

LEWISTON CITY COUNCIL WORKSHOP AGENDA

Tuesday, June 10, 2014

City Council Chambers

6:00 p.m. Workshop

Pledge of Allegiance to the Flag.
Moment of Silence.

WORK SESSION

1. Review of Bates College Dormitory Plans.
2. Review of Pine Street Bike Lane.
3. Review and discussion regarding the Wayfinding Signage Plan.
4. Discussion of a Public Works Study Committee.

LEWISTON CITY COUNCIL
WORKSHOP AGENDA
TUESDAY, June 10, 2014
6:00 P.M.

1. Bates College Dormitory Plans (30 minutes)

Representatives of Bates College have asked for the opportunity to review the status of their plan to construct several dormitories on Campus Avenue, including the potential for closing certain portions of Franklin Street and traffic calming measures on Campus Avenue.

2. Pine Street Bike Lane (30 minutes)

The City recently installed a long-planned bike lane on Pine Street. Since its installation, there has been some discussion of the revised layout of the Street which features 7 foot parking lanes on both sides, an 11 foot travel lane, a 5 foot bike lane, and a three foot buffer zone between the bike lane and the parking lane. The Bike Ped Committee was asked to review the design of this section and provide its comments to the Council. It was discussed at the last Committee meeting, and Committee Chair Craig Saddlemire will be present to report on this discussion. In addition, Public Works Department staff will also be present to review the design, the reasons it was selected, and answer any questions you may have.

3. Wayfinding Signage Plan (30 minutes)

Staff is working with City of Auburn staff to develop a request for proposals for the construction and installation of wayfinding signage in both communities. The intent of this signage is to assist visitors in finding their way to key locations, including our downtown and riverfront. The signage system was designed in conjunction with the City of Auburn and the Androscoggin Land Trust and benefited from grants received by the Land Trust to undertake the work. Given that several current Councilors were not initially involved in this design effort, we would like to review the concept plan with you and discuss the current status of implementation efforts including the request for proposals process and the need for an overall policy to guide its implementation. Please see the attached information.

4. Public Works Study Committee (30 minutes)

A number of months ago, the Council had a preliminary discussion of forming a Committee to review the City's Public Works Department in an effort to develop recommendations that would reduce costs and improve services. At that time, no firm conclusion was reached on the exact status of the Committee, including its composition and how members would be selected. Now that the budget process has been completed, we would like to once again discuss this Committee and how it might be advanced. A draft of the proposed organization and mission of the Committee is attached.

