# **[INSERT MUNICIPALITY] COMPLETE STREETS POLICY**

## 1.0 VISION & PURPOSE

Under this Complete Streets Policy, [INSERT MUNICIPALITY] shall develop and maintain a safe, accessible, connected transportation network that provides alternative options for all users, coordinates adjacent land uses and promotes a more livable community for people of all ages and abilities. The transportation network will improve public health and safety, while encouraging economic activity, community character, livability, and equity in order to enhance the quality of life for residents and visitors over the long-term.

## 2.0 PRINCIPLES

Complete Street designed roadways offer better transportation options, improve public health, support an aging population, advance economic development, invest in underserved communities, help children get to and from school, and keep people safe while biking and walking. The benefits of Complete Streets include: better access to safe streets for all, increased opportunities for active transportation, improved individual health, improvements to overall air quality, promotion of equal opportunities, and decreased crashes throughout the [INSERT TOWN/VILLAGE/CITY].

Complete Streets core values support long-term safety, health, mobility, economic viability, livability, sustainability, environmental protections, equity, and quality of life in through thoughtful street-level improvements to the built environment that make the safe and active choice the easy choice for all users.

### 2.1 Complete Streets serve diverse users.

It is the intent of this policy to promote a safe, accessible and equitable transportation network that balances the needs of all users, including: pedestrians, bicyclists, public transit users, motorists, emergency vehicles, freight carriers, and agricultural vehicles. This policy promotes and enhances public health and safety, while encouraging economic activity, community character, livability, and equity for people of all ages, abilities and socioeconomic backgrounds, including children, families, aging populations and individuals with disabilities. In creating Complete Streets, [INSERT TOWN/VILLAGE/CITY] will prioritize vulnerable users and those residing in the environmental justice areas defined by the U.S. Census Bureau.

### 2.2 A connected, integrated transportation network is a critical component of Complete Streets.

A cohesive transportation network unifies the individual efforts of various entities by ensuring gaps are filled and crucial connections are made. This policy encourages the expansion of integrated public transportation opportunities, bicycle and pedestrian facilities, and infrastructure throughout [INSERT MUNICIPALITY] and the surrounding region. These services and facility improvements will serve to increase personal mobility and travel choices, conserve energy resources, preserve air quality, and foster economic growth.

### 2.3 Complete Streets principles apply to all roadways and all project phases.

Non-automobile modes of transportation including bicycling, walking, and public transportation shall be included in transportation planning and projects. The [INSERT TOWN/VILLAGE/CITY] shall provide accommodations for all modes of transportation to continue to use the road safely

and efficiently during any construction or repair work that infringes on the right-of-way and/or sidewalk. These considerations apply to the planning, design and construction phases of all street, sidewalk, trail, and pathway projects, regardless of funding sources, whether public or private, including but not limited to new, retrofit or reconstruction, maintenance and ongoing operations.

The successful implementation of such projects requires ongoing collaboration between the Department of Public Works, [INSERT PLANNING BOARD] and other relevant [INSERT TOWN/VILLAGE/CITY] departments and divisions as well as with appropriate local and regional agencies.

### 2.4 Best-practice design criteria and context sensitive approaches are essential to Complete Streets.

The best available Complete Streets design standards, policies, principles, and guidelines will be adopted by the [INSERT PLANNING BOARD] and implemented to the maximum extent determined feasible by the [INSERT PLANNING BOARD], Department of Public Works and other relevant departments. In recognition of various contexts, public input, and the needs of users, a balanced approach that follows appropriate design standards should be considered. This approach should aim to provide a comparable level of safety for all users and complement the projects physical setting and surrounding land uses, while preserving scenic, aesthetic, historic, and environmental resources.

The [INSERT TOWN/VILLAGE/CITY] shall require specific evidence in all new or revised land use policies, plans, zoning ordinances or equivalent documents how they support the Complete Streets Policy. Unintended consequences such as involuntary displacement shall be avoided when possible or addressed with equity and fairness to the affected party.

