Burlington Complete Streets Guidance

A Mandatory Project Checklist

Provided by the Department of Public Works

Distribution: Director of Public Works, DPW Assistant Directors, DPW Office of Plangineering, DPW Traffic Division, DPW Streets Division, Director of CEDO, CEDO Special Projects Manager, Office of Mayor Miro Weinberger, Office of the Clerk/Treasurer, Office of the City Attorney, Parks and Recreation, Burlington Electric, Burlington Fire Department, Planning and Zoning

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Purpose

1. Ensure compliance with Act No. 34 (effective July 1, 2011), "an act relating to a transportation policy that considers all users" by providing guidance, interpretation, and reporting tools for municipal use.
2. Implement transportation projects in accordance with the City of Burlington 2011 Transportation Plan, which follows a complete streets strategy and Street Design Guidelines.

Introduction to Act 34

Pursuant to Act 34, all transportation projects and project phases managed by a municipality, except projects or project components involving unpaved highways but including planning, development, construction, or maintenance, must consider "complete streets" principles, which are principles of safety and accommodation of all transportation system users, regardless of age, ability, or modal preference.

If, after the consideration required by Act 34, a project does not incorporate complete streets principles, the municipality shall make a written determination that one or more of the following circumstances exist:

1. Use of the transportation facility by pedestrians, bicyclists, or other users is prohibited by law.
2. The cost of incorporating complete streets principles is disproportionate to the need or probable use as determined by factors such as land use, current and projected user volumes, population density, crash data, historic and natural resource constraints, and maintenance requirements. The municipality shall consult local and regional plans, as appropriate, in assessing these and any other relevant factors.
3. Incorporating complete streets principles is outside the scope of a project because of its very nature.

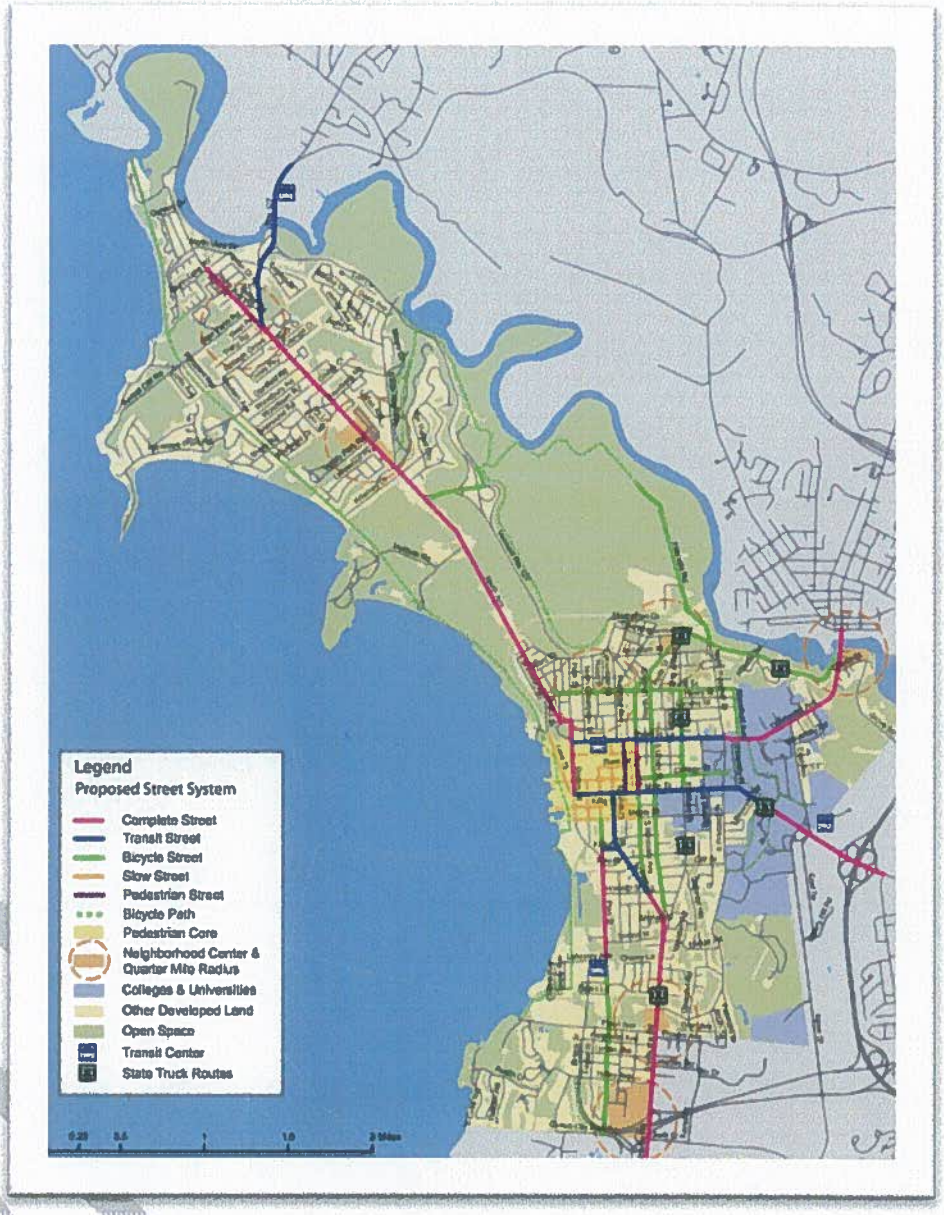
The written determination must be supported by documentation and available for public inspection at the office of the municipal clerk and at the agency of transportation. This determination shall be final and not subject to appeal or further review.

