

**PORTSMOUTH**  
**PARKING & TRAFFIC SAFETY COMMITTEE**  
**8:00 A.M. – JUNE 7, 2018**  
**CITY HALL – CONFERENCE ROOM A**

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**ON-SITE COMMITTEE:** Please meet on Tuesday, June 5<sup>th</sup> at 8:00 A.M. in the upper parking lot at City Hall, 1 Junkins Avenue, to view the following location:

- Fleet Street between Court Street and State Street
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AMENDED AGENDA

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. ACCEPTANCE OF THE MINUTES**

**IV. FINANCIAL REPORT**

**V. PUBLIC COMMENT (15 MINUTES)**

**VI. NEW BUSINESS**

- A. Request to renew valet parking license, by the One Hundred Club.

**VII. OLD BUSINESS**

- A. Report back: Request to expand No Parking area on Highland Street near Middle Street, by Jane Nilles. **Sample motion: Move to prohibit parking on west side of Highland, up to first driveway.**
- B. Report back: Request to lower speed limit to 20 mph on Dodge Avenue, by Harold Sullivan. **Sample motion: Move to lower speed limit to 25 mph and post 25 mph speed limit sign.**
- C. Report back: Request for a loading zone between the hours of 9 am and 5 pm, 7 days a week, on Vaughan Street at 3S Artspace, by Martin Holbrook.  
**Staff recommendation: Do not approve loading zone and revisit after hotel construction is complete.**
- D. Report back: Langdon Street and Brewster Street parking and traffic flow public meeting. **Sample motion: Move to change Brewster Street to one-way from Islington Street to McDonough Street; restrict parking on east side of Brewster Street north of McDonough Street; restrict parking on east side of Langdon Street north of #81 Langdon Street.**
- E. Report back: Chairman Robert's parking space suggestions.

**VIII. INFORMATIONAL**

- A. Zagster bike share 2018 update, by Planning Director Juliet Walker.
- B. Neighborhood Traffic Calming Program, by Planning Director Juliet Walker.
- C. Middle Street bike lane project, by Planning Director Juliet Walker.
- D. Parking meters on Vaughan Street, Raynes Avenue, Islington Street and State Street.
- E. PTS open action items.

**IX. MISCELLANEOUS**

**X. ADJOURNMENT**

# Unaudited

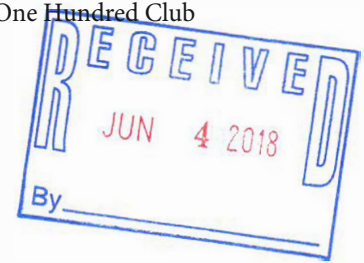
<b>Percentage of Fiscal Year Complete</b> <b>83.33%</b>
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Totals Thru  
April 30, 2018

FY 18

	Total	Budgeted	% of Budget
Parking Meter Fees	2,587,636.22	2,955,000.00	87.6%
Meter Space Rental	94,430.00	80,000.00	118.0%
Meter In Vehicle	104,884.56	95,000.00	110.4%
Parking Garage Revenue	1,966,040.60	2,400,000.00	81.9%
Garage Passes	1,169,185.00	1,350,000.00	86.6%
Pass Reinstatement	4,080.00	2,500.00	163.2%
Vaughan St Parking Facility	7,500.00	-	
Parking Violations	739,185.24	715,000.00	103.4%
Immobilization Administration Fee	15,140.00	15,000.00	100.9%
Summons Admin Fee	275.00	3,000.00	9.2%
<b>Total FY 18 Parking</b>	<b>6,688,356.62</b>	<b>7,615,500.00</b>	<b>87.8%</b>

	<b>BUDGETED</b>	
	5,203,195	68% Transfer to Parking Fund
	2,412,305	32% Funds Remaining in Gen Fund



Parking Traffic & Safety Committee

To Whom it May Concern:

The One Hundred Club is seeking to obtain another valet license and extend the current agreement.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neil Gibb', written over a horizontal line.

