

**Dutchess County Planning Board
MINUTES – July 13, 2016**

Present

Colleen Cruikshank
Joel Diemond
Michael Dupree
Hans Hardisty
Edward Hauser
Hans Klingzahn
Warren Smith
Jill Way
John Weisman
Randall Williams
John Metzger, *Legislative Liaison*
Anne-Marie Smith, *County Attorney Liaison*
Brad Barclay, *Staff*
Jennifer Coccozza, *Staff*
Emily Dozier, *Staff*
Brian Kehoe, *Staff*
Anne Saylor, *Staff*
Lynn Schara, *Staff*
Eoin Wrafter, *Staff*

Absent

James Nelson
Rick Wilhelm

Hans Klingzahn, Chairman, called the meeting to order at 3:30 PM. Introductions were made by all.

At this time, a quorum was present. A motion to accept, without change, the minutes from our May 11, 2016 meeting was made by John Weisman, and seconded by Michael Dupree. There were no objections, and the minutes were accepted.

Commissioner's Update, Eoin Wrafter

Eoin reported that in 2016, the Department completed 191 referrals through the end of June, which was 39% of our yearly projection of 405. Projection may be a little high since over half of the municipalities have adopted the Referral Exemption Agreement. A lot of referrals have been more complex, therefore taking more time to complete (i.e., zoning, commercial). As a result, about 84% have been completed within 21 days. Jen added that a lot of referrals are coming in incomplete, perhaps due to inexperience on the part of the zoning/planning board secretaries because they are new to their positions.

Applications for the Municipal Consolidated Shared Services Grant Program and the supplement have been received. The applications far exceed the amount of grant funding available.

Partnership for Manageable Growth Program

The Legislature approved the grant agreement for Steel Farm and we anticipate being able to close by the end of August. Manne Farm should close by the end of 2016. We hope to close on the remaining three projects by the end of March 2017.

Eoin then posed two questions to the board for consideration:

- Would it be helpful for land trusts to present a small PowerPoint type presentation for each application to board as part of application review process? If so, what kind of timing – before or after scores? Before or after visit? This would be in addition to the paper submission.
- Economics – what might be acceptable as a form of economics from the applicant side? Many farmers view their economics as proprietary so they are cautious about revealing it.

After some discussion, it was agreed that:

- A slide presentation would be helpful before scoring
- All land trusts need to have skills to submit equal presentations
- Future viability, as opposed to current status, is more important. Clear statements of potential spillover effects are necessary. Avoid speculation.
- Better economic quantification of the data, rather than just the narrative, is needed.
- Site visits are much more convincing than the written application.
- Slide presentation should include photos (essential if someone is unable to attend the site visit).

Any further suggestions can be sent directly to Eoin.

Draft County Complete Streets Policy

Emily Dozier gave background on the concept of Complete Streets, which is to enable safe travel for people of all ages and abilities, whether you are walking, riding a bike, using a wheelchair, taking transit, or driving, by designing and operating streets to facilitate all modes of transportation.

Nationwide, about 900 municipalities have adopted Complete Streets policies, in which they consider how to accommodate the many different modes of transportation when developing a project. Emily pointed out that these policies do are not a requirement that a developer or contractor must comply with; they are simply meant to encourage consideration and awareness of all types of transportation.

Dutchess County currently does not have a Complete Streets policy, so a draft policy and checklist were developed by the County's Complete Street's Committee. The policy applies to any transportation-related improvement on County facilities (County roads, bridges, buses and bus stops, parks, trails, and buildings). The Committee has received input from the Planning, Public Works, Office for Aging, and Health Departments, as well as our County Attorney's office,

so now they are asking the Planning Board for comments and review. Public Works has been using the checklist as a tool when they review projects.

Emily reviewed the policy with the Board. Questions arose about forcing a developer to construct a transportation improvement. Emily explained that the policy wouldn't force a developer to do anything; however, DPW could use the policy to encourage a developer to consider improvements to their site plan as part of a highway work permit application. There are also several exceptions to the policy, including if the cost of providing accommodation is excessively disproportionate to the need or probable use. Eoin added that having clear goals from the beginning of a project helps plans move faster through the process and can save time and money.

In summary, the policy will formalize the County's intent to support all types of transportation, by people of all ages and abilities. The adoption of the policy will allow departments to follow a consistent policy in evaluating projects affecting County facilities. The checklist was designed as a tool to foster discussion about the incorporation of transportation facilities in the planning stage, not to approve or deny a project.

