

TO: KAREN S. CONARD, CITY MANAGER

FROM: KELLI L. BARNABY, CITY CLERK

RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, AUGUST 18, 2025

PRESENT: MAYOR McEACHERN, ASSISTANT MAYOR KELLEY, COUNCILORS COOK, BLALOCK, BAGLEY, MOREAU, AND LOMBARDI

ABSENT: COUNCILOR TABOR AND COUNCILOR DENTON

1. **Voted** to close the Non-Public Session and seal the minutes.
2. Proclamation – National Service Dog Month – Mayor McEachern read and presented a Proclamation to Brendan Madden declaring September as National Service Dog Month in Portsmouth and called upon our residents and businesses to recognize and respect the important job they do in helping us live up to our motto of the City of the Open Door. Mr. Madden accepted the Proclamation with thanks and appreciation.
3. Portsmouth Sustainability Committee Update – Co-Chairs, Jessica Blasko and Effie Malley provided an update and reviewed the roles and accomplishments of the Sustainability Committee. Jessica and Effie outlined the proposals for the Capital Improvement Plan (CIP) and spoke to what is ahead of the Committee:
 - Submit requests for the CIP
 - Advise and guide on Master Plan issues related to the CAP and renewable energy
 - Continue work on strategies from the CAP
 - Further inform the community about sustainable practices and co-benefits
4. Public Comment Session – There were five speakers: Nancy Yarmac (Islington Street Petition); Roy Helsel (Speeding & Stop Signs); Erik Anderson (Housing); Petra Huda (Bond Resolution Amount); and Tyler Garzo (Traffic Engineering).
5. First Reading Amending Chapter 10, ZONING ORDINANCE, CITY OF PORTSMOUTH ZONING MAP be amended as follows: rezone parcels described on the City Tax Map 138 Lot 62 and Tax Map 138 Lot 63 from Character District 5 (CD5) to Character District 4 (CD4); to change the boundary of the North End Incentive Overlay District (NEIOD) by removing City Tax Map 138 Lot 60-2, Tax Map 138 Lot 62 and Tax Map 125 Lot 16, and Tax Map 138 Lot 63 and a portion of Tax Map 138 Lot 60-3; and to amend the boundary of the Downtown Overlay District (DOD) by removing City Tax Map 138 Lot 60, a portion of Tax Map 138 Lot 60-1, Tax Map 138 Lot 60-2, Tax Map 138 Lot 60-3, Tax Map 138 Lot 61, Tax Map 138 Lot 62, Tax Map 138 Lot 63, Tax Map 164 Lot 4, Tax Map 125 Lot 17-1 and a portion of Tax Map 125 Lot 16 and Tax Map 125 Lot 17 from the DOD; to amend the building height map from 2-4 stories (50 feet) to 2-3 stories (short 4th, 45 feet) for parcels along Hill Street for City Tax Map 125 Lot 16, Tax Map 138 Lot 62 and Tax Map 125 Lot 14 and to add a building height standard of 2-3 stories (40 feet) along Rock Street to the cul-de-sac at Foundry Place for City Tax Map 138 Lot 63, Tax Map 138 Lot 60-2, and Tax Map 138 Lot 60-3. The Zoning

Maps to be amended are referenced in the City's Zoning Ordinance at Chapter 10, Article 4, Zoning and District Use Regulations, Section 10.421, District Location and Boundaries, Section 10.421.10 and Chapter 10, Article 5A, Character Based zoning, Section 10.5A21.10, Content of Regulation Plan, Map 10.5A21A (Character Districts and Civic Districts) and Map 10.5A21B (Building Height Standards), collectively the "Zoning Maps" – Moved to pass first reading and to schedule a public hearing and second reading at the September 8, 2025 City Council meeting.

Voted to amend the motion to remove the height restrictions on Hill Street. Councilor Moreau voted opposed. Councilor Bagley recused from voting on this motion.

Voted to pass main motion as amended. Councilor Bagley recused from voting on this motion.

