



TOWN OF FRAMINGHAM

150 CONCORD STREET • MEMORIAL BUILDING • FRAMINGHAM, MA 01702-8325

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March 6, 2015

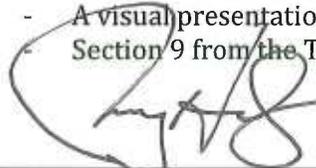
Dear Framingham Community,

On January 6, 2015 the Framingham Board of Selectmen voted to approve and adopt the Complete Streets Policy. The policy solidifies the Town's commitment to create a safe transportation network for all users, of all ages, and abilities. The adoption of this policy allows the Town to become eligible for additional funding at the state level for infrastructure, planning, and implementation of complete streets features, such as bicycle lanes, accessible curb ramps, sidewalks, and crosswalks. The Policy was the result of a collaborative effort between an interdisciplinary group of Town staff from the Planning Board, Department of Public Works, Community & Economic Development, and the Health Department.

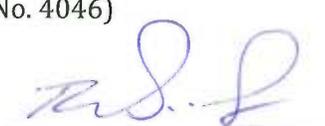
In 2014, former Massachusetts Governor, Deval Patrick, signed the Transportation Bond Bill that includes funding for communities that are certified as a Complete Streets Community. The Bond Bill amounts to \$20 million to be allocated to the Complete Streets Program that is dispersed in \$5 million increments for four years (2016-2019). In order to become certified as a Complete Streets Community the Town has to fulfill several requirements. One of the requirements is to adopt a complete streets policy, which was accomplished by the Board of Selectmen on January 6, 2015. Another requirement is to get approval from Town Meeting to participate in the program. During Annual Town Meeting, Article __, Town Meeting will be asked to vote to allow the Town to apply for designation under the Complete Streets Program. More requirements of the program can be found in the background information.

Background information provided includes:

- The Complete Streets Policy as approved by the Board of Selectman on January 6, 2015.
- A press release from the Town's Public Information Office announcing the policy's approval.
- A summary of Complete Streets from the Metropolitan Area Planning Council (MAPC)
- A visual presentation on Complete Streets from MAPC
- Section 9 from the Transportation Bond Bill (House Bill No. 4046)


Robert Halpin,
Town Manager


Peter Sellers,
Director, DPW


Roberto Santamaria,
Interim Director of Public Health


Arthur Robert,
Director of Community
and Economic Development


Amanda Loomis,
Planning Board Administrator



**Town of Framingham
Board of Selectmen**

Policy on Complete Streets

Issue date: January 6, 2015

Type of policy: New (x) Amendment ()

Effective date: January 6, 2015

Level: Department () Division () Town Wide (x)

Policy Statement

Complete Streets principles will contribute toward the safety, health, economic vitality, and quality of life in the Town of Framingham by providing accessible and efficient connections between residential, educational, commercial, recreational, civic, and retail destinations by improving multi-modal environments throughout the Town's urban, suburban, and rural neighborhoods. Complete Streets are designed and operated to provide safety and accessibility for all users of Framingham's roadways, trails, and transit systems, including pedestrian, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and of all abilities. The use of Complete Streets has been shown to have a positive impact on public health concerns, including improvements in air quality, promotion of physical activity, and enhanced access to healthier food options.

The purpose of Framingham's Complete Streets Policy is to enhance existing, create new, and strengthen connections between all transportation modes to accommodate all users through implementation of physical elements. The Town of Framingham will formalize the plan, design, operation, and maintenance of streets so that they are safe for all users of all ages and abilities. This Policy shall direct decision-makers to consistently plan, design, and construct streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles. In short, all transportation and development projects shall incorporate a Complete Streets philosophy that expands transportation choices for all users.

References

1. Massachusetts Department of Transportation (MassDOT) Project Development & Design Guide (latest edition)
2. National Association of City Transportation Officials Urban Bikeway Design Guide (latest edition)
3. National Association of City Transportation Officials Urban Street Guide (latest edition)

4. Institute of Transportation Engineer's (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach (latest edition)
5. Institute of Transportation Engineer's (ITE) Street and Highway Design Manual, (latest edition)
6. American Association of State Highway and Transportation Officials (AASHTO), A Policy on The Geometric Design of Highways and Streets (latest edition)
7. Town of Framingham Master Land Use Plan (2014)
8. Town of Framingham Open Space and Recreation Plan (2013)
9. Board of Selectmen Policy on Traffic Calming Measures (2013)
10. Town of Framingham Department of Public Works Construction Standards, (latest edition)
11. Other resources may be consulted

Special Terms

The following words and phrases, whenever used in this policy, shall have the meanings defined in this section unless the context clearly requires otherwise:

"Complete Streets" is the planning, scoping, design, implementation, operation, and maintenance of roads in order to reasonably address the safety and accessibility needs of users of all ages and abilities. Complete Streets considers the needs of motorists, pedestrians, transit users and vehicles, bicyclists, and commercial and emergency vehicles moving along and across roads, intersections, and crossings in a manner that is sensitive to the local context and recognizes that the needs vary in urban, suburban, and rural neighborhoods.

