

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).

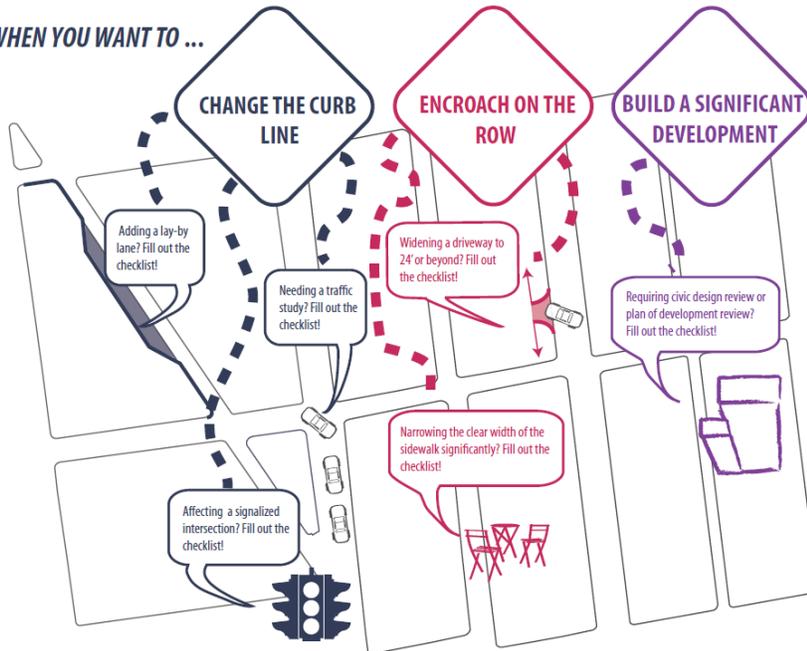
The Philadelphia City Planning Commission receives this Checklist as a function of its Civic Design Review (CDR) process. This checklist is used to document how project applicants considered and accommodated the needs of all users of city streets and sidewalks during the planning and/or design of projects 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?

WHEN YOU WANT TO ...



PRELIMINARY PCPC REVIEW AND COMMENT:

Sarah Chiu

DATE

9/21/2016

FINAL STREETS DEPT REVIEW AND COMMENT:

DATE

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



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.philadelphiastreet.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**

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



GENERAL PROJECT INFORMATION

1. PROJECT NAME
Proposed Hyatt Centric
2. DATE
8/5/2016
3. APPLICANT NAME
Phila Chancellor, LP
5. PROJECT AREA: list precise street limits and scope
The project area is located on 17th street between Chancellor Street and St. James Street, and extends to the midpoint of the block between 17th street and 16th street.
4. APPLICANT CONTACT INFORMATION
1435 Walnut Street, Philadelphia, PA 19102
Phone: (215) 751-9008
Email: mclark@dasarchitects.com
6. OWNER NAME
Phila Chancellor, LP
7. OWNER CONTACT INFORMATION
1435 Walnut Street, Philadelphia, PA 19102
Phone: (215) 751-9008
Email: mclark@dasarchitects.com
8. ENGINEER / ARCHITECT NAME
George C. Cressman Jr., PE
9. ENGINEER / ARCHITECT CONTACT INFORMATION
1515 Market Street, Suite 920, Philadelphia, PA 19102
Phone: (267) 402-3400
Email: gcressman@bohlereng.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
<u>17th Street</u>	<u>Chancellor Street</u>	<u>St. James Street</u>	<u>City Neighborhood</u>
<u>Chancellor Street</u>	<u>17th Street</u>	<u>16th Street</u>	<u>Local</u>
<u>St. James Street</u>	<u>17th Street</u>	<u>16th Street</u>	<u>Local</u>

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

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



APPLICANT: General Project Information

Additional Explanation / Comments: The project proposes a 13 story Hyatt Centric hotel, which is bounded by Chancellor St, 17th St, and St James St. The project includes access from Chancellor St to a valet only parking garage with car lifts to 2 levels of cellar parking. A retail/restaurant space will provided on the 1st level.

