

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

8:00 A.M. – Thursday, December 3, 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 November 5, 2015.
  
- [2] Accepted and placed on file the Financial Report dated October 31, 2015.
  
- [3 (VI.A.)] **Action Item:** Woodbury Avenue/Franklin Drive corridor study draft recommendations - **VOTED** to report back to the Committee after a neighborhood meeting has been conducted.
  
- [4 (V.C.)] **Action Item:** Request to modify NO PARKING restriction on east side of Summit Avenue - **VOTED** to direct City staff to evaluate and report back with a recommendation.
  
- [5 (V.A.)] **Action Item:** Congress Street loading zone, impact on crosswalk visibility at Chestnut Street - **VOTED** to direct City staff to evaluate and report back with a recommendation.
  
- [6 (V.B.)] **Action Item:** Request for parking on Chapel Street between Bow Street and Daniel Street - **VOTED** to make no changes at this time, and report back on providing three spaces as part of the reconstruction project.
  
- [7 (VI.B.)] **Action Item:** Request for No Parking on east side of Cutts Street between Maplewood Avenue and Leslie Drive - **VOTED** to direct City staff to evaluate and report back with a schematic showing sight distances and potential parking in the area.
  
- [8 (VI.C.)] **Action Item:** Pleasant Street at Court Street - **VOTED** to install an all-way STOP at the intersection of Pleasant Street and Court 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  
City Manager, John Bohenko  
Public Works Director, Peter Rice  
Deputy Fire Chief, James Heinz  
Acting Deputy Police Chief, Frank Warchol  
Member, Ted Gray  
Member, Ronald Cypher  
Member, Harold Whitehouse  
Member, Shari Donnermeyer  
Alternate Member, Mary Lou McElwain

**Staff Advisors Present:**

Parking Manager, Joey Giordano  
Parking and Transportation Engineer, Eric Eby  
Transportation Planner, Juliet Walker

III. ACCEPTANCE OF THE MINUTES:

Ted Gray motioned to accept November 5, 2015, meeting minutes.  
Shari Donnermeyer seconded.

**Motion passed 9-0.**

IV. FINANCIAL REPORT:

Harold Whitehouse motioned to accept October 31, 2015, financial report.  
Shari Donnermeyer seconded.

**Motion passed 9-0.**

V. NEW BUSINESS:

Public Works Director Rice motioned to suspend the rules to move action item VI.A. to the beginning of the meeting. City Manager Bohenko seconded. **Vote 9-0, to suspend the rules.**

VI.A. Woodbury Avenue/Franklin Drive corridor study draft recommendations -

Kevin Dandrade, Principal/Senior Project Manager with TEC, Inc., made a presentation on the Woodbury Avenue Corridor Traffic Study between Rockingham Avenue and Dennett Street. He discussed existing challenges, including mixed roadway users, New Franklin Elementary School traffic, and sign clutter. Project goals are to increase vehicular capacity, upgrade/repair/replace deficient infrastructure, reduce driver confusion and conflict points, and provide a complete streets design. TEC traffic study methodology included field inventory, sight distance evaluations, detailed traffic counts, and public meetings. A meeting was held on June 22, 2015, at New Franklin School to collect feedback via a charrette process. Mr. Dandrade stated the traffic volumes were analyzed for the following items: signal warrant analysis, turn lane warrant analysis, and capacity and queue analysis. TEC reviewed traffic flow alternatives, including closing streets, consolidating intersections, and altering traffic patterns near New Franklin Elementary.

Mr. Dandrade stated the preferred alternative included a number of different items, which are meant to enhance the pedestrian environment, standardize bicycle accommodations, and reduce or control the number of conflict points. Mr. Dandrade discussed a few of the items in the preferred alternative. These included pedestrian islands, restriping, and a traffic signal. TEC will finalize the draft report and submit it to the Committee.

City Manager Bohenko stated that a neighborhood meeting, including the New Franklin School PTO, community, and school department, would be scheduled.

The Committee briefly discussed New Franklin School buses exiting onto Woodbury Avenue and the need for physical improvements before changes can be implemented.

City Manager Bohenko motioned to report back to the Committee after a neighborhood meeting has been conducted. Public Works Director Rice seconded.

**Vote 9-0, to report back to the Committee after a neighborhood meeting has been conducted.**

Shari Donnermeyer motioned to suspend the rules to move action item V.C. forward. Ronald Cypher seconded. **Vote 8-1, to suspend the rules.** Deputy Fire Chief, James Heinz opposed.

C. Request to modify NO PARKING restriction on east side of Summit Avenue (Colby Gamester) – Eric Eby provided video of afternoon school bus traffic on Summit Avenue. Currently, no parking is allowed on the east side of Summit Avenue. Additional “No Parking” signage has been posted to alert citizens.

Shari Donnermeyer motioned to direct City staff to evaluate and report back with a recommendation. Ronald Cypher seconded. **Vote 9-0, to direct City staff to evaluate and report back with a recommendation.**

Public Works Director Rice motioned to suspend the rules to allow public comment. **Vote 9-0, to suspend the rules.**

Colby Gamester, 1207 South Street, stated his support for modifying the parking restriction on Summit Avenue.

