

DOWNTOWN LITTLETON PARKING PLAN



Adopted June 2019

Prepared for the TOWN OF LITTLETON PARKING COMMISSION

By NORTH COUNTRY COUNCIL REGIONAL PLANNING COMMISSION



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Acknowledgements

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The development of this plan was stewarded by the Littleton Parking Commission, who volunteered their time to attend evening meetings and various public events. The Parking Commission consists of:

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The development of this plan was assisted by residents and business owners in the Town of Littleton who attended public events and submitted comments, ideas, and feedback. Your contributions are noted and appreciated.

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This plan was funded in part by the New Hampshire Department of Transportation and the Federal Highway Administration, U.S. Department of Transportation. The contents of this plan do not necessarily reflect the official views or policies of the funding agencies.

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EXECUTIVE SUMMARY

Executive Summary

INTRODUCTION

Downtown Littleton has many defining characteristics—the vibrant Main Street, the scenic River District, and the historic residential neighborhood north of Main Street. As a regional hub for employment, entertainment, and shopping, the downtown hosts a combination of residents, workers, and visitors on a daily basis. Maintaining a balance of commercial and residential land uses with adequate parking has been an on-going challenge for the Town. The 2016 update of the Town Master Plan acknowledges public concern regarding parking availability, but cautions that expansion of parking facilities “should not be done at the expense of the downtown’s character.” Accordingly, the management of parking is an important component of planning for downtown Littleton.

In May 2018, the Town of Littleton Board of Selectmen voted to create a Parking Commission to evaluate parking in downtown Littleton. The Parking Commission was tasked by the Board of Selectmen to develop a parking plan that includes recommendations for management and funding of parking, capital improvements programming, parking districts, communication and coordination, and improving awareness of parking areas.

In summer 2018, the Parking Commission requested the assistance of North Country Council Regional Planning Commission (NCC) in performing a study of parking to inform the recommendations of the parking plan. Subsequently, in summer and fall 2018, NCC performed a study of parking in downtown Littleton. The study included a) an inventory of parking facilities; b) counts of parking utilization; c) public and local business forums; and d) analyses of current parking management, funding sources, and potential projects. Using the results of the study, the Parking Commission met on a regular basis to develop a “toolkit” of recommendations and strategies presented in this plan.

The resulting plan provides information and guidance to the Town of Littleton regarding parking in the downtown area. The plan includes potential short-term strategies that the Town administration could implement in the near future, as well as more significant projects and policy changes for which longer-term budgeting, additional public engagement, and/or the use of warrant articles may be more appropriate. ***Nothing in this plan represents a final decision by the Town of Littleton to spend money or implement a project; ultimately, the Town administration and residents must decide which projects and strategies are most important to implement.***

PARKING PLAN: VISION STATEMENTS

Through this planning process, the Parking Commission adopted a set of Vision statements to guide the development of the plan. The Vision statements are intended to describe desired future parking conditions in downtown Littleton. The Goals, Objectives, and Recommendations presented in the plan are intended to guide the Town of Littleton towards achieving the following Vision statements:

- **Vision Statement #1:** *Parking in downtown Littleton will be safe, convenient, adequate and affordable for residents, visitors, employees, and customers.*
- **Vision Statement #2:** *Public parking in downtown Littleton will be well-promoted and easily navigated by all potential users.*
- **Vision Statement #3:** *The Town of Littleton will remain informed and responsive to changes in parking conditions in the downtown area.*

Executive Summary

PARKING STUDY: KEY FINDINGS

A parking study was conducted in summer and fall 2018. Through the process of data collection, data analysis, and public engagement, several key findings were identified:

- The total parking capacity in downtown Littleton is estimated to be 2,225 vehicles. There are 335 formal public parking spaces (includes striped on-street parking stalls and parking spaces in public parking lots). The informal public parking capacity is estimated to be 885 vehicles (includes all formal public parking, as well as unstriped roadside parking, privately-owned parking lots that are used by the general public, and public parking areas with usage restrictions, such as the Littleton Opera House). The capacity of private parking areas (i.e., those reserved for tenants, employees, or customers of a specific business) is estimated to be 1,340 vehicles.
- Some public parking facilities were heavily utilized during peak periods (mid-day, weekend evenings), while others were consistently underutilized.
- Public parking was always available within a two-to-three minute walk (1/8 mile) of eastern Main Street and River District destinations.
- Formal public parking in downtown Littleton was never more than 78% full during the study; however, some public parking lots (Pleasant Street, River District) were frequently at capacity during peak times (mid-day hours, weekend evenings).
- Private parking (for tenants, employees, or customers of a specific business) was mostly underutilized; however, some private parking lots of businesses are periodically occupied by non-customers when nearby public parking areas are at capacity.
- Parking in downtown Littleton can be a challenge for visitors, but is typically easier for residents, commuters, and others who frequently travel to the downtown area. Some public parking areas lack directional signage that could aid visitors with navigation.
- Poor lighting and pedestrian access are safety concerns for some public parking areas, particularly those off of Clay Street and Pleasant Street.
- The Town of Littleton Zoning Code currently does not include any requirements for parking for new developments, which could lead to increased demand for current public parking facilities should increased development occur in the downtown.
- The Town's Parking Meter Fund could be better funded to support parking improvements and maintenance. The Parking Meter Fund primarily supports parking enforcement activities, with a small percentage of funds going to towards maintenance of parking areas and sidewalks. The Fund is currently supported by revenues from parking meter fees and fines, the rates for which are currently very low (\$0.25 per hour meter fee, \$5.00 fine for violation of time restriction).

Executive Summary

SUMMARY OF OBJECTIVES & RECOMMENDATIONS FOR PARKING IN DOWNTOWN LITTLETON

This plan presents a series of objectives and recommendations for improving parking in downtown Littleton. Objectives describe broad strategies to achieve the vision and goals presented in the Introduction section of this plan (p. 11). Recommendations describe specific projects, policies, and/or strategies for implementing the objectives.

These objectives and recommendations are based on the results of the 2018 parking study, as well as engagement with the public, local business owners, Town staff and local boards and commissions. More detailed descriptions and rationale for these recommendations are presented on pages 57—82. A map showing recommendations that are location-specific is provided on page 61. ***The recommendations presented do not represent a final decision by the Town of Littleton to implement a project or spend money; ultimately, the Town administration and residents must decide which projects and strategies are most appropriate and important to fund and implement.***

- **Objective 1: Improve utilization of existing public parking areas through promotion.** While utilization of parking is high in some areas of downtown Littleton (e.g., eastern River District and Main Street), nearby public parking areas remain underutilized, even during peak times.

Objective 1 Recommendations:

- 1A. Add/improve signage for public parking areas.
- 1B. Provide improved educational materials regarding public parking for the traveling public.
- 1C. Pursue a branding effort to promote the “park and walk experience” in downtown Littleton.

- **Objective 2: Expand the supply of available parking.** Many public parking areas near Main Street and in the eastern portion of the River District are at capacity during peak times of day. Residents, customers, and business owners in these areas could benefit from increased parking options.

Objective 2 Recommendations:

- 2A. Monitor for low-cost land purchases or leases where the highest and best use of the land would be parking.
- 2B. Reconfigure the Pleasant Street-West parking lot to increase the number of parking stalls.
- 2C. Explore opportunities for shared-use parking agreements between the Town of Littleton and local businesses, and encourage the use of shared-use parking agreements between adjacent local businesses.
- 2D. Pursue roadway and streetscape improvement projects that will improve or add on-street parking.
- 2E. Explore options for striping on-street parking stalls on state highways (e.g., Union St and West Main St) where there is adequate roadway width.
- 2F. Evaluate the feasibility, effectiveness, and public support for using conditional use permitting or other zoning ordinance changes to establish flexible minimum parking requirements for new developments in downtown Littleton.
- 2G. Consider adding electric vehicle (EV) charging stations to public parking areas.
- 2H. Evaluate potential for converting some two-way streets north of Main Street to one-way and striping on-street parking spaces.

Executive Summary

SUMMARY OF OBJECTIVES & RECOMMENDATIONS FOR PARKING IN DOWNTOWN LITTLETON (CONTINUED)

Objective 2 Recommendations (continued):

- 2I. Expand the number of spaces for general public parking at the Littleton Opera House, and discourage long-term parking by establishing time restrictions and potentially installing parking meters while maintaining overnight parking.
 - 2J. Implement the public park project next to the Senior Center and explore options for public use of parking lot by River District customers and visitors, including wayfinding signage and promotion of the parking lot by River District businesses.
 - 2K. Explore options for developing a central park-and-ride and transit facility.
-

- **Objective 3: Improve safety of public parking areas.** Safety concerns for some current public parking areas include poor lighting and poor pedestrian access. These concerns may limit utilization of public parking areas by residents, workers, or customers.

Objective 3 Recommendations:

- 3A. Improve lighting and infrastructure conditions in public parking areas.
 - 3B. Improve pedestrian connections to parking areas, including adding and/or improving sidewalks, handrails, and improving winter maintenance.
-

- **Objective 4: Support parking projects and maintenance through capital improvements planning and increasing revenues.** Currently, revenues from parking meter fees and parking fines are adequate to support the Town's current Parking Meter Fund and generate a small surplus. The majority of the Parking Meter Fund is spent on parking enforcement, with a small amount left over for maintenance of meters, sidewalks, and parking lots. Additionally, the Town's current parking meter rate of \$0.25 per hour and parking time restriction fine of \$5.00 are both very low relative to the demand for public parking in downtown Littleton. By increasing revenues from meter fees and fines, the Town can generate additional funding to support capital projects to improve or expand public parking facilities, as well as perform increased maintenance.

Objective 4 Recommendations:

- 4A. Increase meter fees in some locations to \$0.50 per hour and add new parking meters in high-demand areas.
- 4B. Increase parking fines along Main Street to \$10.00 from the current rate of \$5.00.
- 4C. Reference the recommendations of the Littleton Parking Plan in the capital improvement planning and annual budgeting processes.
- 4D. Consider increasing parking meter fee collection hours by one hour.

Executive Summary

SUMMARY OF OBJECTIVES & RECOMMENDATIONS FOR PARKING IN DOWNTOWN LITTLETON (CONTINUED)

- **Objective 5: Improve management and enforcement of public parking areas.** While the Town of Littleton currently manages and enforces parking regulations to some degree of effectiveness, issues with long-term parking in high-demand areas persist, which limits the capacity of parking facilities to accommodate residents, visitors, and customers. Additional enforcement measures can be implemented to encourage more efficient use of parking facilities in downtown. Parking meter installations and rate modifications can encourage turnover in high-demand areas while generating revenues for parking projects and maintenance.

Objective 5 Recommendations:

- 5A. Increase meter fees and parking fines in high-demand areas (see *Objective 4 recommendations*).
- 5B. Install additional parking meters in some highly-utilized public parking areas (see *Objective 4 recommendations*).
- 5C. Monitor parking enforcement activities to evaluate effectiveness.
- 5D. Vary hours of parking enforcement.
- 5E. Initiate a pilot program for a Downtown Parking District for overnight parking in off-street, Town-owned parking lots.
- 5F. Establish parking locations for OHRVs/ATVs and trailers.
- 5G. Continue to support and promote the Littleton Park Card program.

- **Objective 6: Increase coordination between key Town entities with respect to parking.** Projects and policies pertaining to parking in downtown Littleton may affect a variety of Town departments and stakeholders. Coordination between Town departments, boards, and commissions should occur in order to better understand impacts of potential projects and policies.

Objective 6 Recommendations:

- 6A. Include key Town entities and the public in discussions regarding major projects or policies.
- 6B. Schedule a regular meetings between key Town entities to ensure information sharing and coordination related to parking.



INTRODUCTION

INTRODUCTION

PURPOSE AND NEED FOR A PARKING PLAN

Setting the Scene: Downtown Littleton

Downtown Littleton has many defining characteristics—the vibrant Main Street, the scenic River District, and the historic residential neighborhood north of Main Street. As a regional hub for employment, entertainment, services, and shopping, the downtown hosts a combination of residents, workers, business owners and visitors on a daily basis.

Maintaining a balance of dense commercial and residential land uses with adequate parking has been an on-going challenge for the Town. Due to the rural nature of the surrounding region, the vast majority of travelers reach downtown Littleton using private vehicles. Accordingly, the management of parking is an important component of planning for downtown Littleton. The Town Master Plan acknowledges public concern regarding parking availability and suggests that parking conditions could be improved through careful management and creative strategies. The Master Plan also cautions that expansion of parking facilities “should not be done at the expense of the downtown’s character.”

From an urban form perspective, Main Street today looks much as it did in the early 1900’s before automobiles were widely adopted—a dense and walkable mix of businesses and homes (Figure 1). Today, the Town strives to achieve a balance of parking and development that preserves the form of the Town’s Main Street while providing adequate parking for commuters, shoppers, employees, and residents (Figure 2). With the recent revitalization of the Town’s River District, the Town will look to maintain a similar balance of parking and development in this area as well.

Ultimately, the management of parking in downtown Littleton is about supporting residents, customers, workers, and business owners while preserving the assets and amenities that make the downtown thrive.



Figure 1: Artist's rendering of Main Street in the early 1900's (image courtesy of US Department of Transportation).



Figure 2: Main Street, August 2018.

Introduction

PURPOSE AND NEED FOR A PARKING PLAN (CONTINUED)

Littleton Parking Commission

In May 2018, the Town of Littleton Board of Selectmen voted to create a Parking Commission to evaluate the parking situation in downtown Littleton. The Parking Commission was tasked by the Board of Selectmen with the following objectives:

- i. Making recommendations to the Board of Selectmen and Town Manager for the maintenance and implementation of an overall public parking plan that defines goals, policies, and regulations.
- ii. Making recommendations to the Board of Selectmen and Town Manager with respect to funding for a parking activity fund.
- iii. Making recommendations to the Planning Board, the Board of Selectmen, and Town Manager with respect to capital improvement programming as it relates to public parking facilities.
- iv. Making recommendations to the Board of Selectmen and Town Manager with respect to special parking districts, related maintenance programs and their funding and management.
- v. Promoting communication and the exchange of ideas and concerns between users of public parking, property owners, merchants, and Town agencies.
- vi. Acting to promote public awareness of public parking areas in the Town.

PREVIOUS PLANS, REPORTS, AND STUDIES

At the first meeting of the Littleton Parking Commission, it was determined that a study of parking in downtown Littleton would provide the Commission with the necessary insights to develop a plan for parking in the downtown area. A review of previous studies, reports, and plans related to parking in the Town was performed; however, the reviewed materials were considered to be too out-of-date or not specific enough to current parking conditions to be useful for the Parking Commission. Therefore, the Commission requested the assistance of North Country Council Regional Planning Commission (NCC) to complete a study and parking plan for downtown Littleton.



Wayfinding signage for public parking on Main Street

Introduction

PREVIOUS PLANS, REPORTS, AND STUDIES (CONTINUED)

The following plans, reports, and studies were reviewed prior to the decision to undertake a new study of parking in downtown Littleton:

Downtown Littleton Parking Study (2001)

- A study of parking in downtown Littleton was performed in 2001. The scope of the study was limited to public parking along Main Street between the Littleton Opera House and the Littleton Post Office, as well as some adjacent public parking lots.
 - The 2001 study found that public parking spaces were close to capacity around mid-day, but were less utilized at other times of day.
 - The 2001 study recommended that a more comprehensive study that included private parking lots be undertaken.
 - The results from the 2001 study were considered to be too old to inform recommendations for a new parking plan.
-

Littleton Places Report (2004)

- A “placemaking” study, led by the Project for Public Spaces, was undertaken in 2004. The report focused on recommendations for improving public spaces and the vibrancy of downtown Littleton.
 - The report notes that large parking lots on Meadow Street and West Main Street “eroded” the walkability of these areas.
 - Recommendations related to parking from this report included 1) consider back-in angled parking on Main Street, and 2) further study the feasibility of shared-use agreements, reducing the number of driveways on Main Street, and dedicated merchant and employee parking with pedestrian or shuttle bus connections to Main Street.
-

Littleton Master Plan (adopted 2004, amended 2016)

- The Transportation Chapter of the Master Plan identifies parking in downtown Littleton as a priority, but notes that perceived parking shortages are typically the result of poor parking management. Shared use of parking lots, dedicated employee parking, and managing short-term parking are identified as potential management strategies.
- The Transportation Chapter identifies pedestrian connections to parking areas as an important component of planning for Main Street.
- The Master Plan identifies several “potential actions” related to parking in downtown:
 - ◆ **Transportation—Potential Action #1:** “Establish a balance of well distributed public and private parking spaces throughout the downtown area. Do not expand parking at the expense of the downtown’s character. Manage these parking resources with appropriate time limits and costs to accommodate residents and visitors.”
 - ◆ **Transportation—Potential Action #16:** “Evaluate the potential for a satellite parking system on edge of the commercial district and the downtown with complimentary uses (i.e. bike and rollerblade rentals, shopper storage).”
 - ◆ **Community Facilities—Potential Action #2:** “Work on further development of the Town’s Parking Management Plan, to include increasing the number of metered spaces available to the public and updating the meter systems.”

Introduction

PREVIOUS PLANS, REPORTS, AND STUDIES (CONTINUED)

Saranac Street Corridor Parking Assessment (2013)

- In November 2013, parking data was collected by NCC in the River District between Ammonoosuc Street and Cottage Street.
- The study only included one day of data collection, and was performed during an off-peak time of year. The Parking Commission determined that the results were not sufficient to inform new recommendations for parking in the River District.

Selectboard Parking Survey (2014)

- A survey of parking was distributed to residents in 2014. The results for this study were not able to be tracked down for review by the Commission.

GEOGRAPHIC SCOPE OF THE PARKING PLAN

The study area for this plan covers the downtown area of Littleton. The plan is intended to cover the areas of greatest parking demand in the downtown, including Main Street, the River District, Cottage Street, Union Street, and Pleasant Street. Residential areas north and east of Main Street were also included to assess the demand for parking along neighborhood streets. While the focus of this plan is on the downtown area of Littleton, some of the included recommendations and strategies refer to Town-wide policies and potential projects located outside the downtown area. The plan primarily focuses on public parking areas managed by the Town of Littleton, but does include some recommendations for private parking lots as well.

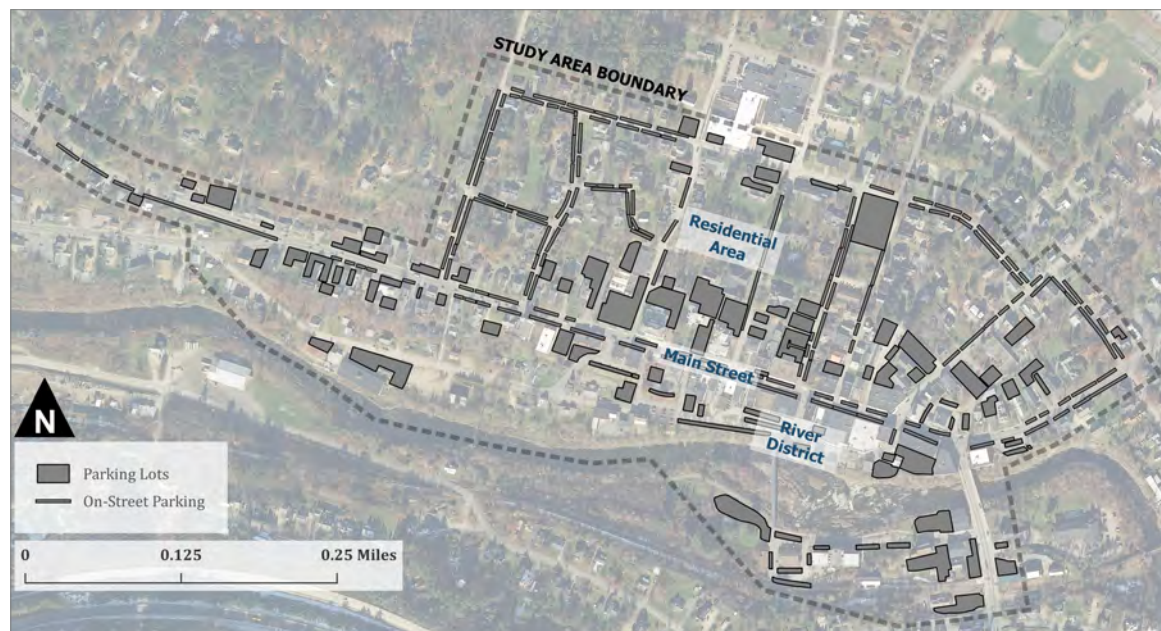


Figure 3: Study area for the Downtown Littleton Parking Plan.

Introduction

HOW TO USE THIS PLAN

This plan provides information and guidance to Town boards, commissions, municipal staff, and the public regarding parking in downtown Littleton. The plan describes existing parking conditions, including the current utilization of parking infrastructure, and presents a “toolkit” of potential strategies and recommendations that the Town can apply to maintain an adequate parking supply that is safe, convenient, and affordable. The “toolkit” includes short-term and low-cost approaches that the Town administration can implement in the near future, as well as more significant projects and policy changes for which additional studies, public engagement, and/or the use of warrant articles may be more appropriate. ***Nothing in this plan represents a final decision by the Town of Littleton to implement a project or spend money; ultimately, the Town administration and residents must decide which projects and strategies are most appropriate and important to fund and implement.***

There are two section of this plan: *Parking in Downtown Littleton: Current Conditions* and *Looking to the Future: Parking Objectives and Recommendations*.

Parking in Downtown Littleton: Current Conditions

This section provides information on parking conditions in downtown Littleton as of fall 2018. The following information related to parking conditions is included:

- Information and map of parking infrastructure in the downtown area.
- Analyses of utilization of parking in the downtown area on weekends, weekdays, and various times of day.
- Discussion of planned and potential new projects that may affect parking capacity and demand in the downtown area.
- Information on current parking ordinances, policies, management strategies, expenditures, and revenues.

Managing parking in a dense town center is challenge for many communities. By providing comprehensive overview of parking infrastructure and utilization in downtown Littleton, the information contained within this plan can assist local boards and commissions, such as the Selectboard, Planning Board, River District Commission, and Town staff in making informed planning, policy, and financial decisions regarding the provision and management of parking.

Looking to the Future: Parking Objectives and Recommendations

This section provides a “toolkit” of recommendations and strategies to help guide local boards and Town staff in planning and decision-making related to parking in downtown Littleton. Information related to implementation of recommendations, such as general costs, timelines, funding sources, and involved entities, is also included. The recommendations presented include:

- Potential strategies for increasing utilization, safety, and public awareness of existing public parking facilities.
- Potential capital improvements aimed at improving and/or expanding parking supply.
- Potential strategies for funding parking improvements and maintenance.
- Potential Town policies aimed at improving the management of parking supply.

Introduction

PARKING PLAN: VISION AND GOALS

The following Vision and Goal statements were adopted by the Littleton Parking Commission to guide the development of this plan. The Vision statements broadly describe ideal future parking conditions and management approaches. The Goal statements describe more specific desired outcomes related to parking in downtown Littleton. The Objectives and Recommendations presented in the *Looking to the Future* section of this plan are intended to provide potential strategies for the Town to achieve the following Vision and Goal statements.

Vision Statement #1: Parking in downtown Littleton will be safe, convenient, adequate and affordable for residents, visitors, employees, and customers.

- Goal 1a.** Provide an adequate amount of parking in downtown Littleton to serve the needs of residents, visitors, employees, customers, and local business owners.
 - Goal 1b.** Provide safe and convenient access and pedestrian connections from parking areas to residential areas, commercial uses, and public spaces.
 - Goal 1c.** Ensure there is a proper balance between generating needed funds for parking improvements and financial demand placed on visitors, residents, businesses, and Town government.
 - Goal 1d.** Per the Town Master Plan, ensure there is a proper balance of space devoted to parking, residences, businesses, and public spaces in downtown Littleton.
 - Goal 1e.** Increase use of underutilized public and private parking areas in downtown Littleton.
 - Goal 1f.** Ensure that parking lots and associated infrastructure are kept in a state of good repair.
-

Vision Statement #2: Public parking in downtown Littleton will be well-promoted and easily navigated by all potential users.

- Goal 2a.** Improve the ease of navigation to public parking areas.
 - Goal 2b.** Ensure that the public has easy access to information about public parking areas and parking restrictions.
-

Vision Statement #3: The Town of Littleton will remain informed and responsive to changes in parking conditions in the downtown area.

- Goal 3a.** Ensure that the Littleton Parking Commission remains an active, public-facing entity that can monitor parking conditions, receive comments and suggestions from the public, and make recommendations to the Board of Selectmen and Town Manager.
- Goal 3b.** Support the Town's parking activity fund such that the Town may nimbly respond to parking maintenance issues and/or periodic opportunities to construct, acquire, or improve existing parking facilities.



PARKING IN DOWNTOWN LITTLETON: CURRENT CONDITIONS

Parking in Downtown Littleton: Current Conditions

SUMMARY OF CURRENT PARKING CONDITIONS IN DOWNTOWN LITTLETON

This section provides a summary of current parking conditions in downtown Littleton (as of fall 2018), including existing parking infrastructure, utilization of parking infrastructure, and Town policies, management strategies, and funding for maintaining and improving parking.

To inform the development of this plan, a parking study was conducted in summer and fall 2018, including data collection and public engagement. Several key findings emerged from the study:

- **Some public parking facilities were heavily utilized, while others were underutilized. Public parking could always be found within a two-to-three minute walk of Main Street and River District destinations.**
 - ◆ Downtown Littleton is well-served by public parking, with 335 formal public parking spaces (includes striped on-street parking stalls and public parking lots). There are another 80 public parking spaces with some sort of usage restriction¹. An additional 158 spaces are located in privately-owned lots that are used by the general public. Unstriped roadside parking along residential streets represents roughly 225 public parking spaces². Unstriped roadside parking along state roads (Union Street, western Main Street, and West Main Street) represents roughly 87 public parking spaces².
 - ◆ 92% of formal public parking spaces are within a two-to-three minute walk (1/8 mile) from eastern Main Street. 86% of formal public parking spaces are within a two-to-three minute walk (1/8 mile) from the River District. Formal public parking was always available within a two-to-three minute walk of Main Street and River District destinations during the study period.
 - ◆ On weekend days, certain public parking areas (River District, Main Street, Pleasant Street) were heavily utilized, with some parking lots at capacity (over 90% full) around midday and in the evening. Other public parking lots (Clay Street, Littleton Community Center) were underutilized (less than 60% full) at all hours of the day.

¹Examples of public parking lots with usage restrictions include the Littleton High School (no public parking during school hours) and Littleton Opera House (event parking).

²See Parking Inventory Methodology section on page 14 for discussion of parking capacity estimation.

³Formal public parking capacity includes all striped parking spaces (on-street and off-street) that are specifically for general public use.

⁴Informal public parking capacity includes all formal public parking areas, unstriped roadside parking, public parking areas with usage restrictions, and private parking lots that are used by the general public.

