



## STAFF REPORT/RESOLUTION

**TO:** Southwest Washington Regional Transportation Council Board of Directors  
**FROM:** Matt Ransom, Executive Director   
**DATE:** January 6, 2015  
**SUBJECT:** **FY 2015 Unified Planning Work Program Amendment: Complete Streets Policy, Resolution 01-15-02**

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### AT A GLANCE - ACTION

*The RTC Board is being asked to take action to amend the FY 2015 Unified Planning Work Program (UPWP) to add \$13,500 in state Regional Transportation Planning Organization (RTPO) funds to work with a consultant on regional Complete Streets policy. This work would complement work on Complete Streets carried out by Clark County Public Health and local jurisdictions.*

### INTRODUCTION

RTC has recently been notified by WSDOT that RTC is eligible to receive \$13,500 in supplemental State Regional Transportation Planning Organization funding to work on consideration of a regional Complete Streets Policy. RTC Board action is requested to amend the FY 2015 UPWP to add a Complete Streets Policy work element to the UPWP (see attached for more details of the proposed UPWP Complete Streets Policy work element) and to allow RTC's Executive Director to enter into an agreement with WSDOT to allow for the receipt of the \$13,500 in funds to carry out the work.

The Unified Planning Work Program (UPWP) is prepared annually to program transportation activities to be completed as part of the regional transportation planning process. During the course of the fiscal year, the work program is kept current through UPWP amendments. The FY 2015 UPWP was adopted by RTC Board Resolution 05-14-09 at the May 6, 2014 RTC Board meeting. Amendment to the FY 2015 UPWP is proposed.

Complete Streets is an approach to transportation policy and design that requires streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel for all transportation modes and access for users of all ages and abilities.

### POLICY IMPLICATION

The proposed UPWP work element will allow RTC to facilitate discussion and documentation of best practices for the application of Complete Streets policies and allow for RTC Board consideration of a Complete Streets policy for the Metropolitan Planning Organization (MPO) region. RTC's work would complement work on Complete Streets carried out by Clark County Public Health and local jurisdictions who recognize the safety, health, economic and

environmental benefits related to Complete Streets implementation. At the state level, Washington State has a Complete Streets program and grant category enacted in 2011.

**BUDGET IMPLICATION**

Action on this UPWP amendment will enable RTC to receive \$13,500 in Washington State Regional Transportation Planning Organization (RTPO) funds to research and recommend a potential Complete Streets policy for application at the MPO region. RTC intends to retain a professional services consultant to assist in this work with final distribution of funds for consultant and RTC staff services to be negotiated upon contractor selection. No local matching funds are required. Funds must be fully expended by June 30, 2015.

**ACTION REQUESTED**

Adoption of Resolution 01-15-02, FY 2015 Unified Planning Work Program Amendment “1G: Complete Streets Policy”

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2015,  
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

\_\_\_\_\_  
Melissa Smith  
Chair of the Board

\_\_\_\_\_  
Matt Ransom  
Executive Director

Attachment

## IG. COMPLETE STREETS POLICY

The RTC Board adopted an update to the Clark County Regional Transportation Plan in December 2014. One of the policy objectives of the Plan update is to review the Federal Flexible Grant Funding criteria and process to include / align that process more closely with the policy emphasis of the 2014 RTP Update. A policy emphasis area of the Plan is to further align Flexible Funds grant awards with Complete Streets policies, to ensure that all user groups are accommodated with the use of Federal grant funds.

The RTC was a participant with Clark County Public Health in evaluating Complete Streets policies among local jurisdictions in Clark County. This work did not comprehensively evaluate best practices at the regional Metropolitan Planning Organization (MPO) level. A gap in that review remains and is able to be filled by strategic review of Complete Streets best practices and systems for application at the MPO level.

### **Work Element Objectives and Scope**

RTC is to work with WSDOT and a professional services consultant to facilitate discussion and documentation of best practices for the application of Complete Street policies at the regional Metropolitan Planning Organization (MPO) level.

- **Task 1: Peer Review.** Case study research will be conducted to document the best practices for application of Complete Streets policies among Metropolitan Planning Organizations across the state and nation. A technical memorandum will document the results of the research and address a range of options to consider. WSDOT's HQ Library Staff will assist RTC in conducting the informational search.
- **Task 2: Policy Concepts.** Based on Task 1 findings, a prototype policy(s) will be prepared for RTC Board and community discussion. The policy proposal will be presented to MPO agency stakeholders and to the RTC Board for review and input. A technical memorandum will describe prototype Complete Streets policies in preparation for review by stakeholders and refinement before a final recommendation is made.
- **Task 3: Recommendation Report.** Based upon the feedback and findings of the Task 2 input / review cycle a final recommendation will be prepared for the RTC Board's consideration and possible adoption. Technical memorandum and related support materials which document the proposed policy, create the implementation systems (spreadsheets/database), and related materials that provide for a turn-key transition from policy adoption to implementation will be prepared.

### **Relationship To Other Work Elements**

Complete Streets policies relate to implementation of the Regional Transportation Plan, project evaluation and competitive grant applications as part of the Transportation Improvement Program process.

### **FY 2015 Products**

- Documentation of best practices for the application of Complete Streets policies at the regional, Metropolitan Planning Organization (MPO), level.

#### **FY 2015 Expenses:**

	\$
RTC/Consultant*	\$13,500
<b>Total</b>	<b>\$13,500</b>

#### **FY 2015 Revenues:**

	\$
State RTPO	\$13,500
	<b>\$13,500</b>

\* Final distribution of consultant and RTC staff services to be negotiated upon contractor selection.