

City of Biddeford
Downtown Committee
January 10, 2019 6:30 PM
Biddeford City Hall - Council Chambers
205 Main Street

1. **Call to Order**
2. **6:30 Site Tour of Municipal Lots** - *Review signage and kiosks (meet in Council Chambers) then leave on foot to Yellow & Green Lots (maybe Blue & Yellow if time allows)*
3. **Approval of Minutes**
 - 3.a. Review/Approval of Minutes from November 26, 2018
[11-26-2018 Downtown Committee Minutes.pdf](#)
4. **Staff Update**
 - 4.a. City Manager Memo on Parking Policy Considerations
[20180109 Parking.Policy.Considerations.pdf](#)
5. **Discussion/Review**
 - 5.a. Discussion: Event Parking Waivers – City events vs. private events and Council vote vs. a more formal process, i.e. policy or ordinance.
[20190110 Item 5a. Event Parking Waivers](#)
 - 5.b. Discussion: Yellow Lot (Downtown Lot) - consider modifying free period from 1st hour free to the first 2 hours free (in any 24-hour period)

[20190110 Item 5b. Yellow Lot Time Limit.pdf](#)
 - 5.c. Discussion: Kiosk Operation - consider modifying certain kiosks to accept cash
[20190110 Item 5c. Kiosk Cash Option.pdf](#)
 - 5.d. Discussion: Crosswalk Access & Winter Maintenance - review timing, expectations, & responsibilities

[20190110 Item 5d. Crosswalk Access.pdf](#)
 - 5.e. Discussion: Alfred Street On-Street Parking - consider modifying time from 2 hours to 4 hours

[20190110 Item 5e. Alfred Street On-Street Time Limit.pdf](#)
 - 5.f. Discussion: ADA Spaces in Lots - consider increasing the number of ADA compliant spaces beyond the minimum
[20190110 Item 5f. ADA Spaces in Lots.pdf](#)
 - 5.g. Discussion: Green Lot (Federal/Franklin) - consider additional short term (30 minute) spots
[20190110 Item 5g. Green Lot Short-term Parking.pdf](#)
 - 5.h. Discussion: Blue Lot (Alfred Street Lot) - consider adding two (2) free police business only spots time-limited to 30 minutes

[20190110 Item 5h. Blue Lot Short-term Spaces.pdf](#)

5.i. Discussion: Holiday Light Expansion

[20190110 Item 5i. Holiday Lighting.pdf](#)

6. Adjourn

**Downtown Committee Meeting
November 26, 2018**

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

Absent: Councilor John McCurry, Jr.

Also present were City Staff:
City Manager, James Bennett
Deputy Police Chief, JoAnne Fisk
Public Works Director, Jeff Demers
City Clerk, Carmen Morris

NOTE: In the absence of Councilor McCurry, Councilor Clearwater (who serves on this committee as the DDC Rep and does not typically vote) will have voting authority. .

Staff Update: Downtown Map

City Manager, Jim Bennett gave an overview of the proposed changes in the Downtown (yellow) Parking Lot and the Franklin and Federal Streets (green) Parking Lots.

Discussion/Review:

1. Amendments/Ch. 42, Sec. 62 – Identification of Lots

BE IT ORDAINED, by the Downtown Committee of the City of Biddeford that the Code of Ordinances, Chapter 42, Motor Vehicles and Traffic, Article III, Parking Stopping and Standing, Section 42-62 Identification and Use of Municipal Parking Lots, is amended by adding or deleting to read as follows:

Identification and use of municipal parking lots.

The following is a list of the municipal parking lots along with a description of their location and authorized use. For the purposes of this chapter, all municipal parking lots are considered as public ways as defined in M.R.S.A. Title § 29-A. No vehicle shall remain parked in a municipal public parking lot for more than 48 consecutive hours. A vehicle parked in violation of this section may be towed at the owner's expense.

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 ~~with a maximum of 65% of spaces available for monthly (Monday-Friday) permits, a minimum 5% of spaces for monthly (24/7) permits and the remainder available for short term~~, 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..

City Hall Parking Lot, shall be designated as the ways and parking spaces bordered by City Hall from Adams Street thence southerly along City Hall, thence westerly along the rear of City Hall and City Theater, thence westerly along properties identified as Map 38, Lots 134 and 134-1, thence easterly along property identified as Map 38, Lot 194, thence easterly along South Street to the Civil War Memorial traffic island, thence easterly on the northerly edge of the Civil War Memorial traffic island, thence northerly on the westerly edge of the Civil War Memorial traffic island, thence northerly along Adams Street to City Hall.

- (1) No vehicle shall be parked in the area designated as the City Hall parking lot between the hours of 8:00 a.m. and 5:00 p.m., unless such vehicle displays an official parking pass issued by the City Clerk, and displayed in a manner determined by the Clerk.
- (2) The City Clerk may issue official parking passes to municipal officials and employees.
- (3) Two spaces shall be posted and clearly marked and reserved for disability parking. One of the spaces shall be van accessible.
- (4) The area of the City Hall parking lot that is immediately adjacent to the Civil War Memorial, and is bordered by South Street shall have one space marked and reserved for the City Clerk; one space marked and reserved for the City Manager; one space marked and reserved for the Mayor; with the remaining parking spaces reserved for use by municipal vehicles only between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.
[Amended 5-21-2013 by Ord. No. 2013.39]
- (5) The area of the City Hall parking lot that is immediately adjacent to the City Hall building, and that is bordered by Adams Street shall be designated and marked as follows: two spaces reserved for use by municipal vehicles only between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, with the remaining spaces as one-hour parking for use by the general public to conduct business at City Hall.
- (6) The three parking stalls in the area of the City Hall parking lot that is closest to the rear entrance to City Hall building, and to City Theater shall be limited to one-hour parking and reserved for City business only between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

Clifford Park Parking Lot, is a City public parking lot that is located on Pool Street, and is further identified as Map 39, Lot 334, with a physical address of 130 Pool Street.

One space shall be posted and clearly marked as reserved for disability parking.

No vehicle shall remain parked in this parking lot longer than 24 consecutive hours.

Community Center Parking Lots, refers to the City public parking lots at the J. Richard Martin Community Center, located at 189 Alfred Street as identified on Map 34, Lot 228, and further described as the parking lot which is adjacent and parallel to the Community Center, and Myrtle Street on the east side; and, the parking lot which is adjacent and parallel to the Community Center, and Clark Street on the west side.

Two spaces which shall be posted and clearly marked as handicap parking, located on the Clark Street side, at or near the handicap ramp, which is located at the northwest corner of the Community Center building.

Two spaces which shall be posted and clearly marked as handicap parking, located on the Myrtle Street side, at or near the rear of the Community Center building on the southeast corner.

Two spaces which shall be posted and clearly marked as ten-minute limited parking from 6:00 a.m. to 6:30 p.m., Monday through Friday for YMCA Daycare, one located on left side of the main entrance to the Daycare 10 feet from the concrete curb and one located on right side of the main entrance to the Daycare.

Downtown Parking Lot, also known as the Yellow Lot, refers to the City public parking lot located at 17 — 21 Franklin Street and further described as Map 38, Lots 389 and 390.