BY THE NUMBERS PARKING IN DOWNTOWN LITTLETON

Total Estimated Parking Capacity: **2,225²**

Formal Public Parking Capacity: **335³**

Informal Public Parking Capacity: **885⁴**

Weekend Utilization of Formal Public Parking: **30% - 78%**

Weekday Utilization of Formal Public Parking: **30% - 70%**

Heavily Utilized Areas: **Eastern Main Street, Pleasant Street, River District**

Underutilized Areas: **western Main Street, Clay Street, Union Street, most private parking lots**

High-Demand Times: **Mid-day (weekends and weekdays); evening (weekends)**

PARK & WALK

FORMAL PUBLIC PARKING³ WITHIN A 2-3 MINUTE WALK (1/8 MILE) OF KEY DESTINATIONS

Eastern Main Street: **309 public parking spaces (92% of formal public parking spaces); 33% - 83% utilized**

River District: **285 public parking spaces (86% of formal public parking spaces); 35% - 86% utilized**

Parking in Downtown Littleton: Current Conditions

SUMMARY OF CURRENT PARKING CONDITIONS IN DOWNTOWN LITTLETON (CONTINUED)

- ◆ On weekend days, formal public parking in the study area was never more than 78% full, with free public parking lots being the most heavily utilized type of public parking at peak times of day (89% full from 12:30 PM to 2:00 PM).
- ◆ On weekdays, certain public parking areas (River District parking, Main Street on-street parking, Pleasant Street parking lots) were near or at capacity (80 -100% full) around midday, but less so during other hours of the day. Other public parking areas (Clay Street, Littleton Community Center) were underutilized (less than 60% full) at all times of day.
- ◆ On weekdays, formal public parking in the study area was never more than 70% full.
- **Private parking (for tenants, employees, or customers of a specific business) was mostly underutilized; however, some private parking lots of businesses are periodically occupied by non-customers when nearby public parking areas are at capacity.**
- **Parking in downtown Littleton can be a challenge for visitors, but is typically easier for residents, commuters, and others who frequently travel to the downtown area.**
 - ◆ Residents are usually aware of where there is available parking; however, visitors may not be aware, creating a concern for local businesses.
 - ◆ Residents are typically willing to walk a short distance from parking areas to their destination.
 - ◆ Some public parking areas lack directional and/or informational signage. Online information regarding public parking could be improved.
 - ◆ Other barriers to use of public parking lots include poor lighting and poor pedestrian access for some parking lots.
- **The Town of Littleton Zoning Code currently does not include any requirements for parking for new developments, which could lead to increased demand for current public parking facilities should new developments occur in the downtown area.**
- **The Town's Parking Meter Fund could be better funded to support parking improvements and maintenance.**
 - ◆ The Parking Meter Fund primarily supports parking enforcement activities, with a small percentage of funds going to towards maintenance costs. The Fund is typically fully expended each year, although there was a small surplus in 2017. The Fund is currently supported by revenues from parking meter fees and fines, the rates for which are currently very low (\$0.25 per hour meter fee, \$5.00 fine for most parking violations).

WHAT WE HEARD

SUMMARY OF PUBLIC INPUT ON PARKING

1. Parking is more difficult for **visitors** than **residents**.
2. **Signage** and **online information** should be improved.
3. Support for **modest increases** to **parking meter fees**.
4. Healthy debate regarding **minimum parking requirements**.
5. **Lighting** and **pedestrian access** should be improved.
6. Support for **low-cost** strategies to **expand parking supply**.
7. High demand for parking is a **"good problem to have."**

Parking in Downtown Littleton: Current Conditions

PARKING STUDY: OVERVIEW AND METHODOLOGY

This section describes the parking study conducted in downtown Littleton in summer and fall 2018. In order to fully assess parking-related conditions in downtown Littleton, a comprehensive study of parking was conducted. The study included a) an inventory of parking infrastructure in downtown Littleton; b) counts of parking utilization in parking areas in downtown Littleton; c) open house events for the public and local business owners; d) a review of parking-related ordinances, policies, management approaches, funding, and revenues; and e) an analysis of planned or potential projects with possible impacts to supply, demand, or management of parking. Both the inventory and parking counts were performed in August 2018. Data analysis and public engagement were conducted in fall 2018.

Parking Inventory Methodology

A field inventory of parking facilities was conducted by NCC staff on August 9th and 10th, 2018. NCC staff used aerial imagery and parcel ownership data to map out parking lots and areas of on-street parking. Staff then performed a field inventory of parking over the course of two days. Data for a variety of attributes were recorded:

- Land ownership (if known)
- Number of parking spaces (if striped)¹
- Number of handicapped parking spaces
- Presence of parking meters
- Signage
- Time restrictions
- Lighting
- Benches
- Presence of other amenities
- Potential safety concerns
- Parking lot conditions

Data collectors were instructed to inventory all areas of public parking and on-street parking in the study area. While the inventory was focused on public parking facilities, counts of parking spaces were performed for private parking lots (e.g., parking lots for specific businesses, employee parking, or tenant parking) that were visible from roads in the study area. Data collectors were instructed to avoid entering private property for the purposes of data collection; therefore, parking space counts were not performed for private parking lots that were set far back from main roads. A road reconstruction project was taking place on western Saranac Street during the study period; therefore, an inventory of parking was not performed in this area.

For unstriped on-street parking areas, NCC staff estimated the parking capacity using a ratio of one parking space per 20 linear feet of uninterrupted curb or road shoulder. On narrow roadways, it was assumed that vehicles would not park on both sides of the road, even if parking was not restricted by signage. Any road segments within 15 feet of fire hydrants or 30 feet of traffic control devices (e.g., traffic lights, stop signs) were considered unavailable for on-street parking in keeping with State and Town of Littleton parking regulations. For unstriped off-street parking lots and private parking lots that were not inventoried in the field, NCC staff used a ratio of 150 parked cars per acre as a baseline estimate of parking capacity. In some instances, parking capacity estimates were revised based on direct observation of parking accumulation in parking lots.

Parking in Downtown Littleton: Current Conditions

PARKING STUDY: OVERVIEW AND METHODOLOGY (CONTINUED)

Parking Utilization Counts Methodology

Parking utilization (“fullness”) counts were performed by NCC staff on two weekend days (August 11th and August 12th, 2018) and two weekdays (August 16th and August 20th, 2018). Parking counts were performed on a 1.5-hour interval beginning at 8:00 AM each day, with the last interval beginning at 6:30 PM. Data collectors recorded the following data for each off-street parking lot and on-street parking area:

- Number of parked cars
- Instances of unauthorized parking (e.g., parking outside striped spaces, parking in restricted areas)
- Any observed safety concerns

Data collectors were instructed to collect parking data for all areas of public parking and on-street parking in the study area. Parking data for private parking lots (e.g., parking lots for specific businesses, employee parking, or tenant parking) was collected for parking lots that were visible from public roads in the study area. Data collectors were instructed to avoid entering private property for the purposes of data collection. A road reconstruction project was taking place on western Saranac Street during the study period; therefore, parking counts were not performed there.

Parking Data Analysis Methodology

Multiple analyses of parking conditions in downtown Littleton are presented in this report: 1) parking utilization analysis, and 2) an analysis of planned or potential projects with possible impacts to parking supply or demand.

- ***Parking Utilization Analysis:*** comparisons of parking utilization to parking capacity were performed for various parking areas in downtown Littleton in order to assess the demand for parking. Comparisons were performed for different times of day and days of week to look at variations in demand. Location and utilization of parking within a two-to-three minute walk (1/8 mile) of key destinations was also analyzed. Key destinations were identified as eastern Main Street (between School Street and Cottage Street) and the River District (Porter Street, Ammonoosuc Street, and Mill Street).
- ***Analysis of Planned or Potential Projects with Possible Impacts to Parking Supply or Demand:*** in consultation with Town of Littleton staff, planned or potential projects were identified that may impact the supply or demand for parking in downtown Littleton. Potential impacts to parking supply or demand are discussed qualitatively.

Public Engagement

Public input was solicited through a public open house (October 24th, 2018) and a local business owner forum (October 25th, 2018). Members of the public also submitted comments via phone or in writing. Additionally, presentations about the parking study were given at public Selectboard and River District Commission meetings. Publicly-noticed meetings of Parking Commission meetings were typically held twice per month during the study period.

Parking in Downtown Littleton: Current Conditions

PARKING INVENTORY RESULTS

This section documents findings related to the current supply of parking in downtown Littleton. Data sources include aerial imagery, a field inventory performed by NCC staff, and documents and information provided by Town of Littleton staff. Findings presented in this section document parking infrastructure as of September 2018. Figure 5 on page 18 presents a map of parking infrastructure in downtown Littleton.

Parking Inventory: Overall Findings

- **Parking Capacity:** Overall, the parking capacity of downtown Littleton is approximately 2,225 vehicles (Figure 4).
- **Private Parking Lots:** the majority of parking spaces in downtown Littleton are located in private parking lots (i.e., those reserved for tenants, employees, or customers of a specific business). There are an estimated 1,340 private parking spaces in downtown Littleton, accounting for 60% of all parking.
- **Formal Public Parking:** the formal public parking capacity of downtown Littleton is 335 vehicles, accounting for 15% of all parking. Formal public parking includes striped on-street parking stalls, such as those along Main Street, as well as striped spaces in public parking lots, such as those off Pleasant Street or Ammonoosuc Street. 309 formal public parking spaces are within a two-to-three minute walk (1/8 mile) from eastern Main Street (92% of all formal public parking spaces). 285 formal public parking spaces are within the same distance from the River District (86% of all formal public parking spaces).
- **Informal Public Parking:** the informal public parking capacity of downtown Littleton is approximately 885 vehicles, accounting for 40% of all parking. The informal parking capacity includes 1) all striped on-street parking stalls and spaces in public parking lots (335 vehicles); 2) unstriped roadside parking along residential streets (approximately 450 vehicles); 3) unstriped roadside parking along state roads (Union Street, western Main Street, and West Main Street, approximately 87 vehicles); 4) public parking areas that have some sort of usage restriction (e.g., Littleton High School, Public Library, Littleton Opera House, 80 vehicles); and 5) private parking lots that are used by the general public, but for which there is no formal agreement with the Town of Littleton (approximately 158 vehicles).
- **Free Public Parking:** There are 183 non-metered (free) parking spaces located in formal public parking lots. There are no posted time restrictions in these parking lots. An additional 29 metered parking spaces are located in public parking lots (Porter Street, Littleton Community Center).

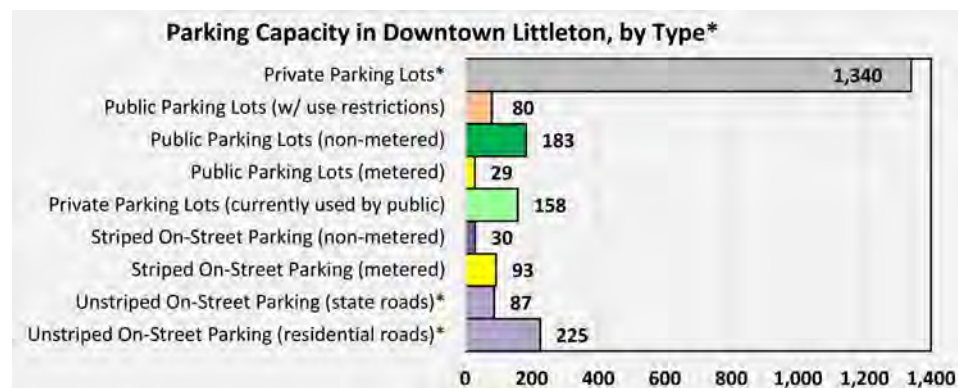


Figure 4: Number of parking spaces in downtown Littleton, by type, as of September 2018.

*The number of private parking spaces is an estimate, as not all private parking lots were inventoried in the field during data collection, and some parking areas do not have striped parking spaces (see Parking Inventory Methodology, page 14).

Parking in Downtown Littleton: Current Conditions

PARKING INVENTORY RESULTS

Parking Inventory: Overall Findings (continued)

- **Parking Spaces on Main Street:** There are 93 metered on-street parking stalls on Main Street, with an additional 25 free on-street parking stalls towards the western end. Meter rates are currently set at \$0.25 per hour with a two-hour time restriction. Free parking spaces on Main Street do not have time restrictions, but are subject to the Town's year-round overnight parking ban for Main Street. There are an additional 5 free striped on-street parking stalls on Union Street.
- **Unstriped, On-Street Parking Areas:** On-street parking is permitted on the shoulder certain sections of state roads in downtown Littleton (western Main Street, West Main Street, Union Street) where parking stalls are not striped, as long as there is adequate space on the shoulder and no posted restrictions. There are no posted time restrictions for parking in these areas, other than the overnight parking ban in the winter months (November 1st through April 15th). Currently, on-street parking is fully restricted on the shoulder of Cottage Street in the downtown area.
- **Parking Infrastructure Condition:** Certain public parking lots were identified as having poor lighting, either due to broken lights (Clay Street lot) or not enough lights (Pleasant Street—East parking lot). The Pleasant Street—East parking lot was identified as being in need of improved fencing and brushwork.
- **Pedestrian Access:** Pedestrian access is an issue for the Clay Street public parking lot. Clay Street lacks sidewalks and has a steep grade for walking.
- **Signage:** There is currently no directional signage on Main Street for public parking at the Littleton Community Center, Clay Street, or River District parking areas (Porter Street, Ammonoosuc Street). No directional signage for public parking exists on Mill Street or Cottage Street.



Parking in Downtown Littleton: Current Conditions

Figure 5: Parking infrastructure in downtown Littleton as of August 2018



Parking in Downtown Littleton: Current Conditions

PARKING UTILIZATION RESULTS: OVERVIEW

This section describes the recorded utilization (“fullness”) of parking areas in downtown Littleton in August 2018. Summaries of parking utilization in August 2018 are presented on pages 27—29 (weekend days) and pages 38—40 (weekdays). Maps showing parking utilization in August 2018 are presented on pages 30—37 (weekend days) and pages 41—48 (weekdays). The data presented in the maps represent the average utilization of parking areas from two days of data collection. Since the parking data was collected over a limited period of time and during a specific time of year, insights from members of the Littleton Parking Commission and Littleton Police Department are periodically used to provide additional context to the data presented in this section.

Categories of Parking Utilization

For this study, levels of parking utilization recorded in parking areas were grouped into five categories for analysis:

- **Underutilized (0—60% full):** the parking area has a significant amount of unused parking capacity. For parking areas that consistently fall into this category during different times of day and days of week, particularly during peak periods of demand, opportunities may be available for shared-use agreements with nearby entities. For public parking areas, efforts to increase public awareness of the parking area (e.g., signage) may be beneficial to increasing utilization.
- **Somewhat Underutilized (60—80% full):** the parking area has a moderate amount of unused parking capacity. For parking areas that consistently fall into this category, opportunities may be available for shared-use agreements with nearby entities. For public parking areas, efforts to increase public awareness of the parking area (e.g., signage) may be beneficial to increasing utilization.
- **Ideal Utilization (80—90% full):** the parking area is mostly full and is being utilized efficiently, with drivers still being able to find parking spaces relatively easily. For public parking areas that consistently fall into this category, parking utilization should be monitored to see if demand is increasing (suggesting increased management is needed) or decreasing (suggesting increased promotion is needed).
- **At Capacity (90—100% full):** the parking areas is at it’s functional capacity. Drivers may not be able to find parking, or may be dissuaded from entering the lot due to the appearance of there being no available parking. For public parking areas that consistently fall into this category, it may be beneficial to increase promotion of nearby underutilized public parking lots, or to explore options for moderate increases of nearby public parking supply (e.g., share-used agreements, reconfiguring existing parking lots, leasing or acquiring small parking lots).
- **Over Capacity (over 100% full):** the parking area is experiencing significant demand for parking; additional parked vehicles beyond the functional capacity of the lot are present (e.g., not parked in parking stalls, limiting vehicular circulation). For public parking areas that consistently fall into this category, it may be beneficial to increase promotion of nearby underutilized public parking lots, or to explore options for more substantial increases of nearby public parking supply (e.g., share-used agreements, reconfiguring existing parking lots, leasing or acquiring parking lots).

Parking in Downtown Littleton: Current Conditions

PARKING UTILIZATION RESULTS: WEEKEND DAYS

Metered Public Parking

- On weekend days, metered parking on Main Street as a whole was typically **somewhat underutilized** or at **ideal utilization**. Utilization peaked between 12:30 PM and 3:30 PM, with 81% of parking spaces occupied (Figure 6, see Figure 13 on p. 29).
- On weekend days, other metered parking areas (Porter Street, Littleton Community Center) were **underutilized** or **somewhat underutilized**. Utilization peaked between 2:00 PM and 3:30 PM, with 67% of spaces occupied, but was much lower at other times of day (Figure 7).

Free Off-Street Public Parking Lots

- On weekend days, free off-street public parking lots varied between being **somewhat underutilized** and **ideal utilization**. Utilization was nearly **at capacity** between 12:30 PM and 2:00 PM, with 89% of spaces occupied, but was somewhat lower at other times of day (Figure 8).

Free On-Street Public Parking

- On weekend days, all free on-street parking areas (striped and unstriped) were **underutilized** throughout the day (see Figures 14–21, p. 30–37).

Private Parking Lots

- On weekend days, nearly all private parking areas were **underutilized** throughout the day (see Figures 14–21, p. 30–37).

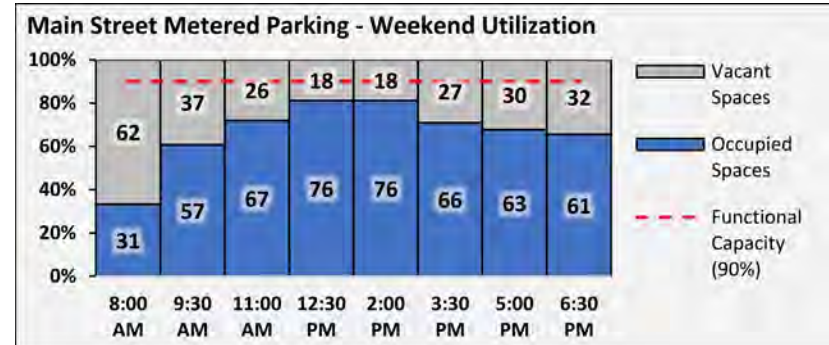


Figure 6: Utilization of metered on-street parking along Main Street, August 11th and 12th, 2018.

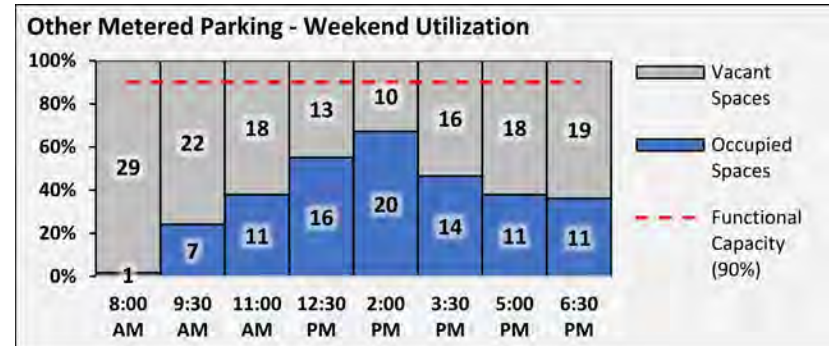


Figure 7: Utilization of other metered parking in downtown Littleton, August 11th and 12th, 2018.

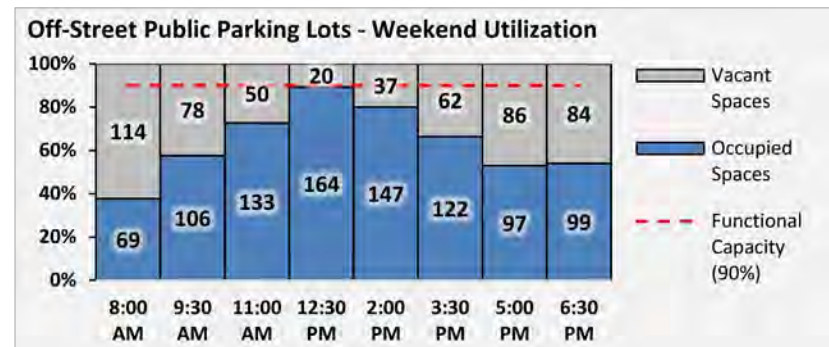


Figure 8: Utilization of non-metered public parking lots in downtown Littleton, August 11th and 12th, 2018.

Parking in Downtown Littleton: Current Conditions

PARKING UTILIZATION RESULTS: WEEKEND DAYS (CONTINUED)

Public Parking within a 2 - 3 Minute Walk from Eastern Main Street & River District

- On weekend days, **formal**¹ public parking within a two-to-three minute walk (1/8 mile) from eastern Main Street was typically **somewhat underutilized** or at **ideal utilization**. Utilization peaked between 12:30 PM and 3:30 PM, with 83% of parking spaces occupied (Figure 9).
- On weekend days, **informal**² public parking within a two-to-three minute walk from eastern Main Street was **underutilized** at all times (Figure 10).
- On weekend days, **formal**¹ public parking within a two-to-three minute walk (1/8 mile) from the River District was typically **somewhat underutilized** or at **ideal utilization**. Utilization peaked between 12:30 PM and 3:30 PM, with 86% of parking spaces occupied (Figure 11).
- On weekend days, **informal**² public parking with a two-to-three minute walk from the River District was **underutilized** at all times (Figure 12).

Formal Public Parking w/in 2-3 Minute Walk of Eastern Main Street - Weekend Utilization

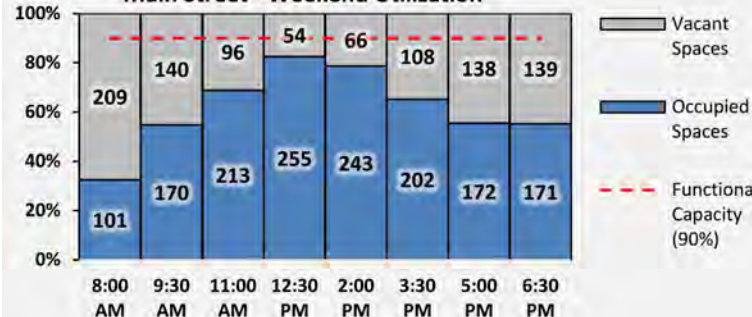


Figure 9:
Utilization of formal public parking near eastern Main Street (weekends).

Formal Public Parking w/in 2-3 Minute Walk of River District - Weekend Utilization

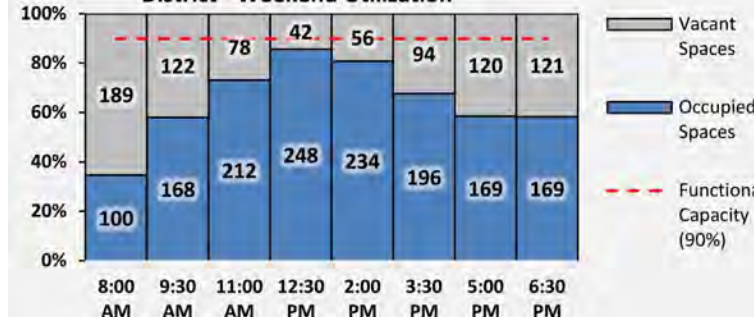


Figure 11:
Utilization of formal public parking near the River District (weekends).

Informal Public Parking w/in 2-3 Minute Walk of Eastern Main Street - Weekend Utilization

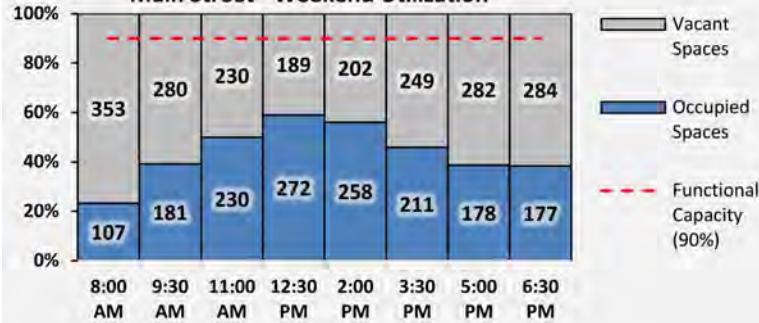


Figure 10:
Utilization of informal public parking near eastern Main Street (weekends).

Informal Public Parking w/in 2-3 Minute Walk of River District - Weekend Utilization

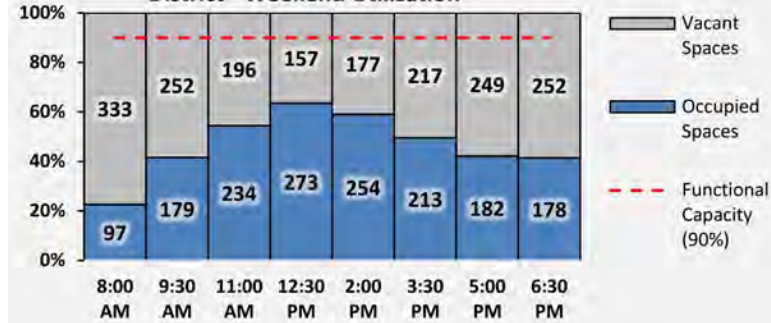


Figure 12:
Utilization of informal public parking near the River District (weekends).

¹Formal public parking capacity includes all striped parking spaces (on-street and off-street) that are specifically for general public use.

²Informal public parking capacity includes all formal public parking areas, unstriped roadside parking, public parking areas with usage restrictions, and private parking lots that are used by the general public.

