

PARKING and TRAFFIC SAFETY COMMITTEE

PORTSMOUTH, NEW HAMPSHIRE

CITY HALL CONFERENCE ROOM A
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also have the option to join the meeting over Zoom.
(See below for more details) **

8:30 AM

September 7th, 2023

ON-SITE COMMITTEE: Please meet on Tuesday, September 5th at 8:00 a.m. at the following location:

- Mechanic Street, at Hunking Street

AGENDA

I. CALL TO ORDER

II. ATTENDANCE

III. FINANCIAL REPORT

IV. PUBLIC COMMENT (15 MINUTES)

This is the time for all comments on any of the agenda items or non-agenda items.

V. PRESENTATIONS

High Street, Ladd Street and Haven Court, proposed street improvements by developer of 1 Congress Street, by Ambit Engineering.

VI. NEW BUSINESS

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

- A.** Portwalk Place, request for renewal of valet parking licenses, by business owner. **Sample Motion 1: Move to approve renewal of valet license agreement for Portwalk HI, LLC for a term of 1 year. Sample Motion 2: Move to approve renewal of valet license agreement for Parade Residence Hotel, LLC for a term of 1 year.**
- B.** High Street, request for report back and recommendation on proposal to remove parking spaces and loading zone between Congress Street and Ladd Street, by City Council. **Sample Motion: Move to refer to staff for report back and recommendations on proposed changes to High Street, Ladd Street and Haven Court.**
- C.** Mechanic Street, request for additional parking restrictions between Pickering Street and Hunking Street, by residents. **Sample Motion: Move to prohibit parking on Mechanic Street between Hunking Street and Pickering Street.**
- D.** Snow Emergency parking ban, request for ordinance updates, by DPW. **Sample Motion: Move to approve recommended changes to Chapter 7 sections as presented.**

VII. OLD BUSINESS

- A. Sagamore Avenue, request for bicycle lanes and No Parking from Shaw Road to Wentworth House Road, by Seacoast Area Bike Riders. **Sample Motion: Move to prohibit parking along both sides of Sagamore Avenue between Shaw Road and Wentworth House Road and to revisit marking of bike lane after upcoming roadway widening project north of Shaw Road.**
- B. State Street 2-Way traffic study, request for report back on status, by City Council.
- C. Marcy Street, further discussion of pedestrian crossings and vehicle speeds. **Sample Motion: Move to place on file.**

VIII. INFORMATIONAL

- A. Monthly Accident Report
- B. South Mill Street and Pickering Avenue intersection parking restrictions
- C. Deer Street developments' construction impacts
- D. Woodbury Ave speed cushions update

IX. MISCELLANEOUS

X. ADJOURNMENT

**Members of the public also have the option to join the meeting over Zoom, a unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser:*

https://us06web.zoom.us/webinar/register/WN_qZ6eLxhcQ8e-WRcycEwAQQ

After registering, you will receive a confirmation email containing information about joining the webinar.

Unaudited

Percentage of Fiscal Year Complete 8.33%

**Preliminary
Totals Thru
July 31, 2023**

	Total	Budgeted	% of Budget
FY 24			
Parking Meter Fees	412,135.81	4,250,000.00	10%
Meter Space Rental	10,720.00	150,000.00	7%
Meter In Vehicle	0.00	0.00	0%
EV Charging Stations	1,577.38	15,000.00	11%
Parking-Area Service Agreements	0.00	35,000.00	
High Hanover Transient	243,574.27	2,350,000.00	10%
High Hanover Passes	53,821.02	1,150,000.00	5%
Foundry Place Transient	45,833.62	400,000.00	11%
Foundry Place Passes	36,713.02	450,000.00	8%
Parking Sign Permit	0.00	0.00	
HH Pass Reinstatement	45.00	750.00	6%
Foundry Pass Reinstatement	120.00	750.00	16%
Parking Violations	95,385.00	900,000.00	11%
Immobilization Administration Fee	1,050.00	6,000.00	18%
Summons Admin Fee	0.00	0.00	0%
Total FY 23	900,975.12	9,707,500.00	9%

	BUDGETED	
	7,207,500	74% Transfer to Parking Fund
	2,500,000	26% Funds Remaining in Gen Fund



28 August 2023

Andrew Bagley, City Council Representative
City of Portsmouth Traffic and Safety Committee
680 Peverly Hill Road
Portsmouth, NH 03801

RE: Request for Consideration, High Street Parking Changes, Proposed Off Site Development Improvements, High Street, Ladd Street, and Haven Court

Dear Councilor Bagley and Traffic and Safety Committee Members:

On behalf of Mark McNabb and One Market Square, LLC (the Developer) we are pleased to submit the attached plan set for **Committee Review** for the above-mentioned project and request that we be placed on the agenda for your **September 7, 2023**, Meeting.

The *overall project* includes the re-use of the existing Commercial Buildings at 1 and 3 Congress Street, some existing building demolition, and proposed new construction of a 3 Story Structure with Attic Hip Top Mansard Roof to the rear of the existing buildings with the associated and required site improvements. The area behind the existing building is currently a surface parking lot. The surface parking will be lowered to below street level and provide parking for the new construction. Site plans for the on-site construction received Planning Board approval on February 16, 2023.

The project contemplates, but is not required to construct, some additional off-site improvements. Those improvements were presented to the Portsmouth City Council on August 7, 2023, at which time the Council required that the Traffic and Safety Committee review the proposal. The plan is to re-work High Street in a manner similar to Chestnut Street. This will allow the widening of the currently narrow non-code sidewalks, as well as a widening of the vehicular travel lane to provide a width that accommodates the city's fire response apparatus. As a result of these improvements, there will be 5 parking spaces and a loading zone that are impacted. The plans show that the loading zone can be relocated to Ladd Street, but there is no space to re-create the parking spaces. The Traffic and Safety Committee's input is hereby requested.

The Developer believes that the re-design will provide improved connectivity through the heart of the downtown and is a win for all. The significant off-site improvements contemplated herein would be funded by the Developer, at their sole cost, and include extensive improvements in High Street, Ladd Street and connecting Haven Court to Fleet Street. The Developer will also pay the entire cost of design, thereby not requiring the City of Portsmouth to pay any costs for these improvements. Included in this package are plans to show the general location of the proposal, with a more specific layout for High Street. The plans will be modified as comments are obtained.



The following plans are included in our submission:

- Cover Sheet – This shows the Development Team, Legend, Site Location, and Site Zoning.
- Existing Conditions Plan C1 – This plan shows the existing site conditions in detail.
- Pedestrian Connections – This plan shows the overall site connectivity and the potential to create a friendly pedestrian corridor from the McIntyre Building to Fleet Street.
- Site Plan C3 – This plan shows the adjacent, approved building placement. The 1 Congress project was approved by the Planning Board on February 16, 2023.
- Landscape Plan – High Street – This plan show the proposed concept of eliminating the curbs and providing conforming sidewalk widths and fire safety access.

We look forward to the Traffic and Safety Committee review of this submission and look forward to an in-person presentation. We look forward to attending the September 7th meeting to discuss the project. If the Traffic and Safety Committee would like to do a site walk, we would be happy to accommodate.

Sincerely,



John R. Chagnon, PE
CC: Design Team

IMPROVEMENT PLANS

HIGH STREET, LADD STREET & HAVEN COURT

PORTSMOUTH, NEW HAMPSHIRE

TRAFFIC & SAFETY COMMITTEE

APPROVAL PLAN SET

PROJECT PROPONENT:

ONE MARKET SQUARE LLC
3 PLEASANT STREET
SUITE #400
PORTSMOUTH, NH 03801
TEL. (603) 427-0725

LANDSCAPE ARCHITECT:

TERRA FIRMA LANDSCAPE
ARCHITECTURE
163A COURT STREET
PORTSMOUTH, NH 03801
TEL. (603) 430-8388

**LAND SURVEYOR & CIVIL
ENGINEER:**

AMBIT ENGINEERING, INC.
200 GRIFFIN ROAD, UNIT 3
PORTSMOUTH, N.H. 03801
Tel. (603) 430-9282
Fax (603) 436-2315

GEOTECHNICAL:

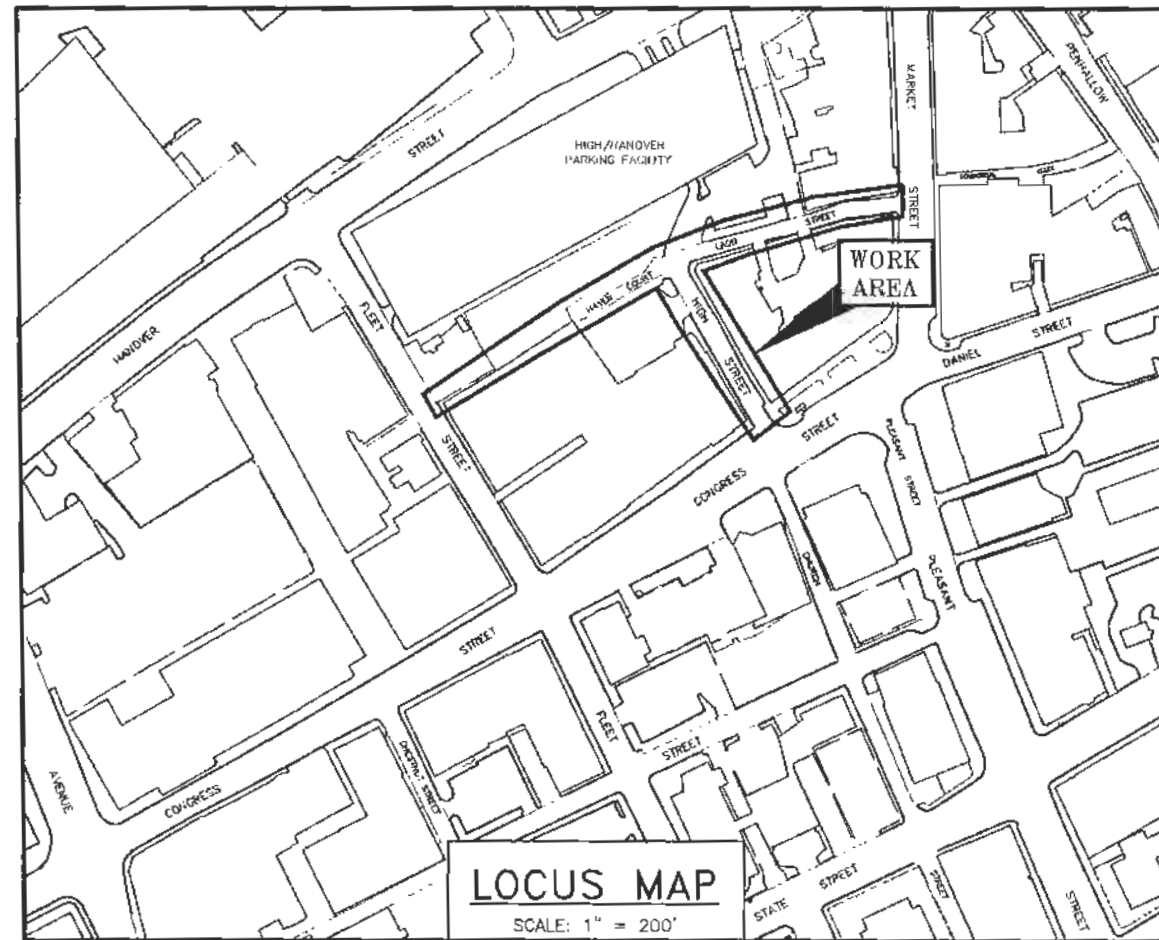
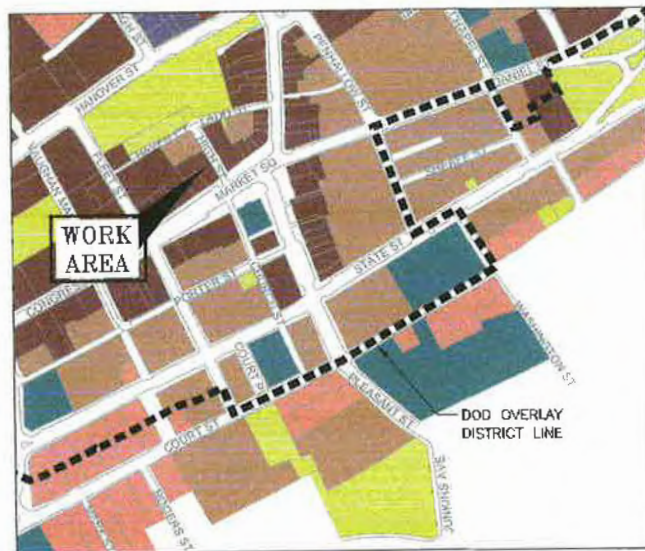
GEOTECHNICAL SERVICES INC.
18 COTE AVENUE, UNIT 11
GOFFSTOWN, N.H. 03045
Tel. (603) 624-2722

