

ADOPT COMPLETE STREETS POLICY

June 4, 2014

WHEREAS, the City of Summit is committed to creating street corridors that accommodate all road users of all ages and abilities for all trips; and

WHEREAS, "Complete Streets" refers to a balanced approach to transportation solutions that takes into account the needs of all roadway users, such as pedestrians, bicyclists and motorists; and

WHEREAS, the City of Summit incorporates "Complete Streets" principles in its Master Plan; and

WHEREAS, the Engineering Division currently uses "Complete Streets" policies in designing road projects where practical; and

WHEREAS, significant accomplishments have already been achieved by incorporating pedestrian safety and traffic calming measures when public streets are improved; and

WHEREAS, the Mayor and Common Council fully support these initiatives and wish to reinforce their commitment to creating a comprehensive, integrated, connected street network that accommodates all road users of all abilities and for all trips;

NOW THEREFORE BE IT RESOLVED that all public street projects, both new construction and reconstruction in the City of Summit, shall be designed and constructed using "Complete Streets" policies where practical. "Complete Streets" accommodate travel by pedestrians, bicyclists, and motorized vehicles and their passengers. This policy shall be implemented as follows:

1. All City of Summit streets shall be designed and constructed to include accommodations for pedestrians, bicyclists, public transit, and motorists of all ages and abilities.
2. Recognizing the inter-connected multi-modal network of the street grid, the City of Summit commits to creating a comprehensive, integrated network within Summit and to working with the County of Union, New Jersey Transit, New Jersey Department of Transportation and other state agencies through existing planning efforts.
3. While "Complete Streets" principles are context specific, it would be appropriate to consider these features during the design, planning, construction, maintenance and operation phases, and incorporate changes into new and retrofit and reconstruction projects, and to apply the principles to maintenance of existing and functioning complete street measures. Collaboration on Complete Streets principles amongst the City Departments (Police, Fire, Parking Services, Board of Education) will ensure that the principles are implemented and maintained. Departments shall reference New Jersey Roadway Design Manual; the AASHTO Guide for Traffic Control Devices; the NATCO Urban Bikeway Design Guide and other design criteria as necessary, striving to balance all needs.

4. To facilitate timely implementation of the new policy, the following steps shall be taken:
 - a. A memorandum shall be sent to all Department heads within 90 days of adoption of this resolution outlining this formalized policy.
 - b. A training session about "Complete Streets" will be attended by appropriate staff (who have not already participated within the last year) within 180 days of adoption of this resolution.
 - c. Oversight of the new policy will be handled by the Director of Community Services, or such other person as designated by Common Council.
5. Recognizing the need for flexibility and that user needs must be balanced and fit into the context of the community, exceptions may be made to this policy under any one of the following conditions:
 - a. Bicycle and pedestrian facilities are not required where they are prohibited by law or would create unsafe conditions.
 - b. Public transit facilities are not required on streets not serving as public transit routes or that are determined to be inappropriate for public transit.
 - c. When the cost of incorporating new bicycle, pedestrian and/or public transit facilities is greater than 20% of the overall project cost as based on written estimates and any supporting documentation, the need for and or probable use of the facility shall be considered in making the determination as to the budget and capital improvement program approval process or when project plans and specifications are being prepared.
 - d. In any project, should the inclusion of pedestrian, public transit, and/or bicycle facilities prove detrimental to wetlands, floodplains, streams, and/or historic/social resources, as determined by the City Engineer, those facilities shall not be required.
 - e. Approval for exceptions must be granted by the Director of Community Services in consultation with the City Engineer and the Public Works Committee.

NOW, THEREFORE, BE IT RESOLVED, that Common Council of the City of Summit hereby consents that all public street projects, both new construction and reconstruction in the City of Summit, shall be designed and constructed using "Complete Streets" policies where practical and safe; and

BE IT FURTHER RESOLVED, that this resolution shall remain on file in the City Clerk's office and a copy be provided to the Union County Freeholders, Union County Division of Public Works, New Jersey Department of Transportation and New Jersey Transit.

Dated: June 4, 2014

I, David L. Hughes, City Clerk of the City of Summit, do hereby certify that the foregoing resolution was duly adopted by the Common Council of said City at a regular meeting held on Wednesday, June 4, 2014.



