



# Ware, MA

*Somewhere Worth Seeing*

## Town of Ware Complete Streets Policy

Planning Board vote to recommend: October 16, 2019

Board of Selectmen vote to adopt: January 7, 2020

### I. Vision and Intent

Under this Complete Streets Policy, the Town of Ware shall develop and provide an integrated transportation network that contributes to the safety, health, economic vitality and quality of life of all residents of Ware, especially the most vulnerable.

Non-automobile modes of transportation including bicycling, walking, and public transportation shall be included in the planning and development of all transportation projects in Ware. Motor vehicles will continue to serve personal needs, commerce, and emergency response with reduced pollution and traffic congestion. People of all ages, abilities and circumstances will be able to use a diversity of transportation modes for commuting, shopping, going to school, and recreating, and they will be able to meet their transportation needs safely, conveniently, reliably, affordably and efficiently.

The intent of the Complete Streets Policy is to create an equitable, balanced, and effective transportation system where every transportation user can travel safely and comfortably, and where sustainable transportation options are available to everyone. This integrated transportation system will support healthy and thriving residents, neighborhoods, businesses and cultural life. It will reduce congestion by providing safe travel choices which encourage non- motorized transportation options, and will increase the overall capacity of the transportation network by decreasing consumer transportation costs and carbon footprint.

### II. Core Commitment

The Town of Ware recognizes that all users of the streets deserve a safe and convenient environment as legitimate users of the streets. These users include but are not limited to pedestrians, bicyclists, motorists, commercial and emergency vehicles, transit buses and vans and the people who use them, and users of wheelchairs and other power driven mobility devices.

Ware agrees that projects of all phases including planning, new construction, reconstruction, or maintenance, are potential opportunities to apply the Complete Streets design principals. The town will extend the design, construction, maintenance and operations of the streets to the extent possible to provide a street network of facilities for people of all ages and abilities. Ware's Department of Public Works Highway Division will refer to planning documents including the Ware Bike and Pedestrian Network Plan or Complete Streets Prioritization Plan where applicable; or will use best judgement regarding the feasibility of applying Complete Streets principles for routine roadway maintenance, such as repaving and restriping.

Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects when deemed practical. Infrastructure and street design projects that need approval from the Town of Ware as well as state and federally funded projects include but are not limited to Chapter 90 funding, City improvement grants, State Transportation Improvement Program (TIP) Grants, MassWorks Infrastructure Program, Community Development Block Grants, Capital funding and other state and federal funds for street and infrastructure design shall all comply with Ware's Complete Streets Policy. Private and related street design shall also comply with Ware's Complete Streets principles. The Complete Streets principles can also extend to state owned highways within Ware's boundaries to include design, construction and maintenance of said roads, when deemed practical and with the approval of the decision makers including the Board of Selectmen and the Town Manager. The Board of Selectman shall approve the Complete Streets Prioritization Plan.

**Exceptions:**

Ware's Complete Streets Committee includes: the Town Manager or designee, Public Works Director or designee, Director of Planning and Community Development, Director of Public Health, Public Safety official, Council on Aging Director, Superintendent of Schools or designee, and Parks Manager or designee. This Committee may exclude projects from review, where documentation and data indicate that any of the following apply;

- 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.
- Where cost or impacts of accommodation is excessively disproportionate to the need or probable use or probable future use.
- The existing right-of-way or adjacent land is constrained in a manner that inhibits the addition of transit, bicycle, or pedestrian movements. In this case, the Town shall consider alternatives such as lane reduction, lane narrowing, on-street parking relocation, shoulders, signage, traffic calming or enforcement.

- Other town policies, regulations, or requirements that contradict or preclude the implementation of the Complete Streets Policy.

### III. Best Practices

Ware's Complete Streets Policy focuses on the development of a connected, combined network that serves all road users. Complete Streets will be integrated into policies, planning, and design for all types of public and private projects that included new construction, reconstruction, rehabilitation, repair and maintenance of the transportation network within the Town of Ware.

