

## **TOWNSHIP OF SCOTCH PLAINS**

### **RESOLUTION 2018-34**

**WHEREAS**, the Township of Scotch Plains ("Township") is committed to creating street corridors that accommodate all road users of all ages and abilities for all trips; and

**WHEREAS**, a Complete Street is defined as a means of providing safe access for all users, including pedestrians, bicyclists, transit vehicle users, and motorists, by designing and operating a comprehensive, integrated, equitable, connected multi-modal network of transportation options; and

**WHEREAS**, the benefits of Complete Streets include i) improving safety for pedestrians, bicyclists, children, older citizens, families, non-drivers, the mobility-challenged and other non-vehicular users of the roadway, as well as those who cannot afford a motor vehicle or choose to live motor vehicle-free; ii) providing connections to bicycling and walking trip generators such as employment, schools, residential, recreation, transit, retail centers, public and civic facilities; iii) promoting healthy lifestyles and increasing social connectivity and sense of community belonging; iv) creating more livable and walkable communities; v) reducing traffic congestion and reliance on carbon fuels thereby reducing greenhouse gas emissions and improving air quality, water quality and storm water management; vi) saving money by incorporating sidewalks, on-streets bicycle facilities, safe and convenient crossings and transit amenities into the initial design of a project, thus sparing the expense of retrofits later; and vii) stimulating economic prosperity through enhanced access to local businesses, increased property values and employment, and private investment, especially in retail districts, downtowns and tourist areas, and

**WHEREAS**, the Mayor and Council fully support these initiatives and wish to reinforce their commitment to creating a balanced, flexible, comprehensive, integrated, connected street network that accommodates all road users of all ages and abilities and for all trips. Implementation efforts of a Complete Streets policy will ensure the fair treatment, equitable funding and resource distribution, and meaningful involvement of all communities in all phases from selection, planning, and design to construction and long-term maintenance; and

**WHEREAS**, a Complete Streets policy will be implemented through the planning, design, construction, maintenance, and operation of new and retrofit transportation facilities for the entire right-of-way.

**WHEREAS**, complete streets have the potential for improving physical and mental health either directly or indirectly in the following ways:

- a. Incorporating physical activity into our daily lives by increasing pedestrian activity and bicycle use.
- b. Reducing rates of several chronic diseases related to increases in physical activity from walking and bicycling. Key impacted diseases include diabetes, heart disease, depression, and some cancers.
- c. Reducing rates of injury and death from decreased traffic crashes and improved road safety for all users.
- d. Reducing rates of asthma and other respiratory issues due to improved air quality through emissions reductions and vegetative air filtration.

- e. Multiplying health and wellness benefits resulting from improved access to necessary amenities for vulnerable populations.
- f. Reducing the risk of illnesses related to water-borne pathogens resulting from improved storm water infiltration.
- g. Increasing the sense of social connectivity & sense of community belonging.
- h. Improving aesthetics through decorative and functional vegetation.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Township of Scotch Plains, that all public street projects, both new construction and reconstruction in the Township of Scotch Plains, shall be designed and constructed using Complete Streets policies where practical and safe. Complete Streets accommodates travel by pedestrians, bicyclists, and motorized vehicles and their passengers.

**BE IT FURTHER RESOLVED** that the Planning Board, Zoning Board of Adjustment, and the Township Engineer should make Complete Streets practices and principles a standard part of everyday operations including planning and design studies, should approach every transportation project and program as an opportunity to improve public streets, public health, and the transportation network in the Township for all users, and should work in coordination with other departments, agencies, and jurisdictions including public health to achieve robust Complete Streets;

**BE IT FURTHER RESOLVED** that the Complete Streets policy as set forth above shall be implemented where practical and safe as follows:

- a. All Township streets shall be designed and constructed to include accommodations for pedestrians, bicyclists, public transit, and motorists. Complete Streets shall accommodate users of all ages and abilities.
- b. Recognizing the inter-connected multi-modal network of street grid, the Township will work with Union County and state agencies through existing planning efforts to ensure Complete Streets principles are incorporated in a context sensitive manner.
- c. While Complete Streets principles are context sensitive, these features should be considered during the design, planning, maintenance and operations phases and incorporate changes into some retrofit and reconstruction projects. Departments shall reference current editions and best practices of New Jersey Roadway Design Manual; the AASHTO Guide for the Development of Bicycle Facilities; AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities; the Manual of Uniform Traffic Control Devices; the NACTO Urban Bikeway Design Guide and other design criteria as necessary, striving to balance all needs, when repaving or reconstructing streets.
- d. The Planning Board, Zoning Board of Adjustment, along with their respective planning and engineering professionals, shall incorporate this Complete Streets policy into its reviews and recommendations of major site plan and development/redevelopment projects; that all initial planning and designing studies, environmental reviews and other project 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.

