



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: May 28, 2025 **Re-issued as old business 7/10/25**

TO: Mayor Jeffrey Caggiano
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: **DPW COMPLETE STREET POLICY**

Please find enclosed a draft Complete Street Policy for review and approval. As indicated in the policy, Complete Streets is an approach to planning, designing, and building streets that enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. The primary concept is that streets should not be designed merely for vehicles. Rather, consideration should be given to all potential users of City streets.

The Complete Street Policy establishes the framework to incorporate Complete Streets processes and roadway standards into City projects. Although the Department of Public Works will be the lead City department implementing Complete Streets, full integration will include City Land Use boards, the Commission of Disability, ECD, Police, Fire, Parks and the Senior Center. The policy also requires an internal committee comprised of the Director of Public Works, City Engineer, City Planner, and ECD Executive Director to ensure Complete Street implementation and execution. The policy also establishes oversight by the Board of Public Works, and requires the creation of a City Bicycle Committee to develop a Bicycle Facility Plan. Full implementation of Complete Streets will require revisions to the City's Street Ordinance, along with revisions to the City's Zoning and Planning regulations.

Complete Streets does not require sidewalks, bike lanes, traffic calming, or streetscape elements on all City streets. However, it does require a review prior to City projects that necessitate that other users and street elements are evaluated and considered, along with documenting the decision process. A primary goal of Complete Streets is to shift away from prioritizing vehicle speed and travel time. A checklist of Complete Streets items that shall be evaluated as part of the Complete Street process is attached.

The Department of Public Works supports Complete Streets and sees implementation of Complete Streets as a means to improve roadway safety. It should also be noted that approval and implementation of Complete Streets has been a condition of a number of State and Federal roadway grants, including the Community Conductivity funding. Time will be required to fully establish and implement Complete Streets in order to work with the various City and Community

Boards, Commissions, and City Departments. However, to move forward the Department of Public Works requests the following Board of Public Works Action:

Approve the proposed Complete Street Policy as presented by the Department of Public Works

If approved, the Department of Public Works will establish the internal committee of the Director of Public Works, City Engineer, City Planner, representative of the DPW Engineering Division, and the City's ECD Executive Director to proceed with implementing Complete Streets. The representative of the DPW Engineering Division will be Anthony Lorenzetti, P.E. The committee may be expanded with time, to include members of City Land Use Boards, Commission on Disabilities, and representatives of the Senior Center.

It should be noted that the draft Complete Street policy is based, in part, on the Complete Street policies from West Hartford Connecticut and Riverside California.

A link to a complete street guidebook prepared by NVCOG is provided provided below:

[NVCOG Complete Streets Guidebook 100124 FINAL](#)

As indicated above, the approval of a Complete Streets policy is becoming a condition in a number of State grants. Pending State bill SB 1377 increases funding for Complete Streets. On a Federal level, grant funding for alternate vehicles such as bicycles paths are being de-prioritized. See link to article regarding federal funding/ prioritizes.

<https://usa.streetsblog.org/2025/03/12/breaking-u-s-dot-orders-review-of-all-grants-related-to-green-infrastructure-bikes>

However, the availability of Federal discretionary grant funds for a Connecticut municipalities is anticipated to be very low.

Please feel free to contact me at 860-584-6113 with any questions/concerns.

CITY OF BRISTOL COMPLETE STREET POLICY

1.0 SCOPE

Complete Streets is an approach to planning, designing, and building streets that enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. This approach also emphasizes the needs of those who utilize multi-modes of transportation, mostly in City areas with low-income levels and the highest housing and population density.

An objective of the Complete Street policy is to maximize City investments in areas where existing multi-model roadway infrastructure is required, due to lack of long-term investment, and is needed due to high population density. With that said, the Complete Street policy will be incorporated into ALL Department of Public Works project to ensure that all modes of transportation and needs of all residents are met.

While Complete Streets is a **process** and **approach** to street design, there is no singular design prescription for Complete Streets. Each one is unique and responds to its community context. A complete street may include: sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crosswalks, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more.

