



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

August 24, 2020

Attendees:

Byron Champlin, Chair City Councilor

Linda Kenison, City Councilor

Nathan Fennessy, City Councilor

Staff:

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

Karen Hill, Transportation Engineer

David Florence, Parking Division Supervisor

Amanda Lombard, Fiscal Clerk Parking Division

Public:

Meredith Hatfield, City Councilor

Amy Proctor, Resident

Michelle McCord, Resident

Bruce Blau, Resident

Rebecca Ross, Resident

The meeting began at 5:03 PM

Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects, read the Covid-19 public meeting procedures notice, which explained that, due to the Covid-19 "Coronavirus" Pandemic, and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Parking Committee is authorized to meet electronically. The City utilized the Zoom platform for this electronic meeting.

1. **Overview of Agenda:** Councilor Champlin provided an overview of the meeting agenda and welcomed members of the public.
2. **Adoption of Minutes:** Councilor Fennessy moved to adopt the minutes of July 27, 2020. Councilor Kenison seconded. The minutes were adopted on a unanimous roll call voice vote.
3. **Requests and Referrals:**
 - a. **Request for Winter Parking Ban near 1-3 Beacon Street:** Mr. Walsh reviewed an email from Michelle McCord, which requested that a winter parking ban be implemented along the south side of the road near 1-3

Beacon Street. Mr. Walsh explained that the location of existing on-street parking, coupled with adjacent the building and associated public sidewalk makes it very challenging for General Services to plow this location. By removing parking during winter months, the City's ability to maintain sidewalks at this location will be improved.

Councilor Champlin asked for input from the public.

Michelle McCord addressed the Committee. She stated that, over the past few years, there has been an increase in the number of residential tenants in this area, which has led to more vehicles parking on this section of Beacon Street. She stated that she has made several phone calls to the City about the lack of snow removal on sidewalks along this section of Beacon Street. She stated that the City has responded that snow removal cannot be accomplished at this location given the juxtaposition of parked vehicles, the adjacent building, related sidewalks, and lack of space to deposit snow removed from the sidewalks.

Karen Hill, Transportation Engineer, stated that approximately four parking spaces would be affected by a potential winter parking ban ordinance.

Councilor Champlin recognized Rebecca Ross. Ms. Ross introduced herself and reported that she owns property near this location. She discussed safety concerns associated with this location and expressed support for enacting a winter parking ban.

Councilor Champlin recognized Bruce Blau. Mr. Blau owns a condominium unit at 1-3 Beacon Street. He stated that he also supports the request for a winter parking ban.

Councilor Fennessy moved that the Parking Committee recommend to the City Council that a winter parking ban be established on the south side of Beacon Street, generally along the frontage of 1-3 Beacon Street, from January 1 – March 15th annually. Councilor Kenison seconded.

Due to the Covid-19 pandemic electronic meeting protocols, a roll call vote was conducted. The motion carried unanimously.

- b. **Request for No Parking near 21 Jackson Street:** Mr. Walsh reviewed a request from Amy Proctor requesting that parking on the east side of Jackson Street, between Beacon and Tremont streets, be eliminated. Specifically, Ms. Proctor is requesting this change due to difficulties exiting her driveway when vehicles are parked on the street directly behind her driveway, and a recent accident related thereto. There is presently no parking along the westerly side of this section of Jackson Street.

Mr. Walsh explained that on May 13, 2019, the City enacted an ordinance, which established a winter parking ban along the easterly side of this section of Jackson Street as part of the on-going Narrow Streets Study. This particular section of Jackson Street is approximately 18 feet wide, and has two-way traffic. It is less than the minimum 20' width required for on-street parking.

Councilor Champlin recognized Amy Proctor. Ms. Proctor stated that exiting her driveway has been a struggle due to the narrow width of Jackson Street. She added that it is especially difficult to exit when SUVs and trucks are parked on the street directly across from her driveway. Ms. Proctor stated she recently had a minor accident whilst trying to avoid a vehicle parked on Jackson Street when exiting her driveway. Therefore she is requesting that that parking on the east side of the street be eliminated.

Councilor Hatfield hypothesized that some properties on this section of Jackson Street may not have sufficient off street parking. She expressed concerns that eliminating on-street parking may negatively impact those properties. She also asked whether other property owners on the street had been notified about this discussion.

Mr. Walsh answered that it appears that all properties along this section of Jackson Street have off-street parking. He reported that not all property owners had been notified of this meeting, as that is not standard operating procedure for the Parking Committee.

Councilor Champlin asked whether a more “surgical” approach could be used to remove a limited quantity of the on-street parking at this location to address Ms. Proctor’s concerns. Staff reported that this would require additional review by Karen Hill, the City’s Transportation Engineer.

The discussion concluded with the Parking Committee formally asking Ms. Hill to review the viability of removing a limited portion of on-street parking to address Ms. Proctor’s concerns. The Committee asked staff to present an analysis of that option at an upcoming Parking Committee meeting. The Parking Committee also requested that staff notify all property owners along this section of Jackson Street as to when this item will be discussed by the Parking Committee.

- c. **Discussion of Narrow Streets concerns for Marshall / Fuller/ Oak Street:** Councilor Kenison stated this item can be deferred until such time as the Committee resumes its efforts relative to Zone 1 of the Narrow Streets Project Study Area after the Covid-19 Pandemic subsides.
- d. **Discussion of Narrow Streets concerns for South State Street at West Street:** Councilor Kenison discussed her concerns about a parking spot located on south side of West Street, immediately west of the West Street / South State Street intersection.

