

# PEORIA | COMPLETE STREETS

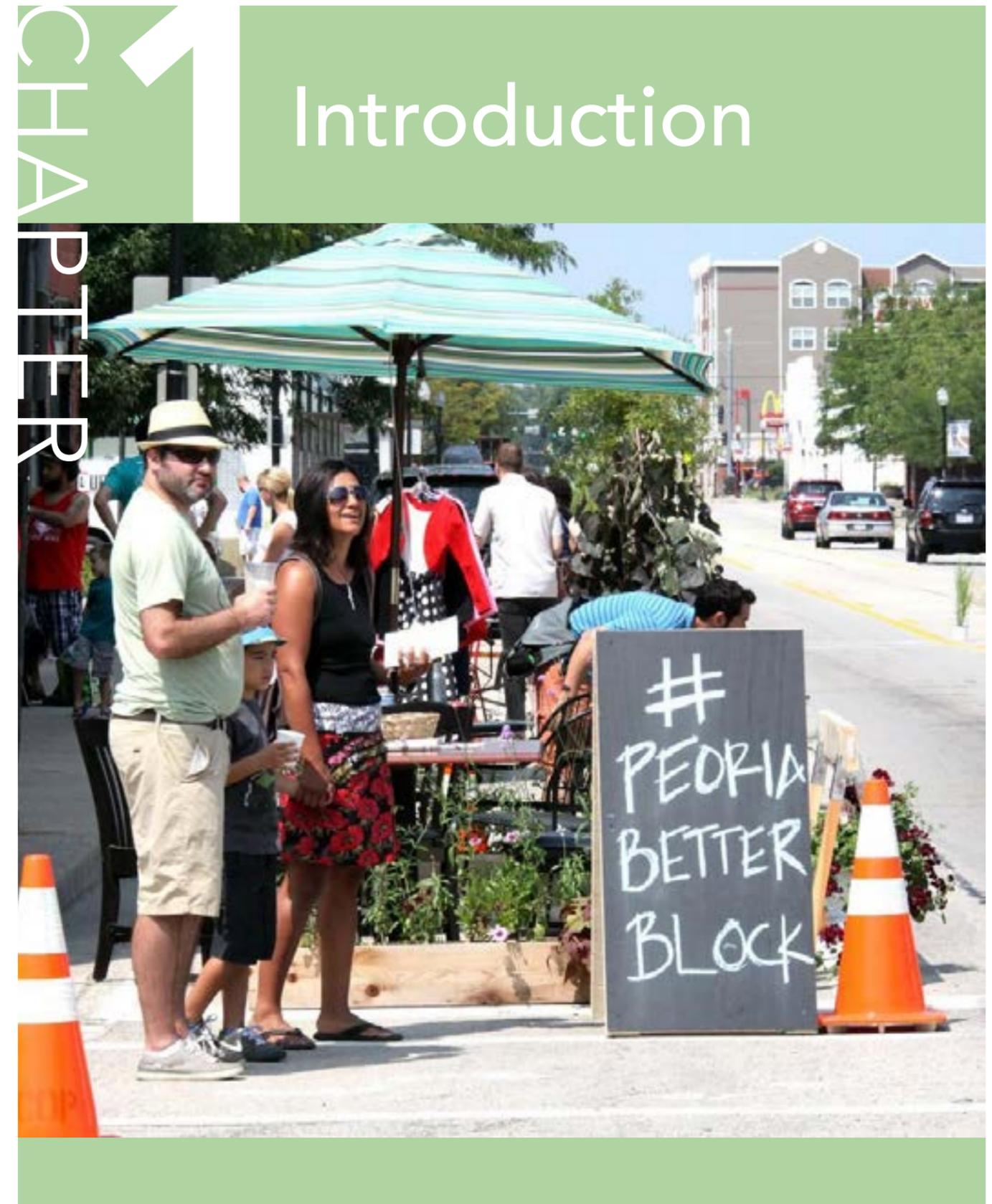


## Complete Streets Manual



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CHAPTER

## Introduction

# Purpose of This Manual

The city of Peoria adopted a Complete Streets Policy in 2015 and aims to provide safe and accessible transportation options to people of all ages and abilities, whether walking, biking, riding the bus, or driving.

This Complete Streets Manual is to be used by city employees and consultants to ensure compliance with the city's Complete Streets Policy. Its purpose is to create a consistent and equitable process and design approach to be used during the planning, design, and maintenance of every road project across the city.



# What Are Complete Streets?

Automobile-focused transportation planning has created inequities in access and mobility for many, including older adults, children, people with disabilities, low-income families, and people of color. These groups are more likely to rely on walking, bicycling, and public transit and experience increased marginalization when transportation equity is not prioritized.

**Complete Streets are roadways that can be safely accessed, crossed, traveled upon and alongside by all people, regardless of their age, ability or travel mode.** A connected network of Complete Streets will ensure healthier, more equitable transportation options and an improved quality of life for all community residents, including the city's most vulnerable and marginalized populations.

There is no single formula or prescription for a Complete Street. The design is "complete" when it speaks to the needs of its users within the context of the surrounding area. Not every Complete Street will (or should) include all of these elements, but the following list represents the key concepts underlying Complete Streets:



## Pedestrians

Quality pedestrian facilities include continuous and accessible sidewalks, frequent and clearly marked crossings, adequate lighting, and other amenities such as benches, signage, trees and shading.



## Bicyclists

Quality bicycle facilities include sidepaths, trails, on-street bikeway options such as bike lanes, bike boulevards, and shared lanes (dependent on the volume and speed of traffic), adequate bike parking, and intersection treatments.



## Transit users

Quality transit facilities include connectivity to the bicycle and pedestrian network, functional bus stops and shelters, and prioritized travel ways.

# How to Use This Manual

This Manual is divided into six chapters:

CHAPTER 1: Introduction

CHAPTER 2: Project Delivery Process

CHAPTER 3: Design Guide

CHAPTER 4: Project Checklists

CHAPTER 5: Community Engagement

CHAPTER 6: For Future Considerations

Each chapter provides information to assist planners, designers, consultants, engineers, and decision makers in developing and designing road projects to enable better and safer active transportation in their communities. The information is organized to facilitate the design process and to allow the reader to access relevant information at various stages in the development of Complete Streets.

## Where to get started

Transportation projects in Peoria are initiated by either the city, county, state or by a private developer. Please refer to the appropriate project initiation type to understand which steps of the **Project Delivery Process (Chapter 2)** and **Design Guide (Chapter 3)** to reference first:



## CITY-INITIATED PROJECTS

- **Project Delivery Process (Chapter 2): Start at STEP 1.** City staff and consultants should follow Steps 1-5 of the Project Delivery Process for a comprehensive view of key tasks and meetings required during a project's lifecycle. For a snapshot of the Project Delivery Process from start to finish, see the Overview at the beginning of Chapter 2.
- **Design Guide (Chapter 3): Start at STEP 1.** City staff and consultants should follow Steps 1-6 of the Design Guide to inform design concept development and design. If desired, the Design Guide can also be applied to budgeting and maintenance decisions.
- **Implementation Resources: See Chapter 4** to document existing conditions and design decisions and see **Chapter 5** to review community engagement tools and tactics for developing a community engagement plan. **Chapter 6** includes best practices for future consideration related to budgeting, accountability, and reporting Peoria's Complete Streets progress.



## COUNTY-INITIATED PROJECTS

- **Project Delivery Process (Chapter 2): Skip to STEP 4** when the city takes over maintenance of the project.
- **Design Guide (Chapter 3): Start at STEP 1.** City staff and consultants can follow Steps 1-6 of the Design Guide to provide the county with details about what Complete Streets elements should be included in the project.



## STATE-INITIATED PROJECTS

- **Project Delivery Process (Chapter 2): Skip to STEP 4** when the city takes over maintenance of the project.
- **Design Guide (Chapter 3): Start at STEP 1.** City staff and consultants can reference the Design Guide to ensure State projects meet Peoria's Complete Streets standards.



## PRIVATE DEVELOPER-INITIATED PROJECTS

- **Project Delivery Process (Chapter 2): Go to the Project Delivery Process for Private Developers** at the end of Chapter 2. For more detailed guidance, refer to the following city-developed resources:
  - Infrastructure Design Manual  
<http://www.peoriagov.org/public-works/public-works-infrastructure-design-standard/>
  - Unified Development Code: Unified Development Code (2012)  
[http://www.peoriagov.org/content/uploads/2012/11/Unified-Development-Code\\_1478189694\\_add.pdf](http://www.peoriagov.org/content/uploads/2012/11/Unified-Development-Code_1478189694_add.pdf)
  - Guide for Developers:  
[http://www.peoriagov.org/content/uploads/2012/11/1198794021\\_Guide\\_to\\_Development.pdf](http://www.peoriagov.org/content/uploads/2012/11/1198794021_Guide_to_Development.pdf)
  - Stop by Peoria's weekly One Stop Shop meetings at City Hall  
<http://www.peoriagov.org/>
- **Design Guide (Chapter 3): Reference STEPS 4-6.** Developers should review the Design Guide to incorporate appropriate Complete Streets facilities into a project as it is being developed.

# Acknowledgements

## Peoria's Complete Streets Manual Development Team

Andrea Klopfenstein  
Anthony Corso  
Cindy Loos  
Josh Naven  
Leslie McKnight  
Nick Stoffer  
Rick Powers  
Ross Black  
Sie Maroon  
Stacy Peterson

## Active Transportation Alliance Project Team

Crispina Ojeda Simmons  
Heather Schady  
Maggie Czerwinski  
Melody Geraci  
Anne Evans

## About Active Transportation Alliance

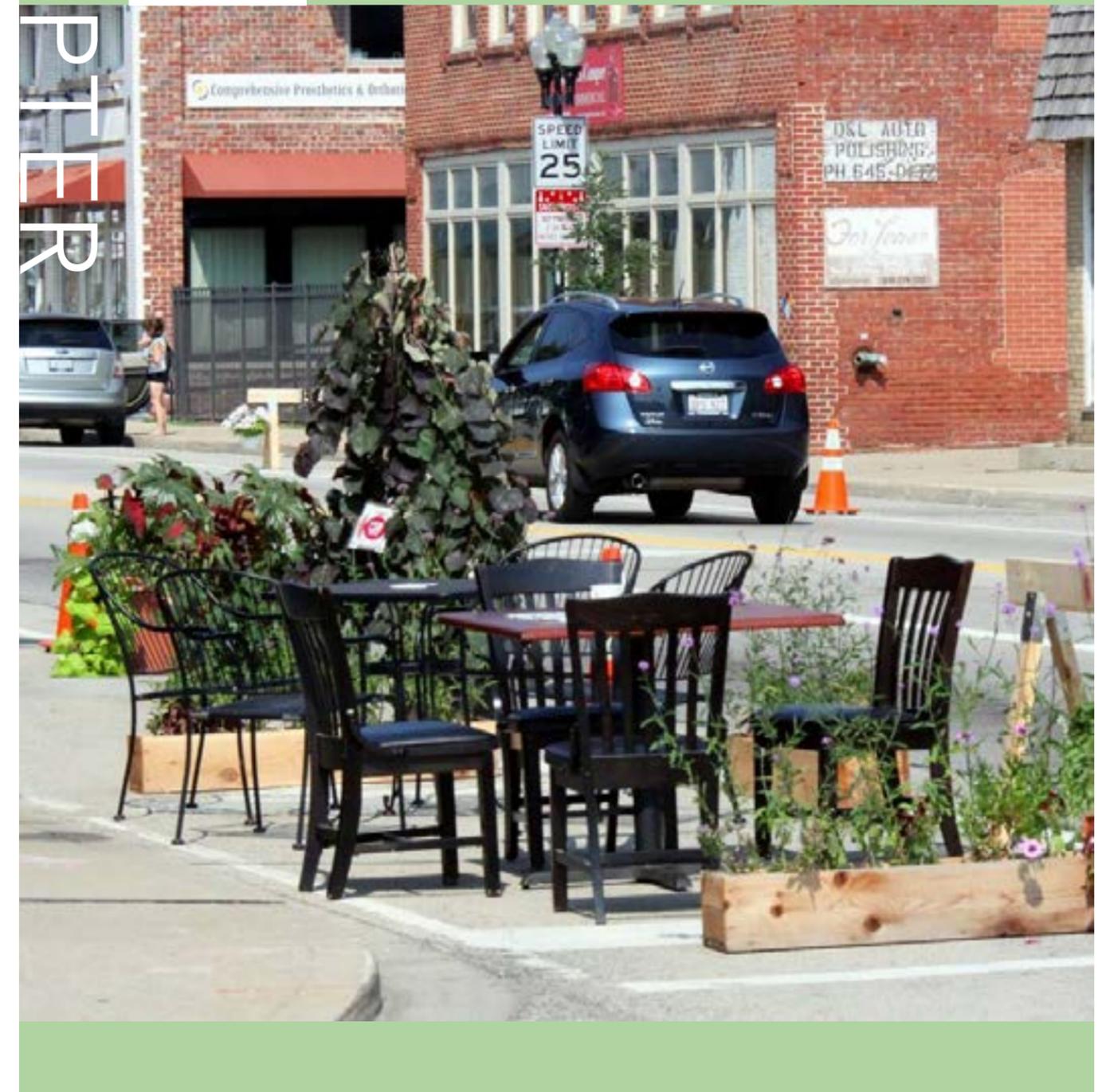
The mission of Active Transportation Alliance is to advocate for walking, bicycling, and public transit to create healthy, sustainable, and equitable communities. We advocate for transportation that encourages and promotes safety, physical activity, health, recreation, social interaction, equity, environmental stewardship, and resource conservation.

## Funding Credit

The development of this manual was made possible with funding from the Centers for Disease Control and Prevention, administered by the Illinois Public Health Institute in collaboration with partners in the Illinois Alliance to Prevent Obesity. Funding distributed through the Peoria City/County Health Department Illinois State Physical Activity and Nutrition (ISPAN) grant.



# CHAPTER 2 Project Delivery Process



## CHAPTER 2

### Project Delivery Process

This chapter outlines the Project Delivery Process (PDP) the city of Peoria follows to develop, design, and construct major road projects.

**Who should use this chapter?** This guide is intended to be used by city staff and consultants that manage construction projects; however, it also clarifies roles played by individual stakeholders in each step and the process for the community at large.

**When should this chapter be followed?** The project delivery steps outlined in this chapter primarily apply to larger city-initiated projects managed by the city of Peoria. However, the following can also inform scoping, design, and maintenance decisions for county and state-led projects. In general, all road projects including resurfacing, restriping, and minor reconstruction should apply Peoria’s Complete Streets Policy and basic principles so that the needs of all road users, including people walking, biking, and using transit, are considered as a project is developed.

- **About the Project Delivery Process Chapter**
- **Overview: Project Delivery Process for City-Managed Projects**
- **Project Initiation and Funding (Budgeting)**
- **Project Delivery Steps**
  - STEP 1: Design Concept Development (Planning/Phase 1)
  - STEP 2: Design (Phase 2)
  - STEP 3: Construction (Phase 3)
  - STEP 4: Maintenance, Resurfacing & Restriping
  - STEP 5: Measurement
- **Project Delivery Process for Private Developers**

### About the Project Delivery Process Chapter

See below to understand how this chapter is organized by stakeholder roles and how the Project Delivery Process relates to other sections of the Manual.

#### Key Stakeholders: Who is involved?

Many stakeholders are involved throughout the lifecycle of a road project including various city departments, agencies, consultants, community organizations, and individuals. Stakeholder roles vary depending on the stage of the Project Delivery Process. To clarify how each player is involved, stakeholders were divided into the following four categories for each project delivery step:

RESPONSIBLE	AUTHORIZE	CONSULT	INFORM
Those who do the work to complete the task.	Those who must sign-off or approve work.	Those whose opinions are sought.	Those kept up-to-date on progress.

#### Icon Glossary: Resources to reference

Within the project delivery steps included in this chapter, look for one of the following three symbols to understand where you’ll be referencing other parts of the Manual:



Reference the **Design Guide** in Chapter 3 to identify key project elements to be included in the design.



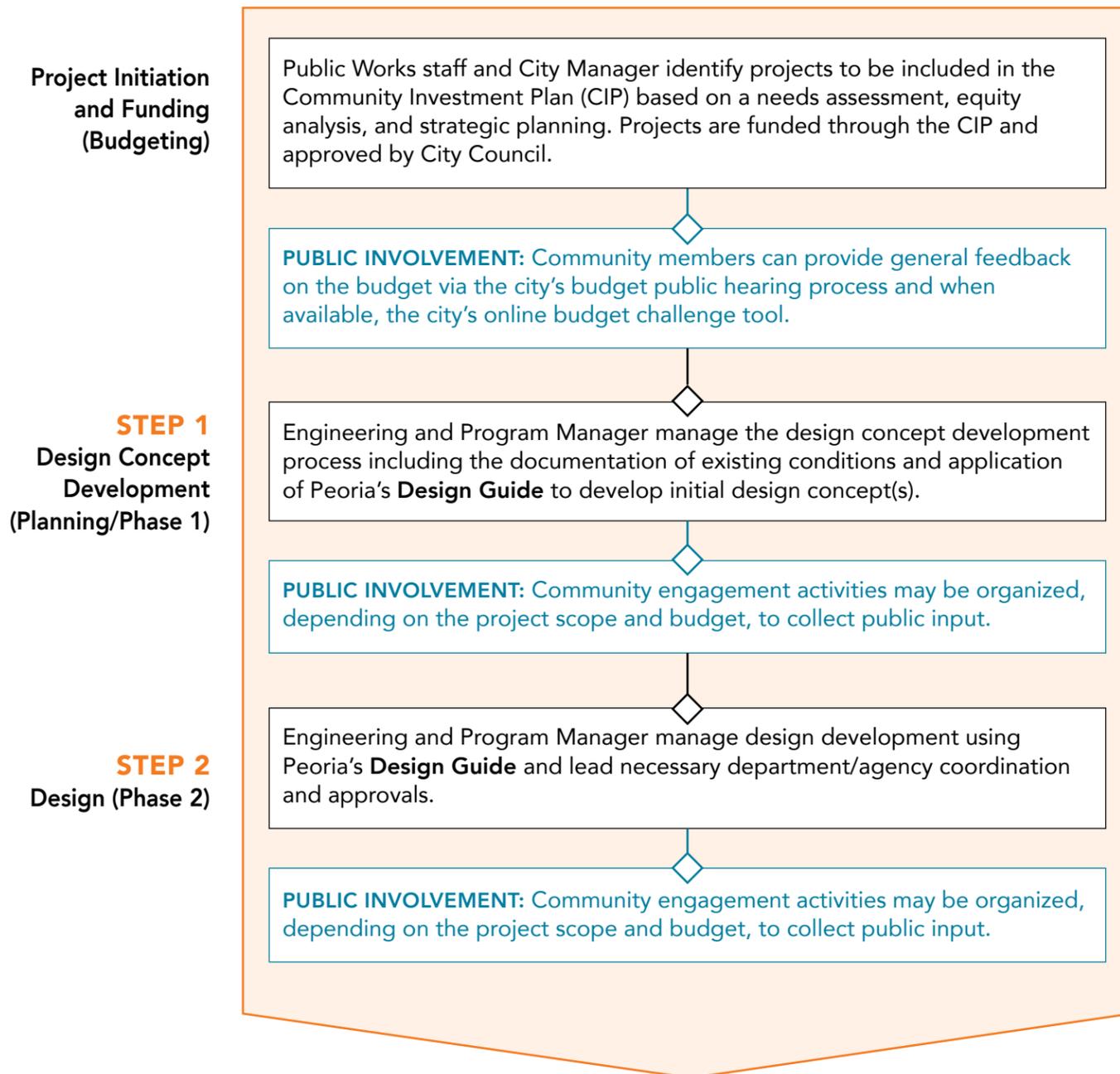
Complete the appropriate **Project Checklist** in Chapter 4 during design concept development or design.



