



Town of Hubbardston

Board of Selectmen

7 MAIN STREET, Unit #3
HUBBARDSTON, MASSACHUSETTS 01452

COMPLETE STREETS POLICY

Effective Date	December 14, 2016
Expiration Date	None
Date Last Revised	
Planning Board vote to recommend	December 7, 2016
Selectmen vote to adopt policy	December 12, 2016

Vision and Purpose:

The purpose of Hubbardston's Complete Streets policy is to accommodate all road users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. The Town of Hubbardston will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities so 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, horses, motorists, agricultural tractors and machinery, emergency vehicles, and freight and commercial vehicles.

Core Commitment:

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 principles of Complete Streets so that users of all ages and abilities can travel safely and independently.

The Town of Hubbardston recognizes that all transportation improvements and project phases 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 DPW Director shall consult with the Town Administrator, Board of Selectmen, and other relevant boards and committees 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.

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 Hubbardston, as well as projects funded by the state and federal government, such as the Chapter 90 funds, MassWorks Infrastructure Programs, 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 Hubbardston Complete Streets Policy. Private developments and related street design components or corresponding street-related components, and all new subdivision plans presented to the Town of Hubbardston Planning Board for review and approval 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.

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 of more significant destinations such as parks or recreation areas, schools, shopping/commercial areas, tourist destinations, public transportation, or employment or medical centers;
- (ii) Corridors providing important continuity or connectivity links to existing pedestrian or bicycle networks.
- (iii) Corridors providing primary access to Town services and other amenities in and around the Town center.

Transportation infrastructure may be excluded from application of Complete Streets elements as determined by the DPW Superintendent in consultation with the Town Administrator, when:

- (1) 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, designation of dirt roads for horses, or signage.
- (2) The activities are ordinary maintenance activities designed to keep assets in serviceable condition (i.e. mowing, cleaning, sweeping, spot repair, crack sealing);
- (3) The construction is not feasible or cost effective because of unreasonable adverse impacts on the environment or on neighboring land uses;
- (4) The cost or impacts of accommodation are excessively disproportionate to the need or probable use, or foreseeable future use;
- (5) The application of Complete Streets principles is unnecessary or inappropriate because it would be contrary to public safety and increase risk or injury or death;
- (6) The roadway is a designated scenic road governed by the Town's bylaw, a rural road, or is privately owned.

Best Practices:

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 considering stakeholder and community values, such as those identified in the Town's Right-to-Farm bylaw and other local ordinances and planning documents, on a level plane with the project needs. 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, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions. The Town of Hubbardston will weigh a project in keeping with the character of the Town as a factor in its decision making about each project.

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 Transportations Officials (NACTO) Urban Street Design Guide
- Central Massachusetts Regional 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 Hubbardston, such as the Open Space and Recreation Plan, the Master Plan, the Zoning Bylaws, and the Subdivision Phasing

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.

This policy encourages the evaluation and regular reporting of progress on the implementation and effectiveness of Complete Streets. Each year, the DPW Direction, in consultation with the Town Administrator, will ensure the upcoming year's road projects meet the Complete Streets principles to the most practical extent possible in a written report. The Town Administrator will be provided an annual

report on transportation projects undertaken within the prior year and planned in the coming year, and the extent to which these projects meet the objectives of this policy. Generating this annual report will allow the Town of Hubbardston to meet the annual progress report requirements to the Commonwealth of Massachusetts under the Complete Streets Certification Program.

Implementation:

The Town of Hubbardston 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.

To this end, the Town will implement the Complete Streets principles through the following means:

- (1) A **Complete Streets Committee** of relevant stakeholders appointed by the Board of Selectmen will be created to implement this initiative that will include the Town Administrator, a member of the Planning Board, the Building Inspector, a member of the Parks Commission, The DPW Director, a member of the Agricultural Commission, and other members as deemed appropriate. The focus of the Committee will review and recommend revisions, as necessary, to all relevant planning documents (i.e. Open Space and Recreation Plans, etc.), zoning, general bylaws, and subdivision as well as other local rules, regulations and procedures in accordance with this policy.
- (2) Contingent on the availability of funds, pertinent town staff, committee members and decision-makers will be encouraged to attend professional development and training, conferences, classes, seminars, and workshops on Complete Streets principles and best practices;
- (3) The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources during activities within the public way, such as infrastructure and other roadway repairs and upgrades, parades, bicycle tours and road races;
- (4) The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.
- (5) The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will guide the prioritization of projects to eliminate gaps in the sidewalk and bikeway network.

The Town of Hubbardston 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.

Adopted this 12 day of December, 2016

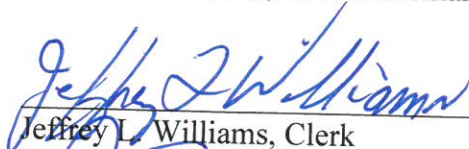
For the Town of Hubbardston



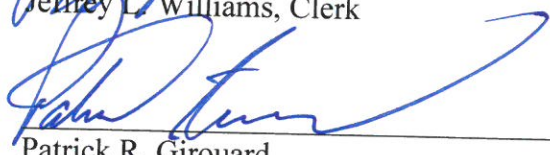
Daniel S. Galante, Chairman



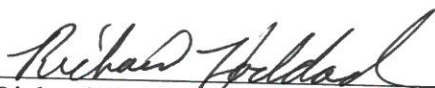
Michael S. Stauder, Vice Chairman



Jeffrey L. Williams, Clerk



Patrick R. Girouard



Richard Haddad