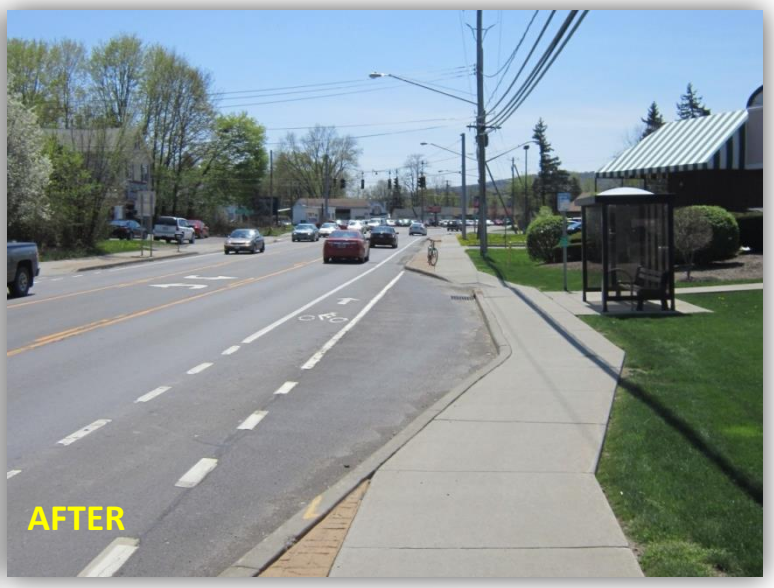
BMTS

BINGHAMTON METROPOLITAN TRANSPORTATION STUDY

COMPLETE STREETS POLICY

JUNE 2016



COMPLETE STREETS POLICY BINGHAMTON METROPOLITAN TRANSOPORTATION STUDY
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Complete Streets Policy
Binghamton Metropolitan
Transportation Study

A. BACKGROUND

The Binghamton Metropolitan Transportation Study (BMTS) supports the creation of a multimodal, safe and efficient transportation system that ensures accessibility to all roadway users. The New York State Department of Transportation (NYSDOT) and local jurisdictions that comprise BMTS have constructed numerous projects that provide this accessibility. Such projects range from low cost striping and signing improvements associated with simple repaving of roadways to more significant enhancements installed in and along roadways during reconstruction projects, as well as continued implementation of the Two Rivers Greenway multi-use trail system. Examples of these projects are documented within the body and appendices of both the BMTS Pedestrian Plan and the BMTS Bicycle Plan.

On August 15, 2011 New York State Governor Andrew Cuomo signed Complete Streets Legislation that took effect on February 11, 2012. The purpose of the law is to enable safe access to public roads for all users by utilizing complete street design principles. New York Highway Law-Article 11 was amended with Section 331 titled, Consideration of Complete Street Design. In February 2014, NYSDOT published the New York State Complete Streets Report highlighting its Complete Streets initiatives. One of the initiatives was the creation of the Complete Streets Checklist, which was completed and approved on June 24, 2015. The Checklist will be used throughout each roadway project, beginning at the Initial Project Proposal (IPP) stage, and then in scoping and design phases. More information regarding NYSDOT's implementation of Complete Streets can be found at https://www.dot.ny.gov/programs/completestreets.

During July of 2011, the City of Binghamton adopted a Complete and Sustainable Streets Policy. The policy states that all projects, including design, planning, reconstruction, rehabilitation, maintenance or operations by the City of Binghamton shall be designed and executed in a balanced, responsible and equitable way to accommodate and encourage travel by public transportation vehicles and their passengers, bicyclists and other wheeled modes of transportation, and pedestrians of all ages and abilities.

The Village of Johnson City adopted a Complete Streets Policy during 2015. Every street project must be designed to include as many Complete Streets elements as possible according to the roadway setting and context.

See ***Appendix A*** to view detailed information of the legislation and policies noted above.

The Broome County Health Department is an important partner with BMTS, promoting a healthier community through making changes in the built environment to enable and encourage active transportation modes including walking, biking, and using public transportation. Through grants and in-kind services, the Broome County Health Department provides support for BMTS and other municipalities to develop, adopt, and implement their own Complete Streets policies and legislation.

The BMTS Complete Streets Policy builds upon these efforts and promotes a multimodal transportation system. Its main objective is to design, build, and maintain roads (including multi-use trails) that safely and

comfortably accommodate all users of roadways, including motorists, motorcyclists, bicyclists, pedestrians, transit and school bus riders, delivery and service personnel, freight haulers, and emergency responders. It includes people of all ages and abilities.

The development of multi-use trail facilities for pedestrians and bicyclists is integral in creating a multimodal transportation system by supplementing roadway facilities. Thus, this Complete Streets Policy supports multi-use trail development, in particular the implementation of the Two Rivers Greenway.

Building complete streets provides many benefits to residents, business owners, developers, and the community as a whole. First and foremost, embracing the complete streets concept will create balanced transportation systems by providing accessible, safe, and efficient connections between destinations. Additionally, complete streets will encourage economic growth, increase property values, reduce crashes through safety improvements, improve public health and fitness, reduce harmful emissions, and reduce the overall demand on our roadways by allowing people to replace motor vehicle trips with active transportation options. Finally, integrating sidewalks, bike facilities, transit amenities, or safe crossings into the initial design of a project spares the expense and complications of retrofits later.

