MEETING NOTICE
AND AGENDA

CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE

The Cities/County Transportation Advisory Committee may take action on any item appearing on this agenda.

Thursday, January 7, 2016

9:30 to 11 a.m.

SANDAG, 7th Floor Conference Room
401 B Street, Suite 800
San Diego, CA 92101

Staff Contact: Alex Estrella
(619) 699-1928
alex.estrella@sandag.org

AGENDA HIGHLIGHTS

- REGIONAL COMPLETE STREETS POLICY IMPLEMENTATION
- U.S. DEPARTMENT OF TRANSPORTATION SMART CITY CHALLENGE

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Public comments regarding the agenda can be sent to SANDAG via comment@sandag.org. Please include the agenda item, your name, and your organization. Email comments should be received no later than 12 noon, two working days prior to the meeting. Any handouts, presentations, or other materials from the public intended for distribution at the meeting should be received by the Clerk of the Working Group no later than 12 noon, two working days prior to the meeting.

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<tr>
<th>ITEM NO.</th>
<th>WELCOME AND INTRODUCTIONS</th>
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<tr>
<td>2.</td>
<td>PUBLIC COMMENTS</td>
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<tr>
<td></td>
<td>Members of the public shall have the opportunity to address the Cities/County Transportation Advisory Committee (CTAC) on any issue within the jurisdiction of SANDAG that is not on this agenda. Anyone desiring to speak shall reserve time by completing a &quot;Request to Speak&quot; form and giving it to the meeting coordinator prior to speaking. Public speakers should notify the meeting coordinator if they have a handout for distribution to working group members. Public speakers are limited to three minutes or less per person. CTAC members also may provide information and announcements under this agenda item.</td>
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<tr>
<td>+3.</td>
<td>APPROVAL OF MEETING MINUTES</td>
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<td>Item 3 includes the December 3, 2015, CTAC meeting summary notes for review and approval.</td>
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**REPORTS**

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<thead>
<tr>
<th>4.</th>
<th>CALIFORNIA DEPARTMENT OF TRANSPORTATION UPDATES/ANNOUNCEMENTS</th>
<th>INFORMATION</th>
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<tr>
<td></td>
<td>Caltrans will provide an update on various local programs, funding program deadlines, and announcements regarding upcoming conferences.</td>
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<tr>
<th>+5.</th>
<th>REGIONAL COMPLETE STREETS POLICY IMPLEMENTATION (Carolina Illic)</th>
<th>DISCUSSION</th>
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<td></td>
<td>In December 2014, the SANDAG Board of Directors adopted a Regional Complete Streets Policy (Policy). The Policy defines Complete Streets as it will be used to guide SANDAG in its role as an implementer of regional transportation projects and as the regional planning agency. One of the Policy's implementation actions includes development of a regional checklist to ensure all projects implemented by SANDAG consider complete streets initiatives and accommodate the needs of all travel modes. The CTAC is asked to provide comments on the regional checklist. Next steps will include greater coordination of regional projects with local agency Complete Streets initiatives.</td>
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6. U.S. DEPARTMENT OF TRANSPORTATION SMART CITY CHALLENGE (Victoria Stackwick)

Under the U.S. Department of Transportation Smart City Challenge, up to $40 million will be made available for one mid-sized city that can demonstrate how advanced data and intelligent transportation systems technologies and applications can be used to reduce congestion, keep travelers safe, protect the environment, respond to climate change, connect underserved communities, and support economic vitality. Staff will provide background on the program and review the application process. Additional information can be found at the following link:

www.transportation.gov/smartcity/nofo.

7. ADJOURNMENT AND NEXT MEETING

The next CTAC meeting is scheduled for Thursday February 4, 2016.

+ next to an agenda item indicates an attachment
DECEMBER 3, 2015, MEETING MINUTES

The meeting of the Cities/County Transportation Advisory Committee (CTAC) was called to order by Chair Mario Sanchez (City of El Cajon) at 9:35 a.m.

1. WELCOME AND INTRODUCTIONS

The attendance sheet for this meeting is attached.

2. PUBLIC COMMENTS

Members of the public had the opportunity to address the CTAC on any issue. There were no public comments.

3. APPROVAL OF NOVEMBER 5, 2015, MEETING MINUTES (APPROVE)

Action: Upon a motion by Mohammad Sammak (City of Solana Beach) and a second by Jon Collins (City of Poway), the CTAC approved the November 5, 2015, meeting notes.