ARCHITECT:

ARCOVE LLC
3 CONGRESS STREET
SUITE 1
PORTSMOUTH, NH 03801
TEL. (603) 731-5187

LAND USE ATTORNEY:

BRUTON & BERUBE, PLLC
601 CENTRAL AVENUE
DOVER, N.H. 03820
Tel. (603) 749-4529



LEGEND:

EXISTING	PROPOSED	
---	---	PROPERTY LINE
---	---	SETBACK
---	---	SEWER PIPE
---	---	SEWER LATERAL
---	---	GAS LINE
---	---	STORM DRAIN
---	---	WATER LINE
---	---	WATER SERVICE
---	---	UNDERGROUND ELECTRIC
---	---	OVERHEAD ELECTRIC/WIRES
---	---	FOUNDATION DRAIN
---	---	EDGE OF PAVEMENT (EP)
---	---	CONTOUR
---	---	SPOT ELEVATION
---	---	UTILITY POLE
---	---	WALL MOUNTED EXTERIOR LIGHTS
---	---	TRANSFORMER ON CONCRETE PAD
---	---	ELECTRIC HANDHOLD
---	---	SHUT OFFS (WATER/GAS)
---	---	GATE VALVE
---	---	HYDRANT
---	---	CATCH BASIN
---	---	SEWER MANHOLE
---	---	DRAIN MANHOLE
---	---	TELEPHONE MANHOLE
---	---	PARKING SPACE COUNT
---	---	PARKING METER
---	---	LANDSCAPED AREA
---	---	TBD TO BE DETERMINED
---	---	CI CAST IRON PIPE
---	---	COP COPPER PIPE
---	---	DI DUCTILE IRON PIPE
---	---	PVC POLYVINYL CHLORIDE PIPE
---	---	RCP REINFORCED CONCRETE PIPE
---	---	AC ASBESTOS CEMENT PIPE
---	---	VC VITRIFIED CLAY PIPE
---	---	EP EDGL OF PAVEMENT
---	---	EL ELEVATION
---	---	FF FINISHED FLOOR
---	---	INV INVERT
---	---	S SLOPE FT/F1
---	---	TBM TEMPORARY BENCH MARK
---	---	TYP TYPICAL



INDEX OF SHEETS

- EXISTING CONDITIONS
- PEDESTRIAN CONNECTIONS
- SITE PLAN
- LANDSCAPE PLAN-HIGH STREET

UTILITY CONTACTS

- ELECTRIC:**
EVERSOURCE
1700 LAFAYETTE ROAD
PORTSMOUTH, N.H. 03801
Tel. (603) 436-7708, Ext. 555.5678
ATTN: MICHAEL BUSBY, P.E. (MANAGER)
- NATURAL GAS:**
UNITIL
325 WEST ROAD
PORTSMOUTH, N.H. 03801
Tel. (603) 294-5144
ATTN: DAVE BEAULIEU
- CABLE:**
COMCAST
155 COMMERCE WAY
PORTSMOUTH, N.H. 03801
Tel. (603) 879-5895 (X1037)
ATTN: MIKE COLLINS

SEWER & WATER:
PORTSMOUTH DEPARTMENT OF PUBLIC WORKS
680 PEVERLY HILL ROAD
PORTSMOUTH, N.H. 03801
Tel. (603) 427-1530
ATTN: JIM TOW

COMMUNICATIONS:
FAIRPOINT COMMUNICATIONS
JOE CONSIDINE
1575 GREENLAND ROAD
GREENLAND, N.H. 03840
Tel. (603) 427-5525

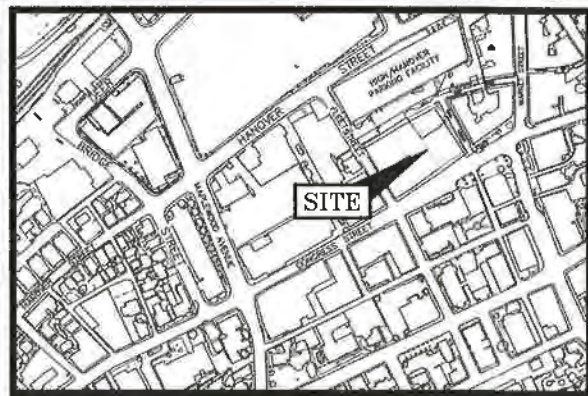
TRAFFIC & SAFETY COMMITTEE
APPROVAL PLAN SET
IMPROVEMENT PLANS
HIGH STREET, LADD STREET & HAVEN COURT
PORTSMOUTH, N.H.



200 Griffin Road, Unit 3
Portsmouth, NH 03801
603.430.9282

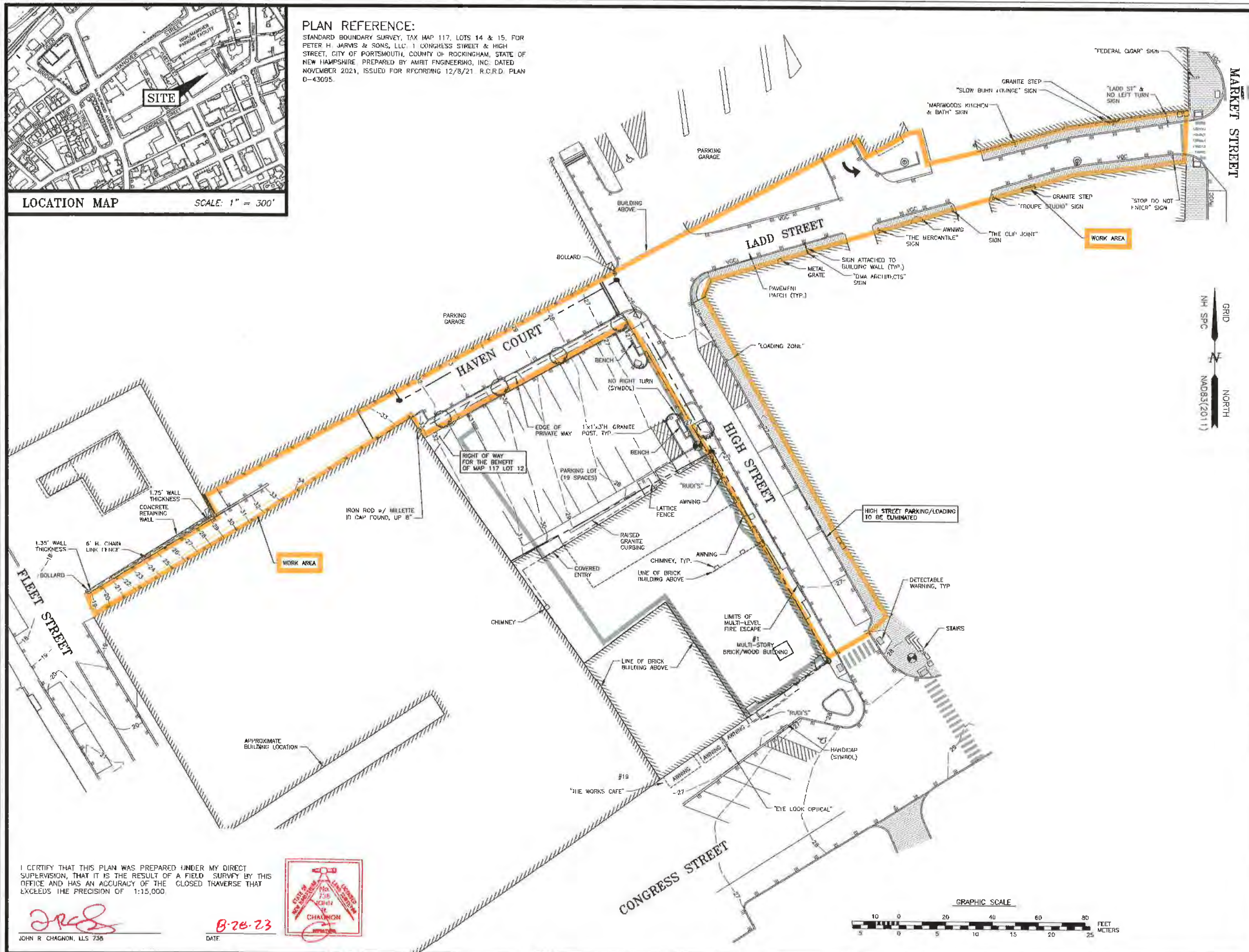
WWW.HALEYWARD.COM

PLAN SET SUBMITTAL DATE: 28 AUGUST 2023



LOCATION MAP SCALE: 1" = 300'

PLAN REFERENCE:
 STANDARD BOUNDARY SURVEY, TAX MAP 117, LOTS 14 & 15, FOR PETER H. JARVIS & SONS, LLC, 1 CONGRESS STREET & HIGH STREET, CITY OF PORTSMOUTH, COUNTY OF ROCKINGHAM, STATE OF NEW HAMPSHIRE. PREPARED BY AMBIT ENGINEERING, INC. DATED NOVEMBER 2021, ISSUED FOR RECORDING 12/8/21 R.C.R.D. PLAN 0-43095.



- NOTES:**
- 1) CONGRESS DEVELOPMENT PARCEL IS SHOWN ON THE CITY OF PORTSMOUTH ASSESSORS MAP 117 AS LOT 14.
 - 2) OWNER OF RECORD (MAP 117 LOT 14):
 ONE MARKET SQUARE, LLC
 3 PLEASANT STREET, SUITE 400
 PORTSMOUTH, NH 03801
 6363/31 PARCEL 1 & PARCEL 2
 - 3) THE PURPOSE OF THIS PLAN IS TO SHOW THE AREA OF WORK ASSOCIATED WITH THE IMPROVEMENT PLANS.

