

HARRISON STREETS FOR ALL  
**COMPLETE STREETS  
POLICY**

June 2024



## NOTES ON HARRISON'S COMPLETE STREETS POLICY

### What is this document?

A Complete Streets Policy formalizes municipal support for Complete Streets through a Resolution, identifies goals related to Complete Streets implementation, and establishes mechanisms to support implementation. One mechanism includes the creation of a dedicated Complete Streets Advisory Committee, made up of Town staff and other municipal stakeholders, which will work in coordination with the Construction and Engineering Department to oversee street projects (new street construction, utility work, repaving, etc.) and work to incorporate Complete Streets elements into those projects. The second mechanism is the creation of Complete Streets "checklists" which project teams – engineers, contractors, etc. – fill out to document consideration of Complete Streets treatments in street projects.

The New Jersey Department of Transportation adopted a Complete Streets Policy in 2009 and encourages local jurisdictions to adopt and implement their own Complete Streets policies. Currently, 180 New Jersey municipalities have adopted a Complete Streets policy. Most Complete Streets Policies are adopted by resolution. To create a more robust program for Complete Streets implementation, some municipalities in New Jersey have adopted Complete Streets Ordinances, which are enforceable as law.

### What is needed from the Town to finalize this Policy?

Harrison decision makers, including and especially elected members of the Town Council, should review this full Policy document. It comprises:

- Draft Resolution** for municipal adoption – pages 3-5
- Complete Streets Policy** – pages 6-12
- Glossary** of Key Terms & Definitions – pages 7-16
- Complete Streets Checklists** – pages 17-35

In addition, specific sections of the draft Policy, beginning on page 6, have been highlighted which require municipal attention. These include:

- Which manuals, standards, and guidelines to make publicly available online and where they should be posted – see page 7
- Makeup of the Complete Streets Advisory Committee – see page 8

- Optional program reporting procedures – see pages 10 & 11
- Customization of the optional Complete Streets Model Policy Checklists – see page 17+

**A RESOLUTION OF THE HARRISON TOWN COUNCIL  
ESTABLISHING AND ADOPTING A COMPLETE STREETS POLICY**

**Resolution No. \_\_\_\_\_**

**WHEREAS**, safe, convenient, accessible, equitable, healthy, and environmentally and economically beneficial transportation for all users is a priority of the Town of Harrison; and

**WHEREAS**, Complete Streets is a means to provide a comprehensive, integrated, connected multi-modal network of transportation options through planning, design, construction, maintenance, and operation of new and retrofit transportation facilities along the entire right-of-way for all roadway users of all ages and abilities; and

**WHEREAS**, Complete Streets allow for safe, accessible, and convenient travel, reducing serious injuries and fatalities for all users of the roadway; and

**WHEREAS**, “all users” include motorists, bicyclists, pedestrians, public transportation vehicles and their passengers, delivery trucks and movers of commercial goods, persons with disabilities, older adults, and residents of Priority Communities; and

**WHEREAS**, Complete Streets allow for multiple modes of travel, aside from personal automobiles, so that those who are unable to drive, who cannot afford a car, or choose to reduce their car usage may travel by transit, by bicycle, or on foot safely; and

**WHEREAS**, Complete Street policies support the goals of the Town of Harrison master plan and supporting elements; and

**WHEREAS**, New Jersey is federally designated as a Pedestrian and Bicycle Safety Focus States due to high numbers of pedestrian/bicycle-involved fatalities, and New Jersey’s pedestrian fatality rate continues to significantly exceed the national average; and

**WHEREAS**, traffic crashes are preventable and the only acceptable number of traffic deaths for the Town of Harrison is zero; and

**WHEREAS**, Complete Streets that incorporate sustainable Green Streets design elements, such as green stormwater infrastructure, traffic calming treatments, shade trees, and the use of recycled materials, protect and create a healthier natural and social environment, improve air and water quality, and reduce localized flooding; and

**WHEREAS**, Complete Streets implementation enhances access to local businesses, encourages reinvestment, increases property values and employment, and stimulates private investment, especially in retail districts, downtowns, and tourist areas; and

**WHEREAS**, Complete Streets encourage an active lifestyle through increased physical activity, social connectivity, and sense of community belonging, thereby lowering risk of obesity, reducing chronic disease, improving mental health, and promoting wellness; and

**WHEREAS**, Complete Streets implementation provides the opportunity to enhance the historic character of our communities and our understanding of our shared history in a way that promotes the economic and social vitality of our communities and should be considered in the design of infrastructure improvements; and

