

## COMMITTEE ON INFRASTRUCTURE

SEPTEMBER 23, 2026

A meeting of the Committee on Infrastructure was held Wednesday, September 23, 2026, at 7:06 p.m. in the Aldermanic Chamber and duly noticed in two places, including the City's website, in accordance with the requirements of RSA 91-A:2 II.

The roll call was taken with 4 members of the Committee on Infrastructure present:

If you are participating via Zoom, please state your presence, reason for not attending the meeting in person, and whether there is anyone in the room with you during this meeting, which is required under the Right-To-Know Law.

Alderman Paula Johnson  
Alderswoman Vengerflutta Smith  
Alderman Richard A. Dowd  
Alderman-at-Large Michael B. O'Brien, Sr., Chair

Members not in Attendance: Alderman-at-Large Alicia Gregg

Also in Attendance: Alderman Thomas Lopez  
Jill Stansfield, Parking Manager  
Liz Hannum, Economic Development Director  
Matt Sullivan, Community Development Director  
Matt LeBlanc, Assistant Director of Public Works  
Andy Hill, Consultant  
Michael DuVarney, Fire Marshal  
Timothy Orrico, Police Lieutenant

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PUBLIC COMMENT - None

### DISCUSSION AND/OR PRESENTATIONS

- Presentation and Update on Residential Parking "Pilot" Program

***Chairman O'Brien recognized Parking Manager Jill Stansfield.***

***MOTION BY ALDERMAN O'BRIEN THAT IT'S THE RECOMMENDATION OF THE COMMITTEE ON INFRASTRUCTURE TO CARRY ON AND REPORT BACK TO THE COMMITTEE WITH THE PROGRESS MOTION CARRIED***

### COMMUNICATIONS

From: Wayne R. Husband, P.E., Senior Traffic Engineer  
Re: Division of Public Works Support of Pending Legislation (O-26-024)

***There being no objection, Chairman O'Brien accepted the communication and placed it on file.***

UNFINISHED BUSINESS – None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES

### **O-26-024**

Endorsers: Alderman Patricia Klee  
Alderman-at-Large Alicia Gregg  
Alderman Richard A. Dowd  
Alderman Tim Sennott  
Alderman Thomas Lopez  
Alderswoman Vengerflutta Smith

**AUTHORIZING ADDITIONAL STOP SIGNS TO MAKE AN ALL WAY STOP AT THE INTERSECTION OF**

**FRENCH STREET AND ABBOTT STREET**

Per Chairman O'Brien, Ordinance O-26-024 has been deferred until the next meeting per Alderman Klee's request.

PETITIONS - None

TABLED IN COMMITTEE

**O-26-004**

Endorsers: Alderwoman-at-Large Shoshanna Kelly  
Alderwoman Vengerflutta Smith  
Alderman Tim Sennott  
Alderman Thomas Lopez

**REPEALING THE PROHIBITION ON CAMPING ON PUBLIC PROPERTY**

- tabled at 4/22/26 meeting

**O-26-005**

Endorsers: Alderwoman-at-Large Shoshanna Kelly  
Alderman Tim Sennott  
Alderman Thomas Lopez

**REPEALING THE PROHIBITION ON CAMPERS AND RECREATIONAL VEHICLES ON PUBLIC PROPERTY**

- tabled at 4/22/26 meeting

- Petition - L Deerwood Drive – Lot H-103  
Tabled at 2/28/24 meeting

GENERAL DISCUSSION - None

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN - None

ADJOURNMENT

**MOTION BY ALDERMAN DOWD TO ADJOURN**  
**MOTION CARRIED**

The meeting was declared closed at 8:32 p.m.

Alderman Richard A. Dowd  
Committee Clerk Pro Tem

# Residential Parking Permit Program Pilot

September 22, 2026

# Background

- Nashua Overnight Parking Program was established in 2013 as a pilot
  - Originally covered 20 streets, with a maximum of 400 permits, at \$10.00/year
  - Included provisions for temporary relief when needed
  - Amended, expanded, and extended in 2013, 2014, and 2015
  - Made permanent in 2016
- Current program provides up to 550 permits across 33 streets, at \$10.00/year
- Program was reviewed, analyzed, publicly discussed, and reported upon in early 2020
  - Proposed replacement program based on a process driven by residents
  - Reviewing Alderman requested an alternate approach that would allow city staff and leaders to champion then process
- Proposed program being presented reflects request and corresponds to proposed “Property Possible” development

# Proposed Pilot Area

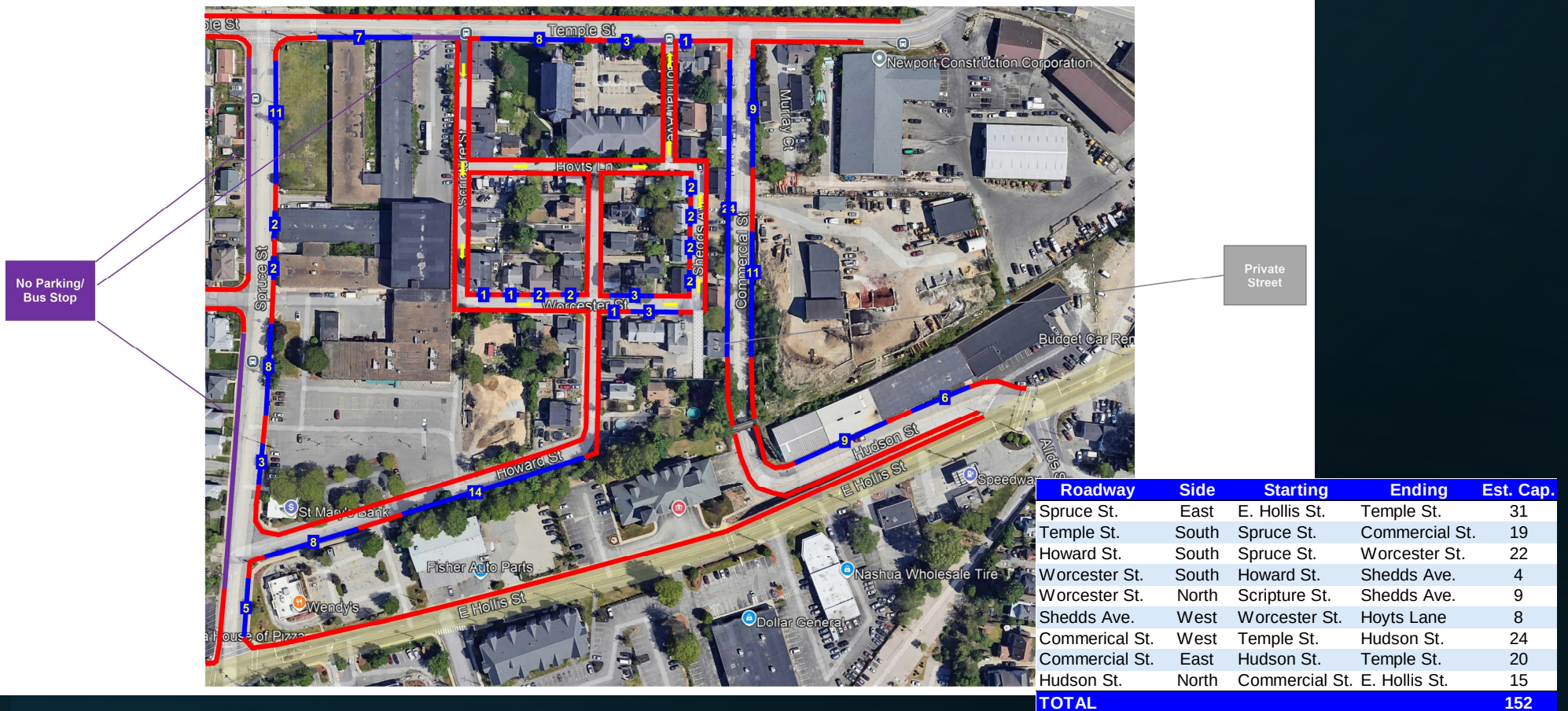


# Existing Zoning Requirements (Demand)

- **12** existing residences where the number of off-street parking spaces falls below parking requirements (**42** total spaces)
- Shortfalls could be mitigated through shared use agreements with surplus residential properties and/or commercial properties

