PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

9:00 A.M. – October 1, 2026
City Hall Conference Room A

PRESENT: **Members**: Committee Chair Annie Hopkins, Vice Committee Chair Erica Wygonik, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mary Lou McElwain, Mark Syracusa, Jane Mitchell-Pate, Alternate Barbara Sadick

City Staff: City Engineer Eric Eby, Project Manager Tyler Reese, Business Administrator Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
6. Middle Street, request to approve no parking area on west side of street, north of intersection with Cabot Street, by DPW.

1. **Roll Call**

2. **Financial Report: Voted** to accept the financial report dated August 31, 2026.

3. **Public Comment Session:** Kristen Peterson (402 State Street sight line concern), Colleen Kilcoyne (402 State Street sight line concern), Nancy Ydoate (402 State Street sight line concern), Susan (Chapel & State crosswalk concerns), Tyler Garzo (feedback on traffic calming requests)

4. **Presentations:** None

5. **402 State Street, request to improve driveway sight lines, by resident. Voted** to place the item on file.

6. **Middle Street, request to approve no parking area on west side of street, north of intersection with Cabot Street, by DPW. Voted** to approve no parking on the west side of Middle Street for a distance of 60 feet north of Cabot Street, consistent with previous signage.

7. **South Street traffic calming request, report back.** The item was discussed and did not require a vote.

8. **Maplewood Avenue traffic calming request, report back.** The item was discussed and did not require a vote.

9. **Police monthly collision report:** Informational; no action required.

10. **State Street Intersections from Union to Summer:** Informational; no action required.

11. **Traffic Calming Request – Jones Avenue:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

PARKING and TRAFFIC SAFETY COMMITTEE

Conference Room A at City Hall, 1 Junkins Avenue
Thursday, October 1, 2026, 9:00 AM

Members of the public also had the option to join the meeting over Zoom.

MINUTES

1. Call To Order

Committee Chair Annie Hopkins called the meeting to order at 9:00 AM.

2. Attendance

Members Present:
Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Committee Chair Annie Hopkins
Stefanie Casella, Planning Department
Erica Wygonik
Mary Lou McElwain
Mark Syracusa
Jane Mitchell-Pate
Barbara Sadick (alternate)

City Staff Present:
Eric Eby, City Engineer
Tyler Reese, Project Manager
Jefferson Lane, Business Administrator

3. Financial Report

[00:05:15] Peter Rice moved to accept the financial report dated August 31st, 2026, seconded by Mark Syracusa. On a unanimous vote, the motion passed.

DRAFT

4. Public Comment (15 Minutes)

[00:05:54] There were six public speakers: Kristen Peterson, Colleen Kilcoyne, and Nancy Ydoate, all of 402 State Street, raised concerns about the driveway sight lines at their residence, requesting to re-install a convex mirror previously affixed to a City street lamp or to have the City evaluate parking space in front of the residence; Susan of Broad Street raised crosswalk visibility concerns at Chapel & State; Tyler Garzo, 62 McKinley Road, critiqued handling of traffic calming requests and also provided advice to residents on request verbiage.

5. Presentations

There were no presentations.

6. New Business

A. [00:14:45] 402 State Street, request to improve driveway sight lines, by resident. Bill McQuillen moved to place the item on file, seconded by Peter Rice. Discussion ensued, including the viability of removing parking on State Street. The committee discussed how removing parking in front of one building may set a precedent for other buildings on the street. Regarding the convex mirror mentioned during public comment, Peter Rice noted that the City does not allow nor condone placement of mirrors on City-owned utilities, such as streetlamps. He noted a mirror could be affixed on private property. Following discussion, the motion passed on a unanimous vote.

B. [00:24:54] Middle Street, request to approve no parking area on west side of street, north of intersection with Cabot Street, by DPW. Erica Wygonik moved to approve no parking on the west side of Middle Street for a distance of 60 feet north of Cabot Street, consistent with previous signage, seconded by Jane Mitchell-Pate. Eric Eby provided background on the item, noting existing sign was placed years ago, but was never codified in the City ordinance. Following discussion, the motion passed on a unanimous vote.

7. Old Business

A. [00:27:24] South Street traffic calming request, report back. Eric Eby led the conversation with data recorded from South Street, as well as criteria for initiating traffic calming. The committee discussed the possibility of implementing a speed feedback sign, as well as discussion on increased lighting for the crosswalk at the intersection of South Street and Summit Avenue.

DRAFT

B. [00:41:37] Maplewood Avenue traffic calming request, report back. Eric Eby again led the conversation with data recorded from Maplewood Avenue, finding that 85th percentile speeds were highest during the morning hours. The committee discussed the possibility of targeted enforcement during those peak hours, as well as implementation of a speed feedback sign on a utility pole.

8. Informational

A. [00:48:31] Police Monthly Collision Report, discussion of Seacoast Pedal It Forward

B. [00:54:27] State Street Intersections From Union Street To Summer Street

C. [00:55:20] Traffic Calming Request – Jones Avenue

9. Miscellaneous

[00:56:52] UrbanSDK traffic speed data demonstration

[01:02:00] Bicycle & Pedestrian Network Request Form (beta version) is now live

10. Adjournment

[01:09:26] Erica Wygonik moved to adjourn the meeting, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed. Committee Chair Annie Hopkins adjourned the meeting at 10:05 AM.

Respectfully submitted,

Jefferson Lane

Business Administrator, Department of Public Works

DRAFT

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

9:00 A.M. – September 3, 2026
City Hall Conference Room A

PRESENT: **Members**: Committee Chair Annie Hopkins, Vice Committee Chair Erica Wygonik, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mary Lou McElwain, Mark Syracusa, Jane Mitchell-Pate, Alternate Barbara Sadick

City Staff: Parking Director Ben Fletcher, Project Manager Tyler Reese, Business Administrator Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
Voted to approve renewal of annual valet license agreement for Portwalk HI LLC. **Voted** to approve renewal of annual valet license agreement for Parade Residence Hotel LLC.

1. **Roll Call**

2. **Financial Report: Voted** to accept the financial report dated July 31, 2026.

3. **Public Comment Session:** Andrea Ardito (Maplewood/Dennett crosswalk concern), Jim Lee (Miller Avenue utility trailer concern), Tyler Garzo (Cass/Chevrolet parking spaces), Charles Cocchiaro (Daniel Street handicap space), Bill Camarda (State Street crosswalk concerns), Tim O'Brien (Miller Avenue utility trailer).

4. **Presentations:** None

5. **Portwalk Place, request to renew annual valet parking license agreement for Portwalk HI LLC, by business owner. Voted** to approve renewal of annual valet license agreement for Portwalk HI LLC.

6. **Portwalk Place, request to renew annual valet parking license agreement for Parade Residence Hotel LLC, by business owner. Voted** to approve renewal of annual valet license agreement for Parade Residence Hotel LLC.

7. **Dearborn Street, request for handicap parking space at 30 Dearborn Street, by resident. Voted** to approve designation of handicap parking space.

8. **Daniel Street, request for handicap parking space at Penhallow Street, by resident. Voted** to approve designation of handicap parking space as presented.

9. **Marcy Street, request to modify No Parking area between New Castle Avenue and Walden Street, by residents. Voted** to place on file.

10. **State Street, crosswalk at African Burial Ground, request for evaluation of additional enhancements, by Committee member. Voted** to place on file.

11. **Richards Avenue at Rockland Street, request to address stop sign noncompliance, by resident. Voted** to approve installation of NO PARKING HERE TO CORNER signs on Richards Avenue in compliance with current City and State ordinances.

12. **Cass Street, request for traffic calming at Chevrolet Avenue intersection, by residents. Voted** to approve expansion of no parking area on south side of Cass Street at Chevrolet Avenue by 20 feet on each side of intersection.

13. **Police monthly collision report:** Informational; no action required.

14. **Traffic calming request – South Street:** Informational; no action required.

15. **Complete Streets report back status:** Informational; no action required.

16. **Fleet Street one-way traffic with counterflow bike lane status:** Informational; no action required.

