



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

**PARKING COMMITTEE**  
**DRAFT Meeting Minutes**  
**February 23, 2026 @ 5:00PM**  
**City Council Chambers**  
**37 Green Street, Concord, NH 03301**

**Committee Members in Attendance:**

Brent Todd, City Councilor, Parking Committee Chair  
Mark Davie, City Councilor  
Aislinn Kalob, City Councilor  
Judith Kurtz, City Councilor  
Ali Sekou, City Councilor

**Absent:**

None

**Staff:**

Tim Thompson, AICP, Assistant Director of Community Development  
David Florence, Parking Supervisor

**Public:**

Hannah Witmer, Church Street Resident

Chair Todd called the meeting to order at 5:00 p.m.

1. **Welcome by Chair Todd:** Chair Todd welcomed those in attendance.
2. **Adoption of October 27, 2025 Minutes:** A motion was made by Chair Todd and duly seconded by Councilor Sekou to adopt the minutes. The motion passed unanimously.

**3. Parking Committee New Member Orientation**

Mr. Thompson gave an overview presentation of the roles and responsibilities of the Parking Committee, the City staff involved with the parking system, the City's parking facilities and operations, an overview of the Parking Fund, and upcoming capital projects. *(see attached)*

**4. Citizen Requests and City Council Referrals**

- a) Citizen Request: Create additional "No Parking This Side of Street" on south side of Church Street between Lyndon & Jackson Streets (requested by Hannah Witmer)

Mr. Thompson summarized the request from Hannah Witmer, which requests that the City add "No Parking This Side Signs" on the portion of Church Street from Jackson Street to Lyndon Street. Church Street currently has parking restricted on one side from North State to Bradley and from Bradley to Jackson Street. Additionally, following the Narrow Streets study, the

1 section from Bradley to Jackson also prohibits parking on both sides from January through  
2 March. The Narrow Streets recommendations did not include any other portions of Church  
3 Street to be further restricted, though the entire length was considered challenging during  
4 winter months. Staff speculates that the grade change from Bradley to Jackson was the primary  
5 factor in the winter parking restriction.

6  
7 Mr. Thompson stated that if the committee was interested in an ordinance change, the staff  
8 memo contains potential options.

9  
10 Ms. Witmer expressed her thanks to the committee for looking into the issue, and asked that  
11 any changes not include a winter season restriction, as this section of Church Street is one of the  
12 only places in the area that anyone can park during the winter due to restrictions on other  
13 streets in the neighborhood. She stated that restricting one side would be her preferred choice.

14  
15 Councilor Kurtz made a motion to recommend the City Council amend the Parking Ordinance;  
16 18-1-6 of the Parking Ordinance - Parking Prohibited at All Times in Designated Places,  
17 Schedule I by amending the current restriction of no parking on the north side of the road from  
18 Bradley to Jackson to no parking on the north side of the road from Bradley to Rumford.  
19 Councilor Sekou seconded the motion. The motion passed by unanimous voice vote.

20  
21 b) Council Referral: 3 Hour Parking Restriction – Washington Street (referred by City Council on  
22 February 9, 2026)

23  
24 Mr. Thompson summarized this was a City Council referral, originated from Merrimack Street  
25 resident Dick Lemieux, via Councilor Davie, regarding a request to rescind the 3-Hour time limit  
26 and remove the parking signage along the south side of Merrimack Street in the hopes of  
27 facilitating sidewalk plowing.

28  
29 Mr. Thompson stated that the time-zone restriction on Washington Street is consistent with the  
30 area (where parking is non-metered), as it is adjacent to the central downtown urban core of  
31 the City. Generally, on-street parking between Main Street and State Street is a 3-Hour time  
32 limit for both metered and non-metered parking. Additionally, the former First Church located  
33 on North Main St and Washington Streets was recently converted to 30 residential apartments.  
34 The time zone restriction here is important in managing on-street parking such that it is not  
35 always occupied by long-term residential parking. Changing the time-zone restriction would  
36 not be consistent with current parking strategy in this area of the City, and staff does not  
37 recommend it.

