

Complete Streets Policy - Town of Freeport

1. Authorization

Consistent with the Duties and Responsibilities outlined in ~~Section 614 of~~ the Town of Freeport Administrative Code, ~~Chapter 2, Section 614~~, the Complete Streets Committee is tasked with developing, proposing, implementing, and updating a Town of Freeport Complete Streets Policy.

2. Vision Statement

This policy envisions and supports the Town of Freeport (the “Town”) becoming a community in which all residents and visitors — regardless of age, ability, or financial resources, can safely, comfortably, and conveniently use the public right-of-way and multi-purpose path network to satisfy transportation needs, ~~by whatever mode of travel each individual prefers or relies upon~~, consistent with federal, state, and municipal transportation regulations.

3. Purpose

Promoting pedestrian, bicycle, and public transportation travel reduces negative environmental impacts, promotes healthy living, advances a transportation infrastructure that provides safe travel accommodation for visitors, residents, and commuters of all ages and abilities, supports compact development, and encourages connectivity between neighborhoods, recreational destinations, and commercial infrastructure. The expectation reflected in this policy is that the Town’s street system design and multi-purpose path network shall be consistent with Complete Street best practices while recognizing that transportation needs, desires, and expectations must also be balanced, flexible, and cost effective. It is the purpose of this policy to provide guidance, expectations, parameters, requirements, and mechanisms to achieve the vision of this policy.

4. Definitions

A. Complete Street: “Complete Street” means a street or roadway that accommodates safe, comfortable, and convenient travel by all users, to include, but not limited to, pedestrians, bicyclists, motorists, people with disabilities, ~~delivery vehicles, transporters of commercial goods~~, users and operators of public transportation, ~~as well as residents and visitors of all ages and abilities. seniors, children, youth, and families.~~

B. Transportation Project: “Transportation Project” means any project, program, or practice that affects the transportation network or occurs in the the public right-of-way, including any construction, reconstruction, retrofit, signalization operations, resurfacing, re-striping, rehabilitation, repair, or maintenance of any public street or roadway within the Town, including bridges, frontage roads, alleys, and other related elements of the transportation system. Exclusions to this definition include routine maintenance that does not change roadway geometry or operations such as mowing, plowing, sweeping, and spot repair.

C. Multi-Purpose Path: “Multi-Purpose Path”, also known as “Shared-Use Path or “Mixed-Use Path”, is a form of infrastructure that supports multiple permitted recreation and transportation opportunities, such as walking, running, and bicycling. Motorized vehicles, such as motorcycles, ATV’s, and snowmobiles are prohibited. Such paths typically have a surface of

asphalt, concrete, or crushed stone, and are physically separated from motor vehicular traffic by open space and/or barriers.

