



COMPLETE STREETS COMMITTEE

AGENDA

DATE: June 13, 2023
TIME/PLACE: 7:30 AM - 9:00 AM
PRESENT: Chair Liz McDonald, Vice-Chair Barbara Guffin, Councilor Chip Lawrence, Police Chief Nate Goodman, Sally Walsh, Kim True, Andy Seymour, Phil Wagner, Greg Michaud, Adam Bliss
ABSENT:
GUESTS:

TOPIC	DISCUSSION	ACTION
I. Welcoming Comments (McDonald) (5 minutes)	<ul style="list-style-type: none"> • Welcoming comments • Review Agenda 	Informational only, no vote.
II. Minutes (McDonald) (5 minutes)	<ul style="list-style-type: none"> • Motion to accept April 11, 2023 minutes as written. • Motion to accept May 9, 2023 minutes as written. 	Motions passed.
III. RSU 5 Event Traffic Management Plan (20 Minutes)	<ul style="list-style-type: none"> • Presentation by Craig Sickels, RSU No. 5 Athletic Director 	TBD.
IV. Complete Streets Workplan (20 Minutes)	<ul style="list-style-type: none"> • Discussion 	TBD.
V. Connect Freeport (Guffin, Bliss) (15 minutes)	<ul style="list-style-type: none"> • June 6 Council Public Comment Feedback • Route One South MUP Planning Grant and Landowner Outreach • General updates 	Informational only, no vote.
VI. Information Exchange/ Project Updates (10 minutes)	<ul style="list-style-type: none"> • Bridge construction and traffic delays during peak hour commute times, particularly during the morning school dropoff period. • Downtown Vision Project Charters • EV Charging Stations • Town Committee Cross-communication 	Informational only, no vote.
Adjournment	<ul style="list-style-type: none"> • The next meeting is To Be Determined. • Motion to adjourn. 	Motion passed.



MINUTES

DATE: April 11, 2023
TIME/PLACE: 7:30 AM - 9:00 AM
PRESENT: Chair Liz McDonald, Police Chief Nate Goodman, Sally Walsh, Phil Wagner, Councilor Chip Lawrence, Greg Michaud, Barbara Guffin, Andy Seymour, Adam Bliss
ABSENT:
GUESTS: Kim True

TOPIC	DISCUSSION	ACTION
I. Welcome, Agenda, Minutes	<ul style="list-style-type: none"> • Agenda Reviewed • Motion to approve minutes of 1/10/2023 meeting by Phil Wagner, seconded by Sally Walsh. All approved. 5 in favor, none opposed, one abstained, and two were absent. • Note: February meeting was postponed, and the March meeting was canceled because of a snowstorm. 	Motion passed, 5-0
II. Flying Point Road/ Pleasant Hill Road Intersection	<ul style="list-style-type: none"> • Much discussion about the safety of the Flying Point/Pleasant Hill Road intersection. We need to consider changes to both roads. At a future meeting, Adam Bliss will present options for the Committee to consider, such as: advance notification of stop ahead and/or other measures to slow traffic down. 	Informational only, no vote
III. Downtown Vision Plan	<ul style="list-style-type: none"> • The Committee discussed the Downtown Vision Plan and charters. There are now 12 or so projects and nine goals which have been distilled down from over 80 suggestions. The purpose of Charters is to enhance communication and help to bridge council work with Downtown Vision work. • Wayfinding signs: Phil Wagner and Greg Michaud will be liaisons for CSC Committee, and Chief Goodman will also review to ensure safety. • Parking requirements - Phil Wagner will be the liaison. • Mallett Drive - Adam Bliss is the lead and facilitator. So far, there is funding for the design of a Shared Use Path. Work with MDOT will begin to help with a survey and ROW tasks. There are more tasks related to Mallett Drive, including a small grant from GPCOG related to Safe Routes to School. Dan Piltch was planning to attend this meeting to encourage us to think big! • Accessibility - Sally Walsh will be the liaison. • EV charging stations and the best locations in Freeport were discussed. • The Transportation Charter project will also need CSC review. 	Informational only, no vote



