

## Complete Streets Policy

### I: Purpose

This Complete Streets Policy is written to empower and direct citizens, elected officials, government agencies, planners, engineers, and architects to use an interdisciplinary approach to incorporate the needs of all users into the design and construction of roadway projects funded through the Anderson/Madison County Metropolitan Planning Organization (MCCOG).

The Complete Streets<sup>1</sup> concept is an initiative to design and build roads that adequately accommodate all users of a corridor, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users. This concept dictates that appropriate accommodation(s) be made so that all modes of transportation can function safely and independently in current and future conditions. A Complete Streets policy can be adapted to fit local community needs and used to direct future transportation planning. Such a policy should incorporate community values and qualities including environment, scenic, aesthetic, historic and natural resources, as well as safety and mobility. This approach demands careful multi-modal evaluation for all transportation corridors integrated with best management strategies for land use and transportation.

(A) Goals: The goals of this Complete Streets Policy are:

- 1) To ensure that the safety and convenience of all users of the transportation system are accommodated, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users;
- 2) To incorporate the principles in this policy into all aspects of the transportation project development process, including project identification, scoping procedures and design approvals, as well as design manuals and performance measures;
- 3) To create a comprehensive, integrated, and connected transportation network that supports compact, sustainable development;
- 4) To ensure the use of the latest and best design standards, policies and guidelines;
- 5) To recognize the need for flexibility to accommodate different types of streets and users;
- 6) To ensure that the Complete Streets design solutions fit within the context(s) of the community.

### II: Policy

(A) Applicability: The Complete Streets Policy shall apply to all of the following:

- 1) New construction and reconstruction (excluding resurfacing activities that do not alter the current/existing geometric designs of a roadway) of local roadways that will use Federal funds through the MCCOG for **any** phase of project implementation including planning, design, right-of-way acquisition, construction, or construction engineering.

- 2) Local roadway projects included in the TIP after the adoption of the Complete Streets Policy AND that are not Ready-for-Letting at the time this policy is adopted.
- 3) Local roadway projects where the MCCOG has the programming authority to allocate Federal funding.

B) Requirements:

- 1) Roadway projects shall accommodate all users of the transportation system, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users.
- 2) Roadway projects shall make use of the latest and best design standards, policies, and guidelines. The Local Public Agency (LPA) shall also retain the justification and design decision authority over its projects.
- 3) Complete Streets solutions shall be developed to fit within the context(s) of the community and those solutions shall be flexible so that the needs of the corridor can be met.
- 4) Roadway projects shall utilize performance standards with measurable outcomes.
- 5) Roadway projects shall identify anticipated phases and key milestones of project development.
- 6) The LPA shall identify a public participation process including benchmark goals to attain as part of their public participation process.
- 7) The LPA shall maintain open lines of communication with key party/agency/interest groups and shall identify and maintain a key stakeholder list.

### **III: Process**

A) Call for Projects: The MCCOG shall issue an annual Call for Projects for any roadway project that seeks to use federal funding and to be programmed in the Transportation Improvement Program. The LPA shall submit a Project Description with the following information to the MCCOG:

- 1) a detailed project description (e.g. project scope, reconstruction/new construction, vehicular elements, non-vehicular elements);
- 2) the intent for the project to be Complete Streets Compliant or to seek a Complete Streets Exemption;
- 3) the performance standards and measurable outcomes;
- 4) project phases and key milestones ;
- 5) anticipated costs for design, rights-of-way acquisition, construction, and construction inspection;
- 6) amount of federal funding requested by phase (e.g. preliminary engineering, rights of way, construction, construction inspection);
- 7) anticipated dates for project design initiation and construction letting;
- 8) the public participation process with benchmark goals to attain;
- 9) the project stakeholder list or key party/agency/interest group identification list; and
- 10) the primary contact or project representative information.

