

# CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH

DATE: MONDAY, JUNE 23, 2025

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\\_3WUU-uTET\\_m4NvMBYnCvpq](https://us06web.zoom.us/webinar/register/WN_3WUU-uTET_m4NvMBYnCvpq)

**6:30PM – ANTICIPATED NON-PUBLIC SESSIONS ARE BEING HELD IN CONFERENCE ROOM A IN ACCORDANCE WITH RSA 91-A:3, II (a) & (I)**

## AGENDA

- I. WORK SESSION
- II. PUBLIC DIALOGUE SESSION [when applicable – every other regularly scheduled meeting]
- III. CALL TO ORDER [7:00 p.m. or thereafter]
- IV. ROLL CALL
- V. INVOCATION
- VI. PLEDGE OF ALLEGIANCE
- VII. ACCEPTANCE OF MINUTES – MAY 5, 2025
- VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS
  1. Public Art Review Committee (PARC) Recommendation for Location of Proposed Fairy House Sculpture from Friends of the South End (FOSE) (***Sample motion – move to accept the Fairy House Sculpture from Friends of the South End (FOSE)***)
  2. \*Portsmouth 8-year-old Colby Classic Baseball Champions
  3. \*Portsmouth High School Girls Lacrosse Division I – Back to Back State Champions
  4. \*Portsmouth High School Boys Lacrosse Division II State Champions
  5. \*Recognition and appreciation of Deputy City Manager Suzanne Woodland
- IX. PUBLIC COMMENT SESSION (***This session shall not exceed 45 minutes***) – (***participation may be in person or via Zoom***)
- X. PUBLIC HEARINGS AND VOTE ON ORDINANCES AND/OR RESOLUTIONS
  - A. \*CONTINUATION OF PUBLIC HEARING REGARDING FY26 BUDGET (***Continuation of Budget Public Hearing held on June 9, 2025***)
    - PRESENTATION (***Held at the May 19<sup>th</sup> City Council meeting***)
    - CITY COUNCIL QUESTIONS
    - PUBLIC HEARING SPEAKERS
    - ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS

## **Adoption of Proposed Budget Resolutions:**

- B. Adoption of Budget Resolutions for Fiscal Year July 1, 2025 through June 30, 2026 (FY26)
- Resolution No. 7-2025 – Municipal Fees (***Sample motion – move to adopt Resolution #7-2025 – Municipal Fees***)
  - Resolution No. 8-2025 – General Fund Expenditures (***Sample motion – move to adopt Resolution #8-2025 – General Fund Expenditures***)
  - Resolution No. 9-2025 – Water Fund Expenditures (***Sample motion – move to adopt Resolution #9-2025 – Water Fund Expenditures***)
  - Resolution No. 10-2025 – Sewer Fund Expenditures (***Sample motion – move to adopt Resolution #10-2025 – Sewer Fund Expenditures***)
  - Resolution No. 11-2025 – Special Revenues, Debt Service Fund, Portsmouth Housing Endowment Trust, and Committed Fund Balances (***Sample motion – move to adopt Resolution #11-2025 – Special Revenues, Debt Service Fund, Portsmouth Housing Endowment Trust and Committed Fund Balances***)
  - Resolution No. 12-2025 – Investment Policy (***Sample motion – move to adopt Resolution #12-2025 – Investment Policy***)

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

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

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

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

1. License for Coast Guard Vessel to Dock at Prescott Park
2. Parking Lot Usage/Maintenance Agreement with St. John's Masonic Association, Inc.
3. Amendment 4 to City's Lease with the Players' Ring

## **XII. CONSENT AGENDA**

- A. Request from Michelle Graham of Shadow and Beige, to install a Projecting Sign at 40 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(s), for any reason, shall be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign(s), 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***

### **XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS**

- A. E-mail Correspondence ***(Sample motion – move to accept and place on file)***
- B. Memorandum from School Superintendent McLaughlin regarding Budget Work Session Updates
- C. Letter from the Gray Family property owners of 126 Bridge Street regarding Zoning Change from CD5 to CD4, or CD4-L1 or CD4-W ***(Sample motion – move to refer the correspondence to the Planning Department)***
- D. Letter from Kevin Wentworth on behalf of Portsmouth Serious Summer League, to allow the League's banners to be hung for the duration of their basketball season at South Playground ***(Sample motion – move to refer to the City Manager with Authority to Act)***
- E. Request from Kerrin Parker for License to Install Drainage Pipe on City Property Adjacent to 86 Haven Road ***(Sample motion – move to refer to the Legal Department and Public Works Department for a report back)***
- F. Letter from Shawn Menard, Seacoast Eat Local, requesting an amendment to current agreement to allow additional temporary signage promoting the Portsmouth Farmers' Market ***(Sample motion – move to refer to the City Manager with Authority to Act)***

### **XIV. MAYOR McEACHERN**

- 1. Appointments to be Considered:
  - Reappointment of Larry Booz as an alternate to the Historic District Commission
  - Reappointment of Margot Doering to the Historic District Commission
  - Reappointment of Martin Ryan to the Historic District Commission
  - Reappointment of Reagan Ruedig to the Historic District Commission
  - Reappointment of Robin Pickering to the Portsmouth Housing Authority
- 2. \*Appointments to be Voted:
  - Appointment of Susan B. Strauss to the Historic District Commission
  - Appointment of Joy Curth to the Historic District Commission

## **XV. CITY COUNCIL MEMBERS**

### **A. ASSISTANT MAYOR KELLEY & COUNCILOR TABOR**

1. Report Back from Housing Committee regarding the City Council motion of April 7<sup>th</sup>, to wit: "A list of zoning barriers to remove/opportunities to create market conditions for more affordable housing both at market rate...and permanently below market levels, including zoning changes that could yield the greatest results in creating more affordable housing in the shortest timeframe."

### **B. COUNCILOR COOK**

1. Update from ACC on the State of the Arts in the community
2. Proposed ACC Banner Program (***Sample motion – move to request that the Legal Department, in conjunction with the Arts and Cultural Commission, draft an Arts and Cultural Banner Program Policy for the City of Portsmouth, to be reviewed by the City Council at its September 8<sup>th</sup> City Council meeting***)

### **C. COUNCILOR BLALOCK**

1. \*Report Back from the Recreation Board on Renaming of Portsmouth Skatepark in honor of Chris Rice (***Sample motion – move to request on behalf of the Recreation Board that the City Council rename the Portsmouth Skatepark the Chris Rice Skatepark***)

### **D. COUNCILOR BAGLEY**

1. Parking & Traffic Safety Committee Action Sheet and Minutes of the June 5, 2025, meeting (***Sample motion – move to approve and accept the action sheet and minutes of the June 5, 2025 Parking & Traffic Safety Committee meeting***)
2. \*FY26 Budget - *move to set the Police Department budget for Fiscal Year 2026 at the same funding level as Fiscal Year 2025*
3. \*FY26 Budget - *move to increase the School Department budget by \$153,000.00 above the City Manager's recommended amount*
4. \*FY26 Budget - *move to increase the Fire Department Budget by \$112,000.00 above the City Manager's recommended amount*

**XVI. APPROVAL OF GRANTS/DONATIONS**

1. **Acceptance of Donation of 65 at-home heart health screening kits from Service Federal Credit Union to the Portsmouth Police Department (Sample motion – move to approve and accept the donation to the Police Department as presented)**
2. **\*Acceptance of the 2025 Spring Healthy Aging Strategic Grant Award to Recreation Department from the Foundation for Seacoast Health - \$25,000.00 (Sample motion –move to approve and accept the donation as presented)**

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

1. Pease Development Authority Board Meeting Update
2. \*Report Back on Financial Impact of 15-Minute Free Parking for Residents
3. Bicycle and Pedestrian Plan Update
4. Market Square Master Plan

**XVIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT PREVIOUS MEETING**

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

*\*Indicates verbal report with no attachments*

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

## **CITY COUNCIL MEETING**

MUNICIPAL COMPLEX  
DATE: MONDAY, MAY 5, 2025

PORTSMOUTH, NH  
TIME: 7:00PM

**Councilor Tabor moved to close the Non-Public Session and seal the minutes of the meeting. Seconded by Councilor Bagley and voted.**

### **III. CALL TO ORDER**

Mayor McEachern called the meeting to order at 7:07 p.m.

### **IV. ROLL CALL**

**PRESENT:** Mayor McEachern, Councilors Tabor, Cook, Denton, Blalock, Bagley, Moreau, and Lombardi

**ABSENT:** Assistant Mayor Kelley

### **V. INVOCATION**

Mayor McEachern asked for a moment of silent prayer in memory of Chris Rice who recently passed away.

### **VI. PLEDGE OF ALLEGIANCE**

Mayor McEachern led in the Pledge of Allegiance to the Flag.

### **VII. ACCEPTANCE OF MINUTES – APRIL 21, 2025**

**Councilor Tabor moved to accept and approve the minutes of the April 21, 2025, City Council meeting. Seconded by Councilor Moreau voted.**

### **VIII. RECOGNITIONS AND VOLUNTEER COMMITTEE REPORTS**

#### **1. Crossing Guards Appreciation Day**

Mayor McEachern acknowledged the work of the Crossing Guards and presented Certificates of Appreciation for all they do for our community. He stated there is no better example of people who work for the city with the goal of providing services to the public that keep us safe and secure in the knowledge that someone is looking out for us – especially for the youngest and potentially most vulnerable. He also declared next Tuesday, May 13<sup>th</sup> as Crossing Guard Appreciation Day.

**Councilor Lombardi moved to suspend the rules to bring forward Item XIII. B. – Presentation of US Route 1 Corridor Improvement Project. Seconded by Councilor Blalock and voted.**

#### **B. US Route 1 Corridor Improvement Project – Hans Weber & David McNamara**

Hans and David provided design updates from changes made since November. Hans reported on the changed northbound lanes through the roundabout to single lanes near Constitution Avenue. He stated that this will maintain an acceptable level of traffic operations, increase ease of use by pedestrians, and reduce costs and impacts to the Right of Way.

Project Refinements to the Campus Drive area:

- Include pedestrian crossing in vicinity of Campus Drive
- Coordinate best crossing location with City
- Project layout near McKinley Road - It is planned to retain southbound right turn to Atlantic Orthopedic:
- This was as a requirement for development of the site
- DOT will meet with property owner in the future to discuss whether it is acceptable to retain or not, as they paid for it. Also, to determine if the loss of the turning lane does not negatively impact Route 1 traffic operations NHDOT will consider eliminating the lane

Project Refinements near Hoover Drive:

- 6' shift to west between Hoover Drive and McKinley Road
- Will minimize property acquisition on all parcels and eliminate property impacts on most along residential side
- Expect that this is still needed to acquire temporary easement for construction of slopes
- PAC provided guidance on the typical section for this segment

Project Refinements – Moved opening of second northbound lane to north of McKinley Road

- Improvements to McKinley Operations
- Reduces Right of Way Impacts
- Reduce costs and impervious/paved area

Project Refinements

- No shift between McKinley and Wilson Roads; Wilson Road Intersection layout does not allow it to happen
- Expect at a minimum that there will be a need to acquire temporary easements for construction of slopes
- PAC provided guidance on the typical section for this segment

Hans reported final design for engineering and environmental permitting will be from 2025 – 2027 and the acquisition of property rights and construction will be 2028 – 2030.

## IX. PUBLIC COMMENT SESSION

Paige Trace spoke on the proposed recommended tier fees by the Recreation Board. She said the fees are for upkeeping the fields that is currently done by the Public Works Department, and she feels the fees are too high. She spoke opposed to charging fees to players when we should be charging impact fees for large developments.

Petra Huda spoke opposed to impact fees for the Recreation Department. She said money for providing these suggested services is currently part of the Public Works and School Departments budgets. She urged the City Council to vote this recommendation down.

Tyler Garzo spoke about widening the road for Route 1 which now has 5-foot shoulders. He said the roundabout is two lanes and none of these changes are for the better. He stated this is to have the larger vehicles move faster. He asked that the City Council not support the project.

Esther Kennedy said this is also Teacher Appreciation Week and there has been no recognition for teachers and the work they do for children. She spoke about the amount of zoning going on without a Master Plan. She said there are many changes happening without a plan in place.

Arthur Clough spoke about the number of hours employees for Portsmouth work compared to other municipalities. He said it is time for the city to conduct an analysis on why there are so many employees in Portsmouth compared to other communities.

Kathy Hersey said that the State has collaborated with residents on Lafayette Road and if they do not take property from owners, she would support the project. She said she is not in support however, of the roundabout.

Matt Glen invited everyone to attend the Mayor's 6-mile route ride. He thanked the DOT for listening and answering questions from the residents and public. He expressed his support for the project and encouraged the City Council to support the plan as well.

Marsha Highland spoke in support of the work being done by the DOT on Lafayette Road. She asked about the trees in the area and expressed concern regarding the Right of Way.

Elizabeth Bratter provided information on the NEIOD and a comparison of a Conditional Use Permit in Character District 4, Character District 5, and Character District 4W. She spoke to serious issues coming onto Route 4 and heading south at the new circle. She stated trying to get to Spur Road is difficult. She said people think that they do not need to slow down once you get to the middle, and she stated you cannot cross the roadway.

## **X. PUBLIC HEARINGS AND VOTE ON ORDINANCES AND/OR RESOLUTIONS**

### **Public Hearing and Second Reading of Ordinance:**

- A. PUBLIC HEARING AND SECOND 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

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**
- **ADDITIONAL COUNCIL QUESTIONS AND DELIBERATIONS**

Mayor McEachern read the legal notice, declared the public hearing opened and called for speakers.

Peter Stith, Planning Manager, provided a brief presentation. He said that the Planning Board has been working on amendments for the last year. He stated that the City Council held first reading on April 7<sup>th</sup> and directed to change the definition of family for coliving. He spoke to the Character Districts and how this would affect them and the need for a Conditional Use Permit. He reviewed the number of residents allowed in such facilities. He further stated that the permit process would be managed through the City Clerk's office as the licensing authority.

Petra Huda said that coliving must be no more than two people. She said a manager on site should be required or things will get out of control. She spoke about parking requirements and said that people that cannot afford to live in the city will not pay to park in the parking garage. She questioned why the Health Officer is not part of the ordinance and urged the City Council not to put any more burdens on the City Clerk's office.

Elizabeth Bratter said that managers should be on site at these facilities. She expressed concern with the 30 days for a brief period. She said she wants to make sure these do not become Airbnb's. She spoke about parking issues in the Islington Creek Neighborhood and how this would impact them.

Esther Kennedy said there needs to be a Master Plan in place and asked why you are not making sure we can take care of the working person in the city. She spoke about living in New England and the hardships we face during winter months and how people will not use a bicycle to commute around the city, people need transportation and that means vehicles. She said only one person will benefit from this spot zoning and that is Mr. McNabb.

Tyler Garzo said he bikes year-round in the community. He stated that the city is focusing on a small number of the population that have the potential not to own a car. He said parking is priced too low and should be put under the Parking Director with an 85% occupancy target rather than the city commission. He did indicate that the (RPP) Residential Parking Program is an innovative idea.

Paige Trace said she looks at this as dorm living with common areas. She said that is not what the city is about. She spoke to the lack of a Master Plan. She said free residential parking has come and the time is now. Ms. Trace said you must give taxpayers potential to park in the city. She urged the Council to take a good hard look at this before moving forward.

With no further speakers, Mayor McEachern declared the public hearing closed.

Councilor Cook said before the last election we called for coliving in the downtown because we have a severe housing crisis. She spoke of a time in her life that she lived in a coliving situation. She said we are moving forward with the Master Planning Process and there is a lot of planning and guidance around zoning.

Councilor Blalock said he is excited to have this coming before the City Council. He said that we are trying to provide more affordable housing downtown. He stated he would love to provide more chances to live in the city. He said this is all about how you manage this, and he would like a manager on site for forty residents or more.

Councilor Bagley spoke in support of the ordinance. He said people do not come to the city for parking, people want to be downtown and walk around. He said that the going rate is \$100.00 for a parking pass per month. Councilor Bagley stated to look at the cost of rentals this provides innovative ways of housing for diverse types of living. He said coliving could be the solution for this.

**Councilor Moreau moved to pass second reading and hold third and final reading at May 19, 2025, City Council meeting. Seconded by Councilor Blalock.**

Councilor Moreau asked the City Attorney to confirm that this is not spot zoning. City Attorney Morrell said the Legal Department does not believe that this is spot zoning.

**Councilor Moreau moved to amend the ordinance by striking "to be allowed in the downtown" under 10.815.10 – Purpose and Eligibility. Seconded by Councilor Blalock and voted.**

Councilor Moreau said we need to create a management system. She said that this is an innovative way to allow diverse types of people. She stated that she feels that this will enhance the downtown.

Councilor Denton moved to amend 10.815.21 from shall not be rented for less than 30 days continuous occupancy to *“shall not be rented for less than 6 months continuous occupancy.”* Seconded by Councilor Bagley.

Discussion followed regarding time frames for renting.

Councilor Denton accepted the friendly amendment to amend the motion to *“shall not be rented for less than 3 months continuous occupancy.”* Councilor Bagley agreed as the second to the motion. On a roll call vote 2-6, motion failed to pass. Councilors Tabor and Denton voted in favor. Councilors Cook, Blalock, Bagley, Moreau, Lombardi, and Mayor McEachern voted opposed.

Main motion passed.

Councilor Blalock moved to suspend the rules to take up third and final reading. Seconded by Councilor Bagley and voted. Councilor Denton voted opposed.

Councilor Bagley moved to pass third and final reading. Seconded by Councilor Blalock and voted.

At 9:10 p.m., Mayor McEachern called a brief recess. Mayor McEachern called the meeting back to order at 9:15 p.m.

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

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

#### **1. Osprey Landing Gas Line Relocation**

City Manager Conard reported that all city departments have approved this.

Councilor Lombardi moved to grant the License to Unitil Gas for relocation of the existing natural gas line for Osprey Landing for the private parcel now owned by Chinburg Development, LLC into the Right of Way for Portsmouth Boulevard. Seconded by Councilor Bagley and voted. Councilor Denton abstained from voting on this matter.

#### **2. Second Extension of Temporary Construction License for 2 Congress Street, the North Church of Portsmouth**

City Manager Conard said this second extension would run through June 16<sup>th</sup>.

Councilor Tabor moved that the City Manager be authorized to execute and accept a Second License Extension to encumber the sidewalk area along 2 Congress Street that abuts the North Church as requested. Seconded by Councilor Moreau.

Councilor Moreau moved that this license be limited to June 13<sup>th</sup>. Seconded by Councilor Blalock and voted.



**Councilor Blalock moved to waive the licensing fees. Seconded by Councilor Bagley and voted.**

**Main motion passed as amended.**

3. Report Back on Hanover/Hill Street Zoning

**Councilor Moreau moved to suspend the rules to bring forward Item XV. C.1. – Neighborhood Zoning Changes. Seconded by Councilor Tabor and voted.**

Councilor Moreau said that the Planning Board made progress, and she feels we cannot put off making these changes when they have been looked at for over 5 years. She said the difference is dwelling units per lot. She said it will help to look at what it will become when it has been built.

**Councilor Moreau moved to schedule first reading at the May 19, 2025, City Council meeting for the proposed changes regarding Zoning Map, Building Height Map, and aligning both the North End Incentive Overlay District and the Downtown Overlay District. Seconded by Councilor Blalock.**

Councilor Bagley said the neighborhood was made many promises that were not fulfilled because of the pandemic. He said due to the history of the project we should move forward.

Councilor Blalock said he supports them and thanked the Planning Board, but we should not kick the can down the road.

Councilor Cook asked if this changes the zoning overlay district and does it include changes to Sheafe Street and Court Street. Councilor Moreau said no because she feels that should be part of the Master Plan.

Councilor Denton asked would this impact plans currently before the Planning Board. Councilor Moreau said that the 361 location is vested.

Mayor McEachern said the Planning Board vested in the last meeting and had no impact on that. He said that this was an oversight, and we should start where we expected it to start from.

**Motion passed.**

## **XII. CONSENT AGENDA**

- A. Request from Bradley Chartier of Heritage Home Service to install a Projecting Sign at 28 Deer 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 no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation, or removal of the projecting sign, for any reason shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

- B. Letter from Michael Hudson, St. John's Lodge, requesting permission to hold the annual St. John's Sunday Parade on Sunday, June 22, 2025 ***(Anticipated action – move to refer to the City Manager with Authority to Act)***

**Councilor Blalock moved to adopt the Consent Agenda. Seconded by Councilor Tabor and voted.**

### **XIII. PRESENTATIONS AND WRITTEN COMMUNICATIONS**

- A. Community Resource Network (CRN) Website Introduction and Presentation – Susan Turner & Kim McNamara

Health Officer McNamara spoke to the Community Resource Network. She spoke about the number of services contained in the network and introduced Susan Turner as the creator of the network.

Susan Turner spoke regarding the beginning of the program being on index cards that were used to help the most vulnerable people in our community. She provided a demonstration of the site and announced that it has been online for one month. She said an important feature of the program is that people can make updates to the site for their services.

City Manager Conard said that this was an early need that came forward and was addressed

Mayor McEachern thanked Susan for all her work and showing the product to the Council and its working abilities.

- C. Email Correspondence

**Councilor Bagley moved to accept and place on file. Seconded by Councilor Denton and voted.**

### **XIV. MAYOR McEACHERN**

1. Appointments to be Voted:
- Appointment of Heather Loney to the Arts & Cultural Commission
  - Appointment of Cassandra Lund to the Arts & Cultural Commission
  - Reappointment of Peter Splaine to the Cemetery Committee

- Appointment of Oliver Chag as an Alternate to the Conservation Commission
- Reappointment of Scott Chaudoin to the Recreation Board
- Reappointment of Kory Sirmaian to the Recreation Board
- Appointment of Ian Hanley to the Trees & Public Greenery Committee
- Reappointment of Jeffrey Mattson to the Zoning Board of Adjustment

**Councilor Cook moved to appoint/reappoint the applicants listed above to the various Committees, Commissions, and Boards as indicated. Seconded by Councilor Lombardi and voted.**

2. Resignation of Susan Sterry from the Historic Cemetery Committee and African Burying Ground Blue Ribbon Committee

**Councilor Tabor moved to accept with regret the resignation of Susan Sterry from the Historic Cemetery Committee and African Burying Ground Blue Ribbon Committee with a letter of thanks for her service. Seconded by Councilor Moreau and voted.**

## **XV. CITY COUNCIL MEMBERS**

### **A. COUNCILOR DENTON**

1. Electric Vehicle Charging Stations

**Councilor Denton moved for a report back on the development of an electrification plan under BI-20-PW-46: Level 2 (120/208 Volt Single Phase) & Level 3 (480 Volt Three Phase) Electric Vehicle (EV) Charging Stations). Seconded by Councilor Bagley.**

Councilor Denton said the plan was to add level 2 and level 3 electric vehicle charging stations.

Councilor Cook said it is vital to have electric vehicles in the city and whether we are prepared to meet the needs.

**Motion passed.**

### **B. COUNCILOR BLALOCK**

1. Portsmouth Recreation Department Impact Fees: Non-Profit Organizations

Councilor Blalock said that these proposed fees were voted upon by the Recreation Board.

Recreation Director Henley explained that all non-profit organizations are not charged for the use of the fields and lights. He reported as we start seeing more organizations that are made up of non-residents, we feel that the non-resident fee should be reinstituted. He said that the non-resident fee has not been in place since 2020. He spoke to the process that would be followed for receiving funds for the use of the fields and lights.

Councilor Bagley said he understands the reason, but he is concerned that the benefit might not fit the need here and could result in the loss of organizations.

Councilor Blalock said if an organization does not have the means to pay for using the fields and lights Recreation Director Henley could waive the fee.

Discussion followed on the process to be followed when charging for the use of fields and lights and that they would not charge for use of rooms at the facilities.

**Councilor Blalock moved to approve as presented. Seconded by Councilor Denton.**

**Councilor Cook moved to refer this to the Fee Study Committee for review and report back to the City Council. Seconded by Councilor Moreau.**

Councilor Cook said because we will be collecting fees it would be helpful to have a report back to the City Council on what we expect to charge and how much the city would receive in revenue.

Councilor Moreau said if information exists, we will postpone this to get information on what the fees were built upon and that it would be more helpful than having a meeting.

Councilor Blalock said he would like the City Council to learn more about the Recreation Board.

Mayor McEachern said that he does not support sending this to the Fee Study Committee and it would be better suited with the Recreation Board.

Councilor Bagley asked when the fees would take effect. Recreation Director Henley said right away, for the start of Spring season.

Mayor McEachern said he would like to know what a person would be expected to pay. He said he is concerned with increasing the fees.

Councilor Cook withdrew her motion and Councilor Moreau her second to the motion.

**On a roll call vote 4-4, motion to approve as presented failed to pass. Councilors Tabor, Cook, Denton and Blalock voted in favor. Councilors Bagley, Moreau, Lombardi, and Mayor McEachern voted opposed.**

## **XVI. APPROVAL OF GRANTS/DONATIONS**

### **A. Donations in Memory of Skatepark Committee Member Chris Rice**

**Councilor Blalock moved to authorize the City Manager to accept donations in any amount in memory of Chris Rice for use in sponsoring in-need families to participate in skateboarding programs through the Recreation Department. Seconded by Councilor Cook and voted.**

**Councilor Moreau moved to suspend the rules to continue the meeting beyond 10:30 p.m. Seconded by Councilor Cook and voted. Councilor Bagley voted opposed.**

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

### **1. FY26 Budget**

City Manager Conard announced that the FY26 Budget has been released, and the budget schedule of meetings are depicted in the agenda packet. She stated that public comments will be heard at each meeting. She further stated that the budget put forth is a responsible and comprehensive budget that level funds services.

### **2. Report Back on Steps that New Businesses Can Take to Open and Potential Options to Streamline Process**

City Manager Conard reported that interim steps have been taken. She has met with the Health, Planning and Sustainability, Economic and Community Development, and Inspection Departments to review how the city has evolved over time advising many for the good of the community. She spoke to the exemplary webpage of the Health Department which hosts a Restaurant Construction Guide that we want to give more notoriety to and share with the public. She stated a coming attraction will be to create a landing page on our main website to make it easier for the public and businesses to know how to better navigate. She stated that the Health, Fire, and Inspection Departments hold meetings on site with businesses regarding permitting and this is free of charge. In addition, the city will be looking for ways to enhance communication with the public.

### **3. Cellular Service Survey**

City Manager Conard said the Deputy City Manager/Regulatory Counsel Woodland has been supporting the City's Cable and Broadband Internet Commission on putting out an on-line survey regarding residents' experiences with cellular service in our community. She said that the survey will assist the city in knowing how cellular services can better serve the city.

**XVIII. MISCELLANEOUS BUSINESS INCLUDING BUSINESS REMAINING UNFINISHED AT  
PREVIOUS MEETING**

**XIX. ADJOURNMENT**

At 10:35 p.m., Councilor Moreau moved to adjourn the meeting. Seconded by Councilor Bagley and voted.

A handwritten signature in black ink that reads "Kelli L. Barnaby". The signature is written in a cursive, flowing style.

KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

**CITY OF PORTSMOUTH, NH**  
**Public Art Review Committee**

May 23, 2025

**Memorandum**

To: Honorable Mayor and City Council

From: Public Art Review Committee (PARC)

Subject: Recommendation for Location of Proposed Sculpture from Friends of the South End (FOSE)

PARC reviewed a proposed donation and location of an original sculpture designed to commemorate the twenty-year history of the annual Fairy House celebrations that occur in the Fall. PARC originally reviewed a request during its regular meetings on July 31, 2024 and August 7, 2024 and then again on May 21, 2025.

**PARC agrees with the recommendation of the FOSE/Fairy House tour representatives that a location in Prescott Park near the Player's Ring building addresses location challenges that PARC raised** (see attached description and visuals).

**Description.** FOSE engaged a New Hampshire chainsaw artist, Alex Bieniecki, to carve a sculpture from white oak with motifs associated with the Fairy House tour, e.g., a fairy house, a fairy, woodland creatures, flora. The sculpture is 46" high and 16" in diameter at the base, carved in the round, and intended to be anchored on a granite block approximately 6" high.



**Review.** PARC noted these particular items in its review:

- **The proposed artwork's subject matter makes a unique contribution to the City's current works of art.** PARC lauds the idea of an artwork designed to interest children. We think the content will evoke emotional connections for children and their parents to the family fun of creating and locating fairy houses. We recognize the suitability of the chainsaw



art form and natural material chosen given the subject matter. Chainsaw art began in the USA in the 1950s and is now recognized worldwide as a fast-growing art form associated with older forms of woodcarving.

- **The artist is well-qualified.** FOSE selected the artist. He has been working with chainsaw carving for a decade and has completed many commissions (with repeat clients), including a number that are available for public viewing and are located outdoors. Bieniecki is able to achieve finely detailed carvings; as an artist who works on commissions, he is able to create work in many different styles, specializing in human subject matter.
- **Given the natural material, the artwork will be subject to weathering conditions and will have a “life.”** The artist has experience with his carvings withstanding weather conditions for at least 10 years when fully sealed with a varnish that resists mold. The particular work would need to be properly installed to allow water to drain under the sculpture. The artist indicated he would be available for any small touch ups as needed, including filling in small areas that may show checking.
- **The sculpture’s location needs to accommodate safety considerations and limit potential damage to the artwork.** PARC recognizes that children will be attracted to climb on the sculpture and parents will be tempted to photograph their children on the top of the carving. PARC recognizes that there is no way to prevent these behaviors, but we think an appropriate location can any potential safety concerns and damage. The artist adjusted the design to address concerns by, for example, using bas-relief techniques on the base and eliminating “footholds” on the lower portion of the sculpture.

**Proposed Location.** PARC worked with the FOSE/Fairy House representatives to discuss potential locations. We mutually agreed that the best of the numerous locations considered is in the Prescott Park garden near the corner closest to Marcy Street and the north side of the Player’s Ring in the focal corner. In that location, mature plantings in the corner would provide some protection and the sculpture would be accessible to the many visitors to the gardens. Details of the “human sized” sculpture would be visible but in any area that does not invite play and which is removed from the busy activities of the park. Another plus is that the location is nearby where the annual Fairy House festivities occur.





**Installation details.** FOSE will work with the Department of Public Works on installation which requires that a granite post to be sunk about 4' into the ground with concrete, then a raised granite cap placed on top. The wooden sculpture will be placed on top with spacers in between to prevent the wicking of moisture into the piece. In addition, a separate bronze sign on a metal post will include information about FOSE, the artist, date and sponsor (manufacturer is American Cast Bronze Plaques). The sign will also be on a metal post sunk into the ground with concrete.

The cost estimate for professional installation (including materials) is approximately \$2,300 plus another \$500 for signage. FOSE will plan to cover the costs but would appreciate support for any portion of the installation cost that might be possible from the City.

Requested coordination with DPW would include clearing space within the existing plant bed, helping to minimize plan disruption, and digging the 4' hole to ensure level installation.

FOSE requests that installation be scheduled prior to September 1, 2025.

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL APPROVAL OF FEE SCHEDULE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2026**

**RESOLUTION # 7-2025      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, 2025.

**APPROVED BY:**

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

**ADOPTED BY THE CITY COUNCIL:**

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

# CITY OF PORTSMOUTH PROPOSED SCHEDULE OF FEES FISCAL YEAR 2026



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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.

The following are the FY 2026 Departments with recommended fee changes:

Department	Page
Planning & Sustainability	13, 15
Public Works	31, 32, 33
Recreation	35, 36, 38
Health	41
Parking/Transportation	43, 44, 45
Water/Sewer	47, 48, 49, 51
Prescott Park	60

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

**GENERAL FUND**

FY 2025 Budget	\$144,861,347
Fees as a percentage of total General Fund Revenues:	<b>2%</b>

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

FY 25 General Fund	
Department	Budgeted Revenues From Fees
City Clerk	\$33,000
Planning	\$180,000
Inspection	\$1,500,000
Police	\$30,000
Fire	\$105,000
Public Works	\$171,600
Recreation	\$345,000
Health	\$100,000
<hr/>	
Total Local Fees, Licenses and Permits	
<b>Portion of GF</b>	<b>\$2,464,600</b>

**City of Portsmouth  
Fee Schedule  
Finance Department**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
* (Indicates change from current fee)				
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
If electronic record - Per City Council Policy				
City Council Policy #2024-02	FY 25	N/A	\$1.00	Per record \$1.00
(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
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 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
* (Indicates change from current fee)					
<b><u>Chapter 6: Article I Section 109C</u></b>					
Licenses-Gen. Provisions-					
Duties of licensee					
Change Location of Licensed Business	Pre FY 02	\$1.00	\$1.00	Per occurrence	\$1.00
<b><u>Chapter 6: Article I Section 110B</u></b>					
Licenses-Gen. Provisions-Transfer					
of license					
Transfer of License	Pre FY 02	\$10.00	\$10.00	Per occurrence	\$10.00
<b><u>Chapter 6: Article II Section 201</u></b>					
Billiards and Bowling					
License	FY 14	\$25.00	\$25.00	Per year, per table or lane	\$25.00
<b><u>Chapter 6: Article III Section 302</u></b>					
Model Slot Car Racing					
License	Pre FY 02	\$25.00	\$25.00	Per year	\$25.00
<b><u>Chapter 6: Article IV Section 403C</u></b>					
Coin Operated Amusement Devices					
License	FY 03	\$75.00	\$75.00	For each of the first 30 machines, per year	\$75.00
	FY 03	\$10.00	\$10.00	For each machine over 30, per year	\$10.00



**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
* (Indicates change from current fee)					
<u>Chapter 6: Article V Section 502</u>					
Boxing and Wrestling					
License	Pre FY 02	\$10.00	\$10.00	Each day	\$10.00
<u>Chapter 6: Article VI Section 602</u>					
Dancing					
License	Pre FY 02	\$10.00	\$10.00	Per dance	\$10.00
<u>Chapter 6: Article IX Section 901C12</u>					
Circus License					
Amusement Devices	Pre FY 02	\$30.00	\$30.00	Per day	\$30.00
Carnivals (For Operation)	Pre FY 02	\$125.00	\$125.00	Per day	\$125.00
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	Per day	\$30.00
Circus (For Operation)	Pre FY 02	\$125.00	\$125.00	Per day	\$125.00
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	Per day	\$30.00
Fairs (For Operation)	Pre FY 02	\$10.00	\$10.00	Per day	\$10.00
Including Each Amusement Device	Pre FY 02	\$5.00	\$5.00	Per day	\$5.00
Temporary Structures	Pre FY 02	\$10.00	\$10.00	Per day	\$10.00

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
* (Indicates change from current fee)					
<u>Chapter 6: Article IX Section 902</u>					
Circus License					
Total fee for Circus license shall not be less than	Pre FY 02	\$75.00	\$75.00	Per day	\$75.00
<u>Chapter 6: Article X Section 1003</u>					
Theatricals, Parades, Open Air Meetings					
License	Pre FY 02	\$300.00	\$300.00	Not to exceed per day	\$300.00
License to exhibit in any hall	Pre FY 02	\$50.00	\$50.00	Not to exceed per day	\$50.00
<u>Chapter 6: Article XIII Section 1315</u>					
Hawkers and Peddlers					
License	Pre FY 02	\$250.00	\$250.00	Per year	\$250.00
<u>Chapter 6: Article XIV Section 1402</u>					
Pawn Brokers					
License	FY 14	\$50.00	\$50.00	Per year	\$50.00

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
* (Indicates change from current fee)					
<u>Chapter 6: Article XV Section 1502</u>					
Roller Skating Rinks					
License	Pre FY 02	\$50.00	\$50.00	Per year	\$50.00
<u>Chapter 6: Article XVI Section 1608</u>					
Magazine Subscription Solicitors					
License	FY 06	\$50.00	\$50.00	Per year	\$50.00
<u>Chapter 9: Article V Section 504 C</u>					
Sidewalk Obstructions					
If open to the public no fee will be charged per City Council vote 03/03/25					
Restaurant tables and benches	FY 18	\$75.00	\$75.00	Each obstruction	\$75.00
<u>Chapter 9: Article V Section 504 C</u>					
Sidewalk Obstructions					
If open to the public no fee will be charged per City Council vote 03/03/25					
Restaurant Chairs	FY 18	\$10.00	\$10.00	Each restaurant chair	\$10.00
<u>Chapter 9: Article V Section 504 C</u>					
Sidewalk Obstructions					
A-frame signs, mannequins, racks, etc.	FY18	\$75.00	\$75.00	Each obstruction	\$75.00

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
* (Indicates change from current fee)					
<b><u>Chapter 6: Article XVII Section 6.1703</u></b>					
(Ordinance adopted at the February 20, 2024 City Council Meeting)					
Outdoor Dining Encumbrance Permit	FY 24	\$5.00	\$5.00	Per sq. ft. - 6 month season - no proration	\$5.00
	FY 24	\$750.00	\$750.00	Minimum fee	\$750.00
Ward checklist	FY 18	\$75.00	\$75.00	Per set	\$75.00
Ward checklist for individual wards	FY 18	\$25.00	\$25.00		\$25.00
Event permit (fairs, parades etc. not governed by ordinance)	FY 18	\$50.00	\$50.00		\$50.00
Voter certification	FY 05	\$5.00	\$5.00		\$5.00
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 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Other Fees</b>	<b>\$15,968</b>	<b>\$16,760</b>	<b>\$14,045</b>	<b>\$13,382</b>	<b>\$13,000</b>
<b>Other Licenses</b>	<b>\$5,305</b>	<b>\$13,755</b>	<b>\$15,840</b>	<b>\$17,550</b>	<b>\$20,000</b>
<b>Total City Clerk Revenue from Fees</b>	<b>\$21,273</b>	<b>\$30,515</b>	<b>\$29,885</b>	<b>\$30,932</b>	<b>\$33,000</b>

License	FY 22 Issued	FY 23 Issued	FY 24 Issued	FY 22 Revenue	FY 23 Revenue	FY 24 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	5	18	56	\$1,175	\$1,450	\$1,400
Model Slot Car Racing	0	0	0	\$0	\$0	\$0
Coin Operated Amusement Devices	7	45	92	\$3,650	\$5,740	\$5,665
Boxing and Wrestling	0	0	0	\$0	\$0	\$0
Dancing	0	0	0	\$0	\$0	\$0
Circus						
Amusement Devices	0	0	N/A	\$0	\$0	N/A
Carnivals (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	N/A	\$0	\$0	N/A
Fairs (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	N/A	\$0	\$0	N/A
Temporary Structures	0	0	0	\$0	\$0	\$0
Theatricals, Parades, open Air Meetings	0	0	0	\$0	\$0	\$0
Hawkers and Peddlers	4	2	3	\$1,000	\$500	\$750
Pawn Brokers	2	3	2	\$100	\$0	\$100
Roller Skating Rinks	0	0	0	\$0	\$0	\$0
Magazine Subscription Solicitors	0	0	0	\$0	\$0	\$0
Sidewalk Obstructions				\$0	\$7,985	\$5,030
Obstruction (including Restaurant Table)	26	40	49	\$1,950	\$0	\$3,675
<b>Other</b>						
Notarization	244	223	209	\$1,220	\$1,115	\$1,045
Tag day, permits	4	6		\$80	\$120	\$160
Ward checklist	0	0		\$0	\$1,819	\$2,249
Ward checklist for individual wards	0	0		\$0	\$0	\$0
Event permit	29	23	36	\$1,450	\$1,150	\$1,800
Voter certification	7	7	13	\$35	\$35	\$65
Articles of agreement filing	1	2	2	\$5	\$10	\$10
Restricted Property Listing	0	0	0	\$0	\$0	\$0

**City of Portsmouth  
Fee Schedule  
Planning & Sustainability Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>PLANNING BOARD</b>				
<u>Recording</u>				
Mylar Recording	FY 24	\$150.00	\$150.00	\$150.00
Deed Recording	FY 24	\$100.00	\$100.00	\$100.00
Preapplication review (site plan or subdivision)				
Preliminary conceptual consultation	FY 18	\$200.00	\$200.00	\$200.00
Design Review	FY 18	\$500.00	\$500.00	\$500.00
<u>SUBDIVISIONS</u>				
Subdivision application (residential)	FY 24	\$600.00	\$600.00	\$600.00
Plus Per Lot	FY 25	\$200.00	\$250.00	\$250.00
Subdivision application (non-residential)	FY 24	\$800.00	\$800.00	\$800.00
Plus Per Lot	FY 25	\$300.00	\$350.00	\$350.00
Subdivision Amendment				
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
Lot Line Revision Amendment				
Administrative Approval	FY 24	\$200.00	\$200.00	\$200.00
TAC or Planning Board Approval	FY 24	\$250.00	\$250.00	\$250.00

**City of Portsmouth  
Fee Schedule  
Planning & Sustainability Department**

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

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b><u>MISCELLANEOUS</u></b>				
Voluntary Lot Consolidation (Merger) - no subdivision	FY 10	\$175.00	\$175.00	\$175.00
Conditional Use Permit (wetland) Area of disturbance in wetland or wetland buffer:				
-up to 250 sq ft	FY 25	\$100.00	\$150.00	\$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
Conditional Use Permit (non-wetland) (e.g. Accessory Dwelling Units, Flexible Development, Drive-Through Facilities)	FY 24	\$500.00	\$500.00	\$500.00
Administrative approval of accessory dwelling unit (non-wetland)	FY 26	N/A	N/A	* \$150.00
<b>PLANNING-BOARD OF ADJUSTMENT</b>				
Residential application 1-2 dwelling units	FY 24	\$200.00	\$200.00	\$200.00
3-4 dwelling units	FY 24	\$300.00	\$300.00	\$300.00
5-and over	FY 24	\$350.00	\$350.00	\$350.00
For each unit over 4	FY 25	\$50.00	\$150.00	\$150.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Residential application-accessory structure under 500 sq ft.	FY 25	\$50.00	\$100.00	\$100.00
Residential application-accessory structure over 500 sq ft.	FY 26	N/A	N/A	* \$150.00

**City of Portsmouth  
Fee Schedule  
Planning & Sustainability Department**

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

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>Non-residential applications</b>	<b>FY 24</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
<b>Total application fee shall not exceed (cap)</b>	<b>FY 25</b>	<b>\$3,000.00</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
 <b>Sign variance</b>	 <b>FY 25</b>	 <b>\$200.00</b>	 <b>\$300.00</b>	 <b>\$300.00</b>
<b>Appeal of administrative decision</b>	<b>FY 25</b>	<b>\$50.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>Re-Hearing</b>	<b>FY 25</b>	<b>N/A</b>	<b>\$200.00</b>	<b>\$200.00</b>
 <b>PLANNING-SITE PLAN REVIEW</b>				
<b>All developments</b>	<b>FY 24</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>\$600.00</b>
In Addition:				
Per \$1,000 of site costs	Pre FY 02	\$5.00	\$5.00	Per \$1,000 of site costs \$5.00
And per 1,000 square feet of site development area	FY 15	\$10.00	\$10.00	And per 1,000 sq. ft. of site development area \$10.00
<b>Total application fee shall not exceed (cap)</b>	<b>FY 24</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>
 <b>Site plan amendment</b>				
Administrative approval	FY 24	\$400.00	\$400.00	\$400.00
Administrative approval after work has been done	FY 25	\$500.00	\$600.00	\$600.00
TAC or Planning Board approval	FY 17	\$800.00	\$800.00	\$800.00



**City of Portsmouth  
Fee Schedule  
Planning & Sustainability Department**

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

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>PLANNING-HISTORIC DISTRICT</b>					
<b>Residential applications</b>					
Work Session (prior to application for approval)	FY 25	\$200.00	\$250.00	Per work session	\$250.00
Residential applications 1 dwelling unit	FY 25	\$100.00	\$150.00		\$150.00
2 dwelling units	FY 25	\$100.00	\$150.00		\$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
Total application fee shall not exceed (cap)	FY 25	\$5,000.00	\$5,000.00		\$5,000.00
<b>Accessory structure, mechanical equipment or replacement of doors/windows only</b>	FY 25	\$100.00	\$150.00		\$150.00
<b>Non-residential applications</b>	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 25	\$5,000.00	\$5,500.00		\$5,500.00
<b>Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only</b>	FY 25	\$100.00	\$150.00		\$150.00
<b>Amendment to Certificate of Approval</b>					
Administrative approval	FY 25	\$100.00	\$150.00		\$150.00
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
Abutter notification (flat fee per notification)	FY 26	N/A	N/A	*	\$10.00
HDC (historic district commission) sign review	FY 15	\$100.00	\$100.00		\$100.00

During FY25 the Council approved a recommendation by the Housing committee to establish a Payment in Lieu schedule as required in the Gateway Neighborhood Overlay District ordinance. The schedule will be reviewed every two years by the Fee Schedule Study Committee or City Council. Proceeds paid will go to the City's Housing Trust Fund for the purpose of creating and preserving below market rate housing in Portsmouth.

**PLANNING & SUSTAINABILITY DEPARTMENT**  
**Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Planning Board</b>	<b>\$162,856</b>	<b>\$159,288</b>	<b>\$153,176</b>	<b>\$107,395</b>	<b>\$100,000</b>
<b>Board of Adjustments</b>	<b>\$24,705</b>	<b>\$47,412</b>	<b>\$35,500</b>	<b>\$41,101</b>	<b>\$45,000</b>
<b>Site Review</b>	<b>\$9,290</b>	<b>\$5,741</b>	<b>\$16,052</b>	<b>\$27,142</b>	<b>\$35,000</b>
<b>Total Planning Department</b>	<b>\$196,851</b>	<b>\$212,441</b>	<b>\$204,727</b>	<b>\$175,637</b>	<b>\$180,000</b>

The Planning AND Sustainability Department reported the following application numbers:

	FY 21	FY 22	FY 23	FY 24
Site Plan Review	18	13	14	22
Subdivision/Lot Line revisions	12	13	10	12
Wetland Conditional Use	28	17	18	21
Non-Wetland Conditional Use	18	13	16	15
HDC	227	159	172	186
Preliminary Conceptual Consultation	11	9	2	5
Design Review	2	4	0	5
Board of Adjustment	123	88	95	91

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>		<u>Suggested FY 2026 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					
Initial	FY 11	\$50.00	\$50.00		\$50.00
<b>BUILDING PERMIT FEES (Pursuant to RSA 155-A, state building code):</b>					
Note: All Construction Permit Fees rounded up to the nearest \$5.00					
Minimum Fee-Residential	FY 24	\$75.00	\$75.00		\$75.00
Special Inspection Fee (Residential and Commercial)	FY 07	\$60.00	\$60.00	Per hour	\$60.00
Emergency Inspection Fee (Residential and Commercial)	FY 07	\$60.00	\$60.00	Per hour	\$60.00
Minimum Fee-Commercial	FY 24	\$150.00	\$150.00		\$150.00
Demolition Permits (Residential and Commercial)	FY 24	\$75.00	\$75.00	For structures up to 2,000 sq. ft. floor area	\$75.00
	FY 04	\$10.00	\$10.00	Per \$1,000 of demolition cost for structures over 2,000 sq. ft.	\$10.00
New Construction, Renovation/Remodel and Additions					
Residential Rates	FY 24	\$8.00	\$8.00	Per \$1,000 of renovation cost	\$8.00
Commercial Rates	FY 24	\$11.00	\$11.00	Per \$1,000 of renovation cost	\$11.00
Sign Permits-Minimum Fee	FY 04	\$50.00	\$50.00		\$50.00
Special Event Sign	FY 07	\$35.00	\$35.00	Per single event	\$35.00
Fee per sq. ft. of sign area (Permanent or Temporary)	FY 04	\$1.00	\$1.00		\$1.00
Reinspection Fee (Residential and Commercial)	FY 07	\$100.00	\$100.00	Per reinspection	\$100.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
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**Fee for Nonpermitted Work (Residential and Commercial)**

Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure without 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

<b>Fee for Certificate of Use and Occupancy</b>	<b>FY 07</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
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**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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**ELECTRICAL FEES:**

<b>Plan Review Fee (Residential and Commercial)</b>	<b>FY 24</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$75.00</b>
<b>Special Inspection Fee (Residential and Commercial)</b>	<b>FY 07</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$60.00</b>
<b>Emergency Inspection Fee (Residential and Commercial)</b>	<b>FY 07</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$60.00</b>
<b>Reinspection fees (Residential and Commercial)</b>	<b>FY 07</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>Minimum Residential Electric Permit Fee</b>	<b>FY 24</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$75.00</b>

**Residential-Service Equipment**

<b>Single Phase</b>	<b>FY 18</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>Single Phase</b>	<b>FY 18</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$75.00</b>
<b>Single Phase</b>	<b>FY 18</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$150.00</b>

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>Residential Lighting Fixtures, Power Utilization</b>				
Equipment & Outlets	FY 04	\$1.00	\$1.00	Each device \$1.00
<b>Residential Pad Mounted Generators:</b>				
12 KW or less	FY 12	\$75.00	\$75.00	\$75.00
13 KW to 20 KW	FY 12	\$125.00	\$125.00	\$125.00
21 KW and above	FY 12	\$175.00	\$175.00	\$175.00
Manual Gen. set transfer	FY 12	\$10.00	\$10.00	\$10.00
Automatic Gen. set transfer	FY 12	\$25.00	\$25.00	\$25.00
<b>Commercial Electrical</b>				
All fees shall be rounded up to the nearest				
\$5.00 with a minimum fee of \$100 (Commercial)	FY 24	\$100.00	\$100.00	\$100.00
<b>Commercial-Contract Cost Fee Method</b>				
First \$5000.00 of electrical construction cost from				
\$0.01 to \$5,000.00	FY 04	\$25.00	\$25.00	Rate per thousand dollars of contract cost \$25.00
Next \$5000.00 of electrical construction cost from				
\$5,000.01 to \$10,000.00	FY 04	\$20.00	\$20.00	Rate per thousand dollars of contract cost \$20.00
Next \$5000.00 of electrical construction cost from				
\$10,000.01 to \$15,000.00	FY 04	\$15.00	\$15.00	Rate per thousand dollars of contract cost \$15.00
Each \$1000.00 of electrical construction cost from				
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per thousand dollars of contract cost \$10.00
<b>Reinspection fees (residential and commercial)</b>				
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 <b>\$100.00</b> 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.				
	FY 07	\$100.00	\$100.00	\$100.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

Inspection Department	Fiscal Year	FY 2024	Suggested	Suggested
<u>Description</u>	<u>Last Adjusted</u>	<u>Schedule</u>	<u>FY 2025</u>	<u>FY 2026</u>
			<u>Schedule</u>	<u>Schedule</u>
<u>Chapter 14: Section 102A E</u>				
Housing Code				
Certificate of Occupancy	FY24	\$35.00	\$35.00	Per dwelling unit (good for 3 years)
	FY 24	\$100.00	\$100.00	Minimum fee

**PLUMBING/MECHANICAL PERMIT FEES:**

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

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>Commercial rate:</b>				
Required Plan Review Fee	FY 04	\$50.00	\$50.00	Plumbing
(Per contractor and for each revision of plans)	FY 04	\$50.00	\$50.00	Mechanical
Minimum Permit Fee:	FY 24	\$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
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
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
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
<b>Commercial Range &amp; Duct Extinguishing System:</b>				
Base Permit Fee (Per System):	FY 06	\$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	
Special Inspection Fee	FY 07	\$60.00	\$60.00	Per hour
Emergency Inspection Fee	FY 07	\$60.00	\$60.00	Per hour
Reinspection Fee	FY 07	\$100.00	\$100.00	

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

Description

Fiscal Year  
Last Adjusted

FY 2024  
Schedule

Suggested  
FY 2025  
Schedule

Suggested  
FY 2026  
Schedule

**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**

<u>FY 04</u>	<u>(1) 200%</u>	<u>(1) 200%</u>	<u>(1) 200%</u>
<u>FY 07</u>	<u>(2) \$300</u>	<u>(2) \$300</u>	<u>(2) \$300</u>
<u>FY 07</u>	<u>(3) \$300</u>	<u>(3) \$300</u>	<u>(3) \$300</u>
<u>FY 07</u>	<u>(4) \$300</u>	<u>(4) \$300</u>	<u>(4) \$300</u>

**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**.

<u>FY 04</u>	<u>(1) 200%</u>	<u>(1) 200%</u>	<u>(1) 200%</u>
<u>FY 07</u>	<u>(2) \$300</u>	<u>(2) \$300</u>	<u>(2) \$300</u>
<u>FY 07</u>	<u>(3) \$300</u>	<u>(3) \$300</u>	<u>(3) \$300</u>
<u>FY 07</u>	<u>(4) \$300</u>	<u>(4) \$300</u>	<u>(4) \$300</u>



**INSPECTION DEPARTMENT**  
**Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Total Inspection Department</b>	<b>\$1,773,397</b>	<b>\$1,270,718</b>	<b>\$1,428,857</b>	<b>\$2,557,207</b>	<b>\$1,500,000</b>

	FY 21	FY 22	FY 23	FY 24
<b>Permits</b>				
Residential	2027	2041	2045	2373
Commercial	1028	1055	1056	959
<b>Value</b>	<b>\$212,826,565</b>	<b>\$144,822,449</b>	<b>\$171,553,531</b>	<b>\$256,979,823</b>
<b>Inspections</b>	<b>6719</b>	<b>7087</b>	<b>11051</b>	<b>12654</b>

**City of Portsmouth  
Fee Schedule  
Police Department**

\* (Indicates change from current fee)

Police Department					Suggested
<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>FY 2026 Schedule</u>
<u>Chapter 5: Article VIII Section 802</u>					
Alarm Systems Service Charge					
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 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Police Alarms</b>	<b>\$33,555</b>	<b>\$37,025</b>	<b>\$40,375</b>	<b>\$25,725</b>	<b>\$30,000</b>

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

	FY 21	FY 22	FY 23	FY 24
0-3 Occurrences per calendar year	553	601	542	483
4th Occurrence per calendar year	61	79	61	60
5th Occurrence per calendar year	42	58	45	44
6th Occurrence per calendar year	30	39	33	29
7th Occurrence per calendar year	29	21	19	21
8th Occurrence per calendar year	18	15	18	14
9th Occurrence per calendar year	13	10	16	11
10th-15th Occurrences per calendar year	46	35	45	47
16th-20th Occurrences per calendar year	5	14	10	11
21th-25th Occurrences per calendar year	0	5	1	4
Each Occurrences 26 or over per calendar year	0	3	0	0
Total Calls	797	880	790	724

**City of Portsmouth  
Fee Schedule  
Fire Department**

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

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b><u>Chapter 5: Article IX Section F403.2</u></b>				
<b>Copy of incident report</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>
<b>Environmental Reports and Research</b>	<b>FY 06</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>

**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.

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

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 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>	<b>Every 3 years in conjunction with State licensing</b>	<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>	<b>Every three years</b>	<b>\$100.00</b>
<b>Per dwelling unit</b>	<b>FY 20</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Every three years</b>	<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>	<b>Annually</b>	<b>\$100.00</b>
<b>Per room</b>	<b>FY 20</b>	<b>\$2.50</b>	<b>\$2.50</b>	<b>Annually</b>	<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

<b>Rooming house</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Annually</b>	<b>\$100.00</b>
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**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
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**EDUCATIONAL**

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>	<b>Annually</b>	<b>\$100.00</b>
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**STATE REQUIRED DWELLING UNIT**

Residential Placements, Foster Care, Adoptions, Family Daycares

<b>State Required Dwelling Unit</b>	<b>FY 20</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>Every 3 years in conjunction with State licensing</b>	<b>\$30.00</b>
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**HEALTH FACILITIES**

Inspections required for the licensing of healthcare facilities by NH DHHS

<b>Health Facilities</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Inspections related to State licensing</b>	<b>\$100.00</b>
<b>Per bed</b>	<b>FY 20</b>	<b>\$2.50</b>	<b>\$2.50</b>		<b>\$2.50</b>

**RE-INSPECTION**

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>

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
Fire Sprinkler Systems	FY 20	\$50.00	\$50.00	Per application	\$50.00
	FY 20	\$0.05	\$0.05	Per sq. ft. of protected area	\$0.05
Fire Alarm Systems:	FY 20	\$50.00	\$50.00	Per application	\$50.00
	FY 20	\$0.05	\$0.05	Per sq. ft. of protected area	\$0.05
Hot Work Permit-1 day	FY 22	\$50.00	\$50.00		\$50.00
Hot Work Permit-per month	FY 23	\$100.00	\$100.00		\$100.00
Hot Work Permit-per year	FY 23	\$500.00	\$500.00		\$500.00
<b><u>Chapter 5: Article VIII Section 802</u></b>					
<b>Alarm Systems Service Charge</b>					
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00	Malicious	\$300.00
Fire-Unfounded Emergency calls	FY 20	No Charge	No Charge	0-3 occurrences per calendar year	No Charge
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	4th occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	5th occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	6th occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00	Each occurrences 7 or over per calendar year	\$300.00

**FIRE DEPARTMENT**  
**Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Fire Inspections</b>	<b>\$126,316</b>	<b>\$103,848</b>	<b>\$94,831</b>	<b>\$120,786</b>	<b>\$105,000</b>
<b>Total Fire Department</b>	<b>\$126,316</b>	<b>\$103,848</b>	<b>\$94,831</b>	<b>\$120,786</b>	<b>\$105,000</b>



**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
Memorial Bridge Lighting Request	FY 23	\$75.00	\$75.00	Application/permit fee	\$75.00
(Available to Non-Profits only)					
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 sq. ft. per day	\$0.05
(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 sq. ft. for 1st 30 days	* \$500.00
	FY 19	\$200.00	\$200.00	Each additional 30 day period	* \$250.00
Blasting Permit	FY 25	\$100.00	\$370.00		* \$400.00
New Driveway Permit	FY 25	\$50.00	\$75.00		\$75.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>Excavation Permit</b>	<b>FY 25</b>	<b>\$250.00</b>	<b>\$275.00</b>	<b>1st 100 sq. ft. * \$300.00</b>
	<b>FY 25</b>	<b>\$500.00</b>	<b>\$550.00</b>	<b>Expedited permit * \$600.00</b>
				<b>(within 3 business days)</b>
	<b>FY23</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>Refundable deposit \$500.00</b>
	<b>FY21</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>Each additional 100 sq. ft. \$150.00</b>
<b>Flagging Permit</b>	<b>FY 23</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$50.00</b>
	<b>FY 23</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>Expedited permit (within 3 business days) \$75.00</b>
<b>Cracksealing Fee</b>	<b>FY 25</b>	<b>\$300.00</b>	<b>\$390.00</b>	<b>Deposit amount * \$500.00</b>
<b>Roadway &amp; Utility Excavation Contractor Permit</b>				
Electric/Lighting/Signal				
Gas/Telephone/Cable				
Road/Sidewalk				
	<b>FY22</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Initial certification \$50.00</b>
	<b>FY22</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Annual fee: certification renewal \$25.00</b>
	<b>FY22</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Annual fee; additional certifications \$25.00</b>
	<b>FY22</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>Recertification following suspension \$500.00</b>
<b>Wood Barricade</b>	<b>FY 25</b>	<b>\$2.00</b>	<b>\$5.00</b>	<b>Each per event \$5.00</b>
<b>Metal Barricade</b>	<b>FY 25</b>	<b>\$100.00</b>	<b>\$10.00</b>	<b>Each per event \$10.00</b>
<b>Event Delivery/Pickup</b>	<b>FY 25</b>	<b>N/A</b>	<b>\$50.00</b>	<b>Per event \$50.00</b>

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
Recycle Bin	FY 23	\$10.00	\$10.00	*	\$15.00
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	\$25.00	Per 2 cubic yards	\$25.00
Clean Wood	FY 25	N/A	\$25.00	Per 4 cubic yards	\$25.00
Clean Wood	FY 25	N/A	\$15.00	Per 2 cubic yards	\$15.00
Bulky Waste Pick-Up	FY 25	\$5.00	\$10.00	Each event	\$10.00
Disposal of following whether pick-up or drop-off:					
Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)	FY 21	\$5.00	\$5.00	Each	\$5.00
Wood Furniture	FY 25	N/A	\$5.00	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	\$5.00	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 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 24</b>
<b>Excavation Permit</b>	<b>\$57,200</b>	<b>\$97,500</b>	<b>\$179,915</b>	<b>\$57,980</b>	<b>\$75,000</b>
<b>Flagging Permit</b>	<b>\$11,800</b>	<b>\$10,600</b>	<b>\$14,875</b>	<b>\$22,475</b>	<b>\$20,000</b>
<b>Solid Waste</b>	<b>\$85,162</b>	<b>\$89,188</b>	<b>\$76,322</b>	<b>\$82,664</b>	<b>\$76,000</b>
<b>Blasting Permit</b>	<b>\$400</b>	<b>\$100</b>	<b>\$300</b>	<b>\$200</b>	<b>\$100</b>
<b>New Driveway Permit</b>	<b>\$800</b>	<b>\$450</b>	<b>\$500</b>	<b>\$450</b>	<b>\$500</b>
<b>Total Public Works Department</b>	<b>\$154,162</b>	<b>\$197,288</b>	<b>\$271,911</b>	<b>\$163,769</b>	<b>\$171,600</b>

	FY 21	FY 22	FY 23	FY 24
Blasting Permits	2	2	4	1
New Driveway Permits	13	9	12	18
Excavation Permits	117	158	113	156
Excavation Permits (expedited)	48	24	47	63
Flagging Permits	177	208	142	115
Flagging Permits (expedited)	77	20	18	121

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>RECREATION-SPINNAKER PT.</b>				
Adult Resident	FY 23	\$220.00	\$220.00	Per year \$220.00
Adult Resident	N/A	N/A	N/A	Per month * \$20.00
Senior Citizen Resident	FY 23	\$110.00	\$110.00	Per year \$110.00
Senior Citizen Resident	N/A	N/A	N/A	Per month * \$11.00
Adult Non-Resident	FY 23	\$440.00	\$440.00	Per year \$440.00
Adult Non-Resident	N/A	N/A	N/A	Per month * \$38.00
Senior Citizen Non-Resident	FY 23	\$220.00	\$220.00	Per year \$220.00
Senior Citizen Non-Resident	N/A	N/A	N/A	Per month * \$20.00
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
New Member Processing Fee	N/A	N/A	N/A	Initial fee * \$25.00

**RECREATION-INDOOR POOL**

17 & Under, Resident	FY 11	\$3.00	\$3.00	Per session \$3.00
17 & Under, Non-Resident	FY 11	\$5.00	\$5.00	Per session \$5.00
17 & Under, Resident/Membership	FY 23	\$190.00	\$190.00	Per year \$190.00
17 & Under, Resident	N/A	N/A	N/A	Per month * \$17.00
17 & Under, Non-Resident/Membership	FY 23	\$254.00	\$254.00	Per year \$254.00
17 & Under, Non-Resident	N/A	N/A	N/A	Per month * \$23.00
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, Resident	N/A	N/A	N/A	Per month * \$28.00
18-59, Non-Resident/Membership	FY 23	\$572.00	\$572.00	Per year \$572.00

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
18-59, Non-Resident	N/A	N/A	N/A	Per month	* \$49.00
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, Resident	N/A	N/A	N/A	Per month	* \$23.00
Senior Citizen, Non-Resident/Membership	FY 23	\$318.00	\$318.00	Per year	\$318.00
Senior Citizen, Non-Resident	N/A	N/A	N/A	Per month	* \$28.00
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	\$1,018.00	\$1,018.00	Per year	\$1,018.00
Pool Rental	FY 23	\$192.00	\$192.00	Per hour	\$192.00
per staff	FY 09	\$40.00	\$40.00	Per hour	\$40.00
New Member Processing Fee	FY 19	\$25.00	\$25.00	Initial fee	\$25.00

**RECREATION-OUTDOOR POOL**

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
Military Discount: (City Council adopted 05/02/22)					
18 & Under	FY 22	\$0.00	\$0.00	Per day	\$0.00

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
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					
(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 25	\$60.00	\$65.00	Per usage	\$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

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

Recreation	Fiscal Year	FY 2024	Suggested		Suggested
<u>Description</u>	<u>Last Adjusted</u>	<u>Schedule</u>	<u>FY 2025</u>		<u>FY 2026</u>
			<u>Schedule</u>		<u>Schedule</u>
PIERCE ISLAND BOAT LAUNCH					
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
Kayak, non-motorized, (Non-Resident)	FY 14	\$10.00	\$10.00	Per launch	\$10.00
Kayak, non-motorized, (Non-Resident)	FY 23	\$100.00	\$100.00	Per season	\$100.00
Kayak rack rental, (Resident)	N/A	N/A	N/A	Per season	* \$200.00
Kayak rack rental, (Non-Resident)	N/A	N/A	N/A	Per season	* \$240.00
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
Military Discount: (City Council adopted 05/02/22)					
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 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Outdoor Pool</b>	\$1,276	\$14,300	\$41,779	\$44,067	\$40,000
<b>Spinnaker Point</b>	\$2,868	\$179,307	\$309,748	\$367,606	\$275,000
<b>Boat Ramp Fees</b>	\$17,338	\$19,397	\$26,267	\$25,434	\$20,000
<b>Rentals</b>	N/A	\$5,345	\$10,770	\$22,495	\$10,000
<b>Total General Fund Recreation Fee Revenue</b>	<b>\$21,482</b>	<b>\$213,004</b>	<b>\$388,564</b>	<b>\$459,602</b>	<b>\$345,000</b>
<b>Special Revenue Fund Fee Revenue</b>					
	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Indoor Pool</b>	(\$6,046)	\$251,031	\$362,895	\$359,522	\$367,000
<b>Total Recreation Revenue from Fees</b>	<b>\$15,436</b>	<b>\$464,035</b>	<b>\$751,459</b>	<b>\$819,123</b>	<b>\$712,000</b>

**City of Portsmouth  
Fee Schedule  
Health Department**

\* (Indicates change from current fee)

<u>Description</u>		<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 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)	FY 21	\$650.00	\$650.00	Annually*
A3	Restaurants (300-399 seating capacity)	FY 21	\$600.00	\$600.00	Annually*
A2	Restaurants (200-299 seating capacity)	FY 21	\$550.00	\$550.00	Annually*
A1	Restaurants (100-199 seating capacity)	FY 21	\$450.00	\$450.00	Annually*
B	Restaurants (76-99 seating capacity)	FY 21	\$350.00	\$350.00	Annually*
C	Restaurants (51-75 seating capacity)	FY 21	\$300.00	\$300.00	Annually*
D	Restaurants (26-50 seating capacity)	FY 21	\$275.00	\$275.00	Annually*
E	Restaurants (0-25 seating capacity)	FY 21	\$200.00	\$200.00	Annually*
E	Bakeries	FY 21	\$200.00	\$200.00	Annually*
E	Markets or stores with less than 2 food preparation areas selling prepared foods and including fish markets, seafood stores and fish processing facilities	FY21	\$200.00	\$200.00	Annually*
E	Catering only	FY 25	\$150.00	\$200.00	Annually*
F	Supermarkets, hospitals, hotels	FY21	\$650.00	\$650.00	Annually*
G	Bed and Breakfast Operations	FY21	\$125.00	\$125.00	Annually*
N	Nursing Home (Food Service)	FY21	\$100.00	\$100.00	Annually*
H	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	FY21	\$100.00	\$100.00	Annually*
M	Mobile Food Operations	FY 12	\$200.00	\$200.00	Annually*

**City of Portsmouth  
Fee Schedule  
Health Department**

\* (Indicates change from current fee)

	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 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)	\$125.00
		PRE FY 02	\$100.00	\$100.00 (Additional thereafter)	\$100.00
TT	Temporary Food Permit - sell/sample only (Portsmouth business with food service permit exempt) (Temporary food permit exemptions will also apply to human services and non profit businesses)			(Up to four (4) weeks before the day of the event)	
		FY 25	\$15.00	\$50.00	\$50.00
		FY 10	\$40.00	\$40.00 (Additional thereafter)	\$40.00
V	Limited Events (permit covers up to 4 events per year)	FY 25	\$150.00	\$200.00 Limit 1 permit per year	\$200.00
W	Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 07	\$140.00	\$140.00 Annually	\$140.00
	Winter Farmer's Market Permit (11/1/xx-4/30/xx)	N/A	N/A	N/A Annually	* \$140.00
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	\$200.00
	Plan Review - Food Service Plans	N/A	N/A	N/A Per plan	* \$50.00
	INSPECTION FEES:				
	Family Day Care & Foster Care	FY 16	\$10.00	\$10.00 Every 3 years	\$10.00
Z	Daycare with more than 100 children	FY 16	\$100.00	\$100.00 Every 3 years	\$100.00
	Customer Appreciation Events	FY 18	\$75.00	\$75.00	\$75.00
AB	Temporary Event Coordinator Application	FY 21	\$100.00	\$100.00 Per event	\$100.00

## HEALTH DEPARTMENT

### Revenues from fees

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Health Permits</b>	<b>\$58,030</b>	<b>\$94,960</b>	<b>\$120,615</b>	<b>\$109,605</b>	<b>\$100,000</b>

FY 24 Health Permits were as follows:

# of Permits	Fees Collected	
3	\$1,950.00	Restaurants (400 + seating capacity)
9	\$5,400.00	Restaurants (300-399 seating capacity)
20	\$11,000.00	Restaurants (200-299 seating capacity)
45	\$20,250.00	Restaurants (100-199 seating capacity)
17	\$5,950.00	Restaurants (76-99 seating capacity)
36	\$10,800.00	Restaurants (51-75 seating capacity)
24	\$6,600.00	Restaurants (26-50 seating capacity)
101	\$20,200.00	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
1	\$10.00	Foster Homes
8	\$800.00	Late Fees
1	\$200.00	Mobile Push Cart
11	\$1,100.00	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)
14	\$2,800.00	Mobile Food Operations
6	\$1,200.00	Temporary Food Permit
15	\$1,500.00	Temporary Event Coordinator Fee
23	\$2,875.00	Temporary Event Food Truck
9	\$135.00	Temporary Event Food Sampling
22	\$2,750.00	Temporary Event Vendor Fee
3	\$75.00	Limited Events (1 to 4 events per year)
17	\$2,380.00	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 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<p><b>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.</b></p>				
<b>Sign Permit-Private Parking Lot</b>	<b>FY 21</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Annually</b>
<b>Chapter 6: Article XIII Section 1307</b>				
<b>Vendor From Motor Vehicle</b>	<b>FY 24</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>Minimum bid</b>
<b>Permit April 15- November 15</b>				
<b>Valet Parking</b>				
<b>Valet Station- from High Occupancy Metered Parking Spaces</b>	<b>FY 25</b>	<b>\$30.00</b>	<b>\$50.00</b>	<b>Space per day</b>
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.				
<b>Valet - from Commercial Loading Zone</b>	<b>FY 23</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>Annually</b>
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.				
<b>Chapter 7: Article I Section 114A</b>				
<b>Construction Permit</b>				
<b>Temporary Metered Parking Space Permit</b>	<b>FY 18</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Downtown</b>
<b>Temporary Metered Parking Space Permit</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>Citywide</b>
<b>Chapter 7: Article III Section 321G</b>				
<b>Snow Emergency-Parking Ban</b>				
<b>Resident Snow Ban Rate for Parking in High Hanover</b>	<b>FY 25</b>	<b>\$5.00</b>	<b>\$10.00</b>	<b>Per snow ban event</b>
<b>Resident Snow Ban Rate for Parking in Foundry Place</b>	<b>FY 24</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Per snow ban event</b>

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

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b><u>Chapter 7: Article IV Section 402 C</u></b>				
<b>High Hanover Parking Garage</b>				
<b>Rates</b>	<b>FY 21</b>	<b>\$2.00</b>	<b>\$2.00</b>	<b>Hourly rate</b>
	<b>FY 21</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Resident-Sunday-maximum</b>
	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>Monthly 24 hr-resident pass</b>
	<b>FY 21</b>	<b>\$275.00</b>	<b>\$275.00</b>	<b>Monthly-24 hr-non-resident pass</b> *
	<b>FY 17</b>	<b>20 Hrs@ Hr rate</b>	<b>20 Hrs@ Hr rate</b>	<b>Lost ticket fee/max daily rate</b>
	<b>FY 16</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Garage pass deposit</b>
	<b>FY 08</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>Pass late fee</b> *
<b><u>Chapter 7: Article IV Section 402 L</u></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-non-resident pass</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> *

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

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Downtown Employee HOURLY Parking Program:</b>					
This program serves active individual employees of Downtown Portsmouth businesses. Each employee holds his/her own account with the parking garage, and renews pre-purchased hours as needed.					
	FY 21	\$3.00	\$3.00	Per use: maximum allowable days: 20 (10 hr pass)	\$3.00
<b>Electric Vehicle Charging</b>					
	FY 20	\$1.25	\$1.25	Hourly first 4 hours	* \$2.00
	FY 20	\$3.00	\$3.00	Hourly thereafter	* \$4.00
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><u>Chapter 7: Article IV Section 408</u></b>					
<b>Boat launch</b>					
Peirce Island Overnight Boat Launch Parking	FY 19	\$15.00	\$15.00	Nightly	\$15.00
<b><u>Chapter 7: Article VI Section 604</u></b>					
<b>Truck Loading/Unloading Zones</b>					
Commercial Loading Zone Permit	FY 22	\$250.00	\$250.00	Annually	\$250.00
<b><u>Chapter 7: Article IX Section 903</u></b>					
<b>Summons Administration Fee</b>					
Summons Administration Fee	FY 16	\$150.00	\$150.00		* \$300.00
<b><u>Chapter 7: Article X Section 1004F</u></b>					
<b>Towing</b>					
Immobilization Penalty	FY 15	\$150.00	\$150.00		* \$300.00
Residential Neighborhood Parking	N/A	N/A	N/A		TBD

**PARKING / TRANSPORTATION DIVISION**  
**Revenues from fees**

	Actual FY 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25
<b>Parking-Area Service Agreements</b>	\$371,002	\$48,900	\$32,209	\$42,520	\$52,000
<b>Foundry Place Parking Garage Hourly</b>	\$170,210	\$327,813	\$422,563	\$478,709	\$430,000
<b>Foundry Place Parking Garage Passes</b>	\$305,634	\$393,844	\$482,150	\$530,557	\$523,500
<b>Hanover Parking Garage Hourly</b>	\$1,805,836	\$2,549,787	\$2,357,141	\$1,993,811	\$2,350,000
<b>Hanover Parking Garage Passes</b>	\$1,308,949	\$1,304,841	\$1,239,062	\$1,088,839	\$1,168,800
<b>Hanover Parking Garage Passes Reinstatement</b>	\$990	\$1,241	\$660	\$285	\$750
<b>Foundry Place Parking Garage Passes Reinstatement</b>	\$1,395	\$1,775	\$1,150	\$1,470	\$750
<b>Immobilization Admin Fee</b>	\$5,250	\$5,614	\$5,700	\$11,475	\$6,000
<b>Total Parking/Transportation Fee Revenue</b>	<b>\$3,961,632</b>	<b>\$4,625,186</b>	<b>\$4,540,636</b>	<b>\$4,147,667</b>	<b>\$4,531,800</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 21	Actual FY 22	Actual FY 23	Actual FY 24
<b>Vendor From Motor Vehicle</b>				
Permits	0	0	0	0
Revenue	\$0	\$0	\$0	\$0
<b>Hanover Parking Garage Monthly Passes Issued</b>				
Resident	161	118	114	108
Non-Resident	286	282	275	259
Total	447	400	389	367
<b>Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)</b>				
Resident	96	122	127	136
Non-Resident	176	221	242	225
Total	272	343	369	361
<b>Peirce Island Overnight Parking</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>
Permits	0	1	1	0
Revenue	\$0	\$15	\$15	\$0
<b>Commercial Loading Zone permit</b>				
Permits	20	5	13	12
Revenue	\$2,000	\$1,250	\$3,250	\$3,000



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

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b><u>Chapter 11: Article II Section 204</u></b>				
<b>Private Sewage Disposal</b>				
<b>Inspection Fee</b>	<b>PRE FY 02</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b><u>Chapter 11: Article II Section 205</u></b>				
<b>Building Sewers and Connections</b>				
<b>Storm Water Connection Permit Fee (Dependent upon revision of ordinance)</b>				
<b>Stormwater Connection Fee</b>	<b>FY 25</b>	<b>N/A</b>	<b>\$400.00</b>	<b>New customer</b>
<b>Industrial Discharge Permit Fee, Including Permit Renewals</b>				
<b>Regulatory Compliance Sampling</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>* \$500.00</b>
<b>Class 1, Permit</b>	<b>FY 08</b>	<b>Consultant Based Fee</b>	<b>Consultant Based Fee</b>	<b>Consultant Based Fee</b>
<b>Class 2, Permit</b>	<b>FY 08</b>	<b>Consultant Based Fee</b>	<b>Consultant Based Fee</b>	<b>Consultant Based Fee</b>
<b>Class 3, Permit</b>	<b>FY 08</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>Per permit</b>
<b>Class 4, Permit</b>	<b>FY 08</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>Per permit</b>
<b>Class 5, Permit</b>	<b>FY 08</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>Per permit</b>
<b>Class 6, Permit</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>* \$500.00</b>
<b>Oil and Grease Trap Permit Fee</b>	<b>FY 15</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>New customer (inspection included)</b>
<b>Oil and Grease Trap Permit Renewal Fee</b>	<b>FY 15</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>Annual</b>
<b>Re-Inspection Fee</b>	<b>FY19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Per visit</b>
<b>Renewal Fee w/out Compliance or Documentation</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>* \$175.00</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 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
<b>WATER and SEWER FEES</b>				
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 * \$300.00

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

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 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	* \$300.00
	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 25	\$23.93	\$25.06	Monthly	\$25.06
5"	FY 25	\$43.73	\$46.04	Monthly	\$46.04
6"	FY 25	\$70.99	\$74.86	Monthly	\$74.86
8"	FY 25	\$152.65	\$161.45	Monthly	\$161.45
10"	FY 25	\$275.42	\$291.62	Monthly	\$291.62

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

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
12"	FY 25	\$445.77	\$472.31	Monthly
Hydrant Service Fee to Municipalities	FY 25	\$375.00	\$400.00	Annually (per hydrant) *
Roadway & Utility Excavation Contractor Permit	FY22	\$50.00	\$50.00	Initial certification
(Electric/Lighting/Signal/Gas/Telephone/Cable	FY22	\$25.00	\$25.00	Annual fee: certification renewal
Road/Sidewalk)	FY22	\$25.00	\$25.00	Annual fee; additional certifications
	FY22	\$500.00	\$500.00	Recertification following suspension
Backflow Test	FY 23	\$60.00	\$60.00	Per device each occurrence
Backflow Test (Repeat-within 15 days)	FY 20	n/c	n/c	No charge
Backflow Test (Repeat-beyond 15 days)	FY 20	\$75.00	\$75.00	Per occurrence
Backflow Permits and Inspection	FY 19	\$100.00	\$100.00	Per occurrence
Bacteria Test and Sampling	FY 17	\$75.00	\$75.00	Per occurrence
Sewer Surcharges-BOD Portsmouth	FY 15	\$0.20	\$0.20	Per LB
Pease	FY 15	\$0.20	\$0.20	Per LB
TSS Portsmouth	FY 15	\$0.17	\$0.17	Per LB
Pease	FY 15	\$0.17	\$0.17	Per LB
Dumping Fees per 1,000 gals	FY 25	\$75.00	\$100.00	Per 1,000 gallons
Recreation Vehicles *Non-Resident*	FY 17	\$30.00	\$30.00	Per visit
Sewer Connection Permits, as req'd ENV-WQ 703.07	FY 15	\$150.00	\$150.00	New customer
Sewer Connection Fees	FY 15	\$350.00	\$350.00	New customer

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

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 Schedule</u>
Equipment Rate (Water & Sewer) - Pick Up	FY 12	\$15.00	\$15.00	Per hour * \$25.00
Pump Truck	FY 20	\$150.00	\$150.00	Per hour * \$165.00
Backhoe	FY 23	\$60.00	\$60.00	Per hour \$60.00
Excavator	FY 16	\$75.00	\$75.00	Per hour * \$140.00
1-Ton Dump	FY 23	\$65.00	\$65.00	Per hour * \$35.00
6-Wheeler Dump	N/A	N/A	N/A	Per hour * \$75.00
10-Wheeler Dump	N/A	N/A	N/A	Per hour * \$95.00
Compressor	FY 17	\$20.00	\$20.00	Per hour * \$35.00
Tapping	FY 17	\$25.00	\$25.00	Per hour * \$35.00
Pump	FY 14	\$15.00	\$15.00	Per hour * \$25.00
Loader	FY 16	\$60.00	\$60.00	Per hour * \$80.00
Steamer	FY 14	\$15.00	\$15.00	Per hour * \$25.00
Vactor	FY 23	\$175.00	\$175.00	Per hour * \$225.00
TV Camera Vehicle	FY 17	\$150.00	\$150.00	Per hour * \$175.00
Mini Excavator	N/A	N/A	N/A	Per hour * \$75.00

**Water - Capacity Surcharge Fee  
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

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

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Sewer - Capacity Surcharge Fee</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
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 21	Actual FY 22	Actual FY 23	Actual FY 24	Budget FY 25	
<b>Hydrant Rentals to Municipalities</b>						
Permits	1040	1040	1038			
Revenue	\$312,000	\$338,000	\$363,300	\$399,750	\$426,400	Water Only
<b>Backflow Test</b>						
Permits	2057	1778	1846	2087	2088	
Revenue	\$102,850	\$97,790	\$110,770	\$125,221	\$125,000	Water Only
<b>Dumping Fees per 1,000 gals</b>						
M gallons	1.075	1636	2160	2497	3000	
Revenue	\$80,634	\$102,805	\$161,990	\$187,283	\$225,000	Sewer Only
<b>Water - Capacity Improvement Multiplier (CIM)</b>	\$65,950	\$153,870	\$149,237	\$97,512	\$140,000	
<b>Sewer - Capacity Improvement Multiplier (CIM)</b>	\$136,080	\$181,020	\$255,837	\$194,468	\$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 2024 Schedule</u>	<u>Suggested FY 2025 Schedule</u>	<u>FY 2026 Schedule</u>
<b>LIBRARY</b>				
<u>Interlibrary loan fee for out of state materials</u>	<u>FY 24</u>	<u>\$15.00</u>	<u>\$15.00</u>	<u>\$15.00</u>
<u>Non-Resident Library Card</u>	<u>FY 20</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Non-Resident Library Card-3 months</u>	<u>FY 24</u>	<u>\$35.00</u>	<u>\$35.00</u>	<u>\$35.00</u>
<u>Non-Resident Library Card-6 months</u>	<u>FY 20</u>	<u>\$55.00</u>	<u>\$55.00</u>	<u>\$55.00</u>
<u>Non-Resident Library Card-Senior Rate</u>	<u>FY 20</u>	<u>\$90.00</u>	<u>\$90.00</u>	<u>\$90.00</u>
<u>Non-Resident Library Card-Senior Rate-3 months</u>	<u>FY 24</u>	<u>\$30.00</u>	<u>\$30.00</u>	<u>\$30.00</u>
<u>Non-Resident Library Card-Senior Rate-6 months</u>	<u>FY 20</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>

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 21	Actual FY 22	Actual FY 23	Actual FY 24
<b>Library Cards</b>	<b>\$25,170</b>	<b>\$31,950</b>	<b>\$34,755</b>	<b>\$36,994</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 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 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**

**RESIDENT (May 1-Sep 30)**

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

**HOURLY RATE - WOODEN DOCKS**

**NON-RESIDENT (May 1-Sep 30)**

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

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>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	\$4.00	\$4.00	Per hour	\$4.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$5.00	\$5.00	Per hour	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$6.00	\$6.00	Per hour	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$9.00	\$9.00	Per hour	\$9.00
For craft over fifty (50) ft overall	FY 24	\$10.00	\$10.00	Per hour	\$10.00
<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	\$6.00	\$6.00	Per hour	\$6.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$9.00	\$9.00	Per hour	\$9.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$10.00	\$10.00	Per hour	\$10.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$11.00	\$11.00	Per hour	\$11.00
For craft over fifty (50) ft overall	FY 24	\$14.00	\$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	\$13.00	\$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	\$17.00	\$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	\$21.00	\$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	\$33.00	\$33.00	Per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft over fifty (50) ft overall	FY 24	\$37.00	\$37.00	Per 4 hours-over 4 hrs pay daily rate	\$37.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<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	\$25.00	\$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	\$33.00	\$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	\$41.00	\$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	\$65.00	\$65.00	Per 4 hours-over 4 hrs pay daily rate	\$65.00
For craft over fifty (50) ft overall	FY 24	\$73.00	\$73.00	Per 4 hours-over 4 hrs pay daily rate	\$73.00
<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	\$9.00	\$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	\$13.00	\$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	\$17.00	\$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	\$29.00	\$29.00	Per 4 hours-over 4 hrs pay daily rate	\$29.00
For craft over fifty (50) ft overall	FY 24	\$33.00	\$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	\$13.00	\$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	\$25.00	\$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	\$29.00	\$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	\$33.00	\$33.00	Per 4 hours-over 4 hrs pay daily rate	\$33.00
For craft over fifty (50) ft overall	FY 24	\$45.00	\$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 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>Park Property-Per Day Docking Fees</b>					
<b>(to be paid in advance)</b>					
<b>RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$38.00	\$38.00	Per day	\$38.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$44.00	\$44.00	Per day	\$44.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$50.00	\$50.00	Per day	\$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$62.00	\$62.00	Per day	\$62.00
For craft over fifty (50) ft overall	FY 24	\$74.00	\$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	\$50.00	\$50.00	Per day	\$50.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$74.00	\$74.00	Per day	\$74.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$98.00	\$98.00	Per day	\$98.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$122.00	\$122.00	Per day	\$122.00
For craft over fifty (50) ft overall	FY 24	\$146.00	\$146.00	Per day	\$146.00
<b>RESIDENT (Oct 1-Apr 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$20.00	\$20.00	Per day	\$20.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$24.00	\$24.00	Per day	\$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$26.00	\$26.00	Per day	\$26.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$32.00	\$32.00	Per day	\$32.00
For craft over fifty (50) ft overall	FY 24	\$38.00	\$38.00	Per day	\$38.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2024 Schedule</u>	<u>FY 2025 Schedule</u>		<u>Suggested FY 2026 Schedule</u>
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					
Craft up to twenty (20) ft in length overall	FY 24	\$26.00	\$26.00	Per day	\$26.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 24	\$38.00	\$38.00	Per day	\$38.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 24	\$50.00	\$50.00	Per day	\$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 24	\$62.00	\$62.00	Per day	\$62.00
For craft over fifty (50) ft overall	FY 24	\$74.00	\$74.00	Per day	\$74.00
<b>Park Property-Seasonal Rental Docking Fees</b>					
<b>RESIDENT (April 2 - November 1)</b>	FY24	\$140.00	\$140.00	Per season per boat foot	* \$150.00
	FY 24	\$2,100.00	\$2,100.00	Per season minimum	\$2,100.00
<b>NON-RESIDENT (April 2 - November 1)</b>	FY24	\$173.00	\$173.00	Per season per boat foot	* \$185.00
	FY 24	\$2,595.00	\$2,595.00	Per season minimum	\$2,595.00
<b>Park Property-Docking Utility Access Fees</b>					
<b>Dock Utility Access:</b>					
<b>Resident</b>	FY 24	\$15.00	\$15.00	Per day	\$15.00
	FY 24	\$300.00	\$300.00	Per season	\$300.00
<b>Non Resident</b>	FY 24	\$15.00	\$15.00	Per day	\$15.00
	FY 24	\$300.00	\$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 2024 Schedule</u>	<u>FY 2025 Schedule</u>	<u>Suggested FY 2026 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 21	Actual FY 22	Actual FY 23	Actual FY 24
<b>Dock Fees (Marine Maintenance Trust)</b>	<b>\$58,812</b>	<b>\$71,975</b>	<b>\$73,451</b>	<b>\$74,367</b>
<b>Weddings</b>	<b>\$3,225</b>	<b>\$3,525</b>	<b>\$3,450</b>	<b>\$2,325</b>

Note: Revenue recorded in a Special Revenue Fund



**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL GENERAL FUND APPROPRIATION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2026**

**RESOLUTION # 8-2025**

**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, 2026.**

**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, 2026, for the specific purposes stated in the General Fund Budget adopted herewith, said sums to be appropriated from the General Fund Revenues as follows:

<b>Department</b>	<b>Appropriation</b>
General Government	\$26,664,357
Police	\$14,910,638
Fire	\$12,868,512
School	\$65,915,610
Collective Bargaining Contingency	\$1,990,000
Transfer to Indoor Pool	\$200,000
Transfer to Prescott Park	\$271,370
Transfer to Community Campus	\$470,911
Non-Operating	\$26,603,542
<b>Total</b>	<b>\$149,894,940</b>

**THAT**, there is therefore appropriated the total sum of **One Hundred Forty-Nine Million, Eight Hundred Ninety-Four Thousand, Nine Hundred Forty 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, 2026**

**RESOLUTION # 9-2025     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, 2026.**

**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, Nine Hundred Sixty-Six Thousand, Three Hundred Twenty-Three (\$13,966,323) 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 **Fifteen Million, Five Thousand, Three Hundred Fifty-Six (\$15,005,356) 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, 2025, is **\$5.47** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, and **\$6.58** 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, 2025, is **\$6.58** per unit (1 unit equals 100 cubic feet or 748 gallons) for the first 10 units of water consumed per month, **\$12.43** for consumption over 10 and up to 20 units consumed, and **\$15.34** 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:**

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DEAGLAN MCEACHERN, MAYOR

**ADOPTED BY THE CITY COUNCIL:**

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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, 2026**

**RESOLUTION # 10-2025    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, 2026.**

**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-Four Million, Three Hundred Twenty-Six Thousand, Three Hundred Fifty-Six (\$24,326,356) 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-Seven Million, Two Hundred Seventy-One Thousand, Nine (\$27,271,009) 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, 2025 is **\$18.01** per unit (1 unit equals 100 cubic feet or 748 gallons of water consumed) for the first 10 units of consumption per month, and **\$19.81** 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:**

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DEAGLAN MCEACHERN, MAYOR

**ADOPTED BY THE CITY COUNCIL:**

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KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL APPROPRIATION FOR THE EXPENDITURE OF  
SPECIAL REVENUES, DEBT SERVICE FUND, PORTSMOUTH HOUSING  
ENDOWMENT TRUST, AND COMMITTED FUND BALANCE FOR THE  
FISCAL YEAR ENDING JUNE 30, 2026**

**RESOLUTION # 11-2025**

**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, 2026.**

**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, 2026.

**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, 2026.

**THAT**, there is hereby appropriated supplemental funding from any other General Fund Committed Fund Balance to defray expenses for Fiscal Year ending June 30, 2026.

