

# MOORESTOWN TOWNSHIP

# COMPLETE STREETS POLICY

Adopted by Moorestown Township Council on April 27, 2015



## Complete Street

Pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to safely move along and across a complete street.

## Complete Streets are Safe Streets



# INTRODUCTION

The New Jersey Department of Transportation (NJDOT) defines a **Complete Street**: 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 (1) **mobility** for all users including non-drivers, youth, older citizens and the mobility challenged; (2) **safety** for all users that walk, bike, drive, or utilize public transit; (3) **equity** for the automobile; (4) **health** by promoting increased opportunities for walking and biking; (5) **quality of life** by supporting livable, walkable communities; (6) **economic vitality** by engaging in place-making by attracting businesses, active retirees, and young professional, and lowering transportation costs; (7) **environmental conditions** by reducing automobile use, greenhouse gas emissions, and storm water runoff; and (8) **local programs** by positioning the Township to compete for NJDOT grant opportunities and Sustainable Jersey certification.

## PURPOSE & INTENT

Moorestown Township's Complete Streets Policy promotes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, transit riders, emergency responders, motorists, and people of all ages and abilities. Creating a multi-modal transportation network to centers of employment, education, housing, recreational and public facilities, as well as retail and transit centers can reduce a multitude of adverse impacts caused by major, trip-generating land uses.



This Complete Streets Policy is an outgrowth of the Township's adopted Circulation Element of the Master Plan and Bicycle Circulation and Safety Plan (which is incorporated as a technical appendix to the Circulation Element of the Master Plan). While there are several Township plans and studies that support the ideals of a Complete Street Policy, the Circulation Element of the Master Plan identifies a Vision Statement and Goals that are most consistent with the intent of creating such a policy. Much of this advocacy is attributed to the Bicycle Safety Task Force.

In addition to the goals outlined in the Circulation Element of the Master Plan, the Township’s Complete Street Policy is built around ten (10) main goals and calls for the establishment of a 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.

**Moorestown Township**  
**MASTER PLAN CIRCULATION ELEMENT**

“Congestion will remain but through incremental physical improvements, adverse effects on the fabric of the community can be minimized.

Pedestrian and bicycle networks provide an important alternate to motorized transportation. As this system expands, it provides the opportunity for recreation trips instead of motor vehicle trips.”

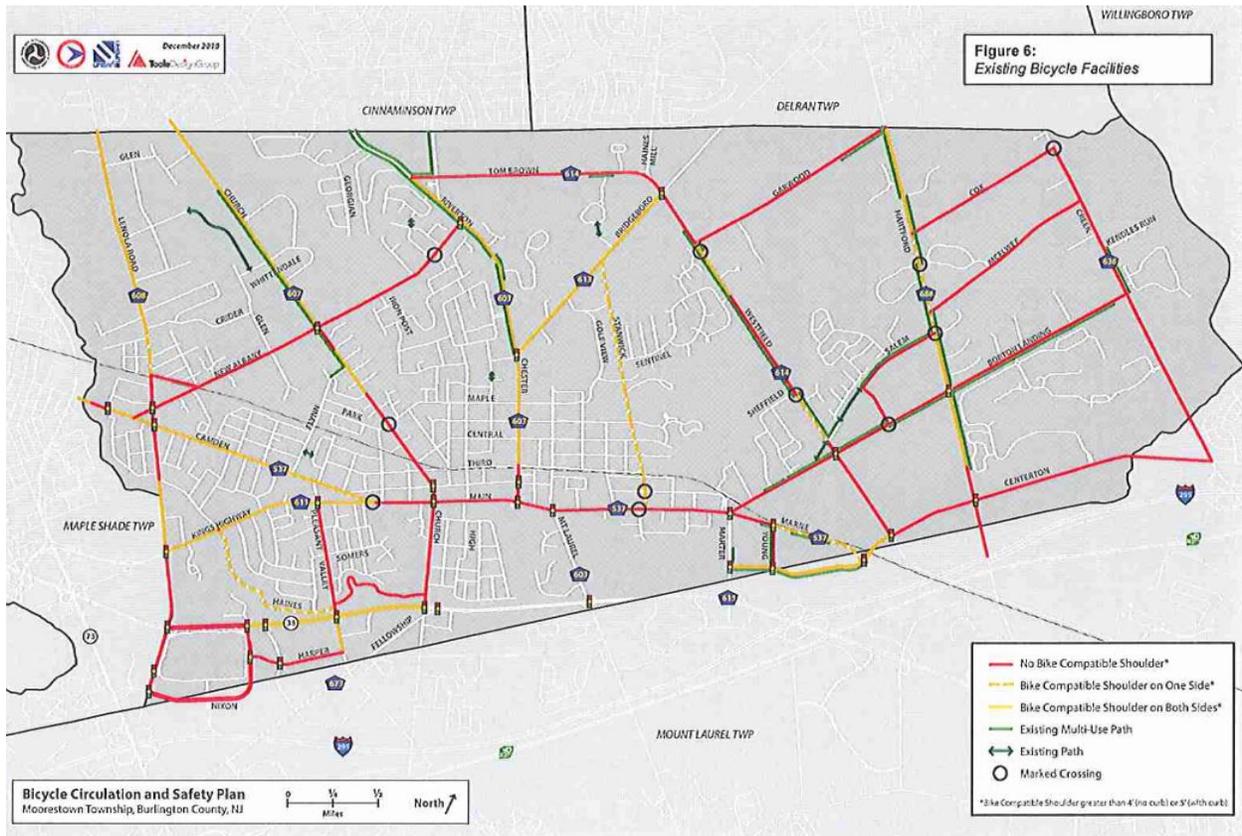
As adopted by the Township Council, Moorestown Township’s Complete Streets policy encompasses the following goals:

