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## **COMPLETE STREETS POLICY**

Effective Date	September 11, 2017
Public Meeting	September 11, 2017
Selectmen Vote to Adopt Policy	September 11, 2017

### **Vision and Purpose**

The purpose of the Town of Wakefield's Complete Streets Policy is to accommodate roadway users of all ages and abilities by creating a transportation network that meets the needs of individuals utilizing a variety of transportation modes. This policy will be applied in all decision-making for related infrastructure planning and construction.

Wakefield's residents place high value on a vibrant, walkable community, neighborhood business districts, excellent schools, convenient public transit options, and tree-lined streets and legacy green spaces. The Town is committed to maintaining Wakefield's character as a desirable community for residents of all ages, stages of life, and abilities. The Town recognizes that the application of Complete Streets principles can enhance health, safety, livability, community character, environmental sustainability, and economic vitality. By incorporating Complete Streets' guiding principles, the Town of Wakefield will advance its efforts to provide safety and accessibility for all users of our roadways, trails, and transit systems, for pedestrians, bicyclists, transit riders, motorists, freight and commercial vehicles, and emergency vehicles.

The Town of Wakefield aims to improve the health of its residents and recognizes that Complete Streets can increase everyday physical activity by enabling additional healthy opportunities, such as: walking and bicycling by its residents and visitors. The Town of Wakefield will plan, design, operate, and maintain streets so that they are safe for all users as a matter of routine. This policy guides decision makers in consistently planning, designing, and constructing streets to reasonably accommodate current and future users.

### **Core Commitment**

The Town of Wakefield recognizes that roadway and development projects (whether new, maintenance, expansion, or reconstruction) are potential opportunities to apply Complete Streets design principles. Complete Streets design recommendations shall be incorporated, where feasible, into all publicly and privately funded projects. This includes transportation infrastructure projects requiring funding or approval by the Town of Wakefield, as well as projects funded by the state and federal governments using sources such as Chapter 90 funds, Town improvement grants, Transportation Improvement Program (TIP) funding, MassWorks Infrastructure Program grants, other capital borrowing, and other state and federal funding programs incorporating street and infrastructure improvements. The same will be applied to private developments and related street and sidewalk design components. In addition, to the extent practical, state owned roadways (both Massachusetts Department of transportation - MassDOT and Massachusetts Department of Conservation and Recreation - DCR roadways) will comply with the Complete Streets policy, including the design, construction, and maintenance of such roadways within Town boundaries.

The Town will strive to design, construct, maintain, and operate all properties over which it has any control to provide for a comprehensive and integrated network of transportation facilities for people of all ages and abilities.

The Director of Public Works, working with the Department of Public Works staff, have primary responsibility to use best judgment to incorporate Complete Streets principles into routine maintenance activities, with an emphasis on an equitable approach to accommodating multiple modes of transportation. Routine maintenance may include, but is not limited to, restriping, traffic signal adjustments or changes, curb ramp construction, and similar projects in the public right-of-way.

### **Best Practices**

The Town of Wakefield's Complete Streets policy focuses on developing a connected, integrated network that serves all users and provides accessible and efficient connections between home, school, work, civic, recreational, and retail destinations throughout the community.

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 and in conjunction with redevelopment projects. To the extent possible, the Director of Public Works will use best judgment when incorporating Complete Streets policies in the beginning stages and prior to final design.

Implementation of the Town of Wakefield's Complete Streets policy will be carried out to the greatest extent possible, cooperatively within all relevant departments in the Town and among private developers and state, regional, and federal agencies.

Complete Streets principles include the development and implementation of projects in a context-sensitive manner in which investments in transportation infrastructure are sensitive to the local context (Wakefield's physical, economic, and social setting) while meeting the



important needs of the community being served. This context-sensitive approach to process and design includes a range of goals by considering stakeholder and community values relative to the project need. 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, historic, recreation, and environmental resources, while maintaining and improving the safety and mobility for all users.