5. Policy Statement

- A. Accommodation** — The Town, within the public right-of-way, shall plan, design, construct, operate, and maintain an integrated transportation system that considers the needs of all users and modes of transportation, to include, but not limited to, pedestrians, bicyclists, motorists, ~~pedestrians, bicyclists, wheelchair users, transit vehicles, freight haulers, and emergency responders,~~ people with disabilities, delivery vehicles, users and operators of public transportation, as well as residents and visitors of all ages and abilities.
- B. Safety** — Transportation Project construction and improvements shall be pursued as opportunities to create safer, more accessible, aesthetically pleasing, and environmentally sensitive streets for all users, to include, but not limited to, consideration of traffic calming methods, ~~circles,~~ narrow vehicle lanes, raised medians, dedicated transit lanes, transit priority signalization, ~~curb extensions~~ ~~bulb-outs,~~ road diets, physical buffers that separate motorized vehicles from pedestrians and cyclists, streetscapes, attention to surface water runoff and drainage, and other best practice Complete Street initiatives. This shall apply to new construction, reconstruction, rehabilitation, and striping maintenance.
- C. Crosswalks:** Special attention shall be given to areas of high pedestrian traffic, such as schools, parks, public gathering venues, and retail shopping areas to insure safety and convenience during street crossings. Considerations during planning, design, and implementation of new construction, reconstruction, and rehabilitation shall include crosswalk location and design, self activated RRFB's (Rectangular Rapid Flashing Beacons), signage, refuge islands, curb ramps, appropriate and posted speed limits, and other traffic calming and safety measures.
- D. Connectivity:** Special attention shall also be given to Transportation Projects that enhance overall transportation system connectivity. Specifically, high priority shall be given to:
- 1) corridors providing primary access to one or more significant destinations such as recreation areas, parks, schools, shopping, transportation or employment centers,
 - 2) corridors serving a relatively high number of non-motorized transportation modes,
 - 3) corridors providing important continuity or connectivity links to existing pedestrian or bicycle networks,
 - 4) projects identified in regional or local thoroughfare, bicycle, and pedestrian plans.
 - 5) corridors that connect existing and planned residential neighborhoods, developments, and projects to primary destinations, pathways, and trails.
- E. Context and Character:** Transportation and Complete Street Projects, ~~such as those identified in Section 5.D — Connectivity Policy Statement,~~ shall consider and reflect the context and character of surrounding built and natural environments, and strive to enhance these surroundings. At the planning stage, the Town shall work with local residents, business operators, neighboring jurisdictions, school districts, students, property owners, and other stakeholders directly affected by a Transportation or Complete Street Project to address any concerns regarding context or character. If deemed appropriate, the Town shall make best efforts to mitigate unintended consequences resulting from Transportation and Complete Street projects.

6. Policy Exceptions

- A. Transportation Projects that meet one or more of the following criteria are exempt from this policy:
- 1) Projects that conflict with or are prohibited by law,
 - 2) Projects that require more space than is physically possible,
 - 3) Projects that would be located where both current and future demand is not evident,
 - 4) Projects projected to exceed approved budget,
 - 5) Projects that would have adverse impacts on environmental resources such as streams, wetlands, floodplains, or on historic structures or sites, above and beyond the impacts of currently existing conditions, and
 - 6) routine maintenance projects such as mowing, snowplowing, sweeping, spot repair, joint and crack sealing, and pothole repair.

Or

There are limitations inherent in certain transportation projects that are outside the scope of this committee's control. Examples of these limitations are projects that: conflict with or are prohibited by law, require more space than is possible, and exceed budget constraints. Other committees and governmental bodies may control specific elements of a transportation project and would address these limitations as part of their review process.

- B. Exceptions beyond those in Section 6.A will only be considered if the exception request is submitted to the Town Engineer in writing, with supporting documentation, and made publicly available with a minimum of thirty (30) days allowed for public input; **and** the exception is approved in writing by Town Council.

Or

Exceptions to limitations identified by this committee and not addressed elsewhere will only be considered if an exception request is submitted to the Town Engineer in writing, with supporting documentation, and made publicly available with a minimum of thirty (30) days allowed for public input; and the exception is approved in writing by the Town Council.

7. Jurisdiction

Private development projects requiring review by the Town's Project Review Board shall comply with relevant portions of the Town's Complete Street Policy and specifically address compliance measures within the application and permitting processes.

8. Design Criteria

- A. The Town, through its Town Engineer and Public Works Department, and in consultation with the Planning Department, shall utilize design criteria, standards, and guidelines based upon recognized best practices in street design, construction, and operation. To the greatest extent possible, the Town shall follow these standards with particular emphasis on pedestrian and bicycle safety issues. Material deviations to established standards and best practices shall be presented to the Complete Streets Committee for review and ~~recommendation~~ ~~consideration~~. Important design elements include, but are not limited to:

- Appropriately sized and located sidewalks
- Bike and/or pedestrian pathways

- Street trees and landscaping
- Street lighting and benches
- Transit lanes and facilities
- Bike lanes, racks, and facilities
- Appropriately scaled vehicle lanes and medians
- Pedestrian safety measures such as crosswalks and signals, refuge areas, and minimum curb radii to shorten crossing distances and reduce vehicular speed

