

Portsmouth
Parking & Traffic Safety Committee
8:00 A.M. – May 4, 2017
City Hall – Eileen Dondero Foley City Council Chambers

ON-SITE COMMITTEE: There will be no on-site visit this month.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. ACCEPTANCE OF THE MINUTES

IV. FINANCIAL REPORTS

V. PUBLIC COMMENT (15 MINUTES)

VI. PRESENTATIONS

2016 Downtown Parking Utilization Survey Results, by Eric Eby

VII. NEW BUSINESS

- A. Request for Valet Service license renewals for locations on State Street and Bow Street, by Atlantic Parking Services
- B. Request for Valet Service license renewal for Hanover Street, by The One Hundred Club
- C. Request to extend time limits on four 15-minute parking spaces on Marcy Street, by Sanders Fish Market

VIII. OLD BUSINESS/ACTION ITEMS

- A. Parrott Avenue parking lot, clarification on PTS directive from City Council
- B. Report back on request for STOP sign on Cleveland Drive at Taft Road

IX. PUBLIC COMMENT

X. INFORMATIONAL

Seacoast Area Bicycle Riders, by Josh Pierce

XI. MISCELLANEOUS

ADJOURNMENT

Percentage of Fiscal Year Complete 75.00%
--

Totals Thru
March 31, 2017

FY 17

Parking Meter Fees
 Meter Space Rental
 Meter In Vehicle
 Parking Garage Revenue
 Garage Passes
 Pass Reinstatemt
 Vaughan St Parking Facility
 Parking Violations
 Immobilization Administration Fee
 Summons Admin Fee

	FY 17		
	TOTALS	BUDGETED	% of Budget
Parking Meter Fees	1,791,459	2,155,000	83.13%
Meter Space Rental	92,426	90,000	102.70%
Meter In Vehicle	65,593	85,000	77.17%
Parking Garage Revenue	1,550,126	2,025,000	76.55%
Garage Passes	872,433	1,050,000	83.09%
Pass Reinstatemt	2,550	2,500	102.00%
Vaughan St Parking Facility	11,250	15,000	75.00%
Parking Violations	593,025	715,000	82.94%
Immobilization Administration Fee	14,120	15,000	94.13%
Summons Admin Fee	350	3,000	11.67%
Total FY 17 Parking	4,993,332	6,155,500	81.12%

	BUDGETED (3,743,195) 2,412,305	61% Transfer to Parking Fund 39% Funds Remaining in Gen Fund
--	---	---