**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, 2026.

**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, 2026.

**THAT**, there is hereby appropriated any sums received from Special Revenue Sources to a maximum of **Thirty Million, Five Hundred Thousand (\$30,500,000) Dollars** for the purposes for which such sums may be lawfully expended to include.

**THAT**, there is hereby an 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.

**APPROVED BY:**

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DEAGLAN MCEACHERN, MAYOR

**ADOPTED BY THE CITY COUNCIL:**

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KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
ANNUAL APPROVAL OF INVESTMENT POLICY  
FOR THE FISCAL YEAR ENDING JUNE 30, 2026**

**RESOLUTION # 12-2025    A RESOLUTION APPROVING AN INVESTMENT POLICY  
FOR THE FISCAL YEAR ENDING JUNE 30, 2026**

**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, 2026 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 overall 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 & 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 on 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 Deputy City Manager – Finance & Administration / City Treasurer. The Deputy City Manager – Finance & Administration / City Treasurer is responsible for setting major investment strategy and oversees the day to day execution of policy.
2. Whenever the Deputy City Manager – Finance & Administration / City Treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the Deputy City Manager – Finance & Administration / 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 Deputy City Manager – Finance & Administration / City 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 6:45; or
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 authorized to accept deposits under RSA 6:8, I and I-a, or in obligations fully guaranteed as to principal and interest by the United States government.
3. Certificates of deposit which meet all of the following conditions:
  - a) The funds are initially invested through a federally insured bank authorized to accept deposits under RSA 6:8, I and I-a, selected by the Treasurer.
  - b) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits 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.
  - e) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the Treasurer.

## **SAFEKEEPING AND COLLATERALIZATION**

The Deputy City Manager – Finance & Administration / City Treasurer shall have custody of all moneys belonging to the City. The Deputy City Manager – Finance & Administration / City Treasurer shall deposit the same in participation units in the public deposit investment pool established pursuant to RSA 6:45, 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:**

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DEAGLAN MCEACHERN, MAYOR

**ADOPTED BY THE CITY COUNCIL:**

---

KELLI L. BARNABY, MMC/CNHMC  
CITY CLERK





Karen S. Conard  
City Manager

## CITY OF PORTSMOUTH

Municipal Complex  
1 Junkins Avenue  
Portsmouth, New Hampshire 03801  
[kconard@portsmouthnh.gov](mailto:kconard@portsmouthnh.gov)  
(603) 610-7201

**Date:** June 20, 2025

**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 23, 2025

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

#### **A. Continuation of Public Hearing on the Proposed FY26 (July 1, 2025 through June 30, 2026) Budget:**

This evening, the City Council will continue its Public Hearing on the [FY26 Proposed Municipal Budget](#), which has been presented and discussed over several meetings and work sessions. The Public Hearing on the Budget was opened initially during the regular City Council meeting of May 19<sup>th</sup> and continued at the June 9<sup>th</sup> City Council meeting. The public is again invited to share their feedback at this evening's public hearing.

School Superintendent McLaughlin has prepared [correspondence in response to questions and comments](#) posed at the June 9<sup>th</sup> Joint Budget Work Session with the School Department and Police Department. This has been included in this evening's City Council materials under Written Correspondence to the City Council.

#### **B. Adoption of Budget Resolutions for Fiscal Year July 1, 2025 through June 30, 2026 (FY26):**

- **Resolution No. 7-2025 – Municipal Fees:**

Please find [attached Resolution No. 7-2025 – Municipal Fees](#).

*I recommend that the City Council adopt Resolution No. 7-2025 – Municipal Fees.*

- **Resolution No. 8-2025 – General Fund Expenditures:**

Please find [attached Resolution No. 8-2025 – General Fund Expenditures](#).

*I recommend that the City Council adopt Resolution No. 8-2025 – General Fund Expenditures.*

- **Resolution No. 9-2025 – Water Fund Expenditures:**

Please find [attached Resolution No. 9-2025 – Water Fund Expenditures](#).

*I recommend that the City Council adopt Resolution No.9-2025 – Water Fund Expenditures.*

- **Resolution No. 10-2025 – Sewer Fund Expenditures:**

Please find [attached Resolution No. 10-2025 – Sewer Fund Expenditures](#).

*I recommend that the City Council adopt Resolution No. 10-2025 – Sewer Fund Expenditures.*

- **Resolution No. 11-2025 – Special Revenues, Debt Service Fund, Portsmouth Housing Endowment Trust, and Committed Fund Balances for Necessary Expenditures:**

Please find [attached Resolution No.11-2025-Special Revenues, Debt Service Fund, Portsmouth Housing Endowment Trust, and Committed Fund Balances for Necessary Expenditures](#).

*I recommend that the City Council adopt Resolution No.11-2025 – Special Revenues, Debt Service Fund, Portsmouth Housing Endowment Trust, and Committed Fund Balances for Necessary Expenditures.*

- **Resolution No. 12-2025 – Investment Policy:**

Please find [attached Resolution No.12-2025 – Investment Policy](#).

*I recommend that the City Council adopt Resolution No.12-2025 – Investment Policy.*

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

### **1. License for Coast Guard Vessel to Dock at Prescott Park:**

The United States Coast Guard Auxiliary asked the City if it could dock a vessel used as an operational response asset at the Prescott Park Dock. Last year's severe winter storms damaged the boathouse at the United States Coast Guard Station at Portsmouth Harbor in New Castle, New Hampshire, making it unusable for the foreseeable future. The vessel (known as the United States Coast Guard Auxiliary Operational Facility 311028 (OPFAC 311028)) needs a berth pending repairs to the boathouse. The vessel will not be used for commercial purposes but will be used expressly for marine safety patrols (including but not limited to patrols of Seacoast rivers and harbors) and other activities assigned by the United States Coast Guard and the United State Coast Guard Auxiliary while berthed at the Prescott Park Dock. The United State Coast Guard Auxiliary has asked that the dock fees be waived, except for the cost of electricity. [The Agreement](#) will terminate at the end of the season on October 1, 2025. The Recreation Department has confirmed that there is a slip available for the vessel identified in [Attachment A](#).

*I recommend that the City Council move that the City Manager be authorized to execute and accept a License in a form similar to [the attached](#) and waive the dock fees except for electricity cost for a Coast Guard vessel to berth at the Prescott Park Dock.*

**2. Parking Lot Usage/Maintenance Agreement with St. John’s Masonic Association, Inc.:**

St. John’s Masonic Association, Inc. (“St. John’s”) had a Parking Lot Usage/Maintenance Agreement (“Agreement”) with the City that expired on December 31, 2024. The Council approved a six (6) month extension that expires on June 30, 2025. The extension that expires at the end of this month allows the public to park for free in 61 designated parking spaces in St. John’s parking lot located at the corner of Miller Avenue and Middle Street at City Tax Map 136, Lot 19, commonly known as the St. John’s Masonic Lodge Lot (“Lot”). Fourteen parking space in the Lot are reserved for St. John’s [as depicted in the map in the Council packet](#).

SLR Consulting has completed a Parking Utilization Study and Recommendations (“Study”). The City Council ratified the results of the Study at its February 3, 2025 meeting. The City and St. John’s have agreed to enter into another six (6) month extension (July 1, 2025 through December 31, 2025) in order to give the City Council, St. John’s and the City time to review and consider the Study’s recommendations over the next several months before negotiating a long-term agreement.

The six (6) month extension in the packet for the Council’s consideration has similar terms and conditions to the existing extension, except for an adjustment to the fee and the creation of fourteen (14) additional parking spaces in the Lot (75 reserved for City and 14 for St. John’s). The extension also adds a provision to reserve thirty-one (31) spaces for St. John’s use for member parking during regular meetings on Monday and Wednesday evenings.

*I recommend that the City Council move that the City Manager be authorized to negotiate and enter into a Parking Lot Usage/Maintenance Agreement with St. John’s in a form similar to [the attached](#).*

**3. Amendment 4 to City’s Lease with Players’ Ring:**

On September 3, 2013, the City Council approved a ten-year lease with the Players’ Ring to lease property located at 105 Marcy Street, Portsmouth, New Hampshire (Tax Map 104, Lot 3) and the building formerly known of as the Heritage Museum (“Property”). On October 28, 2019, the City Council approved a 5-year Stewardship Agreement with the City, the Players’ Ring and the State’s Land and Community Heritage Investment Program (“LCHIP”) in order to receive grant money to fund improvements to some historic features of the Heritage Museum. The Council also voted to extend the lease term to January 3, 2025 in order to match the end date of the LCHIP Agreement. This vote was memorialized in Lease Amendment 1, which also permitted Players’ Ring to sublease to a summer camp by Council vote of June 15, 2020. There have been two other amendments to extend the lease term. The current extension expires on June 30, 2025.

The existing lease, like many other similar leases of City property to nonprofits, obligates the Players' Ring to pay for and construct certain capital improvements in accordance with a strict schedule mutually devised and agreed upon by the City and the Players' Ring. The capital improvements under the existing lease have been completed. The expenditures for these capital improvements have far exceeded the cost estimates under the schedule.

The City and the Players' Ring are presently negotiating a new long-term lease that includes a new schedule of capital improvements. These negotiations are complicated because the City is in the process of implementing the Prescott Park Master Plan, which includes, among other things, moving the building on the lot (formerly known as the Heritage Museum). The creation of this new schedule for the long-term lease is further complicated due to the challenges associated with adjacent properties and the infrastructure needs associated with the implementation of the Prescott Park Master Plan.

The City and the Players' Ring agree to extend the term of the lease for one year in order to allow sufficient time to negotiate a new long-term lease, to include a new schedule of capital improvements that will be impacted by the implementation of the Prescott Park Master Plan, and seek Council approval of [Lease Amendment 4](#) that would extend the term through June 30, 2026.

*I recommend that the City Council move to authorize the City Manager to negotiate and enter into Lease Amendment 4 with the Players' Ring in a form similar to [the attached](#).*

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

### **A. Projecting Sign Application – 40 Market Street:**

Permission is being sought to install a projecting sign at [40 Market Street](#) that extends over the public right of way, as follows:

Sign dimensions: 47.75" x 35.75"

Sign area: 11.85 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 the 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(s), 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 sign(s), 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.*

## *XVI. Approval of Grants/Donations:*

### **A. Acceptance of Donation of 65 at-home health screening kits from the Service Federal Credit Union to the Portsmouth Police Department:**

At the May 20<sup>th</sup> Police Commission meeting, the Board of Police Commissioners approved and accepted an in-kind donation of 65 at-home heart health screening kits from Service Federal Credit Union for the Police Department. This is part of their ongoing commitment of supporting the health and well-being of the local law enforcement community. Please find attached a form for this donation.

*I recommend that the City Council move to approve and accept the donation to the Police Department as presented.*

### **B. Acceptance of the 2025 Spring Healthy Aging Strategic Grant Award to the Recreation Department from the Foundation for Seacoast Health - \$25,000:**

The Senior Activity Center is proud to announce the award of a \$25,000 strategic grant from the Foundation for Seacoast Health. This grant period is from 6/1/2025 – 5/31/2026.

Grant funds will be used to meet funding priorities of the Foundation for Seacoast Health as follows:

- Reducing senior isolation through a diverse menu of programming choices offered to members at low-to-no cost. Continuation of highly skilled paid facilitators to run such programs from mixed media arts to our vibrant concert series of talented musicians.
- Enhancement of caregiver support through increased partnership with local aging expert Laura Cleminson and her Beyond the Bedside caregiver workshop series.
- Senior Health and Wellness through our Reiki practitioners on site, meditation workshop professionals and various healthy aging workshops.
- Improve access to resources with 200 Senior Transportation passes to be used for older adults at a reduced rate in housing or low-income situations.

The Senior Activity Center continues to be a vital resource for older adults, fostering social connection, promoting wellness, and combating senior isolation. This grant will only enhance our ability to continue this important work.

*I recommend that the City Council move to approve and accept the grant as presented.*

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

### **1. Pease Development Authority Board Meeting Update:**

I will provide an update on the most recent Pease Development Authority Board meeting that occurred on June 17<sup>th</sup> along with [a report of their local contributions](#).

### **2. Report Back on the Financial Impact of 15-Minute Free Parking for Residents:**

The City's Director of Public Works, Peter Rice, will provide a verbal update on the financial impact of 15-minute free parking for residents as requested at the June 9<sup>th</sup> City Council meeting.

### **3. Bicycle and Pedestrian Plan Update:**

On behalf of the staff, I am proud to present [the final draft of the Bicycle and Pedestrian Network Plan Update](#). This Plan was developed by Kittelson & Associates, Inc. and outlines strategies that will enable the City to fulfill a vision of comfortable walking and biking for all who live, work, and visit in Portsmouth. This Plan was developed over the period April 2024 and May 2025 and was informed by data-driven metrics as well as input from members of the community, including representatives from City departments, public schools, advocacy organizations, State government, local businesses, and regional agencies, among other organizations. It reflects best practices in bicycle and pedestrian facility design, which have evolved since the last Plan was completed in 2014.

The Plan's key components are:

- Public Outreach Summary;
- Existing Conditions;
- Common Challenges for Walking and Biking;
- Facilities Toolkit;
- Recommendations;
- Implementation Framework; and
- Funding Opportunities.

The recommendations within this Plan represent an important step to help the City work toward fulfilling the vision of a bikeable and walkable Portsmouth. However, this Plan only represents the first two stages of a longer project development process. The Plan responds to the questions: what issues need to be addressed; what could address the issues; and what is feasible at a planning level? More specific project engineering, design, and programming will be required before reaching the construction stage. The City is committed to working through these remaining steps in this process over the next several years to help ensure that this Plan's vision comes to fruition.

After review, I would request that the City Council accept the Portsmouth Bicycle and Pedestrian Network Plan Update at the August 4, 2025 meeting and commit to the goals and recommendations set forth within [this document](#).

4. **Market Square Master Plan:**

On behalf of the staff, I am proud to present [the final draft of the Market Square Master Plan](#). This Plan was developed by BETA between February 2024 and June 2025 and was informed by public outreach and input, stakeholders, data-driven metrics and City staff. The Plan's vision aims to refine and update the following elements:

- Reduce vehicle congestion;
- Reconfigure parking;
- Expand sidewalks;
- Improve pedestrian surfaces and crosswalks;
- Enhance lighting;
- Add shade trees and expand public seating;
- Provide space for outdoor dining; and
- Integrate public art.

The recommendations within this Plan represent an important step to help the City work toward creating a more vibrant Market Square. As aging infrastructure throughout the downtown area gets replaced, this Plan will serve as a guide for how the surface will be upgraded and enhanced.

After review, I would request that the City Council accept the Market Square Master Plan at the August 4, 2025 meeting and commit to the goals and recommendations set forth within [this document](#).



## **LICENSE AGREEMENT**

The City of Portsmouth (hereinafter "City"), a municipal corporation with a principal place of business of 1 Junkins Avenue, Portsmouth, New Hampshire 03801, for good and valuable consideration as set forth herein, hereby grants this Revocable License Agreement to the United States Coast Guard Auxiliary, District One Northern Region, Flotilla 28, (hereinafter "Licensee") with a local place of business at 25 Wentworth Ave., New Castle, NH 03854-0060 pursuant to the following terms and conditions:

1. **Area of License and Use:** Licensee has permission to berth a 31' Grady White marine vessel at the Prescott Park Dock at the location depicted in the attached Exhibit A. The vessel (known as the United States Coast Guard Auxiliary Operational Facility 311028 (OPFAC 311028)), is an operational response asset of the United States Coast Guard and the United States Coast Guard Auxiliary. The vessel is used, in part, to patrol Seacoast rivers and harbors. Last year's severe winter storms damaged the boathouse at the United States Coast Guard Station at Portsmouth Harbor in New Castle, NH. Licensee is seeking an alternative berth for the vessel at the Prescott Park Dock.
2. **Term:** This License term is from the date of execution through October 1, 2025. The City Council will consider a renewal request by Licensee if a written request is received by November 30, 2025.
3. **License Fees:** The License Fee associated with this berth is waived. However, Licensee will be responsible for the cost of electricity associated with the berth.
4. **Insurance:** The vessel is treated like any other Coast Guard asset when it is used properly within its expected scope and purpose. The Coast Guard has provided evidence of insurance acceptable to New Hampshire Public Risk Management Exchange (Primex), and the City's Legal Department.
5. **Maintenance and Use of License Area:** During the term of this Agreement while Licensee is using the License Area, it shall use the License Area in a safe, neat and orderly fashion and shall take such actions as are necessary to protect the public safety. Notwithstanding the vessel's live-aboard capabilities, no crew will live aboard the vessel while it is berthed at the Prescott Park Dock. The vessel will be used expressly for marine safety patrols and other activities assigned by the United States Coast Guard and the United States Coast Guard Auxiliary, and not for any commercial purpose while berthed at the Prescott Park Dock.



6. **Assignment**: This License Agreement is not assignable.
7. **Damage**: Licensee agrees to remedy any damage to the License Area caused by Licensee's activities. The work will be performed by Licensee to City specifications and survive the terms of this License Agreement. The City may elect to accept reasonable reimbursement from the Licensee in lieu of remedy.
8. **Compliance with Other Laws**: This Agreement does not relieve Licensee from compliance with any other local, state or federal laws or regulations. Failure to abide by any local, state or federal laws or regulations may, at the City's discretion, result in revocation.
9. **Revocation**: The City or the Licensee may terminate this Agreement with 45 days notice or with shorter notice for good cause for conditions relative to public health, safety and welfare.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**City of Portsmouth**

By: \_\_\_\_\_

Karen Conard, City Manager  
Pursuant to vote of the City Council  
of \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**United States Coast Guard Auxiliary  
District One Northern Region Flotilla 28**

By: \_\_\_\_\_

Shane Barry, Flotilla Commander  
United States Coast Guard Auxiliary  
District One Northern Region  
Flotilla 28

# CEMENT FLOATS - SOUTH DOCK

SEASONAL USER

6 B

6 A

6 1/2 ft

80 FEET LONG TOTAL

6 1/2 ft

COAST GUARD (anticipated)

(31')

7 B

5'

35 FEET LONG

SEASONAL USER

7 A

5'

(30' 10")

(23')

8 B 5'

SEASONAL USER

35 FEET LONG

SEASONAL USER

8 A 5'

(30' 10")

(23')

9 B

SEASONAL USER

35 FEET LONG

SEASONAL USER

9 A

(29')

↓

(21')

↓

10 B 4'

SEASONAL USER

28 FEET LONG

10 A 4'

6B & 5B ARE  
NON-ASSIGNABLE  
SEASONAL SLIPS.

5 B

5 A

(31')

↓

SEASONAL USER

5'

35 FEET LONG

SEASONAL USER

4 1/2'

(23')

(30' 10")

↓

↓

4'

SEASONAL USER

35 FEET LONG

SEASONAL USER

(21')

↓

4'

3 A

2'

(29')

↓

SEASONAL USER

28 FEET LONG

SEASONAL USER

(16')

↓

↓

23'

2 A

1 1/2'

2'

SEASONAL USER

20 FEET LONG

SEASONAL USER

1 A

1 1/2'

1 B

2'

## **PARKING LOT USAGE/MAINTENANCE AGREEMENT**

St. John's Masonic Association, Inc., 351 Middle Street, Portsmouth, New Hampshire (hereinafter "St. John's"), and the City of Portsmouth a municipal corporation with an address of 1 Junkins Avenue, Portsmouth, New Hampshire, (hereinafter "City"), hereby enter this agreement with respect to the parking lot owned by St. John's at the intersection of Miller Avenue and Middle Street in the City (Map 0136, Lot 0019) (hereinafter "the Lot") for the purposes and under the terms and conditions contained herein.

### **1. Term:**

This Agreement shall commence in effect on July 1, 2025, and continue in effect until December 31, 2025.

### **2. License Area:**

The City will add fourteen (14) parking spaces to the Lot which will bring the number of parking spaces in the Lot to eighty-nine (89). The fourteen (14) parking spaces in the Lot along Miller Avenue will be reserved for the exclusive use of St. John's. The remaining seventy-five (75) spaces will be available at the direction of the City for the purpose of allowing members of the public to park or for other parking uses and programs as determined by the City, except for twenty (20) of the twenty-two (22) parking spaces that abut property owned by the Portsmouth Housing Authority and eleven (11) parking spaces to the right of the entrance. These thirty-one (31) spaces shall be reserved for the exclusive use of St. John's every Monday and Wednesday evening from 5:00 p.m. until 2:00 a.m. the following morning. At all other times, all of the twenty-two (22) parking spaces that abut the Portsmouth Housing Authority and the eleven (11) parking spaces to the right of the entrance will be available to the City.

### **3. City's Hours of Use Excluding St. John's Events:**

The City's use of the parking spaces not reserved for St. John's under this Agreement shall be limited to 20 hours a day (from 6:00 a.m. through 1:59 a.m. the following morning, Monday through Sunday (hours exclude 2:00 a.m. through 5:59 a.m. each day). These hours do not apply when the Lot is used for snow-related use as more fully described below. Except, however, that by prior written notice, delivered to the City Manager not less than seventy-two (72) hours in advance, St. John's may have use of all the parking spaces in the Lot for specific events up to fifteen (15) times per calendar year. Such use of the spaces by St. John's beyond fifteen (15) times a year shall be at the discretion of the City.

### **4. Snow Emergencies:**

St. John's agrees to permit the City to include parking spaces in the Lot as inventory for snow removal operations during declared Snow Emergencies, as

advertised in the City's website and other related communications. St. John's further agrees that overnight use of the Parking Spaces in the Lot is permitted during declared Snow Emergencies. St. John's reserved parking spaces will not be used for snow removal parking inventory.

**5. Parking Enforcement:**

The City shall have the authority to provide regular and consistent enforcement of its rules and regulations governing the use of the parking spaces during the times stated in this Agreement.

**6. Signage:**

The City shall post and maintain appropriate signage, in a manner to be approved by St. John's, to inform members of the public of the terms and conditions under which the City may use the parking spaces in the Lot and to specifically identify the parking spaces reserved for St. John's.

**7. Parking Lot Maintenance:**

The City shall plow snow, apply salt and sand, and remove snow as necessary from the Lot in accordance with its normal practices for City parking lots. In April, the City shall sweep the Lot and remove all accumulated sand and debris resulting from winter maintenance activity. Except as described in this Agreement, all other the use of the Lot shall be under the control of St. John's.

**8. Indemnification:**

The City agrees to indemnify and hold harmless St. John's with respect to claims caused solely by the City's negligence, and which are within the scope of the City's liability insurance, to the extent and under the terms and conditions under which the City itself is entitled to indemnification from the New Hampshire Public Risk Management Exchange, under the terms of its member agreement as it may be in effect from time to time.

**9. Compensation:**

In exchange for the foregoing, the City shall pay to St. John's total compensation of \$25,000.00, which shall be paid within 30 days of the execution of this Agreement. This fee will be prorated if this Agreement is terminated prior to the expiration of its term as set forth below.

**10. Termination:**

This Agreement may be terminated with cause by either party in the event that either party fails to maintain its obligations under this Agreement, after been given written notice of such failure and a thirty (30) day period to cure it. This Agreement may be terminated without cause by either party with forty-five (45) days written notice to the other party.

**For the City of Portsmouth**

**For St. John's Masonic Association, Inc.,  
Portsmouth, NH**

\_\_\_\_\_  
Karen S. Conard, City Manager

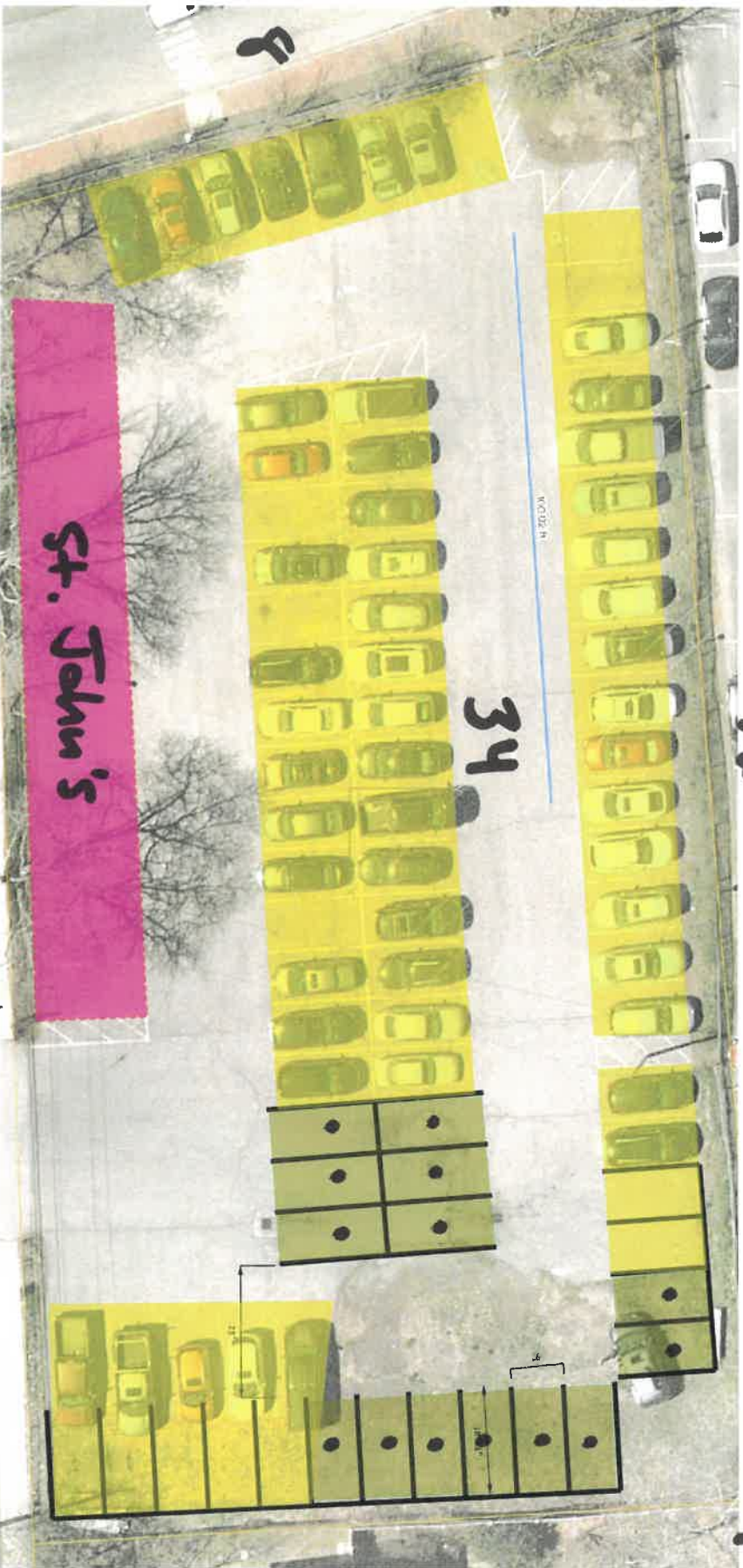
\_\_\_\_\_  
Howard Kalet, President

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Pursuant to vote of the City Council  
on \_\_\_\_\_.

Pursuant to vote of the St. John's  
Masonic Association, Inc. Board on  
\_\_\_\_\_.



• = 14 new spaces

11

22

34

St. John's

14

TOTAL 89

### **LEASE AMENDMENT 4**

**WHEREAS**, the **City of Portsmouth**, a municipal corporation organized and existing under the laws of the State of New Hampshire and having a usual place of business at 1 Junkins Avenue in Portsmouth, (the “City”), and the **Players’ Ring Company**, (“Players’ Ring”), organized and existing under the laws of the State of New Hampshire and having a principal place of business at 99-105 Marcy Street, Portsmouth, New Hampshire, including a structure formerly known as the Heritage Museum (“Premises”);

**WHEREAS**, the Players’ Ring and the City are parties to a lease executed on September 13, 2013 and several lease extensions. The current lease extension expires on June 30, 2025.

**WHEREAS**, the existing lease obligates the Players’ Ring to pay for and construct certain capital improvements in accordance with a detailed schedule that includes specific cost estimates for these improvements. The Players’ Ring has constructed and paid for the scheduled capital improvements far in excess of the cost estimates listed on the schedule;

**WHEREAS**, the City and the Players’ Ring are in the process of negotiating a new long-term lease that includes a new schedule of capital improvements. These negotiations are complicated because the City is in the process of implementing the Prescott Park Master Plan, which includes, among other things, moving the Heritage Museum to a new location on the lot. The creation of this new schedule for the long-term lease is further complicated due to the challenges associated with adjacent properties and infrastructure needs associated with implementation of the Prescott Park Master Plan;

**WHEREAS**, the City and the Players’ Ring have agreed to extend the existing lease for one year, from July 1, 2025 through June 30, 2026, in order to give the parties time to define and create a new schedule of capital improvements given the impact of the implementation of the Prescott Park Master Plan on the Premises.

**NOW, THEREFORE**, the City and the Players’ Ring agree as follows:

1. Paragraph 2D shall be amended to read as follows:

During the term of this Lease Agreement, LESSEE may apply for an exemption as provided under RSA 72:23. Provided that LESSEE meets the test for charitable use set forth in RSA 72:23-I, no taxes shall be due. In order to be tax exempt, LESSEE shall provide documentation (BTLA Form A9) to the City’s Assessor annually by April 15<sup>th</sup> for each year of the lease term and also provide financial documentation (BTLA Form A12 and financial statements) to the City’s Assessor annually before June 1<sup>st</sup> each year, along with other documentation as may be reasonably requested to establish a charitable use.



In the event that LESSEE does not meet the test for charitable use set forth in RSA 72:23-I, pursuant to RSA 72:23,I(a) LESSEE agrees to pay all properly assessed current and potential real and personal property taxes no later than the due date. LESSEE is obligated by the foregoing to pay real and personal property taxes on structures or improvements added by the LESSEE. Failure of the LESSEE to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said Lease Agreement by the LESSOR.

2. Paragraph 2F shall be amended to read as follows:

Until a new capital improvement schedule and long-term lease is finalized, the Players' Ring shall make lease payments in the amount that would otherwise be due to the City in real estate taxes with respect to the Premises. The Players' Ring has expended far in excess of the estimates in its schedule of capital improvements to date. The Players' Ring will provide documentation to the City that demonstrates these excess expenditures, and after review, the City will apply the amount of these excess expenditures as a credit towards the Players' Ring lease payment obligations due under the lease.

3. Paragraph 3 shall be amended to read as follows:

The term of this lease shall end June 30, 2026. Notwithstanding any other provision in this lease, this lease may be terminated by the Players' Ring upon thirty (30) days written notice to the City.

All other terms of the lease not amended shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Lease Amendment 4 on \_\_\_\_\_, 2025.

WITNESS:

**CITY OF PORTSMOUTH**

\_\_\_\_\_

\_\_\_\_\_  
Karen S. Conard  
City Manager

Approved by vote of the City Council on

WITNESS

**PLAYERS' RING COMPANY**

\_\_\_\_\_

\_\_\_\_\_  
Margherita Giacobbi,  
Executive Director




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# MEMORANDUM

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**TO:** Karen Conard, City Manager

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

**DATE:** June 5, 2025

**RE:** City Council Referral – Projecting Signs  
Address: 40 Market Street  
Business Name: Shadow and Beige  
Business Owners: Michelle Graham

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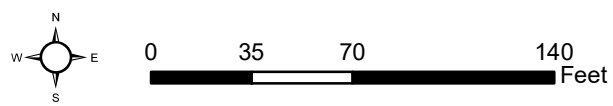
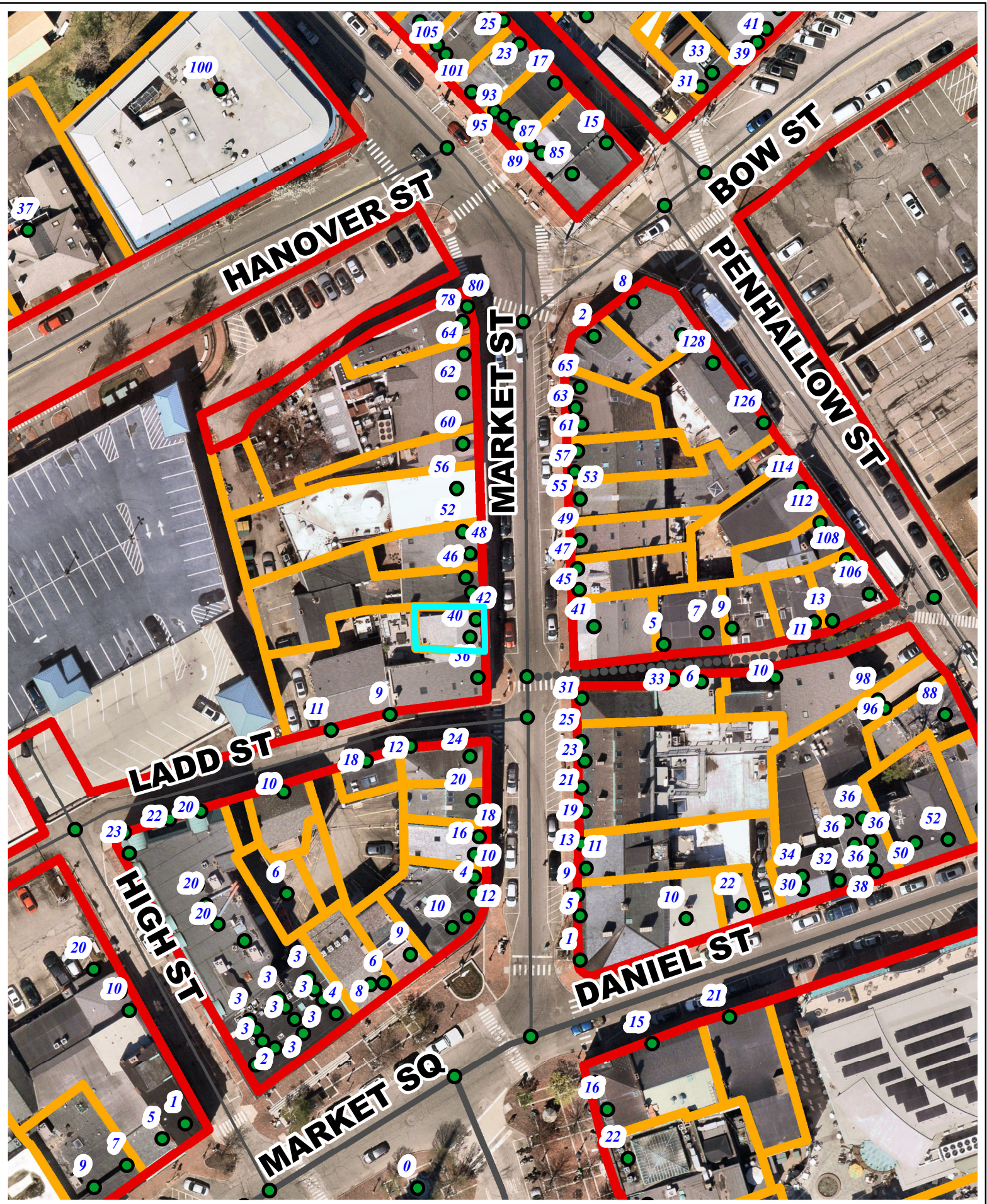
Permission is being sought to install a projecting sign that extends over the public right of way, as follows:

Sign dimensions: 47.75" x 35.75"  
Sign area: 11.85 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(s), 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 sign(s), 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  
40 Market Street**





**NAME:**

Shadow and Beige  
New Business Signage

**ADDRESS:**

40 Market St  
Portsmouth, NH 03801

**SALES PERSON:**

Ryan Fischer


**DESIGNER:**

SS

**DATE:**

05.15.2025

PG	ITEM	REV	DATE
1.0	<del>ITEM REMOVED</del> EXTERIOR PROJECTING SIGN - OPT 1 <del>ITEM REMOVED</del>	<del>3</del>	<del>5.28.25</del>
1.1	A EXTERIOR PROJECTING SIGN - OPT 2	4	5.30.25
2.0	B EXTERIOR WALL SIGN	4	5.30.25

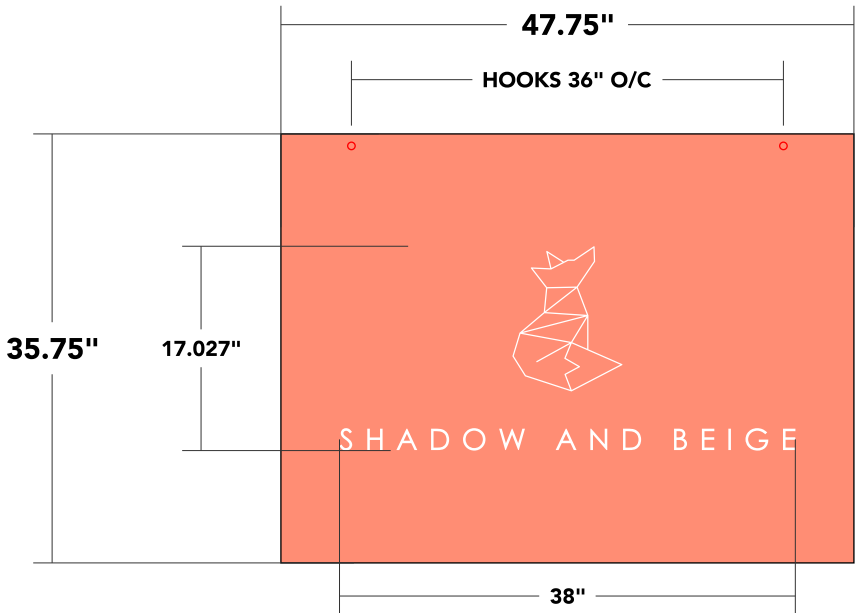
 <p>PortsmouthSign.com 603-436-0047</p>	<p><b>REVISION:</b> All orders under \$250 include 1 revision only. All orders over \$250 include 2 revisions only. Additional revisions will be charged at \$25 per revision.</p> <p><b>PLEASE NOTE:</b> Designs are NOT actual size and color may vary depending on 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>
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A

SCALE: 3/4"=1'



QTY 1  
DOUBLE SIDED

COLOR SCHEDULE (CLIENT TO VERIFY)

R:255 G:141 B:116

WHITE



PROJECTING SIGN

SIZE (Width x Height x Depth): 47.75" x 35.75"  
front door Glass 37"  
column 12"  
column to column 77.5"  
Height of door 84"

QUANTITY: 1

VINYL TYPE: Standard Print

SUBSTRATE: 3/4 PVC

DOUBLE SIDED

CONTENT: Logo

GRAPHIC/TEXT COLOR: Full color

FABRICATION NEEDED: Vinyl

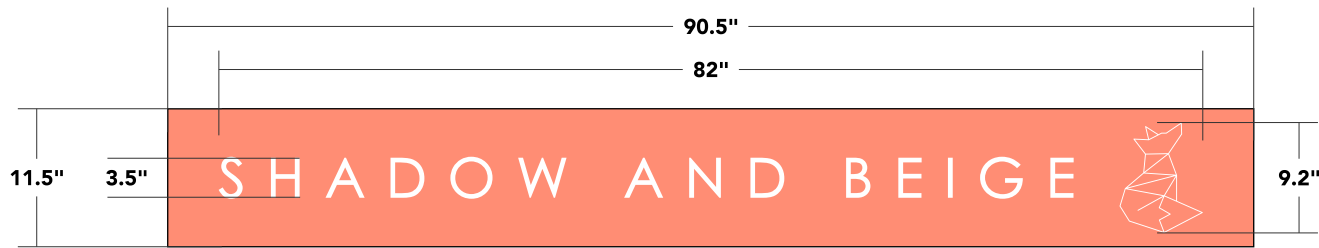
SIGN MOUNTING: mounted to existing bracket- Sign to match the existing sign dimensions

POSTS & HARDWARE: n/a

INSTALL

B

SCALE: 3/4"=1'

QTY 1  
SINGLE SIDED

## COLOR SCHEDULE (CLIENT TO VERIFY)

R:255 G:141 B:116

WHITE



EXISTING



PROPOSED

## WALL MOUNTED SIGN

SIZE (Width x Height x Depth): 90.5" x 11.5"

QUANTITY: 1

VINYL TYPE: Standard Print

SUBSTRATE: 1/2 PVC

SINGLE SIDED

CONTENT: Logo

GRAPHIC/TEXT COLOR: Full color

FABRICATION NEEDED: Vinyl

SIGN MOUNTING: Screw through face- flush mounted to the existing wall.

POSTS &amp; HARDWARE: screws

## INSTALL

## **City Council Emails – June 10, 2025 – June 20, 2025**

Submitted on Mon, 06/09/2025 - 08:05

Submitted by: Anonymous

Submitted values are:

**First Name**

Mary Lou

**Last Name**

McElwain

**Email**

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

**Address**

259 South St  
Portsmouth, New Hampshire. 03801-4526

**Message**

I am opposed to changing the 15 minute meters to any of the proposals set out. I hope you listen to Councilor Bagley's report from PTS discussion, and Peter Rice and Ben Fletcher.

These meter plans will not bring residents to downtown. Summer tourists and their dogs override the sidewalks and shops. (The outdoor seating areas are covered with dog pee! ). There are very few retail businesses that attract residents including my husband and me. I have asked friends and neighbors who have the same take on downtown. We go for restaurants.

It is a waste of your time, energy , and then City money to change the 15 minute meters. Please drop these plans and focus only on the budget right now.

Thanks for all the work each of you contribute to Portsmouth.

Mary Lou

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

Yes



**Portsmouth School Department**  
**Portsmouth, New Hampshire**

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**To: Portsmouth City Council**

**From: Dr. Zach McLaughlin, Superintendent of Schools**

**Re: Budget Work Session Follow-ups**

**Date: June 17, 2025**

Over the past few weeks, the school team has appreciated the opportunity to engage the City Council in a dialogue about the school board's budget recommendation. At the budget workshops on May 28th and June 9th, councilors had an opportunity to talk with both staff and members of the board.

Of course, the challenge for all the parties at the table is that the school budget represents a significant portion of the overall city budget. It is also a department of the city that is constantly evolving within a complex regulatory environment.

Ultimately, we think we are beginning to hear the Council say, "We can no longer afford the schools we have." We continue to believe that public education may be the single most important service that the city provides its citizens. We also believe that a future Portsmouth that includes families will need top schools to entice families to stay or relocate, despite high housing prices. A decision to forgo the school board's budget will be an acknowledgement of having lesser schools next fall.

Our sessions left many questions unanswered, and some claims made by various parties required additional context. Below, you will find the results of the textual analysis of the school portions from both meetings. We transcribed both sessions and examined the claims made by various parties, providing additional information where helpful.

Based on the two transcripts provided from the May 28 and the June 9 budget work sessions, here is a structured summary of claims made by councilors about the schools and the evidence they used to support those claims, organized by theme:

1. Claim: Too many administrative positions in schools
2. Claim: Investments in early education and intervention are cost-saving in the long term
3. Claim: High school curriculum inefficiencies increase staffing needs

4. Claim: Additional counselor oversight could be achieved without a new director position
5. Claim: School budget increases may jeopardize public trust
6. Claim: Out-of-district special education placements are driving costs
7. Claim: Dondero enrollment growth might require facility or staffing changes
8. Claim: School social work services might be able to be provided by the Welfare department



# 1. Claim: Too many administrative positions in schools

Councilor Blalock (June 9)

- **Claim:** The school budget includes too many administrators who do not interact with students.
- **Evidence:** Compared current staffing to when councilor was a student, saying councilor doesn't remember positions like Director of Counseling or Curriculum Coordinators.

Questions the need for a curriculum director when math proficiency is only at 59% and science at the same level, which he interprets as “failing,” even if above the state average.

- **Representative Quote:** “These admin positions that don't interact with students — these are the ones that I think we can be more efficient with. I certainly don't remember these positions when I was there.”

## Response:

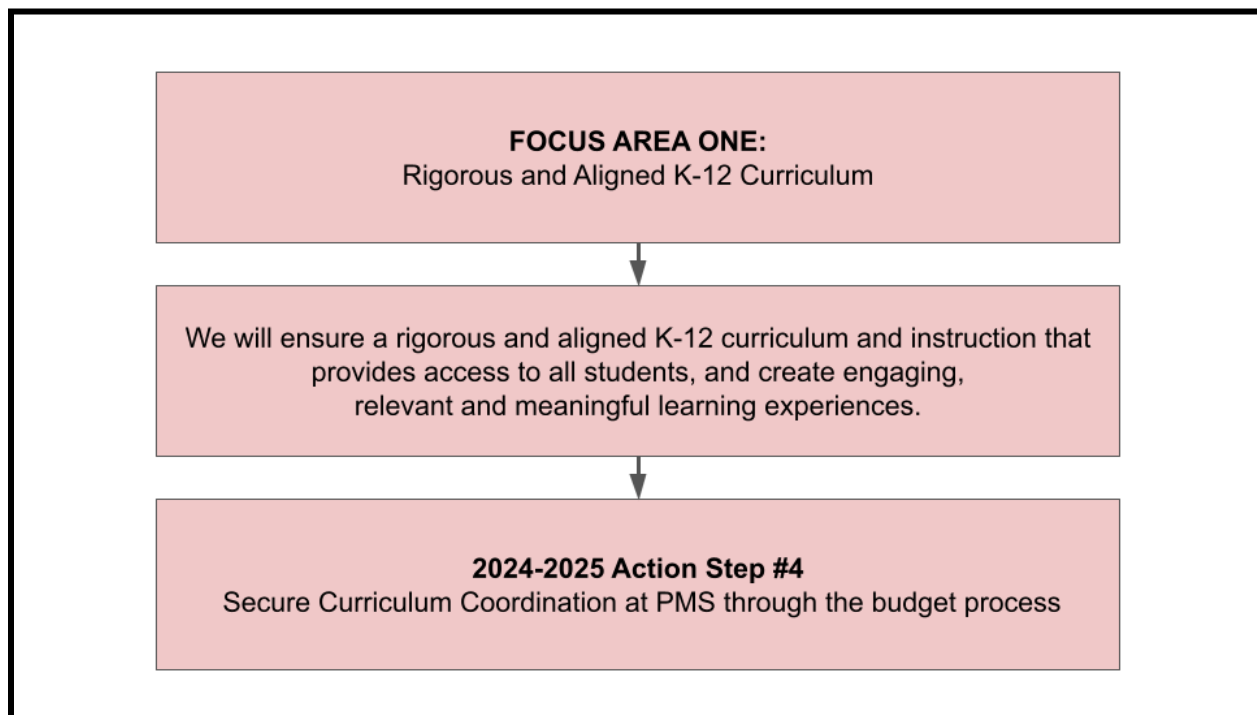
Compared to twenty-five years ago, schools are now asked to do more than just teach core academics—they've become hubs for addressing a wide range of student needs, including health, safety, equity, mental health, family engagement, and regulatory compliance. As the responsibilities of public education have expanded, so too has the need for a broader team of professionals to meet those demands. This has led to the hiring of more non-teaching staff—such as counselors, social workers, behavior specialists, instructional aides, IT professionals, and data managers—many of whom directly or indirectly support student learning, development, and well-being both inside and outside the classroom.

I find it intriguing that the positions targeted by two councilors in this claim are among the most important positions in our entire organization. The Portsmouth High School Curriculum Team consists of the High School Director of Curriculum and Instruction and a high school teacher assigned to curriculum, instruction, and assessment duties. The second person is referred to as a Curriculum Coordinator. It is essential to note that this team will undergo a role restructuring during the 2025-26 school year.

The teacher will become the new Assistant Principal for Academics at Portsmouth High School. As an administrator, she will continue working at the high school on these matters while also being able to formally supervise and evaluate teachers. Meanwhile, the former high school director will move into a Grades 6-12 role. In addition to these shifts at the middle and high school levels, our district's elementary schools are

supported by an Assistant Principal of Curriculum and Instruction, who oversees alignment across our three elementary schools. We restructured this position at the beginning of the 2023-24 school year, from an assistant principal at one elementary school to adapting the role to support our district's goals toward curriculum alignment. This is another example of the district trying to evolve within existing staffing levels to meet the current challenges, rather than those of twenty years ago.

Figure 1:



Source: Portsmouth School Department Strategic Plan,  
<https://drive.google.com/file/d/15oDQQznEc8stWhsvT8Ev67RGpxGQIEi2/view>

Curriculum alignment across our schools is critically important because it ensures that student learning builds coherently from year to year, reducing gaps and redundancies while promoting academic success for all learners. A well-aligned curriculum supports consistent expectations, instructional clarity, and equitable access to high-quality content across classrooms and schools. Having dedicated school administrators to lead this work is essential—they provide the vision, coordination, and ongoing professional development necessary to sustain alignment efforts. The return on investment is significant: aligned curricula lead to improved student outcomes, more effective teaching, stronger transitions between grade levels, and better use of instructional resources, ultimately creating a more efficient and impactful educational system.

This need was identified by both the community and staff during our strategic planning process. The plan includes three core focus areas. The first of the three is: Rigorous and Aligned K-12 Curriculum. That alignment requires staff who will shepherd that work.

The expansion of the Director of Curriculum and Instruction is a response to the prescribed action steps outlined in Focus Area One of our strategic plan. (See Figure 1).

As we work to extend this type of capacity to the middle school, it is helpful to understand the role of the “Curriculum Office.” The PHS Curriculum and Instruction team plays a crucial role in diagnosing problems, planning strategic improvements, and supporting effective teaching to improve student performance. The statewide testing data plays a critical role in the following tasks performed by this team:

- Identify patterns of underperformance (e.g., are students missing foundational skills or struggling with higher-order thinking).
- Compare with benchmark or formative assessments to see if the issue is systemic or isolated to testing.
- Ensure the current curriculum alignment with state standards and test blueprints.
- Look for gaps or misalignments between what is taught and what is tested.
- Update or supplement materials where necessary, especially in high-impact areas (e.g., reading comprehension, algebraic thinking).
- Offer professional development on evidence-based strategies (e.g., direct instruction, formative assessment use, scaffolding).
- Facilitate coaching, modeling, or peer collaboration to improve lesson delivery.
- Introduce intervention strategies for struggling learners and enrichment for advanced students.
- Train teachers to use assessment data to inform and guide their instruction.
- Encourage a growth mindset in staff and students.
- Ensure that students have access to appropriate learning materials and technology.
- Communicate clearly with teachers, parents, and students about goals and the support available.
- Involve teachers in curriculum mapping and decision-making for stronger buy-in.
- Regularly review progress and adjust curriculum pacing guides, assessments, or supports as needed.

The improvement in the NH Science SAS Exam Scores at PHS is a result of adjustments made by the PHS C & I team. Before the leadership of this team, the exam was administered over multiple Flex blocks, which made it difficult for students to complete

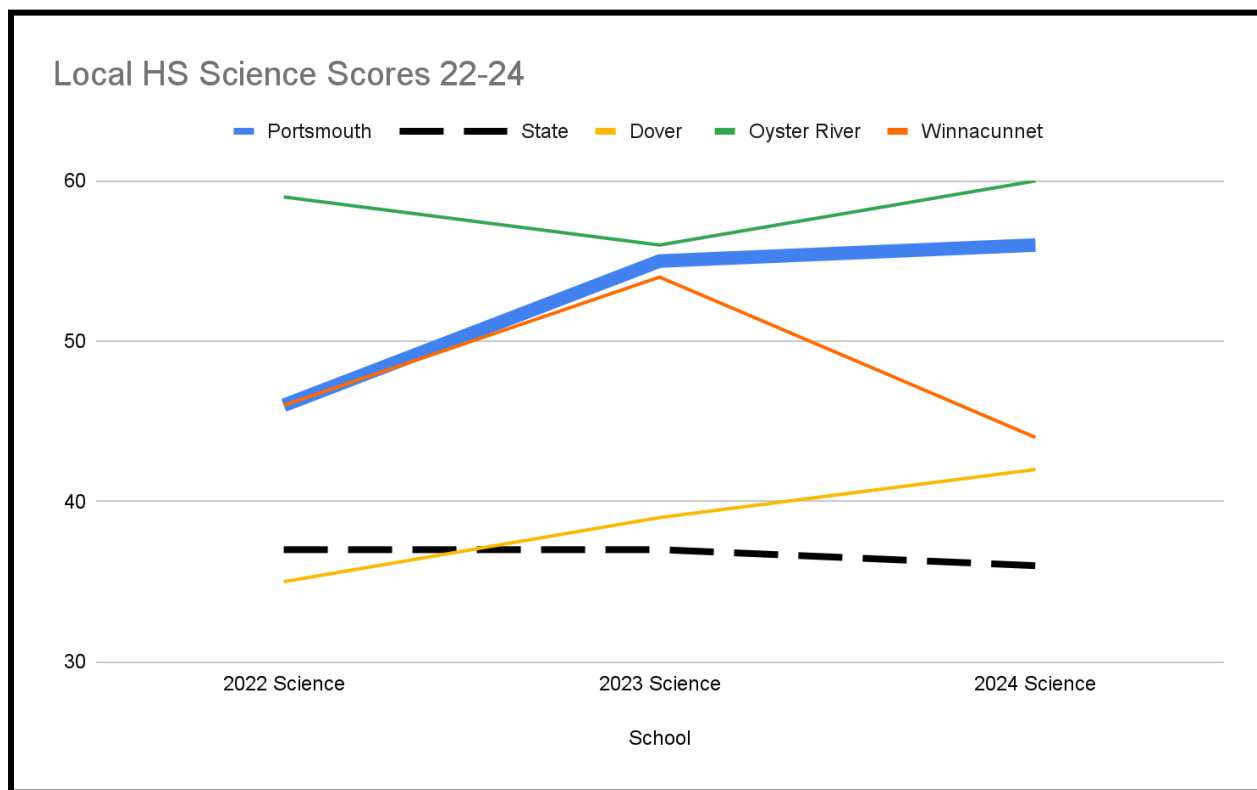
the exams. Additionally, students were able to leave whenever they finished, which created distractions for others taking the exams. This was at the end of the day, after a full day of classes. Starting in the 2023 School Year (once the current Director of C & I was onboarded), the team decided to change the testing schedule. We now administer this test on an Early Release Day in the spring, in the morning. By making this adjustment to the testing structure, proficiency scores have improved by 26% over the past two years.

Table 1: Portsmouth High School Results on NH Statewide Assessment System (SAS) Science Test, 2019-2024

YEAR	PHS NH SAS Science Testing (% of students proficient in Science)
2024	60%
2023	53%
2022	34%
2021	26%
2020	*covid no data reported
2019	42%

In the discussion of these scores, it was also clear that councilors were struggling to decide if all these scores should be considered failing. The state does not set a failing mark, but I think it can be helpful to think of these scores in the context of the communities that surround us. The graph below does this:

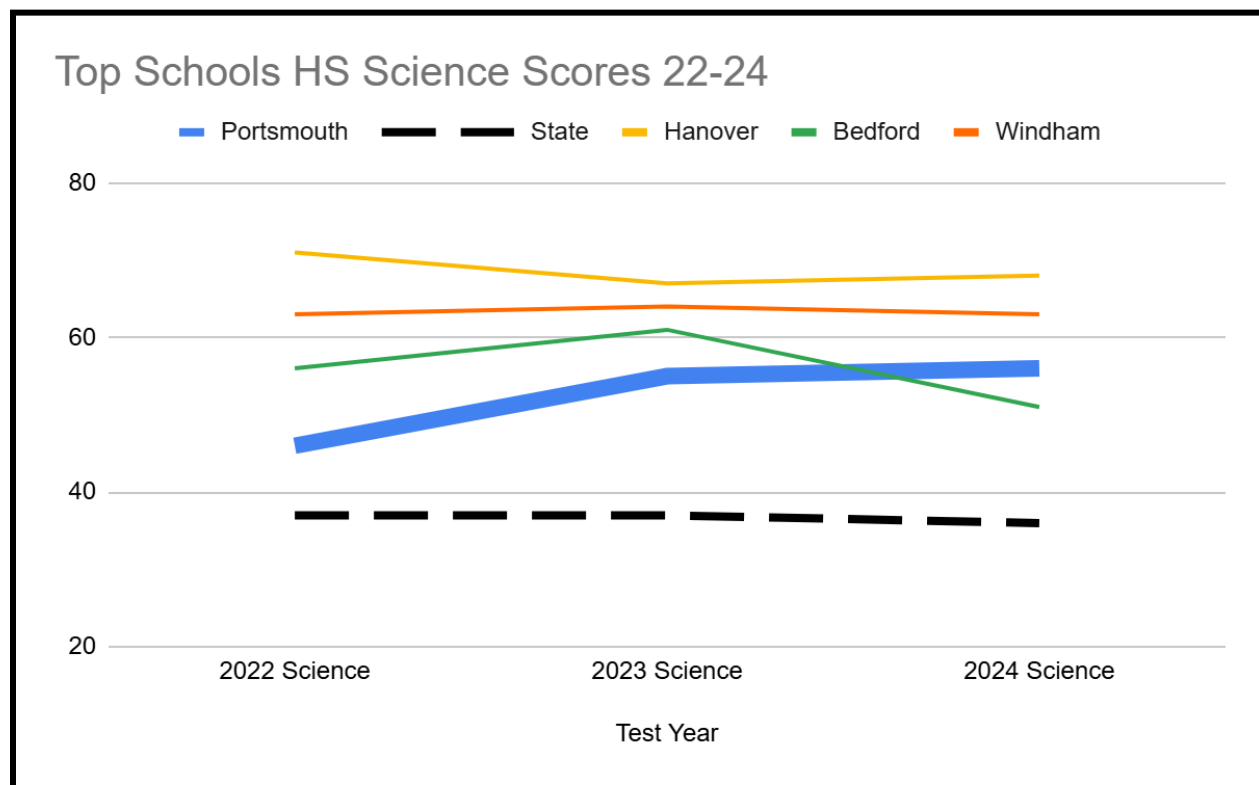
Figure 2



We fare well both against state averages and the schools in our immediate vicinity. In addition, it is important to note that there has been an increase in each of the last two years in our schools.

Councilors may examine the previous graphic and argue that we should not aim for the best scores in our region, but instead focus on the best scores in the state. The following figure puts Portsmouth High School's scores up against the top high schools in the state:

Figure 3



In addition to the increase in proficiency, the test results have also allowed us to identify gaps in our Science curriculum. For example, in certain curriculum areas on the exam, it was identified that 100% of our students were not proficient in these areas. When discussing this with our Science Department Head, we identified that this was because these topics were not included in our curriculum. In other areas that were underperforming, our Science team has made adjustments to the curriculum to address these gaps and provide additional instruction and opportunities for students to explore this content.

Additionally, changes to New Hampshire's Minimum Standards for Public School Approval, also known as Ed Rules 306, will necessitate further adjustments across the district in the areas of curriculum, credits, and co-curriculars. There are also new graduation requirements that will impact the incoming 9th graders and require changes to courses offered at PHS. Ensuring alignment with the new rules will be a significant undertaking for the high school curriculum team.

The C & I team has spent the last two years understanding the needs of our departments by closely examining both statewide and local data. The largest identified need was in our math department. According to longitudinal data collected from our SAT testing

since 2009, our students have consistently scored 50–60% proficiency, meaning that the other 40–50% of our students have underperformed. We compared this data to our PHS data, which included the number of students who were failing Algebra I. The two data points were consistent with each other, indicating a need for change.

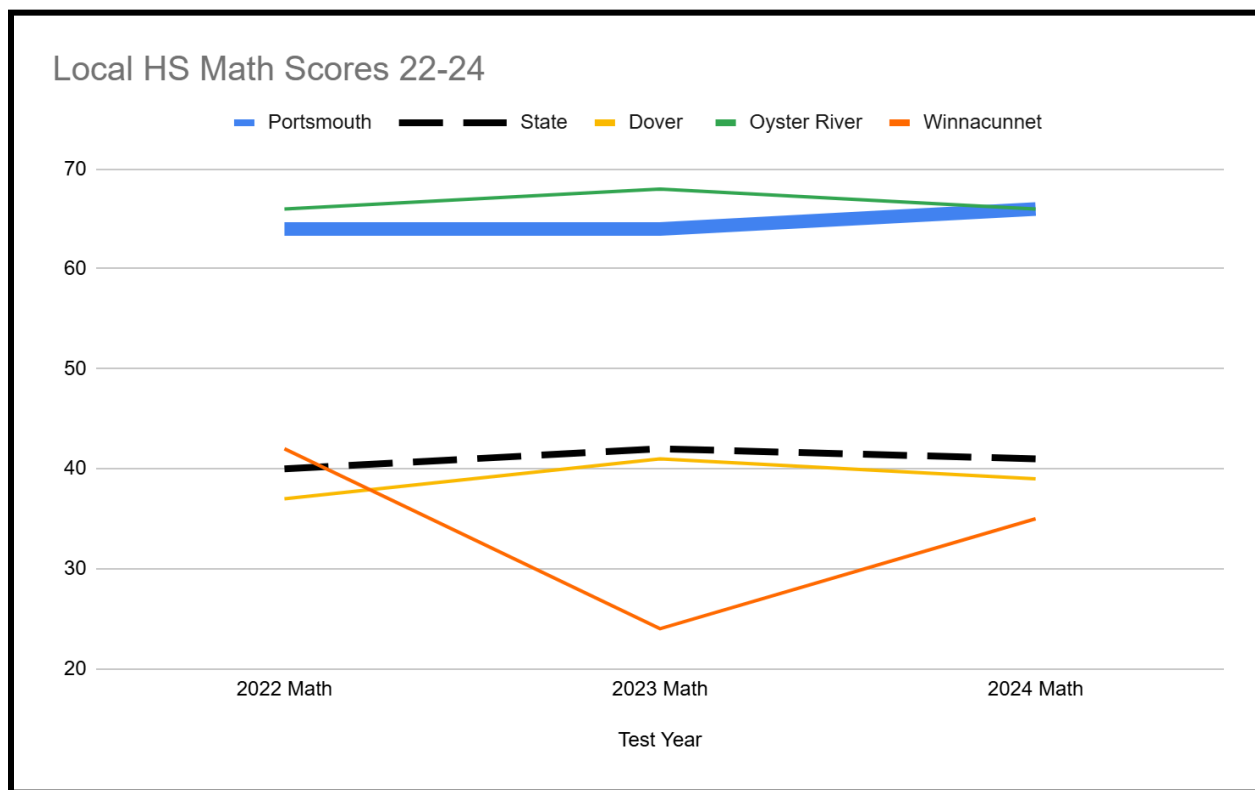
We learned that our math teams did not have an aligned curriculum, common assessments, or time to collaborate. This is when we partnered with our district administration to determine the need for a new instructional model. At the beginning of the 2024–2025 school year, we adopted Illustrative Math, an inquiry-based approach to teaching mathematics.

Our implementation timeline began in January 2024, when we started onboarding our leadership team and all math teachers through professional development workshops. We spent the spring and summer onboarding our Algebra I and Geometry teams to this model and will implement Illustrative Math in our Algebra II classes at the beginning of the 2025–2026 school year.

When we realized that the student performance data had been trending at a consistent percentage for over 15 years, we identified that the one area that had not been adjusted was instruction and assessment for our students. Our team is actively working toward revamping this model and will continue to do so. We do not anticipate our longitudinal data to be impacted for at least two years, as any curricular shift does not result in immediate data influence. However, we have already seen significant improvements in student engagement in these classrooms.

In addition to Illustrative Math, our team sought to implement a digital mechanism for tracking student data and providing students with more practice problems. The supplemental tool chosen by our math team is IXL, an online platform primarily used for formative assessments and practice problems. Teachers can determine how long students practice and how this affects their performance. The platform provides personalized support to students based on their performance, including videos and additional practice problems. This has been essential in the implementation of our new model, but it is still being explored to determine if it is the most effective method to support students.

Figure 4



Two successful strategies in implementing this new model were creating common planning blocks for each team to monitor student progress and provide additional support for teachers, and establishing a non-instructional block for one of these teachers to partner with colleagues, observe classes, and offer ongoing support within the team.

Work like this, led by a person whose job it is to coordinate, is rooted in the work of Harvard Professor Richard Elmore. Elmore argues that teachers cannot improve student learning at scale entirely on their own because systemic improvement requires coherent, collective action, not isolated individual effort. While individual teachers can make a difference in their own classrooms, Elmore emphasizes that variability in instructional quality and lack of shared expectations across classrooms limit widespread gains. He points out that even with a common curriculum or assessments, differences in how teachers deliver instruction and what they expect from students can result in dramatically different learning experiences.

To address this, Elmore emphasizes the importance of a common culture of instructional practice—a shared understanding of what constitutes good teaching, how to evaluate it, and how to enhance it. This kind of alignment requires leadership, coordination, and structured collaboration, which cannot happen if teachers are



working in isolation. Curriculum leaders, instructional coaches, and administrators help facilitate this shared work, guide reflective practice, and ensure that improvements are not just occurring in pockets but across the entire system. In short, Elmore sees instructional improvement as a team-based, system-level challenge, not just the responsibility of individual teachers.

One final point to mention is that these positions do interact with students. For example, at Portsmouth High School, the principal created two school leadership teams, comprising staff and student members, including staff from the Curriculum Office. These student-centered committees advise on all aspects of curriculum and school operations. Members of the high school administrative team teach flex block classes with students. They also meet with, guide, advise, coach, support, reprimand, discipline, and protect students every minute of the school day and beyond.

### Councilor Cook (May 28 & June 9)

- **Claim:** Administrative positions have not decreased despite a 10% drop in student enrollment over the last decade.
- **Evidence:** Noted that student population dropped by ~250 students while admin staff remained constant.  
Suggested that existing roles could be repurposed instead of hiring new administrators.
- **Representative Quote:** “We've had a population that has decreased about 10% in the last 10 years, but we haven't decreased administrative roles at all.”

### Response:

Despite the school district's enrollment declining from 2,673 to 2,428 students, it is reasonable that the number of school administrators and directors has not significantly decreased. Modern public education has undergone significant evolution, and the demands on schools have expanded beyond basic instruction. Today's administrators oversee a wide range of complex responsibilities that didn't exist, or were far less demanding, in the past: implementing special education mandates, managing social-emotional learning supports, addressing mental health needs, ensuring equity and inclusion, complying with rigorous state and federal accountability systems, supporting technology infrastructure, and guiding curriculum and instructional

improvement. These responsibilities are largely independent of enrollment size and require specialized leadership to ensure effective delivery.

Moreover, reducing administrative leadership in response to moderate enrollment declines can compromise the quality and continuity of educational programs. The work of directors and administrators increasingly supports instructional coherence across schools, facilitates teacher development and supervision, and drives district-wide innovation and equity efforts. As demands on schools grow more complex, the leadership capacity required to meet these needs remains essential, regardless of whether there are 2,673 or 2,428 students. Maintaining a robust administrative staffing structure ensures that the district can support students, staff, and families effectively while continuing to raise expectations, improve outcomes, and address systemic challenges.

## 2. Claim: Investments in early education and intervention are cost-saving in the long term

Councilor Bagley (June 9)

- **Claim:** Early interventions at the elementary level save money long-term.
- **Evidence:** Argued that addressing children's needs earlier may reduce high school costs down the line.  
Referenced his daughter's educational journey through the district and expressed confidence in the district's impact on community desirability and home values.
- **Representative Quote:** "The sooner that we can address children's needs at a younger age, the more money we're going to save some future council."

Councilor Cook (May 28)

- **Claim:** Reallocating staff from high school to elementary supports early intervention.
- **Representative Quote:**  
"Have we invested any effort to try to shift staffing from a high school-heavy teaching model to more of an elementary school teaching model so we can essentially have more staff to do that early intervention and maybe forego some of the identification we do?"

### Response:

The board agrees with the thought process of both of these councilors. The board's proposal reflects these beliefs. The table below shows how the shift of positions in versus positions out results in a net decrease in high school staffing, benefiting the needs of lower grades.

Table 2: Exiting and Repurposed Positions in School Proposal

Positions That Would Exit	Those Positions Repurposed
HS School Math Teacher (9-12)	District Director of Counseling (K-12)
HS Yoga and Computer Teacher (9-12)	3 Paraeducators Dondero (K-5)
HS/CTE Architecture Teacher (9-12)	Intensive Needs SPED Case Manager/Teacher (K-5)
MS Tech Ed Teacher (6-8)	PMS Behavioral Program Teacher (6-8)
HS Counselor (9-12)	District Social Worker (K-12)
HS French Teacher (9-12)	Maintenance Supervisor (K-12)
K-5 Classroom Teacher (K-5)	HS Design Engineering Teacher (9-12)

Investing in early interventions is one of the most financially strategic decisions a school district can make. By identifying and addressing academic, behavioral, and developmental challenges in the early grades, districts can reduce the need for more intensive—and expensive—services later on, such as special education, remedial instruction, or grade retention. Early support, particularly in areas like literacy, speech, and social-emotional learning, has been shown to improve long-term academic outcomes and increase graduation rates. This not only enhances student success but also decreases the societal costs associated with dropouts, including lower lifetime earnings and increased reliance on public services.

In addition, early interventions help maximize the efficiency of instructional resources by keeping more students on grade level, reducing strain on teachers, and improving school climate. They also contribute to staff retention by minimizing burnout caused by the escalating needs of students. Overall, early interventions represent a high-return investment that strengthens both student outcomes and the district's long-term financial health.

### 3. Claim: High school curriculum inefficiencies increase staffing needs

Councilor Cook (May 28 & June 9)

- **Claim:** The high school's block schedule stretches the curriculum unnecessarily, driving up staffing needs.
- **Evidence:** Pointed out students are taking 5 semesters to complete algebra I, geometry, and algebra II—equivalent to 5 years of coursework that many schools do in 3.  
Argues this inefficient sequencing causes overstaffing, especially in math and science, without improved outcomes.
- **Representative Quote:** “It takes essentially five semesters for a student to go through Algebra I, Algebra II, and Geometry at the high school... most districts would complete that in three years.”

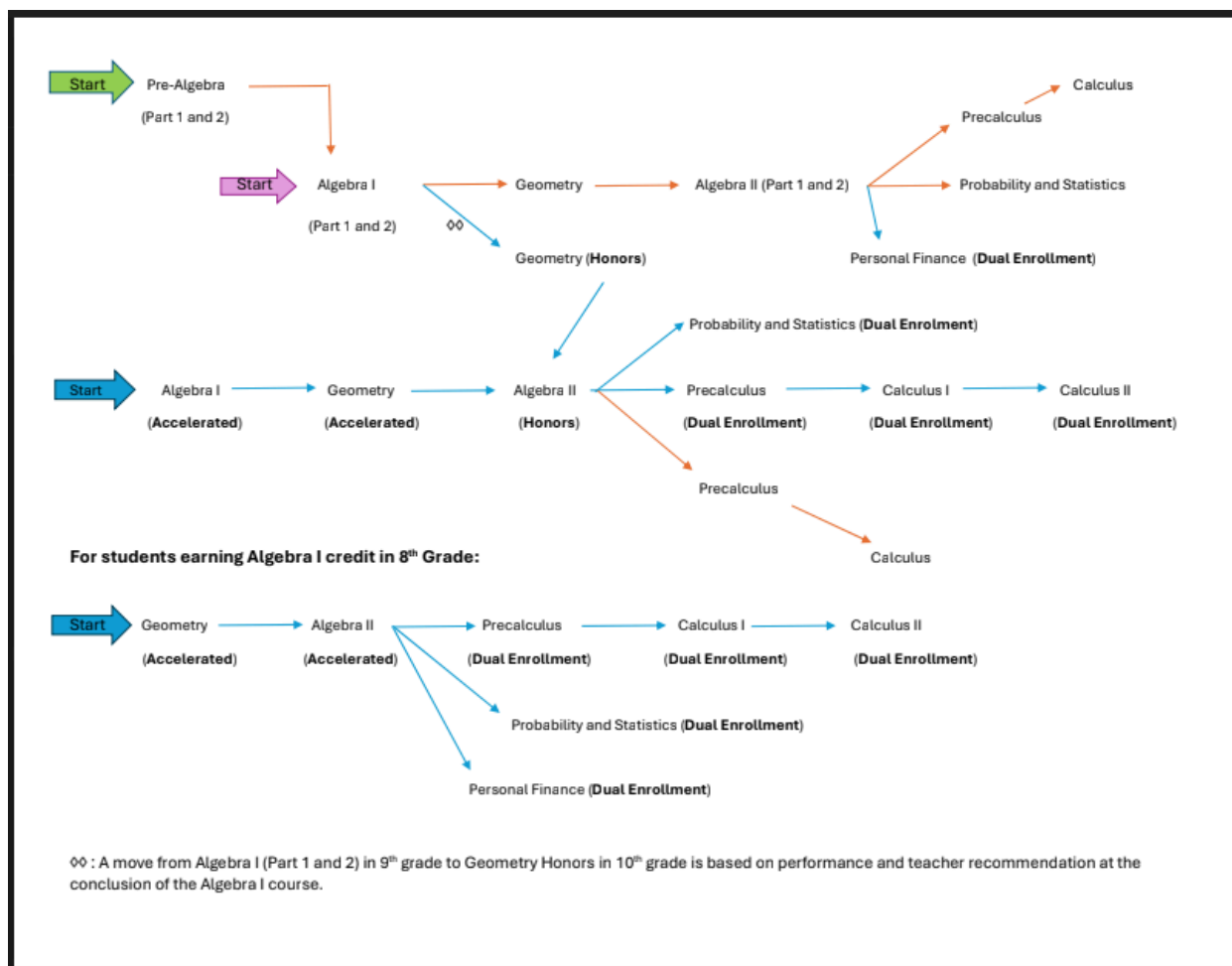
“One of the questions I asked was specifically around high school curriculum. If we have a Curriculum Director, why haven't we fixed the high school curriculum?”

#### **Response:**

##### Part 1: Math Offerings

PHS has two math courses that are year-long offerings. This is an intentional curriculum design for students who have been identified as needing more time with the content. Additionally, we offer accelerated math courses that cover the same content in a semester-long format. This allows students to enter our mathematics courses at PHS through multiple pathways. The goal of this personalized instruction is to meet the diverse learning needs of our learning community.

Figure 5: HS Math Pathways



## Part 2: Director of Curriculum Role

The PHS Director of Curriculum position has been in place for 4 years. This initiative began in 2021, when the Principal at the time created this position in response to the needs of PHS. The following year, this position was vacant, and the current Director was hired. This administrative position focuses on providing instructional support to our teachers and staff, based on our statewide performance data and common assessments across departments and the mandates of the Strategic Plan. In this role, teachers are supported from day-to-day through classroom observations, curriculum development, professional development, and ongoing support. The Director collaborates with other administrators to evaluate teachers and is responsible for all aspects of curriculum, instruction, and assessment at Portsmouth High School.

At the start of the 2023-2024 school year, the Director of C & I and PHS Principal identified a need for added support for teachers, so they reassigned a teacher to take on the duties of a Curriculum Coordinator, who partnered with the Director as a teacher leader and instructional partner/coach to our teachers. Together, the curriculum team plays a crucial role in diagnosing problems, planning strategic improvements, and supporting effective teaching to improve student performance. Over the past 3 years since the Curriculum Office was officially established, here are some of the accomplishments of the team:

- Developed a strong support system for teachers regarding curriculum, instruction, and assessment. This team provides supervision (both the Director and Coordinator) and evaluation (Director only). Starting next year, the Curriculum Coordinator position has been removed from the Teacher Union, as requested by the Union. Therefore, the district has incorporated this change into the administrator contract. The Curriculum Coordinator position will be shifting to the PHS Assistant Principal of Academics. This will enable the role to continue supporting the areas listed below, while also serving as an evaluative role. The Director of Curriculum will move from a PHS-only position to a 6-12 Director, now supporting students and staff at PMS as well.. This was a cost-neutral budget move that did not involve any additional hiring. This is an example of the creative staffing approach the City Council suggested for utilizing our current staff in new ways.
- Partnered with the middle schools at PMS and SAU50 to bring teams together to support a successful transition to PHS. This includes collaborative professional development among these teams (led by the C & I team), regular meetings with the administrators, and development of structures/documents to provide clear direction for these teams.
- Redesigned the master scheduling process to increase efficiency, include more stakeholders, and better understand the systematic approach within our school.
- Created a new Program of Studies, transitioning to an interactive platform for our learning community to engage with through multiple access points
- Developed a new teacher mentorship program at PHS, something that was non-existent until this office existed
- Established statewide testing protocols and systems, which were previously run by our counseling team. This includes administering the exams (SAT, NHSAS, new requirements for Civics testing from the NHDOE, and others), as well as synthesizing the data. Once the data is reviewed, the Curriculum team partners with the core academic areas to identify gaps in the data and adjust our curriculum and instruction accordingly.
- Built partnerships with our local universities to implement successful Dual Enrollment offerings and onboard our PHS teachers in collaborative ways.

