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## NAPA VALLEY TRANSPORTATION AUTHORITY ATAC Agenda Letter

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**TO:** Active Transportation Advisory Committee  
**FROM:** Kate Miller, Executive Director  
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**SUBJECT:** Complete Streets Checklist Update

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### **RECOMMENDATION**

Information only

### **EXECUTIVE SUMMARY**

The Complete Streets Checklist was developed in 2006 by the Metropolitan Transportation Commission to address accommodation of bicycles and pedestrians in project planning and design. In the 10 years since its development, bicycle and pedestrian design standards have evolved significantly. The Checklist is undergoing revisions to be consistent with current bicycle and pedestrian planning and design standards and best practices.

### **FISCAL IMPACT**

None

### **BACKGROUND AND DISCUSSION**

The Metropolitan Transportation Commission (MTC) adopted Resolution 3765 in 2006 to ensure agencies applying for project funding were considering the needs of bicyclists and pedestrians in project planning and design. The intention of the resolution is that the checklist be used during the earliest phase of design to ensure the needs of bicycles and pedestrians are being addressed.

Subsequently, AB 1358 (Complete Streets Act of 2008) requires that all circulation elements within general plans be revised beginning January 2011 to balance a multi-modal transportation network that meets the needs of all users, including bicyclists, pedestrians, children, persons with disabilities, seniors, users of public transit and moving commercial goods.

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Several innovations in the realm of complete streets planning and design have occurred since the adoption of the resolution and checklist 10 years ago. MTC's Active Transportation Working Group has reviewed and updated the checklist according to current standards and practices.

A complete streets checklist is a required element for any project funding request made to MTC for a project in the public right of way. If accommodations for bicycles, pedestrians and transit vehicles are not included in a project, a reason is included in the checklist.

A new guideline allows project sponsors to directly submit checklists for review by MTC. This was previously done by the CMAs. After the checklist is submitted, NVTA staff is notified and protocol requires checklist review by the local active transportation advisory committee. ATAC will have the opportunity to review the checklists during the OBAG Cycle 2 call for projects.

Staff is providing the updated (changes in red) checklist (Attachment 1) and checklist guidance (Attachment 2) in order to prepare for the next review cycle scheduled for Summer/Fall.

### **SUPPORTING DOCUMENTS**

Attachment(s): (1) Complete Streets Checklist  
(2) Complete Streets Checklist Guidance

Name
Description
Status
Project
City
Contact Name
Contact Email
Contact Phone
Contact Address

<b>1a</b>	<b>What accommodations for bicycles and pedestrians are now included on the current facility and on facilities that it intersects or crosses?</b>	Class I bicycle paths Class II bicycle lanes Class III bicycle routes <b>Class IV bicycle facilities</b> Bicycle Boulevards Bicycle parking Sidewalks on one side or both sides of street <b>Widened sidewalks</b> Frequent crosswalks Narrow unpaved path Pedestrian-actuated traffic signals or routine pedestrian cycle Bicycle actuated traffic signals or routine bicyclist cycle High visibility crosswalks Pedestrian-level lighting ADA-compliant ramps Traffic signal push buttons Refuge islands on roadways Transit shelter Wide curb lanes Right turn only lanes Transit vehicle stops Pedestrian countdown signals <b>Way-finding or directional signage</b> None
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Other
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Please provide specifics of any items checked above:

<b>1b</b>	<b>If there are no existing pedestrian or bicycle facilities, how far from the proposed project</b>	0-1/4 mile 1/4 mile to 1/2 mile
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are the closest parallel bikeways and walkways? 1/2 mile to 1 mile  
1+ mile

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Other

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**1c** Please describe the overall context of the project area:

**1d** Please indicate any particular pedestrian, bicycle, or transit uses or needs along the project corridor that you have observed or have been informed of.

- Improved lighting
- Lack of sidewalk
- Intersection improvements
- Mid-block crossings
- Elderly or disabled
- School age children
- Transit shelter
- Lack of ADA facilities
- Narrow curb lanes
- Lack of bicycle parking
- Unresponsive signals to bicycles
- Long signal cycles which require pedestrians to wait long periods of time
- Choke points
- RR crossings
- No bike racks on busses
- Short signal crossing times
- Narrow undercrossings
- Right turn only lanes
- None

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Other

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**1e** What existing challenges could the proposed project improve for bicycle, pedestrian, or transit travel in the vicinity of the proposed project?

- Unresponsive signals to bicycles
- Lack of bicycle parking
- Freeway on-off ramps
- Narrow curb lanes
- Choke points
- RR crossings
- No bike racks on buses
- Wide roadway crossings
- Long signal cycles which require pedestrians to wait long periods of time
- Short signal crossing times
- Narrow undercrossings, overcrossings
- Sidewalk obstruction or missing sidewalk
- Pedestrian-level lighting

ADA compliant facilities

Transit vehicle stops

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**Other**

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- 2a** 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?
- Educational institutions
  - Transit stations
  - Senior centers
  - High-density land uses
  - Downtowns
  - Shopping areas
  - Medical centers
  - Major public venues
  - Government buildings
  - Parks

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**Other**

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- 3a** Have you considered collisions involving bicyclists and pedestrians along the route of the facility?