**WHEREAS**, procedures should be implemented that ensure fair treatment, equitable funding and resource distribution, and meaningful involvement of all communities in all phases from selection, planning, and design to construction and long-term maintenance; and

**WHEREAS**, a balanced and flexible transportation system where all people can easily and safely walk and bicycle to everyday destinations — such as schools, shops, restaurants, businesses, parks, transit, and jobs — enhances neighborhood economic vitality and livability; and

**WHEREAS**, low- and moderate-income areas, whether in rural, urban, or suburban communities, are typically the least safe for pedestrians and bicyclists, especially for children walking and biking to school, due to long-standing infrastructure disparities and higher concentration of streets with faster-moving and higher-volume traffic; and

**WHEREAS**, implementation of the Complete Streets policy should not negatively impact the affordability of the neighborhood for current residents; and

**WHEREAS**, the Complete Streets policy applies to new, reconstruction, retrofit, and resurfacing projects, including design, planning, construction, maintenance and operations, for the entire right-of-way; and

**WHEREAS**, requests for all exceptions must be submitted in writing, with supporting documentation, and made publicly available with a minimum of 30 days allowed for public input; and

**WHEREAS**, all initial planning, concept and design studies of infrastructure projects consider design elements that improve public health, environment, economy, equity, and safety.

**NOW THEREFORE, BE IT RESOLVED**, by the Town Council, the Town of Harrison adopts the Complete Streets Policy attached hereto, and made part of this Resolution;

**BE IT FURTHER RESOLVED**, that copies of this Resolution shall be forwarded to all Town of Harrison departments within thirty (30) days of the adoption of this Resolution.

## POLICY

**The Town of Harrison shall develop an integrated and connected multimodal transportation system of Complete Streets that serve all neighborhoods and populations. Towards this end:**

1. All **transportation projects** shall result in Complete Streets that allow safe, environmentally healthy, economically sound, equitable, accessible, and convenient travel along and across streets for users of all ages and abilities and for all modes of transportation, including motorists pedestrians, bicyclists, scooter riders, public transportation vehicles and their passengers, emergency vehicles, delivery trucks and movers of commercial goods, and strive to meet the following goals:
  - a. **Environment:** Improve air and water quality; reduce flooding; mitigate traffic congestion.
  - b. **Safety:** Eliminate all road fatalities, significantly reduce crash severity and injury, and improve personal safety through increasing the number of people of walking and bicycling.
  - c. **Economic:** Stimulate economic prosperity.
  - d. **Health:** Increase physical activity and social connectivity with the goal of lowering the risk of obesity, reducing chronic disease and promoting wellness.
  - e. **Equity:** Implement policies and distribute funding and other resources equitably and responsibly in all neighborhoods, particularly in Priority Communities; improve non-motor vehicle transportation systems.
2. This section shall apply to all public and/or private transportation projects, including those using funds awarded by, federal, state, regional, county, municipal, or any other public agency. This shall include new construction, reconstruction, resurfacing, restoration, repaving, rehabilitation, private development projects, and maintenance of highways, roads, and streets.
3. The Harrison Town Council (Town Council), and the Construction & Engineering Department shall routinely work in coordination with each other and adjacent jurisdictions, and any relevant advisory committees/teams, to create Complete Streets and to ensure consistency with the Town Master Plan and Elements and all adopted Redevelopment Plans.

4. Within two years of the effective date of this Policy, the Town Council shall inventory and audit procedures, policies, plans, documents, training programs, performance measures and other guidance documents to be consistent with this policy. The purpose of this audit is to identify areas where tenets of this policy will need to be incorporated. This includes, but is not limited to, funding, planning, designing, operating, and maintaining transportation infrastructure. The Town Council will use this audit to incorporate this policy as it updates its procedures, plans, policies, etc.
5. Transportation projects and Master and Capital Plans shall include, when appropriate, sustainable design elements, including, but not limited to:
  - a. Speed Management/Traffic Calming Treatments
  - b. Pedestrian and/or bicycle design elements including but not limited to curb extensions, sidewalks, speed feedback signs, pedestrian countdown signals, pedestrian refuge islands, lane width reductions, chicanes, bike lanes, protected bike lanes, bike parking, lighting, and wayfinding.
  - c. Transit amenities including but not limited to seating, trash receptacles, shelters, and wayfinding.
  - d. Shade trees and other vegetation
  - e. Green infrastructure treatments including rain gardens.
  - f. Permeable pavements – including those made from recycled materials such as rubber, concrete, glass, and plastic.
6. The Town Council shall utilize the most current editions of guides, manuals, and best practices on street design, historic preservation construction, operations, and maintenance that apply to bicycle, pedestrian, transit, stormwater and highway facilities. All manuals, standards, and guidelines shall be made publicly available online.
7. The Construction & Engineering Department shall lead the implementation of this Policy and formally coordinate with the Town Council, Planning Board, Zoning Board of Adjustment, Harrison Redevelopment Agency, Public Works, Police Department, Fire Department, and Water and Sewer Department to ensure the successful implementation of the Complete Streets Policy.