- Developed a strong partnership with our Student Services team and identified gaps in our support structure. This led to a redesign of the support model, which will be implemented next year, with coaching from the C & I team and the Program Coordinator of Student Services.
- Identified a significant gap in our academic and behavioral structures at PHS for underperforming students. Built a team of teachers, counselors, and administrators to develop a solution to support these students. The Clipper Learning Center is an MTSS (Multi-Tiered System of Supports) program that offers intervention and credit recovery for all students, providing personalized strategies for academic, emotional, and behavioral support.
- Facilitates the Clipper Summer Academy, a credit recovery and enrichment program that offers students the opportunity to recover credits and expand their learning in various capacities.
- Organized NEASC (New England Association of Schools and Colleges) visits and used the feedback from this team to establish school-wide goals. The areas in which our school was underperforming were curriculum alignment, the Portrait of a Learner, our daily schedule, and advisory structures. The C & I team has spent the last 2 years working with departments, establishing time with our professional development calendar, and throughout the school year, to coach teams through the curriculum alignment process, navigate challenging conversations among teams, and provide streamlined structures to house all of this work. Our school is 95% through this work, which was a huge undertaking. Additionally, our team established a group of teacher leaders to take the lead on our Advisory curriculum, which led to a shift in our daily schedule, the adoption of a Social Emotional Curriculum, Wayfinder, and a more structured approach to this work. We created an Advisory workbook for both teachers and students, as well as an entire curriculum for our teachers and students. Additionally, we established a team of staff members to support our Flexible block structure.
- The C & I team is responsible for all new course development and supporting teachers through this process with facilitation and resources. This is facilitated through the Academic Standards Council, a group of students and staff members who meet monthly to review academic topics and identify areas for PHS growth. This group collaborates to recommend approval of new courses to the Director of Curriculum and the PHS Principal. Some of the new courses being developed over the summer are the 9th grade *Global Leadership* course, *History and Mysteries*, *Dual Enrollment Bio Tech*, and *Mock Trial*.
- This team also has a strong partnership with the PHS Counseling and Student Services teams to provide personalized support and learning plans for students. They partner with students and parents to ensure they are feeling supported throughout this process.



- Created the *Global Connect* program, a 4-year endorsement program, led by teacher leaders. The Global Connect program aims to equip students with the knowledge and skills needed to understand diverse perspectives and succeed in an increasingly interconnected world. Throughout their high school experience, students in the *Global Connect* program will pursue an intellectual and experiential path that focuses on globally based courses, world language study, immersive travel, service learning, and a senior Capstone research project centered around a global initiative. This is an essential implementation strategy of our *Portrait of a Graduate*.
- The Director of C & I also partners with the Assistant Superintendent and the elementary Assistant Principal of Curriculum and Instruction on district initiatives and goals as connected to the Portsmouth School Department's Strategic Plan. This team meets with the Teaching and Learning Subcommittee of the Portsmouth School Board four to five times a year to present the work happening in our schools in connection with curriculum, instruction, and assessment.

#### 4. Claim: Additional counselor oversight could be achieved without a new director position

Mayor McEachern (May 28)

- **Claim:** A Director of Counseling could be created by elevating existing counselors rather than hiring a new administrator.
- **Evidence:** Argued current counselors report individually to principals and could be better coordinated. Suggested adding a leadership layer internally would achieve the goal without adding cost.
- **Representative Quote:** “Why don’t we try to elevate one of those counselors... look for efficiencies across that department... We will have the data in following years to be able to say [a new position] is justified.”

Councilor Cook (May 28)

- Suggested reallocating existing roles for improved oversight rather than creating new positions.

#### **Response:**

The schools agree with these points. Under the school board’s proposal, the district is taking a retirement amongst the high school counseling staff and converting it into a Director of Counseling position. This approach is in conjunction with the NH Minimum Standards ED 306.12 (c) (4): “District-level licensed directors of school counseling to coordinate K-12 implementation of the school counseling program plan and policy shall be provided in districts where the number of school counselors across all schools exceeds 10.”

The position is unique as the schools see it as a role that will advance all three focus areas of the five-year strategic plan:

#### Focus Area One: Rigorous and Aligned K-12 Curriculum

- Will spearhead the work of developing a K-12 aligned approach to social-emotional curriculum

#### Focus Area Two: Building Educator Capacity

- Will have the professional expertise to supervise and evaluate our counselors effectively

### Focus Area Three: Student Safety, Well-Being, & Belonging

- Coordinates our most essential employees in connection to students' social emotional health—our counseling staff

Even with the reduction of one counselor at PHS, the district currently will have 14 counselors as distributed below:

Table 3: School Counselors by Building

School	Counselors	Note
New Franklin (K-5)	2	
Dondero (K-5)	1	
Little Harbour (K-5)	2	
Portsmouth Middle (6-8)	3	
Portsmouth High (9-12)	7*	Includes the elimination of one position via early retirement
Lister Academy (9-12)	1	
TOTAL w/ Retirement Removed	15	

\*4 - Guidance Counselors, 1 - Special Education Counselor, 1 College/Career Counselor, 1 - Student Assistant Counselor (SAP) Counselor (partial grant funded)

Our school counselors are the district's foundational commitment to social-emotional well-being and mental health. Currently, that group works somewhat independently from building to building. This position is tasked with creating an integrated and coordinated K-12 unit.

The Director of School Counseling is responsible for leading, coordinating, and overseeing the school district's comprehensive counseling program. This role promotes student academic success, career and college readiness, social-emotional development, and equitable access to counseling services for all students.

In addition to their leadership duties, the Director will maintain a small K-12 student counseling caseload to remain directly connected to the daily work of school counseling. This direct student support ensures that the Director stays informed about the evolving needs of students, families, and counselors, while modeling best practices for the team.

The Director collaborates with district and school leadership to ensure the delivery of high-quality, data-driven counseling services aligned with the district's *Portrait of a Graduate* and strategic plan.

## 5. Claim: School budget increases may jeopardize public trust

Councilor Tabor (June 9)

- **Claim:** Continued high percentage increases in the school budget are unsustainable and risk losing public confidence.
- **Evidence:** Cited historical budget increases: 8.2% in FY23, 4.7% in FY24, 5.6% in FY25.  
Argued the council must ask departments to stay within existing headcount and operate more efficiently, especially with double-digit tax increases for many residents.
- **Representative Quote:** “We risk our public confidence... More than half of our residents are getting double-digit tax increases before we even do the budget.”
- “We need to ask you to do as much as you can within the existing headcount.”

Response: It is essential to note that acceptance of the City Manager’s proposal would not maintain the existing headcount. It would reduce multiple professional positions

We agree that there are difficult decisions to be made in balancing the public’s desire for quality services at a price point they feel is appropriate and affordable. We wonder to what extent individual community members would be willing to take a step back in their schools.

## 6. Claim: Out-of-district special education placements are driving costs

Board Member Matto (June 9)

- **Claim:** Out-of-district placements are a primary cause of budget increases and should be viewed as a citywide social cost.
- **Evidence:** Said out-of-district costs increased by 42% this year, following 13% and 18% increases in prior years.

Argues these costs are not tied to educational investment per se but are mandated social expenditures.

- **Representative Quote:** “In ‘23 we had an out-of-district increase of 18%, in ‘24 of 13%, and this latest year is 42%. That has been the ballooning social cost that the school district has been burdening.”

### Response:

Table 4: Out-of-District Expenditures and Student FY 23-26

SY	Budgeted	Actual	Increase%	Students	Notes
22-23	\$2,899,471	\$3,522,780		17	
23-24	\$3,396,555	\$4,246,404	17.14%	17	
24-25	\$3,864,178	\$3,240,175	13.77%	19	Data as of 6/12; FY not completed
25-26	\$5,170,546		33.81%	n/a	Don't know yet

Notes: These figures include more than just tuition for out-of-district students.

They also cover services from Individualized Education Programs (IEPs) such as: nursing, tutoring, sign language, Occupational Therapy (OT), Physical Therapy (PT), bus monitors, transition services, transportation, travel for Out-of-District coordinator, and support to RJLA and other SPED services. Costs for all of these services have risen dramatically over the last few years.

As out-of-district costs rise, the district aims to provide additional early intervention, so that our students are more likely to be able to stay in their neighborhood schools with

their peers. In conversing with the Portsmouth Early Education Program (PEEP) coordinator, there are four rising Kindergarten students with individualized education plans requiring 1:1 with paraprofessional support. Therefore, we will need three additional paraprofessionals as we have a fifth-grade student moving to PMS with 1:1 paraprofessional support, allowing for the current paraprofessional (FY24) to support a rising Kindergarten student.

In addition, we want to provide a teacher to provide a level of service that will allow more students to stay in the district. An Intensive Needs Special Education Teacher/Case Manager is crucial for providing individualized support to students with significant learning and developmental challenges. These students require specialized instruction, behavioral support, and adaptive strategies that go beyond traditional services. Without a dedicated teacher/case manager, the burden falls on already overstretched staff, leading to service gaps. By adding this position, we can ensure consistent, research-based instruction and help students develop essential skills, access the curriculum, and reach their full potential.

K-5 programming requires two special education teachers for intensive needs programming, as the age and grade span cannot exceed four years. However, K-5 covers a six-year grade span and a 6-7 year age span (ranging from 5 years old to 11-12 years old). To meet the needs of this cohort, an additional teacher is necessary. This role extends beyond compliance with the IDEA and IEPs, ensuring equitable learning opportunities for all students. The teacher/case manager will coordinate specialized programming, staff training, and family collaboration, helping to reduce crises, improve outcomes, and support inclusion. With a cohort of approximately eight students whose needs are becoming increasingly evident, the board's budget proposes adding this position at the elementary level to proactively meet their needs and provide the support they require.

## 7. Claim: Dondero enrollment growth might require facility or staffing changes

Assistant Mayor Kelley (June 9)

- **Claim:** Dondero kindergarten enrollment may exceed current staffing capacity.
- **Evidence:** Based on recent conversations and concern that funding other roles may leave the district short-staffed if enrollment spikes further.
- **Representative Quote:** “We are looking like our enrollment for Dondero for kindergarten is outpacing the amount of teachers... yet I don’t see an ask for a funded position.”

### Board Response:

- Board members (Nolte and Matto) noted that redistricting and unused classrooms at other schools provide flexibility.

As of June 13, 2025, the current Kindergarten enrollments by building are as follows:

Table 5: Kindergarten Enrollment

School	Total Kindergarteners Enrolled	Sections
Little Harbour	57	4
Dondero	62	3*
New Franklin	31	2

\*Note: While we initially anticipated 3 Kindergarten sections at Dondero, we will be adjusting to have at least 4 for the fall. We will continue to monitor and change as we enter the summer.



## 8. Claim: School social work services might be able to be provided by the Welfare department

Mayor McEachern (June 9)

- **Questions:**
  - What's the difference between a School Social Worker and a School Counselor?
  - How would a school social worker differ from services already offered by the city's Welfare Department?

### **Response to questions:**

**What's the difference between a School Social Worker and a School Counselor?  
Why can't we just use the counselors for the function?**

While school counselors and school social workers both play vital roles in supporting student well-being and academic success, their scopes of training and professional responsibilities differ significantly.

School counselors are trained specifically in educational settings to support students' academic achievement, career planning, and social-emotional development. Their work is primarily focused on guidance programming, scheduling, and student support services. However, school social workers bring a broader and more clinical set of skills that go beyond what school counselors are trained and licensed to provide. School social workers hold a Master's in Social Work (MSW) and often pursue clinical licensure (e.g., LICSW), enabling them to provide individual, group, and family therapy, conduct clinical assessments, and engage in systems-level case management. They are trained in areas such as trauma-informed care, mental health disorders, family systems theory, crisis response, and behavioral intervention.

School social workers are uniquely equipped to bridge the gap between home, school, and community, serving as liaisons to support students holistically. Their work often involves supporting the entire family system, coordinating services with outside providers, and responding to barriers that impact students' ability to thrive in school such as housing instability, mental health needs, child welfare involvement, or access to

basic resources. Examples of this include, the Foster Care Point of Contact and McKinney-Vento Liaison.

Additionally, school social workers who hold an LICSW can bill Medicaid for counseling services and sign-off on paraeducator services – school counselors without an LICSW are not able to do this. Ultimately, this is an area the district has not fully explored and has the potential to recoup costs for services already being delivered, particularly when related to IEP goals such as counseling.

Overall, a school counselor, while highly skilled and essential, does not receive clinical training in family therapy, mental health diagnosis, or systems-based interventions unless they have separately earned an MSW or a clinical counseling license. Ultimately, the roles are complementary, but not interchangeable.

## **2. How would a School Social Worker differ from services already offered by the city's Welfare Department or Police Department social worker?**

While community-based social services such as those offered by the city's Welfare Department or a police department social worker are important resources, they serve very different functions than that of a School Social Worker.

City welfare departments primarily focus on providing emergency financial assistance and connecting residents with local resources, such as food, housing, or utility support. They do not provide clinical assessment and ongoing case management services. The police department social worker is typically involved in post-crisis response and public safety-related interventions, supporting individuals impacted by domestic violence, mental health emergencies, or substance use with a strong emphasis on supporting the adult population. Additionally, these individuals working with the police department social worker have in some way been in contact with law enforcement. While both may refer families to needed services, their roles are reactive and limited in scope.

In contrast, school social workers are embedded within the school system and provide ongoing, relationship-based, clinical case management that is directly tied to the student's academic performance and emotional well-being. As noted by the National School Social Worker Association, they not only connect students and families to services, but also work proactively and preventatively to:

- Address root causes of barriers to learning,
- Strengthen the family's functioning and resilience,
- Provide therapeutic support that builds long-term capacity for change,
- Monitor progress over time, and
- Collaborate daily with teachers, staff, and administrators to address behavioral or emotional concerns in real time.

What might appear on the surface as a “simple referral” to a community service is, in the hands of a licensed school social worker, a clinical and strategic intervention. Without this in-house support, schools may rely on fragmented outside agencies, leading to delays in services and missed opportunities for clinical intervention.

Additionally, the school social worker's expertise in trauma-informed practices, special education services, mandated reporting, behavioral planning, systems of care, and therapeutic intervention ensures that support is developmentally appropriate, legally compliant, and integrated into the educational setting. While it may seem simple, connecting students and families with needed services, this linkage of services through clinical case management serves as a powerful tool for empowering families to develop autonomy, resiliency, and independence. Within the school social worker context, the social worker aids in strengthening the family system, which in turn helps promote student well-being and academic success and cannot be replaced by a different professional entity.

**J&B Realty**

**579 Sagamore Road Unit #100, Portsmouth, NH 03801**

**6-16-2025**

**Dear Portsmouth City Council Members,**

We are the Gray family (J&B Realty) and we own the property at 126 Bridge Street, also known as the Ferguson building (they are our tenant.) Our family has been active members of this community for over 123 years. We own property, run businesses, and have raised our families in Portsmouth, NH. We are writing to you today in opposition to the proposed zoning change from CD5 to CD4, or CD4-L1 or CD4-W and height restriction to our building from current 2-4 stories down to 2-3. We are asking that you remove our parcel from this vote.

Here are our reasons for asking you to allow our property to remain as it is currently zoned within the City.

- The Rock Street neighbors that are concerned with encroachment to their properties are not our abutters.
- By down zoning our property, you will create a non-conforming parcel, out of place by those around us. This proposed amendment is spot zoning since 138-62, 138-60-2, and 138-63 are already developed or in the plans to be developed.
- As the current zoning stands our building if built to the current zoning will already be lower than our neighbors, 89-99 Foundry Pl(138 -62), all the new build along Bridge St and it will be lower than the Foundry Garage. We, by the grade of the land, are already approximately 12 feet below these properties. For example, 89-99 Foundry's first floor matches our roofline.
- Our address is Bridge Street. From Maplewood Ave to Bridge St the height is 2-4 stories. Then changes when it crosses Hill Street. Given the size of our parcel of land, building at CD5 with a height of 2-4 stories would be conforming. Anything less would be non-conforming and in our opinion, spot zoned.
- Foundry Place did not exist nor would it have, if we, the Gray's, did not allow a purchase of a triangular piece of land that intersected the road as it exits today. Plans were well under way, but couldn't have been continued without significant changes to the garage and the road. We worked with the City to correct this without it having to go back to planning and re-working the road. We worked with the City and we are asking that you work with us.

We have owned this property since 1986 , when it was in the industrial zone of the City. A depressed area that sat by the railroad tracks. Once purchased, we have had an active industrial business running there. We understand that things have changes around us; but just because others came before us and "overbuilt" to the disliking of the neighbors should not

mean that we should suffer to have our building spot zone, or down-zoned. We are not currently in the planning phase of developing this project as one of it's primary owners recently passed and the other owner and deceased owner's wife are not planning on immediate development. We are just protecting our interest of 40 years in the property.

We would also like to remind the council that the June 9th meeting was the first notification that we received in regards to this proposed change. The meetings at the planning board level were work sessions that we were not notified of. This vote to down-zone was never properly brought before the actual property owners that it affects. It was just proposed amendments that never got moved forward.

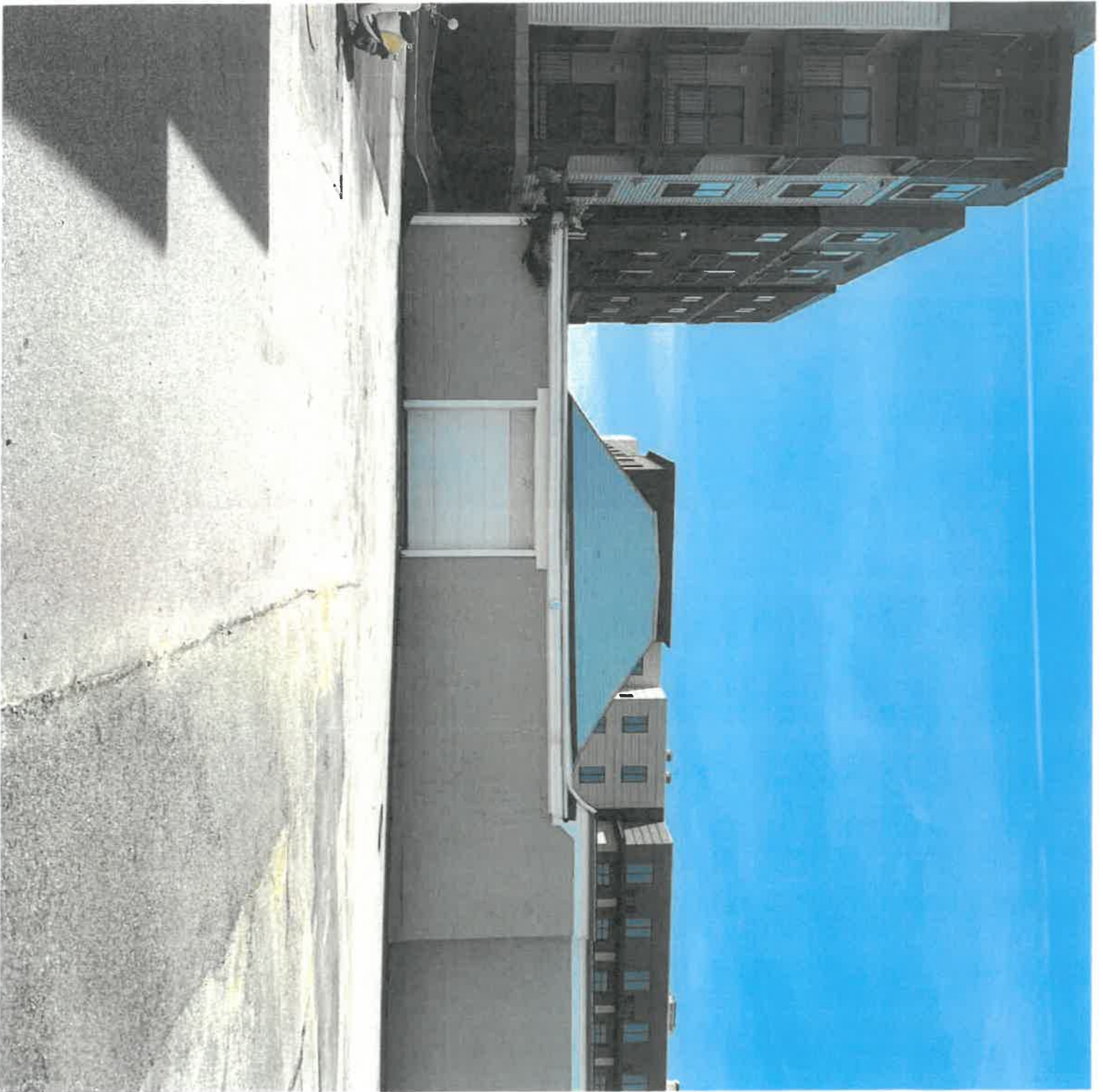
We are happy to discuss this further with any of you that would like to discuss it more. Please feel free to contact me, Susan Gray Wolf, at [susanwolf@comcast.net](mailto:susanwolf@comcast.net) and/or Kristin Gray, at [kris.scully@gmail.com](mailto:kris.scully@gmail.com), and we can schedule a time to discuss in further details.

Thank you for your time and consideration of our concerns. We look forward to working together to ensure that our City remains a vibrant and thriving place to do business.

Sincerely,

J&B Realty - 579 Sagamore Road Unit 100, Portsmouth, NH 03801

Brad Gray, Lynn Gray, Susan Gray Wolf, John Gray, Jennifer Gray and Kristin Gray

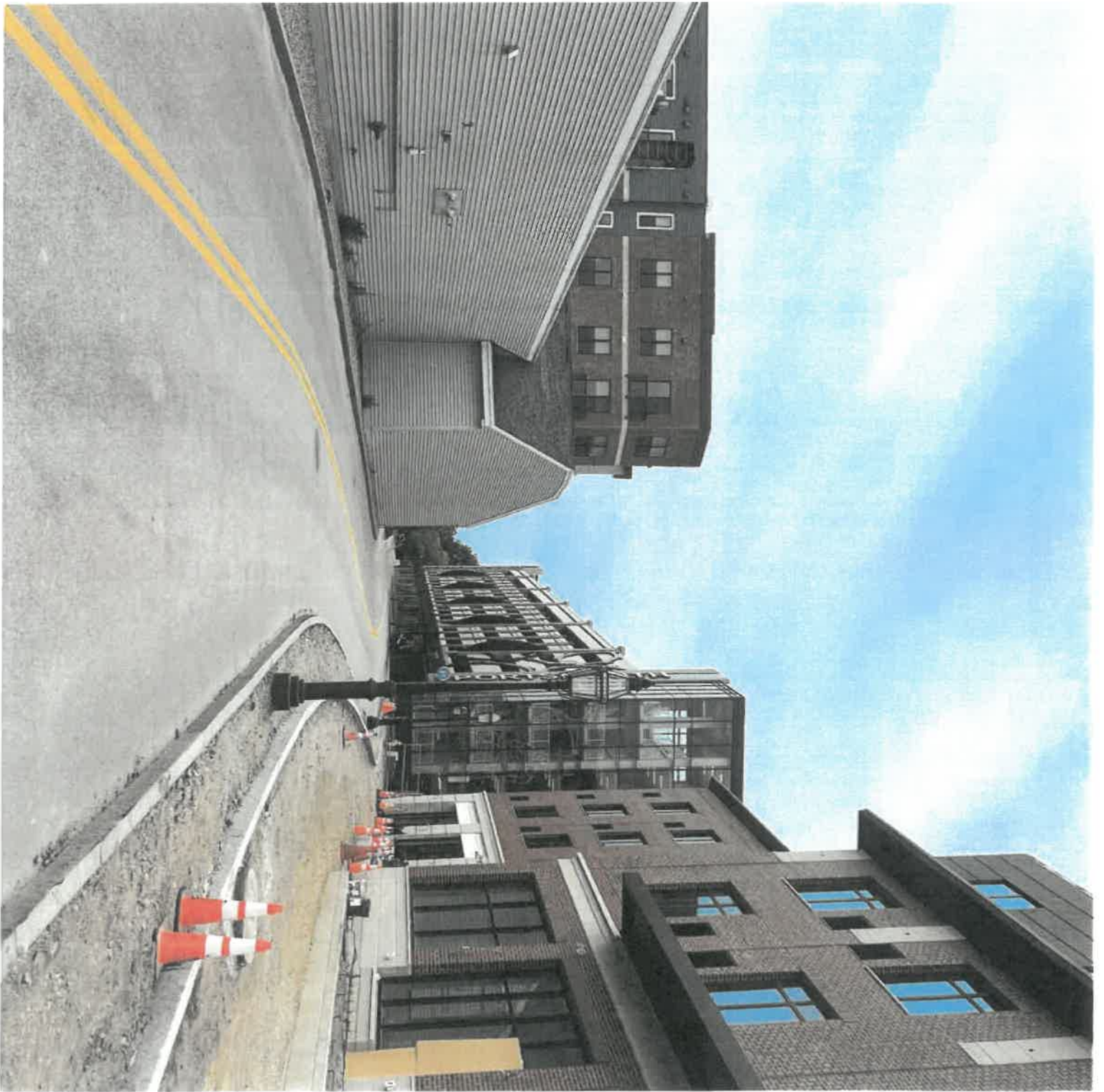












To the Esteemed Members of the Portsmouth City Council,

I'm writing to ask you to please consider allowing banners for the newly returned Portsmouth Serious Summer League to be hung for the duration of their basketball season at South Playground.

The banners are 8 feet x 8 feet square. These would be up from approval date through the league championship, on August 10<sup>th</sup>. They would be at each end of the court, behind the hoops on the first court in from the parking lot, unless your team requests otherwise. They feature the league logo, a logo for Mojo's West End Tavern, and Mas+, a hydration drink partnering with the league. Attached is a proof of the banners.

The Serious Summer League is now a non-profit organization with a 501(c)(3) called:

The New Hampshire Project  
52 Main St. Unit 404, Nashua, NH, 03064, USA  
Business ID: 989529

Harry Rafferty / President      52 Main St. Unit 404, Nashua, NH, 03064, USA  
Christopher Petzy / Vice President      PO Box 32, Portsmouth, NH, 03802, USA  
Sarah Assante / Treasurer      411 Valley St. Unit 4, Providence, RI, 02908, USA  
Duncan Robinson / Secretary      16 Wentworth Rd., Rye, NH, 03870, USA

<https://quickstart.sos.nh.gov/online/BusinessInquire/BusinessInformation?businessID=sc0y14v9LOQ%3D>

The Portsmouth Serious Summer League has an incredible legacy in the seacoast, with a lot of fond memories for alumni and kids that grew up watching at South Playground. We would love to help the league continue to grow in its return and become an attraction for our wonderful city, bringing visitors and more commerce. As a lifelong resident, basketball fan, and one time participant in the league, I'm hoping you'll take this into consideration.

Please let me know if you have additional questions.

Sincerely,

**Kevin Wentworth**  
New Hampshire Distributors  
603-969-3056  
Email: [kwentworth@nhdist.com](mailto:kwentworth@nhdist.com)



THE  
**GROOMSMITH®**  
SERIOUS SUMMER LEAGUE  
2 0 2 5

MOJO'S  
West End  
TAVERN

**más+**  
BY MESSI™

Kerrin J Parker

86 Haven Rd

Portsmouth, NH 03801

parkerkerrin@gmail.com

(917) 817-9803

Date: 6/13/25

To:

The Honorable Mayor and Members of the City Council

c/o City Clerk's Office

City of Portsmouth

1 Junkins Avenue

Portsmouth, NH 03801

Re: Request for License to Install Drainage Pipe on City Property Adjacent to 86 Haven Road

Dear Mayor and Members of the City Council,

I am writing to respectfully request a license to allow the installation of a drainage pipe from my property located at 86 Haven Road, under a portion of City-owned land, to discharge adjacent to an existing municipal stormwater outfall.

The proposed improvement is part of a drainage solution for my property to resolve standing water outside my basement door during heavy rains. The plan involves extending an existing 4-inch SDR-35 outfall pipe 100ft that will run from the existing discharge at 86 Haven Road and terminate near the existing City stormwater culvert that crosses under the sidewalk to Little Harbour School. The two systems will not be physically connected, ensuring separation of flows, and the new pipe will only outlet in close proximity to the municipal feature.

Specific work to be performed:

Basement Walkout Drain

Surface & Footing Drain:

Repairing Drain and pipe at the basement walkout

Connecting the 4" drain system to 100' of SDR35 and daylighting it at the proposed town drain

Pipe to be bedded in 3/4" to prevent settling

Lawn repairs to the damaged areas with screened loam and hydro seeding

Please find enclosed a diagram illustrating the proposed layout and construction path of the drain pipe.

We have consulted with staff from the Portsmouth Planning & Sustainability Department, including Environmental Planner Kate Homet, and are informed that no additional State wetlands permitting is anticipated. Ms. Homet, along with city personnel Dave Desfosses and Zach Cronin, confirmed that a City stormwater connection permit is not needed, provided the proposed pipe remains unconnected to the City storm infrastructure.

We respectfully request that this matter be included on an upcoming City Council agenda for your consideration. Please advise if any additional materials or actions are required.

Thank you for your time and consideration.

Sincerely,

Kerrin Parker

86 Haven Rd

(917) 817-9803





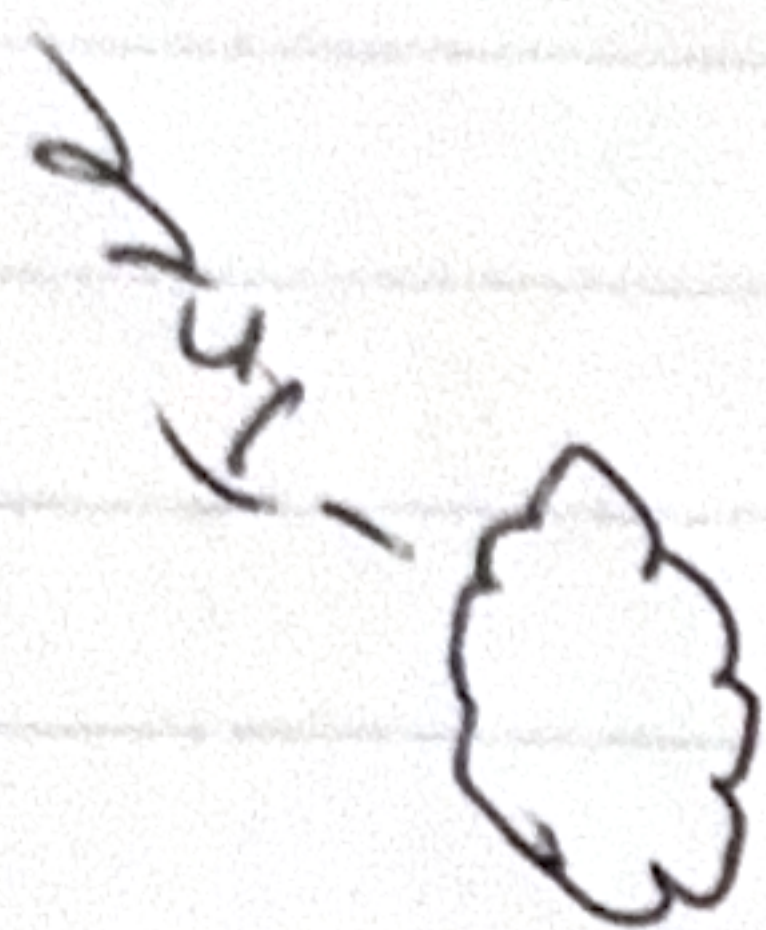








New outfall pipe  
4" SDR 35



Connect to  
Existing Drain

86  
Haven Rd



City Council Members  
City of Portsmouth  
Portsmouth, NH 03801



RE: Farmers' Market signage

June 18th, 2025

Dear Members of the City Council,

On behalf of Seacoast Eat Local, I am writing to respectfully request an amendment to our current agreement with the City of Portsmouth to allow for additional temporary signage promoting the Portsmouth Farmers' Market.

The farmers' market, held Saturdays at the municipal complex from May through October, plays an important role in strengthening the local food system, supporting regional farmers and food producers, and providing access to fresh, local food for residents and visitors alike. As market managers, we have heard from community members that increased signage would help raise awareness of the market and improve access especially for newer residents, tourists, and those unfamiliar with the event's location or hours.

We understand that the City has previously allowed additional signage in designated public locations when the market was managed by the Seacoast Growers Association. We would like to request permission to place a limited number of signs in the following public locations, consistent with past practice and for the sole purpose of promoting the Portsmouth Farmers' Market:

- Russell St. & Market St.
- Deer St. & Maplewood Ave.
- Pleasant St. & Junkins Ave.
- Junkins Ave & South St.
- South St. & Sagamore Ave.

All signs would be installed only during the approved season. Please see the attached design of the sign which measures 24 inches wide by 18 inches high.

Thank you for your time and consideration of this request. We remain committed to working in partnership with the City to ensure the continued success of the Portsmouth Farmers' Market.

In food and community,

A handwritten signature in black ink, appearing to read "Shawn", written in a cursive, flowing style.

Shawn Menard, Executive Director

**PORTSMOUTH**

Seacoast  
Eat Local

**1 JUNKINS  
AVE**

# **FARMERS MARKET**

**SATURDAYS 8AM-12PM**



RECEIVED  
JUN 04 2025

# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

Alternate

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

Committee: Historic District Commission **Renewing applicant**

Name: Larry Booz Telephone: 603-969-7540

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

Street address: 172 Northwester St, Portsmouth, NH 03801

Mailing address (if different): \_\_\_\_\_

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

How long have you been a resident of Portsmouth? 30 years

Occupational background:

Retired airline Captain, USAF (11 years), Computer Systems Analyst, legal services volunteer, Family trucking business, Rental property restoration and management

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

Reasons for wishing to continue serving: I feel the HDC has an important mission to preserve Portsmouth's history while allowing for and promoting growth. Assisting and guiding the homeowner through renovations is important. My diverse experience is of value in this process.

OVER  
➡

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


Strawberry Banke National Council  
Massachusetts Bar Member  
Boston Bar Association

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

- 1) Gregory Vince 19 Red Baron Rd West Ossipee NH 03890  
Name, address, telephone number 603-502-3513
- 2) Jay Nabbar 507 State St Portsmouth, NH 03801  
Name, address, telephone number 603-436-5200

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This reappointment application is for consideration and does not mean you will necessarily be reappointed 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:  Date: 5/30/25

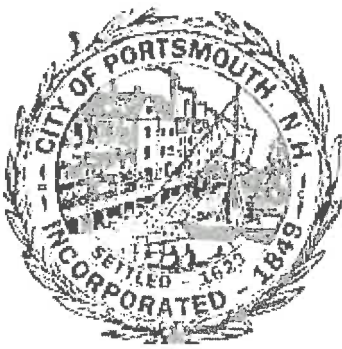
CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 6/1/2028

Annual Number of Meetings: 14 Number of Meetings Absent: 2

Date of Original Appointment: 9/18/2023

**Please submit application to: City Clerk's 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: Historic District Commission **Renewing applicant**

Name: Margot Doering Telephone: 603 828 4477

Could you be contacted at work? ☒ YES ☐ NO - If so, telephone # 603 828 4477

Street address: 300 Jones Ave Portsmouth

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): doering03801@gmail.com

How long have you been a resident of Portsmouth? 20 yrs

Occupational background:

Director of Finance, Co AST

Owner, Cerulean Consulting

Owner, Martin Hill Inn

VP, Fleet / Bank of Boston



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

Reasons for wishing to continue serving: \_\_\_\_\_

I'm still passionate about Portsmouth's Historic Preservation

I would like to lend what I've learned to new commissioners

There are some improvements Reagon and I have been

disussing that I would like to continue working on



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

Piscataqua Bank Board of Trustees

Portsmouth Music + Arts

Dover Quaker Meeting

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

1) Nell Neal, Riverview Rd Durham 603-866-2153  
Name, address, telephone number

2) Joan Neuman, Middle Rd, Portsmouth 603-566-4874  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

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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: Margot Doe Date: 6/1/25

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 6/1/2028

Annual Number of Meetings: 16 Number of Meetings Absent: 0

Date of Original Appointment: 10/5/2020

**Please submit application to: City Clerk's 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: Historic District Commission **Renewing applicant**

Name: Martin Ryan Telephone: 603-502-8635

Could you be contacted at work? YES/NO - If so, telephone # 207-438-5537

Street address: 221 Woodbury Ave

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): mlr10000@yahoo.com

How long have you been a resident of Portsmouth? 30 years

### Occupational background:

I am a licensed Architect in the State of NH. I am currently working for the Portsmouth Naval Shipyard as an architect in NAVFAC. In the past, I have  
owned my own architectural practice in the City of Portsmouth serving several non-profit agencies in the region. Prior to my own practice I was employed by two different local architectural firms.  
I have spent the last 34 years working in the field of architecture and construction.

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

Reasons for wishing to continue serving: \_\_\_\_\_

I have been a resident and home owner in Portsmouth since 1995. I recognize that the City  
possess a wide and unique architectural heritage that needs to be properly preserved while the  
city needs to continue to grow and remain viable. I believe I have the experience, education and  
judgment necessary to serve on this commission.



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

I have served on the Portsmouth Listens Group.

I am a member of NCARB

A member of NICET

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

1) Vince Lombardi, 75 Aldrich Rd. Portsmouth, 603-828-2324  
Name, address, telephone number

2) Joe Almeida, 103 High St, Portsmouth 603-502-8605  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This reappointment application is for consideration and does not mean you will necessarily be reappointed 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: RYAN.MARTIN.L.1392571589  Date: 29 May 2025

Digitally signed by RYAN.MARTIN.L.1392571589  
DN: c=US, o=U.S. Government, ou=DoD,  
ou=PKI, ou=USN,  
cn=RYAN.MARTIN.L.1392571589  
Date: 2019.05.14 11:18:03 -04'00'

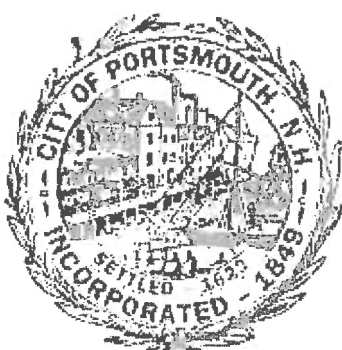
CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 6/1/2028

Annual Number of Meetings: 14 Number of Meetings Absent: 2

Date of Original Appointment: 12/5/2016

**Please submit application to: City Clerk's 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: Historic District Commission Renewing applicant

Name: Reagan Ruedig Telephone: 603-502-9247

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

Street address: 70 Highland St

Mailing address (if different): same

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

How long have you been a resident of Portsmouth? 15 yrs

Occupational background:

Professional Historic Preservationist Consultant, owner  
of Preservation Company

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

Reasons for wishing to continue serving: I have a professional  
background in historic preservation. It is what I do  
every day, and I want to give my time and  
expertise to the community and my city to make  
a positive difference in the future.

OVER  
➔

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

Strawberry Banke Museum, Board of Trustees  
Portsmouth Athenaeum, Proprietor  
Portsmouth Historical Society, member

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

- 1) Vince Lombardi Aldrich Rd 603-828-2324  
Name, address, telephone number
- 2) Martha Fuller Clark, 152 Middle St 603-498-6936  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This reappointment application is for consideration and does not mean you will necessarily be reappointed 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: Reagan Reading Date: 5/27/25

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 6/1/2028  
Annual Number of Meetings: 16 Number of Meetings Absent: 8  
Date of Original Appointment: 12/17/2012

**Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801**

# Reagan Ruedig



## CONTACT

E: [rriedig@preservationcompany.com](mailto:rriedig@preservationcompany.com)  
T: 603-502-9247

## EDUCATION

University of Pennsylvania  
MS Historic Preservation, 2007

New York University  
MA Art History/Archaeology, 2004

Duke University  
BA Art History, 2001

## COMMUNITY

City of Portsmouth Historic District  
Commission, Chair 2024-present  
Commissioner since 2013

Strawbery Banke Museum  
Board of directors 2024-present

Portsmouth Historical Society  
Board of directors and past  
president 2012-2023

Portsmouth Athenaeum  
Proprietor since 2014

## EXPERIENCE

Preservation Company  
Kensington, New Hampshire  
Principal and owner since 2022

Preservation Company  
Kensington, New Hampshire  
Architectural Historian 2010-2022

Building Conservation Associates  
Dedham, Massachusetts  
Architectural Conservator 2007-  
2009

Reagan is the owner and principal of Preservation Company, LLC, a historic preservation consulting firm. Reagan worked with Lynne Monroe at Preservation Company for twelve years before taking over as Lynne retired in 2022. Reagan meets the Secretary of the Interior's Professional Qualification Standards (36 CFR 61) for architectural history. She has worked in many areas of the preservation field, including materials conservation, historic resources survey, and National Register nominations. Reagan also has a background in ancient Mediterranean archaeology. She works throughout New Hampshire, as well as nearby states, and has a strong working relationship with NHDOT, NHDHR, NH Preservation Alliance, and LCHIP.

Reagan is active in preservation in Portsmouth, NH, as a long-time member and Chair of the city's Historic District Commission. She is currently a board member of Strawberry Banke Museum and past board member of the Portsmouth Historical Society.

## SELECT PROJECTS

### Portsmouth Naval Shipyard - Dry Dock 1 | Kittery ME

Photographic documentation of dry dock reconstruction, and exhibit design, with Independent Archaeological Consulting, LLC, 2021-present

### Northern Railroad Interpretive Sign | Danbury NH

For NHDOT Bureau of the Environment, in cooperation with the Town of Danbury and Friends of the Northern Rail Trail, with BaileyDonovan, 2023

### Rochester Historic District Survey | Rochester NH

Survey forms recording 130+ buildings in the downtown for the City of Rochester Historic District Commission, 2020-2023

### Redbank Historic District National Register Nomination | South Portland ME

Draft nomination of a WWII defense housing development submitted to Maine Historic Preservation Commission, 2022

### Great Brook Industrial District | Antrim NH

NHDHR Historic District Area form for cultural landscape of buildings, bridges, dams, and archaeological sites, for Quantum Construction Consultants, 2022

### First Parish Church Historic Building Assessment | Dover NH

Assessment report with photographic documentation and preservation guidelines for submission to Land Conservation and Heritage Investment Program (LCHIP), 2020

### Peverly Hill Road Complete Streets Roadway Improvements | Portsmouth NH

NHDHR Project Area Form eight individual inventory forms, two historic district forms, plus determination of effects table, for McFarland-Johnson and the City of Portsmouth, 2018-2020

### Exit 4A, I-93, 13065 | Derry and Londonderry NH

Updated project area form, eight NHDHR individual forms, two historic districts, and one determination of effects table, for CLD Engineering, 2016-2018



# 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: PHA Board of Commissioners **Renewing applicant**

Name: Robin Pickering Telephone: 603-828-3390

Could you be contacted at work? YES/NO - If so, telephone # 603.828.3390

Street address: 27 B. Holiday Dr. Portsmouth NH

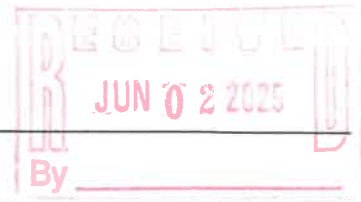
Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): rpickering27@Comcast.net

How long have you been a resident of Portsmouth? 69 years

Occupational background:

Real Estate  
Admin Assistant  
Customer Service



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

Reasons for wishing to continue serving: I want to continue  
our work of creating new housing in Portsmouth  
and improving the current housing in the city

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

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

- 1) Joe mikulsky Exeter NH  
Name, address, telephone number 603-601-8544
- 2) Ray Bolger ~~Exeter~~ NH  
Name, address, telephone number 603-601-8544

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This reappointment application is for consideration and does not mean you will necessarily be reappointed 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: Robert Picheing Date: 5/28/25

CITY CLERK INFORMATION ONLY:

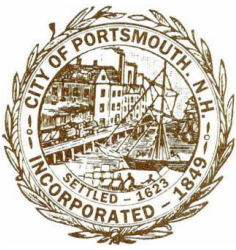
New Term Expiration Date: 4/1/2030

Annual Number of Meetings: 11 Number of Meetings Absent: 2

Date of Original Appointment: 12/19/2016

**Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801**





# CITY OF PORTSMOUTH

## Housing Blue Ribbon Committee

### MEMORANDUM

To  
Housing Committee

From  
Planning Staff

Date  
5-2-2025

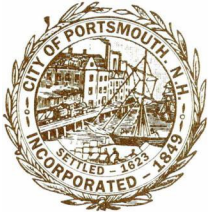
Subject  
City Council Referral on Zoning Barriers

At the April 7, 2025 meeting, The City Council took the action below to identify zoning barriers to housing and directed the Housing Committee to report back by June 23<sup>rd</sup>.

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.

### Parking

The meeting agenda has identified some initial topics for discussion for the Committee. Removing parking regulations from the zoning ordinance and incorporating it into the site plan review regulations has been discussed by the Planning Board and would give an applicant going through site review the ability to request waivers from the regulations as opposed to going to the Zoning Board for dimensional relief or seeking a Conditional Use Permit from the Planning Board to provide less than the required parking. Parking requirements would remain in the ordinance for one- and two-family dwellings, which do not require site plan review.



# CITY OF PORTSMOUTH

## Planning and Sustainability Department

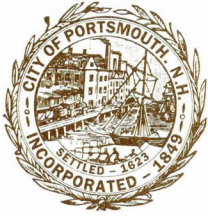
### Density

Staff evaluated the lot areas for residential zoning districts to look at how many parcels conform or do not conform to the required lot area per dwelling unit. As shown below, three more than half of the parcels are nonconforming in three districts, General Residence A and B and Single Residence B. One way to increase housing stock would be to lower the lot area per dwelling requirement for residential districts to allow infill development.

The Places to Live dialogue groups provided recommendations and goals related to housing. Below is a link to the final report for the Committee to review the outcomes of that effort:

Places to Live summary report: <[https://www.portsmouthnh.gov/sites/default/files/2024-04/2024%20Places%20to%20Live%20Dialogue\\_Report\\_Final.pdf](https://www.portsmouthnh.gov/sites/default/files/2024-04/2024%20Places%20to%20Live%20Dialogue_Report_Final.pdf)>

District	Lot Area Requirement	Total Parcels	Nonconforming Parcels for lot area	Percent Nonconforming
GRA	7500 sq. ft.	1198	609	51%
GRB	5000 sq. ft.	562	361	64%
GRC	3500 sq. ft.	336	126	38%
R	5 Acres	45	19	42%
SRA	1 Acre	292	100	34%
SRB	15,000 sq. ft.	2558	1630	64%



# CITY OF PORTSMOUTH

## Planning and Sustainability Department

### Map Changes

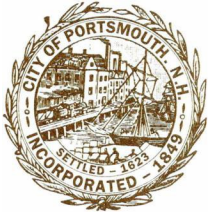
The Land Use Committee compiled a list of map changes that included changes that were agreed upon to move forward and other potential changes that warranted more discussion. The first group moved forward and the map was amended in 2024. The parcels that were not moved forward are included in the list below. Since this time, the Gateway Neighborhood Overlay District (GNOD) was adopted, thus the reason for some of the parcels crossed out below.

To Gateway? Key= GA/MH (garden apartment/mobile home park) I (Industrial) OR (office research) GB (general business)

	Property	Map-Lot	Size of Lot	Current Zone	Future Zone	Current Development
3	55 Heritage Ave	0285-0004-0000	2.85	I	G1	Warehouse building
4	70 Heritage Ave	0285-0011-000B	7.44	I	G1	Storage Units/Com
5	100 Heritage Ave	0285-0011-00A2	4.79	I	G1	Storage Units
6	Constitution Ave	0285-0016-3000	8.47	I	G1	Office type buildings
16	2059 Lafayette Rd	0268-0013-0000	.30	MRB	G1 or G2	Office building
17	0000 Lafayette Rd	0268-0012-0000	.62	MRB	G1 or G2	Vacant land
19	2 Mirona Rd	0253-0006-0000	1.13	I	G2	Auto Repair
20	11 Mirona Rd	0253-0008-0000	4.07	I	G2	Auto Repair
21	1 Mirona Rd	0253-0007-0000	1.83	I	G2	Glass Company
46	Commerce Way	0216-0001-0001	4.11	OR	G1	Vacant land
47	135 Commerce Way	0216-0001-0011	5.39	OR	G1	Office building
48	155 Commerce Way	0216-0001-0010	5.49	OR	G1	Office building
49	175 Commerce Way	0216-0001-0009	4.07	OR	G1	Office building
50	170 Commerce Way	0216-0001-0002	6.86	OR	G1	Office buildings
51	195 Commerce Way	0216-0001-0008	2.82	OR	G1	Office building
52	215 Commerce Way	0216-0001-008A	8.82	OR	G1	Office buildings
53	210 Commerce Way	0216-0001-0004	4.24	OR	G1	Office building
54	230 Commerce Way	0216-0001-0005	5.62	OR	G1	Office buildings
55	Shearwater Drive	0217-0002-1975	4.53	OR	G1	Vacant land
57	1000 Market St	0219-0063-0001 & 3	Unknown	OR	G2	Office bldg. hotel

Should all of Heritage Ave be something other than industrial??

Should west road be something other than industrial??



# CITY OF PORTSMOUTH

## Planning and Sustainability Department

In addition to these parcels, there are other areas in the City that could potentially be changed, including other areas zoned Office Research (OR), General Business (GB) and Business (B). Below is a link to the zoning map for the Committee to review and a link to MapGeo

PDF zoning map:

[https://files.cityofportsmouth.com/files/planning/Final+Zoning+Map\\_11182024.pdf](https://files.cityofportsmouth.com/files/planning/Final+Zoning+Map_11182024.pdf)

MapGeo link below. Under the Themes tab you can access the zoning layer to toggle on.

<https://portsmouthnh.mapgeo.io/datasets/properties?abuttersDistance=300&latlng=43.05663%2C-70.775502>

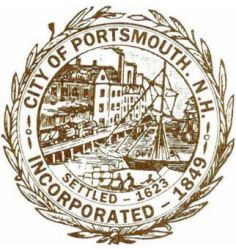
Some other links below for the Committee's reference include New Hampshire Housing toolbox on housing strategies, link to HOP Grant case studies and a link to the Places to Live Dialogue report to look at the recommendations that came out of that effort.

<https://nhhousingtoolbox.org/> Planning and zoning strategies for housing production from New Hampshire Housing

[https://www.nhhfa.org/wp-content/uploads/2025/02/nhh\\_case\\_study\\_2025.pdf](https://www.nhhfa.org/wp-content/uploads/2025/02/nhh_case_study_2025.pdf) ... HOP Grants selected case studies – NH towns and cities showing goals and results

### Focus Groups

The desire to get feedback from developers about barriers to building below market rate housing in the zoning ordinance has been discussed by the Committee. The Committee should develop specific questions to ask developers related to this topic. Additional discussion about questions and process will take place at the meeting.



# CITY OF PORTSMOUTH

## Housing Blue Ribbon Committee

### MEMORANDUM

To  
City Council

From  
Planning Staff

Date  
June 13, 2025

Subject  
City Council Referral on Zoning Barriers

At the April 7, 2025 meeting, The City Council took the action below to identify zoning barriers to housing and directed the Housing Committee to report back by June 23<sup>rd</sup>.

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.

The Housing Committee discussed the above at the May 8, 2025 and June 12, 2025 meetings. The Committee came to a consensus on the following list of zoning barriers to report back to City Council.

- Move parking requirements from zoning to site plan regulations for nonresidential projects and residential projects with three or more dwelling units.  
*(Note: Staff is currently working with the Planning Board on moving parking regulations into the Site Plan Review Regulations)*
- Review dimensional requirements, lot size, and frontage for all residential districts to look at changing requirements to better align with actual sizes and frontage which will allow for infill development and decrease nonconforming lots. This analysis should be part of the Master Plan process.

CITY OF PORTSMOUTH  
Planning and Sustainability Department

- Map Changes: Review old commercial and industrial zoning districts for potential rezoning to mixed-use. Review residential districts for potential consolidation of districts. This should be done in consolidation with the lot size/frontage analysis.
- Revise zoning based on outcomes from RKG analysis of workforce housing incentives.
- Review Use 1.60 in the Use Table to allow conversion of older dwellings into multifamily units in more districts.

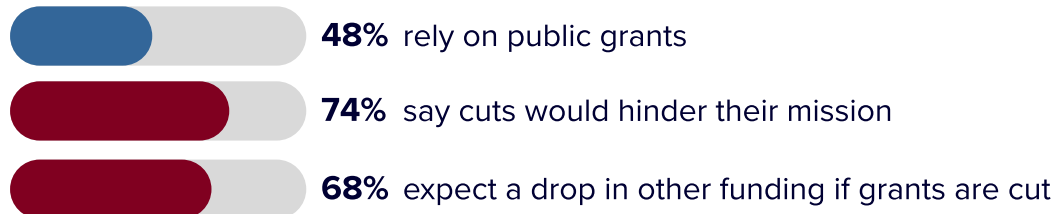
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# PORTSMOUTH ARTS AND CULTURAL COMMISSION

## STATE OF THE ARTS 2025 SURVEY SNAPSHOT

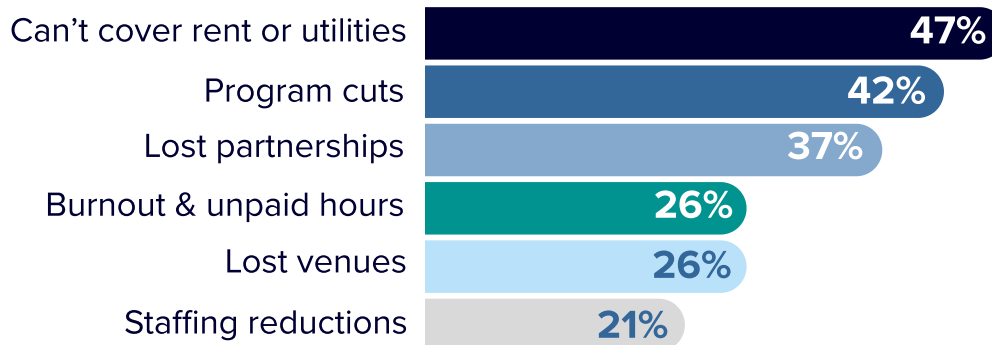
*A glimpse into how state and federal funding cuts could affect Portsmouth's arts & culture community*



“We anticipate that our earned income will be affected as well, as healthcare, social service, and educational institutions who book our programs are also being affected by state and federal cuts.”

“My work is grant dependent... at least 50% of my fee comes from grant money. I'm not sure where to turn once it is gone.”

### WHAT STATE & FEDERAL CUTS COULD MEAN FOR THE SEACOAST ARTS SCENE



“I'm already hearing from major donors about donor fatigue, so I'm not confident the private sector can absorb the loss of federal and state funding.”

### TO STAY RESILIENT, ORGANIZATIONS NEED...



### ABOUT THIS SURVEY

This snapshot summarizes findings from the State of the Arts survey, conducted by the Portsmouth Arts & Culture Commission between June 9–15, 2025. Nineteen respondents, including 6 local artists, 8 arts nonprofits, 5 cultural organizations and 1 other, shared insights on how state and federal budget cuts may impact their operations and the broader creative community.



# Proposed Portsmouth Banners for the Arts Initiative

## Introduction:

Arts & cultural institutions in Portsmouth contributed approximately \$71MM in revenue during 2022, as shown in the recent AFTA Study. The key factor driving attendance at arts/cultural events is awareness. Given the significant economic impact being delivered by these arts organizations, it is the hope that the city of Portsmouth will make available resources to help drive awareness & attendance and to support their financial health. An area of opportunity exists to help through the utilization of fixed (but temporary) banner locations throughout the downtown area and heavy traffic corridors leading in/out of downtown Portsmouth. Other cities utilize outdoor signage to promote art/culture events, including banner programs (see examples).

## Areas of Opportunity for the City of Portsmouth

*Key findings from the recent city-funded study conducted by Arts Consulting Group (ACG)*

- Highlights a need for better communications around arts and cultural events and identifies better communications as a top priority to the community! (page 6)
- Awareness is one of the top factors influencing respondents to attend an event.
- An identified weakness pertains to the coverage/publicity about artists and their works.
- 0.8% of respondents were aware of events around town as the result of prints or posters they saw

## How It Helps:

*Citizens of Portsmouth*

- Provides greater awareness for events, organizations, & opportunities that they might not otherwise be aware of.
- Brings community together at these events by driving greater attendance.

*Arts/Non-Profit Organizations*

- Establishes temporary, high-profile opportunities to engage citizens & visitors in/around the community, and provides a timely promotion of major events happening at that time.

## How It Works:

- Organizations must qualify by meeting certain criteria, to be developed by the ACC in conjunction with the Legal Department
- Create the opportunity for an arts organization/non-profit to sign up for a specific period of time to display promotional signage.
- Create “sponsorable” signage (sponsor logo at bottom only) to help off-set the cost of installation/labor.
- Arts Orgs/non-profits are responsible for the cost of producing all signage

## **Downtown Banner Program Examples:**

- 1) Manchester, NH
- 2) Keene, NH
- 3) Golden, CO
- 4) Fort Worth, TX
- 5) Chicago, IL
- 6) St. Louis, IL



## **CITY OF MANCHESTER MUNICIPAL BANNER PROGRAM**

### **I. PURPOSE**

- To complement the aesthetic appearance and/or improvement of the Central Business District and eligible neighborhoods.
- To introduce color and a sense of excitement.
- To assist in the promotion of cultural, recreational, and civic events sponsored by various groups throughout the City united in mission to improve the quality of life and offerings for Manchester residents and visitors.
- To support and promote special events, bringing increased attention and awareness to Manchester and its businesses and to create the image of an economically vital, active and flourishing City.
- To create an effective administrative process to manage a high quality municipal banner program.

### **II. BANNER POLICY**

- A. **ELIGIBILITY**: Potential banner program participants should represent or promote local non-profit or cultural civic events or activities of particular interest or benefit to the Manchester community. Banners are not to be used for commercial advertising or to advertise or promote political candidates, parties, or issues. However, a professionally placed logo of a business or corporation sponsoring the event may be included on a banner.
- B. **LOCATIONS**: (1) Elm Street adjacent to Veteran's Park, (2) Hanover Street at the corner of Chestnut Street, (3) Kelley Street at the corner of Rimmon Street, and (4) Elm Street at the corner of Bridge Street.
- C. **BANNER REVIEW**: Banners will be reviewed and considered for approval by the Office of the City Clerk. All banners must be professionally manufactured by a bonded printer to ensure only quality, well-made banners will be displayed within the City of Manchester.
- D. **INFORMATION CONTENT**: All banner designs should be artistic in nature, graphically or symbolically representing the subject/purpose of the community event or organization. Banners can include text for dates, activities, logos, and/or title of event. Inappropriate material, including but not limited to, offensive language, hate speak, pornographic images, and/or content considered to be demeaning and derisive, will not be accepted. Decisions on the appropriateness of material will be governed by the City.

Banners must:

- Not display any legend or symbol which may be construed to advertise, promote the sale of, or publicize any merchandise or commodity, or to be political in nature.
- Not have displayed thereon that which portrays a traffic control device, or which attempts to direct the movement of traffic.
- Use bright, contrasting colors on both sides (front and back).
- Be simple in nature, incorporating large simplistic and bold elements.
- Incorporate imagery and text that are appropriately scaled for long-range visibility.
- Not contain more than 20% of space used to highlight the sponsor of the banner.
- Not display any inappropriate symbols or messages or in any way suggest partisan political statements or endorsements.
- Conform to standards of construction as outlined below.

E. BANNER SPECIFICATIONS:

1. All banners shall be printed on both sides of the banner fabric.
2. Cross-street banners on Hanover Street or Kelley Street shall be made of marine acrylic canvas or heavy reinforced vinyl resistant to ultraviolet rays, mold, and mildew. Each banner shall have two double stitched reinforced hems. Cross-street banners must have wind slits. Cross-street banner size will depend on the locations selected for placement. Banners intended for the Hanover Street or Kelley Street locations shall be no larger than 4' tall by 20' wide.
3. Cross-street banners on Elm Street shall be made of vinyl mesh with a maximum weight of 10 ounces per square yard and a minimum air flow of 25 percent. Each banner shall have two double stitched reinforced hems and grommets. Banners intended for Elm Street shall be no larger than 4' tall by 45' wide. Mesh banners should be printed two-sided and shall not be two separate one-sided banners stitched together.

- F. APPLICATION PROCESS: The sponsoring organization shall complete a written application and present it to the Office of the City Clerk along with the certificate of insurance and fee no more than six months prior to planned installation date. A separate application must be filled out for each event and pole location. No organization can have more than six event banners at one location in a calendar year and the maximum time period per event is two weeks. The City Clerk's Office shall review and either grant or deny the application.

Applications shall include:

- Name of event
- Name of sponsoring organization
- Date of event
- Time period requested for banner exposure (*no more than two weeks at one location*)
- Banner design
- Number of cross-street banners (*2 maximum at any given time*)
- Location of banners
- Application fee
- Certificate of insurance

- G. APPLICATION FEES: The application fee for banners by location for a two week period shall be as follows and includes fees associated with installation and removal:
- Elm Street: \$500.00
  - Hanover Street: \$125.00
  - Kelley Street: \$125.00
- H. BANNER SPONSOR PRIORITY: The Office of the City Clerk will maintain a Master Banner Calendar at all times. Banner application, certificate of insurance and fee must be submitted no more than six months prior to planned installation date, must be received no later than four weeks prior to planned installation date, and will be processed on a first-come first-served basis. However, the City shall reserve the right to honor recognized events that are held annually by reserving banner space as necessary.
- I. BANNER CONDITION: The Office of the City Clerk has the authority to refuse the placement of cross-street banners which, because of previous use, are in poor condition. In addition, the Public Works Department has the authority to remove banners which have become, frayed, ripped, otherwise unsightly or present a safety hazard.
- J. INSURANCE REQUIREMENTS: Sponsoring organizations wishing to place cross-street banners must carry a \$500,000 General Liability insurance policy. Sponsoring organizations shall provide the City with said proof of insurance listing the City of Manchester as “**Additional Insured**”.

### III. GROUP RESPONSIBILITIES

- A. CITY OF MANCHESTER:
1. Provides use of banner poles.
  2. Authorizes the Office of the City Clerk to receive, review and approve all applications for design and placement of cross-street banners.
  3. Authorizes the Public Works Department to install and retrieve cross-street banners.
- B. SPONSORING ORGANIZATION:
1. Follows the banner program criteria established in the Municipal Banner Policy.
  2. Creates their own respective original banner designs.
  3. Bears cost of banner manufacture and storage.
  4. Provides the City with an Insurance Certificate listing the City of Manchester as “additional insured” in the types and amounts required.



# Downtown Banner Program

## Fundraising Events

[Welcome](#)[Fundraising](#)[Winter Event](#)[Lobster Feast](#)[Downtown Banner Program](#)

The Downtown Banner Program is one of the club's Community Service projects. The club seeks sponsors for banner and rotates seasonal banners in downtown Keene. Funds collected are used to support the Jane's Kid: Success by Six, Community Reinvestment Grants, International Service Projects, and the Kid's Fishing Derby and others.

Banners are often displayed in collaboration with other local not-for-profit organizations to promote their local community events and awareness activities.

Recent Downtown Banner Sponsors:




[Keene State College Connection](#)  
[Masiello Employment Services](#)  
[Savings Bank of Walpole](#)  
[Dartmouth-Hitchcock Cheshire Medical](#)  
[Filtrine Manufacturing](#)  
[Whitney Brothers Co.](#)  
[Clark-Mortenson](#)  
[C&S Wholesale Grocers](#)  
[The Masiello Group](#)  
[The Melanson Company](#)  
[Keene Monument](#)  
[Kingsbury Fund](#)  
[NBT Bank](#)  
[Hamblet Electric](#)  
[Greenwald Realty](#)  
[Primerica of Keene](#)  
[Ted's Shoe & Sport](#)



## PROGRAM

### CONTACT US

Megan Pinson  
Visit Golden

-  (303) 384-8172
-  [visitgolden@cityofgolden.net](mailto:visitgolden@cityofgolden.net)
-  [1010 Washington Ave.](#)  
[Golden, CO 80401](#)

The Downtown Banners Program is managed by Visit Golden, the Community Marketing Program. It gives cultural attractions and nonprofit organizations the opportunity to promote current exhibits and special events via banners on up to 45 street lights throughout Downtown Golden. The purpose of this program is to enhance the atmosphere of the streetscape through beautiful, festive, and decorative graphics, and celebrating the City of Golden in a manner that attracts visitors, inspires citizens and is suitable for a broad-based audience of all ages.



Whenever an organization wishes to advertise this way, they must first obtain approval from Visit Golden through an application process. Permission may be granted by Visit Golden's Community Marketing Program for temporary display banners that promote or celebrate the city, its civic institutions, or large, festive public activities or events in the City of Golden.

Search...



## GUIDELINES

### ▼ Downtown Banners Program Participation Guidelines

## DOWNTOWN BANNERS PROGRAM PARTICIPATION GUIDELINES

- Visit Golden & the DDA allow three types of promotion opportunities. The space may not be used for commercial advertising. Visit Golden has the right to veto applications for banners that do not fit the City of Golden.
  - **Event Promotion:** defined as a banner containing a message regarding a public upcoming or current event or season of celebration that takes place in Golden. This includes large, festive events that are open to the public generally, for free or for nominal cost and fund-raising events on behalf of nonprofits which engage in direct-service charitable work.
  - **Nonprofit Exhibit Banners:** defined as a banner containing a message regarding a public upcoming or

current exhibit in Golden.

- **General Organization Banners:** defined as a banner containing the logo and imagery that would represent the attraction or organization. This includes banners that promote a nonprofit organization or organization/program subsidized or sponsored by the City, a downtown shopping district and significant institutions that are sponsored by the state or federal government and have unique ties to the City of Golden.
- No advertising of a commercial nature shall appear in connection with the downtown banners program. Sponsor logos are not permitted. Religious and political messages are not permitted.
- There are 45 Street Pole locations available. Street pole banners are located at intersections and along Washington Avenue in Downtown Golden between 8th and 14th Streets and between Washington Avenue and Ford Street.
- If renting all of the banner locations (45), you are limited to 30 days
- You may rent half of the banner locations (22) for a period of 90 days.
- You must rent the banner locations for a minimum of 30 days.
- Pole banners will be changed on or around the 1st day of each month, weather permitting.
- Banners will remain on street poles until the end of the posting duration. Keep in mind that event and exhibit dates may remain advertised even beyond the actual event date.
- A rendering showing dimensions, wording, colors, graphics, and all logos needs to be submitted at the time of application. All designs must be approved prior to production.
- If posting 45 banners, up to 3 design variations will be allowed.
- If posting 22 banners, up to 2 design variations will be allowed.
- Organization logos may appear on banners, posters and flyers, provided that total space allocated for logos is less than 10% of the entire surface.
  - [Downtown Banner Sizing and Instructions](#)
  - [Artwork Template EPS File](#) (This is an EPS file. You must have appropriate software to download and use)
- Visit Golden and the DDA are not responsible for lost or damaged banners.
- A hanging banner that develops holes, becomes frayed, or otherwise falls into a state of disrepair, must be removed. Removal charge will be billed to advertiser directly.



## › Design and Production Guidelines

ABOUT USMEMBERSHIPPROJECTSNEWS

SEARCH

Q

PUBLICATIONSEVENTSPID

Downtown Fort Worth, Inc.

LIVE HERE

DO BUSINESS

GET AROUND

RESEARCH



ABOUT US
▶ MEET THE TEAM
▶ NEWS ROOM
▶ PID
▶ AMBASSADOR PROGRAM
▶ TIF
▶ OUR PARTNERS
▶ OUR EVENTS
▶ CONTACT US

# DOWNTOWN BANNER PROGRAM

Thousands of people live, work, and play in Fort Worth every day. The Downtown Fort Worth Banner Program is an excellent way for your non-profit organization to reach this very desirable audience. Administered by Downtown Fort Worth, Inc., the Banner Program provides display space on Main, Throckmorton, and Houston Streets.



## PUBLICATIONS

DOWNTOWN  
FORT  
WORTH  
BANNER  
PROGRAM

#DowntownFortWorth

**After reviewing the eligibility and requirements below, please [apply here](#).**

## DISPLAY TIME

Banners may be reserved for as little as two weeks and up to 90 days. Reservations for banner display time slots should be made at least three months in advance. Some exceptions will apply. The City of Fort Worth makes the final determination (based on availability). Banners that do not meet the banner requirements, or do not withstand the physical elements will be removed without refund.

## ELIGIBILITY: ONLY A NON/NOT-FOR-PROFIT ORGANIZATION MAY DISPLAY BANNERS.

- Banners are restricted to the promotion of special events/exhibits to be held on a specific date (or dates.)
- Banners may be displayed no more than two weeks prior to the start of the event.
- Banners not promoting a date-specific event may be displayed for 90 days.
- Banners will be professionally installed and removed by DFWI. DFWI is not liable for banners stolen or damaged while on display.

## USAGE

- **Allowed Usage**
  - City of Fort Worth-hosted events.
  - Events sponsored/co-sponsored by the City of Fort Worth.
  - Events which support or attract tourism, are open to the public, and benefit the city.

- Events being held at the Fort Worth Convention Center, Will Rogers Complex, Dickies Arena, or major colleges and universities.
  - Welcome messages for those attending conventions, conferences, and other city-wide events.
  - Identify and promote public improvement districts or other particular City of Fort Worth districts.
  - Promote educational institutions including universities, colleges, and public and private schools.
- **Prohibited Usage - Banners that are prohibited include, but are not limited to, the following:**
    - Promotion of a profit-generating activity by a commercial enterprise, including direct or indirect sales of goods and/or services. (commercial advertising)
    - Messages with political, religious, or public issue advertising.
    - Messages with profane language or personal attacks.
    - Messages that promote, foster, or perpetuate unlawful discrimination.
    - Messages that advocate illegal activity.
    - Messages that infringe on copyrights or trademarks.
    - Messages that may compromise the safety, security, or proceedings of public systems.
    - Any banner which would constitute a hazard to traffic or safety. Including, but not limited to, the words "stop," "look," "danger," "drive-in," or any other words or graphics that could negatively impact traffic or public safety are not allowed.



- Any other use that would violate a local, state, and/or federal law or regulation.

## APPLICATION PROCESS

- Applications must be submitted at least 90 days before the desired reservation date.
- Required documentation includes:
  - Purpose of event
  - Date of event
  - Sample of banner design/content
  - Identification of any sponsorship/commercial logos
  - Proof of non-profit status

## APPROVAL AND DENIAL OF APPLICATION

- **Approval**
  - Sole authority of TPW Director to approve design, content, and installation of banners.
  - Applicants can expect review and approval within ten business days of submission.
- **Denial**
  - Any denied banner displays may be appealed in writing to the City Manager for final determination.
  - Appeals must be received within five business days of denial by the TPW Director.

## BANNER REQUIREMENTS

- Made of flag nylon with finished edges
- Finished size must be 25"x56"
- Must be screen printed on one side
- Must have a 2-1/2" closed sleeve on the top for a 1" diameter

pole with one grommet on top and bottom of the inside edge, closest to the pole.

- Top and bottom grommet to be reinforced
- Banner should be produced by using the highest quality material available
- Commercial logo may not exceed 10% of banner

## INSTALLATION & STORAGE

- After display and removal, you may pick up your banners or DFWI will provide storage for an additional fee of \$150.00.
- Banner Application and Contract must be signed and returned before banner reservations are confirmed.
- Final invoice must be paid in full before installation.

## CLICK HERE FOR DOWNTOWN BANNER PROGRAM DISPLAY FEES

For questions or concerns, please contact [KayLee Pratt](#).

STAY CONNECTED



Email Address



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# CITY OF CHICAGO

## RULES

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### **RULES REGARDING BANNERS**

**UNDER 2-102-030(L); 2-102-030(s); 2-102-040;  
10-8-340**

**LAST UPDATED JANUARY 20, 2014**



BY AUTHORITY VESTED IN THE COMMISSIONER OF THE DEPARTMENT OF  
TRANSPORTATION PURSUANT TO **2-102-030(l); 2-102-030(s); 2-102-040; 10-8-340**, THE  
FOLLOWING RULES REGARDING **BANNER REGULATIONS** ARE ADOPTED HEREIN.

By Order of the Commissioner:

Signed:   
Commissioner Rebekah Scheinfeld

Date: August 3, 2015

Published: **January 20, 2014**

Effective: **January 20, 2014**



CHICAGO DEPARTMENT OF TRANSPORTATION  
CITY OF CHICAGO

**STREETLIGHT POLE BANNER REQUEST REQUIREMENTS**

In order to process your streetlight pole banner request, you must include the following:

1. A written request on your organization's letterhead addressed to **Commissioner Rebekah Scheinfeld, Department of Transportation, Division of Electrical Operations, 2451 S. Ashland Avenue, Chicago, Illinois 60608**. Your written request must include the event or organization to be recognized on the banner, the date of the event, and any other significant aspect to your request.
2. A completed Banner Permit Application.
3. A copy of the proposed banner's graphics.

Street pole banner requests can be faxed to Fax #: 312-746-4432. If you have any questions regarding your request, please call Tel #: 312-746-8118.

**Requests that do not include, and comply with, all three of the above requirements are not acceptable.**



# DEPARTMENT OF TRANSPORTATION

Rebekah Scheinfeld, Commissioner

## Division of Electrical Operations

Robert L. Myers, Managing Deputy Commissioner

2451 S. Ashland Avenue

Chicago IL 60608

Tel: 312-746-4400

Fax: 312-746-4432

### BANNER / DECORATION PERMIT APPLICATION

Name of Organization

Contact

Address

Telephone & Fax #s

Tel:	Fax:
------	------

Location of Banners

Ward

Name of Area

Installation Date

Removal Date

Banner Size

Number of Poles

Installation Company

Contact

Address

Telephone & Fax #s

Tel:	Fax:
------	------

Remarks

### FOR OFFICE USE ONLY

Graphics on File

Date  
Rec'd



## AMENDED BANNER REGULATIONS

January 20, 2014

WHEREAS, it is the City's policy to display on its lightpoles only those decorative banners or other decorations that promote or celebrate the City, its civic institutions, or public activities or events in the City of Chicago (and that otherwise promote the corporate interests and welfare of the City); and

WHEREAS, the City displays banners on its light poles for the purposes of enhancing the atmosphere of the street scape through beautiful, festive, and decorative graphics, and celebrating the City in a manner that attracts tourists, inspires citizens, accords with the City's commitment to embracing diversity and respect for all persons, and is suitable for a broad-based audience of all ages; and

WHEREAS, the City accepts donations of decorative banners from private entities where the banners comply with the established criteria and serve to further and/or complement the City's own programs and initiatives in the cultural, charitable, public health, special events, conventions and tourism, economic development and community-building areas; and

WHEREAS, the Commissioner also is authorized to promulgate specific rules and regulations to ensure that the display of banners or other decorations on City lightpoles is done in a manner to protect the public safety and welfare;

NOW, THEREFORE, I, Rebekah Scheinfeld, Commissioner of Transportation, hereby promulgate the following amended regulations pursuant to Section 10-8-340 of the Municipal Code of the City of Chicago:

### **I. The following governs all banners or other decorations displayed on City lightpoles:**

The City shall display on its lightpoles only decorative banners or other decorations that promote or celebrate the City, its civic institutions, or large, festive public activities or events in the City of Chicago (and that otherwise promote the corporate interests and welfare of the City).

Banners that "promote or celebrate the City" shall be deemed to include those that promote an organization or program subsidized or sponsored by the city; banners that identify a neighborhood; banners donated by a chamber of commerce or retailers association which promote the neighborhood's shopping district; banners for significant events or institutions that are sponsored by the state or federal government and have unique ties to the City of Chicago; and banners that celebrate significant anniversaries of city businesses and community institutions in increments of 5 years starting with the 20<sup>th</sup> anniversary (e.g. 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup>, etc).

"Civic institutions" include significant cultural institutions, such as the Art Institute; important community institutions, such as hospitals, schools and churches; and direct-service charitable organizations, such as the YMCA.

"Public activities or events" means large, festive events that are open to the public generally, for free or for nominal cost; fund-raising events on behalf of (i) not-for-profit charitable organizations which engage in direct-service charitable work, e.g. Boys and Girls Club, or are umbrella fund-raising organizations for such work, e.g., United Way, or (ii) associations devoted to research on and support for patients with various diseases, e.g. the Leukemia Society.

City lightpoles shall NOT be used for commercial advertising or for promoting any political or social advocacy organization or political or religious message.

**II. The following additional conditions are imposed on all banner donations and all applications for other lightpole decorations:**

- (1) All potential banner donors must submit an application to the Department of Transportation (the "Department"). Such application must include the name of the donor organization, any sponsoring corporation or organization, the purpose of the banners, a detailed description of the graphics and words on the banners, the period of time for which the banners are donated, and any special request to display the donated banners at specific locations. No substantial changes to the graphics or words of the banner may be made after the banner has been approved. If any changes are made, the Commissioner reserves the right to withdraw the approval to hang the banners.

All potential lightpole decoration donors must submit an application to the Department. Such application must include the name of the donor organization, any sponsoring corporation or organization, a detailed description of the type of decoration to be installed on a lightpole, the period of time for which the decorations are donated, and any special request to display the donated decorations at specific locations. No substantial changes to the decoration may be made after the decoration has been approved. If any changes are made, the Commissioner reserves the right to withdraw the approval to hang the decorations. Examples of such decorations may include garlands, wrapped around the poles; mock trees, bells and bows affixed to the poles.

- (2) Any person or entity donating a decorative banner or lightpole decorations for placement on City lightpoles shall agree in writing to hire a professional company which, without any cost to the City, will hang and remove the banners or other decorations, and the temporary brackets and hardware, according to the time-frame in the Ordinance, and will obtain the necessary street closing permit to do such.

- (3) No banner may be wider than thirty-one (31) inches and no longer than seventy-two (72) inches, except for banners hung in the Central Business District, which shall be no longer than ninety-nine (99) inches and no wider than thirty-one (31) inches when installed on non-ornamental and non-decorative lightpoles, and shall be no longer than seventy-two (72) inches and no wider than thirty-one (31) inches when installed on ornamental or decorative lightpoles, except for the ornamental lightpoles on State Street which shall be no longer than ninety-nine (99) inches and no wider than thirty one (31) inches. All banners must be installed on lightpoles so that the bottom edge of the banners are at least 10 feet off the ground.

In the event that City of Chicago Gateway or Chicago 2000 streetlight poles are installed outside of the Central Business District, banners may be no longer than ninety-eight (98) inches and no wider than thirty-one (31) inches, provided that the poles have the original manufacturers' hardware installed on said streetlight poles.

- (4) All banners ninety-nine (99) inches in length shall be vented so that there are three (3) vents on each banner and all banners seventy-two (72) inches in length shall be vented so that there are two (2) vents on each banner, except that non-vented banners may be allowed where they use a flexible bracket system or other new technology approved in advance by the Commissioner. All banners shall be constructed from canvas or other heavy gauge material

approved by the Department.

- (5) One illustration of a corporation or business sponsoring the cost of a banner for an applicant shall be allowed per banner and the total illustration of the sponsor (including all graphics and/or words) shall be no larger than ten (10) inches in height and thirty-one (31) inches in width and shall be placed at the bottom of the banner. There is no limit on the size of the applicant's name or logo.
- (6) No banners or lightpole decorations shall be affixed to ornamental or decorative light posts, unless the Commissioner determines that the poles are structurally capable of supporting banners or lightpole decorations. No banners or other decorations shall be affixed to posts that bear traffic signals.
- (7) No banners or other decorations shall be displayed on a bridge, nor on any structures connected to a bridge, except for when the Commissioner determines such a placement of banners is the best way to direct people toward the location of a City sponsored program or event and the Commissioner of the Department of Transportation determines it is structurally sound to do so.
- (8) The Commissioner may in his/her discretion limit the number of banners or lightpole decorations allowed to be placed on City light poles under any single permit application.
- (9) The donor shall enter into an agreement with the City indemnifying and holding the City, its officers, agents and employees, harmless from any and all claims arising out of the placement maintenance, use or removal of banners or lightpole decorations, including any claims relating to banners or lightpole decorations or the structures upon which they are hung falling on people or property.
- (10) Permit applications will be accepted by the Department of Transportation, Division of Electrical Operations, up to six (6) months in advance of the permit request period. The City of Chicago will grant conditional approvals, reserving the right to preempt applications for banners paid for and/or designed by the City and all banners promoting City-sponsored events with sixty (60) days notice. If the City does not provide notice within sixty (60) days prior to the date of display, the City waives its preemption right and approval shall be final.
- (11) No banner may remain on lightpoles more than 48 hours after the event advertised in the banner is over. No lightpole decoration may remain on the lightpoles past the date designated on the permit issued by the Commissioner of the Department of Transportation.
- (12) Any application for the placement of banners or other decorations at O'Hare International Airport shall be submitted to the Department of Aviation for their review and are not governed by these rules and regulations.
- (13) An application for a banner that includes a flag or the image of a flag will only be approved if the flag is either the American Flag or the City of Chicago Flag. No other flags or images of flags are permitted.
- (14) The Commissioner has not ever used, and shall not ever use, his authority to waive specific rules

under certain circumstances, as set forth in subsection e. of the Municipal Code of the City of Chicago Section 10-8-340, to waive any of the limitations on the subject matter allowed on decorative banners.

- (15) A hanging banner that develops holes, becomes frayed, or otherwise falls into a state of disrepair, must be removed by an approved banner company.

**III. The following guidelines govern the display of banners or other decorations paid for and/or designed by the City and all banners promoting City-sponsored events ("City banners"):**

Note: As used in these Regulations, "City" is deemed to include all City departments and also other local governmental entities which serve and are located in the City, such as the Chicago Park District and the Chicago Board of Education.

- (A) The City department or governmental entity seeking to display banners or other decorations must submit an application to the Commissioner of Transportation. Generally, the above regulations which specify the appearance of donated banners, i.e. their size and the types of words and graphics allowed, shall apply to City banners and other decorations as well.
- (B) Where a City department or governmental entity is sponsoring and/or promoting an event for the public's benefit and enjoyment, and where corporate or business sponsors are making a significant financial contribution to underwrite such event, the Commissioner may allow some leeway as to the size and placement of the sponsors' names and logos on the banners. In no event, however, may a single sponsor's name and graphic take up more than 25% of a banner, nor may the total space devoted to numerous sponsors' names and graphics take up more than 40% of a banner. Applications for banners or other decorations for City-sponsored events should be submitted to the Commissioner before any promises are made to City sponsors and before production begins.
- (C) These regulations do not apply to banners, other decorations, or other signs that are posted by the City within the grounds of a City-sponsored event in connection with corporate sponsorship agreements, both during the event itself and for a reasonable amount of time necessary to prepare for and clean up after the event. City lightpoles on City streets are deemed to be "within the grounds" of a City event only when (a) such streets are closed off for an event, (b) the event is occurring on both sides of such street, or (c) on one side of the street where that side of the street is the perimeter of an event which is not fenced off or closed off in any way other than by the perimeter of the street. In addition, where prior to the enactment of this regulation, a sponsorship agreement provided a corporate sponsor with the right to display its banners or other decorations on City streets during the time between City-sponsored events, the Commissioner may allow such use of City lightpoles during the life of the existing agreement.
- (D) In the Theatre District, where the City has devoted extensive public monies to the public purpose of revitalizing the downtown area by developing a concentration of world class theaters, the Commissioner shall allow banners or other decorations that promote the City's theaters and the district by promoting their shows and the theaters. The "Theatre District" shall mean that area bounded by the east and west sides of Michigan Avenue on the east, both sides of Wacker Drive on the north and the west, and the north and south sides of Congress Parkway on the south.

- (E) Given the City's significant economic interest in drawing and retaining certain large conventions that bring vitality to the tourist sector and revenue to the City, banners that promote such conventions as part of a broader public relations campaign, such as the "We're Glad You're Here!" program, shall not be considered as commercial in nature, but rather as banners that "promote the City."

