



CITY OF CONCORD

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

PARKING COMMITTEE
DRAFT Meeting Minutes
August 25, 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, Ali Sekou, City Councilor
Ali Sekou, City Councilor

Staff:

Tim Thompson, AICP, Assistant Director of Community Development
David Florence, Parking Supervisor
Stephanie McKim, Administrative Coordinator

Public:

Kelsey Tustin, Project Planner with Nelson\NyGaard
Bill Schwartz, AICP, Policy Advisor with Nelson\NyGaard
Mathew Komisarek

Chair Todd called the meeting to order at 5:07 p.m.

1. **Welcome by Chair Todd:** Chair Todd welcomed those in attendance.
2. **Adoption of July 28, 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. **State Street Garage Study / Downtown Parking Supply and Occupancy Presentation**

Kelsey Tustin, project planner, and Bill Schwartz, senior principal, of Nelson\NyGaard introduced themselves to the Committee. Ms. Tustin reported Nelson\NyGaard is a transportation planning consulting firm based out of Boston. Mr. Thompson reported Fishbeck is the main consultant for this project and they are doing the structural and engineering evaluation for the State Street garage and Nelson\NyGaard is doing the downtown parking system analysis and utilization rate study portion of the project. He reported this study will assist in the decision making for the future of the State Street garage.

1 Ms. Tustin reported Fishbeck is working on the analysis focusing on the commercial core
2 surrounding the State Street Garage and legislative office buildings. She reported the dates of
3 field observation were Thursday June 5th and Saturday June 7th both between the hours of 10
4 a.m. and 7p.m. Ms. Tustin noted heavy rain may have been a factor in the count for June 7th.

5
6 Ms. Tustin reported the analysis found there are approximately 6,500 parking spaces in the
7 study area with 25% being on street and 75% being off street. She reported on street parking
8 demand was higher than off street parking.

9
10 Chair Todd inquired if this study area includes the entirety of Storrs Street. Mr. Thompson
11 reported it does not include the area that the meters were removed on Storrs Street.

12
13 Ms. Tustin reported both days peaked at 1p.m. for on street/off street parking and were well
14 below functional capacity of 85% utilization. She did note there is higher demand in the
15 downtown core but low utilization rate overall.

16
17 Ms. Tustin reported there was little change in peak utilization since the parking study done in
18 2015. She reported there was a slight increase in Saturday utilization peaks from 25% to 29%.
19 Ms. Tustin reported on street utilization remained stable, while the State Street Garage saw
20 increased utilization since 2015 from 54% to 67% weekday peak. She noted this is well below
21 functional capacity level. Ms. Tustin reported there is still a preference for on street and off-
22 street parking was generally higher on weekdays. She reported on both recent observation
23 days, the garage was underutilized, with a 7 p.m. utilization of 31% on Thursday and 14% on
24 Saturday.

25
26 Ms. Tustin reported the next step in the study assessment are:

- 27
28 1) Scenario Modeling: Evaluate impacts of different facility replacement approaches of the
29 State Street Garage.
30 2) Management Strategies: Develop recommendations for enhancing parking management
31 strategies.
32 3) Public Survey: Gather input from residents, employees, and visitors on current parking
33 experiences and future options.

34
35 Councilor McNamara inquired if parking signage impacts parking garage utilization and if
36 Concord is properly utilizing signage for the parking garages. Ms. Tustin reported they did not
37 do a full wayfinding analysis but parking signage could always be improved upon and can be
38 helpful as downtown grows. Mr. Schwartz reported they are working in Portsmouth and there
39 is heavy demand for parking in the summer. On a recent field visit to Portsmouth, a discussion
40 was had that there is parking in Portsmouth however, visitors do not know where to go. He
41 further reported Portsmouth recently completed a parking study that investigated and
42 recommended investing in electronic wayfinding systems. Mr. Schwartz reported this may be
43 something Concord could consider in the future to increase the likelihood of parking garage
44 utilization. It can help visitors locate garages and then navigate to their destination in the City
45 from there.

46
47 Ms. Tustin reported they have 3 parking scenarios as part of their modeling:

- 48 1) Renovate and rehabilitate existing garage, 238 spaces total
49 2) Demolish garage and construct surface lot (same property lines), reduce to approximately
50 65 spaces total
51 3) Demolish garage and construct a new larger facility, with approximately 400 spaces total
52

Ms. Tustin reported the analysis will test where displaced State Street Garage customers would most likely park under each replacement scenario. She requested the committee confirm the subarea for scenario development to include the proposed boundaries:

- West: Spring Street
- North: Centre Street
- East: N. Main Street
- South: Fayette Street / Lincoln Street

A brief discussion ensued around future housing development, recent State Legislation regarding parking spaces for development, and permit parking in garages.

Chair Todd confirmed the consensus of the committee in favor of the subarea for the parking scenarios.

Ms. Tustin reported they have prepared a public survey and proposed the timing to open the survey for September 2 through September 30.

A brief discussion ensued around promoting the survey through various opportunities and survey question categories.

5. Citizen Requests and City Council Referrals

a) Council Referral: Veteran License Plate meter discount request

Mr. Thompson summarized this was a referral from the August 11 City Council meeting. Councilor Horne, on behalf of Matt Komisarek, requests the Parking Committee review if the City should provide for free parking for those with veteran license plates at metered parking spaces. The communication references the Cities of Portsmouth and Dover, which each provides some free parking for veteran license plate holders. Mr. Thompson reported Staff reviewed the recent Portsmouth parking ordinance change, which entitles those with veteran or other military plates up to 3 hours of free parking per day at metered spaces. In Dover, the ordinance is different, allowing those with veteran plates free parking at two specific locations only (a parking garage and an off-street metered lot), while allowing free parking at all metered spaces for those with specific plates (Purple Heart, Gold Star, or Prisoner of War).

