

# Memorandum

To: ALL CALTRANS STAFF

Date: December 6, 2021

From: TOKS OMISHAKIN  
Director

Subject: **DIRECTOR'S POLICY 37 – COMPLETE STREETS HIGH-PRIORITY IMPLEMENTATION ACTIONS**

## Purpose

This memo outlines specific high-priority actions that the California Department of Transportation (Caltrans) will initially take to immediately implement the goals described in the newly adopted Director's Policy 37 (DP-37) on Complete Streets.

- **Develop Contextual Design Guidance**
  - HQ Division of Design will work with the Division of Transportation Planning and the Director's Office Sustainability team to create guidance that will detail the Caltrans' minimum expectations for complete streets facilities by place type.
  - The contextual design guidance will build off existing guidance, and develop new guidance where needed, as well as leverage the place types developed under the Smart Mobility Framework.
  - Target Completion: Fiscal Year 2022/23, Quarter 2
- **Champion Design Flexibility among Project Development Teams**
  - HQ Division of Design will roll out the Safety, Equity, and Climate Action Roadshow to train project team members on the current state of the practice, as well as encourage and support designers to leverage design flexibility in their decision-making in order to design for safe, equitable, and climate-focused outcomes.
  - Target Completion: Initial Rollout in Fiscal Year 2021/22, Quarter 3
- **Update Processes for the Complete Streets Decision Document (CSDD)**
  - HQ Division of Design will revise the CSDD to designate District Directors as the final signatories of all CSDDs. District-Designated Complete Streets Coordinators will collect CSDDs and send them annually to Headquarters Division of Design for archiving and reporting.
  - Target Completion: Fiscal Year 2021/22, Quarter 3

- **Develop Process for Including Complete Streets in Highway Maintenance Projects (Pavement and Bridge)**
  - HQ Division of Maintenance, with support from the Director's Office Sustainability team, Office of Complete Streets in Project Delivery, and District Maintenance and Complete Streets Coordinators, will develop a process for tracking the inclusion of complete streets elements in Major Highway Maintenance (Pavement and Bridge) projects. District Directors will be final signatories for projects that do not incorporate complete streets elements.
  - Target completion: Fiscal Year 2021/22, Quarter 3
- **Launch Complete Streets Hub to facilitate cross-functional collaboration**
  - The Director's Office Sustainability team will work with HQ Divisions of Transportation Planning and Design to launch the Complete Streets Hub to provide a centralized repository of complete streets resources and support internal collaboration on complete streets issues. This effort will include a new Onramp site, cross-functional trainings, and information sharing forums.
  - Target completion: Initial Rollout in Fiscal Year 2021/22, Quarter 3
- **Develop Biennial Updates to Complete Streets Action Plan**
  - The Director's Office Sustainability team will coordinate the creation of a new, standalone biennial Complete Streets Action Plan with Headquarters Divisions and Districts. The Action Plan will identify additional actions beyond those identified within this memo that are needed to fully implement DP-37.
  - Target completion: Initial Update in Fiscal Year 2021/22, Quarter 4

All Caltrans employees should also be empowered by DP-37 to take the actions needed in their function to advance complete streets, even if not explicitly described in this memo.



---

TOKS OMISHAKIN  
DIRECTOR

12.1.21

---

Date

author/typist

DOTS2 # (if DOTS assignment)  
Cross-reference DOTS2 # (if any)