COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission

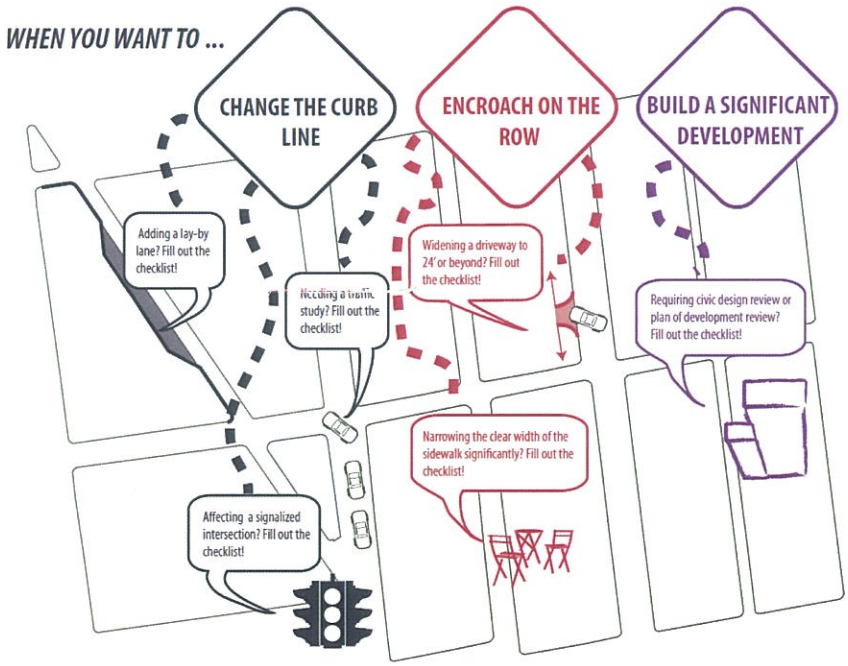
INSTRUCTIONS

This Checklist is an implementation tool of the *Philadelphia Complete Streets Handbook* (the "Handbook") and enables City engineers and planners to review projects for their compliance with the Handbook's policies. The handbook provides design guidance and does not supersede or replace language, standards or policies established in the City Code, City Plan, or Manual on Uniform Traffic Control Devices (MUTCD).

The Philadelphia City Planning Commission receives this Checklist as a function of its Civic Design Review (CDR) process. This checklist is used to document how project applicants considered and accommodated the needs of all users of city streets and sidewalks during the planning and/or design of projects affecting public rights-of-way. Departmental reviewers will use this checklist to confirm that submitted designs incorporate complete streets considerations (see §11-901 of The Philadelphia Code). Applicants for projects that require Civic Design Review shall complete this checklist and attach it to plans submitted to the Philadelphia City Planning Commission for review, along with an electronic version.

The Handbook and the checklist can be accessed at
http://www.phila.gov/CityPlanning/projectreviews/Pages/CivicDesignReview.aspx

WHEN DO I NEED TO FILL OUT THE COMPLETE STREETS CHECKLIST?



PRELIMINARY PCPC REVIEW AND COMMENT: DATE

FINAL STREETS DEPT REVIEW AND COMMENT: DATE

COMPLETE STREETS HANDBOOK CHECKLIST

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INSTRUCTIONS (continued)

APPLICANTS SHOULD MAKE SURE TO COMPLY WITH THE FOLLOWING REQUIREMENTS:

- ☐ This checklist is designed to be filled out electronically in Microsoft Word format. Please submit the Word version of the checklist. Text fields will expand automatically as you type.
- ☐ All plans submitted for review must clearly dimension the widths of the Furnishing, Walking, and Building Zones (as defined in Section 1 of the Handbook). "High Priority" Complete Streets treatments (identified in Table 1 and subsequent sections of the Handbook) should be identified and dimensioned on plans.
- ☐ All plans submitted for review must clearly identify and site all street furniture, including but not limited to bus shelters, street signs and hydrants.
- ☐ Any project that calls for the development and installation of medians, bio-swales and other such features in the right-of-way may require a maintenance agreement with the Streets Department.
- ☐ ADA curb-ramp designs must be submitted to Streets Department for review
- ☐ Any project that significantly changes the curb line may require a City Plan Action. The City Plan Action Application is available at http://www.philadelphiastreets.com/survey-and-design-bureau/city-plans-unit . An application to the Streets Department for a City Plan Action is required when a project plan proposes the:
    - Placing of a new street;
    - Removal of an existing street;
    - Changes to roadway grades, curb lines, or widths; or
    - Placing or striking a city utility right-of-way.

