

City of Biddeford
Downtown Committee
August 27, 2019 5:30 PM Council Chambers
205 Main Street

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.a. Minutes of July 29, 2019
[7-29-2019 Downtown Committee Minutes.docx](#)
- 3. Staff Update**
 - 3.a. Staff Update - 20190827
[20190827 Staff Update](#)
- 4. Discussion/Review**
 - 4.a. Discussion/Approval: Amend Sec. 42-92 - Limited Parking, Franklin Street
[ORDER DC2019.13 - Sec. 42-92 Limited Parking - Franklin Street](#)
[Item 4a Brief - Designated On-Street Parking - Franklin Street](#)
 - 4.b. Discussion/Approval - Ch. 42 Motor Vehicles and Traffic/Sec 42-62 Identification and Use of Municipal Lots -Change Short-term Parking
[20190827 Sec 42-62 Identification and Use of Municipal Parking Lots ORDER DC2019.10 \(Jul\)](#)
[20190827 Item 4b Brief - Change to Short-term Parking Green Lot \(from July 29\)](#)
- 5. Adjourn**

**Downtown Committee Meeting
July 29, 2019**

Committee Chair, Norman Belanger called the meeting to order at 6:00 p.m.

Roll Call: Mayor Casavant; Councilors Norman Belanger, Amy Clearwater and Michael Ready; Member Julian Schlaver

Councilor Marc Lessard was excused.

Staff that was present:

Chief Operating Officer, Brian Phinney
Police Chief, Roger Beaupre
City Clerk, Carmen Morris

The Committee, and all who were present, recited the Pledge of Allegiance.

Approval of Minutes: April 23, 2019

Motion by Councilor Clearwater, seconded by Councilor Ready to approve the minutes as printed.

Vote: Unanimous.

Staff Update:

a) Improved identification and lighting for kiosks

Solar lighting at the kiosk was tested at one of the parking lot kiosks and has been deemed successful. The Public Works Department is looking into purchasing solar lighting for the rest of the parking lot kiosks.

b) Reconfiguration of Green/Yellow Lots

Chief Operating Officer, Brian Phinney gave an explanation of how the reconfiguration of the lot will change how vehicles will be able to navigate in and out of the Green Lot. Councilors Clearwater and Ready both had questions about the striping of the Green Lot and Brian responded that the lot will definitely be re-striped, and will also include the new Yellow Lot parking area. The Committee noted that the additional Yellow Lot parking that is being created due to the reconfiguration of the Green Lot should probably be treated as on-street parking, and therefore, would require no use of a kiosk.

Mayor Casavant mentioned possibly having a Staff member go over all the parking signage, from placement of signs and how the signs are worded. He feels there is too much confusion due to too many signs and he's looking for simpler and more readable signage. Along those lines, Member Schlaver suggested renaming the Yellow Lot since all the parking lot signage has been done on yellow signs; or change the color of the signage. Councilor Clearwater agreed.

Councilor Ready suggested that the City bring in someone or a company with expertise in parking and the laying out of parking lots to offer guidance instead of continually making changes to the parking ordinances.

Discussion/Review:

1. Disability Parking on Foss Street at intersection with Pool Street
2019.9 **IN BOARD OF CITY COUNCIL...JULY 29, 2019**
BE IT ORDERED, by the Downtown Committee of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-100 Disability Parking**, be amended by adding or deleting to read as follows:

Foss Street, odd-numbered side, beginning at a point 20 feet south of the southern corner of the intersection with Pool Street, thence southwesterly for a distance of 20 feet.

Motion by Councilor Clearwater, seconded by Councilor Ready to grant the order as written.
Vote: Unanimous.

2. Identification and Use of Municipal Lots/Change Short-term Parking
2019.10 **IN BOARD OF CITY COUNCIL...JULY 29, 2019**
BE IT ORDERED, by the Downtown Committee of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-62 Identification and Use of Municipal Parking Lots**, be amended by adding or ~~deleting~~ to read as follows:

Franklin Street Parking Lot, also known as the Green Lot, refers to the City public parking lot located in the area of ~~at the corner of~~ Franklin Street, Washington Street and ~~Federal Street~~, parallel to Jefferson Street, and further described as Map 38, Lots 354, 355 and 360.

The lot shall be designated as permit-only parking available for monthly (Monday through Friday) permits, monthly (24/7) permits and the remainder available for short-term and monthly (nights and weekend) permits, with the remainder available for short-term parking on a rolling basis, except that ~~up to four spaces located adjacent to 42 Franklin Street, with an additional~~ the first six spaces beginning at a point approximately 20 feet south southwesterly from the intersection of the north corner located directly in front of 42 Franklin Street, and further described as Map 38, Lot 364, and extending approximately 141 feet shall be available as one-hour parking with the remaining spaces available as thirty-minute parking spaces.