Neil Gibb

President

One Hundred Club

100 Market Street, Suite 500

Portsmouth, NH 03805

**LICENSE AGREEMENT**  
**FOR THE ONE HUNDRED CLUB**

The City of Portsmouth (hereinafter "City"), a municipal corporation with a principal place of business of 1 Junkins Avenue, Portsmouth, New Hampshire 03801, for good and valuable consideration as set forth herein, hereby grants this non-exclusive, revocable license to The One Hundred Club with a principal place of business at 100 Market Street, Portsmouth, NH 03801 (hereinafter "Licensee") pursuant to the following terms and conditions:

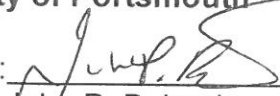
1. **Area of License:** The City authorizes Licensee to use the loading zone on Hanover Street as shown on the attached Exhibit 1.
2. **Use:** Licensee may make use of the Licensed Area for the purpose of Licensee's parking valet service activities. Such activities are subject to the following conditions:
  - The hours of operation of the valet service are 6:00 p.m. to 12:00 a.m. Monday through Saturday.
  - No vehicles receiving valet services may be parked in municipal spaces (metered, garage or otherwise).
  - There shall be no stacking of vehicles in adjacent parking spaces.
  - This license is non-exclusive and the loading zone will remain available for commercial loading purposes and for such additional purposes as the City may authorize or license.
  - Licensee will represent clearly and consistently that it is a private company and that the municipality is not responsible for any damage or loss to vehicles or property.
3. **Signage:** This License Agreement also authorizes Licensee's use of the existing signage in place on Hanover Street as shown in Exhibit 1.
4. **Term:** This license shall commence upon the execution of this Agreement and terminate on June 30, 2018. This License may be renewed for an additional term upon the joint approval of the Parking and Traffic Safety Committee and the City Manager.
5. **Payment Terms:** Licensee will make payment of an annual fee to the City in the amount of \$500.00 which represents the cost of the valet parking permit fee. No other payment is required. Payment is due upon the execution of this Agreement and shall be made to the City of

Portsmouth and directed to the City Parking Clerk at 1 Junkins Avenue, Portsmouth, NH. Failure to make the required payment when due may result in the termination of this Agreement at the City's option.

6. **Indemnification:** Licensee agrees to indemnify and hold harmless the City of Portsmouth for any and all property damage, bodily injury or personal injury which arises as a result of its use of the Licensed Area. This obligation survives termination or revocation of this Agreement.
7. **Insurance:** At all times during the use and exercise of this license, Licensee agrees to maintain comprehensive general liability insurance covering its operation under this license in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Such insurance shall name the City of Portsmouth as an additional insured. Licensee agrees to maintain Garage Keepers insurance in the amount of \$100,000 per occurrence for the term of this Agreement. Certificates indicating the existence of these insurances shall be maintained on file at all times during the license period with the Parking and Transportation Division of the City of Portsmouth Public Works Department.
8. **Maintenance of Area:** Licensee will maintain the Licensed Area in neat and orderly fashion during Licensee's hours of use. The Licensee shall take such measures as may be necessary to maintain pedestrian and vehicular safety during use of the Licensed Areas for its valet service.
9. **Damage:** Licensee agrees to take reasonable steps to remedy promptly any damage to the Licensed Area caused by the Licensee's activities. The City may elect to accept reasonable reimbursement from the Licensee in lieu of remedy.
10. **Compliance With Other Laws:** This Agreement does not relieve Licensee from compliance with any other local, state or federal laws or regulations or conditions imposed by any local board. Failure to abide by any local, state or federal laws or regulations may, at the City's discretion, result in revocation.
11. **Revocation:** The City may terminate this Agreement or any provision contained in this Agreement on 72 hours written notice provided to Licensee if the public interest requires such termination, in which case all fees paid by Licensee shall be returned on a pro-rata basis. This Agreement may be revoked or suspended immediately without notice by the City for cause, e.g. violation of the terms of this license, in which case, all fees paid by Licensee shall remain the property of the City.

Dated this 26<sup>th</sup> day of June, 2017

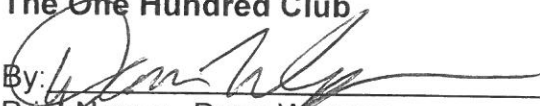
**City of Portsmouth**

By:   
John P. Bohenko  
City Manager

Pursuant to vote of the City Council  
of May 15, 2017.

