Recommendations for
Integrating Complete Streets into Caltrans Project Development

1. **Headquarters Review of SHOPP Projects**
    a. Establish Division of Active Transportation that would review all SHOPP projects that provide local access (non-freeway)
    b. Establish Division-level Advisory Committee of external non-agency stakeholders to review and provide input
    c. Require Districts to post "project phase k" project lists online and notify Division Advisory Committee for review.

2. **Establish Minimum Complete Streets Elements & Require Project Performance Assessments**
    a. Establish and require project performance assessment of all SHOPP projects to promote consistency with complete streets, reducing greenhouse gas, advanced mitigation, and water use reduction.
    b. Develop directive to mandate minimum complete streets improvements based on clear thresholds (AADT, Freight, Bicycle/Pedestrian Collisions, Lane Widths, etc.)

3. **Establish Clear Exemption Policy**
    a. Establish clear requirements for when a SHOPP project may be exempted from incorporating minimum complete streets elements
    b. Exemptions should require senior-level authorization and be documented with supporting data that indicates basis for decision
    c. Prior to finalizing exemptions:
        i.   Exemptions should reviewed by Division Advisory Committee
        ii. Posted online for public feedback

4. **Integrate Meaningful Review at the District Level**
    a. Require every local project development team to include two local advocates—with expertise in at least one of the following: bicycle, pedestrian, transit, and/or environmental justice.
    b. Establish formal District BPACs charged with reviewing projects at phase "k"

5. **Ensure Robust External Stakeholder Engagement in District System Planning**
   a. Regularly Update the California Corridor Mobility Page (www.dot.ca.gov/hq/tpp/corridor-mobility/) and Clearly Identify Year of Publication
   b. Clearly Outline Participation Process for External Stakeholders for Transportation Concept Reports (TCRs), Corridor System Management Plans (CSMPs), and District System Management Plans (DSMPs)
   c. Provide Timelines for When TCRs, CSMPs, and DSMPs are Set to be Updated
   d. Identify Clear Staff Contact for Each Document on Website
   e. Systematize Complete Streets Analysis and Non-Auto Modes in Modeling in CSMPs
   f. Update TCR, CSMP, and DSMP Guidelines (last updated in 2012, 2006, and 2013, respectively) to Integrate Complete Streets

6. **Monitor & Implement Complete Streets Implementation Action Plan (CSIAP) 2.0**
   a. Ensure Adequate Staffing for Monitoring and Implementation
   b. Develop Quarterly Updates to CSIAP 2.0 Monitoring Chart
   c. Develop Annual Updates to CSIAP 2.0 Monitoring Chart