

**Town of Wethersfield**  
505 SILAS DEANE HIGHWAY  
WETHERSFIELD, CONNECTICUT 06109



**CERTIFICATION OF COUNCIL ACTION**

I, Dolores G. Sassano, Town Clerk of the Municipality of Wethersfield, do hereby certify that the following is a true and correct copy of a Motion passed at a Virtual Regular Zoom meeting of the Town Council held and convened on the 15<sup>th</sup> day of June, 2020, at which a constituted quorum of the Wethersfield Town Council was present and acting throughout. It has not been amended or changed and remains in effect.

Councilor Pelletier motioned **“TO APPROVE THE COMPLETE STREETS POLICY AS PRESENTED”**; seconded by Councilor O’Connor.

**Vote:** All Councilors present, including the Chairperson voted AYE. The motion passed 9-0-0.

In furtherance of this motion, Gary A. Evans the Town Manager is duly authorized to enter into and sign said contracts on behalf of the Town of Wethersfield. Gary A. Evans currently holds the title of Town Manager and has held that office since March 1, 2019. The Town Manager is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

**IN WITNESS THEREOF**, the undersigned has affixed her signature and the corporate seal of the town this 19<sup>th</sup> day of June, 2020.



*Dolores G. Sassano*

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Dolores G. Sassano, Town Clerk

## Town of Wethersfield Complete Streets Policy

### Purpose

This policy proactively supports the needs of all users of the transportation network in the Town of Wethersfield having varying ages, mobility, socioeconomic status, geographic locations and modes of travel by providing connections to local and regional destinations through safe, convenient and accessible infrastructure. A Complete Streets Policy (hereafter referred to as “Policy”) provides guidance to ensure infrastructure improvements for pedestrians, bicyclists, transit riders, motorists and persons of all ages and abilities are considered and applied to the extent feasible when developing or redeveloping infrastructure within the public right-of-way as part of private and public projects.

### Definitions

Complete Street	A public right-of-way that is planned, designed, constructed or reconstructed, and maintained in such a way to enable safe, comfortable and convenient access by users of all ages, abilities and modes of transportation.
Improvement	New infrastructure, facilities and amenities associated with the transportation network that contribute to providing a complete street such as, but not limited to, pavement reconstruction or resurfacing, pavement markings to provide road shoulders or designated bike lanes, signage, sidewalk and accessible sidewalk ramp installation and replacement, crosswalks, accessible pedestrian signals, pedestrian refuges, bus transit shelters, bicycle parking facilities, landscaped or hardscaped islands, street trees, street lighting and drainage system components.
Public Right-of-Way	Any street, avenue, boulevard, highway, sidewalk, bike path, walkway, alley, park, waterway, easement or similar place that is dedicated for use by people driving, bicycling and walking, and typically incorporates curbs, grass shelves, signs, paths, trees, lighting, drainage systems, utility systems, street furniture or other features that are owned or controlled by a local, state or federal government entity.

### Objectives

- Improve, expand and maintain the network of streets, intersections, sidewalks, trails and bike lanes throughout Town to encourage more bicycle and pedestrian activity that will lead to healthy and active lifestyles
- Improve connectivity within the community and regional projects intended to improve mobility by providing safe and equitable access to schools, residential neighborhoods, transit, commercial districts and recreational areas

- Expand reliable transportation options for modes of travel to minimize traffic congestion and improve air quality to provide a more livable, affordable, resilient and healthy community
- Complete beneficial development and redevelopment projects by planning and designing for the needs of non-motorized and disabled users
- Provide infrastructure that encourages slower vehicle speeds such as narrower roadways, shoulder lines, curb bump outs, signage and other traffic calming measures whenever feasible to provide a safer environment and reduce the frequency and severity of vehicle, bicycle and pedestrian crashes
- Increase funding for projects that will improve the transportation network as stated herein through local, state and federal funding opportunities

### Implementation

The following actions will be utilized for implementing this Policy:

- Encourage ongoing education and training of professional staff from the Planning Department, Engineering Division, Police Department and Physical Services Department for information related to this Policy so it can be implemented through review of permit applications for new developments and when planning, designing, constructing, and maintaining projects
- Incorporate objectives of this Policy as early as possible in the conceptual planning or design process for applicable projects
- Appropriate adequate funding to projects so they can include improvements consistent with this Policy, whenever feasible, with particular emphasis on walking, bicycling and transit.
- Pursue local, state and federal sources of funding to complete improvements and prioritize projects that meet the objectives of this Policy
- Utilize local, state and federal design and construction guidelines and best practices, where applicable and as regulated, to address the needs of all potential users of the transportation network as reasonably as possible.
- Review and revise Town Zoning Regulations, Subdivision Regulations, and ordinances to support the objectives of this Policy (as applicable)
- Provide public education and promote this Policy to community stakeholders such as residents, community groups, the business community, Boards and Commissions and the private development community.

### Design Guidance

The latest editions of the following documents that provide industry standards, recommendations and guidance should be referenced for proper design and construction of elements related to this Policy:

- American Association of State Highway and Transportation Officials (AASHTO) *A Policy on Geometric Design of Highways and Streets*
- *AASHTO Guide for Planning, Design and Operation of Pedestrian Facilities*

- *AASHTO Guide for Development of Bicycle Facilities*
- *American Planning Association (APA) Complete Streets: Best Policy and Implementation Practices*
- *Connecticut Department of Transportation Highway Design Manual*
- *U.S. Access Board Public Right-of-Way Accessibility Guidelines (PROWAG)*
- *Federal Highway Administration (FHWA) Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts*
- *Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways*
- *National Association of City Transportation Officials (NACTO) Urban Street Design Guide*
- *NACTO Urban Bikeway Design Guide*
- *The Town of Wethersfield Standard Construction Details and Code Requirements for Improvements within the Town Right-of-Way*

### Reporting Requirements

Implementation of the Policy will include an annual evaluation to identify progress, effectiveness and Complete Street improvements that have been completed within the public right-of-way. For each calendar year, the Town Manager will provide a written report to the Town Council that is published for public review that includes the following performance measures:

- Linear feet of new line striping to provide road shoulder lines or designated bike lanes
- Linear feet and type of new trail installations
- Linear feet and type of new sidewalk installations (not including repairs)
- Quantity and location of new sidewalk ramp installations or replacements
- Quantity and location of new crosswalk installations
- Quantity and location of new bicycle facility and amenity installations, such as bike racks, repair stations, etc.
- Quantity and location of new transit facility and amenity installations
- Location of traffic control, traffic calming and intersection upgrades
- Maintenance activities completed for the existing Complete Streets infrastructure, facilities and amenities, such as repainting of pavement markings, installation or replacement of associated signs, upgrade of concrete sidewalk ramps, replacement of damaged curb, etc.
- Quantity of new street trees planted and removed
- Vehicle, bicycle and pedestrian crash data
- Amount and source of funds spent on Complete Street improvements (i.e. Town funds, state/federal grants, etc.)
- Any additional information deemed applicable to the Policy

## Exemptions

It is recognized that the incorporation of Complete Streets elements may not always be feasible or practical and may be excluded from certain projects.

Exemptions to implementing one or more elements of this Policy will be submitted as a written request with appropriate documentation and data to the Town Manager who shall forward the request to all stakeholder groups and post the request on the Town's website for a ten (10) day public comment period. All comments received during the public comment period shall be included in the review by the Town Manager. The Town Manager, acting in the capacity as the "Local Traffic Authority" shall consult with the Town Engineer, the Town Planner, the Police Department, the Director of Physical Services and any advocacy group that may be established when considering any exemption under this Policy.

The Town Manager shall consider the following factors when reviewing any exemption:

- Where specific users are prohibited by law such as interstate highways or pedestrian only pathways,
- Including elements would be prohibitively expensive or adversely affect the community and may jeopardize completion of the project, such as the need to perform significant road widening, realignment of existing roads and sidewalks, proximity of utility infrastructure, acquisition of private property, remove trees or adversely impact historic, wetland and floodplain resources,
- A demonstrated absence of current or projected future needs for specific elements,
- Small projects and single family residences,
- Planned projects in the vicinity that incorporate the desired elements.

All exemptions granted under this provision shall be posted on the Town's website.