



**City of Biddeford  
Traffic Committee**

May 11, 2026 at 6:00 PM  
City Hall Council Chambers & Teams

[Join Teams Meeting Online](#)

Meeting ID: 249 633 563 096 318

Passcode: 2NT7Gr7x

Or call in by phone: +1 872-242-8054

Phone conference ID:483 513 845#

1. Call to Order
2. Staff Update
  - 2.a
    - Council approved the removal of three existing disability parking stalls.
    - Council has approved the first read on the three Elm Street parking removal recommendations.
  - 2.b Scope of Traffic Committees work.
3. Approval of Minutes
  - 3.a Approval of the March 31, 2026 Traffic Committee meeting.
4. Discussion/Review
  - 4.a a. Discussion on parking conditions on Round Hill to include an area around 33 Round Hill Street.
  - 4.b Sewall Engineering proposal for traffic study on:
    - Pool and Foss Street intersection
    - Foss, Porter and Fall Streets
  - 4.c Moving Maine Network - Improving Transportation Access for All requesting a meeting to speak about transportation needs in Biddeford.
  - 4.d City Ordinance Section 42-64 Fees for parking violations.
5. Adjourn

City of Biddeford  
Traffic Committee Meeting Minutes  
Date March 31, 2026 at 6:00 PM  
City Hall Council Chambers & Zoom

**1. Roll Call** - The Committee was called to order at 6:01 P.M. by Council President Beaupre, as chairperson.

**Attendance:**

- Council President Beaupre
- Councilor Cote
- Councilor Woods
- Drew Guild
- Ricky Doyon (absent)
- Jeff Demers (staff)
- JoAnne Fisk (staff)

**2. Adjustment(s) to Agenda** – N/A

**3. Approval of Minutes** – Approval of the January 27, 2026 meeting minutes:

Motion: Councilor Cote      Second: Councilor Woods      Vote: Unanimous

**4. Staff Update:**

Committee was briefed on the open items of January 27, 2026, meeting:

- 4a. Foss-Fall and Porter Street intersection- notice to neighborhood pending
- 4b. Pool and Foss Street-estimate on work to follow & consult with Traffic Engineer.
- 4c. Recap of the virtual meeting with Biddeford Pool neighborhood of Lester B. Orcutt.
- 4d. Staff update on Alfred/Ray/Emmons pedestrian crossing. New signage is in place.

**5. Discussion/Review**

5a. Presentation of REImagine Route 1 concept sketches by Director Christopher Chop.

5b. Elm Street at Thornton Street west side (even numbered) removal of parking stall. Recommendation to forward to City Council for consideration on April 21, 2026 meeting.

Motion: Councilor Wood      Second: Councilor Cote      Vote: Unanimous

5c. Elm Street at Thornton Street east side (odd numbered side) removal of parking stall. Recommendation to forward to City Council for consideration on April 21,2026 meeting.

Motion: Councilor Cote      Second: Councilor Woods      Vote: Unanimous

5d. Elm Street at Cutts removal of two existing parking stalls 44 ft on Elm Street.  
Recommendation to forward to City Council for consideration on April 21,2026 meeting.

Motion: Councilor Cote      Second: Councilor Woods      Vote: Unanimous

5e. Removal of three disability stalls on Adams Street between 8:00 a.m. and 4:00 p.m. only on days that District Court is open. Recommend forward to City Council on April 21, 2026 meeting.

Motion: Drew Guild      Second: Councilor Woods      Vote: Unanimous

Next meeting date to be determined.

Motion to adjourn:

Motion: Councilor Woods      Second: Drew Guild      Vote: Unanimous

Meeting adjourned at 7:52 P.M.



## Traffic Committee

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**Meeting Date:** May 11, 2026  
**Meeting Time:** 6:00 PM  
**Agenda Item No:** 4.a  
**Item Description:** a. Discussion on parking conditions on Round Hill to include an area around 33 Round Hill Street.  
**Submitted By:** Chief JoAnne W. Fisk

### Key Terms:

Section 42.90 No Parking

### Executive Summary:

Concern has been raised by a resident regarding on-street parking in the area of 33 Round Hill Street.