At our next meeting on September 14, 2016, the Board will consider a resolution in support of the Complete Streets Policy. The policy will be submitted to the Legislature for adoption in October.

Miscellaneous

Hans Klingzahn reminded the Board that the Planning Federation is interested in hearing about any training needs municipalities may have.

Eoin informed everyone that the American Planning Association's national conference will be held in New York City next year for the first time in 15 years. He is hoping to send a few of the planners to attend.

Our next Dutchess County Planning Board meeting will be held on Wednesday, September 14, 2016, at 3:30 pm.

With no further business, Randall Williams motioned to adjourn and John Weisman seconded. The meeting ended at 5:10 PM.

Respectfully submitted,

Lynn Schara

Dutchess County Complete Streets Policy

Policy

Dutchess County shall strive to plan, design, construct, operate, and maintain its streets, bridges, transit facilities, parks and trails, and buildings to promote safe, comfortable, efficient and convenient travel for all people and types of transportation, including people of all ages and abilities, people walking, bicycling, riding transit, and driving, as well as freight providers and emergency responders, to the greatest extent possible.

Over time, these facilities will be integrated into a countywide network that promotes the health, safety, environment, and economic vitality of Dutchess County and makes it a more desirable place to live, work and visit.

Jurisdiction

This policy shall apply to all transportation-related elements of projects involving County property, including County roads, parks and buildings, as well as public and private projects over which the County Department of Public Works has permitting authority.

The County shall foster partnerships with the State of New York, neighboring counties, municipalities, and school districts and other property owners to develop facilities that further the County's Complete Streets Policy.

Projects and Phases

Dutchess County shall approach every transportation-related improvement and project phase as an opportunity to create safer, more accessible facilities for all people. These improvements may include, but are not limited to projects affecting streets, bridges, transit, parks and trails, and buildings. Project phases include, but are not limited to planning, design, construction, operation, and maintenance.

Exceptions

Any exception to this policy must be approved by the Dutchess County Department of Public Works in consultation with the Dutchess County Department of Planning and Development and other relevant County Departments and Divisions. Exceptions must be documented with supporting data that indicates the basis for the decision. Such documentation shall be publicly available.

Exceptions may be considered when:

1. An affected roadway prohibits, by law, specified types of transportation, in which case greater effort shall be made to accommodate those transportation types elsewhere, including roadways that cross or otherwise intersect with the affected roadway;
2. The costs of providing accommodation are excessively disproportionate to the need or probable use;
3. The existing and planned population, employment densities, traffic volumes, or level of transit service around a particular roadway is so low as to demonstrate and absence of current and future need;
4. The activities are routine maintenance that do not change the roadway's operations, such as mowing, sweeping, and spot pavement repair;
5. There is a reasonable and equivalent project along the same roadway that is already programmed to provide facilities exempted from the project at hand.

Capital road maintenance projects (e.g. resurfacing, pavement markings, overlays, etc.) are not exempted, as they may provide opportunities for improvements to shoulder widths and/or conditions, pavement markings, and signage.

Design

Dutchess County will generally follow accepted or adopted design standards and use the latest design standards available, including but not limited to design guidance from the American Association of State Highway Officials (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD), the New York State Department of Transportation (NYSDOT), the Institute of Transportation Engineers (ITE), the National Association of City Transportation Officials (NACTO), the Americans with Disabilities Act (ADA), and the US Access Board’s Public Right-of-Way Accessibility Guidelines (PROWAG).

Dutchess County shall implement Complete Streets solutions in a manner that is sensitive to the local context and character, aligns transportation and land use goals, and recognizes that needs may vary by case, community, or corridor.

In recognition of these various contexts, public input and a variety of transportation needs, a flexible, innovative and balanced approach that follows other appropriate design standards may be considered, provided that a comparable level of safety for all people is provided.

Performance Measures

Dutchess County shall measure the success of this Complete Streets policy using the following performance measures:

1. Total miles of sidewalk
2. Total miles of on-street bicycle facilities
3. Total miles of County roadways with shoulder widths of four (4) feet or more
4. Number of Dutchess County Public Transit bus stops with a bus stop shelter
5. Number of Dutchess County Public Transit bus stop shelters accessible via sidewalks and curb ramps

Benchmarks for each of the performance measures, as listed below, will be used to track the performance of the policy. Performance measure reports shall be developed at least every five years and posted online.

