



# CITY OF CONCORD

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

**PARKING COMMITTEE**  
**DRAFT Meeting Minutes**  
**June 30, 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  
David Florence, Parking Division Supervisor

**Public:**

Owen Turner  
Lynn Pearson  
Charla Mayotte  
Gary Coffin  
Bob Maccini  
Rebecca Maccini  
Lexi Turner

Chair Todd called the meeting to order at 5:03pm.

1. **Welcome by Chair Todd:** Chair Todd welcomed those in attendance.

2. **Agenda Overview by Chair Todd**

Chair Todd requested, and the Committee agreed, to hear certain items out of order on the agenda.

3. **Adoption of March 3, 2025 Minutes:** A motion was made by Councilor McNamara and duly seconded by Chair Todd to adopt the minutes. The motion passed unanimously.

1 **4(e) Citizen Request: Time zone elimination or Resident Permit Parking Area expansion**  
2 **request (Union Street)**  
3

4 Mr. Thompson summarized the staff report to the Committee. Mr. Owen Turner contacted staff  
5 and Councilors requesting that the City either eliminate the 3-Hour time zone for parking on  
6 Union Street, or allow for residential parking permits for residents in the area.  
7

8 Union Street was designated a 3-Hour time zone (and no parking during winter months on the  
9 east side) following adoption of Ordinance #2688 by the City Council in December of 2007 (see  
10 attached ordinance and report to the City Council). He stated that because this area is in the  
11 more central downtown urban core, 3-Hour time zones (with both 3-Hour and 10-Hour  
12 metered spaces in the vicinity as well) are common practice to ensure turnover of parking  
13 spaces during weekday daytime hours. Lastly, he reminded the Committee that any changes to  
14 time-zones or addition of permits would impact the parking fund as it would shift/eliminate  
15 revenue (from enforcement, and limited replacement of that revenue through the permit  
16 process).  
17

18 Councilor McNamara summarized her conversations with Mr. Turner in April. She stated that  
19 she explained the rationale for the time limited parking near the City's downtown core, and that  
20 Mr. Turner lived 3 houses away from Washington Street where there is unrestricted on-street  
21 parking available. She noted in her visit to the area that approximately 20-23 parking spaces  
22 were available on both Washington and North Spring Streets, in the vicinity of Mr. Turner's  
23 home on Union Street, where there is on-site parking available.  
24

25 Mr. Turner summarized his situation to the Committee, that the 3-hour time limit is an issue for  
26 residents on Union Street, that he works from home and often has to move his care multiple  
27 times per day to avoid tickets, that the majority of homes along the street are multi-family with  
28 limited on-site parking available, that he felt is unfair that North Spring Street did not have time  
29 restrictions despite being a similar street, and finally that given the staff comments and  
30 discussion that he believed a 10-hour time limit would be a reasonable compromise.  
31

32 Mr. Turner's landlord, Lynn Pearson, addressed the Committee, supporting Mr. Turner's  
33 request. Ms. Pearson stated that she owns 4 properties on Union Street, totaling 18 housing  
34 units, ranging from 1-bedroom to 4-bedroom units. Of the 18 units on the 4 properties, she is  
35 only able to provide 16 total on-site parking spaces, necessitating her tenants to utilize on-  
36 street parking. Two of her buildings have no on-site parking at all.  
37

38 The Committee inquired about and discussed frequency of violations/tickets, home occupations  
39 in the area, the rationale for the 3-hour time zone restrictions, availability of unrestricted  
40 parking in the general area, the increase to traffic in the area, particularly following the opening  
41 of the new coffee shop on Washington Street, pros and cons of changing to 10-hour time zone,  
42 the potential for downtown employees parking along the street if it were to become  
43 unrestricted, and the Committee's desire to hear from more than just a single resident before  
44 making any ordinance changes.  
45

46 Consensus of the Committee was to take no ordinance action at this time, but to advise Mr.  
47 Turner that he can return in the future if he has additional information or additional area  
48 residents to bring other concerns to the Committee.  
49  
50

1 **4(c) Council Referral: Meter Feeding/Loading/Permit Parking (Charla Mayotte, Celeste Oliva**  
2 **at 8 N Main Street)**

3  
4 Mr. Thompson summarized the staff report to the Committee.

5  
6 Mr. Florence explained the ordinance language and enforcement procedures associated with  
7 “meter feeding.” Councilor Brown asked if any consideration was given regarding 1<sup>st</sup> offense  
8 and subsequent offenses. Mr. Florence stated that the ordinance does not specify a timeframe,  
9 so a second offense could be at any time after the first offense tied to a vehicle/license plate.