## **PUBLIC PARTICIPATION**

1. The Town Council shall establish a Complete Streets Advisory Committee to help the Town Council and the Construction & Engineering Department comply



with the Complete Streets Policy. The Complete Streets Advisory Committee shall consist of a broad group of stakeholders including:

- a. Town of Harrison Elected Officials
  - b. Law Enforcement
  - c. Public Works
  - d. Planners
  - e. Engineers
  - f. Emergency Medical Services (EMS)
  - g. Fire
  - h. Schools
  - i. Business and Developer Community
  - j. Civic And Advocacy Groups
  - k. Public Health Professionals
  - l. Community Members, including Persons with Disabilities, Senior and Youth Organizations, Persons Representing Priority Communities
2. Beginning with the planning stage, the Construction & Engineering Department shall identify an existing process or develop a new process that allows for public participation in decision-making concerning the planning, design, and use of streets and roadways covered by this Policy.

## **EXCEPTIONS**

1. A transportation project may not be required to accommodate the needs of a particular user group if the Construction & Engineering Department determines in writing that:
  - a. The use of the transportation facility by the particular user group is prohibited by law;
  - b. Regulatory compliance requirements preclude accommodations.
  - c. There is a demonstrated absence of both a current and future need to accommodate the category of user (absence of future need may be shown via demographic, school, employment, and public transportation route data that demonstrate, for example, a low likelihood of bicycle, pedestrian, or transit activity in an area over the next 20 years); or
  - d. The adverse impacts of implementing this Complete Streets Policy significantly outweigh the benefits.

However, every effort to work within the flexibility allowed should be made, including Design Exceptions for roadway projects.

2. An exception shall be granted only if:
  - a. Request for an exception is submitted in writing to the Town Council, with supporting documentation; and
  - b. The exception is approved in writing by the Town Council.

### **OPTIONAL: PROGRAM REPORTING**

1. The Complete Streets Advisory Committee shall establish benchmarks reflecting the ability of all users to travel safely and conveniently along highways, roads and streets.
2. The Complete Streets Advisory Committee shall assign appropriate responsibility to collect and monitor data under the Town of Harrison's jurisdiction, under the guidance of the Construction and Engineering Department, to determine compliance with the municipal benchmarks. Benchmarks shall include but are not limited to:
  - a. Mileage of new and existing bicycle infrastructure, including in Priority Communities (e.g., bicycle lanes, bike parking, paths, and boulevards)
  - b. Linear feet (or mileage) of new and existing pedestrian infrastructure (e.g., sidewalks, trails, transit amenities)
  - c. Number of new and existing ADA-compliant infrastructure (e.g., curb ramps, pedestrian buttons)
  - d. Number of new and existing street trees
  - e. Number of green street practices (e.g., rain gardens, bioswales, permeable pavement)
  - f. Number of new and existing pedestrian and bicycle lighting improvements
  - g. Bicycle and pedestrian counts
  - h. Commute mode percentages (e.g., drive alone, carpool, transit, bicycle, walk)
  - i. The number and percentage of designated transit stops accessible via sidewalks and curb ramps
  - j. The number, locations, and causes of collisions, injuries, and fatalities by each mode of transportation
  - k. The percentage of children walking or bicycling to school
3. All benchmarks established by the Town of Harrison shall be disaggregated by race/ethnicity, neighborhood, and vehicle ownership when feasible.

4. The Complete Streets Advisory Committee shall provide a report on an annual basis to the Town Council to allow them to evaluate implementation of the Complete Streets policy. Each annual report shall include the data collected pursuant to Program Reporting, as well as a list of ongoing and completed transportation projects during that fiscal year. If any exceptions are applied to transportation projects pursuant to Exceptions to Complete Streets Requirements herein, such projects and the relevant exceptions should be identified in the annual report. All benchmarks and reports shall be made publicly available online.

