

Transportation Capital Project Complete Streets Checklist

This checklist is designed to assist local jurisdiction staff in identifying and assessing a range of Complete Streets-related needs and opportunities throughout the capital project development process. This checklist is also intended to serve as documentation of Complete Streets-related elements and decisions, including exceptions from the adopted Complete Streets policy. This checklist is designed to be completed over three separate phases: the planning/scoping phase; the schematic design phase; and the final design phase.

In the beginning of the planning/scoping phase, jurisdiction staff will compile information about the project area and its existing conditions (questions 1 through 16). Questions 17-18 will document applicable plans, policies, and design guidance. Questions 19-24 should be completed at the conclusion of the planning phase, prior to entering into design, to document any issues, concerns, or ideas raised in conversations with stakeholders during the planning process.

In the schematic design phase, jurisdiction staff summarize the proposed design approach and elements in questions 25-27. The following questions, 28-37, relate to the proposed schematic design and should be completed at the end of the schematic design phase, prior to the project entering into final design.

In the final design phase, questions 38-45 should be answered at the completion of the final design, and provide an opportunity to document any changes from the schematic design as well as maintenance and construction considerations.

Following the completion of the checklist, agency staff should identify any items requiring follow-up discussion or further review regarding potential project changes or enhancements noted in the checklist. For Complete Streets exceptions identified through the checklist, staff should work with department leadership to ensure the exceptions and justifications are sufficiently documented and communicated to other departments and to community stakeholders.

Transportation Capital Project Complete Streets Checklist

Project Name _____ Project Description/Project Type: _____

Project Extents: From _____ To _____

Project Manager _____

Start date _____ Anticipated construction date _____

Planning/Scoping Phase

Date completed _____

Land Use Context

1. How is the surrounding land use context characterized? Please refer to the typology map (Figure 1) included in the Complete Streets Design Guidelines.
 - urban suburban rural and open space
 - industrial

2. What are the adjacent land uses (check all that apply)?
 - office/retail/mixed use parks / open space industrial
 - residential civic / institutional
 - other _____

3. What are the major trip generators in the corridor, if any? (existing and future)
 - a) Schools yes no
 - b) Major employers yes no
 - c) Civic/community destinations yes no
 - d) Medium to high-density residential yes no
 - e) Senior centers/healthcare facilities yes no
 - f) Daily needs (grocery, retail, etc) yes no
 - g) Other _____

Modal Priority

4. Based on the modal priority maps (available at: <http://gis.fehrandpeers.com/AlamedaCTC/Typology/>), list the modal priorities on the street (*Note: omit for local streets*):

Primary Study Corridor	Auto	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other
	Bicycle	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other
	Pedestrian	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other
	Transit	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other
	Trucks	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other
Intersecting Street (if applicable)	Auto	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other
	Bicycle	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other
	Pedestrian	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other
	Transit	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other
	Trucks	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Other

5. Complete Streets Exceptions: Check if any of these modes do not need to be served (if any modes are checked, include explanatory note)

auto bicycle pedestrian transit trucks

Note: _____

Existing Facilities and Usage

6. Functional classification (arterial, collector, local):

7. Traffic signals (number and type) _____

8. On-street parking utilization (if known)

- <25%
- 25% to 50%
- 50% to 80%
- >80%
- not known

9. User volumes

Motor Vehicle (AADT)	Heavy Vehicle %	Pedestrian Volumes	Bicycle Volumes	Buses / hour (during peak hour)