1. To facilitate timely implementation of the Complete Streets policy, the following steps shall be taken: Within two years of the effective date of this Policy, the Township shall inventory, audit, and modify its procedures, policies, documents, training programs, performance measures and other guidance documents. This includes but is not limited to funding, planning, design, operating, maintaining transportation infrastructure

- a. A memorandum outlining this new policy will be distributed to all department heads and appropriate consultants within 90 days of adoption of this resolution outlining this formalized policy.
- b. At least one training session about Complete Streets will be attended by appropriate staff and consultants of the Township within 180 days of adoption of this resolution.
- c. Implementation and oversight of the new policy will be handled by the Township Manager, or such other person designated by the Township Manager and/or Township Council.

2. The Township shall provide a good faith effort to collect, track, and monitor data to determine compliance with the Township's complete street policy using the following benchmarks:

- a. Mileage by of new and existing bicycle infrastructure including in communities of concern (e.g., bicycle lanes, bike parking, paths, and boulevards)
- b. Linear feet (or mileage) of new and existing pedestrian infrastructure (e.g., sidewalks, trails, transit amenities, etc.)
- c. Number of new and existing ADA-compliant infrastructure (e.g. curb ramps, pedestrian buttons, etc.)
- d. Number of new street trees
- e. Number of green street practices (e.g., rain gardens, bioswales, permeable pavement, etc.)
- f. Number of pedestrian and bicycle lighting improvements
- g. Bicycle and pedestrian counts
- h. Commute mode percentages (e.g., drive alone, carpool, transit, bicycle, walk)
- i. The number and percentage of designated transit stops accessible via sidewalks and curb ramps
- j. The number and locations of motor vehicle crashes that are disproportionately above the average for the Township, the number and locations of all fatalities within the Township, and the location and causes (when they can be determined) for all motor vehicle crashes that involve pedestrian(s) and bicyclists anywhere in the township
- k. The total number and percentage of children walking or bicycling to school

3. A transportation project shall not be required to accommodate the needs of a particular user group if the Municipal Manager or his designee in consultation with the Township Engineer determines in writing that:

- a. The use of the transportation facility by the particular user group is prohibited by law or would create an unsafe condition;

- 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 an area over the next 20 years);
  - c. The adverse impacts of accommodating the needs of the particular user group significantly outweigh the benefits.
  - d. Non-motorized users are prohibited by law on the roadway or project area.
  - e. Bicycle and pedestrian facilities are not required where they are prohibited by law or would create unsafe conditions.
  - f. Scarcity of population, travel and attractors, both existing and future, indicate an absence of need for such accommodations.
  - g. When the cost of incorporating new bicycle, pedestrian, and/or public transit facilities is excessive, defined as greater than 20% of the overall project cost, the need for and/or probable use of the facility shall be considered in making the determination as to whether or not an exception should be approved at this time or held for future consideration. This determination may occur during the budget and capital improvements program approval process or when project plans and specifications are being prepared.
  - h. The safety of a project is compromised by the inclusion of Complete Streets.
4. 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 Township Engineer, those facilities shall not be approved. Transportation projects shall consider sustainable design elements, including, but not limited to:
- a. Green storm water infrastructure practices
  - b. Traffic Calming
  - c. Shade trees and other vegetation
  - d. Permeable pavements – including those made from recycled materials such as rubber, concrete, glass, and plastic

**BE IT FURTHER RESOLVED**, that this resolution shall remain on file in the Township 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: January 16, 2018

# Scotch Plains, 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

Scotch Plains' 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.

Scotch Plains' Mayor and Township Council adopted a Complete Streets resolution committing the Township to create a comprehensive, integrated network within Scotch Plains with the goal of accommodating all roadway users. With only specific exceptions approved by Municipal Manager in consultation with the Township Engineer, Complete Street principles shall be applied during the design, planning, construction, maintenance and operation phases of new, retrofit, and reconstruction projects.

As adopted by the Mayor and Town Council, Scotch Plains' Complete Streets policy encompasses 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). Develop an established procedure (the Checklist) for Town 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 population groups with limited transportation options.