The lot shall be reserved for hourly permit-only parking with a maximum of 65% of spaces available for monthly (Monday-Friday) permits, a minimum 5% of spaces for monthly (24/7) permits and the remainder available for short term, and monthly (nights and weekend) permit parking on a rolling basis with the first hour of any 24-hour day at no charge;

Two spaces which shall be posted and clearly marked as handicap parking.

Federal Street Parking Lot, also known as the Green Lot, is located on the corner of Franklin Street and Federal Street behind 25 — 27 Washington Street, and is exclusive of a strip of land located between 5 — 13 Washington Street and 25 — 27 Washington Street, and further described as Map 38, Lot 353-1.

The lot shall be reserved for long-term permit-only parking with a maximum of 65% of spaces available for monthly (Monday-Friday) permits, a minimum 5% of spaces for monthly (24/7) permits, and the remainder available for short term, and monthly (nights and weekend) permits parking, with the remainder available for short-term parking on a rolling basis, except that eight (8) spaces located adjacent to 5 Washington Street and further described as Map 38, Lot 352, shall be available as dedicated parking spaces.

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 permit-only parking with a maximum of 65% of spaces available for monthly (Monday-Friday) permits, a minimum 5% of spaces for 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.

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

Franklin Street Parking Lot, also known as the Green Lot refers to the City public parking lot located 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 ~~with a maximum of 65% of spaces available for monthly (Monday-Friday) permits, a minimum 5% of spaces for 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 (4) spaces located adjacent to 42 Franklin Street and further described Map 38, Lot 364, shall be available as dedicated parking spaces.

Ten spaces shall be posted and clearly marked as reserved for use by courthouse employees.

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

Gas House Parking Lot, also known as the Maroon Lot, is a City public parking lot that is located on Water Street, and is situated between Mechanic's Park and the Waste Water Treatment Facility, and further described as Map 41, Lot 16.

The lot shall be designated as permit-only parking ~~with a maximum of 65% of spaces available for monthly (Monday-Friday) permits, a minimum 5% of spaces for monthly (24/7) permits, and the remainder available for short term, and monthly (nights and weekend) permits,~~ parking with the remainder available for short-term parking on a rolling basis. One space shall be posted and clearly marked as reserved for disability parking.

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

Washington Street Parking Lot, also known as the Red Lot, refers to the City public parking lot located at 75 Washington Street and is more specifically identified as Map 38, Lot 312.

The lot shall be designated as permit-only parking ~~with a maximum of 65% of spaces available for monthly (Monday-Friday) permits, a minimum 5% of spaces for monthly (24/7) permits, and the remainder available for short term~~ monthly (nights and weekend) permits, with the remainder available for short-term parking on a rolling basis.

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

Wastewater Treatment Facility Parking Lot, also known as the Brown Lot, refers to the City public parking lot located at the intersection of Water Street and Pike Street, and is more specifically identified as Map 41, Lot 1.

The lot shall be designated as permit-only parking ~~with a maximum of 65% of spaces available for monthly (Monday-Friday) permits, a minimum 5% of spaces for monthly (24/7) permits, and the remainder available for short-term monthly (nights and weekend) permits,~~ with the remainder available for short-term parking on a rolling basis.

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

Parking spaces marked and dedicated to short-term parking of 30 minutes or less shall be so marked and shall not require a permit within the designated permit-only parking lots.

For permit-only lots, a permit may be obtained through self-service kiosks, a mobile app when available or through the city clerk's office. The form of permit to be displayed shall be the license plate referenced on the valid vehicle registration, appropriately recorded during the permitting process, and properly attached to the vehicle.

Motion by Councilor Clearwater, seconded by Councilor Ready to grant the proposed amendments as presented.

For the record: Councilor Lessard would like to get a ruling that this Committee is not going to go over capacity of what the statutory authority is of this Committee. Councilor Belanger believes that these changes are within the statutory authority of this Committee; however, he has no problem with the full Council taking a look at these adjustments. Councilor Ready agreed with Councilor Belanger that this Committee is within its authority to make these changes. He further thinks that it would be a good idea to notify the full Council of the changes made, but not necessarily have Council take action. Mayor Casavant agreed with both Councilors Ready and Belanger..

Vote on amendments: Unanimous.

2. Monthly permit cost for Dedicated Spaces in the Downtown Lot

BE IT ORDERED, by the City Council of the City of Biddeford that the following fee structure be adopted for the municipal lots designated as Alfred Street Parking Lot, Downtown Parking Lot, Franklin Street Parking Lot, Federal Street Parking Lot, Foss Street Parking Lot, Gas House Parking Lot, Washington Street Parking Lot, and Wastewater Parking Lot to be programmed into parking permit kiosks as follows:

<u>Implementation</u>	<u>05/01/19</u>	<u>11/01/18</u>
Short-term hourly rate:	\$ 2.00/hour	\$ 1.00/hour
Long-term (Mon-Fri. 7:00 a.m. to 6:00 p.m.):	\$ 50.00/month	\$30.00/month
Long-term (6:00 p.m. to 7:00 a.m. – all day Sat/Sun):	\$ 35.00/month	\$20.00/month

Long-term (24/7):	\$ 65.00/month	\$40.00/month
Winter Parking Ban	\$ 5.00/storm	\$ 2.00/storm
Dedicated Parking Space	\$100.00/month	\$75.00/month

Motion by Councilor Lessard, seconded by Councilor Ready to approve and recommend to the full Council.

Vote: Unanimous.

3. Amendment/Ch. 42, Sec. 100 – Disability Parking

Except as otherwise established elsewhere in this Chapter a vehicle displaying a disability plate or placards issued in accordance with 29-A M.R.S.A. § 521, is exempt from the two or four hour time limitations imposed under section 42-92 for Downtown Streets. All other posted parking restrictions shall apply.

Motion by Councilor Ready, seconded by Councilor Clearwater that on-street parking times be doubled for any vehicle displaying a disability plate or placard issued in accordance with 29-A M.R.S.A. § 521; and to recommend this ordinance amendment to the Policy Committee.

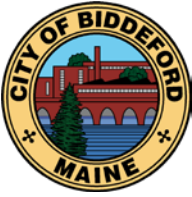
Vote: Unanimous.

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

Vote: Unanimous.

Time: 7:38 p.m.

City of Biddeford, Maine



The Office of
City Manager

James A. Bennett

Email: jbennett@biddefordmaine.org

MEMORANDUM

TO:	Downtown Committee Honorable City Council
FROM:	James A. Bennett, City Manager
DATE:	January 9, 2019
RE:	Parking Policy Considerations

In preparation for your meeting on Thursday, this memo is written in response to the issues that have arisen since the implementation of changes in downtown parking. These are in no particular order nor is it inclusive of all issues.