<p>IV. Concord Brook</p>	<ul style="list-style-type: none"> Some members of Connect Freeport walked the trails from Varney Road to Downtown, and a similar walk was done with Caroline Pelletier, Brett Richardson, and Adam Bliss. CF committee is planning to apply for a Land and Water Conservation grant which is due June 30, 2023. The maximum award is \$500,000, and we would ask for the full amount. The tricky part is that the Town needs to pay upfront (and get reimbursed) or sign a resolution that the Town is definitely going forward with the project. This grant application will need Town Council support. Motion from Complete Streets Committee to move forward in applying for a Land and Water Conservation grant through the Town of Freeport by Greg Michaud, seconded by Liz McDonald. The vote was unanimous with eight in favor, none opposed, and none abstained. Liz McDonald and Chip Lawrence will bring this topic to a Town Council meeting. 	<p>Motion passed, 8-0</p>
<p>V. Main Street sidewalks</p>	<ul style="list-style-type: none"> Sally Walsh described the condition of streets in downtown Freeport that need repair and, for School Street, a railing. The plan is that the Freeport Accessibility Task Force will participate in a CSC meeting to formally request these repairs. 	<p>Information only.</p>
<p>V. General</p>	<ul style="list-style-type: none"> Bridge construction, especially on Mallett Drive, is creating huge traffic jams during rush hours. Adam suggests meeting with MDOT. 	<p>Information only.</p>
<p>VI. Adjournment</p>	<ul style="list-style-type: none"> Motion to adjourn by Greg Michaud, seconded by Andy Seymour; unanimous vote. Eight in favor, none opposed, and none abstained. The next Complete Streets meeting is Tuesday, May 9, 2023 	<p>Motion passed, 8-0</p>



MINUTES

DATE: May 9, 2023
TIME/PLACE: 7:30 AM - 9:00 AM
PRESENT: Chair Liz McDonald, Adam Bliss, Police Chief Nate Goodman, Sally Walsh, Andy Seymour, Phil Wagner, Barbara Guffin, Adam Bliss
ABSENT: Greg Michaud, Councilor Chip Lawrence
GUESTS: Kim True

TOPIC	DISCUSSION	ACTION
I. Welcome, Agenda, Minutes	<ul style="list-style-type: none"> • Agenda Reviewed • No Minutes to review 	
II. Flying Point Road/ Pleasant Hill Road Intersection	<ul style="list-style-type: none"> • Dwight Blease, Merry Meeting Wheelers and Freeport Resident, joined us to discuss the Flying Point Rd/Pleasant Hill Rd Intersection. There were many perspectives on this intersection, the traffic patterns, speed limits, and more. We will gather data, hopefully in June, to determine the best action. Adam may reallocate some funding to use for monitoring equipment. The goal is to slow traffic down and to convert the yield sign on Pleasant Hill Road to a stop sign. 	
III. Connect Freeport	<ul style="list-style-type: none"> • Local businesses such as Maine Beer have reached out to staff and are interested in helping support bicycle/pedestrian trails in Freeport. Additional work is needed to include more businesses and a plan of support. • Senator King has officially requested that our project related to the design and construction of multi-use trails in Freeport be funded by the Senate Transportation, Housing, and Urban Development (THUD) Subcommittee on Appropriations. • Adam and others walked the LL Bean property with David Lockman and have come to an agreement about the best location for the multi-use bike/ped trail as well as the hiking/nature trail. They just need to finalize where the trail ends on West Street. • The Committee is planning to move forward with a grant application to the Land and Water Conservation Fund (LWCF) for construction funding related to the Concord Brook portion of the multi-use trail. More work is needed before the June 30, 2023 due date. 	



IV. General	<ul style="list-style-type: none">• Adam discussed the traffic delays on Route 125/136 and on Desert Rd at their weekly progress meeting. Hopefully, changes will be made.• Brick sidewalk reconstruction was discussed. More work is needed.• EV Charging stations in Freeport will be a topic of CSC as the Sustainability Committee continues its work in finding the best locations for these stations. Sites include Town Hall, Freeport Public Library, and the Train Station.• CSC members can submit agenda items to Liz/Adam two weeks prior to the meeting date. Materials are then sent out to Committee members on the Thursday before the meeting.	
V. Adjournment	<ul style="list-style-type: none">• Motion to adjourn by Barbara Guffin, seconded by Andy Seymour; unanimous vote. 7 in favor, none opposed, and none abstained.• The next Complete Streets meeting is Tuesday, June 13, 2023	Motion passed, 7-0

