



**Village of Saranac Lake
Capital of the Adirondacks™**

**VILLAGE OF SARANAC LAKE
COMPLETE STREET POLICY**

ADOPTED AUGUST 8, 2016

Whereas, the Village of Saranac Lake Board of Trustees (Village Board) intends, by adoption of this policy, to ensure consideration of “complete streets” principles and standards in public improvement projects within the Village; and

Whereas, it is more cost effective to consult and modify plans early in the planning process rather than have to redo an aspect of a project after it has been completed; and

Whereas, the Village Board intends that it shall be the collective responsibility of all Village staff and members of the Parks and Trails Advisory Board (PTAB) to ensure that the intent of this policy is followed as expressed herein.

Now therefore, it is resolved, that:

- I. The Village Board hereby adopts as Policy the “complete streets” principles and standards, such policy to be effective immediately.

- II. Village staff and the PTAB shall be deemed to comply with this policy and the principles and standards contained therein for “complete streets” so long as they consult prior to public improvement projects and complete the attached checklist and matrix as part of the planning for public improvement projects.

- III. The Village Board will review the policy November 2017.

BE IT ORDAINED AND ENACTED by the Board of Trustees of the Village of Saranac Lake, New York, as follows:

SECTION ONE: That Article III entitled "Complete Streets" is hereby added, as follows:

1. Definition.

"Complete Streets" means streets that are designed and operated to enable safe access for all users, in that pedestrians, bicyclists, motorists and public transportation users of all ages and abilities are able to safely move along and across a street.

2. Policy.

The Village's policy is to develop and maintain safe, reliable, efficient, integrated and connected multimodal transportation facilities that will promote access, mobility and health for all users, and will ensure the safety and convenience of all users of public transit, people of all ages and abilities, motorists, emergency responders, freight providers and adjacent land users.

3. Scope of Applicability.

A. This policy applies to all Village-owned transportation facilities in the public right-of-way including, but not limited to, streets, bridges and all other connecting pathways and their design, construction, operation, and maintenance so that users of all ages and abilities can travel safely and independently.

B. Developers and owners of privately constructed streets and parking lots are encouraged to adhere to this policy.

C. The Village shall foster partnerships with the State of New York, Franklin and Essex Counties, neighboring towns, businesses, property owners and school districts to develop facilities and accommodations that further the Village's complete streets policy.

D. The Village shall approach every transportation improvement and public works infrastructure project that occurs within or adjacent to transportation corridors as an opportunity to create safer, more accessible streets for all users. These phases may include, but are not limited to: planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation and maintenance.

4. Exceptions.

A. Any exception to this policy must be reviewed and approved in writing by the Village Manager after receipt of recommendations from the Superintendent of Public Works and the Community Development Director. The written decision shall include and be supported by publically available data that indicates the basis for the decision.

B. Exceptions may be considered for approval when:

- (1) An affected roadway prohibits, by law, use by specified users;
- (2) The activities are ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair and surface treatments such as chip seal or interim measures);
- (3) The Superintendent of Public Works recommends an exception in writing after concluding that the application of Complete Streets principles is unnecessary, unduly cost prohibitive, or inappropriate because it would be contrary to public safety; or
- (4) Other available means or factors indicate an absence of need, including future need.

5. Design Standards.

The Village shall follow accepted or adopted design standards and use the best and latest design standards available. Examples of these standards include, but are not limited to: ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; AASHTO Guide for Planning, Designing and Operating Pedestrian Facilities; AASHTO Guide for the Development of Bicycle Facilities, 4th Edition; FHWA Manual on Uniform Traffic Control Devices; NYS DOT Highway Design Manual; NACTO Urban Street Design Guide; and NACTO Urban Bikeway Design Guide.

In recognition of context sensitivity, public input and the needs of many users, a flexible, innovative and balanced approach that follows other appropriate design standards may be considered, provided that a comparable level of safety for all users is present.

