



CITY OF CONCORD

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

PARKING COMMITTEE
Draft Meeting Minutes
March 03, 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
David Florence, Parking Division Supervisor

Public:

Jaqueline Freese
Robert Maccini
Rebecca Maccini

Chair Todd called the meeting to order at 5:01pm.

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

2. **Agenda Overview by Chair Todd**

Council Referral: UNH Law Accessible Parking

Chair Todd reported that this agenda item has moved to the next meeting on April 28, 2025.

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

4. **Citizen Request: High Street/Summer Street/Shaw Street** – Parking blocking sight distance at intersections

1 Mr. Thompson summarized the staff report to the committee. Councilor Todd received an email
2 from Penacook resident Izabella Peavey on February 21 concerning parked cars on High Street
3 between Summer Street and Shaw Street impeding sight distance. Councilor Todd referred Ms.
4 Peavey to City staff. Mr. Thompson was unable to put this in for the February City Council
5 meeting to obtain a Council referral, therefore this matter was put directly on the March agenda
6 for Parking Committee review.
7

8 Mr. Thompson described his visit to the area in question and displayed photos (on the large
9 screen) of the area in question for Committee review. He reported there is no parking on the
10 northeast side of the road and the southwest side of the road allows on-street parking (except
11 for a no parking area 30 feet from Summer Street to corner of High Street) but has no formal
12 striped parking spaces. Additionally, there is a fire hydrant approximately 16 feet from the
13 Shaw Street intersection on the southwest side. Based on these field conditions, it is clear that
14 there is no legal parking on either of the intersections where blocking sight distance should be a
15 concern. Mr. Thompson stated that any vehicles parking in those areas are in violation of both
16 the posted signs and parking ordinances. Accordingly, he does not feel there is need to change
17 parking ordinances or signage. Residents should report violators to the Parking Division to
18 handle parking enforcement.
19

20 Chair Todd stated that on many occasions the committee has reminded motorists that they
21 should proceed more cautiously at intersection to ensure safe visibility, given the urban nature
22 of many of the City's intersections, particularly during the winter season when snowbanks are
23 present.
24

25 Chair Todd made a motion to take no ordinance action and recommend residents in this area
26 report sight distance issues related to illegally parked vehicles to the Parking Division. The
27 motion was duly seconded by Councilor McNamara. The motion passed unanimously.
28

29 **5. Citizen Request: Freese & Bengston Dentistry (16 Wall Street) – Request for accessible**
30 **parking space**
31

32 Mr. Thompson summarized the staff report to the committee. City staff received an email on
33 February 11 from Denise Wilkinson, Office Manager of Freese & Bengston Family Dentistry,
34 requesting the metered parking space in front of their office building be converted to an
35 accessible parking space. He displayed aerial photographs and site visit photos of the parking
36 space in front of the dental office for the committee to review. He reported individual accessible
37 parking space requests have come before the committee numerous times throughout the years
38 and accessible parking on City roadways can not be reserved for any individual property owner
39 or individual. These parking spaces must be available for any individual with an accessible
40 placard or license plate. The elimination of metered parking for an accessible parking space
41 would also increase the likelihood people would encroach from the surrounding areas to find
42 parking, and result in an impact on the City's parking fund due to loss of meter revenue. Any
43 driver with an accessible placard or license plate can currently use the metered space in front of
44 the dental office without paying the meter / kiosk fee as long as the time limits are observed. He
45 reiterated from previous staff reports that the City only has 15 accessible on-street parking
46 spaces and an additional 26 accessible parking spaces located in the City's three parking
47 garages. The City is judicious in the utilization of accessible parking in the downtown area. He
48 concluded by recommending that the committee review and act accordingly on the request.
49

50 Jaqueline Freese, co-owner of Freese & Bengston Family Dentistry stated that the request was
51 brought forward to alleviate barriers for their aging patients to access both the front entrance
52 and side entrance of the practice. She expressed that vehicles will park in front of the dental
53 practice for the duration of the work day and has made it difficult for aging, handicapped

1 patients arriving on a bus from Havenwood Heritage Heights. Patients can access their
2 driveway for parking and access to the wheelchair lift on the rear of the building in addition to
3 on-street parking. Parking in front of the office would allow for easier access to both the front
4 and side entrance and would allow a bus safer access to offload patients. The dental practice
5 owns three spaces in the lot across the street from the building for patients and staff utilize
6 parking as well.
7

8 Discussion ensued regarding metered space time limits, the inability to reserve this space as a
9 designated dental patient accessible parking space to prohibit other people from parking in
10 front of their building, and ability to use parking lots located around the building.
11