DEPARTMENTAL REVIEW: General Project Information

Reviewer Comments: Overall comments:

- 1) We oppose the proposed on-street excessive amount of valet parking spaces on Chancellor Street.
- 2) We oppose the proposed curb-cut in front of the Vest. and the thru driveway to St. James Street
- 3) The proposed 220 parking spaces for hotel use is excessive
- 4) We oppose the proposed street lighting design

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



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)	CITY PLAN SIDEWALK WIDTH
	Required / Existing / Proposed	Existing / Proposed
<u>17th Street</u>	<u>12' / 11.9' / 12.2'</u>	<u>11.9' / 12.2'</u>
<u>Chancellor Street</u>	<u>10' / 10' / 10.1'</u>	<u>10' / 10.1'</u>
<u>St. James Street</u>	<u>10' / 4.3' / 4.3'</u>	<u>4.3' / 4.3'</u>
_____	_____ / _____ / _____	_____ / _____

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
<u>17th Street</u>	<u>6' / 7' / 8.5'</u>
<u>Chancellor Street</u>	<u>5' / 6.9' / 6.4'</u>
<u>St. James Street</u>	<u>5' / 4.3' / 4.3'</u>
_____	_____ / _____ / _____

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
<u>Curb Cut</u>	<u>21.8'</u>	<u>Chancellor Street</u>
<u>Curb Cut</u>	<u>20.9'</u>	<u>Chancellor Street</u>
<u>Curb Cut</u>	<u>22.3'</u>	<u>Chancellor Street</u>
<u>Curb Cut</u>	<u>32.2'</u>	<u>St. James Street</u>
<u>Curb Cut</u>	<u>21.3'</u>	<u>St. James Street</u>
<u>Curb Cut</u>	<u>26.2'</u>	<u>St. James Street</u>

PROPOSED VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
<u>Curb Cut</u>	<u>8.6'</u>	<u>Chancellor Street</u>
<u>Curb Cut</u>	<u>17.8'</u>	<u>Chancellor Street</u>
<u>Curb Cut</u>	<u>11.4'</u>	<u>Chancellor Street</u>
<u>Curb Cut</u>	<u>6.0'</u>	<u>Chancellor Street</u>
<u>Curb Cut</u>	<u>14.0'</u>	<u>St. James Street</u>
<u>Curb Cut</u>	<u>12.0'</u>	<u>St. James Street</u>
<u>Curb Cut</u>	<u>11.0'</u>	<u>St. James Street</u>

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



PEDESTRIAN COMPONENT (continued)

DEPARTMENTAL APPROVAL
YES NO

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: _____

DEPARTMENTAL REVIEW: Pedestrian Component
Reviewer Comments: Reduce the amount of curb-cut on Chancellor Street;
Max out the walking zone space on Chancellor Street

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



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
<u>17th Street</u>	<u>N/A / 0</u>
<u>Chancellor Street</u>	<u>Not beyond line of steps / 0</u>
<u>St. James Street</u>	<u>Not beyond line of steps / 0</u>
_____	_____ / _____

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
<u>17th Street</u>	<u>4' / 4.8' / 3.7'</u>
<u>Chancellor Street</u>	<u>N/A / 0 / 3.6'</u>
<u>St. James Street</u>	<u>N/A / 0 / 0</u>
_____	_____ / _____ / _____

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?

- Bicycle Parking
- Lighting
- Benches
- Street Trees
- Street Furniture

YES NO N/A
 YES NO N/A

DEPARTMENTAL APPROVAL

YES NO
 YES NO
 YES NO
 YES NO
 YES NO
 YES NO
 YES NO

19. Does the design avoid tripping hazards? YES NO N/A
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

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



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: Recommend either use walkable grates for the street tree pits or reduce the pits to 3', in order to max out the walking zone space

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



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>

N/A

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
1612-34 Chancellor Street	24	0 / 0	0 / 0	0 / 31
_____	_____	_____/____	_____/____	_____/____
_____	_____	_____/____	_____/____	_____/____
_____	_____	_____/____	_____/____	_____/____

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?

