

Complete Streets Checklist Instructions

During the design process for every transportation facility or project, this checklist shall be completed by the City Department¹ or agent responsible for the facility or project and submitted to the DPP Complete Streets Coordinator.

The DPP Complete Streets Coordinator shall file each checklist and submit a copy to the Office of the City Clerk. Every facility or project where it is determined that complete streets features are not required shall be noted as an exception on the complete streets checklist, and substantiating documentation shall be required.

Furthermore:

- Every exception and substantiating documentation shall be electronically posted on DPP's website under "Reports and Notices."
- Every exception and substantiating documentation shall be on file and available for public inspection at the Office of the City Clerk.
- Every exception and substantiating documentation shall be on file and available for public inspection at the Office of the Department making the exception determination.

Section A: Definitions

"Transportation facility or project" means the planning, design, construction, reconstruction, maintenance or improvement of public highways, roadways, streets, sidewalks, traffic control devices and signage, and all facilities or improvements related to public transit.

Street Type:

Name of Street Type	Adjacent Land Use
Residential	Residential
Commercial	Commercial
Industrial	Industrial
Mixed Use	Residential, Commercial, Industrial

¹ Either Department of Transportation Services, Department of Design and Construction, Department of Planning and Permitting, or Department of Facilities Maintenance.

STREET CLASSIFICATION:

STREET CLASSIFICATION	LOCAL ROADS	COLLECTOR ROADS Minor/ Major	MINOR ARTERIAL ROADS	MAJOR ARTERIAL ROADS
TRAFFIC MOVEMENT	Traffic movement is the secondary consideration.	Traffic movement and land access are of equal importance Minor: Generally 1 lane in each direction. Major: Generally 2 lanes in each direction.	Traffic movement is the primary consideration.	Traffic movement is the primary consideration.
LAND ACCESS FUNCTION	Land access is the primary consideration.	Land access and traffic movement are of equal importance	Land access is a secondary consideration.	Limited, restricted or prohibited access.
ROAD WIDTH	Generally 18' – 24'	Generally 26' – 48'	Generally 48' – 56'	Generally 68' – 76'
NUMBER OF MOVING LANES	Usually one shared by vehicles on an alternating directional basis.	Usually two with additional lanes at some main intersections as necessary.	Usually two with additional lanes at some main intersections as necessary.	Usually three or more with additional lanes for turning movements at intersections.
PARKING	Usually both sides but may be only on one side if local problems exist.	One or both sides as is necessary or feasible.	Limited and quite often restricted and/or prohibited.	Limited and quite often restricted and/or prohibited.

Section B:

Oahu Bike Plan website: <http://www1.honolulu.gov/dts/oahu+bike+plan.htm>

Neighborhood plans are available on the DPP website at www.honoluludpp.org/planning.

Existing transportation plans for the project are may include: the Statewide Pedestrian Safety Master Plan, Honolulu Transit Master Plan (Short Range Transit Operations Plans), Waikiki Regional Circulator Study, Waikiki Traffic Study, Oahu Bike Plan and Bike Plan Hawaii, Pedestrian Master Plan, Intelligent Transportation Systems (ITS) Strategic Plan, and the Street Tree and Landscaping Plan.

Section C: Complete Street Features Instructions

To document which complete streets features will be provided or impacted by a transportation facility or project please, fill out the Complete Streets Features table.

INSTRUCTIONS:

Column #1:

If complete streets feature is already in place, check here.

Column #2:

Indicate (Y/N) which complete streets feature(s) indicated in Column #1 will be included or repaired in this transportation facility or project.

*If **yes**, the remainder of columns #3, #4 & #5 may be left blank.

*If **no**, proceed to Column #3.

Column #3:

Check which complete streets feature(s) indicated in Column #3 will be included in a Future ID or part of a future Separate Project.

*If the element will be included, indicate the date.

*If **no**, leave date blank and proceed to Column #4.

Column #4:

If not an existing feature for each **no** answer in Columns #2 and #3, indicate whether one or more of the exceptions from Section D apply.

If claiming an exception, the appropriate documentation must be attached.

Column #5: Remarks

List pertinent remarks (eg., “sharrows not needed because there is a bike lane”).

Section D: Exceptions

A multi-modal approach and complete streets features are not required if a director of an affected department determines, in writing with appropriate documentation, prior to or during the design process, that:

1. Use of a street or highway by non-motorized users is prohibited by law; or
2. The cost would be excessively disproportionate to the need or probable future use over the long term; or
3. There is a absence of current or future need; or
4. The safety of pedestrian, bicycle or vehicular traffic may be placed at unacceptable risk.
- X. Minor maintenance such as street sweeping, pothole fill/repair, curb repair, traffic signal maintenance.
Emergency repairs such as water/sewer utility main break, storm damage, sinkhole.
- P. Privately-owned streets.

Any exceptions claimed by the project engineer will be publicly available information.