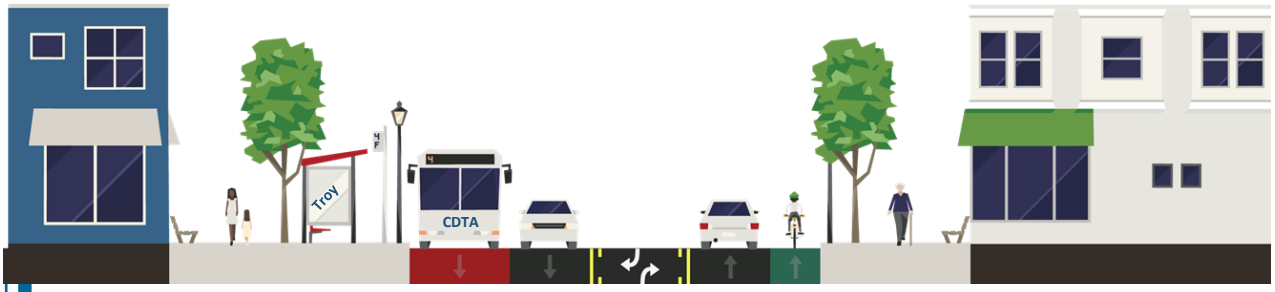


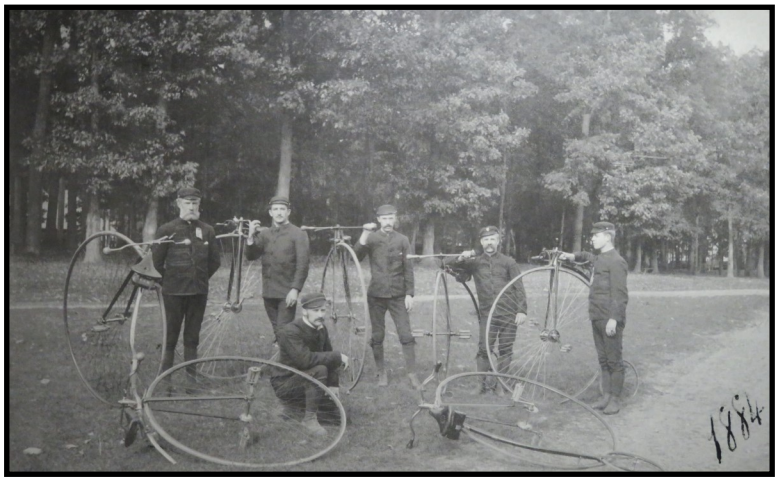
CITY OF TROY

COMPLETE STREETS WORKSHOP

CDTC
CAPITAL DISTRICT TRANSPORTATION COMMITTEE

CITY OF TROY, N.Y.

June 7th, 2016



PLANNING 4 PLACES

Sam Schwartz
Transportation Consultants

TABLE OF CONTENTS

INTRODUCTION

CDTC is the federally-designated Metropolitan Planning Organization (MPO) for Albany, Rensselaer, Saratoga, and Schenectady counties, and 78 municipalities including the cities of Albany, Schenectady, Troy and Saratoga Springs. In 2015, the CDTC released an RFP (Request for Proposals) seeking consultant assistance to develop and implement a Complete Streets educational and technical assistance workshop series to assist local jurisdictions in developing and implementing Complete Streets policies.

On behalf of local member jurisdictions, the CDTC workshop series offered to administer the consultant contract and serve as project manager for workshop development and implementation. The CDTC developed a competitive selection process whereby they partnered with the City of Troy, county officials, CDTA, NYSDOT, and nonprofit organizations, business and community groups and interested residents to ensure that all those with a stake in the outcome are actively involved in the Complete Streets workshop & implementation.

The workshop and partnership between CDTC, the City and other stakeholders was developed to help transportation planning practitioners and decision makers identify and overcome barriers to implementation. Assisting the City and CDTC were the consulting firms of Planning4Places, a Niskayuna-based land use and transportation planning firm and Sam Schwartz Engineering – a leading traffic and transportation planning and engineering firm based in New York City.

WORKSHOP DEVELOPMENT PROCESS

The workshops were the result of a collaborative development process that included CDTC staff, City of Troy staff, and the Consultant Team. Based on the application for the workshop that was submitted to CDTC and conference call on May 6th, 2016, the consultant team developed a draft agenda and set of questions and data requests that would help to develop the workshop and frame the conversation.

A few weeks prior to the workshop, CDTC staff, City of Troy staff, Capital Roots staff, a citizen from the City, and the Consultant Team held a conference call to discuss and review the agenda and meeting logistics. Participating in this discussion were Chris Bauer, Anne Benware and Chris O'Neill from CDTC, Christine Hillary and Nick Davis from the City of Troy, Will Malcolm and Erin Fleming-Shaw Walsh from Capital Roots, Roslyn Webber, Jim Levy and Katherine Ember from Planning4Places, and Mike Flynn and Stacey Meekins from Sam Schwartz.

WORKSHOP AGENDA

The workshop agenda follows on the next two pages.

CITY OF TROY
COMPLETE STREETS WORKSHOP
JUNE 7, 2016
CITY COUNCIL CHAMBERS, TROY CITY HALL
5TH FLOOR, 433 RIVER STREET, TROY, NY

Workshop objectives:

- Understand the benefits of Complete Streets and how they can benefit Troy
- Become familiar with the status of Complete Streets implementation in Troy
- Review best practices of Complete Streets checklists
- Discuss implementation of a checklist for Troy

Agenda

9:00 Introductions

a. Instructors
b. Participants
   i. Ice breaker exercise: "A Complete Street is _____"

9:30 Module 1: Complete Streets overview

a. What are Complete Streets?
b. Why are they important? (benefits of Complete Streets)
   i. Mobility for all
   ii. Safety
   iii. Health
   iv. Economic development
   v. Social equity & opportunity
c. The many faces of Complete Streets
   i. Photos of Complete Streets in different contexts (urban, suburban, commercial, residential, etc.)

10:30 Break

10:40 Module 2: Complete Streets in Troy

a. What has been done to date

11:00 Module 3: Implementation Best Practices

a. Examples of checklists in other communities
b. How are they used?

12:00 Lunch

CITY OF TROY
COMPLETE STREETS WORKSHOP
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12:30 Module 4: Project Development Process

a. Existing process
b. How/where would a checklist fit in

1:30 Break

1:45 Checklist exercise – guided discussion

a. Overall structure – how many checklists are needed?
b. What should be included?
c. Who is responsible for completing it and when?
d. Who is responsible for reviewing it?
e. What happens if checklist items aren't included (what is the accountability)?

3:15 Adjourn

WORKSHOP NOTES

The following notes summarize the discussion from the workshop.

The Workshop began at 9:10AM.

Introductions: Chris Bauer, CDTC, opened the meeting with an overview and introductions. He introduced the Consultant Team. This was followed by introductions by all participants.

Mike Flynn began the workshop with the Ice Breaker Exercise and discussion of Complete Streets which led quickly into Module 1. With the workshop well represented by a cross-section of City staff from several departments, advocates for the disabled and those who work with younger people in the City, and non-profit organizations, initial discussions of what attendees wanted to get out of the workshop (*overall, the audience generally agreed with the overarching goal of the workshop that they were interested in learning how Troy can and will benefit from implementation of its Complete Streets policy, ordinance, and a checklist*) quickly moved into discussions regarding concerns and issues found throughout the City. Comments from advocates centered around the need to make Troy more walkable and accessible to provide independence and opportunity for those who cannot/do not drive, particularly disabled young people. New City staff at the workshop who focus on grant writing and economic development initiatives noted that they wanted to learn more about Complete Streets and learn how they can get involved because they see a strong potential connection between Complete Streets and improving the economy within the City.

Attendee ideas on what Complete Streets are and what they contain included:

- More than just a street - the street is a means of movement.
    - The built environment (on the street) is a vital component of Complete Streets
- Complete public right-of-way.
    - It is about the area from building front to building front, not just between the curbs.
- It is a public place accessible to everyone.
- It is a public space that connects private space.
- If built to be safe/accessible, it shifts the way people travel – "Build it and they will come" philosophy.
    - It incentivizes choice/options.
    - It also levels the "playing field" across modes.
- The CDTC New Visions Regional Transportation Plan – Complete Streets Whitepaper has a definition of Complete Streets [which reads "A **common definition** of a **Complete Street** is one that is designed & operated to enable safe access for all users, including: *Pedestrians, bicyclists, motorists & public transportation users of all ages & abilities including children, the elderly, and persons with disabilities" (p3)]*.
- Parking on-street, but it can create potential issues particularly on narrow streets.

(All Modules identified below included a PPT slide presentation)

Module 1: Complete Streets Overview

M. Flynn discussed the components of Complete Streets and why they are important. The Module included a group exercise where attendees were asked to provide ideas of how Troy would benefit from implementation of its Complete Streets policy and ordinance. The answers provided included:

- It will help bring people to Troy.
- Adopt principals of a walkable city.
    - Less dependency on a personal vehicle.
- Preventing pedestrian/car accidents/increase safety opportunity to sell Troy.
- Increase accessible signals/connections.
    - Fulton/4th Street is a concern.
    - Line-up off-set crosswalks.
    - Green Island Bridge only has a sidewalk on one side.
- Help remind [educate] people on keeping an eye out for pedestrians/bicyclists.
    - Develop a "Pedestrians have the right of way" campaign.
    - Legible Streets – design it so people know what to look for.
- Undertake an education/advertising campaign ("Pedestrians have the right of way") for motorists, bicyclists and pedestrians in the City.
    - Focus on rules of the road.
- Saratoga Springs is about to undertake a crosswalk enforcement exercise – given the conversation so far in the workshop this could be a useful opportunity/tool in the City of Troy.
    - The Police Department will be integrally involved.
        - Police department involvement/leading the way for pedestrian safety is vital.
- The right turn on red option (and left turn on red at certain intersections) seems to make drivers feel they can immediately turn right if there is not a car in the vicinity – it is a problem for pedestrians.
    - Most walkable cities do not allow right on red.
- The Department of Health has a public awareness campaign coming out soon.
    - Need to inform people of their rights as pedestrians and bicyclists.
    - Capital Roots & the Troy Bike Rescue are great local resources to turn to for public outreach/awareness efforts. They are currently working on a rules of the road campaign.
- There is currently a bit of buzz/activity in the City that is bringing in new people and development.
- There is direct access to Troy from the Uncle Sam Trail – which is heavily used by bicycle commuters, not recreational users.
- Wayfinding signage needs improvement.
- The Menands Bridge is a concern.
- With higher pedestrian densities, streets become safer because motorists are more aware of pedestrians.
- The 5 E's – Engineering, Encouragement, Education, Enforcement and Evaluation need to be fully implemented for Complete Streets.