Mr. Thompson reported Portsmouth and Dover have progressive parking rates (which get more expensive per hour the longer a vehicle is parked) and overall rates higher than Concord, as such the overall cost of parking is nearly double Concord's rate for on-street metered spaces and, depending on the garage and community, between 125% and 300% of Concord's rate for the initial 3 hours where a veteran plate free parking benefit would be applicable.

	On-Street Metered Parking	Garage/Off-Street Parking Lot
Concord	\$1 per hour, M-Sat, 9A-7P	\$0.50 per hour, M-F, 9A-7P (most lots free)
Dover	\$1.25 per hour for first 2 hours, \$2.25 per hour for hours 3 & 4, \$3.25 per hour after 5 hours, M-Sat 9A-8P	\$1.25 per hour for first 2 hours, \$2.25 per hour for hours 3 & 4, \$3.25 per hour after 5 hours (off-street lot parking enforced M-Sat 9A-8P, garage parking enforced 24 hours per day, 7 days per week)

Portsmouth	\$2 per hour for first 3 hours, then \$5 per hour, M-Sat 9A-8P & Sun 12P-8P	\$2 per hour (Hanover Garage) 7 days per week (\$5 all day Sun parking for Portsmouth residents), \$1 per hour (Foundry Garage) 7 days per week (Free all-day Sun parking for Portsmouth residents),
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Mr. Thompson encouraged the committee to consider the following when reviewing the referral, and in making any recommendations to the full City Council:

- A benefit such as is being sought would be open to all veteran plate holders, and could not be limited to residents of the City only;
- The financial impact of such a change is very difficult to predict, as there were approximately 85,000 veteran plates issued in the State of NH as of 2024;
- Any loss of revenue to the Parking Fund impacts the ability to complete capital projects using revenues from the Parking Fund, and increases the likelihood of needing to use taxpayer funds;
- Enforcement of time limits would need to be followed at metered spaces (much as accessible spaces are subject to time limits). This would require enforcement staff to add chalking vehicles with veteran plates at metered spaces, which decreases staff efficiency; and
- Veterans in Concord are already eligible for property tax exemptions which are designated to benefit City residents directly.

Councilor Brown inquired when Portsmouth and Dover instituted Veteran Plate parking discount. Mr. Thompson reported Portsmouth just passed this change in early August. He believes Dover passed this in 2024. The financial impact to parking revenue cannot be determined yet in Portsmouth, and staff has not researched the revenue impacts in Dover yet.

Matthew Komisarek reported he is a Concord resident, full-time service member with the Army National Guard and a long-time supporter of veterans. Mr. Komisarek became aware of the veterans parking discounts in Portsmouth and Dover and further reported, Concord as the State Capital should consider supporting veterans in this way as well. This veteran parking discount could encourage more veterans to visit the businesses in downtown area and could positively impact downtown economic activity as a result.

A discussion ensued around parking time frames, first responders and highway crews, the parking study, and effect on parking revenue and tax payers.

Chair Todd stated that the Committee would revisit this request in November/December so members and City Staff can gather more information.

b) Staff Initiated Request: Accessible parking spaces ordinance clarifications (time limits)

Mr. Thompson reported potential redevelopment in the Eagle Square/Storrs Street area and there is an examination of two accessible parking spaces in the Dixon Avenue area that are being used by residents of the area for long periods of time every day. The current ordinance calls for the accessible spaces being limited to the prevailing time limit in the area. The spaces in question are located equal distance to the 3-hour zone on Main Street and the 10-hour zone on Storrs Street.

1 Mr. Thompson reported the location and number of accessible parking spaces around
2 the City have changed since the ordinance was last updated, particularly as it relates to
3 the improvements made after the Main Street project was completed. He is doing an
4 inventory of the accessible spaces to update the ordinance table. He requested the
5 committee concur with his proposal to move ordinance revisions directly to City Council
6 without a formal recommendation from the Committee.

7
8 The Committee concurred with this approach.
9

10 **6. Financials**

11 12 a) FY2026 Financial Statement Year-to-Date (July)

13 Mr. Thompson reported year-end financial information for Fiscal Year 2025 for the
14 Parking Fund will most likely be available in September. Mr. Thompson reiterated to the
15 Committee that typically the first half of a Fiscal Year begins with a negative
16 operating balance due to expenses being front loaded in the calendar. As of July 31, the
17 parking fund has a negative \$345,976.15 balance. Mr. Thompson reported this is within
18 expectations for this point of the fiscal year.
19

20 **7. Other Business**

21
22 Mr. Thompson reported the State's new Legislative parking garage is proceeding well
23 with construction, and is expected to be complete early next year. He reported part of
24 the City's Capital Improvements Program included a reconfiguration of the side walk,
25 crosswalks, and bump outs along Green Street. Mr. Thompson further stated there are
26 going to be minor changes to on-street parking configurations. He requested much like
27 the accessible parking ordinance revisions previously discussed, that the committee
28 concur with his proposal to move ordinance revisions directly to City Council without a
29 formal recommendation from the Committee
30

31 The Committee concurred with this approach.
32

33 A discussion ensued around the City Council decision regarding School Street parking
34 ordinance amendments that were tabled at the August City Council meeting.
35

36 **8. Review Future Meetings**

37 38 a) October 27 39 40

41 **9. Adjourn:** Meeting adjourned at 6:40 PM.

42
43 Respectfully Submitted,
44

45 Stephanie McKim
46 Administrative Coordinator