

# PORTSMOUTH PARKING and TRAFFIC SAFETY COMMITTEE

8:00 A.M. – December 6, 2018

City Hall – Conference Room A

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**ON-SITE COMMITTEE:** Please meet on Tuesday, December 4<sup>th</sup> at 9:00 a.m. in the upper parking lot at City Hall, 1 Junkins Avenue, to view the following locations:

- 462 Lincoln Avenue
  - 777 Middle Road at Riverbrook Condos
- 

## AGENDA

### I. CALL TO ORDER

### II. ROLL CALL

### III. ACCEPTANCE OF THE MINUTES

### IV. FINANCIAL REPORT

### V. PUBLIC COMMENT (15 MINUTES)

*This is the time for all comments on any of the agenda items or non-agenda items.*

### VI. PRESENTATION

A. Middle Street Bike Lane Project report back, by Planning Director Juliet Walker.

### VII. NEW BUSINESS

*(No public comment during Committee discussion without Committee approval.)*

A. Neighborhood Parking Program, review of General Parameters, by Parking Director Ben Fletcher. **Sample Motion: Move to recommend approval of Neighborhood Parking Program General Parameters to the City Council.**

B. Request to lower speed limit on Edmond Avenue from 30 mph to 25 mph, by Marc Stettner. **Sample Motion: Move to have staff work with NHDOT and report back.**

C. Request for handicap parking space at 462 Lincoln Avenue, by Pam Katz. **Sample Motion: Move to approve handicap parking space at 462 Lincoln Avenue.**

D. Request for parking space in bike lane buffer at 60 Lafayette Road. **Sample Motion: Move to refer to staff for report back.**

E. Request to address loss of handicap parking space in front of 504 Middle Street, by Grazier Chiropractic. **Sample Motion: Move to refer to staff for report back.**

- F. Request for illuminated crosswalk on Middle Road at Riverbrook Condos, by Rich Taussig. **Sample Motion: Move to refer to staff for report back.**

**VIII. OLD BUSINESS**

- A. Report back on Neighborhood Traffic Calming requests:
  - 1. Aldrich Road
  - 2. Brackett Road
  - 3. Brackett Lane
  
- B. Report back on request for crosswalk on State Street at Madison Street.
- C. Edward Street closure, report back on meeting with abutter.
- D. PTS Open Action Items.

**IX. INFORMATIONAL**

- A. Foundry Place Parking Garage usage update, by Parking Director Ben Fletcher.

**X. MISCELLANEOUS**

- A. Proposal to move the January meeting from 01/03 to 01/10.

**XI. ADJOURNMENT**

# Unaudited

<b>Percentage of Fiscal Year Complete</b> <b>33.33%</b>
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Preliminary  
Totals Thru  
October 31, 2018

	Total	Budgeted	% of Budget
FY 19			
Parking Meter Fees	1,266,910.12	3,200,000.00	40%
Meter Space Rental	47,650.00	90,000.00	53%
Meter In Vehicle	43,762.50	110,000.00	40%
High Hanover Transient	915,951.96	2,400,000.00	38%
High Hanover Passes	552,060.00	1,645,500.00	34%
Foundry Place Transient	0.50	337,500.00	0%
Foundry Place Passes	11,075.00	126,700.00	9%
HH Pass Reinstatement	1,500.00	2,500.00	60%
Vaughan St Parking Facility	0.00	-	0%
Foundry Pass Reinstatement	0.00	-	0%
Parking Violations	270,996.20	727,742.00	37%
Immobilization Administration Fee	5,550.00	15,000.00	37%
Summons Admin Fee	225.00	3,000.00	8%
<b>Total FY 19</b>	<b>3,115,681.28</b>	<b>8,657,942.00</b>	<b>36%</b>

	<b>BUDGETED</b>	
	6,245,637	72% Transfer to Parking Fund
	2,412,305	28% Funds Remaining in Gen Fund



**PARKPORTSMOUTH**

## Neighborhood Parking Program

Parking Traffic & Safety

12.6.18

# History

- Neighborhoods Reached Out to City Representatives Seeking Relief from Parking Issues
- Discussions Resulted in a Directive from City Council for the Parking Division to Research and Develop a Program Outline
- The Parking Division Performed Extensive Research into Similar Communities, Culminating in a Public Discussion of NPP Program Concepts February 5<sup>th</sup>, 2018
- Online Survey Conducted in Spring 2018 for Public Feedback
- Survey Results Were Utilized to Create the Initial Parameters
- Parking Division Then Reached out to Islington Creek and South End Neighborhoods with a Request for Feedback
- Representatives from Each Neighborhood Provided Valuable Feedback, Resulting in the Current Version(s) of the Program

# Defining the Neighborhood Areas

- The Majority of Survey Results Came From the Islington Creek and South End Neighborhoods
- Research was Conducted in Each Neighborhood as to the Number of Single-family Dwellings, On-street and Off-street Inventories, Signage Needs and Current Inventory Usage
- During Feedback Sessions, Each Neighborhood Assisted in Further Defining Specific Needs
  - This Input Resulted in the Current Iterations of the Neighborhood Maps