6. Performance Measures and Reporting.

The Park & Trail Advisory Board shall prepare and submit to the Village of Saranac Lake Board of Trustees an annual progress report that tracks the Village's performance in implementing this policy which may include but not limited to, the following:

- (1) Total miles of bike lanes/shared lanes/usable shoulders
- (2) Linear feet of new and reconstructed pedestrian accommodation
- (3) Number of new curb ramps installed along village streets
- (4) Crosswalk and intersection improvements
- (5) Usage data of the implemented facilities

7. Implementation.

The Village of Saranac Lake shall view Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

- (1) When available, the Village shall encourage staff professional development and training on non-motorized transportation issues through attending conferences, classes, seminars, and workshops;
- (2) Village staff shall use the Saranac Lake Bike and Pedestrian Trails Master Plan, Sidewalk Plan and other approved plans to identify priority sidewalks, intersections, and bikeways in need of improvement;
- (3) When appropriate, Complete Streets projects should include an educational component by PTAB, in conjunction with the Village, to ensure that all users of the transportation system understand and can safely utilize Complete Streets project elements.

8. Park & Trail Advisory Board

- (1) The Park & Trail Advisory Board shall provide recommendations to the Village Board of Trustees to facilitate the implementation of the Saranac Lake Bike and Pedestrian Trail Master Plan and the Complete Streets Policy.
- (2) The Park & Trail Advisory Board shall be consulted in the planning for public improvement projects of transportation facilities in the public right-of-way provided. Such consultation shall occur within the time set by Village staff for planning, and shall not in any way delay the planning or implementation of Village improvement projects unless otherwise determined by the Village manager.

This policy shall take effect immediately.

Complete Streets Checklist for Infrastructure Projects

PROJECT AREA

Project Title	
Project Location	
Description	
Segment	
Street Type	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Gateway/DOT Highway
Special Zone	<input type="checkbox"/> Downtown <input type="checkbox"/> School Zone <input type="checkbox"/> NA

1. Do any adopted plans call for the development of bicycle or pedestrian facilities in or linking to the project area? ___ No ___ Yes

- Comprehensive Plan
- Bike & Pedestrian Trails Master Plan
- Local Waterfront Revitalization Program
- Sidewalk Improvement Plan
- Wayfinding Signage Plan
- Other:

2. Is the proposed project consistent with these plans?

- Yes
 No
 NA

If not, describe reasons/constraints:

3. What trip generators (existing and future) are in the vicinity of the proposed project that might attract walking or bicycling customers, employees, students, visitors, or others?

- | | |
|---|---|
| <input type="checkbox"/> Schools
<input type="checkbox"/> Downtown
<input type="checkbox"/> Shopping areas
<input type="checkbox"/> Parks
<input type="checkbox"/> Other: | <input type="checkbox"/> Government buildings
<input type="checkbox"/> Senior centers
<input type="checkbox"/> Low-income housing complexes
<input type="checkbox"/> Medical centers |
|---|---|

4. Will the proposed project remove an existing bicycle/pedestrian facility or block or hinder bicycle or pedestrian movement?

- Yes
 No

If yes, please describe the situation in detail.

5. What bicycle and pedestrian facilities currently exist in the project area?

<input type="checkbox"/>	ADA compliant sidewalk(s)
<input type="checkbox"/>	Sidewalks buffered from moving traffic
<input type="checkbox"/>	Curb ramps with detectable warnings
<input type="checkbox"/>	High visibility crosswalks
<input type="checkbox"/>	Curb extensions
<input type="checkbox"/>	Pedestrian traffic signals
<input type="checkbox"/>	Bike lanes
<input type="checkbox"/>	Shared-lane markings (sharrows)
<input type="checkbox"/>	Paved shoulders
<input type="checkbox"/>	Bicycle-safe inlet grates (see VSL policy)
<input type="checkbox"/>	On-street parking (see VSL policy)
<input type="checkbox"/>	Curb bulbs where there is on-street parking
<input type="checkbox"/>	Bicycle parking
<input type="checkbox"/>	Connections to bicycling/walking facilities
<input type="checkbox"/>	Connections to key destinations
<input type="checkbox"/>	Landscaping, street trees, planters, buffer strips
<input type="checkbox"/>	Pedestrian-scale lighting
<input type="checkbox"/>	Public seating or benches
<input type="checkbox"/>	Truck route signage
<input type="checkbox"/>	Wayfinding signage
<input type="checkbox"/>	Sidewalks or curb ramps that do not meet ADA standards