"Complete Streets Infrastructure" means physical street features that contribute to a safe, convenient, or comfortable travel experience for users, including but not limited to features such as: sidewalks; shared use paths; bicycle lanes; automobile lanes; paved shoulders; street trees and landscaping; planting strips; curbs; accessible curb ramps; bulb outs; crosswalks; refuge islands; pedestrian and traffic signals, including countdown and accessible signals; signage; street furniture; bicycle parking facilities; public transportation stops and facilities; transit priority signalization; traffic calming devices such as rotary circles, traffic bumps, and surface treatments such as paving blocks, textured asphalt, and concrete; narrow vehicle lanes; raised medians; and dedicated transit lanes. Other Complete Streets elements include: street and sidewalk lighting; sidewalks and pedestrian safety improvements such as median refuges or crosswalk improvements; bicycle accommodations including bicycle storage, bicycle routes, shared-use lanes, wide travel lanes as appropriate; boulevard landscaping; and reduction in the number of travel lanes or modification of on-street parking.

"Street" means any right of way, public or private, including arterials, connectors, alleys, ways, lanes, and roadways by any other designation, as well as bridges, tunnels, and any other portions of the transportation network.

Policy Description

The Town of Framingham Master Land Use Plan recommends the Town adopt a Complete Streets Policy. The Town believes that all surface road systems should provide safe and adequate access so that cars, trucks, transit, bicyclists, and pedestrians of all ages and abilities are safely accommodated in the transportation system to reach any destination throughout all of the Town's neighborhoods. The Town

recognizes that all projects (new, maintenance, or reconstruction) 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 and integrated street network of facilities for people of all ages and abilities.

The Framingham Open Space and Recreation Plan sets an objective to create and complete corridors for non-motorized passage that serve as greenways and provide access to recreation facilities, place of work, school, public transportation connections, and other points of interest in town.

In order to meet the goals and objectives of the Master Land Use Plan and the Open Space and Recreation Plan and honor the Town's commitment to Complete Streets, the Town shall:

1. Recognize 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.
2. Integrate Complete Streets planning into all types of projects, when practical, including new construction, reconstruction, rehabilitation, and repair or other changes of transportation facilities on streets and additional projects under Town review.
3. Incorporate Complete Streets elements into public transportation projects in order to provide appropriate accommodation for bicyclists, pedestrians, transit users and person of all abilities, while promoting safe operation for all users, in comprehensive and connected networks in a manner consistent with, and supportive of, the surrounding neighborhood.
4. Approach every newly designed transportation project as an opportunity to improve the streets and the transportation network for all users.
5. Follow the aforementioned references, which provide guidance on basic design controls and achievement of Complete Streets.

At a minimum, the following shall be considered:

- a. In urbanized areas, continuous sidewalks should be provided on both sides of a roadway, minimizing the number of pedestrian crossings required.
- b. On the streets with sidewalks on one side, the sidewalk should be provided on the side that minimizes the number of pedestrian crossings.
- c. Pedestrian requirements must be fully considered in the design of intersections, including taking into consideration the following concerns: crossings and pedestrian curb cut ramp locations; minimizing curb radius at corners; walking speed; pedestrian flow capacity; traffic control; yielding; and delays.
- d. All new and reconstructed sidewalks must be accessible to and usable by persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (MAAB).
- e. Along roadway segments, greater separation of motor vehicle and non-motorized users should be considered by implementing cycle tracks, buffered or conventional bicycle lanes, bicycle boxes, shoulders, or buffered sidewalks.