17. **Daniel Street, parking configuration near Market Square:** Informational; no action required.

18. **Middle Street paving update:** Informational; no action required.

19. **Congress Street construction restarting:** Informational; no action required.

20. **Sudbury Street RAPP inclusion response:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

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 had the option to join the meeting over Zoom.

9:00 AM **September 3, 2026**

MINUTES

1. CALL TO ORDER

Committee Chair Annie Hopkins called the meeting to order at 9:00 AM.

2. ATTENDANCE

Members Present:
Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Committee Chair Annie Hopkins
Stefanie Casella, Planning Department
Erica Wygonik
Mary Lou McElwain
Mark Syracusa
Jane Mitchell-Pate
Barbara Sadick (alternate)

City Staff Present:
Ben Fletcher, Parking Director
Tyler Reese, Project Manager
Jefferson Lane, Business Administrator

3. FINANCIAL REPORT

[00:05:43] Bill McQuillen moved to accept the financial report dated July 31st, 2026, seconded by Peter Rice. On a unanimous vote, the motion passed.

4. PUBLIC COMMENT (15 MINUTES)

[00:06:05] There were six public speakers: Andrea Ardito, Northwest Street, raised increased crosswalk safety concerns in the area of Maplewood Avenue & Dennett Street and requested further evaluation; Jim Lee, 520 Sagamore Avenue, raised concerns of a utility trailer parked on Miller Avenue and subsequent traffic problems, ultimately requesting review of No Parking areas on Miller; Tyler Garzo, 62 McKinley Road, spoke on Cass Street/Chevrolet Avenue (Item 7D), concerned that parking elimination may increase speeds; Charles Cocchiaro, 45 Salem Street, spoke in defense of handicap parking space request on Daniel Street (Item 6D); Bill Camarda, 809 State Street, spoke on crosswalk safety concerns in the West End, specifically State Street; Tim O'Brien, Miller Avenue, spoke for the parked utility trailer on Miller Avenue and disagrees with

any assessment to eliminate parking.

5. PRESENTATIONS

There were no presentations.

6. NEW BUSINESS

A. [00:24:00] Portwalk Place, request to renew annual valet parking license agreement for Portwalk HI LLC, by business owner. Erica Wygonik moved to approve renewal of annual valet license agreement for Portwalk HI LLC, seconded by Jane Mitchell-Pate. Mary Lou McElwain questioned where valet vehicles were being parked. Ben Fletcher reiterated that valet vehicles are not permitted to park in City garages. On a unanimous vote, the motion passed.

B. [00:26:22] Portwalk Place, request to renew annual valet parking license agreement for Parade Residence Hotel LLC, by business owner. Erica Wygonik moved to approve renewal of annual valet license agreement for Parade Residence Hotel LLC, seconded by Mark Syracusa. On a unanimous vote, the motion passed.

C. [00:26:48] Dearborn Street, request for handicap parking space at 30 Dearborn Street, by resident. Peter Rice moved to approve designation of handicap parking space, seconded by Erica Wygonik. The Committee then clarified that this handicap space will be temporary in concurrence with the resident's temporary handicap vehicle placard expiration. On a unanimous vote, the motion passed.

D. [00:28:20] Daniel Street, request for handicap parking space at Penhallow Street, by resident. Ben Fletcher provided background on the matter and confirmed this would be a permanently designated handicap parking space. Erica Wygonik moved to approve designation of handicap parking space as presented, seconded by Barbara Sadick. On a unanimous vote, the motion passed.

7. OLD BUSINESS

A. [00:29:28] Marcy Street, request to modify No Parking area between New Castle Avenue and Walden Street, by residents. Ben Fletcher explained that this area is currently designated 'No Parking' in the City Ordinance, and that signage had previously been removed. Following discussion, Erica Wygonik moved to place on file, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed.

B. [00:33:38] State Street, crosswalk at African Burial Ground, request for evaluation of additional enhancements, by Committee member. Erica Wygonik moved to place on file, seconded by Mark Syracusa. Mary Lou McElwain said that she strongly felt there should be increased signage at the crosswalk, citing a close call while crossing earlier in the week. On a vote, the motion passed, with Mary Lou McElwain voting in opposition.

C. [00:35:45] Richards Avenue at Rockland Street, request to address stop sign noncompliance, by resident. Ben Fletcher added context to the request, citing that street stenciling had already taken place, and that signage was the final piece. Erica Wygonik moved to approve installation of NO PARKING HERE TO CORNER signs on Richards Avenue in compliance with current City and State ordinances, seconded by Barbara Sadick. During discussion, Jane

Mitchell-Pate posed whether adequate lighting played a role in stop sign compliance. On a unanimous vote, the motion passed.

D. [00:39:47] Cass Street, request for traffic calming at Chevrolet Avenue intersection, by residents. Erica Wygonik moved to approve expansion of no parking area on south side of Cass Street at Chevrolet Avenue by 20 feet on each side of intersection, seconded by Mary Lou McElwain. Following discussion of parking inventory and alternate design approaches, the motion passed on a unanimous vote.

8. INFORMATIONAL

A. [00:45:49] Police monthly collision report
B. [00:48:14] Traffic calming request – South Street
C. [00:48:40] Complete Streets report back status
D. [00:49:34] Fleet Street one-way traffic with counterflow bike lane status
E. [00:50:20] Daniel Street, parking configuration near Market Sq.
F. [00:52:09] Middle Street paving update
G. [00:52:24] Congress Street construction restarting
H. [00:52:57] Sudbury Street RAPP inclusion response, Mary Lou McElwain requested a report back on the RAPP Pilot at the October PTS meeting.

9. MISCELLANEOUS

[00:54:25] Peter Rice made the Committee aware a resident had raised concern of a large vehicle blocking sight lines near Humphreys Court and stated that proper 'No Parking Here to Corner' signage would be put up. He also noted that there will be a formal request for seasonal parking restrictions on Austin Street with impending winter operations. Erica Wygonik requested a review of sidewalk prioritization for winter operations

[00:57:15] Mary Lou McElwain requested review of truck and bus traffic on narrow streets at a later meeting.

[00:57:37] Erica Wygonik requested clarification on City policy and enforcement of vehicles parking in bike lanes, as well as enforcement behind encroachment of sidewalks by contractors.

10. ADJOURNMENT

[01:01:41] Erica Wygonik moved to adjourn, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed. Chair Annie Hopkins adjourned the meeting at 9:57 AM.

Respectfully submitted,
Jefferson Lane
Business Administrator, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

9:00 A.M. – August 6, 2026
City Hall Conference Room A

PRESENT: **Members**: Committee Chair Annie Hopkins, Vice Committee Chair Erica Wygonik, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mary Lou McElwain, Mark Syracusa, Jane Mitchell-Pate via Zoom, Alternate Barbara Sadick

City Staff: City Engineer Eric Eby, Project Manager Tyler Reese

ACTION ITEMS FOR CITY COUNCIL

Voted to recommend approval of an amendment to CHAPTER 7, VEHICLES, TRAFFIC AND PARKING, ARTICLE III, TRAFFIC ORDINANCE, Section 7.336 A, One-Way Streets, changing Fleet Street to one-way from Congress Street to Hanover Street while also allowing bicycle operators to ride in the opposite direction within the marked counterflow bike lane.
Voted to recommend approval of an amendment to CHAPTER 7, VEHICLES, TRAFFIC AND PARKING, ARTICLE III, TRAFFIC ORDINANCE, Section 7.330 A, No Parking, which will move the parking spaces from the west side to the east side of Fleet Street as presented.

1. **Roll Call**

2. **Financial Report: Voted** to accept the financial report dated June 30, 2026.

3. **Public Comment Session:** Randle Wright (RAPP Pilot), Tyler Garzo (Fleet Street redesign), Colin Scholler (Cass/Middle and Cass/Chevrolet intersection concerns), Lucia Vonletkemann (RAPP Pilot), Pat Bagley (Fleet Street redesign)

4. **Presentations:** Proposed design of counterflow bike lane on Fleet Street from Hanover Street to Congress Street, by DPW.