Freeport High School

Large Event Parking Management Plan

Submitted To:
Freeport Traffic and Parking Committee

Submitted By:

Carroll Associates
217 Commercial Street
Portland, ME

Submitted For:

RSU5
17 West Street
Freeport, ME

Date:

March 14, 2017
Revised March 21, 2017
Revised June 13, 2023

INTRODUCTION

Parking needs for Freeport High School can generally be organized into the following categories: staff parking, student parking, visitor parking, and special events parking. The following plan is intended to provide a framework for parking management associated with large special events held at the Freeport High School.

GOALS

The goals of the Special Events Parking Management Plan (SEPMP) are:

1. To safely and efficiently manage parking at special events held at Freeport High School facilities.
2. To meet the needs of the special event while minimizing the impact to the surrounding community.
3. To coordinate with the Freeport Police Department to meet public safety standards concerning traffic flow and emergency vehicle access during large events.
4. To effectively communicate event information and special parking instructions to the attendees.

BACKGROUND

~~The Freeport High School Facility host a range of special events such as Graduation, Homecoming, pre-season, regular season and post-season sporting events, plays, and guest speakers that draw students, residents and visitors. While these events are important to the community, they do generate temporary traffic and parking challenges.~~

~~Special events can potentially disrupt traffic flow and require crowd management. Each event can generate its own unique transportation issues. Some of the parking problems that can occur include:~~ ☒

- ~~• Lack of sufficient parking at the event site.~~
- ~~• Visitors not knowing where to park.~~
- ~~• Inconvenience to nearby residents and businesses.~~
- ~~• Illegal parking, e.g., blocking fire lanes.~~
- ~~• Conflicts between regular parking restrictions and special event parking restrictions. Additional demand for disabled person parking spaces.~~

~~Addressing parking and traffic issues is critical to maintaining the success of special events at the school. The RSU5 Administration recognizes there are opportunities to improve upon current practices by implementing planning, coordination, and traffic management for all planned special events on campus. This will provide an opportunity to incorporate these techniques, concepts, and practices into the day-to-day policies, procedures, and practices of the RSU, and should result in significant improvement over current conditions.~~

ASSESSMENT

~~The size, duration, and expected attendance of the scheduled event are critical factors in determining the deployment of staff, parking regulatory devices, directional signs, and other potential resources. A small event may have an impact on a limited area while a larger event could impact the downtown and adjoining neighborhoods. Concurrent events scheduled on the School Campus or held concurrent with Downtown Events can be more challenging.~~

~~Indoor public use facilities at Freeport High School include:~~

- ~~• The Gymnasium, with a seating capacity of 700,~~
- ~~• The Freeport Performing Arts Center (FPAC), with a seating capacity of 510, and~~
- ~~• The Food Court, with a seating capacity of approximately 250.~~

~~These facilities are utilized by the RSU and Community for a wide variety of events such as Basketball games, Theater and music concerts, and community group meetings. Scheduling of such events needs to recognize the cumulative impact of parking on the entire campus and manage such events as appropriate to the requirements of this Plan. It is noted that many of these events historically have occurred on a regular basis throughout the year.~~

~~The Joan Benoit Samuelson Track and Field has been designed to accommodate bleacher seating for approximately 750 spectators. The Facility will be managed by the RSU5 Athletic Administrator in conjunction with the Recreation Coordinator of RSU5 Community Programs according to the Field Use Guidelines that are also being developed and adopted concurrent with this Plan.~~

~~The RSU campus has approximately 200 on-site parking spaces. By agreement with the Town, the RSU also utilizes a portion of the Municipal Lot on the corner of Cross St that has designated approximately 87 spaces for student parking and school events. Assuming one vehicle for every three attendees, the school has onsite parking sufficient for events up to approximately 600 attendees; including the Municipal Lot provides capacity for another 261 attendees. These two combined resources provide school event parking for roughly 860 attendees without utilizing adjacent LL Bean or other Public Parking.~~

For events with anticipated attendances larger than ~~860~~ **750**, parking is available in LL Bean controlled lots (per written agreement with RSU5), other Public Municipal Lots, and the Parking Structure located on Depot Street. ~~In total, upwards of 2,000 parking spaces are available within a 5 minute walk to the facility for attendees arriving to an event at the High School.~~

