

## **Complete Streets Checklist Process**

### **Background**

MTC Resolution 3765 calls for all projects funded through MTC's programs and fund sources to consider the accommodations of bicyclists and pedestrians in planning, design and construction. The resolution specifies that project sponsors complete the Routine Accommodations/Complete Streets Checklist when the project is submitted to MTC for funding. The checklist is intended for use on projects at their earliest conception or design phase so that any pedestrian or bicycle consideration is included in the project budget. The guidance is attached to this document as Attachments A, the complete streets checklist can be found online:

### **Use of the Checklist**

The Complete Streets checklist is intended for project sponsors to disclose information about how they have considered bicyclists and pedestrians in the planning and design of transportation projects and to provide a vehicle for discussion about specific accommodations. The countywide Bicycle/ Pedestrian Advisory Committees (BPACs) will be responsible for reviewing the reported accommodations. Answers to questions on the checklist will not affect eligibility for MTC programs. The checklist is designed to be used as follows:

1. MTC recommends the complete streets checklist be completed at the earliest stage of project development and made available to BPACs no later than the time at which a project is recommended to MTC for programming.
2. For funding programs for which CMAs recommends projects to MTC (such as local street and road rehabilitation), the checklist will be required to be submitted to MTC at the time which the CMA submits a list of projects to MTC.
3. For regionally competitive funding programs that do not go through the CMAs (such as MTC's regional TLC program), the checklist will be completed at the time at which the review panel has developed a recommended list of projects based on funds available for programming
4. Congestion Management Agencies (CMAs) are responsible for ensuring that local agencies have submitted completed checklists for those programs for which CMA's are responsible.
5. CMAs will make completed checklists available for review by countywide BPACs as described below.

6. MTC will compile checklists and will periodically review how Bay Area transportation projects are considering the needs of bicyclists and pedestrians.

The specific roles and responsibilities of each entity are described below.

### **Programs and Fund Sources to Which Checklist Applies**

The checklist applies to all projects funded through the MTC programs and fund sources listed in Table 1. (See footnote for exceptions.) Projects are not limited to the list below.

**Table 1: Programs and Fund Sources\***

<b>MTC Programs</b>	<b>Fund Source</b>
<b>Federal</b>	
Capital Improvements, Clean Air, Regional Operations, Regional Streets and Road Rehabilitation, Transit Capital Shortfall, TLC, Regional Bicycle, Climate Initiative	Transportation Enhancement (TE)
	Surface Transportation Program (STP)
	Congestion Mitigation and Air Quality Improvement Program (CMAQ)
Fixed guideways improvements, bus earmarks, new starts and transit capital rehabilitation	FTA 5309
	FTA 5307
<b>State</b>	
Capital Improvements (Highway and transit)	Regional Transportation Improvement Program (RTIP)
<b>Local</b>	
Funds projects identified in SB 916 for capital programs	RM2 Funds – Safe Routes to Transit

\* A checklist is not required for projects and planning efforts that do not impact the traveled way (e.g., emergency communications equipment).

### **Roles and Responsibilities**

#### **Project Sponsors**

1. The project sponsor is responsible for completing the checklist. The checklist will be posted on MTC’s hosted website <http://completestreets.mtc.ca.gov>
2. First time users will need to obtain a user account that will enable them to logon and add projects. This account information is available from your CMA.
3. Once the checklist is completed online, MTC will post the projects two times per month on the Complete Streets website. Note – you do not need to be logged on to the website to see the checklists. On the first and third Tuesday, the checklists

will be available to view or download. If there are time constraints please contact MTC staff to expedite review.

4. The project sponsor is encouraged to submit the completed checklist to the CMA or MTC, as appropriate, early in the project conception process.

### **CMAs**

Please note: In counties where an agency other than the CMA staffs the countywide BPAC, some of these responsibilities may be shared with the other agency.

