

## Freeport Complete Streets Policy - Staff Comment (as requested)

Caroline Pelletier <CPelletier@freeportmaine.com>

Tue 9/1/2020 1:29 PM

To: Peter Joseph <pjoseph@freeportmaine.com>

Peter –

As requested at the last meeting of the Ordinance Committee, I have reviewed the draft of the Complete Streets Policy which was recommended by the Complete Streets Committee to the Freeport Town Council on 08/04/2020. Overall, the document is well thought out and incorporates the elements suggested by the National Complete Streets Coalition (NCSC) for inclusion in a complete streets policy.

With regards to this policy, the Freeport Comprehensive Plan ("Plan") is something that the Council should consider. The Town of Freeport's most recent Comprehensive Plan was adopted in 2011. The plan includes a Vision for the community, along with implementation ideas of how the vision could be achieved.

The Plan's Vision includes the following in regards to transportation:

"That Freeport's transportation needs would be met by:

- maintaining the existing system of roads, expanding only when necessary
- promoting a variety of alternatives to the automobile, including walking, biking, rail, buses and trains
- improving the flow of traffic both vehicular and pedestrian in the village to reduce congestion

The Plan offers many possible implementation ideas in regards to transportation, with the following being noteworthy for this particular discussion:

"4. Consider connecting roads when possible to improve the flow of traffic. (Planning Board) low priority

7. Consider improving bicycle and pedestrian facilities throughout the Town of Freeport. (Town Council, Traffic and Parking) high priority

9. Consider creating a plan that establishes yearly goals for the construction and maintenance of paved roadway shoulders, bike lanes, and sidewalks to preserve and improve bicycle and pedestrian access throughout the town. High priority should be paid to areas that are unsafe. (Traffic and Parking Committee/Safe Routes to School) high priority".

Any Zoning and/or Subdivision Ordinance amendments that the Planning Board recommends to the Council for adoption, must be found to be in harmony with the Plan. This is something important to keep in mind as the recommended policy before the Council may result in some future amendments to the Zoning and Subdivision Ordinance.

With regards to the policy text for discussion before the Council, I offer the following comments for discussion/consideration:

1. Vision: The Vision references the public right-of-way and multimodal path network. Is the intent that this policy would only apply to projects in the public right-of-way and not on private property? Is the multimodal path network considered to be something that is existing, or to be created? Further clarification may need to be added to this section, and maybe the definition section as well.
2. Definitions: for clarification purposes, consider adding a sentence to note something like, "For the purpose of this policy, the following terms shall have the following definitions...."
3. Exceptions: number five, considering adding shoreland areas to the list of areas that could be adversely impacted. Two other exceptions for consideration would be "on corridors where nonmotorized use(s) are prohibited" (ie: highway, possibly portions of on/off ramps) and, "projects deemed unsafe by public safety personnel." As written, requests for exceptions are submitted to the Town Engineer with the exception ultimately being approved by the Council. Would the Council be looking for the Complete Streets Committee to review any exception requests and provide a recommendation? If so, this should be added.

4. Jurisdiction: This section references the Project Review Board, however they typically only deal with projects on private property, as any improvements in the right-of-way would need review and approval by the Council and/or State. Freeport is different from many of our neighboring communities, in that new roads and/or sidewalks associated with development (residential and/or commercial) remain under private ownership and are generally not accepted by the Town. Quite often the only component of a project in the right-of-way is a driveway entrance off a public road (for which a Driveway Entrance Permit from the Freeport Department of Public Works would be required). This section may need additional clarification if this policy is envisioned to apply to projects on private property. This could be further complicated by current Ordinances that do not support the intent of this policy. Legal guidance may be beneficial.
5. Design Criteria: Under B, the following documents could be referenced for additional consideration for Freeport's aging population and users with accessibility needs:
  - The Americans with Disabilities Act Accessibility Guidelines (ADAAG); the Public Rights-of-Way Accessibility Guidelines (PROWAG); the FHWA (Federal Highway Administration) Highway Design Handbook for Older Drivers and Pedestrians; and, AARP Planning Complete Streets for an Aging America.
6. Implementation: I would encourage some clarification to this section to include a reference to the Planning Board. The Planning Board will potentially play a large role in updating land use documents to reflect this policy, whether it be through incorporation in the upcoming Comprehensive Plan Update or providing recommendations to the Council for amendments to the Freeport Subdivision Ordinance and/or Freeport Zoning Ordinance. This would provide a great opportunity for collaboration with Freeport's Complete Streets Committee and Planning Board and if adopted, I would encourage the Complete Streets Committee to do outreach with the Board as soon as they feel ready, as the Planning Board has been very active in discussing/reviewing amendment requests.
7. In February 9, 2018, Portland Area Comprehensive Transportation System, released the "North of Portland Route One Complete Streets Corridor Plan" [https://yarmouth.me.us/vertical/sites/%7B27541806-6670-456D-9204-5443DC558F94%7D/uploads/FINAL\\_NOPO\\_Complete\\_Streets\\_Plan\\_2.9.18.pdf](https://yarmouth.me.us/vertical/sites/%7B27541806-6670-456D-9204-5443DC558F94%7D/uploads/FINAL_NOPO_Complete_Streets_Plan_2.9.18.pdf). This plan was a regional collaboration with the Towns of Falmouth, Cumberland, Yarmouth and Freeport. The plan included review and recommendations "...that will ultimately result in a detailed plan to upgrade the entire length of the Route 1 corridor to better accommodate bicycles, pedestrians, buses, trucks and passenger cars." Although the plan area was limited to certain parts of Freeport, it did include significant portions of Route One, and make recommendations on short and long term "complete street" improvements that Freeport could consider. It may be worth including a reference to this existing plan as it had already identified and made recommendations on some complete street projects in Freeport.