Bates College Campus Housing Project

June 10, 2014

City Council Workshop

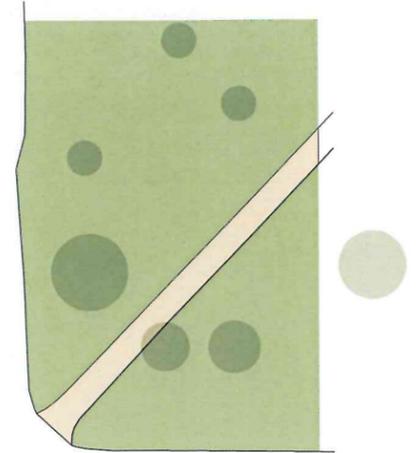
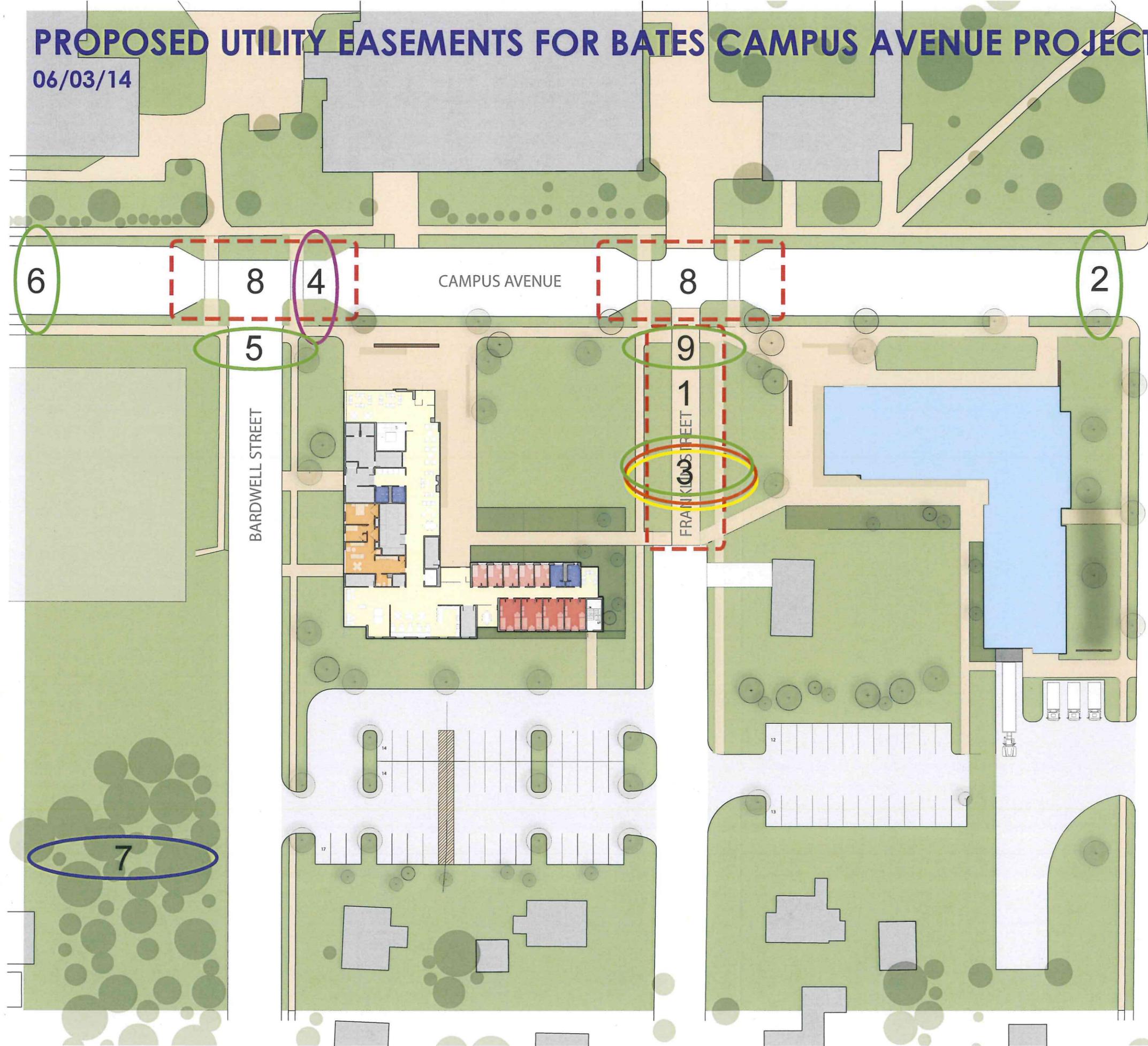
6:00 PM

AGENDA

- A. Draft Easements
- B. Site Plan
 - a. Proposed Street Modifications.
 - i. Neckdowns at Campus Ave
 - ii. Closure/tabling of Franklin Street
- C. Anticipated permanent street closures.
 - a. Franklin Street
- D. Anticipated temporary street and sidewalk closures during construction.

