

# MORPC Complete Streets Checklist for Project Sponsors

---

This checklist accompanies the Regional Complete Streets policy and is developed to assist project sponsors in defining and designing their projects in adherence to the policy. A Complete Streets toolkit will be developed over the next year to provide more detailed information on engineering, design, educational, and enforcement strategies. More specifically, the toolkit will elaborate on many of the items discussed in the checklist and Appendix 1.

- ❖ The questions shown in Section A are only informational and are included in the MORPC funding application. You will NOT need to fill them out here but within the funding application itself.
- ❖ Project sponsors who have received MORPC funding will be asked to fill out Section B during Step 1 of the Project Development Process. Answers to these questions will help MORPC staff in reviewing the project and providing assistance where needed.
- ❖ Sections C through H are informational only and provide recommendations for certain stages and aspects of the project.

Being in compliance with the policy means that project sponsors plan for, design, and construct all transportation projects to provide appropriate accommodation for all users of roadways, including motorists, cyclists, pedestrians, transit and school bus riders, delivery and service personnel, freight haulers, and emergency responders. It includes people of all ages and abilities.

The Complete Streets policy promotes a multimodal transportation system that is integrated with sustainable land use developments.

The **goals** of this Complete Streets Policy are:

- 1) To create a comprehensive, integrated, and connected transportation network that supports compact, sustainable development and provides livable communities.
- 2) To ensure safety, ease of use, and ease of transfer between modes for all users of the transportation system.
- 3) To provide flexibility for different types of streets, areas, and users.

*“Complete streets policies are a reminder that providing for safe travel by users of all modes is the primary function of the corridor. Under complete streets, basic facilities for bicyclists, pedestrians, transit users, and disabled travelers are necessities, rather than optional items. Their needs must be included regardless of their presence or lack thereof at stakeholder meetings.” (National Complete Streets Coalition)*

It is important to note that Complete Streets may be achieved incrementally through a series of smaller improvements or maintenance activities over time.

The checklist contains the following sections:

|                     |  |
|---------------------|--|
| Section A (p. 2):   | Project Description & Scope  |
| Section B (p. 6):   | Project Design to meet Complete Streets standards                    |
| Section C (p. 9):   | Construction   |
| Section D (p. 10):  | Maintenance & Operation  |
| Section E (p. 11):  | General Recommendations  |
| Section F (p. 12):  | Recommended Public Input Practice                                    |
| Section G (p. 13):  | Stakeholders   |
| Section H (p. 14):  | Other Resources  |
| Appendix 1 (p. 15): | Selected Complete Streets Design Information & Sample Cross-Sections |
| Appendix 2 (p. 28): | Glossary / Abbreviations   |

## Section A: Project Description & Scope

The purpose of Section A is to determine the scope and character of your project, including the rationale behind the project and the ways it will affect the surrounding areas. **Please note that the questions shown in this Section A are only informational and are included in the MORPC funding application. You will NOT need to fill them out here but within the funding application itself.** The questions in this section will give you a better understanding of what MORPC staff is considering when determining if a project is addressing all users.

LPA Project Manager:

Project Title:

Describe Project's Purpose & Need:

Project Limits (Include County, Route and Section) & Project Length:

Existing conditions

- A. Explain how the project area currently accommodates pedestrians (including ADA compliance), bicyclists, and transit users.

Explain how the proposed project will accommodate them once completed.











- B. What is the current and projected Level of Service (LOS)? Please provide existing Average Daily Traffic (ADT) counts for all modes for which counts are available. (Vehicular traffic counts are available in MORPC's online traffic count database. Pedestrian and bicycle traffic counts for selected locations are also available on the MORPC website.)

Counts attached

- C. Please provide the percentage of truck traffic (ODOT Type B and C Commercial). MORPC can evaluate the project using ODOT Traffic Survey Reports (if available). Alternatively, you may provide classification counts.

D. Please describe the existing character of the project area, including land use, estimated pedestrian and bicycle traffic, any unofficial walking paths, density of development, street furniture/lighting, emergency call boxes, perceived safety issues, transit routes and stops.

E. Please attach a map of the project area, showing land use and existing and future trip generators. Existing and future trip generators are places that attract customers, employees, students, visitors, and others. The following are some examples:

-  *Employment centers*
-  *Schools/Colleges*
-  *Libraries*
-  *Residential areas*
-  *Recreational facilities (parks, etc.)*
-  *Tourist destinations*
-  *Community gathering places (churches, etc.)*
-  *Entertainment*
-  *Shopping*
-  *Logistic centers*

F. To what extent does the project serve Environmental Justice target populations (includes minorities, people living in poverty, elderly, transportation handicapped, and 0-car households)? This information can be found from the 2000 Census or by contacting MORPC for assistance.

