

PARKING COMMITTEE MINUTES
Thursday, September 20, 2001
City Hall Conference Room A

I. CALL TO ORDER:

The Parking Committee meeting was called to order by Chairman, Alex Hanson at approximately 8:30 a.m.

Members Present: City Councilor Alex Hanson, Chairman
John P. Bohenko, City Manager
John Burke, Parking & Transportation Engineer
Steve Parkinson, Public Works Director
Police Chief Brad Russ
Deputy Police Chief Michael Magnant
Andrew Purgiel, City Auditor

II. ACCEPTANCE OF THE MINUTES:

Motion made by City Manager John Bohenko to accept the July 19, 2001 minutes of the Parking Committee. Seconded by Michael Magnant. Motion passed.

III. CORRESPONDENCE:

(A) **Hanover Street Parking – 8/17/01** - Mr. Jeffrey Nawrocki, P.E., President of JSN Associates, Inc. was present to discuss parking conditions on upper Hanover Street. Mr. Nawrocki stated that the restriction of resident parking along both sides of upper Hanover Street results in many empty spaces on the street through the day. His employees are not able to park in front of his building and he requested that the Committee reconsider having resident restricted parking on both sides of the street. He suggested that one side be open to all day parking. He stated that the streets clear at approximately 7:00 am when residents leave for work and during the day the parking is at approximately 50% capacity until residents return home from work. Nawrocki stated that he had 9-10 employees working at a time. City Manager John Bohenko suggested that the Parking and Transportation Department conduct a parking utilization study to see how many vehicles were residents and how many were non-residents. Alex Hanson suggested that John Burke work with the Police Department on the study and report back to the Committee.

(B) **Tire Chalking** – Police Chief Brad Russ summarized the concern of a resident regarding tire chalking and his August 28, 2001 response that it has been standard practice for many years.

MOTION made by City Manager John Bohenko to place on file.
Seconded by Deputy Chief Michael Magnant. Motion Passed.

IV. NEW BUSINESS:

- (A) **Ordinance Review – Loading Zones/Truck Loading Zones** - John Burke stated that there is a need to rewrite the Ordinance with regard to loading zones. He reviewed the existing Ordinance with Bob Sullivan and concluded that it is inconsistent and at best difficult to enforce. Police Chief Brad Russ agreed that his officers have much difficulty in interpreting and enforcing the Ordinance.

John Burke stated that truck and delivery vehicles left unenforced can easily bring traffic in the downtown to a standstill. He believes that the Ordinance needs to be consistent and easily understandable. Police Chief Brad Russ suggested finding out peak traffic times and have certain hours for loading and unloading.

The Committee directed John Burke to work with Attorney Sullivan and the Police Department to discuss this matter and bring back a proposed Ordinance change.

- (B) **Proposed Truck Loading Zones – State St./Pleasant St. & Congress St.@ Vaughn Walking Mall** - Deputy Police Chief Mike Magnant stated that this issue had been discussed at the Traffic & Safety meeting. He stated that a 45 ft. truck loading/unloading zone would be created at State Street where Restaurant Delivery Trucks routinely double park. It was noted that there is a restaurant on all four corners of this intersection.

He added that trucks have been loading on Congress Street just west of Fleet Street for years. John Burke stated that he believes that this proposed loading zone is far enough back from the Congress/Islington St. right-turn lane so as not to cause a problem.

MOTION made by Steve Parkinson to create Truck Loading & Delivery Zones on State Street in place of meters 1092 and 1093 (approximately 45 feet in length), and on Congress Street sixty feet west of the intersection of Congress and Fleet Streets (approximately 60 feet in length). Seconded by Andrew Purgiel. Motion passed.

V. OTHER BUSINESS:

Parking on Sidewalks - Alex Hanson informed the Committee that delivery vehicles routinely park up on the City's new brick sidewalks and that people in wheelchairs have to go out into the street to get around these vehicles. Discussion followed regarding increasing the parking ticket fine for this offense.

City Manager John Bohenko suggested that the \$10 fee be increased to \$25 in the Central Business District.

MOTION made by City Manager John Bohenko to increase the fine to \$25.00 for parking on sidewalks in the Central Business District. Seconded by Steve Parkinson. Motion Passed.

It was noted that the current parking ticket supply does not state this fine amount. The City Manager suggested crossing out the current fine amount and handwriting \$25.00 until the new supply of tickets are received.

Unified Parking Appeals Process - John Burke discussed the need for consolidating the parking appeals process between the Parking & Transportation Division and the Police Department. Currently, people issued a ticket from a Police Officer must go to the Police Station to appeal a ticket, while someone issued a ticket from a Parking Meter Enforcement Officer appeal to the City Clerk. John suggested that the Police Department utilize the existing parking appeals process, which has been working quite well, to reduce customer confusion and improve customer service. Under a consolidated appeals process, anyone wishing to appeal a ticket can do so by seeing the Parking Clerk at City Hall and filling out an appeals form. The Police will still get a copy of the completed appeals form for tickets they issue so that they can investigate and adjudicate the appeal.

Farmer's Market Parking - The City Manager brought to the Committee's attention the need to discuss the parking situation at the Farmers' Market. Police Chief Brad Russ stated that a meeting was held with the Seacoast Grower's Association to discuss the need for stepped up enforcement due to unsafe parking at the lot. He added that the Market has gotten so successful that perhaps they have outgrown the Parrott Ave. lot location. The City Manager added that a new site would be looked at for next year.

Downtown Traffic Control - City Manager John Bohenko discussed the need for regular traffic controls in the downtown – especially during special events and during the busy summer season. These Traffic Controllers could be like the civilian force used in North Conway. They would be well-trained and provided uniforms and protective clothing. He suggested perhaps starting next summer with the following locations: Entrance to the High-Hanover Parking Facility, Market St./Bow St./Hanover St. and Market Square. The Traffic Controllers could be managed by the Parking and Transportation Department. He suggested that the City's crossing guards might be interested in such a position.

VI. INFORMATIONAL ITEMS:

(A) HHPF Parking Utilization report – Report to be given at next meeting.

- (B) **HHPF Monthly Leases - Update** – John Burke stated that it is very unusual to have more than 400 of the City’s 650 current leaseholders in the garage at the same time. This means that there are at all times a minimum of 515 spaces in the garage for cash payers. He suggested that the lease cap be increased from 650 to 700, which would virtually eliminate the current waiting list. He suggested that this is a good time to try an increase in leaseholder rate given that we are now off-season and garage demand will be lower until next June.

MOTION made by John Burke to increase the monthly parking passes at the HHPF to 700. Seconded by Deputy Police Chief Mike Magnant. Motion Passed.

- (C) **New Meter Delivery/Installation Schedule** - Report to be given at next meeting.

V. **ADJOURNMENT:**

The meeting adjourned at approximately 9:30 a.m.

Respectfully submitted