City Clerk

Summit, NJ Complete Streets Policy

Introduction

A Complete Street is one that takes into account the needs of all roadway users, such as pedestrians, bicyclists and motorists. The benefits of Complete Streets include improving safety for pedestrians, bicyclists, children, older citizens, non-drivers and the mobility challenged as well as those that cannot afford a car or choose not to have a car; providing connections to bicycling and walking trip generators such as employment, education, residential, recreation, retail centers and public facilities, promoting healthy lifestyles; creating more livable communities by reducing traffic congestion and reliance on carbon fuels thereby reducing greenhouse gas emissions; and saving money by incorporating sidewalks, on-street bike facilities, safe crossings and transit amenities into the initial design of a project, thus sparing the expense of retrofits later.

Complete Streets Policy

Summit's Complete Streets Policy promotes a comprehensive, integrated, connected multi-modal transportation network. The policy is built around the establishment of a Project Checklist to address pedestrian, bicyclist and transit accommodations with the presumption that they shall be included in each transportation and land use project that utilizes public funds, unless supporting documentation against inclusion is provided and found to be justifiable.

Summit's Mayor and Mayor and Common Council adopted a Complete Streets resolution committing Summit's various City departments (community services, police, fire, parking services, Board of Education) to work collaboratively and with Union County, New Jersey Transit, New Jersey Department of Transportation and other state agencies to create a comprehensive, integrated network within Summit with the goal of accommodating all roadway users. With only specific exceptions approved by the Director of Community Services in consultation with the City Engineer, Complete Streets principles shall be applied during the design, planning, construction, maintenance and operation phases of new, retrofit, and reconstruction projects.

Summit's Complete Streets policy strives to attain the following goals:

- 1) Create a comprehensive, integrated, connected multi-modal transportation network by facilitating connection to bicycling and walking trip generators such as employment, education, residential, recreational and public facilities, as well as retail and transit centers.
- 2) Provide safe and accessible accommodations for existing and future pedestrian, bicycle and transit facilities.

- 3) Utilize an established procedure (the Checklist) for City officials to evaluate transportation projects, major site plan reviews and redevelopment plans, and to ensure that adequate consideration of bicycle, pedestrian and transit needs are incorporated into the planning, design, construction, and maintenance of projects.
- 4) Transportation facilities constructed for long-term use shall anticipate likely future demand for bicycling and walking facilities and not preclude the provision of future improvements.
- 5) Designs shall address the need for bicyclists and pedestrians to cross corridors, as well as travel along them, in a safe, accessible and convenient manner; therefore, the design of intersections, interchanges and bridges shall anticipate use by bicyclists and pedestrians.
- 6) Bicycle and pedestrian facilities shall be designed and constructed to the best currently available standards and practices including the New Jersey Roadway Design Manual, the AASHTO Guide for the Development of Bicycle Facilities, AASHTO's Guide for the Planning, Design and Operation of Pedestrian Facilities, the Manual of Uniform Traffic Control Devices and others as related.
- 7) Provisions shall be made for pedestrians and bicyclists when closing roads, bridges or sidewalks for construction projects as outlined in NJDOT Policy #705 – Accommodating Pedestrian and Bicycle Traffic During Construction.
- 8) Improvements shall also consider connections for Safe Routes to Schools, Safe Routes to Transit, Transit Villages, trail crossings and areas or populations groups with limited transportation options.
- 9) Improvements shall comply with Title VI ~~VII~~–Environmental Justice, Americans with Disabilities Act (ADA) and complement the context of the surrounding community.

Exemptions

Exemptions to the Complete Streets Policy shall be presented to the Director of Community Services in writing and documented with supporting data that indicates the reason for the decision and include the following:

- a) Non-motorized users are prohibited on the roadway.
- b) Scarcity of population, travel and attractors, both existing and future, indicate an absence of need for such accommodations.
- c) Detrimental environmental or social impacts outweigh the need for these accommodations.
- d) Cost of accommodations is excessively disproportionate to the cost of the project.
- e) The safety or timing of a project is compromised by the inclusion of Complete Streets.

Complete Streets Checklist

The following checklist is an accompaniment to Summit's Complete Streets Policy and has been developed to assist in project planning, design and development of proposed alternatives, as well as construction and maintenance of publicly funded projects in adherence to the policy. The Checklist also includes provisions for evaluation of Planning Board, Board of Adjustment and redevelopment applications.

Being in compliance with the policy means that Project Managers and designers plan for, design, and construct all transportation projects to provide appropriate accommodation for bicyclists, pedestrians, and transit users on Summit's roadways, including local, county and state roads. It includes people of all ages and abilities. The Checklist applies to all roadway and development projects that include public funds, and is intended for use on projects during the earliest stages of the Concept Development or Preliminary Engineering Phase so that any pedestrian or bicycle considerations are included in the project budget. Evaluation of privately funded transportation and land use projects should consider the incorporation of Complete Streets facilities, though strict adherence to the policy is not required.

