

**ACTION ITEMS AND MINUTES**  
**PARKING and TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – Thursday, June 11, 2015  
City Hall – Eileen Dondero Foley Council Chambers

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**Action Items requiring an immediate ordinance during the next Council meeting: none**  
**Temporary Action Items requiring an ordinance during the annual omnibus: none**

**ACTIONS:**

- [1] Accepted and placed on file the minutes of the Parking and Traffic Safety Committee Meeting held May 14, 2015.
- [2] Accepted and placed on file the Financial Report for May 2015.
- [3 (V.F.)] **Action Item:** Request for crosswalk on Marcy Street at Humphrey's Court – **VOTED** to table the item and have staff report back at next meeting.
- [4 (V.B.)] **Action Item:** Request for crosswalk on Woodbury Avenue at Cottage Street – **VOTED** to table the item and have staff explore a crosswalk across from Cottage Street.
- [5 (VI.B.)] **Action Item:** Valet Parking renewals, Atlantic Parking Services – 3 locations; 100 Club – 1 location – **VOTED** to renew the valet parking licenses for another year.
- [6 (VI.C.)] **Action Item:** Two-way downtown traffic study – **VOTED** to recommend to the City Council the downtown two-way traffic study of \$50,000 be included in the Capital Improvement Plan for Fiscal Year 2017. Eric Eby will provide a memorandum to the City Manager identifying funds.
- [7 (VI.D.)] **Action Item:** New on-street parking locations – **VOTED** to send proposal back to Public Works for an in-depth analysis and report back to the PTS Committee.
- [8 (VI.E.)] **Action Item:** Water Country exit signing for I-95 – **VOTED** to install improved signage at specified locations.
- [9 (VI.F.)] **Action Item:** No Truck signs on Banfield Road – **VOTED** to install no truck signs on Banfield Road.
- [10 (VI.G.)] **Action Item:** Crosswalk near Sanders Market on Marcy Street – **VOTED** to approve the installation of a pedestrian warning sign at Marcy Street crosswalk and to have Public Works do additional analysis on bump-outs at the crosswalk area near Sanders Market on Marcy Street.

I. CALL TO ORDER:

Chairman Lown called the meeting to order at 8:00 a.m.

II. ROLL CALL:

**Members Present:**

Councilor, Brad Lown  
Public Works Director, Peter Rice  
Deputy Fire Chief, James Heinz  
Police Lieutenant, Darrin Sargent  
Member, Harold Whitehouse  
Member, Ted Gray  
Member, Shari Donnermeyer  
Member, Ronald Cypher  
Alternate Member, Mary Lou McElwain  
Parking and Transportation Engineer, Eric Eby

**Staff Advisors Present:**

Transportation Planner, Juliet Walker

**Absent:**

City Manager, John Bohenko

III. ACCEPTANCE OF THE MINUTES:

Harold Whitehouse moved to amend the Meeting Minutes from May 14, 2015. He requested that the minutes reflect his absence as excused.

**Moved to accept PTS Amended Meeting Minutes of May 14, 2015.**

Harold Whitehouse motioned to accept minutes. Ron Cypher seconded.

**Motion passed 8-0.**

IV. FINANCIAL REPORT:

**Moved to accept May 2015 Financial Report and place on file.**

Harold Whitehouse motioned to accept May 2015 Financial Report. Ted Gray seconded.

**Motion passed 8-0.**

Chairman Lown requested a motion to suspend the rules to allow item V.F. to be heard first on the request of a citizen. Ted Gray motioned to suspend the rules. Peter Rice seconded.

**Vote 8-0, to suspend the rules.**

V. NEW BUSINESS:

F. Request for crosswalk on Marcy Street at Humphrey's Court – Harold Whitehouse stated there was a site visit on Tuesday, June 9, 2015. The committee members met with several

neighbors who expressed concerns about speeding. They discussed a crosswalk with a curb cut and wheel chair accessibility, but determined there would be a financial impact.

The Department of Public Works staff will investigate a sidewalk option on the west side of road with a perpendicular crosswalk. It would improve the sight line with the traffic coming around the corner. Peter Rice, Public Works Director, stated there is a concern of creating a feeling of safety in an area that is not necessarily safe due to sight issues.

Mary Lou McElwain asked if the Safe Routes to School program, or a group that represents the schools and children walking to school exists. If it does, she wanted to know if they have input at the Parking and Traffic Safety Committee.