Please let me know if you need additional information.

Caroline Pelletier  
*Town Planner*  
Town of Freeport  
30 Main Street  
Freeport, ME 04032  
207-865-4743 ext. 107

## RE: Freeport Complete Streets Policy - Staff Comment (as requested)

Adam Bliss <abliss@freeportmaine.com>

Tue 9/1/2020 3:05 PM

To: Doug Leland <doug@DougLeland.com>; Peter Joseph <pjoseph@freeportmaine.com>; Caroline Pelletier <CPelletier@freeportmaine.com>

Hi,

I, too, am providing comments as requested. Please accept the comments as constructive feedback because we all want a document that is clear, concise, and easily digested by future CSC members. In other words, we don't want a document that collects dust on a shelf since typical user attention spans require more time than is available when reading lengthy documents. I am not saying this draft is verbose. In fact, it is well thought out and contains quality content and structure consistent with national and state standards. I am requesting we budget a few hours' time for a technical writer to condense the document for readability by future users. Is a few hundred dollars out of the existing operating budget for this purpose acceptable to the Town Council?

### Consolidated Comments from CSC Meetings

1. Is the policy a guidance document or an ordinance? If the latter, then how can it be enforced and by whom?
2. Entrances seem to be a gray area open to interpretation. Does the document apply to private driveways and private roads serving private developments off public roads?
3. Are all proposed Public Works road projects required to appear before the CSC for review and comment? What happens when opinions differ between staff and the Committee? Does the Town Council have final approval? Meeting and review time will have significant impact on staff and Committee time. Further, Complete Streets improvements within the existing right-of-way while highly desirable will create additional impervious surface, road widening, and other impacts. Roadway budgets will be significantly impacted because sidewalks and striping add tens if not hundreds of thousands of dollars. For example, each linear foot of sidewalk costs between \$100 and \$200. Reductions in current overlay paving budgets lead to a declining asset schedule rather than maintaining the existing network. More specifically, the PACTS road network is currently under-funded leading to a road replacement schedule of 50 to 75 years. Road replacement schedules should be no more than 15 years and maintained periodically at least cost rather than at the end of a life cycle where costs are four times as much. This comment is not intended to discourage traffic calming and Complete Streets improvements. The comment does request we set clear expectations on future projects and that they be clearly communicated to all stakeholders.
4. What is an acceptable, distilled annual monitoring and reporting format for CSC members to digest? Feedback would be helpful since the Police Department, Public Works Department, and Town Engineer are asked to perform these tasks.
5. Town staff are concerned with added responsibilities contained within the policy. Time management and staff allocation should be directed by the Town Manager and not superseded by the CSC.
6. Do we want to take a position on motorized vehicles travelling over off-road paths and trails? What about the ever growing population of e-bike (motorized bicycle) users? Perhaps we should wait before taking a position since this transportation mode continues to evolve.

Thank you for considering all of the comments and to ensure Freeport can be proud of a policy that other municipalities reference.

Adam S. Bliss, P.E.  
Freeport Town Engineer / Public Works Director  
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207.865.4743 x106

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Freeport, Maine 04032

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**From:** Caroline Pelletier <CPelletier@freeportmaine.com>  
**Sent:** Tuesday, September 01, 2020 1:32 PM  
**To:** Doug Leland <doug@DougLeland.com>  
**Cc:** Adam Bliss <abliss@freeportmaine.com>; Peter Joseph <pjoseph@freeportmaine.com>  
**Subject:** FW: Freeport Complete Streets Policy - Staff Comment (as requested)

Doug & Adam,

The Ordinance Committee asked that I review the proposed Complete Streets Policy and provide them with comments. I sent the following email to Peter for consideration with tonight's discussion and wanted to send it to both of you FYI. Please let me know if you have any questions.

Caroline

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**From:** Caroline Pelletier  
**Sent:** Tuesday, September 1, 2020 1:29 PM  
**To:** Peter Joseph <pjoseph@freeportmaine.com>  
**Subject:** Freeport Complete Streets Policy - Staff Comment (as requested)

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## Freeport Complete Street Policy Review

### Comments — Pelletier (blue) and Leland (black)

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The Complete Streets policy only pertains to projects within the public right-of-way. Regarding ‘multimodal path network’, and referencing the definition for a multimodal path within this policy, there are no such paths in Freeport at present — a multimodal path network does not exist. The intent is for one to be created over time.

The issues related to public right-of-way and private property (also addressed in Caroline’s memo under #4 - Jurisdiction) contain important considerations for Council. Multimodal paths in other communities, especially urban areas, are often integrated with road infrastructure and are clearly within the public right-of-way. The closest accommodation to such a multimodal path in Freeport is the designated bike lane from the Cousins River Bridge to Pine Street. This entire bike lane is within the public right-of-way and crosses a growing number of entrances to private property, including commercial properties intended to attract high volumes of vehicles. This intersection of public and private property, and the safety issues it surfaces will require attention.



Freeport also has plans for multimodal paths that would traverse existing private property, such as the Concord Brook/ECG trail from Pine Street to the center of town. It is my assumption that any trail of this nature — any trail for which the town will expend town funds, must be on land that the town owns or for which it has received some form of deeded access. Said another way, I cannot envision Freeport spending money on trail that remains private and for which the town has no say in design, construction, operation, or maintenance. If my assumption is accurate, then presumably all multimodal trails supported by the town that cross private property will become trails constructed within the town's public right-of-way and, thereby, subject to the Complete Street policy. Additionally, should a multimodal trail be constructed on a town controlled public utility right-of-way, I would assume that these ROW's would also be considered public and as such any trail sharing the right-of-way would also fall within the parameters of the Complete Street policy. These are assumptions on my part and no trail has yet been constructed, but suggest these issues be considered in advance of needing a definitive answer.

2. Definitions: for clarification purposes, consider adding a sentence to note something like, "For the purpose of this policy, the following terms shall have the following definitions...."

Good suggestion. In addition, should Planning and Project Review also utilize similar terms, it would be helpful for definitions to be consistent.

3. Exceptions: number five, considering adding shoreland areas to the list of areas that could be adversely impacted. Two other exceptions for consideration would be "on corridors where nonmotorized use(s) are prohibited" (ie: highway, possibly portions of on/off ramps) and, "projects deemed unsafe by public safety personnel." As written, requests for exceptions are submitted to the Town Engineer with the exception ultimately being approved by the Council. Would the Council be looking for the Complete Streets Committee to review any exception requests and provide a recommendation? If so, this should be added.

I believe “shoreland areas” are covered in a non-specific manner, but there’s no harm in making it explicit.

Similarly, I believe the additional suggested exceptions are addressed in a non-specific manner, but making them explicit could alleviate any possible confusion. Councilor Tracy has also suggested there may be confusion with the first exception regarding relationship of state law to local ordinance and this would be a good time to adopt language that eliminates any confusion.

The process for addressing exceptions is intended to remain as it has been and as described by Caroline, with the Complete Streets Committee involved in evaluating exceptions and making recommendations to Council. Clarification of this point will avoid confusion.

4. Jurisdiction: This section references the Project Review Board, however they typically only deal with projects on private property, as any improvements in the right-of-way would need review and approval by the Council and/or State. Freeport is different from many of our neighboring communities, in that new roads and/or sidewalks associated with development (residential and/or commercial) remain under private ownership and are generally not accepted by the Town. Quite often the only component of a project in the right-of-way is a driveway entrance off a public road (for which a Driveway Entrance Permit from the Freeport Department of Public Works would be required). This section may need additional clarification if this policy is envisioned to apply to projects on private property. This could be further complicated by current Ordinances that do not support the intent of this policy. Legal guidance may be beneficial.

Ideally, Complete Street elements designed to enhance safety and equitable accessibility will become part of the design considerations of private residential and commercial development projects. The Jurisdiction section within the Complete Streets policy invites Planning and Project Review to consider introducing ordinance change recommendations that encourage or require select complete street

elements to be included in private projects. Should this occur, the Complete Street Policy, as written, is designed to accommodate, support, and integrate with such changes. As an example, had such integrated provisions already been in place, it's possible that the residential housing project on Desert Road would have included a multi-modal path along the entirety of its Desert Road boundary rather than a sidewalk of restricted width designed solely for pedestrian use.

5. Design Criteria: Under B, the following documents could be referenced for additional consideration for Freeport's aging population and users with accessibility needs:

The Americans with Disabilities Act Accessibility Guidelines (ADAAG); the Public Rights-of-Way Accessibility Guidelines (PROWAG); the FHWA (Federal Highway Administration) Highway Design Handbook for Older Drivers and Pedestrians; and, AARP Planning Complete Streets for an Aging America.

**Add as suggested, with concurrence from the Town Engineer.**

6. Implementation: I would encourage some clarification to this section to include a reference to the Planning Board. The Planning Board will potentially play a large role in updating land use documents to reflect this policy, whether it be through incorporation in the upcoming Comprehensive Plan Update or providing recommendations to the Council for amendments to the Freeport Subdivision Ordinance and/or Freeport Zoning Ordinance. This would provide a great opportunity for collaboration with Freeport's Complete Streets Committee and Planning Board and if adopted, I would encourage the Complete Streets Committee to do outreach with the Board as soon as they feel ready, as the Planning Board has been very active in discussing/reviewing amendment requests.

**Early this year the CSC reached-out to Planning and several other committee chairs regarding this policy and multimodal trail**

development. Both efforts were interrupted in March and would benefit from resumption ... and this would be a good time to do so.

7. In February 9, 2018, Portland Area Comprehensive Transportation System, released the “North of Portland Route One Complete Streets Corridor Plan” [https://yarmouth.me.us/vertical/sites/%7B27541806-6670-456D-9204-5443DC558F94%7D/uploads/FINAL\\_NOPO\\_Complete\\_Streets\\_Plan\\_2.9.18.pdf](https://yarmouth.me.us/vertical/sites/%7B27541806-6670-456D-9204-5443DC558F94%7D/uploads/FINAL_NOPO_Complete_Streets_Plan_2.9.18.pdf) . This plan was a regional collaboration with the Towns of Falmouth, Cumberland, Yarmouth and Freeport. The plan included review and recommendations “...that will ultimately result in a detailed plan to upgrade the entire length of the Route 1 corridor to better accommodate bicycles, pedestrians, buses, trucks and passenger cars.” Although the plan area was limited to certain parts of Freeport, it did include significant portions of Route One, and make recommendations on short and long term “complete street” improvements that Freeport could consider. It may be worth including a reference to this existing plan as it had already identified and made recommendations on some complete street projects in Freeport.

I believe we’re all hopeful this plan will move forward as it has the backing of key constituencies and represents potentially significant improvements along the Route 1 corridor. In that this is a specific project, I believe the appropriate placement would be outside the policy and within the CSC’s Project Plan where projects of this nature are identified, assigned ownership, addressed, and updated as needed. However, if Council feels it would be better placed within the policy I suggest it be added to Attachment A - *Complete Street Policy – Implementation and Measurement Reporting Requirements*. I believe Caroline’s point is that we don’t want to lose touch with this initiative, even if it is currently dormant, and I wholeheartedly agree.

Please let me know if you need additional information.

## Freeport Complete Street Policy

### Comments — Bliss (blue) and Leland (black)

Hi,

I, too, am providing comments as requested. Please accept the comments as constructive feedback because we all want a document that is clear, concise, and easily digested by future CSC members. In other words, we don't want a document that collects dust on a shelf since typical user attention spans require more time than is available when reading lengthy documents. I am not saying this draft is verbose. In fact, it is well thought out and contains quality content and structure consistent with national and state standards. I am requesting we budget a few hours' time for a technical writer to condense the document for readability by future users. Is a few hundred dollars out of the existing operating budget for this purpose acceptable to the Town Council?

