

PARKING and TRAFFIC SAFETY COMMITTEE
PORTSMOUTH, NEW HAMPSHIRE

CITY HALL CONFERENCE ROOM A
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

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

9:00 AM

September 3, 2026

AGENDA

1. CALL TO ORDER

2. ATTENDANCE

3. FINANCIAL REPORT

4. PUBLIC COMMENT (15 MINUTES)

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

5. PRESENTATIONS

6. NEW BUSINESS

- A.** Portwalk Place, request to renew annual valet parking license agreement for Portwalk HI LLC, by business owner. **Sample Motion: Move to approve renewal of annual valet license agreement for Portwalk HI LLC.**
- B.** Portwalk Place, request to renew annual valet parking license agreement for Parade Residence Hotel LLC, by business owner. **Sample Motion: Move to approve renewal of annual valet license agreement for Parade Residence Hotel LLC.**
- C.** Dearborn Street, request for handicap parking space at 30 Dearborn Street, by resident. **Sample Motion: Move to approve designation of handicap parking space.**
- D.** Daniel Street, request for handicap parking space at Penhallow Street, by resident. **Sample Motion: Move to approve designation of handicap parking space as presented.**

7. OLD BUSINESS

- A.** Marcy Street, request to modify No Parking area between New Castle Avenue and Walden Street, by residents. **Sample Motion: Move to place on file.**
- B.** State Street, crosswalk at African Burial Ground, request for evaluation of additional enhancements, by Committee member. **Sample Motion: Move to place on file.**
- C.** Richards Avenue at Rockland Street, request to address stop sign noncompliance, by resident. **Sample Motion: Move to approve installation of NO PARKING HERE TO CORNER signs on Richards Avenue in compliance with current City and State ordinances.**

- D. Cass Street, request for traffic calming at Chevrolet Avenue intersection, by residents.
Sample Motion: Move to approve expansion of no parking area on south side of Cass Street at Chevrolet Avenue by 20 feet on each side of intersection.

8. INFORMATIONAL

- A. Police monthly collision report
- B. Traffic calming request – South Street
- C. Complete Streets report back status
- D. Fleet Street one-way traffic with counterflow bike lane status
- E. Daniel Street, parking configuration near Market Sq.
- F. Middle Street paving update
- G. Congress Street construction restarting
- H. Sudbury Street RAPP inclusion response

9. MISCELLANEOUS

10. 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://us06web.zoom.us/webinar/register/WN_jQaoV7ttQaW5Tjvgz6gO5g

After registering, you will receive a confirmation email containing information about joining the webinar.

City of Portsmouth

Parking Related Revenues

Unaudited

Percentage of Fiscal Year Complete 8.00%

Preliminary
Totals Thru
July 31, 2026

	JULY	Total	Budgeted	% of Budget
FY27				
Parking Meter Fees	509,571.90	509,571.90	5,341,357.00	10%
Meter Space Revenue	13,465.00	13,465.00	160,000.00	8%
Meter In Vehicle	0.00	0.00	0.00	0%
EV Charging Stations	2,170.12	2,170.12	36,000.00	6%
Parking-Area Service Agreements	398.00	398.00	12,140.00	3%
High Hanover Transient	364,318.36	364,318.36	3,541,190.00	10%
High Hanover Passes	103,074.16	103,074.16	1,438,800.00	7%
Foundry Place Transient	114,591.51	114,591.51	1,383,170.00	8%
Foundry Place Passes	75,874.16	75,874.16	921,600.00	8%
Parking Sign Permit	0.00	0.00	0.00	0%
HH Pass Reinstatement	0.00	0.00	750.00	0%
Foundry Pass Reinstatement	25.00	25.00	750.00	3%
Parking Violations	117,670.00	117,670.00	1,380,000.00	9%
Immobilization Administration Fee	1,800.00	1,800.00	6,000.00	30%
Summons Admin Fee	-	-	-	
Total FY 27	1,302,958.21	1,302,958.21	14,221,757.00	9%

BUDGETED

11,721,757

2,500,000

14,221,757

82% Transfer to Parking Fund

18% Funds Remaining in General Fund

Total Parking Revenue

LICENSE AGREEMENT FOR LAZ PARKING LIMITED, LLC

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 Revocable License to LAZ Parking Limited, LLC, One Financial Plaza, 14th Floor, Hartford CT, 06103 (hereinafter Licensee) pursuant to the following terms and conditions:

1. **Area of License**: The City authorizes the Licensee to use the 3 designated spaces as depicted in Exhibit 2 for Valet Parking services on Portwalk Place a private street (hereinafter "Licensed Area"). The Licensed Area is the property of Portwalk HI LLC ("the Owner ") and is associated with the Hampton Inn & Suites.
2. **Use**: Licensee may make use of the Licensed Area for the purpose of providing valet parking services. Such activities are subject to the following conditions:
 - The hours of operation for valet parking services are 24 hours per day, seven days per week.
 - Licensee may not store parked vehicles on metered spaces on Portwalk Place, in municipal spaces (metered, garage, or otherwise) other than in municipal spaces that the City may designate and identify in writing, which shall be incorporated and made part of this Agreement. Licensee may not stack cars on Portwalk Place.
 - This 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.
 - This License is exclusive and is for the benefit of the Owner of the Licensed Area.
3. **Signage**:
 - For the parking spaces designated in the Licensed Area, the owner is responsible for installing poles with signs that relay the use as described in paragraph 2. The City will determine the placement of sign poles and will have final approval over the size and content of signs.
 - This License Agreement also authorizes Licensee's use of

one A-frame sign to identify those spaces identified by the City in this Agreement. Licensee shall coordinate the precise location of this signage with representatives of the City to ensure that pedestrian access and safety is maintained. Licensee will remove the sign if the Valet Service is not in operation.

4. **Term**: This License shall commence upon execution of this Agreement and continue for one (1) year. The License may be renewed upon the approval of the City's Parking and Traffic Safety Committee and the City Council and payment of the annual fee.
5. **Payment Terms**: Licensee has tendered and the City has accepted \$1,500.00 as the annual permit fee for the Valet Parking Spaces in the Licensed Area.
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 commercial general liability insurance covering its operation under this License in an amount not less than \$1,000,000 per occurrence. In addition, Licensee maintains direct primary Garage Keepers / Bailee insurance in an amount of not less than \$300,000 per occurrence. Such insurance shall name the City of Portsmouth as an Additional Insured. Certificates indicating the existence of this insurance 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 a neat and orderly fashion during Licensee's hours of use. The Licensee shall take such measures as may be necessary to maintain pedestrian and vehicle safety during the use of the Licensed Area 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 Owners 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 or the owner may terminate this Agreement or any provision contained in this Agreement on 72 hours written notice if the public interest or the Owner's private interest requires such termination, in which case the City shall return all fees paid by Licensee on a pro-rata basis. This Agreement may be revoked or suspended immediately without notice by the City or the Owner for cause, e.g. violation of the terms of this License in which case, all fees paid by the Licensee shall remain the property of the City.

CITY OF PORTSMOUTH

Dated: _____

By: _____
Karen S. Conard, City Manager

Pursuant to vote of the City Council on
_____.

