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COMPLETE STREETS CHECKLIST

Project Name: _____

Project Manager/Owner: _____ Phone Number: _____

Description of Scope:

Project Budget and Funding Source(s): | If grant funded, add timeline:

Arterial Classification:

☐ Principal ☐ Minor ☐ Collector ☐ Non-Arterial ☐ Boulevard ☐ SFD Non-Arterial

Street Type:

☐ Downtown ☐ Urban Center Connector ☐ Neighborhood Yield
☐ Downtown Neighborhood ☐ Industrial Access ☐ Alley
☐ Urban Village Main ☐ Neighborhood Corridor
☐ Urban Village Neighborhood ☐ Neighborhood Curbless

Project Coordination

a. Planning Analysis Coordination Tool (PACT). Are there any opportunities to coordinate with relevant City projects/initiatives within the project area? ☐ Yes ☐ No

Describe coordination opportunities:

b. Shaping Seattle: Are there any opportunities to coordinate with relevant active private development within the project area? ☐ Yes ☐ No

Channelization

a.   Average Daily Traffic (ADT):_____

b.   Current image or typical existing cross-section of street in project area (showing lane configuration):

Describe sidewalk, flex lane, and travelway standards recommended by the Streets Illustrated: Right of Way Improvements Manual (ROWIM):

If ADT is less than 25K and lane configuration includes 4 or more through lanes, contact traffic management for review for potential rechannelization.

Should rechannelization be considered in the project scope?

Safety

Consult with Vision Zero program to complete this section.

a.   Speed Limit: _____

b.   85th percentile speed: _____ _____

* *If 85th percentile is 5 mph or over the posted speed, consider addition of traffic calming devices to project.*

c.   Is there a high collision location in the project area? If yes, contact the HCL Program Manager to discuss recommendations from a review of the site.   ☐ Yes   ☐ No

d.   Are there any half-signalized intersections in the project area?If yes, consult with signal design manager about the opportunity to upgrade to full.   ☐ Yes   ☐ No

e.   Is there a BPSA identified location within the project area? If yes, contact the appropriate (bicycle or pedestrian) implementation coordinator.   Yes   No

Describe any traffic calming recommendations for the project scope:

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Right-of-Way Conditions

Consult with Pavement Engineering Management to complete this section.

a. Is the Pavement Condition Index 65 or below at any point within the project area? ☐ Yes ☐ No

Should pavement and sidewalk repair be considered through this project?

b. Are existing sidewalks in good condition? ☐ Yes ☐ No

c. Has an initial assessment of trees and sidewalk conditions been conducted, with an engineer and arborist/landscape architect per the SDOT Trees and Sidewalks Plan? ☐ Yes ☐ No

Flex Lane

Consult with Parking Program to complete this section.

a. Describe existing flex zone use(s) (e.g., how many paid parking spaces, loading zones):

Describe recommendations for flex lane:

b. What is the utilization of existing parking (e.g., peak parking occupancy)

c. Will project change existing flex lane use(s)? ☐ Yes ☐ No

If known, describe proposed changes below:

d. Describe adjacent land use(s):

☐ Residential ☐ Commercial + Mixed Use ☐ Industrial

e. Does the existing flex lane support adjacent land uses? ☐ Yes ☐ No

f. Can flex lane functions be met nearby or off-street? ☐ Yes ☐ No

g. Describe ROW Allocation Framework prioritized functions for the flex lane for specified land use(s):

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Intelligent Transportation Systems (ITS)

Consult with Transportation Operations to complete this section.

a. Is the project on the ITS Key Arterial Network? ☐ Yes ☐ No

b. Does the project overlap with the ITS 3-year implementation plan? ☐ Yes ☐ No

Describe if and ITS recommendations for the project scope:

Pedestrian Infrastructure

Consult with PMP Coordinator to complete this section.