### Detailed Review:

A Round Hill Street resident requested a review of on-street parking in the area of number 33, citing instances of not being able to exit their driveway when vehicles are parked roadside on the even side of the road. The width of Round Hill Street is 18ft, with snow conditions the distance shrinks to approximately 16ft. The industry average width for an automobile is 5.8ft. This leaves approximately 10 ft +/- of travel for safe passage. The current city ordinance for parking restrictions on Round Hill Street is on the odd-numbered side, from the intersection with May Street northeasterly to the intersection of Dartmouth Street.

There are a few options for the Traffic Committee to consider: the first would be to omit parking on both sides of the roadway on Round Hill Street. The second option would be to keep one side of the road as restricted as it currently is.

### Funding Source:

N/A

### Staff Recommendation:

Staff is neutral on this topic.

**Next Steps:**

N/A

**Attachments:**

1. 33 Round Hill Street Exhibit 1
2. 33 Round Hill Street Exhibit 2
3. Round Hill Street Exhibit 3
4. Code of Ordinance 42-90

33 Round Hill Street



*Figure 1 Round Hill Street*

33 Round Hill Street



33 Round Hill St. driveway with vehicles parked is pictured on the left. Cruiser on the right depicts width of roadway.

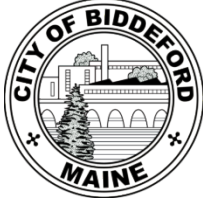


## **Art IV Specific Street Regulations**

Sec. 42-90. No parking.

a. There shall be no parking on the following streets for the specified distance:

Round Hill Street, odd-numbered side, from the intersection with May Street, thence northeasterly to the intersection with Dartmouth Street



## Traffic Committee

---

**Meeting Date:** May 11, 2026  
**Meeting Time:** 6:00 PM  
**Agenda Item No:** 4.b  
**Item Description:** Sewall Engineering proposal for traffic study on:

- Pool and Foss Street intersection
- Foss, Porter and Fall Streets

**Submitted By:** Chief JoAnne W. Fisk

### Key Terms:

Traffic Engineer Proposal

### Executive Summary:

At the March 2026 Traffic Committee meeting, due to the complexity of the below-listed intersections, a discussion by the committee requested a study by an engineering firm review.

- Pool and Foss Streets
- Foss, Porter and Fall Streets

### Detailed Review:

N/A

### Funding Source:

There is no funding source available for this committee.

### Staff Recommendation:

Before any changes are made to the above locations, a review by a Traffic Engineer is necessary.

**Next Steps:**

N/A

**Attachments:**

1. Sewall Engineering Proposal

April 27, 2026

**VIA EMAIL**

Jeff Demers  
Director of Public Works  
371 Hill Street  
Biddeford, ME 04005

Email: [Jeff.Demers@biddefordmaine.org](mailto:Jeff.Demers@biddefordmaine.org)

Subject: **PROPOSAL FOR EVALUATION OF PROPOSED INTERSECTION IMPROVEMENTS**

Dear Jeff:

Sewall Engineering is pleased to submit this proposal for evaluation of the following intersection improvements, proposed by the Traffic Committee, for pedestrian and bicycle safety purposes:

- Pool and Foss Streets – New Crosswalk on Pool Street with ADA ramp improvements and RRFBs
- Foss, Porter and Fall Streets – Implementation of All-Way Stop control

The intersection of Foss, Porter, and Fall Streets is an offset intersection, with both Porter and Fall Streets currently under stop control. None of the three intersections meet MaineDOT high crash criteria. In order to implement all-way stop control, an engineering study is required by the Manual on Uniform Traffic Control Devices (MUTCD). Sewall will perform the following tasks in the study of the Foss/Porter/Fall intersections to review all-way stop control and for evaluation of the proposed new crosswalk on Pool Street:

**DATA COLLECTION**

Sewall Engineering will obtain crash summary reports for all intersections from MaineDOT for the most recent 3-year period. The crash data will be reviewed for crash types, contributing factors, and injury rates. Sewall will perform a field review to evaluate sight distances from the two existing stop approaches, proposed stop approaches, and to the proposed crosswalk.