\_\_\_\_\_  
Rebekah Scheinfeld  
Commissioner  
Department of Transportation

\_\_\_\_\_  
Date

## **BANNER COMPANIES**

### **A-Action Advertising**

Merilyn Rutsky  
2420 S. Michigan Avenue  
Chicago, Illinois 60616  
Tel: 312-791-0660  
Fax: 312-791-0625

### **Bannerville USA**

Ken Sitkowski  
8168 S. Madison  
Burr Ridge, Illinois 60527  
Tel: 630-455-0304  
Fax: 630-455-0314

### **Frank O. Carlson & Co., Inc.**

Dave Carlson  
3622 S. Morgan Street  
Chicago, Illinois 60609  
Tel: 773-847-6900  
Fax: 773-847-6924

### **Chicago Event Graphics, Inc.**

David Smykowski  
400 N. Hart Street  
Chicago, Illinois 60622  
Tel: 312-997-2406  
Fax: 312-997-2408

### **Folger's Flag & Decorating**

Deb Folger  
2748 York Street  
Blue Island, Illinois 60406  
Tel: 708-388-1598  
Fax: 708-388-9997

### **WGN Flag & Decorating Co.**

Carl Porter  
7984 S. Chicago Avenue  
Chicago, Illinois 60617  
Tel: 773-768-8076  
Fax: 773-768-3138



## **Downtown Area Banner Program Guidelines**

The City of St. Louis has designated Greater St. Louis, Inc. as the authority for determining the use and design of banners on street light standards located in the Downtown Area (the “Banner Program”). The Downtown Area is bounded by the Mississippi River to the east, Chouteau Avenue to the south, Jefferson Avenue to the west, and Cole Street to the north.

### **Purpose**

The purpose of the Banner Program is to enrich the aesthetic experience of the Downtown Area through added color and improvement of the Downtown streetscape, while also providing an opportunity for banner sponsors to promote important facets of the Downtown experience.

### **Standards**

To advance the Banner Program, Greater St. Louis, Inc. prioritizes applications for renewal placements, non-profit entity placements, and placements which promote: events, institutions or places of community importance (including athletic events); significant St. Louis anniversaries, milestones, or achievements of particular merit; and renovation, development and redevelopment projects.

#### **1. General Requirements**

- a. Banners shall be designed to improve the aesthetic appearance of the Downtown Area.
- b. Banners shall be scheduled for installation only upon execution of a contract between Greater St. Louis, Inc. and the sponsoring organization and with full payment by the sponsor in advance.
- c. Banners are the property of the sponsor and must be claimed by the sponsor within 48 hours of deinstallation.
- d. Banners are temporary signs under the City’s Comprehensive Sign Code, shall not be displayed longer than 12 months (subject to renewal), and shall not be displayed less than 1 month, except for convention groups or other similar events, which may sponsor banners for any number of days up to a maximum of 1 month prior to and during the convention.

#### **2. Production Requirements**

- a. Banner’s shall be 30 inches wide by 84 inches tall, unless otherwise specified by Greater St. Louis, Inc.
- b. Banners are to be produced so that grommets are placed on the inside of the design closest to the streetlight standard.
- c. Banners are required to have five (5) wind slits to ease air pressure.

#### **3. Placement Requirements**

- a. Applications for banners shall be sufficient to fulfill all light standards within a minimum of one block (generally defined as the area on one side of a given street between one intersection and the next).

- b. Two banners shall be installed on each light standard with images on both sides of each banner.
  - c. Banners shall be placed only on steel light standards.
  - d. Banners shall maintain a bottom clearance above the street of not less than 14 feet, 6 inches and a bottom clearance above the sidewalk of not less than 7 feet.
  - e. Banners generally shall not be affixed to historic replica or decorative light standards.
  - f. Banner locations for non-profit or for-profit business shall be limited to placement within the same block as the business.
  - g. Banners shall not be installed on either side of the street on the same block(s) as a for-profit competitor of a banner sponsor.
  - h. Banners shall not be attached to, strung between, or supported by any other device, object or additional lighting standard.
4. Content Requirements
- a. Banners shall employ good, simple graphic design appropriate for largescale, outdoor use.
  - b. At least two-thirds of banner space shall be devoted to an attractive graphic art design and no more than one-third of banner space may include typographic messaging – including the sponsor’s name.
  - c. Banners shall not advertise or promote merchandise, products or services, and shall be as non-commercial as possible.
  - d. Banner sponsor names may appear on banners in typeface size smaller than the predominant typeface on the banner, and in no event larger than 6 inches in height.
  - e. Phone numbers and email addresses are prohibited.
  - f. For-profit requirements:
    - i. Banners shall not display company taglines, mottos, buzzwords, trademarks, servicemarks, copyrights or similar verbiage and intellectual property.
    - ii. Banners generally shall not display photographic images of a business.
    - iii. Descriptions or images of a product or service are prohibited.
  - g. In addition to any other requirement articulated herein, banners shall not incorporate: third-party copyrighted, trademarked or other protected intellectual property; political content of any kind; obscenity; violent imagery, calls to violence or to criminal activity of any kind; any other content inconsistent with community standards for decency.
  - h. Greater St. Louis, Inc. must review and approve, in its sole discretion, banner design prior to contract execution and installation.

## **Fees**

Greater St. Louis, Inc. charges a fixed \$50 fee per light standard (two banners per light standard), which fee includes both installation and removal services. In addition, Greater St. Louis, Inc. charges a \$20 maintenance charge per light standard per month (one month minimum). Maintenance charges for banners in place on April 1, 2021 will be assessed at the grandfathered rate of \$14 per light standard per month through December 31, 2022.

In the event banners are to be erected on light standards without brackets, or that brackets require replacement, Greater St. Louis, Inc. charges a fixed \$100 fee per light standard, in addition to the

costs set forth in the preceding paragraph for banner installation and maintenance. All brackets become the property of Greater St. Louis, Inc. upon installation and will remain on the light standard for future use after the sponsor banners are removed.

All fees must be paid in full at execution of the banner agreement and prior to banner installation.

Pricing is subject to change.

### **Disclaimer**

The costs of banner design, production, installation and maintenance shall be borne entirely by the sponsor. Greater St. Louis, Inc. recommends that sponsors contract with experienced vendors knowledgeable of the design and production requirements for Downtown Area banner placements. As articulated above, Greater St. Louis, Inc. shall contract with its vendor for the installation and removal of the banners provided by the sponsor.

Banners may be replaced temporarily by Greater St. Louis, Inc. in the sole discretion and at the sole cost of Greater St. Louis, Inc. At the termination of any period of temporary placement, Greater St. Louis, Inc. shall reinstall sponsor banners and the sponsor's placement period shall be extended by the amount of time sponsor's banner was temporarily replaced.

Greater St. Louis, Inc. is not responsible for the disappearance of or damage to banners from any cause, including but not limited to: wind, weather, theft, vandalism or fire. It is recommended that sponsor order 10% more banners than will be erected for use as replacements in the event of damage or disappearance.

# PARKING and TRAFFIC SAFETY COMMITTEE

## ACTION SHEET

8:30 A.M. – June 5, 2025  
City Hall Conference Room A

**PRESENT:** Members: Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Jillian Harris Planning Department, Mark Syracuse, Erica Wygonik, Jane Mitchell-Pate, Mary Lou McElwain

City Staff: City Engineer Eric Eby, Parking General Foreman Mike Casad, Associate Engineer Tyler Reese, Engineering Intern Sam Kinkaid, Administrative Assistant Jefferson Lane

### ACTION ITEMS FOR CITY COUNCIL

- Resident Parking, voted to advise City Council that the PTS Committee believes the City has a well-functioning system and that a drastic change such as this requires further evaluation, and the committee has concerns about both options.

- Roll Call
- Financial Report: Voted to accept and place on file Financial Report dated April 30<sup>th</sup>, 2025.
- Public Comment Session: Tyler Garzo (free resident parking), Jess Sears (traffic calming on Broad Street), Kelly Shaw (tractor-trailer trucks on Banfield Road), Mark McNabb (free resident parking, Hanover Garage, Porter Street closure)
- Chapter 7, Article III, Traffic Ordinance, Limited Parking. Discussion and recommendation to City Council on two alternatives: 1) Conversion of twenty-five 15-minute spaces to free 30-Minute Resident Parking Spaces in Downtown Metered Parking Areas; or 2) 15-minutes of free parking for residents in any metered space using the ParkMobile application. Voted to advise City Council that the PTS Committee believes the City has a well-functioning system and that a drastic change such as this requires further evaluation, and the committee has concerns about both options.
- Chapter 7, Article V, Bicycle Regulations, discussion of need for local restrictions, enforcement and regulations on E-bikes. Item was discussed amongst the committee; no motion was presented.
- Porter Street, request to consider closing the section between Church Street and Pleasant Street to vehicular traffic, by resident and adjacent property owner. Voted to refer to City staff for review and report back at future meeting.
- Pierce Island Off-Leash Dog area, request for signage alerting drivers to use of area, by residents. Voted to place the item on file.
- Columbia Street, request to prohibit parking on one side of Columbia Street, by resident. Voted to place the item on file.
- Police monthly accident report: Informational; no action required.

Respectfully submitted by: Jefferson Lane

**PARKING and TRAFFIC SAFETY COMMITTEE**  
PORTSMOUTH, NEW HAMPSHIRE

**CITY HALL CONFERENCE ROOM A**  
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE

*Members of the public also had the opportunity to join the meeting via  
Zoom*

**8:30 AM**

**June 5<sup>th</sup>, 2025**

**MINUTES**

**I. CALL TO ORDER**

Chairman Andrew Bagley called the meeting to order at 8:30 AM.

**II. ATTENDANCE**

Members Present:

Public Works Director Peter Rice  
Fire Chief William McQuillen  
Deputy Police Chief Mike Maloney  
Jillian Harris, Planning Department  
Chairman Andrew Bagley  
Vice Chairwoman Erica Wygonik  
Jane Mitchell-Pate  
Mark Syracuse  
Mary Lou McElwain

Members Absent:

Dave Allen (alternate)

City Staff Present:

Eric Eby, City Engineer  
Mike Casad, Parking General Foreman  
Tyler Reese, Associate Engineer  
Sam Kinkaid, Engineering Intern  
Jefferson Lane, DPW Administrative Assistant

**III. FINANCIAL REPORT**

[00:06:33] Mary Lou McElwain moved to accept the financial report dated April 30<sup>th</sup>, 2025, seconded by Bill McQuillen. The motion passed unanimously.

**IV. PUBLIC COMMENT (15 MINUTES)**

[00:06:44] There were four speakers in the public comment period: Tyler Garzo of McKinley Road expressed his opposition toward the Mayor's 30-minute parking plan; Jess Sears of the Broad Street area raised concerns about continuing busy traffic on Broad Street and inquired about any budget-friendly traffic calming measures being implemented; Kelly Shaw of Banfield Road raised

concerns of tractor trailers & heavy-duty trucking traveling down Banfield, despite an existing ban for those vehicles, and ultimately requested increased signage in the area to redirect trucks; Mark McNabb of Baycliff Road spoke on his support of the Mayor's parking plan, concerns of construction operations occupying spots at Hanover Garage, as well as his support for Item C of New Business.

## **V. PRESENTATIONS**

There were no presentations.

## **VI. NEW BUSINESS**

*(No public comment during Committee discussion without Committee approval.)*

- A.** [00:27:30] Chapter 7, Article III, Traffic Ordinance, Limited Parking. Discussion and recommendation to City Council on two alternatives: 1) Conversion of twenty-five 15-minute spaces to free 30-Minute Resident Parking Spaces in Downtown Metered Parking Areas; or 2) 15-minutes of free parking for residents in any metered space using the ParkMobile application. A discussion around the two options developed, citing a variety of variables including effects on parking revenue, administrative burden, and long-term viability. Chief McQuillen motioned to forward the two alternatives to City Council and let them choose from those options, seconded by Mark Syracuse. A roll call vote found two in favor and seven opposed – the motion failing. Erica Wygonik introduced a motion to advise City Council that the PTS Committee believes we have a well-functioning system and that a drastic change such as this requires further evaluation, and the committee has concerns about both options. Mary Lou McElwain seconded the motion. A roll call vote found eight in favor and one opposed.
- B.** [01:03:18] Chapter 7, Article V, Bicycle Regulations, discussion of need for local restrictions, enforcement and regulations on E-bikes. Director Peter Rice expressed his concerns for e-bike safety in city parks and on-road. Deputy Chief Maloney displayed an in-progress pamphlet the Police Department is drafting for e-bike safety, spoke on the presence of enforceable laws for e-bike use, and is continuing to explore safety measures.
- C.** [01:15:04] Porter Street, request to consider closing the section between Church Street and Pleasant Street to vehicular traffic, by resident and adjacent property owner. Erica Wygonik moved to refer to City staff for review and report back at future meeting, seconded by Mark Syracuse. The motion passed unanimously.
- D.** [01:15:48] Pierce Island Off-Leash Dog area, request for signage alerting drivers to use of area, by residents. Mark Syracuse moved to refer to staff for recommendation and report back at next meeting. Erica Wygonik moved to amend the motion to place on file, seconded by Mary Lou McElwain. The motion passed unanimously.

## **VII. OLD BUSINESS**

- A.** [01:16:57] Columbia Street, request to prohibit parking on one side of Columbia Street, by resident. Mark Syracuse moved to place on file, seconded by Erica Wygonik. The motion passed unanimously.

## **VIII. INFORMATIONAL**

- A.** [01:17:13] Police monthly accident report



**IX. MISCELLANEOUS**

- A.** [01:20:22] Mary Lou McElwain inquired on the progress of signage indicating private parking lots. Chairman Bagley informed that the request is being reviewed by the Legal Department.

**X. ADJOURNMENT**

[01:20:52] Erika Wygonik moved to adjourn, seconded by Mark Syracuse. The motion passed unanimously. Chairman Andrey Bagley adjourned the meeting at 9:45 AM.

Respectfully submitted,  
Jefferson Lane  
Administrative Assistant II, Department of Public Works



4/14/2025

Portsmouth NH Police Department

**Re:** Heart Health Screening Program for Portsmouth Police Department Officers

Good afternoon:

As part of our ongoing commitment to supporting the health and well-being of our local law enforcement community, Service Federal Credit Union has proudly donated preventative heart health screenings to members of the Portsmouth Police Department.

A total of 65 at-home heart health screening kits, provided through Everlywell Health, were delivered directly to the department. These kits are designed for ease of use and privacy, allowing officers to complete their screenings conveniently at home.

Each screening measures the following key health indicators:

- **Total Cholesterol**
- **High-Density Lipoprotein (HDL)**
- **Calculated Low-Density Lipoprotein (LDL)**
- **Triglycerides**
- **Hemoglobin A1c (HbA1c)**

These metrics are vital for early detection of potential cardiovascular issues, and they provide a helpful baseline for long-term health monitoring. Thanks to a volume-based discount secured through Everlywell, the cost per screening kit was \$69.30, making the total donation value \$4,504.50

We are honored to support the Portsmouth Police Department in promoting preventative care and overall wellness. If further information or documentation is needed, we are happy to provide it.

Sincerely,

Jaime Yates  
AVP, Community Development  
Service Federal Credit Union

# Gift and Donation Submission Form

*Donations received by the City of Portsmouth must be accepted by the City Council. Please complete this form and submit it to the City Manager for inclusion on an upcoming agenda.*

Date:	6-4-25
Department/ Contact Person:	Police Department, Chief Newport/Exec. Asst. Jackie Burnett
Donation Amount:	65 at-home heart health screening kits; value of \$4,504.50

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

\*not a monetary donation\*

These Everlywell Health heart health screening kits are intended to be distributed to all sworn employees of the police department. See attached donation letter.

Is there a particular purpose intended with this donation:

**The Police Department has a standing operating policy relative to the receipt of donations. Donations are reviewed initially by the Chief and are then considered by the Police Commission. The Police Commission then votes to accept the donation. They are then presented to the City Manager to go before the City Council for final approval.**

Other Information/Special Conditions:

**This donation was unsolicited.**

## Donor Information

First & Last Name:	Jaime Yates, Assistant VP–Community Development
Business Name:	Service Federal Credit Union
Address*:	3003 Lafayette Road, Portsmouth, NH 03801
Phone*:	Office (603)430-6983 // Cell (603)957-8978
Email*:	unknown

*Please note that gifts/donations to individual employees with a value of \$100 or more are not permitted. Information with an asterisk (\*) indicates it will not be publicly distributed.*

# Pease Development Authority

## Local Contributions

CM Info Item #1



**\$7.2M**

*Municipal Service Fee/PILOT  
paid annually to the City of Portsmouth*



**250**

*Companies on the Tradeport*



**10,500**

*Jobs on the Tradeport (Medical, Life Science, Legal,  
Aeronautical, Manufacturing, Engineering, etc.)*



**\$700M**

*In wages paid by Tradeport employers*



**\$18M**

*Annually generated by the Tradeport in Business and  
Meals/Rental Taxes paid to the state of New Hampshire*



**25,000**

*Hotel Rooms Occupied by Tradeport Visitors*



**200K**

*Total Annual Passengers*



## Pease Water & Wastewater Infrastructure

*-Pease Wastewater Treatment Facility*

*-Harrison Well*

*-Haven Well*

*-Smith Well*

**518,121 Gallons**

*on average per day produced from Pease wells*



## C&J Bus Lines

*Use 50% less Co2 emissions*

*than the average vehicle*

**184** *passenger miles per gallon  
provided by buses*

**500** *cars off the road per day*



## Pease Golf Course 2024

**26** *Charitable Events*

**\$462.5K** *Raised*



# BICYCLE AND PEDESTRIAN NETWORK PLAN UPDATE

June 2025











# BICYCLE AND PEDESTRIAN MASTER PLAN UPDATE

Portsmouth, NH

Prepared for:  
City of Portsmouth

Adopted by City Council (DATE)

# Acknowledgements

## PROJECT TEAM

### City of Portsmouth

Jillian Harris, Principal Planner  
Eric Eby, P.E., City Engineer – Parking, Transportation, and Planning  
Peter Rice, Director of Public Works  
Peter Britz, Director of Planning and Sustainability  
Monte Bohanan, Director of Communications and Community Engagement  
Peter Stith, Planning Manager

### Working Group

Dave Allen, Seacoast Greenways Alliance  
Scott Bogle, Rockingham Planning Commission  
Rick Chellman, Planning Board Chair  
Councilor Josh Denton  
Matt Glenn, Seacoast Area Bicycle Riders (SABR)  
Karen Jacoby, New Franklin School  
Bill Lyons, Sustainability Committee  
Deputy Police Chief Mike Maloney  
Anne Poubeau, Seacoast Area Bicycle Riders (SABR)  
Ned Raynolds, New Hampshire State Representative  
Chas Sullivan, RadMoto  
Erica Wygonik, Parking and Traffic Safety Committee  
Michael Williams, COAST

### Kittelson & Associates, Inc.

Elizabeth Flanagan, AICP  
Juliet Walker, AICP  
Megan Mello, AICP  
Jade Ma

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# APPENDICES

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Appendix B – Existing Conditions

Appendix C – Prioritization







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# Section 1

## Executive Summary

# EXECUTIVE SUMMARY

The City of Portsmouth is proud to present this update to the Bicycle and Pedestrian Plan. This Plan outlines strategies that will enable the City to fulfill a vision of comfortable walking and biking for all who live, work, and visit Portsmouth. This Plan was developed over the course of a year between April 2024 and April 2025 and was informed by data-driven metrics as well as input from members of the community, including representatives from City departments, public schools, advocacy organizations, state government, local businesses, and regional agencies, among other organizations. It reflects best practices in bicycle and pedestrian facility design, which have evolved since the last Plan was completed in 2014.

The Plan's key components are:

- Public Outreach Summary
- Existing Conditions
- Common Challenges for Walking and Biking
- Facilities Toolkit
- Recommendations
- Implementation Framework
- Funding Opportunities

This document can be used as a resource by City staff, elected officials, businesses, and residents alike. It will serve as a blueprint for the next ten years of bicycle and pedestrian planning in Portsmouth. As with the 2014 Plan, the City may revisit the recommendations and implementation framework over time, as projects are completed or as new opportunities arise. However, the vision will remain the same: that walking and biking will be a part of Portsmouth's culture, making the City a healthy and vibrant place to live.



## Section 2

### Vision and Goals

# VISION AND GOALS

The vision and goals build on the previous goals of the [2014 Bicycle and Pedestrian Plan](#). Through iterative engagement with the working group and public input, these updated goals reflect Portsmouth's ongoing commitment to improving walking and bicycling while also contributing to the City's priorities for equitable access, affordable housing, and climate action. This update represents a holistic approach to improving walking and bicycling and addresses new needs and priorities from the community that were not part of the previous Plan.

## Vision

Portsmouth residents, workers, and visitors will view walking and bicycling as comfortable and convenient ways to get around the City. Walking and bicycling will be a part of Portsmouth's culture, making the City a healthy and vibrant place to live.

## Goals


**GOAL 1:** Improve the safety and awareness of walking and bicycling in Portsmouth for all ages and abilities.

**GOAL 2:** Increase the number of walking and bicycling trips in Portsmouth.

**GOAL 3:** Advance Portsmouth's reputation as a City where walking and bicycling are a visible part of everyday and year round life and there are high-quality facilities that are well-maintained.

**GOAL 4:** Improve connectivity for walking and biking throughout Portsmouth and equitable access to key destinations like employment, schools, and transportation.

**GOAL 5:** Reduce greenhouse gas emissions and household transportation costs through the implementation of walking and biking improvements, and support complementary City priorities such as the Climate Action Plan's climate targets and supporting affordable housing.



## Section 3 Public Outreach

# PUBLIC OUTREACH SUMMARY

## What We Heard from the Public

Members of the public played an important role in shaping the focus of the Plan and were crucial to the Plan's success. The City engaged area residents, businesses, and property owners through a variety of in-person, on-site, and online events and resources to reach as broad a cross section of the community as possible. Outreach was designed to inform the public, vet existing conditions, solicit input on the community's vision for walking and biking in Portsmouth, and identify issues and opportunities related to active transportation.

### ONLINE SURVEY

**442** total responses to the online survey



6% of respondents reported being slow and steady walkers who need to rest often.



2% of respondents reported using a mobility device or having a disability.



13% of respondents reported walking with a stroller or children often.

58% of respondents are willing to bike or interested in biking if there is some formal or high-quality bike infrastructure in place.



9% of respondents currently bike with their children.

11% would like to bike with their children but are concerned.

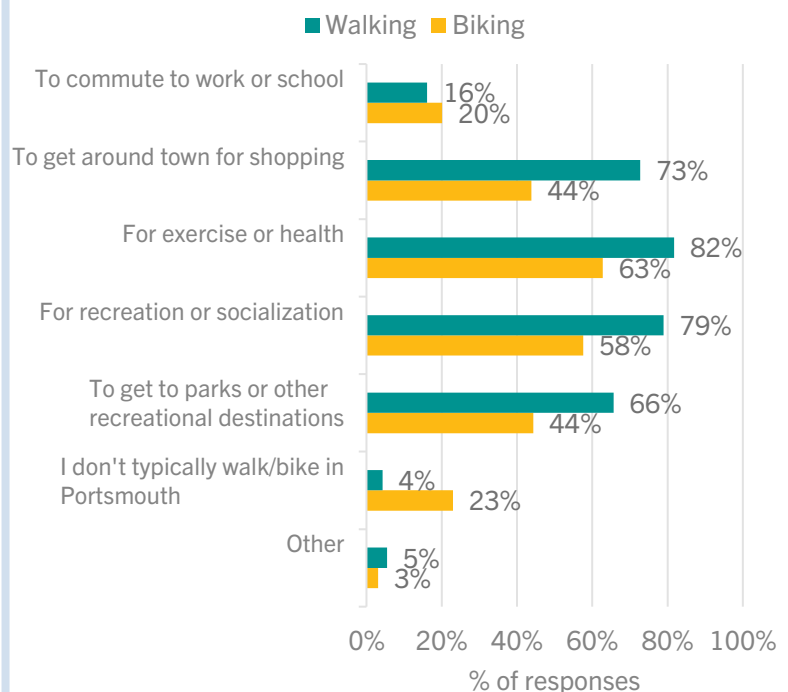
**Ranked as the most important aspects of the walking and biking network:**

1. Availability of continuous sidewalks or bike facilities
2. Access to other parks and recreational opportunities
3. Separation from vehicles

#### WHO WAS SURVEYED?

97% of survey respondents reported being White or Caucasian. 54% of respondents identified as female. 45% identified as male. 1% identified as non-binary or other. 71% of respondents were over the age of 45.

#### Why do you walk/bike in Portsmouth?





## ONLINE INTERACTIVE MAP

An online interactive map was open for public comment from July 7, 2024 to October 14, 2024. The map allowed users to indicate current walking and biking routes, locate key destinations often accessed by bike or on foot, and identify challenging routes or destinations to walk or bike to or through. Users could also express support for others' contributions by "liking" or adding an additional comment to an existing entry. Some of the top comments are highlighted below. The interactive map with all comments can be referenced in [Appendix A](#).

**314** total comments on the interactive map

"Most of the sidewalks from Elwyn to Lafayette are in very poor shape and are right beside high-speed traffic. Drivers take high speed turns at the frequent curb cuts."

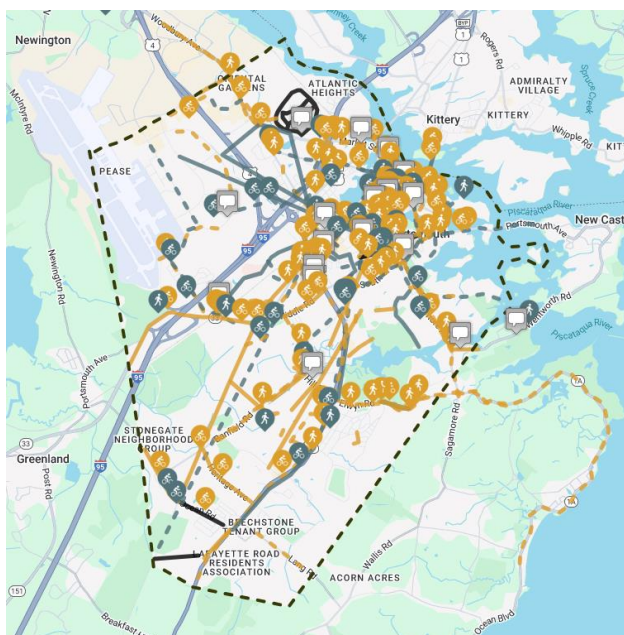
"I walk with a baby stroller now and the sidewalks along [Maplewood Ave] are in awful condition for anyone that uses wheels for transportation."

**"If we want to be a walkable city, and a winter city, we need to commit to it year-round."**

"Woodbury Ave is an essential corridor to bike to jobs, shopping, and housing, but multiple lanes of fast traffic make it very unsafe. We should prioritize separated bike facilities here."

"[Islington Street is] not safe for bikes: Cars go too fast, too many distractions, complicated traffic patterns, (in some segments: too many lanes)"

"While [Banfield Road] looks like a bikeable alternative to Route 1, you are taking your life into your hands if you take this road: Lack of shoulder, many curves/hills, cars going too fast on this road."



## POP-UP EVENTS AND PUBLIC MEETINGS

A pop-up meeting was held at the Portsmouth Farmer's Market on July 13<sup>th</sup>, 2024. The project team shared information about the project and gathered input from the community.

**78** comments gathered calling for:

- More protected bike lanes
- Better signage and wayfinding
- Clearer right-of-way and priority along roads
- More safe network connections
- More short-term or interim improvements
- Continuing Safe Routes to School Activities
- More amenities along the Rail Trail
- More bike parking throughout the City
- Better maintenance of sidewalks
- Better education and awareness of bicyclists for motorists



Members of the public provided suggestions for recommendations at a Farmer's Market pop-up.

## WORKING GROUP

The 2025 Bicycle and Pedestrian Plan Update Working Group is composed of members representing the following Portsmouth area organizations:

- Department of Planning and Sustainability\*
- Department of Public Works\*
- Planning Board\*
- Sustainability Committee\*
- Seacoast Area Bicycle Riders
- New Franklin School
- New Hampshire State Legislature
- Seacoast Greenways Alliance
- Cooperative Alliance for Seacoast Transportation (COAST)
- Parking and Traffic Safety Committee\*
- RadMoto (Local Business Owners)
- Rockingham Planning Commission

*\*City Department or committee*

The Working Group served as local experts on the experience of walking and biking in Portsmouth. This group met three times throughout the project. The responsibilities for Working Groups members included:

- Promoting engagement opportunities
- Attending and helping to facilitate engagement events
- Vetting existing conditions data and providing nuanced local knowledge
- Guiding the development of vision and goals
- Providing feedback on draft Plan deliverables
- Attending and participating in project meetings



Working Group members conducted a tour of Portsmouth at the first meeting in a COAST bus.

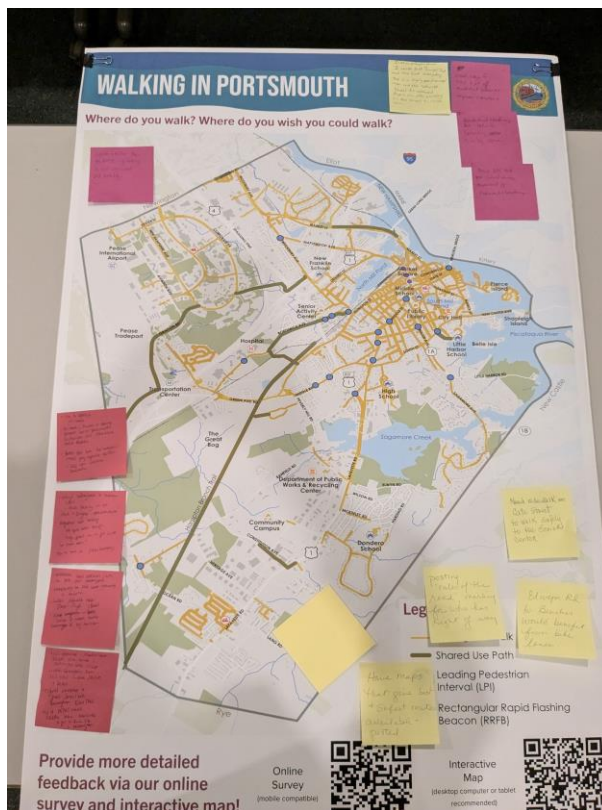


## FOCUS GROUPS

The project team worked with the City and Working Group to identify critical stakeholders for small-group meetings. These focus groups supplemented parallel outreach by connecting with specific groups of stakeholders particularly affected by access to walking and biking in Portsmouth. The project team ultimately hosted three focus groups in Winter 2025, targeting youth and access to schools, seniors, and residents of the area around Lafayette Road. These focus groups were hosted at Portsmouth High School, the Portsmouth Senior Activity Center, and virtually, respectively.

## PUBLIC MEETINGS

The City hosted two in-person public meetings for this project. The first was held on September 30, 2024 at the Portsmouth Public Library. Attendees learned about the project, initial results from the online survey and mapping, and then interacted with the project team in an open house format. Specifically, attendees were asked to weigh in on the draft Vision and Goals, review existing conditions information, and provide feedback on issues and opportunities for walking and biking in Portsmouth.



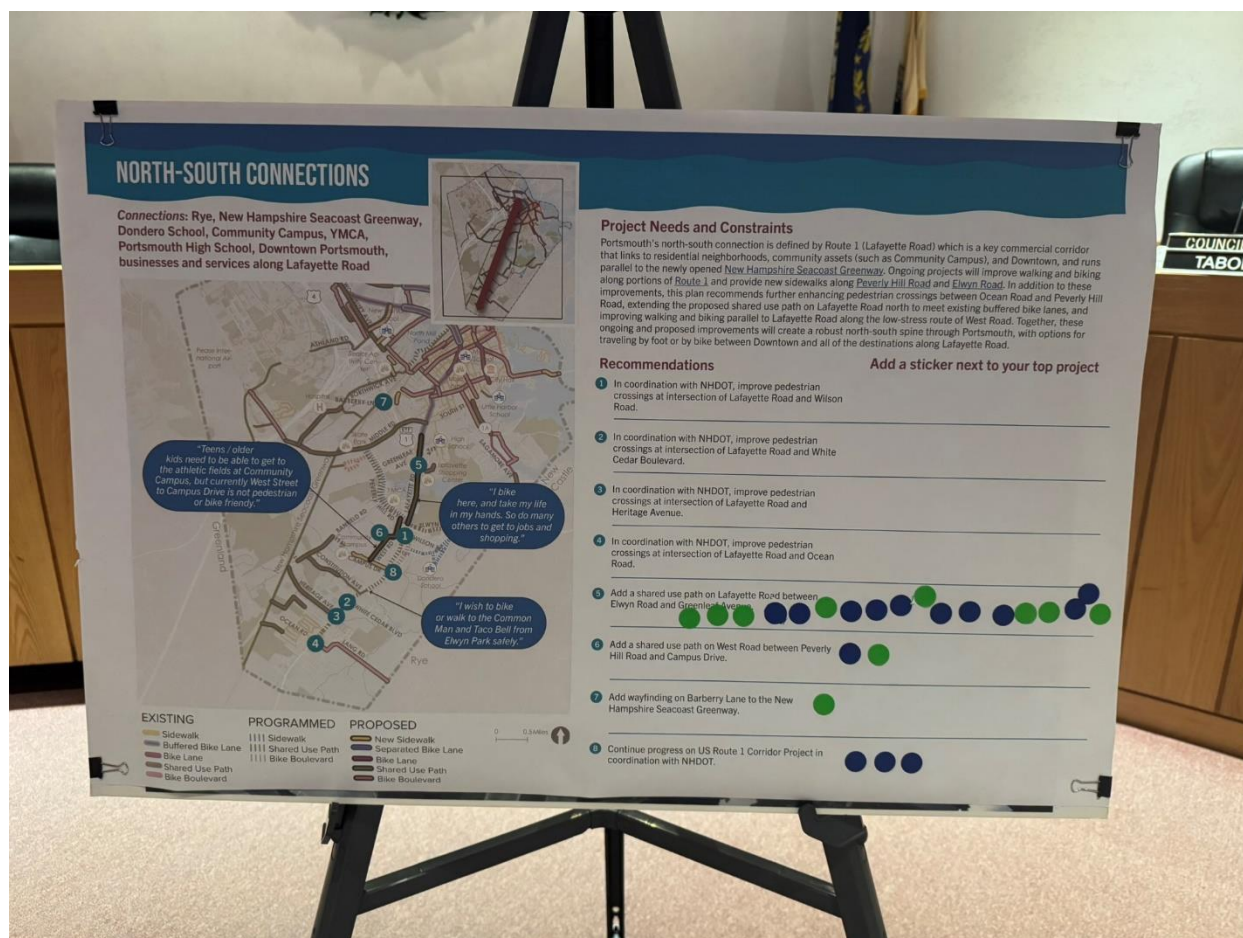
Public Meeting 1 was held at the Public Library



A second public meeting was held on March 10, 2025 at Portsmouth City Hall. At this meeting, attendees were given a project update and then asked to provide feedback on the proposed infrastructure and non-infrastructure projects in an open house format. Attendees were asked to vote on their top projects for each priority connection (see [Infrastructure Recommendations](#)) and for each category of non-infrastructure recommendations (see [Non-Infrastructure Recommendations](#)). The voting results can be found in [Appendix A](#).



Public Meeting 2 was held at City Hall



The most popular recommendation for north-south connections is to construct a shared use path on Lafayette Road between Elwyn Road and Greenleaf Avenue.

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## Section 4

### Existing Conditions

# EXISTING CONDITIONS

## Overview

Progress has been made,  
but the state of practice has evolved.

In 2014, the City completed the Portsmouth Bicycle and Pedestrian Plan as a comprehensive strategy to make bicycling and walking safe, comfortable, and convenient for people of all ages and abilities. As the current state of practice has evolved, a

comprehensive update to the Plan was conducted to determine the status of implementation and to provide opportunities for the community to offer input into necessary updates for future improvements.

As a crucial first step of this planning update, the City compiled the following existing conditions data and analyses to understand the current issues and opportunities when it comes to biking and walking in Portsmouth and the progress made since the 2014 Plan. As a part of the existing conditions report, the City performed a comprehensive document review of recent policies and plans, analyzed existing land use, socioeconomic, and demographic Census data, and reviewed existing pedestrian and bicycle facilities, roadway network characteristics, transit connections, and crash history. The results of this review are summarized below and the full existing conditions report can be referenced in [Appendix B](#).



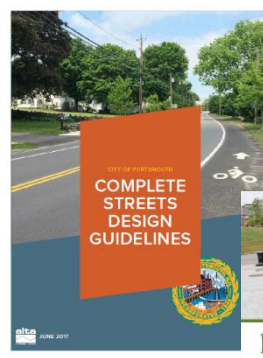
**People are walking and biking more!**

From 2021 to 2023, on average, there was a **33% increase** in bicycle volumes and an **8% increase** in pedestrian volumes at key intersections.

## POLICIES AND PLANS

The City reviewed relevant policies and plans to understand the recent planning history within Portsmouth and any existing policies related to walking and biking. The following documents were reviewed and the objectives and recommendations of each were incorporated into the updated Plan:

- City of Portsmouth Capital Improvement Plan (CIP) FY 2025-2030 (2024)
- New Hampshire Pedestrian and Bicycle Plan (2023)
- Open Space Plan (2020)
- Complete Streets Design Guide (2017)
- Portsmouth 2025 Master Plan (2017)
- Portsmouth Bicycle and Pedestrian Plan (2014, 2018 update)
- Wayfinding Plan (2014)
- Bicycle Friendly and Walk Friendly Community Policies (2013)
- Safe Routes to School Action Plan (2010)



## PORTSMOUTH AT A GLANCE

The City reviewed and summarized Portsmouth's socioeconomics, demographics, land use, transportation network, and crash history to gain a better understanding of the general landscape and help identify high priority locations in need of biking and walking improvements. High-level takeaways are summarized below and a more detailed existing conditions report and maps can be referenced in [Appendix B](#).

### Socioeconomics and Demographics

Socioeconomic and demographic data were pulled from the ACS 5-year estimates from the 2022 U.S. Census and represent high level analysis across census tracts 0.6% of households in Portsmouth do not own a car.



**Up to 20% of households located in neighborhoods along Gosling Road and Woodbury Avenue, within the downtown core, and south of Lang Road along Route 1 do not own a car.**



**20% of the population is 65 years of age or over.**



**3.7% of households in Portsmouth have income below the poverty level.**

### Crash History

From 2009-2013, there were 34 reported crashes in Portsmouth involving pedestrians; no information on cyclist crashes was reported. From 2019-2024, there were 43 reported crashes involving non-motorists, 32 pedestrian and 11 cyclist crashes. Crashes occurred more often during the midday and evening rush hour and were concentrated within the downtown core and other commercial areas such as Lafayette Road and Woodbury Avenue.

#### 2009-2013

34 crashes involving a pedestrian

Crashes involving cyclists were not reported

#### 2019-2024

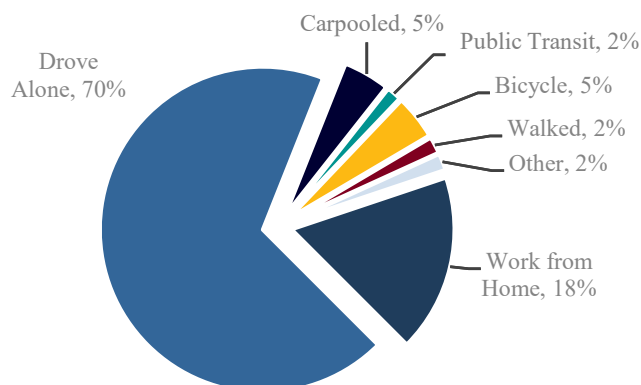
32 crashes involving a pedestrian

11 crashes involving a cyclist

#### Priority Areas Identified from Crash History:

- Lafayette Road
- Islington Street
- Northern Woodbury Avenue
- Downtown Streets with high pedestrian and bicyclist volumes

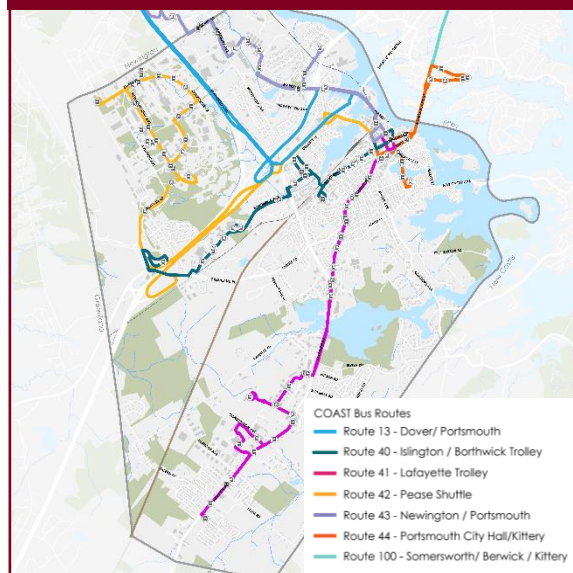
### Commuter Modes in Portsmouth



Source: US Census Bureau, ACS 5-Year Estimates 2022.

### Transit Network

Public transit in Portsmouth is mainly provided by COAST bus service with seven bus routes that connect Portsmouth to Dover, Pease, Newington, Kittery, Somersworth, and Berwick. Wildcat Transit also has one route through Portsmouth on Route 4, connecting Downtown Portsmouth to University of New Hampshire (UNH).



## PROGRESS IN THE LAST TEN YEARS

Since the 2014 Plan, the City has made major strides in its goals of improving walking and biking in Portsmouth. Through dedicated policy and programming, expanding the network connected infrastructure, and other supportive non-infrastructure actions, the City has prioritized walking and biking in Portsmouth in accordance with recommendations from the 2014 Plan. Highlights of the last ten years of progress are summarized below. A more in-depth look at the progress can be found in [Appendix B](#).

### Policy and Programming Updates

- Created **Complete Streets Design Guidelines in 2017**, building off the Complete Streets Policy adopted in 2013, which has informed the development of all street projects since.
- Achieved **Bronze Level Bicycle Friendly Community** Designation from the League of American Bicyclists in 2019 (renewed in 2024) and **Silver Level Walk Friendly Community** by the Walk Friendly Communities program.
- Provided **dedicated funding** for bicycle and pedestrian projects in the City's annual capital budget.
- Continued to support and promote **Walk and Bike to School Days**.
- Created a policy to guide the installation and use of **vehicle speed feedback signs**.



### Expanded Network Connectivity

In the past ten years, the City has expanded Portsmouth's bicycle and pedestrian network connectivity through nearly 8 miles of on- and off-street bicycle facilities and over 7,000 feet of new sidewalks. Portsmouth has completed several projects from the 2014 Bicycle and Pedestrian Plan, and there are several others in design, programmed or partially complete.

**Figure 1** highlights completed and programmed projects including the following segments:

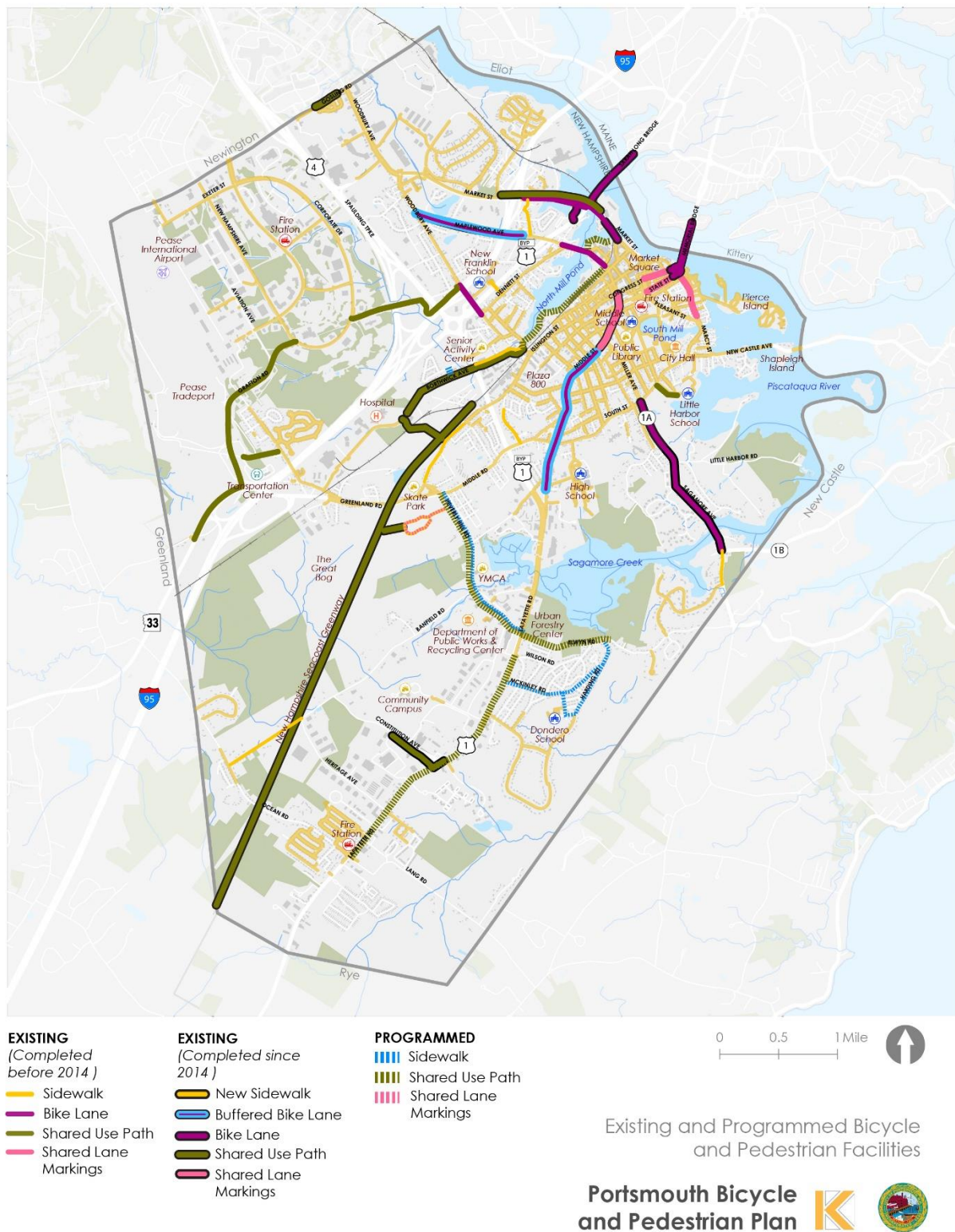


- New bike lanes/shared use paths on Market Street, Maplewood Avenue, Hodgdon Way, Middle Street, Gosling Road, Borthwick Avenue, and portions of Route 1.
- Bicycle boulevard on Lincoln Avenue.
- Improved pedestrian network along Islington Street, Market Street, Sagamore Avenue, Spinney Road, Pannaway Manor, Greenland Road/Borthwick Avenue, McDonough Street/Hanover Street neighborhood, lower State Street, Pleasant Street, Cutts Street, Woodbury Avenue retail area, and Banfield Road.
- Side path planning and design on Elwyn Road and Peverly Hill Road.
- Construction of Seacoast Greenway Trail and connections.
- Expanded bike parking locations around the City.

These infrastructure investments have addressed major gaps in the network, however, there continues to be opportunities for upgrading facilities to expand the high-comfort network and connecting low speed and low volume local streets.



Figure 1. Existing and Programmed Bicycle and Pedestrian Facilities



## Non-Infrastructure Recommendations

In the past ten years, the City has accomplished the following one-time non-infrastructure recommendations detailed in the 2014 Plan:

- Installed **bike racks on all COAST buses**.
- Created a **bike parking ordinance** for new developments to require bicycle parking onsite.
- Installed **speed feedback signs** at various locations in the City, with emphasis on school zones or locations with reported excessive speeds.
- Updated pedestrian and bicycle **design practice at signalized crossings**. All signals now have pedestrian countdown timers or will be upgraded when new signals are installed. Accessible Pedestrian Signals (APS) have been installed at all intersections with the exception of four remaining locations that are in the works. The City has also worked to incorporate Leading Pedestrian Interval (LPI) and Rectangular Rapid Flashing Beacons (RRFB) at multiple locations.
- Updated pedestrian and bicycle **design practice for signing and pavement** markings to align with current Manual on Uniform Traffic Control Devices (MUTCD) requirements.
- Implemented **Portsmouth Click N' Fix**, an online citizen request service that enables anyone to request public works maintenance service.
- Created a **shared parking ordinance** as part of site planning regulations to optimize parking supply.



Many of the non-infrastructure recommendations from the 2014 Plan were on-going policies and procedures. The following were successfully adopted and are now a part of standard City procedures. These recommendations will be carried forward as ongoing priorities for the City to continue:



- Require traffic management plan during construction to provide for pedestrian and bicycle travel.
- Continue periodic inspection of condition of sidewalks, side paths, and pedestrian ramps as part of Pavement Condition review.
- Inspect bicycle and pedestrian facilities annually for restriping and maintenance.
- Include on- and off-road bicycle facilities in maintenance programs, e.g., to clear debris and snow.
- Use the Bicycle and Pedestrian Plan for project and development review.
- Conduct feasibility study for bike share.
- Collect and analyze bicycle count data annually.
- Collect bicycle and pedestrian crash data annually.



## Common Challenges for Walking and Biking

Through the existing conditions review, public engagement comments, and in-person field reviews, the City has identified many common challenges for walking and biking present around Portsmouth, as summarized in [Figure 2](#). These challenges such as high speeds, lack of frequent crossings, lack of dedicated walking and biking facilities, and more are gaps in the existing network that create uncomfortable conditions and discourage people from walking and biking. Identifying these common challenges can inform the recommended facilities and toolkit resources that are most applicable for creating a safe, connected, and comfortable network for active transportation.

**Figure 2. Common Challenges for Walking and Biking**



**Lack of sidewalk**



**Narrow sidewalk or obstructions**



**Lack of frequent crossings**



**Long crossings, faded markings**



**High-volume, high-speed traffic**



**Poor pavement quality**



**Narrow shoulders**




**Lack of dedicated bicycle facilities**



**Poor visibility, turning conflicts**

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## Section 5 Facilities Toolkit

# FACILITIES TOOLKIT

## Design Resources

All projects should be designed according to the current best practices. For local projects, Portsmouth draws from a combination of national, state, and local guidelines and standards listed in [Table 1](#).

**Table 1. Design Resources**

Document	Description
<b>National</b>	
<b>Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD)</b>	A compilation of national standards for all traffic control devices, including road markings, highway signs, and traffic signals.
<b>AASHTO Guide for the Development of Bicycle Facilities, Fifth Edition (2024)</b>	Guidance for the planning, design, and operation of bikeways and off-street paths in urban, suburban, and rural settings.
<b>Public Rights of Way Access Guide (PROWAG) Final Rule (2023)</b>	Guidance for ensuring infrastructure such as sidewalks, crosswalks, curb ramps, pedestrian signals, and on-street parking in the public right-of-way are accessible and usable by people with disabilities.
<b>NACTO Urban Bikeway Design Guide</b>	Guidance for creating bikeable cities for people of all ages and abilities. It covers policy, network planning, program and project evaluation, facility and intersection design, curb management, maintenance, and operations.
<b>NACTO Designing for All Ages &amp; Abilities</b>	Guidance for high-comfort bicycle facilities by establishing criteria for selecting and implementing bike facilities based on contextual factors.
<b>NACTO Don't Give Up at the Intersection</b>	Guidance for improved intersection design treatments and signal strategies to reduce vehicle-bike and vehicle-pedestrian conflicts.

Document	Description
<b>FHWA Small Town and Rural Multimodal Networks (2016)</b>	Guidance for managing pedestrian and bicycle design and trade-offs outside of an urban context, where existing infrastructure can be lacking.
<b>FHWA Bikeway Selection Guide (2019)</b>	Guidance for identifying the most appropriate bike facilities for user and roadway characteristics. It provides detailed information about policy and project identification, feasibility, and selection.
<b>FHWA Field Guide for Selecting Countermeasures at Uncontrolled Pedestrian Crossing Locations</b>	Guidance for selecting pedestrian crash countermeasures based on criteria established in published literature, best practices, and national guidance.
<b>NCHRP 1036: Roadway Cross-Section Reallocation: A Guide</b>	A report that describes how street design decisions impact communities and clarifies how different street elements influence not just transportation outcomes, but liveability, economic and environmental health, equity, and many other concerns.
<b>New Hampshire Department of Transportation (NHDOT)</b>	
<b>NHDOT Highway Design Manual</b>	Guidance and requirements on current highway design methods and policies in New Hampshire. This Manual is intended to be used in conjunction with AASHTO and FHWA guidance.
<b>New Hampshire Pedestrian and Bicycle Plan (2023)</b>	The New Hampshire Pedestrian and Bicycle Plan outlines a 10-year vision to make walking and biking safer and more accessible for communities across the state. It outlines the "Bicycle Level of Traffic Stress Analysis" methodology to assess how comfortable it is to bike on a road based on factors such as number of lanes and traffic volume. This information can be used to inform bicycle facility selection and design.

Document	Description
<b>Local</b>	
<b>Complete Streets Design Guidelines (2017)</b>	A resource for the City of Portsmouth, private developers, and residents for how to accommodate all users on existing and future city streets. It classifies every street in the City into seven distinct groups, each with its own user priorities, specifications, and design options.
<b>Wayfinding Plan (2014)</b>	Guidance for appropriate wayfinding types, messaging, and locations in a uniform and recognizable design menu that is unique to the City of Portsmouth.



## Facilities Toolkit

Portsmouth has implemented a variety of measures to enhance safety, connectivity, and experience for people walking and biking. This section of the Plan outlines design treatments and other strategies, some of which are new to Portsmouth, that can be considered for different locations.

Each of these treatments is supported by the best practice guidance or standards listed in [Table 1](#), including the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), the Public Rights of Way Access Guide, (PROWAG), and American Disabilities Act (ADA).

[Table 2](#) lists the treatments included in the toolkit and is organized by whether the treatment is most applicable at the corridor level or as spot improvements. Corridor treatments are often applied to a whole street, along multiple blocks, while spot improvements are more limited in scope and may be implemented at limited locations or key intersections or crossings. The Pedestrian and Bicycle columns indicate whether the treatment will primarily benefit people walking, biking, or both.

**Table 2. Corridor and Spot Improvements**

Treatment	Pedestrian	Bicycle
<b>Corridor Improvements</b>		
<b>Pedestrian Street</b>	Primary	Secondary
<b>Shared Street</b>	Secondary	Primary
<b>Sidewalk</b>	Primary	No
<b>Shared-Use Path</b>	Primary	Primary
<b>Separated Bike Lane</b>	No	Primary
<b>Buffered Bike Lane</b>	No	Primary
<b>Bike Lane</b>	No	Primary
<b>Bike Boulevard</b>	No	Primary
<b>Traffic Calming</b>	Secondary	Primary
<b>Spot Improvements</b>		
<b>Intersection Tightening</b>	Primary	Primary
<b>Protected Intersection</b>	Secondary	Primary
<b>Trailhead</b>	Primary	Primary
<b>High-Visibility Crossing</b>	Primary	Primary

Treatment	Pedestrian	Bicycle
<b>Curb Extension (Bump Out)</b>	Primary	Secondary
<b>Curb Ramp</b>	Primary	Secondary
<b>Pedestrian Crossing Island</b>	Primary	Secondary
<b>Raised Crossing or Intersection</b>	Primary	Secondary
<b>Pedestrian-Scale Lighting</b>	Primary	Primary
<b>Restricted Vehicular Access</b>	Primary	Primary
<b>Signalization</b>	Primary	Primary
<b>Pedestrian Beacons</b>	Primary	Primary
<b>Bike Lane Intersection Striping</b>	No	Primary
<b>Bike Box</b>	No	Primary
<b>Bicycle Parking</b>	No	Primary
<b>Bike Maintenance Station</b>	No	Primary
<b>Parklet</b>	Primary	Secondary
<b>Traffic Garden</b>	Secondary	Primary
<b>Bus Stop Enhancements and Accessibility</b>	Primary	Secondary

## PEDESTRIAN STREET

### Portsmouth Summer in the Streets (Market Square)



Source: Pro Portsmouth Inc.

#### Permanent Pedestrian Street Typical Signing

NO MOTOR  
VEHICLES

MUTCD R5-3

BIKES YIELD TO  
PEDESTRIANS

MUTCD R9-6

Portsmouth  
Branded  
Wayfinding Signs

**A pedestrian street, or pedestrian zone, is a street or area closed to vehicle traffic and used primarily by pedestrians. These areas are often in corridors with commercial activity, drawing pedestrians to enjoy local businesses and restaurants. Other non-motorized modes are often allowed. Pedestrian streets can be permanent or temporary.**

#### Benefits

- Expands space available to people walking
- Encourages “staying” activities such as relaxing, eating, and socializing
- Provides flexible event space

#### Constraints

- Limits vehicle circulation
- Potential to restrict emergency vehicle access

#### Typical Applications

- Streets with high pedestrian volumes
- Streets with alternative routes for vehicles
- Commercial districts

#### Design Considerations

- Demand and alternatives for commercial loading
- Access for delivery vehicles, programming-related vehicles, and emergency vehicles

## SHARED STREET



**A shared street is a low-volume street where pedestrians, cyclists, and motorists share the right of way. Shared streets may function as a public space for recreation, socializing, and leisure. Shared streets are often characterized by a lack of vertical separation between modes (e.g., curbs or sidewalk).**

### Benefits

- Reduces sidewalk crowding
- Encourages “staying” activities such as relaxing, eating, and socializing
- Mixed use encourages slower driving speeds

### Constraints

- Placement of traffic calming treatments and street furniture may require loss of on-street parking

### Typical Applications

- Low-speed (target speed of 10 mph or less<sup>1</sup>) or limited access streets with narrow or no sidewalks

### Design Considerations

- A shared street sign or “Yield to Pedestrians” sign (MUTCD 2B-2) may be used at the entrance
- Street furniture, such as bollards, benches, and planters, can help define a shared space by subtly delineating the traveled way from the pedestrian-only space

### Shared Street Typical Signing

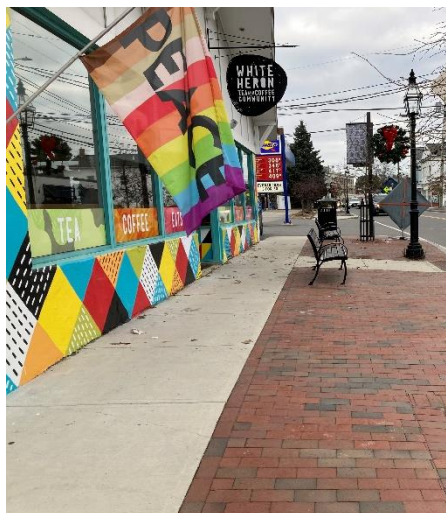
YIELD TO  
PEDESTRIANS

Portsmouth Branded  
Wayfinding Signs

MUTCD  
R1-9

<sup>1</sup> NACTO Urban Bikeway Design Guide Third Edition, 2025

## SIDEWALK



**A sidewalk is a dedicated pedestrian facility adjacent to the roadway and separated from traffic by a curb. Sidewalks may also have an additional buffer zone between the roadway and the walking area.**

### Benefits

- Provides separation from vehicle traffic
- Provides means of mobility for people using wheelchairs, strollers, or others who may not be able to travel on an unpaved surface

### Constraints

- Retrofitting sidewalks onto facilities that do not currently have them may require additional right-of-way or road-narrowing strategies

### Sidewalk Typical Dimensions (ft)

Constrained (e.g., pinch point)	3'
Min	4'
Preferred	5'+

### Typical Applications

- Most streets, except for limited access freeways
- Typically added to areas as redevelopment occurs

### Design Considerations

- Must meet minimum dimensions, cross-slope, and smoothness for ADA compliance
- Consider wider widths (10+ feet) in areas with high existing or anticipated pedestrian volumes
- A 2-foot buffer from traffic is preferred
- Landscaped buffer or wider sidewalks may be desirable depending on surrounding land use context
- Maintenance of buffer zone is responsibility of the adjacent landowner
- Bricks require frequent maintenance to maintain a level surface

## SHARED-USE PATH



### Shared Use Path Typical Dimensions

Minimum	8 ft
Preferred	11 – 20 ft
Total preferred envelope	15 – 24 ft

**A shared use path, also called a multi-use path, is fully separated from the road and shared between cyclists, pedestrians, and other non-motorized modes. Side paths and rail trails are two specific types of shared use paths.**

#### Benefits

- Combined facility for bicyclists and pedestrians
- Provides separation from vehicle traffic
- Designed for all ages and abilities

#### Constraints

- Requires substantial buffer to separate from roadways
- Unlit paths may not be comfortable for users
- Potential conflicts with vehicle or other crossings

#### Typical Applications

- Links between communities and for recreation
- Parallel alternative route to roads in areas where sidewalks or on-street facilities are not provided
- Best for areas where crossings can be minimized

#### Design Considerations

- Apply high-visibility treatments where there are crossings
- Generally, should be designed with a width of 10 feet
- Preferred width varies from 11-20 feet with an additional 2 feet of lateral clearance on either side (1-foot minimum clearance)<sup>2</sup>
- Path width should be informed by the expected volume of users and the mix of cyclists and pedestrians
- Often installed along utility easements, streams, rivers, or other linear features

### Side Path



Side paths are two-way paths, adjacent to a roadway, open to pedestrians, cyclists, and most other non-motorized users. They are typically 10-14 feet wide with a wide 5-foot buffer.

### Rail Trail



Rail trails are two-way paths installed along active or abandoned rail corridors. Like all Shared-Use Paths, rail trails are open to pedestrians, cyclists, and most other non-motorized users.

<sup>2</sup> NACTO Urban Bikeway Design Guide Third Edition, 2025



## EXCLUSIVE BIKE FACILITIES

Exclusive bike facilities vary by directionality, width, and level of separation from vehicle traffic.

Facility Characteristic	Description
<b>Direction</b>	Bike lanes may be one-way, two-way, or contraflow. <b>Contraflow bike lanes</b> allow cyclists to ride in the opposite direction of vehicle traffic, converting a low-speed and low-volume one-way traffic street for cars into a two-way street for bikes. <b>Two-way bike lanes</b> , also known as two-way cycle tracks, serve bidirectional bicycle travel on one side of the street.
<b>Width</b>	The minimum width for a bike lane is 5 feet when against a curb and 6 feet when against parking. Additional width depends on various factors such as vehicle speeds, traffic volume, and elevation. For example, <b>climbing bike lanes</b> provide extra space for cyclists to manoeuvre when riding uphill.
<b>Level of Separation</b>	Bike lanes are often described by the level of separation the facility provides. <b>Separated bike lanes</b> have a vertical separation achieved with grade separation, curbing, flex posts, or other vertical elements. <b>Buffered bike lanes</b> have a striped buffer to create space between bikes and vehicle traffic. A bike lane is striped for exclusive use by cyclists but is not buffered or physically separated from traffic or parking.

## Separated Bike Lane

### Sidewalk-level Separated Bike Lane



Source: NACTO, Raised Cycle Tracks

### Parking-Protected Bike Lane



**Separated bike lanes (SBL), also called protected bike lanes, have vertical separation between bikes and vehicle traffic. Separation could be achieved with grade separation, curbing, flex posts, planters, or even a parking lane (parking-protected bike lanes). Separated bike lanes can be one-way or two-way.**

#### Benefits

- Separates bikes from vehicle traffic
- Less chance of “dooring” – opening a door into a bicyclist, when parked cars are present

#### Constraints

- Challenging winter maintenance and plowing
- Existing roadway width

#### Typical Applications

- Links with adequate right-of-way or where a road diet can be implemented
- Critical bike network segments where additional protection is warranted

#### Design Considerations

- Intersections should be designed for visibility of bicyclists and may warrant separate signal phasing depending on context
- Buffer type varies depending on application, presence of parking, and available right-of-way
- Must be sufficiently wide at all points to allow for a sweeper to pass (approx. 5')
- Parking-protected bike lane must have at least a 3-foot buffer to allow vehicle doors to open

**Parking Protected or Parking Separated Bike Lane Typical Dimensions (NACTO)**

	Unidirectional SBL	Buffer	Buffer adjacent to parking	Bidirectional SBL
Constrained				8 ft
Minimum	5 ft	2 ft	3 ft	13 ft
Preferred	6-9 ft	2-5 ft	3-5 ft	13+ ft
Total Facility Width (Unidirectional)	8-12.5 ft			

## Buffered Bike Lane



### Buffered Bike Lane Typical Dimensions<sup>3</sup>

Minimum	4 ft
Preferred	6 ft
Buffer	2-4 ft
Buffer adjacent to parking	3 ft

**A buffered bike lane is an on-street facility that provides an additional striped buffer of typically 2-3 feet. A buffer may be used between the bike lane and the travel lane, between the bike lane and a parking lane, or both.**

#### Benefits

- Less chance of “dooring”, opening a door into a bicyclist, when parked cars are present
- Added separation from vehicles

#### Constraints

- Does not provide physical protection
- Vehicles may use additional buffer width as parking or standing zone

#### Typical Applications

- Links with moderate vehicle speeds or volumes
- Streets with adequate right-of-way to provide a buffer
- Important links within and between communities

#### Design Considerations

- Buffer may consist of diagonal striping or rumble strips to deter vehicles from using the buffer space

<sup>3</sup> NACTO Urban Bikeway Design Guide Third Edition, 2025

## Bike Lane



### Bike Lane Typical Dimensions<sup>4</sup>

Constrained	4 ft
Minimum	6 ft
Preferred	7 ft
Preferred adjacent to parking (bike lane and buffer)	7-9 ft from edge of parking lane

**A bike lane is an on-street facility that provides space reserved for bicyclists, delineated with pavement markings.**

#### Benefits

- Provides a designated space for people biking
- Increases visibility for people biking
- Inexpensive treatment when width is available

#### Constraints

- Greater change of "dooring," opening a door into a bicyclist
- Does not provide physical protection
- Vehicles may use additional buffer width as parking or standing zone
- Not suitable for all ages and abilities

#### Typical Applications

- Streets without sufficient right-of-way or pavement width to provide buffered or separated bike lanes

#### Design Considerations

- Should only be used when other forms of exclusive bike facilities are infeasible
- Striping can add visibility and awareness at intersections

<sup>4</sup> NACTO Urban Bikeway Design Guide Third Edition, 2025

## BIKE BOULEVARD



**A bike boulevard is a bike route on a low speed, low volume, and high comfort local street and is supplemented with traffic calming. The network role is emphasized with wayfinding signs and shared lane markings.**

**If vehicle speeds and volumes on a corridor are outside of the appropriate range for a bike boulevard, traffic calming and circulation strategies must be used before designating a route as a bicycle boulevard. See the *Bicycle Facility Selection* for more information on whether a corridor is appropriate for a bike boulevard.**

### Bike Boulevard Typical Signing<sup>6</sup>

BIKE ROUTE	MUTCD D11-1
BICYCLES ALLOWED USE OF FULL LANE (supplemental)	MUTCD R9-20
Portsmouth Branded Wayfinding Signs	

### Bike Boulevard Roadway Characteristics<sup>7</sup>

Vehicle operating speeds (if dissimilar to posted speeds)	< 20 mph
Vehicle volumes	< 2,000 ADT

### Benefits

- Communicate and increase awareness of preferred cycling routes without major infrastructure investment
- Additional benefits to the neighborhood from traffic calming

### Constraints

- "Invisible" bicycle routes are less intuitive to new cyclists
- Do not provide designated space or protection for cyclists

### Typical Applications

- Bicycle corridors through neighborhoods, often forming the bulk of a low stress cycling network

### Design Considerations

- May include sharrows and advisory bike lanes throughout, and bike boxes and lanes at difficult links and intersections
- Centerline stripes should be omitted midblock where possible and are optional as channelization on intersection approaches
- Typically includes cycling-specific wayfinding elements
- Traffic calming should include physical elements such as speed humps, chicanes, and diverters to reduce vehicle speeds to a target speed of 20 mph or less<sup>5</sup>

<sup>5</sup> NACTO Urban Bikeway Design Guide Third Edition, 2025

<sup>6</sup> NACTO Urban Bikeway Design Guide Third Edition, 2025

<sup>7</sup> FHWA Bikeway Selection Guide, 2019



## TRAFFIC CALMING

### Chicanes



Source: City of Seattle Design Standards

Chicanes and pinch points are curb extensions, planters, or other installations intended to narrow or shift the roadway; these counteract the fact that wide, open, and straight roadways encourage high driver speeds.

### Speed Cushion



Source: VDOT<sup>8</sup>

Speed cushions are speed humps or speed tables that include wheel cutouts to allow large vehicles, such as emergency vehicles, trucks, and buses, to pass unaffected.

**Traffic calming treatments are physical elements like speed humps, chicanes, hardened centerlines, and slow-turn wedges can be added to the street to create friction, which slows vehicle speeds, and enhance visibility. Some elements can be designed to accommodate emergency response vehicles.**

#### Benefits

- Reduces driver speeds
- Increases attentiveness in critical areas
- Low-cost and simple implementation

#### Constraints

- Possible effects to drainage
- Consideration of emergency vehicles and heavy vehicles when selecting vertical or horizontal treatments

#### Typical Applications

- Vertical deflection typically not considered on roads with speeds greater than 30 mph or volumes greater than 9,000 ADT
- Vertical deflection treatments should be avoided on bus routes, except in the case of speed cushions which are designed to allow large vehicles to pass unaffected
- See also **Portsmouth Complete Streets Guide**

#### Design Considerations





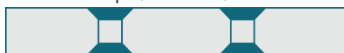

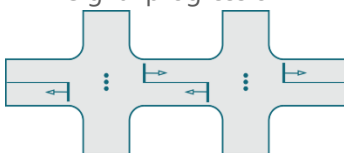
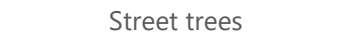
- Traffic calming measures should be applied consistently along a corridor or throughout a neighborhood to be most effective and legible to community members (for example, a series of curb extensions is more predictable than a variety of one-off treatments)
- Treatments can be combined (for example, a series of speed cushions along with lane narrowing)
- Horizontal deflection should be designed considering taper lengths for the corridor's speed
- See **Table 3** for different treatments

<sup>8</sup> VDOT Traffic Calming Fact Sheet.

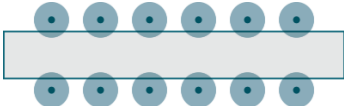


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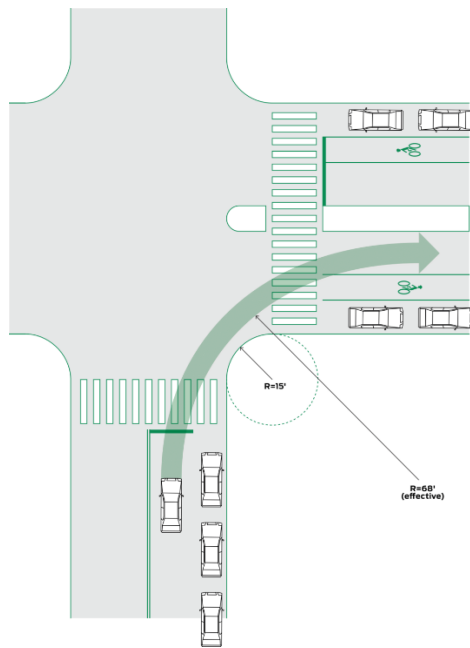
Table 3. Traffic Calming Treatments

Type	Description	Examples <sup>9</sup>
Horizontal deflection	Slow vehicles by requiring drivers to move with caution through narrow or deflection points and can help reduce pedestrian crossing distances.	Median 
		<i>See also Pedestrian Crossing Island</i>
		Neckdown 
		Chicane 
		Lane Shift 
		<i>See Curb Extension (Bump Out)</i>
Vertical deflection	Vertical deflection treatments are only comfortable for drivers to go over at around 20 mph. <sup>10</sup> Elevating pedestrians at crossing locations helps improve visibility.	<i>See Raised Crossing or Intersection</i>  Speed humps, tables, or cushions 
Circulation and operations	Diverters and circulation changes can be used to limit vehicle traffic on a specific corridor or reduce cut through traffic. Coordinated signals can be timed to encourage a set driving speed.	Diverter 
		Signal progression 
Narrowing		Street trees 

<sup>9</sup> Images from NACTO Urban Street Design Guide<sup>10</sup> City of Boston, About Speed Humps. <https://www.boston.gov/departments/transportation/making-neighborhood-streets-safer>

Type	Description	Examples <sup>9</sup>
	Narrowing travel lanes reduces operating space. Visual cues encourage slower driving speeds.	 <hr/> <p>On-street parking</p>  <hr/> <p>Narrow travel lanes</p> <hr/> <p><b><i>See Intersection Tightening</i></b></p> <hr/> <p><b><i>See Protected Intersection</i></b></p> <hr/> <p>Hardened centerline</p> <hr/> <p>Roundabout</p> 
Intersections	Tighter turning radii require drivers to make turns more slowly and improves sightlines with crossing pedestrians and bicyclists.	

## INTERSECTION TIGHTENING



Source: NACTO Urban Design Guide

**Intersection tightening involves reducing corner radii to create an overall smaller intersection footprint.**

### Benefits

- Slower vehicle speeds when turning
- Improved intersection visibility
- Shorter pedestrian crossing distances
- Can create opportunities to expand and enhance the pedestrian realm

### Constraints

- Can result in drivers oversteering or cutting corners into opposing lanes

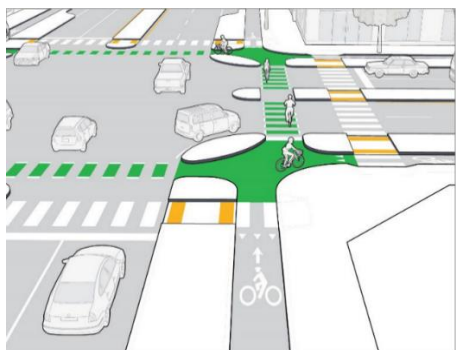
### Typical Applications

- Highway Safety Improvement Program (HSIP) cluster intersections
- Roadways with high traffic volumes and/or pedestrian activity

### Design Considerations

- Use the smallest radius possible for the design vehicle
- Design so that emergency vehicles can use the full area of the intersection for making turns, thus permitting overall tighter design.
- Consider truck aprons that can be mounted by large vehicles
- Recessed stop bars can mitigate potential oversteering conflicts
- Remove slip lanes where possible

## PROTECTED INTERSECTION



Source: County of Arlington, VA

**A protected intersection is designed to physically separate cyclists and pedestrians from cars where the potential for conflict is highest. Right-turning vehicles are provided with a yield zone and crossing cyclists and pedestrians are physically separated by a cornerstone, or buffer, from right-turning vehicle traffic.**

### Benefits

- Clarify the preferred path of travel through the intersection to help avoid potential conflicts
- Allows right-turn-on-red for cyclists

### Constraints

- May add to delays for intersections at capacity
- May require additional right-of-way

### Typical Applications

- Any intersection with separated bike lanes or shared-use path approaches
- While the geometric elements of a protected intersection can be applied at unsignalized intersections for greater protection, slower vehicle turning speeds, and improved visibility, a fully protected intersection requires signalization to separate cyclists and pedestrians completely from vehicle movements

### Design Considerations

- Protected intersections should be combined with high-visibility crosswalk markings and separated bike lanes
- May be combined with other pedestrian crossing counter measures such as crossing islands and leading pedestrian interval (LPI)

## TRAILHEAD



Source: City of Framingham, MA

**A trail head is a signed location along a shared-use path that provides amenities such as maps, wayfinding, trash cans, seating, shelter, drinking fountains, and restrooms.**

### Benefits

- Provides wayfinding and directions to users
- Offers a place to relax or meet before or after trail use

### Constraints

- Requires maintenance to ensure functionality

### Typical Applications

- Streets, paths, or parks where a path or trail is accessed

### Design Considerations

- Trailheads should be highly visible and signed

## HIGH-VISIBILITY CROSSWALK



### Crosswalk Typical Dimensions

Minimum	6 ft
---------	------

**High visibility crosswalks are reflective roadway markings that may be accompanied by signage at intersections and priority pedestrian crossing locations.**

#### Benefits

- Provides awareness to drivers that people may be crossing
- Requires motorists to stop for people walking in crosswalk
- Relatively low cost

#### Constraints

- Compliance not as high at uncontrolled locations compared to other treatments
- Most effective with other types of traffic control

#### Typical Applications

- Intersections of vehicle facilities with moderate to high vehicle volumes and speeds
- Midblock locations, particularly when implemented with other treatments

#### Design Considerations

- Minimum width is 6 feet, but wider crossings may be preferred in areas with a high number of people walking
- Crosswalks must be paired with reciprocal ADA accessible curb ramps
- High-visibility crosswalk striping may be paired with other visibility enhancements, such as pedestrian warning signs, in-street signage, advance stop bars, and/or parking restrictions near intersections (daylighting)
- Restrict on-street parking for 20 feet in advance of a crosswalk to provide "daylighting" that improves pedestrian and driver sightlines



## CURB RAMP



Source: City of Portland, OR

**A curb ramp provides a smooth, accessible transition between the sidewalk and the street for people crossing. Many intersections in the study area do not currently have them.**

### Benefits

- Provides accessible crossings for people with low vision and people using wheelchairs, strollers, and other mobility devices
- Required to comply with the ADA

### Constraints

- ADA design requirements can be complex to achieve

### Typical Applications

- Any intersection of a street with a sidewalk or multi-use path
- Typically added to areas as redevelopment occurs

### Design Considerations

- Design must follow ADA design requirements

## CURB EXTENSION (BUMP OUT)

### Concrete Curb Extension



**A curb extension, also known as a bump out, is an extension of the sidewalk into the street at a crossing. It narrows the vehicle traveled way and the crossing distance for people walking and increases visibility between people walking, biking, and driving.**

#### Benefits

- Shortens crossing distances
- Reduces vehicular turning speeds
- Increases visibility between people driving and walking

#### Constraints

- Can only be used on streets with on-street parking
- Greater cost to install than standard crosswalks
- May conflict with bike or transit lanes

### Quick-Build Curb Extension



#### Typical Applications

- Midblock or intersection pedestrian crossings or transit stops
- Streets with on-street parking

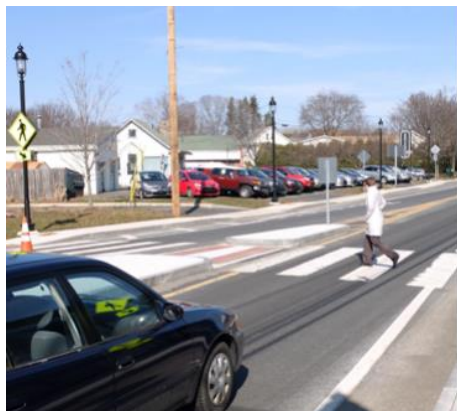
#### Design Considerations

- Design vehicle for the street will determine the curb radius
- Provide accessible curb ramps and detectable warnings
- Impacts or opportunities for landscaping or green infrastructure should be considered
- Can be applied midblock and/or combined with raised crossings
- Curb extensions are typically 6 feet wide, filling most of a travel lane

#### Curb Extension Typical Dimensions

Typical Width	6 ft
---------------	------

## PEDESTRIAN CROSSING ISLAND



Source: MassDOT Municipal Resources Guide for Walkability

### Pedestrian Crossing Island Typical Dimensions

Minimum	6 ft
---------	------

**A pedestrian crossing island is a protected area in the middle of a crosswalk that provides refuge and narrows the space pedestrians have to cross.**

#### Benefits

- Reduces exposure of people walking
- Requires shorter gaps in traffic to cross street
- Allows people to cross in two stages

#### Constraints

- Available right-of-way or existing pavement width may not provide adequate space to add a median island
- If included, landscaping requires an agreement on maintenance responsibility

#### Typical Applications

- Midblock for areas with large distances between crossings
- Intersections with high traffic volumes or with a notable crash history
- Intersections with medians or unused center turn lanes

#### Design Considerations

- Must have 6 feet of clear width to accommodate people in wheelchairs
- Tactile warning panels are needed within the pedestrian crossing island
- A median with width less than 6 feet can be used as a traffic calming strategy, but is not considered a refuge

## RAISED CROSSING OR INTERSECTION



Source: *Streetsblog Mass*

**Crosswalks or intersections may be raised to the elevation of the sidewalk, effectively creating a speed hump to slow approaching drivers, increasing pedestrian visibility, and allowing pedestrians to cross without changing grade.**

### Benefits

- Adds further conspicuity to crosswalks
- Encourages slow vehicle speeds at pedestrian crossings
- More accessible to a wider range of pedestrians

### Constraints

- More expensive than other crosswalk treatments
- Impacts to drainage

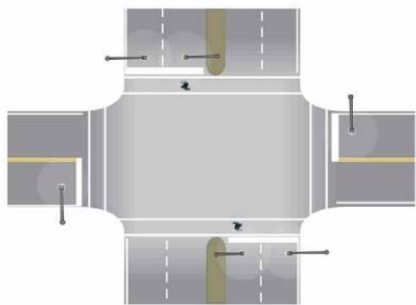
### Typical Applications

- Low-speed facilities with a high volume of crossing pedestrians
- Locations where pedestrians with mobility needs are present, such as older adults, people with strollers, and people in mobility devices

### Design Considerations

- Replaces the need for curb ramps when a retrofit to install them is warranted
- Entire intersections may be raised as well
- Tactile surfaces should be placed at the entrance to the crosswalk to alert pedestrians with low vision
- Bollards or other vertical elements can be installed to prevent vehicles entering the sidewalk
- Lower-angle approaches required to address bottom-out concerns for buses and damage from snowplows
- A raised crossing must have a level path at least 3 feet wide

## PEDESTRIAN-SCALE LIGHTING



Source: FHWA Informational Report on Lighting Design for Midblock Crosswalks

**Pedestrian-scale lighting illuminates pedestrian facilities such as sidewalks, paths, and crossings. Pedestrian-scale lighting is typically closer to the ground than roadway lighting. Pedestrian lighting along a facility may also improve pedestrians' level of perceived safety of the facility. Pedestrian lighting at a crossing may make it easier for drivers to see pedestrians during dark or poor weather conditions.**

### Benefits

- Improves the visibility of people walking and biking in crosswalks
- Enhances drivers' sight distance
- Encourages foot traffic and can make local establishments inviting

### Constraints

- Requires space in potentially busy areas, such as sidewalks or intersections

### Typical Applications

- Areas of high traffic for people biking and walking, such as bus stations, shopping centers, schools, and shared use paths
- Corridors with commercial activity

### Design Considerations

- Lighting fixtures should not be placed where they block entrances or inhibit pedestrian flow
- Size and type of light fixture may vary depending on the surrounding context and available space

## RESTRICTED VEHICULAR ACCESS

### Splitter Island



Source: Weston & Sampson, Inc.

