

COMPLETE STREETS HANDBOOK CHECKLIST

Philadelphia City Planning Commission



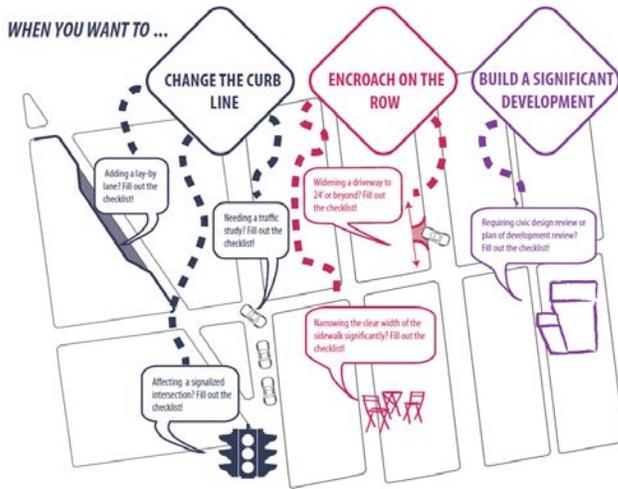
INSTRUCTIONS

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:

 KD

FINAL STREETS DEPT REVIEW AND COMMENT:

DATE

 09/23/16

DATE

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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.philadelphiestreets.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

- PROJECT NAME
1845 Hartranft St
- DATE
09/20/16
- APPLICANT NAME
Scott Woodruff
- PROJECT AREA: list precise street limits and scope
1845 Hartranft St, Philadelphia, PA
- APPLICANT CONTACT INFORMATION
4001 Main St, Suite 203, Philadelphia, PA 19127
(215-995-0228)
- OWNER NAME
1845 Hartranft LLC
- OWNER CONTACT INFORMATION
1061 Dekalb Pike, Suite 106, Blue Bell, PA
- ENGINEER / ARCHITECT NAME
Scott Woodruff
- ENGINEER / ARCHITECT CONTACT INFORMATION
4001 Main St, Suite 203, Philadelphia, PA 19127
(215-995-0228)
- 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.

Area between Hartranft and Geary St which lies between S 18th and 20th St

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STREET	FROM	TO	COMPLETE STREET TYPE
<u>Hartranft St</u>	<u>S 20th ST</u>	<u>S 18th ST</u>	<u>City Neighborhood</u>
<u>Geary St</u>	<u>S 20th ST</u>	<u>Hulseman St</u>	<u>Civic/ Ceremonial St</u>
_____	_____	_____	_____

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- Does the **Existing Conditions** site survey clearly identify the following existing conditions with dimensions?
 - Parking and loading regulations in curb lanes adjacent to the site YES NO
 - Street Furniture such as bus shelters, honor boxes, etc. YES NO N/A
 - Street Direction YES NO
 - Curb Cuts YES NO N/A
 - Utilities, including tree grates, vault covers, manholes, junction boxes, signs, lights, poles, etc. YES NO N/A
 - Building Extensions into the sidewalk, such as stairs and stoops YES NO N/A

APPLICANT: General Project Information

Additional Explanation / Comments: _____

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DEPARTMENTAL REVIEW: General Project Information

Reviewer Comments: Geary St is a local road at this location, not Civic Ceremonial. This distinction is significant to note, as it relates to several of the requirements on the proceeding pages.

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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)	CITY PLAN SIDEWALK WIDTH
	Required / Existing / Proposed	Existing / Proposed
<u>Hartranft St</u>	<u>12'</u> / <u>13'</u> / <u>13'</u>	<u>13'</u> / <u>13'</u>
<u>Geary St</u>	<u>20'</u> / <u>12'</u> / <u>12'</u>	<u>12'</u> / <u>12'</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>Hartranft St</u>	<u>6'</u> / <u>6.5'</u> / <u>6.5'</u>
<u>Geary St</u>	<u>10'</u> / <u>6'</u> / <u>6'</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>Hartranft St</u>	<u>24'</u>	<u>Curb Cut</u>
<u>Geary St</u>	_____	_____
_____	_____	_____
_____	_____	_____

PROPOSED VEHICULAR INTRUSIONS

INTRUSION TYPE	INTRUSION WIDTH	PLACEMENT
<u>Geary St</u>	<u>20'</u>	<u>Curb Cut</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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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: _____

DEPARTMENTAL REVIEW: Pedestrian Component

Reviewer Comments: ——The site plans do not identify a separate pedestrian path, so the assumption is that pedestrians access the site along the same drive aisles that cars access it. These drive aisles are narrow, too narrow if they are intended to be 2-way. Squeezing pedestrians and cars on the same lane without any sidewalks creates a dangerous situation for pedestrians. An appropriate solution would be to have pedestrian easements buffered from the auto egress / ingress.

