
Morristown, NJ Complete Streets Policy

Introduction

A Complete Street is defined as a means to provide safe access for all users by designing and operating a comprehensive, integrated, connected multi-modal network of transportation options. The benefits of Complete Streets include improving safety for pedestrians, bicyclists, children, older citizens, non-drivers and the mobility challenged as well as those that cannot afford a car or choose to live car free; providing connections to bicycling and walking trip generators such as employment, education, residential, recreation, retail centers and public facilities, promoting healthy lifestyles; creating more livable communities, reducing traffic congestion and reliance on carbon fuels thereby reducing greenhouse gas emissions; and saving money by incorporating sidewalks, on-street bike facilities, safe crossings and transit amenities into the initial design of a project, thus sparing the expense of retrofits later.

Complete Streets Policy

Morristown's Complete Streets Policy promotes a comprehensive, integrated, connected multi-modal transportation network by providing connections to bicycling and walking trip generators such as employment, education, residential, recreational and public facilities, as well as retail and transit centers. The policy is built around ten (10) main goals and calls for the establishment of an Priority Action Plan and Project Checklist to address pedestrian, bicyclist and transit accommodations with the presumption that they shall be included in each transportation and land use project that utilizes public funds, unless supporting documentation against inclusion is provided and found to be justifiable.

As adopted by the Mayor and Town Council, Morristown's Complete Streets policy encompasses the following goals:

- 1) Create a comprehensive, integrated, connected multi-modal transportation network by facilitating connection to bicycling and walking trip generators such as employment, education, residential, recreational and public facilities, as well as retail and transit centers.
- 2) Provide safe and accessible accommodations for existing and future pedestrian, bicycle and transit facilities.
- 3) Develop an established procedure (the Checklist) for Town officials to evaluate transportation projects, major site plan reviews and redevelopment plans, and to ensure that adequate consideration of bicycle, pedestrian and transit needs are incorporated into the planning, design, construction, and maintenance of projects. The Checklist shall also be applied to resurfacing projects.
- 4) Transportation facilities constructed for long-term use shall anticipate likely future demand for bicycling and walking facilities and not preclude the provision of future improvements.
- 5) Designs shall address the need for bicyclists and pedestrians to cross corridors, as well as travel along them, in a safe, accessible and convenient manner; therefore, the design of intersections, interchanges and bridges shall anticipate use by bicyclists and pedestrians.

6) Bicycle and pedestrian facilities shall be designed and contracted to the best currently available standards and practices including the New Jersey Roadway Design Manual, the AASHTO Guide for the Development of Bicycle Facilities, AASHTO's Guide for the Planning, Design and Operation of Pedestrian Facilities, the Manual of Uniform Traffic Control Devices and others as related.

7) The provision of bicycle improvements on local, county and state roadways will be compatible with the Morristown Bicycle Plan Addendum, September 2010.

8) Provisions shall be made for pedestrians and bicyclists when closing roads, bridges or sidewalks for construction projects as outlined in NJDOT Policy #705 – Accommodating Pedestrian and Bicycle Traffic During Construction.

9) Improvements shall also consider connections for Safe Routes to Schools, Safe Routes to Transit, Transit Villages, trail crossings and areas or populations groups with limited transportation options.

10) Improvements shall comply with Title VII Environmental Justice, Americans with Disabilities Act (ADA) and complement the context of the surrounding community.

Exemptions

Exemptions to the Complete Streets Policy shall be presented for final decision to the Mayor and Council in writing and documented with supporting data that indicates the reason for the decision and are limited to the following:

- a) Non-motorized users are prohibited on the roadway.
- b) Scarcity of population, travel and attractors, both existing and future, indicate an absence of need for such accommodations.
- c) Detrimental environmental or social impacts outweigh the need for these accommodations.
- d) Cost of accommodations is excessively disproportionate to cost of project.
- e) The safety or timing of a project is compromised by the inclusion of Complete Streets.
- f) An exemption other than those listed above must be documented with supporting data and must be approved by the Mayor and Council.

