



TOWN OF BOXBOROUGH
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COMPLETE STREETS POLICY

APPROVED JULY 16, 2018

1. Vision and Purpose

The Town of Boxborough Complete Streets Policy sets guiding principles and practices that provide for the needs of all current and future users of the Town's roadways by creating a system that encourages walking, cycling, and other non-motorized forms of transportation. The policy will provide a guide for decision making related to the planning, design, construction, reconstruction, paving, and maintenance activities of roadways.

Complete Streets practices shall contribute to the town's sustainability, public safety, quality of life, and health by creating a fully comprehensive and accessible transportation network that is designed to allow safe operations throughout the community in a balanced and effective manner. This policy is inclusive of all users regardless of age or ability, and all modes of transportation including: motorists, cyclists, emergency responders, school buses, freight and commercial vehicles, and pedestrians, including those with disabilities who may rely on mobility devices such as wheelchairs.

The goal is to formalize the planning, design, operation, and maintenance of our roads to create a linked network of infrastructure which will accommodate every mode of travel that is consistent with and supportive of the community, recognizing that all roads are different and that some will offer greater or lesser degrees of accommodation for each type of user, while ensuring basic accommodations are met for all users.

2. Core Commitment

A Complete Street is a street layout designed to be shared by numerous modes of transportation including, but not limited to, pedestrians, cyclists, emergency responders, trash haulers, delivery trucks, freight haulers, school buses, and motorists. Complete Streets are intended to provide safe travel networks for all users of all ages and abilities.

The Town recognizes that Complete Streets design principles may be achieved through single components incorporated into a particular roadway project, or through smaller improvements or maintenance activities over time. Improvements that may contribute to Complete Streets elements include street and sidewalk lighting, sidewalk improvements, accessibility improvements, including compliance with the latest standards of the Americans with Disabilities Act (ADA), landscaping, and roadway improvements. The Town will, to the maximum extent feasible, design, construct, maintain, and operate all roads to provide for an inclusive and integrated network of facilities for people of all ages and abilities.

The Town shall strive, where practicable, to integrate Complete Streets principles and design elements into all publicly and privately funded roadway projects, including new road construction, reconstruction, resurfacing, and rehabilitation or maintenance projects. This includes road design projects and transportation infrastructure requiring funding or approval by the Town of Boxborough, as well as projects funded by the state and federal government, such as the Chapter 90 program, Town improvement grants, the Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Improvement funding, and other state and federal funds for road and infrastructure design.

All private developments and related road design elements or corresponding road-related elements, including but not limited to connections to the public's transportation network, shall also comply with Complete Street 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. Additionally, efforts shall be made to integrate and connect the town's roadway system to its extensive trail network throughout the community, extending the trail network wherever useful and feasible.

3. Exceptions

The Town's goal will be to apply Complete Streets practices and policies, as appropriate, to all projects that affect the Town's right-of-way. It is recognized, however, that incorporation of Complete Streets elements into a project will not always be feasible or practical, such as under the following circumstances:

1. A project involves ordinary maintenance activities designed to keep streets in serviceable condition, such as roadway mowing, street sweeping, minor roadway repairs, pothole filling, public infrastructure, and utilities repair, and takes place within the public street right-of way.
2. The project involves a roadway where specific users, i.e. cyclists and/or pedestrians, are prohibited by law. For these cases, an effort will be made for accommodations elsewhere.
3. Such facilities or actions would constitute a threat to public safety.
4. Excessive and disproportionate cost or effect on private property to establishing accommodations is excessively disproportionate to the need or number of users.
5. Complete Streets practices contradict Town policies and regulations.

Repair and maintenance projects as defined by Massachusetts Department of Transportation (MassDOT) Engineering Directive E-14-006 "Design Criteria for MassDOT Highway Division Projects" may be used by the Town to determine those to be exempt from this policy.

If the responsible agency or department believes a project is exempt from this policy and an exemption is warranted, a request will be submitted to the appropriate approving department or board as part of the local approving department or board process with supporting

documentation and justification. This information would also be submitted at the same time to the designated Complete Streets Committee (as defined below in Section 6) for an advisory opinion and recommendation to the local approving department or board. After considering the proposed exemption and supporting documentation including the Complete Streets Committee's opinion, the approving department or board would vote on the exemption.

4. Best Practices

The Town of Boxborough Complete Streets Policy is focused on developing a connected, integrated network for all users (pedestrians, cyclists, and motorists) that fits the character of 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 all road and redevelopment projects.

Implementation of the Town of Boxborough Complete Streets Policy will be carried out cooperatively within all departments in the Town, with multi-jurisdictional cooperation, to the greatest extent possible, 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 project implementation is sensitive to the needs of the users; is compatible with the community's physical, economic, and social settings; and integrates the community's goals, objectives, and values. 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. The success of the Complete Streets Policy lies with the project development process which includes:

1. Consideration of the land use and transportation context.
2. Any gaps or deficiencies in the network for various users.
3. An evaluation of the tradeoffs to balance the needs of all users of all abilities.

The overall goal of this approach is to enhance scenic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions to the extent that is economically feasible.

