.)
8. **Evaluation** – City will establish a means to collect data and indicate how the jurisdiction is evaluating their implementation of complete streets policies. For example tracking the number of miles of bike lanes and sidewalks, numbers of street crossings, signage etc.

Exceptions

9. **Process**– Plans or projects that seek exemptions from the Complete Streets approach outlined in prior sections must provide written finding of why accommodations for all modes were not included in the project. The memorandum should be signed off by the Public Works Director or equivalent high level staff person. Plans or projects that are granted exceptions must be made publically available for review.

Federal guidance on exceptions can be found from the Federal Highway Administration (FHWA) Accommodating Bicycle and Pedestrian Travel
http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design.cfm

Attachment B:
Sample MTC Complete Streets Sample Resolution
for Bay Area Cities and Counties

ChangeLab Solutions & MTC
<http://changelabsolutions.org/>

Resolution No. _____

**A RESOLUTION OF THE [City Council/Board of Supervisors] OF THE [Jurisdiction] ADOPTING
A COMPLETE STREETS POLICY**

WHEREAS, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families [*insert other significant local users if desired, e.g. drivers of agricultural vehicles, emergency vehicles, or freight*];

WHEREAS, [Jurisdiction] acknowledges the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation;

WHEREAS, [Jurisdiction] recognizes that the planning and coordinated development of Complete Streets infrastructure provides benefits for local governments in the areas of infrastructure cost savings; public health; and environmental sustainability;

WHEREAS, the State of California has emphasized the importance of Complete Streets by enacting the California Complete Streets Act of 2008 (also known as AB 1358), which requires that when cities or counties revise general plans, they identify how they will provide for the mobility needs of all users of the roadways, as well as through Deputy Directive 64, in which the California Department of Transportation explained that it “views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system”;

WHEREAS, the California Global Warming Solutions Act of 2006 (known as AB 32) sets a mandate for the reduction of greenhouse gas emissions in California, and the Sustainable Communities and Climate Protection Act of 2008 (known as SB 375) requires emissions reductions through coordinated regional planning that integrates transportation, housing, and land-use policy, and achieving the goals of these laws will require significant increases in travel by public transit, bicycling, and walking;

WHEREAS, numerous California counties, cities, and agencies have adopted Complete Streets policies and legislation in order to further the health, safety, welfare, economic vitality, and environmental well-being of their communities;

WHEREAS, [Jurisdiction] therefore, in light of the foregoing benefits and considerations, wishes to improve its commitment to Complete Streets and desires that its streets form a comprehensive and integrated transportation network promoting safe, equitable, and convenient travel for all users while preserving flexibility, recognizing community context, and using the latest and best design guidelines and standards;

NOW, THEREFORE, BE IT RESOLVED, by the [City Council/Board of Supervisors] of [Jurisdiction], State of California, as follows:

1. That the [Jurisdiction] adopts the Complete Streets Policy attached hereto as Exhibit A, and made part of this Resolution, and that said exhibit is hereby approved and adopted.

2. That the next substantial revision of the [Jurisdiction] General Plan circulation shall incorporate Complete Streets policies and principles consistent with the California Complete Streets Act of 2008 (AB 1358) and with the Complete Streets Policy adopted by this resolution.

PASSED AND ADOPTED by the [City Council/Board of Supervisors] of the [Jurisdiction], State of California, on _____, 201_, by the following vote:

Attachment: Exhibit A

SAMPLE

Exhibit A

This Complete Streets Policy was adopted by Resolution No. _____ by the [City Council/Board of Supervisors] of the [Jurisdiction] on _____, 201_.