Peter Rice stated that staff will present recommendations to the Parking and Traffic Safety Committee at the next meeting. If the committee approves, the recommendation will most likely be executed before the school year begins. Staff will conduct this review in a comprehensive manner. Due to budget constraints, signage and road surface painting will most likely be implemented as part of the recommendation.

Harold Whitehouse motioned to table item and send it back to Public Works with a report due at the next meeting. Ron Cypher seconded.

**Vote 8-0, to table the item and have staff report back at next meeting.**

A. Introduction of new Parking Manager – Joseph (Joey) Giordano was introduced as the new Parking Manager.

B. Request for crosswalk on Woodbury Avenue at Cottage Street – Shari Donnermeyer led the discussion. A citizen requested the crosswalk. However, the proposed location would eliminate parking. Eric Eby stated that 18 feet is needed for a parking space. He will measure the location and review the area. Shari Donnermeyer stated there is another crosswalk down the road, but there is no sidewalk and the plowed snow creates a problem.

Shari Donnermeyer motioned for Public Works to explore placing a crosswalk across from Cottage Street. Peter Rice seconded. **Vote 8-0, to table the item and have staff explore a crosswalk across from Cottage Street.**

C. Request to improve safety of existing crosswalk on Middle Street at Richards Avenue and Austin Street - Peter Rice informed the committee that this intersection is currently included in a Safe Routes to School design organized by Transportation Planner, Juliet Walker. He recommends the committee wait for the final design before moving forward with this item.

Harold Whitehouse commented on the difficulty of school buses making left hand turns on to Middle Street. It is challenging to make turns due to parked cars and the snow bank on the Austin Street side during the winter. He hopes the design will take these challenges into consideration.

Janice Henderson, 284 New Castle Ave, asked if anything would be done by the start of school. Peter Rice clarified that it is a design and will be constructed, but a project timeline cannot be provided. Janice asked if anything could be done by the start of school and also requested an in-street pedestrian sign in the interim. Eric Eby explained that the sign must be used in proper

locations because it could cause travel issues on narrow streets. He stated he would do a comprehensive review and determine if the sign would be appropriate for the area. Eric will provide recommendations at the next meeting.

Kathleen Logan, 21 Blossom Street, strongly encourages the committee to do something prior to the design by Planning. She frequently rides a bike in the area and uses the crosswalk. She has experienced discourteous drivers and elevated traffic speeds. She would like to see a stronger police presence in the area and intersection.

Janice Henderson asked the staff to observe traffic in the morning when children walk to school, and after school when they travel home, or to the library.

Shari Donnermeyer asked the committee if there is anything that can be done in the interim. Peter Rice stated it is a challenging intersection and traffic speeds are excessive at times. Eric Eby will review the intersection and provide interim recommendations.

Darrin Sargent, Police Lieutenant, asked for clarification about times of high traffic pedestrian and/or bicycle travel through the intersection so that police presence may be increased, if possible. Juliet Walker stated that bicycle and pedestrian counts exist and could be reviewed by the police department. Darrin Sargent will follow-up with Juliet Walker regarding the data.

Ron Cypher asked if there is a crossing guard at the intersection. Shari Donnermeyer asked who appoints crossing guards. Peter Rice stated that it is a hired position through the parking division and staff will report back regarding the crossing guard question.

**No action item.** The committee will wait for the final design. Eric Eby will provide interim recommendations by the next meeting.

D. Request for crosswalk on Spinney Road at Islington Street – A resident requested a crosswalk be installed across Spinney Road. It is a wide area to cross. Eric Eby stated it is a difficult area to place a crosswalk because there are no sidewalks and there is 90 degree parking in the area. There is a long-term project in Public Works to realign the intersection into a “T” style intersection. The project would include construction of sidewalks on both sides of Spinney Road and a shorter crosswalk for pedestrians at the intersection. The challenges include a need for an easement or land acquisition from an abutting property owner. There is not a short-term solution for this particular intersection.

James Heinz, Deputy Fire Chief, expressed grave concern and opposition over the narrowing of streets and intersections. He cautions the committee of the on-going shrinking of roads. He requested that these issues be taken into consideration.

Harold Whitehouse asked if the Spinney Road sidewalk was part of the capital budget. Peter Rice confirmed that it is included.

**No action item.**

E. Request for pedestrian instruction signs at signalized crosswalks – A resident requested this item because she witnessed pedestrians ignoring signs and signals. Eric Eby provided a graphic of standardized signage at push button controlled crosswalks. Crosswalk intersections can be reviewed on a case-by-case basis and correct signage assigned and installed. By law, pedestrians can only cross (in the crosswalk) at the walk signal.