| Parcel ID                 | Address                | Land Use                 | Building SF | Res Units | O/S Pkg | Zoning Req. | Pkg. Reg. | Sur/(Def) |
|---------------------------|------------------------|--------------------------|-------------|-----------|---------|-------------|-----------|-----------|
| 0038-00088                | 90 East Hollis Street  | Commercial (Retail)      | 24,259      | 0         | 24      | 1.00        | 24        | 0         |
| 0036-00071                | 70 East Hollis Street  | Municipal (Fire Station) | 17,694      | 0         | 24      | 1.33        | 24        | 0         |
| 0036-00006                | 50 East Hollis Street  | Commercial (Retail)      | 10,200      | 0         | 40      | 3.33        | 34        | 6         |
| 0036-00054                | 46 East Hollis Street  | Commercial (Rest)        | 2,587       | 0         | 36      | 13.33       | 34        | 2         |
| 0036-00011                | 14 Spruce Street       | Commercial (Bank)        | 1,684       | 0         | 10      | 3.33        | 6         | 4         |
| 0037-00006                | 103 Temple St (Vacant) | Commercial (Whse)        | 117,822     | 0         | 118     | 1.00        | 118       | 0         |
| 0036-00069                | 15-17 Howard Street    | Residential              | 2,937       | 2         | 4       | 2.00        | 4         | 0         |
| 0036-00014                | 51 Worcester Street    | Residential              | 1,952       | 3         | 9       | 1.50        | 5         | 4         |
| 0036-00013                | 49 Worcester Street    | Residential              | 1,232       | 1         | 2       | 2.00        | 2         | 0         |
| 0037-00005                | 113A-D Temple Street   | Residential              | 4,248       | 4         | 8       | 1.50        | 6         | 2         |
| 0037-00019                | 6-12 Scripture Street  | Residential              | 1,863       | 2         | 4       | 2.00        | 4         | 0         |
| 0037-00019                | 6-12 Scripture Street  | Commercial               | 1,518       | 0         | 5       | 3.33        | 5         | 0         |
| 0036-00019                | L Scripture Street     | Parking Lot              | 0           | 0         | 0       | 0.00        | 0         | 0         |
| 0037-00004                | 4 Hoyts Lane           | Residential              | 1,147       | 1         | 2       | 2.00        | 2         | 0         |
| 0036-00018                | 18 Scripture Street    | Residential              | 1,404       | 2         | 8       | 2.00        | 4         | 4         |
| 0036-00017                | 20 Scripture Street    | Residential              | 969         | 1         | 3       | 2.00        | 2         | 1         |
| 0036-00015                | 40-42 Worcester Street | Residential              | 6,780       | 9         | 4       | 1.50        | 14        | (10)      |
| 0036-00016                | 44 Worcester Street    | Residential              | 1,788       | 1         | 3       | 2.00        | 2         | 1         |
| 0036-00047                | 46-48 Worcester Street | Residential              | 2,496       | 4         | 4       | 1.50        | 6         | (2)       |
| 0036-00022                | 50-52 Worcester Street | Residential              | 3,514       | 5         | 4       | 1.50        | 8         | (4)       |
| 0036-00045                | 7 Howard Street        | Residential              | 2,556       | 2         | 5       | 2.00        | 4         | 1         |
| 0036-00021                | 3-5 Howard Street      | Residential              | 2,560       | 3         | 6       | 1.50        | 5         | 1         |
| 0036-00020                | 1 Howard Street        | Residential              | 1,349       | 1         | 2       | 2.00        | 2         | 0         |
| 0037-00003                | 119 Temple Street      | Residential              | 42,047      | 28        | 46      | 1.50        | 42        | 4         |
| 0036-00053                | 123 Temple Street      | Residential              | 2,037       | 2         | 4       | 2.00        | 4         | 0         |
| 0036-00043                | 125 Temple Street      | Residential              | 1,737       | 2         | 0       | 2.00        | 4         | (4)       |
| 0036-00029                | 7 Commercial Street    | Residential              | 4,754       | 6         | 0       | 1.50        | 9         | (9)       |
| 0036-00028                | 6 Gorman Avenue        | Residential              | 3,789       | 6         | 6       | 1.50        | 9         | (3)       |
| 0036-00041                | 10 Gorman Avenue       | Residential              | 3,093       | 4         | 4       | 1.50        | 6         | (2)       |
| 0036-00026                | 2 Howard Street        | Residential              | 1,350       | 1         | 4       | 2.00        | 2         | 2         |
| 0036-00059                | 1-3 Shedd's Avenue     | Residential              | 1,599       | 2         | 4       | 2.00        | 4         | 0         |
| 0036-00063                | L Shedd's Avenue       | Parking Lot              | 639         | 0         | 0       | 0.00        | 0         | 0         |
| 0036-00058                | 2-4 Shedd's Avenue     | Residential              | 1,599       | 2         | 4       | 2.00        | 4         | 0         |
| 0036-00027                | 5-7 Shedd's Avenue     | Residential              | 1,599       | 2         | 4       | 2.00        | 4         | 0         |
| 0036-00064                | L Shedd's Avenue       | Parking Lot              | 639         | 0         | 0       | 0.00        | 0         | 0         |
| 0036-00025                | 4 Howard Street        | Residential              | 1,349       | 1         | 2       | 2.00        | 2         | 0         |
| 0036-00024                | 6 Howard Street        | Residential              | 1,290       | 1         | 2       | 2.00        | 2         | 0         |
| 0036-00062                | 9-11 Shedd's Avenue    | Residential              | 1,599       | 2         | 4       | 2.00        | 4         | 0         |
| 0036-00030                | L Shedd's Avenue       | Parking Lot              | 639         | 0         | 0       | 0.00        | 0         | 0         |
| 0036-00061                | 13-15 Shedd's Avenue   | Residential              | 1,599       | 2         | 4       | 2.00        | 4         | 0         |
| 0036-00060                | L Shedd's Avenue       | Parking Lot              | 639         | 0         | 0       | 0.00        | 0         | 0         |
| 0036-00057                | 16-18 Shedd's Avenue   | Residential              | 1,599       | 2         | 4       | 2.00        | 4         | 0         |
| 0036-00023                | 52-5 Worcester Street  | Residential              | 1,728       | 2         | 2       | 2.00        | 4         | (2)       |
| 0036-00056                | 56-58 Worcester Street | Residential              | 2,002       | 3         | 4       | 1.50        | 5         | (1)       |
| 0036-00067                | 53 Worcester Street    | Residential              | 1,461       | 2         | 2       | 2.00        | 4         | (2)       |
| 0036-00032                | 55-57 Worcester Street | Residential              | 4,200       | 6         | 8       | 1.50        | 9         | (1)       |
| 0036-00066                | 59 Worcester Street    | Residential              | 2,206       | 2         | 12      | 2.00        | 4         | 8         |
| 0036-00031                | 11 Commercial Street   | Residential              | 3,432       | 6         | 7       | 1.50        | 9         | (2)       |
| 0036-00035                | 22 Howard Street       | Residential              | 1,213       | 1         | 3       | 2.00        | 2         | 1         |
| 0036-00034                | 18 Howard Street       | Residential              | 1,215       | 1         | 2       | 2.00        | 2         | 0         |
| 0036-00037                | 30 Howard Street       | Residential              | 1,449       | 1         | 3       | 2.00        | 2         | 1         |
| GRAND TOTAL               |                        |                          | 305,061     | 128       | 460     |             | 460       | 0         |
| Net Residential Shortfall |                        |                          |             |           |         |             |           | (42)      |

# Existing Inventory



# Future Demand

- Current development plans show **major** shortfall for Property Possible project (**128** total spaces)
- Developer should be encouraged to increase planned parking or pursue shared parking arrangements to make new tenant shortfall comparable to existing residents
- Could need as many as **167 permits** based on just need

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|---------------------------|------------------------|--------------------------|-------------|-----------|---------|----------|-----------|-----------|
| 0038-00088                | 90 East Hollis Street  | Commercial (Retail)      | 24,259      | 0         | 24      | 0.83     | 20        | 4         |
| 0036-00071                | 70 East Hollis Street  | Municipal (Fire Station) | 17,694      | 0         | 24      | 4.00     | 24        | 0         |
| 0036-00006                | 50 East Hollis Street  | Commercial (Retail)      | 10,200      | 0         | 40      | 3.48     | 35        | 5         |
| 0036-00054                | 46 East Hollis Street  | Commercial (Rest)        | 2,587       | 0         | 36      | 9.60     | 25        | 11        |
| 0036-00011                | 14 Spruce Street       | Commercial (Bank)        | 1,684       | 0         | 10      | 2.70     | 5         | 5         |
| 0037-00006                | Property Possible      | Residential              | N/A         | 385       | 450     | 1.50     | 578       | (128)     |
| 0036-00069                | 15-17 Howard Street    | Residential              | 2,937       | 2         | 4       | 1.50     | 3         | 1         |
| 0036-00014                | 51 Worcester Street    | Residential              | 1,952       | 3         | 9       | 1.50     | 5         | 4         |
| 0036-00013                | 49 Worcester Street    | Residential              | 1,232       | 1         | 2       | 1.50     | 2         | 0         |
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| 0036-00019                | L Scripture Street     | Parking Lot              | 0           | 0         | 0       | 0.00     | 0         | 0         |
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| 0036-00053                | 123 Temple Street      | Residential              | 2,037       | 2         | 4       | 1.50     | 3         | 1         |
| 0036-00043                | 125 Temple Street      | Residential              | 1,737       | 2         | 0       | 1.50     | 3         | (3)       |
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| 0036-00026                | 2 Howard Street        | Residential              | 1,350       | 1         | 4       | 1.50     | 2         | 2         |
| 0036-00059                | 1-3 Sheds Avenue       | Residential              | 1,599       | 2         | 4       | 1.50     | 3         | 1         |
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| 0036-00023                | 52.5 Worcester Street  | Residential              | 1,728       | 2         | 2       | 1.50     | 3         | (1)       |
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| 0036-00035                | 22 Howard Street       | Residential              | 1,213       | 1         | 3       | 1.50     | 2         | 1         |
| 0036-00034                | 18 Howard Street       | Residential              | 1,215       | 1         | 2       | 1.50     | 2         | 0         |
| 0036-00037                | 30 Howard Street       | Residential              | 1,449       | 1         | 3       | 1.50     | 2         | 1         |
| GRAND TOTAL               |                        |                          | 187,239     | 513       | 792     |          | 892       | (100)     |
| Residential Only          |                        |                          |             | 513       | 653     | 1.27     | 778       | (125)     |
| Net Residential Shortfall |                        |                          |             |           |         |          |           | (167)     |

# Outstanding Concerns Noted



UPPER HOWARD STREET  
TOO NARROW FOR  
PARKING



FINAL PLAN SHOULD  
CLEARLY INDICATE FIRE  
HYDRANT LOCATIONS



PROPERTY POSSIBLE  
PROGRAM SHOULD BE  
AMENDED TO BE SELF-  
SUPPORTING



ESTIMATE OF  
IMPROVEMENT COSTS  
EXCLUDES LABOR



INFRASTRUCTURE  
IMPROVEMENTS COULD  
TRIGGER ADDITIONAL  
WORK/ IMPACTS



STREETS MUST BE CLEAR  
FOR TRASH PICK-UP,  
STREET SWEEPING, ETC.



PLAN WILL NEED TO  
INCLUDE ROBUST  
COMMUNICATION



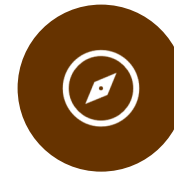
ENHANCED  
ENFORCEMENT MAY BE  
NEEDED TO KEEP  
STREETS CLEAR



TURNING ANALYSIS IS  
NEEDED TO ASSURE  
LARGE VEHICLE ACCESS



SNOW EMERGENCY  
CONCERNS



NEED CLARITY ON  
AGENCY  
RESPONSIBILITIES



PLAN SUGGESTS  
ADDITIONAL STAFFING  
TO MANAGE

# Potential Models for Permit Distribution

## “Hunting License”

- The City sells a permit to any qualifying household that wants one (up to 513 or 3+ permits for every space) and permit holders take their chances.

## Prescription (City)

- The City decides which households qualify for a permit, up to 152 in total, and sells only to those households.

## Prescription (Property Owners)

- Property owners have to ‘recommend’ tenants for a permit, subject to verification, up to 152 permits in total.

## Limited Lottery

- City defines who qualifies for a ‘lottery entry’ (e.g., multi-unit residential properties only) and awards permits to the first 152 households drawn.

## Open Lottery

- Any qualified household within the pilot area can apply for a permit; the City issues to the first 152 names drawn each year.

# Pilot Process (by Phase)



IDENTIFICATION



DUE DILIGENCE



RATIFICATION

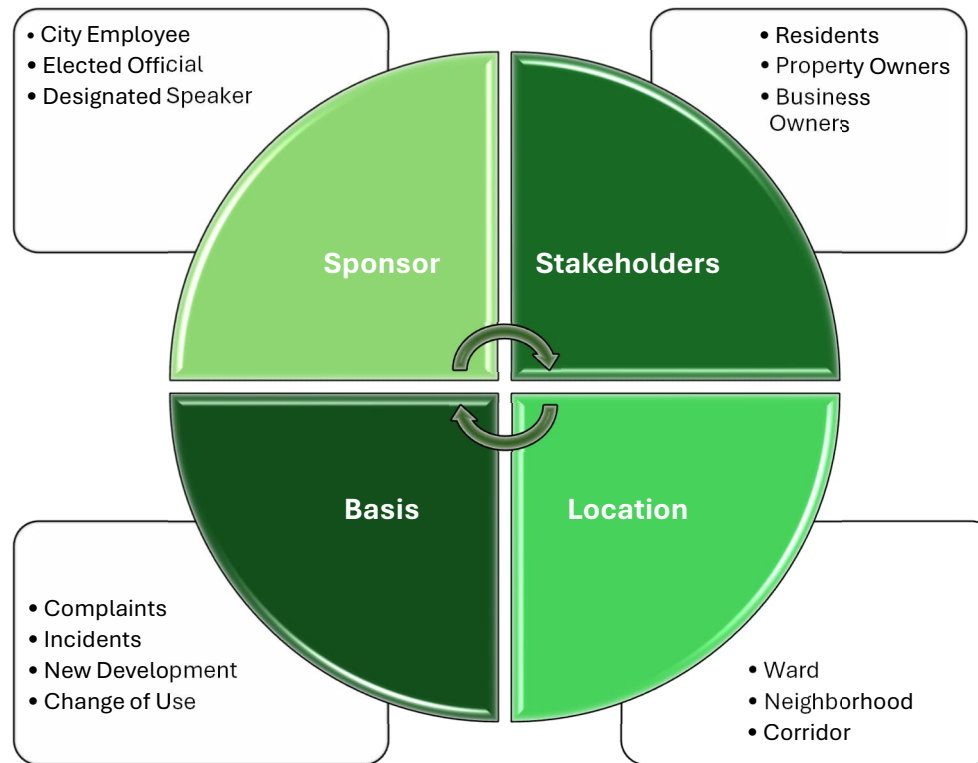


ISSUANCE



EVALUATION

# Pilot Process - Identification



# Pilot Process – Due Diligence



# Pilot Process - Ratification



## Public Forum

Proposed Pilot Rules

Ratification Process

RFI Process



## Petition Process

Identification Required

Period Not > 14 days



## Analysis

% of Residents

Responding

% Affirmative/  
Opposition

Period Not > 3 days



## Report of Results

Final Results

Application Procedures

Appeal Procedures

# Pilot Process - Issuance



Application



Validation



Selection



Registration



Award

# Pilot Process - Evaluation

## Quarterly Observations

Overnight Off-Street Occupancy – weekday & weekend  
Overnight On-Street Occupancy – weekday & weekend  
Overnight Permit Holder On-Street Occupancy – weekday & weekend  
Scofflaw On-Street Occupancy during Overnight hours – weekday & weekend  
Other Instances of Illegal Parking during Overnight hours – weekday & weekend

