

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: MONDAY, NOVEMBER 18, 2013 TIME: 7:00PM

AGENDA

- 6:00PM – ANTICIPATED “NON-MEETING” WITH COUNSEL RE: PERSONNEL MATTERS
RSA: 91-A:2, I (b-c)

I. CALL TO ORDER [7:00PM or thereafter]

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

V. ACCEPTANCE OF MINUTES *(There are no minutes on for acceptance this meeting)*

VI. PUBLIC COMMENT SESSION

VII. PUBLIC HEARING

- A. RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION OF UP TO ONE HUNDRED AND FIFTY THOUSAND DOLLARS (\$150,000.00) FROM UNASSIGNED FUND BALANCE FOR NECESSARY EXPENDITURES WITHIN THE PLANNING DEPARTMENT FOR DESIGN REVIEW TOOLS

VIII. APPROVAL OF GRANTS/DONATIONS

There are no items on under this section of the agenda

IX. CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- A. First reading of Ordinance amending Chapter 7, Article IV, Section 7.402 – Areas Established, Designated and Described, Off-Street Parking Areas, Add Leary Field Parking Area, not to exceed 72 hours at one time
- B. First Reading on Proposed Amendments to the Zoning Ordinance, Article 6 – Overlay District, Section 10.630 – Historic District
- C. First Reading of Proposed Amendments to Chapter 10 – Zoning Ordinance, Inserting a New Article 5A – Character Districts (aka Form-Based Zoning)
- D. First Reading of Proposed Amendments to Chapter 10 – Zoning Ordinance - Miscellaneous Conforming Amendments
- E. Adoption of Resolution Authorizing a Supplemental Appropriation of up to One Hundred and Fifty Thousand Dollars (\$150,000.00) from Unassigned Fund Balance for necessary Expenditures within the Planning Department for Design Review Tools.
(Two-thirds vote required for passage)

X. CONSENT AGENDA

A MOTION WOULD BE IN ORDER TO ADOPT THE CONSENT AGENDA

- A. Letter from Zachary Taylor and Alex Marshall, Co-Founders, Santa Ski NE requesting permission to hold Santa Ski New England 2013 on November 30, 2013 on the premises of the Isles of Shoals Steam Ship Company ***(Anticipated action – move to refer to the City Manager with power)***
- B. Letter from Doug Bates, President Portsmouth Chamber of Commerce, requesting permission to hold the following races for the 2014 Portsmouth Community Road Race Series:
- Great Bay Services – Resolution 5K - January 1, 2014
 - Easter Seals Veteran’s Count, Pack & Boots 5K – May 17, 2014
 - Sex Assault Support Services – 5k to Keep Kids Safe – June 8, 2014
 - Portsmouth Rotary Club – Thunder Chicken – August 23, 2014
 - Breast Cancer Stories – Celebrate Pink – September 13, 2014
 - Prescott Park Arts Festival/Community Child Care Child – ISM Memorial 5k – October 11, 2014
 - Seacoast Rotary Club – Turkey Trot – November 27, 2014
- (Anticipated action – move to refer to the City Manager with power)***
- C. Letter from Tracey Tucker, Executive Director, New Heights, requesting permission to hold 5th annual St. Paddy’s 5 Miler on Sunday, March 16, 2014 at Pease Tradeport ***(Anticipated action – move to refer to the City Manager with power)***
- D. Letter from Kim Blanchard, Development Coordinator, National Multiple Sclerosis Society, Greater New England Chapter, requesting permission to hold 2014 Walk MS Portsmouth in Saturday, April 12, 2014 ***(Anticipated action – move to refer to the City Manager with power)***
- E. Letter from Karen Butz Webb, Executive Director, Project Safety Association, requesting permission to hold 3rd Annual Project Safety 5K Road Race on Saturday, September 29, 2014 ***(Anticipated action – move to refer to the City Manager with power)***
- F. *Acceptance of Donations for Art-Speak
- Robin Albert - \$175.00
- (Anticipated action – move to accept and approve the donations to Art-Speak for the General Administration line item, as presented)***
- G. Acceptance of Donation to the Coalition Legal Fund
- Town of Bridgewater - \$1,000.00
- (Anticipated action – move to approve and accept the donation, as listed, to be placed in the Coalition Legal Fund)***

- H. Request for License from Barbara Newton, President of The Player's Ring, for property located at 105 Marcy Street for a projecting sign on an existing bracket (***Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Barbara Newton, President of the Player's Ring, for a projecting sign at property located at 105 Marcy Street and, further, authorize the City Manager to execute License Agreements for this request***)

Planning Director's Stipulations:

- ***The licenses shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

- I. Request for License from Enrico's Management, LLC, owner of Enrico's Deli for property located at 41 Congress Street for a projecting sign on an existing bracket (***Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Enrico's Management, LLC, owner of Enrico's Deli for a projecting sign at property located at 41 Congress Street and, further, authorize the City Manager to execute License Agreements for this request***)

Planning Director's Stipulations:

- ***The licenses shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

- J. Request for License from John Bajoras, owner of Village Silversmith, for property located at 75 Congress Street for a projecting sign on an existing bracket (***Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of John Bajoras, owner of Village Silversmith for a projecting sign at property located at 75 Congress Street and, further, authorize the City Manager to execute License Agreements for this request***)

Planning Director's Stipulations:

- ***The licenses shall be approved by the Legal Department as to content and form;***

- **Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and**
- **Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works**

K. Request for License from Dave Campbell, owner of Ceres Street Wine for property located at 39 Ceres Street for a projecting sign on a new bracket (**Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Dave Campbell, owner of Ceres Street Wind for a projecting sign at property located at 39 Ceres Street and, further, authorize the City Manager to execute License Agreements for this request**)

Planning Director’s Stipulations:

- **The licenses shall be approved by the Legal Department as to content and form;**
- **Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and**
- **Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works**

L. Request for License from Jessica Roy, owner of Pawtsmouth Grooming Salon for property located at 85 Daniel Street for a projecting sign on an existing bracket (**Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Jessica Roy, owner of Pawtsmouth Grooming Salon for a projecting sign at property located at 85 Daniel Street and, further, authorize the City Manager to execute License Agreements for this request**)

Planning Director’s Stipulations:

- **The licenses shall be approved by the Legal Department as to content and form;**
- **Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and**
- **Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works**

- M. Request for License from Karen Hayes and Betsy Montgomery, owner of Pretty Poppy for property located at 45 Market Street for a projecting sign on a new bracket ***(Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Karen Hayes and Betsy Montgomery, owner of Pretty Poppy for a projecting sign at property located at 45 Market Street and, further, authorize the City Manager to execute License Agreements for this request)***

Planning Director’s Stipulations:

- ***The licenses shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

XI. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

- A. Letter from Steven Wilson Re: 143 Daniel Street- Exchange of Easements ***(Sample motion – move to refer to the Planning Board for a report back)***
- B. Letter from James G. Boyle, Trustee, 150 Greenleaf Realty Trust Re: Sewer Line ***(Sample motion – move to accept and place on file)***
- C. Letter and Petition from Islington Creek Neighborhood Association Re: Full-time Professional Management - 21 Brewster Street

XII. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS

A. CITY MANAGER

Items Which Require Action Under Other Sections of the Agenda

1. Consideration of First Reading of Proposed Resolution and Ordinance Amendments:
- 1.1 First Reading of Proposed Ordinance amendment to Chapter 7, Article IV, Section 7.402 – Areas Established, Designated and Described, Off-Street Parking Areas, Add Leary Field Parking Area, not to exceed 72 hours at one time ***(Action on this matter should take place under Section IX of the Agenda)***
- 1.2. First Reading on Proposed Amendments to the Zoning Ordinance, Article 6 – Overlay District, Section 10.630 – Historic District ***(Action on this matter should take place under Section IX of the Agenda)***

- 1.3. First Reading of Proposed Amendments to Chapter 10 – Zoning Ordinance, Inserting a New Article 5A – Character Districts (aka Form-Based Zoning) **(Action on this matter should take place under Section IX of the Agenda)**
- 1.4. First Reading of Proposed Amendments to Chapter 10 – Zoning Ordinance, Miscellaneous Conforming Amendments **(Action on this matter should take place under Section IX of the Agenda)**
2. Public Hearings and Adoption of Proposed Resolutions
 - 2.1. Public Hearing and Adoption of Resolution Authorizing a Supplemental Appropriation of up to One Hundred and Fifty Thousand Dollars (\$150,000.00) from Unassigned Fund Balance for necessary Expenditures within the Planning Department for Design Review Tools **(Action on this matter should take place under Section IX of the Agenda)**

City Manager's Items Which Require Action

1. License Request Re: Insurcomm, 30-32 Daniel Street
2. Boarding House License Extension Re: 21 Brewster Street

Informational Items

1. Events Listing
2. Economic Development Commission Quarterly Report
3. Report Back Re: Request from Tom Morgan regarding Historic District Area Extension

B. MAYOR SPEAR

1. Appointments to be Considered:
 - Lisa Comack – Appointment to Zoning Board of Adjustment – Alternate
 - Gibson “Mike” Kennedy – Appointment to Planning Board – Alternate
2. Resignation:
 - Richard DiPentima from the Conservation Commission

C. COUNCILOR LOWN

1. Letter from Bert Cohen, Chairperson of the Mayor's Blue Ribbon Committee on Sustainability Re: Septic Sludge Treatment **(Sample motion – move to refer to the City Manager for a report back)**

D. COUNCILOR SMITH

1. Parking and Traffic Safety Committee Action Sheet and Minutes of the October 10, 2013 meeting **(Sample motion – move to approve and accept the action sheet and minutes of the Parking and Traffic Safety Committee meeting of October 10, 2013)**

XIII. MISCELLANEOUS/UNFINISHED BUSINESS

XIV. ADJOURNMENT [AT 10:00PM OR EARLIER]

**KELLI L. BARNABY, CMC/CNHMC
CITY CLERK**

INFORMATIONAL ITEMS

1. Notification that the Board of Adjustment Minutes of the July 17, 2012 meeting are available on the City's website for your review

NOTICE TO THE PUBLIC WHO ARE HEARING IMPAIRED: Please contact Dianna Fogarty at 603-610-7270 one-week prior to the meeting for assistance.

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Monday, November 18, 2013 at 7:00 p.m., Eileen Dondero Foley Council Chambers, Municipal Complex, 1 Junkins Avenue, Portsmouth, NH, on a Resolution Authorizing a Supplemental Appropriation of up to One Hundred and Fifty Thousand Dollars (\$150,000.00) from Unassigned Fund Balance for necessary Expenditures within the Planning Department for Design Review Tools. The complete Resolution is available for review in the Office of the City Clerk and Portsmouth Public Library, during regular business hours.

KELLI L. BARNABY, CMC/CNHMC
CITY CLERK

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Portsmouth City Council on Monday, November 18, 2013 at 7:00 p.m., Eileen Dondero Foley Council Chambers, Municipal Complex, 1 Junkins Avenue, Portsmouth, NH, on a Resolution Authorizing a Supplemental Appropriation of up to One Hundred and Fifty Thousand Dollars (\$150,000.00) from Unassigned Fund Balance for necessary Expenditures within the Planning Department for Design Review Tools. The complete Resolution is available for review in the Office of the City Clerk and Portsmouth Public Library, during regular business hours.

KELLI L. BARNABY, CMC/CNHMC
CITY CLERK

#12517

1tP 10/24

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
SUPPLEMENTAL APPROPRIATION
FOR THE FISCAL YEAR ENDING JUNE 30, 2014**

RESOLUTION # -

A RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION FROM UNASSIGNED FUND BALANCE FOR NECESSARY EXPENDITURES WITHIN THE PLANNING DEPARTMENT FOR DESIGN REVIEW TOOLS.

RESOLVED:

BY THE CITY COUNCIL OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE ASSEMBLED AS FOLLOWS:

THAT, the City Council has determined that the sum of up to **One Hundred and Fifty Thousand (\$150,000) Dollars** is to be appropriated from Unassigned Fund Balance for necessary expenditures within the Planning Department for design review tools requested by the Portsmouth Historic District Commission (HDC) for the Fiscal Year ending June 30, 2014.

THAT, to meet this appropriation, the City Manager is authorized to transfer these funds from the June 30, 2013 Unassigned Fund Balance.

APPROVED BY:

ERIC SPEAR, MAYOR

ADOPTED BY CITY COUNCIL

KELLI L. BARNABY, CITY CLERK

SECTION 7.14-AMENDMENTS TO BUDGET AFTER ADOPTION

No appropriation shall be made for any purpose not included in the annual budget as adopted unless voted by a two-thirds (2/3) majority of the Council after a public hearing held to discuss said appropriation. The Council shall, by resolution, designate the source of any money so appropriated.

ORDINANCE #
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 7, Article IV, - 7.402 AREAS ESTABLISHED, DESIGNATED AND DESCRIBED be amended of the Ordinances of the City of Portsmouth which shall read as follows (deletions from existing language ~~stricken in red~~; additions to existing language **bolded in red**; remaining language unchanged from existing :

L. LEARY FIELD PARKING AREA Off-Street Parking Areas

The approximately 90' x 90' fenced dirt lot that is at the address of 161 Rockland Street (Map 0129, Lot 0045) is hereby established as the Leary Field Off-Street Parking Area for off-street parking of motor vehicles not to exceed 72 hours at any one time.:

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

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

This ordinance shall take effect upon its passage.

APPROVED:

Eric Spear, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

ORDINANCE #
THE CITY OF PORTSMOUTH ORDAINS

That the Ordinances of the City of Portsmouth, Chapter 10 – Zoning Ordinance, Article 6 – Historic District, are hereby amended as follows (deletions from existing language ~~stricken~~; additions to existing language **bolded**; remaining language unchanged from existing):

1. Amend Section 10.633 – Scope of Review, by inserting the following new Section 10.633.30:

10.633.30 Administrative Approval

The Code Official may grant administrative approval for minor modifications on work for which a Certificate of Approval has previously been issued, provided that the Code Official determines that the modifications do not alter the overall quality or character of the work which had been certified as appropriate by the Commission, and indicates this determination as a written addendum to an existing Certificate of Approval.

2. Amend Section 10.634 – Application Procedure, Section 10.634.10 – Application Submission, as follows:

10.634.10 Application Submission

The property owner or authorized representative shall submit to the Commission, through the Code Official, a written application for a Certificate of Approval (Certificate) as elaborated in Section 10.634.20, along with all required fees. The application shall be accompanied by a completed Building / Change of Use Permit Application, where required. **The applicant shall also be required to submit digital files in Portable Document Format (PDF) of all application materials including the application form, plans, photos, renderings, and other supporting documents used at both a Work Session(s) and Public Hearing. The applicant may request a waiver from this requirement if they are unable to comply due to undue financial burden or other hardship.**

3. Amend Section 10.634 – Application Procedure, Section 10.634.20 – Application Contents, by amending Section 10.634.20 as follows and inserting the following new Section 10.634.23:

10.634.20 Application Contents

An application for a Certificate of Approval shall state the location and nature of the matter or item for which the Certificate is sought and shall include all **scaled** site plans, building plans, elevations, samples, photographs, sketches or other

information reasonably required by the Code Official to determine the aptness of the application under this Section.

[...]

10.634.23 An electronic and/or physical scale massing model shall be required for new construction of any proposed building or addition over 10,000 s.f. gross floor area. Said model shall include the building and site, adjacent structures, and the two block faces surrounding the building. Said models shall accurately reflect the scale and relationships of the project and its surrounding buildings. Electronic or physical models of buildings may be required for smaller projects at the discretion of a majority of the Commission. The type, scale and details shall be stated, if said model is required.

4. Amend Section 10.635 – Review by the Commission, by inserting the following new Section 10.635.35:

10.635.35 Public hearings may include a Consent Agenda for consideration of applications for which Commission approval is anticipated to be routine or expeditious, subject to the following:

- (1) An application may be included on the Consent Agenda if (a) the Code Official and the Chairman of the Commission jointly recommend in favor of approval; and (b) the applicant concurs in writing with any stipulations or limitations included in the Code Official's recommendation.
- (2) Applications included on the Consent Agenda shall be considered, voted on and approved as a group rather than individually.
- (3) Any person wishing to address the Commission on a matter contained on the Consent Agenda shall be permitted to do so in accordance with the Commission's Rules and Procedures.
- (4) Applicants are encouraged to attend the Commission meeting in the event that the Commission or a member of the public has questions or concerns.

- (5) An application may be removed from the consent agenda and considered separately as a regular agenda item by majority vote of the Commissioners present.

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

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

This ordinance shall take effect upon its passage.

APPROVED:

Eric Spear, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk

Form-Based Zoning Ordinance
November 18, 2013

ORDINANCE #
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10 – Zoning Ordinance of the Ordinances of the City of Portsmouth is hereby amended by inserting a new Article 5A – Character Districts, as set forth in a document titled "Proposed Character-Based Zoning Ordinance," dated November 18, 2013;

And further, that said Chapter 10 – Zoning Ordinance is hereby amended by adopting as the Zoning Map for the Character Districts the maps referenced in Section 10.5A14.10 of said Article 5A. Said maps are shown on a page titled "City of Portsmouth – Character-Based Zoning," dated November 18, 2013.

These proposed amendments to the Zoning Ordinance and Zoning Map are provided in the Agenda packet for the City Council meeting of November 18, 2013, under separate cover, and may be reviewed during normal business hours of City Hall in the offices of the City Clerk and Planning Department.

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

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

This ordinance shall take effect upon its passage.

APPROVED:

Eric Spear, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk



City of Portsmouth

PROPOSED CHARACTER-BASED ZONING ORDINANCE
City Council First Reading – November 18, 2013

Incorporating Planning Board Recommended Amendments

PROPOSED CHARACTER-BASED ZONING ORDINANCE

Table of Contents

ARTICLE 5A CHARACTER DISTRICTS

SECTION 10.5A10 GENERAL	5A-1
10.5A11 Purpose and Intent	5A-1
10.5A12 Effective Date	5A-1
10.5A13 Applicability; Compliance	5A-1
10.5A14 Construction	5A-3
10.5A15 Definitions	5A-3
SECTION 10.5A20 REGULATING PLAN	5A-4
10.5A21 General	5A-4
10.5A22 Regulating Plan Amendment	5A-5
SECTION 10.5A30 DEVELOPMENT PLANS	5A-6
10.5A31 Procedural Requirements	5A-6
10.5A32 Plan Requirements	5A-6
10.5A33 Administration	5A-8
10.5A34 Development Plan Submissions	5A-8
10.5A35 Development Plan Review and Action	5A-9
SECTION 10.5A40 CHARACTER DISTRICTS, CIVIC SPACES, CIVIC DISTRICTS AND MUNICIPAL DISTRICTS	5A-11
10.5A41 General	5A-11
10.5A42 Elements and Standards	5A-13
SECTION 10.5A50 DEVELOPMENT STANDARDS	5A-26
10.5A51 Municipal Districts, Civic Districts, and Civic Spaces	5A-26
10.5A52 Special Requirements	5A-26
10.5A53 Lots	5A-29
10.5A54 Building Placement and Yard Types	5A-29
10.5A55 Building Form and Building Types	5A-33
10.5A56 Encroachments	5A-38
10.5A57 Building and Lot Uses	5A-41
10.5A58 Off-Street Parking and Loading Requirements	5A-42
10.5A59 Architectural Design Guidelines	5A-43
SECTION 10.5A60 DEFINITIONS	5A-44

List of Tables, Maps & Illustrations

Table 10.5A42.10	Character District Descriptions
Table 10.5A42.10A	Character District Standards: CD4-L General Urban District—Limited
Table 10.5A42.10B	Character District Standards: CD4 General Urban District
Table 10.5A42.10C	Character District Standards: CD5 Urban Center District
Table 10.5A33.30	Block Perimeter Standards
Table 10.5A51.20	Civic Spaces
Table 10.5A54.20	Yard Types
Table 10.5A54.30	Private Frontage Types
Table 10.5A55.90	Building Types

Map 10.5A21A	Regulating Plan (showing boundary with legend)
Map 10.5A21B	Special Requirements: Specific Building Height Requirement Areas
Map 10.5A21C	Special Requirements: Specific Shopfront, Officefront, Step Frontage, and Frontage Buildout and Special Use Requirement Areas

Illustration P1	Thoroughfare and Frontages
Illustration P2	Navigating Article 5A, Project Approval Summary (Pending)
Illustration 10.5A41.20A	Character District Standards: CD4-L General Urban District—Limited
Illustration 10.5A41.20B	Character District Standards: CD4 General Urban District
Illustration 10.5A41.20C	Character District Standards: CD5 Urban Center District
Illustration 10.5A53.10	Lot Layers
Illustration 10.5A54.30	Principal Building / Backbuilding / Outbuilding
Illustration 10.5A54.70	Setback Designations
Illustration 10.5A55.20	Frontage and Lot Lines

Article 5A Character Districts

Section 10.5A10 General

10.5A11 Purpose and Intent

The purpose of Article 5A is to encourage **development** that is compatible with the established character of its surroundings and consistent with the City's goals for the preservation or enhancement of the area. This is accomplished by providing a range of standards for the elements of **development** and **buildings** that define a place.

10.5A12 Effective Date

Article 5A shall become effective when the initial **Regulating Plan** has been adopted.

10.5A13 Applicability; Compliance

10.5A13.10 Applicability

Article 5A shall apply to the "Character-Based Zoning Area" as shown on the **Regulating Plan**, as the same may be adopted and amended from time to time, and to the **Character Districts** and Civic Districts within said Character-Based Zoning Area. Municipal Districts are shown on the Regulating Plan for reference but are governed by other sections of the Zoning Ordinance and not by Article 5A.

10.5A13.20 Compliance with Regulating Plan

10.5A13.21 In the **Character Districts** and Civic Districts, all **lots** hereafter created or modified, all **buildings** and **structures** hereafter erected, reconstructed, altered, enlarged or moved, all **uses** hereafter established, all other **development** or **improvements**, and all plans, applications and submissions shall comply with the requirements of Article 5A, as well as with all provisions of this Zoning Ordinance that are not superseded by Article 5A.

10.5A13.22 No **development, improvement, subdivision, re-subdivision** or construction of or on any **building, lot** or parcel of land shall occur and no **Development Plan** or application for approval of a **Development Plan** may be submitted or approved except pursuant to the **Regulating Plan** and in compliance with the applicable standards and requirements for such **District**.

10.5A13.30 Relationship to Other Provisions of the Zoning Ordinance

10.5A13.31 The provisions of Article 5A shall take precedence over all other provisions of the Zoning Ordinance that would be in conflict with Article 5A. Provisions of the Zoning Ordinance that do not apply within the Character-Based Zoning Area include, but are not limited to, the following:

In Article 5 – Dimensional and Intensity Standards:

- Section 10.530 – Business and Industrial Districts (including Subsections 10.531 through 10.536)
- Section 10.570 – Accessory Buildings, Structures and Uses
- Section 10.580 – Special Dimensional Requirements for Certain Uses
- Section 10.593 – Additional Location Restrictions for Certain Non-Residential Uses

In Article 11 – Site Development Standards:

- 10.1113.20 (Location of Parking Facilities on a Lot)

10.5A13.32 All provisions of the Zoning Ordinance that are not specifically modified or superseded by Article 5A, or that are not in conflict with Article 5A, shall apply to **lots**, **buildings** and **uses** within the Character-Based Zoning Area. Provisions of the Zoning Ordinance that apply within the Character-Based Zoning Area include, but are not limited to, the following:

In Article 6 – Overlay Districts:

- Section 10.630 – Historic District

In Article 11 – Site Development Standards:

- Section 10.1110 – Off-Street Parking, excluding Subsection 10.1113.20

10.5A13.40 Compliance with Other Rules and Regulations

10.5A13.41 Any proposal, project, application or **Development Plan** that involves the subdivision of land shall comply with the Subdivision Rules and Regulations, in addition to the requirements of Article 5A.

10.5A13.42 Any proposal, project, application or **Development Plan** that requires Site Plan Review under the Site Plan Review Regulations shall comply with such Regulations, in addition to the requirements of Article 5A.

10.5A13.43 If any provision of the Subdivision Rules and Regulations or Site Plan Review Regulations conflicts with a provision of Article 5A, the standards and requirements of Article 5A shall supersede and be controlling.

10.5A13.44 The provisions of Article 5A do not modify or supersede any provision of the **Building Code**, other City ordinances or regulations, or State laws relating to the **development** of land.

10.5A14 Construction

10.5A14.10 Maps

The following maps are an integral part of Article 5A, and together constitute the Zoning Map for the Character-Based Zoning Area:

Map 10.5A21A – **Regulating Plan**

Map 10.5A21B – Special Requirements: Specific Building Height Requirement Areas

Map 10.5A21C – Special Requirements: Specific Shopfront, Officefront, Step Frontage, and Frontage Buildout and Special Use Requirement Areas

10.5A14.20 Tables, Diagrams, Photographs and Illustrations

10.5A14.21 The metrics and standards in the following tables are an integral part of Article 5A:

Table 10.5A42.10A – Character District Standards: CD4-L General Urban District—Limited

Table 10.5A42.10B – Character District Standards: CD4 General Urban District

Table 10.5A42.10C – Character District Standards: CD5 Urban Center District

Table 10.5A51.20 – Civic Spaces

Table 10.5A54.20 – Yard Types

Table 10.5A54.30 – Private Frontage Types

Table 10.5A55.90 – Building Types

10.5A14.22 The diagrams, photographs and illustrations contained in the above tables are provided only to indicate the general character or location of or reference to the various Character Districts and elements thereof shown thereon and they shall have regulatory force and effect only to that extent.

10.5A14.23 All graphical and tabular depictions entitled “Illustration” are provided for illustrative, explanatory purposes only and are not regulatory.

10.5A14.30 Priority Among Metrics

Where in conflict, numerical metrics shall take precedence over graphic metrics.

10.5A15 Definitions

Terms used throughout Article 5A may be defined in Section 10.5A60, in Article 15 or elsewhere in the Zoning Ordinance. Terms not so defined shall be accorded their commonly accepted meanings. In the event of any conflict between the definitions in Article 5A, those in Article 15, other sections of the Zoning Ordinance, the Subdivision Rules and Regulations, or any other local land use ordinances, rules or regulations, those of Article 5A shall take precedence.

Section 10.5A20 Regulating Plan

10.5A21 General

10.5A21.10 Contents of Regulating Plan

The **Regulating Plan** and each amendment thereto shall designate and show the **Character Districts**, Civic Districts, Municipal Districts and any **special requirements** of the Character Districts. The initial **Regulating Plan** consists of the following maps:

- Map 10.5A21A – Regulating Plan
- Map 10.5A21B – Special Requirements: Specific Building Height Requirement Areas
- Map 10.5A21C – Special Requirements: Shopfront, Officefront, Step Frontage, and Frontage Buildout and Special Use Requirement Areas

10.5A21.20 Special Requirements

A **Regulating Plan** may designate any of the **special requirements** listed in Sections 10.5A21.21 through 10.5A21.23 below. If a **Regulating Plan** designates any one or more of such **special requirements**, such designation indicates that the following standards shall be applied as follows:

10.5A21.21 Specific Building Height Requirement Areas

As designated on Map 10.5A21B, assignments for specific **building** heights require a building to have no more or less than the designated number of stories from **sidewalk** level along the entire length of its **private frontage**.

10.5A21.22 Specific Shopfront, Officefront, Step and Frontage Buildout and Special Use Requirement Areas

As designated on Map 10.5A21C,

- (a) Assignments for **shopfront**, **officefront** or **step frontage** requires that a **building** be provided with a **shopfront**, **officefront** or **step frontage** at the **sidewalk** level along the entire length of its **private frontage**.
- (b) Designations for **frontage building percentage** require that a **building** occupy no more than 50% of the frontage of the lot, wood siding shall be used for the exterior of the **building** and special uses apply to some properties along the waterfront area.

10.5A22 Regulating Plan Amendment

10.5A22.10 General

The **Regulating Plan** in effect from time to time may be amended as a Zoning Map amendment in accordance with the provisions of Article I (Purpose and Applicability), and Section 10.150 (Changes and Amendments).

An application for **Regulating Plan** amendment initiated by or on behalf of the owner of property shall be accompanied by a **Development Plan** for such property that has been approved in accordance with this Section 10.5A22.

10.5A22.20 When Regulating Plan Amendment Necessary

A **Regulating Plan** amendment is required as a precondition to any of the following actions where the proposed action does not comply with the **Regulating Plan** or applicable standards:

- (1) Submission or approval of a **Development Plan**;
- (2) Commencement of any **development, improvement, subdivision** or re-subdivision; or,
- (3) Construction of or on any **building** or other **structure, lot** or other parcel of land.

10.5A22.30 Preparation and Requirements

An application for **Regulating Plan** amendment shall be prepared in accordance with 10.5A22.40 and shall conform to the requirements of Section 10.5A22.50 and other provisions hereof.

10.5A22.40 Application Requirements

In addition to all other requirements for zoning map amendments under Section 10.150, an application for a **Regulating Plan** Amendment shall include a **Development Plan** that complies with Section 10.5A30 and indicates the area proposed to be re-zoned and all **adjacent** property; all existing zoning districts or **Character Districts**, Municipal Districts, and **civic spaces**; and the allowed range of the number of stories and any other **special requirements**.

10.5A22.50 Plan Submission

An application for a **Regulating Plan** Amendment shall be submitted and processed in accordance with Sections 10.150, 10.5A22 and 10.5A30 as applicable.

10.5A22.60 Action on Plan

Any application for a **Regulating Plan** Amendment shall be processed and be subject to submission, consideration and approval as a zoning map amendment under Section 10.150, subject to the provisions of this Section 10.5A22.

Section 10.5A30 Development Plans

10.5A31 Procedural Requirements

10.5A31.10 Plan Required

Except for lawful nonconformities allowed pursuant to Article 3, none of the following shall occur or be proposed except in compliance with Article 5A, the **Regulating Plan** and a **Development Plan** that has been prepared, submitted and approved in accordance with this Section 10.5A30 and all standards and requirements applicable thereto:

- 10.5A31.11 Any new construction, alteration, extension or addition to any existing or proposed building or other structure, except activities listed in Section 10.633.20 (Exemptions from Certificate of Approval).
- 10.5A31.12 Subdivision or re-subdivision of any lot or other land;
- 10.5A31.13 The construction or alteration of any new or proposed off-street parking or drive-through facilities;
- 10.5A31.14 Any Regulating Plan amendment.

10.5A31.20 Preparation and Submission

- 10.5A31.21 In addition to meeting any applicable requirements for a Site Plan under Article 2 of the City's Site Plan Regulations, each **Development Plan** shall be prepared and submitted by or on behalf of the Owner of the applicable property. It shall be in accordance with Section 10.5A33.10 and shall conform to the requirements of Section 10.5A33.20 and other provisions hereof.
- 10.5A31.22 Each **Development Plan** shall be submitted pursuant to Section 10.5A34 for review, action and approval in accordance with Section 10.5A35.

10.5A32 Plan Requirements

10.5A32.10 Plan Compliance with Standards and Requirements

Each **Development Plan** submitted shall include (1) the **Development Plan** area and each proposed **block, lot** and **building** therein, as applicable; and (2) each of the items listed in Section 10.5A33.20, which shall comply with the standards and requirements the applicable **Character District** or **Civic space** in which the land covered by such **Development Plan** is situated, as determined by the **Regulating Plan** then in effect or the proposed **Regulating Plan** Amendment.

10.5A32.20 Plan Contents

Unless waived for small projects by the Planning Board or its designee, each **Development Plan** submitted shall demonstrate compliance with or show the following items:

- (1) All applicable and adjacent **Character Districts**, Municipal Districts and **Civic Districts**.
- (2) **Building placement**, including without limitation setbacks and **lot layers** (Section 10.5A53.10);
- (3) Yard type (Section 10.5A54.20);
- (4) **Building form** and **building type** (Section 10.5A55);
- (5) **Building and lot use** (Section 10.5A57);
- (6) **Off-street parking** and loading requirements (Section 10.5A58);
- (7) For projects valued over \$25,000, detailed architectural elevations and a detailed rendering of each **façade** of each **building** proposed to be built or modified (Section 10.5A60). An electronic or physical model may also be required.
- (8) Signs (Section 10.5A59);
- (9) Any applicable **special requirements** (Section 10.5A21);
- (10) Existing and any proposed streets **pedestrian alleys** including without limitation, if the **Development Plan** area exceeds 2 acres or if the **Development Plan** requires or includes any extension or change to any existing streets, in compliance with applicable City standards;
- (11) Existing and any required or proposed **civic spaces** (Section 10.5A51 and Table 10.5A51.20);
- (12) Existing and any proposed **Character Districts** (Section 10.5A41.20);
- (13) If the **Development Plan** area exceeds 2 acres, **Block Perimeter** (Section 10.5A33.30);
- (14) If the **Development Plan** contains any element or use that would require Site Plan Review under the Site Plan Review Regulations, all requirements for Site Plans thereunder;
- (15) One or more maps of the **Development Plan** site and all **adjacent** property reflecting the existing building heights, Character Districts, **civic spaces**, any **special requirements** and any proposed amendments to the **Regulating Plan**; and,
- (16) Any existing **structures** or other **improvements**, indicating whether they are to remain, be altered or be demolished.

10.5A32.30 Block Perimeter

If a proposed **Development Plan** would create or divide a **block** or would consolidate two or more **blocks**, each such resulting block shall conform to the applicable **Block Perimeter Standards** set forth in Table 10.5A32.30.

TABLE 10.5A32.30 BLOCK PERIMETER STANDARDS

CHARACTER DISTRICT	MAXIMUM BLOCK PERIMETER
CD4-L	1,000 FEET
CD4	1,000 FEET
CD5	1,000 FEET

10.5A33 Administration

10.5A33.10 Responsibility

Except as otherwise provided herein, this Section 10.5A33 and applications and **Development Plans** submitted hereunder shall be administered by the Planning Department.

10.5A33.20 Review and Determination

10.5A33.21 The Planning Department shall, within 14 days of its receipt of an application and **Development Plan** required to be submitted, review and determine whether the same are complete and notify the applicant in writing of its determination.

10.5A33.22 The Planning Department shall forward a copy of the application and **Development Plan** to the Historic District Commission, which shall review, consider, and take action with respect thereto pursuant to Section 10.630. Upon issuance of all required Certificates of Approval by the Historic District Commission, the application and **Development Plan** shall be eligible for further processing, review, consideration and/or action, as applicable, in accordance with Sections 10.5A34 and 10.5A35, as applicable.

10.5A34 Development Plan Submissions

10.5A34.10 No **development, improvement, subdivision, re-subdivision** or construction of or on any **building, lot** or parcel of land shall occur without prior submission of a **Development Plan** and application for approval of a **Development Plan** that comply with Section 10.5A30 and approval thereof pursuant to Section 10.5A35. A **Development Plan** is not required for any items listed as exempt under Section 10.633.20.

10.5A34.20 Subject to issuance of any required Certificate of Approval from the Historic District Commission and any required review and approval pursuant to the Subdivision Rules and Regulations, a **Development Plan** and application for approval thereof that does not propose or involve any matter that would require Site Plan Review under the Site Plan Review

Regulations shall be subject to administrative review and action by the Planning Department in accordance with Section 10.5A35.10 hereof.

- 10.5A34.30 Subject to issuance of any required Certificate of Approval from the Historic District Commission, any required review and approval pursuant to the Subdivision Rules and Regulations and any required Site Plan Review and approval, a **Development Plan** and application for approval thereof that proposes or involves any matter which would require Site Plan Review under the Site Plan Review Regulations shall be subject to review and action by the Planning Board in accordance with Section 10.5A35.20.

10.5A35 Development Plan Review and Action

10.5A35.10 Development Plans Not Subject to Site Plan Review

- 10.5A35.11 Within 14 days of its determination pursuant to Section 10.5A33.20 with respect to an application and **Development Plan** that do not require Site Plan Review, the Planning Department shall review such application and **Development Plan** to determine whether they comply with the **Regulating Plan**, Article 5A and other applicable City laws, ordinances and regulations subject to issuance or granting of any requested variance, special exception or conditional use permit.

- 10.5A35.12 If the Planning Department determines that an application and **Development Plan** that do not require Site Plan Review comply with the **Regulating Plan**, Article 5A and all other applicable City laws, ordinances and regulations, it shall approve the application and **Development Plan** subject to issuance or granting of any requested variance, special exception or conditional use permit.

- 10.5A35.13 If the Planning Department determines that an application and **Development Plan** that do not require Site Plan Review do not comply with the **Regulating Plan**, Article 5A and all other applicable City laws, ordinances and regulations, it shall reject the application and **Development Plan**.

- 10.5A35.14 In either case, the Planning Department shall notify the applicant and Planning Board in writing of its determination, and if applicable, the reason(s) for rejecting the application and **Development Plan**.

10.5A35.20 Development Plans Subject to Site Plan Review

- 10.5A35.21 Within 14 days of its determination pursuant to Section 10.5A33.20 with respect to an application and **Development Plan** that require Site Plan Review, the Planning Department shall review the application and **Development Plan** to determine whether they comply with the **Regulating Plan**, Article 5A and other applicable City laws, ordinances and regulations subject to issuance or granting of any requested variance, special exception or conditional use permit.

- 10.5A35.22 If the Planning Department determines that an application and **Development Plan** that requires Site Plan Review comply with the **Regulating Plan**, Article 5A and all other applicable City laws, ordinances and regulations, it shall recommend the same to the Planning Board of its determination and shall notify the applicant and the Planning Board in writing, subject to issuance or granting of any requested variance, special exception or conditional use permit.
- 10.5A35.23 If the Planning Department determines that an application and **Development Plan** that requires Site Plan Review do not comply with the **Regulating Plan**, Article 5A and all other applicable City laws, ordinances and regulations, it shall not recommend the same to the Planning Board and shall notify the applicant and the Planning Board of its determination in writing, stating the reasons for not recommending the same.
- 10.5A35.24 In either event, within 14 days of the Planning Department's notice pursuant to Section 10.5A35.22 or 10.5A35.23, the Planning Department shall forward the application and **Development Plan** to the Planning Board, which shall process and review the same, provide and hold any and all required notices and public hearings and determine whether the application and **Development Plan** comply with Article 5A, the **Regulating Plan** and all other applicable City laws, ordinances and regulations subject to issuance or giving of any requested variance, special exception or conditional use permit.
- 10.5A35.25 If the Planning Board determines that an application and **Development Plan** comply with the **Regulating Plan**, Article 5A and all other applicable City laws, ordinances and regulations, it shall approve the application and **Development Plan** subject to issuance or granting of any requested variance, special exception or conditional use permit.
- 10.5A35.26 If the Planning Board determines that the application and **Development Plan** do not comply with the **Regulating Plan**, Article 5A and all other applicable City laws, ordinances and regulations, it shall reject the application and **Development Plan**.
- 10.5A35.27 In either case, the Planning Board shall notify the applicant and Planning Department in writing of its determination, and if applicable, the reason(s) for rejecting the application and **Development Plan**.

10.5A35.30 Subdivision and Site Plan Review

Subject to the limitations of Section 10.5A14.50, all **Development Plans**, applications and approvals shall be subject to any required subdivision and/or Site Plan review and approval pursuant to the Subdivision Rules and Regulations or Site Plan Review Regulations. Any and all subdivision and Site Plan Review applications, submissions and reviews may be conducted concurrently with or as a part of the **Development Plan** application, submission and review process.

Section 10.5A40 Character Districts, Civic Spaces, Civic Districts and Municipal Districts

10.5A41 General

10.5A41.10 Applicability

This Section 10.5A40 applies to **Character Districts**, Municipal Districts and **Civic Spaces** to the extent provided herein. **Development**, land, **improvements**, construction, subdivision, resubdivision, **structures** and **lots** within each **Character District** or **Civic Space**, as applicable, shall include the respective elements and shall comply with the respective standards applicable to each. This Section 10.5A40 shall apply to Municipal Districts only as to their designation on the **Regulating Plan** (Map 10.5A21.A).

10.5A41.20 Character Districts

There are three **Character Districts**, as follows:

General Urban District – Limited	CD4-L	<ul style="list-style-type: none"> • Medium density transitional area • Mix of medium to large residential house types • Almost entirely residential uses • Shallow front setbacks • Shallow to medium to side setbacks • Variable private landscaping • Streets with curbs, sidewalks, and street trees that define medium to large blocks
General Urban District	CD4	<ul style="list-style-type: none"> • Medium-to-high density transitional area • Mix of building types • Residential, retail, and other commercial uses • Shallow or no front setbacks • Medium to no side setbacks • Variable private landscaping • Streets with curbs, sidewalks, and street trees that define small to medium blocks
Urban Center District	CD5	<ul style="list-style-type: none"> • High density development center • Mix of building types • Residential, retail and other commercial uses • No front setbacks • No side setbacks • Limited landscaping • Streets with curbs, sidewalks and street trees that define small to medium blocks

TABLE 10.5A42.10 CHARACTER DISTRICT DESCRIPTIONS

CD4-L General Urban District—Limited



CD4-L General Urban District—Limited. This District consists of a medium density transitional area that has a mix of medium to large residential house types with almost entirely residential uses; there are shallow front Setbacks and shallow to medium to side Setbacks; it has variable private landscaping; and it has Streets with curbs, sidewalks, and street trees that define medium to large blocks.

CD4 General Urban District



CD4 General Urban District. This District consists of a medium-to-high density transitional area that has a mix of building types and residential, retail, and other commercial uses; there are shallow or no front Setbacks and medium to no side Setbacks; it has variable private landscaping; and it has Streets with curbs, sidewalks, and street trees that define small to medium blocks.



CD5 Urban Center District. This District consists of a high density development center with a mix of building types and residential, retail and other commercial uses; there are no front Setbacks and no side Setbacks; it has limited landscaping; and it has Streets with curbs, sidewalks and street trees that define small to medium blocks.

10.5A42 Elements and Standards

10.5A42.10 Character Districts

Development, improvements, land, structures and lots within each **Character District** shall include the applicable elements indicated for such **Character District** throughout Article 5A and shall comply with the applicable **Character District** general description and intent thereof described in Section 10.5A41 (Character District Descriptions) and the standards applicable to such **Character District** set forth in Tables 10.5A42.10A-C (Character District Standards) and elsewhere in Article 5A.

10.5A42.20 Civic Spaces

Development, improvements, land, structures and lots within each **civic space** shall comply with applicable requirements of Article 5A including, without limitation, Section 10.5A50.

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**ILLUSTRATION 10.5A41.20A CHARACTER DISTRICT STANDARDS
GENERAL URBAN DISTRICT—LIMITED**

CD4-L

CD4-L General Urban District—Limited. This District consists of a medium density transitional area that has a mix of medium to large residential house types with almost entirely residential uses; there are shallow front Setbacks and shallow to medium to side Setbacks; it has variable private landscaping; and it has Streets with curbs, sidewalks, and street trees that define medium to large blocks.



