

AMENDED AGENDA

PARKING and TRAFFIC SAFETY COMMITTEE

8:00 A.M. – June 6, 2019

City Hall – Conference Room A

ON-SITE COMMITTEE: Please meet on Wednesday, June 5th at 8:00 a.m. in the upper parking lot at City Hall, 1 Junkins Avenue, to view the following locations:

- 179 Concord Way
 - 111 Maplewood Avenue
 - Dutton Avenue at Memorial Bridge lot
 - Middle Street at Aldrich Road
 - 25 Maplewood Avenue
-

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

No presentation

VII. NEW BUSINESS

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

- A. Request for handicap parking space in front of 179 Concord Way, by Joe Wenhold. **Sample Motion: Move to approve handicap parking space in front of 179 Concord Way.**
- B. Request for loading zone on Vaughan Street for 111 Maplewood Avenue building, by the project applicant. **Sample Motion: Move to approve loading zone on south side of Vaughan Street at the corner of Raynes Avenue, with hours of 6 a.m. to 9 a.m.**
- C. Request for 15-minute parking spaces on Hanover Street and the Vaughan Mall lot, by Provident Bank. **Sample Motions: Move to approve two 15-minute parking spaces on Hanover Street in front of 25 Maplewood Avenue. Move to approve three 15-minute spaces in Vaughan Mall parking lot behind 25 Maplewood Avenue.**
- D. Time limit for previously approved parking meters on Raynes Avenue and Vaughan Street. **Sample Motion: Move to approve 3-hour time limit for parking meters on Raynes Avenue and Vaughan Street.**

- E. Install parking meters for all unmetered parking spaces on Maplewood Avenue between Raynes Avenue and Vaughan Street. **Sample Motions: Move to remove the 15-minute time limit on the two spaces on the easterly side of Maplewood Avenue, commencing 140 feet northerly from Vaughan Street. Move to approve metering of all parking spaces on Maplewood Avenue between Raynes Avenue and Vaughan Street. Move to approve 3-hour time limit for new metered spaces on Maplewood Avenue between Raynes Avenue and Vaughan Street.**
- F. Request for pedestrian activated Rectangular Rapid Flashing Beacon (RRFB) on Dutton Avenue near Memorial Bridge parking lot, by Brian Birner.
Sample Motion: Move to approve installation of RRFB on Dutton Avenue at Memorial Bridge parking lot.
- G. Prohibit parking for 50 feet on west side of Middle Street north of Aldrich Road.
Sample Motion: Move to prohibit parking for a distance of 50 feet on west side of Middle Street beginning at the intersection with Aldrich Road, and running northerly.
- H. Motorcycle parking in Market Square, by Parking Director Ben Fletcher.

VIII. OLD BUSINESS

- A. Report back, proposed lane use changes at Congress Street and Fleet Street, and Pleasant Street at Market Square.
- B. Middle School traffic pattern update.

IX. INFORMATIONAL

- A. High School traffic study update.
- B. Parking and Traffic Safety Committee authority and jurisdiction, per City Ordinances.
- C. PTS Open Action Items.

X. MISCELLANEOUS

- A. July meeting (postpone or cancel)

XI. ADJOURNMENT

Unaudited

Percentage of Fiscal Year Complete
83.33%

Preliminary
Totals Thru
April 30, 2019

	Total	Budgeted	% of Budget
FY 19			
Parking Meter Fees	2,715,570.87	3,200,000.00	85%
Meter Space Rental	99,965.00	90,000.00	111%
Meter In Vehicle	111,326.00	110,000.00	101%
High Hanover Transient	1,921,333.57	2,400,000.00	80%
High HanoverPasses	1,302,690.00	1,645,500.00	79%
Foundry Place Transient	44,781.77	337,500.00	13%
Foundry Place Passes	138,730.00	126,700.00	109%
HH Pass Reinstatement	3,800.00	2,500.00	152%
Vaughan St Parking Facility	0.00	-	0%
Foundry Pass Reinstatement	1,665.00	-	0%
Parking Violations	617,055.55	727,742.00	85%
Immobilization Administration Fee	7,350.00	15,000.00	49%
Summons Admin Fee	225.00	3,000.00	8%
Total FY 19	6,964,492.76	8,657,942.00	80%

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

From: [Joe W](#)
To: [Eric B. Eby](#)
Subject: Handicap spot designation
Date: Monday, May 20, 2019 3:02:08 PM

Hello Eric,

I would like to request a handicap spot designation for my mother's street parking at 179 concord way. She has some mobility issues and it would be a great help if the spot in front of her house was reserved for her. Are there any forms or anything I need to complete for this request?

Thank you,

Joe Wenhold

From: [Joe W](#)
To: [Eric B. Eby](#)
Subject: Re: Handicap spot designation
Date: Tuesday, May 21, 2019 9:04:47 PM
Attachments: [image1.jpeg](#)
[ATT00001.txt](#)

Hi Eric,

Thank you for your help. Here is a photo of their car's plates.
She understands that it would not be reserved specifically for her. But the parking traffic at her house is pretty light so it will probably not be an issue.

Thanks again,
Joe Wenhold
503-997-3915

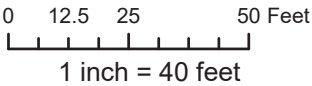
The last email I sent had my phone number wrong in the signature the one here is correct.





