

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

May 1st, 2025

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

VI. NEW BUSINESS

- A.** Hanover Street, request for annual renewal of valet parking license, by The 100 Club. **Sample Motion: Move to approve annual renewal of valet license for The 100 Club.**
- B.** Chapel Street, request for two 15-minute parking spaces, by abutting business. **Sample Motion: Move to refer to staff for evaluation and report back.**
- C.** Brewster Street, request to change loading zone hours from 7AM - 3PM Monday through Friday, to 6AM – 11AM, Monday through Saturday, by abutting business. **Sample Motion: Move to approve change in loading zone hours on Brewster Street from 7AM - 3PM Monday through Friday, to 6AM – 11AM, Monday through Saturday.**
- D.** Columbia Street, request to prohibit parking on one side of Columbia Street, by resident. **Sample Motion: Move to refer to staff for evaluation and report back.**

VII. OLD BUSINESS

- A.** 238 Deer Street, report back, request for 15-minute parking space by abutter. **Sample Motion: Move to place on file.**
- B.** On-street overnight camping in vehicles.

VIII. INFORMATIONAL

- A.** Police monthly accident report
- B.** Outdoor dining season
- C.** Roadway construction projects 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_aGy_r-g7RrimZyPHAdlApA

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

Unaudited

Percentage of Fiscal Year Complete
75.00%

Preliminary
Totals Thru
March 31, 2025

	Total	Budgeted	% of Budget
FY 25			
Parking Meter Fees	3,834,009.80	4,400,000.00	87%
Meter Space Rental	110,133.70	160,000.00	69%
Meter In Vehicle	0.00	0.00	0%
EV Charging Stations	15,612.79	17,500.00	89%
Parking-Area Service Agreements	0.00	52,000.00	
High Hanover Transient	1,630,275.43	2,350,000.00	69%
High Hanover Passes	869,726.51	1,168,800.00	74%
Foundry Place Transient	464,622.26	430,000.00	108%
Foundry Place Passes	377,016.48	523,500.00	72%
Parking Sign Permit	50.00	0.00	
HH Pass Reinstatement	135.00	750.00	18%
Foundry Pass Reinstatement	180.00	750.00	24%
Parking Violations	1,076,865.08	1,000,000.00	108%
Immobilization Administration Fee	5,700.00	6,000.00	95%
Summons Admin Fee	0.00	0.00	0%
Total FY 25	8,384,327.05	10,109,300.00	83%

BUDGETED	
7,609,300	75% Transfer to Parking Fund
2,500,000	25% Funds Remaining in Gen Fund
10,109,300	Total Parking Revenue

LICENSE AGREEMENT
FOR THE ONE HUNDRED CLUB

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 non-exclusive, revocable license to The One Hundred Club with a principal place of business at 100 Market Street, Portsmouth, NH 03801 (hereinafter "Licensee") pursuant to the following terms and conditions:

1. **Area of License:** The City authorizes Licensee to use the loading zone on Hanover Street as shown on the attached Exhibit 1.
2. **Use:** Licensee may make use of the Licensed Area for the purpose of Licensee's parking valet service activities. Such activities are subject to the following conditions:
 - The hours of operation of the valet service are 5:00 p.m. to 12:00 a.m. Monday through Sunday.
 - No vehicles receiving valet services may be parked in municipal spaces (metered, garage or otherwise).
 - There shall be no stacking of vehicles in adjacent parking spaces.
 - This license is non-exclusive and the loading zone will remain available for commercial loading purposes and for such additional purposes as the City may authorize or license.
 - 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.
3. **Signage:** This License Agreement also authorizes Licensee's use of the existing signage in place on Hanover Street as shown in Exhibit 1.
4. **Term:** This license shall commence upon the execution of this Agreement and terminate on June 30, 2025. This License may be renewed for an additional term upon the joint approval of the Parking and Traffic Safety Committee and the City Manager.
5. **Payment Terms:** Licensee will make payment of an annual fee to the City in the amount of \$ 1,500 which represents the cost of the valet parking permit fee. No other payment is required. Payment is due upon the execution of this Agreement and shall be made to the City of

Portsmouth and directed to the City Parking Clerk at 1 Junkins Avenue, Portsmouth, NH. Failure to make the required payment when due may result in the termination of this Agreement at the City's option.