- Mixed use of lots: With the exception of the so-called Downtown or Yellow Lot, the balance of the lots are used both by hourly and permit holders. This creates operational issues. At the core of the issue is building a system that tries to guarantee that every permit holder is able to park at all times specific to their permit. The selling of the balance of the spaces is controlled by the kiosk. The kiosks are programmed to not oversell any lot. Hence, if a permit holder cannot find a spot in their designated lot then there is an illegally parked person. To deal with that issue, in theory, the violator should be removed to free up the spot for the permit holder. Removal, i.e. towing, will likely cost the offender in excess of \$200.00. The City has not exercised the towing option. Currently tickets are issued for vehicles found to be in violation.
- The role of kiosks: In a mixed use lot it is critical that the kiosk be able to maintain an inventory of all spaces. In other words, every user must use the kiosks, even when time or a space is defined as "free", for two reasons. First, without a license plate being entered into the system there is no way to identify who is or isn't authorized to park. Second, the kiosk will limit permit availability to a designated number preventing short-term customers from taking away from the inventory in the lot that has already been sold to permit holders.
- Exceptions and Special Circumstances: Every time a special circumstance is created, it has to be communicated to the lot users. This is accomplished through the use of signs. More signs do not necessarily make it clearer. When a change occurs within a lot, the confusion factor is likely to increase not decrease. To illustrate, think about the difference between the first free hour in the Yellow Lot and the free 30-minute spots across the street in the Federal/Franklin Lot (Green Lot). In the Green Lot a 30-minute parking spot does not require kiosk use, however in the Yellow Lot kiosk use is required. The reason for the difference is an attempt to meet the goals of the Council/Downtown Committee while also considering enforcement. In the Yellow Lot the start time is needed for the kiosk to be able to track when the second hour (paid) should start and for identifying parking violators. Thus, it is critical that the kiosk be used. In the Green Lot there are dedicated free 30-minute spaces. Due to the short duration it was determined that the use of the kiosk would complicate and take time away from the allotted 30-minutes. In response,

DPW located a physical section of the lot with 4 defined spaces and marked the spaces with signage. In the Yellow Lot, even if the user is unaware of the first-hour-free policy it will be identified at the kiosk. In the Green Lot, signage is needed to inform users that there are free 30-minute spaces, where the spaces are located, and that kiosk use is not required. Additionally, because kiosk use is not required for the 30-minute spaces, additional enforcement time is required to mark and then check for parking exceedances.

- Underlying policy issue: The City has created parking at taxpayer expense in the past. All costs associated with downtown parking was to be paid for by property taxpayers. The last time the City created a new parking lot was in 2007 (Gas House Lot as part of a private cleanup site). The status quo works fine as long as the status quo remains perfectly static, i.e. nothing changes. There are big changes in the community and parking demands are increasing. The most challenging situation to any business is when there is no availability for potential customers to access the business. No available parking is clearly more adverse than any charging for parking. The City is at a crossroads. Regarding parking there are three choices, (1) do nothing, (2) seek voter approval to build new parking capacity on the backs of the taxpayers, or (3) switch to a user-based system to fund additional parking capacity, the City moved forward with a fee based system (#3 option). As the committee members are very aware, moving from the taxpayer supported parking approach to the user-based system creates challenges for those businesses, apartment owners, and tenants of the same that have had the benefit of free public parking. For many, their argument is that the City should continue to support them with public dollars (effectively grandfather them) because they have received this benefit for a long time or have built their business plan on the availability of taxpayer supported parking. Additionally, many of the same will argue that other businesses need to pay for their own parking.

Attempting to provide financial relief for those that are dependent on taxpayer supported parking usually creates more exceptions, inconsistencies with policy implementation, and confusion. It is understood that these decisions are the responsibility of the elected leadership of the community and there are legitimate reasons for limited carve outs. The policy is further complicated by the City's physical layout; for example, there are areas that have limited on street parking in specific locations.

It is appropriate to note the financial impacts on the tax rate. There continues to be an argument made by opponents that the City is misleading citizens with the statement that the taxpayers are saving money under the current policy. The core of their argument is that the revenues from the program are not being used to reduce the tax rate but instead going into the newly created parking fund. While this is true regarding revenues, the argument fails on the expense side of the equation. The expenses, which exceed \$130,000 annually under the *current taxpayer supported system* is also shifted off of the taxpayers; causing a reduction of \$0.05 in the current tax rate. Regardless of whether new parking capacity is being built or not, the financial impact remains static. Unless there is a future change in policy, any increase in parking inventory or costs must be paid from the parking fund and not the general fund. Savings to the taxpayer continues indefinitely.

- Free parking for events: The City currently has the absolute right to create times when there is no charge for parking during certain special events through an Order. For example, it is becoming common for urban shopping areas to allow free parking on Shop Local Saturday (the Saturday after Thanksgiving). There are two issues to be aware of:

First, as mentioned above, the inventory control (limit) of hourly parking in a mixed use lot requires that the kiosks be used. So, even though there would be no charge, each person would still have to enter their plate into the kiosk. Based on past experience, I can easily envision that someone would not use the kiosk. This would cause an issue with paying permit holders being unable to park and the related enforcement issue that would result. For strictly hourly parking lots this is not an issue because the physical space defines the lot and the number of spaces serves as the control. Hence, no kiosk use would be required.

Second, if the City allows free parking for anything but a City purpose it becomes problematic. Without going into a deep legal analysis, the bottom line is that when a governmental unit begins to allow private activity for any reason, it must allow all private entities the same opportunity.

Finally, if the City restricts this to only City events, there is no need for any formalities i.e. policy or ordinance. However, if the Committee desires to formalize the process, it should so by directing staff to prepare a draft for future consideration.

- **Fines, Fees, Times Being Charged, and Other Costs:** During the entire dialogue about parking, a common mistake has contributed to confusion and conflict. For clarification, municipalities consider on street parking and facility parking as two different issues. Our own local approach supports this. Prior to the installation of the kiosks, the fines for time-limited parking violations on the streets was \$25.00. Parking without a valid permit in the beach lots was a \$50.00 fine. Parking without a permit in other lots, i.e. City Hall was a \$35.00 fine plus the cost of a tow. Critics of the parking changes continue to use Portland as the benchmark to demonstrate that Biddeford's implementation is outrageous by using the prices associated with Biddeford's off street (parking lots) and comparing them to Portland's on street costs. For clarity, here are the real figures:

	Biddeford	Portland
On street parking cost	Free (all hours)	\$1.50 hr (M-S 9am-6 pm)
Time Limit/Expired Meter (street) Parking	\$25.00	\$20.00
Parking Lots/Garage Cost: Hourly Monthly	\$2.00* \$60.00*	\$2.50 to \$6.00 \$90.00 to \$180.00
Violation for Parking in Lots/Garages	\$35.00 - \$50.00**	\$30.00 and possible tow
Free Time in Lots or Garages	1 st hour free in Yellow Lot	None known

*Fees as of May 1, 2019

**Parking in a permit only zone (\$35), failure to purchase permit for permit-required lot (\$50)

Downtown Committee

Meeting Date: January 10, 2019

Meeting Time: 6:30 p.m.

Agenda Item No: 5a

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

Authority:

Chapter 2, Article II, Rules of the Council, Appendix A, Sec. A-5 Rule 5: Committees, (h)(5)

The Downtown Committee may review this issue and make a recommendation to the City Council if there is a policy change recommendation.

Staff Review:

The City currently has the absolute right to create times when there is no charge for parking during certain special events through an Order. For example, it is becoming common for urban shopping areas to allow free parking on Shop Local Saturday (the Saturday after Thanksgiving). There are two issues to be aware of:

First, the inventory control (limit) of hourly parking in a mixed use lot in Biddeford requires that the kiosks be used. So, even though there would be no charge, each person would still have to enter their plate into the kiosk. Based on past experience, one can easily envision that someone would not use the kiosk. This would cause an issue with paying permit holders being unable to park and the related enforcement issue that would result. For strictly hourly parking lots this is not an issue because the physical space defines the lot and the number of spaces serves as the control. Hence, no kiosk use would be required.