Introduction to City Policy

Adoption of the 2011 Transportation Plan requires a different way of planning for transportation in Burlington. The Plan is directed at promoting a Strong and Healthy City, Transportation Choices, and Great Streets. To develop Great Streets, transportation planning has shifted to a complete streets strategy and new Street Design Guidelines. Streets are classified beyond the traditional identification as local, collector, primary or arterial streets and now focus on Complete Streets, Transit Streets, Bicycle Streets, Slow Streets, Truck Routes, and Neighborhood Streets. The Street

Design Guidelines provide the list of complete streets features that should be considered for each class of streets in Burlington.

In 2012 the City of Burlington was a recipient of a Sustainable Communities Building Blocks grant through the Environmental Protection Agency. After a full-day workshop with local decisionmakers and stakeholders, a "Next Steps Memorandum" was provided to summarize the key issues identified at the workshop and to present key strategies for complete streets implementation. The first action, unanimously supported at the workshop, was to pursue adoption of a City Council resolution identifying the Public Works Commission as the decisionmakers responsible for complete streets implementation oversight.



Exempt Projects

It is the responsibility of the City to consider complete streets principles unless a project meets one of the three exemptions under Act 34. The following guidance is intended to help municipal staff and design teams to understand and document exempt projects.

Project teams should detail the cost to incorporate complete street principles and the need or probable use of the complete street features for each project. This analysis should be documented under the project checklist. Using this information, the Public Works Commission should make the determination that the cost of incorporating complete streets principles would be disproportionate to the need or probable use.

The project analysis should consider access, safety and mobility for all current and future users. To determine the access, safety and mobility needs and restrictions, the project team should evaluate current and future scenarios for land use, user volumes, population density, crash data for all users, resource constraints, right-of-way constraints, and maintenance requirements. The Transportation Plan, Municipal Development Plan, and relevant scoping, feasibility, or corridor studies should be consulted and documented to support the analysis.

The following activities shall be considered outside the scope of the project because of its very nature:

- Pothole patching and roadway preventative maintenance
- Shim projects
- Traffic signal equipment upgrades
- Emergency repairs
- Sidewalk repair
- Catchbasin repair or installation
- Projects with scopes of work approved prior to July 1, 2011
- Sweeping and plowing
- Sign replacement

Neighborhood Streets and Truck Routes to be added

PROJECT CHECKLIST

Instructions

1. Each feature of Complete Street treatments from the Street Design Guidelines are listed on the project checklist. Refer to the Street Design Guidelines for additional detail.
2. Determine where your project falls within the Burlington Street Classification.
3. For each complete street feature, determine if it is relevant to that street type.
4. If a feature should be considered but cannot be included, note the reason on the project checklist.
5. This checklist must be kept within each project file and sent to the Clerk/Treasurers office.