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 comprehensive general liability insurance covering its operation under this license in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Such insurance shall name the City of Portsmouth as an additional insured. Licensee agrees to maintain Garage Keepers insurance in the amount of \$100,000 per occurrence for the term of this Agreement. Certificates indicating the existence of these insurances 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 neat and orderly fashion during Licensee's hours of use. The Licensee shall take such measures as may be necessary to maintain pedestrian and vehicular safety during use of the Licensed Areas 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 City 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 may terminate this Agreement or any provision contained in this Agreement on 72 hours written notice provided to Licensee if the public interest requires such termination, in which case all fees paid by Licensee shall be returned on a pro-rata basis. This Agreement may be revoked or suspended immediately without notice by the City for cause, e.g. violation of the terms of this license, in which case, all fees paid by Licensee shall remain the property of the City.

Dated this _____ day of _____, 2024.

City of Portsmouth

By: _____

Karen Conard
City Manager

Pursuant to vote of the City Council
of November 18, 2024

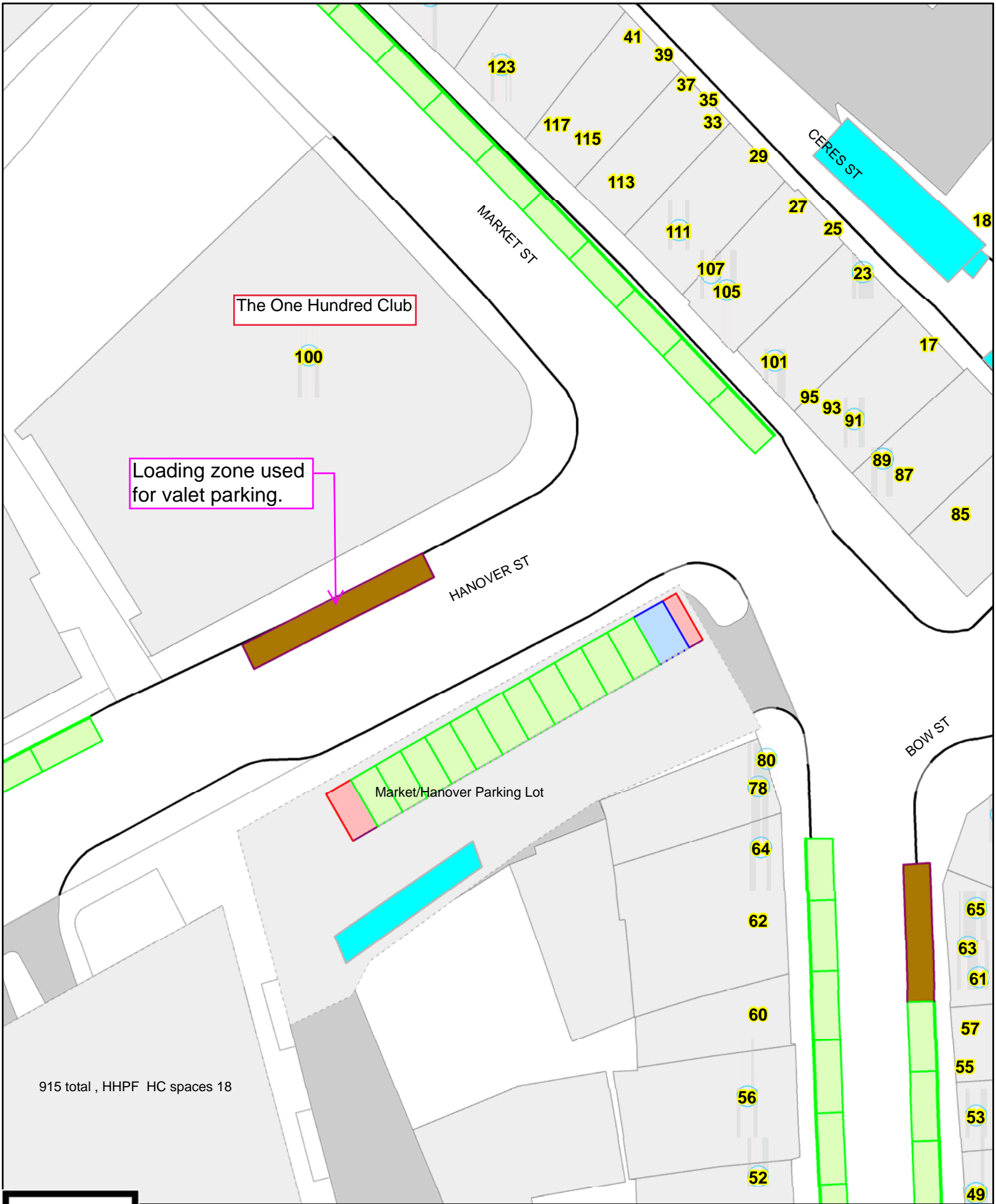
Dated this _____ day of _____, 2024.