Complete Streets Review Submission Requirement*:

- EXISTING CONDITIONS SITE PLAN, should be at an identified standard engineering scale
    - FULLY DIMENSIONED
    - CURB CUTS/DRIVEWAYS/LAYBY LANES
    - TREE PITS/LANDSCAPING
    - BICYCLE RACKS/STATIONS/STORAGE AREAS
    - TRANSIT SHELTERS/STAIRWAYS
- PROPOSED CONDITIONS SITE PLAN, should be at an identified standard engineering scale
    - FULLY DIMENSIONED, INCLUDING DELINEATION OF WALKING, FURNISHING, AND BUILDING ZONES AND PINCH POINTS
    - PROPOSED CURB CUTS/DRIVEWAYS/LAYBY LANES
    - PROPOSED TREE PITS/LANDSCAPING
    - BICYCLE RACKS/STATIONS/STORAGE AREAS
    - TRANSIT SHELTERS/STAIRWAYS

***APPLICANTS PLEASE NOTE: ONLY FULL-SIZE, READABLE SITE PLANS WILL BE ACCEPTED. ADDITIONAL PLANS MAY BE REQUIRED AND WILL BE REQUESTED IF NECESSARY**

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GENERAL PROJECT INFORMATION

1. PROJECT NAME

   Philadelphia Live! Hotel & Casino

2. DATE

   June 25, 2015

3. APPLICANT NAME

   Stadium Casino LLC.

4. APPLICANT CONTACT INFORMATION

   Mr.Tunnie Ping

   601 East Pratt Street – 6th Floor

   Baltimore, Maryland 21202

   T: 410-752-5444

   E: tunnie@cordish.com

5. PROJECT AREA: list precise street limits and scope

   Construction of a new casino and hotel on the existing site of Holiday Inn located at 900 Packer Avenue between South Darien Street and South 10 Street

6. OWNER NAME

   Trent Motel Associates, LLP.

7. OWNER CONTACT INFORMATION

   900 Packer Avenue

   Philadelphia, PA 19148

8. ENGINEER / ARCHITECT NAME

   Architect: BLT Architects

   Civil Engineer: McLaren Engineering Group

9. ENGINEER / ARCHITECT CONTACT INFORMATION

   Eric Rahe, AIA

   BLT Architects

   1216 Arch Street, Suite 800

   Philadelphia, PA 19107

   T: 215-563-3900

   E: emr@blta.com

   Thomas J. Crawley, P.E.

   601 East Pratt Street, Suite 302

   Baltimore, Maryland 21202

   T: 410-243-8787

   E: tcrawley@mgmclaren.com

10. STREETS: List the streets associated with the project. Complete Streets Types can be found at www.phila.gov/map under the "Complete Street Types" field. Complete Streets Types are also identified in Section 3 of the Handbook.

STREET	FROM	TO	COMPLETE STREET TYPE
Packer Avenue	Darien Street	South 10th Street	Urban Arterial
South Darien Street	Packer Avenue	625' South of Packer Avenue	City Neighborhood Street
South 10th Street	Packer Avenue	730' South of Packer	City Neighborhood Street

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Avenue

11. Does the **Existing Conditions** site survey clearly identify the following existing conditions with dimensions?

a.	Parking and loading regulations in curb lanes adjacent to the site	YES ☒	NO ☐	
b.	Street Furniture such as bus shelters, honor boxes, etc.	YES ☒	NO ☐	N/A ☐
c.	Street Direction	YES ☒	NO ☐	
d.	Curb Cuts	YES ☒	NO ☐	N/A ☐
e.	Utilities, including tree grates, vault covers, manholes, junction boxes, signs, lights, poles, etc.	YES ☒	NO ☐	N/A ☐
f.	Building Extensions into the sidewalk, such as stairs and stoops	YES ☐	NO ☐	N/A ☒

APPLICANT: General Project Information

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: General Project Information

Reviewer Comments: _____

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PEDESTRIAN COMPONENT (Handbook Section 4.3)

12. SIDEWALK: list Sidewalk widths for each street frontage. Required Sidewalk widths are listed in Section 4.3 of the Handbook.

