



SPECIAL MEETING COMMITTEE ON PUBLIC SAFETY, HEALTH & TRAFFIC

**March 16, 2026 at 5:00 PM
Aldermanic Chambers, City Hall (3rd Floor)**

Members: Aldermen Vincent, Goonan, Dexter, Barry, Thomas

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. Communication from Caleb Dobbins, Highway Chief Engineer, requesting the following changes to the parking regulations on Hanover Street which will allow the Downtown Sidewalk project design phase to progress:

CROSSWALK

On Hanover Street, east of the private way (old Nutfield Ln)

NO PARKING ANYTIME

On Hanover Street, south side, from Nutfield Ln to Chestnut Street

On Hanover Street, north side, from Elm Street to a point 260 feet east

On Hanover Street, north side, from a point 340 feet east of Hanover Street to Chestnut Street

NO PARKING – LOADING ZONE

On Hanover Street, north side, from a point 260 feet east of Hanover Street to a point 80 feet further east

RESCIND METERS- 2 HOURS

On Hanover Street, north side, from a point 50 feet west of Chestnut Street to a point 60 feet westerly (ORD 7787)

On Hanover Street, north side, from Nutfield Ln to a point 158 feet west of Chestnut Street (ORD 7784)

On Hanover Street, south side, from Nutfield Ln to Chestnut Street (ORD 7780)

RESCIND NO PARKING- LOADING ZONE

On Hanover Street, north side, from a point 110 feet west of Chestnut Street to a point 48 feet westerly (ORD 7692)

RESCIND NO PARKING- LOADING ZONE 8AM-8PM MON-SAT

On Hanover Street, north side, from Chestnut Street to a point 50 feet west (ORD 8485)

Ladies and Gentlemen, what is your pleasure?

(Note: This item was referred back to the committee by the Board of Mayor and Aldermen on March 3, 2026.)

2. Communication from Jeff Belanger, Planning and Community Development Director, requesting approval of a resolution to re-delegate authority to the Planning and Community Development Department to issue permits for attachments to buildings, including signs, that extend into the public right-of-way no more than 10 feet and are a total of 150 square feet or less in area per side.
Ladies and Gentlemen, what is your pleasure?

If there is no further business, a motion is in order to adjourn.

Timothy J. Clougherty
Public Works Director



Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan
Andre Parent

CITY OF MANCHESTER
Department of Public Works

January 22, 2026

Board of Mayor and Aldermen
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Norm Vincent
Chairman, Public Safety, Health & Traffic Committee

Subject: Alteration of parking on Hanover Street following completion of Downtown Sidewalk project

Dear Alderman Vincent:

The Department of Public Works is currently in the design phase of the Downtown Sidewalk project that was initiated through the award of a Congressionally Directed spending grant. Due to these funds being managed by the NHDOT, the design and construction process will follow the requirements similar to other state funded projects. To date, there have been 4 meetings held with stakeholders/public:

- 1) Neighborhood Design charrette- Held 4/19/2025-4/20/2025 at the Spotlight Room on Hanover St
- 2) Local Concerns Meeting- Held 6/24/2025 at the Rex Theatre on Amherst St
- 3) Preferred Alternative meeting- Held 11/5/2025 at the Rines Center on Elm St
- 4) Meeting w/ Hanover St businesses- Held 12/16/2025 at the Manchester Chamber of Commerce on Hanover St

The initial two meetings were specifically designed to solicit the desires and concerns from the various stakeholders and the general public related to the subject project area. Based on this information, our design consultant developed several alternatives that would meet some, or all, of the needs for the area in relation to the sidewalk infrastructure. Attached is the preferred alternative which addresses a vast number of the critical items expressed during this process to date:

- 1) Sidewalk condition
- 2) Handicap accessibility
- 3) General sidewalk congestion (business encroachments)
- 4) Increased foot traffic in the area
- 5) Crosswalks
- 6) Vehicle operation (speed, inattention, etc.)
- 7) Lighting

The preferred alternative would address each of these issues specifically by rebuilding the sidewalks/ADA ramps, instituting curb extensions where practical, instituting a lane shift to reduce speed, re-envisioning the

