



CITY OF DOVER

PARKING FACILITY COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 271 Mast Road, Dover, NH 03820
Meeting Date: **Thursday, September 4, 2008**
Meeting Time: **6:00 pm**

Members Present – Kirt Schuman, Cheryl Murphy, Joyce El-Kouarti, Linda Hagan, Peter Schmidt, Pam Simpson

Members Absent - George Maglaras, Tony McManus, Michelle Sawyer

Introduction – Bruce Woodruff

Presentation – Kirt Schuman

Q&A Session – Moderated by Joyce El-Kouarti

Note: Use of 'Authority' refers to the recommendation to have a body of stakeholders to oversee the parking system and work with the downtown parking manager. The committee is currently investigating how this body would be established in accordance with state statute.

Janet Perry - Employees? Is there anything that can be done to provide spots in further out lots at a reduced rate?

- There are free park and rides already within the city, currently at the Jenny Thompson pool and off of exit 9 (open in a few weeks)
- The FastTrans loop will provide service to the downtown from these lots on a regular basis with short intervals.
- MainStreet, the Chamber or the City should investigate leasing some spaces in outlying private lots to provide this level of permit parking. The spaces in the downtown core should be at the \$50 rate, but other lots could be permitted at a lower rate (St. Charles, Goodwill, Chestnut/Train, Maglaras/River Street, Ames).
- 1000 ft is the farthest people typically walk from a long term parking spot.
- Over 3,000 spaces in Dover, not all will be paid

Janet Perry - What are the projected income figures in general?

- currently \$95,000 per year – projecting \$184,000
- revenue from enforcement doubles
- see appendix M

Dean Trefethen – who paying for kiosks and management and enforcement and how much gross revenue?

- parking authority board fund
- \$310,000 projected annual expenses for personnel, services and equipment and supplies.
- This represents a 15% increase from 2006.

Chris Boldt – the expenses and revenue – where does this reside in the budget now?

- police department budget
- these funds would move to be under the authority



CITY OF DOVER

PARKING FACILITY COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 271 Mast Road, Dover, NH 03820
Meeting Date: **Thursday, September 4, 2008**
Meeting Time: **6:00 pm**

Chris Boldt – feels plan is well thought out, have all the pieces in play. Likes the fact that we are not building tomorrow but that we are going to start saving and planning now – we have to start now. Feels that the perception in Dover was that there wasn't enough parking. Likes paid parking. Does feel that the 24 hour permits that can be used anywhere could cause issues – should sell permits, lot specific.

- The recommendation regarding 24 hour permits being lot specific should be considered. It could be viewed as an added incentive to buy this premium permit.

Linda Merullo – If all funds move out of the police department budget to the parking authority, what happens to revenue for the Dover PD.

- the parking authority would be funding anything parking related, including personal and equipment, but other transportation related operations would remain with the police budget.
- Per the Chief of Dover PD – There could be some fund transfers to or from the authority, as some police staff complete parking related functions as a percentage of their job. DPD has done time studies to figure out what percentage of their jobs is parking. DPD and can provide a definitive breakdown in percentages of their job functions
 - Sgt Speidel – 30% parking enforcement / 70% traffic, etc..
 - Second Employee (not sure name) – 75% parking, 30% reports
 - Parking enforcement on the streets – 100% parking

Marty Coyle – lives near 4th and 5th, west of chestnut – nice to see the Rizzo study moving forward. Currently on 4th and 5th it's free parking except for winter. Is this plan being recommended seasonal (winter parking ban). If not seasonal, sees that as putting more pressure on public works on getting the streets cleaned.

- The Parking recommendations will be in effect year round.
- The concerns are warranted and will need to be monitored by the authority.
- Should outlying streets see a large influx of long term parking on street, residential on-street programs should be considered.
- The committee did not address the Winter Parking Band, but it is an ongoing discussion within the city regarding the best approach. Should the city continue with a blanket ban or should a declared parking ban be instituted.

Marty Coyle - Dover Delight (Fourth Street) lot needs lighting if going to be more frequently used.

Dean Trefethen – if parking assessment district is put in place, what is considered commercial? Where is the line drawn on commercial – meaning condos, multifamily homes not owner occupied, multiuse buildings?

- The authority would determine.
- Committee's recommendation is any mixed use, office, retail, or residential structure with more than 4 units.



CITY OF DOVER

PARKING FACILITY COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 271 Mast Road, Dover, NH 03820
Meeting Date: **Thursday, September 4, 2008**
Meeting Time: **6:00 pm**

M. Mason – revenue building ideas – what is the timeframe to start

- 9/16 – scheduled to submit recommendations to council
- October – workshop with council
- Committee feels the sooner the better to get started building revenue

M. Mason – How does this effect personnel on the streets for enforcement and management?
Does this increase our needs?

- Nominal increase but DPD feels the current staff can manage the new system
- Once a garage is constructed, we may see additional increases depending on the approach to managing the structure (24 hour service?)

Jack Buckley - Is there a NH community that has successfully used this method to develop a parking structure without using General Obligation Bonds from property tax revenue.