10. Posted speed limit: _____ 85th percentile speed (if known): _____

11. Truck route designation, if any _____

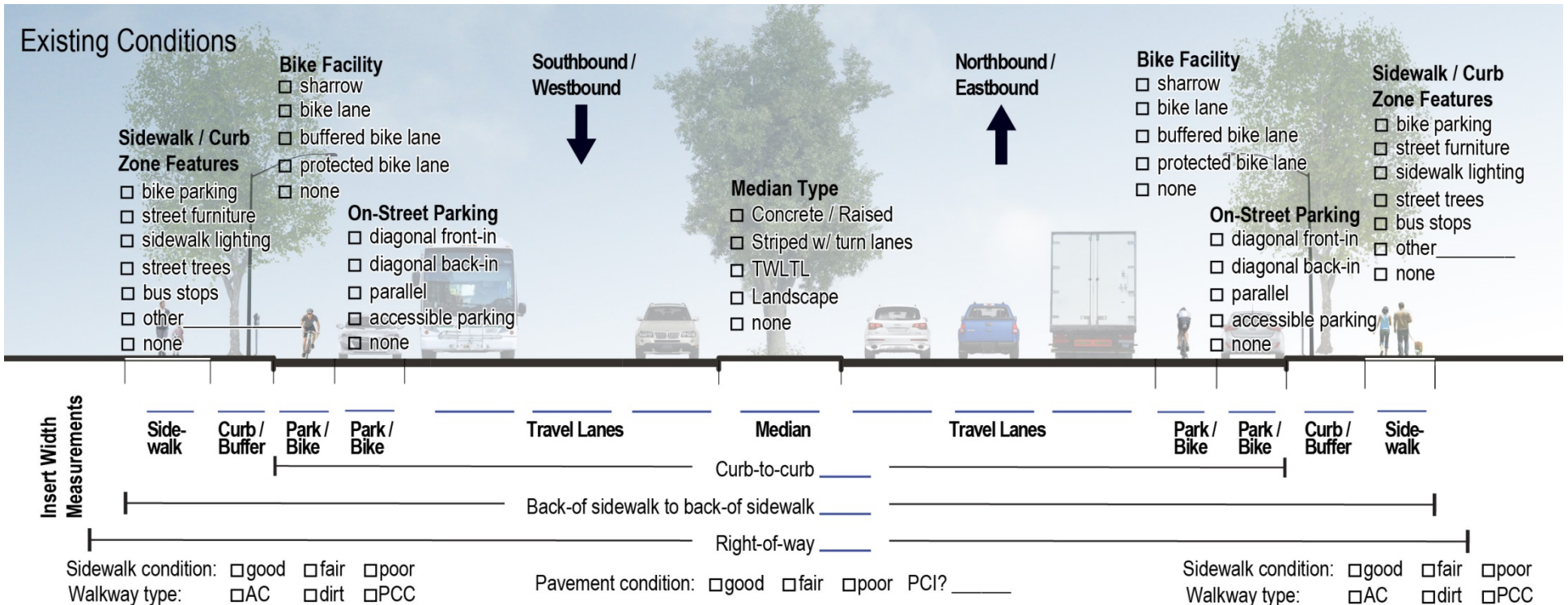
12. Loading zones: yes no number _____

13. Are there any "unmovable encroachments" (e.g. buildings, masonry walls, etc.) in the public right-of-way? If yes, describe.

yes no

14. Is there a future width line (Alameda County)? If yes, specify the width.

yes no width _____



Existing Challenges

15. Safety/collision data for past five years from Statewide Integrated Traffic Records System (SWITRS) database (20____ to 20____)

Total crashes	Fatalities	Severe Injuries	Collisions involving bicycles	Collisions involving pedestrians

- a. Are any collision types over-represented? _____
- b. Are there collisions of types that may be correctable by infrastructure countermeasures?
 - unsafe speeds left turn broadside failure to yield
 - door zone collisions right hook collisions
 - other _____

16. Are any of the following existing challenges present in the project area?

a. Pedestrian

Striping/Crossings

- Low yielding compliance at midblock crossing locations
- Low yielding compliance at right turn on red locations
- Poorly marked or low visibility crosswalks
- Major trip generator or bus stop not served by crosswalk
- Wide crossing distances (e.g. greater than _____ feet)
- Intersection legs without crosswalks
- Infrequent crossing opportunities (e.g. more than ¼ mile)
- Uncontrolled crossings of high speed or high volume roadways

Signals

- Insufficient pedestrian crossing time
- Signal cycle lengths resulting in long crossing delay for pedestrians (e.g. cycle length of _____ sec)
- Missing push buttons
- Missing countdown signals

