GENERAL TIPS

Purpose

- The Complete Streets Checklist is intended to serve two purposes:
  - First, it is a check to ensure the project team has considered all modes in developing the project. If a question is difficult to answer, it may be a sign that you should get more information on that topic.
  - Second, it is a way to publicly document the existing conditions, future conditions, and decisions made regarding provision of Complete Streets elements.

Audience

- The checklists will be posted online and should be written in non-technical language. Avoid technical terms and jargon. Spell out the first instance of acronyms. Summarize the information from technical documents (e.g. the Traffic Operational Analysis Report) rather than attach the full report.
- You should provide enough detail so that a layperson can understand what your project is and where it is located.

Who should fill out the Complete Streets Checklist?

- A project manager or other person who is very familiar with the project should fill out the checklist.
- You may also want your planning department, bicycle/pedestrian planner, law enforcement, or other specialists to review relevant sections.

How long will it take me?

- We estimate 2 to 3 hours for a person who is familiar with the project. Longer for large projects.

What will VTA's review consist of?

- We will check that you have answered all the questions and provided enough detail.
- We will check that your responses are understandable to a layperson.
- We will review your responses within the context of our understanding of the transportation issues in the area and flag any places we have questions.
- We will confirm that the existing conditions for VTA transit are accurate.
- We will confirm that your project is consistent with the VTA plans listed in the checklist, as applicable.
- We will determine if the project qualifies for a project-level exception or not.
- We will contact you if we have questions about your checklist.
- We may request revisions to clarify responses.

SECTION-SPECIFIC TIPS FOLLOW

PART 1: SPONSOR INFORMATION

Contact Information

- This form will be posted online. Be sure the contact information provided here is the contact information you want to provide to members of the public.
- If you want to provide different contact information for the public, please let VTA know when submitting the form.

PART 2: PROJECT INFORMATION

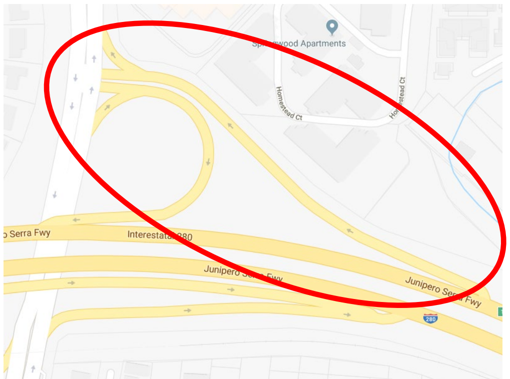
Project Description

- Provide enough detail in the project description so a layperson who is not familiar with the project will understand the project.

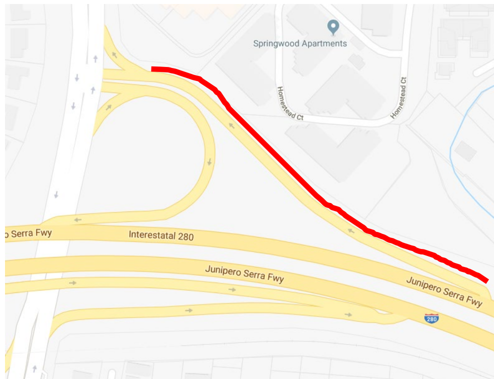
Project Map

- Please provide a map that clearly shows the project limits OR clearly describe the limits.
- If you are requesting a project-level exception, your map <u>must</u> clearly show project limits. VTA will review to confirm that the project limits are entirely within mainline freeway or ramp limits.

Example of a map that is <u>not</u> sufficient:



Example of a map that is sufficient:



PART 4: PROJECT USERS

Volumes and counts

- Summarize count volume data or give a range. We do not expect detailed counts for multiple intersections within a corridor.
- Provide context with the count (e.g. “2-hour PM peak” or “1500 trail users per day” or “250 average weekday boardings”)

Bicycle and pedestrian data

- Traffic counts typically include bicycle and pedestrian counts. If there was a traffic study conducted for your project, look in that document for bike/ped counts. Even if they are not summarized in the main document, they may be in the appendix.
- Check with agencies/departments that manage trails to see if they have counts.
- Check with your Safe Routes to School program to see if they have bicycle/pedestrian counts for schools near your project area.
- Strava’s free heatmap can provide basic information about where people are bicycling, walking, running. https://www.strava.com/heatmap
- Most people traveling to/from transit walk. Some people bike. Check transit agency data to get mode split.

Transit data

- Boardings at bus stops and rail stations within the project limits are most relevant. We are less interested in ridership on a bus line or rail line that travels through the project limits but does not actually stop there.
- You may find ridership information here (links valid as of March 2019):
  - Caltrain: http://www.caltrain.com/about/statsandreports/Ridership.html
  - BART: https://www.bart.gov/about/reports/ridership
  - VTA: https://bit.ly/2UOVTrN

PART 5: EXISTING INFRASTRUCTURE AND PROPOSED MODIFICATIONS

- Each section first asks you what is there now, then asks you to describe any modifications proposed with the project.

PART 6: SAFETY

Safety Data Resources

- California Highway Patrol – Statewide Integrated Traffic Records System (SWITRS) http://iswitrs.chp.ca.gov/Reports/jsp/userLogin.jsp
- U.C. Berkeley Transportation Injury Mapping System – (TIMS) https://tims.berkeley.edu/
- County's Crossroads Database (for agencies that have signed on)
- Local police department