

Purpose

To provide information and guidance for deferral of design elements associated with Complete Streets projects.

Background

The Washington Department of Transportation (WSDOT) has incorporated the principles of Complete Streets to better provide street access with all users in mind, including pedestrians, bicyclists, and public transportation users, on WSDOT projects constructed on state highways consistent with ESSB 5974. Design Manual 1100.03(3) identifies the screening criteria used to determine which WSDOT projects implement the principles of Complete Streets unless documented justification to defer is approved by the Region Administrator or delegate. The decision-framework outlined below provides additional guidance associated with the process to identify and document compelling reasons to not implement Complete Streets elements as part of specific projects, in part or whole.

Instruction

Follow the Complete Streets project screening as outlined in DM 1100.03(3). In alignment with the principles of practical design, undertake a good faith effort to develop a preferred design solution that balances projects baseline/complete street needs and constraints while providing multimodal benefits to each category of roadway user. As part of this effort for Complete Streets projects, develop an alternative that fully meets the goals of Complete Streets (i.e., Level of Traffic Stress (LTS) 1 or 2, etc.) while delivering the full baseline scope. Consider other alternatives that defer baseline scope or Complete Streets elements, in part or whole or any combination thereof, to a future project. Delivering a Complete Streets project with an LTS of 3 or 4 is a deferral. Document a decision to defer in the Design Documentation Package – Section 2.4 with a *'Design Decision - Complete Streets Deferral'* that is approved by the Regional Administrator or delegate.

Use the *'Design Decision - Complete Streets Deferral'* template and the following metrics/considerations to assess each alternative and justify project decisions/explain the reasoning for decisions to defer elements:

- **Safety Performance and Operational Performance¹**
 - Assess the exposure, frequency of fatalities and serious injuries, and severity of crashes for all user groups.
 - Assess the network connectivity, and potential demand.
- **Project Cost**
 - Provide an up-to-date cost estimate.
 - If fully meeting the goals of Complete Streets would result in a significant increase to the cost of original baseline scope (e.g., greater than 50% cost increase) this may support a deferral decision. This could be the result adding a significant amount of right of way,

¹ Priority should be given to full Complete Street implementation when it is anticipated to result in a significant improvement to fatal and serious crash potential, network connectivity, and/or access, with due consideration to serving vulnerable populations and overburdened communities.

structures, storm water conveyance, utility relocations, etc. to accommodate Complete Streets elements.

- **Impacts to Delivery Schedule**
 - Assess impacts to the project's delivery schedule.
 - If fully meeting the goals of Complete Streets results in delay that is deemed unacceptable² to project delivery, this may support a deferral decision. Delay may be associated with adding significant or complicated scope, difficulties in reaching agreement with local jurisdictions and communities, acquiring right of way, etc.
- **Impacts to Existing Structure(s)**
 - Assess impacts to existing structures (e.g., bridge structures, large walls, tunnels, etc.).
 - If fully meeting the goals of Complete Streets significantly impacts or necessitates replacement of major existing infrastructure, this may support a deferral decision.
 - If a structure is not to be replaced as part of the original scope, only consider alternatives that are feasible without replacing the structure.

Fish passage projects follow Design Bulletin #22-02 Complete Streets Process for Fish Passage. As such, fish passage projects are not required to provide the full justification for deferrals and complete the standard Design Decision for Complete Streets deferrals outlined above. For fish passage projects, document a decision to defer or provide forward compatibility with Complete Streets in the Design Documentation Package – Section 2.4 with a *'Design Decision - Complete Streets Deferral for Fish Passage'* template. Region Administrator approval is not required. Provide additional documentation in the Basis of Design as detailed in Design Bulletin #22-02 – Complete Streets Process for Fish Passage.

Upon approval, upload the *'Design Decision - Complete Streets Deferral'* template or *'Design Decision - Complete Streets Deferral for Fish Passage'* template to Enterprise Content Management (ECM) to be included as part of the project's DDP and email a copy to HQ CPDM Deputy Director for Capital Programs, Active Transportation Strategic Policy Administrator, and the project's ASDE, with a copy to the Region Administrator.

For questions or information on how to implement this Design Bulletin, please contact your Assistant State Design Engineer.

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² When determining whether possible delay is unacceptable, the following issues may be relevant: speed and severity of asset deterioration with significant implications, fish passage barrier injunction due date, the potential for significant impact to fatal and serious crashes with delay in construction of mitigation, utility relocation, and/or internal and external workforce issues such as the annual contracting cycle.