5. **Fleet Street, review and discussion of proposed design of counterflow bike lane from Hanover Street to Congress Street. Voted** to approve the design of the conversion to one-way traffic on Fleet Street and the contraflow bike lane with modifications to add pavement markings, increase the width of the buffer between vehicle and cycle traffic and to investigate adding a bump-out adjacent to the Hanover Garage entrance.
   Voted to recommend approval of an amendment to CHAPTER 7, VEHICLES, TRAFFIC AND PARKING, ARTICLE III, TRAFFIC ORDINANCE, Section 7.336 A, One-Way Streets, changing Fleet Street to one-way from Congress Street to Hanover Street while also allowing bicycle operators to ride in the opposite direction within the marked counterflow bike lane.
   Voted to recommend approval of an amendment to CHAPTER 7, VEHICLES, TRAFFIC AND PARKING, ARTICLE III, TRAFFIC ORDINANCE, Section 7.330 A, No Parking, which will move the parking spaces from the west side to the east side of Fleet Street as presented.

6. **Marcy Street, request to modify No Parking area between New Castle Avenue and Walden Street, by residents. Voted** to schedule Committee site visit and refer to staff for evaluation and report back.

7. **Richards Avenue at Rockland Street, request to address stop sign noncompliance, by resident. Voted** to schedule Committee site visit and refer to staff for evaluation and report back.

8. **State Street, crosswalk at African Burial Ground, request for evaluation of additional enhancements, by Committee member. Voted** to refer to staff for evaluation and report back.

9. **Complete Streets, request for report back from Legal Department on implementation of policy. Voted** to have the Legal Department report back to the committee on the City's implementation of the Complete Streets Policy.

10. **Cass Street, request for traffic calming at Chevrolet Avenue intersection, by residents. Voted** to schedule Committee site visit and refer to staff for evaluation and report back.

11. **Police monthly collision report:** Informational; no action required.

12. **Construction projects update:** Informational; no action required.

13. **Traffic calming request applications received - Sage Lane, Maplewood Avenue:** Informational; no action required.

14. **Ocean Road requests:** Informational; no action required.

15. **Edmond Avenue sidewalk project update:** Informational; no action required.

16. **Urban SDK speed and volume database:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

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 had the option to join the meeting over Zoom.

9:00 AM **August 6, 2026**

MINUTES

1. CALL TO ORDER

Committee Chair Annie Hopkins called the meeting to order at 9:00 AM.

2. ATTENDANCE

Members Present:
Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Committee Chair Annie Hopkins
Stefanie Casella, Planning Department
Erica Wygonik
Mary Lou McElwain
Mark Syracusa
Jane Mitchell-Pate (Via Zoom)
Barbara Sadick (alternate)

City Staff Present:
Eric Eby, City Engineer
Tyler Reese, Project Manager

3. FINANCIAL REPORT

[00:06:23] Peter Rice moved to accept the financial report dated June 30th, 2026, seconded by Stefanie Casella. On a unanimous vote, the motion passed.

4. PUBLIC COMMENT (15 MINUTES)

[00:07:09] There were five public speakers: Randle Wright complimented the ongoing RAPP program and asked that Sudbury Street be included in the RAPP program as it is currently omitted. Tyler Garzo spoke to the Fleet Street redesign and travel lane widths and NACTO requirements. Colin Scholler spoke regarding the intersection of Cass Street and Middle Street and Cass Street and Chevrolet Avenue and pedestrian concerns in the area. Lucia Vonletkemann spoke regarding parking concerns at the library and middle school areas, and how that area has faced more pressure due to the implementation of the RAPP program. Pat Bagley spoke regarding concerns about converting Fleet Street to one way traffic with a contraflow bike lane.

5. PRESENTATIONS

[00:22:53] Eric Eby presented the proposed design of counterflow bike lane on Fleet Street from Hanover Street to Congress Street.

6. NEW BUSINESS

A. [00:30:53] Fleet Street, review and discussion of proposed design of counterflow bike lane from Hanover Street to Congress Street. Discussion ensued regarding the conversion of Fleet Street to one-way traffic, contraflow bike lanes and adjustment of parking to the east side of the street.

Peter Rice moved to approve the design of the conversion to one-way traffic on Fleet Street and the contraflow bike lane with modifications to add pavement markings, increase the width of the buffer between vehicle and cycle traffic and to investigate adding a bump-out adjacent to the Hanover Garage entrance. Stefanie Casella seconded the motion, which passed unanimously.

Erica Wygonik moved to recommend approval of an amendment to CHAPTER 7, VEHICLES, TRAFFIC AND PARKING, ARTICLE III, TRAFFIC ORDINANCE, Section 7.336 A, One-Way Streets, changing Fleet Street to one-way from Congress Street to Hanover Street while also allowing bicycle operators to ride in the opposite direction within the marked counterflow bike lane. Bill McQuillen seconded this motion, which passed unanimously.

Erica Wygonik moved to recommend approval of an amendment to CHAPTER 7, VEHICLES, TRAFFIC AND PARKING, ARTICLE III, TRAFFIC ORDINANCE, Section 7.330 A, No Parking, which will move the parking spaces from the west side to the east side of Fleet Street as presented. Peter Rice seconded the motion, which passed unanimously.

B. [00:57:08] Marcy Street, request to modify No Parking area between New Castle Avenue and Walden Street. Erica Wygonik moved to schedule Committee site visit and refer to staff for evaluation and report back, seconded by Bill McQuillen. The motion passed unanimously.

C. [00:59:00] Richards Avenue at Rockland Street, request to address stop sign noncompliance. Erica Wygonik moved to schedule Committee site visit and refer to staff for evaluation and report back. Peter Rice seconded the motion, which passed unanimously.

D. [01:00:06] State Street, crosswalk at African Burial Ground, request for evaluation of additional enhancements. Erica Wygonik moved to refer to staff for evaluation and report back, seconded by Bill McQuillen. The motion passed unanimously.

E. [01:03:27] Complete Streets, request for report back from Legal Department on implementation of policy. Peter Rice moved to have the Legal Department report back to the committee on the City's implementation of the Complete Streets policy. Mary Lou McElwain seconded the motion, which passed unanimously.

7. OLD BUSINESS

A. [01:03:50] Cass Street, request for traffic calming at Chevrolet Avenue intersection, by residents. Erica Wygonik moved to schedule Committee site visit and refer to staff for evaluation and report back. Barbara Sadick seconded the motion, which passed unanimously.

8. INFORMATIONAL

A. [01:06:14] Police monthly collision report
B. [01:13:29] Construction projects update
C. [01:15:37] Traffic calming request applications received - Sage Lane, Maplewood Avenue
D. [01:20:00] Ocean Road requests
E. [01:13:53] Edmond Avenue sidewalk project update
F. [01:21:00] Urban SDK speed and volume database

9. MISCELLANEOUS

[01:26:51] Mary Lou McElwain reiterated the concerns regarding parking at the library lot and the added pressures the RAPP program has added to the lot.

[01:28:16] A resident spoke regarding a request for a handicapped parking space on Daniel Street at Penhallow. The item will be discussed at next month's meeting.

10. ADJOURNMENT

[01:31:20] Mary Lou McElwain moved to adjourn, seconded by Peter Rice. On a unanimous vote, the motion passed. Chair Annie Hopkins adjourned the meeting at 9:53 AM.

Respectfully submitted,
Jefferson Lane
Business Administrator, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

9:00 A.M. – July 2, 2026
City Hall Conference Room A

PRESENT: **Members**: Committee Chair Annie Hopkins, Vice Committee Chair Erica Wygonik, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mary Lou McElwain, Jane Mitchell-Pate, Alternate Barbara Sadick

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Project Manager Tyler Reese, Business Administrator Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
Shearwater Drive, request to post speed limit at 25 MPH, by DPW. **Voted** to approve speed limit of 25 MPH on Shearwater Drive.

1. **Roll Call**

2. **Financial Report: Voted** to accept the financial report dated May 31, 2026.