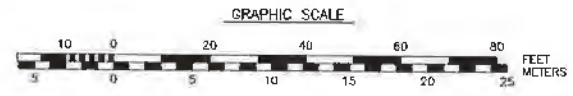
**EXISTING CONDITIONS
 ONE CONGRESS STREET
 OFFSITE IMPROVEMENTS**

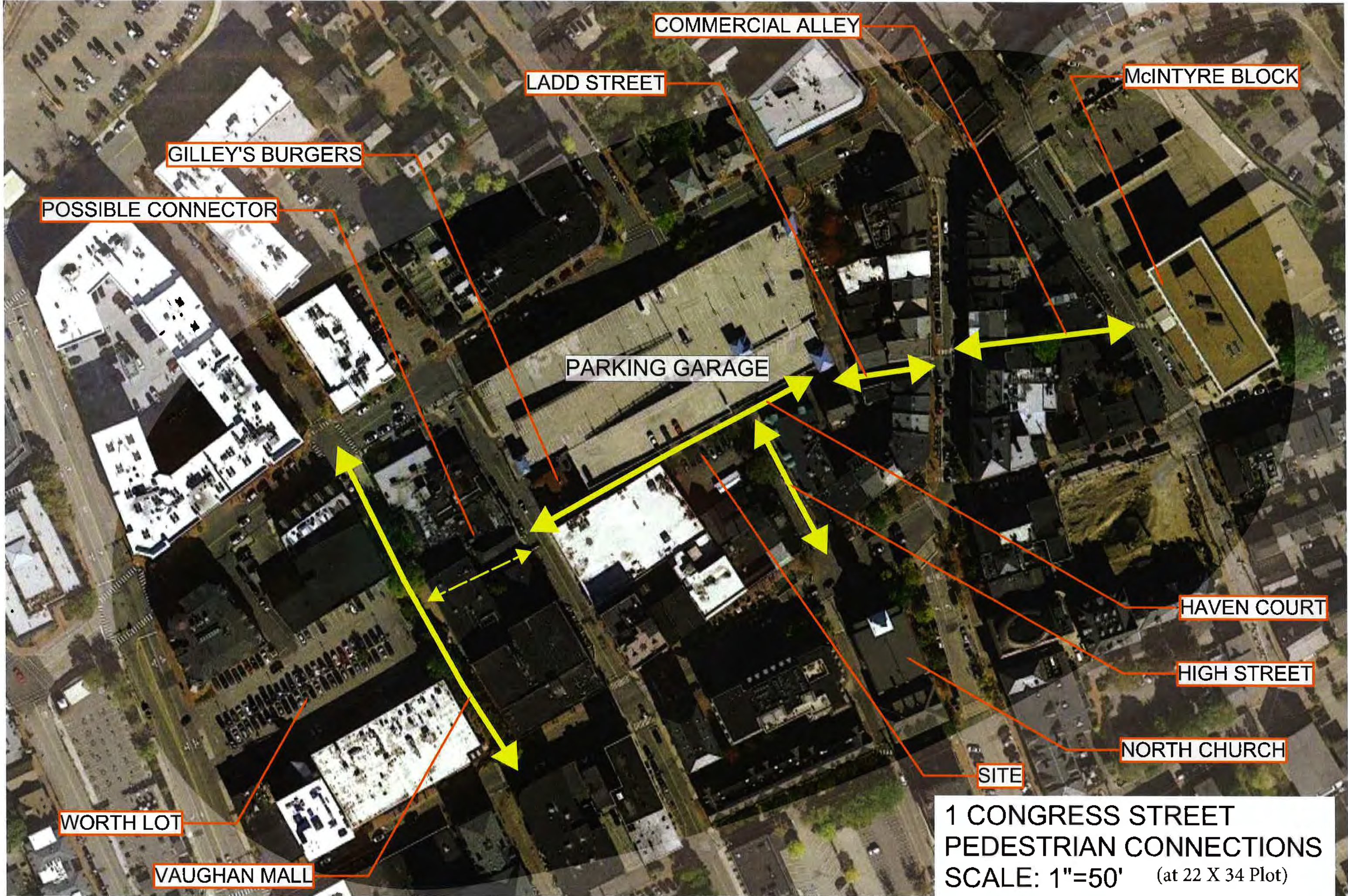
NO.	DESCRIPTION	DATE
0	ISSUED FOR COMMENT	8/28/23
REVISIONS		

**TRAFFIC & SAFETY
 COMMITTEE SUBMISSION**
 TAX MAP 117 - LOT 14
 OWNERS OF RECORD:
**ONE MARKET SQUARE, LLC
 & THE CITY OF PORTSMOUTH**
 PROPERTY LOCATED AT:
 CONGRESS STREET, HIGH STREET,
 LADD STREET & HAVEN COURT
 CITY OF PORTSMOUTH
 COUNTY OF ROCKINGHAM
 STATE OF NEW HAMPSHIRE

I CERTIFY THAT THIS PLAN WAS PREPARED UNDER MY DIRECT SUPERVISION, THAT IT IS THE RESULT OF A FIELD SURVEY BY THIS OFFICE AND HAS AN ACCURACY OF THE CLOSED TRAVERSE THAT EXCEEDS THE PRECISION OF 1:15,000.

John R. Chagnon
 JOHN R. CHAGNON, LLS 735
 DATE: 8-28-23





COMMERCIAL ALLEY

LADD STREET

McINTYRE BLOCK

GILLEY'S BURGERS

POSSIBLE CONNECTOR

PARKING GARAGE

HAVEN COURT

HIGH STREET

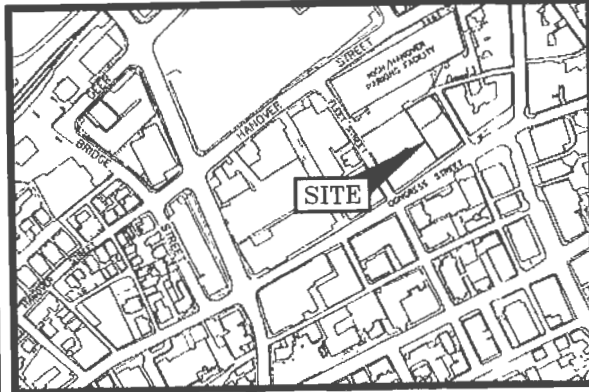
NORTH CHURCH

SITE

WORTH LOT

VAUGHAN MALL

1 CONGRESS STREET
PEDESTRIAN CONNECTIONS
SCALE: 1"=50' (at 22 X 34 Plot)



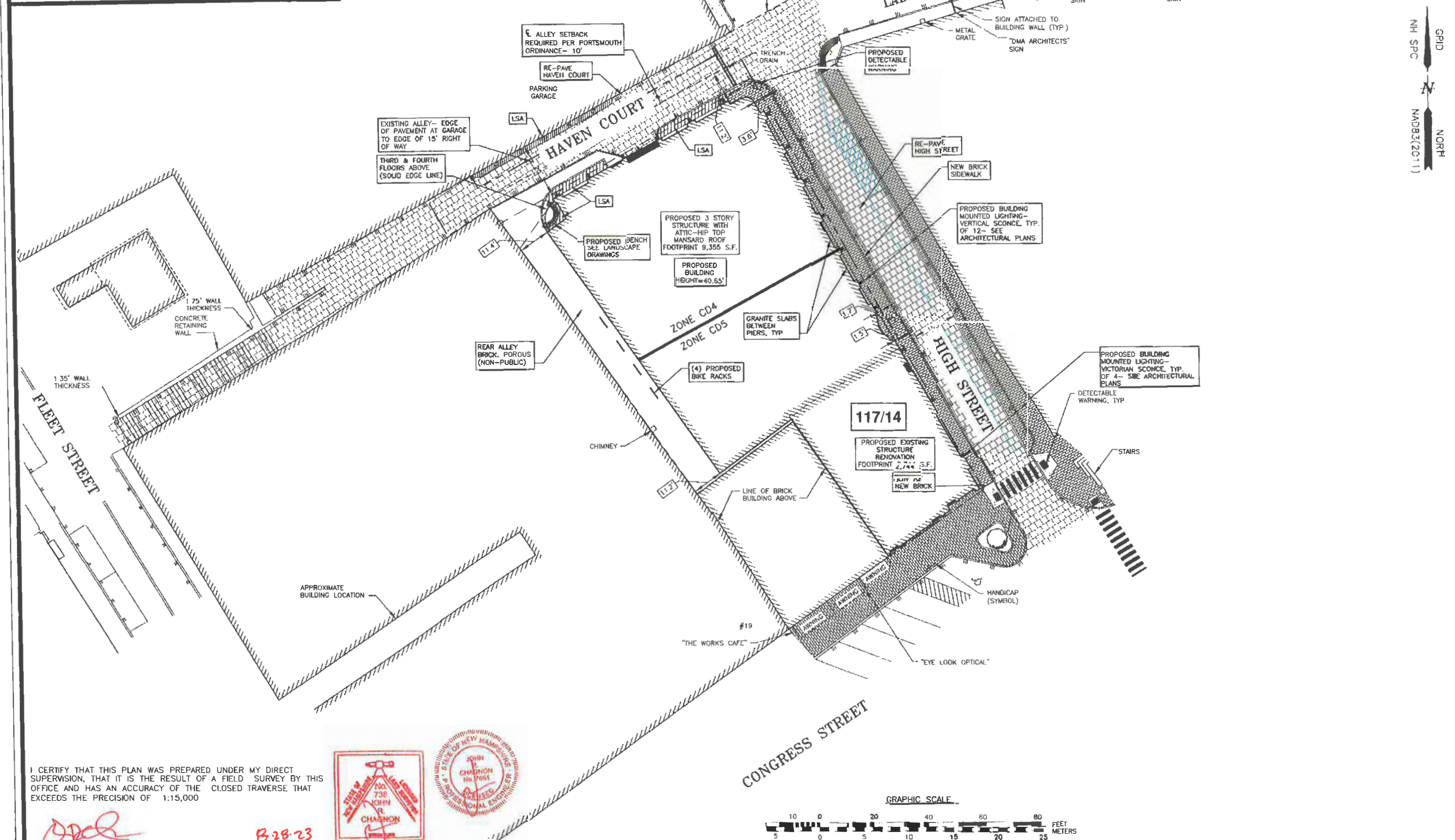
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BUILDING DATA:
 PROPOSED BUILDING:
 12,099 S.F. FOOTPRINT

NOTES:

- SUBJECT PARCELS ARE SHOWN ON THE CITY OF PORTSMOUTH ASSESSORS MAP 117 AS LOT 14.
- OWNER OF RECORD:
 ONE MARKET SQUARE, LLC
 3 PLEASANT STREET, SUITE 400
 PORTSMOUTH, NH 03801
 6363/31 PARCEL 1 & PARCEL 2
- LOT AREA:
 18,106 S.F.
 0.3697 ACRES
- THE PURPOSE OF THIS PLAN IS TO SHOW THE PROPOSED OFF SITE AREA ASSOCIATED WITH THE DEVELOPMENT OF TAX MAP 117, LOT 14 IN THE CITY OF PORTSMOUTH. SEE LICENSE AND EASEMENT AGREEMENTS TO BE RECORDED HEREWITH
- HAVEN COURT IS A PRIVATE WAY 15 FEET WIDE. ALL RIGHTS, TITLE AND INTEREST UNTO SAID HAVEN COURT WERE CONVEYED WITH ASSESSOR'S MAP 117 LOT 15, AS DESCRIBED IN RCRD 983/179, SUBJECT TO RIGHTS OF OTHERS (OTHERS NOT DEFINED ON THIS PLAN).