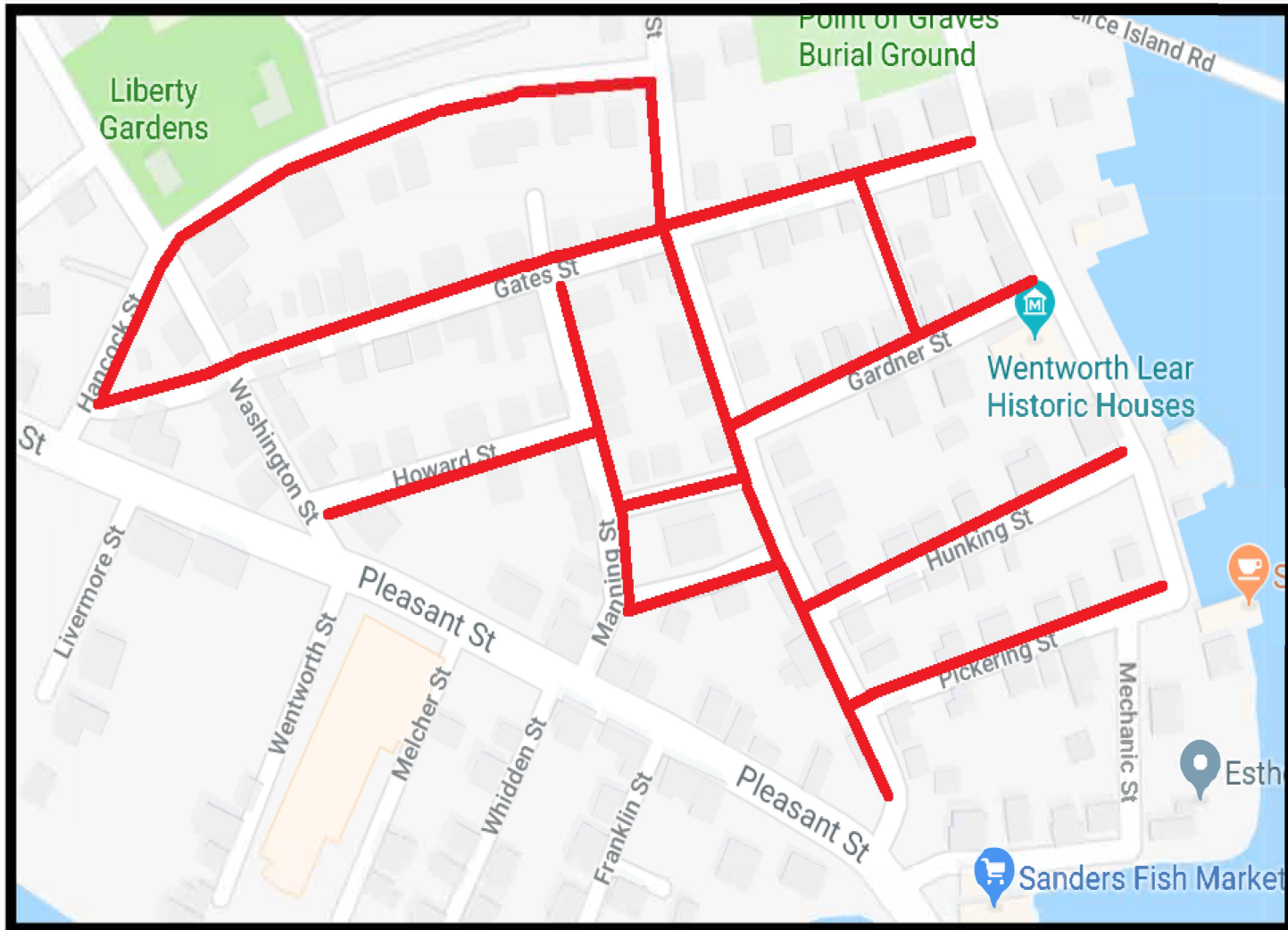
# Program General Guidelines-South End

- **Blue** Text Delineates Differences Between the Two Programs
- Borders: South of Court Street, Marcy, Mechanic, Pleasant and Adjacent Streets
- Both Owners and Renters are Eligible to Sign Petition
- This Program Is Neighborhood-Specific
- Properties with Driveways are Eligible for Permits
- **Two (2) Permits per Household**
- **One (1) Guest Permits per Household**
- Recommended Enforcement: **8am-10pm Daily**
- Violators Are Ticketed; Towed on 3<sup>rd</sup> Offense
- Fees Associated Will Be Determined by City Council
- Residents Allotted Four (4) 1-day Event Passes Each Month
- Participation Is Not Mandatory
- Permit Should be Considered A 'Hunting License' and Not A Guarantee
- Assess and Possibly Make Changes at the 6-Month Point of a 1-Year Pilot



# South End Neighborhood Parking Pilot

## Street Map\*\*



\*\*Hancock; Gates; Howard; Manning; Meeting House Hill; Marcy (south of Hancock); Walton Alley; Gardner; Hunking; Pickering



# Program General Guidelines-Islington Creek

- **Blue** Text Delineates Differences Between the Two Programs
- Borders: West of Bridge, North of Islington, Cabot Street, RR Tracks
- Both Owners and Renters are Eligible to Sign Petition
- This Program Is Neighborhood-Specific
- Properties with Driveways are Eligible for Permits
- **Four (4) Permits per Household**
- **Two (2) Guest Permits per Household**
- Recommended Enforcement: **10am-8pm Daily**
- Violators Are Ticketed; Towed on 3<sup>rd</sup> Offense
- Fees Associated Will Be Determined by City Council
- Residents Allotted Four (4) 1-day Event Passes Each Month
- Participation Is Not Mandatory
- Permit Should be Considered A 'Hunting License' and Not A Guarantee
- Assess and Possibly Make Changes at the 6-Month Point of a 1-Year Pilot



# Islington Creek Neighborhood Parking Pilot Street Map



# Sample Handouts

- Program Parameters - Islington Creek
- Program Parameters - South End
- NPP Sample Petition Form
- NPP Sample Permit Application Form
- NPP Sample Event Exemption Form
- NPP Sample Contractor Placard Application Form

## **NEIGHBORHOOD PARKING PROGRAM GENERAL PARAMETERS-ISLINGTON CREEK NEIGHBORHOOD**

1. This program applies to The Islington Creek Neighborhood, designated as bounded on the South by Islington Street\*, on the West by Cabot Street, on the North by the Railroad Tracks, and on the East by Bridge Street\*.

\*Islington and Bridge are borders for purposes of defining the neighborhood area, but are not included as enforced NPP Streets

2. The petition must encompass all households on the streets listed. City staff will evaluate the petition request, ensure that all petition requirements are met, and make a recommendation to City Council.
3. The Islington Creek neighborhood must designate an Islington Creek NPP Steering Committee. The Steering Committee Chair is the designated liaison between the City and the Neighborhood.
4. The NPP Steering Committee is responsible for contacting its residents, circulating a petition, and obtaining signatures for a minimum of 75% of single-family households within the NPP neighborhood. One signature per household\*.

\*A 'household' is defined as a legal single-family residential address. As an example, one building with two units amounts to two single-family households.

5. Once the neighborhood is approved for an NPP, individual applicants must be able to show proof of residency\* within the NPP neighborhood. Residence must be the primary residence (i.e.) where you are registered to vote.

Proof of residency: Proof of residency must be established with a valid, NH Driver's license with the appropriate address, motor vehicle registration showing that the vehicle being registered is in your name, and either a current utility bill or a fully-executed lease agreement.

6. Maximum four (4) permits per household, net of available off-street parking associated with the property. Each participating household may purchase two (2) transferable Guest permits to be used on a vehicle of its choice (trucks over 5500 lbs. do not qualify). A Participating Household is defined as a household in which at least one resident holds a valid annual NPP Permit issued by the City. The annual fee per Guest Placard shall be set by the City Council.
7. Each vehicle must be registered to an applicant living at the address. If a resident drives an employer-assigned vehicle, the resident must provide written documentation of assignment from their employer in addition to a copy of the vehicle registration.
8. Businesses located within an NPP Neighborhood are eligible for one (1) Neighborhood Parking Permit
9. Applicant must resolve all outstanding City-related financial obligations prior to receiving a permit. (i.e. outstanding parking tickets.)
10. By law, vehicles may not be parked within fifteen (15) feet of either side of a fire hydrant; within an intersection; on a crosswalk, or within twenty (20) feet of an intersection. Any vehicle that is parked for a period of time so that it appears to be abandoned may be tagged and required to be removed within 72 hours. These rules each apply regardless of whether the vehicle displays a valid NPP permit.
11. Time limit for parking in an NPP neighborhood without a valid permit is two (2) hours, and will be actively enforced.
12. When the Islington Creek NPP program is implemented, a Parking Enforcement Officer will be assigned to patrol the Neighborhood during the enforcement hours of 10am-8pm daily. Officers will apply appropriate enforcement protocols for vehicles that violate posted restrictions. The Dispatch Office can be reached at 603.766.7000, ext. 7.
13. Applicants must pay all required fees as determined by the City Council.
14. NPP registrations become null and void if used on a vehicle other than the vehicle listed on the application.
15. Islington Creek registrations are available to residents of the Islington Creek Neighborhood only.