See the **Community Engagement Menu** and **Community Engagement Plan** template in Chapter 5 to develop a plan that identifies public engagement activities and timelines.

# Overview: Project Delivery Process for City-Managed Projects

This overview provides a snapshot of how a road project is developed, designed, and built from start to finish, for city-managed projects. Following the Overview is a summary of how projects are initiated and a comprehensive look at stakeholder roles and key tasks and meetings required during each of the five project delivery steps. The goal at each step of the Project Delivery Process is to apply Peoria's Complete Streets Policy so that the needs of all road users, including people walking, biking, and using transit, are considered as a project is developed.



## STEP 3 Construction (Phase 3)

Engineering leads bidding and Contractor selection with approval from City Council. Engineering selects a Phase 3 Construction Engineering Consultant who oversees the construction process.

**PUBLIC INVOLVEMENT:** Engineering regularly communicates with the public to address construction impacts and concerns.

## STEP 4 Maintenance

Operations manages resurfacing, restriping and regular maintenance needs on city roads and rights-of-ways.

**PUBLIC INVOLVEMENT:** Community members can submit maintenance concerns via Peoria Cares.

## STEP 5 Measurement

Engineering uses performance and safety measures to evaluate the effectiveness of Complete Streets.

**PUBLIC INVOLVEMENT:** Community members can share feedback about Complete Streets in annual survey, published on Peoria's Complete Streets webpage.

# Project Initiation & Funding (Budgeting)

Transportation projects located within the city of Peoria can be initiated by the city, state, county or by a private developer. The following is an overview of how the city is involved in these four initiation types and how a project is typically funded.



## CITY-INITIATED PROJECTS

- Project ideas are typically initiated by city departments such as Public Works (Engineering) based on current street conditions; equity considerations; ongoing citywide strategic planning; City Council Members; or by the community. City projects are funded through the Community Investment Plan (CIP), which is updated annually as part of the annual budget process. Projects dependent on grant funding are included in the CIP and only move forward if grant funding is received.
- Go to Step 1 (Design Concept Development) of the Project Delivery Process for next steps.



## COUNTY-INITIATED PROJECTS

- When the county updates a road within Peoria city limits, the city contributes funding and takes over maintenance once the project is complete. The county controls the schedule, but the project is built to city standards.
- Go to Step 4 (Maintenance) of the Project Delivery Process for next steps.



## STATE-INITIATED PROJECTS

- The city provides input to Illinois Department of Transportation (IDOT) projects within the city limits. Beginning in 2022, the state is required to pay for the construction of pedestrian and bicycle accommodations on state roads. Typically, IDOT controls the schedule and scope of the project, and the city takes over maintenance once the project is complete.
- Go to Step 4 (Maintenance) of the Project Delivery Process for next steps.



## PRIVATE DEVELOPER-INITIATED PROJECTS

- Projects are selected and fully funded by the developer.
- Go to the Project Delivery Process for Private Developers for next steps.

# STEP 1: Design Concept Development (Planning/Phase 1)

After a city-managed project is initiated, Engineering and the Program Manager manage the concept development process including the documentation of existing conditions and creation of design concept(s).

## Key stakeholders:

RESPONSIBLE	AUTHORIZE	CONSULT	INFORM
<ul style="list-style-type: none"> <li>&gt; Engineering</li> <li>&gt; Program Manager (in-house design consultant)</li> <li>&gt; Design Project Manager (hired design engineering firm)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Final design concept selected and approved by Engineering.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Operations/Maintenance</li> <li>&gt; Communications</li> <li>&gt; Utilities</li> <li>&gt; Public Works Fiscal staff</li> <li>&gt; Police and Fire</li> <li>&gt; Community Development</li> <li>&gt; Economic Development</li> <li>&gt; District Councilperson</li> <li>&gt; Transportation Commission</li> <li>&gt; Others, as needed</li> </ul>	

## Key tasks and meetings:



### HIRE

- Engineering hires design engineering firm to lead design process as the Design Project Manager.



### MEET

- Internal meetings typically occur at kick-off and 30% design between Engineering staff, the Program Manager and Design Project Manager to ensure the project meets technical standards.



### REVIEW, DOCUMENT & IDENTIFY



- Design Project Manager reviews relevant city plans.
- Using the **Design Guide (Chapter 3)**, the Design Project Manager fills out the **Existing Condition Checklist** and the **Design Concept Checklist (Chapter 4)** to document existing conditions and project impacts and to identify project elements such as sidewalks, bikeways, striping, and crossings to be included in initial design concept(s).
  - Design Project Manager reviews data and concept(s) with Public Works (Engineering) and the Program Manager. Engineering staff select elements to be included in the design concept(s).
- Design Project Manager shares updated design concept(s) with Engineering to reflect community and departmental input, with budget constraints in mind.



## PLAN ENGAGEMENT



- Design Project Manager develops an initial community engagement plan and coordinates with Engineering and the Program Manager. Using the **Community Engagement Menu** and **Community Engagement Plan (Chapter 5)** template, the community engagement plan should identify key stakeholders and determine outreach activities and timelines.
  - For larger scale projects, public meetings are sometimes organized during design concept development to gather project input.
  - For smaller projects, citizen engagement usually does not happen during design concept development unless a grant requires it.



## COORDINATE



- Design Project Manager holds internal coordination meeting to review the project goals, initial design concepts, community engagement plan, and collect departmental input for consideration during design stage.
  - Typically includes at least one staff person from the following: Engineering, Program Manager and Design Project Manager.
  - Optional: Operations/Maintenance, Utilities, Communications, Public Works Fiscal staff, Police and Fire, Community Development, Economic Development, and District Councilperson.
- Coordination may also be needed with other stakeholders identified in Step 2 of the **Design Guide**.



## ENGAGE



- For larger projects, the Design Project Manager leads a public meeting, typically at 30% design. Often renderings of design concept(s) are presented to elicit public feedback.
- Communication and Public Works share meeting announcements with the public through a variety of platforms including social media, the local newspaper, and flyers.
- If applicable, the Design Project Manager organizes additional public engagement activities identified in the **Community Engagement Plan** to help inform the design concept.
  - Engagement activities could include pop-up demonstrations, hosting public meetings or focus groups, and having staff attend existing community meetings and events to collect feedback. Refer to the **Community Engagement Menu** for details.



## FINALIZE CONCEPTS



- Engineering, the Program Manager, and Design Project Manager update and complete the **Design Concept Checklist**. Justification must be provided if Complete Streets elements are eliminated from the design concept.
- City Engineer selects final design concept with input from the Program Manager, Design Project Manager and other city staff.



## DESIGN



- Design Project Manager continues to use the **Design Guide** to develop detailed designs of sidewalks, bikeways, striping, crossings, lighting, signage, tree plantings, and other project elements.
- At 30% design, the Design Project Manager completes the **Design Checklist** using the **Design Guide** for reference.
  - Once completed, the Design Project Manager and Communications inform all relevant departments, units of local government, and community stakeholders about the project status.



## COORDINATE



- Design Project Manager leads initial coordination with utility companies. Coordination may also be needed with various departments (e.g. Operations, Community Development) and other stakeholders and agencies (e.g. CityLink, Park District, School District) identified in Step 2 of the **Design Guide**.
- Design Project Manager leads coordination of permitting including working with railroads, IDOT, IEPA and others. The Program Manager and Engineering provide support as needed.
- Design Project Manager submits design plans to Engineering or the Program Manager, which typically include right-of-way (ROW) plans, utility plans, and itemized cost estimates.

## STEP 2: Design (Phase 2)

During the design stage of city-managed projects, Engineering and the Program Manager manage design development and lead necessary departmental and agency coordination and approvals.

### Key stakeholders:

RESPONSIBLE	AUTHORIZE	CONSULT	INFORM
<ul style="list-style-type: none"> <li>&gt; Engineering</li> <li>&gt; Program Manager (in-house design consultant)</li> <li>&gt; Design Project Manager (hired design engineering firm)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Engineering approves design at appropriate stages of the design.</li> <li>&gt; Project may involve IDOT or federal review/approval.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Public</li> <li>&gt; Utilities</li> <li>&gt; Operations/Maintenance</li> <li>&gt; Community Development</li> <li>&gt; Economic Development</li> <li>&gt; Police and Fire</li> <li>&gt; CityLink</li> <li>&gt; Park District</li> <li>&gt; School District</li> <li>&gt; Others, as needed</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Public</li> </ul>

### Key tasks and meetings:



#### MEET

- Internal meetings typically occur at 60% and 90% design between Engineering staff, the Program Manager and Design Project Manager to ensure the project meets technical standards.



#### ENGAGE



- Communication and Public Works share meeting announcements with the public through a variety of platforms including social media, the local newspaper, and flyers.
- Additional engagement activities can be planned depending on the project scope, public interest, and **Community Engagement Plan (Chapter 5)**, which is updated and refined as needed. Engagement resources are available in the **Community Engagement Menu (Chapter 5)**.



#### COORDINATE



- Design Project Manager leads continuing coordination with utility companies. Coordination may also be needed with various departments (e.g. Operations, Community Development) and other stakeholders and agencies (e.g. CityLink, Park District, School District) identified in Step 2 of the **Design Guide (Chapter 3)**.
- Design Project Manager continues coordination of permitting including working with railroads, IDOT, IEPA and others. The Program Manager and Engineering provide support as needed.
- Design Project Manager submits design plans to Engineering or the Program Manager, which typically include right-of-way (ROW) plans, utility plans, and itemized cost estimates.



#### FINALIZE DESIGN

- Final design is developed by the Design Project Manager and approved by Engineering.
- Design Project Manager provides final design cost estimate.
- Operations and Maintenance plans are updated.
- If needed, ROW and temporary or permanent easements are acquired.

## STEP 3: Construction (Phase 3)

During construction, Engineering leads bidding and Contractor selection with approval from City Council. Engineering selects a Phase 3 Construction Engineering Consultant who oversees the construction process. The Construction Program Manager oversees the Phase 3 Construction Consulting Engineer, helps with public outreach, and utility coordination.

### Key stakeholders:

RESPONSIBLE	AUTHORIZE	CONSULT	INFORM
<ul style="list-style-type: none"> <li>&gt; Engineering</li> <li>&gt; Construction Program Manager (in-house construction management consultant)</li> <li>&gt; Phase 3 Construction Consultant Engineer (includes Resident Engineer and other staff as needed who oversee construction process)</li> <li>&gt; Contractor (hired construction firm who builds projects)</li> <li>&gt; Utilities</li> <li>&gt; IDOT (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; City Council approves Contractor selection and award/approval.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Police</li> <li>&gt; Operations</li> <li>&gt; CityLink</li> <li>&gt; School District</li> <li>&gt; Others, as needed</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Public</li> </ul>

### Key tasks and meetings:



#### HIRE

- Engineering puts project out to bid for construction.
- City Council approves low-bid Contractor and awards.



#### MEET

- Engineering holds pre-construction meeting.
  - Attendees include Contractor’s staff, Engineering staff, Construction Program Manager, Phase 3 Construction Engineering Consultant and Utility Companies as well as IDOT, CityLink, and the School District if applicable.



#### ENGAGE

- Engineering, Construction Program Manager and Resident Engineer regularly communicate with the public to address construction impacts and concerns.
  - Public Works issues press releases for major construction issues at start of construction, during major staging (traffic flow) changes, and at end of construction.
  - At the start of construction, Engineering often holds a public meeting for property owners immediately adjacent to the work to discuss the construction schedule, expectations, and review impacts to nearby residents and local businesses.
  - Engineering/Construction Program Manager and Resident Engineer may prepare and deliver door hangers with project information and how properties will be impacted.



#### COORDINATE CONSTRUCTION

- Contractor begins construction. Construction Program Manager or Resident Engineer leads weekly/biweekly internal construction meetings.
- Engineering/Construction Program Manager and Resident Engineer coordinate with the Police/Public Safety on work zone traffic. Operations may be consulted if additional signage or temporary speed humps are needed outside of the work zone or official detour.
- Resident Engineer manages and monitors construction.
- Construction Program Manager oversees the Phase 3 Construction Consultant Engineer and helps with public education, utility coordination, etc.
- Engineering, Construction Program Manager and Resident Engineer conduct walk-through of punch-list. Electricians review electrical items and Operations review any unique infrastructure that will need to be maintained.
- Road re-opens with construction completed.

## STEP 4: Maintenance, Resurfacing & Restriping

Public Works (Operations and Engineering) manages repairing, restriping and regular maintenance needs on city roads and rights-of-ways. Pavement preservation is done through a contract and prioritized using the Pavement Condition Index and equity considerations. Operations responds to emergency repairs and service requests as needed.

### Key stakeholders:

RESPONSIBLE	AUTHORIZE	CONSULT	INFORM
<ul style="list-style-type: none"> <li>&gt; Operations</li> <li>&gt; Engineering</li> <li>&gt; Contractor</li> <li>&gt; Design Consultant</li> <li>&gt; Construction Engineering Consultant</li> </ul>	<ul style="list-style-type: none"> <li>&gt; City Council sets budget and approves bids.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Communications</li> <li>&gt; Police and Fire (traffic control, road closures)</li> <li>&gt; Community Development (ROW impacts)</li> <li>&gt; Utilities (ROW repairs)</li> <li>&gt; IDOT (State Road maintenance)</li> <li>&gt; Peoria County (County Road maintenance)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; City Council</li> <li>&gt; Affected residents</li> <li>&gt; Public (when lanes are closed)</li> <li>&gt; Emergency services (when lanes are closed)</li> </ul>

### Key tasks and meetings:



#### APPROVE

- City Council sets budget for maintenance labor/staffing level, materials, and equipment.
  - City Council must additionally approve maintenance equipment and material purchases over \$15,000.
  - Larger maintenance projects require inclusion in the CIP.
- City Council approves bids of Contractors hired for maintenance.



#### MAINTAIN

- Operations holds internal meetings to coordinate and prioritize regular maintenance tasks.
  - Tasks include pothole repair, street sweeping, trash removal, cleaning of drainage, lighting and signal replacements, facility maintenance, signage replacements, landscaping, and snow plowing. These tasks are completed by Operations.
  - Sidewalk repair and replacement are typically completed by Operations or a Contractor.



#### RESURFACE

- Engineering hires a Design Consultant, Contractor, and Construction Engineering Consultant for Mill and Overlay and Pavement Preservation.
  - Mill and Overlay Resurfacing may include new striping and installing ADA curb ramps, new crosswalks, and bicycle facilities.
  - Pavement Preservation includes sealcoating or slurry seal as a surface treatment. Operations prepares the road for this treatment and restripes the pavement afterwards.



#### RESTRIPE

- Engineering selects road and design for restriping projects.
- Operations performs striping including reconfiguring lane and pavement markings such as road diets/rightsizing, adjusting parking, adding bike lanes, and realigning crosswalks.



#### COORDINATE & ENGAGE

- Throughout the maintenance process, Operations coordinates with various departments and stakeholders including Communications and Police and Fire on road closures and traffic control and Utilities if ROW is impacted.
- Community members can submit maintenance concerns via Peoria Cares, contacting Public Works, or contacting their City Council representative.
- Property owners may participate in sidewalk maintenance, paying between 10% and 20% of the sidewalk replacement costs, depending on income level.

## STEP 5: Measurement

Engineering uses performance and safety measures to evaluate the effectiveness of Complete Streets.

### Key stakeholders:

RESPONSIBLE	AUTHORIZE	CONSULT	INFORM
> Public Works		> Public > Transportation Commission	> Public > City Council

### Key tasks and measurement:



#### COLLECT DATA

- Public Works collects data, annually, on the following measures outlined in Peoria's Complete Streets Ordinance and shares with the Transportation Commission:
  - Total miles and type of bike lanes added or improved.
  - Linear feet of new and improved sidewalks.
  - Number of new and improved curb ramps installed along city streets.
  - Number of crosswalks and/or curb bump outs improved or added.
  - Percentage of ADA transit stops accessible via sidewalks and curb ramps.
  - Report of crashes, injuries and fatalities by mode before and after a complete street project.
  - Number of right-of-way tree plantings.
  - Annual surveys of citizen responses to complete streets.
- Staff person creates and distributes an annual Complete Streets survey so the public can share feedback about their experience with the city's Complete Streets improvements.
- Public Works establishes benchmarks for each performance measure to track progress on Complete Streets implementation over time.



#### SHARE DATA

- Public Works publishes annual performance measure report on the city of Peoria's website.
- Public Works shares annual report with City Council.

## Project Delivery Process for Private Developers

The following is an overview of the Project Delivery Process for private-developer-led projects. For more detailed guidance, please refer to the following city-developed resources:

- [Infrastructure Design Manual](#)
- [Guide for Developers](#)
- [Unified Development Code](#)
- [Stop by Peoria's weekly One Stop Shop meetings at City Hall](#)

### Project Initiation and Funding (Budgeting)

Project is selected and fully funded by the developer.

### STEP 1 Design Concept Development (Planning Phase 1)

Developer visits Peoria's One Stop Shop for staff feedback on proposed project. Developer creates conceptual site plans following standards set in Peoria's Unified Code and the Guide to Development checklist. Developers are also advised to review Peoria's **Design Guide** for consideration as the design concept is developed.

### STEP 2 Design (Phase 2)

Developer creates and submits building and site plans through the permitting process. Permits are reviewed and approved by the Development Review Board.

**PUBLIC INVOLVEMENT:** Certain projects that require a zoning change or variation may require a public hearing with the Planning & Zoning Commission (approved by City Council) or Zoning Board of Appeals. Special neighborhood meetings about the project can be held at City Council's request.