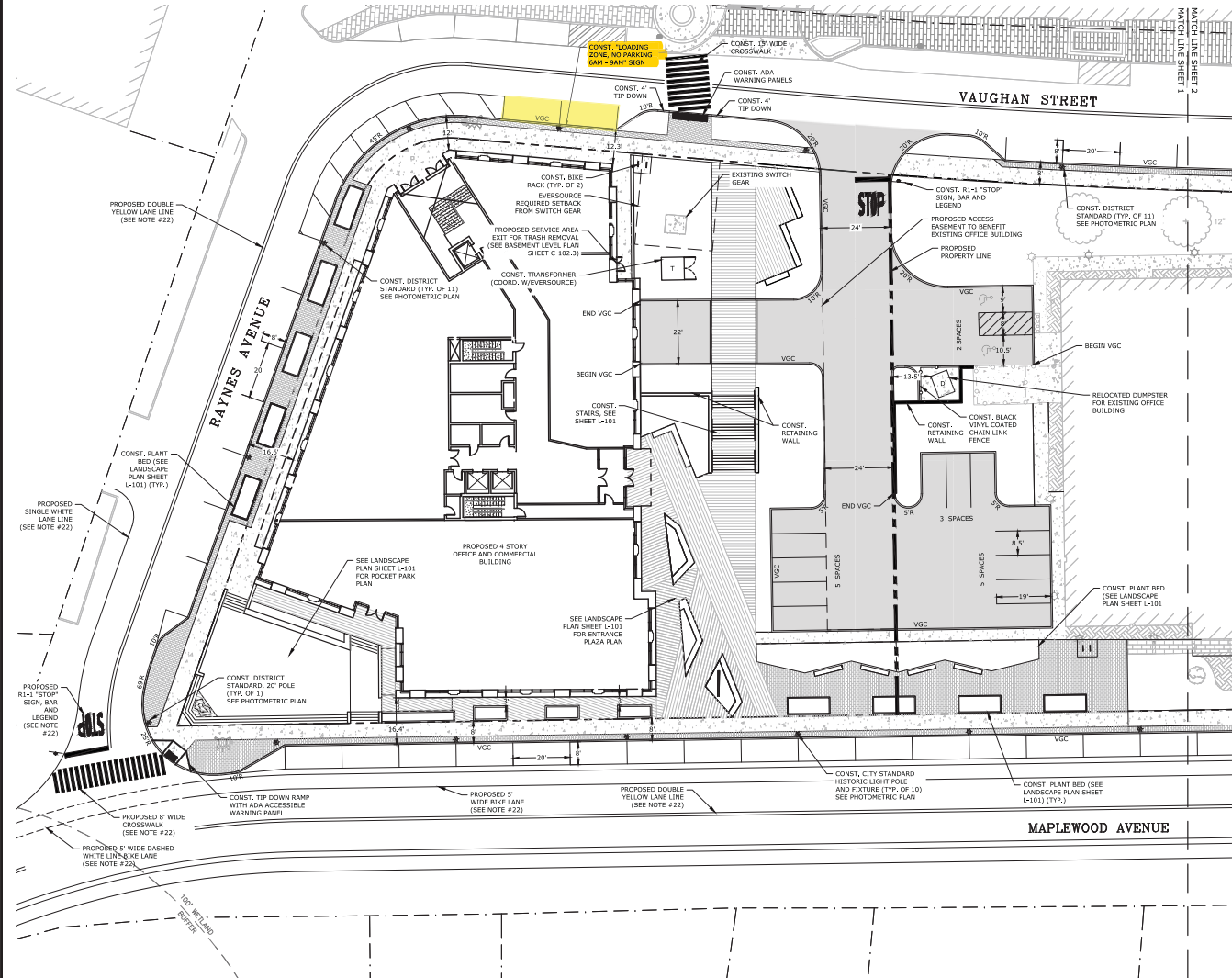
VII.A. Request for handicap parking space in front of 179 Concord Way

Map prepared by Portsmouth Department of Public Works



VII.B. Request for loading zone on Vaughan Street for 111 Maplewood Avenue building

Tight & Bond
Engineers | Environmental Specialists



LEGEND

- PROPERTY LINE
- PROPOSED PROPERTY LINE
- PROPOSED EDGE OF PAVEMENT
- PROPOSED CURB
- PROPOSED BUILDING
- PROPOSED PAVEMENT SECTION
- PROPOSED CONCRETE SIDEWALK
- PROPOSED BRICK SIDEWALK
- PROPOSED BOLLARD
- PROPOSED TYPICAL BUILDING
- COORDINATE
- PROPOSED CURB RADIUS
- PROPOSED VERTICAL GRANITE CURB
- PROPOSED SLOPED GRANITE CURB

SITE NOTES

1. STRIPE PARKING AREAS AS SHOWN, INCLUDING PARKING SPACES, STOP BARS, ADA SYMBOLS, PAINTED ISLANDS, CROSS WALKS, ARROWS, LEGENDS AND CENTERLINES SHALL BE THERMOPLASTIC MATERIAL. THERMOPLASTIC MATERIAL SHALL MEET THE REQUIREMENTS OF ASHTO M248. (ALL MARKINGS EXCEPT CENTERLINE AND MEDIAN ISLANDS TO BE CONSTRUCTED USING WHITE TRAFFIC PAINT. CENTERLINE AND MEDIAN ISLANDS TO BE CONSTRUCTED USING YELLOW TRAFFIC PAINT. ALL TRAFFIC PAINT SHALL MEET THE REQUIREMENTS OF ASHTO M248 TYPE "II").
2. ALL PAVEMENT MARKINGS AND SIGNS TO CONFORM TO "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", "STANDARD ALPHABETS FOR HIGHWAY SIGNS AND PAVEMENT MARKINGS", AND THE AMERICANS WITH DISABILITIES ACT REQUIREMENTS, LATEST EDITIONS.
3. SEE DETAILS FOR PARKING STALL MARKINGS, ADA SYMBOLS, SIGNS AND SIGN POSTS.
4. CENTERLINES SHALL BE FOUR (4) INCH WIDE YELLOW LINES. STOP BARS SHALL BE EIGHTEEN (18) INCHES WIDE.
5. PAINTED ISLANDS SHALL BE FOUR (4) INCH WIDE DIAGONAL LINES AT 3'-0" O.C. BORDERED BY FOUR (4) INCH WIDE LINES.
6. THE CONTRACTOR SHALL EMPLOY A NEW HAMPSHIRE LICENSED LAND SURVEYOR TO DETERMINE ALL LINES AND GRADES.
7. CLEAN AND COAT VERTICAL FACE OF EXISTING PAVEMENT AT SAW CUT LINE WITH RS-1 EMULSION IMMEDIATELY PRIOR TO PLACING NEW BITUMINOUS CONCRETE.
8. ALL MATERIALS AND CONSTRUCTION SHALL CONFORM WITH APPLICABLE FEDERAL, STATE, AND LOCAL CODES & SPECIFICATIONS.
9. COORDINATE ALL WORK WITHIN PUBLIC RIGHT OF WAY WITH THE CITY OF PORTSMOUTH.
10. CONTRACTOR TO SUBMIT AS-BUILT PLANS IN DIGITAL FORMAT (.DWG AND .PDF FILES) ON DISK TO THE OWNER AND ENGINEER UPON COMPLETION OF THE PROJECT. AS-BUILT SHALL BE PREPARED AND CERTIFIED BY A NEW HAMPSHIRE LICENSED LAND SURVEYOR.
11. SEE ARCHITECTURAL/BUILDING DRAWINGS FOR ALL CONCRETE PADS & SIDEWALKS ADJACENT TO BUILDING.
12. ALL WORK SHALL CONFORM TO THE CITY OF PORTSMOUTH DEPARTMENT OF PUBLIC WORKS, STANDARD SPECIFICATIONS AND WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION, "STANDARD SPECIFICATIONS OF ROAD AND BRIDGE CONSTRUCTION", CURRENT EDITION.
13. CONTRACTOR TO PROVIDE BACKFILL AND COMPACTION AT CURB LINE AFTER CONCRETE FORMS FOR SIDEWALKS AND PADS HAVE BEEN STOPPED. COORDINATE WITH BUILDING CONTRACTOR.
14. ALL LIGHT POLE BASES NOT PROTECTED BY A RAISED CURB SHALL BE PAINTED YELLOW.
15. COORDINATE ALL WORK ADJACENT TO BUILDING WITH BUILDING CONTRACTOR.
16. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING RETAINING WALL DESIGN FROM STRUCTURAL ENGINEER AND/OR WALL MANUFACTURER. CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS AND EQUIPMENT REQUIRED TO CONSTRUCT WALL IN ACCORDANCE WITH DESIGN APPROVED BY THE ENGINEER. RETAINING WALL SHALL BE SEGMENTAL BLOCK WALL SYSTEM AS OUTLINED IN THE DETAILS.
17. ALL DIMENSIONS ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
18. ALL CONDITIONS ON THIS PLAN SHALL REMAIN IN EFFECT IN PERPETUITY PURSUANT TO THE REQUIREMENTS OF THE SITE PLAN REVIEW REGULATIONS.
19. THE APPLICANT SHALL HAVE A SITE SURVEY CONDUCTED BY A RADIO COMMUNICATIONS CARRIER APPROVED BY THE CITY'S COMMUNICATIONS DIVISION, THE RADIO COMMUNICATIONS CARRIER MUST BE FAMILIAR AND CONVERSANT WITH THE POLICE AND RADIO CONFIGURATION. IF THE SITE SURVEY INDICATES IT IS NECESSARY TO INSTALL A SIGNAL REPEATER EITHER ON OR NEAR THE PROPOSED PROJECT, THOSE COSTS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. THE OWNER SHALL COORDINATE WITH THE SUPERVISOR OF RADIO COMMUNICATIONS FOR THE CITY.
20. THE PROPOSED LOADING ZONE SHALL BE REVIEWED BY THE PARKING & TRAFFIC SAFETY COMMITTEE FOR RECOMMENDATION TO CITY COUNCIL.
21. THE VALUE OF A PAID CONTRIBUTION TOWARDS OFF-SET PUBLIC IMPROVEMENT PROJECTS SHALL BE AGREED UPON BETWEEN THE APPLICANT AND CITY PRIOR TO PLANNING BOARD APPROVALS.
22. APPLICANT SHALL WORK WITH THE CITY TO CONFIRM PROJECT SCOPE AND TIMING AS IT RELATES TO THE CITY'S COMPLETE STREETS IMPROVEMENT PROJECT THAT IS BEING DESIGNED BY THE CITY'S CONSULTANT.
23. THE APPLICANT AGREES TO EXECUTE A PROSPECTIVE DEVELOPMENT INCENTIVE AGREEMENT FOR THE EXCESS COMMUNITY SPACE AREAS PRIOR TO CONSTRUCTION.
24. ALL TREES PLANTED ARE TO BE INSTALLED UNDER THE SUPERVISION OF THE CITY OF PORTSMOUTH DPW USING STANDARD INSTALLATION METHODS.
25. THE APPLICANT SHALL PREPARE A CONSTRUCTION MANAGEMENT AND MITIGATION PLAN (COMMP) FOR REVIEW AND APPROVAL BY THE CITY'S LEGAL AND PLANNING DEPARTMENTS.
26. A TEMPORARY SUPPORT OF EXCAVATION (SOE) PLAN SHALL BE PREPARED BY THE APPLICANT'S CONTRACTOR TO CONSIDER ANY TEMPORARY ENCUMBRANCES OF THE CITY'S RIGHT-OF-WAY. IF LICENSES ARE REQUIRED FOR THE SOE, THE APPLICANT WILL BE RESPONSIBLE TO OBTAIN THESE FROM THE CITY PRIOR TO CONSTRUCTION.