The Town of Wakefield recognizes that “Complete Streets” may be achieved through single or multiple 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 this Complete Streets policy, including:

- The Massachusetts Department of Transportation Project Development and Design Guidebook, 2006, as amended.
- The latest edition of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- Urban Street Design Guide, Urban Bikeway Design Guide, and Urban Transit Design Guide published by the National Association of City Transportation Officials (NACTO)
- The United States Department of Transportation Federal Highway Administration’s Manual on Uniform Traffic Control Devices (MUTCD)
- Federal Highway Administration (FHWA) Guidebook on Pedestrian and Bicycle Performance Measures
- The Massachusetts Architectural Access Board (AAB) 521 CMR Rules and Regulations
- The American Planning Association’s Complete Streets: Best Policy and Implementation Practices, 2010
- Documents and plans created for the Town of Wakefield including but not limited to, Town of Wakefield’s ordinances and policies, construction standards, pedestrian and bicycle master plans, and other prioritization plans that may be developed by the Town.

Complete Streets implementation and effectiveness will be constantly evaluated for success and opportunities for improvement. The Town will develop performance measures to gauge implementation and effectiveness of the policy. This will include Complete Streets multi-modal transportation network mapping to monitor progress and identify areas of further need.

### **Implementation**

The Town will consider Complete Streets Best Practices as a routine part of everyday operations when designing transportation projects and programs and will consider Complete Streets Best Practices in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

- 1) Complete Streets implementation and effectiveness should be regularly evaluated for success and opportunities for improvement. The Town will develop performance measures to gauge implementation and effectiveness of the best practices.
- 2) Town will review and, if necessary, either revise or develop proposed revisions to all appropriate planning documents, such as: master plans, open space, recreation plan, zoning and subdivision codes, laws, procedures, rules, regulations, guidelines,

construction standards, programs, and templates for the purpose of integrating Complete Streets principles in all transportation projects.

- 3) The Town will maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure in order to prioritize projects to eliminate gaps in the sidewalk and bikeway network.
- 4) Capital Improvement Projects will encourage implementation of Complete Streets.
- 5) Through workshops and other appropriate means, the Town will provide Complete Streets training to pertinent town staff and decision-makers to consistently implement this policy and best practices.
- 6) The Town will use inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.
- 7) The Town will seek out appropriate sources of funding and grants to implement Complete Streets policies and projects.
- 8) When designing and implementing Complete Streets projects, the Town will also consider whether there are opportunities to incorporate low-impact development (LID) principles to address Stormwater quality and quantity, to further benefit the community.
- 9) The Town will incorporate a public outreach component to this program through which the community can become better educated about the projects that are being implemented and their intent and benefits.

### Exemptions

A transportation infrastructure project may be excluded from the requirements of this policy, upon approval by the Director of Public Works after a review of relevant information and data and if any of the following conditions exist.

- 1) All Transportation facilities where specific users are prohibited by law, such as: pedestrians and cyclists, on interstate freeway of motorized vehicles on pedestrian malls or paths.
- 2) Other Town policies, regulations, or requirements that contradict or preclude implementation of Complete Streets principle(s).
- 3) The cost of environmental impacts of accommodation is excessively disproportionate to the need or probable use or probable future use.
- 4) Other Town policies, regulations, or requirements that contradict or preclude the implementation of this Policy, even after such policies, regulations, and requirements have been examined and updated in an effort to be consistent with the Town of Wakefield's Complete Streets Policy.
- 5) Where a threat to public safety may be created.
- 6) The impact of implementation would result in the loss of significant legacy trees of natural resources whose value is significant to Wakefield's town character.

### Evaluation of Effectiveness

A Complete Streets Working Group will be designated by the Town Administrator to oversee this initiative and monitor its success. The Complete Streets Working Group will be a multidisciplinary team consisting of the following:

- Town Administrator

- Director of Public Works
- Town Planner
- Town Engineer
- Stormwater Manager
- Traffic Advisory Committee Chair
- A member of the Town's Advisory Board of Public Works
- A staff member of the Board of Health
- A representative from the Wakefield Rail-to-Trail Committee

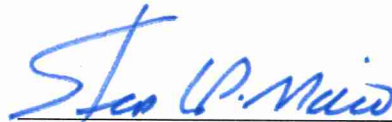
An integral element of the Complete Streets Working Group will be to increase communication and forge partnerships among the various stakeholders. The focus of this Working Group will be ensuring the implementation of the Complete Streets policy and, where necessary, altering existing practices and overcoming barriers that may act as impediments to implementation.

The Complete Streets Working Group will develop performance measures to periodically assess the rate, success, and effectiveness of implementing the Complete Streets policy. The Working Group will determine the frequency of assessment and utilize appropriate metrics for analyzing the success of this policy.



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Paul R. DiNocco, Chairman  
Wakefield Board of Selectmen



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Stephen P. Maio  
Wakefield Town Administrator