

Sidewalk Comprehensive Plan

Adopted by New Hartford Town Board

November 19, 2008

Mission statement

To create a functional sidewalk system within the town to enhance the quality of life and improve pedestrian safety by using Federal Highway Administration guidelines for route selection and design standards to achieve connectivity and linkages to and between public uses, residential, and commercial destinations, while providing maintenance of the sidewalks and enforcement of any regulations related thereto.

Goals & Objectives

The goal of this sidewalk policy is to set guidelines for the town to create a long-term unified pedestrian transportation network. A further goal is to increase pedestrian and bicycle use of roadways, improve pedestrian and bike safety, and encourage non-polluting forms of transportation by developing structural traffic mitigation strategies to reduce dependence on motor vehicles. The growth in both residential and commercial sectors of New Hartford and the ensuing increase in traffic have led to a significant need for additional sidewalks in many areas of the town. In areas where there has been a significant increase in traffic around schools and parks, the lack of sidewalks raises serious safety issues for the students who walk to school or to parks, i.e. Washington Mills Athletic Park, Hughes and Myles Elementary Schools and the library on Oxford Road. The lack of sidewalks also contributes to increased spending on public services, especially in the education department where an extensive busing program is needed to service the hundreds of bus stops throughout town. Buses must often stop at every house with a school-aged child along major roads that lack sidewalks. The construction of additional sidewalks can lead to the elimination of school bus stops, as students would be able to walk to a stop, making it possible to combine stops that are close to one another. Fewer bus stops will improve traffic flow on major roads.

Prioritization

The sidewalk prioritization list is to be reviewed and updated annually by the Sidewalk Committee and presented to the New Hartford Town Board for approval. The sidewalk committee shall make prioritization recommendations utilizing the Town of New Hartford preliminary sidewalk site criteria procedures and pedestrian use counts when available. The New Hartford Highway Department will coordinate with the Planning Department as required.

Sidewalk Prioritization Recommendations

The sidewalk committee recognizes the following areas of concern and will attempt to find funding and coordinate efforts to improve the following areas of concern:

Phase 1 - Oxford Road, from the New Hartford Library to the Chapman Road intersection, inclusive of the entire Kellogg Road district.

Phase 2 - Will include but not be limited to:

Weston Road/Chapman Road intersection to Perry Junior High School.
Continue Chapman Road existing sidewalks to Higby Road, and from the Chapman Road/Higby Road intersection to Oneida Street.

Rt. 12B, extending existing sidewalks to the Myles Elementary School.

From The Town/City line on Oneida Street, connecting existing sidewalks on Oneida Street to existing sidewalks in Willowvale.

Oxford Road, from Oneida Street to Kellogg Road / Oxford Road intersection, creating a walkable loop.

All areas of Seneca Turnpike to the intersection of Woods Highway, and all areas of Commercial Drive, which are currently lacking connector sidewalks.

Funding

The funding level for constructing and refurbishing sidewalks each year should be between \$60,000 and \$100,000. At the discretion of the New Hartford Town Board, funding should come from a combination of grants, budgetary line item and GEIS funds. The construction and schedules will necessarily change due to fluctuations in funding, updated traffic counts, accident reports and the addition of other locations that rate a higher priority.

Methodology – Preliminary Sidewalk Site Criteria Procedures

To address the need for additional sidewalks and reconstructing old sidewalks, a criteria analysis is required. The goal is to determine and prioritize future sidewalk locations in town. The process of determining where additional sidewalks are needed involves identifying a number of factors, which included the following:

Preliminary Sidewalk Site Criteria Procedures

The Town of New Hartford desires to provide safe and efficient mobility and access for all pedestrian movement. Whether designing new facilities, reconstructing or resurfacing existing ones, the presence of pedestrians should be investigated. If the need to accommodate pedestrians is determined to exist, facilities intended for them should be designed, constructed, and maintained in accordance with current guidelines and standards. The American Association of State Highway Transportation Officials (AASHTO) *Guide for the Planning, Design, and Operation of Pedestrian Facilities* and the U.S. Access Board's *Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities* (ADAAG), along with the 2007 town wide comprehensive plan, provide technical guidance and community long range planning for determining the scope and design of pedestrian facilities. Pedestrian accommodations are facilities specifically intended for pedestrian use. Pedestrian facilities include crossings, refuge islands, pedestrian signs and signals, ITS, sidewalks, walkways, curb ramps, bus stops, call boxes, street furniture, etc.

Procedure for classification: The following list of criteria will be utilized to determine the need and priority of pedestrian sidewalks throughout New Hartford.

A. Criteria

The following are the town's criteria for establishing priorities. Attachment A - Pedestrian Generator Checklist, shall be used in conjunction with town wide comprehensive map to prioritize sidewalk expansion projects.

