



MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE
Council Chambers B, Keene City Hall
November 21, 2023
6:00 PM

A. AGENDA ITEMS

1. Memorandum of Understanding with Keene State College - Locker Rooms - Parks, Recreation and Facilities Director
2. Stephen Bragdon - Safety Issues Associated with the Driveway at 82 Court Street
Staff Response to No Parking Request - 82 Court Street
3. PowerPoint Presentation - Robin Hood Park Conceptual Plan - Parks Recreation and Facilities Director
4. PowerPoint Presentation - ad-hoc Lower Winchester Street Project - City Engineer
5. Report Out - Safety Concerns on the East Side of Keene and Strategies to Address Homelessness - City Manager

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: November 21, 2023

To: Municipal Services, Facilities and Infrastructure Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Memorandum of Understanding with Keene State College - Locker Rooms
- Parks, Recreation and Facilities Director**

Recommendation:

Move that the Municipal Services, Facilities, Infrastructure Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a Memorandum of Understanding with Keene State College for the purposes of building new locker rooms at Keene ICE.

Attachments:

None

Background:

Keene State College has added Men's and Women's Varsity Hockey to their athletic program. The addition of these two teams will require necessary locker facilities to meet current NCAA standards. The Keene ICE facility has space allocated under the current bleachers for this purpose, however the expansion will require space utilization in the City storage area behind the arena and Police Department.

The MOU will serve as an operational agreement between Keene State College and the City of Keene.

October 17, 2023

City of Keene
3 Washington St.
Keene, NH 03431

RE: Street Parking at 82 Court St., Keene, NH

Honorable Mayor and City Councilors,

We write this letter as owners of the property located at 82 Court Street, Keene, NH as well as being the owners of two of the businesses located at this address. Please note that our primary concern is the safety hazard created due to lack of visibility that the current parking structure creates for anyone exiting our driveway, as well as those citizens driving south on Court Street.

It is virtually impossible for anyone exiting the driveway of 82 Court Street to see the traffic coming south. The same is true for the drivers coming down Court Street, they cannot see if there is anyone pulling out of our driveway. This hazard is created by the vehicles that are parked north of the corner of our driveway. We have already had a couple of accidents and many near misses due to the visibility restrictions. The situation is not as hazardous as regards to vehicles moving north on Court Street.

Currently there are two no-parking signs, one is located 20 feet from the northern corner of our driveway and the second sign is 22 feet from the southern corner of our driveway. These are "No Parking Here to Driveway" signs.

A couple of weeks ago the city was re-marking parking spaces and they actually **added** parking spaces in front of both signs.

When we met with Don Lussier and Harry McElvey to discuss what we assumed was an error in the new parking lines, we were informed that the new spacing is correct and in fact, there is no reference in the City Code authorizing such signage in front of 82 Court Street.

If these signs are removed and the additional spaces are left as marked, it will turn an already dangerous situation into an EXTREMELY dangerous situation. Anyone can confirm this by trying to exit from our driveway during a weekday!

We would appreciate the City Council's consideration of an Ordinance that would codify a no parking area on the south side of the driveway to the current sign (22 feet) and allow a no parking area on the north side of the driveway 30 feet from the northern corner of the driveway. The reason for the different distances is that the danger is greater from the traffic coming south than going north due to the change in elevation and our driveway being on the west side of Court Street.

Respectfully,



Stephen B. Bragdon



Cheryl A. Belair



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: November 21, 2023
To: Municipal Services, Facilities and Infrastructure Committee
From: Donald Lussier, City Engineer
Through: Elizabeth Dragon, City Manager
Kurt Blomquist, ACM/Public Works Director
Subject: **Staff Response to No Parking Request - 82 Court Street**

Recommendation:

Accept as Informational

Attachments:

1. Parking Stall Delineation Guidelines
2. 2023_02_02 Council Action Item D1

Background:

A request was received from Stephen Bragdon & Cheryl Belair for a “No Parking” designation in the area of 82 Court Street due to expressed concerns about visibility issues for vehicles exiting the driveway when vehicles are parked on the street.

This request came about after Highway Division staff began marking individual parking stalls along this section of Court Street as described in the technical guidelines proposed by the Department and accepted by the City Council on February 2, 2023 (attached). According to those guidelines, Court Street, between Mechanic Street and Union/School Street met the criteria for individual parking stall delineation.

Department Staff met with the petitioners to discuss the proposed parking arrangement. We explained that the existing "No parking Here to Driveway" signs located on each side of their driveway are not listed in City Code and are therefore unenforceable. We have not been able to determine from Department records when or why these signs were installed. Court Street in this area is straight with a gradual descending grade from North to South. Staff could not identify any unique characteristics of the property or roadway geometry that would make this driveway more difficult to exit than any other driveway along this section of Court Street.

