Portsmouth, NH City Council Regular Meeting October 13, 2026

Eileen Dondero Foley Council Chambers

City Hall Complex, 1 Junkins Avenue, Portsmouth, NH

Tuesday, October 13, 2026, at 7:00 PM

Register to participate via Zoom. A unique meeting ID and password are provided once you register. To register, click on the link below or copy and paste into your web browser:
https://us06web.zoom.us/webinar/register/WN_sMGzS2dZQry9wbZjUMRBCA

Anticipated Non-Public Session

6:00 p.m. – Anticipated Non-Public Session is being held in Conference Room A in accordance with RSA 91-A:3, II (l)

Agenda

Page

1. Work Session (when applicable)

2. Public Dialogue Session (when applicable)

3. Call to Order (7:00 pm or thereafter)

4. Roll Call

5. Invocation

6. Pledge of Allegiance

7. Acceptance of Minutes

A. Minutes and Actions of September 28, 2026, City Council Meeting Draft Minutes and Actions of September 28, 2026 City Council Meeting.pdf 6

(Sample motion – move to accept and approve the minutes of the September 28, 2026, City Council meetings)

8. Recognitions and Volunteer Committee Reports

9. Public Comment Session

This session shall not exceed 45 minutes; participation may be in person or via Zoom

10. Public Hearings and Vote On Ordinances and/or Resolutions

A. Public Hearing and Second Reading to amend Chapter 10, Zoning Ordinance, City of Portsmouth Zoning Map, be amended to change to the district boundary of the Historic District Legal Notice Chapter 10 Art 4 - Zoning.pdf Second Reading Ordinance with HDC District MAP Amendments.pdf 15

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**

(Sample motion - move to pass second reading and schedule a third and final reading as presented for the October 26, 2026, City Council meeting)

B. Public Hearing and Second Reading amendments to Chapter 10, Zoning Ordinance, which will remove most parking regulations from the Zoning Ordinance to the Site Plan Review Regulations (except one and two-family dwellings) Legal Notice Chapter 10 Art 2 - Zoning.Admin.pdf Second Reading Ordinance Removing Parking Chapter 10.pdf 23

- **PRESENTATION**
- **CITY COUNCIL QUESTIONS**
- **PUBLIC HEARING SPEAKERS**

(Sample motion - move to pass second reading and schedule a third and final reading as presented for the October 26, 2026, City Council meeting)

11. City Manager's Items Which Require Action CM Report 10_13_2026.pdf 46

A. Acceptance of Drainage and Turnaround Easements and Additional Right-of-Way and Approval of McMaster Drive as New Street Name for Property Located at 86 Farm Lane CM Action Item Regarding Easements Rights of Way and Street Name for 86 Farm Lane.pdf 50

(Sample motion - move to authorize the City Manager to accept and record the drainage easement, turnaround easement, and conveyance of the additional right-of-way in substantially the same form as the documents contained in the agenda packet, and approve McMaster Drive as the name of the new public street)

12. Consent Agenda

Consent Action

13. Presentations and Written Communications

A. Request from Attorney John Bosen on behalf of property owners at 107 Ledgewood Drive for a Zoning Map Amendment Request for Zoning Map Amendment 8.19.2026.pdf 54

(Sample motion - move to refer to the Planning Board for recommendation and report back)

B. Letter from Curtis Hermann from the New Hampshire Sons of the American 56

Revolution, Sue Polidura and Michael J. Geanoulis, Sr. , Historians, requesting permission to donate and install a new Paul Revere Marker in Market Square Paul Revere Marker Proposal_Portsmouth.pdf

(Sample motion - move to refer to the City Manager with authority to act)

C. Email Correspondence Email Correspondence 10.13.2026.pdf 61

(Sample motion - move to accept and place on file)

14. Mayor McEachern

A. Acceptance of Resignation 74

- MC (Mary Claire) Rodriguez-Abbot from the Portsmouth Energy Advisory Committee Resignation - MC Abbott.pdf

(Sample motion - move to accept with regret the resignation of MC (Mary Claire) Rodriguez-Abbot from the Portsmouth Energy Advisory Committee and send a letter thanking MC for her service to the City)

B. Appointments to be Considered EDC Appointments 10.13.2026.pdf 75

- Zachary (Zach) Dombrowski for full member to the Economic Development Commission
- Matthew Jeffers for alternate member to the Economic Development Commission

C. Appointments to be Voted

- Alanna Lang appointment to the Behavioral Health Task Force
- Meganne Fabrega reappointment to the Library Board of Trustees
- Alice Carey reappointment to the Conservation Commission

(Sample motion - move to appoint as presented)

15. City Council Members

A. Councilors Cook and Tabor 79

- Municipal Building Blue Ribbon Committee Recommendation Municipal Building Blue Ribbon Committee Packet 9 30 2026.pdf

(Sample motion - move to accept the recommendation of the Municipal Building Blue Ribbon Committee regarding Final Concept C, including the revised third and fourth-floor and HVAC and electrical upgrades, as the preferred design concept for the Municipal Complex Upgrade, consistent with the revised project cost estimate and phasing plan, for a total project cost estimate of $58.6 million, and update the existing CIP element sheet in the FY28-33 CIP)

B. *Councilors Tabor, Blalock, and Moreau

- CIP Citizen Request Subcommittee Report Out

C. Councilor Bagley 108

- ADU Property Tax Exemption ADU_Property_Tax_Exemption_Motion_and_Support 2.pdf

(Sample motion - move to request that Portsmouth's Delegation to the General Court

file legislation for the 2027 session authorizing cities and towns to adopt a local option property tax exemption on the added assessed value of newly created accessory dwelling units, for a period of up to 20 years, as outlined below;
and

Move to request that the City Attorney report to the Council on whether tax relief under RSA 79-E:4-c, as amended in 2026, could apply to newly created accessory dwelling units)

D. Councilor Hopkins 112

- Parking & Traffic Safety Committee Action Sheet and Minutes of September 3, 2026, 9.3.2026 PTS Minutes for Committee Review.pdf Action Sheet FINAL 9.3.26.pdf Valet Agreements.pdf

(Sample motion - move to approve annual renewal of Valet License Agreement with LAZ Parking Limited, LLC for Portwalk HI, LLC as presented)

(Sample motion - move to approve annual renewal of Valet License Agreement with LAZ Parking Limited, LLC for Parade Residence Hotel, LLC as presented)

(Sample motion - move to approve and accept the action sheet and minutes of the September 3, 2026, Parking & Traffic Safety Committee Meeting)

16. Approval of Grants/Donations

A. Donation to the Senior Activity Center Luncheon Fund - $1000 from Charlotte Dura and Robbin DiPierreSenior Luncheon Donation September 2026.pdf 125

(Sample motion - move to accept with thanks a donation to the Senior Activity Center Luncheon Fund from Charlotte Dura and Robbin DiPierre in the amount as presented in the attached Gift and Donation Submission Form)

B. Granite United Way Opioid Abatement Responsive Grant Round 4 Award - $13,000 126
GUW Opioid Abatement Responsive Grant Round.pdf

(Sample motion - Move to accept a $13,000 Round 4 Opioid Abatement Response Grant from Granite United Way and authorize the City Manager to execute the Grant Agreement as presented)

C. Point of Graves Cemetery Donations Donation Point of Graves - Packet.pdf 130

(Sample motion - move to accept with thanks donations for the Point of Graves Cemetery Wall Replacement from Sharon Fulton, Patricia & Richard Bagley, Dan Corcoran, and Kathryn Lynch, in the amounts as presented in the attached Gift and Donation Submission Forms)

17. City Manager's Informational Items

A. Amended Resident Access Parking Pilot (RAPP) Program Policy CM Info Item Regarding City Council Policy 2026-01 RAPP.pdf 134

18. Miscellaneous Business Including Business Remaining Unfinished At Previous Meeting

19. Adjournment (At 10:30 pm or earlier)

*Indicates verbal report with no attachments

Sally A. Kellar
City Clerk

Draft

Portsmouth, NH City Council

Eileen Dondero Foley Council Chambers

Monday, September 28, 2026 at 7:00 PM

Minutes

1. Non-Public Session

Councilor Moreau moved to close non-public session. Seconded by Councilor Blalock.

Motion passed 8-0.

2. Work Session (when applicable)

3. Public Dialogue Session (when applicable)

4. Call to Order (7:00 pm or thereafter)

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

5. Roll Call

Present: Mayor McEachern, Councilors Cook, Tabor, Blalock, Bagley, Moreau, Flynn and Hopkins
Absent: Assistant Mayor Kelley

6. Invocation

7. Pledge of Allegiance

Mayor McEachern led the Pledge of Allegiance.

8. Acceptance of Minutes

A. Minutes and Actions of September 14, 2026, City Council Meeting

Councilor Cook moved to accept and approve the minutes of the September 14, 2026, City Council meeting. Seconded by Councilor Tabor.

Motion passed 7-1. Councilor Bagley abstained.

9. Recognitions and Volunteer Committee Reports

A. Proclamations

- Children's Environmental Health Day
  Mayor McEachern presented the proclamation to Joan Widmer of NH Healthy

Climate.

Councilor Moreau moved to suspend the rules and to allow Joan Widmer to comment. Seconded by Councilor Flynn.

Motion passed 8-0.

Joan Widmer spoke about Children's Environmental Health Day and thanked Mayor McEachern and the City Council for the recognition.

B. Volunteer Committee Reports

- Housing Blue Ribbon Committee (invited for Housing Action Plan Public Information and Input Session)
  Peter Britz, Director of Planning and Sustainability gave a presentation on the Housing Action Plan - action items, zoning actions and incentive. He commented on the first Public Information Session held September 23, 2026 at the Library.

10. Public Comment Session

There were 5 speakers

- Beth Margeson - Prescott Park. She provided the City Council with a handout.
- Kate Leith - Parking
- Erik Anderson - Housing
- Kline Dickens - Housing
- John Maher - Burial and cemetery options

Councilor Tabor moved to suspend the rules and bring forth Item 15.A - Housing Action Plan. Seconded by Councilor Moreau.

Motion Passed 8-0.

Agenda Item 15.A taken out of Order - Assistant Mayor Kelley, Councilors Tabor and Moreau

- Housing Action Plan
  - Report Back on September 23, 2026, Public Information and Input Session (at Library)
  - Second Public Information and Input Session (tonight)
  - Planning Board Recommendation

Councilor Tabor moved to open the Housing Action Plan Public Information and Input Session. Seconded by Councilor Moreau.

Motion passed 8-0.

There were fourspeakers:

- Gerry Duffy - advocating for housing for all.
- Erik Anderson - spoke about various platforms to address housing issues.
- Sue Sterry - is concerned about those who are a single income home on a fixed income with rising costs. She suggested considering Boarding Houses.
- Kline Dickens - Make public housing free. There is a disparity between homeowners and renters.

Councilor Moreau moved to accept and adopt the Housing Action Plan as presented. Seconded by Councilor Moreau.

Councilor Cook commented on what has been presented. She is discouraged by timelines.

85% of population in NH cannot afford a home because of the median cost of housing. She would like to identify places in the City for affordable or workforce housing. City built housing for City workforce.

Councilor Moreau added to the conversation, the struggle to keep rents low enough, and discussions have yet to find an avenue to address this.

Councilor Bagley wants parking to be considered when talking about housing. The economics and solutions are challenging. There are some good projects in the pipeline, but the timeline is slow.

Councilor Tabor has taken notes on ideas that have been presented and he will bring them back to the Housing Committee. He would like to pass the plan tonight to use some of the work that has been done so far.

Mayor McEachern acknowledged the need to do more work. He addressed the need for public housing and the lack of federal money to support this. Developers do not want to put housing into their projects. He likes this plan.

Councilor Tabor would like to suggest the motion to include the words "and adopt."

Councilor Moreau agreed to amend her motion.

Motion Passed 8-0.

Councilor Flynn moved to suspend the rules and bring forward Agenda Item 17.D Sherburne Project Update. Seconded by Councilor Blalock and voted.

Motion passed 8-0.

The Sherburne Project was presented by PHA Limited Board Chair - Adam Ruedig, Craig Welch, Andrea Pickett - part of the development team, Matt Peters - finance/development consultant, Kara Rodenheiser - Board Chair, Portsmouth Housing Authority

Adam Ruedig introduced the presentation and update, and explained that this project is a work in progress. He also spoke about Phase 2 of the project.

Craig Welch gave a presentation and updated the City Council on the Sherburne Project. He spoke about next steps as well as financing.

Councilor Bagley would like more information on financing.

Matt Peters explained the financing needed and is looking for feedback.

Councilor Bagley spoke. There are many outstanding questions to be addressed.

Councilor Tabor is unclear on the amount of financing needed.

Mayor McEachern asked about infrastructure costs.

Councilor Cook would like to see them work with City staff on other solutions.

Councilor Moreau moved to suspend the rules and bring forth Agenda Item 13.C Letter of Request from the Portsmouth Housing Authority for Sewer Extension and Reimbursement Agreement relative to the Sherburne Project. Seconded by Councilor Bagley.

