

Action Submission Worksheets: Update to an existing policy or modifications to the model policies – Tiers 1, 2, and 3

For Municipalities that are updating an existing policy or modified the Model Complete and Green Streets policy and adopted it via resolution or ordinance. -

POLICY UPDATE OR MODIFICATION SUBMISSION WORKSHEET			
Use this worksheet and checkboxes below to review an existing or modified policy and resolution or ordinance to ensure it meets the action requirements and to identify which tier applies. This worksheet outlines the minimum required statements for the policy adopted by resolution			
When reviewing your submission:			
Note items a) - k) are often included in the Complete and Green Streets resolution while items 1)-13) are often included in the Complete and Green Streets policy. All of these elements must be included in any adopted ordinance.			
EQUIVALENT TO TIER 1: A good Complete and Green Streets Policy 10 Points by resolution 15 Points by ordinance Your policy includes the goals statements for Environment, Safety, Economics, Health and Equity.	Municipality Name: Red Bank		County Name: Monmouth
	Submission Date: 7/26/2024		
	Check the boxes that apply and upload this worksheet as part of your submission.	Yes	Comments
	Ensure the adoption was within 2 years of the submission deadline	✓	
	Complete and Green Streets resolution: To receive points for the resolution - the resolution is required to include language to address each of the following check box topics:	✓	The Borough has adopted a ordinance instead of a resolution
	a) A definition of Complete and Green Streets and a statement that a Complete and Green Streets approach is a priority for your municipality (by name); and	✓	
	b) States a commitment to create a comprehensive, integrated, connected and equitable multi-modal transportation network within the community that supports the goals of the Master Plan and supporting elements; and	✓	
c) Specifies the definition of “all users” which should include pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, and transit vehicle users; and	✓		

	d) Identifies the purpose of the policy which should include: to allow for safe, accessible, and convenient travel, reduce serious injuries and fatalities for all users of the roadway, including pedestrians, bicyclists, children, older adults, people with disabilities, transit riders, residents of Priority Communities, and those who cannot afford a car or choose to reduce their car usage; and <i>(See priority community definition in NJDOT model policy guide)</i>	✓	
	e) The municipality (named) affirms that traffic crashes are preventable and the only acceptable number of traffic deaths for is zero; and	✓	
	f) Addresses how Complete Streets that utilize Green Infrastructure, traffic calming, shade trees, and recycled materials, can protect and create a healthier natural and social environment by improving air and water quality and reduction of local flooding; and.	✓	
	g) Provides for procedures that ensure fair treatment, equitable funding and resource distribution, and meaningful involvement of all communities in all phases from selections, planning, and design to construction and long-term maintenance; and	✓	
	h) States how low-and moderate-income areas, whether in rural, urban, or suburban communities, are typically the least safe for pedestrians and bicyclists, especially children walking and biking to school, due to an existing road network that contains higher concentrations of streets with faster-moving and higher-volume traffic; and	✓	
	i) States an intent to plan, design, construct, maintain and operate new, resurfacing projects, reconstruction, and retrofit transportation facilities to meet the needs of all users of all ages and abilities along the entire right-of-way; and <i>(Policies that exclude maintenance will not receive SJ points).</i>	✓	
	j) Includes the Statement: NOW THEREFORE, BE IT RESOLVED, by the [municipality], the [municipality] adopts the Complete and Green Streets Policy attached, and made a part of this Resolution;	✓	
	k) Includes the Statement: BE IT FURTHER RESOLVED, that copies of this Resolution shall be forwarded to all [municipal] departments within thirty (30) days of the adoption of this Resolution.	✓	