## Quarterly Reports

Utilization of Public Off-Street Parking by Facility  
Utilization of Private Off-Street Parking by Facility  
Utilization of On-Street Parking by Block Face  
Authorized Utilization of RPP Areas by Block Face  
Actual Use vs Total Permits Issued  
Unauthorized Utilization of RPP Areas by Block Face  
Other Instances of Illegal Parking during Overnight hours  
Citations Issued/ Vehicles Impounded in RPP Zone  
Critical Incidents

## Reporting Process

Draft report detailing observed conditions, issues, and incidents issued by Parking Department to other City Agencies  
City Agencies review, revise, clarify, and/or suggest revisions  
Revised report vetted by City leadership  
Report issued to RPP zone residents  
30-day review, Q&A, and comment period follows  
Final report consolidates all findings, summarizes data and comments, opines on pilot success, outlines final hearing process

# Pilot Process – Evaluation Timeline



# Critical Path Next Steps



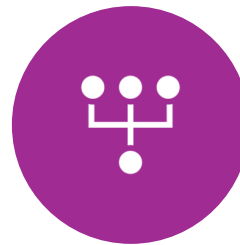
Revisit Property Possible project plans with a focus on reducing parking overflow to rates commiserate with the existing surrounding area



Conduct engineering-quality parking layout and vehicle passage analysis to confirm pilot area capacity and locate parking lanes



Review potential required pedestrian and/or vehicular infrastructure improvements with Engineering & DPW



Develop Scope of Work for infrastructure and capital improvements, determine path to execution, & develop costing

# Critical Path Next Steps (Continued)



Identify key terms, conditions, days, and/or times for suspension of privileges for civil services (i.e., trash pick-up, snow removal, street sweeping, road repair, etc.)



Review and, if needed, prepare proposed penalties during pilot to inhibit scofflaws and violations



Review and, if needed, make recommendations for improving communications plan specific to snow emergencies, street sweeping, trash pick-up, etc.



Prepare an estimate of incremental additional labor costs for pilot execution and management

# Estimated Physical Implementation Costs

| Line Item                        | Cost /Unit                   | # of Units |             | Total      |
|----------------------------------|------------------------------|------------|-------------|------------|
| "No Parking" Signs               | \$ 125.00 / sign             | 50         | signs       | \$ 6,250   |
| "No Parking" (Red) Curb Markings | \$ 3.00 / linear ft          | 5,000      | linear feet | \$ 15,000  |
| One-Way Signs                    | \$ 125.00 / sign             | 6          | signs       | \$ 750     |
| One-Way Street Graphics          | \$ 50.00 /unit               | 4          | units       | \$ 200     |
| RPP Permit Signs                 | \$ 125.00 / sign             | 50         | signs       | \$ 6,250   |
| Parking Lane Graphics            | \$ 75.00 /unit               | 36         | units       | \$ 2,700   |
| Parking Lane Curb Markings       | \$ 3.00 / linear ft          | 3,300      | linear feet | \$ 9,900   |
| Miscellaneous Hardware/Materials | (15% of total capital costs) |            |             | \$ 6,200   |
| SUBTOTAL (MATERIALS)             |                              |            |             | \$ 47,250  |
| Installation Labor Costs*        | (120% of capital costs)      |            |             | \$ 56,700  |
| SUBTOTAL (DIRECT PROJECT COSTS)  |                              |            |             | \$ 103,950 |
| Contingency                      | (10% of Direct Costs)        |            |             | \$ 10,400  |
| GRAND TOTAL                      |                              |            |             | \$ 114,350 |

*\* Roughly equivalent to three laborers @ ~ \$40/hour + benefits working full-time for six weeks*

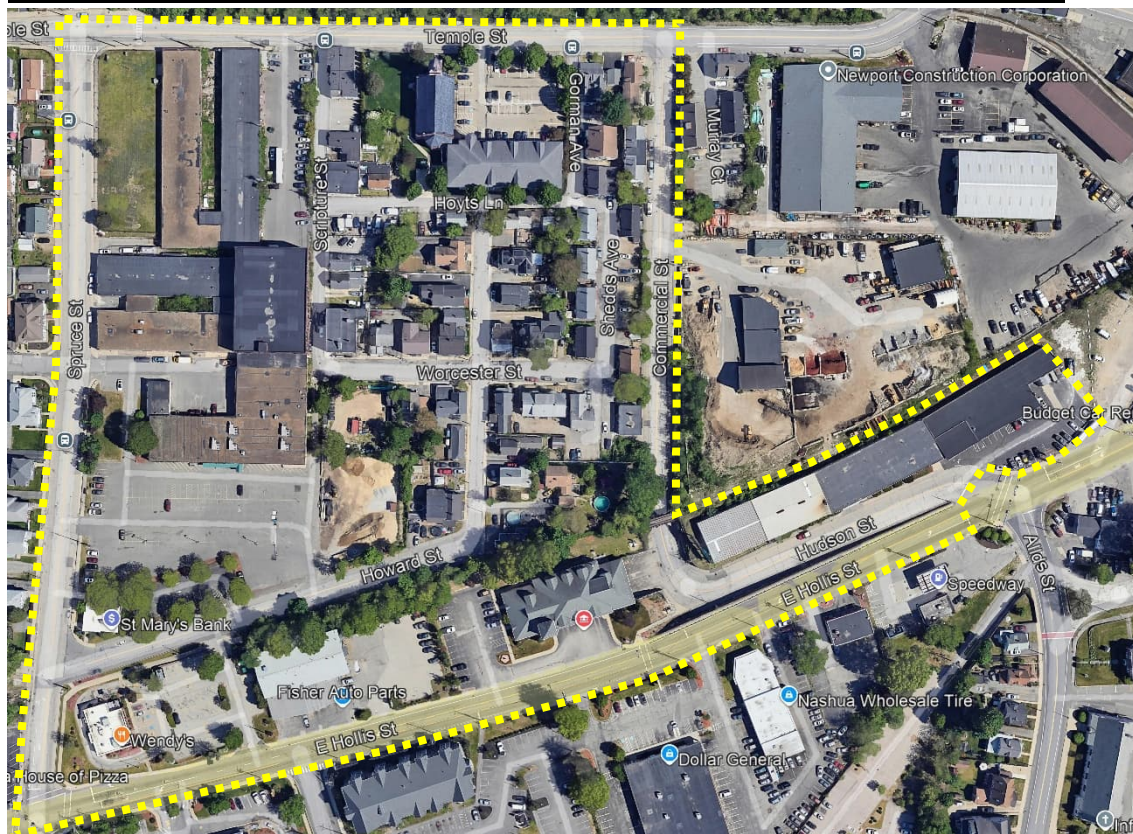
# Pilot Life Cycle Estimate of Costs

| SERVICE                                   | LOADED RATE   |   | LABOR   | TOTAL COST       |
|-------------------------------------------|---------------|---|---------|------------------|
| Engineering Review:                       | \$230.00/hour | x | 40 hrs  | \$ 9,200         |
| Administrative Assistance (Parking Dept): | \$37.50/hour  | x | 700 hrs | \$ 26,250        |
| Quarterly Monitoring & Reporting:         | \$125.00/hour | x | 184 hrs | \$ 23,000        |
| Technical Support:                        | \$265.00/hour | x | 40 hrs  | \$ 10,600        |
| Project Management (Parking Dept):        | \$75.00/hour  | x | 320 hrs | \$ 24,000        |
| <b>TOTAL</b>                              |               |   |         | <b>\$ 93,050</b> |

|         |                                              |              |                           |
|---------|----------------------------------------------|--------------|---------------------------|
| TO      | Jill Stansfield                              | FROM         | Andrew Hill               |
| COMPANY | City of Nashua                               | DATE         | September 22, 2026        |
| RE      | Resident Area Parking Permit (RAPP)<br>Pilot | PROJECT NO   | 26025794_01               |
| CC      | Liz Hannum                                   | PROJECT NAME | Nashua Parking Management |

At the request of the client (“Nashua” or “the City”), Thornton Tomasetti (“TT”) was asked to evaluate the area surrounding the “Property Possible” development as the site of pilot program to introduce a Resident Parking Permit (RPP) program. The area being evaluated was defined as shown in the figure below and bounded by Spruce Street to the west, Temple Street to the north, Commercial Street to the east, and East Hollis Street to the south.

**Figure 1: Proposed Pilot Area**



The “Property Possible” project is a proposed redevelopment of the former William’s Foundry/J.F. McElwain Shoe Company factory located at 103 Temple Street, converting the 254,122 square foot parcel into three multi-family residential buildings providing 385 units and 450 parking spaces. This program envisions providing parking onsite for residents and their guests at a rate of 1.17 spaces per unit, which is compliant with the recently passed New Hampshire House Bill 1588-FN which mandates the maximum parking requirement a New Hampshire municipality may impose on new residential development by local zoning is 1.00 spaces per unit.

Review of actual provided parking for existing residential properties within the proposed pilot area indicates that existing residential properties are provided roughly 1.60 parking spaces per unit and utilize, on average, 1.50 spaces per unit under peak demand conditions. In engaging TT, one of the challenges set forth by the City was to estimate the capacity of the surrounding area to accommodate potential overflow from the proposed development.

A secondary challenge was to envision a formal Resident Parking Permit (RPP) program, based on parking management industry best practices, which could be tested and – if successful – serve as model for overhauling the City's existing Overnight Parking program.

The City's Overnight Parking program has been developed in piecemeal fashion, historically in reaction to community outcry to allow parking along particular roadways on an as-needed basis. Currently, the city makes up to 550 permits available each year to qualifying citizens<sup>1</sup>, allowing them to park on portions of thirty-three public streets more than the universal time limit of two hours maximum stay between the hours of midnight (12:00 AM) and 6:00 AM. While reasonably effective to date, the City would like to replace this program with an alternative program which can easily be duplicated in other parts of the City as the community demands in a more systematic fashion.

### **Pilot Area Parking Supply**

To establish the current on-street parking capacity for the pilot area, TT performed an analysis of existing parking regulations, roadway and sidewalk dimensions, traffic flow, and vehicular turning movements across both sides of the following public roadways contained within the pilot area:

- Spruce Street, between East Hollis Street and Temple Street.
- Temple Street, between Spruce Street and Commercial Street.
- Commercial Street, between Temple Street and the defunct railroad trestle.
- Hudson Street, from the Nashua Fire Station to East Hollis Street.
- Howard Street, from Spruce Street to Hoyts Lane.
- Worcester Street, from Scripture Street to Shedd's Avenue.
- Shedd's Avenue, from Worcester Street to Hoyts Lane.

In each case, TT took a measure of the street's width to determine if it could support parallel parking along one or both curbs, assuming the provision of one 11' wide travel lane for each direction of travel and 9' wide parking lanes. Applying these dimensions, no roadway with less than 20' of clearance from edge to edge could be considered for parallel parking<sup>2</sup>. Streets greater than 20' clear between edges or curbs could support one-way traffic and one parking lane. Streets with 29' or more of clearance could support a parking lane along each side, provided traffic flow along the road was one-way only. Streets with 31' or more clearance could support two-way

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<sup>1</sup> Only Nashua citizens living on particular streets, or at particular addresses, can apply for an Overnight Parking Permit and they must prove residency and limit the use of the permit to legally registered private, non-commercial, and non-recreational motor vehicles.