Dated this 14<sup>th</sup> day of June, 2017.

**The One Hundred Club**

By:   
Print Name: Dana Wergen  
Its Duly Authorized: Managing Director



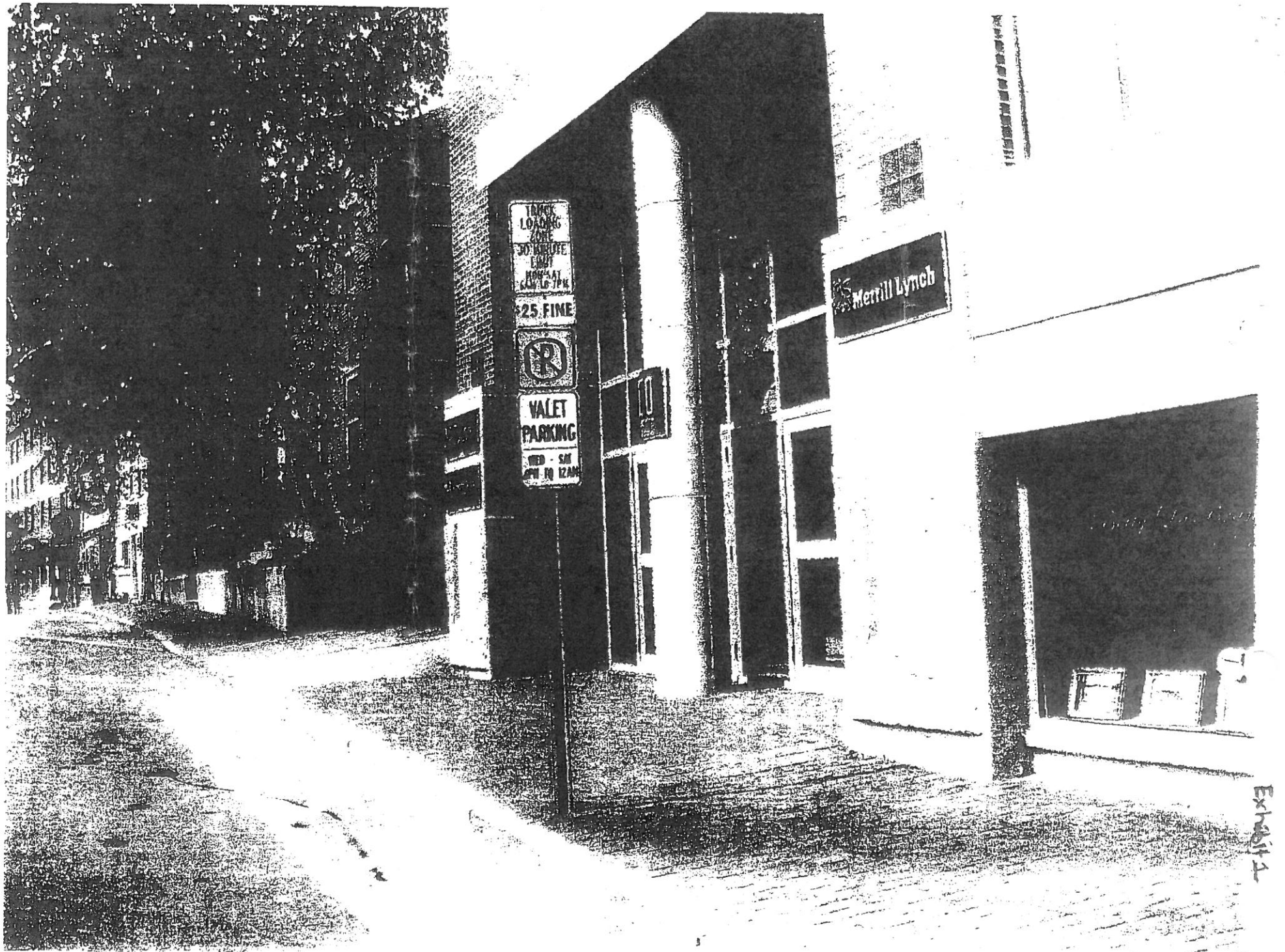


Exhibit 1



# City of Portsmouth

*Department of Public Works*



## MEMORANDUM

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**TO:** John P. Bohenko, City Manager

