

APPENDIX A

Chapter 18, Appendix A - CAPITAL PROJECTS COMPLETE STREETS CHECKLIST (18A-2)

PIN:	<input type="text"/>	Project Location:	<input type="text"/>
Context:	<input type="checkbox"/> Urban/Village <input type="checkbox"/> Suburban, or <input type="checkbox"/> Rural		
Project Title:	<input type="text"/>		
STEP 1- APPLICABILITY OF CHECKLIST			
1.1	Is the project located entirely on a facility where bicyclists and pedestrians are prohibited by law and the project does not involve a shared use path or pedestrian/bicycle structure? <i>If no, continue to question 1.2. If yes, <u>stop here</u>.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	a. Is this project a 1R* Maintenance project? <i>If no, continue to question 1.3. If yes, go to part b of this question.</i> b. Are there opportunities on the 1R project to improve safety for bicyclists and pedestrians with the following Complete Street features? <ul style="list-style-type: none"> • Sidewalk curb ramps and crosswalks • Shoulder condition and width • Pavement markings • Signing <i>Document opportunities or deficiencies in the IPP and <u>stop here</u>.</i> <small>* Refer to Highway Design Manual (HDM) Chapter 7, Exhibit 7-1 "Resurfacing ADA and Safety Assessment Form" under ADA, Pavement Markings and Shoulder Resurfacing for guidance.</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
1.3	Is this project a Cyclical Pavement Marking project? <i>If no, continue to question 1.4. If yes, review EI 13-021* and identify opportunities to improve safety for bicyclists and pedestrians with the following Complete Streets features:</i> <ul style="list-style-type: none"> • Travel lane width • Shoulder width • Markings for pedestrians and bicyclists <i>Document opportunities or deficiencies in the IPP and <u>stop here</u>.</i> <small>* EI 13-021, "Requirements and Guidance for Pavement Marking Operations - Required Installation of CARDS and Travel Lane and Shoulder Width Adjustments".</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No
1.4	Is this a Maintenance project (as described in the "Definitions" section of this checklist) and different from 1.2 and 1.3 projects? <i>If no, continue to Step 2. If yes, the Project Development Team should continue to look for opportunities during the Design Approval process to improve existing bicycle and pedestrian facilities within the scope of project. Identify the project type in the space below and <u>stop here</u>.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
STEP 1 prepared by:		<input type="text"/>	Date: <input type="text"/>
STEP 2 - IPP LEVEL QUESTIONS (At Initiation)			Comment/Action
2.1	Are there public policies or approved known development plans (e.g., community Complete Streets policy, Comprehensive Plan, MPO Long Range and/or Bike/Ped plan, Corridor Study, etc.) that call for consideration of pedestrian, bicycle or transit facilities in, or linking to, the project area? <i>Contact municipal planning office, Regional Planning Group and Regional Bicycle/Pedestrian Coordinator.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

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2.2	Is there an existing or planned sidewalk, shared use path, bicycle facility, pedestrian-crossing facility or transit stop in the project area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.3	<p>a. Is the highway part of an existing or planned State, regional or local bicycle route? <i>If no, proceed to question 2.4. If yes, go to part b of this question.</i></p> <p>b. Do the existing bicycle accommodations meet the minimum standard guidelines of HDM Chapter 17 or the AASHTO "Guide for the Development of Bicycle Facilities"? * <i>Contact Regional Bicycle/Pedestrian Coordinator</i></p> <p><small>* Per HDM Chapter 17- Section 17.4.3, Minimum Standards and Guidelines.</small></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.4	Is the highway considered important to bicycle tourism by the municipality or region?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.5	Is the highway affected by special events (e.g., fairs, triathlons, festivals) that might influence bicycle, pedestrian or transit users? <i>Contact Regional Traffic and Safety</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.6	Are there existing or proposed generators within the project area (<i>refer to the "Guidance" section</i>) that have the potential to generate pedestrian or bicycle traffic or improved transit accommodations? <i>Contact the municipal planning office, Regional Planning Group, and refer to the CAMCI Viewer, described in the "Definitions" section.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.7	Is the highway an undivided 4 lane section in an urban or suburban setting, with narrow shoulders, no center turn lanes, and existing Annual Average Daily Traffic (AADT) < 15,000 vehicles per day? <i>If yes, consider a road diet evaluation for the scoping/design phase. Refer to the "Definitions" section for more information on road diets.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.8	Is there evidence of pedestrian activity (e.g., a worn path) and no or limited pedestrian infrastructure?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

STEP 2 prepared by: Date:

Bicycle/Pedestrian Coordinator has been provided an opportunity to comment: Yes No

ATTACH TO IPP AND INCLUDE RECOMMENDATIONS FOR SCOPING/DESIGN.