Yes: Jon Collins (City of Poway), Hank Levien (City of Imperial Beach), Minjie Mei (City of Santee), Julie Procopio (City of Escondido), Vice Chair Frank Rivera (City of Chula Vista), Mohammad Sammak (City of Solana Beach), Chair Mario Sanchez (City of El Cajon), and Paul Vo (City of San Marcos); No: None; Abstain: Ed Deane (City of Encinitas), David DiPierro (City of Oceanside), Leon Firsh (City of La Mesa), and Tim Thiele (City of Del Mar); Absent: City of Carlsbad, City of Coronado, City of Lemon Grove, City of National City, City of San Diego, County of San Diego, City of Vista, Metropolitan Transit System, and North County Transit District.

REPORTS

4. CALIFORNIA DEPARTMENT OF TRANSPORTATION UPDATES AND ANNOUNCEMENTS (INFORMATION)

Highway Safety Improvement Program (HSIP) Update: The HSIP Cycle 7 list of projects was released on November 12, 2015, and is now available online. Twelve applications in the County were successful, receiving a total of $6,801,290. The awards included the County of San Diego (1),
City of Chula Vista (3), City of El Cajon (1), City of La Mesa (1), City of National City (3), City of Oceanside (1), and City of Santee (2). The project listing is available at:

dot.ca.gov/hq/LocalPrograms/HSIP/prev_cycle_results.htm

**Inactive Projects:** The cities of Chula Vista, Escondido, San Diego, Santee, and Vista have projects that are flagged for inactivity in submitting a project invoice. Please submit an invoice to the District by February 20, 2016. A complete list of inactive projects can be found at the link provided below:

www.dot.ca.gov/hq/LocalPrograms/InactiveProjects.htm

**Training:** The Federal Highway Administration in coordination with Right-of-Way, Caltrans District 8, will be providing a free training on Appraisal and Acquisition under the Uniform Act on February 23, 2016, through February 25, 2016, in San Bernardino. Contact District 11 Local Assistance Training coordinator to register for further information:

Debora Ledesma-Ribera
Debora.ledesma-ribera@dot.ca.gov
(619) 278-3766

5. **NOMINATION AND ELECTION OF CTAC CHAIR AND VICE CHAIR (APPOINT)**

In accordance with the CTAC Charter, CTAC members confirmed the appointment of the existing CTAC Vice Chair (Mr. Rivera) to the new two-year term CTAC Chair, effective January 2016 to December 2017.

CTAC nominations also were accepted for the new two-year term for CTAC Vice Chair. Mr. Deane (City of Encinitas) was nominated and elected as the CTAC Vice Chair.

6. **2016 MEMBERSHIP ROSTER (DISCUSSION)**

Alex Estrella (SANDAG staff) provided CTAC members with the current CTAC membership and alternate roster and requested that CTAC members submit changes to the roster by the end of the CTAC meeting.

7. **CALTRANS DISTRICT 11 WINTER PREPAREDNESS PLAN FOR EL NIÑO (INFORMATION)**

Gerard Chadergian (Caltrans District 11 Branch Chief) announced and provided a brief update of the winter preparedness plan for El Niño. Mr. Chadergian provided an overview of the created web-based interactive tool, which provides information on the region’s high-risks areas. As part of the plan, Mr. Chadergian also announced the establishment of a regional contact list for sharing the web-based tool and anticipated agency coordination efforts during major roadway closures anticipated during the El Niño storms. Mr. Chadergian also introduced Joanne Phillips from the California Governor’s Office of Emergency Services, coordinator and representative of the overall state’s response efforts during major events and representing the Southern California region. Mr. Chadergian also reminded CTAC members that a request for contact information was issued to all members on December 1 and provided his contact information for any questions on the winter preparedness plan. For further questions, members were encouraged to contact Mr. Chadergian at gerard.chadergian@dot.ca.gov.
8. **TransNet LOCAL STREET AND ROAD PROGRAM ANNUAL REPORT (INFORMATION)**

Mr. Estrella announced that staff would be initiating the data request submittals for the FY 2014 Local Street and Road Program Annual Report. Staff indicated that the data request would be based on the same data request templates previously issued in past data collection efforts and will be requesting that completed templates be submitted by mid-February 2016. Staff was reminded that the information provided through the Local Street and Road Program Annual Reports serves as the reporting mechanism to the Independent Tax Payers Oversight Committee to address Chapter 3 of the FY 2012 TransNet Triennial Performance Audit Report Recommendations Nos. 3 to 6, which included having SANDAG and local agencies take a greater role in monitoring and reporting performance of the Local Street and Road Program.

9. **UPCOMING MEETINGS (INFORMATION)**

The next CTAC meeting is scheduled for Thursday, January 7, 2016, at 9:30 a.m.

