



CITY OF CONCORD

New Hampshire's Main Street™
41 Green Street, Concord NH 03301
(603) 225-8570

**PARKING COMMITTEE
DRAFT Meeting Minutes
July 28, 2025 @ 5:00PM
Council Chambers, City Hall Annex,
37 Green Street**

Committee Members in Attendance:

Brent Todd, City Councilor, Parking Committee Chair
Stacey Brown, City Councilor
Karen McNamara, City Councilor

Absent:

Paula McLaughlin, City Councilor

Staff:

Tim Thompson, AICP, Assistant Director of Community Development
Stephanie McKim, Administrative Coordinator

Public:

Megan Ryder
Brendan Ryder

Chair Todd called the meeting to order at 5:00 pm.

1. **Welcome by Chair Todd:** Chair Todd welcomed those in attendance.
 2. **Adoption of June 30, 2025 Minutes:** A motion was made by Councilor McNamara and duly seconded by Councilor Brown to adopt the minutes. The motion passed unanimously.
 3. **Agenda Overview by Chair Todd:** Chair Todd reviewed the agenda.
 4. **Consideration of Items not completed at the June 30 Meeting**
 - (a) **Council Referral: UNH Law Accessible Parking** - Chair Todd summarized the discussion held on June 30 after the quorum was lost. He reported there is concern that UNH Law School should exhaust all their possible remedies for accessible parking on campus first. The Committee recognized opportunities to improve accessible parking in the defined accessible lot on Blanchard Street by removing curbing and grass thereby allowing for an additional accessible parking space. Chair Todd inquired if Mr. Thompson had correspondence with UNH Law administration. Mr. Thompson reported he had emailed Lauren Berger, Assistant Dean for Students and Chief of Operations, and the UNH Law's Diversity Coalition students minutes spanning the past 10 years regarding this subject. Ms. Berger had thanked him for the information and no further correspondence had occurred since December 2024. Chair Todd reported in the work session on June 30, they had recommended Ms. Turner continue to address this parking issue with UNH Law administration.
- Mr. Thompson encouraged the committee consider the following items in making any ordinance change recommendations to the City Council or alternatively, to report back to the City Council with the recommendation that there be no changes made:

- 1 1. Accessible parking spaces within City roadway rights-of-way cannot be reserved for any
2 individual or land owner, and must be made available to any driver with an applicable
3 placard/license plate because the spaces are publicly owned and maintained. Therefore, there is
4 no way to ensure that any accessible public on-street parking space along Washington Street or
5 White Street would be available to a UNH Law student or staff member.
- 6 2. Elimination of any unrestricted parking space that would be replaced by an accessible parking
7 space increases the likelihood that people will further encroach into the surrounding residential
8 neighborhoods to find parking, which has long been the primary complaint of residents in the
9 law school area.
- 10 3. Both neighborhood residents and the City have expressed in the past to UNH Law that the
11 remote parking lots owned by UNH are underutilized, and that students and staff continue to
12 take up parking spaces on-street in closer proximity to the school rather than use the parking
13 lots.
- 14 4. The City as a whole typically does not provide accessible parking spaces when there is
15 opportunity for on-site accessible spaces (UNH Law has 4 off-street accessible spaces currently
16 in the lot on Blanchard Street).

17 Chair Todd moved to take no action on the request and encouraged UNH Law to work with their
18 student population and the school's administration to find a solution on campus to resolve accessible
19 parking issues. Councilor Brown seconded the motion. The motion carried unanimously.
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22 **(b) Request from Councilor Kretovic:** Improper use of Cobblestone strip on Main Street for
23 parking/food delivery drivers – Chair Todd summarized the discussion that occurred during the June
24 30 meeting after the quorum was lost regarding the improper use of Cobblestone strip on Main
25 Street for parking/food delivery drivers. Chair Todd reported Mr. Florence was a key part of the
26 discussion and based on feedback, the solution should be enforcement based and not any changes to
27 ordinances or regulations. Chair Todd reported Councilor Kretovic commented on June 30 that the
28 cobblestone strip on Main Street is improperly utilized by vehicles doing personal business or by
29 local delivery food drivers, thereby making it less safe for travel and pedestrian use. Mr. Thompson
30 reported city staff had done a comprehensive report to the Parking Committee regarding loading
31 zone regulation and Main Street cobble median loading activities back in November 2021. City staff
32 had presented several options to the Parking Committee and the committee voted to take no action
33 at that time. He further reported any changes requiring the City to direct parking enforcement staff to
34 focus on this section of the City would result in less enforcement of parking ordinances and
35 requirements, particularly given the City's land area of 64 square miles. Additionally, this is further
36 complicated by the current staffing shortage in parking enforcement.
37

