



# THE CITY OF AUGUSTA

DAVID M. ROLLINS, MAYOR

CITY COUNCIL

JEFFREY M. BILODEAU  
ANNA D. BLODGETT  
LINDA J. CONTI  
DANIEL M. EMERY

DAREK M. GRANT  
DALE McCORMICK  
CECIL E. MUNSON  
PATRICK E. PARADIS

WILLIAM R. BRIDGEO  
CITY MANAGER

## INFORMATIONAL MEETING AGENDA

Thursday, September 24, 2015

CITY HALL (COUNCIL CHAMBERS)

6:30 P.M.

**A. Items for discussion submitted by the City Council and/or the City Manager:**

1. Recycling program – Councilor McCormick
2. Complete Streets Program – Councilor McCormick
3. School Department request for CTV-7 political candidate forum – City Manager
4. GA Annual Maximum Rates – City Manager

**B. Persons wishing to address the City Council who have submitted a formal request in accordance with Section 2-61 of the Code of Ordinances:**

1. Ingrid Diamond – Request for Memorial Plaque in Council Chambers for Ingeborg Lapointe

**C. Open comment period for any persons wishing to address the City Council.**

September 18, 2015



Lesley Jones, P.E.  
Director of Public Works  
Augusta City Hall  
16 Cony Street  
Augusta, ME 04330-5298

**Re: Landfill, Transfer Station, and Options Report Cost Ranges**

Dear Lesley,

Per the City's request, Woodard & Curran has reviewed previous landfill and transfer station cost information for use as a guide in developing unit pricing for potential future projects. Understand that these unit costs are conceptual in nature and much will depend on sufficient land area and subsurface conditions.

For comparison, the Hatch Hill Expansion II landfill liner systems cost \$252,300/acre in 1992 and Expansion III was \$193,900/acre in 2000. The primary difference for the higher cost of the earlier Expansion II construction was the associated infrastructure and DEP requirement for a third liner (leak detection system.) A more recent 2008-landfill expansion in northern Maine was over \$600,000 per acre but that higher unit price was a result of unusual construction conditions. Our best estimate at this time for a per-acre budget figure for Hatch Hill expansion would be approximately \$500,000/acre. As you can imagine, costs will vary significantly depending on the subsurface conditions and the overall size of the expansion. The attached figure shows some of the potential areas for expansion at Hatch Hill. It is likely that the Mechanically Stabilized Embankment (MSE) option (1st choice in the attached figure) would be a lower per-acre cost and landfill expansion to the south (3rd choice) would be a higher per-acre cost. Using \$500,000 per acre is a reasonable budget figure for construction given the limited site information available today. A 20-acre expansion would therefore cost approximately \$11 million, \$10 million for construction and \$1 million in permitting, geotechnical, and engineering design efforts.

With respect to estimating the capital costs for a new recycling transfer station, this exercise is also complicated given the number of potential variables. Costs could range from \$250,000 (one compactor/roll-off container with minimal infrastructure improvements) to over \$2.5 million (larger site, higher retaining walls, transfer trailers in place of roll-off containers, multiple compactors for redundancy, and traffic flow considerations.) Although the larger capital cost investment might seem unattractive at first, transfer trailers will carry twice the payload of roll-off containers and hence over time are more economical to operate. Increasing the recycling payload will be especially important in reducing transportation costs for Augusta given the longer haul distances needed to deliver the recyclable materials to current markets. Another recycling processing option could be to construct a material sorting facility (MRF) to sort recyclables locally in the central Maine region instead of paying for the associated transportation costs for processing elsewhere.

A reasonable next step for the City would be to commission an updated solid waste options report to help better understand the recyclables markets, both in terms of supply and costs. Once complete, a subsequent step would be the development of concept-level recycling transfer station layouts, one each for transfer trailers and roll-off containers including concept-level cost estimates, as



well as MRF costs. The cost for this study will vary widely, perhaps from as little as \$10,000 for aggregating existing data and providing recommendations for next steps, to as much as \$50,000 or more for a study with conceptual transfer station design layouts, MRF considerations, and associated cost estimating.

Please let me know if this information meets your needs. If additional information is required, please give me a call to discuss.

Sincerely,

WOODARD & CURRAN

A handwritten signature in cursive script that reads "Randy E. Tome".

Randy E. Tome, P.E.  
Senior Project Manager

RT  
Attachment  
203453.01



September 17, 2015



To: Bill Bridgeo, Lesley Jones, Ralph St. Pierre  
From: Frank O'Hara  
Re: Update of 2009 recycling study

Thank you for asking for an estimate of the cost of updating the 2009 recycling study.

An updated study would address the following issues:

1. A review of recent state trends with regard to recycling: price movements, practices, goods involved, rates of recycling, major players, etc.
2. A municipality-by-municipality update on the nine area Hatch Hill communities with regard to population, year round and seasonal households, businesses, solid waste volume, disposition of solid waste, volume and payments to Hatch Hill, recycling data, recycling practices, private haulers, options and ideas for the future.
3. A report on success to date of the single stream contract with EcoMaine – volumes, costs and benefits, etc., compared to prior system.
4. A presentation of options for consideration for the City Council.

Much of this information is known to Augusta City staff already, which will reduce data collection time. However, we would still want to interview officials in each of the eight other communities, in state government, at EcoMaine, and in the private sector.

We would contract with Ken Young, former Director of the Kennebec Valley Council of Governments and a former executive at the Maine Solid Waste Agency, to assist with the report.

The price for the report would be \$6,000, broken down as follows:

- Task 1: \$1,000
- Task 2: \$3,000
- Task 3: \$1,000
- Task 4: \$1,000

As a first step – whether or not you choose to pursue this study – we recommend that Ralph prepare a 2-3 page memo outlining the cost parameters of solid waste in Augusta: the Hatch Hill price structure, the financial value of extending the life of Hatch Hill, the relative cost of the single stream program with EcoMaine, the cost-benefit calculation for buying a compactor, etc. This would provide a helpful framework for this study, and for Councilors generally, in evaluating the cost-effectiveness of alternative proposals.

## Dale - Recycling

- ① - What is the cost of a new land fill
- ② - 2009 revised recycling market report - update?
- ③ - What is total cost of current Recycled water system & recycling
- ④ - What in the past have we (M.R.A.) done w/ the material
- ⑤ <sup>interview</sup> - Data from the pilot.
- ⑥ - Why not separate cardboard & fiber (office paper)
- ⑦ - Where's the tipping point @ Hatch Hill vis-a-vis recycling?
- ⑧ - Glass crushing (road surface material)?
- ⑨ - Any value to segmenting C&D load?