SITE RECORDING NOTES:

1. THIS SITE PLAN SHALL BE RECORDED IN THE ROCKINGHAM COUNTY REGISTRY OF DEEDS.
2. ALL IMPROVEMENTS SHOWN ON THIS SITE PLAN SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE PLAN BY THE PROPERTY OWNER AND ALL FUTURE PROPERTY OWNERS. NO CHANGES SHALL BE MADE TO THIS SITE PLAN WITHOUT THE EXPRESS APPROVAL OF THE PORTSMOUTH PLANNING DIRECTOR.
3. THIS IS NOT A BOUNDARY SURVEY AND SHALL NOT BE USED AS SUCH.

**Proposed
Office Building**

**RW Norfolk
Holdings, LLC**

**Portsmouth,
New Hampshire**

MARK	DATE	DESCRIPTION
D	5/7/2019	Planning Board Submission
C	4/16/2019	Revised TAC Submission
B	3/18/2019	WHDES Submissions
A	3/16/2019	TAC Submission
APPROVED:	BLM	

SITE PLAN

SCALE: AS SHOWN

C-102.1

VII.C. Request for 15-minute parking spaces on Hanover Street and the Vaughan Mall lot

From: [Leanne M. Corning](#)
To: [Eric B. Eby](#)
Subject: RE: 15 Minute Parking Spots
Date: Tuesday, May 28, 2019 12:23:10 PM
Attachments: [image001.png](#)

Hello Eric,

Hope you enjoyed the holiday weekend. I wanted to just touch base since we chatted last week regarding the 15 minute parking spots for our Maplewood location. I am still waiting on a map from the builder which I should have tomorrow and be able to send over to you but in the meantime wanted to provide you with the following information.

-We would like to request 2 spots on Hanover street in front of the building

-3 spots out back against the building that are currently occupied as 3 hour parking

