



# 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**

July 22, 2019

### **Attendees:**

Byron Champlin, Chair City Councilor

Brent Todd, City Councilor

Linda Kenison, City Councilor

Jim Bouley, Mayor (arrived late)

### **Staff:**

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

David Florence Parking Division Supervisor

Amanda Lombard Fiscal Clerk Parking Division

The meeting began at 5:01PM

1. **Overview of Agenda:** Councilor Champlin provided an overview of the meeting agenda.
2. **Adoption of Minutes:** Councilor Champlin suggest minor changes to the minutes related to security cameras scheduled to be installed in the City's three parking garages. Councilor Todd moved to amend the minutes of March 25, 2019 accordingly. Councilor Champlin seconded. The minutes were adopted on a unanimous voice vote.
3. **Referrals to Parking Committee / Citizen Requests:**
  - a. **Warren Street:** The Committee reviewed an email from Dick Patten expressing concerns about the lack of on-street handicap parking spaces in the vicinity of 33 Warren Street.

During its review, the Parking Committee noted that seven handicap parking spaces currently exist in the State Street Garage, which is approximately one block from this location.

The Committee also noted that, in accordance with State Law, parkers with handicap license plates or placards have the ability to use on-street parking free of charge; however, said parkers must abide by posted time limits. Ten hour parking is currently permitted at on-street metered spaces near the Warren / Green Street intersection. In addition, it was noted that on-street parking in this location is configured as parallel parking. This configuration would make it very challenging – if not impossible – to convert any of these parallel spaces to handicap spaces which would comply with ADA requirements due to lack of space within the street rights-of-way for additional ramping and sidewalk modifications that would be required. In addition, if sufficient room was available

for said ramping and sidewalk modifications, funding would need to be appropriated to construct said improvements.

For these reasons, it was the consensus of the Parking Committee to not recommend moving forward with designated handicap parking spaces in the vicinity of 33 Warren Street at this time.

- b. Pleasant Street: The Committee reviewed an email from Kir Harris of Elm Grove Companies requesting three 15-minute parking spaces in the vicinity of Elm Grove's property at 15 Pleasant Street. Elm Grove requested short-term parking to support their tenant White Mountain.

During its review, the Parking Committee noted the following:

- 1) Elm Grove owns a surface parking lot immediately adjacent to White Mountain Coffee. As opposed to asking the City to create 15 minute on-street parking spaces, Elm Grove could create such spaces for White Mountain Coffee within their parking lot.
- 2) Establishment of 15 minute parking for White Mountain Coffee would create a difficult precedent for the City, as there are several other businesses in Downtown that would likely request similar parking arrangements in front of their establishments.
- 3) Creation of these 15 minute parking spaces would result in the loss of multiple 3 hour parking spaces. The Committee presumed that 15 minute parking would be free parking. As such, creation of these spaces would have negative financial impacts for the City's Parking Fund.
- 4) Lastly, enforcement of short-term parking spaces like these is very challenging. Moreover, they tend to be abused by parkers, thus negating the purpose for which they were intended.

For these reasons, it was the consensus of the Parking Committee to not recommend creation of 15 minute parking spaces near 15 Pleasant Street at this time.

4. **Narrow Streets Project:**

- a. Zone 2 (City Hall Neighborhood) Follow-up

The Narrow Streets Work Group tentatively selected July 26<sup>th</sup> to conduct a field review of staff recommendations for Zone 2. The Working Group will then make final recommendations to the Parking Committee. Upon review by the Parking Committee, the final draft recommendations will be presented to the public in a second community forum on September 17, 2019 at 7:00PM at the City Council Chambers. Staff will provide a written notice to all property owners in Zone 2 prior to the meeting.

- b. Zones 1 and 4

The Parking Committee expressed interest in holding the initial neighborhood forum for Zone 4 (Old North Cemetery Neighborhood) in late September / early October. No date was scheduled for the initial public meeting in Zone 1.

5. **Parking Strategic Plan:**

a. **Smart Meter Trial Period**

Staff reported that July 15 was the end of the smart meter and kiosk trial period. The City was testing meters and kiosks from Flowbird (formerly Cale) and IPS. Both vendors were selected using a competitive request for proposals process.

Staff discussed their intention to proceed with IPS smart meters, as their meters performed better than the Flowbird meters. Staff explained that it was their intention to issue a purchase order for FY 2020 Phase II meter expansion (338 units), as well as FY 2019 Phase I meter expansion (45 units) to replace mechanical meters which were installed on an interim basis. Although the FY 2020 budget anticipated revenues from Phase II expansion meters would begin in January, staff hopes to complete the project in the late autumn.

Discussion ensued regarding selection of a vendor for pay station kiosks. Staff reported that the IPS test units had performed well; however, the Flowbird units also performed satisfactorily. Staff explained that it would be preferable to use the same vendor for smart meters and kiosks, as this would allow for the use of a single back office software program to manage the parking system. Discussion ensued. After additional discussion, it was noted that no funds have been appropriated for replacement of the City's 85 kiosk units. Specifically, funding is tentatively programmed in FY 2022 of the City's Capital Improvement Program for replacement of parking kiosks. Therefore, a final decision regarding a vendor for kiosk replacement can be delayed.

Discussions continued regarding parking kiosks. Specifically, the Parking Committee expressed a desire to review plans to potentially only keep kiosk units in the garages and on Main Street (in the Complete Street Zone between Center and Concord Street) and replace kiosks located on side streets with smart meters. Staff stated they would prepare a financial analysis for this proposal.

6. **Other Business:** Mr. Walsh asked the Committee for clarification regarding their June 27<sup>th</sup> decision regarding removal of parking on a section of Community Drive. Specifically, Mr. Walsh asked whether the Committee desired to simply ban parking, or to ban stopping, standing and parking. After review, the Committee directed the staff to proceed with banning parking only. Mr. Walsh reported that the required Ordinance will be submitted to the City Council in August for hearing in September.

Councilor Kenison moved to adjourn the meeting. Councilor Todd seconded meeting adjourned at 5:50 pm.

Respectfully Submitted

Amanda Lombard  
Parking Division Fiscal Tech III