Single Stream drop-off summary of hauling							
Sept. 2015							
Riverside Disposal hauls to ecomaine							
		Cost	Cost	Cost	Tonnage	Tonnage	Tonnage
		Hatch H	PW	City Center	Hatch H	PW	City Center
3/4/2015 - Hatch Hill		\$200					
3/5/2015 - Public Works			\$200				
4/24/2015 - City Center	Friday			\$200			
3/16/2015	Monday		\$200			2.01	
3/24/2015	Tuesday		\$200			2.02	
3/31/2015	Tuesday		\$200			2.13	
4/2/2015	Thursday	\$200			1.95		
4/7/2015	Tuesday		\$200			2.04	
4/14/2015	Tuesday		\$200			2.24	
4/20/2015	Monday		\$200			1.79	
4/21/2015	Tuesday	\$200			1.61		
4/27/2015	Monday		\$200			2.26	
5/4/2015	Monday		\$200			1.81	
5/5/2015	Tuesday			\$200			1.45
5/6/2015	Wednesday	\$200			2.06		
5/11/2015	Monday		\$200			2.10	
5/12/2015	Tuesday	\$200			1.67		
5/15/2015	Friday			\$200			1.52
5/19/2015	Tuesday		\$200			1.95	
5/22/2015	Friday			\$200			1.45
5/29/2015	Friday		\$200			2.09	
5/29/2015	Friday			\$200			1.34
6/5/2015	Friday			\$200			1.25
6/5/2015	Friday	\$200			2.40		
6/9/2015	Tuesday		\$200			1.89	
6/12/2015	Friday			\$200			1.23
6/17/2015	Wednesday		\$200			1.98	
6/19/2015	Friday	\$200					1.67
6/26/2015	Friday			\$200			1.29
6/29/2015	Monday		\$200			2.23	
6/30/2015	Tuesday	\$200			2.47		
7/2/2015	Thursday			\$200			1.55
7/8/2015	Wednesday		\$200			1.95	
7/9/2015	Thursday			\$200			1.57
7/16/2015	Thursday			\$200			2.09
7/17/2015	Friday		\$200			2.06	
7/24/2015	Friday			\$200			2.14
7/24/2015	Friday	\$200			2.13		
7/27/2015	Monday		\$200			1.60	



## RECYCLING MARKETS REPORT

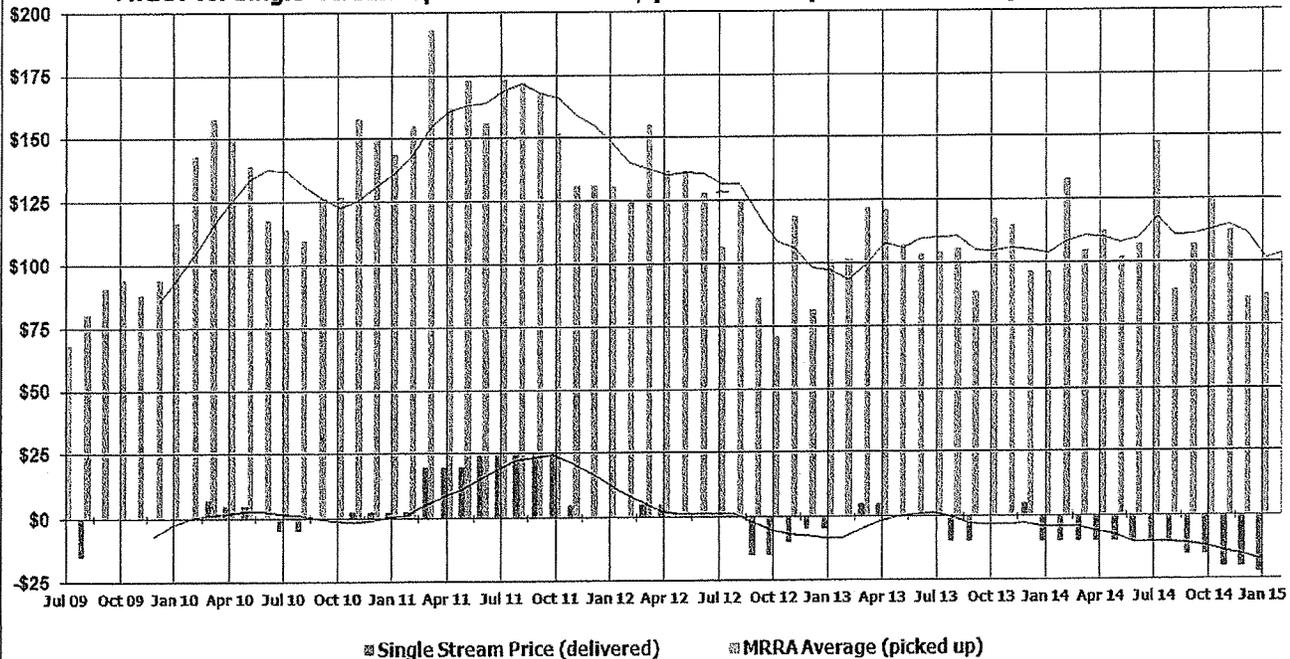
**We leverage your tonnage to get YOU the best prices. How do our prices compare?**

A west coast port strike, the lower oil prices and a slowing Chinese economy have caused a decrease in demand and lower pricing across the board. Expect that to continue despite the port strike having ended. Until demand worldwide shows signs of a steady rebound prices will remain soft.

**All prices are net to you and subject to changing market conditions.  
April pricing will not be available until Monday, April 6th at the earliest.**

	Mar '15	Dec '14	Mar '14
<b>OCC</b>	<b>\$75</b>	\$70-85	\$120-125
<b>NEWS #8</b>	<b>\$55</b>	\$60	\$65
<b>Mixed Paper</b>	<b>\$31</b>	\$15-20	\$22-31
<b>SOW</b>	<b>\$155-170</b>	\$180	\$160-170
<b>HDPE #2 Natural</b>	<b>\$504</b>	\$874	\$724
<b>HDPE #2 Z (Mixed)</b>	<b>\$454</b>	\$529	\$552
<b>HDPE #2 Colored</b>	<b>\$504</b>	\$494	\$524
<b>Plastics #1,3-7 (no #2)</b>	<b>\$14-34</b>	\$34	\$64
<b>PET #1 (full load of UBC quality)</b>	<b>\$349</b>	\$394	\$436
<b>Tin Cans (p/u - varies w/ freight)</b>	<b>\$55-65</b>	\$160-175	\$175
<b>Scrap Metal (p/u - varies w/ freight)</b>	<b>\$35-78</b>	\$100-145	\$75-130
<b>Tires (negative)</b>	<b>-\$85 - -\$105</b>	-\$85 - -\$105	-\$65
<b>MRRA net avg. picked up (prior month)</b>	<b>\$103</b>	\$102	\$134
<b>Single stream delivered to Portland (negative)</b>	<b>-\$25</b>	-\$20	-\$10

**MRRA vs. Single Stream Spot Market US \$ per Ton July 2009 - February 2015**



City of Augusta, Maine  
DEPARTMENT OF DEVELOPMENT SERVICES

AUGUSTA STATE AIRPORT  
CODE ENFORCEMENT  
ECONOMIC DEVELOPMENT



ENGINEERING  
FACILITIES & SYSTEMS  
PLANNING

Memo

To: City Council  
William Bridgeo, City Manager

From: Matt Nazar, Director of Development Services

Date: September 18, 2015

Re: Complete Streets

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The Complete Streets movement came together a little more than a decade ago, and is coordinated nationally by Smart Growth America.