**OPTIONAL: ADOPTION of a Complete Streets Checklist**

1. The Construction & Engineering Department in coordination with the Complete Streets Advisory Committee shall develop and adopt one or more Complete Streets Checklists to be used during the project selection, planning, design, construction, and/or maintenance phases of all transportation projects. The Construction & Engineering Department in coordination with the Complete Streets Advisory Committee shall determine which project phases are most appropriate for checklist use and completion.
2. Each item in the checklist must include an area to provide a brief description for how the item is addressed, not addressed, or not applicable to the Complete Streets policy.
3. The checklist shall explain the process for granting exceptions and indicate who is responsible for approving any exceptions before they are granted.
4. Project teams consisting of the contractor, engineer, and/or planner shall be responsible for completing the checklists, while the Construction & Engineering Department in coordination with the Complete Streets Advisory Committee shall be responsible for reviewing the checklists and granting any exceptions.
5. A complete streets checklist shall entail but is not limited to:
  - a. Existing pedestrian, bicycle, transit, motor vehicle, and truck/freight accommodations (facilities) and operations
  - b. Traffic volumes
  - c. Existing safety and/or access issues, and Americans with Disabilities Act (ADA) compliance
  - d. Land use within the study area, including trip generators
  - e. Existing and proposed streetscape elements including furniture, trees or other environmental and stormwater enhancements

- f. Review of existing plans
  - g. Proposed pedestrian, bicycle, transit, motor vehicle, and truck/freight accommodations (facilities) and desired future operations
  - h. ADA compliance of the proposed design
  - i. Compatibility with the surrounding land use and density
  - j. Consistency with applicable design standards and guidelines
  - k. Opportunities to improve public health through physical activity and mobility options
  - l. Opportunities to manage stormwater through green infrastructure
6. All completed Complete Streets checklists shall be made accessible online and available to the Complete Streets Advisory Committee.

**EFFECTIVE DATE**

The Complete Streets Policy shall take effect on **[date]**, provided that it shall not apply to any transportation project for which a preliminary design has been completed on or before **[date]**.

## KEY TERMS & DEFINITIONS

### COMPLETE STREETS:

An integrated transportation network designed to enable safe and convenient travel and access along and across streets for all users of all ages and abilities, including pedestrians, bicyclists, motorists, movers of commercial goods, and transit riders.

### GREEN STREETS:

Streets with landscaped features installed in the rights-of-way that capture and allow stormwater runoff to soak into the ground, while still preserving the primary function of a street as a conduit for pedestrians, bicyclists, motorists, and transit riders. Stormwater runoff is excess water generated from rain and snowmelt events that flow over impervious surfaces, such as paved streets, parking lots, and building rooftops, and does not soak into the ground.

1. Green Stormwater Infrastructure

An approach to managing stormwater by infiltrating it in the ground where it is generated using vegetation or porous surfaces, or by capturing it for later reuse. Infiltration is when water falls to the earth as precipitation and seeps into the soil.

2. Green Street Stormwater Infrastructure Practices

Includes types of green infrastructure techniques used to manage stormwater, including but not limited to:

- a. Street tree trenches/boxes: utilize soil, gravel, and plants to infiltrate and filter stormwater runoff from impervious surfaces.
- b. Bioswales: shallow channels that convey, slow down, and infiltrate stormwater runoff.
- c. Vegetated curb bump outs: a vegetated curb extension that protrudes into the street either mid-block or at an intersection, creating a new curb some distance from the existing curb.
- d. Permeable pavement: a stormwater drainage system that allows rainwater and runoff to move through the pavement's surface to a storage layer below, with water eventually seeping into underlying soil. Types of permeable pavement include pervious concrete, porous asphalt, interlocking concrete pavers, and grid pavers.

The New Jersey Department of Environmental Protection's (NJDEP) New Jersey Stormwater Best Management Practices Manual (BMP manual) provides guidance to address the standards in the Stormwater Management Rules, N.J.A.C. 7:8 (see Tools & Resources, Guidance Documents). The BMP manual has been drafted to assist review agencies and the regulated community. It is developed by NJDEP in coordination with the New Jersey Department of Agriculture, the New Jersey Department of Community Affairs, the New Jersey Department of Transportation, municipal engineers, county engineers, consulting firms, contractors, and environmental organizations.

### **PRIORITY COMMUNITIES:**

The term Priority Communities refers to categories of underserved and adversely impacted populations. There is a wide range of definitions used to quantify and locate underserved populations developed by agencies and organizations dedicated to social equity by law or mission.