M. Flynn noted that studies show those shopping by bike and walking spend less per trip, but shop more times and spend more overall than trips made by car.

The slide presentation brought about discussion(s) in the room by attendees regarding several topics including the following:

- It was noted that there is a psychological concept with walking – think of walking a mile in a parking lot vs. along city blocks. People will walk 300-400 feet before needing a new view/experience to keep them engaged as a pedestrian.
- When applicants are required to provide Complete Streets – type upgrades, the ordinance provides the Planning Commission with the ability to have guidance/regulations to back up decision-making by the Commission. M. Flynn stated that developers and others like clear, consistent codes/requirements.
- On the transit slide, a participant noted that messaging by CDTA is important and referenced an ad on a bus from a year or more ago that essentially advocated for getting off the bus.
- There are areas in the City with no sidewalks and/or streetlights. These were noted as being dangerous for pedestrians.
- There is a lack of accessible signals, many off-set crosswalks and bus stops that are too close to intersections, making it difficult and sometimes impossible for visually impaired pedestrians to accurately know the signal phasing due to bus idling noise.
- One side of the Green Island bridge doesn't have a sidewalk. M. Flynn noted that this is often a difficult situation as retrofitting a bridge is often difficult and very expensive, and though bridge replacements can be decades into the future, this is often the time to make improvements to bridges.
- Throughout the City, vehicles (including city-owned vehicles) have been observed driving through crosswalks when pedestrians are present. All drivers need to become more aware of, and compliant with, laws intended to protect pedestrians and bicyclists.
- There are a lot of positive activities and interest in the City currently and if Complete Streets were embraced, it could bring a lot of interest and money into the City.
- Need signage for non-vehicular access to Troy from the Mohawk-Hudson Bike-Hike Trail.
- Enforcement is an issue. It is important to recognize social behavior as a factor
    - The culture dissuades walking today…unlike in the past when people walked much more.

Module 2: Performance Measures

M. Flynn opened Module 2 with the slide presentation. C. Hillary provided an introduction/overview of related activities and projects in the City of Troy. Currently the South Troy Industrial Road project to separate truck traffic from residential roads is in the planning stages. E. Walsh provided an overview of the activities Capital Roots has been actively involved in/managing and explained the role of the CSAG. She distributed a Transport Troy overview document (included in this workshop summary – see below).

Module 3: Design Tools

M. Flynn opened the module with the slide presentation. Attendees provided input based on the discussion including the following:

- It was mentioned that the chirping crosswalk sound was being phased out.
- Capital Roots has signage, stencils, sharrows and other tools available for use/sharing for project within the City.
- K. Maynard, planner with the City of Saratoga Springs, NY provided an overview of the Complete Streets process, the checklist used in the City, and several projects and initiatives they have undertaken.
    - They have a bike party/education event.
    - The Police Department is involved in a crosswalk enforcement/education effort for June 8th.
    - There is a draft Complete Streets Plan.
    - There have been challenges in integrating all departments, primarily due to the structure of the Government. They are working aggressively to overcome these challenges.
    - The City is undertaking a pedestrian safety audit.
    - The checklist has had a mixed reaction. It is not currently required and is not used consistently. Developers are often confused by requirements and the City has learned that the wording of requirements and tools is vitally important.
- It was noted that the average cost to repave a city block is approximately $20,000. The cost to reset curbs, install new sidewalk, etc. is approximately $350,000 per city block, thus making full rebuild projects much more difficult financially.
- It was noted that bus stops are ideally found at crosswalks.

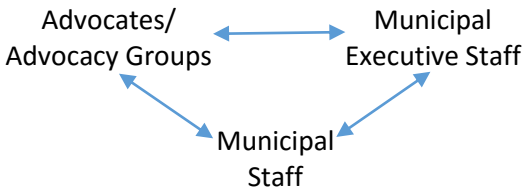
Module 4: Project Development Process

M. Flynn opened the presentation by showing examples of before and after images of Complete Streets projects. He then started a discussion with attendees regarding the existing process and specifics on how efforts work in the City of Troy.

- The City gets help from NYSDOT and assistance from the City Engineering/Consulting staff. It is fiscally constrained in bidding and has a limited budget for projects. The cost of projects often prevents doing work that is desired. As such a project may not have all the desired elements, but any improvement is positive and can be transformative (like the boat launch project) and a catalyst for change.
- Community Development/CDBG – there is a 5-year Consolidated Plan. The current and past plan(s) include a neighborhood redevelopment strategy/community redevelopment focus. The City has spent ~$2.5M improving approximately 15 blocks in South Troy – paving, improving ADA compliance, streetscaping, etc. It has also spent nearly $2.5M on River Street in North Central Troy – new sidewalks, street trees, crosswalks, etc.

- In the next 5-year Consolidated Plan, the focus will be on a $1M/year streetscape improvements project in the urban core/neighborhoods.
- It was noted that the CDBG efforts have coordinated with other efforts in the City. A recent example was Middleburgh St. where a NYS Healthy Communities effort was combined with CDBG to undertake a restriping effort.

- It was noted that much of Troy has a 60' ROW with 14' sidewalks, parking on both sides, and 1 lane in each direction which limits the ability to make wholesale changes.
- Transport Troy has seen significant citizen interest in Complete Streets type projects. The CSAG has formalized interaction(s) and after a hiatus is up and running again. Transport Troy has received every grant they have pursued and is looking for more insight from the City on where to focus volunteer efforts. Transport Troy is happy to find/get data and assist in making projects happen.
- An attendee noted that there are many new staff, several vacancies, and a new administration which combined has made it difficult to know who the contacts are in various departments and what the communication protocol should be.
  - It was generally agreed that identifying point(s) of contact for coordination/contact amongst City Departments and other organizations is needed. Maybe look into developing a standard operating procedures document?
  - Administrative buy-in is also needed. The different layers of government typically preclude quick action from being taken in these types of projects.
  - M. Flynn noted that a study showed three distinct groups are needed (and need to coordinate) to get project moving in a government structure:



- CDTA is happy to provide comment letters and support letters for projects that help improve/support the CDTA system and are available to assist however/wherever possible.
- E. Walsh provided an overview of the CSAG role. The Group has been in existence since 2014 and has an advisory role in project only. Currently most projects are not coming from City government. The Group is currently looking at the makeup of the Group and the function/organizational structure.
  - Clarity on communications seems to be needed for this Group as well. It would be helpful to clarify what projects are to come before the CSAG.

Checklist Exercise: Guided Discussion

The conversation rolled into the final element of the workshop – the checklist discussion. Building on the conversation regarding points of contact and communications toward the end of Module Four, one of the first items that was noted was the need to develop a list of "Standard City Process Changes" that are required to fully develop, incorporate, and make use of a Complete Streets checklist. Items raised in the discussion included the following:

- Sidewalk Program: using NYSDOT guidelines as standard with other guidelines as needed.
- Combining multiple efforts into one checklist. Combining ADA and Complete Streets was noted as well as any checklists or factors that may be noted in other plans and documents already completed for the City.
- A Bicycle & Pedestrian Master Plan may be warranted.
- Review the City Comprehensive Plan when it is completed to identify Complete Streets related issues and recommendations.
- Maintenance of facilities is a concern. Often times projects are developed and implemented without a discussion about maintenance and it doesn't happen.
    - It was noted that foundations, local non-profits and other community groups can be very effective in helping to maintain facilities.
- Without a Complete Streets Plan or Bicycle & Pedestrian plan identifying priority routes and infrastructure needs, it is difficult to identify connectivity priorities and require them to be constructed.

Conversation regarding specifics of a checklist included the following ideas/recommendations (these recommendations are also repeated in the Identified Workshop Outcomes section below):

- A checklist should allow for fiscal responsibility.
- Add an existing conditions safety analysis if the data is available or safety is a concern in a particular location.
- For the design of the checklist,
    - The following two questions could help quickly determine if a project needs to complete the Checklist and/or at least provide basic background information on a project before getting into the details of the Checklist.
        - Provide questions at the top that help to determine, at a high level, if completion of the checklist is necessary.
        - Provide questions that are required for developers to answer regarding their project(s).
- It was noted that a Cycle Track was not an option in the Saratoga Springs document
- Photos of the site/location could be useful when reviewing the Checklist if someone isn't familiar with the site/location or unable to get there before reviewing the Checklist.
- Information on estimated cost to provide facilities. If a developer is saying it is cost prohibitive, why is this the case?
- Speed limit of a road (could determine what is/is not feasible).

- Require answers to any statement that a particular Complete Streets improvement can't or should not be provided.
- Include a question that requires looking to the future to see what other potential projects may be on the horizon (asset management/coordination).
- A checklist should always apply.
- More clarity from the ordinance is needed to help develop and implement a Checklist
- A detailed review of existing plans should be undertaken to identify what Complete Streets – related planning recommendations have already been made.

The workshop concluded with a discussion of next steps and final thoughts.

- An attendee in the room noted that a meeting amongst City staff and the Administration is scheduled for next week to discuss projects and efforts underway and Complete Streets is one of the discussion topics.
- Chris Bauer from CDTC noted that CDTC rewards projects that include Complete Streets elements. There are secondary advantages to thinking about Complete Streets issues in advance. Particularly for the Transportation Improvement Program (TIP), funding is very competitive and projects generally need to be identified and detailed in advance to be competitive.
- CDTA will be looking at Bus Rapid Transit in Troy over the next few years. Improvements for this new system will include changes to curb cuts, intersections, etc. If projects have a benefit to transit, CDTA wants to help in any way they can.
- Transport Troy recently received $5,000 from the Hudson River Valley Greenway to undertake Uncle Sam Trail planning.
- Through the NYSDEC, new Climate Smart Communities Programming for clean transportation will be available (with a 50/50 match).