COMPLETE STREETS POLICY OF [JURISDICTION]**A. Complete Streets Principles**

1. **Complete Streets Serving All Users.** [Jurisdiction] expresses its commitment to creating and maintaining Complete Streets that provide safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families *[insert other significant local users if desired, e.g. drivers of agricultural vehicles, emergency vehicles, freight, etc.]*.
2. **Context Sensitivity.** In planning and implementing street projects, departments and agencies of [Jurisdiction] shall maintain sensitivity to local conditions in both residential and business districts as well as urban, suburban, and rural areas, and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place ensues. Improvements that will be considered include sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, refuge islands, pedestrian signals, signs, street furniture, bicycle parking facilities, public transportation stops and facilities, transit priority signalization, and other features assisting in the provision of safe travel for all users, such as traffic calming circles, transit bulb outs, and road diets [*as well as other features such as insert other accommodations if desired*] [*and those features identified in insert name of Pedestrian/Bicycle Master Plan if it exists*].
3. **Complete Streets Routinely Addressed by All Departments.** All relevant departments and agencies of [Jurisdiction] shall work towards making Complete Streets practices a routine part of everyday operations, approach every relevant project, program, and practice as an opportunity to improve streets and the transportation network for all categories of users, and work in coordination with other departments, agencies, and jurisdictions to maximize opportunities for Complete Streets, connectivity, and cooperation. The following projects provide opportunities: pavement resurfacing, restriping, accessing above and underground utilities, signalization operations or modifications, and maintenance of landscaping/related features.
4. **All Projects and Phases.** Complete Streets infrastructure sufficient to enable reasonably safe travel along and across the right of way for each category of users shall be incorporated into all planning, funding, design, approval, and implementation processes for any construction, reconstruction, retrofit, maintenance, operations, alteration, or repair of streets (including streets, roads, highways, bridges, and other portions of the transportation system), except that specific infrastructure for a given category of users may be excluded if an exemption is approved via the process set forth in section C. 1 of this policy.

B. Implementation

1. **Plan Consultation and Consistency.** Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, and other relevant plans, except that where such consistency cannot be achieved without negative consequences, consistency shall not be required if the head of the relevant department provides written approval explaining the basis of such deviation. If [Jurisdiction] has a Bicycle and Pedestrian Advisory Committee, such deviations shall be presented to the Bicycle and Pedestrian Advisory Committee early in the planning and design stage, to ensure the Bicycle and Pedestrian Advisory Committee has an opportunity to provide comments and recommendations.

2. **Street Network/Connectivity.** As feasible, [Jurisdiction] shall incorporate Complete Streets infrastructure into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries and for existing and anticipated future areas of travel origination or destination.
3. **Bicycle and Pedestrian Advisory Committee Consultation.** If [Jurisdiction] has a Bicycle and Pedestrian Advisory Committee, transportation projects shall be reviewed by the Bicycle and Pedestrian Advisory Committee early in the planning and design stage, to provide the Bicycle and Pedestrian Advisory Committee an opportunity to provide comments and recommendations regarding Complete Streets features to be incorporated into the project.
4. **Evaluation.** All relevant agencies or departments shall perform evaluations of how well the streets and transportation network of [Jurisdiction] are serving each category of users by collecting baseline data and collecting follow-up data on a regular basis.

C. Exemptions

1. **Leadership Approval for Exemptions.** Projects that seek Complete Streets exemptions must provide written finding of why accommodations for all modes that were not included in the project and signed off by the Public Works Director or equivalent high level staff person. Projects that are granted exceptions must be made publically available for review. Federal guidance on exceptions can be found from the Federal Highway Administration (FHWA) Accommodating Bicycle and Pedestrian Travel
http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design.cfm

Attachment C: City of Baldwin Park Complete Streets Policy

SAMPLE

<p><u>City of Baldwin Park</u> Administrative Policy # 027</p>	<p><u>Date:</u> Approved by: City Council <u>7/20/11</u></p>
<p><u>SUBJECT:</u> Complete Streets Policy</p>	<p><u>Authority:</u> Public Works Department & Community Development Department</p>  <p>Mayor, Manuel Lozano</p>

The objective of this policy is to establish guiding principles and practices so transportation improvements are planned, designed, constructed, operated and maintained to encourage walking, bicycling, and transit use while promoting safe operations for all users.