- f. Where motorized and non-motorized users cannot be separated, driver attentiveness should be improved and traffic calming should be prioritized to implement a low-speed shared street [not to exceed 30 mph or the posted speed] compatible with bicycle and pedestrian speeds on non-federal aid eligible roads.
6. Incorporate, when applicable and practical, bicycle, pedestrian, and transit facilities, in street reconstruction and rehabilitation projects, except in the following circumstances to be approved by the Town Engineer in consultation with the Department of Public Works, Highway Division.:
 - a. Facilities or areas where bicycles or pedestrians are prohibited by law from using the facility.
 - b. The cost of establishing bikeways or walkways as part of the project would be disproportionate in cost or to anticipated future use (not the current use).
 - c. The existing right of way is constrained in a manner that inhibits simple addition of transit, bicycle, or pedestrian improvements. In this case, the Town shall consider alternatives such as lane reduction, lane narrowing, on-street parking relocation or reduction, shoulders, signage, traffic calming, pavement markings, or enforcement.
 - d. Where such facilities would constitute a threat to public safety in the determination of the Town Engineer in consultation with the Department of Public Works, Highway Division.
7. Make an effort to (1) evaluate the effect of the proposed project on safe travel by all users, and (2) identify measures to mitigate any adverse impacts on such travel that are identified in all initial planning and design studies, health impact assessments, environmental reviews, and other project reviews for projects requiring funding or approval by the Town.
8. The design of new or reconstructed facilities should anticipate and support likely future demand for bicycling, walking and transit facilities.
9. A multi-disciplinary group comprised of Town staff will be organized to review Complete Streets opportunities, completed projects, and other topics regarding Complete Streets on a quarterly basis.
10. The Town, in working with community stakeholders, will produce a Bicycle and Pedestrian Plan in order to prioritize locations throughout Town for Complete Streets infrastructure.
11. Success of this policy will be evaluated by the number of new miles of Complete Streets infrastructure created. Complete Streets amenities that cannot be measured in miles, such as signs, bicycle racks, crosswalks, etc..., will be measured based on the quantity of each type of amenity.



FOR IMMEDIATE RELEASE 1/16/2015

For further information, contact:

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Memorial Building

150 Concord Street

Framingham, MA 01702

Tel: (508) 532-5437

TOWN OF FRAMINGHAM ADOPTS COMPLETE STREETS POLICY

The Town of Framingham is pleased to announce that after a collaborative effort between an interdisciplinary group of Town staff from the Planning Board, Department of Public Works, Community & Economic Development, and the Health Department; the Board of Selectmen voted to approve and adopt the proposed Complete Streets Policy as presented on January 6, 2015. The Policy solidifies the Town's commitment to create a safe transportation network for all users, of all ages, and abilities. The adoption of this Policy allows the Town of Framingham to be eligible for additional funding at the state level for infrastructure, planning, and implementation of complete streets features, such as bicycle lanes, accessible curb ramps, sidewalks, and crosswalks.

The Policy supports the updated Master Land Use Plan, Open Space and Recreation Plan, and is consistent with efforts to create a more walkable and bicycle friendly environment throughout the Town, especially in downtown. The Policy provides a mechanism to create accessible and efficient connections between residential, educational, commercial, recreational, civic, and retail destinations by improving multi-modal environments throughout the Town's urban, suburban, and rural neighborhoods. By having a Complete Streets Policy the Town becomes eligible for additional funding under the 2014 State Transportation Bond Bill. Additionally, the Town, in collaboration with MetroWest Moves, has received funding from the Community Innovation Challenge Grant, which will help to find the best streets in Hudson, Marlborough, and Framingham to add bicycle lanes and pedestrian amenities.

Framingham, Massachusetts is located in the MetroWest region of the state, which is a diverse community just 20 miles west of Boston, and 20 miles east of Worcester. With a population nearing 70,000, the community is home to an eclectic assortment of residential and commercial properties providing a collection of amenities attractive to residents of all backgrounds. The Town is continually searching for ways to make living and working easier for those who come to and live in Framingham.

###



COMPLETE STREETS



Source: Smart Growth America

“Littleton is committed to economic development consistent with community character, and Complete Streets supports our focus on quality of life issues. This planning framework has the potential for improving public health in town, while bettering our streets and our transportation infrastructure.”

Keith Bergman
Town Administrator, Littleton, MA

MAPC HELPS COMMUNITIES CREATE STREETS THAT WORK FOR EVERYONE.

Improving our roadways can increase safety, improve a community’s health and well-being, reduce greenhouse gas emissions, and advance economic development.

That’s why so many Massachusetts cities and towns are considering their streets as something more than simply thoroughfares for vehicles. These municipalities have joined a growing national movement for “complete” streets: roadways that are safe, comfortable, and accessible for everyone, regardless of age, ability, income, or how they choose to travel.

The Metropolitan Area Planning Council (MAPC) has technical assistance funding to assist our communities with the development and implementation of bicycle and pedestrian network plans, as well as the creation and adoption of Complete Streets policies.

To date MAPC has helped:

- Create comprehensive bicycle and pedestrian plans for 16 municipalities, focusing on solutions that are low cost and that can be quickly achieved
- Draft state legislation that incentivizes implementation of pedestrian and bicycle-friendly infrastructure
- Draft and shepherd adoption of local complete streets policies, including the highest rated complete streets policy in the country for 2013
- Engage youth to identify how public ways can be improved to increase active transportation and community safety

TO DISCUSS HOW MAPC CAN HELP YOUR COMMUNITY
visit www.MAPC.org/transportation or contact Chris Kuschel, Regional Planner | ckuschel@mapc.org | 617.933.0731



www.MAPC.org



60 Temple Place, Boston, MA 01211
617.933.0700

66% of Americans want more transportation options

so they have the freedom to choose how to get where they need to go.”

National Complete Streets Coalition



WHAT ARE COMPLETE STREETS?

Many Massachusetts cities and towns are considering their streets as something more than simply thoroughfares for vehicles. These municipalities have joined a growing national movement for “complete” streets: roadways that are safe, comfortable, and accessible for everyone, regardless of age, ability, income, or how they choose to travel.

Complete streets are a set of principles rather than a “design prescription.” In other words, complete streets are intended to be context sensitive – a complete street in a city will differ from one in a suburb. A complete street in a community’s downtown will differ from one in its residential area. The movement, therefore, applies to all of the community types in the MAPC region.

- Complete streets emphasize the needs of children (e.g., allowing them to walk or bicycle to school safely), older adults (e.g., signal timing at intersections for safe-street crossing), and people with disabilities (e.g., fully accessible curb ramps at intersections).
- Complete streets ensure people of varying incomes can get to their destinations regardless of travel mode. In the MAPC region, approximately 16% of households do not own a private vehicle. Complete streets can open up transportation access to these households.
- Complete streets acknowledge that walking, biking, and taking transit are important forms of travel and should be taken into account along with the needs of vehicles when planning, designing, constructing, and maintaining roadways.

COMPLETE STREETS SUPPORT HEALTHY COMMUNITIES

The complete streets movement originated as a means to increase everyday physical activity and accommodate the many ways people choose to or are able to travel. Complete streets provide opportunities for increased physical activity



Source: Smart Growth America

by incorporating features that promote regular walking, cycling and transit use into the roadway network. A report prepared by the National Conference of State Legislators¹ found that the most effective policy avenue for encouraging bicycling and walking is incorporating sidewalks and bike lanes, key elements of complete streets, into community design. The continuous network of safe sidewalks and bikeways recommended by a Complete Streets policy is important for encouraging active travel.

In addition to potentially improving public health, complete streets provide numerous other benefits:

- Increasing safety – Complete streets can help reduce crashes between vehicles and pedestrians or cyclists through a variety of safety improvements. Many improvements are low cost, such as implementing high visibility crosswalks at intersections. In addition, because of its context-sensitive approach, complete streets use measures that promote speeds appropriate to the location of a roadway. Complete streets can reduce the severity, and hence associated injuries and fatalities of crashes, especially between motorists and non-motorists.
- Economic development – Numerous case studies have shown that retail districts that undergo a complete streets “makeover” are often revitalized, bolstering local business, spurring private investment, and increasing municipal revenues. While higher speed thoroughways are at times necessary for efficient transportation systems, complete streets serve an important function by creating public ways that support and strengthen local neighborhood, town, and city centers.



- Other benefits – Additional benefits include lower individual transportation costs (fewer vehicle trips, reduced fuel consumption, reduced need for additional household vehicles), cleaner air, congestion management (through reduced vehicle trips), and increasing equity and accessibility (enhancing mobility without regard to income level, ability, or age).

Complete Streets Roll On graphic above represents communities MAPC has worked with that have implemented Complete Streets.

WHAT IS A LOCAL COMPLETE STREETS POLICY?

Complete streets policies formalize a community’s desire to have streets that are safe for users of all ages and abilities. Policies direct decision-makers and stakeholders to consistently incorporate complete streets principles through both routine maintenance projects and large-scale projects. Policies are a key piece of creating long-term, sustainable change, in that they set the foundation for changes to regulations and processes, and ultimately changes for the built environment – our buildings, roads, public spaces, and more.

LOCAL POLICIES IN THE MAPC REGION

MAPC works with cities and towns across the region to draft, adopt, and implement municipal complete streets policies. The Town of Littleton’s Complete Streets Policy, developed in partnership with MAPC, won recognition by Smart Growth America’s National Complete Streets Coalition* for being the best policy in the country for 2013.

** Smart Growth America is a national non-profit focused on making great communities:
<http://www.smartgrowthamerica.org/complete-streets>*



*Railroad Avenue, Gloucester, MA. Left, future (rendering)
Above, existing*
Source: MAPC staff photo

INCENTIVIZING COMPLETE STREETS – STATE LEGISLATION

The Complete Streets Certification Program attempts to incentivize complete streets implementation. Communities that qualify for certification under this program (by adopting policies and procedures as below) will be eligible to receive a modest amount of additional local transportation funding. This funding will create an incentive for cities and towns across Massachusetts to routinely include contextually appropriate complete streets design elements in locally funded road projects.

By providing additional accommodations for active transportation, the Complete Streets Certification Program will help the state reach the goal set by MassDOT to triple the number of walking, cycling, and public transportation trips, and will simultaneously address public health goals related to increased activity

By providing additional accommodations for active transportation, the Complete Streets Certification Program will help the state reach the goal set by the Massachusetts Department of Transportation (MassDOT) to triple the number of walking, cycling, and public transportation trips, and will simultaneously address public health goals related to increased activity.

There are several components to certification:

- Adopt a complete streets ordinance, bylaw, or policy in a manner approved by MassDOT and that includes at least one public hearing.
- Coordinate with MassDOT to confirm the accuracy of a baseline pedestrian and bicycle accommodations inventory in order to prioritize projects.
- Identify procedures to follow when conducting municipal road repairs, upgrades, or expansion projects on public rights-of-way to incorporate complete streets elements.
- Confirm the existence of a review process for all private development proposals to ensure complete streets components are incorporated into new construction.
- Set a municipal goal for an increased mode share for walking, cycling, and public transportation, where applicable, to be met within five years. Develop a program to reach that goal, and submit an annual progress report to MassDOT.

This opt-in, incentive program was included in the Transportation Bond Bill passed by the Legislature this year, and was authorized for up to \$10 million per year for five years (\$50 million total). The Patrick administration recently announced they would partially fund the program in the first year at a rate of \$3-5 million. While the legislation listed the above requirements for certification, final guidelines/regulations are in the process of being developed.

Left, Beale Street, Quincy, MA. Future (rendering)

Right, existing

Source: MAPC staff photo



CREATING ON-THE-GROUND CHANGE

Adopting a policy and the availability of state funding are important first steps for creating a roadway network that works for everyone. Creating an environment where inclusion of complete streets principles becomes routine will require a sustained effort.

MAPC has assisted municipalities in the region in several of these areas: reviewing and recommending changes to existing subdivision regulations and site plan review procedures; creating sidewalk prioritization and bicycle plans; reviewing street pavement plans for near-term opportunities; reviewing existing procedures and protocols for Departments of Public Works; helping with the formation of the working group committees; and concept design for complete street makeovers. It is these implementation steps that truly transform the transportation systems to accommodate all users in a safe and convenient manner.

Typically, implementation of a complete streets policy includes assembling a working group that will:

- *Advise on complete streets during maintenance and operations projects*
- *Review and recommend updates to existing regulations*
- *Track metrics*
- *Work toward creating a comprehensive and connected network of facilities*

At MAPC, the complete streets initiative is a collaborative effort, including Transportation, Public Health, and Government Affairs staff.



Left, Manning Road, Hudson, MA. Recently installed bicycle lanes and sidewalks.
Source: MAPC staff photo

Complete Streets

Roadways that are safe, comfortable, and accessible for users of all ages, abilities, and income, regardless of how one travels

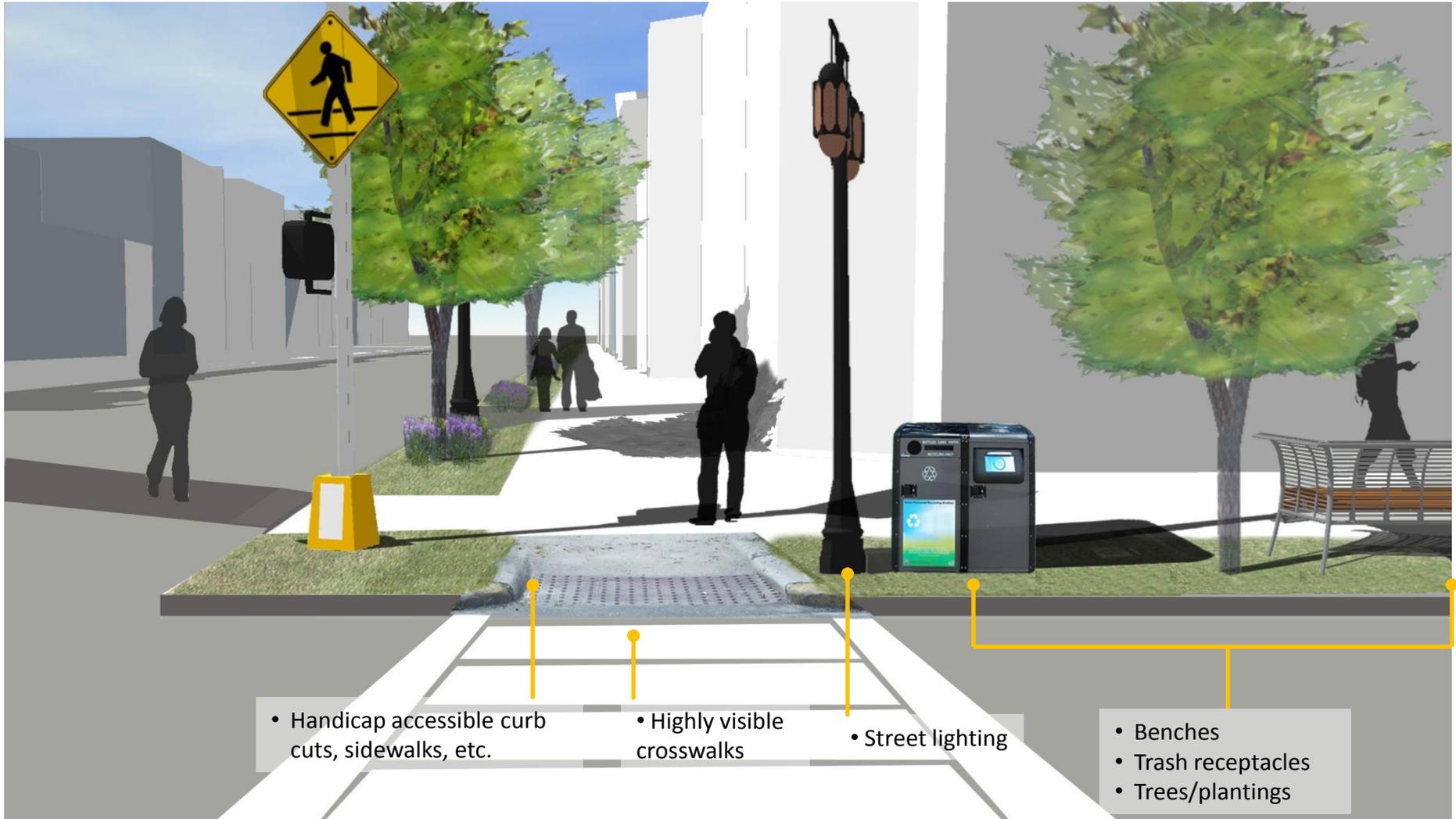
Potential Complete Streets Elements



Potential Complete Streets Elements



Potential Complete Streets Elements



Potential Complete Streets Elements



Potential Complete Streets Elements



Markings for shared lanes



Bike lanes or buffered bike lanes



Wide shoulders



Cycle track



Signage



Bike racks

Potential Complete Streets Elements



Rumble strips



Reduced speed limits



Elevated speed tables



Bus shelter



Crossing islands

- **Narrower lanes**
- **Tight curb radii**
- **Reduced # lanes**
- Other considerations

