



Background

Fish passage projects at WSDOT occupy a unique place in the WSDOT program as a response to a legal injunction having its own specific purpose, need, and funding source. The *'Complete Streets Model Process'* (attached) stipulates the recommended roles, responsibilities, and actions of various region and HQ staff engaged in implementing SB 5974 Section 418. This bulletin provides clarification about how to apply the model process to typical fish passage project situations, in order to ensure expedient delivery and consistent application, with a primary goal of maintaining forward compatibility in an environment characterized by the long horizon year of new bridges, combined with emerging or underdeveloped Complete Streets concepts and associated projects. More specifically, this bulletin provides guidance on how fish passage projects may conduct Steps 1 – 4 of the *'Complete Streets Model Process'*.

Instruction

Follow the *'Complete Streets Model Process'* screening as described in Step 1, and provided the project passes this screening step, proceed to Step 2. When engaged in Step 2, because of the long horizon year and inability to implement corridor wide complete street improvements as part of the fish passage project, in addition to other alternatives mentioned in the model process, develop a “forward compatibility” alternative that does not install complete streets elements, but instead ensures that significant follow-on work (such as significant structural work) is not required when a subsequent, programmed project that is anticipated to construct complete street elements and connections arrives in the future. This “forward compatibility” alternative will typically provide, for example, additional width to retaining or wing walls, earthwork, a longer culvert, or other provisions that would minimize “throw away” work later, but also avoids installing finished surface treatments (like sidewalks, bike lanes, or buffers).

Following the completion of Step 2 of the model process, proceed to Step 4 and select an alternative, before returning to Step 3 (Community Outreach). In situations where the “forward compatibility” alternative is selected in Step 4, scale Step 3 work accordingly, as the project may defer or scale down community outreach activities until such time that scoping begins for the succeeding project that will construct Complete Street improvements. If the “forward compatibility” alternative is selected provide documentation explaining the rationale behind the selection.

To reduce the amount of duplication in documentation, improve consistency, and provide for more expedient documentation reviews, use the Basis of Design (BOD) form to document the steps in the model process, and as described above, as much as possible. When Complete Streets requirements are triggered for a project (Step 1), identify that improvement in the BOD as a Baseline Need for pedestrian and bicycle accommodation, using Level of Traffic Stress (LTS) as the metric, and selecting 1 or 2 for the target. Use the Alternatives Analysis section of the BOD to explain the Complete Streets concept as it relates to each alternative, and how the fish passage project will implement it (in part or in full), or is forward compatible with complete streets. The design team may also reference a report compiled from Step 4 of the model process in this section of the BOD and include it as an attachment.

Note that the model process is an evolving document, and specific references in this bulletin to the document may change over time.

Model Process for Complete Streets

This document provides a high-level overview of Complete Streets teams and their support of the project development process. It is intended to be supplemental to other documents (e.g. Design Manual, Pre-Design Guidance, etc.).

Region Complete Streets (CS) Teams

Region CS Teams provide multidisciplinary, subject matter expertise input throughout project development of Complete Streets strategies and design through their participation in planning, scoping, and design processes during scoping, pre-design, design, and construction phases.

Teams bring together staff with active transportation expertise and other knowledge relevant to complete streets from disciplines that may include, but are not limited to, region planning, public transportation, active transportation, transportation operations, transportation safety, engineering services/project development, maintenance, programming, construction, and communications.

During the initial phases of the Complete Streets roll-out, utilize WSDOT Headquarters (HQ) staff with appropriate expertise to supplement region teams as needed. Over time, regions should hire staff with appropriate active transportation expertise to replace HQ staff.

Step 1: Project Screening (Scoping)

Responsible

Scoping Staff, Region Planning Office, and CS Team

Accountable

CPDM/Development/ATD

Activity

At the request of region scoping staff, examine a project to determine whether the Complete Streets (CS) requirement applies using the following criteria:

- within an incorporated jurisdiction
- An active transportation gap as identified by a WSDOT plan
- An active transportation gap as identified in a local plan; or,
- In an overburdened community.
- The nature of the work and other contextual needs.

Deliverable

Determination of whether or not a project is subject to the Complete Streets requirement.

