

# MnDOT Complete Streets Policy Project Report

## Purpose

The purpose of the Complete Streets Project Report is to document and track the Minnesota Department of Transportation's implementation of [Policy OP004 Complete Streets](#). The information captured in the report will enable MnDOT staff to keep senior leaders briefed on complete streets implementation and identify trends or common problems that may benefit from new guidance and resources.

## Applicability

All MnDOT construction projects that directly affect transportation system users will require completion of this form, beginning with the 2015 construction season. Projects such as stormwater tunnels, slope stabilization, relamping, preventive and routine maintenance, emergency repairs, etc are categorically exempted from this requirement.

The project report should be updated as appropriate throughout the life of a project. The report may be started when developing a project charter, but a version of the report completed as much as possible must be submitted as an attachment to the scoping report. Given that some questions cannot be answered in the scoping phase (such as signed maintenance agreements), a revised version of the report must be turned in with final plans at the end of final design.

## Background

In November 2013, MnDOT adopted a complete streets policy that requires the principles of "complete streets" be considered at all phases of planning and project development. The accompanying [technical memorandum](#) details the responsible agents for complete streets implementation at each phase of project development. It requires documentation of considerations for all users in the scoping and design phases of MnDOT projects. Specific reasons are identified that may be cited for not providing provisions. Finally, the memorandum requires the agency to develop and track process indicators as well as performance measures in order to evaluate implementation.

Since adopting the policy, an internal working group of planners, designers, and engineers led by the Office of Project Management and Technical Support along with the Office of Transportation System Management met with districts and offices throughout the agency and spoke with leaders in complete streets initiatives around the country. Those conversations led to the Complete Streets Project Report.



# Complete Streets Project Report

## Summary

**Project Type (check all that apply):**

- New Construction
- Pavement Replacement
- Bridge Replacement
- Bridge Elimination
- Other – Explain: \_\_\_\_\_
- Reconstruction
- New Bridge
- Bridge Redecking

**Existing Site Characteristics (check all that apply):**

- Rural
- Small Urban
- Exurban/Transition
- Large Urban
- Suburban

**Special Roadway Designations (check all that apply):**

- Designated State Bikeway
- Scenic Byway
- Oversize/Overweight Super Load Route
- Twin Trailer Network
- House Moving Route
- Primary Freight Network

**District:**

**Project Number:**

*Metro Only* **Scoping Database Number:**

**Fiscal Year:**

**Version\***

- Project Charter (complete as much of this report as is practicable)
- Scoping Report (complete as much of this report as possible)
- Final Design (report should be fully completed)

Date of Last Revision:

\_\_\_\_\_  
, Project Manager

\_\_\_\_\_  
, Assistant District Engineer

*\* This report is designed to be a living document. It should be revised/revisited at key points in the project development process. Please indicate the current project development stage and the date this form was completed/revised.*

## Overall Project Improvements

Check all that apply:

- Sidewalk
- Shared Use Path
- Improved Crosswalks
- OSOW Pass Through
- Center Left Turn Lanes
- Lowered Traffic Speeds
- Curb Extension/Bump-out
- Curb cuts with ramps
- Pedestrian Refuge Islands
- Bus Lanes/Shoulder
- Adjusted Lane Widths
- Signalized Timing Improvement
- Bikeable Shoulder
- Park & Ride Facility
- Access Management
- Lighting Improvements
- Truck Acceleration Lanes
- Improved Rail Crossing
- Roundabouts
- Bike Lanes
- Landscaping
- Lane Removal
- Bus Shelter
- Bike Sharrows

# Provisions by User Group

## Pedestrian Provisions

- Users are legally prohibited from using the roadway.
- Absence of current and future need over the expected life of the project (Describe under Reasons to Not Include Improvements).

Explain reasons to not include improvements:

- Existing conditions are adequately meeting pedestrian needs (Including cross movements and parallel routes).

Describe existing provisions:

- Additional improvements for pedestrians are included in the scope (describe below)

- Existing conditions are not adequately meeting pedestrian needs and the scope of work does include substantial improvements.

Describe improvements included in the scope:

- Existing conditions are not adequately meeting pedestrian needs and the scope of work does not include improvements or only minor/marginal improvements (check at least one of the boxes below and explain in the area provided).

- Detrimental environmental or safety impacts outweigh the benefits of enhanced pedestrian access
- Inability to negotiate with a local government to assume the operations and maintenance responsibility of the facility
- Local government opposition or right of way acquisition would require excessive expenditure of time, money and resources
- Preservation project: risk analysis and fiscal constraints indicate MnDOT may significantly diminish critical preservation of existing assets by expanding scope

Explain reasons to not include improvements:

## Bicycle Provisions

- Users are legally prohibited from using the roadway.
- Absence of current and future need over the expected life of the project (Describe under Reasons to Not Include Improvements).