### STEP 3 Construction (Phase 3)

Developer manages construction following public right-of-way guidelines from Public Works.

### STEP 4 Maintenance

In most cases, ownership of the public right-of-way is transferred to the city to maintain.

# CHAPTER 3 Design Guide



## PEORIA | COMPLETE STREETS |

### CHAPTER 3 Design Guide

This chapter focuses on the steps for designing Complete Streets, with the goal of:

- Tying existing plans, ordinances, manuals and standards together, including local, state, and national laws and policies
- Ensuring density, land use, and roadway context are considered
- Creating a standard for evaluating pedestrian and bicycle suitability
- Producing consistent results across projects where applicable

#### Who should use this chapter?

The Design Guide is intended to be used by city staff and consultants that manage roadway construction projects; however, it also clarifies intended design outcomes for the general public. See Chapter 2 for more details on the construction process and points at which the Design Guide is used.

#### When should this chapter be followed?

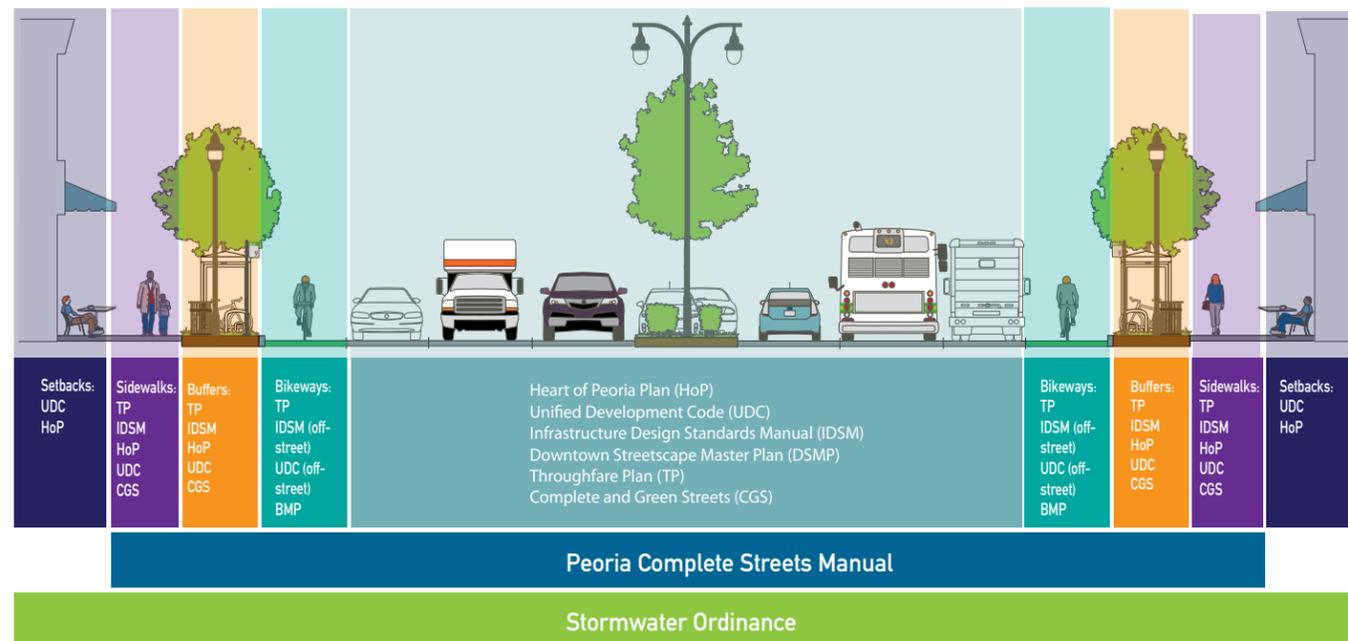
The Design Guide applies to larger city-projects initiated and managed by the city of Peoria. However, it can also inform scoping, design, and maintenance decisions for county and state-led projects. While the Design Guide may be out of scope for many minor city-managed projects such as resurfacing and restriping, Project Managers should still reference it for applicability to meet the needs of all road users, including people walking, biking, and using transit.

## Which Standards Overlap and Where?

Peoria has many foundational documents and policies. The Complete Streets Manual unites and builds on the following:

- [Heart of Peoria Plan \(HoP\)](#)
- [Infrastructure Design Standards Manual \(IDSM\)](#)
- [Complete and Green Streets \(CGS\)](#)
- [Bicycle Master Plan \(BMP\)](#)
- [City of Peoria Stormwater Ordinance \(SO\)](#)
- [Thoroughfare Plan \(TP\)](#)
- [Unified Development Code \(UDC\)](#)
- [Downtown Streetscape Master Plan \(DSMP\)](#)

See the below graphic to understand the manuals that apply to each section of the public right-of-way.



## Design Steps:

The following steps are recommended for Peoria's design process. Each is detailed in this chapter.

- STEP 1:** Document Existing Conditions
- STEP 2:** Understand Future and Current Demand
- STEP 3:** Determine the Context
- STEP 4:** Determine the Modal Hierarchy and Level of Traffic Stress
- STEP 5:** Design your Street
- STEP 6:** Identify Intersection and Traffic Calming Improvements

## STEP 1:

# Document Existing Conditions

To get an understanding of the on-the-ground conditions of the project area, the Design Project Manager should review the following datasets and document them in the **Existing Conditions Checklist**. A site visit may be required if information is unavailable in a dataset.

### Project Delivery Process & Checklist Reference:

- Project Delivery Process Stage
  - Project Initiation and Funding (Budgeting)
  - Step 1: Design Concept Development (Planning/Phase 1)
- Checklist to Review: Existing Conditions Checklist



## ROADWAY CHARACTERISTICS

- See city's Thoroughfare Plan or IDOT's Illinois Roadway Inventory System for:
  - Functional classification
  - Speed limit (site visit)
  - Average Annual Daily Traffic (AADT) - available from IDOT on larger roads
  - Number of traffic lanes (site visit)
  - Traffic lane widths (site visit)
  - Curb to curb width (site visit)
  - Freight route
  - Rail crossings
- See Peoria's Bicycle Master Plan for:
  - Existing bike infrastructure
  - Trails
- Contact City Link for:
  - Transit route
  - Existing transit infrastructure (site visit or GIS)
- Contact School District for: School bus route
- Contact Peoria Police and Fire for: Emergency vehicle route



## INTERSECTION CHARACTERISTICS

- See Peoria's Geographic Information Systems or conduct a site visit for:
  - Existing traffic control devices
  - Existing beacons
  - Crosswalks
  - Curb ramps
  - Existing traffic calming elements



## PEDESTRIAN ELEMENTS

- See Peoria's Geographic Information Systems or conduct a site visit for:
  - Sidewalk presence
  - Sidewalk width
  - Sidewalk condition
  - Buffer presence
  - Buffer width



## CRASH HISTORY

- See IDOT GIS for: five years of available crash data (note: available IDOT crash data is delayed by two to three years)
- Work with your Public Works Project Manager to obtain more recent crash data

## STEP 2:

# Understand the Current and Future Demand

Several demand factors will also impact your decision-making process. In this step you will review previous plans and coordinate with departments, agencies, and other stakeholders to identify potential opportunities and challenges to address through your project. Use the **Existing Conditions Checklist** to identify contacts at partner agencies.

### Project Delivery Process & Checklist Reference:

- Project Delivery Process Stage
  - Project Initiation and Funding (Budgeting)
  - Step 1: Design Concept Development (Planning/Phase 1)
- Checklist to Review: Existing Conditions Checklist



## REVIEW PLANS AND DEVELOPMENT CODE

- Comprehensive Plan
- Planned projects connected to or adjacent to project
- Unified Development Code
- Bicycle Master Plan
- ADA Transition Plan
- Downtown Streetscape Master Plan
- Combined Sewer Ordinance



## COORDINATE WITH EXTERNAL DEPARTMENTS AND AGENCIES

- City Link
- Park District
- School District
- Utilities
- Universities
- Community Centers
- Medical facilities
- Emergency Services
- Other departments and agencies

## STEP 3:

# Determine the Context

Density, land use, and the street type all play a role in determining the appropriate design for a street. Street context is often considered over density and land use. To ensure a more consistent, Complete Streets, people-centered approach, this Manual recommends that designers start by defining the project-area's land use, followed by street type, and then density. Each context is defined and described below. Document your findings in the **Design Concept Checklist**.

### Project Delivery Process & Checklist Reference:

- Project Delivery Process Stage
  - Project Initiation and Funding (Budgeting)
  - Step 1: Design Concept Development (Planning/Phase 1)
- Checklist to Review: Design Concept Checklist

### LAND USE

INPUT: Predominant land use on block. The types include residential, general (commercial, office, industrial, etc), special use.

*Data Source: Peoria Zoning data layer*

### STREET

INPUT: Functional classification, adjusted for width and speed. The types include Neighborhood, Community, and Regional.

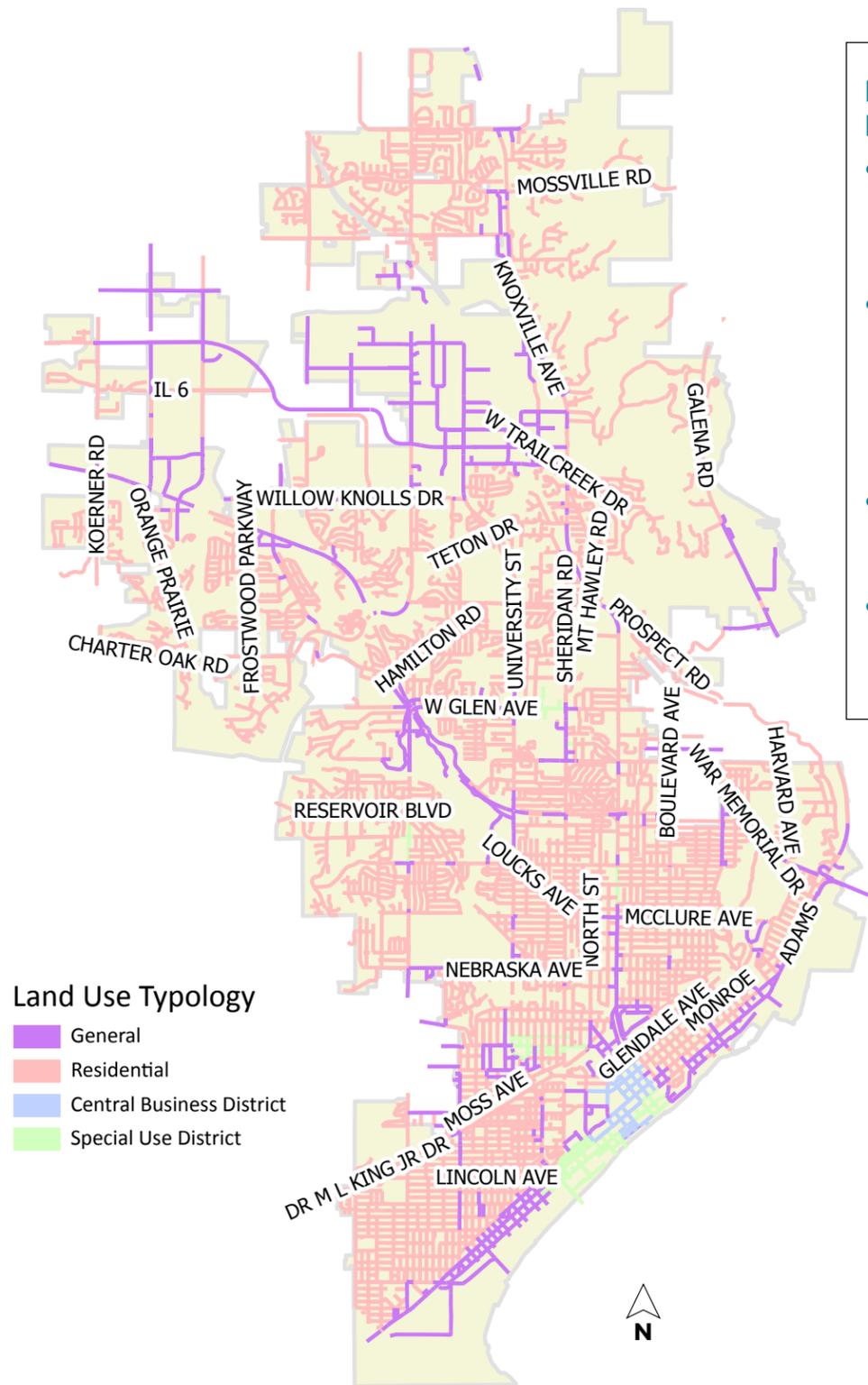
*Data Source: Peoria Thoroughfare Plan/IRIS*

### DENSITY

INPUT: Parcel density/block, average building height permitted/block, and intersection density per square mile. The typologies include Low, Medium, and High.

*Data Sources: Peoria Zoning data layer, Peoria Zoning Code, Peoria Thoroughfare Plan/IRIS*

## Peoria Land Use Typologies



- Land Use Typology**
- General
  - Residential
  - Central Business District
  - Special Use District

### Land Use Typologies Defined

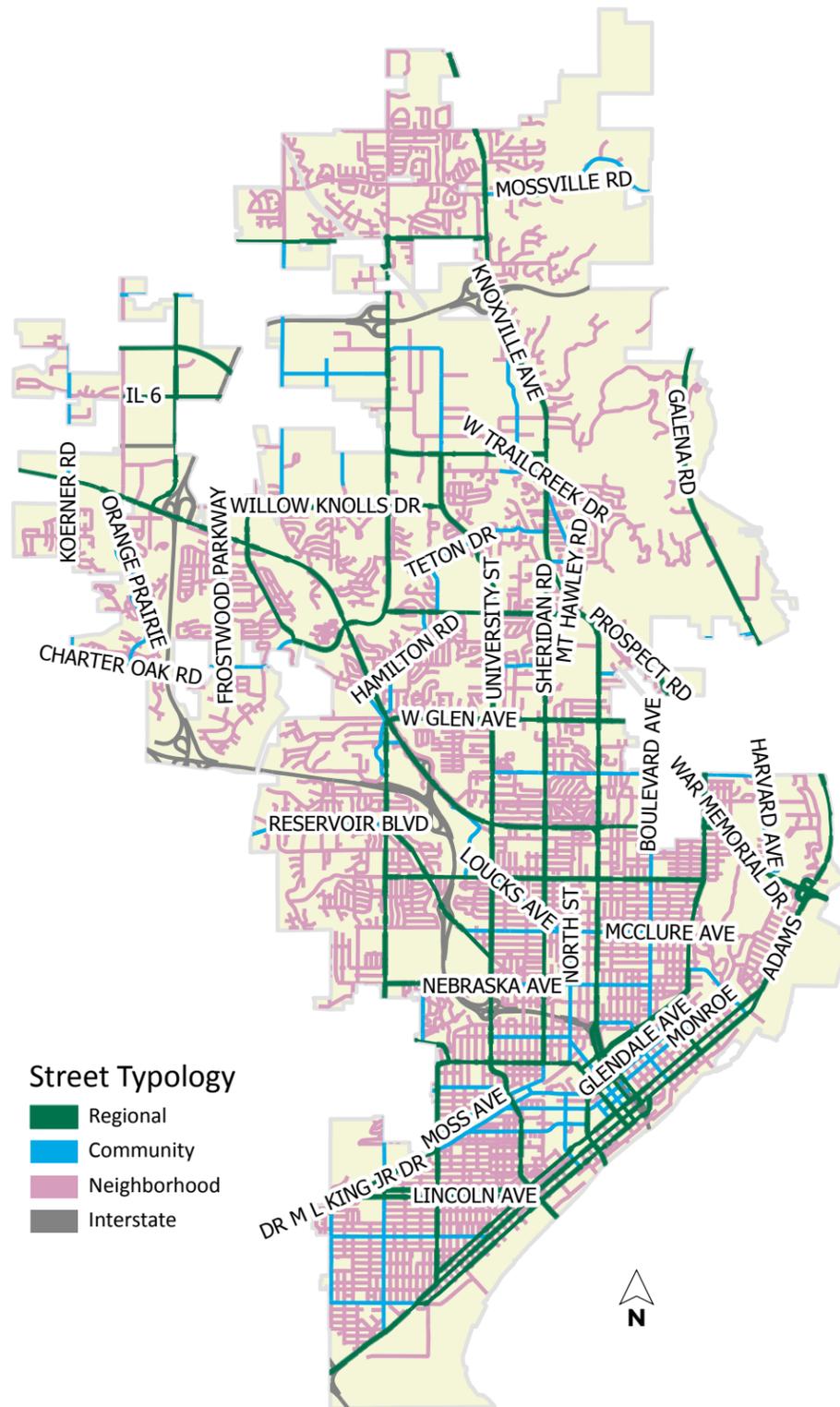
- **Residential:** dominant land use is housing (e.g., 50% of block or more is zoned residential)
- **General:** dominant land use includes stores, services, warehouses, offices, manufacturing, etc. (e.g., 50% or more of block is zoned non-residential)
- **Central Business District:** mix of uses defined in the Unified Development Code
- **Special Use District:** mix of uses defined in the Unified Development Code

## Comparison of Land Use Classifications

To determine how the land use context overlaps with Peoria's zoning code or other manuals, refer to this chart.

CS Manual Classification	Heart of Peoria Transects	Unified Development Code	Thoroughfare Plan	ITE Walkable Urban Thoroughfares
Residential	Rural Reserve	R-1, A-1, RE	Rural	C-2 Rural
	Suburban Residential	R-2, R-3, R-4	Suburban	C-3 Suburban
	Urban General	R-5, R-6, R-7, R-8, C-1, C-2,	Urban	C-4 General Urban
General	Suburban Commercial	O-1, O-2, I-1, I-2, CN, CG	Suburban	C-3 Suburban
	Urban Center	CN, CG, C-1, C-2, I-3	Urban	C-5 Urban Core
	Urban Core	B-1	Urban	C-6 Urban Core
<b>Central Business &amp; Special Use Districts</b>				
Central Business District	District	B-1	Downtown	District
Prospect Road Form District	District	Prospect Road Form District	Urban	District
Sheridan Triangle Form District	District	Sheridan Triangle Form District	Urban	District
West Main Form District	District	West Main Form District	Urban	District
Warehouse Form District	District	Warehouse Form District	Urban	District
Riverfront Overlay District	District	Riverfront Overlay District	Urban	District
Controlled Thoroughfare Corridor Overlay District	District	Controlled Thoroughfare Corridor Overlay District	Urban	District

## Peoria Street Use Typologies



### Street Typologies Defined

- Regional:** spans the city, provides regional connectivity. Provides physical separation for motorized and non-motorized modes. Serves primary transit routes. Includes all Arterials.
- Community:** spans a neighborhood and serves moderate length trips. Provides designated spaces for motorized and non-motorized modes. Often serves transit. Includes Major and Minor Collectors.
- Neighborhood:** spans a short distance and primarily serves short trips within a neighborhood. Often includes shared space for motorized and non-motorized modes. Serves school buses and public safety vehicles. (FHWA, access to every parcel). Includes Local Roads.