6. Second Reading of Ordinance regarding Chapter 10, Zoning Ordinance, City of Portsmouth Zoning Map be amended as follows: Rezone Parcels Described on the City Tax Map 125 Lot 16; Tax Map 138 Lot 61; Tax Map 138 Lot 62; and a portion of Tax Map 138 Lot 63 from Character District 5 (CD5) to Character District 4 (CD4); to Rezone a portion of Tax Map 138 Lot 63 from Character District 5 (CD5) to Character District L1 (CD4-L1); to change the Boundary of the North End Incentive Overlay District (NEIOD) to remove City Tax Map 138 Lot 61, Tax Map 138 Lot 60-3, and Tax Map 164 Lot 4 from the NEIOD and to Amend the Boundary of the Downtown Overlay District (DOD) to align with the amended NEIOD by removing City Tax Map 164 Lot 4, Tax Map 138 Lot 61, Tax Map 138 Lot 60-3 and a portion of Tax Map 138 Lot 63 from the DOD; to amend the Building Height Map from 2-4 stories (50 Feet) to 2-3 stories (40 feet) for parcels along Bridge Street to Foundry Place and along Hill Street for City Tax Map 125 Lot 16, Tax Map 138 Lot 62 and Tax Map 125 Lot 14 and to add a Building Height Standard of 2-3 stories (40 feet) along Rock Street to the Cul-De-Sac at Foundry Place for City Tax Map 138 Lot 63, Tax Map 138 Lot 60-2, and Tax Map 138 Lot 60-3. The Zoning Maps to be amended are referenced in the City's Zoning Ordinance at Chapter 10, Article 4, Zoning and District Use Regulations, Section 10.421, District Location and Boundaries, Section 10.421.10 and Chapter 10, Article 5A, Character Based Zoning, Section 10.5A21.10, Content of Regulation Plan, Map 10.5A21A (Character Districts and Civic Districts) and Map 10.5A21B (Building Height Standards), Collectively the "Zoning Maps" – Mayor McEachern declared this ordinance is not applicable with the passing of first reading of the previous ordinance and ruled the ordinance out of order as Chair of the meeting.
7. Public Hearing and Second Reading of Chapter 1, Administrative Code – Article I, Administrative Code Ordinance Amendments:
 - Section 1.102 – Administrative Organization
 - Section 1.103 – Organizational Chart
 - Section 1.105 – General Powers and Duties of the Department Administrators
 - Section 1.106 – Specific Duties, Functions and Responsibilities of Departments
 - Section 1.107 – Authority of City Manager

Voted to amend the proposed changes to Chapter 1, Section 1.106 (G) to reflect the changes proposed by the Legal Department.

Chapter 1, Section 1.106 (G) relative to responsibilities of Information Technology Department be modified as follows:

- *Delete last sentence which reads “All technology acquisitions must receive prior approval from the Information Technology Department, in addition to the Finance Department*
- *Replace second sentence of the proposed new language with the following: “The CIO has authority to establish and ensure compliance with IT standards for cybersecurity, system resilience, and operational efficiency.”*

Voted to pass second reading as amended and schedule a third and final reading for the September 8, 2025, City Council meeting.

8. Public Hearing and Second Reading of Chapter 2, Seal, Deeds and Elections – Article II, Deeds, Section 2.201 – Execution to be amended by deleting the section in its entirety – **Voted** to pass second reading of the proposed changes to Chapter 2 and schedule a third and final reading at the September 8, 2025, City Council meeting.

9. Public Hearing and Second Reading of Omnibus Vehicles, Traffic and Parking Ordinance Amendments:

- Chapter 7, Article III, Section 7.326 – Limited Parking – 15 Minutes – Hanover Street and State Street
- Chapter 7, Article III, Section 7.330 – No Parking – State Street and Sagamore Avenue
- Chapter 7, Article IVA, Section 7A.408 – Taxi Stands Designated – Pleasant Street
- Chapter 7, Article VI – Limited Hours Loading Zones – Penhallow Street

Voted to pass second reading and schedule a third and final reading at the September 8, 2025, City Council meeting.

Voted to suspend the rules to bring third and final reading of the ordinance forward for action.

Voted to pass third and final reading of the ordinance.

10. **Voted** to suspend the rules to bring forward Items XIV. 3. – Providing After-School Child Care in Portsmouth and XIII. A. – Capital Improvement Plan Kickoff.

11. Providing After-School Child Care in Portsmouth – **Voted** to authorize the City Manager to enter into an agreement with the Granite YMCA to provide after school childcare services to families of the city.
12. Capital Improvement Plan Kickoff – Acting City Manager Lunney reported that the CIP is a long term multi-year financial and infrastructure planning tool that is used to maintain safe city infrastructure and to coordinate financial strategies for capital projects and to aid in the achievement of the Council's Citywide goals. He said the CIP process and document communicates the city needs, contributes information to the development of the annual budget, promotes maintenance of and safe access to city infrastructure throughout the community. An outline of what qualifies as a CIP project was reviewed and how projects are evaluated and prioritized. He spoke to the City's annual goal for the Capital Outlay funding is not more than 2% of the prior year budget and for FY26 Capital Outlay is at 1.08%. The City's goal for Net Debt Service is to remain below 10% of the Budget and the FY26 Net Debt Service is 7.97%. He reviewed the 10-year outlook for the CIP and projects. An outline of the CIP timeline was announced and key dates for the City Council are the Joint Public Hearing with the Planning Board on November 17th and adoption of the CIP on December 8th.
13. Report Back from the Planning Board Regarding Frenchman's Lane – **Voted** to direct the City Manager and Legal Department to negotiate, execute, and record documents necessary for the rights to both sections of Frenchman's Lane. Any cost to the transaction shall be borne by the owners of 833 Islington Street. Councilor Cook voted opposed.
14. Request for Public Hearing Regarding Amendment to Resolution #6-2022 Regarding Funding Scope for the Police Station and Municipal Complex Feasibility Study and Design – **Voted** to schedule a public hearing on September 8, 2025, regarding the amendment to Resolution.
15. Approval of School Superintendent McLaughlin's Employment Contract – On a roll call 6-1, **voted** to approve the employment contract for the School Superintendent. Assistant Mayor Kelley, Councilors, Blalock, Bagley, Moreau, Lombardi and Mayor McEachern voted in favor. Councilor Cook voted opposed.
16. Reschedule City Council Meeting of September 22, 2025 – **Voted** to suspend the rules to take action to reschedule the September 22nd City Council meeting to September 24th at 7:00 p.m.

