

City of Biddeford
Downtown Committee
January 22, 2020 5:00 PM
Council Chambers
205 Main Street

- 1. Call to order**
- 2. Election of Chair**
- 3. Approval of the Minutes**
 - 3.a. Downtown Committee Meeting Minutes...October 8, 2019
[10-08-2019 Downtown Committee Minutes.docx](#)
- 4. Staff Update**
 - 4.a. Staff Update - January 22, 2020
[20200122 Staff Update](#)
- 5. Discussion/Review**
 - 5.a. Event Parking - Winterfest
[20200122 Item Brief 4.a. - Event Parking - WinterFest](#)
[20200122 WinterFest Special Event Application](#)
- 6. Adjourn**

**Downtown Committee Meeting
October 8, 2019**

Committee Chair, Councilor Norman Belanger called the meeting to order at 6:15 p.m.

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

Councilor Marc Lessard was excused.

*Note: with the absence of Councilor Lessard, Member Schlaver will have voting authority at this meeting.

Staff that was present:

City Clerk, Carmen Morris

City Manager, James Bennett

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

Approval of Minutes: **August 27, 2019**

Motion by Councilor Ready, seconded by Member Schlaver to accept the minutes as printed.

Vote: Unanimous.

Staff Update:

a) Improved identification and lighting for kiosks

Due to the impending Joint Development Agreement, which will eventually assign the management of the paid parking lots to the future parking garage owner, Staff has deferred the purchase of additional solar lighting for the parking lot kiosks until a decision is made regarding long-term technology.

b) Parking Consultant

As directed by the City Council, the City Manager put out a request for bids for a parking consultant. The City received no bids. At this point, with the movement forward with the JDA with TFIC, the City has asked that TFIC serve as the parking consultant.

c) Reconfiguring Green/Yellow Lot

The reconfiguration of the Green/Yellow Lot Project is completed and the changes have been well received.

d) Pearl Street Master Planning

With the groundbreaking scheduled this week for the Lincoln Mill project, Staff has come up with a plan for temporary parking in the general location of the former MERC administrative building. The cost of this temporary parking is estimated to be \$750 and will create 40 parking spaces. Adjacent mill owners are being contacted before plans are finalized.

Preliminary work has begun on for the master planning for Pearl Street, which includes utilities (sewer, water, electric), road width, project timing, Pearl Street extension considerations, etc.

A map was presented to the Committee showing a possible layout and traffic flow in the Pearl Street/ Saco Falls Way area during the Lincoln Mill construction. Issues such as easements to Saco Falls Way and paid parking spaces by Saco Falls were discussed; as well as concerns for others who may have a vested interest in this vicinity, i.e. the building owners in that area.

e) Municipal Lot Designations

Staff has been considering possibly re-naming the parking lots so that they are named/referenced by the adjacent street(s), and not by color designations. The thought is that a more descriptive reference could prove to be most beneficial especially for out-of-town folks. Staff has made no recommendations thus far; however, the Downtown Development Commission recommendation will be discussed during this meeting.

It was suggested that nothing be done until the JDA with TFIC is final. Councilors Belanger and Ready disagree and see no harm in making these changes sooner.

Discussion/Approval:

- 1. Ch. 42, Motor Vehicles & Traffic/Sec. 42-62-Identification and Use of Municipal Lots/Extend 2-Hour Free Short-term Parking to Blue and Purple Lots**

DC2019.14

IN BOARD OF CITY COUNCIL...OCTOBER 8, 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:

Alfred Street Parking Lot, also known as the Blue Lot, refers to the City municipal parking lot that is adjacent to the 39 Alfred Street Police Station, and is bordered by Alfred Street, Foss Street, and the property line at 1 Pool Street and further described as Map 38, Lot 404.

~~Rows 2, 3 and 4 shall be reserved for permit 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.~~

Row 1, which is adjacent to, and is parallel to, the police station, is reserved for police parking only. The first two spaces in Row 1 are reserved for, and shall be posted and clearly marked as, handicap parking.;

†The first two spaces in Row 2 are reserved for thirty-minute parking while conducting police business.

