

City of Biddeford
Downtown Committee
March 18, 2019 5:30 PM
Council Chambers
205 Main Street

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.a. Review/Approval: Minutes From January 10, 2019
[20190110- Downtown Committee Minutes](#)
- 3. Staff Update**
 - 3.a. Staff Update
[20190318 Staff Update Information](#)
- 4. Discussion/Review**
 - 4.a. Discussion: Preliminary Discussion Concerning Layout of Yellow/Green Lots
[20190318 Item 4a Background Document](#)
[Existing Conditions Yellow-Green.pdf](#)
[DRAFT Proposed Layot Yellow-Green Lot.pdf](#)
 - 4.b. Discussion: ADA Spaces in Lots - Consider Increasing the Number of ADA-Compliant Spaces Beyond the Minimum
[20190313 Item 4b Background Document](#)
[20190318 Handicap Spaces - Field Verified_Lots_1.pdf](#)
[20190318 Handicap Spaces - Field Verified_Lots_2.pdf](#)
 - 4.c. Discussion: ADA Accessible Spaces on Streets - Consider Increasing the Number of On-Street ADA-Compliant Spaces
[20190313 Item 4c Background Document](#)
[20190318 Handicap Spaces - Field Verified_Streets.pdf](#)
 - 4.d. Discussion: Request for Personal Parking Pass for Blue Lot (Alfred Street) / Consideration of Adding Disability Parking in Vicinity of Blue Lot/Foss/King Street
[20190318 Item 4d Background Document](#)
 - 4.e. Discussion: Request for Public Time-Limited Spaces on St. Mary's Street
[20190318 Item 4e Background Document](#)
- 5. Adjourn**

**Downtown Committee Meeting
January 10, 2018**

1. Call to Order: Committee Chair, Councilor Belanger called the meeting to order at 6:30 p.m.

Roll Call: Members present were Councilors Norman Belanger, Michael Ready, Marc Lessard and Amy Clearwater; and Mayor Casavant

Also present were City Staff:
Chief Operating Officer Brian Phinney
Police Chief, Roger Beaupre
Public Works Director, Jeff Demers
Downtown Development Coordinator Brad Favreau

2. Site Tour of Municipal Lots:

Councilor Belanger recessed the meeting during a site tour of the municipal lots by Committee, along with City Staff.

Some comments during the walk:

Jeff Demers:	Need color identifier for each lot Need clearer signs or lights at each kiosk Current yellow signs are not highly visible at night Sign needed at yellow (hourly) lot: Users must input license plate into kiosk to park for the first free hour
Brian Phinney:	Incorporating Federal St and Franklin St into parking lot, essentially making this space a part of the lot might make parking clearer to users and would provide more parking spaces.
Norm Belanger:	Signs at the spaces abutting Louis Pizza are needed

Meeting called back to order and resumed at 6:55 p.m.

3. Approval of Minutes:

Motion by Councilor Ready and seconded by Councilor Clearwater to approve the minutes of the November 26, 2018 meeting as printed. Vote unanimous.

4. Staff Update:

Chair indicated that these would be addressed as the meeting progressed.

5. Discussion/Review:

5a. Discussion: Event Parking Waivers – City events vs. private events and Council vote vs. a more formal process, i.e., policy or ordinance.

Brian Phinney opined that if parking waivers were to be granted for downtown events that they should be limited to City of Biddeford sponsored events ONLY. Mayor Casavant

recommended that a policy be written to address this issue. Councilor Ready recommended that any policy that is crafted to address this issue should be referred to, and reviewed by, the Policy Committee, with their recommendation being reviewed by the full City Council.

Motion by Mayor Casavant, and seconded by Councilor Ready that City Staff draft a policy that would address the waving of parking fees in certain city lots during events held in the Downtown. Vote unanimous.

5b. Discussion: Yellow Lot (Downtown Lot) – consider modifying free period from 1st hour free to the first 2 hours free (in any 24-hour period).

Motion by Mayor Casavant and seconded by Councilor Clearwater to increase the free period from 1st hour free to the first 2 hours free (in any 24-hour period) in the Downtown Lot. During discussion, Councilor Lessard opined that this recommended action, “pushes to the line” the purview of the Downtown Committee as to its authority to make this change. Councilor Ready stated that there are too many proposed changes without first giving time to properly evaluate the current program.

Motion by Mayor Casavant to amend his motion by referring this matter to the full City Council for their review with the Committee’s recommendation for approval. Vote unanimous. Councilor Belanger expressed the opinion that this pending action is within the authority of the Downtown Committee.

5c. Discussion: Kiosk Operation – consider modifying certain kiosks to accept cash.

It was Staff’s recommendation that because of the cost to add a bill/coin feature to the kiosks would not be economically feasible. Plus the cost of maintenance, and the accounting for and handling of cash are additional considerations. Staff did, however, recommend the use of “gift cards” as an alternative. This program would involve minor programming of the Kiosks, and the purchase of these cards from the manufacturer for resale to consumers. The cards would be purchased from the City Clerk’s office (for example) and the amount purchased by the consumer uploaded to the card, which can be any amount the consumer wishes to purchase.

Motion by Councilor Ready and seconded by Councilor Clearwater to forward this recommendation to the full City Council with a Committee recommendation of adoption of this program. Vote unanimous.

5d. Discussion; Crosswalk Access & Winter Maintenance – review timing, expectations and responsibilities.

DPW Director Jeff Demers informed the Committee members that crosswalks are cleared within 24 hours of a storm, and is dependent upon staffing levels, size and length of the snow event.

Committee took no formal action.

5e. Discussion: Alfred Street On-Street Parking – consider modifying time from 2 hours to 4 hours.

Councilor Clearwater advised the Committee that she had spoken with members of the Business Community, who indicated that they did not support this modification, and that this move would adversely impact their individual business.