All Complete Streets improvements shall conform to the following standards, AASHTO and MUTCD are considered the definitive design guides for changes within the State Right of Way. Because Complete Streets design is an evolving field, the latest edition of these standards shall be referenced for design guidance:

1. American Association of State Highway Officials (AASHTO):

Guide for the Planning, Design, and Operation of Pedestrian Facilities, A Policy on Geometric Design of Highways and Streets, Guide for the Development of Bicycle Facilities

1. American’s with Disabilities Act Accessibility Guidelines (ADAAG)
2. Institute of Transportation Engineers (ITE): Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
3. Federal Highway Administration (FHWA):

Manual on Uniform Traffic Control Devices (MUTCD), PEDSAFE: Pedestrian Safety Guide and Counter measures Selection System, Incorporating On-Road Bicycle Networks Into Resurfacing Projects

1. National Association of City Transportation Officials (NACTO):

Urban Bikeway Design Guide, Urban Street Design Guide

1. American Planning Association (APA):

Complete Streets: Best Policy and Implementation Practices, U.S. Traffic Calming Manual

1. New York State Association of Metropolitan Planning Organizations (NYSAMPO): Framework for Connected and Automated Vehicles
2. New York State Department of Transportation (NYSDOT) Complete Streets Standards
3. Public Right-of-Way Accessibility Guidelines (PROWAG)
4. List other relevant City/Town Planning and Design Documents here

This section of the Complete Streets Policy shall be updated a minimum of every three years by the Engineering Department to ensure that the listing of design standards is current.

## 3.0 JURISDICTION

The design of new, rehabilitated or reconstructed facilities should anticipate likely demand for bicycling, walking, transit and motorist use and should not preclude the provision of future improvements. This policy shall apply to all transportation-related elements of projects involving [INSERT TOWN/VILLAGE/CITY] property, including [INSERT TOWN/VILLAGE/CITY] roads, parks and buildings, as well as public and private projects over which the [INSERT TOWN/VILLAGE/CITY] Department of Public Works has permitting authority.

The [INSERT TOWN/VILLAGE/CITY] shall foster partnerships to further Complete Streets principles and ensure infrastructure extends when necessary beyond the [INSERT TOWN/VILLAGE/CITY] borders with the State of New York, other transportation agencies, neighboring counties, municipalities, school districts and other property owners to develop facilities that ensure the principles and practices of Complete Streets are embedded within their planning, design, construction, and maintenance activities.

## 4.0 IMPLEMENTATION

## The [INSERT TOWN/VILLAGE/CITY] views Complete Streets as integral to everyday transportation decision making practices and processes. Next steps include:

1. Coordination: The [INSERT TOWN/VILLAGE/CITY] will promote interdepartmental coordination between public health, planning, engineering, public works, city council, and/or mayor or executive office to ensure the consistent application of this policy and encourage the most responsible and efficient use of resources for activities within the public right-of-way.
2. Plans and Policies: The Departments Public Works, Parks and Recreation, and other relevant departments, agencies, or committees will incorporate Complete Streets principles into proposed and existing procedures, programs, plans, manuals, checklists, regulations, decision trees, and other processes, as appropriate. This includes, but is not limited to, [INSERT RELEVANT TOWN/VILLAGE/CITY PLANNING DOCUMENTS]
3. Land Use: The [INSERT MUNICIPALITY] Planning Board will ensure the principles and practices of Complete Streets are incorporated for all [INSERT TOWN/VILLAGE/CITY] site development reviews.
4. Funding: [INSERT TOWN/VILLAGE/CITY] staff will work to identify current and potential funding sources and grants for implementation of Complete Streets policies, plans, and practices within [INSERT MUNICIPALITY]. [INSERT TOWN/VILLAGE/CITY] staff will also work to develop specific mechanisms to encourage funding prioritization for complete streets projects.
5. Education and Training: The [INSERT PLANNING BOARD], in conjunction with other relevant departments, will coordinate and provide opportunities to continue professional development and training on non-motorized transportation issues through attending conferences, classes, seminars, and workshops.
6. Resources: An inter-departmental working group will create and maintain an online database to serve as a resource for those looking for more information regarding Complete Streets. The database will include educational materials on Complete Streets, policy resource, design standards, implementation strategies, and other relevant guidance materials.