<sup>2</sup> This eliminated Gorman Street, Scripture Street, and Hoyts Lane from consideration as roadways which might support parallel parking. TT also did not consider East Hollis Street viable for parallel parking as it supports one travel lane in each direction as well as central turn lane, taking up almost all of the clear width of the roadway.

traffic, but only one parking lane. To have two-way traffic and parking lanes along both sides of the roadway, the street must be at least 40' wide.

Estimating the parking capacity along each street required identifying minimum required setbacks from intersections<sup>3</sup>, fire hydrants<sup>4</sup>, driveways<sup>5</sup>, and other curb cuts along each side of the street which could support parking and the estimating the parking capacity in each strip of contiguous curb. For this, TT assumed a distance of 20' of uninterrupted linear space was equivalent to one parallel parking space<sup>6</sup>.

NOTE: While capacity was estimated on a per space basis, TT recommends striping of 'lanes' where parallel parking is authorized rather than individual parallel parking stalls. Marking off individual spaces to accommodate 'design vehicle' dimensions often results in inefficient use of the available parking area when smaller vehicles occupy these spaces. For example, a mid-size sedan may only require 15 feet in length to park, resulting in five linear feet of unoccupied space. In string of three contiguous parallel parking spaces, it would be possible to park four mid-sized sedans in the same space marked to accommodate three 'design' vehicles.

Based on this methodology, TT estimates that streets identified can accommodate parking as follows:

- o Spruce Street, E Hollis St to Temple St. The west side of Spruce Street is signed as "No Parking" with multiple bus stops along its length, so TT assumed no parking capacity there. Based on the current configuration of the east side (i.e., existing curb cuts), TT estimates there are 31 parallel parking spaces available while maintaining two-way traffic, north and south, along the roadway. There are pedestrian sidewalks running parallel to the roadway on both sides.
- o Temple Street, Spruce St to Commercial St. The north side of Temple Street has no sidewalk and is bordered by guardrails along the edge of the roadway to prevent vehicles from crashing down onto the adjacent rail line. The street is wide enough to support two-way traffic flow, east and west, and one parking lane along the south side. According to TT's calculations, there is enough contiguous open curb space here to equal 19 parallel parking spaces. There is a pedestrian sidewalk running parallel to the roadway on south side.
- o Commercial Street, Temple St to Railroad trestle. Commercial Street is wide enough to support two-way, north and south, traffic flow and parking lanes along both the east and west curbs. There are pedestrian sidewalks running parallel to the roadway on both sides. According to TT's calculations, there is enough contiguous open curb space here to equal 44 parallel parking spaces.
- o Hudson Street, Nashua Fire Department Station 4 (Crown Hill) to E Hollis St. Hudson Street possess enough clearance across its width it could potential maintain two-way,

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<sup>3</sup> No parking within 20' of a marked stop line, crosswalk, or end of straight curb/edge.

<sup>4</sup> No parking within 15' of a fire hydrant.

<sup>5</sup> No parking within 2' of any curb cut for an alley, driveway, etc.

<sup>6</sup> Individual defined (marked') parallel parking stalls at generally 8-9' in width and 20'-23' in length, depending on the municipality. These dimensions are based on vehicle dimensions equivalent to the 85<sup>th</sup> percentile largest personal vehicle in operation within the United States at the current time as well as typical turning radius; this is commonly referred to as the standard 'design vehicle' for parking facility design. For the last three decades, the design vehicle has been roughly equivalent to a Ford Expedition, which is roughly 8' in width and 17' in length.

east and west, traffic flow and parking along both curbs. However, with the presence of the Fire Station and lack of any sidewalk or curbing along the southern side of the roadway, TT does not recommend establishment of parallel parking along the south side of the street. Rather, it is our recommendation to retain this area to allow for passage and maneuvering of large vehicles from the Fire Department and/or seeking to access the loading dock at Ripano Stoneworks. There is a standard pedestrian sidewalk running parallel to the roadway on north side. Allowing for parallel parking along the northern curb of the roadway, we estimate total capacity equal to 15 spaces.

- o Howard Street, Spruce St to 30 Howard St. This portion of the roadway runs east/west, with two-way traffic flow, and has adequate width to accommodate both travel lanes and parallel parking along one side. There is an uninterrupted pedestrian sidewalk paralleling the roadway along the north side from Temple Street along the length of Howard Street; the sidewalk along the southern side of the roadway terminates at the curb cut for the Wendy's parking lot. Given the current configuration of the roadway, establishing parallel parking along the southern side will provide the greatest potential capacity at 22 spaces. The north side of the street should be considered a "No Parking" zone.
- o Howard Street, 30 Howard St to Worcester St. This portion of the roadway runs north/south. There are pedestrian sidewalks and curbing along both sides of the street. There is currently no prescribed direction of travel along this length of roadway, but the street is less than 20' wide from curb-to-curb, prohibiting on-street parking and constricting two-way traffic flow.
- o Howard Street, Worcester St to Hoyts Lane. This portion of the roadway runs north/south. There are pedestrian sidewalks and curbing along both sides of the street. There is currently no prescribed direction of travel along this length of roadway, but the street is less than 20' wide from curb-to-curb, prohibiting on-street parking and constricting two-way traffic flow.
- o Worcester Street, Scripture St to Shedd's Ave. This is a one-way eastbound street with sidewalks and curbing along both sides. The street has adequate width to support a single lane of travel with parking along both curbs. However, due to the narrowness of Scripture Street, TT would suggest declaring the southern curb from Scripture St to Howard St as a "No Parking" zone to allow for wide turning movements for emergency and civil service vehicles. Similarly, TT assumed no parking in front of 52 ½ Worcester St and 53 Worcester St to allow for turning movements off Howard St onto Worcester St. With these set asides and standard setbacks, TT estimates this street could provide the equivalent of 13 parallel parking spaces.
- o Shedd's Avenue, Worcester St to Hoyts Lane. This is a one-way northbound street. There are residences along the east side of the roadway nearest to Worcester St and Hoyts Lane. Between these buildings are a collection of unimproved parcels being employed as privately-owned tandem parking lots which can only be accessed from Shedd's Ave. While Shedd's Ave is wide enough to support a single travel lane up the middle of the roadway and parallel parking along either side<sup>7</sup>, parking cannot be installed along the east side without blocking access to the private lots. Parallel parking could be introduced along the west side of the street, but only in specific locations where it would not obstruct free movement in and out of the row homes. TT estimates that, at most, the equivalent

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<sup>7</sup> Note: There is no curbing along either edge of the roadway, nor any pedestrian sidewalks. The row houses along the west side of the street emerge directly onto the street and it is assumed that pedestrians walk in the street parallel to the direction of traffic.

of 8 parallel parking spaces could be designed on Shedd's Ave, but only after significant improvements have been made<sup>8</sup>.

As noted previously, Gorman Avenue, Scripture Street, and Hoyts Lane lack adequate width to accommodate anything by a single travel lane supporting one-way traffic flow as currently designated. In addition, none of these roadways have any curbing along either side of the street or parallel pedestrian sidewalks. In some instances, TT noted that private parking spaces marked along the edge of the roadway extended into the public right of way.

In summary, TT estimates the pilot area could provide up to 152 parallel parking spaces, assuming standard dimensions of 9' x 20' as shown in the figure on the following page and Table 1, below.

**Table 1: Estimated On-Street Parking Capacity for Proposed Pilot Area**

| Roadway        | Side  | Starting       | Ending         | Est. Cap.  |
|----------------|-------|----------------|----------------|------------|
| Spruce St.     | East  | E. Hollis St.  | Temple St.     | 31         |
| Temple St.     | South | Spruce St.     | Commercial St. | 19         |
| Howard St.     | South | Spruce St.     | Worcester St.  | 22         |
| Worcester St.  | South | Howard St.     | Shedd's Ave.   | 4          |
| Worcester St.  | North | Scripture St.  | Shedd's Ave.   | 9          |
| Shedd's Ave.   | West  | Worcester St.  | Hoyts Lane     | 8          |
| Commercial St. | West  | Temple St.     | Hudson St.     | 24         |
| Commercial St. | East  | Hudson St.     | Temple St.     | 20         |
| Hudson St.     | North | Commercial St. | E. Hollis St.  | 15         |
| <b>TOTAL</b>   |       |                |                | <b>152</b> |

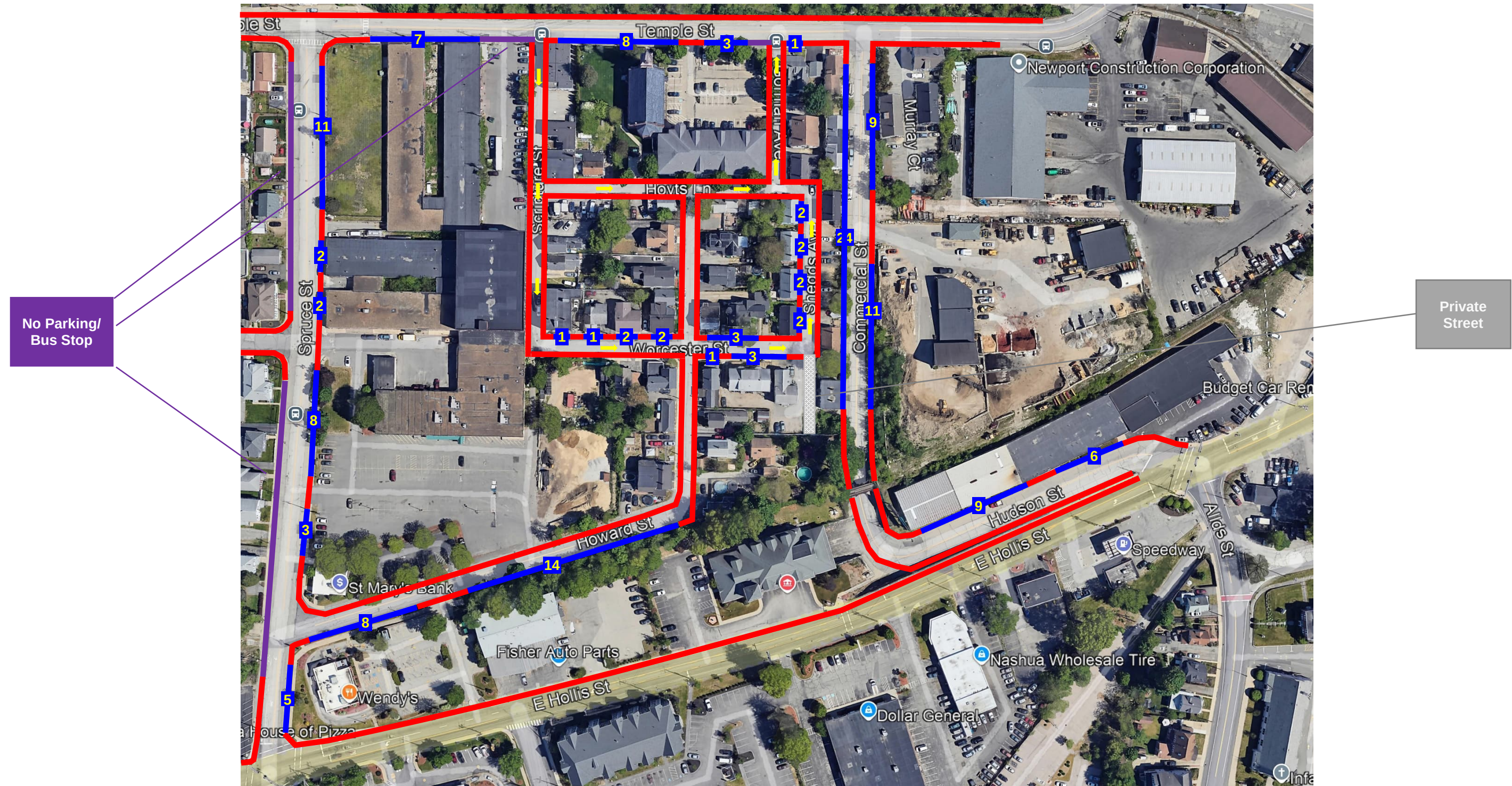
To achieve this capacity, the City will have to invest public funds to:

- Provide signage and/or curb paint identifying and/or reinforcing noted "No Parking" zones.
- Provide signage and/or roadway markings identifying and/or reinforcing the authorized traffic flow along one-way roadways.
- Provide signage, curb paint, and/or roadway markings identifying parking lanes as described along each street.
- Install curbing along the edges of public roadways as needed to create a barrier between moving vehicles and adjacent pedestrians, private property and/or structures.

