Scottdale Borough
Complete Streets Policy
Adopted December 14, 2020

Funding to prepare this Complete Streets Policy was provided by the Pennsylvania Department of Health through the State Physical Activity and Nutrition grant and Preventive Health and Health Services Block Grant from the Centers for Disease Control and Prevention.

1.0 VISION

Complete Streets are defined by this Policy as enabling a transportation network that is designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities.

Scottdale Borough will develop and maintain safe, accessible streets, sidewalks and other transportation facilities that support all modes of transportation, all potential users including vulnerable and underserved populations. Scottdale Borough will require other publicly or privately developed transportation enhancement projects within the Borough to be designed, operated and maintained to achieve this Vision. This Complete Streets Policy will help Scottdale be more livable and attractive for visitors, business owners, families and people with disabilities.

This Complete Streets Policy shows Scottdale's commitment to enable safe and convenient travel for all persons by all modes of transportation. It also shows its commitment to improve the health and quality of life of Borough residents and its commitment to facilitate ongoing and proposed walking and biking enhancement projects within the Borough.

The Complete Streets Policy will guide decision-making during the planning and design of future transportation enhancement projects, capital improvement projects and other related road infrastructure maintenance projects. The Policy will serve as a reference for projects and initiatives developed and implemented by Borough partners. This will ensure that Scottdale's transportation system is planned, designed, operated and maintained to enable safe, convenient and comfortable travel and access for all users and that it serves vulnerable and underserved populations within Scottdale.

2.0 PRINCIPLES

2.1 Serve All Users and Modes

This Policy promotes safe, accessible, integrated and appropriate transportation options that support the needs of all users, serve vulnerable and underserved populations and takes into account all modes, including pedestrians, bicyclists, transit riders, equestrians, motorists, motorcyclists, individuals with disabilities, and emergency personnel.

2.2 Utilize Context Sensitive Approaches

This Policy balances the safety of all users while considering a project's physical setting as well as scenic, aesthetic, and historic concerns, and universal design principles. The Policy establishes that future infrastructure, transportation or related projects in Scottdale are planned, designed, constructed, operated, and maintained to provide consistent features that create visually pleasing spaces.

2.3 Promote Sound Environmental Design

This Policy promotes best management practices for stormwater management, environmental design, and place making. It encourages features that mitigate environmental impacts are incorporated where practicable into Complete Streets designs.

2.4 Apply To All Phases of a Project, Particularly During Planning and Design

This Policy requires that Complete Streets features and design elements be considered during the planning, design and implementation phases of all new street, trail, sidewalk and related transportation projects in Scottdale, to the greatest extent practicable. Borough representatives shall note the use of Complete Streets design elements during reviews of such applicable projects.

2.5 Be Consistent With Comprehensive Planning

This Policy shall help projects achieve active transportation goals and priorities included in the Smithton-Scottdale Active Transportation Plan, the Reimagining Our Westmoreland County Comprehensive Plan (2018), Smart Growth Partnership of Westmoreland County and their relevant community engagement efforts, as well as other relevant or updated local planning efforts. It shall be the responsibility of project designers to identify and be aware of goals and objectives applicable to their project.

2.6 Collaboration between Borough Officials and Community Partners

The Policy will foster continued collaboration between Borough officials and community partners on the identification, incorporation and review of relevant project goals and objectives and their use of Complete Streets design features and elements. It also encourages adjacent municipalities to incorporate Complete Streets principles into transportation projects that span between Scottdale and adjacent municipalities.

2.7 Achieve Public Policy Goals

The Policy will be used to improve public health and safety throughout Scottdale. It supports people who cannot or do not travel independently due to safety, access or other restricting concerns. It will advance economic development and promote investment and equitable opportunities in underserved neighborhoods. It will ensure public safety by supporting the enforcement of traffic laws needed to promote the orderly and safe movement of all transportation modes.

3.0 IMPLEMENTATION

The following describes methods and approaches Scottdale will follow to achieve the Complete Streets Vision established by this Policy.

3.1 Active Transportation Plan Implementation –

Scottdale Borough shall implement recommendations made in the Smithton-Scottdale Active Transportation Plan. These will include Wayfinding, Biking and Walking Enhancements, Connectivity, Community Enhancements and Outreach projects and actions.

3.2 Other Transportation Improvements -

Scottdale Borough shall complete other transportation improvements and actions directly and shall encourage other community partners to complete transportation improvements and actions that advance the Vision of this Complete Streets Policy. The following further describes two (2) primary ways transportation improvements will be completed in the Borough

3.2.1 Direct Borough Projects -

Direct Borough Projects are defined as any project completed or funded by the Borough. These types of Projects include the following:

- The construction, reconstruction or retrofitting of Borough-owned assets that are funded through the Borough budget or from grant funding awarded to the Borough.