What are complete streets? From Smart Growth America's web site:

Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work. They allow buses to run on time and make it safe for people to walk to and from train stations.

Creating Complete Streets means transportation agencies must change their approach to community roads. By adopting a Complete Streets policy, communities direct their transportation planners and engineers to routinely design and operate the entire right of way to enable safe access for all users, regardless of age, ability, or mode of transportation. This means that every transportation project will make the street network better and safer for drivers, transit users, pedestrians, and bicyclists – making your town a better place to live.

What does a complete street look like? From Smart Growth America's web site:

There is no singular design prescription for Complete Streets; each one is unique and responds to its community context. A complete street may include: sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more.

A Complete Street in a rural area will look quite different from a Complete Street in a highly urban area, but both are designed to balance safety and convenience for everyone using the road.

What has Augusta done so far?

Augusta has not adopted a complete streets policy, but it has adopted a policy that mirrors many of the components of a complete streets policy. The 2007 Comprehensive Plan for Augusta has a section entitled "A Great Place to Live & Work: A City on the Move" that promotes walkability and public transit, as well as improvements to the road network. (2007 Comprehensive Plan, Volume 1, pages 18-20)

Augusta is also a well-developed older city, and much of what is required in a complete streets policy already exists on the ground. We have an extensive street network that is complimented by an equally extensive sidewalk and trail network. We also have a solid public transportation system for a city of our size with KV Transit. As streets are rebuilt and repaved, staff takes into consideration multiple modes of travel. In some cases, staff has recommended eliminating a sidewalk where one exists on both sides of a street, but one sidewalk always remains.

Via the Augusta Land Use Ordinance, new roads adjacent to or near the existing sidewalk network are required to include a new sidewalk. Cony Village and Fieldstone Place are good examples of this ordinance in action. This ordinance has been in place for over 15 years.

The transportation mode that gets less attention than others is bicycling. The issue is considered by staff when designing street modifications and when city staff bring it up when MaineDOT is working on major transportation corridors. But there's little policy direction on the issue beyond staff's professional efforts to include cycling in the transportation mix.

The Complete Streets movement at Smart Growth America includes the following national organizations:

Alliance to Save Energy  
American Planning Association  
Center for Community Progress  
Congress for the New Urbanism  
Environmental and Energy Study Institute  
Good Jobs First  
Institute for Sustainable Communities  
Local Initiatives Support Corporation  
National Trust for Historic Preservation  
National Community Land Trust Network  
Natural Resources Defense Council  
PolicyLink  
Rails-to-Trails Conservancy  
Trust for Public Land

GrowSmart Maine is also a member of the coalition.

The movement has gained enough momentum nationally that the Institute of Transportation Engineers (ITE) created its own Complete Streets Council on January 1, 2015. According to their web site:

The Institute of Transportation Engineers is an international educational and scientific association of transportation professionals who are responsible for meeting mobility and safety needs. ITE facilitates the application of technology and scientific principles to research, planning, functional design, implementation, operation, policy development and management for any mode of ground transportation.

Smart Growth America identifies four municipalities in Maine that have adopted official complete streets policies: Lewiston and Auburn jointly adopted a joint policy, Portland, and Windham. In addition to those municipalities, the state of Maine adopted a complete streets policy in 2014 for state maintained roads. And the Bicycle Coalition of Maine adds that Fort Kent and Bath both adopted policies in 2015, with Bangor and South Portland having elements of complete streets policies in their Comprehensive Plans. I have included a copy of Portland's, Lewiston/Auburn's, and the state's policies for your review.

**1. Vision.** The City of Portland's streets shall sustainably provide for the needs of all current and future users and all modes in planning, programming, design, construction, reconstruction, paving, retrofit, operations, and maintenance activities. The goal is to create a connected network of facilities accommodating each mode of travel that is consistent with and supportive of the local community, recognizing that all streets are different and that the needs of various users will need to be balanced in a flexible manner.

Complete Streets contribute to the city's sustainability and livability goals including: creating a comprehensive, equitable, and fully accessible transportation network; enhancing public safety and public health; complementing land use patterns and economic development; and, achieving energy and environmental sustainability.

Decisions regarding the public right-of-way shall promote use by all users and all modes in a safe, balanced and effective manner taking into account the surrounding community context and land uses. The principles and policies guiding these decisions shall be known as Complete Streets.

**2. All Users and All Modes.** This Policy is inclusive of all users of all ages and abilities and all modes including: motorists; bicyclists; pedestrians, including persons with disabilities which may use mobility devices such as wheelchairs; public transportation services, vehicles and patrons; freight providers; and, emergency responders.

**3. All Projects.** Early consideration of all modes for all users will be important to the success of this Policy. Those planning and designing projects that affect public streets will give due consideration to all roadway users from the very start of planning and design work. This will apply to all roadway projects, including those involving new construction, reconstruction, re-paving/rehabilitation or roadway retrofit. Roadway retrofits may include changes in the allocation of the right-of-way and pavement space on an existing roadway, such as changes to the number and use of lanes, changes in lane widths, and/or reconfiguration of on-street parking.

When applying for and reviewing projects for funding purposes regardless of funding source, Complete Street practices and principles will be included, as appropriate, for all projects that affect the public right-of-way.

**4. Exceptions.** Bicyclist, pedestrian and bus transit users and facilities and their considerations shall be included in street construction, re-construction, re-paving, and rehabilitation projects, except under one or more of the following conditions:

- a. A project involves only ordinary maintenance activities designed to keep assets in serviceable condition, such as mowing, cleaning, sweeping, spot repair, concrete joint repair, or pothole filling, or when interim measures are implemented on temporary detour routes.

- b. The Director of Public Services, or designee, determines there is insufficient space to safely accommodate new facilities and a parallel or nearby facility provides a reasonable level of similar accessibility to destinations.
- c. The Director of Public Services determines there are relatively high safety risks.
- d. The City Council exempts a project due to the excessive and disproportionate cost of establishing a bikeway, walkway or transit enhancement as part of a project in relation to the anticipated number of users.
- e. As part of its Development Review process the Planning Board may waive sidewalk requirements based upon its formal, structured waiver provisions.
- f. The City Engineer and Planning Staff jointly determine that the construction is not practically feasible or cost-effective because of significant or adverse environmental impacts to historic resources, streams, flood plains, remnants of native vegetation, wetlands, steep slopes or other critical areas, or due to impacts on neighboring land uses, including impact from right of way acquisition.
- g. The project involves a roadway that bicyclists and/or pedestrians are prohibited by law or the roadway falls outside an established existing bus transit route or where it is reasonably determined a future bus transit route will not occur.