B. DEFINITION

Complete streets are roadways designed to safely and comfortably accommodate all users, including, but not limited to motorists, bicyclists, pedestrians, transit and school bus riders, delivery and service personnel, freight haulers, and emergency responders. “All users” includes people of all ages and abilities.

C. VISION AND PURPOSE

The desired outcome of the Complete Streets Policy is to create an equitable, balanced, and effective transportation system where every roadway user can travel safely and comfortably, and where sustainable transportation options are available to everyone.

The goals of this Complete Streets policy are:

- To create a comprehensive, integrated, and connected transportation network that supports compact, sustainable development and provides livable communities.
- To ensure safety, ease of use, and ease of transfer between modes for all users of the transportation system.
- To provide context sensitive design flexibility for different types of streets, areas, and users.

D. POLICY

- BMTS will promote the complete streets concept throughout the region and, therefore, recommends that all local jurisdictions adopt a comprehensive complete streets policy.
- BMTS requires that all local projects receiving BMTS allocated federal funding adhere to this policy. Projects utilizing any other funding sources are also encouraged to adhere to this policy.
- BMTS will promote multi-use trail development as an integral element in creating a multimodal transportation system.

1. Applicability

This Complete Streets Policy applies to new construction, reconstruction, and resurfacing activities (including pavement marking maintenance) of local roadways, multi-use trails, and other transportation facilities that will use Federal funds through the BMTS for any phase of project implementation including planning, design, right-of-way acquisition, construction, or construction engineering.

2. Requirements

a. Designs shall consider accommodations for all users and be sensitive to the context of the project setting. It is important to note that complete streets may look different for every project and road type. For example, wide lanes or paved shoulders may be sufficient in a rural area, whereas sidewalks and/or bike lanes are needed in an urban setting. Also, when re-striping projects are considered, options such as bike lanes, sharrows, and pedestrian crosswalks could still be implemented.

b. Each project shall use the most appropriate best practice design standards and procedures. However, the local municipality or NYSDOT shall retain the design decision authority over its projects.

c. Project sponsors shall complete the initial project proposal (IPP) form along with the appropriate portion of the NYSDOT Complete Streets Checklist (see ***Appendix B***), and submit them to BMTS.

d. Local municipalities or NYSDOT shall coordinate their projects with adjacent municipalities to ensure consistency of facilities.

e. Logical termini should be chosen to include connections through potentially challenging locations, such as overpasses, railroad crossings, and bridges. Project termini **shall not** be chosen so that the project ends before such a challenging location unless there is a compelling reason to do so.

f. Every project shall involve the local transit agency in the project development process to ensure that sufficient accommodation of transit vehicles, and access to transit facilities is provided.

g. Public transit facilities shall be designed with the goals of complete streets in mind by including bicycle and pedestrian connections. Additional facilities such as benches, bus shelters, and bike parking shall be considered where appropriate.

h. Every project shall ensure that the provision of accommodations for one mode does not prevent safe use by another mode (e.g., a bus shelter should not block the clear walking zone on the sidewalk).

i. Multi-use trails shall be thought of as a complementary system of off-road transportation routes primarily for bicyclists and pedestrians that serve as a necessary extension to the roadway network. Multi-use trails shall not be used to preclude on-road bicycle and pedestrian facilities, but rather to supplement a system of on-road bicycle and pedestrian facilities.

3. Recommendations

a. Local Public Agencies are encouraged to view all transportation improvements as opportunities to create safer, more accessible streets for all users.

b. If the project serves a destination point, such as a school, recreational facility, shopping center, hospital, or office complex, the project shall provide the opportunity for the destination to have access to the project's pedestrian, bicycle, and public transit facilities.

c. Street furniture, such as bike racks or benches, should be considered as part of all projects as long as they do not impede any user.

d. When designing a facility that includes or crosses an existing or future transit route, ensure that the appropriate pedestrian and wheelchair access is provided to and from the transit stops.

e. Traffic-calming elements including, but not limited to, landscaping, street trees, and narrowing of lanes, should be considered where safe and appropriate.

f. Project sponsors should consider including street trees and landscape components, with careful analysis of tree, site, and design considerations.

g. Each project design should be coordinated with appropriate access management strategies. Access management strategies should consider the placement of sidewalks and ramps to eliminate sight distance issues.

h. Each local community should regularly update its project design standards and procedures and train its staff to adhere to them.

i. Local governments are encouraged to adopt Complete Streets Policies consistent with this regional policy as well as federal and state design standards. NYSDOT should work with the BMTS to ensure consistency in polices at the state, regional and local level.

