



The Town of Barnstable

Office of Town Manager



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Mark S. Ells, Town Manager
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M. Andrew Clyburn, Assistant Town Manager
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TO: Complete Streets Program Administrator
Massachusetts Department of Transportation
10 Park Plaza
Boston, MA. 02116

January 18, 2022

Dear Program Administrator,

Enclosed please find a copy of the Town of Barnstable's Complete Streets Policy as well as the certified letter confirming a unanimous, affirmative vote from the Town Council approving the Policy at the December 2, 2021 meeting.

We are excited about the opportunity to participate in the Complete Streets Program. Barnstable has already shown commitment to integrating Complete Streets design principles through the installation of shared-use paths, street trees and high visibility crosswalks. This Policy formally establishes the Town's commitment to continue to implement improvements to enhance our community's mobility, safety and sustainability.

Thank you for your consideration; please let us know if you require any additional information in support of our Policy submission.

Sincerely,

Mark S. Ells
Town Manager



Town of Barnstable

Office of Town Clerk

367 Main Street, Hyannis MA 02601

Office: 508-862-4044
Fax: 508-790-6326

Ann M. Quirk, CMC/CMMC/MMC
Town Clerk

January 10, 2022

To whom it may concern:

Please be advised that the following is a true copy of an item duly passed by the Barnstable Town Council on December 2, 2021:

2022-054 RESOLVE APPROVING THE TOWN OF BARNSTABLE COMPLETE STREETS POLICY FOR SUBMISSION TO THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION FOR PARTICIPATION IN THE COMPLETE STREETS FUNDING PROGRAM INTRO: 12/02/2021

Upon a motion duly made and seconded it was

RESOLVED: That the Town Council hereby approves the Town of Barnstable Complete Streets Policy, as presented to the Town Council at this meeting.

VOTE: PASSES 13 YES

Roll Call: Atsalis, Bogan, Clark, Cullum, Rapp Grasseti, Hebert, Mendes, Levesque, Neary, Schnepf, Shaughnessy, Starr, Steinhilber

Sincerely,

Ann M. Quirk
Town Clerk/Town of Barnstable



BARNSTABLE TOWN COUNCIL

ITEM# 2022-054
INTRO: 12/02/2021

SUMMARY

TO: Town Council
FROM: Mark S. Ells, Town Manager
THROUGH: Elizabeth S. Jenkins, Planning & Development Director
DATE: December 02, 2021
SUBJECT: Resolve approving the Town of Barnstable Complete Streets Policy for submission to the Massachusetts Department of Transportation for participation in the Complete Streets Funding Program

BACKGROUND: The Massachusetts Department of Transportation (MassDOT) Complete Streets Funding Program, established in 2016, dedicates state transportation funds to plan and implement Complete Streets. Complete Streets are designed and operated to provide safety, comfort and accessibility for users of all ages and abilities. The purpose of the Policy is to formalize the planning, design, operation and maintenance of the Town's roadways to ensure that, when determined feasible, accommodations are provided to improve safety and accessibility while preserving and enhancing the Town's esteemed scenic, historic and environmental resources.

The Town of Barnstable has already shown commitment to integrating Complete Streets design principles through the installation of shared-use paths, street trees and high visibility crosswalks. The proposed Policy establishes the Town's commitment to continue to implement improvements to enhance the community's mobility, safety and sustainability.

The proposed Complete Street's Policy incorporates ten policy elements, as defined by MassDOT, including but not limited to vision and intent, applicable projects, exceptions, performance measures and implementation. The Policy is scored based on the level of commitment defined within each policy element and must receive an overall score of at least 80 points to be accepted by MassDOT.

The Complete Streets Funding Program is defined by a three tier process. Within Tier 1, a municipality develops a Complete Streets Policy which must be approved by the highest elected official or governing body and must receive a qualifying score from MassDOT. Additionally, Town staff is required to attend Complete Streets training. Upon notification that the Policy has been approved by MassDOT, a municipality continues to Tier 2 to develop a Prioritization Plan ultimately reviewing existing and coordinating additional plans, studies and analyses to rank priority projects by factors including cost, community support, traffic and safety benefits and anticipated timeframe for completion. Once a Prioritization Plan is approved by MassDOT, at

Tier 3, a municipality can apply for construction funding to implement a project or several projects identified within the Prioritization Plan.

Example Complete Streets project types include intersection redesign such as curb extensions at pedestrian crossings; street reconfiguration and traffic calming including lane narrowing to add a bike lane; pedestrian crossing modifications such as incorporation of Americans with Disabilities Act (ADA) compliant curb ramps; pedestrian and bike network connections including the installation of a sidewalk; transit investments such as bus shelters and bike racks; and environmental and streetscape investments including street lighting and street trees.

In adopting this Policy, the Town of Barnstable will incorporate a Complete Streets approach prioritizing a network of transportation that is connected, efficient and accessible which will enhance the quality of life for the community by improving health and safety, encouraging economic viability, promoting social equity, and supporting environmental sustainability.

