

# PUTNAM COUNTY COMPLETE STREETS POLICY

## **Policy**

According to the U.S. Department of Transportation, “Complete Streets are streets designed and operated to enable safe use and support mobility for all users. Those include people of all ages and abilities, regardless of whether they are travelling as drivers, pedestrians, bicyclists, or public transportation riders.” As such, it is the policy of Putnam County (hereinafter “the County”) to develop and maintain a safe, accessible, and equitable transportation network for people of all ages and abilities that facilitates effective use of all modes of transportation including driving, walking, bicycling, and public transportation.

## **Applicability**

This policy shall apply to the planning, designing, construction, operation, maintenance, and rehabilitation of all transportation related elements of projects involving County property or County funding, including streets, bridges, sidewalks, trails, and pathways. The successful implementation of this policy requires close communication between the Department of Public Works, Department of Planning, Development & Public Transportation, Department of Health, other related County departments, and New York State.

## **Design Process and Standards**

All physical projects undertaken or funded by the County shall be evaluated internally for adherence to this policy and incorporation of appropriate design standards, following the NYSDOT checklists (*see* Appendices A and B). Projects will be evaluated internally for opportunities to incorporate Complete Streets objectives and design principles. If Complete Streets objectives and design principles cannot be incorporated into the project, documentation to that effect shall be filed by the sponsoring department.

Projects will be designed to achieve the following design principles and objectives.

- a) Provide transportation options for people of all ages, physical abilities, and income levels.
- b) Enhance the safety and security of streets for all motorists, pedestrians, and cyclists.
- c) Promote connectivity between existing pedestrian and bicycle networks and public transit.
- d) Maximize infiltration of stormwater runoff and the enhancement of the streetscape through green infrastructure techniques wherever possible.

The following resources shall be used in developing design details and best management practices for Complete Streets:

- a) American Association of State Highway Officials (AASHTO) Guide for the Planning, Design, and Operation of Pedestrian Facilities
- b) Americans with Disabilities Act (ADA) Accessibility Guidelines
- c) Institute of Transportation Engineers (ITE) Traffic Calming Measures and Walkable Urban Thoroughfares
- d) Manual on Uniform Traffic Control Devices (MUTCD)

- e) National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide
- f) New York State Department of Transportation (NYSDOT) Complete Streets Standards
- g) Public Right-of-Way Accessibility Guidelines (PROWAG)

### **Performance Measures**

The County, coordinated by the Department of Public Works and the Department of Planning, Development & Public Transportation, shall develop performance measures to track the progress of this policy's implementation. Such measures shall be incorporated into relevant plans, manuals, policies, processes, and programs where applicable. These measures include, but are not limited to:

- a) Total miles of sidewalk on County owned and operated roads.
- b) Total miles of County owned bike paths.
- c) Total miles of County roadways with shoulder widths of four (4) feet or more.
- d) Number of PART/Croton Falls Shuttle/Seasonal Trolley (public transit) stops.
- e) Number of PART/Croton Falls Shuttle/Seasonal Trolley (public transit) stops accessible via sidewalks and curb ramps.

The Commissioner of Public Works shall prepare an annual report documenting compliance with this policy, citing any issues or opportunities for improvement.

### **Implementation**

The following Complete Street design methodology shall be considered for projects that the County undertakes or for projects that receive federal and/or state funding and/or have NYSDOT oversight:

- a) A project's compliance with this policy shall be determined based on completion of the NYSDOT Capital Projects Complete Streets Checklist and NYSDOT Smart Growth Screening Tool.
- b) The Department of Public Works, the Department of Planning, Development & Public Transportation, and other relevant County Departments will incorporate Complete Streets principles into existing procedures, programs, plans, manuals, checklists, regulations, and other processes where applicable.
- c) The Department of Public Works and Department of Planning, Development & Public Transportation will review, develop, and/or revise current design standards, guides, and policies.
- d) The County shall support staff professional development and training on Complete Streets principles.

## **Exemptions**

Capital road maintenance projects (e.g., repairs, resurfacing, pavement markings, overlays, etc.) are not exempt, as they may provide opportunities for improvements to shoulder widths and/or conditions, pavement markings, and signage. Exemption from the County's Complete Streets Policy may be considered when:

- a) The project under consideration is located where bicyclists and pedestrians are prohibited by law;
- b) The costs of providing accommodation are disproportionate to the need or probable use;
- c) 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;
- d) Emergency or routine minor repairs are needed;
- e) There are comparable existing or planned accommodations near the project site;
- f) Design features would have an adverse impact on public safety; or
- g) In its review of a proposed project, the Department of Public Works and/or Department of Planning, Development & Public Transportation has determined that this Policy, in part or in its entirety, cannot be implemented.

