

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

8:00 A.M. – Thursday, February 16, 2012  
City Hall – Eileen Dondero Foley Council Chambers

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**I. CALL TO ORDER:**

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

**II. ROLL CALL:**

**Members Present:**

Councilor Ken Smith, Chair  
John Bohenko, City Manager  
Steve Parkinson, Public Works Director  
Stephen Dubois, Deputy Police Chief  
Steve Achilles, Assistant Fire Chief  
Ron Cypher, Member  
Harold Whitehouse, Member

**Members Absent:**

Ted Gray (excused)

**Staff Advisors Present:**

Jon Frederick, Parking & Transportation Director  
Michael Angstadt, Legal Department

**III. ACCEPTANCE OF THE MINUTES: NONE**

**IV. NEW BUSINESS:**

- A. **Portwalk Lot 3 – TAC Referral – Request for Loading Zone on Hanover Street from 6 am to 9 am and removal of parking spaces**

Parking and Transportation Director Jon Frederick explained that the Portwalk is requesting the conversion of four parking spaces on the northerly side of Hanover Street, east of their proposed garage entrance, to a loading zone from 6 am to 9 am, which would facilitate trash removal from the site. He further reviewed the previous action taken on the request stating the original request was approved by both the Parking Committee and Traffic & Safety Committees on November 10, 2011, but the City Council tabled the actions of both committees at the December 5, 2011 meeting. As a result, the Planning and Legal Departments have requested that the Parking and Traffic Safety Committee revisit this issue for a new recommendation to the City Council. He concluded that the proposed site plan will result in the net loss of two parking spaces on Hanover Street but the proposed loading zone will have no impact on parking meter enforcement hours and will prevent any traffic obstructions during trash removal from the site.

Patrick Crimmins from Tighe & Bond reviewed the site plan outlining what Jon Frederick previously stated. He stated that the spaces for the trash receptacles will have less impact on the pedestrian experience which was a concern with the previous proposal.

**City Manager Bohenko moved to approve the site plan as presented and create a loading zone from 6 am to 9 am daily in the four parking spaces on the northerly side of Hanover Street, between the garage entrance and Portwalk Way, and the removal of two parking spaces on Hanover Street to accommodate the parking garage entrance, seconded by Mr. Whitehouse. Motion passed.**

**B . 550 Peverly Hill Road – TAC Referral – Presentation of speed and sight distance study for proposed driveways -**

Parking and Transportation Director Frederick explained that the TAC referred the construction of driveways serving two proposed lots on Peverly Hill Road to this committee for review. He stated the TAC required the developer to conduct a speed and sight distance study and to determine if sight distances would be adequate for construction of the lot driveways. He stated that a site walk of this site was held on February 14<sup>th</sup>.

John Chagnon of Ambit Engineering further explained the request for a speed and sight distance study and introduced Stephen Pernaw of Pernaw & Company to review the results.

Mr. Pernaw explained that the speed limit on Peverly Hill Road is posted at 25 mph and the average speed was 32 mph. He stated the important figure they looked at was the 85 percentile which is used for evaluation purposes and that speed was 38 mph. He continued to review the site distance issue of Lots 1 and 2 stating that there is insufficient site distances for Lot 2 and sufficient site distance for Lot 1, so therefore, they recommend sharing a driveway for both lots in order to meet the site distance requirement.

Mr. Cypher asked if these are single family homes or multi-family units. City Manager Bohenko stated it is zoned for single-family.

Deputy Chief Dubois asked for clarification that this was conducted for a 24 hour period with 293 cars. Mr. Pernaw stated yes.

Mr. Whitehouse stated he had asked Deputy Chief Dubois for an accident report of the area. Deputy Chief Dubois reported that there were 7 accidents on Peverly Hill Road in the past year; 6 intersection related and 1 deer. He stated none were due to speed. Mr. Whitehouse stated he doesn't agree with the findings of Mr. Pernaw stating that he has witnessed higher speeds on that road.

Chairman Smith stated he would like to see something added to the deeds that specifies the driveway situation so that the property owners don't come back to the City.

**Public Works Director Parkinson moved to approve the single driveway for Lots 1 and 2 at 550 Peverly Hill Road and to include a stipulation in the property deeds regarding the shared driveway, seconded Mr. Cypher.**

City Manager Bohenko asked about the configuration of the driveways to the homes and if there will be a turn-around area so they can pull out facing forward. Mr. Chagnon stated that this stipulation could be put into the subdivision approval.

Mr. Whitehouse stated he will not support this because he is concerned with the rise in the road at that location as well as the speeding problem.

**Motion passed with Mr. Whitehouse voting opposed.**

- C. **Bow Street Valet** – Request from Atlantic Parking to conduct valet operations from two parking spaces

Parking and Transportation Director Frederick explained that this had previously been approved by the City Council as a 6-month pilot program but it did not come to fruition due to a breakdown in negotiations between the parties. He stated they are requesting the same terms of the original agreement but since the 6-months has expired and the valet area and traffic pattern has changed in the meantime, the issue must be reviewed again. He stated that Paul Street representing Atlantic Parking Services is present to answer any questions.

**City Manager Bohenko moved to change the two parallel parking spaces on the southerly side of Bow Street, nearest Penhallow Street, to a valet parking zone from 5 p.m. to 12 a.m., Monday through Sunday. The spaces shall remain open for public parking from 12 a.m. to 5:00 p.m., metered during designated times. The fee for use shall be \$2.00 per space per day. This approval is for a 6 month pilot period. Seconded by Public Works Director Parkinson.**

Mr. Whitehouse asked if we have permission from the banks to use their spaces.

