

RESOLUTION

TOWNSHIP OF HOLMDEL
COUNTY OF MONMOUTH

RESOLUTION APPROVING COMPLETE STREETS POLICY

WHEREAS, a Complete Street is defined as a means to provide safe access for all users by designing and operating a comprehensive, integrated, connected, multi-modal network of transportation options; and

WHEREAS, the benefits of Complete Streets include improving safety for pedestrians, bicyclists, children, older citizens, non-drivers and mobility challenged, 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, and reducing traffic congestion by incorporating sidewalks, bike lanes, safe crossings and transit amenities into the initial design of a project, thus sparing the expense of retrofits later; and

WHEREAS, the Township's Traffic and Bike Safety Committee has recommended adoption of the Complete Streets policy attached hereto and incorporated by reference; and

WHEREAS, the adoption of this Resolution shall make the Township of Holmdel eligible for certain grants that are dedicated to municipalities and counties adopting Complete Streets resolutions.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Holmdel that it hereby adopts the Complete Streets Policy attached hereto and incorporated by reference.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution shall be sent to the Holmdel Township Traffic and Bike Safety Committee, Township Planner, Township Engineer, Holmdel Township Zoning Board of Adjustment, Holmdel Township Planning Board, Monmouth County Board of County Commissioners, and any other identified departments or agencies having a responsibility for or connection with projects covered by the Township's Complete Streets Policy.

CERTIFICATION

I, Wendy L Patrovich, Township Clerk of the Township of Holmdel, do hereby certify this to a true copy of a Resolution adopted by the Township Committee of the Township of Holmdel at the Meeting held on November 23, 2021.

Wendy Patrovich, RMC/CMR
Township Clerk

Holmdel, NJ Complete Streets Policy

Complete Streets implementation in Holmdel Township will develop an integrated and connected multimodal transportation system of Complete Streets that serve all neighborhoods and populations. To that end:

1. All transportation projects should create Complete Streets that allow safe, environmentally health, economically sound, equitable, accessible, and convenient travel along and across streets for “all users” where applicable. All users include, but are not limited to, users of all ages and abilities and for all modes of transportation, including motorists, bicyclists, public transportation vehicles and their passengers, and pedestrians and strive to meet the following goals:
 - a. Safety: Eliminate all road fatalities, significantly reduce crash severity and injury, and minimize crime risk.
 - b. Connectivity: Increase the connectivity and accessibility of non-motorized and motorized traffic networks and infrastructure (e.g. paths to connect recreation and schools within Holmdel).
 - c. Environment: Improve air quality, water quality, and storm water management; reduce flooding; mitigate traffic congestion.
 - d. Economic: Stimulate economic prosperity
 - e. Health: Increase physical activity and social connectivity with the goal of lowering the risk of obesity, reducing chronic disease, and promoting wellness.
 - f. Equity: Implement policies and distribute funding and other resources equitably and responsibly in all neighborhoods: improve non-motor vehicle transportation systems.
2. The Planning Board, Zoning Board of Adjustment, along with their respective planning and engineering professionals should incorporate this Complete Streets Policy into its reviews and recommendations of major site plan and development/redevelopment projects; that all initial planning, designing studies and reviews for projects requiring funding or approval by the Township should (a) evaluate the effect of the proposed project on safe travel by all users, and (b) identify measures to mitigate any adverse impacts on such travel that are identified.
3. This section should apply to all public and/or private transportation projects, including those using funds awarded by, the federal, state, county, municipality, or any other local agency. This includes new construction, reconstruction, resurfacing, restoration, repaving, rehabilitation, private development projects, and maintenance of highways, roads, and streets.
4. The Township Committee, Planner and Engineer should routinely work in coordination with each other and adjacent jurisdictions and any relevant advisory committees/teams to create Complete Streets and to ensure consistency with the Township’s Master Plan and Elements and any other existing Pedestrian/Bicycle/Multimodal Plans, Stormwater Management Plans and Pollution Prevention Plans.
5. Transportation projects and Master Capital Plans should include, when appropriate and feasible, sustainable design elements, including but not limited to, traffic calming techniques, sidewalks, bike lanes, sharrows, lighting, bike parking, seating, and transit amenities.
6. Transportation projects and Master Capital plans should include where appropriate and feasible pedestrian and bicycle design elements and transit amenities, including but not limited to curb extensions, sidewalks, radar feedback signs, pedestrian countdown signals, pedestrian refuge

islands, road diets, lane width reductions, chicanes, roundabouts, bike lanes, bike parking, lighting, wayfinding, seating, trash receptacles, transit amenities, etc.