~~Accessibility is critical to the function of the school and all planned Events, and as such the High School and Track Facility has been designed to be fully accessible. All pathways connecting the track to the school and public sidewalks have been designed to meet ADA requirements, with the exception being the Gap Lot, where existing porous pavers will not allow an accessible route connection to that parking lot. The track facility has ramps up to accessible bleacher seating for 8 spectators, and 16 accessible parking spaces are located within close proximity to the track entrance.~~

Emergency access to the Track facility is available in three locations, ~~two off the Morse Street School parking lot/drop-off area and one at the main entrance. All of these~~ **This location will have** ~~has~~ a 12 foot wide vehicular gate and direct access onto the track and field for emergency vehicles. **Ambulances are supplied with a key to the gate's padlock.**

TACTICAL CONSIDERATIONS – EVENTS ON CAMPUS

During scheduled use of the facility, it is important to consider the impact to parking facilities owned by RSU5, LL Bean and the Town of Freeport as well as potential impacts to neighbors of Freeport High School. To minimize impacts on traffic to adjacent roadways and neighborhoods, RSU5 may implement some or all of the following measures depending on the intensity of use, anticipated attendance, and timing of other School or Town functions:

1. Create and distribute parking and traffic directions on the RSU5 website which would direct guests to preferred roadways and parking that would result in the least impact to neighbors.
2. Ensure critical Fire Lanes and Emergency Access are clearly delineated with paint and stripes, and consider additional orange traffic cones, signs, or portable barricades as needed. These include the Main School Entrance, Bus Loop outside of the Food Court, and Drop-off area at the Morse Street School.
3. Provide permanent signage identifying the High School/ Track Facility at critical locations such as the intersections of Main/ Holbrook Streets and Main/ Justin's Way.
4. Identify main and satellite parking lots to be used to receive incoming event related vehicles and mark lots with signage to direct vehicles to those appropriate lots. This might be done on an event-by-event basis, depending on how the event dovetails with other School or Village activities.
5. Provide Temporary "No Parking" signs along Justin's Way, Snow Road, and Elm Street to minimize intrusion of vehicles into the residential neighborhood. Provide a temporary "sawhorse signage" on Justin's way past the parking lot entrance **and on Snow Road just past the bus circle**, indicating "Local Traffic Only."
6. Deploy 'trained' RSU5 staff to provide traffic direction and control, ~~maintain critical areas including fire lanes, travel lanes, entrances and exits~~ and to provide information and direction to parking areas, satellite parking lots, and event locations. ~~Emphasis should be placed on maintaining clear fire lanes and travel lanes for unimpeded emergency vehicle access.~~
7. **Deploy 'trained' RSU5 staff to** monitor Satellite parking lots. ~~Staff will periodically monitor the status of the satellite parking lots, and incoming motorists will be directed accordingly.~~
8. Outdoor Events with attendance in excess of 250 people require written Notice to the Freeport Police Department no less than thirty day before the commencement of the event per Chapter 10 of the Town of Freeport Ordinances.
9. Consult with Freeport Police to determine whether additional resources are required for traffic control on Main Street during periods of significant event-related traffic volumes.

The RSU5 will develop a list and schedule of athletic ~~and non-athletic events, along with estimates of attendance~~ at the beginning of each school year **athletic season**. This information will be compiled and used to facilitate increased communication with the Freeport Police Department, ~~local residential neighborhood, LL Bean, Freeport USA and others potentially affected by the events.~~ As required in Chapter 10 of the Freeport Ordinances, written notice will be provided for outdoor events with anticipated attendances greater than 250 people to Freeport Police Department. ~~This Notice shall identify the locations of necessary facilities, and identify such features as accessible parking, public restrooms, waste disposal, water supply, and emergency~~

~~vehicle access as well as communication facilities available at the Joan Benoit Samuelson Track and Field, as required in the Ordinance.~~

Based on analysis of the existing event usage and anticipated attendees, three levels of Event Parking Management are proposed:

Level 1- Outdoor Events up to 250 people.

Level 2- Outdoor Events between 250 and 750 people.

Level 3- Indoor or Outdoor Events greater than 750 people.

