City of Troy – Complete Streets Checklist

PROJECT INFORMATION	Date:	Case Number:
Project Name/Description:		
Project Location/ Limits:		
General Description of Existing Traffic Patterns (vehicle, transit, pedestrian, bicycle, freight):		

Background (Taken from Troy City Code, Chapter 271. Adopted by the City Council of the City of Troy 6-5-2014 by Ord. No. 35. Amendments noted where applicable.)

Definition -- *"Complete Streets"* means streets that are designed and operated to enable safe access for all users, in that pedestrians, bicyclists, motorists and public transportation users of all ages and abilities are able to safely move through the transportation network.

Policy -- The city shall design, build, operate and maintain a safe, reliable, efficient, integrated and connected multimodal transportation network that will provide access, mobility, safety, and connectivity for all users. Complete Streets design will promote improved health, economic growth, public safety, recreational opportunity, and social equality throughout the City of Troy, and will ensure that the safety and convenience of all users of the transportation system are accommodated, including pedestrians, bicyclists, users of mass transit, people of all ages and abilities, motorists, emergency responders, freight providers and adjacent land users.

Applicability -- All city-owned transportation facilities in the public right-of-way including, but not limited to, streets, bridges and all other connecting pathways shall be designed, constructed, operated, and maintained so that users of all ages and abilities can travel safely and independently. All privately constructed streets, parking lots, and connecting pathways shall adhere to this policy.

Using the Complete Streets Checklist

The Complete Streets Checklist is a tool to be used by planners, designers, and project managers throughout the Site Plan Review, Concept Development, Preliminary Engineering, Final Design, and Construction phases to ensure that all developed alternatives reflect compliance with the Complete Streets Policy.

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Applicability	Yes	No
Is the project located in an area where certain modes of travel are prohibited law, such as an interstate freeways or pedestrian malls?	☐	☐
Does the project consist of purely minor maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair, and surface treatments such as chip seal or interim measures)?	☐	☐

If the answer to either question above is "Yes", stop filling this checklist.

If the answer to both questions is "No", consideration of the Complete Streets Policy must be evaluated.

- If this is a NYSDOT Capital Project, complete the Complete Streets Checklist found NSYDOT's Highway Design Manual, Chapter 18, Appendix A.
- If this is a City project or a privately funded project, continue with the checklist below.

Existing Conditions	Y	N	Description
Total Street ROW width	☐	☐	
Street pavement width (curb to curb)	☐	☐	
Street pavement material and condition	☐	☐	
Sidewalk widths (curb to edge of ROW) – both sides	☐	☐	
Sidewalk pavement material and condition – both sides	☐	☐	
Is there a curb separating driving or parking lane from sidewalk? (Curb height and condition)	☐	☐	
Is there a curb to sidewalk buffer utility strip? (width, material, and condition)	☐	☐	
Sidewalk to edge of ROW width and condition. Are there steps or other encroachments? If so, describe width and condition.	☐	☐	
Is on-street parking present? (one side, both sides, parallel, diagonal, etc.) Est. % occupied day, Est. % occupied evening	☐	☐	
Are driving lane widths (12' minimum to 13½' preferred), pavement conditions, and pavement marking conditions adequate for bicycling?	☐	☐	
Are there pavement markings or signs posted indicating shared use of the road?	☐	☐	
Do bicycling facilities, such as marked bike lands or bike trails exist within a 300 ft. radius of the project area? If not, are any planned? Is this site located on NYS Bike Route #9?	☐	☐	
Is there bicycle parking within 50 ft. of the project area? (Describe – capacity, locations, security, etc.)	☐	☐	