7. The Township Administrator should implement this Policy and formally coordinate with the Township Planner and Engineer with advice and input from the Planning Board, Zoning Board of Adjustment, and TABS to ensure the successful implementation of the Complete Streets Policy
8. The Holmdel Township Committee shall utilize the most current editions of guides, manuals, and best practices on street design, construction, operations, and maintenance that apply to bicycle, pedestrian, transit, stormwater, and highway facilities. All manuals, standards, and guidelines shall be made publicly available online, when applicable.

The complete streets policy should remain an adaptable document and should be reviewed and improved as changes occur within the Township.

Public Participation

The Holmdel Township Committee established a Traffic and Bike Safety Committee (TABS) to advise the Holmdel Township Committee in such a way that Holmdel becomes a bike and pedestrian friendly town. TABS intends to accomplish this through incorporating a broad set of ideas and experience, data-driven analysis and debate; and a range of education outreach tools.

TABS, through coordination with the Township Administrator, shall solicit the feedback of a broad group of stake holders, including but not limited to:

- a. Township Elected Officials
- b. Law Enforcement
- c. Public Works
- d. Planners
- e. Engineers
- f. Emergency Medical Services (EMS)
- g. Fire
- h. Schools
- i. Business and Developer Community
- j. Civic and Advocacy Groups
- k. Public Health Professionals
- l. Transit Professionals
- m. Community Members, including Persons with Disabilities, Senior and Youth Organizations, Persons representing low- and moderate-income communities, people with limited or no access to a vehicle, people with limited English proficiency, and persons of a racial/ethnic minority groups
- n. The Township's Green Team

Beginning with the planning stage, the Township should identify an existing process or develop a new process that allows for public participation, where appropriate, in decision-making concerning the design, planning, and use of streets and roadways covered by this policy.

Exceptions

1. A transportation project may not be required to accommodate the needs of a user group if the Township Administrator and a Township Engineer/Planner determines that any one of the following occur:
 - a. The use of the transportation facility by the user group is prohibited by law.
 - b. There is a demonstrated absence of both a current and future need to accommodate the category of user (absence of future need may be shown via demographic, school, employment, and public transportation route data that demonstrate, for example, a low likelihood of bicycle, pedestrian, or transit activity in the area or over the next 20 years).
 - c. The adverse impacts of implementing this Complete Streets Policy significantly outweigh the benefits.
 - d. The cost of accommodations is excessively disproportionate to the cost of the project, as defined at more than 20% of the total cost.
 - e. Detrimental environmental or social impacts outweigh the need for these accommodations.
 - f. The timing of the project is compromised by the inclusion of Complete Streets.
 - g. Application being made to the Planning or Zoning Board is solely for a "C" (Bulk) Variance.
 - h. Public projects should be reviewed by the Township professionals, and they will deem whether the project is in the public's best interests.

2. An exception will be granted only if:
 - a. Request for an exception is submitted in writing, with supporting documentation, and made publicly available with a minimum of 30 days allowed for public input, when practical: and
 - b. The exception is approved in writing by the Township Administrator and the Township Engineer/Planner, and the written approval is made publicly available except in extenuating circumstances.