Each county or municipality should evaluate who and where there are concentrations of underserved or marginalized populations based on available data. Below are some of the categories to consider when defining Priority Communities:

1. Minority Concentrations
2. Low-Income Concentrations
3. Other Indicators of Underserved and Adversely Impacted Populations:
  - a. Female Head of Household with Children
  - b. Persons with Limited English Proficiency
  - c. Carless Households
  - d. Elderly Populations/Children
  - e. Persons with Disabilities
  - f. Hispanic Populations
  - g. Other Ethnic Minorities
  - h. Families in Poverty with Children

### **TRAFFIC CALMING:**

The combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users. Traffic calming objectives include:

1. Achieving slow speeds for motor vehicles
2. Reducing collision frequency and severity

3. Increasing the safety and the perception of safety for non-motorized users of the street(s)
4. Reducing the need for police enforcement
5. Enhancing the street environment (e.g., streetscaping)
6. Encouraging water infiltration into the ground using Green Street stormwater infrastructure practices
7. Increasing access for all modes of transportation, and reducing cut-through motor vehicle traffic

**TRANSIT AMENITIES:**

Include seating, shelter and shade, wayfinding signage, trash and recycling cans, lighting, route information, bike infrastructure (lockers, racks, fix-it stations, depots, bikeshare, etc.).

**TRANSPORTATION FACILITY:**

A facility consisting of the means and equipment necessary for the movement of people or goods; any road, bridge, tunnel, overpass, ferry, airport, mass transit facility, vehicle parking facility, port facility or similar commercial facility used for the transportation of persons or goods together with any buildings, structures, parking areas, appurtenances, and other property needed to operate such facility; however, a commercial or retail use or enterprise not essential to the transportation of people or goods shall not be considered a transportation facility.

**TRANSPORTATION PROJECT:**

Any public and/or private land development, project, program, or practice that affects the transportation network or occurs in the public right-of-way, including any construction, reconstruction, retrofit, signalization operations, resurfacing, restriping, rehabilitation, maintenance (excluding routine maintenance that does not change the roadway geometry or operations, such as mowing, sweeping, and spot repair), operations, alteration, and repair of any public street or roadway within a jurisdiction (including alleys, bridges, frontage roads, and other elements of the transportation system).

**OPTIONAL:**  
**Complete Streets Checklists**



## Checklist: Concept Development Phase

*This document is a text-only version of the Concept Development Checklist included in the New Jersey Department of Transportation **Complete & Green Streets for All: Model Complete Streets Policy & Guide**, published in July 2019. For guidance on how to use this template to create your own policy and checklists, view the full guide at <https://www.state.nj.us/transportation/eng/completestreets/resources.shtm>.*

# Concept Development Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<p><b>EXISTING BICYCLE, PEDESTRIAN AND TRANSIT ACCOMMODATIONS</b></p>	<p>Are there accommodations for bicyclists, pedestrians (including ADA compliance) and transit users included on or crossing the current facility?</p> <p><b>Examples include (but are not limited to):</b></p> <ul style="list-style-type: none"> <li>• Sidewalks</li> <li>• Signalized or protected crosswalks</li> <li>• Pedestrian-scale lighting</li> <li>• Multi-use trails</li> <li>• Public seating</li> <li>• Bike racks</li> <li>• Transit shelters</li> </ul>				
<p><b>EXISTING BICYCLE AND PEDESTRIAN OPERATIONS</b></p>	<p>Has the existing bicycle level of traffic stress and pedestrian suitability on the current transportation facility been identified?</p>				
	<p>Have the bicycle and pedestrian conditions within the study area, including pedestrian and/or bicyclist treatments, volumes, important connections and lighting been identified?</p>				
	<p>Do bicyclists/pedestrians regularly use the transportation facility for commuting or recreation?</p>				
	<p>Are there physical or perceived impediments to bicyclist or pedestrian use of the transportation facility?</p>				

# Concept Development Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<b>EXISTING BICYCLE AND PEDESTRIAN OPERATIONS</b> (continued)	Have the existing volumes of pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime crossing been collected/provided?				
	Are there multi-use trails in the area that can be connected to this transit center/bus stop/network/area?				
<b>EXISTING TRANSIT OPERATIONS</b>	Are there existing transit facilities within the project area, including bus and train stops/stations?				
	Is the transportation facility on a transit route?				
	Is the transportation facility within two miles of "park and ride" or "kiss and go" lots?				
	Are there existing or proposed amenities including pedestrian seating/shelters, bicycle racks or parking available at these lots or transit stations? Are there bike racks on buses that travel along the facility?				
<b>PUBLIC PARTICIPATION</b>	Has there been a clear process for public participation?				
	Are project Concept Development Checklists currently available on-line?				
<b>EXISTING MOTOR VEHICLE OPERATIONS</b>	Are there existing concerns within the study area, regarding motor vehicle safety, traffic volumes/ congestion or access?				