3. **Public Comment Session:** Tyler Garzo (Accidents versus crashes), Judy Miller (crosswalk markings near Hanover Street)

4. **Shearwater Drive, request to post speed limit at 25 MPH, by DPW. Voted** to approve speed limit of 25 MPH on Shearwater Drive.

5. **Maplewood Avenue, crosswalk at Dennett Street, report back on vehicle speed study and video monitoring of crosswalk, by DPW. Voted** to place item on file.

6. **Complete Streets Design Guidelines. Request to re-examine the Complete Street guidelines, by DPW. Voted** to create working group with members of Bicycle/Pedestrian Blue Ribbon Committee and PTS Committee to evaluate and report back with recommendations at future meeting.

7. **Police monthly collision report:** Informational; no action required.

8. **Construction projects update:** Informational; no action required.

9. **Discussion of Committee purpose and mission: Voted** to have Committee review language adjustments within the applicable City Ordinance section internally, review with Jane Ferrini from the Legal Department, and recommend any changes to Council.

Respectfully submitted by: Jefferson Lane

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 had the opportunity to join the meeting via Zoom

9:00 AM **July 2nd, 2026**

MINUTES

1. CALL TO ORDER

Committee Chair Annie Hopkins called the meeting to order at 9:00 AM.

2. ATTENDANCE

Members Present:
Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Committee Chair Annie Hopkins
Stefanie Casella, Planning Department
Erica Wygonik (arrived 9:24a)
Mary Lou McElwain
Jane Mitchell-Pate
Barbara Sadick (alternate)

Members Absent:
Mark Syracusa

City Staff Present:
Eric Eby, City Engineer
Ben Fletcher, Parking Director
Tyler Reese, Project Manager
Jefferson Lane, DPW Administrative Assistant

3. FINANCIAL REPORT

[00:05:22] Peter Rice moved to accept the financial report dated May 31st, 2026, seconded by Mary Lou McElwain. On a unanimous vote, the motion passed.

4. PUBLIC COMMENT (15 MINUTES)

[00:06:04] There were two speakers: Tyler Garzo, 62 McKinley Road, differentiated between accidents and crashes; Judy Miller, 77 Hanover Street, spoke regarding faded crosswalk paint in areas near Hanover Street, requesting re-painting by DPW.

5. PRESENTATIONS

There were no presentations

6. NEW BUSINESS

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

A. [00:10:28] Shearwater Drive, request to post speed limit at 25 MPH, by DPW. Eric Eby spoke on the background of the matter, citing its absence from the City ordinance due to a name change years ago—the road then underwent residential development and signage was removed, prompting request from neighbors for re-posting of the speed limit. A speed study was conducted for the roadway, with 25 miles per hour determined as the appropriate speed limit. Following discussion, Bill McQuillen moved to approve speed limit of 25 MPH on Shearwater Drive, seconded by Mary Lou McElwain. On a unanimous vote, the motion passed.

7. OLD BUSINESS

A. [00:13:35] Maplewood Avenue, crosswalk at Dennett Street, report back on vehicle speed study and video monitoring of crosswalk, by DPW. Eric Eby spoke on the results of the speed study and pedestrian video study conducted, determining that the observed speeds and number of pedestrians crossing do not warrant increased crossing signage or changes to current setup. Following discussion, Mary Lou McElwain moved to place the item on file, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed.

B. [00:19:01] Complete Streets Design Guidelines. Request to re-examine the Complete Street guidelines, by DPW. Peter Rice provided background to the intent of the item, this time with increased input from Police and Fire, keeping guidelines well-rounded. Following committee discussion, Peter Rice moved to create working group with members of Bicycle/Pedestrian Blue Ribbon Committee and PTS Committee to evaluate and report back with recommendations at future meeting, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed.

8. INFORMATIONAL

A. [00:24:37] Police monthly collision report

B. [00:27:36] Construction projects update

C. [00:30:33] Discussion of Committee purpose and mission. Peter Rice moved to have Committee review language adjustments within the applicable City Ordinance section internally, review with Jane Ferrini from the Legal Department, and recommend any changes to Council; seconded by Erica Wygonik. On a unanimous vote, the motion passed.

9. MISCELLANEOUS

[00:51:50] Camper parking

[00:52:44] Car-Free Commute Challenge

[00:53:09] Resident Access Parking Program (RAPP) Pilot

10. ADJOURNMENT

[00:56:59] Erica Wygonik moved to adjourn, seconded by Barbara Sadick. On a unanimous vote, the motion passed. Chair Annie Hopkins adjourned the meeting at 9:53 AM.

Respectfully submitted,
Jefferson Lane – Business Administrator, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

9:00 A.M. – June 4, 2026
City Hall Conference Room A

PRESENT: **Members**: Committee Chair Annie Hopkins, Vice Committee Chair Erica Wygonik, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mark Syracusa, Mary Lou McElwain

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Project Manager Tyler Reese, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
None

1. **Roll Call**

2. **Financial Report: Voted** to accept the financial report dated April 30, 2026.

3. **Public Comment Session:** Jay Kobzik (Islington Street speeding, Rail Trail crosswalks), Tyler Garzo (Complete Streets), Peter Geremia (Maplewood/Dennett crosswalk, speeding)

4. **Hillside Drive, concerns caused by increased parking by high school students, narrow street, by residents. Voted** to refer to staff for evaluation and report back at future meeting.

5. **Maplewood Avenue, crosswalk at Dennett Street, request to remove the bollards and in-street signs and install flashing lights, by resident. Voted** to place item on file; also **voted** to have staff upgrade signage as appropriate.

6. **Parrot Avenue, request to change school pick up, drop off traffic patterns, by resident. Voted** to place the item on file.

7. **Complete Streets Design Guidelines. Request to re-examine the Neighborhood Slow Street guidelines, by DPW. Voted** to wait until next meeting.

8. **Cabot Street, report back on request for parking restriction between Islington Street and The Getty Bagel driveway. Voted** to place the item on file.

9. **Falkland Place, report back on review of snow ban parking rules. Voted** to place the item on file.

10. **Local Love, report back on request for reduced parking rate, loading zone usage flexibility. Item** was discussed amongst the committee, no action was taken.

- **Falkland Place and Ranger Way, request for clarification of snow ban parking rules for head-in parking spaces. Voted** to refer to staff to investigate options and report back at a future meeting.

- **State Street, request for rapid flashing pedestrian beacon at crosswalk at Chapel Street, by business owner. Voted** to refer to staff for evaluation and report back at a future meeting.

- **Police monthly collision report:** Informational; no action required.

- **Construction projects update:** Informational; no action required.

- **Cass Street, report back on traffic monitoring in response to request for traffic calming measures:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

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 had the opportunity to join the meeting via Zoom

9:00 AM **June 4th, 2026**

MINUTES

1. CALL TO ORDER

Committee Chair Annie Hopkins called the meeting to order at 9:00 AM.

2. ATTENDANCE

Members Present:
Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Committee Chair Annie Hopkins
Stefanie Casella, Planning Department
Erica Wygonik
Mark Syracusa
Mary Lou McElwain

Members Absent:
Jane Mitchell-Pate
Barbara Sadick (alternate)

City Staff Present:
Eric Eby, City Engineer
Ben Fletcher, Parking Director
Tyler Reese, Project Manager
Jefferson Lane, DPW Administrative Assistant

3. FINANCIAL REPORT

[00:05:48] Parking Director Ben Fletcher spoke to parking revenues for the year and answered questions from committee members. Peter Rice moved to accept the financial report dated April 30th, 2026, seconded by Mary Lou McElwain. On a unanimous vote, the motion passed.

4. PUBLIC COMMENT (15 MINUTES)

[00:13:23] There were three speakers: Jay Kobzik, 1240 Islington Street, voiced concerns of speeding on Islington and proposed ideas of how the City could curb speeding in the area, as well as concerns of ample lighting at Rail Trail crosswalks; Tyler Garzo, 62 McKinley Road, commented on New Business Item D and encouraged collaboration with the Bicycle & Pedestrian Blue Ribbon Committee; Peter Geremia, 315 Maplewood Avenue, voiced concerns of the crosswalk at Maplewood & Dennett (New Business Item B), as well as general speeding concerns.

