

 CITY OF DOVER	DOVER PARKING COMMISSION - MINUTES Meeting Type: Regular Meeting Meeting Location: COMMUNITY ROOM – Dover Police Station 46 Chestnut Street, Dover, NH 03820 Meeting Date: Tuesday, May 21, 2019 Meeting Time: 8:30 a.m.
---	--

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

ROLL CALL

Members Present: Charles Reynolds (Chairman), George Maglaras (Vice Chairman), Jack Buckley, Joseph DiGregorio, Anthony McManus, Thomas Massingham, Periklis Karoutas and Dennis Ciotti (City Council designee)

Others Present: Karen Weston (Mayor), Christopher Parker (Assistant City Manager), Dan Barufaldi (Economic Development Director), William Simons (Parking Manager), and Michael Cicchese (Deputy Parking Manager), F.X. Bruton (representing Groen Construction), Eric Case (representing One First Dover, LLC), Trucker McCarthy (representing One First Dover, LLC), Darlene Colwell-Ellis.

CITIZENS' FORUM

No one addressed the Commission

MEETING MINUTES

Review and Approval of April meeting minutes

Commissioner Buckley made a motion to approve the minutes from the April 16, 2019 Parking Commission meeting. Motion seconded by Commissioner Massingham. **Approved 7-0**

STAFF UPDATES

A) Parking Activity & Budget – William Simons

Parking Manager William Simons presented monthly and year-to-date financial numbers for revenue and expenses.

B) Downtown Development – Christopher Parker, Assistant City Manager

Assistant City Manager Christopher Parker updated the Commission regarding various development projects in the downtown area.

OLD BUSINESS

A) Establish Time Limited Spaces On Nelson and Church Streets (Tabled from prior Meeting)

Resolution: Recommend to City Council

- 1) Amend City Ordinance 166-57, Schedule J, paragraph F to provide two additional 30-minute limit spaces on the southerly side Church Street at Locust Street (across from St. Mary Kindergarten building).



CITY OF DOVER

DOVER PARKING COMMISSION - MINUTES

Meeting Type: Regular Meeting
Meeting Location: COMMUNITY ROOM – Dover Police Station
46 Chestnut Street, Dover, NH 03820
Meeting Date: **Tuesday, May 21, 2019**
Meeting Time: 8:30 a.m.

- 2) Amend City Ordinance 166-57, Schedule J, paragraph D to provide two 15-minute spaces be placed on the northerly side of Nelson Street at Locust Street.

Background: My School has requested the addition of time limited parking in the area of the Day Care/School to facilitate parent drop off and pick up.

Vice Chairman Maglaras made a motion to take this item off the table, which was seconded by Commissioner DiGregorio.

Commissioner DiGregorio made a motion to recommend the City Council amend City Ordinance 166-57, Schedule J, paragraph F to provide one additional 30-minute limit spaces on the southerly side of Church Street at Locust Street (across from St. Mary Kindergarten building) and request that Community Services stripe the parking spaces in the adjacent parking bay.

Seconded by Commissioner Maglaras

Roll Call Vote: Reynolds – Yes; Maglaras – Yes; Karoutas – Yes; DiGregorio – Yes; McManus – Yes; Buckley – No; Massingham – No Motion Passes 5-2

B) Request for Long-Term Permit Lease – Transportation Center Lot – Darlene Colwell-Ellis Family Revocable Trust

Resolution: Recommend to City Council

- 1) The City enter into a lease for up to 27 parking permits in the Transportation Center Parking Lot to Darlene Colwell-Ellis Family Revocable Trust, until May 15, 2041 subject to the terms outlined in the background materials.

Background: The Darlene Colwell-Ellis Family Revocable Trust is looking to lease 27 permits in the Transportation Center Parking Lot to meet Planning Board requirements for the proposed redevelopment of the Doug's Hoagies building.

Commissioner Maglaras made a motion for the resolution as written, which was seconded by Commissioner Massingham.

Commissioner Maglaras moved to amend the motion to recommend the city enter into a lease agreement for up to 30 parking permits in the Transportation Center parking lot to the Darlene Colwell-Ellis Family Revocable Trust until May 15, 2041, subject to the terms outlined in the background material, to commence on July 15, 2019, pending approval of the Planning Board and the City Council. Seconded by Commissioner Buckley



CITY OF DOVER

DOVER PARKING COMMISSION - MINUTES

Meeting Type: Regular Meeting
Meeting Location: COMMUNITY ROOM – Dover Police Station
46 Chestnut Street, Dover, NH 03820
Meeting Date: **Tuesday, May 21, 2019**
Meeting Time: 8:30 a.m.

