



City of Biddeford
Downtown Committee
August 27, 2024 at 6:00 PM
City Hall Council Chambers & Zoom

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Meeting ID: 944 0962 3739
Passcode:546663

1. Call to Order
2. Staff Update
 - 2.a Staff Update August 27, 2024 - Future Agenda Items
3. Approval of Minutes
 - 3.a Meeting Minutes of July 9, 2024
4. Discussion/Review
 - 4.a Review - Optimization Plan for Franklin St and Lot P4302
 - 4.b Approve/Add Additonal Disability Parking Space in Lot P4302
5. Adjourn



Downtown Committee

Meeting Date: August 27, 2024
Meeting Time: 6:00 PM
Agenda Item No: 2.a
Item Description: Staff Update August 27, 2024 - Future Agenda Items
Submitted By: Brian S. Phinney, COO

Supporting Information/Documentation:

None

Key Terms:

Executive Summary:

This is a placeholder for future meeting topics.

Detailed Review:

Staff does not have a specific update; however, there are three items pending review for future meetings:

1. Review of the proposed plan to convert the City Hall parking lot to a pay-per-use lot managed by Premium Parking. In concept the lot would be for employee parking during business hours and meeting times and would be pay-per-use with enforcement the balance of the time.
2. Based on a Committee request, a review of parking on Main Street from City Square to Water Street is warranted to consider reducing the two (2) hour time limit to one (1) hour to improve turnover.
3. Based on a Committee request, a review of parking on Alfred Street from Main Street to Washington Street is warranted to consider reducing the two (2) hour time limit to one (1) hour to improve turnover.

Funding Source:

N/A

Staff Recommendation:

N/A

Downtown Committee
Meeting Minutes
July 9, 2024

1. Call to Order 6:30 PM

a. Roll call

- i. Mayor Grohman A
- ii. Councilor Beaupre P
- iii. Councilor Emhiser A
- iv. Councilor Gross P
- v. Councilor Whiting P

2. Staff Update

a. Communication Failure - Green and Yellow Lot Merge Project (oral update)

- i. The Downtown Committee authorized the merge of the former Yellow and Green Lots. Improvements included reduced signage, consistent policy, increase in available hourly spaces, and elimination of two-hour free parking.
- ii. Plan was to roll out the changes through social media and direct outreach.
- iii. Premium moved forward with sign changes with notice after the fact.
- iv. Danica worked with Premium to walk back the process but due to inability for decision-making at Premium and kiosk programming, decided to move forward. Enforcement curtailed for 4-weeks. Will do better

3. Approval of Minutes

4. Discussion/Review

a. DC2024.02) Consideration of Fee Structure of P4306 (Police Lot), Elimination of Free 2-hour Parking

Motion by: Councilor Beaupre

Second by: Councilor Gross

Discussion:

Councilor Beaupre asked for clarification on retaining the ability for the police department staff to enter license plates authorizing vehicles within the lot. Brian Phinney confirmed that ability will remain active.

Councilor Gross asked if the ability to manage license plates is applicable to parking on that particular day, as an example someone shows up for a training session. Brian Phinney confirmed that is in fact the case.

Chairperson Whiting recounted a prior discussion regarding the local synagogue asking for parking on the street and whether this decision would impact that entity as well as whether there had been any comment from the congregation. Councilor Beaupre recounted past practice and cautioned the exceptions to the parking rules from one entity would require waivers for other entities.

Vote: Unanimous in favor of the motion

b. Consideration of Adding City Hall Parking Lot to Premium Parking Surface Lot Management

Brian Phinney queued up the item. The general discussion relates to the use of the city hall parking lot by citizens and businesses on days of the week when the lot is not in use by employees, and overnights and weekends by citizens, businesses, and the Theater. Premium Parking suggested adding the lot to the current inventory of managed surface lots with options related to enforcement.

- Users could enter their license plate, which would allow enforcement of timed parking (with or without a fee).
- Pay-per-use similar to management of the other lots with public use outside of municipal use hours.

If there is interest in exploring this option staff will connect with Premium Parking to obtain information of specific recommendations and financial impacts for future Committee discussion.

Councilor Beaupre voiced general support for the concept.

Councilor Gross also voiced general support indicating that this could prove to be additional revenue during Theater events. Councilor Gross questioned whether this would be looked at favorably by the Theater or its patrons. Brian Phinney commented that the Theater was in favor of opening the monthly lot off of Franklin Street to hourly users as this opened up additional spaces during events.