12 Chair Todd stated that unless the committee recommends taking away a metered parking space
13 to make it a loading zone for the bus, the accessible parking space would not necessary provide
14 the relief the dental practice had hoped. It would be available to any driver with an accessible
15 placard or license plate. The bus and dental patients have access to off street parking in the
16 driveway alongside the building, three spaces located across the street, in addition to on-street
17 parking.
18

19 A motion was made by Councilor McNamara and duly seconded by Councilor Todd to take no
20 further action following staff recommendations. The motion passed unanimously.
21

22 6. State Street Garage RFQ&E Update

23

24 Mr. Thompson and Mr. Florence interviewed two firms and have selected one firm to move
25 forward with. There is a follow up meeting scheduled with the firm and City staff to discuss the
26 contract as this was a qualification-based review. The financials come as a separate sealed bid
27 and the firm had additional questions. The City will decide in the coming weeks to either move
28 forward with the selected firm or move in a different direction regarding the garage disposition,
29 which include repair, replace, demolish and convert to a parking lot, or divest for a non-parking
30 use. The study will analyze the structural characteristics of the facility itself and study the
31 parking system's ability to handle the various impacts to the system each option presents.
32

33 Councilor Brown inquired if the firm will review incremental increases in metered parking. Mr.
34 Thompson reports that is not specifically part of this particular study, however he will use some
35 of the data gleaned to present to the committee about rates, fees, and penalties since these have
36 not been updated since 2018.
37

38 6. Financials

39

40 a) FY2025 Financial Statement Year-to-Date (December & January)

41

42 Mr. Thompson reiterated to the committee that typically the first half of a fiscal year begins
43 the with a negative operating balance due to expenses being front loaded in the Fiscal Year.
44 The Parking Fund is tracking as expected and it typically see positive revenue in the 4th
45 quarter of the Fiscal Year. Mr. Thompson and the Deputy Finance manager are comfortable
46 with how the budget is performing. Fiscal Year 24 ended with a surplus of \$311,500 (when a
47 deficit of \$240,000 was budgeted for), as was discussed with the Committee in December.
48 While it is not expected to reach the same magnitude, the City Staff expects the budget to end
49 the Fiscal Year with a surplus if things continue on the current trajectory.

50 7. Updates

51 None Reported
52

8. Review Future Meetings

- i. April 28, 2025
- ii. June 30, 2025

The committee discussed achieving a quorum for the April meeting. Mr. Thompson stated he would examine potential alternate dates and meeting venues as necessary.

9. Other Business:

Chair Todd allowed Robert and Rebecca Maccini to address the committee regarding parking on School Street blocking driveway access, creating barriers to safe traveling, and to request restrictive parking on one side of School Street, even though it was not an agenda item.

Mr. Thompson reported parking on in the area of School Street was previously discussed by the committee in September and October of 2023.

The Maccini's live at 94 School Street. Their neighbors at 98-100 School Street previously came before the committee (several years ago) to request permit parking. The parking committee reviewed the request and moved to open parking on both sides of School Street between Pine and Liberty Streets.

Mr. Maccini believes the parking has become a cause for greater concern in part due to the recent winter weather and Concord High School (CHS) students parking in such a fashion that prohibits access to residential driveways and safe passage down School Street. He stated that privately contracted plow drivers have not been able to access driveways in this section of School Street due to parked vehicles.

Mrs. Maccini reiterated that School Street is one of the only streets near the high school that has open parking on both sides of the street with no restriction on time.

Councilor McNamara inquired if the residents have reported the parking concerns to the Parking Division to enforce. Mr. Maccini states the residents have reported to the Parking Division and some vehicles have been towed as a result. Response from the Parking Division has been favorable but the parking issue is growing.

Mr. Maccini requested restricting parking to one side only on School Street.

Mr. Thompson shared the report that was done in late 2023 regarding parking in the area of CHS, and the various restrictions that exist.

Chair Todd stated without input from CHS, the committee is not in a position to make amendments recommendation to parking ordinances in that area. Mr. Thompson attempted to invite representatives from the School District to discuss the parking concerns around the high school in late 2023 and early 2024 with no success. Mr. Thompson suggested that the City Council Referral that is forthcoming is the appropriate means to address this item rather than discussing as a non-agenda item.

Discussion ensued about alternative parking, speaking with the principal at CHS to address the student parking safety issues, and reaching out to neighbors to encourage them to send an email to the principal as well.

1 Councilor Brown states this matter has been requested to be referral item to multiple
2 committees on the City Council agenda for March 10.

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4 A motion was made by Councilor Brown and duly seconded by Councilor McNamara to adjourn.
5 The motion passed unanimously.

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7 **10. Adjourn:** Meeting adjourned at 5:58 PM.

8
9 Respectfully Submitted,

10
11 Stephanie McKim
12 Administrative Coordinator

DRAFT