

TO: KAREN 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, APRIL 7, 2025

PRESENT: MAYOR McEACHERN, COUNCILORS TABOR, COOK, DENTON, BLALOCK, BAGLEY AND MOREAU

1. **Voted** to close the Non-Public Session and seal the minutes.
2. Mayor's Award – Recognition of Everett Eaton – Mayor McEachern recognized Everett for his 25 years of service to the Economic Development Commission. He presented Everett with the gift of a door stop for keeping a lot of doors open over the years and guiding the city through many things.
3. Mayor's Award – Recognition of Andrea Amico – Mayor McEachern recognized Andrea for her leadership and work over the years regarding PFAS and the impact it has on communities.
4. Mary Loane – Mayor's Blue Ribbon Housing Committee – Ms. Loane said the Committee was created to expand housing units in the city. She spoke to the process of the Committee and the review of a number of lots. She indicated the overall quality of life was a large concern for them when reviewing lots. Ms. Loane said the Committee is recommending that the city investigate the lower lot of City Hall because of the opportunities available with that parcel. She urged the city to continue its path to bring more residents and housing to the city.
5. Public Comment Session – There were two speakers: Gerald Duffy (Affordable Housing) and Isabella Romero (Housing).
6. First Reading of Ordinance Amendment to Chapter 10, Zoning Ordinance, Article 4, Zoning Districts and Regulations by Adding Coliving as a New Use; Article 8, Supplemental Use Standards, be Amended by Adding Section 10.815 – Coliving; and Article 15 Definitions – Moved to pass first reading and hold a public hearing and second reading at the May 5, 2025 City Council meeting. **Voted** to suspend the rules in order to bring forward Item XV. E.1. – The Chamber Collaborative of Greater Portsmouth Feedback on Coliving Zoning Amendments.
7. The Chamber Collaborative of Greater Portsmouth Feedback on Coliving Zoning Amendments – Councilor Moreau reviewed the feedback from the Portsmouth business community on Coliving Zoning Amendments. She reported that the survey indicated that the business community was in favor of coliving being introduced to downtown zoning. She stated the question of parking requirements were clear parking should not be an impediment to this style of housing. She also spoke regarding that coliving units shall not be rented for less than 30 days continuous occupancy and the need for at least one full-time manager on site at all times for every 40 residents.
8. Ordinance Amendment to Chapter 10, Zoning Ordinance, Article 4, Zoning Districts and Regulations by Adding Coliving as a New Use; Article 8, Supplemental Use Standards, be Amended by Adding Section 10.815 – Coliving; and Article 15, Definitions – **Voted** to strike the definition of Family from Section 10.815.70 of the ordinance. **Voted** to add as a Conditional Use Permit G1, G2, CD4W. **Voted** to pass main motion to pass first reading and hold a public hearing and second reading at the May 5, 2025, City Council meeting as amended.
9. **Voted** to suspend the rules to bring forward Item XIV. 4. – Report Back on feasibility of a citywide resident parking program and mechanism to limit parking permits for new development.

10. Report Back on feasibility of a citywide resident parking program and mechanism to limit parking permits for new development – **Voted** to request a report back on the feasibility of a citywide resident parking program and mechanism to limit parking permits for new development.

Councilor Cook requested to review parking requirements as a whole.

