



**TRAFFIC AND PARKING COMMITTEE  
MEETING AGENDA**

**TUESDAY, JANUARY 15, 2019, 7:30 A.M.  
TOWN HALL, COUNCIL CHAMBERS**

1. Accept minutes of the December 4, 2018 meeting (5 minutes).
2. Wolfe's Neck Center On-street Parking Proposal (30 minutes).
3. Active Living Committee / Traffic and Parking Committee Working Group (30 minutes).
4. Other Business, updates (10 minutes).
  - Route One Multi-use Path.
  - PACTS 2020 MPI Grant.
5. Adjournment; Next scheduled meeting: February 5, 2019.





**TRAFFIC AND PARKING COMMITTEE  
MEETING MINUTES  
December 4, 2018**

**ATTENDANCE:**

Doug Leland, Chair	Susan Nourse, Police Chief
Rodney Regier	Chester Goggin
Geralyn Campanelli	David Lockman
Catrina Milliman	Doug Reighley, Town Councilor (absent)
Adam Bliss, Town Engineer	District 4 (Vacant)

Meeting started at 7:36 am  
Meeting adjourned at 8:52 am

**I. Accept minutes of the November 6, 2018 meeting.**

One minor correction was requested to change the meeting time from p.m. to a.m. Mr. Regier motioned to accept the revised minutes, Mr. Goggin seconded, motion passed unanimously.

**II. Train Station Overnight Parking.**

This agenda item was brought to the Town Engineer from the Train Station Manager, Ed Bonney. Mr. Bliss introduced the item by explaining allowable parking areas identified on a site plan and in the Traffic and Parking Ordinance. The request brought forward was to remove the overnight parking restriction on the east side of the parking lot and to remove one of the two standing taxi cab parking spots. Any parking revisions would require an ordinance revision and approval by the Town Council. Several questions and comments were discussed by the TPC as outlined below.

- Can signage be placed on the eastern side that limits parking to 24 hours?
- How does sporting events in Boston affect overnight parking restrictions?
- Parking is not and cannot practicably be enforced.
- Did the 2016 parking study reveal parking demand?
- The Town should encourage use of the Downeaster and train station parking.
- It's important for the public to feel encouraged to use the lot for parking to take the Downeaster.
- Another option for visitors is to encourage parking in the garage.
- Where is the closest legal overnight parking lot?
- Private parking lots are not controlled by the Town unless there is a safety issue.
- A potential future issue could result if Downeaster demand picked up. Available parking spaces for train patrons could be in short supply if overnight-parked vehicles were to take up spaces.
- What is the demand for overnight parking?
- There appears to be a need based on anecdotal evidence but it is not urgent.
- Lot is not currently signed to restrict parking to the train station.

Chief Nourse motioned to table the agenda item for 6 months time to allow for additional data collection and demonstration of inadequacy of overnight parking. Mr. Goggin seconded, motion unanimously passed.

### **III. Wolfe's Neck Farm On-street Parking Questions.**

The Wolfe's Neck Center notified the Town Engineer that they would come back before the TPC at the January meeting. The TPC was requested to provide questions to the Town Engineer for distribution to Wolfe's Neck Center so responses could be provided in advance of the meeting. Questions would be accepted until January 2<sup>nd</sup> and then forward onto Wolfe's Neck Center. No motion was taken on this agenda item.

### **IV. Traffic and Parking Committee Meeting Date and Time.**

Chief Nourse motioned to hold regular Traffic and Parking Committee meetings on the first Tuesday of the month and if there is a conflict with holidays then the meeting would be moved to the third Tuesday of the month. There is only one anticipated conflict during 2019, which is January 1<sup>st</sup>, so the January meeting will be scheduled for the 15<sup>th</sup>. Mr. Lockman seconded the motion, motion passed unanimously.

### **V. Other Business, updates.**

There was a brief discussion about forming a working group comprised of at least five members including the two Council representatives and the two Chairpersons from the Active Living and Traffic and Parking Committees. The first meeting will be held Thursday, December 13, 2018 at 8:30 a.m. in the Council Chambers. Additional discussion included developing a Complete Streets Study and conceptual planning of a U.S. Route (south) Multi-use Path (also known as Multi-purpose Path). These items will continue to be discussed in subsequent meetings.