1. **Speed** - There is a direct relationship between speed and the number and severity of crashes; high-speed facilities may rank higher.
2. **Street Classification** - Arterial streets should take precedence because they generally have higher pedestrian use (due to more commercial uses), have a greater need to separate pedestrians from motor vehicles.
3. **Crash Data** - Pedestrian crashes seldom occur with high frequency at one location, but there are clearly locations where crashes occur due to lack of sidewalks. Usually, there is a pattern of pedestrian crashes up and down a corridor, indicating a need to provide sidewalks throughout, not just at crash locations.
4. **School Walking Zones** - School walking zones typically extend from residential areas to an elementary school. Children are especially vulnerable, making streets (especially arterials) in these zones prime candidates for sidewalk retrofitting.
5. **Transit Routes** - Transit riders need sidewalks to access transit stops. Arterials used by transit are prime candidates for sidewalk retrofitting.

6. **Urban Centers / Neighborhood Commercial Areas** - Areas of high commercial activity generate high pedestrian use, even if they are primarily motorists who have parked their car. Sidewalks are needed to improve safety and enhance the economic viability of these areas.
7. **Other Pedestrian Generators** - Hospitals, community centers, libraries, sports arenas, parks and other public places are natural pedestrian generators where sidewalks should be given priority.
8. **Missing Links** - Installing sidewalks to connect pedestrian areas to each other creates continuous walking systems.
9. **Double Sidewalks** - Where applicable, commercial corridors, school zones and other pedestrian generators - sidewalks should be built on both sides of the street.
10. **Right of Ways** - Areas with existing public right of ways or already have sidewalk easements.
11. **Current Construction** - Sidewalk installation coincides with new road, water, or sewer projects.
12. **State and Federal Guidelines** - Project complies with guidelines and priorities of the American Association of State Highway & Transportation Officials (AASHTO) and also comply with the American with Disabilities Act (ADA).
13. **Town Planning** - Project complies with New Hartford current and adopted town wide comprehensive plan.

Next Step - After adopting criteria and recommending prioritized project.

- Initiate sidewalk design
- Width & setback requirements.
- Surface - concrete, blacktop, brick pavers, etc.
- Curb ramps.
- Maintenance & repair. Snow, etc.
- Shelters, signals & signage
- Determine costs.

Maintenance

The New Hartford Highway Superintendent in conjunction with the School Transportation Director and Director of Parks & Recreation will determine the order of priority for removing snow from walks within the towns main pedestrian sidewalk network. Because of the large variability in local weather conditions and availability of snow removal equipment, the New Hartford Highway Department, Schools & New Hartford Parks & Recreation Department should operate on a storm-by-storm basis.

Other sidewalk snow removal plans shall be prioritized by the Department of Public Works. The prioritized list is to be updated annually and approved by the New Hartford Town Board.

Definitions

Pedestrian - Any person afoot or riding on a conveyance moved by human power, except bicycles.

Sidewalk - That portion of a street or highway set aside for pedestrian travel.

Multi Purpose Pathway (Pedestrian Path) - A paved path intended for use by pedestrians as well as the casual roller-blader and bicyclists.

Crosswalk - That portion of a roadway ordinarily included within the prolongation or connection of curb lines and property lines at intersection, or at any portion of a roadway clearly indicated for pedestrian crossing by lines on the road surface or by other markings or signs.

Safety Zone - Any area or space set aside within a roadway for the exclusive use of pedestrians and which has been indicated by signs, lines or markings, having the written approval of the Department of Public Works.

Traffic Control Signal - Any device using colored lights, which conforms to the standards, as prescribed by the Department of Public Works of the State of New York, whether manually, electrically or mechanically operated, by which traffic may be alternately directed to stop and to proceed.

Road

Classification

Class A. Major Regional Roadways - Major regional roadways consist of limited access highways & roadways that provide mobility to and within heavily developed commercial areas

Class B. Regional Roadways with Scenic and Historic Values - This category of roadway consists of regional roads that have scenic and historic values inherent to New Hartford that must be preserved. Such roadways often provide access to a mix of residual, rural and small commercial areas.

Class C. Commercial roadways - Primarily characterized by high volume commercial traffic.

Class D. Local Roadways of Regional Significance - These are roads that typically serve local traffic but provide mobility between towns. Area development is often characterized primarily by residential uses.

Class E. Other Local Roadways - These are roads that typically serve local traffic.

Current New Hartford Code

ARTICLE III
Sidewalk Maintenance
(Adopted 6-6-2001 by L.L. No. 9.2001)

102.8. Maintenance and care of sidewalks.

- A. **Duty.** In addition to the requirements of snow removal set forth in 102-9 herein, every owner or occupant of any house or other building, and every person owning or having charge of a vacant lot, shall, at all times throughout the year, keep the sidewalks in front of such house, building or lot free from dirt, filth, obstructions and other encumbrances, which might impair safe passage. Existing sidewalks shall not be removed or replaced by lawn or garden areas.
- B. **Liability.** All persons violating this section and failing to perform the duty herein imposed shall be solely liable for such injuries/damages caused to persons or property resulting from the violation of said duty.
- C. **Indemnity.** All persons violating this section shall indemnify and hold the town harmless for any and all claims and/or causes of action for any injuries/damages occurring as a result of said violations or the duty imposed.