E. PROCESS

1. Call for Projects

In response to a BMTS issued Call for Projects that seek to use federal funding and to be programmed in the Transportation Improvement Program (TIP), the municipality or agency shall submit a completed Initial Project Proposal (IPP), along with the NYSDOT Complete Streets Checklist completed through to the IPP stage questions. The IPP shall include:

a. a detailed project description (e.g. project scope, reconstruction/new construction, vehicular elements, non-vehicular elements);
b. the intent for the project to be Complete Streets Compliant or to seek a Complete Streets Exemption;
c. project phases and key milestones;
d. anticipated costs for design, rights-of-way acquisition, construction, and construction inspection;
e. amount of federal funding requested by phase (e.g. preliminary engineering, rights of way, construction, construction inspection);
f. anticipated project schedule, from design initiation to construction letting;
g. the Employee in Responsible Charge (ERC).

If certain information required above is not yet known at the time of the Project Description submittal, the municipality or agency shall provide general details on the required submittal information, but shall state, "specific information has not yet been determined".

2. Project Review and Approval

BMTS staff and the TIP Subcommittee will perform an initial screening of new requests and will be available to the applicant to discuss concerns and provide compliance guidance. Because of the flexibility of the policy and the variety of approaches that a sponsor may take to complete a street, BMTS, as stewards of the Complete Streets Policy, will work with the project sponsor throughout the project development to find an acceptable solution for both parties. Complete Streets Design Guidance Documents and Resources are listed in *Section F - Implementation* of this Policy. Project descriptions, including a Complete Streets compliance assessment, will be reviewed by the Planning Committee prior to being submitted to the Policy Committee for their consideration to adopt into the TIP. The Policy Committee shall certify by resolution that relevant projects identified in the TIP are Complete Streets compliant unless a project receives an exemption under certain circumstances.

3. Project Description Change

The municipality or agency shall report to the BMTS immediately if a significant change to the roadway project is warranted, especially any change that affects the project's accommodations for one of the users of the corridor. The Planning Committee will review the requested change(s) to the project and determine if the change(s) affects the intent (as detailed by the most recently approved Project Description) to be Complete Streets compliant, Complete Streets exempt, or Complete Streets noncompliant. If the changes significantly affect the intent, the Planning Committee shall certify a revised Project Description and determine the roadway project's standing to be Complete Streets compliant or Complete Streets exempt. If a capital roadway project is determined to be Complete Streets noncompliant the Planning Committee, and subsequently the Policy Committee shall consider removing the project from the Transportation Improvement Program until such time that the project can be brought back into compliance with the Complete Streets Policy. If the changes do not significantly affect the intent then no action by the Planning or Policy Committees is required.

4. Exemptions

Completion of the Applicability and IPP levels of questions on the NYSDOT Complete Streets Checklist by project sponsors will aid in determining facility treatment options available for each project type. During the ranking of IPP submissions, the TIP Subcommittee and BMTS Staff may also suggest possible accommodation alternatives for projects. Project sponsors may request an exemption, or re-review, of their projects by the Committee if they cannot reach an agreement with the TIP Subcommittee and BMTS staff. Instead of an exemption, the Planning Committee may also suggest an alternative accommodation. The TIP Subcommittee and BMTS Staff may allow an exemption under certain circumstances, including the following:

a. Ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair, and regular/seasonal maintenance);
b. The project involves a roadway that bicyclists and pedestrians are prohibited by law from using. In such case, efforts should be made to accommodate bicyclists and pedestrians

elsewhere; (e.g. Construction of the Front St. Trail as a part of Prospect Mt. Phase 2 project.)

c. There are extreme right-of-way topographic or natural resource constraints;
d. When other available means or factors indicate an absence of need presently and in the Long Range Plan;
e. A reasonable and equivalent alternative already exists for certain users or is programmed in the TIP as a separate project.

F. IMPLEMENTATION

Upon approval and adoption of this Complete Streets Policy, it will become part of the BMTS planning and project selection process for the Transportation Improvement Program (TIP). The principles of this policy will also guide the BMTS Central Staff in the preparation of the Long Range Transportation Plan and other plans it prepares or to which it contributes.

1. Complete Streets Design Guidance Documents and Resources:

BMTS member agencies shall follow accepted or adopted design standards, and use the best and latest design standards available. These resources include, but are not limited to: the New York State Department of Transportation (NYSDOT) Highway Design Manual (Note: Ch. 17 – Bicycle; Ch. 18 – Pedestrian); NYSDOT Specification Book; American Association of State Highway Officials (AASHTO) Guide for the Planning, Designing and Operating Pedestrian Facilities; AASHTO Guide for the Development of Bicycle Facilities; the AASHTO Green Book; Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach, and other ITE design documents; Manual on Uniform Traffic Control Devices (MUTCD) – federal & NYS Supplement; National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide; NACTO Urban Street Design Guide; and US Access Board Public Right-of-Way Accessibility Guidelines (PROWAG).

The Pedestrian and Bicycle Information Center provides a Design Resource Index that lists the design guides noted above, as well as others that are available.
See http://www.pedbikeinfo.org/planning/facilities_designresourceindex.cfm.

NYSDOT Complete Streets design guidance documents are available online at
https://www.dot.ny.gov/programs/completestreets/designing.

Additionally, during May 2015, the Federal Highway Administration (FHWA) released its Separated Bike Lane Planning and Design Guide. It is available at
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/separated_bikelane_pdg/.