LAZ PARKING LIMITED, LLC

Dated: _____

By: _____
Print Name: _____
Print Title: _____

PREVIOUS APPROVALS

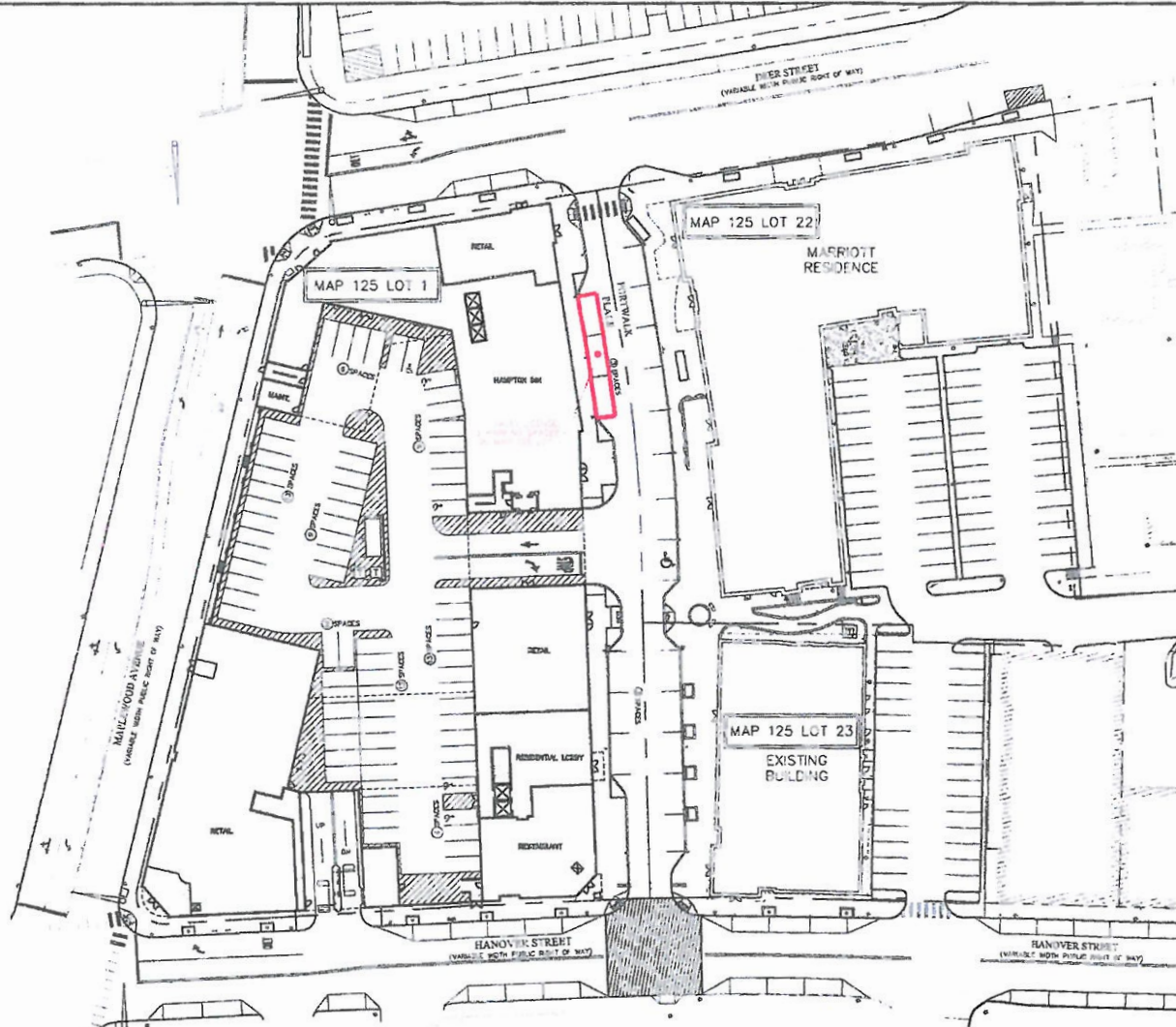
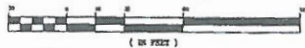
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14. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE PLAN APPLICATION FOR PROPERTY LOCATED AT 195 HANOVER STREET (PORTWALK 3)" DATED: SEPTEMBER 26, 2012

LICENSE LEGEND

- VALET LICENSE:
- 3 PARKING SPACES
- ON MAP 125 LOT 1



GRAPHIC SCALE



MAP 125 LOT 1 - VALET PARKING LICENSE EXHIBIT

PARKING SPACE LICENSE AND SIDEWALK LICENSE EXHIBIT
 Portwalk Lot 3
 Map 125 Lot 1
 195 Hanover Street
 Portsmouth, New Hampshire

Tighe & Bond
 (Professional Engineers)
 177 CORPORATE DRIVE
 PORTSMOUTH, NEW HAMPSHIRE 03801
 (603) 433-8816

EX-2

DATE: SEPTEMBER 4, 2013
 SCALE: AS SHOWN
 DRAWN BY: PAC
 CHECKED BY: CAL
 APPROVED BY: GJM
 PROJECT NO.: 125-01
 FILE NO.: 125-01-01-01-01-01-01

NO.	REVISION	DATE

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2. **Use:** Licensee may make use of the Licensed Area for the purpose of providing valet parking services. Such activities are subject to the following conditions:
 - The hours of operation for valet parking services are 24 hours per day, seven days per week.
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CITY OF PORTSMOUTH