**Splitter islands, gates, or bollards limit vehicle access while allowing pedestrian and cyclist passage, as well as emergency and maintenance vehicle access.**

#### Benefits

- Reduces the likelihood of unauthorized vehicle access on streets and paths with bike- or pedestrian-only right-of-way

#### Constraints

- Bollards and gates can inconvenience cyclists

#### Typical Applications

- Entrances to shared-use paths, pedestrian streets, or closed through-streets

#### Design Considerations

- Splitter islands or landscaped median islands are the preferred treatment
- Bollards must be high visibility to mitigate risk to cyclists
- Bollards and gates must be designed to permit a range of bicycle sizes and turning ability (e.g., bike trailers)
- Use signing to indicate that the path or roadway is open to cyclists and pedestrians and closed to vehicular access



## SIGNALIZATION



Source: Youtube.com

**Signalization separates vehicle, pedestrian, and bicycle movements in time at high volume or complex intersections. Signal design should establish clear multimodal goals so that the needs of pedestrians, bicyclists, and transit riders are prioritized in addition to vehicle through-put.**

### Benefits

- Ability to completely separate movements at complex or dangerous intersections
- Coordinated signals can be used to control vehicle speeds along a corridor

### Constraints

- May add to delay
- Existing equipment may limit complex signaling and phasing

### Typical Applications

- Intersections with a history of vehicle-pedestrian or cyclist crashes
- Intersections where right-turning vehicles do not yield to pedestrians or cyclists
- Intersections that meet signal warrants

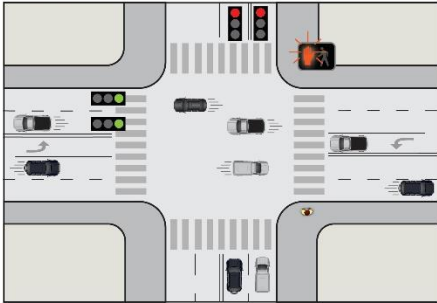
### Design Considerations<sup>11</sup>

- Include pedestrian countdown signal head and APS
- Should be applied in combination with other treatments
- Shorten signal cycles to increase turnover, thus minimizing delay
- Prioritize walking, bicycling, and transit (for example, transit signal priority on priority bus routes)
- Keep the number of signal phases to a minimum

<sup>11</sup> See also NACTO Urban Street Design Guide

### Leading Pedestrian Interval

Red Light – Pedestrian hold



Red Light – Advance Pedestrian Interval

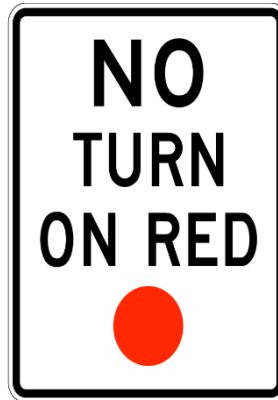


Green Light – Pedestrian Interval



A leading pedestrian interval is a signal modification that allows pedestrians to begin crossing before concurrent green phases with same-direction traffic. It is intended to reduce potential conflicts between vehicles and pedestrians at the start of the signal cycle.

### No Right Turn on Red



Source: *Manual on Uniform Traffic Control Devices (MUTCD)*

No right turn on red is signage placed at a signalized intersection to restrict drivers from turning right during a red light.

### Bike Signal

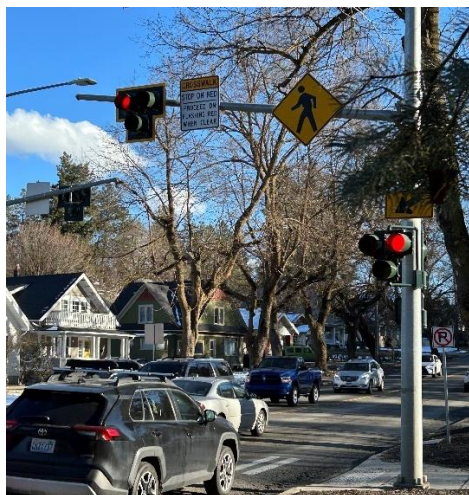


Source: *City of Cambridge, MA*

A bike signal is intended for the exclusive use of bicycle traffic. It is used to provide phasing for bicycle traffic at complex or high-volume intersections. It may also be applied at intersections with travel patterns unique to bicyclists (e.g., contraflow or protected bicycle facilities).

## PEDESTRIAN BEACONS

### Pedestrian Hybrid Beacon



A pedestrian hybrid beacon (PHB, also called a HAWK signal) is a pedestrian-activated signal. It begins with a yellow light alerting drivers to slow, then displays a solid red light to allow people walking to cross the street. Flashing red indications signal to drivers that they may proceed with caution after people have finished crossing.

#### Benefits

- High rate of driver yielding behavior
- Improves safety for people walking and reduces pedestrian crashes

#### Constraints

- Must be activated by people walking
- Can be more costly than other crossing treatments

#### Typical Applications

- Midblock crossings with high pedestrian or bicycle demand and high traffic volumes or speeds
- Shared use path crossings of larger roadways

#### Design Considerations

- Push button placement should be easily accessible to people walking, in wheelchairs, and bicycling

## Rapid Rectangular Flashing Beacon (RRFB)



Source: MassDOT Municipal Resources Guide for Walkability



**A Rapid Rectangular Flashing Beacon (RRFB) includes signs that have a pedestrian-activated flashing light to attract driver attention and provide awareness of people walking or biking crossing the roadway.**

### Benefits

- Provides a visible warning to drivers at eye level
- Increases driver yielding behavior at crossings
- Allows drivers to proceed after yielding

### Constraints

- Must be activated by people walking
- Driver compliance may be lower than when compared with a traffic signal or HAWK signal

### Typical Applications

- Midblock crossings with high pedestrian or bicycle demand and high traffic volumes
- Crossing treatment for shared use paths

### Design Considerations

- Push button placement should be easily accessible to people walking, in wheelchairs, and bicycling
- Can be added in median island for multi-stage crossings

## BIKE LANE INTERSECTION STRIPING



**Pavement markings are used to continue a bike lane through an intersection or “conflict zones”, such as passing a s or driveway entrance.**

### Benefits

- Increases driver awareness of people biking
- Aids bicyclists in knowing where to cross

### Constraints

- May require additional maintenance due to vehicles crossing pavement markings more frequently

### Typical Applications

- Intersections and conflict zones

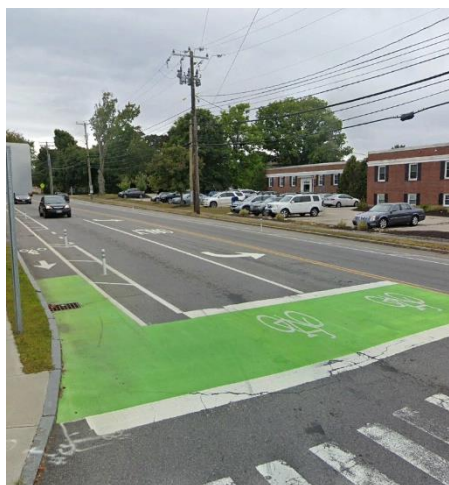
### Design Considerations

- White dashed lines should be used at a minimum to extend a bike lane through an intersection or across a conflict zone
- Dashed green pavement can enhance driver awareness and bicyclist visibility





## BIKE BOX



**Bike boxes use paint to allow cyclists to position ahead of vehicles at signalized intersections.**

### Benefits

- Increases driver awareness of people biking
- Reduces delay and complexity for cyclists at difficult intersections
- Reduces vehicle encroachment on crosswalk

### Constraints

- Requires no-turn-on-red restriction
- Potential reduction in vehicle throughput when there is a high volume of right turns

### Two-Stage Turn Box



### Typical Applications

- Signalized intersections with high volumes of bicycles and vehicles, especially those with left-turning bicyclists and/or right turning motorist

### Design Considerations

- Green paint with bicycle legend is used to stripe the bike box
- Stop bar for vehicles is in advance of the bike box, requiring drivers to stop and wait behind cyclists at the light
- Bike box should span the full width of the approach lanes and have a preferred depth of at least 12 feet
- Two-stage turn boxes may also be used to help facilitate left turns
- Bike boxes that extend across more than one lane must be accompanied by countdown pedestrian signals for the crosswalk or pedestrian crossing movement that crosses the approach





## BIKE PARKING



**Bike parking provides space for people to store bicycles at or near destinations. Parking facilities include racks, lockers, and covered areas. The type of bike parking depends on the anticipated duration of stay, type of destination, and security needs.**

### Benefits

- Formalizes and organizes bike parking instead of *ad hoc* parking along street signs and railings
- Prevents bicycle theft
- Sheltered parking protects bikes from the elements

### Constraints

- Can be challenging to site on narrow sidewalks
- Periodic maintenance needed to remove abandoned bikes

### Typical Applications

- Areas with a high potential for cycling activity such as commercial districts, parks and recreation sites, schools, transit centers, libraries and community destinations
- Covered bike parking is best for locations where patrons will be parked for longer periods

### Design Considerations<sup>12</sup>

- **Short-term bike parking:** Bike parking should be highly visible and conveniently located near entrances of the destinations being served
- **Long-term bike parking:** Security and weather protection are more important than visibility and convenience for bikes being stored across multiple hours
- Suitable bike racks allow bikes to be locked via the frame
- Use "inverted U" or "post and loop racks" for secure and space-efficient bike parking
- Typical dimensions are 6x2 feet for a single rack
- Parking siting should ensure that the pedestrian path is not blocked, including space for parked bikes
- Avoid siting parking too close to walls or other obstructions that can limit the direction or type of bicycle that can be locked

<sup>12</sup> See also APBP Essentials of Bike Parking, 2015

## BIKE MAINTENANCE STATION



Source: MA-PA Heritage Trail

**Bike maintenance stations provide common bicycle maintenance equipment, such as an air hose, a repair stand, wrenches, and screwdrivers, for impromptu bicycle repairs.**

### Benefits

- Allows cyclists to perform minor repairs or fill tires with air
- Increases the visibility of bicycling

### Constraints

- Requires maintenance to ensure functionality

### Typical Applications

- Bike parking areas, trailheads, or adjacent to bike shops

### Design Considerations

- Station siting should ensure that the pedestrian path is not blocked, including space for a bike
- Bike maintenance stations should be located with adequate lighting to prevent theft or vandalism
- Stations with shelter are beneficial during inclement weather

## PARKLET



*Source: Street Lab Project*

**A parklet is a permanent or temporary gathering area installed in the street adjacent to the curb. It provides additional sidewalk space and is often used for outdoor dining.**

### Benefits

- Extends the pedestrian realm
- Provides placemaking and streetscaping opportunities
- Encourages leisure and street activation
- Increase revenues for local businesses

### Constraints

- May require curbside parking removal
- Seasonality

### Typical Applications

- Streets with high pedestrian volumes
- Commercial districts
- Streets with high demand for seating or landscaping
- Often constructed with non-permanent features and can be year-round or seasonal

### Design Considerations<sup>13</sup>

- Usually the width of a parking lane (7-9 feet) and the length of one or more parking spaces (20+ feet)
- Can also be installed as part of T-ing up or tightening an intersection
- Can be managed publicly or through agreements with businesses and abutters

<sup>13</sup> See also NACTO Urban Street Design Guide

## TRAFFIC GARDEN



Source: Knight Creative  
Communities Institute

**A traffic garden, sometimes called a “safety town”, is a miniaturized street network complete with scaled traffic elements designed to teach young children the rules of the road and provide a car-free space for walking and biking.**

### Benefits

- Promotes traffic safety skills
- Creates a comfortable space for children learning to bike
- Repurposes empty parking lots

### Constraints

- Rely on coordination with landscape architects, community groups, non-profits, or artists to design and implement

### Typical Applications

- Underutilized parking lots, parks, and school playgrounds

### Design Considerations

- Should not be in the path of travel for any vehicles



## BUS STOP ENHANCEMENTS AND ACCESSIBILITY



Source: City of Spokane, Browne's Addition



Source: Everett Transportation Strategy



**Bus stop enhancements such as seating, shade, shelter, bike parking, and trash cans improve the transit customer experience. Elements such as a level landing zone, bus bulbs, and floating bus islands can make it easier for passengers to board and alight.**

### Benefits

- Provides protection from elements and gives people a place to sit while waiting
- Reduces perceived wait times
- In-lane bus stops can help maintain efficient transit operations

### Constraints

- More costly than a standard bus stop
- Requires additional sidewalk space beyond standard 6 feet

### Typical Applications

- Stops with higher levels of activity or nearby land uses like senior communities, schools, or major trip generators

### Design Considerations

- Shelters and trash cans should be cleaned and maintained regularly
- Opportunity to collaborate with COAST on existing plans for added stop shelters
- Accessible boarding areas are typically 8x5 feet wide
- Consider interactions between cyclists and buses, as well as cyclists and passengers boarding and alighting when bike facilities are adjacent to bus stops

## Pedestrian Crossing Treatment Selection

Selecting an appropriate treatment for an uncontrolled pedestrian crossing depends on several factors including the number of lanes, traffic volume (shown as “Vehicle AADT”, meaning annual average daily traffic, in the table below), and vehicle speeds. FHWA outlines which countermeasures should be considered based on these roadway characteristics in [Figure 3](#). Similarly, [Figure 4](#) describes FHWA guidance for selecting pedestrian countermeasures based on existing safety issues.

**Figure 3. Application of Pedestrian Crash Countermeasures by Roadway Feature**

Roadway Configuration	Posted Speed Limit and AADT								
	Vehicle AADT <9,000			Vehicle AADT 9,000–15,000			Vehicle AADT >15,000		
	≤30 mph	35 mph	≥40 mph	≤30 mph	35 mph	≥40 mph	≤30 mph	35 mph	≥40 mph
<b>2 lanes</b> (1 lane in each direction)	① 2 4 5 6	① 5 6 7 9	① 5 6 7 9	① 4 5 6	① 5 6 7 9	① 5 6 7 9	① 4 5 6 7 9	① 5 6 7 9	① 5 6 9
<b>3 lanes with raised median</b> (1 lane in each direction)	① 2 3 4 5	① ③ 5 7 9	① ③ 5 7 9	① ③ 4 5 7 9	① ③ 5 7 9	① ③ 5 7 9	① ③ 4 5 7 9	① ③ 5 7 9	① ③ 5 9
<b>3 lanes w/o raised median</b> (1 lane in each direction with a two-way left-turn lane)	① 2 3 4 5 6 7 9	① ③ 5 6 7 9	① ③ 5 6 9	① ③ 4 5 6 7 9	① ③ 5 6 7 9	① ③ 5 6 9	① ③ 4 5 6 7 9	① ③ 5 6 9	① ③ 5 6 9
<b>4+ lanes with raised median</b> (2 or more lanes in each direction)	① ③ 5 7 8 9	① ③ 5 7 8 9	① ③ 5 8 9	① ③ 5 7 8 9	① ③ 5 7 8 9	① ③ 5 8 9	① ③ 5 7 8 9	① ③ 5 8 9	① ③ 5 8 9
<b>4+ lanes w/o raised median</b> (2 or more lanes in each direction)	① ③ 5 6 7 8 9	① ③ 5 6 7 8 9	① ③ 5 6 8 9	① ③ 5 6 7 8 9	① ③ 5 6 7 8 9	① ③ 5 6 8 9	① ③ 5 6 7 8 9	① ③ 5 6 8 9	① ③ 5 6 8 9
<p>Given the set of conditions in a cell,</p> <ul style="list-style-type: none"> <li># Signifies that the countermeasure is a candidate treatment at a marked uncontrolled crossing location.</li> <li>● Signifies that the countermeasure should always be considered, but not mandated or required, based upon engineering judgment at a marked uncontrolled crossing location.</li> <li>○ Signifies that crosswalk visibility enhancements should always occur in conjunction with other identified countermeasures.*</li> </ul> <p>The absence of a number signifies that the countermeasure is generally not an appropriate treatment, but exceptions may be considered following engineering judgment.</p> <ul style="list-style-type: none"> <li>1 High-visibility crosswalk markings, parking restrictions on crosswalk approach, adequate nighttime lighting levels, and crossing warning signs</li> <li>2 Raised crosswalk</li> <li>3 Advance Yield Here To (Stop Here For) Pedestrians sign and yield (stop) line</li> <li>4 In-Street Pedestrian Crossing sign</li> <li>5 Curb extension</li> <li>6 Pedestrian refuge island</li> <li>7 Rectangular Rapid-Flashing Beacon (RRFB)**</li> <li>8 Road Diet</li> <li>9 Pedestrian Hybrid Beacon (PHB)**</li> </ul>									

\*Refer to Chapter 4, “Using Table 1 and Table 2 to Select Countermeasures,” for more information about using multiple countermeasures.














































\*\*It should be noted that the PHB and RRFB are not both installed at the same crossing location.

This table was developed using information from: Zegeer, C.V., J.R. Stewart, H.H. Huang, P.A. Lagerwey, J. Feaganes, and B.J. Campbell. (2005). *Safety effects of marked versus unmarked crosswalks at uncontrolled locations: Final report and recommended guidelines*. FHWA, No. FHWA-HRT-04-100, Washington, D.C.; FHWA. *Manual on Uniform Traffic Control Devices*, 2009 Edition, (revised 2012). Chapter 4F, Pedestrian Hybrid Beacons. FHWA, Washington, D.C.; FHWA. *Crash Modification Factors (CMF) Clearinghouse*. <http://www.cmfclearinghouse.org/>; FHWA. *Pedestrian Safety Guide and Countermeasure Selection System (PEDSAFE)*. <http://www.pedbikesafe.org/PEDSAFE/>; Zegeer, C., R. Srinivasan, B. Lan, D. Carter, S. Smith, C. Sundstrom, N.J. Thirsk, J. Zegeer, C. Lyon, E. Ferguson, and R. Van Houten. (2017). *NCHRP Report 841: Development of Crash Modification Factors for Uncontrolled Pedestrian Crossing Treatments*. Transportation Research Board, Washington, D.C.; Thomas, Thirsk, and Zegeer. (2016). *NCHRP Synthesis 498: Application of Pedestrian Crossing Treatments for Streets and Highways*. Transportation Research Board, Washington, D.C.; and personal interviews with selected pedestrian safety practitioners.

FHWA Field Guide for Selecting Countermeasures at Uncontrolled Pedestrian Crossing Locations



Figure 4. Safety Issues Addressed per Countermeasure

Pedestrian Crash Countermeasure for Uncontrolled Crossings	Safety Issue Addressed				
	Conflicts at crossing locations	Excessive vehicle speed	Inadequate conspicuity/visibility	Drivers not yielding to pedestrians in crosswalks	Insufficient separation from traffic
Crosswalk visibility enhancement					
High-visibility crosswalk markings*					
Parking restriction on crosswalk approach*					
Improved nighttime lighting*					
Advance Yield Here To (Stop Here For) Pedestrians sign and yield (stop) line*					
In-Street Pedestrian Crossing sign*					
Curb extension*					
Raised crosswalk					
Pedestrian refuge island					
Pedestrian Hybrid Beacon					
Road Diet					
Rectangular Rapid-Flashing Beacon					

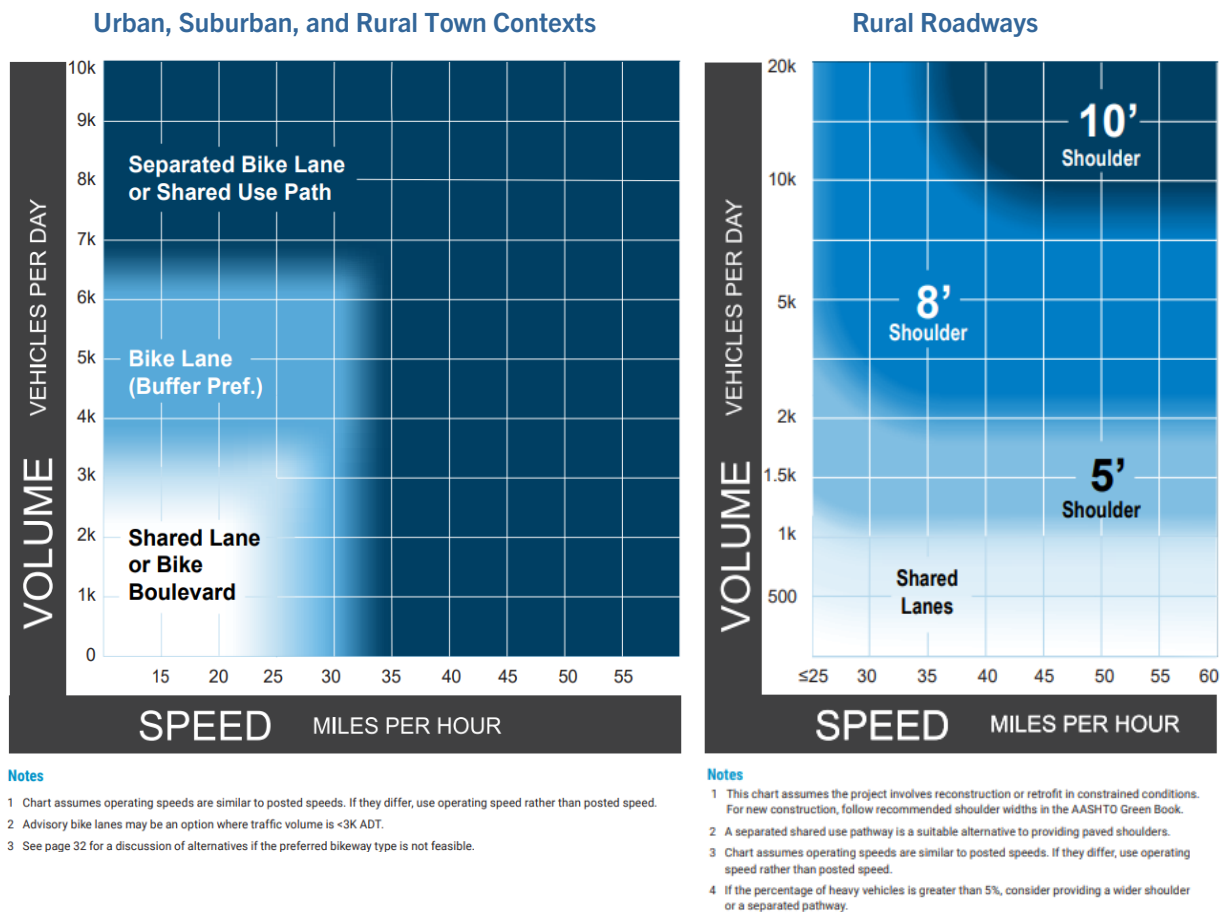
\*These countermeasures make up the STEP countermeasure "crosswalk visibility enhancements." Multiple countermeasures may be implemented at a location as part of crosswalk visibility enhancements.

Source: FHWA Field Guide for Selecting Countermeasures at Uncontrolled Pedestrian Crossing Locations

## Bicycle Facility Selection

Bicycle facility selection is also based on the roadway characteristics of vehicle speed and volume. FHWA facility selection guidance for urban, suburban, and rural contexts, as shown in [Figure 5](#), should be followed. In some cases, it may be possible to use traffic calming or circulation strategies to reduce either vehicle speeds or volumes on a corridor to align with a desired bicycle facility type.

**Figure 5. Preferred Bikeway Types**



*FHWA Bikeway Selection Guide*

## Wayfinding

Bicycle and pedestrian wayfinding should be clear, simple, consistent, and visible. Wayfinding signs should be interpretable even by people with limited literacy or whose primary language is not English.

Wayfinding is primarily communicated with signs but can also be supplemented with paint or pavement markings to provide route confirmation.

The City's Wayfinding Plan identifies design typologies for different types of wayfinding signs ([Figure 6](#)). The Wayfinding Plan and sign typologies are generally oriented to pedestrian and vehicle routing but can also be applicable to bicycling as well. The Wayfinding Plan also provides examples of bicycle-route signing ([Figure 7](#)), although these are not specific to Portsmouth.

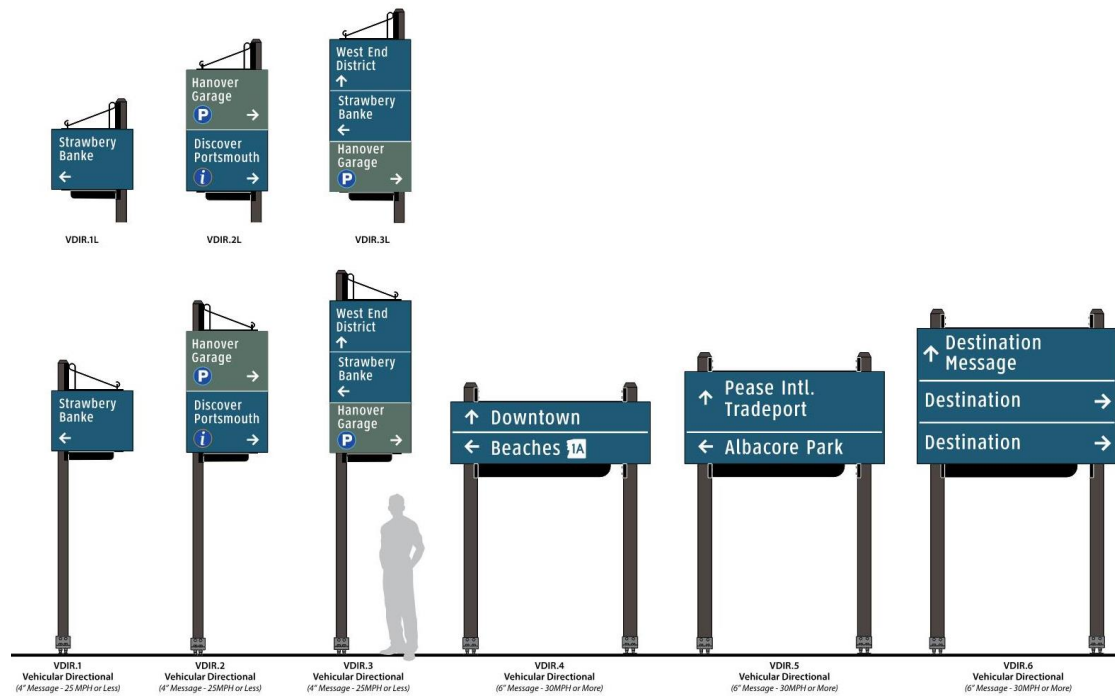
[Table 4](#) describes the typical sign types and applications for pedestrian and bicycle wayfinding.

Wayfinding should be provided at arrival points and transitions. The Wayfinding Plan highlights the following relevant arrival points for people walking and biking:

- Natural pedestrian arrival, e.g., simply walking into Downtown
- Auto to pedestrian transition
- Public transportation to pedestrian transition
- Bicycle to pedestrian transition
- Water to pedestrian transition.

These arrival or transition points should include information for pedestrians and bicyclists at locations such as parking garages and parking lots, COAST and Wildcat Transit stops, bike racks, trailheads, and at bike shops or rental locations, and at appropriate City docks.

Figure 6. Portsmouth Wayfinding Typology Examples



Source: City of Portsmouth Wayfinding Plan

Figure 7. Bike Route Wayfinding Examples



### Gresham, OR





Examples of bicycle/pedestrian sign system components.

### SeaCoast Bike Route Signage

Directional signage includes East Coast Greenway identification.

Source: City of Portsmouth Wayfinding Plan

Table 4. Pedestrian and Bicycle Wayfinding Sign Types

Sign Type	Description	Example
<b>Pedestrian Wayfinding</b>		
Pedestrian Direction	Directs to destinations within pedestrian zones. Located at intersections and/or street corners.	
Information Kiosks	Located at key gathering points. Includes logo, maps, brochures, directions and other information for visitors.	
Interpretive Signage	Provides a graphic and written narrative on historical context, data, and interesting facts regarding a site or destination	
Trail Signage	Identifies trails and directs to destinations within pedestrian zones. Located along trails and at intersections and/or street corners.	

Sign Type	Description	Example
<b>Bicycle Wayfinding</b>		
Confirmation Signs	Indicate to bicyclists that they are on a designated bikeway and help make motorists aware of the bicycle route. Signs include distance and time but do not include arrows. Placement occurs about every 2 to 3 blocks along bicycle routes.	
Turn Signs	Indicate where a bikeway turns from one street onto another streets. They can also be accompanied by pavement markings. Placement occurs on the near-side of intersections where bike routes turn, i.e., where the street ceases to be a bicycle route or does not go through.	
Decision Signs	Mark the junction of two or more bikeways and inform bicyclists of the designated bike route to access destinations. Signs include destinations and arrows. Including distances and travel times are recommended. Placement occurs on the near-side of intersections in advance of a junction with another bicycle route and along a route to indicate a nearby destination.	

Sources: City of Portsmouth Wayfinding Plan; MassTrails Wayfinding Design Guide

While the Wayfinding Plan does provide some guidance for bicycle route signing, the Plan is primarily focused on pedestrian and driver applications. Additional guidance specific to bicycle wayfinding can be found in documents like the MassTrails Wayfinding Design Guide.

**Figure 8**, for example, illustrates preferred distances for directional signs and **Figure 9** provides an example signing layout for a shared use path midblock crossing.



**Figure 8. Hierarchy of Destinations by Distance****LEVEL 1**

Cities, towns, and nationally or regionally significant destinations including landmarks and natural/recreation areas and paths

**LEVEL 2**

Districts and neighborhoods, downtowns, historic areas, seaports, transit stations

**LEVEL 3**

Local landmarks and cultural attractions, food/restroom/service areas, local parks, civic buildings, Councils on Aging, recreation areas, and libraries



Source: MassTrails Wayfinding Design Guide







**Figure 9. Path Junction & Midblock Crossing**








Source: MassTrails Wayfinding Design Guide

## Regulatory and Warning Signs for Bicycles

The following MUTCD signs shown in [Table 5](#) are relevant for bicycle network and facility design.

**Table 5. Applicable Bikeway Regulatory Signs**

Sign Image	Sign Name	Typical Application and Design Guidance
<b>Corridor Regulatory Signs</b>		
	SHARED-USE PATH RESTRICTION SIGN (R9-7)	<ul style="list-style-type: none"> <li>- Apply in conjunction with pavement markings to delineate pedestrian and bicycle user envelopes.</li> <li>- These signs supplement white striping separating users and should not be applied without clear separated spaces for people walking and biking</li> </ul>
	KEEP RIGHT EXCEPT TO PASS (R4-16)	
	SLOWER TRAFFIC KEEP RIGHT (R4-3)	<ul style="list-style-type: none"> <li>- Apply regularly along the Bikeway, with additional applications at trailheads, access points, and following intersections.</li> <li>- These signs communicate the expectation that users keep right unless passing, which they should do with care.</li> </ul>
	PASS WITH CARE (R4-2)	<ul style="list-style-type: none"> <li>- Since bicyclists are typically traveling at higher speeds than pedestrians, they are expected to yield to the slower users until it is safe to pass them.</li> </ul>
	YIELD TO PEDS (R9-6)	
	DO NOT PASS (R4-1)	<ul style="list-style-type: none"> <li>- Apply in areas where passing is not encouraged, such as on approaches to intersections or where sight distance is limited.</li> </ul>

Sign Image	Sign Name	Typical Application and Design Guidance
<b>Intersection Regulatory Signs - Bikeway</b>		
	STOP (R-1)	<ul style="list-style-type: none"> <li>- Apply at stop-controlled intersections between the Bikeway and an intersecting roadway.</li> <li>- Should be paired with a stop line.</li> </ul>
	YIELD (R1-2)	<ul style="list-style-type: none"> <li>- Apply at yield-controlled intersections between the Bikeway and an intersecting roadway.</li> <li>- May also apply at access points to direct people entering the Bikeway to yield to existing traffic.</li> <li>- May be paired with yield pavement markings.</li> </ul>
	NO MOTOR VEHICLES (R5-3)	<ul style="list-style-type: none"> <li>- Apply at intersections with roadways to communicate to drivers that motor vehicles are not permitted on the Bikeway (does not apply to electric bicycles)</li> </ul>
	PUSH BUTTON FOR GREEN (R10-4)	<ul style="list-style-type: none"> <li>- Apply at crossings where path users are required to push a button to request green</li> </ul>
	TO REQUEST GREEN WAIT ON SYMBOL (R10-22)	<ul style="list-style-type: none"> <li>- Apply at crossings where bicyclists are required to wait on the bicyclist symbol to request green</li> </ul>
	PUSH BUTTON FOR GREEN LIGHT (R10-24)	<ul style="list-style-type: none"> <li>- Apply at crossings where bicyclists are required to push a button to request green</li> </ul>
	BICYCLIST USE PED SIGNAL (R9-5)	<ul style="list-style-type: none"> <li>- Apply at crossings where bicyclists need to use the pedestrian signal</li> </ul>


















Sign Image	Sign Name	Typical Application and Design Guidance
<b>Intersection Regulatory Signs - Bikeway</b>		
	BICYCLING SIGNAL (R10-10b)	<ul style="list-style-type: none"> <li>- Apply at crossings where a bicycle signal directs bicyclists</li> </ul>
 	LEFT/RIGHT TURN MAY USE TURN BOX (D11-20)	<ul style="list-style-type: none"> <li>- Apply at crossings with two-stage bicycle turn boxes</li> </ul>
	YIELD HERE TO BICYCLES AND PEDESTRIANS (R1-5 ALT. B)	<ul style="list-style-type: none"> <li>- Apply at midblock crossings where yield lines are provided ahead of a crosswalk across two or more traffic lanes traveling in the same direction. The sign and yield line denote the location for vehicles to yield to path users in the crossing.</li> <li>- These signs are not required if the crosswalk extends across a single lane of traffic in each direction and should not be used in locations where sign clutter is an issue.</li> </ul>
	STOP HERE FOR BICYCLES AND PEDESTRIANS (R1-5B)	<ul style="list-style-type: none"> <li>- Apply at midblock crossings where vehicle traffic is stop-controlled or required to stop for activated PHBs.</li> </ul>
	TURNING VEHICLES YIELD TO BICYCLE AND PEDESTRIANS SIGN (R10-15 ALT.)	<ul style="list-style-type: none"> <li>- Apply at side path intersections to notify drivers taking permissive left- or right-turns of the requirement to yield to people biking at the crossing.</li> <li>- For left turns, the sign should be mounted on the far side of the intersection to improve visibility.</li> </ul>

Table 6. Applicable Bikeway Warning Signs

Sign Image	Sign Name	Typical Application and Design Guidance
<b>Corridor Warning Signs</b>		
	CURVE (W1-2)	- Apply at locations where the Bikeway curves significantly, necessitating a reduction in speed
	REVERSE CURVE (W1-4)	- Apply in locations where the Bikeway has a reverse curve, requiring a reduction in speed
	NARROW BRIDGE (W5-2)	- Apply at bridge crossings where the effective width of the Bikeway is reduced
	PATH NARROWS (W5-4A)	- Apply at locations where the Bikeway narrows considerably
	BICYCLE SURFACE CONDITION, SLIPPERY WHEN WET (W8-10, W8-10P)	- Apply at locations where the surface conditions are consistently hazardous and where bicyclists should take caution
	STOP AHEAD (W3-1)	- Apply ahead of stop-controlled intersections between the Bikeway and an intersecting roadway - Apply at least 50 feet in advance of the intersection

Sign Image	Sign Name	Typical Application and Design Guidance
<b>Corridor Warning Signs</b>		
	<b>YIELD AHEAD</b> (W3-2)	<ul style="list-style-type: none"> <li>- Apply ahead of yield-controlled intersections between the Bikeway and an intersecting roadway</li> <li>- Apply at least 50 feet in advance of the intersection</li> </ul>
	<b>SIGNAL AHEAD</b> (W3-3)	<ul style="list-style-type: none"> <li>- Apply ahead of signalized intersections between the Bikeway and an intersecting roadway</li> <li>- Apply at least 50 feet in advance of the intersection</li> </ul>
<b>Intersection Warning Signs - Roadway</b>		
	<b>BICYCLE/PEDESTRIAN WARNING SIGN</b> (W11-15)	<ul style="list-style-type: none"> <li>- Apply at uncontrolled midblock crossings (i.e., where roadway users have priority) to alert drivers of approaching path users.</li> <li>- Can be combined with an RRFB.</li> </ul>
	<b>TRAIL CROSSING PLAQUE</b> (W11-15p)	<ul style="list-style-type: none"> <li>- Apply at uncontrolled midblock crossings as a supplemental plaque to BICYCLE/PEDESTRIAN WARNING (W11-15).</li> </ul>
	<b>AHEAD PLAQUE</b> (W16-9p)	<ul style="list-style-type: none"> <li>- Apply as an advanced warning to uncontrolled midblock crossings as a supplemental plaque to BICYCLE/PEDESTRIAN WARNING (W11-15)</li> </ul>





## Section 6

# Recommendations

# RECOMMENDATIONS

## Prioritization

While each recommendation in this Plan plays an important role in accomplishing the stated goals, the City will need to implement recommendations in phases, and expects to work towards this Plan's vision over the course of a decade. To aid in this long-term planning process, the City applied a prioritization process to each recommendation, leading to an overall ranking of low, medium, or high, which will be used to guide implementation timelines and funding priorities.

In addition to prioritization criteria, the City also separately considered organization criteria, which do not affect the prioritization ranking, but rather provide another reference point for informing project scheduling and cadence. The criteria used by the City to assess non-infrastructure projects are listed in [Table 7](#) and the criteria used to assess infrastructure projects are listed in [Table 8](#). The overall prioritization level is included in the recommendation tables below ([Table 9](#) and [Table 10](#)). See [Appendix C](#) for a full breakdown of the rankings of each individual prioritization and organizing criteria.

**GOAL 1:** Improve the safety and awareness of walking and bicycling in Portsmouth for all ages and abilities.

**GOAL 2:** Increase the number of walking and bicycling trips in Portsmouth.

**GOAL 3:** Advance Portsmouth's reputation as a City where walking and bicycling are a visible part of everyday and year round life and there are high-quality facilities that are well-maintained.

**GOAL 4:** Improve connectivity for walking and biking throughout Portsmouth and equitable access to key destinations like employment, schools, and transportation.

**GOAL 5:** Reduce greenhouse gas emissions and household transportation costs through the implementation of walking and biking improvements, and support complementary City priorities such as the Climate Action Plan's climate targets and supporting affordable housing.

Table 7. Non-Infrastructure Recommendations Criteria

Prioritization Criteria	Related Goals	High	Medium	Low
<b>Safety</b>	1	Direct impact on safety	Indirect impact on safety	Little impact on safety
<b>Promote Walking and Biking</b>	1, 2, 3, 5	Broad impact on awareness of walking and biking	Moderate impact on awareness of walking and biking	Limited impact on awareness of walking and biking
<b>Remove Barriers</b>	1, 2, 3, 4, 5	Direct impact on removing barriers to walking and biking	Indirect impact on removing barriers to walking and biking	Little impact on removing barriers to walking and biking
<b>Organizing Criteria</b>				
<b>Feasibility</b>	N/A	No known organizational or technical barriers	Either an organizational or technical barrier (but not both)	Both organizational and technical barriers
<b>Cost/Level of Effort</b>	N/A	Significant labor or capital costs for implementation and maintenance	Moderate labor or capital costs for implementation and maintenance	Limited labor or capital costs for implementation and maintenance

Table 8. Infrastructure Recommendations Criteria

Prioritization Criteria	Related Goals	High	Medium	Low
<b>Safety</b>	1	Direct safety impact	Indirect safety impact	Little safety impact
<b>Connectivity</b>	1, 2, 3, 4, 5	Fills a network gap or creates a critical connection	Expands or upgrades the existing network	Not a critical connection or requires other projects to be completed to connect to the network
<b>Equity</b>	3, 4, 5	Direct connections to or through areas or destinations with higher expected rates of youths or seniors, or low income or zero vehicle households	Indirect connections to or through areas or destinations with higher expected rates of youths or seniors, or low income or zero vehicle households	Little connection to or through areas or destinations with higher expected rates of youths or seniors, or low income or zero vehicle households
<b>Public Realm Enhancement</b>	1, 3	Direct opportunities to install amenities and enhance the experience for people walking or biking	Moderate opportunity to install amenities and enhance the experience for people walking or biking	Little or no opportunity to install amenities and enhance the experience for people walking or biking
Organizing Criteria	Related Goals	High	Medium	Low
<b>Feasibility</b>	N/A	Minimal design barriers	Some design barriers	Significant design challenges (new signals, ROW implications, constrained locations)
<b>Implementation Timeframe</b>	N/A	Potential for implementation in the next three years (little to no constructed elements)	Potential for implementation in the next five years (some constructed elements or minor signal modifications (changes to phasing, installation of beacons)	Potential for implementation beyond five years (significant design and construction)
<b>Lifecycle Cost</b>	N/A	Significant labor or capital costs for implementation and maintenance	Moderate labor or capital costs for implementation and maintenance	Limited labor or capital costs for implementation and maintenance

## Non-Infrastructure Recommendations

The following non-infrastructure recommendations, listed in [Table 9](#), are organized by the “5 E’s”, which are as follows:

- Education
- Encouragement
- Enforcement
- Engineering
- Evaluation

These broad categories all play an important role in enabling safer walking and biking and some recommendations include components of more than one E. The recommendations below reflect the category each one mainly falls into, along with the lead jurisdiction, associated City department, and the frequency of each effort.

Table 9. Non-Infrastructure Recommendations

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
High	<b>Provide bicycle safety classes for adults.</b> Classes should include education on safe riding skills, bicycle safety checks, rules of the road for bicyclists, and bicycle facilities and infrastructure. Provide support and partnership to organizations like SABR who provide these classes.	Education	Community	Planning Department	Ongoing	High	Low
High	<b>Provide bicycle safety classes for children on a regular cycle.</b> Courses should instruct children how to ride a bicycle, complete a bicycle safety check, safe riding skills, and the rules of the road. Schools should offer bicycle safety courses as part of the Safe Routes to School program or through other programming. Identify opportunities for key partners beyond schools.	Education	City	School Department	Ongoing	Medium	Low
Medium	<b>Distribute informational brochure on bicycling rules and responsibilities.</b> Provide support and partnership to BWANH and	Education	City	Planning Department	Ongoing	High	Low



Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	SABR to distribute brochures to realtors, businesses, schools, and City departments with information and education about bicycle facilities, laws, and safe riding. Promote the brochures through a City web page dedicated to bicycle safety in Portsmouth.						
Medium	<b>Provide bicycle maintenance classes for youths and adults.</b> Bicycle maintenance classes provide the basic skills needed for casual riders to maintain bicycles for transportation and recreation. Provide support and partnership to organizations like SABR who provide these classes.	Education	Community	Planning Department	Ongoing	Medium	Low
Medium	<b>Provide education and training to City staff on bicycle and pedestrian planning and engineering.</b> Education may include online or in-person training from Association of Pedestrian and Bicycle Professionals, Pedestrian and Bicycle Information Center, American Planning Association,	Education	City	Public Works Department	Ongoing	High	Low

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	Institute of Transportation Engineers, or other organizations. Host mandatory training sessions on an annual basis. Identify opportunities to collaborate with outside partners to provide trainings.						
Low	<b>Provide education and ongoing training to law enforcement personnel on bicycle and pedestrian rights and responsibilities.</b> Education may include online or in-person training from Association of Pedestrian and Bicycle Professionals, Pedestrian and Bicycle Information Center, American Planning Association, Institute of Transportation Engineers, or other organizations. Provide resources for optional training in addition to ongoing informal roll call settings related to safety for people walking and biking.	Education	City	Police Department	Ongoing	High	Low
High	<b>Develop biking and walking maps.</b> Printed and online version	Encouragement	City	Planning Department	5 years	Medium	Medium

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	should be developed and include information such as preferred bike routes, walking paths and trails, distances between major destinations, sites of interest, transit stops, and other amenities such as public restrooms and water fountains. Maps can be distributed at events, civic and social services, schools, and local businesses.						
High	<b>Promote Safe Routes to School program.</b> Safe Routes to School participation can take the form of organizing annual walk events (such as International Walk to School Day), data collection, walking school buses, bike trains, walking and biking curricula, and monthly walk to school events. Update City web page to reflect integration of SRTS into the Transportation Alternatives Program (TAP) and current information.	Encouragement	City	School Department	Ongoing	Medium	Medium
Medium	<b>Leverage the City's wayfinding program to better promote</b>	Encouragement	City	Planning Department	Ongoing	Medium	Medium

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	<p><b>walking, biking, and transit directions.</b> The City adopted a Wayfinding Plan in 2014. Wayfinding helps people, especially those not familiar with Portsmouth, know their transportation options and will increase the visibility of walking and biking in Portsmouth. As the bike and shared use path networks in Portsmouth expand, updating maps and signing to incorporate and direct people to these facilities.</p>						
Medium	<p><b>Organize and promote regular biking groups and special biking events.</b> These may include open streets events, midnight bicycle rides, Bike to Work day, or other events that celebrate biking encourage participation, and enhance the visibility of bicycling. Provide support and partnership to bike shops who host regular recreational biking groups and organizations like SABR who organize special biking events.</p>	Encouragement	Community	Recreation Department	Ongoing	High	Medium

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	Publicize and expand these groups and events to reach various groups around the City and introduce new people to bicycling.						
Medium	<p><b>Organize and promote regular walking groups and special walking events.</b> The Senior Services Center holds regular walking groups for seniors. The City and other organizations should expand walking groups around other demographics, geographic location, or interests (e.g. mom &amp; baby, Pease lunchtime walks, Strawberry Banke weekly walks, seniors walk with kids to school). Special walking events may include holiday or seasonal themed walks with businesses, walking challenges (distance over time), Walk to Work Days, International Walk to School Day, or other events that encourage people of all ages and abilities to walk. Identify opportunities to collaborate with the Recreation Department and</p>	Encouragement	Community	Recreation Department	Ongoing	High	Medium

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	schools on regular walking groups or special events.						
Medium	<b>Promote/Expand Commuter Choice Program.</b> Encourage businesses to promote commuting options for employees through development agreements or voluntarily. Programs may include incentives for walking and biking, a guaranteed ride home program, flexible hours, or other programs to encourage employees to include walking or biking in their commutes. Businesses can join the commuteSMART Seacoast Transportation management Association (TMA) to take advantage of their emergency ride home program and other tools and resources.	Encouragement	Community	Economic Development	Ongoing	Medium	Low
Medium	<b>Provide bike valet service at City-hosted events.</b> Volunteers can valet bicycles to temporary parking for events, helping reduce overflow of bicycle parking and illegal bicycle parking, and helping	Encouragement	Community	Public Works Department	Ongoing	High	Low



Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	to increase the visibility of bicycling.						
Medium	<b>Provide resources in the form of guidance or program for amenities.</b> In retail districts, amenities such as benches, planters, or bike parking can be provided by businesses individually or coordinated as a street furniture program. Beautification projects can be supported through the Adopt-A-Spot Program.	Encouragement	City	Planning Department	Ongoing	Medium	High
Low	<b>Maintain Walk- and Bike-Friendly Community designations.</b> Walk- and Bike-Friendly Community (WFC and BFC) designations can be earned from the League of American Bicyclists and the Pedestrian and Bicyclist Information Center.	Encouragement	City	Planning Department	Ongoing	Medium	Low
Low	<b>Organize regular Open Street events.</b> During these events, such as the "Summer in the Street" events, streets are closed to traffic and open to the community for exercise, recreation, shopping, and	Encouragement	City	Planning and Public Works Department	Annual	High	Medium

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	general enjoyment during open street events. These events are an opportunity to promote walking and biking education and build visibility for walking and biking programs.						
Low	<b>Promote Bike Benefit program for shoppers.</b> SABR operates a Bike Benefits program that entitles bicycle riders to discounts from local retailers. Bike Benefit programs may also include special hours on bike event days or special events promoting biking to retail.	Encouragement	Community	Planning Department and Economic Development	Ongoing	Medium	Low
Low	<b>Promote Bike-Friendly Business program.</b> Bike-friendly business programs recognize businesses that offer programs and amenities to employees to encourage bicycling or walking to work, such as financial incentives, bicycle parking, and office shower facilities. Organizations like CommuteSMART Seacoast could organize their own program or encourage businesses to apply for an existing bike-friendly	Encouragement	Community	Planning Department and Economic Development	Ongoing	High	Low

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	recognition program (such as the League of American Bicyclists Bike Friendly Business program).						
Medium	<p><b>Establish policies to guide the use of e-mobility devices and other motorized devices.</b> As more devices become available on the market, determine acceptable classifications of e-mobility devices for bicycle facilities, shared use paths, and other mixing areas.</p> <p>Electric devices are banned from sidewalks. The City should determine regulations for the use of electronic devices on roadways, bicycle facilities, and shared use path facilities. All regulations and etiquette should be clearly communicated to the public with signing and online resources.</p>	Enforcement	City/State	Planning Department and Public Works Department	Once	Medium	Low
High	<p><b>Require traffic management plans during construction to provide for pedestrian and bicycle travel.</b> The City should review traffic management plans for signs, detours, and temporary accommodations that maintain</p>	Engineering	City/State DOT	Public Works Department	5 years	High	Low

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	ADA-compliant pedestrian and bicyclist access around construction zones. Review should adhere to the most recent MUTCD.						
High	<b>Use the Bicycle and Pedestrian Plan for project and development review.</b> Compare all proposed capital projects and development reviews to the infrastructure recommendations in the Bicycle and Pedestrian Plan for opportunities to implement recommendations.	Engineering	City	Public Works Department and Planning Department	Ongoing	High	Low
Medium	<b>Complete transit access study focused on the siting and conditions of transit stops.</b> Transit stops should be accessible to disabled persons and connect to sidewalks. Stop locations should be audited for crosswalks and warning signage to improve the visibility and safety of pedestrians using the transit stop. Opportunities for partnership between Rockingham Planning Commission (RPC), COAST, and the City.	Engineering	Rockingham Planning Commission	Planning Department	5 years	High	Low

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
Medium	<p><b>Continue to coordinate with COAST to conduct spot improvements at transit stops.</b></p> <p>Improvements may include upgrading signage, installing shelters or seating, lighting, route maps, and schedules.</p>	Engineering	COAST	Planning Department and Economic Development	Ongoing	Medium	High
Medium	<p><b>Create a bicycle parking program.</b> The City should create a bike parking request system and install new bike racks and bike parking corrals in areas of high demand.</p>	Engineering	City	Public Works Department	Annual	Medium	Medium
Medium	<p><b>Improve snow clearance procedures.</b> Continue to modify snow clearance activities to improve access to pedestrian ramps and crosswalks at intersections and to improve access to pedestrian activation buttons. Encourage voluntary snow clearance by residents and local businesses.</p>	Engineering	City	Public Works Department	Seasonal	Medium	High
Medium	<p><b>Include on- and off-road bicycle facilities in maintenance programs.</b> Bike lanes and off road</p>	Engineering	City	Public Works Department	Once	Medium	High

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	paths should be cleared of debris and snow, year-round. Bicycle facilities should be added to street sweeping and snow clearance programs.						
Medium	<b>Install bicycle and pedestrian wayfinding.</b> Bicycle and pedestrian wayfinding should include navigation to popular destinations, time and/or distance to destination. This should be integrated with Citywide Wayfinding Plan for all transportation modes.	Engineering	City	Public Works Department	Ongoing	Medium	Medium
Medium	<b>Install public bike maintenance stations.</b> Public maintenance stations allow bicyclists to fill tires with air and complete minor repairs. These stations offer convenience to bicyclists and increase the visibility of bicycling in the community.	Engineering	City	Public Works Department	Ongoing	High	Medium
Medium	<b>Purchase necessary equipment to plow sidewalks and bike facilities.</b> Narrow plows are be used on both sidewalks and	Engineering	City	Public Works Department	Once	Medium	Medium



Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	separated bike facilities to support clear pathways for year-round use.						
Medium	<b>Require installation of wheel guards on municipally-owned or contracted heavy vehicles.</b> Wheel guards prevent bicyclists from being pulled under the wheels of heavy vehicles in a crash. The City should retrofit vehicles operated by the City or under contract with the City, such as waste removal, construction or maintenance vehicles.	Engineering	City	Public Works Department	Ongoing	Medium	Medium
Medium	<b>Require restoration of all pedestrian and bicycle pavement markings after street utility repairs.</b> Include pavement markings as part of inspection list for utility repairs. Supply pavement marking plans with street opening permits.	Engineering	City	Public Works Department	Ongoing	Medium	Low
Low	<b>Organize volunteer path maintenance events.</b> The City should partner with local organizations such as New Hampshire Seacoast Greenway	Engineering	City/State	Planning Department/Conservation Commission	Seasonal	Medium	Low

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	(NHSG) and SABR to have volunteers conduct seasonal maintenance on off-road paths. Maintenance may include trash pickup, sweeping, cleaning of vandalism, and reporting areas in need of more serious maintenance.						
High	<p><b>Adopt a Safe System Approach.</b></p> <p>A Safe System Approach is a guiding paradigm adopted by the U.S. DOT's National Roadway Safety Strategy that focuses on both human mistakes and human vulnerability to design a system with many redundancies in place to protect all road users. Safety programs should be focused on infrastructure, human behaviour, responsible oversight of the vehicle and transportation industry, and emergency response. This approach is also complementary to Portsmouth's Complete Streets Policy.</p>	Evaluation	City	Planning Department	Once	Medium	Low
High	<b>Establish a standing pedestrian and bicycle advisory committee.</b>	Evaluation	City	Planning Department	Ongoing	Medium	Low

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	A bicycle and pedestrian advisory committee can assist the City in evaluating and sustaining walking and biking policies and programs.						
Medium	<p><b>Establish quick build program to review recommended spot improvements and proposed bike boulevards for potential near-term trial improvements.</b></p> <p>Some recommendations may be candidates for temporary or low-cost interim improvements. This will allow the City to try out recommendations before construction funding is available.</p>	Evaluation	City	Planning Department	Ongoing	Medium	Medium
Medium	<p><b>Collect and analyze bike counts.</b></p> <p>The City should complete annual counts of bicyclist volumes at key locations throughout the City to track bicycle use. Counts can be collected through electronic data from built-in detectors at signals and spot counts can be conducted as needed.</p>	Evaluation	City	Public Works Department	Annual	High	Medium
Medium	<p><b>Collect bicycle and pedestrian crash data annually.</b></p> <p>The City</p>	Evaluation	City	Police Department	Annual	High	Low

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	should collect bicycle and pedestrian crash data and regularly monitor and assess locations and conditions of bicycle and pedestrian crashes to identify crash trends.						
Medium	<b>Conduct a feasibility study for a privately-operated bike share.</b> Bike share programs can increase bicycle mode share, provide an amenity to visitors, and complement existing transit.	Evaluation	City	Planning Department	Once	Medium	Medium
Medium	<b>Create and maintain a database of local, state, and federal funding sources and grant opportunities for tracking.</b> Tracking regular funding opportunities and deadlines will help the city more effectively identify and secure pathways towards implementation.	Evaluation	City	Planning Department and Public Works Department	Ongoing	High	Medium
Medium	<b>Establish a vehicle miles travelled (VMT) reduction target.</b> The City should set a target VMT reduction percentage by a specific date. This will provide a	Evaluation	City	Planning Department	5 years	High	Low

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
	benchmark for the Complete Streets policy. VMT may be measured by annual average daily traffic (AADT). Targets should correspond with emission reduction goals of the Climate Action Plan. Targets should correspond with emission reduction goals of the Climate Action Plan.						
Medium	<b>Establish bicycle and pedestrian mode share target goals.</b> The City should set target mode shares for walking and biking. Mode share can be tracked through census data or local surveys. Targets should correspond with emission reduction goals of the Climate Action Plan.	Evaluation	City	Planning Department	5 years	High	Low
Medium	<b>In accordance with the Complete Street policy, provide an annual status report on the impact of same policy.</b> Audit complete projects and note the frequency and type of exemptions.	Evaluation	City	Planning Department	Annual	High	Medium

Priority	Recommendation	5 E's	Lead Jurisdiction	Associated City Department	Frequency	Feasibility	Cost/Level of Effort
Medium	<p><b>Review the Bicycle and Pedestrian Plan and provide a status report every two years.</b></p> <p>Regular review of the Plan will help inform ongoing initiatives and long-term project planning. Status reports can include performance metrics to measure the progress of recommendations from the Plan.</p>	Evaluation	City	Planning Department	Every two years	High	Medium



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## Infrastructure Recommendations

The following sheets illustrate the locations of the proposed infrastructure projects. Each sheet is organized to support a Key Connection:

- Southeast to Downtown
- Southwest to Downtown
- Northwest to Downtown
- North-South Connections
- East-West Connections
- Connections to Pease

Each of these key connections represents a general path of travel for different geographic areas within Portsmouth and provides a framework for presenting the recommendations for specific components of the network. [Click on each Key Connection](#) on the front map to jump to the corresponding project summary sheet.

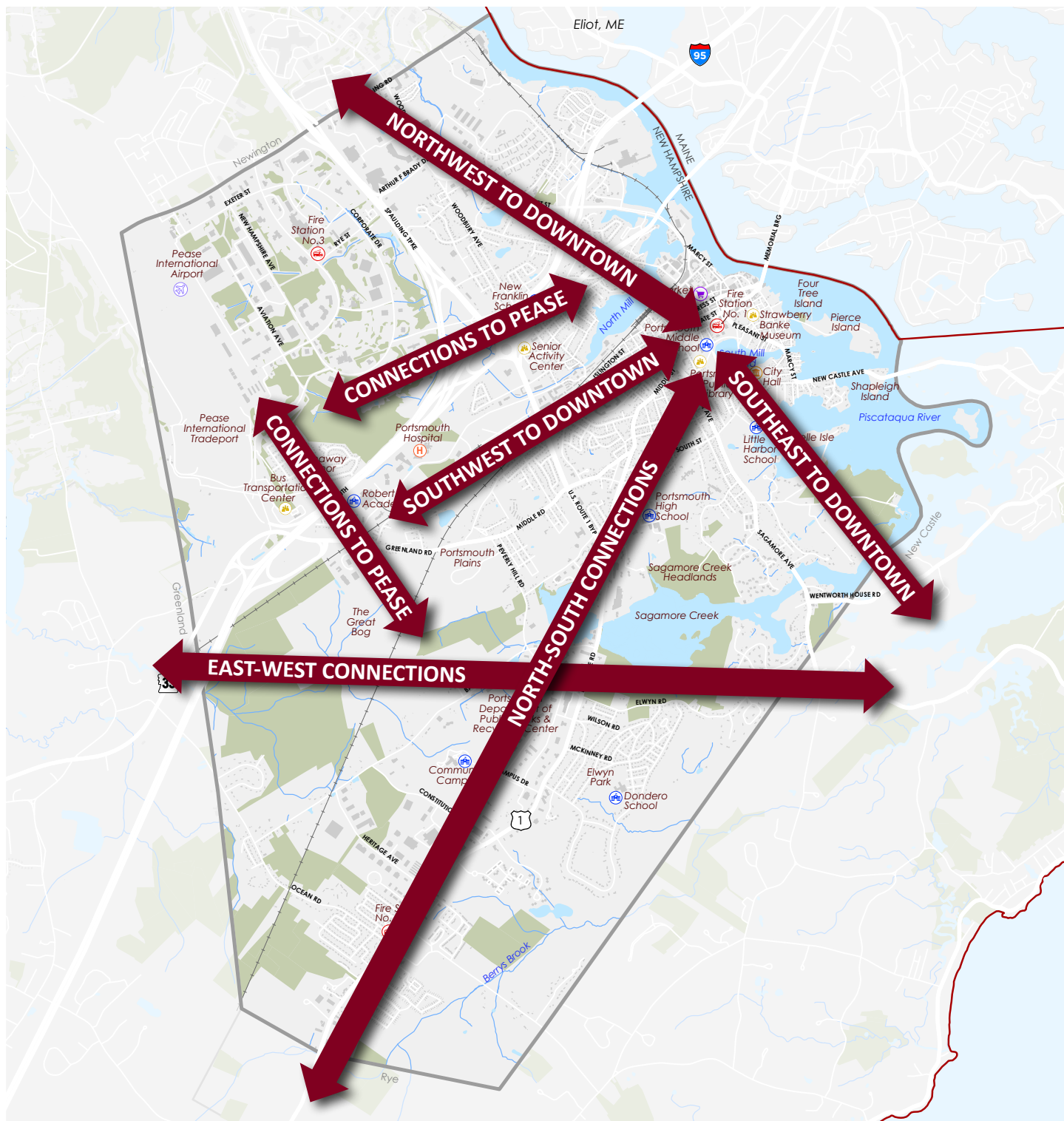
The infrastructure recommendations are also listed in [Table 10](#) organized by key connection and summarizing the prioritization criteria, feasibility, and planning level opinion of probable cost.

The top project priorities resulting from Public Meeting 2 are indicated in [Table 10](#) with a callout box. More information on community project priorities can be found in [Appendix A Public Engagement](#):



**Top community priority**

# PORTSMOUTH NETWORK RECOMMENDATIONS



- |                   |            |                    |
|-------------------|------------|--------------------|
| Portsmouth        | School     | Fire Department    |
| Railroads         | Government | Civic Buildings    |
| Water Body        | Hospital   | Shopping           |
| Buildings         | Airport    | Recycling Facility |
| NH State Boundary |            |                    |

0 0.5 1 Mile

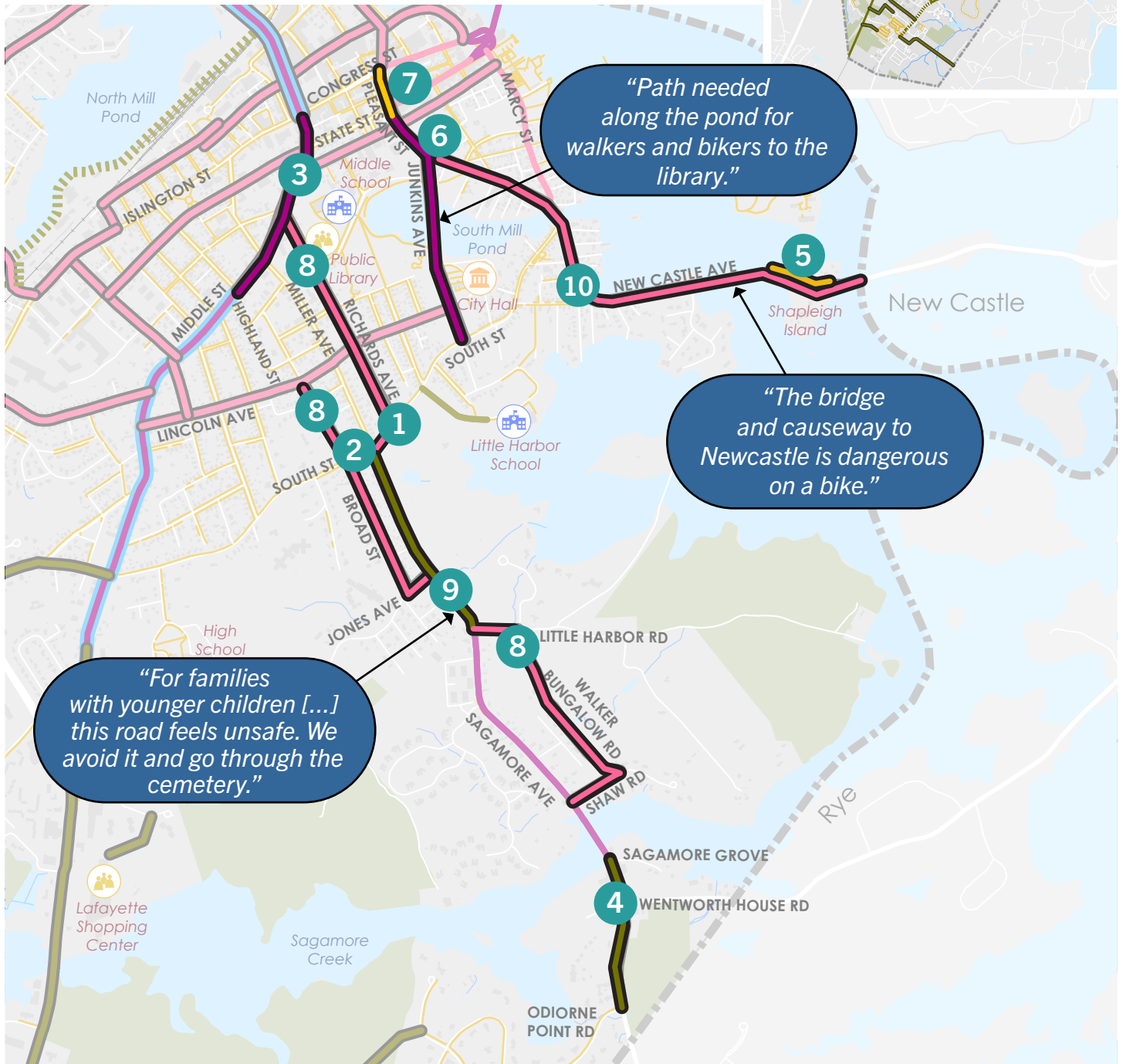


Bicycle & Pedestrian Network Key Connections

**Portsmouth NH Bike Pedestrian Plan  
Update 2024**

# SOUTHEAST TO DOWNTOWN

**Connections:** Rye, New Castle, Downtown Portsmouth, City Hall, Portsmouth Public Library, Little Harbour School, Portsmouth Middle School, and Portsmouth High School



Bicycle and Pedestrian Network - Southeast to Downtown



## Project Needs and Constraints






The area between southeast Portsmouth and Downtown is characterized by high population density and a concentration of key destinations. However, narrow roadways and limited routes require creative solutions and the identification of alternative, lower-stress streets that can connect people to their common destinations. For example, Sagamore Avenue is the main route between southeastern neighborhoods, the neighboring town of Rye, and Downtown. While a shared use path is recommended in the long term where possible, this plan identifies the parallel, lower-stress routes of Walker Bungalow Road and Broad Street as recommended bike boulevards as an interim condition and as parallel alternatives in constrained conditions. Additional recommendations for this connection include filling sidewalk gaps, extending existing bike lanes, upgrading shared lane markings to dedicated facilities, improving pedestrian crossings, and prioritizing pedestrian access in the Downtown.

## Recommendations




- 1 Add pedestrian crossings across South Street at Richards Avenue and the Cemetery entrance.
- 2 Upgrade pedestrian curb ramps at the intersection of South Street and Broad Street and add a Rectangular Rapid Flashing Beacon across South Street.
- 3 **Upgrade existing bike boulevard to bike lanes on Middle Street between Highland Street and Congress Street.\***
- 4 Widen sidewalk to a shared use path on west side of Sagamore Avenue between Odiorne Point Road and Sagamore Grove. Add a pedestrian crossing across Sagamore Avenue at Wentworth House Road.
- 5 Complete sidewalk across Shapleigh Island.
- 6 Add bike lanes on Pleasant Street/Junkins Avenue between State Street and South Street.
- 7 Eliminate one left turn lane from northbound Pleasant Street between Congress Street and State Street. Widen sidewalks and enhance public realm.
- 8 Designate as a bike boulevard on Walker Bungalow Road, Broad Street, and Richards Avenue as low-stress alternative routes for Sagamore Avenue and Miller Avenue.
- 9 Upgrade existing bike lanes to shared use path on Sagamore Avenue between South Street and Little Harbor Rd.
- 10 Designate as a bike boulevard on Pleasant Street/Marcy Street/New Castle Avenue between Junkins Avenue and the Portsmouth border.

**\*Top project for the community**






### EXISTING

-  Sidewalk
-  Buffered Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard

### PROGRAMMED

-  Sidewalk
-  Shared Use Path
-  Bike Boulevard

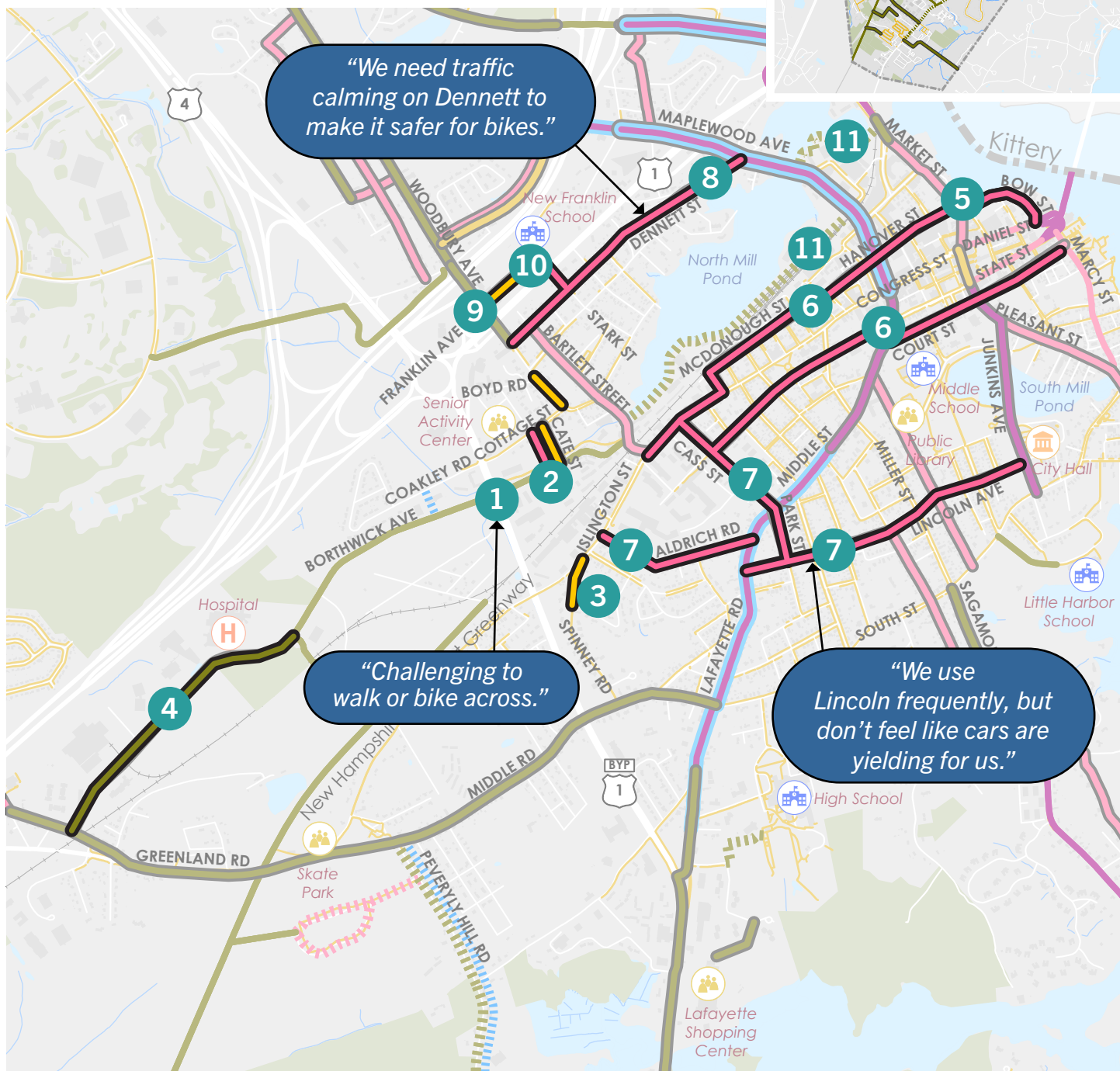
### PROPOSED

-  New Sidewalk
-  Separated Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard



# SOUTHWEST TO DOWNTOWN

**Connections:** New Hampshire Seacoast Greenway, Portsmouth Senior Activity Center, Downtown Portsmouth, Kittery, Portsmouth Regional Hospital, Portsmouth Middle School, City Hall



Bicycle and Pedestrian Network - Southwest to Downtown





## Project Needs and Constraints






While the New Hampshire Seacoast Greenway provides the most continuous and direct connection between southwest Portsmouth and Downtown, the path only takes people as far north as Barberry Lane. Since a direct extension north along the rail corridor is not possible, a network of parallel routes, bike boulevards, and shared use paths will enable path users and nearby neighbors to continue their journey on foot or by bike to major destinations Downtown. The upcoming [North Mill Pond Path](#) will play a key role in enhancing this connection, and the addition of a Downtown bike boulevard network can help to improve direct access to destinations off the path. Additional recommendations for southwest to Downtown connections include filling sidewalk gaps, improving connections to the New Franklin School, and adding a shared use path on Borthwick Avenue.

## Recommendations




- 1 Enhance pedestrian crossings across Route 1 Bypass at Borthwick Avenue.
- 2 Complete sidewalk gap on Cate Street between Hodgdon Way and Cottage Street and on the west side of Woodbury Avenue from Boyd Road to Cottage Street. Add a pedestrian crossing across Cottage Street at Cate Street to access the Senior Activity Center. Designate as a bike boulevard on Cate Street to access Senior Activity Center.
- 3 Complete sidewalk gap on Spinney Road between Islington Street and Sewall Road.
- 4 Continue shared use path on Borthwick Avenue to Greenland Road. Address pedestrian crossings and visibility, particularly at Hospital entrance.
- 5 Designate as a bike boulevard on Bow Street between Daniel Street and Market Street.
- 6 Designate as a bike boulevard on Court Street between Marcy Street and Middle Street, on State Street between Middle Street and Cass Street, and on Hanover Street/McDonough Street/Islington Street between Market Street and Bartlett Street as lower-stress alternative routes through Downtown.
- 7 Designate as a bike boulevard on Park Street/Cass Street and on Aldrich Road between Islington Street and Lincoln Avenue/Middle Street. Enhance existing bike boulevard on Lincoln Avenue between Junkins Avenue and Middle Street.
- 8 Designate as a bike boulevard on Dennett Street between Woodbury Avenue and Maplewood Avenue.
- 9 Complete and upgrade sidewalk on Franklin Drive.
- 10 Convert Stark Street to a bicycle boulevard to improve access to New Franklin School.
- 11 **Continue design of North Mill Pond Trail and New Hampshire Seacoast Greenway.\***

\*Top project for the community






### EXISTING

-  Sidewalk
-  Buffered Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard

### PROGRAMMED

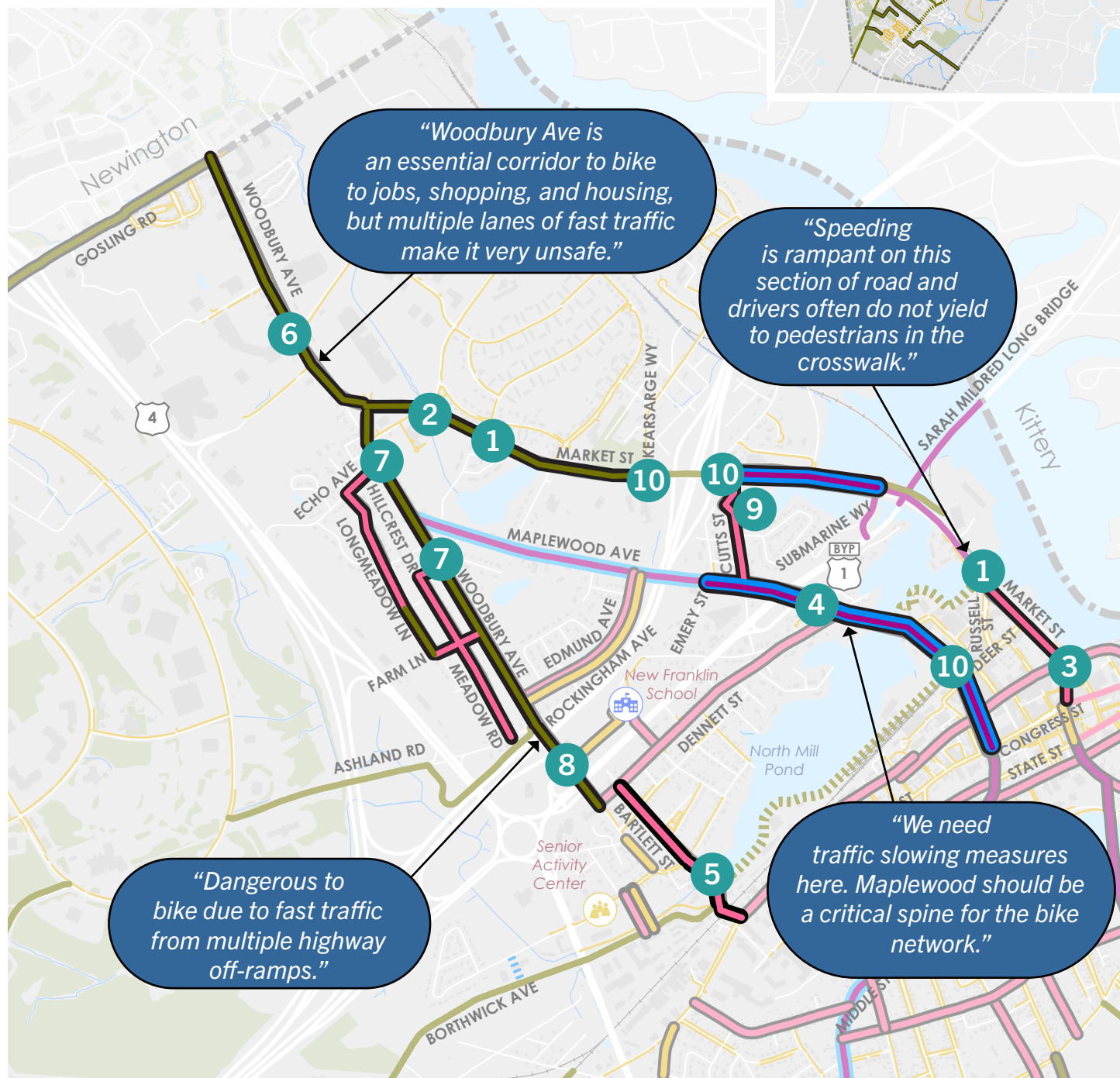
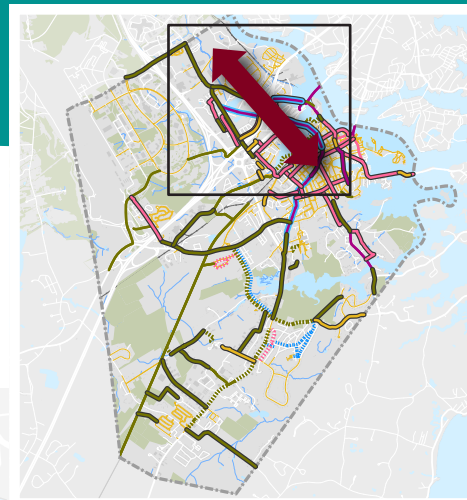
-  Sidewalk
-  Shared Use Path
-  Bike Boulevard

### PROPOSED

-  New Sidewalk
-  Separated Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard

# NORTHWEST TO DOWNTOWN

**Connections:** Newington, Downtown Portsmouth, Woodbury Avenue Commercial Area, Bohenko Gateway Park, New Franklin School, Senior Activity Center, Gosling Meadows



## Project Needs and Constraints






This area is characterized by three main corridors: Market Street, Maplewood Avenue, and Woodbury Avenue. Each has its own character but together, they provide important connections to residential neighborhoods, commercial destinations, and recreational amenities. Importantly, they also all cross two major barriers: Interstate 95 and the Route 1 Bypass. Recommendations include upgrading existing bicycle facilities with more separation where space allows, formalizing key connections (such as the shared use path from Market Street to Cutts Street), and proposing parallel routes on lower-stress streets. For example, a shared use path is recommended in the long-term on Woodbury Avenue. As an interim treatment, parallel bike boulevards are proposed as low-stress alternatives on neighborhood streets.

## Recommendations



- 1 Continue existing shared use path on Market Street between Woodbury Avenue and Kearsarge Way and between railroad tracks and Russell Street. Upgrade existing bike lanes on Market Street between Cutts Street and Submarine Way to separated bike lanes. Maintain existing shared use path between Kearsarge Way and Cutts Street. Tighten intersection geometry and stripe bicycle markings through Market Street and Russell Street intersection.
- 2 Rehabilitate pedestrian bridge on Market Street.
- 3 Designate as a bike boulevard on Market Street between Russell Street and Congress Street.
- 4 Perform study to explore separated bike lanes on Maplewood Avenue between Emery Street and Dennett Street and between Deer Street and Congress Street/Islington Street. Enhance existing bike lanes between Dennett Street and Deer Street.
- 5 Designate as a bike boulevard on Bartlett Street/Dennett Street between Woodbury Avenue and Islington Street.
- 6 **Add shared use path on Woodbury Avenue between Portsmouth border and Market Street.\***
- 7 Add a shared use path on Woodbury Avenue between Market Street and Rockingham Avenue. In the interim, designate bike boulevards on Echo Avenue, Hillcrest Drive/Longmeadow Lane, Maple Street/Meadow Road, and Farm Lane and add a shared use path connection on the unimproved ROW between Longmeadow Lane and Farm Lane as lower-stress alternative routes for Woodbury Avenue.
- 8 Convert bike lanes to a shared use path on east side of Woodbury Avenue between Rockingham Avenue and Dennett Street.
- 9 Add wayfinding and bike boulevard on Cutts Street and add curb cuts and ramps between Cutts Street path and Market Street.
- 10 Add warning signs for cyclists at approaches to rail tracks on Maplewood Avenue and Market Street.

\*Top project for the community






### EXISTING

-  Sidewalk
-  Buffered Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard

### PROGRAMMED

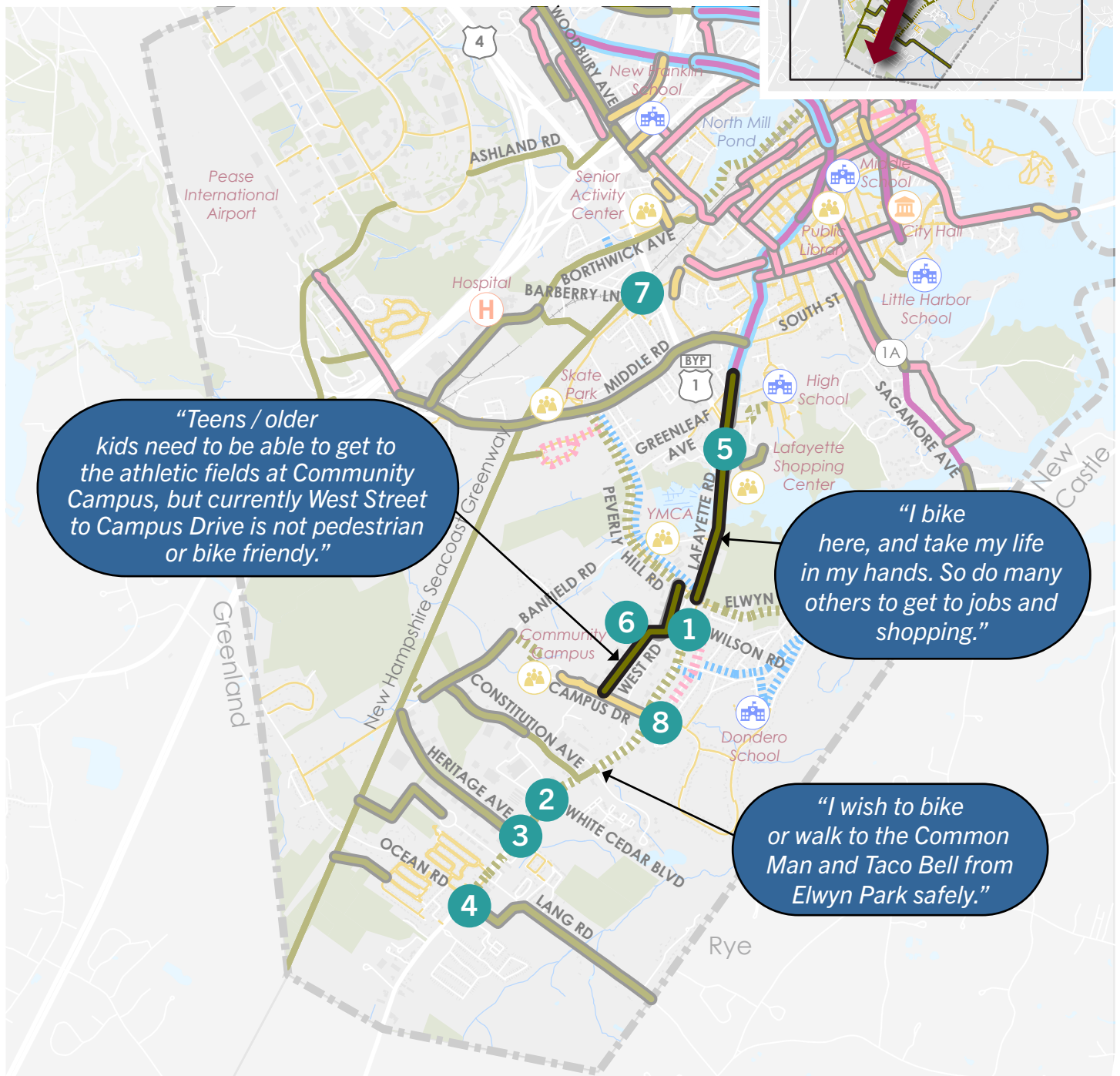
-  Sidewalk
-  Shared Use Path
-  Bike Boulevard

### PROPOSED

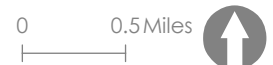
-  New Sidewalk
-  Separated Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard

# NORTH-SOUTH CONNECTIONS

**Connections:** Rye, New Hampshire Seacoast Greenway, Dondero School, Community Campus, YMCA, Portsmouth High School, Downtown Portsmouth, businesses and services along Lafayette Road



## Bicycle and Pedestrian Network - North-South Connections





## Project Needs and Constraints

Portsmouth's north-south connection is defined by Route 1 (Lafayette Road) which is a key commercial corridor that links to residential neighborhoods, community assets (such as Community Campus), and Downtown, and runs parallel to the newly opened [New Hampshire Seacoast Greenway](#). Ongoing projects will improve walking and biking along portions of [Route 1](#) and provide new sidewalks along [Peverly Hill Road](#) and [Elwyn Road](#). In addition to these improvements, this plan recommends further enhancing pedestrian crossings between Ocean Road and Peverly Hill Road, extending the proposed shared use path on Lafayette Road north to meet existing buffered bike lanes, and improving walking and biking parallel to Lafayette Road along the low-stress route of West Road. Together, these ongoing and proposed improvements will create a robust north-south spine through Portsmouth, with options for traveling by foot or by bike between Downtown and all of the destinations along Lafayette Road.