Parking in Downtown Littleton: Current Conditions

PARKING UTILIZATION RESULTS: WEEKEND DAYS (CONTINUED)

Other Location-Specific Findings

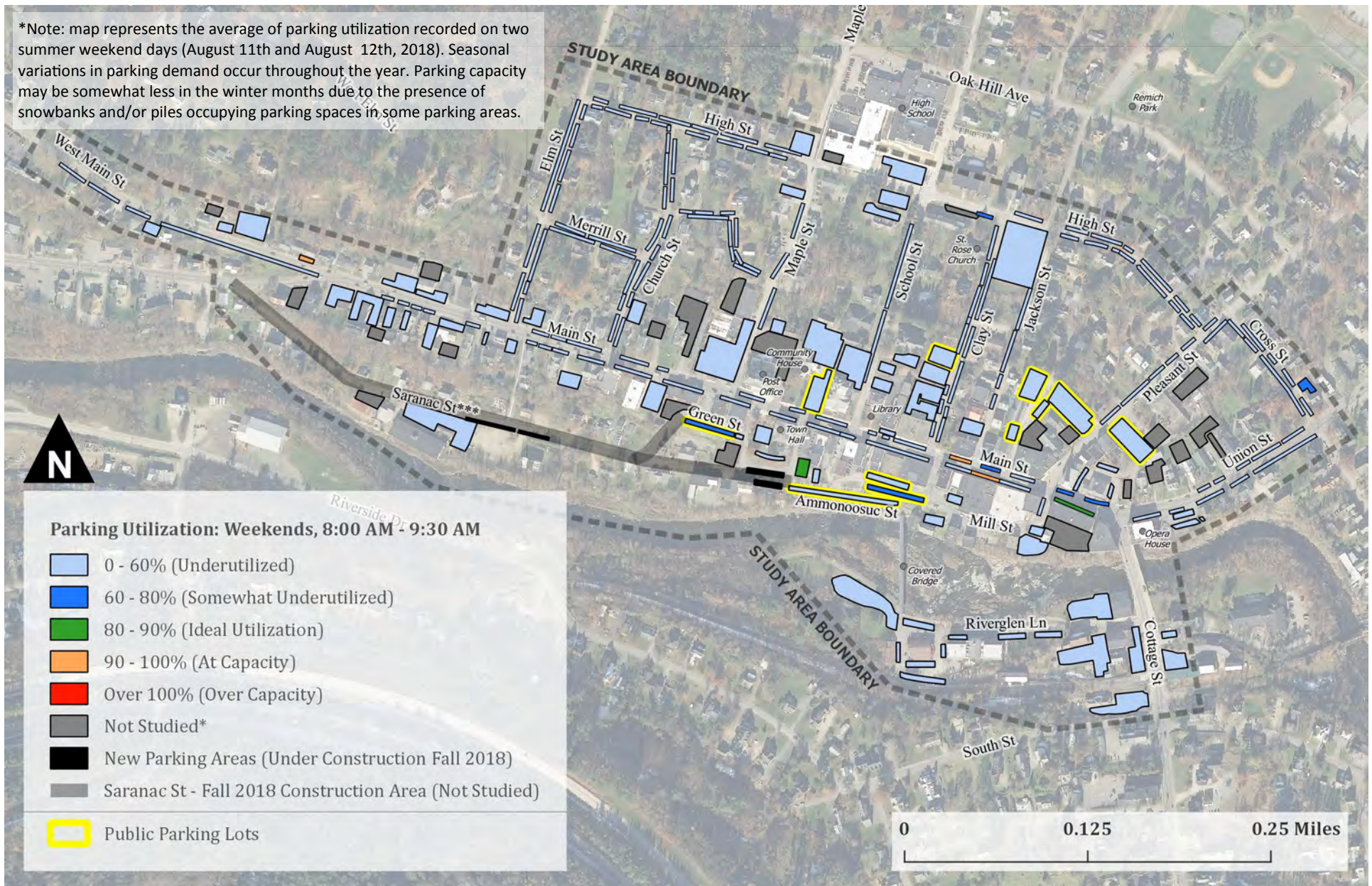
- On weekend days, public parking areas in the eastern portion of the River District (Green Street, Ammonoosuc Street, Porter Street) were either at **ideal utilization** or **at capacity** between 11:00 AM and 3:30 PM, as well as between 5:00 PM and 8:00 PM. Utilization peaked between 12:30 PM and 2:00 PM, with nearly all off-street public parking lots either **at capacity** or **over capacity** during this time (see Figures 14—21, p. 30—37).
- On weekend days, the Pleasant Street—West parking area was **at capacity** between 11:00 AM and 3:30 PM, and was at **ideal utilization** between 3:30 PM and 5:00 PM (see Figures 14—21, p. 30—37). Between 12:30 PM and 2:00 PM, all public parking areas off Pleasant Street were either **at capacity** or **over capacity**. The Pleasant Street—East parking lot was **underutilized** at all other times of day, suggesting that it is mostly used during times when the Pleasant Street—West parking lot is at capacity.
- On weekend days, the public parking lot on Clay Street was **underutilized** at all times of day, despite being in relatively close proximity to Main Street and the River District (see Figures 14—21, p. 30—37).
- On weekend days, the metered public parking lot at the Littleton Community Center was **underutilized** or **somewhat underutilized** at all times of day (see Figures 14—21, p. 30—37); however, comments from the Littleton Parking Commission and Littleton Police Department suggest that utilization is typically somewhat higher than what was observed during data collection, particularly during Community Center events and local board meetings.
- On weekend days, the Littleton Opera House parking lot was **underutilized** or **somewhat underutilized** at all times of day (see Figures 14—21, p. 30—37); however, there was only one event held at the Opera House during weekday data collection. During Opera House events, the parking lot is typically full, with cars parked down Union Street and in the Pleasant Street parking lots. Comments from Littleton Opera House staff indicate that the lot is frequently used by the public for overnight and long-term parking, which effectively limits the capacity of the parking lot.
- On weekend days, the following parking areas were all **underutilized** at all times of day: 1) along Union Street, 2) in areas south of the Ammonoosuc River off Cottage Street, 3) in residential areas north of Main Street, and 4) in the western portion of downtown Littleton (see Figures 14—21, p. 30—37).



Figure 13: Despite high demand for on-street parking on Main Street, parking spaces were always available on weekend days, even during peak times of day.

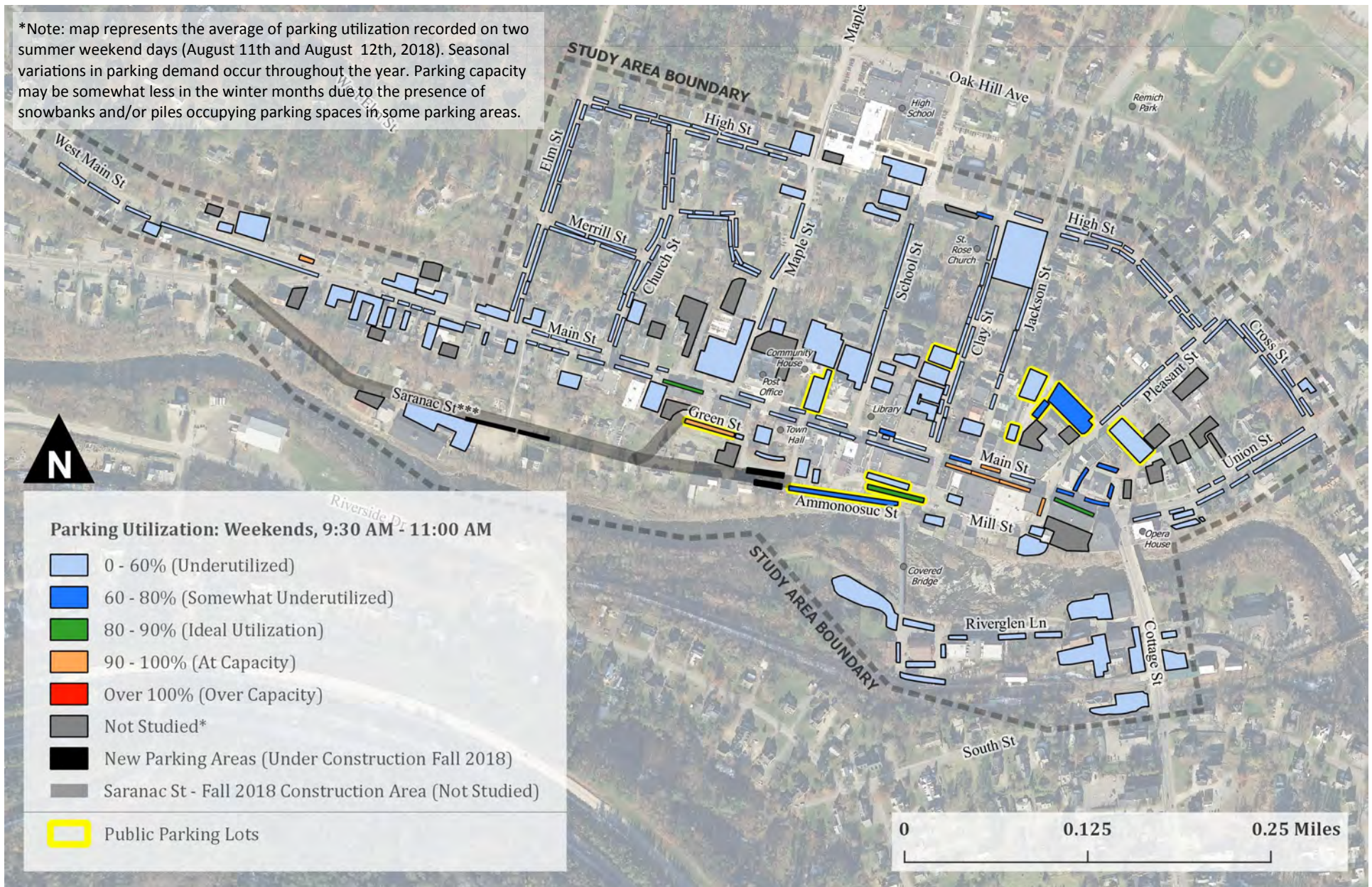
Parking in Downtown Littleton: Current Conditions

Figure 14: Parking Utilization: Weekend Days, 8:00 AM—9:30 AM*



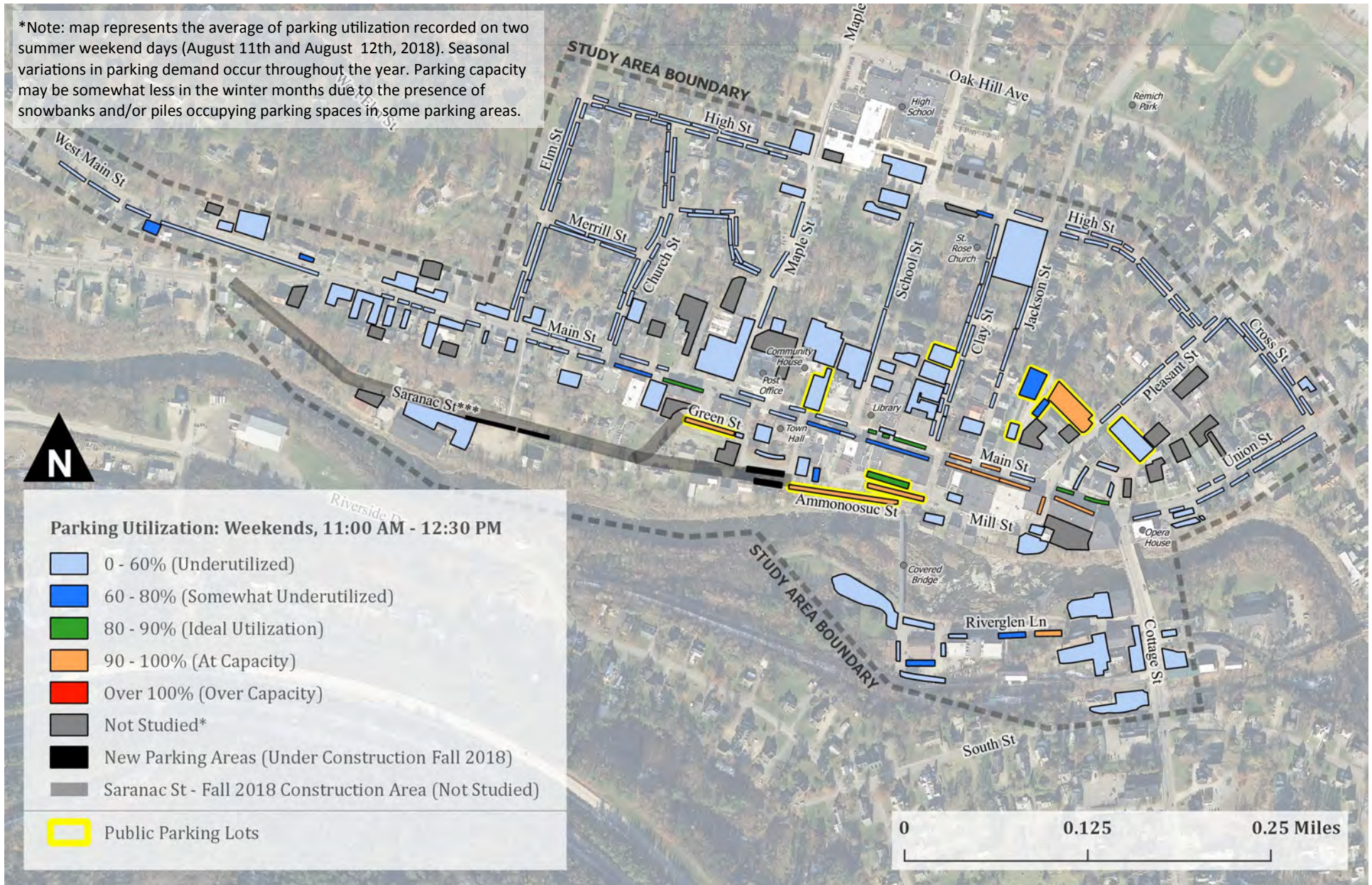
Parking in Downtown Littleton: Current Conditions

Figure 15: Parking Utilization: Weekend Days, 9:30 AM—11:00 AM*



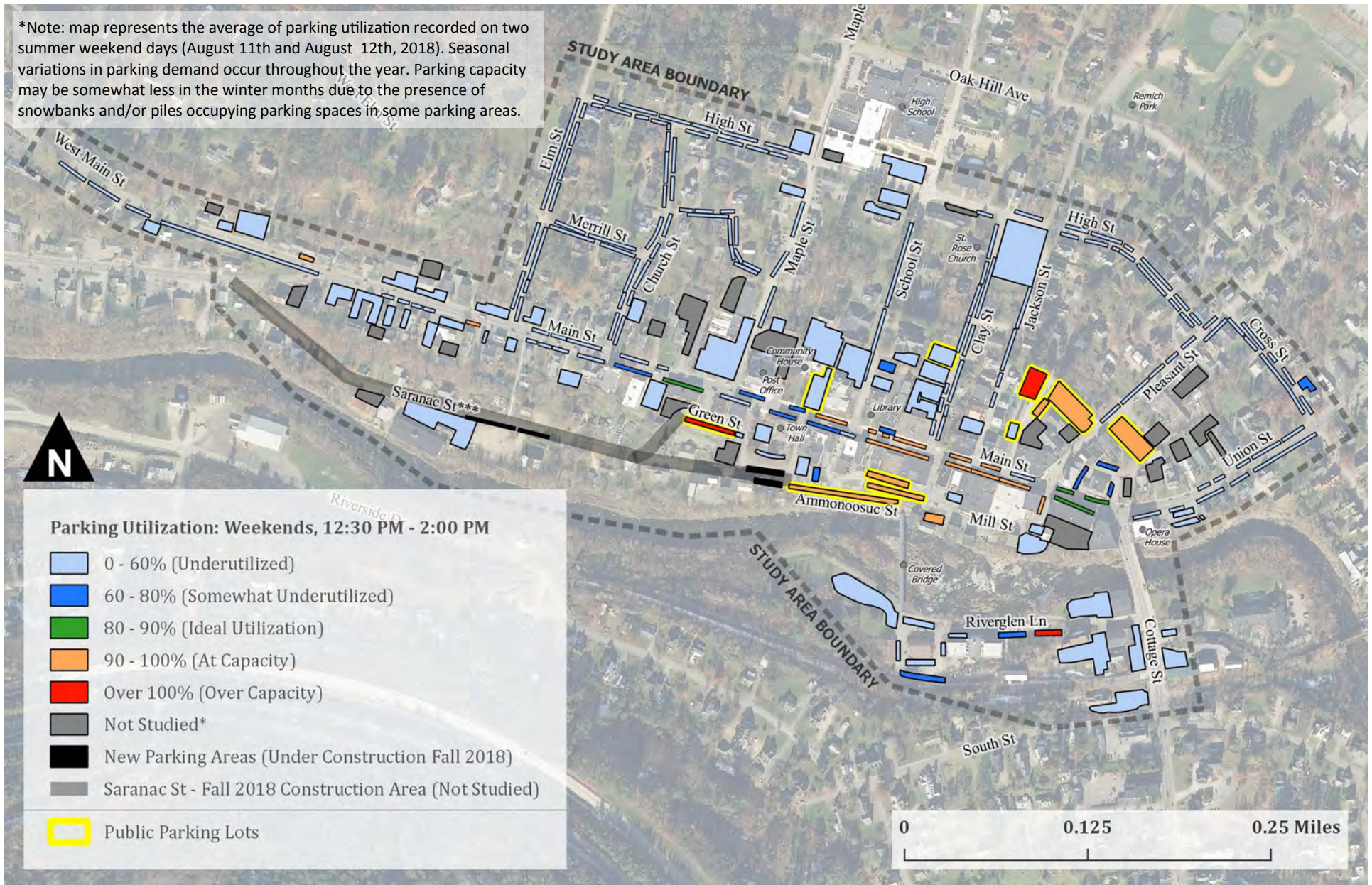
Parking in Downtown Littleton: Current Conditions

Figure 16: Parking Utilization: Weekend Days, 11:00 AM—12:30 PM*



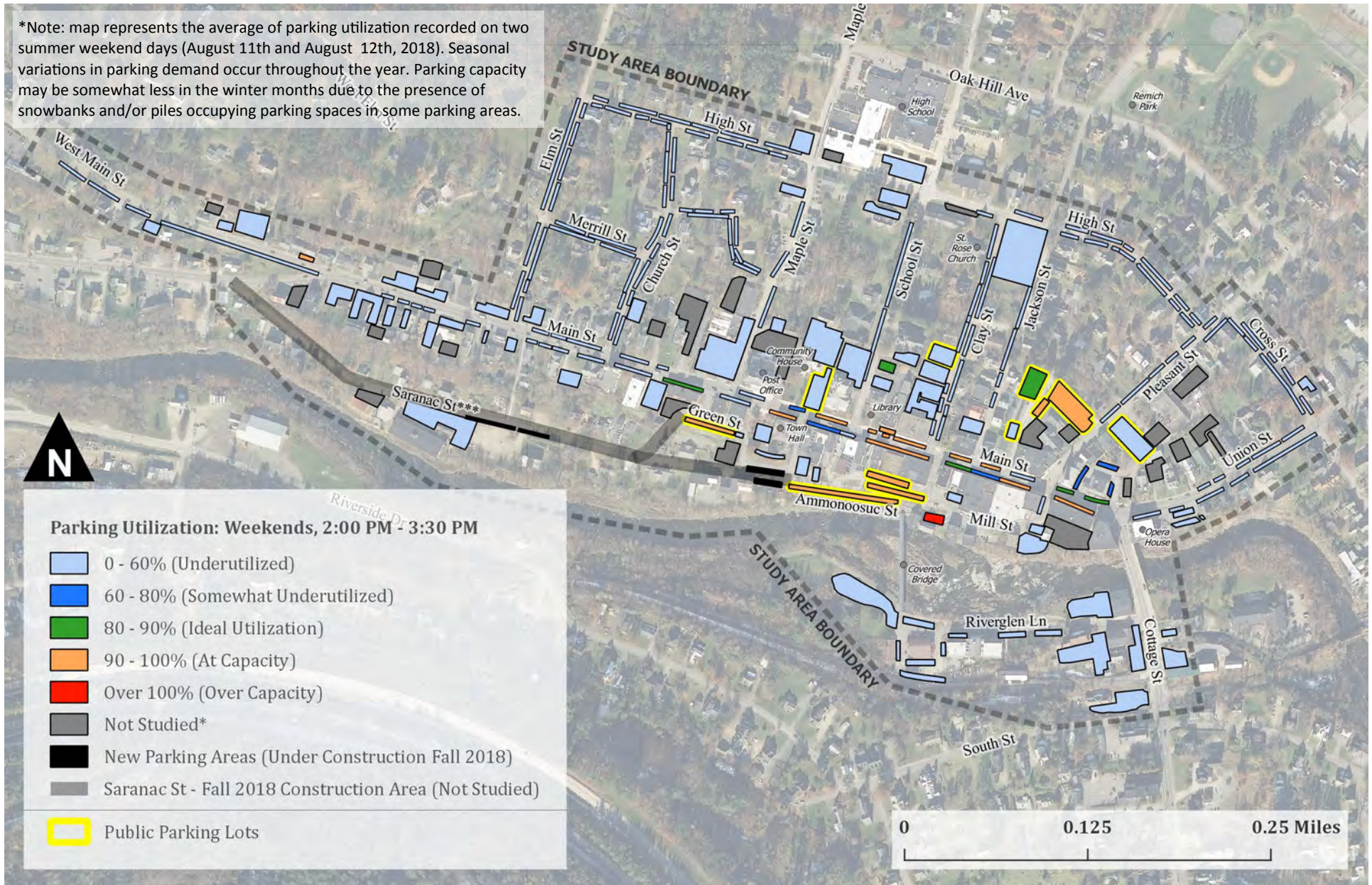
Parking in Downtown Littleton: Current Conditions

Figure 17: Parking Utilization: Weekend Days, 12:30 PM—2:00 PM*



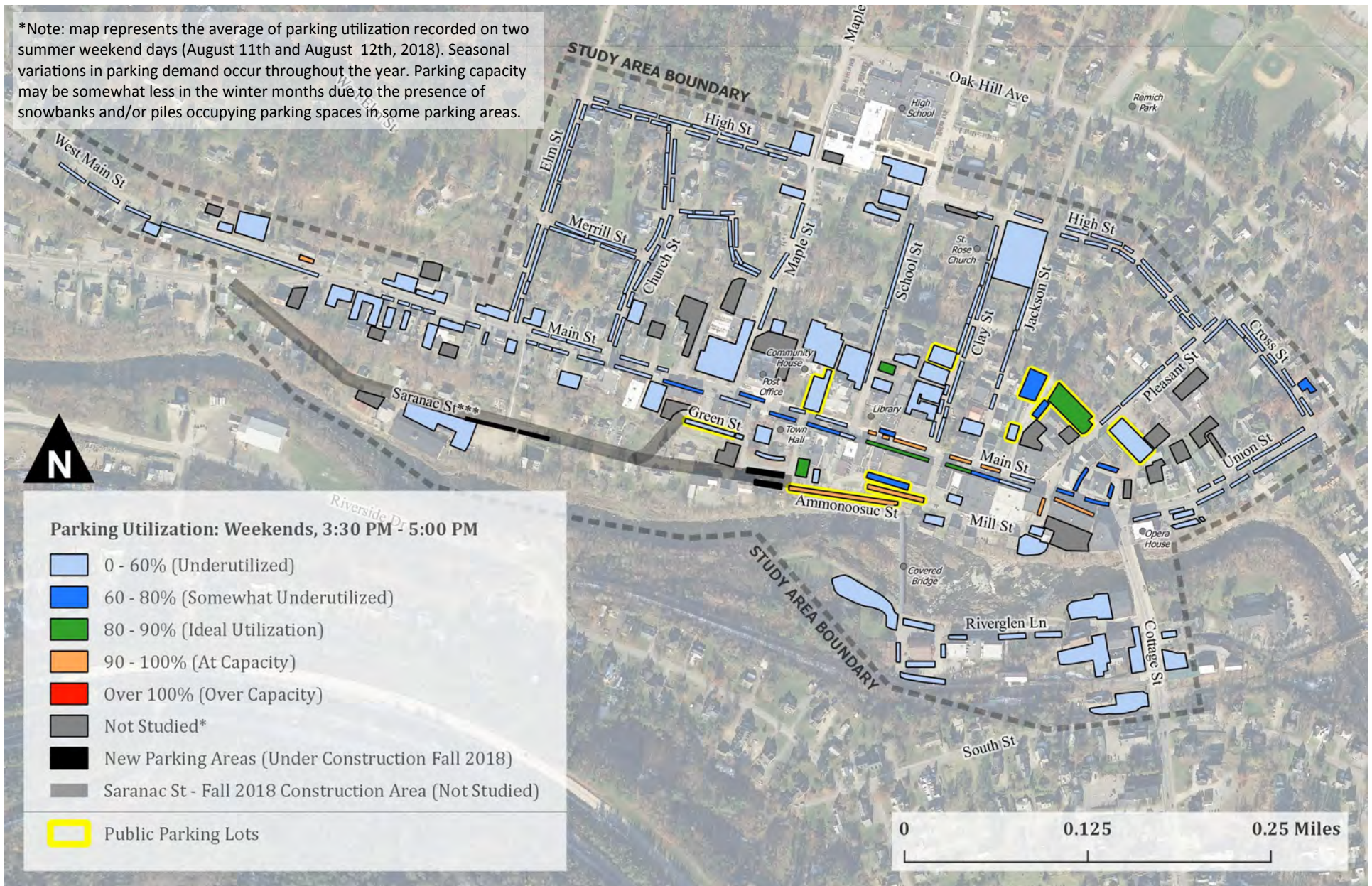
Parking in Downtown Littleton: Current Conditions

Figure 18: Parking Utilization: Weekend Days, 2:00 PM—3:30 PM*



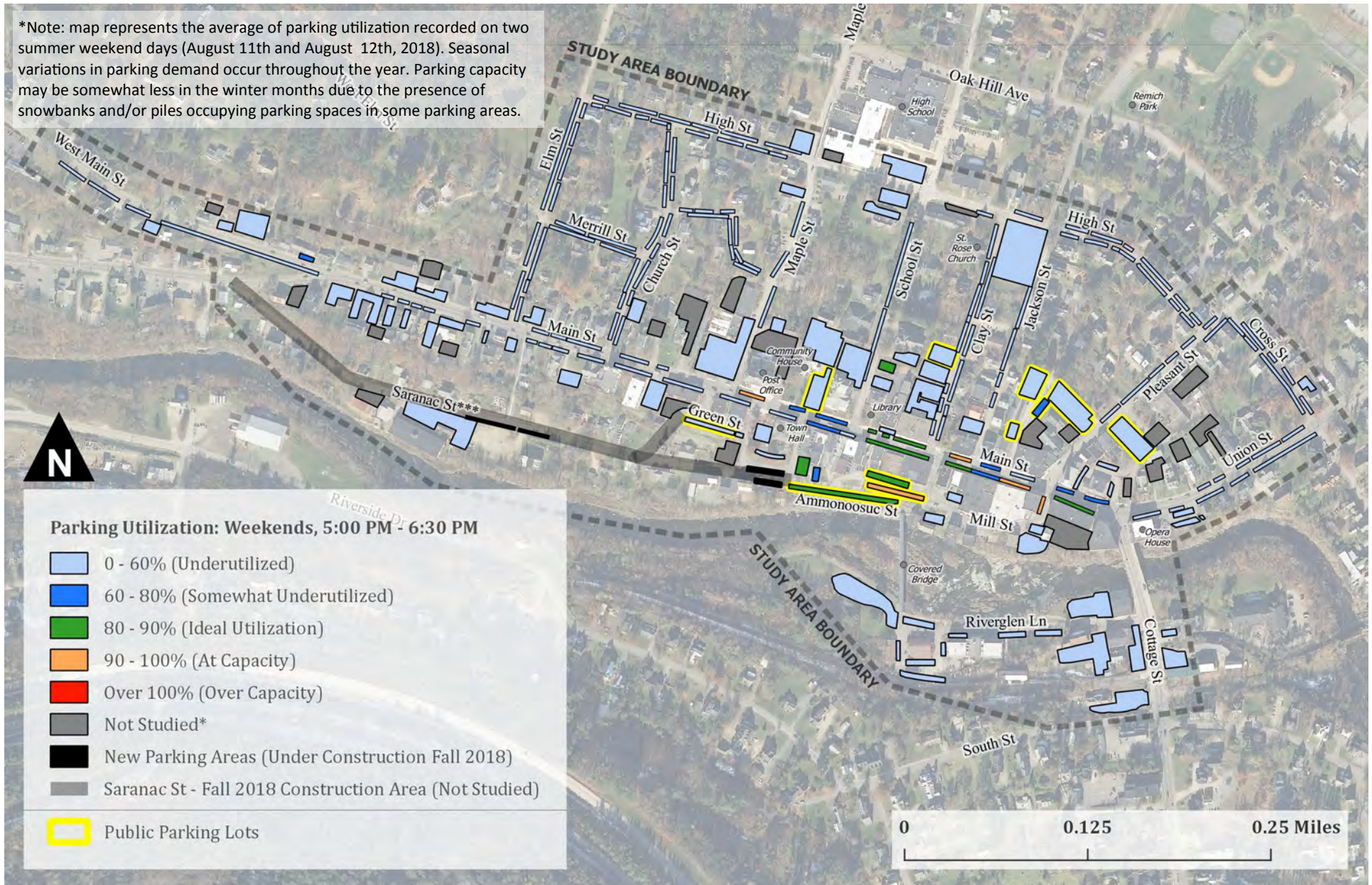
Parking in Downtown Littleton: Current Conditions