- The meeting adjourned at 3:15PM

COMPLETE STREETS RESOURCES & REFERENCES:

Thought not directly requested in the workshop, previous discussions have included identifying resources for low-cost options and green streets implementation assistance. In addition to resources and technical assistance available from CDTC, CDRPC, Capital Roots, and CDTA, the Consultant Team has identified some of the resources that can be consulted for Complete Streets implementation:

Capital District Transportation Committee (CDTC)

New Visions 2040 Plan

http://www.cdtcmpo.org/rtp2040/2040.htm

Complete Streets Advisory Committee

http://www.cdtcmpo.org/compst/compst.htm

Bicycle and Pedestrian Committee

http://www.cdtcmpo.org/bkpedtf.htm

New York State Department of Transportation Complete Streets:

https://www.dot.ny.gov/programs/completestreets

National Complete Streets Coalition

http://www.smartgrowthamerica.org/complete-streets

City of Philadelphia Green Streets Program

http://www.phillywatersheds.org/what_were_doing/green_infrastructure/programs/green_streets

American Association of Retired Persons (AARP) – Planning Complete Streets For an Aging America

American Association of Highway Traffic Officials (AASHTO) – Green Book, Guide for the Planning, Design, and Operation of Pedestrian Facilities, Guide for the Development of Bicycle Facilities, Roadside Design Guide,

American Planning Association (APA) – Complete Streets: Best Policy and Implementation Practices

Federal Highway Administration (FHWA) – Manual on Uniform Traffic Control Devices (MUTCD)

Institute of Transportation Engineers (ITE) – Designing Walkable Urban Thoroughfares

National Association of City Transportation Officials (NACTO) – Urban Street Design Guide, Urban Bikeway Design Guide

Transportation Research Board (TRB) – Highway Capacity Manual

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IDENTIFIED WORKSHOP OUTCOMES

"Top 3" Near Term Priorities/Next Steps

- Clarification of roles & better understanding of communications protocols.
    - Develop a list of specific areas where clarification is needed.
        - Key processes/Roles to further specify in the Complete Streets Ordinance.
- Identify individuals and offices/departments that are critical to Complete Streets implementation and get them engaged in the process/discussion (if they aren't already).
- Develop and implement use of a Complete Streets Checklist.
    - The City and Complete Streets Advisory Group (CSAG) should design and complete a checklist.
    - Consider the following questions for development of the checklist:
        - When does it need to be used?
        - Should there be questions at the beginning of the checklist to determine if use is needed & who should be responsible for completing the checklist?
        - Should a checklist include questions about financial considerations/constraints?
          Should/could the checklist include ADA requirements.
            - Can Complete Streets checklist or checklist elements be included in any ADA-specific analysis/existing conditions assessment?

Key Stakeholders and Officials to keep engaged and updated on progress and activities

- All City Departments
- Local Business Association/Chamber of Commerce
- NYSDOT
- Rensselaer County Economic Development & Planning Department
- Rensselaer County Department of Engineering & Public Works
- CDTA
- CDTC
- Capital Roots

Preliminary Identified Opportunities/Needs/Solutions:

- Identify near-term priority low-cost/low-hanging fruit implementation ideas.
    - Consider unique and/or temporary options when and where feasible.
- Discuss the need for a City-wide bicycle & pedestrian master plan (the currently funded CDTC linkage study is not a City-wide master plan effort).
- Look into combining checklists used for Complete Streets and ADA compliance/existing conditions.
- Pull together all the plans completed for the City of Troy and see what is shown for current and proposed bicycle and pedestrian infrastructure, infrastructure improvements/upgrades, and other Complete Streets-related improvements.
- Utilize existing resources available to the City. Based on the conversation in the workshop this includes:

- CDTC technical assistance and Linkage Program funding for planning efforts.
- Assistance from CDTA for planning or support for efforts that will enhance/improve the ability for CDTA to deliver to its customers.
- Utilize the stencils, signage and tools available for complete-streets related enhancements that are available for free from Capital Roots.

- Undertake an education/advertising campaign ("Pedestrians have the right of way") for motorists, bicyclists and pedestrians in the City.
  - Focus on rules of the road.
- Look into the needs to improve street lighting for areas that currently lack lights or that have inadequate lighting for pedestrians.
- Improve intersection signals and pedestrian crossing systems at signals.
  - Increase accessible signals/connections.
    - Fulton/4th Street is a concern.
    - Line-up off-set crosswalks.
    - Green Island Bridge only has a sidewalk on one side.
- Ideas/recommendations for a checklist included the following (these recommendations are also repeated in the Identified Workshop Outcomes section below):
  - A checklist should allow for fiscal responsibility.
  - Add an existing conditions safety analysis if the data is available or safety is a concern in a particular location.
  - For the design of the checklist, the following two questions could help quickly determine if a project needs to complete the Checklist and/or at least provide basic background information on a project before getting into the details of the Checklist.
    - Provide questions at the top that help to determine, at a high level, if completion of the checklist is necessary.
    - Provide questions that are required for developers to answer regarding their project(s).
  - It was noted that a Cycle Track was not an option in the Saratoga Springs document.
  - Photos of the site/location could be useful when reviewing the Checklist if someone isn't familiar with the site/location or unable to get there before reviewing the Checklist.
  - Information on estimated cost to provide facilities. If a developer is saying it is cost prohibitive, why is this the case?
  - Speed limit of a road (could determine what is/is not feasible).
  - Require answers to any statement that a particular Complete Streets improvement can't or should not be provided.
  - Include a question that requires looking to the future to see what other potential projects may be on the horizon (asset management/coordination)
  - A Checklist should always apply.
  - More clarity from the ordinance is needed to help develop and implement a Checklist.
  - A detailed review of existing plans should be undertaken to identify what Complete Streets – related planning recommendations have already been made.

SIGN-IN SHEETS

Scans of the sign-in sheets for the workshop follow below.

CITY OF TROY COMPLETE STREETS RESOLUTION

In 2013 a resolution was passed stating that the City "…will consider incorporating Complete Streets design features and practices in the planning, design, approval and implementation processes for any construction, reconstruction, retrofit, maintenance, alteration, or repair of streets, bridges, or other portions of the transportation network whenever feasible. A copy of the resolution follows below.

CITY OF TROY ORDINANCE – CHAPTER 271: COMPLETE STREETS

In 2014, Ordinance #35 was passed stating that it shall be the policy of the City to "…design, build, operate and maintain a safe, reliable, efficient, integrated and connected multimodal transportation network that will provide access, mobility, safety, and connectivity for all users. A copy of the resolution follows below.

CITY OF SARATOGA SPRINGS COMPLETE STREETS CHECKLIST

The end of the workshop focused development/implementation of a Complete Streets checklist for the City of Troy. The City of Saratoga Springs checklist was used for discussion as a local/comparable example in New York State as part of Module 4 and the Checklist Exercise. Kate Maynard, Planner with the City of Saratoga Springs, NY, was in attendance at the workshop provided a detailed discussion of the experience in the City developing and using their Complete Streets Checklist. A copy of the Resolution follows below.

NYSDOT CAPITAL PROJECTS COMPLETE STREETS CHECKLIST

The NYSDOT Capital Projects Complete Streets Checklist was provided to attendees in the agenda packet for reference during the checklist discussion. A copy of the checklist follows below.

ROUTE 5 ACCESS MANAGEMENT PLAN SITE PLAN REVIEW CHECKLIST

A copy of the Site Plan checklist is included in these notes (it wasn't discussed in the workshop) as a resource to reference when working to develop a checklist for the City of Troy.

NYSAMPO COMPLETE STREETS FACT SHEETS

Copies of the NYSAMPO Complete Streets Fact Sheets follow below.

TRANSPORT TROY ACCOMPLISHMENTS SUMMARY

Transport Troy distributed a summary of accomplishments (projects and events) that have been undertaken by Transport Troy and grants procured either for Transport Troy or the City of Troy. A copy of the summary follows below.

CDTC
CAPITAL DISTRICT TRANSPORTATION COMMITTEE

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JUNE 7, 2016
CITY COUNCIL CHAMBERS, TROY CITY HALL
5TH FLOOR, 433 RIVER STREET, TROY, NY

CITY OF TROY, N.Y.

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CDTC
CAPITAL DISTRICT TRANSPORTATION COMMITTEE

CITY OF TROY
COMPLETE STREETS WORKSHOP
JUNE 7, 2016
CITY COUNCIL CHAMBERS, TROY CITY HALL
5TH FLOOR, 433 RIVER STREET, TROY, NY

CITY OF TROY, NY.

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CDTC
CAPITAL DISTRICT TRANSPORTATION COMMITTEE

CITY OF TROY
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5TH FLOOR, 433 RIVER STREET, TROY, NY

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CAPITAL DISTRICT TRANSPORTATION COMMITTEE

CITY OF TROY
COMPLETE STREETS WORKSHOP
JUNE 7, 2016
CITY COUNCIL CHAMBERS, TROY CITY HALL
5TH FLOOR, 433 RIVER STREET, TROY, NY

Name	Office/Affiliation	E-mail address
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RESOLUTION OF COMMITMENT TO NEW YORK STATE COMPLETE STREETS LAW

WHEREAS, "Complete Streets" are defined as streets that are safe, convenient and comfortable for all ages and abilities using any mode of transportation (motor vehicle, public transportation, foot, bicycle, etc;) and

WHEREAS, Complete Streets design features and practices include, but are not limited to, sidewalks, paved shoulders suitable for cycling, designated bike lanes, lane striping, share the road signage, crosswalks, curb ramps, audible pedestrian signals, pedestrian crossing signage, traffic calming measures such as curb bump outs, center islands, and pavement markings, sidewalk snow removal and routine shoulder and bike lane maintenance; and

WHEREAS, Complete Streets has been recognized and adopted as policy and law at federal, state, county, town, village and city levels in the interest of improving multi-modal transportation options, safety and accessibility for all users; and

WHEREAS, the City of Troy, NY recognizes that Complete Streets will increase the capacity and efficiency of the road network, improve traffic calming by improving transportation options, limit greenhouse gas emissions, improve rates of physical activity and related health outcomes, improve neighborhood vitality, social interaction and economic development, and improve the general quality of life for people in the community; and

NOW, THEREFORE BE IT RESOLVED, the City of Troy, NY hereby recognizes the importance of creating Complete Streets through the planning design and construction of all new streets and street reconstruction undertaken by and in the City that enables safe travel by all users including pedestrians, bicyclists, public transportation riders and drivers, and people of all ages and abilities, including children, youth, families, older adults and individuals with disabilities; and

BE IT FURTHER RESOLVED, that the City of Troy, NY will attempt to draw upon all possible funding sources to plan and implement Complete Streets elements to make implementation economically feasible; and

BE IT FURTHER RESOLVED, the City of Troy, NY will make Complete Streets practices a routine part of everyday operations, will approach every transportation project and program as an opportunity to improve public [and private] streets and the transportation network for all users, and will work in coordination with other departments, agencies and jurisdiction to achieve Complete Streets; and

BE IT FURTHER RESOLVED, it also the intent of the City of Troy, NY to recognize that local City streets with low vehicle volumes and slow travel speeds may already safely and efficiently accommodate bicyclists and pedestrians. However, principal City roads that are characterized as having high vehicle volumes and high travel speeds, and are important for bicycle and pedestrian

travel to access and connect to destinations in and adjacent to the City, shall be considered for Complete Streets treatment; and

BE IT FURTHER RESOLVED, the City of Troy, NY will consider incorporating Complete Streets design features and practices in the planning, design, approval and implementation processes for any construction, reconstruction, retrofit, maintenance, alteration, or repair of streets, bridges or other portions of the transportation network whenever feasible.