Second, if the City should ever allow free parking for anything other than a City purpose, it must allow all private entities the same opportunity.

Finally, if the City restricts event parking waivers to only City events, there is no need for any formalities i.e. policy or ordinance. However, if the Committee desires to formalize the process, it should do so by directing staff to prepare a draft for future consideration.

Staff Recommendation:

Staff's strong recommendation is that event waivers, to the extent considered, be limited only to city functions. In terms of whether there should be a formal process or not, at this point, staff suggests working within the existing authorization structure (Council authority) and that such waivers be considered on an individual basis.

Supporting Documentation:

Not applicable

Downtown Committee

Meeting Date: January 10, 2019

Meeting Time: 6:30 p.m.

Agenda Item No: 5b

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

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 Parking Lots.

Staff Review:

Action taken by the Downtown Committee on November 6, 2018, established the Yellow Lot (Downtown Lot) as being designated for hourly permit-only parking and that the first hour in any 24-hour day be at no charge.

The current request asks the Downtown Committee to consider extending free initial time from 1 hour to 2 hours. Staff has not had time to prepare an analysis of the proposal.

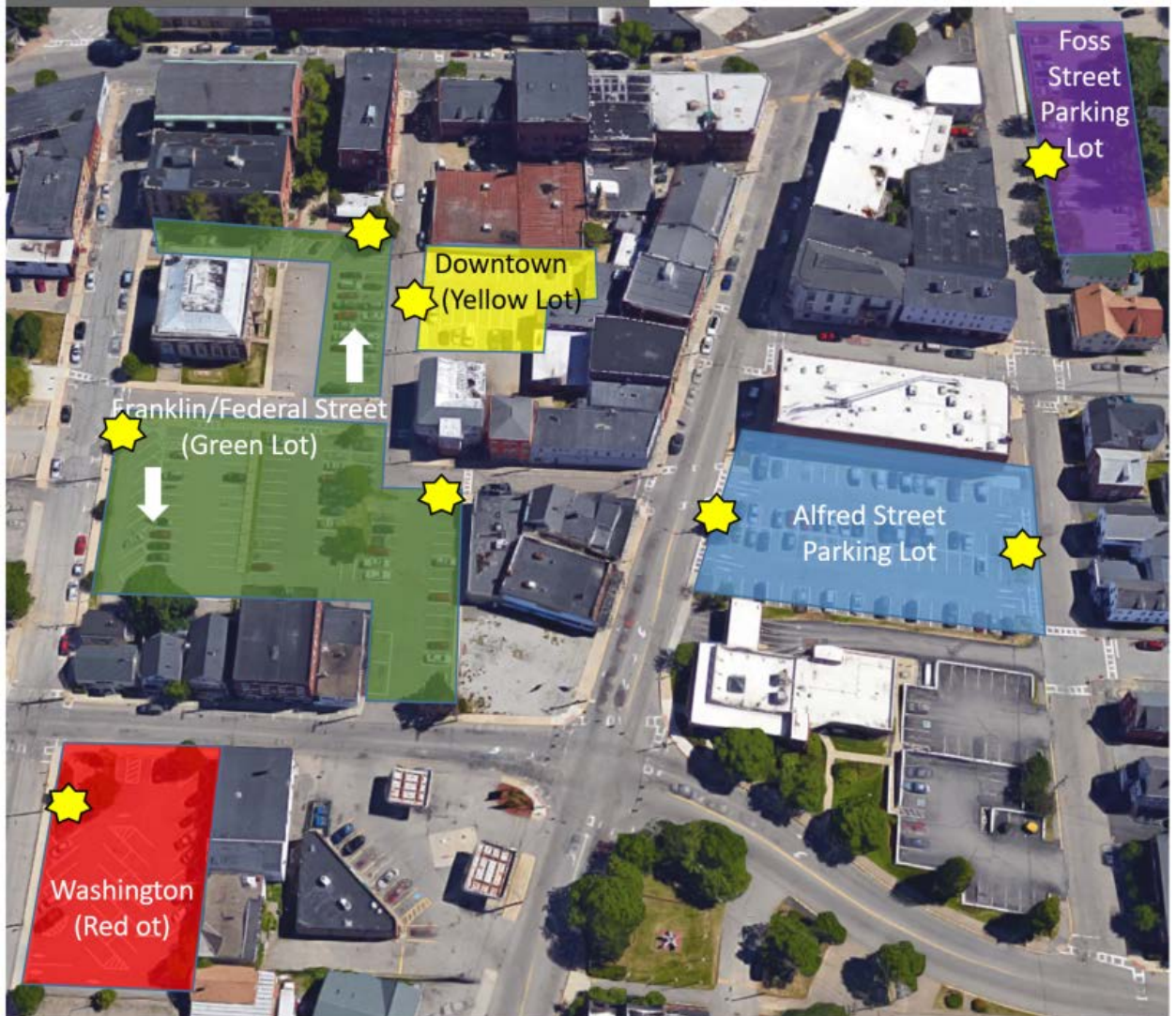
Staff Recommendation:

Staff is currently neutral on this matter primarily due to time restrictions limiting the ability to evaluate available data and understand the impact. If the Committee wishes to pursue this recommendation staff requests additional time to evaluate available data.

Supporting Documentation:

Site Map – see next page

Parking Lots within the City Core



Downtown Committee

Meeting Date: January 10, 2019

Meeting Time: 6:30 p.m.

Agenda Item No: 5c

Item Description: Discussion Kiosk Operation – consider modifying certain kiosks to accept cash

Authority:

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

This item falls under the review of the Parking Authority (Downtown Committee); however, a decision that involves an expenditure of funds would need to be forwarded to the City Council for adoption.

Staff Review:

Modifying one or more kiosks to accept cash involves a cost but also has administrative implications. Administrative time will be required to include but not be limited to, loading the machine with cash and restocking the machine, dealing with jams or malfunctions, regular cleaning of the machine(s) as money is inherently dirty and will mask the sensors.

The handling of cash also increases the potential for vandalism of the machine(s) and introduces the possibility of theft/robbery as the cash is being handled.

The cost per machine is estimated to be approximately \$1,600 plus shipping. Each machine must be returned to the factory for conversion and programming. The vendor indicates that only 7% of its customer base utilizes cash-based machines due to the added administrative and maintenance issues.¹

The vendor did indicate an alternative. “Gift cards” may be purchased and preprogrammed for a specific dollar amount much like a prepaid debit card. The cost of the cards is \$0.30 each. The City could purchase a certain volume of cards and preprogram then for a specific dollar amount. Citizens and or local businesses could purchase the cards for personal or customer use.

Staff Recommendation:

Staff’s recommendation on this matter remains consistent with the original recommendation – the kiosks should be limited to electronic payments.

If the Committee wishes to proceed with this option, staff further recommends an evaluation period of 3-6 months to assess the need and appropriate location(s) for cash-based kiosks. If the Committee wishes to proceed now and make a recommendation to the City Council to offer a cash option, you might consider:

1. Converting a limited number of machines (one) as a “test”.
2. Converting the kiosk that services the Yellow Lot (Downtown Lot) for the test as this is currently designated for hourly parking.

