

**MINUTES**  
**PARKING COMMITTEE MEETING**

7:30 AM – Thursday, October 13, 2011  
City Hall – Conference Room A

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**I. CALL TO ORDER:**

Chairman Ken Smith called the meeting to order at 7:30 a.m.

**II. ROLL CALL:**

Members Present: Councilor Ken Smith, Chair  
John Bohenko, City Manager  
Steve Parkinson, Deputy Public Works Director  
Stephen DuBois, Deputy Police Chief  
Jon Frederick, Director of Parking and Transportation  
Andrew Purgiel, City Controller

Also Present: Suzanne Woodland, Asst. City Attorney

**III. ACCEPTANCE OF THE MINUTES:**

**Motion made by Andrew Purgiel to accept the minutes of the September 8, 2011 meeting as presented. Seconded by Deputy Chief Dubois and voted.**

**IV. FINANCIAL REPORT:**

City Controller Purgiel stated there are no changes and things are going along as planned.

**V. NEW BUSINESS:**

**A. Brewster Street – Request from “The Kitchen” for a loading zone**

Jon Frederick reviewed the request made by The Kitchen restaurant for a loading zone.

**City Manager Bohenko moved to place a loading zoning from corner of building to the back of the building for 25’ to facilitate loading/unloading and dumpster availability for the Kitchen Restaurant for the hours of 6:00 a.m. to 7:00 p.m., seconded by Public Works Director Parkins. MOTION PASSED.**

**B. 111 Maplewood Avenue - - (Councilor request to remove 10 parking meters)**

Jon Frederick reviewed the request stating that any change to this would require an ordinance change as meters cannot be removed without Council approval and cannot be included in an omnibus ordinance.

City Manager Bohenko suggested removing the meters on a trial basis as this would require 3 readings to go before the Council and may not be able to be accomplished before the current Council term.

Discussion ensued regarding the current usage of the meters.

**Public Works Director Parkinson moved to implement a pilot program of taking 5 meters out of service and leaving 5 meters in service for a period of 60 days, seconded by City Manager Bohenko. MOTION PASSED.**

**C. Junkins Avenue** – Legal Department referral to consider “No Parking” areas

Jon Frederick explained that the overriding issue relates to the Farmer’s Market parking as there is no limit on parking on Junkins Avenue and it causes visibility problems. He stated the issue is whether to limit parking just for the event or make it permanent. Deputy Chief Dubois stated that they are even allowed to park along the bridge. Chairman Smith stated he is in favor of limiting the parking entirely as there are 3 off-site parking areas in the vicinity.

**Public Works Director Parkinson moved to recommend “NO Parking” the entire length of Junkins Avenue, seconded by Deputy Police Chief Dubois.**

City Manager Bohenko asked for clarification as to the space required to accommodate parking and 2-way traffic. Public Works Director Parkinson stated the road is 27’9” at its widest point and there is 8.5 feet width required for a parking space, which would not allow enough space for 2 way traffic flow.

**MOTION PASSED.**

**D. Placement of Pay & Display Meters**

Jon Frederick explained that the FY2012 CIP allotted \$65,000 toward the final phase of the Pay & Display parking meter program with which 8 meters were purchased. He stated the recommended placement of these meters is 1 meter on Congress Street, 3 meters on Russell Street and 4 meters on State Street, from Middle Street to Fleet Street.

**City Manager Bohenko moved to accept the proposed locations for 8 additional Pay & Display meters, seconded by Andrew Purgiel. MOTION PASSED.**

**E. Omnibus 2011**

Jon Frederick reviewed the changes recommended in the 2011 Omnibus ordinance including Horse and carriage spaces on Pleasant Street and the removal of “No Parking”

area on State Street, between Court Place and Church Street, to install four new metered spaces (includes ordinance cleanup measures in Section 7.330).

**Public Works Director Parkinson moved to forward the Chapter 7 omnibus ordinances changes (Horse and carriage spaces on Pleasant Street and the removal of “No Parking” area on State Street, between Court Place and Church Street, to install four new metered spaces (includes ordinance cleanup measures in Section 7.330) to the City Council for approval, seconded by Andrew Purgiel. MOTION PASSED.**

**F. Holiday Parking**

**Andrew Purgiel moved to set the holiday parking (free meters with time limit enforcement) for the period of December 12, 2011 through January 2, 2012, seconded by City Manager Bohenko. Motion passed.**

**G. Horse and Carriage Company – License Renewal**

Jon Frederick reviewed the renewal agreement.

Jim Waters from the Horse and Carriage Company addressed the committee explaining how his business is doing well in the summer months and slows down in the off months. He stated he operates on Fridays, Saturdays and Sundays weather permitting and feels that the current system has been working out well with most people being respectful of the reserved spaces.

**Andrew Purgiel moved to renew the License Agreement with Jim Waters d/b/a The Horse & Carriage Co. for a period of one year, seconded by Public Works Director Parkinson. MOTION PASSED.**

**VI. OLD BUSINESS:**

**A. Library – Middle School Parking Lot Enforcement – Report Back**

Jon Frederick reviewed his memo dated October 12, 2011 stating at the request of the School Board at their September 27<sup>th</sup> meeting for the Parking Committee to review this issue, the City and School staff met with the Legal Department to discuss the appropriate methods to begin parking enforcement in the lot. It was determined that the parking lot must be added as an off-street parking area in Section 7.402 of the City Ordinances, with 31 spaces designated as library parking only with a four hour time limit. The remaining spaces would not be designated for specific use but would be limited to two hour parking and overnight parking would be prohibited in the entire parking lot.

Chairman Smith asked if the 4 hour parking is currently enforced. Jon Frederick replied it is when necessary.

Councilor Smith asked if this has time to be handled by the current Council. City Manager Bohenko stated yes if it goes on the next Council Agenda of November 21, 2011. He stated that we will need to contact the School Board and Library Board of Trustees to obtain their concurrence.

Public Works Director Parkinson asked why overnight parking will not be allowed. Jon Frederick stated because the school opens at 6:30 a.m. for the teachers and it would be too difficult to monitor.

**City Manager Bohenko moved to submit an ordinance change to the City Council, upon concurrence from the School Board and Library Board of Trustees, adding the Middle School – Library parking lot to Section 7.402 of the City Ordinances with the following stipulations:**

- **31 spaces be designated as library parking only with a four hour time limit;**
- **All remaining spaces be undesignated with a two hour time limit;**
- **Overnight parking be prohibited in the entire lot.**

**MOTION PASSED.**

## **VII. ADJOURNMENT**

**Meeting adjourned at 7:55 a.m.**