TT would also encourage the City to review and evaluate the current condition of existing sidewalks, street curbing, and street lighting within the pilot area. Institution of any form of RPP in the area may result some permit holders parking in open spaces not directly adjacent to their residence and improvements to sidewalks, curbing, and lighting will make for a more comfortable and inviting walking environment.

<sup>8</sup> At a minimum, TT would recommend that the city install curbing and/or protective bollards in the roadway at least six feet beyond the edge of the bottom steps of the west side row houses to create a protected pedestrian walkway. This would still allow the designation of a 9' wide parking lane and an 11' travel lane while preserving enough clearance along the street's east side to allow vehicles to access the private parking facilities.

**Figure 1: Proposed On-Street Parking Permit Inventory**



## Existing Conditions

Based on City of Nashua property tax records, there are roughly 40,300 square feet of active commercial space within the proposed pilot area, the majority of which is contained within retail businesses. These buildings are supported by approximately 115 privately-owned, off-street parking spaces as shown in Table 1.

**Table 1: Nashua Parking Requirements by Parcel per Current Zoning**

| Parcel ID                        | Address                | Land Use                 | Building SF    | Res Units  | O/S Pkg    | Zoning Req. | Pkg. Reg.  | Sur/(Def)   |
|----------------------------------|------------------------|--------------------------|----------------|------------|------------|-------------|------------|-------------|
| 0038-00088                       | 90 East Hollis Street  | Commercial (Retail)      | 24,259         | 0          | 24         | 1.00        | 24         | 0           |
| 0036-00071                       | 70 East Hollis Street  | Municipal (Fire Station) | 17,694         | 0          | 24         | 1.33        | 24         | 0           |
| 0036-00006                       | 50 East Hollis Street  | Commercial (Retail)      | 10,200         | 0          | 40         | 3.33        | 34         | 6           |
| 0036-00054                       | 46 East Hollis Street  | Commercial (Rest)        | 2,587          | 0          | 36         | 13.33       | 34         | 2           |
| 0036-00011                       | 14 Spruce Street       | Commercial (Bank)        | 1,684          | 0          | 10         | 3.33        | 6          | 4           |
| 0037-00006                       | 103 Temple St (Vacant) | Commercial (Wrhse)       | 117,822        | 0          | 118        | 1.00        | 118        | 0           |
| 0036-00069                       | 15-17 Howard Street    | Residential              | 2,937          | 2          | 4          | 2.00        | 4          | 0           |
| 0036-00014                       | 51 Worcester Street    | Residential              | 1,952          | 3          | 9          | 1.50        | 5          | 4           |
| 0036-00013                       | 49 Worcester Street    | Residential              | 1,232          | 1          | 2          | 2.00        | 2          | 0           |
| 0037-00005                       | 113A-D Temple Street   | Residential              | 4,248          | 4          | 8          | 1.50        | 6          | 2           |
| 0037-00019                       | 6-12 Scripture Street  | Residential              | 1,863          | 2          | 4          | 2.00        | 4          | 0           |
| 0037-00019                       | 6-12 Scripture Street  | Commercial               | 1,518          | 0          | 5          | 3.33        | 5          | 0           |
| 0036-00019                       | L Scripture Street     | Parking Lot              | 0              | 0          | 0          | 0.00        | 0          | 0           |
| 0037-00004                       | 4 Hoyts Lane           | Residential              | 1,147          | 1          | 2          | 2.00        | 2          | 0           |
| 0036-00018                       | 18 Scripture Street    | Residential              | 1,404          | 2          | 8          | 2.00        | 4          | 4           |
| 0036-00017                       | 20 Scripture Street    | Residential              | 969            | 1          | 3          | 2.00        | 2          | 1           |
| 0036-00015                       | 40-42 Worcester Street | Residential              | 6,780          | 9          | 4          | 1.50        | 14         | (10)        |
| 0036-00016                       | 44 Worcester Street    | Residential              | 1,788          | 1          | 3          | 2.00        | 2          | 1           |
| 0036-00047                       | 46-48 Worcester Street | Residential              | 2,496          | 4          | 4          | 1.50        | 6          | (2)         |
| 0036-00022                       | 50-52 Worcester Street | Residential              | 3,514          | 5          | 4          | 1.50        | 8          | (4)         |
| 0036-00045                       | 7 Howard Street        | Residential              | 2,556          | 2          | 5          | 2.00        | 4          | 1           |
| 0036-00021                       | 3-5 Howard Street      | Residential              | 2,560          | 3          | 6          | 1.50        | 5          | 1           |
| 0036-00020                       | 1 Howard Street        | Residential              | 1,349          | 1          | 2          | 2.00        | 2          | 0           |
| 0037-00003                       | 119 Temple Street      | Residential              | 42,047         | 28         | 46         | 1.50        | 42         | 4           |
| 0036-00053                       | 123 Temple Street      | Residential              | 2,037          | 2          | 4          | 2.00        | 4          | 0           |
| 0036-00043                       | 125 Temple Street      | Residential              | 1,737          | 2          | 0          | 2.00        | 4          | (4)         |
| 0036-00029                       | 7 Commercial Street    | Residential              | 4,754          | 6          | 0          | 1.50        | 9          | (9)         |
| 0036-00028                       | 6 Gorman Avenue        | Residential              | 3,789          | 6          | 6          | 1.50        | 9          | (3)         |
| 0036-00041                       | 10 Gorman Avenue       | Residential              | 3,093          | 4          | 4          | 1.50        | 6          | (2)         |
| 0036-00026                       | 2 Howard Street        | Residential              | 1,350          | 1          | 4          | 2.00        | 2          | 2           |
| 0036-00059                       | 1-3 Shedd's Avenue     | Residential              | 1,599          | 2          | 4          | 2.00        | 4          | 0           |
| 0036-00063                       | L Shedd's Avenue       | Parking Lot              | 639            | 0          | 0          | 0.00        | 0          | 0           |
| 0036-00058                       | 2-4 Shedd's Avenue     | Residential              | 1,599          | 2          | 4          | 2.00        | 4          | 0           |
| 0036-00027                       | 5-7 Shedd's Avenue     | Residential              | 1,599          | 2          | 4          | 2.00        | 4          | 0           |
| 0036-00064                       | L Shedd's Avenue       | Parking Lot              | 639            | 0          | 0          | 0.00        | 0          | 0           |
| 0036-00025                       | 4 Howard Street        | Residential              | 1,349          | 1          | 2          | 2.00        | 2          | 0           |
| 0036-00024                       | 6 Howard Street        | Residential              | 1,290          | 1          | 2          | 2.00        | 2          | 0           |
| 0036-00062                       | 9-11 Shedd's Avenue    | Residential              | 1,599          | 2          | 4          | 2.00        | 4          | 0           |
| 0036-00030                       | L Shedd's Avenue       | Parking Lot              | 639            | 0          | 0          | 0.00        | 0          | 0           |
| 0036-00061                       | 13-15 Shedd's Avenue   | Residential              | 1,599          | 2          | 4          | 2.00        | 4          | 0           |
| 0036-00060                       | L Shedd's Avenue       | Parking Lot              | 639            | 0          | 0          | 0.00        | 0          | 0           |
| 0036-00057                       | 16-18 Shedd's Avenue   | Residential              | 1,599          | 2          | 4          | 2.00        | 4          | 0           |
| 0036-00023                       | 52.5 Worcester Street  | Residential              | 1,728          | 2          | 2          | 2.00        | 4          | (2)         |
| 0036-00056                       | 56-58 Worcester Street | Residential              | 2,002          | 3          | 4          | 1.50        | 5          | (1)         |
| 0036-00067                       | 53 Worcester Street    | Residential              | 1,461          | 2          | 2          | 2.00        | 4          | (2)         |
| 0036-00032                       | 55-57 Worcester Street | Residential              | 4,200          | 6          | 8          | 1.50        | 9          | (1)         |
| 0036-00066                       | 59 Worcester Street    | Residential              | 2,206          | 2          | 12         | 2.00        | 4          | 8           |
| 0036-00031                       | 11 Commercial Street   | Residential              | 3,432          | 6          | 7          | 1.50        | 9          | (2)         |
| 0036-00035                       | 22 Howard Street       | Residential              | 1,213          | 1          | 3          | 2.00        | 2          | 1           |
| 0036-00034                       | 18 Howard Street       | Residential              | 1,215          | 1          | 2          | 2.00        | 2          | 0           |
| 0036-00037                       | 30 Howard Street       | Residential              | 1,449          | 1          | 3          | 2.00        | 2          | 1           |
| <b>GRAND TOTAL</b>               |                        |                          | <b>305,061</b> | <b>128</b> | <b>460</b> |             | <b>460</b> | <b>0</b>    |
| <b>Net Residential Shortfall</b> |                        |                          |                |            |            |             |            | <b>(42)</b> |

This equates to a supply ratio of 2.85 spaces for every 1,000 square feet of commercial space. Parking requirements per Nashua Zoning Code require between 1.00 and 13.33 space per every 1,000 square feet, which all properties currently meet.

Current City of Nashua Zoning Code calls for 1 space for every 200 square feet for Fire, Sheriff, and Emergency Services buildings, but the parking industry standard is 4 parking spaces for every apparatus bay. With six bays and 24 dedicated parking spaces, TT assumes Station #4 was built the latter standard and grandfathered against current requirements and is therefore in compliance.

Within the proposed pilot area there are a total of 128 existing residential units contained in thirty-nine properties supported by 203 off-street parking spaces, resulting in an average supply ratio of 1.59 parking spaces per unit. Existing zoning requires between 1.50 spaces per unit (mixed-use and multi-unit residential) and 2.00 spaces per unit (single-family homes and duplexes). The majority of these residential properties meet or exceed their individual parking requirements per zoning, but twelve properties (shown in **bold red** in the preceding table) provide less than the number of mandated parking spaces, resulting in a **42-space net shortfall**.

As the preceding table shows, the number of parking off-street parking spaces within the pilot area and the number of spaces required per current zoning match, despite the individual shortfalls by property. One of the challenges for the City of Nashua will be investigating and resolving these individual discrepancies prior to the execution of the proposed pilot.

TT's analysis suggests that 30 spaces of the 42-space residential shortfall per code could be resolved if the twenty-seven residential properties with excess supply were to enter into shared use agreements with the twelve residential properties without enough supply. Similarly, the 115 spaces associated with commercial properties within the pilot area could potentially support the undersupplied residential properties through a properly structured shared use arrangement.

### **Future Conditions**

In order to project future parking needs, TT applied Urban Land Institute (ULI) parking demand ratios for retail, institutional, and residential space adjusted to align with the Nashua NH market<sup>9</sup>. This reduced the total shortfall among the twelve residential properties not compliant with current code from 42 spaces (per code) to 39 spaces (in practicality) but still showed an existing deficit.

Introduction of the "Property Possible" development will displace the 117,822 square feet of vacant commercial, warehouse, and industrial space and 118 existing surface parking spaces at and around 103 Temple Street. The project will introduce 385 new residential units and 450 off-street parking spaces. Per ULI methodology, TT projects a total of 578 spaces will be needed to support the project under peak conditions, resulting in a 128-space shortfall compared to the planned parking supply for the project.