10. **ADJOURNMENT**

Chair Sanchez adjourned the meeting at 10:45 a.m.
## CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE (CTAC)
### MEETING ATTENDANCE FOR DECEMBER 3, 2015

<table>
<thead>
<tr>
<th>JURISDICTION/ORGANIZATION</th>
<th>NAME</th>
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<tr>
<td>City of Carlsbad (Primary)</td>
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<td>City of Chula Vista (Primary)</td>
<td>Frank Rivera</td>
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<td>City of Del Mar (Primary)</td>
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<td>City of El Cajon (Primary)</td>
<td>Mario Sanchez</td>
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<td>City of Imperial Beach (Primary)</td>
<td>Hank Levien</td>
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<td>City of La Mesa (Primary)</td>
<td>Greg Humora</td>
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<td>Dann Marquardt/Leon Firsht</td>
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<td>San Diego County (Primary)</td>
<td>Terry Rayback</td>
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<td>Ramin Abidi</td>
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<td>Sirous Daylamian</td>
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<tr>
<td>City of San Marcos (Primary)</td>
<td>Paul Vo</td>
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<td>Matt Little</td>
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<td>City of Santee (Primary)</td>
<td>Minjie Mei</td>
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<td>Pedro Orso-Delgado</td>
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<td>Mohammad Sammak</td>
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<td>Metropolitan Transit System</td>
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<td>North County Transit District</td>
<td>Johnny Dunning, Jr.</td>
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<tr>
<td>ADVISORY MEMBERS LISTED BELOW (ATTENDANCE NOT COUNTED FOR QUORUM PURPOSES)</td>
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<tr>
<td>Caltrans</td>
<td>Melina Pereira</td>
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<td>Luis Medina</td>
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<td>Gerard Chadergian</td>
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<td>Harwell Ontoy</td>
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<td>Cory Binns</td>
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<td>OTHER ATTENDEES</td>
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<td>Joanne Phillips CAL OES</td>
<td>Alex Estrella</td>
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REGIONAL COMPLETE STREETS POLICY IMPLEMENTATION:
PROJECT DEVELOPMENT CHECKLIST

Introduction

On December 19, 2014, the San Diego Association of Governments (SANDAG) Board of Directors adopted a Regional Complete Streets Policy (Policy) (Attachment 1). The Policy defines Complete Streets as it will be used to guide SANDAG in its role as an implementer of regional transportation projects and as the regional planning agency that programs transportation funds, sets long-range regional transportation policy, and provides technical assistance and support to local agencies. Staff has made initial progress toward implementing several of the actions included in the Policy. A matrix showing the status of implementation efforts is included in Attachment 2.

One of the Policy’s implementation actions includes development of a regional checklist to ensure all projects implemented by SANDAG consider the needs of all travel modes. Another implementation item is to develop a checklist template that local agencies can use to ensure that Complete Streets are considered in local projects. Cities/County Transportation Advisory Committee (CTAC) is asked to provide comments on how the regional checklist could be adapted to serve local jurisdictions that choose to use the template.

Discussion

Staff has developed a “Regional Complete Streets Project Development Checklist” (Attachment 3). This checklist is intended for use by SANDAG staff to coordinate across various departments on addressing complete streets elements when designing regional transportation projects. Developing the checklist involved examining complete streets checklists from around the country. Ultimately, SANDAG relied on the Metropolitan Transportation Commission (MTC) of Oakland as a template since MTC also focused on the project development process. The SANDAG checklist has three sections, including Existing Conditions, Planning Context, and Project Proposal that SANDAG project managers are required to complete at the start of the project initiation process in the scoping document/feasibility study. The checklist requires review and approval from the SANDAG Department Director.

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1 The Regional Complete Streets Policy was one of the five commitments made by the SANDAG Board of Directors from the 2050 Regional Transportation Plan and its Sustainable Communities Strategy.
SANDAG staff also has created a Regional Complete Streets webpage (sandag.org/CompleteStreets), which contains the Policy, the internal checklist, and other resources such as guidance on best practices and innovation in street design.

**Related Initiatives**

SANDAG staff also continues work on related initiatives that support multimodal connections, including the Safe Routes to School (SR2S). A SR2S strategic plan and corresponding implementation plan have been developed, and representation from the SR2S Coalition currently exists on the SANDAG Active Transportation Working Group. In addition, Safe Routes to Transit programs have moved forward with the completion of Safe Routes to Transit typology prototypes for San Diego Forward: The Regional Plan.

**Next Steps**

Now that SANDAG has finalized the Regional Complete Streets Project Development Checklist, the next step is to discuss the checklist with CTAC and the Regional Planning Technical Working Group to examine how the regional checklist could be adapted to serve local jurisdictions that choose to use a template. Once completed, the local checklist would be added to the website for use by interested parties.

Work during 2016 will include drafting the local checklist template, developing a protocol for evaluating cost sharing of regional projects with local agency Complete Streets efforts, developing a regional database and mapping tool to facilitate coordinated development of local and regional Complete Streets plans, identifying training opportunities for SANDAG and member agency staff, and developing a process for SANDAG to monitor implementation of this Policy.