City of
Portsmouth
Department of Public Works



MEMORANDUM

TO: John P. Bohenko, City Manager

FROM: Eric Eby, P.E., Parking and Transportation Engineer *EE*

DATE: April 27, 2017

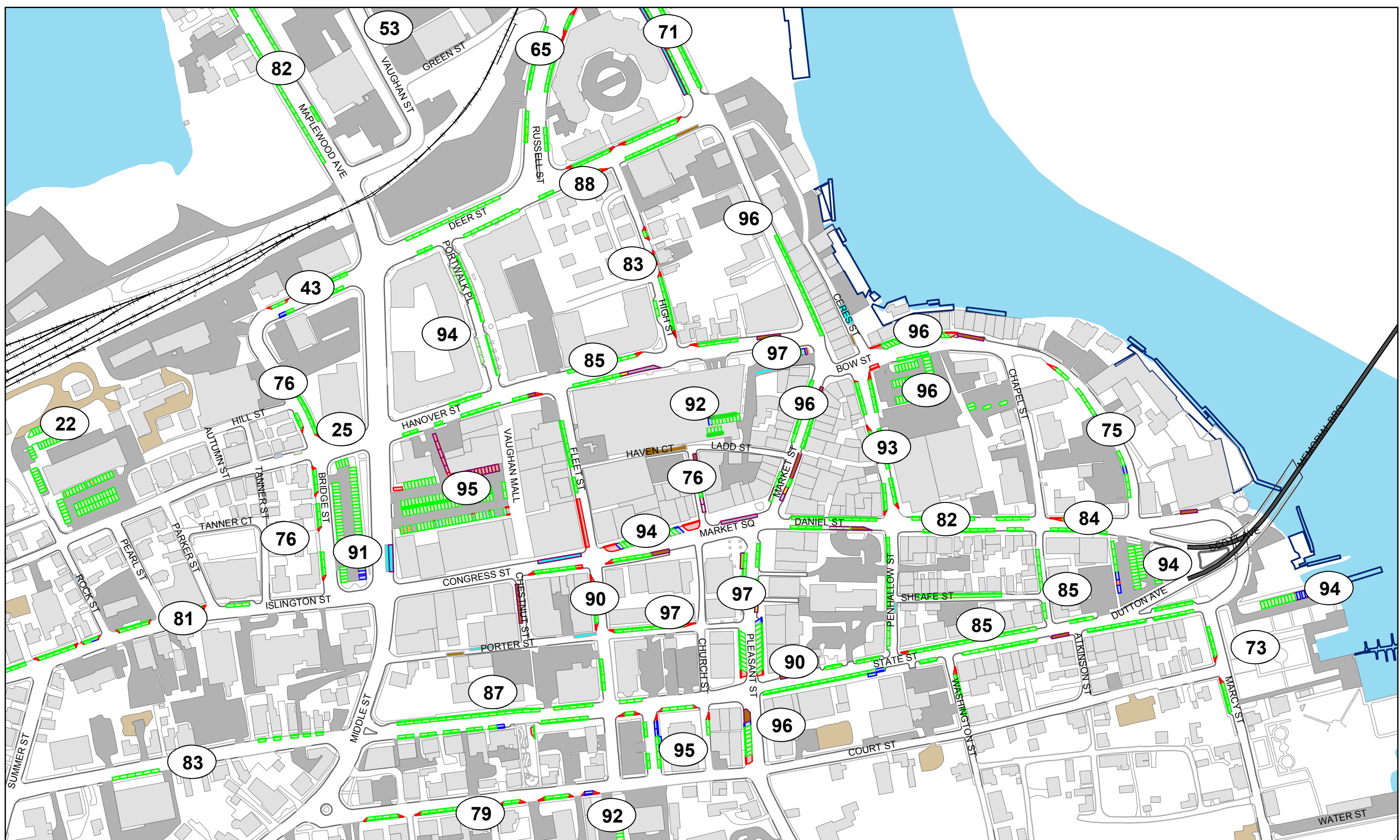
SUBJECT: 2016 Downtown Parking Utilization Survey Summary

In 2016, the City again hired parking consultant John Burke to conduct a parking utilization survey of the downtown area. The survey included both on-street parking and off-street public parking lots. The survey was conducted for a total of 6 days, consisting of a weekday and Saturday in the months of June, August and October.

The key findings of the survey are as follows:

- Average parking utilization rates increased substantially in 2016 over 2015 levels.
- Virtually all High-Occupancy Meter (HOM) Zone streets and lots had occupancy rates greater than 85%. (Eighty-five percent is the desired utilization rate.)
- The following free parking lots exceeded 94% occupancy:
 - Parrott Avenue lot
 - McIntyre lot (during public use times Saturday, Sunday and Holidays)
 - Prescott Park lot

Staff is recommending no adjustment to the meter zone designations until the new parking garage opens. The one exception is Portwalk Place as the property owner has requested to add the street to the High-Occupancy Meter (HOM) Zone.



Draft On-Street Parking Utilization Data

Data Compiled by John M. Burke, P.E.

Map prepared by Portsmouth Department of Public Works
 U:\Projects\0263 Parking Data\Precision Data Consultants\04/26/2017.pdf

Average Occupancy Rate
 For Seven Hour Period (12PM to 7PM)
 Thursday, June 2, 2016, Saturday, June 4, 2016,
 Thursday, October 13, 2016, Saturday, October 29, 2016 ,

1 inch = 220 feet

04/26/2017



Proposal for Valet Operations

Dear Parking Council-

Atlantic Parking Services is requesting the renewal of permission to operate a Valet Parking Service in the Loading Zone located at **96 State Street**.

Operation Overview

Atlantic Parking Services will manage the valet operations. The loading zone will be used as the valet loading zone where motorists will drop off and pick up their cars from the valets only – vehicles will not be parked in this pick up and drop off zone. The valet service will be active year round from 5:00PM until 12:00AM any given evening.

