

TOWN OF PHILIPSTOWN
TOWN COUNCIL

RESOLUTION NO. _____ OF 2020

ADOPTION OF COMPLETE STREETS POLICY AND COMPLETE STREETS CHECKLIST

WHEREAS, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets and roads for all users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and emergency vehicles; and

WHEREAS, the Town of Philipstown acknowledges the benefits and value for public health and welfare as well as environmental sustainability of reducing vehicle miles traveled and increasing travel by walking, bicycling, and public transit; and

WHEREAS, the Town of Philipstown recognizes that the planning and coordinated development of Complete Streets infrastructure provides benefits for residents by reducing costs to local government in the areas of infrastructure, traffic congestion, public health, and environmental sustainability, and also supports economic development by helping to create a walkable, vibrant Town where businesses can thrive while also supporting livable neighborhoods; and

WHEREAS, the Town of Philipstown Comprehensive Plan calls for connecting neighborhoods with paths, sidewalks and bicycle lanes to encourage walking and bicycling and reduce traffic congestion and recommends amending the Zoning and Subdivision regulations to require that all new site plan and subdivision applications include provisions for “Complete Streets” with sidewalks, pedestrian paths and, where appropriate, bicycle lanes; and

WHEREAS, the Town of Philipstown Climate Smart Task Force has identified “On-Road Vehicle Emissions” as one of the community’s largest contributors to climate change, and

WHEREAS, the State of New York has enacted 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; and

WHEREAS, the Town of Philipstown therefore, in light of the foregoing benefits and considerations, wishes to improve its commitment to Complete Streets and desires that when feasible, based upon practical considerations such as budgetary constraints, availability of grants or external funding, availability of public land to implement the policy, scheduling of work and other similar concerns, that its streets and roads form a comprehensive and integrated

transportation network promoting safe, equitable, and convenient travel for all users while preserving flexibility, recognizing community context, and using the latest and best design guidelines and standards;

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That the Town of Philipstown adopts the Complete Streets Policy attached hereto as Exhibit A, and made a part of this Resolution, and that said exhibit is hereby approved and adopted.
2. That the Town of Philipstown adopts the Philipstown Complete Streets Checklist attached hereto as Exhibit B, and made a part of this Resolution, and that said exhibit is hereby approved and adopted.
3. That the next substantial revision of the Town of Philipstown Zoning Code, Subdivision Regulations and Highway/Street Standards shall incorporate Complete Streets policies and principles.

Attachment: Exhibit A

Attachment: Exhibit B

EXHIBIT A:

This Complete Streets Policy was adopted by Resolution No. _____ by the Town of Philipstown on _____.

COMPLETE STREETS POLICY FOR THE TOWN OF PHILIPSTOWN

A. Complete Streets Principles

1. Design for All Users

Complete Streets is a policy that requires streets to be planned, designed, operated, and maintained to enable access for residents and visitors of all ages and abilities regardless of their mode of transportation, including pedestrians, bicyclists, motorists, persons with disabilities, movers of commercial goods, users of public transportation, and operators of emergency vehicles. The Town of Philipstown declares its commitment to creating and maintaining Complete Streets that provide a safe, attractive, comfortable, and convenient experience along and across streets, roads, bicycle routes, sidewalks, bridges, and other portions of the transportation system.

2. Context Sensitivity

In planning and implementing street and road projects, departments and agencies of the Town of Philipstown shall maintain sensitivity to local traditions and conditions in both residential and business districts and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place and civic character is created or preserved. Simple, cost efficient, and historically compatible designs are generally preferred over complicated engineering solutions. Improvements that will be considered include new or improved sidewalks, crosswalks, shared-use pavement markings and paths, bicycle lanes, accessible ramps, curb extensions, refuge islands, traffic circles, pedestrian signals, signs, street trees, landscaping, planting and green rainwater retention strips, street furniture, bicycle parking facilities, public transit stops and shelters, on-street parking, and other features assisting in the provision of safe travel for all users, such as traffic calming circles, transit bulb outs, and road diets.