There may be a time when hiring a technical writer to streamline this document would be beneficial, but for practical reasons I do not recommend doing so now. A technical writer, like an editor, may see opportunity to fine tune and shorten this policy, but he or she would do so absent context. Anyone who did not sit through the months of sometimes labored discussions debating word choice, phrases, sentences, and paragraphs will lack appreciation for the consensus reached through compromise and the individual contributions on topics of particular importance to a committee member. Sacrificing the benefits of a committee generated work product would call into question the purpose of the process and time invested. As long as this document is substantively sound and sufficiently clear in its expression, I suggest it better to put it to work in its current form and consider enhancements once experience with the policy has been gained.

#### Consolidated Comments from CSC Meetings

1. Is the policy a guidance document or an ordinance? If the latter, then how can it be enforced and by whom?

This may be better addressed by an attorney. My opinion is that this policy is both a guiding document and an extension of the Complete Street Committee ordinance. The Complete Streets Committee ordinance (Administrative Code Section 614) requires the CSC to "develop, propose, implement, and update" a Town of Freeport Complete Street Policy as stated in Section 614.2 — Duties and Responsibilities. In that the Complete Street Policy is an integral part of the

ordinance and its development done so at the direction of the ordinance, it would seem the policy should be treated as an ordinance.

It would also seem that enforcement would be no different from that of the prior Traffic & Parking Committee and would be the responsibility of varying individuals and entities depending upon the issue, to include codes enforcement, local law enforcement, state and federal enforcement agencies, and in the case of project exceptions, the Town Manager as outlined in Section 9 of Complete Street Policy - Policy Administration.

2. Entrances seem to be a gray area open to interpretation. Does the document apply to private driveways and private roads serving private developments off public roads?

This policy only applies to transportation infrastructure projects within the public right-of-way. That said, ideally, Complete Street elements designed to enhance safety and accessibility equity will become part of the design considerations of private residential and commercial development projects. The Jurisdiction section within the Complete Streets policy invites Planning and Project Review to consider developing ordinance change recommendations that encourage or require select complete street elements to be included in private projects. Should this occur, the Complete Street policy, as written, is designed to accommodate, support, and integrate with such changes.

3. Are all proposed Public Works road projects required to appear before the CSC for review and comment? No change from past practices. What happens when opinions differ between staff and the Committee? Issue is elevated to the Town Manager and/or Council for resolution. Does the Town Council have final approval? In my opinion, yes. Meeting and review time will have significant impact on staff and Committee time. Further, Complete Streets improvements within the existing right-of-way while highly desirable will create additional impervious surface, road widening, and other impacts. Roadway budgets will be significantly impacted because sidewalks and striping add tens if not hundreds of thousands of dollars. For example, each linear foot of sidewalk costs between \$100 and \$200. Reductions in current overlay paving budgets lead to a declining asset schedule rather than maintaining the existing network. More specifically, the PACTS road network is currently underfunded leading to a road replacement schedule of 50 to 75 years. Road replacement schedules should be no more than 15 years and maintained periodically at least cost rather than at the end of a life cycle where costs are four times as much. This comment is not intended to discourage traffic calming and Complete Streets improvements. The comment does

request we set clear expectations on future projects and that they be clearly communicated to all stakeholders.

As in the past, there will be competing demands on all projects, often involving budget considerations, staff capacity, priority setting, and time management. Committees advise and make recommendations to Council, Council decides, and the Town Manager manages. This does not change. I completely agree that clear and consistent communications, and shared expectations will enhance capacity for all involved.

4. What is an acceptable, distilled annual monitoring and reporting format for CSC members to digest? Feedback would be helpful since the Police Department, Public Works Department, and Town Engineer are asked to perform these tasks.

*Attachment A - Complete Street Policy — Implementation and Reporting Requirements* identifies initial performance measures. The policy requires that these be reviewed annually and updated as appropriate. These initial measures were established through committee discussion and individual consultation, and determined to be those most helpful, at present, to advancing a safe and accessible transportation infrastructure, and for which data is presently available or attainable.

5. Town staff are concerned with added responsibilities contained within the policy. Time management and staff allocation should be directed by the Town Manager and not superseded by the CSC.

The Town Manager is responsible for staff management. No change from past and current practices.

6. Do we want to take a position on motorized vehicles travelling over off-road paths and trails? What about the ever growing population of e-bike (motorized bicycle) users? Perhaps we should wait before taking a position since this transportation mode continues to evolve.

The definition of 'multimodal path' contained in Section 4.C of the policy reinforces generally accepted guidelines for such paths and also retains some flexibility for exceptions. I would not recommend restricting the existing definition any further at this time.