16. If a resident needs to utilize a Service Provider such as a plumber or electrician, the resident may contact the Parking Clerk's office at 603.610.7229 to request a temporary waiver for the provider for that specific date. Placards are obtained at the Parking Clerk's office at 1 Junkins Avenue, Portsmouth, NH. Contractor must present a signed contract for work, including address and starting and stopping dates to be issued a placard.
17. If replacing an NPP-registered vehicle, registrant may either transfer the plate to the new vehicle and update vehicle information with the Parking Clerk's offices, or register the new plate, cancelling the existing plate. Applicant must again provide required proofs of residency.
18. If any information on the NPP application form is falsified, or if you switch plates among vehicles, the permit will be revoked. The Guest Placard is intended to be transferable.
19. Participation in the program is voluntary. If you choose not to participate, you must obey the posted restrictions in the area if you wish to park on the street. Vehicles not registered with an NPP are subject to enforcement.
20. To facilitate on-street parking for Events, actively-participating NPP households may request up to four (4) Single-day Event Visitor Permits per calendar month, allowing event guests to park up to 24 hours. Fees associated with such permits will be established and updated by the City Council.
21. The Parking Division may grant exceptions to one or more (except those provisions set forth in paragraph 8) of these criteria when a request is received in writing from a resident with unique circumstances. The Parking Division will evaluate special circumstances and may grant an exemption on a case-by-case basis provided the exception is in harmony with the general purpose and intent of the Neighborhood Parking Program. Formal appeals must be made in writing, clearly referencing the decision being appealed, and the remedy sought.
22. Participants understand that a permit does not guarantee a parking space on any street.
23. All permits are subject to annual renewal; proof of residency is required for renewal.
24. The City Manager shall have the authority to make necessary changes throughout the pilot period.

## **NEIGHBORHOOD PARKING PROGRAM GENERAL PARAMETERS - SOUTH END NEIGHBORHOOD**

1. This program applies to these specific streets located within The South End Neighborhood: Hancock; Gates; Howard; Manning; Meeting House Hill; Marcy (south of Hancock); Walton Alley; Gardner; Hunking, and Pickering\*.

\*Strawbery Banke Properties are separately governed and are not subject to this program.

2. The petition must encompass all households on the streets listed. City staff will evaluate the petition request, ensure that all petition requirements are met, and make a recommendation to City Council.
3. The South End neighborhood must designate a South End NPP Steering Committee. The Committee Chair is the designated liaison between the City and the Neighborhood.
4. The NPP Steering Committee is responsible for contacting its residents, circulating a petition, and obtaining signatures for a minimum of 75% of single-family households within the NPP neighborhood. One signature per household\*.

\*A 'household' is defined as a legal single-family residential address. As an example, one building with two units amounts to two single-family households.

5. Once the neighborhood is approved for an NPP, individual applicants must be able to show proof of residency\* within the NPP neighborhood. Residence must be the primary residence (i.e.) where you are registered to vote.

Proof of residency: Proof of residency must be established with a valid, NH Driver's license with the appropriate address, motor vehicle registration showing that the vehicle being registered is in your name, and either a current utility bill or a fully-executed lease agreement.

6. Maximum two (2) permits per household, net of available off-street parking associated with the property. Each participating household may purchase one (1) transferable Guest permits to be used on a vehicle of its choice (trucks over 5500 lbs. do not qualify). A Participating Household is defined as a household in which at least one resident holds a valid annual NPP Permit issued by the City. The annual fee per Guest Placard shall be set by the City Council.
7. Each vehicle must be registered to an applicant living at the address. If a resident drives an employer-assigned vehicle, the resident must provide written documentation of assignment from their employer in addition to a copy of the vehicle registration.
8. Businesses located within an NPP Neighborhood are eligible for one (1) Neighborhood Parking Permit
9. Applicant must resolve all outstanding City-related financial obligations prior to receiving a permit. (i.e. outstanding parking tickets.)
10. By law, vehicles may not be parked within fifteen (15) feet of either side of a fire hydrant; within an intersection; on a crosswalk, or within twenty (20) feet of an intersection. Any vehicle that is parked for a period of time so that it appears to be abandoned may be tagged and required to be removed within 72 hours. These rules each apply regardless of whether the vehicle displays a valid NPP permit.
11. Time limit for parking in an NPP neighborhood without a valid permit is two (2) hours, and will be actively enforced.
12. When the South End NPP program is implemented, a Parking Enforcement Officer will be assigned to patrol the Neighborhood during the enforcement hours of 8am-10pm daily. Officers will apply appropriate enforcement protocols for vehicles that violate posted restrictions. The Dispatch Office can be reached at 603.766.7000, ext. 7.
13. Applicants must pay all required fees as determined by the City Council.
14. NPP registrations become null and void if used on a vehicle other than the vehicle listed on the application.
15. South End registrations are available to residents of the South End Neighborhood only.

16. If a resident needs to utilize a Service Provider such as a plumber or electrician, the resident may contact the Parking Clerk's office at 603.610.7229 to request a temporary waiver for the provider for that specific date. Placards are obtained at the Parking Clerk's office at 1 Junkins Avenue, Portsmouth, NH. Contractor must present a signed contract for work, including address and starting and stopping dates to be issued a placard.
17. If replacing an NPP-registered vehicle, registrant may either transfer the plate to the new vehicle and update vehicle information with the Parking Clerk's offices, or register the new plate, cancelling the existing plate. Applicant must again provide required proofs of residency.
18. If any information on the NPP application form is falsified, or if you switch plates among vehicles, the permit will be revoked. The Guest Placard is intended to be transferable.
19. Participation in the program is voluntary. If you choose not to participate, you must obey the posted restrictions in the area if you wish to park on the street. Vehicles not registered with an NPP are subject to enforcement.
20. To facilitate on-street parking for Events, actively-participating NPP households may request up to four (4) Single-day Event Visitor Permits per calendar month, allowing event guests to park up to 24 hours. Fees associated with such permits will be established and updated by the City Council.
21. The Parking Division may grant exceptions to one or more (except those provisions set forth in paragraph 8) of these criteria when a request is received in writing from a resident with unique circumstances. The Parking Division will evaluate special circumstances and may grant an exemption on a case-by-case basis provided the exception is in harmony with the general purpose and intent of the Neighborhood Parking Program. Formal appeals must be made in writing, clearly referencing the decision being appealed, and the remedy sought.
22. Participants understand that a permit does not guarantee a parking space on any street.
23. All permits are subject to annual renewal; proof of residency is required for renewal.
24. The City Manager shall have the authority to make necessary changes throughout the pilot period.







Fixed Permit # \_\_\_\_\_

Fixed Permit # \_\_\_\_\_

Guest Permit # \_\_\_\_\_

# City of Portsmouth Neighborhood Parking Permit (NPP) Application Form

Resident Name: \_\_\_\_\_ Phone1: (\_\_\_\_) \_\_\_\_\_ Phone2: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 NH Driver's License: \_\_\_\_\_ Make/Model/Color of Vehicle: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 VIN: \_\_\_\_\_ NH Plate: \_\_\_\_\_ Neighborhood: \_\_\_\_\_

Neighborhood Parking Permits will only be issued to applicants **currently residing in dwellings within the applicable NPP Neighborhood**. You must show proof of residency by providing a copy of:

1. Valid New Hampshire driver's license with proper address
2. Motor vehicle registration showing the vehicle registered in your name, *and*
3. One of the Following:
  - a. Current month utility bill containing the appropriate name and address, or
  - b. Fully-executed Lease Agreement containing the appropriate name and address.

