

Workshop Activity

Integrating Complete Streets into Procedures

Instructions:

Step 1: Review the entries in Column B, and add any procedures/programs/plans that apply to your jurisdiction. Consider both formal and informal procedures.

Step 2: Picture your jurisdiction taking a complete streets approach to the entries in Column B, and then fill in Column C with the city departments and other partners that need to be involved. There will likely be new partners that haven't been involved in these procedures in the past.

Step 3: Go back through the entries in Column B, and put a star (*) by those that are highest priority for near-term reconsideration with a more complete streets approach.

	A	B	C
	Complete Streets Implementation Area	What procedures/programs/plans exist in my jurisdiction?	Who needs to be involved in updating the procedures to integrate Complete Streets?
1	Transportation Planning: Determining where complete streets improvements are needed	General Plan Circulation Element Modal plans Traffic calming program Hotlines/Online Complaint Portals	
2	Land Use Planning: Supporting complete streets through complementary land uses	General Plan & Specific Plans Zoning Impact analysis thresholds of significance Parking ordinances Developer checklists and Standard Conditions of Approval	
3	Funding: Integrating complete streets in project prioritization and funding practices	Project selection tools Capital Improvement Program Street paving plan	

	A	B	C
	Complete Streets Implementation Area	What procedures/programs/plans exist in my jurisdiction?	Who needs to be involved in updating the procedures to integrate Complete Streets?
4	Engineering/Design: Updating practices and standards to take a complete streets approach	Design guidelines/manuals Design review protocol (who and when) Staff professional training/continuing education	
5	Maintenance: Ensuring regular maintenance addresses concerns of all road users	Street paving Tree trimming Street sweeping Signal retiming and traffic sign repair	
6	Enforcement, Public Education, and Emergency Response	Speeding enforcement Parking enforcement Travel training/citation diversion programs Emergency vehicle routing/accommodation	
7	Other	Citywide goals related to Complete Streets Performance Monitoring	

Post- Workshop Activity

Complete Streets Implementation Team

Instructions: Please take this sheet back to your office and answer the questions as they relate to your jurisdiction/agency. We encourage you to work with colleagues across departments when answering these questions.

1. What might the benefits of a Complete Streets Implementation Team be in your jurisdiction/agency?

2. What internal cross-agency meetings already take place in your jurisdiction/agency? What would it take to integrate complete streets into those meetings?

3. What functions might a Complete Streets Implementation Team perform in your jurisdiction/agency?