# Concept Development Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<b>EXISTING TRUCK/ FREIGHT OPERATIONS</b>	Are there existing concerns within the study area, regarding truck/ freight safety, volumes, or access?				
<b>EXISTING ACCESS AND MOBILITY</b>	Are there any existing access or mobility considerations, including ADA compliance?				
	Are there any schools, hospitals, senior care facilities, educational buildings, community centers, residences or businesses of persons with disabilities within or proximate to the study area?				
<b>LAND USE</b>	Have you identified the predominant land uses and densities within the study area, including any main street, historic districts or special zoning districts?				
	Is the transportation facility in a high-density land use area that has pedestrian/bicycle/motor vehicle and transit traffic?				
<b>MAJOR SITES</b>	Have you identified the major sites, destinations, and trip generators within or proximate to the study area, including prominent landmarks, employment centers, recreation, commercial, cultural and civic institutions, schools, and public spaces?				

# Concept Development Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<b>EXISTING STREETScape</b>	Are there existing or planned street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area?				
<b>RESURFACING</b>	Can additional road uses be supported and/or safety improved by reconfiguring lanes within the same roadway width? Examples include but not limited to, lane narrowing, lane reconfiguration, lane reduction (road diet), on-street bicycle parking, high visibility crosswalks, painted curb extension, etc.				
<b>EXISTING PLANS</b>	<p>Are there any comprehensive planning documents that address bicyclist, pedestrian or transit user conditions within or proximate to the study area?</p> <p><b>Examples include (but are not limited to):</b></p> <ul style="list-style-type: none"> <li>• School Travel Plans</li> <li>• Municipal or County Master or Redevelopment Plan</li> <li>• Local, County and Statewide Bicycle and Pedestrian Plans</li> <li>• Local, County and Regional Trail Plans</li> <li>• Sidewalk Inventories</li> <li>• MPO Transportation Plan</li> <li>• NJDOT Designated Transit Village</li> </ul>				
<b>IMPERVIOUS COVER</b>	Is there an opportunity to remove impervious surface as part of this project?				

# Concept Development Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<b>PRIORITY COMMUNITIES</b>	Does the project area include Priority Communities (as defined by Complete Streets)?				
<b>SAFETY</b>	Does the crash history of the study area include injuries and fatalities of all road users?				
<b>STORMWATER MANAGEMENT</b>	Does the project area have a history of flooding? Is the project area in a combined sewer system and subject to combined sewer overflows?				
	Does nonpoint source pollution from the project area generate runoff that flows into a critical water body?				
<b>PUBLIC HEALTH</b>	Does the Community Health Needs Assessment (CHNA) or Community Health Improvement Plan (County Health Department) identify need for health improvements in the project area? Examples include health in safe zones, increases in number/length of walking/ bicycling paths.				

## Municipal or County Planner Sign-Off

STATEMENT OF COMPLIANCE	YES	NO	If <b>NO</b> , please describe why (refer to Exemptions Clause)
The plan or roadway improvement accommodates bicyclists, pedestrians, transit users of all ages and abilities, and addresses the related public health, Priority Communities, and environmental goals as set forth in the Harrison Complete Streets Policy.			

## Checklist: Preliminary Engineering Phase

*This document is a text-only version of the Preliminary Engineering Checklist included in the New Jersey Department of Transportation **Complete and Green Streets for All: Model Complete Streets Policy & Guide**, published in July 2019. For guidance on how to use this template to create your own policy and checklists, view the full guide at <https://www.state.nj.us/transportation/eng/completestreets/resources.shtm>.*

# Preliminary Engineering Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<p><b>BICYCLIST, PEDESTRIAN, AND TRANSIT ACCOMMODATIONS</b></p>	<p>Does the proposed project design include accommodations for bicyclists described in the NJDOT Complete Streets Design Guide?</p> <p><b>Examples include (but are not limited to):</b></p> <p><b>Bicycle facilities:</b></p> <ul style="list-style-type: none"> <li>• Bicycle path/bicycle lane/ bicycle route/bicycle boulevard</li> <li>• Bicycle actuation at signals (loop detectors and stencil or other means)</li> <li>• Signs, signals and pavement markings specifically related to bicycle operation on roadways or shared-use facilities</li> <li>• Bicycle safe inlet grates</li> </ul> <p><b>Bicycle amenities:</b></p> <ul style="list-style-type: none"> <li>• Call boxes (for trail or bridge projects)</li> <li>• Drinking fountains (also for trail projects)</li> <li>• Secure long term bicycle parking (e.g., for commuters and residents)</li> <li>• Secure short-term bicycle parking</li> </ul>				