Patrons will be directed to the valet loading zone by two signs placed within the loading zone, which will direct patrons to the loading zone. On arrival to the loading zone, motorists will be given a valet ticket in exchange for their car. The Valet will then drive the vehicle to the One Harbour Parking Garage where the vehicles will be stored and monitored by the valet staff.

Once the customers have finished their visit, they will come back to the Valet Loading Zone, where the patron will receive their vehicle.

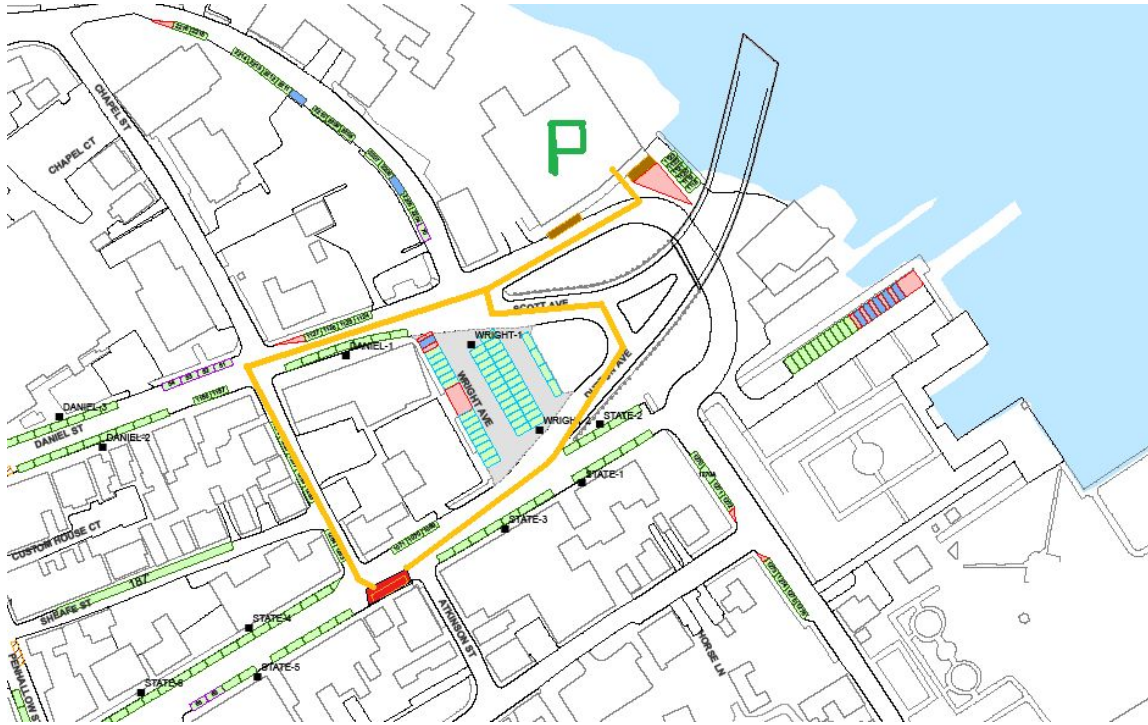
Valet Routes

When cars are dropped off, the valet will pull out of the loading zone onto State Street, continue onto Dutton Ave, then onto Scott Ave. The valet will then turn right onto Harbour Place Street and then enter the parking garage at the bottom of the hill. When bringing the vehicles back from the One Harbour Garage, cars will exit the garage onto Harbour Place Street and continue up the hill onto Daniel Street. Vehicles will then take a left hand turn on to Chapel Street, continue and turn left on to State Street and pull into the valet loading zone in front of 96 State Street. These routes are intended to maintain optimal traffic flow and safety in or around the State Street loading zone. Please see exhibit A.

Permissions Needed

- Permission to set up Two A- Frame Signs in or next to loading zone during valet operating hours.
- Permission to use the loading zone on State Street, seven evenings per week from 5:00PM through 12:00AM.
- Permission to use a 8x8 pop up tent during inclement weather
- Permission to use a Key Storage Podium in the loading zone

Exhibit A



= One Harbour Parking Garage



= State Street Loading Zone



= Valet vehicle route

Sincerely,
Jason Winpenny
Atlantic Parking Services, LLC



**Proposal for Valet Operations
4/25/17**

City Council Members,

Atlantic Parking Services are requesting the permission to continue operating a Valet Parking Service in the parking spaces provided on **Bow Street**.