- 1) Create a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, transit riders, emergency responders, motorists, and people of all ages and abilities.
- 2) Provide safe and accessible accommodations for existing and future pedestrian, bicycle and transit facilities and developments.
- 3) Develop an established procedure for municipal officials, and County and State partners, 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 road 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 bicyclist and pedestrians to cross corridors, as wells 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 other standards, as related.
- 7) The provision of bicycle improvements on local, County and State roadways will be compatible with the Township Circulation Element of the Master Plan.
- 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.

The Township, through the Complete Streets Policy, has developed a Complete Streets Technical Advisory Committee comprised of a representative from each of the following: the Township Engineer; the Department of Public Works; the Department of Community Development; the Manager’s Office; and the Moorestown Township’s Police Department – Traffic Safety Unit. This Technical Advisory Committee will assess all applicable projects in conjunction with the Complete Streets Checklist and provide recommendations on the integration of pedestrian and bicycle facilities to the appropriate jurisdictional agency.

The Complete Streets Policy and Advisory Committee are intended to be advisory in nature and understand that the determinations of the Committee and guidelines set forth in this policy manual are not binding upon determinations made by the Township, its affiliates and agents. As such, the failure of anybody to abide by the recommendation of the Committee or guidelines set forth in this Policy shall not be cause to invalidate the actions of that body.



# USERS & MODES

A true Complete Streets policy must apply to everyone traveling along the road. A sidewalk without curb ramps is useless to someone traveling in a wheelchair. A street with an awkwardly placed public transportation stop without safe crossings is dangerous for riders. A fast-moving road with no safe space for cyclists will discourage those who depend on bicycles for transportation. A road with heavy freight traffic must be planned with those vehicles in mind. Accommodations for older adults and children must be considered, as they face particular challenges with mobility. Automobiles are an important part of a 'complete' street as well, as any change made to better accommodate other modes will have an effect on personal vehicles too. In some cases, like the installation of curb bulb-outs, these changes can improve traffic flow and the driving experience.

**USER** *noun* \ˈyü-zər\ :

Is defined as any pedestrian, bicyclist, transit rider, freight and goods movement purveyor, emergency responder, and motorist of all aged and abilities.

