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Executive Summary

New York State's Complete Streets Act (the Act) was signed into law by Governor Cuomo on August 15, 2011, and went into effect on February 15, 2012. The Act establishes Complete Streets principles that encompass the consideration of the needs of all users of our roadways, including pedestrians, bicyclists, transit riders, motorists, and people of all ages and abilities. The New York State Department of Transportation (NYSDOT) is committed to evaluating all the forms of transportation that are widely recognized to support economic growth, safety, and sustainability goals. This report, highlights NYSDOT’s Complete Streets policies and programs, best practices, and next steps for furthering Complete Streets in New York State.

NYSDOT has a number of policies and procedures in place that are either directly or indirectly related to the implementation of Complete Streets principles. NYSDOT’s internal review of these resources illustrated how the Department has integrated the principles and the spirit of the Complete Streets Act into its policies and procedures. In instances where guidance was absent or not consistent, NYSDOT identified the steps required to address those gaps.

Example of a Complete Streets design rendering from the Capital District Transportation Committee’s (CDTC) Complete Streets implementation efforts.

In September and October 2013, NYSDOT conducted four workshops across the state to solicit feedback on opportunities for further institutionalizing Complete Streets principles. Representatives of stakeholder groups, Metropolitan Planning Organizations (MPOs), counties, cities, towns, and villages participated. During each session, NYSDOT identified four best practices and highlighted seven case studies that show exemplary activities undertaken by various agencies and localities to
promote Complete Streets. The case studies demonstrate lessons learned in incorporating Complete Streets principles into all phases of project development, including planning, design, and community involvement across different areas of the state.

NYSDOT will continue to apply Complete Streets principles in the implementation of its transportation capital program in support of economic growth, safety, and sustainability.
1. Introduction

New York State’s Complete Streets Act was signed into law by Governor Cuomo on August 15, 2011, and went into effect on February 15, 2012. The Complete Streets Act requires the New York State Department of Transportation (NYSDOT) to develop a report that demonstrates the Department’s implementation efforts and identifies best practices in Complete Streets implementation throughout New York State. Further, the Act states that NYSDOT must show how it has institutionalized Complete Streets by addressing and incorporating its design features in planning, project scoping, design and implementation of transportation projects. This report illustrates NYSDOT’s efforts and also serves as a resource to communities looking for guidance on Complete Streets.

The report is organized into the following sections:

- **Complete Streets Guidance** – provides an overview of the laws, guidance and policies that are related to planning and design for Complete Streets.

- **Institutionalization of Complete Streets** – summarizes the challenges and opportunities in Complete Streets implementation. It also highlights updates made to Department policy, procedures and guidance following enactment of the law.

- **Best Practices** – a review of seven examples of Complete Street concepts that have been implemented successfully in both rural and urban contexts.

- **Moving Forward** – describes improvements to policy, guidance and procedures.

- **Appendices** – contains copies of the text for internal guidance, policies and procedures related to the Complete Streets Act.
Overview of the Complete Streets Act

The Complete Streets Act states that "it shall be the policy of the state to consider people of all ages and abilities and all appropriate forms of transportation when planning roadway projects." The Act also requires that:

No later than two years after the effective date of this act, the department of transportation shall publish a report showing how it has complied with section 331 of the highway law and changed its procedures to institutionalize complete street design features into planning, project scoping, design and implementation of the required highway and road projects. The report shall include, but not be limited to, a discussion of the review of and revisions to various guidance documents regarding lane width, design speed, average daily traffic thresholds, level of service and roadway classification. The report shall also show any best practices that the department of transportation utilized in complying with section 331 of the highway law.

Additionally, in identifying such best practices, the Act requires that consideration "be given to the procedures for identifying the needs of the mix of users, including primary and secondary users and the identification of barriers. The department of transportation shall consult with transportation, land-use and environmental officials, including representatives from:

(i) Counties, cities and towns;
(ii) Metropolitan planning organizations;
(iii) Public transit operators;
(iv) Relevant state agencies; and
(v) Other relevant stakeholders, including, but not limited to, representatives from disability rights groups, aging groups, bicycle and pedestrian advocates, and developers"

The full text and requirements of the Complete Streets Act (S5411A-2011/A8366-2011 – Chapter 398, Laws of New York) can be found at [http://open.nysenate.gov/legislation/bill/s5411a-2011](http://open.nysenate.gov/legislation/bill/s5411a-2011), and in Appendix A.
2. Complete Streets Guidance

Beyond the Complete Streets Act, there are laws and policies (detailed below) that are either directly or indirectly related to Complete Streets principles and that NYSDOT has used as guidance. NYSDOT has produced several procedures and manuals based on those laws and policies to support the integration of Complete Streets into planning, project scoping, design and implementation. NYSDOT reviewed those documents to identify opportunities for strengthening its own guidance on Complete Streets implementation. As part of this review, NYSDOT also examined Complete Streets-related documents developed by various external organizations to identify elements that could be leveraged by NYSDOT to further enhance Complete Streets initiatives.

Federal and State Resources

Federal and State Law

In addition to the state’s Complete Streets Act, two other laws are closely associated with Complete Streets and have provided guidance on institutionalizing Complete Streets principles.

Smart Growth Public Infrastructure Policy Act

Type: New York State Law

Link: [https://www.dot.ny.gov/programs/smart-planning/smartgrowth-law](https://www.dot.ny.gov/programs/smart-planning/smartgrowth-law)

New York State’s Smart Growth Public Infrastructure Policy Act requires that all public infrastructure projects undergo a consistency evaluation to ensure that they are compliant (to the extent possible) with the ten Smart Growth criteria defined in the Act. ¹

Americans with Disability Act (ADA)

Type: Federal Law

Link: [https://www.dot.ny.gov/programs/adamanagement](https://www.dot.ny.gov/programs/adamanagement)

The Americans with Disabilities Act (ADA) ensures that all facilities are safely accessible by individuals with disabilities. Facilities included in ADA include sidewalks, street crossings, signage and signal systems, rest areas, buildings, and park-and-ride lots.

¹ A full list of the 10 Smart Growth criteria can be found at [http://public.leginfo.state.ny.us/LAWSSEAF.cgi?QUERYTYPE=LAWS+$&QUERYDATA=$$ENV6-0107$$&TXENV06-0107+$&LIST=LAWS+$&BROWSER=BROWSER+$&TOKEN=06349431+$&TARGET=VIEW](http://public.leginfo.state.ny.us/LAWSSEAF.cgi?QUERYTYPE=LAWS+$&QUERYDATA=$$ENV6-0107$$&TXENV06-0107+$&LIST=LAWS+$&BROWSER=BROWSER+$&TOKEN=06349431+$&TARGET=VIEW).
**NYSDOT Policy**

Several NYSDOT policies can also provide guidance on elements related to Complete Streets principles, particularly the consideration of all appropriate forms of transportation.

**Bicycle/Pedestrian Policy**

**Link:** [https://www.dot.ny.gov/programs/completestreets/repository/Ped_Bike_Policy.pdf](https://www.dot.ny.gov/programs/completestreets/repository/Ped_Bike_Policy.pdf)

The Bicycle/ Pedestrian Policy promotes bicycle and pedestrian networks, aims to increase bicycle and pedestrian trips and improve the overall safety of both modes, and also integrates bicycling and walking more prominently into transit oriented development and smart growth.

**Shared Lane Markings Policy**


The Shared Lane Markings Policy addresses the use of a traffic control device that supports safety and accessibility for bicyclists when narrow lanes cannot be adjusted to allow side-by-side accommodations for bicycles and motor vehicles.

**Traffic Calming Policy in the Highway Design Manual (HDM)**

**Link:** [https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm/chapter-25](https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm/chapter-25)

The Traffic Calming Policy, found in Chapter 25 of the HDM, is a policy statement supporting the use of “mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users.”

**NYSDOT Guidance**

NYSDOT has used the above laws and policies as guidance during the review of several internal resources that include sections pertaining to Complete Streets principles. As a result of this review, NYSDOT has identified areas where the procedures, manuals, and guidance can be improved to better support the implementation of Complete Streets principles; these changes are identified in Section 3: Institutionalization of Complete Streets. Documents that were reviewed or modified include:
**Project Development Manual**

**Link:** [https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm](https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm)

The Project Development Manual is a guide for progressing capital projects from project scoping at the beginning to construction contract award and project completion at the end. It describes how a project is identified, when public involvement is warranted and sought, and how projects fit into each NYSDOT region’s long range transportation plan.

**Highway Design Manual (HDM)**

**Link:** [https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm](https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm)

The Highway Design Manual (HDM) provides technical design guidance to ensure that design practices are consistent throughout the state, and also consistent with the design practices approved by the U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA), and the American Association of State Highway Transportation Officials (AASHTO).

**Regional Bicycle/Pedestrian Coordinators, and MPO Bicycle/Pedestrian Working Group**

**Link:** [https://www.dot.ny.gov/display/programs/bicycle/contact](https://www.dot.ny.gov/display/programs/bicycle/contact)

Each NYSDOT region has a bicycle/pedestrian coordinator, as do each of the state’s MPOs. The coordinators help bring together localities and advocacy groups to develop and promote programs that facilitate the increased use of bicycling and walking. A New York State Association of MPO Bicycle/Pedestrian Working Group was formed in 2011 to discuss ways to promote pedestrian and bicycle travel and to understand the complexities of these users’ needs.

