



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

June 12, 2014

Honorable Salem City Council
Salem City Hall
Salem, Massachusetts 01970

Ladies and Gentlemen of the City Council:

Attached please find a resolution adopting a "Complete Streets Policy" for all roadway projects undertaken by the City of Salem. This policy mirrors a similar program implemented by the Commonwealth and which is now utilized on all state roadway projects. It was developed through consultation with a large stakeholders group, which included Salem Mass in Motion, City staff from our Police, Engineering, Public Services, and Planning departments, members of the City Council, and local residents, with the assistance of staff from the Metropolitan Area Planning Commission.

In brief, Complete Streets is a way of thinking about roads and streets that gives equal consideration to multiple modes of transit and not simply to traditional cars. It could be as simple as striping bike lanes or as complex as designing new sidewalks or multi-use paths. Many of the elements in the Complete Streets philosophy are already undertaken by the City as we conduct most roadway improvements, but this policy will help raise the bar and ensure that *all* applicable projects have a Complete Streets perspective incorporated. In addition, we anticipate that MassDOT will, in the near future, make available grant opportunities for municipalities that have adopted Complete Streets policies. As we already conduct most of our roadway projects with Complete Streets concepts in mind anyway, adoption of this resolution and this policy will enable us to compete for any such grants without making substantial change in our existing practices.

I hope you will adopt the attached resolution. Should you have any questions, please feel free to reach out to either myself or our Salem Mass in Motion coordinator, John Pelletier.

Sincerely,

A handwritten signature in cursive script that reads "Kim Driscoll".

Kimberley Driscoll
Mayor
City of Salem



CITY OF SALEM

In City Council,

June 12, 2014

Resolved

A RESOLUTION SUPPORTING THE CREATION OF A “COMPLETE STREETS” POLICY IN THE CITY OF SALEM

Whereas: The eight square miles of land within Salem’s borders contain neighborhoods, parks and schools, a lively, busy downtown and transit connections to Boston via bus, rail and ferry; and

Whereas: Negotiating routes laid out during the seventeenth, eighteenth and nineteenth century is challenging for twenty-first century residents and visitors, whether they’re travelling by car, bus, bike or other means; and

Whereas: Complete Streets are designed and operated to provide safety, comfort, and accessibility for all the users of streets, trails, and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages, abilities, and income levels; and

Whereas: Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by improving the pedestrian and vehicular environments in order to provide, safe, accessible, and comfortable means of travel between home, school, work, recreation, and retail destinations; and

Whereas: 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 giving significant consideration to stakeholder and community values. 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; and

Whereas: Complete Streets furthers equity objectives by providing safe forms of travel for Salem residents of all income levels; and

Whereas: The City of Salem recognizes that users all ages, incomes, and abilities of 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 are legitimate users of City roadways and deserve safe facilities; and

Whereas: The City recognizes that all roadway projects – including new construction, maintenance, and reconstruction – are potential opportunities to apply Complete Streets design principles in furtherance of these goals;

NOW, THEREFORE, BE IT RESOLVED

1. The City of Salem hereby adopts a Complete Streets Policy to accommodate all road users by creating a roadway network that, to the maximum extent practical, meets the needs of individuals utilizing a variety of transportation modes and formalizes the planning, design, operation, and maintenance of streets so that they are safe for users of all ages, abilities, and levels of income; and
2. The City 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; and
3. City officials and decision-makers are directed to consistently plan, design, construct, and maintain streets to accommodate all anticipated users, including, but not limited to, pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles; and
4. Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate; and
5. All transportation infrastructure and street design projects requiring funding or approval by the City of Salem, as well as projects funded by the State and Federal government, including but not limited to Chapter 90 funds, City improvement grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding, and other state and federal funds for street and infrastructure design shall adhere to the City of Salem Complete Streets Policy; and
6. Private developments and related roadway design components shall adhere to the Complete Streets principles and, to the extent practical, state-owned roadways will comply with the Complete Streets Policy, including the design, construction, and maintenance of such roadways within City boundaries; and
7. City Departments, in consultation with a Complete Streets Working Group, will use best judgment regarding the desirability and feasibility of applying Complete Streets principles for routine roadway maintenance and projects, such as repaving, restriping, and so forth; and
8. Transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconfigurations, or subdivisions may be excluded upon approval by the Mayor with consultation from the Complete Streets Working Group, where documentation and data indicate that any of the following apply:
 - a) 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.
 - b) Cost or impacts of accommodation are excessively disproportionate to the need or probable future use.
 - c) Other City policies, regulations, or requirements contradict or preclude implementation of Complete Streets principles; and

9. A Complete Streets Working Group comprised of members of relevant departments and existing committees designated by the Mayor will be created to implement this initiative.
 - a) The Complete Streets Working Group will be a multidisciplinary team and members may include, but are not limited to, representation from: Bike Path Committee, Chamber of Commerce, City Council, Council on Aging, Disability Commission, Department of Public Works (DPW), Engineering, Health Department or Board of Health, Neighborhood Improvement Advisory Committee (NIAC), Planning, Police, and other committees, departments or organizations as appropriate.
 - b) The Working Group is charged with increasing communication and forging partnerships among the various stakeholders.
 - c) The focus of the Group is ensuring the implementation of the Complete Streets Policy and, where necessary, altering existing practices and overcoming barriers that may act as impediments to implementation.
 - d) The Group will regularly update and solicit feedback on potential projects with the general public to ensure that the perspectives of the community are considered and incorporated, as appropriate.
 - e) As practicable, recommendations from the Complete Streets Working Group for incorporating complete streets elements will occur in projects' beginning stages prior to design and, when feasible, engineering consultants will meet with the Complete Streets Working Group prior to submitting designs for roadway projects, provided such consultation not unreasonable delay any such project; and
10. The City of Salem 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; and
11. 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:
 - a) The Massachusetts of Department of Transportation Project Design and Development Guidebook;
 - b) The National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide and Urban Streets Design Guide;
 - c) Pioneer Valley Planning Commission's Healthy Community Design Toolkit;
 - d) The latest edition of American Association of State Highway Transportation Officials' (AASHTO) A Policy on Geometric Design of Highway and Streets;
 - e) The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls;

- f) The Architectural Access Board (AAB) 521CMR Rules and Regulations;
- g) Documents and plans created for the City of Salem, including but not limited to:
 - i. Bicycle Master Plan
 - ii. Open Space and Recreation Action Plan
 - iii. Salem Downtown Renewal Plan; and
- 12. The Salem Department of Planning & Community Development, in coordination with the Complete Streets Working Group, shall integrate Complete Streets principles in all new planning documents, as applicable (master plans, open space and recreation plan, etc.), laws, procedures, rules, regulations, guidelines, programs, and templates and make recommendations for zoning and subdivision codes in line with their existing update timeline; and
- 13. The City shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will highlight projects that eliminate gaps in the sidewalk and bikeway network; and
- 14. The City will evaluate projects within the Capital Improvement Plan to encourage implementation of this Policy; and
- 15. The City will secure training for pertinent City staff and decision-makers on both the technical content of Complete Streets principles and best practices, as well as community engagement methods for implementing the Complete Streets Policy. Training may be accomplished through workshops and other appropriate means; and
- 16. The City will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way; and
- 17. The City will seek out appropriate sources of funding and grants for implementation of Complete Streets policies; and
- 18. The City and Working Group will develop performance measures to periodically assess the rate, success, and effectiveness of implementing the Complete Streets Policy. The Working Group shall utilize appropriate metrics for analyzing the success of this policy, which may include the total number of new bicycle lanes, the linear feet of new pedestrian accommodations, number of retrofitted pedestrian facilities or amenities, number of intersection improvements made to improve Level of Service (LOS) and safety for vehicles, pedestrians and bicyclists, rate of crashes by mode, rate of children walking or bicycling to school, and/or number of trips by mode. These metrics will be compiled into a report by the working group and presented as needed, but no less than annually; and
- 19. This resolution shall take effect upon passage.

In City Council June 12, 2014

Referred to the Committee of the Whole by roll call vote of 8 yeas, 3 nays, 0 absent

In City Council June 26, 2014

Adopted

Approved by the Mayor on July 1, 2014

ATTEST:

CHERYL A. LAPOINTE
CITY CLERK

City of Salem

Yea and Nay Vote of City Council

Upon the Question of

Refer Resolution to
Committee of the Whole
("Complete Streets" Policy)

Date	Yea	Nay	Pres.	Absent
6-12-2014	✓			
David W. Eppley	✓			
Heather E. Famico		✓		
Thomas H. Furey		✓		
Beth Gerard		✓		
William H. Legault	✓			
Elaine F. Milo	✓			
Joseph A. O'Keefe, Sr.		✓		
Arthur C. Sargent, III	✓			
Todd A. Siegel	✓			
Josh H. Turiel	✓			
Robert K. McCarthy President	✓			
Totals	8	3		

Cheryl A. Pasquite

CITY CLERK