### **VI. Adjournment; Next scheduled meeting: January 15, 2019.**

Mr. Lockman motioned to adjourn, Chief Nourse seconded, motion passed unanimously.



THOMAS FOWLER, P.E. LLC

CIVIL ENGINEER: DESIGN AND PERMITTING SERVICES

January 10, 2019

To: Traffic & Parking Committee Member  
c/o Adam Bliss, Town Engineer  
Town of Freeport  
30 Main Street  
Freeport, ME 04032

Subject: Wolfe's Neck Center for Agriculture & The Environment  
Visitor's Center On-Street Parking Request  
134 Burnett Road  
Freeport, ME 04032

Dear Traffic & Parking Committee Member:

On behalf of Wolfe's Neck Center for Agriculture & The Environment (WNC), I am writing to submit an updated Site Plan and proposal for a widened gravel shoulder providing parallel parking along the south side of Burnett Road at their new Visitor's Center. This property is located at 134 Burnett Road, also known as Tax Map 24, Lots 60 + 60A.

Since our last meeting, at which we introduced the idea of this parking with a schematic plan, we have made design improvements to the site. These include reconfigured parking on the south, east, and north sides of the building, and relocated driveway entrance/exits. This new layout provides off-street parking for the building as required in the Freeport Land Use Ordinance and further addressed in the responses to comments below. WNC is requesting a widened gravel shoulder that is roughly 10' wide x 240' long to improve circulation on Burnett Road for towed campers and RVs that are pointed east along the road. We believe that the Site Plan and our responses to comments demonstrate that the requested gravel shoulder parking will benefit traffic flow along Burnett Road during busier times and will be no additional burden to the Town of Freeport.

Comments and questions (*in italics*) from the Town of Freeport Public Works Superintendent and from the Traffic & Parking Committee, via Adam Bliss, the Town Engineer, with responses (in regular text) are listed below. Because several of the comments were repeated, this list is a consolidation of the two:

1. *Who would pay for the construction costs of the parking area in the Town's ROW?*

WNC will pay for construction costs of the widened gravel shoulder parking near the Visitor's Center as part of their infrastructure improvement project.

2. *Who would be responsible for the maintenance once the parking area is constructed?*

Areas of the widened gravel shoulder outside the Burnett Road traveled way will be maintained by WNC. The traveled way of Burnett Road will continue to be maintained by the Town of Freeport.

3. *In the summer, who would be responsible for the grading and filling in of potholes? And adding of material when necessary?*

WNC will maintain the areas of widened gravel shoulder parking outside the Burnett Road traveled way. Burnett Road will continue to be maintained by the Town of Freeport.

4. *Would this parking lot be restricted to Wolfe Neck patrons only? And would there be a time restriction for parking there? (i.e. no overnight parking). If signage is required, who would be responsible for the cost of the signs and installation?*

No specific restrictions are planned, although due to its location near the Wolfe's Neck Visitor's Center on Burnett Road, both sides of which are owned and operated by WNC, we assume that the vast majority users will be WNC patrons. We concur that restricting overnight parking would be wise. WNC will install one (1) sign on that side of the road.

5. *After looking at the prints, I noticed that there were parking stalls that were divided. I am assuming that this would be gravel and there would be nothing separating each stall – would that be correct?*

Correct, all proposed parking and driveways shown are gravel and there will be no paint. The stalls were shown to demonstrate their size and approximate capacity. This is now a moot point as the demarcation lines have been removed from the widened gravel shoulder on the plan, but for scale, we have added typical car & camper and recreational vehicle (RV) symbols. Demarcation lines (for reference only) are shown in the Visitor's Center parking lots to demonstrate the number of spaces provided.

6. *If this parking lot were to be allowed in the Town's ROW, would it be for year round parking?*

The widened gravel shoulder parking proposed on the south side of Burnett Road is not intended for year-round parking. It is intended for the season when the Visitor's Center will be in most intensive use, May to October.

7. *If year-round, who would be responsible for the plowing and removal of snow from this parking lot? If parking would be allowed in the winter months I can see a situation where the Public Works Dept would be plowing with cars parked in those locations and as our trucks would go by they would leave a 2-foot berm of snow blocking those vehicles. Quite possibly our plows could also cause damage to those vehicles when plowing the road. If this situation were to happen, who would then be responsible for plowing and removing this snow to uncover these vehicles?*

See Item 6 above.