Supporting Documentation:

Site Map – see next page

¹ Information provided by phone conversation. A formal quote will be obtained if requested.



Downtown Committee

Meeting Date: January 10, 2019

Meeting Time: 6:30 p.m.

Agenda Item No: 5d

Item Description: Discussion Crosswalk Access and Winter Maintenance – review timing, expectations, and responsibilities

Authority:

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

This item falls under the review of the Downtown Committee; however, a decision that involves an expenditure of funds would need to be forwarded to the City Council for adoption.

Staff Review:

DPW is generally tasked with winter snow removal to include streets, crosswalks, and sidewalks. The department's goal is to have all crosswalks cleared within 24-hours after a storm.

There is an ordinance in place that delegates responsibility for clearing the sidewalk in front of business along 13 designated streets, see Supporting Documentation for details. The ordinance specifies that the snow/ice removed from the space cannot be placed on another section of the street or sidewalk, in other words, a person may not fill in the crosswalk or sidewalk (or street) as part of their clearing process.

If the current 24-hour timeframe is not acceptable, additional resources will be required. Resources will likely fall under the overtime category.

Staff Recommendation:

Staff is neutral on this issue. If the current practice is unacceptable, staff will require additional time to quantify the impact based on the nature of the proposed change.

For consideration, Chapter 62 may be modified to expand the area requiring property owners to clear sidewalks in front of their property. This is a common approach in other communities. If this is considered and the area is significant enough, this may free up resources that could be assigned to address areas on concern without adding costs.

Supporting Documentation:

Ordinance – Chapter 62, Sec. 62-1 – Removal of ice, snow; responsibility

FOR REFERENCE

Chapter 62. Streets, Sidewalks and Other Public Places

ARTICLE I. IN GENERAL

Sec. 62-1. Removal of ice and snow; responsibility.

[Ord. of 12-4-1991, § 20-8]

- (a) The owner of any building or parcel of land abutting any public sidewalk in the downtown business area shall be responsible for the removal of any snow and/or ice which may accumulate upon such public sidewalk. The downtown business area shall include only the following streets or portions thereof:

Adams Street, both sides, between Main Street and Jefferson Street
Alfred Street, both sides, between Main Street and Mt. Vernon Street
Elm Street, both sides, between the Saco River and Centre Street
Federal Street, both sides, for the entire length of the street
Franklin Street, both sides, for the entire length of the street
Jefferson Street, both sides, for the entire length of the street
Lincoln Street, easterly side, for the entire length of the street
Main Street, both sides, between the Saco River and Elm Street
Pool Street, both sides, between Alfred Street and Foss Street
South Street, both sides, between Jefferson Street and Adams Street
Washington Street, both sides, between Main Street and Jefferson Street
Washington Street, easterly side, between Jefferson Street and Alfred Street
Water Street, both sides, between Hill Street and Sullivan Street

Such removal of snow and/or ice shall be accomplished within six hours after the cessation of precipitation, unless such cessation of precipitation occurs during the nighttime. If so, the removal of the snow and/or ice shall be completed by 12:00 noon of the following day, unless the following day is a Sunday. If such precipitation should occur on a Sunday, the snow and/or ice shall be removed before noon on Monday. Any extra-wide sidewalk need be cleared only to a width of five feet to meet the requirements of this section.

- (b) This section shall be construed to extend to the removing of snow or ice falling from any roof upon any of the public sidewalks downtown as listed in Subsection (a) of this section. The time constraints stated in Subsection (a) shall apply to this condition also.

- (c) No person shall cause to be placed upon any public street or sidewalk or public parking lot any snow which did not fall thereupon in a natural manner. No person shall, after any public street, sidewalk or public parking lot shall have been cleared of snow, cause or allow any snow to be purposely and willfully removed from any building, sign, vehicle, steps, walks, or any location which is not a part of such public street, sidewalk or public parking lot, and be deposited upon such public street, sidewalk or public parking lot, unless such snow shall be promptly removed from the previously cleared portion of the public street, sidewalk or public parking lot and relocated in such a manner so as not to impede the normal traffic thereupon.

(d) If the owner cannot remove snow and/or ice from a public street, sidewalk or public parking lot by normal procedures as required in this section, he shall cover or treat the snow and/or ice with any granular substance to provide a nonslippery surface for the pedestrian traffic, or he shall treat it with a chemical substance which will cause the snow and/or ice to melt and thus provide a safe surface for pedestrian traffic; provided, that such chemical or granular substance does not damage any paved surface.

(e) Upon failure by any property owner to comply with the requirements of this section, and upon notification by the Codes Enforcement Officer of such failure by the owner, the Director of Public Works shall cause the snow and/or ice to be removed from the public street, sidewalk or public parking lot, or shall cause such snow and/or ice to be covered with granular material, or treated by chemical substances so as to provide safe surfaces for the passage of pedestrians and other traffic. The cost of accomplishing such work shall be assessed to the owner of the property concerned.

[Amended 3-3-2015 by Ord. No. 2015.9]

Downtown Committee

Meeting Date: January 10, 2019

Meeting Time: 6:30 p.m.

Agenda Item No: 5e

Item Description: Discussion Alfred Street On-Street Parking - consider modifying the time from 2 hours to 4 hours

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:

By Order 2018.106, the City Council approved changes to Sec. 42-92 – *Limited Parking*. The changes included but were not limited to standardizing the time for on-street parking to 2-hours for several streets in the area near the municipal lots as part of the parking program. Alfred Street, except where specifically posted, was already posted for 2-hour parking.

Action taken by the Downtown Committee on October 17, 2018, modified the time limited parking on portions of Adams St., Center St., Jefferson St., Lincoln St., and South St., from 2-hour parking to 4-hour parking.

Anecdotal information and observation of the parking pattern on the streets changed to 4-hour parking have shown that there is a much lower rate of turnover. During one observation, two individuals were observed leaving a business just before lunch time, entering their vehicles, immediately swapping spaces, and returning to the business. When the 4-hour change was made, it was generally recognized that the locations were serving the courthouse and employees in the area. It was also observed that a limited number of “customers” were using the locations for parking. Whether the lack of customer use was due to historical long-term parking by area employees, convenience, or availability at the time of need was not determined.

The Alfred Street area is different. Alfred Street has a number of businesses on or adjacent to the street that rely on availability of turn over parking for customers. There is also a limited number of 2-hour parking spaces available on the street due to the congestion in the area and proximity to intersections. Increasing the time limit from 2-hours to 4-hours will likely result in the same situation that has been observed in the areas changed to 4-hours – namely that turn over will be reduced and the spaces will likely be utilized by local employees and tenants, see Map of Street Parking Time Restrictions.

