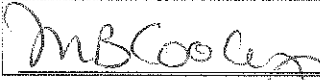


TOWN OF NEEDHAM

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Policy Number:	BOS-DPW-010
Policy:	Complete Streets Policy
Date Approved:	February 14, 2017
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Approved:	 Chairman, Board of Selectman

Section 1: Definitions

- 1.1 Complete Streets are designed and operated to provide safety and accessibility for all users of our roadways, trails, and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and 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 transportation environments throughout communities.
- 1.2 Complete Streets principles include the development and implementation of projects in a manner in which project implementation is sensitive to the community's physical, economic, and social setting. This context-sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a level plane with 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.

Section 2: Policy

- 2.1 The Town of Needham recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders, are all legitimate users of streets and deserve safe facilities. The Town will prioritize improvements to its transportation network to accommodate the needs of users of all ages and abilities, and will apply Complete Streets design principles to all new, renovation, and reconstruction projects to the maximum extent feasible.

- 2.2 The Town will endeavor to ensure that Needham ways, including but not limited to those subject to improvements under this policy, are accessible to all, and the Town will employ education, encouragement and enforcement to help ensure the safety of all users.

Section 3. Procedures

- 3.1 The Town recognizes that all projects – new, maintenance, or reconstruction –, are potential opportunities to apply Complete Streets principles and design elements. 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.
- 3.2 Complete Streets design recommendations shall be incorporated into all transportation infrastructure and street design projects requiring funding or approval by the Town of Needham, as well as projects funded by the State and Federal government, such as the Chapter 90 funds, Town improvement grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), capital improvement funding and other State and Federal funds for street and infrastructure design.
- 3.3 Private development affecting public rights of way shall also adhere to the Complete Streets principles to the maximum extent practical.
- 3.4 To the extent practical, the design, construction, and maintenance of State roadways within Town boundaries will adhere to Complete Streets principles.
- 3.5 The Town of Needham Complete Streets policy will focus on developing a connected, integrated network that serves all users. Complete Streets principles 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.
- 3.6 Complete streets design may be achieved through single elements incorporated into a particular project, or incrementally through a series of smaller improvements or maintenance activities over time.
- 3.7 The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including:
- The Massachusetts of Department of Transportation Project Development and Design Guidebook and current Engineering Directives;
 - Massachusetts Department of Transportation Engineering Directive E-14-006, “Design Criteria for MassDOT Highway Division Projects”;
 - The latest edition of 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 (2009);
 - The Architectural Access Board (AAB) 521CMR Rules and Regulations; and
 - Documents and plans created by or for the Town of Needham, such as pedestrian network plans, Needham Bicycle Plan, transportation master plan, land use plans, Town of Needham Trails Master Plan, and the Town of Needham Pavement Management Program Five-year Roadway Improvements Plan.
- 3.8 Complete Streets implementation and effectiveness should be continually evaluated for success and the identification of opportunities for improvement. The Town will develop performance measures to gauge implementation and effectiveness of the policies.
- 3.9 Implementation of the Town of Needham Complete Streets Policy will be carried out cooperatively within all departments in the Town of Needham with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and State, regional, and federal agencies.
- 3.10 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 goals.
- 3.11 The Town shall review and evaluate all appropriate planning documents, by-laws, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all street and infrastructure projects. A committee of stakeholders designated by the Town Manger will be created to implement this initiative.
- 3.12 The Town will maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure including infrastructure in need of maintenance, repair and connectivity that will prioritize projects to eliminate gaps in the sidewalk and bikeway network.
- 3.14 The Town will consider Complete Streets design elements in its annual capital planning process.
- 3.15 The Town will educate staff and decision-makers about Complete Streets principles and best practices.
- 3.16 The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies, and advocate for such funding directly or through affiliations.

Section 4. Exceptions

4.1 The Board of Selectmen retains the authority to make exceptions to this policy if considered in the best interest of the Town to do so. Transportation infrastructure may be excluded, upon approval by the Board of Selectmen where documentation and data indicate that:

- Facilities where specific users are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made in these cases for accommodation elsewhere; and
- Where cost or impacts of accommodation are excessively disproportionate to the need or probable use or probable future use.