**5. Network.** Complete streets are planned, designed, maintained and operated to enable safe, convenient, appealing and continuous travel networks for all users. Pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to safely move from destination to destination along and across a network of complete streets.

Complete Streets can be achieved through network level improvements, through integration into single location projects, or incrementally, though a series of small improvements or maintenance activities.

Transportation improvements will include facilities and amenities, as appropriate, that are recognized as contributing to Complete Streets, which may include pavement markings and signs; street and sidewalk lighting; sidewalks and pedestrian safety improvements such as medians/pedestrian refuges, curb extensions and crosswalk improvements; improvements that provide ADA (Americans with Disabilities Act) compliant and full accessibility such as curb ramps and accessible pedestrian signals; transit accommodations including bus shelters and improved pedestrian access to transit stops and centers; bicycle detection at intersections and bicycle accommodations including, shared use lanes, paved shoulders, wide travel lanes or bike lanes as appropriate; bicycle parking; and street trees, landscaping, street furniture and adequate drainage facilities, including opportunities for 'green' stormwater management facilities and practices.

**6. All Agencies and All Roads.** The design of new, rehabilitated or reconstructed facilities should anticipate likely future demand for bicycling, walking, transit and motorist use and should not preclude the provision of future improvements.

The City of Portland will coordinate and collaborate with other transportation agencies including PACTS and the MaineDOT, and other users of the public right-of-way, such as utilities and public transportation providers, to ensure that the principles and practices of Complete Streets are embedded within their planning, design, construction, and maintenance activities.

**7. Design Standards and Guidelines.** The Department of Public Services and the Department of Planning and Urban Development shall adapt, develop and adopt inter-departmental policies, urban design guidelines, zoning and performance standards and other guidelines based upon resources identifying best practices in urban design and street design, construction, operations and maintenance. These resources include, but are not limited to: the AASHTO Green Book; AASHTO Guide for the Planning, Designing and Operating Pedestrian Facilities; AASHTO Guide for the Development of Bicycle Facilities; ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; NACTO Urban Bikeway Design Guide; Manual on Uniform Traffic Control Devices; and US Access Board Public Right-of-Way Accessibility Guidelines.

When fulfilling this Complete Streets policy the City will follow the design manuals, standards and guidelines above, as applicable, but should be not be precluded from considering innovative or non-traditional design options where a comparable level of safety for users is present or provided.

**8. Community Context.** It will be important to the success of the Complete Streets policy to ensure that the project development process includes early consideration of the land use and transportation context of the project, the identification of gaps or deficiencies in the network for various user groups that could be addressed by the project, and an assessment of the tradeoffs to balance the needs of all users. The context factors that should be given high priority include the following:

- a. Whether the corridor provides a primary access to one or more significant destinations such as a community or regional park or recreational area, a school, a shopping/commercial area, a local transportation center or other multimodal center, or an employment center
- b. Whether the corridor provides access across a natural or man-made barrier such as a river or freeway
- c. Whether the corridor is in an area where a relatively high number of users of non-motorized transportation modes can be anticipated
- d. Whether a road corridor provides, or could provide, continuity or connectivity links for an existing trail or path network
- e. Whether nearby and/or parallel routes provide a similar Quality or Level of Service, convenience and connectivity already exist or could be implemented.

**9. Performance Measures.** The City will define performance measure to track the progress of implementation of this Policy and supporting documents, such as the Comprehensive Plan. Such measures shall include, but not be limited to: improvements in safety for all roadway users; increased capacity and connectivity for all modes of transportation; usage (such as mode share) of biking, walking and transit; miles of bicycle and pedestrian facilities; and attainment of ADA compliance. Such measures shall be incorporated into relevant plans, manuals, policies, processes and programs. The Public Services Department shall work with other departments and agencies to track such performance measures, as appropriate.

**10. Implementation.** The City will develop implementation strategies that will include, but are not limited to:

**a. Restructuring Policies and Procedures**

- Evaluate and revise manuals and practices.
- Develop project checklists for the incorporation of Complete Streets elements into projects, plans and other activities affecting streets and the public-right-of way.
- Work with governmental agencies such as PACTS and the MaineDOT to encourage incorporation of the City's Complete Street policy into transportation projects under their jurisdiction.

**b. Developing Design Policies and Guidelines**

- Develop and adopt street network plans.
- Develop Level/Quality of Service indicators for motor vehicle, pedestrian, bicycling and transit facilities and services.

**c. Providing Training**

- Continue education of staff and public officials on the principles and practices of Complete Streets.

**d. Improving and Updating Performance Measures**

- Identify performance goals and targets.
- Develop tracking measures such as safety, facility use and modal shifts to gauge success.

## COMPLETE STREETS POLICY

### 1. Vision

Promoting pedestrian, bicycle, and public transportation travel reduces negative environmental impacts, promotes healthy living, advances the well being of travelers, supports the goal of compact development, and meets the needs of the diverse populations that comprise our communities. The vision of the Cities of Lewiston Auburn (Cities) is of a community in which all residents and visitors, regardless of their age, ability, or financial resources, can safely and efficiently use the public right-of-way to meet their transportation needs regardless of their preferred mode of travel.

### 2. Policy

The Cities will plan for, design, construct, operate, and maintain an appropriate and integrated transportation system that will meet the needs of motorists, pedestrians, bicyclists, wheelchair users, transit vehicles and riders, freight haulers, emergency responders, and residents of all ages and abilities.

Transportation facilities that support the concept of complete streets include, but are not limited to pavement markings and signs; street and sidewalk lighting; sidewalk and pedestrian safety improvements; Americans with Disabilities Act and Title VI compliance; transit accommodations; bicycle accommodations including intersection detection and appropriate signage and markings; and streetscapes that appeal to and promote pedestrian use.

The system's design will be consistent with and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a flexible, safe, and cost effective manner.

### 3. Projects

Those involved in the planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation. The L-A Bicycle Pedestrian Committee shall be briefed on potential future projects of this nature during or immediately following the annual development of the city's capital improvement program. This will allow the Committee to provide its views regarding complete streets policy early in the planning and design process.