The March 2022 USDOT and FHWA Report to Congress Entitled “Moving to a Complete Streets Design Model: A Report to Congress on Opportunities and Challenges,” defines Complete Streets as “Complete Street is safe, and feels safe, for everyone using the street. The Infrastructure, Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), Section 11206, defines Complete Streets standards or policies as those which “ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.”

The report also states: “Building Complete Streets encompasses planning, designing, constructing, maintaining, and operating roadways and public rights-of-way with all users in mind to make the transportation network safer. In principle, Complete Streets are multimodal and provide safe access for all roadway users. In practice, it is not always possible to accommodate all modes in a single street due to right-of-way constraints, so a practical approach to Complete Streets also focuses broadly on building Complete Networks to provide connectivity for different modes of travel. Complete Networks may use parallel routes to facilitate access that variously prioritizes different modes throughout an area while ensuring the safety of all roadway users. Creating Complete Streets also requires safety data analysis and safety countermeasure identification and implementation. “In summary the report states that: “Complete Streets provide users with essential access to the transportation network, regardless of mode choice, access, or connectivity, determines how easily people can move throughout the transportation system. At its simplest level, network connectivity addresses how travelers can move safely and easily from place to place. Safety and comfort for those who use transit, walk, bike or roll are integral to the objective of providing connections and access for those who choose to use those modes.”

The City of Bristol Planning commission is required by statute to develop a Plan of Development every 10 years to act as a blue print for the city. The 2015 Plan of Conservation and Development chapter 13 addresses the future transportation needs of the city. Section 13.2 lists the Overall Transportation System Goals. The first goal is to provide a comprehensive and integrated system to best meet the needs of Bristol residents, businesses, and visitors. Other overall goals of the plan are vehicular, pedestrian, bicycle circulation, and transit. These items are expressed more thoroughly as policies in section 13.3. Section 13.3.1 Comprehensive System, promotes a “Complete Streets” approach to ensure that local roadways are designed to accommodate multiple modes of transportation (motor vehicles, pedestrians, bicycles, public

transit, etc.) where and when appropriate.” The development a of a Complete Streets Policy will make the City Eligible for Future Community Connectivity Funding that is being administered by The State of Connecticut Department of Transportation (CTDOT), and help the city to incorporate Complete Street Elements in state funded projects.

2.0 VISION – GOAL

This Complete Streets policy shall be considered as an integral component of the project design for all City owned public street right of ways including sidewalks and pathways. The transportation network shall be safe, accessible, comfortable, accommodating, and welcoming to all users including pedestrians, people with mobility challenges, cyclists, motorists, commercial vehicles, and emergency vehicles.

A Complete Streets approach will encourage non-motorized modes of transportation and a Complete Streets culture that promotes an inter-connected community, healthy living, and a thriving City.

Specific benefits include the following:

- i. Makes roads safer through development of separate pedestrian and cyclist facilities where possible, that will improve safety and increase capacity for vulnerable users.
- ii. Enables healthier lifestyle choices by providing an expanding variety of safer and convenient walking and bicycling options;
- iii. Expands or completes the network of safe walking and bicycling routes to schools, parks, and other community services;
- iv. Encourages Economic Development;
- v. Provides for uniformity from project to project and from state to city streets;
- vi. Potentially reduces vehicular traffic volumes and improved air quality;
- vii. To make the roadway and street environment safer and more inviting by reducing the frequency and severity of vehicular, bicycle, and pedestrian-related accidents.

Complete Streets are necessary to promote an integrated and balanced transportation network. Complete Streets strive to provide the best possible blend of service, mobility, convenience, and safety while reinforcing a positive social, economic, and environmental influence.

Complete Streets shall be a vital component of the City’s transportation network and contribute directly to the health, safety, economic vitality and quality of life in the City. Through implementation of Complete Streets principles, the transportation network in the City will be safe, accessible, comfortable, and convenient for all transportation users.

Implementing a Complete Street policy shall ensure all people can comfortably travel to and from their destinations safely, in a reasonable amount of time, in a cost-effective manner. A Complete Streets policy is both about prioritizing the most vulnerable users of the transportation system (people walking, rolling,

and biking), and fostering a paradigm shift away from prioritizing speedy car travel. The Complete Street policy shall ensure City roadways complement and enhance the surrounding land use and neighborhood character and accommodate all users, including drivers, bicyclists, pedestrians and transit patrons, older residents, children, and persons with mobility impairments.