The One Hundred Club

By: _____

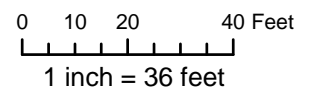
Print Name: _____

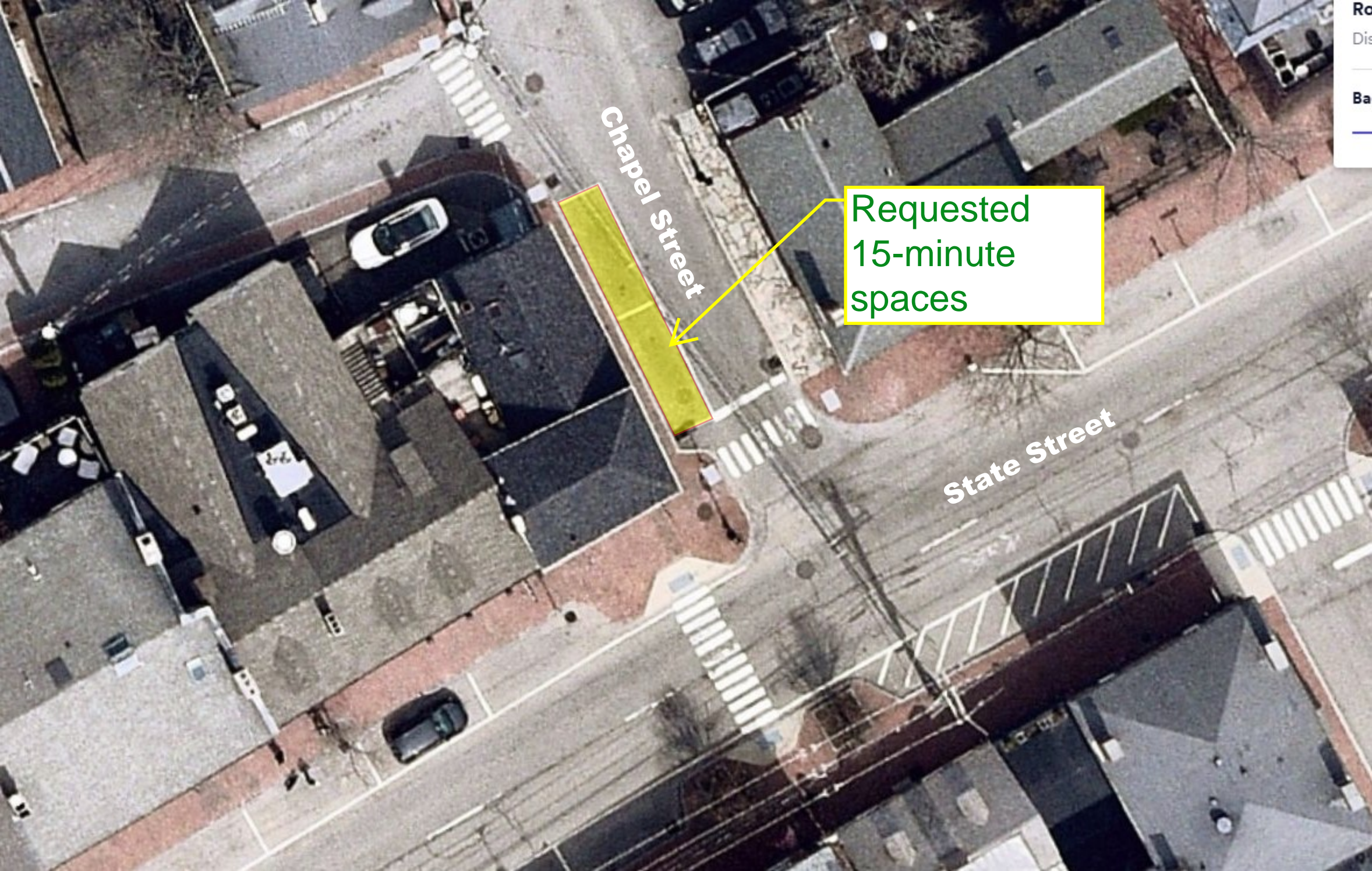
Its Duly Authorized: _____



VI. A

Map prepared by Portsmouth Department of Public Works





Chapel Street

Requested
15-minute
spaces

State Street



Brewster Street

Islington Street



Islington Street

Columbia Street

State Street

Request for
one 15-minute
space.