Complete Streets Priority Action Plan

The Complete Streets Priority Action Plan is an accompaniment to Morristown's Complete Streets Policy and has been developed to identify priority actions and improvement areas for decision-makers, and town engineering and planning managers to focus their attention and propose Complete Street alternatives in adherence to the policy. The Action Plan is intended to be a working document, with additional actions and policy recommendations to be identified by the Complete Streets Committee in their annual report to the governing body.

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1. Adopt the Morristown Bicycle Plan, dated September 2010 (Planning Board).
 2. Coordinate with Morristown Police Department to evaluate the safety of Morristown streets and walkways for school-aged children, including high school students, to walk or ride to school. Develop a draft walking and bicycling to school policy for school-aged children and present to Morris School District.
 3. Facilitate in creation of long-term mobility plans and policy documents as may be prepared by the Town of Morristown Planning & Engineering Divisions. This will include, but is not limited to the identification of roadway segments/intersections with particularly challenging bicycle, pedestrian and motor vehicle circulation and facilitate redesign concepts or processes that support Complete Streets.
 4. Identify and collaborate with Town staff in pursuit of grants and outside funding programs that may facilitate development of complete streets infrastructure in Morristown.

Complete Streets Checklist

The following checklist is an accompaniment to Morristown’s Complete Streets Policy and has been developed to assist in project planning, design and development of proposed alternatives, as well as construction and maintenance of publicly funded projects in adherence to the policy. The Checklist also includes provisions for evaluation of Planning Board, Board of Adjustment and Redevelopment applications.

Being in compliance with the policy means that Project Managers and designers plan for, design, and construct all transportation projects to provide appropriate accommodation for bicyclists, pedestrians, and transit users on Morristown’s roadways, including local, county and state roads. It includes people of all ages and abilities. The checklist applies to all roadway and development projects that include public funds, and is intended for use on projects during the earliest stages of the Concept Development or Preliminary Engineering Phase so that any pedestrian or bicycle considerations are included in the project budget. Evaluation of privately funded transportation and land use projects should consider the incorporation of complete streets facilities, though strict adherence to the policy is not required.

The Project Manager is responsible for completing the checklist and must work with the Designer to ensure that the checklist has been completed prior to advancement of a project to Final Design.

Using the Complete Streets Checklist

When completing the checklist, a brief description is required for each “**Item to be Addressed**” as a means to document that the item has been considered and can include supporting documentation. The Checklist shall be applied to all new publicly funded transportation and land use projects with the exception of:

- Sidewalk repairs
- Bicycle facility roadway markings, striping or signage

- Installation of bike racks or street furniture
- Installation ADA curb ramps

CONCEPT DEVELOPMENT CHECKLIST

Instructions:

For each box checked, please provide a brief description for how the item is addressed, not addressed or not applicable and include documentation to support your answer.