Staff Recommendation:

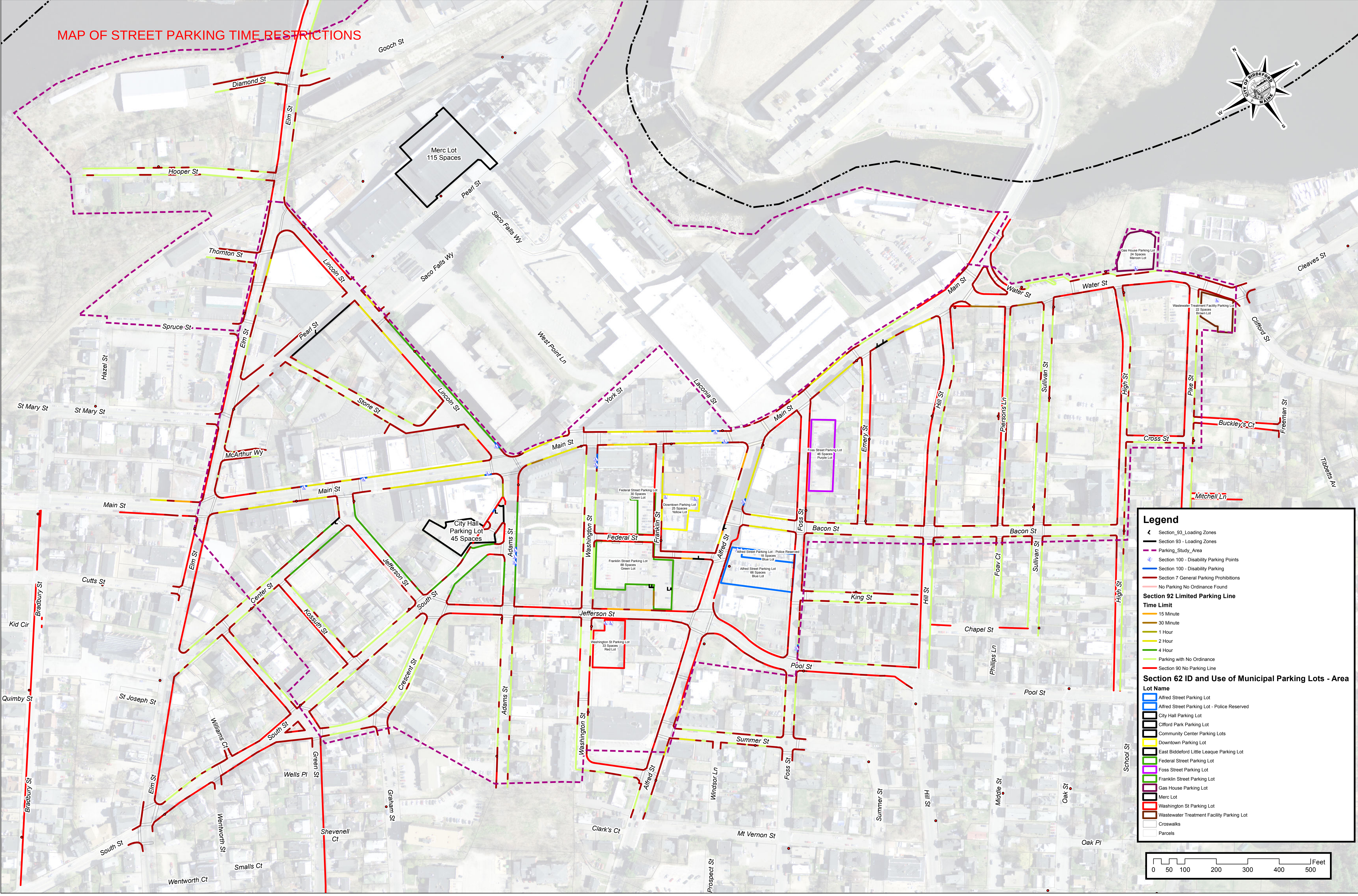
Staff has deep concerns about the impact of the proposed change on availability of turnover parking designed to support local businesses. At this time staff is opposed to the change.

Supporting Documentation:

Site Map – Parking Lots within the City Core
Map of Street Parking Time Restrictions



MAP OF STREET PARKING TIME RESTRICTIONS



Legend

- Section 93 - Loading Zones
- Section 93 - Loading Zones
- Parking Study Area
- Section 100 - Disability Parking Points
- Section 100 - Disability Parking
- Section 7 General Parking Prohibitions
- No Parking No Ordinance Found

Section 92 Limited Parking Line

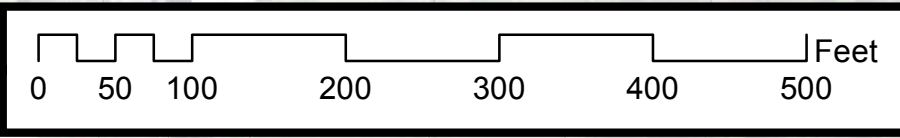
Time Limit

- 15 Minute
- 30 Minute
- 1 Hour
- 2 Hour
- 4 Hour
- Parking with No Ordinance
- Section 90 No Parking Line

Section 62 ID and Use of Municipal Parking Lots - Area

Lot Name

- Alfred Street Parking Lot
- Alfred Street Parking Lot - Police Reserved
- City Hall Parking Lot
- Clifford Park Parking Lot
- Community Center Parking Lots
- Downtown Parking Lot
- East Biddeford Little League 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
- Crosswalks
- Parcels



Downtown Committee

Meeting Date: January 10, 2019

Meeting Time: 6:30 p.m.

Agenda Item No: 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 is performing the review at this time and will report back to the Committee with its findings.

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

The Map of Street Parking Time Restrictions identifies existing on-street handicap spaces.

Staff Recommendation:

Staff recommends tabling this item in order to allow time to complete an “audit”. Once the audit is complete, an assessment will be presented to the Committee for review to determine if additional spaces are warranted/desired.

Supporting Documentation:

Map of Street Parking Time Restrictions (Handicap spaces identified)

MAP OF STREET PARKING TIME RESTRICTIONS

Legend

- Section 93 - Loading Zones
- Section 93 - Loading Zones
- Parking Study Area
- Section 100 - Disability Parking Points
- Section 100 - Disability Parking
- Section 7 General Parking Prohibitions
- No Parking No Ordinance Found

Section 92 Limited Parking Line

Time Limit

- 15 Minute
- 30 Minute
- 1 Hour
- 2 Hour
- 4 Hour
- Parking with No Ordinance
- Section 90 No Parking Line