A portion of Rows 2, 3 and 4 shall be reserved for permit parking available for monthly (Monday through Friday) permits, monthly (24/7) permits and monthly (nights and

weekend) permits. The remaining spaces shall be available for short-term parking on a rolling basis, with the first two hours for any vehicle of any calendar day at no charge.

Foss Street Parking Lot, also known as the Purple Lot, refers to the City public parking lot located at the formerly known street address numbers 5, 7, and 15 to 21 Foss Street, and as further described on City Tax Map 39, Lots 80 and 84.

The lot shall be designated for long-term and short-term permit-only parking. Long-term parking shall include available availability for monthly (Monday through Friday) permits, monthly (24/7) permits, and monthly (nights and weekend) permits, ~~with the remainder~~ The remaining spaces shall be available for short-term parking on a rolling basis, with the first two hours for any vehicle of any calendar day at no charge.

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

Motion by Councilor Clearwater, seconded by Mayor Casavant to approve the ordinance amendment.

Motion by Councilor Clearwater, seconded by Councilor Ready to amend the ordinance to only approved the changes to the Alfred Street Parking Lot (or Blue lot); and keep the Foss Street Parking Lot (Purple Lot) as it is.

Vote: Unanimous.

Vote on ordinance, as amended: 4 in favor; 1 in abstention.

There was general discussion amongst the Committee members about an unforeseen issue of downtown employees now taking up all the on-street parking spaces on the side streets around the downtown. Instead of paying to park in the parking lots, folks are fanning out and using spaces that would otherwise be for customers and other folks who are coming downtown to do business.

2. DDC Suggestion for Parking Postcard

Julian Schlaver, Downtown Development Commission Chair explained that the DDC, along with assistance from the City's Communication Coordinator, Danica Lamontagne have come up with a postcard to be distributed throughout the downtown, via the businesses, to help folks better understand where the parking lots are, what parking restrictions are in place and the rates.

The Committee offered a couple of edits to the postcard in order to provide further clarification.

The consensus of the Downtown Committee is for the DDC to move forward with the finalization of the postcard, get some printed and distributed to the downtown businesses to make available to the public.

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

Vote: Unanimous.

Time: 7:09 p.m.

Downtown Committee

Meeting Date: January 22, 2020
Meeting Time: 5:00 p.m.
Agenda Item: Staff Update

Item Description: Pearl Street Redesign

By Order 2019.129, the City Council authorized review and planning for the redesign of Pearl Street.

The project is underway. A report is expected in March.

Item Description: Traffic Evaluation – Lincoln, Elm, Pearl Triangle

By Order 2019.128, the City Council authorized an evaluation of the long-term transportation planning and traffic for the triangle of property bounded by Lincoln, Pearl, and Elm Streets.

The project is underway. A report is expected in March.

Downtown Committee

Meeting Date: January 22, 2020
Meeting Time: 5:00 p.m.
Agenda Item No: 4.a.
Item Description: Consideration/Event Parking Winterfest

Authority:

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

Staff Review:

Committee member requested a review of the Winterfest event specific to event parking.

Staff Recommendation:

Staff is neutral on the matter. Event parking and associated changes / provisions /
accommodation associated with special events are policy decisions.

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Supporting Documentation:

Reference Only – Winterfest Special Event Permit

APPLICATION NUMBER: 20-01-016

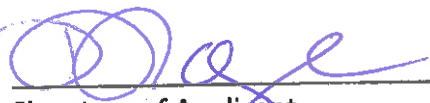
**INDEMNIFICATION AND RELEASE PROVISIONS
CITY OF BIDDEFORD SPECIAL EVENT PERMIT**

A. In consideration for being permitted to use the facilities and/or rights-of-way of the City of Biddeford, (hereinafter "City"), Heart of Biddeford
(insert name of person/entity seeking permission to use facilities and/or right-of-way, hereinafter "Applicant") agrees to indemnify and hold harmless the City, its officers, employees, and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss, or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities and/or rights-of-way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

B. By signing below, Applicant agrees that in the event of damage, loss or injury to the facilities or to any property or equipment therein or to the City rights-of-way, the City may deduct from any damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will promptly reimburse the City for all costs associated therewith upon billing by the City.

