

Capital District
Transportation Committee

December 3, 2015

Complete Streets Educational & Technical Assistance Workshop Series

Introduction

The primary purpose of the Complete Streets Educational & Technical Assistance Workshop Series is to assist local governments in developing and implementing Complete Streets policies. Many communities in the Capital District have developed, and/or are in the process of developing, Complete Streets policies. Also, New York State Governor Andrew Cuomo signed the Complete Streets Act (Chapter 398, Laws of New York) on August 15, 2011, requiring state, county and local agencies to consider the convenience and mobility of all users when developing transportation projects that receive state and federal funding.

The Complete Streets Educational & Technical Assistance Workshop Series program was prepared by CDTC with assistance from the members of the Complete Streets Advisory Committee. CDTC's adopted Unified Planning Work Program (UPWP) has a budgeted line item (4.17) to complete this task. CDTC intends to allocate a maximum of \$40,000, with the intent to fund up to four (4) workshops total. With the assistance of a Consultant Selection Committee made up of regional agency representatives, Planning 4 Places with Sam Schwartz Engineering was the team chosen to develop and conduct the workshops.

Local Government Solicitation

CDTC staff sent out a solicitation package on July 13, 2015 with a submission deadline of September 11, 2015. The package included information for potential Workshop Series hosts, including application details, and descriptions of the three (3) different workshop types (Basics, Policy Development, and Implementation). When completing the application to host a workshop, local jurisdictions proposed a workshop type and committed to assist with meeting logistics, including securing a meeting space and ensuring key stakeholders will be in attendance. There is no local cost share.

CDTC received three (3) applications from the following municipalities:

- City of Troy – Workshop Type C (Implementation)
- Town of Malta – Workshop Type C (Implementation)
- Town of Niskayuna – Workshop Type A (Basics)

The applications were reviewed by CDTC staff and also sent to members of the Consultant Selection Committee and the Complete Streets Advisory Committee for their review. CDTC has allocated sufficient funding to provide workshops to all three applicants. In addition, all applicants met the application criteria. Based on this, CDTC's Planning Committee

recommended approved funding for Troy, Malta, and Niskayuna to host a Complete Streets Educational & Technical Assistance Workshop in their community.

Next Steps

CDTC staff has begun coordination meetings with the selected communities. With input from CDTC's Complete Streets Advisory Committee, CDTC is developing materials to assist each of the municipalities selected to host a workshop in securing workshop participation of key officials, staff and appropriate stakeholders. It is anticipated that the Implementation Workshops will include between 15 to 25 participants, while the Basics Workshop can potentially include a slightly larger group. Based on initial coordination meetings with the host communities, workshops will likely be held during late winter or early spring, to allow for active participation from newly elected officials.

The success of the workshops, and identified follow up actions, will depend in large part on participation by each communities' local planning staff/board members, public works and highway department staffs, elected officials, CDTA, state and county transportation staff, nonprofit organizations, businesses, community groups, and interested residents to ensure that all those with a stake in the outcome are actively involved in the Complete Streets Workshops. Prior to each workshop, pre-workshop meetings will be held with the consultant, representatives from the local jurisdiction and CDTC staff to adequately prepare for the workshop, to review draft workshop materials fit to the local context, and to ensure key workshop participants are identified. Following each workshop, the consultant will be required to draft a workshop summary for distribution to CDTC and the workshop participants.