

Town of _____ Complete Streets Policy

This model policy was developed by Cape Cod Commission staff with much of the language culled from Salem, MA and Littleton, MA polices. The intent is that any Cape Cod town considering implementation of a Complete Streets Policy could adapt this model policy to meet the unique organization structure and priorities of their town. The intent is NOT to have a one-size-fits-all approach, but rather serve a starting point for local discussion about the appropriate vision and commitment of that community.

Vision and Purpose:

The fifteen towns of Barnstable County make up a distinctive region known for its coastlines, historic villages, and environmental resources. It can be challenging to accommodate all users on narrow roadways that follow colonial layouts and are constrained by historic buildings and environmental resources, especially when the volume of users swells during the summer tourist season. The town of _____ Complete Streets policy aims to make sure that all users and resources are considered when designing roadway improvements, accommodating a variety of users while protecting the elements that are important to both the character and the economy of the town and the region.

Complete Streets are designed and operated to provide safety, comfort, and accessibility for all the users of our roadways, trails, and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles. “All users” includes users of all ages, abilities, and income levels. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by improving the pedestrian and vehicular environments in order to provide safe, accessible, and comfortable means of travel between home, school, work, recreation and retail destinations. Complete Streets also furthers equity objectives by providing safe forms of travel for residents of all income levels. The purpose of the town of _____’s Complete Streets policy, therefore, is to accommodate all users by creating a context-sensitive roadway network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the town of _____ to formalize the plan, design, operation and maintenance of roadways so that they are safe for all users of all ages and abilities and all income levels as a matter of routine. This Policy directs decision-makers to consistently plan, design, construct, and maintain roadways to accommodate all anticipated users including but not limited to pedestrians, bicyclists, motorists, transit riders and vehicles, emergency vehicles, and freight and commercial vehicles.

Core Commitment:

The town of _____ recognizes that users of various modes of transportation, including but not limited to pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personal, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. “All users” includes users of all ages, abilities, and income levels.

The town of _____ recognizes that all projects, including new construction, maintenance and reconstruction, are potential opportunities to apply Complete Streets design

principles. The town will, to the maximum extent practical, design, construct, maintain and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the town of _____, as well as projects funded by the State and Federal government, including but not limited to Chapter 90 funds, City improvements grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding and other state and federal funds for street and infrastructure design shall adhere to the town of _____ Complete Street Policy. Private developments and related roadway design components shall also adhere to the Complete Street principles. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets Policy, including the design, construction and maintenance of such roadways within town boundaries.

Town Departments, [OPTION: in consultation with a Complete Streets Working Group, described below in Implementation section] will use best judgment regarding the desirability and feasibility of applying Complete Streets principles for routine roadway maintenance and projects such as repaving, restriping and so forth.

Exemptions:

Transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconfigurations or subdivisions may be excluded upon approval by the Board of Selectmen [OR: Barnstable Town Council] with consultation from the appropriate town departments [OPTION: and the Complete Streets Working Group], where documentation and date indicate that any of the following apply:

- Roadways where specific users are prohibited by law, such as limited access highways. An effort will be made in these cases for accommodations elsewhere.
- Where it is demonstrated that costs or impacts of accommodation are excessively disproportionate to the need or probable future use.
- Other town policies, regulations or requirements contradict or preclude implementation of Complete Streets principles.

Best Practices:

The town of _____ Complete Streets policy will focus on developing a connected, integrated network that serves all users. Complete Streets will be integrated into policies, planning and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects. As practicable, recommendations from the appropriate town departments [OPTION: and the Complete Streets Working Group] for incorporating complete streets elements will occur in projects' beginning stages prior to design.

Implementation of the town of _____ Complete Streets Policy will be carried out cooperatively within all departments in the town of _____ with multi-jurisdictional cooperation and, to the greatest extent possible, among private developers and state, regional and federal agencies.

The town of _____ will work cooperatively with neighboring communities and regional entities in an effort to strengthen regional connectivity options for all users.