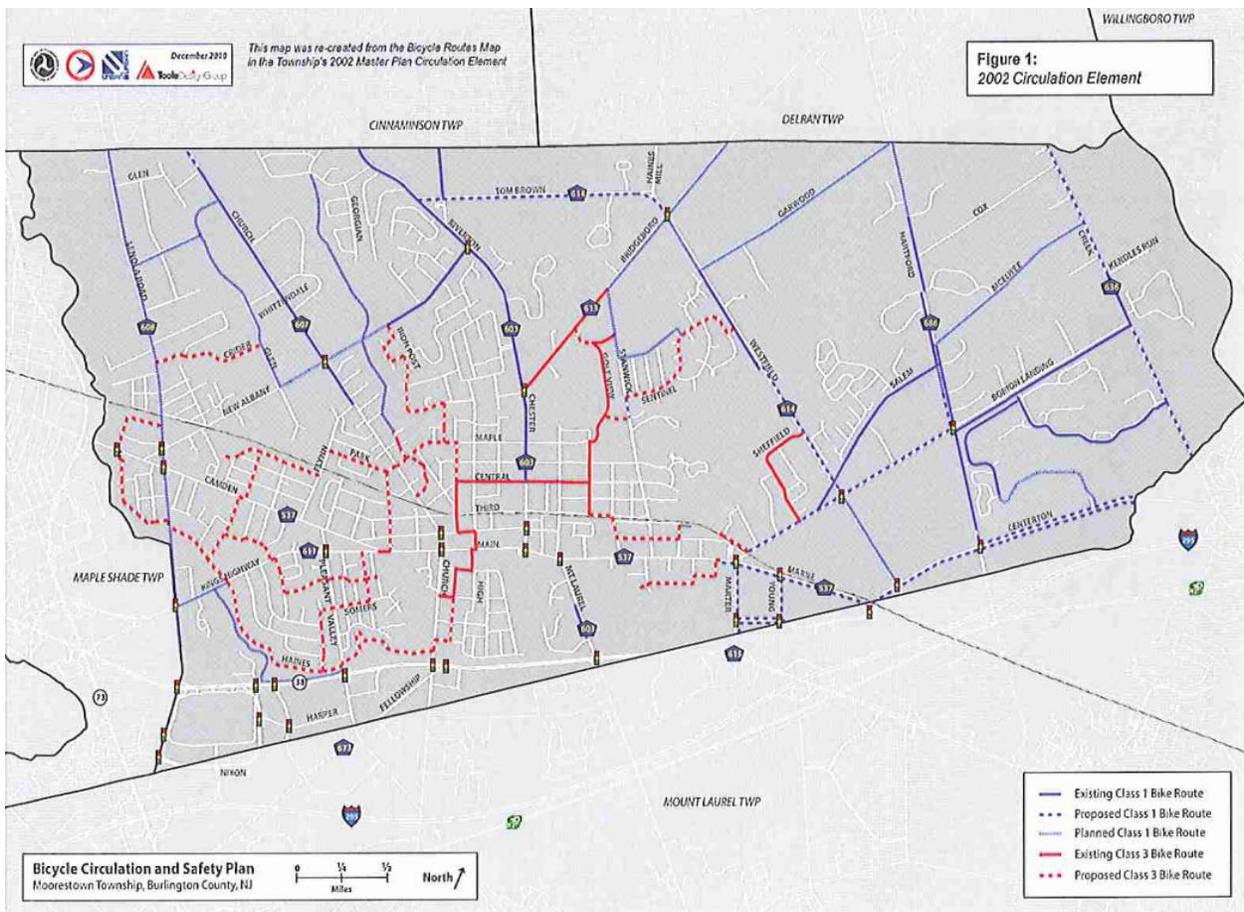
**MODE** *noun* \ˈmōd\ :

Is defined as motorized (i.e. – automobile, truck, bus, rail, etc.) and non-motorized (i.e. – bike, walk, etc.).



# TYPES OF IMPROVEMENTS

A strong Complete Streets policy will integrate Complete Streets planning into all types of projects, including new construction, reconstruction, rehabilitation, resurfacing, maintenance and operations. In addition to these types of improvements, this policy shall be implemented where feasible to public projects, private developments, and to public-private partnerships. Accommodations for pedestrian and bicyclists, where feasible and permitted, shall be made during construction, as outlined in NJDOT Policy #705 – Accommodating Pedestrian and Bicycle Traffic During Construction.



# DESIGN STANDARDS

The needs of pedestrians, bicyclists and transit users must be considered in designing all roadway projects. Sidewalk networks should be well connected with opportunities for regular, safe street crossings. On collector and arterial roadways, bike lanes or wide curb lanes can encourage people to bike rather than drive for short and moderate distance trips. If roadway is designed to discourage vehicular speeding, it can be comfortably used by pedestrians and bicyclists alike. Transit friendly design should support a high level of transit activity. By encouraging alternative transportation, communities can break the pattern of sprawling suburbs with rapidly multiplying vehicular trips and congestion.

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.

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 other standards, as related.

# EXEMPTIONS

Exemptions to the Complete Streets Policy shall be determined by the Complete Streets Technical Advisory Committee, where feasibility and exemptions are determined at the sole discretion of the Technical Advisory Committee, and documented with supporting data that indicates the reason for the decision and are limited to the following:

- 1) Non-motorized users prohibited by law from using roadway.
- 2) In any project that would have to be funded with local tax dollars and the cost for pedestrian, bicycle and/or public transit facilities causes an increase in project cost exceeding five percent (5%), as determined by the engineering estimate, unless highly recommended by the Technical Advisory Committee and funding is available.
- 3) Scarcity of population, travel and visitors both existing and future, indicates an absence of need for such accommodations.
- 4) Detrimental environmental or social impacts outweigh the need for these accommodations.
- 5) The safety or timing of the project exists and is recognized by the Technical Advisory Committee for which the Technical Advisory Committee recommends against inclusion.