LOCATION MAP SCALE: 1" = 300'



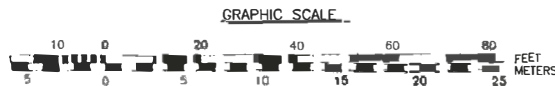
**SITE PLAN
 ONE CONGRESS STREET
 OFFSITE IMPROVEMENTS**

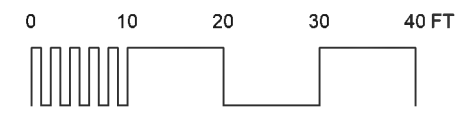
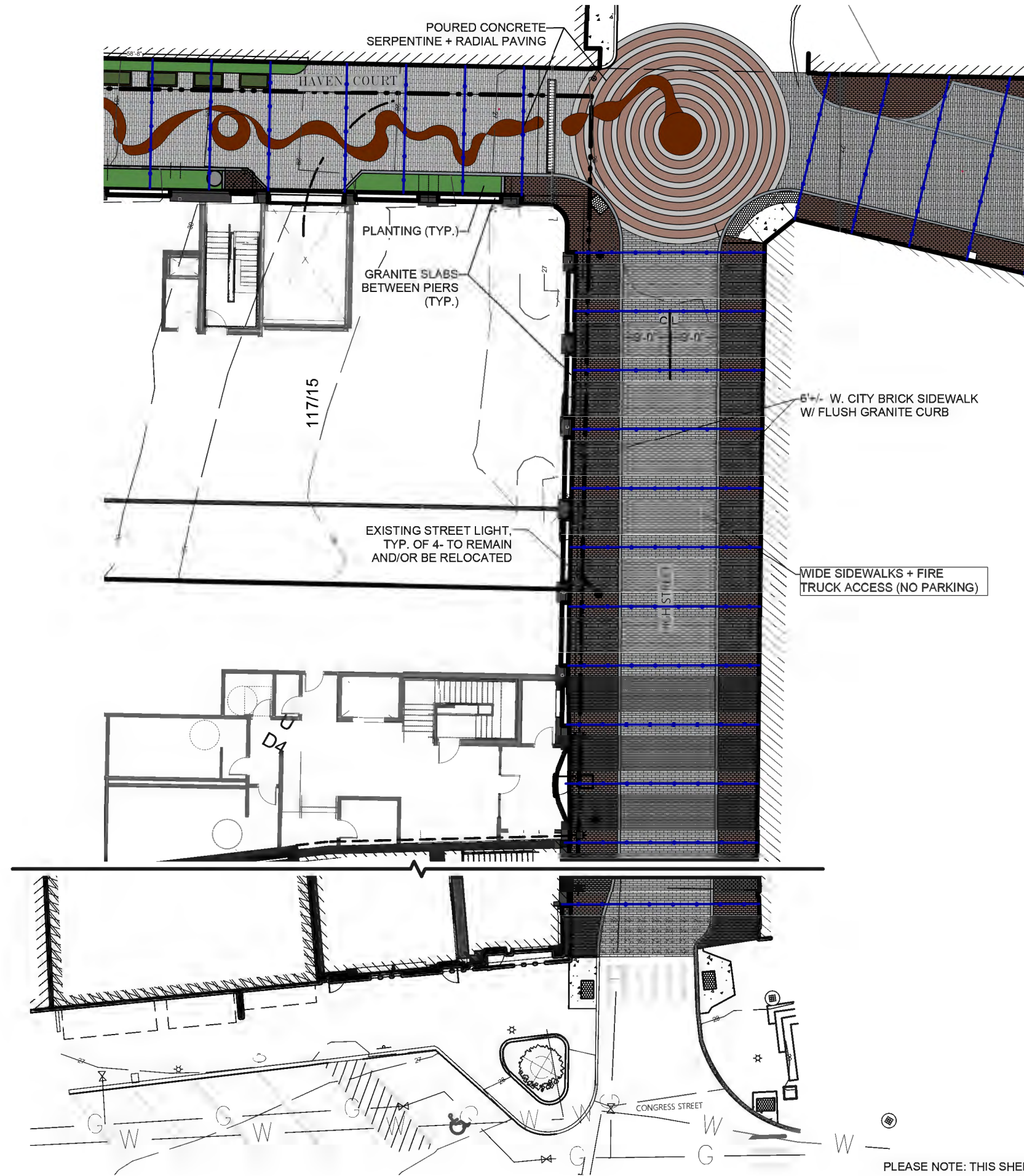
NO.	DESCRIPTION	DATE
0	ISSUED FOR COMMENT	8/28/23
REVISIONS		

**TRAFFIC & SAFETY
 COMMITTEE SUBMISSION**
 TAX MAP 117 - LOT 14
 OWNERS OF RECORD:
**ONE MARKET SQUARE, LLC
 & THE CITY OF PORTSMOUTH**
 PROPERTY LOCATED AT:
 CONGRESS STREET, HIGH STREET,
 LADD STREET & HAVEN COURT
 CITY OF PORTSMOUTH
 COUNTY OF ROCKINGHAM
 STATE OF NEW HAMPSHIRE

I CERTIFY THAT THIS PLAN WAS PREPARED UNDER MY DIRECT SUPERVISION, THAT IT IS THE RESULT OF A FIELD SURVEY BY THIS OFFICE AND HAS AN ACCURACY OF THE CLOSED TRAVERSE THAT EXCEEDS THE PRECISION OF 1:15,000

JOHN R. CHAGNON, LLS 738
 DATE: 8-28-23





PLEASE NOTE: THIS SHEET IS SCALED FOR 11 BY 17 PAPER, DO NOT REDUCE OR ENLARGE.



No.	Date	By	Revision Notes
F	9/28/2023		LADD ST DIMENSIONS
E	8/14/2023		ELEVATION CHANGES + CATENARY LIGHT
D	7/5/2023		CITY COUNSEL APPROVAL SET
C	2/17/2023		POROUS PAVER DETAIL
B	2/14/2023		POROUS PAVER NOTE
A	2/2/2023		NOTE ADDED WALL MOUNTED LIGHT

No.	Date	Issue Notes

terra firma landscape architecture 163 a Court Street Portsmouth, NH 03801	
ONE CONGRESS STREET	
LANDSCAPE PLAN - HIGH STREET	
Project Manager	ON: CONGRESS STREET
Drawn by: TC	Scale: 1" = 20'-0"
Reviewed by: TP	Sheet No: L-1B
Date: 1/11/2023	of 7
CONCR: 5567823	

GUIDING PARKING PRINCIPLES FOR CENTRAL BUSINESS DISTRICTS

(Approved by the Portsmouth City Council on March 19, 2012)

Overall Principles: A balanced mix of retail/restaurant, office, and residential uses is key to downtown vitality.

A downtown parking supply that is convenient, viable and central to downtown destinations is key to the short-term and long-term health of the City's retail, restaurant and office economy.

1. Insuring an adequate supply of parking for retail/restaurant and office users in the downtown is primarily a City responsibility.
2. Parking for new downtown residential development is primarily a private responsibility with residents wanting convenient parking right where they live.
3. We need to plan for future reuse, redevelopment and full occupancy of buildings in the Central Business Districts. If it is too difficult, expensive or unpleasant to find parking, retail/restaurant/cultural destination customers may prefer to visit elsewhere and offices may prefer to locate elsewhere.
4. The City should strive to play a lead role in developing and managing parking facilities:
 - Parking management and supply decisions are interconnected and a comprehensive, unified approach to decision-making is needed.
 - The value of private parking facilities should be recognized as a resource. These resources are not part of the public parking supply under the City's long-term control and opportunities to manage private lots are limited.
5. Address peak parking demand needs in order to avoid perfect Friday/Saturday night storm when residents/customers can't find parking:
 - Manage parking at the garage (for example, flat rate pricing for special events).
 - Increase the supply of convenient parking.
6. Parking should support economic development including businesses (office, retail, restaurant) and visitors/customers.
7. The parking garage should be priced and managed so that it has high occupancy more frequently (improve utilization of what we've got).
8. The primary reason for parking revenues is to be able to provide an adequate supply of safe, convenient parking. Pricing structures should be simple and easy for customers to understand.
9. Parking management strategies should recognize that there is a difference between the needs of long-term parkers who may be more likely to use the garage or use parking immediately adjacent to downtown, and short-term parkers running a quick errand.
10. Price and manage more desirable on street parking spaces to favor users who are highly motivated to use them. Give customers and residents the option to stay and pay.

11. Information on parking options should be easily accessible to parking users, including through technology options.
12. Parking planning should take a comprehensive, sustainable and big picture approach by taking a broad range of costs and benefits into account when making decisions.
13. All parking resources should place value on aesthetics, security, accessibility and user information.
14. Consider ways to incentivize use of “remote parking”.
15. Surface parking lots should be located at the periphery of the downtown and should not be allowed to create a “dead zone” barrier to comfortable pedestrian movement.
16. Parking management programs should take into consideration hospitality industry workers.
17. Incentives for residents should be provided at the parking garage, but shouldn’t compromise best practices.
18. Parking resources should be provided to support downtown activity (streets are for people as well as cars) and should therefore be designed and located in such a manner that recognizes the following:
 - Parking resources should enhance – not detract from – downtown vitality, walkability and the pedestrian experience;
 - Parking resources should accommodate pedestrians (bump-outs, plazas), bicycles (bike parking) and transit (space to pull over);
 - Parking structures should be incorporated into the commercial streetscape; and
 - The needs of an aging population should be taken into account when it comes to parking.
19. Parking strategies should be revenue neutral.
20. Parking management plans should recognize the short-term parking needs of retail and hospitality industry for loading zones.
21. Encourage public transit and other transportation modes, but recognize strong customer/resident preference for personal vehicle use as well as very limited regional public transit infrastructure.