a. Is the project on the Pedestrian Master Plan's (PMP) Priority Investment Network (PIN)? ☐ Yes ☐ No

   i.   Are there missing sidewalks in the project area? ☐ Yes ☐ No

   ii. Crossing Width (number of lanes):_____

   iii. Controlled Stop Spacing:_____

   iv. Are there missing curb ramps in the project area? ☐ Yes ☐ No

   v.   Is there an opportunity to add a sequence of pedestrian lighting in the project area? ☐ Yes ☐ No

b. Describe any PMP recommendations NOT included in the project scope and reason for deferral:

Describe PMP recommendations for the project scope:

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Bicycle Infrastructure

Consult with BMP Coordinator to complete this section.

a. Is the project on the Recommended Bicycle Network? ☐ Yes ☐ No

b. Is there an existing bike facility? ☐ Yes ☐ No

   If yes, does the facility meet the existing
Bike Master Plan (BMP) designation? ☐ Yes ☐ No

   *If existing facilities do not meet BMP designation, review
Streets Illustrated: ROWIM for design guidance and consult
with BMP Coordinator about opportunity to upgrade.*

c. Describe any BMP recommendations NOT included in project
scope and reason for deferral:

Describe BMP recommendations for the
project scope:

Transit Infrastructure

Consult with Transit & Mobility to complete this section.

a. Transit Classification:

   ☐ Principal Transit Route   ☐ Local Transit Route

   ☐ Major Transit Route   ☐ Temporary Transit Route

   ☐ Minor Transit Route   ☐ Minor Restricted Transit

b. Is the project on the Frequent Transit Network? ☐ Yes ☐ No

c. Are there bus stops in the project area? ☐ Yes ☐ No

   i. Are all bus stops in project area within
close proximity to a controlled crossing? ☐ Yes ☐ No

   ii. Average distance between bus
stops in/adjacent to project area: _____

   iii. If bus stops are less than 0.2 miles (1056 ft.) apart, can stops be
consolidated? Describe below:

e. Describe any Transit Master Plan (TMP) recommendations NOT included
in project scope and reason for deferral:

Describe TMP recommendations for the
project scope:

Describe relevant ROWIM transit design
standards:

Freight Infrastructure

Consult with Traffic Operations to complete this section.

a. Is the project on the Recommended Freight Network? ☐ Yes ☐ No

  ☐ Major Truck Street ☐ Limited Access Street

  ☐ Minor Truck Street ☐ Over-Legal Route

  ☐ First / Last Mile Connector

b. Does project area meet ROWIM recommended curb radius and clearance standards? ☐ Yes ☐ No

c. Are there spot improvements needed in project area? ☐ Yes ☐ No

d. Describe any Freight Master Plan (FMP) recommendations NOT included in project scope and reason for deferral:

Describe FMP recommendations for the project scope:

Urban Forestry

Consult with Landscape Architect Services to complete this section.

a. Describe any existing urban forestry assets within the project limits that warrant project investment to sustain (e.g., preservation of street trees):

Describe Urban Forestry recommendations for the project scope:

b. Is there opportunity to plant trees or expand ground-plane functional landscape? ☐ Yes ☐ No

c. Will there be long-term urban forestry maintenance required for this project? ☐ Yes ☐ No

Urban Design and Planning

Consult with Policy and Planning, Urban Design work group to complete this section.

a. Is there a Street Design Concept Plan for the project area?　☐ Yes　☐ No

Describe urban design and planning recommendations for the project scope:

b. Plan(s) title and boundary overlap with project area:

c. Have other urban design, transportation, and neighborhood plans been completed, or are draft plans in progress, within project area (including plans from other City departments)?　☐ Yes　☐ No

d. Describe any urban design or planning recommendations NOT included in project scope and reason for deferral:

Adaptive Streets

Consult with Adaptive Streets Program Manager to complete this section.