In total, the number of off-street parking spaces in the pilot area will increase from 460 to 792. Summing the individual peak parking needs by property up to 892 spaces may be needed. Straight comparison of supply to this demand projection suggests that, if all parking across the area could be perfectly 'shared' between the different uses, a shortfall of 100 spaces would still remain as shown in Table 2 on the next page.

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<sup>9</sup> Per the 2024 American Community Survey, three in every four employees (75%) drive alone to work and park and 90% of patrons and visitors do the same. The 2024 American Community Survey conducted for the Nashua NH area reported that 7.9% of residences did not have a vehicle.

**Table 2: Projected Future Peak Hour Parking Demand and Adequacy**

| Parcel ID                        | Address                | Land Use                 | Building SF    | Res Units  | O/S Pkg    | Dmnd Rtio   | Pk Demand  | Sur/(Def)    |
|----------------------------------|------------------------|--------------------------|----------------|------------|------------|-------------|------------|--------------|
| 0038-00088                       | 90 East Hollis Street  | Commercial (Retail)      | 24,259         | 0          | 24         | 0.83        | 20         | 4            |
| 0036-00071                       | 70 East Hollis Street  | Municipal (Fire Station) | 17,694         | 0          | 24         | 4.00        | 24         | 0            |
| 0036-00006                       | 50 East Hollis Street  | Commercial (Retail)      | 10,200         | 0          | 40         | 3.48        | 35         | 5            |
| 0036-00054                       | 46 East Hollis Street  | Commercial (Rest)        | 2,587          | 0          | 36         | 9.60        | 25         | 11           |
| 0036-00011                       | 14 Spruce Street       | Commercial (Bank)        | 1,684          | 0          | 10         | 2.70        | 5          | 5            |
| 0037-00006                       | Property Possible      | Residential              | N/A            | 385        | 450        | 1.50        | 578        | (128)        |
| 0036-00069                       | 15-17 Howard Street    | Residential              | 2,937          | 2          | 4          | 1.50        | 3          | 1            |
| 0036-00014                       | 51 Worcester Street    | Residential              | 1,952          | 3          | 9          | 1.50        | 5          | 4            |
| 0036-00013                       | 49 Worcester Street    | Residential              | 1,232          | 1          | 2          | 1.50        | 2          | 0            |
| 0037-00005                       | 113A-D Temple Street   | Residential              | 4,248          | 4          | 8          | 1.50        | 6          | 2            |
| 0037-00019                       | 6-12 Scripture Street  | Residential              | 1,863          | 2          | 4          | 1.50        | 3          | 1            |
| 0037-00019                       | 6-12 Scripture Street  | Commercial               | 1,518          | 0          | 5          | 3.48        | 5          | 0            |
| 0036-00019                       | L Scripture Street     | Parking Lot              | 0              | 0          | 0          | 0.00        | 0          | 0            |
| 0037-00004                       | 4 Hoyts Lane           | Residential              | 1,147          | 1          | 2          | 1.50        | 2          | 0            |
| 0036-00018                       | 18 Scripture Street    | Residential              | 1,404          | 2          | 8          | 1.50        | 3          | 5            |
| 0036-00017                       | 20 Scripture Street    | Residential              | 969            | 1          | 3          | 1.50        | 2          | 1            |
| 0036-00015                       | 40-42 Worcester Street | Residential              | 6,780          | 9          | 4          | 1.50        | 14         | (10)         |
| 0036-00016                       | 44 Worcester Street    | Residential              | 1,788          | 1          | 3          | 1.50        | 2          | 1            |
| 0036-00047                       | 46-48 Worcester Street | Residential              | 2,496          | 4          | 4          | 1.50        | 6          | (2)          |
| 0036-00022                       | 50-52 Worcester Street | Residential              | 3,514          | 5          | 4          | 1.50        | 8          | (4)          |
| 0036-00045                       | 7 Howard Street        | Residential              | 2,556          | 2          | 5          | 1.50        | 3          | 2            |
| 0036-00021                       | 3-5 Howard Street      | Residential              | 2,560          | 3          | 6          | 1.50        | 5          | 1            |
| 0036-00020                       | 1 Howard Street        | Residential              | 1,349          | 1          | 2          | 1.50        | 2          | 0            |
| 0037-00003                       | 119 Temple Street      | Residential              | 42,047         | 28         | 46         | 1.50        | 42         | 4            |
| 0036-00053                       | 123 Temple Street      | Residential              | 2,037          | 2          | 4          | 1.50        | 3          | 1            |
| 0036-00043                       | 125 Temple Street      | Residential              | 1,737          | 2          | 0          | 1.50        | 3          | (3)          |
| 0036-00029                       | 7 Commercial Street    | Residential              | 4,754          | 6          | 0          | 1.50        | 9          | (9)          |
| 0036-00028                       | 6 Gorman Avenue        | Residential              | 3,789          | 6          | 6          | 1.50        | 9          | (3)          |
| 0036-00041                       | 10 Gorman Avenue       | Residential              | 3,093          | 4          | 4          | 1.50        | 6          | (2)          |
| 0036-00026                       | 2 Howard Street        | Residential              | 1,350          | 1          | 4          | 1.50        | 2          | 2            |
| 0036-00059                       | 1-3 Shedd's Avenue     | Residential              | 1,599          | 2          | 4          | 1.50        | 3          | 1            |
| 0036-00063                       | L Shedd's Aveue        | Parking Lot              | 639            | 0          | 0          | 0.00        | 0          | 0            |
| 0036-00058                       | 2-4 Shedd's Avenue     | Residential              | 1,599          | 2          | 4          | 1.50        | 3          | 1            |
| 0036-00027                       | 5-7 Shedd's Avenue     | Residential              | 1,599          | 2          | 4          | 1.50        | 3          | 1            |
| 0036-00064                       | L Shedd's Aveue        | Parking Lot              | 639            | 0          | 0          | 0.00        | 0          | 0            |
| 0036-00025                       | 4 Howard Street        | Residential              | 1,349          | 1          | 2          | 1.50        | 2          | 0            |
| 0036-00024                       | 6 Howard Street        | Residential              | 1,290          | 1          | 2          | 1.50        | 2          | 0            |
| 0036-00062                       | 9-11 Shedd's Avenue    | Residential              | 1,599          | 2          | 4          | 1.50        | 3          | 1            |
| 0036-00030                       | L Shedd's Aveue        | Parking Lot              | 639            | 0          | 0          | 0.00        | 0          | 0            |
| 0036-00061                       | 13-15 Shedd's Avenue   | Residential              | 1,599          | 2          | 4          | 1.50        | 3          | 1            |
| 0036-00060                       | L Shedd's Aveue        | Parking Lot              | 639            | 0          | 0          | 0.00        | 0          | 0            |
| 0036-00057                       | 16-18 Shedd's Avenue   | Residential              | 1,599          | 2          | 4          | 1.50        | 3          | 1            |
| 0036-00023                       | 52.5 Worcester Street  | Residential              | 1,728          | 2          | 2          | 1.50        | 3          | (1)          |
| 0036-00056                       | 56-58 Worcester Street | Residential              | 2,002          | 3          | 4          | 1.50        | 5          | (1)          |
| 0036-00067                       | 53 Worcester Street    | Residential              | 1,461          | 2          | 2          | 1.50        | 3          | (1)          |
| 0036-00032                       | 55-57 Worcester Street | Residential              | 4,200          | 6          | 8          | 1.50        | 9          | (1)          |
| 0036-00066                       | 59 Worcester Street    | Residential              | 2,206          | 2          | 12         | 1.50        | 3          | 9            |
| 0036-00031                       | 11 Commercial Street   | Residential              | 3,432          | 6          | 7          | 1.50        | 9          | (2)          |
| 0036-00035                       | 22 Howard Street       | Residential              | 1,213          | 1          | 3          | 1.50        | 2          | 1            |
| 0036-00034                       | 18 Howard Street       | Residential              | 1,215          | 1          | 2          | 1.50        | 2          | 0            |
| 0036-00037                       | 30 Howard Street       | Residential              | 1,449          | 1          | 3          | 1.50        | 2          | 1            |
| <b>GRAND TOTAL</b>               |                        |                          | <b>187,239</b> | <b>513</b> | <b>792</b> |             | <b>892</b> | <b>(100)</b> |
| <b>Residential Only</b>          |                        |                          |                | <b>513</b> | <b>653</b> | <b>1.27</b> | <b>778</b> | <b>(125)</b> |
| <b>Net Residential Shortfall</b> |                        |                          |                |            |            |             |            | <b>(167)</b> |

This projection is unrealistic as it assumes that commercial, institutional, and residential land uses will all experience peak need at the same time of year, day of week, and time of day. In point of fact, residential peak demand commonly occurs on the overnight hours on a weekday, while commercial land uses experience peak demand during daytime hours. As the commercial land uses within the area are projected to only have 25 available spaces at peak, this excess supply is what is credited against the projected shortfall. In actuality, there are 115 off-street parking

spaces associated with commercial properties within the pilot area and the majority of these may be unoccupied when area residents need parking the most. If a shared use agreement can be negotiated between the project developer and these private property owners, a portion of the 128-space shortfall specific the “Property Possible” development may be mitigated without relying on public on-street parking in the area.

Isolating just the residential peak parking needs and comparing them to the total number of residential off-street parking spaces within the pilot area, the peak shortfall would be 125 parking spaces. However, this assumes sharing between residential properties with an excess of supply and residential properties with an excess of demand.

Summing the total shortfalls for all the undersupplied residential properties indicate a net residential shortfall of up to 167 spaces, as shown in the preceding table. Compared to the number of potential off-street parking spaces within the pilot area (152), this would still leave up to fifteen (15) residential vehicles unaccommodated during overnight hours even if all the on-street spaces were provided to meet peak residential demand.

### **Proposed Permit Distribution Models**

As the preceding analysis shows, there is not enough on-street parking supply within the pilot area to **guarantee** one parking permit for each residential unit; this would equate to 513 permits for only 152 spaces or 3.375 permits per available on-street space. This does not necessarily prohibit the city from **granting** one permit for each household.

When municipalities allow the issuance of significantly<sup>10</sup> more permits than there are parking spaces, they are essentially distributing “**hunting licenses**” to permit holders. Under this model, the permit does not promise each holder will be able to find a parking space but rather extends them the right to search for and use a permit only parking space if they can find an open one. The hunting license model is popular politically because it offers every qualifying permit holder the right to park in the permit zone, which is perceived as fair and egalitarian. In actual practice, the hunting license model favors those permit holders with the flexibility to search for open parking on the days and/or times when occupancy levels are the lowest and, once a vehicle is parked, the ability to not move their vehicles for extended periods.

If a municipality desires to offer a permit program that aligns the number of available spaces (“supply”) with the number of issued permits (“demand”), they adopt either a **prescription** or a **lottery** model. A **prescription** model is based on the equitable<sup>11</sup>, rather than egalitarian, distribution of parking permits. Prescription models factor in the balance between parking supply and demand within a permit zone. A **lottery** model can be equitable or egalitarian, depending on how it is structured.

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<sup>10</sup> In this case, significantly equates to 10% or more permits than parking spaces, although some municipalities have reported issuing up to 40% more permits than parking spaces and still recording utilization rates of less than 100% of available capacity. The concept of selling more permits than parking spaces is commonly referred to as “oversell” in the parking industry. “Oversell” reflects the difference between the number of permits issued and the number of permitted vehicles parked at any given time at the peak hour. As a general rule, a permit program administrator can safely assume up to 10% of all permit holders will be absent in the permit zone at any given time due to travel, vacations, etc. “Oversell” for a particular area can only be accurately defined through a program of study conducted across a reasonable period of time to capture all reasonably anticipated conditions.

