



# CITY OF CONCORD

## NEW HAMPSHIRE

City Hall - 41 Green Street - Concord, NH 03301 - tel. (603) 225-8570 - fax (603) 225-8558

# AGENDA

## City Parking Committee

October 21, 2013 @ 4:30PM  
City Hall, 41 Green Street, Concord NH 03301  
2<sup>nd</sup> Floor Conference Room

- 1) Adoption of Minutes
  - a. Minutes of September 16, 2013
- 2) Requests / Referrals
  - a. Jackson Street: Resident request for Winter Parking Ban and 3 Hour Time Limit (email request attached)
  - b. North State Street: Request from resident for City to revise overnight parking regulations (correspondence attached)
- 3) Reports
  - a. Status of Parking Committee Appointments (report attached)
  - b. Storrs Street Parking Options (report attached)
  - c. Snow Removal Bid (verbal update)
- 4) Other Business
  - a. Discussion of agenda items for November meeting
- 5) Adjourn

**City Parking Committee**  
**Minutes of September 16, 2013**

Attendance: Mark Coen (Chair), Allen Bennett, Fred Keach, Jennifer Kretovic, Tonya Rochette, Sue McCoo (late), Mark Ciborowski (late), Pam Peterson.

Staff: Matt Walsh, Rob Mack, Carlos Baia, Steve Henninger, Gloria McPherson

The meeting was held in the City Hall Second Floor Conference Room. The meeting commenced at 4:30PM.

**Agenda Overview:** Matt Walsh informed the Committee that Robin Heins would be unable to attend the meeting. He advised that the Jackson Street item be postponed until the October Parking Committee meeting.

**Parking Reorganization & Strategic Plan:** Matt Walsh provided a detailed overview of a September 10, 2013 memorandum he prepared concerning the recent re-organization of the City Parking Division as well as recommendation that the City undertake a strategic plan for the Parking System.

Mr. Walsh provided an overview of the Parking System's current physical assets, staffing levels, and equipment. He also provided a detailed review of the Parking System's revenue and expenditures, as well as trends in fund balance and debt service dating to 2002.

Mr. Walsh reviewed the current financial projections for the Parking Fund. He noted the fund will be bankrupt by FY2016 if the status quo for revenues and expenditures is not changed in the near future. In the event the fund does go bankrupt, the City's General Fund will be obligated to provide financial support.

Mr. Walsh discussed his ideas on how to move forward with a strategic plan for the Parking Fund. He explained the process would require assistance from an outside parking consultant which would be hired using a request for proposals process. He noted the process would include the following:

1. A public process to complete a vision / mission statement for the parking system;
2. A supply and demand analysis by inventorying existing buildings / land uses (by square foot) as well as parking supply (both public and private facilities); as well as future projections thereof;
3. Utilization studies to determine the extent existing public parking facilities are used now on a facility by facility / street by street basis;
4. A comprehensive needs assessment for all parking facilities (lots, garages, and on-street spaces) and the creation of a comprehensive capital needs assessment and maintenance schedule for each. This effort will also include exploring new metering systems and technologies, such as "in-car parking meters".

5. A rate structure study, including a comparison with other similar communities in the New England market place. The rate study would also explore various options for hours of enforcement, as well as parking penalties and fine structures.
6. Implementation plan.

Mr. Walsh also explained that the City Administration will be taking a detailed look at expenses for the Parking Fund, including a variety of interrelationships with the City's General Fund.

Members of the Parking Committee suggested that the City consider restructuring debt for the Parking Fund to reduce costs. Mr. Walsh indicated that the City's Office of Management and Budget periodically reviews such opportunities with First Southwest, the City's bond counsel, and takes advantage of such opportunities when prudent to do so.

Sue McCoo suggested the City should also examine enforcement practices and penalties for all-day parkers in on-street parking spaces on Main Street.

Roy Schwieker, Concord Resident, provided testimony on the proposed strategic plan and offered his opinions on how the parking system should be modified in the future.

**MOTION:** Fred Keach moved for the Parking Committee to recommend that the City undertake the strategic planning process as set forth in Mr. Walsh's memorandum dated September 10, 2013. Allen Bennett seconded. The motion carried unanimously on a voice vote.