38  
39 With regard to enforcement of time limits, it should be noted that the Parking Division staff  
40 does their best to handle enforcement of over 3,000 public parking spaces both metered and  
41 non-metered in the City. There are 2 current vacancies in the Parking Enforcement and  
42 Equipment Technician staff, which means that staff resources are in a challenging position to  
43 handle violations across the parking system. This is not a reason, in staff's opinion, to eliminate  
44 time-restriction on any particular street.

45  
46 In addition to the Parking Committee, this item was referred to the General Services  
47 Department (GSD) as well. The decision on how sidewalk plowing occurs is an operational  
48 decision for GSD to make. In the interest of attempting to improve the plowing viability,  
49 Community Development recommends that the time limit and other parking signage along this  
50 stretch of Washington Street be moved from the back of the curb to the backside of the  
51 sidewalk, which could assist in plowing operations. The ultimate decision on the plowing  
52 operations would still be in the purview of GSD, and there is no guarantee that moving the signs  
53 would change their plowing priorities or operations.

1 Following discussion of the request, including the limited right-of-way available for moving  
2 signs and enforcement not being a rationale for removing ordinance restrictions, and that Mr.  
3 Lemieux and his neighbors did not submit any further information following contact with the  
4 Chair, the committee agreed to that no ordinance action was necessary, and that the General  
5 Service Department would address the sidewalk plowing questions.  
6

7 Councilor Davie made a motion to report back to the City Council that the Parking Committee  
8 recommends no action be taken on the request. Councilor Kurtz seconded the motion. The  
9 motion passed by unanimous voice vote.  
10

11 **5. Financials**

12  
13 a) FY2026 Financial Statement Year-to-Date (November - January)

14 Mr. Thompson reported that typically the first half to two thirds of a Fiscal Year begins the with  
15 a negative operating balance due to expenses being front loaded in the calendar. As of January  
16 31, the parking fund has a negative \$618,487.34 balance. Mr. Thompson reported this is  
17 generally within expectations for this point of the fiscal year.  
18

19 **6. Other Business**

20  
21 None  
22

23 **7. Review Future Meetings**

24  
25 The committee agreed that the next meetings would be scheduled for March 23, April 27, and  
26 June 22, 2026.  
27

28 **8. Adjourn:** Meeting adjourned at 7:08 PM, following a unanimous vote on a motion by Councilor  
29 Kalob and seconded by Councilor Kurtz.  
30

31 Respectfully Submitted,

32  
33 Timothy J. Thompson, AICP  
34 Assistant Director of Community Development

**2026-2027 PARKING  
COMMITTEE  
ORIENTATION**

**OVERVIEW OF PARKING  
SYSTEM**

February 23, 2026



1

**WEBSITE**

[www.concordnh.gov/parking](http://www.concordnh.gov/parking)

2

**PART 1: THE PURPOSE  
OF MANAGING PUBLIC  
PARKING**



3

**WHY MANAGE PUBLIC PARKING?**

- Finite Public Resource with Competing Interests
  - Shoppers, residents, employees, businesses (retail, office, restaurant, arts venues), institutions (State / Churches)
- Economic Vitality
- Pedestrian & Vehicular Safety
- Quality of Life
- Revenue
  - User Fee to reduce cost to Taxpayers (General Fund) to maintain parking infrastructure