Figure 19: Parking Utilization: Weekend Days, 3:30 PM—5:00 PM*



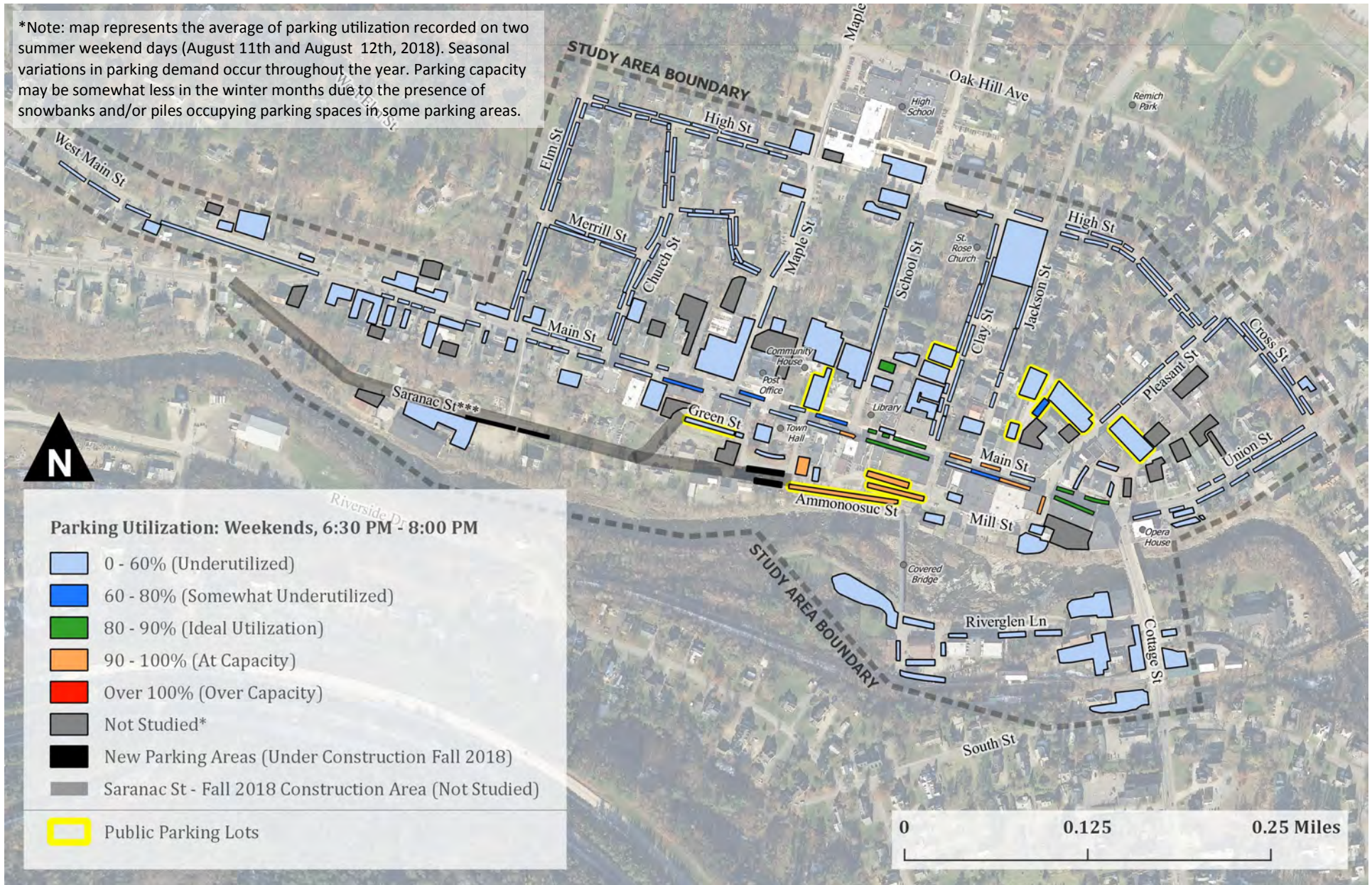
Parking in Downtown Littleton: Current Conditions

Figure 20: Parking Utilization: Weekend Days, 5:00 PM—6:30 PM*



Parking in Downtown Littleton: Current Conditions

Figure 21: Parking Utilization: Weekend Days, 6:30 PM—8:00 PM*



Parking in Downtown Littleton: Current Conditions

PARKING UTILIZATION RESULTS: WEEKDAYS

Metered Public Parking

- On weekdays, metered parking on Main Street as a whole was **somewhat underutilized**. Utilization peaked between 12:30 PM and 2:00 PM, with 72% of parking spaces occupied. Similar levels of utilization were recorded between 11:00 AM and 12:30 PM and 2:00 PM and 3:30 PM (Figure 22).
- On weekdays, other metered parking areas (Porter Street, Littleton Community Center) were **underutilized**. Utilization peaked between 11:00 AM and 12:30 PM, with around half of spaces occupied (Figure 23).

Free Off-Street Public Parking Lots

- On weekdays, free off-street public parking lots were **somewhat underutilized**. Utilization peaked between 12:30 PM and 2:00 PM, with 73% of spaces occupied. Similar levels of utilization were recorded between 11:00 AM and 12:30 PM and between 2:00 PM and 3:30 PM (Figure 24).

Free On-Street Public Parking

- On weekdays, free on-street parking areas were **underutilized** throughout the day (see Figures 30—37, p. 37—44).

Private Parking Lots

- On weekdays, most private parking lots were **underutilized** throughout the day, with several private parking lots receiving higher levels of utilization in the mid-day hours (11:00 AM to 3:00 PM) (see Figures 30—37, p. 41—48).

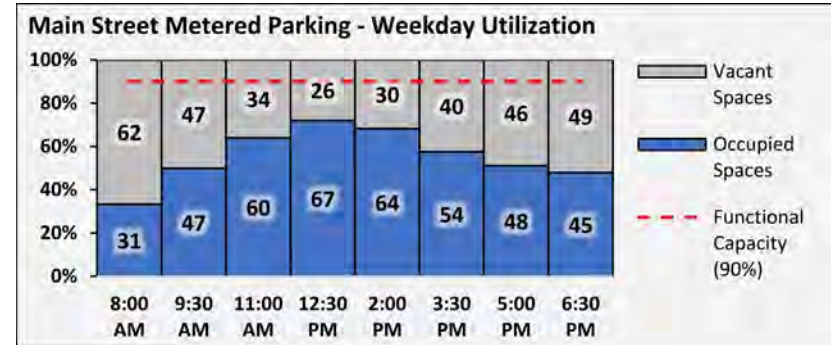


Figure 22: Utilization of metered on-street parking along Main Street, August 16th and 20th, 2018.

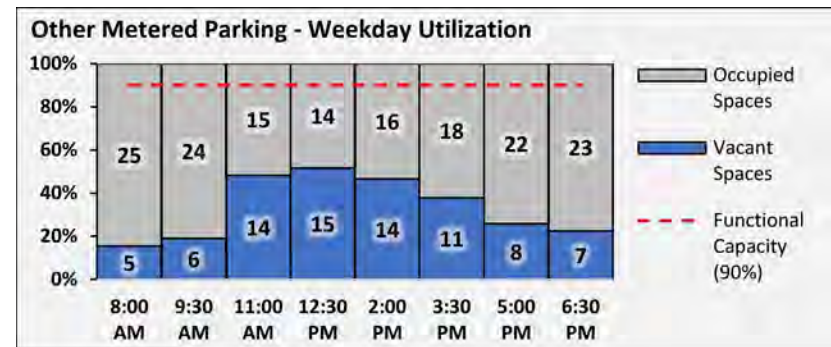


Figure 23: Utilization of other metered parking in downtown Littleton, August 16th and 20th, 2018.

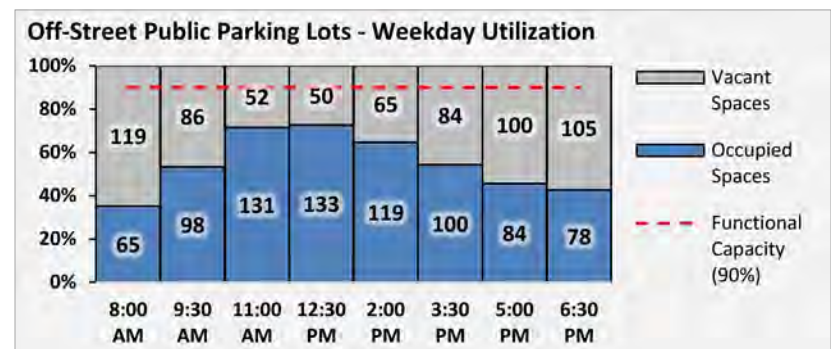


Figure 24: Utilization of non-metered public parking lots in downtown Littleton, August 16th and 20th, 2018.

Parking in Downtown Littleton: Current Conditions

PARKING UTILIZATION RESULTS: WEEKDAYS (CONTINUED)

Public Parking within a 2 - 3 Minute Walk from Eastern Main Street & River District

- On weekdays, **formal**¹ public parking within a two-to-three minute walk (1/8 mile) from eastern Main Street was typically **underutilized** or **somewhat underutilized**. Utilization peaked between 12:30 PM and 2:00 PM, with 71% of parking spaces occupied (Figure 25).
- On weekdays, **informal**² public parking within a two-to-three minute walk from eastern Main Street was **underutilized** at all times (Figure 26).
- On weekdays, **formal**¹ public parking within a two-to-three minute walk (1/8 mile) from the River District was typically **underutilized** or **somewhat underutilized**. Utilization peaked between 12:30 PM and 2:00 PM, with 75% of parking spaces occupied (Figure 27).
- On weekdays, **informal**² public parking with a two-to-three minute walk from the River District was **underutilized** at all times (Figure 28).

Formal Public Parking w/in 2-3 Minute Walk of Eastern Main Street - Weekday Utilization

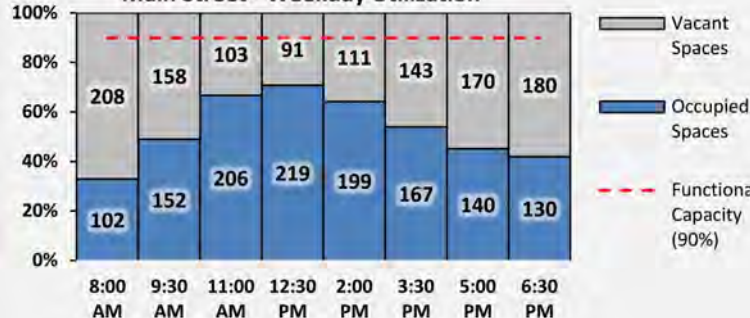


Figure 25:
Utilization of **formal** public parking near eastern Main Street (weekends).

Formal Public Parking w/in 2-3 Minute Walk of River District - Weekday Utilization

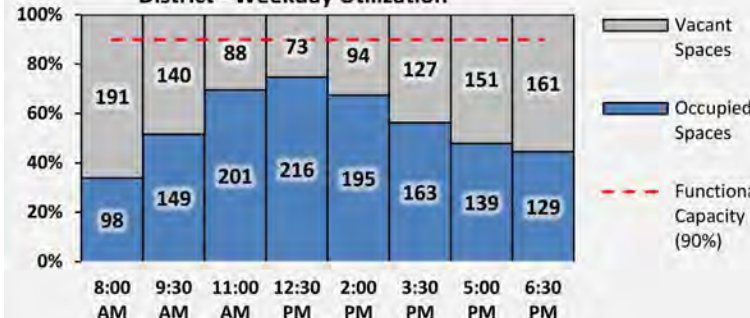


Figure 27:
Utilization of **formal** public parking near the River District (weekends).

Informal Public Parking w/in 2-3 Minute Walk of Eastern Main Street - Weekday Utilization

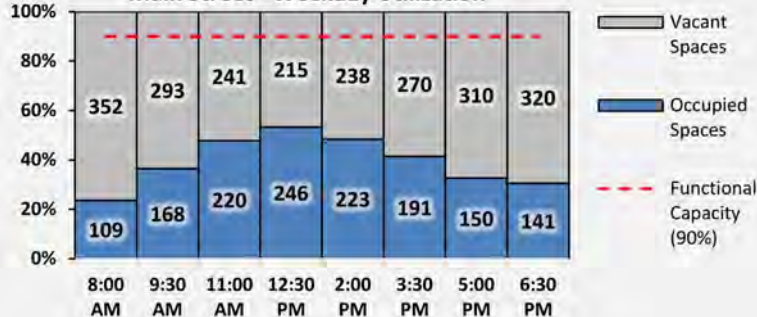


Figure 26:
Utilization of **informal** public parking near eastern Main Street (weekends).

Informal Public Parking w/in 2-3 Minute Walk of River District - Weekday Utilization

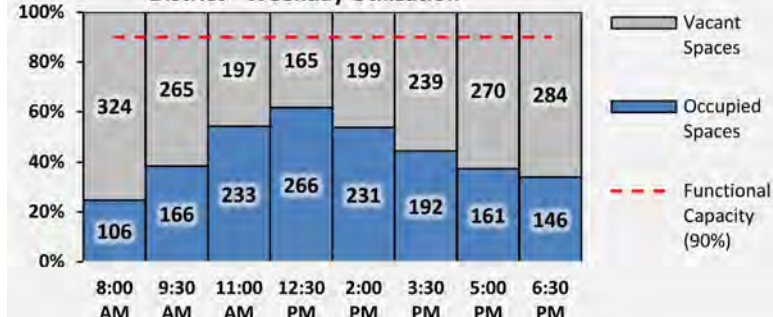


Figure 28:
Utilization of **informal** public parking near the River District (weekends).

¹Formal public parking capacity includes all striped parking spaces (on-street and off-street) that are specifically for general public use.

²Informal public parking capacity includes all formal public parking areas, unstriped roadside parking, public parking areas with usage restrictions, and private parking lots that are used by the general public.

Parking in Downtown Littleton: Current Conditions

PARKING UTILIZATION RESULTS: WEEKDAYS (CONTINUED)

Other Location-Specific Findings

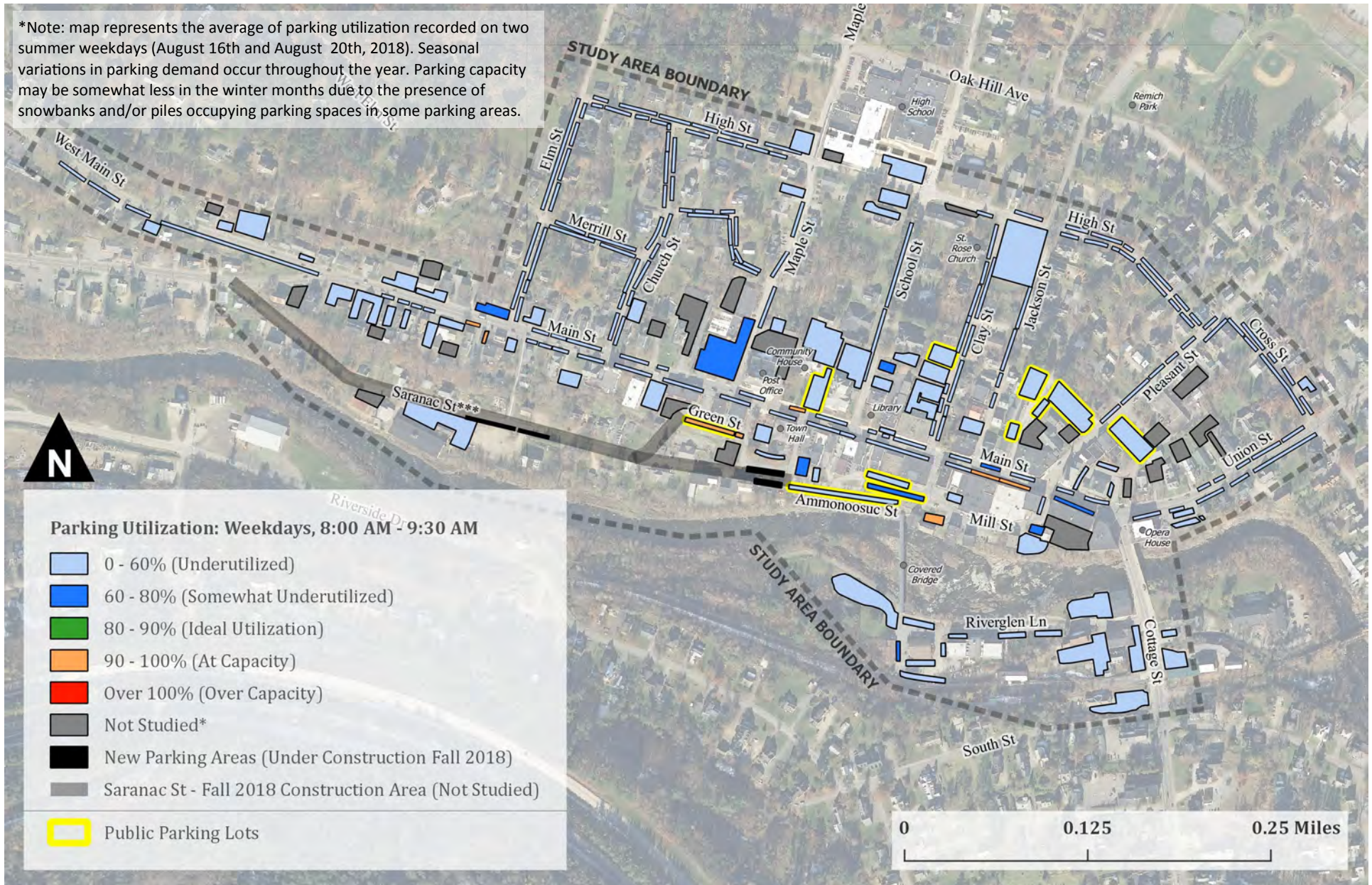
- On weekdays, public parking areas in the eastern portion of the River District (Green Street, Ammonoosuc Street, Porter Street) were at **ideal utilization** or **at capacity**, particularly between 9:30 AM and 5:00 PM. Utilization peaked between 12:30 PM and 2:00 PM, with nearly all off-street public parking lots **at capacity** during this time (see Figures 30—37, p. 41—48).
- On weekdays, the public parking lots off of Pleasant Street and Clay Street were either **underutilized** or **somewhat underutilized** at all times, despite being in relatively close proximity to Main Street and the River District, (see Figures 30—37, p. 41—48).
- On weekdays, the metered public parking lot at the Littleton Community Center was **underutilized** or **somewhat underutilized** at all times of day (Figures 22—29); however, comments from the Littleton Parking Commission and Littleton Police Department suggest that utilization is typically somewhat higher than what was observed during data collection, particularly during Community House events and local board meetings (see Figures 30—37, p. 41—48).
- On weekdays, the Littleton Opera House parking lot was **underutilized** or **somewhat underutilized** at all times of day (see Figures 30—37, p. 41—48); however, there were no significant events held at the Opera House during weekday data collection. During Opera House events, the parking lot is typically full, with cars parked down Union Street and in the Pleasant Street parking lots. Comments from Littleton Opera House staff indicate that the lot is frequently used by the public for overnight and weekend parking, which effectively limits the capacity of the parking lot (Figure 29).
- On weekdays, the following parking areas in downtown Littleton were **underutilized** at all times of day: 1) parking areas along Union Street, 2) in areas south of the Ammonoosuc River off Cottage Street, 3) in residential areas north of Main Street, and 4) in the western portion of downtown Littleton (see Figures 30—37, p. 41—48).



Figure 29: The public parking lot at the Littleton Community Center was observed to be underutilized on weekdays during the parking study in August 2018; however, the parking lot periodically experiences higher utilization, as seen in the above image, which was taken around 1:30 PM on Tuesday, October 4th.

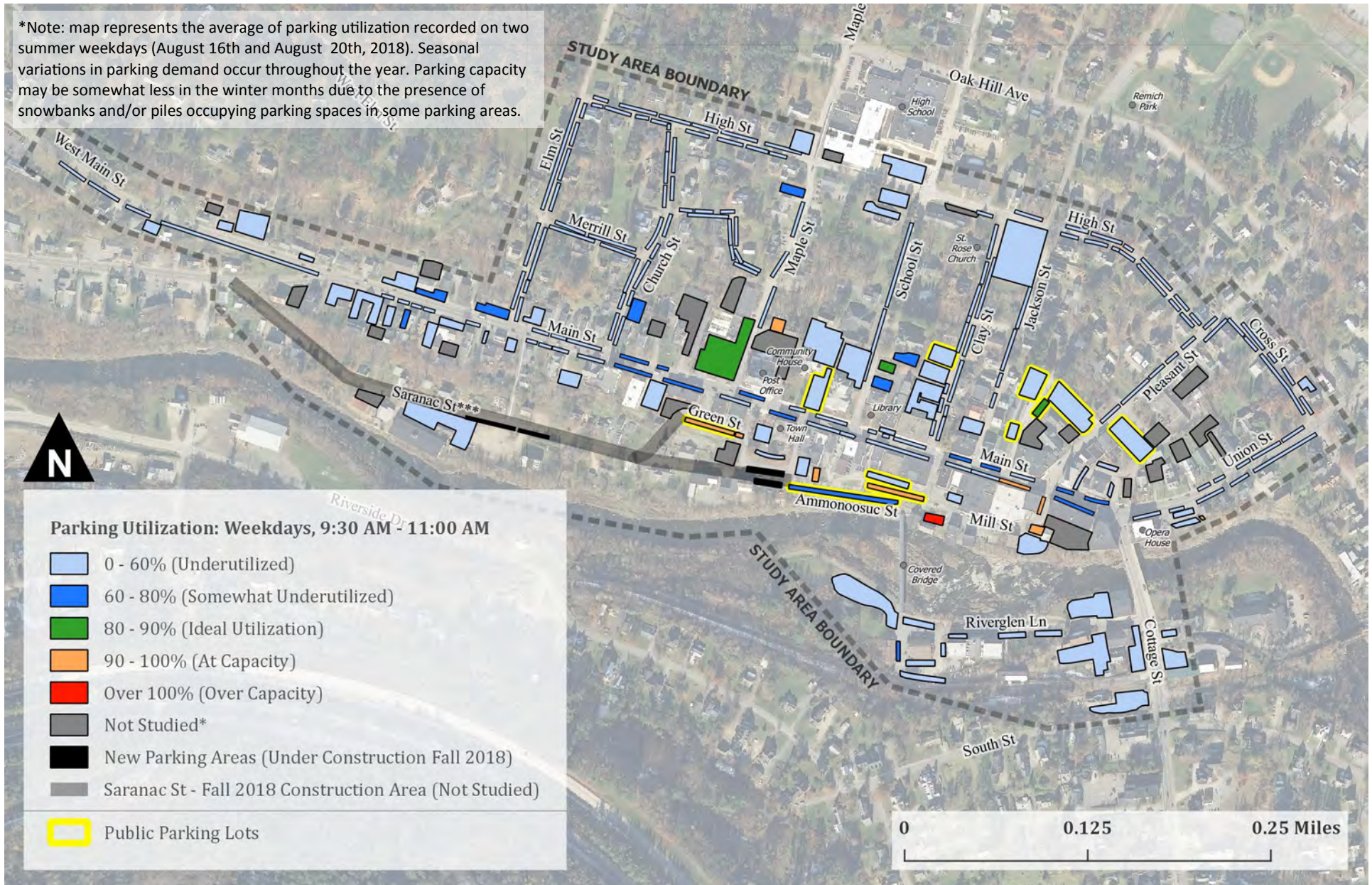
Parking in Downtown Littleton: Current Conditions

Figure 30: Parking Utilization: Weekdays, 8:00 AM—9:30 AM*



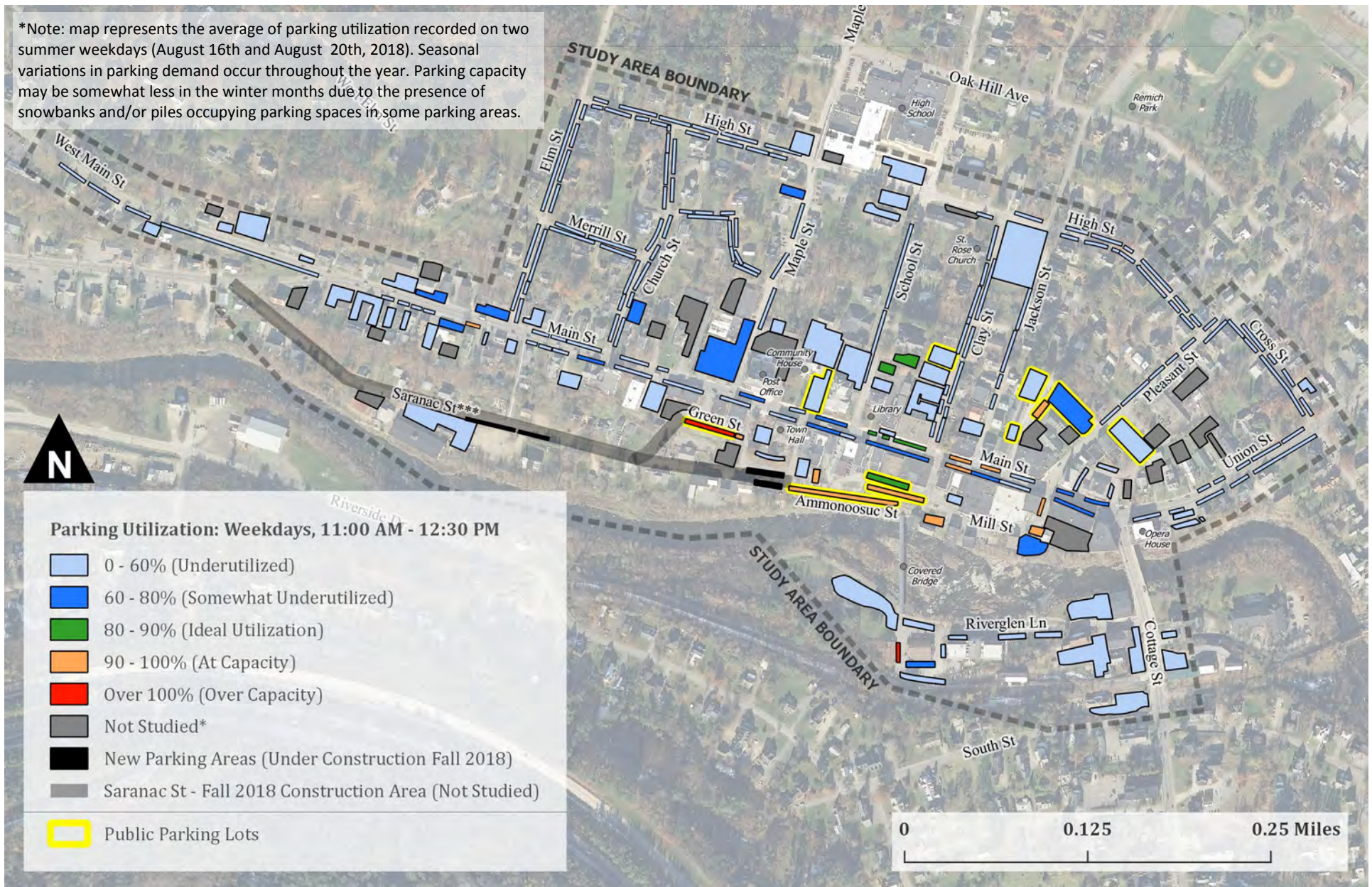
Parking in Downtown Littleton: Current Conditions