Applications may be made online at <https://cityofportsmouth.com/publicworks/parkportsmouth/NPP/application>, through the mail or delivered in person to the Parking Clerk's offices at Portsmouth City Hall, located at 1 Junkins Ave., room 223A. All Annual Fees (July 1-June 30) are set by the City Council Fee Committee. Guest Placards are household-limited depending on the NPP Neighborhood; you must be a Participating Household (have at least one active vehicle registered in the NPP program) to qualify for a Guest Placard. No trucks or busses over 5500 lbs. are permitted per City of Portsmouth NH Ordinances Chapter 7 Section [# TBD when Ch7 is updated].

Permitted vehicles are registered by license plate. It is a violation of this application agreement for any person to falsely represent themselves as eligible for a parking permit, or to furnish false information in an application. It shall also be unlawful and a violation:

- (a) For a person to use or display a license plate on a vehicle other than the vehicle to which the plate was assigned.
- (b) To use, or allow to be used, a permitted vehicle for commuter parking.

Service Providers requiring a waiver of time limits to work on an NPP home may visit the Parking Clerk's offices at 1 Junkins Avenue with an executed work contract to request a temporary waiver for those specific dates. Dash placards must be displayed at all times.

**VIOLATION FOR ANY PARAMETER OUTLINED ABOVE MAY RESULT IN LOSS OF PERMIT**

REVOCAION OF PERMIT: The City of Portsmouth is authorized to revoke the Neighborhood Parking registration of any person found to be in violation of this agreement. Upon written notification thereof, the person shall surrender such permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE**

Information Verified by the Parking Department: Yes: \_\_\_ No: \_\_\_ Verified By: \_\_\_\_\_

Approved: Yes: \_\_\_ No: \_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ FEE COLLECTED: \$ \_\_\_\_\_

CASH: \_\_\_\_\_ CC: \_\_\_\_\_ TYPE of CARD: \_\_\_\_\_ CK #7 \_\_\_\_\_

## Neighborhood Parking Program: Single-Day Event Visitor Permits

1. To facilitate on-street parking for Events, actively-participating NPP households may request up to four (4) **Single-day Event Visitor Permits** per calendar month, allowing event guests to park up to 24 hours. Fees for Single-day Event Visitor Permits will be established and updated by the City Council Fee committee.
2. Requesting parties must provide a designated representative with a viable 24-hour contact number and a working e-mail address. Failure to respond in a timely fashion to Parking Division inquiries about a Special Event exemption request may result in denial of the application.
3. All requests made pursuant to these guidelines must be made to the Parking Division via fax: 603.431.6362 or email: [parkingclerks@cityofportsmouth.com](mailto:parkingclerks@cityofportsmouth.com) at least 24 hours prior to the event. Requests received during non-business hours cannot be considered until the following business day. Please be aware of the [Parking Clerk's offices hours of operation](#).
4. The Parking Division reserves the right to cancel an NPP Special Event exemption at any time after it is granted, including while the scheduled event is underway. Notice of cancellation will be provided to the resident or organization and a reasonable time will be given for the resident or organization to arrange for the removal of parked vehicles. The Parking Division reserves the right to apply enforcement protocols, if necessary to ensure compliance if an NPP Special Event exemption is subsequently cancelled and the requesting party does not remove vehicles within a reasonable amount of time.
5. Parking Division reserves the right to place any reasonable requirements and/or restrictions on the party requesting the NPP Special Event exemption, including requiring the requesting party to place an identifying mark or tag on every vehicle for which the exemption is sought.

### NPP Special Event Exemption Request Form

NPP Neighborhood: \_\_\_\_\_

Resident requesting exemption: \_\_\_\_\_

Event Address: \_\_\_\_\_

Event Start and End Time and Date: \_\_\_\_\_

# Special Event Passes Requested: \_\_\_\_\_

**Office Use Only**

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Waiver # \_\_\_\_\_

# City of Portsmouth

## Contractor Temporary Parking Permit Application

Contractor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
 Service Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Driver's License: \_\_\_\_\_ Make/Model/Color of Vehicle: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 VIN: \_\_\_\_\_ NH Plate: \_\_\_\_\_ NPP Neighborhood: \_\_\_\_\_

Contractor Temporary Parking Placards will only be issued to applicants serving homes **within the applicable NPP Neighborhood**.

Date(s) of Service: \_\_\_\_\_ Time(s) of Service: \_\_\_\_\_

Applications must be delivered in person to the Parking Clerk's offices at Portsmouth City Hall, located at 1 Junkins Ave., room 223A in order to receive a temporary dash placard. Contractor must show signed contract for work, including starting and stopping dates for the project to receive dash placard. All Fees are set by the Fee Committee. Permits are valid only for the dates and times printed on the front of the placard. Placards must be placed in the front left (driver side) corner of the Service Vehicle dashboard, with all information readily visible.

It shall be unlawful and a violation:

- (a) For a person holding a valid Contractor Temporary Parking Permit to use or display the permit on a vehicle other than the vehicle to which the permit was assigned.
- (b) To use, or allow to be used, a Contractor Temporary Parking Permit for times or dates outside those printed on the placard.
- (c) For a person to copy, reproduce or otherwise create a facsimile or counterfeit Contractor Temporary Parking Permit in order to evade parking regulations applicable in a Neighborhood Parking Permit Neighborhood.

**VIOLATION FOR ANY PARAMETER OUTLINED ABOVE MAY RESULT IN LOSS OF PERMIT**

**REVOCAION OF PERMIT:** The City of Portsmouth may revoke the Contractor Temporary Parking Permit of any person or business found to be in violation of this agreement. Upon written notification thereof, the person shall surrender such permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE**

Information Verified by the Parking Department: Yes: \_\_\_ No: \_\_\_ Verified By: \_\_\_\_\_

Approved: Yes: \_\_\_ No: \_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ FEE COLLECTED: \$ \_\_\_\_\_

CASH: \_\_\_\_\_ CC: \_\_\_\_\_ TYPE of CARD: \_\_\_\_\_ CK # \_\_\_\_\_

VII.B. Request to lower speed limit on Edmond Avenue from 30 mph to 25 mph

**From:** [Marc](#)  
**To:** ["Doug Roberts"](#)  
**Cc:** [Eric B. Eby](#)  
**Subject:** Parking and Traffic Safety Committee meeting request  
**Date:** Monday, November 26, 2018 8:44:57 PM

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Doug,

Thanks for putting for the 50 cents discount for residents. I do have a concern on another issue below.

I am requesting that you put forth to the committee the following:

1. Reduce the speed limit from 30 MPH on Edmond Avenue to 25 MPH.

The reason I am making this request is that with the Woodbury Ave bridge out for the next year there is a huge increase in traffic on Edmond Ave. Edmond Ave is now the detour route while the bridge is out. It is a relatively straight road on a 100% residential street. Cars are speeding easily thru at 35-40 MPH which is not safe. Residents use this street to walk on since there is no sidewalks on this street. Very dangerous situation. Prior to this street being a detour mostly residents used it and they were more careful about the speed limit.

Also for some reason both Woodbury Avenue and Maplewood Avenue are both 25 MPH and it makes no sense that a side street between both major streets have higher speed limit.