## Recommendations

In coordination with NHDOT, improve pedestrian crossings along Lafayette Road at ① Wilson Road, ② White Cedar Boulevard, ③ Heritage Avenue, and ④ Ocean Road intersections.




- ⑤ **Add a shared use path on Lafayette Road between Elwyn Road and Greenleaf Avenue.\***
- ⑥ Add a shared use path on West Road between Peverly Hill Road and Campus Drive.
- ⑦ Add wayfinding on Barberry Lane to the New Hampshire Seacoast Greenway.
- ⑧ Continue progress on US Route 1 Corridor Project in coordination with NHDOT.

**\*Top project for the community**


### EXISTING

-  Sidewalk
-  Buffered Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard

### PROGRAMMED

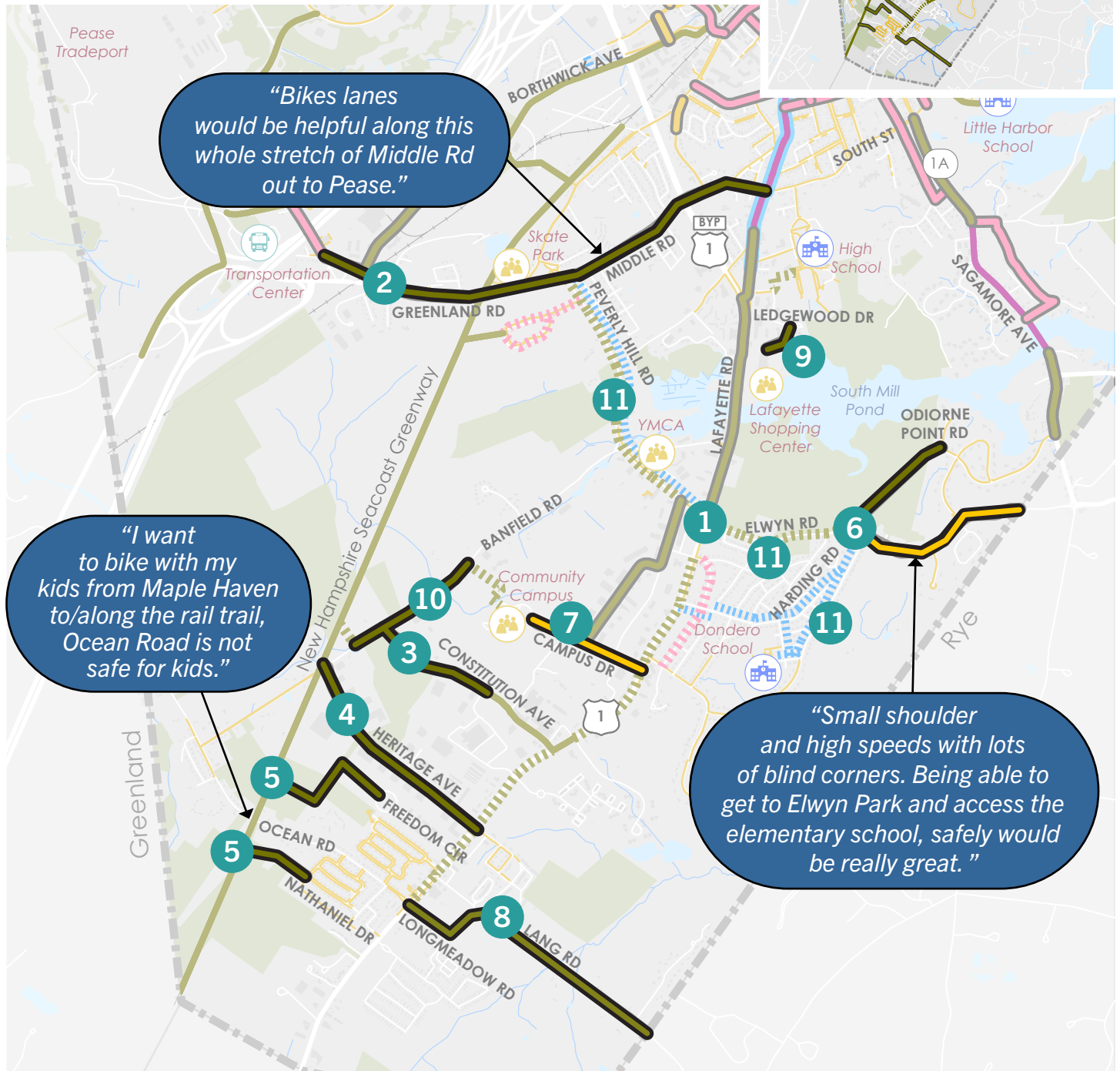
-  Sidewalk
-  Shared Use Path
-  Bike Boulevard

### PROPOSED

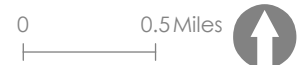
-  New Sidewalk
-  Separated Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard

# EAST-WEST CONNECTIONS

**Connections:** Greenland, Rye, New Hampshire Seacoast Greenway, Dondero School, Portsmouth High School, Community Campus, Skate Park, Downtown Portsmouth



Bicycle and Pedestrian Network - East-West Connections





## Project Needs and Constraints






Improving Portsmouth's east-west connections will be key to building out a comprehensive walking and biking network that allows travel in all directions and not just to/from Downtown. A network of east-west shared use path connections, as well as new sidewalks on Campus Drive, will mean that people who live and work in Portsmouth will be able to more directly access resources like the [New Hampshire Seacoast Greenway](#) and the Community Campus on foot or by bike. Recommendations along and parallel to Elwyn Road will link to other improvements recommended between [southeast Portsmouth and Downtown](#). Where space is more limited Downtown, the addition of bike boulevards will help to slow speeds and communicate the presence of bicyclists to drivers.

## Recommendations




- 1 Improve crossing at Elwyn Road/Peverly Hill Road and Lafayette Road.
- 2 Add shared use path on Greenland Road between Sherburne Road and Peverly Hill Road and on the north side of Middle Road/South Street between Peverly Hill Road and Lafayette Road.
- 3 Continue shared use path on Constitution Avenue between Lafayette Road and Banfield Road.
- 4 Add shared use path to Heritage Avenue between Lafayette Road and Banfield Road.
- 5 Add off-road connections between Freedom Circle and the New Hampshire Seacoast Greenway and between Nathaniel Drive and the New Hampshire Seacoast Greenway.
- 6 Add sidewalks on Elwyn Road to Rye border and improve off-road connection between Elwyn Road and Odiorne Point Road. Continue to progress Elwyn Road crossing at Harding Road.
- 7 Add sidewalk on Campus Drive to fill gaps.
- 8 Add a shared use path connection on Longmeadow Road/Lang Road between Lafayette Road and the Rye border.
- 9 Formalize off-street connection between Lafayette Plaza Shopping Center parking lot and Ledgewood Drive.
- 10 **Add shared use path connection on Banfield Road between New Hampshire Seacoast Greenway and Campus Drive off-road connectors. Add a trailhead connection to the New Hampshire Seacoast Greenway.\***
- 11 Continue progress on Elwyn Road Side Path, Elwyn Park Sidewalks and Traffic Calming, and Peverly Hill Road Complete Street projects.

\*Top project for the community






### EXISTING

-  Sidewalk
-  Buffered Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard

### PROGRAMMED

-  Sidewalk
-  Shared Use Path
-  Bike Boulevard

### PROPOSED

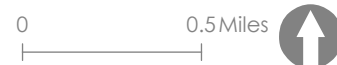
-  New Sidewalk
-  Separated Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard

# CONNECTIONS TO PEASE

**Connections: Pease, Newington, Portsmouth Transportation Center, New Hampshire Seacoast Greenway, Skate Park, New Franklin School, Gosling Meadows**



Bicycle and Pedestrian Network - Connections to Pease



## Project Needs and Constraints






While this plan does not include recommendations within Pease Tradeport, connections to and from the area are important for access to the Tradeport as well as to broader links to Newington, the Transportation Center, and across major barriers like Interstate 95. Formalizing a route along Greenland Road to Sherburne Road will allow people traveling to or from Portsmouth by bus to more easily access the City or reach the Transportation Center by bike. This connection also leads directly to the existing shared use path on Grafton Road and will link to other improvements recommended along Greenland Road/Middle Road for [east-west connectivity](#). Similarly, formalizing the connection from Woodbury Avenue to the existing Ashland Road path via Edmond Avenue will increase access to the Transportation Center and popular recreational riding routes from the north.

## Recommendations




- 1 Add bike route wayfinding to and from the Transportation Center.
- 2 Update pedestrian bridge at Greenland Road to accomodate bicycles.
- 3 Formalize bike boulevard and path connection on Sherburne Road between Grafton Road and Greenland Road.
- 4 Coordinate with the Pease Development Authority to add an enhanced pedestrian crossing across Grafton Road at Sherburne Road path.
- 5 Coordinate with the Pease Development Authority to add a crossing across Grafton Road at the Portsmouth Transportation Center.
- 6 **Complete sidewalk on Edmond Avenue and convert into a Neighborhood Slow Street by removing the center line and designating as a bike boulevard, enabling a low-stress connection to Ashland Road path.\***
- 7 Add wayfinding on Edmond Avenue and Rockingham Avenue to and from the Ashland Road path. Add a Rectangular Rapid Flashing Beacon to enhance the pedestrian crossing at Rockingham Avenue and Woodbury Avenue for connection to the bike path.
- 8 Add shared use path on Gosling Road/Newington Street between Woodbury Avenue and International Drive.

**\*Top project for the community**



### EXISTING

-  Sidewalk
-  Buffered Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard
-  Pease Boundary

### PROGRAMMED


-  Sidewalk
-  Shared Use Path
-  Bike Boulevard

### PROPOSED

-  New Sidewalk
-  Separated Bike Lane
-  Bike Lane
-  Shared Use Path
-  Bike Boulevard

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Table 10. Infrastructure Recommendations

Priority	ID	Recommendation	Feasibility	Timeframe	Planning Level Cost	Key Connection
High	4	Widen sidewalk to a shared use path on west side of Sagamore Avenue between Odiorne Point Road and Sagamore Grove. Add a pedestrian crossing across Sagamore Avenue at Wentworth House Road.	Low	Long	\$690,000	Southeast to Downtown
High	8	Designate as a bike boulevard on Walker Bungalow Road, Broad Street, and Richards Avenue as low-stress alternative routes for Sagamore Avenue and Miller Avenue.	High	Short	\$180,000	
High	9	Upgrade existing bike lanes to shared use path on Sagamore Avenue between South Street and Little Harbor Road.	Low	Long	\$2,000,000	
Medium	2	Upgrade pedestrian curb ramps at the intersection of South Street and Broad Street and add a Rectangular Rapid Flashing Beacon across South Street.	Medium	Short	\$100,000	
 Medium	3	<b>Upgrade existing bike boulevard to bike lanes on Middle Street between Highland Street and Congress Street.</b>	Medium	Short	<b>\$100,000</b>	
Medium	5	Complete sidewalk across Shapleigh Island.	Medium	Medium	\$240,000	
Medium	6	Add bike lanes on Pleasant Street/Junkins Avenue between State Street and South Street.	Medium	Low	\$60,000	
Medium	10	Designate a bike boulevard along Pleasant Street/Marcy Street/New Castle Avenue between Junkins Avenue and the Portsmouth border.	High	Short	\$120,000	

Priority	ID	Recommendation	Feasibility	Timeframe	Planning Level Cost	Key Connection
Low	1	Add pedestrian crossings across South Street at Richards Avenue and the Cemetery entrance.	High	Short	\$100,000	Southeast to Downtown
Low	7	Eliminate one left turn lane from northbound Pleasant Street between Congress Street and State Street. Widen sidewalks and enhance public realm.	Medium	Medium	\$3,000,000	
High	4	Continue shared use path on Borthwick Avenue to Greenland Road. Address pedestrian crossings and visibility, particularly at Hospital entrance.	Medium	Medium	\$1,580,000	Southwest to Downtown
High	11	<b>Continue design of North Mill Pond Trail and New Hampshire Seacoast Greenway.</b>	Medium	Long	See CIP and NHDOT STIP	
Medium	2	Complete sidewalk gaps on Cate Street between Hodgdon Way and Cottage Street and on the west side of Woodbury Avenue from Boyd Road to Cottage Street. Add a pedestrian crossing across Cottage Street at Cate Street to access the Senior Activity Center. Designate as a bike boulevard on Cate Street to access Senior Activity Center.	Medium	Medium	\$390,000	
Medium	3	Complete sidewalk gap on Spinney Road between Islington Street and Sewall Road.	Medium	Medium	\$180,000	
Medium	6	Designate as a bike boulevard on Court Street between Marcy Street and Middle Street, on State Street between Middle Street and Cass Street, and on Hanover Street/McDonough Street/Islington Street between Market Street and Bartlett Street as lower-stress alternative routes through Downtown.	High	Short	\$210,000	





Priority	ID	Recommendation	Feasibility	Timeframe	Planning Level Cost	Key Connection
Medium	7	Designate as a bike boulevard on Park Street/Cass Street and on Aldrich Road between Islington Street and Lincoln Avenue/Middle Street. Enhance existing bike boulevard on Lincoln Avenue between Junkins Avenue and Middle Street.	High	Short	\$90,000	Southwest to Downtown
Medium	9	Complete and upgrade sidewalk on Franklin Drive.	Medium	Medium	\$270,000	
Low	1	Enhance pedestrian crossings across Route 1 Bypass at Borthwick Avenue.	Medium	Medium	\$90,000	
Low	5	Designate as a bike boulevard on Bow Street between Daniel Street and Market Street.	High	Short	\$30,000	
Low	8	Designate as a bike boulevard on Dennett Street between Woodbury Avenue and Maplewood Avenue.	High	Short	\$80,000	
Low	10	Convert Stark Street to a bicycle boulevard to improve access to New Franklin School.	High	Short	\$10,000	
<b>High</b>	<b>6</b>	<b>Add shared use path on Woodbury Avenue between Portsmouth border and Market Street.</b>	<b>Medium</b>	<b>Long</b>	<b>\$2,000,000</b>	Northwest to Downtown
High	1a	Continue existing shared use path on Market Street between Woodbury Avenue and Kearsarge Way and between railroad tracks and Russell Street. Maintain existing shared use path between Kearsarge Way and Cutts Street. Tighten intersection geometry and stripe bicycle markings through Market Street and Russell Street intersection.	Low	Long	\$4,000,000	

Priority	ID	Recommendation	Feasibility	Timeframe	Planning Level Cost	Key Connection
High	1b	Upgrade existing bike lanes on Market Street between Cutts Street and Submarine Way to separated bike lanes.	Medium	Medium	\$170,000	Northwest to Downtown
High	7a	Add a shared use path on Woodbury Avenue between Market Street and Rockingham Avenue.	Medium	Long	\$4,000,000	
Medium	4	Perform study to explore separated bike lanes on Maplewood Avenue between Emery Street and Dennett Street and between Deer Street and Congress Street/Islington Street. Enhance existing bike lanes between Dennett Street and Deer Street.	Low	Medium	\$50,000	
Medium	8	Convert bike lanes to a shared use path on east side of Woodbury Avenue between Rockingham Avenue and Dennett Street.	Low	Long	\$2,000,000	
Medium	7b	In the interim, designate bike boulevards on Echo Avenue, Hillcrest Drive/Longmeadow Lane, Maple Street/Meadow Road, and Farm Lane and add a shared use path connection on the unimproved ROW between Longmeadow Lane and Farm Lane as lower-stress alternative routes for Woodbury Avenue.	Medium	Short/ Medium	\$500,000	
Medium	2	Rehabilitate pedestrian bridge on Market Street.	Medium	Medium	\$3,450,000	
Low	3	Designate as a bike boulevard on Market Street between Russell Street and Congress Street.	High	Short	\$40,000	
Low	5	Designate as a bike boulevard on Bartlett Street/Dennett Street between Woodbury Avenue and Islington Street.	High	Short	\$50,000	

Priority	ID	Recommendation	Feasibility	Timeframe	Planning Level Cost	Key Connection
Low	9	Add wayfinding and bike boulevard on Cutts Street and add curb cuts and ramps between Cutts Street path and Market Street.	High	Short	\$60,000	Northwest to Downtown
Low	10	Add warning signs for cyclists at approaches to rail tracks on Maplewood Avenue and Market Street.	High	Short	\$20,000	
<b>High</b>	<b>5</b>	<b>Add a shared use path on Lafayette Road between Elwyn Road and Greenleaf Avenue.</b>	<b>Low</b>	<b>Long</b>	<b>\$4,000,000</b>	North-South Connections
High	6	Add a shared use path on West Road between Peverly Hill Road and Campus Drive.	Medium	Long	\$2,500,000	
High	8	Continue progress on US Route 1 Corridor Project in coordination with NHDOT.	Medium	Medium	See CIP and NHDOT STIP	
Medium	1	In coordination with NHDOT, improve pedestrian crossings along Lafayette Road at Wilson Road.	Medium	Short	\$90,000	
Medium	2	In coordination with NHDOT, improve pedestrian crossings along Lafayette Road at White Cedar Boulevard.	Medium	Short	\$90,000	
Medium	3	In coordination with NHDOT, improve pedestrian crossings along Lafayette Road at Heritage Avenue.	Medium	Short	\$90,000	
Medium	4	In coordination with NHDOT, improve pedestrian crossings along Lafayette Road at Ocean Road.	Medium	Short	\$90,000	
Low	7	Add wayfinding on Barberry Lane to the New Hampshire Seacoast Greenway.	High	Short	\$10,000	

Priority	ID	Recommendation	Feasibility	Timeframe	Planning Level Cost	Key Connection
High	1	Improve crossing at Elwyn Road/Peverly Hill Road and Lafayette Road.	Medium	Medium	\$90,000	East-West Connections
High	2	Add shared use path on Greenland Road between Sherburne Road and Peverly Hill Road and on the north side of Middle Road/South Street between Peverly Hill Road and Lafayette Road.	Medium	Long	\$3,390,000	
High	3	Continue shared use path on Constitution Avenue between Lafayette Road and Banfield Road.	Medium	Long	\$1,000,000	
High	4	Add shared use path to Heritage Avenue between Lafayette Road and Banfield Road.	Medium	Long	\$3,000,000	
High	5	Add off-road connections between Freedom Circle and the New Hampshire Seacoast Greenway and between Nathaniel Drive and the New Hampshire Seacoast Greenway.	Medium	Long	\$1,930,000	
High	8	Add shared use path connection on Longmeadow Road/Lang Road between Lafayette Road and the Rye border.	Low	Long	\$2,070,000	
High	10	<b>Add shared use path connection on Banfield Road between New Hampshire Seacoast Greenway and Campus Drive off-road connectors. Add a trailhead connection to the New Hampshire Seacoast Greenway.</b>	<b>Medium</b>	<b>Long</b>	<b>\$1,530,000</b>	
High	11	Continue progress on Elwyn Road Side Path, Elwyn Park Sidewalks and Traffic Calming, and Peverly Hill Road Complete Street projects.	High	Long	See CIP	



Priority	ID	Recommendation	Feasibility	Timeframe	Planning Level Cost	Key Connection
High	6a	Add sidewalks on Elwyn Road to Rye border.	Medium	Medium	\$2,710,000	East-West Connection
High	6b	Improve off-road connection between Elwyn Road and Odiorne Point Road.	High	Medium	\$450,000	
Medium	7	Add sidewalk on Campus Drive to fill gaps.	High	Medium	\$2,710,000	
Medium	9	Formalize off-street connection between Lafayette Plaza Shopping Center parking lot and Ledgewood Drive.	High	Short	\$470,000	
Medium	6c	Continue to progress Elwyn Road crossing at Harding Road.	High	Short	See CIP	
Medium	2	Update pedestrian bridge at Greenland Road to accommodate bicycles.	Medium	Medium	\$2,000,000	Connections to Pease
Medium	3	Formalize bike boulevard and path connection on Sherburne Road between Grafton Road and Greenland Road.	High	Short	\$80,000	
Medium	5	Coordinate with the Pease Development Authority to add a crossing across Grafton Road at the Portsmouth Transportation Center.	Medium	Short	\$100,000	
Medium	6	<b>Complete sidewalk on Edmond Avenue and convert into a Neighborhood Slow Street by removing the center line and designating as a bike boulevard, enabling a low-stress connection to Ashland Road path.</b>	Medium	Short	\$660,000	




Priority	ID	Recommendation	Feasibility	Timeframe	Planning Level Cost	Key Connection
Medium	8	Add shared use path on Gosling Road/Newington Street between Woodbury Avenue and International Drive.	Low	Long	\$3,000,000	Connections to Pease
Low	1	Add bike route wayfinding to and from the Transportation Center.	High	Short	\$60,000	
Low	4	Coordinate with the Pease Development Authority to add an enhanced pedestrian crossing across Grafton Road at Sherburne Road path.	Medium	Short	\$100,000	
Low	7	Add wayfinding on Edmond Avenue and Rockingham Avenue to and from the Ashland Road path. Add a Rectangular Rapid Flashing Beacon to enhance the pedestrian crossing at Rockingham Avenue and Woodbury Avenue for connection to the bike path.	High	Short	\$120,000	



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## Section 7 Implementation

# IMPLEMENTATION FRAMEWORK

## Project Development Process

The recommendations within this Plan represent an important step to help the City work toward fulfilling the vision of a bikeable and walkable Portsmouth. However, this Plan only represents two stages of a longer project development process, shown in [Figure 10](#). The Plan responds to the questions: what issues need to be addressed; what could address the issues; and what is feasible at a planning level? More specific project engineering, design, and programming will be required before reaching the construction stage. The City is committed to working through these remaining steps in this process over the next several years to help ensure that this Plan's vision comes to fruition.

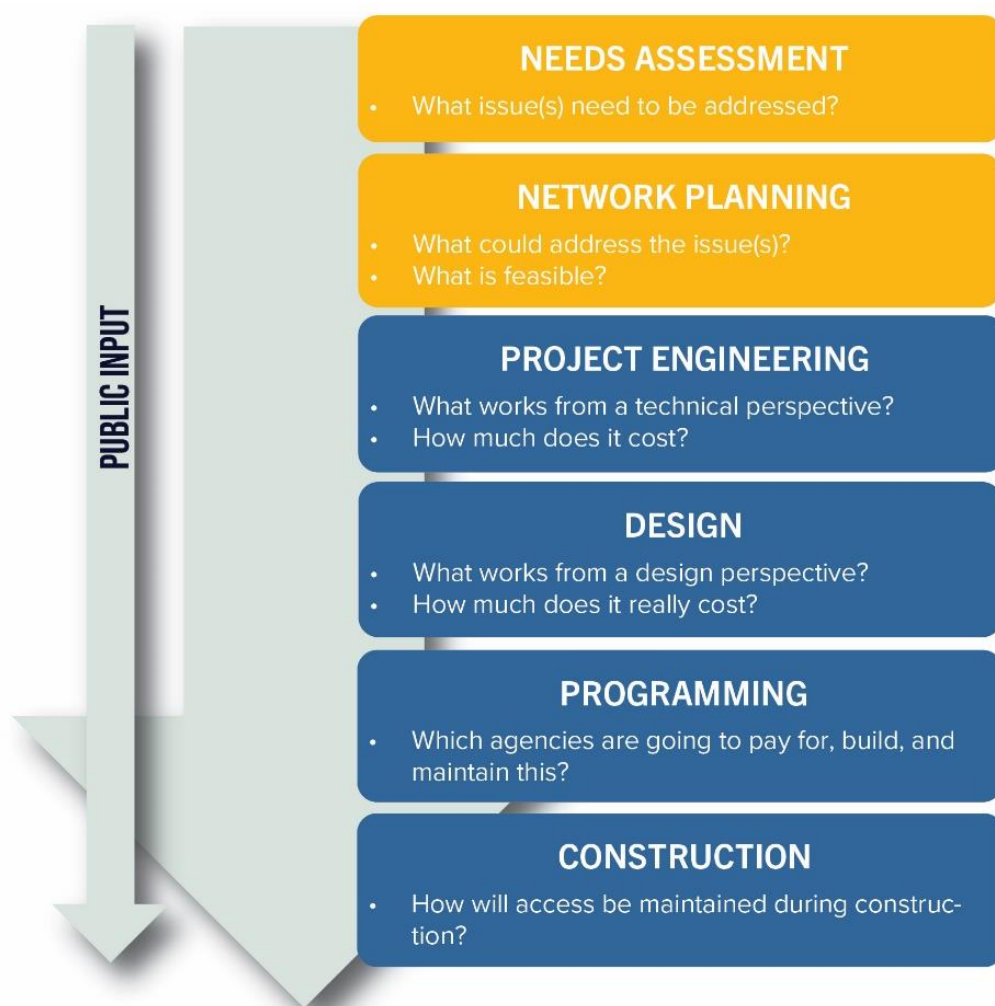


Figure 10. Project Development Process

Implementing the recommendations in this Plan will require working through obstacles, overcoming constraints, and ultimately making trade-offs. Per the City's 2013 Complete Streets Policy, Portsmouth has committed to "approach every transportation improvement and project phase as an opportunity to create

safer, more accessible streets for all users.” The following sections include resources to help in this decision-making process and to measure implementation progress along the way.

## Performance Metrics

Performance metrics are a way for the City to track progress towards the Plan’s goals. The following example metrics listed in **Table 11** can be assessed with existing data collection methods, such as crash data, vehicle speeds and volumes, or regular pedestrian and bicycle counts, through tracking of completed infrastructure projects, or by periodically conducting community, household, or business surveys.

**Table 11. Performance Metrics**

Goal	Suggested Performance Metrics <sup>14</sup>
<b>GOAL 1:</b> Improve the safety and awareness of walking and bicycling in Portsmouth for all ages and abilities.	Reduction in quantity and severity of crashes involving non-motorized users
	Slower vehicle speeds
	Increased public perception of safety and comfort
	Increased participation in Bike Benefits and Commuter Choice programs
	Complete installation of APS technology and increase percent of street crossing, sidewalk miles, and bus stops meeting ADA accessibility standards
<b>GOAL 2:</b> Increase the number of walking and bicycling trips in Portsmouth.	Increased pedestrian and bicyclist volumes and overall mode share
	Increased number of trips to school taken by walking or biking
	Increased participation in walking and biking-related public events

<sup>14</sup> See strategies for “How to Track” in FHWA Guidebook for Developing Pedestrian & Bicycle Performance Measures, 2016. [https://www.pedbikeinfo.org/cms/downloads/pm\\_guidebook.pdf](https://www.pedbikeinfo.org/cms/downloads/pm_guidebook.pdf)

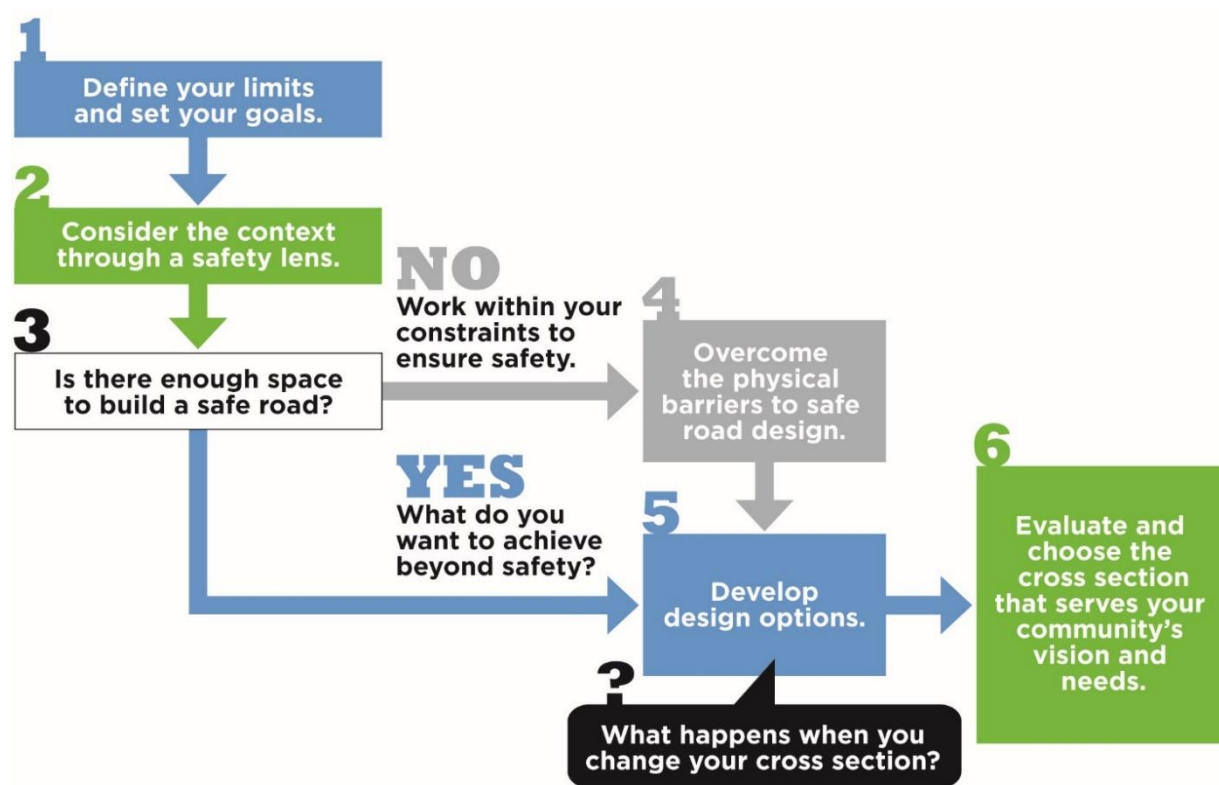
Goal	Suggested Performance Metrics
<b>GOAL 3:</b> Advance Portsmouth's reputation as a City where walking and bicycling are a visible part of everyday and year-round life and there are high-quality facilities that are well-maintained.	Consistent public events that emphasize walking, biking, or Open Streets
	Increased participation in Bike Benefits and Commuter Choice programs
	Increased resources for walking and biking available on the City's website
	Enhanced maintenance of walking and biking facilities year-round
<b>GOAL 4:</b> Improve connectivity for walking and biking throughout Portsmouth and equitable access to key destinations like employment, schools, and transportation.	Number of pedestrian crossing improvement projects
	Decreased average distance between pedestrian crossings on arterials and collectors
	Miles of connected low-stress walking and biking facilities
	Increased proportion of population (residences) connected to the low-stress walking and biking network
	Increased access to jobs via low-stress walking, biking, or transit facilities
	Increased proportion of youths and seniors and low-income and zero vehicle households that are connected to the low-stress walking and biking network
<b>GOAL 5:</b> Reduce greenhouse gas emissions and household transportation costs through the implementation of walking and biking improvements, and support complementary City priorities such as the Climate Action Plan's climate targets and supporting affordable housing.	Decreased vehicle miles travelled
	Reduction in household transportation costs
	Safe walking and biking connections to priority locations and affordable



## Constrained Conditions

The reality of a historic city like Portsmouth is that existing roadways simply may not have enough space to accommodate high-quality, separated walking, biking, and driving facilities everywhere that they are merited. A recently published federal research guide – [Roadway Cross-Section Reallocation: A Guide](https://nap.nationalacademies.org/catalog/26788/roadway-cross-section-reallocation-a-guide)<sup>15</sup> – provides a useful decision-making framework for designing complete streets in constrained environments that reflect community priorities, mobility needs, and transportation safety (see [Figure 11](#)). Importantly, this framework puts safety first and requires thinking through how constraints can be overcome to still achieve a roadway design that serves the community’s vision and needs. This framework can serve as a tool for the City as it moves to implement the recommendations within this Plan.

Figure 11. Cross Section Decision-Making Framework



<sup>15</sup> NCHRP Research Report 1036 Roadway Cross-Section Reallocation: A Guide, 2023.  
<https://nap.nationalacademies.org/catalog/26788/roadway-cross-section-reallocation-a-guide>

## Quick Build Projects

Quick build projects make use of lower-cost, easily implementable materials and processes to more quickly advance long-term community goals for safer streets and intersections. In contrast to more permanent capital projects, which can be resource and time intensive, quick build projects let communities test and implement improvements on a faster timeline with less effort and at a lower cost. These projects often focus on filling short gaps in facilities, testing out or building support for longer-term installations, or providing safety improvements at key locations on an accelerated timeline. While quick build installations can have an open-ended timeline, they are often installed on a more limited basis, anywhere from a few months to a year, or can sometimes be used for just week-long or day-long demonstration events.

**Figure 12. Quick-Build Separated Bike Lane**



Source: Kittelson & Associates, Inc.

One of this Plan's non-infrastructure recommendations proposes that the City establish a quick build program to facilitate near-term trial improvements to improve walking and biking. This program could enable the City to pilot different configurations or materials, to evaluate the impacts of changes, and to seek feedback from the community ahead of more permanent installations.

There are a number of guides on the topic of quick build that the City can draw from to begin building a regular practice of quick build installation. A few examples are listed in [Table 12](#).

Table 12. Quick Build Guides

Source	Document	Link
People for Bikes	Quick Build for Better Streets: A New Project Delivery Model for U.S. Cities, 2016	<a href="https://nacto.org/wp-content/uploads/2016PeoplefoBikes_Quick-Builds-for-Better-Streets.pdf">https://nacto.org/wp-content/uploads/2016PeoplefoBikes_Quick-Builds-for-Better-Streets.pdf</a>
Burlington, VT	Quick Build Design + Materials Standards	<a href="https://www.burlingtonvt.gov/DocumentCenter/View/1252/Quick-Build-Project-Materials-Guide-PDF">https://www.burlingtonvt.gov/DocumentCenter/View/1252/Quick-Build-Project-Materials-Guide-PDF</a>
Orlando, FL	Quick Build Guide, 2023	<a href="https://www.orlando.gov/files/sharedassets/public/v/1/transportation/quick-build/orlandoquickbuildguide06-28-2023.pdf">https://www.orlando.gov/files/sharedassets/public/v/1/transportation/quick-build/orlandoquickbuildguide06-28-2023.pdf</a> buildguide06-28-2023.pdf

## Funding Opportunities

In addition to City funding, some programs provide dedicated funding to support bicycle and pedestrian infrastructure and non-infrastructure projects, as summarized below in [Table 13](#).

Table 13. Funding Sources

Source	Eligibility/Requirements/Purpose
<b>Transportation Improvement Program (TIP)</b>	TIP projects are federally funded or regionally significant projects that are updated biennially by the Rockingham County Metropolitan Planning Organization (MPO) as part of the State Ten Year Plan update process. Every two years, the MPO solicits project proposals from communities and other local & regional organizations to be considered for funding through the regional transportation planning process. The MPO then applies a set of project selection procedures and criteria to assist in setting regional priorities for transportation improvements that will be included in the TIP. The State Transportation Improvement Program (STIP) is compiled from the regional TIPs for a fiscally constrained list of highest priority projects for the first four upcoming years.

Source	Eligibility/Requirements/Purpose
<b>Transportation Alternatives Program (TAP)</b>	Funds may be used for a variety of non-motorized transportation projects including sidewalks, bikeways, side paths, and rail-trails. In NH, the TAP funding allocation is administered by the NHDOT and municipalities are eligible to apply for funding for specific projects during each grant round, which occur approximately every 4 years <sup>16</sup> .
<b>Congestion Mitigation/Air Quality Program (CMAQ)</b>	Funding for projects and programs which would result in air quality benefit. Eligible projects include transportation-focused (non-recreational) bicycle transportation and pedestrian improvements that provide a reduction in single-occupant vehicle travel. In NH, the CMAQ funding allocation is administered by the NHDOT and municipalities are eligible to apply for funding for specific projects during each grant round, which occur approximately every 4 years. <sup>17</sup>
<b>Safe Streets and Roads for All (SS4A)</b>	Established by the Bipartisan Infrastructure Law (BIL), SS4A provides funding to either develop, complete, or supplement a comprehensive safety action plan or to implement projects and strategies identified in an existing Action Plan to address a roadway safety problem. Local governments may apply directly <sup>18</sup> .
<b>Recreational Trails Program (RTP)</b>	Funding allocated by FHWA and administered by the NH Bureau of Trails for the construction, restoration and maintenance of nonmotorized and motorized recreational trails (paved or unpaved) and trail-related facilities <sup>19</sup> .
<b>AARP Community Challenge Grant</b>	AARP launched a grant program in 2017 to fund projects that support nationwide liveability. Relevant opportunities include demonstration projects that enhance pedestrian safety, capacity-building microgrants for training resources related to walk and bike audits and grants up to \$25,000 to improve public places and transportation <sup>20</sup> .

<sup>16</sup> TAP. <https://www.dot.nh.gov/projects-plans-and-programs/programs/transportation-alternatives-program>

<sup>17</sup> CMAQ. <https://www.dot.nh.gov/projects-plans-and-programs/programs/congestion-mitigation-and-air-quality-cmaq-program>

<sup>18</sup> SS4A. <https://www.transportation.gov/grants/SS4A>

<sup>19</sup> RTP. <https://www.nhstateparks.org/find-parks-trails/find-trails-maps-clubs/grants/recreational-trails-program>

<sup>20</sup> AARP. <https://states.aarp.org/new-hampshire/aarp-nh-announces-grant-opportunity-for-quick-action-community-improvement-projects-for-2025>

Source	Eligibility/Requirements/Purpose
<b>Rails to Trails Conservancy (RTC)</b>	The RTC's trail grant programs provide funding to local agencies and nonprofits with funding up to \$25,000 for projects that build trail networks through visioning, coalition building, filling gaps (e.g., acquisition strategies), mapping and analytics, identifying and pursuing funding opportunities, and engagement <sup>21</sup> .
<b>Smart Growth America</b>	Technical assistance funding including evaluating, refining, developing, and implementing transportation policies to improve connectivity, accessibility, and performance <sup>22</sup> .

<sup>21</sup> RTC. <https://www.railstotrails.org/grants/eligibility/>

<sup>22</sup> Smart Growth America. <https://smartgrowthamerica.org/work-with-us/workshop-types/>









# Market Square Master Plan

Portsmouth, NH  
Final Draft Master Plan  
June 16, 2025





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- 2 Executive Summary
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## Project Purpose

In November of 2019 the City issued an RFQ to study Market Square. Due to the COVID-19 pandemic and a desire to expand the focus of the project, the RFQ was never contracted. The RFP for this project was issued with an expanded focus to study the area previously identified in 2019 and to incorporate additional corridors with a limited scope of evaluating pedestrian access, outdoor dining on public streets and sidewalks, and accessibility.

Market Square has been recognized as one of the “Great Places in America” by the American Planning Association and is listed on the National Register of Historic Places as part of the Portsmouth Downtown Historic District.

Market Square was paved in 1762. In the 250 years since, the Square and three streets originating from it — Market St., Pleasant St., and Congress St. — have remained the hub of downtown commerce and community life year-round. Portsmouth today is a vibrant regional destination for the arts, dining, and heritage tourism, but the City's economy hasn't always been so robust. Faced with declining industry during the 1950s and '60s, the City cleared portions of the downtown through urban renewal. Beginning in the 1970s, creative developers began rehabilitating historic commercial and industrial buildings on Market St. for conversion to a mix of residential, office and retail uses.

A key step in Portsmouth's recovery efforts was the revitalization of Market Square beginning in 1978. Once the site of a military training ground, a meeting house, and New Hampshire's colonial legislature, the renovated Square today features wide brick sidewalks, benches, trees and a fountain.

Over the years, the City has taken meaningful planning steps and followed through with implementation through adoption of location ordinances that encouraged compatible development. Zoning regulations work to ensure the vitality of street-level businesses and to protect valuable historic properties including North Church, a beacon of Portsmouth visible from most City vantage points. Today Market Square is a busy intersection and a transportation nexus filled with pedestrians, bicyclists, buses, cars, mopeds, and motorcycles against a backdrop of architecturally distinctive buildings, each with its own history.

Within this context, much of the public infrastructure above and below Market Square and intersecting streets (including utilities, sidewalks, roadways, parking structures, street trees, street furniture, and solid waste) is due for an upgrade and the City is ready to consider how other aspects and its publicly accessible spaces might be improved or altered consistent with historic preservation objectives, urban design principles, and the City's Complete Street, Walk-Friendly, and Bike-Friendly policies.

The first phase in this process will be the development of this shared public conceptual vision plan with preliminary cost projections. Future phases will include preliminary design plans and opinion of project costs leading to final design and preparation of construction documents for each of the project elements.

## Acknowledgments

This Master plan was developed with broad based input and support. Many business owners, residents and visitors gave their time to offer thoughts, hand off sketches, give handwritten notes, respond to the on-line questionnaire and provide both written and verbal comments at public workshops regarding the development of the Master Plan. The following individuals, departments and organizations were central to the planning process.

### City of Portsmouth

Sean Clancy, Assistant City Manager for Economic & Community Development  
Monte Bohanan, Director of Communications & Community Engagement  
Peter L. Britz, Director of Planning and Sustainability  
Peter Stith, AICP, Planning Manager  
Jillian Harris, Principal Planner  
Peter H. Rice, Director of Public Works  
Joeseeph Almeida, Facilizes Manager  
Dave J. Desfosses, Construction Project Manager  
Eric B. Eby, P.E. City Engineer, Parking, Transportation & Planning

### Plan prepared by:

**BETA Group Inc.**  
889 Elm Street  
Manchester NH 03101  
(844) 800-2382  
[www.beta-inc.com](http://www.beta-inc.com)

John Byatt, PE, Vice President  
Arek Galle, PLA, AICP, Project Manager  
Jeff Maxtutis, AICP, Vice President, Transportation  
Anna Sangree, AICP, Planner  
Alyssa Gomes, PLA, Landscape Architect  
Paige Begin, PE, Transportation

### City Planner (retired)

Bob Thoreson, Planning Director, City of Portsmouth  
1971-1977

### Market Square Working Group

Kate Cook	Patrica Lonergan
Jo Anna Kelley	Amanda Mc Sharry
Steve Alie	Regan B. Ruedig
Rick Chellman	John Singer
Janet Desmond	Kathleen Soldati
Bethany Hayes	Peter Weeks
Nate Hastings	Anne Weidman
Julie Kelley	Erica Wygonik

### The Chamber Collaborative of Greater Portsmouth

Ben VanCamp, Chief Collaborator & president





## 2 Executive Summary

### *“What in the world is wrong with Market Square!?”*

This question was asked of the Design Team at the first public meeting, politely highlighting that the task of identifying a list of improvements to Market Square is an undertaking not to be pursued lightly. Regarded by residents and visitors alike as one of the most interesting and unique downtown spaces on the East coast, the hub of the City's national register historic district, Market Square is recognized by the American Planning Association as one of 300 Great Places in America.

A public lottery in 1762 funded the paving of the Square, formalizing and making a more durable space in which people would be drawn to for commerce, food and entertainment for over 250 years. The strong draw continues today. From the City's earliest days, the Square has been a hub of activity. Over time the types of activity and uses found at the Square has evolved and along with that variation subtle changes to the appearance of the Square have occurred. The change has been often in the form of refinements, adjustments and re-balancing of public space in response to uses and needs. The most significant and transformative change occurred in the later 1970s with the City's initiative to reduce the influence of the automobile and create wider sidewalks and crosswalks for pedestrians. That effort is the lens in which any future improvements must be viewed.

This Master Plan explores the Public Realm – this is the public right of way, the space comprised of roadways, sidewalks, alleyways, City owned buildings and pocket parks. This space contains nearly all the public transportation and utility infrastructure- the potable water, sanitary sewer, stormwater drainage systems as well as the communications, internet, and electrical network that supports people living and working in the Square as well as visitors to the City.

A central reason under-lying the Master Plan effort is a need to again establish balance in the Square based on nearly 50 years of change and modernization in transportation, technology and how people live, work and spend their leisure time. The City anticipates the need to upgrade infrastructure and concurrently upgrade the Square as appropriate. Accordingly, the recommendations of the Master Plan cover the wide range of elements that coalesce to form the Square. Detailed plans and recommendations on a street-by street basis are included in Section 4 of this Master Plan, Recommendations.

### *“Market Square should not be converted into a quaint downtown theme park.”*

Public input repeatedly touched on a concern that planned improvements could detract from the authenticity and functionality of the Square as well as dilute activities in other parts of the City. Various early concepts such as a grassed green space, skating rinks and splash pads garnered only minor interest and support. The majority of the public providing input to the design process saw Market Square as a hardscape, urban space of commerce, where well considered enhancements to the roadways, crosswalks and sidewalk surfaces along with elements such as improved street lighting and public seating at the edges are most needed. A re-think of the Square is in-fact a closer look at refinements to the Square that are anticipated to improve functionality and better accommodate users.

If one were to try to identify the less desirable aspects of the Square, noise from cars, trucks and traffic congestion would be at the top of the list. Continuing efforts to re-direct non-essential traffic around the Square, encourage use of off-street parking and manage delivery trucks, residential food deliveries and ride service vehicles in the Square is important toward the goal of reducing overall vehicular congestion and limit idling vehicles. This master planning process identified several areas where a reduction of pavement width would help make pedestrian crossings safer and more efficient and help reduce driver confusion. An added benefit is the creation of additional space for pedestrian use. Coupled with enhanced wayfinding and directional signage it is anticipated that traffic flow in areas such as where Daniel St., Pleasant St. and Congress St. converge onto Congress St. can be improved and overall congestion reduced.

The Master Plan vision is to refine and update the elements that exist today: Reduce vehicle congestion, reconfigure parking, expand sidewalks, improve pedestrian surfaces and crosswalks, enhance lighting, and add shade trees, as well as expand public seating and amenities, provide space for private outdoor dining, and integrate public art.

### Master Plan Vision

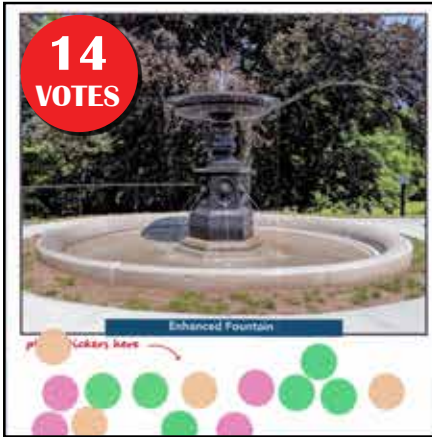
- Refine and enhance the Public Realm with improvements in keeping with traditional uses and historic character of the Square.
- Create consistent circulation and parking patterns where possible, proper alignment of vehicle lanes, adequate lane widths, and flexible use areas to accommodate delivery vehicles.
- Design streets designed for flexible and convenient closure to accommodate events, festivals, and outdoor gatherings.
- Expand sidewalk areas with seamless, flush curb transitions to enhance accessibility.
- Upgrade crosswalks featuring textured surfaces for improved safety and aesthetics.
- Add new street trees, site amenities, and expanded areas for public seating and outdoor dining.
- Enhance existing features, including the fountain, to elevate the overall experience.
- Road diet applications to reduce un-needed travel lanes.
- Create designated areas for the display of public art.
- Add improved site and architectural lighting to enhance safety and ambiance.
- Establish public restrooms, secure bike lockers, and accessible recycling facilities.



## Public Process

## Public Workshops

The Design process included several forms of engagement with the Public on differing platforms and in different times and locations. The project began with a public workshop and presentation on April 24 of 2024. This event was held at City Hall and attracted over 50 participants that came to hear more about the origins of Market Square and learn about the City's goals and reason for undertaking the project. At this session the public was asked to provide feedback and give input in areas of interest or concern, and to talk about aspirational goals and overall vision of the Square. Participants voted on ideas and visual preferences on topics ranging from the need for public restrooms to additional seating and space for public art. Attendees had an opportunity to ask questions of the design team and make statements and provide vision and design suggestions. The initial meeting was followed up by a meeting in October at the public library at which time the Design Team reviewed highlights, key take-aways and visioning concepts developed to date. Early design options and concepts were presented as well.



## Online Questionnaire

At the initial public meeting a web-based questionnaire was launched with several questions related to Market Square. This page, located on the City's website, gathered responses from 548 individuals. Early in the project, the Design Team gathered the following comments:

1. Lighting needs to be improved
2. There is little space for people to sit and or eat if you are not eating at a restaurant
3. We are losing the core businesses in this area
4. People live here and vehicular access is essential
5. Parking near businesses and adequate space for deliveries is critical

The web based outreach page was available to the public throughout the spring and summer of 2024

**"More pedestrian friendly"**

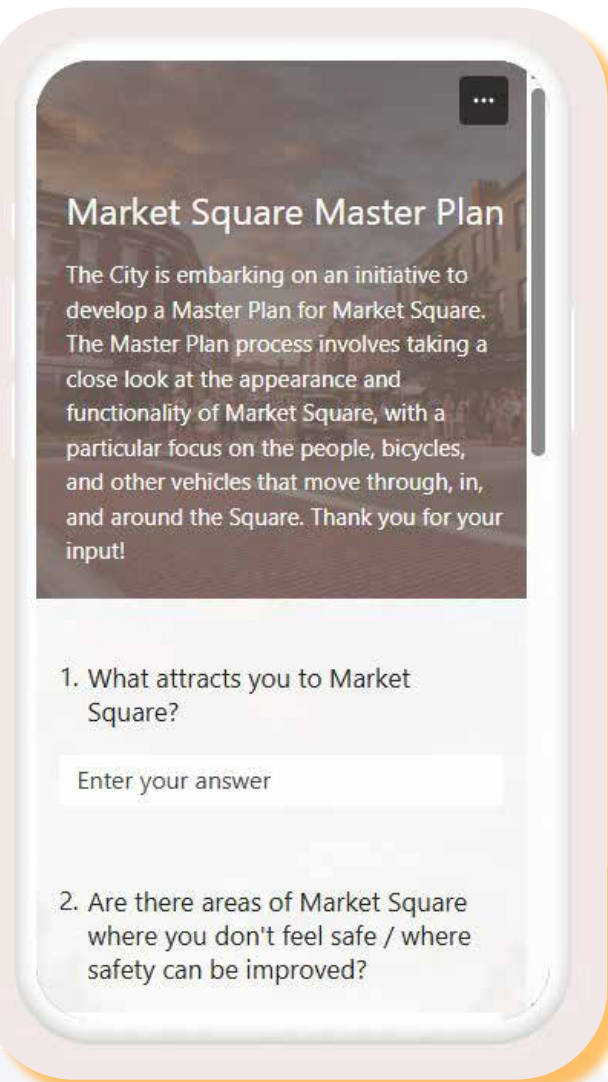
**"More outdoor dining"**

**"More outdoor seating"**

## What attracts you to Market Square?

51 respondents (9%) answered people watching for this question.

A word cloud on a light blue background with a white cloud shape in the center. The words are in various shades of blue. The central word is "people watching". Other prominent words include "place", "community", "spaces", "walkability", "shops and restaurants", "restaurants and shops", "shopping &amp; restaurants", "local shops", "shops and cafes", "meet people", "variety of shops", "center of town", "Market Square", "Stores and restaurants", "Restaurants/bars", "coffee shops", "shops and restaurants", "outdoor dining", and "Restaurants and shopping people in the area".







#### Farmers Market

The Design Team held six pop-up sessions at the City's tent at Farmers markets outside City Hall over the course of the summer of 2024. These offered a less structured way for the public to interact with the Design Team on the topic of coalescing a vision for Market Square. Project pop-ups were paired with attendance by the City Manager and Head of Economic Development, encouraging a multi-faceted engagement the wide range of concerns, opportunities, factors and influences at Market Square. With this format the team was able to engage in extended conversations, take notes and collect detailed input on comment cards. The team's presence at markets on a monthly basis allowed for engagement with downtown as well as more broad-based residents, frequent visitors from nearby communities and summer visitors to the area. These sessions also afforded regulars to the Farmer's Market opportunity for re-visiting discussions and expanding on comments or points made earlier.

#### Market Square Day

The Design Team secured a prominent location west of North Church for a different kind of Pop-up / Tabling session to expand project awareness and outreach as part of Market Square Day on June 8, 2024. This event typically is well attended by out-of-town visitors, but the team heard many local voices over the course of the day as well, with the event providing a wide range of perspectives and shedding light on specific areas of interest. The Market Square Master Plan tent featured visual preference graphics and a 3-d model of the Square on a white board, with an invitation for the public to stop in, envision, draw and using a Polaroid camera to photograph their ideas and post them in a collage in real time. The platform drew in children, many eager to re-arrange the Square and re-think the spaces for people. Their interest drew in adults and expanded conversations about the Square. The pedestrian-only streets on Market Square Day created a relevant talking point and drew a wide range of perspectives on concepts around ideas regarding parking, temporary and permanent closure of City streets to vehicular traffic.



#### Direct Outreach:

##### Chamber of Commerce & Working Group

In addition to the above listed platforms for general public engagement, multiple sessions with diverse and direct stakeholders occurred. Over the course of the project the Design Team met with the Chamber of Commerce twice, held three sessions with the 20 person- Project Working Group and conducted an in-depth review of the project and work session at City Hall with the City Council in January 2025.





Take Aways from the Public Process

The process of developing a vision for Market Square entailed layers of public engagement with people of all ages, genders and backgrounds as outlined in the pages above. When asked about the Square, people held, in some cases, very diverse perspectives and strong opinions. Over the course of the project, some common themes emerged. For many long-time residents of Portsmouth there is much interest in ‘Big Picture’ ideas that would serve to restore the range of businesses that once made-up many of the storefronts of the buildings. While it is likely many of the small scale businesses like cobblers and camera shops will never return, the under-lying idea behind this thinking perhaps is a desire to see a level of functionality and diversity return to Market Square, creating business offerings that would appeal to in-town locals, residents of the Square as well as attract visitors from out of town and the region. Many people spoke of a small-scale grocery store or corner market as the type of business and activity they saw a need for. This concept of purposefulness, and attractiveness in regard to the Square and its offerings to people of all ages and background, emerged as an important theme to consider when developing master plan recommendations.

Streets

- Remove all cars
- Businesses need cars passing through & short term parking
- Too many lanes
- Can we have seasonal closure of streets
- No jersey barriers
- Streets are dangerous
- No more on-road dining

Safety

- I never feel unsafe in Market Square
- As a pedestrian, I was hit by a car coming out of a parking space
- Traffic accelerates too quickly
- Aggressive pan-handling makes me uncomfortable
- Need flashing lights at crosswalks
- Cars and people do not obey the signs and signals
- Market Square is too dark at night

Sidewalks

- Sidewalks are dangerous
- Need more casual seating
- Need a small performance stage
- Fountain is too small, add water feature
- Like the brick sidewalks in contrast to concrete sidewalks elsewhere.

Like a community grocery store, a vibrant Square will need to offer an array of different things to a range of diverse people, in an authentic manner. Examples of the nature and range of comments follow below:

- Sense of loss of Market Square as a community gathering space. Some expressed a loss of community feel, observations that community service and businesses in the Market Square area are limited.
- Sense of privatization of the public realm in and around the Square.
- Growing concern that families with young children have limited attractions and things to do in Market Square.
- Concern over vehicle congestion, safety, noise, and pollution.
- Concern over the possible elimination of vehicles entirely - there are residents and businesses that need 24/7 access.
- Multi-modal alternatives need consideration and greater integration.

In regard to vehicles parking and moving through the Square two clear and opposite opinions were expressed. One group held the view that cars in the Square were out of place and the streets should be converted entirely to pedestrian ways. A second group held an opposite perspective and noted that vehicular access was critical, and served the residents and businesses, creating authenticity and functionality in the Square that needed to be maintained. Removal of vehicles entirely also ignored the seasonality of Portsmouth's climate, and swings in the level of traffic congestion and activity in the Square which differ and contrast greatly between July and February.

One couple interviewed (visitors to the City from another part of the country) advocated for the complete removal of cars followed by the installation of a clear roof structure over the main areas of the Square to fend off inclement weather and make it more pleasant to walk through year-round. This description imagines a less than authentic experience in an historic coastal community.

Anticipating that the City and the residents and visitors to the Square in general enjoy Market Square as it is, with nice sidewalks, some vehicles and without a sky dome, a key objective of the master plan process is to establish a better balance between transportation needs and people in the Square and with the public realm and privatized spaces at the edges.

The issue of balance within the public realm existed in the 1970’s when the initial transformative re-work of the Square was undertaken. The development of this Master Plan follows the objectives of the original plan, looking at current context, usage and needs to develop a road map for refining and updating the Square.

Looking back to Look Forward

The Design Team and Members of the current Planning and Sustainability Department met with former City Planner Bob Thoreson late in the summer of 2024. Lengthy conversations explored the original goals of the ‘re-think’ of the space he initiated in the mid-1970’s, a discussion on the lessons he believed to have been learned over the last forty+ years, and a look at the core objectives that remain to be realized, or at a minimum, addressed as part of this Master Plan effort.

The Original planning work sought to embrace the scale and form of the historic buildings, streets and alleyways, with an emphasis on walk-ability and managing the negative impacts of the automobile. Planning work sought to reinforce the unique sense of place and special urban fabric of the Square.

The former planner identified several desirable, future improvements to the Square were an extension of the original vision:

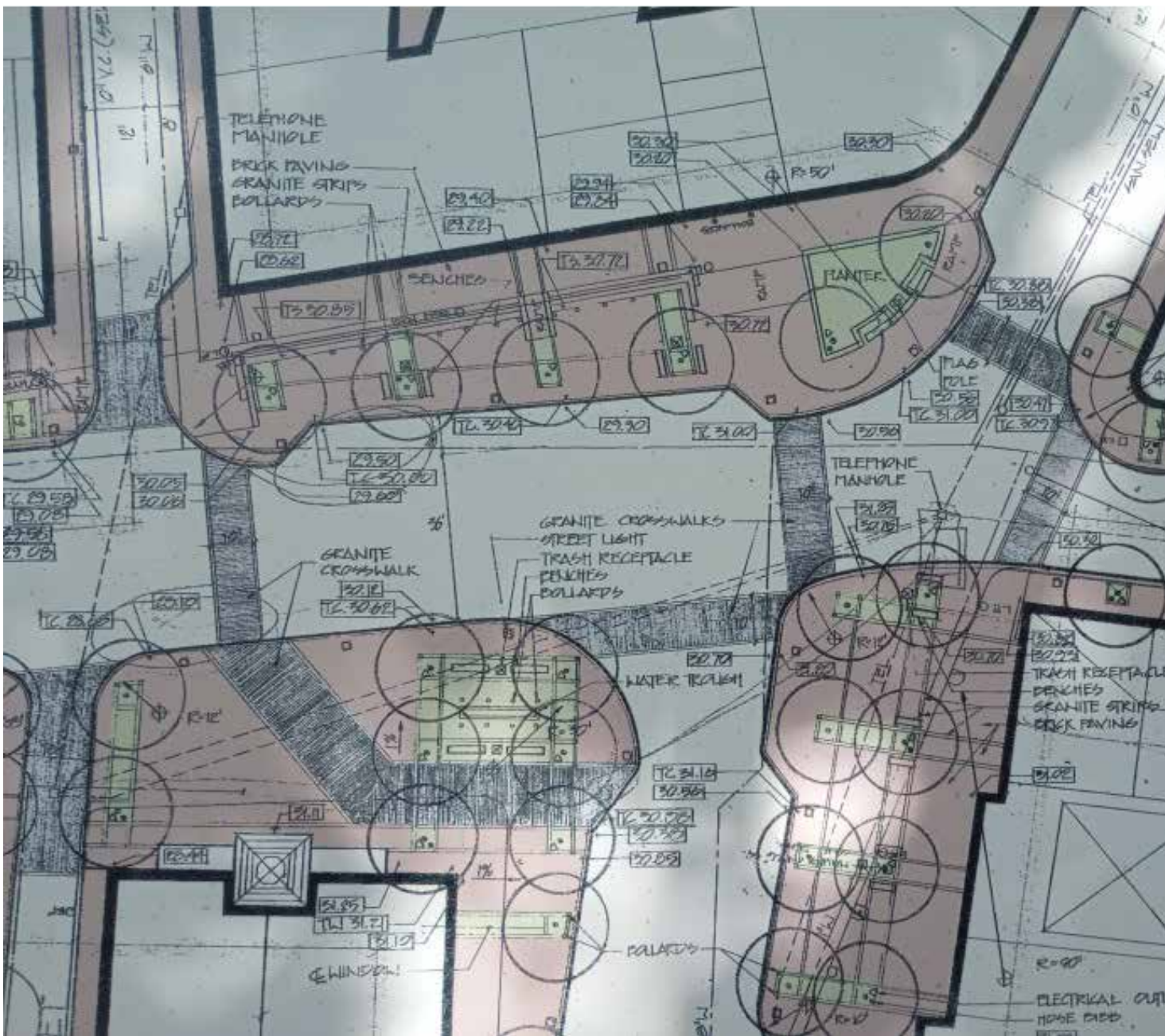
- Improve Street Lighting
- Enhance and Expand Sidewalk Areas
- Improve crosswalks
- Enhance the fountain

In many ways this list is not surprising: It echoes feedback the Design Team had collected from the public over the preceding months. At the close of the meeting, Bob urged the planning work to continue in the tradition of the original plan, to **“strive for the Ideals of a City and transmit something more beautiful than that which was transmitted to us. ”**



Daniel St., Congress St. Market St., and Pleasant St. Intersection c. 1975





Detail Plan - 1978 Market Square Plan by Carol Johnson and Associates

## Conclusion

For decades Portsmouth has been regarded as a regional destination and Market Square is the heart of the City. The Square grew from confluence of the river and sea, a nexus of opportunity and commerce. The area is fundamentally a convergence of diverse people with differing backgrounds and interests living and working in a compact, well-ordered humanly scaled space.

Current challenges facing Market Square are like those in many places, where gentrification may threaten to displace important visual and physical pieces of the community. Erosion of the breadth and quality of the public realm would contribute to a distillation of the vibrancy of the space.



Construction of wide brick sidewalks on the north side of Congress St.

Some insight may be gained by looking at communities across the world in places with walkable streets, where historic buildings converge with the modern architecture, mixed uses, and arts and culture, drawing people from all over. This Master Plan seeks to compile the success of the past, and observations of the present, with an implementable vision for the future.

## Master Plan Terminology

This Master Plan includes some specific terminology.

**Master Plan:** The purpose of this Master Plan is to provide a cohesive vision and overall framework for future improvements. Master Plans typically provide the ‘Big Picture’ objectives along with key recommendations, allowing for subsequent refinement of the design on a block-by-block basis through the Design Development and Final Design process. It is foreseeable that site improvements will be constructed in phases, coordinated with any necessary sub-surface infrastructure/utility work.

**Woonerf:** A woonerf is a term originating in the Netherlands. Translated it is interpreted to mean ‘Living Street’, with a reference to shared public spaces, a design concept that seeks to create safer, more interactive pedestrian space. A definition from the U.S. based planning organization, Planetizen, identifies a woonerf as ‘A type of roadway design that encourages multi-modal transportation and blends pedestrian and vehicle space.’ Woonerf design often includes the elimination of vertical curbing, thereby creating a uniform street surface extending from building façade to building façade. Vertical elements such as bollards, planters, site furniture or colored or textured surfaces often frame the space vehicles may occupy. Woonerf design emphasizes equity between all modes of transportation.

**Neck-downs:** This term describes areas where the curb lining the edge of the street changes directions and effectively narrows the street. Also called bulb-outs, curb extensions, or chokers, Neck-downs place opposing curb ramps closer together, shortening the pedestrian crossing distance, and making pedestrians more visible when queuing to cross the street. The physical and visual compression they create helps focus driver attention and regulate traffic speed. While they can complicate snow removal, they enhance safety and create space for streetscape elements such as street trees, or public art, or space for site furniture or landscaping.

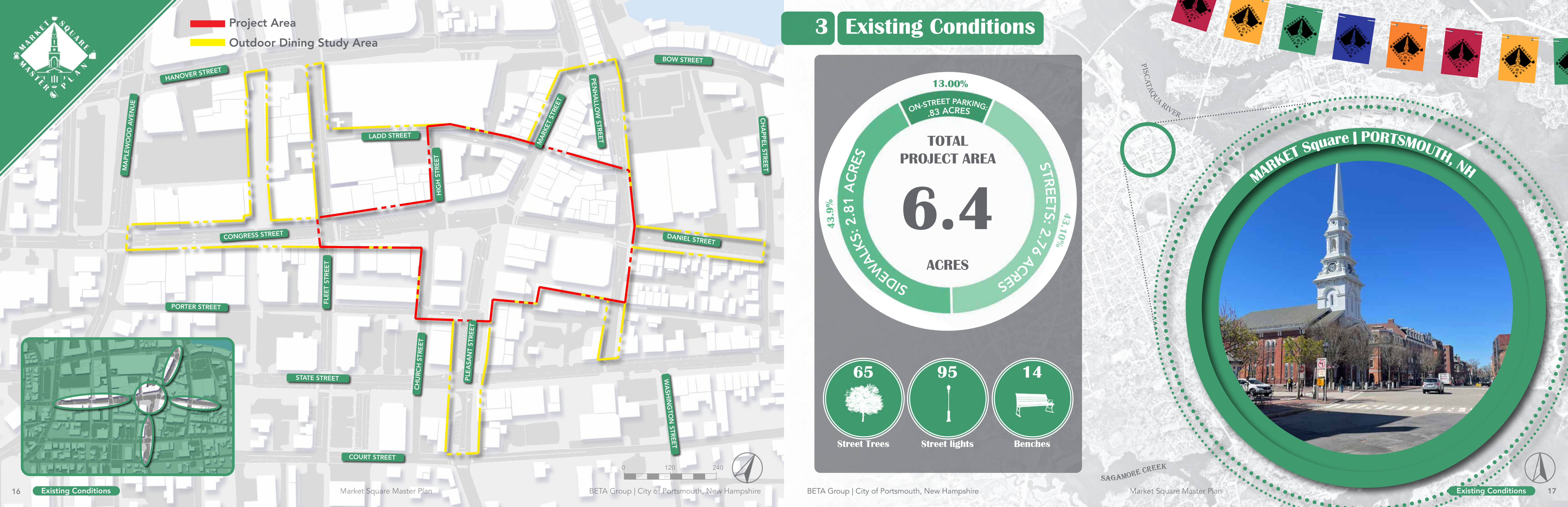
**Modular Pavers:** Traditional pavers were made of individual ‘units’ of stone blocks, generally of a size that can be efficiently carried and installed by a single person. Cobblestones are an example of a modular paver people are familiar with. Pavers are frequently referred to as unit pavers, or modular pavers, and today pavers are made of a variety of materials such as brick, stone and concrete. Many manufacturers create pavers that have a greater compressive strength than typical concrete. Designed for specific applications, such as high-traffic roadways modular pavers come in a range of thickness and sizes and are typically installed in a repeating pattern, either uniform or irregular. Modern modular pavers offer a uniformity of surfaces, edges and joints, making the paver surface more accessible than their cobblestone predecessors.

**Outdoor Dining:** This Master Plan identifies Outdoor Dining as dining associated with a restaurant which includes wait service. Typically areas for outdoor dining are defined by barriers, planters, or similar, and these spaces area only available to patrons.

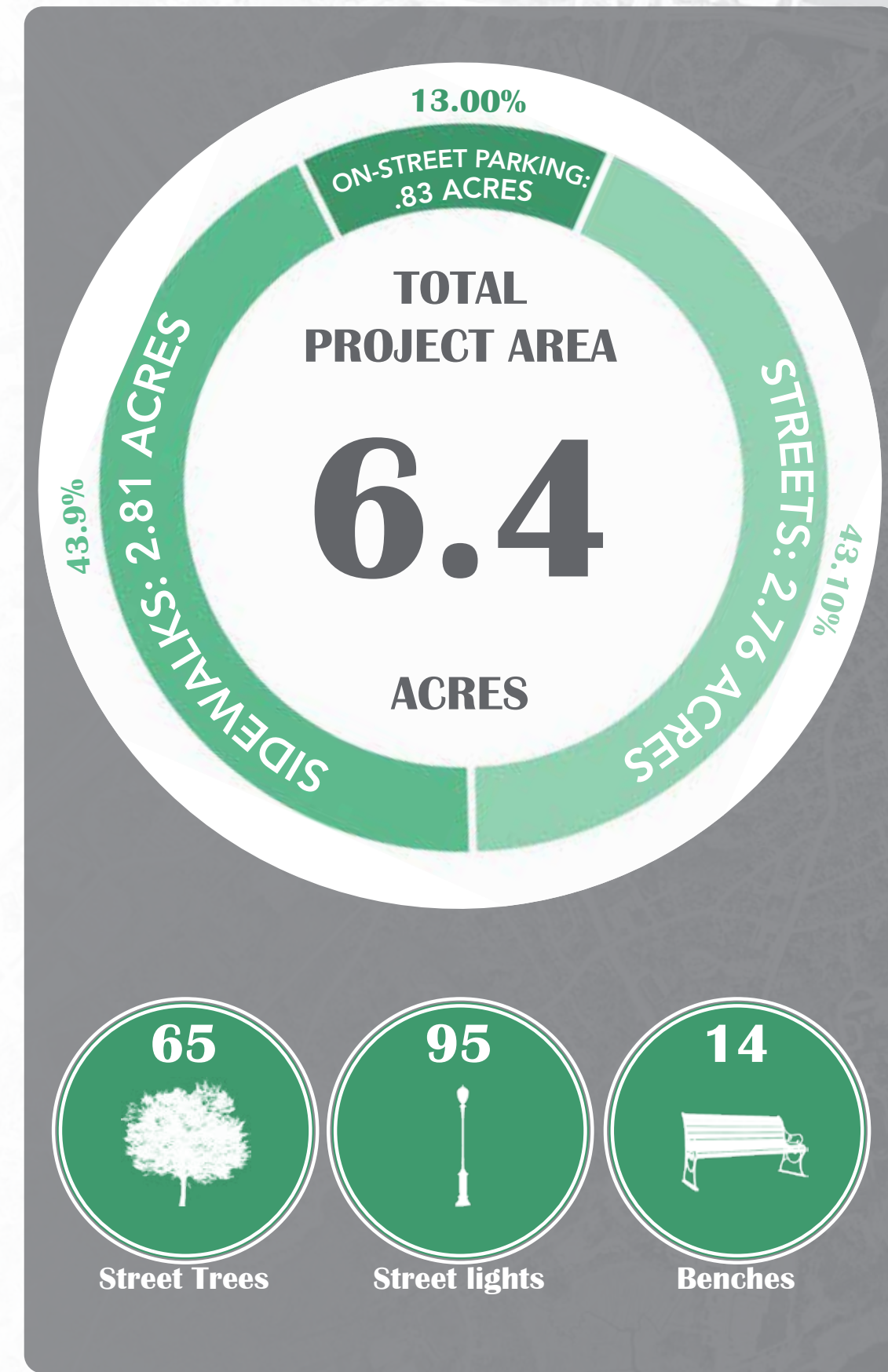
**Public Seating w/Tables:** The Master Plan identifies areas that are suggested to be accessible to the general public without cost. The recommendations include creating areas with flexible types of seating and tables that are available and open for public use without wait-staff service.







### 3 Existing Conditions





Existing Conditions

The present-day existing conditions found within the project area were inventoried and assessed. A detailed review is included in Appendix A. Key observations and take-aways include:

Excessive Pavement, Vehicles, & Long Crossings in the Center of the Square

Vehicles and the space allocated to vehicle travel have frequently been noted as a major issue in the Square. Congress St. provides over abundant travel space right at the core of the Square. The road is between 45 to 60 ‘ wide in this section. Three cars can be seen traveling side by side, but no lanes are officially marked. The roadway configuration presents confusion, particularly at pedestrian crossings where people walking need to watch for multiple cars to stop. The abundance of asphalt divides the pedestrian spaces on either side of Congress St. and does not allow for fluid pedestrian crossing between both sides of the street.

Vehicle-oriented Access to and From the Square for Residents and Visitors

Most people coming to visit Portsmouth’s Market Square drive from surrounding communities. Some people do take public transport, but public respondents note this is not the most practical mode for many people due to the lack of rail service. As many people drive, the area must accommodate vehicular access and the public notes the importance of parking supply near the Square.

Few Resident Services Within the Square

Adding to the vehicular access problem, residents note that the Square does not have many stores providing services for resident’s daily needs, like a grocery store, hardware store or pharmacy, meaning many residents living in the Square drive outside the area to get things they need.

Lack of Bicycle or Micro-mobility Facilities

Market Square has minimal dedicated facilities for people bicycling or using other micro-mobility services, despite many people choosing to travel in this way through the area. A worker at one of the businesses in the area noted some workers park further away and use scooters to get to their jobs, emphasizing the need for safely connecting the area to other parts of the City. Other than bike racks in the Square, Maplewood Avenue to the north of Market Square provides the nearest existing bicycling facility. Other public respondents noted the need for additional bicycle and scooter parking as well as a desire for bike share options in the area.

Areas of Narrow and Poor Sidewalks

While many sidewalks in Market Square are wide (10 ‘ or higher), the high number of pedestrians using the space means the sidewalks can still become congested with people and not provide sufficient space for movement. NACTO recommends that the accessible pedestrian through zone in commercial areas, excluding areas for street furniture, be 8-12 ‘ wide. There are pinch points and segments among the existing sidewalks that do not meet this width. The public notes that sidewalk signs and tree pits can interrupt the pedestrian through zone and not allow for sufficient walking space, particularly on Congress St. Sidewalks on Daniel St. are approximately 8’ wide, including street furniture. Church St. and Penhallow St. both provide narrow sidewalks at around 5’ wide, lower than recommended for a downtown area.

In addition to the width of sidewalks, sidewalk condition has been noted as an issue. The brick segments can sometimes be uneven. Penhallow St. and Fleet St. both have severe sidewalk cracking.

Pedestrian Signals Are Not Accessible and Do Not Adequately Serve Volumes

The signals in the Market Square area do not consistently provide Accessible Pedestrian Signals (APS) serving people with disabilities. In addition, pedestrian signal timing at the Fleet St. and Congress St. intersection does not adequately serve the pedestrian demand at the intersection, resulting in people typically walking without a walk signal. The current signal configuration requires people to push a button and then cross on an exclusive phase, but people typically walk concurrently with through vehicles.

Insufficient Nighttime Lighting

The street lighting in Market Square is provided by pedestrian-scale, historic-style streetlights. The City and residents have noted an appreciation for the lighting, but also note, particularly in the wintertime, the lighting does not adequately illuminate the roadways and the area is very dark. Given the long winter nights in New Hampshire, this can present a safety concern. Residents note a need for additional lighting while also balancing a desire for the historic and friendly feel of the area.

Space Allocation for Outdoor Dining

As the sidewalks and pedestrian spaces are currently configured, there is limited space for sidewalk dining. Some businesses offer outdoor seating in on-street parking spaces. Some public respondents expressed displeasure with the aesthetic look of the jersey barriers used to delineate the outdoor dining. Other residents have noted that dining provided on sidewalks cramps the sidewalk walking area.

Limited Public Bathroom and Drinking Water Access

Market Square ‘proper’ does not have public bathrooms or water refilling stations for people to use . Some private businesses allow the public to use their restrooms. Public restrooms do exist on the north-side of the Hanover St. Parking Garage. Access is via Ladd or High St., to the garage’s south stair tower, then along a narrow alleyway along the east side of the building. Access requires navigation of a ramp or stairs into the interior of the garage where there are male and female, single occupancy, facilities. While limited signage does exist, many people interviewed over the course of the project have noted it is hard to describe the specific route to be followed to reach the restroom facilities in the garage.

Parking for Employees

Employees who work at Market Square businesses often park relatively far away from the Square or pay high parking prices if within the Square, as they often park for longer shifts than shorter term visitors. Businesses encourage parking further from the Square to maximize spaces available to shoppers and those doing business at the Square.

Vehicular Circulation & Parking

The spokes of the one-way streets that feed into Market Square -Market St., Daniel St. and Pleasant St. - all direct traffic into the center ‘hub’ that is the heart of the Square, the dynamic and interesting center of the City. Based on observation it appears that for those operating the vehicles that enter the Square, arrival at North Church brings excitement, eagerness to explore or shop, and for many the expectations that on-street parking will be available.

There are 185 on-street parking spaces within the project area. For the past several years this number has dropped by 20 to 25 spaces seasonally due to displacement associated with out-door dining.

As drivers arrive at the center of Market Square parking options become more limited. Congress St. offers just less than 20% of the total on-street parking available within the project area. Most drivers entering Congress St. have already passed by available parking spaces in outlying lots, garages or on-street as they follow the flow of traffic to the Square. For those seeking to park, particularly ‘in-season, available and open spaces within the Square are limited. Drivers intent on securing parking in the center of the Square often begin to circulate in loops along the one-way streets, creating traffic congestion as drivers search for a parking space to become available.

Approximately 33% of the 134 parking spaces in the project area are diagonal spaces. These spaces allow for convenient nose-in parking, allowing vehicles to move out of the flow of traffic rapidly. This contrasts with parallel parking where maneuvering into a space requires the driver to take more time and typically stops or slows traffic flow. Exiting the diagonal spaces, however, requires more driver effort and patience and often relies on the courtesy of other drivers. Typically, vehicles backing out are accommodated by vehicles seeking to pull into the parking space.

Accommodating deliveries to businesses in many ways is as essential as providing on-street parking. There are nine dedicated loading zones, and except for Fleet St., there is at least one loading zone per street. Some loading zones are signed to convert to parking within certain hours, expanding the on-street parking capacity for the afternoon and evening hours. Increasingly, pressure from non-regularly scheduled deliveries such as food delivery services (Door Dash or Grub Hub) as well as on-demand delivery from Amazon or similar services from Big Box retailers utilize the delivery zone spaces, competing with the regular deliveries or occupying parking spaces. In some cases, delivery zones are double parked with secondary delivery vehicles aligned with the space but in the roadway. Services like Uber and Lyft exert added pressures to use of the delivery zones as well as the on-street parking and contribute to circulation of vehicles in and around the Square.

The City has developed an exceptional array of parking options in nearby locations available to drivers. Increasingly drivers in the City appear to be more aware of these options due to user-friendly branding and wayfinding signage. The nearby parking lots offer important options, but on-street parking with both diagonal and parallel spaces are likely to remain an important component of how the Square functions.



Long Crosswalks



Driver Confusion & Vehicular Congestion



Narrow Sidewalks



Outdoor Dining - Seating in the streets where sidewalks are narrow.



