



AGENDA

MEETING: Complete Streets Committee (CSC)
DATE: November 9, 2021
TIME/PLACE: 7:30 AM - 9:00 AM
PRESENT: Chair Greg Michaud, Vice Chair Doug Leland, Acting Police Chief Nate Goodman, Sally Walsh, Andy Seymour, Phil Wagner, Elizabeth McDonald, Barbara Guffin
ABSENT:
GUESTS:

TOPIC	DISCUSSION	ACTION
I. Welcoming Comments (Michaud) (5 minutes)	<ul style="list-style-type: none">• Welcoming comments• Reviewed Agenda	Informational only, no vote.
II. Minutes (Michaud) (5 minutes)	Motion to accept the October 13, 2021 minutes by _____; seconded by _____; abstained by _____. _____ in favor, _____ opposed, _____ abstained, and _____ absent.	TBD.
III. Election of Committee Chairs	<ul style="list-style-type: none">• Discuss duties and roles of Chairs.• Discuss option to create a Secretary position for the purpose of recording minutes.• Entertain Nominations• Motions	TBD.
IV. Complete Streets Policy Review and Recommendations	<ul style="list-style-type: none">• Review Complete Streets Policy• Recommend changes• Discuss reporting metrics• Motions	Informational only, no vote.



V. 2022 Work Planning and Beyond	<ul style="list-style-type: none">• See attached email	Informational only, no vote.
VI. Adjournment	<ul style="list-style-type: none">• Motion to adjourn• Next meeting scheduled for December 14.	Motion passed.

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MINUTES

MEETING: Complete Streets Committee (CSC)
DATE: October 13, 2021 (rescheduled from October 12)
TIME/PLACE: 9:00 AM - 11:00 AM
PRESENT: Chair Greg Michaud, Vice Chair Doug Leland, Acting Police Chief Nate Goodman, Sally Walsh, Andy Seymour, Phil Wagner, Elizabeth McDonald
ABSENT: Barbara Guffin
GUESTS: Andy Spaulding, Maine DOT

TOPIC	DISCUSSION	ACTION
I. Welcoming Comments	<ul style="list-style-type: none"> • Welcoming comments • Reviewed Agenda 	Informational only, no vote.
II. Lower Main Street Railroad Overpass Bridge Project	<ul style="list-style-type: none"> • See attached detailed meeting minutes • Maine DOT presented a conceptual plan for Lower Main Street Railroad Overpass Bridge Project • CSC and Maine DOT discussed the next steps, process, and schedule for the project. • Scheduled next meeting in November or December. 	Informational only, no vote.
III. Minutes	Motion to accept the September 14, 2021 minutes by Mr. Leland; seconded by Ms. Walsh; abstained by Mr. Wagner. Five in favor, none opposed, one abstained, and one absent. Liz did not vote.	Motion passed.
IV. Remote Participation Policy	<p>Motion to open the public hearing by Mr. Wagner; seconded by Mr. Seymour; abstained by none. Six in favor, none opposed, none abstained, and one absent. Liz did not vote.</p> <p>Question by Mr. Leland: what is the definition of Town within the State's policy? Mr. Bliss to follow up on this question and provide information during the November meeting.</p> <p>Motion to close the public hearing by Mr. Wagner; seconded by Ms. Walsh; abstained by none. Six in favor, none opposed, none abstained, and one absent. Liz did not vote.</p> <p>Motion to adopt the Remote Participation Policy as presented by Mr. Leland; seconded by Mr. Wagner; abstained by none. Six in favor, none opposed, none abstained, and one absent. Liz did not vote.</p>	Motions passed.