Changing the speed to 25 will fit in with the surrounding speed limits and will be safer. I would not condone a lower speed limit than 25 MPH. Seems like 25 MPH is about right for a residential street.

Thanks for passing on this request. I think this was a unforeseen situation that came about with the closure of the bridge.

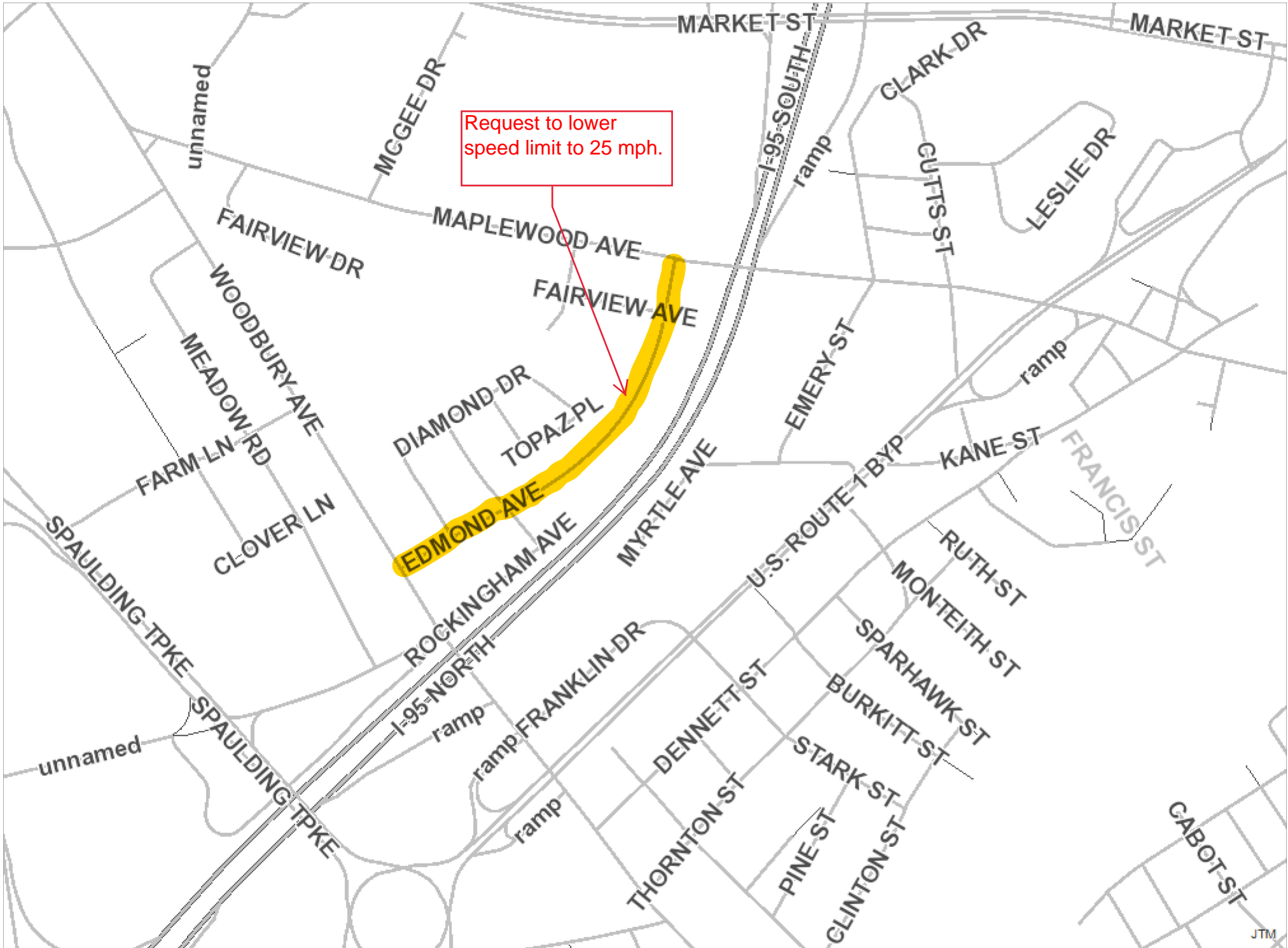
Respectfully,

Marc Stettner

Portsmouth NH

PS I think there is two signs that would need to be changed out that currently show 30 MPH

VII.B. Request to lower speed limit on Edmond Avenue from 30 mph to 25 mph



## VII.C. Request for handicap parking space at 462 Lincoln Avenue

**From:** [Pamela Katz](#)  
**To:** [Eric B. Eby](#)  
**Subject:** request for handicapped parking space  
**Date:** Wednesday, November 28, 2018 11:24:49 AM

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Hi Eric,

Thank you for returning my call yesterday with regard to acquiring a handicapped parking space in front of our house on Lincoln Ave.

As I explained in our phone conversation my husband is frail and walks with a cane, but is able to get himself out of the house and into the senior transportation van slowly but surely. In front of our house is a concrete add on to the sidewalk to the street. We have to keep this add-on shoveled and de-iced at all times or my husband would have no access to the street, hence to his transportation. He would have to climb over the snowbanks on the side of the road. Even in good weather, the side of the road is all rutted grass except for this concrete add-on (don't know how else to describe it).

It would help us in helping my husband maintain some independence if we could have a handicapped parking sign on the telephone pole in front of our front doorway at 462 Lincoln Ave. so that he could get himself onto the street for the senior transportation or to get into our car, which has handicapped plates.

Thank you for whatever help you can give us in this matter, Eric.