- Conventional Bike Lane
- Buffered Bike Lane
- Bicycle-Friendly Street

YES NO N/A

YES NO N/A

YES NO N/A

26. Does the design provide bicycle connections to local bicycle, trail, and transit networks?

YES NO N/A

27. Does the design provide convenient bicycle connections to residences, work places, and other destinations?

YES NO N/A

DEPARTMENTAL APPROVAL

YES NO

YES NO

YES NO

YES NO

YES NO

APPLICANT: Bicycle Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Bicycle Component

Reviewer Comments: _____

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



CURBSIDE MANAGEMENT COMPONENT (Handbook Section 4.6)

				DEPARTMENTAL APPROVAL
28. Does the design limit conflict among transportation modes along the curb?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>
29. Does the design connect transit stops to the surrounding pedestrian network and destinations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
30. Does the design provide a buffer between the roadway and pedestrian traffic?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
31. How does the proposed plan affect the accessibility, visibility, connectivity, and/or attractiveness of public transit?	There will be no chance in the accessibility, visibility, connectivity and/or attractiveness of public transit			YES <input type="checkbox"/> NO <input type="checkbox"/>

APPLICANT: Curbside Management Component

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Curbside Management Component

Reviewer Comments: The loading on St. James Street should have limited times/hours, as well as the duration of the activities.

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



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
<u>Chancellor St</u>	<u>17th St</u>	<u>16th St</u>	<u>11.3' / 11.3'</u>	<u>25 mph</u>
_____	_____	_____	____ / ____	_____
_____	_____	_____	____ / ____	_____
_____	_____	_____	____ / ____	_____

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

DEPARTMENTAL APPROVAL

- YES NO

APPLICANT: Vehicle / Cartway Component

Additional Explanation / Comments: The existing on-street parking is currently located along north side of Chancellor St. The project proposes to relocate the on-street parking to the south side of Chancellor St. The project will maintain the same lane width.

The zoning code does not require off-street loading for this property. The loading/unloading for the building will occur within St. James St.

DEPARTMENTAL REVIEW: Vehicle / Cartway Component

Reviewer Comments: The loading on St. James Street should have limited times/hours, as well as the duration of the activities.

To move the current parking on the other side of the curb line, it should get consensus from the existing business owners across the street.

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

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



URBAN DESIGN COMPONENT (Handbook Section 4.8)

- 40. Does the design incorporate windows, storefronts, and other active uses facing the street?
- 41. Does the design provide driveway access that safely manages pedestrian / bicycle conflicts with vehicles (see Section 4.8.1)?
- 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 N/A

YES NO N/A

DEPARTMENTAL APPROVAL

YES NO

YES NO

YES NO

APPLICANT: Urban Design Component
 Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Urban Design Component
 Reviewer Comments: Reduce the number of curb-cut on Chancellor Street

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

	YES	NO	N/A	DEPARTMENTAL APPROVAL	
44. Does the design minimize the signal cycle length to reduce pedestrian wait time?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
45. Does the design provide adequate clearance time for pedestrians to cross streets?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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? <i>If yes, City Plan Action may be required.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Marked Crosswalks	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Pedestrian Refuge Islands	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Signal Timing and Operation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Bike Boxes	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
48. Does the design reduce vehicle speeds and increase visibility for all modes at intersections?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
49. Overall, do intersection designs limit conflicts between all modes and promote pedestrian and bicycle safety?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

APPLICANT: Intersections & Crossings Component
 Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Intersections & Crossings Component
 Reviewer Comments: _____

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



ADDITIONAL COMMENTS

APPLICANT

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW

Additional Reviewer Comments: _____