8. *Could a crosswalk be implemented to help regulate pedestrian road crossings?*

Because this is a gravel road, a crosswalk is not practical, however signage indicating pedestrians crossing is helpful. WNC currently places a sign in the roadway indicating pedestrians and the need for slowing traffic at the campground check-in office. This practice will continue.

9. *Is there sufficient traffic turning (movement) area in the proposed parking lot, particularly if large vehicles attempt to pull into the lot?*

Yes, the parking area shown on the site plan, Sheet C1.2, has turnaround for passenger cars/trucks, passenger cars/trucks towing campers, and up to 30' long recreational vehicles (RVs). The proposed widened gravel shoulder on the south side of Burnett Road gives larger vehicles heading east another option that does not involve a 180 degree turn movement.

10. *Could the on-street spaces be designated only for only vehicles with trailers?*

The intent of the widened gravel shoulder is for passenger cars/trucks towing campers and RVs if they are heading east along Burnett Road. This will allow them to stay pointed in this direction without turning around. Ample parking is available for passenger vehicles in front of, beside, and behind the Visitor's Center. Because of the convenience of these off-street spaces, we believe that passenger cars will utilize the off-street spaces and that towed campers and RVs will use the widened gravel shoulder parking as needed.

11. *What provisions would be made for people exiting vehicles?*

Existing signage, indicating pedestrians and the need for slower traffic, will prompt approaching drivers. As they do on any public way, pedestrians have to exercise judgment on exiting vehicles and crossing the road.

12. *Could the Center provide a statement of need that supports their request for on-street parking?*

Wolfe's Neck Center has operated the oceanfront campground since the 1960s. At times, this stretch of Burnett Road can be congested with vehicles for various uses: campground check-in and check-out, RV wastewater disposal, equipment rental, farm café visits, camp store visits, and shower/laundry/restroom facility usage, among them. Parking for this variety of uses is currently accommodated by parking in spots near the office perpendicular to Burnett Road, adjacent to the "yellow house," and along Burnett Road. The new Visitor's Center site plan provides greatly improved parking for these continued uses off street on WNC's property and requests a convenient option for parallel parking, particularly for larger vehicles. WNC has also improved traffic flow along Burnett Road by permanently relocating the RV wastewater disposal system to the campground exit road further east on Burnett Road.

Although there is signage on Flying Point Road directing campground users to Lower Flying Point Road, the fact is that campers come from both directions. The requested widened gravel shoulder is to help reduce unnecessary turning for longer vehicles (cars/trucks towing campers and RVs) that come from the west and are continuing east. In summary, we believe this widened gravel shoulder parking will aid circulation on Burnett Road at busy times.

13. *Are parking counts available and what about overflow parking accommodations?*

There are no specific counts for number of cars/trucks towing campers and RVs, but this proposed widened gravel shoulder, as shown on the site plan, will accommodate roughly 4-5 of these vehicles at once. WNC staff reports that a queue of this size is typical during busiest times.

14. *How will peak demand be accommodated?*

See response to Question 12.

*15. How many employees will work at the Center and what is the area of the proposed retail space?*

We believe this question is aimed at identifying the parking needs for the Visitor's Center. It is important to note that WNC's request for widened gravel shoulder parking on the south side of Burnett Road is not to fill a parking need that cannot be met on the applicant's property; it is intended as a benefit to circulation on Burnett Road. That said, we calculated the anticipated parking needs for the Visitor's Center in two ways. The first, based on gross square footage of the building, which was recommended to us by the Town Planner as falling under Community Centers and Services. This yielded a parking requirement of 23 spaces. The second way we calculated parking was by breaking up the various uses of the building into Retail Trade, Snack Bar, and Warehousing (basement storage). This yielded a parking figure of 29 spaces. Based on these two methods of calculating parking needs we believe 23-29 spaces will be needed and 29 are provided on the Site Plan. This calculation is shown in Attachment 1. As previously stated, the widened gravel shoulder parking is not requested for satisfying the off-street parking requirement, but improving circulation by allowing larger vehicles heading east to stage off the side of the road and not turn around.

