

**Downtown Committee Meeting
August 27, 2019**

Committee Chair, Norman Belanger called the meeting to order at 5:30 p.m.

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

Staff that was present:

Chief Operating Officer, Brian Phinney

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

Approval of Minutes: July 29, 2019

Chairman Belanger requested a correction at Item, 3, last paragraph, change “formally” or “formerly”. Motion by Councilor Clearwater, seconded by Councilor Ready to approve the minutes as amended.

Vote: Unanimous.

Staff Update:

a) Improved identification and lighting for kiosks

Chief Operating Officer, Brian Phinney explained that 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.

b) Parking Consultant

Chief Operating Officer, Brian Phinney informed the Committee that 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 includes 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. Mr. Phinney suggested that 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.

c) Reconfiguring Green/Yellow Lot

Chief Operating Officer, Brian Phinney informed the Committee that City Council concurred with early discussions by the Committee that the outward facing spaces perpendicular to Franklin Street be treated as on-street spaced consistent with those of other downtown side streets. The packet includes an Order for this item.

d) Pearl Street Master Planning

Chief Operating Officer, Brian Phinney informed the Committee that there is a City Council workshop scheduled for Tuesday, August 27 (that evening). 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 recommended refraining from making any immediate decisions on planning for this area until there is a better understanding of the development plans and project timing.

Mayor Casavant voiced concern that there should be some planning underway in the event the construction in the area commences sooner than expected and there should be some consideration for improved signage on Pearl Street. Mr. Phinney noted that staff is reviewing the issue and considering options but isn't prepared to offer any formal strategies until more information is available regarding timing.

Member Schlaver asked for confirmation on the number of newly created spaces on Franklin Street. Mr. Phinney stated the number of spaces as 27.

e) Municipal Lot Designations

Chief Operating Officer, Brian Phinney informed the Committee that 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. Mr. Phinney indicated that 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.

Discussion/Approval:

1. Amend Sec. 42-92 – Limited Parking, Franklin Street
2019.13 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.

Motion by Councilor Ready, seconded by Mayor Casavant to grant the order.

In the discussion it was confirmed that the Order only addresses the perpendicular spaces abutting the Green Lot and that 27 spaces were created when the berm was installed separating the Green Lot from Franklin Street.

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.

Motion by Councilor Lessard, seconded by Councilor Clearwater to grant the order.

In their discussion, the Committee considered the nature of the parking and the merits of a blend of long-term and short-term parking for the benefit of the range of businesses in the area as well as the potential for confusion if there are multiple time limits. 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 Councilor Clearwater to amend by changing the six 1-hour spaces to six 2-hour spaces, seconded by Mayor Casavant.

In their discussion the Committee acknowledged that the designation of 30-min spaces was at the request of the adjacent business and that there is available longer term parking adjacent to the area. In addition there was some concern regarding legislating in response to a particular business. There was also a suggestion to flip the requested spaces so that the 30-minute spaces are toward Franklin Street and the requested 1-hour spaces be toward Jefferson Street to better serve the area.

Vote: Councilor Belanger, Mayor Casavant, and Councilor Clearwater in favor, Councilor Ready and Councilor Lessard opposed, motion to amend passes.

Motion by Councilor Clearwater to amend by changing the six 1-hour spaces to six 2-hour spaces, seconded by Mayor Casavant.

Motion by Councilor Clearwater, seconded to Mayor Casavant, to further amend by making the last six spaces the 2-hour spaces, vs. the first six spaces.

Vote: Councilor Belanger, Mayor Casavant, and Councilor Clearwater, Councilor Lessard in favor, Councilor Ready opposed, motion to amend passes.

Vote on the original Order as amend: Councilor Belanger, Mayor Casavant, and Councilor Clearwater, in favor, Councilor Ready and Councilor Lessard opposed, motion passes.

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

Vote: Unanimous.

Time: 5:56 p.m.