Hours we would like to propose for those spots would be 8:00am-5:00pm

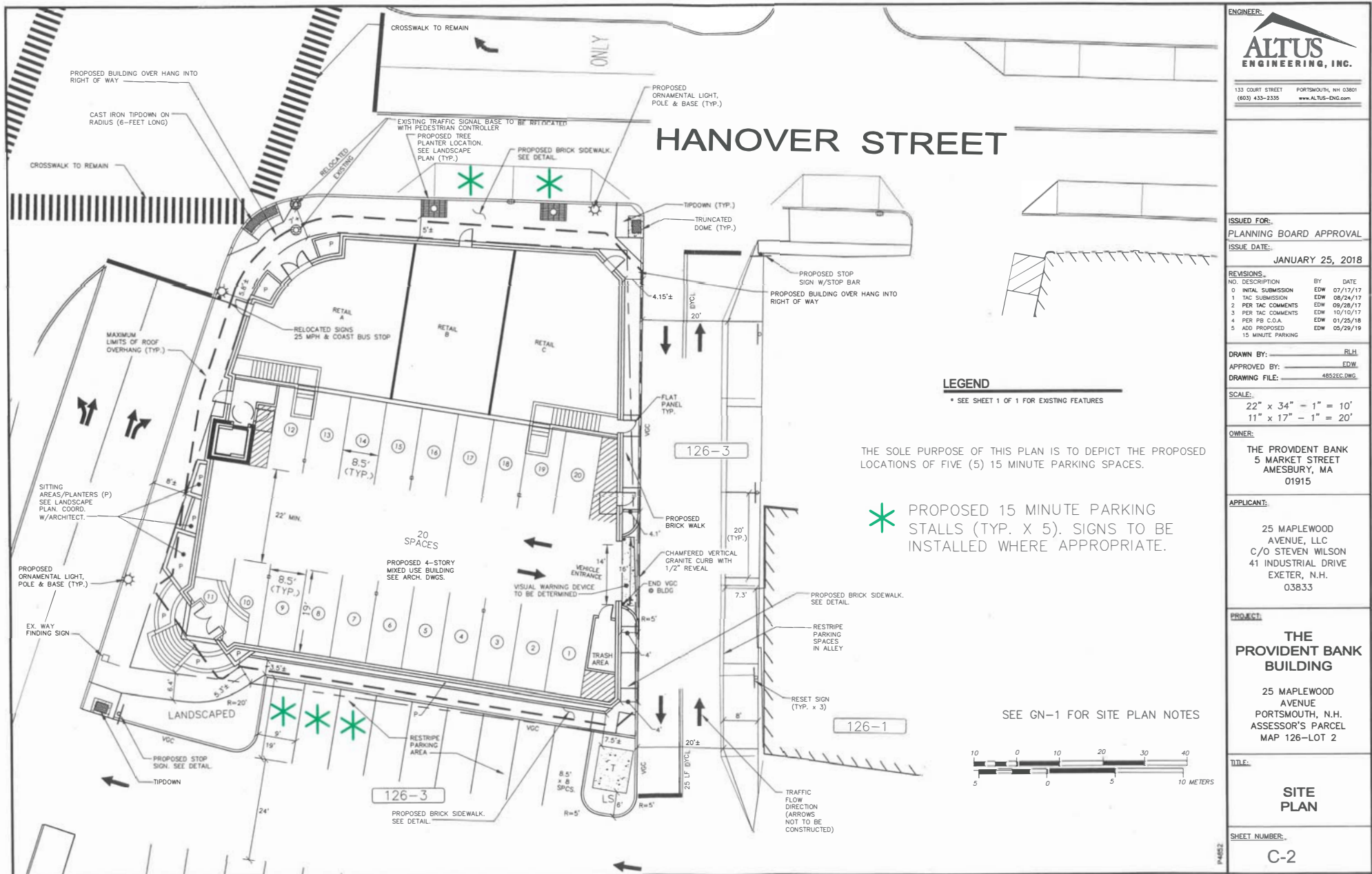
Would you be able to provide me with the address for the meeting at 8:00am on June 6th?

Sincerely,

Leanne M. Corning

VP Relationship Banking
The Provident Bank
1 Provident Way
Seabrook, NH 03874
P: (978)-225-1401
F: (978)-378-1219
NMLS #451348
lcorning@theprovidentbank.com

VII.C. Request for 15-minute parking spaces on Hanover Street and the Vaughan Mall lot





VII.D. Install parking meters for all unmetered parking spaces on Maplewood Avenue between Raynes Avenue and Vaughan Street

VII.E. Install parking meters for all unmetered parking spaces on Maplewood Avenue between Raynes Avenue and Vaughan Street

0 25 50 100 Feet
1 inch = 90 feet



Map prepared by Portsmouth
Department of Public Works

----- Forwarded message -----

From: **BRIAN BIRNER** via [FormMail.com](https://formmail.com) <fp1_fm192@formmail.com> Date:
Sun, May 26, 2019 at 4:39 PM
Subject: FLASHING YELLOW LIGHT AT CROSSWALK
To: Copy Sent to City Email Folder <ccemail@cityofportsmouth.com>, Nancy
Pearson <votenancypearson@gmail.com>

Below is the result of your feedback form. It was submitted by
BRIAN BIRNER (BRIANBIRNER@GMAIL.COM) on Sunday, May 26, 2019 at
15:39:03

address: 77 STATE STREET

comments: Hi Nancy

I wonder if you might move along this suggestion. There is a crosswalk on
STATE STREET near the RALEIGH WINE BAR and the bike rack. I've noticed
cars usually heading to Maine traveling over 40mph. I'm especially concerned
with the elderly or folks that are walking slowly (kids and strollers).
I think there is a fair chance that someone could be seriously injured.
I believe the city has installed a push-button flashing unit at a few crosswalks, one
being near RICHARDS/MIDDLE Street.
I think the flashing light is referred to as a Rapid Flashing Beacons (RFBs).

Anyway, any chance they might evaluate this crosswalk for a flashing yellow
push-button unit?

