

## MEETING MINUTES

### **PARKING and TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – August 4, 2016  
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:**

Chairman, Brad Lown  
City Manager, John Bohenko  
Deputy Fire Chief, James Heinz  
Police Captain, Frank Warchol  
Member, Ted Gray  
Member, Harold Whitehouse  
Member, Ronald Cypher  
Alternate Member, Mary Lou McElwain

##### **Staff Advisors Present:**

Parking and Transportation Engineer, Eric Eby  
Joey Giordano, Parking Manager  
Transportation Planner, Juliet Walker

##### **Absent:**

Public Works Director, Peter Rice  
Member, Shari Donnermeyer

#### III. ACCEPTANCE OF THE MINUTES:

Ted Gray motioned to accept the July 7, 2016, meeting minutes.  
Ron Cypher seconded.

**Motion passed 8-0.**

#### IV. FINANCIAL REPORT:

Harold Whitehouse motioned to accept the financial report dated June 30, 2016.  
Ted Gray seconded.

**Motion passed 8-0.**

V. PUBLIC COMMENT:

Marc Stettner requested to speak on action item (VII.A.) regarding dedicated moped, motorcycle and scooter parking.

John Carroll, business owner at 88 Bridge Street, supported keeping the existing two 3-hour metered spaces directly in front of his business, and not converting them to 15-minute parking spaces. He also expressed concern about safety when box trucks park in the 15-minute spaces, and obstruct the view of stop signs at Bridge Street and Hanover Street.

VI. NEW BUSINESS:

A. Request by Rita Patel, Gary's Beverages, for two 15-minute parking spaces near 78 Bridge Street – Harold Whitehouse stated the Committee conducted a site visit on Tuesday, August 2, 2016. He clarified that an on-site visit is done to review the site and discuss the action item. The Committee at the PTS meeting makes the official decision.

Harold Whitehouse motioned to keep the metered parking spaces on Bridge Street at their current 3-hour time limit, and that one unmetered parking space on Hanover Street, nearest to 78 Bridge Street, be designated as a 15-minute parking space. Ron Cypher seconded.

Mary Lou McElwain supported keeping the 3-hour time limit spaces on Bridge Street, but opposed changing the one unmetered parking space on Hanover Street to a designated 15-minute parking space. She stated that because Hanover Street, in that area, is designated as Resident Parking Only, a change would cause consternation within the neighborhood.

Harold Whitehouse asked if the action item could be reviewed if parking issues develop. City Manager Bohenko stated the parking situation could be checked in the next three to six months and staff would report back to the Committee if issues develop.

The Committee discussed empty spaces in the area, trucks unloading on Hanover Street and the Residential Parking Only on Hanover Street. Chairman Lown expressed support for the motion in order to help a new business.

**Voted 7-1, to keep the metered parking spaces on Bridge Street at their current 3-hour time limit. Additionally, one unmetered parking space on Hanover Street, nearest to 78 Bridge Street, should be designated as a 15-minute parking space. Mary Lou McElwain opposed.**

VII. OLD BUSINESS:

A. Moped, motorcycle and scooter parking – Joey Giordano, Parking Manager, stated staff is currently drafting language regarding moped parking. They are also conducting informal surveys of downtown business owners regarding the issue.

Marc Stettner stated there are two issues: moped parking on sidewalks and more importantly, dedicated spaces for moped and motorcycle on-street parking. He suggested designating three to four parking spaces, with each space marked for four to six mopeds or motorcycles. He provided examples of other cities like Portland, Maine and Boston, that currently provide designated parking spaces on city streets. He requested the Committee to move forward and provide regular status updates.

City Manager Bohenko discussed the option of converting one vehicle parking space, in front of Breaking New Grounds, at 14 Market Square, into four marked moped and motorcycle parking spaces as a pilot program for three months.

City Manager Bohenko motioned to convert one vehicle parking space in front of Breaking New Grounds, at 14 Market Square, into four moped and motorcycle parking spaces as a pilot program. Staff would report back in three months on parking activity. Mary Lou McElwain seconded.