Dated: _____

By: _____
Karen S. Conard, City Manager

Pursuant to vote of the City Council on
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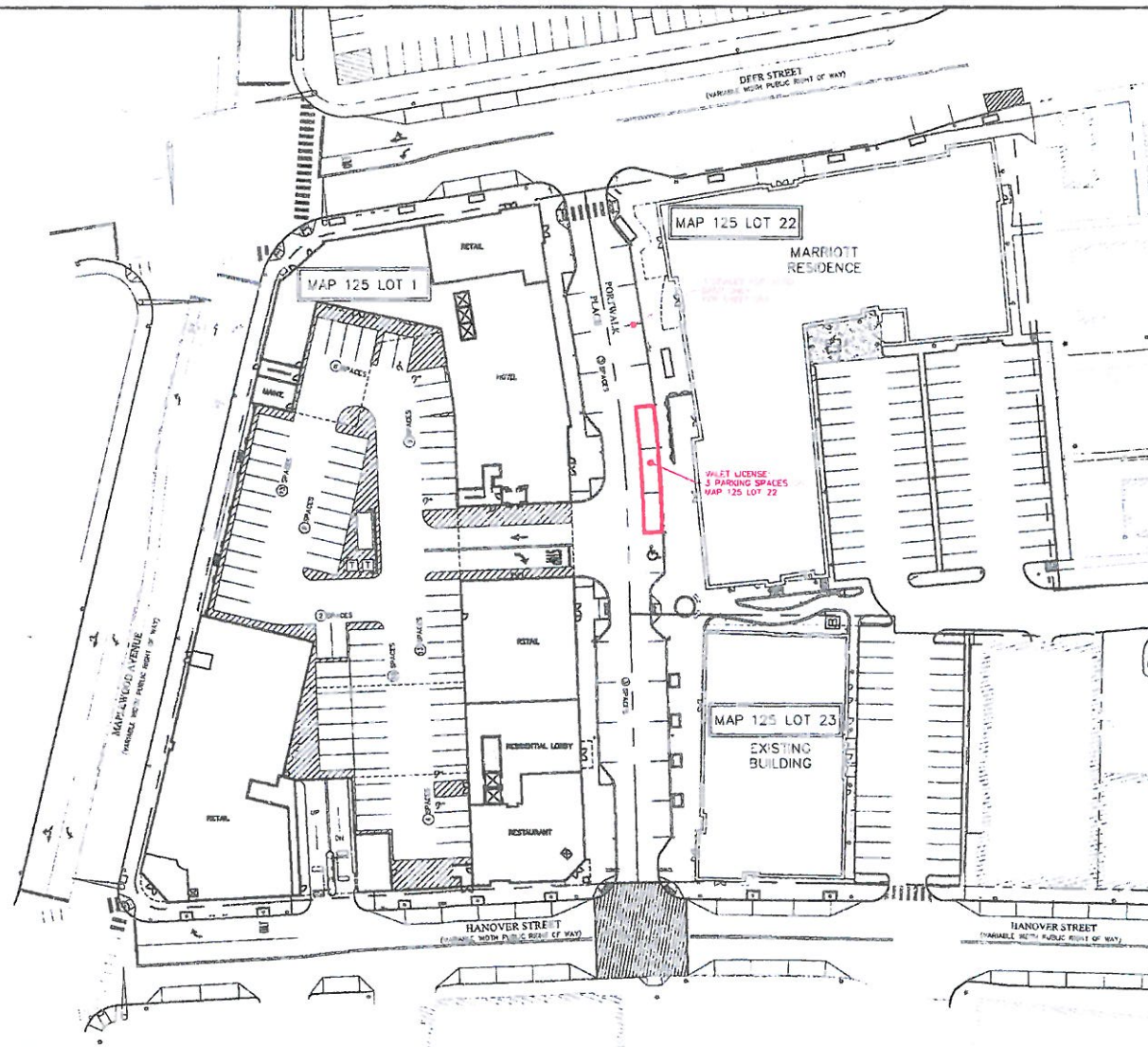
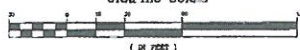
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LICENSE LEGEND

- VALET LICENSE
- 3 PARKING SPACES
- MAP 125 LOT 22

GRAPHIC SCALE



MAP 125 LOT 22 - VALET PARKING LICENSE EXHIBIT

PARKING SPACE LICENSE AND
SIDEWALK LICENSE EXHIBIT
Portwalk Lot 3
Map 125 Lot 1
195 Hanover Street
Portsmouth, New Hampshire

Highe & Bond
Consulting Engineers
Environmental Specialists
177 CORPORATE DRIVE
PORTSMOUTH, NEW HAMPSHIRE 03801
(603) 433-8018

