



CITY OF CONCORD

New Hampshire's Main Street™

City Manager's Office

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Thomas J. Aspell, Jr.
City Manager

Parking Committee Minutes August 22, 2022

Attendees:

Brent Todd, City Councilor, Parking Committee Chair

Stacey Brown, City Councilor

Karen McNamara, City Councilor

Jim Bouley, Mayor

Staff:

David Florence, Parking Division Supervisor

Amanda Lombard, Fiscal Tech III, Parking Division

Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects

Public:

Gary Christie, Resident, 4 Blanchard Street

Friedrich Moeckel, Attorney for Owner of #72 Washington Street (Concord)

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 Brown moved to adopt the meeting minutes of May 2, 2022. Councilor McNamara seconded the motion. The minutes were adopted unanimously.
- 3) **Citizen Requests and City Council Referrals:**
 - a. **Gary Christie / Resident Parking Near UNH School of Law:** Although not on the agenda, the Parking Committee allowed Gary Christie, resident of 4 Blanchard Street, to speak regarding his concerns relative to enforcement of resident parking permits near the University of New Hampshire School of Law, as well as illegal parking near driveways and intersections. With classes resuming, he asked that the City increase enforcement in the area.
 - b. **72 Washington Street:** Mr. Walsh provided an overview a of request received from Attorney Friedrich Moeckel on behalf of EWT 54 LLC that an on-street handicap parking space be installed by the City in the vicinity of #72 Washington Street (Concord). The property owner seeks to change the use of this commercial property from a convenient store / market with take-out food service to a restaurant.

Attorney Moeckel addressed the Parking Committee on behalf of EWT 54 LLC. He explained that the property owner had filed several variance applications with the Zoning Board of Adjustment to convert the property from a convenience store / market to a restaurant. Those applications included a variance request to forgo establishing two on-site handicap parking spaces at the property.

Per communications from the Code Administration Division of the Community Development Department, the Zoning Board of Adjustment granted the handicap parking variance on the condition that the City establish an on-street handicap accessible parking space in the vicinity of the property. However, Mr. Moeckel disputed whether the Code Administration Division's characterization of the variance's conditions of approval was lawfully valid, as compliance with said condition was not solely within the control of the property owner.

Nevertheless, Mr. Moeckel clarified that his client is, in fact, requesting that the City establish an on-street handicap parking space near #72 Washington Street in accordance with his August 1, 2022 letter to the Parking Committee. Mr. Moeckel then discussed characteristics of the property, which, in his client's opinion, made the establishment of on-site handicap parking spaces challenging.

Following Mr. Moeckel's comments, Mr. Walsh presented two conceptual layout plans which demonstrated how an on-street handicap parking space could be established on either Washington Street or Lyndon Street. The concept plan was prepared by Karen Hill, City Transportation Engineer. Ms. Hill was not in attendance at the meeting.

Members of the Parking Committee expressed concerns about the potential precedent that might be established by granting this request. They also noted that the property has ample space to establish on-site handicap parking.

After additional discussion, it was the consensus of the Parking Committee to take no action on this request.

- 4) Downtown Road Paving (CIP #78) and Parking Pavement Marking Revisions:** Mr. Walsh explained that the General Services Department is in the process of implementing the annual Highway Paving Program (CIP #78). This year, the Highway Paving Program is focused on paving or reconstructing several streets within the Downtown Central Business District. Therefore, the City will be updating pavement markings on all affected streets so that on-street parking spaces will comply with statutorily mandated setbacks to intersections, driveways, crosswalks, bus stops and fire hydrants in accordance with State Law RSA 265:69, as well as City Code of Ordinances 18-1-4 and 18-1-20.

Using a pavement marking layout plan prepared by Karen Hill, City Transportation Engineer, Mr. Walsh then reviewed anticipated pavement marking and parking changes of interest with the Parking Committee.

- a. Centre Street (Main to N State): Mr. Walsh noted that current pavement markings on the north side of the road near the intersection of State Street conflict with Ordinance #994. Specifically, Ordinance #994 established a 304' no parking zone on the north side of the road; however, historically, only a 185' no parking zone has existed in the field. Mr. Walsh explained that City Administration plans to submit a request to the City Council to amend Ordinance #994 so that

the 185' setback, which has existed in the field for decades, be codified as the official setback at this location. Mr. Walsh noted that this change will not result in any negative impacts on traffic operations at the State Street / Center Street intersection. He also noted that, if unchanged, the 304' no parking zone would result in the loss of five parking spaces.