**Pedestrian Generator Checklist**

**Link:** [https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm/chapter-18](https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm/chapter-18) (page 18-6)

The Pedestrian Generator Checklist (Checklist), found in Chapter 18 of the HDM, is a tool that highlights the importance of considering the potential for pedestrian activity at the project location. The Checklist is designed for use by the project developer in coordination with the regional bicycle/pedestrian coordinator during project scoping. NYSDOT is developing a new tool (the Complete Streets Planning Checklist), which will evaluate the needs of all users of the transportation facility. Once finalized, this new tool will replace the current Checklist.
Standard Specifications, Special Specifications, and Standard Sheets


Standard and Special Specifications are a set of instructions and requirements for the construction of various elements of bridge and highway projects. The Standard Sheets provide detailed design drawings of commonly used project features, including curb ramps, sidewalks, and pavement markings.

Preservation First Principle

Link:  [https://www.dot.ny.gov/divisions/operating/opdm/local-programs-bureau/srts/repository/guiding%20principles.pdf](https://www.dot.ny.gov/divisions/operating/opdm/local-programs-bureau/srts/repository/guiding%20principles.pdf)

"Preservation First" is a guiding principle identified in the Department’s Comprehensive Program Update (CPU) that promotes four concepts to slow the deterioration of the system: *preservation first, system not projects, maximize return on investment, and make it sustainable*. Preservation primarily includes the preventative and corrective maintenance of assets, but also emphasizes the safety and reliability of the transportation system for travelers by including low-cost multimodal improvements.

External Resources

In addition to federal and state guidance and law, a number of advocacy groups, non-profits, and industry associations have developed resources to promote Complete Streets policies.

**Industry Guidance**

National Association of City Transportation Officials (NACTO) *Urban Bikeway Design Guide*

Type: Industry Guidance

Link:  [http://nacto.org/usdg/](http://nacto.org/usdg/)

The NACTO *Urban Bikeway Design Guide* was developed to provide cities with solutions to create Complete Streets that are safe and enjoyable for bicyclists.

Institute of Transportation Engineers & Congress for the New Urbanism’s *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*

Type: Industry Guidance

Designing Walkable Thoroughfares is intended to show how AASHTO principles and design guidelines can be applied to walkable urban thoroughfares to create context sensitive designs in urban areas.

**AASHTO Policy on Geometric Design of Highways and Streets (Green Book)**

**Type:** Industry Guidance  
**Link:** N/A  
The AASHTO Green Book describes all of the considerations of designing a roadway, and outlines and refers to supplemental AASHTO guides that provide further detailed guidance in each of the areas, including pedestrians, bicyclists, traffic control devices, lighting, etc.

**Other**

**New York City DOT (NYC DOT) The Economic Benefits of Sustainable Streets**

**Type:** Local Guidance  
NYC DOT undertook this study to evaluate the impact of street design improvements on neighborhood economies. To measure the impact, NYC DOT in partnership with the NYC Department of Finance analyzed the benefits of improved accessibility and a more welcoming street environment on retail sales. The results demonstrate a beneficial link between changes in street design (i.e., more accessible and appealing streets) and neighborhood economies. Such results allow cities to more easily link street design with economic development goals.
3. Institutionalization of Complete Streets

Since the Complete Streets Act was signed in 2011, NYSDOT has conducted outreach to highlight its efforts to institutionalize Complete Streets into planning, project scoping and design, and to solicit feedback on opportunities for Complete Streets implementation in New York State. In addition, NYSDOT underwent an internal review of its existing policies and procedures to evaluate the extent to which they are consistent with Complete Street principles.

Outreach and Consultation

There have been two primary outreach efforts to solicit stakeholder feedback:

- **Four regional workshops held in Albany, Binghamton, Buffalo, and Long Island in September–October, 2013.** Each workshop gathered 30-50 local participants from regional NYSDOT offices, stakeholder groups, MPOs, counties, cities, towns, and relevant state agencies. The meetings included presentations about planning for Complete Streets, designing Complete Streets, and local Complete Streets best practices. Participants were encouraged to provide feedback to NYSDOT via large and small group discussions.

- **Complete Streets website and electronic mailbox.** Visitors to the NYSDOT website may read about Complete Streets and provide feedback via the electronic mailbox.

In addition to the two primary outreach efforts highlighted above, NYSDOT also gave presentations at the 2013 New York State Association of Transportation Engineers Seminar, the New York State Conference of Mayors annual meeting and a conference associated with the Capital District’s National Engineers’ Week. Participants, who included professionals in both public and private practice, were invited to provide feedback at each of the three meetings.

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**Village of Great Neck Plaza Mayor Jean Celender presents on Complete Streets efforts in the Village of Great Neck Plaza during an outreach meeting on Long Island in October.**
Feedback on NYSDOT Procedures

Through the outreach process, stakeholders provided recommendations regarding opportunities for enhancing NYSDOT’s Complete Streets initiatives. The feedback included suggestions in the following areas:

- NYSDOT and other involved agencies should consider strategies for improving coordination and communication with local stakeholders to help clarify the specific provisions within the Complete Streets Act.
- NYSDOT should provide support for increased education and outreach about Complete Streets.
- NYSDOT should consider reconciling or providing guidance on perceived inconsistencies between some of NYSDOT’s policies and design guidance documents and other referenced bicycle and pedestrian-related design resources.
- NYSDOT should help clarify the Complete Streets process for local jurisdictions.
- NYSDOT and other agencies should address the perceived disconnect between the Complete Streets law and a lack of accompanying dedicated Complete Streets funding and help local agencies with funding hurdles.

NYSDOT is reviewing this feedback. Section 5 of this report, outlines how NYSDOT will enhance its Complete Streets efforts. In addition to soliciting general recommendations and feedback, NYSDOT also presented a draft Complete Streets Planning Checklist and requested recommendations and feedback. This Checklist will ultimately replace NYSDOT’s Pedestrian Generator Checklist. While the Pedestrian Generator Checklist considers the needs of pedestrians in proposed projects, the Complete Streets Planning Checklist is broader, evaluating the needs of all users of a transportation facility.
Internal Policy and Guidance Review

As mentioned in Section 2, NYSDOT conducted a review of its internal guidance documents and policies – looking at lane width, design speed, average daily traffic thresholds, level of service, and roadway classification, among other features – to ensure these are considered with the Act, or to make changes to institutionalize Complete Street design. As a result of this review process, NYSDOT has issued two Engineering Instructions (EI):\(^2\) EI 13-021, which pertains to the widening of select travel lanes and shoulders as part of permanent pavement marking operations, and EI 13-018, which furnished guidance on the placement and design of raised crosswalks. In addition, NYSDOT also has begun drafting a more comprehensive planning tool – the Complete Streets Planning Checklist – to help NYSDOT staff assess the needs of all users of a transportation facility. The table below provides a general summary of NYSDOT’s review and identifies documents for revision to better incorporate Complete Streets principles. Section 5 provides specific details about the changes the Department will make to policy and guidance documents.

Table 1. Summary of Review of NYSDOT Documents for Compliance with Complete Streets

<table>
<thead>
<tr>
<th>NYSDOT Document</th>
<th>Analysis of Compliance with Complete Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway Design Manual (HDM)</td>
<td>Will revise text in various chapters to address ADA requirements and design requirements.</td>
</tr>
<tr>
<td>Pedestrian and Bicycle Policy</td>
<td>Fully compliant</td>
</tr>
<tr>
<td>Smart Growth Public Infrastructure Policy Act (SGPIPA)</td>
<td>Fully compliant</td>
</tr>
<tr>
<td>Shared Lane Markings Policy</td>
<td>Fully compliant</td>
</tr>
<tr>
<td>Traffic Calming Policy</td>
<td>Fully compliant</td>
</tr>
<tr>
<td>Standard Sheets(^3)</td>
<td>Will issue standard sheets that address the use of raised crosswalks.</td>
</tr>
<tr>
<td>Standard Specifications(^4)</td>
<td>No changes necessary in the applicable sections.</td>
</tr>
<tr>
<td>Special Specifications</td>
<td>Make special specifications available on NYSDOT’s Complete Streets webpage.</td>
</tr>
</tbody>
</table>

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\(^2\) An EI is a timely transmittal of significant revisions to engineering-related policies, procedures, standards or practices, until the material can be permanently incorporated into a document or manual.

\(^3\) Standardized design details

\(^4\) Simplified all-inclusive specification for all work and material required for the design feature (i.e., raised crosswalks)
Through this internal review and outreach and consultation process, NYSDOT has identified additional ways to incorporate Complete Streets principles into its policies, procedures, and guidance. These include ensuring that NYSDOT guidance documents are consistent with its Complete Streets policies and further publicizing ways to incorporate Complete Streets principles into highway projects. Section 5 provides specific details about the areas of improvement.
4. Best Practices

Through its outreach process, NYSDOT identified four best practices that can be implemented in projects that support Complete Streets principles. The best practices were identified directly through stakeholder feedback and indirectly through successful projects that stakeholders identified. These best practices are:

- **Planning and Scoping** – Development of project scopes and plans that identify challenges and solutions.
- **Design** – Incorporation of designs that accommodate all transportation modes, or enhance usability for pedestrians, cyclists and transit users.
- **Coordination and Community Involvement** – Identification of stakeholders from the community and consideration of their input on projects.
- **Outreach, Education and Training** – Demonstration of exemplary outreach and education components, including robust interaction with community residents, businesses, elected officials, and others to convey the benefits of Complete Streets principles and projects.