C. In addition, in consideration for being permitted or allowed to use the facilities and/or right-of-way, Applicant on behalf of itself and its officers, employees, members, and participants, hereby expressly exempts and releases the City, its officers, employees, insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability claims and demands result from the act, omission, negligence, or other fault on the part of the City, its officer, or its employees, or from any other cause whatsoever.

D. In addition, Heart of Biddeford has furnished and attached two copies of certificates of insurance with the City of Biddeford named as an additional insured in the amount of \$400,000 unless a greater amount is warranted.


Signature of Applicant

1/2/20
Date

Delilah Paupore
Printed Name of Applicant

APPLICATION NUMBER: _____

CITY OF BIDDEFORD
SPECIAL EVENT APPLICATION

City of Biddeford
P.O. Box 586
Biddeford, ME 04005

Name of Event Winter Fest Location of Event Adams Street
Date of Event: Thurs. Jan 30 Start Time daytime Finish Time early Sunday morn
- Sunday, Feb. 2

Detailed and specific description of Event (attached separate sheet if necessary)

Annual winter fest Sledding Event on Adams Street
in conjunction with construction volunteers
from New Life Church

Also, sledding event Friday night from 6-7:30pm
Feb. 1st

Estimated # of Participants _____ Estimated Attendance 500

Type of Event:

☒ Festival/Fair With Alcohol: Yes: _____ ** No: X

☐ Race/Walk/Bike Ride

☐ Concert

☐ Parade/March

☐ Other – Please Specify: The event requires a day or two
to set up on Adams Street.

**** NOTE:** If alcohol is being sold, a Separate License must be obtained through application
at City Clerk's Office, and must be approved by the City Council.

What impact will this have upon the surrounding neighborhood? (Noise, Traffic, etc.) Please
explain:

Lack of parking on Adams Street. Closure
of South Street behind city hall for
snow golf

APPLICATION NUMBER: _____

Describe the means by which the neighborhood (residents and businesses) will be notified of this event and its public hearing:

Posters. Announcement at City Council,
Poster in school folders.

Organization (Applicant) Information

Name of Organization or Name of Applicant if NOT an Organization

Heart of Biddeford

Physical Address: 205 Main St, Suite 103 Biddeford

Mailing Address: Same

Business Telephone 284 8520 Fax NA E-mail office@heartofbiddeford.org

Income Tax Exempt: Yes: _____ No: _____ Tax Exempt Number: _____

Contact Person/Event Coordinator

Name & Address

Delilah Poupore

Telephone 284 8520 Cellular 251 5693 E-Mail director@heartofbiddeford.org

Relationship Organization: Director

General Service Questions

Department of Public Works

Is the use of barricades necessary/requested for this event? yes

If yes, number needed 15

Will it be necessary to cover street and/or parking signs for this event? yes If yes, please note on diagram.

What is your plan for cleanup and debris disposal for this event?

New life removes all snow. We'll ensure trash goes
into trash cans

Is any other Public Works assistance anticipated?

same as past years, including 3 trash cans

Parks and Recreation Department

APPLICATION NUMBER: _____

Will this event take place in a Public Right of Way, Public Way, City Park or athletic field? yes

If yes, where

Adams Street + South Street

Will tenting/staging be utilized for this event? no If yes, what is your plan to repair any damage caused by stakes, tie-downs, etc?

Any Parks and Recreation assistance required?