**LICENSE AGREEMENT FOR
ULTIMATE PARKING II, LLC
D/B/A LAZ PARKING**

The City of Portsmouth (hereinafter "City") a municipal Corporation with a principal place of business of 1Junkins Avenue, Portsmouth, New Hampshire 03801, for good and valuable consideration as set forth herein, hereby grants this Revocable License to Ultimate Parking II, LLC d/b/a LAZ Parking, Three Copley Place Suite 3202, Boston, MA 02116 (hereinafter Licensee) pursuant to the following terms and conditions:

1. **Area of License:** The City authorizes the Licensee to use the 3 designated spaces as depicted in Exhibit 1 for Valet Parking services on Portwalk Place a private street (hereinafter "Licensed Area"). The Licensed Area is the property of Parade Residence Hotel LLC ("the Owner ") and is associated with the Marriott Residence Inn and the Portsmouth Harbor Events & Conference Center.
2. **Use:** Licensee may make use of the Licensed Area for the purpose of providing valet parking services. Such activities are subject to the following conditions:
 - The hours of operation for valet parking services are 24 hours per day, seven days per week.
 - Licensee may not store parked vehicles on metered spaces on Portwalk Place, in municipal spaces (metered, garage, or otherwise) other than in municipal spaces that the City may designate and identify in writing, which shall be incorporated and made part of this Agreement. Licensee may not stack cars on Portwalk Place.
 - This Licensee will represent clearly and consistently that it is a private company and that the municipality is not responsible for any damage or loss to vehicles or property.
 - This License is exclusive and is for the benefit of the Owner of the Licensed Area.
3. **Signage:**
 - For the parking spaces designated in the Licensed Area, the owner is responsible for installing poles with signs that relay the use as described in paragraph 2. The City will determine the

placement of sign poles and will have final approval over the size and content of signs.

- This License agreement also authorizes Licensee's use of one A-frame sign to identify those spaces identified by the City in this Agreement. Licensee shall coordinate the precise location of this signage with representatives of the City to ensure that pedestrian access and safety is maintained. Licensee will remove the sign if the Valet Service is not in operation.
4. **Term:** This License shall commence upon execution of this Agreement and continue for one (1) year. The License may be renewed upon the approval of the City's Parking and Traffic Safety Committee and the City Council and payment of the annual fee.
 5. **Payment Terms:** Licensee has tendered and the City has accepted \$1,500.00 as the annual permit fee for the Valet Parking Spaces in the Licensed Area.
 6. **Indemnification:** Licensee agrees to indemnify and hold harmless the City of Portsmouth for any and all property damage, bodily injury, or personal injury which arises as a result of its use of the Licensed Area. This obligation survives termination or revocation of this Agreement.
 7. **Insurance:** At all times during the use and exercise of this License, Licensee agrees to maintain commercial general liability insurance covering its operation under this License in an amount not less than \$1,000,000 per occurrence. In addition, Licensee maintains direct primary garage keepers / Bailee insurance in an amount of not less than \$300,000 per occurrence. Such insurance shall name the City of Portsmouth as an Additional Insured. Certificates indicating the existence of this insurance shall be maintained on file at all times during the License period with the Parking and Transportation Division of the City of Portsmouth Public Works Department.
 8. **Maintenance of Area:** Licensee will maintain the Licensed Area in a neat and orderly fashion during Licensee's hours of use. The Licensee shall take such measures as may be necessary to maintain pedestrian and vehicle safety during the use of the Licensed Area for its valet service.
 9. **Damage:** Licensee agrees to take reasonable steps to remedy promptly any damage to the Licensed Area caused by the Licensee's activities. The Owners may elect to accept reasonable reimbursement from the Licensee in lieu of remedy.

10. **Compliance with Other Laws:** This Agreement does not relieve Licensee from compliance with any other local, state, or federal laws or regulations or conditions imposed by any local board. Failure to abide by any local, state, or federal laws or regulations may, at the City's discretion, result in revocation.
11. **Revocation:** The City or the owner may terminate this Agreement or any provision contained in this Agreement on 72 hours written notice if the public interest or the Owner's private interest requires such termination, in which case the City shall return all fees paid by Licensee on a pro-rata basis. This Agreement may be revoked or suspended immediately without notice by the City or the Owner for cause, e.g. violation of the terms of this License in which case, all fees paid by the Licensee shall remain the property of the City.

Dated: 10/26/2022


CITY OF PORTSMOUTH

By: 
Karen Conard, City Manager

Pursuant to vote of the City Council on
September 19, 2022

Dated: 10/18/2022

**ULTIMATE PARKING II, LLC
d/b/a LAZ Parking**

By: 
Print Name: Blaine Hickey
Print Title: Regional Vice President

**LICENSE AGREEMENT FOR
ULTIMATE PARKING II, LLC
D/B/A LAZ PARKING**

The City of Portsmouth (hereinafter "City") a municipal Corporation with a principal place of business of 1 Junkins Avenue, Portsmouth, New Hampshire 03801, for good and valuable consideration as set forth herein, hereby grants this Revocable License to Ultimate Parking II, LLC d/b/a LAZ Parking, Three Copley Place Suite 3202, Boston, MA 02116 (hereinafter Licensee) pursuant to the following terms and conditions:

1. **Area of License:** The City authorizes the Licensee to use the 3 designated spaces as depicted in Exhibit 2 for Valet Parking services on Portwalk Place a private street (hereinafter "Licensed Area"). The Licensed Area is the property of Portwalk HI LLC ("the Owner ") and is associated with the Hampton Inn & Suites.

2. **Use:** Licensee may make use of the Licensed Area for the purpose of providing valet parking services. Such activities are subject to the following conditions:
 - The hours of operation for valet parking services are 24 hours per day, seven days per week.
 - Licensee may not store parked vehicles on metered spaces on Portwalk Place, in municipal spaces (metered, garage, or otherwise) other than in municipal spaces that the City may designate and identify in writing, which shall be incorporated and made part of this Agreement. Licensee may not stack cars on Portwalk Place.
 - This Licensee will represent clearly and consistently that it is a private company and that the municipality is not responsible for any damage or loss to vehicles or property.
 - This License is exclusive and is for the benefit of the Owner of the Licensed Area.

3. **Signage:**
 - For the parking spaces designated in the Licensed Area, the owner is responsible for installing poles with signs that relay the use as described in paragraph 2. The City will determine

the placement of sign poles and will have final approval over the size and content of signs.

- This License Agreement also authorizes Licensee's use of one A-frame sign to identify those spaces identified by the City in this Agreement. Licensee shall coordinate the precise location of this signage with representatives of the City to ensure that pedestrian access and safety is maintained. Licensee will remove the sign if the Valet Service is not in operation.
4. **Term**: This License shall commence upon execution of this Agreement and continue for one (1) year. The License may be renewed upon the approval of the City's Parking and Traffic Safety Committee and the City Council and payment of the annual fee.
 5. **Payment Terms**: Licensee has tendered and the City has accepted \$1,500.00 as the annual permit fee for the Valet Parking Spaces in the Licensed Area.
 6. **Indemnification**: Licensee agrees to Indemnify and hold harmless the City of Portsmouth for any and all property damage, bodily injury, or personal injury which arises as a result of its use of the Licensed Area. This obligation survives termination or revocation of this Agreement.
 7. **Insurance**: At all times during the use and exercise of this License, Licensee agrees to maintain commercial general liability insurance covering its operation under this License in an amount not less than \$1,000,000 per occurrence. In addition, Licensee maintains direct primary garage keepers / Bailee insurance in an amount of not less than \$300,000 per occurrence. Such insurance shall name the City of Portsmouth as an Additional Insured. Certificates indicating the existence of this insurance shall be maintained on file at all times during the License period with the Parking and Transportation Division of the City of Portsmouth Public Works Department.
 8. **Maintenance of Area**: Licensee will maintain the Licensed Area in a neat and orderly fashion during Licensee's hours of use. The Licensee shall take such measures as may be necessary to maintain pedestrian and vehicle safety during the use of the Licensed Area for its valet service.
 9. **Damage**: Licensee agrees to take reasonable steps to remedy promptly any damage to the Licensed Area caused by the Licensee's activities. The Owners may elect to accept reasonable reimbursement from the Licensee in lieu of remedy.

10. **Compliance with Other Laws:** This Agreement does not relieve Licensee from compliance with any other local, state, or federal laws or regulations or conditions imposed by any local board. Failure to abide by any local, state, or federal laws or regulations may, at the City's discretion, result in revocation.
11. **Revocation:** The City or the owner may terminate this Agreement or any provision contained in this Agreement on 72 hours written notice if the public interest or the Owner's private interest requires such termination, in which case the City shall return all fees paid by Licensee on a pro-rata basis. This Agreement may be revoked or suspended immediately without notice by the City or the Owner for cause, e.g. violation of the terms of this License in which case, all fees paid by the Licensee shall remain the property of the City.

Dated: 10/26/2022


CITY OF PORTSMOUTH

By: 
Karen Conard, City Manager

Pursuant to vote of the City Council on
September 19, 2022

Dated: 10/19/2022

**ULTIMATE PARKING II, LLC
d/b/a LAZ Parking**

By: 
Print Name: Brian Hagan
Print Title: REGIONAL VICE PRESIDENT



AGENCY CUSTOMER ID: 25084
 LOC #: See ACORD 25

ADDITIONAL REMARKS SCHEDULE

Page of

AGENCY Amity Insurance A Division of Brown & Brown of MA LLC	NAMED INSURED See ACORD 25
POLICY NUMBER See Certificate	EFFECTIVE DATE: 7/31/2023
CARRIER See Certificate	
NAIC CODE	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER G: American Guarantee & Liability Insurance Company	26247
INSURER H: Westfield Specialty Insurance Company	16992
INSURER I: Great American Assurance Company	26344
INSURER J:	

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (mm/dd/yyyy)	POLICY EXPIRATION DATE (mm/dd/yyyy)	LIMITS	
D	EXCESS GENERAL LIABILITY			XLXD6109900S	7/31/2023	7/31/2024	AGGREGATE	\$4,000,000
E	UMBRELLA LIABILITY			79863543	7/31/2023	7/31/2024	AGGREGATE	\$25,000,000
F	EXCESS LIABILITY			XC9EX00286231	7/31/2023	7/31/2024	AGGREGATE	\$15,000,000
G	EXCESS LIABILITY			AEC011173109	7/31/2023	7/31/2024	AGGREGATE	\$15,000,000
H	EXCESS LIABILITY			XSL345214K00	7/31/2023	7/31/2024	AGGREGATE	\$10,000,000
I	EXCESS LIABILITY			EXC5125913	7/31/2023	7/31/2024	AGGREGATE	\$10,000,000
E	EXCESS LIABILITY			78187246	7/31/2023	7/31/2024	AGGREGATE	\$25,000,000