Deer Street



238 Deer

Foundry Place

Bridge Street

Maplewood Avenue



CITY OF PORTSMOUTH

Planning Department
1 Junkins Avenue
Portsmouth, New
Hampshire 03801
(603) 610-7216

PLANNING BOARD

June 1, 2023

238 Deer Street, LLC
238 Deer Street
Portsmouth, NH 03801

RE: Conditional Use Permit for property located at 238 Deer Street (LU-20-238)

Dear Property Owner:

The Planning Board, at its regularly scheduled meeting of Tuesday, May 18, 2023, considered your application for a Conditional Use Permit in accordance with Section 10.1112.14 of the Zoning Ordinance for provision of no on-site parking spaces where 11 spaces are required. Said property is shown on Assessor Map 125 Lot 3 and lies within the Character District 4 (CD4) District. Said property is shown on Assessor Map 125 Lot 3 and lies within the Character District 4 (CD4), Downtown Overlay, and Historic Districts. As a result of said consideration, the Board voted 1) to find that the Conditional Use Permit application meets the criteria set forth in Section 10.1112.14 and to adopt the findings of fact as presented; and 2) to **grant** the conditional use permit with the following **condition**:

2.1) Each tenant or owner who occupies a residential unit shall provide evidence of offsite parking for each vehicle they use. Such evidence will be provided to the applicant or to applicant's successor within thirty days of the beginning of the occupancy of the unit. Upon receipt of such evidence provided by tenants or owners, the applicant or its successor shall provide that evidence to the Planning Department or to such other City department as the Planning Department indicates to the applicant in writing. For a period of five years starting at the time of the issuance of the first certificate of occupancy for residential use, the applicant or its successor shall annually issue a letter report to the Planning Department documenting: a) the evidence previously supplied regarding offsite parking of vehicles used by tenants or owners; and, b) describing any changes by tenants or owners of the number and parking locations of any vehicles they use.

The Board's decision may be appealed up to thirty (30) days after the vote. Any action taken by the applicant pursuant to the Board's decision during this appeal period shall be at the applicant's risk. Please contact the Planning Department for more details about the appeals process.

Unless otherwise indicated above, applicant is responsible for applying for and securing a building permit from the Inspection Department prior to starting any project work. All stipulations of approval must be completed prior to issuance of a building permit unless otherwise indicated above.

This approval shall expire unless a building permit is obtained within a period of one year from the date granted, unless otherwise stated in the conditions of approval. The Planning Board may, for good cause shown, extend such period by as much as one year if such extension is requested and acted upon prior to the expiration date. No other extensions may be requested.

The Findings of Fact associated with this decision are available: attached here or as an attachment in the Viewpoint project record associated with this application and on the Planning Board Meeting website:

<https://www.cityofportsmouth.com/planportsmouth/planning-board/planning-board-archived-meetings-and-material>

The minutes and audio recording of this meeting are available by contacting the Planning Department.

Very truly yours,

A handwritten signature in black ink, appearing to read "Rick Chellman", with a long, sweeping horizontal line extending from the end of the signature.

Rick Chellman, Chairman of the Planning Board

cc: Shanti Wolph, Chief Building Inspector
Rosann Maurice-Lentz, City Assessor

John Chagnon, PE., Ambit Engineering
Richard Desjardins, McHenry Architecture
Sharon Cuddy Somers, DTC Lawyers

Findings of Fact | Parking Conditional Use Permit

City of Portsmouth Planning Board

Date: 10 May 2023

Property Address: 238 Deer Street

Application #: LU 20 - 238

Decision: **Approve**

Findings of Fact:

Effective August 23, 2022, amended RSA 676:3, I now reads as follows: The local land use board shall issue a final written decision which either approves or disapproves an application for a local permit and make a copy of the decision available to the applicant. **The decision shall include specific written findings of fact that support the decision. Failure of the board to make specific written findings of fact supporting a disapproval shall be grounds for automatic reversal and remand by the superior court upon appeal, in accordance with the time periods set forth in RSA 677:5 or RSA 677:15, unless the court determines that there are other factors warranting the disapproval.** If the application is not approved, the board shall provide the applicant with written reasons for the disapproval. If the application is approved with conditions, the board shall include in the written decision a detailed description of all conditions necessary to obtain final approval.