EX-1

DATE	SCALE	DESIGNED BY	DRAWN BY	APPROVED BY	PROJECT NO.	FILE NO.	REVISION	DATE
SEPTEMBER 8, 2013	AS SHOWN	PAC	CHL	322DC				

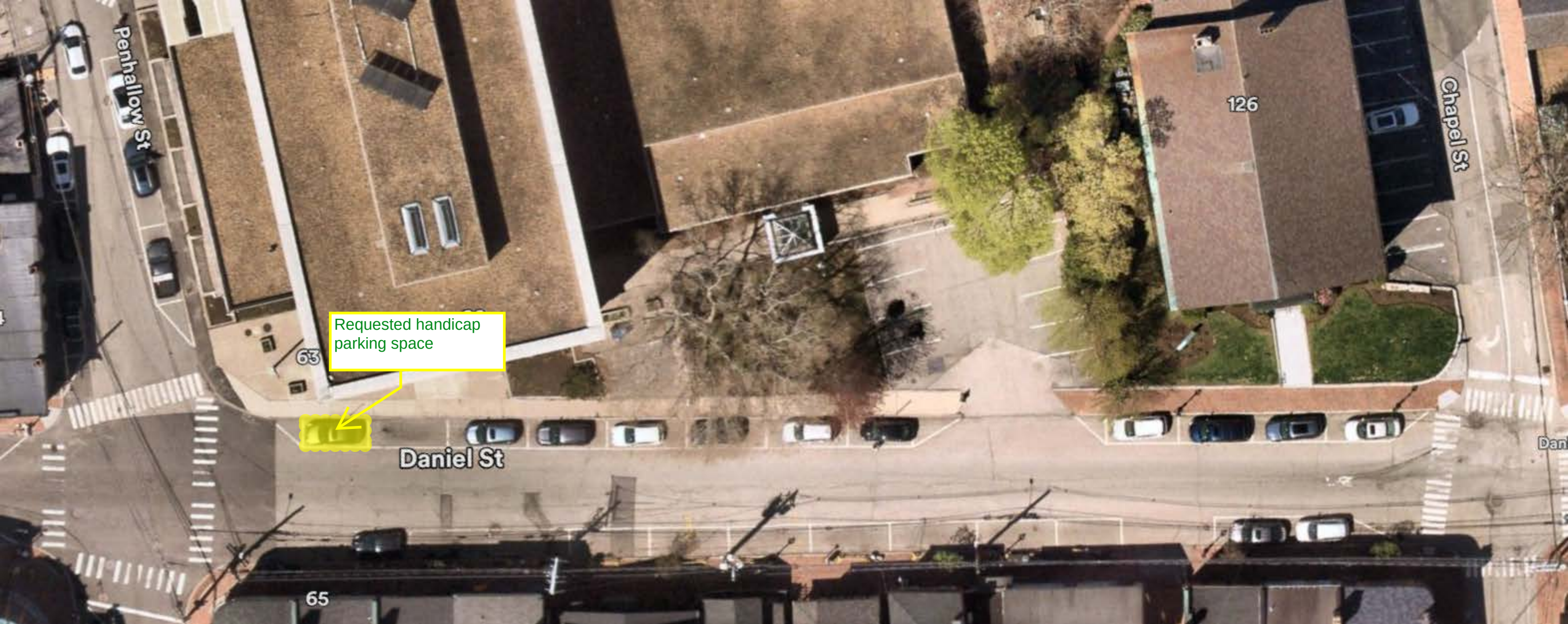


Parking spaces to be repainted. Were not repainted after recent paving.