**Attachments:**
1. Regional Complete Streets Policy
2. Internal Implementation Process for Regional Complete Streets Policy and Status of Actions
3. Regional Complete Streets Project Development Checklist

**Key Staff Contacts:**
Carolina Ilic, (619) 699-1989, carolina.ilic@sandag.org
Stephan Vance, (619) 699-1924, stephan.vance@sandag.org
REGIONAL COMPLETE STREETS POLICY

Purpose

The San Diego Association of Governments (SANDAG) guides regional planning via a policy framework based on smart growth and sustainability. Under this framework, much of the region's future development will occur within the existing urbanized area and in compact, mixed-use neighborhoods that provide a variety of housing and transportation choices, and help create healthier communities. Complete Streets is an important planning concept in this policy framework because it is a process for ensuring the transportation system is safe, useful, and attractive for all users of the transportation network – motorists, pedestrians, bicyclists, transit users, and the movement of freight alike. Complete Streets provides valuable flexibility in street design so that the transportation system is appropriate for the current and planned built environment context.

1. Policy Statement

SANDAG seeks to fulfill the regional goal of a safe, balanced, multimodal transportation system that supports compact and sustainable development by adopting a Complete Streets approach in its project development and implementation processes, and by assisting and encouraging local jurisdictions to follow Complete Streets policies and practices. In this way, everyone will be able to safely travel along and across streets and railways to reach destinations within the region, regardless of age, ability, or mode of travel.

2. Applicability

Applicable principles in this Complete Streets Policy should be incorporated into the development of all SANDAG transportation infrastructure projects\(^1\) across the region at all phases of development, including planning and land use decisions, scoping, design, implementation, and performance monitoring. SANDAG will incorporate Complete Streets principles into the development process for all projects in its Capital Improvement Program as appropriate for the project type.

In addition, SANDAG supports and encourages Complete Streets implementation by other entities throughout the region. Local jurisdictions, as required by the California Complete Streets Act of 2008, will incorporate Complete Streets into their general plans as they revise their circulation elements. SANDAG encourages local agencies to implement Complete Streets principles if a circulation element revision is not planned in the near future. Adopting a Complete Streets approach provides an opportunity to establish more detailed direction on Complete Streets implementation than would be provided in the context of a general plan. SANDAG also encourages and supports Complete Streets methodologies in the design and construction of all projects in the region developed by the California Department of Transportation (Caltrans) as appropriate, consistent with Deputy Directive 64-R1, and in the maintenance and operation of all state highway and public transit facilities.

\(^1\) The policy will apply to all new projects and projects still in the planning phase at the time the policy is adopted.
Section 4(E)(3) of the TransNet Extension Ordinance requires all projects constructed under the Ordinance to routinely accommodate pedestrian and bicyclists. Rule No. 21 of SANDAG Board Policy No. 031 provides guidance for the implementation of that requirement. SANDAG will periodically evaluate the effectiveness of Rule No. 21 to ensure compliance with this provision and to ensure that the rule reflects current best practices in Complete Streets implementation.

3. Design Practices and Context Sensitivity

While every street should be planned, designed, built, operated, and maintained for all foreseeable users, there is no singular design standard for Complete Streets and few streets will have separate accommodations for every mode. Projects should be planned and designed to consider current and planned adjacent land uses and local transportation needs, and to incorporate the latest and best practice design guidance. Each project must be considered both separately and as part of a connected network to determine the level and type of treatment necessary for all foreseeable users.

In order to provide context sensitive solutions that respond to public input, and the need to serve a variety of users, a flexible, balanced approach to project design that utilizes innovative design solutions may be considered provided that an adequate level of safety for all users is ensured. SANDAG will compile a library of best practice design guidance to facilitate this and make it available on its website.

SANDAG encourages local governments and Caltrans to coordinate Complete Streets implementation with broader livable communities planning and integration of land use with transportation. SANDAG will coordinate educational opportunities for jurisdictional technical staff on current design standards and will encourage and support the use of modern best practices in Complete Streets design.

4. Regional Network Principles

A well-connected network provides safe and convenient transitions from one mode of transportation to another, from one jurisdiction to another and from one type of infrastructure to another. A well-connected network also provides more route choices that can disperse traffic across the network, provides alternatives when priority is given to a particular mode along one route, and that provides route alternatives when a link in the network is obstructed. SANDAG will endeavor to provide a continuous, uninterrupted network accessible to all users and modes. A well-connected network considers connectivity throughout the lifespan of a transportation project and takes into account the needs of both current and projected users.