As needed, draft screening results will be shared with appropriate local agencies to ensure that all relevant local plans and projects were captured in the screening. Screening results will be documented and concurred upon by the Lead Scoper, ASDE, the Active Transportation Strategic Policy Administrator, and the Priority Programming Manager (or delegates). Where there is disagreement, the Regional Administrator (RA) will make a final determination.

[Additional Guidance](#)
[Scoping Instructions](#)
[Complete Streets Screening Worksheet](#)

The remaining guidance applies to projects that have passed this initial screening.

Step 2: Complete Streets Alternatives Development (Pre-Design):

Responsible

Pre-design lead and CS Team

Accountable

Pre-design lead

Activity

As part of pre-design coordination, consider and recommend CS concepts for the project, including analysis of their multimodal, environmental, transportation, and maintenance impacts. Develop and evaluate alternatives that involve existing facilities that can serve in place of additional investment on the state route, reallocation of existing space to active transportation modes, expanding the cross section to accommodate active transportation modes, and measures to reduce vehicle speeds or increase separation in order to achieve the target level of traffic stress and consistency with the Safe System approach.

Participants

CS Team, Pre-design team (Region Planning, Traffic, Engineering Services, Area Engineering Office, Program Management, Maintenance, Real Estate, etc.), appropriate community and local agency representatives

Deliverable

A report on the options developed through alternatives development.

Additional Guidance

[Pre-Design Guidance](#)
[Complete Streets Assessment Worksheet](#)
[Complete Streets Project Delivery Memo](#)

Step 3: Community Outreach (Pre-Design):

Responsible

Pre-design lead and CS Team

Accountable

Pre-design lead

Activity

As part of normal M3 coordination, seek feedback from the affected community on the concepts developed during the Complete Streets Alternatives Development (Step 2) through a specific and targeted outreach effort. Incorporate feedback as appropriate to modify and improve the alternatives.

Participants

CS Team, Pre-design Team, community members

Deliverable

Report about the findings of the community outreach exercise, including summary comments regarding each option presented, including the alternatives as they have been modified through the public outreach process, and a recommendation by the CS Team on the most advantageous alternative to pursue.

Additional Guidance

[Community Engagement Plan](#)

[Complete Streets Project Overview](#)

Step 4: Alternative Selection (Pre-Design):

Responsible

Pre-design lead

Accountable

Pre-design lead

Activity

A conference of the CS Team and Pre-design to discuss the options and recommendations, and to determine by consensus the most advantageous path forward

Deliverable

A report suitable for review of the Region Administrator describing the selected alternative. Reports that select an alternative other than that recommended by the CS Team require Region Administrator concurrence before proceeding. If the selected alternative will not provide a complete street, see the documentation notes below.

Note: prepare the Basis of Design, Context and Modal Accommodation report, and Project Profile as usual, and as they logically document, this pre-design process.

Additional Guidance

[Pre-Design Guidance](#)

[Complete Streets Project Delivery Memo](#)

Step 5: Design:

- Design Bid Build Projects:
 - Include the Region CS Team as an SME reviewer at 30%, 60%, and 90% design.
- Design Build Projects:
 - Include the Region CS Team as an SME reviewer prior to Conceptual Design Approval, for all pertinent Design-Build Alternative Technical Concepts and as part of the Design Build's Geometric Design Submittal.

Additional Guidance

[Complete Streets Project Delivery Memo](#)

Step 6: Construction:

The Region CS Team will continue to be a resource in construction for topics such as reviewing Maintenance of Mobility/Traffic plans for active transportation impacts and related construction impacts communication, quality and standards review for active transportation facility finishes, etc.

Documentation Notes (projects that are determined not to provide a complete street):

- Explain the rationale for advancing a design that fails to meet one or more Complete Streets criteria;
- Identify any mitigation or interim measures that are planned to be implemented as part of the subject project;
- Maximize forward compatibility with the future addition of missing Complete Streets elements; and,
- Refer the project location to Region Planning for development of a plan for future Complete Street improvements, and/or identify future opportunities and associated timelines to fully meet all Complete Streets criteria.