To yield a successful Complete Streets project, it is not necessary to demonstrate all of the four best practices identified above. The seven case studies chosen for this report each included exemplary activities in some (but not necessarily all) of the best practice areas to promote Complete Streets principles in New York State. In addition to NYSDOT projects, other agency or municipal efforts are included in these highlighted case studies. The purpose of this effort was to identify practices that can be replicated in future projects – either in projects that NYSDOT will initiate or lead, or in projects that partner agencies, local jurisdictions, and stakeholders will initiate or lead. The table below presents the list of case studies and the best practices they demonstrate most strongly.

**Table 2. Case Studies and Best Practices Categories**

<table>
<thead>
<tr>
<th>Case Study</th>
<th>Planning &amp; Scoping</th>
<th>Design</th>
<th>Coordination &amp; Community Involvement</th>
<th>Outreach, Education &amp; Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route 11, Canton, NY (NYSDOT)</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Region 9 Outreach (NYSDOT)</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Buffalo Niagara Medical Campus</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Case Study | Planning & Scoping | Design | Coordination & Community Involvement | Outreach, Education & Training
---|---|---|---|---
Route 347 (NYSDOT) | | X | X |
Village of Great Neck Plaza | X | X | |
North Country Healthy Heart Network | | X | |
Capital District Complete Streets Efforts | | X | X |

Project Examples

**Route 11 in Canton Village**

The Canton Village Reconstruction Project, which revitalized a one-mile stretch of Route 11 in Canton, NY, was completed in 2013 by NYSDOT (Region 7). The project objectives were to improve pavement conditions and storm drainage, correct existing and emerging operational and safety issues, and provide improved access for pedestrians and bicyclists. Project development involved significant community input through the formation of a stakeholder advisory committee, which provided input on the functionality and aesthetics of the redesign.

Not only has the redesign of the Main Street corridor of downtown Canton improved traffic flow and safety for bicyclists, pedestrians, and motorists, but it is also expected to improve the long-term economic stability of Canton Village. With two universities – St. Lawrence University and the State University of New York at Canton – located just outside downtown Canton, greatly improved traffic flows and better bicycle and pedestrian access may serve to attract new residents and college students. An

Prior to Complete Streets updates, pedestrians had to cross a four lane road (two traveling lanes and two parking lanes). After improvements were made, the crossing distance was reduced to the length of just the two traveling lanes, and a sign was put in place to make drivers more aware of the crosswalk.
influx of new residents coupled with improved access to local businesses will benefit existing businesses, and also attract new businesses. Local stakeholders see the redesign of the Main Street section of Route 11 through downtown Canton as providing a foundation for long-term economic growth and stability in the region.

Region 9 Complete Streets Outreach Efforts

NYSDOT’s Region 9 (Binghamton area) has undertaken a number of impressive projects to improve Complete Streets throughout the region. Examples include revitalization of bicycle lanes and pedestrian access on Upper Front Street, transit facility improvements (see photo), major improvements on Route 12A, and the restriping of River Road in the Town of Chenango to include a bicycle lane.

Contributing to the region’s success with Complete Streets projects is a series of “walking workshops” conducted by the region’s Metropolitan Planning Organization, the Binghamton Metropolitan Transportation Study (BMTS). The workshops are designed to bring together people from various organizations, municipalities, schools, and the public to discuss challenges and design opportunities for specific sites. As an example, the assembled group might visit an intersection that is busy and not well designed for pedestrians, and discuss ways to improve the intersection. BMTS considers the workshops to be beneficial because they allow people to see in-person what is otherwise a relatively abstract concept. The ability to see the issues and openly discuss solutions helps garner support from necessary stakeholders.

Also in Region 9, the Broome County Health Department put on a “road show” as an educational tool for people from the health, planning, business, and public sectors around the county to describe the multi-sectoral benefits of Complete Streets. This
same department attributes some of its educational success to several small grants that it received in the amount of $5,000 to $10,000 to educate the public on efforts such as Complete Streets.

**NY Route 347**

The portion of NY Route 347 termed the "Parks to Ports Greenway" is a 15-mile intercommunity corridor that originates in Hauppauge and terminates in Port Jefferson, Long Island. This traditionally busy roadway has little or no multi-modal support and has seen vehicle use grow, from 48,000 vehicles per day in 1969 to 71,000 vehicles per day in 2010. This NYSDOT-led project incorporated significant community involvement, including feedback from advocacy groups such as the Tri-State Transportation Campaign, Vision Long Island, Neighborhood Network, and Committee for a New 347, to develop a vision for Route 347 that would transform the corridor into a pedestrian and bicycle-friendly modified boulevard and suburban greenway.

The vision for the new "Parks to Ports Greenway" addresses congestion through an additional travel lane in each direction and Intelligent Transportation System (ITS) elements, while implementing various measures and designs to make the corridor more accessible to bicyclists and pedestrians, as well as more amenable to transit. The improvements include:

- Traffic calming measures, such as narrower lane widths and lower speed limits
- A continuous, 15-mile separate bicycle and shared-use pedestrian path
- Pedestrian refuge areas, a raised, planted median, high-visibility crosswalks, and pedestrian countdown timers
- Transit facility improvements, such as bus stops and solar lighting at new bus shelters

In this section of Route 347, a bicycle/pedestrian path has been added to allow pedestrians and bicyclists to travel safely and easily down the road.
Throughout the development of the project vision and plan, NYSDOT continued to engage stakeholders, providing project development updates on the project website and holding meetings with local stakeholders. NYSDOT also formed partnerships with local businesses to discuss how the vision could help create community centers and walkable downtowns that would benefit businesses and residents. NYSDOT has also worked with local municipalities on integrating the transportation system with local land use plans.

The 13-phase, $600 million project, expected to be completed in 2015, uses the “Parks to Ports” theme to tie together regional assets and destinations (thus promoting tourism), and provides an easy and accessible means for pedestrians, cyclists, and transit users to reach communities and business areas typically only accessible by driving.

**Village of Great Neck Plaza**

The Village of Great Neck Plaza’s (Village) “Great Neck Road” project is a showcase of several Complete Streets principles. Residents and village officials had noted increasing safety concerns along the corridor, as motorists consistently sped through the town, causing severe auto accidents. To address the issues, Village officials worked with the community to redesign Great Neck Road in an effort to reduce vehicle speeds, improve the downtown environment and economic viability, enhance walkability and accommodate bicyclists and transit vehicles. Through its community visioning process, the Village opted for a “road diet,” whereby the number of automobile travel lanes was reduced and other traffic calming devices were built in their place. The result is a safer (64.3% annualized reduction in injury-related accidents), more vibrant, and more visually pleasing main street.

Village officials began project planning in 2002 by simply identifying their problem: an accident rate of 65.5 accidents per year and concerns about the severity of those accidents (many resulted in vehicle fires). They worked with the

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*These before and after pictures show Great Neck Road prior to reconstruction and after reconstruction. The road was converted from a two-lane one-way road to a two-lane two-way road with a new aesthetic, easier and safer crossing for pedestrians, and a number of traffic calming measures.*
community for more than four years to build consensus for a roadway master plan, with the goal of reducing collisions and/or reducing the severity of the collisions.

The visioning process then evolved into identifying the causes: there were numerous breaks in the narrow raised median, enabling too many left turns; portions of the four-foot median were not adequately lit by the existing overhead lighting; the pavement condition was very poor; and vehicle speeds were consistently above the posted legal limit of 30 miles per hour and a speed awareness device did not reduce them.

These roadway designs prompted the Village to develop a "road diet" project that would include design elements to accommodate all transportation modes, and enhance usability for pedestrians, bicyclists and transit users. Such design elements included changes to the travel lanes, turning restrictions, and pedestrian safety amenities like bulb-out sidewalks to reduce crossing distances and enhance the visibility of pedestrians, pedestrian countdown timers, higher visibility crosswalk markings and warning signs, wider pedestrian median refuges, and a two-foot safety zone between the travel lane and parked vehicles (to improve safety of drivers entering/exiting their vehicles and provide additional space for bicyclists).

Throughout the project, the Village of Great Neck Plaza identified the relevant stakeholders from the community, including the neighboring jurisdiction of the Town of North Hempstead, Nassau County, and local fire departments, and sought and incorporated valuable input from these stakeholders. Village officials hosted numerous informal meetings with all partners, including the mayors of surrounding villages, as well as representatives of towns and special districts.