*16. Provide drawings with scales, measurements, and representative vehicle lengths.*

Sheet C1.2 is at 30-scale, dimensions have been provided where appropriate, and blocks of typical vehicles (to scale) have been shown on the plan for reference. Where striping is shown on the road or parking areas, it is for reference only. The gravel parking surfaces will not be striped.

*17. What about potential maintenance drainage, and other issues that may cause the Town to be liable for accidents?*

Drainage will be provided by grading the widened gravel shoulder to the south and west, which means that runoff will flow directly into the adjacent pasture. This is the same condition as the existing shoulder of Burnett Road, which is a simple and effective solution. We cannot speak to the Town's liability because we are not legal experts, although it would appear no different than any other rural public way.

Sincerely,



Thomas A. Fowler, P.E.

cc: David Herring, Wolfe's Neck Center  
Ann Kearsley Design  
File

Attachments



## ATTACHMENTS

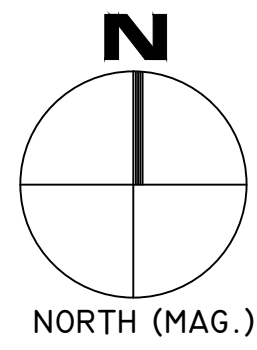
Attachment 1: PARKING CALCULATIONS, below

Use	Building Area (sf)	# Employees or Seats	Rate	Total Spaces (rounded up to next whole #)	Notes
Community Centers and Services (by area)	6786	-	0.0033	23	1 space / 300 sf, includes basement
Total				<b>23</b>	
Retail Trade (by area)	1950	-	0.0067	13	1 space / 150 sf, retail space only
Retail Trade (by # employees)	-	4	1	4	1 space / employee for retail use
Snack Bar (by # seats)	-	16	0.5	8	1 space / 2 seats
Warehousing (by area)	3393	-	0.001	4	1 space / 1000 sf, basement storage area only
Total				<b>29</b>	