- Improvements to roadways, sidewalks, right-of-ways, properties, facilities or other infrastructure that are completed by Borough staff or hired contractors.

- Roadway resurfacing projects within the Borough.

For all Direct Borough Projects, the Borough shall document that the following was completed during the planning and design phase for the Project:

- Consideration of Complete Streets improvements that will serve all current and anticipated future modes and users within and adjacent to the project area.

- Identification of existing and future anticipated bicycle, pedestrian or other forms of transportation facilities or network connections within or adjacent to the project area.

- Verification that the project will not preclude bicycle, pedestrian or other forms of transportation within or adjacent to the project area.

- Prepare a description highlighting the location and types of Complete Streets elements that will be incorporated into the Project.

The Borough shall consult with their Borough Engineer and other local stakeholders to ensure that appropriate Complete Streets guidelines and standards (see Appendix A) are integrated into Direct Borough Projects during planning and design phases.

3.2.2 Indirect Borough Projects –

Indirect Borough Projects are defined as any project completed or funded by an entity other than the Borough. These types of Projects include the following:

- New construction, reconstruction or retrofitting Projects.

- Projects completed or funded by PennDOT, DCNR, DCED, Westmoreland County, the Regional Trail Corporation, the Coal & Coke Trail Chapter and other funding sources and partners.

- Private land development or redevelopment projects.

- Projects completed by State and Federal agencies.

For all Indirect Borough Projects, the entity responsible for completing or funding the Project shall provide to the Borough the following:

- Documentation that Complete Streets elements that meet the Vision of this Policy were considered.

- Documentation of existing bicycle, pedestrian or other forms of transportation facilities or network connections within or adjacent to the project area.

- Documentation of anticipated future bicycle, pedestrian or other forms of transportation facility or network connections within or adjacent to the project area.

- Documentation that the Project design will include no facilities or features that will otherwise preclude bicycle, pedestrian or other forms of transportation within or adjacent to the project area.

- A description of the design products and map showing the location and types of Complete Streets elements that will be incorporated into the Project.

Entities responsible for a Project are expected to consult with their Project Engineer and local stakeholders to ensure that appropriate Complete Streets guidelines and standards (see Appendix A) are integrated into Indirect Borough Projects during planning and design phases.

3.3 Coordination with PennDOT –

Scottdale representatives will regularly meet with PennDOT to coordinate transportation enhancement projects within the Borough through the PennDOT Connects process. Scottdale will appoint a person or persons to serve as the primary point(s) of contact for those meetings. The representative(s) will be responsible for collecting and coordinating information from within the Borough, external organizations and other stakeholders to present at the PennDOT Connects meetings.

3.4 Community Meetings –

Scottdale will organize regular coordination meetings that bring together various community partners and stakeholders to collaborate on the enactment of this Policy and to review performance measure progress.

3.5 Incorporate Complete Streets Elements into Funding Applications -

Scottdale shall consider and incorporate practical Complete Streets elements when evaluating, submitting, administering or having any involvement with grant programs and funding opportunities for physical improvement projects within the Borough, whether these are primarily transportation projects or not or if they are intended to be Directly or Indirectly implemented by the Borough. Examples include, but are not limited to: PADEP, DCNR, DCED or CFA programs.

4.0 PERFORMANCE MEASURES

The Scottdale Borough Manager will track implementation progress of the Complete Streets Policy in two (2) categories. Category No. 1 are improvement projects which are made directly by the Borough, resulting from Borough funding or coming out of a Borough received grant award. Category No. 2 are improvement projects completed privately, completed by a public sector entity or those completed by a Community Partner. The implementation progress results may be made publicly available as needed. Performance measures tracked can include, but are not limited to:

a. Increase in linear feet of new and/or repaired sidewalks.
b. Increase in the number of marked crosswalks, ADA-compliant curb ramps, pedestrian signal heads, flashing signals, signs, and other relevant pedestrian safety improvements.
c. Increase in the number of bus shelters, concrete pads, benches, and other relevant bus stop amenities.
d. Increase in the number of miles of bicycle lanes, shoulders, sharrows, and other relevant bicycle facilities (e.g. bike racks, repair stations).
e. Increase in the number of wayfinding and directional signage,
f. Increase in the square footage of rain gardens, bioswales, street trees, and other relevant environmental features and place-making elements within or adjacent to roadways.
g. Increase in the number of projects and plans that incorporate Complete Streets elements and undertake other relevant public policy efforts.
h. Grants and/or funding amounts awarded to projects that incorporate Complete Streets principles.
i. Increase in linear feet or number of new environmental features as well as pedestrian, bicycle, and/or transit facilities created through permitting.
j. Outreach activities and/or attendance at Complete Streets coordination meetings and/or other meetings where Complete Streets ideas are discussed (e.g. bike safety courses, share the road/safe driving classes).
k. Increase in the number and types of new or improved connection routes.
l. Increase in the number of new or enhanced community destination sites.
m. Improvements that serve vulnerable and underserved populations.