High Rate of Parking Utilization



Congress St & Daniel St

76

On-street parking spaces



Penhallow St

31

On-street parking spaces



Pleasant St

45

On-street parking spaces



Market St

20

On-street parking spaces



High St

5

On-street parking spaces



Fleet St

8

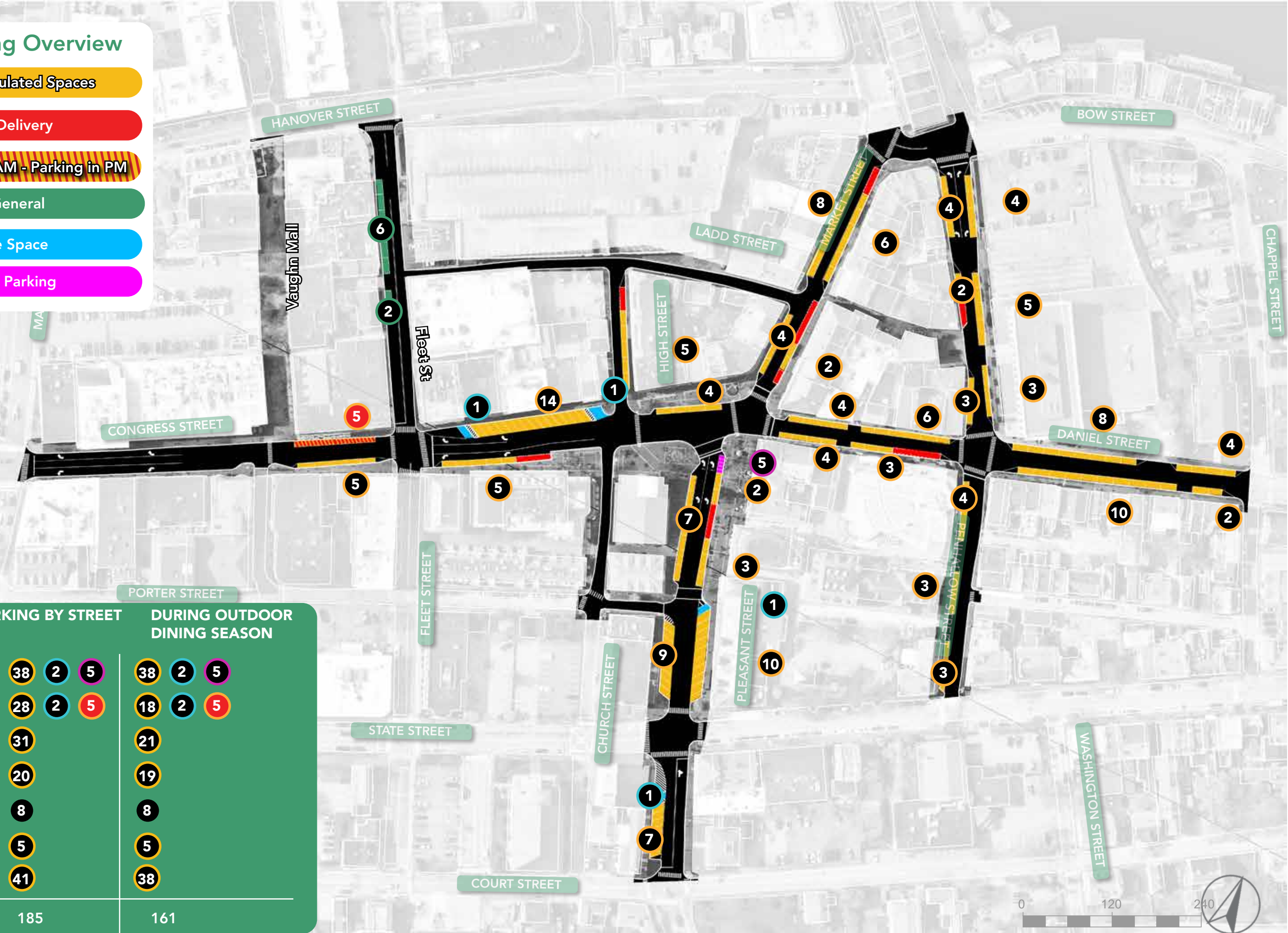
On-street parking spaces



Existing Parking Overview

- Park Mobile Regulated Spaces
- Loading / Delivery
- Loading/ Delivery in AM - Parking in PM
- 3 Hour General
- Accessible Space
- Motorcycle Parking

PARKING BY STREET			PORTER STREET DURING OUTDOOR DINING SEASON			
PLEASANT STREET	38	2	5	38	2	5
CONGRESS STREET	28	2	5	18	2	5
PENHALLOW STREET	31			21		
MARKET STREET	20			19		
FLEET STREET	8			8		
HIGH STREET	5			5		
DANIEL STREET	41			38		
TOTALS	185			161		







## Outdoor Dining

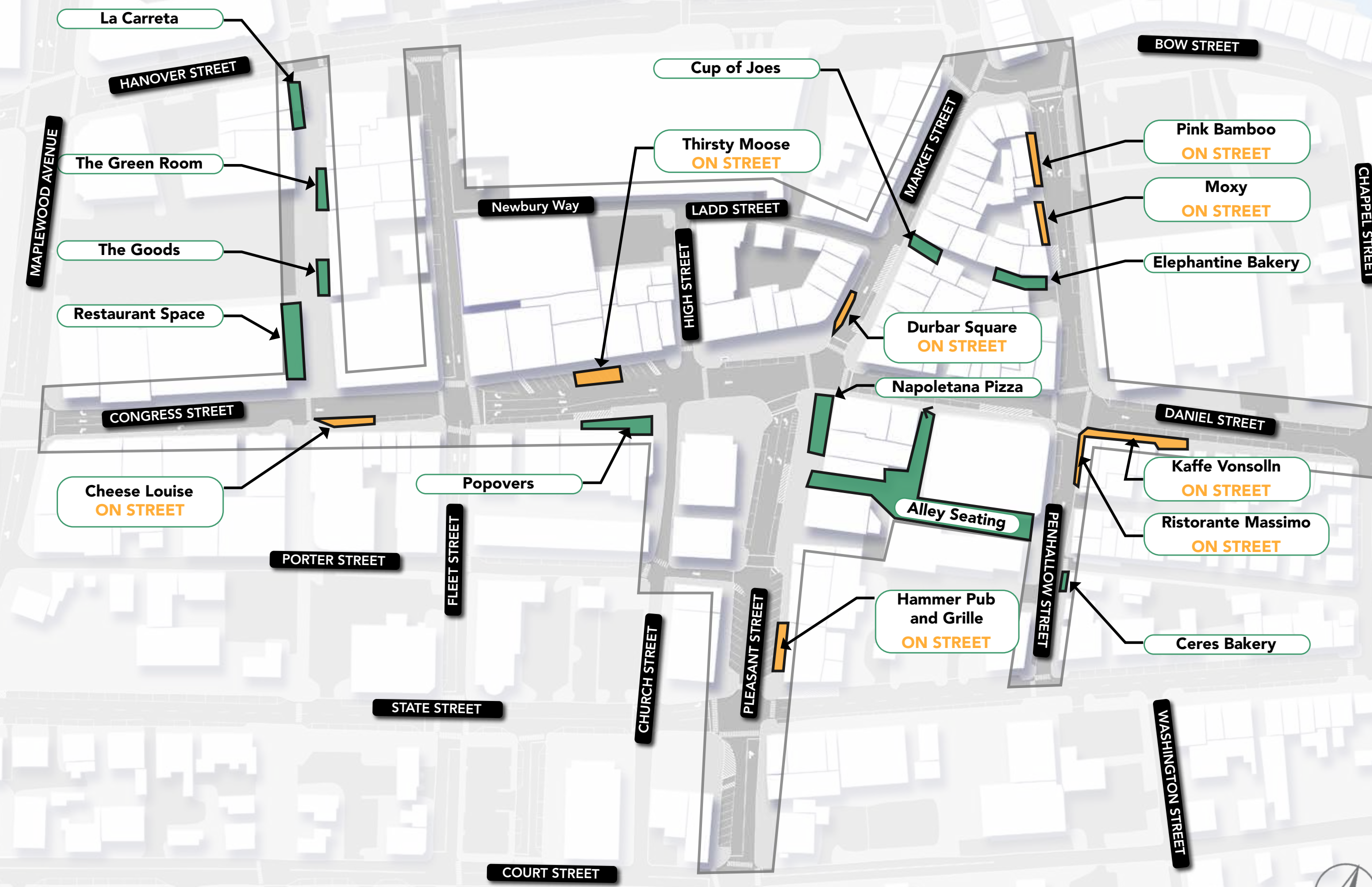
The COVID pandemic in 2020-2021 sparked a surge in interest in outdoor dining, which has not appreciably declined in the subsequent years. The outdoor dining program has undergone refinements, including an ordinance update in 2024, which incorporated more formal organizational requirements. The current program allows for the displacement of existing on-street parking spaces to accommodate outdoor seating for customers of the restaurants, coffee shops and bakeries.

The figure on the facing page illustrates the locations of permitted outdoor dining in 2024. The blue shaded spaces indicate where on-street parking is displaced to allow for outdoor dining. In many instances there is not an available sidewalk area to accommodate outdoor dining otherwise. In 2024, 24 parking spaces were seasonally displaced. This represents approximately 13% of the total parking within the study area.

The Design Team was not able to observe significant impacts attributed to the seasonal reduction in parking. The lack of curbside parking was offset by other easy to find, convenient parking within walking distance of the Square.

The displacement of parking effectively generates new space within the public realm, once occupied by empty cars, now occupied by tables, planters, colorful umbrellas, and most importantly people. These elements add significant interest and animate the Square, drawing people to the space and providing an inviting opportunity for people to stroll, dine and sit, to enjoy the attractions in the area.

## Outdoor Dining Overview







The outdoor dining areas in Market Square are, for the most part, associated with private restaurants. Over-arching concerns regarding a broad-based ‘privatization’ of public areas, or Public Realm were voiced in many in different ways at the public engagement sessions. Public perception was generally that to sit in the Square one needed to be a patron at a specific restaurant, café, bakery or coffees shop. The City has deployed several picnic tables in the Square in an effort to address the need for unrestricted seating and places to gather and eat. This seating is configured as picnic tables and is seemingly well utilized, but lacks integration and some of the aesthetic treatments offered by the private dining area. The idea of providing more public dining areas is well supported based on feedback and input from the outreach sessions.

In areas where the on-street parking is replaced by seating and tables, patron seating is protected from vehicles by barriers. Minimally these are located on the side of the dining area that vehicles approach. The City has made available concrete ‘Jersey Barriers’ to afford this protection. While functional, the concrete barriers are typically large in scale (10’ or 12’ long) weighing 4,000 to 5,000 lbs. and during the public outreach process it was made clear by many that their form and composition detracts aesthetically from Market Square. There may be several reasons for this, notably that the concrete barriers differ greatly from the historic structures, materials and scale of the Square; the barriers have strong horizontal lines and streamlined geometries visually ‘flattening’ the architectural detail of storefronts, windows, entry doors and stoops they encircle and conceal to passers-by. The barriers are designed to protect vehicles on highways from striking objects when traveling at high speed, and are not configured for historic downtown settings, or designed with traditional aesthetic considerations.

Several businesses have painted, concealed, clad, or added planters to the tops of the concrete barriers to create a more pleasing and ‘green’ edge to the seating, with varying degrees of success. In 2021, a team of local designers and business owners developed a set of recommendations on how to address aesthetic challenges and ADA accessibility issues, which were thoughtfully developed and well crafted.

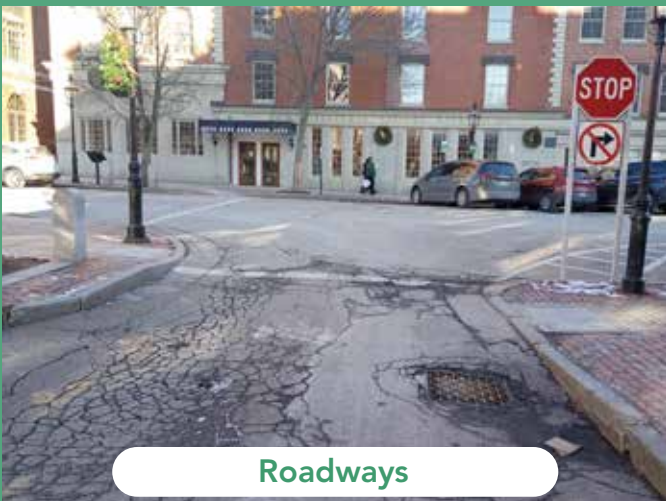
In addition to the aesthetic challenges associated with creating safe protected areas to sit, the topography of Portsmouth creates situations where dining spaces are on sloping terrain, creating challenges for leveling tables and chairs. Penhallow, Congress and Pleasant Streets all have notable changes in grade that require consideration as more permanent approaches to creating outdoor dining areas are developed.



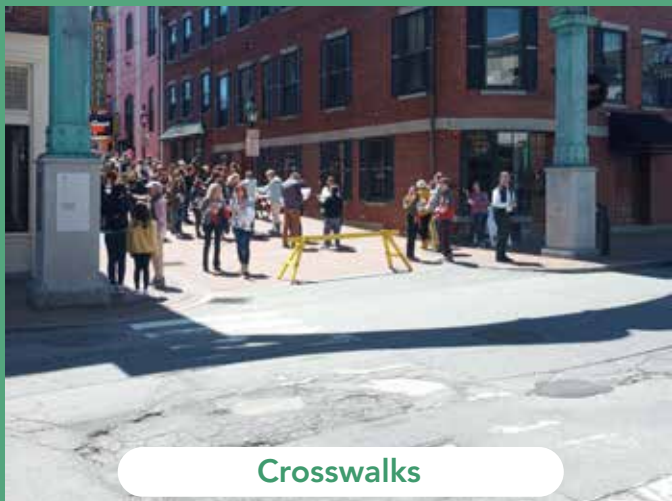


## Existing Site Features

In Market Square one is surrounded by layers of history. Framed by historic building, the pedestrian experience is unique and engaging, with much to look at in the public realm. The surfacing materials are traditional; concrete in areas, but predominantly brick sidewalks, with areas of granite banding, and bituminous asphalt paved streets, framed by granite curbing. The sidewalks found on several of the streets on the outer edges of the Square, such as Fleet St. and Penhollow St. are bituminous asphalt, some with tight clearances, making bi-directional travel difficult. Several crosswalks are comprised of stamped, color concrete, some are pavers, many are painted. A few corner intersections have ADA complaint accessible curb ramps; however many corners with ramp configurations that no longer meet design standards, or in some areas are missing ramps entirely. Accent elements include granite bollards, low walls and a central fountain, bordered in granite. There are over 60 street trees, and ornamental lights that are evocative of the original gas lights. Site furnishings include benches, a few metal picnic tables, bike racks and trash receptacles. Wayfinding and directional signage appear to be a layered series of installations, in some areas depicting seemingly redundant information and in areas creating visual clutter with multiple vertically stacked signs.



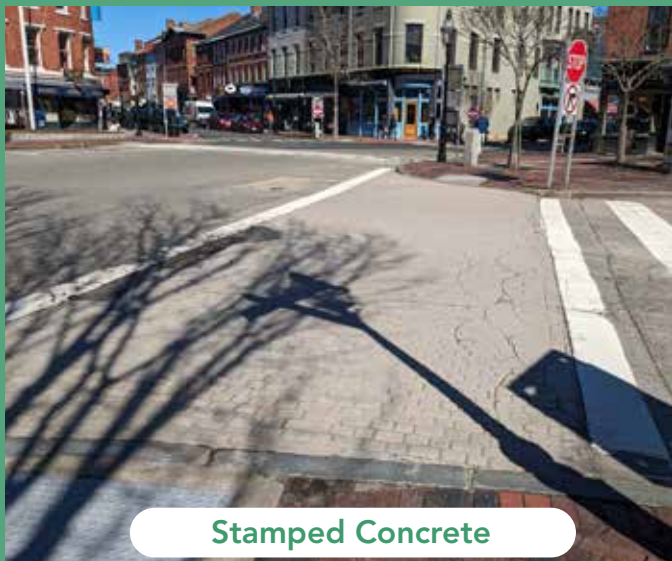
Roadways



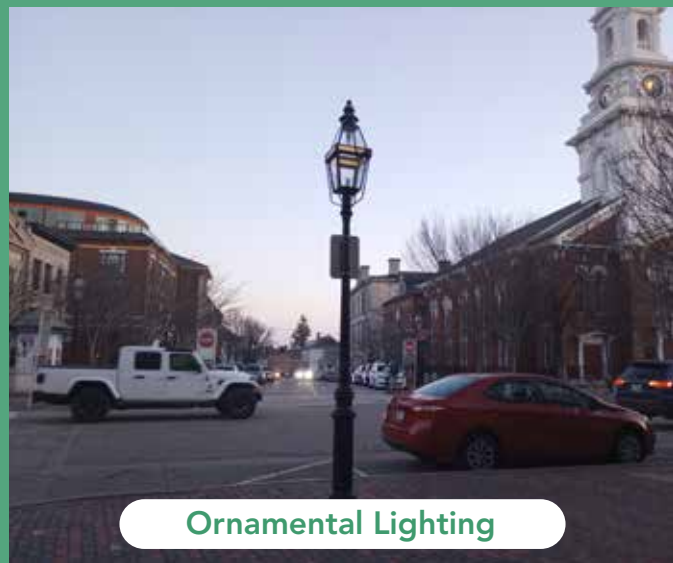
Crosswalks



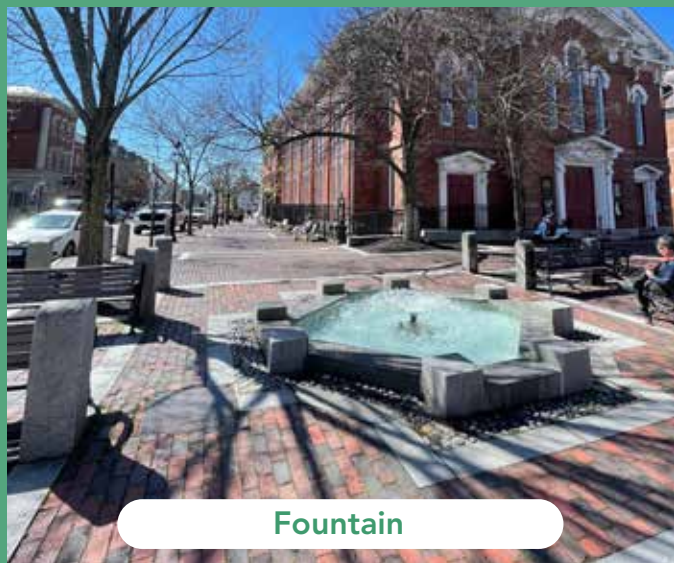
Sidewalks



Stamped Concrete



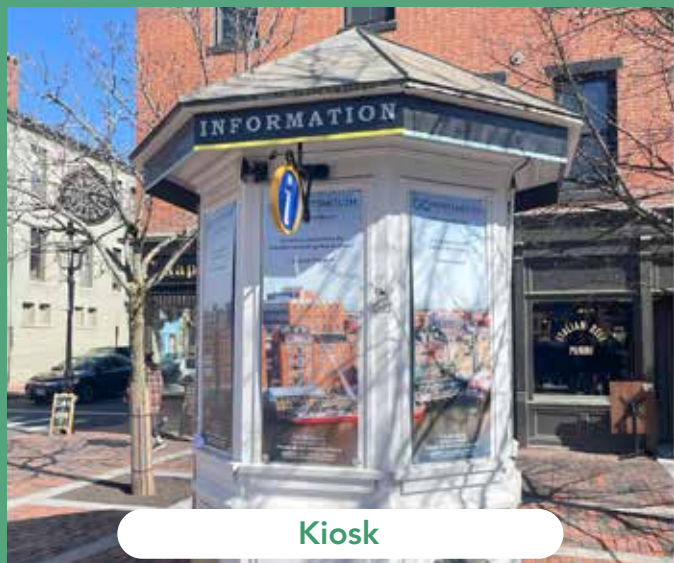
Ornamental Lighting



Fountain



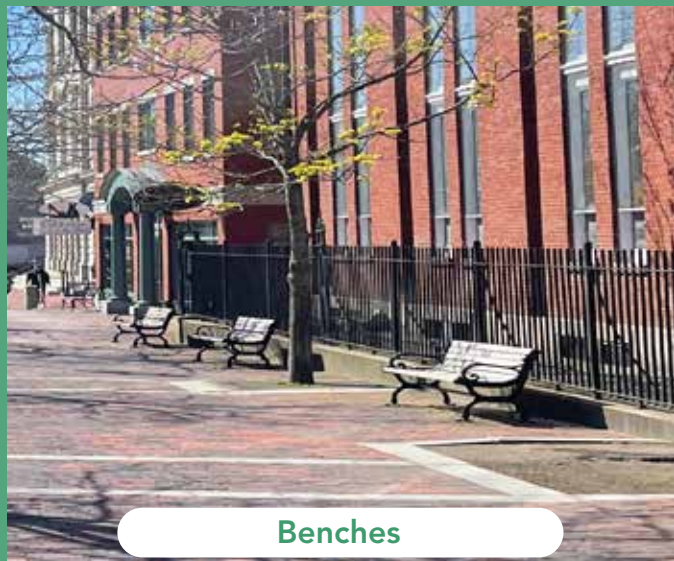
Bus Shelter



Kiosk



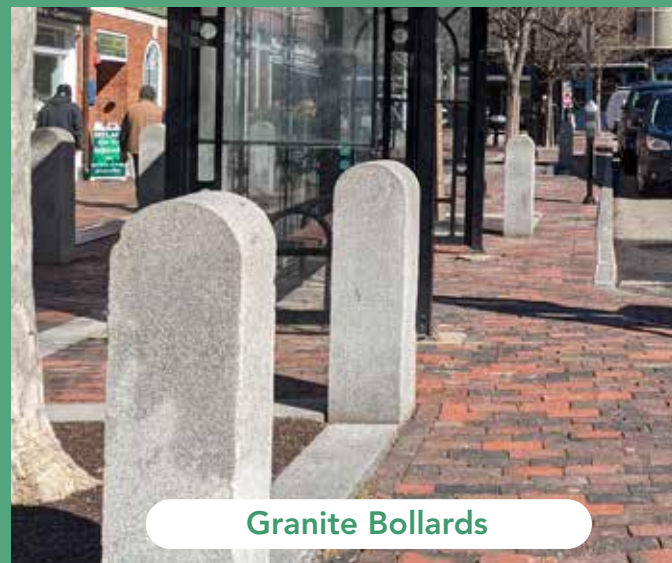
Street Trees



Benches



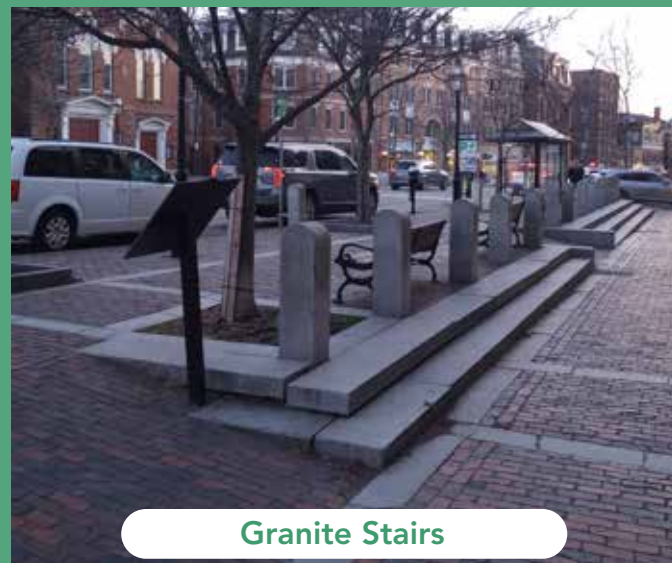
Mile Marker



Granite Bollards



Granite Seat-wall



Granite Stairs



Multi Bike Rack



Single Bike Rack



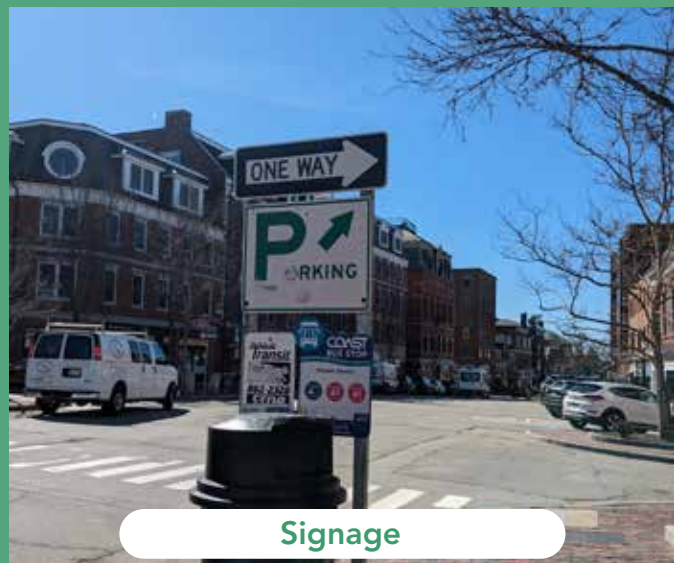
Parking Meter



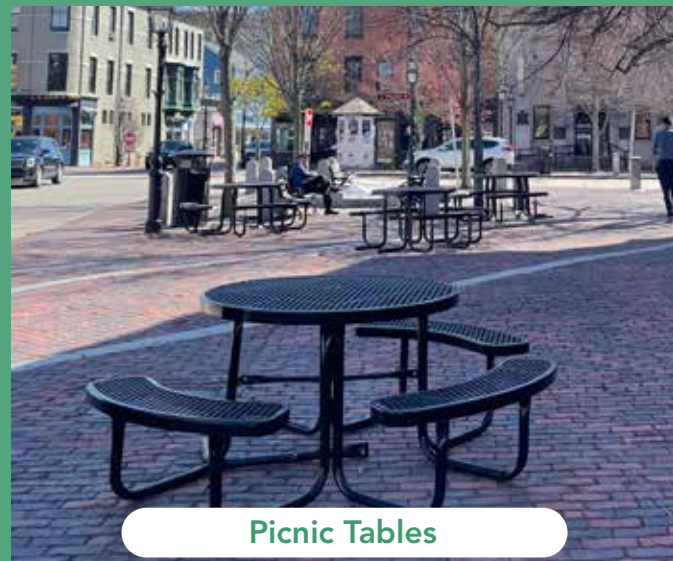
Parking Kiosk



Signage



Signage



Picnic Tables



Trash Receptacles





Pleasant St. / Market St. Intersection at Congress St. Curb Neck-down

## 4 Master Plan Recommendations

### Streets and Transportation

The current network of Market Square streets is a pattern that was established centuries ago and when combined with historic structures that line the streets it is what make the geometry of the Public Realm unique and interesting. The streets within the study area perform functionally and offer adequate capacity to support the uses. Predominantly organized as one-way streets radiating in to and out of the ‘hub’ of North Church, most of the circulation pattern is uniform and understandable to drivers. Areas of excess roadway pavement add a level of ambiguity to some intersections such as where Daniel St., Market St. and Pleasant St., And Congress St. meet. Removal of excess pavement is recommended to reduce driver confusion, in this location elimination of one of the Pleasant St. left turn lanes is suggested. In other areas the elimination of excess asphalt adds needed width to sidewalks and further defines areas of vehicular travel. Recommend travel lanes are 11’-0” to 13’-0” for a pair of lanes within a road corridor, or 16’-0” to 18’-0” for a single lane. Uniformity of lanes is important as well as establishing block to block continuity. Curb line neck-downs are important features to create scale and slow traffic while improving pedestrian safety. The use of modular pavers or other textural treatments in the road surface further slows cars. This is important as the relatively narrow streets of Market Square do not support separated bicycle facilities, so within the Square cyclists and vehicles must share the roadway.

Flexibly managing vehicular traffic on the streets was supported by many people as an important concept. Closing specific streets entirely to vehicle traffic, in a predictable manner, at certain times is an important part of this plan, and the community’s future vision for the Square. It is important that the system of controls is easy to deploy and maintain and appears uniform and integrated. Retractable or removable bollards are recommended on certain streets, in key locations, to afford site-specific levels of control. Pleasant St. is a corridor that has, in the past, been closed for events. Removable bollards at State St., Porter St. and at the intersection of Congress St. would create the ability to accommodate regular full or partial closure of the street. Converting the eastern-most block of Porter St. to be bi-directional will allow Pleasant St. closure to be managed on a block-by-block basis. Closure of Pleasant St., Market St. or the western-most block of Daniel St. to vehicular through traffic appears to be viable on a day long or partial day /evening /night schedule. It is probable that the closure schedule is seasonal.

### Parking

Nearly all the major streets have parallel on-street parking. It is suggested that the diagonal parking on Congress St. be converted to parallel parking. This approach would result in a consistent parking treatment and would allow for the expansion of sidewalk space along Congress St. for outdoor dining and shade tree plantings. The southern block of diagonal parking on Pleasant St. could remain as currently configured to support capacity in the Square.

### Curb-less Streets (Woonerf)

European cities have a long-held design approach to slowing streets by incorporating textural and color changes in the surface of the roadway, integrating stormwater drainage and eliminating curbing to provide a more accessible and equitable pedestrian environment. The City already has already employed this approach at Sheafe St. and Chestnut St. with great success. Continuing this approach to street design on key streets that may be regularly closed to vehicles such as Pleasant St., Ladd St. High St. and Porter St. is proposed as a starting point. Additional streets such as Market St. or Penhallow St. may be good candidates as well for this treatment, either entirely or on block by block/segment basis.

### Crosswalks

The original Market Square Master Plan included ‘Granite’ crosswalks. This approach to enhancing crossings should be continued and expanded. The texture and color change slows vehicle speed. Replacement crosswalks made of stamped and colored concrete have not held up well and the material detracts from the surroundings. Any new crosswalks should be made of modular pavers designed for heavy vehicle travel or thick, large scale granite slabs on structural base are most appropriate. All curb ramps should be configured to be ADA accessible. Consider concrete ramps to ensure control and conformity.

### Sidewalks

Continue and expand the use of brick or similar modular pavers. Introduce brick to sidewalk areas that comprise the pedestrian experience associated with the Square. Utilize granite banding or other authentic accent materials. Limit perpendicular banding to ensure smooth transitions. Install granite bases for 3-d art installations.

### Lighting

The period light poles are a signature element of the Square. Invest in the development of an efficient LED luminaire retrofit that enhances the level of lighting provided and are more cost effective to maintain and operate. Supplement ornamental light poles with discrete modern and efficient lighting such as in use at City parking lots. Encourage private sector architectural lighting of building facades to add interest to the Square. Install catenary lighting on side alleys and areas with narrow widths.

### Street Trees

Protect the existing healthy street trees. Expand the existing tree pits and invest in tree root aeration and fertilization. Coordinate with planned utility work and install new street trees, particularly in areas where few exist. Continue use of a diverse plant palette. Invest in silva-cell technology or utilize structural soils to promote root growth and development for all new trees planted.

### Planters

Create integrated seating in areas with seat walls defining planter areas. Install flowering shrubs or perennials in limited permanent bed areas to soften and accentuate the streetscape. Select planters that offer crash protection where appropriate to reduce the use of jersey barriers. Utilize isolated container planters to create interstitial spaces in sidewalk areas.

### Site Furniture

Provide an array of public seating options. Ensure universal accessibility and companion spaces. Provide tables in flexible configurations for public use. Create arrangements of site furniture that promote conversations – configure ‘L’ shaped or ‘U’ shaped arrangements as well as individual benches. Consider individual chairs as accents. Develop granite cube and block style bench seating in flexible configurations and integrate planters. Provide trash and recycling receptacles.

### Fountain Enhancements

Develop a range of enhancements to the existing fountain to increase the feature’s presence in the Square. Enlarge the size and raise the height of the edges to accommodate seating around the sides and increase the height of the center jet. Configure interactive controls such that the spray height is adjustable to add interest.



1

Eliminate Excess Street Width / Turn Lanes

2

Expand Sidewalk Area

3

Create Wide Pedestrian Crossing with Modular Pavers

4

Replace Diagonal Parking with Parallel Parking

5

Eliminate Some On-street Parking to Widen Sidewalks

6

Create Curb 'Neck-downs'

7

Install Modular Paver Crosswalks

8

Install Modular Pavers in Roadway Surface

9

Install Removable Bollards for Street Closure

10

Plant Street Trees

11

Create Outdoor Dining

12

Install Bike Racks

13

Construct Public Restrooms

14

Create Bike Storage

15

Enhance Fountain

16

Enhance Kiosk

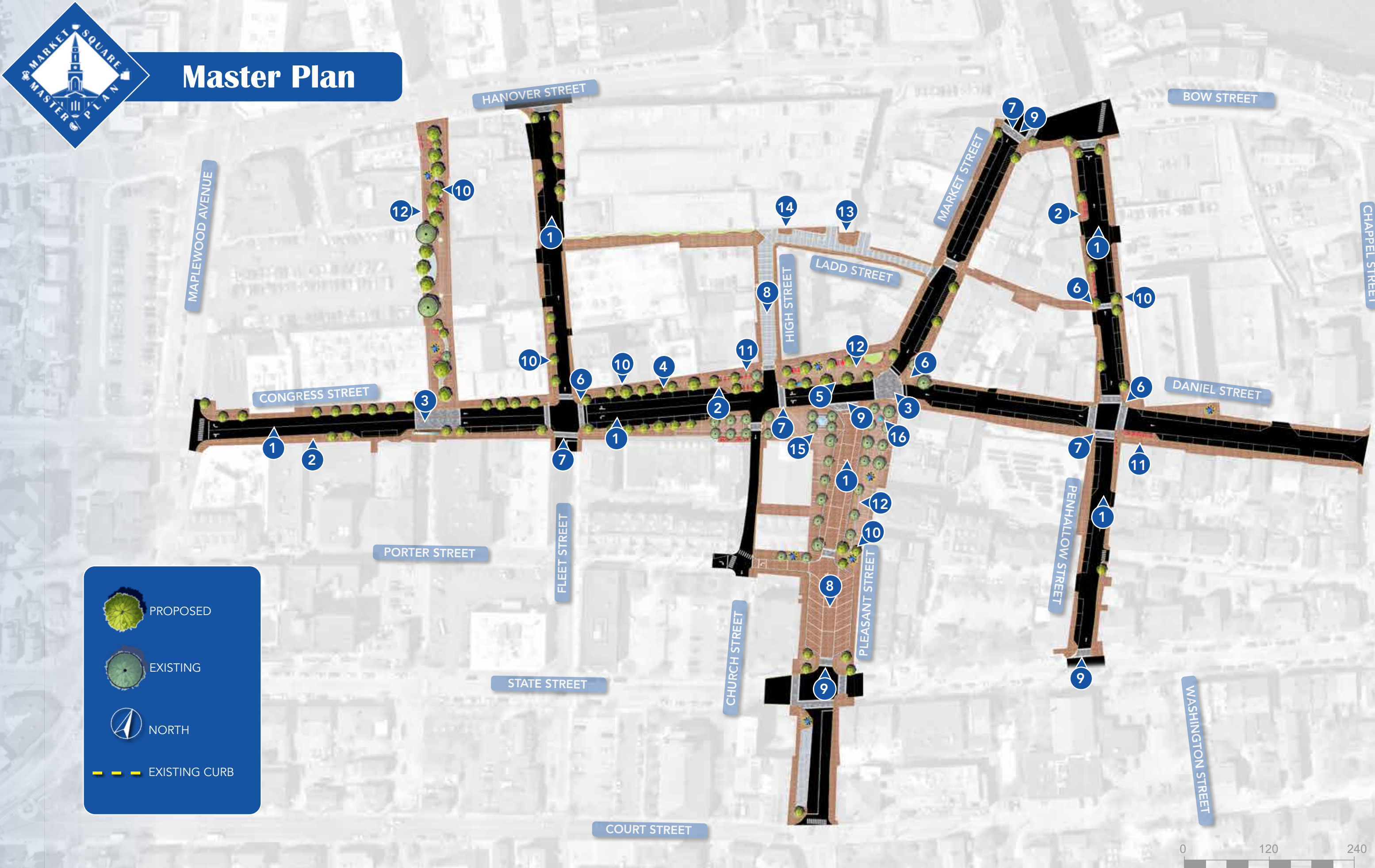
### Shared Vision - Recommendations

The Master Plan process identified several themes that suggested an array of different types of improvements that are desirable and, in many instances, necessary. These themes are broadly applied to the Master Plan and should be considered basic design requirement of any future work.

#### 'Big Picture' themes include:

- Infrastructure: Coordinate necessary infrastructure (Water, Sewer, Stormwater, Electrical Grid, Data) with roadway and sidewalk improvements in an integrated manner. Curb line adjustments such as the reduction of lanes, the creation of neck-downs, or the construction of curb-less, flush surfaced 'woonerf' style streets require drainage infrastructure improvements.
- Vehicles: Vehicular congestion at certain times of the year/times of day negatively affects drivers as well as pedestrians. Expansion of off-street public parking offerings is critical to establishing balance on the streets and keeping Market Square unique and inviting.
- Bicycles: Narrow Right of Ways frame the corridors that feed into the heart of market square. Continuous, dedicated bike lanes is not feasible within the Square and as such balancing different modes of transportation requires vehicles to share the streets with bicycles. Creating predictable vehicle movements at low speed is essential.
- Lighting: Improved lighting levels, efficiency and output from existing ornamental lighting fixtures. Provide supplemental street lighting as well as architectural accent or feature lighting as appropriate
- Signage: Improve and integrate wayfinding signage. Simplify signage and reduce visual clutter where possible
- Accessibility: Any improvements shall establish universal accessibility. Comply with PROWAG (Public Right of Way Accessibility Guidelines) regarding the use and access to sidewalks, streets, crosswalks, curb ramps, pedestrian signals, on street parking and other elements within the public Right of Way.

A list of recommendations has been developed for each street corridor. Many of these ideas are applicable to multiple corridors. The legend at left identifies different actions, coded with a number. The coded numbers and corresponding recommendation are keyed into the overall Master Plan on the opposing pages as well as the detailed corridor plans on the following pages.





Existing Parking

Park Mobile Regulated Spaces

Loading / Delivery

Loading/ Delivery in AM - Parking in PM

3 Hour General

Accessible Space

Motorcycle Parking

PARKING BY STREET			DURING OUTDOOR DINING SEASON		
PLEASANT STREET	38	2 5	38	2 5	
CONGRESS STREET	28	2 5	18	2 5	
PENHALLOW STREET	31		21		
MARKET STREET	20		19		
FLEET STREET	8		8		
HIGH STREET	5		5		
DANIEL STREET	41		38		
TOTALS	185		161		

Proposed Parking

Park Mobile Regulated Spaces

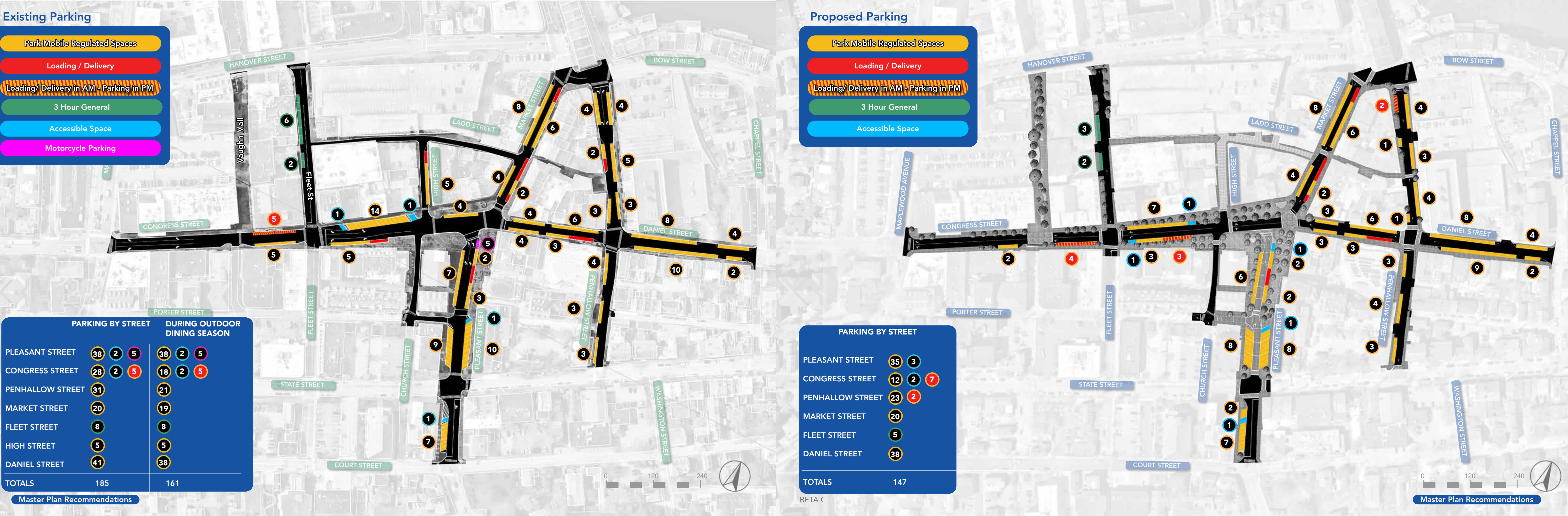
Loading / Delivery

Loading/ Delivery in AM - Parking in PM

3 Hour General

Accessible Space

PARKING BY STREET		
PLEASANT STREET	35	3
CONGRESS STREET	12	2 7
PENHALLOW STREET	23	2
MARKET STREET	20	
FLEET STREET	5	
DANIEL STREET	38	
TOTALS	147	







Catenary Lighting



Bosque of Trees



Urban Bio Swale



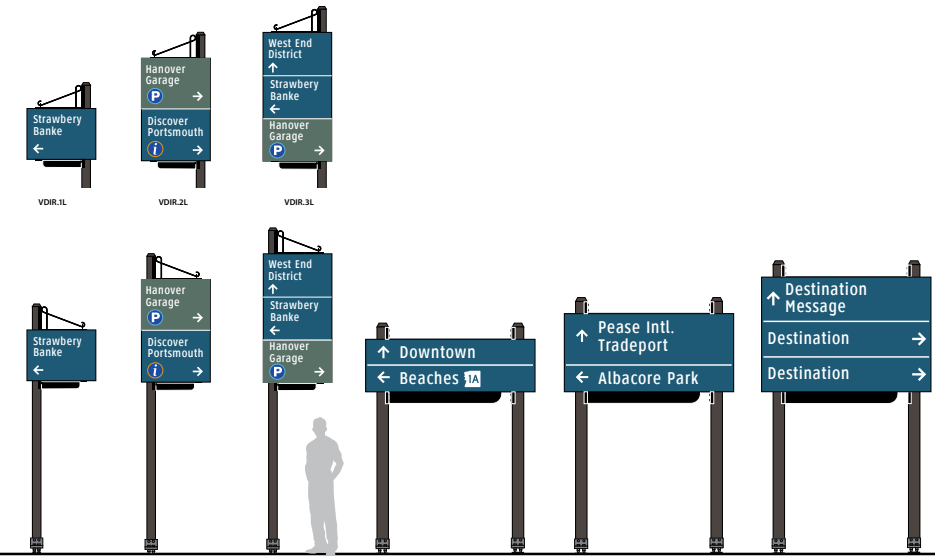
Fixed & Removable Bollards



Enhanced Fountain



Public Seating w/ Tables



Wayfinding



ADA Tree Pit Surfacing



Street Tree



Enhanced Lighting



Bike Amenities



Base for Artist Installations





Granite Seat wall



Paver Roadway



Public Tables and Seating



Performance Area



Raised Planting Areas



Public Seating



Brick Pavers



Granite Paving Slabs



Public Waste and Recycling Receptacles



Enhanced Kiosk



Paver Delineated Parking

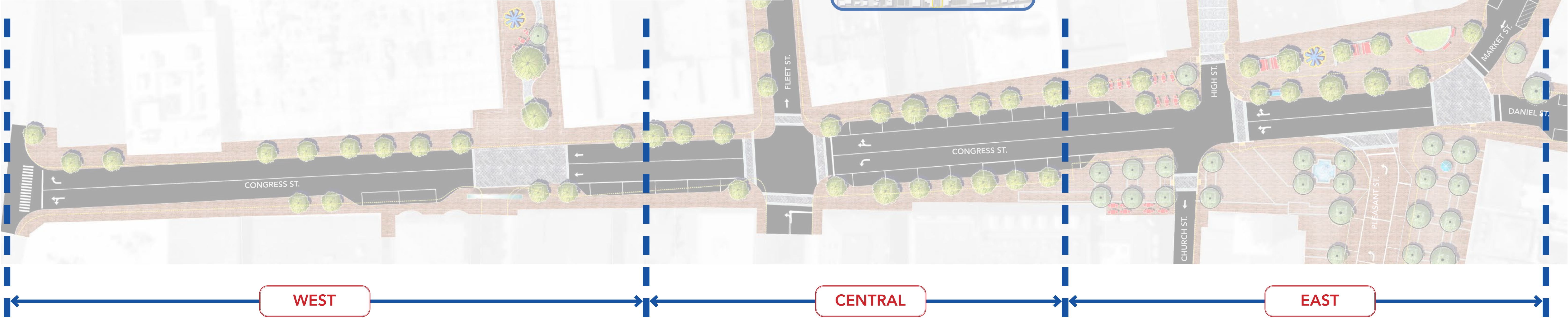


Paver Crosswalks



**Design Approach**

- Reduce pavement width at north Church where Daniel St. and Pleasant St. enter the Square.
- Eliminate excess pavement by utilizing 11-foot to 13-foot lanes and increase sidewalk width where possible.
- Re-organize the street corridor by establishing more consistent vehicular travel lane configuration.
- Eliminate the third travel lane between Church St. to Fleet St.
- Coordinate lanes with Fleet St. improvements: Create Through and Turn Lane at Fleet St. as appropriate.
- Convert diagonal parking spaces into parallel parking spaces.





## Challenges

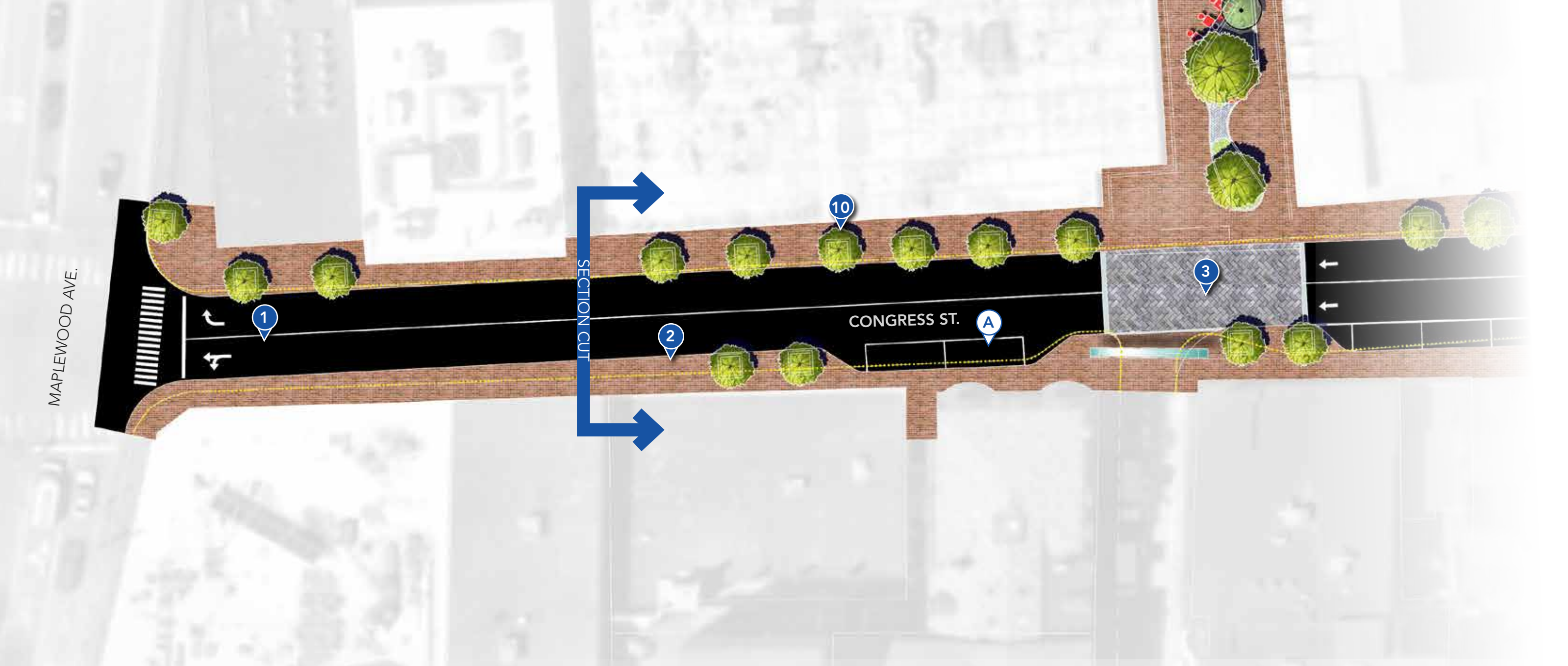
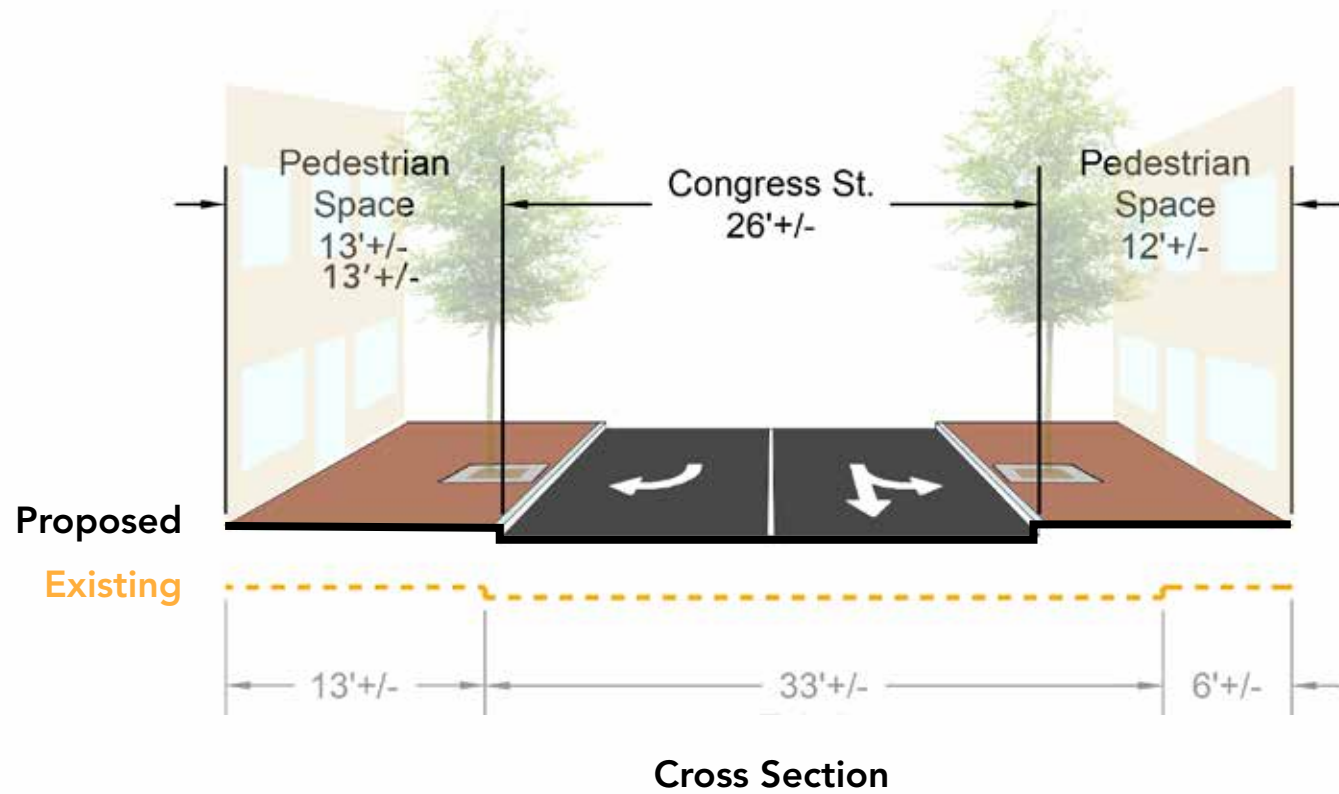
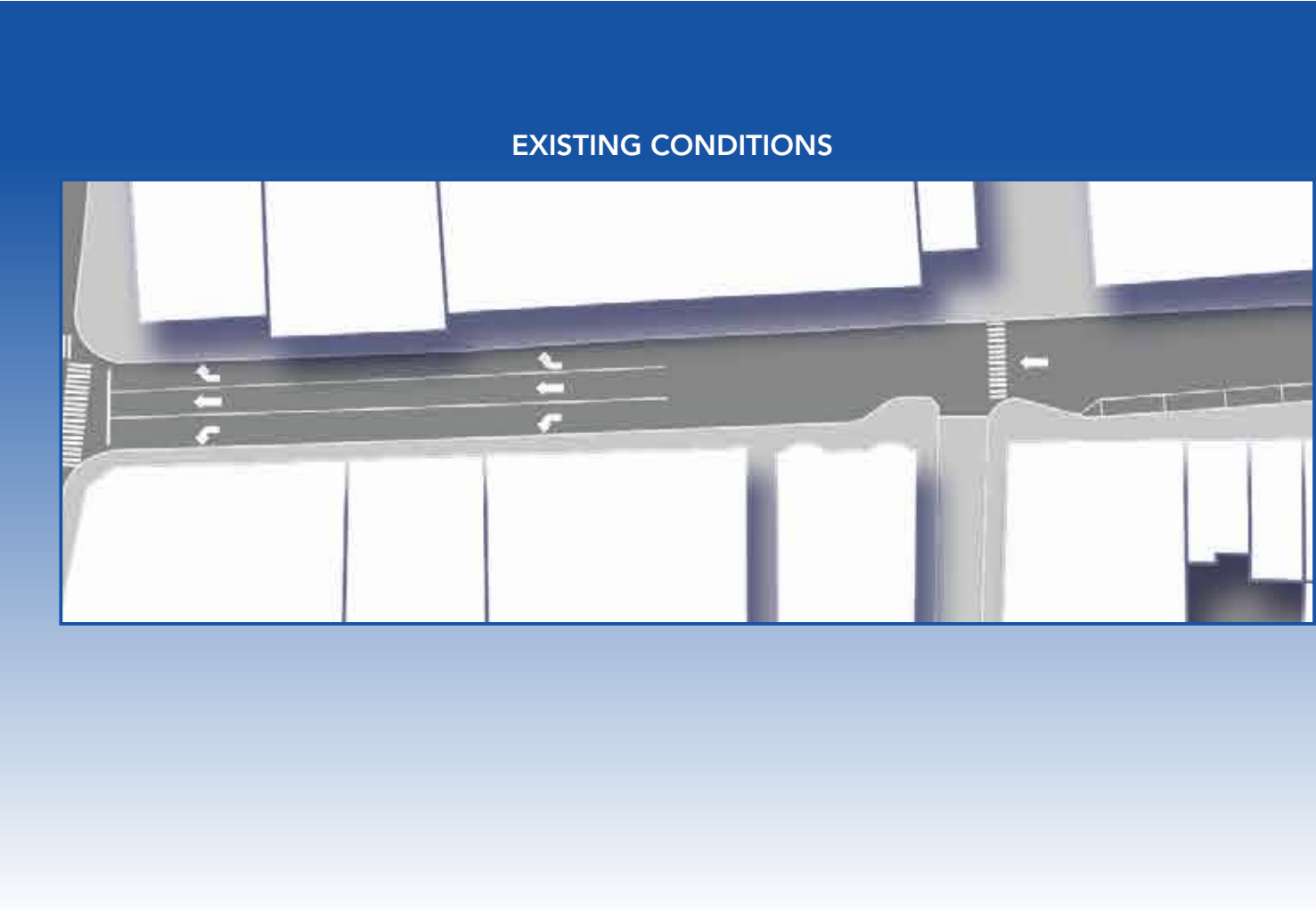
- Narrow sidewalks on the south side of the street
- Constricted sidewalks at SW corner of Congress St.
- Fast moving traffic
- Limited delivery space
- Major pedestrian crossings at Vaughn Mall and Maplewood St.

## Opportunities

- Mid-block pedestrian crossing to calm traffic
- Excess roadway pavement width
- City drainage improvement project underway
- Additional street trees
- Favorable solar orientation

## Recommendations

- Maintain existing northern curb-line. Realign street
- Reduce existing vehicular travel lanes to 13'-0"
- Highlight the mid-block pedestrian crossing to calm traffic
- Plant new shade trees
- Install improved site lighting
- Install improved wayfinding and directional signage

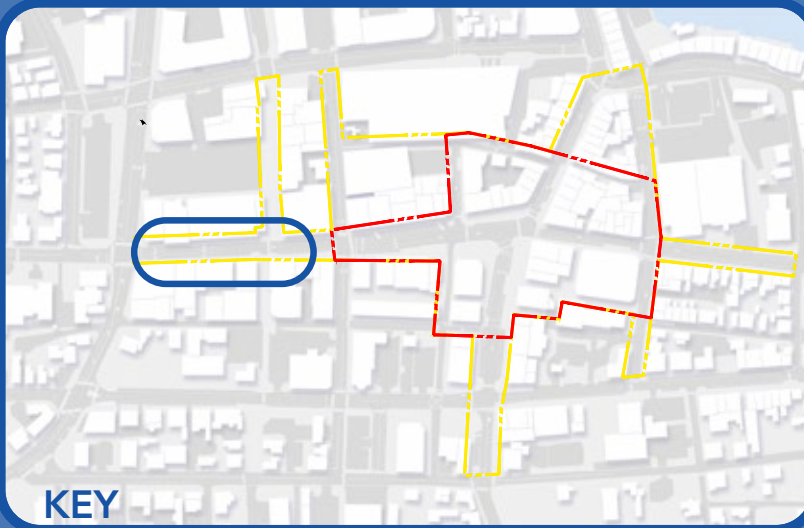


### Recommended Site Improvements

- 1 Eliminate Excess Street Width / Turn Lanes
- 2 Expand Sidewalk Area
- 3 Create Wide Pedestrian Crossing with Modular Pavers
- 10 Plant Street Trees

### Additional Street-Specific Improvements

- A Add 2 Parallel Parking Spaces





## Challenges

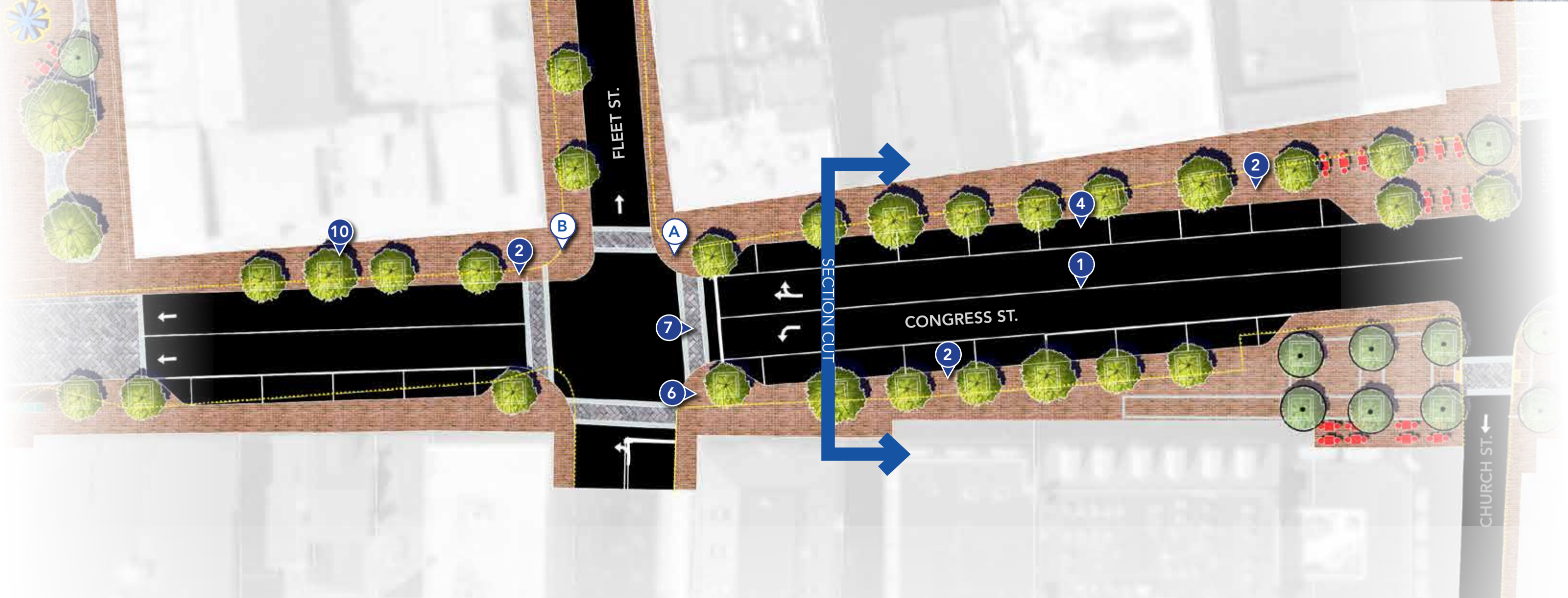
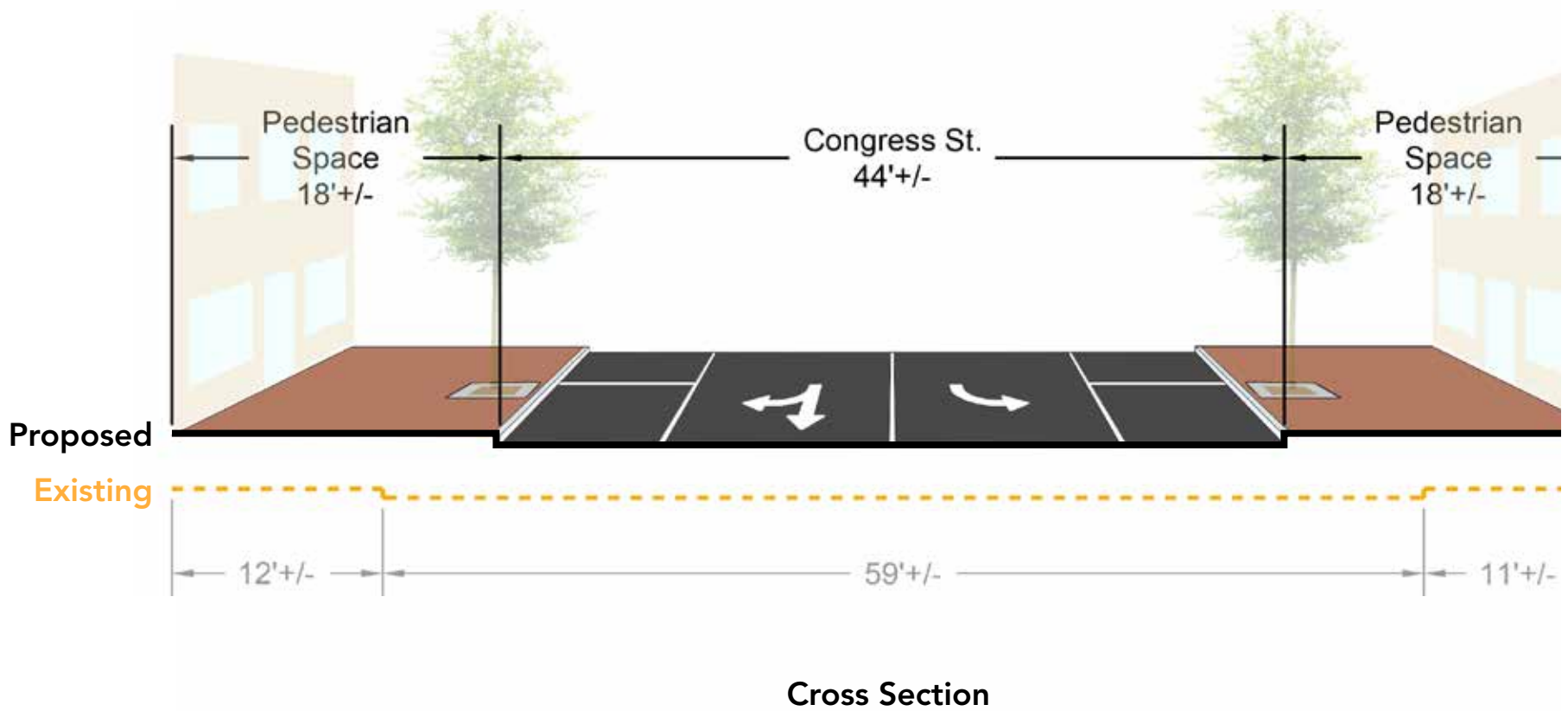
- Narrow sidewalks on the north side of the street
- Highest volume of pedestrians is on the north side of Congress St.
- Pedestrian crosswalk signals difficult for users and drivers to see
- Three lanes of traffic at Fleet St./ Congress St. intersection
- Diagonal parking impacts sidewalk space due to hoods of cars
- Diagonal parking is difficult for many users to back out of
- Longitudinal slope is + 5% in some areas.

## Opportunities

- Excess roadway pavement width
- City drainage improvement project underway
- Additional street trees
- Favorable sun orientation

## Recommendations

- Reduce travel lanes to two (2) 13'-0" lanes
- Reconfigure diagonal parking to be parallel parking on the north side of the street
- Establish new centerline, realign street, reconfigure neck downs.
- Upgrade pedestrian crossing signals
- Plant new shade trees
- Install improved site lighting
- Install improved wayfinding and directional signage



### Recommended Site Improvements

- 1 Eliminate Excess Street Width / Turn Lanes
- 2 Expand Sidewalk Area
- 4 Replace Diagonal Parking with Parallel Parking
- 6 Create Curb Neck-downs
- 7 Install Modular Paver Crosswalks
- 10 Plant Street Trees

### Additional Street-Specific Improvements

- A Improve Pedestrian Crosswalk Signals
- B Wayfinding Signage



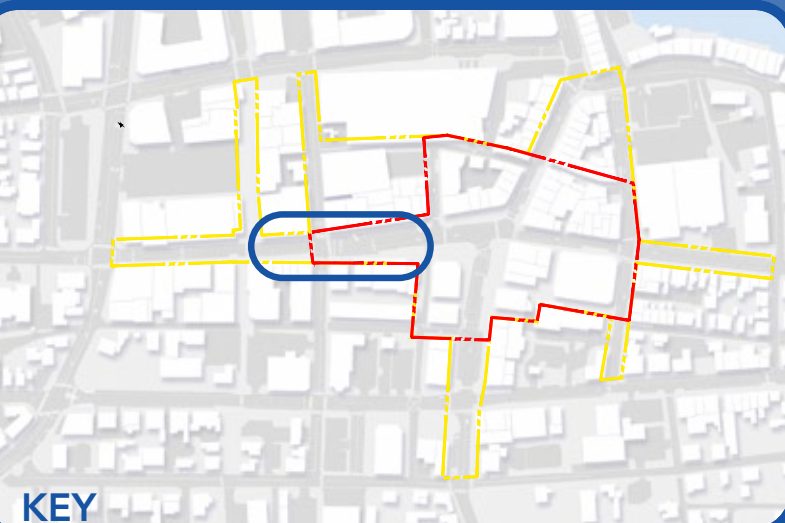
NORTH

EXISTING CURB



EXISTING TREE

PROPOSED TREE





### Challenges

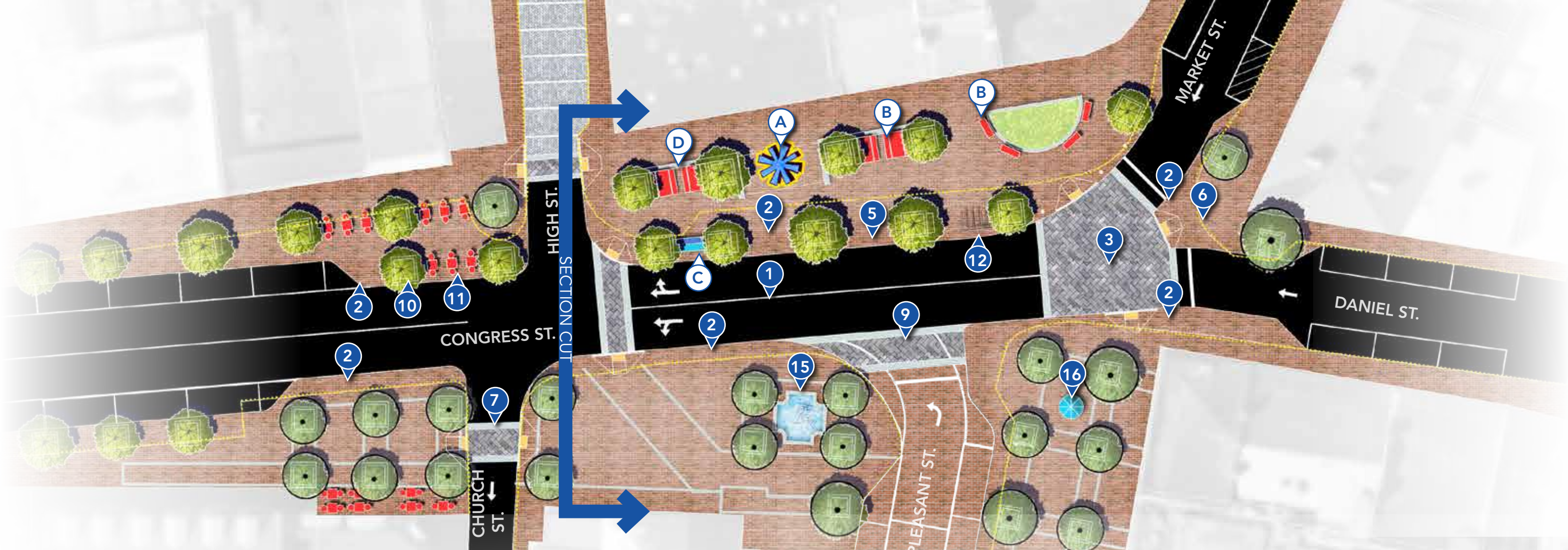
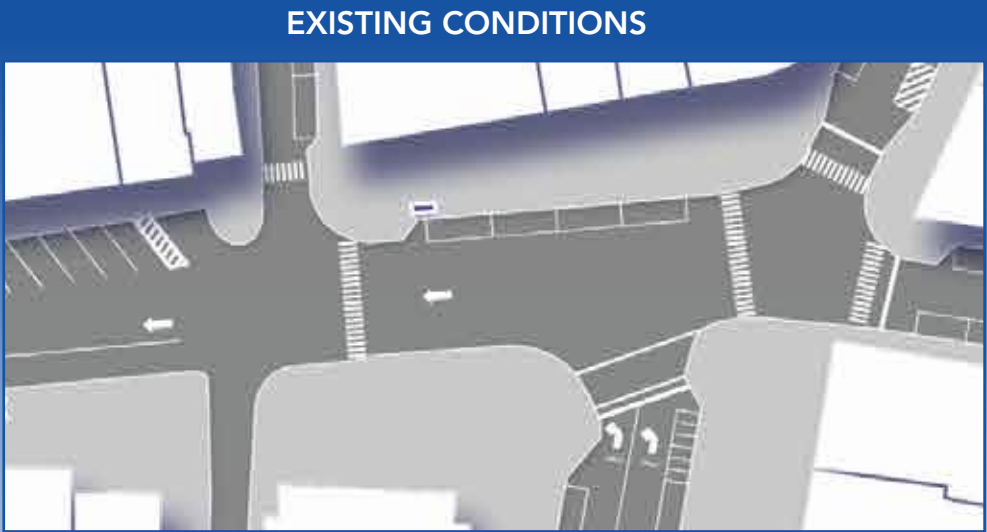
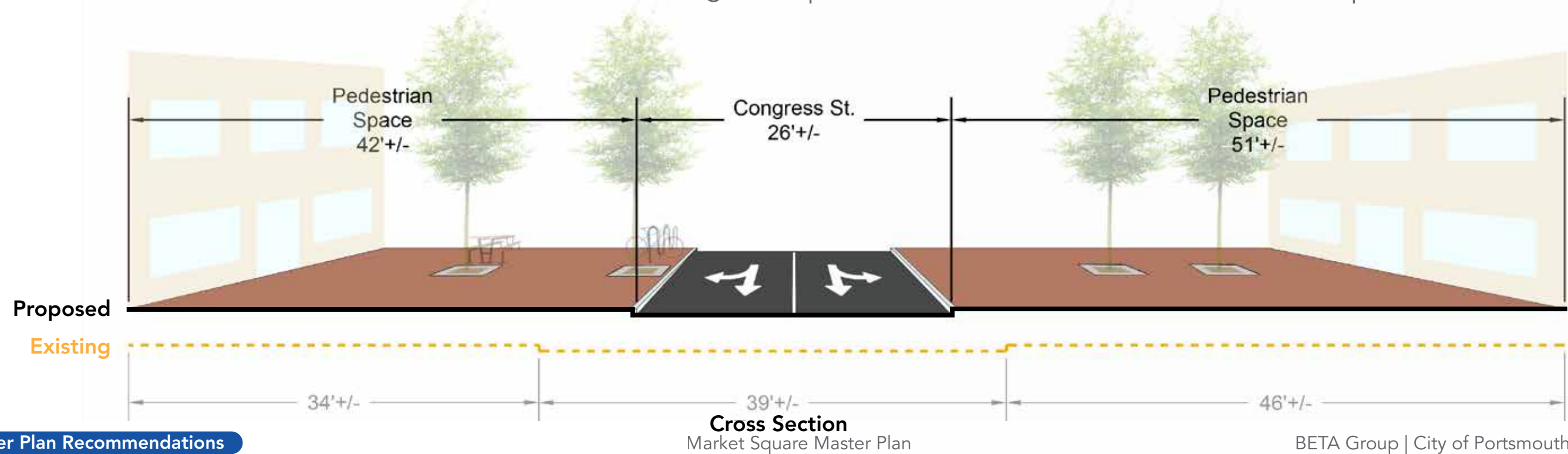
- Wide and undefined convergence of travel lanes
- Parking on north side of street contributes to confusion
- Open areas of sidewalk contain granite stairs, seating
- Diagonal on-street parking is difficult for many users to back out of

### Opportunities

- Excess roadway pavement width
- City sewer separation/drainage improvement project underway
- Favorable sun orientation

### Recommendations

- Reduce travel lanes to two (2) 13'-0" lanes
  - Eliminate parking on north side of street - High St. to Market St.
  - Establish new centerline, realign street, re-configure neck downs
- Install modular paver crosswalk/plaza at intersection
  - Install an array of types of public seating and tables
  - Create raised planters with seat walls
  - Protect existing trees, plant new shade trees
- Install improved site lighting
  - Install improved wayfinding and directional signage
  - Enhance existing fountain
  - Enhance existing kiosk
  - Enhance bus stop shelter



#### Recommended Site Improvements

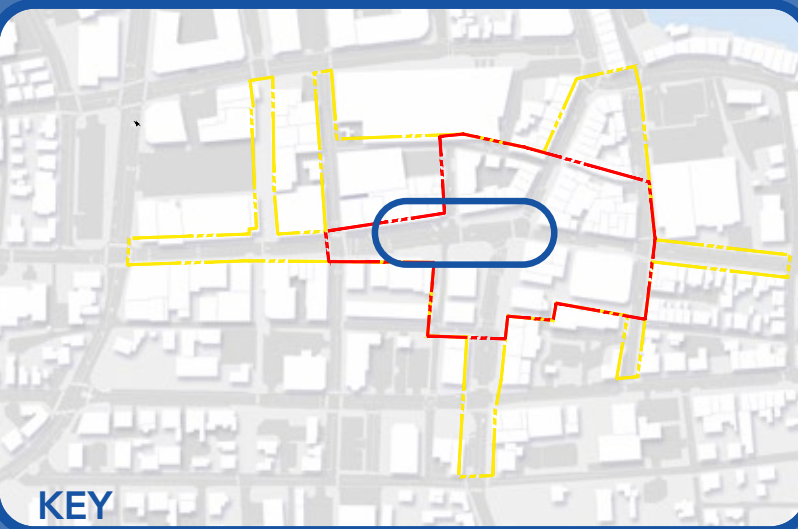
- 1 Eliminate Excess Street Width / Turn Lanes
- 2 Expand Sidewalk Area
- 3 Create Wide Pedestrian Crossing with Modular Pavers
- 5 Eliminate Some On-street Parking to Widen Sidewalks
- 6 Create Curb Neck-downs
- 7 Install Modular Paver Crosswalks
- 9 Install Removable Bollards for Street Closure
- 10 Plant Street Trees

- 11 Create Outdoor Dining
- 12 Install Bike Racks
- 15 Enhance Fountain
- 16 Enhance Kiosk



#### Additional Street-Specific Improvements

- A Public Art
- B Public Seating/Tables
- C New Bus Shelter
- D Granite Seat Wall





## Challenges

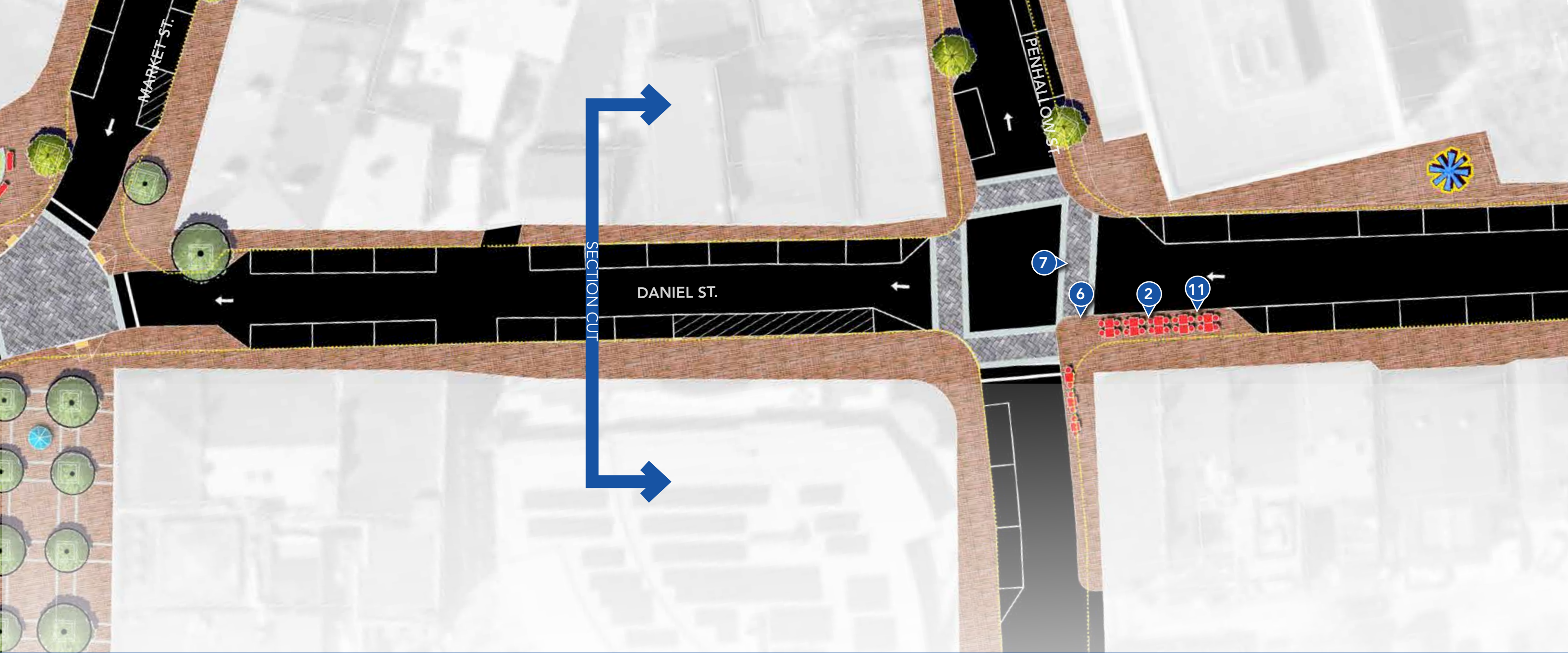
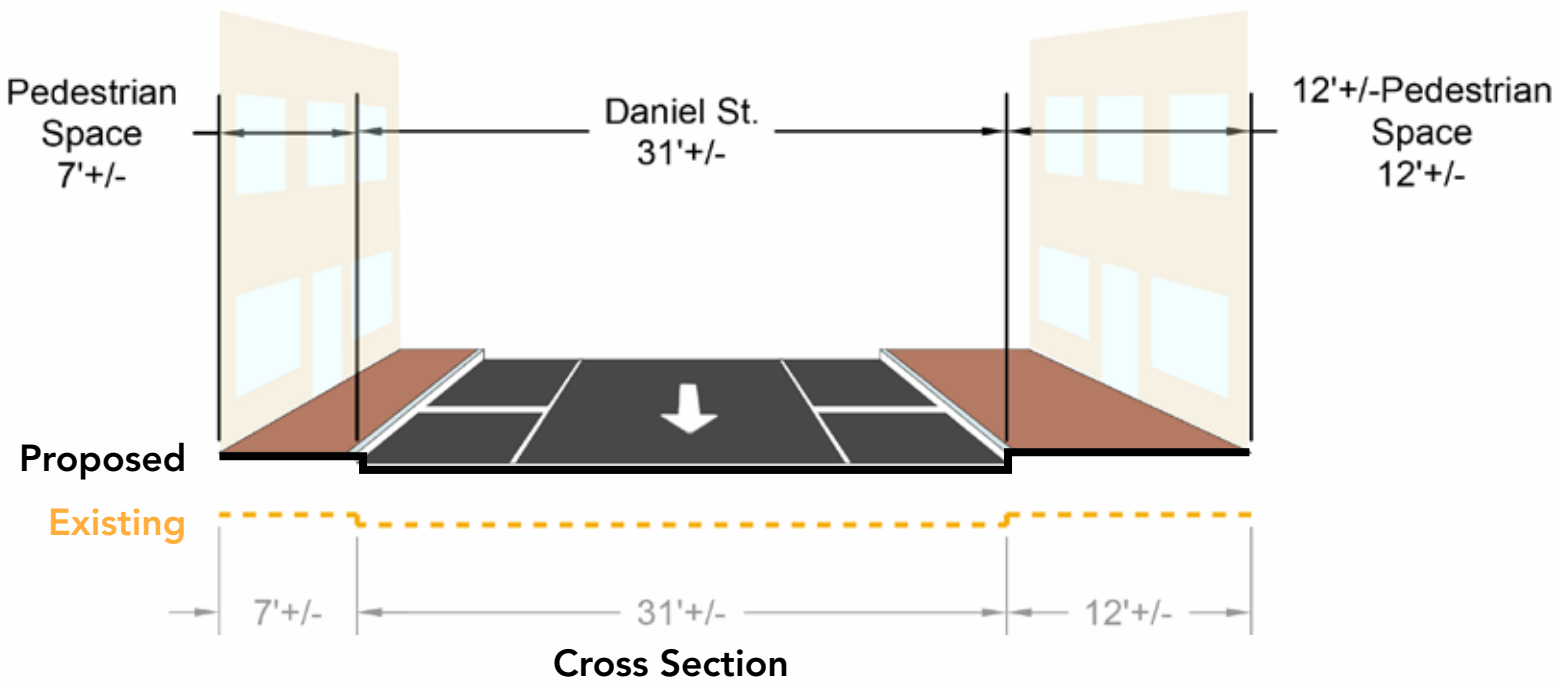
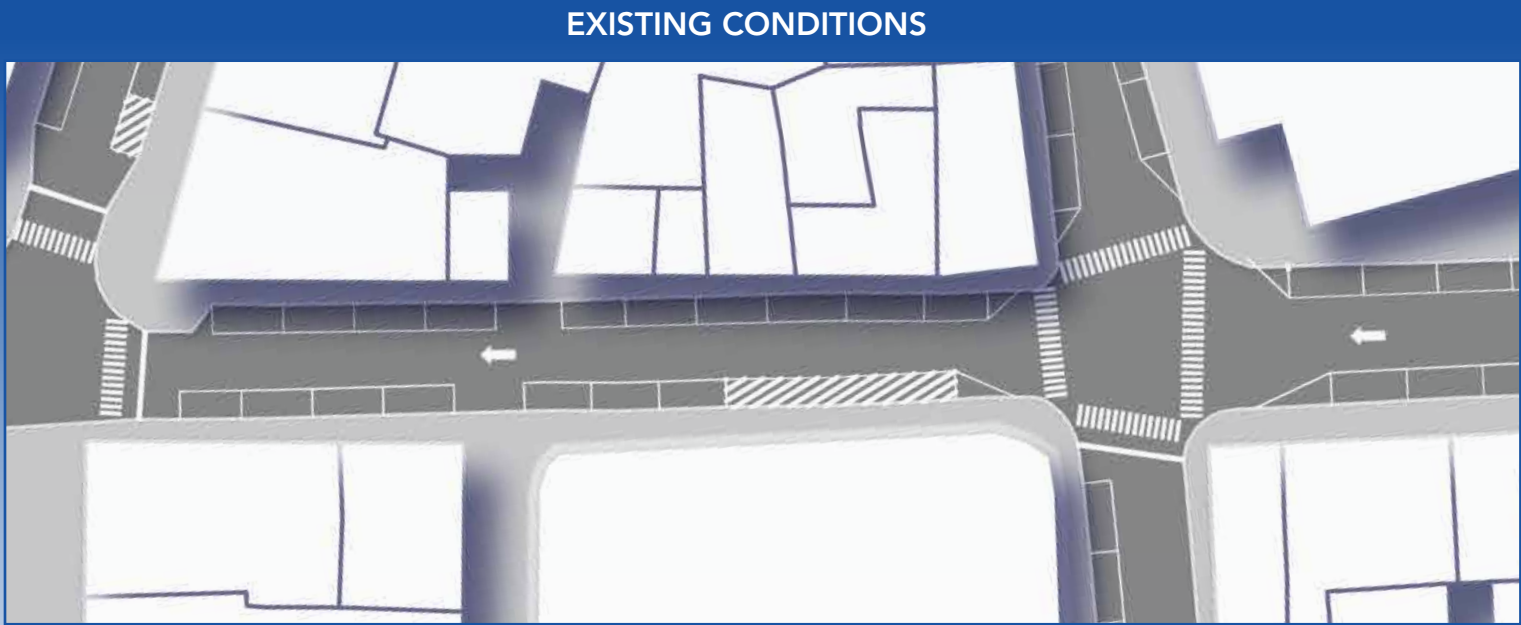
- Major arterial street carries much of the through traffic
- Setting sun glare impacts drivers negatively at certain times of year
- Traffic speed is higher than on other streets in study area.
- Sidewalks are narrow, some are not brick
- No seating or other site amenities, few street trees
- Non-commercial uses, vacant buildings create a visual imbalance

## Opportunities

- Busy pedestrian corridor between the Square and the Memorial Bridge parking lot
- Vibrant businesses on the south side of street
- Favorable sun orientation

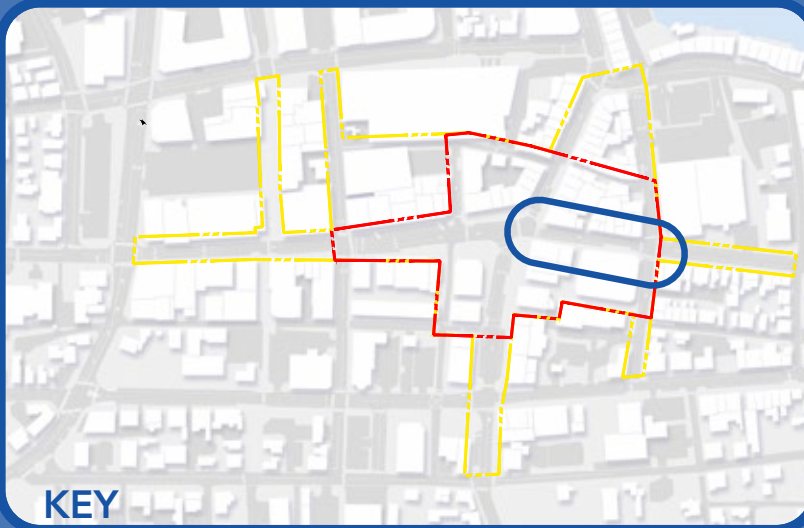
## Recommendations

- Re-configure and add neck downs
- Provide areas for outdoor seating /dining
- Install enhanced crosswalks at Penhallow Street
- Protect existing trees, plant new shade trees
- Install improved site lighting
- Install improved wayfinding and directional signage



### Recommended Site Improvements

- 2 Expand Sidewalk Area
- 6 Create Curb Neck-downs
- 7 Install Modular Paver Crosswalks
- 11 Create Outdoor Dining





### Challenges

- Corridor is the most-direct vehicular connection from State St. into Market Square, as well as to the Hanover St. Garage
- Two-block long corridor is used as northbound link to make connection to travel westbound on Islington St.
- Intersection of Congress St., Daniel St., Market St. is difficult for drivers to navigate

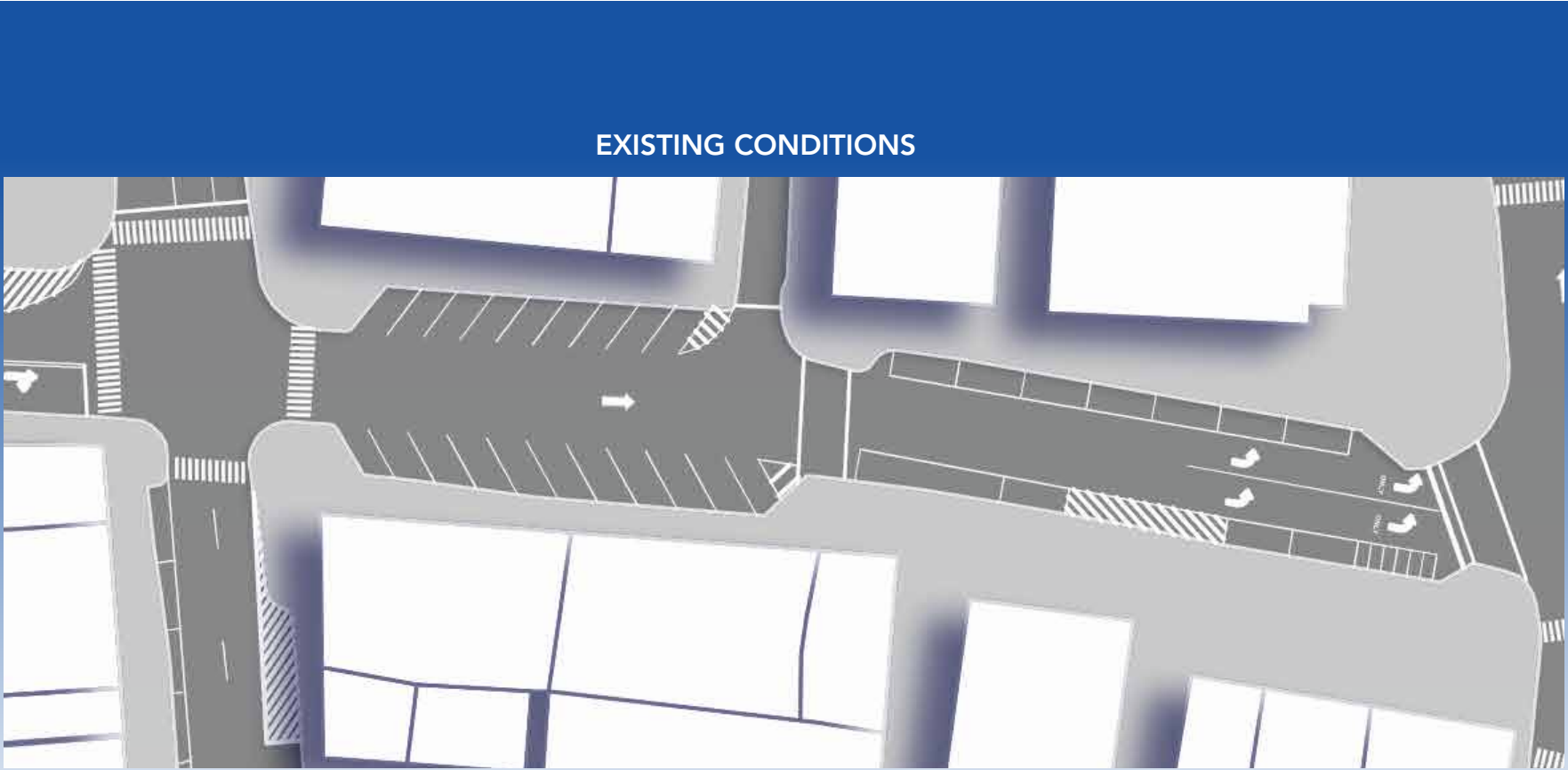
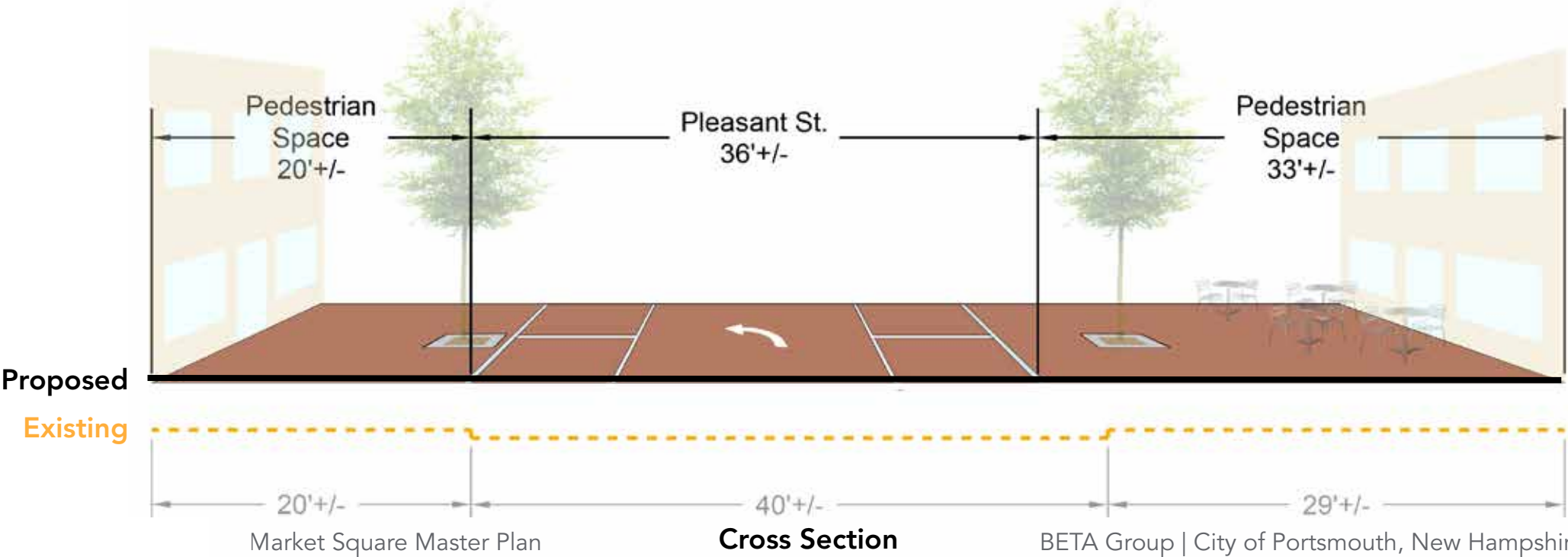
### Opportunities

- Corridor has extensive on-street parking
- Sidewalks are a primary walking route between Square and City Hall

### Recommendations

- Create curb-line neck-downs at State St.
- Enhance crosswalks at State Street
- Eliminate one left turn lane at Congress St. intersection
- Realign street. Create one 18'-0" travel lane north
- Reconfigure parallel parking spaces as well as diagonal spaces
- Widen sidewalks, provide areas for seating/ dining
- Install removable bollards for flexible street closure at State St. Porter St. and Congress St.

