

Parking Committee Minutes  
November 7, 2013  
9:45 AM

Members Present: J. Auxer, Meredith Wait, and Lori Robertson.

Absent: G.T. Schramm

Staff: Chief Ransom, Theresa Conchar, and Frank Welch.

Mayor Auxer called meeting to order at 9:47 AM.

**1. Motion made by L. Robertson, Second by M. Wait to approve the agenda. Motion carried unanimously.**

**2. Motion made by M. Wait, Second by L. Robertson to approve the minutes. Motion carried unanimously.**

3. Visitors: Pam Berry, Frank Hill, Esq., And D. Springer.

4. Appeals  
None

5. Old Business

a. Shepherdstown Shopper's Pre-paid Parking Pass

P. Berry – noted that the website needs to be updated before the next meeting.

Mayor – agreed

Mayor – is there a consensus on the parking pass information that F. Hill email out to everyone?

F. Hill – P. Berry generated a lot of this information that he put together in a document. He showed the document to the Mayor yesterday, and together they came up with what was emailed to the group.

Mayor – this limits the pass to businesses operating within the corporation limits/historic district.

Chief – what about the Park Mobile we are looking at? How does that affect this?

Mayor – we don't know at this point since D. Rosen hasn't presented PM to the SBA yet.

P. Berry – is ok with opening it up to businesses with current business licenses. Her only concerns were tracking and without the SBA in control, how would the enforcement take place?

Mayor – so the businesses could potentially buy a pass and give it to a student.

M. Wait – there will be a 6 month trial period.

D. Springer – there could be a sentence added under “Restrictions” paragraph that somehow addresses a businesses ability to purchase the pass could be rescinded if not used in the manner in which it is intended.

F. Hill – something like a violation may result in that businesses ability to purchase the pass/to participate in the program.

P. Berry – maybe add ”Used only for visitors”. Also, it says it's only valid on weekdays and the meters say that parking is enforced until noon on Saturdays. Can we change that? Maybe put a new sticker on them?

Mayor – yes, we can look at that. How do we initiate the pass? We discussed a book with numbers in it.

P. Berry – handed out a nice example of what would be placed in a vehicle. The example showed what would be on the front and the back of each pass.

Mayor – Businesses will come to the police department and purchase a book of 10 passes at \$6 each for a total of \$60.

Payment is made out to the SPD with the money going into the General Fund.

P. Berry – the size of the pass will be 8 ½ x 11 so it's easy to see. Does this have to go through the town council?

Mayor – and funding changes do. We can have a special town council meeting to explain this process and then vote on it. It

won't be ready by our council meeting this coming Tuesday, as he wants to allow Julie Shank, Esq., to look at it first. We want the procedure finished so it can be explained.

F. Hill – will go back to the office and redo his part today.

Mayor – so the businesses will purchase the pass from the SPD, and there will be a log. Terri is out of the office today and will be back tomorrow. She needs to understand how this works.

Chief – who will print these?

P. Berry – the SBA will print them.

P. Berry – can meet with Theresa and Terri at 10am on this coming Tuesday to go over the process. Monday is a holiday.

D. Springer – when this was discussed before, there was a concern over discrimination.

F. Hill – we may have to sell to a non-business if it comes to that.

Mayor – that's why he wants to speak with Julie Shank. He will have Julie call F. Hill.

T. Conchar – does the business owner need to bring in their business license for proof prior to purchase?

L. Robertson – Amy Boyd has a list of all business owners in town with a valid business license. She can get that to the SPD for reference. It would be a hassle to bring in the Bus. Lic. every time.

M. Wait – this trial period can be rescinded prior to the 6-month period if we find it just isn't working the way we hope it to.

Chief – is there going to be a media blast?

P. Berry – it will be in the papers/FB/etc. There should also be something posted in the windows of participating businesses that steers customers to where they can purchase the passes.

F. Hill – do we have any sort of pass now?

Mayor – yes. A meter can be purchased for the month at \$50, and a day pass is \$10.

**Motion made by L. Robertson, Second by M. Wait to send the Pre-paid parking pass and recommend approval to the Town Council. Motion carried unanimously.**

## 6. New Business -

Parkmobile system, a mobile payment alternative for parking.

This is pending waiting on the informational meeting to take place between D. Rosen and the SBA.

## 7. Misc –

a. M. wait – reported that the A-frames for the parking signs have been ordered. The question now is what do we want them to say? The universal green P denoting parking will used and then put “Free Parking Two Blocks”? They will be heavy –duty vinyl and slide into the frames. We will need one at the corner of Princess/230, High/Duke, 45/480 & at White Hall. The sign at the corner of the YBB will be there as well.

They will be green and white.

Mayor – will have the officer on duty place the signs out at 8am and take them in between 4-6pm, Saturday and Sunday.

Chief – unless the officer is working a call.

L. Robertson – if the officer might be working, can’t we have a business in the proximity of where these are going set them out?

Mayor – would prefer our officers do it.

L. Robertson – then if they are busy can call M. Wait. Maybe they can be kept behind town hall so she can get to them if need be.

D. Springer – the Planning Commission in the past has turned down vinyl signs before. These signs need to be tastefully done with the historic nature of the town taken into consideration.

P. Berry – I think that might have pertained to those vinyl signs with the slide-in letters.

b. M. Wait asked if there was such a thing as a “Realtor Pass” when a home was being showed? She received a \$40 ticket recently.

Mayor – no, we can look at it.

c. M. Wait – has the town council taken up the possibility of free parking for Christmas? She has an idea for cotton bags to place on the meters. She will look into the bags further.  
Mayor – not yet, to ask the town council.

**Motion made by M. Wait, Second by L. Robertson to adjourn at 10:25am. Motion carried unanimously.**

Respectfully submitted, L. Robertson