5. PRESENTATIONS

There were no presentations

6. NEW BUSINESS

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

A. [00:23:59] Hillside Drive, concerns caused by increased parking by high school students, narrow street, by residents. Deputy Police Chief Mike Maloney spoke on the matter, as Portsmouth Police has been fielding increased complaints from the area regarding congestion and potential blockage of first responder vehicles. Following discussion from the Committee on how to best approach the issue, be it parking regulation or alternative parking areas for students, Mark Syracusa moved to refer to staff for evaluation and report back at future meeting, seconded by Erica Wygonik. On a unanimous vote, the motion passed.

B. [00:33:50] Maplewood Avenue, crosswalk at Dennett Street, request to remove the bollards and in-street signs and install flashing lights, by resident. Erica Wygonik moved to place the item on file, seconded by Peter Rice. Following initial comments of opposition from Mary Lou, Eric Eby discussed the various approaches taken at this crosswalk over the past five to ten years, citing there have been at least three previous requests and reviews of the crosswalk, stating that the most recent remedy of signage has been the most appropriate. Following committee discussion on the state of existing signage, the motion on the floor was put to a vote. On a unanimous vote, the motion passed. Peter Rice then moved to have staff upgrade signage as appropriate, seconded by Erica Wygonik. On a unanimous vote, the motion passed.

C. [00:46:00] Parrot Avenue, request to change school pick up, drop off traffic patterns, by resident. Erica Wygonik moved to place the item on file, seconded by Mark Syracusa. The Committee discussed the nature of challenging traffic on Parrott Avenue, addressing the fact that changes have been made in recent years. Deputy Chief Maloney echoed the challenging nature of drop-off and pickup on Parrott Ave due to on-street parking and traffic, stating that the current pattern has been the most effective. Following discussion on what the scope of PTS would be on the matter, a vote was put to the motion on the table. On a unanimous vote, the motion passed.

D. [00:51:22] Complete Streets Design Guidelines. Request to re-examine the Neighborhood Slow Street guidelines, by DPW. Peter Rice spoke to clarify background on the item, stating the intent of the item was not to change all existing slow streets, but rather to adjust where appropriate, citing streets abutting the Dondero School as an example. Following committee discussion on the merit of forming a working group and interaction with other committees, Peter Rice moved to wait until next meeting, seconded by Mark Syracusa. On a unanimous vote, the motion passed.

7. OLD BUSINESS

A. [00:58:14] Cabot Street, report back on request for parking restriction between Islington Street and The Getty Bagel driveway. Erica Wygonik moved to place the item on file, seconded by Peter Rice. Eric Eby spoke on the results of the site visit from May and provided

traffic signal footage of the intersection, displaying the traffic concerns on Cabot. The Committee discussed that many of the traffic issues stem from parking concerns on Getty Bagel's property, which can be addressed without intervention to on-street parking. On a unanimous vote, the motion passed.

B. [01:04:38] Falkland Place, report back on review of snow ban parking rules. Peter Rice spoke to the history of the issue, and upon review deemed this area allowable to park during snow bans, citing no hardship for business parking and review of snow clearing in the area. Erica Wygonik moved to place the item on file, seconded by Peter Rice. On a unanimous vote, the motion passed.

C. [01:07:07] Local Love, report back on request for reduced parking rate, loading zone usage flexibility. Chair Hopkins reported back on her discussion with the Local Love business owners, requesting that the members come back with two separate issues: commercial loading zones and reduced parking for one Thursday a month. Councilor Hopkins also recognized that the requests are expansive beyond the purview of solely PTS.

8. INFORMATIONAL

A. [01:10:49] Police monthly collision report & update on e-bike safety
B. [01:16:20] Marcy Street, no parking on east side between New Castle Ave and Holmes Court, missing signs to be replaced.
C. [01:17:43] Discussion of Committee purpose and mission – the item will be moved to the next meeting when all members are in attendance
D. [01:17:55] Construction projects update
E. [01:23:11] Outdoor Dining update

9. MISCELLANEOUS

[01:23:57] Inquiry about parking rules when occupying multiple spots at once

10. ADJOURNMENT

[01:26:16] Mark Syracusa moved to adjourn, seconded by Erica Wygonik. On a unanimous vote, the motion passed. Chair Annie Hopkins adjourned the meeting at 10:22 AM.

Respectfully submitted,
Jefferson Lane
Administrative Assistant II, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

9:00 A.M. – May 7, 2026
City Hall Conference Room A

PRESENT: **Members**: Committee Chair Annie Hopkins, Vice Committee Chair Erica Wygonik, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mark Syracusa, Mary Lou McElwain, Jane Mitchell-Pate, Alternate Barbara Sadick

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Project Manager Tyler Reese, Project Manager Dave Desfosses, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL

Fleet Street, request for recommendation regarding one-way traffic flow and on-street parking between Congress Street and Hanover Street, by DPW. Voted to recommend that traffic flow on Fleet Street be changed to one-way flow with on-street parking from Congress Street to Hanover Street.

State Street, request for recommendation in support of license agreement for parking space, by resident. Voted to object to the request and recommend that City Council not approve license.

City Ordinances, Chapter 7, Vehicles, Traffic and Parking, request to modify ordinance to allow parking within 10 feet of all intersections, by Hampton Falls resident. Referred to Committee by City Council. Voted to recommend no changes to parking restrictions near intersections in Chapter 7.

Hanover Street, request for renewal of valet license for The 100 Club, by business owner. Voted to approve renewal of valet license for The 100 Club for one year.

Middle Street at Cass Street, request to reapprove temporary removal of parking space north of Cass Street. (originally approved by PTS October 2024, implemented in Spring 2025, monitored in June 2025, but missed deadline for 2025 omnibus.) Voted to reapprove removal of one parking space on Middle Street north of Cass Street.

1. **Roll Call**

2. **Financial Report: Voted** to accept the financial report dated March 31, 2026.

3. **Public Comment Session:** Carolin Berendsen (Cabot Street parking restriction), Tyler Garzo (Van Buren Ave construction design), Joy Curth (Local Love parking, Commercial Loading Zones), Sophie Gee (Local Love parking), Lauren Wolf (Local Love parking)

4. **Presentations:** Fleet Street, recommended traffic flow and parking configuration between Congress Street and Hanover Street, by DPW.

5. **Fleet Street, request for recommendation regarding one-way traffic flow and on-street parking between Congress Street and Hanover Street, by DPW. Voted** to recommend that traffic flow on Fleet Street be changed to one-way flow with on-street parking from Congress Street to Hanover Street.

6. **Gates Street, request for parking restriction opposite 74 Gates Street, by resident. Voted** to place item on file.

7. **Cabot Street, request for parking restriction between Islington Street and The Getty Bagel driveway, by business owner. Voted** to schedule field site visit for Committee members and make recommendation at next meeting.

8. **State Street, request for recommendation in support of license agreement for parking space, by resident. Voted** to object to the request and recommend that City Council not approve license.

9. **City Ordinances, Chapter 7, Vehicles, Traffic and Parking, request to modify ordinance to allow parking within 10 feet of all intersections, by Hampton Falls resident. Referred to Committee by City Council. Voted** to recommend no changes to parking restrictions near intersections in Chapter 7.

10. **Hanover Street, request for renewal of valet license for The 100 Club, by business owner. Voted** to approve renewal of valet license for The 100 Club for one year.

11. **Van Buren Avenue, report back on residents' request for narrower roadway and parking restrictions after upcoming reconstruction project. Voted** to recommend to proceed with project as currently designed by City.

12. **Cate Street and Hodgdon Way, request for speed feedback sign, blind drive sign, speed enforcement, by residents. Voted** to refer to staff for implementation of items which are warranted.