Section 62 ID and Use of Municipal Parking Lots - Area

Lot Name

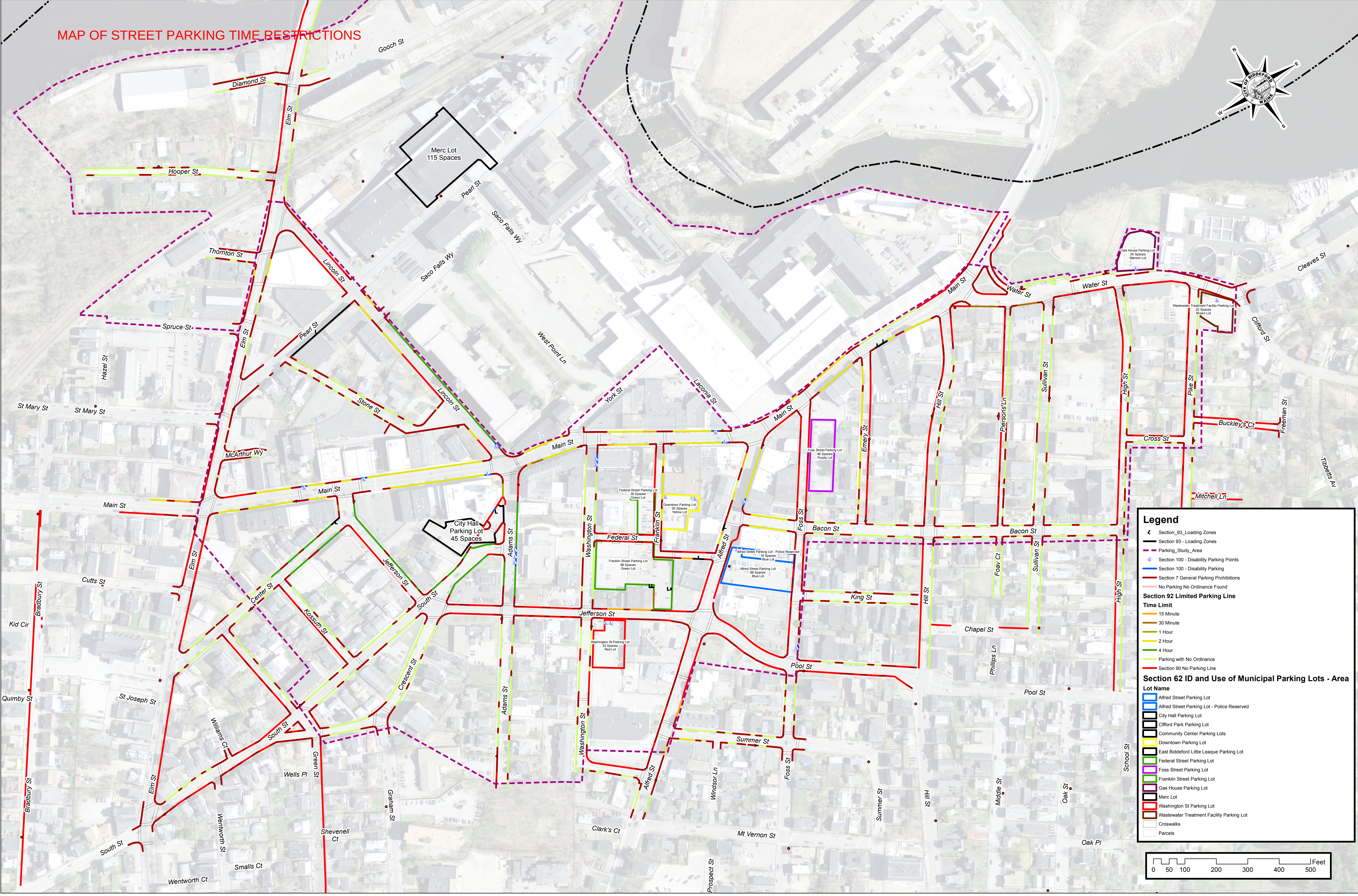
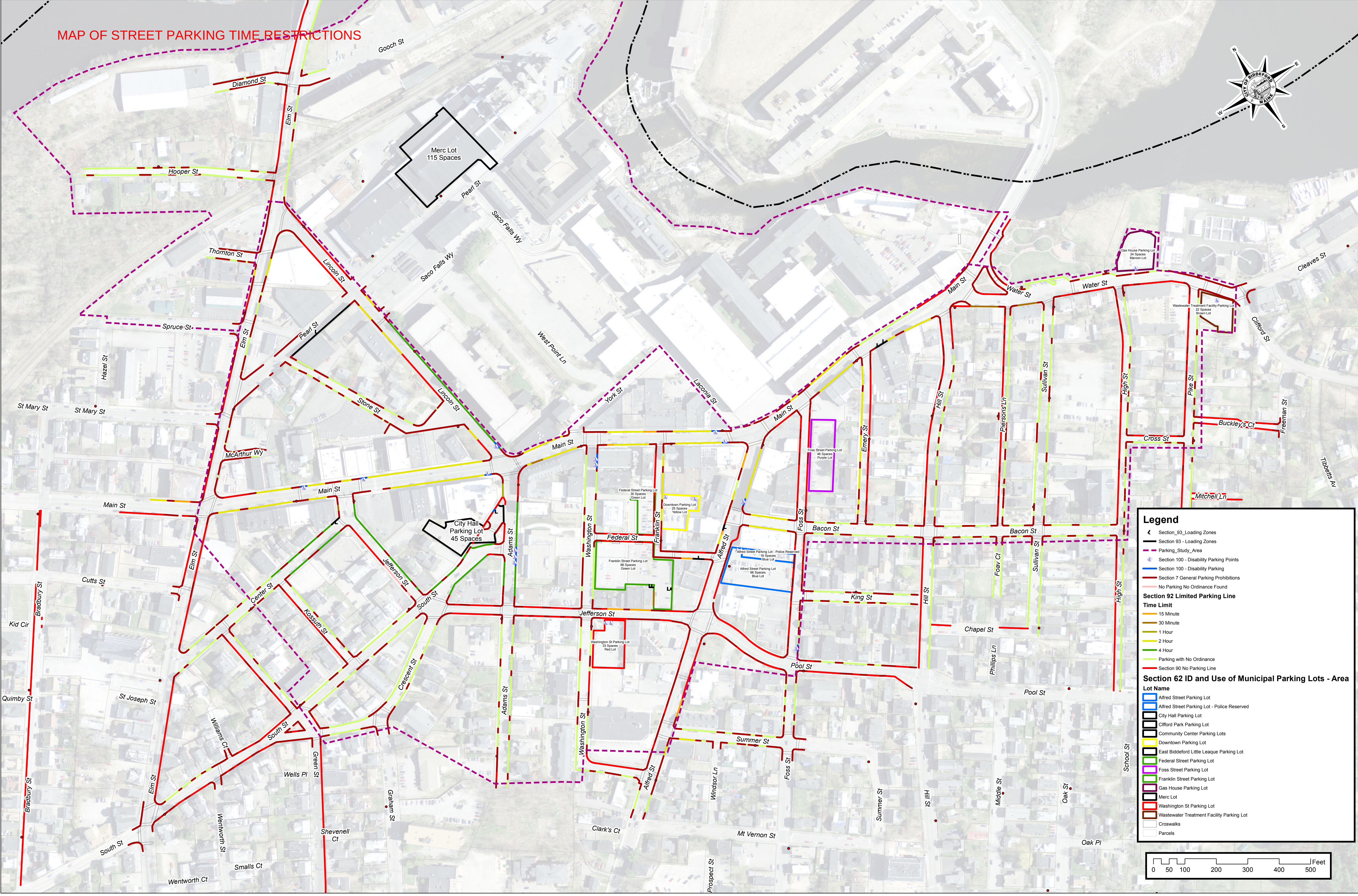
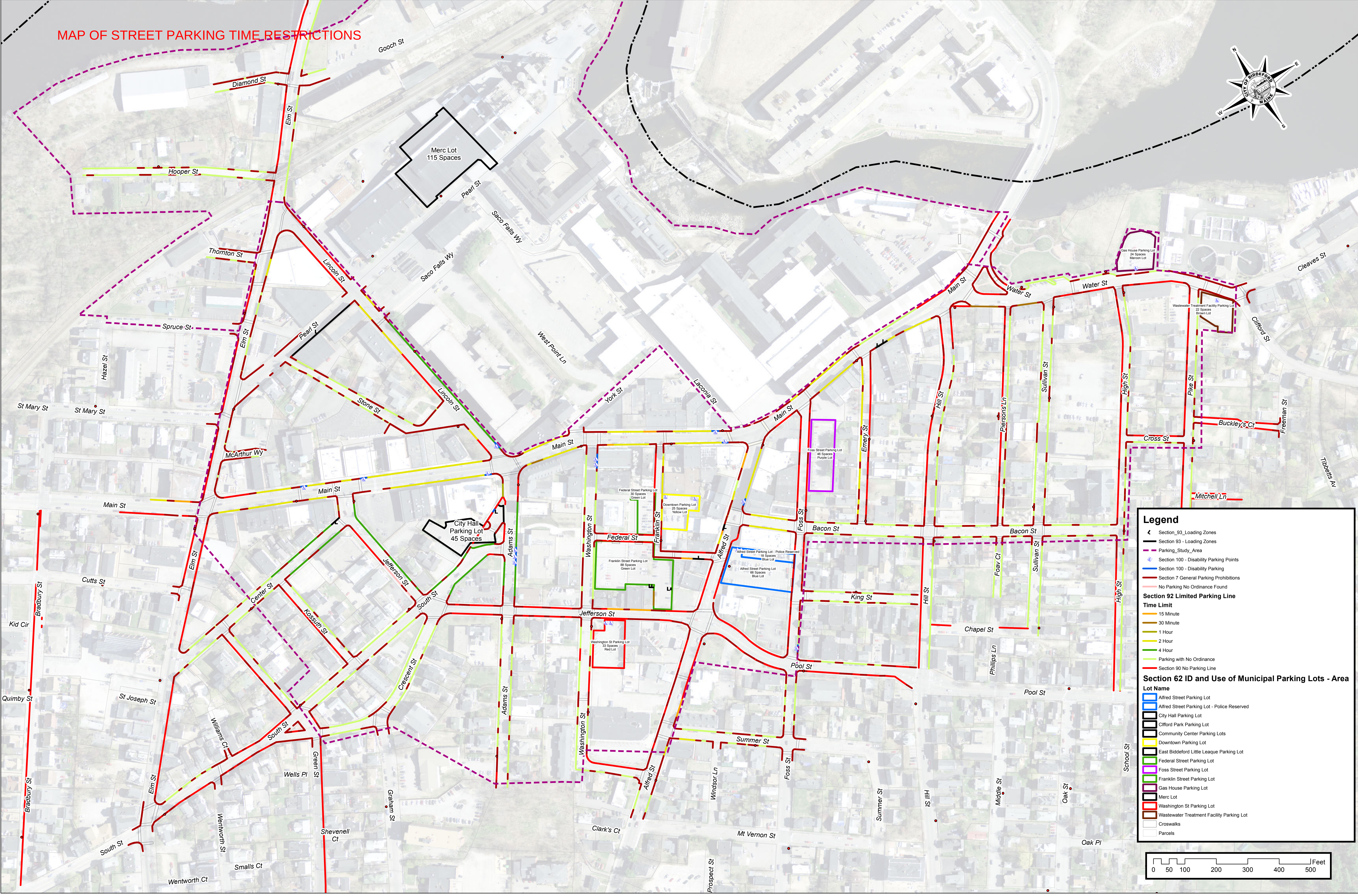
- Alfred Street Parking Lot
- Alfred Street Parking Lot - Police Reserved
- City Hall Parking Lot
- Clifford Park Parking Lot
- Community Center Parking Lots
- Downtown Parking Lot
- East Biddeford Little League Parking Lot
- Federal Street Parking Lot
- Foss Street Parking Lot
- Franklin Street Parking Lot
- Gas House Parking Lot
- Merc Lot
- Washington St Parking Lot
- Wastewater Treatment Facility Parking Lot
- Crosswalks
- Parcels