Motion passed 8-0.

Councilor Bagley moved to refer the request to the Legal, Finance, and Public Works Departments for review and report back. Seconded by Councilor Moreau.

Motion passed 8-0.

A brief recess was taken at 8:52pm.

Councilor Flynn moved to suspend the rules and bring forward Agenda Item 13.A - Presentation Regarding Stormwater Utility Evaluation with Raftelis Financial Consultants, Inc. Seconded by Councilor Cook.

Motion passed 8-0.

Presentation by Dave Fox - Vice President Raftelis Financial Consultants Inc. Jamie McCarty, GIS Stormwater Operations Manager, Katie Cromwell, (by Zoom) and Sam Villegas.

Councilor Moreau is excited about this utility. She is concerned about communication.

Councilor Cook spoke in favor of this utility.

Councilor Bagley excited to be moving forward with this outreach.

Councilor Tabor believes messaging is key. What happens with our municipal services with Pease? Suzanne Woodland, Regulatory Counsel, believes this needs more examination and discussion. How many cities have seen sewer rates drop? The majority of residents in Boston saw a decrease in their bill. There may be an increase in stormwater but a larger decrease in sewer bills.

Councilor Hopkins spoke about education and engagement. The Sustainability

Committee is engaged with the task of implementing the climate action plan. She explained the need to educate the public.

11. Public Hearings and Vote On Ordinances and/or Resolutions

A. Public Hearing and Second Reading to amend Chapter 1, Administrative Code, Article III, Boards, Section 1.302 (D) Appointments, Tenure, and Removal

- ***PRESENTATION -** Suzanne Woodland, Regulatory Council
- **CITY COUNCIL QUESTIONS** No additional questions
- **PUBLIC HEARING SPEAKERS** There were no speakers.

Councilor Tabor moved to pass second reading of the amendment to Chapter 1, Administrative Code, Article III, Boards, Section 1.302 (D), Appointments, Tenure and Removal, and schedule a third and final reading at the October 13, 2026, City Council meeting. Seconded by Councilor Blalock.

Motion passed 8-0.

Councilor Moreau moved to suspend the rules and bring forth third and final reading. Seconded by Councilor Blalock.

Motion passed 8-0.

Councilor Moreau moved to pass third and final reading as presented. Seconded by Councilor Blalock.

Motion passed 8-0.

B. Third and Final Reading to amend Chapter 10, Zoning Ordinance, Article 2 - Administration and Enforcement, Section 10.234 - Procedures for Variances, Special Exceptions and Appeals from Decisions of Code Official; Section 10.264 - Expiration and Abandonment of Approvals and Article 10 - Environmental Protection Standards, Section 10.1017.70 Expiration and Extension

Councilor Bagley moved to pass third and final reading as presented. Seconded by Councilor Moreau.

Motion passed 8-0.

C. Third and Final Reading to amend Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.330 A, No Parking, which will move parking spaces from the west side to the east side of Fleet Street

Councilor Flynn moved to pass third and final reading as presented. Seconded by Councilor Hopkins.

Motion passed 8-0.

D. Third and Final Reading to amend Chapter 7, Vehicles, Traffic and Parking, Article III, Traffic Ordinance, Section 7.336 A, One-Way Streets, changing Fleet Street to one-way from Congress Street to Hanover Street with contra-flow bike lane

Councilor Moreau moved to pass third and final reading as presented. Seconded by Councilor Cook.

Motion passed 8-0.

12. City Manager's Items Which Require Action CM Report 9_28_2026.pdf

A. Water Service Access Easement

Councilor Tabor moved to authorize the City Manager to accept and record a Water Service Access Easement Deed from 1151 Sagamore Avenue CBC, LLC in a substantially similar form to the easement deed contained in the agenda packet. Seconded by Councilor Blalock.

Motion passed 8-0.

B. Landscaping Installation and Maintenance Agreement for 145 Maplewood Avenue

Councilor Bagley moved to authorize the City Manager to negotiate and execute a Landscaping Installation and Maintenance Agreement with 145 Maplewood Avenue, LLC in a substantially similar form to the agreement contained in the agenda packet. Seconded by Councilor Moreau.

Councilor Cook is excited to see this move forward.

Motion passed 8-0.

C. Request for Release of Funds from the Lower State Street Pocket Park Trust to Pay for Landscape and Sculpture Installation Coordination

Councilor Flynn moved to approve the release of $9,500 from the Lower State Street Pocket Park Trust to pay for landscape consulting and coordination of amenity (sculpture) installation services. Seconded by Councilor Hopkins.

Motion passed 8-0.

13. Consent Agenda

A. Scarecrows of the Port Event

B. Active Encumbrances

Councilor Moreau moved to accept Consent Agenda as presented. Seconded by Councilor Hopkins.

Motion passed 8-0.

14. Presentations and Written Communications

A. Agenda Item 13.A taken out of order - *Presentation Regarding Stormwater Utility Evaluation with Raftelis Financial Consultants, Inc

B. Email Correspondence

Councilor Hopkins moved to accept and place on file. Seconded by Councilor Moreau.

Motion passed 8-0.

C. Agenda Item 13.C taken out of order - Letter of Request from Portsmouth Housing Authority for Sewer Extension and Reimbursement Agreement relative to the Sherburne Project

15. Mayor McEachern

A. Acceptance of resignation

- Anne Torrez from the Bicycle & Pedestrian Blue Ribbon Committee
- Freddy Petrone from the Bicycle & Pedestrian Blue Ribbon Committee

Councilor Flynn moved to accept with regret the resignations of Anne Torrez and Freddy Petrone from the Bicycle & Pedestrian Blue Ribbon Committee and send letters thanking Anne and Freddy for their service to the City. Seconded by Councilor Hopkins.

Motion passed 8-0.

B. Appointments to be Considered

- Alanna Lang appointment to the Behavioral Health Task Force
- Meganne Fabrega reappointment to the Library Board of Trustees
- Alice Carey reappointment to the Conservation Commission

C. *Appointments to be Voted

- John Bohenko appointment to the Public Art Review Committee
- Richard Samdperil appointment to the Library Board of Trustees
- Jason Goodrich appointment from alternate to full member to the Economic Development Commission
- Thomas Watson reappointment to the Economic Development Commission
- Anne Weidman reappointment to the Economic Development Commission

Councilor Moreau moved to appoint as presented. Seconded by Councilor Cook.

Motion passed 8-0.

16. City Council Members

A. Agenda Item taken out of order - Assistant Mayor Kelley and Councilors Tabor and Moreau

- Housing Action Plan
  - Report Back on September 23, 2026, Public Information and Input Session (at Library)
  - Second Public Information and Input Session (tonight)

- Planning Board Recommendation

B. Councilors Cook and Bagley

- Natural Burial Options

Councilor Bagley moved that the City Council direct the City Manager to dedicate staff time, or recommend an appropriation, to determine whether any city owned land is suitable for natural burials, and to recommend funding in the CIP for FY2028 to establish that capability, whether on City owned land or through acquisition. Seconded by Councilor Cook.

Councilor Bagley spoke to the benefits of natural burials

Councilor Cook spoke about natural burials and conservation easement.

Motion passed 8-0.

C. Councilor Cook

- Amendment to the Downtown Workforce Parking Program & Request for Report Back
  - Expansion of eligibility effective October 1, 2026, for the Downtown Workforce Parking Program (DWPP) to all downtown workers of businesses who previously participated in DWPP who work in hourly clerical, customer service, administrative, and support staff positions until March 1, 2027, and to request a report back from City staff in October on options for businesses that are downtown that might need an off-peak solution for parking during the workweek.

Councilor Cook moved to amend the RAPP Policy eligibility effective October 1, 2026, for the Downtown Workforce Parking Program (DWPP) to all downtown workers of businesses who previously participated in DWPP who work in clerical, customer service, administrative, and support staff positions until March 1, 2027). Seconded by Councilor Moreau.

Councilor Bagley asked if this is something we can accomplish easily.

There was discussion about hourly vs. salaried workers.

Councilor Hopkins would like to know who really qualifies for this program.

Councilor Bagley spoke about the reason to strike the word hourly.

Mayor McEachern would like to know the businesses that are taking advantage of this program.

Councilor Hopkins would like to recuse herself from this motion because of a family member who works downtown.

Motion passed 7-0. Councilor Hopkins abstained.

Councilor Cook moved to request a report back from City staff in October on options for businesses that are downtown that might need an off-peak solution for parking during the workweek. Seconded by Councilor Moreau.

Councilor Bagley supports this motion.

Motion passed 8-0.

D. Councilor Tabor

*City Manager Evaluation

Councilor Tabor commented on the City Manager's ability to excel regarding the Municipal Budget. The committee appreciates her support of City Council goals. He commended her for her leadership style as well as the positive experience the Council has had through their interactions with her. She is a strong presence in the community.

Councilor Bagley appreciates the work the City Manager does for the City.

E. Councilor Tabor

Request Report Back on April motion the City collaborate with Prescott Park Arts Festival to plan for and initiate improvements to the park infrastructure, including a covered stage and ancillary structures funded by the Festival, to support the long-term needs of the organization

Councilor Tabor moved to request Report Back on April motion the City collaborate with Prescott Park Arts Festival to plan for and initiate improvements to the park infrastructure, including a covered stage and ancillary structures funded by the Festival, to support the long-term needs of the organization. Seconded by Councilor Hopkins.

Councilor Tabor mentioned the improvements will be an upgrade to the overall experience at Prescott Park. This will be entirely privately funded.

Councilor Bagley asked about the trust funds allocated to Prescott Park. How much money does the City contribute towards the maintenance of the park? He would like a report back from Legal on how much money is in the trust and how much money does the general budget give to the trust.

Motion passed 8-0.

F. Councilor Blalock

- *Gift from the Rice Family to the Portsmouth Recreation Board

Councilor Blalock discussed briefly. Anti-Hero Skateboards designed and produced a limited series deck board honoring New England skateboarding legend Chris Rice

G. Councilor Moreau

- *Planning Board update regarding Heritage Commission

Councilor Moreau discussed briefly.

17. Approval of Grants/Donations

A. Donation to the Sister Cities' Special Revenue Fund in honor of Eileen Dondero Foley from Mary Carey Foley in the amount of $1,000

Councilor Tabor moved to accept the donation as presented. Seconded by Councilor Blalock.

Councilor Blalock thanked the Sister Cities Committee for establishing this fund.

Motion passed 8-0.

B. Portsmouth Police Department Grant

Councilor Bagley moved to accept a grant in the amount of $14,868 to the Portsmouth

Police Department from the Edward Byrne Memorial Justice Assistance (JAG) Program. Seconded by Councilor Moreau.

Motion passed 8-0.

C. Point of Graves Cemetery Donations

Councilor Flynn moved to accept with thanks donations for the Point of Graves Cemetery Wall Replacement from Sue Kingman, Don Kingman, Alexis Hanson, Patricia Kennedy, Frank Connard, and Rebecca Martin Connard in the amounts as presented in the attached Gift and Donation Submission Forms. Seconded by Councilor Hopkins.

Motion passed 8-0.

18. City Manager's Informational Items

A. *Pease Development Authority (PDA) Board Meeting Update

City Manager Conard gave a brief update from the September 15, 2026 PDA Board Meeting.

B. Amended RAPP Policy and Maps

City Manager Conard mentioned the amended map will be amended again to include tonight's amendment and provided in the October 13, 2026, City Council packet.

C. *Household Hazardous Waste Collection Day - Saturday October 24, 2026

D. *Sherburne Project Update - Item taken out of order

19. Miscellaneous Business Including Business Remaining Unfinished At Previous Meeting

Councilor Hopkins announced the Shuttle Loop Working Group has scheduled their first meeting on October 19, 2026

Councilor Blalock mentioned the Sister Cities Donation Button on the website. He also mentioned the quote on Chris Rice's favorite hat, "Get off the internet, listen to some jazz, and go plant a garden."

20. Adjournment

Councilor Moreau moved to ajourn at 10:20 p.m. Seconded by Councilor Bagley.

Motion passed 8-0.

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing and Second Reading, will be held by the Portsmouth City Council on Tuesday, October 13, 2026, at 7:00 p.m., at the Portsmouth Municipal Complex in the Eileen Dondero Foley Council Chambers, 1 Junkins Avenue, Portsmouth, NH, for the City Council to hold a public hearing on amendments to Chapter 10, ZONING ORDINANCE, CITY OF PORTSMOUTH ZONING MAP, of the Ordinances of the City of Portsmouth, be amended to change the district boundary of the Historic District by adding and removing the following parcels pursuant to Chapter 10, Article 4, Zoning and District Use Regulations, Section 10.421, District Location and Boundaries, Section 10.421.10 of the Zoning Ordinance, and that the Zoning Map be amended to change the boundary of the Historic District (HD) along Middle Street to remove or add in its entirety the following parcels. The proposed Ordinance amendment is available for review in the Office of the Portsmouth City Clerk and Portsmouth Public Library, during regular business hours.