PREVIOUS APPROVALS

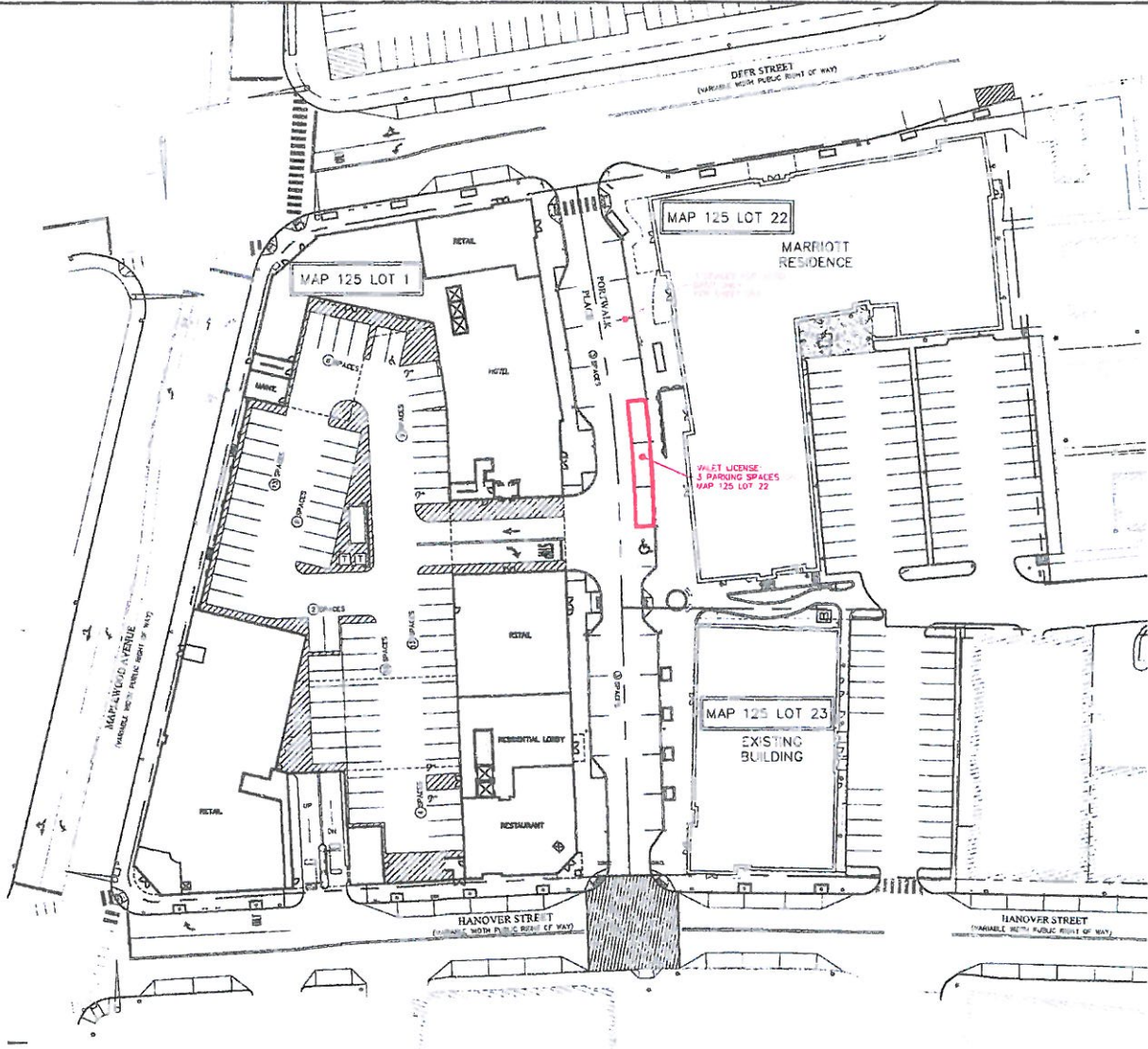
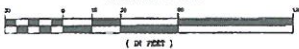
1. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE REVIEW APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET" DATED: JULY 31, 2007
2. CITY OF PORTSMOUTH PLANNING BOARD FOR "FINAL SUBDIVISION APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET" DATED: AUGUST 29, 2008
3. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE REVIEW APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET PROPOSED LOT #1" DATED: SEPTEMBER 22, 2008
4. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE REVIEW APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET PROPOSED LOT #2" DATED: SEPTEMBER 22, 2008
5. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE REVIEW APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET (LOT #3)" DATED: MARCH 22, 2010
6. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN PROPERTY LOCATED AT 100 DEER STREET (PORTWALK, LOT 1)" DATED: APRIL 30, 2010
7. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN PROPERTY LOCATED AT 195 HANOVER STREET (PORTWALK, LOT 2)" DATED: APRIL 30, 2010
8. CITY OF PORTSMOUTH PLANNING BOARD FOR "AMENDED SITE PLAN APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET (LOT 2)" DATED: MAY 24, 2010
9. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN PROPERTY LOCATED AT 99 HANOVER STREET - ASSESSORS MAP 125, LOT 23 (FORMERLY 195 HANOVER STREET - PORTWALK, LOT 2)" DATED: NOVEMBER 16, 2010
10. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN PROPERTY LOCATED AT 99 HANOVER STREET - ASSESSORS MAP 125, LOT 23 (FORMERLY 195 HANOVER STREET - PORTWALK, LOT 2)" DATED: MARCH 18, 2011
11. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN - REVISED PROPERTY LOCATED AT 99 HANOVER STREET - ASSESSORS MAP 125, LOT 23 (FORMERLY 195 HANOVER STREET - PORTWALK, LOT 2)" DATED: MARCH 20, 2011
12. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE PLAN APPLICATION FOR PROPERTY LOCATED AT 195 HANOVER STREET" DATED: JANUARY 24, 2012
13. CITY OF PORTSMOUTH PLANNING BOARD FOR "AMENDED SITE PLAN APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET" DATED: JULY 24, 2012
14. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE PLAN APPLICATION FOR PROPERTY LOCATED AT 195 HANOVER STREET (PORTWALK 3)" DATED: SEPTEMBER 26, 2012

LICENSE LEGEND

- VALET LICENSE
- 3 PARKING SPACES
- MAP 125 LOT 22



GRAPHIC SCALE



MAP 125 LOT 22 - VALET PARKING LICENSE EXHIBIT

<p>DATE: SEPTEMBER 8, 2013 SCALE: AS SHOWN DESIGNED BY: PNC DRAWN BY: CHL APPROVED BY: [Signature] PROJECT NO: 2220C P.L. NO.: [Blank]</p>	<p>High & Bond Consulting Engineers Environmental Specialists 177 CORPORATE DRIVE PORTSMOUTH, NEW HAMPSHIRE 03801 (603) 430-9018</p>
<p>PARKING SPACE LICENSE AND SIDEWALK LICENSE EXHIBIT Portwalk Lot 3 Map 125 Lot 1 195 Hanover Street Portsmouth, New Hampshire</p>	
	<p>EX-1</p>

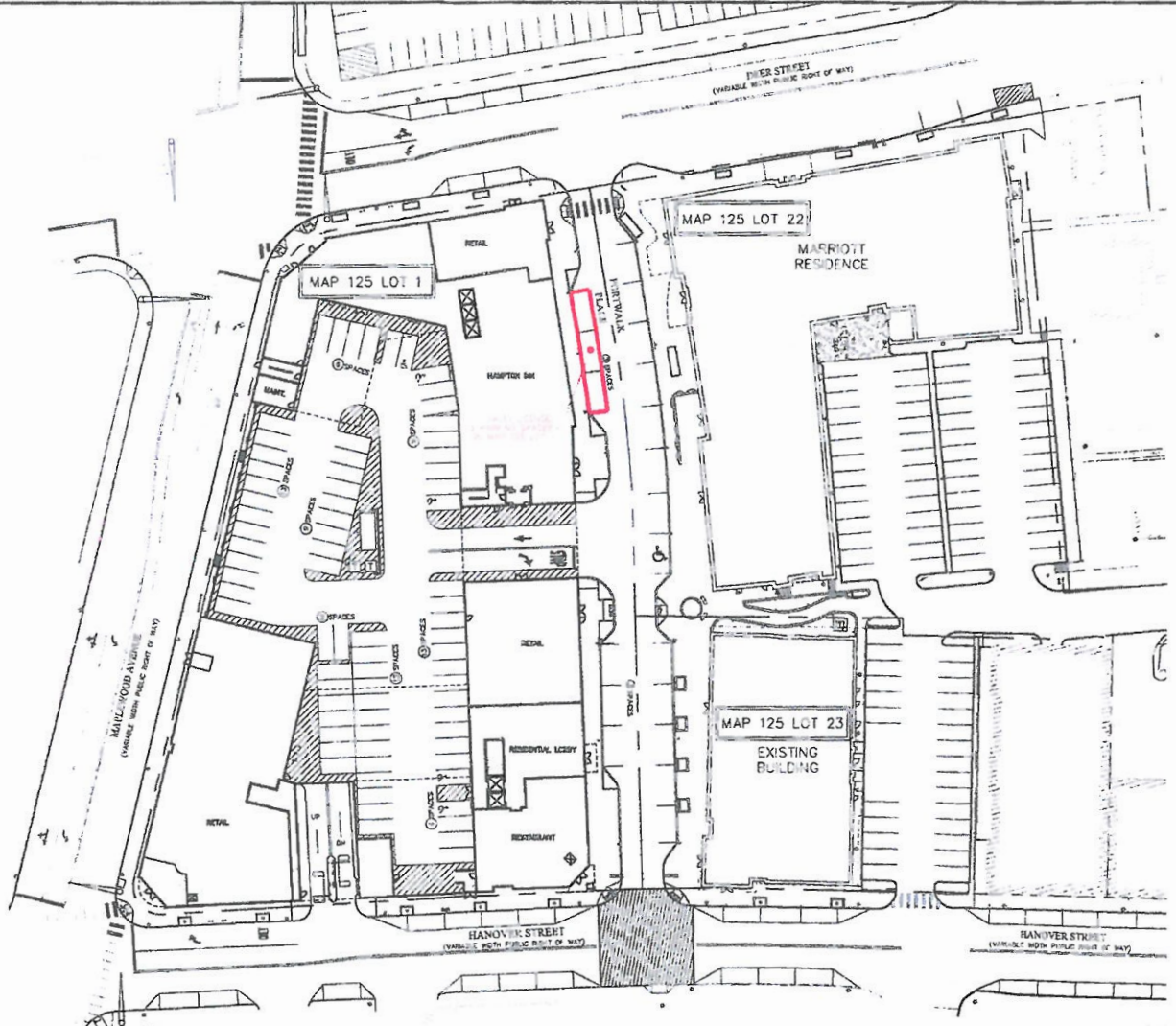
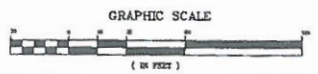
VI. A

PREVIOUS APPROVALS

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LICENSE LEGEND

- VALET LICENSE
- 3 PARKING SPACES ON MAP 125 LOT 1



MAP 125 LOT 1 - VALET PARKING LICENSE EXHIBIT

<p>Tight & Bond (CORPORATE OFFICE) 177 CORPORATE DRIVE PORTSMOUTH, NEW HAMPSHIRE 03801 (603) 433-8818</p>	<p>PARKING SPACE LICENSE AND SIDEWALK LICENSE EXHIBIT Portsmouth Lot 3 Map 125 Lot 1 195 Hanover Street Portsmouth, New Hampshire</p>																				
<p>DATE: SEPTEMBER 8, 2013 DRAWN BY: JAS. BROWN, P.E. CHECKED BY: CALI PROJECT NO.: 2303 FILE NO.: 2013-09-08-001</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">No.</td> <td style="width: 50%;">Type</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	No.	Type																		
No.	Type																				

Haven Court

Ladd Street

High Street

Market Street

Market Square

VI. B



Area of concern.