When fulfilling this Complete Streets policy the BMTS member agencies will follow the design manuals, standards and guidelines above, as applicable, but should be not be precluded from considering innovative or nontraditional design options where a comparable level of safety for users is present or provided.

Designs for all projects will be context-sensitive, considering adjacent land uses and local needs and incorporating the most up-to-date, widely accepted, Americans with Disabilities Act (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.

BMTS Central Staff shall be a resource to provide design assistance to municipalities.

BMTS Central Staff will utilize complete streets design guidance when making land use review comments upon request, in its role on the Region 9 NYSDOT Site Plan Committee, and when participating in County Section 239 reviews.

2. Funding Sources:

The following are potential funding sources for pedestrian and bicycle facilities on roadways and to construct walking and bicycling trails.

- **Federal Transportation Funds**: Typical sources for bicycle and pedestrian elements in projects are the Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), and the Transportation Investment Generating Economic Recovery (TIGER) competitive grant program. Under the new FAST Act legislation, the Surface Transportation Program (STP) is renamed as the Surface Transportation Block Grant (STBG). Walking and bicycling projects remain an eligible activity for the STBG. A matrix of bicycle & pedestrian funding opportunities can be found at http://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/funding_opportunities.cfm.

- **New York State**: Related State programs that could fund bicycle & pedestrian projects are the New York Main Street Program, as well as the Local Waterfront Revitalization Program (LWRP). See https://www.dot.ny.gov/display/programs/bicycle/funding-sources/other-programs for details.

- **Local**: In addition to municipal transportation funding, Community Development Block Grant (CDBG) funds can be used for bicycle & pedestrian projects.

To aid in developing project **Cost Estimates**, the ***Quick Estimator*** reference tool is available from NYSDOT at https://www.dot.ny.gov/programs/completestreets/funding.

3. Education:

Education about complete streets roadway design guides for roadway and land development decision makers, as well as for the general public using the roadway facilities is essential.

- Complete Streets Training – BMTS will encourage professional development and training on complete streets and non-motorized transportation issues for municipal officials, staff, as well as Planning and Zoning Board members through providing notification of conferences, classes, seminars, webinars, and workshops. BMTS will also work with partners representing multiple disciplines to develop training sessions.
- Roadway Safety Audits – Performance of roadway safety assessments on arterial streets in the region provides beneficial information to municipal owners on potential safety improvements. The BMTS Unified Planning Work Program identifies the intent to perform 2 to 3 assessments annually at locations identified by BMTS members. In addition BMTS staff will identify locations for safety assessments based on high accident locations that have been calculated on the local road system.
- Public Education – BMTS will coordinate with NYSDOT, Broome & Tioga County Health Departments, the NYSAMPO Bicycle & Pedestrian Working Group, and other agencies to develop methods to educate the public regarding the purpose and function of complete street treatments installed on roadways such as new signs, pavement markings, and signals. Education methods include, but are not limited to newspaper articles, radio and television interviews, websites & social

media, public and school presentations, displays at special events, and PSAs.

4. **Encouragement:**

   BMTS shall partner with area agencies, organizations, and municipalities to organize opportunities to encourage more bicycling and walking. Examples of such events include:
   - The Binghamton Bridge Pedal
   - Walk/Bike to School Day
   - Walk/Bike to Work Day

5. **Enforcement:**

   BMTS will work with law enforcement agencies through the Broome County Traffic Safety Committee, City of Binghamton Traffic Board, and the NYSAMPO Bicycle & Pedestrian Working Group to provide any necessary training, and to carry out special enforcements efforts as needed. Example of enforcement efforts are speed control, and yielding to pedestrians in crosswalks at unsignalized crossings.

G. EVALUATION

The BMTS shall, at a minimum, evaluate this policy in conjunction with the Long Range Transportation Plan update. This evaluation may include recommendations for amendments to the Complete Streets Policy and subsequently be considered for adoption by the Policy Committee utilizing its current procedures.

H. PERFORMANCE MEASURES

In order to measure the performance of complete streets planning, a broad look at how the system is serving all users is crucial. The intent of the Complete Streets Policy is to create a safe and effective transportation system that accommodates all users and modes of transportation. Performance measures include:

- Total miles of bike lanes, sharrows, separated bike lanes, and other bicycle facilities.
- Linear feet of new or repaired pedestrian accommodations.
- Number of new and rehabilitated ADA compliant curb ramps installed along streets.
- Number of crosswalk and intersection improvements.
- Total miles of multi-use trails constructed.
- Percentage of transit stops accessible via sidewalks and curb ramps.
- Rate of crashes, injuries, and fatalities by mode.
- Number of people reached through bike, pedestrian, and complete streets education, encouragement, and enforcement programs, as well as public input opportunities.

