



# CITY OF CONCORD

*New Hampshire's Main Street™*

**City Manager's Office**

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City Manager

## **Parking Committee Minutes May 2, 2022**

### **Attendees:**

Brent Todd, City Councilor, Parking Committee Chair  
Paula McLaughlin, City Councilor  
Stacey Brown, City Councilor  
Karen McNamara, City Councilor

### **Staff:**

David Florence, Parking Division Supervisor  
Karen Hill, Transportation Engineer  
Amanda Lombard, Fiscal Tech III, Parking Division  
Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects

### **Public:**

Scott Walker, Premiere Properties, owner of 255-259 South Main Street

The meeting was called to order by Councilor Todd at 5:00 PM.

- 1) **Overview of Agenda:** Councilor Todd provided an overview of the meeting agenda.
- 2) **Adoption of Minutes:** Councilor McNamara moved to adopt the meeting minutes of March 28, 2022. Councilor McLaughlin seconded the motion. The minutes were adopted unanimously.
- 3) **Citizen Requests and City Council Referrals:**
  - a. **South Main Street:** Mr. Walsh provided an overview of Scott Walker's March 28, 2022 request that parking be eliminated on-street between 255 and 259 South Main Street.

Mr. Walker's company owns 255 and 259 South Main Street and the parking space in question is between their two driveways at the intersection of South Main Street and Allison Street.

Mr. Walsh stated the City Code of Ordinances indicates that the section of South Main Street is already a No Parking Area, and has been since 1968. However, this section of the street is currently signed for 2 hour parking. He also discussed ordinance and signage inconsistencies for other portions of South Main Street between West and Maitland Street.

Karen Hill stated the shoulders located on the east side of the road south of #237 are insufficient for on-street parking as they are only 6' wide.

Mr. Walsh suggested that, separate from review of Mr. Walker's request, the Parking Committee should consider having a meeting with the residents and business owners in this neighborhood to discuss the discrepancies within the City Ordinance and current signage, as well as safety issues related thereto. The Parking Committee was receptive of this idea.

Councilor Todd stated the first order of business would be to remove the 2-hour parking signs near the intersection of Allison and South Main, as well as installation of "No Parking" signs in the vicinity of driveways located at 255 / 259 South Main Street.

Mr. Walsh concurred, and noted that due to the layout of driveways and crosswalks at this location, staff specifically recommends that parking be removed 20' north of the crosswalk located near 253 South Main Street to a distance 5' south of the southerly driveway into 255 South Main Street.

Councilor McNamara moved to remove the 2-hour parking signs at locations recommended by Mr. Walsh, and to install "No Parking" signs at said locations. Councilor Brown seconded the motion. The motion carried unanimously. Because this area is already a no parking zone in the Code of Ordinances, no City Council action will be required to implement this change.

It was also the consensus of the Parking Committee to convene neighborhood meeting to discuss on-street parking on South Main Street, located between West Street and Langdon Avenue, after Labor Day.

#### 4) **Staffing Update:**

- a. **Parking Officer & Equipment Technician (POET) Recruitment Update:** Mr. Walsh informed the committee that 4 of the 5 POET positions are currently staffed. Recruitment efforts for the vacant POET position are ongoing, and a candidate is currently undergoing the background check related thereto. In the interim, a temporary employee has returned to the Parking Division to provide temporary support during the spring and summer months

#### 5) **Financials:**

- a. **FY2022 Financial Statement Year-To-Date:** Mr. Walsh provided an overview of the year-to-date (YTD) financial statements for the Parking Fund through March 31, 2022.
  - i. **Revenues:** Total revenues through March 31, 2022 were \$2,427,632, or 90% of budget. This figure was approximately \$755,848 more than revenues received during the same period in FY2021. Revenues included the initial installment of \$438,358 in American Rescue Plan Act (ARPA) allocated by the City Council to the Parking Fund to replace revenue lost during FY2020 and FY2021 due to the Covid-19 Pandemic, respectively. The second installment of the ARPA moneys for the Parking Fund will be appropriated in early FY2023.
  - ii. **Expenditures:** Actual total expenditures through March 31, 2022 were \$2,310,375 or 82% of budget. This figure was \$82,661 less than FY2021 for the same period of time.

- iii. Gain/Loss: As of March 31, 2022, Net Operating Income for the Parking Fund was \$117,256. This figure is significantly better than the same period during FY2021, which was -\$721,252.

6) **FY2022 Meter Revenues by Location (Streets and Facilities)**: Mr. Walsh provided an overview of a report dated April 27, 2022, which reviewed FY2022 meter revenues by location. Specifically, the report included meter revenues for garages, surface lot, as well as on-street location (by street segment) for FY2022 year to date (i.e. July 1, 2021 – March 31, 2022; 9 month total) as well as a full 12 month projection for FY2022.

