

**NOTICE AND AGENDA  
SPECIAL MEETING OF THE  
PARKING and TRAFFIC SAFETY COMMITTEE  
JULY 19, 2021, 3:00pm**

CITY HALL  
CONFERENCE ROOM A  
1 JUNKINS AVENUE  
PORTSMOUTH, NH 03801

*Members of the public also have the option to join the meeting over Zoom  
(See below for more details)\**

**AGENDA**

**I. CALL TO ORDER**

**II. ATTENDANCE**

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

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

**IV. NEW BUSINESS**

(No public comment during Committee discussion without Committee approval)

**A. Review of Islington Creek Neighborhood Parking Program Summary.**

**Sample Motion:** Move to adopt the Islington Creek Neighborhood Parking Program Summary as a temporary Parking regulation

**V. ADJOURNMENT**

*\*Members of the public also have the option to join the meeting over Zoom. A unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser:*

[https://zoom.us/webinar/register/WN\\_41Uqt34\\_SpeN92WrAyyCZg](https://zoom.us/webinar/register/WN_41Uqt34_SpeN92WrAyyCZg)

# ISLINGTON CREEK NEIGHBORHOOD PARKING PROGRAM SUMMARY

## I. Background:

The residents of the Islington Creek Neighborhood (ICN) have requested that the City create a pilot neighborhood parking program (NPP) to address their concerns regarding insufficient on-street parking. The ICN formally requested an NPP in 2019, which was not adopted by the City. The ICN renewed its request for an NPP in 2020, and the City's consideration of that request was delayed due to COVID-19. Once COVID restrictions lifted, the City scheduled two public input meetings on April 14, 2021 and June 10, 2021. This summary endeavors to define the scope of the program which reflects the public input received from the ICN and the general public during these meetings. This summary will be presented to the Parking and Traffic Safety Committee at a special meeting to be held July 19, 2021 as a temporary parking restriction and if adopted, will go to the City Council for approval at its August 2, 2021 meeting.

## II. Islington Creek Neighborhood Parking Zone:

### A. Description of Islington Creek Neighborhood Parking Zone (ICNPZ):

An Islington Creek Neighborhood Parking Zone (ICNPZ) will be created to implement the pilot NPP. The following streets or portions of streets listed below and depicted on the map attached as Exhibit A are within the ICNPZ:

**McDonough** from Dover to Brewster, **Sudbury**, **Hanover** from Brewster to Bridge Street, **Tanner** from Islington to Hill, **Autumn**, **Tanner Court**, **Parker**, **Pearl**, **Rock**, **Brewster**, **Langdon**, **Cornwall**, **Rockingham**, **Cabot**, **Salem**, **Dover** and **Islington Street** (*North Side Only*)

### B. Free Parking in the ICNPZ:

#### 1. Participants:

The City will issue NPP permits and passes to eligible participants (Participants). Eligibility criteria for Participants and permit and pass descriptions are defined below in Section IV. NPP permits and passes will entitle Participants to free on-street parking in the ICNPZ only if on-street parking spaces are available. Participants are not guaranteed an on-street parking space. The NPP is voluntary and fees will not be charged for permits or passes during the pilot unless assessed by the City Council.

#### 2. Non-Participants:

Members of the public not participating in the NPP are permitted two hours of free on-street parking in the ICNPZ.

### C. Parking Enforcement in the ICNPZ:

Parking enforcement hours in the ICNPZ are 9:00 a.m. through 8:00 p.m., seven days a week. A vehicle parked beyond the legal time limit in the ICNPZ shall be considered unlawfully parked and violators shall be subject to the penalties and enforcement provisions set forth in Chapter 7

of the City Ordinances. All vehicles, including those of Participants, parked in the ICNPZ must comply with all parking restrictions and regulations set forth in Chapter 7 of the City Ordinances as well as all applicable state statutes that regulate parking.

**III. Term:** The pilot NPP will run for six (6) months, from August 4, 2021 through February 4, 2022.

**IV. Permits and Passes for Eligible Participants:** The application process for permits and passes, and criteria and requirements for proof of residency, will be established and administered through the Parking Division of the City's Department of Public Works. Permits and passes will be issued to eligible Participants as defined below.

A. Residential dwelling unit (ICNPZ Household)

Permits and passes will be issued per residential dwelling unit located on any street in the ICNPZ (ICNPZ Household). Each Household is eligible for up to three (3) non-transferable permit stickers, one sticker per registered vehicle, and one (1) transferable guest pass. ICNPZ Households are also eligible for up to four (4) single-day event visitor permits for 24 hours free parking per calendar month.

B. ICNPZ Business

Permits and passes will be issued to a business located on any street in the ICNPZ (ICNPZ Business). Each ICNPZ Business is eligible for up to three (3) non-transferable permit stickers, one sticker per registered vehicle, and one (1) transferable guest pass. Each ICNPZ Business is eligible for four (4) single-day event visitor permits for 24 hours free parking per calendar month.

C. Residential dwelling units outside the ICNPZ (Non ICNPZ Household)

One (1) non-transferable permit sticker may be issued per residential dwelling unit located within Portsmouth City limits, but outside the ICNPZ (Non ICNPZ Household).

**V. Evaluation and Modification of pilot NPP:**

The City will collect and maintain data on the pilot NPP, including but not limited to occupancy figures, cost of City administration, and number and type of parking violations issued in the ICNPZ. The City will create a means for soliciting feedback from Participants and the general public during the pilot term. The City Manager shall have the authority to make temporary changes to the pilot NPP during its term. These changes will be presented to the Parking and Traffic Safety Committee and to the City Council through the Parking and Traffic Safety Committee's meeting minutes. Prior to the expiration of the term, the City, ICN and the general public will evaluate the program. The form and forum for the evaluation of the NPP will be determined by the City, with input from the ICN and presented to the City Council for its determination as to whether the NPP will continue beyond the pilot program and be codified through the adoption of a City ordinance.

# Islington Creek NPP – Proposed Streets