If certain information required above is not yet known at the time of the Project Description submittal, the LPA shall provide general details on the required submittal information, but shall state, “specific information has not yet been determined”. Additionally, if the roadway project is programmed into the TIP, the LPA shall update the MCCOG as part of its regular reporting and notify any changes to the project description.

(B) Project Review and Approval: Project Description(s) will be reviewed by the Citizens Advisory Committee, the Bicycle and Pedestrian Advisory Committee, and the Technical Advisory Committee prior to being submitted to the Policy Committee for their consideration to adopt into the TIP. The Policy Committee shall certify by resolution that relevant projects identified in the TIP are Complete Streets compliant unless a project receives an exemption under certain circumstances. Roadway projects listed in the TIP shall clearly be identified as Complete Streets Compliant or Complete Streets Exempt.

(C) LPA Reporting: Once a project is programmed into the adopted TIP, the Local Public Agency shall fulfill the scope of work as detailed in the approved Project Description. The LPA shall submit written status reports to the MCOG to be included in the meeting packets of the Citizens Advisory Committee, Technical Advisory Committee, and Policy Committee at a minimum of two times a year. The status report shall include a summary of issues identified, significant accomplishments since the initial Project Description submittal or last status report, new details on project implementation, and the preferred design solutions as they pertain to fulfilling the project parameters detailed by the Project Description.

(D) Project Description Change: The LPA shall report to the MCOG immediately if a significant change to the roadway project is warranted, especially any change that affects the project's accommodations for one of the users of the corridor. The Policy Committee will review the requested change(s) to the project and determine if the change(s) affects the intent (as detailed by the most recently approved Project Description) to be Complete Streets compliant, Complete Streets exempt, or Complete Streets noncompliant. If the changes significantly affect the intent the Policy Committee shall certify a revised Project Description and determine the roadway project's standing to be Complete Streets compliant or Complete Streets exempt. If a capital roadway project is determined to be Complete Streets noncompliant the Policy Committee shall consider removing the project from the Transportation Improvement Program until such time that the project can be brought back into compliance with the Complete Streets Policy. If the changes do not significantly affect the intent then no action by the Policy Committee is required.

#### **IV: Exemption**

(A) Complete Streets Exemption: The MCOG Policy Committee shall certify through resolution that justification exists for a roadway project to be exempted from any of the following requirements listed in section **II Policy, (B) Requirements: B1 through B4**. The Policy Committee may allow such an exemption under certain circumstances, including the following:

- 1) Ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair, and regular/seasonal maintenance);
- 2) The project involves a roadway that bicyclists and pedestrians are prohibited by law from using. In such case, efforts should be made to accommodate bicyclists and pedestrians elsewhere;
- 3) There are extreme topographic or natural resource constraints;
- 4) The Long Range Transportation Plan's 20-or-more year Average Daily Traffic projection is less than 1000 vehicles per day;
- 5) When other available means or factors indicate an absence of need presently and in the 20-or-more year horizon;

- 6) A reasonable and equivalent alternative already exists for certain users or is programmed in the TIP as a separate project;
- 7) The project is not a roadway improvement project and/or the Anderson/Madison County Metropolitan Planning Organization has no programming authority (e.g. State – unless it is a urban or suburban road, Rural Transit, and other projects).

## **V: Evaluation**

The MCCOG shall, at a minimum, evaluate this policy prior to the adoption of the Long Range Transportation Plan. This evaluation shall include recommendations for amendments to the Complete Streets Policy and subsequently be considered by the Citizens Advisory Committee, the Bicycle and Pedestrian Advisory Committee, Technical Advisory Committee and Policy Committee. Recommendations for amendments shall be distributed to the Local Public Agencies prior to consideration by the MCCOG Committees.

<sup>1</sup> Additional information on Complete Streets is available through the following resources: National Complete Streets Coalition <http://www.completestreets.org/> The American Planning Association - <http://www.planning.org/research/streets/index.htm>