BIBLIOGRAPHY / CREDITS

Complete Street Policies

- Evansville (Indiana) Metropolitan Planning Organization
- Ogdensburg, NY
- Troy, NY

RESOURCES

Designing a Strong and Healthy New York (DASH-NY)
- http://www.dashny.org/tools-resources/active-communities/

National Complete Streets Coalition
- www.completestreets.org

NYSAMPO Complete Streets Fact Sheet
- http://nysmpos.org/pdf/NYSAMPO%20Fact%20Sheet_%20Complete%20Streets_FINAL.pdf

NYSAMPO Complete Streets 2.0 Fact Sheet
- http://nysmpos.org/wordpress/wp-content/uploads/2012/06/NYSAMPO_CompleteStreetsWeb_131106.pdf

New York State Department of Transportation (NYSDOT) Complete Streets
- https://www.dot.ny.gov/programs/completestreets

Pedestrian and Bicycle Information Center
- www.pedbikeinfo.org

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Appendix A

Complete Streets Legislation and Policies

COMPLETE STREETS LEGISLATION AND POLICY

Federal Legislation

The FAST Act

The Fixing America's Surface Transportation (FAST) Act is the first federal transportation bill to ever include Complete Streets. The provisions help ensure that newly designed and constructed National Highway System roadways offer better transportation options, improve public health, support retired Americans, advance economic development, reinvest in underserved communities, help kids get to and from school, and keep people safe while biking and walking. The Complete Streets provisions in the FAST Act represent a great step forward in the effort to make streets across the country safer for everyone who uses them.

The bill takes steps in making streets safer for all users:

- Requires the Secretary of Transportation to encourage states and metropolitan planning organizations to adopt road design standards that take into account pedestrians and other vulnerable road users, as well as motor vehicles, through all phases of planning, development, and operation.
- Directs the Secretary to report on state progress toward implementation and to identify best practices in the states.
- Requires State transportation departments to take into account access for all users and modes of transportation when designing and building National Highway System roadways. This requirement is
  a significant step forward, in that all designs and design alternatives need to take into account all potential users of the roadways.
- Requires the use of the National Association of City Transportation Officials (NACTO)'s Urban Street Design Guide as one of the standards that U.S. Department of Transportation (USDOT) must consider when developing design standards, and it permits local governments to use their own adopted design guides if they are the lead project sponsor and the direct recipient of the federal funds for the project—even if it differs from state standards.

View the National Complete Streets Coalition's FAST Act Fact Sheet at http://smartgrowthamerica.org/documents/Complete-Streets-FAST-Act-One-Pager.pdf to learn more about Complete Streets legislation and federal funding opportunities in the FAST Act.

Source: http://www.smartgrowthamerica.org/complete-streets/federal-policy/on-the-hill

New York State

The following is a summary of this Complete Streets legislation from the Cornell Local Roads Program publication titled "Complete Streets-Planning Safer Communities for Pedestrians and Bicyclists" (Updated February 2012):

> § 331. Highway Law states that "Complete Street Designs [must be considered] for all state, county, and local transportation projects that are undertaken by the Department [of Transportation] or receive both federal and state funding and are subject to Department of Transportation oversight…" Most road projects that receive federal funding also receive state funding. The law therefore will not apply to many projects on roads owned by villages, towns and counties. For this reason, local complete streets policies are still necessary because such policies help to knit together a robust network of complete streets. The law does not apply retroactively to previously approved designs for projects that have not yet been constructed.
>
> The law applies to road planning, design, construction, reconstruction and rehabilitation projects, but not resurfacing, maintenance, or pavement recycling projects on otherwise eligible roads. The law provides for exceptions to its provisions. Specific exemptions are provided to the application of the Complete Streets Law. It does not apply to 1) roads where bicyclists and pedestrians are prohibited (e.g. most interstate highways). 2) When the "cost would be disproportionate to the need or [there is] a demonstrated lack of need" and, 3) where installing complete street design features would create a hazard.

NYSDOT's New York State Complete Streets Report that details how it will comply with this Complete Streets Legislation is available to view at www.dot.ny.gov/programs/completestreets/nysdot.

City of Binghamton

Legal Counsel Approval

RL11-109

Introductory No. R11-69

Permanent No. R11-66

THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK

Date: July 20, 2011

Sponsored by Council Members: Weslar, Webb, Collins, Massey, Rennia, Kramer

Introduced by Committee: Municipal and Public Affairs

RESOLUTION
entitled

A RESOLUTION ESTABLISHING A SUSTAINABLE COMPLETE STREETS POLICY FOR STREET AND TRANSPORTATION PROJECTS

WHEREAS, "Complete Streets" are defined as roadways that enable safe and convenient access for all users, including bicyclists, children, persons with disabilities, motorists, movers of commercial goods, pedestrians, users of public transportation and seniors; and

WHEREAS, "Sustainable Complete Streets" are defined as Complete Streets with elements of design, construction and operation that also incorporate environmental sustainability; and

WHEREAS, streets that support and invite multiple uses, including safe, active and ample space for pedestrians, bicycles and public transportation, are more conducive to the public life and efficient movement of people than streets designed primarily to move automobiles and trucks; and

WHEREAS, promoting pedestrian, bicycle and public transportation travel as an alternative to the automobile reduces negative environmental impacts, promotes healthy living, and is less costly to the commuter; and

WHEREAS, the full integration of all modes of travel in the design of streets and highways will increase the capacity and efficiency of the road network, reduce traffic congestion by improving mobility options, limit greenhouse gas emissions and improve the general quality of life; and

WHEREAS, many studies show that when roads are better designed for bicycling, walking and transit use, more people utilize them for alternative modes of transit; and

WHEREAS, the design and construction of new roads and facilities should anticipate and provide for future demand for biking, walking and other alternative transportation facilities and not preclude the provision of future improvements; and

WHEREAS, Complete Streets are supported by the Institute of Traffic Engineers, the American Planning Association and many other transportation, planning and public health professionals.

THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK

Date: July 20, 2011

NOW, THEREFORE, the Council of the City of Binghamton, duly convened in regular session, does hereby:

RESOLVE, that the City hereby establishes and adopts a Sustainable Complete Streets policy whereby all street projects, including design, planning, reconstruction, rehabilitation, maintenance or operations by the City of Binghamton shall be designed and executed in a balanced, responsible and equitable way to accommodate and encourage travel by public transportation vehicles and their passengers, bicyclists and other wheeled modes of transportation, and pedestrians of all ages and abilities, in accordance with established Best Practice Design Guidelines for Complete Streets and Sustainable Complete Streets and in consultation with the AASTHO Guide for Development of Bicycle Facilities and the AASTHO Guide for Pedestrian Facilities; and be it further

RESOLVED, the City of Binghamton shall strongly consider the needs of drivers, public transportation vehicles and patrons, bicyclists, wheelers, and pedestrians of all ages and abilities in all planning, programming, design, construction, reconstruction, retrofit, operations and maintenance activities and products; and be it further

RESOLVED, the City shall view all transportation improvements as opportunities to improve safety, access and mobility for all travelers in the City and shall recognize bicycle, pedestrian and transit modes as integral elements of the transportation system.

I hereby certify the above to be a true copy of the legislation adopted by the Council of the City of Binghamton at a meeting held on 7/20/11. Approved by the Mayor on 7/21/11.

APPENDIX B

NYSDOT Complete Streets Checklist

PIN:		**Project Location:**	
Context:	☐ Urban/Village ☐ Suburban, or ☐ Rural		
Project Title:			

STEP 1- APPLICABILITY OF CHECKLIST		
1.1	Is the project located entirely on a facility where bicyclists and pedestrians are prohibited by law and the project does not involve a shared use path or pedestrian/bicycle structure? *If **no**, continue to question 1.2. If **yes**, stop here.*	☐ **Yes** ☐ **No**
1.2	a. Is this project a 1R* Maintenance project? *If **no**, continue to question 1.3. If **yes**, go to part b of this question.* b. Are there opportunities on the 1R project to improve safety for bicyclists and pedestrians with the following Complete Street features? • Sidewalk curb ramps and crosswalks • Shoulder condition and width • Pavement markings • Signing *Document opportunities or deficiencies in the IPP and **stop here.*** ** Refer to Highway Design Manual (HDM) Chapter 7, Exhibit 7-1 "Resurfacing ADA and Safety Assessment Form" under ADA, Pavement Markings and Shoulder Resurfacing for guidance.*	☐ **Yes** ☐ **No** ☐ **Yes** ☐ **No**
1.3	Is this project a Cyclical Pavement Marking project? *If **no**, continue to question 1.4. If **yes**, review EI 13-021* and identify opportunities to improve safety for bicyclists and pedestrians with the following Complete Streets features:* • Travel lane width • Shoulder width • Markings for pedestrians and bicyclists *Document opportunities or deficiencies in the IPP and **stop here.*** ** EI 13-021, "Requirements and Guidance for Pavement Marking Operations - Required Installation of CARDS and Travel Lane and Shoulder Width Adjustments".*	☐ **Yes** ☐ **No**
1.4	Is this a Maintenance project *(as described in the "Definitions" section of this checklist)* and different from 1.2 and 1.3 projects? *If **no**, continue to Step 2. If **yes,** the Project Development Team should continue to look for opportunities during the Design Approval process to improve existing bicycle and pedestrian facilities within the scope of project. Identify the project type in the space below and **stop here.*** _____	☐ **Yes** ☐ **No**

STEP 1 prepared by: _____ Date: _____

STEP 2 - IPP LEVEL QUESTIONS (At Initiation)			**Comment/Action**
2.1	Are there public policies or approved known development plans (e.g., community Complete Streets policy, Comprehensive Plan, MPO Long Range and/or Bike/Ped plan, Corridor Study, etc.) that call for consideration of pedestrian, bicycle or transit facilities in, or linking to, the project area? *Contact municipal planning office, Regional Planning Group and Regional Bicycle/Pedestrian Coordinator.*	☐ **Yes** ☐ **No**	