1. CMA staff will be given a login and password for the application by MTC staff. This account will allow CMAs to create login and password for sponsor agencies if so desired.
2. The CMA will forward completed checklists to countywide BPACs as early as possible and notify the BPACs when the checklists are available on the web.
3. Projects that have completed a checklist will be posted on MTC's webpage. Projects can be searched by name, description, sponsor and county. The CMAs will provide a link to the MTC page from the CMA webpage.
4. CMAs are responsible for ensuring project sponsors have completed the online checklists and have made them available through their websites and to the countywide BPACs for review and discussion.
  - a. Each completed checklist will be linked from MTC's page to the applicable CMA's website.
  - b. Checklists for specific projects can be placed on the agenda for BPAC meetings, although they do not require BPAC approval.
  - c. BPACs may choose to review online or by e-mail, especially when there is short time between posting and MTC program adoption.
5. CMAs are encouraged to set their own process as to when project sponsors submit completed checklists but are encouraged to request the checklist be completed as early as possible so project sponsors may consider bicyclist and pedestrian needs during the development of the project and its budget.
  - a. The CMAs will determine when to make the projects available to BPACs for timely review before submittal to MTC for programming.
  - b. CMAs can require the checklist be completed as part of the project application if it fits within their review process.

### **Bicycle and Pedestrian Committees (BPACs)**

Countywide BPACs, in consultation with CMA staff, are responsible for defining procedures for reviewing checklists posted by the CMAs. Please note that each BPAC's membership shall be consistent with MTC Resolution 875.

1. BPACs may choose to review some or all of the completed checklists at a regular meeting or electronically.

2. In cases where the MTC timeline is especially short BPAC staff and/or chair, may need to establish an expedited process using web and e-mail.
3. BPACs should direct questions or concerns arising during checklist review to the project sponsor.
4. MTC and CMA staff will not be expected to participate in discussions about checklist content any more or any less than their current responsibilities allow (unless also the project sponsor).

## **MTC**

1. MTC will revise program guidelines and project solicitations to reflect requirements related to the checklist.
2. MTC staff will verify that a completed checklist has been submitted for each project forwarded to MTC for programming.
3. For programs where sponsors submit projects directly to MTC, MTC will ensure the sponsor has completed the checklist.
4. MTC will conduct a periodic audit of selected checklists in detail to determine whether the checklist and other provisions in the MTC resolution are encouraging routine consideration of non-motorized travel needs.

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# COMPLETE STREETS CHECKLIST GUIDANCE

[http:// completestreets.mtc.ca.gov](http://completestreets.mtc.ca.gov)

1. Checklists can be entered online by the complete streets webpage
2. Checklists are only visible on the webpage for public viewing after MTC has approved the checklists.
3. To edit the checklist for your project please login to the website using your username and password (this information can be obtained from your CMA)

## Projects

4. When completing the checklist for the first time, a project must be created. Projects will cover a program of capital improvements. "citywide curb ramp enhancements" would describe the title of the project.
5. **Sponsors** - Select the name of the sponsoring agency from the pull down list. This is the name of the agency that will be implementing the project. If you don't see your agency listed please contact MTC staff to add your agency.
6. **Name** - Add the title of the project. In some cases projects will cover a program of capital improvements such as "citywide curb ramp enhancements" In other cases this will be the title of a project that covers one location.
7. **Description** - In this field add a short description of the type of project and scope of work.

## Checklists

8. For each location under the project, a checklist needs to be completed. Checklists provide details for the location of the improvements such as "8<sup>th</sup> and Oak St." If a project has four different locations one checklist is required for each physical location. This will give the project sponsor as well as member of a Bicycle and Pedestrian Advisory Committee (BPAC), details of the location and types of improvement proposed.
9. **Name** - Add the title of the project. This will be the title of a project that covers one location.
10. **Description** - In this field add a short description of the type of project and scope of work.
11. **Project Status** - There are two options *In Progress* and *Submitted*. *In Progress* allows projects to be saved and edited. *Submitted* indicates the checklist is complete and is awaiting review and approval by MTC staff.
12. **Project** - Please select the project from the pull down list. You will be able to select the project that you previously created.
13. **Location** - This is the city or county where the project is located. If you do not see your city or county on this list please contact MTC staff. This may be different from your contact address.
14. **Contact Name, phone, e-mail, address** - Provide the information for the contact for more information on the specific details of the project. This information will be displayed along with the project checklist.

# I. Existing Conditions

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## 1 PROJECT AREA

- a. What accommodations for bicycles and pedestrians are included on the current facility and on facilities that it intersects or crosses?
  
