



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 June 26, 2023

Attendees:

Brent Todd, City Councilor, Parking Committee Chair
Stacey Brown, City Councilor
Paula McLaughlin, City Councilor
Jim Bouley, Mayor

Staff:

Amanda Lombard, Fiscal Tech III, Parking Division
Matt Walsh, Deputy City Manager - Development

Attendees:

Ryan Layme
Keith Burbank
Bob Maccini
Michelle Coffin

The meeting was called to order by Councilor Todd at 5:03 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 March 27, 2023 as presented. Councilor Todd seconded the motion. The motion carried unanimously.
- 3) **Citizen Requests and City Council Referrals:**
 - a. **Keith Burbank / 172 South Street. Request to review / repeal on -street parking prohibitions associated with Abbot-Downing Elementary School (No Parking 7AM-9AM: 2PM-4PM).**
Councilor Todd welcomed Keith Burbank to the meeting. Mr. Walsh explained that this request pertains to City Ordinance 18-1-7.1 Parking Prohibited During Certain Hours and Months in Designated Places. Said Ordinance was enacted in June 2013 by Ordinance #2906 following construction of the Abbot-Downing Elementary School to manage stopping, standing, and parking activities during student drop-off and pick-up times at the beginning and end of the school day. The ordinance impacts sections of South Street Conant Drive, Bow Street and Carter Street. Mr. Walsh stated that Mr. Burbank's house is located between Conant Dr and Coolidge Ave in the No Parking Zone.

Mr. Burbank provided a summary of his request. He stated When he moved into his house there were no parking provisions. Following the Covid-19 Pandemic, more people working

from home and some utilize the street for parking. He also noted that the Parking Division has been more diligent in enforcing the Ordinance. Mr. Burbank also stated that most of the houses on his Street were built in the 1940s-1960s and do not have adequate parking in their driveways.

Discussion ensued. Staff cautioned the Committee against changing the current Ordinance, and discussed potential unintended consequences which might arise regarding parking and traffic around the school if Mr. Burbank's request were to be approved.

MOTION: Councilor Todd moved to eliminate No Parking restrictions between Coolidge Ave and Conant Drive. Mayor Bouley seconded the motion. The motion passed unanimously.

Following the vote, Mr. Walsh explained to Mr. Burbank that the Parking Committee's recommendation will be forwarded to the City Council for public hearing. He anticipated the hearing would occur at the City Council's meeting on September 11, 2023.

b. Matthew Kling / 12 Community Drive): Request to review / repeal 2-hour parking limit on Community Drive / Summer Street in Penacook Village.

Councilor Todd stated that Mr. Kling was not in attendance. Mr. Walsh provided a brief overview of Mr. Kling's request. He explained that time limits in this area of Penacook were enacted several decades ago to manage parking associated with commercial / industrial properties within the Village's Central Business District, such as the former Allied Leather Tannery. Mr. Walsh noted that some of those entities no longer exist in Penacook. However, other parking intensive uses – such as the United Church of Penacook – remain active in the neighborhood.

Discussion ensued. The Committee labored to determine which 2-hour parking zone Mr. Kling was seeking to have modified. It was the consensus of the Committee that 2-hour parking on Community Drive, between Merrimack and Summer Street, be removed. However, no other changes should be made to time limits on Merrimack or Summer Streets at this time.

MOTION: Councilor Todd moved to remove the 2-hour parking limit on Community Drive (Merrimack to Summer Street). Mayor Bouley seconded the motion. The motion passed unanimously.

c. Ryan Layme / 5 Rollins Street LLC: Request for resident parking permits on Washington Street (North State to North Main), or other alternative, to support residents of a rooming house located at 5 Rollins Street:

Councilor Todd welcomed Ryan Layme to the meeting, and noted that Mr. Layme had met with the Parking Committee on several occasions to discuss this issue previously.

Mr. Layme provided a brief presentation to the Parking Committee. He began by requesting that the March 27, 2023 Parking Committee minutes be modified to remove discussions about another property Mr. Layme is affiliated with located directly east of 196 North Main Street as a potential parking solution for his rooming house at 5 Rollins Street as he felt that discussion was inappropriate. The Committee explained that said discussions occurred in a public meeting, and it would be inappropriate to modify the minutes. The Committee also explained to Mr. Layme that he controls said property and he could use it to address his parking needs for 5 Rollin Street.

Following said interaction, Mr. Layme reiterated that he acquired the property in 2020. The property, which is operated as a 9-room rooming house, does not have any driveways or on-site parking.

Mr. Layme noted that tenants previously parked on Chapel Street. However, on-street parking was eliminated on Chapel Street in August 2015 (5 years prior to Mr. Layme acquiring 5 Rollins Street) due to the narrow width of the roadway. He noted that his tenants also used parking at First Church; however, this is no longer an option as the church and associated parking lots are being sold for redevelopment.

Mr. Layme stated that he and his tenants recently began parking at within the 10-hour time zone at the westerly end of Court Street. However, this has created issues with Court Street property owners and residents.

Discussion ensued about various options to address this issue. Ultimately, the Parking Committee expressed a preference to eliminate the 3-hour time limit for the two existing on-street spaces located on Washington Street, east of Rollins Street. Staff explained that removal of the three-hour time zone, the two affected parking spaces will become an unregulated parking zone, subject to the City's 48-hour parking limit and parking ban ordinances. Said parking spaces would be the only non-time zone regulated spaces in the area. Due to this circumstance, coupled with parking demand in this neighborhood and the pending redevelopment of the former First Church property into 30+/- units of multifamily housing, there is no guarantee that these public parking spaces will be consistently available for residents of 5 Rollins Court.

MOTION: Councilor Brown moved to remove the 3-hour parking limit on Washington Street for the two existing parking spaces located on the south side of the street between Rollins Street and North Main Street. Councilor Todd Seconded the motion. The motion passed on a unanimous roll call vote.

Following the vote, Mr. Walsh explained to Mr. Layme that the Parking Committee's recommendation will be forwarded to the City Council for public hearing. He anticipated the hearing would occur at the City Council's meeting on September 11, 2023.

- d. Pending Citizen Request: Bob Maccini request to discuss (1) 2020 ordinance change which repealed 2-hour parking on School Street (Pine to Liberty and High School Parking and (2) review / repeal High School related no parking restrictions on Westbourne, North Fruit, and Minot Streets to alleviate High School Parking on School Street (Pine – Liberty).

Bob Maccini and Michelle Radie Coffin were in attendance. As such, it was the consensus of the Parking Committee to remove this item from "Review of Future Meetings" on the agenda.

Mr. Maccini addressed the Parking Committee. He expressed frustration about Ordinance #3069 which removed the 2-hour time limit on School Street (Pine to Liberty) which was approved by City Council on May 11, 2020. Specifically, he was frustrated that abutters were not expressly noticed during that process. He requested that the Parking Committee and City Council reinstitute the 2-hour limit. In the three years ensuing since the Ordinance change and end of the Covid-19 Pandemic, parking on this area of School Street has intensified significantly. He noted that on-street parking frequently impedes access to his driveway, and that his garbage is routinely not picked up as trash bins are obstructed by on-street parking.

He also added that Michelle Radie Coffin, who is his immediate neighbor, has ample space on her property to address her parking needs and should not have asked the City to revise the ordinance to resolve her self-imposed parking problems given her desire to not expand on-site parking spaces at her property.

Michelle Radie Coffin addressed the Parking Committee. She disputed Mr. Maccini's comments.

Upon further discussion, it was the consensus of the Parking Committee not to consider restoration of 2-hour parking on this section of School Street.

The Parking Committee noted that other residents / property owners have requested review of on-street parking in the vicinity of Concord High School (CHS). Staff noted that a study was completed more than 2 decades ago which resulted in the current approach to regulating on-street parking near CHS, and that said study should be reviewed before considering any potential modifications to current regulatory approach.

Discussion ensued. It was the consensus of the Parking Committee to potentially have a discussion with the Concord School District about this issue. If the City / School District wish to consider modifying current parking regulations, community meetings should be held related thereto prior to proceeding with any changes.

4) Financials: Parking Fund financial statements Year-to-Date (YTD) for Fiscal year 2023 through May 31, 2023, which equates to 91.67% of the Fiscal Year.

- i. Revenues: Total revenues Year to Date were \$3,073,241.03 or 88% of budget. This figure was approximately \$109,050.25 higher than revenues received in the prior fiscal year for the same period.
- ii. Expenditures: Actual total expenditures for Year to Date were \$2,583,193.26 or 86% of budget. This figure was \$71,914.37 less than the prior fiscal year for the same period.
- iii. Gain/Loss Through February 28, 2023, the Parking Fund has positive net operating income of \$490,047.77.

5) Updates:

- a) State Street Parking Garage Repair / Replacement (CIP #432): Mr. Walsh discussed the condition of the parking garage and reported that the State Street Garage requires an additional \$200,000 emergency structural repairs. Said repairs will occur this fall. These are in addition to \$200,000 of emergency repairs completed in Spring 2022.

Mr. Walsh reminded the Parking Committee that \$75,000 was appropriated in the FY2024 Budget to conduct a study Parking Study to further evaluate potential renovation and replacement options of State Street Parking Garage. Specifically, purpose of the Study will be to evaluate the utilization and capacity of current parking facilities (on-street, School Street and Storrs Street Garages, as well as surface lots) to accommodate current and projected future parking demand for the purposes of assisting the City in its review of potential options for the repair / renovation of the State Street Parking Garage. Factors to

be evaluated include, but will not be limited to, impacts of the State's Legislative Garage concerning on-street parking and State Employee parking in School Street Garage, capacity of operating all reserved parking in the School Street and Storrs Street Garages via permits (no assigned space leases), as well as evaluation of future parking capacity needs given projected development / redevelopment activities within the Central Business District. Project will build upon data collected as part of the 2014-2017 Strategic Parking Plan.

- b) PayByPhone Transaction Fees: Mr. Walsh reported that a contract extension with PayByPhone was completed in November 2022. The new contract expires on December 31, 2025. Associated therewith, the transaction fee increased from \$0.32 to \$0.43. Of that amount \$0.22 is retained by PayByPhone the remaining amount is associated with credit card fees. Subsequent to the new contract, Mr. Walsh reported that PayByPhone modified its processes so that the City is now the merchant of record for all credit card transactions associated with PayByPhone. This has placed a new administrative burden on the City. Additionally, the City is now receiving PayByPhone revenue on a gross rather than net basis. This will skew reporting of revenues therefrom as compared to previous fiscal years. For these reasons, City Administration, in accordance with the FY2024 Budget Goals, will be exploring the feasibility of bring additional pay by phone vendors into the Concord market.
- c) Online Program for parking permits: Mr. Walsh stated we are moving forward with the online program for permit parking. Additional information will be provided at upcoming Parking Committee meetings.

6) **Adjournment:** The meeting adjourned at 6:51 PM.

Respectfully Submitted,

Amanda Lombard
Parking Division Fiscal Tech III