The Project Manager is responsible for completing the Checklist and must work with the Designer to ensure that the Checklist has been completed prior to advancement of a project to Final Design.

Using the Complete Streets Checklist

When completing the Checklist, a brief description is required for each "Item to be Addressed" as a means to document that the item has been considered and can include supporting documentation. The Checklist shall be applied to all new publicly funded transportation and land use projects with the exception of:

- Sidewalk repairs
- Bicycle facility roadway markings, striping or signage
- Installation of bike racks or street furniture
- Installation of ADA curb ramps

Concept Development Checklist

Instructions:

For each box checked, provide a brief description of how the item is addressed, not addressed or not applicable, and include a description to support your answer.

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Existing Bicycle, Pedestrian and Transit Accommodations</i>	Are there accommodations for bicyclists, pedestrians (including ADA compliance) and transit users included on or crossing the current facility? Examples include (but are not limited to): Sidewalks, public seating, bike racks, and transit shelters	☐	☐	☐	
<i>Existing Bicycle and Pedestrian Operations</i>	Has the existing bicycle and pedestrian suitability or level of service on the current transportation facility been identified?	☐	☐	☐	
	Have the bicycle and pedestrian conditions within the study area, including pedestrian and/or bicyclist treatments, volumes, important connections and lighting been identified?	☐	☐	☐	
	Do bicyclists/pedestrians regularly use the transportation facility for commuting or recreation?	☐	☐	☐	
	Are there physical or perceived impediments to bicyclist or pedestrian use of the transportation facility?	☐	☐	☐	
	Is there a higher than normal incidence of bicyclist/pedestrian crashes within the study area?	☐	☐	☐	
	Have the existing volumes of pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime crossing been collected/provided?	☐	☐	☐	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Existing Transit Operations</i>	Are there existing transit facilities within the study area, including bus and train stops/stations?	☐	☐	☐	
	Is the transportation facility on a transit route?	☐	☐	☐	
	Is the transportation facility within two miles of "park and ride" or "kiss and go" lots?	☐	☐	☐	
	Are there existing or proposed bicycle racks, shelters, or parking available at these lots or transit stations? Are there bike racks on buses that travel along the facility?	☐	☐	☐	
<i>Existing Motor Vehicle Operations</i>	Are there existing concerns within the study area, regarding motor vehicle safety, traffic volumes/congestion or access?	☐	☐	☐	
<i>Existing Truck/Freight Operations</i>	Are there existing concerns within the study area, regarding truck/freight safety, volumes, or access?	☐	☐	☐	
<i>Existing Access and Mobility</i>	Are there any existing access or mobility considerations, including ADA compliance?	☐	☐	☐	
	Are there any schools, hospitals, senior care facilities, educational buildings, community centers, residences or businesses of persons with disabilities within or proximate to the study area?	☐	☐	☐	
<i>Land Usage</i>	Have you identified the predominant land uses and densities within the study area, including any historic districts or special zoning districts?	☐	☐	☐	
	Is the transportation facility in a high-density land use area that has pedestrian/bicycle/motor vehicle and transit traffic?	☐	☐	☐	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Major Sites</i>	Have you identified the major sites, destinations, and trip generators within or proximate to the study area, including prominent landmarks, employment centers, recreation, commercial, cultural and civic institutions, and public spaces?	☐	☐	☐	
<i>Existing Streetscape</i>	Are there existing street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area?	☐	☐	☐	
<i>Existing Plans</i>	Are there any comprehensive planning documents that address bicyclist, pedestrian or transit user conditions within or proximate to the study area? Examples include (but are not limited to): • SRTS Travel Plans • Municipal or County Master or Redevelopment Plan • Local, County and Statewide Bicycle and Pedestrian Plans • Sidewalk Inventories • MPO Transportation Plan • NJDOT Designated Transit Village	☐	☐	☐	

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The Preliminary Preferred Alternative (PPA) accommodates bicyclists and pedestrians as set forth in the New Jersey Department of Transportation's Complete Streets Policy.	☐	☐	

Preliminary Engineering Checklist

Instructions:

For each box checked, please provide a brief description for how the item is addressed, not addressed or not applicable and include documentation to support your answer.