- a. Overview: Mr. Walsh noted that the Parking Committee requested this information as part of its ongoing review of on-street meter expansion zones, which result in 325 on-street spaces being metered during FY2019 and FY2020. The expansion zones increased the total number of metered parking spaces (i.e. on-street, surface lots, and parking garages) from 1,333 to 1,658 spaces.

Mr. Walsh noted that, initially, the meter expansion zones contained more than 325 metered spaces. However, various modifications were made after implementation. Changes included removal of metered spaces on Court Street, restoration of Law Enforcement Parking on Pleasant Street along the frontage of the US District Courthouse, as well as loss of meters near certain intersections.

Mr. Walsh explained that the Meter Expansion was financed by \$385,000 in Parking Fund supported bonds. Specifically, \$40,000 was appropriated in FY2019, and \$345,000 in FY2020. In addition to financing the installation of these 325 meters, an additional 170 mechanical meters were replaced using surplus funds from these appropriations. Currently, 184 mechanical meters remain in service and, subject to City Council approval, are scheduled for replacement in FY 2023 per the adopted FY 2022-2031 Capital Improvement Program.

Mr. Walsh stated that the meter expansion zones had two primary objectives.

First, expanded meter coverage was intended to manage parking around activity centers such as the Merrimack County Superior Courthouse, the U.S. District Courthouse, the Capitol Center for the Arts, as well as recent real estate development on South Main Street (i.e. the Hotel Concord Building / Red River Theatres, Smile! Building, Love Your Neighbor Building, and forthcoming NH Employment Security Redevelopment).

Secondly, the expanded meter geography was intended to generate positive net operating income (NOI) to support repair and replacement of parking infrastructure, as well as grow working capital to support overhead and operating costs.

Mr. Walsh explained that the meter expansion zones were a recommendation of the 2017 Strategic Parking Plan. However, the zones, as implemented by the City, did vary from recommendations made Nelson Nygaard, a parking and transportation consulting firm who was engaged to assist with the strategic planning process. Specifically, the consultant recommended meter expansion zones include areas around White Park, North Spring Street (Pleasant to Center), and School Street (Green to Spring). However, these areas were omitted from the City's final meter expansion strategy.

Mr. Walsh added that Nelson Nygaard also recommended a three-tier pricing system for on-street meters; \$1.50 / hour for Main Street, \$1.00 / hour for areas abutting Main Street / the Civic District / South Main Street, and \$0.50 / hour for spaces located on the outer edge of the meter zone as well as in City's parking garages and surface lots. However, in FY2019, the City elected to implement a two-tier approach: \$1.00 / hour for all on-street spaces and \$0.50 / hour for garages and lots. Mr. Walsh suggested that the Parking Committee could explore discounting meter rates on lower activity streets (to say \$0.50/ hour) in lieu of removing meters, thus helping to implement the multi-tier on-street rate structure.

Coupled with meter rates, the City currently has a two-tier time limit for on-street meters: 3 hours for high demand areas (i.e. Main Street and side streets attached thereto between State and Storrs Streets) and 10 hours for all other locations. Metered parking in surface lots and garages also have 10 hour limits.

Mr. Walsh added that 50 meters installed on Storrs Street, between Theatre and South Main Streets, were not part of the original meter expansion plan. Rather, the concept came about through discussions with Concord Hospital in an effort to get their employees based at the Smile Building to utilize their reserved spaces located in the Storrs Street Parking Garage. The City Council approved the ordinance for meters at this location in June 2019. The meters were installed in January 2020.

- b. FY2022 Revenue Trends: Mr. Walsh then discussed FY2022 revenue trends and parking transactions reported in his memorandum.

During the initial 9 months of FY 2022 (July 1, 2021 – March 31, 2022), the Parking System processed 607,305 transactions (kiosks, PayByPhone, and smart meters, combined). He noted that this figure was understated, as it excluded cash transactions at mechanical meters which cannot be recorded. Through March 31, 2022, metered parking spaces had generated approximately \$931,050 of revenue.

By the end of FY2022, it is anticipated that the Parking System will have handled more than 809,000 transactions, and generated \$1,241,400 in revenue.

Table 1 of Mr. Walsh's report summarized FY2022 gross meter revenues by location in alphabetical order.

Table 2 summarized FY2022 gross meter revenues by location based upon projected full year revenue on a per space basis (from highest to lowest) based upon year-end projections.

Mr. Walsh also presented a "heat map", which depicted per space revenues by location based upon FY2022 year-end projections. Data illustrated on the map depicted a classic "bullseye" pattern for metered revenues, whereby the highest revenue generating spaces are located in the center of the meter zone, with lower revenue generating spaces emanating out towards the outer edges of the meter zone. This pattern is typical of public parking systems.