- No, but Portsmouth is a great example of how a similar parking system is working
- Hanover St garage and the expansion were both done were funding with GO bond, but repaid from the parking system.
- The 30 year bond on the Hanover Street garage has taken 10 years to pay off.
- Portsmouth is investigating a parking enterprise fund.

Linda Merullo – if the kiosk trial works, will it be all kiosks or meters too, will there incremental purchasing of time?

- Recommending kiosks only, no meters.
- The general standard is that time can be purchased in 15 minute increments.

Linda Merullo – What is the timing for the implementation of the system.

- Henry Law will most likely happen first.
- System wide changes should happen at once.

Linda Merullo – Is there any space for longer term paid parking on street?

- Henry Law will have a 3 hour limit. Other spaces in the city could have a longer than 2 hour limit.

Marsha Colbath - Look at Burlington, VT – very vibrant downtown with 2 parking garages. Use this as an example of what a parking garage can do for a city and for infill. Easy access.

- Need infill
- Strong consensus within the committee that the structure built is not prefab concrete garage but one that blends in and has architectural details that fit in with Dover and that lends it self to retail, housing, event center, restaurants
- Mixed use components are strongly encouraged.

R. Callaghan – is the parking manager included in projections? What is the cost of the equipment and were do we get the money to start that?

- Yes the parking manager cost is included
- 25 pieces at \$8,000/piece - \$200,000 approx.



CITY OF DOVER

PARKING FACILITY COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 271 Mast Road, Dover, NH 03820
Meeting Date: **Thursday, September 4, 2008**
Meeting Time: **6:00 pm**

- Bruce Woodruff working with vendors now and on a RFP. Need to get program off the ground. Working with vendors on pricing and financing. Henry Law is phase 1.

Linda Hagan – comments on points made

- Multiple smaller garages as opposed to one large structure
- Orchard street is a good situation for infill – retail, housing, restaurants
- Really would like to see a much needed event center on top like the 100 Club in Portsmouth. Large meetings have no choice but to go out of the city for meeting space and event space.

Joyce El-Kouarti – There are no large economies of scale with a structure after it reaches 400 spaces.

Kirt Schuman - Once a system and structure are in place, it could be possible for the City to put out RFP for development of other city parking lots that are no longer needed (eg. First Street). The city could request proposals that require the development to include a component of public parking.

Karen Weston – gross revenue vs. net revenue – need to clarify. Using the 2-7 years that committee has thrown out there for timeframe for getting garage built, what is the dollar figure we want to have or are recommending we have in the account before going to bid? Also, what is the cost of developing the Orchard ST garage

- Parking authority and the parking manager would make that decision.
- Authority would make the determination of when to build garage based on permit subscription rate and increasing revenue of the system.
- In the meantime, the Authority will be generating a capital reserve.
- Orchard St – 10.6 million, 30 year bond ~ 1 million per year

Richard Callaghan – why are you coming to the council – to get approval to build the garage?

- Committee is to present its findings to then be implemented by the council.
- Authority would determine when to build the garage.

Peter Schmidt – surface parking lots are a tremendous waste of potential – they are perfect areas for development. Look at Portsmouth

Janet Perry – to preserve the vitality of the city and the small shops and such, need to be very sensitive to the small businesses. Costs of parking for employees could force the loss of employees being able to work in the downtown. Need to have a fairly reasonable rate for small business employees and downtown residents – inexpensive, even if slightly less convenient. Some business can afford to pay for a couple of full timers but not for the part timers. Many employees may not want to use the Fast Trans.

- FastTrans will be a rapid response loop that is an important component of the downtown traffic system.
- We can't do anything about the perception regarding using remote lots and shuttling in. However, it's a concept that has great success on college campuses like UNH.



CITY OF DOVER

PARKING FACILITY COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: 271 Mast Road, Dover, NH 03820
Meeting Date: **Thursday, September 4, 2008**
Meeting Time: **6:00 pm**

- Linda H – hopefully downtown merchants will see an increase in revenue from getting the employees off the “retail” parking spots and in turn owners could subsidize their employees parking permits.
- Kirt – not recommending that every spot in downtown Dover be paid. Free spots just might not be as convenient as they are now.

Joyce El-Kouarti

- 1) anyone opposed to downtown paid parking – no hands
- 2) live with it – many hands

Peter Schmidt – shuffling decreases employee productivity and expenses

Linda H – employees parking on street is preventing customers from parking and hurting businesses

- Flexible 24 hour parking – maybe not so good?
- Fines, fees, etc that currently go to DPD will go to Parking Authority instead.
- How will DPD fund balance of Marn Speidel’s time
- Any free seasonal (winter) parking available – 4th and 5th Street area?
- Under revised system, need to plow both sides of street, just plow one side now
- Where draw the line on what constitutes “commercial”? 4+ unit residential, plus offices and retail
- In what order implement paid on-street parking after Henry Law Ave? Parking Authority to decide
- Burlington, VT good template
- Where get \$200,000 seed money for parking kiosks? Woody researching grants, possible financing through vendors, 3rd party operators
- Amount gross/net revenues/year? \$300K? (\$583,750 net)
- How much money save in advance before beginning construction? Parking Authority to decide.
- Provide low-cost parking opportunities for small downtown employers
- Parking “Authority” might be “committee”, etc – oversight b