

APPENDIX H: Project Review Checklist

Purpose

This checklist was developed to assist project sponsors in defining and developing projects and local plans using the Monterey Bay Area Complete Streets Guidebook. The checklist is a mechanism for incorporating the perspectives of all stakeholders into the planning and design process for projects. Use of the checklist will result in projects that are consistent with local, regional and state complete street policies, consider adjacent land uses and meet the needs of all users of the roadway.

How to Use the Checklist

The checklist enables project sponsors to document how each existing and future roadway user was considered and accommodated throughout the project development process. Project sponsors are encouraged to reference the Monterey Bay Area Complete Streets Guidebook while going through the checklist for complete streets applications and roadway design ideas.

Planning, community development and public works departments should use the checklist to review projects within or affecting the public right-of-way. If projects do not incorporate complete streets design treatments, project sponsors should document why not and what accommodations will be provided for pedestrians, bicyclists and/or transit users unless the project is exempt (**see Guidebook Chapter 6 for exceptions**).

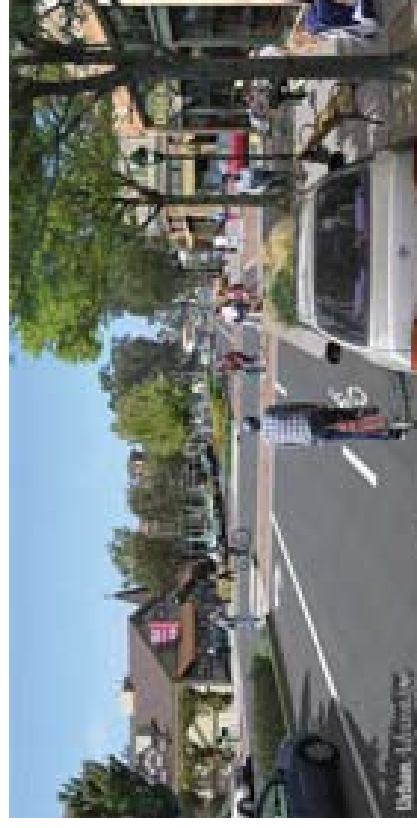
Threshold Requirements

The Complete Streets Project Review Checklist should be used to review the following types of projects:

1. Street improvements requiring permits or approvals by departments of planning, community development or public works, which requests a change of the public right of way; or
2. Capital projects that alter or maintain the public right of way prior to the issuance of any permit or approval

Such that any one or more of the following apply:

- A traffic study is required
- A signalized intersection is affected
- Repaving/restriping needed
- Rehab/maintenance needed



CHECKLIST - Exemptions

Projects Exempt from Using the Complete Streets Checklist

- * Roadways that restrict bicycle and pedestrian access (ex. Freeways)
 - * Documented absence of current and future need
- Projects in which it is not appropriate to accommodate all users but may be appropriate to accommodate more than one user group should use the checklist to identify which users should be considered in the project design.



Projects Exempt from CEQA

Some complete streets projects may be exempt from the provisions of the California Environmental Quality Act. The following exemptions may apply:

- * **Projects that are built within the existing right-of-way 15301 (c)**
- * **Re-striping projects (per Section 15282(j))**

If the project is exempt from CEQA further explanation and documentation is needed to comply with California law. The project sponsor should draft a memo describing why the project is exempt and file a notice of exemption.

CHECKLIST - General Project Information

1. Project Title	Date				
Project Description					
Project Location					
<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Department Review Only</td> <td></td> </tr> <tr> <td>Project #:</td> <td></td> </tr> </table>		Department Review Only		Project #:	
Department Review Only					
Project #:					

2. Contact Information

Implementing Agency	
Contact Person	
Phone	Fax
Email	

3. Project Schedule (Circle Current Project Phase)

Project Milestone	Date Started/Anticipated End
Planning	
Preliminary	
Final Design	
Construction	



CHECKLIST - Existing Conditions

4. Existing Land Uses (check all that apply)

Residential	<input type="checkbox"/>	Park/Open Space	<input type="checkbox"/>
Mixed Use	<input type="checkbox"/>	Visitor-Serving/ Senior Housing	<input type="checkbox"/>
Institutional/School	<input type="checkbox"/>	Rural/Agricultural	<input type="checkbox"/>
Civic/Public	<input type="checkbox"/>		

5. Safety (See Complete Streets Needs Assessment)

Are there perceived safety/ speeding issues in the project Yes No

Is there a history of collisions in the project area?

<input type="checkbox"/>	Pedestrian	<input type="checkbox"/>	Bicyclist	<input type="checkbox"/>	Motorist
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6. Congestion

Does the roadway Yes No

If so, at what time(s) is it AM Peak PM Peak

7. Existing Roadway Conditions/Context

Functional Classification	
ROW Width	Ft
Roadway Pavement	Ft
# of Lanes	NB/EB: <input type="checkbox"/> SB/WB: <input type="checkbox"/>
2-Way Center Turn lane	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sidewalk Width	Ft
Landscaping/Parking	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shoulder Width	Ft
Bike Lane Width (<5')	<input type="checkbox"/> Yes <input type="checkbox"/> No
Intersection(s)	<input type="checkbox"/>
Pavement Condition	
Posted Speed Limit	
Traffic Volumes (AADT)	
Transit Route/Stops	<input type="checkbox"/> Yes <input type="checkbox"/> No
Truck Route	<input type="checkbox"/> Yes <input type="checkbox"/> No

CHECKLIST - Future Conditions

8. Future Roadway Conditions

Are there planned transportation & land use projects that could affect circulation in the project area?

Yes No

If so, please list the project(s)

Are planned projects anticipated to increase travel demand in the area? (mark yes or no for each mode)

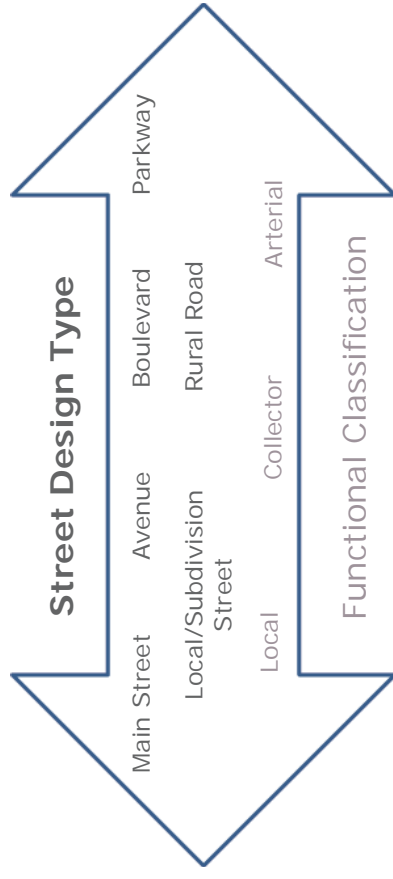
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Car		Transit	Bicycle	Pedestrian

9. Stakeholder Outreach (check all that apply)

Please indicate which stakeholder groups provided input on project scope and design:

Neighborhood	<input type="checkbox"/>	Bicycle Committee	<input type="checkbox"/>
Business	<input type="checkbox"/>	Pedestrian	<input type="checkbox"/>
School	<input type="checkbox"/>	Senior Group	<input type="checkbox"/>
Property Owners	<input type="checkbox"/>	Transit Agency	<input type="checkbox"/>
Environmental Group	<input type="checkbox"/>	Transportation Disadvantaged	<input type="checkbox"/>
Specific changes requested	<input type="checkbox"/> Yes <input type="checkbox"/> No		