**If so, please provide the number of collisions and describe the outcomes of each:**

**If so, what resources have you consulted?**

- 4a** Do any adopted plans call for the development of bicycle or pedestrian facilities on, crossing or adjacent to the proposed facility/project?
- City or town bicycle plan
  - Countywide bicycle plan
  - City or town pedestrian plan
  - Countywide pedestrian plan
  - Combined bicycle and pedestrian plan
  - ADA transition plan
  - General plan
  - Specific plan
  - Regional transportation Plan
  - Sales tax expenditure plan
  - Station area access plan
  - No plans

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**Other**

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**Is the proposed project consistent with these plans?**

- 5a** Do any local, statewide or federal policies call for incorporating bicycle and/or pedestrian facilities into this project?
- Caltrans Deputy Directive 64
  - Caltrans Highway Design Manual (Chapter 1000)
  - ACR 211
  - MUTCD 2003

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Other

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If so, have the policies been followed?

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- 5b If this project includes a bicycle and/or pedestrian facility, have all applicable design standards or guidelines been followed, and if so, which?
- AASHTO bicycle and pedestrian design guides
  - Americans with Disabilities Act Accessibility Guidelines
  - Caltrans *Design Information Bulletin 89*
  - Caltrans *Highway Design Manual*
  - Caltrans *California MUTCD*
  - Caltrans *Pedestrian and Bicycle Facilities in California*
  - FHWA *MUTCD*
  - ITE *Designing Urban Walkable Thoroughfares*
  - NACTO *Urban Bikeway Design Guide*
  - None
  - N/A – no bicycle or pedestrian facilities included
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Other

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- 6a ~~What~~ What comments have been made regarding bicycle and pedestrian accommodations at BPAC, stakeholder and/or public meetings at which the proposed project has been discussed?
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How have you responded to comments received?

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- 7a What accommodations, if any, are included for bicyclists and pedestrians in the proposed project design?
- Class I bicycle paths
  - Class II bicycle lanes
  - Class III bicycle routes
  - Class IV bicycle facilities
  - Bicycle Boulevards
  - Bicycle parking
  - Sidewalks on one side or both sides of street
  - Widened sidewalks
  - Frequent crosswalks
  - Narrow unpaved path
  - Pedestrian-actuated traffic signals or routine pedestrian cycle
  - Bicycle actuated traffic signals or routine bicyclist cycle
  - High visibility crosswalks
  - Pedestrian-level lighting
  - ADA-compliant ramps
  - Traffic signal push buttons

Refuge islands on roadways  
 Transit shelter  
 Wide curb lanes  
 Right turn only lanes  
 Transit vehicle stops  
 Pedestrian countdown signals  
 Way-finding or directional signage  
 None

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**Other**

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**8a** 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.

**8b** If the proposed project does not incorporate either bicycle or pedestrian facilities, or if the proposed project would hinder bicycle or pedestrian travel, list reasons why the project cannot be re-designed to accommodate these facilities.

**Was a road diet or car parking removal considered?**

What would be the cost of the bicycle and/or pedestrian facility?

What is the bicycle and/or pedestrian facility's proportion of the total project cost?

**Right-of-way. (Did an analysis lead to this conclusion?) If right-of-way challenges are the reason for the hindrance, please explain the analysis that led to this conclusion.**

**9a** How will access for bicyclists and pedestrians be maintained during project construction?

Alternative signed bicycle route  
 Alternative signed pedestrian route  
 Separated pedestrian pathway

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**Other**

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**10a** What agency will be responsible for ongoing maintenance of the facility?

**10b** How will ongoing maintenance be budgeted?

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# ROUTINE ACCOMMODATION GUIDANCE

## 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?

Examples include: Class I, II, III and IV bicycle facilities; Bicycle Boulevards; bike parking; sidewalks on one or both sides of street; widened sidewalks; frequent crosswalks; pedestrian-actuated traffic signals or routine pedestrian cycle; bicycle-actuated traffic signals or routine bicyclist 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; transit shelters; wide curb lanes, right turn only lanes, transit vehicle stops, pedestrian countdown signals; way-finding or directional signage; and water fountains.

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

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

c. Please describe the current context of the project area.

Examples of useful information include # of vehicle lanes, motor vehicle lane widths, bicycle lane widths, and speed limit(s).

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

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

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

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 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 COLLISIONS

In the project design, have you considered collisions involving bicyclists and pedestrians along the route of the facility? **Please document the number and outcomes of each collision.** And 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 *Design Information Bulletin 89*, *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*

## 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? **How have you responded to the comments received?**

*Pedestrian Facilities; Manual on Uniform Traffic Control Devices (MUTCD); MTC Pedestrian Districts Study, National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide, Americans with Disabilities Act Accessibility Guidelines (ADAAG) and applicable countywide CMA, transit agency and regional agency standards.*

Although this checklist may be completed prior to 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 facilities listed in Question 1a and/or** the following?

- **Bicycle facilities:** Class I bicycle path; Class II bicycle lane; Class III bicycle route; **Class IV bikeway**; 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.
  
- 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?)

- If right-of-way challenges are the reason for the hindrance, please explain the analysis that led to this conclusion.

- Was a road diet or car parking removal considered?

- 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?

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; 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*