STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
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SHANTÉ A. HASTINGS
SECRETARY

MEMORANDUM

TO: Shanté A. Hastings, P.E., Secretary

VIA: Lanie Clymer, Deputy Secretary

VIA: Mark Luszcz, P.E., Chief Engineer, Transportation Solutions

VIA: ~~George T. Lees III,~~ Ken Feaster Deputy Attorney General

VIA: Stephanie Johnson, Director, Planning

FROM: Jeff Niezgoda, Assistant Director, Planning

DATE: March 21, 2026

SUBJECT: **Revised Policy Implement Request- O-06 Complete Streets Policy**

Attached is a request for a revision for Policy Implement: ***O-06 Complete Streets Policy.*** The purpose of this revised policy implement is to more accurately reflect the process DelDOT intends to use to implement the Complete Streets Design Guide. The old policy was implemented before the design guide was created. The revised policy was mainly updated to clarify which projects should use the Design Guide and to require completion of a checklist.

Enclosure
JN: lc

DelDOT

DELAWARE DEPARTMENT OF TRANSPORTATION
POLICY IMPLEMENT NUMBER: O-06
TITLE: Complete Streets Policy

( ) Policy Implement Number has been reviewed for form, content and meets all legal and administrative requirements currently in effect, approved by the Delaware Department of Transportation Directors, and signed by the Secretary of Transportation.

(X) Policy Implement Number O-06 has been revised, reviewed for form, content and meets all legal and administrative requirements currently in effect, approved by the Department of Transportation Directors, and signed by the Secretary of Transportation.

( ) Policy Implement Number is deleted effective with the signature of the Secretary of Transportation.

( )Policy Implement Number is subject to the regulatory process required by the Administrative Procedures Act (29 Del.C. Ch.101) and will begin the regulatory review process after the signature of the Secretary.

Stephanie Johnson, Director, Planning

~~George T. Lees III,~~ Ken Feaster Deputy Attorney General
(Approved as to Form/Regulatory Review)

Primary Reponsibility, Director of TRANSPORTATION SOLUTIONS

Lanie Clymer, Deputy Secretary

Shante A. Hastings, P.E.,
Secretary

6/22/20
Date of Secretary's Signature

Revised: April 2025

POLICY IMPLEMENT

STATE OF DELAWARE

DEPARTMENT OF TRANSPORTATION

P.I. NUMBER: O-6

Complete Streets Policy

References: Executive Order Number 6

Issued: 12/07/2009

Revised: 6/8/2026

Effective: 7/21/2026

Primary Responsibility:
Director: Transportation Solutions

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Complete Street Policy

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I. Purpose

To ensure that the Delaware Department of Transportation (DelDOT) transportation network modifications are routinely planned, designed, constructed, operated and maintained in a way that enables safe and efficient access for all users. The result should be a multi-modal system for all users that is comprehensive, connected, safe, accessible, equitable, resilient, and efficient allowing all users access to choose among different transportation modes, both motorized and non-motorized.

II. Objectives

1. To define a holistic approach for applicable projects and activities that will value all transportation modes in order to create a more equitable transportation network during project scoping and enhance design practices through updates to DelDOT manuals and policies.
2. To define roles and responsibilities through all applicable phases of a project and implement strategies that will improve safety and convenience for all people, regardless of transportation mode, using Delaware's transportation system.
3. To improve interagency coordination between agency partners so that equitable transportation can be provided across municipal and county boundaries ensuring a complete streets approach for all projects.

III. Applicability

1. All projects in the state right-of-way that are considered road reconstruction, widens the pavement width, or allows for the inclusion of facilities for all users, shall consider all transportation modes and provide accommodations; accordingly, improvements and design shall be based on the project location, safety considerations, right-of-way, maintenance requirements, and the transportation needs of the community and traveling public that use the facility.
2. System maintenance projects are designed to keep what the State already owns in a good state of repair. These types of projects usually require limited design and no right-of-way acquisition. While it is not the specific intent of these projects to expand existing facilities, opportunities to provide and improve safety for all modes of transportation should be explored during the project development stage of system maintenance projects.