The successful completion of the project's construction in the fall of 2008 led to four other Complete Streets-related design projects, including roundabouts, bulb-outs, a traffic calming project, and enhanced crosswalks and other accommodations for pedestrians and bicyclists. Nassau County has also adopted a more systematic approach for the installation of pedestrian countdown timers.
The Buffalo Niagara Medical Center (BNMC) is a 120-acre research campus in downtown Buffalo, employing nearly 14,000 people. The BNMC has established a non-profit organization to enhance the quality of life on campus, which includes a goal to reduce their 83% drive-alone rate by providing and encouraging multi-modal transportation programs. To do this, the BNMC has created a Transportation Management Association (TMA), which is leading many efforts on the campus and in the region aimed at reducing auto trips and increasing High Occupancy Vehicle (HOV) trips, coordinating with and supporting the MPO and other transportation stakeholders.

To establish a successful TMA, BNMC identified relevant stakeholders in the region for inclusion in the TMA. TMA members include the Greater Buffalo Niagara Regional Transportation Council (the MPO), Buffalo CarShare, GoBikeBuffalo, NFTA-Metro, Erie County, the New York State Energy Research and Development Authority (NYSERDA), and NYSDOT. By including these partners, BNMC is leading the coordination of several different transportation programs, leveraging existing resources, and providing a seamless transportation program, such as a carshare program with Buffalo CarShare, bike lockers and campus bicycles with GoBikeBuffalo, a customized rideshare matching system with 511NY Rideshare, and an on-site transit station with the NFTA-Metro Rail.

BNMC’s TMA conducted a study in 2010 to develop priorities. The study recommended a robust transportation outreach program, including transit incentives and improvements, ridesharing incentives, development and promotion of transportation alternatives, and parking pricing. BNMC has partnered with its member organizations to offer these incentives, including:

- Monthly Smart Commuting Raffles offering members the chance to win gift certificates to local restaurants, shops, and entertainment centers
- Monthly “Free 30 Day Metro Pass” Raffles
- Free “1 Week Transit Pass” trials for members new to Metro Bus and Rail

"Block parties" help promote bicycling as an alternative commute mode in Buffalo.
Subsidized “30 Day Metro Pass” trials for up to three months for members new to Metro Bus and Rail

Memberships to Buffalo CarShare and Buffalo BikeShare to improve the ability to get around upon arrival at work

BNMC has conducted several outreach events, including a very successful Bike to Work Day promotion and “block parties.” Organizers promote the lunch-time events to employees via email, with the goal of educating and motivating employees to use “smarter, greener and healthier ways to get around.” Events have featured hands-on demonstrations related to commute options, including bike and pedestrian safety and education, carsharing demonstrations, and campus bike-sharing.

Employees have also been able to test-drive electric cars, bicycle through an obstacle course, enjoy smoothies made from a pedal-powered smoothie maker, and ride in a pedi-cab — all for chances to win raffles and prizes.

North Country Healthy Heart Network

The North Country Healthy Heart Network (the Heart Network) is a non-profit organization with a mission to design, develop, and implement strategies to decrease the incidence of cardiac disease, stroke, and related chronic diseases in Northern NYS. The Heart Network mainly focuses on helping rural communities modify their policies and plans and implement projects to increase opportunities for physical activity, access to nutritious food, and tobacco free environments for all residents. As positive changes are made, the Heart Network – in conjunction with others – promotes ways in which people can incorporate healthy behaviors into daily living.

In Franklin County, NY, the Heart Network coordinated the creation of the Complete Streets Partnership in Malone, NY. The Partnership successfully secured the passage of the Malone Complete Streets Policy and Implementation Plan. In Saranac Lake, the Heart Network facilitated the Village’s establishment of the Healthy Infrastructure Advisory Board, participated on the Village’s Comprehensive Plan and Trails Master Plan Committees, and provided language to support opportunities for active, healthy living. The Heart Network wrote a successful Safe Routes to School grant application on the County’s behalf that will allow Malone and Saranac Lake to improve
challenging sections of sidewalks and crossings, making it easier and safer for students to walk to school.

To promote physical activity, the Heart Network, with its counterparts in Essex and St. Lawrence Counties, initiated a public outreach campaign, “Get Out & Live North Country.” The campaign encourages residents to increase their physical activity by submitting stories and photos via social media, thereby inspiring others to do the same. In addition, local testimonies will be used to educate decision makers, and policymakers on the benefits and support for additional changes in policy, plans and projects to increase opportunities for active transportation.

**Capital District Complete Streets Efforts**

The Capital District Transportation Committee (CDTC) – the MPO for the Albany region – has several programs that promote the implementation of Complete Streets:

- **Bicycle and Pedestrian Task Force.** CDTC’s Bicycle and Pedestrian Task Force is made up of a number of relevant agencies in the region, including local municipalities, NYSDOT, the NYS Department of Health, local advocacy and interest organizations, and the Capital District Transportation Authority. The Task Force initially was formed to research bicycle and pedestrian issues in the region and to provide suggestions to the MPO's Planning and Policy Committee. One of the major undertakings of the Task Force has been the development of a vision for a more than 350-mile Bicycle and Pedestrian Priority Network. The goal is to eventually create safe and accessible bicycle and pedestrian connections to all major travel routes throughout the region. Madison Avenue in Albany is one location included on the Bicycle and Pedestrian Priority Network, and, if adequate funding is received, it will undergo a “road diet” to improve access for bicyclists and pedestrians on the corridor.

- **Complete Streets Working Group.** This CDTC Working Group is the latest in a series of MPO-level Complete Streets efforts. The Working Group, created in 2013, is tasked with providing input on preservation projects, identifying low cost Complete Streets features to be incorporated into projects, and linking design processes to regional and community plans.
Community and Transportation Linkage Planning Program (Linkage Program). The Linkage Program was developed to assist with the implementation of the region’s transportation plan, New Visions 2035. The Linkage Program, which is an integrated land use and transportation planning program, provides funding or technical assistance for joint regional-local projects that link transportation and land use. To date, more than 75 studies have been funded during the last 11 years to support urban revitalization and redevelopment, create an integrated multi-modal network, enhance activity centers and downtown areas, improve transit corridors, encourage a greater mix of land uses, and develop bicycle and pedestrian-friendly design standards.

Thanks in part to these three programs under CDTC, Complete Streets principles have been advanced throughout the Capital region.
5. Moving Forward

NYSDOT has initiated several efforts to ensure the interests of all roadway users are considered in transportation improvement projects. These efforts include (1) conducting outreach to stakeholders to solicit recommendations for NYSDOT; (2) reviewing NYSDOT guidance documents that are related to Complete Streets principles to ensure consistency; (3) updating practices, as appropriate, to ensure that Complete Streets principles are considered; and (4) identifying best practices for implementing Complete Streets principles and showcasing successful projects that integrated these best practices. Based on these efforts, NYSDOT has developed a list of recommendations for furthering Complete Streets implementation. This section outlines them.

Stakeholder Feedback & Recommendations

During the four outreach sessions, NYSDOT received feedback from stakeholders on opportunities for strengthening NYSDOT’s implementation of Complete Streets. The feedback can generally be grouped into five broad categories: enhancing coordination and communication regarding the Complete Streets policies and implementation; supporting increased education and outreach; streamlining and clarifying the Complete Streets process; commenting on the Complete Streets checklist; and addressing the perceived disconnect between the Complete Streets law and a lack of dedicated funding. Based on this feedback, NYSDOT identified actions that will enhance its support of Complete Streets implementation.

Develop Enhanced Coordination and Communication with Local Stakeholders

Although implementation of Complete Streets remains under the purview of local jurisdictions on local projects, stakeholders expressed the need for enhanced coordination and communication with NYSDOT regarding the overall Complete Streets process, as well the specifics of Complete Streets implementation in their jurisdictions. NYSDOT will continue to encourage partnerships among municipalities, regional entities, and state agencies by continuing to engage with other state agencies -- such as the New York State Department of State, State Department of Environmental Conservation, State Department of Health, and the New York State Energy Research and Development Authority -- on initiatives that support Complete Streets principles (e.g., NYSERDA’s Climate Smart Communities, Cleaner Greener Communities). NYSDOT staff also will continue to participate in the statewide Bicycle/Pedestrian Metropolitan Planning Organization working group. In addition, NYSDOT has identified staff to serve as contacts for municipalities seeking guidance about
Complete Streets. NYSDOT also is showcasing projects on the NYSDOT Complete Streets website to provide examples of the types of projects that are appropriate for Complete Streets features.

**Provide Support for Increased Education and Outreach**

Stakeholders described a number of scenarios in which better information and education about Complete Streets principles and practices would further the implementation of Complete Streets, including increased education and training for local jurisdictions, elected officials, and the general public. Stakeholders look to NYSDOT and other planning agencies for leadership in this area.

Recognizing local interest, NYSDOT will host workshops and informational meetings to train municipal staff about Complete Streets. NYSDOT also will post information on its Complete Streets website regarding other training opportunities (e.g., the NYS Department of State’s Local Government Training), Complete Streets reference guide(s) for local agencies, and examples of local or regional Bicycle/Pedestrian Plans. The website will continue to highlight local best practice projects as well.