### 4. Exceptions

Exceptions to this policy may be made under the circumstances listed below:

- a. Street projects may exclude those elements of this policy that would require the accommodation of street uses prohibited by law;

## COMPLETE STREETS POLICY

- b. Ordinary maintenance activities such as mowing, snowplowing, sweeping, spot repair, joint or crack sealing, or pothole filling do not require that elements of this policy be applied beyond the scope of that maintenance activity;
- c. Ordinary maintenance paving projects may only exclude the elements of this policy that would require increasing pavement width. However, when such projects do occur, the condition of existing facilities supporting alternate transportation modes should be evaluated as well as the appropriateness of modifying existing pavement markings and signage that supports such alternate modes. This exception does not apply to street reconstruction projects;
- d. Street reconstruction projects and maintenance paving projects which involve widening pavement may exclude elements of this policy when the accommodation of a specific use is expected to:
  - require more space than is physically available, or
  - be located where both current and future demand is proven absent, or
  - drastically increase project costs and equivalent alternatives exist within close proximity, or
  - 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 infrastructure.

In order for an exception to be granted under the conditions stated above and prior to finalizing the design and budget for the intended project, the City Engineer and Director of Public Works must first consult with the City Planner and City Administrator. If the City Administrator concludes that an exception to the policy is warranted, the Administrator or the staff representative to the L-A Bicycle Pedestrian Committee shall consult with the Committee regarding the project and the requested exception. If, after this consultation, a difference of opinion exists between the Committee and staff regarding an exception that has been granted, the Committee may forward its concerns to the City Council for its consideration.

- e. Street projects may exclude the development of sidewalks in areas falling outside those identified as appropriate for sidewalks on the basis of an adopted sidewalk policy.

### 5. Intergovernmental Cooperation

The Cities will cooperate together and with other transportation agencies including the Maine Department of Transportation (MDOT) and Androscoggin Transportation Resource Center (ATRC) to ensure the principles and practices of complete streets are embedded within their planning, design, construction, and maintenance activities. The two cities will specifically cooperate to ensure the transportation network flows seamlessly between the two communities in accordance with local and regional road, transit, bicycle, and pedestrian plans and mutually agreed upon design criteria.

# COMPLETE STREETS POLICY

## 6. Design Criteria

The Cities, through their Public Works and Planning Departments, shall develop and adopt design criteria, standards, and guidelines based upon recognized best practices in street design, construction, and operation. To the greatest extent possible, the Cities shall adopt the same standards with particular emphasis on pedestrian and bicycle markings and wayfinding signage. Resources to be referenced in developing these standards shall include, but not necessarily be limited to, the latest editions of: American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, Guide for Planning, Designing, and Operating Pedestrian Facilities, and Guide for the Development of Bicycle Facilities; Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide; U.S. Access Board Public Right-of-Way Accessibility Guidelines; Highway Capacity Manual and Highway Safety Manual; and the Manual on Uniform Traffic Control Devices.

The Cities will be permitted to consider innovative or non-traditional design options that provide a comparable level of safety and utility for users as those listed above.

## 7. Community Context

Implementation of this Policy shall take into account the goal of enhancing the context and character of the surrounding built and natural environments. Transportation facilities, including roads, should be adapted to fit and enhance the character of the surrounding neighborhood.

## 8. Network

Special attention should be given to projects which enhance the overall transportation system and its connectivity. Specifically, high priority should be given to:

- a. Corridors providing primary access to one or more significant destinations such as a parks or recreation areas, schools, shopping/commercial areas, public transportation, or employment centers;
- b. Corridors serving a relatively high number of users of non-motorized transportation modes;
- c. Corridors providing important continuity or connectivity links to existing pedestrian or bicycle networks;
- d. Projects identified in regional or local bicycle pedestrian plans prepared by organizations such as the ATRC, Androscoggin Land Trust (ALT), and other associated groups.

## 9. Performance Measures

The City Administrator/Manager and/or designee shall report to the Planning Boards and City Councils on an annual basis on the transportation projects undertaken within the prior year and planned within the coming year and the extent to which each of these projects has met the objectives of this policy.

## COMPLETE STREETS POLICY

### 10. Implementation

This policy will be primarily implemented through developing bike and pedestrian network plans on a regional basis through ATRC and within the Cities through the Joint Bicycle Pedestrian Committee. These plans shall specify the type and location of improvements and shall be implemented as funding becomes available or routine work is completed. Special emphasis shall be placed on those elements of these plans that can be accomplished with little or no additional expense, such as providing bike lanes where existing pavement is adequate or where road shoulders are sufficient to allow for safe bicycle use.

Additional implementation activities will include, but not be limited to: developing project checklists that incorporate complete streets elements in the Cities' overall design processes; establishing design manuals that clearly set forth the standards to be followed for bike and pedestrian installations including signs and markings; and directing the Planning Boards to evaluate changes to the Cities' respective land development codes that will extend the complete streets concept into private developments through appropriate subdivision and site plan regulations.

Projects that are located within the public right-of-way and also included within the Cities' annual or multi-year capital improvement plans shall specifically reference how the project addresses complete streets issues.

## **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

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**David Bernhardt**  
**Commissioner**

**City of Augusta, Maine**  
DEPARTMENT OF DEVELOPMENT SERVICES

AUGUSTA STATE AIRPORT  
CODE ENFORCEMENT  
ECONOMIC DEVELOPMENT



ENGINEERING  
FACILITIES & SYSTEMS  
PLANNING

Memo

To: City Council  
William Bridgeo, City Manager

From: Matt Nazar, Director of Development Services

Date: September 18, 2015

Re: Complete Streets

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The Complete Streets movement came together a little more than a decade ago, and is coordinated nationally by Smart Growth America.

What are complete streets? From Smart Growth America's web site:

Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work. They allow buses to run on time and make it safe for people to walk to and from train stations.

Creating Complete Streets means transportation agencies must change their approach to community roads. By adopting a Complete Streets policy, communities direct their transportation planners and engineers to routinely design and operate the entire right of way to enable safe access for all users, regardless of age, ability, or mode of transportation. This means that every transportation project will make the street network better and safer for drivers, transit users, pedestrians, and bicyclists – making your town a better place to live.

What does a complete street look like? From Smart Growth America's web site:

There is no singular design prescription for Complete Streets; each one is unique and responds to its community context. A complete street may include: sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more.

GrowSmart Maine is also a member of the coalition.

The movement has gained enough momentum nationally that the Institute of Transportation Engineers (ITE) created its own Complete Streets Council on January 1, 2015. According to their web site:

The Institute of Transportation Engineers is an international educational and scientific association of transportation professionals who are responsible for meeting mobility and safety needs. ITE facilitates the application of technology and scientific principles to research, planning, functional design, implementation, operation, policy development and management for any mode of ground transportation.

Smart Growth America identifies four municipalities in Maine that have adopted official complete streets policies: Lewiston and Auburn jointly adopted a joint policy, Portland, and Windham. In addition to those municipalities, the state of Maine adopted a complete streets policy in 2014 for state maintained roads. And the Bicycle Coalition of Maine adds that Fort Kent and Bath both adopted policies in 2015, with Bangor and South Portland having elements of complete streets policies in their Comprehensive Plans. I have included a copy of Portland's, Lewiston/Auburn's, and the state's policies for your review.

**1. Vision.** The City of Portland's streets shall sustainably provide for the needs of all current and future users and all modes in planning, programming, design, construction, reconstruction, paving, retrofit, operations, and maintenance activities. The goal is to create a connected network of facilities accommodating each mode of travel that is consistent with and supportive of the local community, recognizing that all streets are different and that the needs of various users will need to be balanced in a flexible manner.

Complete Streets contribute to the city's sustainability and livability goals including: creating a comprehensive, equitable, and fully accessible transportation network; enhancing public safety and public health; complementing land use patterns and economic development; and, achieving energy and environmental sustainability.

Decisions regarding the public right-of-way shall promote use by all users and all modes in a safe, balanced and effective manner taking into account the surrounding community context and land uses. The principles and policies guiding these decisions shall be known as Complete Streets.

**2. All Users and All Modes.** This Policy is inclusive of all users of all ages and abilities and all modes including: motorists; bicyclists; pedestrians, including persons with disabilities which may use mobility devices such as wheelchairs; public transportation services, vehicles and patrons; freight providers; and, emergency responders.

**3. All Projects.** Early consideration of all modes for all users will be important to the success of this Policy. Those planning and designing projects that affect public streets will give due consideration to all roadway users from the very start of planning and design work. This will apply to all roadway projects, including those involving new construction, reconstruction, re-paving/rehabilitation or roadway retrofit. Roadway retrofits may include changes in the allocation of the right-of-way and pavement space on an existing roadway, such as changes to the number and use of lanes, changes in lane widths, and/or reconfiguration of on-street parking.

When applying for and reviewing projects for funding purposes regardless of funding source, Complete Street practices and principles will be included, as appropriate, for all projects that affect the public right-of-way.

**4. Exceptions.** Bicyclist, pedestrian and bus transit users and facilities and their considerations shall be included in street construction, re-construction, re-paving, and rehabilitation projects, except under one or more of the following conditions:

- a. A project involves only ordinary maintenance activities designed to keep assets in serviceable condition, such as mowing, cleaning, sweeping, spot repair, concrete joint repair, or pothole filling, or when interim measures are implemented on temporary detour routes.

- b. The Director of Public Services, or designee, determines there is insufficient space to safely accommodate new facilities and a parallel or nearby facility provides a reasonable level of similar accessibility to destinations.
- c. The Director of Public Services determines there are relatively high safety risks.
- d. The City Council exempts a project due to the excessive and disproportionate cost of establishing a bikeway, walkway or transit enhancement as part of a project in relation to the anticipated number of users.
- e. As part of its Development Review process the Planning Board may waive sidewalk requirements based upon its formal, structured waiver provisions.
- f. The City Engineer and Planning Staff jointly determine that the construction is not practically feasible or cost-effective because of significant or adverse environmental impacts to historic resources, streams, flood plains, remnants of native vegetation, wetlands, steep slopes or other critical areas, or due to impacts on neighboring land uses, including impact from right of way acquisition.
- g. The project involves a roadway that bicyclists and/or pedestrians are prohibited by law or the roadway falls outside an established existing bus transit route or where it is reasonably determined a future bus transit route will not occur.

**5. Network.** Complete streets are planned, designed, maintained and operated to enable safe, convenient, appealing and continuous travel networks for all users. Pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to safely move from destination to destination along and across a network of complete streets.

Complete Streets can be achieved through network level improvements, through integration into single location projects, or incrementally, though a series of small improvements or maintenance activities.

Transportation improvements will include facilities and amenities, as appropriate, that are recognized as contributing to Complete Streets, which may include pavement markings and signs; street and sidewalk lighting; sidewalks and pedestrian safety improvements such as medians/pedestrian refuges, curb extensions and crosswalk improvements; improvements that provide ADA (Americans with Disabilities Act) compliant and full accessibility such as curb ramps and accessible pedestrian signals; transit accommodations including bus shelters and improved pedestrian access to transit stops and centers; bicycle detection at intersections and bicycle accommodations including, shared use lanes, paved shoulders, wide travel lanes or bike lanes as appropriate; bicycle parking; and street trees, landscaping, street furniture and adequate drainage facilities, including opportunities for 'green' stormwater management facilities and practices.

**6. All Agencies and All Roads.** The design of new, rehabilitated or reconstructed facilities should anticipate likely future demand for bicycling, walking, transit and motorist use and should not preclude the provision of future improvements.

The City of Portland will coordinate and collaborate with other transportation agencies including PACTS and the MaineDOT, and other users of the public right-of-way, such as utilities and public transportation providers, to ensure that the principles and practices of Complete Streets are embedded within their planning, design, construction, and maintenance activities.

**7. Design Standards and Guidelines.** The Department of Public Services and the Department of Planning and Urban Development shall adapt, develop and adopt inter-departmental policies, urban design guidelines, zoning and performance standards and other guidelines based upon resources identifying best practices in urban design and street design, construction, operations and maintenance. These resources include, but are not limited to: the AASHTO Green Book; AASHTO Guide for the Planning, Designing and Operating Pedestrian Facilities; AASHTO Guide for the Development of Bicycle Facilities; ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; NACTO Urban Bikeway Design Guide; Manual on Uniform Traffic Control Devices; and US Access Board Public Right-of-Way Accessibility Guidelines.

When fulfilling this Complete Streets policy the City will follow the design manuals, standards and guidelines above, as applicable, but should not be precluded from considering innovative or non-traditional design options where a comparable level of safety for users is present or provided.

**8. Community Context.** It will be important to the success of the Complete Streets policy to ensure that the project development process includes early consideration of the land use and transportation context of the project, the identification of gaps or deficiencies in the network for various user groups that could be addressed by the project, and an assessment of the tradeoffs to balance the needs of all users. The context factors that should be given high priority include the following:

- a. Whether the corridor provides a primary access to one or more significant destinations such as a community or regional park or recreational area, a school, a shopping/commercial area, a local transportation center or other multimodal center, or an employment center
- b. Whether the corridor provides access across a natural or man-made barrier such as a river or freeway
- c. Whether the corridor is in an area where a relatively high number of users of non-motorized transportation modes can be anticipated
- d. Whether a road corridor provides, or could provide, continuity or connectivity links for an existing trail or path network
- e. Whether nearby and/or parallel routes provide a similar Quality or Level of Service, convenience and connectivity already exist or could be implemented.

# COMPLETE STREETS POLICY

## 1. Vision

Promoting pedestrian, bicycle, and public transportation travel reduces negative environmental impacts, promotes healthy living, advances the well being of travelers, supports the goal of compact development, and meets the needs of the diverse populations that comprise our communities. The vision of the Cities of Lewiston Auburn (Cities) is of a community in which all residents and visitors, regardless of their age, ability, or financial resources, can safely and efficiently use the public right-of-way to meet their transportation needs regardless of their preferred mode of travel.