Roll Call Vote on the Amendment: McManus – No; Karoutas – Yes; Massingham – Yes; Maglaras – Yes; Buckley – Yes; DiGregorio – Yes; Reynolds – Yes Motion Passes 6-1

Roll Call Vote on the Motion as Amended: McManus – No; Karoutas – No; Massingham – No; Maglaras – Yes; Buckley – Yes; DiGregorio – Yes; Reynolds – No Motion Failed 4-3

Commissioner Massingham made a motion to reconsider the previous motion, which was seconded by Commissioner Karoutas.

Roll Call Vote: Massingham – Yes; Karoutas – Yes; McManus – Yes; Massingham – Yes; Maglaras – Yes; Buckley – Yes; Reynolds – Yes Motion Passes 7-0

Chairman Reynolds called for a recess at 9:30 a.m.

Meeting reconvened at 9:37 a.m.

Commissioner Buckley made a motion recommending the City Council and the City enter a 5-year lease for 30 parking permits in the Transportation Center parking lot with Darlene Colwell-Ellis Family Revocable Trust, automatically renewable every 5 years until May 15, 2041 in the subject to terms outlined in the background material; commencing on July 15, 2019; pending project approval of the Planning Board and City Council. Additional lease terms include from the background materials are as follows:

- Lease and payment requirement are transferred to any subsequent owner.
- Rate shall be at the “Development Required Permit” rate as established in the City of Dover Fee Schedule and subject to adjustments as authorized by the City Council.
 - Current rate is \$20, and will rise to \$25 on July 1, 2019
 - Per permit, per month
 - The first month may be pro-rated

Motion seconded by Commissioner Maglaras

Roll Call Vote: Maglaras – Yes; Buckley – Yes; DiGregorio – Yes; McManus – No; Massingham – Yes; Karoutas – Yes; Reynolds – Yes. Motion Passes 6-1

C) Request for Long-Term Permit Lease – Transportation Center Lot – One First Dover, LLC.

Resolution: Recommend to City Council



CITY OF DOVER

DOVER PARKING COMMISSION - MINUTES

Meeting Type: Regular Meeting
Meeting Location: COMMUNITY ROOM – Dover Police Station
46 Chestnut Street, Dover, NH 03820
Meeting Date: **Tuesday, May 21, 2019**
Meeting Time: 8:30 a.m.

- 1) The City enter into a lease for up to 78 parking permits in the Transportation Center Parking Lot to One First Dover, LLC until May 15, 2041, subject to the terms outlined in the background materials.

Background: One First Dover, LLC is asking to lease 78 permits in the Transportation Center Parking Lot to meet Planning Board requirements for the proposed redevelopment of the Old Court House at 10 Second Street.

Commissioner Maglaras made a motion to adopt the resolution; seconded by Commissioner Buckley

Commissioner Maglaras made a motion to amend the resolution recommending the City Council enter a 5-year lease of 78 parking permits, automatically renewable every 5 years in the Transportation Center Lot until May 15, 2041, subject to terms outlined in the background material, commencing July 15, 2019, pending approval of the Planning Board and City Council. Seconded by Commissioner Buckley.

Commissioner Massingham made a motion for an amended resolution recommending the City Council enter a 5-year lease of no more than 78 parking permits, automatically renewable every 5 years in the Transportation Center Lot, subject to the terms outlined in the background materials, excluding items #1B and #2. The agreement would commence when certificate of occupancy is issued. Additional lease terms from the background materials are as follows:

- Lease and payment requirement are transferred to any subsequent owner.
- Rate shall be at the “Development Required Permit” rate as established in the City of Dover Fee Schedule and subject to adjustments as authorized by City Council. Currently that rate is \$20, and will rise to \$25 on July 1, 2019; per permit, per month
- The first month may be pro-rated
- The above would be predicated on the redevelopment plans submitted on May 6, 2019 for the site.
 - The final legal agreement would include a performance clause
 - The lease would be null in void should the plan be changed to rehab the building

Motion seconded by Commissioner Maglaras

Roll Call Vote: Maglaras – Yes; Buckley – Yes; DiGregorio – Yes; McManus – No; Massingham – Yes; Karoutas – No; Reynolds – Yes. Motion to Amend Passes 5-2

Vote on the resolution as amended: Roll Call Vote: Maglaras – Yes; Buckley – Yes; DiGregorio – Yes; McManus – No; Massingham – Yes; Karoutas – No; Reynolds – No. Motion Passes 4-3



CITY OF DOVER

DOVER PARKING COMMISSION - MINUTES

Meeting Type: Regular Meeting
Meeting Location: COMMUNITY ROOM – Dover Police Station
46 Chestnut Street, Dover, NH 03820
Meeting Date: **Tuesday, May 21, 2019**
Meeting Time: 8:30 a.m.

ADJOURN

Commissioner Maglaras moved to adjourn the meeting. Seconded by Commissioner Buckley. **Approved 7-0**

Meeting Adjourned at 10:02 a.m.