Approved as to form, April 5, 2013

_____

Ian H. Silverman, Corporation Counsel

AYES: 9
NOES: 0
ABSTAIN: 0

Troy City Clerk
Sent to the Mayor 1/4/13
Received from the Mayor _____

Executive Action
Approved ___Date ____
Veto __ Not Endorsed _____

ORDINANCE AMENDING THE CODE OF THE CITY OF TROY, BY CREATING A NEW CHAPTER 271 ENTITLED COMPLETE STREETS

Chapter 271: COMPLETE STREETS

Sec. 271-1. Definition of Complete Streets.

"Complete Streets" means streets that are designed and operated to enable safe access for all users, in that pedestrians, bicyclists, motorists and public transportation users of all ages and abilities are able to safely move through the transportation network.

Sec. 271-2. Complete Streets policy.

The city shall design, build, operate and maintain a safe, reliable, efficient, integrated and connected multimodal transportation network that will provide access, mobility, safety, and connectivity for all users. In addition, the city will appoint a citizen run Complete Streets Advisory Board to whom quarterly reports on upcoming projects, and previously awarded exceptions, will be furnished.

Complete Streets design will promote improved health, economic growth, public safety, recreational opportunity, and social equality throughout the City of Troy, and will ensure that the safety and convenience of all users of the transportation system are accommodated, including pedestrians, bicyclists, users of mass transit, people of all ages and abilities, motorists, emergency responders, freight providers and adjacent land users.

Sec. 271-3. Scope of Complete Streets applicability.

- All city-owned transportation facilities in the public right-of-way including, but not limited to, streets, bridges and all other connecting pathways shall be designed, constructed, operated, and maintained so that users of all ages and abilities can travel safely and independently.
- All privately constructed streets, parking lots, and connecting pathways shall adhere to this policy.
- The city shall foster partnerships with the State of New York, neighboring communities and counties, and business and school districts to develop facilities and accommodations that further the city's complete streets policy and continue such infrastructure beyond the city's borders.

- The city shall approach every phase of every transportation project as an opportunity to create safer, more accessible facilities for all users. These phases include, but are not limited to: planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation and maintenance funded by the City of Troy, the State of New York, utility companies and all private development. Other changes to transportation facilities on streets and rights-of-way, including capital improvements, re-channelization projects and maintenance, must also be included.
- A project's compliance with this policy shall be determined based on the filing of a Complete Streets Checklist Form.

Sec. 271-4. Exceptions.

All exceptions to this policy, must be reviewed by the Complete Streets Advisory Board and approved by the City Departments of Engineering and/or Planning and Development, and/or the Planning Commission, and be documented with supporting data that indicates the basis for the decision. Such documentation shall be made publicly available.

Exceptions may be considered for approval when:

- An affected roadway prohibits, by law, use by specified users (such as an interstate freeways or pedestrian malls), in which case a greater effort shall be made to accommodate those specified users elsewhere, including on roadways that cross or otherwise intersect with the affected roadway;
- The activities are minor maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair, and surface treatments such as chip seal or interim measures);
- The City Engineer issues a documented exception concluding that the application of Complete Streets principles is unnecessary, unduly cost prohibitive, or inappropriate because it would be contrary to public safety; or
- Other available means or factors indicate an absence of need, including future need.

The City Departments of Engineering and/or Planning and Development, and/or the Planning Commission shall submit quarterly reports to the Complete Streets Advisory Board and the Mayor's Office summarizing all exceptions granted in the preceding quarter. These reports shall be submitted after the end of the quarter, and shall be posted on-line.

Sec. 271-5. Design standards.

The city shall adopt state transportation design standards as well as adapt, develop, update and adopt inter-departmental policies, urban design guidelines, zoning and performance standards and other guidelines based upon resources identifying best practices in urban design and street design, construction, operations and maintenance. These resources include, but are not limited to: the New York State Department of Transportation Highway Design Manual, New York State Department of Transportation Specification Book, the AASHTO Green Book; AASHTO Guide for the Planning, Designing and Operating Pedestrian Facilities; AASHTO Guide for the Development of Bicycle

Facilities; ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; NACTO Urban Bikeway Design Guide; Manual on Uniform Traffic Control Devices; and US Access Board Public Right-of-Way Accessibility Guidelines. When fulfilling this Complete Streets policy the City will follow the design manuals, standards and guidelines above, as applicable, but should be not be precluded from considering innovative or nontraditional design options where a comparable level of safety for users is present or provided.

Designs for all projects will be context-sensitive, considering adjacent land uses and local needs and incorporating the most up-to-date, widely accepted, ADA compliant design standards for the particular setting, traffic volume and speed and current and projected demand. Each project must be considered both separately and as part of a connected network to determine the level and type of treatment necessary for the street to be complete.

Sec. 271-6. Implementation and reporting.

The City of Troy shall view Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

One Year Outcomes

- **Complete Streets Advisory Board**. The City will establish a Complete Streets Advisory Board made up of citizen appointees and interdepartmental city employees to oversee the implementation of this policy. The Complete Streets Advisory Board will include members of at least three city departments including Engineering, Public Works, Housing and Community Development, Economic Development, Zoning and Planning, Parks and Recreation, Code Enforcement and the Police Departments from the City of Troy. The committee should include citizen representatives from the bicycling, disabled, transit users, youth and elderly communities and other advocacy organizations, as relevant. This committee will meet quarterly and provide a written report to the Mayor's Office evaluating the City's progress and advise on implementation;
- **Complete Streets Checklist Form.** The City and the Complete Streets Advisory board shall adopt or design a complete streets checklist form to be filled out during a project review to determine compliance with this policy;
- **Staff Training.** The City will train pertinent City staff on the content of the Complete Streets principles and best practices for implementing the policy;
- **Streets Manual.** The City will create and/or adopt a Complete Streets Design Manual to support implementation of this policy;
- **Funding.** The City will actively seek sources of appropriate funding to implement Complete Streets;
- **Reporting.** The Complete Streets Advisory Board or other relevant departments, agencies, or committees shall report on the annual increase or decrease for each performance measure contained in this ordinance compared to the previous year(s). This report will be presented to the Mayor's Office and made available to the public.
- **Coordination.** The City will utilize inter-department project coordination to promote the most responsible and efficient use of fiscal resources for activities that occur within the public right of way;

Three Year Outcomes

- **Inventory.** The City and The Complete Streets Advisory Board will maintain a comprehensive inventory of the pedestrian and bicycling facility infrastructure integrated with the City's database and will prioritize projects to eliminate gaps in the sidewalk and bikeways networks;
- **Education.** The City shall promote complete streets education in partnership with bicycling, disabled, youth and elderly communities, the school district and the police department); and
- **Capital Improvement Project Prioritization.** The City will reevaluate Capital Improvement Projects prioritization to encourage implementation of bicycle, pedestrian and transit improvements;

Five Year Outcomes

- **Revisions to Existing Plans and Policies.** All relevant departments, agencies, or committees will incorporate Complete Streets principles into all existing plans, manuals, checklists, decision-trees, rules, regulations reviews, approvals and programs as appropriate including but not limited to Comprehensive Plans, Economic Development Plans, Bicycle and Pedestrian Master Plans, Transit Plans, Snow Emergency Plans, Sidewalk Maintenance Plans and other appropriate plans, manuals, rules, regulations and programs;
- **Other Plans.** The City will prepare, implement and maintain a Bicycle and Pedestrian Master Plan, a Safe Routes to School Plan, an Americans with Disabilities Act Transition Plan, a Street Tree and Landscape Master Plan, a Lighting Master Plan;
- **Storm Water Management.** The City will prepare and implement a plan to transition to sustainable storm water management techniques along our streets;

Sec. 271-7. Performance measures.

The City of Troy and the Complete Streets Advisory Board shall measure the success of this Complete Streets policy using, but not limited to, the following performance measures:

- Number of people reached through bike/ped education programs.
- Total miles of bike lanes. (bike sharrows?)
- Linear feet of new or repaired pedestrian accommodations.
- Number of new ADA compliant curb ramps installed along city streets.
- Crosswalk and intersection improvements.
- Percentage of transit stops accessible via sidewalks and curb ramps.
- Rate of crashes, injuries, and fatalities by mode.
- Rate of children walking or bicycling to school.

Unless otherwise noted above, within six months of ordinance adoption, the city shall create individual numeric benchmarks for each of the performance measures included, as a means of tracking and measuring the annual performance of the ordinance. Quarterly reports shall be posted on-line for each of the above measures.

Approved as to form, May 15, 2014

ORD. #35

Ian H. Silverman, Corporation Counsel

AYES: 8
NOES: 0
ABSTAIN:

Troy City Clerk
Sent to the Mayor 6/ 6 /14
Received from the Mayor 6/6/14
City Clerk

Executive Action
Approved ✓ Date 6/6/14
Veto ___ Not Endorsed
Mayor Louis A. Rosamilia

City of Saratoga Springs Complete Streets Checklist

Saratoga Springs Complete Street Policy Vision (May 2012)
The City of Saratoga Springs Complete Streets Policy will encourage the development of a complete streets network throughout the City to create a more balanced transportation system. The Policy shall be consistent with and assist in achieving the goals and recommendations set forth in the City's Comprehensive Plan and other policy documents. The Policy shall ensure new and updated public and private projects are planned, designed, maintained and operated to enable safer, comfortable and convenient travel to the greatest extent possible for users of all abilities including pedestrians, bicyclists, motorists and transit riders.

This checklist is intended to assist the City in achieving its vision for complete streets.

Project Name: _____ **Date:** _____

Project Location / Limits: _____

Project Description: _____

Instructions: For each box checked, please provide a brief description for how the item is addressed, not addressed, or not applicable and include supporting documentation.