Harold Whitehouse suggested looking at University of New Hampshire lighted crosswalks as a possible solution. Lights rotate around the signal alerting traffic when the crosswalk button is activated for a pedestrian to cross.

**No action item.**

G. Proposed bicycle and moped parking policy – A request was made to develop policy to address abandoned or illegally parked bicycles and mopeds. Eric Eby confirms that there is currently no ordinance addressing this issue. A policy would provide clarity on enforcement and better understanding for the public. One provision is a 72-hour limit on bicycle or moped parking on a street or other public property.

Juliet Walker, Transportation Planner, stated that the City has made many legal bike parking spaces available. The legal spaces available will decrease the illegal bike parking.

Peter Rice informed the committee that this policy is an initial draft. Eric Eby will refine the policy and come back to the committee with a recommended ordinance change. Then it will be forwarded to the City Council as an omnibus or a separate ordinance change.

Chairman Lown sought clarification on parking on a sidewalk or a roadway. Eric Eby clarified that roadway parking means in a bike corral. Chairman Lown asked how the 72-hour limit would be enforced. Eric Eby stated it would be similar to a tire marking. Chairman Lown suggested a notice or tag be affixed to the bike or moped.

Mary Lou McElwain asked if a fine would be issued if policies were broken. Eric Eby stated that it has not been addressed: this is a draft policy.

Shari Donnermeyer asked if the items listed on the draft policy are being seen in the City. Eric Eby confirmed there are some specific areas where complaints have been received addressing these issues. For example, near taxi zones it has been a problem because of bicycles or mopeds parked on the street.

**No action item.** Eric Eby will refine the policy and come back to the PTS Committee with a recommended ordinance change.

VI. OLD BUSINESS:

A. Sheafe Street Pay and Display Meter Installation – Eric Eby restated a comment from the residents of Sheafe Street from the May 14<sup>th</sup>, 2015 meeting. The residents stated that Sheafe Street was not the only street without parking meters in the area. Eric Eby presented a map showing parking meter locations. Sheafe Street is the only street in the area without meters at this time. The map was provided for informational purposes only.

B. Valet Parking renewals, Atlantic Parking Services – 3 locations; 100 Club – 1 location – Ron Cypher motioned to renew the three valet parking agreements. Ted Grey seconded. Peter Rice requested a stipulation to the renewals that the companies work with City staff to ensure they do not use additional areas and/or block parking. They must stay within the designated areas. If they fail to adhere to these stipulations, they jeopardize the agreements with the City. Representatives from the valet companies were present and put on notice about the stipulations.

Eric Eby confirmed there are three applications from Atlantic Parking Services and one from the 100 Club.

The motion was amended to include all four valet parking renewals. Ted Grey motioned to amend the motion. Shari Donnermeyer seconded.

**Vote 8-0, to renew three valet parking agreements with Atlantic Parking Services and one valet parking agreement with the 100 Club.**

C. Two-way downtown traffic study – Eric Eby stated this was referred to him at the last meeting as a City Council request. He reviewed what needed to be done to implement a two-way traffic plan downtown. A traffic study would need to be conducted. The City would need to hire a consultant to do an extensive study. The targeted streets would be Congress, State and Pleasant, based on their width. Based on Eric Eby's professional experience, a traffic study of this detail would be in the range of \$50,000. If feasible, a design plan would cost another \$50,000, with construction costs in the area of \$1,000,000. A memorandum to City Manager, John Bohenko, dated June 3, 2015, details the steps necessary to pursue the idea of two-way traffic in downtown.

Rick Chellman, 224 State Street, is a traffic engineer with extensive experience in the field. He stated two-way streets are much more pedestrian friendly, and believes that downtown needs to be more pedestrian friendly.

Peter Rice noted that the last line of the memo stated there are no monies in the budget at this time. If it was recommended by the committee and forwarded to the City Council, it would be recommended for inclusion in the Capital Improvement Budget for 2017.

Harold Whitehouse motioned to recommend to the City Council the downtown two-way traffic study of \$50,000 be included in the CIP for Fiscal Year 2017. Ron Cypher seconded.