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Bicyclist, Pedestrian, and Transit Accommodations</i>	Does the proposed project design include accommodations for bicyclists? Examples include (but are not limited to): Bicycle facilities: bicycle path; bicycle lane; bicycle route; bicycle boulevard; wide outside lanes or improved shoulders; bicycle actuation at signals (loop detectors and stencil or other means); signs, signals and pavement markings specifically related to bicycle operation on roadways or shared-use facilities; bicycle safe inlet grates Bicycle amenities: Call boxes (for trail or bridge projects); drinking fountains (also for trail projects); secure long term bicycle parking (e.g., for commuters and residents); and secure short term bicycle parking.	☐	☐	☐	
	Does the proposed project design address accommodations for pedestrians? Examples include (but are not limited to): Pedestrian facilities: Sidewalks (preferably on both sides of the street); mid-block crosswalks; striped crosswalks; geometric modifications to reduce crossing distances such as curb extensions (bulb-outs); pedestrian-actuated traffic signals such as High Intensity Activated Crosswalk Beacons, Rapid Rectangular Flashing Beacons; dedicated	☐	☐	☐	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
	pedestrian phase; pedestrian signal heads and pushbuttons; pedestrian signs for crossing and wayfinding, lead pedestrian intervals; high visibility crosswalks (e.g., ladder or zebra); pedestrian-level lighting; in-road warning lights; pedestrian safety fencing; pedestrian detection system; pedestrian overpass/underpass; and median safety islands for roadways with (two or more traffic lanes in each direction). Pedestrian amenities: Shade trees; public seating; drinking fountains				
	Have you coordinated with the corresponding transit authority to accommodate transit users in the project design? Transit facilities: Transit shelters, bus turnouts Transit amenities: public seating, signage, maps, schedules, trash and recycling receptacles	☐	☐	☐	
<i>Bicyclist and Pedestrian Operations</i>	Does the proposed design consider the desired future bicyclist and walking conditions within the project area including safety, volumes, comfort and convenience of movement, important walking and/or bicycling connections, and the quality of the walking environment and/or availability of bicycle parking?	☐	☐	☐	
<i>Transit Operations</i>	Does the proposed design address the desired/anticipated future transit conditions within the project area, including bus routes and operations and transit station access support transit usage and users?	☐	☐	☐	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Motor Vehicle Operations</i>	Does the proposed design address the desired future motor vehicle conditions within the project area, including volumes, access, important motor vehicle connections, appropriateness of motor vehicle traffic to the particular street (e.g., local versus through traffic) and the reduction of the negative impacts of motor vehicle traffic?	☐	☐	☐	
<i>Truck/Freight Operations</i>	Does the proposed design address the desired future truck conditions within the project area, including truck routes, volumes, access, mobility and the reduction of the negative impacts of truck traffic?	☐	☐	☐	
<i>Access and Mobility</i>	Does the proposed design address accommodations for those with access or mobility challenges such as the disabled, elderly, and children, including ADA compliance? Examples include (but are not limited to): Curb ramps, including detectable warning surface; accessible signal actuation; adequate sidewalk or paved path (length & width or linear feet); acceptable slope and cross-slope (particularly for driveway ramps over sidewalks, over crossings and trails); and adequate green signal crossing time	☐	☐	☐	
<i>Land Usage</i>	Is the proposed design compatible with the predominant land uses and densities within the project area, including any historic districts or special zoning districts?	☐	☐	☐	
<i>Major Sites</i>	Can the proposed design support the major sites, destinations, and trip generators within or proximate to the project area, including prominent landmarks, commercial, cultural and civic	☐	☐	☐	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
	institutions, and public spaces?				
<i>Streetscape</i>	Does the proposed design include landscaping, street trees, planters, buffer strips, or other environmental enhancements such as drainage swales?	☐	☐	☐	
<i>Design Standards or Guidelines</i>	Does the proposed design follow all applicable design standards or guidelines appropriate for bicycle and/or pedestrian facilities? Examples include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - <i>A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG); National Association of City Transportation Officials (NACTO) - Urban Bikeway Design Guide; New Jersey Department of Transportation (NJDOT) - Bicycle Compatible Roadways & Bikeways Planning and Design Guidelines, Pedestrian Planning and Design Guidelines.</i>	☐	☐	☐	

Project Manager Sign-Off

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The Approved Project Plan (APP) accommodates bicyclists and pedestrians as set forth in the New Jersey Department of Transportation's Complete Streets Policy.	☐	☐	