3.0 EQUITY – PRIORITIZATION OF UNDERSERVED COMMUNITIES

There are populations and communities within our City that face higher transportation burdens and experience greater barriers to accessing resources and opportunities, as well as disenfranchised populations, and communities that have traditionally been underrepresented in City planning and decision-making processes. These populations include low-income individuals, people of color, senior residents, children, youth, people with disabilities, and people living in households without access to a private automobile. Each of these groups are either at higher risk of injury or death while walking or biking, and are more likely to walk, bike, or use public transit than the population as a whole. Therefore, this population needs to be considered specifically when improving the transportation environment. To begin to address these inequities, the City shall incorporate equity criteria into the project prioritizing process and developing an inclusive community engagement process to reach our most vulnerable users and underrepresented populations. It is important to incorporate equity criteria when evaluating maintenance in order to maintain accessibility for everybody, including the most vulnerable users.

All users and all transportation modes shall benefit from Complete Streets improvements.

The City of Bristol’s ADA Transition plan prioritizes the Downtown District of the City and access to municipal facilities. The Downtown District is an economically disadvantaged area prioritized for new accessible sidewalk facilities. The City is utilizing Community Connectivity funding through (CTDOT) for pedestrian improvements in the Downtown District, Federal Hill, and West End, along with Bristol Housing Authority properties in the Lillian Road, Vance Drive, and other areas.

4.0 CHOOSING COMPLETE STREET PROJECTS - APPLIES TO ALL PROJECTS AND PHASES

A strong and effective Complete Streets policy starts to reshape the process by which projects are chosen for funding and advancement. An objective of the Complete Street Policy shall be to reduce the focus on prioritizing vehicle level of service (how many cars can be moved through a corridor), or account for potential impacts to vehicle travel time, while ignoring the more holistic impacts of improving access to jobs and services. The City’s Complete Street policy shall establish the following project criteria priorities:

- a. Safety
- b. Mobility
- c. Pedestrians
- d. Cyclists (within reestablished priority zones)
- e. Motor Vehicles

We recognize that all modes of transportation cannot always have separate code compliant accommodations within every publicly owned right of way due to physical restraints. However, the overall goal is for all users to safely and conveniently use the transportation system. The City shall establish criteria to encourage funding prioritization for Complete Streets implementation with at least the following principles in mind:

- i. Connectivity— connecting existing infrastructure to existing infrastructure and creating additional connections to community assets (including but not limited to: businesses, schools, community centers, city halls, medical facilities, parks, voting locations, and libraries).
- ii. Multimodality— implementing projects that expand infrastructure for modes of transportation other than the car.
- iii. Economic Development— proposed project supports broader efforts to enhance economic development. In addition to these criteria, the City shall work to gather community input on projects being considered to determine which projects should be developed first.

An important aspect of this Complete Streets policy is to ensure that City bicycle riders feel safe traveling within and throughout the City. The City currently lacks defined bicycle routes for convenient and easily accessible transportation through and around the City. To address this, the Board of Public Works shall establish a City Bicycle Advisory Committee, and the Committee shall develop a Bicycle Facility Plan. Such Plan shall be presented to the Board of Public Works no later than nine (9) months from the adoption of this Complete Streets Policy, and shall be reviewed and/or updated every three years.

5.0 EXCEPTIONS

Each project shall be approached as an opportunity to improve the safety and accessibility of the street and public right of way for all users.