Sidewalk Construction

- Missing curb ramps
- Insufficiently sized median refuges or medians that do not extend to crosswalk
- Obstructions or “pinch points” in sidewalk clear width
- Missing sidewalks or sidewalk gaps
- Utility boxes, signage, or street furniture obstructing the natural walking path
- Lack of pedestrian-scale lighting or insufficient illumination of pedestrian realm
- Other _____

b. Bicycle

Striping/Crossings

- Left turns where bicyclists cross multiple lanes or merge into high speed traffic
- Unmarked door zone
- Missing bike lane striping, pavement marking, or signage
- Bike lanes on the curb side of right turn pockets
- Bike lanes between through lane and right turn pockets for greater than 200 feet
- Uncontrolled crossings of high speed or high volume roadways

Signals

- Insufficient crossing time
- Missing or unmarked bicycle detection

Roadside

- No/insufficient bicycle parking
- Storm drains or gutter pans in bicycle lane that are not bicycle compatible
- Other _____

c. Transit

- Unnecessary pull-outs
 - Buses experience delays pulling into traffic from stops
 - Frequent bus/bike weaving
 - Intersections that take multiple cycles for bus to clear
 - Insufficiently wide curb lanes
- Operational
- Bus stops not adequate in length to accommodate buses on route during peak hour
 - Low ridership or redundant stops that could be consolidated
 - Nearside stops that could be moved to farside
- Stop Location
- Stops without benches or shelters
 - Insufficient space for door landing at stops
 - Higher ridership stops lacking amenities
- Stop Design
- Other _____

d. Truck/Commercial Vehicle/Large Vehicle/Curb Management

- Frequent double parking activity
 - Off-tracking into opposing travel lane
 - Off-tracking onto curb
 - Insufficient lane widths
 - Missing or damaged route signage
- Other _____

e. General

- Slip lanes not justified by design vehicles or traffic volumes
- Driving at unsafe speeds
- Wide turning radii not justified by frequent buses or other large vehicles
- Wide travel lanes not justified by frequent transit or other large vehicles

- Vehicle volume significantly less than capacity
- Obstructed sight lines (parked cars, utility boxes, trees, vertical curves)
- Skewed intersections that can be "teed up"
- Other _____

Notes:

Plans, Policies, Guidelines, and Standards

17. Have any **ongoing or existing plans** identified needs in the study area?

Plan	Needs identified in Plan (e.g. crossings, turn lanes)			
	Ped	Bike	Transit	Vehicular
<i>Bicycle Master Plan</i>				
<i>Mission Blvd Corridor Specific Plan</i>				
<i>Hayward Cannery Area Design Plan</i>				

18. Relevant **policies, design standards and guidelines**

- *Complete Streets Design Guidelines*
- *Complete Streets Policy Resolution*
- *Engineering Design Guidelines for Unincorporated Alameda County*
- *Public Works Design Guidelines*
- *Alameda County Neighborhood Traffic Calming Program*
- *Residential Design Standards and Guidelines for the Unincorporated Communities of West Alameda County*

Have all applicable design standards for bicycle/pedestrian facilities been followed? yes no partially, explain: _____

External Agency/Stakeholder Coordination

(To be completed at conclusion of planning/scoping phase)

19. List agencies requiring coordination:

Agency	Has coordination occurred? Note any issues that are outstanding.
	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no

Internal Department Coordination

(To be completed at conclusion of planning/scoping phase)

20. Note internal departments requiring coordination:

Department	Has coordination occurred? Note any priorities or concerns. If coordination has not occurred, note whether it is planned.
Community Development	<input type="checkbox"/> yes <input type="checkbox"/> no
Traffic Engineering	<input type="checkbox"/> yes <input type="checkbox"/> no
Road Design	<input type="checkbox"/> yes <input type="checkbox"/> no
Maintenance	<input type="checkbox"/> yes <input type="checkbox"/> no
Right-of-Way Services	<input type="checkbox"/> yes <input type="checkbox"/> no
Other?	