# **APPENDIX A**

## **Capital Projects Complete Streets Checklist**

<b>PIN:</b>	<input type="text"/>	<b>Project Location:</b>	<input type="text"/>
<b>Context:</b>	<input type="radio"/> Urban / Village <input type="radio"/> Suburban <input type="radio"/> Rural		
<b>Project Title:</b>	<input style="width: 100%;" type="text"/>		

**STEP 1 - APPLICABILITY OF CHECKLIST**

<b>1.1</b>	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? <i>If no, continue to question 1.2. If yes, <u>stop here</u>.</i>	<input type="radio"/> Yes <input type="radio"/> No
<b>1.2</b>	a. Is this project a 1R* Maintenance project? <i>If no, continue to question 1.3. If yes, go to part b of this question.</i>	<input type="radio"/> Yes <input type="radio"/> No
<b>1.2</b>	b. Are there opportunities on the 1R project to improve safety for bicyclists and pedestrians with the following Complete Street features? <ul style="list-style-type: none"> <li>• Sidewalk curb ramps and crosswalks</li> <li>• Shoulder condition and width</li> <li>• Pavement markings</li> <li>• Signing</li> </ul> Document opportunities or deficiencies in the IPP and <u>stop here</u> . <small>* 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.</small>	<input type="radio"/> Yes <input type="radio"/> No
<b>1.3</b>	Is this project a Cyclical Pavement Marking project? <i>If no, continue to question 1.4. If yes, review <a href="#">EI 13-021</a>* and identify opportunities to improve safety for bicyclists and pedestrians with the following Complete Streets features:</i> <ul style="list-style-type: none"> <li>• Travel lane width</li> <li>• Shoulder width</li> <li>• Markings for pedestrians and bicyclists</li> </ul> Document opportunities or deficiencies in the IPP and <u>stop here</u> . <small>* EI 13-021, "Requirements and Guidance for Pavement Marking Operations - Required Installation of CARDS and Travel Lane and Shoulder Width Adjustments".</small>	<input type="radio"/> Yes <input type="radio"/> No
<b>1.4</b>	Is this a Maintenance project (as described in the "Definitions" section of this checklist) and different from 1.2 and 1.3 projects? <i>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 <u>stop here</u>.</i>	<input type="radio"/> Yes <input type="radio"/> No
STEP 1 prepared by: <input style="width: 400px;" type="text"/> Date: <input style="width: 100px;" type="text"/>		

**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? <i>Contact municipal planning office, Regional Planning Group and Regional Bicycle/Pedestrian Coordinator.</i>	<input type="radio"/> Yes <input type="radio"/> 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?	<input type="radio"/> Yes <input type="radio"/> No	
2.3	a. Is the highway part of an existing or planned State, regional or local bicycle route? <i>If no, proceed to question 2.4. If yes, go to part b of this question.</i> b. Do the existing bicycle accommodations meet the minimum standard guidelines of <a href="#">HDM Chapter 17</a> or the AASHTO "Guide for the Development of Bicycle Facilities"? * <i>Contact Regional Bicycle/Pedestrian Coordinator</i> <small>* Per HDM Chapter 17- Section 17.4.3, Minimum Standards and Guidelines.</small>	<input type="radio"/> Yes <input type="radio"/> No  <input type="radio"/> Yes <input type="radio"/> No	
2.4	Is the highway considered important to bicycle tourism by the municipality or region?	<input type="radio"/> Yes <input type="radio"/> No	
2.5	Is the highway affected by special events (e.g., fairs, triathlons, festivals) that might influence bicycle, pedestrian or transit users? <i>Contact Regional Traffic and Safety</i>	<input type="radio"/> Yes <input type="radio"/> No	
2.6	Are there existing or proposed generators within the project area ( <i>refer to the "Guidance" section</i> ) that have the potential to generate pedestrian or bicycle traffic or improved transit accommodations? <i>Contact the municipal planning office, Regional Planning Group, and refer to the CAMCI Viewer, described in the "Definitions" section.</i>	<input type="radio"/> Yes <input type="radio"/> 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? <i>If yes, consider a road diet evaluation for the scoping/design phase. Refer to the "Definitions" section for more information on road diets.</i>	<input type="radio"/> Yes <input type="radio"/> No	