However, exceptions shall be made if any of the following criteria will render Complete Streets improvements unworkable:

- a. Where specific users are prohibited by law from using the ROW (e.g. pedestrians and bicyclists within a limited access highway). However, exclusion of certain users on particular ROW's shall not exempt projects from accommodating other permitted users;
- b. Cost is disproportionate to the current need or projected future need for Complete Streets improvements, or unusual circumstances, such as where natural features (e.g. steep hills, ledge, flood plains, wetlands) make it very costly or impossible to accommodate all modes, or funding is not available;
- c. There is an absence of current and future need with an Average Daily Traffic (ADT) of 1000 or less and is more than a mile from neighborhoods, schools, or points of interest.
- d. Emergency repairs, such as a water main leak, that require an immediate, rapid response; however, temporary accommodations for all modes should still be made. Depending on the severity of the repairs, opportunities to improve multimodal access should still be considered where possible.
- e. Transit accommodations are not required where there is no existing or planned transit service.
- f. Routine maintenance of the transportation network that does not change the roadway geometry or operations, such as mowing, sweeping, and spot repair.
- g. Where a reasonable and equivalent project along the same corridor is already programmed to provide facilities exempted from the project at hand.

Requested exceptions shall be evaluated initially by the Director of Public Works in consultation with the City Engineer or City Planner, and then presented at a regularly scheduled Board of Public Works meeting for action.

Notwithstanding the above, in accordance with the Connecticut General Statutes, as amended, where a transportation project includes state or federal transportation funding, the determination of the applicability of the exception request must be made by the Board of Public Works. Once the Bicycle Facilities Plan is adopted by the Board of Public Works, any recommendation for an exception to this policy that is objected to when concerning the Bicycle Facilities Plan, shall be brought to the Board of Public Works. All granted exceptions shall be posted to the City's Department of Public Works website. Where exceptions are granted, parallel accommodations for the category of users excluded shall be considered on alternate routes within the transportation system.

6.0 MANDATORY COORDINATION BETWEEN AGENCIES

A Complete Street is defined as a street that meets the needs of all users: motor vehicles, pedestrians, cyclists, and including populations of low-income individuals, people of color, senior residents, children, youth, people with disabilities, and people living in households without access to a private automobile. In order to meet their needs, it is imperative that the Complete Street policy includes outreach programs to receive input from the organizations within the City representing the various communities and City Departments such as the following:

1. Senior Center
2. Veterans Strong
3. Commission on Disability
4. Parks Department and Youth Services
5. Economic Community Development

The Complete Street policy also recognizes that all streets within the City are not under the jurisdiction of the City. The State of Connecticut highway system includes CT Route 69, 72, 6, and 229 within the City. Although the City does not have authority over state roads, and requires permits to work on said roads, the City's Complete Street policy shall require the Department of Public Works to provide input and recommendations to the State of Connecticut to perform and construct state roadway projects within the City in accordance with the City's Complete Street policy.

In addition, there are private roads, typically constructed to support private developments such as condominiums or private unit developments. Although private, these roads require approval by the City's Zoning Commission or Planning Commission, therefore coordination of the land use commissions shall be included in this policy to ensure private property developments are constructed in accordance with City Complete Street requirements. It is anticipated that compliance with City Complete Street policies will require revisions to City Zoning and Planning Commission regulations. In accordance with this policy, the Department of Public Works shall review all applicable Zoning and Planning Commission regulations. Within two years of adoption of this policy, the Department of Public Works shall submit any and all required regulation revisions to the Zoning and Planning Commissions for review and approval.

7.0 ADOPTION OF DESIGN GUIDANCE DOCUMENTS AND STANDARDS

Complete Streets is not just a set of projects, it's a holistic approach and process to the transportation system, which by definition, applies to all kinds of projects. Implementing Complete Streets requires more than just isolated projects here and there. It requires building a *complete network* of streets that are safe for all users. With that said, current City roadway design standards shall be reviewed and will require

anticipated modifications and revisions to implement Complete Streets best practices design standards. As such, this policy shall require a complete review and revisions to City current roadway design standards. Complete Street design standards shall comply with and be part of the following design standards:

All Complete Streets improvements within public ROWs shall conform to the following standards. Of the following list, AASHTO and MUTCD are considered the definitive design guides for changes within the State ROW. Because Complete Streets design is an evolving field, the latest edition of these standards shall be referenced for design guidance:

