



**City of Biddeford
Downtown Committee**

July 9, 2024 at 6:00 PM
City Hall Council Chambers & Zoom

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Or call in by phone: +1 312 626 6799

Meeting ID: 97385620942

Passcode: 826095

1. Call to Order
2. Staff Update
 - 2.a Communication Failure - Green and Yellow Lot Merge Project (oral update)
3. Approval of Minutes
4. Discussion/Review
 - 4.a DC2024.02) Consideration of Fee Structure of P4306 (Police Lot), Elimination of Free 2-hour Parking
 - 4.b Consideration of Adding City Hall Parking Lot to Premium Parking Surface Lot Management
 - 4.c Consideration of Eliminating 2-hour Free Parking on Franklin Street
5. Adjourn



Downtown Committee

Meeting July 9, 2024

Date:

Meeting 6:00 PM

Time:

Agenda Item 4.a

No:

Item DC2024.02) Consideration of Fee Structure of P4306 (Police Lot), Elimination of

Description: Free 2-hour Parking

Submitted Brian S. Phinney, COO

By:

Supporting Information/Documentation:

20240709 DC2024.02 Elimination of 2-Hour Free Parking - P4306 - ORDER

Key Terms:

Executive Summary:

Action approving this item by the Downtown Committee eliminates the provision for the first 2-hours free within Lot P4306, aka Police Lot. Elimination of this provision will create consistency across all of the pay-per-use lots within the parking system controlled by Premium Parking.

Detailed Review:

The Downtown Committee authorized the reconfiguration of the Yellow and Green Lots adjacent to Franklin Street. The reconfiguration included establishing consistent parking capabilities within both parking lots within this area now collectively identified as lot P4302 and elimination of the "first 2-hours free" provision. This provision required users to enter their license plate number into the parking system program and receive the first 2-hours of parking as the name implies. After the first 2-hours free parking the standard parking rates apply.

Lot P4306 at 39 Alfred Street, aka the Police Lot, also includes the first 2-hours free provision.

The issue before the Downtown Committee is whether the 2-hours free provision is removed from this lot as well to provide consistency. Elimination of the 2-hours free provision will provide consistent parking rules across the parking system.

Please note that the lot does include free spaces for police-related business. These spaces will remain active.


Funding Source:

This change does not require a capital expenditure.

Staff Recommendation:

Staff recommends elimination of the "first 2-hours free parking" provision at Lot P4306.

City of Biddeford

The seal of the City of Biddeford, Maine, is circular. It features a central illustration of a building, likely a town hall or government building, with a tree in front of it. The words "CITY OF BIDDEFORD" are written around the top inner edge of the seal, and "MAINE" is written at the bottom. The seal is flanked by two decorative, symmetrical flourishes.

DC2024.02

IN BOARD OF CITY COUNCIL... JULY 9, 2024

BE IT ORDERED, by the Downtown Committee that the parking policy for Lot P4306, aka Police Lot, be amended to eliminate the provision for free 2-hour parking for the first 2-hours of use.

Note: This Order does not impact the existing spaces designated for short-term police business.

Attest by: _____



Downtown Committee

Meeting Date: July 9, 2024

Meeting Time: 6:00 PM

Agenda Item 4.b

No:

Item Consideration of Adding City Hall Parking Lot to Premium Parking Surface Lot

Description: Management

Submitted By: Brian S. Phinney, COO

Supporting Information/Documentation:

None

Key Terms:

N/A

Executive Summary:

Staff is looking for guidance from the Downtown Committee as to whether or not the Committee supports adding the lot at City Hall to the parking system for management by Premium Parking, or any future operational contractor, for Friday's, nights, holidays, and weekends.

Detailed Review:

Premium Parking as well as City Staff have observed general public use of the City Hall parking lot after normal business hours, overnight, and on weekends. As part of a review of parking policy consistency, it has been suggested that the City Hall parking lot be added to the Parking System, which currently includes paid parking in seven (7) separate surface lots and the parking garage.

It is well known that the capacity of the city hall parking lot is barely meeting the capacity needs of the employees, elected officials, and various board/committee/commission members. The City's four (4) day work week also leaves the lot accessible to local businesses, residents, and visitors on Fridays. As a policy matter, staff is looking for guidance from the Downtown Committee as to whether or not adding the lot to the parking system, to be managed by Premium Parking (or any future operational contractor) on a specified time basis, is generally supported by the Committee.