**Complete Revisions on the NYSDOT Complete Streets Planning Checklist**

During the outreach sessions, NYSDOT provided a draft Complete Streets Planning Checklist to stakeholders for their review. The stakeholders provided valuable feedback, including ideas about how the Checklist could be used. NYSDOT is reviewing the stakeholder comments and will post the completed checklist on the Complete Streets website.

**Provide Guidance to Clarify the Complete Streets Process**

Stakeholders expressed confusion over whether they need to consult with NYSDOT about Complete Streets initiatives and which projects would best accommodate Complete Streets designs. NYSDOT will ensure that future guidance clarifies roles and responsibilities for both NYSDOT and local stakeholders. NYSDOT also has expanded the information provided on its Complete Streets website.
Provide Information on Complete Streets Law and Funding

Stakeholders recommended that the State address what they perceive to be the disconnect between the Complete Streets law, which requires project designers to consider Complete Streets, and a lack of dedicated Complete Streets funding.

NYSDOT considers the inclusion of Complete Street features in all appropriate projects. Many projects use a variety of funding sources for Complete Street elements. NYSDOT will post on its Complete Streets website sources of potential funding for Complete Streets initiatives. Examples of these resources include federal funding sources (e.g., the Transportation Alternative Program) and other state funding opportunities (e.g., Cleaner, Greener Communities). In addition, NYSDOT will highlight examples of Complete Street projects that have leveraged other infrastructure funding. Many Complete Streets improvements, such as lane striping, are relatively inexpensive but effective.

NYSDOT Guidance Documents Review

As described in Section 3: Institutionalization of Complete Streets, NYSDOT conducted a thorough review of relevant guidance documents to identify where existing documents accommodate Complete Streets principles, whether in design standards or processes. From this review, NYSDOT was able to identify areas where revisions could be made or actions taken to further support implementation of Complete Streets. The following table provides a summary of these revisions and actions.

Table 3. Review of NYSDOT Policy and Guidance Documents for Complete Streets Compliance

<table>
<thead>
<tr>
<th>NYSDOT Document</th>
<th>Section or Chapter</th>
<th>Revision or Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Development Manual</td>
<td>Chapter 3 – Project Scoping Procedure</td>
<td>Incorporate language on guidance for consulting the Complete Streets Planning Checklist. Interim guidance will be issued when the Complete Streets Planning Checklist is finalized.</td>
</tr>
<tr>
<td></td>
<td>Chapter 4 – Project Design Stage</td>
<td>Incorporate language on guidance for consulting the Complete Streets Planning Checklist. Interim guidance will be issued when the Complete Streets Planning Checklist is finalized.</td>
</tr>
<tr>
<td>NYSDOT Document</td>
<td>Section or Chapter</td>
<td>Revision or Action</td>
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<tr>
<td>-----------------</td>
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</tr>
<tr>
<td>Appendix 1 – Environmental Requirements, Regulations, and Guidelines</td>
<td>In future update of Appendix 1, add in requirement to consider Complete Streets. Interim guidance will be issued when the Complete Streets Planning Checklist is finalized.</td>
<td></td>
</tr>
<tr>
<td>Appendix 7 – Scoping and Design Approval Documents</td>
<td>In future update of Appendix 7, include Complete Streets Planning Checklist as one of the required documents.</td>
<td></td>
</tr>
<tr>
<td>Chapter 1 – Purpose</td>
<td>Text of “Purpose” was revised to expressly include consideration of safety and convenience for diverse road users.</td>
<td></td>
</tr>
<tr>
<td>Chapter 7 – Resurfacing, Restoration, and Rehabilitation</td>
<td>Chapter was revised chapter to address ADA requirements, as required by FHWA and Department of Justice (DOJ).</td>
<td></td>
</tr>
<tr>
<td>Chapter 11 – Sign, Signals, and Delineation</td>
<td>Incorporate interim guidance included in EI 13-021 (lane striping for wider shoulders) into chapter. Finalize guidance to standardize crosswalk marking details at higher risk locations.</td>
<td></td>
</tr>
<tr>
<td>Chapter 18 – Pedestrian Facility Design</td>
<td>Chapter was revised to address minimum sidewalk widths and to address ADA requirements, as required by FHWA and DOJ. Incorporate interim guidance included in EI 13-018 (Raised Crosswalks) into chapter.</td>
<td></td>
</tr>
<tr>
<td>Chapter 25 – Traffic Calming</td>
<td>Incorporate interim guidance included in EI 13-018 (Raised Crosswalks) into chapter.</td>
<td></td>
</tr>
</tbody>
</table>

Pedestrian and Bicycle Policy

| N/A | None required. Complies with Complete Streets Law. |

Smart Growth Public Infrastructure Policy Act

| N/A | None required. Complies with Complete Streets Law. |

Shared Lane Markings Policy

| N/A | None required. Complies with Complete Streets Law. |

Traffic Calming Policy

| N/A | None required. Complies with Complete Streets Law. |

Standard Sheets

| 608-07 Raised Crosswalk Details | Recently issued a standard sheet that supports greater use of raised crosswalks. |

Standard Specifications

| N/A | None required. Complies with Complete Streets Law. |

Special Specifications

| ITEM 608.0110XY09 – Concrete Sidewalk, ITEM 685.20000015 – Pavement | Added Special Specifications to the Complete Streets design resources on NYSDOT’s Complete Streets webpage. |
Continued Implementation of Best Practices

The four best practices that NYSDOT identified can, when implemented in projects, better support Complete Streets principles. While all four best practices are not necessary to yield a successful Complete Streets project, project managers should consider each best practice and how Complete Streets principles can be accommodated when undertaking a project. For the Department’s own projects, NYSDOT will incorporate the best practices as follows:

- **Planning and Scoping** – For all appropriate transportation projects, NYSDOT will evaluate whether there are ways to integrate Complete Streets design elements. NYSDOT will also provide public information to support local jurisdictions and stakeholders in planning and scoping efforts.

- **Coordination and Community Involvement** – NYSDOT has worked to identify and engage with stakeholders, implementing partners and the public. The Department will continue to encourage local jurisdictions to utilize Complete Streets principles.

- **Design** – NYSDOT will incorporate designs, as appropriate, that accommodate all transportation modes and enhance safety for all roadway users, including pedestrians, bicyclists, public transportation riders, motorists, and people of all ages and abilities.

- **Outreach, Education, and Training** – Through training, public information and staff support, NYSDOT will continue to conduct outreach and educate stakeholders about the Complete Streets Act, Complete Streets principles, and implementation strategies.

Since the passage of the Complete Streets Act in 2011, NYSDOT has worked to further institutionalize Complete Streets principles. NYSDOT has done this by reviewing existing
Department guidance documents, identifying areas for further clarification and guidance, reaching out to stakeholders to gather their feedback, and identifying best practices. Through these efforts, NYSDOT identified additional opportunities to strengthen its support of Complete Streets. NYSDOT will complete those and continue its broad effort to advance Complete Streets principles.
Appendix A. Text of Complete Streets Law

STATE OF NEW YORK

5411--A

Cal. No. 966

2011-2012 Regular Sessions

IN SENATE

May 18, 2011

Introduced by Sens. FUSCHILLO, DILAN, AVELLA, BRESLIN, DIAZ, DUANE, FLANAGAN, GRISANTI, HASSELL-THOMPSON, KENNEDY, KLEIN, KRUEGER, LARKIN, LITTLE, MONTGOMERY, OPPENHEIMER, PARKER, PERKINS, SAMYSON, STAVISKY, VALESKY -- read twice and ordered printed, and when printed to be committed to the Committee on Transportation -- reported favorably from said committee and committed to the Committee on Finance -- reported favorably from said committee, ordered to first and second report, ordered to a third reading, amended and ordered reprinted, retaining its place in the order of third reading

AN ACT to amend the highway law, in relation to enabling safe access to public roads for all users by utilizing complete street design principles

THE PEOPLE OF THE STATE OF NEW YORK, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Legislative findings. It is hereby found and declared that to achieve a cleaner, greener transportation system the transportation plans of New York state should consider the needs of all users of our roadways including pedestrians, bicyclists, public transportation riders, motorists and citizens of all ages and abilities, including children, the elderly and the disabled. By encouraging good planning, more citizens will achieve the health benefits associated with active forms of transportation while traffic congestion and auto related air pollution will be reduced. Therefore, it shall be the policy of the state to consider people of all ages and abilities and all appropriate forms of transportation when planning roadway projects.
S 2. The highway law is amended by adding a new section 331 to read as follows:

S 331. CONSIDERATION OF COMPLETE STREET DESIGN. (A) FOR ALL STATE, COUNTY AND LOCAL TRANSPORTATION PROJECTS THAT ARE UNDERTAKEN BY THE DEPARTMENT OR RECEIVE BOTH FEDERAL AND STATE FUNDING AND ARE SUBJECT TO DEPARTMENT OF TRANSPORTATION OVERSIGHT, THE DEPARTMENT OR AGENCY WITH JURISDICTION OVER SUCH PROJECTS SHALL CONSIDER THE CONVENIENT ACCESS AND MOBILITY ON THE ROAD NETWORK BY ALL USERS OF ALL AGES, INCLUDING MOTORISTS, PEDESTRIANS, BICYCLISTS, AND PUBLIC TRANSPORTATION USERS THROUGH THE USE OF COMPLETE STREET DESIGN FEATURES IN THE PLANNING, DESIGN, CONSTRUCTION, RECONSTRUCTION AND REHABILITATION, BUT NOT INCLUDING RESURFACING, MAINTENANCE, OR PAVEMENT RECYCLING OF SUCH PROJECTS.