The following chart represents the Procedures that would be implemented at each level of Use:

PROCEDURE	LEVEL 1	LEVEL 2	Level 3
1. Create and distribute parking/ traffic directions	X	X	X
2. Ensure critical Fire Lanes are clearly delineated.	X	X	X
3. Install permanent signage	X	X	X
4. Identify main and satellite parking lots to be used.		X	X
5. Provide Temporary signs			X
6. Deploy RSU5 staff			X
7. Monitor Satellite parking lots.			X
8. Provide Written Notice to FPD per Chapter 10		X	X
10. Hire Freeport Police - One Staff		X	
11. Hire Freeport Police - Two Staff			X

~~Based on the capacities of each indoor venue, the RSU believes Freeport High School has sufficient on-campus parking to accommodate associated attendance. Should multiple indoor venues be used concurrently, it may be necessary to undertake procedures identified for Level 2 or Level 3 Parking management.~~

Attached and made part of this Plan is a Parking and Wayfinding Exhibit that illustrates the critical elements of the Event Parking Management Plan. This exhibit will be posted on the RSU website and distributed to visiting teams as identified above.

CONCLUSION

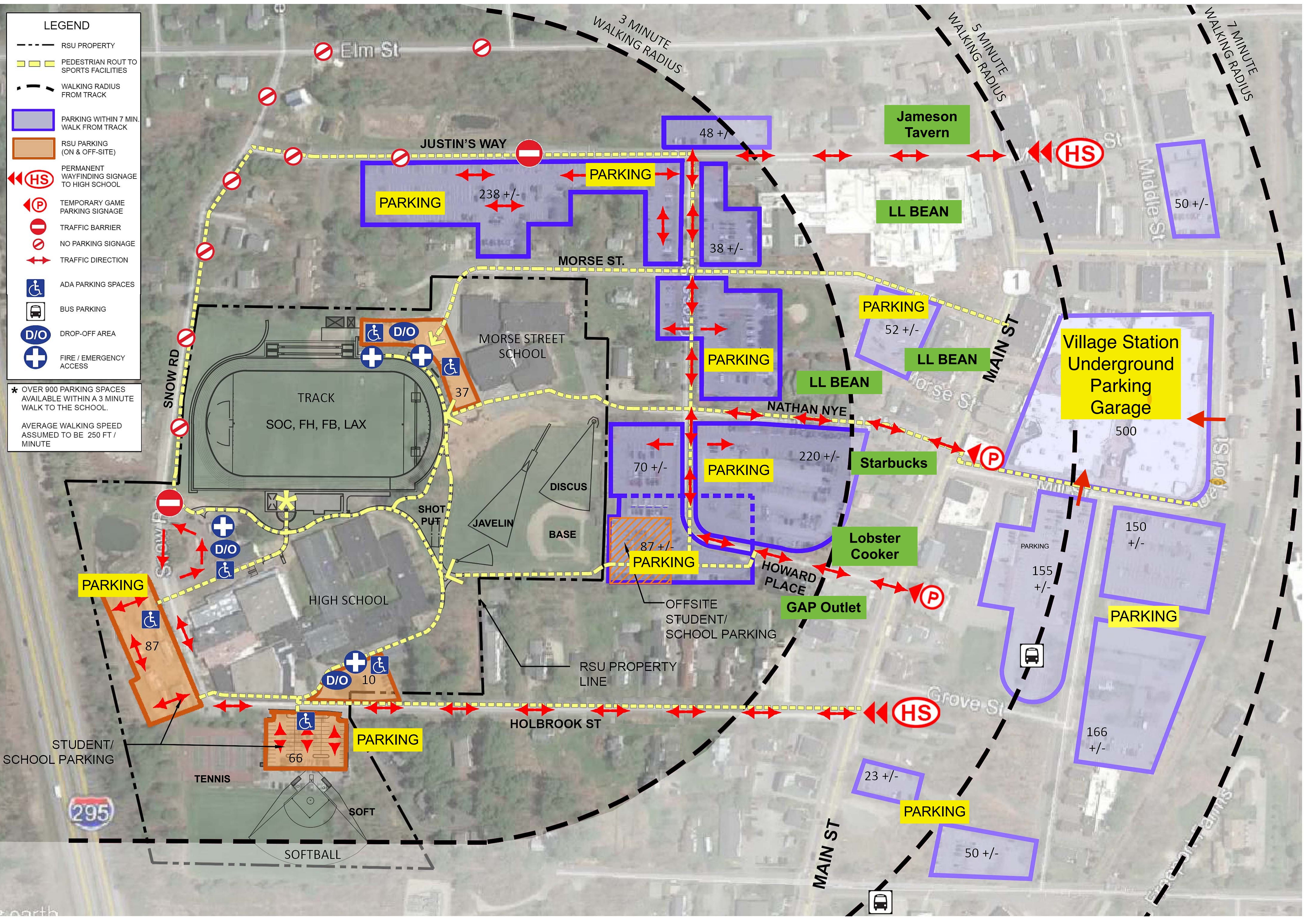
~~The Freeport High School Special Event Parking Management Plan is a tool to address and mitigate the impact of large event parking on the community and school neighbors. This will be accomplished through proper planning, staffing and management, effective communication with those affected by the event, efficient use of all available parking, collaboration with event sponsors, and coordination with the Freeport Police Department.~~