5. Exceptions

All transportation projects constructed or reconstructed should be planned, designed, and constructed for all foreseeable users. For some projects, however, an exception to this standard may be warranted. For projects developed by SANDAG, project managers may propose an exception with supporting data to indicate the basis for the request. The request for an exception will be reviewed by the project manager’s department director before inclusion and/or the next update of the project in the Regional Transportation Improvement Program (RTIP).
Exceptions may be appropriate in the following cases:

5.1 Where specific modes of travel are prohibited by law. In such cases, efforts should be made to accommodate travel by prohibited modes elsewhere, as appropriate for each mode, to ensure network connectivity. Where a proposed project for a limited access facility would cross a major barrier (such as a river, railroad, or highway), consideration should be given to the opportunity to include access across the barrier for otherwise limited modes.

5.2 Where the cost of providing facilities for all travelers, especially pedestrians and bicyclists, would be excessively disproportionate to the need or likely use. Federal guidance defines this as exceeding 20 percent of the total project costs; however, this exception also should be context-sensitive. Where demand is high or a barrier is significant, a cost in excess of 20 percent may be warranted, but where demand is low, 20 percent may not. This exception must consider probable use through the life of the project, a minimum of 20 years.

5.3 Where approved or adopted plans or policies (such as local land use, zoning, or mobility planning) or present and anticipated market conditions indicate an absence of need for both current and future conditions of the anticipated project’s life (a minimum of 20 years for roadways and 50 years for bridges).

5.4 Where unmitigable detrimental environmental impacts outweigh the need for full accommodation of all travel modes. In making this determination, the needs of all modes will be considered, with priorities determined based on the project context.

Exceptions that are recommended for approval will be reported to the Transportation Committee through the RTIP process where a member of the public may present opposition to that recommendation during public comment or in writing in advance of the meeting at which the exception recommendation is included. Exceptions should not be common.

All state, regional, and local agency projects included in the SANDAG programming document (known as the Regional Transportation Improvement Program) should be subject to applicable Complete Streets principles. SANDAG encourages each entity submitting projects to the RTIP to implement a process that allows for public participation and comment on whether those projects follow Complete Streets principles.

6. Performance Measures

SANDAG will evaluate the outcomes of this Complete Streets Policy in concert with regional performance measures, such as those developed for the Regional Comprehensive Plan and future long-range transportation plans. The policy will be subject to a biennial review of objective measures presented to the Transportation Committee for the committee to use in evaluating the effectiveness of the policy. These measures and their objectives include:

6.1 An increase in the number of projects that include multimodal connections to destinations by providing bicycle and pedestrian facilities, crossing improvements, traffic calming measures, wayfinding signs or other measures.
6.2 An increase in the miles of new and upgraded bikeways and walkways in the region, and other improvements that improve access for biking, walking, and transit or improve monitoring of those modes.

6.3 An increase in member jurisdictions that have adopted this Complete Streets Policy, or their own separate policies, incorporating Complete Streets principles or that have revised the circulation element of their general plans in compliance with the California Complete Streets Act.

6.4 The number of staff members from SANDAG and local jurisdictions and other transportation agencies participating in training and events that reflect best practices in Complete Streets planning and design.

6.5 Progress in accomplishing activities identified in the “Implementation” section below.

7. Implementation

In addition to the measures described above in this policy, SANDAG will take the following actions in collaboration with member agencies and other affected agencies:

7.1 All projects developed by SANDAG are opportunities to improve access and mobility for all modes. Toward that end, SANDAG will create a project development checklist to ensure all projects implemented by SANDAG consider local mobility plans and accommodate the needs of all travel modes and the movement of goods to the extent appropriate. Use of the checklist will include coordination between departments and consultation with staff for all modes through participation on the project development team. (Estimated time to complete: nine months from adoption of the policy.)

7.2 Develop a process for coordinating the development of regional projects with local agency Complete Streets initiatives and include in that process a protocol for evaluating cost sharing opportunities. (Estimated time to complete: one year.)

7.3 Develop a project development checklist template that local agencies can use to ensure local projects result in Complete Streets. (Estimated time to complete: nine months.)

7.4 Collaborate with local jurisdiction, Caltrans, and transit operators to develop a regional database and mapping tool to facilitate coordinated development of local and regional Complete Streets plans. (Estimated time to complete: one year.)

7.5 Provide opportunities for SANDAG staff, and staff from member agencies, Caltrans, and transit operators to participate in trainings, workshops, and other educational events related to Complete Streets procedures and practices including, but not limited to, transportation safety, multimodal network planning, context-sensitive design, connecting transportation and land use decisions, and evaluating projects and the impact of transportation investments. This will be an ongoing activity to ensure practitioners are well informed about state-of-the-art practices.
7.6 Develop tools and reference materials as needed, such as guidance on best practices and innovation in street design, parking management strategies, storm water best practices, incorporating bicycle and pedestrian access to transit stops and stations, traffic impact studies, and public engagement tools. SANDAG will make these tools available to other entities on its website.