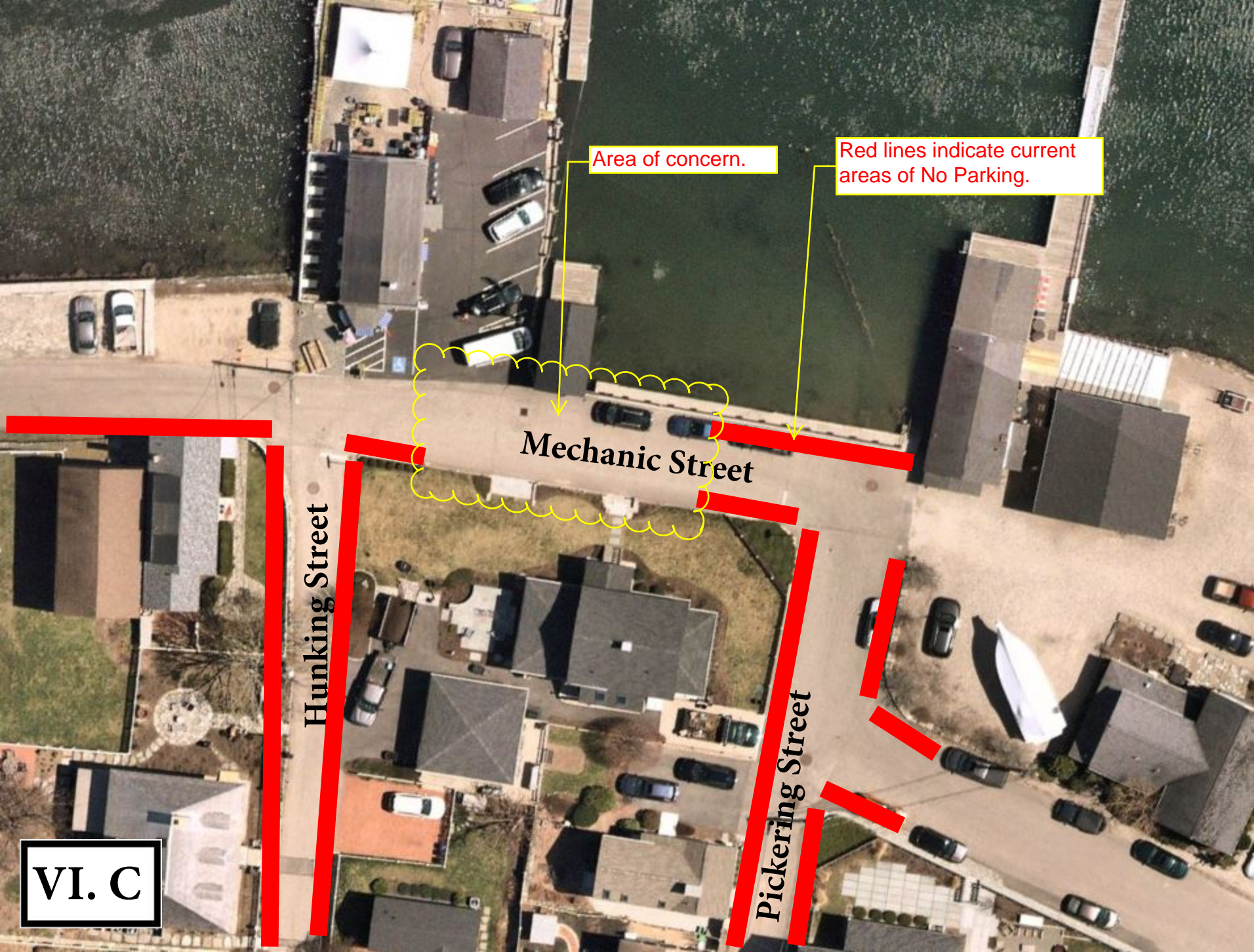
Red lines indicate current areas of No Parking.

Mechanic Street

Hunking Street

Pickering Street

VI. C





VI. C

City of Portsmouth

Department of Public Works



MEMORANDUM

TO: Karen Conard – City Manager
Peter Rice, Director - Department of Public Works
Monte Bohannon – Director – Communications & Community Engagement

FROM: Benjamin Fletcher, Director - Parking Division

DATE: 8.28.2023

SUBJECT: Public Outreach Efforts Changes for 2023

This memo is a follow up to our discussion on 8.21.23 regarding proposed changes to the City's Snow Emergency Messaging program. Specifically, we seek to eliminate the use of the City's website banner and two Channel 22 banners for live updates, choosing rather to create *seasonal* banners at those locations directing people to sources of live information.

The following communication methods will remain in use for live updates:

- Snow-related impacts page on cityofportsmouth.com
- SnoPhone recorded message
- Special Edition Newsletter (when possible), and
- The '**Smart911**' system, allowing single-source data entry to create automatic updates to each of the following:
 - Voicemail alerts (requires free signup)
 - Text alerts (requires free signup)
 - Email alerts (requires free signup)
 - The City's social media accounts: X (formerly Twitter) and Official Facebook (no signup required)

Monte Bohannon is in possession of draft public outreach language to assist him in engaging his expertise for this purpose. Legal is working with the Parking Division to update the ordinance to implement.

VI. D



ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, Article III – TRAFFIC ORDINANCE, Section 7.321, SNOW EMERGENCY PARKING BAN, of the Ordinances of the City of Portsmouth, be amended as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

Section 7.321: SNOW EMERGENCY PARKING BAN

- A. The Director of Public Works (**“Director” shall mean the Director or designee**) shall be empowered to declare a **Ssnow Ee**mergency for the purpose of snow plowing **and removal of accumulated snow** during **or after snow-storms snowstorms**. The Director's authority to declare such an emergency shall begin when there is an accumulation of two (2) inches or more of snow. **or when snow accumulation from plowing operations requires a coordinated removal effort to be determined at the Director's discretion.** Once **the a Snow Ee**mergency is declared, ~~then the emergency~~ it shall continue until such time as it is terminated pursuant to the provisions of this ordinance. **The Director may declare a Snow Emergency at any time during a 24-hour period.**
- B. No person having custody or control of any vehicle shall park or cause any vehicle to be parked on any street or highway in the City of Portsmouth when a **Ssnow Ee**mergency is in effect. The Director ~~of Public Works~~ shall be empowered to cause any vehicle, which violates this ordinance to be ticketed and towed **at the owner's sole expense.**
- ~~C. Once the Director has declared a snow emergency, he or she shall then immediately notify the local media, radio, newspapers, and television. Whenever feasible, the Director shall also provide advance notification to the public of snowstorms likely to generate snow emergencies. The Director shall give notice to the local media as to when the snow emergency is terminated; when feasible, the Director shall provide notice as to the anticipated termination of the emergency based upon weather predictions.~~
- C. The Director shall notify the public when a Snow Emergency starts and ends by using at least three different mediums for communicating messages to the public, including but not limited to an automated push notification system, the City's website, social media, texts, signage and telephone notification.**
- ~~D. The Director's authority to declare a snow emergency shall ber operable both during the daytime and the nighttime.~~
- E D.** The Director's authority to declare a **Ssnow Ee**mergency shall exist in addition to the emergency powers reserved to the Chief of Police under Section 7.303, Article

III of this ordinance; however, the Director ~~of Public Works shall consult with~~ **and** the Chief of Police ~~shall consult with each other~~ concerning the need for and the timing of any ~~S~~**s**now ~~E~~**e**mergencies.

~~F. The Director of Public Works shall cause appropriate signs to be posted at the City boundaries at: all exits from I-95, NH33 (formerly known as NH Route 101), US Rte 1, Woodbury Avenue, Ocean Road, Sagamore Avenue and US Route 1A/B. Such signage should provide notice regarding potential snow emergencies and should advise travelers where to seek further information on the snow emergency.~~

~~G. E.~~ City residents may park in **either** the High-Hanover **or Foundry** Parking Facility during ~~S~~**s**now ~~E~~**e**mergencies **when spaces are available, by paying a flat fee to be determined by** ~~†~~The City Council shall determine the resident flat fee for Snow Emergency parking annually through the adoption of fees through the budget resolution process. ~~commencing with a declared parking ban advanced notice until a time deemed appropriate by the Public Works Director or his/her designee following termination of the snow ban.~~ The time period allowed for ~~such~~ **Snow Emergency** parking for residents shall **begin once the Snow Emergency is in effect and shall not terminate less than two (2) hours after the Director determines the end Snow Emergency of the snow ban.** **Electronic payment collection devices at both parking facilities are not capable of determining residency status. To be eligible for the flat rate snow ban discount, drivers Residents** must provide proof of residency by presenting a driver's license or vehicle registration showing a Portsmouth address **to the cashier at either parking facility.** The fee is payable upon exit from the parking facility.

The City Clerk shall properly alphabetize and/or re-number the ordinances as necessary in accordance with this amendment.

All ordinances or parts of ordinances inconsistent herewith are hereby deleted.

This ordinance shall take effect upon its passage.

APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, Article X – TOWING, Section 7.1002, SNOW REMOVAL OPERATIONS, of the Ordinances of the City of Portsmouth, be amended as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

ARTICLE X: TOWING

Section 7.1002: SNOW REMOVAL OPERATIONS

- A. The Director of Public Works shall be empowered to prohibit parking on designated public streets for the purpose of removing accumulated snow.**
- B. Prior to declaring such a parking ban, the Director of Public Works shall notify the local media, radio, newspapers and television. The Director of Public Works shall provide as much advance notice of the impending parking ban as is possible under the circumstances.**
- C. The notification shall designate, either by street name or by district, such as "Central Business Districts", what portions of the City will be subject to the parking ban.**
- D. The Director of Public Works shall cause, prior to initiating the parking ban, appropriate signage to be posted in the downtown Central Business district indicating when the parking ban will be in effect and where available off-street public parking exists.**

The City Clerk shall properly alphabetize and/or re-number the ordinances as necessary in accordance with this amendment.

All ordinances or parts of ordinances inconsistent herewith are hereby deleted.

This ordinance shall take effect upon its passage.

APPROVED:

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

VI. D

VII. A

Shaw Road

Sagamore Avenue

Request for no parking

Wentworth House Road



VII. C



Court Street

Marcy Street

Mechanic Street

Hancock Street

Gates Street

Meeting House Hill Road

Pleasant Street

SPEED DATA ANALYSIS

Location 187 Marcy Street

Latitude: 43.075200
Longitude: -70.751744



Analysis Time Period



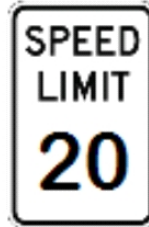
Start	End
7/13/2023	7/19/2023
8:47 AM	7:57 AM

Vehicles Analyzed



7,415

Speed Limit



20

Average Speed



20

85th Percentile Speed



24

SPEED DATA ANALYSIS

Location 60 Marcy Street

Latitude: 43.076719
Longitude: -70.752516



Analysis Time Period



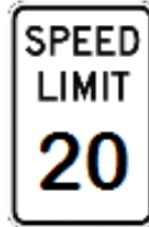
Start	End
7/19/2023	7/24/2023
8:12 AM	7:49 AM

