

CITY OF WATERVLIET
COMPLETE STREETS POLICY

A. 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.

B. COMPLETE STREETS POLICY

1. The City of Watervliet 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 Complete Streets Advisory Board to whom quarterly reports on upcoming projects, and previously awarded exceptions, will be furnished.
2. Complete Streets design will promote improved health, economic growth, public safety, recreational opportunity, and social equality throughout the City of Watervliet, 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.

C. SCOPE OF COMPLETE STREETS APPLICABILITY

1. 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.
2. All privately constructed streets, parking lots, and connecting pathways shall adhere to this policy.
3. The City shall foster relationships 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.
4. 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 Watervliet, 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.
5. A project's compliance with this policy shall be determined based on the filing of a Complete Streets Checklist Form.

D. EXCEPTIONS

1. All exceptions to this policy, must be reviewed by the Complete Streets Advisory Board and approved by the City of Watervliet Building Department and/or City Engineer, and be documented with supporting data that indicates the basis for the decision. Such documentation shall be made publicly available.
2. Exceptions may be considered for approval when:
 - a) An affected roadway prohibits, by law, use by specified users (such as 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;

- b) 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);
 - c) The City Building Department and/or 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
 - d) Other available means or factors indicate an absence of need, including future need.
3. The City of Watervliet Building Department shall submit quarterly reports to the Complete Streets Advisory Board and the Mayor's Office summarizing all exceptions granted in the previous quarter. These reports shall be submitted after the end of the quarter, and shall be posted online.

E. DESIGN STANDARDS

1. The City shall adopt state transportation design standards as well as adapt, develop, update, and adopt interdepartmental 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 U.S. 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 precluded from considering innovative or nontraditional design options where a comparable level of safety for users is present or provided.
2. 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.

F. IMPLEMENTATION AND REPORTING

1. The City of Watervliet shall view Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:
 - b) One Year Outcomes:
 1. 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, Building Department, Public Works, and the Police Department from the City of Watervliet. The advisory board members will be appointed to staggered three-year terms by the Mayor. The advisory board should include citizen representatives from the bicycling, disabled, transit users, youth, and elderly communities and other advocacy organizations, as relevant. This advisory board will meet quarterly and provide a written report to the Mayor's Office evaluating the city's progress and advise on implementation. The purpose of the Complete Streets Advisory Board is to promote health through physical activity and active transportation options for all users, specifically the most vulnerable groups including children, older adults, and those with disabilities. These goals will be accomplished through interdepartmental cooperation that is integral to the structure of the advisory board membership as laid out here.
 2. Complete Streets Checklist Form. The City of Watervliet 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.
 3. Staff Training. The City of Watervliet will train pertinent City staff on the content of the Complete Streets principles and best practices for implementing the policy.

4. Streets Manual. The City of Watervliet will create and/or adopt a Complete Streets Design Manual to support implementation of this policy.
5. Funding. The City of Watervliet will actively seek appropriate sources of funding to implement Complete Streets policy.
6. 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.
7. Coordination. The City of Watervliet will utilize interdepartment project coordination to promote the most responsible and efficient use of fiscal resources for activities that occur within the public right-of-way.

c) Three Year Outcomes

1. Inventory. The City of Watervliet 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 bikeway networks.
2. Education. The City of Watervliet shall promote complete streets education in partnership with bicycling, disabled, youth, and elderly communities, the school district, and the police department.
3. Capital Improvement Project Prioritization. The City of Watervliet will reevaluate Capital Improvement Projects prioritization to encourage implementation of bicycle, pedestrian, and transit improvements.

d) Five Year Outcomes

1. 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.

2. Other Plans. The City of Watervliet will prepare, implement, and maintain a Bicycle and Pedestrian Master Plan, a Safe Routes to School Plan, and Americans with Disabilities Act Transition Plan, a Street Tree and Landscape Master Plan, and a Lighting Master Plan.
3. Storm Water Management Plan. The City of Watervliet will prepare and implement a plan to transition to sustainable storm water management techniques along our streets.

G. PERFORMANCE MEASURES

1. The City of Watervliet and the Complete Streets Advisory Board shall measure the success of this Complete Streets Policy using, but not limited to, the following performance measures:
 - a) Number of people reached through bicycle and pedestrian education programs;
 - b) Total miles of bike lanes and bike sharrows;
 - c) Linear feet of new or repaired pedestrian accommodations;
 - d) Number of new ADA compliant curb ramps installed along city streets;
 - e) Crosswalk and intersection improvements;
 - f) Percentage of transit stops accessible via sidewalks and curb ramps;
 - g) Rate of crashes, injuries, and fatalities by mode; and
 - h) Rate of children walking or bicycling to school.
2. Unless otherwise noted above, within six months of the adoption of this policy, 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 online for each of the above measures

**ADOPTED BY THE COUNCIL OF THE CITY OF WATERVLIET ON
AUGUST 17, 2017**

**ATTESTED BY THE CLERK OF THE COUNCIL THIS 17TH DAY OF
AUGUST, 2017.**

CLERK