In putting the on-street parking guidelines into practice, Department staff measured and laid out each segment of curbline to optimize the available parking spaces, while adhering to the City Code's general and specific parking prohibitions found in Chapter 94 (e.g., within 15' of a hydrant, 30' from an intersection, 20' of a crosswalk, etc.). For driveways, we used a minimum distance of five feet. Based on these criteria, approximately 68 on-street parking spaces can be provided between

Central Square and School Street. If the Council were to apply the applicant's requested parking prohibitions to all driveways within the corridor, the available on-street parking would decrease to approximately 49 (reduction of 19 spaces).

City of Keene Standard Plans and Specifications

Technical Guideline – Public Street Parallel Parking Stall Delineation

This Technical Guideline is issued in accordance with Chapter 100, City of Keene, NH Land Development Code (LDC), Article 22. Public Infrastructure Stands, Section 22.1.2.

Delineation of parallel parking stalls can assist to organize parking and provide guidance to vehicle operators to avoid parking in areas that may obstruct driveways, interfere with access to fire hydrants, interfere with sight distances, etc., to increase overall safety. Delineating of parallel parking stalls is not appropriate for all City streets.

Guideline

Areas that maybe consider for delineation of parallel parking stalls.

- Streets with high volume of traffic, 4,000 Annual Average Daily Traffic (AADT) or greater,
- Areas where properties that access the street are predominately commercial, office, institutional, or mixed use that includes residential,
- Street that have paved shoulder areas of at least eight (8) feet in width that is being used for parallel parking, and
- Documentation of issues relating to unorganized parking.

If it is determine, that an area meets the above criteria a funding request will be made to add to the Public Works annual line painting budget. Once authorized, the areas will be delineated.

Parallel parking stalls and markings in general will be in conformance with the latest edition of the Manual of Uniform Traffic Control Devices (MUTC) and have the following dimensions.

- Stalls shall not be less than eight (8) feet wide and no wider that ten (10) feet, and
- Length shall not be less than twenty (20) feet and no longer than twenty (22) feet.

The City Engineer on a case-by-case basis may approve exception to the twenty (20) feet length.

Kürt D. Blomquist, PE
Public Works Director

Date: Issued: _____

Date Revised: _____



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

Meeting Date: February 2, 2023
To: Mayor and Keene City Council
From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee
Through:
Subject: Staff Response to No Parking Request – 191 Washington St. – Delineation of Parallel Parking Stalls on Public Streets

Council Action:

In City Council February 2, 2023.

Voted unanimously to carry out the intent of the report.

Recommendation:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends that the presented guide from the Public Works Department for the delineation of parallel parking stalls on public streets be accepted.

Attachments:

None

Background:

Chair Greenwald asked to hear from staff and asked if the petitioner is here tonight.

Kürt Blomquist, Public Works Director, stated that the petitioner was notified about tonight's meeting. He continued that this is a follow-up from the meeting the petitioner came to, when the Committee had a good discussion with the petitioner and other members of the public. The concern is visibility issues, as the petitioner feels that sometimes people park too close to certain areas. One suggestion that came from that discussion was whether staff can better organize the parking. The area of Washington St. in question has parallel parking, but no lines delineating where someone should park. It was felt that doing that could help move cars away from the driveway entrance, which would help with visibility. Staff was asked to determine whether the idea of delineating parallel parking would work, which would probably not be appropriate to do everywhere, and to try to develop standards.

Mr. Blomquist continued that the Public Works Department met with staff from the Community Development and the Parking Services Departments to look at where parallel parking is and in which locations it would make sense to delineate the parallel parking spaces. They determined that delineating parallel parking under certain conditions would work and created guidelines for that. For example, they looked at streets with a high volume of traffic (4,000+ vehicle trips per day), such as Washington St., West St., Court St., and Winchester St. They also looked at what kinds of uses or activities are creating this conflict. The Committee heard from some businesses, but this area [of

Washington St.] also has residential units and service-oriented types of businesses, such as doctors, psychologists, lawyers, and so on and so forth. There is a mixed use. They looked at areas where there is predominantly a mixture of commercial, office, institutional, and residential. Those uses all have different needs and demands. Businesses look for having parking available during the daytime hours, residents are looking for parking after work hours, and institutions may have uses that vary in time. Thus, staff determined that when looking at areas [in which to delineate parallel parking spaces], they should be looking at areas that have these mixed uses. They also identified that the area should already have parallel parking, with paved shoulders of approximately eight feet, where parallel parking is already permitted. Lastly, they looked at whether there was documentation of issues related to unorganized parking, such as what exists here [in this portion of Washington St.], with complaints about cars parking too close or too far over certain points. Staff felt that in order for them to consider delineating parallel parking spaces in an area, it is not enough that the area meet those three criteria he just mentioned; there should also be some other driver like that that compels them to look at the area.