#### Street Typology

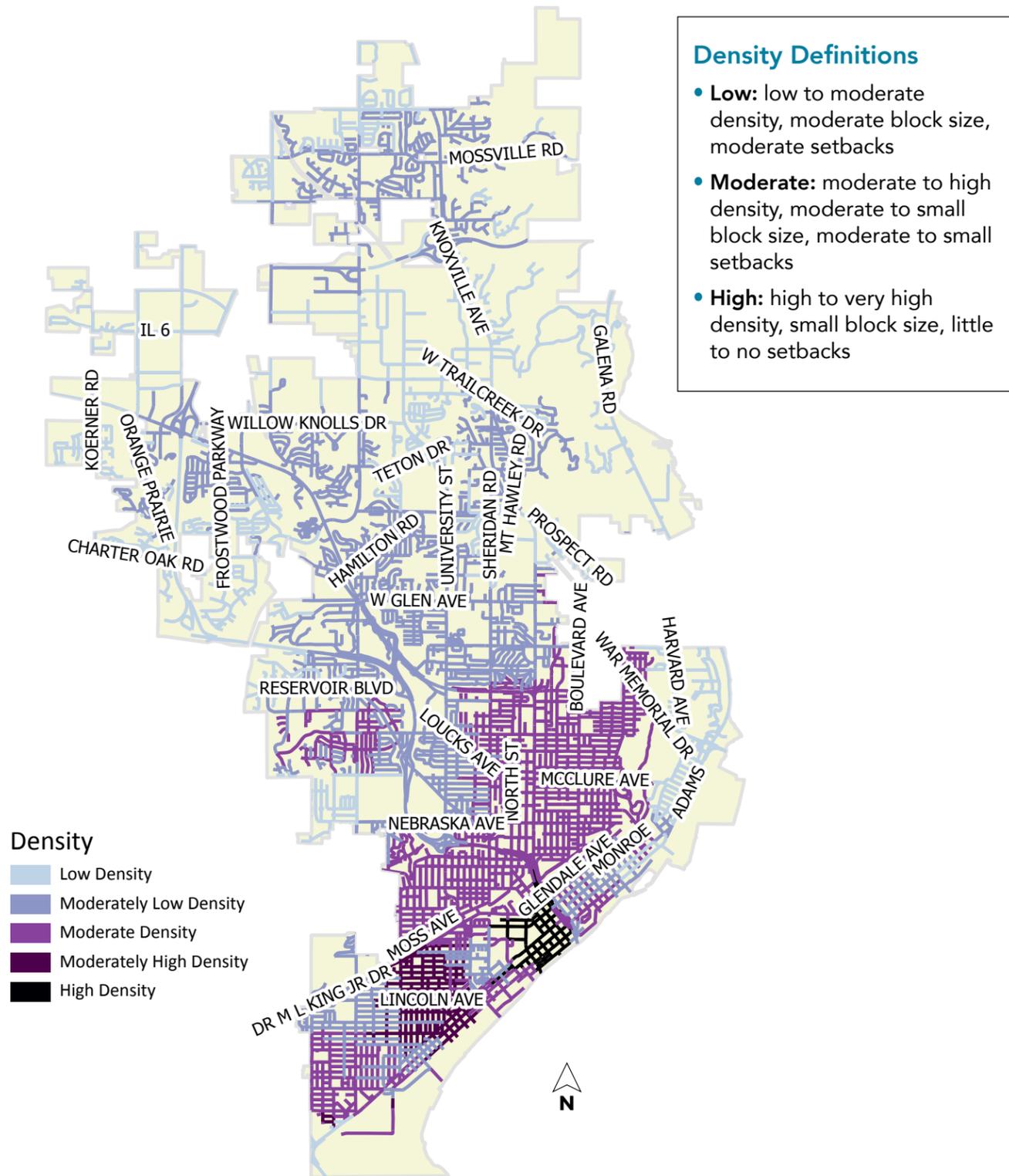
- Regional
- Community
- Neighborhood
- Interstate

## How Does Street Type Relate to Thoroughfare Plan?

To determine how the street type context overlaps with Peoria's zoning code or other manuals, refer to this chart.

Street Type	Thoroughfare?	Functional Classification	ITE Walkable Urban	Infrastructure Design Manual Classification
Regional	Y	Other Principal Arterial Minor Arterial	Boulevard/ Avenue	5 lane arterial 4 lane arterial
Community	Y N	Major Collector Minor Collector	Avenue	Commercial-boulevard (4 lanes) Collector-industrial Collector-commercial Collector-residential
Neighborhood	N	Local Road	Street Commercial/ Industrial or Street/ Residential	Local-industrial Local-commercial Local-residential Local-boulevard (4 lanes) Cul-de-sac bulb

## Peoria Density Typologies



## STEP 4:

# Determine the Modal Hierarchy and Level of Traffic Stress

Two factors are used to determine the level of Complete Streets accommodation a street has: Modal Hierarchy and Level of Traffic Stress. Document the current Modal Hierarchy or Level of Traffic Streets in the **Design Concept Checklist** and the new or adjusted Modal Hierarchy or Level of Traffic Stress in the **Design Checklist**.

### Project Delivery Process & Checklist Reference:

- Project Delivery Process Stage:
  - Step 1: Design Concept Development (Planning/Phase 1)
  - Step 2: Design (Phase 2)
- Checklists to Review:
  - Design Concept Checklist
  - Design Checklist

## Modal Hierarchy

Modal Hierarchy indicates the order in which modes are considered and prioritized on a corridor. Peoria's Thoroughfare Plan proposes the following Modal Hierarchy on roads. Use the Thoroughfare Typologies you defined in Step 3 and cross reference with the Thoroughfare Plan definitions to determine the appropriate Modal Hierarchy for your project area.

Classification	Suburban (Low to Moderate Density)	Urban (Moderate to High Density)	Downtown (High Density)
Regional/OPA			
Regional/Minor Arterial			
Community/Major Collector			
Community/Minor Collector			
Neighborhood/Local Residential			
Neighborhood/Local Commercial			



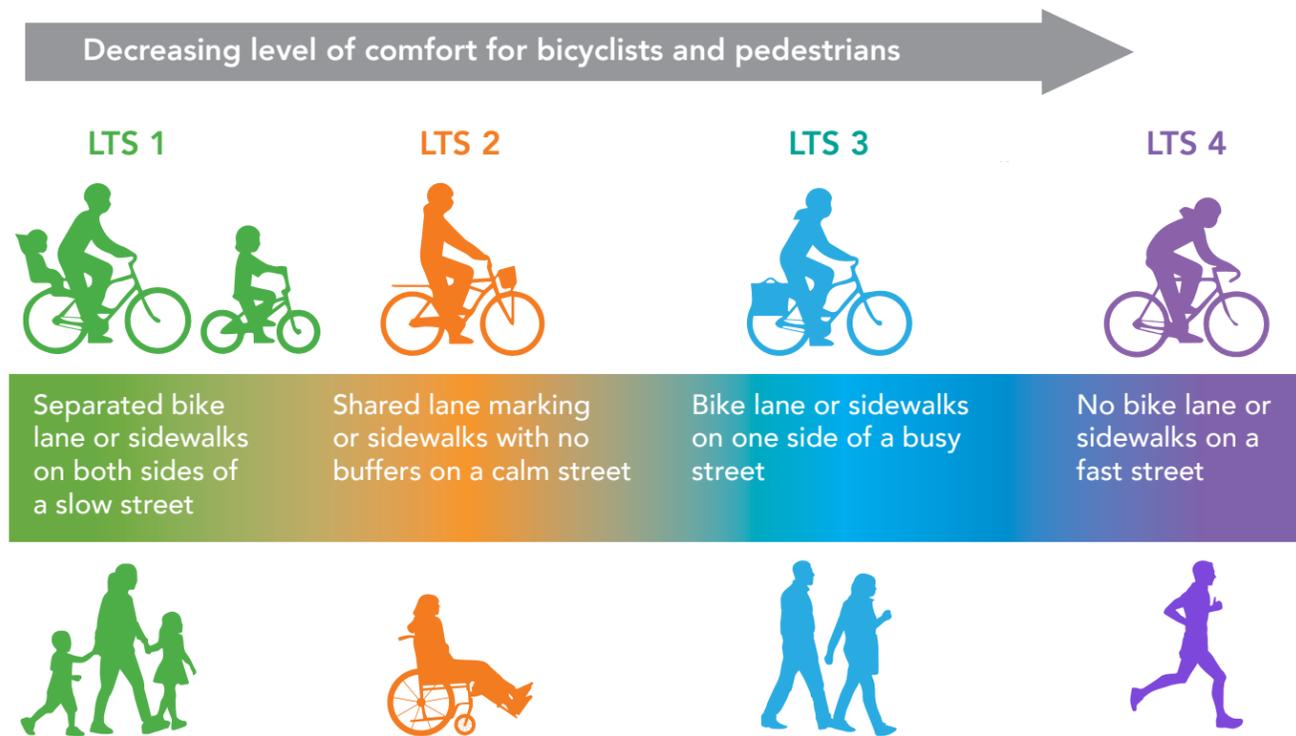
### AASHTO Classification System

- Interstate
- Freeway and Expressway
- Other Principal Arterials
- Minor Arterial
- Major Collector
- Minor Collector
- Local Road
  - Commercial/Industrial
  - Residential
  - Alleys

## Level of Traffic Stress (LTS)

Level of Traffic Stress looks at roadway characteristics (vehicle speed, lane width, ped/bike infrastructure type, etc.) and determines the level of comfort perceived by people of all ages and abilities.

- **LTS 1:** Comfortable for most people of all ages (ex: trails, sidewalks with buffers on residential streets, protected bike lanes)
- **LTS 2:** Comfortable for most adults (ex: sidewalks with no buffers on slow residential streets, marked shared lane on low-volume, low speed street)
- **LTS 3:** Comfortable for more confident adult cyclists and pedestrians (ex: complete sidewalk on one side of busy street, bike lane on 35 mph street)
- **LTS 4:** Comfortable for very confident adult cyclists and pedestrians (ex: paved shoulder on 40 mph rural road, street with sidewalk gaps exceeding 30 mph)



## How to Calculate the LTS

The below tables will help you determine how to calculate Level of Traffic Stress (LTS) for pedestrians and cyclists. In this step, you will use the data you collected in your Existing Conditions and Demand Assessments in Steps 2 and 3 to understand the current LTS for each mode and to calculate the expected LTS your design should yield. A good rule of thumb is to aim for a Level of Traffic Stress of 1 or 2.

Calculate a unique Pedestrian Level of Traffic Stress (PLTS) and Bicyclists Level of Traffic Stress (BLTS) score for each block and intersection in your project area. If you have a range of scores along a block (for example, you have sidewalks on both sides, 25 MPH speed limits, and no buffer), assign the highest score calculated for that block.

## Pedestrian Level of Traffic Stress (PLTS)

Many factors should be considered when defining how comfortable a project will be for a pedestrian walking along a corridor or crossing a street. The following analysis can help you define the existing level of comfort for a pedestrian and the expected change if proposed improvements are made.

### Dedicated Walkway Along a Route

Sidewalk and Sidepath Presence	Posted Speed Limit				
	20 MPH (School Zone only)	25 MPH	30 MPH	35 MPH	40+ MPH
Both Sides	1	1	1	1	2
Complete on One Side	1	1	2	3	4
Incomplete/None on Both Sides	1	2	3	4	4

#### Adjustment Factors

- Add LTS 1 for frequent commercial driveways
- Subtract LTS 1 for low-volume residential streets if LTS is greater than 1
- Add LTS 1 for poor condition sidewalk

### Sidewalk Buffer Along a Route

Buffer Presence and Width (includes parkways, parking lanes, bike lanes and furniture zone)	Posted Speed Limit				
	20 MPH (School Zone only)	25 MPH	30 MPH	35 MPH	40+ MPH
No Buffer	2	2	3	3	4
5'	1	1	2	3	4
10'	1	1	1	2	3

#### Adjustment Factors

- Subtract LTS 1 for street furniture or street trees

## Controlled Crossings at an Intersection or Mid-Block

Signal or Beacon Presence	Total Vehicle Lanes Crossed at Once			
	1-3 Lanes	4-5 Lanes	6-7 Lanes	8+ Lanes
PHB or HAWK (mid-block)	1	3	4	4
Traffic Signal (at an intersection)	1	2	3	4

### Adjustment Factors

- Add LTS 2 for inaccessible ramps, pushbuttons, or inaudible signals
- Add LTS 1 for no lighting
- Subtract LTS 1 for Leading Pedestrian Interval
- Consider frequency of controlled crossing opportunities

## Unsignalized Crossings at an Intersection or Mid-Block

Speed Limit	Total Vehicle Lanes Crossed at Once		
	1-3 Lanes	4-5 Lanes	6+ Lanes
20-25 MPH	1	2	4
30 MPH	1	2	4
35 MPH	2	3	4
40+ MPH	3	4	4

### Adjustment Factors

- Add LTS 2 for inaccessible ramps, pushbuttons, or inaudible signals
- Add LTS 1 for no lighting
- Subtract LTS 1 if RRFB is present
- Subtract 1 LTS if medians or pork chop islands reduce # of lanes crossed
- Add LTS 1 if AADT of street crossing is >8000

## Bicycle Level of Traffic Stress (BLTS)

Like pedestrians, cyclists will experience stress and comfort differently, depending on the street type, speed limit, and available bike infrastructure. These criteria should be used to evaluate Bicycle Level of Traffic Stress on an existing corridor and for future projects.

## Mixed Traffic - No Facility, Signed Routes, Marked Shared Lanes

# Vehicle Lanes	Average Daily Traffic	Posted or Observed Speed Limit					
		20 MPH (School Zone only)	25 MPH	30 MPH	35 MPH	40 MPH	45+ MPH
2-Way Street, No Centerline	0-750	1	1	2	2	3	4
	751-1500	1	1	2	3	3	4
	1501-3000	2	2	2	3	4	4
1-3 (With Centerline)	0-750	1	1	2	2	3	4
	751-1500	2	2	2	3	3	4
	1501-3000	2	3	3	3	4	4
	>3000	3	3	3	3	4	4
4-5 Lanes	<8000	3	3	3	3	4	4
	>8000	3	3	4	4	4	4

### Adjustment Factors

- Subtract LTS 1 if Traffic Calming is present

## Designated Bikeway

# of Vehicle Lanes	Bike Lane Width (Include buffer if present)	Speed Limit					
		20 MPH (School Zone only)	25 MPH	30 MPH	35 MPH	40 MPH	45+ MPH
2-3 Lanes	>6'	1	1	2	2	3	4
	4'-6'	2	2	2	2	3	4

## Protected Bike Lanes & Sidepaths

### Assign a block BLTS 1 except:

- Assign a block BLTS 1 except:
- Add LTS 1 where speed limit is >35
- Add LTS 1 where no buffer is present
- Add LTS 1 for frequent commercial driveway crossings
- Add LTS 1 for two-way protected bike lanes or sidepaths with frequent turning movements
- Add LTS 1 for protected bike lanes with bollards if speed limit is above 40 mph
- Add LTS 1 if poor pavement condition

## Signalized Intersections

Intersection Features	Total Vehicle Lanes Crossed at Once		
	1-3 Lanes	4-5 Lanes	6+ Lanes
Median or Pork Chop Islands	1	2	n/a
Protected Intersection	1	2	3
Bike lane left of Right Turn Lane	2	3	4
Bike Lane Right of Right Turn Lane	3	4	4

## Unsignalized Intersections

Low Density Road with speeds under 45 MPH			
# of Vehicle Lanes			
AADT	1-3 Lanes	4-5 Lanes	6+ Lanes
<400	2	2	2
400-1500	3	2	2
1500-7000	4	3	2
>7000	4	4	3

Low Density Road with speeds over 45 MPH			
# of Vehicle Lanes			
AADT	2-3 Lanes	4-5 Lanes	6+ Lanes
<400	2	n/a	n/a
400-1500	2	n/a	n/a
1500-7000	2	3	n/a
>7000	3	4	4

### Adjustment Factors

- Use LTS for bicycling in mixed traffic.
- Subtract LTS 1 if median or pork chop island is on the cross street
- Add LTS 1 if a right-turn lane crosses a bike lane
- Single lane roundabouts are LTS 1 for <4000 ADT, 2 for 4000-6000 ADT, 3 for >6000 ADT

## STEP 5:

## Design Your Street

Now that you've determined your existing conditions and understand the context of your project area, it's time to develop your draft design. The following section includes recommended widths, facility types, and rights of way for roads based on the contexts defined in Step 3. Existing guidance represents current on-the-ground conditions, preferred guidance represents recommendations from the Thoroughfare Plan.

Generally, these parameters consolidate standards in Peoria's Thoroughfare Plan, Unified Development Code, and Infrastructure Design Manual and expand upon them to include a list of potential bikeways by context. These guidelines should apply to projects in general zoning areas and not those located in special use districts. Refer to Peoria's Unified Development Code if your project is within the latter. Remember to consider the findings from your Existing Conditions and Demand Analyses in Steps 2 and 3 and the results of your public engagement efforts.

Use the density, land use type, and roadway type you determined in Step 3 to identify rights-of-way and recommended pedestrian and bike facilities of your project. If you conducted a Level of Traffic Stress Analysis in Step 4, use that to inform potential design improvements for pedestrians and cyclists, especially if your existing street width exceeds the preferred width. Aim for your improvements to meet a PLTS or BLTS of 1 or 2. If you determined a Modal Hierarchy in Step 4, check to see if you're giving preference to high priority modes. Make sure to also reference the notes and exceptions. Listed below each table and record your design decisions in the **Design Concept Checklist** and **Design Checklist**.