Complete Streets principles include the development and implementation of projects in a context-sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context-sensitive approach to process and design includes a range of goals by giving significant consideration to stakeholder and community values. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical and environmental resources while improving or maintaining safety, mobility and infrastructure conditions.

The town of _____ recognizes that "Complete Streets" may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards and recommendations available will be used in the implementation of Complete Streets, including the most up-to-date versions of:

- The Massachusetts Department of Transportation Project Design and Development Guidebook
- American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls
- The Architectural Access Board (AAB) 521 CMR Rules and Regulations
- The Cape Cod Commission's Complete Streets/Living Streets Design Manual
- Cape Cod Metropolitan Planning Organization's Cape Cod Regional Transportation Plan
- Documents and plans created for the town of _____, including but not limited to:
 - Local Comprehensive Plan
 - Open Space and Recreation Plan
 - Downtown Improvement or Historic District plans
 - Bicycle and pedestrian network plans.

The town of _____ will implement a balanced and flexible approach to Complete Streets implementation that utilizes the latest design guidance, standards and recommendations while providing flexibility to best accommodate all users and modes given the unique characteristics of the surrounding community.

Evaluation of Effectiveness:

The town [OPTION: and Complete Streets Working Group] will develop performance measures to periodically assess the rate, success, and effectiveness of implementing the Complete Streets Policy. The town [OPTION: and Complete Streets Working Group] will determine the frequency of assessment and utilize appropriate metrics for analyzing the success of this policy. These metrics may include:

- total miles of new on-street bicycle routes defined by lane markings or signage,
- linear feet of new pedestrian accommodation,
- number of new curb ramps or other retrofitted pedestrian facilities,
- increase in the number of users of public transportation,
- decrease in the number of traffic accidents involving vehicles, bicycles and pedestrians in Complete Streets areas,
- number of new street trees planted along streets,
- number of LID landscape areas installed.

These metrics will be compiled into a report by the town [OPTION: and Complete Streets Working Group] and presented as needed, but no less than annually. Implementation strategies will be adjusted as needed based on the findings in these reports.

Implementation:

The town shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

[OPTION: A Complete Streets Working Group comprised of stakeholders, including members of relevant departments and existing committees designated by the Board of Selectmen (or Town Council) will be created to implement this initiative. The Complete Streets Working Group will be a multidisciplinary team and members will include representation from: Bicycle and Pedestrian Committee, Planning or Community Development, Board of Selectmen (or Town Council), Council on Aging, Disability Commission, Department of Public Works (DPW), Engineering, Health Department or Board of Health, Conservation Commission, Historical Commission, Chamber of Commerce, and other committees, departments or organizations as appropriate. A key component of the Complete Streets Working Group will be to increase communication and forge partnerships among the various stakeholders. The focus of this Group will be ensuring the implementation of the context-sensitive Complete Streets Policy and, where necessary, altering existing practices and overcoming barriers that may act as impediments to implementation. In addition, this Group will regularly update and solicit feedback on potential projects with the general public to ensure that the perspectives of the community are considered and incorporated, as appropriate.]

The Department of Planning & Community Development shall integrate Complete Streets principles in all new planning documents, as applicable (master plans, open space and recreation plan, etc.), laws, procedures, rules, regulations, guidelines, programs and templates,

and make recommendations for zoning and subdivision codes to encourage contextual design of complete streets policies, respecting the presence of important scenic, environmental and historic resources.

The town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will highlight projects that eliminate gaps in the sidewalk and bikeway network.

The town will evaluate projects within the Capital Improvement Plan to encourage implementation of this Policy.

The town will secure training for pertinent town staff and decision-makers on both the technical content of Complete Streets principles and best practices, as well as community engagement methods for implementing the Complete Streets Policy. Training may be accomplished through workshops and other appropriate means.

The town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

The town will seek out appropriate sources of funding and grants for implementation of Complete Street policies.