Confirm Street Classification

Complete Streets

- ☐ ***North Avenue*** from Northgate Road to its southern end
- ☐ ***Colchester Avenue***
- ☐ ***Main Street*** from University Terrace to the South Burlington town line
- ☐ ***South Winooski Avenue*** from Main Street to Pearl Street
- ☐ ***Battery Street*** from Sherman Street to Main Street
- ☐ ***Pine Street*** from Lakeside Avenue to Kilburn Street
- ☐ ***Shelburne Street*** from Howard Street to the South Burlington town line

Transit Streets

- ☐ ***Saint Paul Street*** from Main Street to Howard Street
- ☐ ***Kilburn Street***
- ☐ ***Main Street*** from Battery Street to University Terrace
- ☐ ***Pearl Street*** from Battery Street North Prospect Street
- ☐ ***Plattsburg Avenue***

Bicycle Streets

- ☐ ***Pine Street*** from Lakeside Avenue to Queen City Park Road and from Kilburn Street to Maple Street
- ☐ ***South Winooski Avenue*** from Howard Street to Main Street
- ☐ ***North Winooski Avenue***
- ☐ ***South Union Street***
- ☐ ***North Union Street***
- ☐ ***South Willard Street*** from Main Street to North Street
- ☐ ***Mansfield Avenue***
- ☐ ***College Street*** from South Winooski Avenue to South Prospect Street
- ☐ ***North Street***
- ☐ ***Riverside Avenue***
- ☐ ***Intervale Road***
- ☐ ***Route 127 entrance to and including Ethan Allen Homestead***

Slow Streets

- ☐ ***Maple Street*** from South Winooski Street to its western terminus
- ☐ ***King Street*** from South Winooski Street to its western terminus
- ☐ ***College Street*** from South Winooski Street to its western terminus
- ☐ ***Bank Street***
- ☐ ***Cherry Street***
- ☐ ***Lake Street***

State Truck Routes

- ☐ ***Shelburne Street***
- ☐ ***Willard Street***
- ☐ ***Main Street***
- ☐ ***Riverside Avenue***
- ☐ ***North Winooski Avenue***

Project Name:_____

Project Manager:_____

Checklist Date:_____

PROJECT CHECKLIST

- ☐ **Sidewalks**: applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
  - ☐ both sides of the street
  - ☐ 5' minimum in residential areas
  - ☐ > 5' in neighborhood centers and high density residential
  - ☐ 8' – 10' on Slow Streets
  - ☐ 5' clear zone

  NOTES:

- ☐ **Tree Belt**: applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
  - ☐ 5' minimum
  - ☐ structural soil in neighborhood centers, high density residential

  NOTES:

- ☐ **Street Trees**: applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
  - ☐ hardscape or tree grates for passenger loading/unloading

  NOTES:

- ☐ **Street Lighting**: applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
  - ☐ ornamental light fixtures at gateways
  - ☐ ornamental and 10' – 14' high light fixtures in neighborhood centers, pedestrian promenades, college campus networks, high-pedestrian zones and Slow Streets

  NOTES:

- ☐ **Furniture**: applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
  - ☐ benches
  - ☐ kiosks
  - ☐ bike racks

  NOTES:

- ☐ **Transit Shelters** at stops with high ridership: applies to *Complete Streets, Transit Streets, Bicycle Streets, Slow Streets*
  - ☐ outside of 5' clear zone
  - ☐ benches
  - ☐ lighting
  - ☐ street trees
  - ☐ pedestrian-scale signs

  NOTES:

- ☐ **Transit Stops**: applies to *Transit Streets*
  - ☐ placed in front of crosswalks
  - ☐ 100' – 140' curbside for streets with higher lower volume
  - ☐ bus bulbs (6' x 35') for streets with higher traffic volume, high transit ridership, crowded sidewalks and/or inadequate space for transit stop amenities
  - ☐ 100' – 140' bus turnouts for transit stops with longer dwell times

- ☐ **Parking**: applies to *Complete Streets and Bicycle Streets:* on-street in neighborhood centers, back-in angled or parallel if next to bike lanes
  - ☐ *Transit Streets and Slow Streets:* removed at transit stops
  - ☐ *Slow Streets:* parking meters behind tree belt, centralized pay stations