### Project Delivery Process & Checklist Reference:

- Project Delivery Process Stage:
  - Step 1: Design Concept Development (Planning/Phase 1)
  - Step 2: Design (Phase 2)
- Checklists to Review:
  - Design Concept Checklist
  - Design Checklist

## Neighborhood Streets/Local Roads/Residential

Target Characteristics*	Low to Moderately Low Density		Moderate Density		Moderately High to High Density		
	Residential	General	Residential	General	Residential	General	
Existing Posted Speed	25-40 MPH	25-40 MPH	25-40 MPH	25-40 MPH	25-40 MPH	25-40 MPH	
Preferred Posted Speed	25-30 MPH	25-30 MPH	25-30 MPH	25-30 MPH	25-30 MPH	25-30 MPH	
Design Speed	25-30 MPH	25-30 MPH	25-30 MPH	25-30 MPH	25-30 MPH	25-30 MPH	
Existing Street Width	24'-48'	24'-60'	24'-58'	24'-58'	24'-60'	24'-60'	
Preferred Street Width	26'	34'	26'	34'	26'	34'	
Existing # of Travel Lanes (per direction)	1	1-2	1-2	1-2	1-2	1-2	
Preferred # of Travel Lanes (per direction)	1	1	1	1	1	1	
Travel Lane Width	10'	10'	10'	10'	10'	10'	
Existing Center Turn Lane/Median Width	n/a	n/a	10-12'	10-12'	10-12'	10-12'	
Preferred Center Turn Lane/Median Width	None	None	None	None	None	None	
On-Street Bikeway Options (listed least comfortable to most comfortable)	<ul style="list-style-type: none"> <li>• Paved Shoulders if no curb</li> <li>• Shared Lanes</li> <li>• Bike Boulevard</li> </ul>	<ul style="list-style-type: none"> <li>• Paved shoulders if no curb</li> <li>• Shared Lanes</li> <li>• Bike Boulevard</li> <li>• Bike Lane (6')</li> <li>• Buffered Bike Lane (5' + 2' buffer)</li> </ul>	<ul style="list-style-type: none"> <li>• Bike Boulevard</li> <li>• Bike Lane (6')</li> <li>• Buffered Bike Lane (5' + 2' buffer)</li> </ul>	<ul style="list-style-type: none"> <li>• Bike Lane (6')</li> <li>• Buffered Bike Lane (5' + 2' buffer)</li> </ul>	<ul style="list-style-type: none"> <li>• Bike Boulevard</li> <li>• Bike Lane (6')</li> <li>• Buffered Bike Lane (5' + 2' buffer)</li> </ul>		
(Optional) On-Street Parking + Curb	8.5', no striping	8.5'	8.5', no striping	8.5'	• Bike Lane (6')	8.5'	
Curb	DOT B6-18	DOT B6-18	DOT B6-18	DOT B6-18	• Buffered Bike Lane (5' + 2' buffer)	DOT B6-18	
Sidewalk Buffer	6'-10'	6'-10'	6'-10'	6'-10'	6'-10'	6'-10'	
Sidewalk	5' & 5' (if no buffer, sidewalk min. is 6')	5' & 5' (if no buffer, sidewalk min. is 6')	5' & 5' (if no buffer, sidewalk min. is 6')	5' & 5' (if no buffer, sidewalk min. is 6')	5' & 5' (if no buffer, sidewalk min. is 6')	5' & 5' - 8' & 8' (if no buffer, sidewalk min. is 6')	

### \*Notes and Exceptions:

- Existing guidance represents current on-the-ground conditions, preferred guidance represents recommendations from the Thoroughfare Plan.
- If in Form District, see unified development code.
- See Stormwater Utility and Complete and Green Streets Plan for design options and plantings.
- The preferred pavement width precludes many bikeway types. Bike lanes buffered bike lanes, and protected bike lanes should be considered when a project does not modify the existing curb to curb width and the road exceeds the recommended number of lanes. See Peoria Bicycle Master Plan for bikeway recommendations.
- Recommendations for projects in existing ROW. See Unified Development Code and Infrastructure Design Standards Manual for new development guidelines.
- If on State Road or Federal Aid Route, reference IDOT's BLR and BDE manuals.
- Posted speed limit based on Roadway Type analysis of thoroughfare plan.
- The Infrastructure Design Manual recommends sidewalks on one-side of streets in industrial areas.

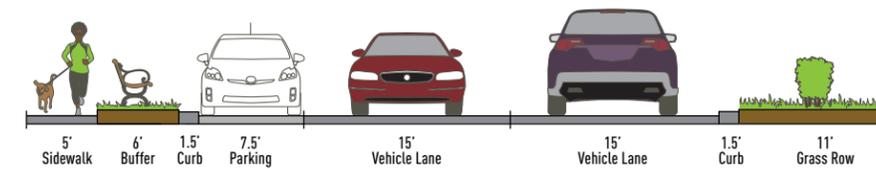
## Neighborhood Street (Local Road) Cross Section Examples

Below are examples of existing and proposed cross sections. Use these as a guide to determine how to move forward on a project.

### Example 1: Neighborhood Street, Residential Land Use, Moderate Density

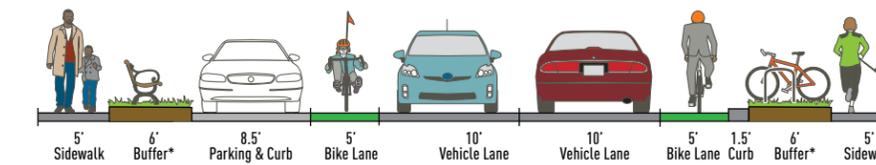
The first example is located on a Neighborhood Street in a residential area with moderate density single family homes. The speed limit is 30 MPH. It is a two-way street with no centerline. The AADT is 1600 per day. Based on the current conditions, the PLTS is 1 and the BLTS is 2.

#### Existing Cross Section



#### Proposed Cross Section

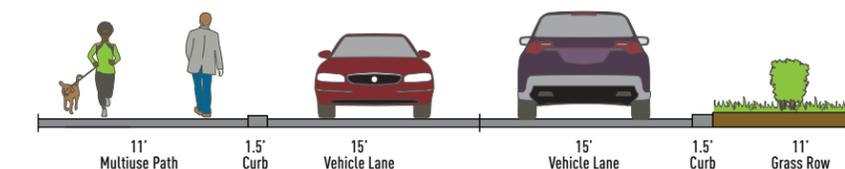
Narrowing vehicle lanes to install bike lanes will have a traffic calming effect, which would reduce the Bicycle Level of Traffic Stress to 1 on this block. This type of project could be conducted with a smaller budget.



### Example 2: Neighborhood Street, General Land Use, Moderately Low Density

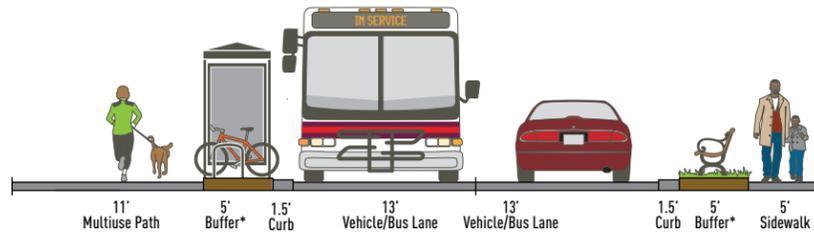
The second example is located on a Neighborhood Street adjacent to an area with moderately low density light industrial land uses. There is an existing sidepath on one side of the street and no sidewalk on the other. Each side of the street has a bus stop, and the road is marked with a centerline. The speed limit is 30 MPH and the AADT is 3400. Given the existing conditions, the current PLTS is 3 and the BLTS is 2.

#### Existing Cross Section



## Proposed Cross Section

Since this project serves an industrial area and a bus route, the lanes are left wider to accommodate larger vehicles and turning movements. Because the existing lanes are so wide, the road can be narrowed to accommodate a buffer adjacent to the sidepath. Across the street, the existing grass right-of-way can include a sidewalk and buffer. These recommendations will reduce the PLTS and BLTS to 1. This project would require a larger, reconstruction budget.



## Community Streets/Collectors

Target Characteristics*	Low to Moderately Low Density		Moderate Density		Moderately High to High Density	
	Residential	General	Residential	General	Residential	General
Existing Posted Speed	30-55 MPH	30-40 MPH	30-45 MPH	30-35 MPH	30-35 MPH	30-35 MPH
Preferred Posted Speed	30-40 MPH	30-40 MPH	30-40 MPH	30-40 MPH	30-40 MPH	30-40 MPH
Design Speed	30-40 MPH	30-40 MPH	30-40 MPH	30-40 MPH	30-40 MPH	30-40 MPH
Existing Street Width	24'-70'	24'-70'	24'-70'	24'-70'	36'-40'	40'-56'
Preferred Street Width	34'	37'	34'	37'	34'	37'
Preferred # of Travel Lanes (per direction)	1	1	1	1-2	1-2	1-2
Existing Travel Lane Width	9'-23'	10'-22'	10'-24'	10'-20'	12'	12'
Preferred Travel Lane Width	11'	10'-11'	11'	10'-11'	10'-11'	10'-11'
Center Turn Lane/Median Width	10'-12'	10'-12'	10'-12'	10'-12'	10'-12'	10'-12'
On-Street Bikeway Options (listed least comfortable to most comfortable, use LTS analysis)	<ul style="list-style-type: none"> <li>• Paved Shoulders if no curb,</li> <li>• Bike Lane (6')</li> <li>• Buffered Bike Lane (5' + 2' buffer)</li> </ul>		<ul style="list-style-type: none"> <li>• Bike Lane (6')</li> <li>• Buffered Bike Lane (5' + 2' buffer)</li> </ul>	<ul style="list-style-type: none"> <li>• Bike Lane (6')</li> <li>• Buffered Bike Lane (5' + 2' buffer)</li> <li>• Protected Bike Lane (5' + 2' buffer) if infrequent driveways</li> </ul>	<ul style="list-style-type: none"> <li>• Bike Lane (6')</li> <li>• Buffered Bike Lane (5' + 2' buffer)</li> <li>• Protected Bike Lane (5' + 2' buffer) if infrequent driveways</li> </ul>	
(Optional) On-Street Parking + Curb	8.5', no striping	8.5'	8.5'	8.5'	8.5'	8.5'
Curb	IDOT B6-18	IDOT B6-18	IDOT B6-18	IDOT B6-18	IDOT B6-18	IDOT B6-18
Sidewalk Buffer	4'-5'	4'-5'	4'-5'	4'-5'	4'-5'	4'-5'
Sidewalk	5' & 5'	5' & 5'	5' & 5'	5' & 5'	5' & 5'	5' & 5' - 8' & 8'

### \*Notes and Exceptions:

- Existing guidance represents current on-the ground conditions, preferred guidance represents recommendations from the Thoroughfare Plan.
- If in Form District, see unified development code.
- See Stormwater Utility and Complete and Green Streets Plan for design options and plantings.
- The preferred pavement width precludes many bikeway types. Bike lanes buffered bike lanes, and protected bike lanes should be considered when a project does not modify the existing curb to curb width and the road exceeds the recommended number of lanes. See Peoria Bicycle Master Plan for bikeway recommendations.
- Recommendations for projects in existing ROW. See Unified Development Code and Infrastructure Design Standards Manual for new development guidelines.
- If on State Road or Federal Aid Route, reference IDOT's BLR and BDE manuals.
- If on bus route, include bus shelters, signage, and pads.
- Posted speed limit based on Roadway Type analysis of throughfare plan.
- The Infrastructure Design Manual recommends sidewalks on one-side of streets in industrial areas.

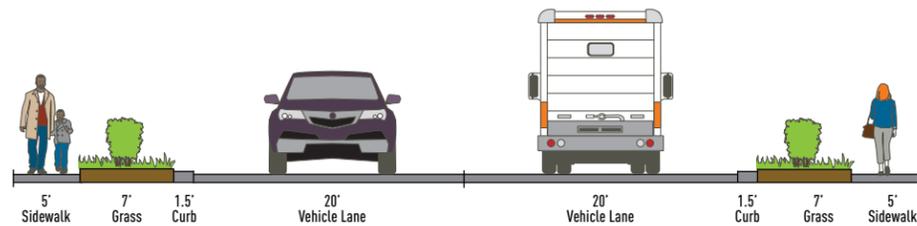
## Community Street (Collector) Cross Section Examples

Below are examples of existing and proposed cross sections. Use these as a guide to determine how to move forward on a project.

### Example 1: Community Street, Residential Land Use, Moderately High Density

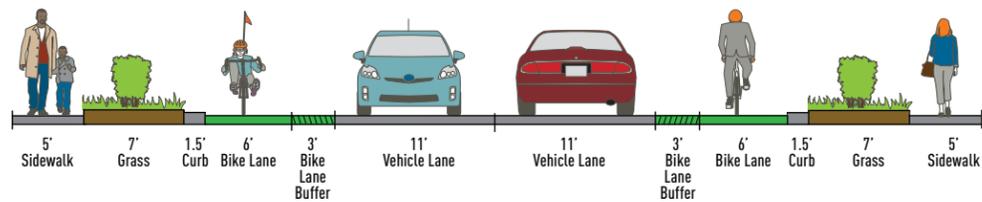
This example is on a Community Street located in a moderate density residential area. There is a mix of single and multi-family homes on the block. It is near a school. The AADT is 5600, speed limit is 30 MPH, and the street is marked with a centerline. There are frequent driveway crossings along the block. Given these conditions, the current PLTS is 2. The BLTS is 3.

#### Existing Cross Section



#### Proposed Cross Section

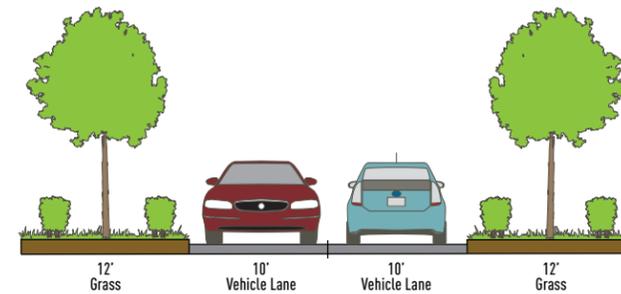
The two vehicle lanes could be reduced to accommodate buffered bike lanes, which would reduce the BLTS to 2 and the PLTS to 1. This outcome could be achieved with a smaller budget.



### Example 2: Community Street, General Land Use, Low Density

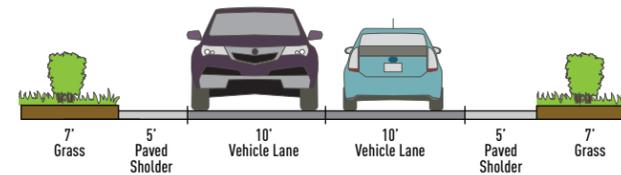
#### Existing Cross Section

This project is on a Community Street in a low density area. The adjacent land uses include farmland and a small industrial business. The speed limit is 40 MPH and the AADT is 2050. The street has a centerline. The current PLTS and BLTS is 4.



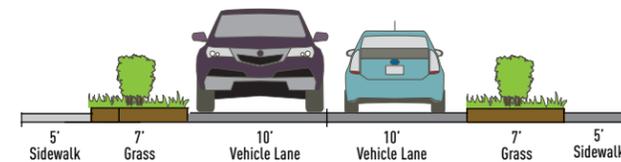
#### Proposed Cross Section, Option A

In the first option, the road could be widened to include paved shoulders. While this option would not improve the PLTS or BLTS, it would accommodate more confident cyclists and may be an option if this route is used frequently by them.



#### Proposed Cross Section, Option B

The second option could include installing sidewalks on either side of the street. This option meets the standards in the Design Guide but would not be necessary due to the low level of pedestrian activity. This option would reduce the PLTS to 2 and have no impact on the BLTS.



## Regional Streets/Arterials

Target Characteristics*	Low to Moderately Low Density		Moderate Density		Moderately High to High Density	
	Residential	General	Residential	General	Residential	General
Existing Posted Speed	30-45 MPH	30-55 MPH	30-50 MPH	30-50 MPH	30 MPH	30 MPH
Preferred Posted Speed	30-45 MPH	30-45 MPH	30-45 MPH	30-45 MPH	30-40 MPH	30-40 MPH
Design Speed	30-55 MPH	30-55 MPH	30-55 MPH	30-55 MPH	30-55 MPH	30-55 MPH
Existing Street Width	40'-80'	24'-80'	24'-72'	24'-80'	20'-54'	24'-76'
Preferred Street Width	52'-64'	80'-100'	100'	80'-100'	100'	80'-100'
Existing # of Travel Lanes (per direction)	1-2	2-3	2-3	2-3	1-2	1-2
Preferred # of Travel Lanes (per direction)	1-2	2-3	2-3	2-3	1-2	1-2
Existing Travel Lane Width	10'-16'	9'-27'	9'-26'	9'-27'	9'-12'	9'-17'
Preferred Travel Lane Width	10'-13'	10'-13'	10'-13'	10'-13'	10'-13'	10'-13'
Center Turn Lane/Median Width	10'-14'	10'-14'	10'-14'	10'-14'	10'-14'	10'-14'
Bikeway Options (listed least comfortable to most comfortable, use LTS analysis)	Sidepath (10')	Sidepath (10')	Sidepath (10')	Sidepath (10')	<ul style="list-style-type: none"> <li>• Bike Lane (6')</li> <li>• Buffered Bike Lane (5' + 2' buffer)</li> <li>• Protected Bike Lane (5' + 2' buffer) if infrequent driveways</li> </ul>	
(Optional) On-Street Parking + Curb	8.5', no striping	8.5'	8.5'	8.5'	8.5'	8.5'
Curb	IDOT B6-18	IDOT B6-18	IDOT B6-18	IDOT B6-18	IDOT B6-18	IDOT B6-18
Sidewalk Buffer	4'-5'	4'-5'	4'-5'	4'-5'	4'-5'	4'-5'
Sidewalk	10' & 5'	10' & 5'	10' & 5'	10' & 5'	5' & 5'	5' & 5' - 8' & 8'

### \*Notes and Exceptions:

- Existing guidance represents current on-the-ground conditions, preferred guidance represents recommendations from the Thoroughfare Plan
- If in Form District, see unified development code
- See Stormwater Utility and Complete and Green Streets Plan for design options and plantings
- The preferred pavement width precludes many bikeway types. Bike lanes buffered bike lanes, and protected bike lanes should be considered when a project does not modify the existing curb to curb width and the road exceeds the recommended number of lanes. See Peoria Bicycle Master Plan for bikeway recommendations
- Recommendations for projects in existing ROW. See Unified Development Code and Infrastructure Design Standards Manual for new development guidelines.
- If on State Road or Federal Aid Route, reference IDOT's BLR and BDE manuals
- If on bus route, include bus shelters, signage, and pads

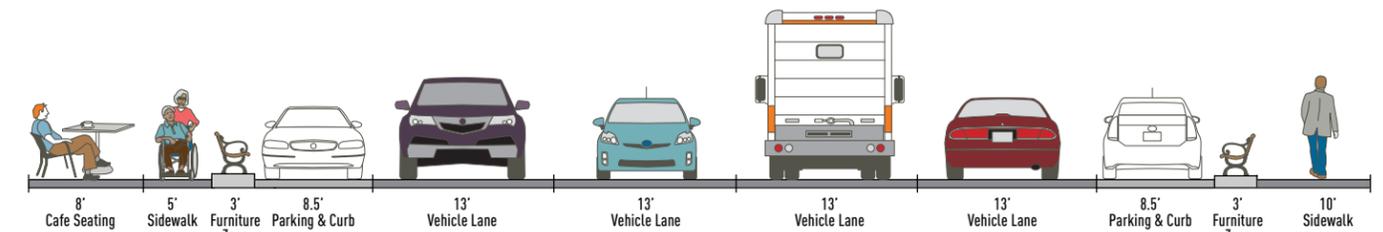
## Regional Street (Arterial) Cross Section Examples

Below are examples of existing and proposed cross sections. Use these as a guide to determine how to move forward on a project.

