

## **VISION & PURPOSE**

The purpose of Upton's Complete Streets policy is to provide safety, comfort, and accessibility for all the users of our streets by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. The Town of Upton will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities that they are safe for all users of all ages and abilities, including children, families, older adults, and individuals with disabilities, as a matter of routine. This policy directs decision-makers to consistently plan, design, and construct streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, equestrian, motorists, emergency vehicles, freight, and commercial vehicles.

## **CORE COMMITMENT**

### **A. Definition**

"Complete Streets" are streets that are designed and operated to provide safety and accessibility for all users of roadways, trails, and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for 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 accessible and efficient connections between home, school, work, recreation, and retail destinations by improving the pedestrian and vehicular environments throughout communities.

### **B. Scope of Applicability**

- (1) All town owned transportation facilities in the public right of way including, but not limited to, streets, bridges, and all other connecting pathways shall be designed, constructed, operated, and maintained to support the concept of Complete Streets so that users of all ages and abilities can travel safely and independently.
- (2) The Town of Upton recognizes that every transportation improvement and project phase are opportunities to apply Complete Streets design principles. These phases include, but are not limited to: planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation, and maintenance. The Director of Public Works shall consult with the Town Manager and Board of Selectmen regarding the feasibility of applying Complete Streets principles for routine roadway maintenance and projects prior to doing the work and use the exception criteria outlined under Section II, Paragraph C.
- (3) 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 Upton, as well as projects funded by the state and federal government, such as the Chapter 90 funds, MassWorks Infrastructure Program, Transportation Improvement Program (TIP), Community

Development Block Grants (CDBG), and other state and federal funds for street and infrastructure design shall adhere to (comply with) the Town of Upton Complete Streets Policy. Private developments and related street design components or corresponding street-related components shall adhere to (comply with) the Complete Streets 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.

- (4) Special attention should be given to projects which enhance the overall transportation system and its connectivity. Specifically, high priority should be given to:
- (i) Corridors providing primary access to one or more significant destinations such as parks or recreation areas, schools, shopping/commercial areas, public transportation, or employment or medical centers;
  - (ii) Corridors providing important continuity or connectivity links to existing pedestrian or bicycle networks.

### **C. Exceptions**

Transportation infrastructure may be excluded from application of Complete Streets elements upon approval by the Board of Selectmen, in consultation with the DPW Director, when:

- (i) The existing right-of-way does not allow for the accommodation of all users. In this case alternatives, may be explored such as obtaining additional right-of-way, use of revised travel lane configurations, paved shoulders, or signage.
- (ii) The activities are ordinary maintenance activities designed to keep assets in serviceable condition (i.e. mowing, cleaning, sweeping, spot repair);
- (iii) The construction is not practically feasible or cost effective because of unreasonable adverse impacts on the environment or on neighboring land uses;
- (iv) The cost or impacts of accommodation is excessively disproportionate to the need or probable use or probable future use;
- (v) The application of Complete Streets principles is unnecessary or inappropriate because it would be contrary to public safety and increase risk of injury or death;
- (vi) The roadway is a rural road, or is privately owned.

## **BEST PRACTICES**

### **A. Context Sensitivity**

Complete Streets principles include the development and implementation of projects in a context sensitive way 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 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 Upton will weigh a

project in keeping with the character of the Town as a factor in its decision making about each project.

### **B. Design Standards**

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets, including:

- The Massachusetts Department of Transportation 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
- Pioneer Valley Planning Commission's Healthy Community Design Toolkit
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls
- The latest edition of American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- The Architectural Access Board (AAB) 521CMR Rules and Regulations Documents and plans created for the Town of Upton, such as the Town Master Plan, Upton General Bylaws, Upton Zoning Bylaws, Upton Recreation Plan, and the Rules and Regulations Governing the Subdivision of Land in Upton.

In recognition of context sensitivity, public input and the needs of many users, a flexible, innovative, and balanced approach that follows other appropriate design standards may be considered, provided that a comparable level of safety for all users is present.

### **C. Performance Measures**

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvement. The Board of Selectmen will work with the Town Manager and Director of Public Works each year to ensure the upcoming year's road projects meet the Complete Streets principles to the most practical extent possible.

## **IMPLEMENTATION**

The Town of Upton will 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 will implement the Complete Streets principles through the following means:

- (1) A Complete Streets Committee of relevant stakeholders designated by the Board of Selectmen will be created to implement this initiative that will include the Town

Manager, member(s) of the Planning Board, member(s) of Recreation Commission, the Director of Public Works and other members as deemed appropriate. The focus of the Committee will be ensuring the implementation of the Complete Streets Policy and, where necessary, will review and recommend proposed revisions to all appropriate planning documents (i.e. Open Space and Recreation Plan, etc.), zoning and subdivision codes, by-laws, procedures, rules, and regulations.

- (2) When available, the Town will encourage staff to attend professional development and training on non-motorized transportation issues through attending conferences, classes, seminars, and workshops;
- (3) The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way;
- (4) The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

The Town of Upton 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.

#### **EVALUATION of EFFECTIVENESS**

The Complete Streets Committee will develop performance measures to periodically assess the rate, success, and effectiveness of implementing the Complete Streets Policy. The Committee will determine the frequency of assessment and utilize appropriate metrics for analyzing the success of this policy. These metrics may include the total number of new bicycles lanes, the linear feet of new pedestrian accommodation, number of retrofitted pedestrian facilities or amenities, number of intersection improvements made to improve Level of Service (LOS) and safety for vehicles, pedestrians and bicyclist, rate of crashes by mode, rate of children walking or bicycling to school, and/or number of trips mode.

#### **APPROVED BY**

*Board of Selectmen, Chair:* James A. Brochu

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*Board of Selectmen:* Robert J. Fleming

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*Board of Selectmen:* Gary Daugherty

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**Original date:** .....December 6, 2016

**Revised dates:** .....