Committee took no formal action on this matter.

5f. Discussion: ADA Spaces in Lots – consider increasing the number of ADA compliant spaces beyond the minimum.

Brian Phinney asked more time was needed for Staff to complete and inventory of existing spaces, and to complete a recommendation.

Committee took no formal action on this matter.

5g. Discussion: Green Lot (Federal/Franklin) – consider additional short term (30 minute) spots.

Discussion began with Councilor Ready indicating that he is in favor of moving the six (6) 30 minute parking spaces from their current location to directly in front of Louis Pizza. Mayor Casavant suggested that more than six (6) 30 minute free spaces are needed.

Motion by Councilor Lessard and seconded by Councilor Clearwater to okay a recommendation to Staff to increase the number of free thirty (30) minute parking spaces to up to twelve (12) spaces.

After discussion, Motion by Councilor Lessard and seconded by Councilor Clearwater to amend the motion by adding six (6) free thirty (30) minute parking spaces to be located directly in front of Louis Pizza, with the first slot being closest to Franklin Street. Vote on the Amendment: Mayor Casavant, Councilors Belanger, Clearwater and Lessard in favor; Councilor Ready in opposition.

Vote on the Motion as Amended: Mayor Casavant, Councilors Belanger, Clearwater and Lessard in favor; Councilor Ready in opposition. Motion carries.

5h. Discussion: Blue Lot (Alfred Street Lot) – consider adding two (2) free police business only spots time-limited 30 minutes.

Motion by Councilor Lessard and seconded by Councilor Clearwater to grant this request. Vote unanimous. Spaces will be located in row 2, and nearest to Alfred Street.

5i. Discussion: Holiday Light Expansion

Councilor Lessard shared his experience after his recent visit to the Botanical Gardens in Boothbay Harbor, and would like to see an expansion of the Holiday Light display in the Downtown. Committee members generally agreed but took no formal action on this item.

6. Adjourn:

Motion by Councilor Ready and seconded by Councilor Clearwater to adjourn at 7:57 p.m. Vote unanimous.

Downtown Committee

Meeting Date: March 18, 2019
Meeting Time: 5:30 p.m.
Agenda Item: Staff Update

Item Description: Yellow Lot Free Time Adjustment

The free time increase from 1-hour to 2-hours within the Yellow Lot will go into effect March 20th. The effective date reflects 30-days after Council approval on February 19.

Item Description: Kiosk “Gift Cards”

The gift card blanks were ordered on January 31st and have not yet been received. Once available, the internal systems will be configured and verified and public notices will be issued to inform citizens of this new payment option.

Item Description: Posting of 2 Time-limited Police Business Only Spaces in Blue Lot.

The two spaces have been posted and are located immediately behind the Shuttlebus-Zoom enclosure. The placement is accessible from either side of the center aisle.



Figure 1- Police Business Only Spaces

Item Description: Improved Identification and Lighting for Kiosks

The Public Works Department purchased three solar lights to better illuminate the parking kiosks.

The first unit has been installed in the Red Lot (Washington St). The next two will be installed in the Green Lot (Franklin) adjacent to the Louis Pizza building and in the Blue Lot (Alfred St) on the Foss Street side.

All of the solar lights will be installed on or before Friday, March 22. The installations will be evaluated for a period of 30-days.

If feedback is positive, the remaining kiosks in the other municipal lots will be illuminated with solar lights as well.



Figure 2 - Solar Light Installation

Downtown Committee

Meeting Date: March 18, 2019
Meeting Time: 5:30 p.m.
Agenda Item No: 4a
Item Description: Preliminary Discussion Concerning Layout of Yellow/Green Lots

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:

Since implementation of the various parking management changes, the public has expressed concern with signage, lot identification, awareness of time/permit restrictions, and general use. Staff has also identified many of the same issues.

In evaluating possible “fixes”, the root cause of many of the issues has been identified as being related to the physical layout of and close proximity of the Yellow and Green Lots. The 30-min spaces, hourly only, and long-term permitting notice requirements further complicate the issue.

As a result, and as had been proposed by the city manager, modifying the layout of the lots will greatly reduce the number of variables involved. In formulating a preliminary approach to the existing layout shortcomings staff considered the following:

- Traffic flow
- Signage from the perspective of the driver
- Signage from the perspective of the non-resident
- Congestion
- Entry/exit points
- Sign pollution
- Critical messaging

The file, *Existing Conditions Yellow-Green.pdf*, as the name implies has been provided to serve as a current conditions reference. The file, *DRAFT Proposed Layout Yellow-Green Lot.pdf*, has been provided to start the discussion on how best to address the identified issues.

Staff Recommendation:

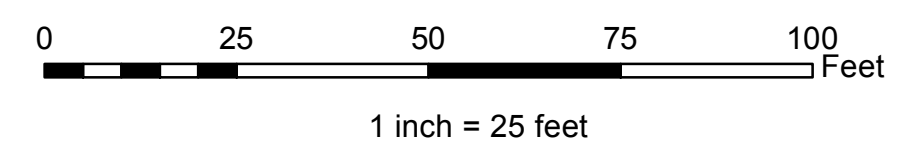
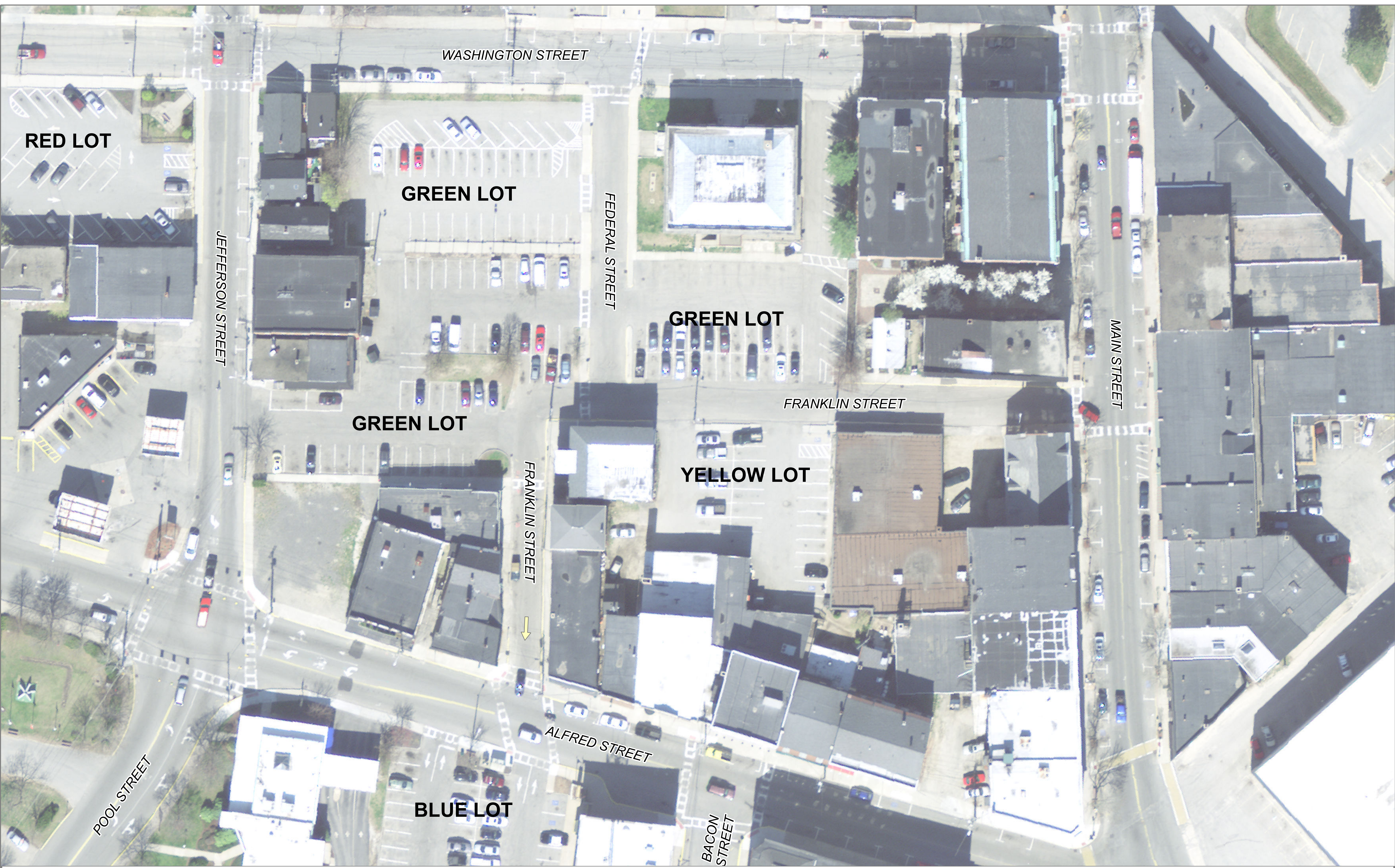
1. *Reduce the number of available entry and exit points to control traffic and simplify signage.*
 - a. Eliminate Federal Street and remove the parking lot entrance from Washington Street. The closure of Federal Street will create more parking spaces and result in two entries and exits – one off of Jefferson Street and one off of Main Street.
 - b. Change Franklin Street, off of Main, to two-way traffic allowing a clear line of sight from both entrances resulting in better visibility and the need for fewer signs. This eliminated the no left turn restriction that currently exists when traveling on Federal toward Franklin.
 - c. Parking on Franklin Street is eliminated to accommodate two-way traffic.

2. *Create separate and distinct lots to the extent possible, first by physical separation and then by use, to the extent possible.*
 - a. Utilize the space created by the elimination of Federal Street as a physical separation between lots.
 - i. The entrances to the larger Green Lot can be reduced to one – off of Franklin Street versus the existing seven distinct entrances.
 - ii. Swap the Yellow Lot with the smaller green lot to allow better visibility and access to the Yellow Lot, which was designed and high-turnover lot.
 1. As part of this discussion, there are spaces on the east side of the building at 27 Washington Street that the city has committed to the development project at that site. Staff proposes a “swap” with the developer to move the spaces from the east side of 27 Washington Street to the north side of the building and installing a physical barrier (sidewalk) between the two lots. The developer has voiced concerns with this plan due to handicap accessibility issues and the facility entrance. Discussions are ongoing.
 - b. The existing lots have multiple entrances and exits. Each requires signage to provide users with appropriate information about each specific lot. “Sign pollution syndrome” is significantly reduced by reducing the number of available entrances.
 - c. Utilize the existing Yellow Lot location as a permit only lot. Specific rules and policies can easily be provided to permit holder via email and other direct methods, unlike transient hourly users. The result is the need for few signs.
 - d. Maintain the existing number of 30-minute spaces but relocate all of them to the curbed area adjacent to the Louis Pizza property. This will also serve to reduce sign requirements and place all 30-minute free spaces in one location.
 - e. Move the two existing 300-minute spaces abutting the Sub Shop to the 30-minute location referenced in 2b, above. This will centralize the short-term parking and provide an unobstructed travel way. It should be noted that the Sub Shop has use of the space as a right-of-way.
3. Staff also considered physical curbs to separate the Franklin Street side of the lots from lots to further define and separate the lots; however, the curbing would result in a net reduction of available spaces.
4. *Once a conceptual plan has been created, obtain public input on the design.*