Attachment 2: VISITOR'S CENTER SITE PLAN, next page



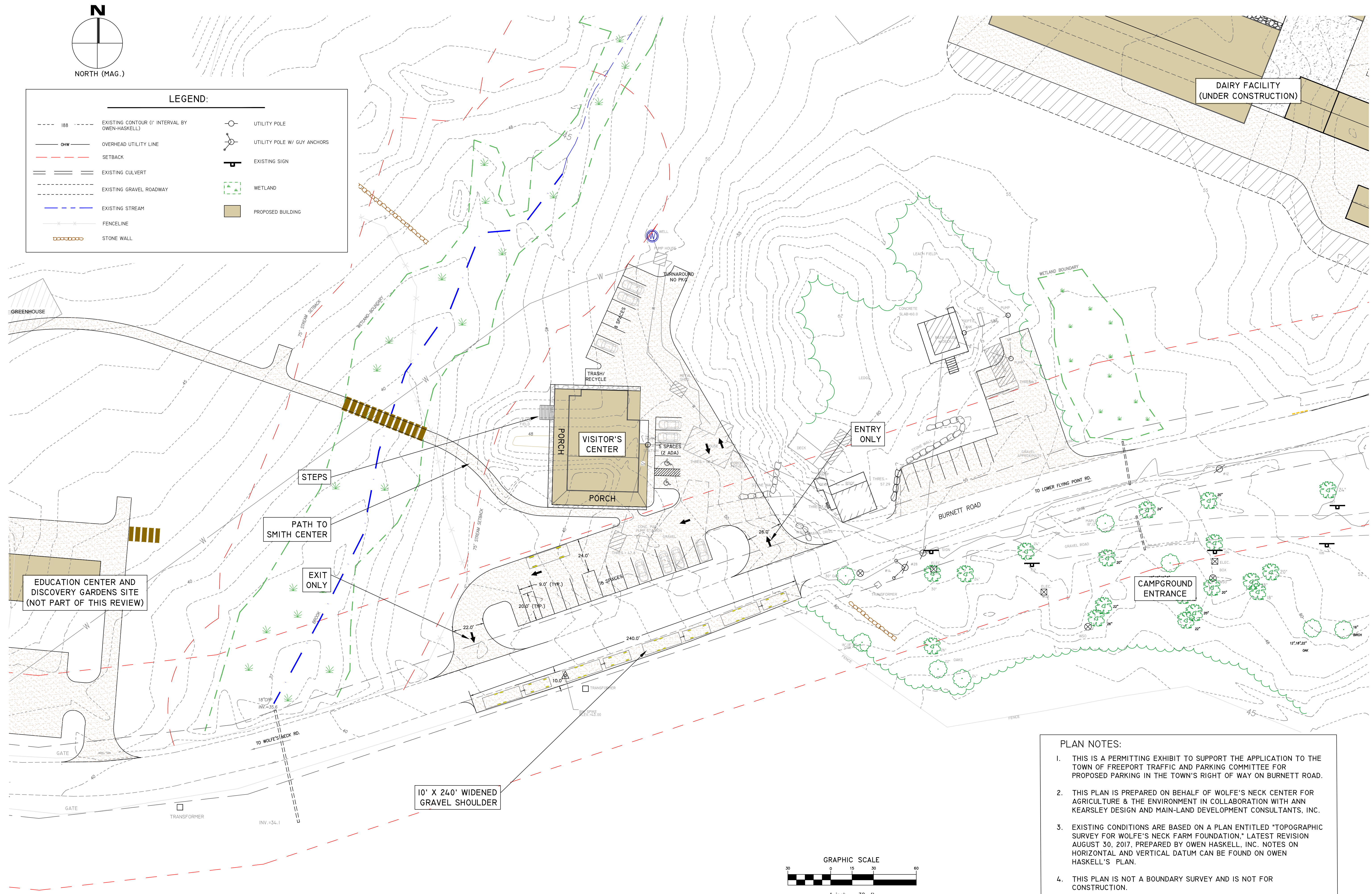




NORTH (MAG.)

**LEGEND:**

	188	EXISTING CONTOUR (1' INTERVAL BY OWEN-HASKELL)		UTILITY POLE
	OHW	OVERHEAD UTILITY LINE		UTILITY POLE W/ GUY ANCHORS
		SETBACK		EXISTING SIGN
		EXISTING CULVERT		WETLAND
		EXISTING GRAVEL ROADWAY		PROPOSED BUILDING
		EXISTING STREAM		
		FENCELINE		
		STONE WALL		



EDUCATION CENTER AND DISCOVERY GARDENS SITE (NOT PART OF THIS REVIEW)

PATH TO SMITH CENTER

STEPS

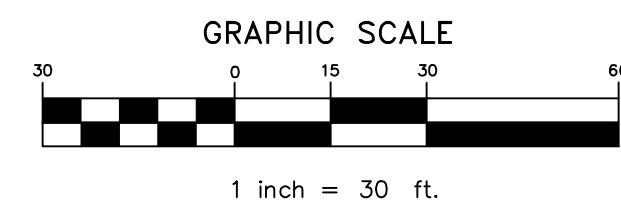
VISITOR'S CENTER  
PORCH  
TRASH/RECYCLE  
5 SPACES (2 ADA)

ENTRY ONLY

CAMPGROUND ENTRANCE

10' X 240' WIDENED GRAVEL SHOULDER

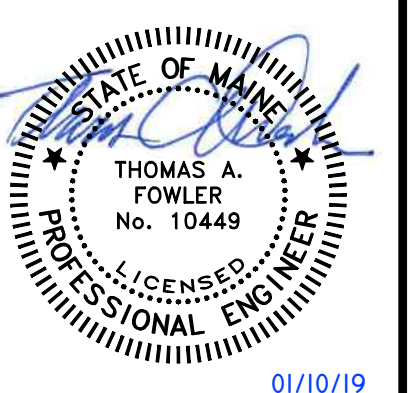
DAIRY FACILITY (UNDER CONSTRUCTION)