**Vote 8-0, to recommend to the City Council the downtown two-way traffic study of \$50,000 be included in the Capital Improvement Plan for Fiscal Year 2017.**

D. New on-street parking locations – Eric Eby stated this item is in response to Rick Chellman's presentation and suggestions on where the City can gain on-street parking in the downtown area. Eric has done analysis on three locations and provided the following comments: Pleasant Street at Market Square: make seven parallel parking spaces next to the church into 14 angle parking spaces. It can be done with striping and minor work. It would also eliminate a second left turn lane.

James Heinz, Deputy Fire Chief, expressed grave concern and opposition over the shrinking of city streets. The large fire trucks need to be able to navigate in the streets. As an example, it has been a problem getting trucks from the Rusty Hammer to the bridge in the summer due to traffic. He

supported the idea of a two-way street at that location. He stated that the three proposals outlined are not good for the Fire Department.

Ted Gray asked Eric if the parallel parking on Pleasant Street opposite of the diagonal parking would be eliminated. Eric stated that it would remain. Shari Donnermeyer asked what the decrease in width would be from this proposal. Eric estimated about 10 feet.

Mary Lou McElwain commented on the difficulty she has experienced in Exeter regarding diagonal parking, and cautions about the implementation.

Chairman Lown confirmed that this is the appropriate time for all issues to be presented, such as the Fire Departments concern over street width. The committee discussed the travel lane width and Eric confirmed it to be 12 feet.

The second location of diagonal parking is at Penhallow Street and Bow Street. The change would be four parallel parking spaces to eight diagonal spaces. One travel lane would be used for both left and right turns. The travel lane width is 12 feet.

The third location is Hanover Street at Bridge Street and Maplewood Avenue. The proposal is to remove the right hand lane and add two parallel parking spaces next to the curb. The left turn lane would be restriped as an all-purpose general turn lane.

Peter Rice suggested that the committee send the proposals back to Public Works for in-depth analysis, while taking into account the Fire Department's concerns.

Shari Donnermeyer motioned to have Public Works do a further evaluation of the proposals, taking the Fire Department's concerns into account, and report back to the committee. Harold Whitehouse seconded with comment that the proposals submitted are classified as information only. **Vote 7-1, to send proposal back to Public Works for an in-depth analysis and report back to the committee. James Heinz, Deputy Fire Chief, opposed.**

E. Water Country exit signing for I-95 – This in response to the Banfield Road residents' request to improve the flow of traffic. The recommendation is to install the I-95 shield signage so people have clear direction to the interstate. It improves signage for I-95 North and South.

Harold Whitehouse motioned to install improved signage. Shari Donnermeyer seconded. **Vote 8-0, to install improve signage at specified locations.**

F. No Truck signs on Banfield Road – There are conflicting ordinances regarding truck usage of Banfield Road. This proposal is to install "NO THROUGH TRUCKS" signs on Banfield Road. Install a "TRUCK ROUTE" right arrow sign on Constitution Avenue. Install "NO TRUCKS, ALL TRUCKS MUST TURN LEFT" signs on Banfield Road at Heritage Avenue. Install a "ALL TRUCKS MUST TURN RIGHT" sign on Heritage Avenue.

Ted Gray motioned to install no truck signs on Banfield Road. Shari Donnermeyer seconded. **Vote 8-0, to install no truck signs on Banfield Road.**

G. Crosswalk near Sanders Market on Marcy Street – The committee did an on-site visit last month. This is an area of high activity. The best location for the crosswalk would be at the south end of the bridge over the South Mill Pond spillway. Although this location is optimal, the requirement by the Americans with Disabilities Act of wheelchair ramps at each end of the crosswalk would make this difficult and expensive due to the bridge. Modifications to the bridge slab, railing, and sidewalk would be required. A long-term solution would be the reconstruction of the South Street and Marcy Street intersection to provide a 90 degree intersection with sidewalks and crosswalks.

Eric Eby recommends a pedestrian warning sign be installed to alert motorists of pedestrians crossing Marcy Street in the area of Sanders Market.

Harold Whitehouse motioned to approve the recommendation of installing a pedestrian warning sign. Shari Donnermeyer seconded. **Vote 8-0, to approve the installation of a pedestrian warning sign at Marcy Street crosswalk.**

Walter Hamilton, 47 Mariette Drive, asked about the pedestrian crossing on the other side of the bridge. He asked if it could be put back. Eric Eby stated there is a faded crosswalk, but there are several problems with it. It leads into a parking space and it is not wheelchair accessible. To improve the crosswalk, parking spaces must be eliminated and ramps would need to be constructed. It is not a feasible option at this time.