6. What bicycle and pedestrian facilities are included in the proposed project?

<input type="checkbox"/>	ADA compliant sidewalk(s)
<input type="checkbox"/>	Sidewalks buffered from moving traffic
<input type="checkbox"/>	Curb ramps with detectable warnings
<input type="checkbox"/>	High visibility crosswalks
<input type="checkbox"/>	Curb extensions
<input type="checkbox"/>	Pedestrian traffic signals
<input type="checkbox"/>	Bike lanes
<input type="checkbox"/>	Shared-lane markings (sharrows)
<input type="checkbox"/>	Paved shoulders
<input type="checkbox"/>	Bicycle-safe inlet grates (see VSL policy)
<input type="checkbox"/>	On-street parking (see VSL policy)
<input type="checkbox"/>	Curb bulbs where there is on-street parking
<input type="checkbox"/>	Bicycle parking
<input type="checkbox"/>	Connections to bicycling/walking facilities
<input type="checkbox"/>	Connections to key destinations
<input type="checkbox"/>	Landscaping, street trees, planters, buffer strips
<input type="checkbox"/>	Pedestrian-scale lighting
<input type="checkbox"/>	Public seating or benches
<input type="checkbox"/>	Truck route signage
<input type="checkbox"/>	Wayfinding signage
<input type="checkbox"/>	Minimize curb cuts and driveways to create continuous sidewalk
<input type="checkbox"/>	Traffic calming
<input type="checkbox"/>	Access management: reduce conflict points between pedestrians, bicyclists and vehicles
<input type="checkbox"/>	Relocate utility poles

Street/Zone Type*

P	S	G		
		G	D	
P	S	G		
		G		Sc
P				Sc
		G		Sc
		G		Sc
P	S	G		
P				
P	S	G		
			D	
P				
			D	
P	S	G		
			D	
		G	D	
P	S	G		
P		G		
P	S	G		
P		G		
P	S	G		

*Refers to Priority Elements Matrix

P=Primary Road; S=Secondary Road; G=Gateway/DOT Hwy; D=Downtown; Sc=School Zones

7. If the proposed project does not incorporate any recommended bicycle or pedestrian facilities list reasons why the project cannot be re-designed to accommodate these facilities.

Priority Elements Matrix Preferred  Consider 	Street Types	Primary	Secondary Gateway/ DOT Highways	Downtown	School Zones
	Primary Design Features				
ADA compliant Sidewalks					
Sidewalks buffered from moving traffic by additional sidewalk width or planting strip					
Curb ramps with detectable warning surface					
High-visibility crosswalks					
Access management: reduce conflict points between pedestrians, bicyclists and vehicles					
Minimize curb cuts and driveways to create continuous sidewalk					
Street trees and landscaping					
Curb extensions to reduce crossing distance					
Pedestrian traffic signals with adequate crossing time					
Traffic calming					
Pedestrian scale lighting					
Public seating or benches					
Connections to bicycling or walking facilities					
Connections to key destinations					
Bike lane					
Shared-lane markings (sharrows)					
Paved Shoulders					
Bicycle-safe inlet grates					
Bicycle parking					
Short-term on-street parking					
Curb bulbs where there is on-street parking					
Truck route signage					

Primary & Secondary Streets are designated by the VSL DPW
Downtown includes Main St., Lower Broadway, Church Street, Bloomingdale Ave. & River St.
School Zones are defined as areas within 1320 feet (0.25 miles) of a school building entrance/exit