The Town of Boxborough recognizes that Complete Streets objectives 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, practices, and recommendations available will be used in the implementation of Complete Streets including, but not limited to:

- The Massachusetts of Department of Transportation, *Project Development and Design Guidebook and current Engineering Directives*, 2006
- Massachusetts Department of Transportation Engineering Directive E-14-006,

Design Criteria for MassDOT Highway Division Projects, 2014

- Massachusetts Department of Transportation, *Separated Bike Path Guidelines*, 2015
- American Association of State Highway Transportation Officials (AASHTO), *A Policy on Geometric Design of Highways and Streets*, 2011
- American Association of State Highway Transportation Officials (AASHTO), *Guide for the Development of Bicycle Facilities*, 4th Edition, 2012
- Institute of Transportation Engineers (ITE), *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach, An ITE Recommended Practice*, 2010
- Institute of Transportation Engineers (ITE), *Neighborhood Street Design Guidelines, A Recommended Practice*, 2011
- National Association of City Transportation Officials (NACTO), *Urban Street Design Guide*, 2013
- National Association of City Transportation Officials (NACTO), *Urban Street Transit Design Guide*, 2015
- American Association of Retired Persons (AARP) Public Policy Institute, *Planning Complete Streets for an Aging America*, 2012
- Active Transportation Alliance, *Complete Streets, Complete Networks: A Manual for the Design of Active Transportation*, 2012
- United States Department of Transportation, Federal Highway Administration, *Manual on Uniform Traffic Control Devices (MUTCD)*, 2009
- The Architectural Access Board (AAB) 521 CMR Rules and Regulations,
- Town of Boxborough design standards, guidelines and practices pertaining to streets and roads, driveway access, signage and other related items, and
- Documents and plans created by or for the Town of Boxborough, such items, if available, as bicycle and pedestrian network plans, transportation master plan, land use plans, open space and recreation plans, capital improvement plans

Other sources of information and resources available to provide guidance in implementing the Complete Streets Policy include, but are not limited to, the following organizations:

- Institute of Transportation Engineers (ITE)
- American Planning Association (APA)
- National Complete Streets Coalition (NCSC)
- Smart Growth America (SGA)
- National Safe Routes to School (SRTS)
- Pedestrian and Bicycle Information Center (PBIC)
- American Public Health Association (APHA)
- Center of Disease Control (CDC)

When accomplishing this Complete Streets Policy, the Town will use the above manuals, guidelines, and standards, as appropriate, but should not be prevented from considering new or non-traditional design possibilities that will increase the level of safety of all users of any age or ability.

5. Performance Measures

The Town shall utilize performance measures to track the progress, effectiveness, and success of this Complete Streets Policy. Such measures shall include, but are not limited to:

- Improvements in safety for all roadway users, as measured by traffic accident reports
- Amount of increased capacity and connectivity for all modes of transportation
- Number of existing sidewalk, crosswalk, and intersection improvements
- Increase in linear feet of new pedestrian accommodations (sidewalks, trails, etc.) and the number of cyclist improvements (shared lane markings, bike lanes, etc.)
- Number of Americans with Disabilities Act (ADA) accommodations installed or built
- Number of specific enhancements made at the suggestion of ongoing public outreach efforts
- Number of gaps in the sidewalk network
- Number of protected pedestrian crossings
- User data such as cyclist and pedestrian volume increases over base level
- Secure bicycle parking spaces added
- Number of public complaints or compliments pertaining to Complete Streets program
- Number of exemptions approved
- Number of pedestrian/cyclist related crashes
- Miles of bike lanes and trails built or marked
- Number of segments of roadways improved which connect to existing trails

Performance shall be measured on an annual basis by the Complete Streets Committee that will work with appropriate Town departments and other resources to gather and summarize this information.

6. Implementation

To oversee implementation of Complete Streets projects, the Board of Selectmen shall appoint a Complete Streets Committee. The Committee shall be comprised of the Chair of the Traffic Safety Committee and six (6) stakeholders representative of pedestrians, bicyclists, seniors, parents of young children, youth, and equestrian activities. Ex-officio non-voting members shall include the Town Planner, the Department of Public Works Director, the Police Chief, and the Fire Chief. The Committee shall facilitate an ongoing process for assessing the Town's road and trail networks, and provide project management and oversight to ensure compliance with this Complete Streets Policy. The Committee shall also recommend short-term and long-term steps, planning, and policy adoption necessary to create and maintain a comprehensive and integrated transportation network serving the needs of all users; assess potential obstacles to implementing Complete Streets in the Town of Boxborough and understand the associated costs; work with MassDOT and the Metropolitan Area Planning Council (MAPC) to confirm existing and proposed pedestrian and bicycle facilities infrastructure inventory and gaps, as necessary; and develop proposed revisions to all appropriate plans, zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, templates, and design manuals in order to integrate, accommodate, and balance all transportation needs in Boxborough.

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 roads 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 review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plans, etc.), zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all roadway projects.

The Town shall develop and maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network, and provide opportunities for expansion.

As part of the budgeting process for projects in the Capital Improvement Plan, the Town will reevaluate the ranking system to include prioritization criteria that will give extra weight to projects that enhance access or mobility for those on foot or riding bicycles.

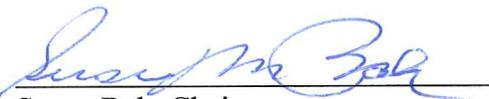
The Town shall encourage appropriate staff and decision makers to attend workshops and other training opportunities so that everyone working on the implementation of the policy understands the importance of the concepts of Complete Streets principles.

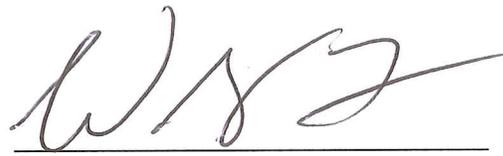
The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

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

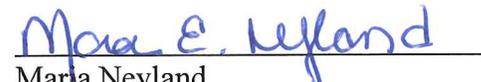
BOXBOROUGH BOARD OF SELECTMEN

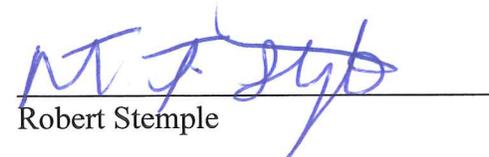
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