

**MINUTES**  
**PARKING AND TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – Thursday, May 8, 2014  
City Hall – Eileen Dondero Foley Council Chambers

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I. CALL TO ORDER

Chairman Lown called the meeting to order at 8:00 a.m.

II. ROLL CALL:

**Members Present:**

Councilor Brad Lown  
City Mayor, John Bohenko  
James Heinz, Deputy Fire Chief  
Frank Warchol, Police Captain  
Peter Rice, Public Works Director  
Ronald Cypher, Member  
Shari Donnermeyer, Member  
Ted Gray, Member  
Harold Whitehouse, Member

**Staff Advisors Present:**

Mark Nelson, Parking Division Director  
Tom Cocchiaro, Parking Operations Supervisor  
Juliet Walker, Transportation Planner

III. ACCEPTANCE OF THE MINUTES:

**No minutes to be accepted**

IV. FINANCIAL REPORT:

**Mr. Gray motioned to accept the Financial Report and seconded by Mr. Cypher. Motion passed.**

V. NEW BUSINESS:

A. Action tem: Stop Sign on Marston Avenue (Police/DPW)

Mr. Nelson stated that DPW received a message from police dispatch stating a stop sign was missing on Marston at South St. Residents contacted DPW requesting that no sign be placed there as it was felt not to be needed. Stop signs are traffic controls governed by the Manual for Uniform Traffic Control Devises, an FHWA guideline. Mr. Nelson said that the key language within the MUTCD states that stop signs “should” be considered in this type of situation.

Mr. Nelson stated even though there is a lot of traffic on South Street there is no record of crashes for that location and no incidents have been reported by the police department. Mr. Nelson said the sight lines are so difficult there that cars are compelled to stop. DPW consulted with a traffic engineer who said that the language is not compelling to MUTCD and the City can choose not to place a stop sign in this spot.

Mr. Whitehouse asked if a yield sign would be a better alternative.

Captain Warhol stated that the design of the intersection and the curvature of the roadway requires a stop. Putting up a yield sign is not going to be of any assistance to the situation. Mr. Rice responded that it would imply that rolling through that area would be appropriate so in this case, because of the sight line issues and the history of the location, a stop sign is not needed nor is it appropriate to put a yield sign.

Mimi Clark, resident at 1039 South Street, addressed her concerns about the sign.

City Manager Bohenko asked the Committee if a motion should be placed.

Mr. Rice responded that no motion would be needed because no additional signage is required.

B. Action Item: Parking on Howard Street – Citizen Request to address Cmte (DPW)

Mr. Nelson introduced resident Robin Lurie-Meyerkopf who had asked to address the committee with her concerns regarding Howard Street.

Ms. Lurie-Meyerkopf thanked the committee for taking time to site-walk her street. She said her duplex is the only home on the street that does not have any dedicated parking. Occasionally work needs to be done on homes and there is no place for anyone to park or to have trucks park in front of their homes. Ms. Lurie-Meyerkopf mentioned her concerns with the process to obtain an encumbrance or variance, and asked that the Committee clarify the process for the public to avoid confusion and people being shuffled between different departments within the City.

Mr. Rice explained the process by which people get encumbrances and named Building Inspections as the place where people may apply for these permits. He said he will speak to the Building Inspections Department to make sure it is clear that requests for parking on city streets--where parking is not normally allowed--requires an encumbrance and that meter bags (managed by the Parking Clerk) only apply to contractors who require the use of metered spaces.

Ms. Lurie-Meyerkopf stated that she does not know how to get the information out to the people in the area. She said every day there are vehicles parked in that area on Howard, Manning or other places on Pleasant Street, where residents are having work done.

Mr. Rice acknowledged that it is a source of frustration for the contractors and property owners and that the points are good ones. He said he would look into ways to better inform the public and speak with the Inspections Department to fine tune and better define the encumbrance application process.

