

COMPLETE STREETS REVIEW



CHECKLIST FOR CITY PROJECTS

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|--------------------|----------------------|
| Project Name: | Project Manager: |
| Project Location: | Lead Sponsor Dept: |
| Date of Submittal: | Other Sponsor Depts: |

Thank you for submitting your project. The Complete Streets Review process supports Austin livability and generates project-specific, context-sensitive solutions for better streets and public spaces that serves everyone and all modes. It does not supercede or replace the Land Development Code, City Criteria Manuals, or ADA Compliance Reviews.

When is a review needed?

Any City project that impacts or includes the right-of-way is required to comply with the Complete Streets policy. **Completion of this review is expected during project scoping, and at each major project review milestone: 30%, 60%, and 90%.** A review IS NOT needed for projects classified as emergency repairs or basic street maintenance.

The review process

The sponsoring project manager should complete this checklist and submit it during project scoping to the Complete Streets Program (Scott.Gross@AustinTexas.gov). Projects already scoped should submit it ASAP or at the next major milestone. You will receive a follow-up response, which may include a collaborative meeting during scoping with Complete Streets subject matter experts and/or review at a Public Works Quality Management Division meeting. The Complete Streets review will result in a set of recommendations within 10-30 days, and ongoing guidance throughout the project as needed.

Preparation steps

1. Read Austin's [Complete Streets Policy](#).
2. Determine whether the project site is in a [specific regulatory district and/or overlay district](#). If so, additional standards and processes may apply. These need to be integrated with Complete Streets requirements.
3. Review the design guidelines referenced in the Policy and endorsed by Austin City Council:
 - [Urban Street Design Guide](#) (NACTO)
 - [Urban Bikeway Design Guide](#) (NACTO)
 - [Designing Walkable Urban Thoroughfares](#) (ITE/CNU)
 - In addition, please review:
 - [2014 Bicycle Master Plan](#)
 - [Urban Design Guidelines for Austin](#) (Design Commission)
4. Consult CIVIC and IMMPACT to coordinate with adjacent, emerging City projects.

Subject matter experts

Need advice? Have a question? Technical staff across departments can consult on specific elements. Contact:

- Scott Gross, *Street Design, Austin Transportation*
- Lizzy Smith, *Urban Design & Public Realm*

Policy Exceptions

The process for granting an exception is defined in the Complete Streets Policy. Requests must be submitted in compliance with policy requirements, through the Complete Streets Program Manager (Katherine.Gregor@AustinTexas.gov). The request will be reviewed initially by staff; if necessary, it will be jointly considered by the Directors of Transportation, Public Works, and Planning and Development Review, who will make an ultimate determination.

EXISTING CONDITIONS

1. What is the character (context) of the area surrounding the project? (check all that apply)

- Industrial Multifamily Mix of Uses Urban Within ETJ
 Residential Commercial Suburban Rural Downtown

2. What common destinations might people need to travel to, from your project site? Examples include transit stops, schools, parks, shopping and mixed-use centers, employment centers, housing, etc. Could they walk, bike, or take transit?

3. What regulatory districts and overlays exist in the project area?

- Imagine Austin Center TOD Great Streets Sub. E Core Transit Corridor MUD NBG
 Imagine Austin Corridor UNO Neighborhood Plan Sub.E Urban Roadway PID ERC

4. What types of infrastructure are included in the project? (check all that apply)

- Roadway Water Utility Electric Utility Streetscape Art in Public Places
 Sidewalks Landscaping Telecom Wayfinding Other
 Street Trees Stormwater Management Gas Utility Street Furnishings _____

5. Are there natural features existing within the ROW, to be preserved, protected or celebrated? (e.g. heritage trees, creek)

6. Within the ROW, what accommodations need to be made for drainage and flooding, water quality, or erosion? What opportunities exist for rain gardens? (Please schedule a consultation with Watershed Protection staff as needed.)

PROJECT ELEMENTS: POLICY COMPLIANCE

Principle 1. Complete Streets serve all users and modes.

1. People Walking: Is the project site fully served by sidewalks? If not, are new/repared sidewalks included in the project? Please consult Sidewalk Master Plan. Please identify pedestrian network gaps, which may be indicated by informal walking paths.

Explain how or why not

Y

N

2. People Biking: Is the project site fully served by bikeways? If not, are new bikeways included in the project?

Explain how or why not

Y

N

3. Transit Riders: If a transit stop is located within a 1/4 mile of the site, is an accessible, appealing connection provided?

Explain how or why not

Y

N

4. Construction Phase: Are alternate paths with safety barriers specified for people walking and biking?

Explain how or why not

Y

N

Principle 2. Complete Streets require connected travel networks

5. If the project and its ROW includes, or is it adjacent to, a gap in the sidewalk, bikeway, or street network, does the project include elements to close the gap?

Please describe the nature of the gap, and the opportunity to close it.

Y

N

Principle 3. Complete Streets are beautiful, interesting, and comfortable places for people

6. Does the design adhere to City streetscape standards that govern the project area? Have streetscape improvements been included in the project? e.g. street furniture, street trees, landscaping and planting strips, public art, placemaking, special signage

Reference applicable streetscape standards by district/overlay. Suggest opportunities for enhanced streetscapes.

Y

N

7. Does the project scope include any streetscape improvements? Does the 2% AIPP construction budget requirement apply?

Explain planned improvements art, or identify opportunities within the ROW

Y

N

PROJECT ELEMENTS: POLICY COMPLIANCE

8. If the existing sidewalk is interrupted by utility or curb cuts, does the project remove/consolidate cuts wherever possible?

Explain how or why not

Y

N

9. Roadway Projects: Does the design update the roadway geometrics, to improve comfort/safety for people walking/biking?
May include realigning slip lane or perpendicular intersections.

Describe opportunities and any issues or barriers.

Y

N

10. If overhead or underground utilities were relocated, could enhanced tree planting or streetscape improvements occur?

Please describe opportunities and barriers, and any communication to date with the utilities.

Y

N

Principle 4. Complete Streets require best-practice design criteria and context-sensitive approaches

11. Roadways: Does the project adhere to NACTO Urban Street Design Guide and/or ITE/CNU Context Sensitive Approach?
Issues to be addressed include Imagine Austin goals, human scale, street design and width, speeds, hierarchy of modes, connectivity

Explain how or why not

Y

N

12. If an adopted **Neighborhood Plan** applies, have its recommendations relevant to improved streets/ROW been met?

Explain how or why not

Y

N

Principle 5. Complete Streets protect Austin's sustainability and environment

13. Have you consulted ECM 1.6.7 to see if stormwater requirements could be satisfied through Green Stormwater Infrastructure? Could vegetated areas, including trees, serve as stormwater facilities?

Explain how or why not

Y

N

14. Does the project include any "Green Street" elements?

Examples: rain garden, vegetated bump-outs, below-ground cisterns, native/drought tolerant vegetation, porous/cool pavement, etc

Explain how or why not

Y

N

PROJECT ELEMENTS: POLICY COMPLIANCE

15. Is the project area identified as a priority area for tree planting? *(Consult Urban Forester)*

- Explain how or why not*
- Y
- N

16. If street trees are included, are continuous planting beds (vs. wells) specified, to maximize soil volume and extend tree life?

- Explain how or why not*
- Y
- N

Principle 6. Complete Streets are the work of all City departments

17. Has the Project collaborated with other City or outside project teams, specifically to optimize Complete Street outcomes? *Please check CIVIC and IMMFACT. Please provide policy information to any outside entities(County, CapMetro, AISD, UT)*

- Explain how or why not*
- Y
- N

Principle 7. Complete Streets include all roadways and all projects and phases

18. Does this project create potential barriers to future Complete Street improvements? Have all elements of the transportation system, all modes, and all physical elements within the ROW/streetscape been thoroughly considered?

- Explain how or why not*
- Y
- N

19. Has the Project sought funding, including alternative sources or partners, to fund all possible Complete Streets elements? *Please contact the Complete Streets Program for co-funding suggestions*

- Explain how or why not*
- Y
- N

20. Ongoing maintenance: Has the Department or project budgeted for maintenance, or consulted with Public Works? *Including irrigation for two years, and "structural pruning" by a certified arborist for newly planted trees*

- Explain how or why not*
- Y
- N