

## MEETING MINUTES

### **PARKING and TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – December 7, 2017  
City Hall – Conference Room A

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#### I. CALL TO ORDER:

Chairman Lown called the meeting to order at 8:00 a.m.

#### II. ROLL CALL:

##### **Members Present:**

Chairman, Brad Lown  
City Manager, John Bohenko  
Public Works Director, Peter Rice  
Deputy Fire Chief, James Heinz  
Police Captain, Frank Warchol  
Member, Ted Gray  
Member, Harold Whitehouse  
Member, Ronald Cypher  
Member, Shari Donnermeyer  
Alternate Member, Mary Lou McElwain

##### **Staff Advisors Present:**

Parking and Transportation Engineer, Eric Eby  
Parking Director, Benjamin Fletcher

#### III. ACCEPTANCE OF THE MINUTES:

Harold Whitehouse moved to accept the meeting minutes of November 2, 2017.  
Seconded by Ted Gray. **Motion passed 9-0.**

#### IV. FINANCIAL REPORT:

Public Works Director Rice moved to accept the financial report dated October 31, 2017.  
Seconded by Harold Whitehouse. **Motion passed 9-0.**

Harold Whitehouse asked about free parking for the holiday season. The Committee was informed that on-street and public lot parking would be free beginning Monday, December 18<sup>th</sup>, through Sunday, December 24<sup>th</sup>.

#### V. PUBLIC COMMENT:

Robert Najar presented a handout to the Committee titled, "Driving for a Pleasant Portsmouth Campaign". He stated he was inspired by Mr. Whitehouse's idea for a pace car and bumper

sticker. He outlined his concept and goals. They included: driving the posted speed limit, looking for opportunities to extend courtesies, slowing down around children, cyclists and pedestrians, avoiding using vehicle horns and encouraging others to adopt these practices and attitudes. He suggested distributing bumper stickers to participants. He also suggested meeting with the parent-teacher associations (PTAs) to encourage participation. City Manager Bohenko recommended referring this topic to City staff for discussion and evaluation. He thanked Mr. Najjar for presenting his ideas.

Charles McMahon thanked City staff and Committee members for attending the November 30<sup>th</sup> public meeting on the Echo Avenue Neighborhood. He stated the neighborhood residents continue to support any action that would remove vehicle access to Echo Avenue from the Spaulding Turnpike.

## VI. NEW BUSINESS:

A. Request for NO PARKING on Dennett Street at Hunters Hill Avenue, by Cheryl Coviello. Eric Eby stated a site visit was conducted on Tuesday, December 5<sup>th</sup>. Cars were parked on Dennett Street in the area of interest. Originally, a NO PARKING HERE TO CORNER sign was to be posted according to state law, twenty (20) feet from the corner. However, poor sight lines and limited visibility extend beyond twenty (20) feet. Eric Eby recommended collecting additional data on sight line distance and vehicle speeds to determine the additional NO PARKING area needed.

Shari Donnermeyer and Mary Lou McElwain expressed support for increasing the area for NO PARKING due to safety issues.

Harold Whitehouse moved to have staff collect data, evaluate, and report back at the next meeting. Seconded by Shari Donnermeyer. **Vote 9-0, to have staff collect data, evaluate, and report back at the next meeting.**

B. Request for 15-minute space at 33 Deer Street, by NH iPhone Repair. Eric Eby stated the owner of NH iPhone Repair made the request. A site visit was conducted on Tuesday, December 5<sup>th</sup>. The area was fully parked on Tuesday morning and is in the high occupancy metered parking zone. He stated the parking spaces are 3-hours maximum. The Committee approved the removal of one 15-minute space in front of 22 Deer Street at the February 2, 2017, meeting. City Manager Bohenko supported the request for a 15-minute space to encourage downtown retail businesses.

Ronald Cypher stated there were ample spaces on Deer Street and patrons could walk to the business. Mr. Cypher motioned to deny the request for a 15-minute space at 33 Deer Street. Seconded by Harold Whitehouse.

Mary Lou McElwain asked if an inventory of 15-minute spaces could be completed due to the number of requests for 15-minute spaces. The Committee discussed extending some 15-minute spaces to 20 and/or 30 minutes. Parking Director Fletcher stated the IPS meters could be adjusted from 15 minutes to 20 or 30 minutes. Public Works Director Rice commented that the

15-minute meters could be reprogrammed to the 3-hour rate when businesses closed. Signage would be needed to explain the transition from the short-term rate to long-term rate.

Ronald Cypher stated that the hydrant in front of 33 Deer Street prohibits patrons from parking directly in front of it and they would need to walk from another meter to get to the business. He reaffirmed his motion to deny the request. Public Works Director Rice supported the request because a 15-minute space previously existed across the street until earlier this year.

