

Parking Committee
37 Green Street, City Council Chambers
Draft Minutes
July 22, 2024

Attendees:

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

Staff:

Amanda Lombard, Fiscal Tech III, Parking Division
David Florence, Parking Division Supervisor
Tim Thompson, AICP, Assistant Director of Community Development

Attendees:

William Hart
Cara Meeker
Fallon Ray
Kendra West-Senor

The meeting was called to order by Councilor Todd at 5:00 p.m.

- 1) **Welcome and Introductions:** Councilor Todd welcomed the Committee members and attendees to the Parking Meeting.
- 2) **Overview of Agenda:** Councilor Todd provided an overview of the meeting agenda.
- 3) **Adoption of Minutes:** Councilor McNamara moved to adopt the meeting minutes of April 29, 2024. Councilor McLaughlin seconded the motion. The motion carried unanimously.
- 4) **Citizen Requests and City Council Referrals:**

- a. **William Hart, US Marshall, District of NH-Request for 4 parking spaces near the Federal Courthouse be designated for US Marshall Service use:** Councilor Todd provided an overview of this request and stated this is a continuation of the April 29, 2024 meeting were the committee thought it was best to obtain additional information regarding parking and revenue for the area around the Federal Courthouse.

Mr. Thompson referred the committee to the memorandum that was enclosed in the agenda packet which included meter data. Both he and the Parking Manager support the compromise proposal to provide three additional spaces, rather than 4, along Pleasant Street near South Street for "Law Enforcement Only" with the understanding that no further additional spaces will be removed from metered parking in the future unless there is a policy change at the City or Federal level that would allow for revenue recapture for spaces removed from public availability.

Mr. Florence stated the meter revenue is low in that section of Pleasant Street and the three recommended parking spaces are in line with the Law Enforcement Only parking spaces that already exist. US Marshal William Hart thanked the committee for their consideration and stated he was comfortable with the recommendation of the three spaces.

Councilor Todd moved that staff develop the appropriate ordinance for City Council consideration for the provision of three additional "Law Enforcement Only" parking spaces on Pleasant Street adjacent to the United States Federal Building. Councilor McNamara seconded the motion. The motion carried unanimously.

- b. **Erin Nevin (13 Thompson Street):** Councilor Todd provided the committee with an over view of Erin Nevins' requests. She is requesting the approval of a second handicap accessible parking space in front of

1 the Library at 45 Green Street. The second request is for a reconsideration of intersection parking setbacks
2 along South State Street which was previously discussed by the Committee in April of 2024.

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4 Mr. Thompson stated Ms. Nevin attended the parking meeting in April with a request for a Handicap
5 parking space in front of her home on Thompson Street. Ultimately Mr. Florence sent a Parking Officer to
6 her home to explain the 48-hour parking rule which states a vehicle can park in a space for 48 consecutive
7 hours before it has to move. This satisfied the need for an accessible space and the request was resolved.

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9 Ms. Nevin sent an email to staff and Chair Todd on May 1st with three requests. Her first request for
10 additional accessible (formerly called "handicap") parking spaces in front of the YMCA was not placed on
11 the agenda by staff because this same request was brought to the Parking Committee back in 2022 and was
12 ultimately brought to City Council in 2023. The Council accepted the Parking Committee report, but denied
13 the request to designate an accessible parking space near the YMCA.

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15 Mr. Thompson stated Ms. Nevins' second request for adding a second accessible parking space in front of or
16 across from the Library at 45 Green Street. Mr. Thompson stated there are currently four accessible
17 parking spaces in the general vicinity which are within 275 feet of the Library. There are two accessible
18 spaces on Green Street; one in front of the Library and one in front of City Hall. There are two accessible
19 spaces in the Prince St (Audi) public parking lot. In addition, Mr. Thompson reminded the committee that
20 anyone with a disability placard or disability plates can park in any legal parking space without paying to
21 park as long as they adhere to the parking time limits. Given these circumstances the staff is not
22 recommending any modifications on the accessible parking around the Library.

23
24 Mr. Thompson stated Ms. Nevins' third request is to ask the Committee to reconsider the decision to not
25 recommend any further action regarding the intersection parking setbacks along South State Street. By
26 consensus, the Committee determined no action was necessary, as this was decided upon in April.

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28 Councilor McNamara moved to accept the staffs report for no recommendation. Councilor Todd seconded
29 the motion. The motion carried unanimously.

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31 **C. Cara Meeker, Sound & Color Music and Arts Festival:** Councilor Todd welcomed Cara Meeker and
32 Fallon Ray to the meeting. Ms. Meeker stated they belong to the organizational committee for the first
33 annual Sound & Color Music and Arts Festival to be held this October 18th and 19th. She referred the
34 committee to the proposal submitted. The Organizing Committee is requesting permission from the City to
35 install a photographic exhibit on the windows of the Storrs Street Garage due to the location being central
36 to the hub of the festival which will be held on Main Street between Pleasant Street and the Concord Food
37 Co-op. Ms. Meeker referred the committee to the design they are requesting to have displayed.