Community Stakeholder Review

(To be completed at conclusion of planning/scoping phase)

21. Have relevant advisory committees been informed of the project?

yes no if yes, list _____

22. Have community stakeholders been engaged?

yes no

23. Have adjacent property owners been engaged?

yes no

24. Have there been public meetings? (N/A for smaller projects)

yes, if so, how many? _____ no

meeting(s) are upcoming on _____ dates

Comment themes:

Schematic Design Phase

Date Completed _____

Modal Priorities

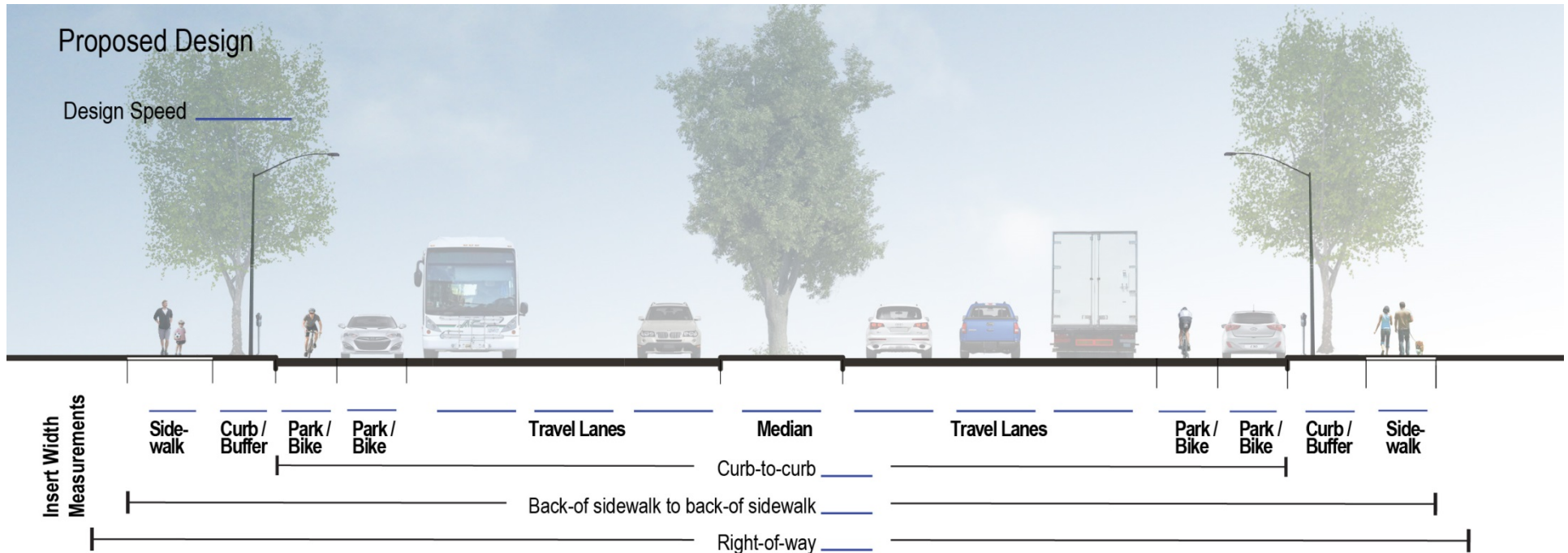
25. Do the recommended facilities for the priority modes create conflicts or tradeoffs between modes? (if yes, describe) yes no

26. Did you omit the preferred design for a higher priority mode in place of a lower priority mode?
 yes (if yes, which _____) no
 If yes, explain:

Proposed Design

27. What complete streets elements are proposed in the design?

- a. Sidewalk zone *Zone not impacted by project*
 - Additional marked pedestrian crossings
 - Additional treatments to enhance existing crossings
 - Targeted widening around obstructions to maintain minimum ADA clear path
 - Relocation of fixed objects to maintain minimum ADA clear path
 - Widened sidewalk for enhanced pedestrian realm
- b. Curb zone *Zone not impacted by project*
 - Bicycle parking
 - Street trees
 - Pedestrian scale lighting
 - Bus shelter/other transit stop amenities