Adaptive Streets Program is a cost-effective way to experiment with new public spaces and street improvements. Focused on creating inexpensive, temporary solutions, the Adaptive Streets Program includes two types of projects:

***Pavement to Parks** projects, which create opportunities for public spaces in underutilized roadway space, and*

***Tactical Urbanism** projects, which enhance safety and mobility with low-cost, easy-to-install materials.*

Consult with Adaptive Streets Program Manager. Is there an opportunity to apply an interim tactical solution or to implement a Pavement to Parks project? ☐ Yes ☐ No

Describe Adaptive Streets opportunities:

Art

Consult with SDOT Art Coordinator to complete this section.

Seattle was one of the first cities in the United States to adopt a percent-for-art ordinance in 1973. The program specifies that 1% of eligible city capital improvement project funds be set aside for the commission, purchase and installation of artworks in a variety of settings.

a. Is there an opportunity for a Percent for Art funded public art project(s) in the project area? ☐ Yes ☐ No

b. Consult the SDOT Art Plan. Is there an opportunity to implement SDOT Art Plan toolbox elements (e.g., signal box art, sidewalk inlays, creative street furniture or bollards or planters, creative bicycle racks, etc.) in the project area? ☐ Yes ☐ No

Describe Public Art or SDOT Art Plan opportunities:

Green Stormwater Infrastructure (GSI)

Consult with Urban Design and SPU to complete this section.

a. Is it likely that the project will trigger
    2016 Stormwater Code?   ☐ Yes   ☐ No

    If yes, describe GSI elements or techniques included in this project,
    including any permeable options, below:

Describe any GSI recommendations in the
project drainage report:

b. Is this project in an area identified as
    suitable for infiltrating GSI approaches
    (per SPU GIS data), including permeable
    pavement options?   ☐ Yes   ☐ No   ☐ N/A

c. Is there an opportunity to provide a
    minimum of 500 sf of GSI within the ROW?   ☐ Yes   ☐ No   ☐ N/A

d. Is there an opportunity to remove impervious
    surface as part of this project in accordance
    with the 2013 Executive Order which urges
    all City departments to incorporate natural
    drainage features into capital projects?   ☐ Yes   ☐ No   ☐ N/A

e. Is this project on a street identified as
    potentially eligible for SPU partnership
    opportunities (per SPU GIS data)?   ☐ Yes   ☐ No   ☐ N/A

f. Are there existing GSI facilities within or
    near the project area that must be protected
    from compaction and sedimentation?   ☐ Yes   ☐ No   ☐ N/A

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Based on the initial project information provided, the above noted Complete Streets elements are recommended to be incorporated into the project scope. The Project Definition Steering Committee will make all final decisions regarding project scope, based on these preliminary Complete Streets recommendations.

In addition to these broad preliminary scope recommendations, ongoing urban design review is required for 30%, 60%, and 90% design drawings to review consistency with these preliminary recommendations, as well as ongoing design details and urban design opportunities. To the greatest extent possible, all major scope recommendations will be made during the Project Definition phase.

Project Manager: _____

name (please print)   *data*

_____

signature

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Exceptions

In the following unusual or extraordinary circumstances, Complete Streets principles will not apply (Note: the Complete Streets Ordinance requires the SDOT Director to issue a documented exception concluding that the application of Complete Streets principles is unnecessary or inappropriate because it would be contrary to public safety; or where other available means or factors indicate an absence of need, including future need):

Does the project wholly consist of simple repairs made pursuant to the Pavement Opening and Restoration Rule (SDOT Director's Rule 2004-02)?

Does the project wholly consist of standard maintenance activities designed to keep assets in serviceable condition (e.g. mowing, sweeping, spot repair, and surface treatments such as chip seal)?

Is there a plan to implement Complete Streets principles incrementally through a series of smaller improvements or maintenance activities over time?

Does the Project Team recommend an exception to Complete Streets for this project?

Additional Comments:

Project Manager: _____
                              name (please print)   *data*

_____
signature

Project Engineer: _____
                              name (please print)   *date*

_____
signature

Owning Division Director: _____
                              name (please print)   *data*

_____
signature

Implementing Division Director: _____
                              name (please print)   *data*

_____
signature