Requested Handicap parking space

Dearborn St

31



Requested handicap
parking space



Daniel St

Penhallow St

Chapel St

126

63

65







161

Rockland St

215

247

247

162

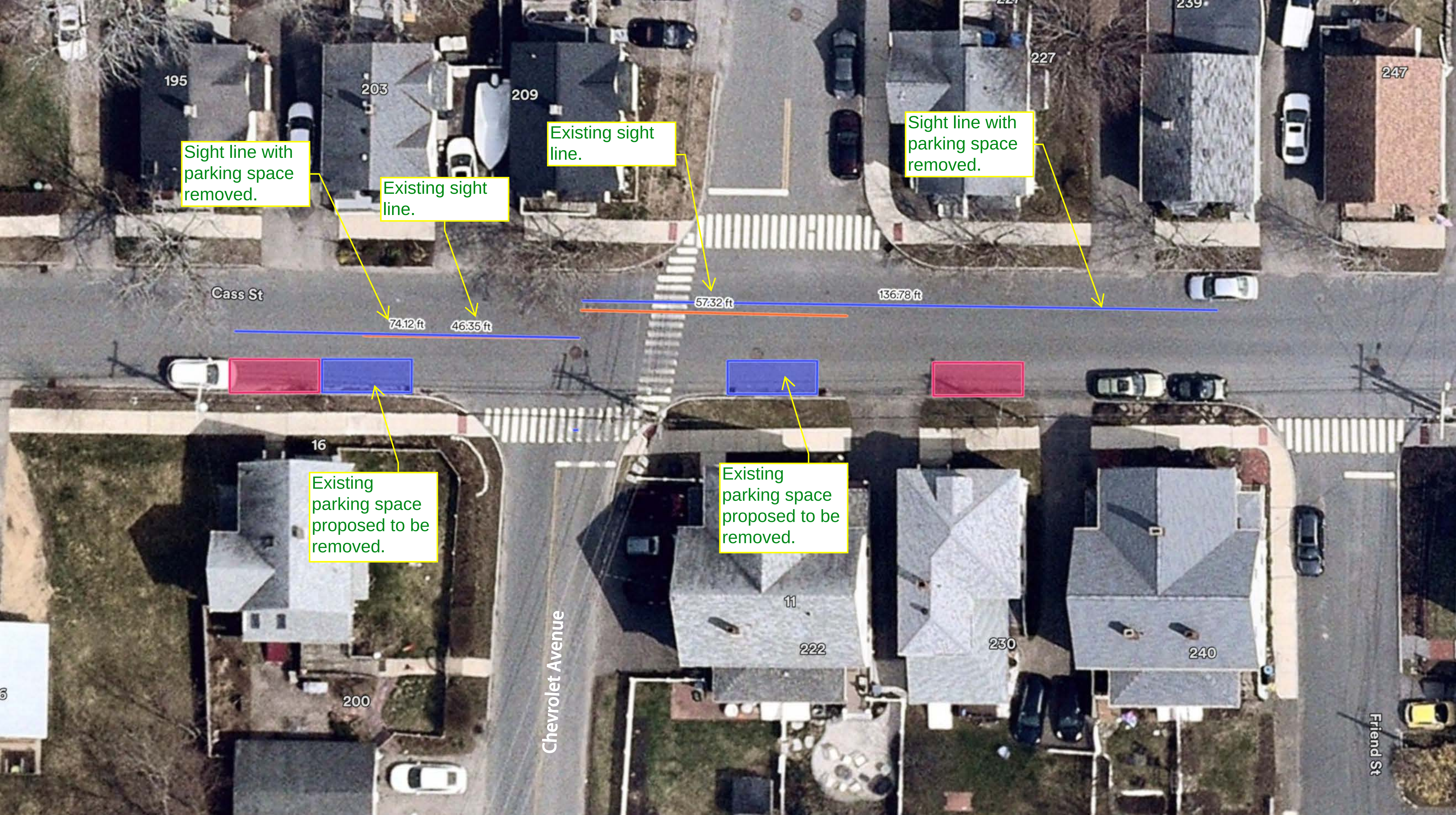
257

Richards Ave

205

204

206



Sight line with parking space removed.

Existing sight line.

Existing sight line.

Sight line with parking space removed.

Existing parking space proposed to be removed.

Existing parking space proposed to be removed.