Examples of complete streets



City Streets

And



Rural Roads



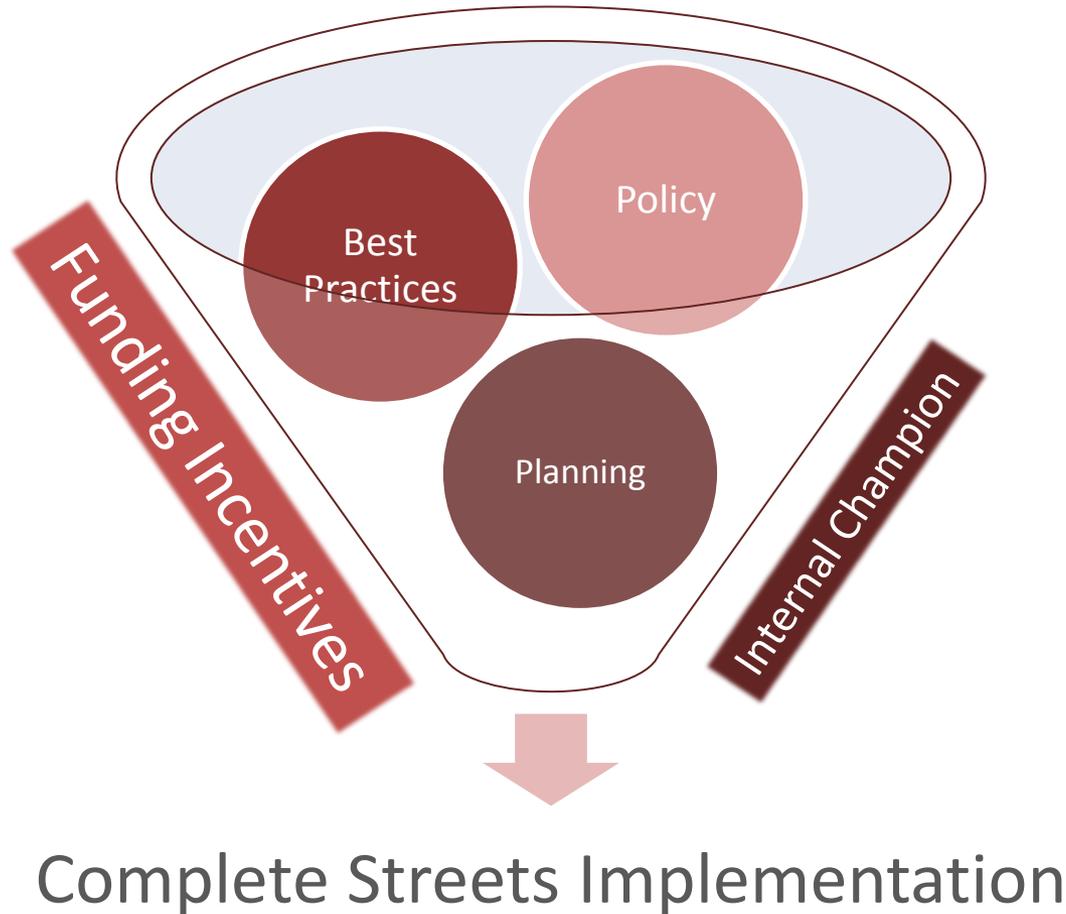
Retail Areas

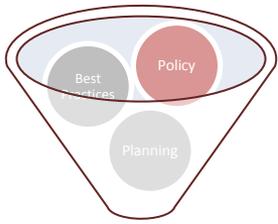


And

Residential Areas

Multiple means to achieve complete streets

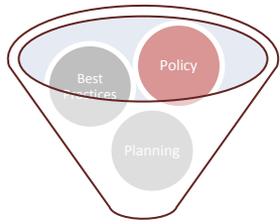




Complete Streets
Implementation

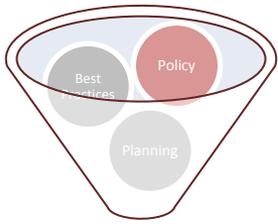
- MAPC is working with communities to adopt a “complete streets” policy
- Six communities adopted policies*
 - Maynard
 - Littleton
 - Everett
 - Acton
 - Salem
 - Reading
- Several other communities working towards a policy

*With MAPC assistance. In addition, Boston has developed comprehensive guidelines, Somerville has adopted an ordinance, and several other communities include complete streets as a matter of routine



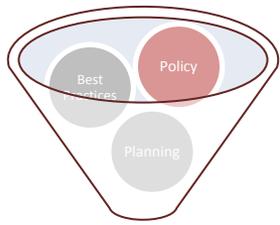
Complete Streets
Implementation

- Littleton Policy named the top-scoring complete streets policy in the country for 2013 by *Smart Growth America*
- Rating based upon 10 elements
- Among over 80 policies adopted nationally in 2013



Complete Streets
Implementation

- 1. Vision and intent:** The policy outlines a vision for how and why the community wants to complete its streets.
- 2. All users and modes:** The policy specifies that “all users” includes pedestrians, bicyclists and transit passengers of all ages and abilities, as well as trucks, buses and automobiles.
- 3. All projects and phases:** Both new and retrofit projects are subject to the policy, including design, planning, maintenance and operations, for the entire right-of-way.
- 4. Clear, accountable exceptions:** Any exceptions are specified and must be approved by a high-level official.
- 5. Network:** The policy encourages street connectivity and creates a comprehensive, integrated and connected network for all modes across the network.
- 6. Jurisdiction:** All other agencies can clearly understand the policy and may be involved in the process.
- 7. Design:** The policy recommends the latest and best design criteria and guidelines, while recognizing the need for flexibility in balancing user needs.
- 8. Context sensitivity:** Community context is considered in planning and design solutions.
- 9. Performance measures:** Performance standards with measurable outcomes are included.
- 10. Implementation next steps:** Specific next steps for implementing the policy are described.



Complete Streets
Implementation

Process

- Working group of key stakeholders
 - Tailor policy
 - Give a voice to everyone
 - Hear and address concerns
- Draft and refine policy
- Present to appropriate boards
- Adopt
- Implement

947 Federal-Aid Highway Act of 1982 and the Federal-Aid Highway Act of 1987 may be relocated
948 temporarily above ground during the construction of the project.