The following parcels are proposed to be removed from the Historic District:

City Tax Map 127 Lot 27
City Tax Map 128 Lot 2
City Tax Map 128 Lot 3
City Tax Map 134 Lot 31
City Tax Map 134 Lot 32
City Tax Map 134 Lot 33
City Tax Map 134 Lot 34
City Tax Map 134 Lot 38
City Tax Map 135 Lot 5
City Tax Map 135 Lot 6
City Tax Map 135 Lot 10
City Tax Map 135 Lot 13
City Tax Map 135 Lot 14
City Tax Map 135 Lot 15
City Tax Map 135 Lot 22
City Tax Map 135 Lot 39
City Tax Map 135 Lot 40
City Tax Map 135 Lot 46
City Tax Map 135 Lot 47
City Tax Map 135 Lot 48
City Tax Map 135 Lot 70
City Tax Map 135 Lot 71
City Tax Map 136 Lot 1
City Tax Map 136 Lot 2
City Tax Map 136 Lot 5
City Tax Map 136 Lot 24
City Tax Map 136 Lot 25
City Tax Map 136 Lot 38
City Tax Map 136 Lot 40
City Tax Map 136 Lot 41
City Tax Map 136 Lot 42
City Tax Map 147 Lot 8
City Tax Map 147 Lot 9
City Tax Map 147 Lot 13
City Tax Map 147 Lot 14
City Tax Map 147 Lot 22
City Tax Map 147 Lot 24
City Tax Map 147 Lot 25
City Tax Map 148 Lot 19
City Tax Map 148 Lot 20
City Tax Map 148 Lot 22-2
City Tax Map 148 Lot 26
City Tax Map 148 Lot 28
City Tax Map 148 Lot 38
City Tax Map 148 Lot 42
City Tax Map 148 Lot 43
City Tax Map 148 Lot 44
City Tax Map 148 Lot 45
City Tax Map 148 Lot 63
City Tax Map 149 Lot 42
City Tax Map 149 Lot 43
City Tax Map 149 Lot 60
City Tax Map 152 Lot 50
City Tax Map 153 Lot 1

The following parcels are proposed to be added in their entirety to the Historic District.

City Tax Map 127 Lot 8
City Tax Map 127 Lot 13
City Tax Map 127 Lot 15
City Tax Map 127 Lot 16
City Tax Map 127 Lot 28
City Tax Map 135 Lot 1
City Tax Map 135 Lot 2
City Tax Map 135 Lot 3
City Tax Map 136 Lot 16
City Tax Map 136 Lot 17
City Tax Map 136 Lot 20
City Tax Map 136 Lot 22
City Tax Map 147 Lot 19
City Tax Map 148 Lot 24
City Tax Map 148 Lot 29
City Tax Map 148 Lot 30
City Tax Map 149 Lot 62
City Tax Map 152 Lot 44
City Tax Map 153 Lot 8
City Tax Map 153 Lot 9

The City of Portsmouth Zoning Map will be amended and reissued by the Planning Board to incorporate these amendments pursuant to Chapter 10, Article 4, ZONING AND DISTRICT USE REGULATIONS, Section 10.421, District Location and Boundaries, Section 10.421.10 of the Zoning Ordinance.

SALLY A. KELLAR
PORTSMOUTH CITY CLERK

LEGAL NOTICE

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City Tax Map 135 Lot 13
City Tax Map 135 Lot 14
City Tax Map 135 Lot 15
City Tax Map 135 Lot 22
City Tax Map 135 Lot 39
City Tax Map 135 Lot 40
City Tax Map 135 Lot 46
City Tax Map 135 Lot 47
City Tax Map 135 Lot 48
City Tax Map 135 Lot 70
City Tax Map 135 Lot 71
City Tax Map 136 Lot 1
City Tax Map 136 Lot 2
City Tax Map 136 Lot 5
City Tax Map 136 Lot 24
City Tax Map 136 Lot 25
City Tax Map 136 Lot 38
City Tax Map 136 Lot 40
City Tax Map 136 Lot 41
City Tax Map 136 Lot 42
City Tax Map 147 Lot 8
City Tax Map 147 Lot 9
City Tax Map 147 Lot 13
City Tax Map 147 Lot 14
City Tax Map 147 Lot 22
City Tax Map 147 Lot 24
City Tax Map 147 Lot 25
City Tax Map 148 Lot 19
City Tax Map 148 Lot 20
City Tax Map 148 Lot 22-2
City Tax Map 148 Lot 26
City Tax Map 148 Lot 28
City Tax Map 148 Lot 38
City Tax Map 148 Lot 42
City Tax Map 148 Lot 43
City Tax Map 148 Lot 44
City Tax Map 148 Lot 45
City Tax Map 148 Lot 63
City Tax Map 149 Lot 42
City Tax Map 149 Lot 43
City Tax Map 149 Lot 60
City Tax Map 152 Lot 50
City Tax Map 153 Lot 1
The following parcels are proposed to be added in their entirety to the Historic District.
City Tax Map 127 Lot 8
City Tax Map 127 Lot 13
City Tax Map 127 Lot 15
City Tax Map 127 Lot 16
City Tax Map 127 Lot 28
City Tax Map 135 Lot 1
City Tax Map 135 Lot 2
City Tax Map 135 Lot 3
City Tax Map 136 Lot 16
City Tax Map 136 Lot 17
City Tax Map 136 Lot 20
City Tax Map 136 Lot 22
City Tax Map 147 Lot 19
City Tax Map 148 Lot 24
City Tax Map 148 Lot 29
City Tax Map 148 Lot 30
City Tax Map 149 Lot 62
City Tax Map 152 Lot 44
City Tax Map 153 Lot 8
City Tax Map 153 Lot 9
The City of Portsmouth Zoning Map will be amended and reissued by the Planning Board to incorporate these amendments pursuant to Chapter 10, Article 4, ZONING AND DISTRICT USE REGULATIONS, Section 10.421, District Location and Boundaries, Section 10.421.10 of the Zoning Ordinance.
SALLY A. KELLAR
PORTSMOUTH CITY CLERK
12660904 9/30/2026

ORDINANCE #___-26

THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, CITY OF PORTSMOUTH ZONING MAP of the Ordinances of the City of Portsmouth, be amended to change the district boundary of the Historic District by adding and removing the following parcels pursuant to Chapter 10, Article 4, Zoning and District Use Regulations, Section 10.421, District Location and Boundaries, Section 10.421.10 of the Zoning Ordinance as follows:

Deletions from existing language ~~stricken;~~ additions to existing language **bolded**; remaining language unchanged from existing with appropriate bold and colors.

That the Zoning Map be amended to change the boundary of the Historic District (HD) along Middle Street to remove or add in its entirety the following parcels:

The following parcels are proposed to be removed from the Historic District:

City Tax Map 127 Lot 27
City Tax Map 128 Lot 2
City Tax Map 128 Lot 3
City Tax Map 134 Lot 31
City Tax Map 134 Lot 32
City Tax Map 134 Lot 33
City Tax Map 134 Lot 34
City Tax Map 134 Lot 38
City Tax Map 135 Lot 5
City Tax Map 135 Lot 6
City Tax Map 135 Lot 10
City Tax Map 135 Lot 13
City Tax Map 135 Lot 14
City Tax Map 135 Lot 15
City Tax Map 135 Lot 22
City Tax Map 135 Lot 39
City Tax Map 135 Lot 40
City Tax Map 135 Lot 46
City Tax Map 135 Lot 47
City Tax Map 135 Lot 48
City Tax Map 135 Lot 70
City Tax Map 135 Lot 71
City Tax Map 136 Lot 1
City Tax Map 136 Lot 2
City Tax Map 136 Lot 5
City Tax Map 136 Lot 24
City Tax Map 136 Lot 25
City Tax Map 136 Lot 38
City Tax Map 136 Lot 40

DRAFT

City Tax Map 136 Lot 41
City Tax Map 136 Lot 42
City Tax Map 147 Lot 8
City Tax Map 147 Lot 9
City Tax Map 147 Lot 13
City Tax Map 147 Lot 14
City Tax Map 147 Lot 22
City Tax Map 147 Lot 24
City Tax Map 147 Lot 25
City Tax Map 148 Lot 19
City Tax Map 148 Lot 20
City Tax Map 148 Lot 22-2
City Tax Map 148 Lot 26
City Tax Map 148 Lot 28
City Tax Map 148 Lot 38
City Tax Map 148 Lot 42
City Tax Map 148 Lot 43
City Tax Map 148 Lot 44
City Tax Map 148 Lot 45
City Tax Map 148 Lot 63
City Tax Map 149 Lot 42
City Tax Map 149 Lot 43
City Tax Map 149 Lot 60
City Tax Map 152 Lot 50
City Tax Map 153 Lot 1

The following parcels are proposed to be added in their entirety to the Historic District.

City Tax Map 127 Lot 8
City Tax Map 127 Lot 13
City Tax Map 127 Lot 15
City Tax Map 127 Lot 16
City Tax Map 127 Lot 28
City Tax Map 135 Lot 1
City Tax Map 135 Lot 2
City Tax Map 135 Lot 3
City Tax Map 136 Lot 16
City Tax Map 136 Lot 17
City Tax Map 136 Lot 20
City Tax Map 136 Lot 22
City Tax Map 147 Lot 19
City Tax Map 148 Lot 24
City Tax Map 148 Lot 29
City Tax Map 148 Lot 30
City Tax Map 149 Lot 62

DRAFT

City Tax Map 152 Lot 44
City Tax Map 153 Lot 8
City Tax Map 153 Lot 9

The City of Portsmouth Zoning Map will be amended and reissued by the Planning Board to incorporate this amendments pursuant to Chapter 10, Article 4, ZONING AND DISTRICT USE REGULATIONS, Section 10.421, District Location and Boundaries, Section 10.421.10 of the Zoning Ordinance.

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

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

This ordinance shall take effect upon its passage.

APPROVED:

_____
Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

_____
Sally Kellar, City Clerk

DRAFT

DRAFT Historic District Boundary

September 14, 2026

HANOVER ST
PARKER ST
PEARL ST
ROCK ST
BREWSTER ST
LANGDON ST
ISLINGTON ST
SUMMER ST
STATE ST
CHATHAM ST
WINTER ST
AUSTIN ST
CABOT ST
COFFIN'S CT
MIDDLE ST
PARROTT AVE
KENT ST
ELWYN AVE
SHERBURNE AVE
RICHARDS AVE
MERRIMAC ST
ROCKLAND ST
MILLER AVE
UNION ST
HIGHLAND ST
SPRING ST
BROAD ST
COLUMBIA ST
MADISON ST
LOVELL ST
UNION ST
WILLOW LN
LINCOLN AVE
CASS ST
ALBANY ST
FRIEND ST
BREWERY LN
HAWTHORNE ST
PARK ST
WIBIRD ST
ALDRICH RD
MENDUM AVE
ORCHARD ST
MARSTON AVE
ASH ST
WILLARD AVE
JOFFRE TER
SUNSET RD
BOSS AVE
LAWRENCE ST
KENSINGTON RD
ORCHARD CT
SOUTH ST
MIDDLE RD
LAFAYETTE RD

Legend

- Existing Historic District Boundary
- Proposed Historict District

DRAFT Historic District Boundary

September 14, 2026

HANOVER ST
PARKER ST
PEARL ST
ROCK ST
BREWSTER ST
LANGDON ST
ISLINGTON ST
SUMMER ST
STATE ST
CHATHAM ST
WINTER ST
AUSTIN ST
CABOT ST
COFFIN'S CT
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ASH ST
WILLARD AVE
JOFFRE TER
BOSS AVE
LAWRENCE ST
KENSINGTON RD
ORCHARD CT
MIDDLE RD
LAFAYETTE RD
SOUTH ST

Legend

Existing Historic District Boundary

HD Parcels

HD_Status

Remove from District

Include in Entirety

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that a Public Hearing and Second Reading, will be held by the Portsmouth City Council on Tuesday, October 13, 2026, at 7:00 p.m., at the Portsmouth Municipal Complex in the Eileen Dondero Foley Council Chambers, 1 Junkins Avenue, Portsmouth, NH, for the City Council to hold a public hearing on amendments to Chapter 10, ZONING ORDINANCE, which will remove most parking regulations from the Zoning Ordinance to the Site Plan Review Regulations (except one and two-family dwellings) by amending: Article 2, Administration and Enforcement, Section 10.232, Special Exceptions, Section 10.240, Conditional Use Permits and Section 10.244, Conditions of Approval; Article 5A, Character-Based Zoning, Section 10.5A44, Off-Street Parking and Loading Requirements, Section 10.5A44.20, Number of Required Spaces; Article 5B, Gateway Neighborhood Mixed Use District, Section 10.5B80, Parking and Loading Requirements and Standards, Section 10.5B82, Number of Required Spaces, Section 10.5B83, Location of Motor Vehicle Parking Facilities; Article 6, Overlay Districts, Section 10.685, Parking; Article 8, Supplemental Standards, Section 10.815.30, Parking Requirements; Article 11, Site Development Standards, Section 10.1110, Off-Street Parking, Section 10.1112, Number of Required Spaces, Section 10.1113, Location of Vehicular Use Facilities, Section 10.1114, Design of Off-Street Parking Facilities, Section 10.1115, Off-Street Parking Provisions in the Downtown Overlay District, Section 10.1116, Bicycle Parking and Section 10.1120, Off-Street Loading. The proposed Ordinance amendment is available for review in the Office of the Portsmouth City Clerk and Portsmouth Public Library, during regular business hours.

