Meeting Date: 05/28/2024
Resolution #: 05/97/2024

RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF SLEEPY HOLLOW TO ADOPT COMPLETE STREETS POLICY

WHEREAS, Complete Streets are streets that provide safe, comfortable, and convenient access for users of all abilities and all modes including pedestrians, bicyclists, motorists, and transit riders; and

WHEREAS, Sleepy Hollow's Complete Streets vision is to encourage the development of a complete streets network throughout the Village to create a more balanced transportation system; and

WHEREAS, Complete Streets support economic development by helping to create a walkable, vibrant Village where businesses can thrive while also supporting livable neighborhoods; and

WHEREAS, the Complete Streets Program outlines an approach to for an improved, transparent process to promoting shared access throughout the community and

WHEREAS, the Complete Streets Program encourages incorporating complete streets design practices, to the extent feasible, as a part of routine infrastructure planning, design, and maintenance for public and private projects; and

WHEREAS, the Complete Street program shall be consistent with and assist in achieving the goals and recommendations set forth in the Village Comprehensive Plan and other adopted policy documents; and

WHEREAS, New York State passed the complete streets law in 2011 that requires that complete streets design guidelines be considered for the planning, design, construction and reconstruction of roadways receiving federal and state funding; and

WHEREAS, the people of Village of Sleepy Hollow have expressed strong support for Complete Streets.

NOW, THEREFORE BE IT RESOLVED that the Sleepy Hollow Board of Trustees hereby adopts the attached Complete Streets Policy.

Moved: Trustee Husselbee **Second:** Trustee Sheeran **Vote:** 6-0
Absent: Trustee Rodriguez

SUSTAINABLE COMPLETE STREETS POLICY

Appendix A: Design Standards

The Design Standards herein shall be part of the Complete Streets Policy to ensure that roadway improvements abide by these Complete Streets Design Standards and are identified, scheduled and implemented in a timely manner. The Village of Sleepy Hollow shall proactively assess opportunities to bring Village streets, roadways and streetscapes into compliance with the Sustainable Complete Streets policy and carry out a system of implementation, to include surveying roadways and intersections, identifying opportunities for improvements, ranking streets and roadways identified for enhancements, installing pilot or demonstration projects, evaluating performance of the pilot or demonstration projects, and permanently installing these projects. Based on the Table 1 worksheet contained herein, the Village of Sleepy Hollow must achieve a minimum of 25 points per fiscal year resulting from municipal projects to remain in compliance with the Sustainable Complete Streets policy. The costs for demonstration projects or approved permanent installations shall be included in the Village budget for each subsequent year following the adoption of this policy.

When identifying projects, the Village will prioritize locations that have been identified to improve the safety of street and roadway users, whereas these new or reconstructed facilities shall also anticipate the likely future demands of bicycling, walking and transit facilities and should not preclude the provision of future improvements. To carry out the proactive implementation of the Sustainable Complete Streets policy, the Village Board shall authorize the Village's Parking and Transportation Committee to conduct such duties and to engage with the Village Transportation Consultant to ensure projects are identified, designed and implemented using industry recognized best practices. The NACTO "Urban Street Design Guide" and the NACTO "Urban Street Stormwater Guide" shall be designated as the standards for designing and implementing roadway and street improvement projects.

To ensure compliance with the Sustainable Complete Streets Design Standards in all qualifying Village sponsored projects involving roadwork (with the exclusion of minor repairs and routine maintenance), the Superintendent of Public Works or the Village Architect or the Village Transportation Consultant shall follow the Sustainable Complete Streets Design Standards when designing Village street, roadway and streetscape improvement projects and issuing Requests for Proposals for applicable Village sponsored projects. The project lead for each Village sponsored project shall submit a completed Table 1 worksheet to the Village Administrator who shall share such communications as part of the Village Administrator's regular updates with the Planning Board and Board of Trustees. The Chair of the Village Parking and Transportation Committee shall provide copies of all completed project Table 1 documents to the Village Climate Smart Communities Task Force and Environmental Advisory Committee to ensure continued monitoring of the Sustainable Complete Streets Policy and to track projects that are eligible for points under the New York State Climate Smart Communities Program.

To ensure compliance with the Sustainable Complete Streets policy in all non-municipal development projects that require land subdivision or site plan approval, the Buildings Department will provide the attached Design Standards to project applicants, and the project lead for such non-municipal project shall submit a completed Table 1 contained herein to the Buildings Department for review by the Planning Board. The Buildings Department shall provide copies of such communication as part of its regular updates to the Village Administrator, the Planning Board and the Board of Trustees.

Below is the above-referenced Table 1 Worksheet of Sustainable Complete Streets Design Standards approaches to be considered for each applicable roadway project as indicated in the Sleepy Hollow Sustainable Complete Streets Policy.

Instructions for the Project Lead:

For each option listed below, mark as either Yes, No, Not Applicable (NA) or Partial. Indicate the points achieved in the column at right and confirm the minimum quantity of points is reached by summing the points achieved per checklist section below. Features indicated as "required" must be completed and receive no points.

Municipal Project Lead:

- Submit the completed Table 1 Design Standards Worksheet to the Village Administrator and the Chair of the Parking and Transportation Committee.
- Submit photos of the project site, before and after construction of the project, to the Village Administrator, Mayor and Board of Trustees, and the Chair of the Parking and Transportation Committee.

Non-municipal Project Lead:

- Submit the completed Table 1 Design Standards Worksheet to the Building Department.