A. Congress Street loading zone, impact on crosswalk visibility at Chestnut Street (Andrew Chase) – The loading zone area is not supported by an ordinance. Trucks unloading sometimes impede pedestrian sight line at the crosswalk on Congress Street at Chestnut Street. Ted Gray expressed concern with posting additional signage in the area.

Ted Gray motioned to direct City staff to evaluate and report back with a recommendation. Ronald Cypher seconded. **Vote 9-0, to direct City staff to evaluate and report back with a recommendation.**

B. Request for parking on Chapel Street between Bow Street and Daniel Street (Eric Spear) – Eric Eby stated that three spaces are planned as part of the Chapel Street reconstruction project at one end of the street, however the head-in parking near the old City Hall building does not allow for additional parking. Two lanes are needed in order to use the head-in parking. He also stated both lanes are needed when the traffic backs up due to the drawbridge. The right turn lane on Chapel Street allows for traffic to flow downtown when the other lane is stopped due to bridge traffic.

Mary Lou McElwain opposed adding parking spaces due to congestion and safety concerns.

Harold Whitehouse motioned to make no changes at this time, and report back on providing three spaces as part of the Chapel Street reconstruction project. Shari Donnermeyer seconded. **Vote 9-0, to make no changes at this time, and report back on providing three spaces as part of the Chapel Street reconstruction project.**

## VI. OLD BUSINESS:

B. Request for No Parking on east side of Cutts Street between Maplewood Avenue and Leslie Drive (Cindy Dodds) – Committee did a site visit on Tuesday, December 1, 2015. Staff recommended adding the area as a No Parking zone in the City's Code of Ordinances to support the signage posted along the section of Cutts Street. Ted Gray supported designated parking in specific areas on Cutts Street.

Public Works Director Rice motioned to direct City staff to evaluate and report back with a schematic showing sight distances and potential parking in the area. Ted Gray seconded. **Vote 9-0, to direct City staff to evaluate and report back with a schematic showing sight distances and potential parking in the area.**

C. Pleasant Street at Court Street (PTS referral to DPW staff - August 2014 PTS action) – Public Works Director Rice stated a request was presented last year to change the intersection due to sight distance issues. Eric Eby stated that a traffic consultant studied the intersection operations during peak conditions and concluded that an all-way STOP should be installed. The Committee discussed obstruction of sight lines due to angled parking on Pleasant Street, and private fence and vegetation at the intersection's opposite corner.

City Manager Bohenko motioned to accept staff recommendation to install an all-way STOP at the intersection of Pleasant Street and Court Street. Shari Donnermeyer seconded. **Vote 9-0, to install an all-way STOP at the intersection of Pleasant Street and Court Street.**

VII. PUBLIC COMMENT

No public comment.

VIII. INFORMATIONAL

A. Banfield Road traffic volume update – Eric Eby presented a graph showing the traffic volume comparisons between July and October. The traffic counter was stationed for one week during July and October to collect data. July weekday daily traffic volumes were slightly higher than October weekday volumes, which is typical for roadways in the area as supported by NHDOT data. July Sunday traffic volumes were higher than October Sunday volumes, however they were still less than October weekday volumes. Staff continues to move forward with the design to update the culvert crossings near Heritage Avenue and a master plan, and collaboration continues with NHDOT and Water Country representatives.

B. Boot removal fee - Joey Giordano stated once someone has accumulated \$125.00 in outstanding parking fines, they are placed on the boot list. A parking enforcement officer would process the vehicle license plate and contact the City Clerk's office prior to installing the boot device on the vehicle. The removal fee is \$150.00. All parking citations must be paid along with the \$150.00 fee in order to have the boot removed. The City Clerk's list is updated daily.

C. Idaho Stop Law for bicycles – Eric Eby provided an FAQ (frequently asked questions) on Idaho Stop Law, which allow for bicyclists to treat stop signs like yield signs. This would be a state legislative action, not a city action.

D. Public Information Meeting for Maplewood Avenue Reconstruction Design Project has been scheduled for December 9, 2015, at 7:00 p.m. in Conference Room A of City Hall.

IX. ADJOURNMENT – At 9:01 a.m., voted to adjourn.

Respectfully submitted by:

Amy Chastain  
Secretary of the Committee

# Unaudited

<b>Percentage of Fiscal Year Complete</b> <b>33.33%</b>
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Totals Thru  
October 31, 2015

## FY 16

Parking Meter Fees  
 Parking Meter Space Rentals  
 Meter In Vehicle  
 Parking Garage Revenue  
 Garage Passes  
 Parking Validation  
 Pass Reinstatement  
 Vaughan St Parking Facility  
  
 Parking Violations  
 Boot Removal Fee  
 Summons Admin Fee  
  
 Total FY 16 Parking

FY 16 to Date:		
TOTALS	BUDGETED	% of Budget
782,369	1,765,500	44%
55,242	50,000	110%
31,177	50,000	62%
840,078	1,850,000	45%
353,940	1,000,000	35%
5,975	10,000	60%
1,320	2,000	66%
6,250	15,000	42%
263,726	700,000	38%
8,850	12,000	74%
125	5,000	3%
<b>2,349,053</b>	<b>5,459,500</b>	<b>43%</b>

### FY 16 BUDGETED

(3,047,195.00)	Transfer to Parking Fund
2,412,305.00	Funds Remaining in Gen Fund
5,459,500.00	Total Revenue