10. Circle the Complete Street Design Type - (See Table 3 of Guidebook)



Pedestrian/Bicycle-Oriented **Auto/Truck-Oriented**

11. Transportation Network Deficiencies (Refer to Existing Conditions)

Lacking/Insufficient Bicycle Facilities	<input type="checkbox"/>	Lacking/Insufficient Transit Facilities	<input type="checkbox"/>	Lacking/Insufficient Transit Service	<input type="checkbox"/>
Lacking/Insufficient Pedestrian Facilities	<input type="checkbox"/>	Insufficient accommodations for	<input type="checkbox"/>	Insufficient accommodations for	<input type="checkbox"/>
Bicycle/Pedestrian Connectivity	<input type="checkbox"/>	Insufficient accommodations for	<input type="checkbox"/>		

Given the Existing and Future Conditions the project area is a candidate for:

Road Diet (3 or more lanes; AADT < 20,000; bicycle collisions)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Traffic Calming	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Roundabout	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Transit-Oriented Development/Transit Corridor (15 min headway)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Neighborhood Shared Street	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pedestrian Place	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Transit/Bicycle/Pedestrian Prioritization at Intersections	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

CHECKLIST - Design

The purpose of this section is to ensure all users have been considered in the design of the project. Complete street design is context-sensitive and a complete street in a rural area may look different than one in an urban area. Refer to safety and special user needs identified in the Existing and Future Conditions sections. The Monterey Bay Area Complete Streets Guidebook discusses design best-practices and sample accommodations for these users.

12. Pedestrian Design (Guidebook Ch 5)

Which, if any, of the following is provided or improved through the project design?

Minimize Driveways	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Sidewalk/Path	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Landscaping/Parking Buffer	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
ADA Access	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Street Trees	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Crossing Treatments	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Traffic Calming	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Wayfinding Signage	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Audible Countdown	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Other (Describe)		

13. Bicycle Design (Guidebook Ch 5)

Which, if any, of the following is provided or improved through the project design?

Bicycle Lanes	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Shared-Lane Markings	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Multiuse Path	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Route/Wayfinding Signs	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Bicycle Parking	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Bicycle Detection	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Bicycle Box	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Color Treated Bike Lanes	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Floating Bike Lanes	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Other (Describe)		

CHECKLIST - Design

14. Transit Design (Guidebook Ch 5) *

Which, if any, of the following is provided or improved through the project design?

Priority Bus Lane	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Bus Bulbs/Pull-Outs	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Shelter	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Real Time Bus Arrival Info	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
ITS/Signal Priority	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Transit Service (15 min headways)	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Wi-Fi	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Stop/Station Amenities**	<input type="checkbox"/> Yes	<input type="checkbox"/> Existing
Other (Describe)		

* Click on treatment types for definitions and images; more information may also be found in the Guidebook Ch X.

** Transit Amenities include: Bench, lighting, trash can, route information/maps, concessions, music, and public art.

CHECKLIST - Trade-Offs & Exceptions

15. Project Trade-Offs

Is the recommended complete street cross section/design supportable? Yes No

If not, explain why:

<input type="checkbox"/>	Existing Structures	<input type="checkbox"/>	Other
<input type="checkbox"/>	Insufficient Funding	<input type="checkbox"/>	Other

Have alternative designs been considered? Yes No

What refinements to the cross section/needed were needed?

Removed/partial zones for (Appendix X of	<input type="checkbox"/>	Pedestrians	<input type="checkbox"/>	<input type="checkbox"/>	Vehicles
	<input type="checkbox"/>	Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Considered alternative routes/locations for	<input type="checkbox"/>	Pedestrians	<input type="checkbox"/>	<input type="checkbox"/>	Vehicles
	<input type="checkbox"/>	Parking	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Bicyclists	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Bicyclists	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	

16. Exceptions (Refer to Ch 6 of the Guidebook)

Is the project exempt from accommodating certain users? Yes No

Cost of accommodation is excessively disproportionate to the need or probable Yes No

Documented absence of current and future need? Yes No

Other _____