IV. Responsibility and Implementation

1. DelDOT, as well as any professional services providers (consultants) working for DelDOT will have the responsibility for implementation of this policy.
2. Planning, in coordination with each applicable division, will be responsible for the development of the Complete Streets Design Guide and any future complete streets implementation plans or design resources.
3. DelDOT Project Managers are responsible for completing the most current version of the DelDOT Complete Streets Checklist for all projects subject to this policy. Projects determined to be exempt under Section V are not required to complete the checklist. For all non-exempt projects, the checklist shall be completed and reviewed with the Active Transportation and Community Connections Team prior to final acceptance and advancement of a project to the design phase.

V. Exemptions

DelDOT will consider Complete Streets principles and design options for all projects unless one of the two exemptions listed below is met.

1. Use of the facility by pedestrians, bicyclists, or other users is prohibited by law.

   This exemption applies to the Interstate Highway System and any other limited-access roadway that restrict use by nonmotorized transportation. However, when an interstate project also includes ramps or intersections with other roadways, it is possible that work could be accomplished that meet Complete Streets principles for the intersecting roadways. For example, on a paving project where the intersecting roadway has parallel sidewalks, the curb ramps, signage, and pavement markings could be upgraded to meet current ADA standards and accessibility requirements.

2. Complete Streets considerations are outside the scope of the project because of its very nature. There are several DelDOT projects and activities, especially maintenance activities, that are limited in scope that may not provide an opportunity to incorporate Complete Streets. Such activities include, but are not limited to:
   - Crack sealing
   - Emergency repairs
   - Guardrail replacement
   - Ledge/slope projects
   - Pothole repair
   - Hot mix asphalt (HMA)/Portland cement concrete (PCC) patching
   - Preventative maintenance, bridge maintenance projects
   - Roadside mowing
   - Road/shoulder sweeping
   - Leveling projects
   - Sign replacement
   - Drainage repairs (catch basin, pipes replacements/rehabs, sinkhole repairs, small curb/gutter repairs)
   - Projects with pre-approved scopes of work (e.g. funded through grant programs or funding with a specific purpose such as standalone sidewalk or shared use path projects)

VI. Justification

Complete Streets Defined

The term 'Complete Street' means a roadway that accommodates all travelers. They are streets that should be accessible to everyone, regardless of one's ability, disability, or mode of transportation. Complete Streets balance the needs of drivers, pedestrians, bicyclists, transit riders, emergency responders, and the movement of freight and goods while considering local context and need.

Creating complete streets means planning, designing, constructing, maintaining and operating streets and all directly related components for motorized and non-motorized

modes of travel, as appropriate for the area. The most basic element of a complete streets policy is that it ensures that the transportation network is planned and built to serve all users.

Executive Order Number 6

On April 24, 2009, Governor Jack A. Markell signed into effect Executive Order No. 6. This Executive Order directed that a Statewide Complete Streets Policy be delivered to the Governor by September, 2009. The original Complete Streets Policy was issued on December 7, 2009 (effective January 6, 2010). This marked a step forward in developing a transportation system in Delaware that enhanced biking, walking, and transit facilities, with the goals of increasing safety, reducing traffic congestion, and improving air quality.

DelDOT has made significant strides in advancing the concept of Complete Streets since the issuance of Executive Order Number 6 in 2009 and the original Complete Streets Policy. In 2025, DelDOT issued the Complete Streets Design Guide and subsequently updated this Policy Implementation to accompany and support the Design Guide. Additionally, DelDOT has updated its design standards and manuals to include specifications for bike lanes, sidewalks, crosswalks, and bus stops, among other complete streets design concepts. These updates ensure that new road projects or significant rehabilitations incorporate Complete Streets principles. DelDOT has implemented numerous projects that reflect Complete Streets principles and has invested in training for its staff to ensure they understand and can effectively implement Complete Streets principles. This ongoing education is critical to maintaining the momentum of the initiative.