**Minutes:** **MOTION:** Jennifer Kretovic moved to adopt the minutes of the July 15, 2013 Parking Committee meeting as presented. Allen Bennett second. The motion carried unanimously on a voice vote.

**Next Meeting:** Mr. Walsh suggested the following items for the October Parking Committee agenda:

1. Jackson Street referral
2. Committee "housekeeping", including structure and status of terms for members;
3. Restoration of on-street parking on Storrs Street (south of Theatre Street)

Adjournment: The meeting adjourned at 6:05PM.

Respectfully Submitted,

Matthew R. Walsh

Director of Redevelopment, Downtown Services, and Special Projects

## Walsh, Matthew

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**From:** Florence, David  
**Sent:** Thursday, August 22, 2013 7:43 AM  
**To:** Walsh, Matthew  
**Cc:** Osgood, Bradley  
**Subject:** Referral for Parking Committee

Matt, for Parking Committee.

Good afternoon Mr. Florence:

I am a resident of 9 Jackson Street with a concern about on street parking. As you may know, Jackson Street is very narrow under the best of circumstances. With the allowance of overnight parking, Jackson Street has become a dangerous street to walk on or drive on. There is limited sight line coming from the Washington Street end. I am requesting that the city look into putting up a 3 hr time limit on Jackson Street and a no parking from November 1st through March 31st (similar to that on Union Street). Please feel free to contact via email at [rheins@sau46.k12.nh.us](mailto:rheins@sau46.k12.nh.us) or by phone at 848-9588. I thank you in advance for your consideration. Robin Heins



## City of Concord, New Hampshire

### ADMINISTRATION

41 Green Street

CONCORD, NH 03301

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

October 9, 2013

Michael Buckley  
52 North Spring Street  
Concord NH 03301

RE: Overnight Parking

Dear Mr. Buckley:

I am writing in response to your letters dated September 25 and October 6, 2013 concerning overnight parking and winter emergency parking bans in the vicinity of your property located at 52 North Spring Street.

As you may know, Section 18-1-11(b)(1)(c) of the City's Code of Ordinance allows a vehicle to occupy any non-metered, non-time zone regulated parking space for up to 48 hours consecutively. Moving vehicles from parking space to parking space is currently legal, provided said vehicles do not occupy the same space for more than 48 hours.

Regarding winter emergencies, Section 18-1-22 of the City's Code of Ordinances, permits the City to call winter emergencies. This same ordinance grants the City authority to either ticket or tow any vehicles which violate parking bans. The City does exercise this authority during parking bans.

In talking with David Florence, City Parking Supervisor, the Police Department is aware of your concerns. In the past we have dispatched City staff for enforcement actions. City staff has also conversed with your neighbor regarding your concerns.

In response to your letters, I have asked Mr. Florence to increase parking patrols on North State Street in the future in an effort to address your concerns. Also, I plan to refer your letters to the City's Parking Committee for review. Upon their review, the Parking Committee may elect to make recommendations to the City Council for potential modifications to overnight parking policies.

Regards,

Matthew R. Walsh

Director of Redevelopment, Downtown Services, & Special Projects

Mr. Matthew Walsh  
Parking Division  
City Hall  
35 Green St.  
Concord, NH 03301

25 September 2013

RECEIVED

SEP 27 2013

CITY MANAGER'S OFFICE  
CONCORD, NH

Dear Mr. Walsh,

I am writing regarding the policy of overnight parking. I have to be careful to be civil; but it is out of control. In my situation there are two or three homes that take up spaces for days. They may move their cars a space or two but they tie up the whole block.

I, with others have called to complain with no result.

I used to sweep in the warmer weekends and shovel after the plows came by. No more, the same people abuse this provision, week by week. Winter emergencies? A joke.

We all have limited parking but the cars should be off the streets to allow the city to do its job.

Sincerely,

Michael Buckley  
52 N. Spring St.



RECEIVED

Mr. Matthew Walsh  
Re: Parking Division  
City Hall  
35 Green St.  
Concord, NH 03301

6 October 2013

OCT - 8 2013

CITY MANAGER'S OFFICE  
CONCORD, NH

I recently wrote to you for the second time on September 25, 2013 regarding overnite parking on my area from school st. to Centre. I am irritated that I have not received a response. Since my last missive, my neighbor has acquired another work van that has sat there all last week, including tonite. Two houses control the st. If we have family over we can't offer on st. parking.