G. Please fill out the following:

|   |  |
|---|--|
| <p>Existing ROW Width: _____</p> <p>Existing Pavement Width: _____</p> <p>Existing Number of Lanes: <u>NB/EB</u>    <u>SB/WB</u></p> <p>Is there an existing 2-way center turn lane?    Yes    No</p> <p>Existing Shoulder Widths: <u>NB/EB</u>    <u>SB/WB</u></p> <p>Existing Sidewalk Widths: <u>N/E</u>    <u>S/W</u></p> <p>Existing Bike Lane Widths: <u>NB/EB</u>    <u>SB/WB</u></p> <p>Existing MUP Width: _____</p> <p>Existing Speed Limit                    <u>MPH</u></p> <p>Number of railroad facilities within the project limits: _____</p> | <p>Proposed ROW Width: _____</p> <p>Proposed Pavement Width: _____</p> <p>Proposed Number of Lanes: <u>NB/EB</u>    <u>SB/WB</u></p> <p>Is there a proposed 2-way center turn lane?    Yes    No</p> <p>Proposed Shoulder Widths: <u>NB/EB</u>    <u>SB/WB</u></p> <p>Proposed Sidewalk Widths: <u>N/E</u>    <u>S/W</u></p> <p>Proposed Bike Lane Widths: <u>NB/EB</u>    <u>SB/WB</u></p> <p>Proposed MUP Width: _____</p> <p>Proposed Speed Limit                    <u>MPH</u></p> |
|---|--|

H. What are the functional classifications of the roads covered by this project? Check all that apply.

|                           |  |   |   |
|---------------------------|--|---|---|
| Functional Classification | <input type="checkbox"/> Urban Interstate Highway      | <input type="checkbox"/> Urban Other Expressway   | <input type="checkbox"/> Urban Principal Arterial |
|                           | <input type="checkbox"/> Urban Minor Arterial          | <input type="checkbox"/> Urban Collector          |   |
|                           | <input type="checkbox"/> Rural Interstate Highway      | <input type="checkbox"/> Rural Principal Arterial | <input type="checkbox"/> Rural Minor Arterial     |
|                           | <input type="checkbox"/> Rural Major Collector         | <input type="checkbox"/> Rural Minor Collector    | <input type="checkbox"/> Local Road*              |
|                           | <input type="checkbox"/> Other – Please specify: _____ |   |   |

\* Local Roads have limited eligibility for MORPC funding.

I. Briefly explain how the project will improve safety. MORPC can evaluate the project using its cleaned crash data of the last 3 years. Alternatively, you may submit your own crash data and methodology used. MORPC strongly encourages sponsors of intersection safety projects to conduct a crash study and provide results. Your crash information also needs to include the number of pedestrian and bicycle crashes by severity, as well as if the project area includes any locations (corridors or intersections) that are on MORPC's and/or ODOT's high-crash lists.

J. Project limits should be selected so that they can accommodate existing and future connections. In this regard, were logical termini chosen to include connections through "pinch points" such as overpasses, railroad crossings, and bridges? If the project touches another jurisdiction, was a systems approach taken? Were cross-jurisdictional connections considered? Please explain:

K. Does your project area include recommendations that are contained in any of the following plans? Please check all that apply.

- Pedestrian plans or sidewalk inventories
- Bikeway plans
- Freight plans
- Thoroughfare plans
- Greenways plans
- Active Transportation/Open Space plans
- Short-range and/or Long-range transit plans
- CapitalWays Transportation Plan
- ODOT plans
- Safe Routes to School travel plans
- ADA Transition plans
- Any neighborhood or mobility plans
- Any other plans, e.g., comprehensive plans

If yes, how does your project fulfill any of these plans? Please specify the plan name(s).

L. Is there additional information you would like to provide about the project?

## Section B: Project Design to meet Complete Streets standards

**After your project has received a funding commitment, you will be asked to fill out this section during Step 1 of the Project Development Process (PDP) to better help us review your project through the design process and provide assistance where needed.** If you are receiving funds through other means, this section may be helpful to you during Step 1 of the PDP. **As each complete street is unique, there will not be one right answer.**

The purpose of this section is to ensure you have considered all users in your project, to ask more detailed questions, and to ensure your project meets appropriate design standards. For projects using MORPC attributable federal funding, it will be necessary to meet or exceed standards and procedures acceptable to the Ohio and U.S. Departments of Transportation, such as the Ohio Department of Transportation's Project Development Process and Location & Design Manual. Information on various guidelines and standards is listed on the MORPC Complete Streets website.