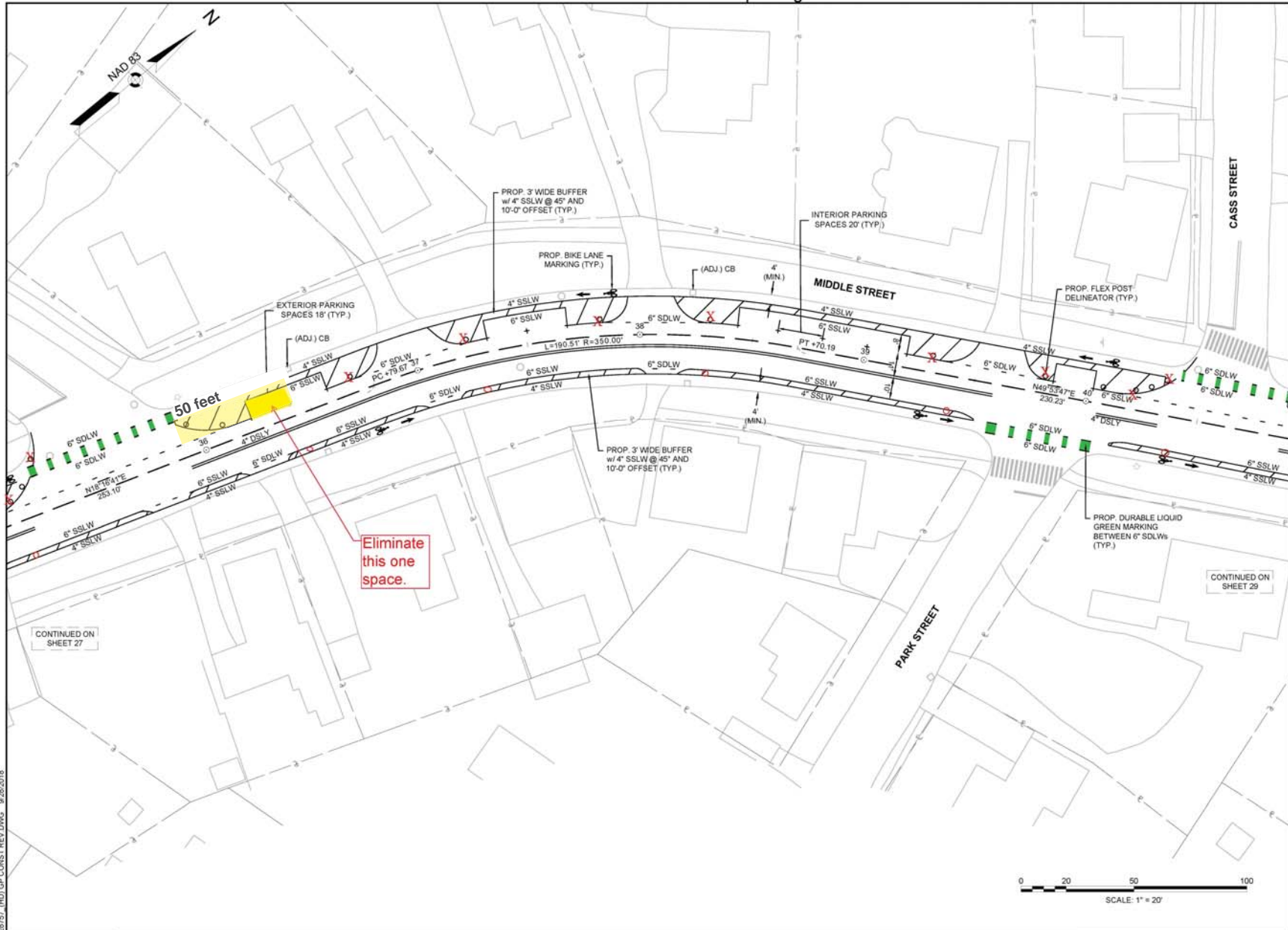
Thank you

VII.F. Request for pedestrian activated Rectangular Rapid Flashing Beacon (RRFB) on Dutton Avenue near Memorial Bridge parking lot



Request for RRFB in this area.

VII.G. Prohibit parking for 50 feet on west side of Middle Street north of Aldrich Road



GPI Groenman-Pedersen, Inc.
Engineering & Construction Services
27 Daniel Street, Second Floor, Portsmouth, NH 03801
Tel: (603) 861-0213 Fax: (603) 858-3044
http://www.gpi-nh.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	3/28/18
5	PROJECT RE-BID	3/28/18
4	PROJECT RE-BID	2/7/18
3	NHDOT COMMENTS	11/1/17
2	FINAL DESIGN	7/26/17
1	PRELIMINARY DESIGN	10/14/16
NO.	REVISION	DATE
	07/26/2017	
DRAWN/DESIGN BY		CHECKED BY
EMR		JPJ

**GENERAL
PLANS**

SCALE: 1"=20'

28757

28 OF 38

28757, IHD, GPI CONST REV DWG, 9/26/2018

City of Portsmouth

Department of Public Works



MEMORANDUM

TO: Parking and Traffic Safety Committee
Peter Rice, Director-Public Works

FROM: Benjamin Fletcher, Director- Parking
Michael Casad, Parking General Foreman

DATE: 5.31.2019

SUBJECT: Motorcycle parking in Market Square

As the summer season descends upon us, we are again encountering motorcycles using the smaller, motorcycle-specific spaces located in front of 14 Market Square (old Breaking New Grounds location).

Chapter 7, section 7.105 C designates spaces specific to motorcycles between April 1st and November 30th each year, with a notation that they be designated as such. The subsection also states: 'Motorcycles are subject to reduced parking meter fees for the hours set forward in this Designated Motorcycle Parking Area'. However, since a fee was never officially established, we are beginning to see the same conflict as last year, where motorcyclists do not feel obligated to pay full price, and ticketing them leads to appeals lost due to the afore-mentioned lack of a designated 'reduced parking meter fee'.

Parking General Foreman Casad and I recommend that we establish a fee of \$1.50 per hour, maximum three hours. This represents a \$.50/hour reduction from the High-Occupancy rate of \$2.00 hourly, satisfying the 'reduced parking meter fee' requirement. Additionally, rather than metering each space, we recommend the use of the ParkMobile App in a special zone governing only those spaces. Non-residents that use the app can park at the \$1.50 hourly rate; Residents that use the app can enjoy the \$.50/hour Resident discount and park at the rate of \$1.00 per hour, and patrons not comfortable using the app must use the pay and display meter at the \$2.00/hour rate.

C. DESIGNATED MOTORCYCLE PARKING AREA

The following location is established as an exclusive “Designated Motorcycle Parking Area” for the months of April 1st through November 30th only:

1. Pleasant Street: On the easterly side of Pleasant Street, beginning at a point 24 feet south of the extension of the southerly curb line of Market Square running southerly the distance of 24 feet.

Motorcycles are subject to **reduced parking meter fees** for the hours of enforcement as set forth in this Chapter in this Designated Motorcycle Parking Area. When more than one Motorcycle parks in a regular parking space only one of the Motorcycles occupying the parking space shall be required to pay for the parking space at the regular parking rate as set forth in this Chapter.

Section 7.106: UNLAWFUL EXTENSION

It shall be unlawful for any person to deposit or cause to be deposited in a parking meter any additional payment for the purpose of extending the parking time beyond the maximum time fixed by the Ordinances of the City of Portsmouth.

Section 7.107: SLUGS

It shall be unlawful to deposit or cause to be deposited in any parking meter, any slug, device or metallic substitute for a coin of the United States or token approved by the City Council.

Section 7.108: TAMPERING, ETC.

It shall be unlawful for any person to tamper, open willfully, break or destroy any parking meter.

Section 7.109: ENFORCEMENT

The administration and enforcement of this ordinance by the Portsmouth Police Department, the Department of Public Works, or any other municipal agencies authorized to perform those actions by direction of the City Manager.

Section 7.110: PENALTY / VIOLATION

Whoever violates or permits or allows anyone to violate Section 7.105 or Section 7.106 of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof, shall be liable to the penalty provided in this Chapter, Section 7.334.

Section 7.111: PENALTY/VIOLATION

Whoever violates or permits or allows anyone to violate Sections 7.107 or 7.108 of this Ordinance shall upon conviction be fined not more than \$100.00 and costs.


City of Portsmouth

Department of Public Works



MEMORANDUM

TO: John P. Bohenko, City Manager

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

DATE: May 30, 2019

SUBJECT: Report Back, Proposed Lane Use Changes on Congress Street at Fleet Street, and Pleasant Street at Market Square

At the April 4, 2019 meeting of the Parking and Traffic Safety Committee, there was discussion regarding a proposal to change the lane usage on Congress Street at its intersection with Fleet Street. The proposal is to change the shared through/right-turn lane on Congress Street to an exclusive right-turn lane. This would result in the three lanes on Congress Street being comprised of an exclusive left-turn lane, an exclusive through lane, and an exclusive right-turn lane. It would also mean that there would no longer be two through lanes on Congress Street west of Fleet Street. This change was recommended for several reasons, the primary one being the configuration of Congress Street west of Fleet Street, where a loading zone narrows the roadway to one wide lane and restricts the ability to provide two through lanes on Congress Street. The consensus of the Committee was that any decision on the matter be postponed until such time as the intersection of Pleasant Street and Market Square could also be evaluated, as a change at one of the intersections could have an impact on the other intersection.

