

Sample Complete Streets Policy  
Prepared for: Connecticut Department of Transportation  
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Connecticut Bicycle-Pedestrian Advisory Board  
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**Connecticut Department of Transportation Complete Streets Policy**  
(Sec. 13a-153f (a)-(d). Accommodations and provision of facilities for all users)

Policy Number: \_\_\_\_\_

Supersedes:

Policy Numbers: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Commissioner Approval: \_\_\_\_\_

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1. **PURPOSE:** to provide for the needs of all users of all abilities and ages (pedestrians, bicyclists, transit users, and vehicle operators) in all planning, programming, design, construction, reconstruction, retrofit, operations and maintenance activities related to all roads and streets. This Complete Streets policy will allow every transportation project to be viewed as an opportunity to improve safety, accessibility and mobility for all users.
2. **JURISDICTION:** This policy shall apply to all Connecticut Department of Transportation (Department) funded, reviewed and permitted projects; privately funded projects that affect the State's Transportation Network (including those reviewed by the Office of State Traffic Administration (OSTA)); utility projects within the state right of way, and municipal transportation projects that receive state or federal funding.
3. **OBJECTIVES AND BENEFITS:**
  - 3.1. Improved safety and mobility for pedestrians, bicyclists, children, older individuals, non-drivers and the mobility challenged, as well as those who cannot afford a car or choose to live car free.
  - 3.2. Reduced traffic congestion and reliance on carbon fuels, thereby reducing greenhouse gas emissions and promoting energy conservation.
  - 3.3. Improved accessibility to trip generators, including employment and commercial centers, schools, transit, and trails.
  - 3.4. Livable and healthier communities.
  - 3.5. Ensure the State's Transit Orientated Development (TOD) efforts are successful, given that high quality bicycle and pedestrian networks are essential for the success of transit oriented development.

- 3.6. Financial savings because incorporation of features for non-motorized users in the initial design of a project spares the expense of costly retrofits later.
4. PROCEDURES: This policy will be implemented via the following actions:
- 4.1. Training: The Department will continue training by implementing routine and regular training for its engineers and planners on Complete Streets Design. This training will also be open for registration to municipal engineers , planners and local traffic authorities.
- 4.2. Checklist: A Complete Streets Checklists will be developed and regularly updated to ensure compliance with this policy (to be used at the earliest point in project development). The New Jersey Department of Transportation has an excellent example <http://www.state.nj.us/transportation/capital/pd/documents/CompleteStreetsChecklist.doc> Modified forms of the checklist will be integrated into all Department reviews including Planning, Engineering, Construction, Operations, Permits, Maintenance, Public Transportation, Aviation, Ports, and applications submitted to OSTA.
- 4.3. Design Guidance: The Department will develop and implement design, construction and maintenance guidelines (through an open and public process) specific to the transportation needs of Connecticut for the accommodation of all users. The Department will continue to use best practices. (We have listed for reference a list of manuals that represent current best practices, appended to this policy.)
- 4.4. Funding: Align transportation funds to encourage improvements for non-motorized users, especially those that connect to transit, schools, and other high generators of non-motorized traffic.
- 4.4.1. Given the importance of high quality networks for non-motorized users, as part of TOD funding pools, provide funds for improvements for non-motorized users.
- 4.4.2. Designate a minimum of thirteen percent<sup>1</sup> of federal highway safety funds (Highway Safety Improvement Program or successor programs) for safety improvement projects for non-motorized users, so that such non-motorized projects compete only against other non-motorized projects for this funding.
- 4.4.3. Establish an incentive within DOT managed discretionary funding programs for municipalities and regions to develop and implement a Complete Streets Policy.
- 4.5. Data Collection: The Department will include non-motorized users in traffic counts to the extent possible..
5. EXEMPTIONS: Exemptions to this policy must be presented for final decision to the Commissioner of Transportation, or his designee, in writing, with appropriate documentation and supporting data, including the completed checklist, that indicates the reason for the decision and are limited to one of the following:
- 5.1.1. Non-motorized usage is prohibited;

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<sup>1</sup> This percentage is derived based upon bicyclist and pedestrian fatalities as a % of total traffic fatalities in the state of Connecticut. From 2004 to 2006, the %age was 12.6, from 2007 to 2009, the %age was 13.5.

- 5.1.2. There is a demonstrated absence of need (scarcity of population, travel and attractors (both existing and future) indicate an absence of need for such accommodations);
- 5.1.3. The accommodation of all users would be an excessively expensive component of the total project cost (greater than twenty percent<sup>2</sup> of the total project cost (the twenty percent value is an advisory value, not absolute));
- 5.1.4. Detrimental environmental or social impacts outweigh the need for these accommodations;

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<sup>2</sup> 20% as the definition of excessive cost was first included in the FHWA 1999 *Policy for Integrating Biking and Walking in Transportation Infrastructure* and is the percentage used by several states. The literature does not indicate any other percentage being used for defining excessive.

## References – Best Practices

- CNU/ITE (Congress for the New Urbanism / Institute of Transportation Engineers) manual for "Context Sensitive Street Design"
- CNU/ITE Designing and Urban Walkable Thoroughfare
- Urban Bike Way Design Guide published by the National Association of City Transportation Officials (NACTO)
- AASHTO A Policy on Geometric Design of Highways and Streets, 6th Edition, 2011
- AASHTO Guide for the Development of Bicycle Facilities, 4th Edition (2012)
- AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, 1st Edition
- Manual on Uniform Traffic Control Devices (2009)
- NACTO Urban Street Design Guide (2012)
- Planning Complete Streets For An Aging America", Jana Lynott, et. al., AARP Public Policy Institute, (2009)
- Highway Capacity Manual (2010)

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