One of the goals of MORPC's Complete Streets Policy is to provide flexibility for different types of streets, areas, and users. This means that a Complete Street in a rural area may look very different from a Complete Street in an urban area. *Please also see example street cross-sections in Appendix 1.*

- A.** Please cite the specific design guidance or resources which relate to Complete Streets that you have used in developing the scope of your project. Examples may include appropriate sections of the American Association of State Highway and Transportation Officials (AASHTO) Green Book, the Manual of Uniform Traffic Control Devices (MUTCD), etc. Links to these documents are available on the MORPC website.

- B.** Transit accommodations to the extent needed should be handled in consultation with the local transit authority. Have you consulted your local transit agency to ensure that transit vehicles will be accommodated and access to transit facilities will be provided? Please explain:

- C.** Has a speed study been conducted for the street/corridor? Please consider project conditions and context to determine if a speed study is necessary.

Yes

No

- D.** Has a parking study been conducted for both on-street and off-street parking? Please consider project conditions and context to determine if a parking study is necessary.

Yes

No

- E.** How will the project consider future utility/telecommunications needs?

F. Which, if any, of the following items will be incorporated in your project? Please check all that will apply.

Lighting

911 Call Boxes

Bicycle Facilities

Bike Lanes

Shared-Lane Markings / Sharrows

Shared Bike-Bus Lane

Bicycle Signage (e.g., designated bike route)

Secure Bicycle Parking

Bicycle Detectors

Multi-Use Path

Pedestrian Facilities

Sidewalk with ADA compliant curb ramps

Signalized Crosswalk

Marked Crosswalk with signage, including Mid-Block Crossing

Pedestrian Detectors

Audible Signals

Multi-Use Path

Transit Facilities

Secure Bicycle Parking

Shared Bike-Bus Lane

Priority Bus Lane

Bus Stop, including Paved Passenger Waiting Area

Bus Passenger Shelter

**Real-Time Bus Arrival Information Signs**

Bus Pads

Traffic Calming Elements

Landscaping, including Street Trees

Narrower Traffic Lanes

On-Street Car Parking

Other Physical Changes (e.g., Chicanes, Curb Extensions)

Reduction in Speed Limit

Other(s) (please explain)

If you are not providing any pedestrian, bicycle, or transit facilities, please explain why.

**G.** Are there any Intelligent Transportation Systems (ITS)-related recommendations within the project area, such as emergency or transit vehicle signal pre-emption systems, dynamic message signs, or signal coordination? (Note: If yes, then the project must be part of the regional ITS architecture. The database and document can be found here: <http://www.morpc.org/transportation/highway/Architecture.asp>.)

Yes

No

Please explain:

**H.** Please list the stakeholders who are involved during the early stages of the planning process.

**I.** Is there additional information you would like to provide about the project that is unique or wasn't captured previously with regard to the Complete Streets policy?

*Please note:* While we are not asking for estimated future counts for each mode, we encourage project sponsors to conduct pre- and post-counts of all users in the project area. Having this data available region-wide will help us create a reliable forecasting methodology for pedestrian and bicycle counts.

## Section C: Construction

The purpose of this section is to ensure that project sponsors are maintaining adequate access for all users during the construction of their project, which may be done via keeping some facilities open for traffic or via providing clear detour routes.

**A.** During construction, will safe access be maintained for all users, including pedestrians, bicyclists, transit users, and delivery vehicles?

Yes

No

**B.** Will detour routes for all users on site or nearby be provided and clearly marked, including advanced warning signs?

Yes

No

**C.** Is there additional information you would like to provide about the project?

## Section D: Maintenance & Operation

The purpose of this section is to encourage that project sponsors are operating and maintaining their facilities while keeping all users in mind. This section is for informational purpose only and can be used as a self-evaluation tool by the project sponsor. Detailed information on maintenance issues will be discussed as part of the Complete Streets toolkit.

- A.** What agency will be responsible for ongoing maintenance of the facility and how will this be budgeted? If the project sponsor is not responsible for maintenance after the project ends, please indicate responsible agency name. Please attach the maintenance agreement as well.

Please explain:

Maintenance agreement attached

- B.** Describe the signal timing. Include information on the wait time for cars, pedestrians and cyclists, crossing time for pedestrians, cycle length, delay, level of service, and time of day being evaluated.

- C.** Have you coordinated the signal timing within and beyond the project limits and irrespective of jurisdiction to allow traffic flow and discourage speeding?

Yes

No

- D.** Is there additional information you would like to provide about the project?

## Section E: General Recommendations

The following are recommendations by MORPC as included in the Complete Streets policy.