When I was living elsewhere, I thought this was a mistake. Now that I am back in Concord, it is brutal. If I run into a bank downtown, for five mins, I get a ticket, yet these people totally blow off the cpd traffic div. As I wrote before, weather is coming. I actually had a woman park for two hours in front of my driveway, and she was irritated that I was upset that I could not leave my driveway..

I respectfully expect a response and a SOLUTION. And I understand that there are cares all over the area for days. I see them. You guys caused the problem, now fix it.

Michael Buckley 52 N. Spring St  
Concord, NH 03301

*MJ Buckley*



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**Memorandum**

**To:** City Parking Committee

**From:** *MMW* Matthew R. Walsh, Director of Redevelopment, Downtown Services, & Special Projects

**CC:** Thomas J. Aspell, Jr., City Manager  
David Florence, Parking Supervisor

**Date:** October 11, 2013

**Subject:** Storrs Street: Re-Establishment of On-Street Parking South of Theatre Street

**Summary / Request:**

Please review this memorandum and attached spreadsheets detailing various options for re-establishing on-street parking on Storrs Street (south of Theatre Street) and select a preferred alternative for recommendation to City Council.

**Background:**

In 2010 approximately sixty (60) on-street parking spaces were eliminated on that portion of Storrs Street south of Theatre Street. Elimination of these spaces was implemented in 2010 as part of a series of recommendations generated by the Mayor's Ad-Hoc Parking Taskforce. The goal of the removal was to encourage use of metered spaces within the newly constructed Capital Commons Parking Garage. These parking spaces were free at the time of closure, and were not subject to any time restrictions. These spaces were popular with downtown employees, as well as patrons of the Capitol Center for the Arts.

**Discussion:**

Since 2010, much has changed in area around the southern end of Storrs Street. Specifically, the former Sanel Block was redeveloped in 2011 (now site of the 91,500SF SMILE Building as well as the 45 unit Mennino Place Apartments). In addition, the new 70,000SF "Love Your Neighbor Building" was recently completed at 45 South Main Street.



Other changes include a reduction of metered public parking spaces within the Capital Commons Parking Garage. Specifically, 91 metered spaces were converted to lease status to support the development of the "Love Your Neighbor Building".

In addition, beginning this fall, the City plans to undertake construction of the Complete Streets Project. This will cause some disruption of the City's on-street parking system on North and South Main Street.

For these reasons, during its September 2013 meeting, the City's Parking Committee asked City staff to review potential re-establishment of on-street parking on the southern end of Storrs Street. Towards this end, staff has prepared the attached analysis of alternatives for management of these spaces should they be re-established.

Specifically, the analysis includes installation of Kiosk meters (4 total) or managing these spaces by a permit system. Given the Parking Fund's fiscal challenges, staff did not explore re-establishment of free parking.

**Staff Recommendation:** Staff's preferred alternative for re-establishment of on-street parking for this section of Storrs Street would be the creation of a new quarterly permit system. Specifically, the City would create a permit, good for 3 months at a time, and sold to the general public on a first come – first served basis. The cost of the permit would be \$100 / quarter (or \$400 / year). This equates to an hourly parking rate of \$0.19 / hour (or \$1.67 per day). This is a significant discount over the City's current rate of \$0.75 / hour (or \$6.75 / day).

The system could be implemented on January 1. This would provide sufficient time for the City to enact the required ordinances as well as produce the permits. Assuming all required ordinances are approved by the City Council at their December meeting, the City could offer free parking to those signing up for permits between the date of Council approval and January 1.

Staff prefers this option for the following reasons:

1. Permits would likely be attractive for downtown employees. The significantly discounted cost of parking should provide incentives for employees to use these spaces, thereby hopefully freeing-up other metered on-street and garage spaces elsewhere.
2. The net financial benefits to the City are more favorable than other alternatives, including Kiosks.
3. Though modest, these additional revenues will help bolster the City's Parking Fund in FY2015.

Lastly, if successful, the City could also explore using this model for the 25 space Storrs Street Parking Lot located beneath the Bridge Street over pass near the Holiday Inn.