Conclusion is same as Intro & Goals

- LEGEND**
- RSU PROPERTY
 - PEDESTRIAN ROUT TO SPORTS FACILITIES
 - WALKING RADIUS FROM TRACK
 - PARKING WITHIN 7 MIN. WALK FROM TRACK
 - RSU PARKING (ON & OFF-SITE)
 - PERMANENT WAYFINDING SIGNAGE TO HIGH SCHOOL
 - TEMPORARY GAME PARKING SIGNAGE
 - TRAFFIC BARRIER
 - NO PARKING SIGNAGE
 - TRAFFIC DIRECTION
 - ADA PARKING SPACES
 - BUS PARKING
 - DROP-OFF AREA
 - FIRE / EMERGENCY ACCESS

* OVER 900 PARKING SPACES AVAILABLE WITHIN A 3 MINUTE WALK TO THE SCHOOL.

AVERAGE WALKING SPEED ASSUMED TO BE 250 FT / MINUTE



Atlantic Resource Consultants
541 US Route One
Freeport, ME 04032
Tel: 207.869.9050

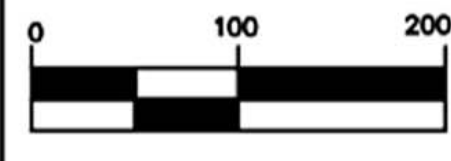


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OWNER / DEVELOPER
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17 WEST STREET
FREEPORT, ME 04032