Sincerely,

Pam Katz

462 Lincoln Ave.

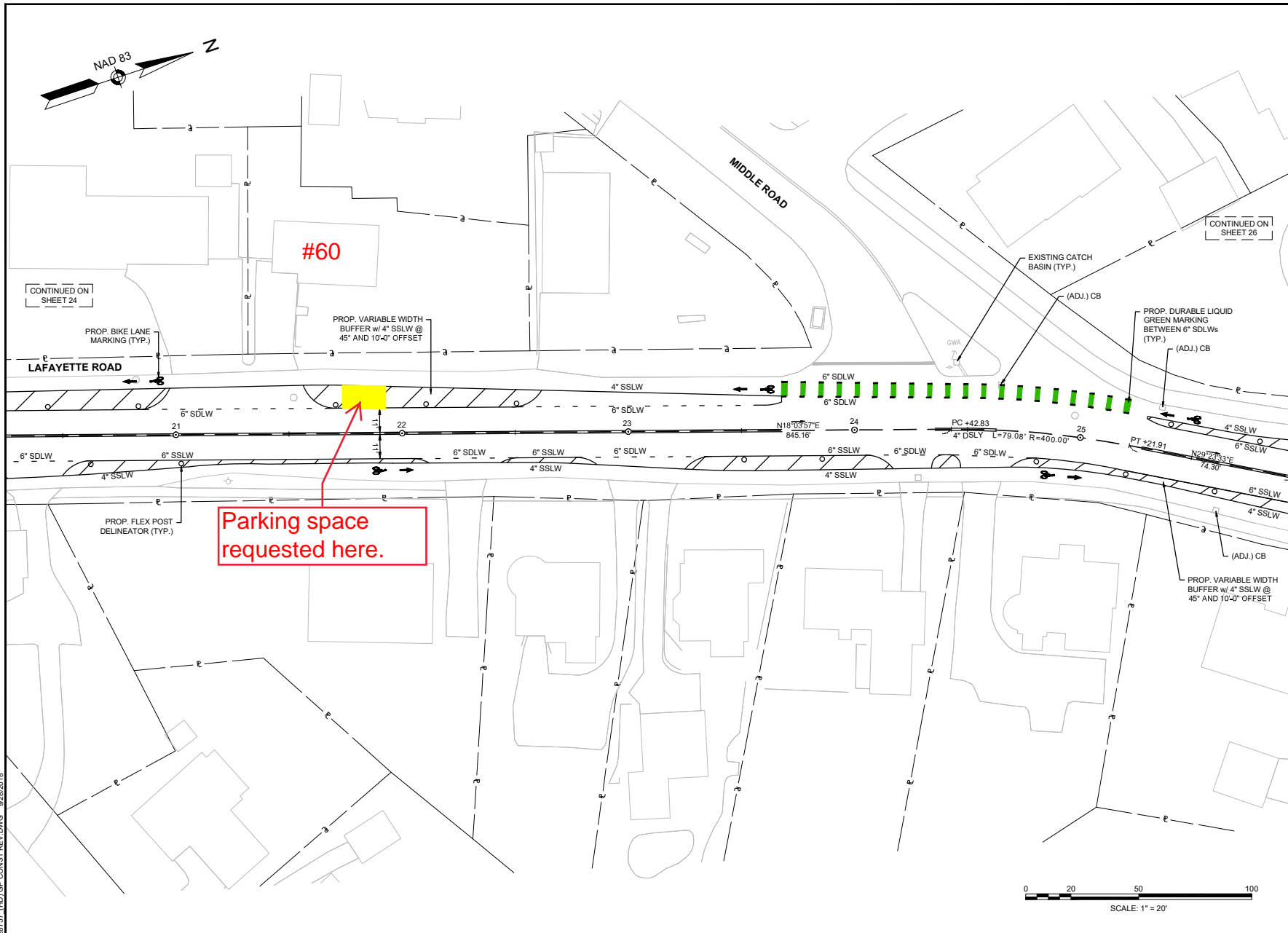
Portsmouth, NH 03801

603-436-0720





VII.D. Request for parking space in bike lane buffer at 60 Lafayette Road



**GPI** Greenman-Pedersen, Inc.  
 Engineering & Construction Services  
 21 Daniel Street, Second Floor, Portsmouth, NH 03801  
 Tel: (603) 834-2111 Fax: (603) 834-2112  
 http://www.gpi.net

PREPARED FOR  
 CITY OF PORTSMOUTH  
 1 JUNKINS AVENUE  
 PORTSMOUTH, NH

**ON-STREET BICYCLE FACILITY  
 IMPROVEMENT PROJECT  
 LAFAYETTE ROAD/MIDDLE STREET  
 PORTSMOUTH, NH**

REVISIONS		
NO.	REVISION	DATE
5	PROJECT RE-BID	3/28/18
4	PROJECT RE-BID	2/7/18
3	NHDOT COMMENTS	11/7/17
2	FINAL DESIGN	7/28/17
1	PRELIMINARY DESIGN	10/14/16
NO.	REVISION	DATE
07/28/2017		
DRAWN/DESIGN BY		CHECKED BY
EMR		JPJ

**GENERAL  
 PLANS**

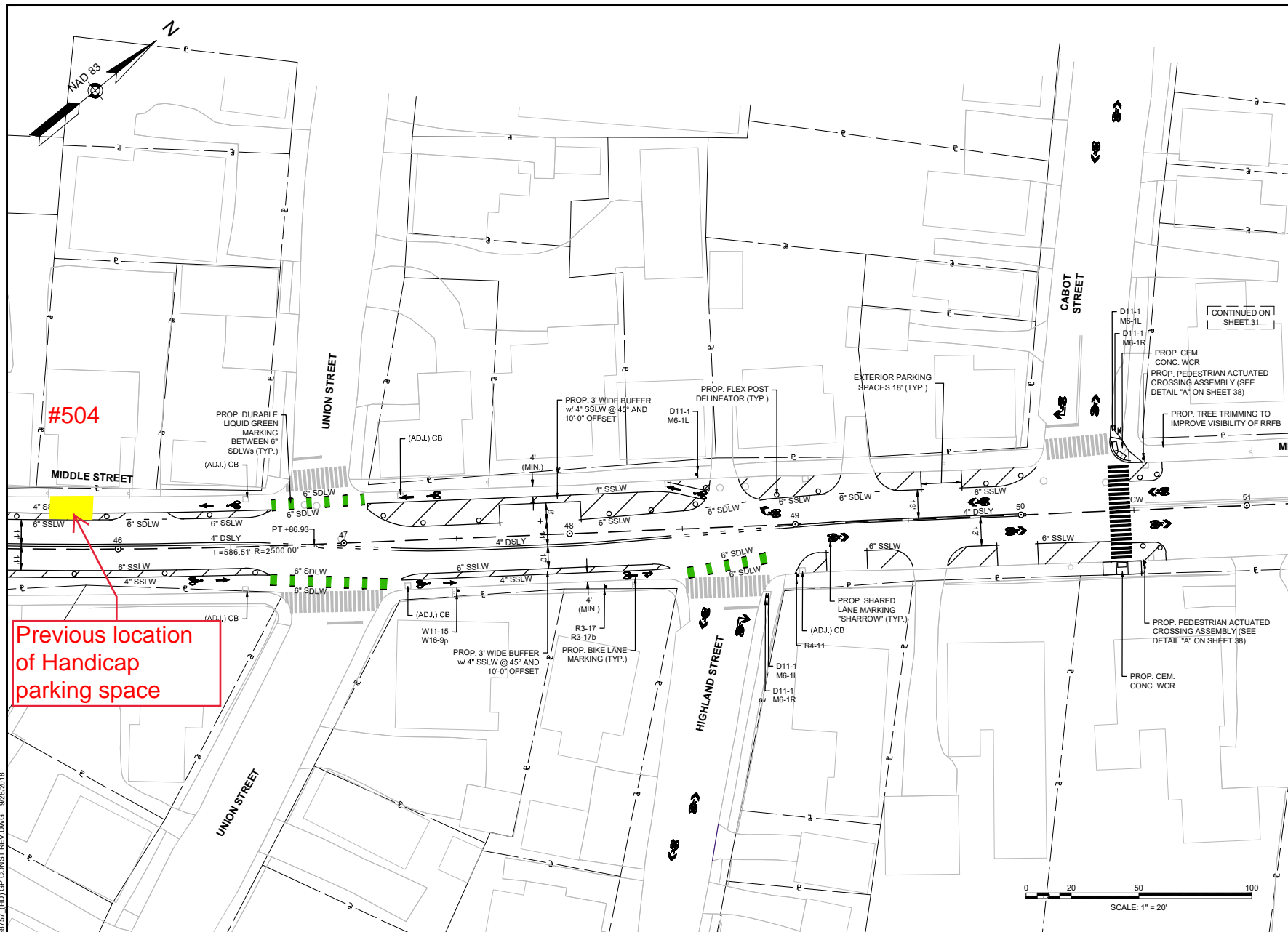
SCALE: 1"=20'  
 28757

**25 OF 38**

28757 (HD) GP CONST REV.DWG 02/28/2018



VII.E. Request to address loss of handicap parking space in front of 504 Middle Street