National Relevancy

The advancement of Complete Streets in Delaware aligns with broader national trends. The Complete Streets movement gained traction in the early 2000s and has been supported by various initiatives and has become a much more standard practice for the transportation industry. DelDOT's implementation of this policy is further guided by the USDOT's Safe System Approach, which emphasizes designing and operating roadways to anticipate human error and minimize the severity of crashes. Through the update of this Complete Streets Policy and the implementation of the Complete Streets Design Guide, DelDOT is supporting the Safe System principles of safer road users, safer roads, safer speeds, and safer vehicles, with the overarching goal of eliminating traffic fatalities and serious injuries. DelDOT's efforts since 2009 reflect a broader commitment to sustainable and inclusive transportation, contributing to a safer and more connected Delaware while resonating with national priorities.

VII. Effective Date

This policy shall become effective 30 day(s) after signature by the Secretary, or, if applicable, upon compliance with the regulatory process required by the Administrative Procedures Act (29 Del.C. Ch. 101).

COMPLETE STREETS CONCEPT DEVELOPMENT AND DESIGN CHECKLIST

STREET CONTEXT

1 **Click in the box to the right to upload a project location image or typical existing cross-section graphic (showing lane configuration and adjacent land uses).**

List the project limits to the nearest intersection:

2 **What are the existing roadway cross-section(s) and speed limit(s)? (If multiple cross-sections, identify limits.)**

3 **What are the existing and anticipated mobility needs for the project area? (Select all that apply.)**

- ◉ Pedestrian (including those with disabilities)
- ◉ Children
- ◉ Elderly
- ◉ Bicyclist
- ◉ Transit
- ◉ Motorist
- ◉ Truck
- ◉ Freight

Are there pedestrian generators along the corridor? Explain any missing curb ramps, sidewalk gaps, missing intersection crossings, or non-compliant pedestrian facilities in the project area. (Review ACIA data for non-compliant facilities.)

4 **What is the roadway functional classification? (Consult DelDOT functional classification mapping to identify appropriate classification.)**

- ◉ Arterial
- ◉ Collector
- ◉ Local Road or Street

5 **What State Investment Level is it? (Use the OSPC Delaware State Strategies Mapping to Identify Investment Level.) (Select all that apply.)**

- ◉ Investment Level 1
- ◉ Investment Level 2
- ◉ Investment Level 3
- ◉ Investment Level 4
- ◉ Out-of-Play Area

6 **What is the most appropriate context zone? (Multiple context zones can be within same project corridor. If multiple zones apply, identify limits in the text boxes below.)**

- ◉ Urban Zone
- ◉ Suburban Zone
- ◉ Rural Zone

7 **Explain the crash trends in this area. Are there any known safety concerns that this project should address?**

STREET TYPES

8 **What street types are within this project area based on the above criteria? Refer to Section 3. Street Types of Complete Streets Guide. (Multiple street types can be within same project corridor. If multiple street types apply, identify limits in the text boxes below.)**

- ○ Downtown Urban Core
- ◉ Main Street
- ◉ Office & Light Industrial
- ◉ Commercial Strip Corridor
- ◉ Urban Residential
- ◉ Suburban/Rural Residential - High Volume
- ◉ Suburban/Rural Residential - Low Volume
- ◉ Low Density Highway

PROPOSED ACCOMODATIONS

9 **State the project purpose and need statement.**

10 **What are the proposed concepts, roadway cross-section(s), and speed limit(s)? Provide link to the DelDOT project website.**

11 **What is the projected AADT and the design year?**

12 **What is the existing annual average daily traffic (AADT)?**

13 **What is the proposed posted speed limit?**

14 **What is the existing posted speed limit?**

15 **What is the existing bicycle level of traffic stress (LTS)? (Use the LTS_MAX field in the DelDOT bicycle LTS map to identify appropriate LTS.) Select all that apply.**

- ◉ LTS 1
- ◉ LTS 2
- ◉ LTS 3
- ◉ LTS 4

16 **What is the target bicycle level of traffic stress through your project limits (LTS)? Refer to page 43 of Complete Streets Design Guide for more information on LTS. (Select all that apply.)**

- ◉ LTS 1
- ◉ LTS 2
- ◉ LTS 3

17 **Select the below design considerations being considered within this project? See Complete Street Design Guide Section 4. Design Solutions by Zone to complete this section. (Select all that apply.)**

FRONTAGE ZONE

- ◉ Local business amenities
- ◉ No frontage zone amenities

BUFFER ZONE

- ◉ What elements are anticipated to be within the buffer zone (ex: bicycle parking, landscaping, mailboxes, lighting, utilities, etc.). If no elements are included write "none".