As a concept, use of the lot during business hours would remain under the restricted use by municipal personnel. Friday's, nights, holidays, and weekends would be under the control of Premium Parking and subject to applicable pay-per-use parking rates and policies.

Funding Source:

No financial implications at this time.

Staff Recommendation:

Upon direction from the Downtown Committee, staff will prepare an action item for consideration at the next Downtown Committee meeting, if the Committee is in general support of the concept.



Downtown Committee

Meeting Date: July 9, 2024
Meeting Time: 6:00 PM
Agenda Item No: 4.c
Item Description: Consideration of Eliminating 2-hour Free Parking on Franklin Street
Submitted By: Brian S. Phinney, COO

Supporting Information/Documentation:

20240709 Downtown Committee Franklin Street Area - MAP

Key Terms:

N/A

Executive Summary:

Staff is requesting guidance on the Downtown Committee's position relative to eliminating some or all of the free 2-hour on-street parking spaces along Franklin Street as well as a "no overnight" parking restriction for all on-street parking spaces along Franklin Street. Once clarity is provided, staff will use the guidance to develop actionable recommendations for consideration at the next Downtown Committee meeting.

Detailed Review:

In between the two designated areas of P4302 (Green Lot) there are 2-hour time-limited parking spaces and other spaces with shorter time-limited restrictions that are not included in the pay-per-use parking system. In March, the Downtown Committee approved the merging of the Yellow and Green Lots to provide for a more consistent approach to parking. The Downtown Committee also received general information on the recommendation to reopen the entrance/exit on the Washington Street side of the lot. Staff has reviewed the general layout of the lot abutting Washington Street and requests additional guidance in order to evaluate an optimal design recommendation.

The entry/exit evaluation may or may not impact parking on Franklin Street depending on policy decisions related to the twenty-three (23) 2-hour parking stalls on the west side of Franklin and 2-hour parking stalls on the east side of 42 Franklin Street. The current time-limited parking managed by the city is noted below:

- (23) 2-hour parking spaces and (1) disability parking space
- (8) 2-hour parking spaces and (1) disability parking space

- (5) 30-minute parking stalls
- (1) Handicap stall

The 2-hour on-street parking (approx. 23 spaces) appears to be “worked” by a number of users to perform the shuffling of vehicles throughout the day to utilize the 2-hour parking for all day free parking. Additionally, there is no overnight restriction for the parking spaces along Franklin Street. Users have been observed parking along the spaces overnight to avoid paying for parking in the immediately adjacent lot(s). There are four (4) 2-hour spaces on the east side of Franklin Street at the Jefferson Street entrance. Although short-term parking is needed in the area to service walk-in and take-out service, the significant number of 2-hr and unrestricted free overnight spaces undermine use of the immediately adjacent pay-per-use spaces. The Downtown Committee has the authority to eliminate or change the on-street 2-hr parking along the length of Franklin Street lot.

The following items were discussed at previous Downtown Committee meetings but were not specifically resolved:

- Reconfiguring entrances and exits to provide an additional entrance/exit off Washington Street to allow traffic to flow away from the Franklin/Jefferson and Franklin/Alfred intersections where traffic congestion is already high due to the proximity to the traffic lights and proximity to the intersections. Staff is looking for guidance on whether some or all of the current 2-hour time-limited parking spaces should be eliminated thus possibly changing the curb line abutting the adjacent pay-per-use lot. This guidance will assist in determining the optimal entrance/exit configuration. Once known staff will be able to calculate a price for the work.
- Eliminate the 2-hour parking along the west side of Franklin between Main and Jefferson and convert the spaces to short-term parking of 30-min or less.
- Elimination of 2-hour parking on the east side of Franklin between Franklin and Jefferson and converting the spaces to short-term parking of 15-min.

Upon guidance from the Downtown Committee regarding the status of the 2-hour parking, short term parking, and unrestricted overnight parking staff will provide actionable recommendations related to these items.

Funding Source:

Not applicable at this time.

Staff Recommendation:

- Staff requests clarity on the Downtown Committee's position relative to the elimination of all or a portion of the 2-hour free parking spaces along Franklin Street.
- Staff requests clarity on the Downtown Committee's position relative to placing "no overnight parking" restrictions on the parking spaces along Franklin Street from the intersection with Main Street to the intersection with Jefferson Street.

- Once staff has clarity on the Committee's position relative to these items we will be prepared to bring forward actionable items at the next scheduled meeting of the Downtown Committee.

Figure 1 – Franklin Street Existing Conditions