Mr. Street stated he will check, but knows that Optima have approved it. He stated there had been an insurance issue but this has been resolved.

City Manager Bohenko stated that this is a 6 month pilot program so we will ensure everything is signed and approved.

Chairman Smith asked for clarification that they will be using the lower portion of the Optima Lot. Mr. Frederick stated yes.

**Motion passed.**

**D. 86 Haven Road** – Tabled to February 2012 by Traffic and Safety Committee – Citizen request for “No Parking” in vicinity of Brackett Road – Report back from school officials

Mike Coffey of 86 Haven Road once again reviewed the parking issues he is concerned with regarding the parents picking up and dropping off students at Little Harbor School. He stated there has been some improvement, but feels that although some parents have stopped parking there, others are taking their place. He submitted for the record a letter from his neighbor Jim Lamond who expressed the same concerns. Mr. Coffey continued that he feels signage, or the lack thereof, is another problem in the area as there are only 1 posted 20 mph speed limit sign, one school zone sign, and one crosswalk at Brackett and Clough Drive. He stated there is no clear direction of traffic flow and pedestrian flow. He stated that he was told that because Haven Road is not posted, the default speed limit is 30 mph. He stated he feels that because it is in a school zone it should be posted the same as the area of South Street. He stated that the police need to enforce the speed limit and feels that fire trucks also would have a problem getting down the roads during school pick up/drop off times.

Charlie Grossman, Principal of Little Harbour School – stated that immediately after the last meeting that this was discussed, he sent out another parent letter asking parents to be considerate when dropping off and picking up. He stated that he received considerable feedback which included being told that it is a public street, etc. He stated that he is sympathetic to the neighbors and feels that he is in the odd predicament of having to be a junior parking enforcer when he doesn't have any authority.

Mr. Coffey stated that he will be presenting a petition for the next City Council meeting regarding the parking issue caused by the weekend events being held at Little Harbour School while the Middle School construction is ongoing because this is causing the same problems.

City Manager Bohenko asked what has been done to date to rectify the situation. Chairman Smith explained that the committee was going to authorize “No Parking” signs during the specific times of the day, but that was going to impact negatively on the neighbors, so they have been trying other solutions in the meantime. City Manager Bohenko stated there should be a survey done of the neighbors as to what solutions they would offer.

Mr. Whitehouse asked if the police department can implement a pilot program of the No Parking signs for a period of 30 days. City Manager Bohenko stated he believes that this committee could implement the pilot program. Michael Angstadt from the Legal Department stated he feels the ordinance does confirm that but he will bring back a written confirmation.

Deputy Chief Dubois stated that there will be unintended consequences to that solution as it will drive people to other neighborhoods and therefore, more people will be crossing South Street.

Assistant Fire Chief Achilles stated regarding the concern of fire apparatus being able to go down the streets, he stated that has not been evaluated yet, but they will do that.

Chairman Smith stated that we have tried to resolve this issue by having the School address it, but it has not been successful and therefore, he feels that we need to get a report back from the various city departments and look at implementing a pilot program. He stated that in the meantime, enforcement of blocked driveways needs to be done by the Police Department.

**City Manager Bohenko moved to refer to March 8, 2012 meeting for a report back from the Fire Department regarding street widths, Public Works Department regarding signage, and Legal Department regarding Committee implementing pilot programs, seconded by Mr. Cypher. Motion passed.**

**E. “Malls” Signs on Interstate 95 – Citizen request for directional signs**

Chairman Smith stated this is a request from some Woodbury Avenue residents who want a sign on the highway directing people to the correct exit for the Malls.

**Mr. Whitehouse moved to send a letter to the State Department of Transportation Commissioner requesting “Malls” Signs on Interstate 95, seconded by Deputy Police Chief Dubois. Motion passed.**

**F. Downtown Speed Limits – City Council referral – Speed study**

Public Works Director Parkinson stated that this issue came up when the Council had the Bow Street, Chapel Street, and Penhallow Street speed limit issue before them and it was determined that it did not fall in line with the State RSA's. He stated the Public Works Department will be meeting with consultants and getting prices for a speed study for the downtown Central Business District.

Deputy Chief Dubois further explained that the State RSA's establish speed limits cannot be lower than 25 mph.

Mr. Frederick stated that there is a stipulation in the RSA that if there are engineering and speed studies that warrant lowering the speed limit due to terrain, etc. then they can be lowered.

Assistant Fire Chief Achilles asked if this would be expanded to other streets. Public Works Director Parkinson stated they are starting with the core downtown area and then will look at what else doesn't fall under any speed limit schedule in the ordinance.

**Public Works Director Parkinson moved to refer to the March 8, 2012 meeting for a report back from the Public Works Department, second by City Manager Bohenko. Motion passed.**

Assistant Fire Chief Achilles reported that there was a pedestrian accident at State/Fleet Street intersection this morning and requested that the timing of the crosswalk signals be reviewed. Public Works Director Parkinson stated that they will be erecting a mast arm at Fleet Street to make these lights more visible.

Mr. Whitehouse asked that the other committee members be given a copy of the recently released parking study and DVD to review. City Manager Bohenko stated he will do that and stated that it is also on the city's website.

Chairman Smith recognized Andrew Purgiel, Deputy Finance Director, in the back of the room asking if there were any financials to report on. Mr. Purgiel stated not at this time. City Manager Bohenko stated these would be provided for future meetings.

**V. OLD BUSINESS: NONE**

**VI. ADJOURNMENT**

**Public Works Director Parkinson moved to adjourn at 8:45 a.m. Seconded and voted unanimously.**