**GPI** Greenman-Pedersen, Inc.  
 Engineering & Construction Services  
 21 Daniel Street, Second Floor, Portsmouth, NH 03801  
 Tel: (603) 894-2111 Fax: (603) 894-2411  
 http://www.gpinet.com

PREPARED FOR:  
 CITY OF PORTSMOUTH  
 1 JUNKINS AVENUE  
 PORTSMOUTH, NH

**ON-STREET BICYCLE FACILITY  
 IMPROVEMENT PROJECT  
 LAFAYETTE ROAD/MIDDLE STREET  
 PORTSMOUTH, NH**

REVISIONS		
NO.	REVISION	DATE
6	FIELD ADJUSTMENTS	9/28/18
5	PROJECT RE-BID	3/28/18
4	PROJECT RE-BID	2/7/18
3	NHDOT COMMENTS	11/7/17
2	FINAL DESIGN	7/28/17
1	PRELIMINARY DESIGN	10/14/16
NO.	REVISION	DATE
07/28/2017		
DRAWN/DESIGN BY	CHECKED BY	
EMR	JPJ	

**GENERAL  
 PLANS**

SCALE: 1"=20'

28757

30 OF 38

28757 (HD) GP CONST REV.DWG 02/28/2018

## VII.F. Request for illuminated crosswalk on Middle Road at Riverbrook Condos

**From:** [Richard Taussig](#)  
**To:** [Eric B. Eby](#)  
**Cc:** [Rick Becksted](#)  
**Subject:** Middle Rd. Crosswalks  
**Date:** Friday, October 5, 2018 10:00:59 AM

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Hi Eric,

I have emailed with Rick Becksted over the last year concerning pedestrian safety on Middle Rd. I live at the condo complex located at 777 Middle Rd. & no sidewalk exists on the north side of Route 33, necessitating that residents of the complex (which has more than 100 residents) must cross the road. I walk my dog every day and cross Rt. 33, which can be dodgy. This is troubling, because I have to be assertive to cross the road. Additionally, about two weeks ago, a car accident happened in the parallel spots by the complex. Rick suggested an illuminated crosswalk at the intersection of Middle Rd. & Essex. I believe that an illuminated crosswalk in front of the complex and by the Chase Children's Home would prove beneficial, too helping to make motorists more cognizant of pedestrians. In the meantime, I think it is imperative that the crosswalk be repainted, because at present it is very faded.

I look forward to your response.

Best,

Rich

Richard Taussig, Esq.  
Law Office of Eric Taussig  
Tel: 603-986-5902  
[richard@erictaussig.com](mailto:richard@erictaussig.com)  
PO Box 1621  
Portsmouth, NH 03802-1621

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# 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: November 26, 2018

SUBJECT: Report Back, Traffic Calming Program Request, Aldrich Road

Residents of Aldrich Road have petitioned to have their street included in the Neighborhood Traffic Calming Program. They have completed Step One of Phase 1, which is to submit an application and a petition with over half the residents' signatures. City staff has completed Step Two, which consisted of collecting data on vehicle volumes and speeds, as well as pedestrian volumes and roadway characteristics. Step Three consists of staff assessment of the data and roadway conditions. This memo summarizes the staff assessment and recommended level of traffic calming measures.

Vehicle speeds were measured at the intersection with Boss Avenue over a 5-day period in April 2018, prior to the installation of the radar speed feedback sign. Average speeds were recorded at 26-27 mph, with 85<sup>th</sup> percentile speeds of 30-31 mph. Fourteen of the 3,800 vehicles recorded were traveling over 40 mph, and one was recorded at 55 mph. Data from the speed feedback sign was obtained for the period November 8 through November 18. With the speed feedback sign in operation, average speeds dropped to 23 mph, with 85<sup>th</sup> percentile speeds of 29 mph. Five of the 6,170 vehicles recorded were traveling at speeds of 40 mph or more. With the speed sign operating, speeds were 2-4 mph lower, on average, than in April. Notably, the number of vehicles over 40 mph dropped by nearly 80 percent.

The video data revealed a peak hour total of 9 pedestrians crossing Aldrich Road at Boss Avenue. The peak hour of pedestrian crossings was 3:00 to 4:00 PM on a weekday afternoon. A review of the video showed that these were primarily school children getting off the school bus and crossing the street. The video data also revealed a total of 144 vehicles during the peak hour from 3:00 to 4:00 PM. This is equivalent, on average, to one vehicle every 25 seconds during the peak hour of traffic, with fewer vehicles during all other times of the day. Aldrich Road is 30 feet wide, requiring less than 9 seconds for a pedestrian walking at a typical walking speed to cross the roadway. At this location, the number of gaps in traffic is sufficient to allow pedestrians to safely cross the street without the need for additional measures.

The average daily traffic volume on Aldrich Road is about 1,000 vehicles per day, with about 150 vehicles during the peak hour. Many cities with traffic calming programs will not consider streets that carry fewer than 1,000 vehicles per day, or fewer than 150 cut-through vehicles per hour.

The vehicle speeds, volumes and pedestrian data do not reveal a significant speeding problem. Accurately judging vehicle speeds is very difficult for the average person. The sound, size, and proximity of the vehicle often make them seem as if they are traveling faster than their actual speed. On a street such as Aldrich Road, with relatively low traffic volumes, each vehicle is more noticeable and the fastest ones are most memorable. The issue of vehicle speeds is more of a quality-of-life issue for the residents of the street, who would prefer that traffic move at a slower speed on their street. A roadway with the characteristics of Aldrich Road would be expected to have a speed limit of 25 or 30 mph, not the posted speed limit of 20 mph. The City's Complete Streets Design Guidelines categorize Aldrich Road as a Neighborhood Slow Street, with a target speed of 20 mph. However, the Complete Streets Design Guidelines are only guidelines and not a hard and fast rule. The design characteristics of the roadway align more closely with those of a Neighborhood Connector, which has a target speed of 30 mph.

Staff assessment of the roadway is that non-infrastructure, community-oriented traffic calming measures would be the more appropriate measures to be employed. These include the continued use of the speed feedback sign, possible removal of the double yellow center line on the straight portions of the roadway, targeted police enforcement, and neighborhood signs such as DRIVE AS IF YOUR CHILDREN LIVED HERE. The existing 20 MPH speed limit signs are undersized and on the left side of the road heading towards Islington Street. The City can replace these with larger signs on the right hand side of the road for better visibility and awareness of the posted speed limit.

One of the most effective measures that residents could implement, and one that could be done immediately, would be to park their vehicles along the street, outside of the designated parking cut-ins, to help break up the straight line of the travel lanes. Vehicles traveling on Aldrich Road would have to alter their path to get around the parked vehicles, sometimes having to yield to oncoming traffic, which would help to slow traffic. Signs could also be added instructing motorists to yield to oncoming traffic. This would match the configuration of parking that is currently in place on the section of Aldrich Road between Sewall Road and Islington Street. If this tactic was used, the City would monitor speeds again to determine its effectiveness. If successful, the parking areas could be permanently closed with curbing and additional greenspace added, when funding becomes available.