Storrs Street (South of Theatre)  
 QUARTERLY PERMIT OPTIONS  
 10/11/2013  
 Prepared by M. Walsh

REVENUES

	Option 1	Option 2	Option 3	Option 4
Total Spaces (Permits)	60	60	60	60
Quarterly Rate / Permit	\$100	\$150	\$200	\$250
Monthly Rate	\$33.33	\$50.00	\$66.67	\$83.33
Annual Rate	\$400	\$600	\$800	\$1,000
Permit Daily Rate	\$1.67	\$2.50	\$3.33	\$4.17
Normal Daily On-Street Rate	\$0.19	\$0.28	\$0.37	\$0.46
Normal Hourly On-Street Rate	\$6.75	\$6.75	\$6.75	\$6.75
Total Discount Permit Vs. Normal Rate	\$0.75	\$0.75	\$0.75	\$0.75
Maximum Annual Revenue	75%	63%	51%	38%
Revenue Adjustment Factor (Percent of Max Revenue Expected to be Earned)	\$24,000	\$36,000	\$48,000	\$60,000
Anticipated Revenues	\$18,000	\$18,000	\$15,840	\$9,000

FY2014 Revenues (Start January 1) after Expenses  
 FY2015 Projected Revenues

-\$220    -\$220    -\$1,300    -\$4,720 Revenues less expenses total  
 \$16,480    \$16,480    \$14,320    \$7,480 Revenues less cost of application copying, permits, and pavement markings

EXPENDITURES

Item	Quantity	Unit Cost	Total
Signage			
Parking by Permit Only 8AM - 5PM	18	\$350	\$6,300
No Parking Here to Corner	4	\$350	\$1,400
Printing			
Applications	400	\$0.05	\$20
Permits	400	\$1.50	\$600
Pavement Markings	60	\$15	\$900
<b>Subtotal</b>			<b>\$9,220</b>

Storrs Street (South of Theatre)  
 KIOSK OPTIONS  
 10/11/2013  
 Prepared by M. Walsh

REVENUES

	Option 1 60	Option 2 60	Option 3 60
Total Spaces (Permits)			
Hourly Rate	\$0.25	\$0.50	\$0.75
Monthly Rate (20 Days / Month)	\$45.00	\$90.00	\$135.00
Annual Rate (240 Days / Year)	\$540	\$1,080	\$1,620
Permit Daily Rate	\$2.25	\$4.50	\$6.75
Normal Daily On-Street Rate	\$6.75	\$6.75	\$6.75
Normal Hourly On-Street Rate	\$0.75	\$0.75	\$0.75
Total Discount - Special Rate Vs. Normal Rate	67%	33%	0%
Maximum Annual Revenue	\$32,400	\$64,800	\$97,200
Revenue Adjustment Factor (Percent of Max Revenue Expected to be Earned)	50%	15%	10%
Anticipated Revenues	\$16,200	\$9,720	\$9,720

FY2014 Revenues (Start January 1) after Expenses  
 FY2015 Projected Revenues

\$7,740 \$4,500 \$4,500 Excludes Debt Service (1st payment due 07/01/2014). Includes 6 Months of Fees  
 \$8,762 \$2,282 \$2,282 Revenues less debt service & annual charges

EXPENDITURES

Item	Quantity	Unit Cost	Total
Signage			
Pay at Kiosk 8AM - 5PM	18	\$350	\$6,300
No Parking Here to Corner	4	\$350	\$1,400
Pavement Markings	60	\$15	\$900
Kiosk Purchase & Installation	4	\$8,000	\$32,000
Subtotal			\$40,600
Debt Service Cost (10 Years @ 3%)			\$5,278
Annual Kiosk Charges	\$45 / Month / Meter		\$2,160



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## Memorandum

**To:** City Parking Committee  
**From:** *MRW* Matthew R. Walsh, Director of Redevelopment, Downtown Services, & Special Projects  
**CC:** Thomas J. Aspell, Jr., City Manager  
David Florence, Parking Supervisor  
**Date:** October 17, 2013  
**Subject:** Parking Committee – Status of Appointments

At the Parking Committee's September meeting, City staff discussed several outstanding "housekeeping items" relative to the Committee's membership which needed to be addressed.

Per City Ordinance, the Parking Committee is comprised of nine members, as follows:

- 4 City Councilors;
- 2 Representatives from Main Street Concord, Inc. (now Intown Concord, Inc.);
- 1 Representative from Penacook; and,
- 2 Members of the public.