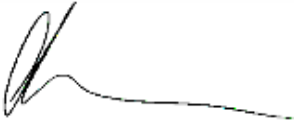
mid-block crossing and eliminating the on-street parking between Chestnut St and Elm St. This elimination of the parking would allow for a sidewalk area to be constructed that will be considered as more of a destination versus simply a transportation corridor. Removal of the parking also provides a direct benefit related to driver attention by eliminating the distraction of those seeking parking spaces and the hazards associated with vehicles entering and exiting of a parking space. Due to the need for business deliveries and the drop off/pick up needs before and after events at the Palace Theatre, an active Loading/Unloading area would be incorporated within this section of roadway to facilitate this critical need.

Currently, besides the on-street parking throughout this area of the downtown district, specifically there is public off-street parking available at the Victory parking garage and the Harnett Lot, both owned and operated by the city, as well as the privately owned Red Oak parking garage,

In order to continue to move this project along through the design phase, the Department of Public Works is respectfully requesting the attached changes in city ordinance be approved. It is important to note that these changes would not occur until the beginning of the actual construction (as early as spring/summer 2027) however the initial concurrence to the changes is critical to allow the design to progress based on the preferred alternative which requires the associated parking regulation changes.

A DPW representative will be available for discussion at the next Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Caleb B. Dobbins', with a long horizontal flourish extending to the right.

Caleb B. Dobbins, P.E.
Highway Chief Engineer

Cc/ Tim Clougherty, Owen Friend-Gray

Requested Changes to the Traffic Ordinance

Attn: Committee on Public Safety, Health and Traffic
From: Department of Public Works, Caleb Dobbins, PE
Date: January 22, 2026
Subject: February Agenda Request-Hanover St changes

CROSSWALK

On Hanover Street, east of the private way (old Nutfield Ln)

NO PARKING ANYTIME

On Hanover Street, south side, from Nutfield Ln to Chestnut Street

On Hanover Street, north side, from Elm Street to a point 260 feet east

On Hanover Street, north side, from a point 340 feet east of Hanover Street to Chestnut Street

NO PARKING – LOADING ZONE

On Hanover Street, north side, from a point 260 feet east of Hanover Street to a point 80 feet further east

RESCIND METERS- 2 HOURS

On Hanover Street, north side, from a point 50 feet west of Chestnut Street to a point 60 feet westerly (ORD 7787)

On Hanover Street, north side, from Nutfield Ln to a point 158 feet west of Chestnut Street (ORD 7784)

On Hanover Street, south side, from Nutfield Ln to Chestnut Street (ORD 7780)

RESCIND NO PARKING- LOADING ZONE

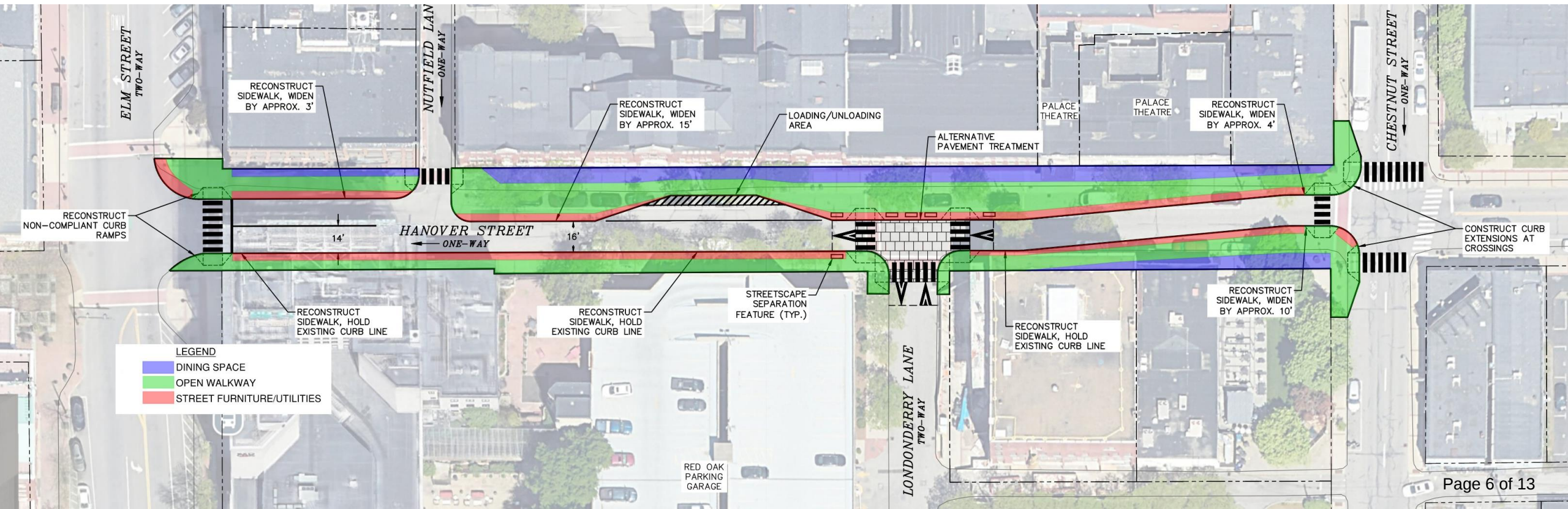
On Hanover Street, north side, from a point 110 feet west of Chestnut Street to a point 48 feet westerly (ORD 7692)