# COMPLETE STREETS PROJECT CHECKLIST

**Appendix A: Complete Streets Project Checklist(s)** is an accompaniment to the Township's Complete Streets policy and has been developed to assist in project planning, design and development of proposed alternatives, as well as constructions and maintenance of publicly funded projects in adherence to the Policy. The Checklist also includes provisions for evaluation of Planning Board, Zoning Board of Adjustment and redevelopment/development 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 Moorestown's roadways, including local, County and State roads, and 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. Evaluations 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 Technical Advisory Committee is responsible for completing the checklist and must work with the jurisdictional agency of each development project to ensure that the checklist has been completed prior to advancement of a project final design.

# Appendix A: Complete Street Project

## USING THE COMPLETE STREETS CHECKLIST

The Complete Streets Checklist is a tool to be used by Project Managers and designers throughout Concept Development and Preliminary Engineering to ensure that all developed alternatives reflect compliance with the Policy. 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:

- 1) Sidewalk repairs
- 2) Bicycle facility roadway markings, striping or signage
- 3) Installation of bike racks or street furniture
- 4) Installation ADA curb ramps
- 5) Micro-surfacing programs
- 6) Isolated maintenance projects
- 7) Any project deemed unnecessary by the Technical Advisory Committee

# 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				Required Description
		YES	NO	N/A	
<b>Existing Bicycle, Pedestrian and Transit Accommodations</b>	Are there accommodations for bicyclists, pedestrians (including ADA compliance) and transit users included on or crossing the current facility? <b>Examples include (but are not limited to):</b> Sidewalks, public seating, bike racks, and transit shelters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Existing Bicycle and Pedestrian Operations</b>	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 pedestrians 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

midblock and nighttime crossing  
been collected/provided?

**Existing Transit  
Operations**

Are there existing transit facilities  
within the study area, including bus  
and train stops/stations?

Is the transportation facility on a  
transit route?

Is the transportation facility within  
two (2) miles of "park and ride" or  
"kiss and go" lots?

Are there existing or proposed  
bicycle racks, shelters, or parking  
available at these lots or transit  
stations? Are there bike racks on  
buses that travel along the facility?

**Existing Motor  
Vehicle  
Operations**

Are there existing concerns within  
the study area, regarding motor  
vehicle safety, traffic  
volumes/congestion or access?

**Existing  
Truck/Freight  
Operations**

Are there existing concerns within  
the study area, regarding  
truck/freight safety, volumes, or  
access?

**Existing Access  
and Mobility**

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?

**Land Usage**

Have you identified the predominant  
land uses and densities within the  
study area, including any 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?

**Major Sites**

Have you identified the major sites, destinations, and trip generators within a proximate to the study area, including prominent landmarks, employment centers, recreation, commercial, cultural and civic institutions, and public spaces?

**Existing Streetscape**

Are there existing street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area?

**Existing Plans**

Are there any comprehensive planning documents that address bicyclist, pedestrian or transit user conditions within or proximate to the study area?

**Examples include (but are not limited to):**

- 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

# TECHNICAL ADVISORY COMMITTEE SIGN-OFF

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Statement of Compliance	Yes	No	If NO, Please describe why (refer to exemptions clause)
The Preliminary Preferred Alternative (PPA) accommodates bicyclists and pedestrians as set forth in the Township's Complete Streets Policy.	<input type="checkbox"/>	<input type="checkbox"/>	

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# 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
<p><b>Bicyclist, Pedestrian, and Transit Accommodations</b></p>	<p>Does the proposed project design include accommodations for bicyclist?</p> <p><b>Examples include (but are not limited to):</b></p> <p><b>Bicycle facilities:</b> 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; bicycle safe inlet grates.</p> <p><b>Bicycle amenities:</b> 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> <p>Does the proposed project design address accommodations for pedestrians?</p> <p><b>Examples include (but are not limited to):</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Pedestrian facilities:</b> Sidewalk (preferably on both sides of the street); mid-block crosswalks;</p>

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 overpass/underpass; and median safety islands for roadways with (two or more traffic lanes in each direction).

**Pedestrian amenities:** Shade trees; public seating; drinking fountains.

Have you coordinated with the corresponding transit authority to accommodate transit users in the project design?

**Transit facilities:** Transit shelters,     
bus turnouts.

**Transit amenities:** Public seating, signage, maps, schedules, trash and recycling receptacles.

**Bicyclist and Pedestrian Operations**

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?

**Transit Operations**

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?

**Motor Vehicle Operations**

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 streets (e.g., local versus through traffic) and reduction of the negative impacts of motor vehicle traffic?

