



CITY OF DOVER

DOVER PARKING COMMISSION - MINUTES

Meeting Type: Regular Meeting
Meeting Location: Room 305 – McConnell Center
61 Locust St. Dover, NH
Meeting Date: **Tuesday, Jan. 16, 2024**
Meeting Time: 8:30 a.m.

Called to Order at 8:30 a.m. by Chairman Charles Reynolds

1) ROLL CALL

Members Present: Chairman Charles Reynolds, Vice Chairman George Maglaras, Joseph DiGregorio, Thomas Massingham, Jack Buckley (via telephone), Periklis Karoutas, and City Council liaison Robert Warach

Members Present: Anthony McManus (excused)

Others Present: Christopher Parker (Deputy City Manager), William Simons (Parking Manager), and Michael Cicchese (Deputy Parking Manager).

Motion made by Vice Chairman Maglaras to allow Commissioner Buckley to participate in the meeting via telephone. Seconded by Commissioner Massingham.

Roll Call Vote: Reynolds YES; DiGregorio YES; Massingham YES; Maglaras YES; Karoutas YES – APPROVED 5-0

2) CITIZENS' FORUM

No one present to address the Commission.

3) MEETING MINUTES

Review and Approval of November meeting minutes.

Commissioner Buckley made a motion to approve the minutes from the Nov. 21, 2023 regular meeting of the Parking Commission. Motion seconded by Commissioner Massingham.

Roll Call Vote: Reynolds YES; DiGregorio YES; Buckley YES; Massingham YES; Maglaras YES; Karoutas YES – APPROVED 6-0

4) STAFF UPDATES

a. Downtown Development Update

Deputy City Manager Christopher Parker presented an update on the development of the old Stafford County Courthouse on Second Street. Completion is expected in March 2024. He added that development projects on Chestnut and Third streets are delayed due to labor shortage and interest rates. He added the city has a placeholder for a future parking structure in its Capital Improvements budget, and would be explored in the future.



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b. Parking Activity & Budget – William Simons, Parking Manager

Parking Manager William Simons presented revenue and expenses for December 2023. He reported an increase of 7.3 percent in parking meter transactions for December 2023 over December 2022. He also reported a decline in parking fine payments, which was attributed to the online payment site being down for more than 8 months. .

5) NEW BUSINESS

a) Add Small Town Saturday to parking holidays

Resolution: Recommend to the City Council to Amend City Ordinance 141-30.A. (2) Hours of operation and rates:

Current Ordinance.

(2) The following holidays: January 1; the third Monday in January, known as Martin Luther King, Jr. Civil Rights Day; the third Monday in February, known as Washington's Birthday; the last Monday in May, known as Memorial Day, or on a date to coincide with the federal observance if it is held on a different day; July 4; the first Monday in September, known as Labor Day; the second Monday in October, known in Dover as Indigenous People's Day; November 11, known as Veterans Day; Thanksgiving Day; the Friday after Thanksgiving; and Christmas Day. When one of the listed holidays falls on a Sunday, the Monday after shall be observed as a holiday.

Proposed Ordinance.

2) The following days: January 1; the third Monday in January, known as Martin Luther King, Jr./Civil Rights Day; the third Monday in February, known as Washington's Birthday; the last Monday in May, known as Memorial Day, or on a date to coincide with the federal observance if it is held on a different day; July 4; the first Monday in September, known as Labor Day; the second Monday in October, known in Dover as Indigenous People's Day; November 11, known as Veterans Day; Thanksgiving Day; the Friday after Thanksgiving; the Saturday after Thanksgiving and Christmas Day. When one of the listed holidays falls on a Sunday, the Monday after shall be observed as a holiday.

Vice Chairman Maglaras made a motion to discuss the proposed ordinance change. Seconded by Commissioner DiGregorio.



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Following a discussion about other changes to the holiday season parking policies Vice Chairman Maglaras made a motion to table the item. Seconded by Commissioner Massingham.

Parking Manager Simons was instructed to bring back to the next meeting, a proposal to provide free parking in the Orchard Street parking garage and Transportation Center Lot instead of system wide.

Roll Call Vote: Reynolds YES; DiGregorio YES; Buckley YES; Massingham YES; Maglaras YES; Karoutus YES – APPROVED 6-0

b) Expand chronic meter offender regulations.

Resolution: Recommend to the City Council

1. Amend City Ordinance 141-31:D Unlawful acts; separate violations:

Current Ordinance

D: Chronic offenders. Any person with five violations of any subsection of § 141-31A(3), (4) and (6) or § 141-37 in a calendar year for any metered on-street parking space shall be fined as set forth in the Fine Schedule as adopted by City Council for each subsequent offense.

Proposed Ordinance

D. Chronic offenders. Any person with five violations of any subsection of § 141-31A(3), (4) or (6) in a calendar year for any metered space shall be fined as set forth in the Fine Schedule as adopted by City Council for each subsequent offense.

Background: This would expand the chronic meter regulations to all metered parking areas. The removal of 141-37 was due to ending of the in-vehicle parking meter program.

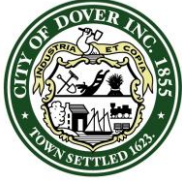
Commissioner Massingham made a motion to recommend the City Council amend City Ordinance 141-31:D. Motion seconded by Commissioner DiGregorio.

Roll Call Vote: Reynolds YES; DiGregorio YES; Buckley YES; Massingham YES; Maglaras YES; Karoutus YES – APPROVED 6-0

c) Create a long-term parking location within the Transportation Center Parking Lot.

Resolution: Recommend to the City Council

Amend City Ordinance 141-31 Unlawful Act; separate violations



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Add:

[6] For the Dover Transportation Center Parking Lot, failing to park in an area specifically designated by the by the Chief of Police for parking over five consecutive days.

Background: During the transition for the Cocheco Mills parking area, the Parking Manager discovered that there was a significant number of vehicles being stored in the lot. This recommendation would require any vehicle left more than five days to park in designated areas.

Vice Chairman Maglaras made a motion to recommend the City Council amend City Ordinance 141-31

Roll Call Vote: Reynolds YES; DiGregorio YES; Buckley YES; Massingham YES; Maglaras NO; Karoutus YES – APPROVED 5-1.

d) Discussion on hiring a consultant to review potential parking structures

The Parking Commission directed staff to gather cost and timeline information to bring forward at a future meeting.

6) Commission members' matters of interest

The Commission directed staff to bring the policy of the 15-minute short stay exception rule to a future meeting for discussion.

7) Adjourn

Vice Chairman Maglaras moved to adjourn the meeting, seconded by Commissioner DiGregorio

Roll Call Vote: Reynolds YES; DiGregorio YES; Buckley YES; Massingham YES; Maglaras YES; Karoutus YES – APPROVED 6-0

Meeting Adjourned at 9:14 a.m..