



CITY OF CONCORD

New Hampshire's Main Street™

City Manager's Office

41 Green Street, Concord NH 03301

(603) 225-8570

Thomas J. Aspell, Jr.
City Manager

Parking Committee Minutes March 27, 2023

Attendees:

Brent Todd, City Councilor, Parking Committee Chair
Stacey Brown, City Councilor
Karen McNamara, City Councilor
Jim Bouley, Mayor

Staff:

Amanda Lombard, Fiscal Tech III, Parking Division
Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects

Attendees:

Ryan Layme
Carrie Noyes

The meeting was called to order by Councilor Todd at 5:10 PM.

- 1) **Overview of Agenda:** Councilor Todd provided an overview of the meeting agenda.
- 2) **Adoption of Minutes:** Mayor Bouley moved to adopt the meeting minutes of November 28, 2022. Councilor Todd seconded the motion. The minutes were unanimously adopted.
- 3) **Citizen Requests and City Council Referrals:**
 - a. **Councilor Zandra Rice Hawkins / Hoit Road: Request for City to prohibit on-street parking on Hoit Road during winter months in the vicinity of the Hoit Road Marsh.** Councilor Hawkins was not in attendance to discuss this item. Noting that winter was rapidly ending, it was the consensus of the Parking Committee to take no further action on this request at the present time.
 - b. **Carrie Noyes / 6 Washington St (Penacook): Request to remove 2-hour parking limit on Washington Street in Penacook Village.** Councilor Todd noted that this item was not on the agenda; however, Carrie Noyes was in attendance. He asked the Committee's indulgence to hear Ms. Noyes' request. The Committee approved this request. Councilor Todd introduced Ms. Noyes. Noyes reported that she works from home on Fridays and has received multiple parking citations for exceeding the 2-hour limit. She reported that the property has four apartments and that there is insufficient on-site parking. She asked the Committee to repeal the 2-hour parking limit.

Councilor Todd explained that this area of Penacook previously had more commercial properties. As such, the 2-hour time limit was instituted to encourage parking turnover to support commercial uses. Today, this area is more residential in nature. He added that there are a few neighborhoods in Penacook where the 2-hour parking limit should also be reviewed.

After additional discussion, Mayor Bouley moved that the Parking Committee recommend an ordinance be prepared to repeal the 2-hour time limit along the northerly side of Washington Street, roughly between Village Street and Tanner Street. Councilor McNamara seconded. The motion carried unanimously on a voice vote.

Councilor Todd inquired about the potential schedule for the City Council to hold a public hearing on the proposed ordinance. Matt Walsh explained that the City Council process is a two-month process. Subject to staff workloads and priorities, he speculated that the required documents could be presented in April for a May public hearing and vote.

- c. Ryan Layme / 5 Rollins Street: Councilor Todd reported that Ryan Layme was in attendance, and this is a continuation of previous discussions regarding Mr. Layme's request to establish a resident parking zone on Washington Street (North Main to North State) or another reasonable public parking alternative to support his rooming house located at 5 Rollins Street. This item has been discussed at multiple Parking Committee meetings previously.

Mr. Layme provided a summary of his tenants' parking situation. He noted that his property has 9 units and no on-site parking, or opportunity to construct on-site parking. Parking is prohibited on Rollins Street. Mr. Layme acquire this property approximately 2 years ago. He explained he has explored private parking options, as suggested by the Parking Committee during previous meetings, without success.

Councilor McNamara stated she made inquiries to officials at Merrimack County to see if parking at the County's Chapel Street lot might be an option. However, the County responded that they do not rent spaces in the lot.

Mr. Walsh provided a summary of parking regulations for streets in the vicinity of 5 Rollins Street. It was noted that North Main Street has a 2 / 3-hour limit, parking is prohibited on Chapel and Rollins Street due to narrow widths; Washington and Pearl Streets both have a 3-hour limit; and Court Street is predominately a 3-hour street with a very limited area of 10-hour parking. North State Street, north of Court Street, also has a time limit.