Chairperson Whiting asked if the Theater had been notified of paid parking concept. Brian Phinney noted that notification had only involved general notification that the issue was being presented to the Committee for discussion. Councilor Whiting went on to ask whether Premium Parking would be putting up the signs. Brian Phinney indicated that creation and installation of signs can be negotiated. Chairperson Whiting clarified that the signage should be as simple as possible so that drivers are able to easily understand the requirements, suggesting, as an example, "For City employees during hours of XXX, all other times enforced by Premium Parking".

Councilor Beaupre suggested that if the city pursues this option that a review of all parking ordinance sections be conducted to ensure consistency and reduce confusion.

Chairperson Whiting summarized by indicating the Committee is generally in support of the concept and looks forward to reviewing a proposal from Premium Parking at a future meeting.

c. Consideration of Eliminating 2-hour Free Parking on Franklin Street

Brian Phinney introduced the item. This item is part of the discussion involving consolidating parking within the Franklin Street lots. Currently there is free two (2) hour parking along the west side of Franklin Street with addition four (4) two (2) hour free spaces on the southern east side Franklin at the Jefferson Street entrance. These spaces allow for and jockeying of vehicles every two (2) hours to essentially obtain free all day parking and there is currently no restriction on overnight parking, which undermines and created inequity among users of the adjacent lots and on street parking. It should also be noted that the on street spaces are under the City's control vs control by Premium Parking. If elimination of the spaces is generally acceptable to the Committee, staff will review the layout of Lot P4302, develop a plan for reopening and entrance/exit at Washington Street, and retaining enforced short-term parking along Franklin Street to service take-out at the local businesses and restrict overnight parking within the retained spaces.

Councilor Beaupre suggested review of Alfred Street from Main Street to Washington Street to prohibit overnight parking to be consistent with Main Street, as well as considering reducing Main Street parking from two (2) hours to one (1) hour from City Square to Water Street.

Councilor Gross asked for clarification on the specific spaces under review. Brian Phinney responded, referencing delineated spaces on the packet map and confirming that pay-per-use availability within the managed lots will remain under control by Premium Parking and continue to allow overnight parking.

The Committee had a general discussion of on the history of the on street parking within the Franklin Street area, the implications of the citizen's referendum prohibiting paid parking for on street spaces, and the short-term parking on the southern end of Franklin Street that is now Ore Nell's, noting specific requests for more short-term parking from businesses in the area historically.

In summary, the Committee is generally in favor of eliminating the free two (2) hour on street parking, reducing the number of on street spaces, standardizing the short-term parking to 30-minutes, and evaluating the overall plan to reconfigure Lot P4302.

5. Adjourn

Motion to adjourn by Councilor Beaupre
Seconded by Councilor Gross

Vote: Unanimous in favor of the motion

Meeting adjourned at 6:35 PM



Downtown Committee

Meeting Date: August 27, 2024
Meeting Time: 6:00 PM
Agenda Item No: 4.a
Item Description: Review - Optimization Plan for Franklin St and Lot P4302
Submitted By: Brian S. Phinney, COO

Supporting Information/Documentation:

202040827 DC2024.03 Amend Sec 42-90 No Parking, Franklin St - ORDER, 202040827
DC2024.04 Amend Sec 42-92 Limited Parking, Franklin St - ORDER, 202040827 DC2024.05
Authorization to Reconfigure Lot P-4302 - ORDER, 20240827 Downtown Committee Lot
Reconfiguring P4302 - MAP

Key Terms:

Executive Summary:

Approval of this item eliminates the free two (2) hour parking along Franklin Street, eliminated overnight parking on Franklin Street, converts all short-term parking spaces retained along the street to (30) minute timed parking for consistency, and adds a new entrance/exit to Lot P4302 at Washington Street.

Detailed Review:

There have been discussions centered on improving parking access and efficiencies in the Washington/Franklin area. At the most recent meeting of the Downtown Committee, the Committee was in general support of:

- removal of two-hour free parking along the west side of Franklin Street,
- removal of two-hour free parking spaces along the east side of Franklin Street,
- retaining six spaces for short-term 30-min parking on the west side of Franklin Street, and
- converting all spaces along the east side of Franklin Street to short-term 30-minutes parking
- evaluating a reconfiguration of Lot P-4302 to allow an entrance/exit at Washington Street.