The City of Baldwin Park will create a safe and efficient transportation system that promotes the health and mobility of all Baldwin Park citizens and visitors by providing high quality pedestrian, bicycling, and transit access to all destinations throughout the city, and will design its streets for people, with beauty and amenities. The City of Baldwin Park will provide for the needs of drivers, transit users, bicyclists, and pedestrians of all ages and abilities in all planning, design, construction, reconstruction, retrofit, operations, and maintenance activities and products.

The City of Baldwin Park will enhance the safety, access, convenience, and comfort of all users of all ages and abilities. The City understands that children, seniors, and persons with disabilities will require special accommodations.

STREET NETWORK / CONNECTIVITY

(A) The City of Baldwin Park will design, operate and maintain a transportation network that provides a connected network of facilities accommodating all modes of travel.

(B) The City will actively look for opportunities to repurpose rights-of-way to enhance connectivity for pedestrians, bicyclists, and transit.

(C) The City will focus non-motorized connectivity improvements to services, schools, parks, civic uses, regional connections and commercial uses.

(D) The City will require large new developments and redevelopment projects to provide interconnected street networks with small blocks.

JURISDICTION

(A) This Complete Streets Policy is intended to cover all development and redevelopment in the public domain and all street improvement assessment districts within Baldwin Park, but will also focus on regional connectivity.

(B) Every City Department including Administration, Public Works, Community Development, Recreation and Community Services, and Police, will follow the policy.

(C) The City requires all developers and builders to obtain and comply with the City's standards.

(D) The City requires agencies that Baldwin Park has permitting authority over, including, but not limited to, water agencies, electrical utilities, gas and petroleum utilities, communications utilities, and service contractors to comply with this policy.

(E) The City will work closely with Los Angeles County, Caltrans, the Los Angeles County Metropolitan Transportation Authority, the Southern California Regional Rail Authority, and the Southern California Association of Governments to promote compliance.

(F) The City encourages agencies not under Baldwin Park's jurisdiction, including, but not limited to, the Baldwin Park Unified School District, to satisfy this policy.

PHASES

The City of Baldwin Park will apply this Complete Streets policy to all roadway projects, including those involving new construction, reconstruction, retrofits, repaving, rehabilitation, or changes in the allocation of pavement space on an existing roadway, as well as those that involve new privately built roads and easements intended for public use. Complete Streets may be achieved through single projects or incrementally through a series of smaller improvements or maintenance and operation activities over time.

EXCEPTIONS

Complete Streets principles and practices will be included in street construction, reconstruction, repaving, and rehabilitation projects, as well as other plans and manuals, except under one or more of the following conditions:

(A) A project involves only ordinary or emergency maintenance activities designed to keep assets in serviceable condition such as mowing, cleaning, sweeping, spot repair, concrete joint repair, or pothole filling, or when interim measures are implemented on temporary detour or haul routes.

(B) The City Council exempts a project due to excessive and disproportionate cost of establishing a bikeway, walkway or transit enhancement as part of a project.

(C) The Director of Public Works and the Manager of Community Development jointly determine the construction is not practically feasible or cost effective because of significant or adverse environmental impacts to waterways, flood plains, remnants of native vegetation, wetlands, or other critical areas, or due to impacts on neighboring land uses, including impact from right of way acquisitions.

(D) Unless otherwise determined by the City Council, the Director of Public Works and the Manager of Community Development jointly determine it is not practically feasible or cost effective to implement the provisions of this policy through public or private project design or manuals or other plans.

Exceptions described in (B) and (C), above, will be documented and be made available for public access at least 21 days prior to decision. Exceptions described in (A) and (D), above, will be documented.

DESIGN

Additionally, Baldwin Park's City Council declares it is the City of Baldwin Park's policy to:

(A) Adopt new Complete Streets Design Guidelines to guide the planning, funding, design, construction, operation, and maintenance of new and modified streets in Baldwin Park while remaining flexible to the unique circumstances of different streets where sound engineering and planning judgment will produce context sensitive designs.

(B) Incorporate the Complete Streets Design Guidelines' principles into all City plans, manuals, rules, regulations and programs as appropriate.