Cass St

Chevrolet Avenue

Friend St

195

203

209

227

247

16

200

11

222

230

240

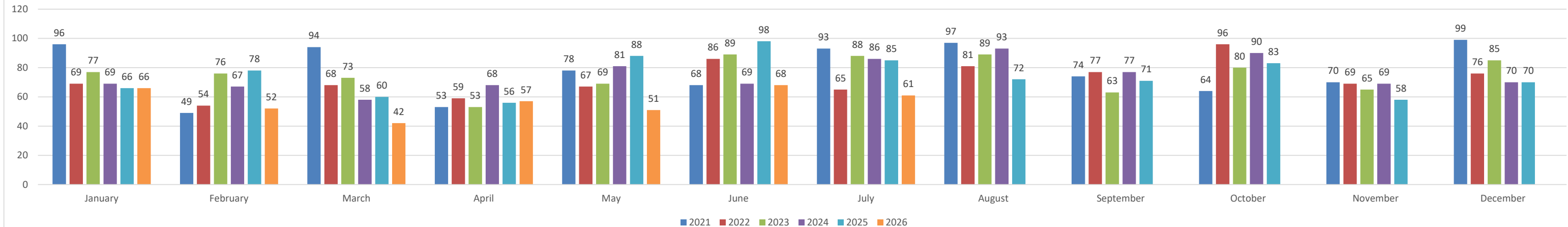
57.32 ft

136.78 ft

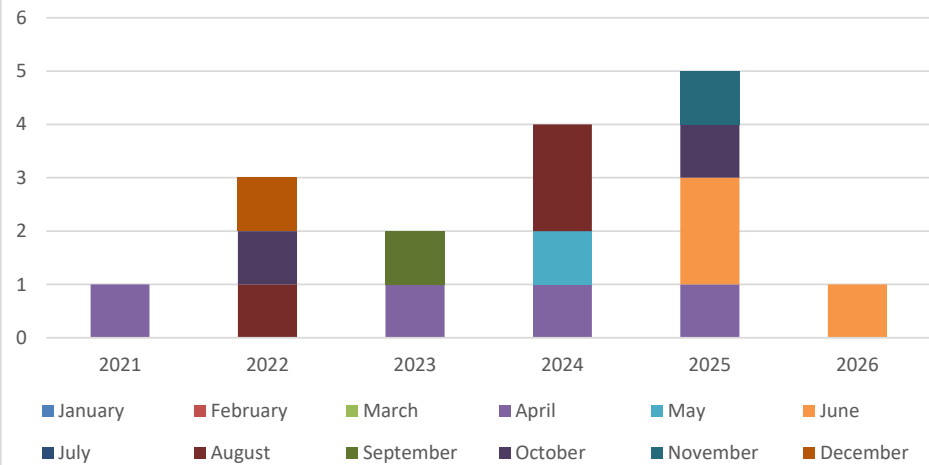
74.12 ft

46.35 ft

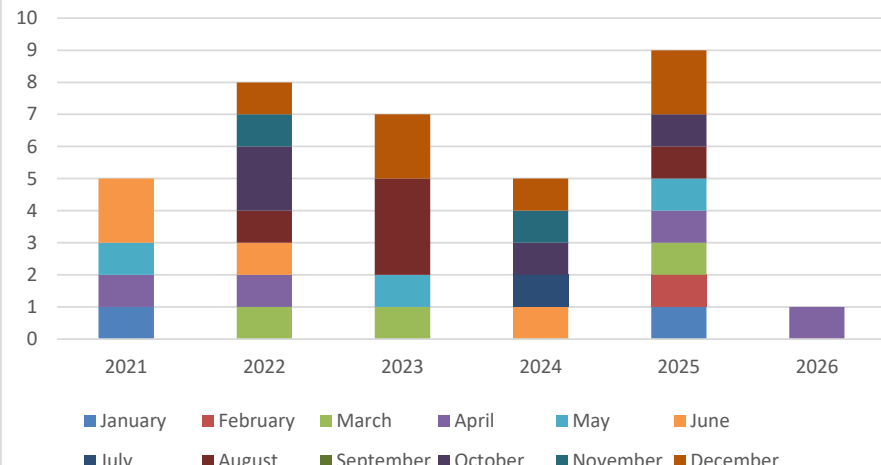
Reportable Collisions: July 2026: 37