38 Councilor McNamara suggested that an option discussed in the work session was development of a
39 flyer that would be distributed to local businesses on Main Street requesting food delivery drivers to
40 park in certain locations.
41

42 Chair Todd reported there are obvious safety issues concerning the improper use of the cobble strip
43 loading areas and however this is a topic to be revisited at a later point. The consensus of the
44 committee was to take no further action on this request.
45

46 5. Citizen Requests and City Council Referrals

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48 **(a) Council Referral: Parking improvements near 300 Pleasant Street** - Mr. Thompson summarized
49 the staff report to the Committee. Mr. Thompson reported parking is currently prohibited on the
50 south side of Pleasant Street from Langley Parkway to about 930' to the west. The ordinance is silent
51 on parking beyond this point to the west along Pleasant Street. While there is not a sufficient paved
52 shoulder to accommodate parking in this section, there is no curbing and a grass panel separates the
53 roadway from the sidewalk along the south side. This layout has resulted in vehicles parking along
54 the roadway, on the grass panel (which has been significantly degraded due to the vehicle activity)
55 and often times even on the sidewalk.
56

1 Councilor McNamara inquired if the vehicles parking in this section of Pleasant Street were
2 employees of assisted living facility located at 300 Pleasant Street (the *Birches at Concord*). Mr.
3 Thompson reported that, to his knowledge, they are. Councilor McNamara inquired if the Birches has
4 been notified of the parking issue resulting from staff parking on the North side of Pleasant Street
5 and if they could provide additional parking on site. Mr. Thompson reported no formal conversation
6 has been had with the business and a review of the GIS aerial map of 300 Pleasant has limited
7 parking in the front portion of the building and it does not show additional parking in the rear of the
8 building. Mr. Thompson reported given that the grass panel and sidewalk are not designed for
9 parking, the Committee should consider if a parking restriction on Pleasant Street from Langley west
10 to the convergence with Hopkinton Road is appropriate, and if outreach to the assisted living facility
11 is appropriate, given it appears their employees are utilizing the area along the roadway shoulder
12 and sidewalks.

13
14 Councilor Brown reported walking and biking on this section of the road and has safety concerns due
15 to parked vehicles obstructing the field of view of oncoming traffic, and pushing cyclists out into the
16 travel lane. Chair Todd reported this may have been an oversight in creating an ordinance on both
17 sides of the street.

18
19 Mr. Thompson recommends the committee consider restricted parking on both sides of Pleasant
20 Street from Langley Parkway heading west to the intersection with Dunbarton Road/Hopkinton
21 Road.

22
23 Chair Todd opened the discussion to the public for comment.

24
25 Mr. and Mrs. Ryder, 307 Pleasant Street, made several comments about Pleasant Street. Mr. Ryder
26 noted, the Birches may be able to reconfigure the parking area in front of their building to
27 accommodate more parking. Mr. Ryder reported this parking issue is more problematic around
28 holidays and during the winter season.

29
30 Councilor Brown moved to direct staff to prepare an ordinance amendment that would extend no
31 parking on both sides of Pleasant Street from Langley Parkway to the intersection with Dunbarton
32 Road/Hopkinton Road. Councilor McNamara seconded the motion. The motion carried unanimously.

- 33
34 **b) Council Referral: Consideration of parking changes in the vicinity of Concord High School –Mr.**
35 Thompson summarized the staff report to the Committee. Mr. Thomson noted Mr. Schinella's
36 requests are counter to the prevailing policy limiting the amount of on street parking the committee
37 and City Council has taken over time. The changes on Warren Street specifically are inconsistent with
38 the request of the School District back in 2018 (when the bump out and sidewalks were constructed,
39 the City Council by recommendation of the parking committee, changed the previous 2-hour parking
40 zone to the current 20-minute parking zone).

41
42 Mr. Thompson recommends the Committee first determine if making a policy change such as this is
43 appropriate before recommending any changes to the parking ordinance in the Concord High School
44 (CHS) area. With regard to Mr. Schinella's secondary requests, staff reminds the Committee that a
45 full "audit" of the areas surrounding CHS for parking restrictions took place in late 2023. Lastly, the
46 question of a general agenda item on CHS parking is a decision that the Committee can choose to
47 take, but participation from the School District/CHS has been difficult to achieve.

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49 Discussion ensued around parking ordinance in the vicinity of Concord High School, School District
50 involvement, Memorial field parking availability and impact of potential change to traffic and safety
51 in the vicinity of the school.