Operation Overview

Atlantic Parking Services will continue to manage the valet operations. The loading zone will be used as the Valet Loading Zone where motorists will drop off and pick up their cars from the valets only – vehicles will not be parked in these spaces. The Valet Service will be active year round from 5:00PM until 12:00AM any given evening.

Patrons of the Wellington Room and Surf Restaurant will be directed to the Valet Loading Zone by three signs placed within the loading zone, which will direct patrons to the loading zone. On arrival to the loading zone, motorists will be given a Valet ticket in exchange for their car. The Valet will then drive the vehicle to the One Harbour Garage where the vehicles will be stored and monitored by the valet staff.

Once the customers have finished their visit, they will come back to the Valet Loading Zone, where the patron will receive their vehicle.

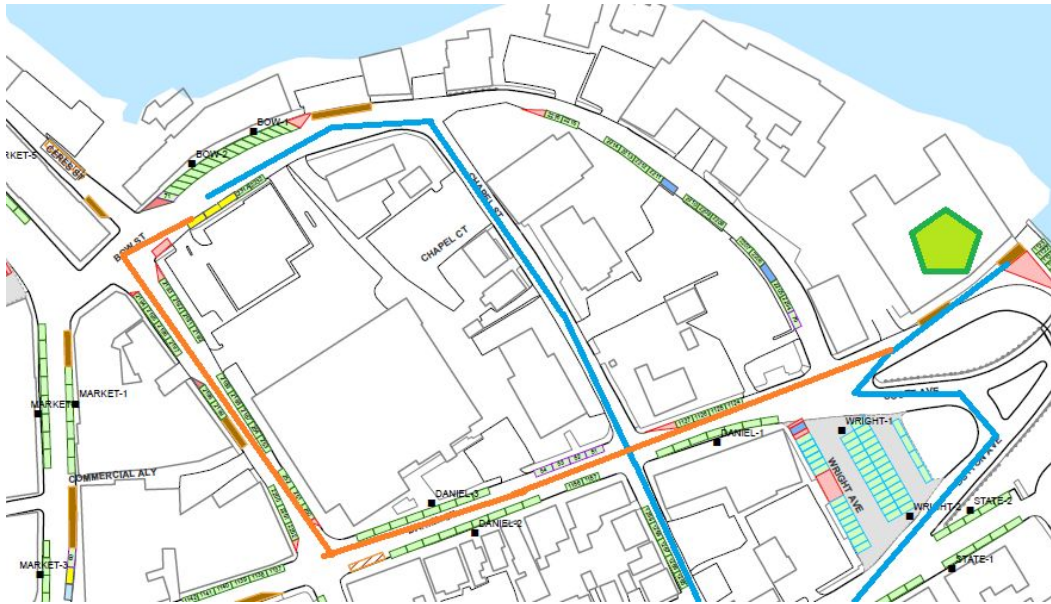
Please see diagram attached.

Valet Routes

When cars are dropped off, the valet will pull out of the loading zone onto Bow Street, continue up the hill on Chapel Street. Valets will continue on Chapel Street until turning left on to State Street and onto the parking garage which is located at 1 Harbour Place. When bringing the vehicles back from the garage, vehicles will continue on to Daniel Street, continue to intersection of Penhallow and Daniel street. Vehicles will take a right turn and continue on Penhallow until intersection with Bow street and turn right and pull into valet parking loading zone on Bow Street. These routes are intended to maintain optimal traffic flow and safety in or around the Bow Street loading zone.

Permissions Needed

- Permission to set up Three A- Frame Signs in or next to loading zone during valet operating hours.
- Permission to use the three parking spaces that comprise the valet loading zone on Bow Street nightly from 5:00PM through 12:00AM.
- Permission to use a 8x8 pop up tent during inclement weather
- Permission to use a Key Storage Podium in the loading zone



Orange Line = Vehicle return route
Blue Line = Vehicle route to garage
Green Pentagon = 1 Harbour Garage
Yellow Parking Spaces = Loading zone

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Slovenski".

Brian Slovenski
Atlantic Parking Services, LLC

THE ONEHUNDRED CLUB

100 Market Street, Suite 500, Portsmouth, NH 03801
603-766-4100

April 20th, 2017

To whom it may concern,

Please find this letter as The One Hundred Club's formal request for renewal of the valet license through the City of Portsmouth, New Hampshire.

Best regards,

A handwritten signature in black ink, appearing to read 'Dana Wergen', with a long horizontal flourish extending to the right.

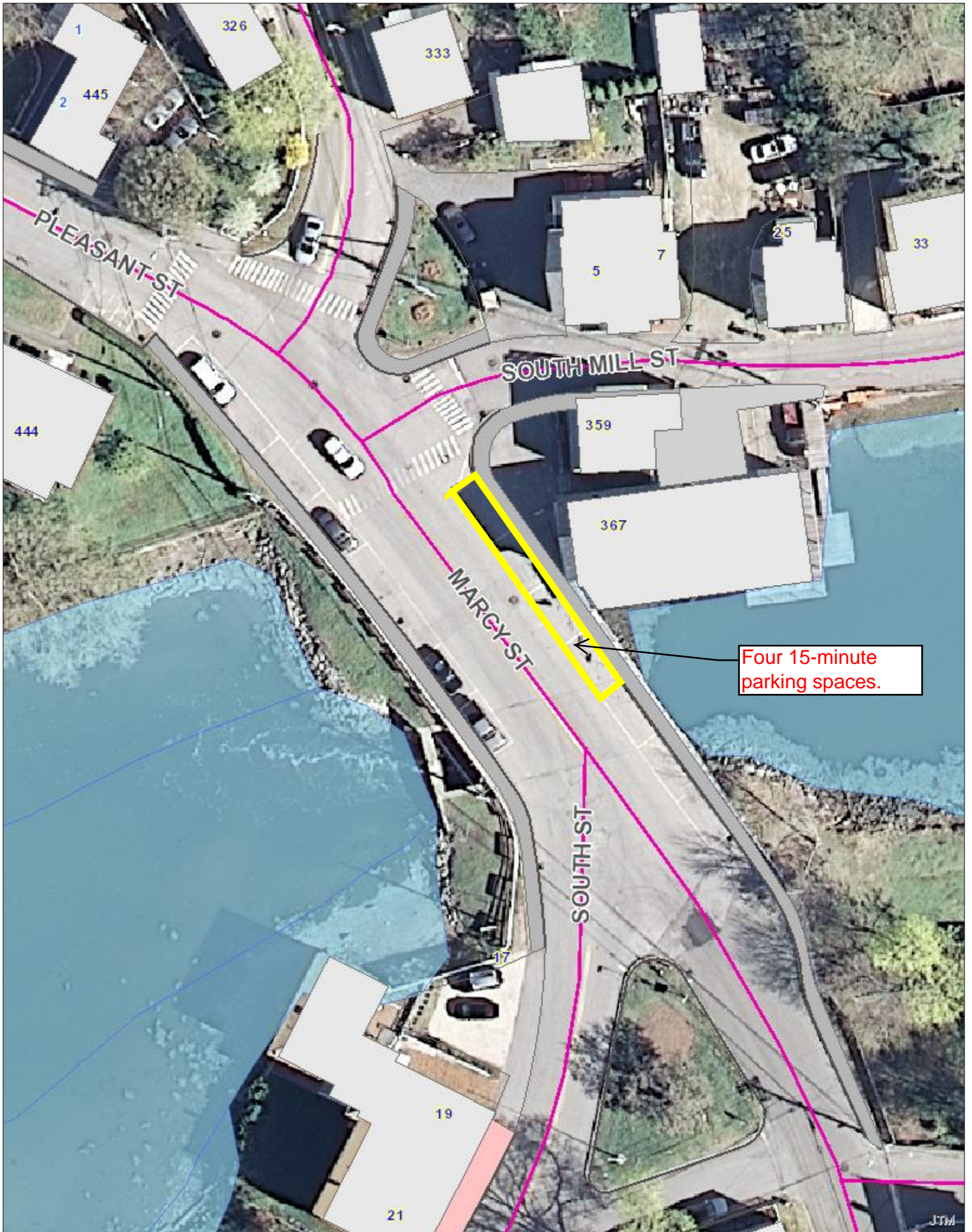
Dana Wergen

Managing Director

One Hundred Club Concepts, LLC

dana@onehundredclub.com

VII.C. Request to extend time limits on four 15-minute parking spaces on Marcy St



Four 15-minute parking spaces.

VIII.A. Parrott Avenue parking lot
Action Sheet from City Council Meeting on 03/06/17

19. Downtown Employee Parking for Parrott Avenue Lot – **Voted** to refer the parking concepts for employees and residents to Parking & Traffic Safety Committee for report back with a work session in the future.

Councilor Dwyer suggested holding a Joint Work Session between the City Council and the Parking & Traffic Safety Committee on these matters.

20. Section 1.902: Election Candidate Financial Disclosure – Move to direct the City Attorney to draft an amendment to Section 1.902 – ELECTION CANDIDATE FINANCIAL DISCLOSURE to require entities that raise and spend money on candidates to abide by the same requirements as candidates themselves.

Voted to amend the motion by adding the words after on to “group lists of”.

On a roll call 7-2, **voted** to direct the City Attorney to draft an amendment to Section 1.902 – ELECTION CANDIDATE FINANCIAL DISCLOSURE to require entities that raise and spend money on group lists of candidates to abide by the same requirements as candidates themselves. Assistant Mayor Splaine, Councilors Dwyer, Lown, Pearson, Spear, Cyr and Denton voted in favor. Councilors Perkins and Mayor Blalock voted opposed.

21. Miscellaneous/Unfinished Business – Councilor Pearson announced that a Public Input Session will be held on Tuesday, March 7, 2017 at 6:30 p.m. in the Levenson Room of the Library regarding Public Art for the new Parking Garage. She also stated she would provide a report for the Council regarding the session at the March 20, 2017 City Council meeting.

Assistant Mayor Splaine requested that City Attorney Sullivan provide the Council with a copy of a memorandum he prepared for former Councilor Thorsen regarding public media.

22. Adjournment – At 9:35 p.m., **voted** to adjourn.

Respectfully submitted by:

Kelli L. Barnaby, MMC, CMC, CNHMC
City Clerk

City of
Portsmouth
Department of Public Works



MEMORANDUM

TO: John P. Bohenko, City Manager

FROM: Eric Eby, P.E., Parking and Transportation Engineer *EE*

DATE: April 26, 2017

SUBJECT: Report Back on Request for STOP Sign on Cleveland Drive at Taft Road

In response to the request from a resident of Taft Road for STOP signs on Cleveland Drive, City staff conducted traffic counts and vehicle speed observations at the intersection of Taft Road, Cleveland Drive and Arthur Road over a two-week period in April. The reasons given for requesting the STOP signs were to slow speeding vehicles and to provide safer conditions when sight lines are restricted due to snow banks.

All roadways in the Elwyn Park neighborhood are posted with a speed limit of 20 mph. Speeds on Taft Road north of Cleveland Drive were recorded using a radar device that is not visible to motorists driving by. The radar device records the speed of every vehicle passing by the checkpoint over a 5-day period. The results of the speed measurements indicated that the average speed of vehicles was 19 mph, slightly less than the posted speed limit of 20 mph. 95 percent of the traffic was traveling at or below 26 mph. Average speeds were the same in each direction, whether heading into or out of Elwyn Park.

A traffic count conducted at the intersection revealed that peak hour volumes are less than 40 vehicles per hour, with equal volumes on all four approaches. This is equivalent to less than one vehicle per minute at the intersection during the busiest times of the day. The volumes fall far below the minimum levels for warranting an all-way stop controlled intersection. Research by the Portsmouth Police Department revealed that no accidents have occurred at this intersection over the past 5 years. Sight lines exceed minimum requirements in all directions when snow banks are not present.

In summary, due to the average vehicle speeds that are below the posted speed limit, the low volume of traffic, and the recent accident history, it is recommended that no changes be made to the intersection. During times of limited sight lines due to snow banks, drivers can safely creep into the intersection for better visibility, as the low speeds and volumes minimize the risk of an accident.