9). Improvements shall comply with Title VI 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 Municipal Manager, in consultation with the Township Engineer, in writing and documented with supporting data that indicates the reason for the decision. Examples of exemptions 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 Scotch Plains' 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, Zoning 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 Scotch Plains' 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 Street 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, 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? <b>Examples include (but are not limited to):</b> Sidewalks, public seating, bike racks, and transit shelters				
<i>Existing Bicycle and Pedestrian Operations</i>	Has the existing bicycle level of traffic stress and pedestrian suitability 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 pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime crossing been collected/provided?				
	Have the existing volumes of pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime crossing been collected/provided?				
<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?				
	Are there existing or proposed amenities including pedestrian seating/shelters, bicycle racks 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 main street, 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?				
<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, schools, and public spaces?				
<i>Existing Streetscape</i>	Are there existing or planned street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area?				

<i>Existing Plans</i>	<p>Are there any comprehensive planning documents that address bicyclist, pedestrian or transit user conditions within or proximate to the study area?</p> <p><b>Examples include (but are not limited to):</b></p> <ul style="list-style-type: none"> <li>· School Travel Plans</li> <li>· Municipal or County Master or Redevelopment Plan</li> <li>· Local, County and Statewide Bicycle and Pedestrian Plans</li> <li>· Sidewalk Inventories</li> <li>· MPO Transportation Plan</li> <li>· NJDOT Designated Transit Village</li> </ul>				
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<b>Statement of Compliance</b>	<b>YES</b>	<b>NO</b>	<b>If NO, Please Describe Why (refer to Exemptions Clause)</b>
The plan or roadway improvements accommodates bicyclists and pedestrians as set forth in Scotch Plains' 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>	<p>Does the proposed project design include accommodations for bicyclists described in the NJDOT Complete Streets Guidebook?</p> <p><b>Examples include (but are not limited to):</b></p> <p><b>Bicycle facilities:</b> 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><b>Bicycle amenities:</b> 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>				

	<p>Does the proposed project design address accommodations for pedestrians?</p> <p><b>Examples include (but are not limited to):</b></p> <p><b>Pedestrian facilities:</b> 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> <p><b>Pedestrian amenities:</b> 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><b>Transit facilities:</b> Transit shelters, bus turnouts</p> <p><b>Transit amenities:</b> public seating, signage, maps, schedules, trash and recycling receptacles</p>				

<i>Bicyclist and Pedestrian Operations</i>	Is the proposed design consistent with the desired future bicyclist and walking plans (e.g. Master Plan/Elements) 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?				
<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>	<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> <p><b>Examples include (but are not limited to):</b></p> <p>Curb ramps, including detectable warning surface; accessible signal actuation; adequate sidewalk or paved path (length &amp; 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>	<p>Is the proposed design compatible with the predominant land uses and densities within the project area, including any historic districts, main streets, or special zoning districts?</p>				
<i>Major Sites</i>	<p>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 institutions, and schools, public spaces?</p>				
<i>Streetscape</i>	<p>Does the proposed design include landscaping, street trees, planters, buffer strips, or other environmental enhancements such as drainage swales?</p>				

<p><i>Design Standards or Guidelines</i></p>	<p>Does the proposed design follow all applicable design standards or guidelines appropriate for bicycle and/or pedestrian facilities?</p> <p><b>Examples include (but are not limited to):</b></p> <p>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; Urban Streets Stormwater Guide; New Jersey Department of Transportation (NJDOT) - Bicycle Compatible Roadways &amp; Bikeways Planning and Design Guidelines, Pedestrian Planning and Design Guidelines, Complete Streets Design Guide. Rutgers University Green Infrastructure Guidance Manual. ITE Designing Walkable Urban Thoroughfares</i></p>				
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## PROJECT MANAGER SIGN-OFF

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The Approved Project Plan accommodates bicyclists and pedestrians as set forth in Scotch Plains' Complete Streets Policy.			

Dated: January 16, 2018

## RECORD OF VOTE

COUNCILMEMBER	YES	NO	NV	AB	COUNCILMEMBER	YES	NO	NV	AB
CHECCHIO	X				SPERA	X			
DEL SORDI	X				MAYOR SMITH	X			
JONES	X				COMMENT				
MOTION	JONES				SECOND	SPERA			
X-INDICATES VOTE    AB- ABSENT    NV-NOT VOTING									

Certified copy of a resolution adopted  
at a regular meeting of the Township  
Council of the Township of Scotch Plains,  
Union County, New Jersey on

January 16, 2018

  
Bozena Lacina, RMC  
Municipal Clerk