11. PUBLIC HEARING AND ADOPTION of Resolution Authorizing a Bond Issue and/or Notes of the City Under the Municipal Finance Act for the Purchase of a Conservation Easement on the Fernald Property to Protect the Bellamy Reservoir Water Quality Not to Exceed One Million Four Hundred Seventy-Eight Thousand Dollars (\$1,478,000.00) – Held a public hearing. **On a unanimous roll call 7-0, voted** to authorize a Bond Issue and/or Notes of the City Under the Municipal Finance Act for the Purchase of a Conservation Easement on the Fernald Property to Protect the Bellamy Reservoir Water Quality Not to Exceed One Million Four Hundred Seventy-Eight Thousand Dollars \$1,478,000.00.
12. Report Back and Recommendation from the Planning Board Regarding 25 Sims Avenue – **Voted** to unmerge Lot 44.
13. Below Market Rate Housing Trust – **Voted** to authorize the City Manager to execute the Below Market Rate Housing Trust as presented.
14. Friends of Lafayette House PILOT Agreement – **Voted** to authorize the City Manager to enter into a PILOT agreement with the Friends of Lafayette House in the amount of \$3,500.00.
15. 2059 Lafayette Road Access Easement for Water Services – **Voted** to authorize the City Manager to accept and record an Access Easement for Water Services in a substantially similar form to the deed contained in the agenda packet.
16. Extension of Temporary Construction License for 2 Congress Street, the North Church of Portsmouth – **Voted** to authorize the City Manager to execute and accept a License Agreement Extension to encumber the sidewalk area along 2 Congress Street that abuts the North Church until May 6, 2025.
17. Consent Agenda – The City Council requested to act on Item XII. B. separately from the Consent Agenda. **Voted** to adopt the Consent Agenda.
- A. Letter from Brian Miller, New England Run for the Fallen, requesting permission to hold the 5th Annual Run on Sunday, August 17, 2025 (***Anticipated action – move to refer to the City Manager with Authority to Act***)
 - C. Letter from Bruce Hurley, Seacoast Half Marathon, requesting permission to hold the 20th Annual Seacoast Half Marathon on Sunday, October 26, 2025 (***Anticipated action – move to refer to the City Manager with Authority to Act***)
 - D. Letter from Katie Ross, Pure Barre Portsmouth, requesting permission to hold a Silent Yoga Class at Prescott Park, on Friday, June 27, 2025, at 6:00 a.m. (***Anticipated action – move to refer to the City Manager with Authority to Act***)

- E. Letter from Tina Sawtelle, The Music Hall, requesting closure of Chestnut Street for the 2025 special events and festivals:
- TEDx Portsmouth – Friday, May 9th
 - Emerging Artist Benefit Concert – Sunday, May 11th
 - Writers on a New England Stage Festival – Sunday, September 7th & Wednesday, September 10th
 - Telluride by the Sea Film Festival – Friday, September 12th through Sunday, September 14th
 - New Hampshire Film Festival – Thursday, October 16th through October 19th
 - Outdoor Holiday Winter Carnivals – Saturday, December 13th & Saturday, December 20th

(Anticipated action – move to refer to the City Manager for development and execution of a License Agreement)

- F. Letter from Michael Claus, Granite State Wheelers, requesting permission to hold the annual Granite State Wheelers' 'Seacoast Century' bicycle ride on Saturday, September 13, 2025 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

18. Letter from Debra Smith, Friends of the South End, requesting permission to hold the Annual Fairy House Tour on Saturday, September 20, 2025, and Sunday, September 21, 2025, from 10:00 a.m. to 3:00 p.m. – **Voted** to refer to the City Manager with Authority to Act. Councilor Cook recused from voting on this matter.

19. Email Correspondence – **Voted** to accept and place on file.

20. Appointment to be Considered – Logan Roy as Alternate to the Planning Board – The City Council considered the appointment of Logan Roy as an Alternate to the Planning Board which will be acted upon at the April 21, 2025, City Council meeting.

21. Appointments to be Voted:

- Appointment of Mandela Pruett – Arts & Cultural Commission – **Voted** to appoint Mandela Pruett to the Arts & Cultural Commission.
- Reappointment of Kara Anne Rodenhizer – Portsmouth Housing Authority – **Voted** to reappoint Kara Anne Rodenhizer to the Portsmouth Housing Authority until April 1, 2030.

22. Report Back on the steps that businesses (retail and restaurant) need to take to open a new business and options at the local level that might be implemented to streamline the process – **Voted** for a report back on this matter.

23. Present on the Recommendations of the Housing Committee – **Voted** that the City Manager explore the feasibility of using the lower lot at City Hall to construct below-market rate housing and parking and report back to the Housing Committee and City Council.

24. Report back on the city investigating acquiring land from the condo association adjacent to 25 Granite Street to build more housing while retaining the existing ballfield – City Manager Conard reported currently there is no interest by the owners to sell the land for the current interest by the city. Councilor Tabor requested this property to be removed from the list.

