

**TOWN OF WINTHROP  
COMPLETE STREETS POLICY  
APPROVED MARCH 21, 2017**

**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, 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 pedestrian and vehicular environments throughout communities. The purpose of Winthrop's Complete Streets policy, therefore, is to accommodate all road users by creating a comprehensive road and transportation network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Winthrop to formalize 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. The needs of people traveling by foot, bicycle or use of available transit must be considered in transportation projects. This policy directs all Town decision-makers to consistently plan, design, operate and construct streets to accommodate and meet the needs, to the extent possible and feasible, all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles.

**Core Commitment:**

The Town of Winthrop recognizes that users of the street network involve 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, and all are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities.

The Town of Winthrop recognizes that all projects including new, maintenance, or reconstruction related projects within the public right-of-way are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive, integrated and connected street network of facilities for people of all ages and abilities.

Complete Streets principles and design elements shall be considered for all publicly and privately funded projects, and incorporated as appropriate and to the extent feasible. All transportation infrastructure and street design projects requiring funding or approval by the Town of Winthrop, as well as projects funded by the state and federal government, such as the Chapter 90 funds, Town improvement grants, Transportation Improvement Program (TIP) funding, the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding and other state and federal funds for street and infrastructure design & construction that become available shall adhere to (comply with) the Town of Winthrop Complete Streets Policy.

Private developments and related street design components or corresponding street-related components shall also comply with the Complete Streets principles to the extent feasible. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets resolution, including the design, construction, and maintenance of such roadways within Town boundaries.

Exceptions to the Policy and transportation infrastructure projects may be excluded, upon approval by a designated Complete Streets Committee, where documentation and data indicate that:

1. Facilities where specific users are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made in these cases for alternative accommodations.
2. Where cost or impacts of accommodation are excessively disproportionate to the need or probable use or probable future use.
3. Where the constraints of the roadway preclude a design that can safely accommodate all users. An effort will be made in these cases for alternative accommodations.
4. Where such facilities would constitute a threat to public safety.
5. Ordinary maintenance activities related to roadways to maintain safe passage, public infrastructure and utilities that take place within the public street right-of way.

Repair and maintenance projects as defined by Massachusetts Department of Transportation 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 that 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 (or designee) for an advisory opinion and recommendation to the local approving department or board. After considering the proposed exemption and supporting documentation including the CS Committee’s opinion, the approving department or board would vote or take action on the exemption.

### **Best Practices:**

The Town of Winthrop Complete Streets policy will focus on developing a connected, integrated network that serves all road 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.

Implementation of the Town of Winthrop Complete Streets Policy will be carried out

cooperatively within all departments in the Town of Winthrop and 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 community's physical, economic, and social setting. The context-sensitive approach to process, project selection 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 Winthrop 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, recommendations and *Best Practices* available will be used in the implementation of Complete Streets including but not limited to the following documents (and their latest editions):

- The Massachusetts 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",
- 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, 4<sup>th</sup> 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 Town Transportation Officials (NACTO), *Urban Street Design Guide*, 2013
- National Association of Town 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 Design Controls (2009)
- The Architectural Access Board (AAB) 521 CMR Rules and Regulations,
- Town of Winthrop 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 Winthrop, 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 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)

Complete Streets implementation and effectiveness should be periodically evaluated for success and opportunities for improvement. The Town, through its designated Committee, will develop a finalized list of performance measures to gauge implementation and effectiveness of the policies. The performance measures need to be measurable, easy to obtain and understand, and be effective in assessing the progress of the policy and program. As an example, these measures may include the following:

- linear feet of new or rehabilitated sidewalks
- # of gaps in sidewalk network
- # of protected pedestrian crossings
- user data such as bicycle and pedestrian volumes
- # of ADA accommodations built
- # of public complaints or compliments
- # of exemptions approved
- # of pedestrian/bicycle related crashes
- miles of bike lanes and trails built or marked

The Town through its designated Committee will develop a final set of measures within six months of adopting this Policy. The Town will endeavor to ensure that Winthrop streets and roadways, including but not limited to those subject to improvements under this policy, are accessible to all including those with disabilities, and that the Town employs education, encouragement and enforcement to help ensure the safety of all users.

**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 review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and subdivision

codes, laws, procedures, rules, regulations, guidelines, programs, checklists, design and construction standards and templates to integrate Complete Streets principles in all Street Projects. The aforementioned committee of relevant stakeholders will be created to implement this initiative. The Complete Streets Committee shall include but not be limited to the Town Manager or his/her designee, the Director of Public Works or designee, the Police Chief or Safety Officer or designee, the Fire Chief or designee, the Director of the Health Department or designee, the School Superintendent or designee, the Executive Director of Council on Aging or designee and two (2) members as appointed by the Town Council President.

The Committee shall meet on a regular basis to review implementation of this policy, identify opportunities for Complete Streets projects, and propose transportation projects for compliance.

The Town through its designated department shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure, including infrastructure in need of maintenance, repair and connectivity, which will prioritize projects that advance the Complete Streets principles including those that eliminate gaps in the sidewalk and bikeway network.

The Town will consider capital planning and funding to encourage the Complete Streets plan implementation.

The Town will train pertinent Town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through workshops, reference materials, 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 maintain coordination with outside agencies including but not limited to the regional planning agency, the regional transit authority and the State's transportation department in relation to encouraging and evaluating the implementation of this Policy and Complete Streets actions.

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.

The Designated Complete Streets Committee will prepare an annual report on progress and submit to the Town Manager. The Designated Committee (or designated department) will maintain and update the Complete Street Prioritization Plan as determined appropriate as part of the annual report.