

# MAYNARD PARKING AUTHORITY

## CHARTER

### Charter

The formation of a Parking Authority having been approved by the Board of Selectmen on February 5, 2019, the charter of said Authority is described below:

Maynard's Parking Authority works to create, document and implement clear and consistent parking policies; review all proposed parking-related ordinances and applications; hear and address citizen concerns; and promote the availability of parking to support robust economic activity in the Town of Maynard.

### Membership, Terms of Office and Appointing Authority

There is hereby established in the town a Parking Authority consisting of seven members as follows: The Assistant Town Administrator; the Director of Public Works, or his/her designee; the Police Chief, or his/her designee; and four at large members appointed by the Town Administrator. Of the at-large members, one shall be a member of the Economic Development Committee and one shall be a local business owner. The town engineer and parking clerk shall serve as advisors to the Commission. The Assistant Town Administrator shall act as the chairperson of said Authority.

Terms will be indefinite for staff members and three year staggered for at-large members. Initial appointments for at-large members will be one member for a one-year term, two members for two-year terms and one member for a three-year term.

### Authorities and Responsibilities

General: The Parking Authority advises the Town Administrator and Board of Selectmen on the operation, safety, efficiency, and sustainability of its multi-modal parking capacity for automobiles, motorcycles, shuttle vans, bicycles, and pedestrians. The Authority researches and recommends town policies related to parking. The Authority shall review and make recommendations on any ordinance related to parking. The Authority shall receive and review input from town residents, businesses, and neighborhoods on issues or concerns related to parking. The Authority may hold hearings, review data, and make recommendations on applications filed under the town's Complete Streets program

Responsibilities: Using the Parking Management Plan accepted by the Board of Selectmen on February 5, 2019 as a guide, create the necessary policies and plans to implement both Phase 1 and Phase 2 recommendations therein and ensure said plans are executed.

The Parking Authority will:

- Act as a clearinghouse to pre-approve all proposed changes to parking.

- Determine appropriate signage related to parking, including meter instructions and wayfinding/directional signs.
- Determine locations for parking meters and the rate period (15 min, 2 hour, etc.) for those locations.
- Ensure that parking meters and spaces are maintained.
- Determine locations of handicapped parking in collaboration with local ADA Committee.
- In conjunction with the Town Planner and Planning Board, develop and implement parking permit processes for municipally owned spaces.
- Recommend changes to parking fees for all municipally owned spaces as required.
- Recommend changes to meter enforcement hours.
- Use the towns' accepted Parking Management Plan as a blueprint for assessing parking issues and future policy. Propose updates as needed.
- Provide recommendations on how to manage parking demand, specifically on how to manage and generate parking turnover.
- Develop parking policies as required for alternate modes of transportation including electric cars (charging stations), motorcycles, shuttle vans and bicycles.
- Consider all matters referred to it by the Selectmen or Town Administrator.
- Report annually on how well parking capacity and programs are meeting demand.
- Educate itself on best parking practices and the latest trends and models on parking management.
- Evaluate parking management and enforcement technologies.
- Recommend the creation of additional parking capability as needed, including acquisition and/or construction.

The Parking Authority will not be responsible for:

- Meter enforcement.
- Receiving and managing parking revenue streams.