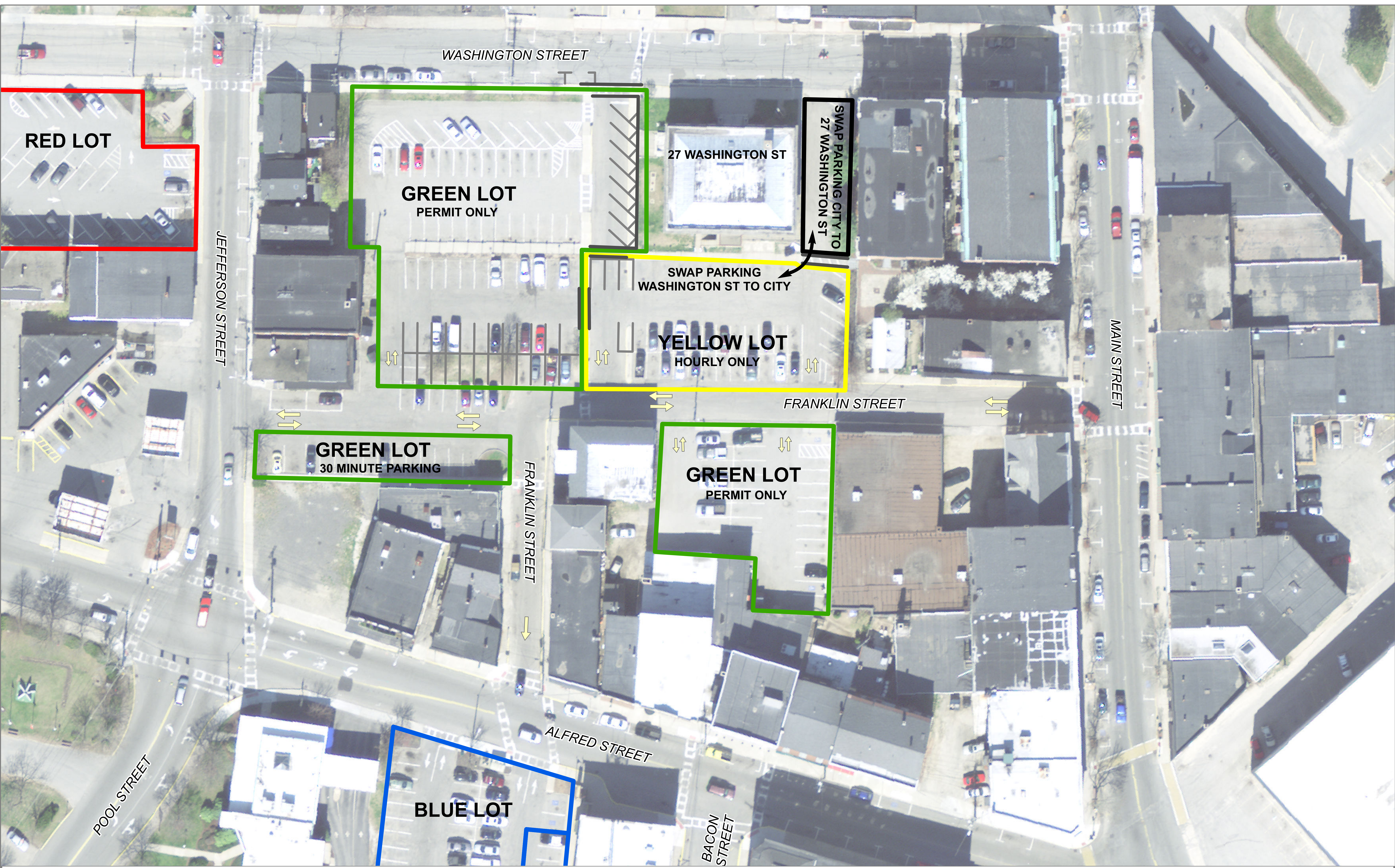
Supporting Documentation:

Existing Conditions Yellow-Green.pdf

DRAFT Proposed Layout Yellow-Green.pdf



PARKING EXISTNG CONDITIONS
MARCH 5, 2019



Downtown Committee

Meeting Date: March 18, 2019
Meeting Time: 5:30 p.m.
Agenda Item No: 4b (from January 10, 2019, Item 5f)
Item Description: Discussion ADA Spaces in Lots - Consider Increasing the Number of ADA-Compliant Spaces Beyond the Minimum

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

Authority specifically lists Sec. 42-100 Disability Parking

Staff Review:

The City is required to comply with the Americans with Disabilities Act and any state laws that may be enacted. The current guidance, 2010 Standards for Accessible Design (208.2), specifies the minimum number of accessible parking spaces for each parking facility.

Entities, including municipalities are required to provide the minimum number of spaces for each *parking facility* and must comply with the standard no later than when a parking lot or garage is constructed or restriped.

The City recently designated pay-per-use lots resulting in “designation” of specific lots. Regardless of whether or not the lots are adjacent, the guidance is clear that the calculation must be performed for each lot. Staff requested additional time to perform a review and is reporting back at this time on the findings.

According to ADA’s 2010 Standards, one out of every six spaces must be van-accessible. The space requirements are provided in Table 1. The present number of accessible spaces and adjustments needed to meet the minimums are presented in Table 2.

It is anticipated that installation of any additional accessible spaces, including any above the minimum, would not be installed until the spring due to the fact that designation of disability spaces requires pavement painting.