At the Pleasant Street and Market Square intersection, there are two left-turn lanes on Pleasant Street. These lanes turn onto Congress Street, where there is a single 40-foot wide travel lane. Due to its width, this single lane is often used as three lanes, with vehicles that enter from Market Street or Daniel Street weaving across the lane to make a left turn onto Church Street, while Pleasant Street traffic is weaving across the lane to turn right into High Street or continue on Congress Street. Traffic from Pleasant Street not only has to judge the ability to merge with the vehicles coming from Market Street and Daniel Street but also has to determine where and when the driver in the adjacent left-turn lane is going. One or both of these vehicles could be trying to turn right into High Street or continuing on Congress Street. The dual left-turn lanes on Pleasant Street often create confusion for Pleasant Street drivers. It is not clear which left-turn lane a vehicle should be in if it is destined for High Street or the right turn onto Fleet Street. The two left-turn lanes also present a safety concern for pedestrians, especially when a pedestrian is crossing from the North Church to the Tuscan Market. A driver in the right hand lane may not see a pedestrian coming

from their left, as they are looking to their right to see if traffic is coming from Daniel Street or Market Street. A vehicle in the left hand lane further hinders the ability of drivers in the right hand lane to see pedestrians approaching from the left.

The large width of Congress Street also creates a safety concern for pedestrians using the crosswalk across Congress Street at High Street. Because Congress Street is wide enough for three lanes of traffic, one or two lanes may stop for a pedestrian in the crosswalk, while the vehicle in the third lane keeps moving, unaware that a pedestrian is crossing the street in front of the other two vehicles and possibly stepping out in front of the moving vehicle in the third lane.

An evaluation of the two intersections was conducted using peak month traffic volumes obtained from the downtown traffic model recently completed by RSG, Inc. Vehicle queue analyses were performed for both intersections using the existing lane designations as well as the proposed lane designations. For the Pleasant Street intersection, it was assumed that one of the left-turn lanes would be eliminated. The results of the queue analysis revealed that the queues would get longer on Congress Street and Pleasant Street, as expected with one fewer lane to use. However, the queue on Congress Street would not normally extend back into the Market Square intersection, and the Pleasant Street queue would not normally extend back as far as Porter Street. The attached graphic shows the expected queue lengths under the existing and proposed lane use configurations. The red bar shows the maximum queue length in each lane, as generated by the model under peak hour, peak month conditions.

A single lane on Pleasant Street would help to greatly reduce the confusion of Pleasant Street drivers as they attempt to turn left onto Congress Street and merge with traffic from Market Street and Daniel Street. This change could be done with pavement markings while leaving the overall width of the street and the parking on each side of Pleasant Street unchanged.

At Fleet Street, the Congress Street lane lines would need to be lengthened and additional pavement arrows and ONLYs painted on the pavement, at least as far back as the High Street intersection. This change would help to reduce the confusion and trapping that occurs when a through vehicle in the right hand lane on Congress Street is blocked by trucks in the loading zone west of Fleet Street.

City staff is looking for feedback and further discussion on these recommendations from the members of the PTS Committee.



Proposed



CHAPTER 1**ADMINISTRATIVE CODE**

Article I	Administrative Code	1.101 - 1.107
Article II	<i>Reserved For Future Use</i>	
Article III	Boards	1.301 - 1.312
Article IV	Commissions/Authorities	1.401 - 1.413
Article V	Purchasing Procedures	1.500 - 1.505
Article VI	<i>Reserved For Future Use</i>	
Article VII	Validity/Adoption	1.701 - 1.702
Article VIII	Code of Ethics	1.801 - 1.805
Article IX	Conflict of Interest/Mandatory Financial Disclosure	1.901 – 1.902
Article X	City Communications System	1.1001- 1.1002
Article XI	Budget Preparation Date	1.1101
Article XII	Prohibited Practices in Public Buildings	1.1201
Article XIII	Municipal Enforcement Procedures (Citation Ordinance)	1.1301- 1.1308
Article XIV	Municipal Fund Balance	1.1401- 1.1405
Article XV	Leave at Termination Fund	1.1501 - 1.1505
Article XVI	Adoption of Fees by Budget Resolution	1.1601 – 1.1604
Article XVII	Funding of Public Art	1.1700-1.1707
Article XVIII	Payment by Credit Card	1.1801-1.1802

ARTICLE I: ADMINISTRATIVE CODE**Section 1.101: PREAMBLE**

This Administrative Code is adopted pursuant to Section 3.9 of the Revised Charter of the City of Portsmouth to outline the operation of the municipal government, exclusive of the School, Fire and Police departments. It shall be applied and interpreted to further the spirit and intent of the Council/Manager form of Government in general and as specifically created by the Charter.

Section 1.102 ADMINISTRATIVE ORGANIZATION

The administrative service of the City shall consist of a City Manager and the following subordinate departments, each of which shall be administered by a department administrator appointed by the City Manager.

City Clerk	Legal
Community Development	Library
Emergency Management	Negotiation
Finance	Planning
Health	Public Works
Human Resources	Recreation
Inspection	Welfare

- D. Meetings: The advisory Committee shall meet at least semi-annually and may be called by the City Manager, the City staff or upon the request of the Committee on five (5) days notice, which notice may be waived in an emergency.

Section 1.411: PEIRCE ISLAND COMMITTEE

- A. Membership and Term: The Peirce Island Committee shall consist of not less than twelve (12) or more than eighteen (18) regular members. The members shall be appointed by the Mayor subject to the approval of the City Council for a term of two (2) years, coterminous with the City Council term.
- B. Powers and Duties: The Committee shall provide advice and recommendations to the City Manager and the City Council with respect to all issues affecting the development and use of Peirce Island, including the solicitation and acceptance of grants; the expenditure of any funds for specific improvements; and any expenditures from the Peirce Island Trust Fund. Nothing herein shall limit the power of the City Council or City Manager to take immediate action in the event of exigent circumstances. (Amended 5/17/99)
- C. It shall be the responsibility of the Peirce Island Committee to encourage the use and enhancement of Peirce Island in the manner which maximizes the value and use of the island for the residents of the City of Portsmouth while minimizing the impact on the environmental condition and natural beauty of the island.

Section 1.412: PARKING AND TRAFFIC SAFETY COMMITTEE (Adopted 11/21/2011)

The Parking and Traffic and Safety Committee shall be established and shall have the duties and authority as described in Chapter 7, Article I of these ordinances.