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Existing Bicycle, Pedestrian and Transit Accommodations</i>	Are there accommodations for bicyclists, pedestrians (including ADA compliance) and transit users included on or crossing the current facility? Examples include (but are not limited to): Sidewalks, public seating, bike racks, and transit shelters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Bicycle and Pedestrian Operations</i>	Has the existing bicycle and pedestrian suitability or level of service on the current transportation facility been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have the bicycle and pedestrian conditions within the study area, including pedestrian and/or bicyclist treatments, volumes, important connections and lighting been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Do bicyclists/ pedestrians regularly use the transportation facility for commuting or recreation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there physical or perceived impediments to bicyclist or pedestrian use of the transportation facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there a higher than normal incidence of bicyclist/ pedestrian crashes within the study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Have the existing volumes of pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
	crossing been collected/provided?				
<i>Existing Transit Operations</i>	Are there existing transit facilities within the study area, including bus and train stops/stations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the transportation facility on a transit route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there existing or proposed bicycle racks, shelters, or parking available at this transit stations? Are there bike racks on buses that travel along the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Traffic Calming Measures</i>	What percentage of traffic exceeds the posted speed limit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there any existing traffic calming measures, including neck-downs, shoulder striping, midblock crosswalks, speed humps or tables, raised crosswalks, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the speed limit adequately signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Motor Vehicle Operations</i>	Are there existing concerns within the study area, regarding motor vehicle safety, traffic volumes/congestion or access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Truck/Freight Operations</i>	Are there existing concerns within the study area, regarding truck/freight safety, volumes, or access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Access and Mobility</i>	Are there any existing access or mobility considerations, including ADA compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Land Usage</i>	Have you identified the predominant land uses and densities within the study area, including any historic districts or special zoning districts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the transportation facility in a high-density land use area that has pedestrian/bicycle/motor vehicle and transit traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Major Sites</i>	Have you identified the major sites, destinations, and trip generators within or proximate to the study area, including prominent landmarks, employment centers, recreation, commercial, cultural and civic institutions, and public spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Streetscape</i>	Are there existing street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Existing Plans</i>	<p>Are there any comprehensive planning documents that address bicyclist, pedestrian or transit user conditions within or proximate to the study area?</p> <p>Examples include (but are not limited to):</p> <ul style="list-style-type: none"> • SRTS Travel Plans • Municipal or County Master or Redevelopment Plan • Local, County and Statewide Bicycle and Pedestrian Plans • Sidewalk Inventories • MPO Transportation Plan • NJDOT Designated Transit Village 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWN PLANNER SIGN-OFF

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The plan or roadway improvement accommodates bicyclists and pedestrians as set forth in Morristown's Complete Streets Policy.	<input type="checkbox"/>	<input type="checkbox"/>	

PRELIMINARY ENGINEERING CHECKLIST

Instructions:

For each box checked, please provide a brief description for how the item is addressed, not addressed or not applicable and include documentation to support your answer.

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Bicyclist, Pedestrian, and Transit Accommodations</i>	<p>Does the proposed project design include accommodations for bicyclists?</p> <p>Examples include (but are not limited to):</p> <p>Bicycle facilities: bicycle path; bicycle lane; bicycle route; bicycle boulevard; wide outside lanes or improved shoulders; bicycle actuation at signals (loop detectors and stencil or other means); signs, signals and pavement markings specifically related to bicycle operation on roadways or shared-use facilities(Sharrows); bicycle safe inlet grates</p> <p>Bicycle amenities: Call boxes (for trail or bridge projects); drinking fountains (also for trail projects); secure long term bicycle parking (e.g., for commuters and residents); and secure short term bicycle parking.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>Does the proposed project design address accommodations for pedestrians?</p> <p>Examples include (but are not limited to):</p> <p>Pedestrian facilities: 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</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
	<p>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>Pedestrian amenities: Shade trees; public seating; drinking fountains</p>				
	<p>Have you coordinated with the corresponding transit authority to accommodate transit users in the project design?</p> <p>Transit facilities: Transit shelters, bus turnouts</p> <p>Transit amenities: public seating, signage, maps, schedules, trash and recycling receptacles</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Bicyclist and Pedestrian Operations</i>	<p>Does the proposed design consider the desired future bicyclist and walking conditions 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?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Transit Operations</i>	<p>Does the proposed design address the desired/anticipated future transit conditions within the project area, including bus routes and operations and transit station access support transit usage and users?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Motor Vehicle Operations</i>	Does the proposed design address the desired future motor vehicle conditions within the project area, including volumes, access, important motor vehicle connections, appropriateness of motor vehicle traffic to the particular street (e.g., local versus through traffic) and the reduction of the negative impacts of motor vehicle traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Neighborhood Traffic</i>	Does the proposed design incorporate traffic calming measures to address excessive motor vehicle speeds and/or neighborhood cut through traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Truck/Freight Operations</i>	Does the proposed design address the desired future truck conditions within the project area, including truck routes, volumes, access, mobility and the reduction of the negative impacts of truck traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Access and Mobility</i>	<p>Does the proposed design address accommodations for those with access or mobility challenges such as the disabled, elderly, and children, including ADA compliance?</p> <p>Examples include (but are not limited to):</p> <p>Curb ramps, including detectable warning surface; accessible signal actuation; adequate sidewalk or paved path (length & 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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Land Usage</i>	Is the proposed design compatible with the predominant land uses and densities within the project area, including any historic districts or special zoning districts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Major Sites</i>	Can the proposed design support the major sites, destinations, and trip generators within or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
	proximate to the project area, including prominent landmarks, <i>commercial</i> , cultural and civic institutions, and public spaces?				
<i>Streetscape</i>	Does the proposed design include landscaping, street trees, planters, buffer strips, or other environmental enhancements such as drainage swales?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Design Standards or Guidelines</i>	<p>Does the proposed design follow all applicable design standards or guidelines appropriate for bicycle and/or pedestrian facilities?</p> <p>Examples include (but are not limited to):</p> <p>American Association of State Highway and Transportation Officials (AASHTO) – <i>A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG); National Association of City Transportation Officials (NACTO) – Urban Bikeway Design Guide; New Jersey Department of Transportation (NJDOT) – Bicycle Compatible Roadways & Bikeways Planning and Design Guidelines, Pedestrian Planning and Design Guidelines.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWN ENGINEER SIGN-OFF