- b. Park Street (Main to State): Mr. Walsh explained that staff plans to restripe the street to remove historical gaps between parking spaces, as well as to establish a parking space in front of the entrance to the State Library. These changes will result in a more efficient parking layout.
- c. Park Street (State to Green): Mr. Walsh explained that staff plans to restripe the street to remove historical gaps between spaces, as well as to establish a parking space in front of the entrance to the Historical Society. These changes will result in a more efficient parking layout.
- d. Capitol Street (Main to State): There are currently 51 existing parking spaces at this location. The proposed striping plan will result in the removal of two parking spaces that are too close to a crosswalk. This would leave 49 parking spaces. Mr. Walsh also explained that former meter heads used by the State, associated with temporary parking for the Legislature, may also need to be relocated.
- e. School Street (Main to State): There are currently 22 existing parking spaces at this location. The updated striping plan will result in the removal of one parking space.
- f. School Street (Green to Spring): There are currently 11 existing parking spaces at this location. Updated striping will comply with Ordinance #1525, which established a 50' no parking zone near Green Street. This, coupled with other layout modifications to comply with City Ordinances, will result in the removal of three parking spaces.
- g. Warren Street (Main to State): There are currently 12 existing parking spaces at this location. Restriping will remove historical gaps between parking spaces, as well as implement statutorily required parking setbacks at a fire hydrant. One parking space will be removed as a result of updated striping.
- h. Warren Street (State to Green): There are currently 23 existing parking spaces at this location. Mr. Walsh explained that staff plans to restripe the street to remove historical gaps between parking spaces. However, there will be no reduction in total parking spaces as a result of these changes.
- i. Warren (Green to Spring): Implementation of statutorily required parking setbacks at the intersection of Federal Street and Warren Street, coupled with implementation of parking setbacks near North Spring Street, in accordance with Ordinance #1312, will result in the net removal of one parking space.
- j. Pleasant Street (State to Green): There are currently 26 existing parking spaces at this location. Updated pavement markings will result in the removal of one space to conform with offsets from crosswalks, driveways, and a fire hydrant. Mr. Walsh added that City Administration will be presenting an Ordinance to City Council to adjust the bus stop located along the frontage of #27 Pleasant Street (the South Congregational Church) in order to

designate this location for bus parking only; and to reconfigure the layout of the bus stop to facilitate a better layout for on-street parking.

- k. Pleasant Street (Green to Spring): There are currently 20 existing parking spaces at this location. Restriping will result in the removal of three parking spaces.
- l. North State Street (Pleasant to Warren): There are currently 18 existing parking spaces at this location. Restriping will remove three parking spaces in order to comply with setbacks at crosswalks, driveways and fire hydrants.
- m. N State Street (Warren to School): There are currently 22 existing parking spaces at this location. Restriping will remove one parking space in order to comply with setbacks at crosswalks, driveways and fire hydrants. However, a new parking space would be added between the driveways at 20 North State Street.

In addition, a brief discussion ensued regarding potential conversion of two on-street metered spaces near #2 North Main Street (i.e. Peter's Salon Building) to two handicap parking spaces. This issue was discussed in conjunction with Susan Dow's previous request that the City establish more on-street handicap parking in the vicinity of the YMCA. Said request was discussed by the Parking Committee during its March 28, 2022 meeting. At the time, the Committee took no action on the request.

After further discussion, it was the consensus of the Parking Committee to revisit Ms. Dow's request at its September 26, 2022 meeting. The Committee also directed staff to send notices to abutters inviting them to attend the September meeting or to otherwise provide feedback regarding this proposal.

- n. North State Street (Capitol to Centre): There are currently 23 existing parking spaces at this location. Restriping will remove four parking spaces in order to comply with setbacks at crosswalks, driveways and fire hydrants. Mr. Walsh noted that the restriping plan will specifically impact on-street parking spaces reserved for the Governor and the State Senate Majority Leader. Although no City ordinance or known State law exists to reserve these spaces, staff will inform the State about these changes prior to implementing the striping plan, and facilitate relocation of the Senate Majority Leader's parking space to Park Street.
- o. Green Street (Pleasant to Warren): There are currently 9 existing parking spaces at this location. Restriping will remove two parking spaces in order to comply with setbacks at crosswalks, driveways and fire hydrants.
- p. Green Street (Warren to School): Mr. Walsh stated that Ordinance #1312 established a 78' no parking zone on the east side of Green Street northerly of the Warren Street intersection. Mr. Walsh reported that, historically, pavement markings at this location have not been consistent with the Ordinance. He added that implementation of markings compliant with Ordinance #1312 would result in the removal of three parking spaces. Mr. Walsh stated that City Administration will present an ordinance to the City Council to repeal Ordinance #1312.
- q. Green Street (Prince to Centre): Due to the State's plan to construct a new parking garage at the site of the NH Department of Justice, located at #33 Capitol Street, the City has elected to not repave this portion of Green Street at the present time. Therefore, there will be no changes

to parking spaces and pavement markings at this time. However, once repaved, the City will need to modify parking spaces in front of City Hall and at the intersection of Prince Street in order to comply with statutorily mandated parking setbacks at crosswalks and intersections.

- 5) **Meter Expansion Zone Review and Mechanical Meter Replacement:** Councilor Todd noted that this item was added to the agenda at the Mayor's request. He explained that the Parking Committee had reviewed several of the streets within the meter expansion zone during its May 2, 2022 meeting, and taken several votes related thereto. He referred members of the Committee to the minutes of the May 2, 2022 meeting, which were included in the agenda packet.