Implementation of the Complete Streets Policy will be carried out with cooperation from all Town of Ware Departments, private developers, and state, regional, and federal agencies to the greatest extent possible. Ware understands that Complete Streets may be reached through single elements within a particular project or through a series of smaller improvements or maintenance activities over a period of 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:

- American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets (latest edition)
- [The Mass DOT Project Development and Design Guide](#) (2006 or most recent)
- [The Mass DOT Municipal Resource Guide for Bikeability](#) (2019)
- [The Mass DOT Municipal Resource Guide for Walkability](#) (2018)
- [The Small Town and Rural Multimodal Network Guide](#) (FHWA 2016)
- [Pioneer Valley Planning Commission's Healthy Design Toolkit](#)
- [The U.S. Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Control Devices \(MUTCD\)](#)
- [The Architectural Access Board \(AAB\) 521CMR Rules and Regulations](#)
- Documents and Plans created for the Town of Ware, including but not limited to:
  - 2016 Ware Master Plan
  - Ware Bike and Pedestrian Network Plan (when final – in development Fall 2019)
  - Design documents for Main Street Reconstruction
  - Ware Open Space and Recreation Plan
  - Ware's Pavement Management Plan

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 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.

#### IV. Implementation

Ware shall make the 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 with other departments, agencies and jurisdictions to achieve the Complete Streets goals.

The Complete Streets Policy shall be carried out by the Complete Streets committee to cooperatively implement the Complete Streets initiative. The committee shall elect a chair, vice chair and clerk to organize and run meetings. Major responsibilities of the Complete Streets Committee will be to:

1. Maintain a comprehensive inventory of pedestrian, bicycle, and transit facilities that will be used to prioritize projects to eliminate gaps in the sidewalk, pathway and bicycle network, and to promote safe and comfortable routes for utilization of public transit.
2. Make recommendations for revisions to all appropriate zoning and subdivision codes, ordinances, procedures, rules, regulations, guidelines, programs and templates to integrate Complete Streets principles in all street projects.
3. Recommend regular changes for insuring the implementation of the Complete Streets Policy and where necessary, alter existing practices that may act as impediments to implementation.
4. Request feedback from and inform the public to insure that the community perspectives are considered and enacted, as appropriate.
5. Work to integrate Complete Streets principles into all new planning documents, as deemed practical, (master plans, open space, and recreation plans) laws, rules, regulations, programs and templates.

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

Ware will train pertinent Town staff and decision makers on Complete Streets principles and best practices for implementing policy through workshops or other appropriate means.

Ware will evaluate projects, as appropriate, within the Capital Improvement Plan to encourage implementation of this policy and will seek out other appropriate sources of funding and grants for the implementation of the Complete Streets policies.

## V. Performance Measures

The Complete Streets Committee will develop performance measures to periodically assess the rate, success, and effectiveness of the Complete Streets policy. The group will determine the frequency of assessment and utilize the appropriate standards for analyzing the success of this policy. Some metrics may include:

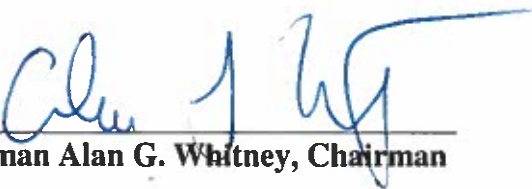
- Number of new bicycle facilities
- Linear feet of new pedestrian accommodation
- Number of retrofitted facilities or amenities
- Number of intersection improvements made to Improve Level of Service (LOS) and safety for vehicles, pedestrians, and bicyclists
- Rate of children walking or bicycling to school
- Number of trips by mode (bicycle, pedestrian, public transit)

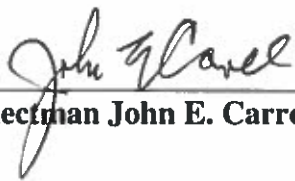
This policy encourages the evaluation and regular reporting of progress on the implementation and maintenance of Complete Streets. The Committee will consider providing an annual report to the Planning Board and Board of Selectmen on transportation projects undertaken within the prior year and planned within the coming year and the extent to which these projects meet the objectives of this policy.



## THE BOARD OF SELECTMEN VOTES TO ADOPT TOWN OF WARE COMPLETE STREETS POLICY

**APPROVAL DATE: January 7, 2020**

  
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Selectman Alan G. Whitney, Chairman

  
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Selectman John E. Carroll, Vice-Chairman

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Selectman Keith J. Kruckas

  
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Selectman Tracy R. Opalinski

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Selectman Nancy J. Talbot