13. **Middle Street at Cass Street, request to reapprove temporary removal of parking space north of Cass Street. (originally approved by PTS October 2024, implemented in Spring 2025, monitored in June 2025, but missed deadline for 2025 omnibus.) Voted** to reapprove removal of one parking space on Middle Street north of Cass Street.

14. **State Street at Chapel Street crosswalk. Report back on request for RRFB. Voted** to install pedestrian warning signs, but not RRFBs.

15. **Maplewood Avenue, request to review pedestrian signal operations, by resident. Voted** to place on file.

16. **Police monthly collision report:** Informational; no action required.

17. **Construction projects update:** Informational; no action required.

18. **Discussion of Committee purpose and mission: Voted** to table this item until next month.

19. **150 Portsmouth Boulevard neighborhood traffic concerns:** Informational; no action required.

20. **Outdoor Dining update:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

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 had the opportunity to join the meeting via Zoom

9:00 AM **May 7th, 2026**

MINUTES

1. CALL TO ORDER

Committee Chair Annie Hopkins called the meeting to order at 9:00 AM.

2. ATTENDANCE

Members Present:
Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Committee Chair Annie Hopkins
Stefanie Casella, Planning Department
Erica Wygonik
Mark Syracusa
Mary Lou McElwain
Jane Mitchell-Pate
Barbara Sadick (alternate)

Members Absent:
None

City Staff Present:
Eric Eby, City Engineer
Ben Fletcher, Parking Director
Tyler Reese, Project Manager
Dave Desfosses, Project Manager
Jefferson Lane, DPW Administrative Assistant

3. FINANCIAL REPORT

[00:05:10] Peter Rice moved to accept the financial report dated March 31st, 2026, seconded by Mary Lou McElwain. On a unanimous vote, the motion passed.

4. PUBLIC COMMENT (15 MINUTES)

[00:05:27] There were five speakers: Carolin Berendsen, general manager of Getty Bagel, provided context to New Business Item 7. C.; Tyler Garzo, 62 McKinley Road, spoke regarding the Van Buren Avenue proposed redesign; Sophie Gee, Joy Curth, and Lauren Wolf, representing the Local Love initiative, spoke on seeking City support for the Local Love initiative, encouraging residents to come downtown and support local businesses by offering parking in the Hanover

Garage for those three hours the third Thursday of the month. Joy Curth also spoke on tying Commercial Loading Zone passes to businesses, instead of vehicles. To allow for staff and committee discussion on the matter, Peter Rice moved to suspend the rules and bring forward Item 9. Miscellaneous following public comment, seconded by Stephanie Casella. On a unanimous vote, the motion passed.

5. MISCELLANEOUS

A. [00:24:15] Local Love downtown parking & Commercial Loading Zone Passes. Peter Rice invited Parking Director Ben Fletcher to speak on the City's methods of parking enforcement, discussing enforcement software technical abilities that rely on a vehicle's license plate number to keep track of any pass or session, and that the City doesn't currently have the technology to tie passes outside of license plate numbers. Peter Rice requested a report back at a later meeting on ability to whitelist businesses for parking. Speaking on the Local Love Three Dollar Thursday initiative, Parking Director Fletcher addressed the challenge of issuing free or reduced rate parking to certain groups over another. Discussion ensued on developing 'big picture' ideas to assist small businesses in the long term, as well as the applicability of 'fair use'. Conversation arose around parking revenues being down on the year, but Directors Rice and Fletcher discussed how outside forces, like the weather and international relations, have played a role. Following an inquiry from the gallery, Peter Rice moved to suspend the rules and open public comment, seconded by Mary Lou McElwain. On a unanimous vote, the motion passed. Joy Curth spoke on parking violation discrepancies and physical placards in vehicles. Sophie Gee commented on the scope of 'local' visitors to include residents from neighboring towns, and to keep that in consideration with any future decision making.

6. PRESENTATIONS

[00:36:37] Fleet Street, recommended traffic flow and parking configuration between Congress Street and Hanover Street, by DPW. Project Manager Dave Desfosses led the presentation, discussing the impact on Fleet Street from the ongoing downtown construction, input from residents on what they'd like to see done with Fleet Street, as well as the proposed and recommended designs. Dave Desfosses explained the preferred one-way Fleet Street layout. Following the presentation, questions arose from committee members, including sidewalk layouts, traffic pattern concerns, and the possibility of integrating a contraflow bike lane. In the interest of utilizing Dave Desfosses' time, Bill McQuillen moved to suspend the rules and bring forward Informational Item 8. B. Construction Projects Update, seconded by Peter Rice. On a unanimous vote, the motion passed. Dave then spoke on other projects around the City, including various sidewalk and paving projects.

7. NEW BUSINESS

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

A. [01:10:24] Fleet Street, request for recommendation regarding one-way traffic flow and on-street parking between Congress Street and Hanover Street, by DPW. Erica Wygonik moved to recommend that traffic flow on Fleet Street be changed to one-way flow with on-street parking from Congress Street to Hanover Street, seconded by Bill McQuillen. Jane Mitchell-Pate proposed an amendment that included consideration of a contraflow bike lane. Peter Rice pointed out that considering a bike lane would be best considered by the Bicycle & Pedestrian Blue Ribbon Committee, and that a bike lane is still in the realm of possibility, even if not explicitly included in this motion. Jane Mitchell-Pate withdrew her amendment. On a unanimous vote, the motion passed.

B. [01:12:38] Gates Street, request for parking restriction opposite 74 Gates Street, by resident. Following inquiry from the gallery, Peter Rice moved to suspend the rules and open public comment, seconded by Mark Syracusa. Owen May, resident at 74 Gates Street, spoke on the parking challenges faced when other drivers are parked opposite the driveway. Committee discussion ensued, determining whether having restrictions would create a new enforcement challenge, as well as the challenge of making a street-wide decision based on one property owner. Peter Rice proposed that the resident create a caucus of neighbors if this is a shared concern and bring it forward to a future meeting. Bill McQuillen moved to place the item on file, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed.

C. [01:20:00] Cabot Street, request for parking restriction between Islington Street and The Getty Bagel driveway, by business owner. Erica Wygonik moved to schedule field site visit for Committee members and make recommendation at next meeting, seconded by Mary Lou McElwain. Committee discussion ensued identifying the problem area and the efficacy of an additional signal or traffic camera. It was determined that the ideal time for a site visit would be a Friday morning. On a unanimous vote, the motion passed.

D. [01:24:32] State Street, request for recommendation in support of license agreement for parking space, by resident. Erica Wygonik moved to object to the request and recommend that City Council not approve license, seconded by Mark Syracusa. Following inquiry from the gallery, Peter Rice moved to suspend the rules and open public comment, seconded by Mark Syracusa. Tim Phoenix spoke on behalf of the property owner at 10 State Street, citing concerns of his client occasionally getting blocked in by parked vehicles. Mary Lou McElwain suggested increased enforcement in this area but did not support a license agreement for a parking space. Erica Wygonik noted this property was previously subject to site plan review. On a unanimous vote, the motion passed.

E. [01:29:59] City Ordinances, Chapter 7, Vehicles, Traffic and Parking, request to modify ordinance to allow parking within 10 feet of all intersections, by Hampton Falls resident. Referred to Committee by City Council. Erica Wygonik moved to recommend no changes to parking restrictions near intersections in Chapter 7, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed.

F. [01:30:21] Hanover Street, request for renewal of valet license for The 100 Club, by business owner. Erica Wygonik moved to approve renewal of valet license for The 100 Club for one year, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed.

8. OLD BUSINESS

A. [01:30:38] Van Buren Avenue, report back on residents' request for narrower roadway and parking restrictions after upcoming reconstruction project. Peter Rice moved to recommend to proceed with project as currently designed by City, seconded by Bill McQuillen. Eric Eby spoke on his findings from reaching out to the Dondero PTA and receiving their feedback—finding that those who provided feedback preferred the City's design as proposed. Flyers were also handed out to abutters on Van Buren requesting feedback, but no feedback was ever received. Following inquiry from the gallery, Erica Wygonik moved to suspend the rules and open public comment, seconded by Peter Rice. Tyler Garzo presented his thoughts on data gathered from the Dondero PTA meeting. Returning to the motion on the floor, the motion passed with a unanimous vote.