Figure 31: Parking Utilization: Weekdays, 9:30 AM—11:00 AM*



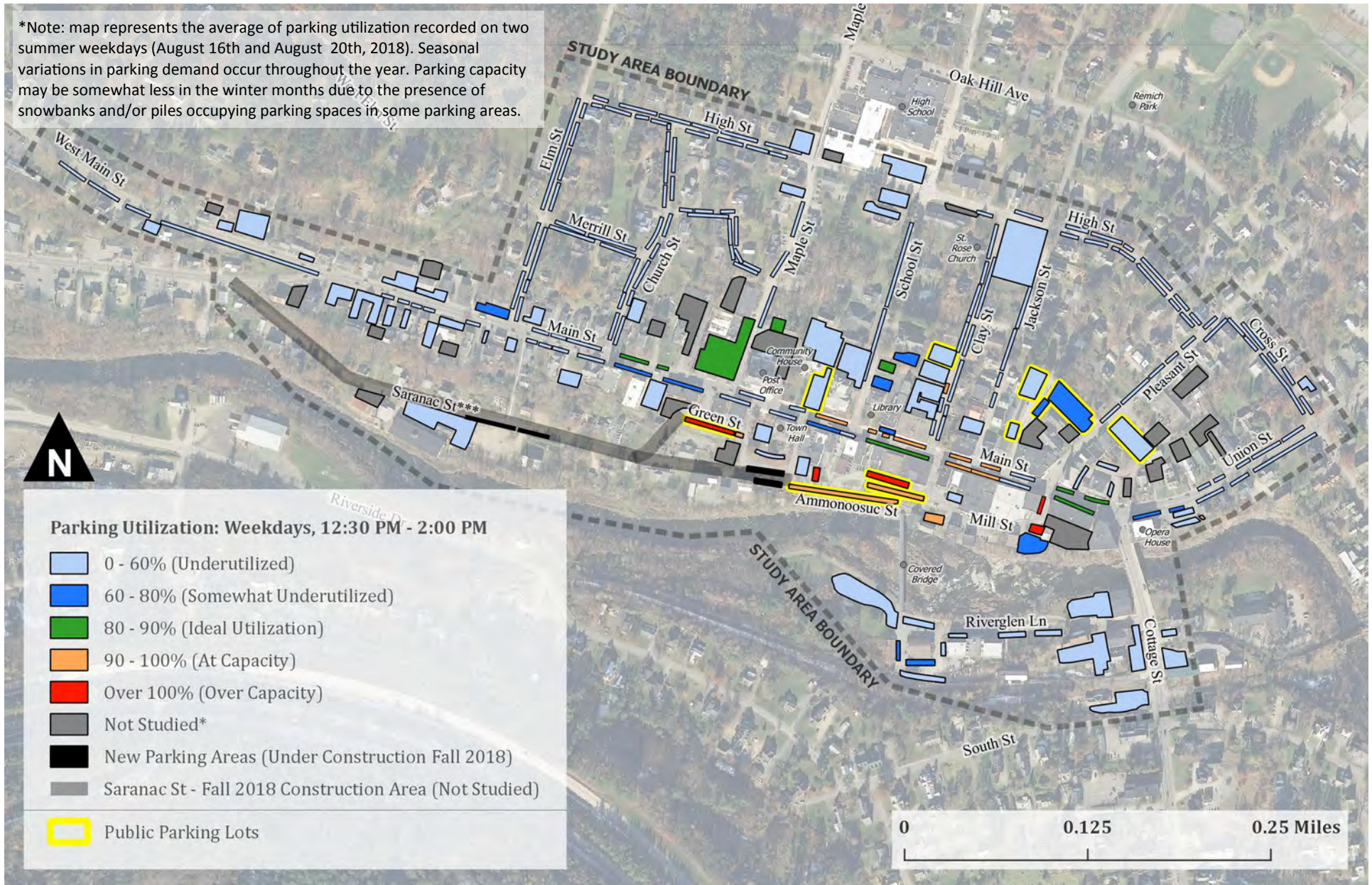
Parking in Downtown Littleton: Current Conditions

Figure 32: Parking Utilization: Weekdays, 11:00 AM—12:30 PM*



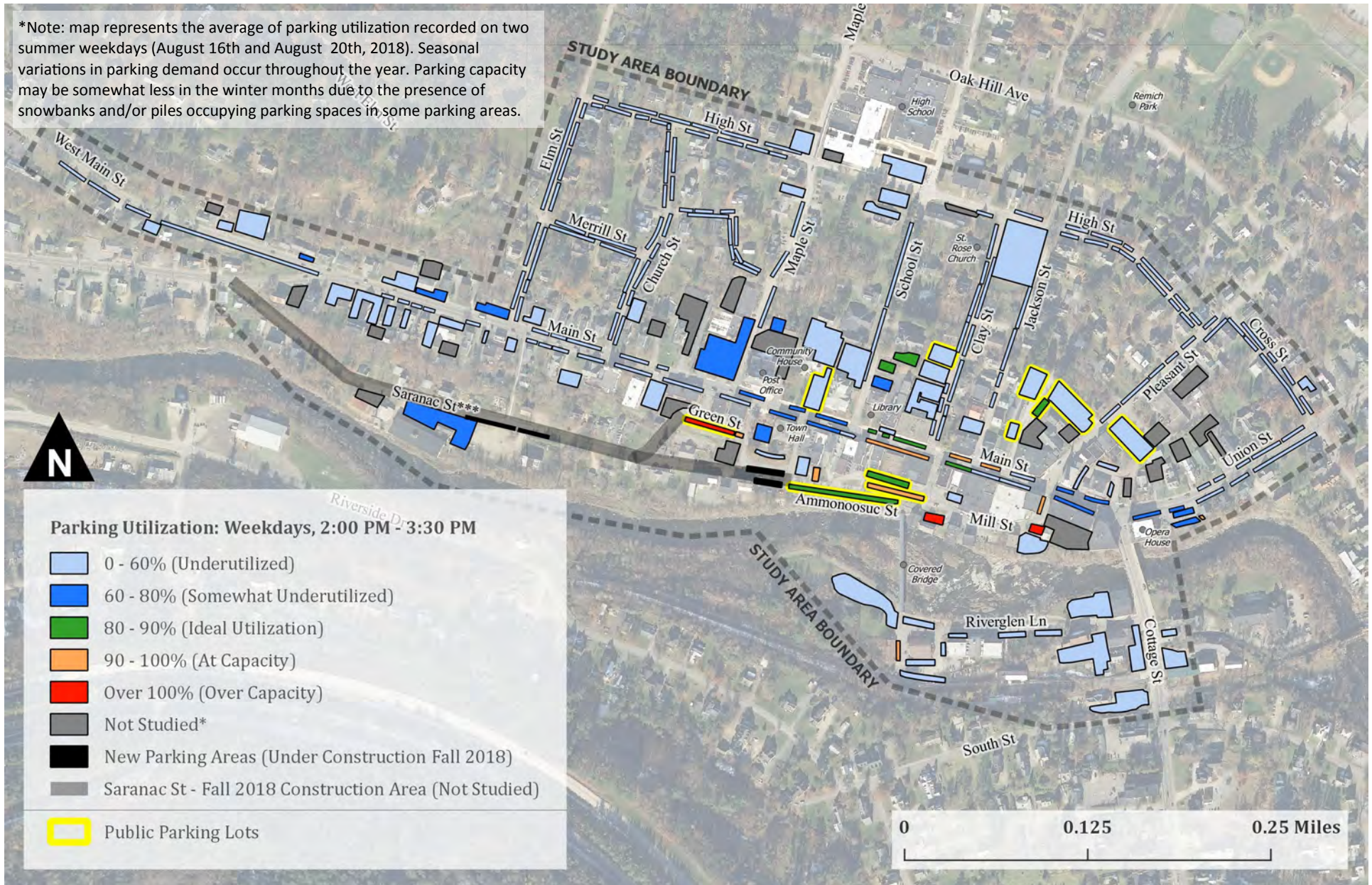
Parking in Downtown Littleton: Current Conditions

Figure 33: Parking Utilization: Weekdays, 12:30 PM—2:00 PM*



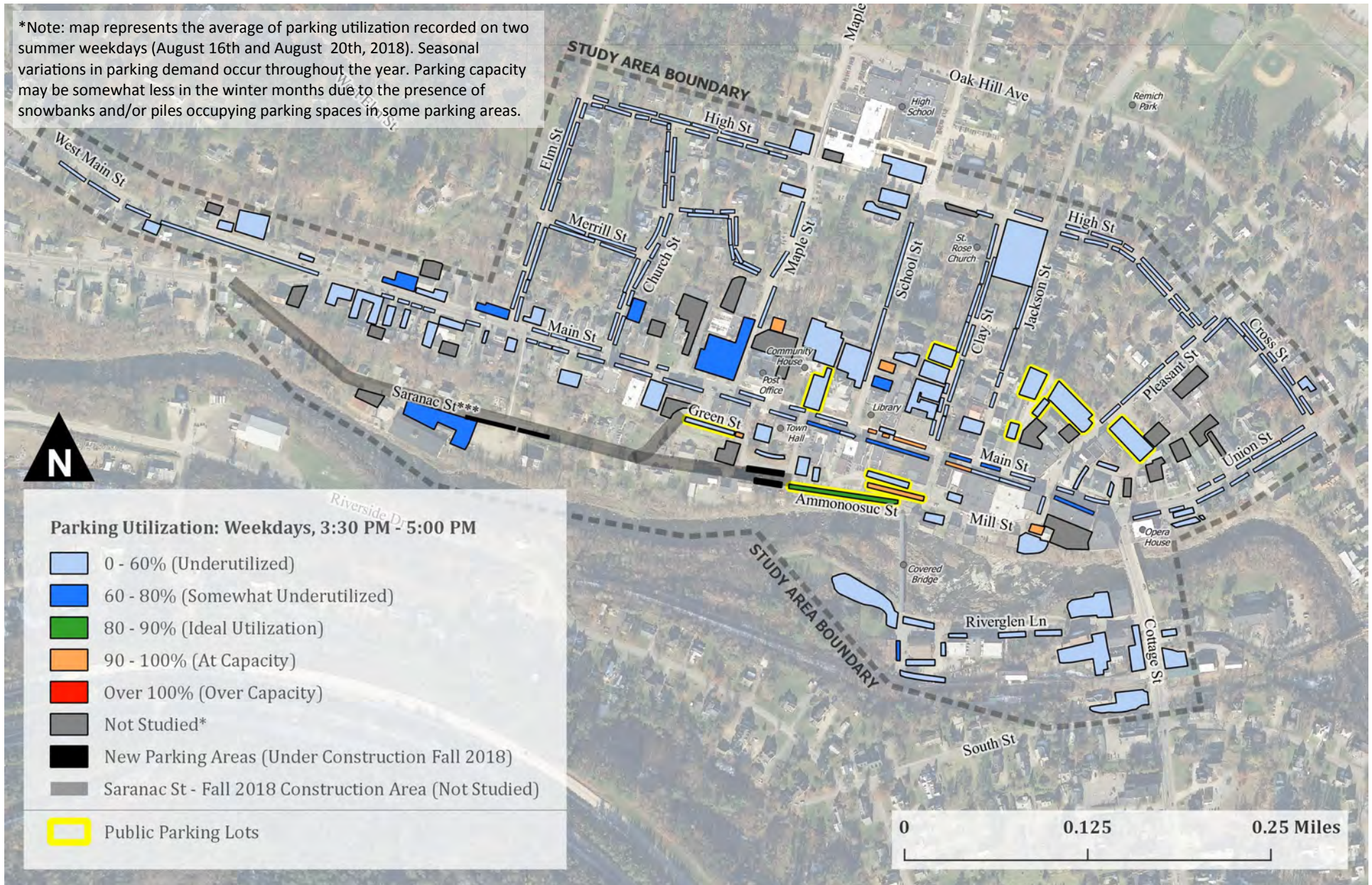
Parking in Downtown Littleton: Current Conditions

Figure 34: Parking Utilization: Weekdays, 2:00 PM—3:30 PM*



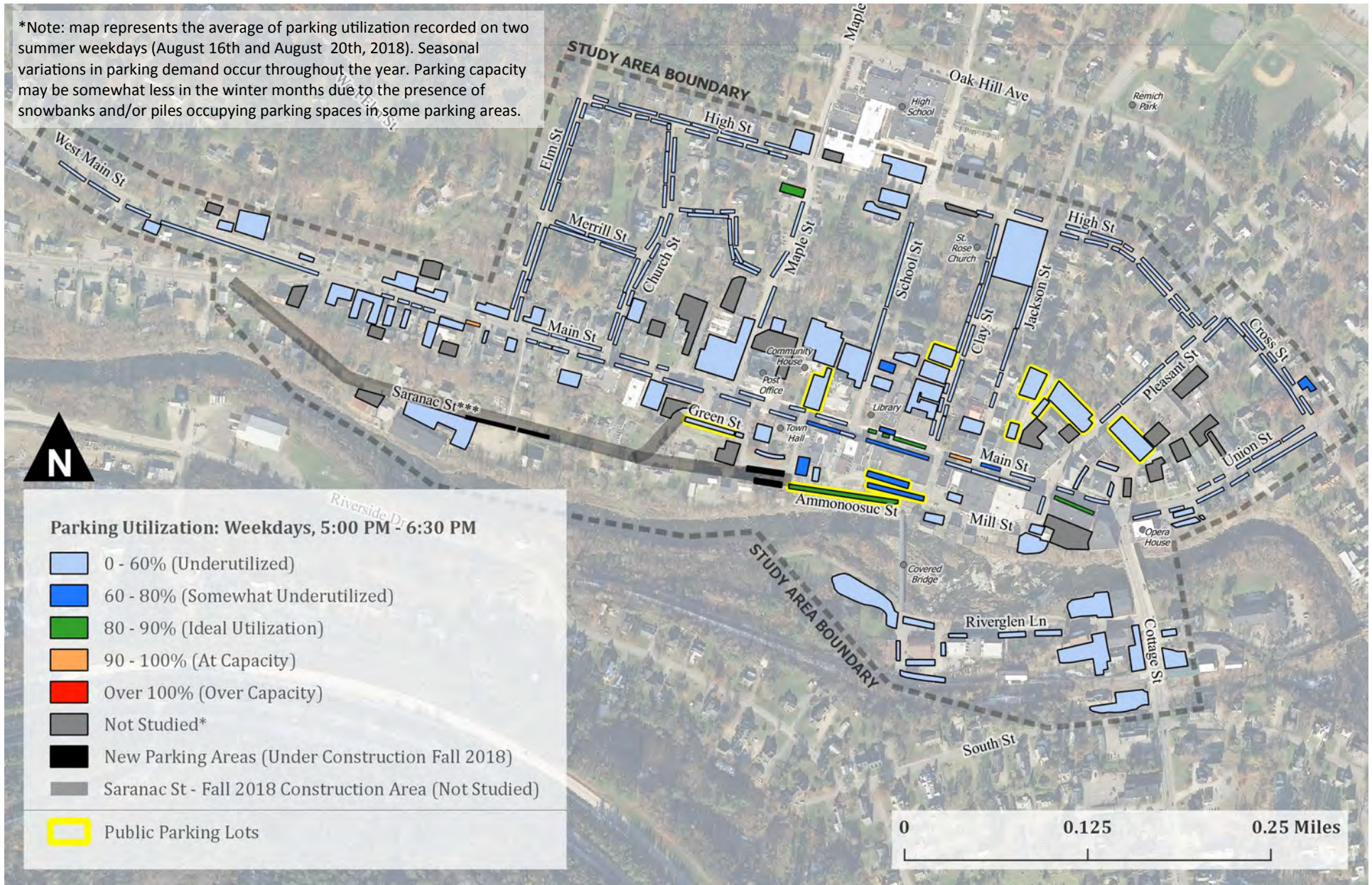
Parking in Downtown Littleton: Current Conditions

Figure 35: Parking Utilization: Weekdays, 3:30 PM—5:00 PM*



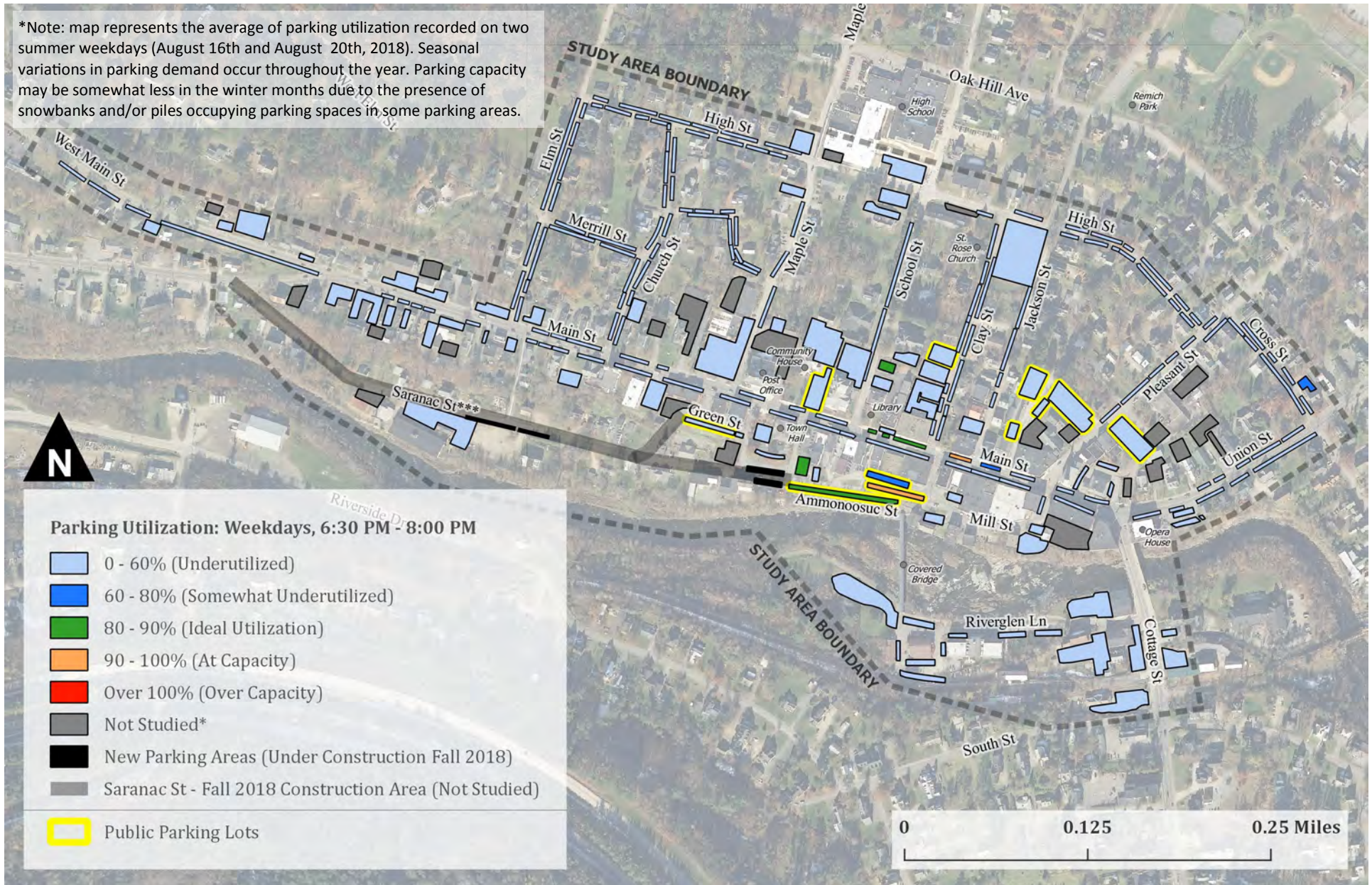
Parking in Downtown Littleton: Current Conditions

Figure 36: Parking Utilization: Weekdays, 5:00 PM—6:30 PM*



Parking in Downtown Littleton: Current Conditions

Figure 37: Parking Utilization: Weekdays, 6:30 PM—8:00 PM*



Parking in Downtown Littleton: Current Conditions

RECENT, PLANNED, OR POTENTIAL PROJECTS WITH PARKING IMPACTS

Recent, planned, or potential projects that may impact the future supply, demand, or management of parking in downtown Littleton were identified in coordination with Town of Littleton staff. Potential impacts to parking in downtown Littleton are discussed qualitatively.

Table 1: Recent, Planned, or Potential Projects with Parking Impacts

Project	Description	Status & Timeline	Potential Impacts to Parking
Lighting improvements in Pleasant St parking lots.	Repair broken lighting; install additional lighting.	Completed.	Better lighting in these parking lots will reduce safety concerns for pedestrians returning to their cars after dark.
Federal Opportunity Zone designation through federal Tax Cuts and Jobs Act of 2017.	New federal program to incentivize community investment. Littleton was designated an Opportunity Zone in April 2018.	Ongoing.	Opportunity Zone designation could spur additional development activity in downtown Littleton, which could lead to additional demand for existing public parking facilities.
Saranac Street roadway and pedestrian improvements.	Reconstruct roadway and add sidewalks along Saranac Street. Add 12 on-street parking spaces.	Under construction; expected to finish in 2019.	Improvements to Saranac Street may spur development activity in the area due to better connection to the rest of the River District and Main Street. Any new development would increase parking demand in the area. The Bank of New Hampshire employee parking lot on Saranac Street was reconstructed as a component of this project, and the Bank has agreed to allow public parking in this lot after business hours.
Purchase of Hillview Terrace property.	Purchase of property, engineering, and parking stall construction.	Approved by voters at Town Meeting in March 2019.	Purchase of this property will allow for additional public parking in a high-demand area of downtown (proximate to Main St).
2019 public parking lot improvements.	Improvements to lighting, pavement condition, striping/lot configuration, drainage and/or pedestrian infrastructure.	Approved by voters at Town Meeting in March 2019.	Improvements to parking lot conditions, capacity, safety, and accessibility.
Removing debt service from Parking Meter Fund.	Transferring debt service for Downtown Revitalization Loan from Parking Meter Fund to general fund.	Approved by voters at Town Meeting in March 2019.	Removing this debt service frees up additional funds in the Parking Meter Fund for parking improvements and/or maintenance.

Parking in Downtown Littleton: Current Conditions

RECENT, PLANNED, OR POTENTIAL PROJECTS WITH PARKING IMPACTS (CONTINUED)

Table 1: Recent, Planned, or Potential Projects with Parking Impacts (continued)

Project	Description	Status & Timeline	Potential Impacts to Parking
Ammonoosuc Rail Trail extension	Extension of Ammonoosuc Rail from Industrial Park Road to Bethlehem town line.	Expected completion in 2019 or 2020.	Extension of the rail trail will facilitate OHRV/ATV access to downtown Littleton, with associated demand for OHRV/ATV and trailer parking.
Cottage Street commercial development.	Recent and potential future commercial development along Cottage Street.	Ongoing.	Limited public parking is available along and near Cottage Street. Continued commercial development has the potential to increase demand for public parking, particularly if on-site parking is not available.
Cottage Street pedestrian improvements.	Sidewalk improvements along Mill and Cottage Street.	In design; construction currently set for FY 2021.	Curb bump-outs on Cottage Street may allow for formalization of on-street parking, which is currently prohibited.
Main Street Phase II project.	Road reconstruction and sidewalk improvements along Main St (from Green St to Meadow St).	Currently unfunded.	Curb bump-outs and improved curbing will help formalize on-street parking. The western portions of Main Street would benefit from clear delineation of on-street parking.
Hitchiner complex redevelopment.	Redevelopment of 16-acre parcel located 0.5 miles from Main Street.	This property was purchased in 2018 by an area developer with the intent to redevelop.	This site is in relatively close proximity to downtown and could feature a significant redevelopment project, with potential increases in demand for downtown services, and corresponding increases in parking demand.



Parking in Downtown Littleton: Current Conditions

CURRENT PARKING REGULATIONS AND ORDINANCES FOR DOWNTOWN LITTLETON

This section presents a summary of relevant parking regulations and land use ordinances for downtown Littleton.

Traffic Regulations Ordinance (amended 2018)

The 2018 Traffic Regulations Ordinance includes regulations for parking meters and parking behavior.

- **Parking Meters:** The Traffic Regulations Ordinance defines when parking meter regulations are enforced (9:00 AM to 5:00 PM), rates at which the meters are set (see Table 2), and time limits for parking in metered spaces (typically 2 hours, 4 hours at the Community Center). Parking meter fees are not enforced on Sundays or holidays.
- **Parking Behavior:** The 2016 Traffic Regulations Ordinance includes additional regulations related to parking behavior, including associated fines. The Ordinance defines violations related to restricted parking areas (e.g., accessible spaces, specified distances from fire hydrants, fire lanes, on-street parking near Littleton High School, etc.). The Ordinance also defines seasonal overnight parking restrictions for the purposes of snow removal, as well as a year-round overnight parking ban on the eastern end of Main Street. The schedule of fines is provided in Table 3. The Police Department offers an appeals program for parking fines.

Table 2: Schedule of Parking Meter Fees

Parking Time	Meter Fee
12 minutes	\$0.05
24 minutes	\$0.10
1 hour	\$0.25

Table 3: Schedule of Parking Violation Fines (2018)

Violation	Fine
Failure to pay meter fee	\$5
Exceed time restriction	\$5
Improper parking (e.g., left wheels to curb,	\$5
Blocking driveway/alley	\$25
Parking in restricted area	\$25 - \$100
Parking w/in 15 ft of hydrant	\$10
Parking on sidewalk/crosswalk	\$10
Accessible parking space violation	\$300
Violation of winter on-street parking ban	\$25
Failure to pay fine	\$20



Figure 38: Parking meters in downtown Littleton display relevant parking regulations.

