

Alameda County Transportation Commission
Complete Streets Policy Elements Requirement
ADOPTED by Commission on October 25, 2012

Alameda CTC requires that all local jurisdictions adopt a complete streets policy in order to be compliant with the complete streets requirement in the Master Program Funding Agreements (MPFAs) between local jurisdictions and Alameda CTC. Adoption of a policy resolution that addresses these ten policy elements will also allow local jurisdictions to simultaneously comply with the MTC complete streets requirement in the One Bay Area Grant program. The Alameda CTC required policy elements are modeled on the National Complete Streets Coalition (NCSC) elements of an ideal complete streets policy, which are referenced in the MPFAs.

Required Policy Elements:	
1	Vision: A clear and strong vision that is based on local needs and goals. The vision must include that all transportation improvements will be planned, funded, designed, constructed, operated, and maintained to provide safe mobility for all users, appropriate to the function and context of the facility.
2	All Users and Modes: All users (referenced above) will include pedestrians, bicyclists, persons with disabilities, seniors, children, motorists, movers of commercial goods, users and operators of public transportation, and emergency responders.
3	All Projects/Phases: The policy applies to all roadway projects including those involving new construction, reconstruction, retrofits, repaving, rehabilitation, or expansion of existing roadways, as well as those that involve new privately built roads and easements intended for public use.
4	Exceptions: Jurisdictions must prepare a process for approving exceptions, including who is allowed to sign off on exceptions. Written findings for exceptions must be included in a memorandum, signed off by a high level staff person, such as the Public Works director, or senior-level designee, and made publicly available. Exceptions must explain why accommodations for all users and modes were not included in the plan or project.
5	Network/Connectivity: The transportation system should provide a comprehensive, integrated and connected network of facilities for all modes of travel. A well-connected network should include non-motorized connectivity to schools, transit, parks, commercial areas, and civic destinations.
6	Jurisdiction: 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. As well, the jurisdiction will work in coordination with other agencies, transit districts and jurisdictions to maximize opportunities for Complete Streets, connectivity, and cooperation in designing and building transportation projects.

Required Policy Elements:	
7	Design: The jurisdiction will define and generally follow its own accepted or adopted design standards, and will also evaluate using the latest design standards and innovative design options, with a goal of balancing user needs.
8	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, merchants and other stakeholders to ensure that a strong sense of place is maintained.
9	Performance Measures: Jurisdiction will establish performance measures, and identify a means to collect data for the measures, to evaluate the implementation of the complete streets policy. Examples include tracking the number of miles of bicycle lanes and sidewalks, numbers of street crossings, transit ridership, etc. Specific measures should be listed.
10	Implementation Next Steps: Jurisdiction will include a list of specific next steps for implementation of the Complete Streets policy. Implementation actions will include that any proposed improvements will be evaluated for consistency with all local plans, including bicycle, pedestrian and/or transit plans, and any other plans that affect the right-of-way. Implementation actions will also include that public input on projects and plans will be solicited from stakeholders, including local bicycle and pedestrian advisory committees (BPACs) and other advisory groups, as appropriate, as early in the development process as possible.

Visit the Alameda CTC Complete Streets web page (http://www.alamedactc.org/app_pages/view/8563) for many complete streets resources, including: a sample resolution, a sample local staff report, and links to many complete streets resources and best practices.