RESCIND NO PARKING- LOADING ZONE 8AM-8PM MON-SAT

On Hanover Street, north side, from Chestnut Street to a point 50 feet west (ORD 8485)

Proposed Action: Hanover Street Alignment Shift Alternative

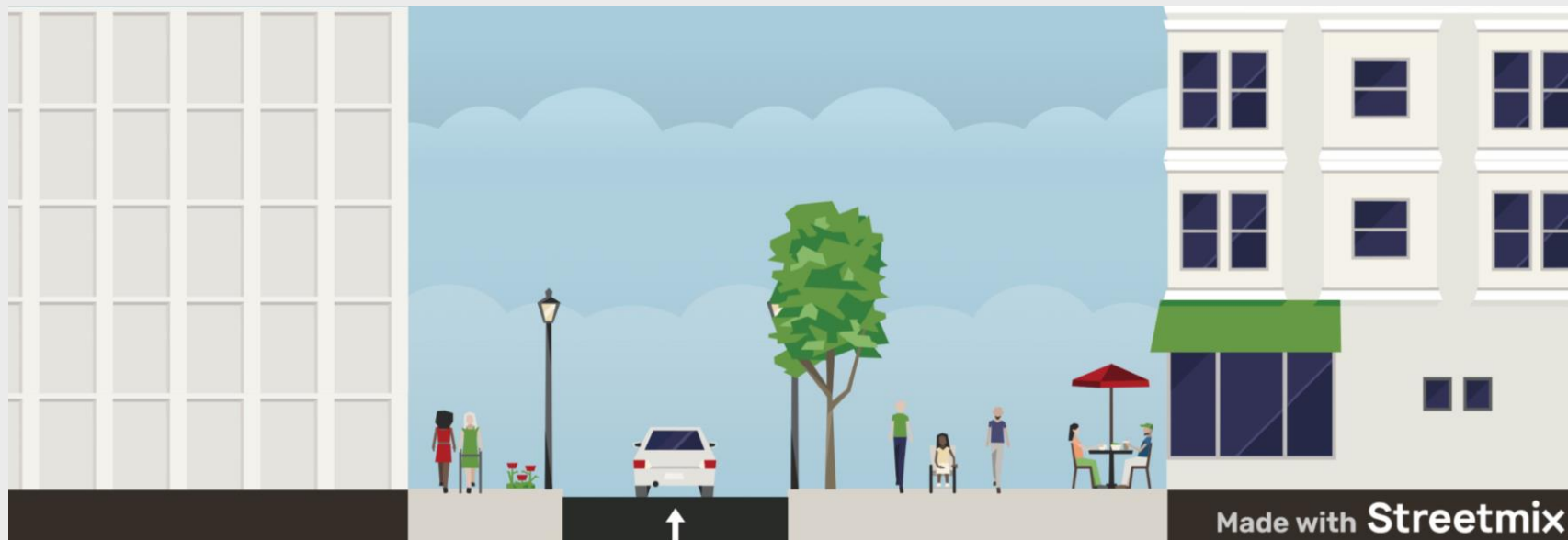
- Shifted center line alignment to control vehicular speed
- Alternative pavement treatment at Londonderry Lane to control vehicular speed
- Loading/unloading area
- Wider sidewalks on the north and southeast sides
- ADA compliant curb ramps
- Addresses speeding concerns
- No on-street parking
- Narrowed roadway width for traffic calming