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

**DATE:** May 17, 2018

**SUBJECT:** Recommendation on No Parking Restriction on Highland Street at Middle Street

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Jane Nilles, a resident of Highland Street, requested that parking be restricted along one or both sides of Highland Street near its intersection with Middle Street. Currently parking is only restricted for the first 20 feet, in accordance with State and City regulations. Because of the narrowness of the road, when vehicles are parked on either side of the road and vehicles are waiting at the STOP sign to turn onto Middle Street, vehicles turning into Highland Street from Middle Street have little or no room to get through.

City staff has conducted observations of the intersection using a traffic camera over a 3-day period. Based on the visual data from the camera, the longest queue observed at the STOP sign was 3 vehicles, or 75 feet. Therefore, it is recommended that the NO PARKING HERE TO CORNER sign on the west side of Highland Street be relocated to the edge of the first driveway on the west side of Highland Street, at a point 85 feet from the intersection with Middle Street. This will allow for traffic to turn onto Highland Street from Middle Street, while still allowing room for residents and business clients to park vehicles on one side of Highland Street. Highland Street is 26 feet wide at this point, allowing for an 8 foot wide parking lane, and a 9 foot travel lane in each direction. These dimensions comply with the City's Complete Streets Design Guidelines for Neighborhood Slow Streets, which is the category that includes Highland Street.







# City of Portsmouth

*Department of Public Works*



## MEMORANDUM

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TO: John P. Bohenko, City Manager

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

DATE: May 17, 2018

SUBJECT: Request for Lower Speed Limit on Dodge Avenue

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Residents of Dodge Avenue have concerns regarding the speed of some vehicles on their street. There is currently no speed limit sign posted on the roadway; therefore the default speed limit is 30 mph, per state law. Also under state law, it is not permissible to post a speed limit lower than 30 mph unless an engineering study has been conducted to justify a lower limit. Under no circumstances should a roadway be posted at less than 25 mph. To determine the actual vehicle speeds, City staff conducted a stealth speed survey over a nine-day period. The speed data revealed that the average speed was 18 mph, with an 85<sup>th</sup> percentile speed of 22 mph. No vehicles were recorded over 30 mph.

The standard practice for setting speed limits is to base the speed limit primarily on the 85<sup>th</sup> percentile speeds, under the assumption that the majority of drivers will choose a safe and reasonable speed based on the characteristics of the roadway environment. Based on the observed 85<sup>th</sup> percentile speed of 22 mph, the appropriate speed limit for Dodge Avenue would be 25 mph. Therefore, it is the recommendation of City staff that the speed limit be lowered to 25 mph and a speed limit sign of 25 mph be posted on Dodge Avenue near its intersection with Greenland Road.

VII.C. Report back: Request for a loading zone between the hours of 9 am and 5 pm, 7 days a week, on Vaughan Street at 3S Artspace, by Martin Holbrook.

# 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: May 22, 2018

SUBJECT: Recommendation on Vaughn Street Loading Zone Request

The Director of Operations for 3S Artspace, as well as the owner of the new restaurant opening soon within the same building, requested the conversion of three parking spaces in front of their building to a loading zone. They requested that the loading zone be designated as loading only from 9:00 AM to 5:00 PM seven days a week.

Based on information provided by 3S Artspace, they need space for the load-in of bands, gallery artists and other performances and rentals 3 to 4 times a week. These typically occur between 2 PM and 4 PM. They also receive beer deliveries throughout the week between 9 AM and noon. The new restaurant will be getting deliveries throughout the week, consisting of food suppliers, linen suppliers, and beer deliveries.

Currently deliveries are usually made by double parking in the street, as the parking spaces are usually occupied for the entire day. The petitioner is concerned that with the construction of the adjacent AC Hotel, that it will not be possible to double park the delivery trucks.