(C) Provide well-designed pedestrian accommodations on all streets and crossings. Pedestrian accommodations can take numerous forms, including but not limited to traffic signals, roundabouts, bulb-outs, curb extensions, sidewalks, buffer zones, shared-use pathways, and perpendicular curb ramps, among others.

(D) Provide well-designed bicycle accommodations along all streets. Bicycle accommodations can take numerous forms, including but not limited to the use of bicycle boulevards, striping, slow streets, low auto volume streets, traffic calming, signs, and pavement markings, among others.

(E) Where physical conditions warrant, landscaping shall be planted whenever a street is newly constructed, reconstructed, or relocated.

CONTEXT SENSITIVITY

(A) The City of Baldwin Park will plan its streets in harmony with the adjacent land uses and neighborhoods.

(B) The City will solicit input from local stakeholders during the planning process.

(C) The City will integrate natural features, such as waterways, and other topography into design of our streets.

(D) The City will design streets with a strong sense of place. We will use architecture, landscaping, streetscaping, public art, signage, etc. to reflect the community and neighborhood.

(E) The City will coordinate street improvements with merchants along retail and commercial corridors to develop vibrant and livable districts.

(F) The City will practice sustainable storm water management strategies.

PERFORMANCE MEASURES

The City will evaluate this Complete Streets Policy using the following performance measures:

1. Total miles of on-street bikeways defined by streets with clearly marked or signed bicycle accommodation
2. Total miles of streets with pedestrian accommodation (goal – all)
3. Number of missing or non-compliant curb ramps along City streets (goal – 0)
4. Number of new street trees planted along City streets
5. Percentage of new street projects that are multi-modal
6. Number and severity of pedestrian-vehicle and bicycle-vehicle crashes
7. Number of pedestrian-vehicle and bicycle-vehicle fatalities (goal – 0)
8. Track Fitnessgram data of Baldwin Park Unified School District students
9. Sales tax revenue

The City will identify funds and create a methodology to collect data related to those performance measures.

IMPLEMENTATION

(A) *Advisory Group.* The City will establish an inter-departmental advisory committee to oversee the implementation of this policy. The committee will include members of Public Works, Community Development, Recreation and Community Services, and the Police Departments from the City of Baldwin Park. The committee may include representatives from the Los Angeles County Metropolitan Transportation Authority, representatives from the bicycling, disabled, youth and elderly community, and other advocacy organizations, as relevant. This committee will meet quarterly and provide a written report to City Council evaluating the City's progress and advise on implementation.

(B) *Inventory.* The City will maintain a comprehensive inventory of the pedestrian and bicycling facility infrastructure integrated with the City's database and will prioritize projects to eliminate gaps in the sidewalk and bikeways networks.

(C) *Capital Improvement Project Prioritization.* The City will reevaluate Capital Improvement Projects prioritization to encourage implementation of bicycle, pedestrian, and transit improvements.

(D) *Revisions to Existing Plans and Policies.* The City of Baldwin Park will incorporate Complete Streets principles into: the City's Circulation Element, Transportation Strategic Plan, Transit Plan, Traffic Safety Master Plan, Specific Plans, Urban Design Element; and other plans, manuals, rules, regulations and programs.

(E) *Other Plans.* The City will prepare, implement, and maintain a Bicycle Transportation Plan, a Pedestrian Transportation Plan, a Safe Routes to School Plan, an Americans with Disabilities Act Transition Plan, and a Street Tree and Landscape Master Plan.

(F) *Storm Water Management.* The City will prepare and implement a plan to transition to sustainable storm water management techniques along our streets.

(G) *Staff Training.* The City will train pertinent City staff on the content of the Complete Streets principles and best practices for implementing the policy.

(H) *Coordination.* The City will utilize inter-departmental project coordination to promote the most responsible and efficient use of fiscal resources for activities that occur within the public right of way.

(I) *Street Manual.* The City will create and adopt a Complete Streets Design Manual to support implementation of this policy.

(J) *Funding.* The City will actively seek sources of appropriate funding to implement Complete Streets.