**PLAN NOTES:**

1. THIS IS A PERMITTING EXHIBIT TO SUPPORT THE APPLICATION TO THE TOWN OF FREEPORT TRAFFIC AND PARKING COMMITTEE FOR PROPOSED PARKING IN THE TOWN'S RIGHT OF WAY ON BURNETT ROAD.
2. THIS PLAN IS PREPARED ON BEHALF OF WOLFE'S NECK CENTER FOR AGRICULTURE & THE ENVIRONMENT IN COLLABORATION WITH ANN KEARSLEY DESIGN AND MAIN-LAND DEVELOPMENT CONSULTANTS, INC.
3. EXISTING CONDITIONS ARE BASED ON A PLAN ENTITLED "TOPOGRAPHIC SURVEY FOR WOLFE'S NECK FARM FOUNDATION," LATEST REVISION AUGUST 30, 2017, PREPARED BY OWEN HASKELL, INC. NOTES ON HORIZONTAL AND VERTICAL DATUM CAN BE FOUND ON OWEN HASKELL'S PLAN.
4. THIS PLAN IS NOT A BOUNDARY SURVEY AND IS NOT FOR CONSTRUCTION.
5. PARKING STALL DEMARCATION LINES ARE SHOWN FOR REFERENCE ONLY. BECAUSE ALL ROAD SURFACES AND PARKING AREAS WILL BE GRAVEL, THERE WILL BE NO STRIPING.

**THOMAS FOWLER, P.E., LLC**  
 CIVIL ENGINEER, DESIGN AND PERMITTING SERVICES  
 P.O. Box 117, 26 SPRING ST.  
 BELFAST, ME 04915  
 207-322-5827  
 WWW.THOMASFOWLER.PE.COM



REV.	DESCRIPTION	DATE

**VISITOR'S CENTER SITE PLAN**  
 PLAN TITLE: VISITOR'S CENTER SITE PLAN  
 PROJECT ADDRESS: 184 BURNETT ROAD  
 FREEPORT, MAINE 04032  
 PROJECT OWNER: WOLFE'S NECK CENTER FOR AGRICULTURE & THE ENVIRONMENT  
 184 BURNETT ROAD, FREEPORT, MAINE

DRAWING SCALE:  
**1" = 30'**  
 PLAN DATE:  
**JANUARY 10, 2019**  
 PROJECT NUMBER:  
**15-037**  
 SHEET NUMBER:

**C1.2**

W:\Projects\2015 Projects\15-037 Wolfe's Neck Farm\Little River Campus & Dairy Barn\Phase 2 2D DWG & Permit Applications\SDMA Application- Exhibits and Plans\WC Phase 2 Permit Applications Base Plan 1-10-19.dwg



TO: Traffic & Parking/Active Living Workgroup

FM: Doug Leland, Chair-Traffic & Parking Committee

SUBJ: Committee Merger Discussion (Traffic & Parking and Active Living)

DATE: 12/14/18

This was our first meeting to discuss the possibility of merging Traffic & Parking with Active Living. Much of our discussion focused on potential structure — and in particular a structure that would encourage undiminished continuation of Active Living's strategic planning and advocacy role, with emphasis on Freeport's Active Living Plan as a guiding document. One model was introduced as a starting point for consideration by both committees and is outlined below.

I believe it worth noting that all members of the work group seemed open, positive, and in agreement with the potential benefits of a merger, to include capturing of synergies ... especially around transit safety issues; improved communication and coordination; elimination of redundancies; and greater nimbleness in responding to opportunities. The key points regarding the proposed model and transition are as follows:

- The new committee will have a revised name and the words 'traffic', 'parking', 'active' and 'living' will not appear in the new name.
- Consistent with current duties and responsibilities, the new committee will focus on transit safety, multi-user accommodation, and community connectivity.
- The new committee will build from the current Traffic & Parking Committee structure, which includes nine members and one staff, of which five members represent permanent designees (Chief of Police, LL Bean representative, Chamber of Commerce or Freeport USA representative, Project Review Committee representative, and Town Council representative) plus one member representing each of Freeport's four districts. For a period of three years, this committee will expand to eleven members with the two additional at-large members recommended by the Active Living Committee and approved by Council. The two additional members will have the same privileges as all other members.
- The new committee will return to nine members at the end of the three year transition period.
- A sub-committee or work group will be established consisting of the two Active Living members and at least one other to monitor, manage, represent, and inform the new committee regarding projects with 'active living' components and emerging opportunities.
- Administrative Code Section 614 - TRAFFIC AND PARKING COMMITTEE, will be revised to reflect the new committee name and incorporation of Active Living Committee roles and responsibilities, to include specific reference to advocacy consistent with Freeport's Active Living Plan.
- A Complete Streets provision will be added to the new committee's duties and responsibilities requiring adherence to generally accepted Complete Street policy and guidance. Within a year of the new committee's first meeting, the new committee will present a Freeport specific Complete Streets policy for consideration by the public and Council, and if approved, for inclusion within Freeport's Administrative Code.

