

Capital District
Transportation Committee

August 5, 2020

2020 Complete Streets 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 award up to three (3) workshops total.

Local Government Solicitation

CDTC staff sent out a solicitation package on April 2, 2020, with a submission deadline of June 19, 2020. The package included information for potential Workshop Series hosts, including application details, and descriptions of the four (4) different workshop types (Basics, Policy Development, Implementation, & County/Region-wide). When completing the application to host a workshop, local jurisdictions proposed a workshop type and committed to assisting with meeting logistics, including securing meeting space and ensuring key stakeholders will be in attendance. There is no local cost share, but hosts are required to document in-kind services.

CDTC received two (2) applications from the following municipalities:

- Village of Ballston Spa – Complete Streets Basics
- Schenectady County – Complete Streets Policy Development

The applications were reviewed by a regional agency Selection Committee, with representatives from CDTC, CDTA, NYSDOT Region 1, and CDRPC. All applicants met the application criteria. The selection committee reviewed the applications and recommends awarding workshops to the Village of Ballston Spa and Schenectady County.

Rolling Deadline

CDTC is still accepting applications to host a Complete Streets Workshop. CDTC has implemented a rolling deadline for the program, and can award one (1) more workshop. The

application period will remain open until the Selection Committee has deemed one (1) more workshop worthy of awarding a workshop. CDTC will convene the Selection Committee on an as-needed basis.

Next Steps

CDTC will begin coordination and will distribute materials to assist each of the selected municipalities in securing workshop participation of key officials, staff, and appropriate stakeholders. It is anticipated that the workshops will include between 15 to 30 participants. 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. Wide participation will ensure that all those with a stake in the outcome are actively involved. Before 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 by ensuring that draft workshop materials fit the local context and that key workshop participants are identified. Following each workshop, the consultant team will draft a workshop summary for distribution to CDTC and the workshop participants.