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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
====Hartranft St	==== 2.5' / ==2.5'
====Geary St	====2.5' / ==2.5'
====	==== / ==
====	==== / ==

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
====Hartranft St	====4' / ==4' / ==4'
====Geary St	====5' / ==3.5' / ==3.5'
====	==== / == / ==
====	==== / == / ==

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 | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | DEPARTMENTAL APPROVAL
YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> |
| ▪ Lighting | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> |
| ▪ Benches | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> |
| ▪ Street Trees | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> |
| ▪ Street Furniture | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> |

19. Does the design avoid tripping hazards? YES NO N/A DEPARTMENTAL APPROVAL 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 DEPARTMENTAL APPROVAL 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 <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/> | YES <input type="checkbox"/> - No <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> |
| 22. Does the design maintain adequate visibility for all roadway users at intersections? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> |

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>

 —The project hits a key goal that is located in Greenworks Philadelphia and in the Pedestrian and Bicycle Plan of provide park and recreation resources within 10 minutes of 75% of residents. The proposed development was parks located within under a 10 minute walking distance as well as provides storage for bicycle storage within each dwelling unit.

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		ON SIDEWALK		OFF-STREET	
		Existing	Proposed	Existing	Proposed	Existing	Proposed
<u> </u> —1845 Hartranft St	<u> </u> —12	<u> </u> —0	<u> </u> —12				
<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —
<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —
<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —	<u> </u> —

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

DEPARTMENTAL APPROVAL

YES NO
 YES NO
 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)

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

Provides multiple points of access for pedestrians to get to public transit stops from there residences that are located mid-block. With access on Geary and Hartranft to access bus stops or subway stops within short walking distance.

DEPARTMENTAL APPROVAL	
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

APPLICANT: Curbside Management Component
 Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Curbside Management Component
 Reviewer Comments: Without a protected walkway (e.g. sidewalk) for pedestrians to safely get to transit stops without competing with cars for the road space, this project design does not promote access to transit.

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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
_____	_____	_____	____ / ____	_____
_____	_____	_____	____ / ____	_____
_____	_____	_____	____ / ____	_____
_____	_____	_____	____ / ____	_____

33. What is the maximum AASHTO design vehicle being accommodated by the design? _____

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: _____

DEPARTMENTAL REVIEW: Vehicle / Cartway Component

Reviewer Comments: The project does not affect a historically certified street. Indicate how moving trucks and trash trucks will negotiate the drive aisles. Emergency vehicle access can be determined by identifying the AASHTO design #, #33, but this is left blank in your application. Also, cars parked in the westernmost garages will have difficulty entering and leaving their garages without driving in reverse, thus creating another hazard for pedestrians. This project is extremely auto-oriented, and creates conflicts between all modes of transportation due to its skinny drive aisles and lack of ingress/egress sidewalks.

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

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URBAN DESIGN COMPONENT (Handbook Section 4.8)

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

APPLICANT: Urban Design Component
 Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW: Urban Design Component
 Reviewer Comments: Driveway design does not manage multi-modal conflicts.

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

	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 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 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 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Pedestrian Refuge Islands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Signal Timing and Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▪ Bike Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input 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?	<input type="checkbox"/>	<input type="checkbox"/>	<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

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

DEPARTMENTAL REVIEW: Intersections & Crossings Component
Reviewer Comments: 49. The adjacent curb cuts on Hartranft St, with their 2 or 3 foot divider, create a driving hazard at an otherwise large composite curbcut (22'+15'). This is a large conflict point for pedestrians and automobiles.

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ADDITIONAL COMMENTS

APPLICANT

Additional Explanation / Comments: _____

DEPARTMENTAL REVIEW

Additional Reviewer Comments: _____