Map Labels:

Streets: Gooch St, Diamond St, Elm St, Hooper St, Thornton St, Spruce St, Hazel St, St Mary St, McArthur Wy, Main St, Cutts St, Kid Cir, Quimby St, Bradbury St, South St, Williams Ct, Wentworth St, Wells Pl, Green St, Shevenell Ct, Small's Ct, Wentworth Ct, Pearl St, Saco Falls Wy, Lincoln St, Stone St, York St, Leona St, Main St, Foss St, Bacon St, King St, Hill St, Chapel St, Phillips Ln, Pool St, Summer St, Foss St, Windsor Ln, Clark's Ct, Mt Vernon St, Prospect St, School St, Middle St, Oak St, Oak Pl, Cleaves St, Freeman St, Buckley's Ct, Cross St, Mitchell Ln, Water St, Clifford St, Tibbets Av.

Parking Lots and Spaces:

- Merc Lot: 115 Spaces
- City Hall: 45 Spaces
- Federal Street: 30 Spaces (Green Lot)
- Downtown: 28 Spaces (Yellow Lot)
- Franklin Street: 80 Spaces (Green Lot)
- Alfred Street: 18 Spaces (Blue Lot)
- Alfred Street: 60 Spaces (Blue Lot)
- Washington St: 33 Spaces (Red Lot)
- Foss Street: 40 Spaces (Purple Lot)
- Gas House: 24 Spaces (Maroon Lot)
- Wastewater Treatment Facility: 22 Spaces (Brown Lot)



Downtown Committee

Meeting Date: January 10, 2019

Meeting Time: 6:30 p.m.

Agenda Item No: 5g

Item Description: Discussion Green Lot (Federal/Franklin) – consider additional short term (30 minute) 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. 42-62 – Identification and use of Municipal Parking Lots.

Staff Review:

Action taken by the Downtown Committee on November 26, 2018, established the Federal/Franklin Lot as the “Green Lot”. There are currently four free 30-minute spaces available at the intersection of Federal and Franklin and two 30-minute spaces available adjacent to the Jefferson Street Entrance. As a note, a review is ongoing to confirm ownership of the two spaces at the Jefferson Street entrance.

Staff Recommendation:

Staff is currently neutral on this matter; however, it should be recognized that the addition of free spaces reduces overall revenue.

Supporting Documentation:

Site Map – *30-minute Spaces in Green Lot*



Downtown Committee

Meeting Date: January 10, 2019

Meeting Time: 6:30 p.m.

Agenda Item No: 5h

Item Description: Discussion Blue Lot (Alfred Street) – consider adding two (2) free police business only spots time-limited to 30-minutes

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 Parking Lots.

Staff Review:

Action taken by the Downtown Committee on November 26, 2018, established the Alfred Street Lot as the “Blue Lot”. There are currently 18 reserved spaces along the wall of the police station for employees, two handicap spaces near the entrance to the station, and approximately 66 general parking spaces.

In order to assure spaces are available for individuals conducting police business, two spaces are requested – free of charge – within the lot.

Staff Recommendation:

This is a staff recommendation. It should be recognized that the addition of free spaces reduces overall revenue.

Supporting Documentation:

Site Map – Blue Lot (Alfred Street)



Downtown Committee

Meeting Date: January 10, 2019

Meeting Time: 6:30 p.m.

Agenda Item No: 5i

Item Description: Discussion Holiday Lighting Expansion

Authority:

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

Staff Review:

The City currently participates in a holiday lighting initiative specific to Main Street. This year additional lighting was installed and was well received. The general proposal is to consider expanding the lighting program ("expand" to be defined) to increase positive community comments. Councilor Lessard will provide specifics.

Staff Recommendation:

Staff is neutral on this issue.

Supporting Documentation:

Not Applicable