**TABLE 10.5A42.10A CHARACTER DISTRICT STANDARDS
GENERAL URBAN DISTRICT—LIMITED** CD4-L



LEGEND — Property Line (ROW)

BUILDING PLACEMENT — PRINCIPAL BLDG

Front Setback, Principal Frontage*	0 ft min, 12 ft max	A
Front Setback, Secondary Frontage	0 ft min, 12 ft max	B
Side Setback	5 ft min, 20 ft max	C
Rear Setback	greater of 5 ft min or 10 ft from center line of alley	D
Frontage Buildout	60% min to 80% max at front setback	E

YARD TYPES

(see Table 10.5A54.20)

Edgeward	permitted
Sideward	permitted
Reward	permitted

BUILDING & LOT USE

See Section 10.5A57

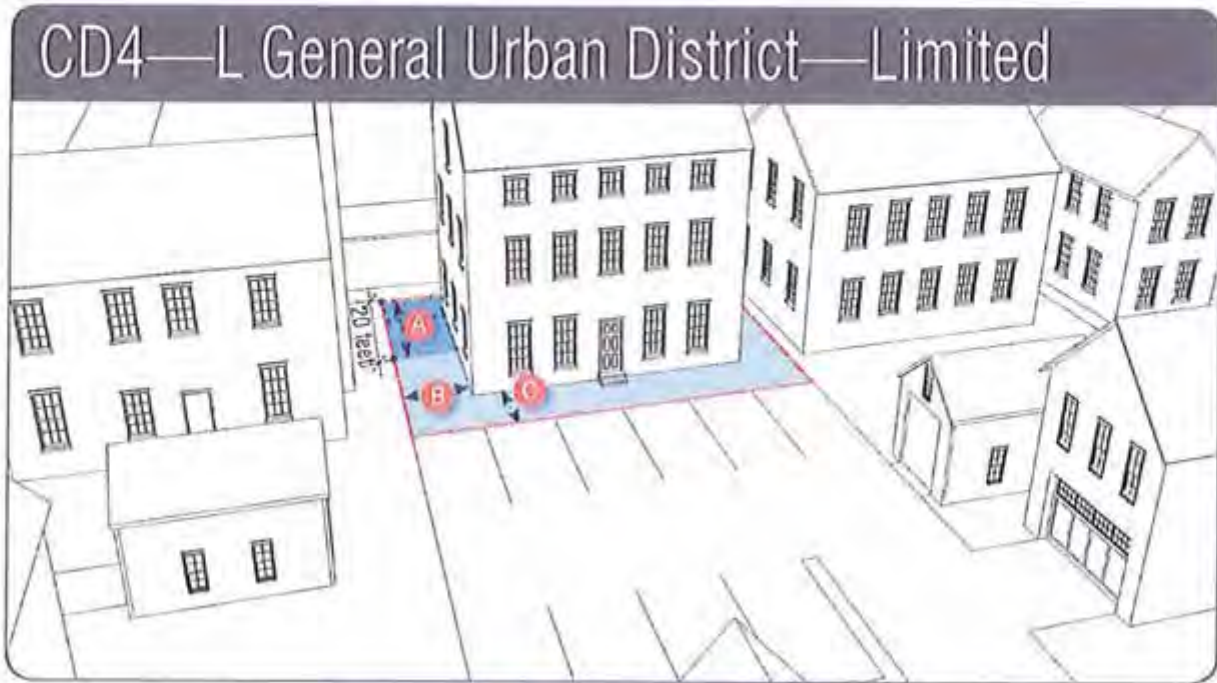
LOT OCCUPATION

Lot Width	35 ft min, 80 ft max	E
Building Coverage	60% max	
Open Space	25% Min	

BUILDING FORM — PRINCIPAL BUILDING

Building Height	See Map 10.5A21.B & Section 10.5A55.35 Special Requirements: Specific Building Height Requirements/ Areas	F
Ground Floor Height	10 ft min	
Upper Floor Height	9 ft min	
Facade Glazing	25% to 40%	
Roof Type	gable, hip, gambrel	
Roof Pitch, if any	gable: 6:12 min, 12:12 max hip: 3:12 min gambrel: 6:12 min, 30:12 max	

**TABLE 10.5A42.10A CHARACTER DISTRICT STANDARDS
GENERAL URBAN DISTRICT—LIMITED** CD4-L



LEGEND Property Line (ROW) First Layer Second Layer Third Layer

BUILDING PLACEMENT — OUTBUILDING

Front Setback	Principal Bldg setback + 20 ft min	(A)
Side Setback	0 ft min	(B)
Rear Setback	3 ft min	(C)

PARKING

LOCATION	
Third Lot Layer	Principal Bldg setback + 20 ft

PRIVATE FRONTAGES & ENCROACHMENTS

PRIVATE FRONTAGE TYPES	(see Table 10.5A54.30)*
Common Lawn	not permitted
Porch	permitted
Forecourt	not permitted
Step	permitted
Stoop	permitted
Shopfront	not permitted
Officelfront	not permitted*

ENCROACHMENT OF BUILDING ELEMENTS

Porches, Stoops, and other Elements may encroach the indicated setbacks by the following distances.

Front Setback, Principal Frontage	10 ft max
Front Setback, Secondary Frontage	10 ft max
Rear Setback	5 ft max

* See Illustration 10.5A21C for additional requirements.

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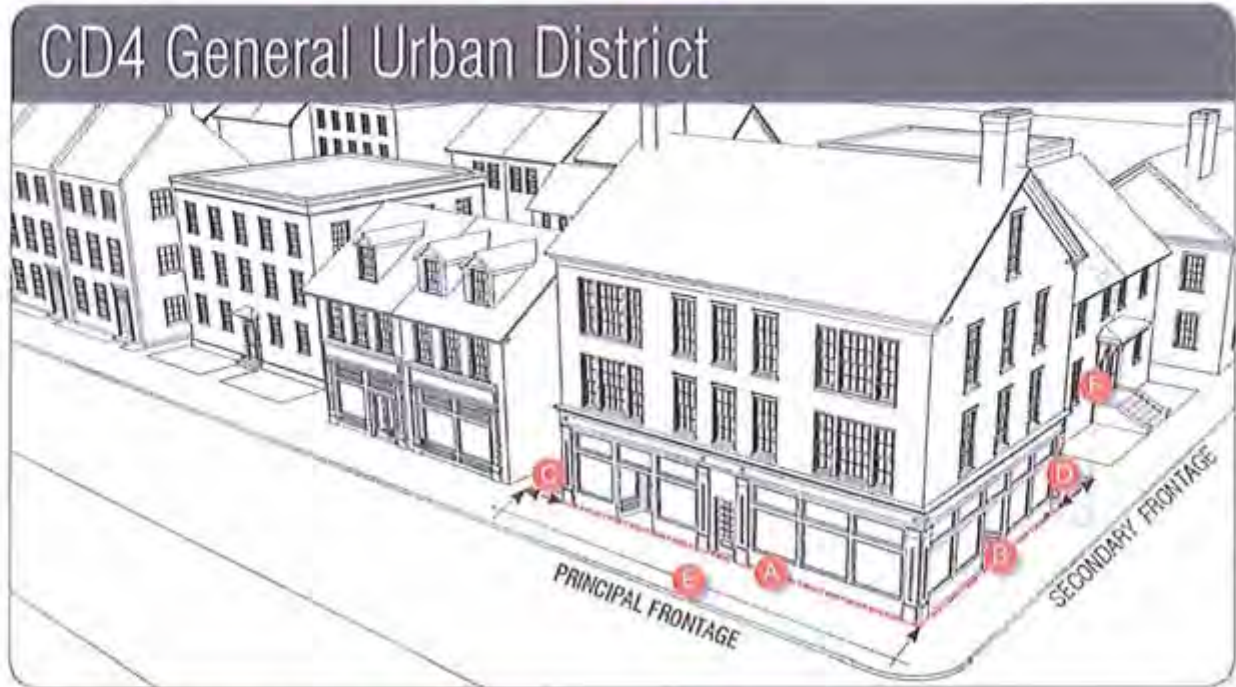
**ILLUSTRATION 10.5A42.10B CHARACTER DISTRICT STANDARDS
CD4 GENERAL URBAN DISTRICT**

CD4

CD4 General Urban District. This District consists of a medium-to-high density transitional area that has a mix of building types and residential, retail, and other commercial uses; there are shallow or no front Setbacks and medium to no side Setbacks; it has variable private landscaping; and it has Streets with curbs, sidewalks, and street trees that define small to medium blocks.



**TABLE 10.5A42.10B CHARACTER DISTRICT STANDARDS
GENERAL URBAN DISTRICT** CD4



LEGEND — Property Line (ROW)

BUILDING PLACEMENT — PRINCIPAL BLOC

Front Setback, Principal Frontage	0 ft min, 15 ft max	A
Front Setback, Secondary Frontage	0 ft min, 15 ft max	B
Side Setback	0 - 20 ft max	C
Rear Setback	greater of 5 ft min or 10 ft from center line of alley	D
Frontage Buildout	50% min at front setback; except no min - 50% max. per Special Req. Map 10.5A21C on Ceres Street	

YARD TYPES

(see Table 10.5A54.20)

Edgeyard	permitted
Sideyard	permitted
Rearyard	permitted

BUILDING & LOT USE

See Section 10.5A57

LOT OCCUPATION

Lot Width	18 ft min, 60 ft max *	E
Building Coverage	90% max	
Open Space	10% Min	

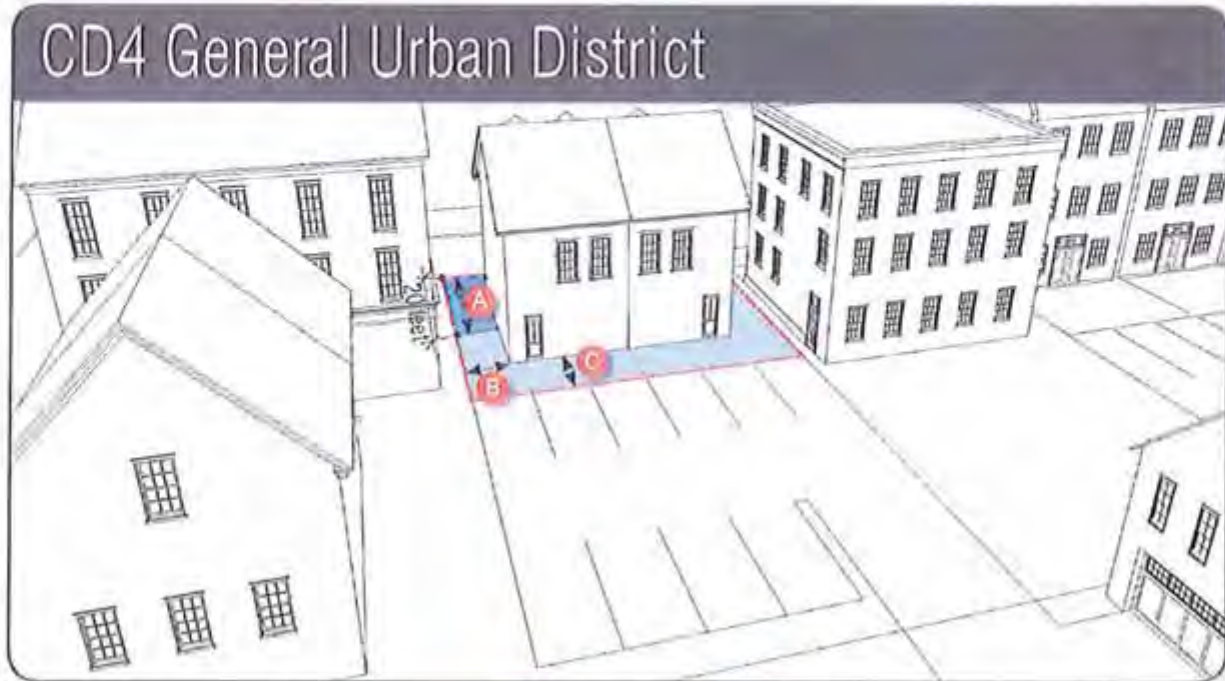
BUILDING FORM — PRINCIPAL BUILDING

Building Height	See Map 10.5A21.B & Section 10.5A55.35 Special Requirements: Specific Building Height Requirement Areas	F
Ground Floor Height	12 ft min	
Upper Floor Height	9 ft min	
Facade Glazing	20% min - 50% max **	
Roof Type	flat, hip, gable, gambrel, mansard	
Roof Pitch, if any	gable: 6:12 min, 12:12 max hip: 3:12 min mansard / gambrel: 6:12 min, 30:12 max	

* Except for mixed-use parking structures designed in accordance with Section 10.5A58

** 70% min for shopfront

TABLE 10.5A42.10B CHARACTER DISTRICT STANDARDS
CD4 GENERAL URBAN DISTRICT CD4



LEGEND Property Line (ROW) First Layer Second Layer Third Layer

BUILDING PLACEMENT — OUTBUILDING

Front Setback	Principal Bldg setback + 20 ft min	A
Side Setback	0 ft min	B
Rear Setback	3 ft min	C

PARKING

LOCATION	
Third Lot Layer	Principal Bldg setback + 20 ft

PRIVATE FRONTAGES & ENCROACHMENTS

PRIVATE FRONTAGE TYPES (See **Table 10.5A54.30**)*

Common Lawn	not permitted
Porch	permitted
Forecourt	permitted
Step	permitted
Stoop	permitted
Shopfront	permitted
Officelfront	permitted

ENCROACHMENT OF BUILDING ELEMENTS

Porches, Stoops, and other Elements may encroach the indicated setbacks by the following distances.

Front Setback, Principal Frontage	8 ft max
Front Setback, Secondary Frontage	8 ft max
Rear Setback	5 ft max

* See Illustration 10.5A21C for additional requirements.

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ILLUSTRATION 10.5A42.10C CHARACTER DISTRICT STANDARDS
URBAN CENTER DISTRICT CD5

CD5 Urban Center District. CD5 Urban Center District. This District consists of a high density development center with a mix of building types and residential, retail and other commercial uses; there are no front Setbacks and no side Setbacks; it has limited landscaping; and it has Streets with curbs, sidewalks and street trees that define small to medium blocks.



TABLE 10.5A42.10C CHARACTER DISTRICT STANDARDS
URBAN CENTER DISTRICT CD5



LEGEND --- Property Line (ROW)

BUILDING PLACEMENT — PRINCIPAL BLDG

Front Setback, Principal Frontage	0 ft max.*	A
Front Setback, Secondary Frontage	0 ft max.	B
Side Setback	0 ft max.	C
Rear Setback	greater of 0 ft min or 10 ft from center line of alley	D
Frontage Buildout	100% at front setback**	

* Building setbacks may be increased where public access easements are accepted by the City.

** Except for Truncated Corners, Building Projections or other Open Spaces.

YARD TYPES (see Table 10.5A54.20)

Edgeyard	not permitted
Sidyard	not permitted
Rearyard	permitted

BUILDING & LOT USE

See Section 10.5A57

LOT OCCUPATION

Lot Width	18 ft min, 60 ft max *	E
Building Coverage	95% max	
Open Space	5% Min	

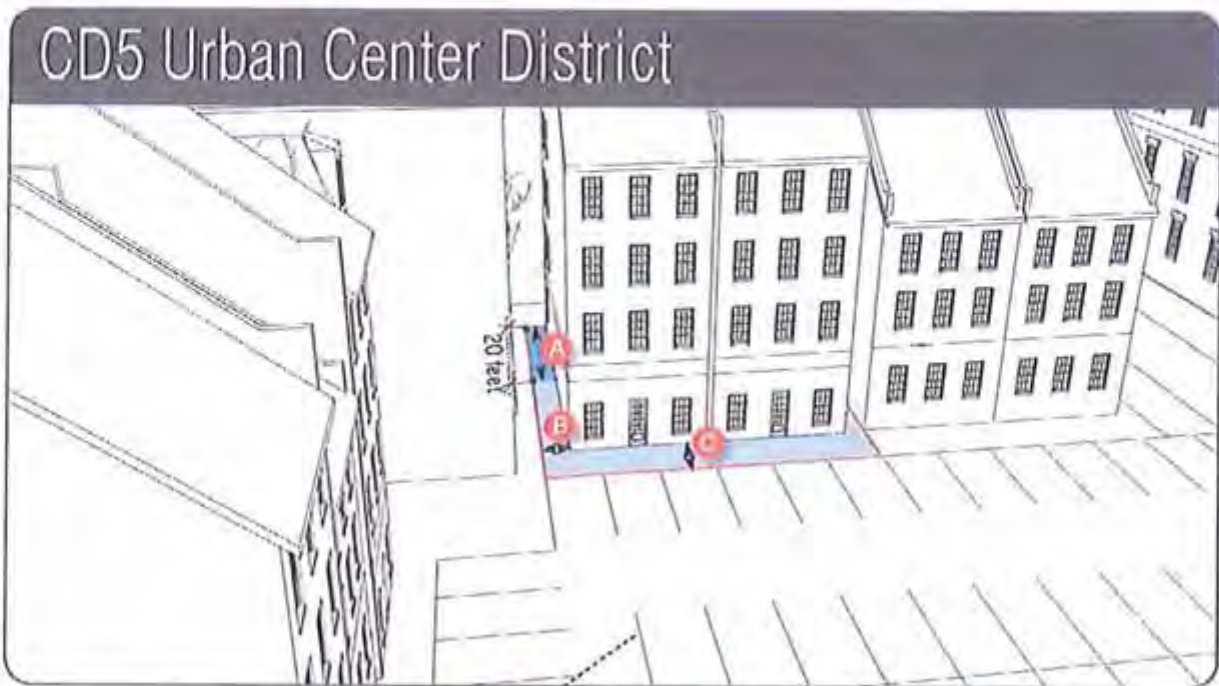
BUILDING FORM — PRINCIPAL BUILDING

Building Height	See Map 10.5A21.B Special Requirements: Specific Building Height Requirement Areas	F
Ground Floor Height	12 ft min	
Upper Floor Height	6 ft min	
Facade Glazing	20% min - 50% max ****	
Roof Type	flat, hip, gable, mansard, gambrel	
Roof Pitch, if any	gable: 6:12 min, 12:12 max hip: 3:12 min mansard/gambrel: 6:12 min, 30:12 max	

* Except for mixed-use parking structures designed in accordance with Section 10.5A58

** 70% min for shopfront

**TABLE 10.5A42.10C CHARACTER DISTRICT STANDARDS
URBAN CENTER DISTRICT CD5**



LEGEND ——— Property Line (ROW) ■ First Layer ■ Second Layer ■ Third Layer

BUILDING PLACEMENT — OUTBUILDING

Front Setback	Principal Bldg setback + 20 ft min	A
Side Setback	0 ft min	B
Rear Setback	3 ft min	C

PARKING

LOCATION	
Third Lot Layer	Principal Bldg setback + 20 ft

PRIVATE FRONTAGES & ENCROACHMENTS

PRIVATE FRONTAGE TYPES	(see Table 10.5A54.30)*
Common Lawn	not permitted
Porch	not permitted
Forecourt	not permitted
Step	permitted
Stoop	permitted
Shopfront	permitted
Officefront	permitted

ENCROACHMENT OF BUILDING ELEMENTS

Porches, Stoops, and other Elements may encroach the indicated setbacks by the following distances.

Front Setback, Principal Frontage	10 ft max
Front Setback, Secondary Frontage	10 ft max
Rear Setback	5 ft max

* See Illustration 10.5A21C for additional requirements.

Section 10.5A50 Development Standards

10.5A51 Municipal Districts, Civic Districts, and Civic Spaces

10.5A51.10 Municipal Districts

Structures and **uses** within the Municipal District are governed by the provisions of Section 10.460 and 10.560.

10.5A51.20 Civic Districts

10.5A51.21 **Structures** in the Civic District may be converted to other **uses** permitted under 10.5A57 without the need for a **Development Plan** or **Regulating Plan** amendment provided that no **development** or **improvements** are made to the existing **structures**, and that the new **uses** remain **civic**.

10.5A51.22 New **structures** and alterations and expansions of existing **structures** in the Civic District are exempt from the requirements of 10.5A54 and 10.5A55 provided that all **uses** remain **civic**. A **Development Plan** is required for any **development** or **improvements** made to the existing **structures** or the **lot**.

10.5A51.23 **Structures** in the Civic District that are proposed for **development** or **improvements** and/or conversion to non-**civic** uses permitted under 10.5A57 shall require a **Development Plan** and **Regulating Plan** amendment as set forth in Section 10.5A22.

10.5A51.30 Civic Spaces

10.5A51.31 Any **Development Plan** having an aggregate area of 2 acres or more shall include at least 5% but not more than 20% of its gross land area assigned and improved as **civic spaces**.

10.5A51.32 **Civic spaces** shall be designed as generally described in Table 10.5A51.20 (Civic Spaces) as related to the **adjacent** Character District, or if **adjacent** to more than one, as related to the highest numbered **adjacent** Character District.

10.5A52 Special Requirements

A **Development Plan** shall designate any applicable **special requirements** described in Section 10.5A21.20.

TABLE 10.5A51.20 CIVIC SPACES



A natural preserve available for structured or unstructured recreation. A park may be independent of surrounding building Frontages. Other than active use areas, its landscape shall consist of Paths and trails, meadows, waterbodies, woodland and open shelters, all naturalistically disposed. Parks may be lineal, following the trajectories of natural corridors.



A linear Civic Space that may follow natural corridors providing unstructured and limited amounts of structured recreation. A Greenway may be spatially defined by landscaping rather than building Frontages. Its landscape shall consist of paths and trails, waterbodies, and trees, naturalistically disposed.



A paved/brick pedestrian connector between buildings. Pedestrian Alleys provide shortcuts through long blocks and connect rear Parking Areas and other Civic Spaces with Street Frontages. Pedestrian Alleys may be covered by a roof and or lined by Shopfronts.

TABLE 10.5A51.20 CIVIC SPACES (CONTINUED)



A Civic Space available for unstructured recreation and Civic purposes. A Square is spatially defined by building Frontages. Its landscape shall consist of paths, lawns and trees, formally disposed. Squares shall be located at the intersection of important Thoroughfares. The minimum size shall be 1/8 acre.



A Civic Space available for Civic purposes and Commercial activities. A Plaza shall be spatially defined by building Frontages. Its landscape shall consist primarily of pavement. Trees are optional. Plazas should be located at the intersection of important streets. The minimum size shall be 1/8 acre.



A Civic Space available for informal activities in close proximity to neighborhood residences. A Pocket Park is spatially defined by building Frontages. Its landscape shall consist of paths, lawns and trees, formally disposed. Pocket Parks shall be in public places or in more intimate mid-block locations. There is no minimum size.



A Civic Space designed and equipped for the recreation of children. A playground should be fenced and may include an open shelter. Playgrounds shall be interspersed within Residential areas and may be placed within a Block. Playgrounds may be included within parks and greens. There shall be no minimum size.

10.5A53 Lots

10.5A53.10 Lot Layers

Lots are composed of three **lot layers**, the **first lot layer**, the **second lot layer** and the **third lot layer**, as shown in Illustration 10.5A53.10 (Lot Layers) and as defined in Section 10.5A60 (Definitions).

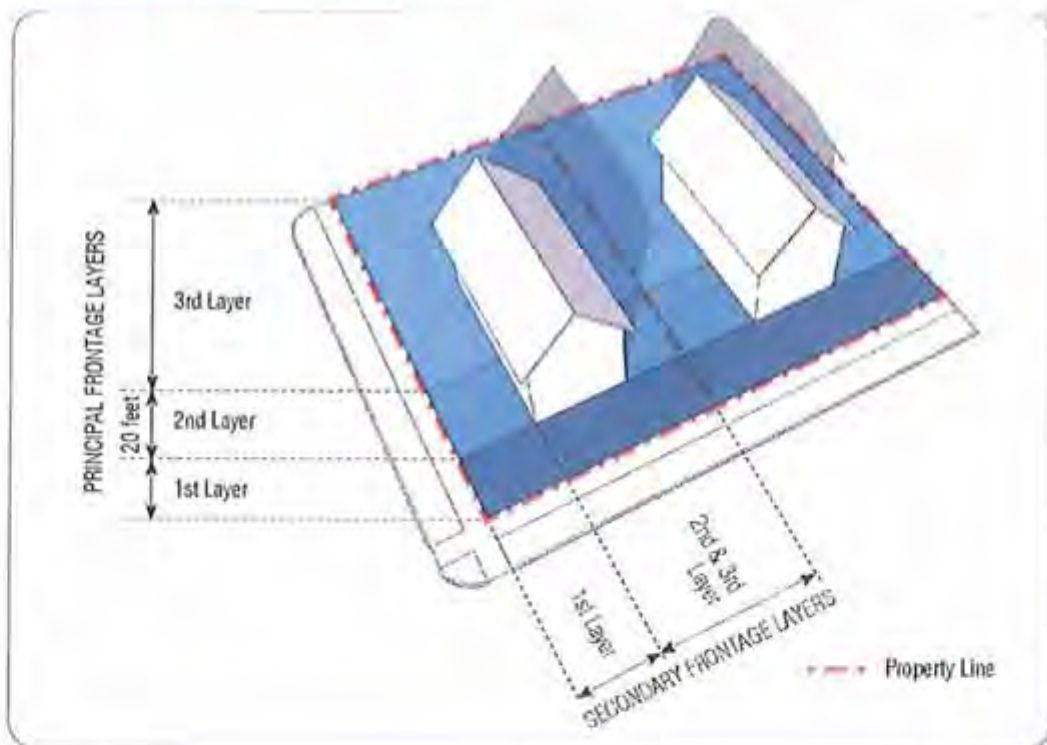
10.5A53.20 Lot Dimensions

Newly platted **lots** within each **Character District** shall be dimensioned according to Tables 10.5A42.10A-C (Character District Standards).

10.5A53.30 Building Coverage

Building coverage within each **Character District** shall not exceed that recorded in Tables 10.5A42.10A-C (Character District Standards).

ILLUSTRATION 10.5A53.10 LOT LAYERS



10.5A54 Building Placement and Yard Types

10.5A54.10 Building Placement

Buildings shall be disposed in relation to the boundaries of their **lots** within each **Character District** according to Tables 10.5A42.10A-C (Character District Standards).

10.5A54.20 Yard Types

Buildings and **lots** shall conform to the Yard Type standards within each **Character District**, as set forth on Table 10.5A54.20 (Yard Types).

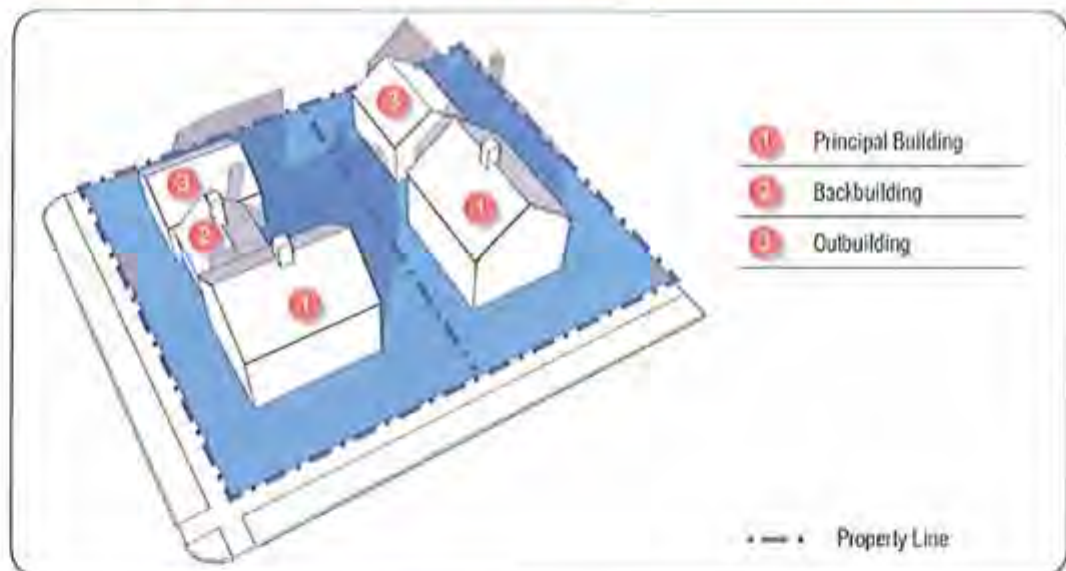
10.5A54.30 Principal Building

Within each **Character District**, one **principal building** may be built on each **lot** at the **frontage**, as illustrated generally in Illustration 10.5A54.30 (Principal Building/Backbuilding/Outbuilding).

10.5A54.40 Outbuilding

Within each **Character District** one **outbuilding** may be built on each **lot** to the rear of the **principal building**, as illustrated generally in Illustration 10.5A54.30 (Principal Building/Backbuilding/Outbuilding).

ILLUSTRATION 10.5A54.30 PRINCIPAL BUILDING/BACKBUILDING/OUTBUILDING



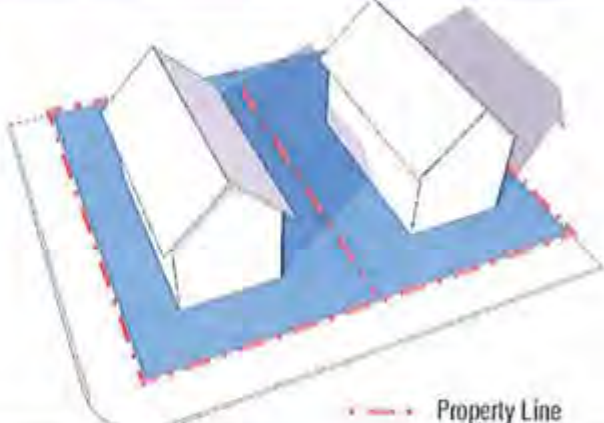
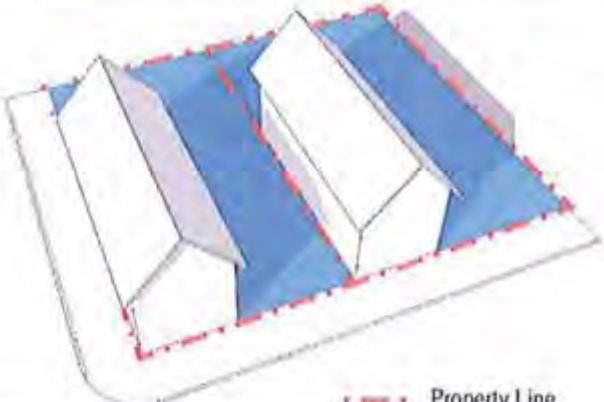
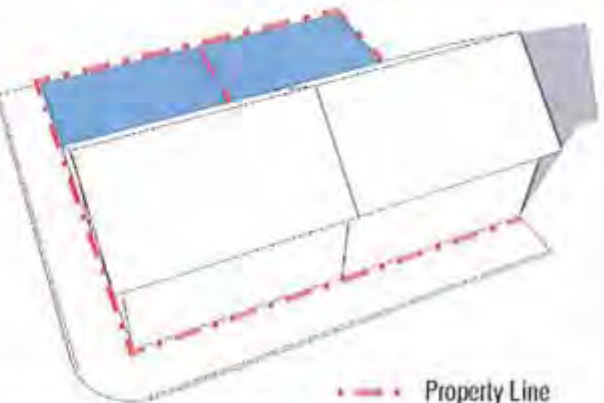
10.5A54.50 Other Components

Any **structure** other than a **principal building**, **outbuilding**, fence or **streetscreen** shall be situated in the **second lot layer** or **third lot layer** and shall be screened from the **frontage** by a **building** or **streetscreen**.

10.5A54.60 Building Facades

Within each **Character District**, **building facades** shall be built parallel to a rectilinear **principal frontage line** or to the tangent of a curved **principal frontage line**, and along the indicated minimum and/or maximum percentage of the **frontage line** width at the Setback, as specified as **Frontage Buildout** on Tables 10.5A42.10A-C (Character District Standards) and/or Map 10.5A21C (Special Requirements: Specific Shopfront, Step Frontages, Percent Frontage Buildout and Use Requirement Areas).

TABLE 10.5A54.20 YARD TYPES

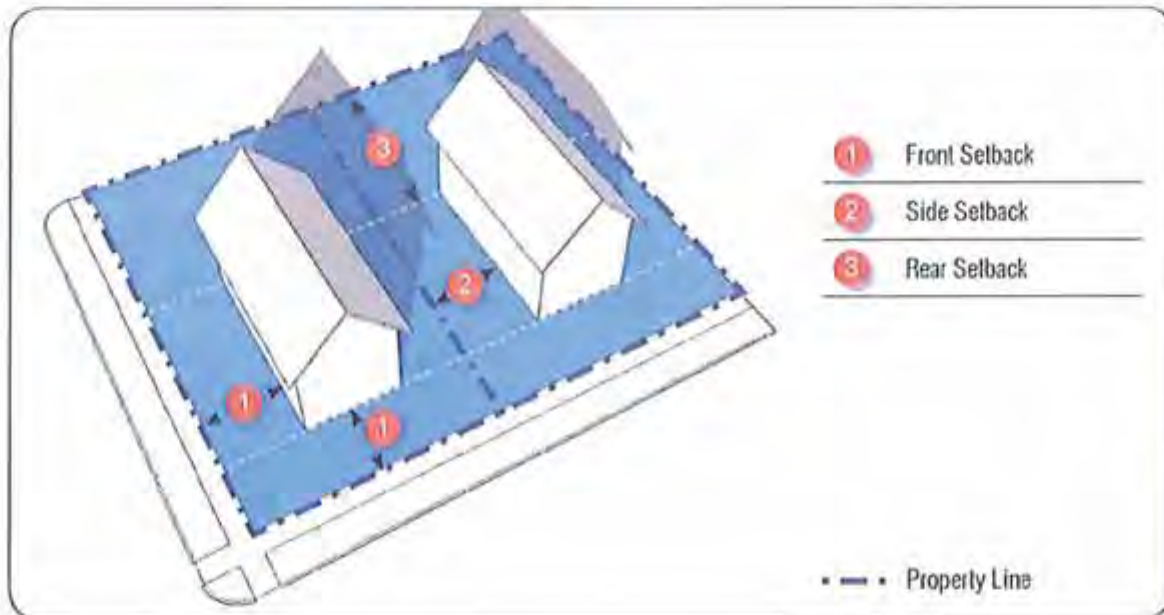
<p>Edgeyard Permitted Districts:</p>	<p>CD4-L CD4</p>
 <p>Property Line</p>	<p>Specific Types – single family House, cottage, villa, estate house, urban villa. A building that occupies the center of its Lot with Setbacks on all sides. This is the least urban of types as the front yard sets it back from the Frontage, while the side yards weaken the spatial definition of the public Thoroughfare space. The front yard is intended to be visually continuous with the yards of adjacent buildings. The rear yard can be secured for privacy by fences and a well-placed Backbuilding and/or Outbuilding.</p>
<p>Sideyard Permitted Districts:</p>	<p>CD4-L CD4</p>
 <p>Property Line</p>	<p>Specific Types – single house, duplex, zero lot line house. A building that occupies one side of the Lot with the Setback to the other side. A shallow Frontage Setback defines a more urban condition. If the adjacent building is similar with a blank side wall, the yard can be quite private. This type permits systematic climatic orientation in response to the sun or the breeze. If a Sideyard House abuts a neighboring Sideyard House, the type is known as a twin or double House. Energy costs, and sometimes noise, are reduced by sharing a party wall in this disposition.</p>
<p>Rearyard Permitted Districts:</p>	<p>CD4-L CD4 CD5</p>
 <p>Property Line</p>	<p>Specific Types – Rowhouse, Live-Work unit, Apartment House, Small Commercial Building, Large Commercial Building. A building that occupies the full Frontage, leaving the rear of the Lot as the sole yard. This is a very urban type as the continuous Facade steadily defines the public Thoroughfare. The rear Elevations may be articulated for functional purposes. In its Residential form, this type is the Rowhouse. For its Commercial form, the rear yard can accommodate substantial parking.</p>

10.5A54.70 Building Setbacks

10.5A53.71 Setbacks for **buildings** shall be as shown in Tables 10.5A42.10A-C (Character District Standards). See Illustration 10.5A54.70 (Setback Designations).

10.5A54.72 To accommodate slopes over ten percent, relief from front Setback requirements may be granted by special exception in accordance with Section 10.232 (Special Exceptions).

ILLUSTRATION 10.5A54.70 SETBACK DESIGNATIONS



10.5A55 Building Form and Building Types

10.5A55.10 Private Frontage – General

The **private frontage** within each **Character District** shall conform to and be allocated in accordance with Table 10.5A54.30 (Private Frontage Types) and Tables 10.5A42.10A-C (Character District Standards), as applicable, and any applicable **private frontage special requirements** indicated on the **Regulating Plan**.

10.5A55.20 Multiple Private Frontages

10.5A55.21 Each **building** shall have a **private frontage** along each of its street **frontages**. If a **building** has more than one street **frontage**, one of its **frontages** shall be designated as the **principal frontage** and the other **frontage** or **frontages** shall be **secondary frontages**, as illustrated generally in Illustration 10.5A55.20 (Frontage and Lot Lines).

10.5A55.22 Prescriptions for the **second lot layer** and **third lot layer** of corner **lots** and through **lots** pertain only to the **principal frontage**. Prescriptions for the **first lot layer** of **lots** with more than one **frontage** pertain to both **frontages**. See Illustration 10.5A53.10 (Lot Layers).

ILLUSTRATION 10.5A55.20 FRONTAGE AND LOT LINES

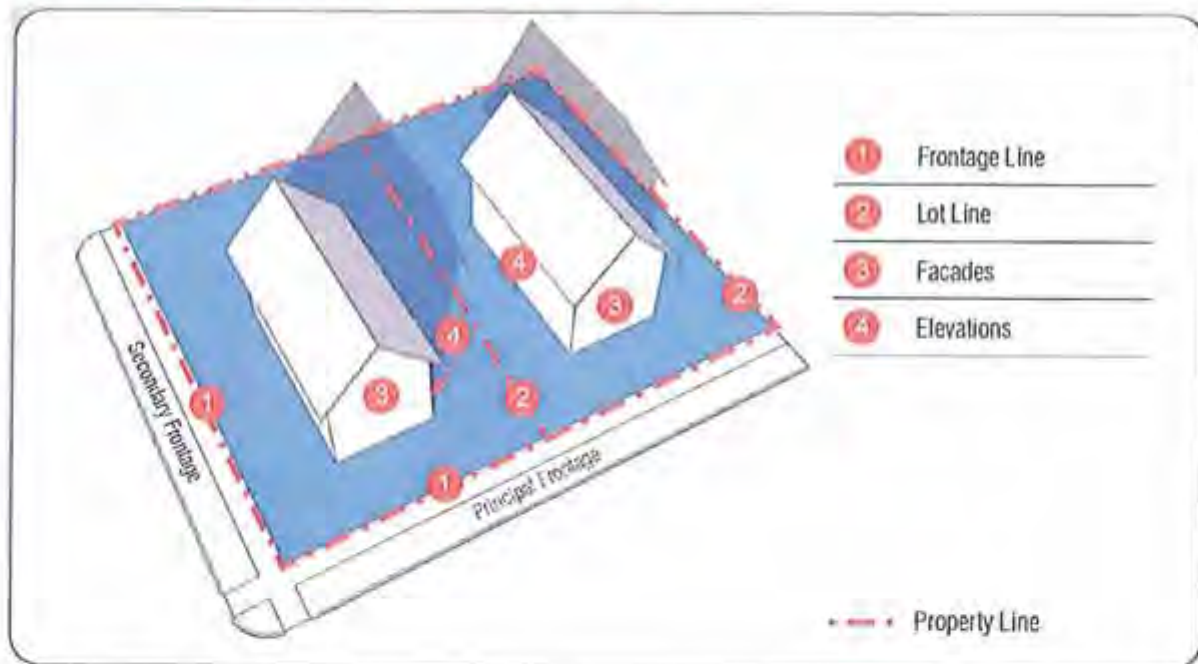


TABLE 10.5A54.30 PRIVATE FRONTAGE TYPES

Common Lawn Permitted Districts: **CD4-L**



A planted Frontage wherein the Facade is set back substantially from the Frontage Line. The front yard created remains unfenced and is visually continuous with adjacent yards, supporting a common landscape. The deep Setback provides a buffer from the higher speed Thoroughfares.

Porch Permitted Districts: **CD4-L** **CD4**



A planted Frontage wherein the Facade is set back from the Frontage Line with an attached porch or stoop permitted to Encroach. This may be used with or without a fence to maintain street spatial definition.

TABLE 10.5A54.30 PRIVATE FRONTAGE TYPES (CONTINUED)

Stoop Permitted Districts: **CD4-L** **CD4** **CD5**



A 3D architectural rendering of a three-story building with a mansard roof and dormer windows. The building features a prominent stoop entrance on the ground floor, which is elevated from the sidewalk. The entrance is reached via a set of stairs. The facade is aligned close to the frontage line.

A Frontage wherein the Facade is aligned close to the Frontage Line with the first Story elevated from the Sidewalk sufficiently to secure privacy for the windows. The entrance is usually an exterior stair and landing. This type is recommended for ground-floor Residential use. This frontage type is only allowed outside the Downtown Overlay District.

Step Permitted Districts: **CD4-L*** **CD4** **CD5**




A 3D architectural rendering of a three-story building with a flat roof. The building features a simple step entrance on the ground floor, which is flush with the sidewalk. The facade is aligned close to the frontage line.

A Frontage wherein the Facade is aligned close to the Frontage Line. The entrance is usually an exterior single step without a landing. This type is recommended for ground-floor Residential Office or Retail use. See Map 10.5A21C

TABLE 10.5A54.30 PRIVATE FRONTAGE TYPES (CONTINUED)

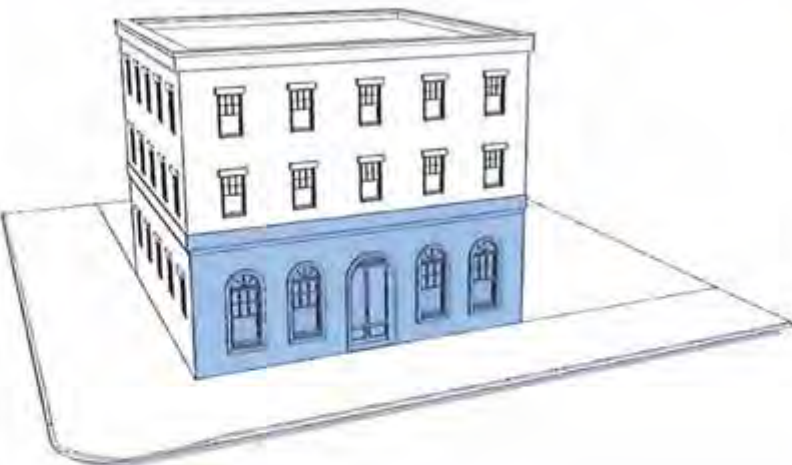
Shopfront Permitted Districts: **CD4-L*** **CD4** **CD5**



A Frontage wherein the Facade is aligned close to the Frontage Line with the building entrance at Sidewalk grade. This type is conventional for Retail use. It has a substantial glazing on the Sidewalk level and may have an awning that may overlap the Sidewalk to within 2 feet of the Curb.

* Only as shown on Map 10.5A21C Special Requirements: Specific Shopfront & Step Private Frontages Requirements Areas

Officefront Permitted Districts: **CD4-L*** **CD4** **CD5**



A Frontage wherein the Facade is aligned close to the Frontage Line with the building entrance at or above Sidewalk grade. This type is conventional for Office use. It may have substantial glazing on the Facade.

* Only as shown on Map 10.5A21C Special Requirements: Specific Shopfront & Step Private Frontages Requirements Areas

TABLE 10.5A54.30 PRIVATE FRONTAGE TYPES (CONTINUED)

Forecourt	Permitted Districts:	004
		
<p>A Frontage wherein a portion of the Facade is close to the Frontage Line and the central portion is set back. The Forecourt created is suitable for vehicular drop-offs. This type should be allocated in conjunction with other Frontage types. Large trees within the Forecourts may overhang the Sidewalks.</p> <p>This frontage type is only allowed outside the Downtown Overlay District.</p>		

10.5A55.30 Building and Ceiling Height

- 10.5A55.31 **Building** heights and ceiling heights within each **Character District** shall conform to Tables 10.5A42.10A-C (Character District Standards) and the **special requirements** for Specific Building Height Requirement Areas indicated Map10.5A21B.
- 10.5A55.32 In calculating height of a **parking structure** or **garage**, except for a roof-top level parking with a parapet wall less than four feet in height, each above-ground level counts as a single **story** regardless of its relationship to habitable Stories.
- 10.5A55.33 A short story includes either (1) the use of a top story below the cornice line of a sloped roof that is at least 20% shorter in height than the story below; or (2) a story with a mansard roof with a pitch no greater than 30:12.
- 10.5A55.34 In calculating **building** height, **roof appurtenances** that are less than 10 feet above the roof surface shall not be considered, provided that the total horizontal area of all such **roof appurtenances** shall not exceed 33 percent of the total roof area of the **building**.
- 10.5A55.35 The specific Height Requirement Areas are listed on Map 10.5A21B. In calculating **building** height, the maximum **building** height in each Height Requirement Area shall be as follows:

Height Requirement Area	Minimum Height in Stories	Maximum Height in Stories	Maximum Height in Feet
2 stories	2	2	35
2 stories (short 3 rd)	2	2 + short 3 rd	40
2-3 stories	2	3	40
2-4 stories (short 5 th)	2	4 + short 5 th	60
3 stories (short 4 th)	3	3 + short 4 th	50
4 stories (short 5 th)	4	4 + short 5 th	60

10.5A55.40 Maximum Building Footprint

No **building** or other **structure** shall have a footprint greater than 10,000 sq. ft.; except that this limitation shall not apply to **off-street parking structures** designed in accordance with the standards in Section 10.5A58.

10.5A55.50 Roof Type and Pitch

Building roof type and pitch within each **Character District** shall conform to Tables 10.5A42.10A-C (Character District Standards).

10.5A55.60 Facade Glazing

Window glazing of **building facades** within each **Character District** shall conform to Tables 10.5A42.10A-C (Character District Standards).

10.5A55.70 Loading Docks and Service Areas

Loading docks and service areas shall not be permitted on **frontages** or within the **first lot layer**. See Illustration 10.5A53.10 (Lot Layers).

10.5A55.80 Streetscreens

Any **streetscreen** along a **frontage** shall be built on the same plane as the façade of the **principal building** and shall be between 3.5 and 4.0 feet in height. Other **streetscreens** shall be between 3.5 and 6 feet in height. **Streetscreens** along the **frontage** shall have openings no larger than necessary to allow automobile and pedestrian access.

10.5A55.90 Building Type

Buildings in each **Character District** shall be of one or more of the **building** types specified for such **Character District** in Table 10.5A55.90 (Building Types).

10.5A56 Encroachments

Encroachments of **building elements** in setback areas shall be allowed within each **Character District** as set forth in Tables 10.5A42.10A-C (Character District Standards).

TABLE 10.5A55.90 BUILDING TYPES




House	Permitted Districts:	CD4—L CD4
		<p>House: Building having an Edgeyard yard type, initially intended as a single-family dwelling on a medium to large Lot, often shared with an Accessory Building in the back yard. This building type is only allowed outside the Downtown Overlay District.</p>
Duplex	Permitted Districts:	CD4
		<p>Duplex: a Building having an Edgeyard yard type, initially intended as a single-family dwelling, usually on a small Lot that may be shared with an Accessory Building in the back yard. This building type is only allowed outside the Downtown Overlay District.</p>
Rowhouse	Permitted Districts:	CD4 CD5
		<p>Rowhouse: a Building Type having a Rearyard Yard Type, initially intended for single-family dwelling, that shares a party wall with another of the same type and occupies the full Frontage Line. See Rearyard Building. (Syn: Townhouse). This building type is only allowed outside the Downtown Overlay District.</p>

TABLE 10.5A55.90 BUILDING TYPES (CONTINUED)




Live / Work	Permitted Districts: CD4 CD5
	<p>Live-Work: a Mixed Use unit designed to accommodate a ground floor commercial use and a Residential use above. The commercial Use may be anywhere in the unit.</p>
Small Commercial Building	Permitted Districts: CD4 CD5
	<p>Small Commercial Building: a Building having a Shopfront at the ground floor that may be used for Retail, Office, Medical, Commercial, Service, Personal Service, Civic, Education, or other Uses permitted in the applicable Character District. Only non-residential Uses are allowed on the ground floor in the Downtown Overlay District. The floors above may be used for a Residential Principal Function or for any other Function permitted in the applicable Character District.</p>
Apartment	Permitted Districts: CD4-L
	<p>Apartment: a Building with an Edgeyard yard type, initially intended for a Residential Principal Use, including multiple attached single-family Dwelling Units. This building type is only allowed outside the Downtown Overlay District. This building type may be designed from the exterior to complement detached single-family houses in certain Character Districts while containing actually several flats on the interior; may be for rent, or for sale as a condominium.</p>

TABLE 10.5A55.9D BUILDING TYPES

Large Commercial Building	Permitted Districts:	CD5
		<p>Large Commercial Building: a Building having a Shopfront at the ground floor that may be used for Retail, Office, Medical, Commercial, Artisan Light Industrial, Workshop, Service, Personal Service, Civic, Education, or other Uses permitted in the applicable Character District. The floors above may be used for a Residential Principal Function or for any other Function permitted in the applicable Character District.</p>

10.5A57 Building and Lot Uses

10.5A57.10 Uses

10.5A57.11 Except as noted on Map 10.5A21C, all **buildings**, other **structures** and land within the CD4 and CD5 Character Districts shall comply with the **use** regulations for the Central Business B district set forth in Section 10.440, and with the **special requirements** for **uses** set forth on Map 10.5A21C (Special Requirements: Use Areas).

10.5A57.12 All **buildings**, other **structures** and land within the CD4-L Character Districts shall comply with the **use** regulations for the Mixed Office Residential (MRO) district set forth in Section 10.440.

10.5A57.20 Downtown Overlay District

The **ground floor** of any **building** located within the Downtown Overlay District shall comply with the requirements listed under Section 10.640, subject to any applicable **shopfront** or **officefront special requirement**.

10.5A58 Off-Street Parking and Loading Requirements

10.5A58.10 General

Except as otherwise provided in this Section, all **buildings**, other **structures** and **uses** in the Character Districts shall comply with the **off-street parking** requirements set forth in Section 10.1110.

10.5A58.20 Number of Required Spaces

10.5A58.21 **Uses** in the Character-Based Zoning Area that are not included in the Downtown Overlay District shall be provided **off-street parking** in accordance with Section 10.1112.

10.5A58.21 **Uses** in the Character-Based Zoning Area that are included in the Downtown Overlay District shall comply with the **off-street parking** requirements for the Downtown Overlay District in accordance with Section 10.1115.

10.5A58.20 Supplemental Requirements in the Downtown Overlay District

Buildings, other **structures** and **uses** in the Character Districts that are also within the Downtown Overlay District shall comply with the additional standards in Section 10.643.

10.5A58.30 Parking, Loading, and Driveway Locations and Standards

10.5A58.31 All **off-street parking areas**, **parking garages** and off-street loading areas shall be located in the **second lot layer** or **third lot layer**.

10.5A58.32 **Parking areas**, **parking lots** and loading locations shall be screened from the **frontage** by a **building** or **streetscreen** except for any access **driveway**.

10.5A58.33 **Driveways** at **frontages** shall be no wider than 24 feet in the **first lot layer**.

10.5A58.34 Pedestrian exits from all **parking lots**, **garages**, and **parking structures** shall be directly to a **frontage line** and not directly into a **building**, except for underground parking accommodations.

10.5A58.35 **Parking structures** shall have **liner buildings** of at least 24 feet deep lining the **parking structure** throughout its entire height along the **frontage**.

10.5A58.36 In addition to any walkway or **sidewalk** around such **parking area** or **parking lot**, each **parking area** or **parking lot** that exceeds 75 parking spaces shall have least one pedestrian walkway of a minimum width of eight (8) feet that is paved differently from the parking spaces with respect to texture, material, style, and/or color.

10.5A58.40 **Parking Lot and Parking Area Landscaping**

Parking areas and **parking lots** that contain ten (10) or more spaces shall conform to the following:

- 10.5A58.41 **Parking areas** and **parking lots** shall contain one landscape island for every 10 parking spaces. **Parking lots** with more than one landscape island shall have such islands distributed throughout the **parking lot**. Each landscape island shall be a minimum of 325 square feet.
- 10.5A58.42 For every 2,000 square feet of **parking area** or **parking lot**, at least one tree shall be installed or preserved within the **parking area** or **parking lot**.
- 10.5A58.43 No parking space shall be more than 75 feet from a tree within the **lot**, as measured from the center of the tree to the nearest line demarcating the space.
- 10.5A58.44 All landscaping required pursuant to this Section 10.5A59.50 and **adjacent** to the paved portion of any **parking area**, **parking lot**, loading area, **accessway** or **thoroughfare** shall be located in a manner to protect the vegetation from vehicular damage. Without limiting the foregoing, all trees shall be separated from **parking area** or **parking lot** paved surfaces by at least 3 feet.
- 10.5A58.45 No standard set forth in this Section 10.5A59.50 shall be enforceable where the application of the standard would obstruct visibility within the **lot** to such extent as to interfere with the safe movement of vehicles and pedestrians within the **lot**.

10.5A59 Architectural Design Guidelines

In reviewing a proposed project in a Character District under Section 10.630, the Historic District Commission shall review the **Development Plan** for compliance with Architectural Design Guidelines adopted for the Character Districts or for the Historic District generally. The initial Guidelines shall be those contained in the document titled "Interim Architectural Design Guidelines for the Character-Based Zoning Ordinance," dated November 18, 2013, which shall apply until superseded by new guidelines adopted by the Historic District Commission and approved by the City Council.

Section 10.5A60 Definitions

This Section provides definitions for certain terms in Article 5A that are not otherwise defined in Article 15:

Adjacent

Having any distance of real property boundary in common with, or being separated from such a common real property boundary by a **thoroughfare**, right-of-way, alley or easement.

Attic

The interior part of a **building** contained within a gable or hip roof.

Backbuilding

A single-story **structure** connecting a **principal building** to an **outbuilding**. See Illustration 10.5A54.30 (Principal Building/Backbuilding/Outbuilding).

Block

The aggregate of private **lots**, Rear Alleys and Rear Lanes, circumscribed by **thoroughfares**.

Block face

The aggregate of all the **building facades** on one side of a **block**.

Building element

Any component or part of a **building**.

Character District

A zoning district shown on the **Regulating Plan** to which certain **development**, **lot** and **building** standards, and other elements of the intended built environment are applicable.

Civic

The term describing activities, **uses**, purposes and organizations other than the City of Portsmouth which are open to the general public, dedicated to arts, culture, education, religion, recreation, government, transit, gardening, horticulture, public gathering, assembly or meeting.

Civic space

An open area dedicated for **civic** use which is owned and operated by a not-for-profit organization or entity other than the City of Portsmouth. There are several **civic space** types defined by the combination of certain physical constants, including the relationships among their intended use, their size, their landscaping and the **buildings** that front on them. The **civic space** types are shown on Table 10.5A51.20 (Civic Spaces).

Configuration

The form of a **building**, including its massing, **private frontage**, and **height**.

Cornice

A crowning projected molded horizontal top of a **building** or some part of a **building**. A trimmed eave on the gable end of a gable-roofed **building** creates a **cornice**, consisting of two raking or sloping **cornices** with connected horizontal **cornice**.

Curb

The edge of the vehicular pavement that is raised to a granite curb. It usually incorporates the drainage system.

Development

Activity directed toward making an **improvement**.

Development Plan

A plan meeting the requirements of Section 10.5A33.10.

Driveway

A vehicular lane within a **lot**, often leading to a garage or parking area.

Edgeyard

A Yard Type in which **buildings** occupy the center of a **lot** with Setbacks in the front, the rear and on all sides. See Table 10.554.20 (Yard Types).

Elevation

An exterior wall of a **building** not along a **frontage line**. See Illustration 10.5A55.20 (Frontage and Lot Lines). See also **façade**.

Encroach

To break the plane of a vertical or horizontal regulatory limit with a structural element, so that it extends into a **setback**, or above a **height** limit.

Encroachment

Any structural element that breaks the plane of a vertical or horizontal regulatory limit, extending into a **setback**, or above a **height** limit, or the breaking of such limit by a structural element.

Facade

The exterior wall of a **building** that is set along a **frontage line**. See Illustration 10.5A55.20 (Frontage and Lot Lines). See also **elevation**.

Façade glazing

The portion of a **façade** that consists of transparent windows and doors.

First lot layer

That portion of a **lot** bounded by (a) the **side lot lines**, (b) the **frontage line**, and (c) the front **setback** line.

Frontage

As applicable to Article 5A, the area between a **building facade** and the vehicular lanes, inclusive of its built and planted components. **Frontage** is divided into **private frontage** and **public frontage**. See Illustration P.1 (Thoroughfares and Frontages), Table 10.5A54.30 (Private Frontage Types), and Illustration 10.5A55.20 (Frontage and Lot Lines).

Frontage line

A **lot line** bordering a **public frontage**. See also Illustration 10.5A55.20 (Frontages and Lot Lines).

Garage

An enclosed area integral to a non-municipal **principal building** or an **outbuilding** that provides as an **accessory use** space for parking or storage of vehicles incidental to the **principal use** of the **lot** or **principal building** on the **lot**. Not synonymous with **parking structure**.

Green

A **civic space** type for unstructured recreation, spatially defined by landscaping rather than **building frontages** and conforming to Table 10.5A51.20 (Civic Spaces: Green).

Improvement

Except as listed as an exempt activity under Section 10.633.20, any man-made alteration of land, a **lot**, a **building** or other **structure** whether horizontal, vertical, surface or subsurface.

Liner building

A **building** that is at least 24 feet deep measured from the **façade** and is specifically designed to mask a **parking lot** or a **parking structure** from the **public frontage**.

Lot layer

A range of depth of a **lot** within which certain elements are permitted. See **first lot layer**, **second lot layer** and **third lot layer**. See Illustration 10.5A53.10 (Lot Layers).

Lot width

The length of the **frontage line** of a **lot**, or in the case of a **lot** with two **frontages**, the **principal frontage line**.

Officefront

A **private frontage** type conventional for office or lodging **use**, wherein the **façade** is aligned close to the **frontage line** with the **building** entrance at or elevated above **sidewalk** grade. See Table 10.5A54.30 (Private Frontage Types).

Outbuilding

An **accessory building**, usually located toward the rear of the same **lot** as a **principal building**, and sometimes connected to the **principal building** by a **backbuilding**. See Illustration 10.5A54.30 (Principal Building/Backbuilding/Outbuilding).

Park

A **civic space** type that is **open space** available for structured or unstructured recreation and complies with the requirements of Table 10.5A51.20 (Civic Spaces: Park).

Parking area

An off-street, ground-level open area within a non-municipal **lot** for parking vehicles as an **accessory use** incidental to a **principal use** of the **lot** or **principal building** on the **lot**. Not synonymous with **parking lot**.

Parking lot

An off-street, ground-level open area within a non-municipal **lot** for parking vehicles as a **principal use**. Not synonymous with **parking area**.

Parking structure

A non-municipal **structure** containing one or more **stories** of parking above grade.

Path

A pedestrian way traversing a **park**, **square** or other **open space**, or otherwise separated from streets by landscaped areas, and ideally connecting directly with the urban **sidewalk** network.

Pedestrian Alley

A pedestrian connector, open or roofed, that passes between **buildings** to provide shortcuts through long **blocks** and connect rear **parking areas** to **frontages**.

Placement

The disposition of a **building** on its **lot**. See Illustrations 10.5A53.10 (Lot Layers) 10.5A54.30 (Principal Building/Backbuilding/Outbuilding) and 10.5A54.70 (Setback Designations).

Plaza

A **civic space** type designed for **civic** and commercial purposes, uses and activities, generally paved, spatially defined by **building frontages** and complying with Table 10.5A51.20 (Civic Spaces: Plaza).

Principal building

The main **building** on a **lot**, usually located toward the **frontage**. See Illustration 10.5A54.30 (Principal Building/Backbuilding/Outbuilding).

Principal entrance

The main point of access for pedestrians into a **building**.

Principal frontage

On **corner lots** and through lots, the **private frontage** designated to bear the address, and the measure of minimum **lot width**. Prescriptions for the location of parking in certain **lot layers** pertain only to the **principal frontage**. Prescriptions for the **first lot layer** pertain to both **frontages** of a corner lot. See Illustration 10.5A55.20 (Frontage and Lot Lines). See also **frontage**.

Private frontage

The privately held area between and including the **frontage line** and the **principal building facade**. See Table 10.5A54.30 (Private Frontage Types). See **frontage**.

Public frontage

The area between the **curb** of the vehicular lanes and the **frontage line**. See also **frontage**.

Rearyard

A Yard Type wherein a **building** occupies the full **frontage line**, leaving the rear of the **lot** as the sole yard. See Table 10.5A54.20 (Yard Types).

Regulating Plan

The zoning map or set of maps that shows the **Character Districts**, Municipal Districts, **civic spaces** and **special requirements**, if any, of areas subject to, or potentially subject to, regulation by Article 5A.

Secondary frontage

On **corner lots**, the **private frontage** that is not the **principal frontage**. As it affects the public realm, its **first lot layer** is regulated. See **frontage**.

Second lot layer

That portion of a **lot** bounded by (a) the **side lot lines**, (b) the front **setback** line and (c) a line which is 20 feet from and parallel to the front **setback** line.

Setback

- (a) The required distance between a structure or use and a specified reference point such as a use, lot line, zoning district boundary, wetland or water body.
- (b) An area within a **lot** in which **buildings** or other **structures** are not permitted in the absence of a permitted **encroachment**. (See also **yard** in Article 15.)
- (c) The placement of a **building** or other **structure** away from a **lot line**.

Shopfront

A **private frontage** type conventional for retail, office, service or restaurant **use**, with substantial glazing and with or without an awning, wherein the **façade** is aligned close to the **frontage line** with the **building** entrance at **sidewalk** grade. See Table 10.5A54.30 (Private Frontage Types).

Sidewalk

The paved section of the **public frontage** dedicated exclusively to pedestrian activity.

Sideyard

A Yard Type having a **setback** on one side and a **building** occupying the other side with no **setback**.

Special requirements

Provisions of Section 10.5A21.20 (Special Requirements) and/or the associated designations on a **Regulating Plan** or other map(s) for those provisions.

Square

A **civic space** type designed for unstructured recreation and **civic** purposes, spatially defined by **building frontages**, consisting of **paths**, lawns and trees, formally disposed, and complying with Table 10.5A51.20 (Civic Spaces: Square).

Step frontage

A **private frontage** type wherein the **facade** is aligned close to the **frontage line** with the first **story** elevated from the **sidewalk** for privacy, with exterior step without a landing at the entrance. See Table 10.5A54.30 (Private Frontage Types).

Stoop frontage

A **private frontage** type wherein the **facade** is aligned close to the **frontage line** with the first **story** elevated from the **sidewalk** for privacy, with an exterior stair and landing at the entrance. See Table 10.5A54.30 (Private Frontage Types).

Story

Except for habitable space within an **attic** or raised basement, a habitable level of **building** below the lowest point of its cornice or eave. See Tables 10.5A42.10A-C (Character District Standards).

Streetscreen

A freestanding wall built along the **frontage line**, on the same plane as a **facade** or at or along any **lot** or boundary line which masks a **parking lot** from the street, provides privacy to a side yard, and/or strengthens the spatial definition of the public realm.

Third lot layer

That portion of a **lot** bounded by (a) the **side lot lines**, (b) the **rear lot line** and (c) the line of the **second lot layer** that is parallel to and furthest from the **frontage line**. See Illustration 10.5A53.10 (Lot Layers).

Thoroughfare

A way for use by vehicular and/or pedestrian traffic and to provide access to **lots** and **open spaces**, consisting of vehicular lanes and/or pedestrian ways and the **public frontage**. See Illustration P1 (Thoroughfares and Frontages). Existing and potential pedestrian ways include Vaughan Mall, Commercial Alley, Ladd Street and Haven Court.



City of Portsmouth

INTERIM ARCHITECTURAL DESIGN GUIDELINES
FOR THE CHARACTER-BASED ZONING ORDINANCE

November 18, 2013

INTERIM ARCHITECTURAL DESIGN GUIDELINES

A. General

The following Interim Architectural Design Guidelines are applicable to all **buildings** or other **structures** in the Character District Areas. Such guidelines will be administered by the Historic District Commission (Commission) under the review of a Certificate of Approval application. Consistent with the objectives and review criteria of the District, the purpose of these architectural guidelines is to encourage traditional design principles.¹

These guidelines encourage the design of new **buildings** and other **structures** within the Character Districts to be consistent with the existing historic development patterns and styles within the District. Adherence to traditional design patterns and principles are strongly encouraged. However, meaningful juxtapositions to the existing historic context are also encouraged where they can be achieved. Overall, consistency and compatibility with the size, scale, height, texture, rhythm, proportionality and overall character of the surrounding buildings are desired. Additions, renovations, or extensions to existing buildings should also use these guidelines to the extent feasible. However, the architectural style, scale, height, texture, rhythm and proportionality of the existing building will be the key components in the review of the building design.

B. Applicability of Guidelines

Compliance with the Interim Architectural Design Guidelines is highly recommended. Interim Architectural Design Guidelines are advisory, recommendations and/or suggestions. Interim Architectural Design Guidelines include the words "should", "may", "is/are encouraged or is discouraged, or "is/are/ or is not recommended".

The Commission may deny a Certificate of Approval where a proposed building or structure is inconsistent with these guidelines, the objectives or the review criteria.

C. Facade Composition

The following Interim Architectural Design Guidelines are applicable to the composition of **structures** and other **improvements** in the **Character District Areas**:

1. **Facades** of **buildings** having four or more **stories** should be designed to have a tripartite design with a base, comprised of the first one or two stories of the **building**, a middle, comprised of the **story** or stories above the base, and a cap, comprised of an articulated cornice. The middle section of a **building** should be differentiated from the base by a transition line. A transition line may consist of a continuous, shallow projection, banding or belt course of brick or stone, a short setback, or an articulated trim course. The transition may also be supported by a change of window rhythm or size and a change in material or color.
2. **Facades** should be designed using simple proportions that maintain a rectangular vertical orientation.
3. **Facades** should be consistent in rhythm, setback, alignment, orientation, height, width and scale with adjacent buildings on the same street or block.

¹ These guidelines include references and guidelines listed in the *Traditional Construction Patterns*, S. Mouzon, 2004 and *Get Your House Right*, M. Cusato & B. Pentreath, 2007.

4. Massing should reflect small lot widths and relate to adjacent buildings and incorporate similar massing techniques such as projections, stepbacks, and vertical bay divisions.
5. Articulated roofs and skyline profiles are encouraged.
6. Blank walls are discouraged at **frontages**.
7. The percentage of void area (windows and other openings) in a **façade** should be between 20% and 60%, except at street-level **shopfront frontages**, where it should not be lower than 70%.
8. The **façades** of **buildings** with continuous façades that are 60 feet or greater in width should be provided with an entrance for every 30 feet of **façade**, should be designed with projecting or recessed offsets not less than 4' deep, and at intervals of not greater than 40 feet and otherwise should be articulated on a scale comparable to that of the rest of the **buildings** on the **block face**. **Principal buildings** should have a **principal entrance**.
9. The principal entrance of a building with a **shopfront private frontage** should be situated as required under Section 10.5A21.23 and Table 10.5A54.30 (**shopfront**).
10. The first floor and all other floors should have a coordinated composition, such as aligning the upper floor windows and other features with openings and features of the first floor. Entryways should clearly be the main focus of the Façade.
11. **Residential** finished floor level of the first floor should be at least 1 to 6 feet above **sidewalk** level in the front, but are allowed to be on grade in the rear. The sill of **residential** windows should be a minimum of 3 feet above the **sidewalk**.
12. Decorative details, high-quality materials, forms, textures and colors should be used to create details and small-scale elements (i.e. steps, stoops, porches, porticos trim and other projections) that break up the facade of the building and give the street level a three-dimensional character and human scale.

D. Walls

The following Interim Architectural Design Guidelines are applicable to walls of **buildings**, other **structures** and other **improvements** in the **Character District Areas**:

1. Different **building** wall materials should be separated vertically, with the lighter above the heavier, and each separated from the other by a horizontal line.
2. **Building** walls and gables of **principal buildings** should be natural or cast stone, painted or unpainted brick or painted or opaque-stained (on both sides) smooth-cut wood shingle, wood clapboard siding, stucco or smooth cementitious siding with all exposed surfaces painted.
3. **Building** walls and gables of **outbuildings** should be designed to harmonize with the form, color, and details their associated **principal building**.
4. Reflective wall materials are strongly discouraged.
5. Uncovered smooth-face concrete **block** (concrete masonry unit) is strongly discouraged as an exterior material.
6. Brick should be laid in a horizontal running bond, common bond, English bond or Flemish bond pattern. Raked mortar joints should be no greater than 3/8 of an inch wide.
7. Mortar color value (lightness/darkness) for natural brick or stone should be tinted to compliment the brick color. No black mortar is allowed.

8. Wood shingles should be a maximum of 4 1/2 inches exposed to the weather and siding should be a maximum of 4 inches exposed to the weather. Shingles should be machine cut with the bottom edges aligned.
9. Unless required for life safety codes, **facades** and side **elevations** of any one **building** should be made of the same materials.
10. Arches, piers and posts should be wood, natural or cast stone, brick or stucco over masonry.
11. Columns should be brick, natural or cast stone, cast-iron, painted synthetic wood, painted or opaque stained wood or authentic wood.
12. The distance between columns on the ground floor should be vertically proportioned with the upper floors of the building.
13. Foundation walls, retaining walls, piers and pilings should be **block** or poured concrete finished in natural stone, stucco, painted or unpainted brick. Foundation walls for the **principal building** should be a minimum of 8 inches and a maximum of 36 inches above grade.
14. Surface-applied waterproofing on masonry walls should not be visible.
15. Foundation openings should be appropriately scaled and sized, should occur in sufficient quantities, and should respond to the grade of the **lot** to allow for drainage and ventilation.
16. Exterior trim should be indistinguishable from wood when painted.
17. All exposed synthetic wood products, and composite materials should be painted or opaque stained.
18. Wall materials on varying planes of a single **building should** be configured in a consistent **configuration**, and wood clapboard siding and shingles should be horizontal.
19. An articulated cornice should be provided where the top **building** wall meets the roof.

E. Projections, Attachments and Other Elements

The following Interim Architectural Design Guidelines are applicable to projections, attachments and other elements of **buildings**, other **structures** and other **improvements** in the **Character District Areas**:

1. Porches should be proportional to the scale of the rest of the **building**.
2. Porch openings should match the proportions of the attached building.
3. Porch railings should be made of wood or metal. Porch floors and posts may be wood, masonry or painted composite materials. Porches may be enclosed with glass or screens. Porch ceilings may be enclosed.
4. **Stoops** should be finished in painted or opaque-stained wood, natural or cast stone, integral color or painted stucco or brick
5. Balconies should be located on a side or rear wall and should be visibly supported by brackets.
6. Railings should have top and bottom rails centered on the balusters, boards or pickets and metal railings should be painted.
7. Chimneys, chimney enclosures and fireplaces, should be of masonry, finished with painted or natural brick, natural or cast stone, or integral color or painted stucco in keeping with the architectural style of the **building** to which it is attached.

8. Chimneys should be corbelled or have a projecting cap and chimney pots, bishop caps and other expressive chimney cap details are encouraged.
9. Unless an easement is granted by the city for location within the **public frontage**, Galleries and Arcades should span over a pedestrian area or walkway within the **private frontage**. Such pedestrian area should be a minimum of 8 feet wide, and if covered, with a minimum interior height of 14 feet to the top of the vault, or to the ceiling between visible beams or coffers.
10. Openings of Galleries and Arcade breezeways should be square or vertically proportioned measured to the top of the arch or lintel, according to the proportions of the attached building.
11. Colonnades should be masonry finished in natural or cast stone or natural or painted brick, cast-iron or metal, painted or natural or opaque stained wood or painted synthetic wood, and should rest on pedestals to accommodate any grade changes.
12. Rooftop mechanical and telecommunication equipment should be fully screened on all sides so as not to be visible from any street, **path** or walkway and to minimize the negative aesthetic impact upon the view from nearby **buildings**. Screening should be incorporated in a manner consistent with the overall architectural design of the **building** and should consist of parapets, penthouse screens or other similar methods.
13. Open decks should only be located in rear yards and/or on roof tops.
14. Bay windows should be a maximum of 4 feet deep and should be three-sided.
15. Exterior trim and siding for bay windows should be built of copper, wood or other material indistinguishable from wood when painted.
16. Exterior Insulation and Finishing System (EIFS) is discouraged. Stucco and insulated Stucco are permitted.

F. Roofs

The following Interim Architectural Design Guidelines are applicable to roofs of **buildings** in the **Character District Areas**:

1. Buildings *may* have **green** roofs.
2. Solar shingles and panels are encouraged provided that they are installed on and parallel to the roof or are not visible from the **frontage**.
3. Roofs should be clad in one of the following materials, wood shingles, wood shakes, crimp or standing seam galvanized metal or copper, slate or synthetic slate, clay tiles, or dimensional asphalt shingles.
4. Pitched roofs should be a symmetrical gable, hip, gabled hip, hipped gable, flared hipped or cross gable, as allowed for the applicable **Character District** (See Tables 10.5A2.10A-C) and should be pitched as allowed for the applicable **Building Type** (See Table 10.5A55.90).
5. Shed roofs (roofs which pitch in one direction) are allowed for the applicable **Character District** (See Tables 10.5A2.10A-C) for the applicable **Building Type** (See Table 10.5A55.90) if the ridge is attached to an exterior wall of a **building**.
6. When used, flat roofs are encouraged to be occupable from an interior room, in which case, they should be edged by a railing or parapet and be recessed from the outside building wall.

7. Flat roofs should be enclosed by parapets or screen walls as required to conceal mechanical equipment from view from any **frontage**.
8. Flat roofs should use white membrane/ high albedo (high reflection coefficient) roofing materials, except for green roofs. The membrane should not be wrapped over the edge, or parapet using a cleat system to fasten it.
9. Roof penetrations, other than chimneys, should be placed so as not to be visible from streets or **paths** and should match the color of the roof or transition to copper, with copper flashing.
10. Satellite dishes and communications equipment should be as small as feasible and placed in the least visible location on the property to provide adequate signal reception.
11. Flashing should be galvanized metal or copper. Painted aluminum is allowed in concealed locations and drip edges to match the painted fascia trim. Galvanized metal (i.e. zinc coated or copper) should be used at all exposed locations.
12. Overlapping or "nested" gables are strongly discouraged unless the smaller gable is part of a balcony or porch, an entrance feature or rear ell..
13. **Buildings** with gutters or scuppers should have either internal roof drains or, downspouts or rain chains. When located on a public way, the bottom 4 feet of downspout should be protected by an enclosure or transition to a cast iron base.
14. Exposed gutters, downspouts, scuppers and conductors should be made of galvanized metal, painted aluminum to match the fascia, trim or wall material, or copper. Wood encasements may be used on wood clad buildings. Gutters should be square, half-round or ogee in profile. Downspouts should be arranged as an integral part of the **Facade** composition, and should generally be placed at the corners of the **building** least visible from **frontages**. External or internal roof drainage systems are required where eaves extend over **adjacent** private or public property line.
15. Eaves should be continuous, unless overhanging a balcony or porch. Eaves should have an overhang that is appropriate for the building style.
16. Gable ends should have historically accurate and appropriately detailed rake and fascia trim.
17. Dormers should be roofed with a symmetrical gable, hip, or shed roof. They should be placed in accordance with the building style and should not exceed 33% of the total roof area on each side of the roof.
18. Dormers should be habitable and have at least one window. When multiple windows are used a stud-pocket should be used.
19. For pitched roofs, natural roof ventilation using eave vents, gable vents, ridge vents and/or dormer vents is encouraged. Exposed mechanical roof vents such as turbines or power roof ventilators are strongly discouraged on pitched roofs that are facing the **public frontage**. Roof ventilation on flat roofs should be screened from view from all **frontages**.

G. Openings, Windows and Doors

The following Interim Architectural Design Guidelines are applicable to openings, windows and doors of **buildings** in the **Character District Areas**:

1. All openings, including porches, Galleries, Arcades and windows, with the exception of **shopfronts** and **officefronts**, should be vertical in proportion and consistent with the surrounding buildings.
2. Openings above the first **story** should not exceed 50% of the total **building** wall area, with each **facade** or **elevation** being calculated independently.
3. Repairs to existing windows in a **focal** or **contributing** building or structure should require documentation of the deterioration of the existing windows sufficient to justify proposed replacement and detailed and dimensioned documentation of proposed windows and the existing window to be replaced.
4. Retaining, maintaining and repairing original windows and the replacement of modern inappropriate windows with historically appropriate windows is strongly recommended.
5. Removing historic window sashes and removing or encapsulating historic wood trim is strongly discouraged.
6. Window replacement should require matching the original size, shape, configuration, type, operation, materials, muntin pattern, dimensions, profiles and detailing to the greatest extent possible with a salvaged or new replacement window. Installing clear glass is required at all openings unless replacing historic colored, beveled or frosted glass in-kind.
7. Installing replacement windows in less visible areas using quality wood replacement windows and reusing serviceable trim, hardware or components or using salvaged materials is recommended.
8. Replacing a window component or unit if; repair and maintenance will improve its performance and preserve historic elements; it will decrease the window size or shape with in-fill to allow for installation of stock unit size or installing an inappropriate window type, such as a casement in a former double-hung window location; it will increase the window size; or, it will alter the window shape to allow for picture or bay windows.
9. Windows should be made of wood, metal, or aluminum-clad or fiberglass-clad wood.
10. Windows in wood or cementitious sided houses should have a casing commensurate with the architectural style and detail of the building. Brickmold casing should be used in masonry walls.
11. Windows should be fixed or operable double hung, casement or awning windows. Sliding or folding windows are not encouraged
12. Multiple types of windows may be used if contextually appropriate, are vertically proportioned and, if used within the same opening, should be separated by a 4 inch minimum mullion.
13. Except for buildings located on corner lots, windows in **facades** should be no closer than 2 feet from the corners of the **building**.
14. Muntins at **frontages**, if any, should be true divided lites or simulated divided lites fixed on the interior and exterior surfaces with spacer bars to cast a shadow.
15. Window panes throughout the **building** should be uniform in size or proportion, provided that openings may become proportionally smaller on the upper stories.
16. Single glass panes should be no larger than 15 square feet except for **shopfront** and **officefront** levels.
17. Glass in windows should be low-e, untinted and free of colored or reflective coatings

18. Frosted glass, interior adhered window film, Plexiglas, and glass **blocks** are strongly discouraged at **frontages**.
19. Unless flush-set into a wood frame, metal or aluminum storm windows or doors are discouraged.
20. Simple screen windows and doors with large screened openings that reveal as much of the historic window or door as possible and installing removable window screens to facilitate maintenance of historic windows is strongly encouraged.
21. Window screens, if provided, should cover only half the window area when in public view. Interior screens are strongly encouraged.
22. Walls along **frontages** should have windows or doors spaced no further apart than 15 feet.
23. Building entrances should be defined and articulated by architectural elements such as lintels, pediments, pilasters, columns, and other design elements appropriate to the architectural style and details of the **building** as a whole.
24. Transoms and sidelights at building entrances are encouraged.
25. Sidelights should not exceed 12 inches in width.
26. Lintels of stone or pre-cast concrete should extend horizontally beyond the window opening dimension. Brick soldier lintels *should* extend one brick beyond the opening.
27. Lintels and sills on **adjacent** windows should be aligned to create a harmonious **1**. Window sills should receive more emphasis than lintels generally.
28. Shutters should be louvered, planked or paneled and should be applied to all or none of the typical windows on any **facade** or **elevation**. Shutters, if provided, should be made of painted wood or painted synthetic wood and should be fully operational with all necessary hardware and should be sized, shaped and proportioned to match the associated openings. The use of shutter pintels and shutter dogs is encouraged.
29. Vents in foundation walls should be painted cast iron or aluminum grates, pierced natural or cast stone or natural or painted brick.
30. Where appropriate due to the architectural style of the building windows should be articulated with a lintel, casing, and drip mold. On stucco over masonry walls, the lintel is not required to be evident.
31. Except on **shopfronts** and **officefronts**, windows should be subdivided into lites by muntins, and the lites should be vertical in proportion.
32. Serviceable original wood doors, transoms, sidelights should be retained unless seriously deteriorated. Serviceable trim and hardware should be retained unless seriously deteriorated or non-operational. If the originals do not survive, replacement doors should match as closely as possible to original doors or using doors appropriate to the building's period and style. The original materials, type, size, shape, configuration, muntin pattern, dimensions, profiles and detailing should be matched to the greatest extent possible.
33. The installation of roll-down security shutters on doors or windows or the installation of shutters in locations they would not have existed historically is strongly discouraged.
34. Replacing a door or component if repair and maintenance will improve its performance and preserve historic elements; decreasing door size or shape with in-fill or increasing door opening to allow for installation of stock door size; or removing or encapsulating historic wood trim are all not recommended.

35. Doors should have a lintel, frame or casing and drip mold.
36. Garage doors may have one or more windows and should have plank or panel detailing.
37. Doors on upper-story balconies should be glazed in the style of French doors.
38. **Garages** in the **second lot layer** should have carriage style doors.
39. Doors, with the exception of any windows therein, should be natural or opaque stained or painted wood.
40. Doors, except **garage** doors and windows in doors, should be constructed of planks or raised panels (not flush with applied trim) which express the construction technique.
41. Doors and windows that operate as sliders are strongly discouraged along **frontages**.

H. Shopfronts

The following Interim Architectural Design Guidelines are applicable to **shopfront private frontages** in the **Character District Areas**:

1. For **principal buildings** located on a corner, the **primary entrance** should either be oriented to the corner, or face the **principal frontage**. Otherwise, for all other buildings the **principal entrance** should face the **frontage**.
2. Except for the window component, **shopfronts** should be made of wood, stone, cast stone, cast iron, metal, natural or painted brick.
3. Wood **shopfronts** should be natural, painted or opaque stained.
4. Upper floor levels should align with surrounding buildings..
5. **Shopfronts** should have internal structural support to allow back-bolted installation of signs and awnings whether or not signs or awnings are installed at the time of initial construction.
6. **Shopfront** doors, windows, awnings, signage and lighting should be designed as a unified whole.
7. **Shopfront** windows should sit on a 12 to 36 inch high kneewall.
8. Windows and doors should comprise a minimum of 70% of the **front facade**.
9. **Mullions** are encouraged at shopfront windows.
10. Reflective, tinted, stained glass, colored, or spandrel glass is strongly discouraged on any **shopfront** or windows above.
11. Awnings are encouraged provided they do not conceal architectural features (such as cornices, columns, pilasters, or decorative details).
12. Awnings should be rectangular in **elevation** and triangular in cross-section should have a metal **structure** covered canvas, synthetic canvas or painted metal.
13. Awnings of the quarter-round or domed variety are strongly discouraged and awnings should not be backlit.
14. Retractable awnings are preferred.
15. Unless the business is occupying multiple buildings, all awnings on a single business should be identical in color and form.

I. Signs

Signs should comply with Article 12 with the following exceptions:

1. No **free-standing sign** should exceed five feet (5') in height.
2. No **monument signs** should be allowed.

J. Miscellaneous

The following additional miscellaneous Interim Architectural Design Guidelines are applicable to all **buildings**, other **structures** and other **improvements** in the **Character District Areas**:

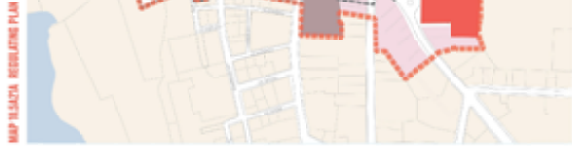
1. The use of recycled and/or locally-sourced materials is strongly encouraged.
2. Low-VOC (Volatile Organic Compound) paints, sealants, and stains are strongly encouraged on all surfaces requiring such treatment.
3. **Facade** colors should be harmonious with respect to the **building** and **adjacent buildings**.
4. All exterior lighting should be of warm spectrum and dark-sky compliant.
5. Exposed fixture housings should be scaled appropriately to the building and of a patina or painted metal finish.
6. Any security system signs should be affixed to a **building**.
7. Trash collection sites should be located in the **third lot layer** and should be fully enclosed on three sides and enclosed on the fourth side with a self-closing gate.
8. Ground level mechanical/ communication equipment should be designed so it does not **encroach** on walkways or **parking areas**, and should not be visible from any **frontage**.
9. In **developments** of **lots** accommodating 6 or more **buildings**, a minimum of three substantially different **facades** should be provided.

City of Portsmouth - Character-Based Zoning

City Council First Reading
November 18, 2013

The Regulating Plan and Special Requirements maps
are the Zoning Map for the Character Districts.

Not To Scale



**Form-Based Zoning:
Conforming Amendments to Other Sections of the Zoning Ordinance
November 18, 2013**

**ORDINANCE #
THE CITY OF PORTSMOUTH ORDAINS**

That the Ordinances of the City of Portsmouth, Chapter 10 – Zoning Ordinance, Article 5 – Dimensional and Intensity Standards, are hereby amended as follows (inserted text in **bold**; deleted text in ~~strikethrough~~):

1. In Article 4, Section 10.410 – Establishment and Purpose of Districts, insert the following before the row titled "Business Districts":

Character Districts		
Character District 4-L	CD4-L	To promote the development of walkable, mixed-use, human-scaled places by providing standards for building form and placement and related elements of development.
Character District 4	CD 4	
Character District 5	CD5	

2. In Article 4, Section 421 – District Location and Boundaries, insert the following new Section 10.421.30:

10.421.30 The following maps are incorporated by reference in the Zoning Map:

10.421.31 The Regulating Plan and Special Requirements Maps for the Character Districts (Maps 10.5A21A through 10.5A21D), as most recently amended.

10.421.32 The Flood Insurance Rate Maps (FIRM) for the City of Portsmouth, prepared by the Federal Emergency Management Agency (FEMA), as most recently amended.

10.421.33 The "FAR Part 77 Imaginary Surfaces Plan" for Pease International Tradeport, dated May 1995.

3. In Article 6 – Overlay Districts, Section 10.640 – Downtown Overlay District, Section 10.641.10, insert the words "and the Character Districts" after the words "Central Business B districts," so that the paragraph reads as follows:

10.641.10 The Downtown Overlay District (DOD) is an overlay district applied to portions of the Central Business A and Central Business B districts **and the Character Districts**. All properties located in the DOD must satisfy the requirements of both the DOD and the underlying districts.

4. In Article 6 – Overlay Districts, Section 10.640 Downtown Overlay District, Section 10.643 – Off-Street Parking Facilities, amend Sections 10.643.20 and 10.643.30 as follows:

10.643.20 In the DOD, accessory off-street parking facilities providing spaces for more than two vehicles **above ground level** shall not be located within ~~30~~ **24** feet of the following streets:

Bow Street	Daniel Street	Middle Street
Chapel Street	Fleet Street	Penhallow Street
Chestnut Street	Hanover Street	Pleasant Street
Congress Street	High Street	State Street
Court Street	Market Street	Vaughan Mall

10.643.30 In the DOD, the vehicular entrance into a building or structure containing off-street parking facilities for more than two vehicles shall not face any street listed in paragraph 10.643.20; the vehicular entrance shall be set back at least ~~30~~ **24** feet from any street listed in paragraph 10.643.20; and shall be located at least 50 feet from any street intersection.

5. In Article 12 – Signs, Section 10.1230 – Sign Districts, Section 10.232, insert the words "Character District 4-L," "Character District 4" and "Character District 5" in the row titled "Sign District 3," as follows:

Sign District 3	Central Business A Central Business B Character District 4-L Character District 4 Character District 5
-----------------	---

6. In Article 15 – Definitions, Section 10.1520 – Terms With Specialized Applications, insert the following new Section 10.1525:

10.1525 Terms that are used primarily in Section 10.470, Character Districts, are defined in Section 10.476, including:

Adjacent	Officefront
Attic	Outbuilding
Backbuilding	Park
Block	Parking area
Block face	Parking lot
Building *	Parking structure
Building element	Path
Character District	Pedestrian alley
Civic	Placement
Civic space	Plaza
Configuration	Principal entrance
Cornice	Principal frontage
Curb	Private frontage
Development	Public frontage
Development Plan	Rearyard
Edgeward	Regulating Plan
Elevation *	Second lot layer
Encroach	Secondary frontage
Encroachment	Setback
Facade	Shopfront
First lot layer	Sidewalk
Frontage *	Sideyard
Frontage line	Special requirements
Garage	Square
Green	Step frontage
Iconic building	Stoop frontage
Improvement *	Story *
Landmark building	Streetscreen
Liner building	Structure *
Lot layer	Terminated vista
Lot width	Third lot layer
Muntin	Thoroughfare
Mullion	True divided light window

* These terms are defined differently for Section 10.470 than for other sections of this Ordinance.

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

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

This ordinance shall take effect upon its passage.

APPROVED:

Eric Spear, Mayor

ADOPTED BY COUNCIL:

Kelli L. Barnaby, City Clerk



Mayor Spear
City Council
1 Junkins Avenue
Portsmouth, NH 03801

RE: Event Permit Request for Santa Ski New England 2013

Mayor Spear and Members of City Council,

We are writing you today to respectfully request your consideration of our application to hold a fundraising event in the City of Portsmouth. The event will be known as Santa Ski New England 2013 and will take place on November 30th, 2013 on the premises of the Isles of Shoals Steam Ship Company located at 315 Market Street. The purpose of the event is to raise food and money donations for two local non-profit organizations. The first is a local food pantry known as Operation Blessing. The second is a local program known as End 68 Hours of Hunger which strives to provide underprivileged school children with a backpack full of food on Friday's so they do not go hungry over the weekend.

The event centers on a water skiing exhibition involving Santa and his reindeer skiing down the Piscataqua River. A group of experienced skiers and boat drivers will brave the icy waters of the Piscataqua to bring some holiday cheer to people of all ages. With a great vantage point from the facility of the Isles of Shoals Steam Ship Co., people can watch the water skiing activities while also enjoying a live band, and hot food and drinks such as chowder, burgers, hotdogs, coffee, and hot coco. All proceeds from the sale of food and beverages by vendors such as Foster's Downeast Clam Bake will also be donated to the above mentioned charities.

The event is planned to take place from 12pm to 4pm on the 30th which will hopefully help draw some more people into the area on the busy Thanksgiving shopping weekend and provide a great kick-off of the holiday season. It is our hope to grow Santa Ski slowly year by year into a long lasting tradition in the City which brings people of all ages together to join in the holiday spirit and lend a helping hand to people in need.



We have included with this letter our press kit which further outlines the details of the Santa Ski NE 2013. As required we will have insurance coverage in place for the day of the event. We do not anticipate any encumbrances on the City's streets, sidewalks, or parking facilities due to the event being held within the premise of the Isles of Shoals Steam Ship Company.

Please do not hesitate to contact us with any questions, concerns, or suggestions for this event. We sincerely thank you for your consideration of this application and we look forward to working with the City to make the Santa Ski into wonderful experience for all.

Sincerely,

Zachary Taylor and Alex Marshall
Co-Founders, Santa Ski NE
(207) 451-7205
santaskine@gmail.com

Santa Ski New England

T'WAS THE END OF THE SEASON

T'was the End of the Season, when all through
the oar
Not a person was speaking, on our way to the
oar
The boat was all covered and trailered with care
in hopes that the spring time soon would be
there

The water-skis were packed, the ropes coiled
neat
While visions of next year came without
skipping a beat
With Zach in the front and Alex at the wheel
They both thought to themselves, this must be
surreal

When all of a sudden, there erupted such a
clatter
We sprang from our seats and said, "we
should ski down the river"
Right out the window, our distraught flew
like a flash
And one yelled with excitement, let's have a
community Santa Bash!

A quick word of mouth and shout-out on
Facebook
We gathered a crowd on the Decks for a quick
look
The weather was freezing on that December
day
But that didn't stop the show from a delay
The boat cruising down the river with skiers
behind
The crowd quickly knew it was almost
Christmas time
They shouted and cheered as the reindeer all
passed
And the kids finally screamed, "it's Santa"
at last

We had Dasher, and Dancer, and Prancer, and
Vixen
Next year we'll have comet, and cupid, and
Donner, and Blitzen
Up to the Bridge and back down to the decks
We skied with excitement for visions of years next
With all the attention we gained from year one
There truly was only one thing to be done
We called up some people and with a great deal of
thanks
A fundraising event was created for some local
food banks

There is hot chowdah and choolate for the kids to
be happy
With a dunk tank and bouncy house to keep
them all laughing
This year's tent with activities for all to take part
You know that your donations will feel good in
your heart

Santa Ski New England is coming in hot
with intentions of creating a Christmas time
hotspot
So gather the family and friends in November
As we bring you a show you're sure to remember



Santa Ski New England Cover Letter

Dear potential sponsor,

As passionate water skiers, we believe that we have found a mode to affect positive changes in the Seacoast community. For our future goals to come true, we need the help of generous sponsors like you.

Santa Ski New England is in our third year. Our goal is to raise money each year for children in need. We're focusing on the following charities: End 68 Hours of Hunger and Operation Blessing. So far, our grass roots efforts have had successful results. In 2013, we are making our fundraising event bigger and better! We have increased our fundraising goal to \$10,000 and plan on putting on a memorable event that will not only become a mainstay in the Seacoast holiday season for years to come, but a powerhouse for local charity.

Presented in this media kit are the facts, history, and future goals for SSNE. In looking through the following pages, we hope that the excitement we have for this unique event will be clear and that we can pass it on to you. In addition to the background of the event, enclosed is a sponsorship page detailing the different levels of involvement offered by SSNE. As you become more familiar with the message and goals of this fundraiser, we hope that you also come to believe in this great cause.

Thank you in advance for your kind support.

Fact Sheet
Santa Ski New England 2013

Date: Saturday, November 30th 2013

Time: 1-4pm

Location: Isle of Shoals Steamship Company parking lot, 315 Market St.,
Portsmouth, NH

- Water-skiing will take place on the Piscataqua River between the Sarah Mildred Long and Memorial Bridges

Charities: Operation Blessing and End 68 Hours of Hunger

Activities Breakdown:

- 1pm: Kick-Off
 - Restaurant doors open
- 3pm: Water-skiing event begins
- 4pm: Water-skiing winds down and event concludes

Contact Info: Alex Marshall

- Phone: 207-451-8517
- E-mail: santaskiNE@gmail.com

Facebook: Santa Ski New England

Santa Ski New England History

Winter 2011. How it Began..

As the winter of 2011 approached, Alex Marshall and Zach Taylor were lamenting the fact that the water skiing season was coming to a close. So, despite nature's protest, they decided to ski the Piscataqua River with the second strongest currents in the country, for fun. On a snowy December afternoon, Alex, Zach and a couple friends, arrived at the river, excited to pull off a daring stunt. With a crowd of about 100 looking on from the Bow Street restaurant decks in Portsmouth, a few more in boats, and even a passing helicopter, they hit the river...decked out in the North Pole's finest. Alex in the Santa suit with the rest, as reindeer; they waterskied down the river between the Sarah Mildred Long and Memorial Bridges. Alex and Zach deemed the event a success. Both men had the event in mind as a future fundraiser, so the stage was set for a much bigger spectacle next year.

-Photos-

December 2012. Year Two.

On December 1, 2012, the name Santa Ski New England was officially cast and this event became a fully fledged charity fundraiser. In just its second year, SSNE transformed their wild stunt into a full-blown event. Several businesses volunteered their time, services and products to raise money for four charities: Footprints, Table of Plenty, Operation Blessing and End 68 Hours of Hunger. Several hundred were warmed by hot chocolate and refreshments at the event's new location – the Isle of Shoals Steamship Company's parking lot. While waiting for the skiers to arrive, a band played, and food and drink were provided by local businesses. Complete with a bouncy house, a Grinch dunk tank and holiday decorations, the event also provided donation bins for toys and non-perishable food items. Delighted crowds watched and cheered as Santa, his elves and several reindeer waterskied the Piscataqua River in all their red, and green color! At the close of the second annual SSNE, close to \$3,000 had been raised for the different charities, a rousing success considering the event had been conceived barely a year before.

_Photos-

December 2013. Year Three

Bigger, better, jolly, more fun, more sponsors, more donations to charity. Be a part of the fun and good will this season.

PRESS RELEASE

For more information, please contact:
Alex Marshall
Santa Ski New England
207-451-7205
santaskiNE@gmail.com

Not Ever Seen Anywhere in the Country, Santa Ski New England will Hold Unique Charity Event in Portsmouth, NH

Waterskiing the Piscataqua, Santa and his elves hold daylong fundraising event!

Portsmouth, NH- (July 11, 2013) Quickly becoming an established event in Portsmouth, NH, **Santa Ski New England** is hosting its third annual fundraiser for charity. On Saturday, November 30th, S.S.N.E.'s volunteers will dress up as Santa, Mrs. Claus, Santa's elves, Rudolph, reindeer, and the Grinch and waterski the Piscataqua River, to benefit two charities: Operation Blessing and End 68 Hours of Hunger. Many returning sponsors are helping to make this unique fundraiser a success, but with a much larger goal in 2013, new sponsors are needed! One hundred percent of donations from the event will benefit the two charities.

"The Santa Ski started off late in 2011," explains Alex Marshall, co-founder of Santa Ski New England "as a crazy idea for a waterskiing stunt which then took off like wildfire. Frankly, we were just looking for any excuse we could find not hang the skis up for the winter! After the premier of the Santa Ski last December, we realized how much potential there was for this to become a big deal."

Entering its third year, **Santa Ski New England**, is developing into a future mainstay as a Portsmouth holiday tradition combined with an innovative way to raise money for charity. This year, two charities will benefit from Santa Ski's efforts: Operation Blessing and End 68 Hours of Hunger. Why Alex and Zach chose these charities? Operation Blessing is a non-profit, humanitarian organization with a mission to alleviate human need and suffering in the United States and around the world. They provide primary needs to families in crisis, such as food, clothing, furniture and household goods, which are available, free of charge, at their local centers. End 68 Hours of Hunger is a private, local charity effort to confront the approximately 68 hours of hunger that some school children experience between the free lunch they receive in school on Friday afternoon and the free breakfast they receive in school on Monday morning. As of January 2013, nearly 500 children are served per week in the local New Hampshire and Maine areas. Both Alex and Zach hope the event continues to evolve and augment the aid given to these charities.

"We are excited to grow this holiday water event into a lasting tradition," commented Zach Taylor, co-founder, "that is not only fun for all ages, but also a means to give back to the community and bring a little Christmas cheer to people that could use a helping hand. There are many ways to donate to this event and we're hoping we can reach our \$10,000 goal this year!"

The event is bigger than ever, hoping to surpass the several hundred that turned out last year. Located at the Isles of Shoals Steamship Company's parking lot, the 1pm kick off features a DJ, a band, food and drink (provided by Foster's Clambake), and a kids' activities tent featuring a dunk tank and bouncy house, among numerous other games. There will also be a petting zoo, featuring Freeway the Reindeer, and Frosty the Snowman walking around greeting the kids

accompanied by a photographer, and a photo opportunity with Santa Claus himself. At 3pm the main event turns the spotlight to the water, as Santa, his elves, reindeer, and even Mrs. Clause ski down the Piscataqua River, unveiling an array of tricks and even some mischief from the Grinch. The whole cast of characters will come by the land events when the skiing is over.

The most important update to this year's agenda is an increased way to donate, providing patrons with a chance to give however they please. Additionally, the expanding event is looking for corporate sponsorships. With the heightened goal of giving, more sponsors are needed to contribute. Interested parties can contact Zach or Alex at 207-451-7205 or email santaskiNE@gmail.com to see how they can contribute to this amazing event. All proceeds from the event will benefit charity.

Santa Ski New England was established by Alex Marshall and Zach Taylor in late 2011 as they developed their idea to water-ski the Piscataqua in the winter. Realizing the potential their idea had to help charity, they hastily organized the 1st annual Santa Ski New England in December 2011. With close to 100 attendees, the event and money raised for four different charities and the event was deemed a success and blossomed into the spectacle seen today. On top of the main water skiing event, the afternoon boasts family friendly events catered by local business and volunteers. Held in the parking lot of the Isle of Shoals Steamship Company, Santa Ski New England is a unique charity event not seen anywhere else in the country.

Santa Ski NE Sponsorship Page – \$10,000 goal
Three Corporate Levels of Sponsorship

1. **The North Pole package** – (1 Sponsor, \$4000 investment)
 - Named as a sponsor on all Radio commercials (WOKQ/The Shark, WHEB)
 - One Interview on radio
 - Mentioned in all press
 - Banner with link on Website
 - Facebook (posts about sponsor involvement)
 - Invitation to Monthly Non-Profit Events
 - Event Signage
 - Opportunity to sponsor one activity day of the event.

2. **Sleigh Bell Package** – (2 Sponsors, \$2500 each)
 - Mentioned in all press
 - Banner with link on Website
 - Facebook (posts about sponsor involvement)
 - Invitation to Monthly Non-Profit Events
 - Event Signage
 - Opportunity to sponsor one activity day of the event.

3. **The Stocking Stuffer** – (Unlimited Sponsors, \$1000 each)
 - Logo with link on Website
 - Facebook (mention)
 - Invitation to Monthly Non-Profit Events
 - Event Signage
 - Opportunity to sponsor one activity day of the event.

4. **Individual Donations**
 - Santa Claus Photo Booth Sponsor (\$500)
 - Dunk Tank Sponsor (\$500)
 - Bouncy House Sponsor (\$400)
 - Face Painting Sponsor (\$300)
 - Petting Zoo Sponsor (\$200)

All sponsors and volunteers will be invited to the after-party aboard the Thomas Leighton at the end of the event on Saturday evening.

LESTER
PORTSMOUTH
CHAMBER OF COMMERCE

November 7, 2013

Portsmouth City Council
John Bohenko, City Manager
City of Portsmouth
1 Junkins Avenue
Portsmouth, NH 03801

Re: Portsmouth Community Road Race Series 5K Races for 2014


Dear City Manager Bohenko & Portsmouth City Council Members,

The Portsmouth Community Road Race Series hereby submits a formal request to run the following races for 2014:

January 1, 2014	Great Bay Services - Resolution 5K
May 17, 2014	Easter Seals Veteran's Count - Pack & Boots 5K
June 8, 2014	Sex Assault Support Services - 5k to Keep Kids Safe
August 23, 2014	Portsmouth Rotary Club - Thunder Chicken
September 13, 2014	Breast Cancer Stories - Celebrate Pink (not Fairy House day)
October 11, 2014	Prescott Park Arts Festival/Community Child Care Child - ISM Memorial 5K
November 27, 2014	Seacoast Rotary Club - Turkey Trot

Please note we are in negotiation with at least two more races which will be submitted when finalized. They will be in the months there are not existing races (Feb, Mar, July, and Dec).

Respectfully Submitted,



Doug Bates
President

Cc: David Allen
Cc: Anne Sharpe



ARCHITECTS
INTERIORS
PLANNERS



October 25, 2013

John Bohenko, City Manager
City of Portsmouth
1 Jenkins Ave.
Portsmouth, NH 03801

Re: Fund Raiser Event – March 16th at the Pease Tradeport

Dear Mr Bohenko and the City Council,

This letter is to formally seek permission to hold our fifth annual road race on Sunday, March 16th 2014 at the Pease Tradeport. This event, called the St. Paddy's 5 Miler, is again being hosted by Paddy's American Grille and will be a critically needed fund raising event for New Heights, the Seacoast's largest, most comprehensive out-of-school program for young people (those entering 6th grade to those in 12th.) New Heights' mission is to help teens make a successful transition to adulthood. They do this by providing teens with health-related opportunities and programs that foster respect for themselves, others, and the environment. 100% of the revenue raised goes directly to New Heights.

We have received formal permission for this event from David Mullins, the Executive Director of the Pease Development Authority. See attached "Right of Entry" document. We have tremendous community support and safety for our participants and the public is our highest priority. We work closely with the PDA and the Portsmouth Police Dept to assume a well managed event. The event is formally sanctioned by USA Track & Field and carries \$3,000,000 in general liability insurance coverage.

Details:

Date & Time: Sunday March 16th, 2014 – 10:30 AM start

Beneficiary: New Heights, Adventures for Teens

PDA's "Right-of-Entry" – Received

Course – Approved by the PDA, USATF Sanctioned (map attached)

Event Insurance – \$3,000,000 general aggregate limit.

Host Location – Paddy's American Grille, 27 American Grille, contact: Karen Belanger, General Mgr.

Safety – Police & EMT's will be contracted, large team of volunteers confirmed

Thank you for your consideration, we look forward to a safe and successful morning on Sunday, March 16th.

Sincerely,



Tracey Tucker, Executive Director -New Heights

cc: Todd Hanson, Race Director & Portsmouth Resident



PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

International Drive, Portsmouth, NH 03801

October 7, 2012

Tracey Tucker, Executive Director
New Heights: Adventures for Teens
100 Campus Drive
Portsmouth, NH 03801

Todd Hanson
JSA Architects
273 Corporate Drive
Portsmouth, NH 03801

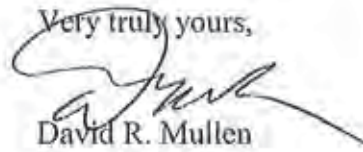
Re: Right of Entry for St. Paddy's Five Mile Race
March 16, 2014

Dear Tracey and Todd:

The Pease Development Authority ("PDA") has reviewed New Height's request to hold a five mile road race on Sunday, March 16, 2014. PDA grants its permission for New Heights to hold the event subject to the requirements outlined in the enclosed Memorandum (including an event plan) and the Right of Entry (to be issued at a later date).

If you have any questions, please call Marie Aleksy at (603) 766-9291.

Very truly yours,



David R. Mullen
Executive Director

DRM:msa
Enclosure

cc: K. William Hopper, Airport Manager
Mark H. Gardner, Deputy General Counsel

() () () () TAKING YOU THERE

PH: (603) 766-9291

FAX: (603) 766-9291

WWW.PEASENH.COM



National
Multiple Sclerosis
Society
Greater
New England
Chapter



October 23, 2013

Ms. Kelli L. Barnaby, City Clerk
City of Portsmouth
One Junkins Avenue
Portsmouth, NH 03801

Dear Ms. Barnaby,

On behalf of the National Multiple Sclerosis Society, Greater New England Chapter, I would like to extend our deep gratitude for the continuous support Portsmouth has shown throughout the years for the annual Walk MS.

As the weather turns colder, I have begun planning for the 2014 Walk MS Portsmouth. This year's date is set for Saturday, April 12th from 10:00am to 2:00pm. I would like to request permission to host the Walk on this day. 500 participants are expected to take part in this annual event. The Walk is 5 miles, with the Start and Finish at the Little Harbour School. We will be using the same route as last year.

The money raised will be used to advance our support of national research and to support local programming for the nearly 18,000 people within Maine, Massachusetts, New Hampshire and Vermont who are affected by multiple sclerosis. The Greater New England Chapter prides itself on our many comprehensive local programs that improve the quality of life for people with MS and their families. These programs empower individuals with MS and provide them with the resources to maintain independence.

I thank you in advance for your support and please feel free to contact me at 603.836.4758 with any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Kim Blanchard".

Kim Blanchard
Development Coordinator

PROJECT SAFETY ASSOCIATION

Project Safety Association.....helping Seacoast families avoid the dangerous consequences of teen substance abuse, bullying, peer pressure, unsafe internet practices and other high-risk behaviors through prevention education.

P.O. Box 4345

Portsmouth, NH 03802-4345

<http://www.projectsafetysau52.org/>

November 13, 2013

Mr. John Bohenko, City Manager
City of Portsmouth
1 Junkins Avenue
Portsmouth, NH 03801

Re: Project Safety Association, Road Race

Dear John:

As Executive Director of Project Safety Association, I would like to request approval of Project Safety's 3rd Annual 5K Road Race to be held in September of 2013. The details follow:
Race to Benefit: Project Safety Association, providing substance abuse prevention programming to Portsmouth students (K-12) and their families.

Race Date and Time: Saturday, September 29, 2014, with a start time of 8:30 a.m.

Race Course: We will use the 5K course used by most organizations. Course commencing at Portsmouth High School, left onto South Street, right onto Middle Street, bear right to Court Street, right onto Marcy Street back to South and finishing at the High School. We will obtain the permission of Jeff Collins, PHS Principal and Rus Wilson, PHS Athletic Director to again use the High School facility for the race location (pre-registration, registration and post race refreshments).

Please let me know if you need additional information.

Thanks so much for your help.

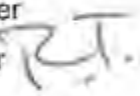
Sincerely,

Karen Butz Webb

Karen Butz Webb, Executive Director

projectsafetyassociation@gmail.com

MEMORANDUM

TO: John P. Bohenko, City Manager
FROM: Rick Taintor, Planning Director 
DATE: October 15, 2013
RE: City Council Referral – Projecting Sign
Address: 105 Marcy Street
Business Name: The Player's Ring
Business Owner: Barbara Newton, President

Permission is being sought to install a projecting sign on an existing bracket, as follows:

Sign dimensions: 24" x 32"
Sign area: 5.3 sq. ft.
Height from sidewalk to bottom of sign: 9'8"
Maximum protrusion from building: 30 in.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:

1. The license shall be approved by the Legal Department as to content and form;
2. Any removal or relocation of the projecting sign, for any reason, shall be done at no cost to the City; and
3. Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works.



105 Marcy Street



Request for Projecting Sign License 105 Marcy Street

Players Ring
105 Marcy Street
1 Projecting Sign



PROOF for: The Player's Ring

Company Player's Ring
Name Joel Plagenz e-mail:
Phone
Date
Est. Due Date
Saved as: players ring.cdr



139 Lafayette Road Rye, NH 03870
p.603-964-1575 f.603-964-1576
www.timberlinesigns.com chuck@timberlinesigns.com



Engraved & Painted 24" x 32"
Double Sided Hanging Sign

Format -Flat Painted& Engraved
Size See above
Sides See above
Quantity See Above
Color Scheme See above

Installation
Hardware
Misc.

I hereby authorize TIMBERLINE SIGNS to produce the above layout. 100% Payment will be expected upon completion of project unless other arrangements have been made prior. Customer has the option to purchase the artwork to be used as a logo or for other personal promotions for a determined fee. For pricing please inquire within. All designs and custom artwork remain the property of Timberline Signs until the order is complete and paid in full.

Please review, make necessary corrections, sign and fax or return to Timberline Signs, LLC. We will not begin production until this document is signed and returned. A 50% deposit is required to begin production on all jobs exceeding \$100.

Note: Designs are not actual size and Colors do not accurately represent finished product colors.

Signature: _____ Date: _____

Please Return signed Fax to 603.964.1576

MEMORANDUM

TO: John P. Bohenko, City Manager
FROM: Rick Taintor, Planning Director *R.T.*
DATE: October 29, 2013
RE: City Council Referral – Projecting Sign
Address: 41 Congress Street
Business Name: Enrico's Deli
Business Owner: Enrico's Management, LLC

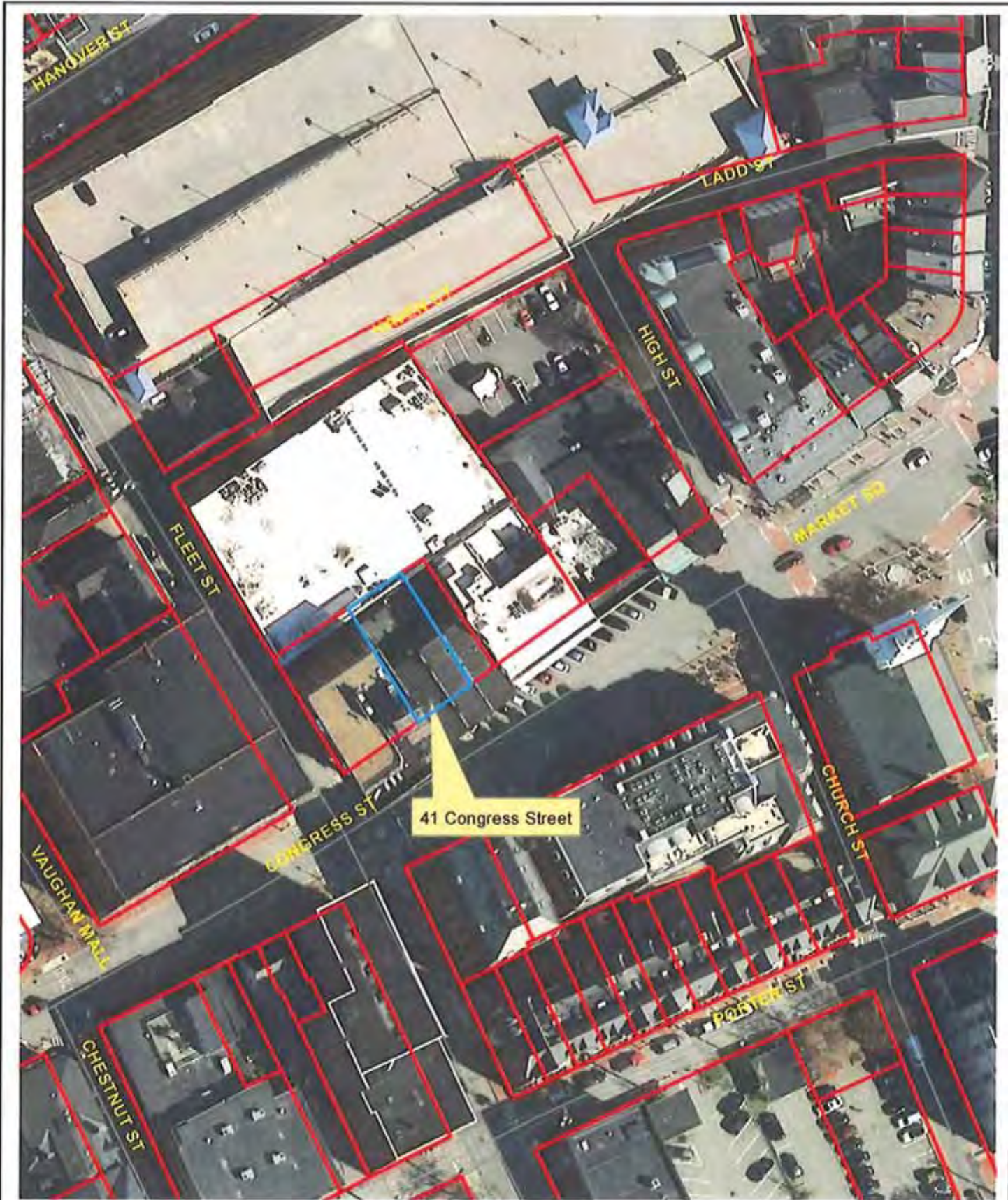


Permission is being sought to install a projecting sign on an existing bracket, as follows:

Sign dimensions: 36" x 24"
Sign area: 6.0 sq. ft.
Height from sidewalk to bottom of sign: 12'0"
Maximum protrusion from building: 42 in.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:

1. The license shall be approved by the Legal Department as to content and form;
2. Any removal or relocation of the projecting sign, for any reason, shall be done at no cost to the City; and
3. Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works.



41 Congress Street



0 37.5 75 150 Feet

Request for Projecting Sign License 41 Congress Street

Map produced by Planning Department 10-28-2013

Enrico's Deli
41 Congress Street
1 Projecting Sign



Eric's
Deli

24"

36"

MEMORANDUM

TO: John P. Bohenko, City Manager
FROM: Rick Taintor, Planning Director *RT*
DATE: October 29, 2013
RE: City Council Referral – Projecting Sign
Address: 75 Congress Street
Business Name: Village Silversmith
Business Owner: John Bajoras

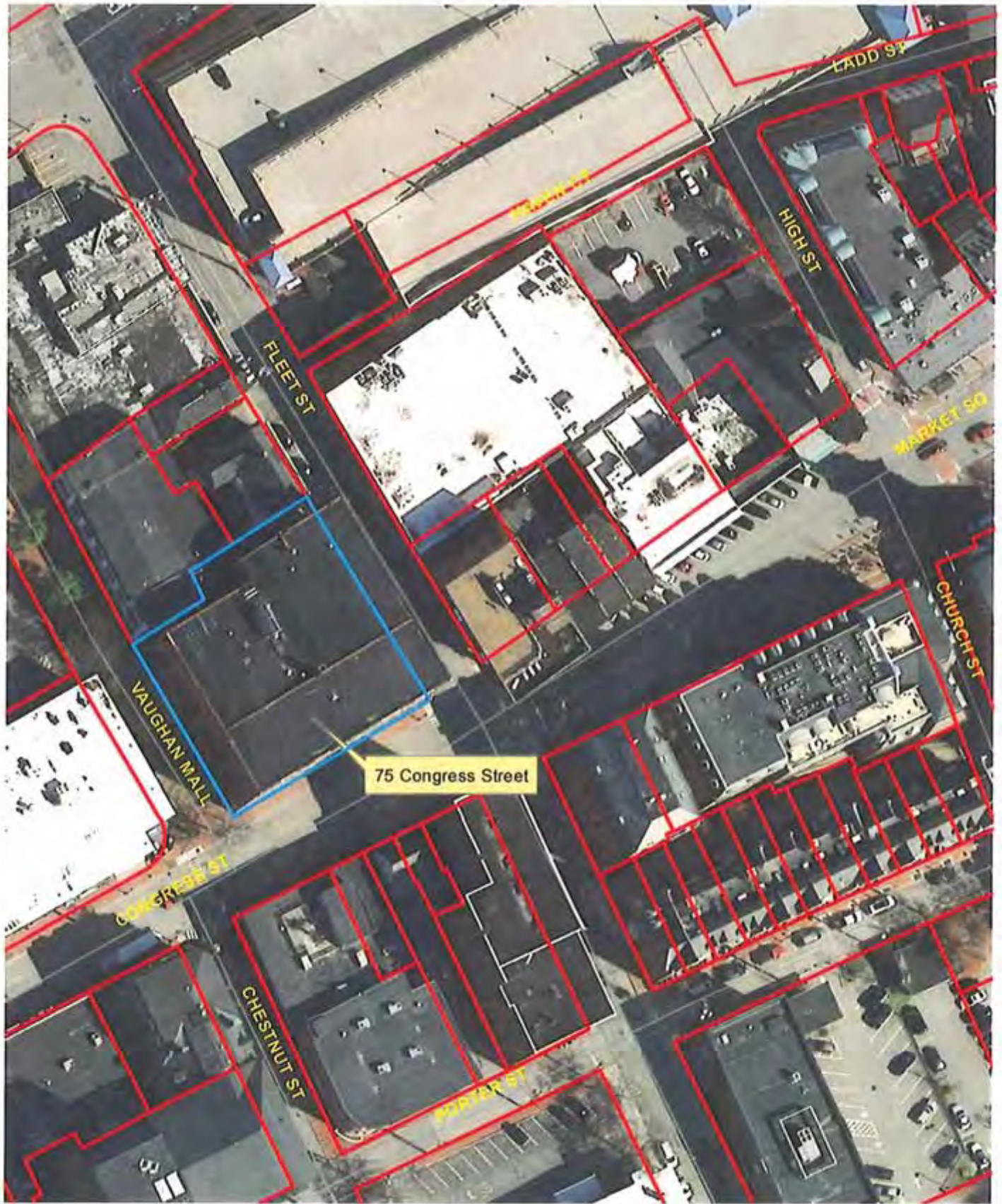


Permission is being sought to install a projecting sign on an existing bracket, as follows:

Sign dimensions: 42" x 28"
Sign area: 8.2 sq. ft.
Height from sidewalk to bottom of sign: 10'0"
Maximum protrusion from building: 48 in.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:

1. The license shall be approved by the Legal Department as to content and form;
2. Any removal or relocation of the projecting sign, for any reason, shall be done at no cost to the City; and
3. Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works.



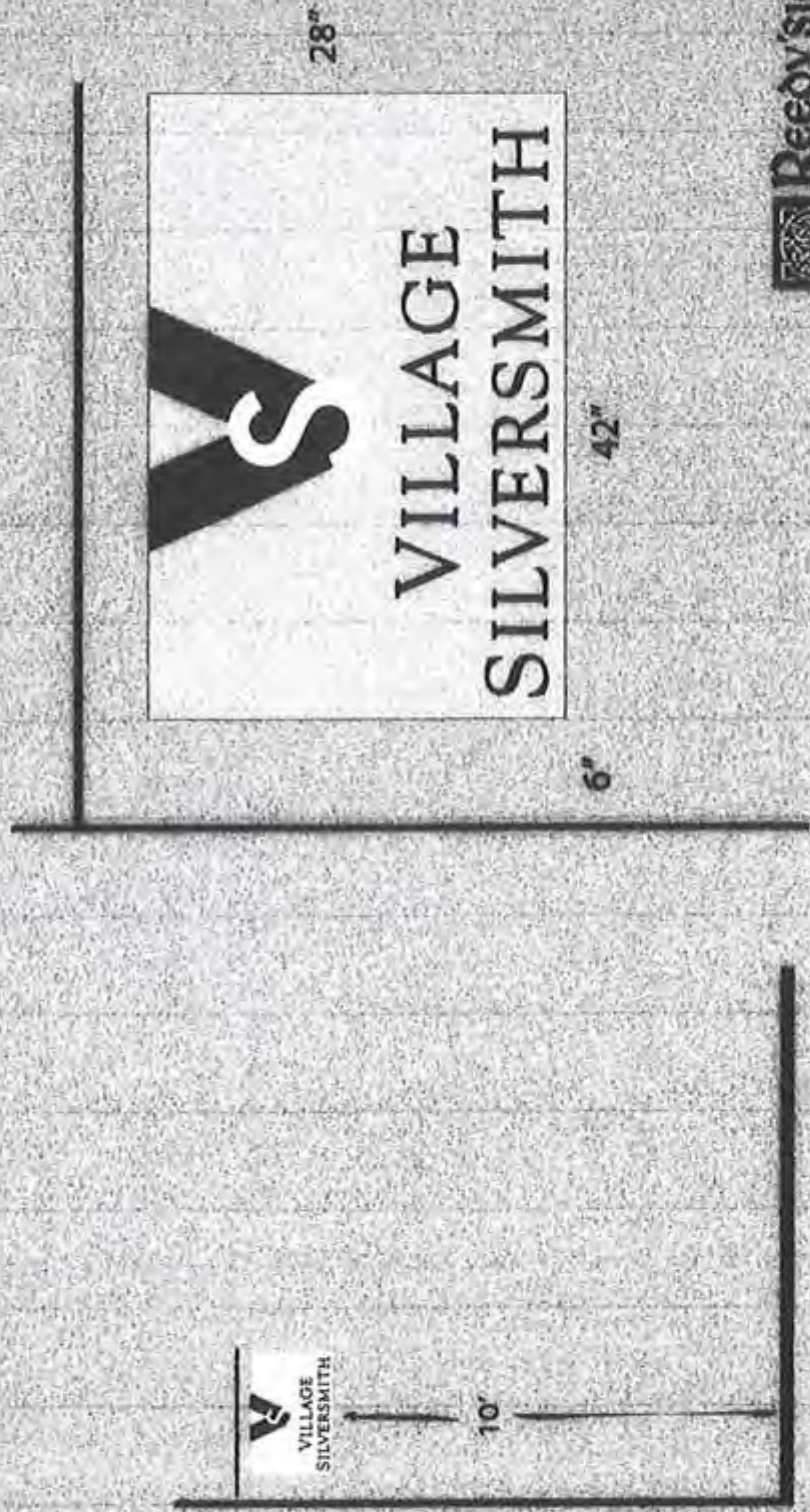
Request for Projecting Sign License 75 Congress Street

Map produced by Planning Department 10-28-2013

**Village Silversmith
75 Congress St., Suite 106
1 Projecting Sign**



S VILLAGE SILVERSMITH S



MEMORANDUM

TO: John P. Bohenko, City Manager
FROM: Rick Taintor, Planning Director *RT*
DATE: November 8, 2013
RE: City Council Referral – Projecting Sign
Address: 39 Ceres Street
Business Name: Ceres Street Wine
Business Owner: Dave Campbell

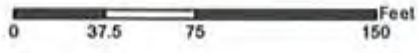
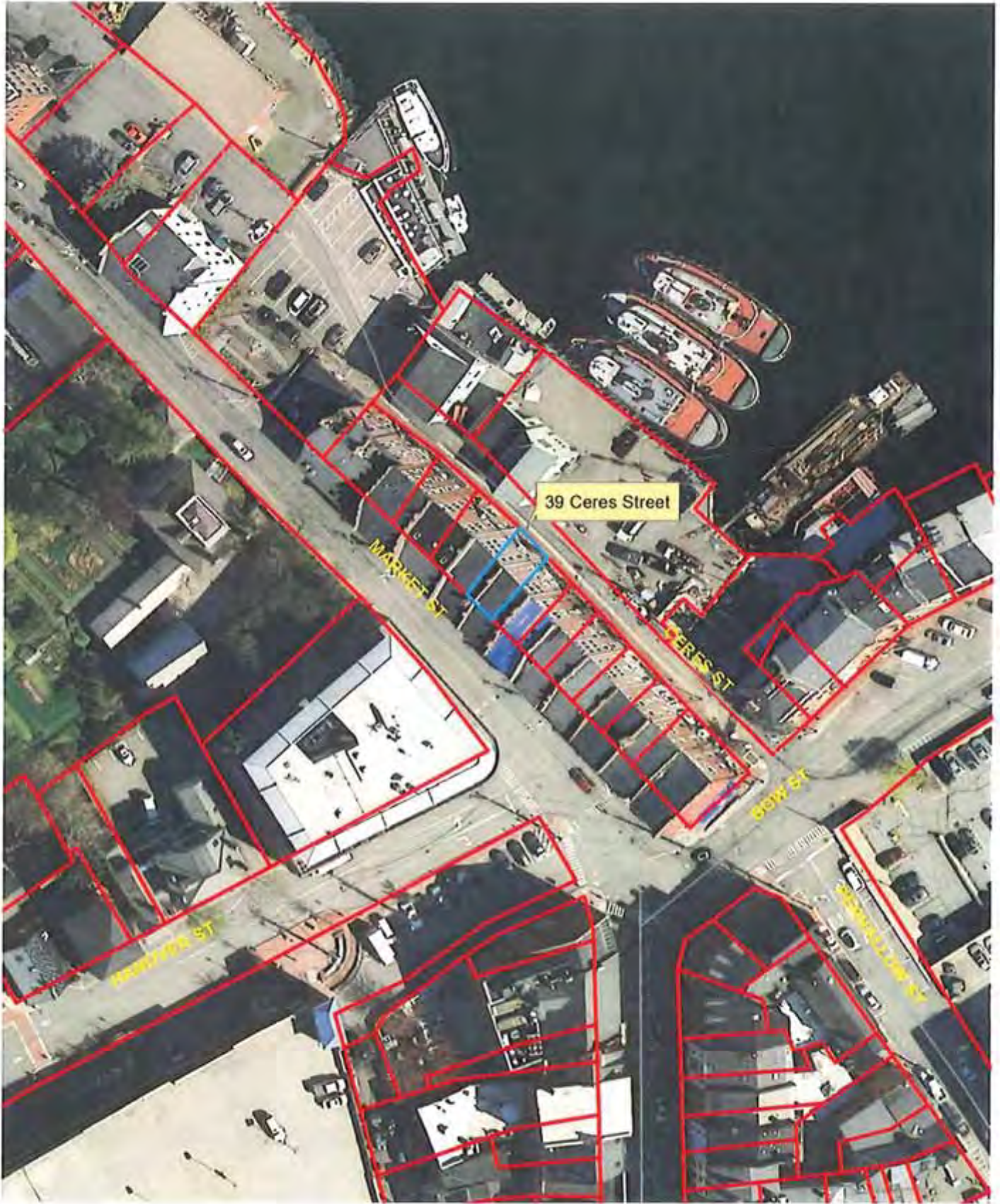


Permission is being sought to install a projecting sign on a new bracket, as follows:

Sign dimensions: 26" x 33"
Sign area: 6.0 sq. ft.
Height from sidewalk to bottom of sign: 8'0"
Maximum protrusion from building: 32 in.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:

1. The license shall be approved by the Legal Department as to content and form;
2. Any removal or relocation of the projecting sign, for any reason, shall be done at no cost to the City; and
3. Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works.



Request for Projecting Sign License 39 Ceres Street

Map produced by Planning Department 11-6-2013

Ceres Street Wine
39 Ceres Street
1 Projecting Sign

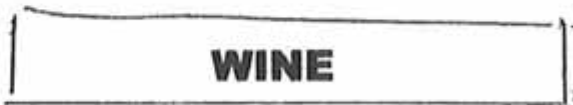


PROPOSED FLUSH SIGN #1



94"X10"

PROPOSED FLUSH SIGN #2



84 X 11

PROPOSED PROJECTING SIGN



26 X 33

**SIDEWALK WIDTH 8' HEIGHT FROM
SIDEWALK 8' OFFSET FROM WALL 8"**

MEMORANDUM

TO: John P. Bohenko, City Manager
FROM: Rick Taintor, Planning Director *RT*
DATE: November 8, 2013
RE: City Council Referral – Projecting Sign
Address: 85 Daniel Street
Business Name: Pawtsmouth Grooming Salon
Business Owner: Jessica Roy

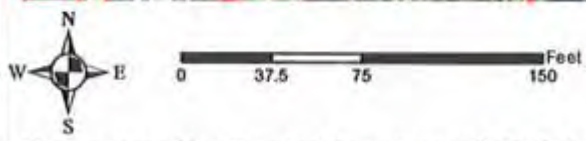


Permission is being sought to install a projecting sign on an existing bracket, as follows:

Sign dimensions: 41" x 28"
Sign area: 8.0 sq. ft.
Height from sidewalk to bottom of sign: 8'0"
Maximum protrusion from building: 47 in.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:

1. The license shall be approved by the Legal Department as to content and form;
2. Any removal or relocation of the projecting sign, for any reason, shall be done at no cost to the City; and
3. Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works.



Map produced by Planning Department 11-6-2013

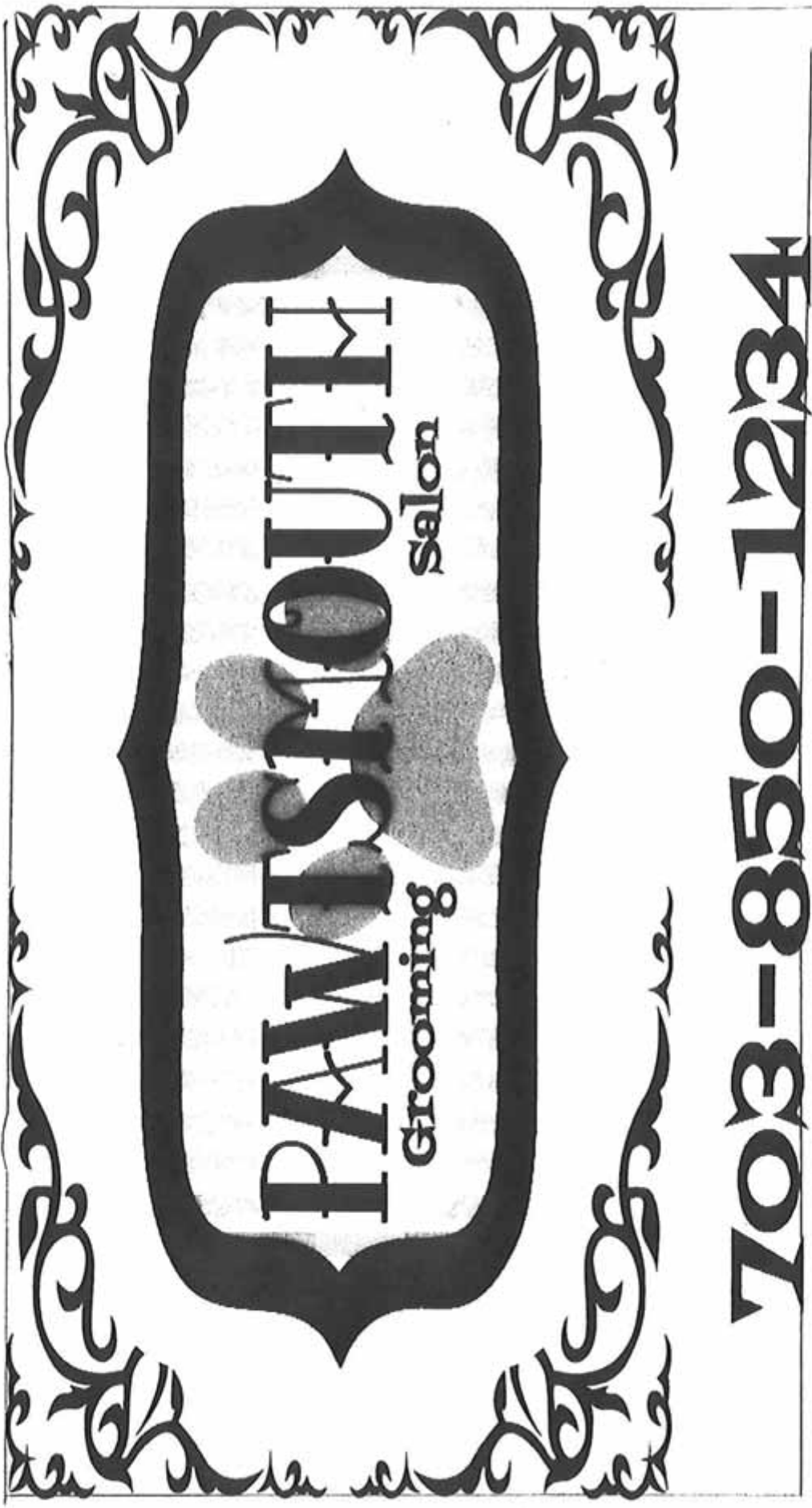
Request for Projecting Sign License 85 Daniel Street

Pawtsmouth Grooming Salon
85 Daniel Street
1 Projecting Sign



Jamie Bellilah's sign is moving up

The new sign is going on the lower bracket



PAWTSTOUT
Grooming Salon

703-8550-1234

4"

28

MEMORANDUM

TO: John P. Bohenko, City Manager
FROM: Rick Taintor, Planning Director *RT*
DATE: November 8, 2013
RE: City Council Referral – Projecting Sign
Address: 45 Market Street
Business Name: Pretty Poppy
Business Owner: Karen Hayes & Betsy Montgomery

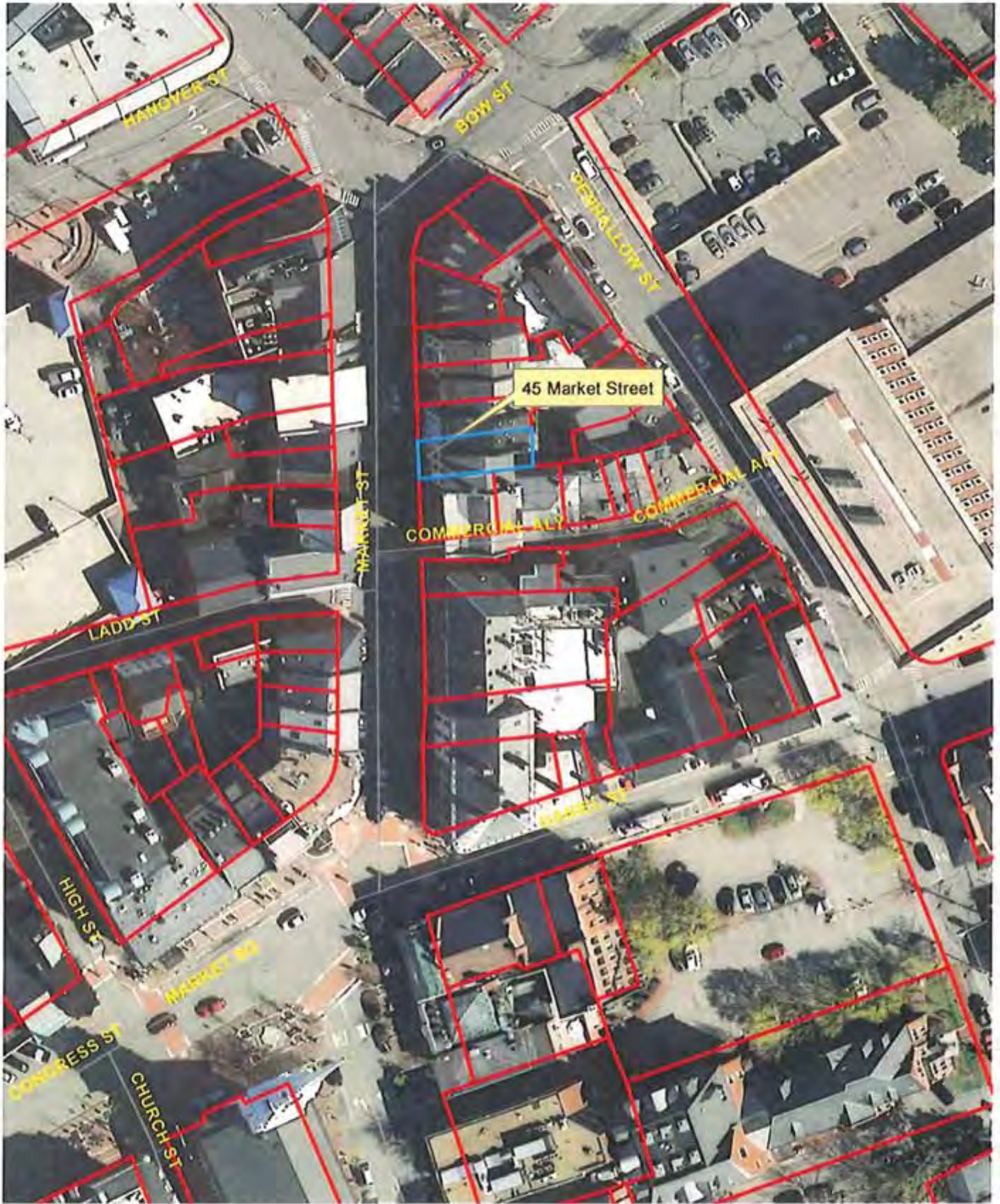


Permission is being sought to install a projecting sign on a new bracket, as follows:

Sign dimensions: 48" x 30"
Sign area: 10.0 sq. ft.
Height from sidewalk to bottom of sign: 14'0"
Maximum protrusion from building: 54 in.

The proposed sign complies with zoning requirements. If a license is granted by the City Council, no other municipal approvals are needed. Therefore, I recommend approval of a revocable municipal license, subject to the following conditions:

1. The license shall be approved by the Legal Department as to content and form;
2. Any removal or relocation of the projecting sign, for any reason, shall be done at no cost to the City; and
3. Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works.



Request for Projecting Sign License 45 Market Street

Map produced by Planning Department 11-6-2013

Pretty Poppy
45 Market Street
1 Projecting Sign





14' ft off ground to bottom of sign.

White (sign edges)



Existing Sign Area

Bracket to fit within recessed area and electrical conduit—2 blocking pieces are existing: 1 @ 1.5"x11"x(2" or 3") 1 @ 1.5"x2"x (2" or 3")

Guy Wire on each side of sign bracket attached to brick building columns.



Proposed New Sign

NEW REPLACEMENT DOUBLE FACE HANGING BLADE SIGN

SCALE: 3/4" = 1'-0"

Existing Sign and Bracket are damaged—
Replace both the sign and bracket.

- 1" deep fabricated blade pan sign: 1"x1"x.125" square aluminum tube welded frame with .060" thick aluminum faces All surfaces painted white.
- Mounting: Sign hung with chains from decorative scroll metal bracket with black finish hooksandlattice.com: Classic Ball Finial #377B-53 (stock black powder coat finish)
- Graphics: Digitally printed adhesive flat vinyl face overlay: Dyejet #3165g calendered white vinyl with Calon #3420 satin finish protective clear vinyl overlaminiate. Roland Settings: [RIPC]GCVF high quality.



JOB: 1-4-2013

WWW.METROSIGN.COM	Fax: 978-351-2022	170 Lorum Street, Tewksbury, Ma 01876	978-351-2024
Customer/Job Location: Pretty Poppy 43 Pleasant St., Newburyport MA	Date/Revision: 1-4-2013 1-7-2013 Rev.1 not .045" al tube frame	File Name: Pretty Poppy_New Bracket_13-10128.cdr	Drawing # 13-10128-1r1
		Sales Rep: Dana Singleton	Invoice: 11291
			Designer: SM



November 12, 2013

City Manager John P. Bohenko
Portsmouth City Hall
Portsmouth Municipal Complex
1 Junkins Avenue
Portsmouth New Hampshire 03801

Regarding: 143 Daniel St.- Exchange of Easements

Dear City Manager Bohenko:

At the November 5 meeting of the Technical Advisory Committee, and in subsequent meetings with Public Works officials, the desirability of an exchange of easement interests between the City and 143 Daniel St. LLC has been discussed. Public works officials have expressed an interest in obtaining a right-of-way easement over a portion of the sidewalk on Chapel and Daniel Streets adjacent to the Army Navy building for future installation and maintenance of utilities. It would be helpful for 143 Daniel St. LLC to have an easement over a small portion of land near the sidewalk on Wright Avenue to promote the aesthetics and symmetry of the steps leading to the area at the east end of the Army Navy Building site. I would appreciate the consideration of this request by the City Council

Thank you for your cooperation in this matter.

Sincerely,

Steven Wilson

- cc. Rick Taintor
- Peter Rice
- David DesFosses

DATE: 07/27/2011 11:47:23 AM

PROJECT: 139 & 143 DANIEL STREET, PORTSMOUTH, NH

CLIENT: ARMY & NAVY ASSOCIATION BUILDING

SCALE: AS SHOWN

DATE: 07/27/2011 11:47:23 AM

1	PLAN	APPROVED
2	SECTION	
3	DETAIL	
4	FOUNDATION	
5	MECHANICAL	
6	ELECTRICAL	
7	PLUMBING	
8	FINISH	
9	CONSTRUCTION	
10	GENERAL NOTES	

DAVID M. COLLIER, U.S. REG. ARCHITECT

DATE: _____

APPROVED FOR RECORDING: _____

APPROVED FOR CONSTRUCTION: _____

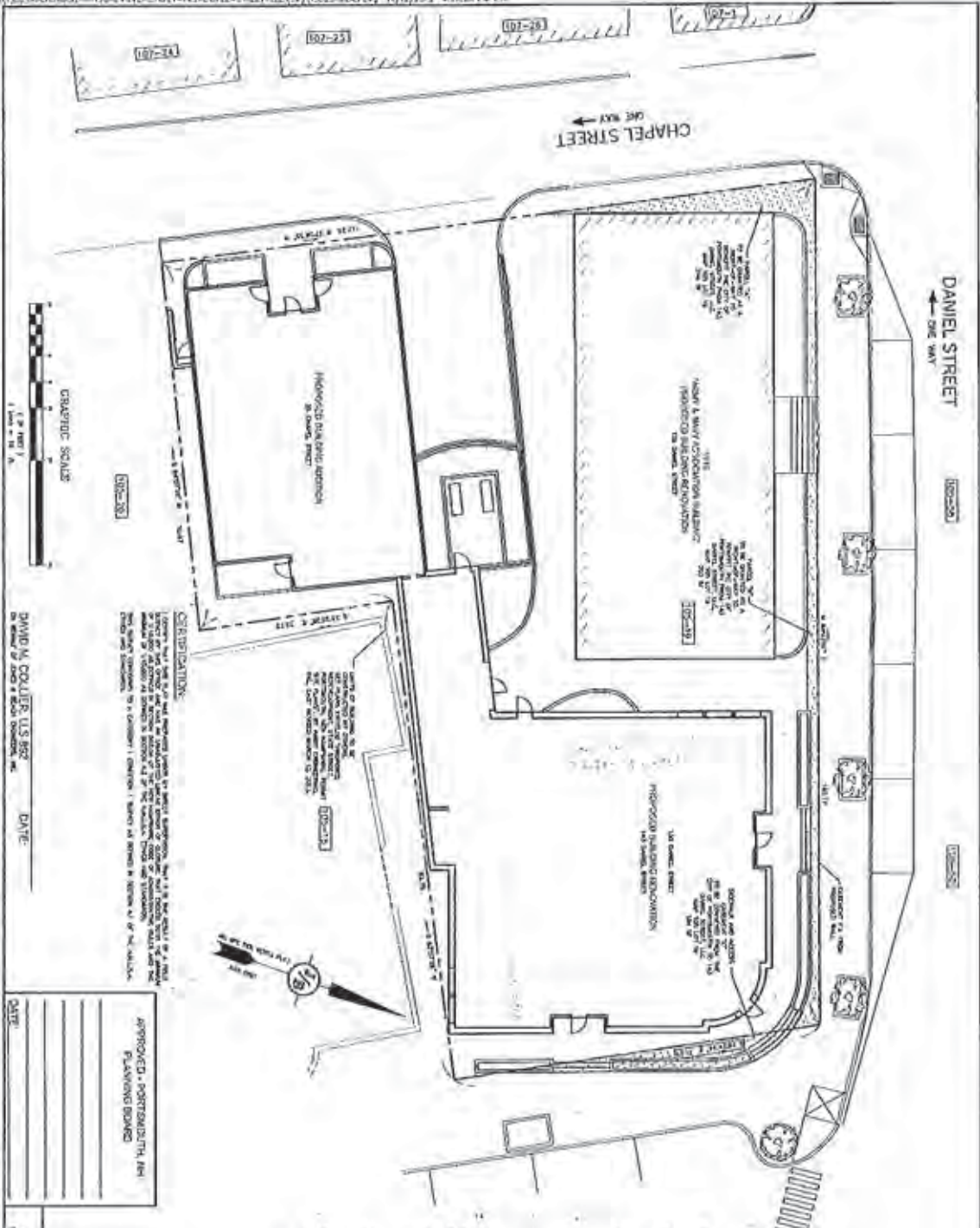
J.R. Jones & Beach Engineers, Inc.
Civil Engineering Services
139 & 143 DANIEL STREET, PORTSMOUTH, NH

DATE: _____

EASEMENT RIGHTS PLAT
139 & 143 DANIEL STREET, PORTSMOUTH, NH

DATE: _____

A1



SITE NOTES:

1. REFERENCE TO FUTURE PLANS FOR THE SITE SHALL BE MADE TO THE PROJECT TO BE DEVELOPED BY THE PLANNER FOR THE SITE.
2. THE SITE IS LOCATED ON THE CORNER OF DANIEL STREET AND CHAPEL STREET.
3. THE SITE IS ZONED AS R-1.
4. THE SITE IS SUBJECT TO THE EASEMENT RIGHTS PLAT.
5. THE SITE IS SUBJECT TO THE EASEMENT RIGHTS PLAT.

PLAN REFERENCES:

1. SEE PLAN FOR THE LOCATION OF THE EASEMENT RIGHTS PLAT.
2. SEE PLAN FOR THE LOCATION OF THE EASEMENT RIGHTS PLAT.
3. SEE PLAN FOR THE LOCATION OF THE EASEMENT RIGHTS PLAT.

CRATERIC SCALE: 1" = 10' (1:120)



APPROVED FOR CONSTRUCTION

APPROVED FOR RECORDING

DATE: _____

DATE: _____

REC'D NOV 12 2013

150 GREENLEAF REALTY TRUST

Dear Mayor and City Council,

As you are probably aware, the City constructed a sewer line across the back of the premises at 150 Greenleaf Avenue. The sewer line and issues related to it is the subject of a currently pending lawsuit in the Rockingham Superior Court. In an order dated October 30, 2013, the Court determined that the sewer line is present on the property pursuant to a license.

Pursuant to the terms allowed by the Court Order, I hereby revoke any license for the continued use or presence of the sewer line from today and through the future. Accordingly, there is no legal right for the sewer line to remain on the premises and I demand that the City immediately remove it, failing of which, I shall take steps to have it removed as allowed by law.

I ask that this item be put on the agenda for the November 18, 2013 City Council meeting and a vote taken to remove the line so that this matter can be addressed in orderly fashion consistent with the Court's Order.

Nothing in this letter is with prejudice to the letter from Attorney John Kuzinevich to Assistant City Attorney Suzanne Woodland dated February 7, 2008 which revoked all prior permissions for the sewer line, which constitutes my demand for the sewer line to be removed. It is our legal position that the City had been trespassing since that date. In light of the Court's recent Order, I wanted no confusion that the license has been revoked.

It is regretful that I have had to take this position with the City. When I first discovered the sewer line, I offered to grant the City an easement at no cost if it worked with me on development of my property. Since that time, I have incurred millions of dollars of damage based on the City's needless position and the artificial impediments to my businesses it has created. Thus, I am no longer in a position to simply give the City continued permission.

I, and my attorney, will be present during the November 18, 2013 meeting to answer any questions you may have.

Sincerely,


James G. Boyle, Trustee

CC: Bernard W. Pelech, Charles P. Bauer and Donald J. Perrault

150 GREENLEAF AVE., PORTSMOUTH, NEW HAMPSHIRE 03801

TOLL FREE 888-888-9070 * 603-431-6100 * FAX 603-431-8544

www.toyotaofportsmouth.com

Islington Creek
Neighborhood Association

ORIGINAL

November 13, 2013

Portsmouth City Council
1 Junkins Avenue
Portsmouth, NH 03801
Re: 21 Brewster Street license renewal

NOV 13 2013

Dear Mayor Spear and Members of the Portsmouth City Council:

Full-time Professional Management has not yet been obtained for the property located at 21 Brewster Street, thereby leaving the situation out of compliance with conditions developed by the City Staff and approved by the City Council in March of 2013.

We feel that the owner of 21 Brewster Street has been given ample time to fulfill the City's management requirement. So far he has been given two – 3 month extensions to achieve that requirement. Now that internal renovations and up-to-date health standards have brought the physical building back into compliance, obtaining the professional services of a full-time management company should not be a problem.

It remains our opinion that a full-time professional management company would prevent problems from happening before they occur. Without professional, full-time management we find ourselves facing the same neighborhood issues we have experienced in the past. Attached are over 150 signatures of citizens and business owners who insist that the owner of 21 Brewster Street meets the requirement of full-time professional management.

Below is our recommendation to ensure compliance with the management requirement:

- **Within 30 days the Owner of 21 Brewster Street must issue an RFP letter, with a copy sent to City Hall, outlining specific management duties to obtain bids from reputable, full-time professional management companies.**
- **Copies of the bids must be submitted to City Hall as they are received by the Owner.**
- **The professional management firm hired must be a reputable third party entity, not a friend or tenant of the owner.**
- **The OWNER HIMSELF, accompanied by a representative of the selected company, must attend the next permit renewal meeting to present the responsibilities and details of the arrangement to the City Council.**

We urge Council members to take the above necessary steps to ensure that the 21 Brewster Street boarding house is a safe place for its tenants and for the City at large. We have worked very hard to help the City and the tenants of this property; please do not dismiss this most important condition which was approved last March.

As always, we greatly appreciate your efforts in addressing this ongoing problem.

Yours Sincerely,

Islington Creek Neighborhood Association & Concerned Citizens
(Please see attached signatures)

**Islington Creek Neighborhood Association and Concerned Citizens Petition
for Full Time Professional Management at 21 Brewster Street**

We, the undersigned, support the City Council's decision made in March of 2013 to require "Full Time Professional Management" at 21 Brewster Street. We urge Council members to take the necessary steps to ensure that this requirement has been fulfilled prior to extending or renewing the permit for this property. Without Full time Professional Management a permit renewal would be out of compliance with the very conditions that the City Council approved.

	Print Name	Street Address	Signature
1	JANE FITZIAN	427 Hanover St	[Signature]
2	Robert E. [unclear]	377 [unclear]	[Signature]
3	[unclear] Taylor	67 [unclear] Ave	[Signature]
4	Brian Barry	3 McDonough St	[Signature]
5	Deborah Vessey	6 McDonough St	[Signature]
6	Leleka Morgan	39 Richards Ave	[Signature]
7	Corbyn Ostrom	40 Cornwall St.	[Signature]
8	Chris Ostrom	40 Cornwall St	[Signature]
9	Martina Burns	285 [unclear] St	[Signature]
10	Jim [unclear]	201 [unclear] St	[Signature]
11	Joseph Caldarola	170 Dennett St	[Signature]
12	Barbara Massari	557 Sagamore Ave	[Signature]
13	Tom Cowgill	88 Wilbur St	[Signature]
14	Jim Macraux	363 Miller Ave Port	[Signature]
15	Laurie McCray	15 Haven Rd	[Signature]
16	Melissa Doerr	309 Cabot St #1	[Signature]
17	Chris Camilleri	111 [unclear] Ave	[Signature]
18	Emily Doe	303 Cabot St	[Signature]
19	Claire Spollen	311 Cabot St	[Signature]
20	Richard Baldu	311 Cabot St	[Signature]
21	Kristine Cuzzi	437 Cornwall St	[Signature]
22	Patrick Mulvey	37 [unclear] St	[Signature]
23	Leah [unclear]	37 [unclear] St	[Signature]
24	Michael [unclear]	92 [unclear] St	[Signature]
25	Ali [unclear]	315 Little Harbor Rd.	[Signature]
26	Shaun Rafferty	1157 50th St	[Signature]
27	Jacqueline Swift	31 Highland Ave	[Signature]
28	JOHN FARRELL	18 LANGDON ST.	[Signature]
29	JACK RDUZZI	264 [unclear] St	[Signature]
30	Jolanda [unclear]	238 State St	[Signature]
31	Frank [unclear]	239 State St	[Signature]
32	Rebecca Bernier	23 New St. Port	[Signature]

**Islington Creek Neighborhood Association and Concerned Citizens Petition
for Full Time Professional Management at 21 Brewster Street**

We, the undersigned, support the City Council's decision made in March of 2013 to require "Full Time Professional Management" at 21 Brewster Street. We urge Council members to take the necessary steps to ensure that this requirement has been fulfilled prior to extending or renewing the permit for this property. Without Full time Professional Management a permit renewal would be out of compliance with the very conditions that the City Council approved.

	Print Name	Street Address	Signature
1	Daniel J. Scott	302 Miller Ave	[Signature]
2	Margaret McElwain	259 South St	[Signature]
3	Rebecca O'Brien	396 Miller Ave	[Signature]
4	B.H. Kiper-Murphy	423 Court St	[Signature]
5	D. Thompson	160 Rockwell #2	[Signature]
6	Reem Haddad	517 Middle Street	[Signature]
7	LARRY HANS	79 BOWST PORTS	[Signature]
8	Cathy H. Herald	313 Islington St.	Cathy H. Herald
9	KARP FREER	304 ISLINGTON ST.	[Signature]
10	Liz Fild Herald	313 Islington St. Portsmouth NH	[Signature]
11	William Cottonham	81 blue harrison dr	[Signature]
12	Brianna Martin	230 McDonough Street	Brianna J. Martin
13	Drew Martin	230 McDonough St	[Signature]
14	Rose KRAMER	241 ISLINGTON ST	[Signature]
15	Kristin Chouse	241 Islington St	[Signature]
16	Ryan Brandt	96 Sparhawk St	[Signature]
17	Ben Morse	73 Prospect St #6	[Signature]
18	Matt Keane	34 W. Board	[Signature]
19	Barbara Keane	34 W. Board	[Signature]
20	Wanda Wilcox	67 South St	[Signature]
21	Katie Lindner	67 South St	[Signature]
22	Bob Vey	1360 Islington St	[Signature]
23	BRIAN GROTH	209 Mc Donough St.	[Signature]
24	PATRICK NORTON	871 ISLINGTON ST	[Signature]
25	Joanna Brandt	96 Sparhawk St.	[Signature]
26	Monica Threlenf	234 Aldrich Rd. Ports.	Monica M. Threlenf
27		234 ALDRICH RD	JOHN ROBINSON
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**Islington Creek Neighborhood Association and Concerned Citizens Petition
for Full Time Professional Management at 21 Brewster Street**

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Without Full time Professional Management a permit renewal would be out of compliance with the very conditions that the City Council approved.

	Print Name	Street Address	Signature
1	Matt Weber	824 State St.	Matt Weber
2	Travis Michaud	1001 Islington St Apt 60	Travis Michaud
3	Lorindy Fillmore	43 Cornwall	Lorindy Fillmore
4	Nicole Salotti	427 Hanover st	Nicole Salotti
5	Joseph Carringer	427 Hanover Street	
6	Luan Ferguson	39 Brewster St	
7	PETER FERGUSON	PO Box 4014	
8	Rebecca Jarvis	26 Winchester St	Rebecca Jarvis
9	Michael O'Leary	106 orientl Gardens	Michael J. O'Leary
10	Christophe F. Trott	909 Islington St	Christophe F. Trott
11	Hardee Merrill	155 Cabot St. Ports	
12	Emily Healey	58 McDonough St	Emily Healey
13	Jillie A. Ross	1167 South Street	Jillie A. Ross
14	Robert Sargent Jr	1195 South St. Ports	Robert Sargent Jr
15	Seton Reilly	1195 South St. Ports	Seton Reilly
16	Alex Ross	1167 South Street	Alex Ross
17	PAUL LANE	428 Hanover St	Paul Lane
18	EMIN LANE	428 HANOVER	Emin Lane
19	SUSAN DOW	909 Islington St. Portsmouth	Susan Dow
20	Louis Dow Jr	909 Islington St. Portsmouth	Louis Dow Jr
21	Sean Steele	908 Islington St	Sean Steele
22	Jean Lauree	249 Islington St -	Jean Lauree
23	Suzanne Hawens	249 Islington St #6	Suzanne Hawens
24	Gary Dodds	625 Marketwood Pointe	Gary Dodds
25	Craig Dodds	300 Seaward Ave	Craig Dodds
26	Ed Englehart	34 Cass St. Portsmouth	Ed Englehart
27	Andy Abbott	53 TAFT, Portsmouth	Andy Abbott
28	Mark Bright	285 Union St	Mark Bright
29	Karica Quintas	51 McDonough	Karica Quintas
30	C. Librizzi	314 Hanover St.	C. Librizzi
31	SEAN MURPHY	277 MARKETWOOD	Sean Murphy

**Islington Creek Neighborhood Association and Concerned Citizens Petition
for Full Time Professional Management at 21 Brewster Street**

We, the undersigned, support the City Council's decision made in March of 2013 to require "Full Time Professional Management" at 21 Brewster Street. We urge Council members to take the necessary steps to ensure that this requirement has been fulfilled prior to extending or renewing the permit for this property. Without Full time Professional Management a permit renewal would be out of compliance with the very conditions that the City Council approved.

	Print Name	Street Address	Signature
1	Ryan Bridat	260 Theater St.	Ryan Bridat
2	Meghan Norwood	19 Richards Ave	Meghan Norwood
3	DAVID MARQUEZ	7 BRACKETT LN	David Marquez
4	Sarah Campbell	320 Lafayette Rd	Sarah Campbell
5	Andrew Nelson	35 Union St #2	Andrew Nelson
6	Sandra Feeney	442 Richards Ave.	Sandra Feeney
7	John Thurel	441 STATE ST	John Thurel
8	Jack Math	69 Sunol Pkwy	Jack Math
9	David Miller	24 Sheffield Rd.	David Miller
10	Lauren Armstrong	7 FALKLAND Plc unit A3	Lauren Armstrong
11	Brian Armstrong	9 FALKLAND Plc unit B	Brian Armstrong
12	TRICIA MENDOZA	51 Islington St 401	Tricia Mendoza
13	Suzie Blev	88 Morning St	Suzie Blev
14	Jamie Grosser	19 Lucy Ct.	Jamie Grosser
15	Stephanie Brezney	88 Morning St.	Stephanie Brezney
16	Abbie Hackett	106 Thornton St	Abbie Hackett
17	Michelle Yary	550 Curtis Ave Parsippany	Michelle Yary
18	Philip Colaneri	114 Crescent Walk	Philip Colaneri
19	Roger DeCarra	119 Lincoln Ave	Roger DeCarra
20	Theresa Mehlig	80 Joan Ave Apt 4	Theresa Mehlig
21	Mark Centeno	80 Joan Ave Apt 4	Mark Centeno
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Islington Creek Neighborhood Association and Concerned Citizens Petition for Full Time Professional Management at 21 Brewster Street

We, the undersigned, support the City Council's decision made in March of 2013 to require "Full Time Professional Management" at 21 Brewster Street. We urge Council members to take the necessary steps to ensure that this requirement has been fulfilled prior to extending or renewing the permit for this property. Without Full time Professional Management a permit renewal would be out of compliance with the very conditions that the City Council approved.

	Print Name	Street Address	Signature
1	MATT WIRTH	439 MINOR ST	<i>[Signature]</i>
2	Kristi Cobbi	201 Islington St	<i>[Signature]</i>
3	Jane Wright	26 Rock St.	<i>[Signature]</i>
4	Melissa Bullis	14 Duane Way	<i>[Signature]</i>
5	Kim Jackewicz	173 Blue Heron Dr	<i>[Signature]</i>
6	David Beattie	173 Blue Heron Dr	<i>[Signature]</i>
7	Chris Lane	428 Harrier St.	<i>[Signature]</i>
8	Nel Bennett	50 Brewster St.	<i>[Signature]</i>
9	BRANDY TERRY	209 McDermott	<i>[Signature]</i>
10	Laura Terry	209 McDermott St	<i>[Signature]</i>
11	Anna Hanson	41 Brewster St	<i>[Signature]</i>
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**Islington Creek Neighborhood Association and Concerned Citizens Petition
for Full Time Professional Management at 21 Brewster Street**

We, the undersigned, support the City Council's decision made in March of 2013 to require "Full Time Professional Management" at 21 Brewster Street. We urge Council members to take the necessary steps to ensure that this requirement has been fulfilled prior to extending or renewing the permit for this property. Without Full time Professional Management a permit renewal would be out of compliance with the very conditions that the City Council approved.

	Print Name	Street Address	Signature
1	Nick LaPerga	44 Rock St. Portsmouth	Nick LaPerga
2	R. W. Waples	30 SUNDRIY ST	R. W. Waples
3	Elizabeth Moreau	18 McDonough St.	Elizabeth Moreau
4	MARY McDERMOTT	40 ROCKINGHAM	Mary McDermott
5	Patrice Russell	349 Hanover St. #2	Patrice Russell
6	Jeanine Bonulla	171 Leslie Drive	Jeanine Bonulla
7	Kelly Coe	44 Melbourne St	Kelly Coe
8	Mary Moran	238 Melbourne St	Mary Moran
9	Gary Morin	238 Melbourne St	Gary Morin
10	Scott Coe	44 Melbourne St	Scott Coe
11	SERGIO BONULLA	171 LESLIE DR.	Sergio Bonulla
12	Lili Wierzbickis	161 Essex Ave	Lili Wierzbickis
13	Michael Wierzbickis	161 Essex Ave	Michael Wierzbickis
14	Keith Kohler	44 Rock St.	Keith Kohler
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Without Full time Professional Management a permit renewal would be out of compliance with the very conditions that the City Council approved.

	Print Name	Street Address	Signature
1	RICHARD MAXFIELD	53 TANNER ST	<i>Richard Maxfield</i>
2	JONATHAN LAMMUS	555 ISLINGTON ST	<i>Jonathan Lammus</i>
3	John Lammus	855 ISLINGTON	<i>John Lammus</i>
4	Jay Dawitt	89 BREWSTER ST	<i>Jay Dawitt</i>
5	MATT BEER	81 LINCOLN AVE	<i>Matt Beer</i>
6	Karl (du) Bernd	147 Middle St	<i>Karl Bernd</i>
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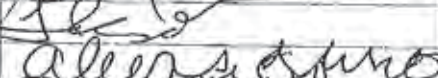


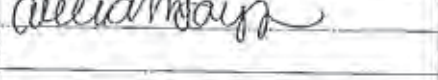

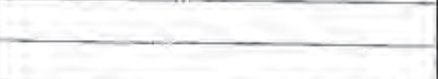

**Islington Creek Neighborhood Association and Concerned Citizens Petition
for Full Time Professional Management at 21 Brewster Street**

We, the undersigned, support the City Council's decision made in March of 2013 to require "Full Time Professional Management" at 21 Brewster Street. We urge Council members to take the necessary steps to ensure that this requirement has been fulfilled prior to extending or renewing the permit for this property. Without Full time Professional Management a permit renewal would be out of compliance with the very conditions that the City Council approved.

	Print Name	Street Address	Signature
1	Holly Zuercher	113 BOWEN ST. KENTON	<i>Holly Zuercher</i>
2	Rebecca Conway	37 Tower Ct. Portsmouth	<i>Rebecca Conway</i>
3	John Conway	37 Tower St. Portsmouth	<i>John Conway</i>
4	DAVID RHEAULT	18 Mt. Pleasant St. Portsmouth	<i>David Rheault</i>
5	MICHAEL VEAN	37 MANDERSON ST. PORTSMOUTH	<i>Michael Veau</i>
6	BETH KILINE	152 DENNETT ST	<i>Beth Kiline</i>
7	Aylen Kiline	" " "	<i>Aylen Kiline</i>
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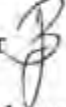
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	Print Name	Street Address	Signature
1	M. Prate	Rochester, NH	
2	S. Cyr	Exeter, NH	
3	T. Blanchard	Newmarket	
4	Jean Boston		
5	Alexa Curran		
6	Steve Wilks		
7	Carmine Vucilic	Portsmouth	
8	Matt Greco	Portsmouth	
9	Anella Larson	Newmarket NH	
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**CITY OF PORTSMOUTH
PORTSMOUTH, NH 03801**

Office of the City Manager

Date: November 14, 2013
To: Honorable Mayor Eric Spear and City Council Members
From: John P. Bohenko, City Manager 
Re: City Manager's Comments on November 18, 2013 City Council Agenda

6:00 p.m. – Non-meeting with counsel.

For details on this matter, please refer to the confidential envelope inserted in the inside pocket of your binder.

.....
Items Which Require Action Under Other Sections of the Agenda:

1. **First Reading of Proposed Resolution and Ordinance Amendments:**

- 1.1 **First Reading of Ordinance amending Chapter 7, Article IV, Section 7.402 – Areas Established, Designated and Described, Off-Street Parking Areas, Add Leary Field Parking Area, not to exceed 72 hours at one time.** Attached under Section IX of the Agenda is a proposed Ordinance amending Chapter 7, Article IV, - 7.402 Areas Established, Designated and Described, Off-Street Parking Areas, add Leary Field Parking Area, not to exceed 72 hours at one time.

In reviewing the minutes of the Parking and Traffic Safety Committee meeting of September 12, 2013 which were accepted by the City Council on October 7, 2013, City Attorney Robert Sullivan noted that the Committee wishes to proceed with establishing the parking area at Leary Field as a designated off-street parking area. The City Attorney discussed this matter with Committee Chairman Ken Smith and it was agreed that the best way to accomplish the Committee's goals would be to bring the required ordinance forward for first reading at the next available meeting of the City Council.

I would recommend the City Council move to pass first reading and schedule a public hearing and second reading of the proposed Ordinance, as presented, at the December 2, 2013 City Council meeting. Action on this item should take place under Section IX of the Agenda.

1.2 **First Reading of Proposed Amendments to the Zoning Ordinance, Article 6 – Overlay Districts, Section 10.630 - Historic District.**

As a result of the October 21st City Council meeting, under Section IX of the Agenda, I am bringing for first reading the attached proposed amendments to the Zoning Ordinance regarding administrative procedures for the Historic District, which have been requested by the Historic District Commission (HDC). The proposed amendments make the following changes:

1. Include a provision to allow for limited administrative approvals by City staff for very small projects such as field changes or minor changes to a previously approved Certificate of Approval. The purpose of this amendment is to reduce the HDC's caseload and thereby to free up meeting time and resources for reviewing larger, more complex projects.
2. Require applicants to submit electronic copies of plans, rendering and other application material for all projects requesting approval from the HDC. The purpose of this amendment is to enable the Planning Department to post such plans and associated materials on the City's web site for public viewing in advance of the meeting, and to facilitate presentations at work sessions and public hearings.
3. Require plans to be scaled to assist the HDC and members of the public in interpreting and evaluating proposed new buildings and modifications to existing buildings. In addition, require large projects (over 10,000 sq. ft. of new floor area) to submit an electronic or physical model of the proposed building. The purpose of this amendment is to assist the HDC and the public to evaluate the height and scale of the proposed building within the context of the surrounding neighborhood.
4. Include a provision to allow the HDC to approve small projects through a Consent Agenda process. The purpose of this amendment is to help expedite the review of small projects and to free up meeting time and resources for the review of larger, more complex applications.

The attached proposed amendments differ in one respect from the version originally presented by the Planning Department. That draft inadvertently omitted a wording change in the first sentence of Section 10.634.20, to require site plans to be "scaled." This led to some confusion at the October 21st meeting. As noted under #3 above, that omission has been corrected in the version being presented for first reading.

Nick Cracknell, Principal Planner, will be making a presentation on this matter on Monday evening.

I would recommend the City Council move to schedule for second reading and public hearing the proposed amendments to the Zoning Ordinance, as presented, at the December 2, 2013 City Council meeting. Action on this item should take place under Section IX of the Agenda.

1.3 **First Reading of Proposed Amendments to Chapter 10 – Zoning Ordinance, Inserting a New Article 5A – Character Districts (aka Form-Based Zoning).**

As a result of the October 21st City Council meeting, I am presenting for first reading a proposed amendment to the Zoning Ordinance to implement Character-Based Zoning (aka Form-Based Zoning) in the downtown area. As you know, the Planning Department and the City's consultants, Town Planning and Urban Design Collaborative (TPUDC) have been working throughout 2013 on a "form-based zoning" study for a large portion of the Central Business District and adjacent areas.

Consideration of the form-based zoning approach is in response to growing concern among residents that the scale and style of new developments are not fitting into the downtown's historic character. Compared to the City's existing Zoning Ordinance, form-based zoning places more emphasis on the forms of buildings (versus their use) and their relationship to the street and to each other. The attached proposed ordinance, under Section IX of the Agenda, being presented for first reading is referred to as "character-based" zoning in order to emphasize this focus on encouraging development that fits into the City's historic character.

This project began with a detailed building-by-building analysis of the study area, including an inventory of lot and building dimensions and architectural features. In June, TPUDC led a design charrette at which many residents, property owners and City officials contributed their concerns, ideas and suggestions. Since then, the staff and consultants have worked through several drafts of the proposed ordinance, and the Planning Board has reviewed the ordinance in two work sessions. Following the October 21st City Council meeting, the Planning Board held a public hearing on the proposed ordinance on October 24th, and considered it further in a special meeting on October 31st.

The proposed ordinance is based on the historic design character of downtown Portsmouth and seeks to encourage new buildings and developments that fit in well with the surrounding context. The goal of this effort is to create zoning regulations that promote development that not only respects the historic character, but actually strengthens and enhances that character by filling in holes in the urban fabric with high-quality buildings.

In addition to the format changes, this draft of the ordinance includes several changes from the version presented on October 21st City Council meeting.

1. In response to concerns raised at the City Council meeting, the building height requirements were amended by adding specific maximum heights in feet to the maximum number of stories. This change appears in both the text (at Section 10.5A55.35, on page 5A-37) and in the legend of Map 19.5A21B (Special Requirements: Specific Building Height Requirement Areas).
2. A second set of concerns raised at the City Council meeting related to the "Architectural Standards and Guidelines" (Appendix A in the October 17 draft), Council members questioned whether the proposed Standards and Guidelines were too restrictive and, more importantly, whether they reflected a true community consensus about design of future buildings. In addition, it was not clear how the proposed design standards for the Character-Based Zoning Area would relate to the future design standards for the Historic District, for which the HDC is requesting funding. In response to these concerns, this portion has been removed from the ordinance as a freestanding document, and the mandatory "standards" have been rewritten as advisory "Interim Architectural Design Guidelines." In the proposed ordinance, Section 10.5A59 now refers to guidelines "adopted for the Character Districts or for the Historic Districts generally," and states that these interim guidelines shall apply until permanent ones have been adopted by the HDC and approved by the City Council.

At its special meeting on October 31, 2013, the Planning Board voted unanimously to recommend that the ordinance be enacted with the following changes:

- Correct minor typographic errors on the maps;
- Revise the wording of Sections 10.5A13.31 and 10.5A13.32 to make the intent clearer regarding existing sections of the Zoning Ordinance that will and will not apply within the Character Districts;
- Delete the previous Section 10.5A31.13, which would have subjected construction of a new street or change in the design of an existing street to zoning review.

The attached revised draft Article 5A, dated November 18, 2013, reflects the Planning Board's recommended changes and incorporates the illustrations and tables which were printed separately in the previous version. In addition, as noted above, the Architectural Standards and Guidelines previously proposed as an Appendix to Article 5A are now set forth in a separate document entitled "Interim Architectural Design Guidelines." These guidelines will not be printed as part of the Zoning Ordinance, but will be incorporated in the Ordinance by reference.

Finally, the maps referred to in Section 10.5A14.10 of the proposed ordinance, which together constitute the Zoning Map for the Character-Based Zoning Area, are now printed together on a single large-format sheet (see attached). These would be adopted under the second paragraph of the proposed ordinance.

As requested by the City Council, the Historic District Commission has also reviewed the proposed zoning amendments. At its meeting on November 13, 2013, the Commission voted to recommend that the Character-Based Zoning amendments be adopted as revised by the Planning Board.

As part of its review of the proposed zoning amendment, the HDC also reviewed the Interim Design Guidelines that are referenced in the ordinance and attached in your packet. On November 13, 2013, the Commission voted to recommend several amendments to the Interim Design Guidelines. However, because this vote was taken after the close of the Planning Board's public hearing and after the close of the agenda for the November 18 City Council meeting, the HDC's recommended amendments to the Interim Design Guidelines will be presented at 2nd reading on the Character-Based Zoning.

Rick Taintor, Planning Director, will be making a presentation on this matter on Monday evening.

I would recommend the City Council move to schedule second reading and public hearing on the attached Ordinance dealing with form-based zoning, which is entitled Article 5A – Character Districts, at the December 2, 2013 City Council meeting. Action on this item should take place under Section IX of the Agenda.

- 1.4. **First Reading of Proposed Amendments to Chapter 10 – Zoning Ordinance – Miscellaneous Conforming Amendments.** As a result of the October 21st City Council meeting, under Section IX of the Agenda, I am presenting for first reading the attached Ordinance which includes a set of proposed amendments to the Zoning Ordinance that will be required if the Council votes to adopt the proposed Article 5A – Character Districts. These “conforming amendments” to other sections of the Zoning Ordinance would make the following changes:

- Add references to the new Character Districts in the listing of Zoning Districts (Sec. 10.410), the description of the Downtown Overlay District (Sec. 10.641.10) and the listing of Sign Districts (Sec. 10.1230);
- Incorporate into the Zoning Map, by reference, the Regulating Plan maps, along with two other maps that describe areas subject to special zoning regulations;
- Add a cross-reference in Article 15 to definitions in the new Article 5A.

The proposed “conforming amendments” also include several substantive changes to the off-street parking provisions of the Downtown Overlay District: parking setbacks from certain streets are reduced from 30 feet to 24 feet, the list of such

streets is expanded, and the setback requirement is changed to apply only to above-ground parking areas (i.e., off-street parking in basement levels would not have to be set back from the street).

The Planning Board considered these proposed amendments in its public hearing on October 24th and its special meeting on October 31st, and voted unanimously to recommend that these amendments be enacted as presented.

I would recommend the City Council move to schedule second reading and public hearing on the attached Ordinance dealing with conforming amendments at the December 2, 2013 City Council meeting. Action on this item should take place under Section IX of the Agenda.

2. **Public Hearing of Proposed Resolution:**

- 2.1 **Public Hearing and Adoption of Proposed Resolution Authorizing a Supplemental Appropriation of up to One Hundred and Fifty Thousand Dollars (\$150,000) from Unassigned Fund Balance for Necessary Expenditures Within the Planning Department for Design Review Tools.** At its October 21st meeting the City Council voted to schedule a public hearing on the attached proposed Resolution authorizing a supplemental appropriation of up to One Hundred and Fifty Thousand Dollars (\$150,000) from unassigned fund balance for necessary expenditures within the Planning Department for the following three design review tools to assist the Historic District Commission in its design review responsibilities:

1. **3-D Model for Building in Downtown Portsmouth:** In the past ten years, the Historic District has witnessed several major commercial and residential development projects. These projects have involved large buildings that both fill the lot and maximize the building height allowed under the Zoning Ordinance. In reviewing these development proposals, the HDC has had to rely exclusively on plans, elevations and renderings submitted by the applicant in order to assess and determine whether the proposed building volume and height is appropriate for the site. The wide variability in both the quality and effectiveness of these submission materials has made the evaluative process challenging, and it is clear that better information is needed for the HDC to adequately fulfill its design review responsibilities.

As one response to this need for information, the HDC proposes to engage an outside consultant to develop an electronic three-dimensional model of existing buildings in the core commercial areas of the downtown area, using the City's Geographic Information System and extensive database as the foundation. City staff will provide the baseline data to the consultant and will assist with implementation and management of the system. The scope for the proposed project includes modeling approximately 215 buildings, applying texturing to the models (images showing the exterior features of the building)

and providing technical assistance to integrate the models into the City's GIS. Once this modeling project is complete, City staff will be able to insert compatible electronic models of new major development proposals into the City's model for review and analysis. Estimated cost: \$50,000.

2. Building Design Guidelines: The HDC is proposing to develop a set of detailed Design Guidelines to assist in the preservation of Portsmouth's historic buildings by providing technical guidance to residents and their contractors in planning changes and additions to their homes. The Guidelines will be created by a consultant under contract with the City, working with the HDC and Planning Department staff.

The proposed Design Guidelines document will expand on guidelines prepared in the 1970s for new construction and building additions in the Historic District. The document will identify the major architectural styles in the City, illustrated with photographs of actual Portsmouth buildings; and will include detailed examples of both historically appropriate and inappropriate building changes. While the focus will be on maintaining and restoring historic buildings within the Historic District, the information contained in the Design Guidelines will also be useful to owners of older buildings outside the District.

By highlighting the design and detailing of the styles, the Guidelines will serve to increase public awareness of the quality and diversity of Portsmouth's historic homes and in turn assist in their preservation. Products will include hard copies of the Design Guidelines document that will be available free to the property owners within the District, and a digital editable version of the Guidelines for the City website and future printing. Estimated cost: \$50,000.

At the Historic District Commission meeting of November 13th, the Commission requested that the City Council receive a copy of the Example Design Guidelines from the City of Newton, Massachusetts. We will have hard copies available at the meeting on Monday evening and City Council members may view this document on the City's Website at <http://www.planportsmouth.com/CityofNewtonDesignGuidelines.pdf>.

3. Update the Historic Survey of the Historic District: In 1982, the Portsmouth Advocates completed an historic survey of properties in the Historic District. The survey inventoried and assessed all 850 properties in the District and rated each structure as either "focal," "contributing" or "non-contributing." The HDC regularly uses this information in its review of applications for Certificates of Approval.

In 1995, the original Historic District was expanded down Middle Street to Middle Road, down Islington Street to Dover Street, and along Dennett

Street to Walker Street. In 2009, the District was further expanded along Islington Street to the Brewery District and along Middle Street to South Street, along with a small extension on New Castle Avenue. These two expansions added approximately 170 properties to the District, and increase of 20 percent. Unlike the original Historic District, the properties added in the 1995 and 2009 expansions of the District were never reviewed using a standardized historic assessment and rating system.

The HDC is proposing that an historic survey comparable to the 1982 survey be conducted for approximately 200 properties: the 170 properties that have been added to the Historic District since 1982, and about 30 additional properties that are currently being considered for inclusion in the District along Richards Avenue, Summer Street and Austin Street. Detailed historic district survey forms would be developed for each structure, documenting its age, historic name, rating, architectural style, materials and any specific features. A consultant under contract with the City would update the survey data working with the HDC and Planning Department staff. Estimated cost: \$50,000.

Each of these projects would involve developing a Request for Proposals and selecting a consultant. It is anticipated that the electronic modeling project would be completed in 4-6 months after consultant selection, and that the other two projects could be completed in 6-8 months. The total funding for this project is estimated at \$150,000.

Nick Cracknell, Principal Planner, and Joe Almeida, Chair of the Historic District Commission, will be available at Monday's meeting to answer questions about this request.

I would recommend the City Council move to adopt the proposed Resolution authorizing a supplemental appropriation of up to One Hundred and Fifty Thousand Dollars (\$150,000) from unassigned fund balance for necessary expenditures within the Planning Department for Design Review Tools. (Please note that Bonding Resolutions require two readings and a public hearing and two-thirds vote of the City Council.) Action on this item should take place under Section IX of the Agenda.

Consent Agenda:

1. **Acceptance of Donation for Art-Speak.** Art-Speak requests that the following donation to support Art-Speak's General Administration line item be accepted by the City Council on behalf of Art-Speak:

➤ Robin Albert \$175.00

I would recommend the City Council move to accept and approve the donation to Art-Speak for the General Administration line item, as presented. Action on this matter should take place under Section X of the Agenda.

2. **Acceptance of Donation to the Coalition Legal Fund.** The Town of Bridgewater has donated funds in the amount of \$1,000.00 to the Coalition Legal Fund, which will be utilized to continue our fight to eliminate the statewide property tax.

I would recommend the City Council move to approve and accept the donation, as listed, to be placed in the Coalition Legal Fund. Action on this matter should take place under Section X of the Agenda.

3. **Request for Licenses to Install Projecting Signs.** Attached under Section X of the Agenda are the following requests for projecting sign licenses (see attached memorandums from Rick Taintor, Planning Director):

- Barbara Newton, President of The Player's Ring for property located at 105 Marcy Street
- Enrico's Management, LLC, owner of Enrico's Deli for property located at 41 Congress
- John Bajoras, owner of Village Silversmith for property located at 75 Congress Street
- Dave Campbell, owner of Ceres Street Wine for property located at 39 Ceres Street
- Jessica Roy, owner of Pawtsmouth Grooming Salon for property located at 85 Daniel Street
- Karen Hayes & Betsy Montgomery, owner of Pretty Poppy for property located at 45 Market Street

I would recommend the City Council move to approve the aforementioned Projecting Sign Licenses as recommended by the Planning Director and, further, authorize the City Manager to execute the License Agreements for these requests. Action on this matter should take place under Section X of the Agenda.

City Manager's Items Which Require Action:

1. **License Request Re: Insurcomm, 30-32 Daniel Street.** Insurcomm requests a license through January 17, 2014 to encumber the sidewalk in front of 30-32 Daniel Street to complete restoration work following the fire at that location. The restoration work is currently being completed under an encumbrance permit which is due to expire December 5, 2013. See attached picture of the existing scaffolding.

Staff has no objection to the grant of a license provided that it includes terms and conditions similar to those already contained in the encumbrance permit. The scaffolding may be reduced or removed for a short period of time while the owners finalize restoration plans for the next phase of work. There is anticipated to be intermittent use of metered parking spaces which will be handled by purchase of meter bags.

See attached picture of the area which is presently encumbered with walk-through scaffolding.

I would recommend the City Council move to authorize the City Manager to negotiate and enter into a license with Insurcomm to facilitate restoration activities at 30 - 32 Daniel Street.

2. **Boarding House License Extension Re: 21 Brewster Street.** As you may recall, on August 19th of this year, the City Council voted to grant a 3-month extension of the Boarding House Permit for 21 Brewster Street. That was the third 3-month extension of this permit. Attorney Dan Hoefle will be in attendance at Monday evening's meeting to speak on behalf of the owner, Brian Hogan. City Staff completed an inspection of the property on Wednesday, November 13th and found that site is in compliance with all health and building issues. The permit expiration should expire on March 4, 2014, which is the same date as the other two Boarding House Permits. Attached is a copy of the draft Boarding House Permit.

Also, please note that under Section XI of the Agenda is a letter and petition submitted by the Islington Creek Neighborhood Association, regarding this matter.

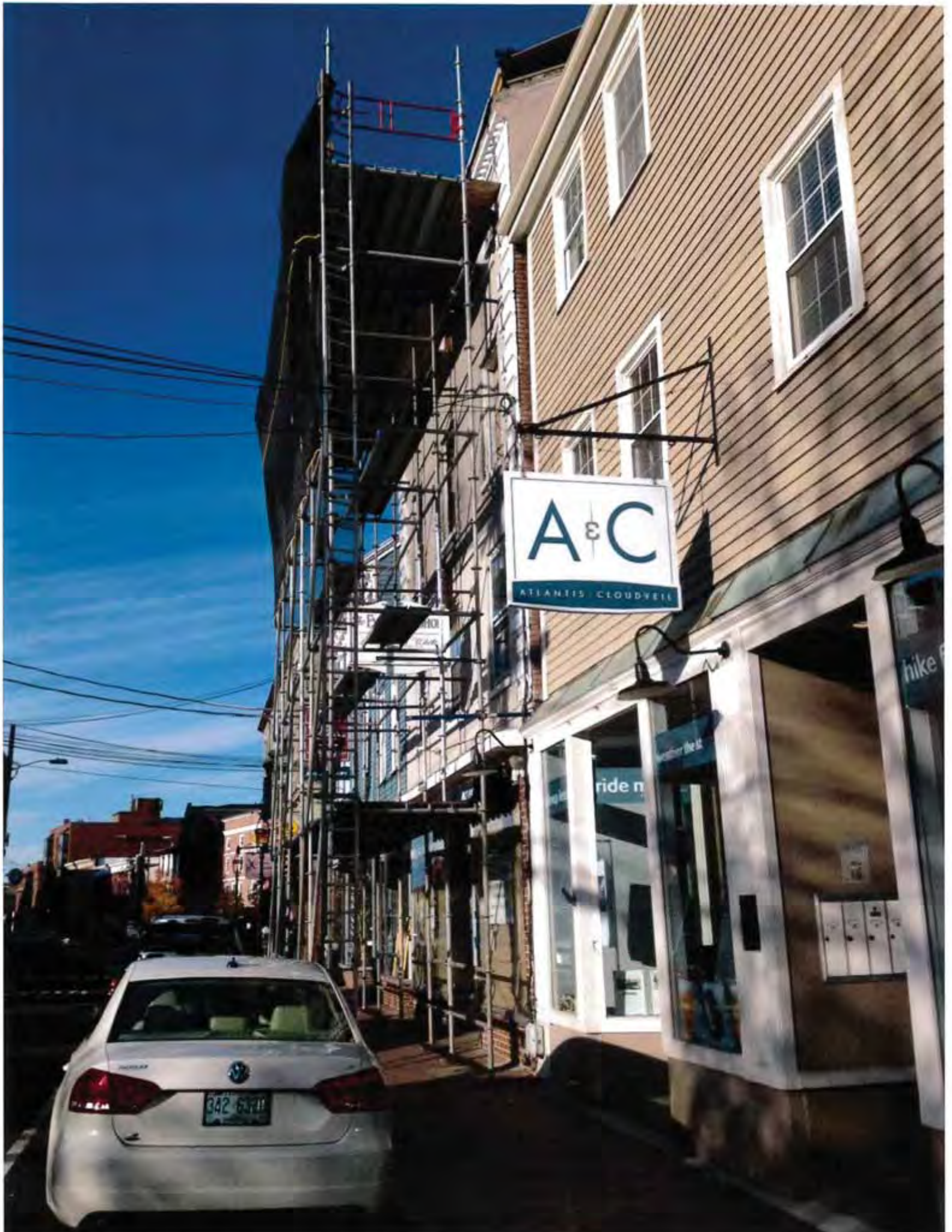
I would recommend the City Council move to extend the Boarding House Permit for 21 Brewster Street, with stipulations as requested by the City Council, to March 4, 2014 to put it on the annual permit cycle with the other two boarding house permits.

Informational Items:

1. **Events Listing.** For your information, attached is a copy of the Events Listing updated after the last City Council meeting on October 21, 2013. In addition, this now can be found on the City's website.

2. **Economic Development Commission Quarterly Report.** At the November 1, 2013 Economic Development Commission (EDC) meeting, Chamber of Commerce Tourism Manager Valerie Rochon reported on tourism for the period April 30, 2013 – October 31, 2013. As you may recall, the attached report is part of the City of Portsmouth and Chamber of Commerce partnership for which the Council has requested copies of the semi-annual reports presented to the EDC.

3. **Report Back Re: Request from Tom Morgan regarding Historic District Area Extension.** As you may recall, at the May 20, 2013 City Council meeting, the Council referred the attached letter from Tom Morgan requesting the Historic District area extension, to the Planning Board for a report back to the City Council. Attached is a memorandum from Rick Taintor, Planning Director, outlining this matter. At the October 21st Planning Board meeting, the Board voted unanimously to recommend against the proposed extension. Please note in the Rick Taintor memorandum that the Planning Board members felt that any expansion of the Historic District should be done in the context of a larger planning study, rather than adding two small areas to the District in isolation from the surrounding areas.



A & C
ATLANTIS CLOUDYVILLE

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hike

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BOARDING HOUSE PERMIT

CITY OF PORTSMOUTH, NEW HAMPSHIRE

Permit Number: 2013-04

Date: November 19, 2013

BE KNOWN, that Brian D. Hogan, 21 Brewster Street Portsmouth, NH 03801 is licensed to operate a boarding house located at 21 Brewster Street within the City of Portsmouth, NH for the following number of rooms:

Number of Rooms: 34

The boarding house complies with City Ordinance Chapter 9, Article VIII, Sections 9.801 – 9.805 at the date of issuance of permit.

The following conditions shall be met:

1. Extend the current permit through March 4, 2014 with an inspection and report back prior to further extension.
2. Maintain full time professional management of the facility; such management firm having the ability to respond to municipal inquiries and requests 24/7.
3. Integrated pest management (IPM) to be maintained on monthly basis with follow-up inspection and applicable treatment in accordance with applicable treatment protocol in the event of pest detection. Monthly reports and follow-ups shall be delivered to the Health Department.
4. Require all common floors to remain non-porous and non-absorbent with cleanable surfaces.
5. Soiled or infested bedding shall be disposed of and not re-used.
6. Correction of all deficiencies from the annual inspection prior to permit issuance.
7. Permittee agrees to allow unannounced inspections of all common areas of the property and to allow similar inspections of tenant rooms with the permission of the tenants.
8. Permittee agrees that any failure to comply with these conditions, after a reasonable cure period, is adequate grounds for termination of the permit.

DRAFT

9. The professional management described in item 2 above shall have the full authority of the permittee to take those actions necessary to maintain compliance with the permit.

10. The professional management described in item 2 above shall be provided with the complete authority to maintain open communications with the neighborhood, the tenants of the property and the City with regard to all issues concerning the property.

This permit will expire: March 4, 2014

Attest:

Kelli L. Barnaby, City Clerk
OFFICE OF THE CITY CLERK

***Footnote:** Items 7 through 10 above are derived from recommendations made by the Islington Creek Neighborhood Association by letter addressed to the Portsmouth City Council on February 13, 2013. The language of the Neighborhood Association has been modified to meet municipal purposes. The Neighborhood recommendation regarding eviction of tenants has not been included because state law regarding evictions preempts municipal authority.

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Run: 11/14/13
9:31AM

Event Listing by Date

Page: 1

Starting Date: 10/21/2013

Ending Date: 12/31/2014

Start End	Type Description	Location	Requestor	Vote Date
10/31/2013 10/31/2013	PARADE Trevor Bartlett is the contact for this event. His contact number: 969-4625 E-mail: eyesfingerstoos@gmail.com For route see www.spookyportsmouth.com	Begins at Peirce Island - Ends at Prescott Park.	Portsmouth Halloween Parade	10/7/2013
11/10/2013 11/10/2013	ROAD RACE Jay Diener is the contact for this event. He can be reached at 758-1177. This event begins at 8:00 a.m. The course travels through Rye and New Castle, as well as parts of Portsmouth.	Thru Portsmouth	Jay Diener, Co-Race Director	8/5/2013
11/23/2013 11/23/2013	ROAD RACE Patti Maccabe is the contact for this event. Her cell number is 603-867-9799.	Little Harbour School	Arthritis Foundation	10/21/2013
11/28/2013 11/28/2013	ROAD RACE Pat Lyons (430-2156) is the contact for this event. This event begins at 8:30 a.m.	Peirce Island	Seacoast Rotary Club Turkey Tr	12/17/2012
12/7/2013 12/7/2013	PARADE	Begins at 800 Islington Street - ends at Pleasant	Holiday Parade	/ /
12/7/2013 12/7/2013	PARADE The tree lighting is at 5:30 p.m. in Market Square Brinn Chule is the contact for this event.	Market Square	Tree Lighting	/ /
12/19/2013 12/19/2013	VIGIL Jessica Brazeau is the contact for this event. She can be reached at 603-436-2218 ext. 105 This event starts at 5:30 p.m. for approximately an hours and half.	Market Square - in front of North Church	Cross Roads House	10/21/2013
12/31/2013 12/31/2013	FIRST NIGH Barbara Massar is the contact for this event. This evening begins at 4:00 p.m. to Midnight. It is held throughout various venues of downtown Portsmouth.	Market Square	Pro Portsmouth	9/3/2013
1/1/2014 1/1/2014	ROAD RACE Community Road Race Series Doug Bates is the contact.	Little Harbour School	Great Bay Services	12/17/2012
3/15/2014 3/15/2014	ROAD RACE Jill McFarland is the contact for this event. Telephone contact number: 501-9029.	125 Austin Street	St. Patrick School	8/5/2013
3/31/2014 3/31/2014	ROAD RACE Donald Allison is the contact for this event. This event begins at the Portsmouth High School. His number: 617-835-2378	Starts at Portsmouth High School	Eastern States 20 Mile	10/21/2013

Event Listing by Date

Starting Date: 10/21/2013

Ending Date: 12/31/2014

Start End	Type Description	Location	Requestor	Vote Date
5/ 4/2014 5/ 4/2014	FESTIVAL Barbara Massar is the contact for this event. This event begins at Noon to 4:00 p.m. Street closure - Pleasant Street - State Street to Market Square No Parking on Market Street-Bow Street to Isle of Shoals Steamship Company entrance.	Downtown	Pro Portsmouth - Children's Da	9/ 3/2013
5/10/2014 5/10/2014	ROAD RACE Allison Brownell, Race Co-Chair is one of the contacts for this race. Her cell number is 845-430-9351 The race begins at 8:30 a.m.	Marcy Street	Susan G. Komen New Hampshire R	8/19/2013
6/14/2014 6/14/2014	FAIR This is the 37th Annual Market Square Day from 4:00 a.m. to 6:00 p.m. Barbara Massar is the contact for this event.	Market Square	Pro Portsmouth	9/ 3/2013
6/14/2014 6/14/2014	ROAD RACE This is the 37th Annual 10K Road Race that beings at 9:00 a.m. in Market Sqire.	Market Square	Pro Portsmouth	9/ 3/2013
6/21/2014 6/21/2014	RACE Alyssa Salmon is the contact on this event. She can be reached at 430-1140 ex. 14 The event is from 3:00 p.m. to 6:00 p.m. Rain date of June 22, 2014.	Pleasant Street	Big Brother Big Sister	9/ 3/2013
6/28/2014 6/28/2014	MUSIC This is Summer in the Street event. It begins at 5:00 p.m. to 9:30 p.m. Street closurers - Pleasant Street - Porter Street to Market Square.	Market Square	Pro Portsmouth	9/ 3/2013
7/ 5/2014 7/ 5/2014	MUSIC This is Summer in the Street event. This event is from 5:00 p.m. to 9:30 p.m. Street Closurers - Pleasant Street - Porter Street to Market Square.	Market Square	Pro Portsmouth	9/ 3/2013
7/12/2014 7/12/2014	MUSIC This is a Summer in the Street event. The event is from 5:00 p.m. to 9:30 p.m. Street Closures - Pleasant Street - Porter Street to Market Square	Market Square	Pro Portsmouth	9/ 3/2013
7/19/2014 7/19/2014	MUSIC This is the Summer in the Street event. This event is from 5:00 p.m. to 9:30 p.m. Street Closures - Pleasant Street - Porter Street to Market Square	Market Square	Pro Portsmouth	9/ 3/2013
7/26/2014 7/26/2014	MUSIC This is the Summer in the Street event. This event is from 5:00 to 9:30 p.m. Street Closures - Pleasant Street - Porter Street to Market Square	Market Square	Pro Portsmouth	9/ 3/2013
8/ 2/2014 8/ 2/2014	MUSIC This is a Summer in the Street event. The event is from 5:00 p.m. to 9:30 p.m. Street closures - Pleasant Street - Porter Street to Market Square	Market Square	Pro Portsmouth	9/ 3/2013

**GREATER PORTSMOUTH CHAMBER OF COMMERCE
REPORT TO THE
PORTSMOUTH ECONOMIC DEVELOPMENT COMMISSION
PRESENTED 1 NOVEMBER 2013**

Partnership Deliverables for Quarter 2 & 3 2013: April through September 2013
Chamber Contact: Valerie Rochon, Tourism Director

New Initiatives

GPCC and our Destination Marketing Task Force created an interactive Tourism Summit which was held in February 2013 with close to 100 members of the Seacoast tourism community in attendance.

The goal of the Summit was to “Walk away with actionable items that, working together, we can reasonably achieve, to increase revenue for our hospitality community.”

Three new Committees were formed as a result of the Summit: Attractions, Events Enhancement and Front Line Training.

The Attractions Committee created a weekend called Live Free & Play, using the State’s marketing tag line. The event was held May 31, June 1 and 2, 2013 to celebrate the beginning of the Summer season when all our attractions were open and our shops began staying open late on Friday nights.

We produced a flyer that promoted the twenty-two participating attractions and distributed it around the Seacoast. We also used PR, Facebook, Twitter and the Chamber’s website to promote the event, which saw an increase in traffic to the attractions over that same weekend in 2012. While this was not a JPP initiative, we did include the State’s logo on the flyer, Attachment I.

The Events Enhancement Committee is working on a Fire & Ice Festival for February 2014. The Front Line Training Committee has developed a three-pronged initiative: 1) Classroom training to introduce front line staff to the history of Portsmouth and the Seacoast, 2) FAM tours scheduled to local shops, restaurants and attractions, and 3) information cards with fast historical facts and where to find additional information resources.



1) COLLATERAL



The collaborative effort between Big Brown Books and the Chamber, the 2013 -2014 HarborGuide: The Official Guide to Portsmouth & the Seacoast, was published in May. The Chamber has distributed most of the 20,000 copies allocated to the Chamber (60,000 were printed) at the Visitor Center and the Kiosk, at travel shows, in five of the nearby high-traffic NH State Rest Areas and to inquiries. Brown has distributed locally to advertisers and high-traffic businesses.

April 2013 Restaurant Week Portsmouth & the Seacoast - Two rack cards were created; one to be distributed at the Boston Globe Travel Show in February, where attendees have a keen interest in the Seacoast Restaurant Week. This is a general sell as the restaurants have not yet signed up to participate. A second rack card and posters were created once all participating restaurants were identified, distributed through the forty-nine participating restaurants, local retailers, RWPS



sponsors and throughout the Seacoast.

The Official Map of Portsmouth & the Seacoast, 2013-2014 edition, was redesigned based on input from front line staff. In August 75,000 copies were



printed locally, supporting the Buy Local effort, and has been distributed through the major hotel properties downtown, many restaurants, retail shops and the Discover Portsmouth Center. It is also being distributed through the 12 NH State Rest Areas, and through Seacoast racks in NH, southern Maine, the North Shore, and at Boston transportation centers.

Rack cards were produced for the **Shop Portsmouth Friday Nights** promotion which ran from the beginning of June through Columbus Day. The success of the more emotional sell created in 2012 using the photography of Robert Wheeler was repeated with a new image. Also continuing the success of the cross promotion between the retailers and restaurants, we increased the number of participating restaurants from ten to twelve. Restaurants offered a Friday dining special when diners produced a receipt for that Friday from

participating shops. The same photo featured on the rack cards was carried through other summer promotions, including the Summer Daze Sidewalk Sale, pictured here.



All collateral is also distributed through the Visitor Center and Kiosk.

2) TRAVEL TRADE SHOWS & SALES MISSIONS

Sales - International

GPCC met with twenty-eight press, tour and receptive operators from the UK, Germany, Italy, France and Japan during the annual *Discover New England Summit* held in Stowe, Vermont in April 2013. Interest from the international tourism community continues to grow for our destination, which is emerging as an alternative gateway through New England. Both receptive and tour operators were matched with the appropriate properties who participated in the International Pay to Play Program, and were given net rates and contact information. The participating properties were also given the leads of the interested tour operators for follow up.



Our Intercept Survey conducted from our Visitor Center and the Market Square Kiosk identified 248 visitors from 29 countries over the last year, 45% from Canada, 16% from Germany and 10% from the UK, our primary international markets. We continue to work closely with the historians of the Portsmouth Peace Treaty group to reach out to the Japanese market.

In July 2013, GPCC met at the Common Man in Portsmouth with Senator Shaheen and Mike Fullerton of Brand USA (both pictured here), a public private partnership with the mission of promoting international travel to the US. Along with other local business leaders who are interested in international markets, and in conjunction with the NH DTTD and Discover New England, we will continue to lobby for opportunities for Portsmouth, as a small destination with limited funding, to participate with Brand USA initiatives.

Groups & Drive Markets

The **American Bus Association Marketplace** will be held in January in Nashville, Tennessee, and we are scheduled to attend. We are also confirmed for a booth at the **Boston Globe Travel Show** in February.

3) PUBLIC RELATIONS

Kathleen Soldati of Soldati PR has been retained on a year round basis through FY2014 to increase outreach to our primary markets. She will be responsible for promoting events and news to local and New England press primarily, with planned PR visits to Montreal and New York City.

Portsmouth In the News

A small sampling of the press Portsmouth has received from April through September:

- September 2013 – “**Wentworth By the Sea, New Hampshire's grand resort, has place in history, hearts.**” Karen Rubin, Examiner.com; <http://www.examiner.com/article/wentworth-by-the-sea-new-hampshire-s-grand-resort-has-place-history-hearts>
- September 2013 – “**Strawbery Banke, Portsmouth NH, offers 300-year journey in one real neighborhood.**” Karen Rubin, Examiner.com; <http://www.examiner.com/slideshow/strawbery-banke-portsmouth-nh-s-living-history-museum#slide=1>
- August 2013 – “... **vibrant harbor-front city of Portsmouth at the mouth of the Piscataqua River.**” The Inertia.com; <http://www.theinertia.com/surf/new-hampshire-savoring-surf-on-the-shortest-shoreline/>

- August 2013 – **“This low-key gem is great for relaxing, shopping, and pretending you never have to go back to your real life.”** CNN.com, America’s Most Awesome Boardwalks. http://www.cnn.com/2013/08/23/travel/america-best-boardwalks/index.html?hpt=tr_c1
- July 2013 – Adam Richman on Kitchen Daily.com listed the Black Trumpet as one of the “12 Best Places to Eat Across America.” <http://www.kitchendaily.com/read/adam-richman-best-places-eat-in-america>
- July 2013 – Philly.com advised readers: “Be a mule, dear, and bring back some beer during your summer travels,” including **“Portsmouth Kate the Great (New Hampshire),”** http://articles.philly.com/2013-07-11/news/40516455_1_mule-lost-coast-firestone-walker
- July 2013 – **“Portsmouth_ a cultural hotbed on New Hampshire’s seacoast..,”** Waheeda Harris on Canada.com, <http://o.canada.com/2013/07/03/from-the-sea-to-the-mountains-roadtripping-in-new-hampshire/>
- June 2013 – **“The third-oldest city in the country boasts an enviable waterfront setting, grand architecture, a booming arts and theater scene, and vibrant community spirit.”** Boston Globe, By Diane Bair and Pamela Wright , June 29, 2013, <http://www.boston.com/travel/new-england/2013/06/29/portsmouth-the-country-third-oldest-city/CTQiRMmzapUw3LfrNLfyZJ/story.html>
- June 2013 – **“New Hampshire’s 18-mile coastline is next, and it’s short but sweet.”** Atlanta Journal Constitution online, <http://www.ajc.com/news/travel/new-englands-other-capes/nYKZK/>
- June 2013 – **“Before crossing into Maine, grab a bite in Portsmouth, which is brimming with good food.”** Atlanta Journal Constitution online, <http://www.ajc.com/news/travel/new-englands-other-capes/nYKZK/>
- June 2013 – **“When Boston needs a vacation, it loves Portsmouth.”** Josh Noel, Chicago Tribune, <http://my.chicagotribune.com/?dssReturn#section/-1/article/p2p-76264482/>
- **“..one of the nation’s most kid-friendly, walkable, food-centric, historic, livable and romantic cities.”** Josh Noel, Chicago Tribune, <http://my.chicagotribune.com/?dssReturn#section/-1/article/p2p-76264482/>
- June 2013 - **“On any East Coast car trip, you <Portsmouth> are a charming little must.”** Josh Noel, Chicago Tribune, <http://my.chicagotribune.com/?dssReturn#section/-1/article/p2p-76264482/>
- June 2013 – **“It’s like Europe in America,”** Josh Noel, Chicago Tribune, <http://my.chicagotribune.com/?dssReturn#section/-1/article/p2p-76264482/>
- May 2013 – **“It makes for a port town that goes farther to not just support its past but reach into the future, and to try something new.”** Waheeda Harris, Canada, <http://gonetoswantravel.com/>
- April/May 2013 – *Yankee Magazine* Names Local New Hampshire Establishments to 2013 **“Editors’ Choice” List**; more Seacoast businesses chosen than in any other NH region; thirteen Portsmouth businesses listed.
- April 2013 – Named one of **“America’s Most Beautiful Town Squares,”** Travel & Leisure.com, <http://www.travelandleisure.com/articles/americas-most-beautiful-town-squares/6>

Our biggest press hits came from the *Chicago Tribune* in June and the *New York Times* in August.

The Tribune’s piece was AP syndicated and picked up in papers around the country, including California, Ohio and Connecticut. We saw visitors in the Market Street Visitor Center who specifically quoted the piece as the reason they decided to come to Portsmouth. From Josh Noel: **“Seriously, Portsmouth? You’re going to be that perfect? So ideal that I ache, I envy and I curse my childhood for not including your idyllic splendor?”** <http://my.chicagotribune.com/?dssReturn#section/-1/article/p2p-76264482/>

The New York Times article featured a 36-hour itinerary, arriving in Portsmouth at 2:30 on Friday and departing at noon on Sunday, with suggestions for activities, where to dine and where to stay. As quoted: **“Portsmouth is blessed with an absurd selection of restaurants, cafes and ice cream parlors to ponder. After a long day’s shopping, gallery hop or boat ride, visitors seem to end up at a new favorite waterfront watering hole. Once installed at the bar or patio, raise a mug of frosty ale to this surprising little city of contrasts: touristy and local, cultured and blue collar, historically preserved and scrappy.”** ETHAN GILSDORF, <http://travel.nytimes.com/2013/08/04/travel/36-hours-in-portsmouth-nh.html?pagewanted=all&r=3&>

Familiarization Tours (FAMS)

From April through September we hosted eighteen journalists and tour operators from Canada, Boston, New York, Alabama, Japan, China and Italy. Areas of interest included motorcycle tours, guide updates, Strawberry Banke Museum, the Wentworth and Portsmouth in general. Articles have appeared both online and in print.

4) TOURISM GRANTS

Q2 & Q4 activities funded by the 2013 - 2014 JPP Grants included:

- Discover New England Summit
- Boston Globe Travel Show
- Shop Portsmouth initiatives
- Public Relations
- Tourism website development
- Collateral distribution

The total amount the Chamber applied for and received from the State for JPP funding during the State’s FY2013, which ended June 30, 2013, was \$57,021.97. We have completed the work for the JPP grant for FY2013 and submitted the year end required JPP reports.

We have also begun the JPP FY2014 initiatives. For the State’s FY2014 which began July 1, 2013, the Chamber has been granted up to \$44,205.92 which, as always, must be matched by local funds. While the total amount of funds appropriated in the State’s budget for JPP grants has increased, so have the number of applicants requesting grant funding, thereby decreasing the amount each destination can receive.

The Chamber also continues to receive support from the Portsmouth City EDC, with a grant of \$40,000 in 2013, plus a one time grant of \$5000 to assist in the promotion of the newly designed tourism website.

5) ADVERTISING

The very tight budget the Chamber has experienced in the past couple of years has limited the paid advertising we can purchase, thereby diminishing our reach into targeted markets. Our pay-to-play programs, however, have funded targeted initiatives for our industry segments during April through October 2012.

- Ads purchased in the annual NH Visitors Guide and on visitNH.gov to promote the destination.
- Restaurant Week – In addition to collateral and PR, the participants and sponsors for RWPS have invested in advertising on the radio (Clear Channel, NHPR, WBZ Boston, WXGR and WSCA), in print (Taste Magazine, the Seacoast Media Group, Wicked Local covering north of Boston, the Maine Weekly Sentinel, and the Granite State Sentinel), direct mail of a beautifully

designed piece sent to over 109,000 homes in southern Maine, the Seacoast, and north of Boston, and on-line ads and calendar postings on PortsmouthNH.com, Boston.com, VisitNH.gov, DiscoverNewEngland.org, and NewHampshire.com.

- Social media on Facebook, Twitter, and eNewsletters to consumer and members are used continuously to get the word out about the Seacoast happenings.

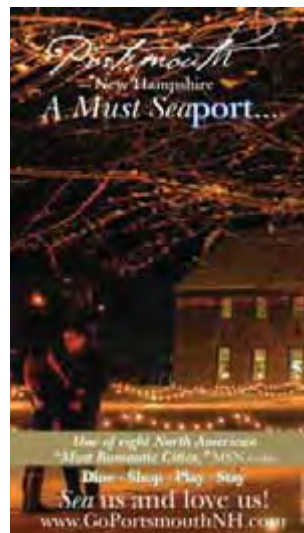
To address the increase in smart phone usage and the opportunity to drive people to the Chamber’s website, we continue to use Quick Response (QR) codes on our collateral.

Sample ads:

East Coast Traveler Magazine, Canada



NH Visitor Guide



NH Visitors Guide – Winter

6) INCREASE VISITATION

QUANTITATIVE RESEARCH

The GPCC has captured information from multiple sources. Methodology is different for each, and explained below.

- Visitor Center and Kiosk staff - tracking numbers
- Visitors who are in Portsmouth – intercept surveys
- Potential visitors who have contacted the Chamber for information – conversion survey
- Lodges in Portsmouth and the Seacoast – occupancy reports

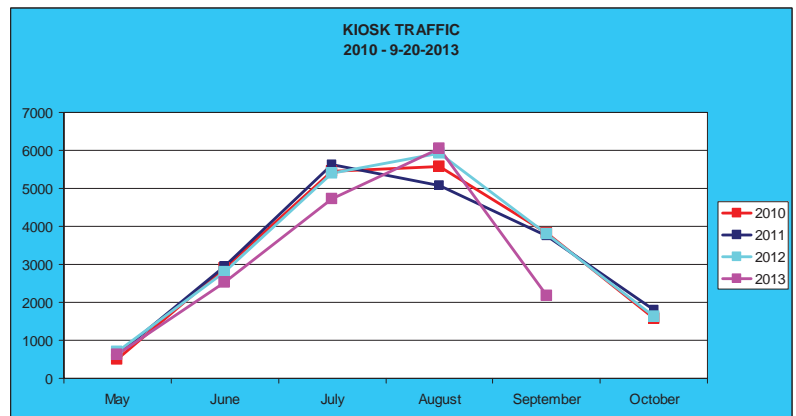
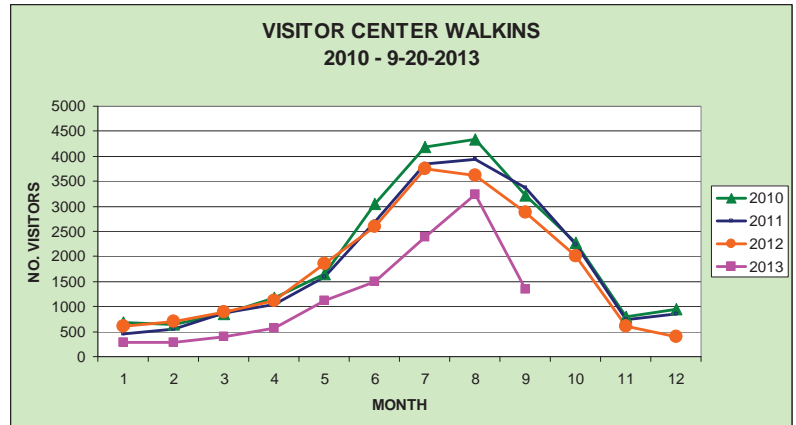
- Website analytics
- River & Island Cruise Tours
- Historic Homes Visitation and Historic Tours
- Hampton Toll Booth traffic
- Room & Meals Tax Revenue Statistics

VISITOR STATISTICS

The GPCC keeps a running tally of visitors who walk through the doors at the year-round visitor information center, and at the seasonal Market Square info kiosk (May-October). Phone and web inquiries, mailings and Harbor Trail Tour tickets are also tracked. Below is a year-to-year comparison, based on the calendar years for 2010, 2011, 2012 and YTD through September 20, 2013.

We expect that our Visitor Center numbers will continue to decline while our Kiosk traffic increases. Our hotels, restaurants, shops, attractions and arts and culture events are showing positive growth, which leads us to believe that the proliferation of mobile devices and pre-planning on the internet will continue to diminish the need for a Visitor Center (except for bathrooms). Hotel occupancy numbers are on the rise, with outlook for the upcoming Holiday Season optimistic. Overall, foot traffic on the streets has increased or, in 2013 because of the rain in June and very hot weather in July 2013, stayed constant at around 20,000 visitors. The conclusions we drew last year seem to continue to hold true:

- The increase in internet research, social media interaction (including Facebook and Twitter) and smart phone usage is causing fewer visitors to rely on a Visitor Center for their destination information.
- All signs from our hotels, attractions, restaurants and arts & culture events are positive, indicating that the economy has turned around and is enjoying some growth.
- Weather more than gas prices seem to have had an impact, though with gas prices still high it is possible that staycations are the new normal. We have also seen both ups and downs in the retail sector but the restaurants continue to see high traffic, suggesting that discretionary spending may be diverted to the gas tank rather than the shops.
- Day trippers make up a lot of the foot traffic.
- Leisure travelers staying overnight are on the rise, while conference and group business is picking up (particularly from the Shipyard), thereby increasing occupancy figures for 2013 over 2012.



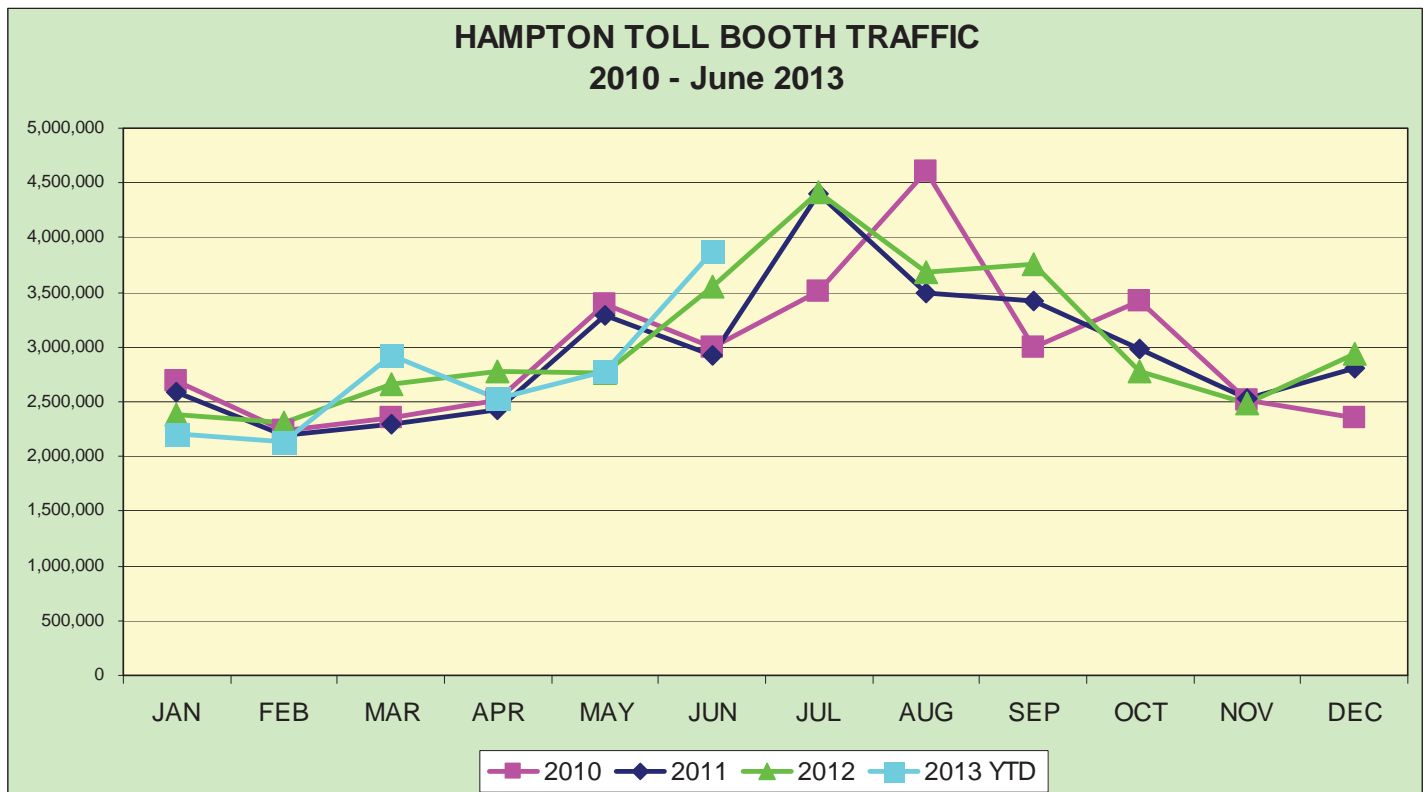
RIVER & ISLANDS CRUISES

Our cruise boat tours, almost more than any other of our attractions, are entirely weather dependent. The combination of a wet June and a July high in humidity which kept people home played havoc with early summer numbers for the scheduled cruises. One of our river attractions reported more than 40 cancellations because of the weather, either real or forecast.

August was a much healthier month for our river attractions, another indicator that the demand is there, and will improve as the economy continues its recovery and with the help of Mother Nature. Our river attractions project they will end up with numbers similar to 2012, which they consider a successful year.

HAMPTON TOLL BOOTH TRAFFIC

Traffic through the tolls at the combined Hampton Main and Hampton Side booths is up a half million vehicles through June 2013, which is a 1% increase over the same period in 2012.



Contiguous month peaks and valleys are caused by the week-ending dates creating five-week and four-week months in separate years.

VISITOR SURVEYS

Methodology: Intercept surveys are administered throughout the year, but primarily April through October by Visitor Assistants and Volunteers at the visitor information center and Market Square kiosk.

Goal: to obtain 1000 usable surveys during January 1 through December 31, 2013

Results: 943 surveys completed, January 01 through September 20, 2013

Visitor Geographics:

Of 943 total respondents:

685 (73%) from United States

248 (26%) other countries

10 non-response

United States:

Visitors from 48 states and Washington DC visited Portsmouth during calendar year to date 2013. The top states included:

STATE	VISITORS	% OF TOTAL
MA	106	15%
NY	73	11%
CT	59	9%
NH	43	6%
NJ	41	6%
CA	33	5%
PA	30	4%
FL	28	4%
VT	27	4%
IL	21	3%
MD	20	3%
ME	19	3%
OH	15	2%
TX	15	2%
VA	15	2%
NC	13	2%

All other states represented 1% or less of visitors.

World:

COUNTRY	VISITORS	% OF TOTAL
Canada	112	45%
Germany	39	16%
Australia	15	6%
England	14	6%
Holland	9	4%
UK	8	3%
Italy	7	3%
France	6	2%
Ireland	5	2%
Sweden	3	1%
Switzerland	3	1%
Denmark	2	1%
India	2	1%
N Zealand	2	1%
Puerto Rico	2	1%
Scotland	2	1%
Spain	2	1%
Taiwan	2	1%
Turkey	2	1%
Austria	1	0%
Belgium	1	0%
Bermuda	1	0%
Brazil	1	0%
Columbia	1	0%
Greece	1	0%
Japan	1	0%
Serbia	1	0%
Singapore	1	0%
So Africa	1	0%
Ukraine	1	0%

First time vs. Repeat Visitors

77% of survey respondents were first time visitors, up by 1% over 2012. Of those who were returning visitors, 29% are frequent visitors, having been to the Seacoast three or more times.

Source of Visit

We tallied 959 responses (some visitors cited multiple sources) to the question “How did you hear about the Seacoast?” Those responses registering 1% of the total or more are listed below. In addition, we learned that visitors are former residents, looking at possibly relocating, they are lost, here for an event or a bus tour, “saw a movie(??),” received information from the State, visiting from Portsmouth, UK, or saw a TV ad.

SOURCE	#	% OF TOTAL
Travel Guide	259	27%
Friends/relatives	227	24%
Website	203	21%
Highway Sign	82	9%
Repeat	51	5%
Other	30	3%
Magazine Article	29	3%
Newspaper Article	25	3%
Harbor Guide	8	1%
Former Resident	6	1%
AAA	5	1%
On Way To	5	1%
Rest Area Info	5	1%
Local	5	1%

Almost one third of those who cited their source as a Travel Guide are from other countries, including Canada, with the remaining majority are from distant domestic states. We are pleased to see that our increased distribution of Harbor Guides and Maps in the State Rest Areas are generating visits to the Seacoast.

Between Friends, VFR (Visiting Friends & Relatives), Repeat Visitors and Locals, 31% of our visitors are familiar with our destination from sources other than marketing outreach. We might interpret that the 9% who came because of our highway sign exited the highway to use the rest rooms or for directions, because they’d heard the name of Portsmouth and wanted to visit, or simply needed a break on their way to/from Maine, but regardless we should thank our Department of Transportation for the directional.

We expect the internet search numbers to increase once we have our new tourism website up with the benefit of professionally managed search engine optimization.

Primary Purpose of Visit

	% 2013	% 2012	% 2011
Entertainment/Vacation including Sightseeing	74%	76%	81%
On the way to....	10%	--	--
VFR	4%	5%	5%
Other	4%	5%	3%
Event/Wedding	3%	1%	1%
Business	2%	3%	3%

Other reasons for visiting Portsmouth were shopping, historic sites, possible relocation, Tall Ships, bathroom, bicycling, Gundalow, kids' activities and just stopping by for directions or information. We are pleased to see the numbers rising of those who stop in to Portsmouth "on the way to" other places, as this indicates that, rather than simply passing us by, more are stopping to check out what our area has to offer.

Number of Days Visiting the Seacoast

# DAYS	2013	2012	2011	2010
<= One	58%	64%	59%	46%
Two	16%	16%	18%	21%
Three	15%	10%	13%	16%
Four	4%	4%	3%	5%
Five - Nine	7%	5%	4%	4%
>= Ten	1%	1%	0%	1%

The day tripper figures remain relatively constant, reflecting the "new normal" of staycations and perhaps reflecting the impact of continued high gas prices on vacationers not willing to drive further from home. These numbers also reflect the popularity of Portsmouth in our drive markets, mostly from Boston and the North Shore of Massachusetts, who are frequent visitors.

Longer stays are visitors from out of the country – Germany, Turkey, Israel & Canada – and distant domestic – Ohio, Nevada and California – who are staying with friends and relatives.

Most of our visitors, 78%, have two adults in their party, followed by 13% singles. Only 11% of visiting parties included children, once again reinforcing Portsmouth as a culinary and historic destination more than a family destination.

CONVERSION STUDY

In an effort to understand the effectiveness of our outreach marketing, we conducted a survey of people who had requested, online, by email or by telephone, travel information from the Portsmouth Chamber during July 1, 2012 through July 31, 2013. Only 643 of the 2,415 inquirers provided their email addresses. All 625 valid email addresses were sent the survey. We scored a 32.3% open rate and a 32.5% click through rate, with 8% (52) of those surveyed actually completing the survey. A summary of the results follows, and detailed responses can be found on Attachment K.

NOTE: During the same period in 2012, 2,196 inquiries were received and 900 of them provided email addresses. During 2013, although we had more inquiries at 2,415, fewer (643) were willing to share their email addresses. (Another indication of email inbox fatigue?) Our 2012 survey resulted in 137 responses, while 2013 saw only 52 responses. Therefore comparing the differences in either numbers or percentage differences between years is misleading and has not been included here. Rather, the statistics below should be viewed as indicative of trends within each question group.

Q1: The most important influencers were:

The GoPortsmouthNH and PortsmouthChamber websites	40%
Internet search	38%
Friends/relatives	33%
Prior travel to Portsmouth/Seacoast	31%
Prior travel to NH	31%

Q2: Requested info by:

Online at PortsmouthChamber.org	62%
Online at GoPortsmouthNH.com	23%
Email to Chamber	12%

Note: During FY2012 we began promoting the new url GoPortsmouthNH.com which points to a landing page that then takes visitors to the Chamber website (until the new tourism website is launched).

Q3: How influential was advertising – print or web based?

Reinforced decision	42%
Had already decided; none	37%
Definitely influenced	21%

Q4: Did travel to Ports/Seacoast?

Yes	73%
No	27%

Q5: First visit to Portsmouth?

Yes	62%
No	33%

Q6: Stay overnight in Portsmouth/Seacoast?

Yes	42%
No	54%

Q7: Reasons why did not visit:

Other	42%
Lack of vacation time	23%
Personal/family	19%
Could not find lodging desired	08%
Chose other destination	04%
Vacations closer to home	04%
Seacoast lacked key attributes	0%

Of those who chose "other," more than half have yet to come.

Q8: Consider as a future destination?

Yes 98%

Respondents were from:

	2012	2013
NY	16%	21%
NH	12%	6%
CANADA	10%	12%
MA	10%	6%
CT	9%	2%
PA	7%	4%
FL	4%	4%
NJ	4%	6%
TX	3%	4%
CA	0%	4%
CO	0%	4%
VT	3%	0%

Five states represented 2% or less of responses, plus we had one response from Soviet Georgia.

OTHER

Granite State Ambassador Program – As she does annually, Joan Chawziuk trained NH State Ambassadors in selling the Portsmouth area, increasing our trained sales staff around the State.

7) EVENTS



The weather was great for the 2013 all day and evening Hit the Decks party on May 10th, but all

ninety (up from sixty-four!) restaurants, shops and attractions celebrated the beginning of the summer season with special offers for all. We are gaining traction as a recognized annual event. The Hit the Decks Portsmouth Facebook page is up 39% in "lifetime likes" over 2012. We were also very pleased to have the cover of Foster's Showcase Magazine, shown here, just before the event.



Blue Ocean Society
Learn about and touch live marine animals from the Gulf of Maine. Blue Ocean Society for Marine Conservation will offer a FREE overview of their touch tank of the live of Shallow Bioluminescence Bay at 175 Market St., Saturday, June 1, 12:00-2:30 pm. 743 Pleasant St., Portsmouth 603-431-0200. blueoceansociety.org

Discover Portsmouth/Portsmouth Historical Society
Discover Portsmouth in your gateway to historical Portsmouth. Learn about Portsmouth's history and culture. Museum shows, free exhibits, movies. FREE Portsmouth Peace Treaty. 1st and 2nd only. FREE lunch, 12:00-1:30 pm. Portsmouth Light Tower, with \$10 purchase at Chesapeake Farmhouse museum. Come daily. 10:00-5:00. 10 Market St., Portsmouth. 603-438-4477. portsmouthhistory.org

The Gundalow Company
Gundalow Company will return the Revolutionary War era schooner to the harbor. The schooner will be open to the public. Local waterways, educational and fun. It is a great way to experience the sights and sounds of the Portsmouth River. Multi-day afternoon market, and private parties. Children sail free on the Saturday morning. June 1st Sat. 10:00 am to 12:00 pm. Portsmouth. 603-438-0925. gundalow.org

Historic New England
FREE Tours, 11am-5pm. Saturday and Sunday, June 1 and 2. Jackson House, 78 Highwood St., #104, Portsmouth. Gov. John Langdon House, 143 Franklin St., #174, Portsmouth. Sunday May House, 364 Middle St., #101, Portsmouth. Gibbes Gunpowder House, 12-14th St., #170, Dover. Sayward Vintner House, 11 North St., #1, #179, York Harbor. Hamilton House, 40 Virginia Ln., #178, #180, Berwick. Sarah Ouse Jewell House, 5 Portland St., #174, #180. historicnewengland.org/events-program/visit-us.html

Isles of Shoals Steamship Company
Join the Thomas Leggett, crossing the 14th National and Great Circle. Portsmouth, NH. 603-438-0925. www.islesofshoals.com

Kittery Outlets
Over 120 brands, name brand stores. Receive a complimentary Kittery Outlets essential book when you purchase Live Free & Play. This offer may be extended to one of the Winthrop Center, located at Target (7) or Midway Premium Outlets (6). Value \$5. 60 Villager Rd. Kittery, ME. 207-439-4167. kitteryoutlets.com

Hoffatt-Ladd House & Garden
2013 Old House Festival continues the 10th Anniversary (2003) Monday thru Free admission for all ages. Live music, demonstrations, tours, presentations, refreshments, and children's crafts supported by the House's history. Present part last Saturday, June 1, 12:30-4:30pm. Free shuttle via Portsmouth Harbor Cruise ship. Shuttle from Westcott Park. 154 Market St., Portsmouth. 603-438-6221. hoffattladdhouse.com

Hoffatt-Ladd House & Garden
FREE Concert "Songs of Old New Hampshire" with Jeff Klacik, known for his songs from the Upper Seacoast. Joining us will be the instrumental group of Accents. Jeff Klacik is among the leading historical performance musicians of regional music. Immediately following the Old House Festival the 4th Annual Old House Festival. Saturday, June 1, 4:30-6:00pm. 154 Market St., Portsmouth. 603-438-6221. hoffattladdhouse.com

The Music Hall
Extraordinary Classics. Music is brought to life! The last days of a brilliant career. Performances by and with him. Born during WWII, and the forgotten story of his career. The last night of the instrumental group, and his personal story. He will perform Friday through Sunday, May 31 - June 2, 7:30pm. 33 Chestnut St., Portsmouth. 603-438-9555. themusichall.org

Portsmouth Eats
Join, Taste, Meet and Eat on a Portsmouth Eats Restaurant. Tasting Tour. Visit Portsmouth's top restaurants to meet the chefs and enjoy delicious tastings. Tours all Live Free and Play weekend will enjoy a bonus restaurant tasting for 4 tastings in all! Visit us Friday, May 31, for a special lunch tour. 603-671-1267. portsmouthmeats.com

Portsmouth Gas Light Co.
Free cup of chicken soup May 31 - June 2 with the purchase of any regular priced entrée when you mention Live Free & Play. www.gaslight.com

Friday, May 31 @ 11:00am - Portsmouth
Saturday, June 1 @ 12:00pm - 143 Chestnut
Sunday, June 2 @ 12:00pm - 143 Chestnut
Sunday, June 2 @ 1:00pm - 143 Chestnut
Sunday, June 2 @ 1:00pm - 143 Chestnut
14 Market St., Portsmouth. 603-438-6221. portsmouthgaslight.com

NEW! LIVE FREE AND PLAY

During our Tourism Summit in February 2013 we identified the need to bring the attractions together to market them in the same way we do the opening of the decks: bring all together in one marketing initiative to let our visitors know that the attractions are open for the season. Twenty two attractions were represented in the flyer produced and distributed around the greater Portsmouth area. Many of the attractions reported increased ticket sales over the same weekend the prior year. We will seek to increase and improve the event for 2014.

The November 2013 Restaurant Week Portsmouth & the Seacoast (RWPS) is scheduled for November 7 through 16, with forty-six restaurants participating.

We are averaging 71,000 diners visiting the participating restaurants during the ten day event.

Restaurant Week promotions continue to be the Chamber's primary marketing push, using the message of Portsmouth as THE culinary destination. Our dining scene is a draw to visit and stay in our community. While much of our marketing efforts are in New Hampshire, southern Maine and Massachusetts from Boston north are increasingly targeted through rack cards, social media, TV and

radio ads.

RETAIL

The Shop Portsmouth Friday Nights Kick-off party on June 1st was a great success, with participating shops seeing a lot of traffic for the evening.



Last year we began a cross promotion with restaurants, and we increased the number participating from ten to twelve this year. The restaurants offered specials on Friday evenings if a diner produced a receipt from that Friday, stamped with a SHOP PORTSMOUTH stamp from a participating shop. The participating restaurants reported many diners showed their receipts, and retailers noted that the promotion was well received by their customers.



The third Annual FASHION'S NIGHT OUT PORTSMOUTH – An evening of shopping, strolling, dining and partying, was held on

September 5th in downtown Portsmouth. The return of the Flower Kiosk's Flower Girls and the addition of many



of the beautiful young ladies holding titles in the Miss New Hampshire Scholarship Program raised



the level of excitement around downtown. Paparazzi flashed cameras throughout the evening, downtown was in party mode, and retailers saw significant increases in sales. Many shoppers stayed for the raffle drawings during the Nightcap Party at Popovers

8) HOTEL OCCUPANCY & ROOMS SOLD

Historically, a local inn conducted a nightly call-around to fifteen area properties, including hotels, motels, inns and resorts, when they captured the number of rooms sold for each property. These properties represented 90% of the available room nights in Portsmouth. In May 2010, some of the larger properties in the Seacoast area changed their policies and no longer provide this information. Data captured since then has been from twelve properties, one of which is not in Portsmouth. Total Portsmouth room nights now being tracked represent 63% of the available inventory.

By month, for fifteen properties (90% of inventory) reporting 2008 through 2010, and twelve properties (63% of inventory) reporting in 2011 and 2012, and calendar YTD @ 9/20/2013:

	2008	2009	2010	2011	2012	2013
JAN	51%	51%	42%	38%	37%	39%
FEB	52%	57%	54%	49%	45%	50%
MAR	57%	52%	57%	51%	46%	57%
APR	63%	55%	60%	57%	51%	67%
MAY	62%	53%	58%	60%	59%	72%
JUN	72%	59%	68%	69%	74%	81%
JUL	79%	71%	85%	82%	78%	83%
AUG	87%	82%	90%	88%	84%	89%
SEP	70%	68%	72%	77%	74%	76%
OCT	77%	70%	75%	78%	65%	0%
NOV	58%	53%	63%	60%	61%	0%
DEC	55%	42%	50%	43%	45%	0%
AVG	65%	59%	65%	63%*	60%*	67% ytd*

*When provided with annual occupancy numbers from some of the larger properties for 2011, the total annual occupancy numbers jump to 72%; 2012 numbers jump to 76% and year to date 2013, through September 20, 2013, the numbers jump to 78%.

Occupancy rates on the Seacoast have continued to climb, though without consistent reporting from our major properties the true numbers remain elusive. Anecdotally, we know that those who cater to business, weddings, and conferences are seeing a rise in occupancy and ADR. Those who supply long term housing for the Portsmouth Naval Base and the Base's visitors have a solid and consistently high occupancy rate. The outlook from all properties is positive, with occupancy remaining high right through the Summer and Fall and gaining percentages and ADR through the Winter.

9) TRACK VISITOR SPENDING

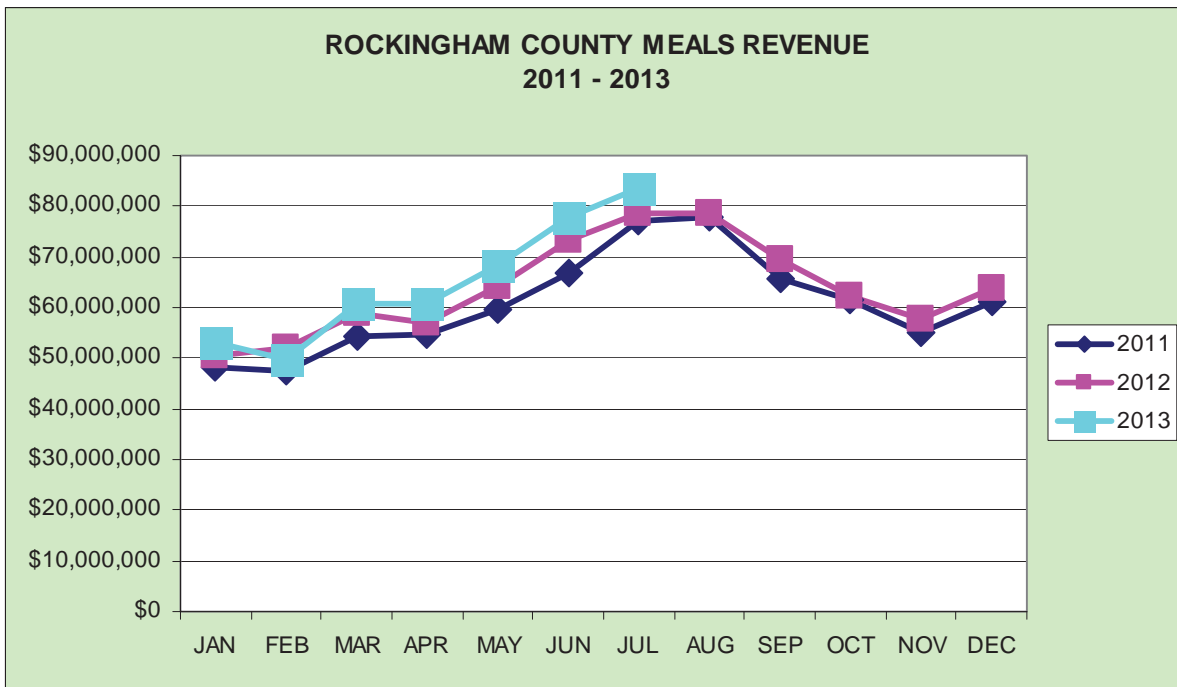
ROOMS & MEALS REVENUE

Rooms and Meal tax data for 2012 indicates that both the State and Rockingham County are up in sales in 2012 over the same period in 2011 and 2010.

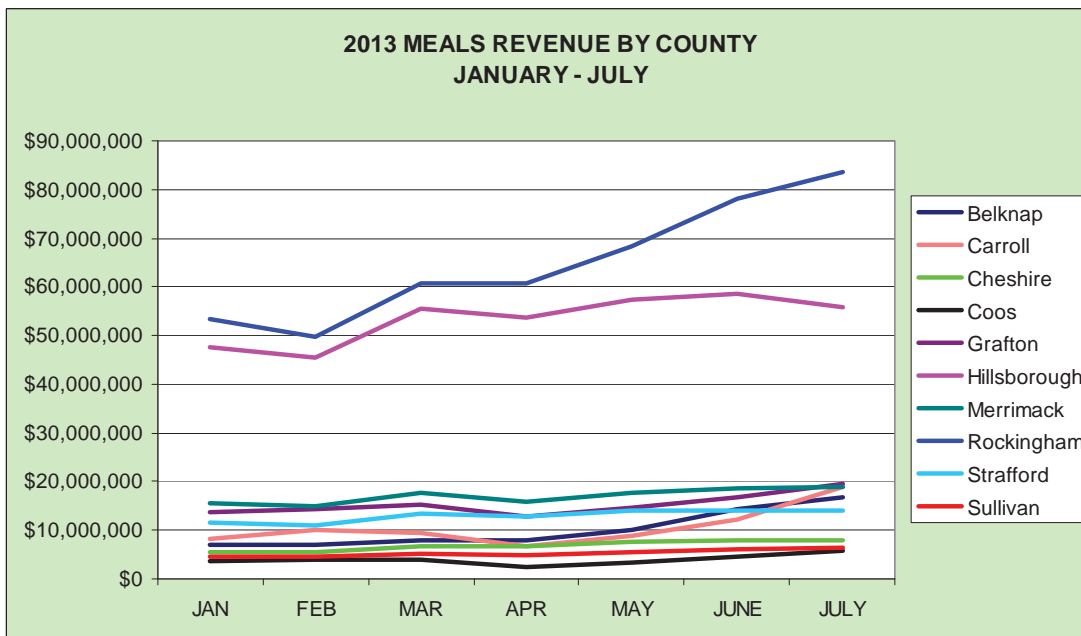
Meals Revenue Generated by Rockingham County and the State of NH, through July 2012:

	2013 YTD	2012	2011
Percent RC of all NH	32%	32%	32%
Dollars in Millions (rounded)	\$454	\$754	\$729
NH State \$\$ in Millions	\$1,403	\$2,341	\$2,284

Rockingham County year on year comparison for MEALS revenue:



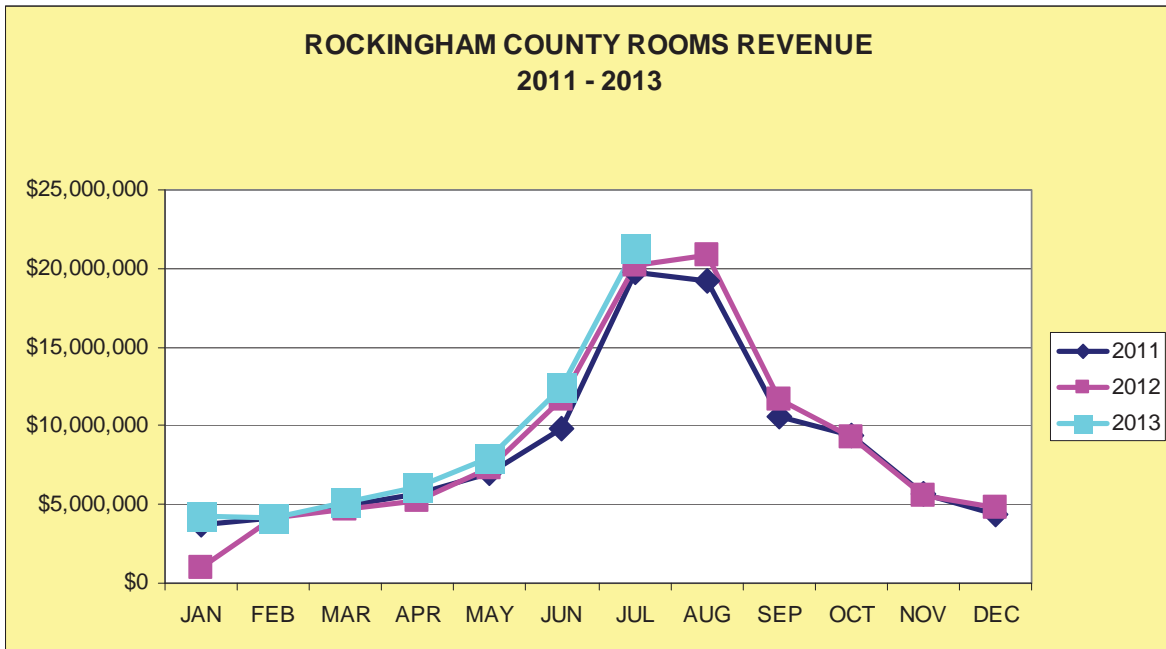
Rockingham County comparison to other NH counties, January – July 2013 for MEALS revenue:



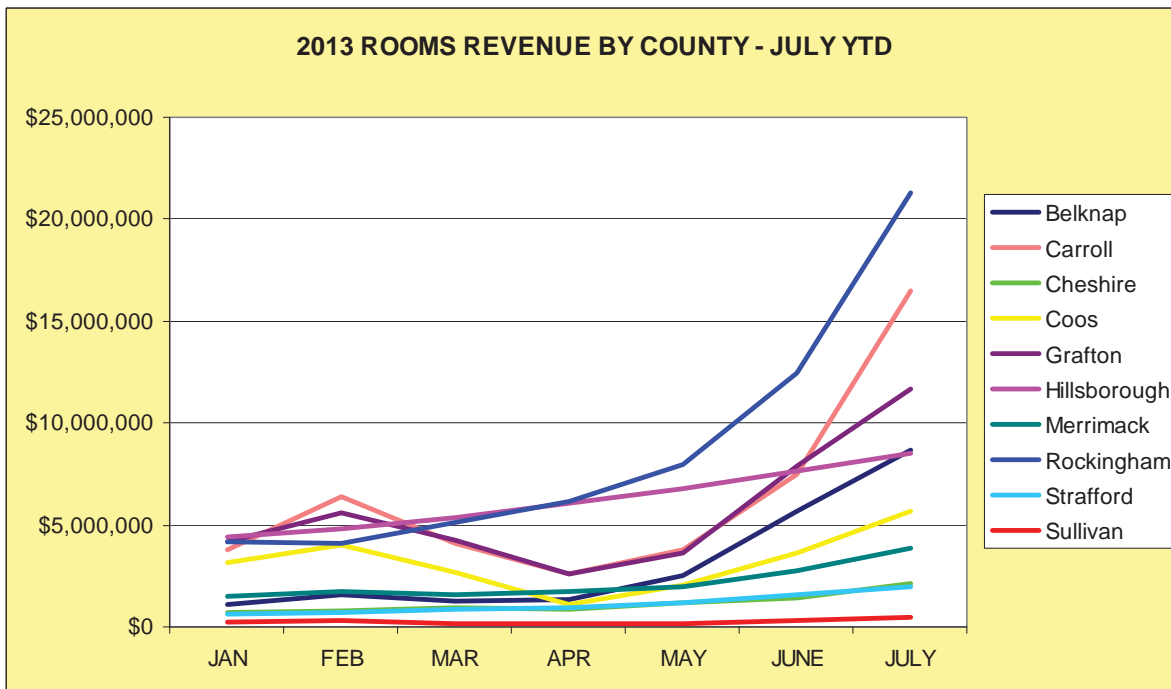
Rooms Revenue Generated by Rockingham County and the State of NH through July 2013:

	2013 YTD	2012	2011
Percent RC of all NH	23%	23%	23%
Dollars in Millions (rounded)	\$61	\$110	\$104
NH State \$\$ in Millions	\$267	\$469	\$457

Rockingham County year on year comparison for **ROOMS** revenue:



Rockingham County comparison to other NH counties, January - July 2013 for **ROOMS** revenue:



10) WEBSITE & SOCIAL MEDIA

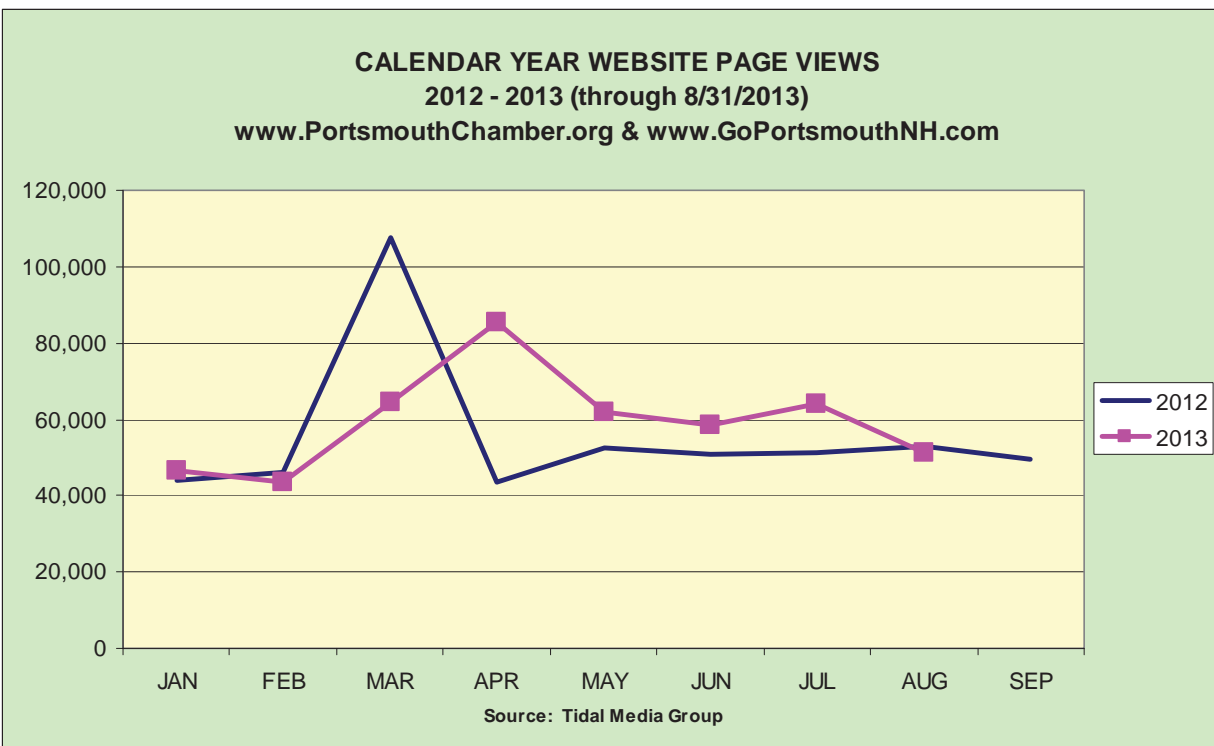
The Chamber website, PortsmouthChamber.org, has undergone a facelift and a content upgrade to better serve the business to business community of Chamber members.

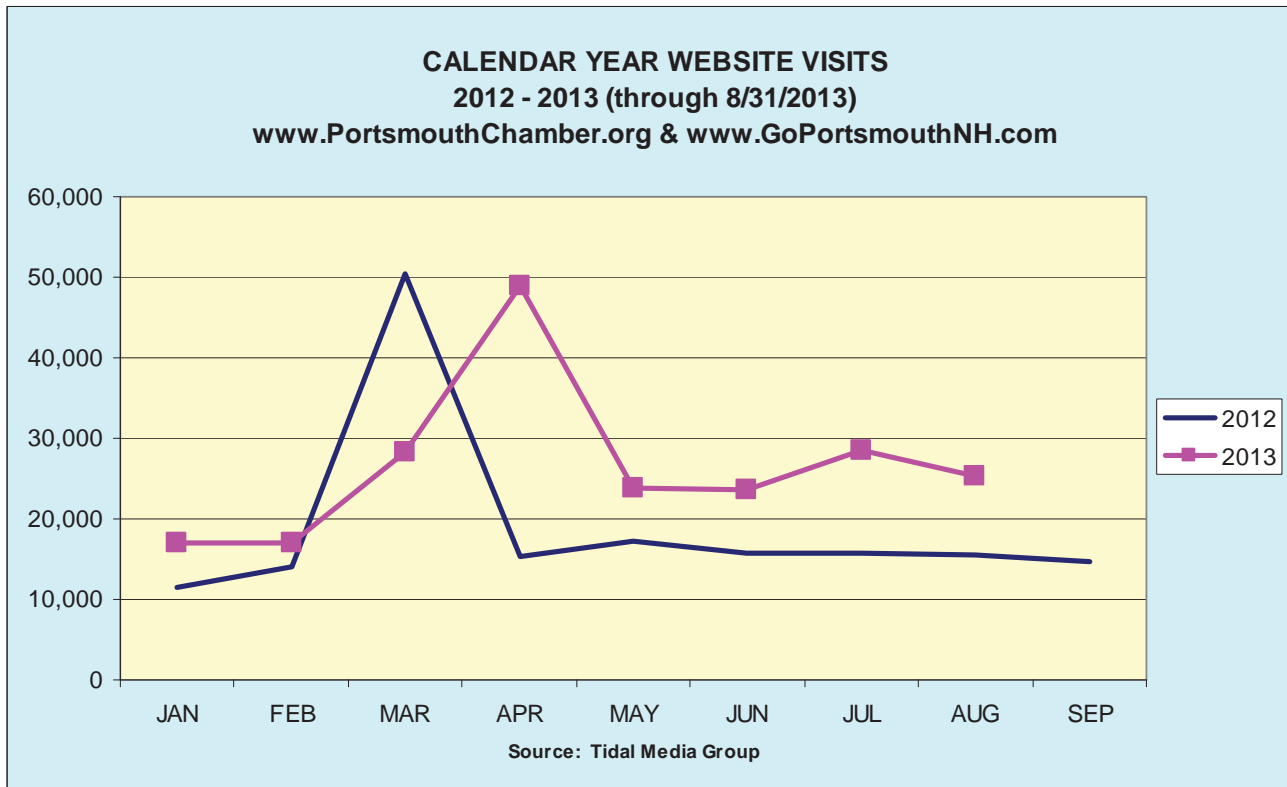
At the same time, the new tourism website, GoPortsmouthNH.com, is under construction and almost through the development phase. The tourism site is now scheduled to launch as a beta site in the fourth quarter 2013, with all tourism related businesses featured. Genius Switch Studio is now working on the integration of the website with a new Chamber database provided by Chamber Master, and the online booking platform, Inntopia.

WEB TRAFFIC ANALYTICS - WWW.PORTSMOUTHCHAMBER.ORG & WWW.GOPORTSMOUTHNH.COM

During 2013, GoPortsmouthNH.com's landing page has pointed to the PortsmouthChamber.org site. Once the new tourism website is launched in the fourth quarter of 2013, GoPortsmouthNH.com will be totally separate from the Chamber's website and statistics will be reported separately.

Calendar year to date 2013 vs 2012 has seen a 6% increase in page views and a 37% increase in visits.





Notes:

Effective in April, 2011, the Chamber’s website host changed how Visits and Page Views are calculated. Prior to April 2011, spiders and bots were included in these figures. Since April 2011, they are reported separately. Year to year comparisons prior to 2012 would include figures that count the spiders and bots. Therefore for consistency, reported above are only calendar year figures since 2012, net of spiders and bots.

Technical definition of a pageview:

A pageview is each time a visitor views a page on your website, regardless of how many hits are generated. Pages are comprised of files. Every image in a page is a separate file. When a visitor looks at a page (a pageview), they may see numerous images, graphics, pictures etc. and generate multiple hits. For example, if you have a page with 10 pictures, then a request to a server to view that page generates 11 hits (10 for the pictures, and one for the html file). A page view can contain hundreds of hits. This is the reason that we measure page views and not hits. <http://www.opentracker.net/article/hits-or-pageviews>

Technical definition of a visit:

A visit happens when someone or something (robot) visits your site. It consists of one or more page views/ hits. One visitor can make multiple visits to your site. <http://www.opentracker.net/article/hits-or-pageviews>

GEOGRAPHIC SOURCE BY COUNTRY – PAGE VIEWS YTD 2013 THROUGH SEPTEMBER

Source: Tidal Media Analytics

COUNTRY	% OF VIEWS
United States	82%
Canada	2%
Germany	1%
United Kingdom	1%
France	1%
Japan	1%

STATE	% TOTAL PAGE VIEWS
NH	61%
MA	10%
ME	4%
NY	3%
N/A	3%
CT	2%
CA	2%
VA	2%
OTHER	2%
TX	2%
NJ	2%

Notes:

- 1) Numbers from Other, Romania, Ukraine, Russian Federation, Moldova, Poland, Latvia, Nigeria, China, Anguilla, Turkey, Israel & India, totaling 62,586 Page Views, are suspect and are not included, as neither Brand USA, Discover New England, the State of NH, nor the Seacoast market in these areas.
- 2) Large percentage changes are also suspect, particularly where no sustained marketing initiatives have been targeted to those geographic areas. Brand USA’s marketing efforts in Canada might account for some of the significant increase.

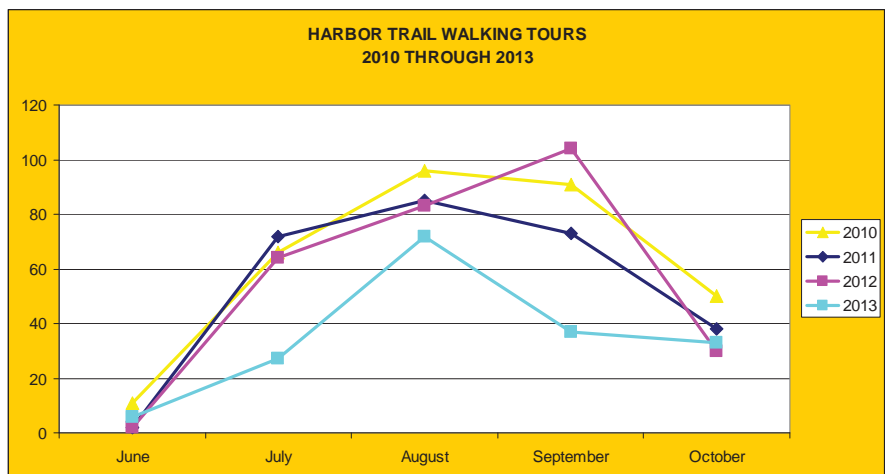
11) HISTORIC HOMES

History is a critical component of the fabric of Portsmouth. The numbers of historical tours taken and historical attractions visited are indicative of the number of visitors who are in the city.

The Historic homes and attractions in Portsmouth have reported that visitation is slightly down, on par with last year, or slightly up from 2012, reflecting the impact the weather in the early season had on the attractions. The demographic for those who typically take the historic tours is a mature audience, not prone to walking in the rain or high temperatures and humidity.

As one of our historic attractions reported: “This <number of attendees> is even with last year, which is surprising given the poor weather at the start of the season with rain in June and extreme heat in early July, particularly the July 4 event.” And from another major attraction: “Our numbers are up by roughly 15% over last year, higher in August than July.”

The Chamber continues to provide guided walking tours of the Portsmouth Harbour Trail from the Market Square Kiosk from May through October. In 2012, in an effort to cut costs and based years of tour number data, we reduced the days in a week that we offer walking tours from seven to four. This has obviously impacted the number of tours given, and in 2013 the unpleasant weather in June and July also significantly dropped the numbers.



on

12) SEACOAST CHAMBER ALLIANCE

The Seacoast Chamber Alliance (Rochester, Somersworth, Dover, Exeter, Hampton and Portsmouth) held their third annual Seacoast Expo in early October, which proved to be a very successful networking event. Underwritten by Great Bay Community College and UNH, the revenue is shared among the six Chambers.

SCA continues to work with a hired lobbyist to represent small businesses on the Seacoast in Concord, and is also working towards developing affinity programs that will lower costs for our member businesses.

M E M O R A N D U M

TO: John P. Bohenko, City Manager
FROM: Rick Taintor, Planning Director *RT*
DATE: November 13, 2013
RE: Request of Tom and Zelita Morgan to expand the Historic District southerly to the intersection of Richards and Parrott Avenues and westerly to the intersection of Austin and Summer Streets

On May 5, 2013, Tom Morgan and Zelita Morgan sent a letter to the City Council regarding sidewalk materials in and adjacent to the Historic District, and specifically with respect to the block of Richards Avenue between Middle Street and Parrott Avenue, which is partially inside and partly outside the Historic District. At the end of the letter (page 5), the Morgans requested that the Historic District be expanded in two direction from the intersection of Middle Street and Richards Avenue: north and west to the intersection of Summer Street and Austin Street, and south along Richards Avenue to its intersection with Parrott Avenue. These two areas total approximately 7 to 8 acres and would add 20 to 25 parcels to the Historic District, along with the balance of 7 lots that are already partially including in the District.

At its meeting on May 20, 2013, the City Council voted to refer this request to the Planning Board for a recommendation. The Planning Board held a public hearing on this request at its meeting on October 17, 2013. Several residents of the proposed addition to the Historic District spoke against the expansion.

Following the public hearing, the Planning Board voted unanimously to recommend against expanding the Historic District as requested, for two reasons:

- A majority of the owners of properties within the proposed expansion areas who spoke at the public hearing expressed opposition to having their homes included in the Historic District; and
- Planning Board members felt that any expansion of the Historic District should be done in the context of a larger planning study, rather than adding two small areas to the District in isolation from the surrounding areas.



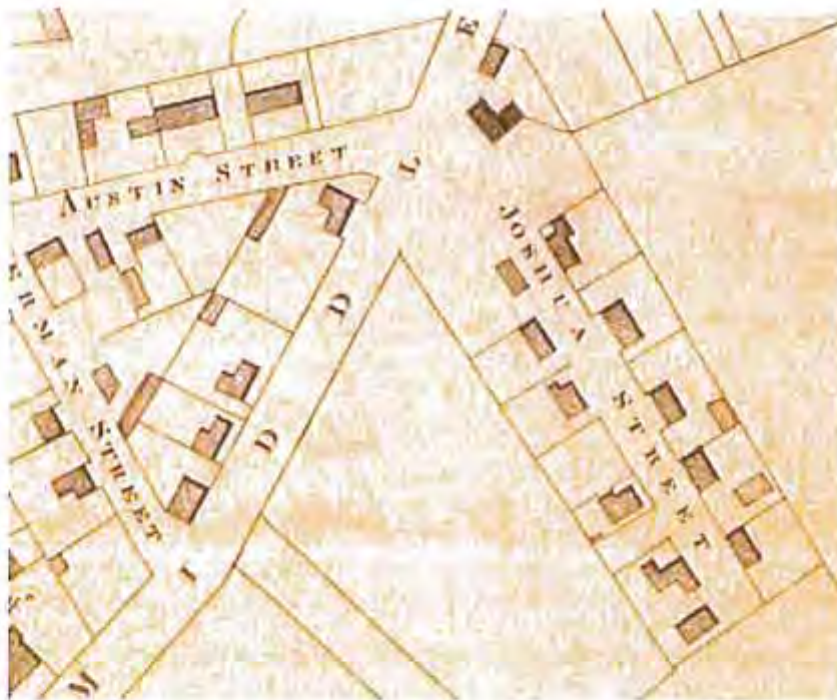
39 Richards Avenue
Portsmouth, NH
May 5, 2013

Portsmouth City Council
City Hall
Portsmouth, NH 03801

RE: Richards Avenue Sidewalks

Honorable Mayor & Council:

We reside at the northern end of Richards Avenue on a lot that was created in 1805 in one of the city's first recorded subdivisions. It was known as Joshua Street at that time. Concurrently, the eastern end of Austin Street, situated opposite Joshua was subdivided and built out. Together with new buildings along Summer Street, these subdivisions comprised the southwestern edge of our community's urban core during the first decade of the 19th century. You can see this on the 1813 map, below.



Several decades passed before Richards Avenue was extended south past Parrott Avenue to the cemeteries. In view of the large number of 200-year old buildings that survived along the northern block of Richards and along the eastern block of Austin, a compelling case can be made that both belong in the Historic District. At present, the district boundaries extend approximately 150 feet north and south from Middle Street.

The purpose of this letter is to request that the city refrain from replacing brick sidewalks along Richards Avenue with concrete.

We have lived here long enough to remember when there were far longer stretches of 19th century brick sidewalk along Richards Avenue. Regrettably, they fell victim to transient real estate speculators¹, and to utility contractors and city crews who, during the course of excavations, replaced brick sidewalks with asphalt. Segments of brick sidewalks survive on Richards, but over the course of the past 30 years, their prevalence has greatly diminished.

On May 1, we returned home to find two envelopes from the City of Portsmouth awaiting us: our property tax bill in the amount of \$3,500, and a letter from City Attorney Sullivan advising us that for an additional payment of \$810, the city would be willing to restore the brick sidewalk along Richards Avenue, that being the same that was destroyed by third party contractors under the watchful eye of city officials. Mr. Sullivan's offer is conditional upon *all* 24 property owners between Middle & Parrott agreeing to such terms. We surmise that Haley's Comet will be returning before such a consensus is achieved.

Now, some would opine that the Council's March 18 vote merely placed the matter in the hands of neighborhood residents. We do not share that view. Three of the 24 property owners between Middle & Parrott are absentee owners of apartment buildings. One, in particular, caters to UNH students who regularly consume large quantities of alcohol before venturing forth to commit random acts of vandalism. The students' rents are steep, and their living conditions are crowded, but they keep returning.

We believe that the fate of our neighborhoods' sidewalks should not be in the hands of out-of-town landlords who promote, and profit from, an Animal House aesthetic. If one were to accept the Council's March 18 logic as sound, then it would make perfect sense to grant the proprietor of the Brewster Arms veto power over improvements in the McDonough Street neighborhood, or to grant the owners of the Page Restaurant a similar prerogative along the Vaughn Mall.

Mr. Sullivan's letter came as a surprise to us, for we had been advised by city staff that our home's location in the Historic District would result in the restoration of our brick sidewalk at no extra charge. Now, at the eleventh hour, concrete seems to be the only choice on the menu.

¹ By way of example, a non-resident, real estate speculator brazenly paved over the 19th century brick sidewalk along the entire length of 19 Richards Avenue, in broad daylight. The city turned a blind eye.

In response to my inquiry, Councilor Lown patiently explained that the City Council adopted a new policy (#2010-02) on May 17, 2010 that includes the following provision:

3. Where a sidewalk is located both within the Historic District and outside of the Historic District, the relative portion of the sidewalk that is greater in length shall determine whether the sidewalk shall be brick or concrete.

In order to determine the “relative portion” cited in Section 3 above, one must first determine the length of the sidewalk in question. Mr. Sullivan’s letter assumes the length to be one city block (Middle to Parrott), however your policy does not actually state that. Equally compelling interpretations of Section 3 could assert the sidewalk to be as long as an entire street, or as short as the distance from one curb cut to the next. Your policy is so vague as to be indefensible.

Presumably, the purpose of Section 3 is to prevent a clumsy transition from one sidewalk material to the next. In that regard, we would bring your attention to the George Long House, designed in 1811 by the prominent local architect Jonathan Folsom, at 3 Richards Avenue, seen below.



The brick sidewalk sweeps around the corner on a wide, graceful arc. The old (DPW) policy would preserve the bricks. Your March 18 vote will destroy nearly all of them, and it will also result in a brick/concrete transition that is precisely what Section 3 purports to prevent.

Were you envisioning such a result when you cast your vote on March 18?

City Council Policy #2010-02 goes on to state that:

*"the determination of the materials to be used in sidewalk construction repair and replacement **must be made early** (emphasis added) in the design and engineering process."*

Unfortunately, Mr. Sullivan gives Richards Avenue households until May 15 to get on board with the brick, or face the prospect of concrete. Thus, our role in the city's scheme of things is exactly the opposite of "early." It is more like last minute. It would appear that the city only adheres to those provisions of the policy that are convenient for the city.

We are disappointed by the absence of due process. Admittedly, we were aware that residents situated south of the Historic District intended to lobby the city for brick sidewalks, but we had no reason to believe that any of that would affect those of us who reside within the Historic District. Some in Public Works are also unaware of the new policy, for they repeatedly provided us with advice that is consistent with the old (DPW) policy. The city failed to provide proper notice.

Yet another respect in which due process is not in evidence is the inequitable manner in which the city implemented the sidewalk policy on opposite sides of Middle Street. While Austin's brick sidewalks were preserved, at no additional cost to our Austin neighbors (see Attachment A enclosed), those of us in the Richards section of the Historic District are expected to pony up \$810 (or more) on short notice. How can such an egregious double standard be justified?

Lest you assume that the Council's March 18 implementation of the sidewalk policy will only impact Richards Avenue, we would suggest that you take a close look at the boundaries of the Historic District. There are multiple locations where this issue will rear its head again. And again.

The city's goal of achieving uniformity in sidewalk materials is misguided. The uniform deployment of concrete would make perfect sense if one were striving to improve a garden suburb of Cleveland. But why impose such a standard on our community's historic core? Why?

Among the many charms of Portsmouth's built environment are its authenticity, the diverse range of building materials, the numerous architectural styles, and the intricate overlays of one over the other that comes to pass when one's small urban community has been around for 350 years, and yet somehow managed to emerge from the 20th century relatively unscathed. Transitions in sidewalk materials are an integral part of this rich tableau.

To our way of thinking, the solution to this conundrum is fairly obvious. Simply repeal Section 3 of City Council Policy #2010-02.

In recent years, the city made several policy blunders, great and small, that have the cumulative effect of eroding the historic character of our community. We view the city's push toward sidewalk uniformity as contributing toward that erosion. We hope that you agree, and that you repeal Section 3.

We further urge you to expand the Historic District south to Parrott Avenue and westerly to the intersection of Austin & Summer. The purpose of the district, after all, is to protect our 200-year old neighborhoods. Were the historic district boundaries delineated in a more rational and legally defensible manner, sidewalk issues would be far easier to resolve.

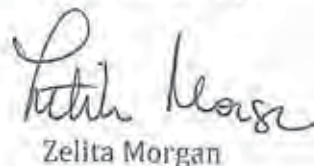
We fully support our neighbors who are situated outside of the Historic District in their quest to preserve and restore their brick sidewalks. They obviously appreciate the fact that they reside in an historic 200-year old neighborhood, even as City Hall inexplicably fails to extend official recognition.

Thank you for your consideration.

Yours truly,



Tom Morgan



Zelita Morgan

cc: Honorable Martha Clark
Portsmouth Advocates
Portsmouth Now!
Richards Avenue Residents Association
Robert Sullivan, Esq.

Attachment A

Austin Street



This stretch of Austin Street is 200 years old, but it lies outside of the historic district that is recognized by City Hall. Nevertheless, we are informed that the city restored this brick sidewalk at no charge to Austin Street residents. This Austin Street block is directly opposite Richards Avenue, off the north side of Middle Street.

Attachment B

Richards Avenue



Seen here are five segments of 19th century brick sidewalk that have not yet been destroyed by developers or utility contractors acting at the direction of city officials. The City Council's vote of March 18, 2013 will finish it off.

Attachment C

Pleasant Street



This ancient granite sidewalk does not conform with City Council Policy #2010-02. Accordingly, its days are numbered.

Attachment D

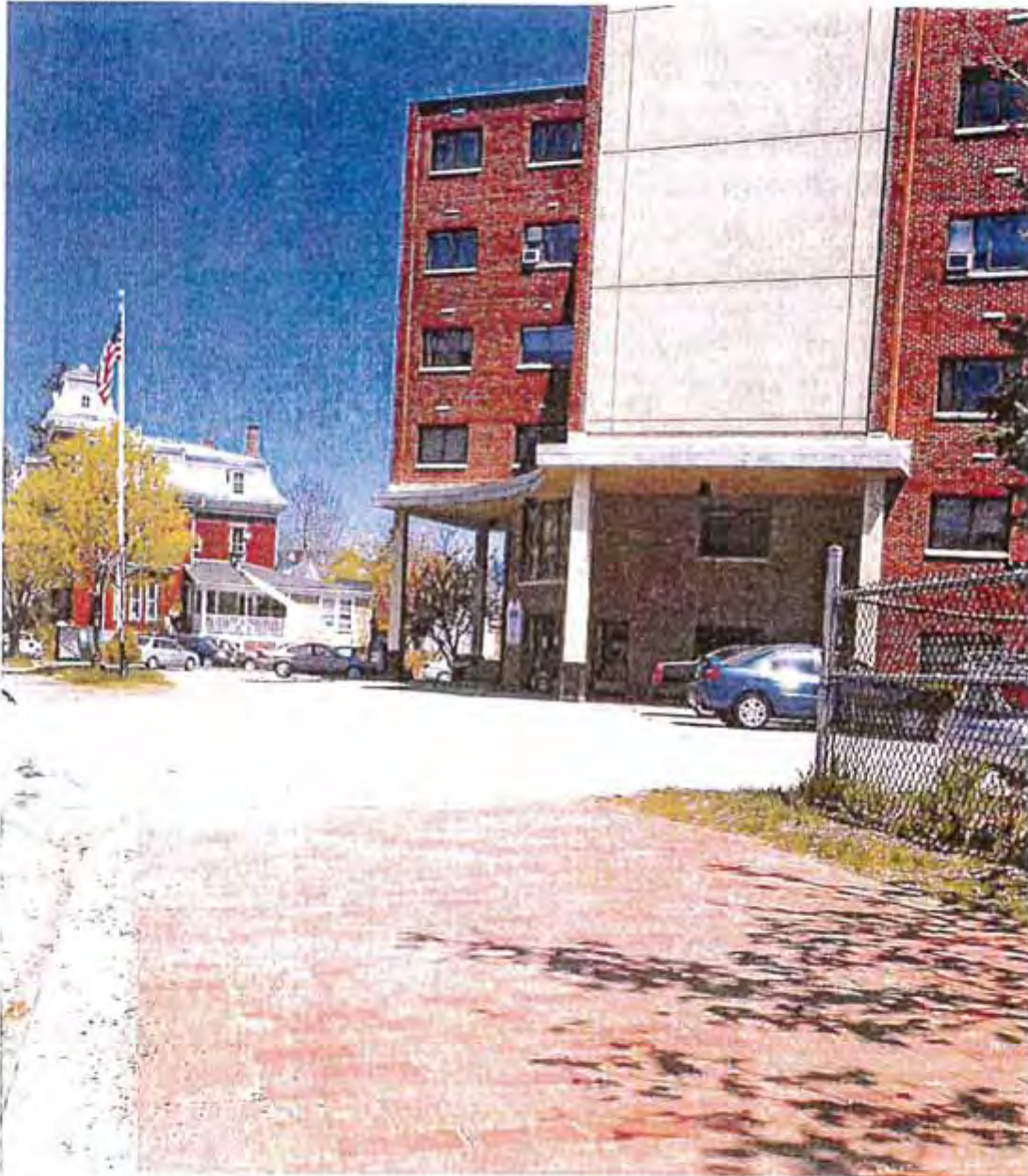
Corner of State & Middle



Seen here are transitions from brick to concrete, and back to brick. The lack of uniformity is a violation of City Council Policy #2010-02, notwithstanding that it was constructed under city supervision. The city hosts hundreds of such non-conformities. We are puzzled as to why the City Council finds transitions in sidewalk materials to be objectionable.

Attachment E

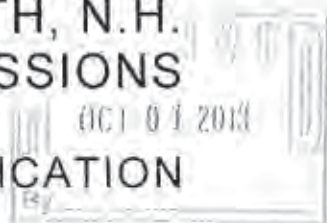
Margeson Apartments



Brick sidewalks were constructed by the city alongside the Margeson Apartments and the Masonic parking lot, consistent with City Council Policy #2010-02. Some have suggested that a concrete sidewalk would have been more appropriate at this location in view of the Margeson's post-modern architectural motif.



CITY OF PORTSMOUTH, N.H.
BOARDS AND COMMISSIONS



APPOINTMENT APPLICATION

received
10/1/13

Instructions: Please print or type and complete all information.
Please submit resume along with this application.

Committee: PLANNING BOARD (ALTERNATE)

Initial applicant

Name: LISA L. COMACK Telephone: 603-502-6388

Could you be contacted at work? YES NO If so, telephone # 603-970-7054, but prefer cell.

Street address: 2 SYNESTER STREET, Portsmouth, NH 03801

Mailing address (if different): _____

Email address (for clerk's office communication): COMACKLAW@gmail.com

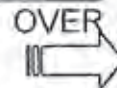
How long have you been a resident of Portsmouth? 2 yrs.

Occupational background:

ATTORNEY FOR OVER 10 YRS. TRIAL ATTORNEY IN NY FOR OVER 8 YRS.
LICENSED IN NY, NH, MA.

Please list experience you have in respect to this Board/Commission:

NONE



Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES/NO - I have spoken with Rick Taintor. I understand the time and commitment involved.
Would you be able to commit to attending all meetings? YES/NO -

Reasons for wishing to serve: I have been interested in sitting on the Board for some time. However, there has not been an opening until now. As a home owner in the area, I have a strong interest in the proposed changes that will affect my community and am excited about the opportunity of being part of the decision making process.

Please list any organizations, groups, or other committees you are involved in:

Volunteer at Cross Roads and volunteered at (Portsmouth) NH Legal Assistance.

Please list two character references not related to you or city staff members: (Portsmouth references preferred)

1) Denise Poulos, Esq., 111 Maplewood Avenue, Suite 10, Portsmouth, NH 03801 w) 603-766-1056
Name, address, telephone number

2) Vickie Rajaniemi, 91 Bay Street, Mackuska, NH 03104. w) 603-623-1234
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature: [Signature] Date: 9-30-13

If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes No

Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801

Lisa Lyna Comack

2 SYLVESTER STREET PORTSMOUTH, NH 03801
TEL. 603-502-6388

comacklaw@gmail.com

EXPERIENCE:

LIBERTY MUTUAL INSURANCE
Dover, New Hampshire

February 2013 - Present

Senior Litigation Auditor. Direct, manage, and conduct the review/audit of invoices, files and accounting from Liberty Mutual Group outside law firms for compliance with the Liberty Mutual Group guidelines and for reasonable and appropriate billing practices consistent with industry standards as established by the ABA. Conduct onsite Level 3 and Level 4 Financial Audits with outside law firms throughout the United States.

BELIVEAU, FRADETTE & GALLANT
Manchester, New Hampshire

May 2012 - November 2012

Attorney focused on medical and legal malpractice, personal injury, employment law, collections and complex civil litigation matters. Extensive experience in motion practice, pre-trial and trial procedures, conducted depositions of party, non-party and expert witnesses and mediated cases to favorable outcomes.

CHEVEN, KEELY & HATZIS, ESQS.
New York, New York

January 2009 - November 2011
May 2004 - October 2007

Trial attorney for Wall Street civil litigation firm. Personally managed case load of over 95 files. Successful jury trial record of 12-1 (1st chair). Extensive experience in conducting thorough investigations of complex commercial, medical malpractice, personal injury and products liability claims including analyzing and resolving contract disputes.

PATRICK F. ADAMS, P.C.
New York, New York

October 2007 - January 2009

Managed personal case load of over 70 complex medical and dental malpractice actions from inception to fruition. Conducted depositions of party, non-party and expert witnesses. Prepared all pre-trial and trial discovery requests including motion practice and expert exchanges. Participated in round table discussions with clients and senior partner regarding discovery issues and trial strategies.

EDUCATION:

Thomas M. Cooley Law School, Lansing, Michigan, Juris Doctorate 2003
Dean's List and Certificate of Merit in Evidence
Externship at Washtenaw County Public Defenders Office, Felony Division

University of Tennessee, Knoxville, Tennessee, Bachelor of Arts in Psychology 2000

ADMISSIONS:

New Hampshire, United States District Court for New Hampshire, New York and United States Southern and Eastern Districts of New York and Massachusetts.

ACTIVITIES: Volunteer at Cross Roads Transitional Shelter in Portsmouth, NH and New Hampshire Legal Assistance in Portsmouth, NH

LISA L. COMACK, ESQ.
2 Sylvester Street
Portsmouth, NH 03801

(603) 502-6388

comacklaw@gmail.com

September 28, 2013

Mayor Eric Spearn
Mayor's Office
1 Junkin Avenue
Portsmouth, NH 03801

Re: Alternate Member Planning Board Position

Dear Mayor Spearn:

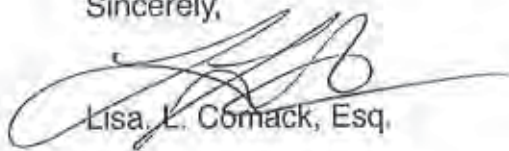
Mr. Rick Taintor suggested that I write you to express my interest in becoming an alternate member on the Planning Board. I have been interested in sitting on the board for some time, however there has not been an opening until now. As a home owner in the area, I have a strong interest in the proposed changes that will affect my community and am excited about the opportunity of being part of the decision making process.

I have been practicing law for over 10 years. I am a licensed attorney (licensed in 3 states: New Hampshire, New York and Massachusetts) and currently work for Liberty Mutual as a Senior Litigation Auditor. I have extensive experience in reading and interpreting legal documents and an understanding ear when listening to oral arguments. I had the opportunity last year to write, submit and present an application for a Lot Line Adjustment and Variance for a client in the Goffstown area. I am pleased to say that we succeeded on the application.

I look forward to the opportunity of serving as an alternate member on the Planning Board and welcome any questions you might have regarding my credentials.

Thank you and I look forward to speaking with you.

Sincerely,



Lisa L. Comack, Esq.



CITY OF PORTSMOUTH, N.H.
BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

Instructions: Please print or type and complete all information.
Please submit resume' along with this application.

Committee: Planning Board Initial applicant

Name: Gibson "Mike" Kennedy Telephone: (347) 276-6542

Could you be contacted at work? YES/NO If so, telephone# N/A retired

Street address: 267 Marcy St

Mailing address (if different): _____

Email address (for clerk's office communication): tz250es335@msn.com

How long have you been a resident of Portsmouth? 2 1/2 yrs

Occupational background:

V.P. Chief Information Officer at BAE Systems North America. During my 30 year tenure I also served as Director of IT Strategic Plans and Programs in Lockheed Martin Enterprise Information Systems.

Please list experience you have in respect to this Board/Commission:

Strategic Information Systems planning, NH IT Strategic Planning Commission (see attached letter from Governor Jackson) General business management

Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES/NO Yes

Would you be able to commit to attending all meetings? YES/NO Yes

Reasons for wishing to serve: As a retired executive I want to serve my community.

Please list any organizations, groups, or other committees you are involved in:

none at this time

Please list two character references not related to you or city staff members:
(Portsmouth references preferred)

1) Peter Morin, 49 Pickering St, Portsmouth (603) 433-7070
Name, address, telephone number

2) Kathy Logan 21 Blossom St Portsmouth (603) 591-2624
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature: [Signature] Date: 11-7-13

If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes X No

Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801

Gibson "Mike" Kennedy

Professional Experience Summary:

Twenty-five years supervisory and management experience. The past six have been spent exclusively in the Information Technology field in a succession of staff and line positions at both Company and Corporate levels. Equally adept at creating strategic direction and directing day-to-day operations. Particular strengths: leading cross-organizational and cross-functional technical and management teams, energizing and motivating personnel, reducing internal costs while maintaining or improving service delivered, strong focus on meeting internal customer needs within the context of the larger business' overall objectives.

Work Experience Summary (Last five positions starting with current position):

Title: Director, Internal Information Systems **Company:** Sanders, a Lockheed Martin Company - Nashua, NH **From:** August 1997
To: Present

Responsibilities:

Managed annual \$40M expense and \$9M capital budgets and 175 personnel to provide complete Information Technology (IT) service to a \$1B defense electronics business. Activity includes all mainframe, midframe, UNIX workstation, PC desktop, LAN, WAN, and telecommunications (both voice and data) operation and support for an engineering intensive business.

Significant accomplishments include:

- Improved service/support delivery by 50% with no added expense
- Integrated three geographically dispersed (Lexington, MA; Pomona, CA; Yonkers, NY) companies into Sanders business systems and infrastructure (700 employees)
- Implemented comprehensive IT performance metrics program for fact-based management of resources
- Benchmarked Sanders IT costs and service delivery against like functions in industry. Found to be delivering exceptional service with profile of a low cost provider (Gartner Group)
- Migrated 5,000 employees from Novell/Win 3.1 to NT server/NT workstation environment
- Introduced defined-scope service/support delivery model with emphasis on standard tools
- Implemented Peoplesoft HR Benefits/Payroll system
- Managed migration to new Corporate messaging system (MS Exchange/Outlook)
- Directed successful Year 2000 compliance effort
- Reduced annual maintenance/licensing expense by \$2M
- Mitigated severe IT staff morale/attrition problem associated with rebadging personnel from Sanders to "insource" provider.

Title: Director, Sector Initiatives and IT Planning, Space & Missiles Sector **Company:** Lockheed Martin Internal Information Services - Sunnyvale, CA **From:** March 1996
To: August 1997

Responsibilities:

Produced IT Strategic Plan for Lockheed Martin Space and Strategic Missiles Sector (S&SM). This plan guides IT investment and operational expenditures approaching \$600M per year with a view towards enabling business-to-business integration and systems interoperability. Provided leadership and direction to Sector Companies in producing Company level plans and technical architecture specifications.

Directed Network Capacity Planning effort drawing on both Lockheed Martin Enterprise Information Services (EIS) technical and Sector business unit personnel to scope future requirements and develop strategies for dealing with explosive growth in demand for intra- and inter-business information flow.

Initiated and led S&SM Sector Business Process and Systems Integration effort. This project involved bringing together functional process owners and IT professionals from across the Sector to define: the operational concept for designing and manufacturing space and missiles products across multiple business boundaries; the systems architecture to facilitate engineering, manufacturing, and program management information flow.

Developed comprehensive Customer Satisfaction program across Sector Companies and EIS functional organizations to assess value and quality of IT services in supporting the business.

Represented the Sector's interests on the EIS Information Architecture Board, LM Electronic Commerce Council, and Information Technology Acquisition Council.

Experience with Enterprise Resource Planning (ERP) systems, Product Data Management (PDM) systems, Collaborative Computing technologies, and Web-enabled Program Information Integration architectures.

Title: Information Resource Manager **Company:** Sanders, a Lockheed martin Company - Nashua, NH **From:** May 1995
To: March 1996

Responsibilities:

Produced Sanders IT Strategic Plan

Managed data and systems migration project in support of LM Electronics Sector restructuring; responsible for ensuring that technical and business information as well as applicable workstations and software licenses were transferred between businesses in Nashua, Utica, Syracuse, and Baltimore.

Title: Manager, Office Systems **Company:** Sanders, a Lockheed martin Company - Nashua, NH **From:** July 1994
To: May 1995

Responsibilities:

Managed operations of a 9 person applications integration group focused on development of systems supporting marketing, manufacturing, and communications departments as well as general office automation tools (e-mail, e-forms, EDI.)

Evaluated, procured, and monitored operation of systems for client-server applications including real-time satellite based data feeds.

Title: Manager, Media Services **Company:** Sanders, a Lockheed martin Company - Nashua, NH **From:** August 1990
To: July 1994

Responsibilities:

Managed 60 person department providing computer and conventional graphic arts, printing and reproduction, photography, inter-office mail, and technical library services to the Sanders business.

Developed and managed capital, manpower, and operating budgets of up to \$4M/year.

Planned and implemented restructuring and consolidation of this group during defense industry business downturn - staff and budgets reduced 30% over a two-year period while improving service levels and customer satisfaction.

Education:

<u>Program Title</u>	<u>Institution</u>	<u>Year Completed</u>
Master of Business Administration	Rivier College, Nashua, NH	1984
BS, Communications	Boston University, Boston, MA	1972



JEANNE SHAHEEN
GOVERNOR

STATE OF NEW HAMPSHIRE

OFFICE OF THE GOVERNOR

March 19, 2001

Mike Kennedy
Director of Internal Information Systems
BAE Systems
PO Box 868, MER 15-1206
Nashua, NH 03061

Dear Mike:

Thank you so much for taking the time to serve as a member of the Information Technology Strategic Planning Commission. The Commission's work and its findings will play a vital role in helping New Hampshire State government use information technology to be more efficient and improve services for its citizens.

I am also pleased that Eric Herr has agreed to help oversee implementation of the Commission's findings as my Senior Advisor for Digital Government. I have also asked several members of the Commission to serve as members of the revitalized Division of Information Technology Management Advisory Council. I am confident that with the commitment of our state agency heads and the input of business and municipal officials, the goals of the commission can be realized.

Again, thank you for your dedication and service to this important initiative. I look forward to working closely with you as we continue to improve the way we do business for our state's citizens.

Very truly yours,

A handwritten signature in cursive script that reads "Jeanne Shaheen".

Jeanne Shaheen

November 6, 2013

Steve:

Please accept my resignation from the Conservation Commission effective immediately. As a result of a family commitment that will prevent me from making meetings at least through June of next year, I will not be able to fulfill my duties effectively. It will be in the best interest of the Commission and the City to have someone able to attend every meeting.

I enjoyed my time on the Commission, and greatly value the important work it accomplishes. Please share my regrets and best wishes to the other members.

Thank you for your consideration and assistance.

Rich DiPentima

City of Portsmouth Mayor's Blue Ribbon Committee on Sustainability

November 7, 2013

To: Portsmouth City Council

Re: Septic Sludge Treatment

Dear Councilors:

On behalf of the Mayor's Blue Ribbon Committee on Sustainability, I would like to urge the City of Portsmouth to pursue alternatives to the current and proposed method of sludge treatment for the new waste water treatment plant. As you know, the City is or shortly will be designing and planning the construction of the new water treatment plant. As currently planned, the sludge (the semi solid organic by-product of cleaning the wastewater) will continue to be trucked to a landfill, where the sludge will be buried and the City billed for tipping fees.

One technology we'd like the City to consider is known as "anaerobic digestion", where microbes are used to "digest" the septic sludge. The digestion process not only transforms the sludge to useful fertilizer, it also reduces the volume of sludge by 30-65%. Coupled with a move to managing the sludge in "normal" dump trailers (instead of trash roll-off containers, 30 ton loads vs. 15 ton loads), the use of anaerobic digestion could reduce the number of trucks hauling the sludge by 75%. By itself, this will have a significant positive impact to the City. Additionally, there are several options to recycle the sludge as a fertilizer, eliminating the need to truck it to a landfill, and providing further savings, while further reducing the City's carbon footprint.

The process also creates methane that can be burned combusted in a combined heat and power unit to fully heat to fuel the plant itself, while producing a significant amount of electricity, to offset energy use from the grid. Our Committee endorses investigating the feasibility of using this process for the environmental and economic benefit to the City and the region. We understand the "digestion" may happen offsite and may involve regional partners to ensure its economic utility.

A second technology we'd like the City to consider is incorporating a device, developed by World Living Water Systems and others; known as vortex, a two part chemical and mechanical system that recovers from drinking or waste water minerals called Struvite (magnesium ammonium phosphate). These pellets can be sold for use in farming that is a slow

release and natural fertilizer. This could provide a way to finance the installation of elements to recover these valuable minerals and make our water and our marine environment cleaner.

The Committee would like to request a report back from the Department of Public Works on the timing of the current process and the feasibility of implementing an alternative method of septic sludge treatment that is sustainable and reflects the goals of the City's "ecomunicipality" status.

Thank you very much for your consideration.

Very truly yours,

Bert Cohen, Chairperson

BML:lal

ACTION SHEET
PARKING and TRAFFIC SAFETY COMMITTEE

Councilor Ken Smith, Chairman

To: City Council Meeting of November 18, 2013

Re: Parking and Traffic Safety Committee Meeting held **October 10, 2013**

ACTIONS:

- [1] Accepted and placed on file the minutes of the Parking and Traffic Safety Committee Meeting held September 12, 2013.
- [2] Accepted and placed on file the Financial Report.
- [3] **Suspension of Rules was voted** to allow John Michael Isaac of the Portsmouth Lodge of Elks #97 to address the Committee. Mr. Isaac addressed the Committee regarding the concerns for the safety of the Portsmouth High School Cross Country team and patrons of the Elks Lodge on Jones Avenue. Chairman Smith stated that the Athletic Director and School Department will provide volunteer flaggers for the remaining three Cross Country events and the Public Works Department will also provide signs to inform motorists as well.
- [4] **Discussion Item: Update on NHDOT and City road and bridge Projects** – Nickie Hunter of the State of New Hampshire Dept. of Transportation updated the committee on four ongoing and upcoming city road and bridge projects.
- [5] **Discussion Item – Loading zone periods for salt trucks (Article VI, Section 7.602) – VOTED** to send proposal to revise the hours from a 24/7 zone to allowing public parking during certain hours to the City Manager and Department of Public Works for a report back.
- [6] **Discussion Item – Woodbury Avenue Traffic Monitoring and Stop Control Analysis**– Public Works Director Rice reported that at the request of residents a warrant evaluation was done and it was determined that it is not an appropriate use of Stop signs as a traffic calming measure in accordance with State RSA. ***As there were no representatives of the neighborhood association in attendance, this items was tabled to the next meeting.***
- [7] *At the request of Mr. Whitehouse and Chairman Smith for information regarding signage issues relating to the **Woodbury Avenue/Maplewood Avenue reconstruction project**, **VOTED** to request a report back from the Department of Public Works at the November 14, 2013 meeting.*
- [8] **Discussion Item – Echo Avenue/Subaru Dealership issue** – After a presentation by Mr. Michael Clemmey, representing Subaru of New England, he was advised that the Parking and Traffic Safety Committee could offer no comment as no formal plan has been submitted to the city for consideration.
- [9] **Discussion Item – Update on Parking Efforts** – Parking Division Director Nelson gave an update on recent successful efforts by City staff to obtain more parking resources for the public. No action.

- [10] **Action Item – Residence Inn short-term valet space rental request** – VOTED to approve the request to allow valet parking in 3 spaces on Deer Street for a period of 2-3 weeks beginning October 19, 2013 while Portwalk Place is undergoing construction. **Chairman Smith requested that the long term agreement be brought forward at the next meeting.**
- [11] **Action Item – Deleting Article VI, Section 7.601 (2)(b) from ordinance (former truck loading zone end of Daniel Street)** – VOTED to approve the change to the ordinance. *(This Item is enacted as a temporary regulation and will be considered for inclusion in a future omnibus ordinance)*
- [12] **Action Item – Establishing Procedure for Short-Term Valet Requests** – VOTED to refer to the Department of Public Works to generate an application and process which will include appearing before the Parking and Traffic Safety Committee.
- [13] ***At the request of Mr. Whitehouse a review of the membership of the Parking and Traffic Safety Committee will be held at the next Meeting.***
- [14] **Discussion Item: Clinton Street Traffic Report from Police** – Deputy Police Chief MacDonald reported that the traffic study found no issues but they would continue to monitor the area.
- [15] **Discussion Item – Report back on residential handicapped spaces** – Parking Division Director Nelson reported there are currently seven active handicapped designated spaces and these are verified annually. He presented the policy that is in place to acquire a residential handicapped space, and for DPW to manage the spaces.
- [16] **Action Item - Valet Proposal on Chestnut Street:** (This item was tabled to the 10/10/13 meeting but the proposal was withdrawn) **VOTED** to grant a 30 day extension once agreement reached, with notice provided to the City to allow for staff to observe the operations.
- [17] **Public Comment:** There was one speaker. Ralph DiBernardo reported that residents of the upper Islington Street neighborhood received abutter notices regarding 40 acres connecting Islington Street and Borthwick Avenue.
- [18] **Informational Items:**

Parking Division Director Nelson updated the committee on the following items:

- A. DPW evaluating signage needs in Maple Have neighborhood (per citizen request). Signage will be installed if found to be a safety issue.
- B. DPW evaluating signage needs on Echo Avenue (per citizen request). Signage will be installed if found to be a safety issue.
- C. DPW report on request for “No Outlet” signage on Pearson Street *(The sign will be a “Dead End” sign per the direction of the City Manager.)*
- D. DPW report on parking space change at South Playground Parking Area (space blocking entrance removed, replaced with two spaces in another area of lot)

MINUTES
PARKING AND TRAFFIC SAFETY COMMITTEE MEETING

8:00 A.M. – Thursday, October 10, 2013
City Hall – Eileen Dondero Foley Council Chambers

I. CALL TO ORDER:

Chairman Ken Smith called the meeting to order at 8:05 a.m.

II. ROLL CALL:

Members Present:

Councilor Ken Smith, Chair
Dave Allen, Deputy City Manager
Steve Achilles, Fire Chief
Corey MacDonald, Deputy Police Chief
Peter Rice, Public Works Director
Ronald Cypher, Member
Shari Donnermeyer, Member
Ted Gray, Member
Harold Whitehouse, Member

Staff Advisors Present:

Mark Nelson, Parking Division Director
Tom Cocchiaro, Parking Operations Supervisor
Juliet Walker, Transportation Planner

III. ACCEPTANCE OF THE MINUTES:

Mr. Gray moved to accept the minutes of September 12, 2013, seconded by Mr. Cypher. Motion passed.

IV. FINANCIAL REPORT:

Mr. Whitehouse moved to accept the Financial Report and place on file, seconded by Chief Achilles. Motion passed.

V. NEW BUSINESS:

Mr. Whitehouse moved to suspend the rules to allow a speaker to address the committee. Seconded by Public Works Director Rice and passed.

Discussion Item - Portsmouth Lodge of Elks Letter Re: Portsmouth High Cross Country Track on Jones Avenue (*Not on agenda*)

John Michael Isaac, Manager of the Portsmouth Lodge of Elks, stated he is addressing an issue that was previously brought before the Parking and Traffic Safety Committee a year ago and has become a problem again this year. He explained that the Portsmouth High School Cross Country Track team uses a portion of their driveway on Jones Avenue as a part of their route and it causes a potential dangerous situation. He stated that there is no

notice of when they will be using the area and because there are 1300 members of the Elks as well as deliveries and events on weekends such as weddings, he is concerned for the safety of the students and patrons.

Chairman Smith stated that there have been internal conversations with the City Manager, Athletic Director and School Department and there will be volunteer flaggers for each of the next 3 events and a schedule will be provided to the Elks.

Public Works Director Rice stated that the Department of Public Works will also provide temporary signage to alert motorists.

A. Discussion Item: Update on NHDOT and City road & bridge projects (DOT/DPW)

Nickie Hunter of the State of New Hampshire Department of Transportation gave a brief update of ongoing and upcoming projects including Memorial Bridge, Route 1 Bypass, Greenleaf Woods Bridge removal, Middle Road Bridge replacement and the Islington Street Bridge replacement scheduled for Fall 2014/Spring 2015. She stated the Maplewood Bridge Replacement has been put out to bid and awarded, but still needs approval by the State.

Chairman Smith asked if there will be any design changes to intersections in relation to the Maplewood Bridge replacement to address illegal left-hand turns and safety concerns.

Ms. Hunter stated she is unsure what will be included with that project and that the scope of these projects were downsized to address mainly the bridges. Public Works Director Rice stated he will coordinate with her to address these concerns.

Chairman Smith asked what the time frame for the remaining 2 bridges, School and Woodbury Avenue. Ms. Hunter stated they are on the list for after the Maplewood Avenue bridge replacement in 2015.

B. Discussion Item: Loading zone periods for salt trucks (Art VI, Section 7.602)

Parking Division Director Nelson stated that this loading zone is in the ordinance as a 24 hour a day, 7 day a week zone, but in his speaking with Granite State Minerals, they do not need it 24 hours a day and are willing to discuss releasing some of the time to the public.

Chairman Smith stated that their operations usually end around 4:00 p.m. so we may be able to turn the space over to public parking in the evenings.

Mr. Whitehouse moved to send a proposal to revise the hours from a 24/7 zone to allowing public parking during certain hours to the City Manager and Department of Public Works for a report back. Seconded by Mr. Gray and passed.

C. Discussion Item: Woodbury Ave Traffic Monitoring and Stop Control Analysis

Chairman Smith stated this was a request from the neighborhood association that there be additional information provided regarding a report back on their request for a stop sign as a traffic calming measure. He stated he does not however, see anyone from the neighborhood in attendance.

Public Works Director Rice explained that a warrant evaluation was conducted and concluded that installing stop signs is not appropriate for traffic calming and does not meet the warrant criteria in accordance with State RSA and the MUTCD provisions. He stated that the neighbors were provided the findings via letter but maybe did not have enough time to review. **He suggested that the item be tabled to the next meeting.**

Chairman Smith asked about the possibility of putting flashing lights at the crosswalk at St. Catherine's Church or pedestrian crossing signs.

Public Works Director Rice stated there are costs associated with these suggestions but can do some research.

Mr. Whitehouse stated he had suggested a yield stencil, as opposed to a sign, at the triangle at Woodbury Avenue. Public Works Director Rice stated this is a reasonable request.

Chairman Smith stated he had also requested that the State put up signage at the traffic circle directing vehicles to continue north on the turnpike to access the malls to divert the traffic from Woodbury Avenue.

Parking Division Director Nelson stated the Wayfinding Committee is also looking for this type of signage.

Mr. Cypher moved to request a report back from the Department of Public Works at the November 14, 2013 meeting. Seconded by Deputy City Manager Allen and passed.

D. Discussion Item: Echo Avenue/Subaru Dealership issue

Public Works Director Rice stated that plans for this project have not been submitted to the City at this point so there are no actions that can be taken by the Parking and Traffic Safety Committee.

Chairman Smith stated that once the plans are submitted, then this would come back to the Parking and Traffic Safety Committee.

Michael Clemmey, representing Subaru of New England, gave a brief history of the Subaru of New England Company. He explained that it is important to them to work with the community when they build and that they have already reached out to the neighbors for their input.

Public Works Director Rice thanked him for his presentation but advised again that there are not actions or comments that can be offered by the committee as it has not been formally submitted to the City.

Mr. Whitehouse stated he appreciates their efforts to reach out and involve the neighbors in the process.

E. Discussion Item: Update on Parking Efforts

Parking Division Director Nelson gave an update on recent successful efforts by City staff to obtain more parking resources for the public. The sites include; Baptist Church, Isles of Shoals Steamship Company lot, 299 Vaughan Street; McIntyre Lot, Sheraton Hotel lot and Rock Street/Heineman Lot.

F. Action Item: Residence Inn short-term valet space rental request

Parking Division Director Nelson explained that Chris Moulton, General Manager of the Residence Inn, has requested use of 3 parking spaces on Deer Street during an upcoming road closure on Portwalk Place which will be closed for 2-3 weeks beginning October 19th.

Chairman Smith asked if the long-term agreement has been worked out yet. Deputy City Manager Allen explained that the City Attorney has found that Portwalk Place is being treated as a public way so there should be a valet agreement with the City. ***Chairman Smith requested that the long-term agreement be brought back to the Committee for action.***

Fire Chief Achilles moved to approve the request to allow valet parking in 3 spaces on Deer Street for a period 2-3 weeks beginning October 19, 2013 while Portwalk Place is undergoing construction. Seconded by Ms. Donnermeyer and passed.

G. Action Item: Deleting Art. VI, Section 7.601 (2)(b) from ordinance (former truck loading zone at end of Daniel Street. ***(This item is enacted as a temporary regulation and will be considered for inclusion in a future omnibus ordinance)***)

Parking Division Director Nelson explained that this loading zone no longer exists so the ordinance needs to be updated accordingly and will be included in the next omnibus ordinance.

Chairman Smith asked where the loading zone is now located. Parking Division Director Nelson stated it is permanently located further up Daniel Street.

Chairman Smith asked about the parking spaces at the waters edge. Deputy City Manager Allen stated that there are some spaces dedicated to the bridge attendants and a couple for the memorial park.

Mr. Whitehouse moved to approve the change to the ordinance. Seconded by Public Works Director Rice and passed.

H. Action Item: Establishing Procedure for Short-Term Valet Requests

Parking Division Director Nelson stated this item was needed as there are requests coming in for valet parking for specific events and no guidelines or procedure are in place. He stated that an application will be developed for these requests.

Chairman Smith stated that the requirements will be similar to the long-term agreements in that we will need to know where the cars will be parked, that they not utilize city spaces, insurance requirements, etc.

Public Works Director Rice stated he agrees they need to be consistent with the long-term agreements. He stated he also feels that it would be appropriate that there be at least a 30-day advanced notice and that the requests come before the Parking and Traffic Safety Committee.

Public Works Director Rice moved to refer to the Department of Public Works to generate an application and process which will include appearing before the Parking and Traffic Safety Committee, seconded by Mr. Gray.

Chairman Smith recognized Brian Slovenski from Atlantic Parking Services to address the Committee regarding his request for permission to valet park for a specific event.

Mr. Slovenski stated he had submitted his request for inclusion on the agenda for today's meeting and is not sure why it is not on the agenda. Public Works Director Rice stated he apologizes for the confusion but believes that Mr. Slovenski was informed that it had not been submitted in time. He stated that the timing of this request was unfortunate because there is not yet a policy in place to handle the request, but that this was one of the requests that triggered the need for a policy to be created.

Mr. Slovenski stated he will accommodate this event with the use of private property. Chairman Smith suggested he contact the legal department for clarification.

Motion passed.

Mr. Whitehouse requested that a review of the membership of the Parking and Traffic Safety Committee be included on the agenda for the November 14, 2013 meeting.

VI. **OLD BUSINESS:**

A. Discussion Item: Clinton Street Traffic Report from Police

Deputy Police Chief MacDonald stated the traffic study found no issues and that most vehicles were actually going below the posted speed limit. He stated they will continue to monitor the area.

B. Discussion Item: Report back on residential handicapped spaces (DPW)

Parking Division Director Nelson reported there are currently seven active handicapped designated spaces and these are verified annually. He presented the policy that is in place to acquire a residential handicapped space and for Department of Public Works to manage the spaces.

Mr. Gray asked for clarification that the recently approved handicap space on Gate Street is included in the 7 spaces. Parking Division Nelson stated yes. Chairman Smith clarified that this space was approved by the Council with the approval of the Parking and Traffic Safety Committee minutes for that meeting.

Mr. Whitehouse asked about Water Street stating that there is a chain across there and it cannot be accessed. Department of Public Works Director Rice stated that this is not a street but is actually a driveway which is used by the Prescott Park Trustees during events. He stated they are revisiting how to best configure that space.

C. *Action Item: Valet Proposal Chestnut Street

Parking Division Director Nelson explained that this had been tabled from the last item but the event is not happening so is not necessary to take action on.

Chairman Smith stated that the event still may happen just at a later date. Brian Slovenski of Atlantic Parking Services stated that there is still interest and they have found another parking lot to use.

Public Works Director Rice moved to grant a 30 day extension once an agreement has been reached, with notice provided to the City to allow for staff to observe the operations. Seconded by Ms. Donnermeyer and passed.

VII. PUBLIC COMMENT

Ralph DiBernardo – stated that the upper Islington Street neighborhood residents have received abutter notices regarding the subdivision of 40 acres between Islington Street and Borthwick Avenue to connect the two roadways. He stated the Conservation Commission tabled the item at their meeting of October 9th but wonders why it isn't coming before the Parking and Traffic Safety Committee. He stated he is going to the Planning Department to see if they also will be tabling this item as it did not received a recommendation from the Conservation Commission. He stated the neighbors are concerned that it will be used as a way to get to the hospital and if so, this will create another intersection with street lights and cause more traffic congestion.

Discussion ensued regarding the steps that would be required for this project and which committees it may or may not have to appear before.

City Transportation Planner Walker stated she would accompany Mr. DiBernardo to the Planning Department to address his concerns.

Chairman Smith stated he would like to make a suggestion to the Conservation Commission to add a public comment section to their agenda.

VIII. INFORMATIONAL: Parking Director Nelson updated the committee on the following items stating that items:

- A. DPW evaluating signage needs in Maple Haven neighborhood (per citizen request)
Signage will be installed if found to be a safety issue.
- B. DPW evaluating signage needs on Echo Ave (per citizen request)
Signage will be installed if found to be a safety issue.
- C. DPW report on request for "No Outlet" signage on Pearson St
A "Dead End" sign will be installed instead of a "No Outlet" sign.
- D. DPW report on parking space change at South Playground Parking
A space blocking the entrance was removed and cross-hatched and replaced with 2 spaces in another area of the lot.

IX. ADJOURNMENT

Mr. Whitehouse moved to adjourn at 9:25 a.m. Seconded by Mr. Cypher and voted unanimously.

MEMORANDUM

TO: John Bohenko, City Manager
FROM: Mary E. Koeppenick, Planning Department
SUBJECT: Board of Adjustment Minutes
DATE: October 18, 2013

The approved Minutes of the following Board of Adjustment meetings are now available for review on the City's website:

July 17, 2012