

Complete Streets Program Checklist for Municipalities

Complete Streets Process	Implementing Actions
1. Educate Municipal Officials and the Public	A. Make presentations to the Planning Commission, Township Board of Supervisors/Borough Council. B. Make presentations to local Chamber of Commerce/other business groups and other community organizations. Use the LCPC Complete Streets powerpoint as a tool (available on the LCPC website).
2. Enact a Complete Streets Resolution and Policy	A. Use the Model Municipal Complete Streets Resolution and Policy developed by LCPC as a model (on the LCPC website). B. Adoption of the resolution by the Planning Commission and Board of Supervisors/Borough Council.
3. Determine the Land Use Context and Complete Streets Road Typology	A. Work with LCPC staff to map the land use zones in your municipality. Use the LCPC Land Use Transect and <u>Complete Streets Design Guidebook</u> as guides. B. Determine a Complete Streets Road Typology for your municipality. Use the <u>Complete Streets Design Guidebook</u> as a guide and assistance from LCPC staff. C. Present these to the appropriate governing bodies for action.
4. SALDO & Zoning Ordinance Review	A. Review your SALDO and Zoning Ordinance to determine what complete streets elements exist in these documents. B. Revise, as needed, the SALDO and Zoning Ordinance to reflect complete streets policy and complete streets design guidelines. Use the <u>Complete Streets Design Guidebook</u> as a tool and LCPC staff assistance (as needed). C. Present these to the appropriate governing bodies for action.
5. Workshops with municipal planning and public works staff	Once you have completed steps 1-4, conduct in-house workshops to educate all planning and public works staff on implementation.
6. Comprehensive Plan Update	Incorporate complete streets concepts into the goals, strategies and actions of your Comprehensive Plan when you update it.
7. Incorporate Complete Streets into all project and development reviews	A. Make consideration of complete streets elements a regular part of the business of development and project reviews. B. Develop a checklist of “complete streets elements” to look for in projects.
8. Determine the condition of municipal infrastructure	A. Conduct “walk audits” to determine the condition of the street and sidewalk infrastructure in your municipality and where gaps in connectivity exist.
9. Select Complete Street pilot projects	A. Select one or two Complete Street pilot projects where there is community/neighborhood support and advance these to completion. Their success will serve as models for future projects.
10. Design for Success: Work with your Partners	A. Include PennDOT District 8 officials early on in project design and throughout the process. B. Include community leaders in the neighborhood where a project is to be implemented at the start of the project.