Mr. Blomquist summarized that those are the criteria staff developed to determine when to consider an area for delineating the parking. He continued that regarding the guidelines for, say, how big the parking stalls should be, staff refers to the Manual on Uniform Traffic Control Devices (MUTC). Those are the guidelines the State adopted. In general, the guidelines say stalls should not be less than eight feet wide but no wider than ten feet. That makes sense, given the types of vehicles and mixed uses. Length should be no less than 20 feet and no longer than 22 feet; that is the standard so that people have sufficient room pulling in and out and maneuvering back and forth. Staff recommends allowing the City Engineer, on a case-by-case basis, to do an exception to that 20 feet. The city has some areas, such as between driveways, where they might be able to fit a space but it might not be 20 feet. It might have enough space to have 18 feet and then sufficient space on either end to provide the setback from the driveway. They did not want to eliminate spaces unnecessarily, because as everyone knows, parking is always a concern in the community. For any of these streets, it would be a layout by the City Engineer's Office. Staff would go to the location and lay it out to make sure and then mark the streets for future marking.

Mr. Blomquist continued that regarding how they propose memorializing these guidelines, the Land Development Code (LDC)'s infrastructure section has the PWD issuing "technical guidelines." The PWD has to publicly publish standards – for example, water/sewer connections, road base thicknesses, and other items that are more detailed than what is published in the LDC. The PWD would issue a technical guideline [for delineating parallel parking], so that if a developer was proposing a new street and it met certain criteria, they would have to look at this. It also provides the guidelines for staff as they are doing reconstructions.

Mr. Blomquist asked if anyone has questions about staff's proposed guidelines.

Chair Greenwald stated that he compliments Mr. Blomquist and other staff members for going way beyond solving the initial request. He continued that he did not realize they were setting a City standard, but he understands there is reason for it.

Mr. Blomquist stated that after staff created the standards, the question then was what to do about the particular area the petitioner came to the Committee about. Staff applied the criteria to Washington St. and Court St., because the Parking Services Department, PWD, and the Keene Police Department (KPD) have received complaints of conditions similar to those discussed about 191 Washington St., where parking was blocking things and decreasing visibility. Applying the criteria to Washington St., there would be delineated parallel parking on the east side from Tyler St. to Greenwood St., excluding the 'no parking' zone in front of Franklin School. Thus, there would be delineated parallel parking spaces in front of 191. On the west side, delineated parallel parking

would start at 118 Washington St., which is roughly across from Beaver St., and go to High St. That area has a large number of mixed uses. Staff have received some complaints from residents there, regarding the sort of issues [that the petitioner brought forth about 191 Washington St.]. Applying the criteria to Court St., delineated parallel parking would go from Mechanic St. to Union St. on the east side, and from Summer St. to 9 Court St. on the west side. Beyond 9 Court St. it is mainly residential, although the properties are large. Those are the types of properties that, if changed out, tend to move to office/residential mixed use, and then [delineated parallel parking] might be warranted in the future.

Mr. Blomquist continued that what all that means is there would be a delineation of about 110 parallel parking spaces between Washington St. and Court St. Based on the PWD's current contract with the line-painting [company], it would cost about \$2,000 per year to do 110 spaces. That concludes his presentation and he is happy to take questions.

Councilor Williams stated that the one parking space that especially concerns him is along Washington St. where Beaver St. comes in. If there is a big van there, people driving small cars cannot see the oncoming traffic. He continued that there is also vegetation in that area during certain months. He asked if it would be possible to move the beginning of parking spaces in that area a bit farther up.

Mr. Blomquist replied that staff will look at that. He continued that all City streets have a 30-foot setback from the intersection. That will hopefully help. Maybe in this particular situation people are not parking that far away from the intersection, and that is something staff can look at. If vegetation is on private property, staff can notify the property owner(s) that they need to do some trimming to increase visibility. Councilor Williams replied that he believes it is a City-owned rain garden. Mr. Blomquist replied that staff will look at that situation and see if it needs to be cut down a bit.

Chair Greenwald stated that Mr. Blomquist said this would cost \$2,000 per year. He continued that he (Chair Greenwald) needs to find \$2,000 somewhere else in the budget, because he will not be responsible for a budget increase, which is not Mr. Blomquist's problem. This is a good priority.

Chair Greenwald asked if the Committee or members of the public had further questions or comments. Hearing none, he asked for a motion.

Councilor Williams made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends that the presented guide from the Public Works Department for the delineation of parallel parking stalls on public streets be accepted.