	<p>Complete and Green Streets policy:</p> <p>The Complete and Green Streets policy outlines how municipalities will carry out the broad statements found in the Complete and Green Streets resolution. In order to receive points for the adoption of the Complete and Green Streets resolution - the resolution will need to include a Complete and Green Streets policy - the following sections are required:</p>	✓	
	<p>1. Define Complete and Green Streets and the goals of the policy. Environment, Safety, Economics, Health and Equity must be addressed in the goal statements. Such as:</p> <p>[Municipality] shall develop an integrated and connected multimodal transportation system of Complete and Green Streets that serve all neighborhoods and populations. Towards this end:</p> <p>All transportation projects shall result in Complete and Green Streets that allow safe, environmentally healthy, economically sound, equitable, accessible, and convenient travel along and across streets for users of all ages and abilities and for all modes of transportation, including motorists, bicyclists, public transportation vehicles and their passengers, and pedestrians and strive to meet the following goals:</p> <ul style="list-style-type: none"> a. Environment: Improve air and water quality; reduce flooding; mitigate traffic congestion. b. Safety: Eliminate all road fatalities, significantly reduce crash severity and injury, eliminate all road fatalities, significantly reduce crash severity and injury, and improve personal safety through increasing the number of people walking and bicycling. c. Economic: Stimulate economic prosperity. d. Health: Increase physical activity and social connectivity with the goal of lowering the risk of obesity, reducing chronic disease and promoting wellness. e. Equity: Implement policies and distribute funding and other resources equitably and responsibly in all neighborhoods, particularly in Priority Communities; improve non-motor vehicle transportation systems. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

	<p>2. Define what type of projects will be covered by the policy. For example, the policy applies to all public and/or private transportation projects, including those using funds awarded by, the federal, state, regional, county, municipality, or any other local agency. This shall include new construction, reconstruction, resurfacing, restoration, repaving, rehabilitation, private development projects, and maintenance of highways, roads and streets.</p>	✓	
	<p>3. Define how the municipality and its professionals (planners and engineers) shall routinely work in coordination with each other and adjacent jurisdictions, and any relevant advisory committees/teams, to create Complete and Green Streets and to ensure consistency with the [Municipal/County] Master Plan and Elements and any other existing Pedestrian/Bicycle/Multimodal Plans, Stormwater Management Plans, Pollution Prevention Plans, and Historic Preservation Plans.</p>	✓	
	<p>4. Pledge that within two years of the effective date of this Policy, the [planners and/or engineers or municipally designated group] shall inventory and audit procedures, policies, plans, documents, training programs, performance measures and other guidance documents to be consistent with this policy. The purpose of this audit is to identify areas where tenets of this policy will need to be incorporated. This includes, but is not limited to, funding, planning, designing, operating, and maintaining transportation infrastructure. The [planners and/or engineers or municipally designated group] will use this audit to incorporate this policy as updates to its procedures, plans, policies, etc. as they are scheduled.</p>	✓	
	<p>5. State that Transportation projects and Master and Capital Improvement Plans shall include, when appropriate, sustainable design elements, including, but not limited to:</p> <ol style="list-style-type: none"> 1. Green stormwater infrastructure practices 2. Traffic Calming 3. Shade trees and other vegetation 4. Rain gardens 5. Bioswales 6. Permeable pavements — including those made from recycled materials such as rubber, concrete, glass, and plastic. 	✓	
	<p>6. State that Transportation projects and Master and Capital Plans shall include, where appropriate, pedestrian and bicycle design elements and transit amenities, including but not limited to: curb extensions, sidewalks, radar feedback signs, pedestrian</p>	✓	

	<p>countdown signals, pedestrian refuge islands, road diets, lane width reductions, chicanes, roundabouts, bike lanes, protected bike lanes, bike parking, lighting, wayfinding, seating, trash receptacles, transit amenities, etc.</p>		
	<p>7.State that the [municipal governing-body] shall utilize the most current editions of guides, manuals, and best practices on street design, historic preservation, construction, operations, and maintenance that apply to bicycle, pedestrian, transit, stormwater and highway facilities. All manuals, standards, and guidelines shall be made publicly available online.</p>	✓	
	<p>8. State that the [municipality/ or department head] shall lead the implementation of this Policy and formally coordinate with [planner, engineer, economic development, public works, health, etc.] with advice and input from [Planning Board, Complete and Green Streets Advisory Body, Land Use Committee, Green Team, etc.] to set measurable goals to ensure the successful implementation of the Complete and Green Streets policy in Priority Communities consistent with Environmental Justice principals.</p>	✓	
	<p>9. Define Exceptions - Exceptions to the policy needs to be contingent upon the presence of specific safety concerns and set a clear procedure that requires high-level approval prior to granting exceptions, in writing. For example, an exceptions statement such as:</p> <p>Exceptions:</p> <p>1. A transportation project may not be required to accommodate the needs of a particular user group if the [municipality/ or department head] determines in writing that:</p> <p>a. The use of the transportation facility by the particular user group is prohibited by law;</p> <p>b. Regulatory compliance requirements preclude accommodations.</p> <p>c. There is a demonstrated absence of both a current and future need to accommodate the category of user (absence of future need may be shown via demographic, school, employment, and public transportation route data that demonstrate, for example, a low likelihood of bicycle, pedestrian, or transit activity in an area over the next 20 years); and</p> <p>d. The adverse impacts of implementing this Complete and Green Streets Policy significantly outweigh the</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