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39 Ms. Ray explained the mock up designs are from three New Hampshire-based artists. They are requesting
40 that the photographic exhibit be displayed until December of 2024, but ideally would like to have the
41 exhibit up until Fall of 2025 when they can have a new installation of photographic exhibits installed. They
42 are requesting the approval to install the exhibit as soon as September. She expressed that ideally, they
43 would like to have the exhibit up year-round.

44
45 Ms. Ray stated the material is made up of perforated vinyl so you can see through the material. The vinyl is
46 easy installed with a water-solution adhesive that is easy to remove. The Organizing Committee also
47 requests permission to install LED lights on the same windows as the art displays. The lighting options are
48 plentiful and economical and would be a unique addition to the nighttime display of the garage during the
49 duration of the festival. The instillation of the lighting is contingent and not required for the installation of
50 the vinyl art. She stated they have been working with Spectrum and Sign-O-Rama and they would be
51 executing the installation of vinyl, all they would need to provide is the lift.

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1 The lighting would be battery powered LED strips as to not require any electrical connection with the
2 facility.

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4 Councilor Brown suggested there may be opportunities for collaboration with other groups.

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6 Councilor Todd suggested making the City Council aware that this organization would like to continue
7 these events yearly.

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9 If approved by the Council, it is recommended that the Committee return to the Parking Committee yearly
10 for additional approvals for any new designs.

11
12 Councilor McNamara moved to direct staff to prepare a resolution to enter into a license agreement with
13 the Sound & Color Music and Arts Festival to permit the art installation year-round and lighting during the
14 event for the City Council's consideration. Councilor McLaughlin seconded the motion. The motion carried
15 unanimously.

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17 d. **Kendra West-Senor – Discussion of Residential Parking Permit denial for property owner (non-**
18 **resident) at 7 Essex Street:** Councilor Todd provided an overview of Kendra West-Senor's request for a
19 residential parking permit due to her being the owner of 7 Essex Street.

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21 Mr. Thompson stated he received a call from Ms. West-Senor who had submitted an application for a
22 residential parking permit that was denied. She stated she had been awarded a permit previously and is
23 requesting the committee reconsider.

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25 Ms. West-Senor explained that as the property owner she believed it would be appropriate for her to have
26 the ability to use a residential permit for visiting the property to take care of tenant issues and to allow her
27 maintenance workers to park near the property

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29 Mr. Thompson also stated the language of the Residential Parking Permit Ordinance does not allow for non-
30 residents to be eligible for the \$5 resident permit. While it is clear she was granted one in the past, it should
31 not have been issued per the plain language of the ordinance. Additionally, the ordinance does not allow
32 for the transfer of the permit to any third party, so even if she were allowed to have a permit, it could not
33 be utilized by any contractors doing work on her behalf.

34
35 Councilor Todd explained the intent of this ordinance is to make sure the residents in the UNH Law School
36 area are able to park on-street and not be adversely impacted by school related parking.

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38 Mr. Thompson suggested Ms. West-Senor apply for an encumbrance permit when she needs to park on
39 Street for any maintenance that needs to be done. An encumbrance permit is \$15.00 per day per space.

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41 Councilor Brown moved to not recommend any change the ordinance, and confirm the staff denial of the
42 residential permit to a non-resident property owner. Councilor McNamara seconded the motion. The
43 motion carried unanimously.

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45 5) **Financials:** Parking Fund financial statements Year-to-Date (YTD) for Fiscal year 2024 through May 31, 2024.
46 Mr. Thompson reminded the Committee that May was the most recent data available, as the June information is
47 compiled with the end of the fiscal year reporting, which takes some time for the Finance staff to prepare.

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49 i. **Revenues:** Total revenues Year to Date were \$2,845,651.16 or 93% of budget. This figure was
50 approximately \$230,589.87 lower than revenues received in prior year.
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52 ii. **Expenditures:** Actual total expenditures for Year to Date were \$2,728,834.71 or 86% of budget. This
53 figure was \$145,641.45 higher than prior year.

- iii. Gain/Loss Through May 31, 2024, the Parking Fund has a positive net operating income of \$116,816.45.

6) Updates:

- a) **State Street Garage:** Councilor Brown requested an update on the future plans for the State Street Garage as a study is being done. Mr. Thompson stated he is continuing to work on an RFQ/E for the future of the garage and impacts on the parking system.

7) Other Business:

- a) **Complaint Received:** A complaint was regarding coin selector not accepting coin. Discussed with parking staff and resolved.
- b) **Legislative Parking Garage:** Ron Rayner, local resident, addressed the Committee with his concerns regarding public access to the soon to be constructed NH Legislative Parking Garage. Mr. Thompson explained the project had already had a non-binding review with the Planning Board (under RSA 674:54), and the level of security the State has designed with the project. The Committee informed Mr. Rayner that it did not have any review or approval authority on a state project, but that they may bring the issue to the City Council for a potential resolution asking the State to consider public access of some kind.

8) Future Meetings (if determined necessary):

- a) August 26, 2024
- b) September 30, 2024
- c) October 28, 2024

9) Adjournment: The meeting adjourned at 6:35 PM.

Respectfully Submitted,

Amanda Lombard
Parking Division Fiscal Tech III