4

# PART 2: BRIEF HISTORY OF THE CITY'S PARKING SYSTEM

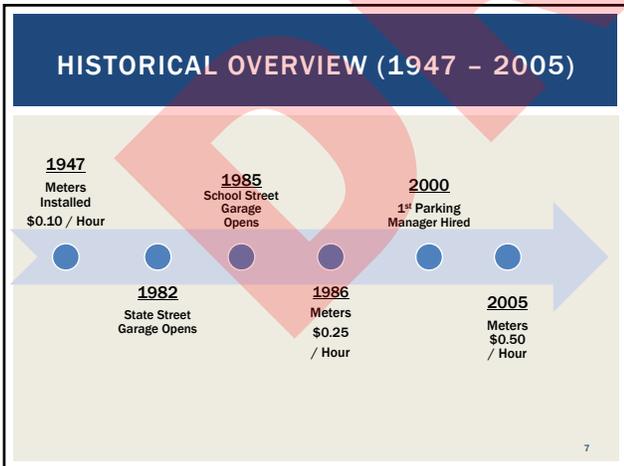


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## HISTORICAL OVERVIEW

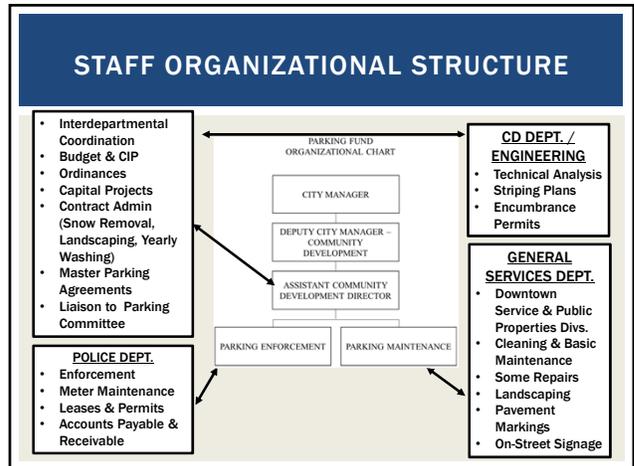
**Sept. 2, 1947:** Plans to install the city's first parking meters downtown draw the ire of Concord residents. "I will make one pledge. I never will put 10 cents into a meter in order to shop. I will park my car over on Concord Plains and walk in first," writes Charles H. Nixon in a letter to the editor.

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### PARKING DIVISION STAFFING

- Parking Supervisor
- Fiscal Tech III
- Parking Officer & Equipment Technicians (“POETS”)
  - Reorganized in July 2021
  - 5 Positions Funded
  - 3 Currently Staffed
    - Recruiting has been a long term challenge due to Police Department required background requirements
  - POET II positions (2) created in FY26 Budget (not yet filled, likely promotions for succession planning)
- Police General Fund Staff
  - Records Staff & Fiscal Supervisor (10% of Time)

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## PART 4: OVERVIEW OF THE PARKING SYSTEM



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### PAID DAYS & HOURS OF ENFORCEMENT FOR PAID PARKING

On-Street	Lots	Garages
<ul style="list-style-type: none"> <li>■ \$1.00 / Hour</li> <li>■ Monday - Saturday</li> <li>■ 9AM - 7PM</li> <li>■ Excludes Holidays</li> <li>■ 302 +/- Days Enforced / Year</li> <li>■ Time Limits:                             <ul style="list-style-type: none"> <li>■ 3 Hours</li> <li>■ 10 Hours</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ \$0.50 / Hour</li> <li>■ Monday - Saturday</li> <li>■ 9AM - 7PM</li> <li>■ Excludes Holidays</li> <li>■ 302 +/- Days Enforced / Year</li> <li>■ Time Limits:                             <ul style="list-style-type: none"> <li>■ 10 Hours</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Monday - Friday</li> <li>■ Meters                             <ul style="list-style-type: none"> <li>■ \$0.50 / Hour</li> <li>■ 9AM - 7PM</li> <li>■ 10 Hour Time Limit</li> </ul> </li> <li>■ Leases / Permits                             <ul style="list-style-type: none"> <li>■ \$ Varies</li> <li>■ 8AM - 7PM</li> </ul> </li> <li>■ Excludes Holidays</li> <li>■ 250 +/- Days Enforced / Year</li> </ul>

16

### 1,200 +/- ON-STREET / PARKING LOT METERED PARKING SPACES

Kiosks	Smart Meters	Mechanical Meters
		
86 Units (15 in Garages) Installed 2010/2016 756 Spaces (63%)	444 Units Installation began in 2020 444 Spaces (37%)	Replaced by Kiosks and Smart Meters 0 Spaces (0%)