Additionally, Sewall will perform turning movement counts (TMCs) at the Foss/Porter/Fall intersection to determine existing volumes for evaluation of the volume warrant. These counts will be conducted from 6:00 to 9:00 AM and from 3:00 to 6:00 PM.

**CROSSWALK EVALUATION**

Sewall will review the proposed crosswalk location on Pool Street to assure it meets sightline requirements. Sewall will also review the proposed RRFB locations and other pertinent details.

**WARRANT ANALYSIS**

The MUTCD requires an engineering study to determine if any warrants for all-way stop control are met. Five warrants for all-way stop control are included in the manual that are focused on crash history, sight distance, volumes, and other factors. Sewall Engineering will evaluate all five warrants in regard to the collected crash, volume, and sight distance data for Foss/Porter/Fall Streets. If all-way stop is not warranted, alternative treatments typically applied to intersections before converting to a more restrictive right-of-way control will be outlined for Biddeford’s consideration.

**DOCUMENTATION AND ADMINISTRATION**

A summary memorandum will be prepared outlining the data collection, safety evaluations and findings of the field reviews and analyses.

**LEVEL OF EFFORT AND COST**

Data Collection	
Existing Data, Field Reviews, Turning Movement Counts, Crash Data	
21 hours .....	\$ 3,250.00
Analyses	
All-Way Stop Warrant Evaluations, Alternative Treatments, Crosswalk and RRFB Locations	
8 hours .....	\$ 1,500.00
Documentation and Administration	
Summary Memorandum, Administration and Coordination	
12 hours .....	\$ 2,200.00
Mileage .....	\$ <u>350.00</u>
<b>Total Estimated Cost .....</b>	<b>\$ 7,300.00</b>

**Notes:** The above cost figure is an estimate of the effort required to complete the analyses, as outlined in the scope. The proposal provides for weekday turning movement counts and field reviews. The estimate does not include any meetings with the City. Meetings requested will be provided and billed at the rate of \$190 per hour and at \$0.72.5 per mile. The proposal does not provide for the design of any treatments or actions, which may be identified by the analysis.

The City of Biddeford will be billed monthly for the work completed to date. All invoices are due within thirty days of invoice date.

The prices and schedule listed above are valid for 60 days. If the Client decides to proceed with the project after 60 days from the date of this proposal, Sewall Engineering reserves the right to review the cost estimate and schedule, and to make changes as needed.

The services will be provided in accordance with this proposal and the attached Schedule of Contract Conditions which, in combination with this proposal, constitutes our Agreement for Engineering Services.

I look forward to working with you and Biddeford to improve the safety of these intersections for pedestrians and bicyclists. Please do not hesitate to contact me if you have any questions or concerns regarding this proposal.

Sincerely,

SEWALL ENGINEERING



Diane W. Morabito, P.E. PTOE  
Director of Traffic Engineering

SEEN AND AGREED:

\_\_\_\_\_  
Typed name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attachments:

1. Fee Schedule
2. Schedule of Contract Conditions

**ATTACHMENT 1**

**FEE SCHEDULE**





**Valid through December 31, 2026**

Sevee & Maher Engineers (SME) accepts payments via check, ACH/wire transfer and Zelle.