Voted to reschedule the September 22nd City Council meeting to September 24th at 7:00 p.m.
17. 1 Raynes Avenue Access Easement for Water Services – **Voted** to authorize the City Manager to accept and record an Access Easement for Water Services in similar form to the deed contained in the agenda packet.
18. Report Back from the Planning Board Regarding Proposed Amendments to Building Footprints in the Downtown – Moved to schedule a first reading at the September 8, 2025, City Council meeting.

Voted to amend the motion to allow a report back at the earliest convenience of the Planning Department and Legal Department on the number of property owners this would potentially affect.

Voted to pass main motion as amended.

19. Consent Agenda – **Voted** to adopt the Consent Agenda.

- A. Letter from Terrence Hyland, Jr., Krempels Brain Injury Center, requesting permission to hold the Doc King Adaptive Tour (DKAT) on Sunday, October 19, 2025, at 10:30 a.m. **(Anticipated action – move to refer to the City Manager with Authority to Act)**
- B. Letter from Matt Junkin, Seacoast Rotary, requesting permission to hold the Seacoast Turkey Trot 5k on Thursday, November 27, 2025, at 7:00 a.m. **(Anticipated action – move to refer to the City Manager with Authority to Act)**

20. E-mail Correspondence – **Voted** to accept and place on file.

21. Letter from Attorney John Bosen, Donahue, Tucker & Ciandella, PLLC, requesting the City Council authorize the execution of the Consent to Non-Industrial Use for property located at 45 Coach Road – **Voted** to refer to the City Manager with Authority to Act.

22. Petition by Residents along Islington Street requesting Sidewalk Restoration – **Voted** to request a report back from the Department of Public Works on the type and size of the sidewalks that could be installed and to send to the Capital Improvement Plan Subcommittee for their review of projects.

23. Letter from Mike Daigle, Friends of Italian Americans, requesting permission to use public space to hold an Italian Festa Celebration on Monday, October 13, 2025, from Noon to 4:00 p.m. – **Voted** to refer to the City Manager with Authority to Act.

24. Appointment to be Voted – Anna Howard as a regular member of the Economic Development Commission filling an unexpired term until October 1, 2026 – **Voted** to appoint Anna Howard as a regular member of the Economic Development Commission filling an unexpired term until October 1, 2026.

25. Acceptance of Resignation of Kelly Delekta from the Board of Library Trustees – **Voted** to accept with regret the resignation of Kelly Delekta from the Board of Library Trustees and to send a letter of thanks and appreciation for her service to the city.

26. Parking & Traffic Safety Committee Action Sheet and Minutes of the August 7, 2025, meeting – **Voted** to approve and accept the action sheet and minutes of the August 7, 2025, Parking & Traffic Safety Committee meeting. Councilor Blalock voted opposed.

27. Requesting Report Back on the status of turning State Street into a two-way street – **Voted** to request a status update and report back by staff on turning State Street into a two-way street either temporarily or long term and where the matter currently stands. Councilor Blalock voted opposed.
28. Acceptance of Donation of Memorial Bench in Honor of Danielle Marie French to be Installed at Maple Haven Park – **Voted** to accept a memorial bench from Candace French and family in memory of Danielle Marie French to be installed at Maple Haven Park.
29. Acceptance of New Hampshire Highway Safety Grant to support highway safety initiatives, including enforcement patrols and Community Outreach & Betterment Presentations - \$24,100.00 – **Voted** to approve and accept the Highway Safety Grant in the amount of \$24,100.00.
30. Acceptance of an In-kind Donation of 21 Bicycle Helmets from the Brain Injury Association of New Hampshire to Support the Portsmouth Police Department's E-Bike Safety Initiative – **Voted** to accept an in-kind donation of 21 bicycle helmets from the Brain Injury Association.
31. Household Hazardous Waste Collection – Acting City Manager Lunney announced that the Department of Public Works will hold the Household Hazardous Waste Collection Day on Saturday, September 6, 2025, from 8:00 a.m. to Noon.
32. Adjournment – At 10:25 p.m., **voted** to adjourn the meeting.

Respectfully submitted:

Kelli L. Barnaby, MMC/CNHMC
City Clerk