## 5.0 PERFORMANCE MEASURES

In general, performance measures will be established using available data and reported upon every four years. The report will be made available to the public by posting it on the Transportation department’s website. To the greatest extent possible, all underlying data used in preparing the report will be made available to the public.

1. Crash data

The annual report must measure year-over-year changes in crash data for all modes of travel as measured by: the “New York statewide vehicle crashes data” collected by the New York state police, the “fatality analysis reporting system” data collected by the national highway traffic safety administration; or other similar data. Crash data for all modes of travel must be separately reported by the following categories:

* 1. All crashes;
  2. injury crashes; and
  3. fatal crashes.

1. Commute times.

The report must measure commute times for all modes of travel, as measured by the travel-time-to-work data reported in the American Communities Survey’s “commuting (journey to work)”.

1. Modal share.

The annual report must measure modal share, as measured by the means-of- transportation data reported in the American Communities Survey’s “commuting (journey to work)”.

1. Infrastructure data.
   1. The report must measure:
      * 1. The amount of transportation infrastructure built, upgraded, replaced, or rehabilitated in the previous 4-year period; and
        2. the total amount of infrastructure in the [INSERT TOWN/VILLAGE/CITY]’s overall transportation system.
   2. Separate reporting by type. The measurements required by paragraph (a) of this subsection must be separately reported by type, including:
      * 1. Infrastructure for walking, biking, and public transit;
        2. public space infrastructure; and
        3. green infrastructure.
2. Economic development measures.

The report must measure year-over-year changes in certain economic development data points and conditions:

* 1. In each of the INSERT TOWN/VILLAGE/CITY]’s priority corridors, as part of the XXXX program; and
  2. In any other geographical area otherwise designated by the advisory committee.

1. Inventory of projects.

The report must include an inventory of all ongoing projects in any phase and the projected cost of those projects.

1. Conflicts between local and state or federal standards.

The report must include a list of all instances in which the local standards set forth in this subtitle or in the complete streets manual were or are planned to be superseded by state or federal standards, pursuant to § 40-31 of this subtitle, as well as citations and causes for the local standard being superseded.

**EQUITY LENS**

1. Separate reporting by geographic subunit.

In preparing the annual report, the department must separately report data by geographic subunit (e.g., census tract, traffic analysis zone, or the like).

1. Separate reporting by race, income, and vehicle access. The annual report must separately report data into the following categories:
2. Populations that are above and below the median number of persons of color for [INSERT TOWN/VILLAGE/CITY].
3. Populations above and below 50% no vehicle access.
4. Populations with a median income above and below the median household income for [INSERT TOWN/VILLAGE/CITY]’.

**ACCOUNTABILITY TO COMMUNITIES**

The transportation department, in consultation with the complete streets coordinating council advisory committee, shall conduct public meetings and other community engagement and outreach activities to present the complete streets annual report to the public and solicit public input.

## 6.0 EXCEPTIONS

All exceptions to this policy must be approved by the Department of Public Works in consultation with the [INSERT PLANNING BOARD] and other relevant [INSERT TOWN/VILLAGE/CITY] departments.

Exceptions to the Complete Streets policy may be considered when:

1. A project involves only ordinary maintenance that do not change does not change the roadway geometry or operations, such as mowing, sweeping, and spot repair;
2. An affected roadway prohibits, by law, use by specified users, 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;
3. The cost or impacts of accommodation is excessively disproportionate to the need or probable current and/or future use;
4. The existing and planned population, employment densities, traffic volumes, or level of transit service around a particular roadway is so low that future expected users of the roadway demonstrates an absence of current and future need;
5. There is a reasonable and equivalent project near the corridor under consideration that is already programmed to provide accommodations promoted by this policy.
6. An emergency repair that requires immediate, rapid response; however, temporary accommodations for all modes should still be made. Depending on severity of the repairs, opportunities to improve multimodal access should still be considered where possible.

An exception shall be granted only if:

1. A request for an exception is submitted in writing, with supporting documentation, and made publicly available with a minimum of 30 days allowed for public input; and
2. The exception is approved in writing by [INSERT PLANNING BOARD] and the written approval is made publicly available.