C. Action Item: Request for HC space vic 125 Islington St (DPW)

Mr. Nelson stated a resident who works at this address has requested a handicapped space. It has been verified that this gentleman is handicapped, and if the request is granted by the PTS Committee, DPW will send him a message that the space is not his alone but is available to any handicapped person. Mr. Nelson let the gentleman know that the space will be up for review yearly to see if it is still needed.

Mr. Cypher stated that the committee went to the site and confirmed that it is the first parking spot beyond Rock Street which makes it convenient for an HC spot. He added that he didn't see a problem with adding an HC space as long as the requester understands that the spot can be used by anyone with an HC plate or placard. He motioned to approve this handicap parking space.

Mr. Whitehouse seconded the motion to approve the HC space but wants to insure the committee is aware that once the homeowner leaves, so does the handicap space. If a new resident wants to have a handicap space, they would have to apply for a new handicap space.

Motion was passed.

D. Action Item: Driveway Permit application – 10 State Street (DPW)

Mr. Whitehouse asked if the committee could suspend the rules and allow a public person to speak on the topic. The council agreed to suspend the rules; motion was seconded by City Manager Bohenko. Before that, however, Mr. Rice said that he wanted to provide additional background because at the time of the site walk we did not have some information to provide to the committee.

Deputy Fire Chief Heinz stated that “no parking” gives the Fire Department access to that side of the building for big trucks, so the Fire Dept favors the idea of no parking there.

Mr. Rice said since Fire Department needs access to that area, the area must be plowed and snow removed so that emergency vehicles can get down there.

Ms. Donnermeyer motioned that there be “no parking” at the end of State Street near #10.

Mr. Whitehouse seconded it. Motion was voted and approved.

Mr. Rice said that he approves of the driveway permit in view of the impacts to emergency vehicles parking and snow removal.

***(This item is enacted as a temporary regulation and will be considered for inclusion in a future omnibus ordinance)***

E. Action Item: Request for “No Parking” areas around intersection of Preble/Ranger Way (DPW)

Mr. Nelson presented a request from Irving Oil to restrict parking on Ranger Way given the difficulty parked cars near the intersection of Ranger and Preble Way are causing for large tractor trailers trying to to enter their facility. This happens frequently when there is activity at the nearby baseball field. When cars are parked beyond the park area, large trucks have a hard time negotiating the turn necessary to approach the security card reader and enter the facility. Irving would like to have “no parking” placed in the stretches of road outlined.

Ms. Donnermeyer asked if the problem seems to be based around the Little League; maybe “no parking” at certain times would be appropriate.

Vice Chair Gray said that the trouble with having parking at certain times is that people ignore it. Mr. Rice said that given the volume of trucks, the critical nature oil deliveries and safety aspects of oil tanker trucks, it is appropriate to clear the corners to allow those trucks to get through uninhibited. It is appropriate to push parking back from the corners of this truck route to allow safe passage for trucks.

City Manger Bohenko said if we do approve this he thinks that the Parking Director should send a letter to the president of the Little League. He said this way the Little League president can get the message out and we can avoid any issues given that people have been used to parking there for so long.

Mr. Gray said it seems to be appropriate to at least remove parking on Preble Way from the north side, and eliminate parking on one side of Ranger Way that runs parallel with the overpass.

Councilor Lown, asked the parking director to go back to Irving Oil and find out the bare minimum amount of additional space they need to ensure adequate maneuvering space for these trucks.

Mr. Rice, said that we can easily do that using truck turning templates which should show what these types of trucks need for space. We will take the turning templates and make a recommendation based on that. He recommended a motion to have the DPW review the turning templates for the trucks in the area and adjust the "no parking" on Preble Way, on the north side and on Ranger Way for the distance noted on the templates.

Mr. Whitehouse made the motion.

Mrs. Donnermeyer seconded the motion. Motion passed.

***(This item is enacted as a temporary regulation and will be considered for inclusion in a future omnibus ordinance)***

F. Action Item: Request to increase "no parking" zone down from Cass/Middle intersection (DPW)

Mr. Whitehouse said there is a problem coming onto Middle Street from Cass Street.