The parking spaces on Vaughn Street and Raynes Avenue are unmetered, free spaces with a 72-hour time limit. For this reason, they are usually occupied for the entire day, with little or no turnover. Converting these three parking spaces to a loading zone would reduce the inventory of parking in this area where the usage is at or near 100 percent. While it is understandable that having a convenient loading zone is desirable for the petitioner, not every business in downtown Portsmouth has a loading zone directly in front of it. In addition, a loading zone was not requested by the applicant at the time of their site plan review and approval by the Planning Board. The construction of the AC Hotel next door should not preclude the ability of the petitioners to continue double parking their delivery vehicles. In fact, the one-way traffic flow on Vaughn Street and Raynes Avenue that is proposed during the hotel construction should help to alleviate some of the traffic congestion that can occur with the double parking of delivery vehicles.

The installation of parking meters with time limits on Vaughn Street and Raynes Avenue could help to create turnover of the parking spaces and provide greater opportunity for delivery vehicles to pull to the curb. However, it would not be permissible for the petitioners to reserve parking meters for the purpose of accommodating deliveries. The reserving of parking meters is restricted to construction activities only.

Therefore, it is the recommendation of City staff that the request for a loading zone not be approved at this time. If the petitioner experiences difficulties due to the abutting hotel construction, they can work with the hotel developer and the City to address those concerns as part of the Construction Management and Mitigation Plan of the hotel. After the construction of the hotel is finished, the request for a loading zone may be revisited.

**CITY OF PORTSMOUTH**  
**Parking and Traffic Safety Committee**



***Notice of Public Meeting***  
***Proposed Traffic and Parking Changes to***  
***Brewster Street and Langdon Street***

May 22, 2018

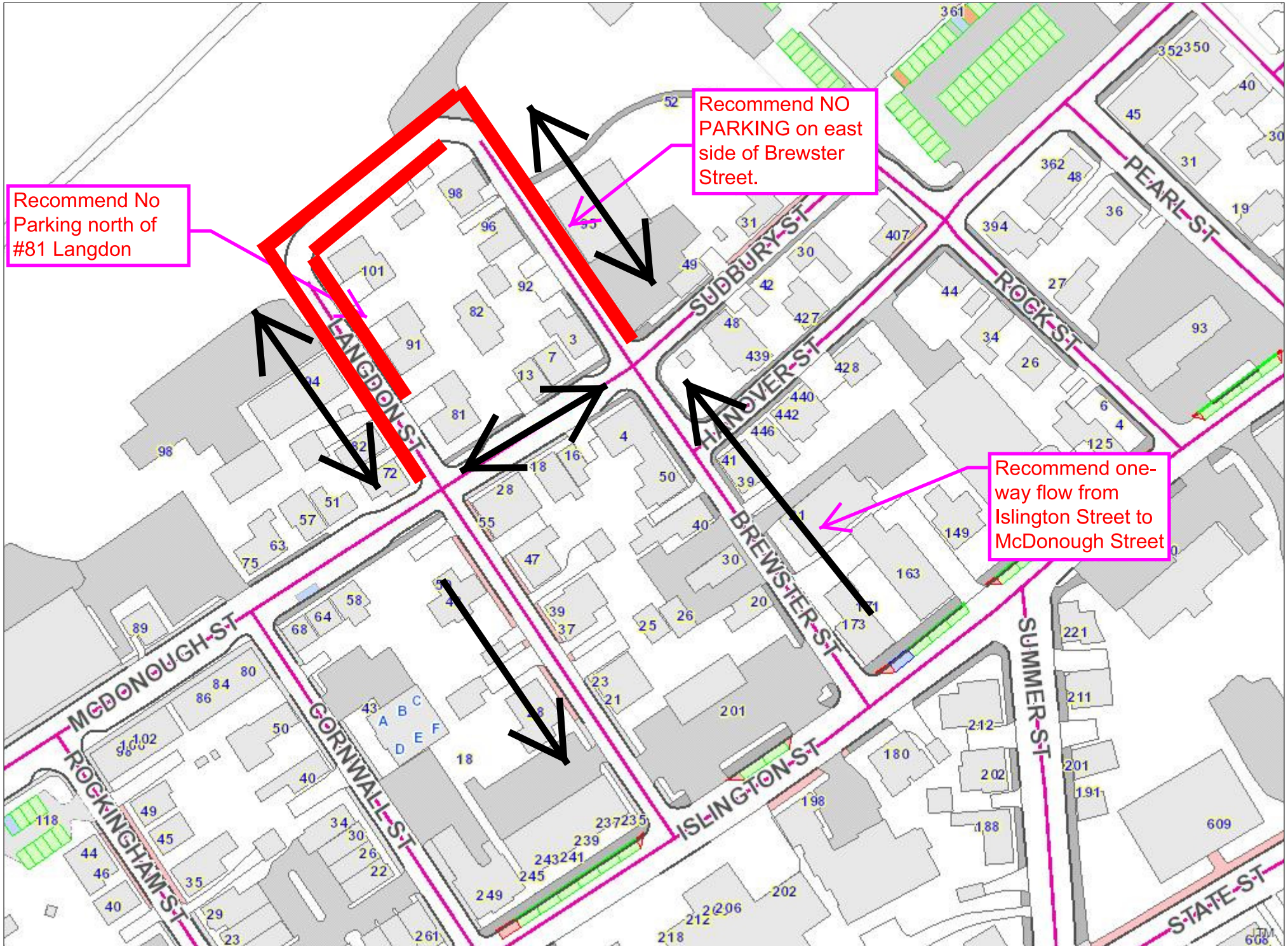
The City of Portsmouth's Parking and Traffic Safety Committee will be holding a public meeting on June 7, 2018 to discuss proposed changes to the traffic and parking regulations on Brewster Street and Langdon Street.