- b. If there are no existing pedestrian or bicycle facilities, how far from the proposed project are the closest parallel bikeways and walkways?
  
- c. Please indicate any particular pedestrian uses or needs along the project corridor that you have observed or have been informed of.
  
- d. What existing challenges could the proposed project address for bicycle and pedestrian travel in the vicinity of the proposed project?

Examples include: Class I bicycle paths; Class II bicycle lanes; Bicycle Boulevards; Class III bicycle routes; bike parking; sidewalks on both sides of street; frequent crosswalks; pedestrian-actuated traffic signals or routine pedestrian cycle; high visibility crosswalks (e.g., ladder or zebra); pedestrian-level lighting; ADA-compliant ramps, push buttons and green time; median safety islands on roadways with three or more traffic lanes; shade trees; benches; way-finding or directional signage; and water fountains.

Please provide distance to nearest parallel bicycle and pedestrian facilities, in blocks, miles or kilometers.

Examples include: schoolchildren; nighttime pedestrian activity, including sidewalk use or roadway crossings; mid-block crossings; and large numbers of elderly or disabled pedestrians.

Examples of existing challenges include: traffic signals that are unresponsive to bicycles; freeway on- and off-ramps; narrow curb lanes; choke points; railroad crossings; lack of bicycle racks on buses (for bus replacement projects); lack of secure bicycle parking; gaps in bicycle facilities; existing bicycle or pedestrian routes that require significant out-of-direction travel; infrequent opportunities for pedestrians to cross roadways; wide roadway crossings; long signal cycles, which require pedestrians to wait long periods of time; narrow undercrossings and overcrossings; missing sidewalks; sidewalk obstructions; lack of adequate sidewalk clear path of travel for current and projected pedestrian volumes; free right turns for vehicles (which can discourage drivers from observing pedestrian right-of-way); lack of pedestrian-level lighting; and non-ADAAG-compliant facilities.

## 2 A DEMAND

What trip generators (existing and future) are in the vicinity of the proposed project that might attract walking or bicycling customers, employees, students, visitors or others?

Examples of generators include: educational institutions; transit stations; senior centers; high density land uses; downtowns; shopping areas; medical centers; major public venues; government buildings, and parks. Worn paths through unpaved

surfaces (“goat paths”) are also an indication of pedestrian activity.

### 3 A COLLISIONS

In the project design, have you considered collisions involving bicyclists and pedestrians along the route of the facility? If so, what resources have you consulted?

Resources consulted could include: SWITRS (specify queries); local police data; history of complaints from pedestrians and cyclists; anecdotal reports; etc. Please refer to MTC’s Safety Toolbox for examples of collision countermeasures. ([www.mtc.ca.gov/planning/bicyclespedestrians](http://www.mtc.ca.gov/planning/bicyclespedestrians))

## II. Plans, Policies and Process

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### 4 PLANS

- a. Do any adopted plans call for the development of bicycle or pedestrian facilities on, crossing or adjacent to the proposed facility/project? If yes, list the applicable plan(s).
- b. Is the proposed project consistent with these plans?

Please cite all plans in which bicycle or pedestrian facilities are identified for the project or its corridor, such as: local and countywide bicycle plans, pedestrian plans, and combined bicycle/pedestrian plans; ADA transition plans; general plans; specific plans; neighborhood plans; station area access plans; park master plans; trails plans; short range transit plans; San Francisco Bay Trail plan; and the Regional Bicycle Plan. For each plan cited, please provide adoption date and URL or staff contact.

### 5 POLICIES, DESIGN STANDARDS & GUIDELINES

- a. Are there any local, statewide or federal *policies* that call for incorporating bicycle and/or pedestrian facilities into this project? If so, have these policies been followed?
- b. If this project includes a bicycle and/or pedestrian facility, have all applicable *design standards* or *guidelines* been followed?

In addition to locally-adopted policies, examples include Caltrans Deputy Directive 64 and Policy Directive 22, ACR 211, MUTCD 2003 and MUTCD California supplement. In addition, please see guidance for question #4, above, for examples of plans which may contain applicable policies.