Specifically, she was concerned that current pavement markings for the west bound vehicular travel lane create a hazard relative to this parking space. Therefore, Councilor Kenison is requesting that this parking space be eliminated, and that a larger no parking zone be created to facilitate traffic movements through the intersection.

After discussion, it was the consensus of the Parking Committee to have Karen Hill, Transportation Engineer, to review this issue and report back with recommendations at the Parking Committee’s September meeting.

- e. **School Street Parking Garage Loading zone:** Mr. Walsh stated this item was originally presented to the Parking Committee on May, 26th. During that discussion, Councilor Fennessy requested that staff seek additional input from potentially affected businesses, as well as review traffic concerns.

Mr. Walsh reported that staff solicited additional input via a School Street Garage construction update, which is routinely sent to adjacent property owners and businesses. Feedback received was supportive of the City’s proposal. Specifically, Steve Duprey, owner of the Capitol Plaza, Shannon Drake, owner of 55 North Main Street, as well as PRM Holdings are all supportive of the proposal to establish a formal loading zone at the Warren Street Parking Lot, as well as to prevent vehicular access into the adjacent pedestrian plaza except in extraordinary circumstances.

Karen Hill, Transportation Engineer, discussed vehicular traffic concerns. She stated that the proposal provides a twenty four foot wide two lane driveway into the School Street Garage and associated Warren Street Parking Lot. This dimension is standard for such arrangements and will easily facilitate traffic entering and exiting the garage. She also confirmed that the proposed loading zone will not impinge upon access to the garage, or create a hazard.

During the discussion, it was noted that the City may need to convert the service alley located on the west side of the garage to one-way traffic north bound in order to facilitate vehicles exiting the loading zone. However, it was also noted that vehicles unloading at this location often back into the proposed loading zone area from Warren Street, thereby allowing them to exit directly onto Warren Street. The need to convert the alley to one-way traffic will be further evaluated by City Engineering.

Councilor Fennessy moved that the Parking Committee recommend to the City Council that a loading zone be created in the Warren Street Parking Lot at the School Street Garage adjacent to the south stair tower pedestrian plaza. Councilor Kenison seconded.

Due to the Covid-19 pandemic electronic meeting protocols, a roll call vote was conducted. The motion carried unanimously.

4. **Financials:**

- a. **July 2020 Financial Statement:** Mr. Walsh reported that the Finance Department is currently in the process of closing out FY 2020. A brief discussion ensued and staff reported that, tentatively, it appears FY2020 losses will not be as severe as initially projected when the Covid-19 Pandemic began in March. The close-out process for FY2020 will be completed in October.

Mr. Walsh then provided a presentation of the July 2020 financial statements. As of July 30th, approximately 8.3% of FY2021 had elapsed.

Total revenues for July were \$108,940, or 3% of budget. Meter revenues and parking penalties continue to lag due to diminished parking activity within the Downtown area due to the Covid-19 Pandemic.

Total expenditures for July were \$707,265, or 22% of budget. This figure included debt service payments totaling \$600,258, which are customarily paid twice per year. Also, one time insurance payments for the year also skewed this figure. Setting aside debt service payments, revenues essentially covered operating costs in July.

- b. **Covid-19 Pandemic: Metered Parking and Citation Revenue Trends:** Mr. Walsh reviewed a spreadsheet which provided a year-over-year comparison of meter, encumbrance permit, and meter citation revenues. It also included a comparison of the quantity of leases and permit issued in FY2021 versus FY2020. This comparison was provided to articulate the impacts of the Covid-19 Pandemic on parking revenues. He noted that figures were preliminary and subject to ongoing FY2020 close out efforts.

Meter revenues for all facilities, excluding parking cards and meter encumbrance permits: The City collected \$1,019,036 in FY2020, which was \$302,087 below FY2019 amount of \$1,321,123. FY2020 revenues were approximately 77% of the previous fiscal year.

For the month of July, FY2021 meter revenues were approximately 75% of FY2020. This figure included PayByPhone revenues, which have not yet been received.

Meter Encumbrance Permits: FY2020 meter encumbrance permit revenue was \$82,515. This amount was nearly quadruple FY2019 revenues of \$21,480. These revenues are associated with construction projects or other activities whereby metered or hourly parking spaces are temporarily closed to the public. Mr. Walsh noted that one of the reasons the City elected to continue enforcing parking during the early days of the Covid-19 Pandemic was to ensure continued collection of these important revenues. He explained that construction

work was deemed “essential” by Governor Sununu’s executive orders and therefore continued during the early days of the Covid-19 Pandemic. If the City had suspended parking enforcement, it would have forgone parking encumbrance revenues associated with construction projects during that time.

Citation Revenues (Metered Citations Only): FY2020 metered parking citation revenue was \$337,985, which was approximately 83% of FY2019’s revenues of \$404,848.

For the month of July, metered parking citation revenues were \$22,746, which was roughly 54% of the previous year.

Leases & Permits (Quantities): Thus far in FY2021, a total of 749 permits and leases have been issued. This figure is approximately 96% of the previous fiscal year.

5. **Other Business:** A brief discussion ensued regarding topics for the Committee’s September meeting. It was decided that items for discussion in September should include Jackson Street no parking, West Street parking near South State Street intersection, Franklin Street no parking on north side of the street, as well as an update from the Police Department concerning strategies to improve collection of delinquent parking citations.
6. **Adjourned:** Councilor Kenison moved to adjourn the meeting. Councilor Fennessy Seconded. The meeting adjourned at 6:19 PM.

Respectfully Submitted

Amanda Lombard
Parking Division Fiscal Tech III