**Payments made via credit card will be charged an additional 3.5%.**

**Payments made via Venmo will be charged an additional 1.9%.**

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FIELD ENGINEER/FIELD GEOLOGIST/FIELD HYDROGEOLOGIST	\$130/hr
SENIOR TECHNICIAN	\$130/hr
CADD/DESIGNER	\$110/hr
TECHNICIAN	\$100/hr
JUNIOR TECHNICIAN	\$90/hr
ADMINISTRATIVE SUPPORT	\$75/hr
COMMUNICATIONS	3% of labor
COMPANY VEHICLE USE	\$0.75/mile
PERSONAL VEHICLE USE	IRS Prevailing Rate
SUBCONTRACTORS	Cost + 15%
PERMIT/APPLICATION FEES	Cost + 10%
DIRECT EXPENSES	Cost + 10%

Invoices will be submitted every 4 weeks. Please remit to Sevee & Maher Engineers within 30 days of receipt of invoice unless alternative terms have been arranged. A finance charge of 1.5% per month may be added to past due amounts.

**ATTACHMENT 2**

**SCHEDULE OF CONTRACT CONDITIONS**



## **Schedule of Contract Conditions**

### **Scope of Services**

Sewall Engineering, a Sevee & Maher Engineering Company (SEWALL/SME) shall perform the professional services designated and described in the letter agreement dated April 27, 2026 between SEWALL/SME and City of Biddeford (hereafter referred to as the Client) which constitutes a part of this Schedule.

### **Ownership of Documents**

All documents, including Drawings, Specifications, estimates, field notes, and other data, prepared or furnished under the scope of services described in the letter agreement are instruments of service in respect to the Project and shall remain the property of SEWALL/SME whether or not the Project is completed. Client may make copies thereof as is necessary to occupy and operate the Project by Client or others, however, such documents are not intended or represented to be suitable for additions, extensions, or completion of the Project by another engineer, use on any other project or use by anyone other than the client. Any reuse without written verification or adaptation by SEWALL/SME for the specific purpose intended is at Client's sole risk and without liability or legal exposure to SEWALL/SME or their independent contractors or consultants.

### **Opinions of Cost**

In providing estimates of probable construction cost, the Client understands that SEWALL/SME has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that SEWALL/SME's estimates of probable construction costs are made on the basis of SEWALL/SME's professional judgment and experience. SEWALL/SME makes no warranty, expressed or implied, that the bids or the negotiated cost of the Work will not vary from SEWALL/SME's estimate of probable construction cost.

### **Health and Safety**

SEWALL/SME shall be responsible for, and its employees shall follow, health and safety precautions which meet federal, state, and local standards, statues, and regulations. SEWALL/SME shall not specify construction procedures, manage or supervise construction, or implement or be responsible for health and safety procedures for other than its own employees or subconsultants. SEWALL/SME shall not share any responsibility for the acts, errors, or omissions of its subconsultants or other parties on the Project nor have control or change of, or be responsible for, construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs.

SEWALL/SME's observation and testing of portions of the work of other parties on the Project shall not relieve such other parties from their responsibilities for performing their work in accordance with applicable health and safety requirements.

### **Risk Allocation**

The Client hereby agrees to limit SEWALL/SME's total liability for any claims or damages of any nature whatsoever to a maximum amount equal to the total compensation received by SEWALL/SME under this agreement.

SEWALL/SME's observation and testing of portions of the work of other parties on the Project shall not relieve other parties from their responsibilities for performing their work in accordance with applicable plans, and specifications.

### **Indemnification**

SEWALL/SME agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages or liabilities, to the extent caused by SEWALL/SME's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom SEWALL/SME is legally liable. Such indemnification will be within the limits and conditions of SEWALL/SME's Workmen's Compensation and General Liability insurance. SEWALL/SME shall not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless SEWALL/SME, its officers, directors, employees and subconsultants (collectively, SEWALL/SME) against all damages or liabilities, to the extent caused by the Client's negligent acts, errors or omissions in connection with the Project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

### **Claims Against SEWALL/SME**

Client acknowledges that SEWALL/SME is a corporation and agrees that any claim made by Client arising out of any act or omission by any officer or employee of SEWALL/SME shall be made against SEWALL/SME and not against such officer or employee.

### **Project Suspension/Abandonment**

If the Project is suspended or abandoned in whole or in part for more than three months, SEWALL/SME will be compensated for all services performed prior to receipt of written notice from the Client of such suspension or abandonment, together with payment of reimbursable expenses then due. If the Project is resumed after being suspended for more than three months, SEWALL/SME's compensation shall be equitably adjusted.