	<p>benefits.</p> <p>2. However, every effort to work within the flexibility allowed should be made, including Design Exceptions for roadway projects.</p> <p>3. An exception shall be granted only if:</p> <p>a. Request for an exception is submitted in writing to the decision-making body, with supporting documentation, and made publicly available with a minimum of 30 days allowed for public input; and</p> <p>b. The exception is approved in writing by the [identifying municipal entity, e.g., City Council or head of lead agency, e.g., Director of the Department of Public Works], and the written approval is made publicly available.</p>	<p>✓</p> <p>✓</p>	
	<p>10. Effective Date: Stating when the Complete and Green Streets checklist shall take effect. For example:</p> <p>The Complete and Green Streets policy shall take effect on [date], provided that it shall not apply to any transportation project for which a preliminary design has been completed on or before [date].</p>	<p>✓</p>	
<p>EQUIVALENT TO TIER 2: A Better Complete Street Policy 15 Points by resolution 20 Points by ordinance Your policy contains all the components in Tiers 1 and includes a section on public</p>	<p>Additional required components for Tier 2 policies - check the boxes that apply and upload this worksheet along with Tier 1 worksheet as part of your submission.</p>	<p>Yes</p>	<p>Comments</p>
	<p>Provide a statement on public participations - such as - beginning with the planning stage, [Municipality] shall identify an existing process or develop a new process that allows for public participation in decision-making concerning the design, planning, and use of streets and roadways covered by this Policy.</p>	<p>✓</p>	
	<p>11. Public Participation: The policy establishes a Complete Street Advisory Body; defines its duties and composition. For example:</p> <p>The [municipal governing body] shall establish a Complete and Green Streets Advisory Body to help the [department/municipality] comply with the Complete and Green Streets policy/ordinance and to provide ongoing feedback to the [department/municipality] related to the implementation of the Complete and Green Streets Policy/ Ordinance. The Complete and Green Streets advisory body shall consist of a broad group of</p>	<p>✓</p>	

<p>participation, formation of a Complete and Green Streets Advisory Body and the adoption of project review checklists.</p>	<p>stakeholders including:</p> <ul style="list-style-type: none"> a. [Municipal] Elected Officials b. Law Enforcement c. Public Works d. Planners e. Engineers f. Emergency Medical Services (EMS) g. Appointed Municipal or County Commissioners h. Fire i. Schools j. Business and Developer Community k. Civic and Advocacy Groups l. Public Health Professionals m. Transit Professionals n. Community Members, including Persons with Disabilities, Senior and Youth Organizations, Persons Representing Priority Communities. 		
	<p>12. The Policy includes the adoption of checklists for review of projects as described below:</p> <ul style="list-style-type: none"> A. The [municipal governing body] shall develop and adopt one or more Complete and Green Streets Checklists to be used during the project selection, planning, designing, construction, funding and maintenance of all transportation projects. ✓ B. Each item in the checklist must include an area to provide a brief description for how the <i>item is addressed, not addressed, or not applicable</i> to the Complete and Green Streets policy. ✓ C. The checklist shall explain the process for granting exceptions and indicate who is responsible for approving any exceptions before they are granted. ✓ D. The [Director/Project Manager] shall be responsible for completing the checklists and/or reviewing the checklists. ✓ E. A Complete and Green Streets checklist shall entail but is not limited to: <ul style="list-style-type: none"> 1. Existing pedestrian, bicycle, transit, motor vehicle, and truck/freight accommodations (facilities) and operations ✓ 2. Traffic volumes ✓ 3. Existing safety and/or access issues, and Americans with Disabilities Act (ADA) compliance ✓ 4. Land use within the study area, including trip generators ✓ 5. Existing and proposed streetscape elements including furniture, trees or other environmental and stormwater enhancements ✓ 		