Hanover Street Alignment Shift Alternative



East end of block, near
Chestnut Street



West end of block, near
Elm Street

Alternative Hanover Street Traffic Regulations

CROSSWALK

On Hanover Street, east of the private way (old Nutfield Ln)

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On Hanover Street, south side, from Nutfield Ln to Chestnut Street

On Hanover Street, north side, from Elm Street to a point 260 feet east

On Hanover Street, north side, from a point 340 feet east of Elm Street to a point 110 feet east

On Hanover Street, north side, from a point 500 feet east of Elm Street to Chestnut St

NO PARKING – LOADING ZONE

On Hanover Street, north side, from a point 260 feet east of Elm Street to a point 80 feet further east

On Hanover Street, north side, from a point 450 feet east of Elm Street to a point 50 feet east

RESCIND METERS- 2 HOURS

On Hanover Street, north side, from a point 50 feet west of Chestnut Street to a point 60 feet westerly (ORD 7787)

On Hanover Street, north side, from Nutfield Ln to a point 158 feet west of Chestnut Street (ORD 7784)

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100 International Drive, Suite 360
Portsmouth, NH 03801
(603) 431-2520
www.hoyletanner.com

SCALE:
AS SHOWN

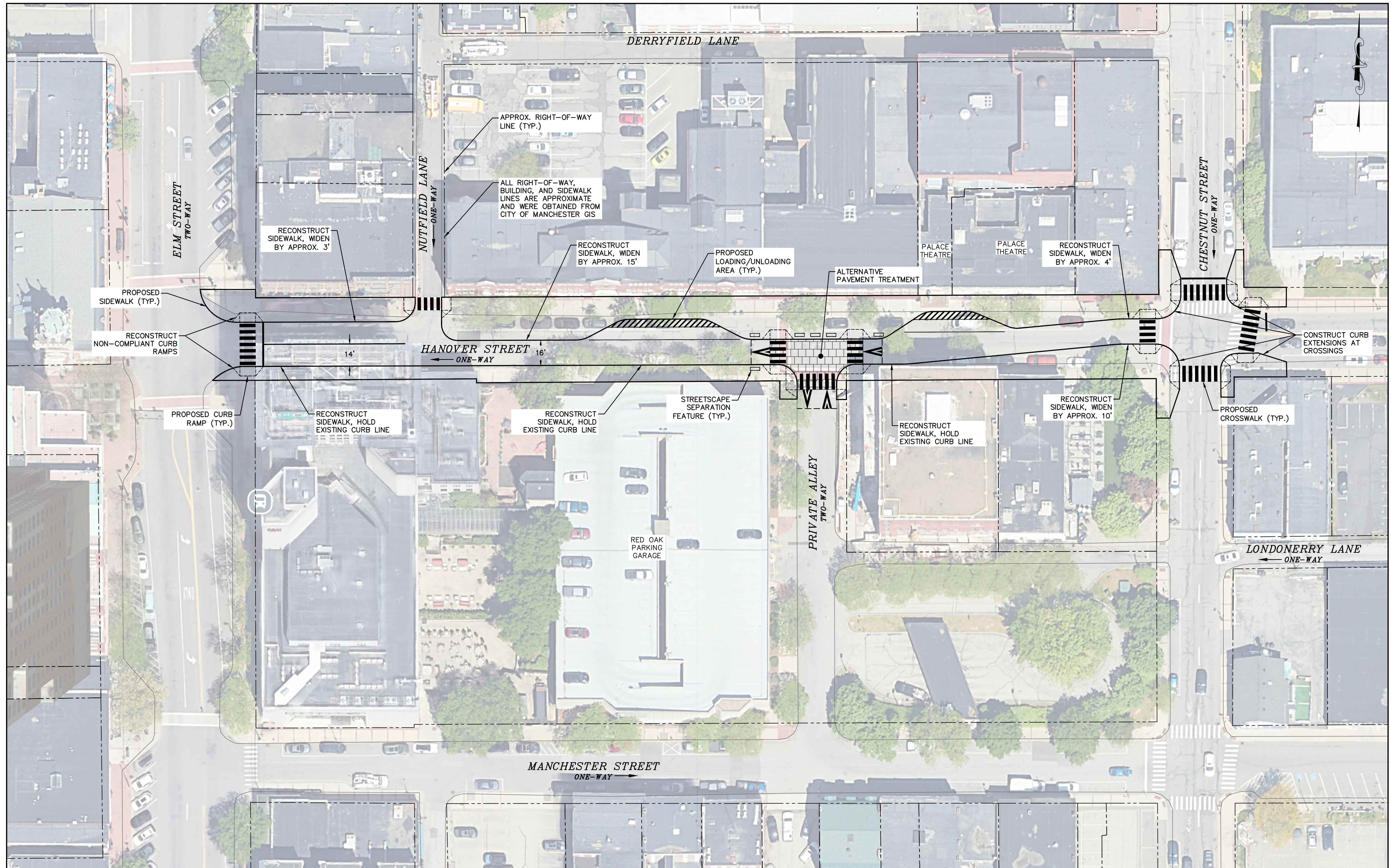
CITY OF MANCHESTER
DEPARTMENT OF PUBLIC WORKS

DOWNTOWN PEDESTRIAN
INFRASTRUCTURE IMPROVEMENTS STUDY

HANOVER STREET ALIGNMENT
SHIFT ALTERNATIVE

3A

SHEET 1 OF 1





CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Zoning
Building Regulation
Code Enforcement
Community Improvement Program

Jeffrey D. Belanger, AICP
Director

Nicola Strong
Deputy Director, Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director, Building Regulations

March 10, 2026

Board of Mayor and Aldermen
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Resolution to Clarify Right-of-Way Encroachments from Building Fixtures

Dear Mayor Ruais and Members of the Board:

Please find enclosed with this letter a resolution that is meant to clarify the interpretation and administration of multiple city regulations that address encroachments into the public right-of-way. These regulations concern signs, appliances (such as air-conditioning units), canopies, and other appendages that are affixed to buildings and are raised above street level. The resolution would create clearer standards for when these sorts of fixtures require approval from the Board of Mayor and Aldermen and when they can be simply administered by the Planning and Community Development Department.

Also enclosed with this letter for your reference is the text of the regulations at issue, which are Sections 97.35 and 97.39 of the Manchester Code of Ordinances and Section 9.1.2.D of the Manchester Zoning Ordinance.

If you are satisfied with the resolution, a motion to approve would be in order. Thank you for your consideration. Please feel free to contact me with any questions.

Sincerely,

Jeffrey Belanger, AICP
Director

Enclosures

Cc: Matthew Normand, City Clerk
Peter Chiesa, Esq., Deputy City Solicitor

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty-Six

A Resolution

“Delegating authority to the Planning and Community Development Department to issue permits for attachments to buildings, including signs, that extend into the public right-of-way no more than 10 feet and are a total of 150 square feet or less in area per side.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, Section 97.35 of the Manchester Code of Ordinances requires a 2/3 vote of the Board of Mayor and Aldermen for the installation of, among other things, marquees and canopies above the grade of a public right-of-way;

WHEREAS, Section 97.39 of the Manchester Code of Ordinances authorizes the Planning and Community Development Department to permit an “appliance fixture, or other type unit or appendage” to be fastened to the exterior of a building, if such appliance, fixture, or appendage is located seven or more feet above the grade of a public right-of-way and within six feet of a public right-of-way without approval from the Board of Mayor and Aldermen;

WHEREAS, Section 9.1.2.D of the Manchester Zoning Ordinance requires all signs that encroach within a public right-of-way receive majority approval from the Board of Mayor and Aldermen prior to installation;

WHEREAS, the Manchester Planning Board has, at times, required that applicants receive revocable licenses from the Board of Mayor and Alderman for canopies and similar encroachments within the public right-of-way prior to the Planning Board granting final approval;

WHEREAS, these separate ordinances and practices may conflict with one another and result in inconsistent application of the permitting of signs, canopies, and other fixtures that are attached to buildings and extend over the public right-of-way; and

WHEREAS, the Board of Mayor and Aldermen desires to establish a consistent interpretation and administration of these ordinances and practices as quickly as practicable, to avoid undue delay to property owners.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty-Six

A Resolution

“Delegating authority to the Planning and Community Development Department to issue permits for attachments to buildings, including signs, that extend into the public right-of-way no more than 10 feet and are a total of 150 square feet or less in area per side.”

NOW, THEREFORE, be it resolved that:

The Board of Mayor and Aldermen hereby delegate their authority to regulate encroachments of appliance fixtures, signs, canopies, and all other appendages that are affixed to buildings, that are not affixed to the ground, and that encroach within a public right-of-way (hereinafter “Fixtures”) to the Planning and Community Development Department, subject to the following limitations on such delegation:

1. It shall only apply to Fixtures that extend no more than ten (10) feet into the public right-of-way and are no greater than one hundred fifty (150) square feet in size on any single plane;
2. It shall apply only to Fixtures that are entirely and safely supported by their attachment to the building, in accordance with the requirements of all applicable codes and regulations;
3. It shall only apply to Fixtures that are entirely a minimum of seven feet above the grade of the right-of-way, with no attachment to the ground;
4. Appeals of administrative decisions by the Planning and Community Development Department regarding Fixtures shall be made to the Board of Mayor and Aldermen, other than appeals regarding signs, which shall be made to the Zoning Board of Adjustment; and
5. City staff shall pursue necessary amendments to applicable ordinances and practices to reflect this delegation in due course.

Resolved, that this Resolution shall take effect upon its passage.

Text of Regulations Referred to in Resolution

I. Manchester Code of Ordinances

Section 97.35, Erection of Obstructions Prohibited; Exception

No person shall make, erect, or maintain any door-step, portico, porch entrance, or passageway to any cellar, basement, or other structure, upon any sidewalk in the city, except that handicapped accessible entrances may be erected under the supervision of the Director of Public Works and Director of Planning and Community Development; and by a 2/3 vote of the Board of Mayor and Aldermen installation of stairs within the public right-of-way and marquees or porte cocheres or canopies may be erected under the supervision of the Director of Planning and Community Development.

('71 Code, § 22-36) (Am. Ord. passed 9-6-83; Am. Ord. passed 10-19-93; Am. Ord. passed 11-20-07; Am. Ord. passed 2-7-09) Penalty, see § 97.99

II. Manchester Code of Ordinances

Section 97.39 Attachments to Outer Walls

(A) No appliance fixture, or other type unit or appendage, shall be hung, placed, or fastened to the outer walls of a building or structure, or in the window openings of same, any of which are located above the first story or seven feet above grade and within six feet of a public way and facing same, unless such installation is made in a secure and workmanlike manner with an adequate metal shelf or angle brackets to which the unit shall be fastened and so arranged that it will support the weight of the unit without danger of overturning from any cause.

(B) No such installation shall be made prior to having received a permit for the same from the Director of Planning and Community Development, and no such permit shall be issued unless the owner of the unit in question shall have filed with the Director of Planning and Community Development a public liability insurance policy with the same provisions as specified in section 1408.0 of the building code of the city.

('71 Code, § 22-40) (Am. Ord. passed 2-7-09) Penalty, see § 97.99

III. Manchester Zoning Ordinance

Section 9.1.2.D Encroachments

Any sign that encroaches into a public right-of-way requires approval from the Board of Mayor and Aldermen.