3. Routinely Addressed by All Departments

All relevant departments and agencies of the Town of Philipstown, such as the Highway Department and Building Department, shall work towards making Complete Streets practices a regular part of everyday operations and every relevant project and program. The Town of Philipstown shall work in coordination with NYSDOT, Putnam County Highways and Facilities Department, the Village of Nelsonville, the Village of Cold Spring, and other neighboring

jurisdictions to maximize opportunities for Complete Streets connectivity and collaboration through such projects as sidewalk and street pavement additions, improvements or repairs, restriping, accessing above and underground utilities, signal modifications, and upgrading or maintenance of landscaping and related features.

4. Consideration by Town Boards and Committees

Town Boards and Committees, such as, but not limited to, the Planning Board, Zoning Board, and the Town Council, shall review this Policy when applicable, and at the earliest possible time during its review of a project, to ensure consistency of the proposed project or matter under consideration with this Policy.

5. All Projects and Phases

Complete Streets infrastructure that enables safe travel along and across public rights-of-way for all categories of users shall be incorporated into all planning, funding, design, approval, and implementation processes for any construction, reconstruction, retrofit, repair or alteration of streets, sidewalks, and other portions of the transportation system, unless an exception is approved via the process set forth in section D of this Policy.

B. Implementation

1. Philipstown Complete Streets Checklist

A project's compliance with this Policy shall be determined based on completion of a Philipstown Complete Streets Checklist (Exhibit B).

2. Plan Consultation and Consistency

Maintenance, planning and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, and other relevant plans, except when the head of the relevant department provides written justification explaining the basis of such deviation to the Town Supervisor, and the Town Supervisor grants an exemption on said deviation. If the Town of Philipstown creates a Bicycle and Pedestrian Advisory Committee, such deviations shall be presented to the Bicycle and Pedestrian Advisory Committee early in the planning and design stage, to ensure the Bicycle and Pedestrian Advisory Committee has an opportunity to provide comments and recommendations.

3. Street Network Connectivity

Wherever possible, the Town of Philipstown shall incorporate Complete Streets infrastructure into existing streets and roads in order to encourage alternate means of transportation and

improve the safety and convenience of users, with the particular goals of a) creating a connected network of important community facilities and services accommodating all categories of users and b) increasing connectivity across jurisdictional boundaries for existing and planned areas of travel.

4. Bicycle and Pedestrian Advisory Committee Consultation

If the Town of Philipstown creates a Bicycle and Pedestrian Advisory Committee or a committee of similar capacity, locally sponsored transportation projects shall be reviewed by the Bicycle and Pedestrian Advisory Committee early in the planning and design stage, to provide the Bicycle and Pedestrian Advisory Committee an opportunity to provide comments and recommendations regarding Complete Streets features to be incorporated into the project. In this case the Committee shall encourage other transportation agencies to share their planned projects with the Committee for discussion of inclusion of Complete Streets priorities.

4. Evaluation

All relevant agencies or departments shall perform evaluations every three years, using the performance measures listed below, to determine how well the streets and transportation network of the Town of Philipstown are serving all categories of users. Such evaluations shall include location, length and condition of sidewalks, length and condition of bicycle travel accommodations, inventory of bicycle parking opportunities, inventory of marked crosswalks, inventory of bus stops and shelters, etc. Also, every three years the Town will also release a community Complete Streets survey asking for public feedback on how well the streets and transportation network of the Town of Philipstown are serving all categories of users

C. Performance Measures

Philipstown shall measure the success of this Complete Streets Policy by using the following performance measures, which shall be determined every three years:

1. Total miles of sidewalks
2. Total feet of crosswalks
3. Total feet of raised crosswalks
4. Total miles of biking / walking paths
5. Number of public bicycle parking racks
6. Total miles of Town roads with shoulder widths of four (4) feet or more
7. Number of public bus stops
8. Number of public bus shelters

D. Exceptions

Approval for Exceptions. Departments that seek Complete Streets exceptions must provide written findings of why accommodations have not been included in the project, which must be approved by the Town Supervisor (except for item 7 below). Exceptions may be considered when:

1. A project under consideration prohibits, by law, specified types of transportation, in which case greater effort shall be made to accommodate those transportation types nearby the facility under consideration;
2. The costs of providing accommodation are excessively disproportionate to the need or probable use;
3. The existing and planned population, employment densities, traffic volumes, or level of bus or train service around a particular facility is so low as to demonstrate an absence of current and future need;
4. The activities are routine maintenance that do not change the facility's operations, such as mowing, sweeping, and spot pavement repair. Capital road maintenance projects (e.g. resurfacing, pavement markings, overlays, etc.) are not exempted, as they may provide opportunities for improvements to shoulder widths and/or conditions, pavement markings, and signage;
5. There is a reasonable and equivalent project near the facility under consideration that is already programmed to provide the accommodations promoted by this Guideline;
6. The accommodations are not practical in the context of the project under consideration;
or
7. In its review of a project, the Planning Board, Zoning Board of Appeals or Town Council has determined that this Policy, in part or in its entirety, cannot be implemented. In such case, a written statement explaining the Board or Council's rationale must be adopted and provided to the Town Supervisor, Town Engineer and Highway Superintendent.

Town of Philipstown Complete Streets Checklist

This Complete Streets Checklist was adopted by Resolution No. _____ of 2020 by the Town of Philipstown on _____.

Town of Philipstown Complete Streets Policy

Philipstown shall strive to plan, design, construct, operate, and maintain its streets, bridges, bus system, parks, trails, and buildings to promote safe, comfortable, efficient and convenient travel for people of all ages and abilities and for all types of transportation, including walking, bicycling, riding the bus, and driving, to the greatest extent possible. Over time, these facilities will be integrated into a town-wide network that promotes the health, safety, environment, and economic vitality of Philipstown and makes it a more desirable place to live, work and visit.

This checklist is intended to assist the Town in achieving its vision for complete streets. It shall be completed for all projects involving Town roads and property, as well as public and private projects over which the Town has permitting authority, either by the Town's project manager or the project applicant.

Project Name _____

Date: _____

Project Location/Limits: _____

Tax Parcel Lot #: _____

Project Description: _____

Street Classification (street / streets within the project are or Town access road)

Rural Principal Arterial	<input type="checkbox"/>	Urban Principal Arterial	<input type="checkbox"/>
Rural Minor Arterial	<input type="checkbox"/>	Urban Minor Arterial	<input type="checkbox"/>
Rural Major Collector	<input type="checkbox"/>	Urban Major Collector	<input type="checkbox"/>
Rural Minor Collector	<input type="checkbox"/>	Urban Minor Collector	<input type="checkbox"/>
Rural Local Road	<input type="checkbox"/>	Urban Local Road	<input type="checkbox"/>

Annual Average Daily Traffic:

85th Percentile Speed:

5-yr total pedestrian crashes:

Pedestrian count (if available):

Posted Speed Limit:

% Heavy Vehicles (classes F4-F13):

5-yr total bicycle crashes:

Bicycle count (if available):

Instructions: For each box checked, please briefly describe how the item is addressed, not addressed, or not applicable and include supporting documentation.

Refer to best practice design standards as needed, including from the American Association of State Highway Officials (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD), the New York State Department of Transportation (NYSDOT), the Institute of Transportation Engineers (ITE), the National Association of City Transportation Officials (NACTO), the Americans with Disabilities Act (ADA), and the US Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG).

EXISTING CONDITIONS				
Item to Be Addressed/Considered	YES	NO	N/A	Required Description
Existing Walking & Bicycling Facilities				
Do walking or bicycling facilities exist within 300 feet of the project area? (see page 3 for examples)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there <u>bicycle parking</u> within 300 feet of the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Roadway Facilities				
Are road shoulder widths adequate for walking and bicycling? If not, please specify travel lane and road shoulder widths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are road shoulder surfaces in good condition for walking and bicycling? If not, please specify.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is on-street parking present on the road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Transit Facilities				
Is the project area on a transit route? (Putnam County Public Transit routes, Metro-North or other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there bus stops or train stations within a quarter-mile of the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EXISTING CONDITIONS				
Item to Be Addressed/Considered	YES	NO	N/A	Required Description
Existing Access and Mobility/ADA				
Do all sidewalks, ramps, signals, and other facilities within the project area meet ADA standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Walking/Bicycling Issues				
Have local leaders, residents, or organizations been contacted to discuss issues related to walking, bicycling, or transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Safety Issues				
Has the local law enforcement agency (County Sheriff's Office and local police) and/or road owner been contacted to discuss any safety issues in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key Destinations				
Are there shopping, employment centers, cultural centers, historic sites, landmarks, recreation areas, or other key destinations that could be connected to the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there schools, hospitals, senior centers, community centers or centers for persons with disabilities within a half-mile of the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planned Facilities				
Is there a planned walking, bicycling, or transit facility within a radius of 300 feet around the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Plans & Policies
<p>Briefly describe relevant recommendations from County & Town planning or policy documents addressing walking, bicycling, transit, or truck/freight travel in or near the project area and how the project incorporates them, or if not, why not.</p> <p>Examples include: Metropolitan Transportation Plan (County-wide long-range transportation plan), Philipstown Comprehensive Plan, Philipstown Complete Streets Policy, Philipstown Natural Resource Inventory, and any additional trail, sidewalk, pedestrian or bicycle plans. Contact the Philipstown Highway Department and / or the Philipstown Planning Board if you need assistance.</p>

Attach a map of the project area and surrounding context, including existing & planned facilities and destinations.

PROPOSED DESIGN

Complete Streets Elements: what will be included in the Proposed Design?

Bicycling Facilities:

Off-roadway path/trail	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Dedicated on-street bike lane	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Shared-lane markings (sharrows)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Paved Shoulders (4 feet minimum; 5+ feet preferred)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bike detection at actuated traffic signals, including at turn lanes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Signals with adequate minimum green time for bicyclists to cross the intersection	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bicycle-safe inlet grates	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bicycle parking (racks, lockers)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Transit Facilities:

Transit vehicle access into site	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bus pull-offs or curb extensions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bus stop signs/marked stops	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bus stop shelters	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Has transit agency/ies been contacted to discuss options?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Access and Mobility/ADA Facilities:

ADA-compliant sidewalk/path	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Accessible pedestrian traffic signals (push-buttons with audible tones)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Curb ramps with detectable warning surface	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
ADA-compliant slopes and cross-slopes for driveway ramps, sidewalks, & crossings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Access management: reduce conflict points between pedestrians, bicyclists, and vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Freight & Emergency Vehicles:

Loading/unloading zones	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Emergency vehicle access	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Walking Facilities:

Sidewalks (preferred on both sides of the street) or path	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Paved Shoulders (4 feet minimum; 5+ feet preferred)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
High-visibility crosswalks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Curb extensions to reduce crossing distance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Pedestrian traffic signals with adequate crossing time	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Signal timing: protected left turn phases, leading pedestrian interval, no right turn on red, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Raised median with refuge islands (especially on roads with 2 or more lanes in each direction)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Traffic calming elements, lighting & signage, especially at uncontrolled crossings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Connectivity:

Connections to bicycling, walking, or transit facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Connections to key destinations (see page 2)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Connections to neighborhoods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Streetscape Elements:

Landscaping, street trees, planters, buffer strips, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Pedestrian-scale lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Public seating or benches	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Wayfinding signage for walking, bicycling, & transit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Utilities: relocate poles or wires	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Responsible Agencies:

Construction-period pedestrian/bicycle access:
Ongoing facility maintenance:
Law Enforcement:
Road Owner:

PROPOSED DESIGN

Diminished Access

Will the proposed project remove an existing walking or bicycling facility or hinder pedestrian or bicycle access?

Yes, Temporary Yes, Permanent No

If yes, describe why this is necessary and how access will be provided.

Reviewer Notes:

Prepared by: _____

Title: _____ Date: _____

Email: _____ Phone: _____

Highway Dep't Reviewer: _____

Title: _____ Date: _____

Email: _____ Phone: _____

Highway Dep't Approval: _____

Planning Board
Consulted: _____

Others Consulted: _____

Exception Requested: Yes No **Exception Granted:** Yes No

Justification Attached: Yes No

(exception required only if checklist is not to be completed; otherwise not required)

If you have feedback on this checklist, please email: highwaydepartment@philipstown.com

Thanks to the City of Saratoga Springs for sharing their Complete Streets checklist for use as a model.