### METER ZONES



18

### PARKING GARAGES 1,235 PARKING SPACES

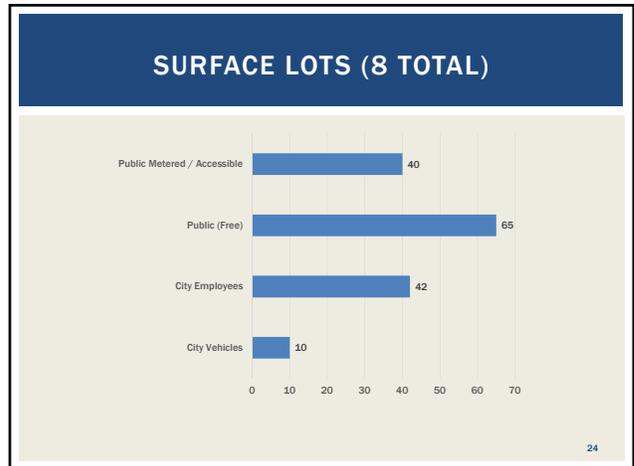
State Street (1981)	School Street (1985)	Storrs Street (2007)
		
<b>238 Spaces</b>	<b>469 Spaces</b>	<b>512 Spaces</b>
<ul style="list-style-type: none"> <li>■ 82,000SF</li> <li>■ Meter: 143</li> <li>■ Lease: 0</li> <li>■ Permit: 77                             <ul style="list-style-type: none"> <li>■ Issued = 74</li> </ul> </li> <li>■ Handicap: 7</li> <li>■ City Use: 18</li> </ul>	<ul style="list-style-type: none"> <li>■ 170,000SF</li> <li>■ Meter: 201</li> <li>■ Lease: 167</li> <li>■ Permit: 94                             <ul style="list-style-type: none"> <li>■ Issued = 52</li> </ul> </li> <li>■ Handicap: 6</li> <li>■ City Use: 1</li> </ul>	<ul style="list-style-type: none"> <li>■ 177,000SF</li> <li>■ Meter: 126</li> <li>■ Lease: 275</li> <li>■ Permit: 100                             <ul style="list-style-type: none"> <li>■ Issued = 121</li> </ul> </li> <li>■ Handicap: 11</li> <li>■ City Use: 0</li> </ul>

### PARKING GARAGES

Leases
➔
Permits



20



**SURFACE LOTS (8 TOTAL)**



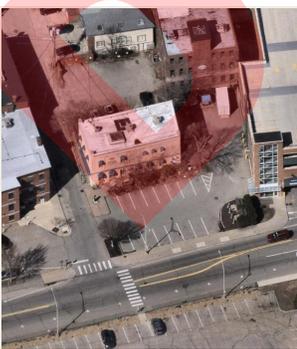
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**SURFACE LOTS (8 TOTAL)**



26

**SURFACE LOTS (8 TOTAL)**



27

**SURFACE LOTS (8 TOTAL)**



28

### SURFACE LOTS (8 TOTAL)



29

### SURFACE LOTS (8 TOTAL)



30

### ON-STREET RESIDENT PERMIT PARKING

- Established 1981
- Residents of Essex, Blanchard, Perry, Rowell Streets Only
  - 40 Properties, 61 Dwelling Units (only 3 with 3+ units)
- \$5 / Permit / Year
- Max 2 / Household
- Renewed July 1st
- FY2026: 43 Permits Issued to Date



31

### ON-STREET RESIDENT PERMIT PARKING



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## GOAL: ONLINE SALE OF PARKING PERMITS



**PARKING PERMIT A-0001**

**TEMPORARY VISITOR/ CONTRACTOR PARKING**

Expiration Date: \_\_\_\_\_  
Permit Number: **A-0001**

### Sell Permits Online

**Permit Sales**  
Your customers can purchase and renew permits online via your organization's website. Permits can be physical or virtual, require facility selection or not, and/or require certain documentation or not, etc.

**Payment Management**  
Depending on your business needs, set up payment configurations to include corporate contract, payroll deductions, student account, credit card, etc.