- ⦿ All users should be considered during the entire life cycle of a project, including planning, design, construction, operations, and maintenance.
- ⦿ Street furniture, such as bike racks or benches, should be considered as part of all projects as long as they do not impede any user.
- ⦿ When designing a facility that includes or crosses an existing or future transit route, ensure that the appropriate pedestrian and wheelchair access is provided to and from the transit stops.
- ⦿ Traffic-calming elements including, but not limited to, landscaping, street trees, and narrowing of lanes, should be considered where safe and appropriate.
- ⦿ Project sponsors should consider including street trees and landscape components, with careful analysis of tree, site, and design considerations.
- ⦿ Special consideration should be given to future planned facilities or services.
- ⦿ Each project design should be coordinated with appropriate access management strategies. Access management strategies should consider the placement of sidewalks and ramps to eliminate sight distance issues.
- ⦿ Although this policy focuses on engineering projects, the project sponsor should provide education, encouragement, and enforcement strategies during or after the project. The education component should include government officials, developers, and the public. A toolkit designed by MORPC staff will provide best practices, ideas, and resources to help with these efforts (see Implementation section).
- ⦿ While this policy focuses on transportation, local governments should review their land use and zoning policies to provide for mixed land use developments and projects that provide direct non-vehicular connections within a given development.
- ⦿ Each local community should regularly update its project design standards and procedures and train its staff to adhere to them.
- ⦿ Local governments are encouraged to adopt their own Complete Streets policies, consistent with this regional policy and federal and state design standards. State governments should work with the local Metropolitan Planning Organizations to ensure consistency in policies at the state, regional and local level.

## Section F: Recommended Public Input Practice

The public input process should be commensurate with the scope and complexity of the project and should meet National Environmental Policy Act (NEPA) requirements (when the project is developed through the ODOT Project Development Process). This may include public meetings, stakeholder meetings, direct mailing, a project website, or other suitable methods.

- ⌚ A copy of public involvement plan and link to project website should be provided to MORPC, if available.
- ⌚ Coordination with applicable agencies (Ohio Department of Transportation, Ohio Department of Natural Resources, etc.) should be done to ensure National Environmental Policy Act (NEPA) compliance.
- ⌚ The public input periods and stakeholder meetings should be consistent with the Project Development Process. Determination of the number of public meetings should be made with regard to the number of affected persons, the type of project, and the desired outcome of the public input process.
- ⌚ Meetings should be held at appropriate times to allow a high number of people to attend. When choosing the meeting place, accessibility for pedestrians, bicyclists, and transit riders should be considered.
- ⌚ Sufficient drawings and description of the project should be made accessible to the public via the project website or other means, in order to allow the public to truly understand the project design and process.
  - 📄 Including, but not limited to: meeting notices, agendas, meeting notes, and comments.
- ⌚ Comments should be allowed via email, fax, and regular mail. If appropriate, it is encouraged to get public input via other means, such as porch chats.
- ⌚ Opportunities to comment and attend meetings should be well publicized.
- ⌚ The project sponsor should clearly address each comment and explain why or why not it is being accepted.
  - 📄 Public comments and responses to comments should be made available via website or other means.

## Section G: Stakeholders

Stakeholders should be involved during the early stages of the planning process and be made aware of all details so they can be a part of deciding key elements of the project. The following are examples of potential stakeholders:

- ⊗ Law enforcement
- ⊗ Advocates (bicycle, pedestrian, transit, individuals with disabilities)
- ⊗ Transit Authorities
- ⊗ Schools and libraries, if in vicinity to one
- ⊗ Local business associations
- ⊗ Area commissions and civic associations
- ⊗ Park representatives
- ⊗ Public Health
- ⊗ Representatives from major generators adjacent to or near project
- ⊗ Safe Routes to School committees

## Section H: Other Resources

Below are some sample resources. More resources are available online and as part of the MORPC toolkit.

### Policy Guidance

- ⦿ US DOT Policy Statement: “Design Guidance Accommodating Bicycle and Pedestrian Travel: A Recommended Approach” (<http://www.fhwa.dot.gov/environment/bikeped/design.htm>)
- ⦿ AASHTO Design Publications (listed at <http://design.transportation.org/?siteid=59&pageid=848>)
- ⦿ National Complete Streets Coalition (<http://www.completestreets.org>)
- ⦿ Road Diet Handbook: Setting Trends for Livable Streets (available in MORPC’s library)
- ⦿ ITE Recommended Practice (RP-036A): “Designing Walkable Urban Thoroughfares: A Context Sensitive Approach” 2010 (<http://www.ite.org/emodules/scriptcontent/Orders/ProductDetail.cfm?pc=RP-036A-E>)

### Pedestrian and Bike Information

- ⦿ The Pedestrian and Bicycle Information Center (PBIC) (<http://www.walkinginfo.org>)
- ⦿ Ohio Department of Transportation Bike and Pedestrian Plan (<http://www.dot.state.oh.us/Divisions/TransSysDev/MultiModalPlanning/bicycle/Pages/Default.aspx>)

### Safe Routes to School

- ⦿ National Center for Safe Routes to School (<http://www.saferoutesinfo.org/>)