

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

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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 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.

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. Scheduling of 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.

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

Emergency access to the Track facility is available off the Morse Street School parking lot. There is 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 and to provide information and direction to parking areas, satellite parking lots, and event locations.
7. Deploy 'trained' RSU5 staff to monitor Satellite parking lots.
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 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.

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:

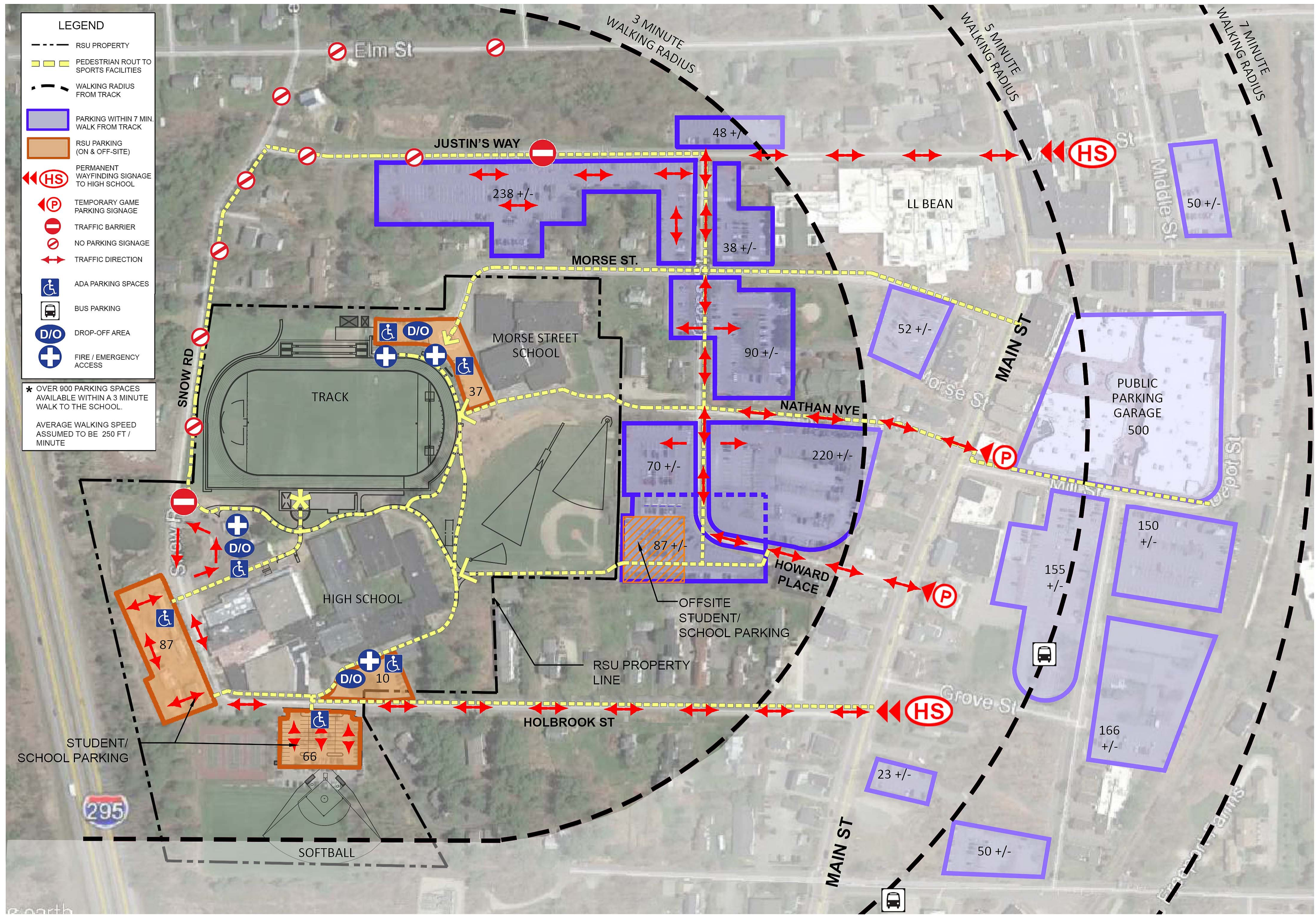
<u>PROCEDURE</u>	<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>Level 3</u>
1. Create and distribute parking/ traffic directions	X	X	X
2. Ensure critical Fire Lanes are clearly delineated.	X	X	X
3. Install permanent signage	X	X	X
4. Identify main and satellite parking lots to be used.		X	X
5. Provide Temporary signs			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

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.

- 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



CARROLL ASSOCIATES
LANDSCAPE ARCHITECTS
217 COMMERCIAL STREET, STE 206
PORTLAND, ME 04101
407.702.9644 F: 407.702.9112

OWNER / DEVELOPER
RSU #5
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