Parking Conditional Use Permit

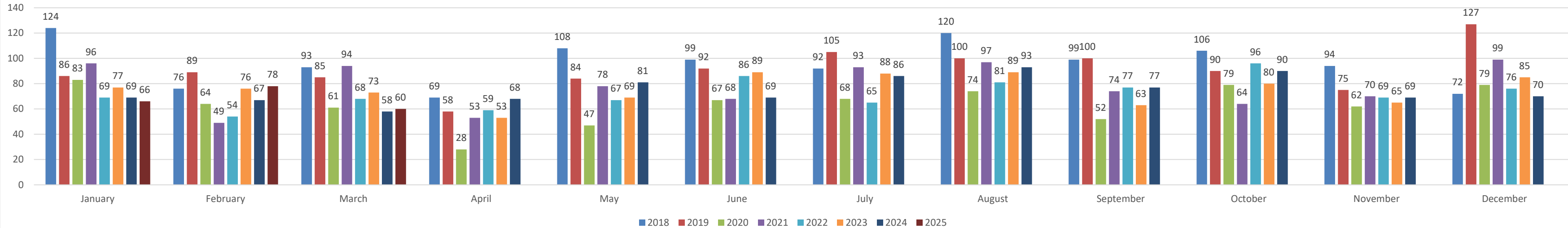
10.1112.14 The Planning Board may grant a conditional use permit to allow a building or use to provide less than the minimum number of off-street parking spaces required by Section 10.1112.30, Section 10.1112.61, or Section 10.1115.20, as applicable, or to exceed the maximum number of off-street parking spaces allowed by Section 10.1112.51.

	Parking Conditional Use Permit 10.1112.14 Requirements	Finding (Meets Criteria/Requirement)	Supporting Information
1	10.1112.141 An application for a conditional use permit under this section shall include a parking demand analysis, which shall be reviewed by the City's Technical Advisory Committee prior to submission to the Planning Board, demonstrating that the proposed number of off-street parking spaces is sufficient for the proposed use.	Meets	<ul style="list-style-type: none">The Technical Advisory Committee reviewed the Parking Demand Analysis and asked that the Analysis reflect certain conditions, including the first-floor parking demand.
2	10.1112.142 An application for a conditional use permit under this section shall identify permanent evidence-based measures to reduce parking demand, including but not limited to provision of rideshare/microtransit services	Meets	<ul style="list-style-type: none">The property is close to the parking garage, bus stops, pedestrian sidewalks to the downtown, and has on site bike storage.The unit size (micro) will favor tenants who are looking to reside in a location where a vehicle is not needed.

	Parking Conditional Use Permit 10.1112.14 Requirements	Finding (Meets Criteria/Requirement)	Supporting Information
	or bikeshare station(s) servicing the property, proximity to public transit, car/van-pool incentives, alternative transit subsidies, provisions for teleworking, and shared parking on a separate lot subject to the requirements of 10.1112.62.		<ul style="list-style-type: none"> • The property has easy pedestrian and bicycle access to a variety of services and attractions in the Downtown. • The property is adjacent to the Cove Workspace office building, which provide walkable working opportunities across multiple work scenarios (employee / owner / consultant / remote access).
3	10.1112.143 The Planning Board may grant a conditional use permit only if it finds that the number of off-street parking spaces required or allowed by the permit will be adequate and appropriate for the proposed use of the property. In making this determination, the Board may accept, modify or reject the findings of the applicant's parking demand analysis.	Meets	<ul style="list-style-type: none"> • The parking demand analysis indicates the peak period demand for parking spaces. • The submission includes findings that there will be opportunities to provide parking for residents, if needed, in close proximity to the development which include on street parking in the vicinity, and there are additional private surface lots within walking distance that provide parking.
4	10.1112.144 At its discretion, the Planning Board may require more off-street parking spaces than the minimum number requested by the applicant or may allow fewer spaces than the maximum number requested by the applicant.	Meets	<ul style="list-style-type: none"> • The site has operated with a more intense parking demand (bar – restaurant) without benefit of full on-site parking. This has not been an issue for the area. The property has no location on site to provide the required parking. In this case, a reasonable application of the non-conforming requirements might apply to the redevelopment of the site. • Residential parking demand is highest at night, when the most parking spaces are available in the area.
5	<u>Other Board Findings:</u>		

