

# **Meredith Neck Lake Access Parking Committee Summary of Recommendations**

**Presented to the Town of Meredith Select Board  
November 25, 2024**

## **Mission:**

*“The Meredith Neck Lake Access Parking Committee shall serve in an advisory capacity to the Select Board to develop a comprehensive parking plan for residents and non-residents specific to Lovejoy Sands Upper and Lower Parking Lots, Cattle Landing Parking Lot and street parking along Patricia Drive and Lovejoy Sands Road.*

*The Committee shall study and identify ways to address concerns and needs of residents, property owners, and other users of said parking facilities by recommending changes such as, but not limited to, revised or new regulations, ordinances, parking fees, permit fees, parking lot layout, signage and other related issues.”*

## **Voting Members, Alternates and Participants**

Glenn Ahrens, Town of Meredith Representative  
Joe Crawford, Lovejoy Lane Representative  
Bob Higley, Meredith Neck and Islands Alliance Representative  
Eric Johnson, Patricia Drive Representative  
Lynn Leighton, Select Board Representative  
Mike Pelczar, Select Board Representative  
Judy Sehnal, Meredith Islands Association Representative  
Jay Merselis, Alternate  
Larry Rose, Alternate  
Craig Skinner, Alternate  
Bill Young, Alternate  
Mike Faller, Director, DPW, Participant  
Mike Harper, Chief of Police, Participant  
Bette Higley, Recording Clerk, Participant  
Jon Dayton, Participant and Data Collection

## **Summary Of Recommendations**

It is the recommendation of the Meredith Parking Committee (the Committee) that the resolution for town parking at the Lovejoy Sands town upper and lower parking lots, the Cattle Landing town parking lot, and Patricia Drive parking be broken into two phases.

Phase One would include improved layout for parking of the current Lovejoy Sands upper lot and the Cattle Landing parking lot and restrictions to parking on Patricia Drive. This should be considered a pilot program. Its intent would be to better organize the layout of both parking lots to maximize parking spaces / trailer access while maintaining safety of vehicle movement in both lots. Included in this layout would be improved signage to assist in those goals.

Phase Two would include analysis and discussion of the need for additional parking and the requirements for completion of the upper town parking lot on Lovejoy Sands Road. This would include how to fully utilize the rights of Meredith as it relates to the easement that the town enjoys into perpetuity for that lot. Additionally, how to manage the use of the lower Lovejoy Sands public parking lot based on the restrictions imposed by the federal grant used in its development would be investigated. In the meantime, data would be collected and analyzed between May 15<sup>th</sup> and October 15<sup>th</sup> 2025 with a report to be prepared and presented to the Select Board (the Board) summarizing the data and recommending any action items to be taken.

In addition to Phase One and Phase Two the Board should resolve any issues that may exist inhibiting the completion of the upper town parking lot on Lovejoy Sands Road.

Phase One recommendations are noted below. Phase Two analysis and discussion should begin once Phase One is approved by the Select Board.

### **Phase One Recommendations:**

- It is recommended that Phase One be a pilot program and start on May 15<sup>th</sup> 2025. This is consistent with current lot usage.
- It is recommended that the Town of Meredith implement a Permit Only Parking Program for the existing Upper Lovejoy Sands town parking lot, the Cattle Landing parking lot, and Patricia Drive with parking restricted to Meredith Taxpayers, Residents, and their Guests. The parking permit program should commence on May 15<sup>th</sup> 2025 and end on October 15<sup>th</sup> 2025. During that time the Parking Committee should collect data on the Cattle Landing lot, the upper Lovejoy Sands lot and Patricia Drive usage for analysis, with the goal of determining the effectiveness of the lot configurations and the pilot program generally. It is the goal of the Committee to present an interim report to the Board in August, 2025.
- It is recommended that the findings of the Director-DPW and the Meredith Police Chief to restrict permit parking on Patricia Drive between designated signs be enacted. We anticipate this change will allow for parking for approximately 8 to 10 cars. It should be understood that the aggregate number of parking spaces on Patricia Drive will be lower than prior years. While this could impact parking for the Cattle Landing, this loss is necessitated by state law and public safety.

In preparation of the pilot program, it is recommended that the following should occur before May 15<sup>th</sup> 2025:

- That the Meredith DPW should proceed with the proposed new layout / traffic patterns for the Upper Lovejoy Sands parking lot and Cattle Landing parking lot consistent with the plans

presented to Mike Faller, Director Meredith DPW at the 9/18/24 Parking Committee Meeting and presented to the Board on 9/23/24. It is the goal of the Parking Committee to generate 78 parking spaces (inclusive of handicapped parking) at the Cattle Landing parking lot, and 51 car spaces (inclusive of handicapped parking) and 14 trailer spaces at the upper Lovejoy Sands parking lot.

