



**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
*Community Development Department*

## **Parking Committee Minutes**

### **November 27, 2023**

**Attendees:**

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

**Staff:**

Tim Thompson, AICP, Assistant Director of Community Development  
Amanda Lombard, Fiscal Clerk Parking Division  
David Florence, Parking Division Supervisor

**Public:**

Ted Wing

The meeting was called to order by Councilor Todd at 5:05 p.m.

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 October 23, 2023. Councilor McLaughlin seconded the motion. The motion carried unanimously.
3. **Citizen Requests and City Council Referrals:**
  - a. **Ted Wing: Request to review / expand no parking zone at intersection of White Street and Washington Street (Continued from the 9/25 and 10/23 committee meetings).** Mr. Thompson provided an overview of Mr. Wing's request that was originally brought to the September and October Parking Committee Meetings.

Councilor Todd welcomed Ted Wing to the meeting. Mr. Wing submitted a request to remove one parking spot on either side of Washington Street due to visibility and safety concerns when taking a left or right hand turn off of White Street onto Washington Street. The goal of removing the spaces would be so the drivers can safely stop at the stop sign on White Street and they would be able to see oncoming traffic from Washington Street

Mr. Thompson reminded the Committee that at the September 2023 meeting, Karen Hill, Transportation Engineer, stated that we currently exceed the required parking setback distance on both sides of the intersection.

Councilor McNamara stated she spoke with the resident of 73 Washington Street who stated there have been a few accidents at the intersection of White Street and Washington Street. She also stated she finds herself pulling into traffic to be able to pull out on to Washington.

Discussion ensued regarding alternatives to improve safety without impacting parking spaces (such as moving the crosswalk and stop bar at White Street). It was the consensus of the committee to request Engineering's opinion. The committee will follow up with this request in the next meeting.

4. **Financials:** Parking Fund financial statements Year End Net income for Fiscal Year 2023 through June 30, 2023 was \$701,496.41. Mr. Thompson stated that the Parking Fund's fund balance increased from \$967,950 at end of FY22 to \$1.669M in FY23, which equates to 50% of operating expense, and exceeds the City's fiscal policy goal of 10%.

Parking Fund financial statements Year-To-Date (YTD) for Fiscal year 2024 through October 31, 2023.

- i. **Revenues:** Total revenues Year to Date were \$1,052,208.17 or 34% of budget. This figure was approximately \$402,524.90 less than revenues received in the prior fiscal year for the same period.
- ii. **Expenditures:** Actual total expenditures for Year to Date were \$1,083,684.85 or 34% of budget. This figure was \$8,157.31 higher than the prior fiscal year for the same period.
- iii. **Gain/Loss:** Through October 31, the Parking Fund has a negative net operating income of \$31,476.68.

5. **Updates:**

- a. **South Main Street pavement markings and ordinance update:** Mr. Thompson and Ms. Hill field verified the striping for South Main Street and determined that the striping that was done does not match Ms. Hills plans. The section near West Street was not supposed to have any changes but it was shifted. Also, near Langdon Avenue the striping was not done far enough it was supposed to go past Concentra Urgent Care driveway but it ends just after Pillsbury Street. It was also noticed that in front of 230-232 South Main Street there is not the required 8 feet of parking stall width available in the shoulder of the road. However, the property owner of that building stated he preferred no parking spaces in front of his home. Given the shoulder does not have sufficient width for parking spaces, the committee agreed to remove the two spaces at 230-232 South Main Street and Mr. Thompson will update the draft Ordinance and proceed to the City Council for the public hearing and vote.
- b. **Walker Street between Bradley and Rumford:** Mr. Thompson and Ms. Hill performed a site visit for Walker Street on November 17, 2023 and offered the following comments:
  - i. The Utility poles are located within the curb line and are not impeding on street parking or the travel way.
  - ii. She was able to back out of a driveway without multiple point turns.
  - iii. Staff does not suggest striping of any parking as it would formalize a 12' wide lane. Currently traffic informally alternates for two-way travel as needed.
  - iv. Staff will reevaluate during winter, when snow banks are present to determine if potential winter months parking restrictions would be appropriate.

The Committee concurred with staff, and will make no recommendations to the City Council until after the winter season has been evaluated.

- c. **School District Staff / CHS Area Parking:** Mr. Thompson stated he received an email in late October from School District Facilities Manager Matt Cashman asking when the next meeting was. Mr. Thompson told him the next meeting would be in November however the agenda for that meeting was already set and let him know about the January meeting. Mr. Thompson has not yet heard back.
  - d. **Transition from leased parking space to permits in municipal garages:** Mr. Thompson stated he has been working on rewriting some of the development agreements and lease agreements into permit agreements. He stated he has been working with Capital Plaza and met with the Concord Hotel regarding the School Street Garage and Storrs Street Garage respectively. This is a work in progress and the hope is to have agreements in place by July. Councilor Brown stated she would like a list of the leased spaces in the City garages.
  - e. **NH Legislative Parking Garage- State Street Parking- Tree Protection-Meter vs Kiosks on Capitol Street:** Mr. Thompson summarized for the Committees some ongoing discussion items associated with the development of the new legislative parking garage on the site of the former Justice Department building:
    - i. Realignment of the parking spaces on Capitol Street to angle parking.
    - ii. If parking is realigned to angle parking, it may continue to use meters or move to kiosks.
    - iii. Another question mark is protection for the large tree on South State Street side. The tree swells the sidewalk and there is concern for how the tree will hold up during the construction. In addition, Councilor Brown would like to know if they are removing the Ginkgo tree at the corner School Street and N State Street.
6. **Review Future Meetings:** No meeting in December 2023. The next Parking Committee Meeting will be on January 29, 2024.
7. **Adjournment:** The meeting adjourned at 6:08 PM.

Respectfully Submitted,

Amanda Lombard  
Parking Division Fiscal Tech III