Street Classification (identify street or streets within the project area)
Principal arterial ☐ Minor arterial ☐ Mixed use collector ☐ Mixed use local ☐ Residential collector ☐ Residential local ☐ Special use street ☐

EXISTING CONDITIONS				
Item to Be Addressed/ Checklist Consideration	**YES**	**NO**	**N/A**	**Required Description**
Existing Bicycle & Pedestrian Operations				
Do bicycle and pedestrian accommodations exist? (see page 2 for examples)	☐	☐	☐	
Existing Transit Operations				
Do transit facilities exist within the study area, including bus and train stops/stations?	☐	☐	☐	
Is the project area on a transit route? (CDTA Service Routes)	☐	☐	☐	
Are there bicycle racks, shelters, or parking for transit riders available?	☐	☐	☐	
Existing Access and Mobility				
Do connective opportunities exist with schools, hospitals, senior care or community centers or persons with disabilities within project area?	☐	☐	☐	
Are there gaps inhibiting continuous access between schools, hospitals, senior care, or community centers or persons with disabilities within project area?"	☐	☐	☐	
Project Area Context				
Are there prominent landmarks, recreation, shopping, employment center, cultural centers or other key destinations that offer opportunities to connect this site?	☐	☐	☐	
Please list and/or describe planning or policy documents addressing bicyclist, pedestrian, transit, or truck/ freight use for the project area. Examples can include: City of Saratoga Springs Comprehensive Plan, City of Saratoga Springs Open Space Plan, Capital District Transportation Committee Bicycle/ Pedestrian Priority Network, City Standard Details, etc.				

PROPOSED DESIGN				
Item to Be Addressed/ Checklist Consideration	**YES**	**NO**	**N/A**	**Required Description**
Complete Streets Design				
Bicyclist accommodations?	☐	☐	☐	
Pedestrian accommodations?	☐	☐	☐	
Access and Mobility accommodations?	☐	☐	☐	
Transit accommodations?	☐	☐	☐	
Truck/ freight accommodations?	☐	☐	☐	
Streetscape elements?	☐	☐	☐	

Bike Facilities:	
Off-roadway bike accommodations	☐ Yes ☐No ☐NA
Dedicated bike lane	☐ Yes ☐No ☐NA
Shared-use lane	☐ Yes ☐No ☐NA
Shoulder	☐ Yes ☐No ☐NA
Acceptable actuated traffic signal bike detection, including turn lanes	☐ Yes ☐No ☐NA
Do signals allow adequate minimum green time for bicyclist to safely cross intersection?	☐ Yes ☐No ☐NA
Signage and pavement markings specific to proposed bike facilities	☐ Yes ☐No ☐NA
Bicycle safe inlet grates	☐ Yes ☐No ☐NA
Bicycle parking, eg. bike racks, bike lockers	☐ Yes ☐No ☐NA
Transit Facilities:	
Transit shelters	☐ Yes ☐No ☐NA
Bus turnouts	☐ Yes ☐No ☐NA
Standing pads	☐ Yes ☐No ☐NA
Has CDTA been contacted?	☐ Yes ☐No ☐NA
Access and Mobility Facilities:	
Adequate sidewalk or paved path	☐ Yes ☐No ☐NA
Acceptable consideration/provision for accessible pedestrian traffic signal features	☐ Yes ☐No ☐NA
Curb ramps, including detectable warning surface	☐ Yes ☐No ☐NA
Acceptable slope and cross-slope for driveway ramps, sidewalks, crossings)	☐ Yes ☐No ☐NA
Have conflicts been reduced among pedestrian, bicyclists, and motor vehicles (access management)?	☐ Yes ☐ No ☐ NA

Pedestrian Facilities:	
Sidewalks on both sides of the street	☐ Yes ☐No ☐NA
Striped crosswalks	☐ Yes ☐No ☐NA
Geometric modifications to reduce crossing distances such as curb extensions (e.g. bulb-outs)	☐ Yes ☐No ☐NA
Acceptable provision for pedestrian traffic signal features (e.g. ped. buttons)	☐ Yes ☐No ☐NA
Pedestrian signage for crossing & wayfinding	☐ Yes ☐No ☐NA
Safety islands/medians on roadways with two or more traffic lanes in each direction	☐ Yes ☐No ☐NA
Enhanced supplemental pedestrian treatments at uncontrolled marked crossings	☐ Yes ☐No ☐NA
Connectivity:	
Are there proposed connections to other bike paths, pedestrian facilities, or transit facilities?	☐ Yes ☐No ☐NA
Are there proposed connections to any key destinations listed on page 1?	☐ Yes ☐No ☐NA
Are there proposed connections to neighborhoods?	☐ Yes ☐No ☐NA
Streetscape Elements:	
Are streetscape elements proposed such as landscaping, street trees, planters, buffer strips, etc?	☐ Yes ☐No ☐NA
Pedestrian-level lighting	☐ Yes ☐No ☐NA
Public seating or benches	☐ Yes ☐No ☐NA

Design Standards and Guidelines				
Design meets guidelines such as described below for bicycle/pedestrian/bus/transit facilities?	☐ Yes	☐No	☐NA	Describe

***American Association of State Highway and Transportation Officials (AASHTO**) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities and AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide*(PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); **National Association of City Transportation Officials (NACTO)** - *Urban Bikeway Design Guide*. **New York State Department of Transportation** – *Highway Design Manual*

APPENDIX A

NYSDOT Capital Projects
Complete Streets Checklist

Chapter 18, Appendix A - CAPITAL PROJECTS **COMPLETE STREETS CHECKLIST** **(**18A-2)

PIN:		**Project Location:**	
Context:	☐ Urban/Village ☐ Suburban, or ☐ Rural		
Project Title:			

STEP 1- APPLICABILITY OF CHECKLIST		
1.1	Is the project located entirely on a facility where bicyclists and pedestrians are prohibited by law and the project does not involve a shared use path or pedestrian/bicycle structure? *If **no**, continue to question 1.2. If **yes**, stop here.*	☐ **Yes** ☐ **No**
1.2	a. Is this project a 1R* Maintenance project? *If **no**, continue to question 1.3. If **yes**, go to part b of this question.* b. Are there opportunities on the 1R project to improve safety for bicyclists and pedestrians with the following Complete Street features? • Sidewalk curb ramps and crosswalks • Shoulder condition and width • Pavement markings • Signing *Document opportunities or deficiencies in the IPP and **stop here.*** ** Refer to Highway Design Manual (HDM) Chapter 7, Exhibit 7-1 "Resurfacing ADA and Safety Assessment Form" under ADA, Pavement Markings and Shoulder Resurfacing for guidance.*	☐ **Yes** ☐ **No** ☐ **Yes** ☐ **No**
1.3	Is this project a Cyclical Pavement Marking project? *If **no**, continue to question 1.4. If **yes**, review EI 13-021* and identify opportunities to improve safety for bicyclists and pedestrians with the following Complete Streets features:* • Travel lane width • Shoulder width • Markings for pedestrians and bicyclists *Document opportunities or deficiencies in the IPP and **stop here.*** ** EI 13-021, "Requirements and Guidance for Pavement Marking Operations - Required Installation of CARDS and Travel Lane and Shoulder Width Adjustments".*	☐ **Yes** ☐ **No**
1.4	Is this a Maintenance project *(as described in the "Definitions" section of this checklist)* and different from 1.2 and 1.3 projects? *If **no**, continue to Step 2. If **yes,** the Project Development Team should continue to look for opportunities during the Design Approval process to improve existing bicycle and pedestrian facilities within the scope of project. Identify the project type in the space below and **stop here.***	☐ **Yes** ☐ **No**

STEP 1 prepared by: Date:

STEP 2 - IPP LEVEL QUESTIONS (At Initiation)			**Comment/Action**
2.1	Are there public policies or approved known development plans (e.g., community Complete Streets policy, Comprehensive Plan, MPO Long Range and/or Bike/Ped plan, Corridor Study, etc.) that call for consideration of pedestrian, bicycle or transit facilities in, or linking to, the project area? *Contact municipal planning office, Regional Planning Group and Regional Bicycle/Pedestrian Coordinator.*	☐ **Yes** ☐ **No**	

2.2	Is there an existing or planned sidewalk, shared use path, bicycle facility, pedestrian-crossing facility or transit stop in the project area?	☐ **Yes** ☐ **No**	
2.3	a. Is the highway part of an existing or planned State, regional or local bicycle route? *If **no**, proceed to question 2.4. If **yes**, go to part b of this question.* b. Do the existing bicycle accommodations meet the minimum standard guidelines of HDM Chapter 17 or the AASHTO "Guide for the Development of Bicycle Facilities"? * *Contact Regional Bicycle/Pedestrian Coordinator* ** Per HDM Chapter 17- Section 17.4.3, Minimum Standards and Guidelines.*	☐ **Yes** ☐ **No** ☐ **Yes** ☐ **No**	
2.4	Is the highway considered important to bicycle tourism by the municipality or region?	☐ **Yes** ☐ **No**	
2.5	Is the highway affected by special events (e.g., fairs, triathlons, festivals) that might influence bicycle, pedestrian or transit users? *Contact Regional Traffic and Safety*	☐ **Yes** ☐ **No**	
2.6	Are there existing or proposed generators within the project area (*refer to the "Guidance" section*) that have the potential to generate pedestrian or bicycle traffic or improved transit accommodations? *Contact the municipal planning office, Regional Planning Group, and refer to the CAMCI Viewer, described in the "Definitions" section.*	☐ **Yes** ☐ **No**	
2.7	Is the highway an undivided 4 lane section in an urban or suburban setting, with narrow shoulders, no center turn lanes, and existing Annual Average Daily Traffic (AADT) < 15,000 vehicles per day? *If **yes**, consider a road diet evaluation for the scoping/design phase. Refer to the "Definitions" section for more information on road diets.*	☐ **Yes** ☐ **No**	
2.8	Is there evidence of pedestrian activity (e.g., a worn path) and no or limited pedestrian infrastructure?	☐ **Yes** ☐ **No**	

STEP 2 prepared by: Date:

Bicycle/Pedestrian Coordinator has been provided an opportunity to comment: ☐ **Yes** ☐ **No**

ATTACH TO IPP AND INCLUDE RECOMMENDATIONS FOR SCOPING/DESIGN.

STEP 3 - PROJECT DEVELOPMENT LEVEL QUESTIONS (Scoping/Design Stage)			**Comment/Action**
3.1	Is there an identified need for bicycle/pedestrian/ transit or "way finding" signs that could be incorporated into the project?	☐ **Yes** ☐ **No**	
3.2	Is there history of bicycle or pedestrian crashes in the project area for which improvements have not yet been made?	☐ **Yes** ☐ **No**	
3.3	Are there existing curb ramps, crosswalks, pedestrian traffic signal features, or sidewalks that don't meet ADA standards per HDM Chapter 18?	☐ **Yes** ☐ **No**	
3.4	Is the posted speed limit is 40 mph or more and the paved shoulder width less than 4' (1.2 m) (6' in the Adirondack or other State Park)? *Refer to EI 13-021.*	☐ **Yes** ☐ **No**	
3.5	Is there a perceived pedestrian safety or access concern that could be addressed by the use of traffic calming tools (e.g., bulb outs, raised pedestrian refuge medians, corner islands, raised crosswalks, mid-block crossings)?	☐ **Yes** ☐ **No**	
3.6	Are there conflicts among vehicles (moving or parked) and bike, pedestrian or transit users which could be addressed by the project?	☐ **Yes** ☐ **No**	
3.7	Are there opportunities (or has the community expressed a desire) for new/improved pedestrian-level lighting, to create a more inviting or safer environment?	☐ **Yes** ☐ **No**	
3.8	Does the community have an existing street furniture program or a desire for street appurtenances (e.g., bike racks, benches)?	☐ **Yes** ☐ **No**	
3.9	Are there gaps in the bike/pedestrian connections between existing/planned generators? *Consider locations within and in close proximity of the project area. (Within 0.5 mi (800 m) for pedestrian facilities and within 1.0 mi (1600 m) for bicycle facilities.)*	☐ **Yes** ☐ **No**	
3.10	Are existing transit route facilities (bus stops, shelters, pullouts) inadequate or in inconvenient locations? (e.g., not near crosswalks) *Consult with Traffic and Safety and transit operator, as appropriate*	☐ **Yes** ☐ **No**	
3.11	Are there opportunities to improve vehicle parking patterns or to consolidate driveways, (which would benefit transit, pedestrians and bicyclists) as part of this project?	☐ **Yes** ☐ **No**	

3.12	Is the project on a "local delivery" route and/or do area businesses rely upon truck deliveries that need to be considered in design?	☐ **Yes** ☐ **No**	
3.13	Are there opportunities to include green infrastructure which may help reduce stormwater runoff and/or create a more inviting pedestrian environment?	☐ **Yes** ☐ **No**	
3.14	Are there opportunities to improve bicyclist operation through intersections and interchanges such as with the use of bicycle lane width and/or signing?	☐ **Yes** ☐ **No**	

STEP 3 prepared by: Date:

Preparer's Supporting Documentation, Comments and Clarifications:

Last Revised 06/22/2015

Introduction

The intent of this checklist is to assist in the identification of needs for Complete Streets design features on Capital projects, including locally-administered projects.

This checklist is one tool that NYSDOT employs in its integrated approach to Complete Streets considerations. It provides a focused project-level evaluation which aids in identifying access and mobility issues and opportunities within a defined project area. For broader geographic considerations (e.g., bicycle route planning, corridor continuity), NYSDOT and other state and local agencies use a system-wide approach to identifying complete streets opportunities.

Use of this checklist is initiated during the earliest phase of a project, when information about existing conditions and needs may be limited; it is therefore likely that the Preparer will only be able to complete Steps 1 and 2 at this time. As the project progresses, and more detailed information becomes available, the Preparer will be able to complete Step 3 and continue to refine earlier answers, to give an increasingly accurate indication of needs and opportunities for Complete Streets features.

Guidance for Steps 1, 2 and 3

Based on the guidance below, the Regions will assign the appropriate staff to complete each step in the Checklist. The Preparer should have expertise in the subject matter and be able to effectively work with and coordinate comments/responses with involved Regional Groups.

- Steps 1 & 2: Preparer is from Planning; review occurs as part of the normal IPP process.
- Step 3: Preparer is Project Designer; review occurs as part of Design Approval Document review/approval process.
- For Local Projects - Local Project Sponsors will be responsible for completing all steps.

a. A check of "yes" indicates a need to further evaluate the project for Complete Streets features. Please identify in the comment box, or append at the end of the checklist, any supporting information or documentation.

b. Answers to the questions should be checked with the local municipality, transit provider, MPO, etc., as appropriate, to ensure accuracy and evaluate needed items versus desirable items (i.e., prioritize needs).

c. Answers to the questions should be coordinated with NYSDOT Regional program areas as appropriate (e.g., Traffic and Safety, Landscape Architecture, Maintenance, etc.)

d. This checklist should be reviewed during the development of the IPP, Scoping Document, and Design Approval

Document; and revisited due to a project delay or if site conditions or local planning changes during the project development process. Continued coordination with the Regional Bicycle and Pedestrian Coordinator is necessary throughout project scoping and design.

e. It will be assumed that the Project Description and Limits will be as described in the IPP for Step I, the Scoping Document for Step 2 and the Design Approval Document for Step 3. Preparers should describe any deviations from this assumption under "Preparer's Supporting Documentation".

f. For the purposes of this checklist, the "project area" is within 0.5 mi (800 m) for pedestrian facilities and 1.0 mi (1600 m) for bicycle facilities. In some circumstances, bicyclists may travel up to 7 miles for a unique generator, attraction or event. These special circumstances may be considered and described as appropriate.

g. For background on Complete Streets features and terminology, please visit the following websites:

http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design_nonmotor/highway/index.cfm
http://www.fhwa.dot.gov/publications/publicroads/10julaug/03.cfm
http://www.smartgrowthamerica.org/complete-streets/

h. Refer to *Highway Design Manual* Chapter 18, Section 18.5.1 for further information and guidance on the use of this checklist.

i. For projects with multiple sites, Preparers may choose to prepare multiple checklists for each site.

Definitions

- CAMCI (Comprehensive Asset Management/Capital Investment) Viewer - A web-based GIS application used for planning purposes and located at http://gisweb/camci/.
- Generator - A generator, in this document, refers to both origins and destinations for bicycle and/or pedestrian trips (e.g., schools, libraries, shopping areas, bus stops, transit stations, depots/terminals).
- HDM - New York State Department of Transportation's *Highway Design Manual*.
- Maintenance project - For the purposes of this checklist, maintenance projects are listed as the following project types: Rigid pavement repairs, pavement grooving, drainage system restoration, recharge basin reconditioning, SPDES facilities maintenance, underdrain installation, guide rail and/or median barrier upgrading, impact attenuator repair, and/or replacement, reference marker replacement, traffic management systems maintenance, repair and replace loop detectors, highway lighting upgrades, noise wall rehab/replacement, retaining wall rehab/replacement, graffiti removal/prevention, vegetation management, permanent traffic count detectors, weigh-in-motion detectors, slope stabilization, ditch cleaning, bridge washing/cleaning, bridge joint repair, bridge painting and crack sealing.
- MPO (Metropolitan Planning Organization) - A federally mandated and federally funded transportation policy-making organization made up of representatives from local government and governmental transportation authorities.
- Raised Pedestrian Refuge Medians and Corner Islands - Raised elements within the street at an intersection or midblock crossing that provide a clear or safety zone to separate pedestrians, bicyclists, and other non-motorized modes, from motor vehicles . See FHWA's *Safety Effects of Marked vs. Unmarked Crosswalks at Uncontrolled Locations* at http://www.fhwa.dot.gov/publications/research/safety/04100/04100.pdf.
- Road diet - A transportation planning technique used to achieve systemic improvements to safety or provide space for alternate modes of travel. For example, a two-way, four lane road might be reduced to one travel lane in each direction, with more space allocated to pedestrian and cyclist facilities. Also known as a lane reduction or road re-channelization.
- Transit facilities - Includes facilities such as transit shelters, bus turnouts and standing pads.
- 1R project - A road resurfacing project that includes the placement or replacement of the top and/or binder pavement course(s) to extend or renew the existing pavement design life and to improve serviceability while not degrading safety.
- 2R project - A multicourse structural pavement and resurfacing project that may include: milling, super elevation, traffic signals, turn lanes, driveway modifications, roadside work, minor safety work, lane and shoulder widening, shoulder reconstruction, drainage work, sidewalk curb ramps, etc.

SITE PLAN REVIEW ACCESS MANAGEMENT CHECKLIST

TOPIC		QUESTION	REVIEW STAGE			ANSWER		
			CONCEPT	SITE PLAN	DESIGN	YES	NO	NA
VEHICLE ACCESS	V1	Is there an opportunity to reduce the number of site driveways?	√	√				
	V2	Can the proposed site provide a cross access connection to an abutting parcel?	√	√				
	V3	Can the proposed site accommodate joint or shared access with an adjacent parcel?	√	√				
	V4	Can the site be designed to provide an opportunity to allow joint access in the future?	√	√				
	V5	Can the proposed project include a cross-access easement for future shared access or cross access?	√	√	√			
	V6	Can you achieve access from this parcel to an adjacent traffic signal?	√	√				
	V7	Is the site driveway located within the influence area of an adjacent intersection?	√	√	√			
	V8	Are turning or access restrictions desirable for a proposed driveway located within the influence zone of an adjacent intersection?	√	√	√			
	V9	Is the site driveway located directly across from an existing driveway or at a location allowing for future shared use?	√	√	√			
	V10	Does the site plan show the property lines for properties to the rear, both sides, and across the street?	√	√	√			
	V11	Does the proposed project connect with the surrounding street system?	√	√	√			
PEDESTRIAN AND TRANSIT ACCOMMODATIONS	P1	Does the site plan include a sidewalk connecting to adjacent properties, the adjacent roadway network, and ending at a logical terminus?	√	√	√			
	P2	Do sidewalks extend across the driveway opening?	√	√	√			
	P3	Is there an adequate pedestrian connection to a transit stop on both sides of the roadway?	√	√	√			
	P4	Is there an internal pedestrian connection to connect the building with the parking area?	√	√	√			
	P5	Are building entrances located and designed to be obvious and easily accessible to pedestrians?	√	√	√			
	P6	If there are multiple buildings on the parcel, is there an adequate pedestrian connection between the buildings?	√	√	√			
	P7	Are pedestrian accommodations sited along logical pedestrian routes?	√	√	√			
	P8	Does the site include pedestrian lighting where appropriate?		√	√			
	P9	Will snow storage disrupt pedestrian access or visibility?		√	√			
	P10	Is the path clear from both temporary and permanent obstructions?		√	√			
	P11	Are measures needed to direct pedestrians to safe crossing points and pedestrian access ways?		√	√			
	P12	Are there any conflicts between bicycles and pedestrians?		√	√			
	P13	Are pedestrian travel zones clearly delineated from other modes of traffic through the use of striping, colored and/or textured pavement, signing, and other methods?	√	√	√			

TOPIC		QUESTION	REVIEW STAGE			ANSWER		
			CONCEPT	SITE PLAN	DESIGN	YES	NO	NA
GENERAL INFORMATION AND AGENCY COORDINATION	G1	Has NYSDOT been identified as an interested or involved agency? If so, has NYSDOT been contacted?	√	√	√			
	G2	Has CDTA been identified as an interested or involved agency? If so, has CDTA been contacted?	√	√	√			
	G3	Has the county been identified as an interested or involved agency? If so, has the county been contacted?	√	√	√			
	G4	Has the Highway Work Permit application process been started?	√	√	√			
	G5	Is this one of the 10 opportunity sites noted in the Route 5 Access Management Guidelines?			√			

Complete Streets

FACT SHEET

Overview

The concept of a "complete street" has been in the transportation planner's vocabulary for a number of years. It refers to a set of street design concepts that ensures that all users are safely accommodated, regardless of how they travel or what their special needs may be. Consider this description of "First Avenue": Jennifer may safely drive home from work; Andy, who is visually impaired, can cross the street where there is a traffic signal, and board the bus; Joe and Amy can ride their bikes to school.