<p>V. Connect Freeport Project Updates</p>	<ul style="list-style-type: none"> • Liz presented the Connect Freeport Workgroup’s Yarmouth to the Downtown Village project. The phases below are prioritized according to design. <ul style="list-style-type: none"> ○ Phase 1a: Multi-use Path (MUP) on Mallett Drive (Main Street to the Bridge). ○ Phase 1b: MUP from Mallett Drive Bridge to Pine Tree Academy. Physical separation barrier desired. ○ Phase 1c: Offroad MUP from Yarmouth town line at the Cousin’s River Bridge (CRB) to the Downtown Village. The first segment of this phase is from the CRB to the YMCA on Old South Freeport Road. Can/ Will the New England Forestry Foundation’s property allow bicyclists and a gravel path on their land? An on-road MUP on Route One South is discouraged because of numerous curb cuts and conflicts with turning vehicles. Connect Freeport expressed the desire for two sidewalk/ paths (one on-road and one off-road) from Desert Road to Mallett Drive. Connect Freeport group would like to approach the Town Council to accelerate the construction of the Concord Brook Trail rather than wait for TIF funds to accumulate. Council Chair Egan invited the CSC during the September meeting to bring their project ideas to the Council for consideration. <ul style="list-style-type: none"> ○ Phase 1d: Desert Road Bridge to L.L. Bean Distribution Center. • Shovel-ready projects will be prioritized over projects without designs should federal transportation funds become available. • University of Rhode Island Landscape Architecture students worked with the East Coast Greenway and Mr. Bliss to conduct a feasibility study and prepare a StoryMap of the Concord Brook Trail from Pine Street to West Street. The trail alignment needs to be determined as the land along Concord Brook presents right-of-way, drainage, geotechnical, and environmental challenges. • PACTS sent out a Request for Proposal for planning grant funds. The funds could be applied to sidewalk, MUP, and trail studies. The grant due date is November 4 at 5:00 p.m. One example is the Middle School trail connection to the Mallett Drive Bridge/ MUP. A local match is required. • L.L. Bean is exploring ways to connect their campus to Lower Main Street for their employees. Options are via Casco Street or Double L Street. 	<p>Informational only, no vote.</p>
<p>VI. Open Discussion</p>	<ul style="list-style-type: none"> • Phil Wagner: Taxi Stand / ADA space approved by Town Council. Public Works has already made the changes. • Mr. Bliss updated the CSC Webpage. Contact form for questions and inquiries to be added. 	<p>Informational only, no vote.</p>



	<ul style="list-style-type: none">• The CSC will discuss Chair and Vice-Chair election and succession planning in November. The elected Vice-Chair would become the Chair. The Chair position requires at least a two-year commitment to come up to speed.• Could the temporary railroad overpass bridge become a permanent pedestrian bridge that connects Lower Main Street to the Village?• 2022 Work planning is scheduled for November.• CSC to review the Complete Streets Policy and focus on the reporting metrics.	
VII. Adjournment	Mr. Leland motioned to adjourn; Mr. Seymour seconded; motion carried with six in favor, none opposed, and two absent.	Motion passed.

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Lower Main Street Railroad Overpass Meeting

Wednesday, October 13, 2021 9:00 AM

I. Agenda

- a. Discuss pedestrian and bicycle connections across the new railroad bridge on Lower Main Street.

II. Materials

- a. Aerial view, Existing Cross-section, Proposed Cross-section, and Site Plan handed out.

III. Attendees

- a. Maine DOT: Andrew Lathe, Julie Brask, Patrick Adams
- b. Town of Freeport: Complete Streets Committee; Connect Freeport, Andy Spaulding
- c. Bridge Consultant: Lauren Flanders (Stantec)

IV. Talking Points

- a. Design process: review Existing Conditions Survey, prepare Design Report, develop bridge replacement options, evaluate feasibility and score each option, select preferred alternative, and submit to Bridge Program Manager for sign-off.
- b. Existing conditions: 11-ft travel lanes, 5-ft shoulders, and 5-ft sidewalk on west side.
- c. Proposed section: 11-ft travel lanes, 6-ft shoulders, and 5-ft sidewalk on west side
- d. Route One is Highway Corridor Priority (HCP) 3.
- e. Existing crosswalk and sidewalk in front on fire station presents conflict with Public Safety operations.
- f. Discourage pedestrian traffic in front of fire station.
- g. East side will continue to have bicycle traffic on front of fire station.
- h. Project Constraints: vertical (temporary retaining wall required; vertical clearance over the railroad increases steel beam/ girder depth, concrete, and earthwork; Summer Street encroachment; .
 - i. Added bridge width from a MUP increases the steel which influences costs.
 - j. Increases steel depth will raise the roadway elevation which in turn lengthens the tie.
- k. Vertical clearance over the railroad presents the greatest project challenge.
 - l. Favor sidewalk on the west side because it connects to the Desert Road Bridge, it keeps pedestrians away from the Public Safety building, and it connects users to businesses.
- m. A strictly off-road path may discourage people away from the businesses.
- n. Shoulder widths shouldn't be sacrificed because certain bicyclists use the shoulders more than a MUP.
- o. A left-turn lane from Lower Main onto Summer Street exists.
- p. Advertise schedule is in flux due to the other bridge projects ahead of it.
- q. Crossing Lower Main Street and the bridge is a challenge for pedestrians. The bridge feels more like a barrier (disconnect) from the Village rather than a bridge linkage.
- r. A two-lane temporary bridge with pedestrian sidewalk is proposed to be constructed on the east side of the existing bridge. Keep temporary bridge on the west side.
- s. The temporary bridge will be constructed with materials owned by the Contractor.
- t. Construction timeframe is at least one year.
- u. Temporary construction easements will be required for the project. Property owners include L.L. Bean and the Fire Museum.
- v. Federal funds will be used for the project. Federal sources add stringent property acquisition requirements.

V. Questions

- a. What is the minimum travel way width? Determined based on HCP, traffic, and speed.
- b. Can the shoulder widths decrease and add the gain in width to the sidewalk width?
- c. Should Lower Main Street have an on-road multi-use path (Desert Road Bridge to the Village) in addition to the off-road Concord Brook Trail (Pine Street to West Street)?
- d. Is the Town prepared to take on additional cost sharing for a MUP on Lower Main Street given the

- other responsibilities related to the other bridge projects (Mallet Drive, Desert Road, and Cousin's River)?
- e. What is the shelf life of the proposed bridge?
 - f. How much would L.L. Bean employees use the new bridge sidewalk/ MUP?
 - g. How important is the bridge connection to the Downtown Village?
 - h. How do we make the entrance to the Village more appealing?
 - i. How do we calm traffic before the bridge rather than relying strictly on the traffic signal at West Street?

VI. Action Items

- a. Maine DOT to talk to the Program Manager to evaluate shoulder widths.
- b. Request plans/ presentation from Maine DOT
- c. CSC to explore grant opportunities and funding mechanisms.
- d. Connect with Public Safety concerning ingress and egress out of the Fire Station during construction.
- e. Create a schedule timeline of the various bridge projects. The timeline should include beginning and end dates, and overlaps.

VII. Open Issues

- a. Minimum shoulder widths.
- b. 5-foot sidewalk or multi-use path.

515.2 Duties of the Registrar of Voters

The Registrar of Voters shall comply with State Laws and any Town Ordinance related to the position.

SECTION 516 - MANAGER OF WINSLOW PARK

516.1 Establishment and Appointment

There shall be a Manager of Winslow Memorial Park who shall be appointed by the Town Manager, subject to confirmation by the Town Council.

516.2 Duties of the Manager of Winslow Park

1. Be responsible for the care and maintenance of Winslow Memorial Park.
2. Insure that the provisions of the Adelaide M. Harb Trust are complied with and will make recommendations to the Town Council whereby compliance with the Trust shall be assured.
3. Provide the Park Commission with an annual report on the performance of the Adelaide Harb Trust Fund Trustee.
4. The Park Manager shall act as staff for the Park Commission.
5. The Park Manager will work directly for the Town Manager.

ARTICLE VI BOARDS AND COMMISSIONS

SECTION 601 - ESTABLISHMENT

There are hereby continued or created and established the following Boards and Commissions to be appointed by the Town Council:

1. Planning Board
2. Conservation Commission
3. Coastal Waters Commission
4. Board of Assessment Review
5. Board of Appeals
6. Shellfish Conservation Commission
7. Freeport Community Library Board of Directors
8. Licensing Board
9. Winslow Park Commission
10. Cable TV Regulatory Board
11. Solid Waste/Recycling Advisory Board
12. Project Review Board
13. Traffic & Parking Committee

601.1 Appointments to Boards and Commissions

1. Individuals appointed to boards and commissions will be limited to three terms or a total of nine (9) years, provided that the Appointments Committee may waive this limitation in exigent circumstances as determined by an affirmative vote of a majority of the Appointments Committee. Additionally, individuals

who serve as chair or vice chair of the board or commission at least four (4) of the previous nine (9) years shall be exempt from this limitation. Appointments due to exigent circumstances must be approved by a majority of the Town Council.