Harold Whitehouse motioned to table the request for a 15-minute space at 33 Deer Street to allow staff time to report back at the next meeting. Seconded by Ted Gray.

Public Works Director Rice stated the question about metered time could be addressed separately from the request for a 15-minute space. He supported the request for a space and would not support the motion to table. Deputy Fire Chief Heinz also expressed support for a 15-minute space at 33 Deer Street.

**Vote 2-7, to table the request for a 15-minute space at 33 Deer Street to allow staff time to report back at the next meeting.** The motion failed. Harold Whitehouse and Ted Gray voted to table the request.

**Vote 1-8, to deny the request for a 15-minute space at 33 Deer Street.** The motion failed. Ronald Cypher voted to deny the request.

Shari Donnermeyer moved to approve the request for a 15-minute space at 33 Deer Street. Seconded by Public Works Director Rice. **Vote 8-1, to approve the request for a 15-minute space at 33 Deer Street.** Ronald Cypher voted opposed.

City Manager Bohenko moved to review 15-minute spaces to determine the appropriate length of time for short-term spaces. Public Works Director Rice seconded. **Vote 9-0, to review 15-minute spaces to determine the appropriate length of time for short-term spaces.**

C. Request for NO PARKING near 30 Brewster Street, by Kelly Hurd. Eric Eby stated the area is near the former Brewster Street rooming house. The roadway was reconstructed this fall. The street is narrow and only allows for parking on one side, which can hinder vehicles exiting from driveways. He stated parking is at a premium in the area.

City Manager Bohenko motioned to suspend the rules to allow for public comment. Seconded by Public Works Director Rice. **Vote 9-0, to suspend the rules to allow for public comment.**

Thomas Hudson thanked the Committee for visiting the site on Tuesday. He supported the NO PARKING area. He expressed concern about the narrow roadway, regarding emergency vehicle access, and vehicles parking away from the curb due to snow.

Eric Eby recommended collecting data, evaluating the area and reporting back with findings. City Manager Bohenko concurred. He also requested City staff work with the neighborhood on the issue.

Shari Donnermeyer moved to have staff collect data, evaluate and report back. Seconded by Harold Whitehouse. **Vote 9-0, to have staff collect data, evaluate and report back.**

Chairman Lown presented Vice Chair Ted Gray with a plaque commemorating his service on the Parking and Traffic Safety Committee. He served from March 1994 to December 2017. The Committee recessed for a reception for Chairman Lown and Vice Chair Gray. This was their final meeting on the Committee.

VII. OLD BUSINESS:

A. Report back on traffic not yielding to pedestrians in crosswalk on Middle Road at Essex Avenue. Eric Eby stated City staff visited the site to observe traffic conditions and collected data on traffic volume, speeds, sight lines and pedestrian usage of the crosswalk. He stated the greatest number of pedestrians observed was 7 pedestrians in one hour. The average vehicle speed was measured at 31 mph, with a posted speed limit of 30 mph. There are two advance warning signs for the crosswalk in each direction on Middle Road. He stated the white crosswalk bars on the pavement are very narrow. He recommended that the visibility of the crosswalk be enhanced by repainting and lengthening the existing stripes to make it appear larger to approaching motorists. This work would be done when weather permits.

Harold Whitehouse moved to increase the visibility of the crosswalk by repainting and lengthening the existing 6 ft. stripes to 8 ft. to make it appear larger to approaching motorists. Seconded by Shari Donnermeyer. **Vote 9-0, to increase the visibility of the crosswalk by repainting and lengthening the existing 6 ft. stripes to 8 ft. to make it appear larger to approaching motorists.**

B. Report back on request for an In-Street Pedestrian Crossing Sign at the existing crosswalk on Borthwick Avenue at Greenland Road. Eric Eby stated Cindy Fessenden requested a sign at the crosswalk at the November 2<sup>nd</sup> meeting. He stated there was concern that large trucks would hit it due to the 90 degree curve of the roadway. A sign was installed at the crosswalk and remains intact. He stated he would continue to monitor it. No action required by the Committee.

VIII. PUBLIC COMMENT:

No public comment.

IX. MISCELLANEOUS:

City Manager Bohenko thanked Chairman Lown for his leadership and service to the Committee and citizens. Committee members concurred.

City Manager Bohenko informed the Committee that a Chairman would be elected at the January 4, 2018, meeting.

X. ADJOURNMENT – at 8:55 a.m., **VOTED** to adjourn.

Respectfully submitted by:

Amy Chastain  
Secretary to the Committee