Mr. Walsh noted that Mr. Layme owns a parking lot to the rear of the Cumberland Farms property on North Main Street. The lot is accessed via Ferry Street and the Concord Center. Mr. Layme stated that said property is owned by a separate limited liability company of which he is affiliated. He stated that he felt it was unfair that the City is suggesting the he utilize the property to support his property at 5 Rollins Street. He also suggested that the owner of the Concord Center may impede access to his Ferry Street property.

After additional discussion, Councilor Brown suggested that the Committee seek input from residents to get their thoughts on potential parking changes in the neighborhood. Picking up on this suggestion, Councilor McNamara recommended holding a neighborhood meeting to discuss changing the time limit on Washington Street from 3 hours to 10 hours.

It was the consensus of the Committee to table this request until a neighborhood meeting can be scheduled.

4) **Financials:** Parking Fund financial statements Year-to-Date (YTD) for Fiscal year 2023 through February 28, 2023.

- a) **Revenues:** Total revenues YTD were \$2,323,061.55 or 66% of budget. This figure was approximately \$509,000 more than revenues received for the same time period in the prior fiscal year.
- b) **Expenditures:** Actual total expenditures YTD were \$2,228,520.48 or 75% of budget. This figure was \$36,442.31 more than this time frame in the prior fiscal year.
- c) **Gain/Loss:** Through February 28, 2023, the Parking Fund had a net operating income of \$94,541.07.

5) **Updates:**

- a) **Canal Street Riverfront Park:** Staff provided a brief presentation regarding the Canal Street Riverfront Park. It was noted that the project includes reconstruction of the Canal Street Municipal Parking Lot, as well as streetscape improvements on Canal Street (Village Street to Crescent Street). The Committee was supportive of the project.
- b) **State Street Parking Garage Repair / Replacement (CIP #432):** Mr. Walsh reported that the State Street Garage received its annual structural engineering evaluation. Deterioration of the facility is accelerating. Areas of concern include elevated decks and the stair towers. He noted that additional emergency repairs will be required in late FY 2023 or early FY 2024, and noted that some funds were available to advance those efforts. Mr. Walsh discussed past structural evaluations / needs assessments of the facility and stated that the City will need to make some important decisions about the structure's future very soon. He noted that City Administration was contemplating including funds in the FY 2024 Capital Improvement Program to potentially study parking supply and capacity to evaluate whether sufficient supply exists elsewhere in the parking system if the City ultimately decided to demolish the structure and, perhaps, replace it with a smaller surface parking lot. The garage was constructed in 1981 and has 238 parking spaces. The typical life span of a parking garage is 50+/- years.

Mr. Walsh noted that the current estimated cost to renovate the structure is tentatively estimated at \$12-\$13 million. He compared this to repairs at the School Street Garage which were completed in 2017-2021 at a cost of \$6 million.

Discussion of the State of New Hampshire's potential parking garage project ensued. The Mayor noted that funds might be included for the project in the State's upcoming budget; however, that was uncertain at the present time. He also noted that the State's garage would likely be a secured facility and not available to the general public.

- c) **Kiosk Pay Station Door Upgrade:** Mr. Walsh reported that the kiosk door upgrade is complete.

- d) Mechanical Meter Replacement Update: Mr. Walsh reported that this project is substantially complete; however, some replacements are delayed due to the need to replace meter poles.
 - e) Online Program for Parking Permits: Mr. Walsh reported that this is ongoing. Staff is hoping to have the program “go live” for the start of the new permit year on July 1, 2023.
- 6) **Current Work Plan and Goals for FY2024 Budget**: Staff and the Committee had a brief discussion about the upcoming FY 2024 Budget and CIP. Mr. Walsh noted that potential priorities may include the State Street Garage, negotiations to transition from leases to permits in the School Street and Storrs Street Parking Garages, and implementation of the on-line permit program.
- 7) **Adjournment**: The meeting adjourned at 6:55 PM.

Respectfully Submitted,

Amanda Lombard
Parking Division Fiscal Tech III