Mr. Walsh reminded the Parking Committee of the City Council's FY 2023 Budget deliberations which occurred in June. Specifically, he reminded the Parking Committee that the City Council, as part of its budget adoption process, had deleted \$180,000 from FY 2023 CIP #595 to replace the remaining 160 mechanical meters in the parking system. At the time, the City Council stated it intended to revisit the meter expansion zone and make adjustments thereto, thus enabling the City to recycle smart meters in the meter zone to replace remaining mechanical meters elsewhere in the parking system.

The Committee then turned its attention to Table 2 of Mr. Walsh's April 27, 2022 report, which detailed meter revenues by location. Said report was previously reviewed by the Parking Committee during its May 2, 2022 meeting.

Discussion ensued. It was the consensus of the Parking Committee to recommend the following ordinance changes to the City Council concerning the Meter Expansion Zone.

- a. Pleasant Street (Rumford to Merrimack): 16 metered spaces. Total projected revenue for FY 2022 is \$31.59 / space. It was the consensus of the Committee to remove these meters and implement a 10-hour time zone.
- b. North Main Street (Centre to Pitman): 5 metered spaces. Total projected revenue for FY 2022 is \$49.92 / space. It was the consensus of the Committee to remove these meters and implement a 2-hour time zone.
- c. North Main Street (Pitman to Court): 8 metered spaces. Total projected revenue for FY 2022 is \$49.92 / space. It was the consensus of the Committee to remove these meters and implement a 2-hour time zone.
- d. South Street (Fayette to Thompson): 14 metered spaces. Total projected revenue for FY 2022 is \$71.02 / space. It was the consensus of the Committee to remove these meters and revert back to a 2-hour time zone.
- e. South Street (Wall to Fayette): 12 metered spaces. Total projected revenue for FY 2022 is \$84.01 / space. It was the consensus of the Committee to remove these meters and revert back to a 2-hour time zone.
- f. North State Street (Chapel to Court): 7 metered spaces. Total projected revenue for FY 2022 is \$75.74 / space. It was the consensus of the Committee to remove these meters and implement a 10-hour time zone.

- g. Storrs Street (Theatre to Main): 50 metered spaces. Total projected revenue for FY 2022 is \$93.75 / space. It was the consensus of the Committee to remove these meters and revert back to a 10-hour time zone.
- h. Court Street (North Main to Montgomery): 9 metered spaces. Total projected revenue for FY 2022 is \$94.84 / space. It was the consensus of the Committee to remove these meters and revert back to a 3-hour time zone.
- i. Centre Street (Green to Spring): 16 metered spaces. Total projected revenue for FY 2022 is \$95.70 / space. It was the consensus of the Committee to remove the meters and implement a 3-hour time zone.
- j. South Main Street (Thorndike to Perley): 22 metered spaces. Total projected revenue for FY 2022 is \$205.79 / space. It was the consensus of the Committee to remove these meters and establish a 10-hour time zone.

Mr. Walsh stated that staff will prepare the required report to City Council and associated ordinances to implement these changes. The ordinances will be submitted to City Council at its September 12th meeting for public hearing on October 12, 2022.

- 6) **Financials:** Mr. Walsh provided an overview of financial statements Year-to-Date (YTD) through July 31, 2022. As of July 31st, 8% of FY 2023 had elapsed.
- a. Revenues: Total revenues YTD were \$183,906.04, or 5% of budget. This figure was approximately \$7,677 less than the same period in FY 2022.
 - b. Expenditures: Total expenditures YTD were \$699,122.51 or 22% of budget. This figure was \$13,200 more than the same period in FY 2022.
 - c. Gain/Loss: As of July 31, 2022, the Parking Budget had a loss of \$515,216.47 YTD. It was noted that this is customary for the Parking Budget due to the timing of debt service and insurance payments, which occur at the beginning of the fiscal year.

7) **Future Meetings:**

- a. September 26, 2022 Meeting: It was the consensus of the Parking Committee that their September meeting agenda include the following items:
 1. Revisit the potential establishment of on-street handicap parking spaces near the YMCA (Susan Dow request).
 2. City Council referral from Katie Katsikas and Christopher Carr concerning recent elimination of on-street parking on the west side of Spruce Street (Allison to West) as part of the Narrow Streets Project. Staff to invite Ms. Katsikas and Mr. Carr, as well as abutters, to attend the Parking Committee meeting to discuss their concerns.
 3. Discussion of winter parking ban citations and tow policy.

- b. October 24, 2022 Meeting: It was the consensus of the Parking Committee that their September meeting agenda include the following items:
1. South Main Street (Gas Street to Langdon Avenue):
 - Schedule neighborhood meeting to discuss parking ordinance and signage inconsistencies identified during the Parking Committee's May 2, 2022 meeting.
 - Request from Feathered Friends Brewery that the City install parking meters and pavement markings in the vicinity of 231 South Main Street.

8) **Adjournment**: The meeting adjourned at 7:17 PM.

Respectfully Submitted,

Amanda Lombard
Parking Division Fiscal Tech III