SALLY A. KELLAR
PORTSMOUTH, NH CITY CLERK

PUBLIC NOTICES

Govt Public Notices

LEGAL NOTICE

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SALLY A. KELLAR
PORTSMOUTH, NH CITY CLERK

12660877 9/30/2026

ORDINANCE #0 -26
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 10, ZONING ORDINANCE, be amended by removing most parking regulations from the Zoning Ordinance to the Site Plan Review Regulations (except one and two-family dwellings) by amending: Article 2, ADMINISTRATION AND ENFORCEMENT, Section 10.240, Conditional Use Permits; Article 5A, CHARACTER-BASED ZONING, Section 10.5A44, Off-Street Parking and Loading Requirements, Section 10.5A44.20, Number of Required Spaces; Article 5B, GATEWAY NEIGHBORHOOD MIXED USE DISTRICTS, Section 10.5B80, Parking and Loading Requirements and Standards, Section 10.5B82, Number of Required Spaces, Section 10.5B83, Location of Motor Vehicle Parking Facilities; Article 6, OVERLAY DISTRICTS, Section 10.685, Parking; Article 8, SUPPLEMENTAL STANDARDS, Section 10.815.30, Parking Requirements; Article 11, SITE DEVELOPMENT STANDARDS, Section 10.1110, Off-Street Parking, Section 10.1112, Number of Required Spaces, Section 10.1113, Location of Vehicular Use Facilities, Section 10.1114, Design of Off-Street Parking Facilities, Section 10.1115, Off-Street Parking Provisions in the Downtown Overlay District, Section 10.1116, Bicycle Parking and Section 10.1120, Off-Street Loading, be amended as follows (deletions from existing language ~~stricken~~; additions to existing language **bolded**; remaining language unchanged from existing):

ARTICLE 2 ADMINISTRATION AND ENFORCEMENT

Section 10.240 Conditional Use Permits

10.241 General

10.241.10 A conditional **use** is a use of land or **building**s within a zoning district that may be authorized by this Ordinance subject to additional requirements. A conditional use permit allows the Planning Board or other such or person as may have jurisdiction to consider **use**s which may be desirable or appropriate in particular cases, but which are not allowed as a matter of right within a zoning district.

10.241.20 This Ordinance authorizes the following general types of conditional **use** permits:

10.241.21 Conditional **use** approval is required for any **use** designated "CU" in Section 10.440 – Table of Uses.

10.241.22 Conditional **use** approval is required for most **use**s, activities and alterations in a **wetland** or **wetland buffer** (Article 10, Section 10.1010 – Wetlands Protection).

10.241.23 Conditional **use** approval may be granted to allow flexibility of site or **building** design where specifically authorized by

the Ordinance but not listed in Section 10.440. These include the following provisions:

(a) Character Districts (Article 5A)
- Increase in allowed **building** footprint subject to specified **development** standards;
- Provision of required **community space** on a different **lot** than the **development**;
- Crediting or assignment of excess **community space** in an Incentive Overlay District.

(b) Gateway Districts (Article 5B)
- More than 24 **dwelling unit**s in a **building**;
- More than one **principal building** or building type on a **development** site;
- Increased housing density, **building height**, or footprint.

~~(c) Off-Street Parking (Article 11)~~
- ~~Less than the minimum number of required spaces or more than the maximum number of allowed spaces;~~
- ~~Shared parking.~~

(c~~d~~)Highway Noise Overlay District (Article 6)
- **Noise sensitive land uses**

ARTICLE 5A CHARACTER-BASED ZONING

10.5A44 Off-Street Parking and Loading Requirements

10.5A44.10 General

10.5A44.11 ~~Except as otherwise provided in this Section, all **building**s, **structure**s and **use**s in the Character districts and Civic districts shall comply with the **off-street parking** requirements set forth in Section 10.1110.~~ The number of required parking spaces shall be provided in accordance with the Site Plan Review Regulations.

10.5A44.12 **Building**s, **structure**s and **use**s in the Character districts and Civic districts that are also within the Downtown Overlay District shall comply with the additional standards in Section 10.643.

10.5A44.20 Number of Required Spaces

10.5A44.21 **Use**s in the Character districts and Civic districts that are not located in the Downtown Overlay District shall provide **off-street parking** in accordance with the Site Plan Review Regulations ~~Section 10.1112~~.

10.5A44.22 **Use**s in the Character districts and Civic districts that are included in the Downtown Overlay District shall comply with the **off-street parking** requirements for the Downtown Overlay District in accordance with the Site Plan Review Regulations ~~Section 10.1115~~.

10.5A44.23 Subject to approval by the Planning Board, any portion of the required **off-street parking** spaces may be dedicated to public use.

ARTICLE 5B GATEWAY NEIGHBORHOOD MIXED USE DISTRICTS

Section 10.5B80 Parking and Loading Requirements and Standards

10.5B81 General

10.5B81.10 ~~Except as otherwise provided in this Section, all **building**s, **structure**s, uses, and **development site**s in the Gateway Neighborhood Mixed Use Districts shall comply with the **off-street parking** and loading requirements set forth in Section 10.1110 and Section 10.1120.~~ Required parking shall be provided in accordance with the Site Plan Review Regulations.

10.5B82 Number of Required Spaces

10.5B82.10 Uses in the Gateway Neighborhood Mixed Use Districts shall provide **off-street parking** in accordance with the Site Plan Review Regulations, ~~Section 10.1112~~, except as follows:

a) For **development**s located on a public transit route with year-round, 5-days-per-week, fixed-route service and where at least 50% of the **building**(s) are within ¼ mile of a transit stop, the minimum **off-street parking** required for motor vehicles shall be reduced by 20% of the total required for all **use**s.

10.5B83 Location of Motor Vehicle Parking Facilities

10.5B83.10 Required **off-street parking** spaces shall not be located between a **principal building** and a **street** or within any required perimeter buffer area.

10.5B83.20 **Development site**s that include multiple **lot**s shall not be subject to ~~the requirements of 10.1113.10~~ requiring **off-street parking** spaces to be located on the same **lot** as the principal **use**. **Off-street parking** spaces shall be located within the same **development site** for the principal **use** they are intended to serve.

ARTICLE 6 OVERLAY DISTRICTS

10.685 Parking

In the GNOD, the shared parking provisions of Section 4.4 of the Site Plan Review Regulations ~~10.1112.62~~ shall apply, and shared parking shall be permitted on separate **lot**s, whether in common ownership or separate ownership ~~without the requirement of a conditional use permit~~. The provisions of Section 4.6 ~~10.1113~~ of the Site Plan Review Regulations (Location of Vehicular Use Facilities) shall not apply to a GNOD **development**.

ARTICLE 8 SUPPLEMENTAL USE STANDARDS

~~10.815.30 Parking Requirements~~

~~10.815.31 Motor vehicle parking shall be required for **Coliving Facilitie**s as follows:~~

~~1. If any part of the **Coliving Facility** is located within 600 feet (approximately a 2.5-minute walk) of a public parking garage, No parking required.~~

~~2. If no part of the **Coliving Facility** is located within 600 feet (approximately a 2.5-minute walk) of a public parking garage,~~

~~off-street parking is required at the rate of 1 space per every 4 **Coliving Unit**s.~~

ARTICLE 11 SITE DEVELOPMENT STANDARDS

Section 10.1110 Off-Street Parking

10.1111 General

10.1111.10 The purpose of this Article, as amended, is to (a) retain off-street parking requirements for single-family and two-family dwellings; (b) delegate all other off-street parking requirements to the Site Plan Review Regulations. ~~The purposes of Section 10.1110 are to manage parking supply to serve development needs without compromising community character or contributing to increased housing development costs. These purposes will be achieved by calibrating **off-street parking** requirements to demands, promoting shared parking arrangements for complementary uses, and providing for flexibility in the administration of **off-street parking** standards.~~

10.1111.20 All new **building**s and **structure**s, as well as additions to or changes in **use** or intensification of **use** in existing **building**s and **structure**s, shall be provided with **off-street parking** spaces in accordance with this Section.

10.1111.30 A **use** that is **nonconforming** as to the requirements for **off-street parking** shall not be enlarged or altered unless **off-street parking** is provided for the original **building**, **structure** or **use**s and all expansions, intensifications or additions sufficient to satisfy the requirements of this Section.

10.1111.40 For all other uses including multifamily, nonresidential, and mixed-use development, or a change of use, the number of required off-street parking spaces and all related provisions (including shared/off-site parking, reserve parking, bicycle parking, and electric-vehicle parking) are established and administered under the Site Plan Review Regulations.

10.1112 Number of Required Parking Spaces

~~**10.1112.10 General Requirements and Interpretation**~~

~~10.1112.11 The number of required **off-street parking** spaces shall be based on the **use**s on the **lot**, as specified in Section 10.1112.30.~~

~~10.1112.12 For any permitted **use** not covered by Section 10.1112.30, the **Code Official** shall determine the closest similar **use** listed in that table and require **off-street parking** accordingly.~~

~~10.1112.13 Specially designated parking spaces for the physically disabled shall be provided in compliance with the **Building Code** (see **International Building Code**, Section 1106).~~

10.1112.14 The Planning Board may grant a conditional use permit to allow a **building** or **use** to provide less than the minimum number of **off-street parking** spaces required by Section 10.1112.30, Section 10.1112.61 or Section 10.1115.20, as applicable, or to exceed the maximum number of **off-street parking** spaces allowed by Section 10.1112.51.

10.1112.141 An application for a conditional use permit under this section shall include a parking demand analysis, which shall be reviewed by the City's Technical Advisory Committee prior to submission to the Planning Board, demonstrating that the proposed number of **off-street parking spaces** is sufficient for the proposed **use**.

10.1112.142 An application for a conditional use permit under this section shall identify permanent evidence-based measures to reduce parking demand, including but not limited to provision of rideshare/microtransit services or bikeshare station(s) servicing the property, proximity to public transit, car/van pool incentives, alternative transit subsidies, provisions for teleworking, and shared parking on a separate **lot** subject to the requirements of 10.1112.62.

10.1112.143 The Planning Board may grant a conditional use permit only if it finds that the number of **off-street parking** spaces required or allowed by the permit will be adequate and appropriate for the proposed **use** of the property. In making this determination, the Board may accept, modify or reject the findings of the applicant's parking demand analysis.

10.1112.144 At its discretion, the Planning Board may require more **off-street parking** spaces than the minimum number requested by the applicant, or may allow fewer spaces than the maximum number requested by the applicant.

10.1112.20 Calculation of Number of Required Spaces

10.1112.21 The number of required **off-street parking** spaces shall be the sum of the requirements for the various individual **use**s on a **lot** computed separately.

10.1112.22 Where the computation of required **off-street parking** spaces results in a fractional number, the computation shall be rounded up to the next whole number.

10.1112.23 Parking spaces occupied by **EV** chargers and supporting equipment may count towards minimum parking requirements.