That's the basic outline for consideration and further discussion at our next meeting - Thursday, January 10, 2019 at 8:30 AM in Council Chambers.

On a personal note, I'll offer a few questions we might want to consider at our next meeting that relate to structure and transition.

- Assuming formation of a new committee, would it make sense to add a representative of the Planning Board as a permanent designee? If so, and if the committee is to return to nine members following the three year transition period, should the three non-designated positions be changed to 'at-large' rather than specific district representation?
- One designated seat is for the Chamber of Commerce or Freeport USA. Should the Freeport Economic and Development Council also be considered for this seat?

I thought our meeting was very productive. Thanks for making it so.

*Doug*

TO: Traffic & Parking/Active Living Workgroup

FM: Doug Leland, Chair—Traffic & Parking Committee

SUBJ: Workgroup **Discussion #2** (Traffic & Parking and Active Living)

DATE: 1/10/19

This was our second meeting to explore the possibility of consolidating Traffic & Parking and Active Living. Initial discussion considered concerns surfaced at the most recent Active Living meeting regarding the possible integration of committees. Because Active Living members had not reviewed the 12/13/18 proposal prior to their discussion, it was unclear as to whether concerns remain or were adequately addressed in the proposed framework. There did not appear to be any issues surfaced that cannot be resolved to mutual satisfaction.

Discussion then focused on refinement of the potential new committee structure and duties. Also, there was brief discussion of name possibilities for the potential new committee, as well as naming considerations. Key points from this meeting are as follows:

- Rather than transitioning over a period of three years, the new structure should be adopted from the outset.
- The new structure will have nine members. In addition to the five permanent positions currently seated on the Traffic And Parking Committee (Chief of Police; Business — Chamber of Commerce or Freeport USA; Town Councilor; Project Review Committee representative; and LL Bean) there will be four additional members — a representative from the Planning Board; a Bike/Pedestrian advocate; and two At-Large seats.
- The Freeport Economic and Development Council should be considered a business group eligible to offer candidates for the 'business' seat on the committee.
- There will no longer be a requirement for individual District representation, though achieving such representation is a preference.
- There will be a permanent sub-committee consisting of three members of the principal committee. This subcommittee will focus on project identification and prioritization and will include non-voting partners and associate members to provide targeted insight and expertise as needed.
- The new committee will be staffed by the Town Engineer. The subcommittee will be staffed by the Town Planner.
- As envisioned previously, within one year of committee formation a Freeport specific Complete Streets policy will be presented to Town Council for consideration, approval, and adoption within Freeport's Zoning Ordinance. Compliance with this ordinance will be referenced within the Duties and Responsibilities of the new committee.
- As envisioned previously, the Freeport Active Living Plan will be referenced within Duties and Responsibilities of the new committee as the initial guiding document for subcommittee and full committee project identification, planning, and prioritization.

- As agreed to previously, the name of the new committee will not include the words 'traffic', 'parking', 'active', or 'living'. The new name should be clear, succinct, and communicate the priorities of advancing inter-modal transportation, safety, and community connectivity.
- Two specific names gained interest: the Complete Streets Commission and the Complete Streets & Pathways Commission. Though the term 'complete streets' is currently unfamiliar to much of the public, it is an accepted term within state and municipal transportation departments as well as related advocacy groups and grant providers, and it is a term that encompasses the priorities previously mentioned. Importantly, for the work group, these names reflect renewal and a shift in emphasis that maintains continuity with current duties and responsibilities while simultaneously advancing stated priorities in step with changing community needs and/or desires.
- Representatives from Traffic & Parking and the Active Living Committee are encouraged to attend each others' meetings.

Our next meeting is scheduled for Thursday, January 24, 2019 at 8:30 AM in Council chambers.

This was another productive and constructive meeting. Thanks again to all for making it so.

*Doug*