Ten spaces shall be posted and clearly marked as reserved for use by courthouse employees on scheduled court days, Monday through Friday from 7:00 a.m. to 5:00 p.m.

No vehicle shall remain parked in this parking lot longer than 24 consecutive hours without a valid permit.

Note: This order reflects the language of the change as requested.

In their discussion, the Committee generally agreed that some sort of parking plan or guidelines needs to be established in order to gain some consistency throughout the City. The Committee would like to move away from continually reacting to specific requests from businesses.

Motion by Mayor Casavant to grant the order as written. Fails due to lack of second motion.

3. Limited Parking/Eliminate On-street Spaces for Portions of Franklin Street
2019.11 IN BOARD OF CITY COUNCIL...JULY 29, 2019

BE IT ORDERED, by the Downtown Committee of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, Section 42-92 Limited Parking, be amended by adding or ~~deleting~~ to read as follows:

~~Franklin Street, odd-numbered side, beginning at a point 42 feet southeast from the intersection with Main Street, thence southwesterly to the intersection with the Downtown Parking Lot, two hours, from 8:00 a.m. to 5:00 p.m. Monday through Friday, except holidays~~

~~Franklin Street, odd-numbered side, beginning at a point 20 feet from the intersection with Main Street, thence southwesterly for a distance of one space, 15 minutes~~

~~Adjacent to the northwest side of the building located at 42 Franklin Street, two parking spaces for 30 minutes~~

~~Southwest corner of the intersection of Franklin Street and Federal Street, two spaces for 30 minutes~~

Motion by Councilor Ready, seconded by Councilor Clearwater to grant the order as written.

Councilor Clearwater would like to have Staff come up with a street parking design to deal with the loss of parking spaces on Franklin Street, due to the reconfiguration of the Green Lot.

Once again, the general consensus of the Committee is that the additional parking spaces to the Yellow Lot, due to the reconfiguration of the Green Lot, should be treated as on-street parking.

Vote: Unanimous.

Motion by Councilor Clearwater, seconded by Councilor Ready to direct Staff to work up a plan that the parking spaces that were formally part of the Green Lot, and are now part of the Yellow Lot, be treated as on-street parking; determine what the city-wide on-street parking plan/guidelines should be; and have it submitted to the City Council for approval at the August 6, 2019 Council Meeting.

Vote: Unanimous.

4. No Parking - Add on Portions of Franklin Street
2019.12 IN BOARD OF CITY COUNCIL...JULY 29, 2019

BE IT ORDERED, by the Downtown Committee of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, Section 42-90 No Parking, be amended by adding or ~~deleting~~ to read as follows:

Franklin Street, even-numbered side, from the intersection with Main Street, thence southwesterly ~~to Federal Street~~ for a distance of approximately 165 feet.

Franklin Street, odd-numbered side, from the intersection with Main Street ~~the Downtown Parking Lot~~, thence southwesterly to Alfred Street

Motion by Councilor Clearwater, seconded by Councilor Ready to grant the order as written.
Vote: Unanimous.

5. Discussion: Lincoln Mill Development and Parking in the Vicinity of Pearl and Lincoln Streets

This discussion item has been prompted by concerns from the owner of Mulligan's on Lincoln Street, near the Lincoln Mill and possible future development of the Mill building.

Councilor Belanger stated that he would like to see some parking options in the Lincoln/Pearl Streets area for the folks frequenting the businesses in this area once the Lincoln Mill construction gets underway. It was explained that Pearl Street does not go all the way to the river, but ends at the Bugby Brown building (near Saco Falls Way).

Mayor Casavant pointed out that the on-street parking on Lincoln Street is currently limited 4-hour parking; and he was under the impression that it was supposed to be 2-hour parking. He doesn't feel that the limited time parking on Lincoln Street necessarily weighs into the issue that Mulligan's has, but he thought it should be noted. Both Mayor Casavant and Member Schlaver expressed their desire to have options brought forward that would provide more on-street parking in the Lincoln Street vicinity.

Chief Operating Officer, Brian Phinney explained that with so many unknowns, it will be difficult to determine where on-street parking will be an option. With the development of the Lincoln Mill yet to be started, as well as the Lincoln Mill owner's control of the Lincoln Street parking lot, he cautioned making any decisions now regarding on-street parking. He advised that at this point, it is unsure as to what a Master Plan will be during the Lincoln Mill development.

Councilor Clearwater asked about possible on-street parking on Stone Street. She did note that it is currently not posted one way or another, which would lead one to assume on-street parking is allowed on Stone Street. Police Chief, Roger Beaupre concurred that if there are no signs that indicate no parking, then it's okay to park there.

Councilor Clearwater and Mayor Casavant both agreed that maybe a short-term parking plan should be implemented in this area until a Master Plan is brought forward.