7.7 Continue work on related initiatives that support multimodal connections, including the Safe Routes to School and Safe Routes to Transit programs.

7.8 Develop a benchmarking process for SANDAG project managers to use as a tool for monitoring implementation of this Policy. (Estimated time to complete: 9 months.)

7.9 Provide a report to the Board of Directors on the implementation of this policy within one year of its adoption.
<table>
<thead>
<tr>
<th>Action</th>
<th>Implementation Item</th>
<th>Development Lead</th>
<th>Development Support</th>
<th>Working Group Consultation</th>
<th>When</th>
<th>Implementation Lead</th>
<th>Implementation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1a</td>
<td>Create a project development checklist to ensure all projects implemented by SANDAG consider local mobility plans and accommodate the needs of all travel modes and the movement of goods to the extent appropriate.</td>
<td>Planning</td>
<td>MMPI, TransNet Programming</td>
<td>TWG, CTAC</td>
<td>9 months</td>
<td>TransNet Programming</td>
<td>Completed</td>
</tr>
<tr>
<td>7.1b</td>
<td>Develop a process for coordination between departments and consultation with SANDAG staff for all modes through participation on the project development team.</td>
<td>Planning</td>
<td>MMPI, TransNet, Operations, TDM</td>
<td></td>
<td>9 months</td>
<td>Planning, MMPI</td>
<td>Completed</td>
</tr>
<tr>
<td>7.2</td>
<td>Develop a process for coordinating the development of regional projects with local agency Complete Streets initiatives, including a protocol for evaluating cost sharing.</td>
<td>TransNet</td>
<td>Planning, TransNet, Finance</td>
<td>CTAC, TWG</td>
<td>1 year</td>
<td>TransNet Programming, Finance/Budget Control</td>
<td>Commencing in 2016</td>
</tr>
<tr>
<td>7.3</td>
<td>Develop a project development checklist template that local agencies can use to ensure local projects result in Complete Streets plans.</td>
<td>Planning</td>
<td>CTAC, TWG</td>
<td></td>
<td>9 months</td>
<td>Planning</td>
<td>Commencing in 2016</td>
</tr>
<tr>
<td>7.4</td>
<td>Collaborate with local jurisdictions, Caltrans, and transit operators to develop a regional database and mapping tool to facilitate coordinated development of local and regional Complete Streets plans.</td>
<td>Tech Services</td>
<td>Planning, MMPI, TransNet</td>
<td>CTAC, TWG</td>
<td>1 year</td>
<td>Tech Services</td>
<td>Commencing in 2016</td>
</tr>
<tr>
<td>7.5</td>
<td>Train SANDAG staff and provide training opportunities for staff from member agencies, Caltrans and transit operators through presentations, workshops, and other educational events related to Complete Streets procedures and practices.</td>
<td>Admin/HR</td>
<td>Planning</td>
<td></td>
<td>ongoing</td>
<td>Admin/HR</td>
<td>Underway</td>
</tr>
<tr>
<td>Action</td>
<td>Implementation Item</td>
<td>Development Lead</td>
<td>Development Support</td>
<td>Working Group Consultation</td>
<td>When</td>
<td>Implementation Lead</td>
<td>Implementation Status</td>
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<tr>
<td>7.6</td>
<td>Develop tools and reference materials such as guidance on best practices and innovation in street design, parking management strategies, storm water best practices, incorporating bicycle and pedestrian access to transit stops and stations, traffic impact studies, case studies and public engagement tools. Make tools available through the SANDAG website.</td>
<td>Planning</td>
<td>MMPI, Tech Services, TDM</td>
<td>CTAC, SANTEC, TWG</td>
<td>ongoing</td>
<td>Planning</td>
<td>Completed</td>
</tr>
<tr>
<td>7.7</td>
<td>Continue work on related initiatives that support multimodal connections, including the Safe Routes to School and Safe Routes to Transit programs.</td>
<td>Planning</td>
<td>TDM, MMPI</td>
<td>ATWG, TWG</td>
<td>ongoing</td>
<td>Planning</td>
<td>Ongoing</td>
</tr>
<tr>
<td>7.8</td>
<td>Develop a benchmarking process for SANDAG project managers to use as a tool for monitoring implementation of this Policy.</td>
<td>Planning</td>
<td>MMPI, TransNet</td>
<td>ATWG, CTAC, TWG</td>
<td>9 months</td>
<td>TransNet</td>
<td>Commencing in 2016</td>
</tr>
<tr>
<td>7.9</td>
<td>Report on policy implementation after one year</td>
<td>Planning</td>
<td>ATWG, CTAC, TWG</td>
<td></td>
<td>12 months</td>
<td>Planning</td>
<td>Commencing in 2016</td>
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Regional Complete Streets Project Development Checklist