10.1112.1030 Off-Street Parking Requirements

~~*10.1112.31 Parking Requirements for Residential Uses*~~

~~10.1112.311~~ The required minimum number of **off-street parking** spaces for single- and two-family dwellings ~~**use**s 1.10 through 1.90, including **dwelling unit**s in mixed use developments~~, shall be based on the gross floor area of each **dwelling unit**, as follows:

Dwelling Unit Floor Area	Required Parking Spaces
500 Sq. ft. or less	0.5 spaces per unit
Over 500 sq. ft.	1.0 space per unit

~~10.1112.312 In addition to the **off-street parking** spaces provided in accordance with Sec. 10.1112.311, any **dwelling** or group of **dwelling**s on a **lot** containing more than 4 **dwelling unit**s shall provide one visitor parking space for every 5 **dwelling unit**s or portion thereof.~~

~~10.1112.20 **Parking Compliance for Change of Use**~~

~~Any change of use that does not require Site Plan Review shall be subject to the following:~~

~~a) comply with the parking requirements in the Site Plan Review Regulations.~~

~~b) The Planning Director may require submission of documentation, including a parking plan or existing and proposed parking counts, sufficient to demonstrate compliance.~~

~~A change of use shall not create a new nonconformity or increase an existing nonconformity related to parking.~~

~~*10.1112.32 Parking Requirements for Nonresidential Uses*~~

~~10.1112.321 The required minimum number of **off-street parking** spaces for **use**s other than 1.10 through 1.90 shall be based on the following table.~~

~~**Table of Minimum Off-Street Parking Requirements for Nonresidential Uses**~~

~~Use No.~~	~~Use~~	~~Requirement~~
~~**2. Institutional Residence or Care Facilities**~~		
~~2.10 2.20~~	~~**Assisted living facility** or **Residential care facility**~~	~~0.5 per bed or resident~~
~~**3. Educational, Religious, Charitable, Cultural and Public Uses**~~		
~~3.10~~	~~**Place of assembly**~~	~~0.4 per seat (fixed seating), or 1 per 4 persons **maximum occupancy** of assembly area, or Parking demand analysis~~
~~3.20~~	~~School~~	~~Parking demand analysis~~
~~3.30~~	~~**Historic preservation building**~~	~~No requirement~~

Use No.	Use	Requirement
3.40	**Museum**	Parking demand analysis
3.50	**Performance facility**	0.4 per seat (fixed seating), or Parking demand analysis
3.60	Cemetery	No requirement
3.70	**Club, fraternal or service organization**	Greater of: - 1 per 4 persons **maximum occupancy** - 1 per 200 sf GFA
3.80	Municipally operated park and related activities	No requirement
4. Recreational Uses		
4.10	Religious, sectarian or private non-profit recreational use	Parking demand analysis
4.20	Cinema or similar indoor amusement **use** with no live performance	0.4 per seat, or Parking demand analysis
4.30	Indoor recreation **use**, such as bowling alley or arcade	1 per 4 persons **maximum occupancy**
4.40	Health club, yoga studio, martial arts school, or similar **use**	1 per 250 sf GFA
4.50	**Outdoor recreation use**	Parking demand analysis
4.60	**Amusement park**, **water park** or **theme park**	NA – Prohibited Use
5. Office Uses, Non-Medical		
5.10-5.30	Professional, business and financial services	1 per 350 sf GFA
5.40	**Social service campus**	Apply standards for component uses
5.50	Media studio	1 per 1,000 sf GFA
5.60	Publishing facility or similar electronic production operation	1 per 1,000 sf GFA
5.70	**Call Center**	1 per 250 sf GFA
6. Medical Services and Health Care		
6.10	**Hospital**	Parking demand analysis
6.20	**Medical office**s and **clinics** (outpatient only)	1 per 250 sf GFA
6.30	**Clinics** with inpatient care	Greater of: - 2 per bed - 1 per 250 sf GFA
6.40	Ambulatory surgical center	1 per 250 sf GFA

Use No.	Use	Requirement
6.50	**Substance abuse treatment facility**	Parking demand analysis
6.60	Psychiatric hospital for the criminally insane	NA – Prohibited Use
7. Services, Other Than Health Care		
7.11	**Family day care facility**	4 spaces (including 2 for the single-family dwelling)
7.12	**Group day care facility** including private preschool and kindergarten	0.5 per client or student based on licensed enrollment capacity
7.20-7.40	**Personal services**, Consumer services, and Trade, craft and general services	1 per 400 sf GFA
7.50-7.60	**Veterinary care** and Laundry and dry cleaning **establishment**s	1 per 500 sf GFA
7.70	Undertaking **establishment**, funeral parlor or mortuary chapel, excluding crematorium	1 per 25 sf of floor area for public occupancy
8. Retail Trade		
8.10-8.90	All retail trade uses	1 per 300 sf GFA
9. Eating and Drinking Places		
9.10-9.50	All eating and drinking places	1 per 100 sf GFA
10. Lodging Establishments		
10.10-10.20	**Boarding house** or **Bed and breakfast**	2 + 1 per room for rent
10.30-10.40	**Inn**, **hotel** or **motel**	1.25 per guest room + 1 per 100 sf of lounge or restaurant area + 1 per 25 sf of conference or banquet facilities
10.50-10.60	Conference **hotel** or Conference center	Parking demand analysis
11. Motor Vehicle-Related Uses		
11.10, 11.30	Sales, renting or leasing of vehicles, marine craft, power equipment, etc.	1 per 600 sf GFA + 1 per 2000 sf outside display or storage area
11.20	**Motor vehicle service station**, **motor vehicle repair** or washing facility for passenger cars and **light truck**s	2 + 1 per 400 sf GFA **EV fueling spaces A** and **B** may count towards minimum parking requirements.
11.40	**Impound lot** (principal or **accessory use**)	No requirement
11.50	**Truck fueling facility**	4 spaces
11.60	**Truck terminal**	1 per 2000 sf GFA +

Use No.	Use	Requirement
		3 per loading dock
12. Marine Craft Related Uses		
12.11	Non-commercial boat landings, boat docks, boathouses, etc.	No requirement
12.12	**Fishing boat landing 1**	4 spaces
12.13	**Fishing boat landing 2**	Parking demand analysis
12.20-12.40	**Marina**, repair of commercial marine craft and **marine-related structure**s, or **landside support facility** for **commercial passenger vessel**	Parking demand analysis
13. Wholesale Trade, Warehousing and Distribution		
13.10	**Wholesale use**	1 per 2000 sf GFA
13.20	**Wholesale sales** devoted to, and in the same **establishment** as, a permitted retail use	1 per 2000 sf area devoted to wholesale
13.30	Wholesale lumber yards, lumber and contractor sales	No requirement
13.40	Warehousing or distribution of non-flammable, non-hazardous materials, not classified as a **high hazard use**	1 per 2000 sf GFA
14. Industrial Uses		
14.10-14.20	**Light industry** or **Research and development**	1 per 500 sf GFA
14.30-14.50	**Food processing**, **Electronics manufacturing**, **General manufacturing**	1 per 1000 sf GFA
14.60	Biological or chemical laboratory	1 per 500 sf GFA
14.70	**Recycling facility** or **recycling plant**	No requirement
14.80	**High hazard use**, including other **use**s listed in this section but not including **use**s described in 14.90	Parking demand analysis
14.90	Storage (other than normal **accessory use**), processing, disposal, or transfer of petroleum, petrochemicals, natural gas and liquid petroleum products, coal, alcohol, wood pulp, solid or liquid waste, **junk** or hazardous waste as classified by Federal or State law	NA – Prohibited Use

Use No.	Use	Requirement
15. Transportation and Utilities		
15.10	Public or private transformer station, substation, pumping station or automatic telephone exchange, not including any **business office**, storage yard or storage **building**	No requirement
15.20	**Heliport** or **helipad**	No requirement
16. Wireless Telecommunications Facilities		
16.10-16.40	All wireless telecommunications facilities	No requirement
17. Agricultural Uses		
17.10-17.20	All agricultural use	No requirement
18. Temporary Uses		
18.10	**Construction trailer**	No requirement
18.20	**Temporary structure**	No requirement
18.30	**Manufactured housing** not on a foundation, as temporary replacement housing for a **dwelling** on the same **lot** destroyed by natural causes	2 spaces (single-family dwelling)
18.40	Carts or trailers, including outdoor display area, used for the seasonal sale of dry goods, Christmas trees, flowers, fruits, vegetables, seasonal products and prepared food	No requirement
19. Accessory Uses		
19.10	**Accessory use** to a permitted **principal use** (not otherwise specified in this section), but not including any **outdoor storage**	No requirement
19.20	**Home occupation**	No minimum requirement (maximum 1 space for the home occupation)
19.30	Concessions and services located within the **principal building**	No requirement
19.40	**Drive-through facility**, as **accessory use** to a permitted **principal use**	No requirement
20. Accessory Storage		
20.10 – 20.60	All accessory storage uses	No requirement

10.1112.322 Where the table lists a general **use** category without the subcategories, the parking ratio shall apply to all subcategories within that category (for example, the parking ratio shown for **use** number 2.10 applies to **use**s 2.11 and 2.22).

10.1112.323 Where the table indicates that the minimum required number of **off-street parking** spaces shall be based on a parking demand analysis, the applicant shall submit such analysis for review by the Planning Board. Where the table indicates that a parking demand analysis is an alternative to a specified ratio, the applicant may submit such analysis to justify a ratio different from that listed in the table. In either case, the Planning Board may approve the number of parking spaces proposed by the analysis, or may approve a greater or lesser minimum number of parking spaces based on its review.

10.1112.324 Where the minimum number of **off-street parking** spaces is based on **maximum occupancy**, the applicant shall submit a code analysis showing the occupant load for the proposed **use** determined in accordance with the Building Code.

10.1112.40 Reserve Parking Area

When Section 10.1112.30 requires the provision of 20 or more **off-street parking** spaces, the Planning Board may approve the construction of fewer **off-street parking** spaces than required, subject to the following:

10.1112.41 A "Reserve Parking Area" shall be designated that is sufficient to accommodate the difference between the number of spaces required and the lesser number actually provided.

10.1112.42 The site plan shall clearly delineate the Reserve Parking Area and shall demonstrate that it is sufficient to accommodate the additional parking spaces in accordance with the requirements of this Section.

10.1112.43 The Reserve Parking Area shall be landscaped with grass, ground covers and/or other plant materials, but shall not be counted toward any minimum **open space** requirement.

10.1112.44 The Reserve Parking Area shall not be used as snow storage area and shall not contain any **structure** or mechanical equipment.

10.1112.50 Maximum and Minimum Number of Parking Spaces

10.1112.51 The number of **off-street parking** spaces for any **building** or **use** shall not exceed the following amounts:

Minimum Number of Spaces Required by Section 10.1112.30	Maximum Number of Spaces Allowed
0-20	No maximum
21 or more	120 percent of minimum

10.1112.60 Shared Parking

10.1112.61 Methodology

Developments that contain a mix of uses on the same parcel shall reduce the number of **off-street parking** spaces in accordance with the following methodology:

(1) Determine the minimum number of **off-street parking** spaces for each land **use** within the development in accordance with Sections 10.1112.10 through 10.1112.50.

(2) Multiply the minimum parking requirement for each land use by the corresponding parking occupancy rates for each of the five time periods set forth in Columns (B) through (F) of the Parking Occupancy Rates table below.

Parking Occupancy Rates

(A) Land Use	Weekday		Weekend		
	(B) Daytime (8:00 AM - 5:00 PM)	(C) Evening (6:00 PM - Midnight)	(D) Daytime (8:00 AM - 5:00 PM)	(E) Evening (6:00 PM - Midnight)	(F) Nighttime (Midnight - 6:00 AM)
Residential	60%	100%	80%	100%	100%
Office/ Industrial	100%	20%	10%	5%	5%
Retail/Service	60%	90%	100%	70%	5%
Hotel/Motel	70%	100%	75%	100%	100%
Restaurant	70%	100%	80%	100%	10%
Entertainment	40%	100%	80%	100%	10%
Conference/ Convention	100%	100%	100%	100%	5%
Place of Worship*	10%	5%	100%	50%	5%
Other Institutional	100%	20%	10%	10%	5%

* For a religious use that holds its principal services on a weekday, the weekday and weekend ratios shall be reversed.

(3) Add the resulting shared parking requirements for each time period to determine the minimum parking requirement for that period.

The required minimum number of parking spaces for the development shall be the highest of the five time-period totals.

10.1112.62 Shared Parking on Separate Lots

The Planning Board may grant a conditional use permit to allow a reduction in the number of required **off-street parking** spaces for uses on separate **lot**s, whether in common or separate ownership, subject to the following:

(1) The shared parking requirement may be determined using the methodology in Section 10.1112.61, or by another method approved or required by the Planning Board.

(2) The shared parking arrangement shall be secured by a covenant acceptable to the City and recorded at the Rockingham County Registry of Deeds.

10.1113 Location of Vehicular Use Facilities

10.1113.10 Proximity to Principal Use

10.1113.11 All required **off-street parking** spaces shall be located on the same **lot** as the **principal use** they are required to serve except as follows:

10.1113.111 Required parking spaces may be located on a separate **lot** from the **principal use** which they serve where a municipally owned or operated covered parking facility is constructed as part of the overall **development**.

10.1113.112 The Board of Adjustment may authorize a special exception for the provision of required parking on another **lot** in the same ownership as the **lot** in question and within 300 feet of the property line of the **lot** in question.

10.1113.12 In no case shall parking be permitted within any Residential or Mixed Residential District other than that which is accessory to a **principal use** allowed within the district.

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10.1113.120 Location of Parking Facilities on a Lot

Required **off-street parking** spaces shall not may be located in any required front yard, or between a **principal building** and a **street** (including on a **corner lot**). This restriction shall not apply to required **off-street parking** for a **single-family dwelling** (including the combination of a **single-family dwelling** and an **accessory dwelling unit**) or **two-family dwelling**.