Installation of a speed hump or raised intersection at the Boss Avenue intersection has been suggested. However, based on research results provided by the Federal Highway Administration, these measures typically result in speeds of 25 to 27 mph for a speed hump, and 30 to 32 mph for a raised intersection, as they are intended for use on roadways with speeds in excess of 35 mph. The speeds on Aldrich Road are already in the range of 23 to 27 mph, so this type of treatment would not have a significant impact on average speed reduction, while causing maintenance and emergency vehicle response concerns.

VIII.A.1 Report back on Neighborhood Traffic Calming requests: Aldrich Road



# 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: November 29, 2018

SUBJECT: Report Back, Traffic Calming Program Request, Brackett Road

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Residents of Brackett Road have submitted an application to have their street included in the Neighborhood Traffic Calming Program. City staff has collected data on vehicle volumes and speeds, as well as pedestrian volumes. The final step consists of staff assessment of the data and roadway conditions. This memo summarizes the staff assessment and recommended level of traffic calming measures.

Vehicle speeds were measured on Brackett Road between Brackett Lane and Clough Drive over a 5-day period in September. Average speeds were recorded at 20-21 mph, with 85<sup>th</sup> percentile speeds of 23-24 mph. The legal speed limit on Brackett Road is 30 mph.

The video data revealed that there were no children walking on this portion of Brackett Road on their way to or from the Little Harbor School. Most students walk via Haven Road or the other end of Clough Drive.

Daily traffic volumes on Brackett Road are 550 vehicles on school days, and 150 vehicles on weekends. The surge of traffic during school drop-off and pick-up times is very noticeable due to the very low traffic volumes at all other times of the day and week. However, the vehicle speeds, volumes and pedestrian data do not reveal a speeding problem. The issue of vehicle speeds is more of a quality-of-life issue for the residents of the neighborhood, as they must walk in the street with traffic, where no sidewalks exist.

Staff assessment of the roadway is that traffic calming measures are not necessary along this section of Brackett Road.

# 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: November 29, 2018

SUBJECT: Report Back, Traffic Calming Program Request, Brackett Lane at South Street

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Residents using the Brackett Lane and South Street intersection have submitted an application to have South Street included in the Neighborhood Traffic Calming Program. City staff has collected data on vehicle volumes and speeds at the intersection. The final step consists of staff assessment of the data and roadway conditions. This memo summarizes the staff assessment and recommended level of traffic calming measures.

Vehicle speeds were measured on South Street at Brackett Lane over a 5-day period in September. Average speeds were recorded at 22-23 mph, with 85<sup>th</sup> percentile speeds of 25-26 mph. The posted speed limit on South Street is 20 mph.

Sight line measurements were also conducted at the intersection. The stopping sight distance was measured at 248 feet for vehicles approaching the intersection from the direction of Haven Road, sufficient for speeds of up to 35 mph on South Street. For vehicles exiting from Brackett Lane, their sight line is slightly less, at 214 feet, which is sufficient for speeds of up to 31 mph on South Street. Only 1.5 percent of the traffic on South Street is traveling at greater than 30 mph. Therefore, the sight lines exceed the minimum requirements for safety at the intersection. The vehicle speeds, volumes and pedestrian data do not reveal a speeding problem.

Staff assessment of the roadway is that traffic calming measures are not necessary along this section of South Street. However, the City will look to replace the old overhead flashing beacon at this location, with one that is larger and brighter. Intersection warning sign could also be added on the South Street approach to the intersection.

# 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: November 26, 2018

SUBJECT: Report Back, Crosswalk Request, State Street at Madison Street

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A resident of Madison Street requested a crosswalk across State Street to help families cross to Cater Park at the intersection of State Street and Columbia Street. City staff placed a traffic video recorder on State Street and collected data over a two day period in September 2018. The weather during the period was in the high 60s and partly cloudy, with no rain; very good walking weather.

The video data revealed a total of 34 pedestrians crossed State Street at this location over the two day period. The peak hour of pedestrian crossings was 5:45 to 6:45 PM on Wednesday evening, with a total of 5 people. A review of the video showed that these were primarily people walking dogs. The video data also revealed a total of 238 vehicles during the peak hour from 5:00 to 6:00 PM. This is equivalent, on average, to one vehicle every 15 seconds during the peak hour of traffic, with fewer vehicles during all other times of the day. State Street is 34 feet wide in this area, requiring 10 seconds for a pedestrian walking at a typical walking speed to cross the roadway. At this location, the number of gaps in traffic is sufficient to allow pedestrians to safely cross the street without the need for additional measures.

Crosswalks are typically only recommended when at least 20 pedestrians are crossing during the peak hour. At this location, a peak volume of only 5 pedestrians were observed. A crosswalk would also require the construction of curb ramps at each end, and driveways are not allowed to be used as curb ramps. Driveways exist at each intersection with State Street, which would preclude a crosswalk at either intersection. A crosswalk would have to be located mid-block, which is not the safest location, and this would also result in the loss of at least two parking spaces on State Street. The City's Bicycle and Pedestrian Plan does not call for a crosswalk at this location. For these reasons, City staff does not recommend the installation of a crosswalk at this location. Crosswalks should not be installed indiscriminately, as they lose their effectiveness as a traffic control and safety device when drivers rarely see them being used.



## PTS OPEN ACTION ITEMS

PTS Meeting Date	Action Item	Vote	Next Step / Report Back Date
11/1/2018	Aldrich Road Traffic Calming Program update.	Staff to report back.	12/06/2018 Meeting
11/1/2018	Request to close leg of Edward Street at Junkins Avenue.	VOTED to direct staff to contact neighbor and report back at the December 2018 meeting.	12/06/2018 Meeting
11/1/2018	Request to remove 10 metered parking spaces on Deer Street between Bridge Street and Maplewood Avenue, to accommodate anticipated traffic from new Foundry Place parking garage.	VOTED to table request to allow time for staff to observe traffic operations along Deer Street after the opening of the garage.	Tabled until new parking garage is operational
9/6/2018	Request to install curbing and trees along Madison Street near the intersection with Austin Street, by Lee Frank and others.	VOTED to have staff collect data, evaluate and report back on parking and traffic on Madison Street. VOTED to have staff collect data, evaluate and report back on a pedestrian crosswalk across State Street at Madison Street.	Future Meeting
6/7/2018 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	6/7/18 - VOTED to make no change at this time and revisit after hotel construction is complete. 5/3/18 - VOTED to refer to staff for report back at the next meeting, if possible.	Revisit after hotel construction is complete
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
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

**Foundry Garage Financial Performance-November 1-28, 2018****Paid Monthly Contracts**

<b>Total</b>	<b>Resident</b>
<b>186</b>	<b>41%</b>
	<b>Non-Resident</b>
	<b>59%</b>

**Transient Collections**

<b>Nov 1-28 (excludes Thanksgiving Day)</b>	
<b>Totals to Date</b>	<b>4,286.00</b>
<b>Weekdays</b>	<b>2,430.00</b>
<b>Weekday Avg</b>	<b>121.50</b>
<b>Weekends</b>	<b>1,856.00</b>
<b>Weekend Avg</b>	<b>232.00</b>

<b>Avg. Length of Stay</b>	<b>5.88 hours</b>
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**Holiday Event Figures**

<b>Halloween Parade</b>	<b>520</b>
<b>Holiday Parade</b>	<b>Not Yet Available</b>