**PAY ONLINE**

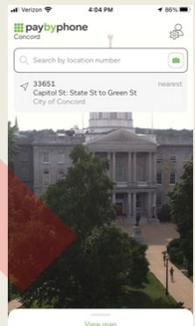


**Fees passed to users**

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## PAY BY PHONE APP

- Implemented February 2020
- All Metered Spaces
- 250,000+ Unique Transactions per year
- User Fee: \$0.43 / Transaction\*
- Revenue:
  - Approximately \$35,000 Per Month
  - Averages 35-40% of Total Monthly Meter Revenues



\* Increasing to \$0.50 of 15% of transaction total with updated contract extension

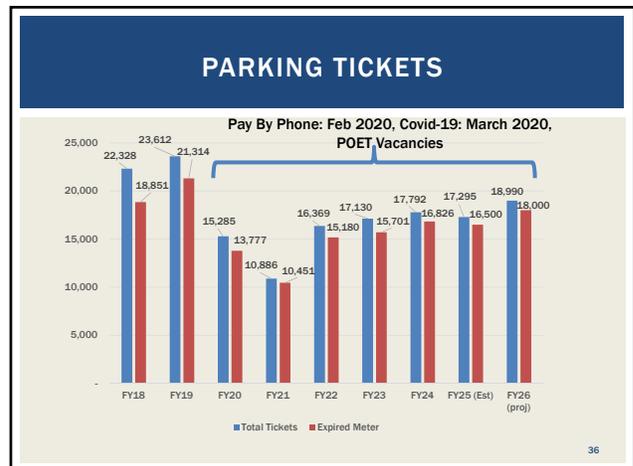
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## PARKING TICKETS

- To Influence behavior & Maintain public safety
- Written to Vehicles; Not People!
- 34 Different Violations:
  - 4 Accrue to Parking Fund (FY2026 Budget = \$431,000; \$251,993 YTD 12/31/2025)
- Generally Double in 10 Days; Quadruple in 20

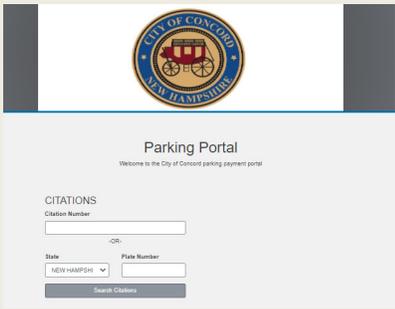


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### PARKING TICKETS

- **\$2.99 / per finalized transaction**
- **(can include multiple violations in a single transaction)**



37

### PARKING TICKETS



38

### PARKING TICKETS - COLLECTION CHALLENGES

- License Plate Scanners (LPR) are illegal in NH for Parking Enforcement (RSA 261:75-b)
- May Issue Summons (Ord 19-1-4); discouraged by District Court
- Cannot Pursue in Small Claims Court [(Portsmouth v. Karosis, 126 NH 717 (1985))]
- 2015 National Consumer Assistance Plan, **cannot report** unpaid debts to credit bureaus not associated with **contracts or consumer agreements**
- CITY COULD deny Motor Vehicle Registrations (RSA 231:130-a); Historically not supported by Parking Committee



■ **STAFFING POET Positions!**

39

### NEIGHBORHOOD PARKING ENFORCEMENT



40

### WINTER PARKING BANS



41

### NARROW STREETS

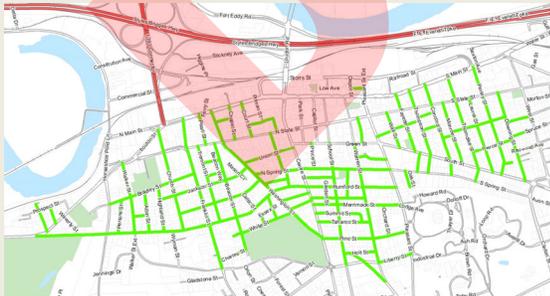


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### NARROW STREETS

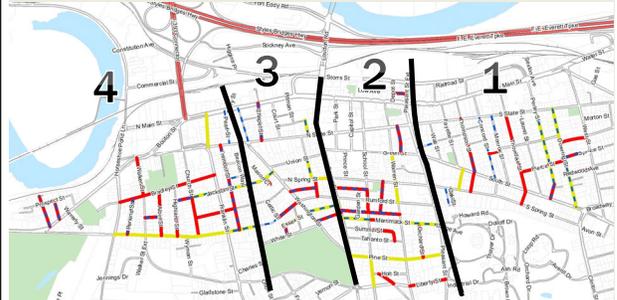
143 Street Segments Reviewed - Wards 4, 5, & 6