Explain reasons to not include improvements:

- Existing conditions are adequately meeting bicycle needs (Including cross movements and parallel routes).

Describe existing provisions:

- Additional improvements for bicyclists are included in the scope (describe below)

- Existing conditions are not adequately meeting bicycle needs and the scope of work does include substantial improvements.

Describe improvements included in the scope:

- Existing conditions are not adequately meeting bicycle needs and the scope of work does not include improvements or only minor/marginal improvements (check at least one of the boxes below and explain in the area provided).

- Detrimental environmental or safety impacts outweigh the benefits of enhanced bicycle access
- Inability to negotiate with a local government to assume the operations and maintenance responsibility of the facility
- Local government opposition or right of way acquisition would require excessive expenditure of time, money and resources
- Preservation project: risk analysis and fiscal constraints indicate MnDOT may significantly diminish critical preservation of existing assets by expanding scope

Explain reasons to not include improvements:

## Freight Provisions

- Users are legally prohibited from using the roadway.
- Absence of current and future need over the expected life of the project (Describe under Reasons to Not Include Improvements).

Explain reasons to not include improvements:

- Existing conditions are adequately meeting freight needs (Including cross movements and parallel routes).

Describe existing provisions:

- Additional improvements for freight are included in the scope (describe below)

- Existing conditions are not adequately meeting freight needs and the scope of work does include substantial improvements.

Describe improvements included in the scope:

- Existing conditions are not adequately meeting freight needs and the scope of work does not include improvements or only minor/marginal improvements (check at least one of the boxes below and explain in the area provided).

- Detrimental environmental or safety impacts outweigh the benefits of enhanced freight access
- Inability to negotiate with a local government to assume the operations and maintenance responsibility of the facility
- Local government opposition or right of way acquisition would require excessive expenditure of time, money and resources
- Preservation project: risk analysis and fiscal constraints indicate MnDOT may significantly diminish critical preservation of existing assets by expanding scope

Explain reasons to not include improvements:

## Transit Provisions

- Absence of current and future need over the expected life of the project (Describe under Reasons to Not Include Improvements).**

Explain reasons to not include improvements:

- Existing conditions are adequately meeting transit needs (Including cross movements and parallel routes).**

Describe existing provisions:

- Additional improvements for transit are included in the scope (describe below)

- Existing conditions are not adequately meeting transit needs and the scope of work does include substantial improvements.**

Describe improvements included in the scope:

- Existing conditions are not adequately meeting transit needs and the scope of work does not include improvements or only minor/marginal improvements (check at least one of the boxes below and explain in the area provided).**

- Detrimental environmental or safety impacts outweigh the benefits of enhanced transit access
- Inability to negotiate with a local government to assume the operations and maintenance responsibility of the facility
- Local government opposition or right of way acquisition would require excessive expenditure of time, money and resources
- Preservation project: risk analysis and fiscal constraints indicate MnDOT may significantly diminish critical preservation of existing assets by expanding scope

Explain reasons to not include improvements:

## Other User Groups Not Already Discussed

### List any other user groups with needs in the project area:

(Examples include, but are not limited to: rail, ATVs, snowmobiles, Amish, agricultural equipment, waterway users, etc.)

- Absence of current and future need over the expected life of the project (Describe under Reasons to Not Include Improvements).**

Explain reasons to not include improvements:

- Existing conditions are adequately meeting \_\_\_\_\_ needs (Including cross movements and parallel routes).**

Describe existing provisions:

- Additional improvements for \_\_\_\_\_ are included in the scope (describe below)

- Existing conditions are not adequately meeting \_\_\_\_\_ needs and the scope of work does include substantial improvements.**

Describe improvements included in the scope:

- Existing conditions are not adequately meeting \_\_\_\_\_ needs and the scope of work does not include improvements or only minor/marginal improvements (check at least one of the boxes below and explain in the area provided).**

- Detrimental environmental or safety impacts outweigh the benefits of enhanced \_\_\_\_\_ access
- Inability to negotiate with a local government to assume the operations and maintenance responsibility of the facility
- Local government opposition or right of way acquisition would require excessive expenditure of time, money and resources
- Preservation project: risk analysis and fiscal constraints indicate MnDOT may significantly diminish critical preservation of existing assets by expanding scope

Explain reasons to not include improvements: