



**TRAFFIC AND PARKING COMMITTEE
MEETING AGENDA**

**TUESDAY, MARCH 5, 2019, 7:30 A.M.
TOWN HALL, COUNCIL CHAMBERS**

1. Accept minutes of the January 15, 2019 meeting (5 minutes).
2. Accept minutes of the February 5, 2019 meeting (5 minutes).
3. Depot Street Midblock Crosswalk (10 minutes).
4. Mallett Drive Complete Streets Study (15 minutes).
5. Update: Traffic and Parking Committee / Active Living Committee Workgroup (10 minutes).
6. Complete Streets Presentation, Part 2 (20 minutes).
 - Policy versus Implementation
 - Policy Development and Key Components
 - Pownal Road Storymap
7. Potential Future Agenda Discussion Items (10 minutes)
 - Cousin's River Bridge
 - Multi-use Path from Cousin's River Bridge to South Freeport Road
 - Active Living Plan
8. Adjournment. Next scheduled meeting: Tuesday, April 2, 2019.



**TRAFFIC AND PARKING COMMITTEE
MEETING MINUTES
January 15, 2019**

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

Meeting started at 7:35 pm and adjourned at 9:09 am.

I. Accept minutes of the December 4, 2018 meeting.

Councilor Reighley motioned to accept the minutes; Mr. Goggin seconded; Councilor Reighley abstained; motion passed unanimously. Mr. Leland asked that the distribution schedule of agendas and meeting materials be recorded in the January minutes if they had not been included in the December minutes. It was agreed to follow the Council model which is the draft agenda is distributed one week before the meeting with materials distributed the Thursday before the meeting. Mr. Leland suggested that the draft agenda be distributed two Thursdays before the Tuesday meeting to allow more time for input and any adjustments that may be necessary. Mr. Leland also stated that the intent is to adhere to a regular distribution schedule but there isn't a guarantee that will always happen.

II. Wolfe's Neck Center On-street Parking Proposal.

This agenda item was a continuation from the November meeting. Wolfe's Neck Center proposal is to improve current parking practices by providing on-street parking for larger vehicles while patrons check in at the Welcome Center. Burnett road is gravel surfaced and would remain that way. The Center stated there isn't any intent to have the on-street spaces plowed during the winter or would overnight parking be allowed. General questions discussed by the Committee and Wolfe's Neck Center included signage (existing and proposed), off-street parking requirements related to the Welcome Center, vehicle approach direction, short-term duration parking, and advisory signage to restrict on-street parking to towed campers and recreational vehicles.

Chief Nourse motioned to allow for Wolfe's Neck Center to have on-street parking on the south side of Burnett Road regulated by timed advisory signs. The motion was amended to allow the proposal based on the submitted letter and plans dated January 10, 2019. Mr. Bliss requested that up to two additional feet of parking width should be allowed to that shown on the plans to allow separation between parked vehicles and traffic flow on Burnett Road. Ms. Campanelli seconded the motion; five members voted in favor of the motion; two members voted no; two members were absent; motion passed.

III. Active Living Committee / Traffic and Parking Committee Working Group.

There was a brief discussion about the Active Living / Traffic and Parking Committee Working Group. Some questions and comments provided by members included the proposed new Committee's charge and function. Is the charge to provide safety or is it a planning committee? Goals and objectives do not

seem to have been addressed whereas committee name had been considered. The next meeting will be held Thursday, January 24, 2019 at 8:30 a.m. in the Council Chambers.

IV. Adjournment; Next scheduled meeting: February 5, 2019.

Councilor Reighley motioned to adjourn, Ms. Campanelli seconded, motion passed unanimously.



**TRAFFIC AND PARKING COMMITTEE
MEETING MINUTES
February 5, 2019**

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

Meeting started at 7:30 pm and adjourned at 8:39 am.

I. Accept minutes of the January 15, 2019 meeting.

This agenda item was tabled until the March 5th meeting.

II. Maine Coast Waldorf School Speed Zone Change.

The project proposal was introduced by Tom Errico, traffic engineering consultant from TY Lin representing the Maine Coast Waldorf School. Mark Ruggiero also attended on behalf of the school. Mr. Errico described the proposal as including the following measures.

- Reduce posted speed limit from 40 mph to 30 mph since the section has been incorrectly posted. Maine DOT has regulatory authority on speed limits and they will address this recommendation by replacing the sign.
- Replace existing School Speed Limit signs with flashing advisory sign.
- Relocate advance reduced speed limit signs to within approximately 250 feet of the main crossing.

The purpose behind the proposal is to address pedestrian safety concerns since the school's facility has buildings on both sides of Desert Road. No crosswalk is proposed across Desert Road. One pending item before the Maine DOT is a School Crossing Assembly with supplemental down arrow at the main pedestrian crossing. All other recommendations were approved.

The question was asked if the school was willing to pay for the new signs and flashers. The school answered yes but placed a request for the Town to pitch in a smallish portion of the approximately \$15,000 cost. Mr. Regier correctly stated that the Town does not have a rolling budget established for these types of requests. Mr. Bliss reminded the Committee that the unwritten policy is that the applicant pays for the sign and the Town installs the signs. Mr. Bliss also stated the Public Works Department does not have experience installing signs with programmable flashers and given their two year backlog he does not see the Town being able to install the signs on behalf of the school in the near term.

Ms. Campanelli asked if Maine DOT could provide a message board that warns drivers of the new speed limit change from 40 mph to 30 mph. Mr. Errico stated that the Maine DOT likely would not be able to provide flashing signage since they typically only offer Rectangular Rapid Flashing Beacon signs. Mr. Bliss reminded the committee that the Project Review Board did not approve a crosswalk on

Desert Road and it was understood that crossings would be minimized. Crossings do occur as evidenced by crossing flags located on posts near the main crossing. Ms. Campanelli and Mr. Bliss both agreed that the Project Review Board approval was granted when the speed limit was 40 mph. It is understood that the signs will not be activated during school recesses and only within one-half hour of school openings and closings. Chief Nourse asked who would be responsible for the maintenance. Maintenance would be minimal and probably limited to battery replacements. It is underdetermined if the school or Town would be responsible for maintenance.

Councilor Reighley motioned to approve the proposed signage and school zone speed limit changes with reference to the TY Lin letter proposal dated 12/14/2019. The letter contains two items that modify the motion to not allow flashing signs during recess and that the School Crossing Assembly is still pending with the Maine DOT. The motion includes opportunity to negotiate a cost sharing agreement between the school and the Town. Mr. Regier seconded the motion, motion passed unanimously.

III. Complete Streets Presentation

This agenda item was informational only intended to provide a broad introduction to Complete Streets Policies and Implementation Plans. Complete Streets design provides accommodations to all users of the road including pedestrians, bicyclists, transit riders, and vehicles. Policy and implantation examples from neighboring communities and the New England region were provided in a PowerPoint presentation given to the Committee.

IV. Adjournment; Next scheduled meeting: March 5, 2019.

Councilor Reighley motioned to adjourn, Ms. Campanelli seconded, motion passed unanimously.



Traffic and Parking Committee
Infrastructure, Pedestrian, and Traffic Safety Evaluation Form

Location: Depot Street Midblock Crosswalk at Parking Garage.
Describe the issue / problem: Maine DOT and Complete Streets Guidelines recommend that crosswalks be located not more than 400 feet apart. Depot Street lacks a midblock crosswalk between Bow Street and the Train Station. The crosswalk at the movie theater is not ADA compliant.
Questions for Discussion: a. How will the crosswalk be funded? b. Will on-street parking be reduced as a result of the crosswalk? c. Will an access easement be required to reconstruct the curb or sidewalk?
Recommendations a. Install midblock crosswalk with curb bump-out adjacent to the egress door of the Parking Garage. b. Restripe Depot Street parking stalls to allow for curb bump-out but not reduce on-street parking.

Current Use

Provide a general description of how the street or area is used: [Depot Street has a unique mix of retail, service, and hospitality shops. The train station, parking garage, and exterior parking lots bring many patrons to the area. Depot Street is commonly used by vehicles to bypass Main Street because it connects Bow Street to West Street. There is one lane of on-street parking along the eastern side of Depot Street. As such, there are many opportunities for vehicular and pedestrian conflicts.](#)

Destinations:

Provide detail about motor vehicle types, traffic counts, and speeds: [All vehicle types use the road; counts exceed 500 cars per day; posted speed is 25 mph near intersection with West Street.](#)

Provide detail about pedestrian use: [Sidewalk present and high congregation area of retail patrons because of exterior parking lots, parking garage, and Train Station.](#)

Provide detail about bicycle use: [N/A.](#)

Other users (delivery trucks, buses, emergency vehicles): [Delivery, emergency, and service trucks.](#)

Is it a route to school? **Yes** or **No** (please circle answer): [Unclear but likely.](#)

Infrastructure

- a. Population (Resident / Itinerant)? [Residential, commuter, and business.](#)
- b. Bike Lanes / Shoulders: [None.](#)
- c. Sidewalks: [Yes, both sides of Depot Street.](#)
- d. Bike Parking: [No.](#)
- e. Signage: [On-street parking, Van Accessible Parking, and Vehicular Access Only signage present.](#)
- f. Alternate Routes? **Yes** or **No** (please circle answer and describe) [No.](#)

Agency Involvement (select and describe as applicable)

- a. Town: [Yes, locally owned and maintained roadway.](#)
- b. State: [No.](#)
- c. School: [No.](#)



d. Business: **No.**

Opportunities (select ways to improve or encourage bicycle and pedestrian access)

- a. Infrastructure: **Crosswalk with curb bump-out; stormwater quality treatment opportunity.**
- b. Alternate Routes: **None.**
- c. Safety Measures: **Advance warning and crosswalk signage.**

Safety Issues

- a. Accident history data: **To be determined.**
- b. Speed: **To be determined.**
- c. Width (travel surface, shoulders, and right of way): **(2) 12-foot travel lanes, (2) 5-foot sidewalks, (1) row of on-street parking.**
- d. Sight Lines: **Greater than required minimum 200 feet.**
- e. Poor Surfaces: **No.**
- f. Crosswalks: **(1) at Bow Street and (1) at Movie Theater (latter not ADA compliant).**
- g. Lighting: **Yes, two pedestrian lamps.**
- h. Signaling: **N/A.**
- i. Signage: **Crosswalk signage will be added.**

Potential Solutions

- a. Change speed limit: **No, currently 25 mph.**
- b. Improve Road Surface: **No.**
- c. Improve Signage: **Yes, see attached.**
- d. Improve signaling: **No.**
- e. Crosswalks - add / move / signaling: **Add crosswalk.**
- f. Striping lanes and sharrows: **N/A.**
- g. Add width: **N/A.**
- h. Improve sight lines (remove or add vegetation, signs, fences): **No.**
- i. Education of users and community including encouraging alternative routes: **Possibly applicable to through drivers but behavior change is difficult given the Main Street congestion.**
- j. Improve lighting: **To be determined.**
- k. Other: **N/A.**

Funding Sources?

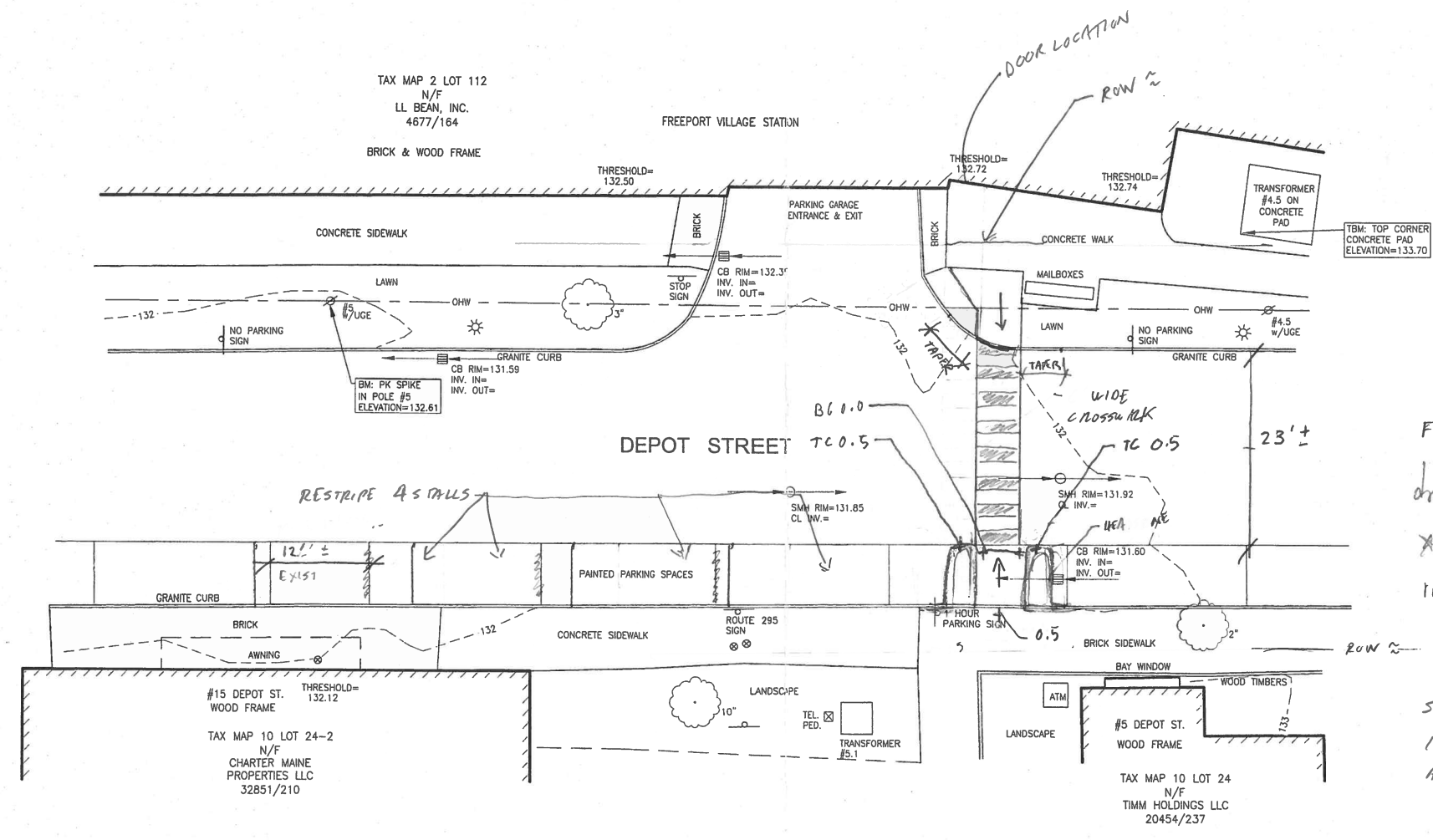
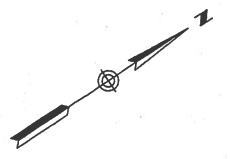
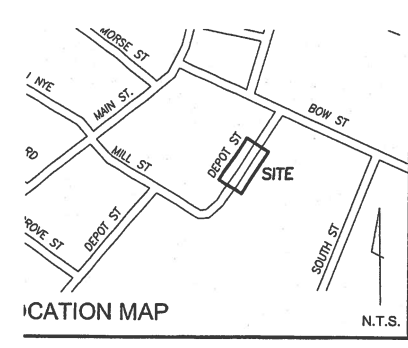
Funding available through operating and capital budgets.