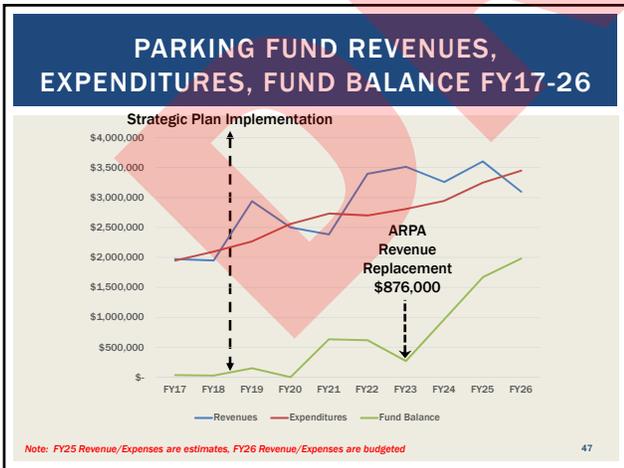


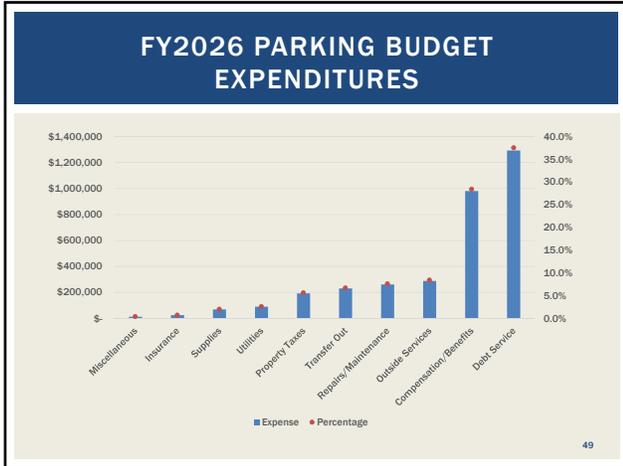
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### NARROW STREETS

84 Street Segments of Concern - Wards 4, 5, & 6







### FY2026 PARKING FUND / GENERAL FUND RELATIONSHIP

- General Fund Pays Parking Fund:
  - \$59,980 (O&M + Debt Service Cost Share)
- General Fund Receives from Parking Fund:
  - \$170,408
    - Overhead, IT, GSD Admin Fees: \$110,408
    - All "Non-Meter" Ticket Revenues: \$60,000
    - Excludes 10% of Police Dept General Fund Staff

### PARKING FUND RELATIONSHIP WITH OTHER FUNDS

- Sears Block TIF District Provides Parking Fund:
  - \$300,191
    - Storrs Street Parking Garage Debt Service
    - Ends In FY27**
- Solid Waste Fund Provides Parking Fund:
  - \$13,650 (dumpster pad rental for DSWD)

### FY2026 - FY2036 CAPITAL IMPROVEMENT PROGRAM

CIP #	Project Name	Amount over 10 Year period	
		\$	%
403	Vehicles	\$ 125,000	0.3%
432	State Street Parking Garage	\$ 14,435,000	36.5%
433	School Street Parking Garage	\$ 6,920,000	17.5%
529	Storrs Street Parking Garage	\$ 12,815,000	32.4%
595	Meters and Kiosks	\$ 2,350,000	5.9%
596	Surface Lots	\$ 2,271,500	5.7%
597	Snow Beacons	\$ 310,000	0.8%
627	Strategic Plan	\$ 305,000	0.8%
<b>Total</b>		<b>\$ 39,531,500</b>	<b>100%</b>

Likely to change based on final results of State Street Garage Study



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