<sup>11</sup> *Equitable* is defined as “fair and just in a way that takes account of and seeks to address existing inequalities” versus *egalitarian* (“related to or believing in the principle that all people are equal and deserve equal rights and opportunities”).

Under a **prescription** model, the municipality can function as the arbiter of permit rights by executing a formal property-by-property inventory of household units and off-street parking supply. This inventory serves as the basis for determining which households can apply for a parking permit by identifying which properties lack adequate provided off-street parking to support the number of households contained therein. Under such a model, any household within the permit zone can apply for a parking permit, but only those households identified as having a valid need will be issued a permit. In some cases, the municipality may request applicants include a recommendation from the property owner attesting to the applicant's need.

Under an **open lottery** model, any household within the permit zone can apply for a permit and the municipality randomly selects applications and issues permits up to the number of available permit spaces. Using a **limited lottery** approach, the municipality imposes criteria which narrows which households can apply for a permit<sup>12</sup> and then randomly selects and awards permits from the reduced pool.

None of these models incorporate the impact of permit **pricing**, which can influence demand for parking permits. For municipalities seeking to reduce the number of permit applicants overall to better align with the number of available parking spaces without going to a prescription model, setting the price per permit can create a 'self-regulating' program. Some municipalities have adopted an escalating scale of permit pricing which makes the first permit affordable, but charges increasing premiums for each additional permit. A few municipalities have offered parking permits at different price points according to the applicant's reported income and/or type of residence (e.g., rental versus owned, single-family home versus multi-unit complex, etc.).

Of course, all of these models have their detractors. Municipalities which issue hunting licenses are often subject to criticism by the permit holders who cannot regularly find an open space. Prescription and limited lottery models are perceived as inherently prejudicial against the property types or residents that don't meet criteria. Detractors of the open lottery model argue the process is too random and does not address specific needs and challenges within the permit zone. And influencing demand through pricing is perceived as unfair to individuals with restricted incomes and/or those living in the type of residence not favored by the program design.

No model is considered superior to the others or more preferable to one kind of municipality. Model selection is generally reflective of the values and dynamics of each individual community. For example, Boston, its abutting municipalities, and most other eastern Massachusetts municipalities have very limited on-street parking supply, tremendous residential density, and access to transit and other alternative transportation modes; all of these communities elect the egalitarian hunting license model for their residential parking permit programs. The New Hampshire municipalities that currently maintain residential parking permit programs tend to be more prescriptive, although they rely on geography, rather than a qualification of need, to determine to whom to award a permit. The City of Asbury Park (NJ) follows a classic prescriptive model that incorporates an assessment of available parking by property<sup>13</sup>. The Town of Kearney, New Jersey holds an open lottery for parking permits<sup>14</sup>. And the City of Grand Rapids (MI) offers discounted permits according to financial need<sup>15</sup>.

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<sup>12</sup> For example, some municipalities limit households which can apply for a parking permit to multi-family properties.

<sup>13</sup> <https://www.cityofasburypark.com/DocumentCenter/View/2340/Residential-Permit-Parking-Guide-2021>

<sup>14</sup> <https://www.kearnynj.org/announcements/31697/>

<sup>15</sup> <https://www.grandrapidsmi.gov/departments/mobile-gr/parking/residential-parking-permit-program/>

**Proposed Pilot Process**

TT envisions identifying potential Residential Parking Permit (RPP) pilot zones as a city staff or leadership led process with significant community involvement during the feasibility phases of work as well as assessing the pilot's success. The process would consist of the following steps:

1. Conceptually, identification of an area for an RPP pilot would come through citizen requests submitted to city employees and/or Board of Alderman representatives, initiating the feasibility process. The sponsoring staff member or representative would identify the geographic location originating the request and prepare a general overview of the basis for the request, which would be submitted to the Nashua Parking Department for evaluation.
2. Within two weeks of the request, the Parking Department, through its staff or an appointed outside contractor, will define the proposed pilot area surrounding the location of the request and prepare:
  - a. a preliminary inventory of residential units and land uses within the proposed pilot area<sup>16</sup>;
  - b. the number of off-street parking spaces dedicated to each land use and/or building;
  - c. the estimated number of legal on-street parking spaces within the pilot area<sup>17</sup>; and
  - d. observed current utilization of the off- and on-street parking inventories under anticipated peak hour conditions on a typically busy weekday and weekend day<sup>18</sup>.

Based on this data, the Parking Department or their contractor will identify:

- a. the number of residential units within the study area;
- b. the gross estimated number of on-street spaces available for use in the proposed zone;
- c. an order of magnitude estimate of initial and recurring costs to prepare the zone for the RPP pilot and administer the pilot<sup>19</sup>; and
- d. a listing of necessary terms and conditions associated with the pilot<sup>20</sup>, if it moves forward.

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<sup>16</sup> Based on public records.

<sup>17</sup> Applying required or standard street widths and setbacks for fire hydrants, curb cuts, etc.

<sup>18</sup> Occupancy counts shall be limited to the proposed pilot zone and will always include observations performed between 12 AM and 6 AM on the representative weekday and weekend day to capture utilization specific to residents. Additional counts may be warranted if there is a significant concentration of other land uses (e.g., restaurants, retail stores, health clubs, etc.) which experience peak demand during evening or early morning hours.

<sup>19</sup> This would include necessary signs, roadway markings, curb paint, curbing, etc. as well as labor to install, municipal labor costs and/or contractor fees to study the pilot and administer the process. It is assumed that any incremental increase in the costs of enforcement will be offset by increased fine revenues.

<sup>20</sup> These may include days and times when parking is prohibited to facilitate street cleaning, garbage collection, rush hour traffic flow, loading, etc.; special penalties specific to the program; hours of enforcement; etc.

This data, analysis, and information would be captured in a concise memorandum and presentation.

3. The memorandum and presentation will be submitted to representatives from the Nashua Police Department, Fire Department, and Department of Public Works for review, comment, and, as necessary, revision<sup>21</sup>. These stakeholders will return responses to the Parking Department within two weeks of receiving the materials. The finalized memorandum and presentation will serve as the formal proposal to pilot zone residents.
4. The sponsoring city staff member or representative will establish the location, date and time for a public forum to review the proposal. Where possible, the event should be held at a venue within the proposed pilot zone. The date and time of the event should be set to encourage high attendance of the pilot zone residents and businesses. The sponsoring city staff member or representative will also be responsible for ensuring each household within the proposed pilot area is notified in writing of the location, date, and time of the public forum at least ten (10) business days prior to the event.
5. Using the land use and residential unit inventory compiled by the Parking Department, the sponsoring city staff member or representative will prepare a petition listing all residential units and businesses within the proposed pilot zone. The petition will be in support of the proposed RPP pilot.
6. At the scheduled location, date, and time, the sponsoring city staff member or representative will call the meeting to order and provide an overview of the origin request, work performed to date in support of the request, and the purpose of the forum. A representative from the Parking Department will then present the proposed pilot area, collected data, analysis, and pilot program terms and conditions. The sponsoring city staff member or representative will manage the Q&A process following the presentation, limiting exchanges solely to questions or requests for clarification specific to pilot itself<sup>22</sup>.
7. At the conclusion of the forum, the sponsoring city staff member or representative will describe the petition process including but not limited to:
  - a. the number of signatures required to accept the pilot<sup>23</sup>;
  - b. the means by which residents of the proposed zone can submit questions for clarification and view the responses<sup>24</sup>;

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<sup>21</sup> Part of this review will include an engineering quality study of the proposed pilot area using existing and to scale drawings of the street grid showing street widths, proposed parking and travel lanes [including dimensions], and identifying with precision the boundaries and dimensions of all authorized on-street parking areas and no parking areas, including the locations of fire hydrants, curb cuts, intersections, and the like and their associated setbacks.

<sup>22</sup> Statements in support or opposition to the proposed pilot should be actively discouraged so attendees can focus on affirming their understanding of what is being proposed.

<sup>23</sup> Every municipality defines this requirement relative to their specific laws and/or community culture. A review of existing programs with this element shows a range from as low as 60% of constituents in support of the program to as high as 90%.

<sup>24</sup> Again, this should not be a forum hosting comments or reactions from the general public, but rather a mechanism for responding to any questions specific to the proposal. Opening the process to general statements, requests for revision, etc. can result in alterations to the original proposal that will invalidate the petition process.

- c. the means by which residents of the proposed zone can review the informational memorandum and presentation;
  - d. the procedures and processes required to access and sign the petition if they are in favor of the pilot;
  - e. the deadline for signing the petition; and
  - f. outcomes if the petition does not reflect adequate community support to advance the pilot.
8. Petitions should list the individual residential units<sup>25</sup> within the pilot zone by address. Physical forms of the petition should be kept under control of city staff<sup>26</sup>. Individuals wishing to sign the petition must present government issued identification establishing identity and current place of residence<sup>27</sup> and may sign only once representing their residential unit. If the city elects to administer the petition electronically, the program used should be able to request and collect personal and place of residence documentation and any signatures must be reviewed and approved by an authorized city staff member or representative before being accepted as valid signatures. The petition process should open the day of the public forum and close no later than fourteen days after the forum.
9. Petition results should be tabulated and recorded by city staff and a written summary of results should be issued to every residence and/or business within the pilot zone no later than five (5) business days after the petition closes. If the petition does not meet criteria for passage, the issued document should include a clear statement as such and provide information on any valid avenues of recourse<sup>28</sup>. If the petition meets criteria for passage, the issued document should include the final tally; the qualifications<sup>29</sup> and documentation required to apply for a permit; the process for applying for a permit; the criteria for award of a permit; and the opening and closing dates for filing an application.
10. The application process should open within two (2) business days of issuing the notice of passage. The application period should remain open for a period not to exceed two weeks. Individuals wishing to submit a physical application must present government issued identification establishing identity, current place of residence, proof of current

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<sup>25</sup> Business owners should be allowed to attend forums, ask questions, comment on proposed terms and conditions, but will not be eligible to sign the petition or apply for a permit. It is assumed that by identifying spaces near the business for exemption from the pilot and/or making them subject to time-limited or metered parking regulations during the hours of operations the city will have preserved the business owner's interests as a constituent.

<sup>26</sup> This can mean that the petition is stored at a central location at City Hall and managed by assigned city employees and/or that the petition can be carried into the field only by an assigned city staff member trained in the process for validating identity and place of residence.

<sup>27</sup> Place of residence should be included within the individual's government issued identification. However, in the event the identification does not contain an address for place of residence or the address is out of date, place of residence may be proved by the submission of deed, signed and executed lease or rental agreement, property or tax bill including the correct address and the individual's name.

<sup>28</sup> Pilots failing to achieve adequate support for passage may be resubmitted with an amended pilot area and/or terms and conditions after six months if appropriately sponsored. However, any revised proposal is still subject to review, acceptance, and approval by the Parking Department, Police Department, Fire Department, and Department of Public Works.

<sup>29</sup> For example, if the city elects a distribution model which limits which residents can apply for a permit (i.e., only multi-unit residential properties, only select residential properties, etc.), the document should include a description of which residents may apply and how they will need to prove their status.

vehicle registration and insurance. If the city elects to administer the application process electronically, the program used should be able to request and collect personal, place of residence and vehicle documentation and any applications must be reviewed and approved by an authorized city staff member or representative before being accepted as valid.