Brewster Street currently carries two-way traffic, with parking on one side between Islington Street and McDonough Street. North of McDonough Street, parking is currently allowed on both sides of Brewster Street. The proposed changes would restrict traffic flow on Brewster Street to one-way from Islington Street to McDonough Street, and would prohibit parking on the east side of Brewster Street north of McDonough Street. No changes to the parking between Islington Street and McDonough Street are proposed, and the section of Brewster Street north of McDonough Street would still carry two-way traffic.

On Langdon Street, parking is currently allowed on the west side between Islington Street and McDonough Street, and on the east side of the road north of McDonough Street. A request to restrict parking on a portion of the roadway north of McDonough Street will be discussed at the meeting. No changes to the traffic flow on Langdon Street are proposed.

The meeting will be held as part of the monthly Parking and Traffic Safety Committee meeting on June 7, 2018. The regular meeting begins at 8:00 AM in Conference Room A in City Hall. Anyone with questions should contact the Department of Public Works Traffic Engineer, Eric Eby, at 766-1415 or preferably [ebeby@cityofportsmouth.com](mailto:ebeby@cityofportsmouth.com).









# Application for Traffic Calming Measures

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please submit this application to Eric Eby, Parking and Transportation Engineer (ebeby@cityofportsmouth.com) to be considered for the Traffic Calming Program. The following information will help city staff to understand your request. Additional information may be required, including a citizen petition, as applicable.

1. Identify the requested street or area to be considered for traffic calming measures. (Attach a site map if possible). \_\_\_\_\_

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2. Describe existing traffic issues (speeding, volume, etc.). Please include a description of who is involved (a certain kind of driver, most drivers, etc.), who is affected (pedestrians, homeowners, other drivers, etc.) and the days and/or time of day when the traffic issue is more prevalent. \_\_\_\_\_

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3. List any neighborhood characteristics that may be pertinent to the traffic issue. Some characteristics may include school and business location with respect to traffic area, use of area by pedestrians or bicyclists, geometry of road, etc. \_\_\_\_\_