Police Chief, Roger Beaupre offered some clarification and guidance. He noted that the limited 4-hour parking on Lincoln and Jefferson Streets was done intentionally to accommodate downtown employees who don't necessarily work close to the public parking lots. When paid parking was implemented in the public parking lots, the intention was that the downtown business employees would be the ones to park there; however, the City compromised by offering the limited 4-hour parking on a couple of the side streets. Roger suggested that things be left the way they are until a more definite plan is presented when the Lincoln Mill development begins. Roger further cautioned about implementing all different types of limited and/or time parking.

At some point, it becomes virtually impossible to enforce so many different limited parking regulations.

Mayor Casavant and Councilor Ready both expressed agreement with what Chief Beaupre said; however, they feel that a parking plan definitely needs to be determined, and that hiring an outside party with expertise in parking and the issues around parking regulations be brought in and not put it on Staff.

Motion by Councilor Clearwater, seconded by Councilor Ready to submit to the City Council that the City hire a third party with parking and parking regulations expertise to determine a Parking Master Plan for Biddeford.

Vote: Unanimous.

Motion by Councilor Ready, seconded by Councilor Clearwater to adjourn.

Vote: Unanimous.

Time: 6:50 p.m.

Downtown Committee

Meeting Date: August 27, 2019
Meeting Time: 5:30 p.m.
Agenda Item: Staff Update

Item Description: Improved Identification and Lighting for Kiosks

Due to priorities associated with reconfiguring the Green and Yellow Lots, the solar light evaluation has not been completed. This information will be available for the September meeting or the next available meeting if the September meeting should be cancelled.

Item Description: Parking Consultant

The City Council directed the city manager to prepare and release a request for bid (RFB) for a parking consultant. The general scope of work included a review of the parking management plan and implementation. The RFB submittals are due by Wednesday, September 11. A recommendation for award may be placed before the Finance Committee and Council (depending on approval authority) at the upcoming September 17 meeting. The Committee may want to consider the timing and results of this RFB in relation to any items that may come before the Committee prior to a final determination on the RFB.

Item Description: Reconfiguring Green/Yellow Lot

The Committee discussed the aspect of parking along Franklin Street and the relation to the Yellow Lot and Franklin Street. The reconfiguration of the Green Lot resulted in a curb being installed to define the Green Lot. This clearly defines all outward facing spaces perpendicular to Franklin Street. The City Council concurred with the general assessment of the Downtown Committee that these should be treated as on-street consistent with those of other downtown side streets. The packet includes an Order for this item.

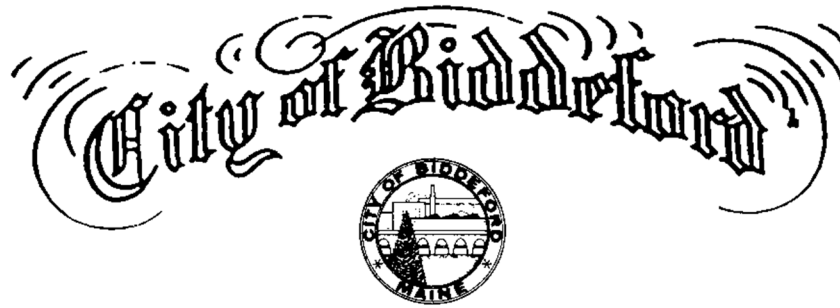
Item Description: Pearl Street Master Planning

The City Council has a workshop scheduled for Tuesday, September 26. The workshop continues the discussion relative to a parking garage on the 3 Lincoln Street Lot and project financing. Due to the timing of this workshop and the relationship with Pearl Street, staff recommends refraining from making any immediate decisions on planning for this area until there is a better understanding of the development plans and project timing.

Item Description: Municipal Lot Designations

Staff has been considering the issue of lot names as part of the sign review process. The general consensus is that the lots should be named/referenced according to the adjacent street(s) rather than color designations. Community members become aware of the lot color

references through association and city communications. Citizens from out-of-town have less exposure and thus street references may be more descriptive. Staff is not making a formal recommendation at this time due to a pending decision on the parking consultant. If there is a decision to move forward with a consultant the naming convention will be one of the issues to consider.



DC2019.13 **IN BOARD OF CITY COUNCIL...AUGUST 27, 2019,**
BE IT ORDERED, by the Downtown Committee of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-92 Limited Parking**, be amended by adding or ~~deleting~~ to read as follows:

Franklin Street, even numbered side, beginning at a point approximately 190 feet from the northwest side of the intersection with Main Street and extending southwesterly a distance of approximately 236 feet, two hours, from 8:00 a.m. to 5:00 p.m., except Sunday and holidays.

Note: This order reflects the language of the change as requested.