B. Resources to be referenced in developing these standards shall include, but not be limited to, the latest editions and versions of:

- American Association of State Highway Transportation Officials (AASHTO) policy on Geometric Design of Highways and Streets; Guide to Planning, Designing, and Operating Pedestrian Facilities; and Guide to Development of Bicycle Facilities;
- Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach;
- Institute of Transportation Engineers (ITE) Neighborhood Street Design Guidelines;
- National Association of City Transportation Officials (NACTO) Urban Street Design Guide;
- National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide;
- U.S. Access Board Public Right-of-Way Accessibility Guidelines;
- U.S. Department of Transportation Highway Capacity Manual and Highway Safety Manual;
- U.S. Department of Transportation Manual of Uniform Traffic Control Devices;
- Portland Area Comprehensive Transportation System (PACTS) Destination Tomorrow Regional Long-Range Transportation Plan;
- (PACTS) Portland Area North Bike Implementation Plan;
- (PACTS) Regional Bicycle and Pedestrian Facility Design Guidance; and
- (PACTS) Regional Bicycle Way Finding Study.
- “ADA” document (to be provided by Town Engineer)

C. The Town may consider innovative or non-traditional design options that provide a comparable level of safety and utility. Such designs shall be presented to the Complete Streets Committee for review and ~~recommendation-consideration~~.

9. Policy Administration

- A.** This policy shall be administered by the Town Manager, in consultation with the Town Engineer, Town Planner, and Complete Streets Committee. The Town Manager’s determination as to whether a project complies with this policy will be final.
- B.** The Active Living Committee — the Town appointed advisory committee, shall be briefed and consulted, at a minimum, on projects covered by this policy when those projects are included in the Town’s capital improvement program.

10. Intergovernmental Cooperation

The Town will coordinate and cooperate with other transportation agencies, including the Maine Department of Transportation (MDOT), the Greater Portland Council of Governments (GPCOG), and the Portland Area Comprehensive Transportation System (PACTS) to ensure the principles and practices of Complete Streets are incorporated within the planning, design, construction, and maintenance activities of transportation agency partners. Material deviations shall be presented to the Complete Streets Committee for review ~~and recommendation. and-consideration~~.

11. Performance and Reporting

A. The Complete Streets Committee shall monitor compliance with this policy and make recommendations for its improvement. The Complete Streets Committee shall report to the Town Council annually on Transportation Projects undertaken within the prior year and planned within the coming year, highlighting the extent to which each of these projects has met or will meet the objectives of this policy.

B. Performance measures shall be established by the Complete Streets Committee to monitor elements of this policy most critical to achieving the Vision and Purpose of this policy. Areas to be monitored shall include but not be limited to safety performance; crosswalk development, accessibility, and [ADA \(Americans with Disabilities Act\)](#) compliance; connectivity, with emphasis on pathways and trails; community engagement and education; and implementation of policy requirements. Specific measurement criteria shall be evaluated annually, and amended and augmented as appropriate. Initial performance measures shall include:

- **Vehicular Speed Monitoring** — Annually, the Chief of Police, with input from the Complete Streets Committee, shall identify locations for capturing vehicular speed data. Locations will be determined based upon crash history, safety risk, speeding citations, law enforcement observations, citizen complaints, and other factors deemed important to safety evaluation. Data will be presented to the Complete Streets Committee annually, and communicated to the public.
- **Crash and Injury Monitoring** — Monthly the Chief of Police shall report crash and injury data to the Complete Streets Committee and public including type of crash, locations of crashes, number of individuals injured, and mode of transportation of those involved in each crash, i.e., automobile, bicycle, pedestrian, public transit, etc.
- **Multimodal Pathway Development** — Annually the Complete Streets Committee shall report on the number of miles of multi-modal pathway developed and the percent change from the previous year. In addition, this report shall include miles of pathway in planning and miles of pathway in development.

12. Project Selection

Annually the Complete Streets Committee shall provide the Town Council a prioritized list of Complete Street projects that require funding. Criteria considered in the prioritization process shall include project description; relationship of project to Complete Street vision and purpose; anticipated project duration; overall cost; funding sources and commitments; constituencies served; anticipated benefits and outcomes; and current status.

13. Implementation

A. Review and Revise Existing Regulatory Documents — For the Complete Streets Policy to be effective, the requirements of this policy must be reflected within the Town's regulatory documents wherever there is interface or overlap between this policy and other Town policies, processes, and regulations. The Town Manager shall coordinate the initial regulatory review and complete updates to Town documents within eighteen months of Complete Street Policy adoption and implementation. Annually, thereafter, the Ordinance Committee shall advise the Town Manager of any changes to the Complete Streets Policy that may require additional updates and direct the the Town Manager to make updates as appropriate.

B. Policy Enhancements — Many elements of the Town’s Complete Street Policy will benefit from more explicit guidance, ongoing review, and updating. Initial focus shall be given to enhancing the following policy elements:

- **Crosswalk Policy and Plan** - Establish crosswalk protocols; define, identify, and prioritize high need areas; identify crosswalk design options; and create a crosswalk implementation plan. The Complete Streets Committee shall finalize this policy review and plan development within twelve months of Complete Street Policy adoption.
- **Complete Streets Education and Outreach Plan** - Create and implement a plan that makes training and education available to planning and public works personnel charged with designing and implementing Transportation Projects; Town committees with interests and responsibilities related to Transportation Projects; school teachers, administrators, and students on subjects related to safety, rules-of-the-road, and safe routes to school; and the community at large to increase understanding, awareness, engagement, input, and support. The Complete Streets Committee shall create and implement this plan within twelve months of Complete Streets Policy adoption.
- **Bicycle and Pedestrian Pathway Network Plan** - The Complete Street Committee shall outline longterm goals for network development, establish priorities, participate in project development, and annually report on current projects as well as overall network development. The Complete Streets Committee shall create and implement this plan within twelve months of Complete Streets Policy adoption.

14. Attachments

A. Complete Street Policy — Implementation and Reporting Requirements

Attachment A – Complete Street Policy – Implementation and Measurement Reporting Requirements

| Item | Reporting Requirement | Responsibility for Reporting | Notes |
|--|---|-------------------------------------|--|
| Complete Street Project Priorities and Overview | Annually, NLT 12/31 | Chair, CSC and Town Engineer | Report to include prioritized list of projects and include project name & description, committee member lead, date added, estimated completion, cost, funding sources & commitments, constituencies served, anticipated benefits & outcomes, and status. |
| Review/Update Performance Measures | Annually, NLT 12/31 | CSC | |
| Vehicular Speed Monitoring | Annually, NLT 12/31 | Chief of Police | Presented to CSC and communicated to public |
| Crash & Injury Monitoring | Monthly | Chief of Police | Presented to CSC |
| Multi-Modal Path Development | Annually, NLT 12/31 | Chair, CSC and Town Engineer | report to include miles completed, % change from previous year, miles in planning stage, and miles in active development |
| Regulatory Document Review | Within 18 months of CSC Policy adoption | Town Manager | Following initial review/updates, updated as needed when advised by Ordinance Committee of pertinent changes. |
| Crosswalk Policy & Plan | Within 12 months of CSC Policy adoption | Chair, CSC & committee lead | Establish crosswalk protocols, define and identify high need areas, prioritize crosswalk needs, identify crosswalk design options, and create crosswalk project plan. |
| Complete Streets Education and Outreach Plan | Within 12 months of CSC Policy adoption | Chair, CSC & committee lead | Plan to address education/outreach for town employees; school teachers, administrators & students; and general public |
| Bicycle & Pedestrian Pathway Network Plan | Within 12 months of CSC Policy adoption | Chair, CSC & committee lead | Plan to identify longterm goals and priorities, and status of current network development |
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