

Effective Date	2.10.16
Expiration Date	None
Town Meeting Vote to Adopt Policy	5.13.15
Date Last Revised - Board of Selectmen Vote	2.10.16

**TOWN OF NORWELL
COMPLETE STREETS POLICY**

WHEREAS, Stated goals in the Norwell Master Plan are to provide pedestrian and bicycle access along existing roadways and utilize traffic calming strategies to make roadways safer; and

WHEREAS, Complete Streets is an approach to community transportation using design principles to ensure the safety, comfort, and accessibility for users of all ages, abilities, and income levels and for all the users of our streets, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, users of wheelchairs and other power-driven mobility devices, commercial and emergency vehicles; and

WHEREAS, Complete Streets can reduce congestion by providing safe travel choices that encourage non-motorized transportation options, increasing the overall capacity of the transportation network as well as decreasing consumer transportation costs and overall carbon footprint; and

WHEREAS, Complete Streets support economic growth and community stability by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities; and

WHEREAS, Complete Streets enhance safe walking and bicycling options for school-age children, in recognition of the objectives of the national Safe Routes to School program and Physical Activity Guidelines; and

WHEREAS, Complete Streets can help reduce crashes and injuries and their costs.

NOW, THEREFORE, the Board of Selectmen adopts this Complete Streets Policy.

Vision and Purpose:

The purpose of the Town of Norwell’s Complete Streets Policy is to accommodate all road users by creating a roadway network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Norwell to formalize the plan, design, operation, and maintenance of streets so that they are safe for users of all ages, all abilities and all income levels as a matter of routine. This Policy directs decision-makers to consistently plan, design, construct, and maintain streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, school buses, transit and freight and commercial vehicles.

Core Commitment:

The Town recognizes that all roadway projects (including new construction, maintenance and reconstruction) are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate streets to provide for a comprehensive and integrated network of facilities for people of all ages and abilities.

Complete Streets design recommendations will be incorporated into all publicly and privately funded projects, as appropriate, including: new transportation infrastructure and street design projects requiring funding or approval by the Town of Norwell, projects funded by the State and Federal government (including but not limited to Chapter 90 funds, city improvement grants, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding and other state and federal funds for street and infrastructure design), and privately funded subdivision developments. 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.

Exclusions:

These transportation infrastructure projects may be excluded from review upon approval by the Complete Streets Working Group, where documentation and data indicate that any of the following apply:

1. Roadways where 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 or impacts of accommodation are excessively disproportionate to the need or probable future use.
3. Other Town policies, regulations, or requirements contradict or preclude implementation of Complete Streets principles.

In addition, Town Departments, in consultation with a Complete Streets Working Group (described below), will use best judgment regarding the desirability and feasibility of applying Complete Streets principles for routine roadway maintenance and projects, such as repaving, restriping, and so forth.

Best Practices:

The Town of Norwell 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. As practicable, recommendations from the Complete Streets Working Group for incorporating complete streets elements will occur in projects' beginning stages prior to design.

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 giving significant consideration to stakeholder and community values. 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.

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

The Town of Norwell 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.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets, including the most up-to-date versions of:

- The Massachusetts Department of Transportation Project Design and Development Guidebook
- Pioneer Valley Planning Commission's Healthy Community Design Toolkit
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Control Devices
- The Architectural Access Board (AAB) 521CMR Rules and Regulations
- ASHTO Standards
- Documents and plans created for the Town of Norwell, including but not limited to:
 - Master Plan
 - Sidewalk and Pedestrian Infrastructure Inventory
 - Town Center Design Plan
 - Open Space and Pathways Plans
 - Sidewalk Prioritization Plan (fut.)

Implementation:

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.

The Town shall form a Complete Streets Working Group to implement the Complete Streets initiative. The working group will be a multidisciplinary team and members will include representation from: Pathway Committee, Board of Selectmen, Highway Department, Planning Board, Department of Recreation and other committees, departments or organizations as appropriate. The group shall elect a chair, vice chair and clerk to organize and run meetings.

Key responsibilities of the Complete Streets Working Group will be to:

1. Increase communication and forge partnerships among the various stakeholders.
2. Ensuring the implementation of the Complete Streets Policy and, where necessary, alter existing practices and overcoming barriers that may act as impediments to implementation.
3. Regularly update and solicit feedback on potential projects with the general public to ensure that the perspectives of the community are considered and incorporated, as appropriate.
4. Work to integrate Complete Streets principles in all new planning documents, as applicable (master plans, open space and recreation plan, etc.), laws, procedures, rules, regulations, guidelines, programs, and templates and make recommendations for zoning and subdivision codes.

The Town will secure training for the Complete Streets Working Group, pertinent Town staff and decision-makers on both the technical content of Complete Streets principles and best practices, as well as community engagement methods for implementing the Complete Streets Policy. Training may be accomplished through workshops and other appropriate means.

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

The Town will develop a Prioritization Plan for Complete Streets projects. This Plan will build on the town's comprehensive inventory of pedestrian and bicycle facility infrastructure, highlight gaps in our sidewalk/pathway/bikeway network, and prioritize Complete Streets projects that will enhance the overall network.

The Town will evaluate projects, as appropriate, within the Capital Improvement Plan to encourage implementation of this Policy.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

Evaluation of Effectiveness:

The Complete Streets Working Group will develop performance measures to periodically assess the rate, success, and effectiveness of implementing the Complete Streets Policy. The group 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 bicycle 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 bicyclists, rate of crashes by mode, rate of children walking or bicycling to school, and/or number of trips by mode. These metrics will be compiled into a report by the working group and presented as needed, but no less than annually.