

CITY OF PORTSMOUTH  
CITY COUNCIL POLICY No. 2017-01

**COMPLETE STREET DEMONSTRATION PROJECT POLICY**

**WHEREAS**, a core commitment of the City's Complete Street Policy is to incorporate Complete Street principles into the City's Master Plan, area plans, transportation plans, the Zoning Ordinance and Site Plan Review Regulations, standards and specifications documents, and other plans, manuals, rules, regulations and programs as appropriate.

**WHEREAS**, City staff have been working with the Parking & Traffic Safety Committee to develop a Neighborhood Traffic Calming Program that provides a process and guidance for considering and implementing a variety of traffic calming measures in response to neighborhood concerns and requests.

**WHEREAS**, the City Council recognizes that it will be beneficial to enable non-municipal groups and organizations, hereby known as Project Sponsors, to undertake demonstration projects in public rights-of-way;

**NOW THEREFORE**, the City Council adopts the following policy:

**I. DEFINITIONS**

**Demonstration Project**

A demonstration project is a short-term street or sidewalk design project that is designed in accordance with the City's Complete Street Policy and/or Walk and Bicycle Friendly Community Policies.

**Project Sponsor**

A project sponsor is the entity applying for permission to implement a demonstration project. A project sponsor may be an individual, group, or business entity that has the ability to satisfy the requirements included herein.

**II. SITE REQUIREMENTS, CLEARANCE AND ACCESS**

(1) Demonstration projects may only be located in the public right-of-way on roads under City jurisdiction.

(2) Project shall be located on a road with a speed limit that is 30 MPH or less.

(3) Projects shall be designed to minimize interference with access to and service of public utilities, utility covers, valves, building standpipes, fire hydrants, and other services and operations located within or accessed from the public right-of-way.

(4) Projects should not block or limit driveway access, unless the driveway owner specifically permits use of their driveway for the demonstration. Such permission must be illustrated by a letter of support.

(5) Demonstration Projects shall maintain or improve the existing level of accessibility to individuals with disabilities per the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

(6) Demonstration projects shall not be located in proximity to ongoing construction projects within the public right-of-way.

(7) No street or public right-of-way shall be blocked for project installation unless specifically allowed by the Portsmouth Department of Public Works (DPW).

### **III. FUNDING**

(1) The Project Sponsor shall be responsible for all related project materials and elements. In some scenarios, the City of Portsmouth may provide funding or in-kind support to benefit the project, but financial support from the City is not guaranteed or required.

### **IV. COMMUNITY SUPPORT**

(1) Demonstration projects must demonstrate community support from property owners/businesses in the impacted area adjacent to the project site. Support must be demonstrated through individual letters or petition.

(2) The Project Sponsor must provide individual letter(s) of support from any property owners/businesses whose property access will be impacted by the demonstration.

### **V. PERMITTING AND NOTIFICATION**

(1) Initial Project Request: Project Sponsor shall submit initial project request at least 3 months from the desired implementation date. DPW will review the proposal and confirm compliance with applicable laws/regulations. DPW will also review to determine that the Demonstration Project will have minimal impact on access to and service of public utilities, utility covers, valves, building standpipes, fire hydrants, and other services and operations located within or accessed from the public right-of-way. Once receiving initial approval from the DPW, the Project Sponsor shall revise materials in response to DPW feedback and submit a demonstration project application.

(2) Project Application: The Project Sponsor shall submit a complete permit application to DPW a minimum of 2 months before desired implementation date. If DPW determines the application to be complete, the Public Works Director shall review the application and make a recommendation for approval or denial to the City Manager.

(3) Project Approval: Once receiving a recommendation, the City Manager may grant or deny the project permit or refer the application to the City Council. At any time during the project application and approval process, the project may be referred to the Parking & Traffic Safety Committee for input.

(4) Upon receiving permit approval, the Project Sponsor shall notify all households and businesses within 300' of the proposed project location at least 7 days before the planned installation date, via a flyer or letter.

(5) Any temporary changes to on-street parking will be subject to review and approval by the Department of Public Works Parking Division.

(6) The Project Sponsor shall post a project information sign at the project site for the duration of the project. The sign shall be reviewed and approved by DPW.

## VI. STEWARDSHIP

(1) The Project Sponsor shall comply with all applicable traffic laws or other relevant city or state laws or ordinances. DPW will identify any concerns related to compliance with applicable laws and ordinances when reviewing the Project Sponsor's initial project request.

(2) The Project Sponsor shall designate a primary contact person who can be reached by the City 24/7 for the duration of the project in case of emergencies or unexpected issues/concerns. This person must be available for a site inspection once the project has been installed, and must be willing and able to troubleshoot should adjustments be necessary.

(3) The Project Sponsor is responsible for any property damage that occurs as a direct result of the demonstration project.

(4) The Project Sponsor is required to submit a certificate of insurance that meets city insurance requirements and that names the city as certificate holder as well as an additional insured for the duration of the event. In cases where the City is a co-sponsor of the proposed project, the City may waive the insurance requirement.

(5) The Project Sponsor shall remove all elements/features of the Demonstration Project and restore the project site to its original conditions by the end of the permit period. If the Project Sponsor fails to remove the project and its various elements within the agreed time frame, the City will do so at the expense of the Project Sponsor, and Partner may be considered ineligible to lead future Demonstration Projects. If an emergency situation requires the City to remove or damage parts of the project before the end of the permit period, the City will not be held liable for damages to the project elements.

(6) The Project Sponsor shall communicate with affected neighbors and attempt to resolve any concerns that may arise during the project's duration. The Project Sponsor shall notify DPW about any concerns raised during the project's duration.

(7) The Demonstration Project permit shall be revocable by the Public Works Director if the project no longer meets the intent of the approved Demonstration Project proposal.

(8) All Project Sponsors shall collect data and monitor use of the demonstration project using methods approved by DPW in advance of the project's implementation. A report, including a summary of the data collected, the raw data collected, and an evaluation of the effectiveness of the project, shall be provided to the DPW at the conclusion of the project.

This policy shall take effect upon the passage by the City Council.

Adopted by the Portsmouth City Council on: **May 1, 2017**.

Ratified by the Portsmouth City Council on: January 16, 2018.

Ratified by the Portsmouth City Council on: January 8, 2020.

Ratified by the Portsmouth City Council on: January 24, 2022.