Examples of design standards and guidelines include: locally adopted standards; Caltrans *Highway Design Manual* (Chapter 1000) and *Pedestrian and Bicycle Facilities in California*; American Association of State Highway and Transportation Officials (AASHTO) *Green Book, Guide for the Development of Bicycle Facilities*, *Guide for the Planning, Design, and Operation of Pedestrian Facilities*; *Manual on Uniform Traffic Control Devices* (MUTCD); MTC *Pedestrian Districts Study*, *Americans with Disabilities Act Accessibility Guidelines* (ADAAG) and applicable countywide CMA, transit agency and regional agency standards.

### 6 A REVIEW

If there have been BPAC, stakeholder and/or

Although this checklist may be completed prior to

public meetings at which the proposed project has been discussed, what comments have been made regarding bicycle and pedestrian accommodations?

BPAC, stakeholder or public review of the proposed project, some projects may have been presented to reviewing bodies and/or the public at this stage. For these projects, please summarize comments received that seek to influence project design with respect to accommodating bicyclist and pedestrian travel.

### III. The Project

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#### 7 PROJECT SCOPE

What accommodations, if any, are included for bicyclists and pedestrians in the proposed project design?

Have you considered including the following?

- **Bicycle facilities:** Class I bicycle path; Class II bicycle lane; Class III bicycle route; bicycle boulevard; wide outside lanes or improved shoulders; bicycle actuation at signals (loop detectors and stencil or other means); signs, signals and pavement markings specifically related to bicycle operation on roadways or shared-use facilities; long term bicycle parking (e.g., for commuters and residents); and short term bicycle parking.
- **Bicycle amenities:** Call boxes (for trail projects) and water fountains (also for trail projects).
- **Pedestrian facilities:** Sidewalks on both sides of the street; frequent crosswalks; geometric modifications to reduce crossing distances; pedestrian-actuated traffic signals or automatic pedestrian cycles; pedestrian signal heads; lead pedestrian intervals; high visibility crosswalks (e.g., ladder or zebra); pedestrian-level lighting; and median safety islands for roadways with three or more traffic lanes.
- **Pedestrian amenities:** Shade trees; benches; water fountains; and planter or buffer strips.
- **Facilities for disabled persons** as required by US DOT, as of 11-29-06: Curb ramps, including truncated domes; accessible signal actuation; adequate sidewalk width; acceptable slope and cross-slope (particularly for driveway ramps over sidewalks, overcrossings and trails); and adequate green signal crossing time.

#### 8 HINDERING BICYCLISTS/PEDESTRIANS

- a. Will the proposed project remove an existing bicycle or pedestrian facility or block or hinder bicycle or pedestrian movement? If yes, please describe situation in detail.

Examples of projects that could inadvertently worsen conditions for bicyclists and/or pedestrians include: removal of existing roadway shoulder; narrowing of existing curb lane; creating large corner radii; right turn slip lanes; multiple right or left turn lanes;



b. If the proposed project does not incorporate both bicycle and pedestrian facilities, or if the proposed project would hinder bicycle or pedestrian travel, list reasons why the project is being proposed as designed.

- Cost (What would be the cost of the bicycle and/or pedestrian facility and the proportion of the total project cost?)

- Right-of-way (Did an analysis lead to this conclusion?)

- Other (Please explain.)

#### 9 CONSTRUCTION PERIOD

How will access for bicyclists and pedestrians be maintained during project construction?

#### 10 ONGOING MAINTENANCE

What agency will be responsible for ongoing maintenance of the facility and how will this be budgeted?

roadway widening, which increases pedestrian crossing distance; increasing green time for one direction of traffic, which increases delay for pedestrians waiting to cross; crosswalk removal; redirecting bicyclists or pedestrians to routes that require significant out-of-direction travel; and elimination of an existing bicycle and/or pedestrian facility.

The Federal Highway Administration recommends including up to 20 percent of the project cost to address non-motorized access improvements; MTC encourages local agencies to adopt their own percentages. Therefore, please provide estimated cost of planned bicycle and/or pedestrian improvements as a percent of total project cost. Has your jurisdiction adopted a threshold? If so, please provide percent and attach adopted threshold policy.