PEDESTRIAN ACCESS ROUTE (PAR)

- ◉ Sidewalk
- ◉ Shared Use Path
- ◉ No PAR

FURNISHING ZONE

What elements are anticipated to be within the furnishing zone.

- ◉ Street trees
- ◉ Street furniture
- ◉ Other
- ◉ Pedestrian scale lighting
- ◉ Transit facilities
- ◉ No furnishing zone elements

BIKE ZONE

- ◉ Paved shoulders
- ◉ Shared lanes
- ◉ Striped bicycle lanes
- ◉ Buffered bicycle lanes
- ◉ Separated bicycle lanes
- ◉ Two-way separated bicycle lanes
- ◉ Shared use paths
- ◉ No bike zone infrastructure

CURB ZONE

- ◉ Transit facilities and amenities
- ◉ Floating bus islands
- ◉ Parklets
- ◉ Curbside deliveries/loading zone
- ◉ Transit bus lanes (including queue jump lanes)
- ◉ Bus pull-off areas
- ◉ On street parking (including accessible spaces)
- ◉ No curb zone elements

17 **(Continued) Select the below design considerations being considered within this project? See Complete Street Design Guide Section 4. Design Solutions by Zone to complete this section. (Select all that apply.)**

TRAVELWAY ZONE

- ◉ Mid-block narrowings/neckdowns
- ◉ Chicanes
- ◉ Lateral shifts
- ◉ Realigned islands
- ◉ Speed humps
- ◉ Speed cushions (pre-fab/permanent)
- ◉ Pedestrian refuge islands
- ◉ Median island/center island narrowing
- ◉ Midblock Crossings
- ◉ Rectangular rapid flashing beacons (RRFBs)
- ◉ Other (explain)
- ◉ Corner extensions/bulb-outs
- ◉ Raised crosswalks/speed tables
- ◉ Raised intersections
- ◉ Realigned intersections
- ◉ Roundabouts
- ◉ Partial closures
- ◉ Diagonal diverters
- ◉ Intersection barriers
- ◉ Bus queue jump lanes
- ◉ Forced turn islands

MEDIAN ZONE

- ◉ Median
- ◉ Center transit lanes (including queue jump lanes)
- ◉ Trees or other landscaping
- ◉ Pedestrian median fencing
- ◉ Gateway and placemaking features
- ◉ No median zone

SIGN-OFF

18 **Have you coordinated with the following reviewers for this project?:**

- ○ DelDOT Pedestrian Coordinator
- ○ DelDOT Bicycle Coordinator
- ○ DelDOT ADA Section
- ○ DTC (Only applies if project is on transit routes or has DTC facilities)

Are features such as landscaping, gateway and placemaking, street furniture, or bicycle parking anticipated that will require amending an existing or creating a new municipal agreement to specify maintenance responsibilities?

◉ Existing agreement in place ◉ No known existing agreement ◉ Unknown

Do the preliminary concepts defined within this checklist accommodate all users and maintain consistency with the Complete Streets Policy, Executive Order Number 6 Proposed Complete Streets Act of 2009?

◉ Yes ◉ No

If you answered no to the above question, explain.

Project Designer or Consultant Name and Signature:

Date of Project Designer or Consultant Signature:

DelDOT Project Manager Name and Signature:

Date of DelDOT Project Manager Signature:

DelDOT AD's Name and Signature:

◉ **ATTC review checklist prior to sign-off** **Date of DelDOT AD's Signature:**