Table 1 - ADA Accessible Parking Requirements

Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces	Number of Van-Accessible Spaces
1 to 25	1	1
26 to 50	2	1
51 to 75	3	1
76 to 100	4	1
101 to 150	5	1
151 to 200	6	1
201 to 300	7	2
301 to 400	8	2
401 to 500	9	2
501 to 1,000	2 % of total	1 for every 6

Table 2 - ADA Accessible Parking Adjustments

Municipal Lot	Current Spaces	Existing Accessible Spaces	Existing Van-Accessible	Adjustment Needed
City Hall	45	2	0	Need to convert existing to 1 V-A
Blue Lot (Alfred St.) - PD	18	0	0	Need to add 1 V-A
Blue Lot (Alfred St.) - Public	66	2	0	Need to add 1 V-A
Yellow Lot (Downtown)*	25	2	2	Exceeds 2010 Standard
Green Lot (Federal St.)*	30	1	0	Need to add 1 V-A
Green Lot (Franklin St.)*	85	3	1	Need to add 1 space
Purple Lot (Foss St.)	46	2	1	Meets Standard
Red Lot (Washington St.)	33	2	1	Meets Standard
Maroon Lot (Gas House)	24	1	0	Need to convert to 1 V-A
Brown Lot (Wastewater)	22	1	0	Need to convert to 1 V-A

* Assumes no change to lot layout

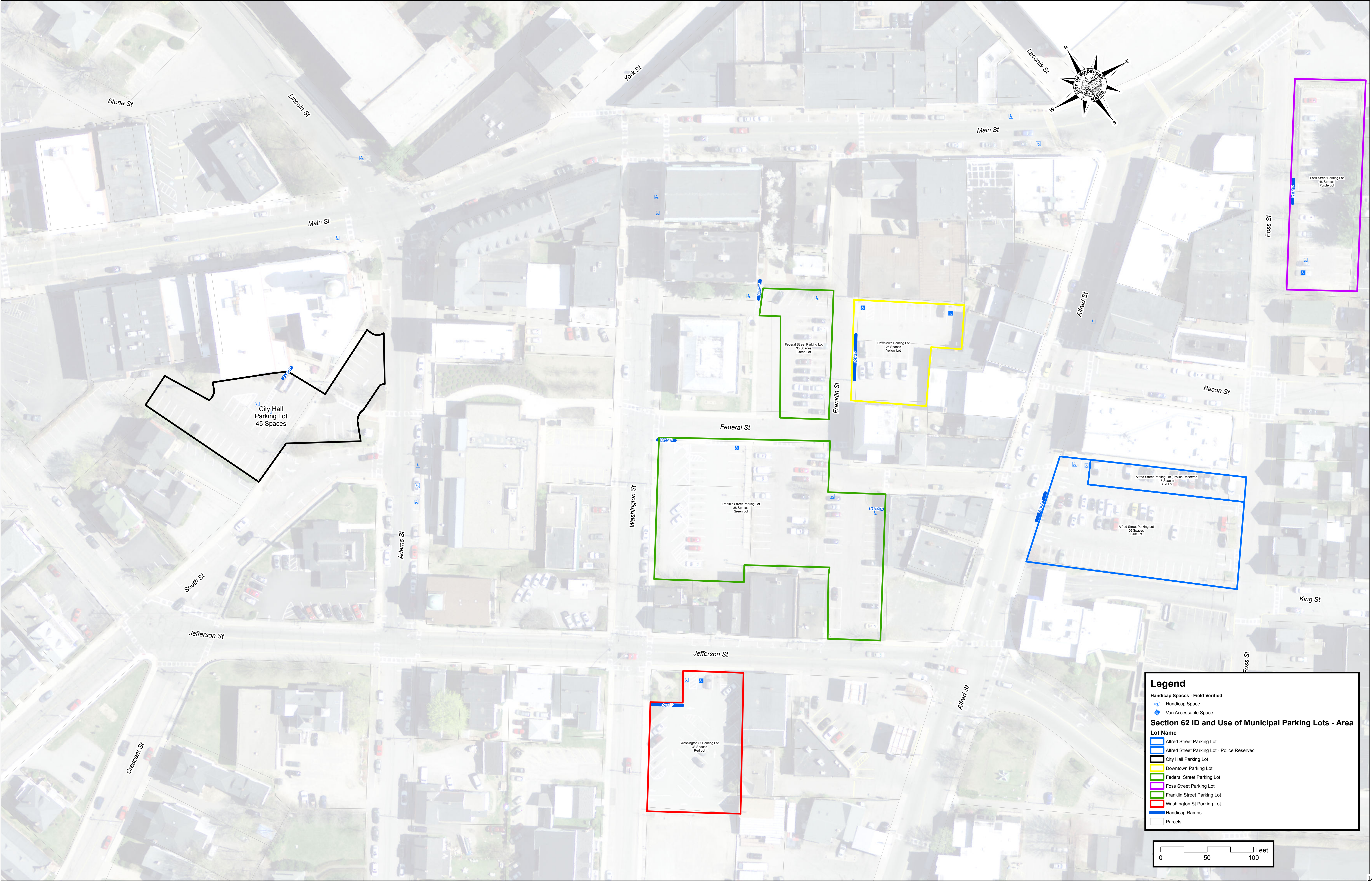
Staff Recommendation:

Staff recommends scheduling the adjustments needed to meet minimum standards for the spring of 2019. Any additional spaces requested above the minimum requirements will need to be evaluated based on the number and placement of spaces in order to establish a schedule.