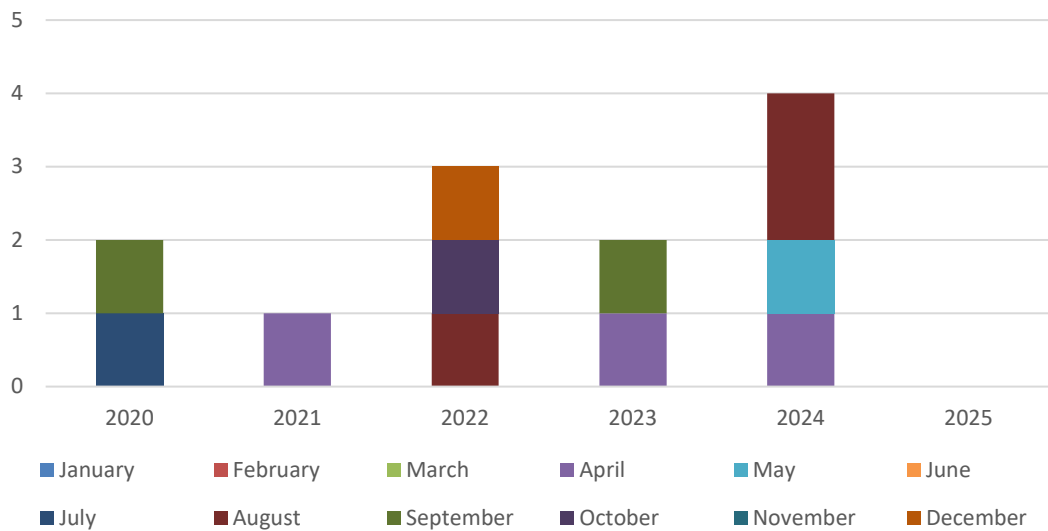
	Parking Conditional Use Permit 10.1112.14 Requirements	Finding (Meets Criteria/Requirement)	Supporting Information
6	<u>Additional Conditions of Approval:</u> See Attached		

Vehicle Accidents by Month

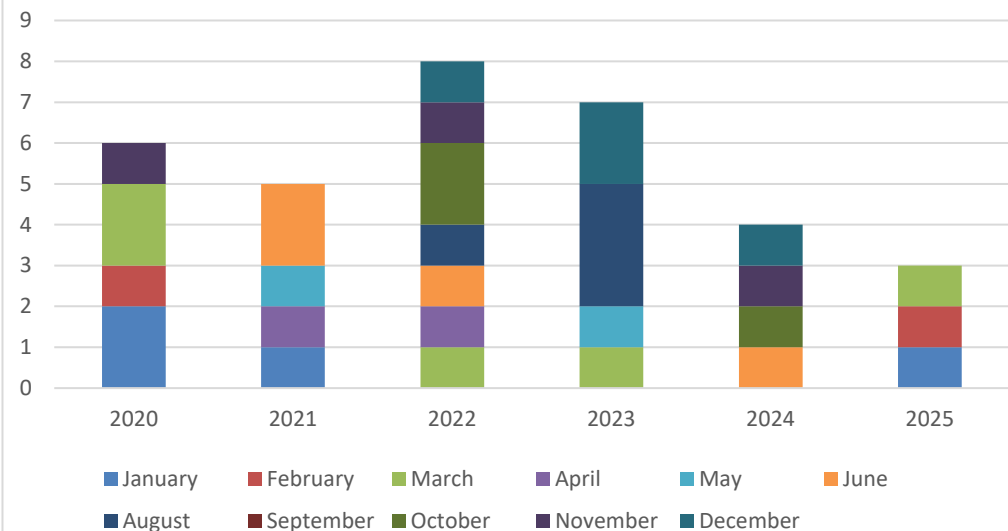


Reportable Accidents: March 2025 - 36

Bicycle Accidents by Year



Pedestrian Accidents by Year



Vehicle Accidents by Year