FISCAL IMPACT: The Complete Streets Funding Program provides two opportunities for municipalities to obtain funding for efforts to identify priority projects and for implementation of desired improvements. A municipality can request up to \$38,000 in technical assistance to help with the development of a Prioritization Plan coordinated within Tier 2. The funding provided for technical assistance is used to hire a consultant or regional agency to conduct studies and analyses to develop a list of Complete Streets projects, coordinate public outreach, and to establish criteria for prioritization of projects. Once a Prioritization Plan is approved by MassDOT, at Tier 3, a municipality may submit an application for construction funding and can receive up to \$400,000 in any rolling four-fiscal-year period. The Town can decide whether to request construction funding for one project for the total \$400,000 or to distribute the total potential funding, not to exceed \$400,000, over the course of several smaller grants during any four-fiscal-year timeframe. MassDOT will grant awards through a competitive application process to occur twice annually.

STAFF ASSISTANCE: Elizabeth Jenkins, Director of Planning and Development; Kate Maldonado, Assistant Director of Planning and Development; Daniel W. Santos, P.E., Director of Public Works; Griffin Beaudoin, Town Engineer; Paul Graves, Senior Project Manager



Town of Barnstable

367 Main Street
Hyannis, Massachusetts 02601

COMPLETE STREETS POLICY

Introduction

Complete Streets are designed and operated to provide safety, comfort and accessibility for users of all ages and abilities including pedestrians¹, cyclists, transit users and motorized vehicles. In adopting this policy, the Town of Barnstable will incorporate a Complete Streets approach prioritizing a network of transportation that is connected, efficient and accessible which will enhance the quality of life for our community by improving health and safety, encouraging economic viability, promoting social equity, and supporting environmental sustainability.

The Town of Barnstable has already shown commitment to integrating Complete Streets design principles through the installation of shared-use paths, street trees and high visibility crosswalks. This policy establishes the Town's commitment to continue to implement improvements to enhance our community's mobility, safety and sustainability.

The purpose of this policy is to formalize the planning, design, operation and maintenance of our roadways to ensure that, when determined feasible, accommodations are provided for users of all ages and abilities to improve safety and accessibility while preserving and enhancing the Town's esteemed scenic, historic and environmental resources.

1. Vision and Intent

The Town of Barnstable recognizes that all projects including new construction, reconstruction, and maintenance are opportunities to incorporate Complete Streets design principles. The Town will, to the maximum extent feasible, plan, design, construct, maintain and operate all projects to provide for a comprehensive and interconnected street network for people of all ages and abilities. The Town will consider context sensitivity and roadway character when establishing Complete Streets projects.

2. Users and Modes

The Town of Barnstable acknowledges that Complete Streets are designed and operated to provide safety, comfort, and accessibility for users of all ages and all abilities including pedestrians¹, bicyclists, equestrians, motorists, transit users, school bus riders, freight haulers, delivery and service personnel, commercial vehicles and emergency responders.

3. All Projects and Phases

The Town of Barnstable acknowledges that Complete Streets projects represent an incremental approach achieved through various elements and improvements to be accomplished over time with long-term results. Where feasible and practical, Complete Streets design principles shall be considered

¹The term "pedestrian" shall include (1) any person traveling by foot; and (2) any person in or on any conveyance, other than a bicycle, constructed and designed for propulsion by human muscular power; and (3) any mobility-impaired person using a wheelchair, whether operated manually or motorized. (23 USC § 217; and MGL Chapter 90 Section 18A; and Town of Barnstable Traffic Regulations, September 15, 1994)

in review of all publicly funded and privately funded projects, per the procedures outlined below, as determined by the Department of Public Works.

- *All publicly funded transportation projects that impact the right-of-way.* Publicly funded projects will be reviewed and overseen by the Department of Public Works.
- *All privately funded transportation projects that impact the right-of-way.* Privately funded projects will be reviewed by Town staff at Site Plan Review. The project proponent will be made aware of the Town's Complete Streets Policy and the Prioritization Plan and the proposal will be reviewed for compatibility with the Policy and the Prioritization Plan. The installation of privately funded projects will be overseen by the Department of Public Works and permitting staff in coordination with the developer's engineer.
- *All private developments that impact the right-of-way.* All new roads will be reviewed by the Planning Board through the Town's subdivision process. The project proponent will be made aware of the Town's Complete Streets Policy and the Prioritization Plan and the proposal will be reviewed for compatibility with the Policy and the Prioritization Plan. The installation of private developments will be overseen by the Department of Public Works and permitting staff in coordination with the developer's engineer.
- All transportation infrastructure and street design projects requiring funding or approval by the Town of Barnstable.
- All projects funded by the State and Federal Government including but not limited to Chapter 90 funds, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Town improvement grants, Capital Funding, and other state and federal funds for street and infrastructure design.
- The Town of Barnstable shall commit to collaborating with MassDOT to incorporate Complete Streets principles for the design, construction, and maintenance of state-owned roadways.
- The Department of Public Works will use best judgement with regard to the feasibility of applying Complete Streets design principles when conducting municipal road repairs and upgrades and/or expansion projects within the public right-of-way.