One issue that will surface if there's prohibition against all motorized vehicles (such as e-bikes) will be whether the prohibition applies to battery operated mobility scooters for those who require such devices and still desire to be

outdoors within a safe environment. Inclusion of some motorized vehicles will lead to questions regarding qualification criteria for other motorized vehicles. Would restrictions be based on speed, either maximum speed or speed limit? How would speed limitations be enforced? Would engine type be the determinant — battery vs combustion? If battery operated is acceptable, what about size of vehicle, such as golf carts? Where would snowmobiles, ATV's, scooters, and battery operated skateboards fit in?

When the time comes that we're closing in on the opening of a multimodal path, I'm confident reasonable guidelines can be established that meet the intent of this policy and fit the nature of the trail. For now, however, I suggest we make note that this should be monitored and at some point must be addressed.

It's also worth noting that the Bicycle Coalition of Maine (BCM) is currently working with state government on legislation regarding e-bikes on public roads. This is more near term for Freeport and one we'll want to keep an eye on.

Thank you for considering all of the comments and to ensure Freeport can be proud of a policy that other municipalities reference.

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## RE: Complete Street Policy Request

Sue Nourse <SNourse@freeportmaine.com>

Wed 9/2/2020 5:02 PM

To: doug@dougland.com <doug@dougland.com>; Peter Joseph <pjoseph@freeportmaine.com>; J Egan <jegan@freeportmaine.com>; Tawni Whitney <twhitney@freeportmaine.com>; Douglas Reighley <dreighley@freeportmaine.com>

Cc: Adam Bliss <abliss@freeportmaine.com>; Caroline Pelletier <CPelletier@freeportmaine.com>

Hello –

Thanks for the staff input from Adam Bliss on the Complete Streets Policy.

Since Adam is on the committee, he has provided input throughout the process of developing the Complete Streets Policy. I understand that neither the Ordinance Committee or Town Council have benefitted from hearing input directly from him. My comments are indicated in black after his numbered entries:

1. Is the policy a guidance document or an ordinance? If the latter, then how can it be enforced and by whom? Because the policy was presented to the Ordinance Committee, does that automatically mean it will be an ordinance or is that a procedural step before it's presented to the Council? I'm confused by this also.
2. Entrances seem to be a gray area open to interpretation. Does the document apply to private driveways and private roads serving private developments off public roads?

This question came up several times in the committee discussions. The consensus was that we were dealing only with public ways. Clarification for whether this policy concerns itself with public or private roads and entrances thereto is vital.

3. Are all proposed Public Works road projects required to appear before the CSC for review and comment? What happens when opinions differ between staff and the Committee? Does the Town Council have final approval? Meeting and review time will have significant impact on staff and Committee time. Further, Complete Streets improvements within the existing right-of-way while highly desirable will create additional impervious surface, road widening, and other impacts. Roadway budgets will be significantly impacted because sidewalks and striping add tens if not hundreds of thousands of dollars. For example, each linear foot of sidewalk costs between \$100 and \$200. Reductions in current overlay paving budgets lead to a declining asset schedule rather than maintaining the existing network. More specifically, the PACTS road network is currently under-funded leading to a road replacement schedule of 50 to 75 years. Road replacement schedules should be no more than 15 years and maintained periodically at least cost rather than at the end of a life cycle where costs are four times as much. This comment is not intended to discourage traffic calming and Complete Streets improvements. The comment does request we set clear expectations on future projects and that they be clearly communicated to all stakeholders.
4. What is an acceptable, distilled annual monitoring and reporting format for CSC members to digest? Feedback would be helpful since the Police Department, Public Works Department, and Town Engineer are asked to perform these tasks.

Because the CSC membership and the department personnel providing the data will change, the reporting format would change also. The report would cater to the interests and needs of those serving, so it could have a fluid format.

5. Town staff are concerned with added responsibilities contained within the policy. Time management and staff allocation should be directed by the Town Manager and not superseded by the CSC.

Duties described in this policy would be assigned once it is approved.

6. Do we want to take a position on motorized vehicles travelling over off-road paths and trails? What about the ever growing population of e-bike (motorized bicycle) users? Perhaps we should wait before taking a position since this transportation mode continues to evolve.

Is this part of the policy's purview? Back to item #2, are we dealing with public or private roads and properties? Under the Multi-Modal Path definition, permitted and prohibited uses are listed with qualifiers ("such as" and "typically"). To further define other transportation modes would be complicated and would limit the viability of the document for future users.

Thanks

Susan B. Nourse  
Chief of Police  
Freeport, ME