

ACTION ITEMS AND MINUTES
PARKING and TRAFFIC SAFETY COMMITTEE MEETING

8:00 A.M. – Thursday, January 7, 2016
City Hall – Eileen Dondero Foley Council Chambers

Action Items requiring an immediate ordinance during the next Council meeting: none

Temporary Action Items requiring an ordinance during the annual omnibus:

Addition of section of roadway on east side of Cutts Street between Maplewood Avenue and Leslie Drive as NO PARKING ANYTIME.

Addition of section of roadway at the edge of the driveway at 62 Union Street, 45 feet north of the intersection with State Street as NO PARKING HERE TO CORNER.

ACTIONS:

- [1] Unanimously voted to elect Brad Lown as Chairman and Ted Gray as Vice-Chairman for the calendar year 2016.
- [2] Accepted and placed on file the minutes of the Parking and Traffic Safety Committee Meeting held December 3, 2015.
- [3] Accepted and placed on file the Financial Report dated November 30, 2015.
- [4 (VI.A.)] **Action Item:** Middle Street bicycle lane project, by Greenman-Pedersen, Inc. – **VOTED** to postpone Middle Street bicycle lane project presentation by Greenman-Pedersen, Inc.
- [5 (VII.A.)] **Action Item:** STOP sign request on Versailles Avenue at Jones Avenue - **VOTED** to place the request on file for future reference.
- [6 (VII.B.)] **Action Item:** Request for NO PARKING HERE TO CORNER on Union Street at State Street - **VOTED** to relocate NO PARKING HERE TO CORNER sign to the edge of the driveway at 62 Union Street, 45 feet north of the intersection with State Street.
- [7 (VII.C.)] **Action Item:** Request to install sidewalks on Thornton Street between Woodbury Avenue and Bartlett Street - **VOTED** to refer request to Capital Improvement Planning process.
- [8 (VIII.A.)] **Action Item:** NO PARKING restriction on east side of Summit Avenue - **VOTED** to accept staff recommendation that the parking restriction remain in place on the east side of Summit Avenue and that the roadway center line be relocated 4 feet to the east next spring.
- [9 (VIII.B.)] **Action Item:** Request for No Parking on east side of Cutts Street between Maplewood Avenue and Leslie Drive - **VOTED** to accept staff recommendation that all the NO PARKING signs remain in place and the PTS Committee voted to establish this section of Cutts Street as NO PARKING ANYTIME.
- [10 (VIII.C.)] **Action Item:** Loading Zone on Congress Street between Fleet Street and Vaughn Mall - **VOTED** to postpone the action item to a future date.

I. CALL TO ORDER:

Vice-Chairman, Ted Gray, called the meeting to order at 7:59 A.M.

II. ROLL CALL:

Members Present:

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
Alternate Member, Mary Lou McElwain

Staff Advisors Present:

Parking and Transportation Engineer, Eric Eby
Transportation Planner, Juliet Walker

Excused Absences:

Councilor, Brad Lown
Member, Shari Donnermeyer
Parking Manager, Joey Giordano

III. SELECTION OF COMMITTEE CHAIRMAN:

Ronald Cypher motioned to nominate Brad Lown as Chairman for the calendar year 2016.
Harold Whitehouse seconded. **Motion passed 8-0.**

Harold Whitehouse motioned to nominate Ted Gray as Vice-Chairman for the calendar year 2016.
Public Works Director Rice seconded. **Motion passed 8-0.**

IV. ACCEPTANCE OF THE MINUTES:

Harold Whitehouse motioned to accept December 3, 2015, meeting minutes.
Ronald Cypher seconded. **Motion passed 8-0.**

V. FINANCIAL REPORT:

City Manager Bohenko stated that Julie Walker, Transportation Planner, would present a report at the next meeting regarding the downtown parking shuttle service.

Public Works Director Rice motioned to accept November 30, 2015, financial report.
Mary Lou McElwain seconded. **Motion passed 8-0.**

VI. PRESENTATION:

A. Middle Street bicycle lane project, by Greenman-Pedersen, Inc. – City Manager Bohenko motioned to postpone the presentation because the consultant is compiling additional information. Mary Lou McElwain seconded. **Vote 8-0, to postpone Middle Street bicycle lane project presentation by Greenman-Pedersen, Inc.**

VII. NEW BUSINESS:

A. STOP sign request on Versailles Avenue at Jones Avenue – Harold Whitehouse stated that an on-site visit was conducted on Tuesday, January 5, 2016. A STOP sign at this location would encroach on private property. Harold Whitehouse motioned to place the request on file for future reference. City Manager Bohenko seconded. **Vote 8-0, to place the request on file for future reference.**

B. Request for NO PARKING HERE TO CORNER on Union Street at State Street – Eric Eby stated the request was made because Union Street narrows 50 feet from the State Street intersection. When vehicles are parked on both sides of Union Street, it is very difficult for larger vehicles to get through. He stated there is currently a NO PARKING HERE TO CORNER sign, posted along the west side of Union Street, 20 feet north of its intersection with State Street. Staff recommended relocating the sign to the edge of the driveway at 62 Union Street, 45 feet north of the intersection with State Street. Staff discussed the change with the abutter at 62 Union Street. They are in favor of the proposed change. Eric Eby stated the sign relocation would result in the loss of one parking space.

Mary Lou McElwain requested that parking along Union Street be reviewed due to the narrowing caused by vehicles parking on both sides of the street. City Manager Bohenko requested Eric Eby review the issue.