Introduction

On December 19, 2014, the San Diego Association of Governments (SANDAG) Board of Directors adopted a Regional Complete Streets Policy (Policy). The Policy defines Complete Streets as it will be used to guide SANDAG in its role as an implementer of regional transportation projects and as the regional planning agency that programs transportation funds, sets long-range regional transportation policy, and provides technical assistance and support to local agencies. The Board action directed implementation action items such as this project development checklist and others to ensure all projects implemented by SANDAG consider local complete streets initiatives and accommodate the needs of all travel modes. The Policy document is available at:


Background and Resources

In 2004, the SANDAG Board of Directors established a Smart Growth Strategy for the region’s future growth and development. The strategy is illustrated on the Smart Growth Concept Map (SGCM), which was first adopted by the Board of Directors in 2006. The SGCM shows the location of existing, planned, and potential smart growth areas as well as planned habitat and open space. Projects located in a smart growth area must support walking and biking access, especially as it relates to transit. The Smart Growth in the San Diego Region (sandag.org/uploads/projectid/projectid_296_13993.pdf) brochure provides descriptions of the seven smart growth place types. More details about the SGCM are available at:

sandag.org/resources/smartgrowth/index_gmap.asp

Guidance on applying smart growth principles to transportation projects can be found in Designing for Smart Growth, Creating Great Places in the San Diego Region (sandag.org/index.asp?projectid=344&fuseaction=projects.detail).

Transportation design guidance for Complete Streets is available from a variety of sources including, but not limited to, those listed below:

- Riding to 2050 (see Chapter 7, Bicycle Design Guidelines)
  sandag.org/uploads/projectid/projectid_353_10862.pdf

- Planning and Designing for Pedestrians
  sandag.org/uploads/publicationid/publicationid_713_3269.pdf

- Caltrans Highway Design Manual Chapter 1000

- NACTO Urban Street Design Guide
  nacto.org/usdg
Local bicycle and pedestrian plans, safe routes to school plans, and Community Active Transportation strategies should all be consulted where they exist. Contact local jurisdiction planning and engineering departments in the project area to identify local plans.

**Using the Checklist**

There are two occasions for employing the Complete Streets checklists.

1. The Project Initiation Complete Streets Checklist is completed and approved at the start of the project initiation process in the scoping document/feasibility study before the project is added to the Regional Transportation Improvement Program (RTIP).

2. If changing project scope, the Project Amendment Complete Streets Checklist must be completed and approved prior to amending the project in the RTIP. This is necessary because any exceptions to complying with this policy must be reported to the Transportation Committee as part of the RTIP approval process.

If all modes of travel cannot be accommodated in the project consistent with local and regional plans, the checklist requires an explanation of the circumstances that justify that decision. Discuss the issue with your Director to determine if the project should be submitted for review by the SANDAG Active Transportation Working Group. Be sure the project does not preclude design features that could be added in the future if funds become available.

Project Managers preparing the Checklist should consult with planners in the Land Use Coordination section to assist with the planning context and answer any specific questions for clarification.
Project Initiation Complete Streets Checklist

Project Title: ____________________________________________

Project location: _________________________________________

Contact name, phone, and email: _____________________________

Existing Conditions (To be completed by Planning Staff working with Project Manager)

1. What accommodations for people walking or riding bikes exist in the project area? Include accommodations on any existing transportation facility, and any facilities that the project will intersect or cross. See GIS Senior Analyst for any questions.

   SANDAG Regional Bike Map: gis1.sandag.org/BikeMap2015/index.html
   SANDAG Sidewalk Map: M:\RES\GIS\Sidewalks\SanDiegoSidewalkNetwork_6_17
   City of San Diego Sidewalk Inventory: (website available in 2016)
   Google Maps: www.google.com/maps

2. If there are no existing pedestrian or bicycle facilities, how far from the proposed project are the closest parallel bikeways and walkways?

3. Describe the existing level of pedestrian or bicycle activity along the project corridor based on available data from the Regional Bike Counter Network and/or baseline data collection. See Bike Program Manager for baseline data collection.

   Regional Bike Counter Network webpage:
   sandag.org/index.asp?classid=34&projectid=496&fuseaction=projects.detail

4. What trip generators (existing and planned) are in the vicinity of the proposed project that might attract walking or bicycling customers, employees, students, visitors or others? See GIS Senior Analyst for any questions.

   Land Use Database Connections: \dc.pila.LIS.ago.sde\lis.GIS.Land\lis.GIS.ludu2014

5. What existing challenges or barriers could the proposed project address for people walking or bicycling in the vicinity of the proposed project?