PROJECT TITLE
**TRI-TOWN
TRACK + FIELD
PROJECT**
FREEPORT, ME

DRAWING TITLE
**PARKING AND
WAYFINDING EXHIBIT**

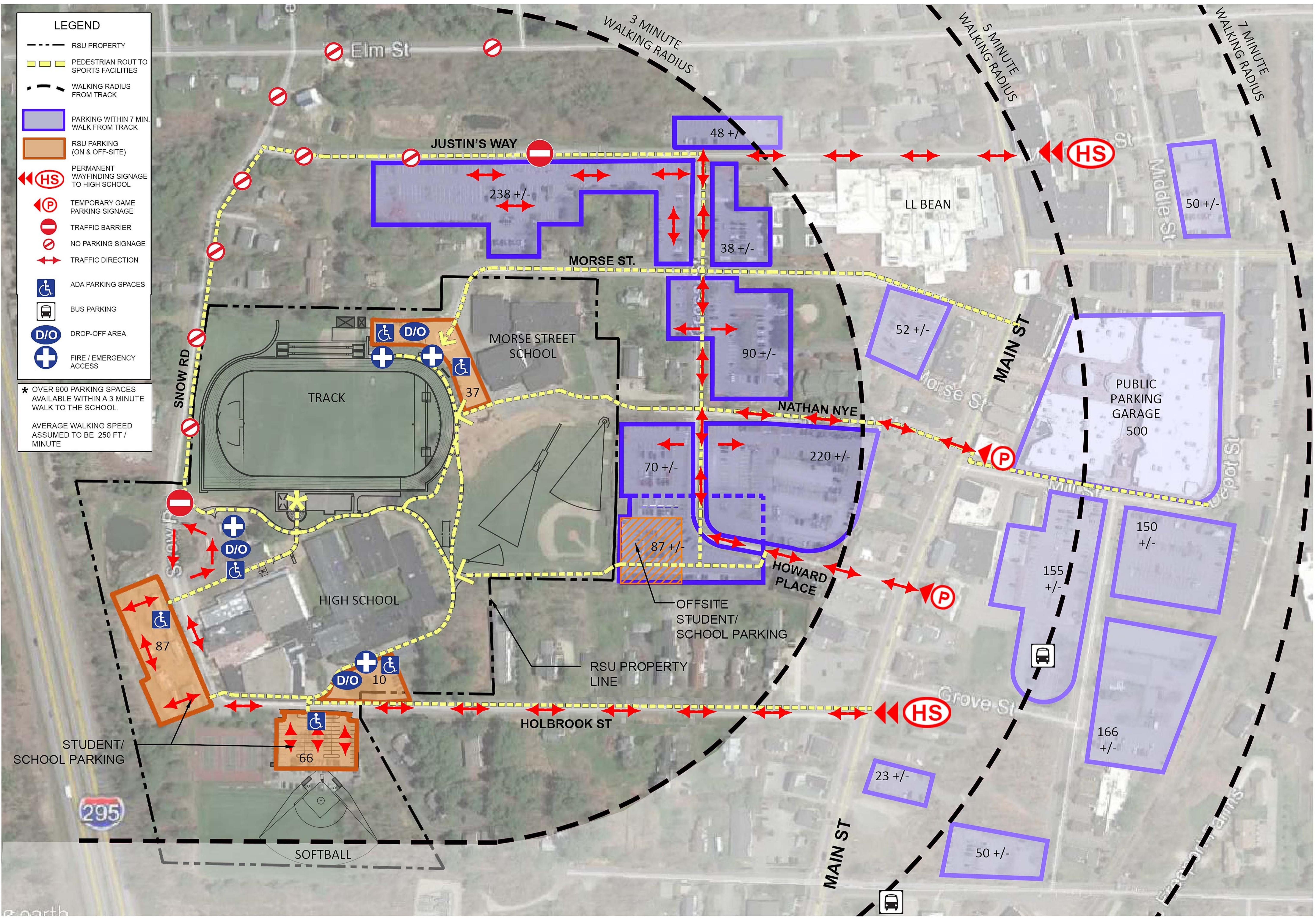


SCALE in FEET
1"=200'
3 / 20 / 2017

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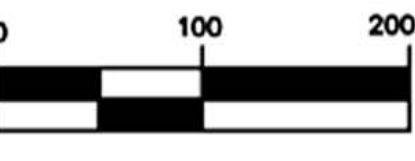


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RSU #5
17 WEST STREET
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PROJECT TITLE
**TRI-TOWN
TRACK + FIELD
PROJECT**
FREEPORT, ME

DRAWING TITLE
**PARKING AND
WAYFINDING EXHIBIT**



SCALE in FEET
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3 / 20 / 2017

Freeport High School

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ASSESSMENT

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By agreement with the Town, the RSU also utilizes a portion of the Municipal Lot on the corner of Cross St that has designated approximately 87 spaces for student parking and school events.

For events with anticipated attendances larger than **750**, parking is available in LL Bean controlled lots (per written agreement with RSU5), other Public Municipal Lots, and the Parking Structure located on Depot Street

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The RSU5 will develop a list and schedule of athletic events at the beginning of each **athletic season**. This information will be compiled and used to facilitate increased communication with the Freeport Police Department. As required in Chapter 10 of the Freeport Ordinances, written notice will be provided for outdoor events with anticipated attendances greater than 250 people to Freeport Police Department.

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3. Install permanent signage	X	X	X
4. Identify main and satellite parking lots to be used.		X	X
5. Provide Temporary signs			X
6. Deploy RSU5 staff			X
7. Monitor Satellite parking lots.			X
8. Provide Written Notice to FPD per Chapter 10		X	X
10. Hire Freeport Police - One Staff		X	
11. Hire Freeport Police - Two Staff			X

Attached and made part of this Plan is a Parking and Wayfinding Exhibit that illustrates the critical elements of the Event Parking Management Plan. This exhibit will be posted on the RSU website and distributed to visiting teams as identified above.