- 1). City of Bristol Roadway Design Standards
- 2). CT DOT Highway Design Manual, and supplements, including City of Bristol approved modifications
- 3). U.S. Access Board - Accessible Public Rights-of-Way Accessibility Guidelines 4). CT DOT Standard Specification Form 819, and supplements, including City of Bristol approved modifications
- 5). CT DOT Traffic Control Signal Design Manual
- 6). American Association of State Highway and Transportation Officials (AASHTO)
A Policy on Geometric Design of Highways and Streets (“Green Book”)
- 7). AASHTO Guide for the Development of Bicycle Facilities
- 8). AASHTO Guide for the Planning, Design and Operations of Pedestrian Facilities
- 9). ASSHTO Guide on Achieving Flexibility in Highway Design
- 10). ASSHTO Guide on Geometric Design of Transit Facilities on Highways and Streets
- 11). Connecticut Department of Transportation (CTDOT)
Comprehensive Pedestrian Safety Strategy
- 12). Federal Highway Administration (FHWA)
Manual on Uniform Traffic Control Devices (MUTCD)
- 13). FHWA Lighting Handbook
- 14). FHWA Achieving Multimodal Networks
- 15). FHWA Bikeway Selection Guide
- 16). FHWA Incorporating On-Road Bicycle Networks into Resurfacing Projects
- 17). Institute of Transportation Engineers (ITE)
Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
- 18). National Association of City Transportation Officials (NACTO)

Urban Bikeway Design Guide

The City of Bristol is committed to applying Complete Streets principles to all transportation and roadway projects. Each project shall be approached as an opportunity to improve the safety and accessibility of the transportation network for all users.

Periodic maintenance activities, such as re-striping and re-surfacing, which have potential to allow for low-cost improvements, e.g. “road diets” that narrow the vehicle travel lanes and provide space for the addition or widening of bike and pedestrian lanes, shall be considered. This means that small and routine tasks, not just the larger construction and reconstruction projects, provide opportunities to implement Complete Streets. Many small, low-cost improvements will, when thoughtfully implemented over time, create a much friendlier and safer environment for everyone.

Traffic Signal timing adjustments can be used to improve pedestrian safety.

Preventive maintenance activities, such as mowing, cleaning, sweeping, spot repair, concrete joint repair, pothole filling, water, sewer and drainage, or other utility installation or repairs taking place without any other tangible improvements, illumination addition, signing only, landscaping, guiderail installation and repair, traffic signal repairs, do not mandate Complete Streets Improvements. To the maximum extent possible, however, provisions for safe access shall be made for all modes of transportation during maintenance activities.

Roadway and Transportation improvement projects, such as road widening and intersection improvements, shall be thoroughly evaluated for Complete Streets improvements, and are subject to the exception criteria outlined in the following section.

8.0 COMMITMENT TO PROACTIVE LAND USE PLANNING

Land use context and flexibility shall be considered relative to potential Complete Streets improvements. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

It is the intent of this Policy that the City will endeavor to incorporate Complete Streets policies into the zoning regulations, subdivision regulations, the Plan of Conservation & Development, and all other relevant planning and regulatory documents to help support the community's Complete Streets vision. Additionally, the Planning & Zoning Commissions are encouraged to review all private development proposals with the goal of helping facilitate the community's Complete Streets vision. All City projects that have land use considerations shall consider how such actions may impact the community's Complete Streets vision. Biking and walking facilities to City owned facilities including schools and parks, shall be prioritized.

The endeavor to support the City's Complete Streets Policy and principles shall also necessitate a greater consideration for how transportation intersects with broader land use decisions. As a result, all new or revised land use policies, plans, zoning ordinances, and other documents shall be required to specify how they will support Complete Streets. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historic, and environmental resources while improving accessibility and promoting a sense of place.

9.0 Jurisdiction

This Complete Streets Policy shall apply to all City owned streets and land within public ROWs. All Complete Streets improvements must be coordinated between all relevant City of Bristol departments such as Public Works, Police, Fire, Economic Development, Mayor's Office, Parks Recreation and Youth, Water, Emergency Management, Public Health, and Senior Services. In particular, the Police Department is the designated Legal Traffic Authority for the City and therefore plays a critical role in evaluating, supporting, and potentially permitting Complete Street components.

All new private development projects, which propose improvements within the public ROW, shall be encouraged to comply with this Complete Streets policy. The issuance of all Department of Public Works permits shall be contingent upon meeting the Complete Streets requirements. Private development projects proposing work within the City's roadway right of way shall be reviewed for consistency with the Complete Street policy as part of the approval process.

Owners of private streets and ways shall also be encouraged to adhere to this policy.

The State of Connecticut Department of Transportation (CTDOT) controls several principal transportation corridors within the City. The City shall work cooperatively with CTDOT to plan and implement Complete Streets improvements within these ROWs.

Public Act PA 09-154 and the CTDOT Complete Streets Policy shall be applied to all planning, design, construction and major maintenance within State controlled ROWs.

Utility companies operate within City and State ROWs. Their planning, construction, and major maintenance can create both opportunities and barriers to Complete Streets improvements. The City shall coordinate with utility companies to ensure that utility projects and Complete Streets improvements are coordinated wherever possible.

The City shall also coordinate Complete Streets planning and construction with transit agencies, the NVCOG (Naugatuck Valley Council of Governments), and adjacent municipalities to facilitate effective application of resources.

10. Performance Measurement

Measurement of Complete Streets improvements will require periodic and sustained evaluation to measure progress and effectiveness. The Department of Public Works will complete a yearly review of performance measures and report said measures to the Board of Public Works each calendar year. The measurement of all Complete Streets improvements for the previous calendar year are to include the following:

- a) Funding: Total dollar amount spent on Complete Street Improvements
 1. Total funds
 2. Town funds
 3. Grant funds or other source
 4. Roadway Infrastructure Improvement Fund expenditures

b) Sidewalks/Pedestrian/Transit Improvements:

1. Linear feet of sidewalks replaced or new and other pedestrian accommodations built by the city
2. Linear feet of sidewalk built by others
3. Number and description of crosswalks installed or improved, include Rectangular Rapid Flashing Beacons (RRFB'S)
4. Number and description of Americans with Disabilities Act (ADA) accommodations installed or improved
5. Number and description of public or private transit accessibility improvements installed or improved by type and number

c) Bicycling Improvements:

1. Linear feet of bicycle lanes, routes, or trails built by width and type
2. Number and description of bicycle parking facilities installed

d) Traffic Calming:

1. Number and description of traffic calming measures implemented
2. Number of new traffic control signs/signals installed that assist with the Town's Complete Streets policies

e) Maintenance Activities:

1. Description of Maintenance Activities of existing Complete Streets facilities

f) User and Crash Data:

1. Motor vehicle, bicycle and pedestrian crash data

g) Exceptions:

1. Number of Exceptions requested and approved, including Board of Public Works approval dates.

h) Lighting

1. Number of street lights added/removed or modified

i) Mass Transit Route

1. Mass transit routes servicing City (additions/modifications, including bus stops)

j) Number of Community Engagements, including summary of action.

11. City Implementation Plan

The implementation of Complete Streets will require cooperation and collaboration between many stakeholders on a regular basis. The City will take the following steps to facilitate the process:

- a) The City will develop an ordinance establishing complete streets, establishing the Department of Public Works as the implementors of Complete Streets. Said ordinance shall be completed ten (10) months from adoption of ordinance.
- b) The Board of Public Works shall oversee implementation of the Complete Streets policy with quarterly reports from the Board of Public Works.
- c) The Director of Planning and the Planning & Zoning Commissions shall review and propose revisions to all appropriate land use regulations to support the implementation of Complete Streets.
- d) The Director of Public Works and City Engineering shall establish necessary procedures to ensure the application of Complete Streets principles at the earliest design stage.
- e) The City shall encourage staff professional development in the area of Complete Streets through attendance at seminars, conferences, and workshops. An annual budget will be established for training.
- f) The City shall actively promote public information and education and solicit feedback about Complete Streets from the community using outreach strategies that make use of both electronic media and print media.
- g) The Department of Public Works shall prepare a Complete Street Evaluation checklist. Each Department of Public Works project shall be subject to completion of the Complete Street checklist. The checklist shall address community engagement.
- h) Within twelve (12) months of adoption of this policy, the Department of Public Works shall prepare and submit for approval from the Board of Public Works Complete Street design guidance standards.