**Truck/Freight Operations**

Does the proposed design address the desired future truck conditions within the project area, including truck routes, volumes, access, mobility and the reduction of negative impacts of truck traffic?

**Access and Mobility**

Does the proposed design address accommodations for those with access or mobility challenges such as the disabled, elderly, and children, including ADA compliance?

**Examples include (but are not limited to):**

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.

**Land Usage**

Is the proposed design compatible with the predominant land uses and densities within the project area, including any historic districts 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 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**

Does the proposed design follow all applicable design standards or guidelines appropriate for bicycle and/or pedestrian facilities?

**Examples include (but are not limited to):**

American Association of State Highway and Transportation Officials (AASHTO) – *A Policy of 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.*

# TECHNICAL ADVISORY COMMITTEE SIGN-OFF

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Statement of Compliance	Yes	No	If NO, Please describe why (refer to exemptions clause)
The Approved Project Plan (APP) accommodates bicyclists and pedestrians as set forth in the Township's Complete Streets Policy.	<input type="checkbox"/>	<input type="checkbox"/>	

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# Appendix B: Complete Street Project

## TOWNSHIP OF MOORESTOWN

### RESOLUTION NO. 99-2015

#### **ESTABLISHING AND ADOPTING A “COMPLETE STREETS” POLICY AND APPOINTING A TECHNICAL ADVISORY COMMITTEE**

WHEREAS, Complete Streets describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, transit riders, emergency responders, motorists, and people of all ages and abilities; and

WHEREAS, the Township of Moorestown is committed to creating safe corridors that accommodate all users of the public right-of-way; and

WHEREAS, the full integration of all modes of travel in the design of streets and highways will increase the capacity and efficiency of the road network, reduce traffic congestion by improving mobility options, limit greenhouse gases, improve air quality and enhance the general quality of life; and

WHEREAS, the implementation of a Complete Streets policy will assist in fulfilling the goals, vision, and recommendations outlined in the Circulation Element of the Township’s Master Plan and Moorestown’s Bicycle Circulation and Safety Plan (which is incorporated as a technical appendix to the Circulation Element of the Master Plan).

NOW, THEREFORE, BE IT RESOLVED, that the Township of Moorestown affirms that Complete Streets policies, which address the needs of all users of all abilities and all trips, shall be considered in all planning, design, approval, and implementation processes, where feasible and not exempted, for any construction, reconstruction, retrofit, maintenance, alteration, or repair of streets, bridges, or other portions of the transportation network, including pavement resurfacing, restriping, and signalization operations, if the safety and convenience of users can be improved within the scope of work; and

BE IT FURTHER RESOLVED that during the development, amendment, and/or adoption of any future plan, ordinance, law, procedures, rule or regulation, the Township, including its Departments, Divisions, Boards, and/or affiliated agencies, will consider integration and/or reference to the Complete Streets Policy so as to provide for internal consistency amongst those policies and regulations; and

BE IT FURTHER RESOLVED that the Township shall establish a Complete Streets Technical Advisory Committee comprised of a representative from each of the following: Township Engineer; Department of Public Works; Department of Community Development; Manager's Office; and the Moorestown Township Police Department Traffic Safety Unit, for the purpose of assessing applicable projects and providing recommendations on the integration of pedestrian and bicycle facilities to the appropriate jurisdictional agency, where feasible and not exempted; and

BE IT FURTHER RESOLVED that bicycle, pedestrian and/or public transit facilities shall be established in applicable projects, unless, one or more of the following conditions apply:

1. Non-motorized users are prohibited by law from using the roadway.
2. In any project that would have to be funded with local tax dollars and the cost for pedestrian, bicycle and/or public transit facilities causes an increase in project cost exceeding five percent (5%), as determined by the engineering estimate, unless highly recommended by the Technical Advisory Committee and funding is available.
3. Scarcity of population, travel and visitors, both existing and future, indicate an absence of need for such accommodations.
4. Detrimental environmental or social impacts outweigh the need for these accommodations.
5. The safety or timing of the project is compromised by the inclusion of Complete Streets.
6. An unpredictable condition exists and is recognized by the Technical Advisory Committee for which the Technical Advisory Committee recommends against inclusion.

BE IT FURTHER RESOLVED that the Township Council of the Township of Moorestown, County of Burlington, State of New Jersey hereby adopts the Moorestown Township Complete Streets Policy dated April 13, 2015.

BE IT FURTHER RESOLVED that the Complete Streets Policy be forwarded to all members of the Technical Advisory Committee for immediate implementation.

CERTIFIED to be a true and correct copy of a resolution adopted by the Township Council at its meeting of April 27, 2015.