# Preliminary Engineering Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<p><b>BICYCLIST, PEDESTRIAN, AND TRANSIT ACCOMMODATIONS</b> (continued)</p>	<p>Does the proposed project design address accommodations for pedestrians?</p> <p><b>Examples include (but are not limited to):</b></p> <p><b>Pedestrian facilities:</b> Sidewalks (preferably on both sides of the street); mid-block crosswalks; striped crosswalks; geometric modifications to reduce crossing distances such as curb extensions (bulb-outs); pedestrian-actuated traffic signals such as High Intensity Activated Crosswalk Beacons, Rapid Rectangular Flashing Beacons; dedicated pedestrian phase; pedestrian signal heads and pushbuttons; pedestrian signs for crossing and wayfinding, lead pedestrian intervals; high visibility crosswalks (e.g., ladder or zebra); pedestrian-level lighting; in-road warning lights; pedestrian safety fencing; pedestrian detection system; pedestrian overpass/underpass; and median safety islands for roadways with (two or more) traffic lanes in each direction)</p> <p><b>Pedestrian amenities:</b> Shade trees; public seating; drinking fountains</p>				

# Preliminary Engineering Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<b>BICYCLIST, PEDESTRIAN, AND TRANSIT ACCOMMODATIONS</b> (continued)	Have you coordinated with the corresponding transit authority to accommodate transit users in the project design?  <u>Transit facilities:</u> transit shelters, bus turnouts  <u>Transit amenities:</u> public seating, signage, maps, schedules, trash and recycling receptacles				
<b>BICYCLIST AND PEDESTRIAN OPERATIONS</b>	Is the proposed design consistent with the desired future bicycling, walking and trail plans (e.g., Master Plan/ Elements) within the project area including safety, volumes, comfort and convenience of movement, important walking and/or bicycling connections, and the quality of the walking environment and/or availability of bicycle parking?				
<b>TRANSIT OPERATIONS</b>	Does the proposed design address the desired/anticipated future transit conditions within the project area, including bus routes and operations and transit station access to support transit usage and users?				

# Preliminary Engineering Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<p><b>MOTOR VEHICLE OPERATIONS</b></p>	<p>Does the proposed design address the desired future motor vehicle conditions within the project area, including volumes, access, important motor vehicle connections, appropriateness of motor vehicle traffic to the particular street (e.g., local versus through traffic) and the reduction of the negative impacts of motor vehicle traffic?</p>				
<p><b>TRUCK/FREIGHT OPERATIONS</b></p>	<p>Does the proposed design address the desired future truck conditions within the project area, including truck routes, volumes, access, mobility and the reduction of the negative impacts of truck traffic?</p>				
<p><b>ACCESS AND MOBILITY</b></p>	<p>Does the proposed design address accommodations for those with access or mobility challenges such as the disabled, elderly, and children, including ADA compliance?</p> <p><b>Examples include (but are not limited to):</b></p> <p>Curb ramps, including detectable warning surface; accessible signal actuation; adequate sidewalk or paved path (length &amp; width or linear feet); acceptable slope and cross-slope (particularly for driveway ramps over sidewalks, over crossings and trails); and adequate green signal crossing time</p>				

# Preliminary Engineering Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
LAND USE	Is the proposed design compatible with the predominant land uses and densities within the project area, including any historic districts, main streets, or special zoning districts?				
MAJOR SITES	Can the proposed design support the major sites, destinations, and trip generators within or proximate to the project area, including prominent landmarks, commercial, cultural and civic institutions, and schools, public spaces?				
STREETScape	Does the proposed design include landscaping, street trees, planters, buffer strips, or other environmental enhancements such as drainage swales?				
DESIGN STANDARDS OR GUIDELINES	<p>Does the proposed design follow all applicable design standards or guidelines appropriate for bicycle and/or pedestrian facilities?</p> <p><b>Examples include (but are not limited to):</b></p> <p>American Association of State Highway and Transportation Officials (AASHTO) – <i>A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG);</i></p>				

