



CITY OF CONCORD

New Hampshire's Main Street™

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City Manager

Parking Committee Minutes

October 28, 2019

Attendees:

Byron Champlin, City Councilor, Chair

Mark Coen, City Councilor

Brent Todd, City Councilor

Jim Bouley, Mayor

Staff:

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

Dan Andrus, Fire Chief

David Florence, Parking Division Supervisor

Amanda Lombard, Fiscal Clerk Parking Division

Guest:

Gary Sobelson, Temple Beth Jacob

The meeting began at 5:02PM and was held in the City Hall Large Second Floor Conference Room.

1. **Overview of Agenda:** Councilor Champlin provided an overview of the meeting agenda.
2. **Adoption of Minutes:** Councilor Coen moved to adopt the minutes of September 17, 2019, September 23, 2019 (Public), September 23, 2019 (Sealed Nonpublic Session), and October 8, 2019, as presented. Councilor Todd seconded. Councilor Champlin noted several minor typographical errors in each set of minutes, which staff stated would be corrected. The minutes were adopted on a unanimous voice vote.
3. **Requests / Referrals:** Mr. Walsh presented Temple Beth Jacob's request that the City establish two on-street handicap accessible parking spaces in the vicinity of 67 Broadway. The Temple is located at 67 Broadway.

Mr. Walsh, David Florence and the Engineering staff have reviewed this request. Mr. Walsh noted that the Temple has no on-site parking, except for a driveway at the Rabbi's residence, which abuts the property.

Mr. Walsh discussed the dimensional requirements for legally compliant handicap parking spaces. Specifically, he explained that a lawfully compliant handicap van accessible space requires a

minimum width of 16' (8' for the parking space and 8' for an access aisle). Lawfully compliant handicap accessible spaces for cars require a minimum width of 13' (8' for the space and 5' for the access aisle).

Mr. Walsh explained that, historically, the Parking Committee has denied requests for the creation of on-street parallel handicap parking spaces, as the shoulders of most roadways typically lack sufficient space to accommodate lawfully compliant handicap spaces. However, Broadway has a 16' shoulder, as measured between the fog line and curb line, in the vicinity of the Temple Beth Jacob.

Given that approximately 3' of the shoulder acts as a bicycle lane, it would be difficult to achieve van compliant handicap spaces. However, car compliant spaces would be possible. He reviewed how the spaces could be laid out with the Parking Committee.

Lastly, Mr. Walsh noted that in the course of reviewing this request, staff identified Article 18-1-16 of the Code of Ordinances, which permits the General Services Director to grant licenses for handicap access in public rights-of-way. The ordinance went into effect in 1989.

Discussion ensued. It was the consensus of the Parking Committee that Article 18-1-16 of the Code of Ordinances would not be applicable to this situation, as these would be public handicap parking spaces.

After review, it was the consensus of the Parking Committee to recommend that the City Council approve the necessary ordinances to grant this request, as sufficient space exists within the shoulder of Broadway to accommodate lawfully compliant car accessible handicap parking spaces. Councilor Coen moved to forward this request to the City Council with a recommendation to approve the request. Councilor Todd seconded. The motion carried unanimously.

4. **Narrow Streets Project:**

- a. **Zone 4 Study Area (“Old North Cemetery Neighborhood”)**: Councilor Champlin provided a recap of the initial public forum held for the Old North Cemetery neighborhood on October 8th. Public feedback received during the hearing was generally supportive of the preliminary staff recommendations. Councilor Champlin noted that the next step in the process will be for the Parking Committee’s Narrow Streets Subcommittee to conduct a ride around of the Zone 4 neighborhood in November. The Subcommittee’s recommendations would then be discussed and finalized at the Parking Committee’s November 25th meeting.

The Parking Committee scheduled the second Neighborhood Forum for the Old North Cemetery Neighborhood for December 5th at 7:00pm in the Council Chambers. The purpose of the forum will be to present the Parking Committee’s final recommendations to the Neighborhood.