949 (e) A utility relocation shall be eligible for reimbursement under this section only if it is
950 completed to the satisfaction of the division within target dates established by the division and in
951 accordance with design criteria set forth by the division for the relocation in a manner that
952 facilitates the timely completion of the affected project.

953 SECTION 7. The definition of “Design-build-finance-operate-maintain” in section 62 of
954 said chapter 6C, as so appearing, is hereby amended by striking out the last sentence and
955 inserting in place thereof the following 2 sentences:- Any potential available payments to be
956 appropriated by the commonwealth while services are being provided by the contractor during
957 the contract period shall be identified in the request for proposals and contract. The financial
958 amount and duration of such potential availability payments and the terms and conditions upon
959 which it may be appropriated shall be identified in the request for proposals and contract.

960 SECTION 8. Section 39G of chapter 30 of the General Laws, as so appearing, is hereby
961 amended by inserting after the word “retainage”, in lines 25, 26 and 64, each time it appears, the
962 following words:- , if held by the awarding authority,.

963 SECTION 9. The General Laws are hereby amended by inserting after chapter 90H the
964 following chapter:-

965 CHAPTER 90I

966 COMPLETE STREETS PROGRAM

967 Section 1. (a) As used in this chapter, the following words shall have the following
968 meanings unless context requires otherwise:

969 “Certified municipality”, a city or town that has been certified by the department pursuant
970 to subsection (c).

971 “Complete streets”, streets that provide accommodations for users of all transportation
972 modes including, but not limited to, walking, cycling, public transportation, automobiles and
973 freight.

974 “Department”, the Massachusetts Department of Transportation.

975 “Program”, the complete streets certification program.

976 (b) The department shall establish a complete streets certification program to encourage
977 municipalities to regularly and routinely include complete streets design elements and
978 infrastructure on locally-funded roads.

979 (c) To be certified as a complete streets community, a municipality shall: (i) file an
980 application with the department in a form and manner prescribed by the department; (ii) adopt a
981 complete streets by-law, ordinance or administrative policy in a manner which shall be approved
982 by the department and which shall include at least 1 public hearing; provided, however, that the
983 by-law, ordinance or administrative policy shall identify the body, individual or entity
984 responsible for carrying out the complete streets program; (iii) coordinate with the department to
985 confirm the accuracy of the baseline inventory of pedestrian and bicycle accommodations in
986 order to identify priority projects; (iv) develop procedures to follow when conducting municipal
987 road repairs, upgrades or expansion projects on public rights-of-way in order to incorporate
988 complete streets elements; (v) establish a review process for all private development proposals in
989 order to ensure complete streets components are incorporated into new construction; (vi) set a
990 municipal goal for an increased mode share for walking, cycling and public transportation, where
991 applicable, to be met within 5 years and develop a program to reach that goal; and (vii) submit an
992 annual progress report to the department. Certified municipalities shall be eligible to receive
993 funding pursuant to the program.

994 (d) This section shall take effect in a city with a Plan D or Plan E charter, by a vote of the
995 city council upon submission by the city manager and in all other cities by a vote of the city
996 council with the approval of the mayor and in a town with a town council, by vote of the town
997 council and in all other towns, by a vote of the town meeting.

998 (e) The department shall adopt rules, regulations or guidelines for the administration and
999 enforcement of this section including, but not limited to, establishing applicant selection criteria,
1000 funding priority, application forms and procedures, grant distribution and other requirements.

1001 (f) The governor shall appoint an advisory committee to assist the department in
1002 developing the rules, regulations or guidelines for the program, including the development of a
1003 model complete streets by-law or ordinance. The advisory committee shall consist of 12 persons
1004 to be appointed by the governor, 3 of whom shall be from different regional planning agencies in
1005 the Massachusetts Association of Regional Planning Agencies, 2 of whom shall be residents of
1006 gateway municipalities as defined in section 3A of chapter 23A and 1 of whom shall be from
1007 each of the following organizations: the Metropolitan Area Planning Council, the department of
1008 public health, the Massachusetts Municipal Association, the Massachusetts Bicycle Coalition,
1009 WalkBoston, the Livable Streets Transportation Alliance of Boston and the Massachusetts
1010 Association of Chamber of Commerce Executives.

1011 (g) The department shall annually, not later than April 1, submit a report detailing the
1012 program's progress during the previous calendar year to the clerks of the senate and house of
1013 representatives who shall forward the same to the joint committee on transportation and the joint
1014 committee on public health. The report shall be made available on the department's website.