### **Dispute Resolution**

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and SEWALL/SME agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation.

The Client and SEWALL/SME further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.

### **Compliance with Applicable Law**

The Consultant shall exercise usual and customary professional care in its efforts to comply with applicable laws, codes, and regulations in effect as of the date of the letter proposal. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Consultant to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

**Standard of Care**

Services performed by SEWALL/SME under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made.

**Payment(s) for Services Rendered**

Each invoice, upon submittal, is due and payable by Client. Invoices are past due after 30 days unless other payment terms have been agreed upon. Past due amounts are subject to a charge on the outstanding balance of the lesser of one and one-half percent per month or part thereof (18 percent per annum) or the maximum permissible by law. Client agrees to pay SEWALL/SME's attorney's fees, interest, and all other costs incurred in collecting past due amounts. Unless otherwise agreed, SEWALL/SME shall be paid in full at the contract rates for any additional services performed at Client's request more than those stated in this Agreement. The Client's obligation to pay for the Services contracted for is in no way dependent upon the Client's ability to obtain financing, payment from third parties, approval of governmental or regulatory agencies, or upon the Client's successful completion of a project. The Client shall remain obligated to pay SEWALL/SME for the services even though the test results or report produced by SEWALL/SME may contain conclusions unfavorable to the Client's interests.

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Sewall will review the proposed crosswalk location on Pool Street to assure it meets sightline requirements. Sewall will also review the proposed RRFB locations and other pertinent details.

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SEWALL ENGINEERING



Diane W. Morabito, P.E. PTOE  
Director of Traffic Engineering

SEEN AND AGREED:

\_\_\_\_\_  
Typed name and title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Services performed by SEWALL/SME under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, expressed or implied, is made.

**Payment(s) for Services Rendered**

Each invoice, upon submittal, is due and payable by Client. Invoices are past due after 30 days unless other payment terms have been agreed upon. Past due amounts are subject to a charge on the outstanding balance of the lesser of one and one-half percent per month or part thereof (18 percent per annum) or the maximum permissible by law. Client agrees to pay SEWALL/SME's attorney's fees, interest, and all other costs incurred in collecting past due amounts. Unless otherwise agreed, SEWALL/SME shall be paid in full at the contract rates for any additional services performed at Client's request more than those stated in this Agreement. The Client's obligation to pay for the Services contracted for is in no way dependent upon the Client's ability to obtain financing, payment from third parties, approval of governmental or regulatory agencies, or upon the Client's successful completion of a project. The Client shall remain obligated to pay SEWALL/SME for the services even though the test results or report produced by SEWALL/SME may contain conclusions unfavorable to the Client's interests.

**6-4-2013 by Ord. No. 2013.48]**

In order to accommodate and facilitate the removal of household solid waste and qualified recycling material at roadside, the Director of Public Works may designate streets or areas as "No Parking" for certain designated hours during Monday through Friday for the purpose of household solid waste removal and the pickup of qualified recycling material. Those areas so designated shall be posted with the restricted parking, and violators may be towed.

**Sec. 42-64. Fees for parking violations. [Code 1975, § 14-51; Ord. No. 11-17-1997(1); Ord. of 7-7-1998(1); Ord. No. 2006.98, 11-21-2006]**

(a) Fees for parking violations shall be set as follows: **[Amended 6-6-2017 by Ord. No. 2017.50]**

- (1) Parking in snow removal or plowing area: ~~\$40.~~
- (2) Parking in fire lane: ~~\$40.~~
- (3) Overtime parking: ~~\$25.~~
- (4) Parking in a truck zone and/or loading/unloading zone: ~~\$30.~~
- (5) Double parking: ~~\$40.~~
- (6) Parking in no parking, etc., area: ~~\$40.~~
- (7) Parking in front of fire hydrant: ~~\$40.~~
- (8) Blocking driveway (upon complaint): ~~\$40.~~
- (9) Parking on sidewalks: ~~\$35.~~
- (10) Parking facing traffic: ~~\$25.~~
- (11) Parking in a permit-only zone: ~~\$35.~~ **[Amended 2-5-2019 by Ord. No. 2019.2]**
- (12) Parking in a disability-designated area: traffic infraction.
- (13) All other violations within this chapter not specifically listed above: ~~\$25.~~<sup>2</sup> **[Added 7-20-2021 by Ord. No. 2021.61]**

All parking fines left unpaid after 30 days shall be doubled.