	<ul style="list-style-type: none"> 6. Review of existing plans 7. Proposed pedestrian, bicycle, transit, motor vehicle, and truck/freight accommodations (facilities) and desired future operations 8. ADA compliance of the proposed design 9. Compatibility with the surrounding land use and density 10. Consistency with applicable design standards and guidelines 11. Opportunities to improve public health through physical activity and mobility options 12. Opportunities to manage stormwater through green infrastructure <p>F. All Complete and Green Streets checklists shall be made accessible online and available to the Complete and Green Streets Advisory Body</p>	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
<p>EQUIVALENT TO TIER 3: The <i>Best Complete Street Policy</i> 25 Points by resolution 30 Points by ordinance</p> <p>Your policy contains all the components in Tiers 1 and Tiers 2 and includes a section on program reporting and establishes benchmarks for measuring progress on improvements to</p>	<p>Additional required components for Tier 3 policies - check the boxes that apply and upload this worksheet as well as worksheets for Tier 1 and Tier 2 as part of your submission.</p>	Yes	Comments
	<p>13. The Policy includes a section on Program Reporting and benchmarks - which outlines how the</p> <ul style="list-style-type: none"> A. The [governing body, and/or advisory body that plans or implements transportation projects] shall establish benchmarks reflecting the ability of all users to travel safely and conveniently along highways, roads and streets within the agency’s jurisdiction B. Each such [governing body, and/ or advisory body that plans or implements transportation projects] shall also develop plans and set goals to ensure the successful implementation of the Complete and Green Streets policy in Priority Communities. On or before [end of the fiscal year] each such agency shall prepare an initial report to identify barriers, and propose solutions to successful implementation of the Complete and Green Streets policy in Priority Communities. C. Each such advisory body shall provide a report on an annual basis to the [governing body] to allow the [department/governing body] to evaluate the implementation of the Complete Street policy. Each annual report shall include the data collected pursuant to Program Reporting, as well as a list of ongoing and completed transportation projects during that fiscal year. If any exceptions are applied to transportation projects pursuant to Exceptions to Complete and Green Streets Requirements herein, such projects and the relevant exceptions should be 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	

<p>infrastructure.</p>	<p>identified in the annual report. All benchmarks and reports shall be made publicly available online.</p> <p>D. Each such [governing body, and/ or advisory body that plans or implements transportation projects] shall assign appropriate responsibility to collect and monitor data under [municipality] jurisdiction and Priority Communities to determine compliance with the [municipality] benchmarks. Benchmarks shall include but are not limited to:</p> <ol style="list-style-type: none"> 1. Mileage of new and existing bicycle infrastructure including in Priority Communities (e.g., bicycle lanes, bike parking, paths, and boulevards) 2. Linear feet (or mileage) of new and existing pedestrian infrastructure (e.g., sidewalks, trails, transit amenities) 3. Number of new and existing ADA-compliant infrastructure (e.g., curb ramps, pedestrian buttons) 4. Number of new street trees 5. Number of Green Street practices (e.g., rain gardens, bioswales, permeable pavement) 6. Number of pedestrian and bicycle lighting improvements. 7. Bicycle and pedestrian counts 8. Commute mode percentages (e.g., drive alone, carpool, transit, bicycle, walk) 9. The number and percentage of designated transit stops accessible via sidewalks and curb ramps 10. The number, locations, and causes of collisions, injuries, and fatalities by each mode of transportation 11. The percentage of children walking or bicycling to school <p>E. All benchmarks established by the (Department/ Municipality) shall be disaggregated by race/ethnicity, neighborhood, and vehicle ownership when feasible.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
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Reviewed by:

Date: