

TO: KAREN S. CONARD, CITY MANAGER

FROM: KELLI L. BARNABY, CITY CLERK

RE: ACTIONS TAKEN AT THE PORTSMOUTH CITY COUNCIL MEETING HELD IN THE EILEEN DONDERO FOLEY COUNCIL CHAMBERS ON MONDAY, MAY 5, 2025

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

ABSENT: ASSISTANT MAYOR KELLEY

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1. **Voted** to close the Non-Public Session and seal the minutes.
2. Acceptance of Minutes – April 21, 2025 – **Voted** to accept and approve the minutes of the April 21, 2025, City Council meeting.
3. Recognition and Volunteer Committee Reports – Mayor McEachern acknowledged the work of 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.
4. **Voted** to suspend the rules to bring forward Item XIII. B. – Presentation of US Route 1 Corridor Improvement Project – Hans Weber and David McNamara, NH Department of Transportation.
5. Presentation of US Route 1 Corridor Improvement Project – Hans Weber and 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, increases ease of use by pedestrians, and reduces costs and impacts to 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 there is still need 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
- Reduces 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.

6. Public Comment Session – There are nine speakers: Paige Trace, Esther Kennedy (Portsmouth); Petra Huda (Fee Process); Tyler Garzo, Matt Glenn, Kathy Hersey, Marsha Highland (NHDOT Rt 1); Arthur Clough (An Analysis); and Elizabeth Bratter (NEIOD).
7. 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 – Moved to pass second reading and hold third and final reading at the May 19, 2025, City Council meeting.

**Voted** to amend the ordinance by striking “*to be allowed in the downtown*” under 10.815.10 Purpose and Eligibility.

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.*”

Moved to accept a friendly amendment and amend the motion to “*shall not be rented for less than 3 months continuous occupancy.*” 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.

**Voted** to suspend the rules to pass third and final reading of the ordinance. Councilor Denton voted opposed.

**Voted** to pass third and final reading of the ordinance.

8. Osprey Landing Gas Line Relocation – **Voted** to grant the License to Unitil Gas for relocation of the existing natural gas line for Osprey Landing from the private parcel now owned by Chinburg Development, LLC into the right of way for Portsmouth Boulevard. Councilor Denton abstained from voting on this matter.
9. Second Extension of Temporary Construction License for 2 Congress Street, the North Church of Portsmouth – 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.

**Voted** to limit the license extension until June 13<sup>th</sup>.

**Voted** to waive the licensing fees.

**Voted** to pass the main motion as amended.

10. Report Back on Hanover/Hill Street Zoning – **Voted** to suspend the rules to bring forward Item XV. C.1. – Neighborhood Zoning Changes.

**Voted** 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.

11. Consent Agenda – **Voted** to adopt the 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***)

12. Community Resource Network (CRN) Website Introduction and Presentation – Susan Turner & Kim McNamara – Health Officer McNamara stated during the pandemic the COVID Recovery Task Force was formed to evaluate challenges and low-cost high impact recovery solutions that might be addressed with the City ARPA Funds. She spoke to Human Service Non-Profits as being one of the hardest hit during the pandemic. She said one of the most valuable resources identified was the Community Resource Network and its 100-page resource guide that lists 225 agencies. She stated many local agencies and City departments rely heavily on this document. She called Susan Turner forward as the creator of the Community Resource Network to review the website that was created with ARPA Funds by the approval of the City Council. Ms. Turner reviewed the functionality of the site and reported it has been on-line for one month.

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

14. Appointments to be Voted – **Voted** to approve the appointments outlined below:

- Appointment of Heather Loney and Cassandra Lund to the Arts & Cultural Commission
- Reappointment of Peter Splaine to the Cemetery Committee until May 1, 2027
- Appointment of Oliver Chag as an Alternate to the Conservation Commission April 1, 2028
- Reappointment of Scott Chaudoin to the Recreation Board until April 1, 2028
- Reappointment of Kory Sirmaian to the Recreation Board until April 1, 2028
- Appointment of Ian Hanley to the Trees & Public Greenery Committee until May 5, 2028
- Reappointment of Jeffrey Mattson to the Zoning Board of Adjustment until December 1, 2029.

15. Resignation of Susan Sterry from the Historic Cemetery Committee and African Burying Ground Blue Ribbon Committee – **Voted** 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.

16. Electric Vehicle Charging Stations – **Voted** 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.
17. Portsmouth Recreation Department Impact Fees: Non-Profit Organizations – Move to approve as presented. 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.
18. Donations in Memory of Skatepark Committee Member Chris Rice – **Voted** 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.
19. **Voted** to suspend the rules to continue the meeting beyond 10:30 p.m. Councilor Blalock voted opposed.
20. City Manager's Informational Items:

*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.*

*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.*

*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.*

21. Adjournment – At 10:35 p.m., **voted** to adjourn the meeting.

Respectfully submitted:

Kelli L. Barnaby, MMC/CNHMC  
City Clerk