Section 1.413: TREES AND PUBLIC GREENERY COMMITTEE (Adopted 10/21/2013)

There is hereby established a Trees & Public Greenery Committee. The Committee shall consist of nine (9) voting members including the following: City Manager or designee; Tree Warden or designee; the Public Works Foreman in charge of tree maintenance; and six (6) individuals with an interest in trees and public greenery. Members of the Committee, other than City Officials listed above, shall be appointed by the Mayor and City Council for three year terms with the length of the initial terms being staggered at the discretion of the Council. Vacancies for the unexpired terms shall be filled in the same manner as the original appointments.

The main purpose of this Committee shall be to advise and assist the City's Tree Warden in enforcing the provisions of this Ordinance as well as to ensure the proper expansion, protection, and maintenance of the City's Urban Forest consistent with best arboricultural practices, horticultural practices, aesthetic concerns, and public safety. The Committee shall, with the assistance of the Department of Public Works, collect and maintain all records and data necessary to objectively evaluate whether progress is being made toward the proper protection and expansion of the City's Urban Forest. The Committee shall prepare an annual report summarizing all activity relating to this Ordinance and shall offer recommendations for actions to better achieve the proper maintenance and expansion of the City's Urban Forest. This report shall be presented to the City Council for its consideration.

CHAPTER 7**VEHICLES, TRAFFIC and PARKING**

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Article XVIII	Electric Vehicle Charging Station and Electric Vehicle Parking Spaces Regulations	7.1801 – 7.1804

ARTICLE I: PARKING METERS**Section 7.101: DEFINITION**

The word "vehicle" as used herein shall mean any device by which any person or property may be transported upon a highway except those operated upon rails or tracks.

The word "meter" shall mean any device for buying parking time that displays the length of time for which a vehicle may remain legally parked in a parking space. Such devices include but are not limited to public meters such as a meter at an individual parking space or a central meter, or personal meters such as an in-vehicle meter, coupon or any other metering device including mobile phone applications as shall be approved from time to time by the City Council. The display of the parking time purchased may be on the meter itself, a paper receipt or by other duly authorized means of display.

Section 7.102: PARKING METER ZONES

All of those streets, parts of streets and off-street parking lots, the time for parking upon which is limited by any ordinance of the City of Portsmouth, and any such areas, the time for parking upon which may at any time hereafter be limited by any ordinance of the City or any amendment thereto are designated as parking meter zones. Parking in parking meter zones shall be for a maximum time permitted of parking of three (3) consecutive hours, unless otherwise established by ordinance. The rate for such parking shall be:

A. DOWNTOWN HIGH OCCUPANCY ZONE:

Parking shall be at the rate of two dollars (\$2.00) per hour in the following areas. Parking for verified Portsmouth residents using an approved personal meter device, as defined in Section 7.101, shall be at a rate of \$0.25 less than this rate. Proof of residency shall be determined using standards established by the Portsmouth Revenue Administrator.

1. Daniel Street, starting at Chapel Street through to Market Square
2. Bow Street, starting at Chapel Street through to Market Street
3. Congress Street, starting at Market Square through to Chestnut Street
4. Pleasant Street, starting from Court Street through to Market Square
5. Market Street, starting from Moffatt-Ladd House through to Market Square
6. Deer Street, starting at Market Street through to Maplewood Avenue
7. Fleet Street, starting at Hanover Street through to State Street
8. Hanover Lot, at intersection with Market Street
9. Penhallow Street, starting at State Street through to Bow Street
10. Chapel Street, starting at Daniel Street through to State Street

- B. Parking in all other parking meter zones shall be at the rate of one dollar fifty cents (\$1.50) per hour.

Section 7.103: PARKING AND TRAFFIC SAFETY COMMITTEE

There is hereby created a Parking and Traffic Safety Committee under the terms and conditions described herein:

- A. The Parking and Traffic Safety Committee ("Committee") shall consist of nine (9) regular members and one (1) alternate appointed by the Mayor and City Council. The composition of the Committee shall be the City Manager, Police Chief, Fire Chief, Public Works Director or their respective designees as well as a member of the City Council and five (5) residents of the City (4 regular members and one alternate). The City Manager, Police Chief, Fire Chief and Public Works Director (or their respective designees) shall serve during their terms of employment with the City. The City Council member shall serve co-terminus with his/her as a member of the Council. Each of the five (5) resident members of the Committee shall serve a term of three (3) years from the date of appointment. The Committee shall take office upon completed appointment of the five (5) resident members. In the first instance the City Council member of the Committee shall serve as Chairperson until the first meeting of the subsequent calendar year. Thereafter, at its first meeting of any calendar year the Committee shall select a Chair who shall serve until another member is selected Chair at the first meeting of the subsequent calendar year.
- B. The Committee shall have the authority to recommend temporary parking and traffic regulations to the City Council by means of the presentation of written minutes. The acceptance of such minutes by the City Council shall constitute the authorization to implement such temporary regulations for a period not to exceed one (1) year. The implementation shall begin at the time designated in the Parking and Traffic Safety recommendation unless otherwise determined by the City Council. After any such change has been implemented for up to one (1) year, or such lesser time as might be determined by the City Council, the City Council may consider making the temporary regulation

permanent by means of a duly adopted ordinance. Failure to adopt such an ordinance shall cause the temporary regulation to expire at the end of one (1) year at which time the prior ordinance in effect shall become operable.

- C.** The Committee may accept requests from any City land use regulatory body on any matter concerning parking and/or traffic safety. In response to such requests the Committee may issue written reports and recommendations.
- D.** The Committee shall have the authority on its own volition to issue reports to the City Council on any matter related to parking and/or traffic safety. In addition, to the temporary regulations described in item herein, the Committee may recommend ordinance changes to the City Council addressing any parking or traffic safety issue deemed appropriate by the Committee.

Section 7.104: AUTHORITY

The City Manager is hereby vested with the authority to purchase, install and maintain public parking meters and/or any other type of parking regulation equipment or technology necessary to implement any action taken by the City Council or the Parking and Traffic Safety Committee.

Section 7.105: PARKING

- A.** When any vehicle shall be parked in a parking meter zone the owner or operator of said vehicle shall park within the area designated by the curb or street marking lines as indicated for parallel or diagonal parking and upon entering said parking space shall immediately deposit in said meter the required meter fee or purchase the time requested through a central meter, in vehicle meter, coupon or other metering device including mobile phone applications, and display proof of purchase on the vehicle's interior dashboard, or other approved means of display, including meter devices defined in Section 7.101. It shall be unlawful for any person parking any vehicle or permitting any vehicle registered in his name to be parked within any designated area where parking meters are installed, to fail or neglect to pay for parking as required. Said parking space may then be used by such vehicle during the legal parking limit provided by the Ordinance of the City and said vehicle shall be considered as unlawfully parking if it remains in said space beyond the legal parking limit and/or when said parking meter displays a signal showing such illegal parking. A vehicle shall also be considered as unlawfully parking if said vehicle fails to move at least 500 feet from the original parking space after the legal parking limit has expired. It shall be unlawful for any person to cause or permit any vehicle registered in his name to be parked unlawfully as set out in this section.
- B.** Parking meter fees shall be enforceable Monday through Saturday, from 9:00 a.m. to 8:00 p.m., and Sunday from 12:00 p.m. to 8:00 p.m., holidays excepted.