STREET FRONTAGE	TYPICAL SIDEWALK WIDTH (BUILDING LINE TO CURB) Required / Existing / Proposed	CITY PLAN SIDEWALK WIDTH Existing / Proposed
Packer Avenue - 585'	≥12' / 251' / 18.7'	n/a / 19'
Darien Street	≥12' / 110' / 16'	n/a / 15'
South 10th Street	≥12' / 113' / 28.3'	n/a / 28'
_____	_____ / _____ / _____	_____ / _____

13. WALKING ZONE: list Walking Zone widths for each street frontage. The Walking Zone is defined in Section 4.3 of the Handbook, including required widths.

STREET FRONTAGE	WALKING ZONE Required / Existing / Proposed
Packer Avenue	≥6 / 4' / 8'
Darien Street	≥6 / 0' / 8'
South 10th Street	≥6 / 4' / 8'
_____	_____ / _____ / _____

14. VEHICULAR INTRUSIONS: list Vehicular Intrusions into the sidewalk. Examples include but are not limited to; driveways, lay-by lanes, etc. Driveways and lay-by lanes are addressed in sections 4.8.1 and 4.6.3, respectively, of the Handbook.

EXISTING VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
Driveway on Darien Street	30'	130' South of Packer Avenue
Driveway on Darien Street	30'	525' South of Packer Avenue
Driveway on South 10th Street	30'	231' South of Packer Avenue
Driveway	30'	618' South of Packer Avenue

PROPOSED VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
Driveway on Packer Avenue	33'	251' West of Darien Street
Driveway on Darien Street	44'	114' South of Packer Avenue
Driveway on Darien Street	28'	461' South of Packer Avenue
Driveway on Darien Street	41'	565' South of Packer Avenue
Driveway on South 10th Street	32'	679' South of Packer

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Philadelphia City Planning Commission

Avenue

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PEDESTRIAN COMPONENT (continued)

		DEPARTMENTAL APPROVAL
15. When considering the overall design, does it create or enhance a pedestrian environment that provides safe and comfortable access for all pedestrians at all times of the day?	YES ☒ NO ☐	YES ☐ NO ☐

APPLICANT: Pedestrian Component

Additional Explanation / Comments: Pedestrian oriented improvements are proposed along Packer Avenue at South 10th Street, Darien Street, and South 7th Street interactions. ADA compliant curb ramps, man-hand signals heads and push buttons

DEPARTMENTAL REVIEW: Pedestrian Component

Reviewer Comments: _____

COMPLETE STREETS HANDBOOK CHECKLIST

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BUILDING & FURNISHING COMPONENT (Handbook Section 4.4)

16. BUILDING ZONE: list the MAXIMUM, **existing and proposed** Building Zone width on each street frontage. The Building Zone is defined as the area of the sidewalk immediately adjacent to the building face, wall, or fence marking the property line, or a lawn in lower density residential neighborhoods. The Building Zone is further defined in section 4.4.1 of the Handbook.

STREET FRONTAGE	MAXIMUM BUILDING ZONE WIDTH Existing / Proposed
Packer Avenue	n/a / 10'
Darien Street	n/a / 8'
South 10th Street	n/a / 16'
_____	_____ / _____

17. FURNISHING ZONE: list the MINIMUM, **recommended, existing, and proposed** Furnishing Zone widths on each street frontage. The Furnishing Zone is further defined in section 4.4.2 of the Handbook.

STREET FRONTAGE	MINIMUM FURNISHING ZONE WIDTH Recommended / Existing / Proposed
Packer Avenue	≥4 / 3' / 0'
Darien Street	≥4 / 4.3' / 0'
South 10th Street	≥4 / 4.3' / 10'
_____	_____ / _____ / _____

18. Identify proposed "high priority" building and furnishing zone design treatments that are incorporated into the design plan, where width permits (see Handbook Table 1). Are the following treatments identified and dimensioned on the plan?

