

MINUTES
PARKING COMMITTEE MEETING

7:30 AM – Thursday, November 10, 2011
City Hall – Conference Room A

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

III. ACCEPTANCE OF THE MINUTES:

Motion made by Andrew Purgiel to accept the minutes of the October 13, 2011 meeting as presented. Seconded by Public Works Director Parkinson and voted.

IV. FINANCIAL REPORT:

City Controller Purgiel stated things are going as planned and there is a projected surplus of \$200,000.00 at this time.

City Manager Bohenko moved to accept the Financial Report, seconded by Deputy Chief Dubois. Motion passed.

V. NEW BUSINESS:

A. Parking Enforcement Officer Policies, Procedures and Operations Manual – Annual approval

Jon Frederick explained that this is an annually approved manual and is updated to reflect current practices.

Andrew Purgiel moved to approve the Parking Enforcement Officer Policies, Procedures and Operations Manual as presented, seconded by Public Works Director Parkinson. Motion passed.

B. 236 Concord Way –Citizen request for reserved accessible parking space -

Jon Frederick reviewed the request stating that due to the recent renovations on Concord Way, there is a seven inch step down to the street that was not there before which will make it more difficult for the requester's neighbor to access his vehicle. He stated that the requester is asking that one of the 2 spaces in front of 236 Concord Way be designated a handicap spot to help this individual who is a veteran.

Public Works Director Parkinson moved to designate an accessible handicap spot in front of 236 Concord Way as requested, seconded by City Manager Bohenko. Motion passed.

C. Portwalk Lot 3– TAC referral to remove parking spaces

Jon Frederick explained that the TAC Committee referred the site plan to the Parking Committee for approval of changes proposed to on-street parking. He introduced Patrick Crimmins of Appledore Engineering to review the changes.

Mr. Crimmins began by introducing his colleagues Jeff Johnson of Parade Offices LLC and Greg Mikalaitis, also of Appledore Engineering. He then explained the original site plan for Portwalk Lot 3 included the removal of 2 parking spaces on Hanover Street to accommodate the parking garage entrance. He continued that the proposed revised site plan requires an additional parking space will have to be removed from Hanover Street to accommodate the entrance and exit to the lower level parking area. He stated the lower level parking area will be reserved for long-term parkers, so an insignificant level of vehicle movements are expected at the Hanover Street access and the upper level parking area entrance and exit will be on Portwalk Way and there will be no exit onto Maplewood Avenue. He concluded that a trash and recycling pickup area is proposed in the area of the of the previous garage exit.

Jon Frederick clarified that there are now a total of 4 parking spaces added to this project which is a gain of one from the previous proposal. Jon Frederick stated roughly \$2,500 per space with the Sunday parking.

Public Works Director Parkinson moved to approve the revised site plan as presented, including the removal of an additional space from Hanover Street, seconded by City Manager Bohenko. Motion passed.

VI. OLD BUSINESS: NONE

Chairman Smith informed the committee that the third and final reading of the ordinance creating the combination Parking and Traffic Safety Committee will be held at the November 21, 2011 Council meeting and the first meeting of that committee will probably take place in January 2012.

VII. ADJOURNMENT

Meeting adjourned at 7:45 a.m.