Vehicles Analyzed



16,487

Speed Limit



20

Average Speed



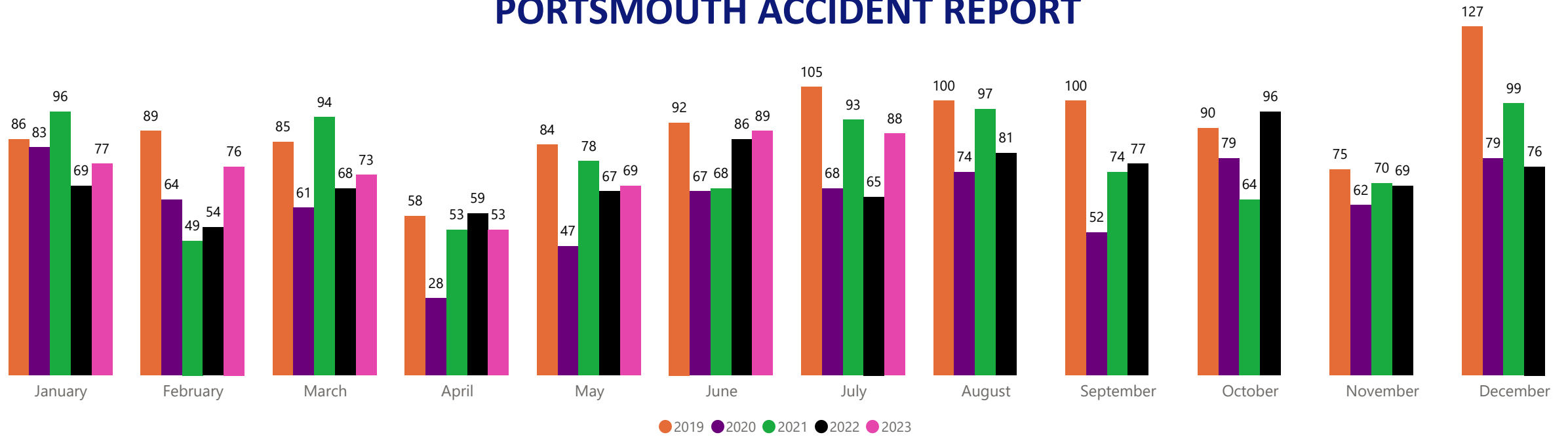
18

85th Percentile Speed



22

PORTSMOUTH ACCIDENT REPORT

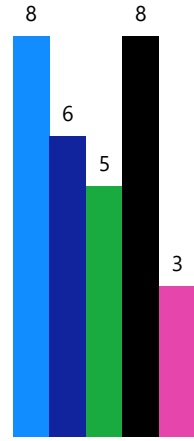
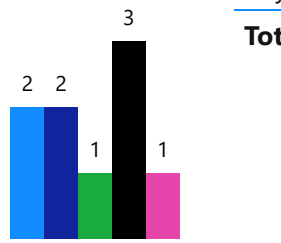


July 2023- 55 reportable crashes, damage > \$1,000

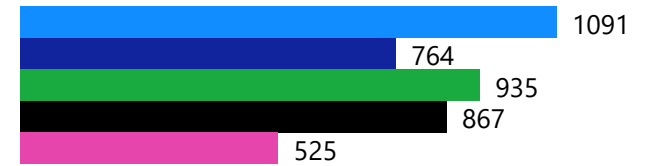


YEARLY TOTALS

Month	2023
May	0
June	0
July	0
Total	1




Month	2023
May	1
June	0
July	1
Total	3



● 2019 ● 2020 ● 2021 ● 2022 ● 2023

● 2019 ● 2020 ● 2021 ● 2022 ● 2023

● 2019 ● 2020 ● 2021 ● 2022 ● 2023

 = Area where parking is prohibited

VIII. B

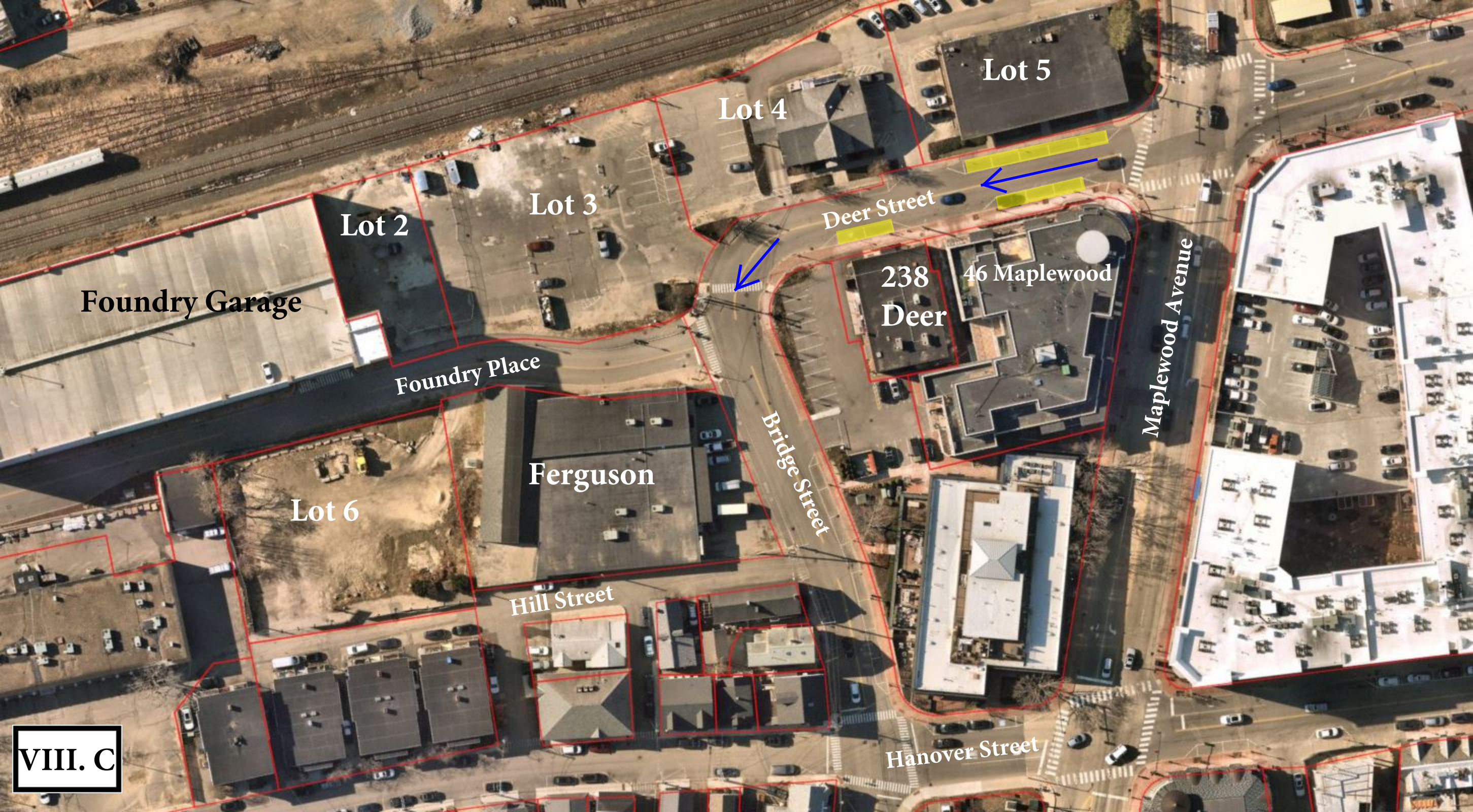


Peirce Island Road

Mechanic Street

Pickering Ave

South Mill St.



Lot 5

Lot 4

Lot 3

Lot 2

Foundry Garage

Foundry Place

Deer Street

238
Deer

46 Maplewood

Maplewood Avenue

Ferguson

Bridge Street

Lot 6

Hill Street

Hanover Street

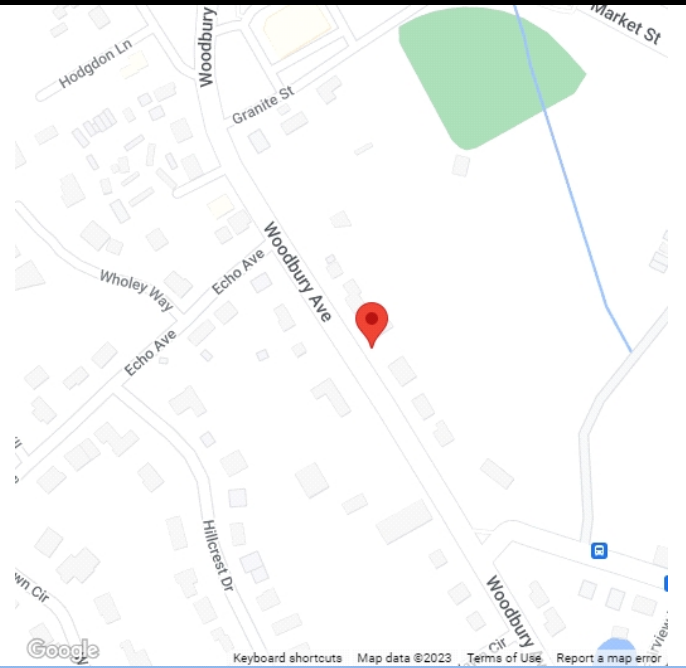
VIII. C

SPEED DATA ANALYSIS

Location



1151 Woodbury Ave
Latitude: 43.083964
Longitude: -70.786145



Analysis Time Period



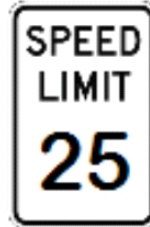
Start	End
7/19/2023	7/22/2023
8:50 AM	4:53 PM

Vehicles Analyzed



33,935

Speed Limit



25

Average Speed



29

85th Percentile Speed



32

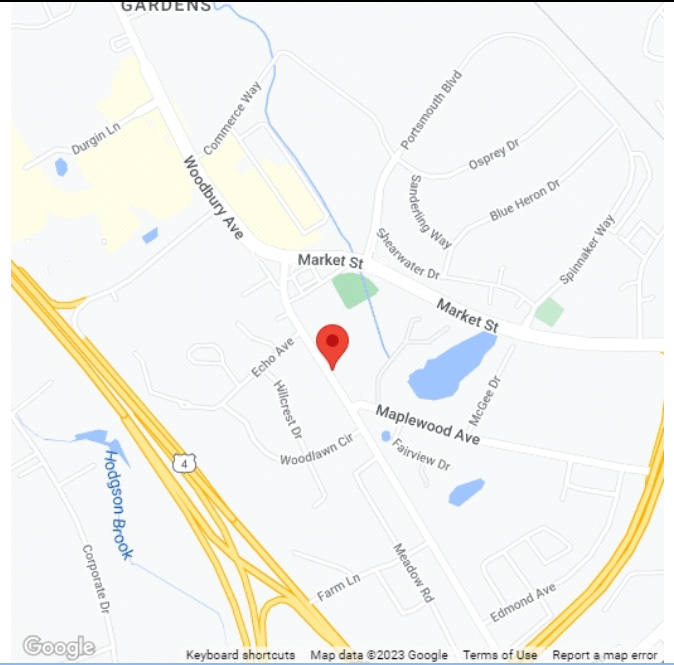
Without Speed Cushions

SPEED DATA ANALYSIS

Location



1151 Woodbury Ave
Latitude: 43.083666
Longitude: -70.785909



Analysis Time Period



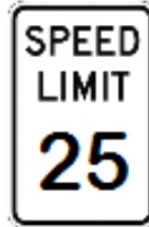
Start	End
8/22/2023	8/27/2023
9:00 AM	9:08 AM

Vehicles Analyzed



51,526

Speed Limit



25

Average Speed



20

85th Percentile Speed



24

With Speed Cushions