	Performance Measure	Current Status (2016)	5 Year Goal*	10 Year Goal*
1	Total miles of sidewalk	523	528	533
2	Total miles of on-street bicycle facilities	1.5	3	5
3	Total miles of County roadways with shoulder widths of four (4) feet or more	18.5 (5% of total centerline mileage)	23.5	26.0
4	Number of Dutchess County Public Transit bus stops with a bus stop shelter	9	13	20

5	Number of Dutchess County Public Transit bus stop shelters accessible via sidewalks and curb ramps	5	9	16
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**Goals are intended to be reached within 5 and 10 years of policy implementation.*

Implementation

1. A project’s compliance with this policy shall be determined based on completion of the current version of the Dutchess County Complete Streets checklist, as shown in Appendix A.
2. The Department of Public Works, Department of Planning and Development, and other relevant County Departments and Divisions will incorporate Complete Streets principles into existing procedures, programs, plans, manuals, checklists, regulations, and other processes as appropriate.
3. The Department of Public Works, Department of Planning and Development, and other relevant County Departments and Divisions will review current design standards and develop new design standards/guides or revise existing standards/guides as needed to reflect current best practices.
4. The County shall support staff professional development and training on Complete Streets principles and best practices for implementing this policy.
5. The County shall promote inter-departmental coordination to ensure the consistent application of this Complete Streets policy.

Dutchess County Complete Streets Checklist

Dutchess County Complete Streets Policy

Dutchess County shall strive to plan, design, construct, operate, and maintain its streets, bridges, transit facilities, parks and trails, and buildings to promote safe, comfortable, efficient and convenient travel for all people and types of transportation, including people of all ages and abilities, people walking, bicycling, riding transit, and driving, as well as freight providers and emergency responders, to the greatest extent possible. Over time, these facilities will be integrated into a countywide network that promotes the health, safety, environment, and economic vitality of Dutchess County and makes it a more desirable place to live, work and visit.

This checklist is intended to assist the County in achieving its vision for complete streets. It shall be completed for all projects involving County roads and property, as well as public and private projects over which the County Department of Public Works has permitting authority, either by the County's project manager or the project applicant.

Project Name _____

Date: _____

Project Location / Limits: _____

Project Description: _____

Street Classification (street or streets within the project area)

Rural Principal Arterial	<input type="checkbox"/>	Urban Principal Arterial	<input type="checkbox"/>
Rural Minor Arterial	<input type="checkbox"/>	Urban Minor Arterial	<input type="checkbox"/>
Rural Major Collector	<input type="checkbox"/>	Urban Major Collector	<input type="checkbox"/>
Rural Local Road	<input type="checkbox"/>	Urban Local Road	<input type="checkbox"/>

Annual Average Daily Traffic (AADT): _____

Posted Speed Limit: _____

85th Percentile Speed: _____

% Heavy Vehicles (classes F4-F13): _____

5-yr total ped crashes: _____

5-yr total bike crashes: _____

Pedestrian count (if available): _____

Bicycle count (if available): _____

Instructions: For each box checked, please briefly describe how the item is addressed, not addressed, or not applicable and include supporting documentation.

Refer to best practice design standards as needed, including from the American Association of State Highway Officials (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD), the New York State Department of Transportation (NYSDOT), the Institute of Transportation Engineers (ITE), the National Association of City Transportation Officials (NACTO), the Americans with Disabilities Act (ADA), and the US Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG).

EXISTING CONDITIONS				
Item to Be Addressed/Considered	YES	NO	N/A	Required Description
Existing Walking & Bicycling Facilities				
Do walking or bicycling facilities exist within 300 ft. of the project area? (see page 2 for examples)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there bicycle parking within 300 ft. of the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Roadway Facilities				
Are road shoulder widths adequate for walking and bicycling? If not, please specify travel lane and road shoulder widths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are road shoulder surfaces in good condition for walking and bicycling? If not, please specify.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is on-street parking present on the road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Transit Facilities				
Is the project area on a transit route? (<u>Dutchess County Transit routes</u> ; <u>City of Poughkeepsie bus routes</u>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there bus stops or train stations within a ¼ mile of the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Existing Access and Mobility/ADA				
Do all sidewalks, ramps, signals, and other facilities within the project area meet ADA standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Walking/Bicycling Issues				
Have local leaders, residents, or organizations been contacted to discuss issues related to walking, bicycling, or transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Safety Issues				
Has the local law enforcement agency (<u>County Sheriff's Office</u> and local police) been contacted to discuss any safety issues in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key Destinations				
Are there shopping, employment centers, cultural centers, historic sites, landmarks, recreation areas, or other key destinations that could be connected to the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there schools, hospitals, senior centers, community centers or centers for persons with disabilities within ½ mile of the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planned Facilities				
Is there a planned walking, bicycling, or transit facility within a radius of 300 ft. around the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Centers & Greenspaces				
Is this facility located within an identified center as per the County's <u>Centers & Greenspaces Plan</u> ? If yes, which center?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Attach a map of the project area and surrounding context, including existing & planned facilities and destinations.

Complete Streets Elements: what will be included in Proposed Design?

Bicycling Facilities:	
Off-roadway path/trail	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Dedicated on-street bike lane	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Shared-lane markings (sharrows)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Paved Shoulders (4ft min; 5ft+ preferred)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bike detection at actuated traffic signals, including at turn lanes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Signals with adequate minimum green time for bicyclists to cross the intersection	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bicycle-safe inlet grates	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bicycle parking (racks, lockers)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Transit Facilities:	
Transit vehicle access into site	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bus pull-offs or curb extensions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bus stop signs/marked stops	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bus stop shelters	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Has transit agency/ies been contacted to discuss options?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Access and Mobility/ADA Facilities:	
ADA-compliant sidewalk/path	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Accessible pedestrian traffic signals (push-buttons with audible tones)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Curb ramps with detectable warning surface	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
ADA-compliant slopes and cross-slopes for driveway ramps, sidewalks, & crossings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Access management: reduce conflict points between pedestrians, bicyclists, and vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Freight & Emergency Vehicles:	
Loading/unloading zones	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Emergency vehicle access	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Walking Facilities:	
Sidewalks (preferred on both sides of the street) or path	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Paved Shoulders (4 ft min; 5 ft+ preferred)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
High-visibility crosswalks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Curb extensions to reduce crossing distance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Pedestrian traffic signals with adequate crossing time	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Signal timing: protected left turn phases, leading pedestrian interval, no right turn on red, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Raised median w/refuge islands (especially on roads with 2 or more lanes in each direction)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Traffic calming elements, lighting & signage, especially at uncontrolled crossings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Connectivity:	
Connections to bicycling, walking, or transit facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Connections to key destinations (see page 1)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Connections to neighborhoods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Streetscape Elements:	
Landscaping, street trees, planters, buffer strips, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Pedestrian-scale lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Public seating or benches	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Wayfinding signage for walking, bicycling, & transit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Utilities: relocate poles or wires	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Responsible Agencies:	
Construction-period pedestrian/bicycle access:	
Ongoing facility maintenance:	
Law Enforcement:	
Road Owner:	

PROPOSED DESIGN

Plans & Policies

Briefly describe relevant recommendations from County & municipal planning or policy documents addressing walking, bicycling, transit, or truck/freight in or near the project area and how the project incorporates them, or if not, why not.

Examples include: PDCTC Metropolitan Transportation Plan; Walk Bike Dutchess (PDCTC Pedestrian & Bicycle Plan); municipal Comprehensive Plan, trail or open space plan, sidewalk or pedestrian plan, or bicycle plan. Also see Walk Bike Dutchess Chapter 2 for an overview of County & local policies and plans. Contact the PDCTC if you need assistance.

Diminished Access

Will the proposed project remove an existing walking or bicycling facility or hinder pedestrian or bicycle access?

Yes, Temporary Yes, Permanent No

If yes, describe why this is necessary and how access will be provided.

Prepared by: _____
Title: _____ Date: _____
Email: _____ Phone: _____

Public Works Dept Reviewer: _____
Title: _____ Date: _____
Email: _____ Phone: _____

Exception Granted: Yes/No Justification Attached: Yes/No

Public Works Dept Approval: _____

Planning Dept Consulted: _____

Others Consulted: _____

If you have feedback on this checkiist, please email pdctc@dutchessny.gov

Thanks to the City of Saratoga Springs for sharing their Complete Streets checklist for use as a model.