# Preliminary Engineering Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<b>DESIGN STANDARDS OR GUIDELINES</b> (continued)	<p><i>Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG); National Association of City Transportation Officials (NACTO) – Urban Bikeway Design Guide; Urban Streets Stormwater Guide; New Jersey Department of Transportation (NJDOT) – Complete Streets Design Guide; Roadway Design Manual; Smart Transportation Guidebook.</i></p> <p><i>Rutgers University – Green Infrastructure Guidance Manual; ITE – Designing Walkable Urban Thoroughfares</i></p>				
<b>SAFETY</b>	Does the proposed project design include elements from the FHWA Proven Safety Countermeasures? Examples include, but are not limited to, road diets, medians and pedestrian islands, lead pedestrian intervals, etc.				
<b>STORMWATER MANAGEMENT</b>	Has an impervious cover assessment been performed and have impervious surface areas been minimized while meeting engineering standards and guidelines?				

## Preliminary Engineering Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<b>STORMWATER MANAGEMENT</b> (continued)	Has an impervious cover reduction action plan been completed for the project area, and does the project design include elements to reduce the impacts of stormwater runoff from impervious surfaces?  <b>Examples include (but are not limited to):</b> <ul style="list-style-type: none"> <li>• Bioretention and rain gardens</li> <li>• Bioswales</li> <li>• Stormwater planters</li> <li>• Tree filter boxes</li> </ul>				
<b>Municipal or County Engineer Sign-Off</b>					
<b>STATEMENT OF COMPLIANCE</b>		<b>YES</b>	<b>NO</b>	If <b>NO</b> , please describe why to Exemptions Clause)	
The plan or roadway improvement accommodates bicyclists, pedestrians, transit users of all ages and abilities, and addresses the related public health, Priority Communities, and environmental goals as set forth in the Harrison Complete Streets Policy.					

## Checklist: Construction Phase

*This document is a text-only version of the Construction Checklist included in the New Jersey Department of Transportation's **Complete & Green Streets for All: Model Complete Streets Policy & Guide**, published in July 2019. For guidance on how to use this template to create your own policy and checklists, view the full guide at <https://www.state.nj.us/transportation/eng/completestreets/resources.shtm>.*

## Construction Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<b>MAINTENANCE OF TRAFFIC</b>	During construction, will safe access be maintained for all users, including pedestrians, bicyclists, transit users, and delivery vehicles?				
<b>DETOURS</b>	Will detour routes for all users on site or nearby be provided and clearly marked, including advanced warning signs?				

## Maintenance/Public Works Sign-Off

STATEMENT OF COMPLIANCE	YES	NO	If NO, please describe why (refer to Exemptions Clause)
The plan or roadway improvement accommodates bicyclists, pedestrians, transit users of all ages and abilities, and addresses the related public health, Priority Communities, and environmental goals as set forth in the Harrison Complete Streets Policy.			



## Checklist: Maintenance Projects

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# Maintenance Checklist

ITEM TO BE ADDRESSED	CHECKLIST CONSIDERATION	YES	NO	N/A	REQUIRED DESCRIPTION
<b>STREET CLEANING</b>	Does the street cleaning include the shoulder or roadway to the curb?				
	Are the sidewalks cleaned on a regular basis?				
<b>SNOW REMOVAL</b>	Does snow plowing block or push snow into crosswalks, blocking clear access?				
	Does the Municipality or County shovel out crosswalks or enforce residential requirements to clean snow from the crosswalk right of way?				
<b>RE-STRIPING</b>	<p>Can additional road uses be supported and/or safety improved by reconfiguring lanes within the same roadway width?</p> <p><b>Examples include (but are not limited to):</b></p> <ul style="list-style-type: none"> <li>• Lane narrowing</li> <li>• Lane reconfiguration</li> <li>• Lane reduction (road diet)</li> <li>• On-street bicycle parking</li> <li>• High-visibility crosswalks</li> <li>• Painted curb extension, etc.</li> </ul>				
<b>STORMWATER MANAGEMENT</b>	Does the maintenance plan include procedures to unobstruct drainage (e.g., inlets, curb-cuts, grates, etc.) into the green infrastructure facility? Has landscaping been maintained?				

## Maintenance/Public Works Sign-Off

STATEMENT OF COMPLIANCE	YES	NO	If NO, please describe why (refer to Exemptions Clause)
The Municipality or County roadway maintenance and snow removal plan accommodates bicyclists, pedestrians, and stormwater management installations as set forth in the Harrison Complete Streets Policy.			