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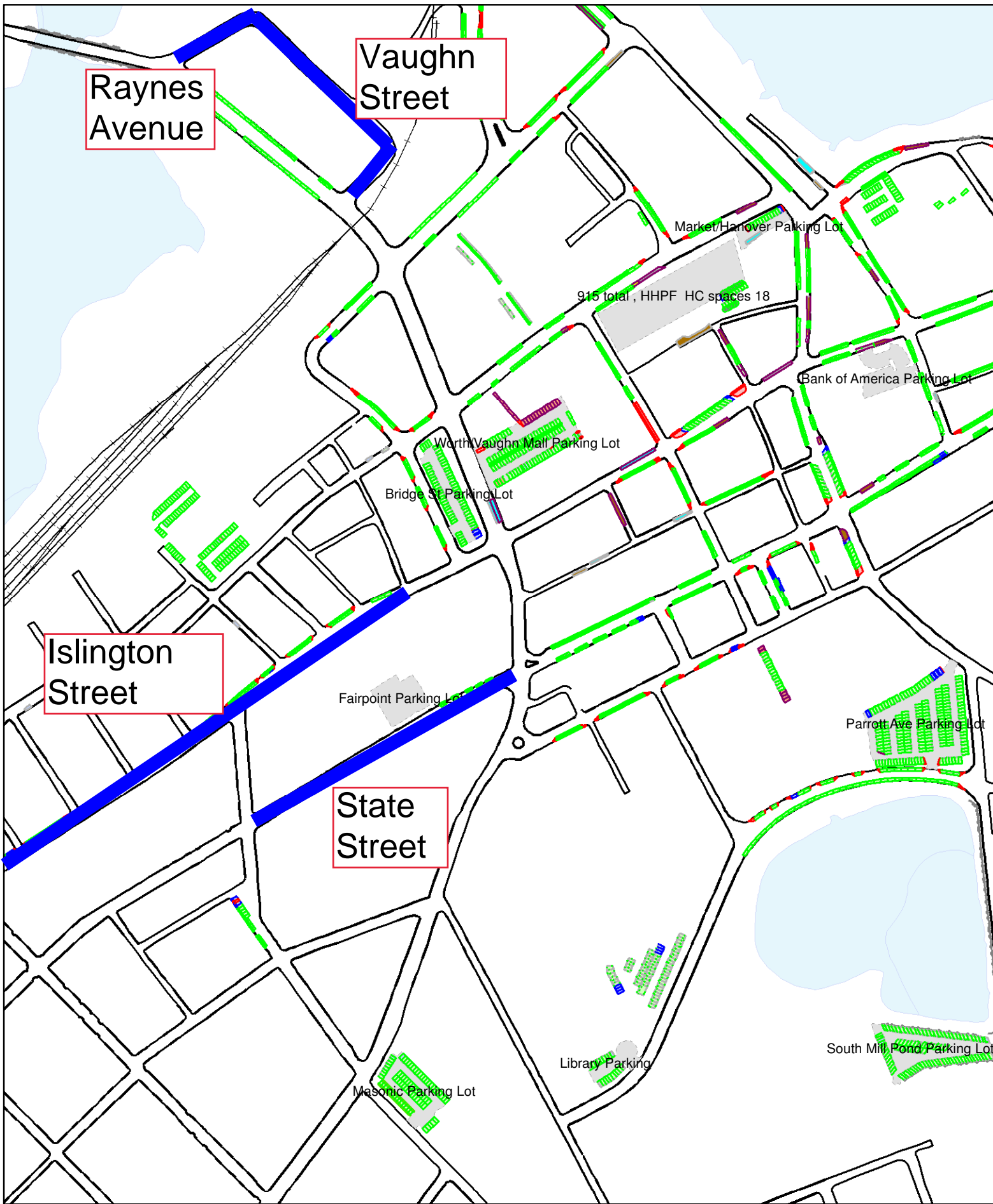
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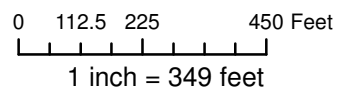
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For more information please contact Eric Eby, Parking and Transportation Engineer at (603) 766-1415 or visit: <https://www.cityofportsmouth.com/publicworks/transportation/neighborhood-traffic-calming-program>



VIII.D. Parking meters on Vaughan Street, Raynes Avenue, Islington Street and State Street.