The Committee discussed using traffic cameras to record activity, seasonal parking, and that each marked space would be required to pay the meter rates.

Marc Stettner supported free parking in the designated space in front of Breaking New Grounds for mopeds and motorcycles for the pilot program. He stated that in Portland it is free. Boston charges 25 cents an hour for designated parking. He stated that by requiring payment for each spot, there is no incentive to the moped and motorcycle drivers. He believes they will continue to park multiples in one parking space, and only one driver will pay the meter rates.

**Voted 8-0, to convert one vehicle parking space in front of Breaking New Grounds at 14 Market Square into four moped and motorcycle parking spaces as a pilot program. Staff would report back in three months on parking activity.**

VIII. PUBLIC COMMENT:

Marc Stettner spoke during the previous action item (VII.A.)

## IX. INFORMATIONAL:

A. Loading Zone on Middle Street in front of Women's City Club – Eric Eby stated that an inquiry was made about the loading zone signs on Middle Street in front of Women's City Club. He stated after reviewing PTS meeting minutes, the space was changed from No Parking to Loading and Unloading of Live Parked Vehicles. This occurred in 2014. This change allowed patrons with physical impairments to be picked up and dropped off in front of the club. Chairman Lown stated the inquiry originated from the President of the Women's City Club. She was interested in the history of the signs.

B. Monthly accident report for 06/27/16 – 07/27/16 – Police Captain Warchol summarized the report. One pedestrian and two bicycle accidents involving motor vehicles were reported. He stated that during the last three years only 23 pedestrians and six bicyclists were struck by motor vehicles, and only three of the bicyclist accidents occurred in Market Square. He stated that this is quite remarkable given the amount of vehicles and foot traffic in the downtown. Mary Lou McElwain thanked Police Captain Warchol for the report and suggested a quarterly report be provided in the future. The Committee agreed.

C. Islington Street/Albany Street temporary crosswalk project update – Eric Eby stated materials were being purchased for the temporary crosswalk. The materials included: temporary marking tape, signage, temporary handicap curb ramps and delineators to shift traffic away from the right turn lane in front of White Heron. He stated that during half of the 30-day pilot project, the corner of Bartlett Street and Islington Street would be repainted and traffic would be monitored. The tightening of the corner would reveal how traffic patterns would be affected. Eric Eby offered to show the Committee the temporary crosswalk plan if interested.

## X. MISCELLANEOUS:

Harold Whitehouse inquired about a bike rack being installed at Crossroads House located at 600 Lafayette Road. He noticed many bikes on the ground. Juliet Walker, Transportation Planner, stated the site had been identified as needing additional bike racks and possibly a bike shelter. Police Captain Warchol stated that an existing bike rack is located on the property.

Mary Lou McElwain stated she had received comments on crosswalk safety and traffic speed issues. She expressed concern over the number of crosswalks in need of repair after utility construction projects. She identified crosswalks at Middle and Richards, Middle and Court, South and Brackett, as needing repair. City Manager Bohenko commended the Public Works Department for crosswalk restriping in the downtown and assured the Committee that the crosswalks identified would be addressed.

Rick Becksted commented that the spot chosen in front of Breaking New Grounds for moped and motorcycle designated parking is the most lucrative and highly utilized parking space in the area. He suggested finding a different location for designated on-street parking for mopeds and motorcycles.

He relayed an account of a pedestrian trying to use the crosswalk on Woodbury Avenue at Woodlawn Circle. He stated it is difficult to cross the street at that location. He requested additional steps be taken to address prominent crosswalks in the City. He discussed the use of solar powered flashing pedestrian signals, and how he would like more signals to be installed for pedestrian safety.

Mr. Becksted discussed traffic calming and proposed using solar powered radar speed signs. He stated after researching the issue, he discovered they are used as speed calming devices and can be purchased for \$3,500.00 each. He identified nine locations where they could be used effectively.

XI. ADJOURNMENT – At 8:38 a.m., voted to adjourn.

Respectfully submitted by:

Amy Chastain  
Secretary of the Committee