### Example 1: Regional Street, General Land Use, High Density

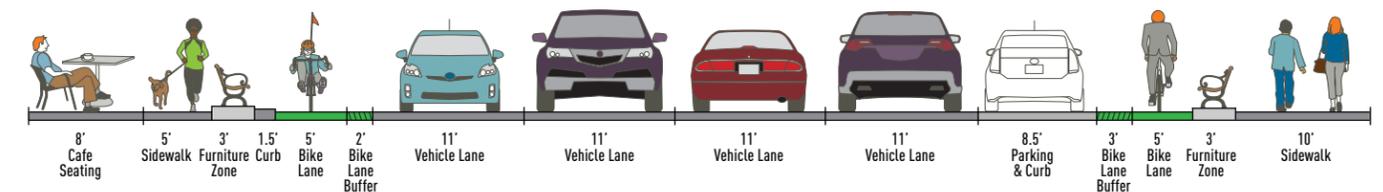
#### Existing Cross Section

This example is located on a Regional Street in a high density area with ground floor retail and office spaces. The AADT is 5150 and the speed limit is 30 MPH. The current PLTS is 1 and the BLTS is 3.



#### Proposed Cross Section

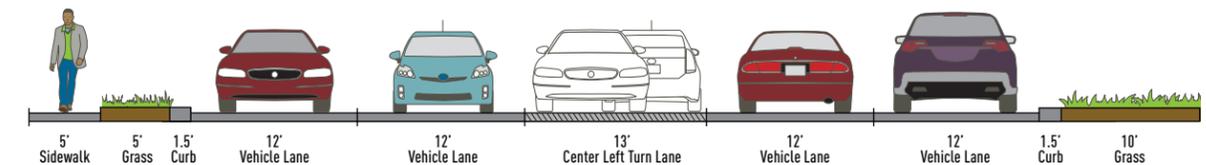
The proposed improvements would result in a BLTS of 2.



### Example 2: Regional Street, General Land Use, Moderate Low Density

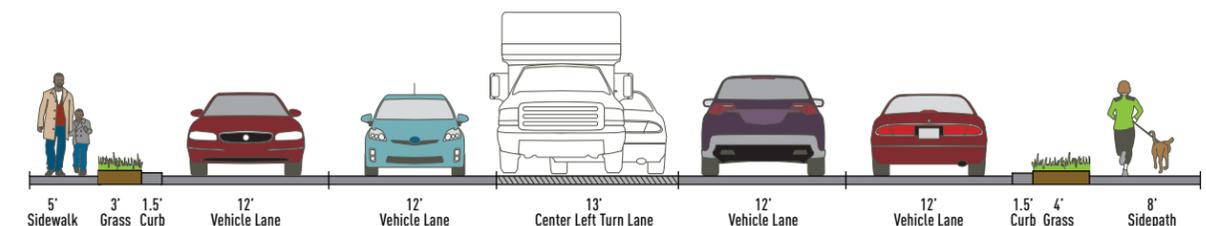
#### Existing Cross Section

This example is located on a Regional Street with moderately low density single family homes on one side and open space on the other. The AADT is 16,300 and the speed limit is 35 MPH. There are no street trees on the block. The PLTS is 3 and the BLTS is 4.



#### Proposed Cross Section

The proposed improvements would reduce the PLTS to 2 and the BLTS to 1.



## Amenities

If your project has a buffer area or wide sidewalks, consider adding amenities to improve the experience for pedestrians and cyclists. Some amenities, such as street trees, should be considered for all project types. Others, such as bus shelters, waste receptacles or café seating should be considered in the context of the adjacent land use and infrastructure. The below table provides a general summary of the types of amenities to consider and where they could be most beneficial.

### Amenity Recommendations

Amenity Type	Low to Moderate Low Density		Moderate to High Density		Recommended Street Typology
	Residential	General	Residential	General	
Street Trees	✓	✓	✓	✓	All
Native Landscaping	✓	✓	✓	✓	All
Bioswales/Green Infrastructure	✓	✓	✓	✓	Neighborhood
Wayfinding Signage				✓	All
Pedestrian Scaled Lighting		✓	✓	✓	Community & Regional
Benches				✓	Community & Regional
Bus Shelters	✓	✓	✓	✓	Community & Regional
Waste Receptacles				✓	Community & Regional
Café Seating				✓	Community & Regional
Bike Share Stations			✓	✓	Community & Regional
Bike Racks		✓		✓	Community & Regional

#### \*Notes and Exceptions:

- See the Unified Development Code, Stormwater Ordinance, Infrastructure Design Standards Manual, Heart of Peoria Plan and Downtown Streetscape Master Plan for more details.

## STEP 6:

# Intersection Improvements and Traffic Calming

Finally, if your project includes intersections or needs traffic calming, there are many tools available. The upgrades you choose will largely depend on the project type, scope, and budget. These recommendations should build on the previous steps you conducted.

Use the tables below to define your intersection type and to guide your process for selecting tools.

#### Project Delivery Process & Checklist Reference:

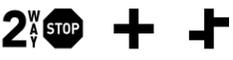
- Project Delivery Process Stage:
  - Step 1: Design Concept Development (Planning/Phase 1)
  - Step 2: Design (Phase 2)
- Checklists to Review:
  - Design Concept Checklist
  - Design Checklist

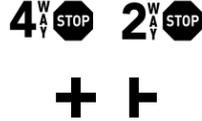
Intersection Type	Typology Description	Typologies
 Signalized	Intersection of two streets of any classification, each controlled by a traffic signal	Regional/Arterials and Community/Collectors
 4-Way Stop Controlled	Intersection of two streets of any classification, each controlled by a stop sign	Community/Collectors and Neighborhood Streets
 2-Way Stop Controlled	Intersection of a major and minor street where the major street has no traffic control	Neighborhood Streets
 Uncontrolled	No legs of intersection have traffic controls	Neighborhood Streets
 Offset	Intersection where two legs of the same street or trail do not meet	Neighborhood Streets
 Mid-Block Crossing	Along trails, institutional campuses, and other land uses that generate frequent pedestrian crossings away from intersections	Community/Collectors and Neighborhood Streets
 Mid-Block Traffic Calming	Along neighborhood streets where community has requested additional traffic calming measures	Neighborhood Streets

Use this table to select tools for the intersection or intersections in your project area. Use the Level of Traffic Stress Analysis you conducted in Step 4 to help identify possible improvements. See Peoria's Traffic Calming Policy for additional details and guidance for several of the facility types.

Tool Name	Tool Description	Intersection Type
<b>Curb Ramps, Detectable Warning Pads, Crosswalks</b>	Curb ramps, detectable warning pads, and crosswalks should be provided at all intersections with sidewalks and multi-use paths. Curb ramps enable people using wheelchairs to cross streets and detectable warning pads direct people with visual impairments through an intersection at a crosswalk. All crosswalks not controlled by signals or stop signs should have longitudinal crosswalks, per the Manual of Uniform Traffic Control Devices (MUTCD) and they may also be used at uncontrolled midblock crossings. Crosswalks should be as wide as an approaching sidewalk.	
<b>Bicycle/Pedestrian Crossing Signs</b>	There are several signage options to alert drivers to the presence of pedestrians and cyclists. Pedestrian and/or bicycle crossing signs warn drivers that a school, pedestrian or bicycle crossing is ahead. When used, this treatment should include an advanced warning sign and a sign at the crossing. "Must stop for pedestrians in crosswalk" signage can be placed at traffic signals, stop signs and uncontrolled crossings to remind drivers and bicyclists of the legal requirement to give pedestrians the right-of-way at intersections.	
<b>Bike Crosswalks (For Streets with Trails/Sidepaths)</b>	Bicycle crosswalks are placed adjacent to pedestrian crosswalks where trails, sidepaths and protected bike lanes intersect streets. They can be highlighted in green to increase visibility.	
<b>Intersection Markings (For Streets with Bike Lanes)</b>	Intersection crossing markings indicate the proper lane position for a cyclist through an intersection. They are particularly useful at large intersections, or at those where the lane positions shift. They can also be used where a bikeway turns from one street to another. Intersection crossing markings can be represented by dashed lines called elephant's feet and/or highlighted in green paint.	
<b>Countdown Signals</b>	Countdown pedestrian signals show the amount of time that remains before a traffic signal changes from walk to don't walk. They are designed to reduce the number of pedestrians who start crossing when there is not enough time to complete their crossing safely. Countdown pedestrian signals are required by the MUTCD for all new and rehabbed pedestrian signal installations. Follow MUTCD for timing requirements.	
<b>Bicycle Detection</b>	Traditional demand-actuated traffic signals do not detect most bicycles. All demand-actuated signals should be designed to detect a normal bike with metal rims, through loop detectors, cameras, or alternative detection methods, such as video or microwave detectors. Additionally, pavement markings should show bicyclists where to position themselves to actuate in-pavement detectors. Bicycle actuated signals are equally effective and beneficial for motorists.	
<b>Accessible Pedestrian Signals</b>	Use sound or voice at signals to inform pedestrians of a signal phase to assist people with visual disabilities.	

Tool Name	Tool Description	Intersection Type
<b>Leading Pedestrian Intervals</b>	Provide a 3 second advance walk signal for pedestrians only to make them more visible to turning cars. These are most effective at intersections with high pedestrian volumes and high vehicle turning movements.	
<b>Reduced Corner Radii</b>	The size of the corner relates to the length of a crosswalk and the speed of turning traffic. Smaller curb radii create a shorter crossing distance for pedestrians and encourage drivers to slow down when making right turns, though narrower radii can be challenging for truck drivers to navigate.	
<b>Median Refuge Islands</b>	Median refuge islands buffer and protect pedestrians and cyclists crossing wide or busy streets, enabling them to cross in two stages. Where possible, they should be wide enough to accommodate the length of a standard bicycle, about 7-feet. Crossing islands should be paired with high visibility crosswalks, stop bars, and pedestrian crossing warning signs. They are most appropriate for use at unsignalized crossings on 2-lane roads with a center turn lane, though may also be used at mid-block locations. Where space permits, they also may be considered at multi-lane intersections with painted medians. Guidance and acceptable uses will vary by roadway jurisdiction.	
<b>Bump-Outs</b>	Bump-outs provide shorter crossing distances for pedestrians and improve sight lines for both drivers and pedestrians. In addition to improving sightlines, they can slow the speed of turning traffic, though careful attention should be paid to the design to accommodate turning truck traffic. They are most appropriate for use on local roads where they intersect arterial and collector streets.	
<b>Rectangular Rapid Flashing Beacons</b>	Rectangular rapid flash beacons (RRFBs) are highly visible, using flashing yellow LED lights to supplement standard pedestrian crossing warning signs at mid-block and other unsignalized crossing locations. These user-activated beacons are FHWA-approved and promote increased yield rates and improved pedestrian safety. They are a low-cost alternative to a hybrid beacon and are appropriate for use at locations that do not warrant a full traffic signal. RRFBs should be installed on each side of the road at a center island or median if applicable.	
<b>Daylighting Intersections</b>	To increase pedestrian visibility at intersections, parking can be prohibited within 15- to 20-feet of the intersection. The policy can be accompanied by no parking signage.	
<b>Roundabouts</b>	Roundabouts direct users through intersections in a predictable manner. They can help reduce the severity of crashes and can calm traffic on residential streets. They are most effective when grouped in a series of three. They can be designed with mountable curbs to allow large vehicles to travel through an intersection.	

Tool Name	Tool Description	Intersection Type
<b>Diverter</b>	Diverters are raised areas placed across a four-way intersection that prohibit through movements and force turns for approaches. Diverters can be considered on local streets where documented cut-through traffic is an issue.	
<b>Partial or Full Closure</b>	A partial closure is a physical barrier that restricts vehicles from turning on to a street, while still allowing for bicycle access. The adjacent lane is left open to allow vehicles to exit, while two-way traffic is maintained for the remainder of the block. Partial closures can be considered on local streets with cut-through traffic. A complete closure of the street blocks both lanes of travel, so that the street becomes a cul-de-sac. This measure eliminates all through traffic and limits street access to residents. This measure is applicable to local streets with major cut-through concerns where an emergency vehicle response route does not exist. The closure location may be designed as a pocket park with through bicycle and pedestrian access, depending on roadway geometrics.	
<b>Chicane</b>	Chicanes create a curved street alignment that can be designed into new developments or retrofitted in existing right-of-way. The curvilinear alignment requires additional maneuvering and shortens drivers' sightlines, resulting in lower overall speeds. This device can be applied to any street where speed control is desired, provided the street is wide enough to accommodate the curvilinear design. Chicanes may require additional right-of-way for construction.	
<b>Mid-block choker</b>	Chokers are raised islands in the parking zone that can be detached from the curb-line to allow for drainage. Mid-block chokers narrow the roadway and are most applicable on wide streets with long blocks having speeding and cut-through problems. Chokers can have the same narrowing effect as parked vehicles on streets where there is little or no on-street parking. Chokers may be installed with either landscaping or hardscaping.	
<b>Edgeline Striping</b>	Edge-line striping is used to create narrow travel lanes which give the impression of a narrower street. This visual narrowing may help reduce overall speeds. Striping can be at curb end or midblock to create a median. Edge-line striping is most applicable on long, wide residential streets with speeding traffic. Edge-line striping may include defining the parking lane of a street.	

Tool Name	Tool Description	Intersection Type
<b>Bicycle Facilities</b>	In-street bicycle facilities, such as bike lanes and sharrows, as recommended in the Bicycle Master Plan or as otherwise appropriate, help utilize the right-of-way space and create narrower travel lanes. This gives the impression of a narrower street, which may help reduce traffic speeds. The need for bicycle facilities will be evaluated in accordance with the city's Bicycle Master Plan. Depending on the extent of the bicycle facility project, this could be considered a higher cost option.	
<b>Speed Feedback Signs</b>	Radar speed display signs are a permanent version of the radar trailer, where drivers are informed of their speeds in relation to the posted speed limit.	
<b>Traffic Signs</b>	Traffic signs may be installed to make roadway users aware of a roadway condition, to fully utilize parking capacity, or to restrict vehicular traffic. Examples include speed limit, curve warning, turn restrictions (full time or by time of day), curve warnings, chevrons, and parking signage.	
<b>Truck Restrictions</b>	Restricting the entry of trucks over 4 tons into residential neighborhoods may be achieved through the posting of truck restriction signs. This method is most applicable on residential streets to help reduce cut-through traffic of commercial vehicles not doing business within that neighborhood.	
<b>Speed Humps</b>	Speed humps are areas of pavement raised three (3) inches in height over a minimum of 12 feet in length, designed to lower travel speeds through a roadway corridor. Speed humps have pavement markings, advisory signs, and advanced warning signs. Speed humps can be used on residential 2-lane local or minor neighborhood collector roadways, with a maximum posted speed limit of 30 mph to address speed problems. They also may be used to deter cut-through traffic.	
<b>In-Road Must Stop for Pedestrian Signs</b>	In-Road Must Stop for Pedestrian Signs are installed in the center of crosswalks or at medians to remind drivers of the state law. They should not be installed adjacent to left turn lanes. These are especially useful in areas with high pedestrian volumes, such as near schools, parks, and local business districts.	

**Notes:**

- Some tools will require a traffic study.
- Signal upgrades may not be feasible under existing conditions.
- Crossings along school routes should include school crossing signage instead of pedestrian crossing signs.

# Citations and References

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## Links to Peoria Plans and Policies Referenced in the Design Guide

[Heart of Peoria Plan \(2002\)](#)

[Comprehensive Plan \(2011\)](#)

[Unified Development Code \(2012\)](#)

[Developer's Handbook \(2012\)](#)

[Growth Cell Strategy Report \(2012\)](#)

[Traffic Calming Program Manual \(2023\)](#)

[Refining the Draft Infrastructure Design Standards \(2012\)](#)

[Infrastructure Design Standards Manual \(2012\)](#)

[Roundabouts \(2012\)](#)

[Bike Routes \(2012\)](#)

[Downtown Streetscape Master Plan \(2023\)](#)

[Bicycle Master Plan \(2016\)](#)

[City of Peoria Stormwater Ordinance \(2016\)](#)

[Stormwater Ordinance Overview \(2016\)](#)

[Throughfare Plan \(2020\)](#)

## Links to IDOT Design Guidelines

[Bureau of Design and Environment Manual, IDOT](#)

[Bureau of Local Roads Manual, IDOT](#)

[Guidance on Mid-Block and Uncontrolled Crossings, IDOT](#)

## Links to Other Design Guidance

[Designing Walkable Urban Thoroughfares, ITE](#)

[FHWA Speed Management Toolkit, FHWA](#)

[Manual for Uniform Traffic Control Devices \(MUTCD\), FHWA](#)

[Policy on Geometric Design of Highways and Streets \(Green Book\), AASHTO  
Hard Copies Only](#)

[Road Diet Informational Guide, FHWA](#)

[Roundabouts: An Informational Guide, FHWA](#)

[Transit Street Design Guide, NACTO](#)

[Urban Bikeway Design Guide, NACTO](#)

[Urban Street Design Guide, NACTO](#)

## Links to Data Sources

[Average Annual Daily Traffic/Truck Volumes, IDOT](#)

[Crashes \(raw data\), IDOT](#)

[Crashes \(City and County summaries\), IDOT](#)

[Illinois Roadway Inventory System \(IRIS\), Structures, and Signals, IDOT](#)

# CHAPTER 4

## Project Checklists



## PEORIA | COMPLETE STREETS |

### CHAPTER 4

### Project Checklists

This chapter includes three checklists to be completed during the Project Delivery Process.

- Existing Conditions Checklist
- Design Concept Checklist
- Design Checklist

## ✓ Existing Conditions Checklist

Complete this checklist during Step 1: Design Concept Development of the Project Delivery Process (Chapter 2). Refer to Steps 1 and 2 of the Design Guide (Chapter 3) for additional guidance.