Table 1: Design Standards Worksheet

Pedestrian/ Bicycle/ Traffic Calming Facilities (15 points minimum).	**Points**	**Yes/ No/ N/A or Partial**	**Points Achieved**
(Pedestrian) Sidewalks with ADA compliant curb ramps or aprons.	Required.		
(Pedestrian) Pedestrian detectors and other pedestrian detection devices as applicable. Audible pedestrian signals wherever signals are installed.	Required.		
(Pedestrian) Clearly marked crosswalks with signage.	2		
(Traffic Calming) Adding stop signs and yield restrictions.	2		
(Pedestrian) Wider than required sidewalks, which may accommodate strollers, wheelchairs (motorized and non-motorized) so they may simultaneously move in opposing directions without conflict.	3		
(Pedestrian) High visibility, such as flashing, or similar crosswalk signage or feature.	4		
(Pedestrian) Signalized crosswalks. Not required at non-signalized intersections.	5		
(Pedestrian) Removal or reduction of curb cuts through consolidation of driveways.	3		
(Pedestrian) Remove obstacles (e.g. vehicle parking) that impinge upon the visibility of pedestrians entering or within the crosswalk or of approaching or turning vehicles.	2		
(Pedestrian) Designalization and replacement with stop signs or other relevant traffic control signage.	3		
(Pedestrian) Life preserving interval pedestrian signals or pedestrian scrambles at existing signalized intersections.	2		
(Pedestrian) Physical separation of transportation modes and devices to protect such separation, such as bollards, barriers, guards and guardrails, planters, etc.	2		
(Pedestrian) No turn on red at applicable signalized intersections.	2		
(Pedestrian) Addition of safe and accessible public transportation stops with shelters as appropriate.	6		
(Pedestrian) Street furniture including benches, trash and recycling receptacles, planters, cigarette disposal, vehicle charging equipment.	1		
(Pedestrian) Strategically positioned street trees to improve safety by increasing protection for pedestrian areas.	1		
(Pedestrian) Wayfinding signage.	1		
(Pedestrian) Public art or placemaking.	2		

(Bicycle) Separate bike lanes, paths and routes.	8		
(Bicycle) Shared lane markings/sharrows.	3		
(Bicycle) Cycling roadway refuge areas and queuing priority at applicable intersections.	4		
(Bicycle) Bicycle signage.	1		
(Bicycle) Secure bicycle parking or storage.	1		
(Bicycle) Multi- or shared-use path physically separated from motor vehicle traffic along streets or roadways including devices to protect such separation, such as bollards, barriers, guards and guardrails, planters, etc.	15		
(Traffic Calming) Travel lanes of reduced width designed to discourage through traffic and promote low speeds	3		
(Traffic Calming) Adding neckdowns, medians, chicanes, pinch points, curb extensions/ bump outs and lane shifts via the use of paint and/ or bollards	4		
(Traffic Calming) Adding permanent neckdowns, medians, chicanes, pinch points, curb extensions/ bump outs and lane shifts.	7		
(Traffic Calming) New or adjusted on-Street Vehicle Parking as a mechanism to protect pedestrian or cycling zones.	1		
(Traffic Calming) Speed humps.	2		
(Traffic Calming) Raised crosswalks at nearby intersections or at mid-block crossings.	8		
(Traffic Calming) Raised intersections at applicable nearby intersections.	20		
(Traffic Calming) Reduced speed limits and slow zones, speed zones, or school zones.	1		
(Traffic Calming) Surface treatments including textures, color, non-slip treatments, brick, pavers, or cobblestone, etc.	1		
(Traffic Calming) Mixing zones or woonerf.	8		
(Traffic Calming) Roundabouts.	20		
TOTAL POINTS - Pedestrian/ Bicycle/ Traffic Calming Facilities			
Sustainability Features (8 points minimum).			
(Sustainability) Eliminate all flow of stormwater across sidewalks or into the public right of way by redirecting flow	Required.		

and/or retaining such stormwater within the parcel or property boundary as applicable.			
(Sustainability) Street trees, tree pits or trenches as permitted by underground utilities.	1		
(Sustainability) Permeable or porous pavement and/or pavers.	2		
(Sustainability) Bioswales, vegetative swales, or rain gardens at tree pits, within curb extensions strategically located to capture excess stormwater and/or to prevent or delay stormwater from enter catchment basins.	7		
(Sustainability) Sidewalk planters or planters at curb extensions.	1		
(Sustainability) Planted median islands, vegetative strips, or in-ground planting areas within curb extensions.	5		
(Sustainability) Light colored pavement or pavers.	1		
(Sustainability) New or replacement pedestrian scale ultra-high efficiency LED or similar street and sidewalk lighting with "dark sky" considerations included.	1		
(Sustainability) Addition or replacement of PV panels.	4		
(Sustainability) Addition or replacement of water capture system to store and redirect stormwater to productive use.	4		
(Sustainability) Addition of infrastructure to support transportation alternatives (e.g. bike share program, public transportation support).	6		
(Sustainability/Adaptation) Addition or improvement of cooling feature such as mister or water park, to reduce heat island effect.	5		
(Sustainability) Use of native, water-absorbing seed mix to plant or replant drainage or unused areas (replacing traditional grass).	3		
(Sustainability) Accommodation of other renewable energy infrastructure within rights of way, including but not limited to battery electric storage systems, thermal energy network equipment, geothermal boreholes, etc.	8		
Other (please describe and provide a rationale for the points value)			
TOTAL POINTS - Sustainability Features			