## PTS OPEN ACTION ITEMS

PTS Meeting Date	Action Item	Vote	Next Step / Report Back Date
5/3/2018	Report back: Chairman Robert's parking space suggestions	VOTED to postpone action item until next month's meeting.	June 7, 2018
5/3/2018	Request to lower speed limit to 20 mph on Dodge Avenue, by Harold Sullivan	VOTED to have staff collect data and report back at the next meeting, if possible.	June 7, 2018
5/3/2018	Request for a loading zone between the hours of 9 am and 5 pm, 7 days a week, on Vaughan Street at 3S Artspace, by Martin Holbrook	VOTED to refer to staff for report back at the next meeting, if possible.	June 7, 2018
5/3/2018	Request to expand No Parking area on Highland Street near Middle Street, by Jane Nilles	VOTED to have staff collect data and report back.	June 7, 2018
2/1/2018	Request to eliminate 2-hour time limit on Islington Street between Cornwall Street and Rockingham Street, by Islington Green Condo Association	VOTED to table the action item until the new parking garage is operational.	Tabled until new parking garage is operational
2/1/2018	Request to change parking meter zone designation on Portwalk Place, by Portwalk	VOTED to table the action item to change parking meter zone designation on Portwalk Place until the new parking garage is operational or as part of the overall Parking Division budget process.	Tabled until new parking garage is operational
5/3/18 12/17/2017	Report Back: Langdon Street And Brewster Street parking & traffic flow Request for NO PARKING near 30 Brewster Street, by Kelly Hurd	5/3/18 VOTED to schedule a public discussion on proposed changes at the next meeting. 2/1/18 VOTED to table action item until road construction is finished & report back in July 2018 12/17/17 VOTED to have staff collect data, evaluate, and report back.	Public discussion at June 7, 2018 meeting
12/17/2017	Request for 15-minute space at 33 Deer Street (associated with this action item)	VOTED to review 15-minute spaces to determine the appropriate length of time for short-term spaces.	Will be using traffic cameras to monitor parking when weather permits
11/2/2017	Concerns regarding traffic not yielding to pedestrians in crosswalk on Middle Road at Essex Avenue, by Peter Nelsen	12/7/17 VOTED 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. 11/2/17 VOTED to have staff collect data, evaluate & report back at the next meeting.	when weather permits (2018 project)
10/5/2017	Request to eliminate access to Echo Avenue from Spaulding Turnpike, by Charles McMahon Frank Jones Neighborhood Turnpike connections (Echo Ave & Farm Lane)	5/3/18 - VOTED to fully close Echo Ave at the Turnpike as a pilot project for six months. 5/3/18 - VOTED to postpone action on Farm Lane until the pilot project on Echo Avenue is completed and results evaluated. 2/1/18 - VOTED to schedule public meeting 11/30/17 - Neighborhood Meeting - sent notice to members 10/5/17 VOTED to have staff work with neighborhood, to determine desirability and report back with next steps in process. 10/6/17 - Echo Ave action item by Dave Palumbo	Echo Ave Closure Pilot Project 6 months Farm Lane action postponed until pilot project completed & evaluated
9/7/2017	Request for crosswalk on Grafton Drive at Sherburne Road	10/5/17 - VOTED to have City staff work with PDA to implement pedestrian crossing at intersection of Grafton Drive and Sherburne Road. 9/7/17 VOTED to have staff collect data, evaluate, and report back with a recommendation at next month's meeting. (October Meeting)	Pending PDA funding for project
7/6/2017	Crosswalk on Middle Street & Miller Ave - traffic signals and right on red / wants conditions improved soon (requested by Committee member)	Informational Section of Agenda	Monitoring with traffic camera

## PTS OPEN ACTION ITEMS

PTS Meeting Date	Action Item	Vote	Next Step / Report Back Date
4/6/2017	Request for Valet Service license on Pleasant Street near Court Street	VOTED to direct staff to report back at a future meeting.	On hold pending site development
1/5/2017	Rick Chellman Presentation	VOTED staff to report back on recommendations presented by Mr. Chellman at a later date.	Reviewing recommendations to implement
5/5/2016	Rock Street, request to include in Residential Parking Zone	VOTED to table action item until comprehensive residential parking program is implemented.	Residential parking program