10.1113.30 Minimum Distance from Residential and Mixed Residential Zoning Districts

10.1113.31 **Off-street parking** areas, **accessway**s, maneuvering areas and traffic aisles serving **use**s in a Business or Industrial district shall be set back from all Residential and Mixed Residential districts as follows:

District	Minimum Distance from Residential or Mixed Residential District
B	50 feet
GB, GW	100 feet
I, OR, WI	100 feet

10.1113.32 **Off-street parking** areas, **accessway**s, maneuvering areas and traffic aisles serving a nonresidential **use** on a **lot** in a Mixed Residential district that abuts a Residential district shall be set back at least 10 feet from the

Residential district boundary and shall be screened in accordance with the screening standards of the Planning Board's Site Plan Review Regulations.

10.1113.40 Setback from Lot Lines

10.1113.41 **Off-street parking** areas, **accessway**s, maneuvering areas and traffic aisles serving **use**s in a Business or Industrial district shall be set back from **front lot line**s as follows:

District	Minimum Setback from **Front Lot Line**
B	20 feet
GB, GW	40 feet
I, OR, WI	50 feet

10.1113.42 In a Residential zoning district, **off-street parking** spaces for a **home occupation use**, including **family day care** and **group day care**, shall be set back at least 10 feet from side and rear property lines and shall be screened in accordance with the screening standards of the Planning Board's Site Plan Review Regulations.

10.1113.43 All required **setback**s of **off-street parking** areas from front property lines shall be landscaped in accordance with the **landscaping** and screening standards of the Planning Board's Site Plan Review Regulations.

10.1114 Design of Off-Street Parking Facilities

10.1114.10 Applicability

The provisions of this Section 10.1114 shall apply to all **off-street parking** facilities, whether in parking **structure**s or surface **lot**s, and whether or not the parking spaces are required or in excess of the requirements for a **use**, except as specifically exempted herein.

10.1114.20 Stall Layout

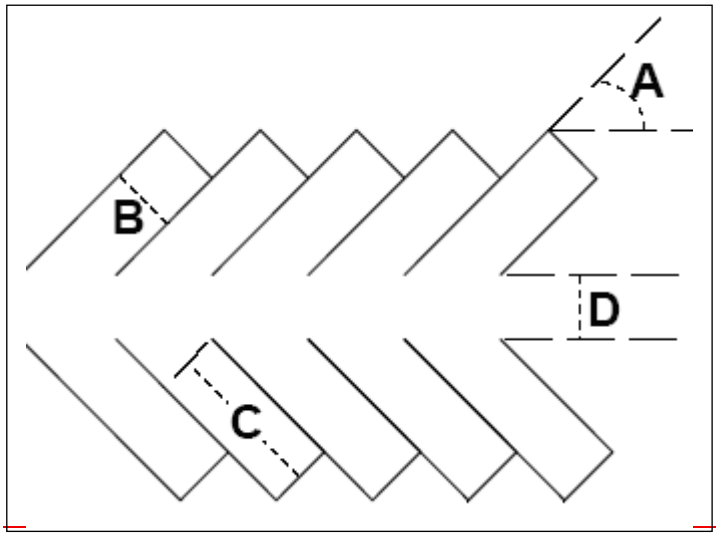
10.1114.21 Parking spaces and **maneuvering aisle**s shall be laid out in compliance with the minimum dimensions set forth in the Table of **Off-Street Parking** Dimensions.

Table of Off-Street Parking Dimensions

A Angle of Parking (degrees)	**B** Width of Parking Space	**C** Depth of Parking Space	**D** Width of Maneuvering Aisle *	
			1 way traffic	2 way traffic
0°	8.5'	20'	14'	24'
45°	8.5'	19'	16'	24'
60°	8.5'	19'	18'	24'
90°	8.5'	19'	24'	24'

* The minimum width of a **maneuvering aisle** shall be 22 feet for
(a) an aisle for 2-way traffic providing access to fewer than 7 parking spaces, or (b) an aisle in a parking structure for 2-way traffic, or
(c) an aisle in a parking structure for 1-way traffic with 90-degree parking.

Key to Table of Off-Street Parking Dimensions



10.1114.22 Parking areas shall include parking spaces for the physically disabled in compliance with the **Building Code** and *Accessible and Usable Buildings and Facilities* (ICC/ANSI A117.1 latest edition).

10.1114.23 Parking spaces located within four feet of an abutting **structure**, **sidewalk**, or public **street** shall be designed with suitable bumper stops.

10.1114.24 Parking areas and access drives shall be surfaced with a durable surface that meets the load bearing **maximum occupancy** of the project; minimizes dust, material tracking and erosion; and facilitates snow removal. Examples of such materials include, but are not limited to, bituminous binder, concrete, asphalt, compacted gravel and crushed stone. Pervious surfaces may be used provided that they meet the above objectives and provide equivalent protection of surface and groundwater resources.

10.1114.25 Except for **one-family** and **two-family dwelling**s, all **off-street parking** spaces shall be marked and maintained to provide delineation between parking stalls and aisles.

10.1114.1030 Vehicular Circulation

10.1114.1131 Access to and egress from all parking areas shall be only via **driveway**s which meet the standards for "General Accessway and Driveway Design" in the Site Plan Review Regulations.

10.1114.1232 Except for Off-street parking for **one-family** and **two-family dwelling**s, all **off-street parking** areas shall be designed so that:

(a) Vehicles can enter and leave each parking space without passing over any other parking space or requiring the moving of any other vehicle, and

(b) Vehicles can enter and leave the parking area without backing into or from a public **street** or way.

10.1114.33 Notwithstanding the previous provision, tandem parking spaces may be provided for required **off-street parking** spaces serving **dwelling unit**s in residential and mixed-use developments, subject to the following requirements:

(a) Tandem spaces shall be assigned to the same **dwelling unit**.
(b) Tandem parking shall not be used to provide guest parking.
(c) Two parking spaces in tandem shall have a combined minimum dimension of 9 feet in width by 38 feet in length.

10.1114.40 Pedestrian Circulation

Except for **one-family** and **two-family dwelling**s, all **off-street parking** areas shall incorporate the following provisions for pedestrian circulation:

10.1114.41 A minimum 5-foot wide pedestrian path shall be provided throughout the site, connecting **adjacent street**s, **accessway**s, **sidewalk**s and parking areas to the entrances of all **structure**s.

10.1114.42 Pedestrian areas shall be clearly distinguished from vehicular and bicycle traffic areas through the use of paving materials, **landscaping** buffers, or other means.

10.1114.43 Continuous off-**street** vehicle routes shall be no more than 200 feet in length before interruption by pedestrian crosswalks over speed tables, T-intersections or other design elements to calm vehicle movement on site.

10.1115 Off-Street Parking Provisions in the Downtown Overlay District

10.1115.10 Purpose

10.1115.11 This Section 10.1115 establishes modified **off-street parking** standards for **lot**s in the Downtown Overlay District in recognition of the availability of municipal on-**street** and **off-street parking** facilities, private shared parking facilities, and public transit, and the pedestrian-oriented pattern of **lot**s and **use**s.

10.1115.12 Except as specifically modified by this Section 10.1115, **lot**s in the Downtown Overlay District shall comply with all other provisions of Section 10.1110.

10.1115.20 Number of Required Off-Street Parking Spaces

10.1115.21 The following requirements shall apply in the Downtown Overlay District in lieu of the requirements in Section 10.1112.30:

Use	Required Parking Spaces
Residential **use** (**dwelling**)	Same as Section 10.1112.30
Hotel or **motel**	0.75 space per guest room, plus 1 space per 25 sf of conference or banquet facilities
Other nonresidential **use**	No requirement

10.1115.22 The requirements in Section 10.1115.21 shall be applied to all **use**s on a **lot**, and not to individual **use**s.

10.1115.23 For any **lot**, the number of **off-street parking** spaces that would be required by applying the ratios in Section 10.1115.21 shall be reduced by 4 spaces. (Therefore, any **lot** that would be required to provide 4 or fewer **off-street parking** spaces shall not be required to provide any spaces.)

10.1115.24 The provisions of Section 10.1112.50, Maximum Number of Parking Facilities, shall not apply to **building**s and **use**s within the Downtown Overlay District.

10.1116 Bicycle Parking

10.1116.10 Number of Bicycle Parking Spaces Required

10.1116.11 Off-street parking of bicycles shall be provided as follows, up to a maximum of 30 bicycle spaces:

Multifamily dwellings	1 bicycle space for each 5 dwelling units or portion thereof
Elementary, middle and high schools	1 bicycle space for each 4 students
All other uses, except as exempted in Section 10.1116.14	1 bicycle space for each 10 automobile parking spaces or fraction thereof required by Section 10.1112.30 or Section 10.1115.21, as applicable

10.1116.12 When the Planning Board approves the construction of fewer **off-street parking** spaces than would normally be required under Section 10.1112.30 or Section 10.1115.21 (for example, when a Reserve Parking Area is provided under Section 10.1112.40), or when Board of Adjustment grants a variance from the required number of **off-street parking** spaces, the required number of bicycle parking spaces shall be based on the number of such spaces that would be required without such reduction or variance.

10.1116.13 In addition to the number of bicycle parking spaces required under Section 10.1116.11 and 10.1116.12, any nonresidential use may substitute bicycle parking spaces for up to 5 percent of the required automobile parking spaces at the following ratios: 1 required automobile space may be replaced by 6 bicycle spaces or by 2 bicycle lockers.

10.1116.14 The following uses are exempt from providing bicycle parking spaces:

Use No.	Use
1.10	Single-family dwelling
1.20, 1.21,1.22	Accessory dwelling unit
1.30	Two-family dwelling
2.10	Assisted living facility
2.20	Residential care facility
7.10	Day care
7.70	Undertaking establishment
11.10-11.60	Motor vehicle related uses
12.10-12.40	Marine craft related uses
13.10-13.40	Wholesale trade, warehousing and distribution
14.70	Recycling facility or recycling plant
14.80	High hazard use
17.10-17.20	Agricultural uses
19.10-19.40	Accessory uses

10.1116.15 Bicycle parking spaces shall be designed in accordance with standards set forth in the Site Plan Review Regulations.

Section 10.1120 Off-Street Loading

10.1121 General Requirements

10.1121.10 All new **structure**s, additions to existing **structure**s, and changes and intensification of **use** in existing **structure**s shall be provided with off-street loading areas in accordance with this Section, except in Character Districts 4-W, 4 and 5 (CD4-W, CD4 and CD5) and the Downtown Overlay District.

10.1121.20 No loading areas shall be required in Character Districts 4-W, 4 and 5 (CD4-W, CD4 and CD5) and the Downtown Overlay District.

10.1122 Number of Loading Areas

10.1122.10 Off-street loading spaces shall be provided according to the following ratios:

Use	Gross Floor Area (sf)	Required Spaces
Industrial	Up to 10,000 sq. ft.	0
	10,001 – 40,000 sq. ft.	1
	40,001 – 100,000 sq. ft.	2
	100,001 – 200,000 sq. ft.	3
	Each additional 200,000 sq. ft.	1
Office / Professional Service	Up to 10,000 sq. ft.	0
	10,001 – 100,000 sq. ft.	1

Use	Gross Floor Area (sf)	Required Spaces
	100,001 – 350,000 sq. ft.	2
	Each additional 350,000 sq. ft.	1
Retail	Up to 10,000 sq. ft.	0
	10,001 – 25,000 sq. ft.	1
	25,001 – 60,000 sq. ft.	2
	60,001 – 120,000 sq. ft.	3
	Each additional 100,000 sq. ft.	1
Other Non-Residential	Up to 10,000 sq. ft.	0
	10,001 – 40,000 sq. ft.	1
	Each additional 60,000 sq. ft.	1

10.1122.20 In case of mixed **use**s, the loading areas required shall be the sum of all requirements computed on the basis of the above table.

10.1123 Loading Area Dimensions

All required loading areas shall conform to the following dimensional standards:

Minimum vertical clearance:	14 feet
Minimum width of loading area:	12 feet
Minimum length of loading area:	
First required loading area:	20 feet
Additional required loading areas:	45 feet

10.111524 Location of Loading Areas

10.111524.10 Loading areas shall not be located between the front property line and any building or structure nor in a required side yard or rear yard.

10.1124.20 No off-street loading or maneuvering areas shall be nearer than 100 feet to any adjoining Residential or Mixed Residential Districts and shall be screened in accord with Section 10.1130 and the Planning Board's Site Plan Regulations.

10.1124.30 No off-street loading areas shall be a part of an area used to satisfy the **off-street parking** requirements of this Ordinance.

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

All ordinances or parts of ordinances inconsistent herewith are hereby deleted. This ordinance shall take effect upon its passage.

APPROVED:

_____

Deaglan McEachern, Mayor

ADOPTED BY COUNCIL:

_____

Sally Kellar, City Clerk

CITY OF PORTSMOUTH

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

Karen S. Conard
City Manager

Date: October 8, 2026

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 October 13, 2026

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10. Public Hearings and Vote on Ordinances and/or Resolutions:

A. **Public Hearing and Second Reading to Amend Chapter 10, Zoning Ordinance, City of Portsmouth Zoning Map, be amended to change to the District Boundary of the Historic District:**

The Planning Board, at its meeting of August 20, 2026, voted to recommend that the City Council hold first reading on zoning map amendments to the Historic District boundary along Middle Street.

The proposed Historic District boundary amendment is limited to properties along Middle Street and is intended to address a longstanding issue with the existing Historic District boundary. The current boundary generally extends 150 feet from Middle Street, resulting in numerous parcels and, in some cases, buildings being partially located within the Historic District and partially outside of it. The proposed amendment replaces this approach with a boundary that more closely follows parcel lines and includes or excludes entire parcels rather than portions of parcels. As the attached maps demonstrate, the boundary amendment reduces the Historic District boundary to properties that have frontage on Middle Street.

The amendment is intended to simplify administration of the Historic District, provide a more logical and easily understood boundary, and eliminate inconsistencies created by the existing 150-foot boundary. Historic preservation guidance generally recommends that district boundaries be based on clearly defined and defensible boundary lines rather than arbitrary distances. The proposed amendments move the Historic District boundary along Middle Street toward a parcel-based approach that reduces situations where lots and structures are partially inside and partially outside the Historic District.

As part of the proposed amendments, 54 parcels would be removed from the Historic District. Of those 54 parcels, 38 contain structures, including 20 that are entirely within the Historic District and 18 that are bisected by the district boundary. The remaining 16 parcels are crossed by the boundary, but the structures are outside of the Historic District, and they are not subject

to the regulations of the Historic District and are being removed from the district through these amendments. In addition, there are no new parcels being added, but there are 20 parcels that are currently only partially located in the Historic District, and these amendments will include those parcels in their entirety in the Historic District.

I recommend that the City Council move to pass second reading and schedule a third and final reading as presented for the October 26, 2026, City Council meeting.

B. **Public Hearing and Second Reading amendments to Chapter 10, Zoning Ordinance, which will remove most parking regulations from the Zoning Ordinance to the Site Plan Review Regulations (except one and two-family dwellings):**

The Planning Board, at its meeting of August 20, 2026, voted to recommend that the City Council hold first reading on amendments to the Portsmouth Zoning Ordinance related to off-street parking. The proposed amendments remove most parking regulations from the Zoning Ordinance because they are more appropriately administered through Site Plan Review Regulations. The Zoning Ordinance will still include parking requirements for one and two-family dwellings but all other references to parking regulations will be in Site Plan Review Regulations rather than in the Zoning Ordinance. These amendments are being proposed in order to simplify the Zoning Ordinance and to create a clearer separation between zoning standards and site plan review requirements.

The Planning Board is concurrently considering amendments to the Site Plan Review Regulations that would incorporate those parking standards being removed from the Zoning Ordinance. The goal of these amendments is to help simplify and modernize the City's parking regulations by streamline parking classifications, consolidate parking flexibility provisions, and provide greater administrative flexibility in applying parking requirements.

The Planning Board approved the proposed changes to the Site Plan Review Regulations on September 17, 2026. The changes will take effect when the City Council adopts the related zoning amendments.

I recommend that the City Council move to to pass second reading and schedule a third and final reading as presented for the October 26, 2026, City Council meeting.

11. City Manager's Items Which Require Action:

A. **Acceptance of Drainage and Turnaround Easements and Additional Right-of-Way and Approval of McMaster Drive as New Street Name for Property Located at 86 Farm Lane:**

On May 21, 2026, the Planning Board granted site plan and subdivision approval to Jeannette MacDonald for the creation of three residential parcels and associated site improvements. As part of that approval, the Planning Board recommended that the City accept a drainage easement, a turnaround easement, and additional land to be incorporated into the existing right-of-way. The new parcels front on the unconstructed street designated as Longmeadow Lane, which contains existing City utility infrastructure.

The proposed layout recognizes Longmeadow Lane's status as a lawful City street while allowing the landowner to construct only the portion needed to serve the new parcels. The turnaround easement will accommodate emergency vehicles and will expire when Longmeadow Lane is extended through to Woodlawn Circle. The drainage easement will permit City drainage to discharge into drainage features located on two of the parcels, while leaving maintenance responsibility with the property owners.

Because the proposed street will not extend all the way through to the existing Longmeadow Lane, a new name is needed for this segment of public City street. The new street will extend from Farm Lane immediately west of 86 Farm Lane and will provide access to the three new lots. The project developer has requested the name McMaster Drive.

The Department of Public Works has reviewed the requested name, McMaster Drive with the State e911, Police Dispatch, and Fire Department and they have no objection to the name. Additionally, there are no duplicate names in this zip code. The layout of the new street is shown on the attached subdivision plan and represents the approximate layout of the new street.

The Public Works and Planning Departments recommend accepting the drainage easement, turnaround easement, and the addition to the right of way. The Legal Department has reviewed the attached easements for form.

I recommend that the City Council move to authorize the City Manager to accept and record the drainage easement, turnaround easement, and conveyance of the additional right-of-way in substantially the same form as the documents contained in the agenda packet and approve McMaster Drive as the name of the new public street.

15. Approval of Grants/Donations:

A. **Donation to the Senior Activity Center Luncheon Fund - $1,000 from Charlotte Dura and Robbin DiPierre:**

Enclosed please find a donation form from Charlotte Dura and Robbin DiPierre acknowledging a donation in the amount of $1,000 for the Senior Activity Center.

I recommend that the City Council move to accept with thanks a donation to the Senior Activity Center Luncheon Fund from Charlotte Dura and Robbin DiPierre in the amount as presented in the attached Gift and Donation Submission Form.

B. **Granite United Way Opioid Abatement Responsive Grant Round 4 Award - $13,000:**

The City of Portsmouth has been awarded an Opioid Abatement Community Grant to support the Portsmouth CARES Mobile Outreach Project, which will convert an existing City-owned vehicle into a dedicated outreach unit for the Police Department's Portsmouth CARES Social Worker. The vehicle will enable field-based engagement with individuals affected by opioid use disorder, homelessness, and behavioral health challenges, improving access to treatment, recovery, housing, and stabilization services throughout Portsmouth and the greater Seacoast

region. While primarily serving the Portsmouth CARES Social Worker, the vehicle may also be available, as appropriate, to support outreach and service coordination efforts by the School Department Social Workers and the City's Welfare Department, enhancing collaboration and the City's overall capacity to connect residents with needed resources and support.

Enclosed please find the Grant Agreement between Granite United Way and the City of Portsmouth for a Round 4 Opioid Abatement Response Grant award in the amount of $13,000.

I recommend that the City Council move to accept a $13,000 Round 4 Opioid Abatement Response Grant from Granite United Way and authorize the City Manager to execute the Grant Agreement as presented.

C. **Point of Graves Cemetery Donations:**

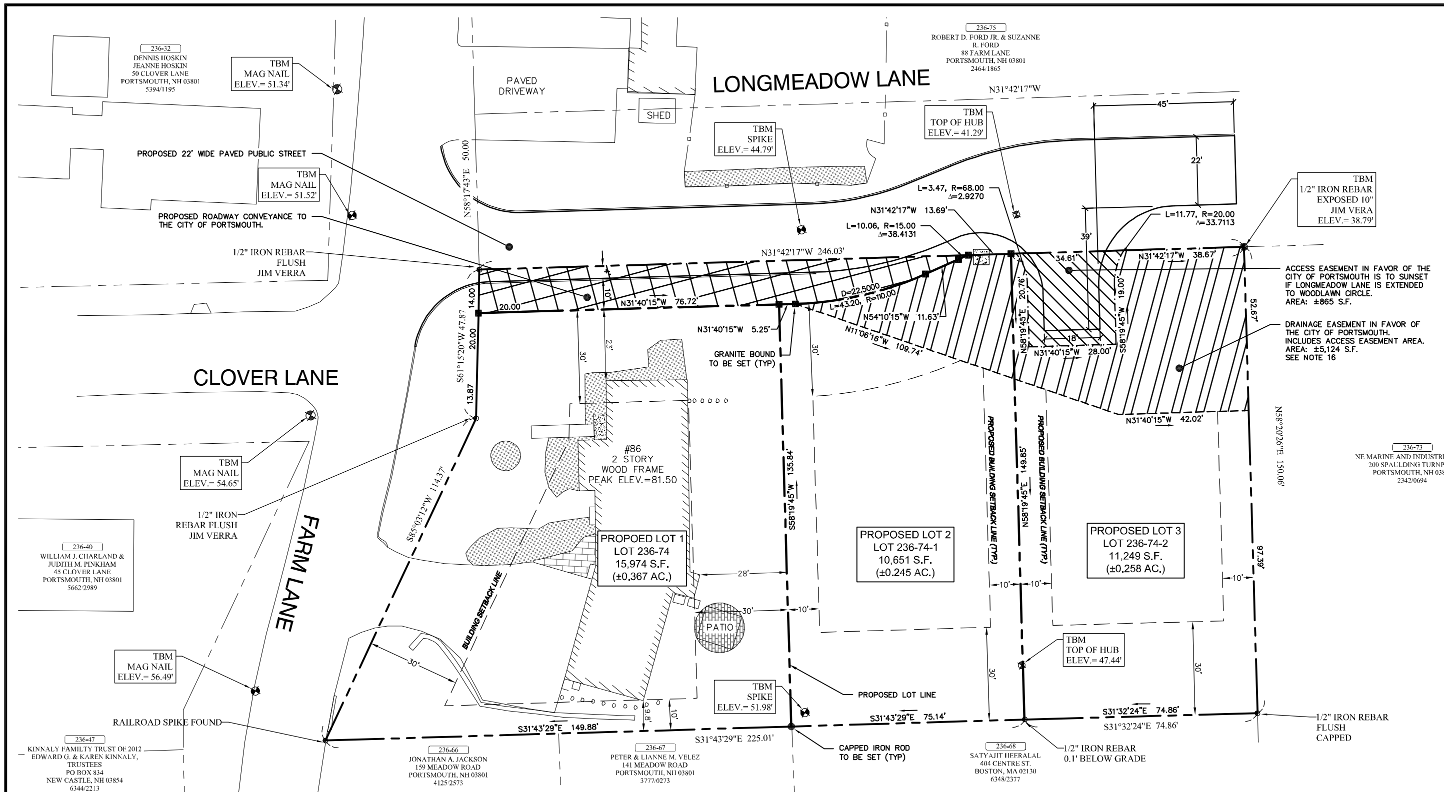
Enclosed please find Gift and Donation Submission forms reflecting donations for the Point of Graves Cemetery Wall Replacement from Sharon Fulton, Patricia & Richard Bagley, Dan Corcoran, and Kathryn Lynch.

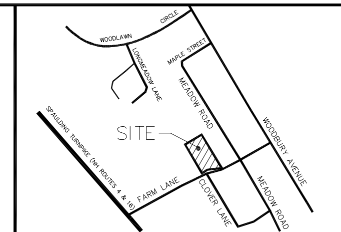
I recommend that the City Council move to accept with thanks donations for the Point of Graves Cemetery Wall Replacement from Sharon Fulton, Patricia & Richard Bagley, Dan Corcoran and Kathryn Lynch in the amounts as presented in the attached Gift and Donation Submission Forms.

17. City Manager's Informational Items:

A. **Amended Resident Access Parking Pilot (RAPP) Program Policy:**

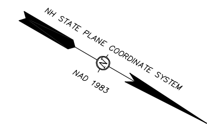
Enclosed please find an amended Resident Access Parking Pilot Program Policy with an amended map. This Policy was amended at the September 28, 2026, City Council meeting.

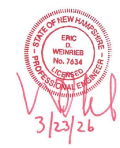




LOCUS

NOT TO SCALE





APPROVED BY THE PORTSMOUTH PLANNING BOARD

CHAIRMAN DATE

SUBDIVISION NOTES

1. DESIGN INTENT – THIS PLAN IS INTENDED TO DEPICT A THREE LOT RESIDENTIAL SUBDIVISION SERVICED WITH MUNICIPAL SEWER & WATER ON A NEW PUBLIC ROAD.
2. THE BASE PLAN USED HERE WAS DEVELOPED FROM THE 86 FARM LANE EXISTING CONDITIONS PLANS (V–1 & V–2), DATED 11/11/25, PROVIDED BY JAMES VERRA & ASSOCIATES, INC.
3. ZONE: SRB (SINGLE RESIDENCE B)
4. DIMENSIONAL REQUIREMENTS:

LOT AREA:	15,000 S.F.
FRONTAGE:	100'
LOT DEPTH:	100'
FRONT YARD:	30'
SIDE YARD:	10'
REAR YARD:	30'
BUILDING HEIGHT:	35' (MAX. w/SLOPED ROOF)
BUILDING COVERAGE:	20% MAX.
OPEN SPACE:	40% MIN.
WETLAND BUFFER:	NONE (WETLAND LESS THAN 10,000 S.F.)

