

## MaineDOT

### Complete Streets Policy and Procedure

#### **Purpose and Intent**

The safety and mobility of all users of Maine's transportation system is of paramount concern for the Maine Department of Transportation (MaineDOT). The Department considers the reduction of fatalities and serious injuries as foundational to our mission:

*To support economic opportunity and quality of life by responsibly providing our customers the safest and most reliable transportation system possible, given available resources.*

To that end, MaineDOT, in concert with other transportation sector partners, supports the vision of USDOT's [Safe System Approach](#) and Policy Resolution PR-1-11 of the American Association of State Highway and Transportation Officials regarding the [Toward Zero Deaths](#) national highway safety strategy<sup>1</sup>. Furthermore, strategically placed active transportation (AT) and transit facilities and accommodations can enhance both economic opportunities and quality of life for residents of Maine and its visitors.

Complete Streets project elements, such as those found in the Federal Highway Administration's [Proven Safety Countermeasures](#) provide demonstrated safety and mobility benefits for all roadway users and are an important part of Maine's transportation projects. MaineDOT recognizes that some users—especially those outside of motor vehicles—are inherently more vulnerable than others, and that safety is a shared responsibility between all stakeholders and transportation system users. In accordance with MaineDOT's Long Range Plan, the Maine State Active Transportation Plan, and the Maine State Transit Plan, MaineDOT is committed to proving safe and equitable solutions that best meet the diverse needs of all users of Maine's transportation system regardless of age, ability, and circumstances and regardless of their choice of permitted mode of transportation including walking, bicycles, mobility devices, public transit, automobiles and trucks including passenger, commercial and emergency vehicles, all-terrain vehicles, snowmobiles, or other permitted uses of the transportation network.

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<sup>1</sup> MaineDOT supports the Toward Zero Deaths National Strategy (Approved by AASHTO May 2014) and the U.S. DOT Safe System Approach (Oct 2022)

## **Policy Statement**

**It is the policy of the Maine Department of Transportation to thoughtfully consider the needs of all reasonably anticipated transportation system users, while considering both the context and project scope in the planning, scoping, design, construction and implementation of transportation improvement projects and facilities.** This policy advances the first goal of the Maine State Active Transportation Plan: Make prioritized, cost-effective improvements to the on-road AT network. This policy applies to all projects funded partially or fully by MaineDOT and whether using state or federal resources. The policy does not apply in cases where a project includes improvements on a transportation facility where certain roadway users are prohibited by law.

## **Policy Implementation Procedure**

Implementation of this policy is predicated on the project purpose, scoping of various project types, understanding the need and use of transportation system users, as well as physical, environmental, and financial constraints. Common project scopes that shall consider the needs of all users, in accordance with this policy, are shown in Appendix A. Typical Complete Streets project elements that may be considered appropriate based on roadway context, and the project candidate's scope are included as Appendix C. MaineDOT will comply with requirements of the Americans with Disabilities Act (ADA) and the strategies outlined in the MaineDOT ADA Transition Plan.

**Highway Reconstruction or Rehabilitation of [Highway Corridor Priority \(HCP\) 1-2; Rural Village, Suburban, and Urban Contexts](#); and on all HCP 1-4, Bridge Super Structure Rehabilitation and Replacement; and projects scoped by the Office of Safety and Mobility:**

It is most efficient and resource effective if projects are scoped as accurately as possible from the beginning of the project timeline. If a project scope includes Complete Streets elements, they should be considered during scoping and recommended at the time of initial funding for design.

All new project candidates being considered for initial design funding will be sent to the Scoping Engineer in the Bureau of Planning in June of the year, prior to initial funding. Exceptions to this include projects scoped through a Planning Partnership or Village Partnership Initiative Study (see PPI and VPI).

The Scoping Engineer in collaboration with the Active Transportation Planner, ADA Coordinator, the Director of the Office of Safety and Mobility, will engage municipalities and stakeholders to solicit the needs of all users of the system. The Scoping Engineer will document the process by which the needs of all users are solicited and considered

in each project by utilizing the Complete Streets Scoping Checklist for project candidates (Appendix C). This checklist will document the identified roadway user needs, recommended Complete Streets scope items, along with planning level cost estimates of those scope items.

The Preliminary Design Report (PDR) will detail how the recommendations in the Scoping Checklist was considered and incorporated. If a recommended Complete Streets element is not incorporated, the reasoning for that decision shall be identified in the PDR. The Scoping Engineer, Planner, ADA Coordinator, and Chief Engineer will review the draft PDR. If any of these parties disagree with the decision making, they shall notify the Directors of the Bureaus of Planning and Project Development. The two Directors will decide if reconsideration is necessary - See the Conflict Resolution Section.

When advancing to the construction funding phase, if the Complete Streets project elements of a project constitute more than 20% of the total project cost (beyond the requirements of the Americans with Disabilities Act (ADA)), the project will require further review by the Commissioner's Work Plan Development Team prior to inclusion in the Three-Year Work Plan. This does not apply to projects where the primary scope is pedestrian or bicycle facility improvement or development.

### **Reconstruction and Rehabilitation on HCP 3 and 4 Roadways:**

The Collector Highway Improvement Program (CHIP) is focused on unbuilt Highway Corridor Priority (HCP) 3 and 4 roadways. The general CHIP philosophy is to improve a segment of roadway in the most cost-effective manner by addressing structural deficiencies. These are mostly rural in nature.

For specifics on how these projects are scoped and cross sections are set please refer to Regional Project Parameters at [Regional Program Parameters](#).

General cross-sectional expectations include:

On HCP 3 corridors, four (4) foot wide paved shoulders are desired, especially when average annual daily traffic (AADT) is 2,500 or more, or on High Priority Active Transportation (HPAT) road segments. Three (3) foot wide shoulders will generally be the minimum.

On HCP 4 corridors, generally provide one to three (1-3) foot wide paved shoulders. Four (4) foot wide paved shoulders are desired on HPAT road segments.

HPAT Corridors will be identified and mapped by MaineDOT in 2024 and published on the MaineDOT Map Viewer. Until HPAT corridors are published, confer with Regional and Active Transportation Planner as appropriate.

In the uncommon circumstance where a rural village or other area high bicycle/pedestrian generator is found to be within a CHIP project candidate, that is not a HPAT, it will be identified by one of the Regional Planners or the Urban Planner and coordinate with the Regional Program Manager prior to being included in a Three-Year Work Plan.

### **Paving:**

Pavement preservation projects such as, Highway Cyclical Paving, Light Capital Paving, Mill and Fill, and others will be evaluated by the Regional and Urban Planners between June and October of each year, prior to being included in the upcoming Three-Year Work Plan. Planners will check to see if the segment is included in a corridor management plan and may confer with the municipality, Metropolitan or Regional Planning Organizations, and stakeholders and consider cross-sectional consistency through the project.

Based on this review the Regional or Urban Planner may recommend to the Active Transportation Planner, Region Traffic Engineer, and the Highway Committee reductions in pavement width, changes in striping patterns, modification or addition of crossings were prudent. The Regional or Urban Planner will reach out to municipal officials or stakeholders when appropriate.

When these projects are within rural villages, suburban, or urban areas as defined by MaineDOT's Roadway Context Classification system (Appendix B), additional scoping assessment of Complete Streets project elements will be conducted by the Regional Planners or Urban Planner.

### **Planning and Village Partnership Initiative Studies (PPI and VPI):**

Planning and Village Partnership Initiatives are planning activities are in-depth visioning, planning, and initial design steps that most often involve villages, downtowns, safety issues, traffic congestions and bicycle pedestrian facility planning. Inherent to these studies is the detailed assessment of all transportation needs. The vision of the future system and how it fits the community's needs is provided by the community and MaineDOT provides technical guidance. Safety, mobility, and equity of all users are all cornerstones of these efforts. These may require USDOT special funding, and a large part of their competitiveness relates to how the needs of identified users have been considered.

### **Municipal Partnership Initiative Projects (MPI) State and Locally Funded:**

MPI projects are proposed designed and constructed by the local municipality. In most cases the municipality has more direct knowledge of the community needs. During the development processes the municipality shall evaluate the needs for all highway users

and incorporate such Complete Streets elements, consistent with other programs in this policy, as the municipality deems prudent.

### **Metropolitan Planning Organizations (MPOs):**

Maine has four Metropolitan Planning Organizations who are responsible for capital planning for Federal Highway and Federal Transit Administrations Funds within their areas. Planning conducted within these areas must be done consistent with MaineDOT's policies and engineering guidance including Americans with Disabilities (ADA) and Complete Streets. Some of these organizations have policies that require additional considerations beyond those of MaineDOT. In the case where a local or regional policy is more stringent than the MaineDOT Complete Streets Policy, MaineDOT will evaluate differences between the policies and consider any Design Exemptions or special circumstances on a case-by-case basis.

### **Conflict Resolution**

During the planning, scoping, or project development processes if a concern is raised internally or externally that cannot be settled between the Project Manager and the Active Transportation Planner it will first be referred to the program manager and Assistant Director of the Bureau of Planning. If no resolution is found then, the Bureau Directors of Planning and Project Development will make the final decision after appropriate consultation with subject matter experts and the Commissioner's Core Team.

### **Assignment of Financial Responsibility**

MaineDOT's Local Cost Sharing Policy includes local match requirements for new transportation facilities, such as streets or highways and for local-interest project elements. Some projects funded through MaineDOT or external funding sources may have additional local match or other funding requirements in addition to the Local Cost Sharing Policy.

### **Ongoing Efforts**

MaineDOT continues to ensure successful implementation of this policy by:

- Developing and updating relevant design manuals and guidance.
- Providing training necessary to ensure that individuals and entities involved in planning, scope development, design, construction, and maintenance of transportation projects have the tools, knowledge, and direction necessary to successfully implement this policy.