2. Individuals serving on boards or commissions must be residents of the Town of Freeport.
3. A member of a board or commission shall forfeit his or her seat if he or she (a) is convicted of a crime or offense which is reasonably related to his or her ability to serve; (b) fails to attend three consecutive regular meetings without being excused by the chairperson, or; (c) fails to attend 75% of all regular meetings in a calendar year (effective 1/1/99).
4. The Town Council may remove any member of a board or commission for just cause but the affirmative vote of at least the majority plus one member of the Town Council shall be required.
5. Interim Appointments - Any person appointed to fill an unexpired term shall be credited with a full term if more than half of the unexpired term remains. If less than half the unexpired term remains, it shall not count toward the two term or six year limitation.
6. Each Board and Commission shall hold an election of officers at the first regularly scheduled meeting following the annual appointments of the Town Council.

SECTION 602 - PLANNING BOARD

There shall continue to be a Planning Board as created in accordance with the provisions of Home Rule granted by Article VIII of the State of Maine Constitution by M.R.S.A. 30, Section 1917 and by the Town of Freeport Planning Board Ordinance adopted by the Town Council on March 9, 1973, and as may be amended.

602.1 Establishment The Planning Board of the Town of Freeport is hereby created and constituted under the provisions of Article VIII-A of the Maine Constitution and by Title 30, Charter 201-A, Section 1917 M.R.S.A, 1964, as they can be amended.

- 1 The Planning Board shall consist of seven members appointed by the Town Council. They shall all be residents of the Town of Freeport and interested or skilled in planning, public historical preservation, environmental protection, architecture, construction, and engineering, while striving to protect the diversity of Freeport. Members shall serve without compensation.
- 2 Neither a municipal officer nor a member of the (Zoning) Board of Appeals, or Project Review Board may be a member of the Planning Board.
- 3 The term of office of a member shall be three years except for initial appointments which shall be as follows: three members for three-year terms, two members for two-year terms, and two members for one-year terms. Upon expiration of their terms, members shall continue to serve until their successors are appointed and qualified. In addition, the Planning Board has the ability to appoint members to an ad-hoc committee for specific studies.

613.5 When Effective

- 5.1 The amendments to this Ordinance enacted on March 3, 2004 shall take effect immediately upon passage

SECTION 614 - COMPLETE STREETS COMMITTEE (Amended 7/22/19 from *Traffic and Parking Committee*)

614.1 Establishment

The Complete Streets Committee shall promote, advise, and recommend policies related to Freeport's public multi-modal transportation system, with emphasis on best practices for enhancing safety, community connectivity, system sustainability, and economic development.

"Complete Streets" (for purpose of general definition within this ordinance) is a transportation policy, which encourages street planning, design, operation, and maintenance that enables safe access for all members of our community, to include pedestrians, bicyclists, motorists, and transit riders, regardless of age and abilities. A 'complete street' safely accommodates all users. An 'incomplete street' does not.

The Complete Streets Committee shall consist of nine members. The membership shall include:

- Police Chief, Town of Freeport
- L.L. Bean representative
- Town Councilor
- Six (6) At-Large representatives

All Complete Streets Committee members shall be appointed by Town Council. Appointments will be for staggered three-year terms. The Complete Streets Committee shall elect a Chair and Vice-Chair consistent with Section 601.1 of the Freeport Administrative Code. All municipally imposed term limits for Board or Committee members (including those in Section 601.1 of this code) shall not apply to the Police Chief or L.L. Bean representative regarding their membership on the Complete Streets Committee.

All Complete Streets Committee members must be Freeport residents, with the exceptions of the Police Chief and L.L. Bean representative. The Complete Streets Committee Chair shall be a Freeport resident.

The Complete Streets Committee shall be staffed by the Town Engineer.

614.2 Duties and Responsibilities

The Complete Streets Committee shall advise Town Council on public multi-modal transportation system projects and related issues to include, but not limited to:

- Town of Freeport Complete Streets Policy — develop, propose, implement, and update;
- short- and long-term improvements that implement the goals of the Complete Streets Project Plan and Active Living Plan dated 7/9/2014;
- traffic flow and circulation;
- pedestrian flow and circulation, to include crosswalks;
- shared use pathways, particularly those that address community connectivity;
- on- and off-street parking;
- signage;
- general safety issues;
- funding sources for multi-modal transportation maintenance and improvements;
- alternative transportation accommodation and ADA compliance;
- integration of sustainability practices.

The Complete Streets Committee shall monitor and maintain the Freeport Complete Streets Project Plan. This plan will include project priorities, current status, estimated costs, project scope and timing, funding sources, and anticipated community benefit. The Complete Streets Project Plan shall be updated each year, no later than December 31, and submitted to Town Council for consideration during budget development.

The Complete Streets Committee shall provide advice, when requested, for other Boards and Commissions such as the Planning Board, Project Review Board, Coastal Waters Commission, and others.

The Complete Streets Committee shall develop and gather technical information through consultants, and advocacy groups, as needed, and from committee staff.

The Complete Streets Committee shall conduct special projects related to Complete Streets Committee Duties and Responsibilities.

Complete Streets Committee members are expected to participate in workgroups and on special projects related to Complete Streets Committee Duties and Responsibilities.

The Complete Streets Committee shall recommend ordinance revisions, as necessary, and advise on proposed ordinance revisions.

The Complete Streets Committee shall provide for public comment from residents with questions and concerns about multi-modal transportation system elements, to include safety, community connectivity, economic impact, and other related issues.

The Complete Streets Committee shall decide on public peddler locations.

The Complete Streets Committee shall act in any capacity required by specific Town ordinances.

The Complete Streets Committee shall periodically review the efficacy of its structure and governing ordinance and annually provide guidance to the Appointments Committee regarding qualifications for open seats.

Amended 06/01/2021

The major focus of Complete Streets Committee efforts shall be on the Village, Route 1 corridor, high density areas, and opportunities for connectivity, though it will provide advice and recommendations, as needed, about issues within its purview in other sections of Freeport.

Section 615 Hunter Road Fields Advisory Committee

615.1 Establishment

The Hunter Road Fields Advisory Committee shall consist of seven (7) members appointed by the Town Council for staggered three-year terms. The members shall include a Town Councilor, a Conservation Commission member, an RSU #5 representative and a member from each of the Town of Freeport's 4 voting districts. The Committee shall annually elect a Chair and a Vice-Chair.

615.2 Duties and Responsibilities

Develops a purpose statement for the Hunter Road Fields and Trails that contains intended purposes including, but not limited, to accessibility by all residents, fulfills longstanding need for fields within community, provides opportunities for outdoor activities for people of all ages and abilities, groups and individuals, organized and informal activities.

The Hunter Road Fields Advisory Committee shall advise the Town Council on field and related trail issues such as, but not limited to, the following:

- Fee structures
- Process and protocol for scheduling
- Management structure
- Field and trail maintenance
- Preparing annual budgets, both capital and operating, in consultation with the Finance Director
- Develop use priorities
- Signage
- Parking
- Review and settle disputes and grievances concerning field operations.

The Hunter Road Fields Advisory Committee shall provide advice, when requested, for other Boards and Commissions.

Develop and gather technical information, as needed.

Recommend ordinance revisions and advise on proposed ordinance revisions.

Provide for public comment from citizens with concerns about issues related to fields and trails.

Act in any capacity required by specific Town ordinances.

SECTION 616 – ACTIVE LIVING ADVISORY COMMITTEE

616.1 Establishment

The Active Living Advisory Committee shall consist of seven (7) members serving three year staggered terms. The members shall

Complete Streets Policy - Town of Freeport

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Attachment A (Implementation Schedule)

Complete Streets Policy - Town of Freeport

Policy Overview

1. Authorization

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

2. Vision

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 future multimodal path network to satisfy transportation needs, 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 transportation system and multimodal 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

For the purpose of this policy document, the following terms shall have the following meanings:

- A. Complete Street:** 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, users and operators of public transportation, as well as residents and visitors of all ages and abilities.
- B. Transportation Project:** Any project, program, or practice that affects the transportation system or occurs in 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. Multimodal Path: (also known as “Shared-Use Path or “Mixed-Use Path”, or “Multi-Purpose Path) A form of infrastructure that supports multiple permitted recreation and transportation opportunities, such as walking, running, and bicycling, and use of wheelchairs. Motorized vehicles, such as motorcycles, ATV’s, and snowmobiles typically are prohibited. Such paths most often 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 Principles

- 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, 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, narrow vehicle lanes, raised medians, dedicated transit lanes, transit priority signalization, curb extensions, 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 ensure 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, bicycle, and multimodal path networks,
 - 4) projects identified in regional or local thoroughfare, bicycle, and pedestrian plans, and,
 - 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 Principle, 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.

Policy Management

6. Exceptions

- A.** There are elements inherent in certain transportation projects where other committees and governmental bodies may have jurisdiction and, as such, will need to address these elements as part of their review process. That said, 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 deemed unsafe by ~~Public Safety personnel~~ the Police Chief and/or Fire Rescue Chief,
 - 3) Projects that require more space than is physically possible,
 - 4) Projects that would be located where both current and future demand is not evident,
 - 5) Projects projected to exceed approved budget,
 - 6) Projects that would have adverse impacts on environmental resources such as streams, wetlands, floodplains, Shoreland Areas or on historic structures or sites, above and beyond the impacts of currently existing conditions, and,
 - 7) Routine maintenance projects such as mowing, snowplowing, sweeping, spot repair, joint and crack sealing, and pothole repair.
- B.** Exceptions beyond those in Section 6.A will only be considered if an exception request is submitted to the Complete Streets Committee in writing, with supporting documentation; and, the exception request is made publicly available for review and comment, a minimum of thirty (30) days prior to the publicly noticed meeting at which it will be discussed by the Complete Streets Committee for review and recommendation by the Complete Streets Committee to the Freeport Town Council; **and**, the exception is approved by action of the Freeport Town Council.

7. Jurisdiction

This policy applies to municipal transportation infrastructure projects, constructed by the Town of Freeport and/or its designee, and located within a public-right-of-way.

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. 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;
- (PACTS) Regional Bicycle Way Finding Study;
- MaineDOT Guidelines on Crosswalks;
- Americans with Disabilities Act Accessibility Guidelines (ADAAG);
- Public Rights-of-Way Accessibility Guidelines (PROWAG);
- FHWA (Federal Highway Administration) Highway Design Handbook for Older Drivers and Pedestrians; and,
- AARP Planning Complete Streets for an Aging America.

- 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.

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 Complete Street principles and best practices of Complete Streets are incorporated into the planning, design, construction, and maintenance activities of transportation agency partners as such activities relate to Town transportation and infrastructure projects. Material deviations shall be presented to the Complete Streets Committee for review and recommendation.

Policy Implementation and Accountability

11. Performance and Reporting

- A. The Complete Streets Committee shall monitor compliance with this policy and make recommendations for its improvement. Annually, the Complete Streets Committee shall report to Town Council on Transportation Projects undertaken within the prior year highlighting the extent to which each of these projects has met or is expected to 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. Specific measurement criteria shall be evaluated annually and amended and augmented as appropriate. Initial performance measures shall include:
 - **Safety Performance Monitoring** — Annually, and not later than 12/31, the Chief of Police shall provide the Complete Streets Committee a summary report regarding vehicular speed monitoring, crash incidents, enforcement efforts, roadway areas of concern, remedies administered and recommendations for enhancing safety for all modes of transportation within the public right-of-way. Subsequently, upon review and as appropriate, the Complete Streets Committee shall make recommendations to the Chief of Police and/or Town Council consistent with the purpose of this policy as stated in Section Three (3).

- **Public Concerns and Requests** — Monthly the Town Engineer, in conjunction with the Chief of Police, shall provide the Complete Streets Committee a summary of written complaints, concerns, recommendations, and requests received that relate to matters for which the Complete Streets Committee is the appropriate committee to consider and address.
- **Multimodal Path Development** — Annually the Complete Streets Committee shall report on the number of miles of multimodal path developed and the percent change from the previous year. In addition, this report shall include miles of path in planning and miles of path in development.
- **Workgroup and Meeting Participation** — Annually, the Chair of the Complete Streets Committee shall provide Town Council a summary report of meeting and workgroup participation by Committee members in conjunction with Complete Street Committee responsibilities and related matters.

12. Project Selection

Annually the Complete Streets Committee shall provide the Town Council a prioritized list of ongoing or planned Complete Street projects. This report shall include project name & description, committee member lead, date added, estimated completion, projected cost, and 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 between this policy and other Town ordinances, codes and standards. The Town Manager, at the direction of Town Council shall coordinate the initial regulatory review and develop processes for additional review as this policy and other Town ordinances are enacted or amended.
- B. Policy Enhancements** — Some elements of the Town’s Complete Street Policy require additional discussion, development, and planning. Initial focus shall be given to enhancing the following policy elements:
- **Crosswalk Policy and Plan** - Establish crosswalk protocols consistent with reference documents in Section 8B; define, identify, and prioritize high need areas; identify crosswalk design options; and create a crosswalk implementation plan.
 - **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.

Approved 12/01/2020

- **Bicycle and Pedestrian Pathway Network Plan** - The Complete Street Committee shall outline long-term goals for network development, establish priorities, participate in project development, and annually report on current projects as well as overall network development.

14. Attachments

A. Complete Street Policy — Implementation and Reporting Requirements

From: [Greg & Becky Michaud](#)
To: [Adam Bliss](#); [Andy Seymour](#); [Barbara Guffin](#); [Doug Leland](#); [Douglas Reighley](#); [Liz McDonald](#); [Nate Goodman](#); [Phil Wagner](#); [Sally Walsh](#)
Cc: [Andy Spaulding](#); [J Egan](#); [Jake Daniele](#)
Subject: Preparation for Complete Streets Meeting on Tuesday, Nov. 9
Date: Thursday, November 04, 2021 10:45:49 AM
Attachments: [Town of Freeport Complete Street Policy - Final 2020.11.24.pdf](#)

**** CAUTION EXTERNAL EMAIL ****

Good morning committee members!

On Tuesday, our meeting will primarily focus on 2022 planning, including a one-hour brainstorming session with committee members and any other meeting attendees. I encourage you to invite other Freeport residents to attend and participate, in particular, members of the Freeport Connect workgroup. Please spread the word!

We will begin promptly at 7:30am and spend the first half hour approving minutes, electing committee chairs, and reviewing and recommending any Complete Street policy changes. Our goal is to have a final draft of the 2022 policy available for approval at the December meeting. Prior to this meeting, I do ask that all committee members re-read the Complete Streets policy (attached) prior to the meeting. Familiarity with the policy will help facilitate this discussion as well as provide a good foundation for the brainstorming session.

Brainstorming Session – what to expect

Our ultimate goal is to identify and execute upon *a broader set of new ideas and projects* for the Complete Streets workplan in 2022 and beyond. The first step in the process will be to hold this discovery session on Tuesday. In the meeting, we will discuss new ideas for the Town of Freeport (falling within the scope of the Complete Streets policy) without constraint of time, budget, resources or any other obstacles. In other words, any idea is welcome as long as it fits within the purview of Complete Streets. In the meeting, we will break up into small groups and whiteboard our ideas. We will read out our ideas to the group, and then identify our favorites. Future meetings will be used to prioritize and identify new formal projects to the workplan. No formal voting

will take place during the brainstorming.

Any and all members in the room will be invited to participate, however participation is optional for any non-committee members. Participants will be standing and moving around the room.

Preparing for the Session

Each committee member should attend the meeting with a short list of pre-prepared ideas for the brainstorming session. You need not feel the pressure of preparing a long list of ideas, as new ideas will likely begin to form in the room once the session gets rolling.

Ideas can fall in any number of different categories, not limited to the ones below. I've provided a few different ideas, both new and old to help get your juices flowing!

- Connections
 - eg. We need a formal liaison to GPCOG
 - eg. We need representation on the Freeport Visioning committee
- Safety
- CSC Promotion and Education
 - eg. We need someone to manage the Freeport Connect web site content
 - eg. We need to schedule three check-in meetings in 2022 with the Town Council to inform them of our accomplishments and upcoming projects
- Policy
 - eg. We need a process and point of view on road painting projects for the Town
- Roles
 - eg. We need someone who is responsible for proactively reviewing and submitting grants and proposals
- Hands-on

- eliminate the taxi stand;
- bike rack acquisition and placement
- reengineer the signage in town

We'll try to find a way for remote participants to engage as fully as possible. At this time, I know that Sally and Liz will connect remotely. Please let Adam and me know in advance of the meeting if you plan to call in vs. attend in person.

See you on Tuesday!

Greg Michaud
Chair, Complete Streets