City Manager Bohenko motioned to accept staff recommendation. Ronald Cypher seconded. **Vote 8-0, to relocate NO PARKING HERE TO CORNER sign to the edge of the driveway at 62 Union Street, 45 feet north of the intersection with State Street.**

C. Request to install sidewalks on Thornton Street between Woodbury Avenue and Bartlett Street – Eric Eby stated Martin Ryan, resident on Woodbury Avenue, requested this action item. Eric Eby stated that sidewalk installation is part of the Capital Improvement Planning process. Staff recommended referring the request to the Capital Improvement Planning process.

Harold Whitehouse motioned to accept staff recommendation. City Manager Bohenko seconded. **Vote 8-0, to refer request to Capital Improvement Planning process.**

City Manager Bohenko explained there is a process in which residents can propose projects for consideration in the Capital Improvement Planning process.

VIII. OLD BUSINESS:

A. NO PARKING restriction on east side of Summit Avenue – Eric Eby stated the request was presented at the December 3, 2015, meeting. The Committee requested staff evaluate and report back with a recommendation. Eric Eby stated traffic was observed during the morning and afternoon peak traffic periods. The morning traffic was heavy in both directions and, therefore, parking could not be added to both sides of Summit Avenue. Eric Eby stated that shifting the centerline to the east on Summit Avenue would allow for adequate width for on-street parking on the west side, while providing 12-foot wide travel lanes in each direction.

Public Works Director Rice stated that if approved, re-striping would be done in the spring. The Committee discussed roadway widths. Mary Lou McElwain expressed concern regarding pedestrian and bicycle safety. Public Works Director Rice stated that the school buses swing wide onto Summit Avenue, and this action would allow them adequate space to get around parked cars. Mary Lou McElwain suggested restricting parking on the west side during school peak traffic periods.

Staff recommended that the parking restriction remain in place on the east side of Summit Avenue, and that the roadway center line be relocated 4 feet to the east to allow more room for parking on the west side.

Public Works Director Rice stated that the staff recommendation permitted safe passage of vehicles and attempted to balance the needs of people utilizing parking on Summit Avenue.

Public Works Director Rice motioned to accept staff recommendation. Member seconded. **Vote 7-1, to accept staff recommendation that the parking restriction remain in place on the east side of Summit Avenue and that the roadway center line be relocated 4 feet to the east next spring.** Mary Lou McElwain voted opposed.

B. Request for No Parking on east side of Cutts Street between Maplewood Avenue and Leslie Drive – Eric Eby stated that he was instructed by the Committee at the December 3, 2015, meeting to evaluate and report back on parking conditions on the east side of Cutts Street. He stated that after further review, the only area where vehicles could park is the unpaved shoulder area between the Cutts Mansion exit and entrance driveways. However, the area is unpaved and subject to mud and snow accumulation. If parking were allowed on the east side, vehicles could legally park on the pavement, block sight lines, and reduce the travel lane width. Eric Eby stated that discussions with residents of the neighborhood revealed they were the ones who originally requested the NO PARKING signs.

Staff recommended that all the NO PARKING signs remain in place, with a PTS Committee vote to establish this section of Cutts Street as NO PARKING ANYTIME.

Public Works Director Rice motioned to accept staff recommendation. Harold Whitehouse seconded. **Vote 8-0, to accept staff recommendation that all the NO PARKING signs remain in place and the PTS Committee voted to establish this section of Cutts Street as NO PARKING ANYTIME.**

C. Loading Zone on Congress Street between Fleet Street and Vaughn Mall – The Vice-Chairman stated that this action item had been postponed.

Harold Whitehouse described an incident he encountered: a tractor-trailer was unloading on Congress Street directly in front of North Church. He expressed concern regarding the safety of pedestrians using the crosswalk.

City Manager Bohenko stated he would be meeting with Public Works Director Rice, the Parking Manager, and the Police Department to discuss potential ideas regarding education and enforcement to address this issue.

Andrew Chace operates Ameriprise Financial Services located at 25 Chestnut Street. He originally presented the issue of the loading zone on Congress Street between Fleet Street and Vaughn Mall. He recommended installing pedestrian signage, possibly blinking signage, near the crosswalk at Vaughan Mall to alert drivers.

City Manager Bohenko motioned to postpone the action item to a future date. Public Works Director Rice seconded. **Vote 8-0, to postpone the action item to a future date.**

IX. PUBLIC COMMENT

No public comment.

X. INFORMATIONAL

A. Woodbury Avenue/Franklin Drive corridor traffic study public meeting January 13, 2016, 6:30 PM at Portsmouth Library – Eric Eby stated the consultant, TEC, would be making a public presentation of the findings and recommendations on the Woodbury Avenue Corridor Traffic Study between Rockingham Avenue and Dennett Street. Public Works Director Rice stated that the presentation would focus on the area between Rockingham Avenue and Dennett Street and does not include the Frank Jones neighborhood.

XI. ADJOURNMENT – At 8:33 A.M., voted to adjourn.

Respectfully submitted by:

Amy Chastain
Secretary of the Committee

Parking Related Revenues

Unaudited

Percentage of Fiscal Year Complete 41.67%

Totals Thru
November 30, 2015

FY 16

	FY 16 to Date:		
	TOTALS	BUDGETED	% of Budget
Parking Meter Fees	965,495	1,765,500	55%
Parking Meter Space Rentals	57,411	50,000	115%
Meter In Vehicle	39,582	50,000	79%
Parking Garage Revenue	976,046	1,850,000	53%
Garage Passes	417,841	1,000,000	42%
Parking Validation	7,025	10,000	70%
Pass Reinstatement	1,425	2,000	71%
Vaughan St Parking Facility	7,500	15,000	50%
Parking Violations	322,726	700,000	46%
Boot Removal Fee	10,050	12,000	84%
Summons Admin Fee	125	5,000	3%
Total FY 16 Parking	2,805,226	5,459,500	51%

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