Kathleen Logan, 21 Blossom Street, agreed that a new crosswalk is needed in the area. She is concerned about the New Castle traffic and prefers the old crosswalk.

Peter Rice stated that the entire intersection needs to be reconfigured due to sight issues and speed. At this point, caution pedestrian crossing signage is being recommended.

Shari Donnermeyer asked about installing a stop sign. Peter Rice directed the committee to refer the matter back to Public Works for a warrant study to determine if stop signs are appropriate in this location.

Chairman Lown asked about putting bump-outs on either side of the area and if it would decrease costs and shorten length of crosswalk. Eric Eby stated he could come back to the committee with a plan showing bump-outs and how they impact the roadway and speeds.

Shari Donnermeyer motioned to have Public Works do additional analysis on bump-outs in the area. Harold Whitehouse seconded. **Vote 8-0, to have Public Works do additional analysis on bump-outs at the crosswalk area near Sanders Market on Marcy Street.**

## VII. PUBLIC COMMENT:

Andrea Amico, 820 Banfield Road, asked about the proposal to divert traffic from Water Country to West Road. Peter Rice agrees that pushing traffic from the residential area into a signalized area is optimal. However, it is not a simple solution. There is no mechanism to have Water Country change their traffic pattern. They have an approved site plan. There may be opportunities in the future and the City will be responsive when the time comes. The sign packages approved at the meeting were a short-term solution in the interim to help citizens on Banfield Road.

Walter Hamilton, 47 Mariette Drive, asked about the signs on Banfield Road. He asked if traffic could be directed to Lafayette. Eric Eby responded by saying the shortest route to I-95 is by way of Banfield Road. The agreement with Water Country is to have traffic routed through Banfield Road and avoid congestion on Route 1.

Walter Hamilton, 47 Mariette Drive, asked about the pedestrian crossing at the Wal-Mart intersection. Peter Rice responded that it is State controlled road. It is not something that will happen immediately.

Janice Henderson, 284 New Castle Ave, asked about pedestrian signage and speed enforcement. Darrin Sargent, Lieutenant, stated he would speak to Captain Warchol about the speed enforcement sign. He also suggested a device that collects speed data. Darrin Sargent, Lieutenant, will put the road on the list at the Police Department.

#### VIII. INFORMATIONAL:

- A. Status update on handicap parking time restriction in High Occupancy Meter (HOM) zone – Eric Eby stated the 3-hour time limit signs have been installed. The 15-minute signs are currently being installed. Once complete, warnings will be issued to the handicap parkers that exceed the 15-minute or 3-hour limit.
- B. Parking citation statistics - Mary Lou McElwain clarified her question from last week. She is interested in how many issued parking tickets get paid to the City. She questioned the term “voided citations”. Eric Eby stated that voided meant it was excused and/or voided. Eric Eby will investigate.
- C. Credit Card upgrades in Parking Garage – Eric Eby stated credit cards will be accepted at the parking garage in the near future. Details are being discussed with the vendor.

IX. ADJOURNMENT - At 9:33 a.m., voted to adjourn.

Respectfully submitted by:

Amy Chastain  
Secretary to the Committee

City of Portsmouth  
 Parking Related Revenues

**Unaudited**

<b>Percentage of Fiscal Year Complete</b> <b>91.67%</b>
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Totals Thru  
 May-15

**FY 15**

	FY TOTALS	BUDGETED	% of Budget
Parking Meter Fees	1,654,003.96	1,650,000.00	100.24%
Parking Meter Space Rentals	118,280.00	40,000.00	295.70%
Meter In Vehicle	78,206.46	40,000.00	195.52%
Parking Garage Revenue	1,639,968.20	1,950,000.00	84.10%
Garage Passes	991,483.00	960,000.00	103.28%
Parking Validation	12,000.00	6,000.00	200.00%
Pass Reinstatement	3,215.00	1,500.00	214.33%
Vaughan St Parking Facility	17,500.00	15,000.00	116.67%
Parking Violations	674,115.33	780,000.00	86.43%
Boot Removal Fee	34,450.00	12,000.00	287.08%
Summons Admin Fee	925.00	5,000.00	18.50%
Total FY 15 Parking	<u>5,224,146.95</u>	<u>5,459,500.00</u>	95.69%

	<b>BUDGETED</b>	
	(3,047,195.00)	Transfer to Parking Fund
	2,412,305.00	Funds Remaining in Gen Fund