PROPOSED UTILITY EASEMENTS FOR BATES CAMPUS AVENUE PROJECT

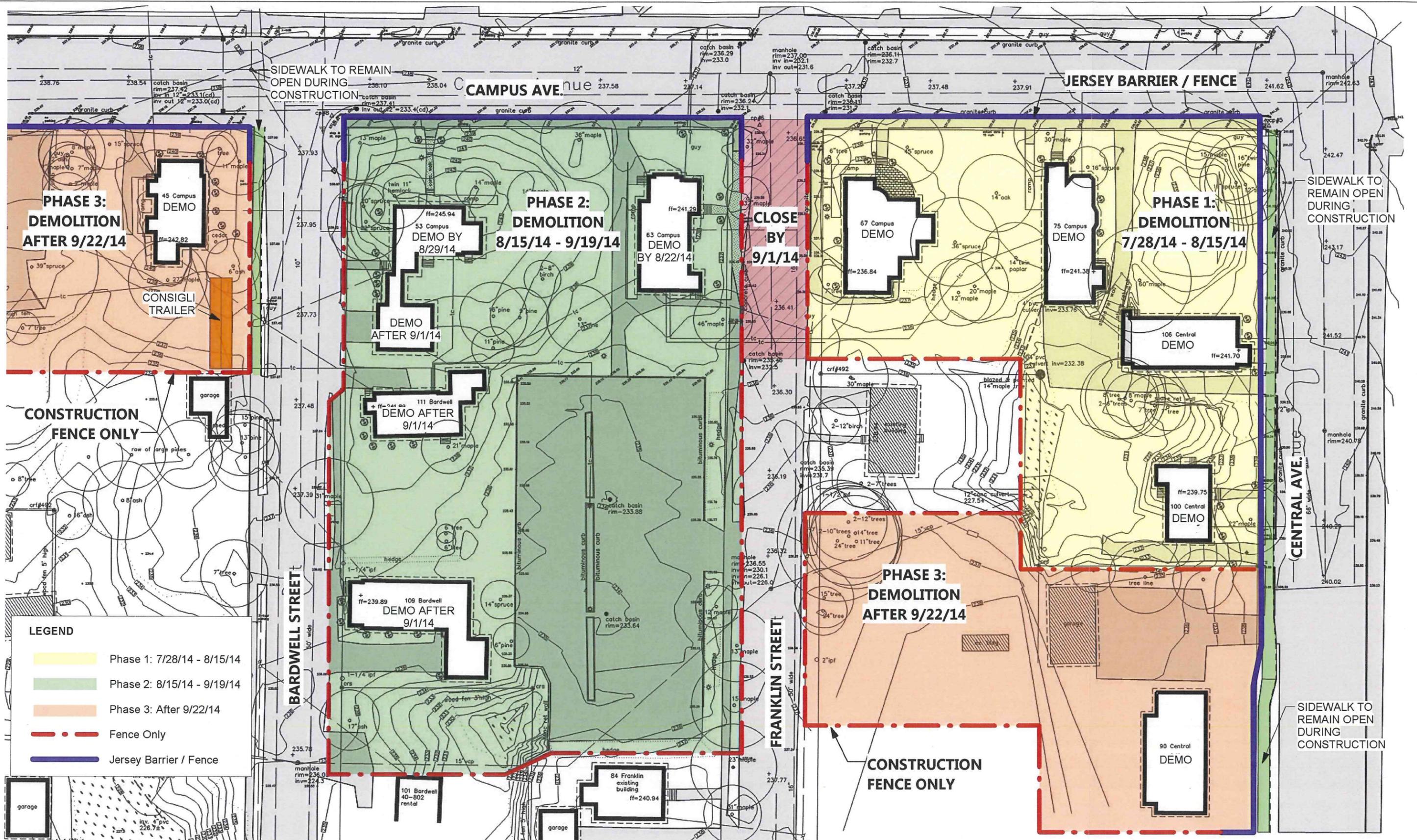
06/03/14



CENTRAL AVENUE

- EASEMENT TYPE KEY:
- TELECOM (BATES)
 - ELECTRICAL (CMP)
 - STORM / SEWER
 - STREET MODIFICATIONS
 - HOT WATER
 - EMERGENCY POWER

EASEMENT DESCRIPTION KEY:
(SEE ATTACHED)



**PHASE 3:
DEMOLITION
AFTER 9/22/14**

**PHASE 2:
DEMOLITION
8/15/14 - 9/19/14**

**PHASE 1:
DEMOLITION
7/28/14 - 8/15/14**

**CONSTRUCTION
FENCE ONLY**

**CLOSE
BY
9/1/14**

**PHASE 3:
DEMOLITION
AFTER 9/22/14**

**CONSTRUCTION
FENCE ONLY**

LEGEND

- Phase 1: 7/28/14 - 8/15/14
- Phase 2: 8/15/14 - 9/19/14
- Phase 3: After 9/22/14
- Fence Only
- Jersey Barrier / Fence

SIDEWALK TO REMAIN
OPEN DURING
CONSTRUCTION

JERSEY BARRIER / FENCE

SIDEWALK TO REMAIN OPEN
DURING
CONSTRUCTION

SIDEWALK TO
REMAIN OPEN
DURING
CONSTRUCTION

BATES COLLEGE LOGISTICS SITE PLAN

BARDWELL ST, FRANKLIN ST, CENTRAL AVE. & CAMPUS AVE. LEWISTON, ME



Wayfinding Sign Policy Draft 06.05.14

Purpose

The purpose of this policy is to outline the criteria needed to implement wayfinding signage in the city of Lewiston.

Objective

The objective of this program is to encourage and invite the local community and also tourist to explore the city of Lewiston through the implementation of wayfinding signs. Wayfinding signs can increase pedestrian and vehicle navigability as well as acting as a marketing tool for attractions. In the city of Lewiston the signs will help direct individuals whether in a car or on foot through both pedestrian signs and signage suitable for drivers. In order to accomplish this there needs to be a design plan, standards, and a method of inclusion of what is allowed on the signs.