- (b) A vehicle with three or more outstanding parking violations issued by the Police Department, and found to be in violation of any of the City parking ordinances, will be subject to towing or immobilized by the use of an auto boot. The vehicle will not be released to the owner or agent of the owner until the violations and tow charges are paid.
- (c) It will be prima facie evidence that the registered owner of the vehicle committed the parking violation.

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2. Editor's Note: Former Subsection (a)(13), which listed the fee for failure to purchase a permit for permit-required municipal lots, was repealed 2-5-2019 by Ord. No. 2019.2.

- (d) The maximum fee that may be charged by a towing company for a vehicle requested to be towed by the Police Department will be at the direction of the Chief of Police.

**Sec. 42-65. Parking regulations for Biddeford School Department property. [Ord. No. 2001.21, 3-20-2001]**

The Biddeford School Committee shall by resolve, designate parking areas that are in or on the property owned by the City, and under the jurisdiction and control of the Biddeford School Department, as "No Parking" or "No Parking Tow Zone" or "Parking by Permit Only" or "Restricted Parking" or any other similar restriction so imposed, and deemed necessary for the control of vehicle parking on school grounds. All areas so designated must be clearly marked and posted, and shall be enforced by the Police Department in accordance with the provisions of this chapter. Violators are subject to fines in accordance with Section 42-64.

**Sec. 42-66. Beach permit parking regulations enumerated. [Added 8-5-2014 by Ord. No. 2014.70]**

In order to assure that the residents of the City shall have access to the beaches of Biddeford, that those beaches and the adjacent areas shall not become overcrowded, and in order to preserve the health and safety of the beach areas for the residents of those parts of the City, it is established that:

- (1) Parking at those areas designated by Subsection (9) during the period from June 15 to Labor Day and between the hours of 8:00 a.m. and 5:00 p.m. shall be by permit only. There shall be no parking in the aforementioned areas after 9:00 p.m. and until 5:00 a.m.
- (2) For the purpose of this section, the word "resident" shall meet one of the following criteria:
  - (a) Person who pays real estate property taxes to the City;
  - (b) Person who is a registered voter in the City;
  - (c) Person who can provide a vehicle registered both in the City and the State of Maine. All residents of the City may obtain parking permits for compliance with this section for a fee of \$35 for the first vehicle, \$20 per additional vehicle registered at the same address, \$20 for residents 65 and older, payable to the City Clerk. Proof of eligibility will be the burden of the applicant. [Amended 12-2-2014 by Ord. No. 2014.114; 6-6-2017 by Ord. No. 2017.53; 7-2-2019 by Ord. No. 2019.64; 2-15-2022 by Ord. No. 2021.132]
- (3) Persons ineligible under Subsection (2) may obtain a parking permit to be in compliance with this section for a fee of \$245 for a season permit; \$140 for a seven-day permit; \$75 for a three-day permit; and \$35 for a one-day permit from either the office of the City Clerk or from parking kiosks. The seven-day and three-day permits are valid in consecutive days only, and are not transferable from one vehicle to another. [Amended 6-6-2017 by Ord. No. 2017.53; 9-18-2018 by Ord. No. 2018.104; 7-2-2019 by Ord. No. 2019.64; 2-15-2022 by Ord. No. 2021.132]
- (4) For residents, after presenting the registration of the vehicle upon which the permit is to be applied, permits issued under this section shall be recorded and shall be registered by the owner's name and vehicle registration plate number. These permits shall read in part, "All