2.2	Is there an existing or planned sidewalk, shared use path, bicycle facility, pedestrian-crossing facility or transit stop in the project area?	☐ **Yes** ☐ **No**	
2.3	a. Is the highway part of an existing or planned State, regional or local bicycle route? *If **no**, proceed to question 2.4. If **yes**, go to part b of this question.* b. Do the existing bicycle accommodations meet the minimum standard guidelines of HDM Chapter 17 or the AASHTO "Guide for the Development of Bicycle Facilities"? * *Contact Regional Bicycle/Pedestrian Coordinator* ** Per HDM Chapter 17- Section 17.4.3, Minimum Standards and Guidelines.*	☐ **Yes** ☐ **No** ☐ **Yes** ☐ **No**	
2.4	Is the highway considered important to bicycle tourism by the municipality or region?	☐ **Yes** ☐ **No**	
2.5	Is the highway affected by special events (e.g., fairs, triathlons, festivals) that might influence bicycle, pedestrian or transit users? *Contact Regional Traffic and Safety*	☐ **Yes** ☐ **No**	
2.6	Are there existing or proposed generators within the project area (*refer to the "Guidance" section*) that have the potential to generate pedestrian or bicycle traffic or improved transit accommodations? *Contact the municipal planning office, Regional Planning Group, and refer to the CAMCI Viewer, described in the "Definitions" section.*	☐ **Yes** ☐ **No**	
2.7	Is the highway an undivided 4 lane section in an urban or suburban setting, with narrow shoulders, no center turn lanes, and existing Annual Average Daily Traffic (AADT) < 15,000 vehicles per day? *If **yes**, consider a road diet evaluation for the scoping/design phase. Refer to the "Definitions" section for more information on road diets.*	☐ **Yes** ☐ **No**	
2.8	Is there evidence of pedestrian activity (e.g., a worn path) and no or limited pedestrian infrastructure?	☐ **Yes** ☐ **No**	

STEP 2 prepared by: Date:

Bicycle/Pedestrian Coordinator has been provided an opportunity to comment: ☐ **Yes** ☐ **No**

ATTACH TO IPP AND INCLUDE RECOMMENDATIONS FOR SCOPING/DESIGN.

STEP 3 - PROJECT DEVELOPMENT LEVEL QUESTIONS (Scoping/Design Stage)			Comment/Action
3.1	Is there an identified need for bicycle/pedestrian/ transit or "way finding" signs that could be incorporated into the project?	☐ **Yes** ☐ **No**	
3.2	Is there history of bicycle or pedestrian crashes in the project area for which improvements have not yet been made?	☐ **Yes** ☐ **No**	
3.3	Are there existing curb ramps, crosswalks, pedestrian traffic signal features, or sidewalks that don't meet ADA standards per HDM Chapter 18?	☐ **Yes** ☐ **No**	
3.4	Is the posted speed limit is 40 mph or more and the paved shoulder width less than 4' (1.2 m) (6' in the Adirondack or other State Park)? *Refer to EI 13-021.*	☐ **Yes** ☐ **No**	
3.5	Is there a perceived pedestrian safety or access concern that could be addressed by the use of traffic calming tools (e.g., bulb outs, raised pedestrian refuge medians, corner islands, raised crosswalks, mid-block crossings)?	☐ **Yes** ☐ **No**	
3.6	Are there conflicts among vehicles (moving or parked) and bike, pedestrian or transit users which could be addressed by the project?	☐ **Yes** ☐ **No**	
3.7	Are there opportunities (or has the community expressed a desire) for new/improved pedestrian-level lighting, to create a more inviting or safer environment?	☐ **Yes** ☐ **No**	
3.8	Does the community have an existing street furniture program or a desire for street appurtenances (e.g., bike racks, benches)?	☐ **Yes** ☐ **No**	
3.9	Are there gaps in the bike/pedestrian connections between existing/planned generators? *Consider locations within and in close proximity of the project area. (Within 0.5 mi (800 m) for pedestrian facilities and within 1.0 mi (1600 m) for bicycle facilities.)*	☐ **Yes** ☐ **No**	
3.10	Are existing transit route facilities (bus stops, shelters, pullouts) inadequate or in inconvenient locations? (e.g., not near crosswalks) *Consult with Traffic and Safety and transit operator, as appropriate*	☐ **Yes** ☐ **No**	
3.11	Are there opportunities to improve vehicle parking patterns or to consolidate driveways, (which would benefit transit, pedestrians and bicyclists) as part of this project?	☐ **Yes** ☐ **No**	

3.12	Is the project on a "local delivery" route and/or do area businesses rely upon truck deliveries that need to be considered in design?	☐ **Yes** ☐ **No**	
3.13	Are there opportunities to include green infrastructure which may help reduce stormwater runoff and/or create a more inviting pedestrian environment?	☐ **Yes** ☐ **No**	
3.14	Are there opportunities to improve bicyclist operation through intersections and interchanges such as with the use of bicycle lane width and/or signing?	☐ **Yes** ☐ **No**	

STEP 3 prepared by: Date:

Preparer's Supporting Documentation, Comments and Clarifications:

Last Revised 06/22/2015

Introduction

The intent of this checklist is to assist in the identification of needs for Complete Streets design features on Capital projects, including locally-administered projects.

This checklist is one tool that NYSDOT employs in its integrated approach to Complete Streets considerations. It provides a focused project-level evaluation which aids in identifying access and mobility issues and opportunities within a defined project area. For broader geographic considerations (e.g., bicycle route planning, corridor continuity), NYSDOT and other state and local agencies use a system-wide approach to identifying complete streets opportunities.