10  
11 Ms. Mayotte and the Committee discussed the issues surrounding loading product specific to  
12 her retail store, differences between loading and parking, the usage of encumbrance permits,  
13 and the impact of parking spaces lost during outdoor dining season. Mr. Thompson and Mr.  
14 Florence suggested loading early in the morning before enforcement hours, as far fewer cars  
15 are parked at that time along Main Street.

16  
17 Councilor Brown inquired if the encumbrance permit process could be used for Ms. Mayotte’s  
18 situation. Staff stated that encumbrance permits are not designed for regular loading  
19 operations, but rather for construction related activity, or significant moving of items in and out  
20 of a business (such as furniture or other “one time” kinds of situations). Ms. Mayotte suggested  
21 that preparation for special events such as the Deerfield Fair or Market Days might be  
22 infrequent enough for the use of encumbrance permits in those situations.

23  
24 Consensus of the Committee was to take no ordinance action at this time, but directed the  
25 Parking Division to allow encumbrance permits for no more than 2-3 times per year for special  
26 events for Ms. Mayotte, and stated that the Committee will examine revisions to the  
27 encumbrance permitting process at the time rates and penalties are discussed and procedures  
28 and a future ordinance amendment addressing the amount of time between offenses for meter  
29 feeding offenses (setting a limit on when a second offense is valid).

30  
31 *The Committee took a brief recess at 6:20 PM, and reconvened at 6:27 PM.*

32  
33 **4(b) Council Referral: Restricting parking to one side of the street on School Street south of**  
34 **Liberty Street**

35  
36 Mr. Thompson summarized the staff report to the Committee, and pointed out the testimony  
37 received by e-mail since the last meeting of the Committee.

38  
39 Mr. Coffin admitted that there has been an increase in parking usage in the area by Concord  
40 High School (CHS) students since his wife was successful in 2020 to have the previous 2-hour  
41 time zone restriction removed between Liberty and Pine Streets. He stated that he was not in  
42 favor of returning to the previous restrictions. He stated his preference was for resident permit  
43 parking in the area and expressed a willingness to volunteer his time to help develop such a  
44 program if it were to be considered. Lastly, he reluctantly expressed that if there were to be  
45 changes, that it be limited school hours only and to one side of School Street, not both. In  
46 response to questions from the Committee, he stated that there have occasionally been  
47 problems with CHS students blocking driveways or impeding snow removal.

48  
49 Mr. & Mr. Maccini recalled that the impetus for the changes in 2020 were that Mr. Coffin’s  
50 tenants were getting parking tickets “all the time” so the Coffins successfully got the Parking  
51 Committee and Council to remove the restrictions, and the unintended consequence has been  
52 the CHS students overwhelming the area with parked vehicles during the school day. They  
53 expressed that they felt the school hours parking restrictions would be a good fit for the School  
54 Street section in question, and also suggested opening up one side of Liberty Street as well due

1 to the width of the street. Mr. Thompson reminded the Committee of the array of restrictions,  
2 presenting the map from his 2023 CHS Parking area review memo.  
3

4 The Committee generally discussed the overall issues associated with CHS student parking, the  
5 impacts to residential areas, the availability of parking at Memorial Field for students,  
6 frustration at the lack of direct input from the School District, and expressed understanding of  
7 the complexity of the issues given societal changes for students driving to school.

8 A motion was made by Councilor Brown to restrict parking on both sides of School Street  
9 between Liberty and Pine Streets to No Parking 7 AM to 3PM Monday through Friday between  
10 September and June. The motion failed for a lack of a second.  
11

12 A motion was made by Councilor McNamara and seconded by Chair Todd to restrict parking on  
13 the north side of School Street between Liberty and Pine Streets to No Parking 7 AM to 3PM  
14 Monday through Friday between September and June. The motion passed unanimously.  
15

#### 16 **4(a) Council Referral: UNH Law Accessible Parking – Continued Discussion**

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18 Mr. Thompson stated he had no new materials to present to the Committee.  
19

20 Ms. Turner began by summarizing the additional work she had been doing regarding accessible  
21 parking at UNH Law, particularly the limited on-site accessible parking (6 spaces).  
22

23 *Councilor Brown left the meeting at 7:11 PM.*  
24

#### 25 **10. Adjourn:**

26

27 With only 2 members of the Committee present, a quorum was not available to continue the  
28 meeting.  
29

30 General discussion of the remaining agenda items was held among the remaining Committee  
31 members, and a future meeting date was discussed for July 28.  
32

33 As such, the meeting was adjourned due to a lack of quorum at 7:12 PM, and all unfinished  
34 agenda items will be discussed at the next scheduled meeting.  
35

36 Respectfully Submitted,  
37

38 Timothy J. Thompson, AICP  
39 Assistant Director of Community Development