4. Exceptions

It is recognized that incorporation of Complete Streets elements into a project will not always be feasible or practical. Exceptions to Barnstable's Complete Streets Policy may be granted by the Department of Public Works. A written request for an exception shall be submitted for review to the Department of Public Works and will be granted if documentation, data, or conditions indicate that any of the following circumstances apply:

- Transportation networks, such as interstate freeways, where specific users, including cyclists and/or pedestrians, are prohibited by law.
- Where the cost of implementation or impact of accommodation associated with an enhancement is determined to be excessively disproportionate to the need or probable use.
- Locations where there is an absence of current and future need for incorporation of Complete Streets design principles.
- Locations where protected scenic, historic, or environmental features and or qualities would be adversely impacted. This includes projects on designated scenic roads, rural roads or private roads where certain actions may not be practical or feasible due to factors such as ownership or environmental impacts.
- A project that involves emergency repairs or ordinary maintenance such as roadway mowing, street sweeping, minor roadway repairs and normal re-paving, pothole filing, and public infrastructure and utilities repair, within the right-of-way.
- Public and private utility improvement projects.

- Existing private ways.

5. Network

The Town of Barnstable's Complete Streets Policy will establish a network approach that supports a connected and integrated community with accessible and efficient connections between home, school, work, transit, recreation, medical facilities and retail destinations. The Town recognizes that a network approach will furthermore support economic growth and community stability.

6. Jurisdiction

The Town of Barnstable acknowledges that coordination with various agencies, who play a significant role in funding, planning and developing streets, is imperative for successful implementation of Complete Streets elements.

Implementation of Barnstable's Complete Streets Policy will be achieved through coordination between Town departments with multi-jurisdictional cooperation and, to the extent possible, private developers, as well as state, regional and federal agencies. Additionally, the Town will work cooperatively with neighboring communities and regional entities, including MassDOT, in an effort to strengthen regional connectivity for all users.

7. Design

In order to maximize safety, accessibility, design flexibility and technological advancements, the latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets elements, including, but not limited to, the most up-to-date versions of:

- The Massachusetts Department of Transportation (MassDOT) Project Design and Development Guidebook
- The National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide
- The National Association of City Transportation Officials (NACTO) Urban Street Design Guide
- The latest edition of American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD)
- 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
- The Town of Barnstable's Local Comprehensive Plan
- The Town of Barnstable's Growth Incentive Plan
- Walk audits performed in coordination with WalkBoston and Road Safety Audits (RSA).
- Documents and plans created for The Town of Barnstable such as bicycle and pedestrian network plans.

8. Context Sensitivity

The Town of Barnstable will develop and implement Complete Streets projects in a context sensitive manner that is attentive to the needs of all users; integrates the community's goals, objectives and values; and is compatible with the community's physical, economic and social setting. The context-sensitive approach to process and design shall incorporate a range of goals by considering stakeholder and community values on a level plane with the project need. When considering and prioritizing

Complete Streets projects, the Town will take into account the surrounding community, current and planned infrastructure and expected transportation needs. The overall goal of this approach is to preserve and enhance scenic, historic, and environmental resources while improving and maintaining public safety.

9. Performance Measures

The Town of Barnstable shall utilize the following performance measures which will be assessed and presented annually by the Department of Public Works, to gauge implementation and effectiveness. These measures include:

- Total linear feet of new or reconstructed shared use paths and sidewalks
- Total linear feet of roadway enhanced by roadway repair, pavement marking, and/or signage
- Total number and type of crosswalk and intersection improvements
- Total number of ADA accommodations built such as new or reconstructed curb ramps
- Number of new street trees planted

10. Implementation

The Town of Barnstable will make Complete Streets practices a routine part of everyday operations and shall approach every project as an opportunity to improve the overall transportation network for all users.

The Town of Barnstable will utilize inter-department coordination among Planning and Development, the Department of Public Works and other related departments to promote efficient use of resources to establish and prioritize Town roadways and paths that provide a safe, comfortable and convenient environment for all users.

The Town of Barnstable's Planning and Development department will review and revise or develop proposed revisions to incorporate Complete Streets principles into the Town's Local Comprehensive Plan, Open Space and Recreation Plan, zoning and subdivision codes, and all additional guidelines and programs as applicable.

The Town of Barnstable's Department of Public Works will maintain an inventory of Complete Streets improvements as evaluated by the performance standards described herein and will commit to improving methods for measuring and collecting data as new technology is developed.

Town staff will continue to attend classes and training opportunities on Complete Streets and will regularly solicit feedback from the public to ensure that the community's goals, objectives and values are considered and incorporated. In addition, the Town will actively seek additional sources of funding and grants for implementation of Complete Streets design principles.