Downtown Committee

Meeting Date: September 27, 2019
Meeting Time: 5:30 p.m.
Agenda Item No: 4.a.
Item Description: Designated on-Street Parking – Franklin Street

Authority:

Order 2018.141 - Rules of the Council, Appendix A, Sec. A-5 Rule 5: Committees, (h)(5)-
Downtown Committee

Order 2018.75 – Chapter 42, Motor Vehicles and Traffic, Article 1, Sec. 42-8 – Parking Authority
Authority specifically lists Sec. 42-92 Limited Parking

Staff Review:

Based on a general consensus of the Downtown Committee and guidance provided by the City Council, the newly created perpendicular parking spaces along Franklin Street should be consider on-street parking.

Staff Recommendation:

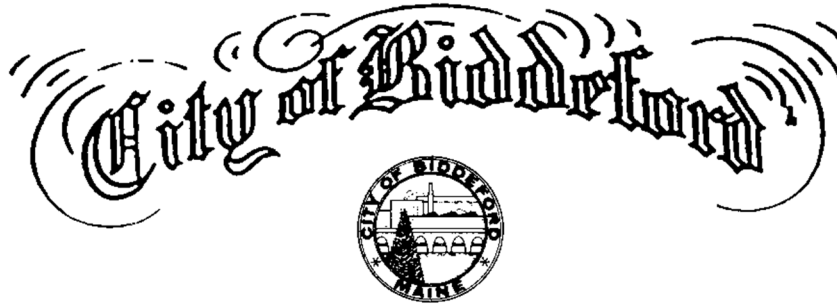
Authorize designation of the spaces along Franklin Street as on-street parking subject to a 2-hr time restriction from 8:00 a.m. to 5:00 p.m., except Sunday and holidays. There is no overnight restriction.

Supporting Documentation:

Figure 1 – Site Map

Figure 1
Site Map





DC2019.10 **IN BOARD OF CITY COUNCIL...JULY 29, 2019,**
BE IT ORDERED, by the Downtown Committee of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, **Section 42-62 Identification and Use of Municipal Parking Lots**, be amended by adding or ~~deleting~~ to read as follows:

Franklin Street Parking Lot, also known as the Green Lot, refers to the City public parking lot located in the area of ~~at the corner of~~ Franklin Street, Washington Street and ~~Federal Street~~, parallel to Jefferson Street, and further described as Map 38, Lots 354, 355 and 360.

The lot shall be designated as permit-only parking available for monthly (Monday through Friday) permits, monthly (24/7) permits and the remainder available for short-term and monthly (nights and weekend) permits, with the remainder available for short-term parking on a rolling basis, except that ~~up to four spaces located adjacent to 42 Franklin Street, with an additional~~ the first six spaces beginning at a point approximately 20 feet south southwesterly from the intersection of the north corner located directly in front of 42 Franklin Street, and further described as Map 38, Lot 364, and extending approximately 141 feet southerly shall be available as one-hour parking with the remaining spaces available as thirty-minute parking spaces.

Ten spaces shall be posted and clearly marked as reserved for use by courthouse employees on scheduled court days, Monday through Friday from 7:00 a.m. to 5:00 p.m.

No vehicle shall remain parked in this parking lot longer than 24 consecutive hours without a valid permit.

Note: This order reflects the language of the change as requested.

Downtown Committee

From July 29, 2019

Meeting Date: July 29, 2019
Meeting Time: 6:00 p.m.
Agenda Item No: 4.b.
Item Description: Request for Change to Short-Term Parking – Green Lot

Authority:

Order 2018.141 - Rules of the Council, Appendix A, Sec. A-5 Rule 5: Committees, (h)(5)-Downtown Committee

Order 2018.75 – Chapter 42, Motor Vehicles and Traffic, Article 1, Sec. 42-8 – Parking Authority
Authority specifically lists Sec. 42-62 Identification and Use of Municipal Lots

Staff Review:

The owners/operators of Louis Pizza request a change to the short-term parking located directly in front of the restaurant. Specifically, the request is to change six (6) of the spaces from free 30-min time-limited to six (6) 1-hour free time-limited to accommodate dine in customers.

Staff Recommendation:

Reconfiguration of the Green and Yellow Lots is intended to reduce confusion and “sign pollution” by, among other things, consolidating and defining the specific parking lots.

The request to change some of the 30-min time-limited spaces to 1-hour time-limited spaces has no monetary impact because the existing 30-min spaces are already free. The request will require additional signage, which could reintroduce a level of confusion.

Staff recommends consistency with all of the spaces, in other words, either leave the spaces as 30-min time-limited spaces due to the now available 1st 2-hour free spaces along the curb abutting the Green Lot or change all of the current 30-min time-limited spaces to either 1-hour time-limited or 2-hour time-limited spaces.

Supporting Documentation:

Figure 1 – Reconfiguration