102-9. Removal of snow and ice.

- A. **Putting snow on streets and sidewalks.** It shall be unlawful for any person to plow or push snow or ice from private premises onto the public streets, sidewalks or highways.
- B. **Snow removal from sidewalks.**
 - (1) **Duty.** It shall be the duty of every property owner and every person in possession of property in the Town of New Hartford to remove the snow from all sidewalks bordering any portion of said property within 24 hours after any snowfall in excess of two inches and to remove all ice which has formed on said sidewalk, or to make said sidewalk safe by applying sand or another suitable substance within eight hours after said ice forms or prior to 8:00 a.m. in the following day, whichever is later.
 - (2) **Assistance by town.** No plowing of sidewalks by the Superintendent of Highways and/or his designee shall relieve said persons in possession of said property from their herein-imposed duty and primary responsibility of keeping said sidewalks free from snow and ice.

(3) Liability. All persons violating this section and failing to perform the duty herein imposed shall be solely liable for such injuries/damages caused to persons or property resulting from the violation of said duty.

(4) Indemnity. All persons violating this section shall indemnify and hold the town harmless for any and all claims and/or causes of action for any injuries/damages occurring as a result of said violation of the duty imposed.

102-10.

STREETS AND SIDEWALKS

102-10. Penalties for offenses.

- A. Property owners. For any person who is a property owner in the town, whether a person, firm or corporation, who violates the provisions of this chapter, the town may cause the violation to be corrected. Any and all work required to be performed and the cost thereof, plus 50% for administration and supervision added thereto, shall become a lien upon the property owner's property on/near where said work was performed or violation occurred and shall be added to become a part of the taxes next to be assessed and levied upon said property and shall be collected and enforced in the same manner as taxes.
- B. Not property owners. Any person who is not a property owner, whether a person, a firm or a corporation, who violates any provisions of this article, shall be liable for a civil penalty of not more than \$200 per day for each day or part thereof during which such violation continues.

Attachment A

PEDESTRIAN GENERATOR CHECKLIST		
<p>Note: The term “generator” in this document refers to both pedestrian generator (where pedestrians originate) and destinations (where pedestrians travel to)</p> <p><i>A check of yes indicates a potential need to accommodate pedestrians and coordination with the Regional Bicycle and Pedestrian Coordinator is necessary during project scoping.</i></p>		
1.	Is there an existing or planned sidewalk, trail, or pedestrian crossing facility, or is the street an arterial street? 2pt	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.	Are there bus stops, transit stations, or depots/terminals located in or within 800 m of the project area? 2pt	YES <input type="checkbox"/> NO <input type="checkbox"/>
3.	Is there more than occasional pedestrian activity? Evidence of pedestrian activity may include a worn path, or crash data, and is excessive speed a concern? 2pt	YES <input type="checkbox"/> NO <input type="checkbox"/>
4.	Are there existing or approved plans for generators of pedestrian activity in or within 800m of the project that promote or have the potential to promote pedestrian traffic in the project area, such as schools, parks, playgrounds, places of employment, places of worship, post offices, municipal buildings, restaurants, shopping centers or other commercial areas, or multiuse paths? 2pt	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.	Are there existing or approved plans for seasonal generators of pedestrian activity in or within 800m of the project that promote or have the potential to promote pedestrian traffic in the project area, such as parks, commercial and village corridors to connect areas of the community? 2pt	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.	Is the project located in a residential area within 800m of existing or planned pedestrian generators? 1pt	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.	Project utilizes existing right of ways or correlates with current, new road, water or sewer projects? 1pt	YES <input type="checkbox"/> NO <input type="checkbox"/>
8.	Did a study of secondary impacts indicate that the project promotes or is likely to promote commercial and/or residential development within the intended life cycle of the project? 1pt	YES <input type="checkbox"/> NO <input type="checkbox"/>
9.	Does the community’s comprehensive plan call for development of pedestrian facilities in the area? 1pt	YES <input type="checkbox"/> NO <input type="checkbox"/>
10.	Projects comply with AASHTO & ADA compliance guidelines? 1pt	YES <input type="checkbox"/> NO <input type="checkbox"/>
Total Score		
<p>The following standardized references are utilized to help determine the scores for the pedestrian generator checklist. The American Association of State Highway Transportation Officials’ (AASHTO) <i>Guide for the Planning, Design, and Operation of Pedestrian Facilities</i> and the U.S. Access Board’s <i>Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities</i> (ADAAG), along with the 2007 town wide comprehensive plan</p>		