Program Reporting

1. TABS shall establish benchmarks, develop plans, and set goals to ensure the successful implementation of the Complete Streets Policy. To make sure all users can travel safely and conveniently along highways, roads, and streets within the Township's jurisdiction. Each year TABS shall prepare a report to the Township Committee identifying barriers and proposing solutions to successful implementation of the Complete Streets Policy.
2. The annual report will allow the Holmdel Township Committee to evaluate the implementation of the Complete Street Policy. Each annual report shall include the data collected pursuant to program reporting, as well as a list of ongoing and completed transportation projects during that fiscal year. If any exceptions are applied to transportation project pursuant to exceptions to Complete Streets requirements herein, such projects and the relevant exceptions should be identified in the annual report. All benchmarks and reports shall be made available online.
3. The Township Administrator shall assign appropriate responsibility to collect and monitor data under the Township's jurisdiction and in coordination with the County and State when available to determine compliance with the TABS benchmarks. Benchmarks shall include but are not limited to:
 - a. Mileage of new and existing bicycle infrastructure
 - b. Linear Feet (or mileage) of new and existing pedestrian infrastructure
 - c. Number of new and existing ADA compliant infrastructure
 - d. Number of pedestrian and bicycle lighting improvements
 - e. The number, locations, and causes of collisions, injuries, and fatalities by each mode of transportation

Complete Streets Checklist

The following checklist is an accompaniment to Holmdel Townships Complete Streets Policy and has been developed to assist Project Managers and designers develop proposed alternatives in adherence to the Policy. 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 Holmdel's roadways, in addition to those provided for motorists. It includes people of all ages and abilities.

Using the Complete Streets Checklist

The Complete Streets Checklist is a tool to be used by Project Managers and designers throughout concept development and preliminary engineering to ensure that all developed alternatives reflect compliance with the Policy. When completing the checklist, a brief description is required for each "**Item to be Addressed**" to document that the item has been considered and can include supporting documentation.

CONCEPT DEVELOPMENT 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>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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have the bicycle and pedestrian conditions within the study area, including pedestrian and/or bicyclist treatments, volumes, important connections and lighting been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Do bicyclists/pedestrians regularly use the transportation facility for commuting or recreation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there physical or perceived impediments to bicyclist or pedestrian use of the transportation facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there a higher than normal incidence of bicyclist/pedestrian crashes within the study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have the existing volumes of pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime crossing been collected/provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Transit Operations</i>	Are there existing transit facilities within the study area, including bus and train stops/stations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the transportation facility on a transit route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the transportation facility within two miles of "park and ride" or "kiss and go" lots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Motor Vehicle Operations</i>	Are there existing concerns within the study area, regarding motor vehicle safety, traffic volumes/congestion or access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Truck/Freight Operations</i>	Are there existing concerns within the study area, regarding truck/freight safety, volumes, or access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Access and Mobility</i>	Are there any existing access or mobility considerations, including ADA compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the transportation facility in a high-density land use area that has pedestrian/bicycle/motor vehicle and transit traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Streetscape</i>	Are there existing street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
	<ul style="list-style-type: none"> • 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 				

PROJECT MANAGER SIGN-OFF

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 Holmdel Township Complete Streets Policy.	<input type="checkbox"/>	<input type="checkbox"/>	

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>	<p>Does the proposed project design include accommodations for bicyclists?</p> <p>Examples include (but are not limited to):</p> <p>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</p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>Does the proposed project design address accommodations for pedestrians?</p> <p>Examples include (but are not limited to):</p> <p>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 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).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
	<p>Pedestrian amenities: Shade trees; public seating; drinking fountains</p>				
	<p>Have you coordinated with the corresponding transit authority to accommodate transit users in the project design?</p> <p>Transit facilities: Transit shelters, bus turnouts</p> <p>Transit amenities: public seating, signage, maps, schedules, trash and recycling receptacles</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Bicyclist and Pedestrian Operations</i>	<p>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?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Transit Operations</i>	<p>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?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Motor Vehicle Operations</i>	<p>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?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Truck/Freight Operations</i>	<p>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?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Access and Mobility</i>	<p>Does the proposed design address accommodations for those with access or mobility challenges such as the disabled, elderly, and children, including ADA compliance?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
	<p>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</p>				
<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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, <i>commercial</i> , cultural and civic institutions, and public spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Streetscape</i>	Does the proposed design include landscaping, street trees, planters, buffer strips, or other environmental enhancements such as drainage swales?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Design Standards or Guidelines</i>	<p>Does the proposed design follow all applicable design standards or guidelines appropriate for bicycle and/or pedestrian facilities?</p> <p>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></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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 Holmdel Township Complete Streets Policy.	<input type="checkbox"/>	<input type="checkbox"/>	