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City Manager

# CITY OF CONCORD

*New Hampshire's Main Street™*

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## REPORT TO MAYOR AND THE CITY COUNCIL

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

**DATE:** September 10, 2018

**SUBJECT:** Parking Space Encumbrance Permits

### **Recommendation:**

- Accept the following report;
- Set the attached ordinance amending the Code of Ordinances Title II, Traffic Code; Chapter 18, Parking, Article 18-3, Parking Meters, by repealing 18-3-14(g) and adding a new section 18-3-18 Parking Encumbrance Permits for public hearing on October 8, 2018; and,
- Set the attached ordinance amending the Code of Ordinances, Title I, General Code; Chapter I, Government Organization, by amending Article 1-5, Fees, Fines, and Penalties, Schedule I, Fees, for public hearing on October 8, 2018.

### **Background:**

The Parking Strategic Plan, which was approved by the City Council on December 11, 2018, recommended certain changes to parking encumbrance permits.

Specifically, the plan recommended that the Ordinance governing issuance of these permits be revised and expanded to include time zone regulated parking spaces, as well as metered parking spaces. The plan also recommended that the encumbrance fee be increased from \$10 / parking space / day to \$15 / parking space / day in order to bring the fee in line with new meter rates. Historically, the encumbrance fee has been set at 150% of the maximum daily cost of on-street parking.

The encumbrance permit is also being amended to include situations in which an individual seeks to exclusively occupy a non-metered space beyond the designated time limit.

In addition, the proposed amendments to the Ordinance will provide clarification for the Parking Division and Engineering Divisions concerning when such permits are required, and which activities are exempt from securing such permits.

The FY2019 Parking Budget anticipates \$5,000 in revenues associated with parking encumbrance permits. See FY2019 PCR #966 for more information.

**Discussion:**

The Parking Committee met on August 27, 2018 to discuss the proposed Ordinance. Based upon the Parking Committee's input, the ordinance contains the following provisions:

- 1) Special events, such as, but not limited to, festivals, markets, road races, and walk-a-thons, which receive street closure permits from the City Manager, shall be exempt from paying parking encumbrance permit fees. Recognizing the community development and economic development benefits of such events, the Parking Committee felt it would be prudent to codify the City's historical waiving of parking encumbrance fees for such events. However, recognizing the revenue implications of this policy, the Parking Committee has requested that the City Administration provide an annual report to the Parking Committee estimating the amount of forgone parking encumbrance revenues associated with such events.
- 2) Parking encumbrance permits shall also be required for encumbrance of loading zones.

The Parking Committee recommended adoption of the proposed Ordinance.