Initial Policy

Initially, to gain recognition in the community, the City may want a simple policy of what to include as well as their placement. Due to the complexity of deciding what should be included or not included, as discussed in the next section, an initial simpler wayfinding sign policy may be implemented before moving forward with the more in depth policy of inclusion.

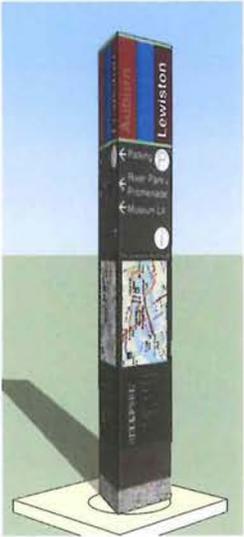
- 1) Inclusion
 - a. Municipal Properties or Agencies
 - i. Parks
 - ii. Police
 - iii. Hospitals
 - iv. Schools
 - v. City Hall
 - vi. Bus Station
 - vii. Parking
 - viii. Library
 - b. Districts
 - i. Riverfront
 - ii. Downtown/Centreville
- 2) Placement
 - a. Most studies and examples suggest 3 to 5 places per sign
- 3) Upkeep
 - a. This will be the responsibility of the city of Lewiston

Long-Term Policy

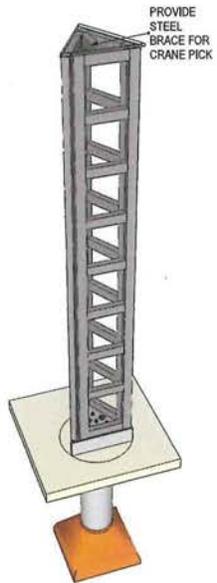
For almost every city or town that has wayfinding signs, there seems to be individual criteria explaining which entities should be included and which entities should not be. The following points are items which may want to be considered when creating the policy for wayfinding sign inclusion.

- 1) Signage must be directed to a site that is open to the general public.
- 2) Signage should be placed in relation to bus stops, and other areas that have a lot of foot and vehicle traffic
- 3) Signage may have the following information for attractions and uses:
 - a. Parking facilities
 - b. Police department
 - c. Government buildings
 - d. Transportation facilities
 - e. Historical landmarks
 - f. Churches and Religious Institutions – some places do not allow inclusion because of separation of church and state
 - g. Emergency services such as Hospital, Fire department – or use already recognizable icons and signs
 - h. Public restrooms - or use already recognizable icons and signs
 - i. Parks and public spaces
 - j. Hiking and Biking Trails/Walkways
 - k. Businesses benefitting the traveling public
 - l. Arenas
 - m. Library
 - n. Museums
 - o. Theaters, Performing Arts, Concert Halls
 - i. Franco Center
 - ii. The Colisee
- 4) A score system may be used to determine if an entity is eligible to be included on the wayfinding signage. This allowed multiple forms of criteria to influence the eligibility of an entity being included.
- 5) Signage may want to indicate distance until destination is reached in order to remove the need to add more signs:
 - a. Mileage to Destination
 - b. Time to Destination
 - i. Average speed of a person walking is 3.1 mph
 - ii. If driving, the time should be calculated by distance and speed limit.

- 6) Educational and non-profit institutions can be added only if such institution is willing to negotiate a fee structure for the signage.
- 7) Some communities do not have individual business names on them and instead refers to them as, food service, historic village area, lodging, camping, vehicular fuel, shopping, public parking, parks, performance venues, hiking or walking trails, boating access, museums, etc.
- 8) Criteria to consider for uses/attractions uses:
 - a. The operation must be open to the general public,
 - b. The operation must be open to the public at least (X) consecutive weeks per year.
 - c. The operation must be open at least five days a week during its operating season.
 - d. The operation must advertise its location, operating season, hours, and contact information in public material available locally.
 - e. Has an attendance of (X) per year or more, and can provide validated statements of this attendance. An attraction must be able to provide basic needs to the public such as: first floor handicap access.
 - f. Attractions must maintain, at a minimum, typical 9 a.m. – 5 p.m. business hours, with the exception of non-profit event and performance/sporting event venues that meet attendance criteria.
 - g. An attraction must be open to the general public for eight consecutive months of the year. An eligible attraction may only use one primary name or brand name to identify itself on a vehicular directional sign and will be subject to the use of the designated fonts.
 - h. Public/private higher educational facilities that provide accredited degree programs will be permitted as an attraction on wayfinding signs, wherein they meet a local enrollment requirement of (X) students per year.
 - i. Public maintained parks and outdoor public spaces will be considered an attraction if they offer free public performances, visitor information, or host free publicly-attended and organized events.