- b. **Zone 1 Study Area (“Wall Street Neighborhood”)**: Discussion ensued about the schedule for completing a review of narrow streets in the Wall Street neighborhood. Mayor Bouley suggested delaying the process until after the first of the year on account of the upcoming holiday season. He also noted that implementation of any changes would likely have to wait until the spring, due to winter conditions. It was the consensus of the Parking Committee to proceed in accordance with the Mayor’s recommendations.

5. **Strategic Parking Plan Update:**

- a. **Parking Enforcement Officer Recruitment Update:** David Florence, Parking Supervisor, provided an update regarding recruitment efforts for vacant Parking Enforcement Officer (PEO) positions. He noted that three full-time PEO positions were created as part of the FY2020 Budget. Mr. Florence reported that one of the positions has been filled and the new hire started today. He also noted that two other candidates are currently undergoing background checks. He expressed that he is hoping to have all the positions filled within the next few weeks.
- b. **Pay by Phone Update:** Mr. Walsh reported that the City has tentatively selected Pay By Phone to be the mobile payment application provider in Concord. He noted that Pay By Phone was slightly less expensive than Parkmobile. Therefore, in accordance with the Parking Committee's input concerning the need to minimize cost to consumers, the City will proceed with Pay By Phone, subject to negotiation of final terms and conditions of a contract. He noted that review of the contract is underway. Provided the contract can be finalized by early November, the application should be operational on or about January 15, 2020. However, implementation will take approximately 8 to 10 weeks after the contract is signed.
- c. **Meter Zone Expansion Phase II Update:** Mr. Walsh stated that the General Services Department has been very helpful installing meter poles and pavement markings. He noted that those efforts are nearly complete. Mr. Walsh reported that the meters should be arriving in early November from IPS. He reported that staff hopes to have the meters installed and operational by December 1st.

Mr. Walsh further reported that the FY 2020 budget anticipated that approximately 338 spaces would be metered. However, upon completion of layout plans, the actual number will be closer to 316 spaces due to conflicts with driveways, fire hydrants, utility poles, and other infrastructure.

Mr. Walsh reported that he has received approximately a half dozen inquiries and complaints from the public concerning new meters.

Councilor Champlin noted a letter dated October 23, 2019 from the Greater Concord Chamber of Commerce and Intown Concord concerning meter zone expansion on Storrs Street, between Theatre and South Main Streets. It was the consensus of the Parking Committee to invite representatives of the Greater Concord Chamber of Commerce and Intown Concord, Inc. to attend the Committee's November 25, 2019 meeting to discuss their concerns.

6. **Other Business:**

- a. **New Assessed Values of Parking Spaces (Effective April 1, 2019).** Mr. Walsh stated that the Assessing Department has reexamined the assessed value of off-street parking spaces. Mr. Walsh explained that, except for the "2055 Leases" in the School Street Garage, the City pays the property taxes for all lease and permit spaces. Taxes are required per RSA 72:23. Mr. Walsh reported that, overall, the assessed value of covered and uncovered spaces in the garages increased by an average of 39% on April 1, 2019. The assessed value of parking spaces in surface lots increased by 63%. As a result of

these changes, the Parking Fund's tax liability will increase by approximately \$50,000. He also noted that property taxes generally comprise approximately 25% of the cost which the City charges for its lease and permits.

- b. **FY2020 Q1 Financial Review**: Mr. Walsh provided a review of first quarter (Q1) financial statements for the Parking Fund for the period of July 1, 2019 – September 30, 2019. He reported that revenues are at 28% Year to Date (YTD), which is 3% better than budget. Expenditures are approximately 29% YTD.
7. **Non Public Session for Parking lease negotiations in accordance with RSA 91-A:3, II, d.** A nonpublic session was not held.
8. **Adjourned**: A motion was made and duly seconded to adjourn the meeting. The motion carried on a voice vote. The meeting adjourned at 6:01PM.

Respectfully Submitted

Amanda Lombard
Parking Division Fiscal Tech III