REV	DESCRIPTION

EXISTING CONDITIONS SURVEY
DEPOT STREET
FREEMPORT, MAINE

MADE FOR:
 TOWN OF FREEMPORT
 30 MAIN STREET
 FREEMPORT MAINE

JOB NO. 2018-012F
 DATE: MARCH 2, 2018
 SCALE: 1" = 10'
 SHEET NUMBER



FILTERRA?
drainage?
** construct easement (x2) NO*
restripe
STALLS ARE STRIPED 12' 2' LONG
IF 20' LONG CAN GAIN 4', 4' MIGHT
ALLOW FOR A FILTERRA

$$S = \frac{0.5'}{7.5'} = 0.067 \text{ (6.67\%)}$$

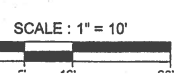
50%
1" = 20'

NOTES:

- BEARINGS ARE BASED ON MAINE WEST STATE PLANE COORDINATE SYSTEM NAD 83, DERIVED FROM POST PROCESSED STATIC GPS OBSERVATIONS.
- ELEVATIONS ARE BASED ON NAVD 88, DERIVED FROM POST PROCESSED STATIC GPS OBSERVATIONS.
- THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. CALL 1-888-DIGSAFE AT LEAST THREE BUSINESS DAYS BEFORE PERFORMING ANY CONSTRUCTION. DUE TO OSHA CONFINED SPACE REQUIREMENTS, ALL INVERTS AND PIPE SIZES MUST BE VERIFIED PRIOR TO ANY CONSTRUCTION.

LEGEND:

- | | | | |
|--|------------------------|--|--------------------|
| | UTILITY POLE | | OVERHEAD WIRES |
| | MANHOLE | | STORM DRAIN |
| | SIGN | | SANITARY SEWER |
| | CATCH BASIN | | WATER LINE |
| | LIGHT POLE | | 1' CONTOUR |
| | WATER VALVE OR SHUTOFF | | NOW OR FORMERLY |
| | DECIDUOUS TREE | | DEED BOOK AND PAGE |





Example of curb bumpout (extension) at mid-block crosswalk



TRAFFIC AND PARKING COMMITTEE MALLETT DRIVE COMPLETE STREETS STUDY

I. Scope

- A. Concept Evaluation and Agency Coordination for Bicycle / Pedestrian Accommodations across I-295 Overpass.
- B. Project limits are identified as the approach road / Mallett Drive between Main Street and the intersection of Route 125 / 136 and Pownal Road.
- C. Accommodations could range from simple road upgrades to a pedestrian bridge or a tunnel.
- D. Possible review of opportunities and challenges for connectivity between the bridge crossing and local facilities.

II. Schedule

- A. Meeting between Town Planner and HNTB: September 13, 2018
- B. RFP Issued: November 21, 2018
- C. Notice to Proceed: January 2, 2019
- D. Project Kickoff Meeting: January 14, 2019
- E. Site Visits: January 28, 2019
- F. Draft Sketches and Cost Estimates Due: July 26, 2019
- G. Draft Report Due: September 27, 2019
- H. Report Comments Due: October 11, 2019
- I. Final Report Due: October 25, 2019
- J. Deliverables Due: September 30, 2019

III. Budget

- A. \$14,800
- B. 75% funded by PACTS and 25% funded by the Town of Freeport

IV. Deliverables

- A. High-level cost estimates for 2 concepts
- B. Sketch Plans for 3 concepts
- C. Pros / Cons analysis
- D. Final Report in .pdf format

V. Team Members / Stakeholders

- A. HNTB, Engineering Consultant
- B. PACTS, Contract Administrator
- C. Maine DOT
- D. Town of Freeport, Active Living Committee
- E. Freeport Town Planner: Donna Larson



Bulb-Out for Crosswalk



Crosswalk Signage/Alert



Bicycle Crossing Signage/Alert



Buried Utility Lines/Poles



Buildings Framing Street



Wide Sidewalks, Pedestrian Lighting



Bricked, Mid-Block Crosswalk with Signage/Alert



Landscaping/On-Street Parking



Pedestrian Refuge Island



On-Street Parking, Trees Provide Soft Edges



Pedestrian Crossing Signage



Mid-Block Crosswalk Along Four-Lane, Median-Divided Highway with On-Street Parking



Grassed Median, Transit Service