C. DESIGNATED MOTORCYCLE PARKING AREA

The following location is established as an exclusive "Designated Motorcycle Parking Area" for the months of April 1st through November 30th only:

1. Pleasant Street: On the easterly side of Pleasant Street, beginning at a point 24 feet south of the extension of the southerly curb line of Market Square running southerly the distance of 24 feet.

Motorcycles are subject to reduced parking meter fees for the hours of enforcement as set forth in this Chapter in this Designated Motorcycle Parking Area. When more than one Motorcycle parks in a regular parking space only one of the Motorcycles occupying the parking space shall be required to pay for the parking space at the regular parking rate as set forth in this Chapter.

Section 7.106: UNLAWFUL EXTENSION

It shall be unlawful for any person to deposit or cause to be deposited in a parking meter any additional payment for the purpose of extending the parking time beyond the maximum time fixed by the Ordinances of the City of Portsmouth.

Section 7.107: SLUGS

It shall be unlawful to deposit or cause to be deposited in any parking meter, any slug, device or metallic substitute for a coin of the United States or token approved by the City Council.

Section 7.108: TAMPERING, ETC.

It shall be unlawful for any person to tamper, open willfully, break or destroy any parking meter.

Section 7.109: ENFORCEMENT

The administration and enforcement of this ordinance by the Portsmouth Police Department, the Department of Public Works, or any other municipal agencies authorized to perform those actions by direction of the City Manager.

Section 7.110: PENALTY / VIOLATION

Whoever violates or permits or allows anyone to violate Section 7.105 or Section 7.106 of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof, shall be liable to the penalty provided in this Chapter, Section 7.334.

Section 7.111: PENALTY/VIOLATION

Whoever violates or permits or allows anyone to violate Sections 7.107 or 7.108 of this Ordinance shall upon conviction be fined not more than \$100.00 and costs.

Section 7:112: PURPOSE

The fee required for said meters is hereby levied as a police regulation and inspection fee to cover the cost of providing parking spaces, parking meters, and inspection, operation, installation and maintenance thereof, the cost of regulation and control and use of the parking meter spaces, and zones created therein, for the regulation and control of traffic moving in and out of and parking in said parking spaces and zones so created and for the cost of any resultant traffic administration expense and for the maintenance and improvement of streets and highways and for the acquisition, construction, improvement, maintenance and management of public parking areas.

Section 7.113: SEPARABILITY

If any provision of part of any provision of this act or the application thereof, to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to this end the provisions of this act are declared to be severable. Reference Chapter 249.1 of N.H. RSA.

Section 7.114: CONSTRUCTION PERMIT

The Department of Public Works may issue to a contractor or person actually engaged in construction and repair work, a temporary permit for exclusive use of a metered parking space for the parking of a vehicle or other equipment being used in construction or repair work. The issuance of such temporary permits shall be in accordance with the following terms and conditions:

- A. The permittee shall be issued a “meter bag” for a fee to be determined in accordance with Chapter 1, Article XVI or similar wording
- B. The permittee shall also pay a non-refundable fee to reimburse the City for the cost of the meter bag.
- C. In the event that the permittee secures the use of the meter bag through misrepresentation, the permittee shall be subject to a fine of fifty dollars (\$50.00).
- D. Any person using a meter bag other than at the times or in the manner specifically authorized by the Department of Public Works shall be subject to a fine of one hundred dollars (\$100.00) per day, per meter bag, of such unauthorized use.

Section 7.115 SIGN PERMIT REQUIRED FOR PRIVATE PARKING LOT

A business that provides public parking on a private lot will not be permitted unless the owner receives a sign permit from the Department of Public Works. The sign permit will be approved by the Department of Public Works if the sign complies with the following requirements:

- A. SIGN REQUIREMENTS:
 - 1. The Department of Public Works shall review the location of the sign prior to the sign being erected;

2. The sign shall be located at the entrance to the private lot;
3. The sign shall not be permanently affixed to a structure or the land;
4. Specific standards regarding sign dimensions and the style, color and size of lettering will be determined by the Department of Public Works;
5. The sign shall state that the private lot is not owned, operated or maintained by the City and the City does not provide for parking enforcement;
6. The sign permit will be issued only for private lots that are in compliance with all municipal land use regulations; and
7. Any owner of a private lot used for public parking who has not obtained a sign permit or whose sign does not comply with the criteria set forth above shall have their sign permit revoked and be subject to a fine of \$100 per day.

B. INFORMATION REQUIRED FOR SIGN PERMIT APPLICATION

The Department of Public Works shall require the following information on its sign permit application:

1. Identity of property owner, including address and telephone number for contact person for business hours and 24 hour emergency contact;
2. Identity of operator of private parking lot, including address and telephone number for contact person for business hours and 24 hour emergency contact;
3. Description of parking services provided, including hours of operation, parking rates charged and description of private parking enforcement methods; and
4. Owner and operator must provide updated information in A – C above to the Department of Public Works and failure to do so will result in the revocation of the sign permit and a fine of \$100 per day.

PTS OPEN ACTION ITEMS

PTS Meeting Date	Action Item	Vote	Next Step / Report Back Date
5/2/2019	High School traffic pattern and traffic study discussion.	Committee requested an update once the traffic study is completed.	June 6, 2019
4/4/2019	Congress Street at Fleet Street lane use change.	VOTED to allow staff time to investigate the right turn only lane and making Pleasant Street one lane into Market Square.	June 6, 2019
2/7/2019	Middle School traffic pattern and potential one-way flow on Parrott Avenue.	3/7/19 - VOTED to have staff continue monitoring traffic operations and report back. VOTED to refer to staff for report back.	June 6, 2019
12/6/2018	Request for parking space in bike lane buffer at 60 Lafayette Road.	2/7/19 - VOTED to table request.	Future 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 generating more traffic
9/6/2018	Request to install curbing and trees along Madison Street near the intersection with Austin Street.	VOTED to have staff collect data, evaluate and report back on parking and traffic on Madison Street.	Future Meeting
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.	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 completed
2/1/2018	Request to eliminate 2-hour time limit on Islington Street between Cornwall Street and Rockingham Street.	VOTED to table the action item until the new parking garage is operational.	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.	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 (2019 project)
10/5/2017	Request to eliminate access to Echo Avenue from Spaulding Turnpike Frank Jones Neighborhood Turnpike connections (Echo Ave & Farm Lane)	2/7/19 VOTED to extend the trial closure of Turnpike exit ramp onto Echo Avenue until the completion of the Woodbury Avenue Bridge.	Review after the Woodbury Avenue Bridge construction is completed
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
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