  NOTES:

- ☐ **Queue Jump Lanes**: applies to *Transit Streets*
  - ☐ shared with right turn lane at intersection, with stop across intersection

- ☐ **Bike Lanes**: applies to *Complete Streets, Bicycle Streets*
  - ☐ 5' minimum
  - ☐ 6' minimum next to parking lane
  - ☐ green bike lane for complex areas
  - ☐ bike safe drain grates
  - ☐ 30' two-way street with parking: widen street by 5' for single-direction bike lane
  - ☐ 30' two-way street without parking: two single-direction bike lanes (in each direction)
  - ☐ 30' one-way street with parking: two single-direction bike lanes (in each direction)
  - ☐ 40' two-way street with parking: two single-direction bike lanes (in each direction)
  - ☐ at intersections with right turn lane, stripe through bike lane to the left of the turn lane

  NOTES:

- ☐ **Vehicle lanes**: applies to *Complete Streets:* 10' – 11'
  - ☐ *Transit Streets:* 10' – 12'
  - ☐ *Bicycle Streets:* 10'
  - ☐ *Slow Streets:* 10' – 12', greater for higher mix of uses

  NOTES:

- ☐ **Two-way left turn lane**: applies to *Complete Streets*

  NOTES:

- ☐ **Crosswalks**: applies to *Complete Streets, Transit Streets, Slow Streets*
  - ☐ at each intersection
  - ☐ special pavement treatment at high volume crossings (if textured, only smooth)
  - ☐ every 300' – 400'

- ☐ **Medians or refuge islands**: applies to *Complete Streets, Transit Streets*
  - ☐ at mid-block location: 6' x 20' minimum with 5' pedestrian path
  - ☐ landscaped refuge island (not paved)

  NOTES:

- ☐ **Mid-block Crosswalks**: applies to *Complete Streets, Transit Streets, Slow Streets*
  - ☐ warranted by pedestrian volumes
  - ☐ 6' – 10' wide
  - ☐ ladder, zebra, fully painted, or colored and textured bounded by white
  - ☐ raised crossing
  - ☐ Z-crossing if median or refuge provided
  - ☐ Signage and/or signage with warning lights

  NOTES:

☐ **Curb radii:** applies to *Complete Streets, Transit Streets, Slow Streets*
  ☐ 10' – 15'
  NOTES:

☐ **Curb Extensions:** applies to *Transit Streets, Slow Streets*
  NOTES:

☐ **Stormwater Planter:** applies to *Complete Streets, Slow Streets*
  ☐ in place of greenbelt on level streets
  NOTES:

☐ **Porous Paving:** applies to *Complete Streets, Slow Streets*
  ☐ within on-street parking lane
  NOTES:

☐ **Enhanced Intersection:** applies to *Slow Streets*
  ☐ raised
  ☐ special paving treatments and/or colors
  ☐ curb extensions with bollards
  NOTES:

☐ Neighborhood Center Transition**
  ☐ curb extensions
  ☐ shared lane markings replace bike lanes
  ☐ signs and pavement markings
  ☐ pedestrian-scale lighting, furniture, plantings, and sidewalk patterns
  NOTES:

North Avenue at Plattsburg Avenue
North Avenue from Ethan Allen Shopping Center to Ethan Allen Parkway
Riverside Avenue / Colchester Avenue intersection
Shelburne Street from Birchcliff Parkway to Lyman Avenue
Shelburne Street from Home Avenue to the South Burlington town line
North Street from North Avenue to North Winooski Avenue
North Winooski Avenue from North Street to Riverside Avenue
Riverside Avenue / Colchester Avenue intersection

DOCUMENTING COST DISPROPORTIONATE TO NEED

Date of Public Works Commission approval: _____

- ☐ Current and future land use:
- ☐ Traffic, bicycle, pedestrian and transit volumes documented:
- ☐ Population density:
- ☐ Crash data for vehicles, bicycles, and pedestrians:
- ☐ Resource constraints identified:
- ☐ Right-of-way constraints identified:
- ☐ Maintenance constraints identified:
- ☐ Local plans referenced.
  - ☐ Transportation Plan
  - ☐ Municipal Development Plan
  - ☐ Scoping, Feasibility, Corridor or similar project reports