25. City Manager Evaluation – Councilor Blalock reported due to Assistant Mayor Kelley and Councilor Lombardi being absent from the meeting this evening the Council will provide the evaluation at the April 21, 2025, City Council meeting.
26. Development of Affordable Housing – **Voted** to request that the Mayor’s Blue Ribbon Housing Committee report back to the Council by June 23, 2025 with a list of zoning barriers to remove and opportunities to create market conditions for more affordable housing both at market-rate affordability levels and at permanently below-market levels, including recommendations on zoning changes that could yield the greatest results in creating more affordable housing in the shortest timeframe.
27. Stormwater Enterprise Utility – **Voted** to request a report back on the Status of Portsmouth creating a Stormwater Enterprise Utility.
28. Acceptance of HealthTrust Wellness Reward - \$2,000.00 – **Voted** to approve and accept the donation as presented.
29. Acceptance of Donation for the Police Department from the Service Federal Credit Union - \$500.00 – **Voted** to approve and accept the donation as presented.
30. Acceptance of Donation for the Police Department from Paul Gormley & Kimi Iguchi - \$1,000.00 – **Voted** to approve and accept the donation as presented.
31. Acceptance of Donation for the Police Department from Jason Page - \$300.00 – **Voted** to approve and accept the donation as presented.
32. Acceptance of Grant for Police Department from the US Department of Justice’s Bureau of Justice Assistance - \$11,987.00 – **Voted** to approve and accept the donation as presented.
33. Acceptance of Victim of Crime Award (VOCA) Grant - \$12,369.00 – **Voted** to approve and accept the Victim of Crime Award Grant as presented.
34. Acceptance of Grant from the New Hampshire Department of Environmental Services - \$60,000.00 – **Voted** to authorize the City Manager to enter into a Grant Agreement to accept up to \$60,000.00 from the State of New Hampshire Department of Environmental Services to assist with water service line inventory activities.
35. City Manager’s Informational Items:

Update on the Sherburne Property – City Manager Conard reported that she has signed the option to Ground Lease Agreement and it’s accompanied Land Use Agreement with the Portsmouth Housing Authority, so they are cleared to formally submit and present to the Technical Advisory Committee and Planning Board later this Spring.

Master Plan Update – City Manager Conard reported that the City is under contract with Utile Design for the Master Plan Work. She stated that Utile is arranging an internal kick-off meeting in the next several weeks with City staff to begin the process of organizing the approach for involving the public to describe the purpose of the plan and begin the work of soliciting and collecting public input.

Rail Trail Clean-Up Day – City Manager Conard announced that the New Hampshire Seacoast Greenway Alliance (NHSGA) will be hosting a Rail Trail Clean-up Day on May 3, 2025. She stated the intent of the clean-up day will be to have volunteers performing light trail maintenance and clean-up work along the length of the completed trail, from Portsmouth through North Hampton.

Household Hazardous Waste Collection Day – City Manager Conard announced that Household Hazardous Waste Collection Day will take place on Saturday, April 12, 2025.

Sustainability Fair – City Manager Conard reported the third annual Seacoast Sustainability Fair is on Friday, April 11th from 4:30 p.m. to 7:00 p.m. at the Connie Bean Center in Portsmouth. She stated that the fair is free and open to all and will include live music, free food, free pollinator-friendly saplings and shrubs, and a chance to see the Blue Ocean Society's 65-foot whale and a variety of other earth-friendly activities.

36. Miscellaneous Business Including Business Remaining Unfinished At Previous Meeting –

Councilor Blalock announced that Little League's Opening Day will be this Saturday, April 12, 2025. He also reported that the Easter Egg Hunt may be postponed due to weather predicted for Saturday. If the Easter Egg Hunt is postponed it would be held next weekend.

City Manager Conard and Councilor Cook expressed their thanks to the Police Department for doing an impressive job with the very large Rally held last weekend in Market Square.

Councilor Tabor spoke regarding the Housing Grant Award Study and said the city became a Housing Champion City and received a \$65,000.00 grant for a Study to look at removing zoning barriers to create more housing.

37. Adjournment – At 9:15 p.m., **voted** to adjourn the meeting.

Respectfully submitted:
Kelli L. Barnaby, MMC/CNHMC