- c. Parking zone *Zone not impacted by project*
 - Bike corrals
 - Bus loading islands
 - Bus bulbs
 - Bus stop relocation/consolidation
 - Bus stop lengthening
 - Concrete bus loading pads
 - "Daylighting" – removal of parking at intersections for improved sight distance of pedestrians
 - Loading zones
 - Short-term or pick-up/drop-off parking
 - Curb parking (provides pedestrian buffer)
 - Back-in angle parking
 - Marking of parking tees/door zone for bicyclist safety
- d. Bicycle zone *Zone not impacted by project*
 - New Class II bike lanes
 - Widened Class II bike lanes
 - Bike lane buffers
 - Class IV bike lanes
 - Shared lane markings
 - Paint to mark conflict/weaving zones
 - Bicycle wayfinding
 - Contraflow bike lanes
- e. Vehicle zone *Zone not impacted by project*
 - Narrowed travel lanes to reduce traffic speeds
 - Widened travel lanes to accommodate buses or trucks
 - Vertical traffic calming elements (speed bumps, speed humps/tables)
 - Horizontal traffic calming elements (chicanes, edge islands, traffic circles)
 - Signal coordination at slower signal progression speed
 - Textured pavement for traffic calming
 - Dedicated transit lanes
 - Class III bike routes
 - Diverters/volume management on Class III bike routes

- f. Median zone *Zone not impacted by project*
 - Pedestrian refuge island
 - Trees or landscaping
 - Left turn pockets
- g. Intersections and crossings *Zone not impacted by project*

- | | |
|-------------------------|---|
| Signal Timing/Phasing | <input type="checkbox"/> Pedestrian leading interval
<input type="checkbox"/> Bicycle leading interval
<input type="checkbox"/> Pedestrian scramble phase
<input type="checkbox"/> Signal retiming to improve bike/ped crossing times
<input type="checkbox"/> Separate bicycle signal phase
<input type="checkbox"/> Transit signal priority
<input type="checkbox"/> Restriction of right turn on red
<input type="checkbox"/> Restriction of permitted left turns |
| Signal Hardware | <input type="checkbox"/> Pedestrian countdown signals
<input type="checkbox"/> Pedestrian push buttons
<input type="checkbox"/> Audible pedestrian signals
<input type="checkbox"/> New bicycle detection
<input type="checkbox"/> RRFB or pedestrian hybrid beacon |
| Striping / Paint | <input type="checkbox"/> Bicycle box
<input type="checkbox"/> Bicycle two-stage left turn box
<input type="checkbox"/> Bike lanes marked through intersection
<input type="checkbox"/> Bike lanes to the left of right-turn pockets
<input type="checkbox"/> Advanced yield lines or stop bars
<input type="checkbox"/> Recessed stop bar for large vehicle turning radii
<input type="checkbox"/> High visibility crosswalk |
| Curb ramps /realignment | <input type="checkbox"/> New or realigned midblock crossings
<input type="checkbox"/> ADA curb ramps – one crosswalk approach
<input type="checkbox"/> ADA curb ramps – two crosswalk approaches
<input type="checkbox"/> Curb extensions/bulb outs
<input type="checkbox"/> Mountable curbs to accommodate trucks
<input type="checkbox"/> Bus queue jump
<input type="checkbox"/> Realigned or rechannelized intersection
<input type="checkbox"/> Closure of slip lanes |

External Agency/Stakeholder Coordination

(To be completed at conclusion of planning/scoping phase)

28. Have outstanding issues from planning phase been discussed further?

Agency	Has further discussion/coordination occurred? Note ongoing issues or resolutions to earlier issues:
	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> yes <input type="checkbox"/> no

Internal Department Coordination

(To be completed at conclusion of planning/scoping phase)

29. Have the concerns from the planning phase been discussed further?

Department	Has further discussion/coordination occurred? Note any priorities, resolutions to earlier issues, or outstanding concerns.
<i>Community Development</i>	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>Traffic Engineering</i>	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>Road Design</i>	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>Maintenance</i>	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>Right-of-Way Services</i>	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>Other?</i>	

Community Stakeholder Review

(To be completed at conclusion of planning/scoping phase)

- 30. Have relevant advisory committees been updated? yes no
- 31. Further discussion with community stakeholders? yes no
- 32. Further discussion with adjacent property owners? yes no
- 33. Have there been additional public meetings? yes no
(N/A for smaller projects) upcoming
- 34. Have there been comment themes differing from those in the planning phase? yes no

Additional comment themes:

Design Tradeoffs

(To be completed at conclusion of planning/scoping phase)

35. Were any design options considered/evaluated and not recommended?

36. If the project does not incorporate separate bicycle and pedestrian facilities, list the reasons why:

- Cost
- Right-of-way
- Not the first or second modal priority
- Other

37. How does the proposed schematic design impact conditions for each mode? If negative or positive, note the impact. (Note: both negative and positive impacts could be found for one mode. Leave blank if mode not present.)