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STEP 3 - PROJECT DEVELOPMENT LEVEL QUESTIONS (Scoping/Design Stage)			Comment/Action
3.1	Is there an identified need for bicycle/pedestrian/transit or “way finding” signs that could be incorporated into the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.2	Is there history of bicycle or pedestrian crashes in the project area for which improvements have not yet been made?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.3	Are there existing curb ramps, crosswalks, pedestrian traffic signal features, or sidewalks that don't meet ADA standards per HDM Chapter 18 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.4	Is the posted speed limit is 40 mph or more and the paved shoulder width less than 4' (1.2 m) (6' in the Adirondack or other State Park)? Refer to EI 13-021 .	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.5	Is there a perceived pedestrian safety or access concern that could be addressed by the use of traffic calming tools (e.g., bulb outs, raised pedestrian refuge medians, corner islands, raised crosswalks, mid-block crossings)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.6	Are there conflicts among vehicles (moving or parked) and bike, pedestrian or transit users which could be addressed by the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.7	Are there opportunities (or has the community expressed a desire) for new/improved pedestrian-level lighting, to create a more inviting or safer environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.8	Does the community have an existing street furniture program or a desire for street appurtenances (e.g., bike racks, benches)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.9	Are there gaps in the bike/pedestrian connections between existing/planned generators? Consider locations within and in close proximity of the project area. (Within 0.5 mi (800 m) for pedestrian facilities and within 1.0 mi (1600 m) for bicycle facilities.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.10	Are existing transit route facilities (bus stops, shelters, pullouts) inadequate or in inconvenient locations? (e.g., not near crosswalks) Consult with Traffic and Safety and transit operator, as appropriate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.11	Are there opportunities to improve vehicle parking patterns or to consolidate driveways, (which would benefit transit, pedestrians and bicyclists) as part of this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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3.12	Is the project on a “local delivery” route and/or do area businesses rely upon truck deliveries that need to be considered in design?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.13	Are there opportunities to include green infrastructure which may help reduce stormwater runoff and/or create a more inviting pedestrian environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.14	Are there opportunities to improve bicyclist operation through intersections and interchanges such as with the use of bicycle lane width and/or signing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>STEP 3 prepared by: <input type="text"/> Date: <input type="text"/></p> <p>Preparer’s Supporting Documentation, Comments and Clarifications:</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>			

Last Revised 06/22/2015

Introduction

The intent of this checklist is to assist in the identification of needs for [Complete Streets](#) design features on Capital projects, including locally-administered projects.

This checklist is one tool that NYSDOT employs in its integrated approach to Complete Streets considerations. It provides a focused project-level evaluation which aids in identifying access and mobility issues and opportunities within a defined project area. For broader geographic considerations (e.g., bicycle route planning, corridor continuity), NYSDOT and other state and local agencies use a system-wide approach to identifying complete streets opportunities.

Use of this checklist is initiated during the earliest phase of a project, when information about existing conditions and needs may be limited; it is therefore likely that the Preparer will only be able to complete Steps 1 and 2 at this time. As the project progresses, and more detailed information becomes available, the Preparer will be able to complete Step 3 and continue to refine earlier answers, to give an increasingly accurate indication of needs and opportunities for Complete Streets features.

Guidance for Steps 1, 2 and 3

Based on the guidance below, the Regions will assign the appropriate staff to complete each step in the Checklist. The Preparer should have expertise in the subject matter and be able to effectively work with and coordinate comments/responses with involved Regional Groups.