Existing Conditions (continued)	Y	N	Description
Is this project on a transit route? If yes, are there any bus stops within a ¼ mile of the project area?	☐	☐	
Is the route to and from the transit route accessible via biking or walking? Describe conditions.	☐	☐	
Do all sidewalks, ramps, signals, and other facilities within the project area meet ADA standards? (www.ADA.gov)	☐	☐	
Is there a separated pedestrian assessable route from sidewalks and parking areas to the main entryway of the building?	☐	☐	
Are there shopping, employment centers, cultural centers, historic sites, landmarks, recreation areas, or other key destinations within ¼ mile of the project area?	☐	☐	
Are there schools, hospitals, senior centers, community centers, or centers for persons with disabilities within ¼ mile of the project area?	☐	☐	
Traffic volume / vehicles (AADT)	☐	☐	
Bicycle volumes	☐	☐	
Pedestrian volumes	☐	☐	

Additional notes:

Coordination	Y	N	Comments
Have local leaders, residents, or organizations been contacted to discuss issues related to walking, bicycling, or transit?	☐	☐	
Has the Troy Police Department been contacted to discuss any safety issues in the project area?	☐	☐	
Are existing transit route facilities (bus stops, shelters, pullouts) inadequate or in inconvenient locations? Consult with CDTA.	☐	☐	

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Project Development Considerations	Y	N	Comments
Is there an identified need for bicycle/pedestrian/transit or "way finding" signs that could be incorporated into the project?	☐	☐	
Is there a history of bicycle or pedestrian crashes in the project area for which improvements should be made?	☐	☐	
Are there existing curb ramps, crosswalks, pedestrian traffic signal features, or sidewalks that don't meet ADA standards?	☐	☐	
Are the sidewalks across driveways designed to accommodate pedestrians with a level walking surface?	☐	☐	
Is there a perceived pedestrian safety 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)?	☐	☐	
Are there conflicts among vehicles (moving or parked) and bike, pedestrian, or transit users which could be addressed by this project?	☐	☐	
Are there opportunities (or has the community expressed a desire) for new/improved pedestrian level lighting, to create a more inviting or safer environment?	☐	☐	
Are there gaps in the bike/pedestrian connections between existing/planned generators? (Consider ½ mile for pedestrians and 1 mile for cyclists.)	☐	☐	
Are there opportunities to improve vehicle parking patterns or to consolidate driveways as a part of this project?	☐	☐	
Do truck deliveries need to be considered in design?	☐	☐	
Is the site greater than 1 acre in size? If so, has a SWPP Plan been prepared and submitted?	☐	☐	
If the site is less than 1 acre in size, what is being proposed to retain storm drainage on-site?	☐	☐	
Are there opportunities to include green infrastructure which may help reduce stormwater runoff and/or create a more inviting pedestrian environment? (street trees, planting strips, etc.)	☐	☐	
Are there opportunities to improve cyclist operations such as with the use of bicycle lane width and/or signing?	☐	☐	

Prepared by: _____ Date:_____

Suggested improvements that should be incorporated into the project:

- ❖ Signs and Lines
  - ☐ Wayfinding Signage
  - ☐ Crosswalks
  - ☐ Signage
  - ☐ Pavement Striping
- ❖ Geometry / Hardware / Infrastructure
  - ☐ Sidewalk Width
  - ☐ Bicycle Lanes
  - ☐ Curb Ramps
  - ☐ Bicycle parking
  - ☐ Traffic Calming
  - ☐ ADA compliance
  - ☐ Bus Stops/Shelters
- ❖ Operations
  - ☐ Bike/Ped Connections
  - ☐ Transit Facilities
  - ☐ Consolidated Driveways
  - ☐ Freight Loading/Unloading
  - ☐ Pedestrian Signal Features
  - ☐ Pedestrian Safety
- ❖ Greening / Aesthetics
  - ☐ Lighting
  - ☐ Sidewalk Furniture/Appurtenances
  - ☐ Utility/Planting Strip
  - ☐ Storm Drainage
  - ☐ Street Trees

Describe suggested improvements:

Per Troy City Code Chapter 271-4, the City Engineer can issue a documented exception concluding that the application of Complete Streets principles is unnecessary, unduly cost prohibitive or inappropriate because it would be contrary to public safety or if other available means or factors indicate an absence of need, including future need.

Which suggestions will be incorporated into the project?

Approved by: _____ Date:_____