



CITY OF DOVER

## PARKING FACILITY COMMITTEE – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: 271 Mast Road, Dover, NH 03820  
Meeting Date: **Thursday, July 24, 2008**  
Meeting Time: **6:00 pm**

*Members Present* – Kirt Schuman, Peter Schmidt, Linda Hagan, Pam Simpson, Michelle Sawyer

*Members Absent* – Joyce El-Kouarti, George Maglaras, Tony McManus, Cheryl Murphy.

*Staff Present* – Mike Joyal

*\*This meeting was audio recorded, Battery died in recorded approximately 6:40pm*

Meeting Called to order at 5:40pm

**Public Comment** – None

The committee was joined by Jon Frederick, Parking Manager, City of Portsmouth. Who gave a brief presentation and answered questions.

According to Frederick, Portsmouth installed paid on street parking in advance of the construction of the Hanover Street garage in 1985. This was seen as necessary to fund the garage and the parking system as a whole. In 1985, Portsmouth faced economic development issues and there were no meters or time limited spaces in the downtown.

Portsmouth's strategy is to make on street more expensive than garage use to encourage longer term parking in the garage.

The Portsmouth garage was built with 650 spaces, and is now 900 since the recent expansion.

Portsmouth's total municipal parking inventory is 2500 spaces. 230 spaces are leased by the City from private property owners.

Discussion ensued regarding the new pay and display system. The average machine costs \$8,000 and is designed to cover approximately 100 feet in each direction.

Portsmouth has a \$1.00 credit card minimum and currently is paying a 17% service fee on credit card transactions. 40% of Portsmouth's transactions are Credit Card. In a mature system like Boulder Colorado, 70% are Credit Card based.

Portsmouth will pay off its general obligation bond on the garage after 10 years in 2009.

Portsmouth's parking system had \$3.5 million in revenue and \$1.5 in operating expenses.

Linda Hagan stressed that a parking system in Dover should be an Enterprise fund to guarantee that the revenue remains in the system and not the general fund.



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Additionally, discussion ensued regarding the potential of a Downtown Parking Fund whereas the revenue from the parking system would be managed by a downtown board and the revenues would be used solely for downtown transportation projects.

Portsmouth also has instituted a Payment in Lieu of parking ordinance. Currently the impact fee is \$1300 per space. Frederick indicated he thought it was a little low. The fee should adjust annually tied to a specific indicator.

Portsmouth's garage rates are

24hr - \$100 per month  
7am-7pm - \$80 per month  
7pm-7am – \$80 per month

There are 650 permit holders for the garage. From 7 to 7 the garage averages 72% occupancy.

Hagan indicated that do to the relatively low occupancy in the evening, that a downtown Event Center could still have potential on the upper floor of the structure.

Portsmouth also has a garage validation program where merchants can pre-buy red stickers for 1 hour in the garage. These are sold by the city at a rate of 50 cents per hour, when the general public pays 75 cents in the garage. These are used to encourage shoppers to use the garage. The program is successful although a few merchants have not adopted the program.

Schuman introduced the TAC meeting on 7/28 where the pilot program of pay and display on Henry Law Ave will be presented.

The committee voted to endorse the plan for paid parking.  
**Motion – Schmidt, Second – Hagan, Vote – Unanimous**

The next committee meeting will take place on 8/7 at 6pm.

Schuman presented a draft of recommendations and asked the committee to provide feedback via email. He committed to a revised and more complete draft in advance of the 8/7 meeting.

The meeting was adjourned at 6:55pm  
**Motion – Schmidt, Second – Hagan, Vote - Unanimous**