- c. Factors Affecting Downtown Parking: Mr. Walsh then reviewed a dozen recent, ongoing, or forthcoming circumstances within the Downtown Central Business District that could impact meter parking trends and revenues, or other issues the Committee must consider if it desired

to make changes to on-street meter zones, including potential unintended consequences associated therewith.

- d. Committee Discussion: The Committee turned its attention to Table 2 of Mr. Walsh's report, which depicted meter revenue by facility and location, from highest to lowest. The Committee focused particularly on on-street meter locations which were projected to generate \$100 or less per metered space in FY2022 (full year projection). The Committee specifically discussed the following locations:
- I. Pleasant Street (Rumford to Merrimack): 16 metered spaces. Total projected revenue for FY2022 is \$31.59 / space. It was the consensus of the Committee to remove these meters and implement a 10-hour parking zone.
  - II. North Main Street (Centre to Pitman): 5 metered spaces. Total projected revenue for FY2022 is 49.92 / space. It was the consensus of the Committee to recommend removal of these meters and replace with either a 3-hour time zone or no parking zone, pending further discussion.
  - III. North Main Street (Pitman to Court): 8 metered spaces. The projected revenue for FY2022 is \$49.92 / space. It was the consensus of the Committee to remove the meters and implement a 3-hour parking zone, or potentially a no parking zone.
  - IV. South Street (Fayette to Thompson): 14 metered spaces. Projected FY2022 total revenue is \$71.02 / space. It was the consensus of the Committee to recommend no changes at this time.
  - V. North State Street (Chapel to Court): 7 metered spaces. Projected FY2022 total revenue is \$75.74 / space. It was the consensus of the Committee to consider discounting parking to \$0.50 an hour.
  - VI. Chesley Street (Pleasant to Wall): 8 metered spaces. Total FY2022 projected revenue is \$76.28 / space. Given this street would remain bounded by metered parking on Pleasant and Wall streets, it was the consensus of the Committee to make no changes to Chesley. The Committee noted that it desired to avoid a situation similar to Blake Street.
  - VII. South Street (Wall Street to Fayette): 12 metered spaces. Total projected revenue for FY2022 is \$84.01 / space. It was the consensus of the Committee to make no change pending completion of road improvements, including bump outs, this fall.
  - VIII. Storrs Street (Theatre to Main): 50 metered spaces. Total projected revenue for FY2022 is \$93.75 / space. The Committee briefly considered potentially discounting the meter rate to \$0.50 / hour. However, after additional discussion, it was the consensus to table any changes until development of the new 110 Grill / Xfinity Store / Starbucks is completed at the Brixmor Shopping Plaza (a.k.a. Burlington Coat Plaza), as said project has the potential to impact parking behavior on Storrs Street.
  - IX. Court Street (North Main to North State): 9 metered spaces. Projected total revenue for FY2022 is \$94.84 / space. No recommendation were made by the Committee.

- X. Centre Street (Green to Spring): 16 metered spaces. Projected total revenue for FY2022 is \$95.70 / space. It was the consensus of the Committee to recommend removal of these meters and return to 3-hour parking zone.

**7) Other Business:**

- a. Narrow Streets Implementation Update / Communication from Residents: Mr. Walsh reminded the Committee that the Wall Street Neighborhood, which was the final study area included in the City's Narrow Streets Project, was completed last fall. Signage to implement approved changes was recently installed. Upon installation, citizens located on Spruce Street, between Allison and West Streets, contacted the City regarding the implementation of no parking on the west side of the road. Those who contacted City staff included Katie Katsikas and Alan Gobin. Upon review, staff determined that property owners on this segment of the street never received community meeting notices regarding these changes, as they were inadvertently omitted from the mailing list.

Staff noted that the City Council, upon the Parking Committee's recommendation, approved ordinances removing parking on the east side of the street. Parking was preserved on the west side of the road. Karen Hill, Transportation Engineer, explained that, due to the quantity and location of driveways and fire hydrants, the west side of the road has 19 parking spaces, while the east side only has 15 spaces.

After discussion, it was the consensus of the Parking Committee to send invitations to property owners on this section of Spruce Street to invite them to discuss their concerns at the Parking Committee's June 27, 2022 meeting at 5:00PM.

**8) Future Meetings:**

- a. June 27, 2022 Meeting Agenda. It was the consensus of the Committee to limit the meeting to the Spruce Street discussion, as well as other customary items such as minutes and financial statements.
- b. July 25, 2022 Meeting Agenda. It was the consensus of the Committee to tentatively discuss the City's winter parking ban ordinance, citation, and tow policy at its July meeting. It was noted that vacation schedules may make the July and August meetings challenging to hold due to vacations and quorum issues.

**9) Adjournment:** The meeting adjourned at 7:02 PM.

Respectfully Submitted,

Amanda Lombard  
Parking Division Fiscal Tech III