52
53 Regarding Mr. Schinella's ordinance amendment requests, consensus of the Committee was to take
54 no ordinance action as his suggestions would open up more on-street areas to CHS student parking,
55 whereas the general policy since at least 2004 has been to limit the on-street availability of parking
56 to CHS students

57
58 Regarding Mr. Schinella's other requests, the Committee found that the staff "audit" of the areas
59 surrounding CHS for parking restrictions took place in late 2023 have already been reviewed and

considered by the Committee, and need not be repeated. Lastly, the Committee determined that a general agenda item on CHS parking on all agendas was not necessary, but the Committee remains open to further discussions with both the School District and CHS administration if they choose to participate, noting that to date participation from the School District/CHS has been difficult to achieve.

- c) **Council Referral: Consideration for the elimination of a parking space on South Fruit Street between 66 South Fruit Street and the Memorial Field Entrance** – Mr. Thompson summarized the staff report to the Committee. Mr. Thompson stated that while parking in this location is not an issue during the seasonal time restrictions, clearly, it can be problematic from a safety standpoint during large events at Memorial Field outside of the restricted times. Anything other than a compact car will have problems “fitting” into the space without encroaching on the residential driveway, and any vehicle parked there will negatively impact sight distance from the Memorial Field parking area.

The Committee generally discussed the overall issues associated with parking and the overall impact to the resident.

Chair Todd moved to request staff to consult with the City Solicitor to determine if this would require an ordinance amendment or if it could be a field change to relocate the existing sign to the north edge of the resident’s driveway located at 66 South Fruit Street. Councilor McNamara seconded the motion. The motion carried unanimously.

6. **Mobile Parking Apps:** Postponed

7. **Financials: Parking Fund financial statements from February – May 2025.** Mr. Thompson reminded the Committee that May was the most recent data available, as the June information is compiled with the end of the fiscal year reporting, which takes some time for the Finance staff to prepare. The fiscal year for the Parking Fund typically starts in the negative due to expenses being front loaded in the new fiscal year and as the City receives meter and violation revenue the Parking Fund over the course of the year, generally ending the year in the positive.

i. Revenues: Total revenues Fiscal Year to Date (May 31) were \$2,982,543.32 or 96% of budget.

ii. Expenditures: Actual total expenditures for Fiscal Year to Date (May 31) were \$2,922,970.13 or 86% of budget.

Mr. Thompson reported the Parking Fund budget is \$59, 573.19 ahead of projections as of May 31.

A brief discussion ensued around budget, revenue, expenses, and parking enforcement staffing.

8. **Updates – State Street Garage RFQ/E:** Mr. Thompson reported the parking study for the State Street is currently underway and the consultant team awarded the project is Fishbeck Associates who are sub-consulting with Nelson/Nygaard. The City has utilized the \$75,000 in the Fiscal Year 2024 capital budget to get this study started and additional funds from the Fiscal Year 2026 capital budget to fund the remainder of the study, which is estimated to cost approximately \$159,000. Nielson/Nygaard is planning on attending the August Parking Committee meeting to discuss utilization rates and parking capacity. Mr. Thompson reported he will be seeking input from the Parking committee and next steps on public participation and input from the community.

Discussion ensued around time frame study completion, public comment, and potential parking garage solutions.

9. **Next Meeting** – August 25, 2025

10. **Other Business:**

- (a) Councilor Brown reported by City ordinance the Parking Committee is ad-hoc committee. She inquired if the committee supported formalizing the Parking Committee. A brief discussion ensued

1 around when it became an ad-hoc committee, and the rationale behind making it an ad-hoc.
2 Discussion concluded, and the committee took no action on this.
3

- 4 (b) Mr. Thompson reported an update for the Storrs Street garage lease to permit conversion for Capital
5 Commons, LLC. He had not yet received the signed agreements from Capital Commons. These
6 agreements (Development Agreement amendment and new Master Parking Agreement) will make
7 Capital Commons' leased spaces in the Storrs Street garage permit parking. Capital Commons in
8 continuing under the existing agreements with the leased parking spaces paid for the first quarter of
9 the fiscal year, with a goal of by October 1st moving leased spaces to permitted spaces. Mr.
10 Thompson has completed an inventory of all parking spaces in the Storrs Street garage and is
11 working on a new parking layout, shifting metered spaces, new permit spaces, and the remaining
12 leased spaces. This new reorganized layout resulting from the Capital Commons conversion to
13 permit parking will open up approximately 18 additional spaces for metered parking to the public.
14

15 A motion was made by Councilor McNamara and duly seconded by Councilor Todd to adjourn. The motion
16 passed unanimously.
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18 11. **Adjourn:** Meeting adjourned at 6:28 PM.
19

20 Respectfully Submitted,
21

22 Stephanie McKim
23 Administrative Coordinator