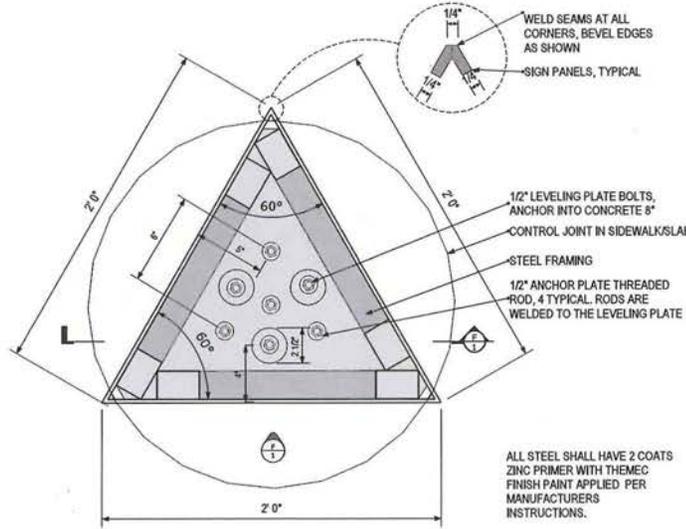
A COMPLETED SIGN
1 NTS



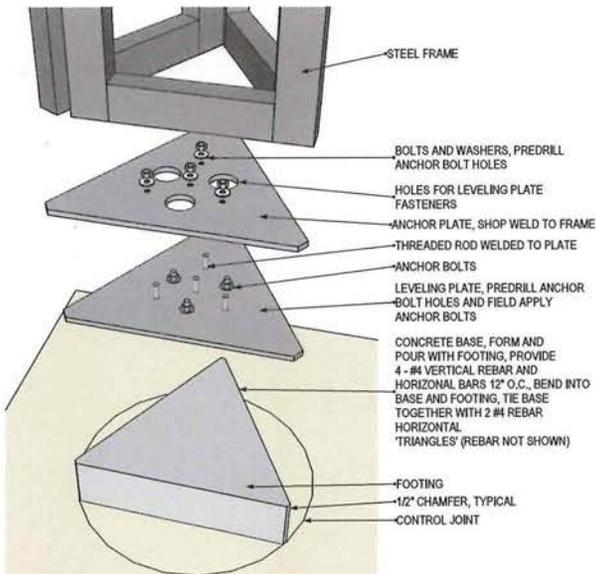
B FRAME AND BASE
1 NTS



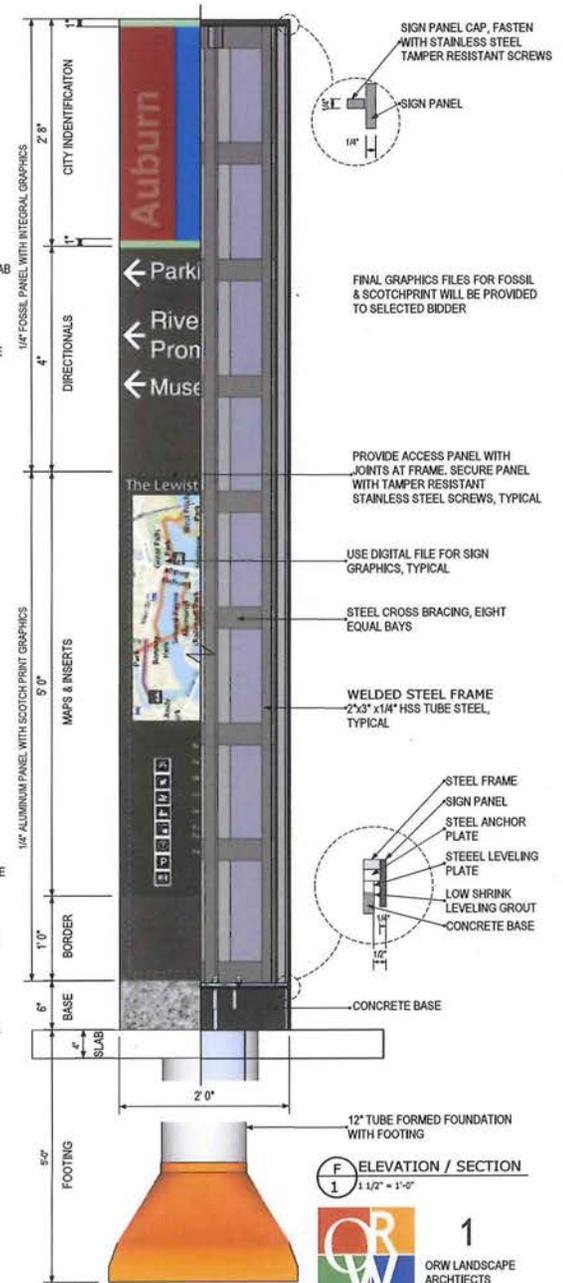
C EXPLODED ASSEMBLY
1 NTS



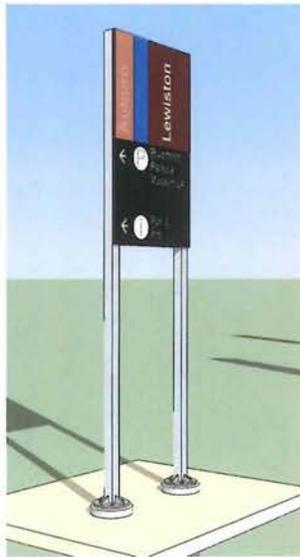
D PLAN
1 3" = 1'-0"



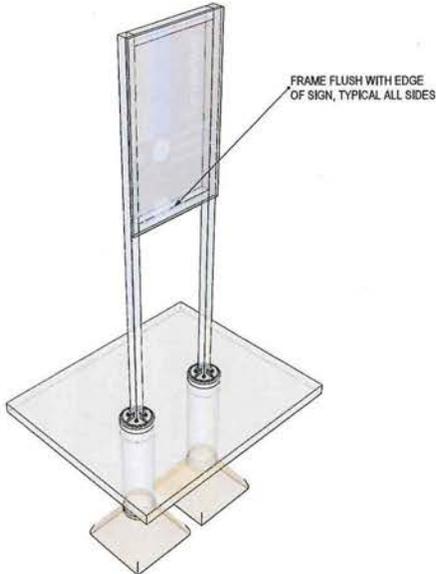