<b>2.8</b>	Is there evidence of pedestrian activity (e.g., a worn path) and no or limited pedestrian infrastructure?	<input type="radio"/> Yes <input type="radio"/> No	
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**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.**

<b>STEP 3 - PROJECT DEVELOPMENT LEVEL QUESTIONS (Scoping/Design Stage)</b>			Comment / Action
<b>3.1</b>	Is there an identified need for bicycle/pedestrian/transit or "way finding" signs that could be incorporated into the project?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.2</b>	Is there history of bicycle or pedestrian crashes in the project area for which improvements have not yet been made?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.3</b>	Are there existing curb ramps, crosswalks, pedestrian traffic signal features, or sidewalks that don't meet ADA standards per <a href="#">HDM Chapter 18</a> ?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.4</b>	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 <a href="#">EI 13-021</a> .	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.5</b>	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)?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.6</b>	Are there conflicts among vehicles (moving or parked) and bike, pedestrian or transit users which could be addressed by the project?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.7</b>	Are there opportunities (or has the community expressed a desire) for new/improved pedestrian-level lighting, to create a more inviting or safer environment?	<input type="radio"/> Yes <input type="radio"/> No	
<b>3.8</b>	Does the community have an existing street furniture program or a desire for street appurtenances (e.g., bike racks, benches)?	<input type="radio"/> Yes <input type="radio"/> No	

3.9	Are there gaps in the bike/pedestrian connections between existing/planned generators? <i>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.)</i>	<input type="radio"/> Yes <input type="radio"/> No	
3.10	Are existing transit route facilities (bus stops, shelters, pullouts) inadequate or in inconvenient locations? (e.g., not near crosswalks) <i>Consult with Traffic and Safety and transit operator, as appropriate</i>	<input type="radio"/> Yes <input type="radio"/> 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?	<input type="radio"/> Yes <input type="radio"/> 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?	<input type="radio"/> Yes <input type="radio"/> No	
3.13	Are there opportunities to include green infrastructure which may help reduce stormwater runoff and/or create a more inviting pedestrian environment?	<input type="radio"/> Yes <input type="radio"/> 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?	<input type="radio"/> Yes <input type="radio"/> No	

**STEP 3** prepared by:

Date:

Additional comments, supporting documentation and clarifications for answers in step 1, 2 or 3:

# **APPENDIX B**

## **Smart Growth Screening Tool**

# Smart Growth Screening Tool

PIN

Prepared By: \_\_\_\_\_

## Smart Growth Screening Tool (STEP 1)

**NYSDOT & Local Sponsors** – Fill out the Smart Growth Screening Tool until the directions indicate to **STOP** for the project type under consideration. For all other projects, complete answering the questions. For any questions, refer to [Smart Growth Guidance](#) document.

Title of Proposed Project:

Location of Project:

Brief Description:

### A. Infrastructure:

**Addresses SG Law criterion a. –**

(To advance projects for the use, maintenance or improvement of existing infrastructure)

1. Does this project use, maintain, or improve existing infrastructure?

Yes

No

N/A

**Explain:** (use this space to expand on your answers above – the form has no limitations on the length of your narrative)

### Maintenance Projects Only

a. Continue with screening tool for the four (4) types of maintenance projects listed below, as defined in NYSDOT PDM Exhibit 7-1 and described in 7-4:

<https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm>

- Shoulder rehabilitation and/or repair;
- Upgrade sign(s) and/or traffic signals;
- Park & ride lot rehabilitation;

# Smart Growth Screening Tool

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- 1R projects that include single course surfacing (inlay or overlay), per Chapter 7 of the NYSDOT Highway Design Manual.

b. For all other maintenance projects, **STOP here**. Attach this document to the programmatic [Smart Growth Impact Statement and signed Attestation](#) for Maintenance projects.

For all other projects (**other than maintenance**), continue with screening tool.

## B. Sustainability:

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NYSDOT defines Sustainability as follows: A sustainable society manages resources in a way that fulfills the community/social, economic and environmental needs of the present without compromising the needs and opportunities of future generations. A transportation system that supports a sustainable society is one that:

- Allows individual and societal transportation needs to be met in a manner consistent with human and ecosystem health and with equity within and between generations.
- Is safe, affordable, and accessible, operates efficiently, offers choice of transport mode, and supports a vibrant economy.
- Protects and preserves the environment by limiting transportation emissions and wastes, minimizes the consumption of resources and enhances the existing environment as practicable.

For more information on the Department’s Sustainability strategy, refer to Appendix 1 of the Smart Growth Guidance and the NYSDOT web site, [www.dot.ny.gov/programs/greenlites/sustainability](http://www.dot.ny.gov/programs/greenlites/sustainability)

(Addresses SG Law criterion j : to promote sustainability by strengthening existing and creating new communities which reduce greenhouse gas emissions and do not compromise the needs of future generations, by among other means encouraging broad based public involvement in developing and implementing a community plan and ensuring the governance structure is adequate to sustain and implement.)

1. Will this project promote sustainability by strengthening existing communities?

Yes       No       N/A

2. Will the project reduce greenhouse gas emissions?

Yes       No       N/A

**Explain:** (use this space to expand on your answers above)

## C. Smart Growth Location:

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Plans and investments should preserve our communities by promoting its distinct identity through a local vision created by its citizens.

(Addresses SG Law criteria b and c: to advance projects located in municipal centers; to advance projects in developed areas or areas designated for concentrated infill development in a municipally approved comprehensive land use plan, local waterfront revitalization plan and/or brownfield opportunity area plan.)

1. Is this project located in a developed area?

Yes       No       N/A

2. Is the project located in a municipal center?

Yes       No       N/A

3. Will this project foster downtown revitalization?

Yes       No       N/A

4. Is this project located in an area designated for concentrated infill development in a municipally approved comprehensive land use plan, waterfront revitalization plan, or Brownfield Opportunity Area plan?

Yes       No       N/A

**Explain:** (use this space to expand on your answers above)

## D. Mixed Use Compact Development:

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Future planning and development should assure the availability of a range of choices in housing and affordability, employment, education transportation and other essential services to encourage a jobs/housing balance and vibrant community-based workforce.

(Addresses SG Law criteria e and i: to foster mixed land uses and compact development, downtown revitalization, brownfield redevelopment, the enhancement of beauty in public spaces, the diversity and affordability of housing in proximity to places of employment, recreation and commercial

# Smart Growth Screening Tool

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development and the integration of all income groups; to ensure predictability in building and land use codes.)

1. Will this project foster mixed land uses?

Yes  No  N/A

2. Will the project foster brownfield redevelopment?

Yes  No  N/A

3. Will this project foster enhancement of beauty in public spaces?

Yes  No  N/A

4. Will the project foster a diversity of housing in proximity to places of employment and/or recreation?

Yes  No  N/A

5. Will the project foster a diversity of housing in proximity to places of commercial development and/or compact development?

Yes  No  N/A

6. Will this project foster integration of all income groups and/or age groups?

Yes  No  N/A

7. Will the project ensure predictability in land use codes?

Yes  No  N/A

8. Will the project ensure predictability in building codes?

Yes  No  N/A

**Explain:** (use this space to expand on your answers above)

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## E. Transportation and Access:

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NYSDOT recognizes that Smart Growth encourages communities to offer a wide range of transportation options, from walking and biking to transit and automobiles, which increase people's access to jobs, goods, services, and recreation.

(Addresses SG Law criterion f: to provide mobility through transportation choices including improved public transportation and reduced automobile dependency.)

# Smart Growth Screening Tool

1. Will this project provide public transit?

Yes  No  N/A

2. Will this project enable reduced automobile dependency?

Yes  No  N/A

3. Will this project improve bicycle and pedestrian facilities (such as shoulder widening to provide for on-road bike lanes, lane striping, crosswalks, new or expanded sidewalks or new/improved pedestrian signals)?

Yes  No  N/A

(Note: Question 3 is an expansion on question 2. The recently passed Complete Streets legislation requires that consideration be given to complete street design features in the planning, design, construction, reconstruction and rehabilitation, but not including resurfacing, maintenance, or pavement recycling of such projects.)

**Explain:** (use this space to expand on your answers above)

## F. Coordinated, Community-Based Planning:

Past experience has shown that early and continuing input in the transportation planning process leads to better decisions and more effective use of limited resources. For information on community based planning efforts, the MPO may be a good resource if the project is located within the MPO planning area.

(Addresses SG Law criteria g and h: to coordinate between state and local government and inter-municipal and regional planning; to participate in community based planning and collaboration.)

1. Has there been participation in community-based planning and collaboration on the project?

Yes  No  N/A

2. Is the project consistent with local plans?

Yes  No  N/A

3. Is the project consistent with county, regional, and state plans?

Yes  No  N/A

# Smart Growth Screening Tool

4. Has there been coordination between inter-municipal/regional planning and state planning on the project?

Yes  No  N/A

**Explain:** (use this space to expand on your answers above)

## G. Stewardship of Natural and Cultural Resources:

Clean water, clean air and natural open land are essential elements of public health and quality of life for New York State residents, visitors, and future generations. Restoring and protecting natural assets, and open space, promoting energy efficiency, and green building, should be incorporated into all land use and infrastructure planning decisions.

(Addresses SG Law criterion d :To protect, preserve and enhance the State’s resources, including agricultural land, forests surface and ground water, air quality, recreation and open space, scenic areas and significant historic and archeological resources.)

1. Will the project protect, preserve, and/or enhance agricultural land and/or forests?

Yes  No  N/A

2. Will the project protect, preserve, and/or enhance surface water and/or groundwater?

Yes  No  N/A

3. Will the project protect, preserve, and/or enhance air quality?

Yes  No  N/A

4. Will the project protect, preserve, and/or enhance recreation and/or open space?

Yes  No  N/A

5. Will the project protect, preserve, and/or enhance scenic areas?

Yes  No  N/A

6. Will the project protect, preserve, and/or enhance historic and/or archeological resources?

Yes  No  N/A

**Explain:** (use this space to expand on your answers above)

# Smart Growth Screening Tool

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## Smart Growth Impact Statement (STEP 2)

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**NYS DOT:** Complete a Smart Growth Impact Statement (SGIS) below using the information from the Screening Tool.

**Local Sponsors:** The local sponsors are not responsible for completing a Smart Growth Impact Statement. Proceed to **Step 3**.

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### Smart Growth Impact Statement

**PIN:**

**Project Name:**

Pursuant to ECL Article 6, this project is compliant with the New York State Smart Growth Public Infrastructure Policy Act. This project has been determined to meet the relevant criteria, to the extent practicable, described in ECL Sec. 6-0107. Specifically, the project:

- ➔
- ➔
- ➔
- ➔
- ➔
- ➔

This publically supported infrastructure project complies with the state policy of maximizing the social, economic and environmental benefits from public infrastructure development. The project will not contribute to the unnecessary costs of sprawl development, including environmental degradation, disinvestment in urban and suburban communities, or loss of open space induced by sprawl.

## Review & Attestation Instructions (STEP 3)

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**Local Sponsors:** Once the Smart Growth Screening Tool is completed, the next step is to submit the project certification statement (**Section A**) to Responsible Local Official for signature. After signing the document, the completed Screening Tool and Certification statement should be sent to NYSDOT for review as noted below.

**NYSDOT:** For state-let projects, the Screening Tool and SGIS is forwarded to Regional Director/ RPPM/Main Office Program Director or designee for review, and upon approval, the attestation is signed (**Section B.2**). For locally administered projects, the sponsor's submission and certification statement is reviewed by NYSDOT staff, the appropriate box (**Section B.1**) is checked, and the attestation is signed (Section B.2).

### A. CERTIFICATION (LOCAL PROJECT)

**I HEREBY CERTIFY**, to the best of my knowledge, all of the above to be true and correct.

Preparer of this document:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

Responsible Local Official (for local projects):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

## B. ATTESTATION (NYSDOT)

### 1. I HEREBY:

- Concur with the above certification, thereby attesting that this project is in compliance with the State Smart Growth Public Infrastructure Policy Act
- Concur with the above certification, with the following conditions (information requests, confirming studies, project modifications, etc.):

(Attach additional sheets as needed)

- do not concur with the above certification, thereby deeming this project ineligible to be a recipient of State funding or a subrecipient of Federal funding in accordance with the State Smart Growth Public Infrastructure Policy Act.

2. **NOW THEREFORE**, pursuant to ECL Article 6, this project is compliant with the New York State Smart Growth Public Infrastructure Policy Act, to the extent practicable, as described in the attached Smart Growth Impact Statement.

NYSDOT Commissioner, Regional Director, MO Program Director,  
Regional Planning & Programming Manager (or official designee):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name