- Steps 1 & 2: Preparer is from Planning; review occurs as part of the normal IPP process.
 - Step 3: Preparer is Project Designer; review occurs as part of Design Approval Document review/approval process.
 - For Local Projects - Local Project Sponsors will be responsible for completing all steps.
- a. A check of “yes” indicates a need to further evaluate the project for Complete Streets features. Please identify in the comment box, or append at the end of the checklist, any supporting information or documentation.
 - b. Answers to the questions should be checked with the local municipality, transit provider, MPO, etc., as appropriate, to ensure accuracy and evaluate needed items versus desirable items (i.e., prioritize needs).
 - c. Answers to the questions should be coordinated with NYSDOT Regional program areas as appropriate (e.g., Traffic and Safety, Landscape Architecture, Maintenance, etc.)
 - d. This checklist should be reviewed during the development of the IPP, Scoping Document, and Design Approval

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Document; and revisited due to a project delay or if site conditions or local planning changes during the project development process. Continued coordination with the Regional Bicycle and Pedestrian Coordinator is necessary throughout project scoping and design.

- e. It will be assumed that the Project Description and Limits will be as described in the IPP for Step I, the Scoping Document for Step 2 and the Design Approval Document for Step 3. Preparers should describe any deviations from this assumption under "Preparer's Supporting Documentation".
- f. For the purposes of this checklist, the "project area" is within 0.5 mi (800 m) for pedestrian facilities and 1.0 mi (1600 m) for bicycle facilities. In some circumstances, bicyclists may travel up to 7 miles for a unique generator, attraction or event. These special circumstances may be considered and described as appropriate.
- g. For background on Complete Streets features and terminology, please visit the following websites:
http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design_nonmotor/highway/index.cfm
<http://www.fhwa.dot.gov/publications/publicroads/10julaug/03.cfm>
<http://www.smartgrowthamerica.org/complete-streets/>
- h. Refer to [Highway Design Manual Chapter 18](#), Section 18.5.1 for further information and guidance on the use of this checklist.
- i. For projects with multiple sites, Preparers may choose to prepare multiple checklists for each site.

Definitions

- CAMCI (Comprehensive Asset Management/Capital Investment) Viewer - A web-based GIS application used for planning purposes and located at <http://gisweb/camci/>.
- Generator - A generator, in this document, refers to both origins and destinations for bicycle and/or pedestrian trips (e.g., schools, libraries, shopping areas, bus stops, transit stations, depots/terminals).
- HDM - New York State Department of Transportation's [Highway Design Manual](#).
- Maintenance project - For the purposes of this checklist, maintenance projects are listed as the following project types: Rigid pavement repairs, pavement grooving, drainage system restoration, recharge basin reconditioning, SPDES facilities maintenance, underdrain installation, guide rail and/or median barrier upgrading, impact attenuator repair, and/or replacement, reference marker replacement, traffic management systems maintenance, repair and replace loop detectors, highway lighting upgrades, noise wall rehab/replacement, retaining wall rehab/replacement, graffiti removal/prevention, vegetation management, permanent traffic count detectors, weigh-in-motion detectors, slope stabilization, ditch cleaning, bridge washing/cleaning, bridge joint repair, bridge painting and crack sealing.
- MPO (Metropolitan Planning Organization) - A federally mandated and federally funded transportation policy-making organization made up of representatives from local government and governmental transportation authorities.
- Raised Pedestrian Refuge Medians and Corner Islands - Raised elements within the street at an intersection or midblock crossing that provide a clear or safety zone to separate pedestrians, bicyclists, and other non-motorized modes, from motor vehicles. See FHWA's *Safety Effects of Marked vs. Unmarked Crosswalks at Uncontrolled Locations* at <http://www.fhwa.dot.gov/publications/research/safety/04100/04100.pdf>.
- Road diet - A transportation planning technique used to achieve systemic improvements to safety or provide space for alternate modes of travel. For example, a two-way, four lane road might be reduced to one travel lane in each direction, with more space allocated to pedestrian and cyclist facilities. Also known as a lane reduction or road re-channelization.
- Transit facilities - Includes facilities such as transit shelters, bus turnouts and standing pads.
- 1R project - A road resurfacing project that includes the placement or replacement of the top and/or binder pavement course(s) to extend or renew the existing pavement design life and to improve serviceability while not degrading safety.
- 2R project - A multicourse structural pavement and resurfacing project that may include: milling, super elevation, traffic signals, turn lanes, driveway modifications, roadside work, minor safety work, lane and shoulder widening, shoulder reconstruction, drainage work, sidewalk curb ramps, etc.