Mr. Rice stated that the Planning Department and our planning transportation planner Juliet Walker are conducting a Safe Routes to School traffic calming evaluation, study and design of Middle Road and Middle Street. He suggested that we defer action until that evaluation is completed so we don't preclude some action as part of that design effort prior to having a final plan.

City Manager Bohenko made the motion to defer action pending the study.

Captain Warchol seconded it.

Motion passed.

***(This item is enacted as a temporary regulation and will be considered for inclusion in a future omnibus ordinance)***

G. Discussion Item: FairPoint Parking lot shared-use (DPW)

City Manager Bohenko stated a letter was sent out to FairPoint from the Mayor's office requesting discussions on shared use of this lot.

Mr. Nelson said that he had tried in the last year and succeeded only once in talking to Mr. Caron, who is the addressee on this letter. Mr. Nelson understood that this person is the key decision maker regarding the access to this lot. Mr. Nelson told Mr. Caron that the City is interested in some shared use and Mr. Caron agreed to think about it and get back to Mr. Nelson, but never did. Aerial views show 34-35 spaces in the lot and counts over time rarely show more than three vehicles in the lot in the day time.

City Manager Bohenko said the lot is close to the center of this City. We have the letter in and we will wait to hear from them.

Ms. Donnermeyer asked Mr. Nelson if Mr. Caron from FairPoint mentioned the security issue.

Mr. Nelson responded that Mr. Caron mentioned to him that at their Portland facility similar requests have been made and were turned down for the security reasons.

Mrs. Donnermeyer said she thinks she can help because she is on the chamber board and the chamber has a relationship with FairPoint.

Councilor Lown asked if there was anyone above Mr. Caron we can contact.

Mr. Nelson said that Mr. Caron is regional and their company headquarters is in North Carolina.

**VI. OLD BUSINESS:**

A. Action Item: Unsafe parking near driveway on Middle Street (DPW)

Mr. Nelson said that this item is from a few months ago at 381 Middle Street, where there are two driveways and a narrow spot between them that is about 8'4" long. Parking spaces should be 20 feet long. This space does not meet this length and anyone parking there is technically breaking the RSA which says you should not block a driveway. We could put a "no parking" sign in that location but technically one should not park there anyway.

Mr. Rice said the solution to minimizing the parking is to post a "no parking" sign, however, an interim measure could be to hashing out the space to show that it is a no parking area.

Councilor Lown replied that if we painted the curb, put some hash marks there and give a warning and a ticket that might solve it; without having to put up a sign.

Mr. Rice responded that he would not recommend painting the curb itself, but that we hash out the area in front for a certain distance off the curb line.

Mr. Gray made the motion to apply hash marks between the two driveways for a trial.

Mr. Rice seconded the motion.

Motion passed.

***(This item is enacted as a temporary regulation and will be considered for inclusion in a future omnibus ordinance)***

**B. Discussion Item: Bikes Using Vehicle Parking Spaces (Cmte Chair)**

Councilor Lown said he felt siting bike racks in a parking space is a symbolic gesture even if it loses money for the City.

Mr. Whitehouse and Mr. Gray both said they would not remove a parking space for bike parking.

Mr. Rice asked Mr. Nelson to provide the revenue numbers for a parking space. Mr. Nelson said the average space for the average month earns about \$172 per month. Some spaces are higher but this comes out to be \$2,000 a year per space.

Juliet Walker provided an overview of what the City is doing to incorporate bike racks/corrals around the City and to eliminate crowding from cars in areas where bike corrals are better for the traffic flow. She said her department was contacting business owners to see if they would benefit financially from bike corrals near their place of business. She added we have to educate people and do some outreach to make sure people know the purpose for bicycle corrals and that they are removable. There are statistics that show bikers tend to frequent busy downtown or business areas more often and spend more money when secure bicycle parking is available.

**VII. PUBLIC COMMENT:**

**VIII. INFORMATIONAL:**

**X. ADJOURNMENT**

**Mr. Whitehouse moved to adjourn at 9:00 a.m. Seconded by Ms. Donnermeyer and voted unanimously.**