If lack of adequate right-of-way precludes the accommodation of bicyclists and/or pedestrians, please describe limitations. Please make distinction between absence of right-of-way, and trade-offs between various transportation modes. For instance, does existing curb/gutter/sidewalk prevent striping of a new bicycle lane? (If so, please attach intersection LOS data and existing travel lane configuration and widths.) Would curb extensions (to shorten street crossing distance for pedestrians) require eliminating on-street parking spaces?

*No guidance*

Specify or attach applicable policies and construction permit conditions.

*No guidance*



# ROUTINE ACCOMMODATION CHECKLIST

Project title:  
 County:  
 Jurisdiction/agency:  
 Project location:  
 Contact name:  
 Contact phone:  
 Contact e-mail:

## Preamble

Recent federal, state and regional policies call for the routine consideration of bicyclists and pedestrians in the planning, design and construction of all transportation projects. These policies—known as “Routine Accommodation” guidelines—are included in the federal surface transportation act (SAFETEA-LU), Caltrans Deputy Directive 64, and MTC Resolution 3765, which calls for the creation of this checklist.

In accordance with MTC Resolution 3765, agencies applying for regional transportation funds must complete this checklist to document how the needs of bicyclists *and* pedestrians were considered in the process of planning and/or designing the project for which funds are being requested. For projects that do not accommodate bicyclists *and* pedestrians, project sponsors must document why not. According to the resolution, the checklist is intended for use on projects at their earliest conception or design phase.

This guidance pertains to transportation projects that could in any way impact bicycle and/or pedestrian use, whether or not the proposed project is designed to accommodate either or both modes. Projects that do not affect the public right-of-way, such as bus-washers and emergency communications equipment, are exempt from completing the checklist.

## I. Existing Conditions

### 1 PROJECT AREA

a. What accommodations for bicycles and pedestrians are included on the current facility and on facilities that it intersects or crosses?

b. If there are no existing pedestrian or bicycle facilities, how far from the proposed project are the closest parallel bikeways and walkways?

c. Please describe any particular pedestrian or bicycle uses or needs along the project corridor which you have observed or of which you have been informed.

d. What existing challenges could the proposed project address for bicycle and pedestrian travel in the vicinity of the proposed project?

### 2 DEMAND

What trip generators (existing and future) are in the vicinity of the proposed project that might attract walking or bicycling customers, employees, students, visitors or others?

### 3 COLLISIONS

In the project design, have you considered collisions involving bicyclists and pedestrians along the route of the facility? If so, what resources have you consulted?

## II. Plans, Policies and Process

### 4 PLANS

- a. Do any adopted plans call for the development of bicycle or pedestrian facilities on, crossing or adjacent to the proposed facility/project? If yes, list the applicable plan(s).

- b. Is the proposed project consistent with these plans?

### 5 POLICIES, DESIGN STANDARDS & GUIDELINES

- a. Are there any local, statewide or federal *policies* that call for incorporating bicycle and/or pedestrian facilities into this project? If so, have these policies been followed?

- b. If this project includes a bicycle and/or pedestrian facility, have all applicable *design standards* or *guidelines* been followed?

### 6 REVIEW

If there have been BPAC, stakeholder and/or public meetings at which the proposed project has been discussed, what comments have been made regarding bicycle and pedestrian accommodations?

## III. The Project

### 7 PROJECT SCOPE

What accommodations, if any, are included for bicyclists and pedestrians in the proposed project design?

### 8 HINDERING BICYCLISTS/PEDESTRIANS

- a. Will the proposed project remove an existing bicycle or pedestrian facility or block or hinder bicycle or pedestrian movement? If yes, please describe situation in detail.

- b. If the proposed project does not incorporate both bicycle and pedestrian facilities, or if the proposed project would hinder bicycle or pedestrian travel, list reasons why the project is being proposed as designed.

- Cost (What would be the cost of the bicycle and/or pedestrian facility and the proportion of the total project cost?)

- Right-of-way (Did an analysis lead to this conclusion?)

- Other (Please explain.)

### 9 CONSTRUCTION PERIOD

How will access for bicyclists and pedestrians be maintained during project construction?

### 10 ONGOING MAINTENANCE

What agency will be responsible for ongoing maintenance of the facility and how will this be budgeted?