11. Applications must include:
  - a. the year, make, model, and plate number of the vehicle to be permitted;
  - b. the name, phone number, and email address of the applicant; and -
  - c. a listing of the program's terms and conditions.
12. At the closure of the application period, Parking Department staff or their appointed representatives will review and validate the collected applications. Invalid applications will be collected and the reason for invalidation will be recorded on each; these applications will be stored for the period mandated by law and discoverable according to the laws governing public information discovery and disclosure in effect.
13. Valid applications will advance to the selection and award process. Based on the city's chosen distribution model, applicants selected will be notified of award in writing, along with details on how to collect their permit. All other unselected applications will be collected along with documentation indicating why an award was not issued; this file will be stored for the period mandated by law and discoverable according to the laws governing public information discovery and disclosure in effect.
14. Selected applicants will be required to complete a registration form with the Parking Department. This registration form will include:
  - a. the year, make, model and plate number of the vehicle to be permitted<sup>30</sup>;
  - b. the permit holder's name, place of business, phone number(s)<sup>31</sup>, and email address(es);
  - c. a listing of the program's terms and conditions; and
  - d. a signed statement indicating the permit holder agrees to the preceding terms and conditions.
15. Permits will be specific to a single individual and vehicle and cannot be transferred to other persons or vehicles. Permit holders will be issued a vehicle decal. This decal will bear a unique serial number and year of effective issue/operation and should be installed on the vehicle in a location of the city's definition to maximize visibility for parking enforcement officers. Should the city establish multiple RPP zones, each zone will have its own unique color designation (i.e., blue zone, red zone, yellow zone, etc.); the decal for that zone will always be that color<sup>32</sup>. Decals shall be mounted in the lower right corner of the vehicle's rear window. Permits will never be valid for longer than a one (1) year period.

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<sup>30</sup> Permits will be exclusively issued to, and can only be applied to, a personal motor vehicle. Commercial vehicles, trailers, boats, recreational vehicles, and motorcycles are exempt from the program.

<sup>31</sup> Wherever possible, the city should capture phone numbers and email addresses for the permit holder's mobile, home, and business to facilitate quick notification in the event of an emergency.

<sup>32</sup> The shape of the decal will change on an annual basis to make enforcement easier. For example, during the pilot year the decal may be a blue circle. If it is determined that there is support to make the program permanent, the decal may be a blue square the following year, a blue diamond in the third year, etc.

16. The pilot will last one year from the date of commencement, which shall be defined by the city. During this period, the Parking Department or their appointed representative shall collect the data on a quarterly basis:
  - a. The total number of vehicles parked on-street within the pilot area on a selected hour between 12:00 AM and 6:00 AM on a representative weekday and weekend day, by block face.
  - b. The number of vehicles parked in public and private off-street parking facilities on a selected hour between 12:00 AM and 6:00 AM on a representative weekday and weekend day, by facility.
  - c. The number of vehicles parked on-street within the pilot area on a selected hour between 12:00 AM and 6:00 AM on a representative weekday and weekend day that do not have a displayed parking permit (decal).
  - d. The number of vehicles parked on-street within the pilot area on a selected hour between 12:00 AM and 6:00 AM on a representative weekday and weekend day that are parked in an area not designated for parking.
17. The Parking Department or their appointed representative shall compile and analyze this and other city data and prepare a memorandum detailing conditions including, but not limited to:
  - a. The number of permitted vehicles parked in designated permit spaces on the representative weekday and weekend day.
  - b. A comparison of parked permitted vehicles to total permits issued on the representative weekday and weekend day.
  - c. Utilization of permit parking spaces by permit vehicles on the representative weekday and weekend day, by block face.
  - d. Utilization of public and private off-street parking facilities on the representative weekday and weekend day, by facility.
  - e. Frequency and location of illegally parked vehicles on the representative weekday and weekend day, by block face.
  - f. The number of parking citations issued within the pilot zone over the prior ninety (90) days, by offense.
  - g. The number of vehicles impounded/towed within the pilot zone over the prior ninety (90) days, by offense.
  - h. Statistics and/or narrative regarding any impacts to the delivery of city services within the pilot area attributable to the pilot.
  - i. Any recommended revisions to pilot terms and conditions
18. The draft memorandum will be circulated among city staff for review and comment and revised as appropriate. A copy of the revised memorandum will be provided to each business and residence within the pilot area. A mechanism<sup>33</sup> for collecting questions, comments, and/or reactions to the memorandum will be provided by the city.
19. At the conclusion of the one-year pilot, the Parking Department or their appointed representative shall compile the results of the quarterly reports in a technical

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<sup>33</sup> In TT's experience, this is best achieved as a web-based platform linked to the city's website.

memorandum and presentation. The draft memorandum and presentation will be circulated among city staff for review and comment and revised as appropriate.

20. In advance of the conclusion of the pilot, the sponsoring city staff member or representative will establish the location, date and time for a public forum to review the proposal. Where possible, the event should be held at a venue within the proposed pilot zone. The date and time of the event should be set to encourage high attendance of the pilot zone residents and businesses. The sponsoring city staff member or representative will also be responsible for ensuring each household within the proposed pilot area is notified in writing of the location, date, and time of the public forum at least ten (10) business days prior to the event<sup>34</sup>.
21. Using the land use and residential unit inventory compiled by the Parking Department, the sponsoring city staff member or representative will prepare a petition listing all residential units and businesses within the proposed pilot zone. The petition will be in support of making the RPP program permanent.
22. At the scheduled location, date, and time, the sponsoring city staff member or representative will call the meeting to order and provide an overview of the origin request and the purpose of the forum. A representative from the Parking Department will then present the consolidated results of the quarterly study and any recommended revisions to the terms and conditions. The sponsoring city staff member or representative will manage the Q&A process following the presentation, allowing for public comment and reaction.
23. At the conclusion of the forum, the sponsoring city staff member or representative will describe the petition process including but not limited to:
  - a. the number of signatures required to make the pilot a permanent program<sup>35</sup>;
  - b. the means by which residents of the zone can submit requests for revision and/or questions for clarification and view the city's responses<sup>36</sup>;
  - c. the means by which residents of the zone can view the informational memorandum and presentation and finalized terms and conditions;
  - d. the deadline for signing the petition; and
  - e. outcomes if the petition does not reflect adequate community support to advance the pilot to a permanent program.
24. Petitions should list the individual residential units within the pilot zone by address. Physical forms of the petition should be kept under control of city staff<sup>37</sup>. Individuals wishing to sign the petition must present government issued identification establishing identity and current place of residence<sup>38</sup> and may sign only once representing their

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<sup>34</sup> Including in this notification will be an announcement that the pilot program will remain in place for an additional sixty (60) days and/or until a formal vote to cancel or renew the program can be conducted, validated, and announced; whichever comes first.

<sup>35</sup> The majority requirement for passage should be identical the majority requirement to authorize the pilot.

<sup>36</sup> Using a web-based platform to collect questions and requests for revisions and post city responses has historically been the most efficient and effective approach.

<sup>37</sup> See note 25.

<sup>38</sup> See note 26.

residential unit. If the city elects to administer the petition electronically, the program used should be able to request and collect personal and place of residence/business documentation and any signatures must be reviewed and approved by an authorized city staff member or representative before being accepted as valid signatures. The petition process should open the day revised terms and conditions are finalized and close no later than seven days after.

25. Petition results should be tabulated and recorded by city staff and a written summary of results should be issued to every residence within the zone no later than five (5) business days after the petition closes. If the petition does not meet criteria for passage, the issued document should include a clear statement as such and the date of termination and provide information on any valid avenues of recourse<sup>39</sup>. If the petition meets criteria for passage, the issued document should include the final tally; the finalized terms and conditions; the qualifications and documentation required to apply for a permit; the process for applying for a permit; the criteria for award of a permit; and the opening and closing dates for filing an application.
26. In the event that a pilot fails to advance to permanence, the pilot area will revert to the ordinances and regulations in place prior to the pilot.
27. In the event that a pilot is voted to permanence, the start of application and award process should be scheduled within five (5) business days of the announcement.
28. Permanent programs should require every permit holder to update and/or reregister their information as outlined in item 14 annually if the program does not feature an annual application and award process.
29. Permanent programs may be subject to review, modification, renewal, or termination every four (4) years from the date of the first year of permanence if requested by a sponsoring city staff member or representative.
30. If a permanent program is subject to a request for review, the Parking Department will conduct an existing conditions assessment following the actions outlined in items 16-18 and the program will be evaluated following the actions outlined in items 20-25.

#### **Items for Consideration When Developing Terms and Conditions**

Based on conversations with city staff, the following items should be considered and addressed within the draft terms and conditions developed for each pilot:

- A. Based on current DPW trash collection and street sweeping schedules, on what days of the week/month and during what times should on-street parking privileges be suspended to facilitate these activities?
- B. How and when will permit holders be notified in the event of a snow emergency, required road repair, etc., which will result in temporary suspension of on-street parking privileges?

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<sup>39</sup> Pilots failing to achieve adequate support for permanence may be resubmitted with an amended pilot area and/or terms and conditions no sooner than two (2) years after defeat, if appropriately sponsored. However, any revised proposal is still subject to review, acceptance, and approval by the Parking Department, Police Department, Fire Department, and Department of Public Works and must go through the one (1) year pilot process again.

- C. Will there be enhanced penalties for individuals parking in the pilot zone during program hours without a valid permit and/or failing to display an issued permit?
- D. Will there be enhanced penalties for permit holders parking in on-street spaces within the permit zone with designated time limits and/or meters outside program hours?
- E. What are the potential penalties for permit holders parking in the pilot zone during periods when parking privileges are suspended?
- F. Under what conditions may a permit be temporarily or permanently rescinded?
- G. How will the risks of allowing permit holders to park on public streets within a zone and thereby potentially impeding the passage of emergency vehicles be managed?
- H. If a permitted vehicle is impeding the passage or operation of an emergency vehicle what is the procedure for removing the vehicle?
- I. If it is found that there is consistent availability among on-street spaces within the zone during program hours, what is the procedure for issuing additional permits outside the annual "open enrollment" period?
- J. If new residential development is introduced into permanent zone, what changes does this mandate in the program's terms and conditions? Will new residents be allowed to apply for permits outside the annual "open enrollment" period and, if so, how?
- K. Are there particular on-street parking spaces and/or block faces which should be partially or completely exempted from the proposed program to prevent conflicts between residents and other constituents?

### **Program Portability**

While the details contained in the preceding document are largely specific to the proposed pilot area, the general parameters of the proposed Residential Parking Permit (RPP) program are portable and can be applied to other areas of the city within the following limitations;

- The maximum dimensions of any proposed pilot area should not exceed 1,200' in width or height. The proposed pilot area is roughly 1,200' wide (east to west) at its furthestmost points and 1,000' high (north to south). The next closest residential neighborhood to the west<sup>40</sup> measures roughly 1,100 x 1,100' and could be a good candidate for another pilot.
- In contrast, the total area encompassing the existing overnight parking permit program south of the Nashua River is almost 3,200' high at its furthestmost points and over 2,500' wide. This area would need to be subdivided into as many as eight different zones in order to maintain the walkability of each zone. Similarly, the streets with existing overnight parking permit designations north of the Nashua River cover an area which is over half a mile high and three-quarters of a mile wide and would need to be reorganized.
- Executing one or more pilots in the area between Walnut and Spring Street, the Nashua River and West/ East Hollis Street will be exceptionally involved and complex in order to balance the rights and needs of the residential community and the business community. Similarly, any pilots which incorporate portions of West Hollis Street and Kinsley Street south of the Nashua River or Canal Street north of the Nashua River will have similar challenges.

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<sup>40</sup> Bounded by Quincy Street, East Pearl Street, Spruce Street, and East Hollis Street.

- A pilot is most likely to receive community support in select sections of Wards 2, 3, 4, 6, and 7 where neighborhoods are highly reliant on on-street parking and seeking a vehicle which will allow greater use of these spaces in a fair and equitable manner. In the outlying sections of these Wards as well as the majority of Wards 1, 5, 8, and 9 the density of development and age of housing stock make it unlikely that enough neighbors will move to support a one-year pilot out of necessity. In these cases, where there is a very limited desire for overnight parking, primarily for convenience, those citizens seeking that privilege may have to operate within the Parking Department's existing program to address those needs.