

PARKING COMMITTEE MEETING
7:30 AM –Thursday, February 11, 2010
City Hall – Conference Room A

I. CALL TO ORDER:

City Manager called the meeting to order at approximately 7:35 a.m. until the Chair arrived.

II. ROLL CALL

Members Present:

Councilor Kenneth Smith, Chair
John Bohenko, City Manager
Steve Parkinson, Public Works Director
Judy Belanger, Finance Director
Jon Frederick, Parking Manager
Steve DuBois, Deputy Police Chief

III. ACCEPTANCE OF THE MINUTES:

MOTION made by Steve Parkinson to accept the minutes of the December 10, 2009 meeting. Seconded by Deputy Chief DuBois. Motion passed.

IV. OLD BUSINESS:

(A) **Agave/Common Man – Valet Renewal** – Jon Frederick reported that Agave is requesting renewal of the Valet License which expires in March. He recommended granting the License for one year. The valet is working well on State St. for both the Common Man and Agave.

MOTION made by Steve Parkinson to extend their License Agreement for one year. Seconded by Deputy Police Chief DuBois. Motion passed.

IV. NEW BUSINESS:

(A) **Market Street – Loading Zone** – Jon Frederick stated that in accordance with our Ordinance, the section of Market St from Russell St. to Deer St., adjacent to the Sheraton Hotel, has been changed to a truck loading zone from November 1st to March 31st. Mr. Frederick recommends at the next Omnibus Ordinance the truck loading zone section be cleaned up to include this as it is currently only stated in the no parking section. The meters will be replaced for the summer months for regular metered parking.

MOTION made by Steve Parkinson to add Market St. from Russell to Deer as a 24 hour truck loading zone from November 1st to March 31st and include this in the truck loading zone section in our next Omnibus Ordinance. Seconded by Deputy Police Chief DuBois. Motion passed.

The Committee recessed.
The Chairman, Councilor Smith arrived.

- (B) **Revenue Report** – Jon Frederick presented the members with a Revenue Report current through January showing we are now \$90,000 above projected revenues for the year. The City Manager stated we are slowly moving more money into the special revenue fund in anticipation of parking becoming an enterprise fund.
- (C) **Port Walk – Change in Plans – Parking** – The City Manager introduced Jeff Johnston of Cathartes and Patrick Crimmins of Appeldore Engineering. Mr. Bohenko explained the City will lease the proposed surface parking lot for \$1.00. The lot would be gated and required to be available to the public 24 hours, 7 days/week. People would pay the customary garage rate of \$.75/hr, on a first come first serve basis. Port Walk would be responsible for the cost of construction and the City would operate the facility. The City would be reimbursed for all maintenance and operation costs and would also receive a management fee. There is no cost to the City in any way. The City’s residents and visitors can park any day of the week at \$.75 per hour.

Jeff Johnston stated they are in the permitting process, pending approvals by City Boards, and will try to get on line sometime in May or June. The City Manager stated there is a draft agreement that will be sent to Jeff. Mr. Johnston stated he has had discussions with Jon Frederick relative to parking permits, layout, size of spaces and are close to a final layout to be submitted to TAC. The City Manager referred to bike racks and landscaping. The City Manager stated he contemplates a two year agreement within the third year both sides could opt out. There will be meters as well as valet spaces in front of the hotel and conference center with flush curbing in these areas. The City Manager stated the City will plow and recoup its cost.

Jon Frederick referred to the two ADA issues: correct number of reserved and van spaces in the lot and the valet spaces must have flush curbing to be ADA accessible.

- (D) **Parking Garage – Future Site** – The City Manager suggested a recommendation to the City Council from this Committee. Steve Parkinson referred to the discussion at the retreat where back in 2002-03 the City hired a consulting team to look at potentially putting a parking structure on what is known as the Worth Lot. All facets were looked at, type of structure, combination parking, retail, commercial and office space. It was determined the most cost effective approach for the City was to build a structure strictly for parking. The proposal is a 440 car parking structure which is a net gain of about 330 spaces. It is in the conceptual stage as to type of structure and flow pattern within the structure. Studies

done over time dealing with parking in the downtown area shows we are considerably short in supply of parking spaces and this part of the City needs the additional spaces. City Manager suggested bonding for this take place after the budget in early summer. This will be a challenge. A draft will be prepared and placed on the March 1st City Council meeting.

MOTION by Steve Parkinson to recommend construction of a new parking facility on the current Worth Lot with bonding contemplated in the summer of 2010. Seconded by Deputy Police Chief DuBois. Motion passed.

- (E) **Parrott Avenue Lot –Metering** – The City Manager stated this came from an inquiry from Councilor Coviello regarding the potential metering of Parrott Ave Lot. There was a study done looking at a proposal for placing meters on this lot.

Jon Frederick presented the Committee with a valuation of potential revenues and cost projections based on \$.75/hr for 186 spaces during the course of the enforcement day. He suggested there be a 10 hour time limit and recommended overnight stay at the 72 hour limit. The City Manager suggested a 24 hour time limit. The lot would be metered by Pay and Display.

The Chair has concerns with metering this lot and pushing cars into the neighborhoods. Councilor Smith suggested setting up a public input session on metering the Parrott Avenue Lot before reporting back to City Council.

V. INFORMATIONAL:

- (A) Due to Veterans Day, the November 11th meeting will be held **November 18, 2010**

VIII. ADJOURNMENT:

Respectfully submitted
Elaine E. Boucas, Secretary