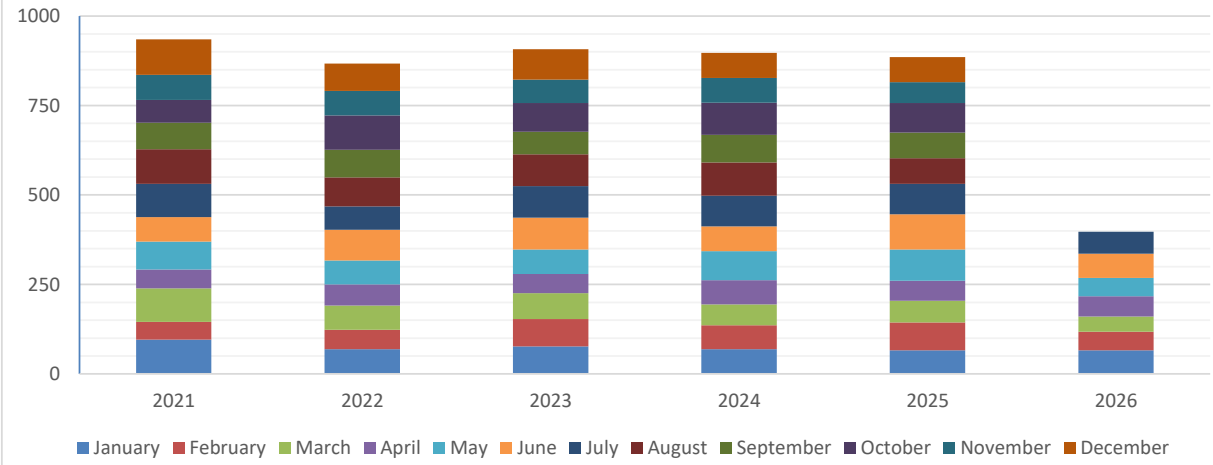
Bicycle Collisions by Year

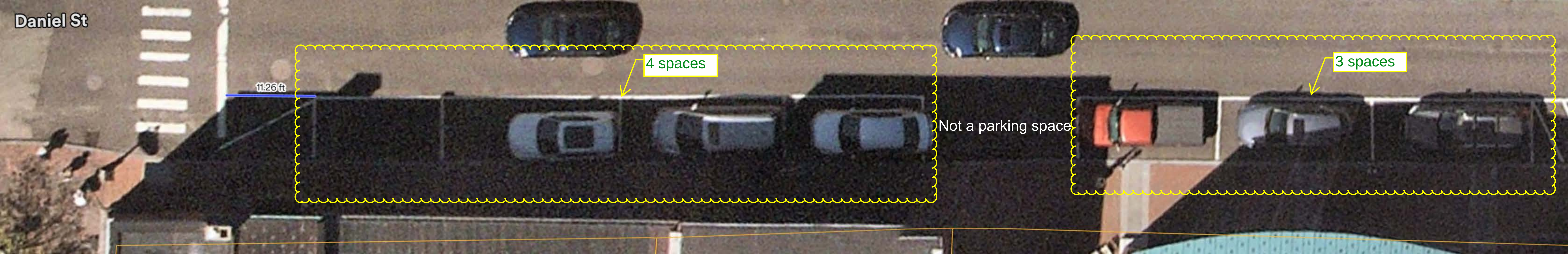
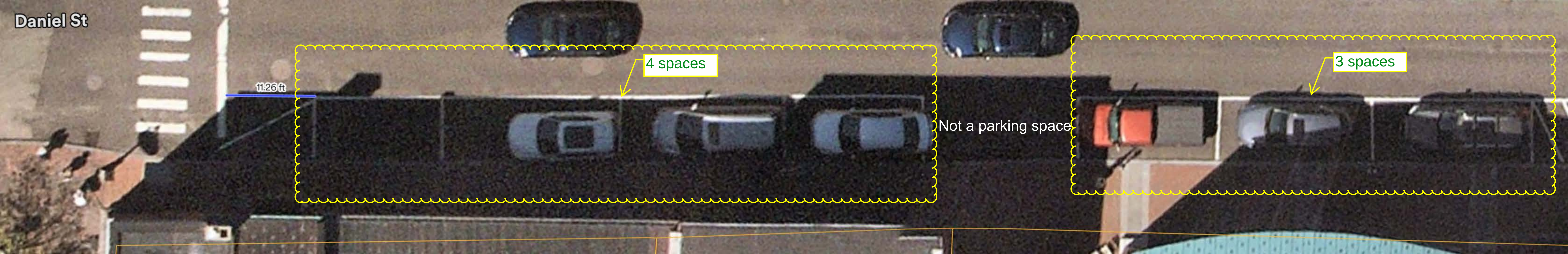


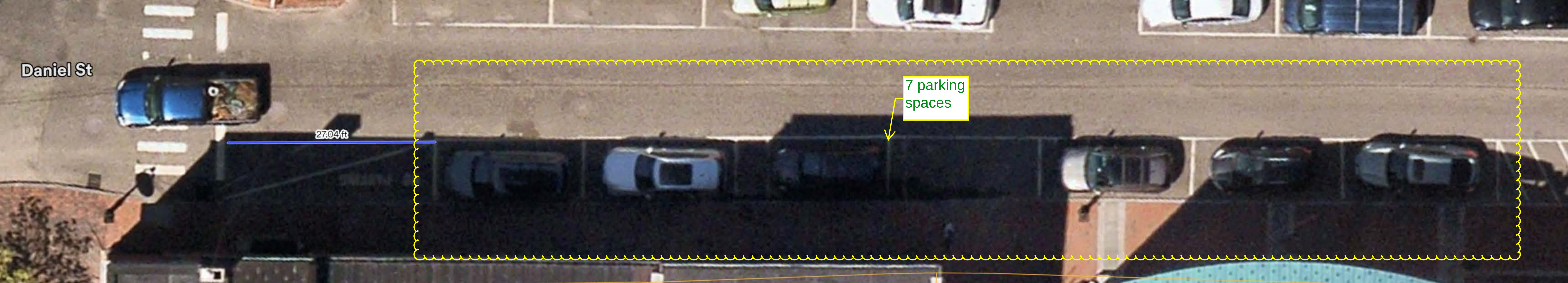
Pedestrian Collisions by Year



Vehicle Collisions by Year







Daniel St

27.04ft

7 parking spaces