- Install modular paver or similar textured surface
  - Re-profile roadway to eliminate vertical curb transitions
- Install improved site lighting
  - Install improved wayfinding and directional signage
  - Plant shade trees



EXISTING CONDITIONS

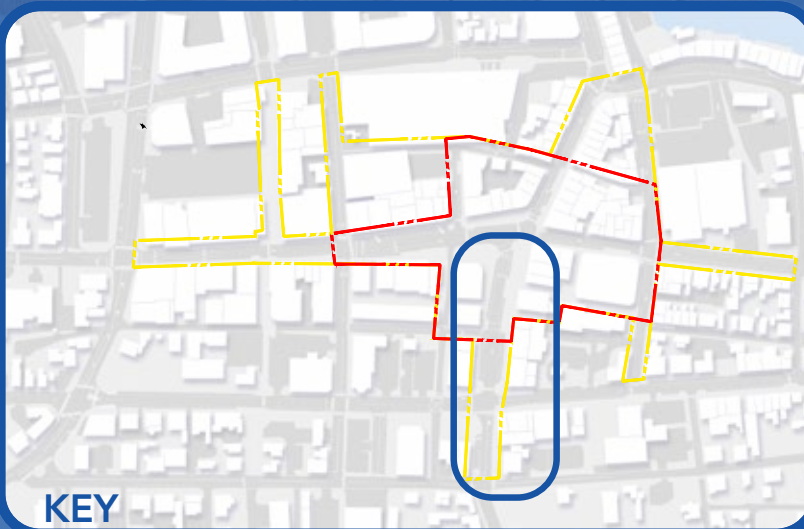
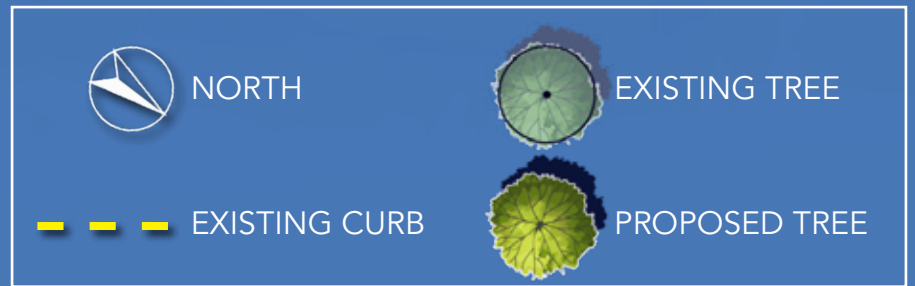


#### Recommended Site Improvements

- 1 Eliminate Excess Street Width / Turn Lanes
- 2 Expand Sidewalk Area
- 6 Create Curb Neck-downs
- 7 Install Modular Paver Crosswalks
- 8 Install Modular Pavers in Roadway Surface
- 9 Install Removable Bollards for Street Closure
- 10 Plant Street Trees

#### Additional Street-Specific Improvements

- A Catenary Lighting
- B Public Art
- C Wayfinding Signage





## Challenges

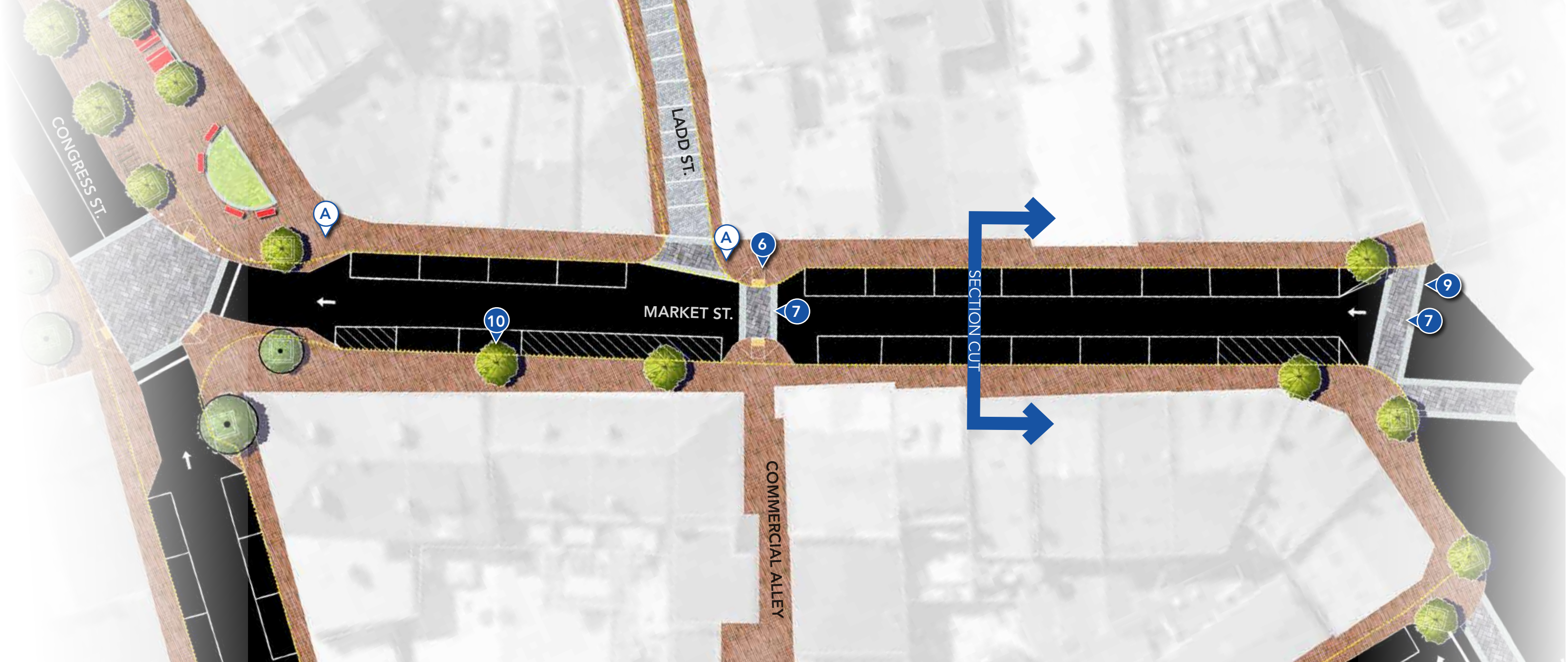
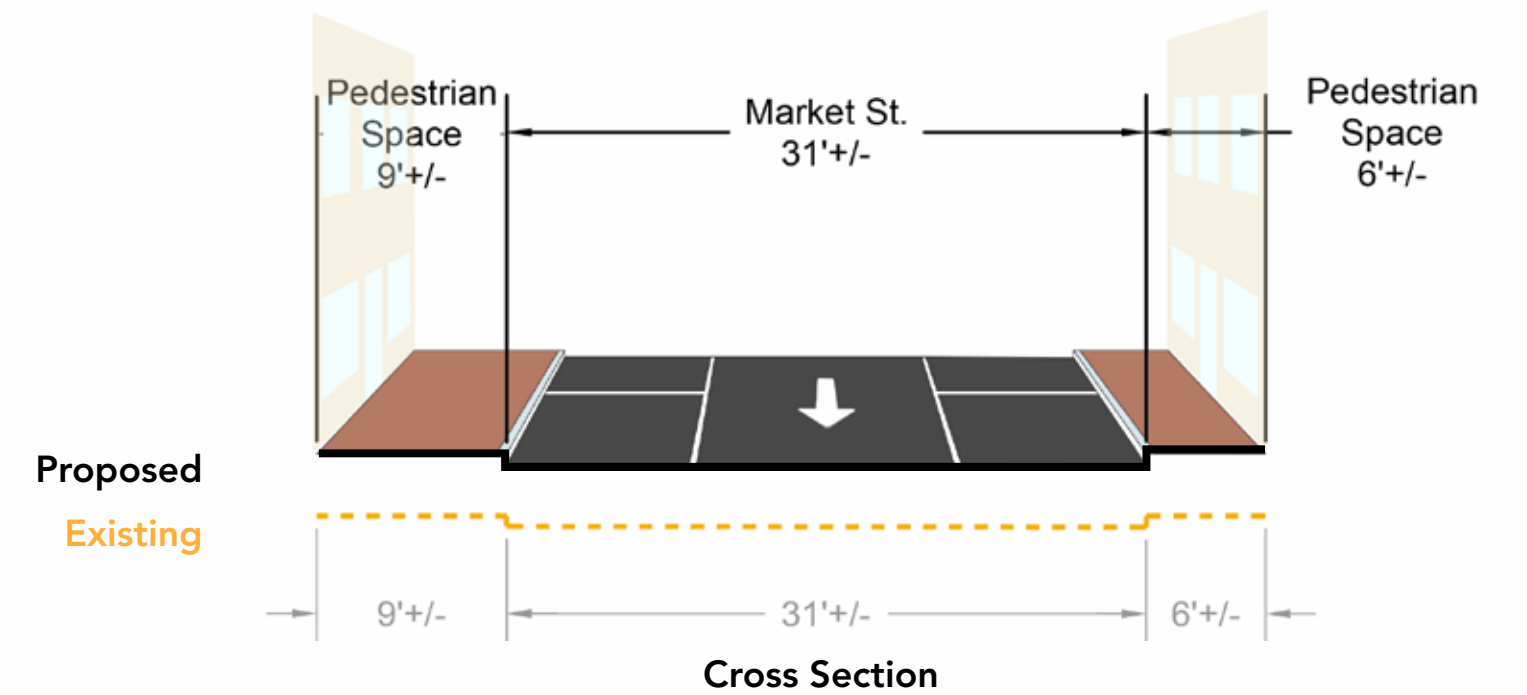
- Default route/primary street carrying visitors into the Square
- Street carries much of the south-bound through traffic
- Sidewalks are narrow
- No public seating or other site amenities

## Opportunities

- Interesting buildings, signage, brick sidewalks, period lighting, and the vibrant businesses and restaurants create a signature ‘gateway’ to the City
- Direct, walkable access mid-block via Commercial Alley

## Recommendations

- Reconfigure parallel parking
- Enhance Bow St. intersections
- Enhance Commercial Alley mid-block crosswalk
- Reconfigure curb-line neck-downs at Congress St.
- Install removable bollards for street closure.
- Install improved site lighting
- Install improved wayfinding and directional signage
- Plant shade trees

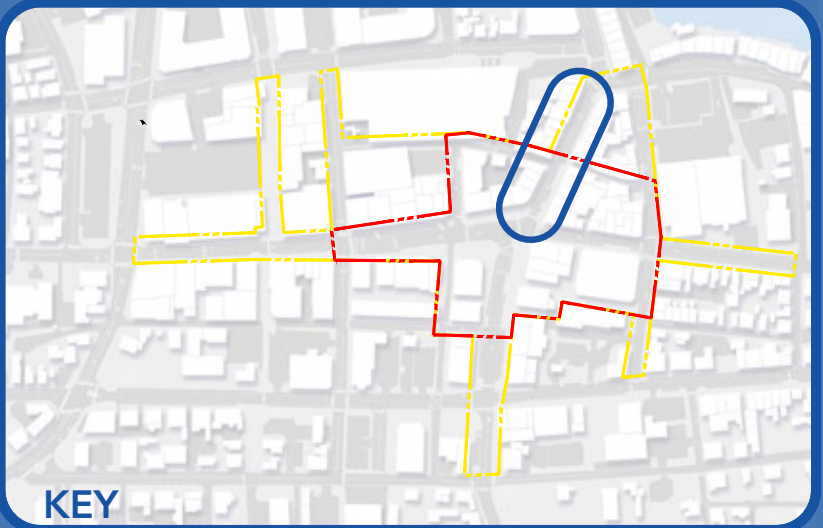


### Recommended Site Improvements

- 6 Create Curb Neck-downs
- 7 Install Modular Paver Crosswalks
- 9 Install Removable Bollards for Street Closure
- 10 Plant Street Trees

### Additional Street-Specific Improvements

- A Wayfinding Signage





## Challenges

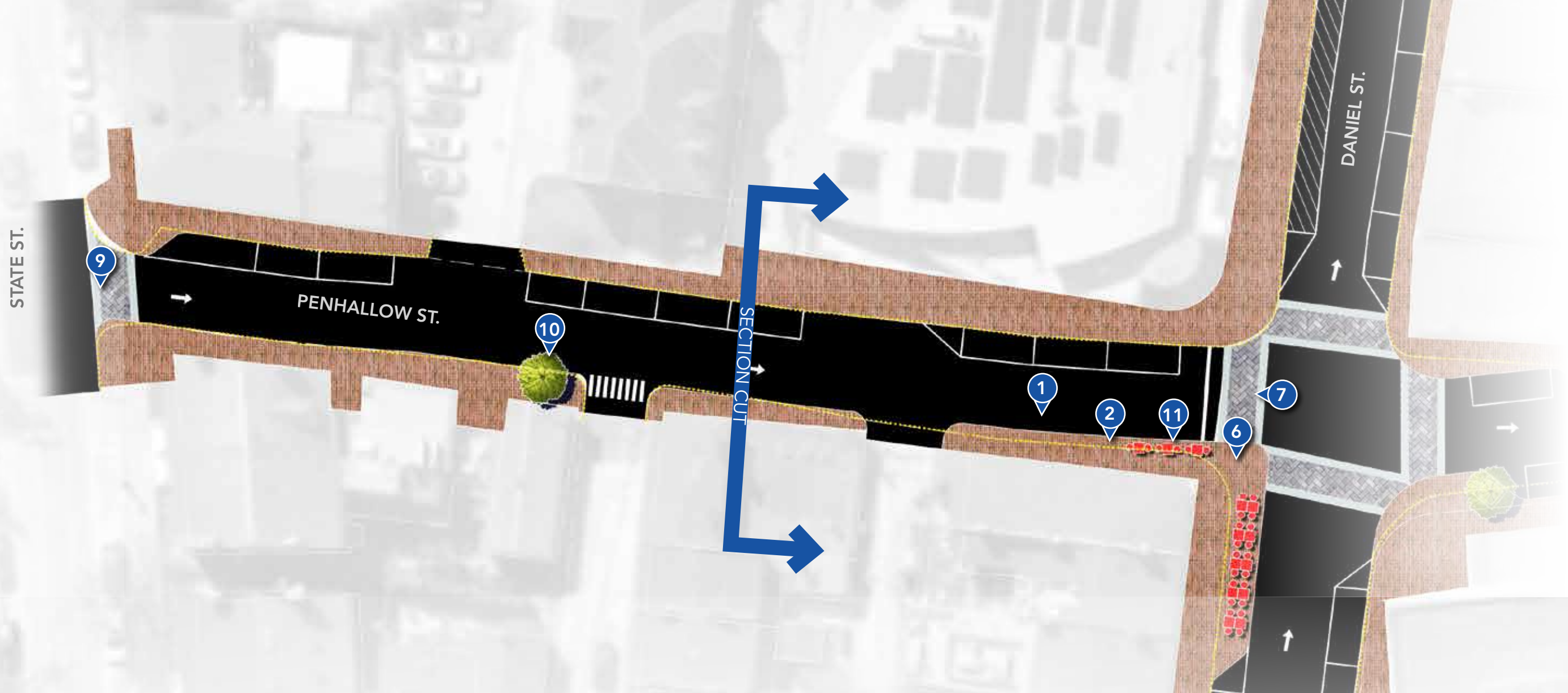
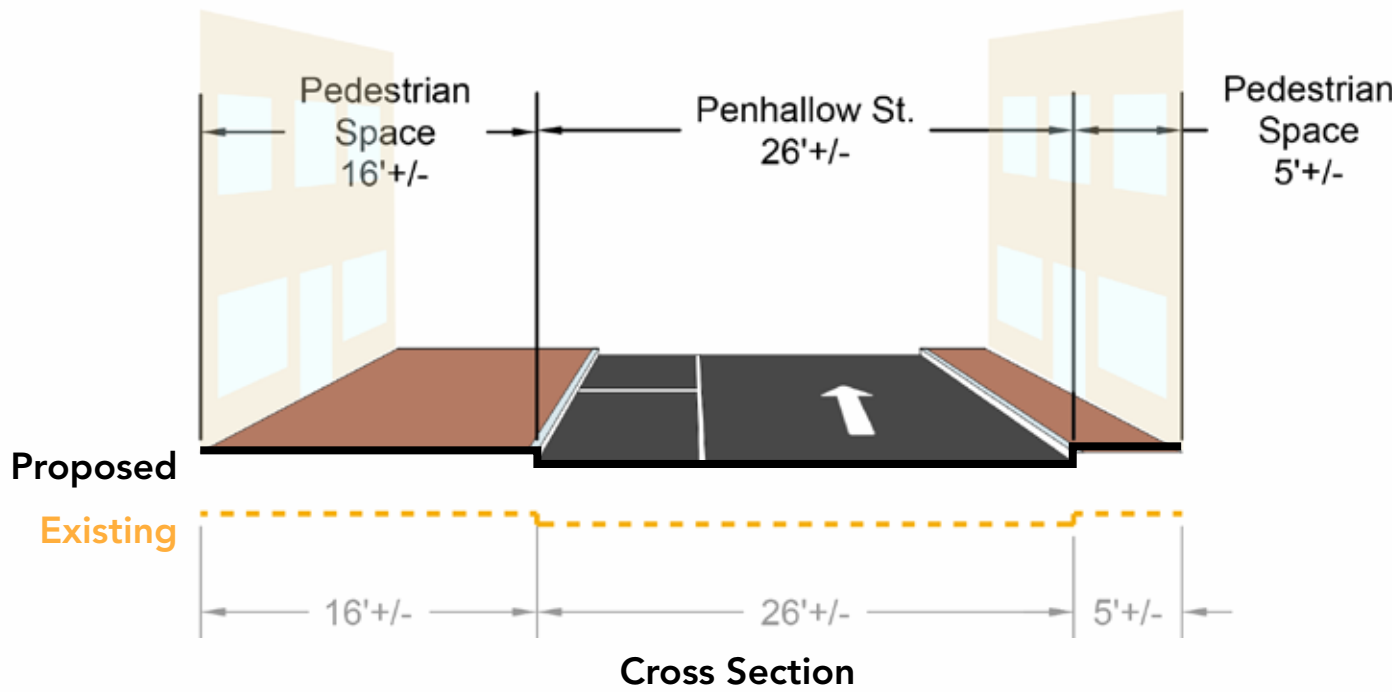
- Street carries northbound through traffic bypassing Square
- Sidewalks are narrow, some are not brick
- No seating or other site amenities
- Non-commercial uses, vacant buildings create a visual imbalance

## Opportunities

- Waterfront views to the north
- Vibrant businesses on the west side of the street
- Direct walkable access mid-block via Commercial Alley to Square

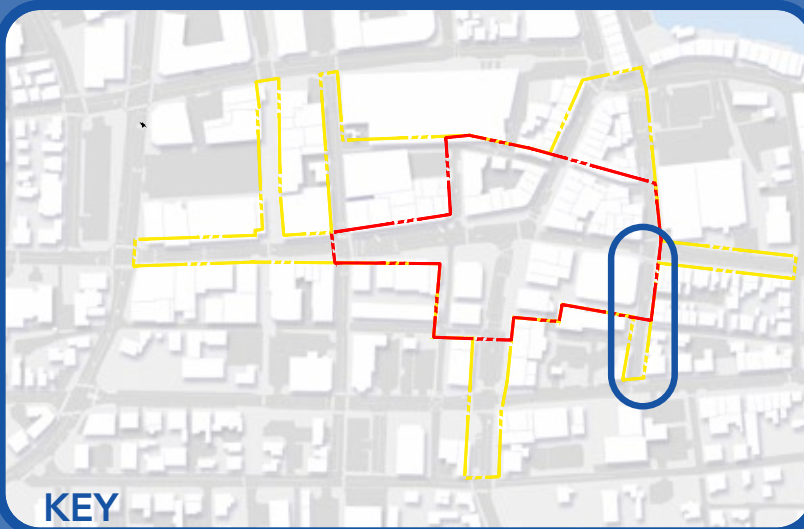
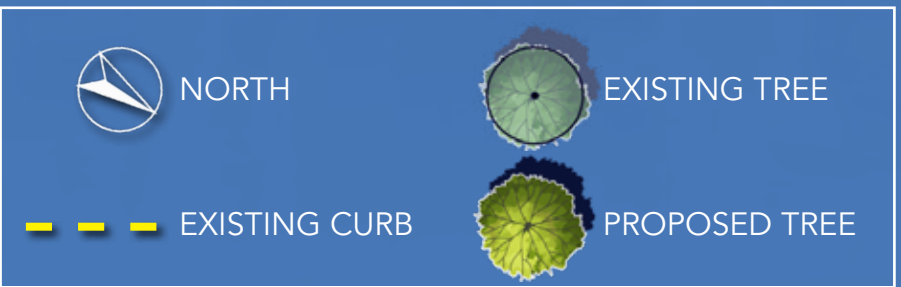
## Recommendations

- Eliminate one turning lane at the north end of the street
- Realign street and establish one 18'-0" wide travel lane
- Reconfigure parallel parking to east side of street
- Widen western sidewalk, provide areas for outdoor seating/dining
- Install improved site lighting
- Install improved wayfinding and directional signage
- Relocate electric lines underground
- Plant shade trees



### Recommended Site Improvements

- 1 Eliminate Excess Street Width / Turn Lanes
- 2 Expand Sidewalk Area
- 6 Create Curb Neck-downs
- 7 Install Modular Paver Crosswalks
- 9 Install Removable Bollards for Street Closure
- 10 Plant Street Trees
- 11 Create Outdoor Dining





## Challenges

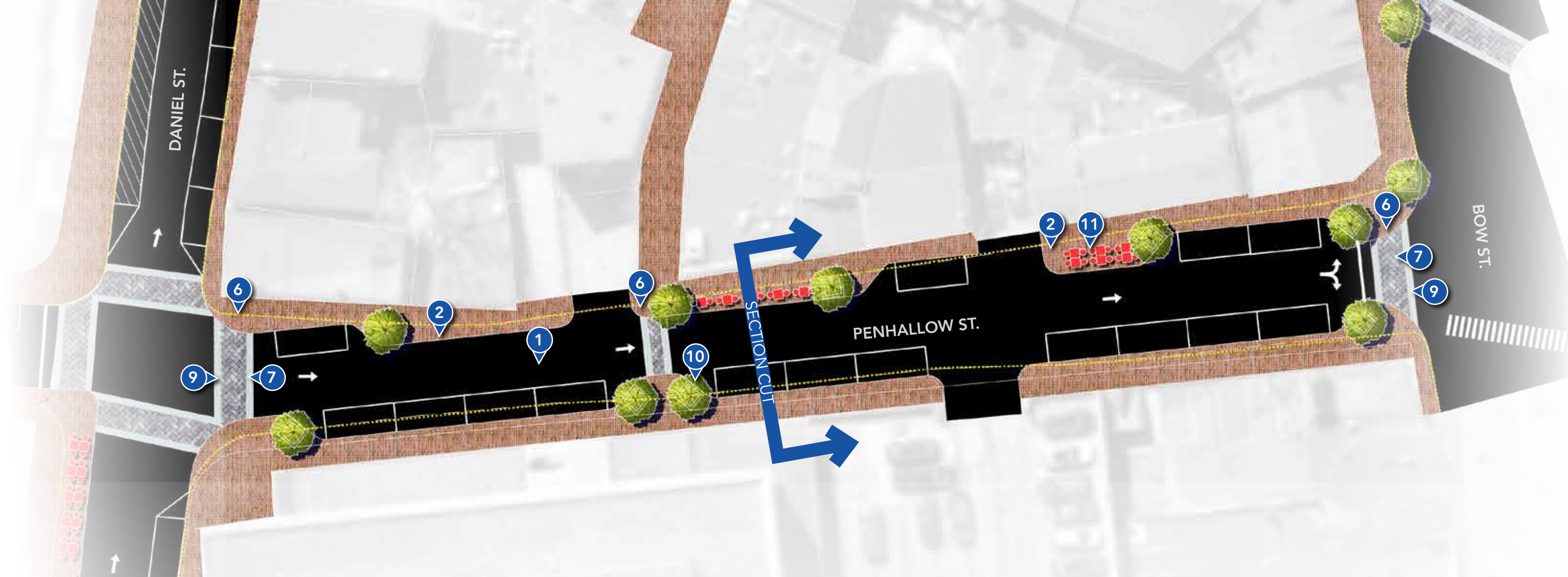
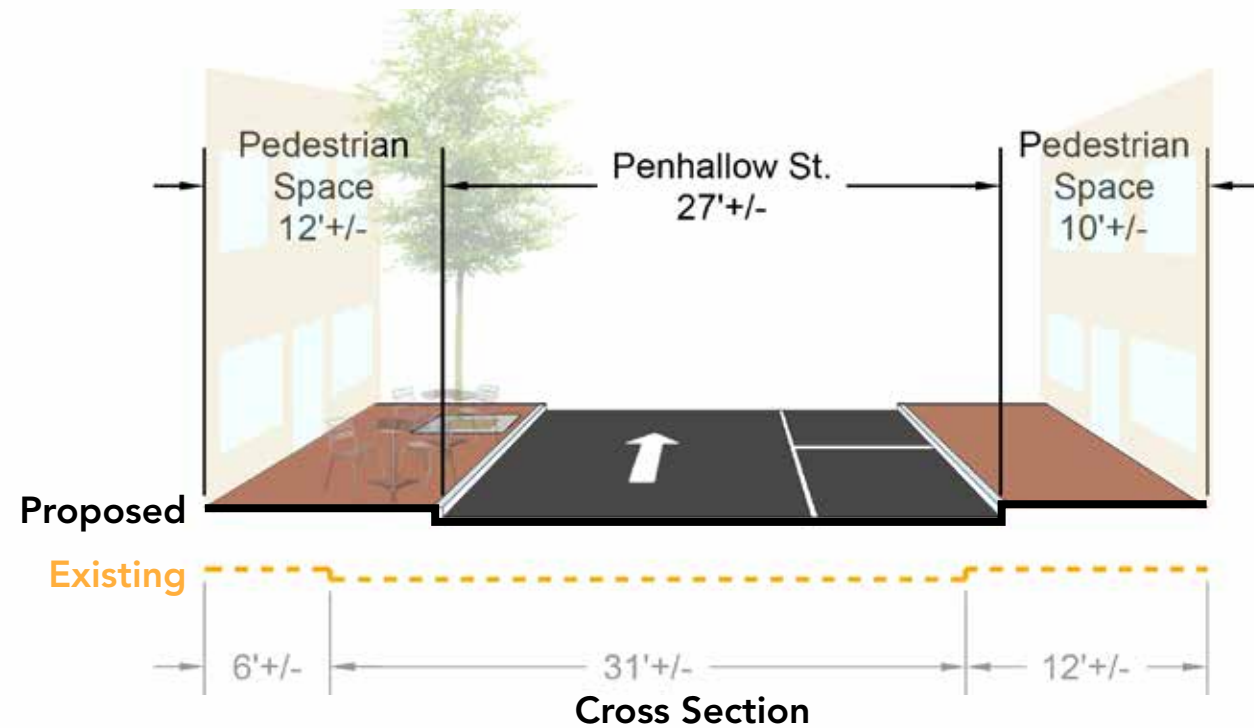
- Street carries northbound through traffic bypassing Square
- Sidewalks are narrow
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## Opportunities

- Waterfront views to the north
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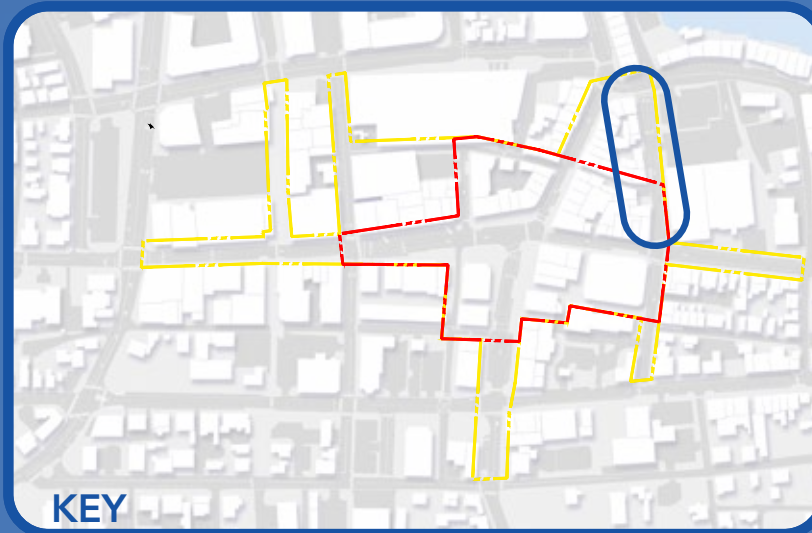
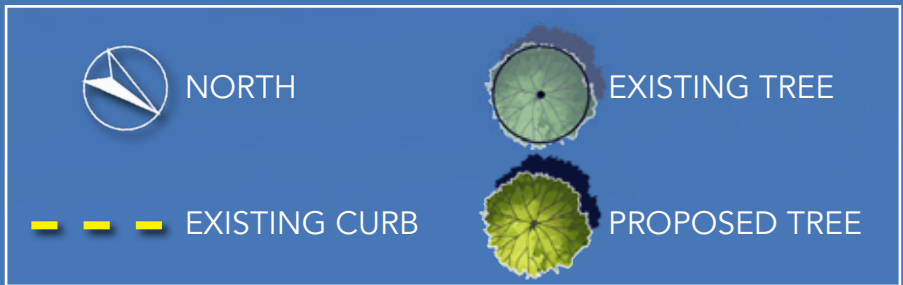
## Recommendations

- Create neck-downs at Daniel St. intersection and Bow St. intersection
- Install improved site lighting
- Install improved wayfinding and directional signage
- Relocate electric lines underground
- Partner with McIntyre building redevelopment project to obtain wider sidewalks on the east side of the street
- Plant shade trees



### Recommended Site Improvements

- 1 Eliminate Excess Street Width / Turn Lanes
- 2 Expand Sidewalk Area
- 6 Create Curb Neck-downs
- 7 Install Modular Paver Crosswalks
- 9 Install Removable Bollards for Street Closure
- 10 Plant Street Trees
- 11 Create Outdoor Dining





### Challenges

- Popular pedestrian route between restaurants and hotels, Hanover St., Garage and the Square
- Narrow street
- Narrow sidewalks

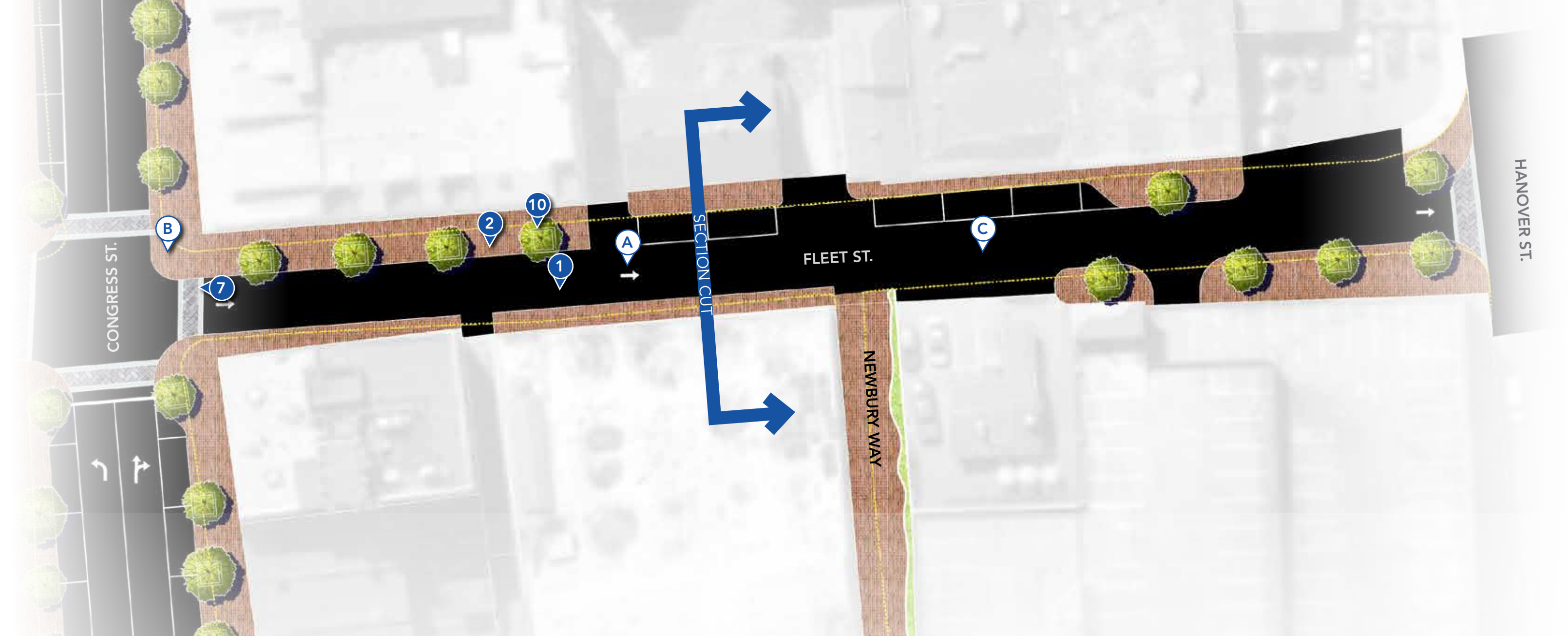
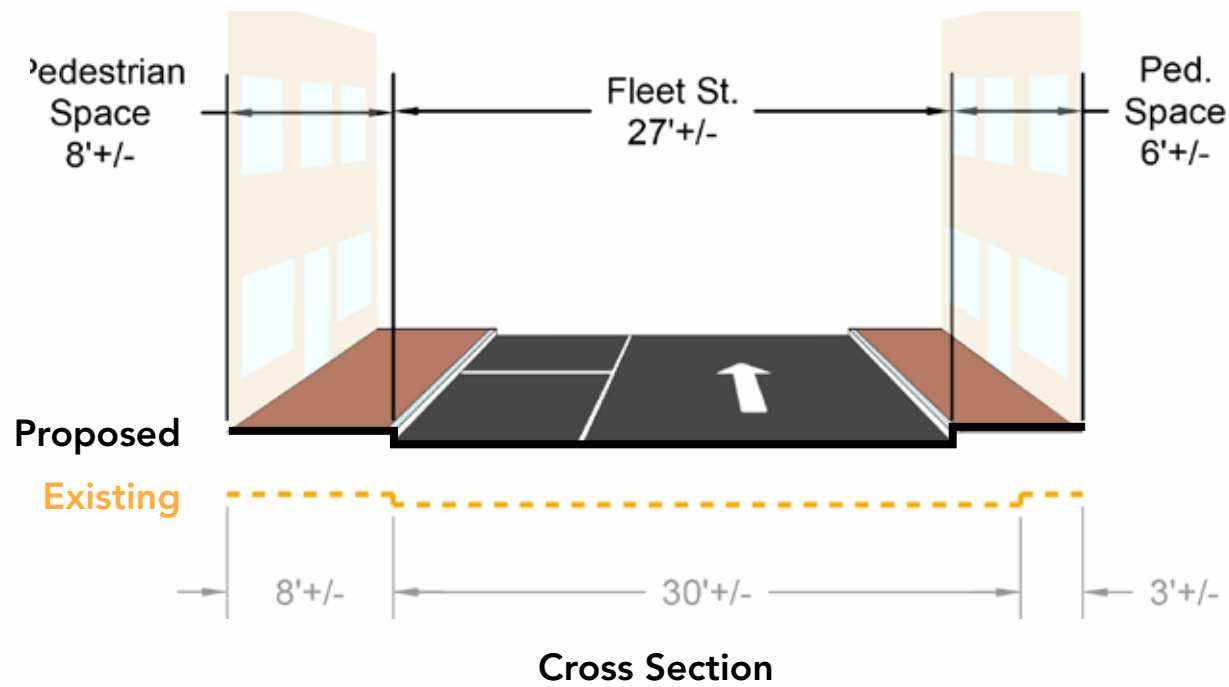
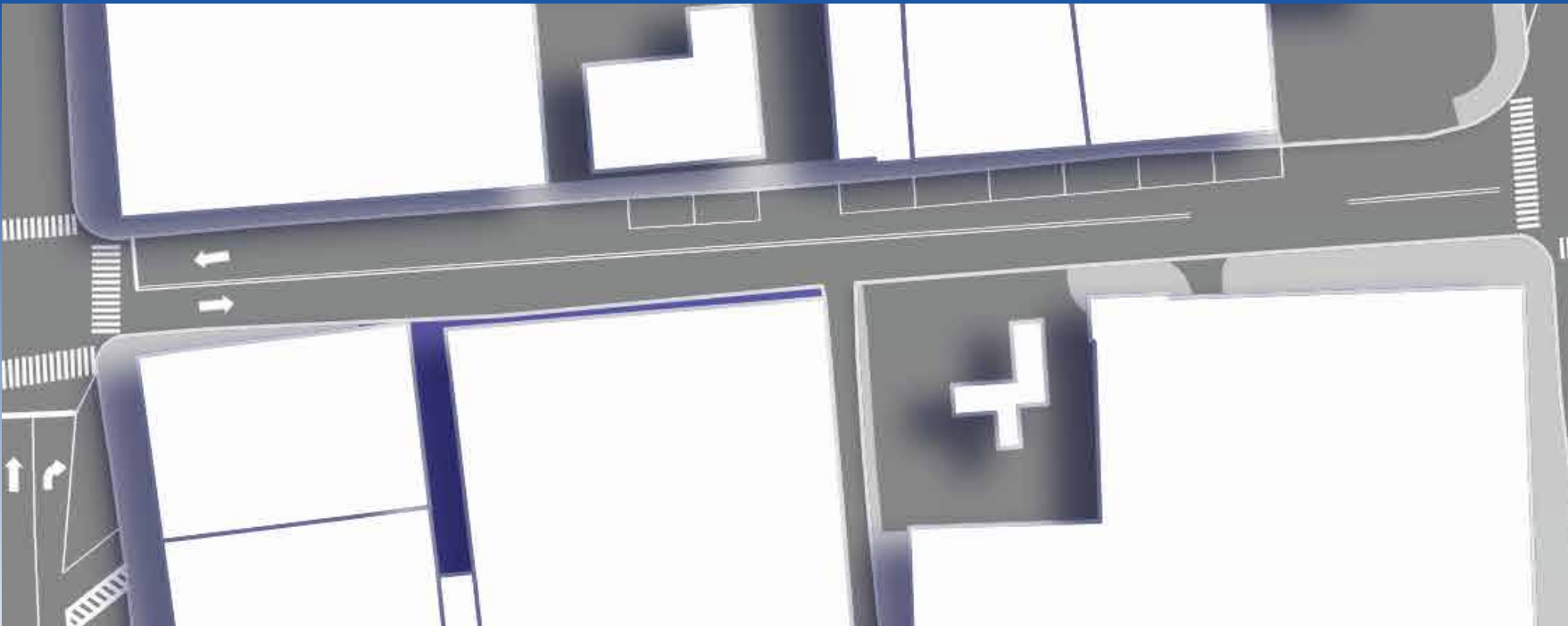
### Opportunities

- Existing signalized intersections for vehicles and pedestrians
- City Sewer Separation/Drainage Improvement Project 2025-2027
- Private development investment and hardscape improvements

### Recommendations

- Coordinate with Sewer Separation Project preferred design alternate to create one-way street pattern
- Create one 18'-0" travel lane north
- Reconfigure parallel parking spaces
- Install removable bollards for flexible street closure
- Widen eastern and western sidewalks
- Create areas for outdoor seating/dining
- Install improved site lighting
- Install improved wayfinding and directional signage
- Plant shade trees

EXISTING CONDITIONS

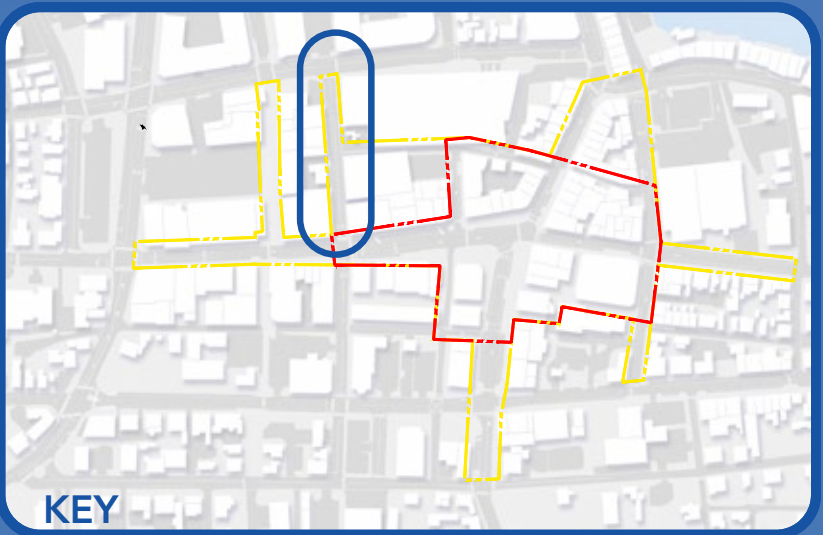
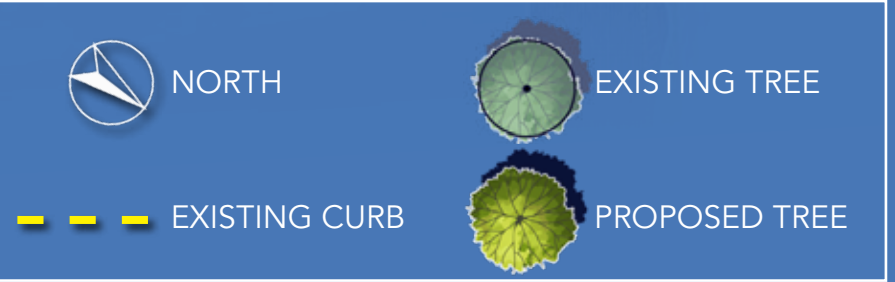


#### Recommended Site Improvements

- 1 Eliminate Excess Street Width / Turn Lanes
- 2 Expand Sidewalk Area
- 7 Install Modular Paver Crosswalks
- 10 Plant Street Trees

#### Additional Street-Specific Improvements

- A Single North-bound Travel Lane
- B Reconfigure Pedestrian Crossing Signals at Congress St.
- C Catenary Lighting





## Challenges

- Narrow street and sidewalk width
- High St. is the direct (pedestrian and street) access to the Hanover St. Garage
- No public seating or other site amenities
- Streets must provide residential vehicle access

## Opportunities

- Hanover St. Garage affords direct access to Market Square
- Pedestrian access through and around east and west to Hanover St.
- Direct, walkable access east-west between Fleet St. and Penhallow St. via Comm. Alley and Newbury Way
- Private development investment and hardscape improvements

## Recommendations

(Implement approved plan improvements)

- Create human scale improvements to garage facade and pedestrian access
- Reconfigure the south side of garage to provide public restroom facility, bike storage, bike lockers, E-Bike charging, etc.
- Install improved wayfinding and directional signage





Challenges

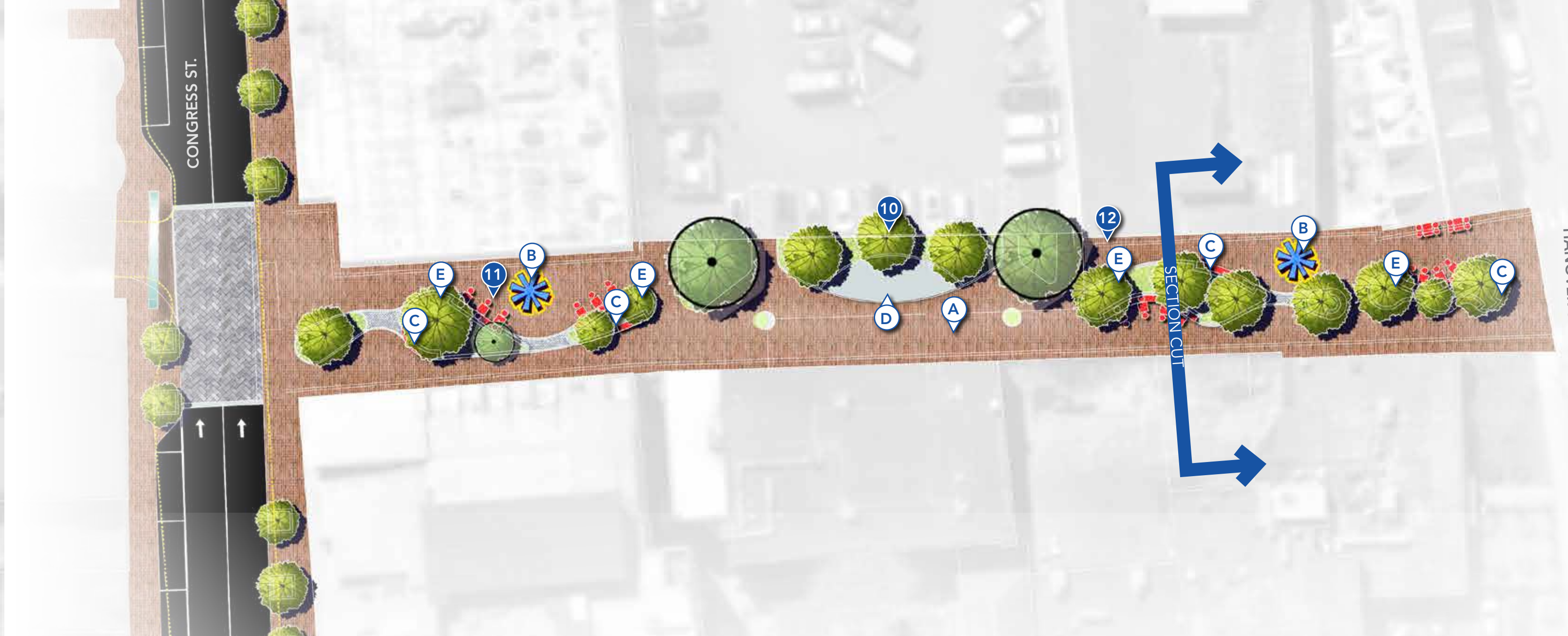
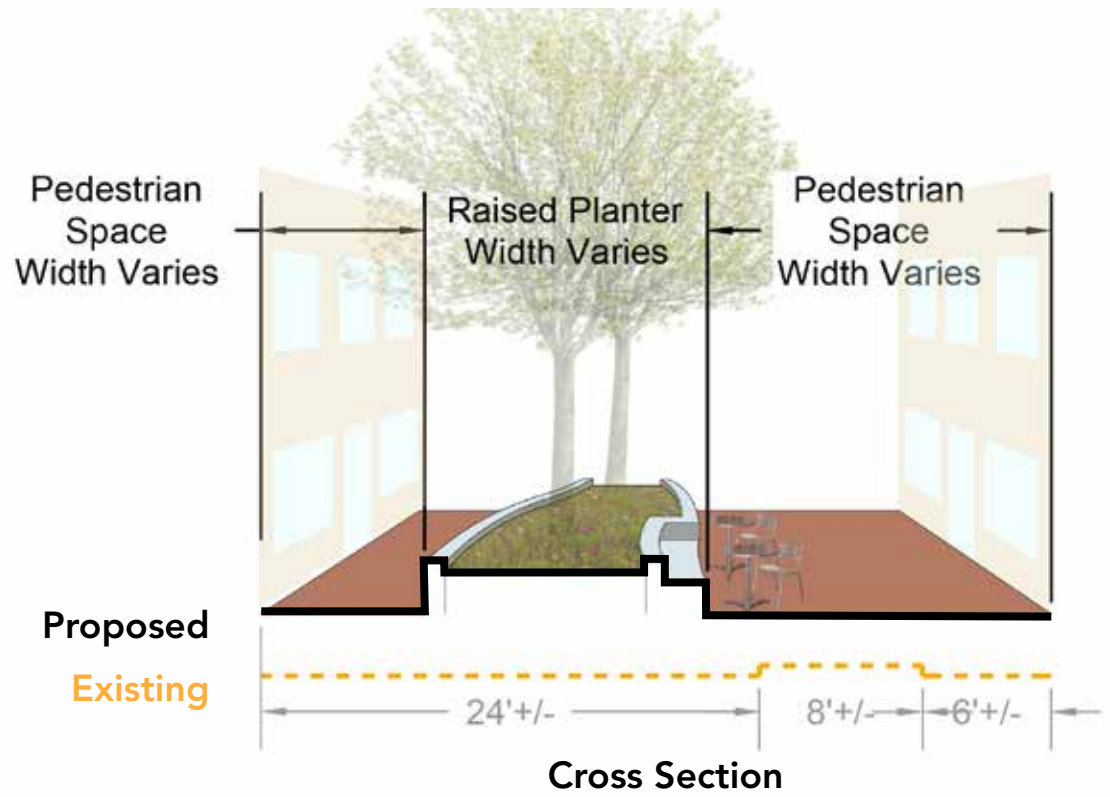
- Important and well used pedestrian route between Worth Parking Lot restaurants and hotels, Hanover St. and Chestnut St. as well as the Square
- Visually ‘disconnected’ to the Square, yet is an essential pedestrian corridor
- Modern buildings and surfaces visually differ from historic appearance associated with the Square

Opportunities

- Corridor is nexus between many destinations
- Wide alleyway is a pedestrian-only corridor
- City Sewer Separation/Drainage Improvement Project

Recommendations

- Coordinate improvements with City Sewer Separation Drainage Improvement Project
- Provide raised planters for installation of trees
- Create small performance stage with theatrical lighting
- Provide integrated screening w/ stage for cars in Worth Lot
- Expand urban design features utilized on Chestnut St. here
- Install overhead catenary lighting, install up-lights for trees
- Create areas for public outdoor seating/dining
- Provide bases /create opportunities for public art installations
- Install improved site lighting
- Install improved wayfinding signage
- Plant shade trees with understory plantings



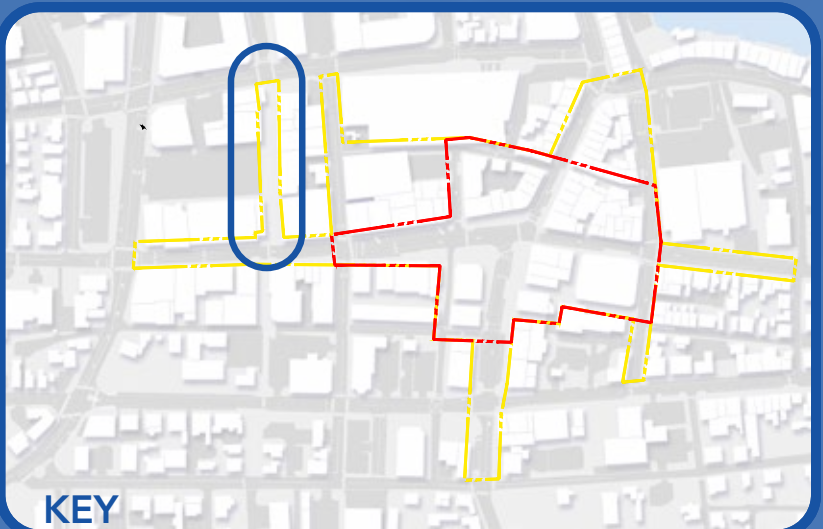
Recommended Site Improvements

- 10 Plant Street Trees
- 11 Create Outdoor Dining
- 12 Install Bike Racks

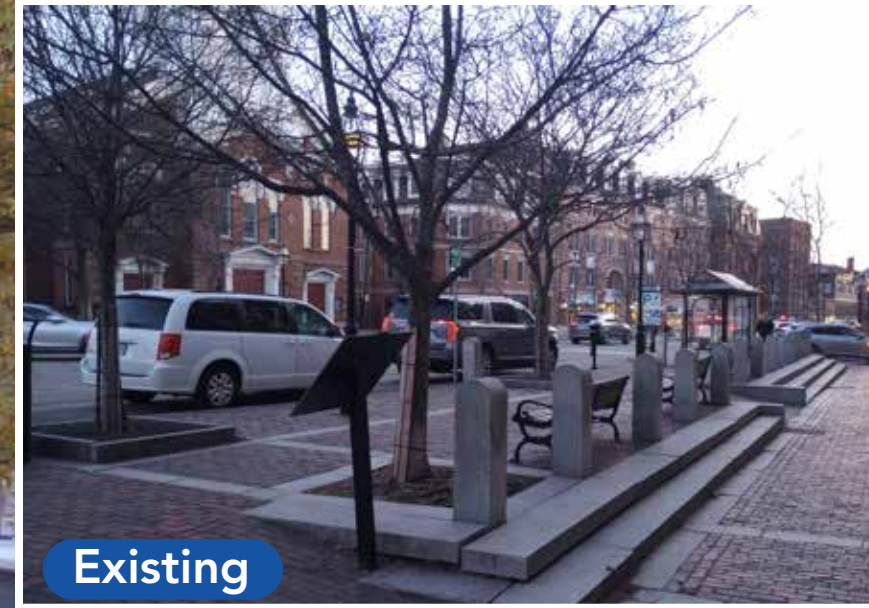
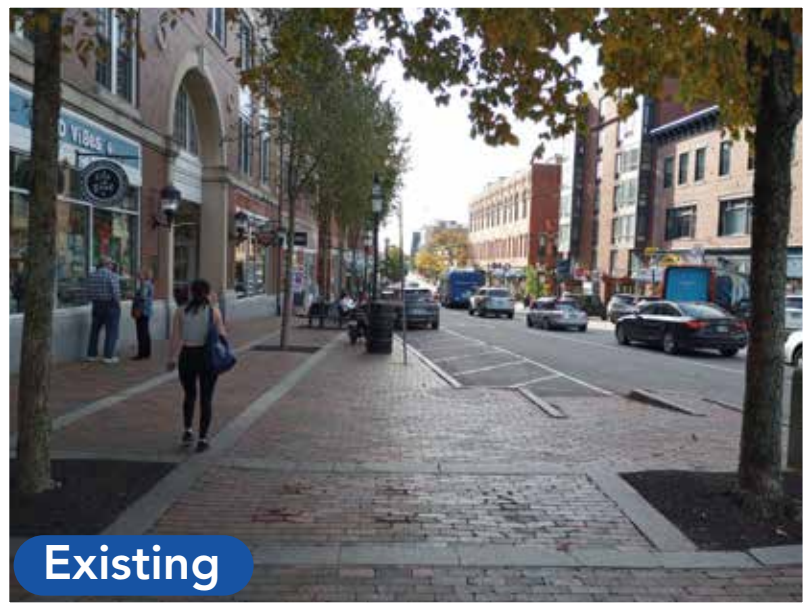


Additional Street-Specific Improvements

- A Catenary Lighting
- B Public Art
- C Public Seating/Tables
- D Performance Stage
- E Granite Seat Wall to Create Raised Planters











Site Amenities

POST AND RAIL SYSTEMS

BOLLARD SYSTEMS

GRANITE BLOCK WAYFINDING

ORNAMENTAL STEEL BARRIER BEAM

CITY-SPECIFIC GRANITE BLOCK BARRIER WITH INSERT PLANTER

LARGE GLOBE PLANTER

GRANITE BLOCK WITH WOOD BENCH SEATING

LARGE CUBE PLANTER

PLANTER WITH WRAP AROUND BENCH

WEATHERING STEEL PLANTER





SEASONAL FIRE PITS

Site Amenities



PUBLIC SEATING WITH TABLES



GRANITE BENCHES



BIKE LOCKER FACILITIES



PUBLIC SEATING

Opportunities for Public Art

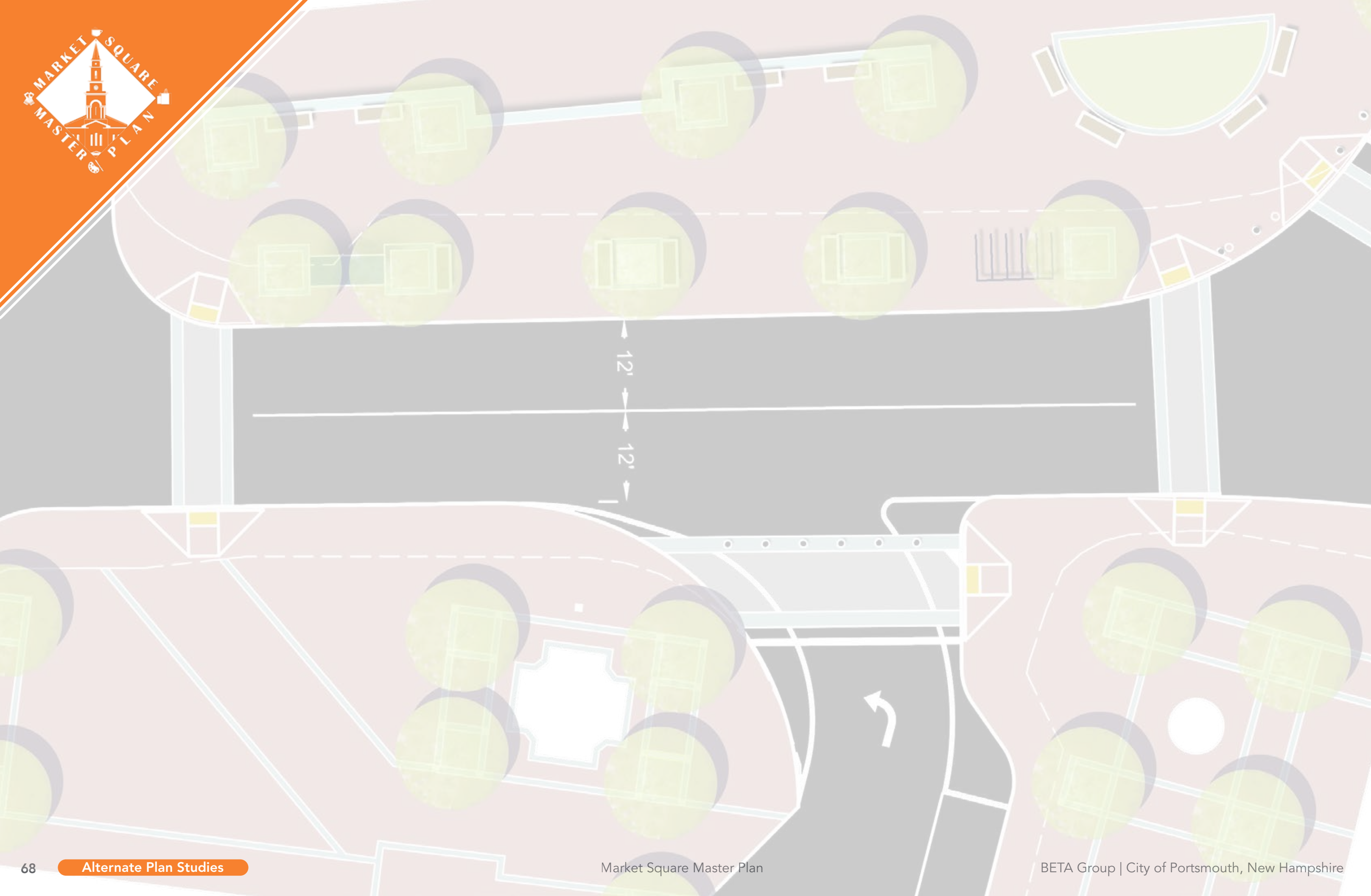


Market Square Master Plan

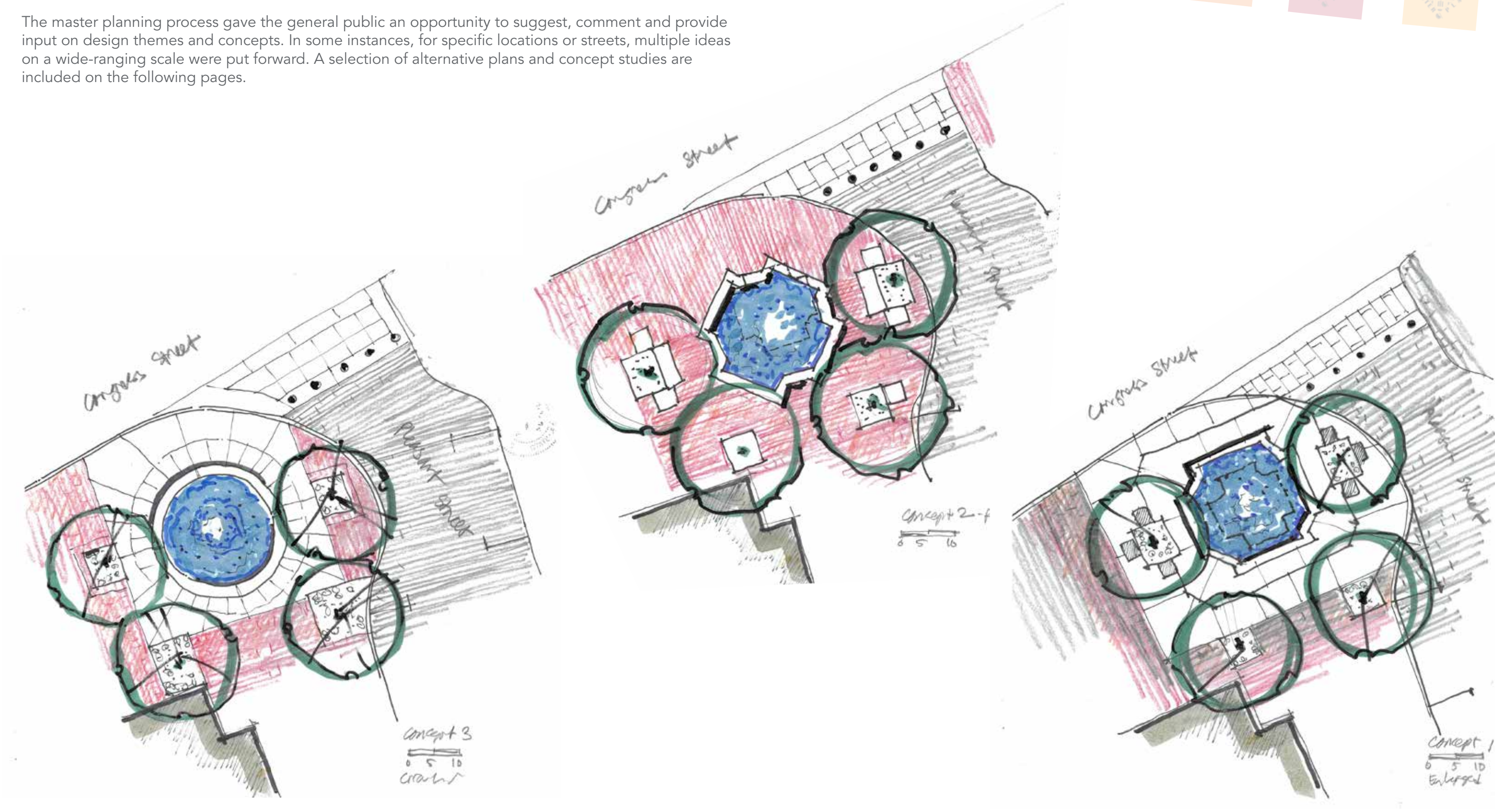


PUBLIC ART



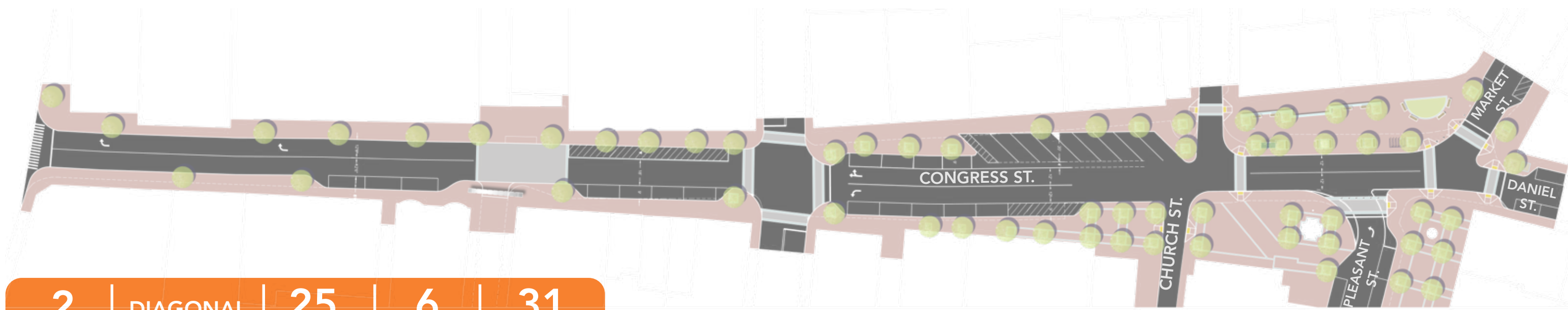


The master planning process gave the general public an opportunity to suggest, comment and provide input on design themes and concepts. In some instances, for specific locations or streets, multiple ideas on a wide-ranging scale were put forward. A selection of alternative plans and concept studies are included on the following pages.



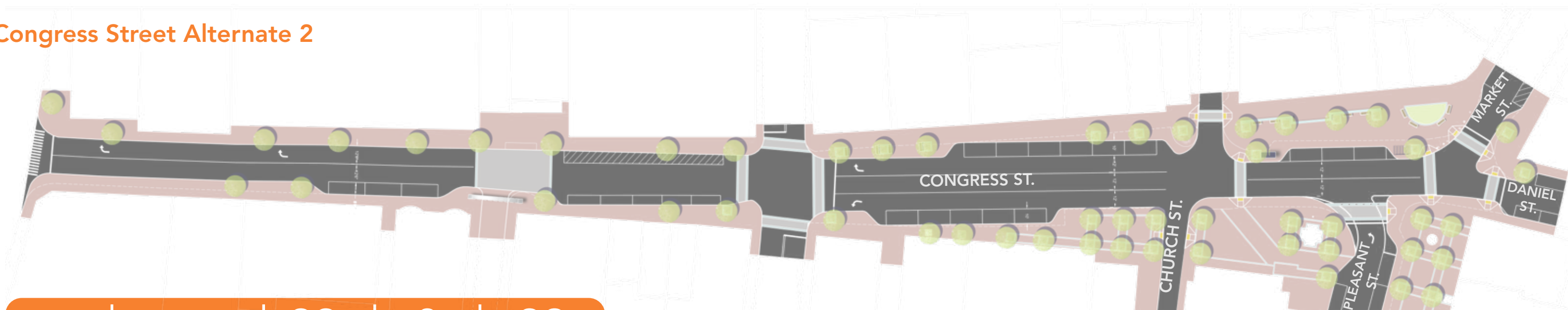


Congress Street Alternate 1



2	DIAGONAL	25	6	31
TRAVEL LANES	PARKING	PARKING SPACES	FLEX SPACES	TOTAL SPACES

Congress Street Alternate 2



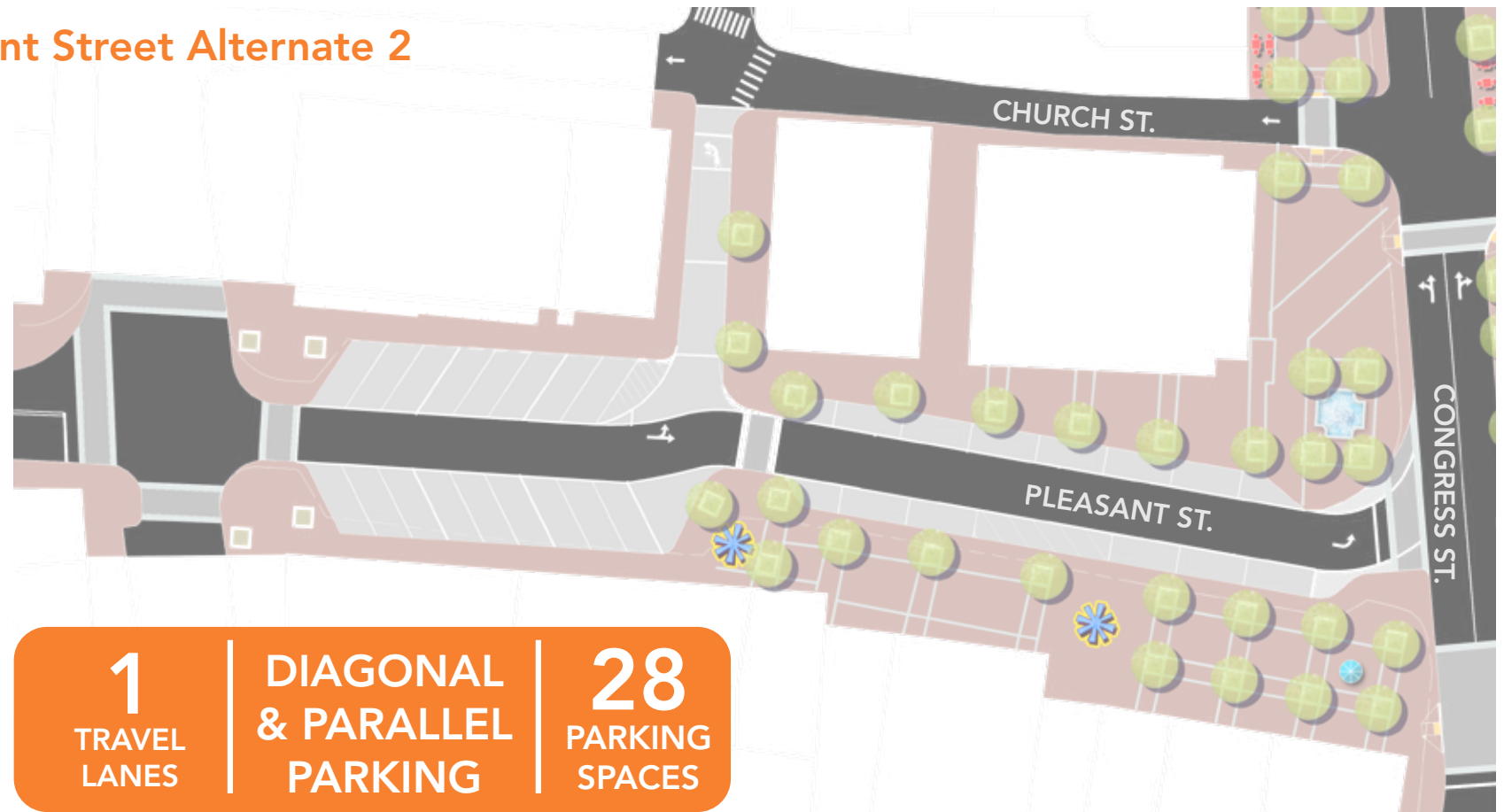
3	PARALLEL	22	0	22
TRAVEL LANES	PARKING	PARKING SPACES	FLEX SPACES	TOTAL SPACES

Penhallow Street - North Alternate 1



2	PARALLEL	11
TRAVEL LANES	PARKING	PARKING SPACES

Pleasant Street Alternate 2

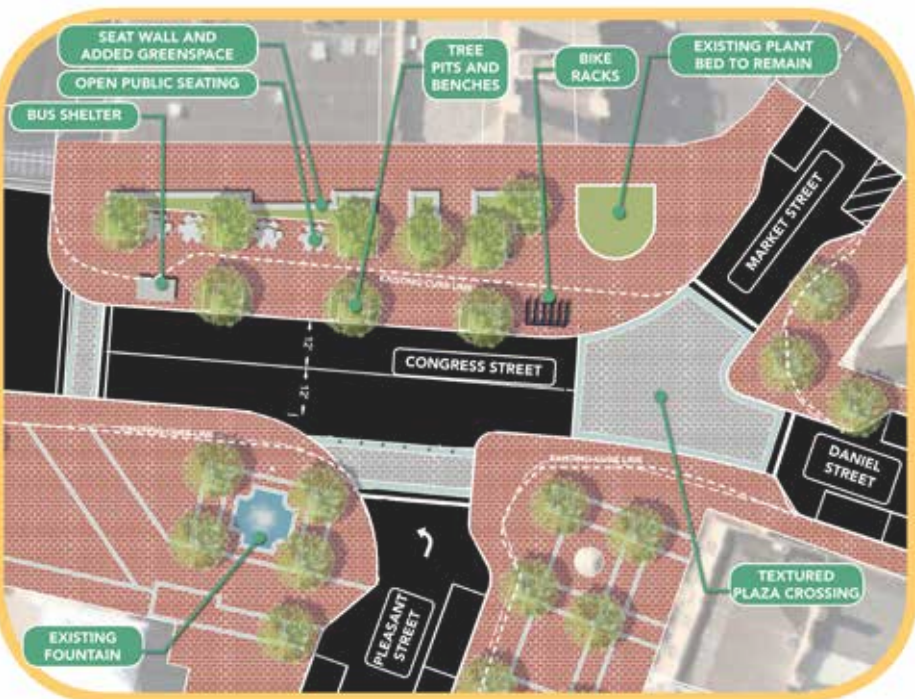


1	DIAGONAL & PARALLEL	28
TRAVEL LANES	PARKING	PARKING SPACES

Congress Street Intersection Alternate 1



Congress Street Intersection Alternate 2







### References

The City is involved in several on-going or recently completed initiatives. Portions of a variety of reference documents provide relevant project context and are listed below.

1. Climate Action Plan
2. 2025 City of Portsmouth Master Plan
3. City of Portsmouth Zoning Standards
4. City of Portsmouth Bicycle & Pedestrian Plan
5. Portsmouth NH Wayfinding and Signage System
6. 2022 Housing Market Study
7. 2020 Open Space Plan

### Resources

1. <https://www.nearmap.com/>
2. <https://nacto.org>
3. <https://www.reliancefoundry.com/>
4. <https://citydays.com/places/russell-square#pid#5>
5. <https://www.marshalls.co.uk/landscaping>
6. <https://www.puremodern.com>
7. <https://www.landscapeforms.com>



**BETA Group**

1. Market Square, Existing Conditions Report
2. Market Square Community Input & Public Workshop Summaries
3. Market Square Public Survey Results
4. Existing Roadway Vehicular and Pedestrian Circulation
5. Existing Roadway Section Graphics

**Other**

6. Proposal for Permanent Outdoor Dining, Singer & Kennedy, 2023
7. Portsmouth Parking Supply and Demand Study 2024, SLR
8. Fleet Street Area Study and Design, Underwood Engineering
9. State Street -Two Way Traffic Study, Wall Consulting Group
10. AMBIT High St., Ladd St. & Newbury Way Improvements
11. City of Portsmouth Historic Photos
12. 1981 Market Square Master Plan