Mode	Impacts	Describe the Impact
Auto	<input type="checkbox"/> positive <input type="checkbox"/> neutral <input type="checkbox"/> negative	<i>(e.g. intersection delay; reduced on-street parking supply)</i>
Bicycle	<input type="checkbox"/> positive <input type="checkbox"/> neutral <input type="checkbox"/> negative	<i>(e.g. increase in vehicle speeds, narrowing of bike lanes)</i>
Pedestrian	<input type="checkbox"/> positive <input type="checkbox"/> neutral <input type="checkbox"/> negative	<i>(e.g. increase in roadway width; removal of sidewalk space; increased signal cycle lengths)</i>
Transit	<input type="checkbox"/> positive <input type="checkbox"/> neutral <input type="checkbox"/> negative	<i>(e.g. intersection delay; removal of stop amenities)</i>
Trucks	<input type="checkbox"/> positive <input type="checkbox"/> neutral <input type="checkbox"/> negative	<i>(e.g. intersection delay; reduction or removal of loading zones; reduce maneuverability)</i>
Other mode (if applicable)?	<input type="checkbox"/> positive <input type="checkbox"/> neutral <input type="checkbox"/> negative	

Final Design

Date Completed: _____

Modal Priorities

38. Are there potential conflicts between modes that were not addressed in the schematic design phase, and that still need to be addressed? (if yes, describe) yes no

Proposed Design

39. Are there any changes from the schematic design? Note changes below, and summarize the impacts on each mode, if applicable:

Changes:

Mode	Are there impacts from the design changes (differing from schematic design)? If so, describe:	
Auto	<input type="checkbox"/> yes <input type="checkbox"/> no	
Bicycle	<input type="checkbox"/> yes <input type="checkbox"/> no	
Pedestrian	<input type="checkbox"/> yes <input type="checkbox"/> no	
Transit	<input type="checkbox"/> yes <input type="checkbox"/> no	
Trucks	<input type="checkbox"/> yes <input type="checkbox"/> no	

Stakeholder/Departmental Coordination

40. Have outstanding concerns been discussed further or resolved? Note how issues have been resolved and/or any issues still outstanding.

Agency/Dept. raising issue	Note ongoing issues or resolutions to earlier issues:

41. How have community comments been addressed in final design?

42. Are any major comment themes not addressed? If yes, note.
 yes no

Maintenance and Construction Phase Considerations

43. How will access be maintained during construction for all modes (check one box per mode)?

Agency	Auto	Bicycle	Pedestrian	Transit	Trucks
Detour for duration of project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time-of-day closures only (e.g. nighttime)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Short-term closures (e.g. 24 hour) with detour route	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access maintained with reduced facilities*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full access maintained (work does not impact mode)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (note):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*"Access maintained with reduced facilities" could mean some travel lanes closed for vehicles; could mean bicycle lane is closed, with signage for bicycles to share travel lane; could mean that sidewalk is closed with pedestrian space provided on shoulder; could mean that some transit stops are closed; etc.)

44. Which agency/department is responsible for ongoing maintenance?

- a. Street sweeping and cleaning _____
- b. Restriping and repaving _____
- c. Street furniture (lighting, benches, etc.) _____
- d. Landscaping _____
- e. Waste receptacle and recycling pick-up _____
- f. Other _____

45. Is maintenance of the facility included in regular annual budgets? (if no, how will maintenance occur?)

- yes no

MTC Complete Streets Checklist Correspondence

This checklist is designed to gather some of the same information as is requested in the MTC Complete Streets checklist. The following table shows which questions correspond to the MTC checklist. In some cases, the questions are not the same, but will help provide some information.

MTC Complete Streets Checklist Question #	Alameda County Complete Streets Checklist Section or Question #
1A	Page 2, Existing Facilities
1B	Not addressed
1C	16A and 16B
1D	16A and 16B
2	3
3	15
4a	17
4b	Not addressed
5a	18
5b	18
6	41
7	27
8a	Not addressed
8b	36
9	43
10	44 and 45

Additional Project Notes

Potential project modifications:

Complete Streets exceptions (refer to questions 5, 26 and 38):