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

DOCUMENT EXISTING CONDITIONS	
Please provide the following data about the existing roadway:	
Functional Classification	
Speed limit	
Average Annual Daily Traffic (AADT)	
Number of traffic lanes	
Traffic lane widths	
Curb to curb width	
What bicycle, pedestrian, and transit accommodations are currently located within the project area?	
Pedestrian (including ADA) Facilities	
Bicycle Facilities	
Transit (stops, shelters) Facilities	
Pedestrian or bicycle facilities that help people navigate intersections or cross the road (e.g. crosswalks, traffic signals, rapid flashing beacons, etc.)	
How many crashes have occurred in the project area over the last 5 years (of available data)?	
Pedestrian Crashes	
Bicycle Crashes	
Vehicle Crashes	

Checklist continues >

UNDERSTAND THE CURRENT AND FUTURE DEMAND (See Step 2 of the Design Guide)			
	YES	NO	Comments
Do any adopted plans call for the development of walking, biking or transit facilities in the project area? Please note what facilities are recommended.			
Have any other pedestrian, bicycle, or transit improvements for the project area been previously identified by staff or the public?			
Are any of the following major destinations and facilities (existing or planned) within a quarter mile of the proposed project? List the stakeholders/agencies you'll need to coordinate with in the Comments.			
	YES	NO	Comments
Schools			
College campuses			
Community centers			
Parks/trails			
Bike lanes			
Medical facilities			
Senior care facilities			
Bus route			
Truck/freight route			
Railroads			
Bridge structures			
Stormwater utilities			
Other			
Could any of the major destinations or facilities you identified above attract walking or bicycling employees, students, customers, visitors, or others?			
Does anyone who may be dependent on walking, biking, or transit live nearby the project area (e.g. children, older adults, people with disabilities, low-income or underserved populations)?			

# ✓ Design Concept Checklist

Complete this checklist during the Step 1: Design Concept Development of the Project Delivery Process (Chapter 2). Refer to Steps 3 through 6 of the Design Guide (Chapter 3) for additional guidance. Once completed, the checklist should be reviewed by the Transportation Commission.

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

DETERMINE THE CONTEXT (See Steps 3 of the Design Guide)			
What is the Land Use Typology?			
What is the Street Typology?			
What is the Density around the project area?			
What Intersection Types were identified?			
DETERMINE THE MODAL HIERARCHY AND LEVEL OF TRAFFIC STRESS (See Step 4 of the Design Guide)			
What is the current Modal Hierarchy?			
What is the current Pedestrian Level of Traffic Stress (LTS) for the project area?			
What is the current Bicycle Level of Traffic Stress (LTS) for the project area?			
If you answered YES to at least one of the Demand questions in the Existing Conditions Checklist, does the current Modal Hierarchy or Level of Traffic Stress adequately address the identified transportation needs and demands of the community? If No, what adjustments do you propose be made?			
PROPOSED DESIGN CONCEPT (See Steps 5 and 6 of the Design Guide)			
Considering the Existing Conditions Checklist and Design Context, which of the following facilities will be included in the design concept?			
Pedestrian Facilities	YES	NO	Mileage/Quantity
Sidewalks (new or repair)			
Accessible sidewalk curb ramps			
Curb extensions/Bump-outs			
Sidewalk buffers			
Crosswalks			
Rectangular rapid flashing beacon			
Pedestrian countdown signals			
Pedestrian scale lighting			
Pedestrian amenities (e.g. benches, trees, etc.)			
Other pedestrian facility			

Checklist continues > 66

PROPOSED DESIGN CONCEPT			
Bicycle Facilities	YES	NO	Mileage/Quantity
Bike lanes			
Buffered bike lanes			
Protected bike lanes			
Multiuse path			
Bike compatible shoulders			
Bike crosswalk			
Bike lane intersection markings			
Bicycle detection			
Bicycle amenities (e.g. bike racks, bike share stations, etc.)			
Other bicycle facility			
Transit Facilities	YES	NO	Mileage/Quantity
Bus stop			
Bus shelter			
Other transit facility			
Traffic Calming Improvements	YES	NO	Mileage/Quantity
Bump-outs			
Chicane			
Daylighting intersections			
Diverter			
Edge-line striping			
Median refuge islands			
Mid-block choker			
Mini-roundabout			
Partial or full closure			
Reduced corner radii			
Speed humps			
Truck restrictions			
Crossing signs			
In-road 'Must Stop for Pedestrians' signs			
Traffic signs			
Speed feedback signs			

Checklist continues >

COMPLETE STREETS REVIEW			
	YES	NO	Comments
Does the proposed design concept support recommendations from existing adopted plans?			
Does the proposed design concept accommodate the travel needs of all road users to major destinations within or nearby the project area? If No, please provide proper justification for why certain accommodations are not possible.			
Are the proposed facilities a good candidate for a pop-up demonstration project?			

## Complete Streets Design Concept Sign-off

### Project Manager Sign-off

The proposed design considers the needs of all users and is consistent with Peoria's Complete Streets Policy.

Project Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Program Manager or City Engineer Sign-off

The proposed design considers the needs of all users and is consistent with Peoria's Complete Streets Policy.

Program Manager/City Engineer signature: \_\_\_\_\_

Date presented to Transportation Commission: \_\_\_\_\_

## ✓ Design Checklist

Complete this checklist during Step 2: Design of the Project Delivery Process (Chapter 2). Refer to Steps 5 and 6 of the Design Guide (Chapter 3) for design guidance. Once completed, the checklist should be reviewed by the Program Manager or City Engineer.

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

COMMUNITY FEEDBACK			
	YES	NO	Comments
Have any community meetings or engagement activities taken place for this project yet? Please describe.			
Has the design been adjusted in any way based on comments received? If yes, please describe.			
DESIGN YOUR STREET AND INTERSECTIONS (See Steps 5 and 6 of the Design Guide)			
Which of the following facilities will be included in the project design?			
Pedestrian Facilities	YES	NO	Mileage/Quantity
Sidewalks (new or repair)			
Accessible sidewalk curb ramps			
Curb extensions/Bump-outs			
Sidewalk buffer			
Crosswalks			
Rectangular rapid flashing beacon			
Pedestrian countdown signals			
Pedestrian scale lighting			
Pedestrian amenities (e.g. benches, trees, etc.)			
Other pedestrian facility			
Bicycle Facilities	YES	NO	Mileage/Quantity
Bike lanes			
Buffered bike lanes			
Protected bike lanes			
Multiuse path			
Bike boulevard			

Checklist continues >

DESIGN YOUR STREET AND INTERSECTIONS			
<b>Bicycle Facilities</b>	YES	NO	Mileage/Quantity
Shared lane markings			
Bike compatible shoulders			
Bike crosswalk			
Bike lane intersection markings			
Bicycle detection			
Bicycle amenities (e.g. bike racks, bike share stations, etc.)			
Other bicycle facility			
<b>Transit Facilities</b>	YES	NO	Mileage/Quantity
Bus stop			
Bus shelter			
Other transit facility			
<b>Traffic Calming Improvements</b>	YES	NO	Mileage/Quantity
Bump-outs			
Chicane			
Daylighting intersections			
Diverter			
Edge-line striping			
Median refuge islands			
Mid-block choker			
Mini-roundabout			
Partial or full closure			
Reduced corner radii			
Speed humps			
Truck restrictions			
Crossing signs			
In-road 'Must Stop for Pedestrians' signs			
Traffic signs			
Speed feedback signs			

Checklist continues >

DESIGN IMPACT (See Step 4 of the Design Guide)			
	YES	NO	Comments
Does the proposed design follow all applicable and current design standards or guidelines, and best practices for bicycle and pedestrian facilities and ADA compatibility?			
Will the proposed design block or hinder pedestrian or bicycle movement in any way?			
Was the Modal Hierarchy determined for the new design? Document results.			
Was the Pedestrian LTS determined for the new design? Document results.			
Was the Bicycle LTS determined for the new design? Document results.			
Were any facilities originally considered in scoping/concept development removed during the design process? Please explain.			
Will the proposed design improve pedestrian, bicycle or transit travel in the area? Please explain.			

## Complete Streets Design Sign-off

### Project Manager Sign-off

The proposed design considers the needs of all users and is consistent with Peoria's Complete Streets Policy.

Project Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

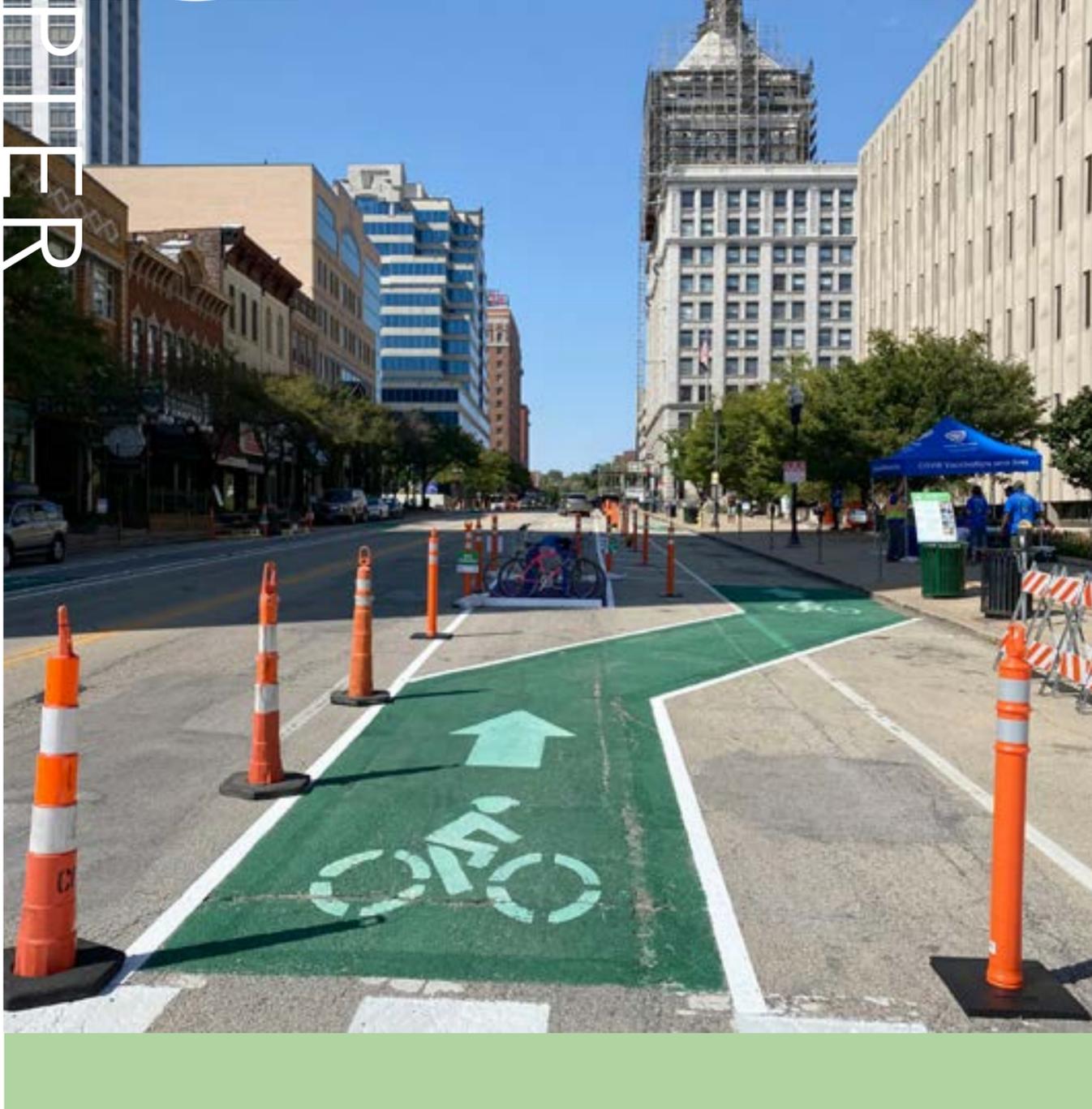
### Program Manager or City Engineer Sign-off

The proposed design considers the needs of all users and is consistent with Peoria's Complete Streets Policy.

Program Manager/City Engineer signature: \_\_\_\_\_

Date presented to Transportation Commission: \_\_\_\_\_

# CHAPTER 5 Community Engagement



## PEORIA | COMPLETE STREETS |

### CHAPTER 5

## Community Engagement

This chapter includes the following tools for developing a community engagement plan:

- Engagement Best Practices
- Community Engagement Menu
- Community Engagement Plan

During the Design Concept Development and Design stages of the Project Delivery Process, refer to the **Community Engagement Menu** to determine which outreach tools will be used to collect stakeholder and public feedback. Use the **Community Engagement Plan** template to identify key stakeholders and appropriate tools and tactics from the Menu that will help you collect a representative sample of input to inform the project's development.

# Engagement Best Practices

## Why is Community Engagement Important?

Community participation is a vital component to the development of a transportation project. Getting input from a diverse and representative group of agencies, stakeholders, community based organizations, and individuals will help city staff and the consulting team better address community needs in the planning and design of a project.

Many groups and organizations, especially vulnerable and underserved populations such as children, seniors, people of color, immigrant populations and people with disabilities, offer a unique perspective on the ways that people get around the city of Peoria. Involving these groups in your outreach is key to creating trust, building consensus, and elevating underrepresented voices to incorporate them into the decision-making process.



## Engagement Best Practices

While developing your engagement strategy, there are important considerations to keep in mind, such as the overall purpose of your community engagement and how the community input will shape the project. In addition, your engagement should be structured in such a way to allow it to be accessible to all members of your community. Below are best practices and key questions to ask to help you structure your outreach:

- Engage in a timely, consistent, meaningful, honest and efficient manner
- Instill investment and confidence in your participants
- Provide transparent decision-making
- Determine how community voices will be heard and incorporated into your project design. Does your design reflect community input?
- Bring engagement opportunities to the community rather than make the community come to you



## Accessibility Questions:

- Is your engagement activity open to everyone?
- Are your materials linguistically and culturally appropriate?
- Is the event or meeting location accessible by different modes of transportation?
- Is your meeting accessible to people with disabilities? Consider hearing, visual, language, and physical access when developing materials and choosing a location.
- Does the environment facilitate interaction and connection?
- What technology is required and is it user friendly?
- Are tools accessible to all stakeholder groups?
- Is the community interested in using the tools presented or attending a specific event?
- Is the engagement process and/or format easy to understand?
- Can you offer a mix of in-person and online engagement to ensure broader participation open to more people?





# Community Engagement Menu

Seeking public involvement and feedback is key to gaining broad support from your community, avoiding unintended consequences, and improving project outcomes. Use this Menu to determine the tools and tactics best suited for your project.

Each tool is categorized using the International Association for Public Participation's (IAP2) spectrum of public participation as Inform, Consult, or Involve. Each category is defined as follows:

- **Inform** – To provide the public with balanced and objective information to assist them in understanding the problem and proposed opportunities and/or solutions.
- **Consult** – To obtain public feedback on analysis, options and/or decisions.
- **Involve** – To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Engagement Tactic/Tool	Purpose	Category	Description
Letters/fact sheets/and other print materials	Inform	Communication	Sent via mail individually or with stormwater bills or other resident correspondence
Press release	Inform	Communication	Sent to local media
Direct email to community stakeholder groups	Inform	Communication	Provide option to subscribe for regular updates
Website	Inform	Communication	Comprehensive and up-to-date information about the project
Updates/announcements (in-person or virtual)	Inform	Communication	Provided at existing community meetings or events
Pop-up outreach - table or booth	Inform	Event	At spaces with public foot traffic or in conjunction with other city department outreach or at community events
Mobile Tours/Field Trips/ Community Tours	Inform	Event	Interactive in-the-field presentation w/ Q&A (at project site)
Paid or earned media (TV, Radio, online)	Inform	Communication	Conduct interviews with reporters about the project.
Social media presence	Inform	Communication	Ex. Facebook, Instagram, Twitter posts
Advertising on social media	Inform	Communication	Boosted posts on Facebook or other paid ads
Provide contact information for the project	Inform	N/A	Email &/or hotline number for public use
Conversation toolkit	Consult	Communication/ Meeting/Data Collection	For community members to use to host their own meeting w/ hard copies of survey(s) or other materials

Engagement Tactic/Tool	Purpose	Category	Description
Online survey	Consult	Data Collection	Questionnaire and/or map input
Paper surveys	Consult	Data Collection	Individual or group comments at in-person gathering(s)
Complete Streets pop-up demonstration project	Consult	Event	An experiential learning tool Ex. placing a temporary crosswalk or bike path at an intersection or on a block to show how it will work and gather feedback
Open house	Consult	Event	Provide project information, Q&A session, and opportunities for feedback
Focus groups	Consult	Meeting	Guided small group discussions to gain information that will inform the project work
One on One Interviews	Consult	Meeting	Meet with key stakeholders to learn more about goals, opportunities, and challenges in a project area
Virtual/In-person meetings	Involve	Meeting	Provide project updates on decisions made, how public input has been used, and Q&A
Community workshop	Involve	Meeting	SWOT analysis, gap analysis, and or other similar interactive exercise to collect feedback
Steering Committee/ Community Advisory Group(s)	Involve	Meeting	Ad hoc or existing group of stakeholders gathered at key points of project to provide information or feedback

## Useful Engagement Resources:

Community Engagement Process Development: Public Participation Playbook

<https://cityofraleigh0drupal.blob.core.usgovcloudapi.net/drupal-prod/COR22/CEPDPlaybook.pdf>

Spectrum of Public Participation

[https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/Spectrum\\_8.5x11\\_Print.pdf](https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/Spectrum_8.5x11_Print.pdf)

Digital Public Involvement Tools

<https://viewer.joomag.com/kimley-horn-digital-public-involvement-toolbo/0631025001585148163?short&>

Principals for Equitable Engagement

<https://nelsonnygaard.com/principles-for-equitable-public-outreach-engagement-during-covid-19-and-beyond/>

Tactical Urbanism Guide (for pop-up demonstration projects)

<http://tacticalurbanismguide.com/>



# 6 For Future Consideration



## PEORIA | COMPLETE STREETS |

### CHAPTER 6

## For Future Consideration

This chapter includes best practices for future consideration related to the following topics:

- Equitable Budgeting
- Complete Streets Review Process
- Complete Streets Report Card & Survey

## Equitable Budgeting

Lack of investment and access to opportunity, specifically in communities of color and low-income communities, is an ongoing problem in many American cities, including the city of Peoria, resulting in inequitable outcomes in education, health, employment, and quality of life.

Strategies to help reduce these racial and economic disparities need to be explored including within the context of Peoria's transportation budgeting and project selection process. By involving the community in project prioritization and including equity parameters in budgeting decisions, the city will be better positioned to provide resources and improve access in the city's most marginalized and underserved areas.

### Community Involvement Examples:

The following cities involve the public in budgeting decisions.