5.0 EXCEPTIONS

Incorporating Complete Streets facilities with projects may not always be practical due to a number of factors beyond a project's control. Scottdale acknowledges this and provides the following as guidance for when Complete Streets facilities may be exempted from a Project. It is Scottdale's desire not to provide excessive exemptions from this Policy.

Exceptions must be publicly requested by a project's owner or appointed representative prior to the start of any project. Exceptions will ultimately be granted by Borough Council on a project-by-project basis during the Borough's normal project review process. Sound and reasonable professional judgment and Borough discretion shall be used when exempting Complete Streets facilities from projects. Scottdale will seek recommendations and input by their Borough Engineer, Borough Manager and other qualified professionals, County planning staff and other community partners when determining the validity of granting an exception to this Policy. Exceptions to the Complete Streets Policy may be considered under the following situations:

a. The existing and projected future motor traffic volumes on a particular roadway or facility are so low that certain modes do not need to be specifically addressed and/or are already addressed by the current design. Determination of this exemption will be at the discretion of the Borough.
b. The existing and projected future bicycle and pedestrian volumes as well as transit needs are so low that one or more of these modes do not need to be specifically addressed. Determination of this exemption will be at the discretion of the Borough.
c. The Borough specifically identifies that improved transportation facilities that would encourage more bicycle and pedestrian use in a particular area is not practical nor wanted due to pre-existing or anticipated dangerous conditions. Determination of this exemption will be at the discretion of the Borough.
d. The cost or impacts of incorporating Complete Streets elements is excessively disproportionate to the total project cost, which is defined as exceeding twenty-five percent (25%) of the total cost of the project. Actual project costs will be provided to the Borough. Determination of this exemption will be at the discretion of the Borough.
e. Complete Streets elements under consideration conflict with the requirements or regulations of any federal or state agency.

f. There is an existing or proposed parallel facility with sufficient accommodations to satisfy the intent of this Policy, or it is more feasible and/or less costly to locate the proposed accommodations on an alternate route. *Note:* Compared to the original route, the alternative shall not increase travel distance for pedestrians or bicyclists by more than ¼ mile. Determination of this exemption will be at the discretion of the Borough.
g. Emergency repairs of roads and bridges that require immediate redesign and replacement to address a critical public emergency scenario shall be exempt from consideration of Complete Streets enhancements.

Notice of granted exceptions shall be included as part of a project's public open house session, project review presentations and other dissemination of project information to the greatest extent possible. Granted exceptions and their related discussions and points of consideration shall be documented. Justifications for each exception may be summarized in a report and made available to the public by request.

APPENDIX A

Guidelines and standards may include, but are not limited to:

I. American Association of State Highway Officials (AASHTO) A Policy on Geometric Design of Highways and Streets (Green Book)

II. AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities

III. AASHTO Guide for the Development of Bicycle Facilities

IV. Public Right-of-Way Accessibility Guidelines (PROWAG)
https://www.access-board.gov/attachments/article/743/nprm.pdf

V. Americans with Disabilities Act Accessibility Guidelines (ADAAG)
https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-theada-standards/ada-standards

VI. NJDOT & PennDOT Smart Transportation Guidebook
https://www.dvrpc.org/reports/08030A.pdf

VII. American Planning Association Complete Streets: Best Policy and Implementation Practices https://www.planning.org/publications/report/9026883/

VIII. Institute of Transportation Engineers (ITE) Traffic Calming Measures and Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
https://www.ite.org/pub/?id=E1CFF43C-2354-D714-51D9-D82B39D4DBADhttps://nacto.org/publication/urban-bikeway-design-guide/

IX. Small Town and Rural Multi-Modal Networks (FHWA)
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/small_towns/fhwahep17024_lg.pdf

X. NACTO Urban Street Design Guide
https://nacto.org/publication/urban-street-design-guide/

XI. NACTO Transit Street Design Guide https://nacto.org/publication/transit-street-design-guide/

XII. U.S. Forest Service Trail Accessibility Guidelines (FSTAG) https://www.fs.fed.us/t-d/pubs/pdfpubs/pdf15232812/pdf15232812dpi300.pdf

XIII. U.S. Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG) https://www.fs.fed.us/t-d/pubs/pdfpubs/pdf15232811/pdf15232811dpi300.pdf

XIV. PUB 13M Design Manual Part 2 - Highway Design