(B) COMPLETE STREET DESIGN FEATURES ARE ROADWAY DESIGN FEATURES THAT ACCOMMODATE AND FACILITATE CONVENIENT ACCESS AND MOBILITY BY ALL USERS, INCLUDING CURRENT AND PROJECTED USERS, PARTICULARLY PEDESTRIANS, BICYCLISTS AND INDIVIDUALS OF ALL AGES AND ABILITIES. THESE FEATURES MAY INCLUDE, BUT NEED NOT BE LIMITED TO: SIDEWALKS, PAVED SHOULDERS SUITABLE FOR USE BY BICYCLISTS, LANE STRIPING, BICYCLE LANES, SHARE THE ROAD SIGNAGE, CROSSWALKS, ROAD DIETS, PEDESTRIAN CONTROL SIGNALIZATION, BUS PULL OUTS, CURB CUTS, RAISED CROSSWALKS AND RAMPS AND TRAFFIC CALMING MEASURES; AND RECOGNIZE THAT THE NEEDS OF USERS OF THE ROAD NETWORK VARY ACCORDING TO A RURAL, URBAN AND SUBURBAN CONTEXT.

(C) THIS SECTION SHALL NOT APPLY IF IT HAS BEEN DETERMINED AND SET FORTH IN PUBLICLY AVAILABLE DOCUMENTS THAT ONE OF THE FOLLOWING EXISTS:

(I) USE BY BICYCLISTS AND PEDESTRIANS IS PROHIBITED BY LAW, SUCH AS WITHIN INTERSTATE HIGHWAY CORRIDORS; OR

(II) THE COST WOULD BE DISPROPORTIONATE TO THE NEED AS DETERMINED BY FACTORS INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING: LAND USE CONTEXT; CURRENT AND PROJECTED TRAFFIC VOLUMES; AND POPULATION DENSITY; OR

(III) DEMONSTRATED LACK OF NEED AS DETERMINED BY FACTORS, INCLUDING, BUT NOT LIMITED TO, LAND USE, CURRENT AND PROJECTED TRAFFIC VOLUMES, INCLUDING POPULATION DENSITY, OR DEMONSTRATES LACK OF COMMUNITY SUPPORT; OR

(IV) USE OF THE DESIGN FEATURES WOULD HAVE AN ADVERSE IMPACT ON, OR BE CONTRARY TO, PUBLIC SAFETY.
(D) NOTHING IN THIS SECTION SHALL BE CONSTRUED TO REQUIRE THE DEPARTMENT OR AGENCY WITH JURISDICTION OVER A PROJECT TO EXPEND MONIES IN ACCORDANCE WITH SUBDIVISION (A) OF THIS SECTION THAT EXCEED THE AMOUNT OF STATE AND FEDERAL FUNDING FOR COMPLETE STREET DESIGN FEATURES.

S 3. (a) No later than two years after the effective date of this act, the department of transportation shall publish a report showing how it has complied with section 331 of the highway law and changed its procedures to institutionalize complete street design features into planning, project scoping, design and implementation of the required highway and road projects. The report shall include, but not be limited to, a discussion of the review of and revisions to various guidance documents regarding lane width, design speed, average daily traffic thresholds, level of service and roadway classification. The report shall also show any best practices that the department of transportation utilized in complying with section 331 of the highway law.

(b) In identifying such best practices, consideration shall be given to the procedures for identifying the needs of the mix of users, including primary and secondary users and the identification of barriers. The department of transportation shall consult with transportation, land-use and environmental officials, including representatives from:

(i) Counties, cities and towns;
(ii) Metropolitan planning organizations;
(iii) Public transit operators;
(iv) Relevant state agencies; and
(v) Other relevant stakeholders, including, but not limited to, representatives from disability rights groups, aging groups, bicycle and pedestrian advocates, and developers.

S 4. This act and/or any failure to comply with the provisions of this act shall not be admissible as evidence against the state, any municipality or public authority in any claim for monetary damages against the state, a municipality or a public authority.

S 5. This act shall take effect on the one hundred eightieth day after it shall have become a law; provided, however, that this act shall not apply to transportation projects undertaken or approved prior to the date on which this act shall have become a law.
Appendix B. NYSDOT Bicycle/Pedestrian Policy

I. POLICY STATEMENT

The New York State Department of Transportation (Department) will promote pedestrian and bicycle travel for all persons on the state transportation system.

II. POLICY SCOPE AND GUIDANCE

A. Purpose

The purpose of this policy is to develop a transportation system that offers travel mode choices that are inclusive of, accessible to, convenient and safe for pedestrians and bicyclists.

B. Guidance

This Policy will be addressed in all planning, programming, scoping, design, construction, maintenance, operations, permits, and education and outreach programs.

C. Staff and activities affected by the Policy

This policy applies to all organizational groups in the Department engaged in planning, programming, designing, constructing, operating, permitting, and maintaining transportation facilities and providing education and outreach. Organizational groups shall incorporate the purpose and intent of this policy in their operating guidance and procedures, as appropriate.
D. Policy Objectives

The objectives of the Policy are to:

- Promote development of pedestrian and bicycle networks that support sustainable and livable communities, minimize impacts on natural resources, reduce greenhouse gas emissions, and improve quality of life.
- Increase the number of pedestrian and bicycle trips.
- Reduce pedestrian and bicycle fatalities and serious injuries.
- Integrate walking and bicycling as viable modes for connectivity, smart growth, and transit oriented development.

E. Background

This Policy updates the October 1996 *NYSDOT Bicycle and Pedestrian Policy* as listed in the Appendix of *New York State Bicycle and Pedestrian Plan of 1997*. This policy reaffirms the Department’s commitment to meet the needs of bicyclists and pedestrians.

III. RELATED POLICY AND AUTHORITATIVE SOURCES

This policy is consistent with the goals and objectives of Federal and State legislation, guidance and strategic plans including:

Federal Authority:

- Current surface transportation authorization legislation
- 23 CFR Part 652 – Pedestrian and Bicycle Accommodation and Projects
- 23 USC Section 217 – Bicycle Transportation and Pedestrian Walkways
- 23 USC Section 402 – Highway Safety
- 23 USC 109(a)(35) – Transportation Enhancement Activities
- 23 USC 109(m) – Protection of Nonmotorized Transportation Traffic
- 23 USC 103(b)(6) Section 103 – Federal-aid systems [Eligibility for National Highway System Funds]
- 23 USC 134 – Metropolitan Planning
- 23 USC 135 – Statewide Planning
- 23 USC 152 – Hazard Elimination
- 23 USC Section 206 – Recreational Trails Program
- 23 USC 204 – Federal Lands Highway Program
- 23 USC Section 162(c)(4) – National Scenic Byways Program
- Section 1602 of TEA-21 – High Priority Projects and Designated Transportation Enhancement Activities
- 49 USC Section 5307 – Transit Enhancement Activity
- 49 CFR 27.7 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance
- 28 CFR 35.150 Transition Plan (to comply with American with Disabilities Act of 1990)
- National Manual on Uniform Traffic Control Devices for Streets and Highways

State:
- NYSDOT Highway Design Manual
- NYSDOT Project Development Manual
- NYSDOT Americans with Disabilities Act Management Plan
- State Supplement to the National Manual on Uniform Traffic Control Devices
- NYS Vehicle and Traffic Law – Title 7, Articles 27 and 34
- NYS Highway Law – Article 2, Section 22; Article 3, Section 54; Article 11, Section 316; Article 11, Section 330

Strategic Plans:
- The Strategic Highway Safety Plan (NYSDOT)
- The Highway Safety Strategic Plan (Governor’s Traffic Safety Committee)
- Strategies for a New Age: New York State’s Transportation Master Plan for 2030 (NYSDOT)
**Appendix C. Pedestrian Generator Checklist**

*The checklist presented below is the Pedestrian Generator Checklist included in Chapter 18 of the Highway Design Manual. Once a revised Complete Streets Planning Checklist has been finalized, it will replace the Pedestrian Generator Checklist provided below.*

<table>
<thead>
<tr>
<th>PIN:</th>
<th>DESCRIPTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>PREPARED BY:</td>
</tr>
<tr>
<td>REVIEWED BY:</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The term `generator` in this document refers to both pedestrian generators (where pedestrians originate) and destinations (where pedestrians travel to). A check of yes indicates a potential need to accommodate pedestrians and coordination with the Regional Bicycle and Pedestrian Coordinator is necessary during project scoping. Answers to the following questions should be checked with the local municipality to ensure accuracy.