Parking in Downtown Littleton: Current Conditions

CURRENT PARKING REGULATIONS AND ORDINANCES FOR DOWNTOWN LITTLETON (CONTINUED)

Town Zoning Ordinance (amended March 2014)

The Town of Littleton Zoning Ordinance is intended to support the community vision and goals articulated in the Town Master Plan. The current Zoning Ordinance does not focus heavily on parking. In 1990, the Town voted to remove parking space requirements from the Town Zoning Ordinance. Therefore, developers of new residential or commercial structures are not required to provide any parking on-site. The Zoning Ordinance includes non-mandatory Recommended Lot Features for certain types of uses, stating that “while these [features] are not mandatory, compliance is strongly encouraged.” There are several Recommended Lot Features relevant to parking in downtown Littleton (summarized in Table 4).

Table 4: Recommend Lot Features Related to Parking in the Town of Littleton Zoning Ordinance

Recommended Lot Feature	Use(s)
“Parking: Adequate off street parking is vital in this district. It is strongly encouraged to provide approximately two thirds of off street parking to the side and rear of the structure. “	Commercial; Mixed Use I
“Pedestrian Access: All sites should provide for safe pedestrian access and circulation, including walkways, connection to walkways of abutting properties where they exist, clearly identified and separated pedestrian aisles through parking lots.”	Commercial; Mixed Use I
Storm Water Management/Snow Storage: Storm drainage should be designed with provision for the retention and gradual release of storm water. All drainage facilities should be designed to accommodate a 25-year storm event. Where drainage is being calculated for a compacted gravel surface such as a parking lot, the calculations should reflect a paved surface so that future paving of the lot does not significantly alter the drainage of the site...”	Commercial; Mixed Use I
“Lighting: In order to facilitate vehicular and pedestrian safety, promote property security and enhance the overall use of properties within this district, exterior lighting is recommended for all development. “	Commercial; Mixed Use I

The Zoning Ordinance also includes provisions in the *Article VIII—Home Occupations* section relating to parking. Home occupations that generate traffic and/or parking “in excess of what is normal in the residential neighborhood” are restricted, and parking for the home occupation must be provided on-site. The Zoning Ordinance also includes parking standards for Cluster and Planned Unit Developments (*Article X*).

Subdivision Regulations Ordinance (amended 2016)

The current Subdivision Regulations Ordinance does not address parking as a component of subdivision approval.

Parking in Downtown Littleton: Current Conditions

CURRENT MANAGEMENT AND REVENUES FOR PARKING IN DOWNTOWN LITTLETON

This section presents a summary of data and information regarding the management of parking in downtown Littleton, including Town-owned or leased parking facilities, and parking facility maintenance activities and their funding.

Parking Meter Fund

- **Parking Meter Fund overview:** the Town of Littleton establishes a Parking Meter Fund on an annual basis via warrant article. The primary expenditures from the Fund are labor costs for the Littleton Police Department's Parking Enforcement Officer, with a smaller amount of funds dedicated to maintenance of parking meters, sidewalks, and parking infrastructure. In previous years, the Parking Meter Fund was used to pay debt service for the Town's Downtown Revitalization Loan. In 2019, Town residents voted to move the annual debt service payment for Downtown Revitalization Loan to the Town's general fund, which will translate to a savings of over \$22,000 per year for the Parking Meter Fund. The generation of additional revenues for the Fund could support projects to improve or expand public parking or perform additional maintenance.
- **Revenue Generation:** revenues for the Parking Meter Fund are generated from 1) parking meter fees and 2) fines from parking violations (see the *Traffic Regulations Ordinance* section on page 51 for details). Between 2015 and 2017, revenues from meter fees remained consistent, with revenues from parking fines declining (Figure 39). The consistency of total parking meter revenue from year-to-year indicates that there is consistent utilization and demand for metered parking in downtown Littleton. The decline in parking meter fine revenue is mostly attributable to efforts in recent years by the Town of Littleton and the Littleton Police Department to provide more information to residents and visitors regarding parking restrictions. In 2014, the Littleton Police Department issued 2,775 parking tickets; in 2017, the Department issued 1,940 tickets—a 30% reduction.
- **Parking Meter Fund balance:** Overall, parking revenues declined slightly between 2015 and 2017, from \$63,648.07 in 2015 to \$59,638.08 in 2017 (Figure 39). While parking meter revenues have remained consistent, revenue from parking fines has declined. Parking Meter Fund expenditures also declined during this period, falling from \$63,832.14 in 2015 to \$52,209.13 in 2017, primarily due to decreases in labor costs for the Parking Enforcement Officer. In 2017, the Fund had a surplus of \$7,425.18.

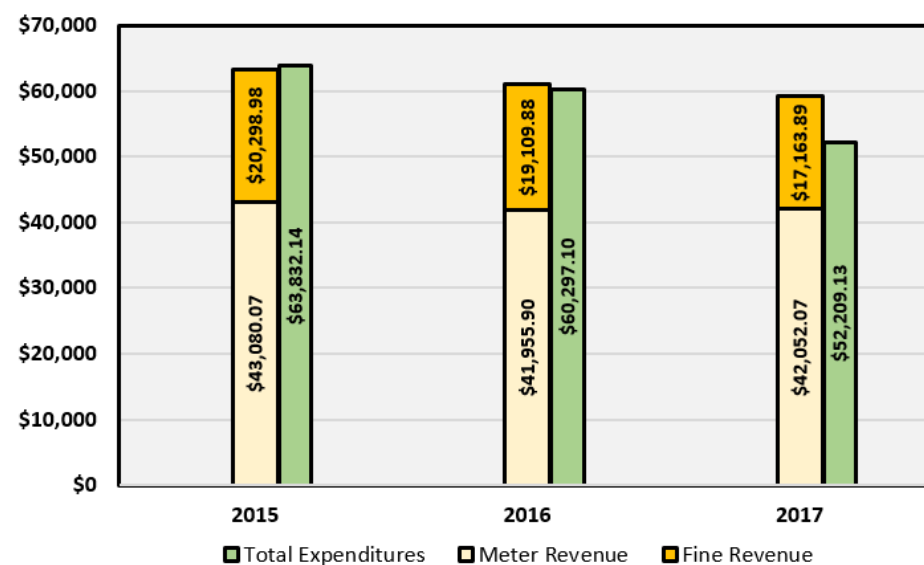


Figure 39: Annual Parking Meter Fund revenue and expenditures, 2015–2017.

Parking in Downtown Littleton: Current Conditions

CURRENT MANAGEMENT AND REVENUES FOR PARKING IN DOWNTOWN LITTLETON (CONTINUED)

Maintenance of Parking Facilities in Downtown Littleton

Maintenance of public parking in downtown Littleton is performed by the Littleton Public Works Department and Police Department. Maintenance responsibilities related to parking include maintenance of pavement, striping, and lighting in Town-owned and leased parking lots, maintenance of adjacent sidewalk infrastructure, winter maintenance of parking areas and sidewalks (e.g., snow and ice removal, salting/sanding), and maintenance of parking meters. Snow removal is a particularly important component of parking facility maintenance, as the presence of snow can reduce the capacity of parking areas and obscure striped parking stalls, leading to inefficient parking behavior.

Per Appendix B of the Town's *Winter and Inclement Weather Policy*, the Town performs winter maintenance of the following off-street parking areas, in addition to on-street parking areas:

- Littleton Opera House
- Pleasant Street public parking lots
- River District public parking areas
- Town Library
- Littleton Community Center
- Clay Street public parking lot
- St. Rose of Lima Church parking lot

In addition to maintaining public parking areas, the Town also manages a number of lease agreements with private landowners in order provide additional public parking facilities (Table 5). Lease agreements are typically negotiated and overseen by the Town Manager.

Table 5: Current Lease Agreements for Public Parking Areas in Downtown Littleton

Location	Details
Pleasant Street—East parking lot	5-year lease from Mascoma Bank at \$1.00 per year. Town is responsible for all maintenance.
Clay Street public parking lot	Leased from Union Bank for \$1.00 per year. Town has responsibility for regular maintenance. Repaving costs are split 50/50 with owner.
Littleton Community Center	Public use of the parking lot is part of a payment in lieu of taxes agreement. Town owns and maintains parking meters.

Enforcement of Parking Regulations in Downtown Littleton

Enforcement of parking regulations in downtown Littleton is the responsibility of the Littleton Police Department. The Department employs a Parking Enforcement Officer who typically performs parking enforcement duties for 30 hours per week. The primary duties of the Parking Enforcement Officer include 1) educating the public about available public parking and parking restrictions, 2) servicing and maintaining parking meters, and 3) issuing warnings and/or parking tickets for parking meter or restricted area parking violations. Parking meter fees are enforced from 9:00 AM to 5:00 PM, Monday through Saturday. The Police Department also offers an appeals program for parking violation fines.

Parking in Downtown Littleton: Current Conditions

PUBLIC INPUT ON PARKING IN DOWNTOWN LITTLETON

While data collection and analysis can reveal valuable insights about parking in downtown Littleton, the experiences of residents, business owners, and other stakeholders provide an important perspective as well. To solicit public input, a public open house and a local business forum were conducted in fall 2018. Additionally, presentations and discussions were held at public meetings of the Littleton Board of Selectmen, River District Commission, and Parking Commission. This section presents a summary of public input received during the 2018 parking study for downtown Littleton.

October 24th, 2018 Public Open House: Key Takeaways

- Participants were mostly “somewhat satisfied” with the convenience parking in downtown; others were “somewhat dissatisfied.” Most written comments indicated that parking in downtown was not that difficult. Others suggested that parking was more difficult for visitors than residents.
- The vast majority of participants indicated that they typically park “an acceptable walking distance from their destination.”
- The primary concerns from participants regarding parking were 1) not having enough signage or information about public parking areas; 2) safety of public parking lots, particularly at night; and 3) not enough public parking.
- Participants were strongly in favor of modest increases to parking meter rates to support parking improvements and maintenance.
- Most participants agreed that there was an adequate amount of parking currently, but that new parking should be added with any new developments.
- Participants were asked to select their top strategies for improving parking in downtown Littleton. The most popular selections were:
 - ♦ “Provide more signage and online information directing drivers to existing public parking areas.”
 - ♦ “Encourage shared use of private parking lots.”
 - ♦ “Increase meter fees to raise money for public parking improvements.”
 - ♦ “Require new developments to provide parking for customers or pay into a fund for parking improvements.”



Figure 40: Scenes from the October 24th, 2018 public open house.

Parking in Downtown Littleton: Current Conditions

PUBLIC INPUT ON PARKING IN DOWNTOWN LITTLETON (CONTINUED)

October 25th, 2018 Local Business Forum: Key Takeaways

- Business owners were mostly “somewhat satisfied” with the convenience parking in downtown, with some “very satisfied.” Most agreed that visitors and out-of-town customers had the most difficulty with parking, and that high demand for parking is a “good problem to have.”
- Safety of parking was a concern for local business owners, particularly those without dedicated employee parking. Some expressed concerns with employees returning to their cars at night. The public parking lot on Clay Street was identified as being in need of improved pedestrian access.
- Most participants agreed that there was not enough public parking, and not enough signage for current public parking lots. Porter Street and Clay Street were identified as locations in need of signage. Some private parking lots are used by the general public when public lots are at capacity.
- Participants were split on the idea of minimum parking requirements, with most participants either strongly for or strongly against. Participants mostly agreed that any minimum parking requirements should only be applied to new developments, as opposed to new tenancy in existing buildings.
- Participants were split on the idea of increasing parking meter fees, with a majority voting strongly in favor, but a sizeable minority voting strongly against. Some felt that the higher fees would discourage long-term parking in front of Main Street businesses, while others were concerned that it would result in negative attention and would discourage all parking on Main Street. Increased fines was suggested as an alternative to rates.
- Participants were generally supportive of shared-use parking agreements, with some noting it as a potential source of income for business owners.
- Participants were asked to select their top strategies for improving parking in downtown Littleton. The most popular selections were:
 - ♦ “Provide more signage and online information directing drivers to existing public parking areas.”
 - ♦ “Increase meter fees to raise money for public parking improvements.”
 - ♦ “Construct a multi-story parking garage in downtown.”

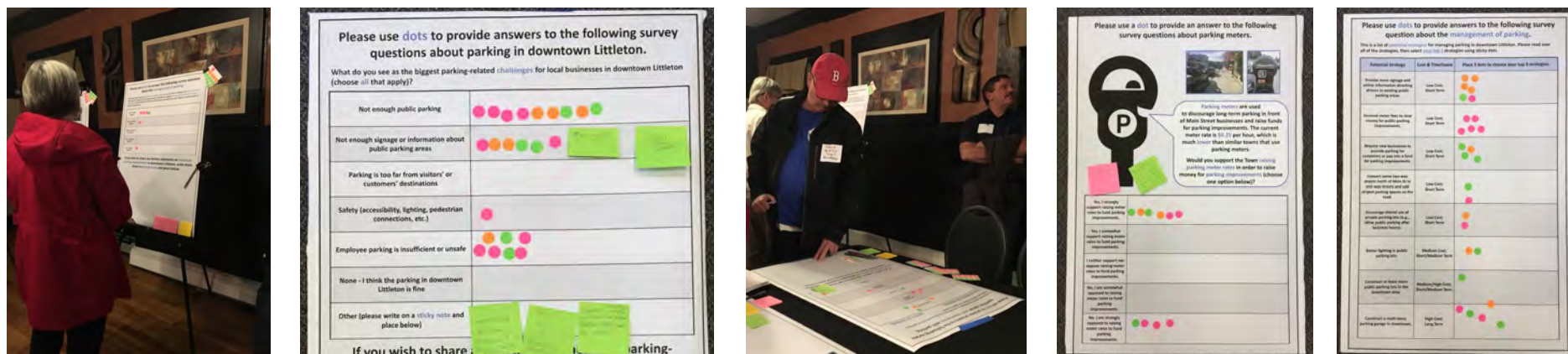


Figure 41: Scenes from the October 25th, 2018 local business owner forum.

Parking in Downtown Littleton: Current Conditions

PUBLIC INPUT ON PARKING IN DOWNTOWN LITTLETON (CONTINUED)

Other Public Comments and Feedback Received

In addition to the comments received at the public open house and business owner forums, members of the public provided the following comments:

- “There is a culture of business owners and their employees parking away from Main Street, but not all abide by this tradition.”
- “Improve the appearance of off-street parking lots to encourage use.”
- “Landlords need to encourage their tenants to park responsibly and not occupy valuable parking in front of businesses.”
- “Signage, signage, signage.”
- “Parking deck over Ammonoosuc Street including solar panels and public space.”
- “There is more parking in downtown than I thought.”
- “The Town should acquire the barn building by JAX JR and convert it to parking.”
- “There should be a designated tour bus parking area.”
- “Main Street, Saranac Street, Ammonoosuc Street, and Mill Street should be converted to a one-way loop with more parking and pedestrian facilities.”
- “Stripe parking spaces on western Main Street and Union Street to encourage parking.”
- “Increase meter fees to \$0.50 per hour on Main Street, and install meters on Union Street at \$0.25 per hour.”
- “Improve lighting in the River District.”
- “Construct a bypass road around Littleton.”
- “Snow removal is a challenge on Main Street and in parking lots.”

PUBLIC OPEN HOUSE: “PARKING IN DOWNTOWN LITTLETON”

Hosted by *North Country Council & Town of Littleton*

When: Wednesday, October 24th

Come by any time between 6:00 PM and 8:00 PM

Where: Lakeway Elementary School Gymnasium
325 Union St, Littleton, NH 03561



The **Town of Littleton** is seeking your voice and experiences with **parking in downtown Littleton!**

Come by to share your thoughts on parking in the downtown and what the Town can do to ensure that parking is convenient, safe, and affordable.



Are you a **local business owner** in Littleton? There will be a **separate event** on **October 25th** specifically for you. Contact Alex Belenz at North Country Council (abelenz@nccouncil.org) for more information. Please **RSVP** if you plan to attend.



Figure 42: Event flyer for the October 24th, 2018 public open house.



LOOKING TO THE FUTURE: PARKING OBJECTIVES & RECOMMENDATIONS

Looking to the Future: Parking Objectives & Recommendations

SUMMARY OF OBJECTIVES & RECOMMENDATIONS FOR PARKING IN DOWNTOWN LITTLETON

This section presents Objectives and Recommendations for improving parking in downtown Littleton. Objectives describe broad strategies to achieve the Vision and Goals for parking presented in the *Introduction* section of the Parking Plan (page 17). Recommendations describe specific projects, policies, and/or strategies for implementing the Objectives.

These Objectives and Recommendations are based on the results of the 2018 parking study, as well as engagement with the public, local business owners, Town staff, and local boards and commissions. More detailed descriptions and rationale for these recommendations are presented on pages 63—84, including costs, timelines, funding, and key entities for implementation of projects. A map showing recommendations that are location-specific is provided on page 62. *The recommendations presented do not represent a final decision by the Town of Littleton to implement a project or spend money; ultimately, the Town administration and residents must decide which projects and strategies are most appropriate and important to fund and implement.*

- **Objective 1: Improve utilization of existing public parking areas through promotion.** While utilization of parking is high in some areas of downtown Littleton (e.g., eastern River District and Main Street), nearby public parking areas remain underutilized, even during peak times.

Objective 1 Recommendations:

- 1A. Add/improve signage for public parking areas.
- 1B. Provide improved educational materials regarding public parking for the traveling public.
- 1C. Pursue a branding effort to promote the “park and walk experience” in downtown Littleton.

- **Objective 2: Expand the supply of available parking.** Many public parking areas near Main Street and in the eastern portion of the River District are at capacity during peak times of day. Residents, customers, and business owners in these areas could benefit from increased parking options.

Objective 2 Recommendations:

- 2A. Monitor for low-cost land purchases or leases where the highest and best use of the land would be parking.
- 2B. Reconfigure the Pleasant Street-West parking lot to increase the number of parking stalls.
- 2C. Explore opportunities for shared-use parking agreements between the Town of Littleton and local businesses, and encourage the use of shared-use parking agreements between adjacent local businesses.
- 2D. Pursue roadway and streetscape improvement projects that will improve or add on-street parking.
- 2E. Explore options for striping on-street parking stalls on state highways (e.g., Union St and West Main St) where there is adequate roadway width.
- 2F. Evaluate the feasibility, effectiveness, and public support for using conditional use permitting or other zoning ordinance changes to establish flexible minimum parking requirements for new developments in downtown Littleton.
- 2G. Consider adding electric vehicle (EV) charging stations to public parking areas.
- 2H. Evaluate potential for converting some two-way streets north of Main Street to one-way to allow striping of on-street parking spaces.

Looking to the Future: Parking Objectives & Recommendations

SUMMARY OF OBJECTIVES & RECOMMENDATIONS FOR PARKING IN DOWNTOWN LITTLETON (CONTINUED)

Objective 2 Recommendations (continued):

- 2I. Expand the number of spaces for general public parking at the Littleton Opera House, and discourage long-term parking by establishing time restrictions and potentially installing parking meters while maintaining overnight parking.
 - 2J. Implement the public park project next to the Senior Center and explore options for public use of parking lot by River District customers and visitors, including wayfinding signage and promotion of the parking lot by River District businesses.
 - 2K. Explore options for developing a central park-and-ride and transit facility.
-

- **Objective 3: Improve safety of public parking areas.** Safety concerns for some current public parking areas include poor lighting and poor pedestrian access. These concerns may limit utilization of public parking areas by residents, workers, or customers.

Objective 3 Recommendations:

- 3A. Improve lighting and infrastructure conditions in public parking areas.
 - 3B. Improve pedestrian connections to parking areas, including adding or improving sidewalks and handrails, and improving winter maintenance.
-

- **Objective 4: Support parking projects and maintenance through capital improvements planning and increasing revenues.** Currently, revenues from parking meter fees and parking fines are adequate to support the Town's current Parking Meter Fund and generate a small surplus. The majority of the Parking Meter Fund is spent on parking enforcement, with a small amount left over for maintenance of meters, sidewalks, and parking lots. Additionally, the Town's current parking meter rate of \$0.25 per hour and parking time restriction fine of \$5.00 are both very low relative to the demand for public parking in downtown Littleton. By increasing revenues from meter fees and fines, the Town can generate additional funding to support capital projects to improve or expand public parking facilities, as well as perform increased maintenance.

Objective 4 Recommendations:

- 4A. Increase meter fees in some locations to \$0.50 per hour and add new parking meters in high-demand areas.
- 4B. Increase parking fines along Main Street to \$10.00 from the current rate of \$5.00.
- 4C. Reference the recommendations of the Littleton Parking Plan in the capital improvement planning and annual budgeting processes.
- 4D. Increase parking meter fee collection hours by one hour.

Looking to the Future: Parking Objectives & Recommendations

SUMMARY OF OBJECTIVES & RECOMMENDATIONS FOR PARKING IN DOWNTOWN LITTLETON (CONTINUED)

- **Objective 5: Improve management and enforcement of public parking areas.** While the Town of Littleton currently manages and enforces parking regulations to some degree of effectiveness, issues with long-term parking in high-demand areas persist, which limits the capacity of parking facilities to accommodate residents, visitors, and customers. Additional enforcement measures can be implemented to encourage more efficient use of parking facilities in downtown. Parking meter installations and rate modifications can encourage turnover in high-demand areas while generating revenues for parking projects and maintenance.

Objective 5 Recommendations:

- 5A. Increase meter fees and parking fines in high-demand areas (see Objective 4 recommendations).
- 5B. Install additional parking meters in some highly-utilized public parking areas (see Objective 4 recommendations).
- 5C. Monitor parking enforcement activities to evaluate effectiveness.
- 5D. Vary hours of parking enforcement.
- 5E. Initiate a pilot program for a Downtown Parking District for overnight parking in off-street, Town-owned parking lots.
- 5F. Establish parking locations for OHRVs/ATVs and trailers.
- 5G. Continue to support and promote the Littleton Park Card program.

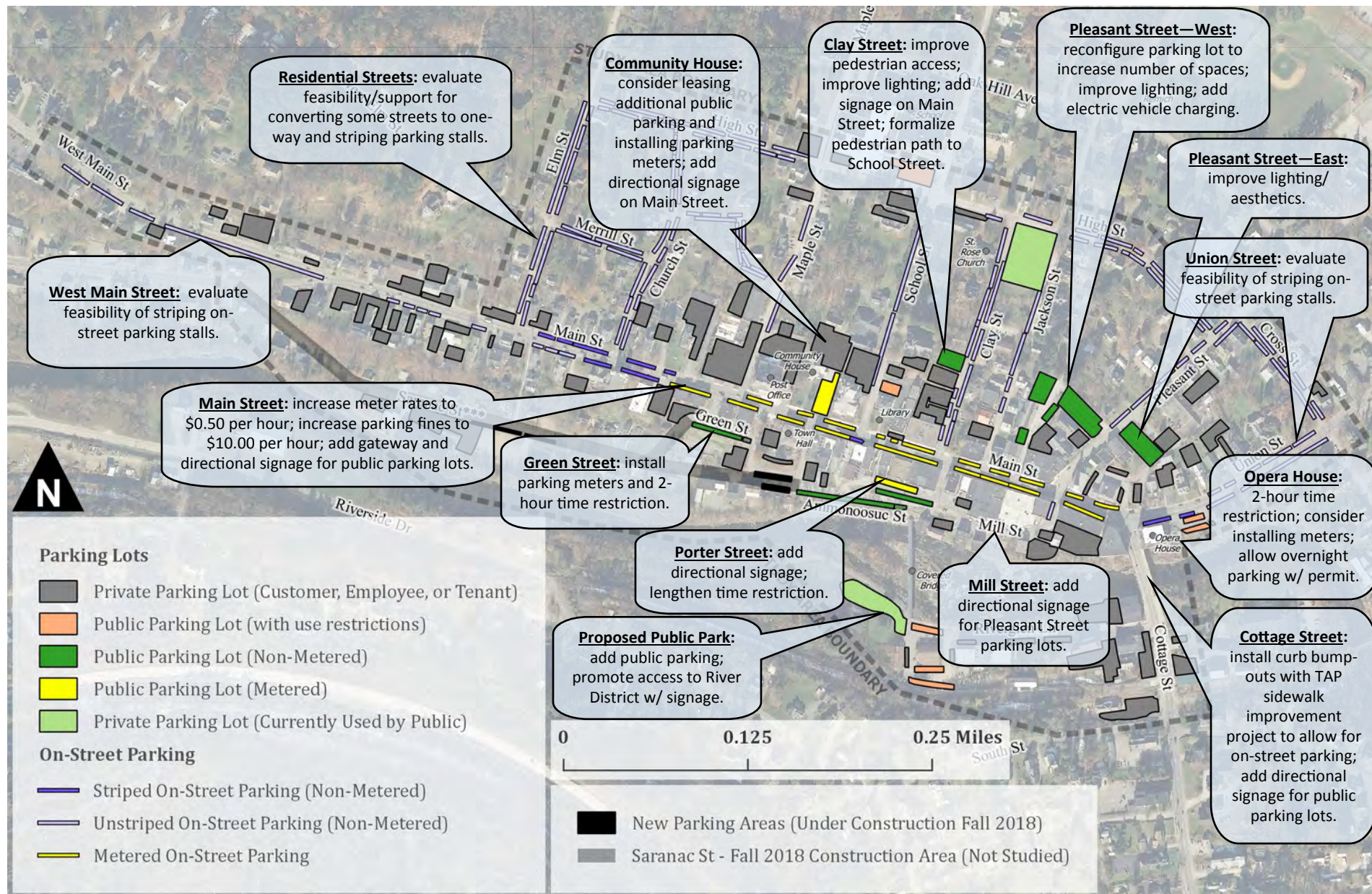
- **Objective 6: Increase coordination between key Town entities with respect to parking.** Projects and policies pertaining to parking in downtown Littleton may affect a variety of Town departments and stakeholders. Coordination between Town departments, boards, and commissions should occur in order to better understand impacts of potential projects and policies.

Objective 6 Recommendations:

- 6A. Include key Town entities and the public in discussions regarding major projects or policies.
- 6B. Schedule a regular meetings between key Town entities to ensure information sharing and coordination related to parking.

Looking to the Future: Parking Objectives & Recommendations

Figure 43: Selected Location-Specific Recommendations for Parking in Downtown Littleton



Looking to the Future: Parking Objectives & Recommendations

SUMMARY OF OBJECTIVES & RECOMMENDATIONS FOR PARKING IN DOWNTOWN LITTLETON (CONTINUED)

For each recommendation presented in this section, the following information is identified: 1) involved entities; 2) timeframe; 3) cost; and 4) funding sources.