B. [01:38:23] Cate Street and Hodgdon Way, request for speed feedback sign, blind drive sign, speed enforcement, by residents. Erica Wygonik moved to refer to staff for implementation of items which are warranted, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed.

C. [01:38:43] Middle Street at Cass Street, request to reapprove temporary removal of parking space north of Cass Street. (originally approved by PTS October 2024, implemented in Spring 2025, monitored in June 2025, but missed deadline for 2025 omnibus.) Erica Wygonik moved to reapprove removal of one parking space on Middle Street north of Cass Street, seconded by Jane Mitchell-Pate. Erica Wygonik asked to evaluate the possibility of a bump-out as part of planned curb work, to deter parking. On a unanimous vote, the motion passed.

D. [01:40:19] State Street at Chapel Street crosswalk. Report back on request for RRFB. Mark Syracusa moved to install pedestrian warning signs, but not RRFBs, seconded by Erica Wygonik. Eric Eby spoke on the criteria for installing a RRFB, determining that this area did not fit the criteria. Erica Wygonik asked Deputy Chief Mike Maloney if there's a history of pedestrian crashes at this location, to which he answered no. On a unanimous vote, the motion passed.

A. [01:43:15] Maplewood Avenue, request to review pedestrian signal operations, by resident. Mark Syracusa moved to place on file, seconded by Jane Mitchell-Pate. Following discussion, the motion passed with a unanimous vote.

9. INFORMATIONAL

A. [01:45:00] Police monthly collision report – request for e-bike update next month

C. [01:45:29] Discussion of Committee purpose and mission. Jane Mitchell Pate moved to table this item until next month, seconded by Mary Lou McElwain. On a unanimous vote, the motion passed.

D. [01:46:30] 150 Portsmouth Boulevard neighborhood traffic concerns

E. [01:48:14] Outdoor Dining update

10. ADJOURNMENT

[01:48:48] Erica Wygonik moved to adjourn, seconded by Mary Lou McElwain. On a unanimous vote, the motion passed. Chair Annie Hopkins adjourned the meeting at 10:44 AM.

Respectfully submitted,
Jefferson Lane
Administrative Assistant II, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

9:00 A.M. – April 2, 2026
City Hall Conference Room A

PRESENT: **Members**: Committee Chair Annie Hopkins, Vice Committee Chair Erica Wygonik, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mark Syracusa, Mary Lou McElwain, Jane Mitchell-Pate, Alternate Barbara Sadick

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Project Manager Tyler Reese, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
• None

- **Roll Call**

- **Financial Report: Voted** to accept the financial report dated February 28th, 2026.

- **Public Comment Session:** Matt Glenn (Van Buren Ave construction design), Jeff Randall (Speed feedback signs, street sweeping request), Tyler Garzo (Van Buren Ave construction design), Kelly Shaw (Banfield Road truck traffic, Rail Trail signage, Saint Patrick School shoulder parking, Water Country traffic), Colin Scholler (Downtown traffic calming, support for COAST)

- **Presentations:** 86 Farm Lane subdivision, proposed construction of Longmeadow Lane, by Altus Engineering

- **86 Farm Lane. Request to prohibit parking along both sides of proposed Longmeadow Lane, by Brett Berger. Voted** to approve No Parking along both sides of the proposed Longmeadow Lane beginning at Farm Lane and running for a distance of 250 feet.

- **Sheafe Street, request for handicap parking space closest to Penhallow Street, by resident of 9 Sheafe Street. Voted** to remove the item.

- **Van Buren Avenue, request to prohibit parking on one side of street to narrow street width during upcoming construction project, by residents of Elwyn Park. Voted** to conduct community outreach, gathering input from the PTA and residents relative to the proposed design as presented versus a narrower design, and report back to the Committee for decision/recommendation at the next meeting.

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 had the opportunity to join the meeting via Zoom

9:00 AM **April 2nd, 2026**

MINUTES

I. CALL TO ORDER

Committee Chair Annie Hopkins called the meeting to order at 9:00 AM.

II. ATTENDANCE

Members Present:
Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Committee Chair Annie Hopkins
Stefanie Casella, Planning Department
Erica Wygonik
Mark Syracusa
Mary Lou McElwain
Jane Mitchell-Pate
Barbara Sadick (alternate)

Members Absent:
None

City Staff Present:
Eric Eby, City Engineer
Ben Fletcher, Parking Director
Tyler Reese, Project Manager
Jefferson Lane, DPW Administrative Assistant

III. FINANCIAL REPORT

[00:05:30] Peter Rice moved to accept the financial report dated February 28th, 2026, seconded by Bill McQuillen. Parking Director Ben Fletcher spoke on current revenues in relation to time left in the fiscal year. Following a vote, the motion carried unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:06:52] There were five speakers: Matt Glenn, 34 Harrison Avenue, voiced concerns regarding requested parking changes on Van Buren Avenue, and also reminded the Committee of the upcoming Mayor's Bike Ride and Bike Rodeo events; Jeff Randall, 80 Diamond Drive, requested updates on his previously proposed adjustments to the City's speed feedback signs, and requested increased street sweeping for bike routes following winter; Tyler Garzo, 62 McKinley

Road, voiced concerns over the proposed width of Van Buren Avenue, as well as concerns related to Van Buren's requested parking changes; Kelly Shaw, 892 Banfield Road, voiced concerns of truck traffic on Banfield Road and requested increased signage to redirect trucks toward Route 1, inquired on signage pertaining to Rail Trail parking, spoke on vehicles parked on the shoulder outside Saint Patrick Academy, as well as Water Country traffic re-direction; Colin Scholler, 30 Chauncey Street, noted needs for traffic calming in the area of State, Chapel, Penhallow, and Cass Streets; and encouraged the Committee to further support efforts of COAST, as City parking needs are evaluated.

V. PRESENTATIONS

[00:24:15] 86 Farm Lane subdivision, proposed construction of Longmeadow Lane, by Altus Engineering. Eric Weinrieb of Altus Engineering presented a three-lot subdivision (one home already existing) on Longmeadow Lane, recognized currently as a "paper street". After presenting the design of the new right-of-way, Mr. Weinrieb was able to answer clarifying questions from the Committee.

VI. NEW BUSINESS

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

A. [00:35:16] 86 Farm Lane. Request to prohibit parking along both sides of proposed Longmeadow Lane, by Brett Berger. Bill McQuillen moved to approve No Parking along both sides of the proposed Longmeadow Lane beginning at Farm Lane and running for a distance of 250 feet, seconded by Mary Lou McElwain. Erica Wygonik voiced concerns as to why prohibiting parking was needed, citing that 22-foot road width was enough room to have parking on one side. Bill McQuillen countered that the presented design had already been approved by the Technical Advisory Committee and that he was inclined to move forward with the original motion. Following a vote, the motion carried, with one opposed vote from Erica Wygonik.

B. [00:37:02] Sheafe Street, request for handicap parking space closest to Penhallow Street, by resident of 9 Sheafe Street. Eric Eby noted the resident originally requesting this item reached out to notify him that the request was no longer needed. Annie Hopkins moved to remove the item, seconded by Peter Rice. Following a vote, the motion carried unanimously.

C. [00:37:31] Van Buren Avenue, request to prohibit parking on one side of street to narrow street width during upcoming construction project, by residents of Elwyn Park. The Committee discussed the needs of Van Buren Avenue in relation to traffic (specifically to Dondero School), pedestrian safety, and parking volume. Peter Rice moved to conduct community outreach, gathering input from the PTA and residents relative to the proposed design as presented versus a narrower design, and report back to the Committee for decision/recommendation at the next meeting. This motion was seconded by Mary Lou McElwain. Following a vote, the motion carried unanimously.

D. [01:08:11] Falkland Place and Ranger Way, request for clarification of snow ban parking rules for head-in parking spaces. Erica Wygonik moved to refer to staff to investigate options and report back at a future meeting, seconded by Jane Mitchell-Pate. Following discussion of the unique challenges of this area, the Committee voted in favor unanimously. The motion carried.