Public Works evaluated the current layout of Lot P4302 to determine the best location for adding an entrance/exit on the west side of the lot (Washington St) to reduce congestion at the current Adams and Jefferson intersections. Public Works reviewed the layout and determined that the best location for the entrance/exit would be at the general location of the former Federal Street entrance. This location provides good sight distances and queuing capacity on Washington Street and results in the least number of lost parking spaces. The configuration is estimated to eliminate five (5) regular parking spaces and the relocation of one (1) disability parking space for a net reduction of five (6) spaces.

It is estimated that there will be a net increase in lot revenue as a result of the reconfiguration. Even though five (6) spaces are lost, the elimination of 19 on-street spaces eliminates overnight parking on Franklin, which was not prohibited prior to the reconfiguration. Individuals that parked for free on Franklin St will now be required to pay for parking consistent with current lot users unless they make other parking arrangements.

Public Works estimates the cost of the reconfiguration to be approximately \$10,325.00 broken down as follows:

- Tip downs with peg plates ADA/pavement \$8,500
- New signs at entrance/exit \$ 350
- Painting of directional arrows \$ 400
- Labor \$1,075

The work will include:

- Removal of Jersey Barriers from the Washington Street sidewalk.
- Remove 22' of granite curb to allow traffic access in and out of Lot P4302 at Washington Street.
- Repave the apron and install two (2) ADA tipdowns at each side of the sidewalk onto the apron entrance.
- Remove all the 2-hour parking signs along the west side of Franklin Street while keeping six (6) spaces centrally located for short-term parking at thirty (30) minutes with overnight parking prohibited.
- Remove one parking space close to the back side of the Sub Shop. This will allow more space for entering and exiting the lot from Franklin Street.
- Remove 8' of curb and repave.
- Post all parking on the east side of Franklin Street as thirty (30) minute parking with overnight parking prohibited.

This work, if accepted requires three (3) orders. Staff suggests review and approval of the orders in the sequence listed.