- **Involved entities** - includes entities that may be responsible for implementing the proposed project or policy, as well as entities and stakeholders that should be involved or consulted during the implementation process.
- **Timeframe** - recommendations were grouped into the following categories for the timeframe for implementation:
 - ♦ **Short-term:** implemented within 1-2 years
 - ♦ **Medium-term:** implemented within 2-5 years
 - ♦ **Long-term:** implemented beyond 5 years
 - ♦ **Ongoing:** these recommendations have no specific timeframe or completion date.
- **Cost** - this report does not attempt to assign specific costs to recommendations. Rather, the relative costs of each recommendations are assigned to the following qualitative categories:
 - ♦ **None:** recommendation can be implemented using existing operational or capital funds dedicated to parking management or maintenance.
 - ♦ **Low cost (<\$10,000):** small, one-off projects that can likely be completed using Parking Meter Fund revenues or warrant articles with minimal or no tax impact.
 - ♦ **Medium cost (\$10,000-\$250,000):** these projects may require larger expenditures from the Parking Meter Fund, larger warrant articles with low or moderate tax impact, or multi-year budgeting.
 - ♦ **High cost (>\$250,000):** these projects will likely require multi-year budgeting of Parking Meter Fund revenues, warrant articles with higher tax impact, grants, and/or other outside funding assistance.
- **Funding sources** - the following potential funding sources are identified using acronyms:
 - ♦ **CIP** = Capital Improvements Plan
 - ♦ **DPW** = Department of Public Works operating budget
 - ♦ **PMF** = Town of Littleton Parking Meter Fund
 - ♦ **TAP** = NHDOT Transportation Alternatives Program
 - ♦ **TYP** = NHDOT Ten Year Transportation Improvement Plan
 - ♦ **VWS** = NH Beneficiary Mitigation Plan for Use of Volkswagen Mitigation Trust Funds

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 1: IMPROVE UTILIZATION OF EXISTING PARKING AREAS THROUGH PROMOTION.

During the parking study, several public parking areas (Clay Street, Pleasant Street—East, Littleton Community Center) were observed to be frequently underutilized despite relatively close proximity to high-demand parking areas along Main Street and in the River District. Additionally, comments from local business owners suggest that some out-of-town visitors struggle to find available parking and end up circling the downtown in search of parking. Improvements in signage and available information can help increase use of underutilized parking lots and improve the experience of the visiting public. The following recommendations are intended to increase utilization of existing public parking areas by improving navigability and promotion.

Recommendation 1A: add/improve signage for public parking areas.

Certain public parking areas in downtown Littleton do not have directional signage or could benefit from additional directional signage. Main Street and the River District could also benefit from “gateway” signage alerting travelers of various public parking options as they enter these areas. Signage should be informative, concise, attractive, and relatively uniform in color and design. If possible, directional signage should include information about time restrictions and walking distances. Table 6 describes opportunities to provide additional signage to improve the visibility of public parking areas in downtown Littleton.

Table 6: Recommended Signage Improvements

Parking Location	Current Signage Location(s)	Recommended Signage Improvements
Pleasant Street parking lots	Pleasant Street; Main Street	Add directional signage along Mill St, Cottage St, and Riverglen Lane notifying travelers of public parking on Pleasant St.
Community Center	None	Add directional signage on Main St.
Clay Street	Clay Street	Add directional signage on Main St.
River District lots	None	Add directional signage on Main St, Mill St, Cottage St and Riverglen Lane.
Main Street	Directional signage for Pleasant Street public parking areas	Add “gateway” directional signage for various public parking options before Cottage St intersection and before Church St intersection.
Library	None	Add signage to Library parking lot describing public parking locations.



Figure 44: Examples of directional and “gateway” signage (Saratoga Springs, NY & Hanover, NH).

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1e, 2a	III, VI	Town Manager’s office; Public Works Dept.; Police Dept.; Parking Commission; Cultural Arts Commission	Short-term; Ongoing	Low	Parking Meter Fund; CIP

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 1: IMPROVE UTILIZATION OF EXISTING PARKING AREAS THROUGH PROMOTION (CONTINUED).

Recommendation 1B: provide improved educational materials regarding public parking through a variety of channels.

To increase utilization of public parking areas and improve the experiences of drivers searching for parking, public parking areas should be well-advertised through a variety of channels. In addition to providing information via through online platforms, the Town of Littleton should work with local businesses to identify strategies for promoting public parking. A standard map of public parking should be developed by the Town and shared widely. Information should be included regarding pricing and time restrictions.

Table 7: Potential Channels for Providing Information on Public Parking

Entity	Potential Channels
Town of Littleton	Town website; Town Hall
Littleton Police Department	Police Department website; Social media accounts
Littleton Public Library	Library website; post map in Library entrance
Littleton Opera House	Opera House website; future Box Office; distribute with ticket purchases
Littleton Area of Chamber of Commerce	Chamber website; Go Littleton NH website; Go White Mountains smartphone app
Local businesses	Business websites; Posting maps at business locations; Restaurant placemats

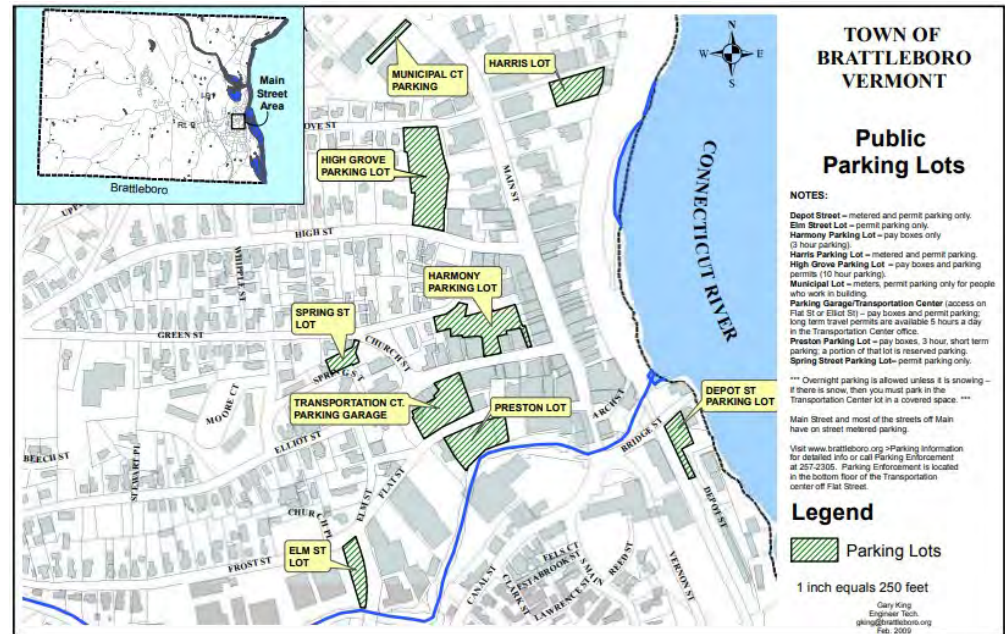


Figure 45: Example public parking map for Brattleboro, VT (courtesy Town of Brattleboro).

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
2b	VI	Town Manager's office; Police Dept.; Library; Opera House; Littleton Area Chamber of Commerce; Local businesses; Parking Commission	Short-term; Ongoing	Low	Parking Meter Fund; CIP

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 1: IMPROVE UTILIZATION OF EXISTING PARKING AREAS THROUGH PROMOTION (CONTINUED).

Recommendation 1C: pursue a branding effort to promote the “park and walk” experience in downtown Littleton.

To assist with the promotion of existing public parking areas and the “park and walk” experience in downtown Littleton, a branding effort could be undertaken. Table 8 includes a list of potential components for this branding initiative.

Table 8: Potential Components for “Park and Walk” Branding Initiative

Component	Rationale
Naming of public parking lots	Improve awareness, navigability, and name-recognition of public parking lots.
Develop standard design for directional parking lot signage	Increase recognition and ease of navigation to public parking lots.
Emphasize “park and walk” experience in downtown Littleton	Promote nearby public parking as a component of Littleton’s vibrant and walkable Main Street.



Figure 46: Example branding from Portsmouth, NH (courtesy of the City of Portsmouth)

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a, 2a, 2b	VI	Cultural Arts Commission; Parking Commission; Littleton Area Chamber of Commerce; Town Manager’s office	Short-term; Ongoing	Low	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING.

During times of peak demand, certain downtown public parking areas are frequently at capacity. In particular, public parking areas in the eastern portion of the River District (Porter Street, Ammonoosuc Street, Green Street), along Main Street (on-street parking), and off Pleasant Street (Pleasant Street—West parking lot) are frequently at capacity during times of peak demand. Residents, customers, and business owners in these areas could benefit from increased parking options. While some demand could be alleviated by increasing the use of nearby parking areas, moderate increases in parking capacity would be beneficial in ensuring that there is sufficient parking capacity in high-demand areas during peak times of day and days of week.

Recommendation 2A: monitor for low-cost land purchase or leasing opportunities where the highest and best use of the land would be additional public parking.

Periodic opportunities for land purchases, easements, or leases may arise in areas of downtown with high-demand for parking. The Town of Littleton should aim to raise sufficient revenues for the Town's Parking Meter Fund so that the Town may respond to time-sensitive opportunities for land purchases. Depending on the demand for parking at leased or purchased parking lots, the Town should consider implementing time restrictions and/or installing parking meters to encourage turnover and limit long-term parking. Directional signage should be added to alert travelers to public parking facilities. Priority locations for leasing or purchasing land for parking are listed in Table 9. Criteria for evaluating potential leasing or purchasing opportunities are presented in Table 10.

Table 9: Priority Locations for Leasing or Purchasing Parking

Location	Rationale
Near Main St (between Green St & Cottage St)	High demand for parking; some public parking areas at capacity during peak times.
Near Littleton Opera House	Significant demand for parking during larger events; demand expected to increase in future years with opening of box office and sound and light improvements.
Littleton Community House	Underutilized rear parking lot; relatively high demand for public parking nearby.

Table 10: Criteria for Evaluating Leasing or Purchasing Opportunities for Parking

Criteria	Considerations
Use of Parcel(s)	Would parking be the highest and best use of this parcel? For example, would there be a higher community benefit if the parcel were developed into residences, commercial uses, or a park?
Demand for Parking	Does the demand for parking in the vicinity of the target parcel justify the cost of the project (including any construction costs)?
Parcel Size, Layout, & Location	Does the size and layout of the parcel provide adequate space for parking stalls, aisles, and vehicular and pedestrian access? Is there existing parking that could be leased (as opposed to purchased)? Is the parcel walkable to key destinations (e.g., Main Street, River District)?

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a	III	Town Manager's office; Public Works Dept.; Parking Commission;	Ongoing	Medium to High	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED).

Recommendation 2B: examine opportunities for reconfiguration of the Pleasant Street—West parking lot.

Reconfiguration of public parking lots is a potential low-cost strategy to increase the capacity of public parking lots. Strategies such as angled parking and one-way travel aisles can free up additional space for parking stalls. Reconfiguration may be as simple as repainting the parking lot with a more efficient layout to maximize available space.

Figure 47 presents a reconfiguration concept for the Pleasant Street—West parking lot, including a potential acquisition of a parcel that the Town has been pursuing. The Town could additionally pursue a lot line adjustment with the adjacent property owner to free up additional space. In total, the Town could conservatively add between 10 and 30 parking spaces to this parking lot, depending on the scope of the project. Additionally, a crosswalk could be added on Main Street at the intersection with Hill View Terrace to facilitate pedestrian access.

When considering repaving projects for other public parking lots, or examining opportunities for leasing private parking lots, the Town should consider reconfiguration of the parking lot as a component of the project. The final design should use appropriate stall widths, stall angles, and aisle widths based on engineering standards (NH Department of Transportation’s *Highway Design Manual* includes such standards). Snow removal activities should be also considered when evaluating reconfiguration of parking lots, as the function of parking lots with a more advanced configuration could be impaired without timely snow plowing and removal after snow events.



Figure 47: Concept for a potential reconfiguration of the Pleasant Street—West parking lot. Use of angled parking and one-way travel aisles may allow for additional rows of parking stalls to be added. Note: this is a planning-level concept, and is not intended to serve as an engineering design.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a, 1d, 1e	III	Public Works Dept.; Town Manager’s Office	Short-term; Ongoing	Low to Medium	Parking Meter Fund; CIP

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED).

Recommendation 2C: explore opportunities for shared-use parking agreements between the Town of Littleton and local businesses, and encourage the use of shared-use parking agreements between adjacent local businesses.

During periods of peak demand, some privately-owned parking lots are relatively underutilized, despite being in close proximity to high-demand areas. In some cases, parking lots for businesses that are closed during certain high-demand periods (weekends, evenings) are not used at all. These periods of underutilization or closure represent potential additional parking capacity that could be used during high-demand periods by permitting the shared use of parking facilities. Some potential shared-use approaches, priority locations, and considerations are provided in Table 11.

Table 11: Approaches, Priority Locations, and Considerations for Shared-Use Parking Agreements

Share-Use Parking Approach	Priority Location(s) and Time(s)	Considerations
Town negotiates with private landowner to permit public use of parking lot(s) during non-business hours.	Eastern Main Street (weekends); Eastern River District (weekends, evening hours); Union Street/Opera House (during events).	Agreements should include provisions for liability, maintenance, and promotion/advertising of public parking availability.
Two or more adjacent or proximate private landowners negotiate agreement for shared use of private parking facilities.	Eastern Main Street (weekends); Eastern River District (weekends, evening hours); West Main Street (evening hours).	The Town of Littleton should take the lead in promoting share-used agreements. Agreements should include provisions for liability and maintenance.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a, 1e	VI	Town Manager's office; local business owners and land owners	Short-term; Ongoing	None or Low	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED).

Recommendation 2D: pursue roadway and streetscape improvement projects (e.g., Main Street Phase II, River District TAP project) that may provide opportunities for the formalization of additional on-street parking.

Currently, on-street parking is restricted on portions of eastern Main Street and nearly all of Cottage Street. Other areas of eastern Main Street have inconsistent or deficient curb infrastructure that may discourage on-street parking in areas that are currently unrestricted and unstriped. Table 12 presents planned and proposed roadway and streetscape improvement projects on these roads with potential opportunities for adding on-street parking capacity through the improvement of curb infrastructure.

Table 12: Planned and Proposed Streetscape Projects

Project	Potential Parking Improvements	Potential Funding Sources
Main Street Phase II (Main Street from Green Street to Meadow Street)	Improvements to existing curbing and addition of curb bump-outs may allow for formalization of on-street parking; improved pedestrian connection from on-street parking to eastern Main Street.	NHDOT Ten Year Plan; NHDOT TAP; USDOT BUILD; Littleton CIP
River District sidewalk project (Mill Street, Cottage Street)	Improvements to existing curbing and addition of curb bump-outs may allow for formalization of on-street parking on Cottage Street; improved pedestrian connection to River District from Main Street/Cottage Street.	Currently funded through NHDOT TAP



Figure 48: Concept design for previous Main Street Phase II BUILD grant application.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a, 1d, 1e	III	Public Works Dept.; Town Manager's Office; River District Commission	Medium to Long-Term	Medium to High	NHDOT; US DOT; CIP

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED).

Recommendation 2E: explore options for striping on-street parking stalls on state highways (e.g., Union Street and West Main Street) where there is adequate roadway width.

Currently, on-street parking is permitted along the southern side of West Main Street and most of Union Street between Cottage Street and Cross Street. However, parking stalls are not currently striped along either of these roadways. Striping of parking stalls could increase parking utilization, efficiency, and safety. While both of these roadways are state highways, both sections of roadway are within Littleton’s “business district” (as defined by RSA 259). Per RSA 265, on-street parking is permitted along state highways within local business districts, with certain restrictions (RSA 265:69). The Town should work with the NH Department of Transportation to assess whether striping of parking stalls in these areas is permitted, feasible, and safe. In particular, the roadways will need to be assessed to see if there is adequate curb-to-curb width to permit safe parking and pedestrian activity. This presents a potential challenge for West Main Street, where widening of the roadway may be necessary in order to provide adequate space.



Figure 49: Parking is currently permitted on sections of Union Street near high-demand areas of downtown Littleton; however, the visiting public may not be aware that parking is available here.



Figure 50: Parking is currently permitted on sections of West Main Street. Striping parking stalls could increase the efficiency and safety of parking along this stretch of roadway; however, the width of the roadway presents a challenge.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a	III	Public Works Dept.; Town Manager’s Office; NHDOT	Short-term	Low to Medium	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED).

Recommendation 2F: evaluate the feasibility, effectiveness, and public support for using conditional use permitting or other zoning ordinance changes to establish flexible minimum parking requirements for new developments in downtown Littleton.

The Town of Littleton Zoning Ordinance does not require any parking to be included with new developments or tenancies. A new, collaborative examination of flexible minimum parking requirements in the Town Zoning Ordinance is warranted for the following reasons:

- Protecting the current, highly-utilized supply of public parking upon which businesses, customers, employees, and residents rely.
- The potential for roadway and pedestrian infrastructure projects along Saranac Street and Cottage Street to spur new development.
- Designation of the Town of Littleton as a Federal Opportunity Zone in 2018, which may spur additional real estate investment and development.
- Limiting the need for additional public parking projects funded by local taxpayers.

It is critical that all potential stakeholders be included in the process for examining the feasibility of parking requirements. Additionally, any new Town Zoning Ordinance provisions should include adequate flexibility so that parking requirements can be applied in a context-specific manner that does not overly burden applicants or require excessive parking. Any new minimum parking requirements should only be applied to new developments or new tenancies with the potential to generate additional parking demand. Table 13 provides some potential considerations for developing flexible minimum parking requirements.

Table 13: Considerations for Developing Flexible Minimum Parking Requirements

Potential Approach	Rationale				
Conditional use permitting	Can apply parking requirements to specific types of uses expected to generate significant parking demand, while exempting other uses.				
Establish thresholds for applying parking requirements	Ensures that parking requirements are only applied to developments expected to generate significant parking demand. For example, certain commercial uses under a specified square footage could be exempt from minimum parking requirements or given a more relaxed set of minimum parking requirements.				
Impact fees	Adding more parking may not be feasible or appropriate in some areas of downtown Littleton. In these cases, impact fees could be used to generate funds for public parking projects to offset increased parking demand from new developments.				
Nearby public parking availability	Option of reducing minimum parking requirements if the applicant can demonstrate that nearby public parking facilities can accommodate the additional parking demand generated by the proposed development.				
Parking lot design standards	Can help ensure that parking areas included in developments are designed according to best practice standards.				
Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a, 1c, 1d	I, II	Town Manager's office; Planning Board; Board of Selectmen; Zoning Board of Adjustment	Short-term; Ongoing	None or Low	Town General Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED).

Recommendation 2G: consider adding electric vehicle (EV) charging stations to public parking areas.

Adoption of battery-powered electric vehicles (BEVs) and plug-in hybrid electric vehicles (PHEVs) is increasing in New Hampshire and surrounding New England states¹. The availability of charging stations for BEVs and PHEVs will become increasingly important for regional tourist destinations and employment centers as adoption of this technology increases. The Town of Littleton should consider reserving 1 to 3 parking spaces off Pleasant Street and 1 to 2 parking spaces in the River District for EV parking and charging. Tables 14 and 15 present considerations for EV charger installation projects and unit types.

Table 14: Considerations for EV Charger Installation Projects

Consideration	Description
Charger type	See Table 13 (below).
Location	Consider the demand for parking and the distance from key destinations.
Costs & Revenues	Factor in costs for units, utility upgrades, installation, electricity, and maintenance when considering EV charging stations. Install parking meters and consider setting special rates for EV charging stations to recoup costs.
Promotion	Promote EV charging station locations using signage, Google Maps, Town maps, and through local businesses.
Timing	Sequence installations with parking lot maintenance or improvement projects to reduce installation costs and minimize disruptions.



Figure 51: Best practice guides, such as *Siting and Design Guidelines for Electric Vehicle Supply Equipment* can help guide efforts to evaluate potential EV charging station projects. Additional resources and guidance are available through the *Granite State Clean Cities Coalition*.

Table 15: Types of EV Charging Units

Level of Charge	Cost	Time for Full Charge	Notes
AC Level 1	Low	8 - 20+ hours	Not recommended for public parking areas due to long charging times.
AC Level 2	Medium	4 - 8 hours	Not recommended for high-demand or time-restricted parking locations due to moderate charging times.
DC Fast Charge	High	30 - 60 minutes	Best suited for high-demand public parking areas with time restrictions. May require upgrades to utilities due to required electrical current.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a, 1d, 1e	III	Public Works Dept.; Town Manager's Office; River District Commission; Littleton Water & Light	Short-term; Ongoing	Medium	Parking Meter Fund

¹ Sources: Alliance of Auto Manufacturers; US Department of Energy Alternative Fuels Data Center

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED).

Recommendation 2H: evaluate feasibility, effectiveness, and public support for converting some two-way streets north of Main Street to one-way and striping on-street parking spaces.

On-street parking is permitted along certain portions of residential streets north of Main Street. Despite significant demand for parking along Main Street, this available parking is not utilized. Striping on-street parking spaces represents one potential approach to increasing utilization of this parking; however, due to the narrow paved width of these roads, there is not adequate room to stripe on-street parking spaces and retain two-way travel.

Converting some two-way streets north of the Main Street to one-way in order to stripe parking spaces is one potential approach; however, further study is needed to assess whether this approach is feasible, effective, and if it would be supported by adjacent residents and businesses owners. Some specific challenges to implementing this approach include steep grades on some roadways, potential traffic flow impacts, and impacts to residents and businesses along these streets.

Winter maintenance of parking spaces would be a challenge given the steep grades present on some roads; therefore, it is recommended that the Town restrict winter parking in any future parking spaces along these roads. Additionally, the Littleton Bicycle and Pedestrian Infrastructure Improvement Plan should be consulted to see if there are any potential conflicts between potential parking spaces and proposed bicycle and pedestrian infrastructure improvements.



Figure 52: current configuration of Clay Street, looking south towards Main Street.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a	III	Town Manager's office; Public Works Department; adjacent residents and business, SAU	Short-term	Low to Medium	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED).

Recommendation 2I: expand the number of spaces for general public parking at the Littleton Opera House, and discourage long-term parking by establishing time restrictions and potentially installing parking meters while maintaining overnight parking.

The Littleton Opera House currently has parking available for general public use and spaces reserved for Opera House patrons and staff. These reserved spaces are not heavily utilized during times when there are not events at the Opera House. Additionally, Opera House staff have noted frequent instances of long-term parking in the public parking spaces, which limits the capacity of the parking lot. Both issues could be remedied by making more of the parking spaces available for general public use, adding signage for public parking, establishing time restrictions, and installing parking meters. Additionally, as part of a downtown parking district program, overnight parking for nearby tenants could be maintained. Table 16 presents the components and rationale for this recommendation.

Table 16: Components of Improved Public Parking at Littleton Opera House

Component	Rationale	Timeframe
Informational signage	Advertise that public parking is available. Notify travelers that public parking may be restricted during Opera House events.	Short-term
2-hour time restriction during business hours	Encourage turnover of vehicles; limit long-term parking. Make exception for Opera House events.	Short-term
Allow overnight parking via permit	Provide overnight parking space for nearby tenants through future downtown parking district program; permit holders can be contacted if they need to move their vehicle for an event.	Short-term
Install parking meters; set rate at \$0.50 per hour	Encourage turnover of vehicles; limit long-term parking without relying on enforcement.	Medium/long-term; based on success of 2-hr time restriction and parking district program
Permit Opera House staff to reserve spaces for events	Provide free event parking for attendees of events at the Opera House.	Short-term
Reserve 1 parking space for Opera House staff	Staff need a loading area for proximate access for moving equipment, cleaning supplies, etc.	Short-term



Figure 53: Littleton Opera House Parking lot.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a, 1d, 1e	III	Public Works Dept.; Police Dept.; Littleton Opera House	Short/medium-term	Low	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED).

Recommendation 2J: support the public park project near the Senior Center and explore options for public use of parking lot by River District customers and visitors, including wayfinding signage and promotion of the parking lot by River District businesses.

In November 2018, the Town of Littleton was awarded \$200,000 in grant funds from the NH Land and Water Conservation Fund towards the development of a multi-use pavilion near the Senior Center. A proposed component of this project is a larger, paved parking lot to replace the current gravel lot. This parking lot would be located a short walk away from River District businesses via the Riverwalk Covered Bridge over the Ammonoosuc River. The Town should explore options for public use of this proposed parking lot by River District customers, visitors, and employees. Should general public use be permitted, wayfinding signage should be installed and the Town should work with River District businesses to promote the use of the parking lot.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a, 2a	III, V	Town Manager's office, Parks and Recreation Dept., River District	Medium-term	Low	Parking Meter Fund

Recommendation 2K: explore options for developing a central park-and-ride and transit facility.

A variety of public transit options are available for residents of Littleton. Concord Coach currently provides intercity bus services to destinations south of Littleton, with routes departing daily from the Irving Oil gas station on Cottage Street/US 302. Tri-County Transit provides bus service between downtown Littleton and Lancaster via the Tri Town flex route. Rural Community Transit provides bus service between St. Johnsbury, VT and downtown Littleton via the Twin City Route. There is currently no dedicated parking or bus stop for the various transit options. Additionally, downtown Littleton experience significant tour bus traffic in the summer and fall. Currently, there is no designated area for tour bus parking or drop-offs on or near Main Street.

The Town of Littleton should explore options for developing a central park-and-ride facility and bus stop in the downtown area. A centralized bus stop would increase parking and pedestrian access options for residents and workers, while providing a park-and-ride would provide dedicate longer-term parking for transit users. A designated stop for tour buses would also limit potential conflicts between tour buses and other roadway users. The rear parking lot at the Littleton Community House is a potential existing parking facility that could be leased for a park-and-ride. Additionally, the Town of Littleton could pursue shared-use agreements with owners of larger parking lots for the purpose of longer-term tour bus parking.

There are many factors to consider when developing a park-and-ride facility. The *New Hampshire Park and Ride Toolkit*, produced by several NH Regional Planning Commissions, provides a comprehensive guide for municipalities looking to develop park-and-ride facilities.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a	III	Town Manager's office; Public Works Dept.; NHDOT; transit providers; tour bus operators, Littleton Area Chamber of Commerce	Medium-term	Medium	Parking Meter Fund; CMAQ

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 3: IMPROVE SAFETY OF PUBLIC PARKING AREAS.

Two primary safety issues were identified in the 2018 parking study: 1) lighting in public parking areas, and 2) pedestrian access to public parking areas. Poorly-lit public parking areas were of concern to both the general public and local business owners. In particular, business owners were concerned about the safety of their employees, who are often encouraged to park away from their places of employment in downtown Littleton in order to leave nearby parking spaces available for customers. Improvements to lighting can encourage more employees to utilize public parking lots. Pedestrian access was noted as a concern as well, with some lots lacking pedestrian infrastructure, and others in need of improved maintenance.

Recommendation 3A: improve lighting and infrastructure conditions in public parking areas.

Three public parking areas were specifically noted as being in need of lighting improvements: 1) Pleasant Street—East, 2) entrance area of Pleasant Street—West, and 3) Clay Street. Lighting improvements for these parking lots will help users feel safer when parking or returning to their vehicles, and may help increase utilization of these parking lots during evening hours. The Illuminating Engineering Society publishes the *Lighting for Parking Facilities* guide, which can guide the Town in planning and budgeting for lighting improvements. Additionally, parking lot infrastructure (pavement, striping, fences, trees/bushes) should be regularly maintained and kept in a state of good repair. Table 17 presents lighting issues and associated recommendations for identified parking areas.

Table 17: Recommended Lighting Improvements

Location	Current Lighting Issue	Recommended Lighting Improvements
Pleasant Street—East parking lot	Only one light for the parking lot.	Install additional lighting. Large light was recently installed to illuminate entrance to both Pleasant Street lots.
Pleasant Street—West parking lot	Lack of lighting in entrance area.	Install additional lighting. Large light was recently installed to illuminate entrance to both Pleasant Street lots.
Clay Street parking lot	Several lights are not currently working.	Fix broken lights, or install new lighting depending on repair cost.



Figure 54: The Pleasant Street—East parking lot currently has only one light for the entire lot.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1b, 1f	III	Town Manager's office; Public Works Dept.; Police Dept.	Short-term	Low to Medium	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 3: IMPROVE SAFETY OF PUBLIC PARKING AREAS (CONTINUED).

Recommendation 3B: improve pedestrian connections to parking areas, including adding and/or improving sidewalks, handrails, and increasing winter maintenance where needed.

Proper pedestrian access helps ensure that all potential users can safely access parking areas, regardless of their mobility. Pedestrian access to the Clay Street public parking lot was noted as being problematic due to the steep grade of the road and lack of a sidewalk. Steep grades are present at other public parking areas as well; winter maintenance of sidewalks was noted as being particularly important and possibly in need of improvement in these areas. Table 18 presents specific recommendations for improving pedestrian access to public parking areas.

Table 18: Pedestrian Access Recommendations

Location	Recommendations
Clay Street parking lot	Construct sidewalk from Main Street to the parking lot on west side of road. Flexible plastic bollards and striping could be installed to delineate the pedestrian area and provide a temporary safety improvement while funds are generated.
Clay Street parking lot & School Street	Currently, a steep informal path runs across private property from the Clay Street public parking lot to School Street. The Town could work with the landowner to formalize access (via easement or other) and improve the path by installing pavement, stairs and/or handrails. This would improve proximity to public parking for the Library and Post Office.
Overall downtown area	Keep sidewalks and striped crossings in a state of good repair. Ensure that sidewalks are properly maintained in winter months, particularly in areas with steeper grades.
Future parking projects	Ensure that safe pedestrian access is provided, including striping crosswalks and/or extending sidewalks if necessary.



Figure 55: Looking up Clay Street from Main Street. No pedestrian infrastructure is currently present, other than a striped shoulder.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1b, 1f	III	Town Manager's office; Public Works Dept.; private landowner	Short- to Medium-term	Medium	Parking Meter Fund; CIP; NHDOT

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 4: SUPPORT PARKING PROJECTS AND MAINTENANCE THROUGH CAPITAL IMPROVEMENTS PLANNING AND INCREASING REVENUES.

Currently, revenues from parking meter fees and parking fines are adequate to support the Town's current Parking Meter Fund and generate a small surplus. Most of the funds are used to support parking enforcement activities, with a small amount left over for maintenance of infrastructure. By increasing revenues from meter fees and fines, the Town can expand the Parking Meter Fund to support 1) capital projects to improve or expand public parking facilities, and 2) increased maintenance activities. The Town's annual budget process and 5-Year Capital Improvements Program are opportunities for planning short- and long-term budgeting of Parking Meter Fund monies to implement recommended parking projects and policies included in this Plan.

Recommendation 4A: increase meter fees in some locations to \$0.50 per hour and add new parking meters in high-demand areas.

All metered parking in Littleton is currently set at a rate of \$0.25 per hour, which is very low and may not discourage long-term parking without additional enforcement. Some high-demand parking areas in downtown Littleton could benefit from the installation of parking meters to discourage long-term parking as well. Modest increases to parking meter fees would generate additional revenues for the Parking Meter Fund to support parking projects and maintenance without significant financial burden of residents and visitors. An estimated additional \$50,000 in additional revenue for parking projects and maintenance could be generated annually by increasing meter rates to \$0.50 per hour and installing new parking meters in high-demand locations. Table 19 presents potential approaches for increasing meter rates and installing new parking meters.

Table 19: Parking Meter Recommendations

Location	Recommendations	Rationale
Main St (Green St to Cottage St)	Increase meter rates to \$0.50 per hour. Consider additional increases if demand increases in future years.	High demand for parking; encourage turnover in front of businesses.
Green St	Install parking meters; set rate at \$0.50 per hour with 2-hour time restriction.	High demand for parking with slow turnover; encourage turnover.
Porter St	Increase time restriction on metered spaces to 4 hours.	Accommodate customers of Porter St businesses with long visit times.
Littleton Opera House	Add parking meters; set rate at \$0.50 per hour with 2-hour time restriction. Permit Opera House staff to bag meters during events.	Discourage overnight and long-term parking.
Littleton Community House	Consider leasing rear parking lot and installing parking meters. Permit Community House staff to bag parking meters during events.	Expand public parking options in high-demand area; discourage long-term parking.
Ammonoosuc St	Consider future parking meter installations if demand continues to increase.	High demand for parking, but need for free/longer-term parking.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1c, 3b	II, III	Town Manager's office; Public Works Dept.	Short-term	Low/Medium	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 4: SUPPORT PARKING PROJECTS AND MAINTENANCE THROUGH CAPITAL IMPROVEMENTS PLANNING AND INCREASING REVENUES (CONTINUED).

Recommendation 4B: increase all \$5.00 parking fines to \$10.00.

Many fines for parking violations (e.g., failure to pay meter fee, exceeding time restriction, improper parking) are only \$5.00, which may not be high enough to discourage long-term parking or poor parking behavior. While a \$10.00 fine is still modest, the increased fine would help generate additional revenues for the Parking Meter Fund and help reduce some instances of long-term parking or poor parking behavior.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1c, 3b	II, III	Littleton Police Department	Short Term	None	N/A

Recommendation 4C: reference the Parking Plan in the annual budgeting and 5-year capital improvements planning processes.

The recommended policies, projects, and strategies in this plan should be referenced when undertaking annual budgeting and longer-term capital improvements planning. Table 20 presents some potential approaches for using this Plan to plan and budget for parking improvements and maintenance.

Table 20: Capital Improvements Planning and Annual Budgeting Recommendations

Process	Recommendations
Annual budgeting/warrant article for Parking Meter Fund	<ol style="list-style-type: none"> 1. Consider prior year expenditures/surplus compared with upcoming parking projects, maintenance needs, and projected revenues. 2. Reference this Plan for unimplemented projects or strategies that could be funded through the Parking Meter Fund.
Capital Improvements Program	<ol style="list-style-type: none"> 1. Reference this Plan to identify medium and long-term parking projects to inform multi-year planning and budgeting.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1c, 3a, 3b	II, III	Littleton Budget Committee; Town Manager's office	Ongoing	None	N/A

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 4: SUPPORT PARKING PROJECTS AND MAINTENANCE THROUGH CAPITAL IMPROVEMENTS PLANNING AND INCREASING REVENUES (CONTINUED).

Recommendation 4D: consider increasing parking meter fee collection hours by one hour.

Parking meter fees are currently collected between 9:00 AM and 5:00 PM, which covers most times of peak parking demand. If additional parking revenues are desired to support needed parking projects, the Town Traffic Ordinance could be modified to in order to extend collection hours for parking meter fees to 6:00 PM. Extending parking meter fee collection hours would lead to modest increases in parking revenues and would encourage turnover of parked vehicles in high-demand areas during early evening hours.

<i>Plan Goal(s)</i>	<i>Selectboard Task(s)</i>	<i>Involved Entities</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Funding</i>
1c, 3b	II, III	Littleton Police Department	Short-term	Low	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 5: IMPROVE MANAGEMENT AND ENFORCEMENT OF PUBLIC PARKING AREAS.

While the Town of Littleton currently manages and enforces parking regulations to some degree of effectiveness, issues with long-term parking in high-demand areas persist, which limits the capacity of parking facilities to accommodate residents, visitors, customers, and employees. In addition to modifying enforcement activities, the Town can enact policies to encourage the efficient utilization of parking lots and generate additional revenues for parking projects and maintenance.

Recommendations 5A & 5B: increase meter fees and parking fines in some locations to encourage turnover and discourage long-term parking (see [Objective 4](#) recommendations for description, pages 67 & 68).

Recommendation 5C: monitor parking enforcement activities to evaluate effectiveness.

The Littleton Police Department can perform periodic reviews of parking tickets to identify “hot spots” for parking violations in downtown Littleton. Identification of repeat parking violations in certain areas can serve as the basis for modifications to parking management and enforcement activities.

Table 21: Recommended Strategies to Address Repeat Parking Violations

Strategy	Rationale
Improve regulatory signage	Existing regulatory signage may be unclear, not visible enough, or not present.
Increase parking meter rates	If regulatory signage is adequate, or issues persist despite improvements to signage, consider increasing parking meter rates to discourage long-term parking.
Increase fines for parking violations	If regulatory signage is adequate, or issue persists despite improvements to signage, consider increasing fines for violations of time restrictions.



Figure 56: Example of clear regulatory signage on West Main Street.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
2b	N/A	Town Manager’s office; Littleton Police Dept.; Public Works Dept.	Ongoing	None or Low	Parking Meter Fund

Recommendation 5D: vary hours of parking enforcement.

If parking enforcement activities are consistently performed during the same hours of day, some regular users of metered or time-restricted parking may exceed time restrictions or opt not to pay meter fees if they know that parking is not being enforced. Varied enforcement hours can alleviate this potential issue.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
2b	N/A	Town Manager’s office; Littleton Police Dept.; Public Works Dept.;	Short-term	None or Low	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 5: IMPROVE MANAGEMENT AND ENFORCEMENT OF PUBLIC PARKING AREAS (CONTINUED).

Recommendation 5E: initiate a pilot program for a Downtown Parking District for overnight parking in off-street, Town-owned parking lots.

Overnight and long-term parking in public parking is a persistent issue in downtown Littleton that reduces the capacity of public parking areas and impedes parking maintenance activities, particularly snow and ice removal. While some overnight and long-term parking issues can be addressed by installing parking meters and implementing time restrictions, there is benefit to having areas of free, longer-term parking in the downtown area for use by residents, employees, customers, and visitors. By establishing a Downtown Parking District Program, the Town can more effectively manage overnight and long-term parking, while improving communication with residents who participate in the program through a text alert system and/or other messaging channels.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1c, 2b	IV	Town Manager's office; Littleton Police Dept.; Public Works Dept.;	Short-term	Low	Parking Meter Fund

Recommendation 5F: establish parking locations for OHRVs/ATVs and trailers.

The planned extension of the Ammonoosuc Rail Trail will facilitate OHRV/ATV access to downtown Littleton, with the potential for increased demand for parking for OHRVs/ATVs and trailers. Proactive management of OHRV/ATV parking will be beneficial for ensuring parking availability and safety for all users. Table 22 includes considerations for establishing designated parking locations for OHRVs/ATVs and trailers.

Table 22: Potential Considerations for Management of OHRV/ATV Parking

Consideration	Description
OHRV/ATV parking locations	Clearly defining where OHRVs/ATVs may park using regulatory and directional signage will benefit all users of roadways and public parking lots. It may also be necessary to update the Town Traffic Ordinance to define applicable parking regulations. Additionally, the Town may wish to pursue shared-use parking agreements with private landowners to provide dedicated OHRV/ATV parking.
Trailer parking locations	OHRV/ATV trailers are large and present a potential parking challenge for downtown Littleton. The Town of Littleton should identify trailer parking locations outside of the downtown area, including potentially pursuing shared-use agreements with the owners of large parking lots.
Designated OHRV/ATV routes on roadways	Using directional signage to establish standard roadway routes from trail access points will help facilitate access to designate parking locations.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a, 2a	III	Town Manager's office; Littleton Police Dept.	Short-term	Low	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 5: IMPROVE MANAGEMENT AND ENFORCEMENT OF PUBLIC PARKING AREAS (CONTINUED).

Recommendation 5G: continue to support and promote the Littleton Park Card program.

The Littleton Park Card program improves the ease of using parking meters in downtown Littleton, in addition to reducing the cost of meter fees. Park Cards can be purchased for \$10 at various Town government offices and local businesses. The benefit to users of Park Cards is that they are only charged for the actual time they are parked at the meter, as opposed to the full hourly rate. This program effectively provides a discount to residents and other frequent users of parking meters. The Town should continue this program, as well as increase promotion of the program and increase the number of venues where Park Cards can be purchased so that residents are aware of this cost-saving opportunity. Additionally, the Town should consider adding a small service fee to the cost of the Park Cards to cover the expense of ordering the chip cards.

<i>Plan Goal(s)</i>	<i>Selectboard Task(s)</i>	<i>Involved Entities</i>	<i>Timeframe</i>	<i>Cost</i>	<i>Funding</i>
1c, 2b	IV	Town Manager's office; Littleton Police Dept.	Short-term	Low	Parking Meter Fund

Looking to the Future: Parking Objectives & Recommendations

OBJECTIVE 6: INCREASE COORDINATION BETWEEN KEY TOWN ENTITIES WITH RESPECT TO PARKING.

Projects and policies pertaining to parking in downtown Littleton may affect a variety of Town departments and stakeholders. Coordination between Town departments, boards, and commissions should occur in order to better understand impacts of potential projects and policies. Engagement with the public and local business community should be a component of any major parking project or policy change.

Recommendation 6A: include key Town entities and the public in discussions regarding major projects or policies.

Major parking projects and policies should be discussed with all relevant Town entities and stakeholders, including the public and local business community. In addition to impacts to parking supply and management, projects and policies may also have impacts to operations and budgets of Town government departments. To ensure that all impacts of a potential project or policy are being considered, the Town should coordinate with the following entities, with the Public Works Department serving as the lead in coordination:

- Public Works Department
- Town Manager's Office
- Police Department
- Board of Selectmen
- Planning Board
- Parking Commission
- General Public
- Local Business Community
- Conservation Commission
- River District Commission
- Fire Department
- Littleton Water & Light
- North Country Council Regional Planning Commission

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a	V	Many	Ongoing	None	N/A

Recommendation 6B: schedule a regular meeting between key Town entities to ensure information sharing and coordination related to parking.

A regular meeting should be scheduled between the Town Manager, Police Department, and Public Works Department to discuss the management and enforcement of parking in the downtown. Topics to be discussed in the meeting could include the status of the Parking Meter Fund, maintenance needs, recent enforcement activities, the status of ongoing parking projects, development of new parking projects or policies, and the effectiveness of current parking policies. Additionally, periodic meetings should be held with the Littleton Planning Board and Zoning Board to share updates and get the perspective of board members on current parking conditions and/or proposed projects.

Plan Goal(s)	Selectboard Task(s)	Involved Entities	Timeframe	Cost	Funding
1a	V	Town Manager's office; Police Dept.; Public Works Dept.; Planning Board; Zoning Board	Ongoing	None	N/A



APPENDIX A: IMPLEMENTATION TABLE

Appendix A: Implementation Table

INTRODUCTION

Appendix A provides a summary of the implementation strategy for each recommendation in the Parking Plan. For each recommendation, the following information is identified: 1) involved entities; 2) timeframe; 3) cost; and 4) funding sources.

- **Involved entities** - includes entities that may be responsible for implementing the proposed project or policy, as well as entities and stakeholders that should be involved or consulted during the implementation process.
- **Timeframe** - recommendations were grouped into the following categories for the timeframe for implementation:
 - ♦ **Short-term**: implemented within 1-2 years
 - ♦ **Medium-term**: implemented within 2-5 years
 - ♦ **Long-term**: implemented beyond 5 years
 - ♦ **Ongoing**: these recommendations have no specific timeframe or completion date.
- **Cost** - this report does not attempt to assign specific costs to recommendations. Rather, the relative costs of each recommendations are assigned to the following qualitative categories:
 - ♦ **None**: recommendation can be implemented using existing operational or capital funds dedicated to parking management or maintenance.
 - ♦ **Low cost (<\$10,000)**: small, one-off projects that can likely be completed using Parking Meter Fund revenues or warrant articles with minimal or no tax impact.
 - ♦ **Medium cost (\$10,000-\$250,000)**: these projects may require larger expenditures from the Parking Meter Fund, larger warrant articles with low or moderate tax impact, or multi-year budgeting.
 - ♦ **High cost (>\$250,000)**: these projects will likely require multi-year budgeting of Parking Meter Fund revenues, warrant articles with higher tax impact, grants, and/or other outside funding assistance.
- **Funding sources** - the following potential funding sources are identified using acronyms:
 - ♦ **CIP** = Capital Improvements Plan
 - ♦ **DPW** = Department of Public Works operating budget
 - ♦ **PMF** = Town of Littleton Parking Meter Fund
 - ♦ **TAP** = NHDOT Transportation Alternatives Program
 - ♦ **TYP** = NHDOT Ten Year Transportation Improvement Plan
 - ♦ **VWS** = NH Beneficiary Mitigation Plan for Use of Volkswagen Mitigation Trust Funds

Appendix A: Implementation Table

OBJECTIVE 1: IMPROVE UTILIZATION OF EXISTING PARKING AREAS THROUGH PROMOTION.

<i>Recommendation</i>	<i>Involved Entities</i>	<i>Timeframe¹</i>	<i>Cost²</i>	<i>Funding³</i>
1a. add/improve signage for public parking areas.	Town Manager's office; Public Works Dept.; Police Dept.; Parking Commission; Cultural Arts Commission	Short-term; Ongoing	Low	PMF; DPW
1b. provide improved educational materials regarding public parking through a variety of channels.	Town Manager's office; Police Dept.; Library; Opera House; Littleton Area Chamber of Commerce; Local businesses; Parking Commission	Short-term; Ongoing	Low	PMF; CIP
1c. pursue a branding effort to promote the "park and walk" experience in downtown Littleton.	Cultural Arts Commission; Parking Commission; Littleton Area Chamber of Commerce; Town Manager's office	Short-term; Ongoing	Low	PMF

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING.

<i>Recommendation</i>	<i>Involved Entities</i>	<i>Timeframe¹</i>	<i>Cost²</i>	<i>Funding³</i>
2a. monitor for low-cost land purchase or leasing opportunities where the highest and best use of the land would be additional public parking.	Town Manager's office; Public Works Dept.; Parking Commission	Ongoing	Medium to High	PMF
2b. examine opportunities for reconfiguration of the Pleasant Street—West parking lot.	Public Works Dept.; Town Manager's Office	Short-term; Ongoing	Low to Medium	PMF; CIP
2c. explore opportunities for shared-use parking agreements between the Town of Littleton and local businesses, and encourage the use of shared-use parking agreements between adjacent local businesses.	Town Manager's office; local business owners and land owners	Short-term; Ongoing	None or Low	PMF
2d. pursue roadway and streetscape improvement projects that could allow for the formalization of additional on-street parking.	Public Works Dept.; Town Manager's Office; River District Commission	Medium to Long-term	Medium to High	NHDOT TYP & TAP; US DOT; CIP

Appendix A: Implementation Table

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED)

<i>Recommendation</i>	<i>Involved Entities</i>	<i>Timeframe¹</i>	<i>Cost²</i>	<i>Funding³</i>
2e. explore options for striping on-street parking stalls on state highways (e.g., Union Street and West Main Street) where there is adequate roadway width.	Public Works Dept.; Town Manager's Office; NHDOT	Short-term	Low to Medium	PMF
2f. evaluate the feasibility, effectiveness, and public support for using conditional use permitting or other zoning ordinance changes to establish flexible minimum parking requirements for new developments in downtown Littleton.	Town Manager's office; Planning Board; Board of Selectmen; Zoning Board of Adjustment; local businesses; Littleton Area Chamber of Commerce	Short-term; Ongoing	None or Low	Town General Fund
2g. consider adding electric vehicle (EV) charging stations to public parking areas.	Public Works Dept.; Town Manager's Office; River District Commission; Littleton Water & Light	Short-term; Ongoing	Medium	PMF; VWS; vehicle manufacturers
2h. evaluate feasibility, effectiveness, and public support for converting some two-way streets north of Main Street to one-way and striping on-street parking spaces.	Town Manager's office; Public Works Department; local residents and businesses	Short-term	Low to Medium	PMF
2i. expand the number of spaces for general public parking at the Littleton Opera House, and discourage long-term parking by establishing time restrictions and potentially installing parking meters while maintaining overnight parking.	Public Works Dept.; Police Dept.; Littleton Opera House	Short/medium-term	Low	PMF
2j. support the public park project near the Senior Center and explore options for public use of the parking lot by River District customers and visitors, including wayfinding signage and promotion of the parking lot by River District businesses.	Town Manager's office, Parks and Recreation Dept., River District Commission	Medium-term	Medium	PMF; Land and Water Conservation Fund grants

Appendix A: Implementation Table

OBJECTIVE 2: EXPAND THE SUPPLY OF AVAILABLE PARKING (CONTINUED)

<i>Recommendation</i>	<i>Involved Entities</i>	<i>Timeframe¹</i>	<i>Cost²</i>	<i>Funding³</i>
2k. explore options for developing a central park-and-ride and transit facility.	Town Manager's office; Public Works Dept.; NHDOT; transit providers; tour bus operators, Littleton Area Chamber of Commerce	Medium-term	Medium	PMF; CMAQ

OBJECTIVE 3: IMPROVE SAFETY OF PUBLIC PARKING AREAS.

<i>Recommendation</i>	<i>Involved Entities</i>	<i>Timeframe¹</i>	<i>Cost²</i>	<i>Funding³</i>
3a. improve lighting and infrastructure conditions in public parking areas.	Town Manager's office; Public Works Dept.; Police Dept.	Short-term	Low to Medium	PMF; CIP
3b. improve pedestrian connections to parking areas, including adding and/or improving sidewalks, handrails, and increasing winter maintenance where needed.	Town Manager's office; Public Works Dept.; private landowner	Short- to Medium-term	Medium	PMF; CIP; NHDOT TAP

OBJECTIVE 4: SUPPORT PARKING PROJECTS AND MAINTENANCE THROUGH CAPITAL IMPROVEMENTS PLANNING AND INCREASING REVENUES.

<i>Recommendation</i>	<i>Involved Entities</i>	<i>Timeframe¹</i>	<i>Cost²</i>	<i>Funding³</i>
4a. increase meter fees in some locations to \$0.50 per hour and add new parking meters in high-demand areas.	Town Manager's office; Public Works Dept.	Short-term	Low to Medium	PMF
4b. increase all \$5.00 parking fines to \$10.00.	Littleton Police Department	Short-term	None	N/A
4c. reference the parking plan in the annual budgeting and 5-year capital improvements planning processes.	Littleton Budget Committee; Town Manager's office	Ongoing	None	N/A

Appendix A: Implementation Table

OBJECTIVE 4: SUPPORT PARKING PROJECTS AND MAINTENANCE THROUGH CAPITAL IMPROVEMENTS PLANNING AND INCREASING REVENUES.

<i>Recommendation</i>	<i>Involved Entities</i>	<i>Timeframe</i>	<i>Cost²</i>	<i>Funding³</i>
4d. Increase parking meter fee collection hours by one hour.	Town Manager's office; Littleton Police Department	Short-term	Low	N/A

OBJECTIVE 5: IMPROVE MANAGEMENT AND ENFORCEMENT OF PUBLIC PARKING AREAS.

<i>Recommendation</i>	<i>Involved Entities</i>	<i>Timeframe</i>	<i>Cost²</i>	<i>Funding³</i>
5a. increase meter fees in some locations to \$0.50 per hour and add new parking meters in high-demand areas.	Town Manager's office; Public Works Dept.	Short-term	Low to Medium	PMF
5b. increase all \$5.00 parking fines to \$10.00.	Littleton Police Department	Short-term	None	N/A
5c. monitor parking enforcement activities to evaluate effectiveness.	Town Manager's office; Littleton Police Dept.; Public Works Dept.	Ongoing	None or Low	N/A
5d. vary hours of parking enforcement.	Town Manager's office; Littleton Police Dept.; Public Works Dept.	Short-term; Ongoing	None or Low	N/A
5e. initiate a pilot program for a Downtown Parking District for overnight parking in off-street, Town-owned parking lots.	Town Manager's office; Littleton Police Dept.; Public Works Dept.	Short-term	None or Low	PMF
5f. continue to support and promote the Littleton Park Card program.	Town Manager's office; Littleton Police Dept.	Short-term	Low	PMF
5g. establish parking locations for OHRVs/ATVs and trailers.	Town Manager's office, Littleton Police Dept.	Short-term	Low	PMF

Appendix A: Implementation Table

OBJECTIVE 6: INCREASE COORDINATION BETWEEN KEY TOWN ENTITIES WITH RESPECT TO PARKING.

<i>Recommendation</i>	<i>Involved Entities</i>	<i>Timeframe¹</i>	<i>Cost²</i>	<i>Funding³</i>
6a. include key Town entities and the public in discussions regarding major projects or policies.	See description on page 84.	Ongoing	None	N/A
6b. schedule a regular meeting between key Town entities to ensure information sharing	Town Manager's office; Police Dept.; Public Works Dept.	Ongoing	None	N/A

¹ The various timeframes for each recommendation refer to the following:

- ◆ **Short-term:** implemented within 1-2 years
- ◆ **Medium-term:** implemented within 2-5 years
- ◆ **Long-term:** implemented beyond 5 years
- ◆ **Ongoing:** these recommendations have no specific timeframe or completion date.

² This report does not attempt to assign specific costs to recommendations. Rather, the relative costs of each recommendations are assigned to the following qualitative categories:

- ◆ **None:** recommendation can be implemented using existing operational or capital funds dedicate to parking management or maintenance.
- ◆ **Low cost (<\$10,000):** small, one-off projects that can likely be completed using Parking Meter Fund revenues or warrant articles with minimal or no tax impact.
- ◆ **Medium cost (\$10,000-\$250,000):** these projects may require larger expenditures from the Parking Meter Fund, larger warrant articles with low or moderate tax impact, or multi-year budgeting.
- ◆ **High cost (>\$250,000):** these projects will likely require multi-year budgeting of Parking Meter Fund revenues, warrant articles with higher tax impact, grants and/or other outside funding assistance.

³ List of acronyms of potential funding sources:

- ◆ **CIP** = Capital Improvements Plan
- ◆ **DPW** = Department of Public Works operating budget
- ◆ **PMF** = Town of Littleton Parking Meter Fund
- ◆ **TAP** = NHDOT Transportation Alternatives Program
- ◆ **TYP** = NHDOT Ten Year Transportation Improvement Plan
- ◆ **VWS** = NH Beneficiary Mitigation Plan for Use of Volkswagen Mitigation Trust Funds