1. **Is there an existing or planned sidewalk, trail, or pedestrian crossing facility?**
   - **Comments:**
   - **YES** ☑ **NO** ☐

2. **Are there bus stops, transit stations or depots/terminals located in or within 800m of the project area?**
   - **Comments:**
   - **YES** ☑ **NO** ☐

3. **Is there more than occasional pedestrian activity? Evidence of pedestrian activity may include a worn path.**
   - **Comments:**
   - **YES** ☑ **NO** ☐

4. **Are there existing or approved plans for generators of pedestrian activity in or within 800m of the project that promote or have the potential to promote pedestrian traffic in the project area, such as schools, parks, playgrounds, places of employment, places of worship, post offices, municipal buildings, restaurants, shopping centers or other commercial areas, or shared-use paths?**
   - **Comments:**
   - **YES** ☑ **NO** ☐

5. **Are there existing or approved plans for seasonal generators of pedestrian activity in or within 800m of the project that promote or have the potential to promote pedestrian traffic in the project area, such as ski resorts, state parks, camps, amusement parks?**
   - **Comments:**
   - **YES** ☑ **NO** ☐

6. **Is the project located in a residential area within 800m of existing or planned pedestrian generators such as those listed in #4?**
   - **Comments:**
   - **YES** ☑ **NO** ☐

7. **From record plans, were pedestrian facilities removed during a previous highway reconstruction project?**
   - **Comments:**
   - **YES** ☑ **NO** ☐

8. **Did a study of secondary impacts indicate that the project promotes or is likely to promote commercial and/or residential development within the intended life cycle of the project?**
   - **Comments:**
   - **YES** ☑ **NO** ☐

9. **Does the community's comprehensive plan call for development of pedestrian facilities in the area?**
   - **Comments:**
   - **YES** ☑ **NO** ☐

10. **Based on the ability of students to walk and bicycle to school, would the project benefit from engineering measures under the Safe-Routes-To-School-Program? Eligible infrastructure-related improvements must be within a 3.2km radius of the project.**
    - **Comments:**
    - **YES** ☑ **NO** ☐

**ADDITIONAL COMMENTS:**
Include comment on exceptional circumstances from EI 04-011 if pedestrian accommodations are warranted but not provided.

**Note:** This checklist should be revisited due to a project delay or if site conditions or local planning changes during the project development process.
Appendix D. Smart Growth Public Infrastructure Policy Act

ARTICLE 6

STATE SMART GROWTH PUBLIC INFRASTRUCTURE POLICY ACT

Section 6-0101. Short title.
This article shall be known and may be cited as the "state smart growth public infrastructure policy act".

Section 6-0103. Definitions.
As used in this article:
1. "Criteria" shall mean the state smart growth public infrastructure criteria provided in section 6-0107 of this article.
2. "State infrastructure agency" shall mean the department, the department of transportation, the department of education, the department of health, the department of state, the New York state environmental facilities corporation, the New York state housing finance agency, the housing trust fund corporation, the dormitory authority, the thruway authority, the port authority of New York and New Jersey, the empire state development corporation, the New York state urban development corporation and all other New York authorities. Any subsidiary of, or corporation with the same members or directors as, a public benefit corporation identified in this subdivision shall also be deemed to be within the definition of state infrastructure agency under this article.
3. "Municipal centers" shall mean areas of concentrated and mixed land uses that serve as centers for various activities, including, but not limited to, central business districts, main streets, downtown areas, brownfield opportunity areas, downtown areas of local waterfront revitalization program areas, transit-oriented development, environmental justice areas, and hardship areas. Municipal centers shall also
include: areas adjacent to municipal centers, as defined in this subdivision, which have clearly defined borders, are designated for concentrated development in the future in a municipal or regional comprehensive plan, and exhibit strong land use, transportation, infrastructure and economic connections to a municipal center; and areas designated in a municipal or comprehensive plan, and appropriately zoned in a municipal zoning ordinance, as a future municipal center.

Section 6-0105. State smart growth public infrastructure policy.

It is the purpose of this article to augment the state’s environmental policy by declaring a fiscally prudent state policy of maximizing the social, economic and environmental benefits from public infrastructure development through minimizing unnecessary costs of sprawl development including environmental degradation, disinvestment in urban and suburban communities and loss of open space induced by sprawl facilitated by the funding or development of new or expanded transportation, sewer and waste water treatment, water, education, housing and other publicly supported infrastructure inconsistent with smart growth public infrastructure criteria.

Section 6-0107. State smart growth public infrastructure criteria.

1. In addition to meeting other criteria and requirements of law governing approval, development, financing and state aid for the construction of new or expanded public infrastructure or the reconstruction thereof, no state infrastructure agency shall approve, undertake, support or finance a public infrastructure project, including providing grants, awards, loans or assistance programs, unless, to the extent practicable, it is consistent with the relevant criteria specified in subdivision two of this section.

2. The following are the state smart growth public infrastructure criteria:
   a. to advance projects for the use, maintenance or improvement of existing infrastructure;
   b. to advance projects located in municipal centers;
   c. 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;
   d. to protect, preserve and enhance the state's resources, including agricultural land, forests, surface and groundwater, air quality, recreation and open space, scenic areas, and significant historic and archeological resources;
   e. 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 development and the integration of all income and age groups;
f. to provide mobility through transportation choices including improved public transportation and reduced automobile dependency;

g. to coordinate between state and local government and intermunicipal and regional planning;

h. to participate in community based planning and collaboration;

i. to ensure predictability in building and land use codes; and

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 its implementation.

3. Before making any commitment, including entering into an agreement or incurring any indebtedness for the purpose of acquiring, constructing, or financing any project covered by the provisions of this article, the chief executive officer of a state infrastructure agency shall attest in a written smart growth impact statement that the project, to the extent practicable, meets the relevant criteria set forth in subdivision two of this section, unless in any respect the project does not meet such criteria or compliance is considered to be impracticable, which shall be detailed in a statement of justification.

4. Nothing in this section shall contravene any federal law governing the expenditure of disbursement of federal infrastructure funding administered by the state.

Section 6-0109. Smart growth advisory committees.

The chief executive officer of each state infrastructure agency shall create a smart growth advisory committee to advise the agency regarding the agencies’ policies, programs and projects with regard to their compliance with the state smart growth public infrastructure criteria. Such committees shall consist of appropriate agency personnel designated by the chief executive officer to conduct the evaluation required by section 6-0107 of this article. Such committees shall solicit input from and consult with various representatives of affected communities and organizations within those communities, and shall give consideration to the local and environmental interests affected by the activities of the agency or projects planned, approved or financed through such agency.

Section 6-0111. Private right of action.

Nothing contained in this article or in the administration or application hereof shall be construed to create any private right of action on the part of any person, firm or corporation against the state of New York or any state infrastructure agency as defined in subdivision two of section 6-0103 of this article.
Appendix E. Outreach Meeting Participants

Representatives from the following organizations, agencies or municipalities participated in each of the Complete Streets Outreach Workshops NYSDOT hosted in 2013:

**Albany – September 25th, 2013**
- Capital District Transportation Committee
- Empire State Future
- NYS Office for the Aging
- NY Bicycling Coalition
- USA Track and Field- Adirondacks
- AAA- Hudson Valley
- Parks & Trails New York
- Tri-State Transportation Campaign
- NYS Department of State
- NYS Association of Towns
- NYS Police
- Federal Highway Administration
- Empire State Development
- County Highway Superintendents
- NYS Office of Parks, Recreation & Historic Preservation
- Cornell Cooperative Extension- Local Roads
- New York Conference of Mayors
- NYS Association of Towns
- NYS Commission on Quality of Care for Persons with Disabilities
- NYS Department of Health
- AARP

**Binghamton – October 9th, 2013**
- Binghamton Metropolitan Transportation Study
- Elmira Chemung Transportation Council
- Ithaca Tompkins Transportation Council
- NYSDOT (Regions 2, 3, 6 & 9)
NYS Department of Environmental Conservation
Tioga County Economic Development and Planning Department
Broome County Transit
Broome County Highway Department
Association for Vision Rehabilitation and Employment
City of Elmira
Town of Union
Village of Owego
Village of Endicott

Buffalo – October 24th, 2013
Genesee Transportation Council
Greater Buffalo Niagara Regional Transportation Council
Chautauqua County Health Network
Chautauqua County Department of Health and Human Services
City of Buffalo, Department of Public Works
City of Jamestown Department of Development
City of Olean
City of Rochester
Erie County Department of Environment and Planning
Buffalo Niagara Riverkeeper
City of Canandaigua
NYS Department of Environmental Conservation
Town of Amherst
Village of Hamburg
GO Bike Buffalo
Finger Lakes Health Systems Agency
City of Buffalo Office of Strategic Planning
NYSDOT (Regions 4 & 5)
Cornell Cooperative Extension
Buffalo Niagara Medical Campus
Southern Tier West Regional Planning
Rochester Genesee Regional Transportation Authority
Empire State Development – Western Region
Long Island – October 29th, 2013

- City of Long Beach
- Nassau County – Traffic and Safety
- Long Island Rail Road
- Metropolitan Transportation Authority
- Long Island Greenways & Healthy Trails
- Nassau County Planning
- NYSDOT (Regions 10 & 11)
- NY Coalition for Transportation Safety
- Suffolk County Department of Public Works
- Tri-State Transportation Campaign
- Vision Long Island
- Town of Huntington
- Town of Islip
- Town of Smithtown
- Village of Great Neck Plaza
Appendix F. Shared Lane Marking Policy

Purpose

The purpose of this policy is to explain how Shared Lane Markings (SLMs, sometimes referred to as “sharrows”) will be used on highways under the jurisdiction of the New York State Department of Transportation. Information about this traffic control device can be found in Section 9C.07 of the Manual on Uniform Traffic Control Devices (MUTCD). It is expected that this guidance will ultimately be incorporated into the NYS Supplement, thereby making the policy applicable to all highways in New York State open to public travel.