Who has adopted Complete Street Policies in New York State?

Fourteen New York State counties or municipalities have adopted Complete Street policies as of 2011:

Buffalo, NY	Complete Streets Policy	2008
New York City, NY	Sustainable Streets Strategic Plan	2008
Bethlehem, NY	Resolution No. 30	2009
Ulster County, NY	Resolution No. 229-09	2009
Babylon, NY	Complete Streets Policy	2010
Brookhaven, NY	Resolution 2010-993	2010
Cuba, NY	Resolution	2010
Elizabethtown, NY	Resolution	2010
Gowanda, NY	Resolution	2010
Islip, NY	Resolution	2010
Kingston, NY	Resolution	2010
Salamanca, NY	Comprehensive Plan: Complete Streets Policy	2010
Rochester, NY	Resolution 2011-356	2011
Town of Lewisboro, NY	Resolution	2011

A complete street design will save money on future transportation retrofits; reduced congestion will provide more efficient travel within your community; and creating complete streets can spur economic development.

Pittsford, New York

Complete Streets Act

This concept was given the force of law in New York with the passage of the Complete Streets Act in August, 2011 (S05411A/A08366). The law took effect on February 15, 2012. The law does not provide any additional funding for complete street design features, so funding decisions should be addressed early in planning stage. It states that "the transportation plans of New York State should consider the needs of all users of our roadways including pedestrians, bicyclists, public transportation riders, motorists and citizens of all ages and abilities, including children, the elderly and the disabled...Therefore, it shall be the policy of the state to consider people of all ages and abilities and all appropriate forms of transportation when planning roadway projects." The law covers only projects that are funded with federal and state funds. However, NYSAMPO encourages local governments to consider these principles for locally funded projects as well.

The section of the law defining responsibilities of New York State DOT and local agencies that undertake street projects: "Consideration of complete street design. (A) For all state, county and local transportation projects that are undertaken by the Department [of Transportation] or receive both federal and state funding and are subject to Department of Transportation oversight, the department or agency with jurisdiction over such projects shall consider the convenient access and mobility on the road network by all users of all ages, including motorists, pedestrians, bicyclists, and public transportation users **through the use of complete street design features in the planning, design, construction, reconstruction and rehabilitation, but not including resurfacing, maintenance, or pavement recycling of such projects."**

The law further goes on to outline typical design features for complete streets:

"(B) Complete street design features are roadway design features that accommodate and facilitate convenient access and mobility by all users, including current and projected users, particularly pedestrians, bicyclists and individuals of all ages and abilities. These features may include, but need not be limited to: **sidewalks, paved shoulders suitable for use by bicyclists, lane striping, bicycle lanes, share the road signage, crosswalks, road diets, pedestrian control signalization, bus pull-outs, curb cuts, raised crosswalks and ramps and traffic calming measures;** and recognize that the needs of users of the road network vary according to a rural, urban and suburban context."

The law does provide some exceptions, including:

- Not required for roads, like interstate highways, where use by pedestrians and bicyclists is prohibited;
- Cost is disproportionate to need, based on land use context, traffic volumes, and population density
- Demonstrated lack of need, based on the above factors; or lack of community support;
- Design features would have an adverse impact on public safety.

Given those requirements, there are a number of examples of complete streets design features, based on the understanding that there is no singular design prescription for such a street. Each one is unique and responds to its community context. However, one constant with all features is that safety considerations must always be factored into any Complete Streets design.

While many people associate Complete Streets with an urban or suburban context, there is a place for these strategies in rural areas too. Complete Streets will look different in rural communities than they do in urban, and care should be given to ensure roadways in these villages and hamlets are designed to fit their setting. In town centers, narrower streets, well-marked pedestrian crossings, sidewalks, and street trees can all work to improve safety while maintaining a pleasant, small town feel. On streets where homes are located along one side of the street, sidewalks with accessible curb cuts lining just that side may be the best fit. Sometimes a rural road can be completed by simply providing wide shoulders to allow safe bicycling and walking.

A Complete Street May Include:

- **Narrower travel lanes, which contribute to slower vehicle speed and free up space for other uses in the existing right-of-way. A design called a "road diet" may convert a four lane street to two through lanes, a center two-way left turn lane, and space for bicycle lanes. In an urban setting with lower speed limits and a low volume of trucks and buses, ten foot lanes are often sufficient for two lane roads.**
- **Sidewalks that are wide enough and without obstacles so they can be used comfortably by all pedestrians, including those with visual or mobility impairments. Providing sidewalks that are five feet wide is considered best practice. Four foot wide sidewalks meet current standards, but require additional width at regular intervals per ADA standards to allow wheelchairs to pass one another. Special design attention is necessary where spaces like sidewalk cafes will share the public right-of-way.**
- **Proper accommodation of pedestrians at intersections, including crosswalks, curb ramps as required by the Americans with Disabilities Act, and accessible pedestrian signals. The latter are designed to accommodate visually impaired pedestrians with a locator tone and computer generated spoken messages. Crossing distance can be reduced through use of curb extensions and median refuge. (see NYSAMPO Fact Sheets on Designing Signalized Intersections to Accommodate All Users and Timing Traffic Signals to Accommodate Pedestrians at NYSAMPO website: http://www.nysmpos.org).**
- **Bicycle lanes or wide paved shoulders, depending on local policy. A new pavement marking called a "sharrow" may also be used when there is not enough pavement width for a bicycle lane. It consists of a bicycle and chevrons pointing in the direction of travel. It guides the cyclist to the proper location on the street, and alerts motorists that cyclists may be there.**
- **Transit accommodations including special bus lanes or bus pull-outs, and comfortable and accessible transit stops. Bus stops should have shelters, and must be designed so the bus driver can deploy the wheelchair lift or ramp.**
- **Landscape elements that help curb stormwater runoff such as bioswales, planters, rain gardens and street trees – are mutually beneficial for mobility and the environment. Such green elements contribute to a more comfortable and visually interesting environment for all users. Numerous trees reduce the heat island effect and offset CO_2 while widened sidewalks and increased pedestrian features make the street friendlier to those walking by. Traffic-calming elements like chicanes, pedestrian islands, and curb extensions provide site opportunities for bioswales, street trees, and rain gardens.**
- **Complete streets are often used to stimulate economic development, ideally as compact mixed-use with both retail, commercial, and residential spaces. Designers must consider how stores and restaurants will receive deliveries, and where visitors and residents will park their cars without interfering with the needs of pedestrians, cyclists, or transit. Concepts include rear delivery access, and strategically placed loading zones with time restrictions.**

The National Complete Streets Coalition is an excellent source of information on the design and benefits of Complete Streets.

http://www.completestreets.org/complete-streets-fundamentals/factsheets/

New York State Association of
Metropolitan Planning Organizations
http://www.nysmpos.org/

Complete Streets FACT SHEET 2.0

Since the NYSAMPO Complete Streets Fact Sheet was published in 2012, additional needs have been identified. They are addressed in this addendum.

The original Complete Streets Fact Sheet can be found at www.nysmpos.org

MORE MUNICIPALITIES HAVE ADOPTED COMPLETE STREETS ORDINANCES AND POLICIES

A number of additional New York municipalities have officially recognized the importance of considering Complete Streets elements in street design and road improvement projects through the adoption of local ordinances or policies. Most use language that is similar in content to the New York State law.

Since any list is quickly outdated, readers are referred to the **New York State Department of Transportation's Complete Streets web page**:

https://www.dot.ny.gov/programs/completestreets

HOW CAN COMPLETE STREETS BE IMPLEMENTED IN SIMPLIFIED PAVING PROJECTS?

A focus on managing infrastructure assets at a time of limited capital funding has resulted in many jurisdictions, from local to State, doing simplified or maintenance paving work. Such projects may entail a simple overlay, or mill and resurfacing, and is generally limited to "working between the curbs or shoulders".

Complete Streets necessarily reflect their location.

An urban street that is curbed will require different treatments than a suburban or rural roadway that has paved shoulders but no sidewalks. There is no single approach to designing Complete Streets.

While this places limits on the range of Complete Streets elements that can be employed, there is still a great deal that can be done. Often changing pavement markings alone can improve the experience of all roadway users. There are other low cost improvements that may be outside the scope of simplified paving, but worthy of consideration.

HOW CAN COMPLETE STREETS BE IMPLEMENTED IN SIMPLIFIED PAVING PROJECTS?

Begin with a simple inventory.

- **Supply**: What is the pavement width? What is the pre-construction layout: number and width of lanes, on-street parking, bus stops, bike lanes, crosswalks?
- **Environment**: What comprises the adjacent land use? Is it a residential street, a neighborhood shopping area, a commercial strip? Is there a school or park on the street? Consider that Complete Streets should fit in the land use context.
- **Demand**: The context will relate to who uses the street and for what purposes. Are there generators of pedestrian activity? Is the street part of an established bicycle network, or a bus route?

Understand the project context

- **Pavement.** Paving of uncurbed roadways is sometimes limited to the travel lanes. This can leave a drop-off at the shoulder that is unsafe for bicyclists, and a deteriorated shoulder surface that can be a hazard for both bicyclists and pedestrians. Roads should be paved to the full extent of the shoulder, and narrow shoulders widened where possible.
- **Drainage.** Drainage problems like low areas where ponding occurs should be addressed as a matter of course in paving projects. Bicycle friendly drainage grates should be installed.

Consider what can be accomplished with pavement markings.

- **Road diet**. Is this a 4 lane street that can be reduced to 2 through lanes, a center two-way left turn lane, and bike lanes?
- **Bike lanes**. Even on a 2 lane street, there may be sufficient width to accommodate bike lanes. Sometimes space can be gained by limiting parking to one side of the street. When pavement width is not adequate, shared lane markings ("Sharrows") or a bike boulevard designation can be considered.
- **High visibility crosswalks**. Can pedestrian safety be improved by making crosswalks more easily seen?
- **Curb extensions**. Where there is on-street parking, curb extensions (bulb-outs) can shorten the distance that pedestrians have to cross. While it is preferable that these be raised concrete, at-grade painted extensions have been used successfully.
- **Reverse angle parking.** Where there is sufficient pavement width, this technique improves safety for motorists and cyclists, because drivers exiting the parking space have a clear view of approaching traffic, including bicycles.

