

PARKING COMMITTEE DRAFT MINUTES
Thursday, October 17, 2002
City Hall – Council Chambers

I. CALL TO ORDER:

The Parking Committee meeting was called to order by City Manager John Bohenko at approximately 9:05 a.m.

Members Present: Steve Parkinson, Public Works Director
John Burke, Parking & Transportation Division
Director
Capt. David Young, Police Department
Andrew Purgiel, City Auditor

Also present was Ruth Bowen, Parking Clerk.
Asst. Mayor Alex Hanson, Chairman was absent.

II. ACCEPTANCE OF THE MINUTES:

Motion made by Andrew Purgiel to accept the August 15, 2002 minutes of the Parking Committee. Seconded by Steve Parkinson. Motion passed.

III. CORRESPONDENCE:

(A) High-Hanover Parking Facility–Request for 2-Week Parking Pass John Burke referred to a letter received by Lyon Travel Agency requesting arrangements for a tourist group of approximately 15-20 Senior Citizens being allowed to park in the High-Hanover Parking Facility next spring. The company will bring the seniors via motor coach from May 17, 2003 until May 27, 2003. They are requesting a 2-week parking pass in the garage at a rate of \$75.00/person. City Manager John Bohenko recommended this be implemented as a pilot program.

MOTION made by John Burke to recommend approval of a 2-week parking pass at a rate of \$75.00/person as a pilot program for the 15-20 senior citizens visiting the City via Lyon Travel on the specific dates listed. Seconded by Steve Parkinson. Motion passed.

(B) Deer Street – Request for Additional 15-minute Parking Meter – John Burke informed the Committee that the 15-minute meter installed on Deer Street in front of the Jardiniere store is working well. Jardiniere has requested the installation of a second 15-minute meter.

MOTION made by Steve Parkinson to install a 2nd 15-minute parking meter next to the existing one on Deer Street. Seconded by Andrew Purgiel. Motion passed.

(C) High Street – Request to Relocate Taxi Stands – John Burke stated that the Taxi Commission has requested that the Committee consider moving the Taxi Stands from High Street to a more visible location. One location mentioned by Betty Sanford, Chairman of the Commission was on Daniel Street near the intersection with Market Square. John Burke stated that he would attend the next Taxi Commission Meeting and report back.

(D) Mechanic Street – Request for Resident Parking – Resident has requested by letter to have resident parking on one side of Mechanic Street to prohibit downtown employees from parking on the street.

MOTION made by Steve Parking to place on file. Andrew Purgiel seconded. Motion passed.

IV. OLD BUSINESS:

(A) Bridge Street Parking Lot – 4-hour Parking Meters – John Burke provided a map showing the existing 12 4-hour parking meters in the lot and a proposal to add more. The 4-hour meters are providing more flexibility to the users, which should translate into better utilization. Discussion followed. City Manager John Bohenko suggested that instead of installing the meters up from the lower end of the lot toward Islington Street where the meters are used on a shorter-term by library patrons, we install them on the lower end running parallel to Hanover Street and Maplewood Avenue.

MOTION made by Andrew Purgiel to install 18 4-hour parking meters in space numbers 3041 through 3058, which run along Hanover Street and Maplewood Avenue. Seconded by Steve Parkinson. Motion passed. *Map attached.*

(B) Proposed Amendment to City Ordinance – Parking for the Walking Disabled – John Burke stated that Ruth Bowen had brought this issue before the Parking Committee at the last meeting. There are just a few people that continually do not display their disabled parking placards from their rear view mirror. As discussed previously, the integrity of the placards is jeopardized if this activity is allowed and abuse can be the result. The Committee referred this to the City Attorney who drafted a change in the Ordinance to strengthen the language with respect to this issue.

MOTION made by Steve Parkinson to place the proposed amendment to the parking ordinance on the Agenda for the November 18th City Council meeting. Seconded by Andrew Purgiel. Motion passed. *Draft Amendment attached.*

V. NEW BUSINESS:

- (A) **367 Marcy Street – Request for Additional 15-minute Parking Spaces** – John Burke stated that the Fish Market would like to increase the number of 15-minute parking spaces in front of the store from 2 to 4. It was discussed and the Committee felt that three spaces was sufficient given the need for longer term parking in the area.

MOTION made John Burke recommending that an additional 15-minute parking space be provided on Marcy Street in front of the Olde Mill Fish Market. Seconded by Dave Young. Motion passed.

- (C) **Wright Avenue Parking Lot – Proposal to Create 2 Additional Metered Parking Spaces** – John Burke recommended that two new metered parking spaces be installed in the Wright Avenue parking lot. A plan depicting the two new spaces was presented. The area is directly across the street from Rosa's in a cross-hatched area of the Wright Ave. parking lot that was marked off because there use to be an active driveway there. The driveway has since been closed. The Committee agreed with the proposal as presented. *Map depicting spaces attached.*

VI. INFORMATIONAL ITEMS:

- (A) **Distribution of Truck Loading Zone Maps** – John Burke stated that the map showing all of the loading zones is ready to distribute to trucking firms including UPS, Fedex, etc. City Manager John Bohenko suggested that Dave Young take this back to the Police Department for review and approval.

- (B) **Parking Appeals Form** – John Burke stated that he is working with Ruth Bowen and Alan Brady, the City's Webmaster to put the parking appeals form on the City Website. This way, the general public can simply download the form and mail it in rather than coming to City Hall to fill it out. The City Manager asked how the appeal process was going. Ruth Bowen stated that the process is working well. There were approximately 600 appeals last year and out of that number only approximately 4 to 5 people further appealed to the District Court – which is quite a low percentage.

(C) Consolidation of Parking Services at City Hall – John Burke stated that

starting this week the public can go to one window at City Hall to purchase garage passes, trolley passes, meter bags or to appeal a parking violation. The new window is in the Parking Clerk's Office.

VIII. ADJOURNMENT:

MOTION to adjourn made by Steve Parkinson, Seconded by Andrew Purgiel.

Respectfully submitted

Elaine E. Boucas, Secretary