- That new signage be developed and erected for both parking lots. It is suggested that sign design should be consistent with the Town of Meredith branding and clearly identify the rules of each lot to include identification of the location of any trailer parking if permitted. No change to the current trailer parking rules is recommended for either parking lot (i.e., 72-hour parking at Lovejoy Sands upper lot and no trailers at the Cattle Landing lot). Trailers parked in a town parking lot should be registered (active license plate) but are not required to display a Facilities Use Decal or a Guest Hang Tag. Development of signage would be an administrative function.
- Any decision on the need for a public hearing for a Pilot Program needs to be determined by the Board and if required held. The Parking Committee recommends that there be an opportunity for public comment.
- Determination if an ordinance is required for a Pilot Program. Should an ordinance be required, language and approval should be complete for the March 2025 Town meeting. The determination of need would be an administrative function of the town.
- That a public communications program be developed and launched so that all affected individuals in Meredith and surrounding towns are aware of the new restrictions on the identified Town of Meredith parking lots and Patricia Drive. The development and deployment of the public communications program should be an administrative function of the town.

For the Phase One Pilot Program it is recommended that the following guidelines for identification of legally parked vehicles and or trailers be considered by the Board for both identified parking lots and Patricia Drive:

- Meredith Facilities Use Decal: The use of the existing Upper Lovejoy parking lot, Cattle Landing parking lot, and Patricia Drive should be limited to vehicles displaying Meredith Facilities Use decals issued and displayed according to town guidelines. Term (number of years) of issued Meredith Facility Use Decals should be in accordance with town policy. The current cost of a Decal is \$20.
- Meredith Residential Guest Hang Tag: Vehicles displaying a Meredith Residential Guest Hang Tag may use the parking lots identified in Phase One and for parking on Patricia Drive. Each Meredith residential property that includes a residential structure may obtain three Meredith Residential Guest Hang Tags.
- It is recommended that a replacement Hang Tag not be issued if a Hang Tag is lost or not returned to the owner until the lost Hang Tag has expired. The Parking Committee recommends a fee of \$20 per Hang Tag for the Pilot program. The design of Hang Tags is at the discretion of the Board.
- It is recommended that the inclusion of an I (Island Resident) be included on all Hang Tags issued to island properties to better collect data on guest tag usage.
- It is recommended that Meredith Guest Hang Tags should be purchased at the Meredith Town Hall during normal business hours, or via the US Mail. The Committee recommends the Term of the Meredith Guest Hang Tags be the same as the Meredith Facilities Use Decal.

- **Commercial Businesses:** Commercial Businesses whose principal place of business is a Meredith address are able to use a Facilities Use Decal for parking. Meredith Guest Hang Tags may not be purchased by any commercial business. However, a Guest Hang Tag from an island residential property may be used by any commercial business for the purposes of parking while conducting work on an island property.
- **Event Parking:** Current Meredith rules require event parking be reviewed and registered by Meredith's DPW with consideration for parking availability and safety concerns. No event shall use the lots noted in Phase One during the active dates without prior approval of Meredith's DPW.

## **Phase Two:**

It is recommended that Phase Two should begin once Phase One recommendations are accepted either in whole or in part by the Board. Phase Two should be considered complete once the Board has accepted or amended Phase Two, and any analysis requested by the Board of Phase Two is complete.

Phase Two recommendations are noted below:

- It is recommended that Phase Two scope of work should include parking recommendations for the use of the lower Lovejoy Sands public parking lot which is impacted by the Federal Funds grant received in its development.
- It is recommended that Phase Two include the analysis of usage data collected during the Pilot Program and that it be reported back to the Board no later than October 31<sup>st</sup>, 2025. The report should include any proposed modifications or omissions as well as a recommendation to either discontinue the permit parking program or to make it part of the town parking ordinance.
- It is recommended that the Board determine if it would like the Parking Committee to analyze and report on the need for additional parking and or improvements at the upper Lovejoy Sands parking lot.

Finally, the Committee looks forward to providing to the Board any additional commentary or analysis that the Board may find useful in making a decision on any of the recommendations noted in Phase One or Phase Two. The Committee also recommends that the Committee continue its standing until the conclusion of data collection, analysis, recommendations, and presentation of Phase Two to the Board.

## **Attachments and Reference Documents**

- Cattle Landing Lot Reconfiguration
- Lovejoy Sands Upper Lot Reconfiguration
- Signage Plan
- 2024 Parking Data
- Town of Gilford – Glendale Facility Regulation