E ENLARGED EXPLODED ASSEMBLY
1 NTS



F ELEVATION / SECTION
1 1/2" = 1'-0"



A COMPLETED SIGN
3 NTS



B FRAME AND BASE
3 NTS

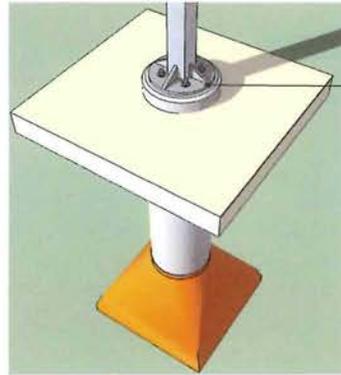


PLATE MOUNTED DIRECTLY TO FOOTING

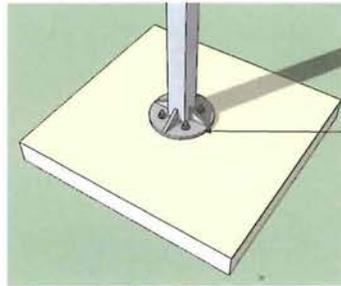
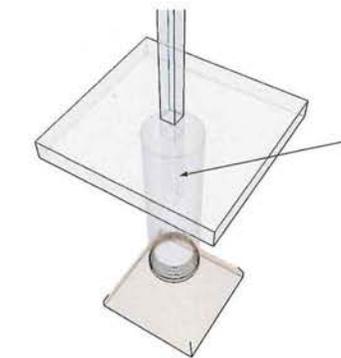