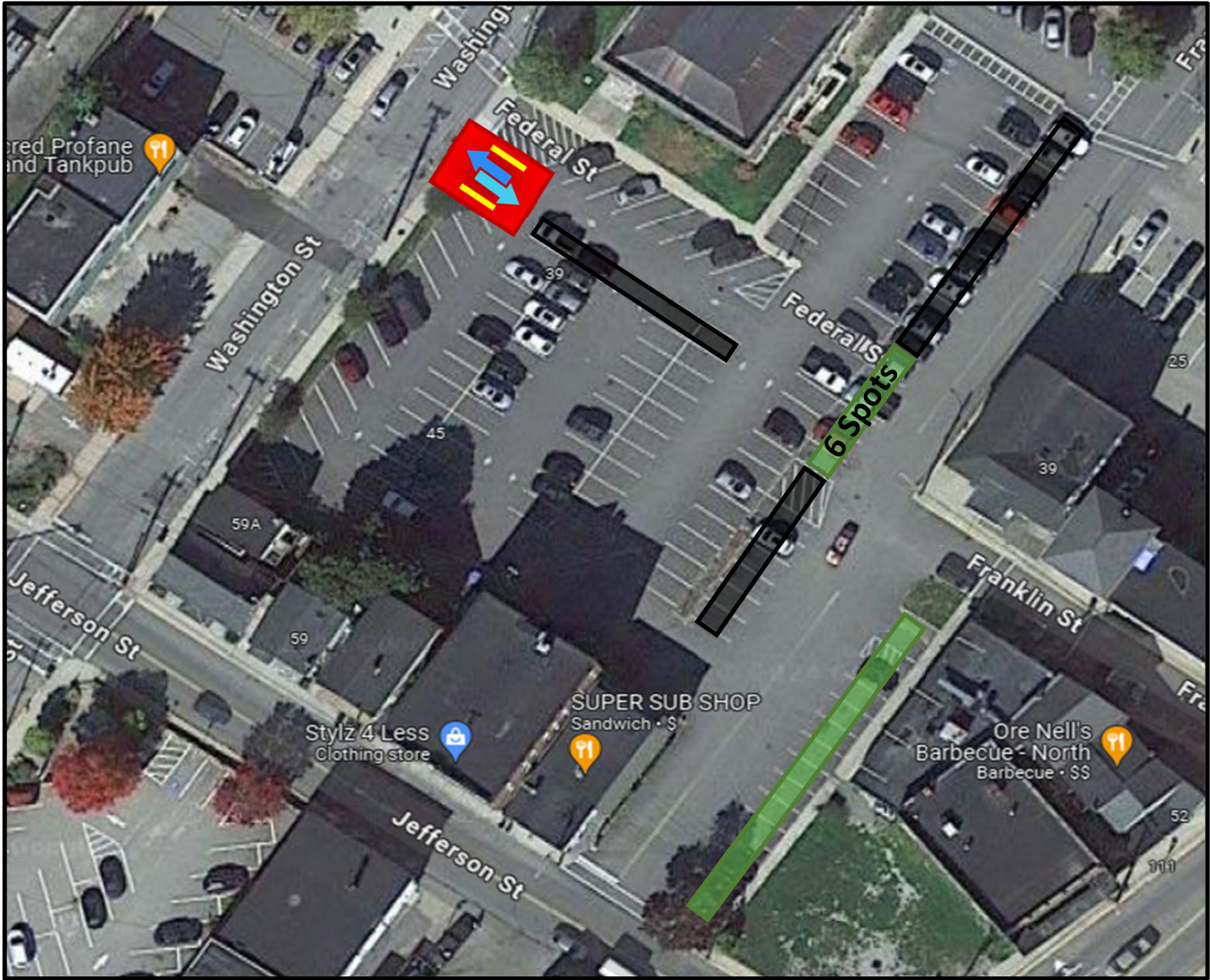
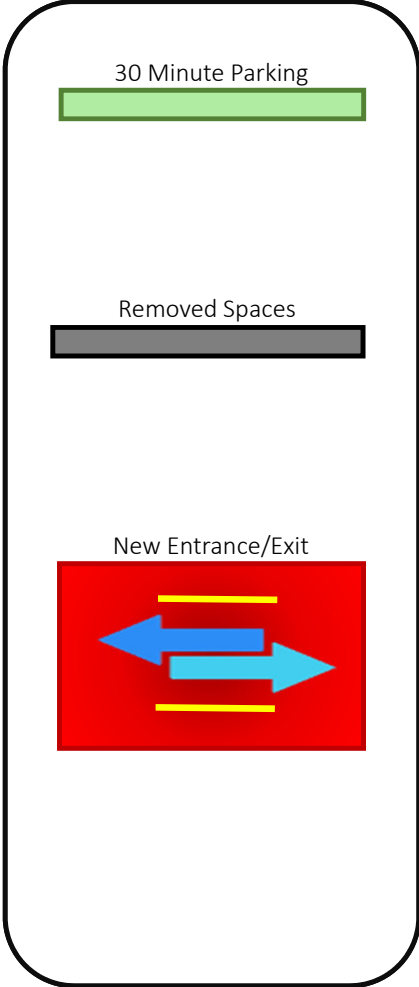
DC2024.03 - Amend Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, Section 42-90 No Parking
DC2024.04 - Amend Chapter 42, Motor Vehicles and Traffic, Article IV Specific Street Regulations, Section 42-92 Limited Parking
DC2024.05 - Authorization, Reconfigure Lot P4302

Funding Source:

Funding not to exceed \$8,500.00. This project was not included in the FY25 budget. The funding source is from the FY22 Surplus with an estimated balance of \$583,625 (from the "Five Boxes" calculation, August 2023).

Staff Recommendation:

Staff recommends approval of the three orders, DC2024.03, DC2024.04, DC2024.05.





Downtown Committee

Meeting Date: August 27, 2024
Meeting Time: 6:00 PM
Agenda Item No: 4.b
Item Description: Approve/Add Additional Disability Parking Space in Lot P4302
Submitted By: Brian S. Phinney, COO

Supporting Information/Documentation:
20240827 Disability Parking Lot P4302 - MAP

Key Terms:

Executive Summary:

This item, if approved, will add a fifth disability parking space within lot P4302. There are no disability spaces in the southern half of the lot and a need has been identified by a local citizen that resides on the southwestern end of the lot. It is understood that disability parking is not dedicated or assigned to an individual.

Detailed Review:

Premium parking received a request from a monthly permit holder asking for an additional disability parking space at the southwestern end of Lot P4302. Currently, there are four (4) disability parking spaces within the lot all in the northern half of the lot.

Premium Parking and the permit holder understand that disability spaces are not assigned to an individual. Since this is a pay-per-use lot and the lot is not at capacity, adding a fifth disability space to the lot in the southwestern portion of the lot is a reasonable request. The specific location recommended is the first space in the last double-row of parking towards Washington Street when entering from Franklin Street.

Funding Source:

The cost of adding the space is minimal. A disability icon will need to be painted within the parking space.

Staff Recommendation:

Staff supports the addition of a fifth disability parking space at the location specified.