Background

In determining when SLMs should be used, general MUTCD guidance regarding traffic control devices should be kept in mind:

*The purpose of traffic control devices, as well as the principles for their use, is to promote highway safety and efficiency by providing for the orderly movement of all road users on streets, highways, bikeways, and private roads open to public travel throughout the Nation.*

*Traffic control devices notify road users of regulations and provide warning and guidance needed for the uniform and efficient operation of all elements of the traffic stream in a manner intended to minimize the occurrences of crashes.*

*To be effective, a traffic control device should meet five basic requirements:*

A. Fulfill a need;
B. Command attention;
C. Convey a clear, simple meaning;
D. Command respect from road users; and
E. Give adequate time for proper response.

SLM use should also correctly reflect the legal rights/obligations of bicyclists and motorists, and promote safe and effective bicycling techniques. See Figure 1 for an illustration that summarizes these principles.
Policy

SLMs should only be used to indicate the presence of a narrow lane; a narrow lane is a lane that is less than 14’ wide and does not allow motorists and bicyclists to safely travel side-by-side within the lane. In a narrow lane, motorists and bicyclists must travel one after the other, rather than side-by-side, and a motorist must leave the lane to safely pass the bicyclist. SLMs should not be used to indicate the desired position for a bicyclist, as the optimal position can change depending on a number of varying factors.

In conjunction with the SLM policy, the SHARE THE ROAD plaque will be eliminated from use due to misconceptions about its meaning to both motorists and bicyclists. Instead, the following signing policy shall be used:

- On any facility (both low-speed and high-speed), the Bicycle (W11-1) warning sign may be used alone to warn motorists of the presence of bicyclists, either on the shoulder or in a wide (14') outside lane.
- A new Narrow Lane assembly, consisting of the Bicycle sign + a new IN LANE plaque (NYW5-32P), should be used with SLMs in the manner described in the Implementation section. (See Figure 2 for layout of the IN LANE plaque.)
- The Narrow Lane assembly may be used on any facility (both low-speed and high-speed), where side-by-side travel within the outside lane is not possible. SLMs do not need to be present to use this assembly.

Implementation

Table 1 shall be used to determine the need for SLMs.
Table 2 shall be used to determine the placement of SLMs. On a facility with on-street parking, SLMs shall be placed in the center of the effective lane, which is the lane width between the left edge shy zone and the door zone. (See Figure 1 for a graphic explanation of the term effective lane.) On a facility without on-street parking, SLMs shall be placed in the center of the actual lane.

Where used, SLMs should be placed approximately 250’ apart. In addition to regular interval spacing, SLMs should be placed immediately before and immediately after intersections, and at other strategic locations dependent upon specific needs (e.g., conflict points).

Where SLMs are used, the Bicycle sign + IN LANE plaque assembly should be placed at the location of the first SLM, and may be repeated as deemed appropriate within the section. It is neither necessary nor desirable to supplement every SLM with the sign assembly.

Where the Bicycle sign, or the Bicycle sign + IN LANE plaque assembly, is used without accompanying SLMs, its need and placement should be in accordance with Section 2C.49 of the MUTCD. The advance posting distance for the first sign should be determined using Condition C in Table NY2C-4 of the NYS Supplement. Additional signs should be placed at suitable locations, and at appropriate intervals, within the section of highway where the bicycle activity occurs.

<table>
<thead>
<tr>
<th>TABLE 1 – When to use SLMs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. SLMs SHALL NOT be used where:</strong></td>
</tr>
<tr>
<td>The usable width of the right lane is equal to or greater than 14’ where parking is not allowed.</td>
</tr>
<tr>
<td>The usable width of the right lane + a marked parking lane is equal to or greater than 26’.</td>
</tr>
</tbody>
</table>

| **B. SLMs SHOULD NOT be used where:** | **Notes** |
| The speed limit is 40 mph or greater. | This is an explicit MUTCD provision. |
| A shoulder exists. | The key here is whether or not a motorist would have to leave the lane in order to pass the bicyclist. While a bicyclist is not legally obligated to use the shoulder, it is often most practical to use a shoulder. NYSDOT does not want to disadvantage bicyclists who choose either option. Generally, the presence of a shoulder should disqualify a location for an SLM. If both a narrow lane and narrow shoulder exist, however, or an existing shoulder is not usable, an SLM could be considered. |
The condition upon which the SLM need is based does not exist during most of the daylight hours. An example is on-street parking that only occurs during limited hours.

A reasonable level of bicycle sage (actual & potential) does not exist. A lack of bicycle usage reduces the conflict potential and the need for countermeasures. Some reasons for potential increases in bicycle usage include planned local development, and a public perception of the highway being safer for bicyclists with SLMs.

A reasonable level of motor vehicle usage (actual & potential) does not exist. A lack of motor vehicle volume reduces the conflict potential and the need for countermeasures. One reason for a potential increase in vehicular usage is a change in land use.

C. SLMs MAY be used where:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Shall and Should Restrictions in A &amp; B of this table still apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>There’s a wrong-way biking problem.</td>
<td></td>
</tr>
<tr>
<td>There’s a sidewalk biking problem.</td>
<td></td>
</tr>
<tr>
<td>An actual or potential conflict exists between bikes and motor vehicles.</td>
<td>Examples include parked cars, driveways, and intersections; SHALL and SHOULD restrictions in A &amp; B of this table still apply.</td>
</tr>
<tr>
<td>It’s unclear (either to motorists or bicyclists) what lane a bicyclist should be using.</td>
<td>Examples are dedicated turning lanes; SHALL and SHOULD restrictions in A &amp; B of this table still apply.</td>
</tr>
</tbody>
</table>

**TABLE 2 – SLM Placement**

<table>
<thead>
<tr>
<th>Width of Outside Lane + Parking</th>
<th>Distance from Curb/Edge of Pavement</th>
</tr>
</thead>
<tbody>
<tr>
<td>17’</td>
<td>13.5’</td>
</tr>
<tr>
<td>18’</td>
<td>14’</td>
</tr>
<tr>
<td>19’</td>
<td>14.5’</td>
</tr>
<tr>
<td>20’</td>
<td>15’</td>
</tr>
<tr>
<td>21’</td>
<td>15.5’</td>
</tr>
<tr>
<td>22’</td>
<td>16’</td>
</tr>
<tr>
<td>23’</td>
<td>16.5’</td>
</tr>
<tr>
<td>24’</td>
<td>17’</td>
</tr>
<tr>
<td>25’</td>
<td>17.5’</td>
</tr>
</tbody>
</table>

**A. With On-Street Parking**

**B. Without On-Street Parking**

| All widths < 14’ | Center of Lane |
Figure 1 – Bicyclist Positioning

Where Can Cyclists Safely Operate?

- **Door Zone:** Fixed hazard region including the width of a car door + shy margin.
- **Left Edge Shy Zone:** Fixed zone to the right of the travel lane or center line stripe.
- **Effective Lane:** Fixed lane width, between the door zone and left edge shy zone.
- **Close Pass Zone:** Dynamic hazard zone typically 4' to the right side of a moving motor vehicle, shown in translucent red.
- **Lane Control:** Cyclist driving near the effective lane center to avoid the door zone and close passing zone.

Figure 2 – IN LANE Plaque (NYW5-32P)

- **Dimensions:** 2'-0" x 1'-6".
- **Text:** IN LANE.
- **Border:** R=1.5", TH=0.63", IN=0.38".

Appendix F. Shared Lane Marking Policy
Appendix G. Links

Legislation


NYSDOT Policies, Procedures, Manuals, and Guidance


Pedestrian Generator Checklist in the HDM - https://www.dot.ny.gov/divisions/engineering/design/dqab/hdm/chapter-18 (page 18-6)


Regional Bicycle/Pedestrian Coordinators, and MPO Bicycle/Pedestrian Working Group - https://www.dot.ny.gov/display/programs/bicycle/contact

EI 13-018: Raised Crosswalks -
https://www.dot.ny.gov/portal/pls/portal/MEXIS_APP.EI_EB_DOC_DETAILS.show?p_arg_names=doc_id&p_arg_values=11366

EI 13-021: Requirements and Guidance for Pavement Marking Operations – Required Installation of CARDS and Travel Lane and Shoulder Width Adjustments -
https://www.dot.ny.gov/portal/pls/portal/MEXIS_APP.EI_EB_DOC_DETAILS.show?p_arg_names=doc_id&p_arg_values=11376


**External Guidance**


**Best Practices**

“NYSDOT Announces Completion of $10 Million Canton Village Reconstruction Project’ -


North Country Healthy Heart Network - http://heartnetwork.org/


CDTC Linkage Program - http://www.cdtcmpo.org/linkage.htm