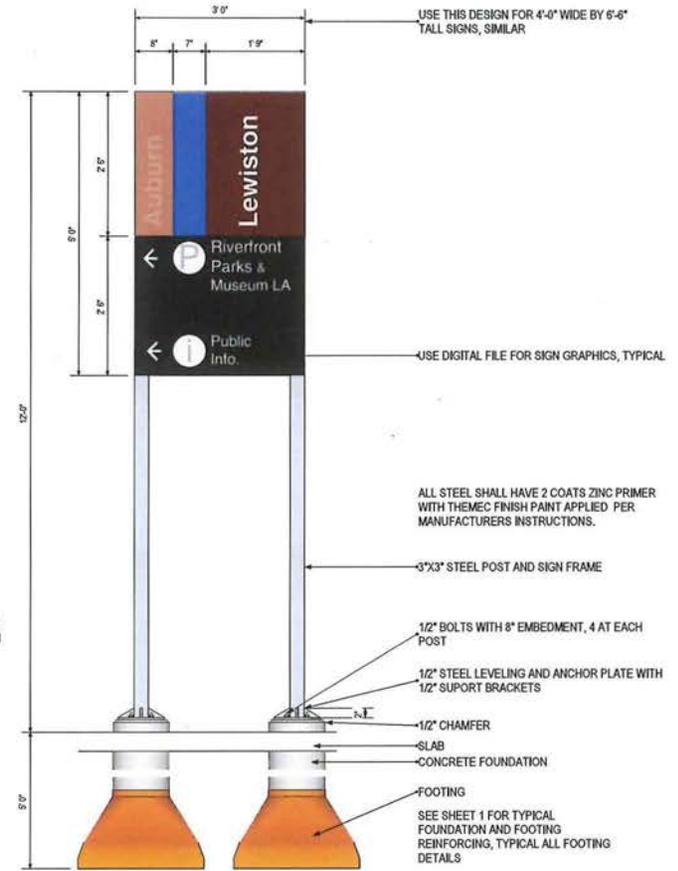
PLATE MOUNTED DIRECTLY TO SLAB. RECOMMENDED MINIMUM SLAB THICKNESS IS 12" WITH TWO ROWS OF #4 REINFORCING IN A 6" X 6" GRID 2'-0" BEYOND THE POSTS IN ALL DIRECTIONS



DIRECTLY EMBED POST INTO FOUNDATION CONCRETE MIN. 24"

SEE SHEET 1 FOR TYPICAL FOUNDATION AND FOOTING REINFORCING

C FOOTING ASSEMBLY OPTIONS
3 NTS



USE THIS DESIGN FOR 4'-0" WIDE BY 6'-6" TALL SIGNS, SIMILAR

USE DIGITAL FILE FOR SIGN GRAPHICS, TYPICAL

ALL STEEL SHALL HAVE 2 COATS ZINC PRIMER WITH THEMEC FINISH PAINT APPLIED PER MANUFACTURERS INSTRUCTIONS.

3"X3" STEEL POST AND SIGN FRAME

1/2" BOLTS WITH 8" EMBEDMENT, 4 AT EACH POST

1/2" STEEL LEVELING AND ANCHOR PLATE WITH 1/2" SUPPORT BRACKETS

1/2" CHAMFER

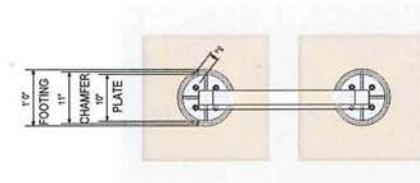
SLAB

CONCRETE FOUNDATION

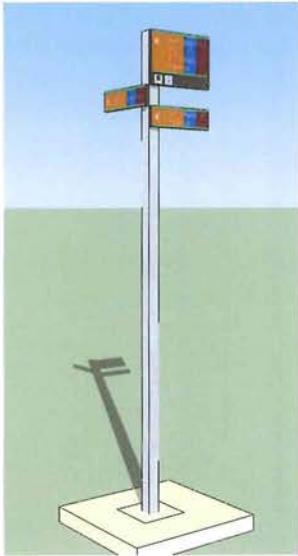
FOOTING

SEE SHEET 1 FOR TYPICAL FOUNDATION AND FOOTING REINFORCING, TYPICAL ALL FOOTING DETAILS

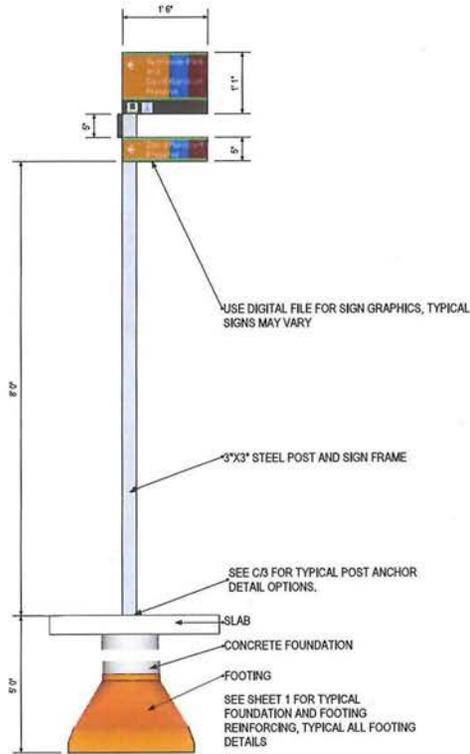
D ELEVATION / SECTION
3 1/2" = 1'-0"