Supporting Documentation:

20190318 Handicap Spaces – Field Verified_Lots_1.pdf

20190318 Handicap Spaces – Field Verified_Lots_2.pdf





Cleaves St

Water St

Water St

Main St

Water St

Hill St

Piersons Ln

Sullivan St

High St

Pike St

Clifford St

Freeman St

Buckley's Ct

Cross St



Gas House Parking Lot
24 Spaces
Maroon Lot



Wastewater Treatment Facility Parking Lot
22 Spaces
Brown Lot

Legend

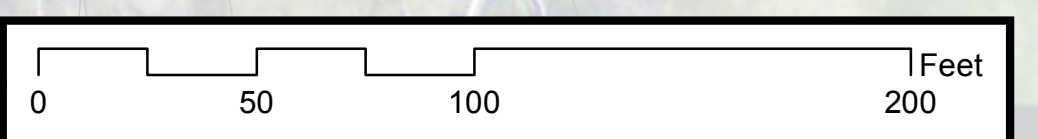
Handicap Spaces - Field Verified

- Handicap Space
- Van Accessible Space

Section 62 ID and Use of Municipal Parking Lots - Area

Lot Name

- Gas House Parking Lot
- Wastewater Treatment Facility Parking Lot
- Handicap Ramps
- Parcels



Downtown Committee

Meeting Date: March 18, 2019
Meeting Time: 5:30 p.m.
Agenda Item No: 4c (from January 10, 2019, Item 5f)
Item Description: Discussion ADA Accessible Spaces on Streets - Consider Increasing the Number of on-street ADA-Compliant Spaces

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. 42-100 Disability Parking

Staff Review:

The City is required to comply with the Americans with Disabilities Act and any state laws that may be enacted. There is no specific requirement as to the number of on-street ADA accessible spaces. As general guidance, 2% of available spaces should be available within a designated area.

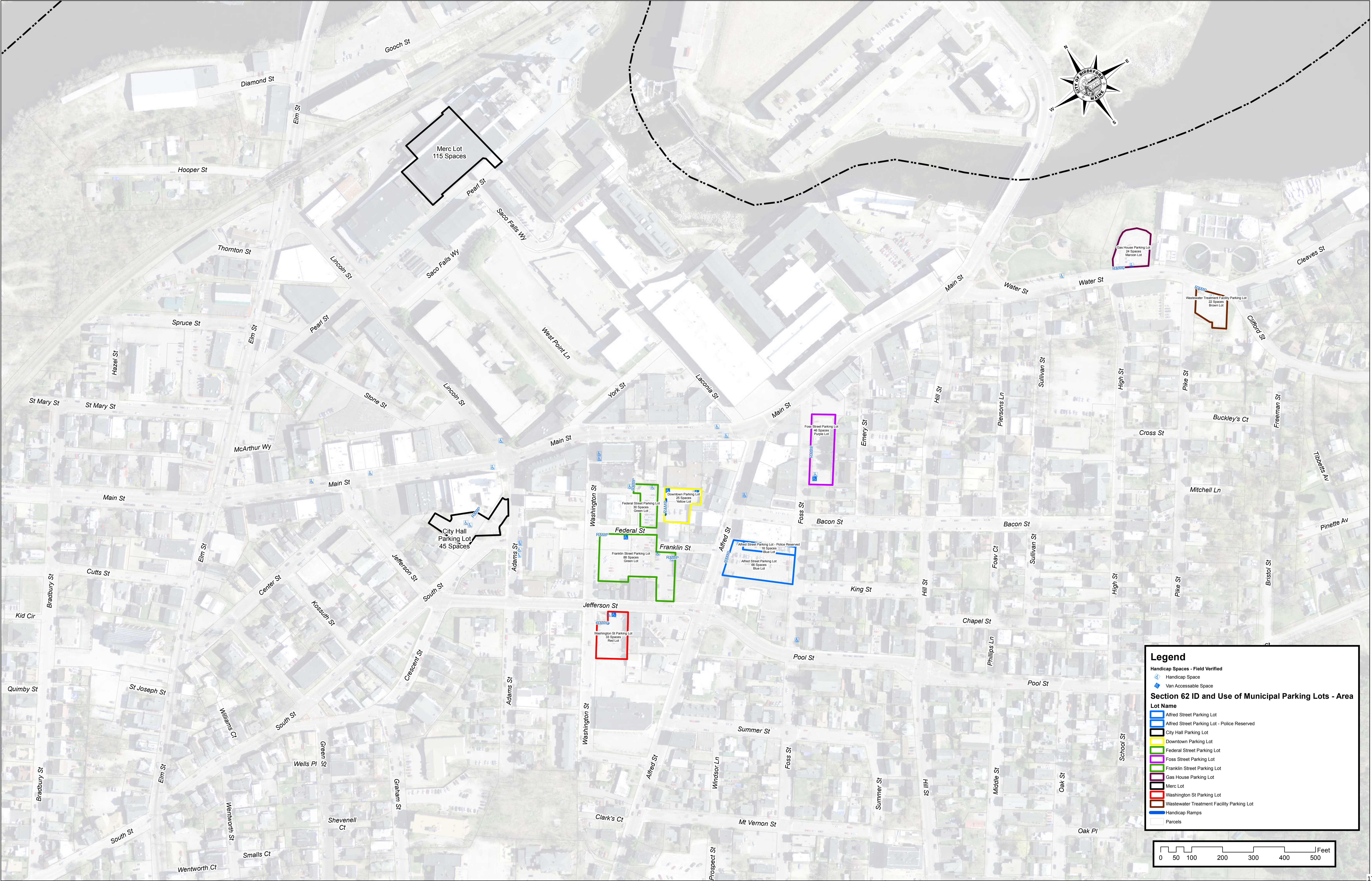
Once a space has been designated, there should be sufficient clearances and curb cuts as to provide access via the shortest distance. That being said, there is latitude given to communities to exercise judgement when locating spaces that service several locations, as is the case for on-street parking.

Staff Recommendation:

Staff is neutral on the number of publicly available ADA accessible spaces on municipal streets. Generally a need is identified and adjustments are made based on a specific review.