## 2. Policy

The Cities will plan for, design, construct, operate, and maintain an appropriate and integrated transportation system that will meet the needs of motorists, pedestrians, bicyclists, wheelchair users, transit vehicles and riders, freight haulers, emergency responders, and residents of all ages and abilities.

Transportation facilities that support the concept of complete streets include, but are not limited to pavement markings and signs; street and sidewalk lighting; sidewalk and pedestrian safety improvements; Americans with Disabilities Act and Title VI compliance; transit accommodations; bicycle accommodations including intersection detection and appropriate signage and markings; and streetscapes that appeal to and promote pedestrian use.

The system's design will be consistent with and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a flexible, safe, and cost effective manner.

## 3. Projects

Those involved in the planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation. The L-A Bicycle Pedestrian Committee shall be briefed on potential future projects of this nature during or immediately following the annual development of the city's capital improvement program. This will allow the Committee to provide its views regarding complete streets policy early in the planning and design process.

## 4. Exceptions

Exceptions to this policy may be made under the circumstances listed below:

- a. Street projects may exclude those elements of this policy that would require the accommodation of street uses prohibited by law;

# COMPLETE STREETS POLICY

## 6. Design Criteria

The Cities, through their Public Works and Planning Departments, shall develop and adopt design criteria, standards, and guidelines based upon recognized best practices in street design, construction, and operation. To the greatest extent possible, the Cities shall adopt the same standards with particular emphasis on pedestrian and bicycle markings and wayfinding signage. Resources to be referenced in developing these standards shall include, but not necessarily be limited to, the latest editions of: American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, Guide for Planning, Designing, and Operating Pedestrian Facilities, and Guide for the Development of Bicycle Facilities; Institute of Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach; National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide; U.S. Access Board Public Right-of-Way Accessibility Guidelines; Highway Capacity Manual and Highway Safety Manual; and the Manual on Uniform Traffic Control Devices.

The Cities will be permitted to consider innovative or non-traditional design options that provide a comparable level of safety and utility for users as those listed above.

## 7. Community Context

Implementation of this Policy shall take into account the goal of enhancing the context and character of the surrounding built and natural environments. Transportation facilities, including roads, should be adapted to fit and enhance the character of the surrounding neighborhood.

## 8. Network

Special attention should be given to projects which enhance the overall transportation system and its connectivity. Specifically, high priority should be given to:

- a. Corridors providing primary access to one or more significant destinations such as a parks or recreation areas, schools, shopping/commercial areas, public transportation, or employment centers;
- b. Corridors serving a relatively high number of users of non-motorized transportation modes;
- c. Corridors providing important continuity or connectivity links to existing pedestrian or bicycle networks;
- d. Projects identified in regional or local bicycle pedestrian plans prepared by organizations such as the ATRC, Androscoggin Land Trust (ALT), and other associated groups.

## 9. Performance Measures

The City Administrator/Manager and/or designee shall report to the Planning Boards and City Councils on an annual basis on the transportation projects undertaken within the prior year and planned within the coming year and the extent to which each of these projects has met the objectives of this policy.

## **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.

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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.

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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.

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**Providing Safe Access Options**

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- 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.

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**Example Project Type and Potential Solution Matrix**

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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

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

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- MaineDOT Guidelines on Crosswalks
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- 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**

To: City Council

RE: Request to Cablecast Cony High School "Meet The Candidate" Forum on CTV-7

From: Leif Dahlin, Community Services

Date: September 24, 2015

The Cony High School AP government class are going to host a public forum to "Meet the Candidates" on Tuesday, October 6<sup>th</sup> at 7:00 p.m. at Cony High School. The class instructor(s) and students seek to have the forum cablecast on CTV-7. The present City Council approved CTV-7 policy manual precludes this political forum from being cablecast without City Council Approval. Please note the section below copied form the CTV-7 Policy manual. Thus this item is on the City Council Agenda to request City Council to consider authorizing the public forum to be cablecast on CTV-7. Additionally, the Augusta Public School has authorized this activity as so required in the policy manual.

**From the CTV-7 Policy Manual:** Government Access CTV-7 will be limited to specific events, meetings, or activities that are sanctioned by the City of Augusta, Augusta Board of Education, or other designated government bodies. Government access programming will be expository and devoid of political or issue campaigning unless expressly authorized by a majority vote of the City Council.

## CHANGES TO GA MAXIMUMS

<b>CHANGES FROM 2014-2015 IMPLEMENTED FY 2016</b>											
<b>OVERALL MAXIMUM CHANGES:</b>					<b>HOUSING MAXIMUM CHANGES:</b>						
Household Size	October 1, 2014	October 1, 2015		Change by dollar amount	Change by percentage	Bdrms/Unit Size	October 1, 2014	October 1, 2015		Change by dollar amount	Change by percentage
1	\$517	\$570		\$53	10.25 %	0	\$457	\$507		\$50	10.94 %
2	\$598	\$659		\$61	10.20 %	1	\$530	\$589		\$59	11.13 %
3	\$764	\$843		\$79	10.34 %	2	\$686	\$761		\$75	10.93 %
4	\$964	\$1,057		\$93	9.65 %	3	\$872	\$962		\$90	10.32 %
5	\$1,027	\$1,126		\$99	9.64 %	4	\$920	\$1,116		\$196	21.30 %
6	\$1,096	\$1,201		\$105	9.58 %						

<b>PREVIOUS CHANGES FROM 2013-2014 IMPLEMENTED FY 2015</b>											
<b>OVERALL MAXIMUM CHANGES:</b>					<b>HOUSING MAXIMUM CHANGES:</b>						
Household Size	October 1, 2013	October 1, 2014		Change by dollar amount	Change by percentage	Bdrms/Unit Size	October 1, 2013	October 1, 2014		Change by dollar amount	Change by percentage
1	\$507	\$517		\$10	1.97 %	0	\$452	\$457		\$5	1.11 %
2	\$587	\$598		\$11	1.87 %	1	\$542	\$530		-\$12	-2.21 %
3	\$750	\$764		\$14	1.87 %	2	\$675	\$686		\$11	1.63 %
4	\$952	\$964		\$12	1.26 %	3	\$921	\$872		-\$49	-5.32 %
5	\$1,015	\$1,027		\$12	1.18 %	4	\$984	\$920		-\$64	-6.50 %
6	\$1,083	\$1,096		\$13	1.20 %						

## GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2015 to September 30, 2016.**

### APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
	570	659	843	1,057	1,126	1,201

**NOTE:** For each additional person add \$75 per month.

**(The applicable figures from Appendix A, *once adopted*, should be inserted here.)**

### APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	45.12	194
2	83.02	357
3	118.84	511
4	150.93	649
5	179.30	771
6	215.12	925
7	237.67	1,022
8	271.86	1,169