Use of this checklist is initiated during the earliest phase of a project, when information about existing conditions and needs may be limited; it is therefore likely that the Preparer will only be able to complete Steps 1 and 2 at this time. As the project progresses, and more detailed information becomes available, the Preparer will be able to complete Step 3 and continue to refine earlier answers, to give an increasingly accurate indication of needs and opportunities for Complete Streets features.

Guidance for Steps 1, 2 and 3

Based on the guidance below, the Regions will assign the appropriate staff to complete each step in the Checklist. The Preparer should have expertise in the subject matter and be able to effectively work with and coordinate comments/responses with involved Regional Groups.

- Steps 1 & 2: Preparer is from Planning; review occurs as part of the normal IPP process.
- Step 3: Preparer is Project Designer; review occurs as part of Design Approval Document review/approval process.
- For Local Projects - Local Project Sponsors will be responsible for completing all steps.

a. A check of "yes" indicates a need to further evaluate the project for Complete Streets features. Please identify in the comment box, or append at the end of the checklist, any supporting information or documentation.

b. Answers to the questions should be checked with the local municipality, transit provider, MPO, etc., as appropriate, to ensure accuracy and evaluate needed items versus desirable items (i.e., prioritize needs).

c. Answers to the questions should be coordinated with NYSDOT Regional program areas as appropriate (e.g., Traffic and Safety, Landscape Architecture, Maintenance, etc.)

d. This checklist should be reviewed during the development of the IPP, Scoping Document, and Design Approval Document; and revisited due to a project delay or if site conditions or local planning changes during the project development process. Continued coordination with the Regional Bicycle and Pedestrian Coordinator is necessary throughout project scoping and design.

e. It will be assumed that the Project Description and Limits will be as described in the IPP for Step I, the Scoping Document for Step 2 and the Design Approval Document for Step 3. Preparers should describe any deviations from this assumption under "Preparer's Supporting Documentation".

f. For the purposes of this checklist, the "project area" is within 0.5 mi (800 m) for pedestrian facilities and 1.0 mi (1600 m) for bicycle facilities. In some circumstances, bicyclists may travel up to 7 miles for a unique generator, attraction or event. These special circumstances may be considered and described as appropriate.

g. For background on Complete Streets features and terminology, please visit the following websites:

http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design_nonmotor/highway/index.cfm
http://www.fhwa.dot.gov/publications/publicroads/10julaug/03.cfm
http://www.smartgrowthamerica.org/complete-streets/

h. Refer to *Highway Design Manual* Chapter 18, Section 18.5.1 for further information and guidance on the use of this checklist.

i. For projects with multiple sites, Preparers may choose to prepare multiple checklists for each site.

Definitions

- CAMCI (Comprehensive Asset Management/Capital Investment) Viewer - A web-based GIS application used for planning purposes and located at http://gisweb/camci/.
- Generator - A generator, in this document, refers to both origins and destinations for bicycle and/or pedestrian trips (e.g., schools, libraries, shopping areas, bus stops, transit stations, depots/terminals).
- HDM - New York State Department of Transportation's *Highway Design Manual*.
- Maintenance project - For the purposes of this checklist, maintenance projects are listed as the following project types: Rigid pavement repairs, pavement grooving, drainage system restoration, recharge basin reconditioning, SPDES facilities maintenance, underdrain installation, guide rail and/or median barrier upgrading, impact attenuator repair, and/or replacement, reference marker replacement, traffic management systems maintenance, repair and replace loop detectors, highway lighting upgrades, noise wall rehab/replacement, retaining wall rehab/replacement, graffiti removal/prevention, vegetation management, permanent traffic count detectors, weigh-in-motion detectors, slope stabilization, ditch cleaning, bridge washing/cleaning, bridge joint repair, bridge painting and crack sealing.
- MPO (Metropolitan Planning Organization) - A federally mandated and federally funded transportation policy-making organization made up of representatives from local government and governmental transportation authorities.
- Raised Pedestrian Refuge Medians and Corner Islands - Raised elements within the street at an intersection or midblock crossing that provide a clear or safety zone to separate pedestrians, bicyclists, and other non-motorized modes, from motor vehicles . See FHWA's *Safety Effects of Marked vs. Unmarked Crosswalks at Uncontrolled Locations* at http://www.fhwa.dot.gov/publications/research/safety/04100/04100.pdf.

- Road diet - A transportation planning technique used to achieve systemic improvements to safety or provide space for alternate modes of travel. For example, a two-way, four lane road might be reduced to one travel lane in each direction, with more space allocated to pedestrian and cyclist facilities. Also known as a lane reduction or road re-channelization.
- Transit facilities - Includes facilities such as transit shelters, bus turnouts and standing pads.
- 1R project - A road resurfacing project that includes the placement or replacement of the top and/or binder pavement course(s) to extend or renew the existing pavement design life and to improve serviceability while not degrading safety.
- 2R project - A multicourse structural pavement and resurfacing project that may include: milling, super elevation, traffic signals, turn lanes, driveway modifications, roadside work, minor safety work, lane and shoulder widening, shoulder reconstruction, drainage work, sidewalk curb ramps, etc.