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The Approved Project Plan accommodates bicyclists and pedestrians as set forth in Morristown’s Complete Streets Policy.	<input type="checkbox"/>	<input type="checkbox"/>	

CONSTRUCTION CHECKLIST

The purpose of this section is to ensure that project sponsors are maintaining adequate access for all users during the construction of their project, which may be done via keeping some facilities open for traffic or via providing clear detour routes.

Instructions:

For each box checked, please provide a brief description for how the item is addressed, not addressed or not applicable and include documentation to support your answer.

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Maintenance of Traffic</i>	During construction, will safe access be maintained for all users, including pedestrians, bicyclists, transit users, and delivery vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Detours</i>	Will detour routes for all users on site or nearby be provided and clearly marked, including advanced warning signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CONSTRUCTION OFFICIAL SIGN-OFF

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The construction maintenance of traffic plan accommodates bicyclists and pedestrians as set forth in Morristown's Complete Streets Policy.	<input type="checkbox"/>	<input type="checkbox"/>	

MAINTENANCE CHECKLIST

Instructions:

For each box checked, please provide a brief description for how the item is addressed, not addressed or not applicable and include documentation to support your answer.

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Street Cleaning</i>	Does the street cleaning include the shoulder or roadway to the curb?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the sidewalks cleaned on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Snow Removal</i>	Does snow plowing block push snow into crosswalks, blocking clear access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the Town shovel out crosswalks or enforce residential requirements to clean snow from the crosswalk right of way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PUBLIC WORKS SIGN-OFF

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The Town's roadway maintenance and snow removal plan accommodates bicyclists and pedestrians as set forth in Morristown's Complete Streets Policy.	<input type="checkbox"/>	<input type="checkbox"/>	

PLANNING BOARD, BOARD OF ADJUSTMENT & REDEVELOPMENT CHECKLIST

Instructions:

The Planning Board, Board of Adjustment & Redevelopment Checklist should be applied to all major applications and redevelopment projects that include commercial, retail, office and multi-family residential land uses. This checklist is intended to inform board members and professionals as to how well the proposed plans accommodate pedestrians, bicyclists and handicapped persons.

For each box checked, please provide a brief description for how the item is addressed, not addressed or not applicable and include documentation to support your answer.

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Existing Bicycle and Pedestrian Accommodations</i>	Will bicyclists or pedestrians regularly access the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Are there accommodations for bicyclists and pedestrians at or within close proximity to the site? Examples include: bicycle parking, changing rooms, sidewalks, ADA ramps, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Handicap Accessible</i>	Does the property accommodate handicapped (including visually impaired) persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TOWN/BOARD PLANNING CONSULTANT SIGN-OFF

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The proposed site plan accommodates bicyclists and pedestrians as set forth in Morristown's Complete Streets Policy.	<input type="checkbox"/>	<input type="checkbox"/>	