6. What is the crash history in the project area? If the crash history of the site is high, what proposed project strategies will address public safety?

   Transportation Injury Mapping System: tims.berkeley.edu/page.php?page=tools
Planning Context (To be completed by Planning Staff working with Project Manager)

1. Is the project in a Smart Growth Area as defined by the Smart Growth Concept Map? See Land Use Principal Planner for any questions.


2. What local or regional plans will be consulted in the development of the project? (Include bicycle and pedestrian plans, safe routes to school, and safe routes to transit plans, community active transportation strategies, streetscape enhancement plans, community plan mobility elements, and other relevant plans provided by local agencies).

   SANDAG IGR Resource List:
   sandag.org/index.asp?classid=12&projectid=379&fuseaction=projects.detail

3. Where the project can contribute to the implementation of local plans, has a local jurisdiction contribution been identified and included in the project budget?

Proposed Project (To be completed by Project Manager)

1. How will the project development process respond to the mobility plans of local agencies?

2. Briefly describe the existing and future travel demand for all modes and how the proposed project will serve that demand.

3. Will the project sever existing access for any modes? If so, describe the circumstances and how the project will mitigate that loss of access. If the lost access cannot be mitigated, explain why not.

4. What accommodations are proposed for people walking or riding bikes in the project design?

5. Will the proposed project remove an existing bicycle or pedestrian facility or block access? If yes, how will that access be restored?

6. If the proposed project would not provide both bicycle and pedestrian accommodation, or if the proposed project would hinder non-motorized access, describe the circumstances that create this constraint.

7. If cost is assumed to be a factor in limiting access for people walking or riding a bike, explain how costs for the walking and biking improvements were allocated, and describe the key cost elements and their costs in relation to the overall project cost.

8. If existing right-of-way is a constraint, has acquisition of additional right-of-way been considered?

9. How will the project development process ensure access for people walking or riding bikes is maintained during project construction?

10. Have all parties responsible for ongoing maintenance of the facility been identified?
Complete Streets Certification

This project does/does not accommodate all users as requested by Complete Streets policy.

Completed by: _______________________________________________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

Reviewed and approved by: ___________________________ Department Director ___________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
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</table>

If this project will not meet the needs of all modes of travel that are not prohibited access by law, report this outcome to the Transportation Committee as part of the RTIP approval process with an explanation of the factors that led to that decision.
Project Amendment Complete Streets Checklist

Project Title: ________________________________________________________________

Project location: ____________________________________________________________

Contact name, phone, and email: ______________________________________________

Existing Conditions (To be completed by Planning Staff working with Project Manager)

1. If the land use or transportation context for the project changed since project initiation, explain how, and how those changes are affecting the plan, design, and estimated cost. Has observed pedestrian or bicycle activity along in the project area changed since the project was initiated, and if so, by how much? Has the project plan or design been modified to reflect that change? See Bike Program Manager for baseline data collection

Regional Bike Counter Network webpage: sandag.org/index.asp?classid=34&projectid=496&fuseaction=projects.detail

2. Has the crash history in the project area changed since the initial assessment? If so, how? Does the current project design respond to any changes in the crash history?

Transportation Injury Mapping System: tims.berkeley.edu/page.php?page=tools

Planning Context (To be completed by Planning Staff working with Project Manager)

1. Have any new local or regional plans been completed, or have any existing plans been updated since the project was initiated? (Include bicycle and pedestrian plans, safe routes to school and safe routes to transit plans, community active transportation strategies, streetscape enhancement plans)

2. How does the current proposed project respond to these new plans?

Current Project Proposal (To be completed by Project Manager)

1. Have there been any changes in how the proposed project will accommodate people walking or biking, the movement of private vehicles, transit, or freight? Address access along the project corridor and across it.

2. Has the cost of accommodating any mode changed significantly? (If so, by how much? Dollar amount or percent change.) Will the completed project, as currently proposed, fully accommodate all modes? If not, why not?

3. What is the current estimated cost of including full accommodation for all modes?

4. If the proposed project would not provide both bicycle and pedestrian accommodation, or if the proposed project would hinder non-motorized access, describe the circumstances that cause this.
5. If cost is assumed to be a factor in limiting access for people walking or riding a bike, explain the factors that impact the cost, and how those costs were allocated.

6. If existing right-of-way is a constraint, has acquisition of additional right-of-way been considered? If so, what is the estimated cost of that right-of-way?
Complete Streets Certification

This project does/does not accommodate all users as requested by Complete Streets policy.

Completed by: ____________________________________________

Name               Title               Date

Reviewed and approved by: _________________________Department Director _________________________

Name               Title               Date

If this project will not meet the needs of all modes of travel that are not prohibited access by law, report this outcome to the Transportation Committee as part of the RTIP approval process with an explanation of the factors that led to that decision.