E. [01:13:28] State Street, request for rapid flashing pedestrian beacon at crosswalk at Chapel

Street, by business owner. Erica Wygonik moved to refer to staff for evaluation and report back at a future meeting, seconded by Mark Syracusa. Following a vote, the motion carried unanimously.

VII. OLD BUSINESS

A. [01:13:55] Sheafe Street, request for additional measures to increase compliance with no parking area near Penhallow Street intersection, by resident. Peter Rice moved to place on file, seconded by Mark Syracusa. Eric Eby was able to report his findings, stating that activity was minimal. Following a vote, the motion carried unanimously.

VIII. INFORMATIONAL

A. [01:15:43] Police monthly collision report

B. [01:16:10] Construction projects update

C. [01:17:33] Cass Street, report back on traffic monitoring in response to request for traffic calming measures**.**

D. [01:22:50] Discussion of Committee purpose and mission—this item was requested to be carried over to the next meeting

IX. MISCELLANEOUS

A. [01:23:04] Question regarding the City's capacity to designate temporary parking spots for handicap use by request.

X. ADJOURNMENT

[01:28:21] Bill McQuillen moved to adjourn, seconded by Mary Lou McElwain. The motion carried unanimously. Chair Annie Hopkins adjourned the meeting at 10:27 AM.

Respectfully submitted,
Jefferson Lane
Administrative Assistant II, Department of Public Works

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

8:30 A.M. – February 5, 2026
City Hall Conference Room A

PRESENT: **Members**: Committee Chair Annie Hopkins, Vice Committee Chair Erica Wygonik, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mark Syracusa, Mary Lou McElwain, Jane Mitchell-Pate, Alternate Barbara Sadick

City Staff: City Engineer Eric Eby, Parking Director Ben Fletcher, Parking General Foreman Mike Casad, Deputy City Manager Carl Weber, Senior Assistant City Attorney Jane Ferrini, Esq.; Project Manager Tyler Reese, Administrative Assistant Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL

- **Voted** to approve Resident Access Parking Program Pilot

- **Roll Call**

- **Selection of Committee Chair: Voted** to appoint Councilor Annie Hopkins as Committee Chair

- **Selection of Vice Committee Chair: Voted** to appoint Erica Wygonik as Vice Committee Chair

- **Financial Report: Voted** to accept the financial report dated December 31st, 2025.

- **Public Comment Session:** Tyler Garzo (Verbiage consideration, feedback on RAPP proposal), Jeff Randall (Speed feedback signs, street sweeping request), Bill Lyons (Feedback on RAPP proposal), Rich Desjardins (Feedback on RAPP proposal), Colin Scholler (Feedback on RAPP proposal)

- **Resident Access Parking Program Pilot, referred to Committee by City Council. Voted** to approve Resident Access Parking Program Pilot with a request for the pilot team to report back on their findings to the Committee at a later date.

- **Sheafe Street, request for additional measures to increase compliance with no parking area near Penhallow Street intersection, by resident. Voted** to continue monitoring street and report back at a future meeting.

- **Sagamore Avenue, request for traffic calming measures, by resident. Voted** to continue monitoring speeds.

- **Police monthly accident report:** Informational; no action required.
- **Congress Street construction update:** Informational; no action required.
- **PTS Committee jurisdiction relative to site plan issues:** Informational; no action required.
- **Traffic Calming application for Cass Street received:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

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 had the opportunity to join the meeting via Zoom

8:30 AM **February 5th, 2026**

MINUTES

I. CALL TO ORDER

Public Works Director Peter Rice called the meeting to order at 8:39 AM.

II. ATTENDANCE

Members Present:
Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
City Councilor Annie Hopkins
Stefanie Casella, Planning Department
Erica Wygonik
Mark Syracusa
Mary Lou McElwain
Jane Mitchell-Pate
Barbara Sadick (alternate)

Members Absent:
None

City Staff Present:
Eric Eby, City Engineer
Ben Fletcher, Parking Director
Mike Casad, Parking General Foreman
Tyler Reese, Project Manager
Jefferson Lane, DPW Administrative Assistant
Carl Weber, Deputy City Manager
Jane Ferrini, Esq., Senior Assistant City Attorney

[00:14:25] Peter Rice moved to nominate Councilor Annie Hopkins as Chair to the Parking & Traffic Safety Committee, seconded by Erica Wygonik. The motion carried unanimously. Peter Rice then moved to nominate Erica Wygonik as Vice Chair, seconded by Mark Syracusa. The motion carried unanimously.

III. FINANCIAL REPORT

[00:15:32] Peter Rice moved to accept the financial report dated December 31st, 2025. The motion was seconded by Mark Syracusa. The motion carried unanimously.

IV. PUBLIC COMMENT (15 MINUTES)

[00:16:03] There were five speakers: Tyler Garzo, 62 McKinley Road, spoke to clarify the difference between the words "accident" and "crash", as well as feedback on the RAPP proposal; Jeff Randall, 80 Diamond Drive, proposed adjustments to the City's speed feedback signs, and requested increased street sweeping for bike routes following winter; Bill Lyons, 62 Mendum Avenue, voiced his support and critiques of the RAPP proposal; Rich Desjardins, an Exeter resident and Downtown Portsmouth worker, provided feedback on the RAPP proposal from the position of a non-resident working Downtown; Colin Scholler, 30 Chauncey Street, also voiced comments on the RAPP proposal.

V. PRESENTATIONS

There were no presentations.

VI. NEW BUSINESS

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

A. [00:28:49] Resident Access Parking Program Pilot, referred to Committee by City Council. Deputy City Manager Carl Weber, along with Parking Director Ben Fletcher and Parking General Foreman Mike Casad, outlined to the Committee a synopsis of the program pilot details that were furnished in the February Meeting Packet. Following Weber's synopsis, the Committee asked a variety of clarifying questions—many revolving around the registration process, how streets were picked for the pilot, revenues, and further implications. When questions subsided, Fire Chief Bill McQuillen moved to approve the Resident Access Parking Program Pilot. Peter Rice proposed a friendly amendment to the motion, adding in a request for the pilot team to report back on their findings to the Committee at a later date. McQuillen agreed to the amendment, and Rice seconded the amended motion. Following a vote, the motion carried unanimously.

VII. OLD BUSINESS

A. [01:02:00] Sheafe Street, request for additional measures to increase compliance with no parking area near Penhallow Street intersection, by resident. Eric Eby reported back on his findings since the initial request was submitted, and suggested he'll report more on the findings when snow has dissipated. Mark Syracusa moved to continue monitoring street and report back at a future meeting, seconded by Erica Wygonik. The motion carried unanimously.

B. [01:04:05] Sagamore Avenue, request for traffic calming measures, by resident. Eric Eby spoke to the request and mentioned that monitoring is ongoing and has been throughout the years. Peter Rice moved to continue monitoring speeds, seconded by Mark Syracusa. The motion carried unanimously.

VIII. INFORMATIONAL

A. [01:04:52] Police monthly crash report

B. [01:08:21] Congress Street construction update

C. [01:09:54] PTS Committee jurisdiction relative to site plan issues

D. [01:14:33] Traffic Calming application for Cass Street received

IX. MISCELLANEOUS

A. [00:32:49] Peter Rice moved to establish 9:00 AM as the Committee's new formal time to meet, working with the Clerk's Office to reflect the new time on the City calendar—seconded by Mary Lou McElwain. The motion carried unanimously.

B. [01:17:13] Comments on City sidewalk plowing

C. [01:20:11] Meeting at Dondero School on 2/18 at 6:00 PM regarding first phase of sidewalk construction in Elwyn Park neighborhood

X. ADJOURNMENT

[01:20:37] Peter Rice moved to adjourn, seconded by Mark Syracusa. The motion carried unanimously. Chair Annie Hopkins adjourned the meeting at 9:46 AM.

Respectfully submitted,
Jefferson Lane
Administrative Assistant II, Department of Public Works