

# TOWN OF SANDWICH

THE OLDEST TOWN ON CAPE COD

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BOARD OF  
SELECTMEN

TOWN  
MANAGER

## TOWN OF SANDWICH - BOARD OF SELECTMEN

March 9, 2017

### COMPLETE STREETS POLICY

#### Vision and Purpose:

Complete Streets are designed and operated to provide safety and accessibility for all the users of our roadways, trails, and transit systems. These users include pedestrian, bicyclists, transit, transit riders, motorists, commercial vehicles, emergency vehicles, and people of all ages and of all abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing greater opportunities in multi-modal and non-motorized transportation, along with accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities.

The purpose of Sandwich's Complete Streets Policy, therefore, is to accommodate all users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town to integrate the planning, design, operation and maintenance of streets so that they are safe for all users of all ages and abilities as a matter of routine. This policy directs decision-makers to consistently plan, design, and construct streets to accommodate all anticipated users including pedestrians, bicyclists, transit, motorists, emergency vehicles, and freight and commercial vehicles.

#### Core Commitment:

The Town of Sandwich recognizes that all users of all modes, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities.

The Town of Sandwich recognizes that all projects, new, maintenance, or reconstruction, are included as opportunities to implement Complete Streets design principles. The Town will, to the maximum extent possible, 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 Sandwich, as well as projects funded by the State and Federal Government, such as Chapter 90 funds, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), and other state and federal funds for street and infrastructure design shall adhere to the Town of Sandwich's Complete Streets Policy. Private developments and related street design components or corresponding street-related components shall adhere to the Complete Streets principles. In addition, to the extent practical, State-owned roadways within the Town of Sandwich shall comply with the Complete Streets Policy, including the design, construction, and maintenance of such roadways within Town boundaries.

The Department of Public Works shall use its best judgement regarding the feasibility of applying Complete Streets principles for routine roadway maintenance and projects. Other transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconfiguration, subdivisions, or transportation improvements may be excluded upon approval by the Director of Public Works and/or designee, where documentation and data indicate that:

1. Specific users are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases for accommodations elsewhere.
2. Cost of accommodation is excessively disproportionate to the need or probable use.
3. There is an absence of current and future need.
4. Protected scenic, historic, and/or environmental features/qualities would be adversely impacted.

Best Practices:

The Town of Sandwich's Complete Streets Policy will focus on developing a connected, integrated network that serves all road 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.

Implementation of Sandwich's Complete Streets Policy will be carried out by Town departments with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, neighboring Towns, and regional, state, and federal agencies.

The Town of Sandwich 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.

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 considering stakeholder and community values on a level plane with the project need. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The

design process may incorporate flexibility to balance user's needs. 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 latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including, but not limited to:

- The Massachusetts Department of Transportation (MassDOT) Project Development & Design Guide.
- The latest edition of American Association of State Highway 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 National Association of City Transportation Officials (NACTO) Urban Street Design Guide and Urban Bikeway Design Guide.
- 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 Sandwich, such as the Local Comprehensive Plan (LCP), and bicycle and pedestrian network plans.

The Town of Sandwich's Complete Streets Policy will be consistent with project selection criteria for multi purposed pathway and pedestrian projects utilized by the Town of Sandwich Department of Public Works. Guidance for selection criteria may be found in the above cited references. Generally, selection criteria favor projects that meet one or more of the following categories:

- Continuity - These projects alleviate network gaps or deficiencies. The facilities integrate with or improve an existing network or link to either complete or extend systems. However, a project that is the first element of a planned multi or walkway system will also be valued. Isolated projects with no clearly defined origin or destination will be avoided.
- Destinations/attractions - The purpose of these facilities is to provide pedestrian or multi-modal links to destinations including transit stops, business districts/ shopping centers, beaches, and playgrounds and other pedestrian oriented destinations.
- Highly populated areas - These facilities support internal circulation and connectivity for denser residential neighborhoods.
- Schools - These facilities serve streets and the network surrounding schools. These may augment other programs such as Safe Routes to Schools.
- Regional connections – These projects integrate with regionally recognized routes or networks that extend through adjacent towns.
- Projects consistent with the goals and policies of the Town's LCP.

#### Implementation:

The Town of Sandwich 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.

The Town of Sandwich will maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network.

The Town of Sandwich will incorporate Complete Street Projects into its Capital Improvement Priority Plan.

All roadway projects in the Town of Sandwich, including municipal road repairs, upgrades, or expansion projects, shall incorporate Complete Streets elements and principles as appropriate.

The Town of Sandwich will review and either revise or develop proposed revisions to incorporate Complete Streets principles into the Town's Local Comprehensive Plan, Open Space and Recreation Plan, Protective Zoning Bylaw, Subdivision Rules and Regulations, bylaws, and procedures, guidelines, programs, and templates.

The Town of Sandwich will train pertinent town staff on the content of Complete Streets principles and best practices for implementing policy.

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

The Town of Sandwich will seek out appropriate sources of funding and grants for implementation of Complete Streets policies. The Town will maintain complete streets facilities under its jurisdiction and provide methods for the public to provide input on needed repairs/maintenance.

#### Evaluation of Effectiveness:

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvements. The Director of Public Works and/or designee will develop performance measures to gauge implementation and effectiveness of Complete Streets policies using appropriate measures of effectiveness, which may include:

- Linear feet of new bicycle accommodations.
- Linear feet of new or rehabilitated pedestrian facilities.
- Improved Level of Service (LOS) for vehicles, pedestrians, and bicyclists.
- Crash rates by mode of Transportation.
- Rate of children walking or bicycling to school, and/or
- Number of trips by mode.

These measures of effectiveness will be compiled into a report by the Department of Public Works and presented as needed, but no less than annually.

Given under our hands this 9<sup>th</sup> day of March, 2017

BOARD OF SELECTMEN:

Susan R. James

A. P. Ell

Frank Pannofci

Peter Beacham

David J. Sauer