Attached, please find a spreadsheet summarizing the current Parking Committee appointments. This spreadsheet also includes suggestions on how to potentially re-assign acting Parking Committee members in order to comply with the City's Ordinance. A copy of the City's Ordinance is also attached.

The Parking Committee should review this item at its October meeting and determine which acting members would like to continue to serve on the committee, and in what capacity. This would then be communicated to the Mayor and City Council for their consideration. Please note that the Mayor submitted Mark Ciborowski and Tonya Rochette to the City Council for appointment on October 15<sup>th</sup> to serve as the Main Street Concord representatives. In addition, it should be noted that the Ordinance limits members to serving no more than 6 years consecutively.

In addition, the Committee may want to consider recommending changes to the Ordinance which establishes the Parking Committee. Items for discussion may include the following:

- Changing Main Street Concord to Intown Concord; and,
- Replacing the Deputy City Manager – Development with City Manager's Designee.

Parking Committee Membership  
 10/15/2013  
 Prepared by M. Walsh

Name	Position	Date Appointed	Expiration Date	Recommendation
Mark Coen	City Council Rep	9/10/2007	12/31/2013	No action needed
J. Allen Bennett	City Council Rep	4/28/2003	12/31/2013	No action needed
Fred Keach	City Council Rep	1/22/2008	12/31/2013	No action needed
Jennifer Kretovic	City Council Rep	3/12/2012	12/31/2013	No action needed
Pam Peterson	Main Street Concord Rep	Unlimited	Unlimited	Change to General Public Representative; Replace with <b>Mark Ciborowski</b> as Intown Concord Rep.
Jessica Eshleman	Main Street Concord Rep	Unlimited	Unlimited	Replace with <b>Tonya Rochette</b> as Intown Concord Rep.
Jeff Bart	General Public Rep	9/8/2008	9/30/2010	Replace with <b>Sue McCoo?</b>
<b>VACANT</b>	General Public Rep			Fill with <b>Pam Peterson?</b>
<b>VACANT</b>	Penacook Village Rep			

# CITY OF CONCORD

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*In the year of our Lord two thousand and ten*

**AN ORDINANCE** amending the CODE OF ORDINANCES, Title V, Administrative Code: Chapter 30 Boards and Commissions.

**The City of Concord ordains as follows:**

**SECTION I.** Amend the CODE OF ORDINANCES, Title V, Administrative Code, Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, Section 30-3-7, City Parking Committee, by deleting this section in its entirety and replacing with the following new section:

**30-3-7 City Parking Committee**

The City Parking Committee shall consist of nine (9) voting members. The Parking Manager shall be the Clerk of the Committee. The members of the committee shall be appointed as follows:

1. Nine (9) members shall be nominated by the Mayor and be subject to approval by the City Council:
  - (a) Four (4) members of the City Council, one of who shall serve as chair of the committee;
  - (b) Two (2) representatives from Main Street Concord, Inc.;
  - (c) One (1) member from the downtown Penacook area;
  - (d) Two (2) members of the general public;
2. The Deputy City Manager for Development as an ex officio, nonvoting member.
3. The Committee shall:
  - (a) Submit an annual report to the City Council on the state of the Parking Fund which shall include a summary of revenues, expenditures and capital improvement needs/projects. The annual report shall also include a

**Ordinance No. 2805**

comparative analysis with other applicable New Hampshire and New England communities to assist in determining if adjustments to parking fees, penalties, lease rates, or enforcement/maintenance practices are required. The annual report shall make recommendations to City Council to address needed changes to the administration of public parking. This report shall be submitted in April.

- (b) Review and make recommendations stemming from City Council referrals or City Manager requests on matters involving public parking including, but not limited to, time limits, no-parking zones, on-street loading zones, bus stops, overnight parking, new public parking facilities, fees, penalties and periods of enforcement.
4. The City Council representatives shall serve a two-year term; other members shall be appointed for three (3) year terms. Voting members shall not serve for more than six (6) consecutive years. A former member shall be eligible for re-appointment upon withdrawal from the committee for twelve consecutive (12) months. The members shall be nominated by the Mayor and subject to approval by the City Council. All members shall serve without compensation.

**SECTION IV:** This ordinance shall take effect on passage.

*In City Council*  
**November 8, 2010**  
*Passed*

*Janice Bonifant*  
City Clerk