

## **MaineDOT Complete Streets Policy**

The Maine Department of Transportation (MaineDOT) has a long history of providing for the needs of all modes of travel in the planning, programming, design, rehabilitation, maintenance, and construction of the state's transportation system. In partnership with municipalities, Metropolitan Planning Organizations, Regional Planning Organizations, Federal Highway Administration and other federal agencies, MaineDOT develops and implements a safe, comprehensive transportation system that balances the needs of all users.

By a letter dated May 24<sup>th</sup>, 2013, the Joint Standing Committee on Transportation specifically requested that MaineDOT formalize its current practices and policies into a Complete Streets policy, and to post all relevant and related policies on one section of the MaineDOT website. To that end, MaineDOT and its partners reviewed applicable state laws and policies (consistent with the goals of the Maine Sensible Transportation Policy Act and associated Rules (23 M.R.S. § 73 et al), federal laws and policies related to bicycle transportation and pedestrian walkways (23 US Code § 217 (g)), as well as federal laws and policies related to civil rights and other non-discrimination requirements, that either recommend or require that transportation agencies consider bicycle and pedestrian access needs as part of all transportation improvement plans and projects. MaineDOT and its partners developed this policy which incorporates current policies, best practices, as well as applicable state and federal requirements.

### **Policy Statement**

The intent of this formalized policy (and related policies) is to help ensure that all users of Maine's transportation system—our customers—including bicyclists, pedestrians, people of all ages and abilities, transit users, and motor vehicle users, have safe and efficient access to the transportation system.

MaineDOT strongly supports a multimodal transportation system, and recognizes that pedestrian and bicycle infrastructure such as sidewalks, bicycle lanes, separated facilities, transit stops, ADA-accessible routes, and travel lanes are important elements of the transportation system. Such a multimodal system is crucial to the safety and economic vibrancy of businesses, villages, downtowns, neighborhoods, and rural areas.

Addressing the needs of bicyclists, motorists, pedestrians, and transit users early in the system planning process is cost-effective, efficient, and critical to the development of a balanced and safe transportation system.

MaineDOT and its project partners must consider the needs of all users when planning and developing projects. Implementation of this policy shall apply to relevant projects funded partially or in full through MaineDOT, including Metropolitan Planning Organization and Local Project Administration Program projects. This policy applies regardless of the reason the project was initiated.

This policy applies to relevant new construction, rehabilitation and reconstruction projects, including but not limited to bridge, highway, intersection, safety, multimodal, transit, rail, lane and shoulder widths/markings during repaving, developer-initiated projects, and new-capacity corridor projects.

Each relevant project undertaken or supported by MaineDOT will include an analysis and documentation of how consideration of all users (including motorists,, transit riders, bicyclists, and pedestrians of all abilities) of the transportation system will have safe access to the completed project where warranted and feasible. (see “Project Relevance and Feasibility” below)

A project meets the intent of this policy when the project includes proposed safe accommodations for all users, or project documentation outlines the reasoning for not providing specific accommodations. Statements pertaining to how pedestrians of all abilities and bicyclists will have safe access to the completed project will be included in all appropriate project related documentation, including the scoping and preliminary design reports. Safe and efficient mobility for motor vehicles is an important element of this policy; this policy is intended to help ensure that our streets are built to provide safe and efficient mobility for all users.

#### **Project Relevance and Feasibility**

A project is relevant if the type of project includes an opportunity to include safe accommodation as part of the project, including additional shoulder width through restriping, additional pavement for paved shoulders, crossing improvements, and/or a sidewalk or separated facility.

System preservation projects, which include repaving, are projects intended to address maintenance of the existing system and do not typically provide an opportunity to increase roadway width, add sidewalks, or otherwise add additional assets to the transportation system. These projects may offer the opportunity to improve conditions with signage, restriping, reducing travel lane widths, or other non-widening options. System preservation projects should not decrease the safety for any road users.

Specific accommodations including sidewalks are not warranted or feasible in some locations. The reasoning for a decision to not include a specific accommodation(s) can include:

- Where the project exists in an area where scarcity of population indicate the absence of a need for specific facilities currently or in the future. For pedestrian improvements, these are typically outside of Qualifying Pedestrian Areas as determined by MaineDOT as described in the Local Cost Sharing Policy and the Definitions section below.
- Where there are engineering, financial, or environmental constraints as approved by a Program Manager, and if necessary approved by a Bureau Director.
- Where pedestrians or bicyclists are prohibited.

If specific accommodations have been determined to be not warranted or feasible, the reasoning for such decisions will be included in appropriate project related documentation, including scoping and preliminary design reports.

### Providing Safe Access Options

Safe access options are varied and determined on a case by case basis, and accommodation options may include but are not limited to:

- providing paved shoulders for bicyclists and pedestrians of all abilities outside of village and business areas;
- providing paved shoulders or bike lanes, separated facilities, sidewalks, and safe crossing and intersection improvements in village or business areas;
- providing traffic calming, signage, and proper maintenance of facilities.

MaineDOT's Local Cost Sharing Policy includes local match requirements for new sidewalks where warranted, and for community interest elements including lighting, park benches, landscaping, trees, etc. that MaineDOT determines is an eligible component of the project. As outlined in the Local Cost Sharing Policy, sidewalks requested outside of Qualifying Pedestrian Areas (determined on a project by project basis in coordination with the MaineDOT Bicycle and Pedestrian Coordinator), will be considered a local interest element.

### Example Project Type and Potential Solution Matrix

This is a sample list and is not meant to be exclusive

Type of Work (SCOPE)	Relevant to Complete Streets Policy	Potential Bicycle and Pedestrian Access Options where warranted
Highway or Bridge New Construction or Reconstruction	Yes	Paved Shoulders, Bike Lanes, Sidewalks, Separated Facilities, Crossing Improvements, Pavement Markings, Signage, ADA access improvements.
Bridge Preservation including painting, deck replacement, etc.	Limited	No opportunity exists to widen bridge for additional shoulders and/or sidewalk, however restriping is a possibility
Preservation Paving including Light Capital Paving	Limited ( <i>No opportunity for increased width for new sidewalks and/or shoulders</i> )	Potential ADA improvements (See ADA Compliance Policy). Potential restriping of travel widths, number of

		lanes, pavement markings, and shoulder widths if community requests or if MaineDOT initiates.
New Signal or Signal Modification	Yes	Potential ADA improvements (See ADA Compliance Policy). Pedestrian Crossing Improvements. Consider signal detection of bicycles and consider associated pavement markings.
Lighting	No	These projects typically improve the quality of the community environment by reducing light where not wanted, and reducing interference with the night sky.
Striping	Limited	Potential travel lane and shoulder width adjustments, or other pavement markings, if community requests or MaineDOT initiates.
Pavement Maintenance Activities	No	These projects typically improve the overall safety for all road users, but do not provide an opportunity to add additional width or restripe the roadway.

### **Continued Implementation**

Collaboration throughout MaineDOT and its transportation partners is essential for the implementation of this policy. Implementation of this policy includes developing and updating relevant design and policy manuals, guidance and training necessary to ensure that individuals involved in planning, scope development, design, project development, and building the improvements have the tools, knowledge, and direction necessary to successfully implement this policy.

The Maine Bicycle and Pedestrian Council (MBPC) will serve as the appointed group that will review and recommend relevant policy changes to MaineDOT. The MaineDOT Complete Streets Policy Committee will meet regularly to review relevant policies, and to consider MBPC policy recommendations and propose changes to relevant policies through the Engineering Council.

**Related Policies, Laws, Rules, Guides and Training Programs:**

This policy statement and relevant internal guidelines and policies are available on the MaineDOT website for easy access and improved understanding by our customers and partners throughout the state.

The most updated policies, laws, rules, and training programs at MaineDOT that relate (including but not limited to those listed below) shall be maintained in the Complete Streets Policy section of the website. All policies will be continuously updated when necessary to further implement the goals of this policy.

- Department of Justice ADA Standards for Accessible Design
- Traffic Permit Approval Processes
- Entrance Permit Policies and Procedures
- MaineDOT ADA Compliance Policy
- MaineDOT Bridge Design Guide
- MaineDOT Design Exception Processes
- MaineDOT Guidelines on Crosswalks
- MaineDOT Guidelines for the Use of Traffic Calming Devices
- MaineDOT Highway Design Guide
- MaineDOT Local Cost-Sharing Policy
- MaineDOT Local Project Administration Manual/Trainings
- MaineDOT Practical Design Guidance
- MaineDOT Public Involvement Plan
- MaineDOT Shoulder Surface-Type Policy
- Maine's Strategic Highway Safety Plan
- Manual on Uniform Traffic Control Devices (MUTCD)
- Municipal Comprehensive Planning Requirements
- Sensible Transportation Policy Act and Rule
- Traffic Movement Policies and Procedures

**Project Basic Implementation Checklist (not all-inclusive)**

All phases of project planning, scoping, public participation and design:

1. Determine options for how bicyclists, pedestrians, transit, and motor vehicles including trucks will have safe and efficient access to project area when project is finished.
2. Determine whether a paved shoulder is needed and how wide it will be.
3. Determine whether a sidewalk is needed and proposed beginning and end points to ensure connectivity. (consult Bicycle and Pedestrian Program Manager for assistance if needed)
4. Determine whether a separated bike and pedestrian facility is needed.
5. Determine whether a pedestrian crossing improvement is needed at intersections and mid-block locations.
6. Determine appropriate travel lane widths.
7. Determine number of lanes required for current and projected traffic movements.

8. Determine whether a corner radius can or should be reduced to reduce pedestrian crossing time and distance, which can also benefit motor vehicles by reducing the pedestrian phase requirements for the intersection.
9. In all project related documents, including Preliminary Design Reports (use Projex for non-PDR projects), outline suggested access options for all modes including motor vehicles, bicyclists, and pedestrians.
10. Outline reasoning and appropriate approvals as listed in Policy for not including a preferred solution if solution is infeasible.
11. At initial public meetings, be prepared to include a description of how bicyclists and pedestrians of all ages and abilities are intended to use the project when completed.
12. Contact the MaineDOT Bicycle and Pedestrian Program Manager for assistance on the appropriate solution for bicyclists and pedestrians, and for which local bike and pedestrian plans or groups may be available for project consultation and/or communication.

## Definitions

**ADA:** The American with Disabilities Act, 42 U.S.C § 12101, et. seq.

**Qualifying Pedestrian Area:** An area that MaineDOT determines will have substantive pedestrian activity or use during the expected life-cycle of the project. In making this determination, MaineDOT will be guided by the existing, planned, or forecasted sidewalks and/or pedestrian generators (including neighborhoods, businesses, government buildings, village areas, schools, recreational facilities, etc.), directly adjacent or within reasonable walking distance. Other factors include whether the existing or future pedestrian activity is consistent with the municipal transportation plan, comprehensive plans, capital plans, zoning, and/or other longer-term planning and investment (including actual documented funding implementation) documents that have been adopted by the legislative body of the municipality.



Date: 6/18/14

David Bernhardt  
Commissioner