

PARKING COMMITTEE MEETING
7:30 AM –Thursday, January 13, 2011
City Hall – Conference Room A

I. CALL TO ORDER:

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

II. ROLL CALL

Members Present:

John Bohenko, City Manager
Councilor Kenneth Smith, Chair
David Allen, Deputy Public Works Director
Steven DuBois, Deputy Police Chief
Andrew Purgiel, City Auditor
Jon Frederick, Director of Parking and Transportation

Also present were Deb Weeks and Brian Slovenski.

III. ACCEPTANCE OF THE MINUTES:

MOTION made by Andrew Purgiel to accept the minutes of the November 18, 2010 meeting as presented. Seconded by Deputy Police Chief DuBois. Motion passed.

IV. FINANCIAL REPORT:

Andrew Purgiel presented the committee with the projected Jan.-June FY11 Budget.

MOTION made by Deputy Police Chief DuBois to accept the Financial Report as presented. Seconded by John Bohenko. Motion passed

V. NEW BUSINESS:

(A) **State Street** – Request for four new parking spaces – (map and memo dated January 6, 2011 attached) – Jon Frederick reported there are four parking spaces and two fifteen foot tapers on either side of parking to allow for turning coming off of Court Place and onto Church St. Mr. Frederick spoke with the Church administrator who stated they would be strongly in favor of added parking. Because of the curb there will be no handicap space. There are four spaces on Court Place for church activities, two are 24-7 spaces and two mixed use spaces on Sundays.

MOTION made by Andrew Purgiel to approve the addition of four (4) metered parking spaces on State Street between Court Place and Church Street. Seconded by Deputy Police Chief DuBois. Motion passed.

- (B) **Wellington Room** – Request for Valet Parking (e-mail attached) – **MOTION** made by John Bohenko to table until the next meeting. Seconded by Deputy Police Chief DuBois. Motion passed.
- (C) **Joint Work Session on Downtown Parking Strategies** – (Memo dated December 30, 2010 attached) – Jon Frederick stated that a Joint Session with the Planning Board and the Economic Development Commission is scheduled for Thursday, January 20th from 6:00 -7:00 p.m.
- (D) **Fine Schedule Changes:**
1. **Reduce Habitual Offender to Ten (10) Tickets** – The current habitual offender is at 20 tickets per fiscal year. Any ticket issued subsequent to 20th ticket, the fine is automatically raised to \$25.00. Reducing to 10 would hopefully bring the habitual offender levels down and promote legal parking in off-street and garage facilities. This would require an Ordinance change.
MOTION made by David Allen to reduce the habitual offender to ten tickets. Seconded by Deputy Police Chief DuBois. Motion passed.
 2. **Penalty for Removing Chalk Marks** – Jon Frederick reported customers erasing chalk marks is an issue downtown with parking on streets for long periods of time. The chalk is used to measure time limits. When a PEO sees that chalk has been erased, a violation would still be issued and the ticket will note chalk has been erased. Consultation with the Legal Department would be necessary for the appropriate method of legally fining and needed proof. Parking time is taken seriously in Portsmouth for business turnover. The City Manager suggested referring this to the Legal Department and to speak with the Police Department before going forward.
MOTION made by John Bohenko recommending that Item 2 be referred to the Legal Department for a report back. Seconded by David Allen. Motion passed.
 3. **Parking on Grass** – Jon Frederick reported another frequent issue is seeing vehicles parking on grassy areas that are municipal property, Parrott Ave lot being a prime example. This can be added into the “No Parking” provision and would like to work with the Legal Department on this to be written in an appropriate manner.
MOTION made by John Bohenko to refer to the Legal Department for report back. Seconded by Andrew Purgiel. Motion passed.
The City Manager suggested putting a note if we do this will it be the Central Business District or City-wide.
- (E) **Green Monkey/Brazo – Request for Valet Parking** (Atlantic Parking Services Proposal for Valet operations attached) – Brian Slovenski stated he and Deb Weeks’ proposal for their respective companies is for valet parking use of the loading zone on Pleasant and State Streets at the intersection. Valet services would be used year round. The City Manager

suggested using a six month trial period from 5:00 pm to midnight. Jon Frederick stated the subject loading zone is presently a 24-hour zone, so no parking is permitted there during off hours. They are proposing Thursday, Friday and Saturday and would like the opportunity, if it presents itself in the future, to operate all seven days.

MOTION made by City Manager to approve a pilot program for valet service at this location for six (6) months. Seconded by Dave Allen. Motion passed.

The Manager stated that if it becomes problematic with UPS or FedEx because of the 5:00 p.m. start, the time may have to be adjusted to 6:00 p.m.

Brian Slovenski stated they have a letter from the Citizens Bank granting permission to use the front part of the bank's parking lot which will alleviate any traffic going to and from State and Congress Streets. To avoid any traffic congestion at intersection of Pleasant and State Streets, they will use Court St. up to Court Place to State St.

Jon Frederick reported this requires a License Agreement from the Legal Department. Once City Council approves this License there will be an annual valet fee of \$500. Placement of A-frame signs will be part of the License Agreement.

VI. ADJOURNMENT:

MOTION to adjourn by Andrew Purgiel at 7:50 a.m. Seconded by Deputy Police Chief DuBois. Motion passed.