Curb extensions: Painted curb extension at Water and Broad street in New York City. *(Above)*

Reverse angle parking: Before and after photos of reverse angle parking on Hawley Street in downtown Binghamton. *(Below)*

Consider additional low-cost improvements.

If there is community support for these changes, the municipality may be encouraged to invest some resources to make additional changes as part of the project.

- **Traffic Signals.** Add pedestrian signals with countdown displays where there are none. Use accessible pedestrian signals that have audible and/or tactile indications where engineering judgment finds they would be warranted (refer to *Manual on Uniform Traffic Control Devices* §4E.09-13). Where there is vehicle detection, make sure bicycle detection is provided, including pavement markings to identify where bicyclists should position themselves to be detected.
- **Mid-Block Crosswalks.** If the distance between signalized intersections is long, and pedestrian conditions warrant it, consider a mid-block crosswalk with high visibility ladder markings and a pedestrian-actuated signal or pedestrian hybrid beacon (refer to *Manual on Uniform Traffic Control Devices* §4F). The latter is often referred to as a HAWK (High Intensity Activated Crosswalk) beacon.
- **Curb Extensions.** Construct concrete curb extensions. They are more effective in protecting pedestrians by making them more visible to drivers, which is not the case with at-grade painted extensions.

HOW CAN COMPLETE STREETS ACCOMMODATE GOODS MOVEMENT?

When planners and engineers are considering how to make an existing thoroughfare into a Complete Street, they most often focus on improving accommodations for pedestrians, including those with vision or mobility impairments; cyclists; and transit users when the street is a current or future bus route. Those involved in goods movement are often left out of the Complete Streets design conversation. But goods movement can be an important component of Complete Streets, especially when one of the objectives of the new streetscape is to encourage economic development, which often occurs in the form of neighborhood-scale retail and commercial space. Restaurants and shops will require daily deliveries, and residences and offices may rely on parcel services, making truck traffic an unavoidable part of street life. Planning for goods movement from the outset will help ensure a successful design that truly accommodates all users.

It is important to distinguish between different types of goods movement when looking at land use plans and urban design. Good planning can lead to the creation of a network of urban truck routes that can best accommodate trucks that are not providing local delivery service, whether they are traveling through the city or going from a factory or warehouse/distribution center to a freeway interchange. Once designated, these routes will be less desirable for Complete Street treatment. Local judgment is still important, as in a situation where a "Main Street" serves as a truck route, but must also accommodate all users. Local deliveries and services like garbage removal are the kind of goods movement that must be addressed in the Complete Streets context. Vehicles may range in size from relatively small parcel service and delivery trucks to tractor-trailers.

While some of our cities were designed with mid-block alleys for rear delivery, most were not. Few neighborhood businesses have on-site loading docks. Most often delivery trucks must compete for curbside space.

Successful Complete Streets projects rely on stakeholder involvement. Outreach to current businesses must include discussion of their delivery needs, with the potential for meeting with their suppliers as well. Find out the type of trucks that are being used, and frequency, duration, and time of day of deliveries. Ask if deliveries can be made in off-hours, when the street is not busy with people. Then consider loading zones. The City of Philadelphia has included loading zone requests in their Complete Streets program. Determine how much curb front is needed, the hours the loading zone will operate, and the duration of stay (typically no more than 30 minutes). Develop an enforcement plan, which is necessary to make loading zones work. Position loading zones so they will have a minimal impact on parking and bus stops. Local stakeholders can often be helpful in determining an acceptable trade-off in the competition for curb space.

Intersection design should be reviewed to ensure that pedestrian crossing distances are short, while still allowing for delivery truck turning movements. Consider mountable curbs on medians and roundabouts, and marking stop bars further back to allow turning trucks to swing into the opposite lane.

It is important to plan ahead. If the land use objective is for mixed-use development or redevelopment, consider how the street will accommodate additional truck traffic, and work with economic development officials and developers to create off-street delivery areas.

Most importantly, be creative in accommodating goods movement in your Complete Streets designs as you consider the needs of all users. Ignoring goods movement may detract from the ultimate success of the project and its economic development potential.

IMPLEMENTING COMPLETE STREETS

Implementing Complete Streets projects can be a challenge. The existence of a state law or local ordinance that requires consideration of the needs of all users in project design does not guarantee the creation of a Complete Street. It is the responsibility of transportation and urban planners to work with residents and businesses on a street that is slated for construction to educate them about Complete Streets and encourage their input on design elements that will meet their needs. The street owner must be engaged early in the project development process as well, to understand the range of options they may be willing to consider. They will know about limitations of the built infrastructure that are not otherwise apparent. Finding a champion can also be key in garnering support. Decision makers may be more willing to dedicate resources when they see that a Complete Street project is responding to the needs their constituents have identified, and are not perceived simply as a required response to a law.

Before: Raymond Avenue in Poughkeepsie, a four-lane road. *(Above)*

After: "Road diet" transformation from four lanes into a two-lane street with roundabouts, a median, and improved sidewalks and crosswalks. *(Right)*

The National Complete Streets Coalition is an excellent source of information on the design and benefits of Complete Streets.

http://www.completestreets.org/complete-streets-fundamentals/Factsheets

NYSAMPO

New York State Association of Metropolitan Planning Organizations

http://www.nysmpos.org

Transport Troy

Accomplishments as of May 25, 2016

Below is a list of projects and events that have been undertaken by Transport Troy. Also listed are grants procured either for Transport Troy or the City of Troy

	Funding Source	Description	Status	Timeline
Projects				
Public Art Installation on the Uncle Sam Bikeway	NYSCA grant 2016	Install a public art installation, accompanied by a live performance to bring public attention to the Uncle Sam.	Active.	Spring 2017
Staalensen Preserve	Volunteer hours	Working in partnership with the Rensselaer Land Trust to create a series of trails through the preserve; assisted with promotion of the May 7, 2016 Riverkeeper Sweep Clean-up day.	Active.	Fall 2016
Uncle Sam Bikeway Design Plan	Hudson River Greenway Grant	Hire a design firm to make the USB more visible to the surrounding community and make it more accessible through signage and informational kiosks.	Active. Firm decided, awaiting bid offer and acceptance	Summer 2016
Creative Crosswalks	Phi Sigma Kappa Mt. Ida Grant 2015 and NYSCA grant 2015	Public art installations, designed by local artists, at intersections to draw attention to pedestrians and foster a sense of community pride.	Active. Five were completed in 2015; 3 more are scheduled to be completed.	Summer 2016; ongoing
Bike Racks	Business sponsorships/ Phi Sigma	Businesses have been and will continue to be solicited to sponsor bike racks	Active. The first round of bike racks will be	Spring/Summer 2016; ongoing

	Kappa Mt. Ida Grant 2016	throughout Troy. Profits from business sponsorship will be used to install community racks. Additional grant money will purchase bike racks for the Mt. Ida neighborhood The City is responsible for installation.	delivered to Troy's DPW garage end of May, with installation to occur in June.	
Complete Streets Checklist	Volunteer hours	In conjunction with CSAG and CDTC a Complete Streets checklist is being created. It is intended to have this done by the June 7 training session.	Active.	June 7, 2016
Community Bike Rides	Capital Coexist Grant	Two community bike rides to highlight the Uncle Sam Bikeway (USB). Each ride will be guided, and give the option of a short or longer ride.	Active. Bike rides have been planned and promotion is underway.	May and September 2016
Riverfront Trail	???	A comprehensive bike/ped route that will connect South and North Troy.	Active. City Council on June 2 approved a contract with GPI.	2017
Middleburgh Ave. Striping	NYS DOH Healthy Places Grant	Transport Troy provided 3M tape for the City of Troy to use in creation of bike lanes on Middleburgh Ave.	Active. Awaiting a schedule from the City of Troy.	2015
Troy Complete Streets Ordinance	Volunteer hours	Drafted language for the Troy Complete Streets ordinance, which was subsequently voted 2nd best in the nation 2014 by Smart Growth America	Completed	2014
		Events		
Collar City Ramble	Sponsorships and private donations	An annual festival that brings together residents of Troy and beyond to celebrate alternative transportation. An annual event since 2013.	Active; annual event	September 24, 2016
CDTC Training	CDTC Implementation Training Grant	CDTC will provide training to necessary City employees to ensure proper inclusion of the Complete Streets ordinance.	Active	June 7, 2016
Bike to Work Day- City of Troy	Volunteer Hours	Contacted by Mayor Madden to assist with organizing a Bike to Work Day for the City of Troy	Active	May 20, 2016

Earth Day Clean-up	Volunteer Hours	In conjunction with Capital Roots organized an Earth Day Clean-up of the Uncle Sam Trail. The event was attended by 25 people from various organizations and interests.	Completed	April 23, 2016
Public Meetings	Volunteer Hours	Since the winter we have grown the organization and each month welcome new and returning members of Transport Troy	Active	Ongoing
Public Forum Presentations	Volunteer Hours	Transport Troy has been invited to and shared information at several public forums including: Troy 100, TNAC, RPI sustainability classes, Troy Planning Committee meetings	Active	Ongoing
Grants				
Phi Sigma Kappa Mt. Ida Grant 2016		$1000 to install 8 bike racks in the Mt. Ida neighborhood.	Grant awarded. Locations for bike racks will need to be decided.	Awarded May 2016
Capital Coexist Grant		In partnership with Troy Bike Rescue A $5,000 grant for two community bike rides that will highlight the Uncle Sam Bikeway. One to be held in May for bike month, and one held in conjunction with the Collar City Ramble	Grant awarded. One bike class has been conducted, three classes scheduled. Two bike rides scheduled	Awarded April 2016
NYSCA Community Arts Grant		A $5,000 grant for a public art installation on the Uncle Sam Bikeway.	Grant awarded. Once design team for the USB has been decided, TT will work with the firm and a local artist facilitating the installation.	Awarded March 2016
Hudson River Greenway Grant		A $5,000 grant to improve design features of the Uncle Sam Bikeway	Grant awarded. In process of hiring design firm.	Awarded February 2016
Phi Sigma Kappa Mt. Ida Grant 2015		Awarded $1000 to install creative crosswalk in the Mt. Ida neighborhood	Completed	Awarded May 2015. Crosswalk

				installed Summer 2015.
CDTC Linkage Study Grant		$30,000 for professional services for cycling design standards for Troy streets	Grant Awarded and MOU signed. CDTC awaiting a contact at the City to develop a scope of work and REOI.	
CDTC training Grant		A grant for CDTC to hold a training session for necessary Troy City employees to ensure implementation of the 2014 Complete Streets Ordinance	Grant awarded. Training to be held on June 7, 2016.	Awarded Fall 2015.