				DEPARTMENTAL APPROVAL	
▪ Bicycle Parking	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
▪ Lighting	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
▪ Benches	YES ☐	NO ☒	N/A ☐	YES ☐	NO ☐
▪ Street Trees	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
▪ Street Furniture	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
19. Does the design avoid tripping hazards?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
20. Does the design avoid pinch points? Pinch points are locations where the Walking Zone width is less than the required width identified in item 13, or requires an exception	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐

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BUILDING & FURNISHING COMPONENT (continued)

21. Do street trees and/or plants comply with street installation requirements (see sections 4.4.7 & 4.4.8)	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
22. Does the design maintain adequate visibility for all roadway users at intersections?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐

APPLICANT: Building & Furnishing Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Building & Furnishing Component

Reviewer Comments: _____

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BICYCLE COMPONENT (Handbook Section 4.5)

23. List elements of the project that incorporate recommendations of the Pedestrian and Bicycle Plan, located online at http://phila2035.org/wp-content/uploads/2012/06/bikePedfinal2.pdf

    1) Improve sidewalk conditions and increasing sidewalk capacity by adding new and wider sidewalks.

       Proposed sidewalk widths, and walking zone widths, are greater than existing sidewalk widths along all frontages of the property.

    2) Improve crossing conditions of the road with new and more pedestrian crossing areas

       New pedestrian crossing curb-ramps (replacing existing curb ramps) are proposed at all street intersections.

    3) Improve crossing time by re-signalizing intersection to allow for more time for pedestrian to cross

24. List the existing and proposed number of bicycle parking spaces, on- and off-street. Bicycle parking requirements are provided in The Philadelphia Code, Section 14-804.

BUILDING / ADDRESS	REQUIRED SPACES	ON-STREET Existing / Proposed	ON SIDEWALK Existing / Proposed	OFF-STREET Existing / Proposed
900 Packer Avenue	25	0 / 0	0 / 0	0 / 28
_____	_____	_____ / _____	_____ / _____	_____ / _____
_____	_____	_____ / _____	_____ / _____	_____ / _____
_____	_____	_____ / _____	_____ / _____	_____ / _____

25. Identify proposed "high priority" bicycle design treatments (see Handbook Table 1) that are incorporated into the design plan, where width permits. Are the following "High Priority" elements identified and dimensioned on the plan?

				DEPARTMENTAL APPROVAL	
▪ Conventional Bike Lane	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
▪ Buffered Bike Lane	YES ☐	NO ☒	N/A ☐	YES ☐	NO ☐
▪ Bicycle-Friendly Street	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐

26. Does the design provide bicycle connections to local bicycle, trail, and transit networks? YES ☒ NO ☐ N/A ☐ YES ☐ NO ☐

27. Does the design provide convenient bicycle connections to residences, work places, and other destinations? YES ☒ NO ☐ N/A ☐ YES ☐ NO ☐

APPLICANT: Bicycle Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Bicycle Component

Reviewer Comments: _____

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CURBSIDE MANAGEMENT COMPONENT (Handbook Section 4.6)

				DEPARTMENTAL APPROVAL	
28. Does the design limit conflict among transportation modes along the curb?	YES ☒	NO ☐		YES ☐	NO ☐
29. Does the design connect transit stops to the surrounding pedestrian network and destinations?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
30. Does the design provide a buffer between the roadway and pedestrian traffic?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
31. How does the proposed plan affect the accessibility, visibility, connectivity, and/or attractiveness of public transit?				YES ☐	NO ☐

An existing bus stop is located adjacent to the subject property on the Northwest corner of 10th Street and Packer Avenue, within walking distance. Packer Avenue is currently striped with a bicycle lane, which is to remain. The SEPTA Broad Street Line subway station (AT&T Station) within the Stadium District is located within a 20 minute walk of the proposed Hotel &Casino.

APPLICANT: Curbside Management Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Curbside Management Component

Reviewer Comments: _____

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VEHICLE / CARTWAY COMPONENT (Handbook Section 4.7)

32. If lane changes are proposed, , identify existing and proposed lane widths and the design speed for each street frontage; **If not, go to question No. 35**

STREET	FROM	TO	LANE WIDTHS Existing / Proposed	DESIGN SPEED
Darien Street	Packer Avenue	625' South of Packer Avenue	10' / 10'	30 MPH
Packer Avenue	Darien Street	South 10th Street	10'-11' / 10'-11'	35 MPH
South 10th Street	Packer Avenue	730' South of Packer Avenue	10' / 10'	30 MPH
_____	_____	_____	_____ / _____	_____

				DEPARTMENTAL APPROVAL	
33. What is the maximum AASHTO design vehicle being accommodated by the design?	WB-65			YES ☐	NO ☐
34. Will the project affect a historically certified street? An inventory of historic streets[1] is maintained by the Philadelphia Historical Commission.	YES ☐	NO ☒		YES ☐	NO ☐
35. Will the public right-of-way be used for loading and unloading activities?	YES ☐	NO ☒		YES ☐	NO ☐
36. Does the design maintain emergency vehicle access?	YES ☒	NO ☐		YES ☐	NO ☐
37. Where new streets are being developed, does the design connect and extend the street grid?	YES ☐	NO ☐	N/A ☒	YES ☐	NO ☐
38. Does the design support multiple alternative routes to and from destinations as well as within the site?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
39. Overall, does the design balance vehicle mobility with the mobility and access of all other roadway users?	YES ☒	NO ☐		YES ☐	NO ☐

APPLICANT: Vehicle / Cartway Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Vehicle / Cartway Component

Reviewer Comments: _____

(1) http://www.philadelphiastreets.com/images/uploads/documents/Historical_Street_Paving.pdf

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URBAN DESIGN COMPONENT (Handbook Section 4.8)

				DEPARTMENTAL APPROVAL	
40. Does the design incorporate windows, storefronts, and other active uses facing the street?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
41. Does the design provide driveway access that safely manages pedestrian / bicycle conflicts with vehicles (see Section 4.8.1)?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
42. Does the design provide direct, safe, and accessible connections between transit stops/stations and building access points and destinations within the site?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐

APPLICANT: Urban Design Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Urban Design Component

Reviewer Comments: _____

COMPLETE STREETS HANDBOOK CHECKLIST

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INTERSECTIONS & CROSSINGS COMPONENT (Handbook Section 4.9)

43. If signal cycle changes are proposed, please identify Existing and Proposed Signal Cycle lengths; **if not, go to question No. 48.**

SIGNAL LOCATION	EXISTING CYCLE LENGTH	PROPOSED CYCLE LENGTH
Packer Avenue & South 10th Street	80 seconds	TBD
Packer Avenue & Darien Street	80 seconds	TBD
Packer Avenue & South 7th Street	80 seconds	TBD

				DEPARTMENTAL APPROVAL	
44. Does the design minimize the signal cycle length to reduce pedestrian wait time?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
45. Does the design provide adequate clearance time for pedestrians to cross streets?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
46. Does the design minimize pedestrian crossing distances by narrowing streets or travel lanes, extending curbs, reducing curb radii, or using medians or refuge islands to break up long crossings? *If yes, City Plan Action may be required.*	YES ☐	NO ☒	N/A ☐	YES ☐	NO ☐
47. Identify "High Priority" intersection and crossing design treatments (see Handbook Table 1) that will be incorporated into the design, where width permits. Are the following "High Priority" design treatments identified and dimensioned on the plan?				YES ☐	NO ☐
▪ Marked Crosswalks	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐
▪ Pedestrian Refuge Islands	YES ☐	NO ☒	N/A ☐	YES ☐	NO ☐
▪ Signal Timing and Operation	YES ☐	NO ☐	N/A ☒	YES ☐	NO ☐
▪ Bike Boxes	YES ☐	NO ☐	N/A ☒	YES ☐	NO ☐
48. Does the design reduce vehicle speeds and increase visibility for all modes at intersections?	YES ☐	NO ☒	N/A ☐	YES ☐	NO ☐
49. Overall, do intersection designs limit conflicts between all modes and promote pedestrian and bicycle safety?	YES ☒	NO ☐	N/A ☐	YES ☐	NO ☐

APPLICANT: Intersections & Crossings Component

Additional Explanation / Comments: Signalized intersections will be upgraded to include Type- 170 controllers, pedestrian accommodations and Left-turn protected signal phasing as identified in the traffic impact study.

DEPARTMENTAL REVIEW: Intersections & Crossings Component

Reviewer Comments: _____

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ADDITIONAL COMMENTS

APPLICANT

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW

Additional Reviewer Comments: _____