Fire Department

Will the Fire Department have access to all sites in the event of an emergency?

yes

Will any fire hydrants be obstructed? no Will you have access to E 9-1-1?

yes

Will you have First Aid or medical staff present?

If fire dept brings truck.

***** If First aid or Medical Staff is needed, The Biddeford Fire Department can provide for a fee. Please Contact the Biddeford Fire Department at 207-282-6632 for details.*****

Police Department

Is traffic control necessary for this event? no If yes, who will provide it?

Is crowd control necessary for this event? no If yes, who will provide it?

Other

All vendors *must* obtain proper licenses/permits from the City Clerk's office (284-9307).

APPLICATION NUMBER: _____

Indemnification agreement/insurance certificate must be attached to this application at the time of submission. Site Plan Sketch may be accompanied by a separate map, if necessary.

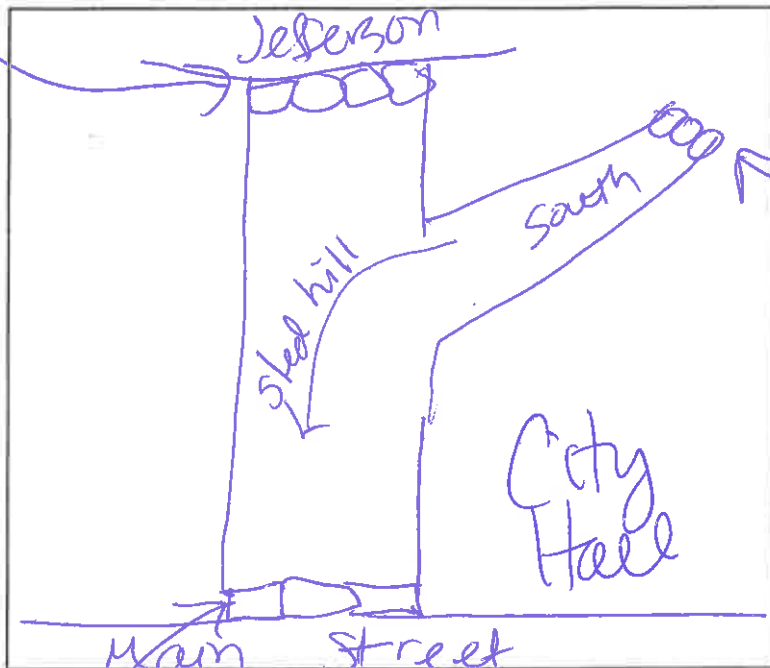
SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)

In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location
Event Coordinator's Booth
Tents/Stages/Grandstands
Rest Facilities

Vender Locations
Garbage Cans
Water Sources

Street Closures/Parking Information
Water/Electricity Sources
Loudspeakers

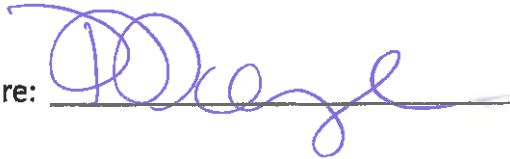


APPLICATION NUMBER: _____

Applicant's Statement of Agreement

Everything I have stated on this agreement is correct to the best of my knowledge. This permit, if granted, is not transferable and is revocable at any time at the discretion of the City of Biddeford. I understand that the issuance of this permit is contingent upon compliance with any and all conditions imposed by the City of Biddeford or its officers.

Applicant Signature: _____



Date _____



APPLICATION NUMBER:_____

REVIEW BY SPECIAL EVENTS COMMITTEE:

Having completed a review of the application, the proposal itself, the location of the vent and its impact upon services and resources, this application is:

APPROVED WITH MODIFICATIONS AND/OR RESTRICTIONS: _____

APPROVED AS SUBMITTED: _____

DENIED: _____

Modifications / Restrictions:

REASON(S) FOR DENIAL:

Police Chief

Date:

Fire Chief

Date

Public Works Director

Date:

Codes Enforcement Officer

Date:

Parks & Recreation

Date: