

# CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH  
DATE: MONDAY, JUNE 3, 2024 TIME: 7:00PM

*Members of the public also have the option to join the meeting over Zoom, a unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser*  
[https://us06web.zoom.us/webinar/register/WN\\_wa7Xpr5MTmq8E7oTFadZbq](https://us06web.zoom.us/webinar/register/WN_wa7Xpr5MTmq8E7oTFadZbq)

5:30 PM – Anticipated Non-Public Session is being held in Conference Room A

1. CONSIDERATION OF LEGAL ADVICE IN ACCORDANCE WITH RSA 91-A:3 II (I)

## AGENDA

- I. WORK SESSION
- II. PUBLIC DIALOGUE SESSION [when applicable – every other regularly scheduled meeting] – **N/A**
- III. CALL TO ORDER [7:00 p.m. or thereafter]
- IV. ROLL CALL
- V. INVOCATION
- VI. PLEDGE OF ALLEGIANCE
- VII. ACCEPTANCE OF MINUTES – *(There are no minutes on for acceptance this evening)*
- VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS
- IX. PUBLIC COMMENT SESSION *(This session shall not exceed 45 minutes) – (participation may be in person or via Zoom)*
- X. PUBLIC HEARING AND VOTE ON ORDINANCES AND/OR RESOLUTIONS
  - A. \*CONTINUATION OF PUBLIC HEARING REGARDING FY25 BUDGET *(Continuation of Budget Public Hearing held on May 13, 2024)*

### Adoption of Proposed Budget Resolutions:

- B. Adoption of Budget Resolutions for Fiscal Year July 1, 2024 through June 30, 2025 (FY25)
  - Resolution No. 5-2024 – Municipal Fees *(Sample motion – move to adopt Resolution #5-2024 – Municipal Fees)*
  - Resolution No. 6-2024 – General Fund Expenditures *(Sample motion – move to adopt Resolution #6-2024 – General Fund Expenditures)*
  - Resolution No. 7-2024 – Water Fund Expenditures *(Sample motion – move to adopt Resolution #7-2024 - Water Fund Expenditures)*
  - Resolution No. 8-2024 – Sewer Fund Expenditures *(Sample motion – move to adopt Resolution #8-2024 – Sewer Fund Expenditures)*

- Resolution No. 9-2024 – Special Revenues, Debt Service Fund, Portsmouth Housing Endowment Trust, and Committed Fund Balances for Necessary Expenditures (**Sample motion – move to adopt Resolution #9-2024 – Special Revenues Debt Service Fund, Portsmouth Housing Endowment Trust and Committee Fund Balance for Necessary Expenditures**)
- Resolution No. 10-2024 – Investment Policy (**Sample motion – move to adopt Resolution #10-2024 - Investment Policy**)

**(Roll call votes are required for Adoption of each Resolution)**

### **First Reading of Ordinance:**

- C. First Reading of Ordinance amending Chapter 10, Article 6, Section 10.633.20 by adding a new numbered paragraph 28 “Solar Energy Panels flush mounted to rooftops of existing structures which do not require other alterations to existing structures” and by adding a new numbered paragraph 29 “Accessory Elements to Solar Energy Panels which do not require other alterations to existing structures” (**The first reading of this ordinance as amended was postponed at the May 6, 2024 Council meeting**) (**Sample motion – move to pass first reading and schedule public hearing and second reading at the July 15, 2024 City Council meeting**)

## **XI. CITY MANAGER’S ITEMS WHICH REQUIRE ACTION**

### **A. CITY MANAGER CONARD**

#### **City Manager’s Items Which Require Action:**

1. Community Policing Facility – Affirmation of Location
2. Character-Based Zoning Ordinance Clarification

## **XII. CONSENT AGENDA**

- A. Request from Friends of the Music Hall dba The Music Hall Members Club, to install a Projecting Sign at 104 Congress Street (**Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning & Sustainability Director, and further, authorize the City Manager to execute the License Agreement for this request**)

#### **Planning Director’s Stipulations:**

- **The license shall be approved by the Legal Department as to content and form;**
- **Any removal or relocation of projecting sign, for any reason, shall be done at 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**

- B. Request from Lisa Venn, Opal Luxe Salon, to install a Projecting Sign at 206 Market Street (***Anticipated action – move to approve the aforementioned Projecting Sign License as recommended by the Planning & Sustainability Director, and further, authorize the City Manager to execute the License Agreement for this request***)

**Planning Director's Stipulations:**

- ***The license shall be approved by the Legal Department as to content and form;***
  - ***Any removal or relocation of projecting sign, for any reason, shall be done at 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***
- C. Letter from Sandy Clark Kaddy, Seacoast African American Cultural Center, requesting permission to hold the 3<sup>rd</sup> Juneteenth Freedom Walk, Wednesday, June 19, 2024 (***Anticipated action – move to refer to the City Manager with Authority to Act***)
- D. Letter from Annie Zampitella, Wentworth-Douglass Hospital and Conventures, Inc., requesting permission to hold 2024 Seacoast Cancer 5K, Sunday, September 15, 2024. (***Anticipated action – move to refer to the City Manager with Authority to Act***)

**XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS**

- A. Email Correspondence (***Sample motion – move to accept and place on file***)
- B. "Accessory Dwelling Unit (ADU) Handbook" as presented by Paige Trace at May 20, 2024 City Council meeting (***Sample motion – move to accept and place on file***)

**XIV. MAYOR McEACHERN**

1. Appointments to be Considered:
  - Appointment of Ben Van Camp to the Mayor's Blue Ribbon Sister City Committee
  - Appointment of Robert Sullivan to the Mayor's Blue Ribbon Sister City Committee
2. \*Appointment to be Voted:
  - Appointment of Amy-Mae Court to Recreation Board
3. \*Request for a report back from Legal regarding ordinance consolidation

**XV. CITY COUNCIL MEMBERS**

**A. COUNCILOR BLALOCK**

1. \*Update from the Mayor's Blue Ribbon Sister City Committee

**B. COUNCILOR MOREAU**

1. Planning Board's recommendation to City Council regarding revised Solar Panel Amendments

**XVI. APPROVAL OF GRANTS/DONATIONS**

*(There are no grants or donations on for approval this evening)*

**XVII. CITY MANAGER'S INFORMATIONAL ITEMS**

1. \*Pease Development Authority Update

**X VIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING**

**XIX. ADJOURNMENT [at 10:30 p.m. or earlier]**

*\*Indicates verbal report*

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



**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL APPROVAL OF FEE SCHEDULE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

**RESOLUTION # 5-2024      A RESOLUTION TO ADOPT FEES BY BUDGET  
RESOLUTION**

**BE IT RESOLVED:**      **THAT,** the attached fee schedule (Exhibit A) is found to be reasonable and appropriate and is recommended for adoption. (The fees denoted with an asterisk have been changed.)

**THAT,** the fee schedule attached (Exhibit A) shall be effective July 1, 2024.

**APPROVED BY:**

\_\_\_\_\_  
DEAGLAN MCEACHERN, MAYOR

**ADOPTED BY CITY COUNCIL:**

\_\_\_\_\_  
KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

CITY OF PORTSMOUTH  
PROPOSED SCHEDULE OF FEES  
FISCAL YEAR 2025



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The City of Portsmouth Fee Schedule is governed by City Ordinance Chapter 1 Article XVI: Adoption of Fees by Budget Resolution

This ordinance was adopted for the purpose of creating a more efficient system for the City to adopt and adjust municipal fees.

To the extent permitted by law and notwithstanding any ordinance previously adopted to the contrary, all municipal fees, whether established by ordinance or otherwise shall be adopted and may be amended by resolution during the annual budget adoption process.

Any municipal fee which is not in the final resolution adopted during the annual budget process, or any municipal fee which is determined to require a process other than adoption by annual budget resolution, shall remain at the level at which it was last validly adopted by the City.

Fee revenue in the General Fund raises approximately 2% of total General Fund Revenue.

Following are the FY25 Departments with recommended fee changes:

Department	Page
City Clerk	11,12
Planning	14,15,16
Public Works	35,36,37,38,39
Recreation	43
Health	45,46
Parking/Transportation	48
Water/Sewer	53,55,56

Statistics On Local Fees Governed  
by the Fee Committee and Local Ordinance:  
Chapter 1, Article XVI.

**GENERAL FUND**

FY 2024 Budget	\$138,623,375
Fees as a percentage of total General Fund Revenues:	<b>2%</b>

**Local Fees, Licenses, Permits portion of Budgeted Revenues:**

	FY 24 General Fund
Department	Budgeted Revenues From Fees
City Clerk	\$25,000
Planning	\$175,000
Inspection	\$1,295,000
Police	\$30,000
Fire	\$105,000
Public Works	\$161,600
Recreation	\$220,000
Health	\$100,000
Total Local Fees, Licenses and Permits	
<b>Portion of GF</b>	<b>\$2,111,600</b>

**City of Portsmouth  
Fee Schedule  
Finance Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Non Sufficient Funds check processing fee	Pre FY 02	\$30.00	\$30.00 per check	\$30.00
(1) Any copy made for non-City use	Pre FY 02	\$2.00	\$2.00 1st copy	\$2.00
(1) all subsequent pages	Pre FY 02	\$0.50	\$0.50 all subsequent pages	\$0.50
(1) USB Drive for transfer of electronic files	FY 18	\$8.00	\$8.00	\$8.00
(1) Note: City records subject to Right to Know requests can be viewed at City Hall or downloaded free onto personal USB drives.				
All copies made on 11 x 17 pages.	Pre FY 02	\$0.50	\$0.50 per copy	\$0.50
Tax bills prepared for parties other than owners.	Pre FY 02	\$2.00	\$2.00 1st copy	\$2.00
Tax Card/Tax Map from laser printer (Free to property owner)	FY 04	\$1.00	\$1.00 Each Print	\$1.00
Standard Assessing mailing list file	Pre FY 02	\$75.00	\$75.00	\$75.00

**City of Portsmouth  
Fee Schedule  
Finance Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Assessor created export file	FY 17	\$150.00	\$150.00	\$150.00
Tax Delinquency file	Pre FY 02	\$300.00	\$300.00	\$300.00
DVD copies of City related events	Pre FY 02	\$10.00	\$10.00	\$10.00

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article I Section 109C</u>				
Licenses-Gen. Provisions- Duties of licensee				
Change Location of Licensed Business	Pre FY 02	\$1.00	\$1.00	Per Occurrence
				<u>\$1.00</u>
<u>Chapter 6: Article I Section 110B</u>				
Licenses-Gen. Provisions-Transfer of license				
Transfer of License	Pre FY 02	\$10.00	\$10.00	Per Occurrence
				<u>\$10.00</u>
<u>Chapter 6: Article II Section 201</u>				
Billiards and Bowling				
License	FY 14	\$25.00	\$25.00	Per Year, Per Table or Lane
				<u>\$25.00</u>
<u>Chapter 6: Article III Section 302</u>				
Model Slot Car Racing				
License	Pre FY 02	\$25.00	\$25.00	Per Year
				<u>\$25.00</u>



**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article IV Section 403C</u>				
Coin Operated Amusement Devices				
License	FY 03	\$75.00	\$75.00	For each of the first 30 machines, per year
	FY 03	\$10.00	\$10.00	For each machine over 30, per year
<u>Chapter 6: Article V Section 502</u>				
Boxing and Wrestling				
License	Pre FY 02	\$10.00	\$10.00	Each Day
<u>Chapter 6: Article VI Section 602</u>				
Dancing				
License	Pre FY 02	\$10.00	\$10.00	Per Dance
<u>Chapter 6: Article IX Section 901C12</u>				
Circus License				
Amusement Devices	Pre FY 02	\$30.00	\$30.00	Per Day
Carnivals (For Operation)	Pre FY 02	\$125.00	\$125.00	Per Day
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
				* (Indicates change from current fee)
<b>Circus (For Operation)</b>	<b>Pre FY 02</b>	<b>\$125.00</b>	<b>\$125.00</b>	<b>Per Day</b>
<b>Including Each Amusement Device</b>	<b>Pre FY 02</b>	<b>\$30.00</b>	<b>\$30.00</b>	
<b>Fairs (For Operation)</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per Day</b>
<b>Including Each Amusement Device</b>	<b>Pre FY 02</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Per Day</b>
<b>Temporary Structures</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per Day</b>
<b><u>Chapter 6: Article IX Section 902</u></b>				
<b>Circus License</b>				
<b>Total fee for Circus license shall not be less than</b>	<b>Pre FY 02</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>Per Day</b>
<b><u>Chapter 6: Article X Section 1003</u></b>				
<b>Theatricals, Parades, Open Air Meetings</b>				
<b>License</b>	<b>Pre FY 02</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>Not to exceed per day</b>
<b>License to exhibit in any hall</b>	<b>Pre FY 02</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Not to exceed per day</b>
<b><u>Chapter 6: Article XIII Section 1315</u></b>				
<b>Hawkers and Peddlers</b>				
<b>License</b>	<b>Pre FY 02</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>Per Year</b>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>* (Indicates change from current fee)</b>				
<b><u>Chapter 6: Article XIV Section 1402</u></b>				
<b>Pawn Brokers</b>				
<b>License</b>	<b>FY 14</b>	<b>\$50.00</b>	<b>\$50.00 Per Year</b>	<b>\$50.00</b>
<b><u>Chapter 6: Article XV Section 1502</u></b>				
<b>Roller Skating Rinks</b>				
<b>License</b>	<b>Pre FY 02</b>	<b>\$50.00</b>	<b>\$50.00 Per Year</b>	<b>\$50.00</b>
<b><u>Chapter 6: Article XVI Section 1608</u></b>				
<b>Magazine Subscription Solicitors</b>				
<b>License</b>	<b>FY 06</b>	<b>\$50.00</b>	<b>\$50.00 Per Year</b>	<b>\$50.00</b>
<b><u>Chapter 9: Article V Section 504 C</u></b>				
<b>Sidewalk Obstructions</b>				
<b>Obstruction (including Restaurant Table)</b>	<b>FY 18</b>	<b>\$75.00</b>	<b>\$75.00 Each Obstruction (including Restaurant Table)</b>	<b>\$75.00</b>
<b><u>Chapter 9: Article V Section 504 C</u></b>				
<b>Sidewalk Obstructions</b>				
<b>Restaurant Chairs</b>	<b>FY 18</b>	<b>\$10.00</b>	<b>\$10.00 Each Restaurant Chair</b>	<b>\$10.00</b>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>* (Indicates change from current fee)</b>					
<b><u>Non-ordinance-City Council Policy No. 2012-02</u></b>					
Suspended for 2022 per Council vote 02/22/22					
<b>Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services</b>					
	FY 12	N/A	N/A	per square foot-6 month season-no proration	* Delete
	FY 12	N/A	N/A	minimum fee	* Delete
<b><u>Non-ordinance-City Council Policy No. 2012-02</u></b>					
Amended for 2023 per Council vote 02/21/23 "readopt the 2022 outdoor dining"					
<b>Area Service Agreements-use of City Property (including roadway) for Sidewalk Café's providing Alcohol Services</b>					
	FY 22	\$5.00	\$5.00	per square foot-6 month season-no proration	* Delete
	FY 22	\$1,000.00	\$1,000.00	minimum fee	* Delete
<b>Use of Parking Space</b>	FY 22	\$1,500.00	\$1,500.00	per space	* Delete
<b>Waiver for food service establishment on City property that abide by the Composting requirements of the Distribution of Single-Use Disposables On City Property Ordinance Chapter 3 Article IX (City Council adopted 03/07/22)</b>					
	FY 22	(\$200.00)	(\$200.00)	Waiver Amount	* Delete
<b><u>Chapter 6: Article XVII Section 6.1703</u></b>					
<b>(Ordinance up for adoption at the February 20, 2024 City Council Meeting)</b>					
<b>Outdoor Dining Encumbrance Permit</b>					
	FY 24	N/A	\$5.00	per square foot-6 month season-no proration	* \$5.00
	FY 24	N/A	\$750.00	minimum fee	* \$750.00
<b>Ward checklist</b>	FY 18	\$75.00	\$75.00	per set	\$75.00
<b>Ward checklist for individual wards</b>	FY 18	\$25.00	\$25.00		\$25.00
<b>Event permit (fairs, parades etc. not governed by ordinance)</b>	FY 18	\$50.00	\$50.00		\$50.00

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
* (Indicates change from current fee)				
Ordinance Books	Pre FY 02	\$100.00	\$100.00	* Delete
Ordinance book supplements (distributed 2 x per year)	Pre FY 02	\$50.00	\$50.00	* Delete
Voter certification	FY 05	\$5.00	\$5.00	\$5.00
Voter History Disk	FY 18	\$125.00	\$125.00 per election	* Delete
Articles of agreement filing	Pre FY 02	\$5.00	\$5.00	\$5.00
Restricted Property Listing	FY 12	\$15.00	\$15.00 per form	\$15.00

**City Clerk  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Other Fees</b>	<b>\$16,566</b>	<b>\$15,968</b>	<b>\$16,760</b>	<b>\$14,045</b>	<b>\$13,000</b>
<b>Other Licenses</b>	<b>\$7,535</b>	<b>\$5,305</b>	<b>\$13,755</b>	<b>\$15,840</b>	<b>\$12,000</b>
<b>Total City Clerk Revenue from Fees</b>	<b>\$24,101</b>	<b>\$21,273</b>	<b>\$30,515</b>	<b>\$29,885</b>	<b>\$25,000</b>

License	FY 21 Issued	FY 22 Issued	FY 23 Issued	FY 21 Revenue	FY 22 Revenue	FY 23 Revenue
Change Location of Licensed Business	0	0	0	\$0	\$0	\$0
Licenses-Gen. Provisions-Transfer	0	0	0	\$0	\$0	\$0
Billiards and Bowling	4	5	18	\$825	\$1,175	\$1,450
Model Slot Car Racing	0	0	0	\$0	\$0	\$0
Coin Operated Amusement Devices	7	7	45	\$525	\$3,650	\$5,740
Boxing and Wrestling	0	0	0	\$0	\$0	\$0
Dancing	0	0	0	\$0	\$0	\$0
Circus						
Amusement Devices	0	0	0	\$0	\$0	\$0
Carnivals (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0
Fairs (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0
Temporary Structures	0	0	0	\$0	\$0	\$0
Theatricals, Parades, open Air Meetings	0	0	0	\$0	\$0	\$0
Hawkers and Peddlers	5	4	2	\$1,250	\$1,000	\$500,150
Pawn Brokers	5	2	3	\$250	\$100	\$0
Roller Skating Rinks	0	0	0	\$0	\$0	\$0
Magazine Subscription Solicitors	0	0	0	\$0	\$0	\$0
Sidewalk Obstructions						\$7,985
Obstruction (including Restaurant Table)	Waved	26	40	Waved	\$1,950	\$0
<b>Other</b>						
Notarization	283	244	223	\$1,415	\$1,220	\$1,115
Tag day, permits	6	4	6	\$120	\$80	\$120
Ward checklist	2	0	0	\$2,310	\$0	\$1,819
Ward checklist for individual wards	0	0	0	\$0	\$0	\$0
Event permit	2	29	23	\$100	\$1,450	\$1,150
Voter certification	3	7	7	\$15	\$35	\$35
Articles of agreement filing	4	1	2	\$20	\$5	\$10
Restricted Property Listing	0	0	0	\$0	\$0	\$0

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>PLANNING BOARD</b>				
<b><u>Recording</u></b>				
Mylar Recording	FY 24	N/A	\$150.00	\$150.00
Deed Recording	FY 24	N/A	\$100.00	\$100.00
<b>Preapplication review (site plan or subdivision)</b>				
Preliminary conceptual consultation	FY 18	\$200.00	\$200.00	\$200.00
Design Review	FY 18	\$500.00	\$500.00	\$500.00
<b><u>SUBDIVISIONS</u></b>				
Subdivision application (residential) Plus Per Lot	FY 24 FY 15	\$500.00 \$200.00	\$600.00 \$200.00	\$250.00 *
Subdivision application (non-residential) Plus Per Lot	FY 24 FY 15	\$700.00 \$300.00	\$800.00 \$300.00	\$350.00 *
<b>Subdivision Amendment</b>				
Administrative Approval	FY 21	\$200.00	\$200.00	\$200.00
TAC or Planning Board Approval	FY 21	\$500.00	\$500.00	\$500.00
Lot Line Revision/Verification	FY 14	\$250.00	\$250.00	\$250.00
<b>Lot Line Revision Amendment</b>				
Administrative Approval	FY 24	\$100.00	\$200.00	\$200.00
TAC or Planning Board Approval	FY 24	\$150.00	\$250.00	\$250.00

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>MISCELLANEOUS</b>				
Voluntary Lot Consolidation (Merger) - no subdivision	FY 10	\$175.00	\$175.00	\$175.00
Restoration of Involuntarily Merged Lots	FY24	\$250.00	\$300.00	* Delete
<b>Wetland Conditional Use Permit</b>				
Area of disturbance in wetland or wetland buffer:				
-up to 250 sq ft	FY 17	\$100.00	\$100.00	* \$150.00
-up to 1,000 sq ft	FY 15	\$500.00	\$500.00	\$500.00
-greater than 1,000 sq ft	FY 23	\$1,300.00	\$1,300.00	\$1,300.00
Non-Wetland Conditional Use Permit (e.g. Accessory Dwelling Units, Flexible Development, Drive-Through Facilities)	FY 24	\$200.00	\$500.00	\$500.00
<b>PLANNING-BOARD OF ADJUSTMENT</b>				
Residential application 1-2 dwelling units	FY 24	\$150.00	\$200.00	\$200.00
3-4 dwelling units	FY 24	\$250.00	\$300.00	\$300.00
5-and over	FY 24	\$250.00	\$350.00	\$350.00
For each unit over 4	FY 15	\$50.00	\$50.00	* \$150.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Residential application-accessory structure only	FY 11	\$50.00	\$50.00	* \$100.00
Non-residential applications	FY 24	\$300.00	\$400.00	\$400.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	* \$4,000.00
Signs	FY 13	\$200.00	\$200.00	* \$300.00
Appeal of administrative decision	FY 17	\$50.00	\$50.00	* \$100.00
Re-Hearing	FY25	N/A	N/A	* \$200.00



**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>PLANNING-SITE PLAN REVIEW</b>				
All developments	FY 24	\$500.00	\$600.00	\$600.00
In Addition:				
Per \$1,000 of site costs and per 1,000 square feet of site development area	Pre FY 02	\$5.00	\$5.00	\$5.00
	FY 15	\$10.00	\$10.00	\$10.00
Total application fee shall not exceed (cap)	FY 24	\$15,000.00	\$20,000.00	\$20,000.00
Site plan amendment				
Administrative approval	FY 24	\$200.00	\$400.00	\$400.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	* \$600.00
TAC or Planning Board approval	FY 17	\$800.00	\$800.00	\$800.00
<b>PLANNING-HISTORIC DISTRICT</b>				
Work Session (prior to application for approval)	FY 17	\$200.00	\$200.00	* \$250.00
Residential applications 1 dwelling unit	FY 15	\$100.00	\$100.00	* \$150.00
2 dwelling units	FY 15	\$100.00	\$100.00	* \$150.00
3 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
4 and over dwelling units	FY 15	\$400.00	\$400.00	\$400.00
For each unit over 4	FY 15	\$100.00	\$100.00	\$100.00
Accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	* \$150.00
Non-residential applications	FY 15	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$5,000.00	\$5,000.00	* \$5,500.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	* \$150.00

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>Amendment to Certificate of Approval</b>				
Administrative approval	FY 17	\$100.00	\$100.00	\$100.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
Commission approval	FY 17	\$800.00	\$800.00	\$800.00
<b>Signs</b>	FY 15	\$100.00	\$100.00	\$100.00
<b>PLANNING DEPARTMENT - ZONING PERMITS</b>				
Certificate of conformity	FY 17	\$50.00	\$50.00	\$50.00
Letter of interpretation	FY 17	\$100.00	\$100.00	\$100.00

**PLANNING DEPARTMENT**  
**Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Planning Board</b>	\$145,187	\$162,856	\$159,288	\$153,176	\$95,000
<b>Board of Adjustments</b>	\$34,081	\$24,705	\$47,412	\$35,500	\$45,000
<b>Site Review</b>	\$22,633	\$9,290	\$5,741	\$16,052	\$35,000
<b>Total Planning Department</b>	<b>\$201,901</b>	<b>\$196,851</b>	<b>\$212,441</b>	<b>\$204,727</b>	<b>\$175,000</b>

The Planning Department reported the following application numbers:

	FY 20	FY 21	FY 22	FY 23
Site Plan Review	21	18	13	14
Subdivision/Lot Line revisions	16	12	13	10
Wetland Conditional Use	19	28	17	18
Non-Wetland Conditional Use	13	18	13	16
HDC	198	227	159	172
Preliminary Conceptual Consultation	11	11	9	2
Design Review	6	2	4	0
Board of Adjustment	80	123	88	95

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Chapter 8: Article I Section 106 A</u>				
Street Obstructions (thirty working days or less)				
Please see Public Works for more than 30 working days fee				
<u>Initial</u>	<u>FY 11</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>

**BUILDING PERMIT FEES:**

Chapter 12: Part I Section 108.2  
International Building Code-  
and  
Chapter 12: Part II Section R108.2  
International Residential Code-

Note: All Construction Permit Fees rounded up to the nearest \$5.00

<u>Minimum Fee-Residential</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$75.00</u>
<u>Special Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>
<u>Emergency Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>
<u>Minimum Fee-Commercial</u>	<u>FY 24</u>	<u>\$100.00</u>	<u>\$150.00</u>	<u>\$150.00</u>

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Demolition Permits</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u> For structures up to 2,000 SF floor area	<u>\$75.00</u>
	<u>FY 04</u>	<u>\$10.00</u>	<u>\$10.00</u> per \$1,000 of demolition cost for structures over 2,000sf	<u>\$10.00</u>
<u>General Renovations</u>				
<u>Residential Rates,</u>	<u>FY 24</u>	<u>\$7.00</u>	<u>\$8.00</u> per \$1,000 of renovation cost	<u>\$8.00</u>
<u>New Construction, Renovation/Remodel and Additions</u>				
<u>Commercial Rates</u>	<u>FY 24</u>	<u>\$10.00</u>	<u>\$11.00</u> per \$1,000 of renovation cost	<u>\$11.00</u>
<u>Sign Permits-Minimum Fee</u>	<u>FY 04</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>
<u>Special Event Sign</u>	<u>FY 07</u>	<u>\$35.00</u>	<u>\$35.00</u> per single event	<u>\$35.00</u>
<u>Fee per sq ft of sign area (Permanent or Temporary)</u>	<u>FY 04</u>	<u>\$1.00</u>	<u>\$1.00</u>	<u>\$1.00</u>
 <u>Chapter 12: Part I Section 109.7</u>				
<u>International Building Code-</u>				
<u>and</u>				
<u>Chapter 12: Part II Section R109.5</u>				
<u>International Residential Code-</u>				
<u>Reinspection Fee</u>	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00</u> Per Reinspection	<u>\$100.00</u>

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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Chapter 12: Part I Section 108.4

International Building Code-  
and

Chapter 12: Part II Section R108.7

International Residential Code-

**Fee for Nonpermitted Work**

Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure with out the benefit of a building, electrical, plumbing, mechanical, or change in use permit shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of regular permit fee or(2) **\$300.00** whichever is greater. If the regular permit fee is over(3) **\$300.00**, the permit fee shall be the regular fee plus(4) **\$300.00**.

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

Chapter 12: Part I Section 110.6

International Building Code-

and

Chapter 12: Part II Section R110.6

International Residential Code-

<b>Fee for Certificate of Use and Occupancy</b>	FY 07	\$100.00	\$100.00	\$100.00
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Chapter 12: Part I Section 106.3.6

International Building Code-

Outside Plan Review Services (adjustment to permit)  
(for all applicable building permits meaning  
building, electric, plumbing, mechanical  
or fire protection permits)

	FY 14	-20%	-20%	-20%
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**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>ELECTRICAL FEES:</b>				
<u>Chapter 12: Part I Section 108.2</u>				
International Building Code-				
				and
<u>Chapter 12: Part II Section R108.2</u>				
International Residential Code-				
<u>Plan Review Fee</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$75.00</u>
<u>Special Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>
<u>Emergency Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>
<u>Reinspection fees</u>	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00 Each additional inspection after the sec</u>	<u>\$100.00</u>
			<u>for the same item(s)</u>	
<u>Minimum Electric Permit Fee</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$75.00</u>
<b>Residential-Service Equipment</b>				
<u>Single Phase</u>	<u>FY 18</u>	<u>\$50.00</u>	<u>\$50.00 up to &amp; including 100 Amps.</u>	<u>\$50.00</u>
<u>Single Phase</u>	<u>FY 18</u>	<u>\$75.00</u>	<u>\$75.00 101 to 200 Amps.</u>	<u>\$75.00</u>
<u>Single Phase</u>	<u>FY 18</u>	<u>\$150.00</u>	<u>\$150.00 201 to 400 Amps.</u>	<u>\$150.00</u>
<b>Lighting Fixtures, Power Utilization</b>				
<u>Equipment &amp; Outlets</u>	<u>FY 04</u>	<u>\$1.00</u>	<u>\$1.00 Each Device</u>	<u>\$1.00</u>
<b>Pad Mounted Generators:</b>				
<u>12 KW or less</u>	<u>FY 12</u>	<u>\$75.00</u>	<u>\$75.00</u>	<u>\$75.00</u>
<u>13 KW to 20 KW</u>	<u>FY 12</u>	<u>\$125.00</u>	<u>\$125.00</u>	<u>\$125.00</u>
<u>21 KW and above</u>	<u>FY 12</u>	<u>\$175.00</u>	<u>\$175.00</u>	<u>\$175.00</u>
<u>Manual Gen. set transfer</u>	<u>FY 12</u>	<u>\$10.00</u>	<u>\$10.00</u>	<u>\$10.00</u>
<u>Automatic Gen. set transfer</u>	<u>FY 12</u>	<u>\$25.00</u>	<u>\$25.00</u>	<u>\$25.00</u>

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>All fees shall be rounded up to the nearest</u>				
<u>\$5.00 with a minimum fee of \$50.00-\$100 (Commercial)</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Commercial-Contract Cost Fee Method</u>				
<u>First \$5000.00 of electrical construction cost from</u>				
<u>\$0.01 to \$5,000.00</u>	<u>FY 04</u>	<u>\$25.00</u>	<u>\$25.00</u> Rate per Thousand Dollars of Contract Cost	<u>\$25.00</u>
<u>Next \$5000.00 of electrical construction cost from</u>				
<u>\$5,000.01 to \$10,000.00</u>	<u>FY 04</u>	<u>\$20.00</u>	<u>\$20.00</u> Rate per Thousand Dollars of Contract Cost	<u>\$20.00</u>
<u>Next \$5000.00 of electrical construction cost from</u>				
<u>\$10,000.01 to \$15,000.00</u>	<u>FY 04</u>	<u>\$15.00</u>	<u>\$15.00</u> Rate per Thousand Dollars of Contract Cost	<u>\$15.00</u>
<u>Each \$1000.00 of electrical construction cost from</u>				
<u>\$15,000.01 &amp; over</u>	<u>FY 07</u>	<u>\$10.00</u>	<u>\$10.00</u> Rate per Thousand Dollars of Contract Cost	<u>\$10.00</u>

Chapter 12: Part I Section 109.7

International Building Code-

and

Chapter 12: Part II Section R109.5

International Residential Code-

**Reinspection fees**

If, upon being called for any inspection, the work is not in compliance with this Code, verbal notice will be given as to the deficiencies and such deficiencies shall be noted on the code official's report. The permit holder shall be responsible for correcting the item(s) and for notifying the code official to reinspect said deficiencies. If when called to reinspect these deficiencies, all is correct, no further action will be taken. However, if during the first reinspection, the work in question has not been corrected, there will be a **\$100.00** reinspection fee assessed, which must be paid at the Inspection Office before a third inspection will be made. For each subsequent reinspection of the same deficiency or deficiencies, a like procedure and fee shall be assessed.

	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$100.00</u>
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**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Chapter 14: Section 102A E</u>				
<u>Housing Code</u>				
<u>Certificate of Occupancy</u>	<u>FY24</u>	<u>\$1.00</u>	<u>\$35.00 Per Dwelling Unit (Good for 3 years)</u>	<u>\$35.00</u>
	<u>FY 24</u>	<u>N/A</u>	<u>\$100.00 Minimum Fee</u>	<u>\$100.00</u>

**PLUMBING/MECHANICAL PERMIT FEES:**

Chapter 15, Part I of II: Section 106.6.2  
International Plumbing Code &  
Chapter 15, Part II of II: Section 106.5.2  
International Mechanics Code

Residential rate:

<u>Fee per fixture (plumbing or gas)</u>	<u>Pre FY 02</u>	<u>\$5.00</u>	<u>\$5.00 Each</u>	<u>\$5.00</u>
<u>Water distribution piping (per dwelling)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Waste and vent piping (per dwelling)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Septic System (per dwelling)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Gas distribution piping (per gas meter)</u>	<u>FY 07</u>	<u>\$30.00</u>	<u>\$30.00 Each</u>	<u>\$30.00</u>
<u>Heating &amp; Cooling Equipment: (Boiler, Furnace, Airhandlers, Unit Heaters, Condenser, Gas Logs, Fireplace Inserts, Solid Fuel Stoves, etc...)</u>	<u>FY 10</u>	<u>\$20.00</u>	<u>\$20.00 per Mechanical Equipment</u>	<u>\$20.00</u>
<u>Gas Appliance: (Cloths Dryers, Range/Oven Water Heater, etc....)</u>	<u>FY 10</u>	<u>\$5.00</u>	<u>\$5.00 per Gas Appliance</u>	<u>\$5.00</u>
<u>Air Distribution System:</u>	<u>FY 10</u>	<u>\$5.00</u>	<u>\$5.00 per Register</u>	<u>\$5.00</u>
<u>Minimum Permit Fee</u>	<u>FY 24</u>	<u>\$50.00</u>	<u>\$75.00</u>	<u>\$75.00</u>

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>Commercial rate:</b>				
Required Plan Review Fee	FY 04	\$50.00	\$50.00	Plumbing \$50.00
(Per contractor and for each revision of plans)	FY 04	\$50.00	\$50.00	Mechanical \$50.00
Minimum Permit Fee:	FY 24	\$50.00	\$100.00	\$100.00
<b>Commercial-Contract Cost Fee Method</b>				
First \$5000.00 of plumbing/Mechanical construction cost from				
\$0.01 to \$5,000.00	FY 07	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Cost \$25.00
Next \$5000.00 of plumbing/electrical construction cost from				
\$5,000.01 to \$10,000.00	FY 07	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Cost \$20.00
Next \$5000.00 of plumbing/electrical construction cost from				
\$10,000.01 to \$15,000.00	FY 07	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Cost \$15.00
Each \$1000.00 of plumbing/electrical construction cost from				
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Cost \$10.00
<b>Commercial Range &amp; Duct Extinguishing System:</b>				
Base Permit Fee (Per System):	FY 06	\$150.00	\$150.00	\$150.00
At time of first inspection, if system(s) are not ready for testing within 1/2 hour from time of Inspectors arrival, or if system fails the inspection, a reinspection shall be scheduled after paying a \$150 fee. This procedure and fee shall be repeated for each failed inspection or incomplete system visit.				
	FY 13	\$300.00	\$300.00	\$300.00
Special Inspection Fee	FY 07	\$60.00	\$60.00	Per hour \$60.00
Emergency Inspection Fee	FY 07	\$60.00	\$60.00	Per Hour \$60.00
<b>Chapter 15, Part I of II: Section 107.1.2.4</b>				
<b>International Plumbing Code</b>				
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00
<b>Chapter 15, Part II of II: Section 107.6</b>				
<b>International Mechanics Code</b>				

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00

**Chapter 15, Part I of II: Section 108.8**

**International Plumbing Code**

**Work Commencing Before Permit Issuance**

Any person who is found to have done plumbing work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of the regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

**Commencing work before permit issuance**

Any person who is found to have done mechanical work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of the regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**.

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

**INSPECTION DEPARTMENT  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Total Inspection Department</b>	<b>\$1,114,996</b>	<b>\$1,773,397</b>	<b>\$1,270,718</b>	<b>\$1,428,857</b>	<b>\$1,295,000</b>
	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	
<b>Permits</b>					
<b>Residential</b>	1679	2027	2041	2045	
<b>Commercial</b>	955	1028	1055	1056	
<b>Value</b>	<b>\$134,866,113</b>	<b>\$212,826,565</b>	<b>\$144,822,449</b>	<b>\$171,553,531</b>	
<b>Inspections</b>	6292	6719	7087	11051	

**City of Portsmouth  
Fee Schedule  
Police Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b><u>Chapter 5: Article VIII Section 802</u></b>					
<b>Alarm Systems Service Charge</b>					
Police-Unfounded Emergency calls	Pre FY 02	No Charge	No Charge	0-3 Occurrences per calendar year	No Charge
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	4th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	5th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	6th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$100.00	\$100.00	7th Occurrence per calendar year	\$100.00
Police-Unfounded Emergency calls	FY 10	\$150.00	\$150.00	8th Occurrence per calendar year	\$150.00
Police-Unfounded Emergency calls	FY 10	\$200.00	\$200.00	9th Occurrence per calendar year	\$200.00
Police-Unfounded Emergency calls	FY 08	\$300.00	\$300.00	10th-15th Occurrences per calendar year	\$300.00
Police-Unfounded Emergency calls	FY 09	\$400.00	\$400.00	16th-20th Occurrences per calendar year	\$400.00
Police-Unfounded Emergency calls	FY 10	\$500.00	\$500.00	21th-25th Occurrences per calendar year	\$500.00
Police-Unfounded Emergency calls	FY 10	\$1,000.00	\$1,000.00	Each Occurrences 26 or over per calendar year	\$1,000.00

**Chapter 7: Article V Section 504**

**Bicycles**

License	Pre FY 02	No Charge	No Charge		No Charge
U-Visa research	FY 13	\$150.00	\$150.00		\$150.00

**POLICE DEPARTMENT**  
**Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Police Alarms</b>	<b>\$19,050</b>	<b>\$33,555</b>	<b>\$37,025</b>	<b>\$40,375</b>	<b>\$30,000</b>

**Alarm Systems Service Charge**  
**Police-Unfounded Emergency calls**

	FY 20	FY 21	FY 22	FY 23
0-3 Occurrences per calendar year	660	553	601	542
4th Occurrence per calendar year	75	61	79	61
5th Occurrence per calendar year	51	42	58	45
6th Occurrence per calendar year	40	30	39	33
7th Occurrence per calendar year	28	29	21	19
8th Occurrence per calendar year	19	18	15	18
9th Occurrence per calendar year	17	13	10	16
10th-15th Occurrences per calendar year	22	46	35	45
16th-20th Occurrences per calendar year	8	5	14	10
21th-25th Occurrences per calendar year	0	0	5	1
Each Occurrences 26 or over per calendar year	0	0	3	0
<b>Total Calls</b>	<b>920</b>	<b>797</b>	<b>880</b>	<b>790</b>

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b><u>Chapter 5: Article IX Section F403.2</u></b>				
Copy of incident report	Pre FY 02	\$10.00	\$10.00	\$10.00
Environmental Reports and Research	FY 06	\$25.00	\$25.00	\$25.00

**INSPECTION FEES**

**PLACE OF ASSEMBLY**

An occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or used as a special amusement building, regardless of occupant load.

Establishments with an occupancy of less than 50 persons with an on-premise liquor license are required by the State Liquor Commission to have a valid Permit to Operate a Place of Assembly.

Full Place of Assembly inspections are performed annually in conjunction with the issuance of the Permit to Operate a Place of Assembly.

Occupancy Less than 50	FY 20	\$50.00	\$50.00	Annually	\$50.00
Occupancy 51 to 100	FY 20	\$100.00	\$100.00	Annually	\$100.00
Occupancy 101 to 300	FY 20	\$200.00	\$200.00	Annually	\$200.00
Occupancy 301 to 1000	FY 20	\$300.00	\$300.00	Annually	\$300.00
Occupancy 1001 and above	FY 20	\$500.00	\$500.00	Annually	\$500.00

**City of Portsmouth  
Fee Schedule  
Fire Department**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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**DAYCARE**

An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day. Excludes Family Daycares.

**Daycare Center:**

<b>(12 plus or 5 plus under 2 years old)</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Every 3 years in conjunction with State licensing	<b>\$100.00</b>
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**APARTMENTS**

A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.

<b>APARTMENT BUILDING</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Every three years	<b>\$100.00</b>
<b>per dwelling unit</b>	<b>FY 20</b>	<b>\$10.00</b>	<b>\$10.00</b>	Every three years	<b>\$10.00</b>

**HOTEL**

A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals.

<b>HOTEL</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Annually	<b>\$100.00</b>
<b>per room</b>	<b>FY 20</b>	<b>\$2.50</b>	<b>\$2.50</b>	Annually	<b>\$2.50</b>

**ROOMING HOUSE**

Buildings that provide sleeping accommodations for 16 or fewer persons on either a transient or permanent basis, with or without meals, but without separate cooking facilities for individual occupants;

<b>ROOMING HOUSE</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Annually	<b>\$100.00</b>
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**EDUCATIONAL**



**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Buildings used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.				
<b>Educational</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b> Annually	<b>\$100.00</b>
<b>STATE REQUIRED DWELLING UNIT</b>				
Residential Placements, Foster Care, Adoptions, Family Daycares,				
<b>STATE REQUIRED DWELLING UNIT INSPECTIONS</b>	<b>FY 20</b>	<b>\$30.00</b>	<b>\$30.00</b> Every three years in conjunction with State Licensing	<b>\$30.00</b>
<b>HEALTH FACILITIES</b>				
Inspections required for the licensing of healthcare facilities by NH DHHS				
<b>HEALTH FACILITIES per bed</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b> Inspections related to State licensing	<b>\$100.00</b>
	<b>FY 20</b>	<b>\$2.50</b>	<b>\$2.50</b>	<b>\$2.50</b>
<b>RE-INSPECTION</b>				
Fire Alarm and Sprinkler Suppression System, Place of Assembly, Daycare, Apartment Building, Hotel, Rooming House, Educational, State Required Dwelling Unit, and Health Facilities.				
<b>First Occurrence</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>
<b>Second Occurrence</b>	<b>FY 20</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>Third and Additional Occurrences</b>	<b>FY 20</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>Fire Sprinkler Systems</b>	<b>FY 20</b>	<b>\$50.00</b>	<b>\$50.00</b> per application	<b>\$50.00</b>
	<b>FY 20</b>	<b>\$0.05</b>	<b>\$0.05</b> per sq. ft. of protected area	<b>\$0.05</b>

**City of Portsmouth  
Fee Schedule  
Fire Department**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>Fire Alarm Systems:</b>	<b>FY 20</b>	<b>\$50.00</b>	<b>\$50.00</b>	per application	<b>\$50.00</b>
	<b>FY 20</b>	<b>\$0.05</b>	<b>\$0.05</b>	per sq. ft. of protected area	<b>\$0.05</b>
<b>Hot Work Permit-1 day</b>	<b>FY 22</b>	<b>\$50.00</b>	<b>\$50.00</b>		<b>\$50.00</b>
<b>Hot Work Permit-per week</b>	<b>FY 23</b>	<b>Delete</b>	<b>Delete</b>		<b>Delete</b>
<b>Hot Work Permit-per month</b>	<b>FY 23</b>	<b>\$100.00</b>	<b>\$100.00</b>		<b>\$100.00</b>
<b>Hot Work Permit-per year</b>	<b>FY 23</b>	<b>\$500.00</b>	<b>\$500.00</b>		<b>\$500.00</b>
<b><u>Chapter 5: Article VIII Section 802</u></b>					
<b>Alarm Systems Service Charge</b>					
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b>	Malicious	<b>\$300.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>No Charge</b>	<b>No Charge</b>	0-3 Occurrences per calendar year	<b>No Charge</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	4th Occurrence per calendar year	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	5th Occurrence per calendar year	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	6th Occurrence per calendar year	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b>	Each Occurrences 7 or over per calendar year	<b>\$300.00</b>

**FIRE DEPARTMENT  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Fire Inspections</b>	\$121,503	\$126,316	\$103,848	\$94,831	\$105,000
<b>Total Fire Department</b>	\$121,503	\$126,316	\$103,848	\$94,831	\$105,000

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Memorial Bridge Lighting Request (Available to Non-Profits only)	FY 23	\$75.00	\$75.00	Application/Permit Fee <b>\$75.00</b>
City Council Policy 2018-02 Encumbrance of City Property (31 working days or more) Any City land that includes unmetered parking spaces, travel ways, loading zones and sidewalks	FY 19	\$0.05	\$0.05	per square foot per day <b>\$0.05</b>
(Above Fee will be doubled if the encumbrance period extends beyond its term)				
(Metered parking spaces having their own fee- please see Parking Fees-Temporary Meter Parking Space Permit)				
Any other City land/right of way not included above	FY 19	\$400.00	\$400.00	per each 400 square feet for 1st 30 days <b>\$400.00</b>
	FY 19	\$200.00	\$200.00	each additional 30 day period <b>\$200.00</b>
<b>Blasting Permit</b>	FY 18	\$100.00	\$100.00	* <b>\$370.00</b>
<b>New Driveway Permit</b>	FY 18	\$50.00	\$50.00	* <b>\$75.00</b>

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>Excavation Permit</b>	FY21	\$250.00	\$250.00	1st 100 sf. *
	FY21	\$500.00	\$500.00	Expedited Permit (within 3 business days) *
	FY23	\$500.00	\$500.00	Refundable Deposit \$500.00
	FY21	\$150.00	\$150.00	each additional 100 sf. \$150.00
<b>Flagging Permit</b>	FY 23	\$50.00	\$50.00	\$50.00
	FY 23	\$75.00	\$75.00	Expedited Permit (within 3 business days) \$75.00
<b>Cracksealing Fee</b>	FY 23	\$300.00	\$300.00	* \$390.00
<b>Roadway &amp; Utility Excavation Contractor Permit</b>				
Electric/Lighting/Signal				
Gas/Telephone/Cable				
Road/Sidewalk				
	FY22	\$50.00	\$50.00	Initial Certification \$50.00
	FY22	\$25.00	\$25.00	Annual Fee: Certification Renewal \$25.00
	FY22	\$25.00	\$25.00	Annual Fee; Additional Certifications \$25.00
	FY22	\$500.00	\$500.00	Recertification following Suspension \$500.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>Maps</b>					
Copy of existing map: 8 1/2 x 11 (B & W)	FY 06	\$0.50	\$0.50	Each Print	* Delete
11 x 17 (B & W)	PRE FY 02	\$0.50	\$0.50	Each Print	* Delete
22 x 34 (B & W)	FY 09	\$10.00	\$10.00	Each Print	* Delete
24 x 36 (B & W)	FY 09	\$10.00	\$10.00	Each Print	* Delete
44 x 34 (B & W)	FY 09	\$20.00	\$20.00	Each Print	* Delete
Plot existing maps: 8 1/2 x 11	FY 06	\$5.00	\$5.00	Each Print	* Delete
11 x 17	FY 06	\$5.00	\$5.00	Each Print	* Delete
22 x 34	PRE FY 02	\$10.00	\$10.00	Each Print	* Delete
24 x 36	PRE FY 02	\$10.00	\$10.00	Each Print	* Delete
44 x 34	PRE FY 02	\$20.00	\$20.00	Each Print	* Delete
Utility/Geodetic Control Map- for individual property 8 1/2 x 11 (Color)	FY 09	\$0.00	\$0.00		* Delete
by Email	FY 09	\$0.00	\$0.00		* Delete
on Cd	FY 09	\$10.00	\$10.00		* Delete
Maps in PDF format: Tax Map CD	FY 09	\$10.00	\$10.00		* Delete
Standard GIS and CAD Data DVD:	FY 09	\$50.00	\$50.00		* Delete
Custom Disk of Historical Data (CD or DVD)	FY 09	\$100.00	\$100.00		* Delete

Rental Fees-Note: The following rental fees will be waived for Portsmouth based Non-Profits.

Wood Barricade	FY 15	\$2.00	\$2.00	ea/ per event	* \$5.00
Metal Barricade	FY 15	\$4.00	\$100.00	ea/ per event	* \$10.00
Event Delivery/Pickup	FY 25	N/A	N/A	per event	* \$50.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Recycle Bin	FY 23	\$10.00	\$10.00	\$10.00
Disposal of Tires	FY 04	\$5.00	\$5.00 per tire	\$5.00
Disposal of Electronics	FY 15	\$10.00	\$10.00 per unit	\$10.00
CFC Removal	FY 17	\$20.00	\$20.00 per unit	\$20.00
Propane Tanks (20# & larger)	FY 18	\$5.00	\$5.00 per tank	\$5.00
Yard Waste Disposal (contractors)	FY21	\$50.00	\$50.00 per 4 cubic yards	\$50.00
Yard Waste Disposal (contractors)	FY25	N/A	N/A per 2 cubic yards	* \$25.00
Clean Wood	FY 25	N/A	N/A per 4 cubic yards	* \$25.00
Clean Wood	FY 25	N/A	N/A per 2 cubic yards	* \$15.00
Bulky Waste Pick-Up	FY 21	\$5.00	\$5.00 each event	* \$10.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Disposal of following whether pick-up or drop-off:					
Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)	FY 21	\$5.00	\$5.00	each	
Wood Furniture	FY 25	N/A	N/A	each	* \$5.00
Clothes Washer	FY 21	\$5.00	\$5.00	each	\$5.00
Clothes Dryer	FY 21	\$5.00	\$5.00	each	\$5.00
Mattresses	FY 21	\$5.00	\$5.00	each	\$5.00
Box Springs	FY 21	\$5.00	\$5.00	each	\$5.00
Dishwasher	FY 21	\$5.00	\$5.00	each	\$5.00
Cooking Range	FY 21	\$10.00	\$10.00	each	\$10.00
Gas Grill	FY 25	N/A	N/A	each	* \$5.00
Refrigerators	FY 21	\$20.00	\$20.00	each	\$20.00



<b>PUBLIC WORKS DEPARTMENT</b>	Actual	Actual	Actual	Actual	Budget
<b>Revenues from fees</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>
<b>Excavation Permit</b>	<b>\$48,347</b>	<b>\$57,200</b>	<b>\$97,500</b>	<b>\$179,915</b>	<b>\$75,000</b>
<b>Flagging Permit</b>	<b>\$6,300</b>	<b>\$11,800</b>	<b>\$10,600</b>	<b>\$14,875</b>	<b>\$10,000</b>
<b>Solid Waste</b>	<b>\$56,517</b>	<b>\$85,162</b>	<b>\$89,188</b>	<b>\$76,322</b>	<b>\$76,000</b>
<b>Blasting Permit</b>	<b>\$100</b>	<b>\$400</b>	<b>\$100</b>	<b>\$300</b>	<b>\$100</b>
<b>New Driveway Permit</b>	<b>\$650</b>	<b>\$800</b>	<b>\$450</b>	<b>\$500</b>	<b>\$500</b>
<b>Total Public Works Department</b>	<b>\$111,164</b>	<b>\$154,162</b>	<b>\$197,838</b>	<b>\$271,911</b>	<b>\$161,600</b>

	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>
<b>Blasting Permits</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>4</b>
<b>New Driveway Permits</b>	<b>14</b>	<b>13</b>	<b>9</b>	<b>12</b>
<b>Excavation Permits</b>	<b>92</b>	<b>117</b>	<b>158</b>	<b>113</b>
<b>Excavation Permits (expedited)</b>	<b>39</b>	<b>48</b>	<b>24</b>	<b>47</b>
<b>Flagging Permits</b>	<b>113</b>	<b>177</b>	<b>208</b>	<b>142</b>
<b>Flagging Permits (expedited)</b>	<b>88</b>	<b>77</b>	<b>20</b>	<b>18</b>

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>RECREATION-SPINNAKER PT.</b>					
Adult Resident	FY 23	\$220.00	\$220.00	per year	\$220.00
Senior Citizen Resident	FY 23	\$110.00	\$110.00	per year	\$110.00
Adult Non-Resident	FY 23	\$440.00	\$440.00	per year	\$440.00
Senior Citizen Non-Resident	FY 23	\$220.00	\$220.00	per year	\$220.00
Daily Guest Fee Resident	PRE FY 02	\$5.00	\$5.00	per day	\$5.00
Daily Guest Fee Non-Resident	FY 12	\$10.00	\$10.00	per day	\$10.00
<b>RECREATION-INDOOR POOL</b>					
5 & Under, Resident	FY 11	\$3.00	\$3.00	per session	\$3.00
5 & Under, Non-Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
5 & Under, Resident/Membership	FY 23	\$190.00	\$190.00	per year	\$190.00
5 & Under, Non-Resident/Membership	FY 23	\$254.00	\$254.00	per year	\$254.00
6-17, Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
6-17, Non-Resident	PRE FY 02	\$10.00	\$10.00	per session	\$10.00
6-17, Resident/Membership	FY 23	\$190.00	\$190.00	per year	\$190.00
6-17, Non-Resident/Membership	FY 23	\$254.00	\$254.00	per year	\$254.00
18-59, Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
18-59, Non-Resident	FY 11	\$10.00	\$10.00	per session	\$10.00
18-59, Resident/Membership	FY 23	\$318.00	\$318.00	per year	\$318.00
18-59, Non-Resident/Membership	FY 23	\$572.00	\$572.00	per year	\$572.00
Senior Citizen, Resident	FY 11	\$3.00	\$3.00	per session	\$3.00
Senior Citizen, Non-Resident	FY 11	\$5.00	\$5.00	per session	\$5.00
Senior Citizen, Resident/Membership	FY 23	\$254.00	\$254.00	per year	\$254.00
Senior Citizen, Non-Resident/Membership	FY 23	\$318.00	\$318.00	per year	\$318.00

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
First Adult, Resident/Family Rate	FY 23	\$318.00	\$318.00	per year	\$318.00
First Adult, Non-Resident/Family Rate	FY 23	\$572.00	\$572.00	per year	\$572.00
Second Adult, Resident/Family Rate	FY 23	\$190.00	\$190.00	per year	\$190.00
Second Adult, Non-Resident/Family Rate	FY 23	\$318.00	\$318.00	per year	\$318.00
Maximum Per Family, Resident/Family Rate	FY 23	\$763.00	\$763.00	per year	\$763.00
Maximum Per Family, Non-Resident/Family Rate	FY 23	\$763.00	\$763.00	per year	\$763.00
Pool Rental	FY 23	\$192.00	\$192.00	per hour	\$192.00
per staff	FY 09	\$40.00	\$40.00		\$40.00
New Member Processing Fee	FY 19	\$25.00	\$25.00		\$25.00
<b>RECREATION-OUTDOOR POOL</b>					
18 & Under, Resident	PRE FY 02	\$0.00	\$0.00	per day	\$0.00
18 & Under, Non-Resident	FY 23	\$3.00	\$3.00	per day	\$3.00
19 & Over, Resident	FY 23	\$3.00	\$3.00	per day	\$3.00
19 & Over, Non-Resident	FY 23	\$5.00	\$5.00	per day	\$5.00
<b>Military Discount: (City Council adopted 05/02/22)</b>					
18 & Under	FY 22	\$0.00	\$0.00	per day	\$0.00
19 & over	FY 22	\$2.00	\$2.00	per day	\$2.00
<b>RECREATION-MISCELLANEOUS</b>					
*Grass Field - (Game or Practice)	FY 22	\$20.00	\$20.00	per hour	\$20.00
*Gym - (Game or Practice)	FY 22	\$50.00	\$50.00	per hour	\$50.00
*Does not include local non-profits & youth sports leagues					
Co-sponsored (non-swim team) programs maintenance fee (placed in maintenance fund)	FY 06	\$200.00	\$200.00	per team	\$200.00
Non-Resident participants in co-sponsored					

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
(non-swim team) programs (placed in maintenance fund)	FY 06	\$20.00	\$20.00	per lane	\$20.00
Turf Field - (Game or Practice)	FY 22	\$75.00	\$75.00	per hour	\$75.00
*Does not include local non-profits & youth sports leagues					
Electrical Light Usage at Ballfields(does not apply to youth athletics)	FY 14	\$60.00	\$60.00	per use	* \$65.00
<b>Room Rentals:</b>					
Senior Activity Center Room #1	FY 22	\$50.00	\$50.00	per hour	\$50.00
Senior Activity Center General (Rooms #4, #5, kitchen)	FY 22	\$25.00	\$25.00	per hour	\$25.00
Senior Activity Center Assembly Hall	FY 22	\$50.00	\$50.00	per hour	\$50.00
<b>Peirce Island Boat Launch:</b>					
Boat Launch (Non-Resident)	FY 23	\$175.00	\$175.00	per season	\$175.00
Boat Launch (Non-Resident)	FY 14	\$20.00	\$20.00	per launch	\$20.00
Kayaks, non-motorized (Non-Resident)	FY 14	\$10.00	\$10.00	per launch	\$10.00
Kayaks, non-motorized (Non-Resident)	FY 23	\$100.00	\$100.00	per season	\$100.00
Commercial (Non-Resident)	FY 14	\$50.00	\$50.00	per launch	\$50.00
Commercial (Non-Resident)	FY 22	\$300.00	\$300.00	per season	\$300.00
<b>Military Discount: (City Council adopted 05/02/22)</b>					
Motorized craft	FY 22	\$10.00	\$10.00	per launch	\$10.00
Motorized craft	FY 22	\$75.00	\$75.00	per season	\$75.00
Non-Motorized craft	FY 22	\$5.00	\$5.00	per launch	\$5.00
Commercial boats	FY 22	\$15.00	\$15.00	per launch	\$15.00

**RECREATION DEPARTMENT**  
**General Fund Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Outdoor Pool</b>	\$22,881	\$1,276	\$14,300	\$41,779	\$15,000
<b>Spinnaker Point</b>	\$198,000	\$2,868	\$179,307	\$309,748	\$175,000
<b>Boat Ramp Fees</b>	\$10,860	\$17,338	\$19,397	\$26,267	\$20,000
<b>Rentals</b>	N/A	N/A	\$5,345	\$10,770	\$10,000
<b>Total General Fund Recreation Fee Revenue</b>	<b>\$231,741</b>	<b>\$21,482</b>	<b>\$218,349</b>	<b>\$388,564</b>	<b>\$220,000</b>
<b>Special Revenue Fund Fee Revenue</b>					
	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Indoor Pool</b>	\$337,720	(\$6,046)	\$251,031	\$362,895	\$433,652
<b>Total Recreation Revenue from Fees</b>	<b>\$569,461</b>	<b>\$15,436</b>	<b>\$469,380</b>	<b>\$751,459</b>	<b>\$653,652</b>

**City of Portsmouth  
Fee Schedule  
Health Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>HEALTH</b>				
(*All initial annual Food permits will be prorated on the date of issuance from Oct 1st)				
<b>Class</b>				
A4 Restaurants (400 + seating capacity)	FY21	\$650.00	\$650.00	Annually* \$650.00
A3 Restaurants (300-399 seating capacity)	FY21	\$600.00	\$600.00	Annually* \$600.00
A2 Restaurants (200-299 seating capacity)	FY21	\$550.00	\$550.00	Annually* \$550.00
A1 Restaurants (100-199 seating capacity)	FY21	\$450.00	\$450.00	Annually* \$450.00
B Restaurants (76-99 seating capacity)	FY21	\$350.00	\$350.00	Annually* \$350.00
C Restaurants (51-75 seating capacity)	FY21	\$300.00	\$300.00	Annually* \$300.00
D Restaurants (26-50 seating capacity)	FY21	\$275.00	\$275.00	Annually* \$275.00
E Restaurants (0-25 seating capacity)	FY21	\$200.00	\$200.00	Annually* \$200.00
E Bakeries	FY21	\$200.00	\$200.00	Annually* \$200.00
E Markets or stores with less than 2 food preparation areas selling prepared foods and inc. fish markets, seafood stores and fish processing facilities	FY21	\$200.00	\$200.00	Annually* \$200.00
E Catering only	FY21	\$150.00	\$150.00	Annually* \$200.00*
F Supermarkets	FY21	\$650.00	\$650.00	Annually* \$650.00
G Bed and Breakfast Operations	FY21	\$125.00	\$125.00	Annually* \$125.00
N Nursing Home (Food Service)	FY21	\$100.00	\$100.00	Annually* \$100.00
H Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	FY21	\$100.00	\$100.00	Annually* \$100.00
M Mobile Food Operations	FY 12	\$200.00	\$200.00	Annually* \$200.00

**City of Portsmouth  
Fee Schedule  
Health Department**

\* (Indicates change from current fee)

	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
T	Temporary Food Permit - on site prep (Portsmouth business with food service permit exempt)	FY 14	\$125.00	\$125.00	(up to two (2) weeks before the day of the event)
		PRE FY 02	\$100.00	\$100.00	(additional thereafter)
TT	Temporary Food Permit - sell/sample only (Portsmouth business with food service permit exempt)	FY 10	\$15.00	\$15.00	(up to four (4) weeks before the day of the event) *
		FY 10	\$40.00	\$40.00	(additional thereafter)
V	Limited Events (permit covers up to 4 events per year)	FY 14	\$150.00	\$150.00	limit 1 permit per year *
W	Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 07	\$140.00	\$140.00	Annually
X	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations	FY 10	No Fee	No Fee	No Fee
	These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.				
Y	Fundraiser Permit	FY 14	\$200.00	\$200.00	per event
	Inspection Fees:				
	Family Day Care & Foster Care	FY 16	\$10.00	\$10.00	Every 3 years
Z	Daycare with more than 100 children	FY 16	\$100.00	\$100.00	Every 3 years
	Customer Appreciation Events	FY 18	\$75.00	\$75.00	
AA	Dog Variance-Outdoor Dining Areas	FY 24	\$70.00	Delete	Annually
AB	Temporary Event Coordinator Application	FY 21	\$100.00	\$100.00	per event

**HEALTH DEPARTMENT  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Health Permits</b>	<b>\$70,765</b>	<b>\$58,030</b>	<b>\$94,960</b>	<b>\$120,615</b>	<b>\$100,000</b>

FY 23 Health Permits were as follows:

# of Permits	Fees Collected	
2	\$1,300.00	Restaurants (400 + seating capacity)
6	\$3,600.00	Restaurants (300-399 seating capacity)
15	\$8,250.00	Restaurants (200-299 seating capacity)
37	\$16,650.00	Restaurants (100-199 seating capacity)
19	\$6,650.00	Restaurants (76-99 seating capacity)
30	\$9,000.00	Restaurants (51-75 seating capacity)
32	\$8,800.00	Restaurants (26-50 seating capacity)
98	\$19,600.00	Restaurants (0-25 seating capacity)
1	\$150.00	Catering
7	\$4,550.00	Supermarkets
0	\$0.00	Bed and Breakfast Operations
4	\$400.00	Nursing Homes
11	\$1,100.00	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)
14	\$2,800.00	Mobile Food Operations
48	\$6,000.00	Temporary Food Permit
0	\$0.00	Limited Events (1 to 4 events per year)
20	\$2,800.00	Farmer's Market Permit (period 5/01/xx-11/01/xx)
	\$0.00	No Fundraiser Fee for Health Department Permits:
		Religious Organizations
		Youth Groups
		Veteran Groups
		Disabled
		School Related organizations
		These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.



**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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Note: When using an EZ Park transponder or the smart phone ParkMobile App at a meter parking space, residence receive a \$0.50 hourly discount.

Sign Permit-Private Parking Lot	FY 21	\$50.00	\$50.00 per initial issue	\$50.00
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**Chapter 6: Article XIII Section 1307**

Vendor from Motor Vehicle

Vendor From Motor Vehicle Permit April 15- November 15	FY 24	\$5,000.00	\$1,500.00 Minimum Bid	\$1,500.00
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Valet Parking

Valet Station - from non High Occupancy Metered Parking Spaces	FY 20	\$20.00	\$20.00	Delete per Council Vote 03/18/24
Valet Station- from High Occupancy Metered Parking Spaces	FY 20	\$30.00	\$30.00 space per day	* \$50.00

Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Valet - from Commercial Loading Zone	FY 23	\$1,500.00	\$1,500.00 annually	\$1,500.00
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Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Valet - from Commercial Loading Zone B	FY 23	\$500.00	\$500.00	Delete per Council Vote 03/18/24
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Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

**Chapter 7: Article I Section 114A**

Construction Permit

Temporary Metered Parking Space Permit	FY 18	\$35.00	\$35.00	Delete per Council Vote 03/18/24
Temporary Metered Parking Space Permit	FY 18	\$50.00	\$50.00 High Occupancy Space Per Day	\$50.00

**Chapter 7: Article III Section 321G**

Snow Emergency-Parking Ban

Resident Snow Ban Rate for Parking in High Hanover	FY 19	\$5.00	\$5.00 Per Snow Ban Event	* \$10.00
Parking Facility				
Resident Snow Ban Rate for Parking in Foundry Place	FY 24	\$3.00	\$5.00 Per Snow Ban Event	\$5.00

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Parking Facility				
<u>Chapter 7: Article IV Section 402 C</u>				
High Hanover Parking Garage				
Rates	FY21	\$2.00	\$2.00	\$2.00
			Hourly Rate	
	FY21	\$5.00	\$5.00	\$5.00
			Resident-Sunday-Maximum	
	FY 20	\$200.00	\$200.00	\$200.00
			Monthly 24 hr-Resident Pass	
	FY21	\$275.00	\$275.00	\$275.00
			Monthly-24 hr-All other Passes	
	FY 17	20 Hrs@ Hr rate	20 Hrs@ Hr rate	20 Hrs@ Hr rate
			Lost Ticket Fee/Max Daily rate	
	FY 16	\$100.00	\$100.00	\$100.00
			Garage Pass Deposit	
	FY 08	\$15.00	\$15.00	\$15.00
			Pass late Fee	

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>Chapter 7: Article IV Section 402 L</b>				
<b>Foundry Place Parking Garage</b>				
<b>Rates</b>	<b>FY 19</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>Hourly Rate</b>
	<b>FY 19</b>	<b>Free</b>	<b>Free</b>	<b>Resident-Sunday</b>
	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Monthly 24 hr-Resident Pass</b>
	<b>FY 19</b>	<b>\$125.00</b>	<b>\$125.00</b>	<b>Monthly-24 hr-All other Passes</b>
	<b>FY 19</b>	<b>20 Hrs@ Hr rate</b>	<b>20 Hrs@ Hr rate</b>	<b>Lost Ticket Fee/Max Daily rate</b>
	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Garage Pass Deposit</b>
	<b>FY 19</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>Pass Late Fee</b>
	<b>FY 19</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Special Event Parking</b>
	<b>FY 24</b>	<b>\$3.00</b>	<b>Delete</b>	<b>Special Event Parking</b>
<b>Downtown Employee HOURLY Parking Program:</b>				
This program serves active individual employees of Downtown Portsmouth Business. Each employee holds his/her own account with the parking garage, and renews pre-purchased hours as needed.				
	<b>FY 21</b>	<b>\$3.00</b>	<b>\$3.00</b>	<b>per use: Maximum allowable days: 20 10 Hour pass</b>
<b>Electric Vehicle Charging</b>				
Current Locations-City Hall, High Hanover Parking Garage and Foundry Place Parking Garage Note: If Parking in a Parking Facility regular Parking Fees will be charged in addition to charging station fees.				
	<b>FY 20</b>	<b>\$1.25</b>	<b>\$1.25</b>	<b>hourly first 4 hours</b>
	<b>FY 20</b>	<b>\$3.00</b>	<b>\$3.00</b>	<b>hourly thereafter</b>
<b>Chapter 7: Article IV Section 408</b>				
<b>Boat launch</b>				
<b>Peirce Island Overnight Boat Launch Parking</b>	<b>FY 19</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>Nightly</b>

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<u>Chapter 7: Article VI Section 604</u>				
Truck Loading/Unloading Zones				
Commercial Loading Zone Permit	FY 22	\$250.00	\$250.00 Annually	\$250.00
<u>Chapter 7: Article IX Section 903</u>				
Summons Administration Fee				
Summons Administration Fee	FY 16	\$150.00	\$150.00	\$150.00
<u>Chapter 7: Article X Section 1004B</u>				
Towing				
Immobilization Administration Fee	FY 15	\$150.00	\$150.00	\$150.00
Residential Neighborhood Parking	N/A	TBD	TBD	TBD

**PARKING / TRANSPORTATION DIVISION  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24
<b>Parking-Area Service Agreements</b>	\$127,850	\$371,002	\$48,900	\$32,209	\$35,000
<b>Foundry Place Parking Garage Hourly</b>	\$173,811	\$170,210	\$327,813	\$422,563	\$400,000
<b>Foundry Place Parking Garage Passes</b>	\$298,907	\$305,634	\$393,844	\$482,150	\$450,000
<b>Hanover Parking Garage Hourly</b>	\$1,885,976	\$1,805,836	\$2,549,787	\$2,357,141	\$2,350,000
<b>Hanover Parking Garage Passes</b>	\$1,506,888	\$1,308,949	\$1,304,841	\$1,239,062	\$1,150,000
<b>Hanover Parking Garage Passes Reinstatement</b>	\$2,345	\$990	\$1,241	\$660	\$750
<b>Foundry Place Parking Garage Passes Reinstatement</b>	\$1,500	\$1,395	\$1,775	\$1,150	\$750
<b>Immobilization Admin Fee</b>	\$150	\$5,250	\$5,614	\$5,700	\$6,000
<b>Total Parking/Transportation Fee Revenue</b>	<b>\$3,993,432</b>	<b>\$3,961,632</b>	<b>\$4,633,816</b>	<b>\$4,540,636</b>	<b>\$4,392,500</b>

Note: 1) Parking revenues are recorded in both the General Fund and the Special Revenue Parking/Trans Fund.  
2) Parking Meters and Parking Violations are administered through ordinance not the fee schedule.

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23
<b>Vendor From Motor Vehicle</b>				
Permits	1	0	0	0
Revenue	\$2,500	\$0	\$0	\$0
<b>Hanover Parking Garage Monthly Passes Issued</b>				
Resident	201	161	118	114
Non-Resident	459	286	282	275
Total	660	447	400	389
<b>Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)</b>				
Resident	78	96	122	127
Non-Resident	157	176	221	242
Total	235	272	343	369
<b>Peirce Island Overnight Parking</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>
Permits	0	0	1	1
Revenue	\$0	\$0	\$15	\$15
<b>Commercial Loading Zone permit</b>				
Permits	30	20	5	13
Revenue	\$3,000	\$2,000	\$1,250	\$3,250

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>Chapter 11: Article II Section 204</b>				
<b>Private Sewage Disposal</b>				
Inspection Fee	PRE FY 02	N/A	N/A	N/A

**Chapter 11: Article II Section 205**

**Building Sewers and Connections  
Storm Water Connection Permit Fee (Dependent upon revision of ordinance)**

Stormwater Connection Fee	FY 25	N/A	N/A New Customer	*	\$400.00
Stormwater Connection Permit	FY 21	\$150.00	\$150.00 New Customer	*	Delete
Stormwater Connection Fee	FY 21	\$250.00	\$250.00 New Customer	*	Delete

**Industrial Discharge Permit Fee, Including Permit Renewals**

<u>Class</u>	<u>Fiscal Year</u>	<u>Consultant Based Fee</u>	<u>Consultant Based Fee</u>	<u>Consultant Based Fee</u>
Class 1, Permit	FY 08	Consultant Based Fee	Consultant Based Fee	Consultant Based Fee
Class 2, Permit	FY 08	Consultant Based Fee	Consultant Based Fee	Consultant Based Fee
Class 3, Permit	FY 08	\$500.00	\$500.00 per permit	\$500.00
Class 4, Permit	FY 08	\$500.00	\$500.00 per permit	\$500.00
Class 5, Permit	FY 08	\$500.00	\$500.00 per permit	\$500.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Oil and Grease Trap Permit Fee	FY 15	\$150.00	\$150.00	New Customer (inspection included)	\$150.00
Oil and Grease Trap Permit Renewal Fee	FY 15	\$75.00	\$75.00	Annual	\$75.00
Re-Inspection Fee	FY19	\$100.00	\$100.00	Per visit	\$100.00

**WATER and SEWER FEES**

Finance Charge, Unpaid balances after due date	PRE FY 02	18% annual	18% annual		18% annual
Turn On	FY 16	\$40.00	\$40.00	per occurrence	\$40.00
Delinquent Tag	FY 19	\$25.00	\$25.00	After threshold of \$150	\$25.00
Turn Off	FY 16	\$40.00	\$40.00	per occurrence	\$40.00
Final Billing Request	FY 14	\$40.00	\$40.00	per occurrence	\$40.00
Final Billings (if customer reads)	FY 05	N/A	N/A	per occurrence	N/A
Hydrant Meter Rental Deposit	FY 20	\$1,500.00	\$1,500.00	per occurrence	\$1,500.00
Yearly Account History	PRE FY 02	\$10.00	\$10.00	per occurrence	\$10.00
Frozen Meter Repairs =< 1 1/2"	FY 15	\$50.00	\$50.00	per occurrence	\$50.00
Frozen Meter Repairs >1 1/2"	FY 15	\$100.00	\$100.00	per occurrence	\$100.00
If parts exceed the minimum charge, customer is charged for parts.					
Emergency Callout	FY 19	\$300.00	\$300.00	per occurrence	\$300.00
Based on current wages + benefits					
Minimum callout=4 hours overtime per union contracts					
Meter Testing <1 1/2"	FY 14	\$50.00	\$50.00	per occurrence	\$50.00
Meter Testing >=1 1/2"	FY 17	\$75.00	\$75.00	per occurrence	\$75.00
When requested by customer, (if meter test fails no charge to customer)					
Water Services Application Fee	FY 15	\$150.00	\$150.00	per occurrence	\$150.00
Drain Pipe Layers Permit	FY 19	\$25.00	\$25.00	Annually	\$25.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Meter Reading System Repairs	FY 17	\$60.00	\$60.00 per occurrence	\$60.00
Plus cost of parts				
Meter Rental (any size)	FY 20	\$10.00	\$10.00 daily	\$10.00
Water Services Application Fee				
5/8" & 3/4"	PRE FY 02	\$4.95	\$4.95 monthly	\$4.95
1"	PRE FY 02	\$8.27	\$8.27 monthly	\$8.27
1 1/2"	PRE FY 02	\$14.25	\$14.25 monthly	\$14.25
2"	PRE FY 02	\$22.91	\$22.91 monthly	\$22.91
3"	PRE FY 02	\$36.26	\$36.26 monthly	\$36.26
4"	PRE FY 02	\$68.74	\$68.74 monthly	\$68.74
6"	PRE FY 02	\$120.27	\$120.27 monthly	\$120.27
8"	PRE FY 02	\$168.01	\$168.01 monthly	\$168.01
10"	PRE FY 02	\$252.02	\$252.02 monthly	\$252.02
Fire Flow Testing	FY 13	\$200.00	\$200.00 per Test	\$200.00
	FY 17	\$100.00	\$100.00 per Visit	\$100.00
Fire Services, Fee per Month				
1"	FY 08	\$2.55	\$2.55 monthly	\$2.55
1 1/2"	FY 08	\$3.82	\$3.82 monthly	\$3.82
2"	FY 08	\$5.09	\$5.09 monthly	\$5.09
2 1/2"	FY 08	\$7.64	\$7.64 monthly	\$7.64
3"	FY 08	\$12.22	\$12.22 monthly	\$12.22
4"	FY 24	\$22.85	\$23.93 monthly	* \$25.06
5"	FY 24	\$41.54	\$43.73 monthly	* \$46.04
6"	FY 24	\$67.32	\$70.99 monthly	* \$74.86
8"	FY 24	\$144.33	\$152.65 monthly	* \$161.45
10"	FY 24	\$260.12	\$275.42 monthly	* \$291.62
12"	FY 24	\$420.72	\$445.77 monthly	* \$472.31
Hydrant Service Fee to Municipalities	FY 24	\$350.00	\$375.00 Annually (per Hydrant)	* \$400.00



**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>Roadway &amp; Utility Excavation Contractor Permit</b>					
<b>Electric/Lighting/Signal</b>					
<b>Gas/Telephone/Cable</b>					
<b>Road/Sidewalk</b>					
	<b>FY22</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Initial Certification</b>	<b>\$50.00</b>
	<b>FY22</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Annual Fee: Certification Renewal</b>	<b>\$25.00</b>
	<b>FY22</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Annual Fee; Additional Certifications</b>	<b>\$25.00</b>
	<b>FY22</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>Recertification following Suspension</b>	<b>\$500.00</b>
<b>Backflow Test</b>	<b>FY 23</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>per device each occurrence</b>	<b>\$60.00</b>
<b>Backflow Test (Repeat-within 15 days)</b>	<b>FY 20</b>	<b>n/c</b>	<b>n/c</b>		<b>n/c</b>
<b>Backflow Test (Repeat-beyond 15 days)</b>	<b>FY 20</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>per occurrence</b>	<b>\$75.00</b>
<b>Backflow Permits and Inspection</b>	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>per occurrence</b>	<b>\$100.00</b>
<b>Bacteria Test and Sampling</b>	<b>FY 17</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>per occurrence</b>	<b>\$75.00</b>
<b>Sewer Surcharges-BOD</b> <b>Portsmouth</b>	<b>FY 15</b>	<b>\$0.20</b>	<b>\$0.20</b>	<b>per LB</b>	<b>\$0.20</b>
<b>Pease</b>	<b>FY 15</b>	<b>\$0.20</b>	<b>\$0.20</b>	<b>per LB</b>	<b>\$0.20</b>
<b>TSS Portsmouth</b>	<b>FY 15</b>	<b>\$0.17</b>	<b>\$0.17</b>	<b>per LB</b>	<b>\$0.17</b>
<b>Pease</b>	<b>FY 15</b>	<b>\$0.17</b>	<b>\$0.17</b>	<b>per LB</b>	<b>\$0.17</b>
<b>Dumping Fees per 1,000 gals</b>	<b>FY 19</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>per 1,000 gallons</b>	<b>\$100.00</b> *
<b>Recreation Vehicles *Non-Resident*</b>	<b>FY 17</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>per visit</b>	<b>\$30.00</b>
<b>Sewer Connection Permits, as req'd ENV-WQ 703.07</b>	<b>FY 15</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>new customer</b>	<b>\$150.00</b>
<b>Sewer Connection Fees</b>	<b>FY 15</b>	<b>\$350.00</b>	<b>\$350.00</b>	<b>new customer</b>	<b>\$350.00</b>
<b>Sewer Re-inspection Fee</b>	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>per visit</b>	<b>\$100.00</b>
<b>Equipment Rate (Water &amp; Sewer) - Pick Up</b>	<b>FY 12</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>per hour</b>	<b>\$15.00</b>
<b>Pump Truck</b>	<b>FY 20</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>per hour</b>	<b>\$150.00</b>
<b>Backhoe</b>	<b>FY 23</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>per hour</b>	<b>\$60.00</b>
<b>Excavator</b>	<b>FY 16</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>per hour</b>	<b>\$75.00</b>

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
Dump	FY 23	\$65.00	\$65.00 per hour	\$65.00
Compressor	FY 17	\$20.00	\$20.00 per hour	\$20.00
Tapping	FY17	\$25.00	\$25.00 per hour	\$25.00
Pump	FY 14	\$15.00	\$15.00 per hour	\$15.00
Roller	FY 16	\$30.00	\$30.00 per hour	\$30.00
Loader	FY 16	\$60.00	\$60.00 per hour	\$60.00
Steamer	FY 14	\$15.00	\$15.00 per hour	\$15.00
Vactor	FY 23	\$175.00	\$175.00 per hour	\$175.00
Paver	FY 24	\$65.00 Delete	per hour	Delete
TV Camera Vehicle	FY 17	\$150.00	\$150.00 per hour	\$150.00
<b>Water - Capacity Improvement Multiplier (CIM)</b>				
EDU = equivalent dwelling unit				
1"	FY 23	\$1,434.00	\$1,434.00 per EDU New Service	\$1,434.00
1 1/2"	FY 23	\$2,868.00	\$2,868.00 per EDU New Service	\$2,868.00
2"	FY 23	\$4,588.80	\$4,588.80 per EDU New Service	\$4,588.80
3"	FY 23	\$9,177.60	\$9,177.60 per EDU New Service	\$9,177.60
4"	FY 23	\$14,340.00	\$14,340.00 per EDU New Service	\$14,340.00
6"	FY 23	\$28,680.00	\$28,680.00 per EDU New Service	\$28,680.00
8"	FY 23	\$45,888.00	\$45,888.00 per EDU New Service	\$45,888.00
10"	FY 23	\$68,832.00	\$68,832.00 per EDU New Service	\$68,832.00
<b>Sewer - Capacity Improvement Multiplier (CIM)</b>				
EDU = equivalent dwelling unit				
1"	FY 23	\$3,985.00	\$3,985.00 per EDU New Service	\$3,985.00
1 1/2"	FY 23	\$7,970.00	\$7,970.00 per EDU New Service	\$7,970.00
2"	FY 23	\$12,752.00	\$12,752.00 per EDU New Service	\$12,752.00
3"	FY 23	\$25,504.00	\$25,504.00 per EDU New Service	\$25,504.00
4"	FY 23	\$39,850.00	\$39,850.00 per EDU New Service	\$39,850.00

**City of Portsmouth  
 Fee Schedule  
 Water / Sewer Divisions**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
6"	FY 23	\$79,700.00	\$79,700.00	per EDU New Service	\$79,700.00
8"	FY 23	\$127,520.00	\$127,520.00	per EDU New Service	\$127,520.00
10"	FY 23	\$191,280.00	\$191,280.00	per EDU New Service	\$191,280.00

**WATER AND SEWER DIVISION**  
**Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23	Budget FY 24	
<b>Hydrant Rentals to Municipalities</b>						
Permits	1040	1040	1040	1038	1068	
Revenue	\$286,000	\$312,000	\$338,000	\$363,300	\$400,500	Water Only
<b>Backflow Test</b>						
Permits	1111	2057	1778	1846	2017	
Revenue	\$64,775	\$102,850	\$97,790	\$110,770	\$121,000	Water Only
<b>Dumping Fees per 1,000 gals</b>						
M gallons	1.74	1.075	1636	2160	2000	
Revenue	\$290,815	\$80,634	\$102,805	\$161,990	\$150,000	Sewer Only
<b>Water - Capacity Improvement Multiplier (CIM)</b>	\$56,940	\$65,950	\$153,870	\$149,237	\$140,000	
<b>Sewer - Capacity Improvement Multiplier (CIM)</b>	\$71,640	\$136,080	\$181,020	\$255,837	\$275,000	

Note: Revenue recorded in Enterprise Funds.

**City of Portsmouth  
Fee Schedule  
Library**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>LIBRARY</b>				
Interlibrary loan fee for out of state materials	FY 24	N/A	\$15.00	\$15.00
Non-Resident Library Card	FY 20	\$100.00	\$100.00	\$100.00
Non-Resident Library Card-3 months	FY 24	N/A	\$35.00	\$35.00
Non-Resident Library Card-6 months	FY 20	\$55.00	\$55.00	\$55.00
Non-Resident Library Card-Senior Rate	FY 20	\$90.00	\$90.00	\$90.00
Non-Resident Library Card-Senior Rate-3 months	FY 24	N/A	\$30.00	\$30.00
Non-Resident Library Card-Senior Rate-6 months	FY 20	\$50.00	\$50.00	\$50.00

Businesses located within the city are eligible for a free Portsmouth Public Library Business card, whether the business owns or rents space.

Non-profit organizations and state agencies are included in these provisions.

**Library  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23
<b>Library Cards</b>	<b>\$32,169</b>	<b>\$25,170</b>	<b>\$31,950</b>	<b>\$34,755</b>

Note: Revenue recorded in a Special Revenue Fund.

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
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**Chapter 8: Article II Section 202 E 7 b**

Park Property-

Park Property-Per Hour Docking Fees

**\*Note: A cancellation request within 24 hrs of reservation will not be refunded**

**HOURLY RATE WOODEN DOCKS**

**HOURLY RATE - WOODEN DOCKS**

RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 24	\$4.00	\$5.00	Per Hour	\$5.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$5.00	\$6.00	Per Hour	\$6.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$6.00	\$7.00	Per Hour	\$7.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$9.00	\$10.00	Per Hour	\$10.00
For craft over fifty (50) ft overall	FY 24	\$10.00	\$11.00	Per Hour	\$11.00

NON-RESIDENT (May 1-Sep 30)

**HOURLY RATE - WOODEN DOCKS**

Craft up to twenty (20) ft in length overall	FY 24	\$8.00	\$9.00	Per Hour	\$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$11.00	\$12.00	Per Hour	\$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$15.00	\$16.00	Per Hour	\$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$19.00	\$20.00	Per Hour	\$20.00
For craft over fifty (50) ft overall	FY 24	\$23.00	\$24.00	Per Hour	\$24.00

RESIDENT (Oct 1-Apr 30)

**HOURLY RATE - WOODEN DOCKS**

Craft up to twenty (20) ft in length overall	FY 24	\$3.00	\$4.00	Per Hour	\$4.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$3.00	\$5.00	Per Hour	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$5.00	\$6.00	Per Hour	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$8.00	\$9.00	Per Hour	\$9.00
For craft over fifty (50) ft overall	FY 24	\$8.00	\$10.00	Per Hour	\$10.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					<b><u>HOURLY RATE - WOODEN DOCKS</u></b>
Craft up to twenty (20) ft in length overall	FY 24	\$5.00	\$6.00	Per Hour	\$6.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$8.00	\$9.00	Per Hour	\$9.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$9.00	\$10.00	Per Hour	\$10.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$10.00	\$11.00	Per Hour	\$11.00
For craft over fifty (50) ft overall	FY 24	\$13.00	\$14.00	Per Hour	\$14.00
<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>					
<b>RESIDENT (May 1-Sep 30)</b>					<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>
Craft up to twenty (20) ft in length overall	FY 24	\$12.00	\$13.00	per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$16.00	\$17.00	per 4 hours-over 4 hrs pay daily rate	\$17.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$20.00	\$21.00	per 4 hours-over 4 hrs pay daily rate	\$21.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$32.00	\$33.00	per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft over fifty (50) ft overall	FY 24	\$36.00	\$37.00	per 4 hours-over 4 hrs pay daily rate	\$37.00
<b>NON-RESIDENT (May 1-Sep 30)</b>					<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>
Craft up to twenty (20) ft in length overall	FY 24	\$24.00	\$25.00	per 4 hours-over 4 hrs pay daily rate	\$25.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$32.00	\$33.00	per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$40.00	\$41.00	per 4 hours-over 4 hrs pay daily rate	\$41.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$64.00	\$65.00	per 4 hours-over 4 hrs pay daily rate	\$65.00
For craft over fifty (50) ft overall	FY 24	\$72.00	\$73.00	per 4 hours-over 4 hrs pay daily rate	\$73.00



**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>RESIDENT (Oct 1-Apr 30)</b>					
<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>					
Craft up to twenty (20) ft in length overall	FY 24	\$8.00	\$9.00	per 4 hours-over 4 hrs pay daily rate	\$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$12.00	\$13.00	per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$16.00	\$17.00	per 4 hours-over 4 hrs pay daily rate	\$17.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$28.00	\$29.00	per 4 hours-over 4 hrs pay daily rate	\$29.00
For craft over fifty (50) ft overall	FY 24	\$32.00	\$33.00	per 4 hours-over 4 hrs pay daily rate	\$33.00
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					
<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>					
Craft up to twenty (20) ft in length overall	FY 24	\$12.00	\$13.00	per 4 hours-over 4 hrs pay daily rate	\$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$24.00	\$25.00	per 4 hours-over 4 hrs pay daily rate	\$25.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$28.00	\$29.00	per 4 hours-over 4 hrs pay daily rate	\$29.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$32.00	\$33.00	per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft over fifty (50) ft overall	FY 24	\$44.00	\$45.00	per 4 hours-over 4 hrs pay daily rate	\$45.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
<b>Park Property-Per Day Docking Fees (to be paid in advance)</b>					
<b>RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$36.00	\$38.00	Per Day	\$38.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$42.00	\$44.00	Per Day	\$44.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$48.00	\$50.00	Per Day	\$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$60.00	\$62.00	Per Day	\$62.00
For craft over fifty (50) ft overall	FY 24	\$72.00	\$74.00	Per Day	\$74.00
<b>NON-RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$48.00	\$50.00	Per Day	\$50.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$72.00	\$74.00	Per Day	\$74.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$96.00	\$98.00	Per Day	\$98.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$120.00	\$122.00	Per Day	\$122.00
For craft over fifty (50) ft overall	FY 24	\$144.00	\$146.00	Per Day	\$146.00
<b>RESIDENT (Oct 1-Apr 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$18.00	\$20.00	Per Day	\$20.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$22.00	\$24.00	Per Day	\$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$24.00	\$26.00	Per Day	\$26.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$30.00	\$32.00	Per Day	\$32.00
For craft over fifty (50) ft overall	FY 24	\$36.00	\$38.00	Per Day	\$38.00
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>		<u>Suggested FY 2025 Schedule</u>
Craft up to twenty (20) ft in length overall	FY 24	\$24.00	\$26.00	Per Day	\$26.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$36.00	\$38.00	Per Day	\$38.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$48.00	\$50.00	Per Day	\$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$60.00	\$62.00	Per Day	\$62.00
For craft over fifty (50) ft overall	FY 24	\$72.00	\$74.00	Per Day	\$74.00
<b>Park Property-Seasonal Rental Docking Fees</b>					
RESIDENT (April 2 - November 1)	FY 24	\$122.00	\$140.00	Per Season per boat foot	\$140.00
	FY 24	\$1,675.00	\$2,100.00	Per Season Minimum	\$2,100.00
NON-RESIDENT (April 2 - November 1)	FY 24	\$150.00	\$173.00	Per Season per boat foot	\$173.00
	FY 24	\$2,050.00	\$2,595.00	Per Season Minimum	\$2,595.00
<b>Park Property-Docking Utility Access Fees</b>					
<b>Dock Utility Access:</b>					
Resident	FY 24	\$10.00	\$15.00	per Day	\$15.00
	FY 24	\$275.00	\$300.00	Per Season	\$300.00
Non Resident	FY 24	\$10.00	\$15.00	per Day	\$15.00
	FY 24	\$275.00	\$300.00	Per Season	\$300.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>
<b>Park Property-Wedding Reservation Fee</b>				
The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident. The fee shall be refunded in the event that the wedding cannot be held in Prescott Park due to inclement weather.				
<b>Weddings which include 1-10 participants in total</b>	<b>FY 21</b>	<b>\$175.00</b>	<b>\$175.00</b>	<b>\$175.00</b>
<b>Weddings which include 11-74 participants in total</b>	<b>FY 21</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>Weddings which include more than 74 participants in total</b>	<b>FY 21</b>	<b>\$775.00</b>	<b>\$775.00</b>	<b>\$775.00</b>

**Prescott Park  
Revenues from fees**

	Actual FY 20	Actual FY 21	Actual FY 22	Actual FY 23
<b>Dock Fees (Marine Maintenance Trust)</b>	\$57,944	\$58,812	\$71,975	\$73,451
<b>Weddings</b>	\$2,250	\$3,225	\$3,525	\$3,450

Note: Revenue recorded in a Special Revenue Fund.

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
GENERAL FUND APPROPRIATION BILL  
FOR FISCAL YEAR ENDING JUNE 30, 2025**

**RESOLUTION # 6-2024**

**A RESOLUTION MAKING APPROPRIATION OF SUMS FOR ALL THE NECESSARY GENERAL FUND EXPENDITURES FOR THE OPERATION OF GENERAL OPERATING DEPARTMENTS AND SERVICES OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2025.**

**BE IT RESOLVED:**

By the City Council of the City of Portsmouth, New Hampshire assembled, to defray the current General Fund Expenditures of the City for the Fiscal Year ending June 30, 2025, for the specific purposes stated in the General Fund Budget adopted herewith. Said sums to be appropriated from the General Fund Revenues as follows:

General Government	\$26,485,432
Police	\$14,586,704
Fire	\$12,492,159
School	\$64,061,713
Transfer to Indoor Pool	\$200,000
Transfer to Prescott Park	\$262,930
Transfer to Community Campus	\$465,355
Non-Operating	\$26,307,054
<b>Total</b>	<b>\$144,861,347</b>

**THAT, there is therefore appropriated the total sum of One Hundred Forty-Four Million, Eight Hundred Sixty-One Thousand, Three Hundred Forty-Seven Dollars.**

**APPROVED BY:**

\_\_\_\_\_  
DEAGLAN MCEACHERN, MAYOR

**ADOPTED BY THE CITY COUNCIL:**

\_\_\_\_\_  
KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL WATER FUND APPROPRIATION  
AND CASH REQUIREMENTS  
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

**RESOLUTION # 7-2024**     **A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FOR ALL NECESSARY WATER FUND EXPENSES FOR THE OPERATION OF THE WATER SYSTEM OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2025.**

**BE IT RESOLVED:**     **BY THE CITY COUNCIL OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE, ASSEMBLED AS FOLLOWS:**

**THAT**, there is hereby appropriated the sum of **Thirteen Million, Twenty-Two Thousand, Five Hundred Ninety-Seven (\$13,022,597) Dollars** based on the full accrual basis of accounting to defray expenses for the operations of the water system for the City of Portsmouth.

**THAT**, there is hereby cash requirements of **Thirteen Million, Nine Hundred Thirty-Four Thousand, Six Hundred Forty-Nine (\$13,934,649) Dollars** for the purpose of principal debt repayment, the purchase of assets, and to defray expenses for the operations of the water system.

**THAT**, the water user rate effective July 1, 2024, is **\$5.02** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, and **\$6.04** per unit for all units consumed thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's water system.

**THAT**, the water irrigation user rate effective July 1, 2024, is **\$6.04** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, **\$11.41** for consumption over 10 and up to 20 units consumed, and **\$14.08** per unit for all units consumed thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's water system.

**APPROVED BY:**

\_\_\_\_\_  
DEAGLAN MCEACHERN, MAYOR

**ADOPTED BY CITY COUNCIL**

\_\_\_\_\_  
KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL SEWER FUND APPROPRIATION  
AND CASH REQUIREMENTS  
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

**RESOLUTION # 8-2024**    **A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FOR ALL NECESSARY SEWER FUND EXPENSES FOR THE OPERATION OF THE SEWER SYSTEM OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE FOR THE FISCAL YEAR ENDING JUNE 30, 2025.**

**BE IT RESOLVED:**            **BY THE CITY COUNCIL OF THE CITY OF PORTSMOUTH, NEW HAMPSHIRE, ASSEMBLED AS FOLLOWS:**

**THAT**, there is hereby an appropriated sum of **Twenty-Two Million, Five Hundred Twenty-Two Thousand, Three Hundred Seventy (\$22,522,370) Dollars** based on the full accrual basis of accounting to defray expenses for the operation of the sewer system for the City of Portsmouth.

**THAT**, there is hereby cash requirements of **Twenty-Five Million, Six Hundred Fifty-Five Thousand, Three Hundred Sixty-Five (\$25,655,365) Dollars** for the purpose of principal debt repayment, purchase of assets, and to defray expenses for the operations of the sewer system.

**THAT**, the sewer user rate effective July 1, 2024 is **\$17.32** per unit (1 unit equals 100 cubic feet or 748 gallons of water consumed) for the first 10 units of consumption per month, and **\$19.05** per unit for all units used thereafter to yield a portion of revenue to meet the cash requirements for the operation of the City of Portsmouth's sewer system.

**APPROVED BY:**

\_\_\_\_\_  
DEAGLAN MCEACHERN, MAYOR

**ADOPTED BY THE CITY COUNCIL**

\_\_\_\_\_  
KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK



**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL APPROPRIATION FOR THE EXPENDITURE OF  
SPECIAL REVENUES (INCLUDING AMERICAN RESCUE PLAN ACT (ARPA)), DEBT SERVICE  
FUND, PORTSMOUTH HOUSING ENDOWMENT TRUST, AND COMMITTED FUND BALANCE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

**RESOLUTION #9-2024**

**A RESOLUTION MAKING APPROPRIATION OF SUMS OF MONEY FROM SPECIAL REVENUES, DEBT SERVICE FUND, PORTSMOUTH HOUSING ENDOWMENT TRUST, AND COMMITTED FUND BALANCE FOR NECESSARY EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2025.**

**BE IT RESOLVED:**

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

**THAT**, there is hereby appropriated supplemental funding from the General Fund Committed Health Insurance Fund Balance to defray the expenses of Health Insurance costs in excess of General Fund Appropriations for Health Insurance Premiums for Fiscal Year ending June 30, 2025.

**THAT**, there is hereby appropriated supplemental funding from the General Fund Committed Leave at Termination Fund Balance to defray the expenses of Leave at Termination in excess of General Fund Appropriations for Leave at Termination for Fiscal Year ending June 30, 2025.

**THAT**, there is hereby appropriated supplemental funding from any other General Fund Committed Fund Balance to defray expenses for Fiscal Year ending June 30, 2025.

**THAT**, there is hereby appropriated any sums necessary to pay debt service associated with Betterment Assessments, to include principal and interest, from a Debt Service Fund for Fiscal Year ending June 30, 2025.

**THAT**, there is hereby appropriated in Governmental or Enterprise Funds any Special Revenues received. Special Revenues include, but not limited to, Parking & Transportation, Community Campus, Indoor Pool, Stormwater, Prescott Park, Federal, State, and Local Grants and Donations for Fiscal Year ending June 30, 2025.

**THAT**, there is hereby appropriated any sums received from Special Revenue Sources to a maximum of **Thirty-Seven Million (\$37,000,000) Dollars** for the purposes for which such sums may be lawfully expended to include.

**THAT**, the appropriation from the Portsmouth Housing Endowment Trust to fund 5% for the Community Development staff salaries and benefits (up to **Ten Thousand (\$10,000) Dollars**) associated with administering the City's first-time homebuyer loan program.

**THAT**, the appropriation of Special Revenue Funds will include the use of American Rescue Plan Act (ARPA) funds in the amount of **Two Million, Four Hundred Thirty-Three Thousand, Fifty-Four (\$2,433,054) Dollars**.

**APPROVED BY:**

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**ADOPTED BY CITY COUNCIL**

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KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

DRAFT

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL APPROVAL OF INVESTMENT POLICY  
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

**RESOLUTION # 10-2024 A RESOLUTION APPROVING AN INVESTMENT POLICY FOR  
THE FISCAL YEAR ENDING JUNE 30, 2025**

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

**THAT**, the following investment policy is hereby approved for Fiscal  
Year ending June 30, 2025 in conformance with State Law.

The City of Portsmouth recognizes an investment program as one aspect of sound public financial management. The investment program aims at matching the structure of the money market and operations of the City to achieve the best possible results for the City, considering such matters as safety, liquidity, and over-all yield. New Hampshire State Statute (RSA 48:16) authorizes the City Treasurer as custodian of City funds to invest funds not immediately needed for the purpose of expenditure and requires the annual approval by the City Council of an investment policy. The Deputy City Manager – Finance and Administration will serve as the City Treasurer in all aspects of this policy.

**SCOPE**

This Policy applies to all financial assets of the City of Portsmouth. Interest earned on public funds will be considered public money, as is the principal invested. Both are resources to achieve a public purpose.

This policy does not include the Trust Funds. The Trust Funds adhere to the Investment Guidelines for the Trust Assets of the City which are adopted by the Trustees of the Trust Funds.

**OBJECTIVES**

1. Where circumstances may arise and/or in maintaining compliance with this policy, the security and maintenance of principal will take precedent over the security and maintenance of interest.
2. Investments selected shall provide reasonable liquidity as directed by cash flow.
3. The desired return of investments shall be maximized, subject to #1 and #2 above.
4. This investment program encourages participation by financial institutions with the assumption that retention of funds in the local community will, in addition to the direct benefit of investment earnings, benefit the local economy, promote orderly growth, and, in turn, enhance the tax base.
5. The City Treasurer will endeavor to have 100% of available funds invested on a day-to-day basis.

**DELEGATION OF RESPONSIBILITY**

1. Administration of cash management is by the Finance Director/City Treasurer. The Finance Director/City Treasurer is responsible for setting major investment strategy and oversees the day to day execution of policy.
2. Whenever the Finance Director/City Treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the Finance Director/City Treasurer shall invest these funds in eligible investments defined by RSA 48:16.
3. All participants in the investment process shall act prudently to safeguard the public funds and confidence. Cash Management procedures shall fit the legal requirements and organizational structure and adhere to the commonly accepted "Prudent Person Rule".

4. The Cash Management Program operates daily and requires routine procedures to implement it. The City Finance Director/Treasurer shall review cash management and banking services on a continual and ongoing basis to assure that the policy objectives are met.

### **ELIGIBLE INVESTMENT TRANSACTIONS**

Eligible investments are defined by RSA 48:16; accordingly investments will be in the following types of instruments:

1. The Public Investment Pool established pursuant to RSA 383:22.
2. Deposits including money market accounts, or certificates of deposits, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government.

Certificates of deposit which meet all of the following conditions:

- a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the Treasurer.
- b) The selected bank arranges for the deposit of the funds in certificates of deposit in one or more federally insured financial institutions located in the United States for the account of the Treasurer.
- c) The full amount of principal and any accrued interest of each such certificate of deposit is covered by federal deposit insurance.
- d) The selected bank acts as custodian with respect to such certificates of deposit issued for the account of the Treasurer.

### **SAFEKEEPING AND COLLATERALIZATION**

The Finance Director/City Treasurer shall have custody of all moneys belonging to the City. The Finance Director/City Treasurer shall deposit the same in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the regional federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the State of New Hampshire in value at least equal to the amount of the deposit in each case.

### **ETHICS AND CONFLICTS OF INTEREST**

The "Prudent Person Rule" shall be applied in the context of managing an overall portfolio. The authorized individuals acting in accordance with policy, exercising due diligence, and acting in good faith shall be relieved of personal responsibility for an individual investment's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. Authorized individuals shall refrain from personal business activity that could conflict with the proper execution of the City's investment program, or which could impair their ability to make impartial decisions.

**APPROVED BY:**

DEAGLAN MCEACHERN, MAYOR

**ADOPTED BY CITY COUNCIL**

KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

DRAFT

ORDINANCE #

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, be amended regarding Solar Energy Panels by amending Article 6, Overlay District, Section 10.633.20, Exemptions from Certificate of Approval of the Ordinances of the City of Portsmouth, as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

## Article 6 Overlay District

### Section 10.633 Scope of Review

#### 10.633.10 Activities Requiring a Certificate of Approval

A Certificate of Approval from the Commission is required for any construction, **demolition**, repair, renovation or **alteration** or a **building** or **structure** except as specifically exempted under Section 10.633.20.

#### 10.633.20 Exemptions from Certificate of Approval

The following activities shall not require a Certificate from the Commission but require review and certification by the Code Official:

- (1) Ordinary maintenance and repair of any exterior architectural feature, which does not involve a change in design, materials or outer appearance thereof;
- (2) Painting or repainting **structures** without regard to color;
- (3) Maintenance and repair of exterior walls, chimney repairs, entryway repairs, or deck repairs provided these are of the same design and material (including the use of lime-based mortar for repointing historic brick);
- (4) Placement or replacement of shutters that are (1) constructed of wooden material, (2) one-half the width of the sash they are covering, (3) installed with hinges and dogs, and (4) louvered, paneled or constructed of boards as appropriate to the style of the building;
- (5) Replacement roofing on existing structures provided that (1) the roof plane and remains the same and the material remains the same regardless of color, or (2) asphalt roofing is replaced with slate, composite-slate, or wood shingles;

- (6) Replacement of an exterior door, window or storm window, provided that (1) the same design and materials are used, or (2) materials are used that restore the original architectural features, including but not limited to the number and arrangement of window lights; using true and non-removable divided lights; and ensuring that the size of the opening does not change;
- (7) Placement or replacement of roof-mounted mechanical or electrical equipment and ventilation terminators where the equipment (1) is not located on a roof surface that faces or is visible from a public way, (2) does not exceed 27 cubic feet, and (3) does not extend more than 3 feet above the roof plane;
- (8) Placement or replacement of wall-mounted mechanical or electrical equipment and ventilation terminators where the equipment (1) is painted a similar color to match or blend with the wall color, (2) does not extend more than six inches out from the wall plane, and (3) does not vent directly into a public way; and where (4) all duct work or equipment feeds enter the building's interior at ground level so as not to be visible;
- (9) Placement or replacement of ground-mounted mechanical or electrical equipment (including a generator) where (1) the equipment is located behind the structure and is not in public view, and (2) all duct work or equipment feeds are located in the building's interior or immediately adjacent to the equipment;
- (10) Placement or replacement of storm windows, storm doors, screen windows and screen doors, provided they are constructed with wood frames, with any metal or vinyl tracks concealed by the wood frames. Window guards provided they are constructed with bars or rods of wrought iron, or metal formed and painted to resemble wrought iron. Mesh guards are not exempt;
- (11) Placement or replacement of chimney caps or bishop pots that are constructed of masonry or bluestone, or of other material with a black, dark brown or copper finish;
- (12) Placement or replacement of gas and electric meters if mounted on an exterior wall, not facing or visible from a public way. **Landscaping** or fencing may be used as a visual screen;
- (13) Construction, **alteration** or **demolition** of any **structure** or element of a **structure** that the **Code Official** documents as being necessary to avoid an immediate health or safety emergency prior to the Commission convening a meeting to consider the matter. In such instance, the **Code Official** shall immediately provide written notification to the Commission of such action;
- (14) New **signs** and refacing of existing **signs**, except that new freestanding signs and signs requiring review and approval by the **Board** of Adjustment shall not be exempt;
- (15) Awning replacement if a canvas fabric is used and no **alterations** (including but not limited to the wall fittings and fastenings) are made to the **structure**;
- (16) Placement of a temporary toilet, trailer, tent or tensile **structure**;

- (17) Accessible ramp systems on **single-family** or **two-family dwellings** provided the ramp and rail system consists of black metal modular components;
- (18) The placement, removal or replacement of wood or metal fence (except for chain-link which may only be removed) provided the replacement fence is in substantially the same location with substantially the same height, material, and design;
- (19) The replacement of exterior lighting provided the replacement lighting is substantially in the same in location with substantially the same height, material, and design;
- (20) The replacement or restoration of wood siding (including removal of non-wood materials) provided the replacement siding is the same exposure, material, and design;
- (21) Placement or replacement of terraces, walks, **driveways**, and **sidewalks** and in-ground swimming pools provided that any such element is substantially at the existing grade plane of the property;
- (22) Placement or replacement of building accessories and décor, such as window-mounted portable air conditioning units, play equipment, residential trash enclosures, snow guards, benches, trellises, non-commercial boat rack storage **structures**, window boxes, raised planters, mailboxes less than 18" in all dimensions, flags, hose reels, door bells and knockers, weathervanes, bells, wind chimes, birdfeeders, artwork, sculpture, and other similar exterior décor,
- (23) New or replacement piers, floats, docks or gangways for **single-family** and **two-family dwellings** provided any vertical handrail support systems are constructed with metal, wire, rope or wood;
- (24) Placement or replacement of wood, brick or granite steps or landings;
- (25) Placement or replacement of a commercial solid waste enclosure provided the enclosure: (1) is fully enclosed with the use of gates; (2) is constructed of wood or stone material; and (3) is no greater than 60" in height or 100 sq. ft. in area;
- (26) Placement or replacement of wood or copper gutters and downspouts.
- (27) Parking ticket kiosks, freestanding signs and other site elements related to public parking in private parking lots when authorized under a permit from the Department of Public Works.
- (28) Solar Energy Panels flush mounted to rooftops made of materials other than slate or wood of existing **structures** which do not require other **alterations** to existing **structures**.
- (29) Accessory Elements to Solar Energy Panels which do not require other **alterations** to existing **structures**.



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

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

This ordinance shall take effect upon its passage.

APPROVED:

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Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

---

Kelli L. Barnaby, City Clerk



## CITY OF PORTSMOUTH

City Hall, One Junkins Avenue  
Portsmouth, New Hampshire 03801  
kconard@cityofportsmouth.com  
(603) 610-7201

Karen S. Conard  
City Manager

**Date:** May 30, 2024

**To:** Honorable Mayor McEachern and City Council Members

**From:** Karen S. Conard, City Manager *KSC*

**Re:** City Manager's Comments on City Council Agenda of June 3, 2024

### ***X. Public Hearing and Vote on Ordinances and/or Resolutions:***

#### **A. Continuation of Public Hearing Regarding FY25 Budget:**

I recommend that the City Council continue the Budget Public Hearing held on May 13, 2024.

#### **B. Adoption of Budget Resolutions for Fiscal Year July 1, 2024 through June 30, 2025 (FY25):**

At this evening's meeting, I seek the adoption of the Fiscal Year 2025 budget. The City Council must adopt six (6) resolutions. [A pro forma or draft of each resolution is attached](#) for informational purposes. These draft resolutions will be adjusted as may be required by City Council action at the time of budget adoption.

- [Resolution No. 5-2024](#) adopts Municipal Fees that have been recommended by the Fee Committee. Councilors Tabor, Denton and Moreau sit on the Fee Committee. The total revenue generated from these fees is estimated at \$2,474,600 and makes up approximately 1.7% of the total FY25 General Fund Revenues. These fees and recommendations for changes are also found in Appendix III of the budget document. Changes to any fees for FY25 are highlighted in gray.
- [Resolution No. 6-2024](#) is pertinent to General Fund expenditures. In this Resolution the proposed appropriations for the General Government, Police, Fire, School, Collective Bargaining, Transfer to Indoor Pool, Prescott Park, and Community Campus, as well as non-operating appropriations are listed separately.
- [Resolution No. 7-2024](#) is for the Water Fund. Likewise with the Sewer Fund, the Water Fund is also an Enterprise Fund and the budget must be prepared based on a full accrual basis of accounting and to establishes user rates, the resolution includes the cash requirements necessary to fund expenses for the operations of the water system. The resolution also includes the proposed water rates which represents a 6.0% increase over FY24. The rate is a two-step, inclining block rate structure. The first 10 units of water

consumed per month is charged at \$5.02 per unit and consumption thereafter is charged at \$6.04 per unit. The resolution also includes a three-step, inclining block rate structure for metered irrigation water usage. The irrigation water usage is not subject to sewer charges. The rates are \$6.04 per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, \$11.41 for consumption over 10 and up to 20 units consumed, and \$14.08 per unit for all units consumed thereafter.

- [Resolution No. 8-2024](#) is for the Sewer Fund. Because the Sewer Fund is an Enterprise Fund, the budget must be prepared based on a full accrual basis of accounting and to establishes user rates, the resolution includes the cash requirements necessary to fund expenses for the operations of the sewer system. The resolution also includes the proposed sewer rates which reflect an increase of 5.0% over FY24. Sewer rates are based on water consumption. The rate is a two-step, inclining block rate structure with the first 10 units of water consumed per month charged at \$17.32 per unit consumption and at \$19.05 per unit thereafter.
- [Resolution No. 9-2024](#) allows for the expenditure of Special Revenues funds, the Debt Service Fund associated with Betterment Assessments, the Housing Endowment Trust, and expenditures from Committed Fund Balance such as Leave at Termination and the Health Insurance Stabilization Fund. Special Revenues Funds are sums received to pay for specific purposes such as federal, including ARPA funds, and State Grants and donations. Prior to spending these funds, grants and donations are accepted by the City Council.
- [Resolution No. 10-2024](#) consists of the adoption of an annual investment policy which by State statute is required annually for every city and town. The policy sets forth cash management and investment procedures. By state law, municipal money can only be invested in 100% collateralized vehicles such as CDs, money market accounts and Treasury notes.

I request that the City Council move to adopt each Resolution separately by a roll call vote.

- C. **First Reading of Ordinance Amending Chapter 10, Article 6, Section 10.633.20 by adding a new numbered paragraph 28 “Solar Energy Panels flush mounted to rooftops of existing structures which do not require other alterations to existing structures” and by adding a new numbered paragraph 29 “Accessory Elements to Solar Energy Panels which do not require other alterations to existing structures”:**

On May 6, 2024 the City Council voted to bring forward amendments to [Chapter 10, Article 6, Section 10.633.20](#) for first reading at this evening’s meeting.

## *XI. City Manager's Items Which Require Action:*

### **1. Community Policing Facility – Affirmation of Location:**

As follow up to the May 20, 2024, City Council work session regarding the Community Policing Facility, I seek the City Council's affirmation to continue with the design effort for a new community policing facility at the municipal campus adjacent to the South Mill pond with a total estimated budget not to exceed \$42.2 million dollars. Staff needs additional direction and assurance before proceeding with additional design efforts and initiating permitting efforts. At the work session, there was significant dialogue regarding International Building Code (IBC) IV and its applicability to the new structure. [An updated memorandum on this topic is provided here as an attachment.](#)

In addition, staff heard subsequently some questions about the size of the space for patrol. The space designated for patrol consists of many items in addition to workstations for patrol officers such as office space for the crime analyst, sergeant, and shift commander as well as weapons storage, and K-9 officer support spaces. See section 5, pages 12-14, of the Space Needs Assessment found in the link below:

[https://www.cityofportsmouth.com/sites/default/files/2024-05/2024.04.08.Portsouth-PDSNA\\_DRAFT-002-REV.pdf](https://www.cityofportsmouth.com/sites/default/files/2024-05/2024.04.08.Portsouth-PDSNA_DRAFT-002-REV.pdf)

With approval to move forward at this location, we can now drill down to better understand opportunities to true up allocation of space and maximize efficiencies. We will continue to refine the Space Needs Assessment and therefore the total project budget. The opinion of cost shared at the work session is based on construction beginning in the second quarter of 2025. Costs are anticipated to escalate by 4-6% per year if construction begins after the current schedule.

[See attached letter from Jobin Construction Consultants.](#)

*Proposed Motion: I recommend that the City Council affirm the municipal campus as the preferred site for the community policing facility, with the understanding that staff will present firmer cost and schedule estimates at the 30% design stage.*

### **2. Character-Based Zoning Ordinance Clarification:**

[Please find attached a memorandum from the City's Legal and Planning and Sustainability Departments](#) regarding a request for clarification from the City Council relative to a [Zoning Ordinance amendment](#) passed in August of 2023.

If the Council agrees that the current text of the ordinance reflects the intention of the City Council vote in August of 2023, then no action is required. However, if the City Council would like to consider the alternative language proposed, then the appropriate action would be a referral to the Planning Board.

Proposed motion:

A.) Take no action; or

B.) Move to refer the *attached zoning ordinance amendment* to the Planning Board for a recommendation at its June 20, 2024 meeting, report a report back at the City Council meeting on July 15, 2024.

## ***XII. Consent Agenda:***

### **A. Projecting Sign Request for 104 Congress Street:**

Permission is being sought to install a projecting sign at [104 Congress Street](#) that extends over the public right of way, as follows:

Sign dimensions: 36” x 48”

Sign area: 12 sq. ft.

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 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 signs, 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.*

### **B. Projecting Sign Request for 206 Market Street:**

Permission is being sought to install a projecting sign at [206 Market Street](#) that extends over the public right of way, as follows:

Sign dimensions: 24” x 48”

Sign area: 8 sq. ft.

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 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 signs, 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.*

## ***XVII. City Manager's Informational Items:***

### **1. Pease Development Authority (PDA) Update:**

Following the most recent PDA Board Meeting held on May 23<sup>rd</sup>, I will provide a verbal update on the topics discussed.

At the May 20, 2024 City Council meeting, members of the City Council requested additional information regarding the IBC Category IV requirements and potential impact on the proposed addition to the Community Policing Facility. This Memorandum provides a brief update and response to the following questions.

***Could you explain the difference between a Risk Category IV rated facility and Risk Category III or lower rated facility?***

**IBC Risk Category IV** buildings are deemed necessary to facilitate continuous and uninterrupted operations of critical Public Safety facilities in response to natural and man-made disasters. Hospitals, fire stations, ***police stations*** and emergency vehicle garages typically must remain fully operational during and after major disaster events. Major disaster-type events may include severe weather such as snowstorms, ice storms, hurricanes, and earthquakes. The International Building Code, uses the phrase “***designated as essential facilities.***” This designation needs to include the entire new building and cannot be selectively limited to portions. The Portsmouth Building Inspection Department concurs that the new community policing facility will require category IV designation as stated in the building code.

Building to a Category 4 standard does not mean the new facility would be designed to withstand a Los Angeles level earthquake. Every building is designed to environmental loads (snow, wind, seismic) based on their region and soil conditions. Snow and wind loads will be higher in NH than Los Angeles. Seismic levels will be lower in Portsmouth than they would be in Los Angeles. The Category 4 requirement only makes you apply a larger factor of safety.

**EXCERPTS FROM IBC CHAPTER 3  
Occupancy Classification and Use**

<b>RISK CATEGORY</b>	<b>NATURE OF OCCUPANCY</b>
I	Buildings and other structures that represent a low hazard to human life in the event of failure, including, but not limited to: <ul style="list-style-type: none"> <li>• Agricultural facilities</li> <li>• Certain temporary facilities</li> <li>• Minor storage facilities</li> </ul>
II	Buildings and other structures except those listed in Risk Categories I, III and IV
III	Buildings and other structures that represent a substantial hazard to human life in the event of failure, including but not limited to: <ul style="list-style-type: none"> <li>• Buildings and other structures whose primary occupancy is public assembly with an occupant load greater than 300.</li> <li>• Buildings and other structures containing elementary school, secondary school or day care facilities with an occupant load greater than 250.</li> <li>• Buildings and other structures containing adult education facilities, such as colleges and universities, with an occupant load greater than 500.</li> </ul>

	<ul style="list-style-type: none"> <li>• Group I-2 occupancies with an occupant load of 50 or more resident care recipients, but not having surgery or emergency treatment facilities.</li> <li>• Group 1-3 occupancies.</li> <li>• Any other occupancy with an occupant load greater than 5000.</li> <li>• Power-generating stations, water treatment facilities for potable water, waste water treatment facilities and other public facilities not included in Risk Category IV</li> </ul>
<b>IV</b>	<p><b>Buildings and other structures designated as essential facilities, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Group 1-2 occupancies having surgery or emergency treatment facilities.</li> <li>• Fire, rescue, ambulance and <i>police stations</i> and emergency vehicle garages.</li> <li>• Designated earthquake, hurricane or other emergency shelters.</li> <li>• <u>Designated emergency preparedness, communications and operation centers and other facilities required for emergency response.</u></li> </ul>

***Why have some New Hampshire towns constructed police facilities that are not Category IV rated buildings?***

Towns that do not run their own dispatch centers and do not serve as emergency response centers in the event of natural or other disaster event sometimes elect to construct to IBC Category III only. Cities, such as Portsmouth, have a greater responsibility to its population and cities routinely recognize that greater responsibility by constructing critical facilities to withstand such events. Dover, which has been discussed previously and toured by some City Councilors, is a Category IV building.

***What is the cost difference between a Risk Category IV rated facility and Risk Category III lower rated facility?***

There is an approximate 3-4% increase in total building construction costs to meet the IBC IV code requirements versus IBC Category III. The opinion of cost shared at the May 20, 2024 work session assumed an IBC Category IV structure.

***Recommendations***

To meet the current International Building Code the proposed new community policing facility addition will be built as a Risk Category IV building. As currently proposed, the new addition would house critical police functions including E-911 communications, patrol, detectives, booking and intake.

The existing City Hall buildings, including the 1962 wing, do not currently meet IBC Risk Category IV standards. The 1962 wing was originally designed and constructed as a Category IV facility but does not meet current Category IV requirements. Designing the proposed new addition as IBC Category IV construction will provide enhanced structural resiliency and hardened mechanical and electrical systems. The City’s currently designated Emergency Operation Center is located at Fire Station 2, which is Risk Category IV. Having the new police facility structure be a Risk Category IV building will give the City additional capacity to manage and respond to events.





**18 CHECKERBERRY LANE  
BEDFORD, NH 03110  
603-486-6400**

May 22, 2024

Re: Portsmouth NH Community Policing Facility - Construction Budget and Escalation

The conceptual project budget dated May 20, 2024 is based on a project buyout, including contractor bidding, in the second quarter of 2025. Currently, market conditions suggest the annual construction escalation for 2025 will be in the range of 4%-6%. If the project bid phase is postponed beyond the second quarter of 2025, you should anticipate the impact on the current project budget of \$ 41,886,000 will be in the range of 1%-1.5% or \$ 418,860-\$ 628,290 per quarter.

Sincerely,

*Marc Jobin*

Marc Jobin

---



# CITY OF PORTSMOUTH

City Hall, 1 Junkins Avenue  
 Portsmouth, New Hampshire 03801  
 tmccourt@cityofportsmouth.com  
 (603) 610-7204

**Trevor P. McCourt**  
 Deputy City Attorney

**Date:** May 30, 2024

**To:** Karen S. Conard, City Manager

**From:** Peter Britz, Director of Planning and Sustainability  
 Trevor P. McCourt, Deputy City Attorney

**Re:** Agenda Item – Character-Based Zoning Ordinance Clarification

At its August 7, 2023 meeting, the City Council passed several amendments to Chapter 10 – Article 5A – Character-Based Zoning. These amendments were relative to properties at least one acre in size located within CD4, CD4W, and CD5 Character District and not located within an incentive overlay district (“Qualifying Properties”).

In general terms, these amendments provide the Planning Board with the ability to grant a Conditional Use Permit to allow an additional story (up to 15 feet in height), a house or duplex building type, and/or a mixed-use building. A property owner could qualify for this additional story, often called an incentive bonus, if certain criteria are met.

Recently, staff received an inquiry as to whether Qualifying Properties could receive the incentive outlined in this section without providing any housing, workforce or otherwise. In other words, if a property owner submitted an application to develop a Qualifying Property with a mixed-use development without any residential use, could the property owner provide the community space as provided, develop no housing, and receive an additional story through a Conditional Use Permit.

Based upon a strict reading of the ordinance, it appears that a property owner could submit an application providing community space only, and qualify for an additional story as an incentive bonus. This is because the amended ordinance includes the following conditional language: “If multi-family dwelling units are proposed, the development shall have ... workforce housing”. Further, the definition of mixed-use contemplates either “residential and non-residential uses” or “office and retail/service uses.”

Through subsequent discussions, staff questions whether this was the intent of the City Council when it amended the Zoning Ordinance last August. If the City Council intended to permit an additional story in exchange for community space without workforce housing if the development does not have multi-family dwelling units, then it would be appropriate to leave the ordinance as it exists now. However, if the City Council intended to require owners of Qualifying Properties to provide both workforce housing and community space in order to qualify for an additional story, then a Zoning Ordinance amendment would be appropriate.

Attached to this memorandum is a sample amended Zoning Ordinance which would amend the Zoning Ordinance to require owners of Qualifying Properties to provide both community space and workforce housing in order to receive a Conditional Use Permit for an

additional story. If the City Council wishes to pursue this ordinance amendment, the next appropriate step would be a referral to the Planning Board.

**Proposed Motion:**

A) Take no action;

or

B) Move to refer the attached Zoning Ordinance amendment to the Planning Board for a recommendation at it June 20, 2024 meeting, for a report back at the City Council meeting on July 15, 2024.

**Attachments**

cc: Valerie French, Deputy City Clerk  
Suzanne M. Woodland, Deputy City Manager/Regulatory Counsel/Acting Finance Director  
Jessica S. Griffin, Assistant to the City Manager

## ORDINANCE #

### THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, Article 5A - Character-Based Zoning, Section 10.5A43.33 regarding Building and Story Heights of the ZONING ORDINANCE of the City of Portsmouth, be amended as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

### Section 10.5A43.30: Building and Story Heights

10.5A43.33 For a **development** located within a CD4, CD4W, or CD5 **Character District** that is not located in an incentive overlay district and that contains at least one acre of **lot area**, the Planning Board may grant a conditional use permit to allow an additional **story** in height (up to **15 feet**); ~~for a house or duplex building type;~~ and/or a mixed-use **building with a mix of residential and nonresidential uses only**, if all of the following requirements are met:

- a) **Community Space** – The **development** shall have at least 50% of the property assigned and improved as a **community space**. Given the large scale of the **development**, the **community space** shall include a Plaza or Square of at least 5,000 sq. ft. per acre, a Pedestrian Passageway, Wide Pedestrian Sidewalk, and or a Pedestrian Arcade, and a Pocket Park, Playground, or Public Observation Deck. Such **community space** shall count toward the required **open space** listed in Figures 10.5A41.10A-D (Development Standards). The size, shape, location and type of the **community space** shall be determined by the Planning Board and be based on the proposed land use and the size and location of the **buildings** within the **development**, and the **adjacent uses** and public amenities.
- b) **Workforce Housing** – ~~If multi-family dwelling units are proposed, t~~The **development** shall have either: 1) 10% of any proposed for sale **dwelling units** within a **development** shall be **workforce housing units** (**affordable** to a household with an income of no more than 100 percent of the **area median income** for a 4-**person** household); or 2) 5% of any proposed for rent **dwelling units** within a **development** shall be **workforce housing units** (**affordable** to a household with an income of no more than 60 percent of the **area median income** for a 3-**person** household). Any **workforce housing units** shall be at least 600 sq. ft. in **gross floor areas** and be distributed throughout the **building** wherever

**dwelling units** are located.

- c) Calculations for **workforce housing unit** requirements shall be rounded to the nearest whole number, with 0.5 and below being rounded down.
- d) The proposal is consistent with the findings, goals, and objectives of the Portsmouth Master Plan.

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

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

This ordinance shall take effect upon its passage.

APPROVED:

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Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

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Kelli L. Barnaby, City Clerk

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# MEMORANDUM

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**TO:** Karen Conard, City Manager

**FROM:** Peter Britz, Planning & Sustainability Director 

**DATE:** May 21, 2024

**RE:** City Council Referral – Projecting Sign  
Address: 104 Congress Street  
Business Name: The Music Hall Members Club  
Business Owner: Friends of The Music Hall dba The Music Hall Members Club

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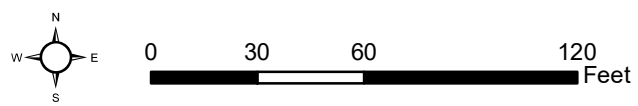
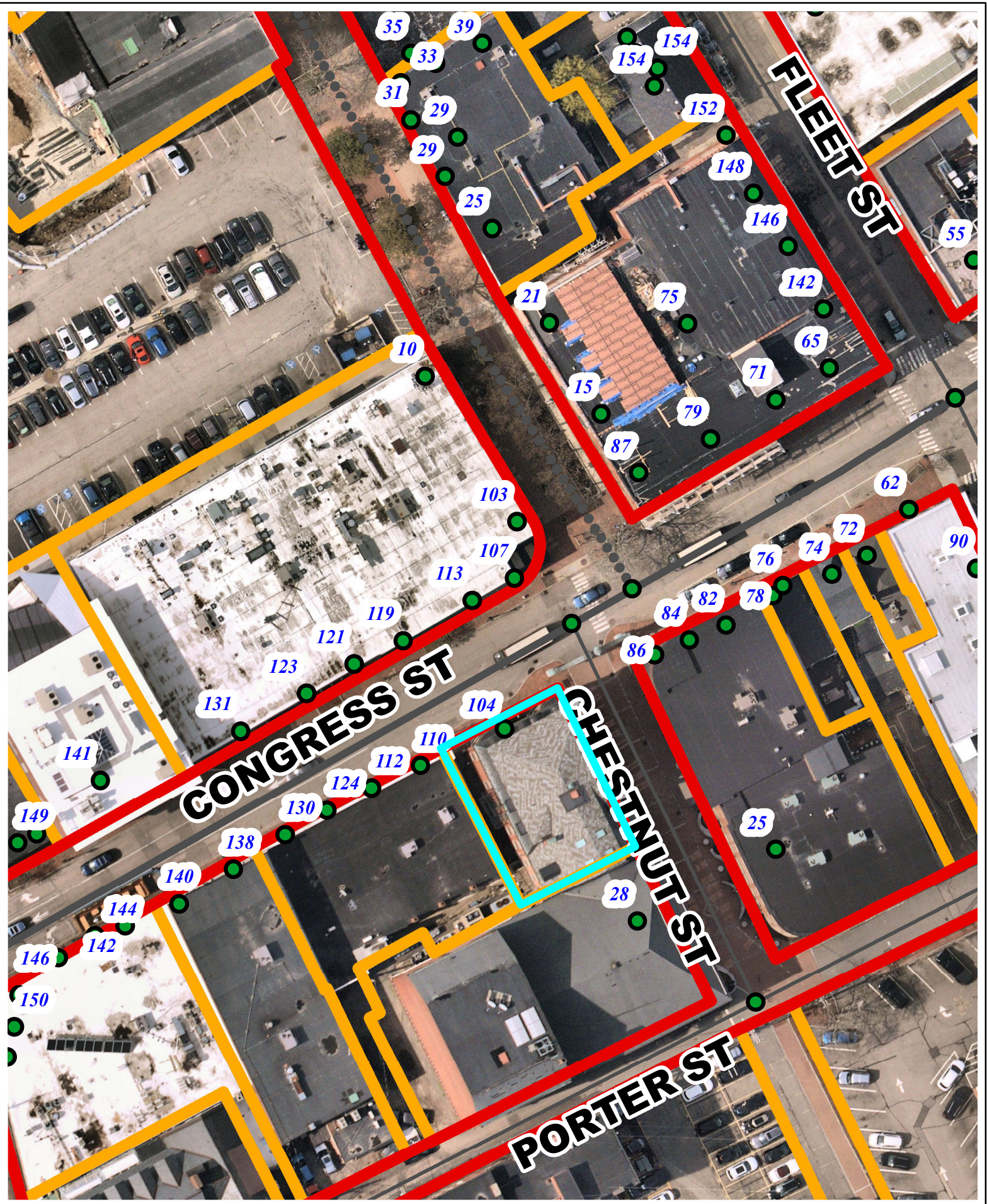
Permission is being sought to install a projecting sign that extends over the public right of way, as follows:

Sign dimensions: 36" x 48"  
Sign area: 12 sq. ft.

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 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 signs, 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 license  
104 Congress Street**



# THE MUSIC HALL MEMBERS CLUB

Proposed Signage Placement and Sizing

The Kearsarge House - 104 Congress St. Portsmouth, NH



Submitted on April 24, 2024 by:

Ashleigh Tucker Pollock

Associate Executive Director, The Music Hall

[atucker@themusichall.org](mailto:atucker@themusichall.org) / (603) 766-2202

---

## SIGN #1 - 104 Congress St.

- Hanging sign with The Music Hall Members Club logo
- Double-sided oval shaped
- 4' x 3' x 2" thick; HDU; engraved and painted
- The bottom of the sign will be 12' from the Congress St. sidewalk
- Replacing existing signage size and placement from former tenant LaBelle Winery



## SIGN #2 - 104 Congress St.

- Canvas "blade" sign with The Music Hall logo and "Ticketing Hub & Members Club"
- 18" high x 14.7' radius awning fabric sign with painted gold graphics
- The bottom of the sign will be approx. 10.5' from the Congress St. sidewalk
- Replacing existing signage size and placement from former tenant LaBelle Winery
- Runner's Alley, the business next to the Members Club, also has this same sign and dimensions.



# THE MUSIC HALL MEMBERS CLUB

Proposed Signage Placement and Sizing

The Kearsarge House - 104 Congress St. Portsmouth, NH



Submitted on April 24, 2024 by:

Ashleigh Tucker Pollock

Associate Executive Director, The Music Hall

[atucker@themusichall.org](mailto:atucker@themusichall.org) / (603) 766-2202

---

## SIGN #3 & #4 - Chestnut St. (*between corner of Congress St. and Historic Theater entrance*)

- 2 x wall-mounted bronze signs on each side of the entrance to the Members Club at the Chestnut St. entrance with the Members Club logo.
- 18" wide x 20" tall x .25" thick
- Painted edges, raised copy, pebble with brushed surface, satin finish
- The bottom of the signs will be approx. 3' and 4' high from the Chestnut St. sidewalk due to street inclination



## THE MUSIC HALL MEMBERS CLUB

Proposed Signage Placement and Sizing

The Kearsarge House - 104 Congress St. Portsmouth, NH



Submitted on April 24, 2024 by:

Ashleigh Tucker Pollock

*Associate Executive Director, The Music Hall*

[atucker@themusic hall.org](mailto:atucker@themusic hall.org) / (603) 766-2202

## SIGNAGE CONTRACTORS\*

Alpha Graphics

**Lisa Almand | Production Manager**

[lisa.a@alphagraphics.com](mailto:lisa.a@alphagraphics.com)

p: 603.436.3030 | x: 122 |

933 Islington St. Portsmouth, NH 03801

Canvas Blade Sign Contractor:

[National Sign Corp.](#)

**Beth Baral**

Project Manager, National Sign Corp.

---

561-860-6280  [nationalsign.com](http://nationalsign.com)

[beth@nationalsign.com](mailto:beth@nationalsign.com)  780 Four Rod Road, Berlin, CT 06037

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# MEMORANDUM

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**TO:** Karen Conard, City Manager

**FROM:** Peter Britz, Planning & Sustainability Director 

**DATE:** May 22, 2024

**RE:** City Council Referral – Projecting Sign  
Address: 206 Market Street  
Business Name: Opal Luxe Salon  
Business Owner: Lisa Venn

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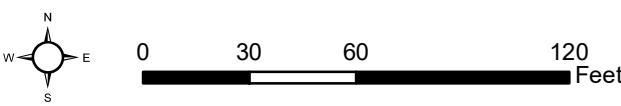
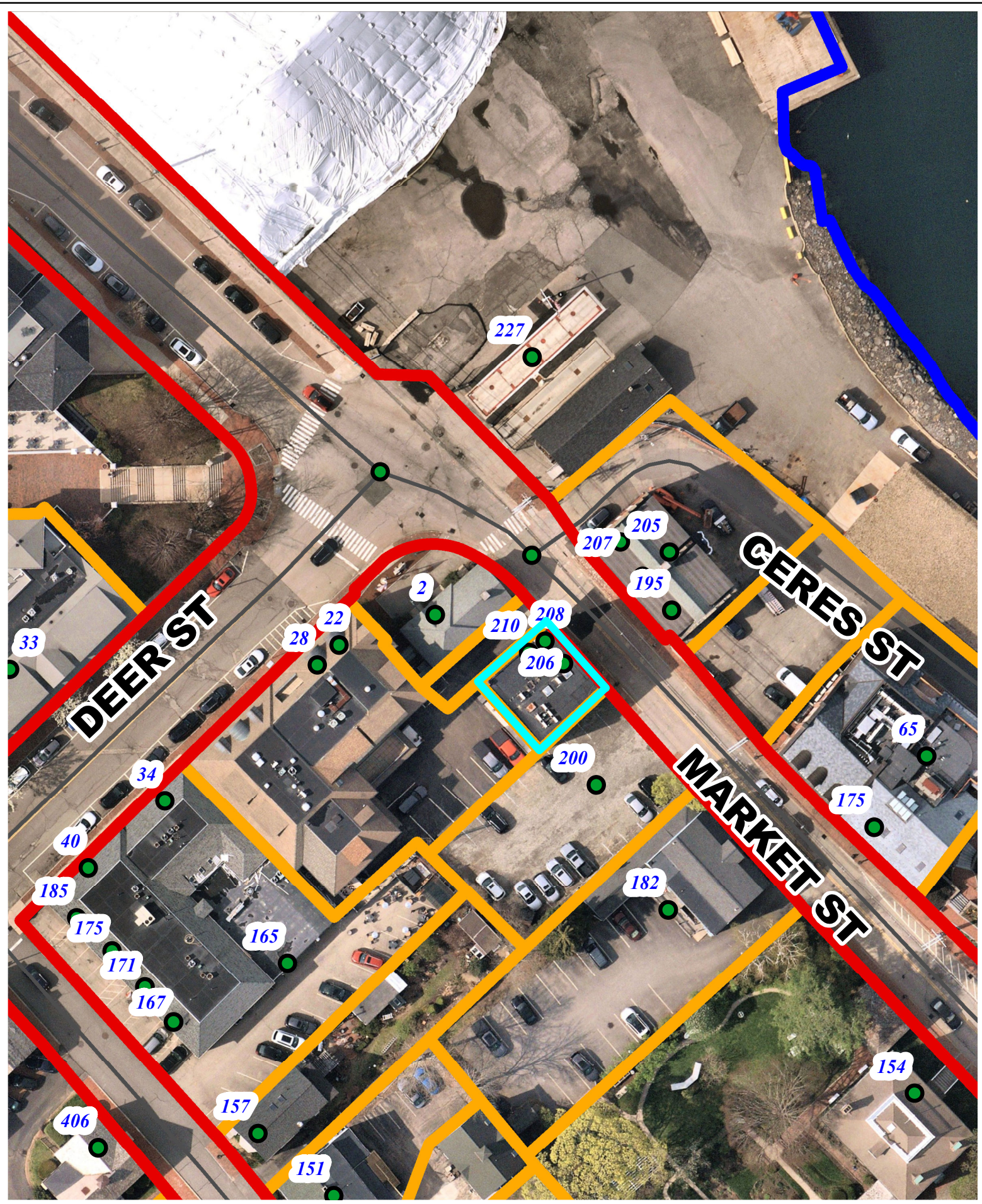
Permission is being sought to install a projecting sign that extends over the public right of way, as follows:

Sign dimensions: 24" x 48"  
Sign area: 8 sq. ft.

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 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 signs, 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 license  
206 Market Street**





NAME:  
Opal Luxe Salon

ADDRESS:  
210 Market St,  
Portsmouth, NH 03801

SALES PERSON:  
Ryan Fischer

PROJECT MANAGER:  
Courtney Bazarian

DESIGNER:  
SS

DATE:  
04.16.2024

PG	ITEM	REV	DATE
1.0	A	D/F PROJECTING SIGN	1 5.3.24
2.0	B	DOOR VINYL GRAPHICS	1 5.3.24

<p>PortsmouthSign.com 603-436-0047</p>	<p><b>REVISION:</b> All orders under \$250 include 1 revision only. All orders over \$250 include 2 revisions only. Additional revisions will be charged at \$25 per revision.</p> <p><b>PLEASE NOTE:</b> Designs are NOT actual size and color may vary depending on printer and/or monitor.</p>	<p><b>RETURN SIGNED TO: <a href="mailto:service@portsmouthsign.com">service@portsmouthsign.com</a></b></p> <p>I understand this design is the final production order and replaces all previous drawings, notes and verbal instructions to this job. Standard vinyl &amp; paint colors will be unless otherwise specified. I have carefully reviewed this proof and verify that it contains all necessary specifications and represents my order. I authorize fabrication according to this approval.</p> <p>SIGNATURE: _____ Date: _____</p>
--	---	--

©COPYRIGHT 2023, BY PORTSMOUTH SIGN COMPANY. All designs and custom artwork remain the property of Portsmouth Sign Company until the order is complete and paid in full.



SCALE: 3/4"=1'

**QTY 1**

D/F PROJECTING SIGN

**A**



VECTOR ARTWORK  
or FONTS REQUIRED

PLEASE PROVIDE  
COLOR MATCHES

COLOR SCHEDULE (CLIENT TO VERIFY)

VINYL GRAPHICS:

COLOR TBD
COLOR TBD

**PROJECTING SIGN**

PROJECTING SIGN ON EXISTING BRACKET  
SIZE (Width x Height x Depth): 48" x 24"

Brick Size 7.5" x 4"

QUANTITY: 1

VINYL TYPE: full color laminated print

SUBSTRATE: 3/4" PVC

DOUBLE SIDED: YES

CONTENT: logo

GRAPHIC/TEXT COLOR: full color

FABRICATION NEEDED: Vinyl

SIGN MOUNTING: Mounted to existing bracket

POSTS & HARDWARE: side straps, open and perpendicular, will need bottom support- show placement on sign/ bracket

**INSTALLATION:**

LOCATION DIRECTIONS: 210 right on the corner

MOUNTING SURFACE: existing bracket on brick wall

INSTALL MAX. HEIGHT: approx 14'

REPLACING EXISTING OR NEW: Replace Existing  
EXISTING SIGN REMOVAL AND DISPOSAL:

Remove sign/ keep sign on site

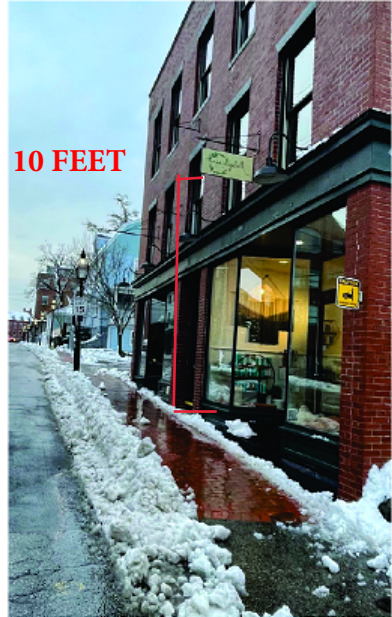
SITE SURVEY NEEDED: Surveyed by Ryan F

PERMITS NEEDED: YES Customer to acquire

REQUESTED COMPLETION DATE: Before May 1st

CONTACT PRIOR TO ARRIVAL:

Lisa Venn 918.310.9422



SCALE: 1-1/2"=1'

**QTY 1**

DOOR VINYL GRAPHICS

**B**



VECTOR ARTWORK  
or FONTS REQUIRED

**DOOR DECAL**

SIGN TYPE: Door Decal  
 SIZE (Width x Height x Depth): Glass Size 25" x 68"  
 QUANTITY: 1  
 VINYL TYPE: Standard Print  
 CONTENT: Logo decal  
 GRAPHIC/TEXT COLOR: Full color

COLOR SCHEDULE (CLIENT TO VERIFY)

VINYL GRAPHICS:

WHITE







# Seacoast African American Cultural Center

10 Middle Street  
P. O. Box 4444  
Portsmouth, NH 03802-4444  
603-430-6027  
email: [saacc44@aol.com](mailto:saacc44@aol.com)  
web site: [www.saaccnh.org](http://www.saaccnh.org)

May 10, 2024

### Officers

Sandra Clark Kaddy  
President

William Manfull  
Vice President

Robin Lurie-Meyerkopf  
Acting Secretary

Karen Conrad, City Manager  
City of Portsmouth NH  
1 Junkins Ave  
Portsmouth, NH 03801

### Board Members

Najee Brown  
Kel Edwards  
Jacqueline Gadsden  
Casey Golomski  
Renee' Goins  
Vernis Jackson  
Joanna Kelley  
Cheryle Lawrence  
Jill Minot-Seabrook  
Jack Panopoulos

Dear Karen,

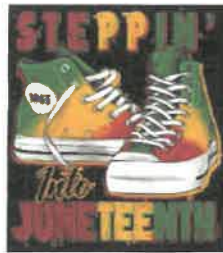
This letter constitutes a request by the Seacoast African American Cultural Center board of directors for permission to stage the 3<sup>rd</sup> Juneteenth Freedom Walk to be held on Wednesday, June 19, 2023, at 9:30 am.

If approved our plans are to begin walk at the John Paul Jones Memorial Park in Kittery Me., cross the Memorial Bridge and end the route at the African Burying Ground Memorial Park.

We plan to assemble at the foot of the Maine side of the Memorial Bridge. 2023's walk was incident free and well supported by the city of Portsmouth plus the officer detail support we received. The officers could not have been more helpful. This walk is supported by the Seacoast NAACP, Black Lives Matter Seacoast and Green Acre Baha'is of Eliot Me.

Leading the walk this year will be the *Leftist Marchin Band*. Proceeding our program, a schedule performance of African Drumming workshop and presentation by the Black Heritage Trail will take place at the Burying Ground.

If you need further information please contact Sandi Kaddy, President Seacoast African American Cultural Center (SAACC) 603-326-8885.



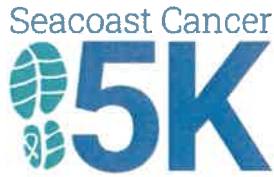
Sincerely,

Sandi Clark Kaddy  
President  
Seacoast African American Cultural Center

Vernis M. Jackson  
Founder

Scott Powers  
Bookkeeper





Benefiting the Mass General Cancer Center  
at Wentworth-Douglass Hospital

May 21, 2024

Mr. Deaglan McEachern  
Mayor of Portsmouth  
1 Junkins Avenue  
Portsmouth, NH 03801

Dear Mayor McEachern,

I am reaching out on behalf of Wentworth-Douglass Hospital and Conventures, Inc. to formally request permission to hold the 2024 Seacoast Cancer 5K in the City of Portsmouth on Sunday, September 15<sup>th</sup>. With the approval of Pease Development Authority, this event will be held in the parking lot of Wentworth-Douglass Hospital's Outpatient Center, located on Pease Tradeport.

The 5K walk/run will take place 9:00AM Sunday morning, with post-event festivities concluding at noon. I have attached our suggested 5K route that would require the following road closures:

Corporate Drive -8:30AM-10:30AM  
International Drive -8:30AM-10:30AM  
Newington Street- 8:30AM-10:30AM  
New Hampshire Ave- 8:30AM-10:30AM

We expect to draw a field of 2,000 participants of all ages and running abilities. Please feel free to contact me at 617-204-4234 with any questions or concerns you may have. Thank you in advance for your consideration.

Sincerely,

Annie Zampitella  
Senior Account Executive, Sports Events  
Conventures, Inc.

CC Judy Pinkham  
Manager, Corporate Giving and Special Events  
Wentworth-Douglass Hospital Foundation

CITY COUNCIL E-MAILS

Received: May 20, 2024 (after 5:00 p.m.) – May 27, 2024 (before 9:00 a.m.)

June 3, 2024 Council Meeting

**Submitted on Tue, 05/28/2024 - 10:18**

**First Name**

Mary Lou

**Last Name**

McElwain

**Email**

[ml259@comcast.net](mailto:ml259@comcast.net)

**Address**

259 South Street

**Message**

Councilors, I have tried to follow the plans for the police station but was very surprised to see the preliminary design in The Herald on 5/23, and that you have been requested to approve the current budget and the proposed concept at the June 3 meeting, less than two weeks from when residents have seen the plan. I have spoken with more than a dozen residents this week about this design. No one is in favor! This building will block the iconic view of the city and off to the route 95 bridge that cannot be seen from anywhere else in Portsmouth. Do you get that? Landscape and skyline views will be lost forever. And has the design group seen Portsmouth's wetlands ordinance, do they know the history of the cheery trees along South Mill Pond that were given to Portsmouth by its Japanese sister city, Nichinan? This building will block air, light, and beautiful views for residents of Connors Cottage. And what about the Seacoast Eat Local markets that fill the upper lot with local farm and craft products and bring people from all over the seacoast? It is a beautiful site coming from town on the first Saturday of May to see all the cherry trees in bloom and the white tents of the market stalls in the background. I am very sad to think all of this will be gone.

I am asking, at the very least, that you postpone a vote on this plan at the June 3rd Council meeting. Please take the time to fully grasp the ramifications of this very large and quite ugly building. Please give yourselves and residents time to get more information and understand the impact of this plan.

Thank you. Mary Lou McElwain

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.** Yes

---

**Submitted on Tue, 05/28/2024 - 11:26**

**First Name**

Patrick

**Last Name**

Daley

**Email**

[pat.daley@comcast.net](mailto:pat.daley@comcast.net)

**Address**

74 Wibird Street

**Message**

The "policing facility design" seeks to situate the new police headquarters on the promontory overlooking the tidal inlet and the South Mill Pond. I find this design to be an atrocious impediment to the existing sight lines and a large "capture" of the footprint of the present "farmers' market." The Cottage apartment dwellers would also suffer drastically by the impoverishment of their views of the tidal inlet, the South Mill Pond, and the green spaces of Haven Park. I think the architectural firm failed its test. Sign me as a disgruntled citizen, Patrick Daley of 74 Wibird Street

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.** Yes

---

**Submitted on Tue, 05/28/2024 - 10:49**

**First Name**

Beverly

**Last Name**

James

**Email**

[bajames@unh.edu](mailto:bajames@unh.edu)

**Address**

74 Wibird St.

**Message**

I'm dismayed to learn about the proposed expansion and renovation to the police station. As City property overlooking the parks and mill pond, Hospital Hill is a jewel whose views, integrity, green spaces, public uses must be protected. I trust that the current council, with its progressive views, will find a way to meet the needs of the police force while preserving this cherished space.

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.** Yes

---

**Submitted on Tue, 05/28/2024 - 15:47**

**First Name**

Guy

**Last Name**

Spiers

**Email**

[spiersg48@gmail.com](mailto:spiersg48@gmail.com)

**Address**

241 South Street

**Message**

In general I like the location, but please drop it one story and make up the square footage by expanding in front of the current police building and also out to Junkins and back (underground) under the farmer's market parking lot. This would help preserve the views from the farmer's market to the north (pond, downtown and bridges).

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.** Yes

---

**Submitted on Wed, 05/29/2024 - 08:37**

**First Name**

Casey

**Last Name**

Finch

**Email**

[caseyfinch@gmail.com](mailto:caseyfinch@gmail.com)

**Address**

139 Raleigh Way

**Message**

Hello,

I'm assuming you have already heard complaints but just wanted to add my voice. The dog park really needs Receptacles close to fence like it has been. Over the past couple of years there have typically been both near the fence. This incentives people to dispose of bags bc they can keep an eye on dogs without leaving park. Throw away from inside fence.

Now for I think the third summer in a row, bins have been pulled and now chains outside of park and out of view. Meaning while most ppl bag poop it's stays inside park on the ground or places in the mailboxes which are supposed to be for new empty bags which also incentivize people to throw away.

I'd request that can are returned closer to park. This is especially a bit issue in summer when an already busy park become even more busy with out of towners - many probably assuming to find poop bags and trash cans in or near the park.

So a nice dog park become dirty and unhealthy due to a simple fix by the city.

Please consider this request.

Reasons given by public works do not seem compelling to not place at least one bin.

Thanks,

Casey Finch

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.** Yes

**Submitted on Thu, 05/30/2024 - 08:24**

**First Name**

Michelle

**Last Name**

Thompson

**Email**

[mmtmurphy@yahoo.com](mailto:mmtmurphy@yahoo.com)

**Address**

24 Columbia Street

**Message**

Would like to applaud Portsmouth for planting so many trees, however, I see a lot of them are being planted under or near power lines. I also see that many trees have been taken down or grossly trimmed because they were under or near power lines. This practice seems to be illogical and a waste of taxpayer dollars.

Should we Not plant trees where in the near future we are going to take them down again or have to trim them?

Additionally, would like to suggest the city, when purchasing trees to plant, to buy native NH trees that would be better for our native wildlife.

Would also like to suggest the city prevent, if possible, homeowners and businesses from planting trees under or near power lines to help stop outages.

Thank you for your consideration.

**Please indicate if you would like your comment to be part of the public record for the upcoming City Council meeting.** Yes

---



**DEINCEPS SEMPER DEINCEPS**

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ACCESSORY DWELLING UNIT (ADU) HANDBOOK**

**HONOURABLE DEAGLAN MCEACHERN, MAYOR**

**Your quick and easy guide to building an accessory  
dwelling unit in Portsmouth, NH**

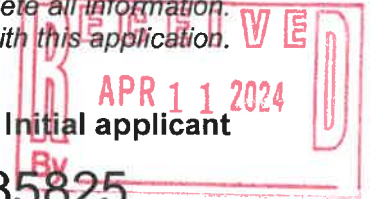
To Be  
Continued



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: Sister Cities

Name: Ben VanCamp Telephone: 8287135825

Could you be contacted at work? YES  NO  If so, telephone# 6036105516

Street address: 500 Market Street, Unite 16A

Mailing address (if different ): 10 Meserve Road, Durham, NH

Email address (for clerk's office communication ): ben@portsmouthcollaborative.org

How long have you been a resident of Portsmouth? non-resident

Occupational background:

Chief Collaborator & President of the Chamber Collaborative of Greater Portsmouth

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Serves as a non-voting member of the Economic Development Commission

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES  NO

Would you be able to commit to attending all meetings? YES  NO

Reasons for wishing to serve: \_\_\_\_\_

I wish to continue to represent the business community in the sister cities effort.

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

Chamber Collaborative of Greater Portsmouth

Great Bay Community College, Advisory Committee

Seacoast Chamber Alliance

NH Association of Chamber of Commerce Executives

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

1) Rich Blalock, 6035027424

Name, address, telephone number

2) Andrew Bagley, 6035838015

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: Ben Ventana Date: 4/10/24

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**





# 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: SISER CITY

Name: Robert Sullivan Telephone: 603 610 7204

Could you be contacted at work? YES/NO If so, telephone # ↑

Street address: 280 LESLIE DR.

Mailing address (if different): SAME

Email address (for clerk's office communication): rsullivan@cityofportsmouth.com

How long have you been a resident of Portsmouth? 40 yrs

Occupational background:  
CITY ATTORNEY - 40 yrs

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

- SEE ABOVE
- I AM A SOCIAL PERSON
- WENT TO Northern Ireland as a  
SISER CITY USA in the mid 1980's



Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES/NO

Would you be able to commit to attending all meetings? YES/NO

Reasons for wishing to serve: \_\_\_\_\_

I WAS ASKED

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

KPYC  
ELKS

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

1) TOM WATSON, Newcastle Ave 770 6100  
Name, address, telephone number

2) TIM HOWES, Market St 431-7164  
Name, address, telephone number

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5. Application will be kept on file for one year from date of receipt.

Signature: \_\_\_\_\_ Date: 5/26/24

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

## APPROVED BY PLANNING BOARD AT ITS MAY 16, 2024 MEETING

That Chapter 10, ZONING ORDINANCE, be amended regarding Solar Energy Panels, by amending Article 6, Overlay District, Section 10.633.20 - Exemptions from Certificate of Approval, Subsection (7); Section 10.633.30 -Administrative Approvals, Sections 10.633.31 and 10.633.32; Section 10.634.20 - Application Contents; Section 10.634.24; Section 10.635.30 - Public Hearings, Section 10.635.32(1); Section 10.636.12 – Notice of Disapproval and Article 15, Definitions, Section 10.1530 -Terms of General Applicability of the Ordinances of the City of Portsmouth, to be amended as follows (deletions from existing language **stricken**; additions to existing language **bolded**; remaining language unchanged from existing):

### Article 6 Overlay District

#### Section 10.630 Historic District

##### 10.633 Scope of Review

##### 10.633.20 **Staff Level Exemptions from Certificate of Approval**

The following activities shall not require a Certificate from the Commission but require review and certification by the **Code Official**:

- (7) Placement or replacement of roof-mounted mechanical **or** electrical equipment and ventilation terminators **or roof-mounted solar energy systems** where the equipment: (1) is **not visible**; (2) is not located on a roof surface that faces a public way; and (3) does not extend more than 3 feet above the roof plane.

##### 10.633.30 **Administrative Approval**

**10.633.31** The **Code Official** may grant administrative approval for minor modifications **to an existing structure** ~~or for 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.~~ **structure** and the determination is certified as appropriate by the Commission. In the case of work for a modification to a prior approval, the **Code Official** shall indicate compliance with this section as a written **addendum to an existing Certificate of Approval**. Such approval shall be subject to Historic District Commission approval at the next meeting of the Historic District Commission. A list of the administrative approvals shall be submitted to the Historic District Commission prior to the meeting and the administrative approvals shall be automatically ratified unless rejected specifically by the Historic District Commission at that meeting.

### 10.633.32 Administrative Approval for Roof Mounted Solar Energy Systems

A property owner or authorized representative may submit for administrative approval for the installation of **roof-mounted solar energy systems**, and any associated support structures and conduit lines provided that the application satisfies all of the following requirements:

- (1) The elements of the proposed **roof-mounted solar energy system** will be placed in a regular manner with no disjointed panels (example: symmetrically placed or in even rows and columns) and shall be **minimally visible**;
- (2) The accessory elements of the **roof-mounted solar energy system** including associated support structures and conduit lines shall be **minimally visible** and not cause damage to or alteration of **character defining architectural features** of the **structure** (such as the removal of slate or wood shingled roofs, chimneys, dormers or altering existing roof lines);
- (3) Any **roof-mounted solar energy systems** proposed to be mounted on a sloped roof will be flush mounted and **minimally visible**;
- (4) Any **roof-mounted solar energy systems** proposed to be mounted on a flat roof shall be set back from the edge of the roof, and angled as necessary, to be **minimally visible**;
- (5) The applicant has provided a statement from a licensed architect or engineer that the roof proposed for the **roof-mounted solar energy system** is adequate to support the proposal without significant external modification to the **structure**; and
- (6) Any proposed **roof-mounted solar energy system** that does not satisfy all of the above requirements shall be reviewed with an application submission to the Commission, as elaborated in 10.634.

### 10.634 Application Procedures

#### 10.634.20 Application Contents

10.634.24 A letter of certification from a licensed architect or engineer may be required for any application proposing elements that will create a new structural load by the addition to or removal of elements from a **structure**. Such a letter will certify that the proposal will not require significant external modification to the **structure**, or if the proposal will require such modification, then the details of those modifications shall be furnished to the Commission for inclusion in its review.

#### 10.635.30 Public Hearings

10.6365.32 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~~-**Chair** 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.

## **10.636 Decision by the Commission**

### **10.636.10 Approval or Disapproval**

**10.636.12 Notice of Disapproval:** If the majority of the Commission members present and voting decides that the applicant's proposal does not meet the objectives of this Section, the Commission shall issue a Notice of Disapproval signed by the ~~Chairman~~ **Chair** of the Commission and which states the manner in which the proposal does not comply with the purpose and objectives set forth in Section 10.631, or the review criteria set forth in Section 10.635.70. The issuance of such a denial shall prohibit the **Code Official** from issuing a **demolition permit**, **building permit**, change of use permit or other permits for the specified work.

## **Article 15 Definitions**

### **Section 10.1530 Terms of General Applicability**

**Character Defining Architectural Features:** Tangible aspects of a **building** and its setting, including the overall shape of the **building**, its materials, craftsmanship, decorative details, the character of its site, its history and related aspects its site and environment.

**Code Official:** Any employee of the City of Portsmouth authorized to administer or enforce the Zoning Ordinance, including but not limited to the ~~Planning Director of Planning and Sustainability~~ **and**, the Chief Building Inspector, **and their designees.**

**Minimally Visible:** Minimally visible from those portions of any public **way** immediately adjacent to and abutting the property, and not blocking any **Character Defining Architectural Features.**

**Not Visible:** Not visible from those portions of any public **way** immediately adjacent to and abutting the property.

**Roof-mounted solar energy system:** A solar energy system that converts solar energy directly into electricity, the primary components of which are solar panels, mounting devices, inverters, and wiring that is attached to the roof of a **building** or **structure.**

**Way:** The entire width between the wider of either the rights of way or boundary lines of any public highway, **street**, avenue, road, alley, park or parkway.

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

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

This ordinance shall take effect upon its passage.

APPROVED:

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Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

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Kelli L. Barnaby, City Clerk