#### People's Budget Project (New Orleans, LA)

- From 2016 to 2019, the People's Budget Project allowed residents in New Orleans to 'play Mayor for a day' through the Big Easy Budget Game, an online platform where residents could decide how to spend the city's budget. The project was an effort to gather insights into the priorities of residents and bring more education and transparency into the city budget process.
- You can learn more and view reports from the People's Budget Project at <https://www.cbno.org/peoplesbudget>

#### Priority Based Budgeting (Evanston, IL)

- Priority based budgeting is a best practice that is increasingly being adopted by cities throughout the country – one example comes from the city of Evanston. To better establish community priorities, Evanston created a public survey in 2019 to allow community members to rank city programs that were most important to them and propose additional project ideas. The survey was available online as well as in paper form at libraries and community centers.
- The public survey and more details about Evanston's budgeting process can be found here: <https://www.cityofevanston.org/government/budget/citizen-participation>

#### Participatory Budgeting (Chicago, IL)

- Participatory Budgeting (PB) is a democratic process in which community members directly decide how to spend part of a public budget. In several wards within the city of Chicago, community members propose ideas and vote for infrastructure projects in their ward including street resurfacing, sidewalk repairs, alley improvements, bike lanes, pedestrian refuge islands, public art and park benches to name a few. Through public meetings and outreach, the PB process allows residents to feel empowered to make an impact on their local communities and gives them agency and ownership of their streets and environments.
- The Participatory Budgeting Project organization provides helpful toolkits and manuals to guide cities interested in running a PB process: <https://www.participatorybudgeting.org/run-pb/>

## Equity Analysis and Tools Examples:

### Equity Assessment Tool & Overall Approach (Austin, TX)

- As part of a multi-pronged approach to address racial inequity, the city of Austin's Equity Office developed an Equity Assessment Tool for city departments to complete during the annual budgeting process. The process helps departments plan out their budget for programs and policies through an equity lens and allocate funding to engage residents in decision-making processes (including budget allocation). See pages 19-21 of the assessment tool for questions directly related to the budget and engagement. Other city initiatives include providing ongoing racial equity trainings to city staff and major institutions, offering several grant programs to support the work of grassroots and local community organizations, and developing reports and toolkits aimed at critically examining the city's policies, procedures, programs and progress, including a toolkit to guide budgeting decisions during COVID.
- Austin's Equity Assessment Tool: <http://www.austintexas.gov/edims/pio/document.cfm?id=300307>
- More details about Austin's wide-reaching approach can be found at <https://www.austintexas.gov/department/equity>.

### Equity Prioritization Tools (The Peoria Project from U of I)

- Urban planning students from the University of Illinois Urbana-Champaign developed several prioritization tools for consideration by the city of Peoria to promote equity in project selection and budgeting. Their proposed tools use decision-making matrices or score cards with various parameters to rank projects. Projects are scored based on their impacts to multi-modal transportation, environmental justice, economic development, historic disinvestment, public safety and health, and other factors. The tools developed by the U of I students were modeled off of project prioritization tools used by several cities including Oakland (CA), Madison (WI), Lincoln (NE), Seattle (WA), Cleveland (OH), and St. Louis (MO) with an intent to design a tool that addresses historic patterns of social and racial inequity and disinvestment.
- Three equity prioritization tools proposed for Peoria as well as an analysis of the tools used by other cities can be found at [https://extension.illinois.edu/sites/default/files/transportation\\_equity.pdf](https://extension.illinois.edu/sites/default/files/transportation_equity.pdf)

### Environmental Justice Areas (Des Moines, IA)

- Officially designating Environmental Justice Areas is a way many cities have directed more investment into traditionally underserved areas. In selecting new construction projects for the CIP, the city of Des Moines prioritizes projects based on road condition as well as five equally-weighted criteria, including Environmental Justice Areas. In Des Moines, these areas are determined based on the following factors: non-white population, persons in poverty, carless households, single heads of households with children, persons over 65, limited English proficiency, and persons with a disability. Other Complete Streets criteria used for prioritizing projects includes sidewalk gaps and the city's planned bike network that connects neighborhoods to the downtown, employment, and commercial centers.
- See Move DSM, Des Moines' Transportation Master Plan for more details. [https://cms2files.revize.com/desmoines/document\\_center/Engineering%20and%20Traffic%20Forms%20and%20Documents/Traffic/MoveDSM\\_Transportation%20Master%20Plan.pdf](https://cms2files.revize.com/desmoines/document_center/Engineering%20and%20Traffic%20Forms%20and%20Documents/Traffic/MoveDSM_Transportation%20Master%20Plan.pdf)

### Social Vulnerability Index for STP Scoring (South Chicagoland, IL)

- The South Suburban Mayors and Manager Association (SSMMA) uses the Centers for Disease Control's Social Vulnerability Index (SVI) to help determine the distribution of Surface Transportation Program (STP) funding to municipalities. The SVI considers 15 measures grouped into four categories of vulnerability – socioeconomic status, household composition and disability, minority status and language, and housing and transportation. The SSMMA's incorporation of the SVI into their funding methodology has resulted in an increase in funding going to the area's most disadvantaged communities
- See the SSMMA's STP Project Selection Methodology (page 17) for the variables used to determine the SVI for each community: <https://www.ssmma.org/stp>

### IDOT's Illinois Transportation Enhancement Program (ITEP) Community Score

- In 2021, IDOT began using a Community Score, calculated at the census tract level, to allocate at least 25% of total ITEP funds to high need communities and determine the local match requirement. The Community Score was based on four factors: percent below poverty level, median household income, property tax rate, and community size. Poverty level and median household income received the most weight in the final score. Peoria could use IDOT's scoring system at the census tract level to determine high need areas and allocate a percentage of the CIP budget to projects in these areas.
- See IDOT's ITEP Guidelines for more details about their Community Score. <https://idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/funding-opportunities/ITEP>

### Equitable Budgeting Recommendations:

We recommend the city of Peoria consider the following best practices and ideas as decisions are made to improve the city's current CIP and budgeting process:

- **Community Involvement:** Involve the community in budget prioritization decisions. This can be accomplished by providing a simple annual survey, an interactive budgeting platform, or participatory budgeting for residents to both propose and rank transportation projects to inform future CIPs. Careful consideration will need to be made to ensure feedback is received from communities of color and low-income communities within Peoria.
- **Equity Analysis:** Include an equity analysis in Peoria's CIP/budget decision process. This can be done by including equity parameters in the budgeting software system and by allocating a certain portion of the budget to designated, high-need areas.
- **Annual CIP Coordination Meeting:** Host an annual CIP coordination meeting to review the annual budget with city departments, units of local government, community commissions, and other relevant groups.

## Complete Streets Review Process

To ensure all future road projects adhere to Peoria's Complete Streets Policy and consider the needs of all users, we recommend adopting a formal Complete Streets review process as part of the project delivery process.

We found examples from several cities and regions around the country who use a series of checklists to document how the needs of people walking, biking, using transit, and driving are considered as a project is being developed and designed. When projects are unable to accommodate the needs of all road users, justification is documented within the checklists.

In each of these examples, a committee or group of individuals is responsible for reviewing and approving the checklists before the project can advance to the next stage of the project delivery process. If a project is rejected, the appropriate staff person makes adjustments to the project or provides a more detailed explanation for project decisions.

### Review Process Examples:

- **Delaware Valley Regional Planning Commission:** Established a Complete Streets Implementation (CSI) Committee composed of various staff from engineering, planning, maintenance, public works, and health departments. The CSI reviews checklists at four stages of the project delivery process: concept development/design, construction access, maintenance, and resurfacing. [https://www.dvrpc.org/LongRangePlan/CentralJerseyForum/pdf/CompleteStreets\\_Checklists\\_NJTPA.pdf](https://www.dvrpc.org/LongRangePlan/CentralJerseyForum/pdf/CompleteStreets_Checklists_NJTPA.pdf)
- **Seattle Department of Transportation, WA:** For projects over \$500,000, a Project Developer submits a Complete Streets Checklist to a group of Subject Matter Experts to outline the project scope and determine opportunities for Complete Streets improvements. Once approved, the checklist is used to determine 30% design and reviewed during 60%, 90%, and final design. If the Subject Matter Experts do not agree on the design decisions, a final decision is elevated to a Complete Streets Steering Committee, consisting of department directors. <https://streetsillustrated.seattle.gov/overview/complete-streets/>
- **Metropolitan Transportation Commission, Bay Area, CA:** Agencies applying for regional transportation funds must submit an online Complete Streets Checklist early during project conception for review and approval by the countywide Bicycle and Pedestrian Advisory Committee. Checklists and status updates of the review process are posted online. <https://mtc.ca.gov/our-work/plans-projects/bicycle-pedestrian-mobility/complete-streets> <https://completestreets.mtc.ca.gov/>
- **Philadelphia Streets Department, PA:** For larger projects, a Complete Streets Checklist must be completed and then reviewed by the Philadelphia City Planning Commission and approved by the Philadelphia Streets Department. This city also has a Director of Complete Streets to champion the implementation of the city's Complete Streets Policy. [https://www.philadelphiastreet.com/images/uploads/resource\\_library/Complete-Streets-Checklist-Planning.pdf](https://www.philadelphiastreet.com/images/uploads/resource_library/Complete-Streets-Checklist-Planning.pdf)

**CHALLENGES:** Depending on who is responsible for reviewing and approving a project, adopting a review process can create additional lag time in the life cycle of a project.

**OPPORTUNITIES:** Completing a Complete Streets Checklist for projects of a certain size could help the Design Project Manager better understand opportunities for inclusion of Complete Streets and create more transparency as a project is being developed. Establishing a formal review process with a committee, can help ensure that one person alone is not determining the final design of a project and that alternatives are adequately being explored. Initially, the city could consider a more informal, internal review process using the checklists and later, if desired, involve a select group of staff or members of the Transportation Commission to grant project approval.

## Checklist and Review Process Recommendations:

### Complete and publish project checklists:

- Determine which types of projects require a Complete Streets Checklist. This could be based on project size and type and whether the project is in the CIP.
- Require the Design Project Manager to complete the Complete Streets Checklists during Design Concept Development and Design to document existing conditions and make design decisions using the Complete Streets Design Manual (this process is already outlined in the project delivery tasks of the Manual).
- Determine how checklists will be shared internally and publicly. Consider collecting data electronically using a web form and publishing the form on the city's Complete Streets webpage.

### Adopt an informal review process (short-term goal):

- Once a checklist has been completed, determine which staff are responsible for reviewing it to make sure the proposed design complies with the city's Complete Streets policy.
- The Design Project Manager should meet with the review team to discuss any concerns about project decisions and make adjustments if feasible.

### Adopt a formal review process (longer-term goal):

- Establish a designated committee to serve as reviewers of the Complete Streets checklists. The committee could be made up of staff or members of the Transportation Commission, for example.
- During both Design Concept Development and 30% Design, the Design Project Manager submits a completed checklist to the committee for approval.
- If approved, the project advances to the next stage of the project delivery process.
- If rejected, the committee explains the reasons for the rejection and recommended adjustments. The Design Project Manager then updates the checklist with a revised design or provides the committee with more detailed justification for project decisions. If the committee does not agree with the update, a designated staff person such as the City Engineer should make the final decision on how to advance the project.

Consider expanding the checklist and review process to include other project types such as resurfacing, restriping, and private development projects over a certain size.

# Complete Streets Report Card & Survey

This memo outlines several options and resources for developing an annual Complete Streets Report Card. We recommend building upon the benchmarks identified in Peoria's Complete Streets Policy by creating a baseline to benchmark future progress, adding three

## Peoria's Complete Streets Policy Requirements

Section 28-705 of Peoria's Complete Streets policy (Ord. No. 17260, § 1, 9-8-15) includes the following benchmarks to be tracked and reported on annually:

- Total miles and type of bike lanes added or improved.
- Linear feet of new and improved sidewalks.
- Number of new curb ramps installed along city streets.
- Crosswalks and/or curb bump outs added.
- Percentage of ADA transit stops accessible via sidewalks and curb ramps.
- Report of crashes, injuries and fatalities by mode before and after a complete street project.
- Number of right-of-way tree plantings.
- Annual surveys of citizen responses to complete streets

In addition, in previous years, Peoria County asks several questions in the National Citizen Survey about overall satisfaction with Peoria city and county. Some are related to transportation.

## Report Card & Benchmarking Examples:

Several communities of different sizes and scales track Complete Streets implementation and produce an annual report. Generally, reports include community benchmarks, such as those proposed in Peoria's Complete Streets ordinance, and a summary of current and ongoing capital improvement projects.

- **Bloomington, IL:** Tracks annual bike facility mileage, sidewalk construction budget, feet of sidewalk reconstruction, crashes by mode and severity, complete streets exemptions granted, and intersection improvements.  
<https://www.cityblm.org/home/showpublisheddocument/19998/636728709872470000>
- **Evanston, IL:** Tracks mode share, air quality, crashes by mode and severity, equitable access, and approved exceptions. Equitable access is defined as 1) households within a quarter mile of a bus stop, bicycle facility, and bike share station and 2) the percentage of households of low to moderate income and minority status within defined transportation access areas.  
<https://cityofevanston.civicweb.net/document/24208/Complete%20and%20Green%20Streets%20Policy%20Report.pdf?handle=FA6B3E18CD3E478B9B80C77A53EBEC62>
- **Chicago, IL:** The Safe Ambassadors track the number of people engaged and events held each year.  
<https://secureservercdn.net/198.71.233.36/40f.4ba.myftpupload.com/wp-content/uploads/2020/12/2020-SAFE-Ambassador-Final-Report.pdf>

- **Houston, TX:** Tracks bike lane miles, vehicle lane miles reconstructed, linear miles of sidewalks reconstructed, bike share ridership.  
<https://www.houstontx.gov/planning/transportation/CompleteStreets/CompleteStreetsAnnualReport2018-2019.pdf>
- **West Hartford, CT:** Includes a summary of each Complete Streets project, including type of facility, mileage, and a final picture.  
<https://resources.finalsite.net/images/v1615383685/westhartfordctgov/oj5nvjr1x5bk65qrcuh8/2020CompleteStreetsAnnualReport.pdf>
- **Evansville, IL:** Evansville's Complete Streets Policy requires the following equity and exception measurements:
  - Percentage of Complete Streets projects located in traditionally underserved neighborhoods with the greatest need for alternative forms of transportation as defined as Census Tracts with 25 percent or more of individuals below poverty, 20 percent or more of individuals with a disability, or 15 percent or more of households without a vehicle, and
  - Number of approved and denied exceptions from the Evansville Complete Streets Policy.  
[https://evansville.granicus.com/MetaViewer.php?view\\_id=1&event\\_id=5706&meta\\_id=239171](https://evansville.granicus.com/MetaViewer.php?view_id=1&event_id=5706&meta_id=239171)

**CHALLENGES:** Many measures, such as bike counts, can be difficult to find and others, like air quality, are difficult to calculate. Therefore, it makes sense to track easy to calculate statistics, such as those proposed in Peoria's Complete Streets ordinance. We also recommend keeping the report format simple so it can be easily produced each year and not become a burden for the report owner.

**OPPORTUNITIES:** Three additional metrics can be tracked to better understand implementation of Complete Streets in Peoria – Complete Street exemptions granted, equitable access, and total residents engaged in public works and engineering projects.

### Report Card Recommendations:

- Develop a one or two page report card format for tracking Complete Streets measures, similar to Bloomington, IL.
- Add three new measures: Complete Streets exemptions granted, equitable access, and total residents engaged in public works and engineering projects.
- Ensure each measure defined in the ordinance and those listed above are calculated for each city project and reported by the project manager.
- Identify who is responsible for tabulating Complete Streets Benchmark.
- Calculate baseline numbers (e.g., 2021) for each of the items listed in the Complete Streets Ordinance.
- Tally numbers from each project annually.

### Citizen Survey Examples:

In our research, we did not find examples of communities that have an annual Complete Streets Citizen survey, though some communities survey citizens on transportation preferences prior to developing a capital improvement plan.

We found few examples of citizen surveys that address attitudes and opinions on Complete Streets. Many communities will develop project-level surveys, or one-time surveys for plans or studies. The best examples of general citizen surveys come from the National Citizen Survey, which Peoria County used to administer. Some communities will survey citizens during the annual budget process to determine local priorities. A common tactic is to ask people how they would allocate \$100 across city agencies or programs.

#### Examples:

- **Seattle, WA:** Asks several user experience questions, including how safe do you feel walking/biking, how satisfied do you feel with SDOT building and maintaining facilities, over the past few years do you feel your neighborhood has gotten better with regard to transportation modes.  
<https://streetsillustrated.seattle.gov/overview/complete-streets/>
- **Chicago, IL:** Budget survey, which asks people to rank and prioritize city departments and budgets. See additional budget survey examples in the Peoria Equitable Budgeting memo.  
<https://www.chicago.gov/content/dam/city/sites/budget/2021BudgetEngagementRecap.pdf>

**CHALLENGES:** Representative surveys take a lot of time and usually require the help of an outside consultant. It may not be feasible for public works to take it on alone, and would be better carried out by the City in its community improvement process or by the county.

**OPPORTUNITIES:** While surveying the community can be difficult, it is helpful to understand residents' attitudes and opinions on transportation improvements and compare the change over time as Complete Streets are implemented. If the city or county are unable to provide assistance, Public Works may be able to partner with a local university or the Peoria City County Health Department to develop and administer a survey.

### Citizen Survey Recommendations:

- Determine if Peoria County will conduct the National Citizen Survey in the future. Include recommended questions below, if allowable.
- Determine if the city of Peoria will conduct a citizen survey prior to budgeting in future years.
- Task the Transportation Commission or partner with a university or the health department to develop and administer a survey. Use Seattle as a model or consider revamping the National Citizen Survey questions.

**2010 National Citizen Survey Questions for Peoria County  
(transportation questions extraction with recommended additions):**

Rate the following characteristics as they relate to Peoria as a whole:

- Ease of bus travel
- Ease of bicycle travel
- Ease of walking
- Availability of paths and walking trails
- Traffic flow on major streets

In the last 12 months, about how many times, if ever, have you or other household members participated in the following activities in Peoria?

- Ridden a local bus within Peoria
- (recommend adding) Walked for transportation
- (recommend adding) Biked for transportation

Please rate the quality of each of the following services in Peoria:

- (recommend removing) Traffic enforcement
- Road repair
- Snow removal on roads
- Bus or transit services
- (recommend adding) Sidewalk repair
- (recommend adding) Bikeway repair
- (recommend adding) Trail repair
- (recommend adding) Sidewalk availability
- (recommend adding) Bikeway availability
- (recommend adding) Intersection accessibility
- (recommend adding) Street trees

Please rate how important you think each of the following initiatives should be for Peoria County Government over the next five years:

- Providing world class public facilities

Additional Questions to Ask

If you had \$100 to spend, which projects would you prioritize?