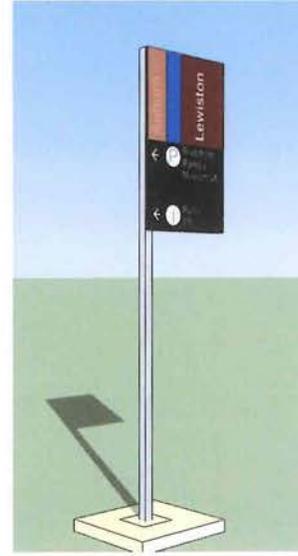
E PLAN
3 5" = 1'-0"



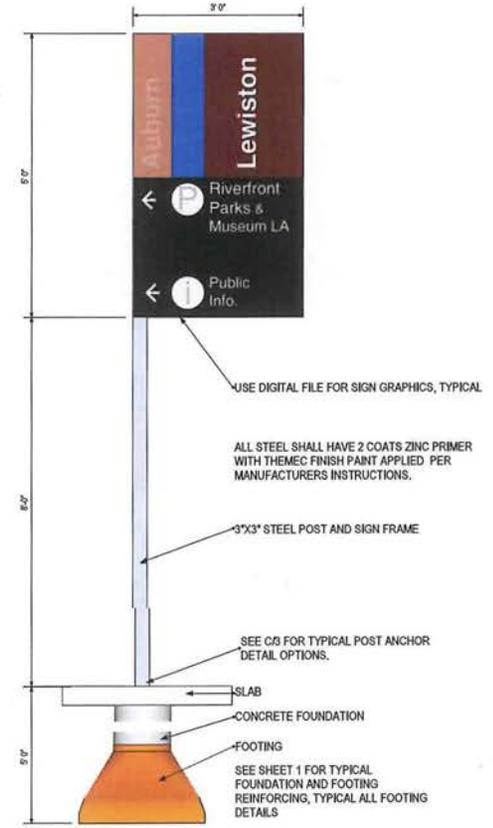
A COMPLETED SIGN
4 NTS



B ELEVATION
4 1/12" = 1'-0"



C COMPLETED SIGN
4 NTS



D ELEVATION
4 1/12" = 1'-0"

COMMITTEE TO REVIEW PUBLIC WORKS' SERVICE LEVEL STANDARDS

Mission/Purpose:

- Establish acceptable service level baselines (Bench Marks) for the Department of Public Works;
- Review current staffing levels, organizational structure, and equipment to determine its adequacy to meet those baselines/bench marks or other service levels;
- Once the above bullets are completed, review/evaluate whether further review is warranted; if so, then proceed to:
 - Identify investments in personnel, equipment or technology that could be made to enhance or improve departmental efficiency and effectiveness in meeting the service level baselines;
 - Review current customer service system to evaluate its ability to adequately track and monitor citizen service requests;

Composition and Appointment

The Committee would be composed of 7 voting members: 2 Councilors and 5 members of the public knowledgeable concerning public works, construction, civil engineering, equipment operations/maintenance, purchasing, customer service operations, or related areas; and 2 ex-officio staff members. The 7 voting members shall be appointed by the Mayor and the 2 staff members shall be assigned by the City Administrator and shall be responsible for providing logistical support to the Committee.

Staff Support:

The City Administrator shall assign additional staff as necessary to support the work of the Committee.

Term

The Committee shall complete its work by January 2015 at which time its report and recommendations shall be forwarded to the City Council and the City Administrator to allow for funding for its recommendations to be considered during the annual budget process. The Committee shall, however, be free to submit recommendations for changes at any point during its term.

Meetings

The Committee shall establish the times and places of its meetings. Meetings shall be open to the public and notice of such meetings shall be posted by the City Clerk. The

Committee may invite such others as may be knowledgeable about subjects under discussion to provide information for its consideration.

Report

The Committee shall present a report to the City Council using the following format as an outline:

- Executive Summary
- Results of Levels of Service Baseline Evaluation
- Discussion of the Process and Results of the Organizational evaluation to determine if changes are needed to the current staffing levels, organizational structure, or equipment to meet the recommended Level of Service
- Recommendations

If further review is warranted in certain areas, the Committee may also:

- Report on the Department's efforts to keep personnel, equipment and technology current;
- Research and Report on potential personnel training, equipment improvements, and technological advances the Department could use to improve operations and the delivery of services, including an economic evaluation of the investment needed;
- Report on its evaluation of customer service in regard to tracking and monitoring customer service requests;
- Provide any other recommendations.