**NOTE:** For each additional person add \$146 per month.

### APPENDIX C - HOUSING MAXIMUMS

<b>Number of Bedrooms</b>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	94	403	118	507
1	107	460	137	589
2	140	601	177	761
3	178	766	224	962
4	181	778	236	1,116

**(The applicable figures from Appendix C, *once adopted*, should be inserted here.)**

**FOR MUNICIPAL USE ONLY**

## APPENDIX D - UTILITIES

### ELECTRIC

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

**1) Electricity Maximums for Households *Without Electric Hot Water:*** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.70	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

**NOTE:** For each additional person add \$7.50 per month.

**2) Electricity Maximums for Households *With Electrically Heated Hot Water:*** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.10	\$86.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

**NOTE:** For each additional person add \$10.00 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

## APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

**FOR MUNICIPAL USE ONLY**

**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

**FOR MUNICIPAL USE ONLY**

## GA Overall Maximums

### Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	628	734	916	1,141	1,326
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	590	618	733	1,025	1,185
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	549	650	849	1,070	1,136
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	803	956	1,181	1,563	1,641
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	958	964	1,245	1,684	1,833
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	638	773	1,025	1,466	1,747

**Appendix A**  
Effective: 10/01/15-09/30/16

COUNTY	1	2	3	4	5*
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	762	810	960	1,245	1,579
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	695	796	1,009	1,370	1,418

\*Note: Add \$75 for each additional person.

**Non-Metropolitan Areas**

**Persons in Household**

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	603	620	747	946	1,036
<b>Franklin County</b>	630	658	780	971	1,382
<b>Hancock County</b>	647	733	933	1,228	1,246
<b>Kennebec County</b>	570	659	843	1,057	1,126
<b>Knox County</b>	736	741	913	1,170	1,298
<b>Lincoln County</b>	666	739	932	1,161	1,245
<b>Oxford County</b>	567	618	758	1,023	1,324
<b>Piscataquis County</b>	578	659	814	1,033	1,105
<b>Somerset County</b>	659	690	821	1,117	1,121
<b>Waldo County</b>	649	737	873	1,189	1,265
<b>Washington County</b>	572	629	749	955	1,158

\* Please Note: Add \$75 for each additional person.

## **Food Maximums**

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2015, those amounts are:

<b>Number in Household</b>	<b>Weekly Maximum</b>	<b>Monthly Maximum</b>
1	45.12	194
2	83.02	357
3	118.84	511
4	150.93	649
5	179.30	771
6	215.12	925
7	237.67	1,022
8	271.86	1,169

**Note: For each additional person add \$146 per month.**

## GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (*See Instruction Memo for further guidance.*)

### Non-Metropolitan FMR Areas

<b><u>Aroostook County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		108	464	128	550
1		108	464	130	561
2		127	546	158	679
3		164	705	202	868
4		176	758	223	957
<b><u>Franklin County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		114	491	134	577
1		114	491	139	599
2		135	579	166	712
3		170	730	208	893
4		257	1,104	303	1,303
<b><u>Hancock County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		112	480	136	584
1		124	534	154	663
2		161	691	198	851
3		218	937	263	1,133
4		218	937	264	1,136
<b><u>Kennebec County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		94	403	118	507
1		107	460	137	589
2		140	601	177	761
3		178	766	224	962
4		181	778	236	1,016

**Non-Metropolitan FMR Areas**

<b><u>Knox County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		132	569	157	673
1		132	569	157	673
2		156	671	193	831
3		204	879	250	1,075
4		221	950	276	1,188
<b><u>Lincoln County</u></b>					
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		119	513	141	607
1		126	540	156	669
2		160	690	198	850
3		202	870	248	1,066
4		209	897	264	1,135
<b><u>Oxford County</u></b>					
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		93	400	117	504
1		101	420	128	549
2		120	516	157	676
3		170	732	216	928
4		227	976	282	1,214
<b><u>Piscataquis County</u></b>					
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		103	443	115	496
1		115	493	128	552
2		142	613	158	681
3		184	792	202	870
4		192	827	211	906
<b><u>Somerset County</u></b>					
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		120	517	141	606
1		121	519	147	631
2		143	615	175	753
3		202	869	241	1,038
4		202	869	241	1,038

**Non-Metropolitan FMR Areas**

<b><u>Waldo County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	116	497	137	590	
1	125	538	155	667	
2	147	631	184	791	
3	209	898	254	1,094	
4	213	917	269	1,155	

<b><u>Washington County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	94	405	118	509	
1	100	430	130	559	
2	118	507	155	667	
3	154	664	200	860	
4	188	810	244	1,048	

**Metropolitan FMR Areas**

<b><u>Bangor HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	107	461	131	565	
1	124	535	154	664	
2	157	674	194	834	
3	198	850	243	1,046	
4	227	978	283	1,216	

<b><u>Penobscot County HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	99	427	123	531	
1	99	427	127	548	
2	114	491	151	651	
3	171	734	216	930	
4	195	837	250	1,075	

<b><u>Lewiston/Auburn MSA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Monthly
0	89	382	113	486	
1	105	451	135	580	
2	141	607	178	767	
3	181	779	227	975	
4	183	788	239	1,026	

**Appendix C**  
Effective: 10/01/15-09/30/16

**Metropolitan FMR Areas**

<b><u>Portland HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		148	636	172	740
1		176	757	206	886
2		218	939	256	1,099
3		296	1,272	341	1,468
4		301	1,293	356	1,531
<b><u>York/Kittery/S. Berwick HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		186	798	210	902
1		186	798	210	902
2		233	1,003	270	1,163
3		324	1,393	370	1,589
4		345	1,485	401	1,723
<b><u>Cumberland County HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		111	471	134	575
1		133	574	163	703
2		182	783	219	943
3		273	1,175	319	1,371
4		325	1,399	381	1,637
<b><u>Sagadahoc County HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		138	603	163	702
1		142	611	172	740
2		167	718	204	878
3		222	954	267	1,150
4		286	1,231	342	1,469
<b><u>York County HMFA</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		126	541	148	637
1		139	597	169	726
2		178	767	216	927
3		251	1,079	297	1,275
4		251	1,079	304	1,308

## **The Adoption Process**

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices **after notice and hearing**. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

### **Filing of GA Ordinance and/or Appendices**

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site [www.memun.org](http://www.memun.org)).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

We will forward to you, copies of the revised Statute and Policy that cover the changes once they have been published.

**GENERAL ASSISTANCE ORDINANCE  
APPENDICES A-D  
2015-2016**

The Municipality of \_\_\_\_\_ adopts the MMA Model Ordinance GA Appendices (A-C) for the period of Oct. 1, 2015—September 30, 2016. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)