Supporting Documentation:

20190318 Handicap Spaces – Field Verified_Streets.pdf



Legend

Handicap Spaces - Field Verified

Handicap Space

Van Accessible Space

Section 62 ID and Use of Municipal Parking Lots - Area

Lot Name

Alfred Street Parking Lot - Police Reserved

City Hall Parking Lot

Downtown Parking Lot

Federal Street Parking Lot

Foss Street Parking Lot

Franklin Street Parking Lot

Gas House Parking Lot

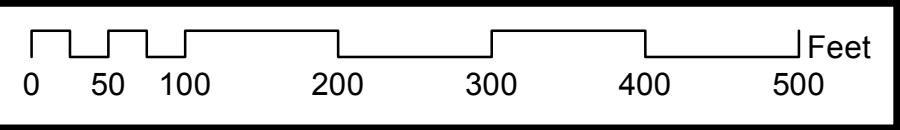
Merc Lot

Washington St Parking Lot

Wastewater Treatment Facility Parking Lot

Handicap Ramps

Parcels



Downtown Committee

Meeting Date: March 18, 2019
Meeting Time: 5:30 p.m.
Agenda Item No: 4d
Item Description: Request for Personal Parking Pass for Blue (Alfred Street) Lot /
Consideration of Adding Disability Parking in Vicinity of Blue
Lot/Foss/King

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

Authority specifically lists Sec. 42-100 Disability Parking

Staff Review:

Patricia Corbeil inquired, on behalf of her 91-year old mother-in law, about the possibility of obtaining a parking pass for free parking in the Blue Lot for weekly use. The individual states that there is a beauty shop at the corner of Foss and King that is frequented by her mother-in-law weekly, see Figure 1. She holds a valid handicap placard/plate. She has customarily used the Blue Lot for parking. With the parking changes, she is concerned about the ability (1) to use the kiosk since she does not use a credit card, and (2) use due to the technology.

The concern stems from the lack of designated disability parking in the area, the slope of the area, and availability of on-street parking.

Staff Recommendation:

As part of the review for disability parking spaces in municipal lots, the additional space(s) for the Blue lot can be located in the southeast corner of the lot to accommodate access to locations east of the lot.

The ability to place additional on-street disability parking spaces on Foss Street are limited, see Figures 2-4. A space could be added to the corner of King and Foss on King. The last parking space would be on a flat (relative) area and would provide immediate access to the curb cut at the intersection, see Figures 5 & 6.

Supporting Documentation:

Figure 1 - Location of Nearest Disability Parking Spaces

Figure 2 – Aerial View of Proximity around Blue Lot/King/Foss

Figure 3 – View of West Side of Foss

Figure 4 – View of East Side of Foss

Figure 5 – View of King/Foss Intersection from King

Figure 5 – View of King/Foss Intersection from Foss

Figure 1 - Location of Nearest Disability Parking Spaces

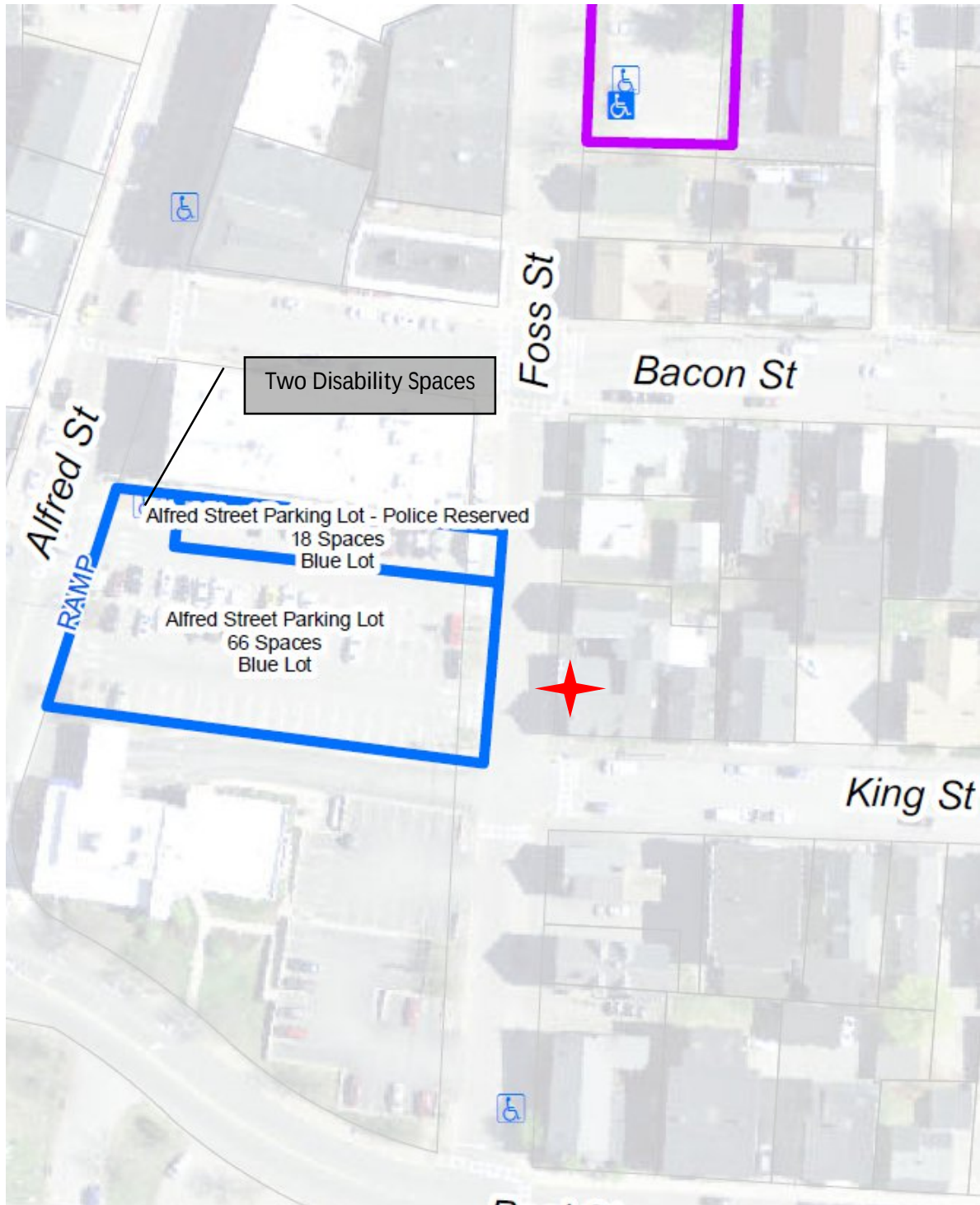


Figure 2 – Aerial View of Proximity around Blue Lot/King/Foss

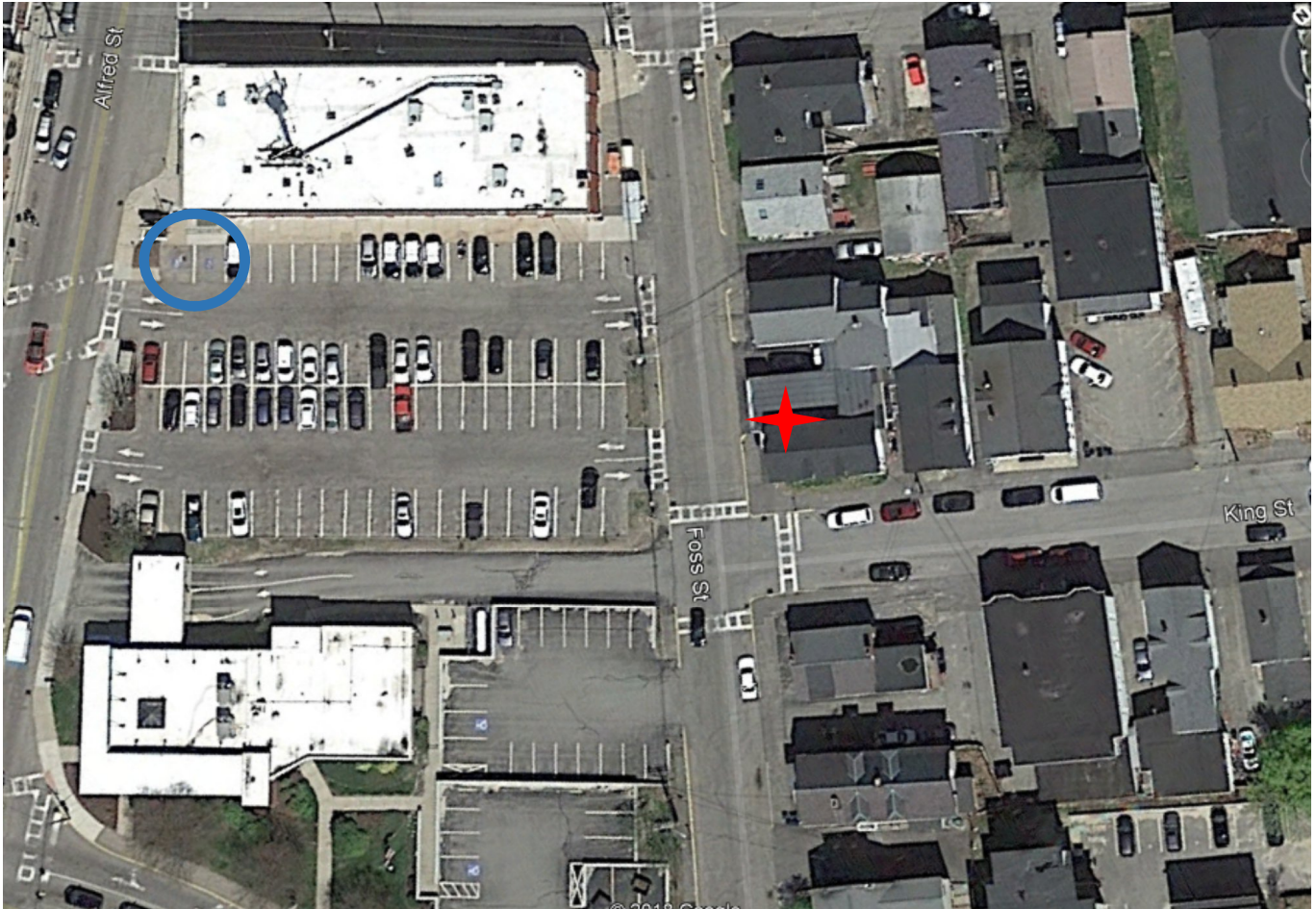


Figure 3 –View of West Side of Foss



Figure 4 –View of East Side of Foss



Figure 5 –View of King/Foss Intersection from King



Figure 6 –View of King/Foss Intersection from Foss



Downtown Committee

Meeting Date: March 18, 2019
Meeting Time: 5:30 p.m.
Agenda Item No: 4e
Item Description: Request for six (6) Public Time-Limited Spaces on St. Mary's Street to Include One Handicap Space

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

Authority specifically lists Sec. 42-100 Disability Parking

Staff Review:

The owner of the Hamburger Stand (138 Elm Street – corner of Elm and St. Mary's) requests that the entrance of St. Mary's Street off of Main Street be posted on both sides of the road as 30-min parking. Specifically the request specifies 3 spaces on each side of the street for a total of six with the first space next to 138 Elm Street posted for disability parking.

The concern stems from the lack of available parking in the area and frequent all day parking by one or more local residents and lack of available disability parking in the area.

Staff Recommendation:

Due to the timing of the request, staff has not had the ability to review the issue and provide a written recommendation for the packet. Staff will be prepared to offer comment at the meeting.

Supporting Documentation:

Figure 1 - Location of Nearest Disability Parking Space

Figure 2 – Arial View of Proximity around 138 Elm Street

Figure 3 – Arial View at 138 Elm Street

Figure 1 - Location of Nearest Disability Parking Space



Figure 2 – Arial View of Proximity around 138 Elm Street



Figure 3 – Arial View at 138 Elm Street