5. PARKING REQUIREMENTS: NR (NO REQUIREMENT)
6. PARCEL IS NOT IN A FLOOD HAZARD ZONE PER FLOOD INSURANCE RATE MAP (FIRM), ROCKINGHAM COUNTY, NEW HAMPSHIRE, DATED JANUARY 29, 2021.
7. WAIVERS REQUESTED:
   - 7.1. SECTION IV: ROADWAY WIDTH – 32–FEET IS REQUIRED, 22–FEET IS PROVIDED.
   - 7.2. SECTION VI.3.i: CUL–DE–SAC REQUIRED, TURN AROUND PROVIDED.
   - 7.3. SECTION 2.13: RECORDING OF SITE PLAN, SITE PLAN IS CONCEPTUAL AND NOT TO BE RECORDED BUT SUBDIVISION PLAN IS TO BE RECORDED.
8. AREA OF DISTURBANCE LESS THAN 43,560 S.F., COVERAGE UNDER EPA NPDES PHASE II CONSTRUCTION GENERAL PERMIT IS NOT REQUIRED.
9. NO NEW RESIDENTIAL USES SHALL BE PERMITTED WITHIN THE CITY'S RIGHT–OF–WAY WHICH SHALL BE RESERVED EXCLUSIVELY FOR A ROADWAY AND ASSOCIATED INFRASTRUCTURE.
10. SEE THE ENTIRE SET OF PLANS RELATED TO THIS SUBDIVISION ON FILE WITH THE CITY OF PORTSMOUTH PLANNING DEPARTMENT.
11. SNOW SHALL BE STORED AT THE EDGE OF THE ROAD OR REMOVED OFF SITE TO AN APPROVED LOCATION IF REQUIRED TO MAINTAIN SAFE ACCESS.
12. THIS PLAN SHALL BE RECORDED AT THE ROCKINGHAM COUNTY REGISTRY OF DEEDS.
13. ALL CONDITIONS ON THIS PLAN SET SHOULD REMAIN IN EFFECT IN PERPETUITY.
14. ALL IMPROVEMENT SHOWN ON THIS SITE PLAN (SUBDIVISION PLAN) SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE PLAN BY THE PROPERTY OWNER AND ALL FUTURE PROPERTY OWNERS. NO CHANGES SHALL BE MADE TO THIS SITE PLAN (SUBDIVISION PLAN) WITHOUT THE EXPRESS APPROVAL OF THE PORTSMOUTH PLANNING DIRECTOR.
15. PERMANENT STREET ADDRESS SIGNS SHALL BE PLACED IN A HIGHLY VISIBLE LOCATED AT THE END OF EACH DRIVEWAY.
16. HOMEOWNERS SHALL BE RESPONSIBLE FOR MAINTAINING THE DRAINAGE EASEMENT AREAS ON THEIR RESPECTIVE LOTS. EASEMENT TO THE CITY IS FOR USAGE RIGHTS FOR ANY RUNOFF FROM THE NEW ROADWAY.

VARIANCES GRANTED BY ZBA ON MAY 27, 2025:

LOT 236–74:
SECTION 10.521:
- A. TO ALLOW 28–FOOT REAR YARD SETBACK WHERE 30–FEET IS REQUIRED.
- B. TO ALLOW 23–FOOT SECONDARY FRONT YARD WHERE 30–FEET IS REQUIRED.

LOT 236–74–1:
SECTION 10.521:
- C. TO ALLOW 10,664 S.F. OF LOT AREA WHERE 15,000 S.F. IS REQUIRED.
- D. TO ALLOW 10,664 S.F. OF LOT AREA PER DWELLING UNIT WHERE 15,000 S.F. IS REQUIRED.
- E. TO ALLOW 75–FEET OF CONTIUOUS STREET FRONTAGE WHERE 100–FEET IS REQUIRED.

LOT 236–74–2:
SECTION 10.521:
- C. TO ALLOW 11,250 S.F. OF LOT AREA WHERE 15,000 S.F. IS REQUIRED.
- D. TO ALLOW 11,250 S.F. OF LOT AREA PER DWELLING UNIT WHERE 15,000 S.F. IS REQUIRED.
- E. TO ALLOW 75–FEET OF CONTIUOUS STREET FRONTAGE WHERE 100–FEET IS REQUIRED.

LOT AREAS & COVERAGES SUMMARY

EXISTING LOT AREA:

LOT 236–74: 39,811 S.F.

EXISTING LOT TO BE SUBDIVIDED INTO THREE LOTS.

PROPOSED LOT AREAS:

LOT 236–74:	15,974 S.F.
LOT 236–74–1:	10,651 S.F.
LOT 236–74–2:	11,249 S.F.
NEW CITY RIGHT–OF–WAY:	1,937 S.F.
TOTAL:	39,811 S.F.

BUILDING COVERAGE:

LOT 236–74:
- EXISTING: ±2,960 S.F. / 39,811 S.F. = ±7.4%
- PROPOSED: ±2,960 S.F. / 15,974 S.F. = ±18.5%

PROPOSED BUILDING SIZE UNKNOWN FOR LOTS 236–74–1 & 236–74–2; LOTS WILL HAVE EQUAL TO OR LESS THAN 20% BUILDING COVERAGE.

LOT 236–74–1 MAXIMUM BUILDING FOOTPRINT: 2,130 S.F.
LOT 236–74–2 MAXIMUM BUILDING FOOTPRINT: 2,248 S.F.

OPEN SPACE:

LOT 236–74 IMPERVIOUS AREAS:	EXISTING	PROPOSED
HOUSE	±2,960 S.F.	±2,960 S.F.
DRIVEWAY	±2,120 S.F.	±2,120 S.F.
WALKWAYS	±250 S.F.	±250 S.F.
PATIO	±210 S.F.	±210 S.F.
RETAINING WALL & GRAVELS	±210 S.F.	±210 S.F.
DECK	±380 S.F.	±0 S.F.
POOL AREA & HARDSCAPE	±2,525 S.F.	±0 S.F.
TOTAL	±8,655 S.F.	±5,750 S.F.

LOT 236–74:
- EXISTING OPEN SPACE: (39,811 S.F. – 8,655 S.F.) / 39,811 S.F. = (±78.3%)
- PROPOSED OPEN SPACE: (15,974 S.F. – 5,750 S.F.) / 15,974 S.F. = (±64.0%)

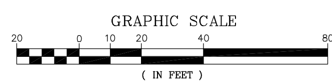
PURPOSE OF PLAN:

THE PURPOSE OF THIS PLAN IS TO SHOW THE CONDITIONS OF APPROVAL FOR THE SUBDIVISION AND THE SITE PLAN REVIEW THAT ARE REQUIRED TO BE RECORDED BY THE CITY OF PORTSMOUTH AS PART OF THEIR APPROVAL OF THE DEVELOPMENT. THESE CONDITIONS WILL RUN WITH THE NEW LOTS IN PERPETUITY.

SURVEYOR OF RECORD DATE

PLAN REFERENCES:

1. "LOT LINE REVISION, 86 FARM LANE & 125 MEADOW ROAD, ASSESSOR'S PARCELS: 236–74 & 236–68, PORTSMOUTH, NEW HAMPSHIRE, OWNERS: JEANETTE MACDONALD & WILLIAM A. & CHRIS A. LACEY." LAST REVISED JANUARY 17, 2007 AND PREPARED BY JAMES VERRA AND ASSOC., INC. RCRD PLAN #D–34529.
2. "LAND IN PORTSMOUTH, N.H. PAUL C. & ORVILLE BADGER TO SAMUEL A. & LUCILLE E. MCMASTER" DATED NOVEMBER 1951, AND PREPARED BY JOHN W. DURGIN C.E. NOT RECORDED, AND ON FILE AT JAMES VERRA AND ASSOC., INC. FN: 2107 PN: L–25.
3. "PLAN OF LOTS, PORTSMOUTH, N.H. FOR PAUL C. & ORVILLE C. BADGER" FILED MAY 24, 1954 AND PREPARED BY JOHN W. DURGIN CIVIL ENGINEERS. RCRD PLAN #02160.



ALTUS ENGINEERING
133 Court Street Portsmouth, NH 03801
(603) 433-2335 www.altus-eng.com

JVA JAMES VERRA & ASSOCIATES, INC.
100 GRIFFIN ROAD, UNIT C,
PORTSMOUTH, N.H., 03801–7876
603–436–3557
JOB NO: 25–2073

NOT FOR CONSTRUCTION

ISSUED FOR:
TECHNICAL ADVISORY COMMITTEE

ISSUE DATE:
MARCH 23, 2026

REVISIONS

NO.	DESCRIPTION	BY	DATE
0	INITIAL SUBMISSION	PMJ	02/13/26
1	PER TAC COMMENTS	PMJ	03/23/26

DRAWN BY: PMJ
APPROVED BY: EDW
DRAWING FILE: 5719–SITE.dwg

SCALE:
22" x 34" - 1" = 20'
11" x 17" - 1" = 40'

OWNER:
JEANETTE MACDONALD
86 FARM LANE
PORTSMOUTH, NH 03801

APPLICANT:
FLIPPING BERGER'S, LLC
71 BRACKET ROAD
PORTSMOUTH, NH 03801

PROJECT:
86 FARM LANE SUBDIVISION
TAX MAP 236, LOT 74
86 FARM LANE
PORTSMOUTH, NH 03801

TITLE:
SUBDIVISION & EASEMENT PLAN

SHEET NUMBER:
C-1

P5719

Return To:
Legal Department
City Hall
1 Junkins Ave.
Portsmouth, NH 03801

TURNAROUND EASEMENT DEED

Flippin Bergers, LLC, a New Hampshire limited liability company, having an address of 71 Brackett Road, Portsmouth, Rockingham County, New Hampshire 03801, grants to the City of Portsmouth, a municipal corporation, 1 Junkins Avenue, Portsmouth, New Hampshire with WARRANTY COVENANTS**,** upon the conditions hereafter set forth, a permanent easement (hereinafter the "Easement") over and upon land of the Grantor located at 86 Farm Lane, City of Portsmouth, County of Rockingham, State of New Hampshire (the "Property).

Said Easement being shown as "Residential Subdivision, 86 Farm Lane,
Portsmouth, New Hampshire, Assessor's Parcel 236, Lot 74, Issued for TAC" as prepared by JVA James Verra & Associates, Inc., 100 Griffith Road, Unit C, Portsmouth, N.H., 03801-7876, 603- 436-3557, dated February 13, 2026 and last revised _____ (the "Plan") and recorded in the Rockingham County Registry of Deeds as Plan No. _____, said Easement being more particularly bounded and described as follows:

[INSERT METES AND BOUNDS]

The above described easement containing XXX square feet, more or less (hereinafter "Easement Area").

Grantor grants to Grantee the non-exclusive access over and upon the Easement Area for all purposes for which roads are customarily used, including but not limited to vehicular, pedestrian and equipment access and travel within the Easement Area. Without limiting the forgoing, Grantor shall ensure that the Easement Area is not encumbered or otherwise blocked for any reason, whether by structure, building or otherwise.

This easement shall terminate by its terms if the adjacent public way, as shown on the Plan as the "Proposed 22' Wide Paved Public Street", is constructed as a City street connecting the public way now known as Farm Lane to the public way now known as Woodland Circle.

Reserving to Grantor, their successors and assigns, access and utility rights in the Easement Area, together with the use and enjoyment of said Easement Area for such purposes only as will in no way interfere with the perpetual use thereof by the Grantee, its successors and assigns for the purposes contained herein; and to that end, the Grantor, its successors and assigns shall not erect any building, structures, landscaping and other similar improvements on said Easement Area; provided however, that Grantor may install underground utility structures or systems within the Easement Area which do not interfere with Grantee's use of the Easement Areas and Grantor reserves all rights to cross the Easement Area and all rights and easements necessary or desirable for the use, occupation, repair, maintenance and replacement of any improvements now or hereafter located upon Grantor's remaining land. The Grantee shall have the right to remove trees, bushes, undergrowth and other obstructions interfering with the activities authorized herein and to take such other actions as may be necessary, useful or convenient for the enjoyment of the easement rights herein granted. Damage to the Easement Area as the result of the Grantee's exercise of the easement rights herein granted shall be remediated at the sole expense of the Grantee.

This Easement Deed and the rights and privileges granted hereby are perpetual, except as provided herein, and shall run with the land.

All rights, privileges, obligations and liabilities created by this instrument shall inure to the benefit of, and be binding upon, the heirs, devises, administrators, executors, successors and assignees of the Grantee and of the Grantor, the parties hereto and all subsequent owners of the Premises and shall run with the land.

Meaning and intending to convey an easement over a portion of the Property conveyed to the Grantor by Deed of Jeanette E. McMaster, dated June ___, 2026 and recorded in the Rockingham County Registry of Deeds at Book ____, Page ____.

This is an exempt transfer per RSA 78-B:2(I).

Executed this ____ day of October, 2022.

_____ _____
Witness: Randi Collins

_____ _____
Witness: Jeff Collins

State of New Hampshire
County of Rockingham

This instrument was acknowledged before me on this ____ day of October, 2022 by Randi Collins and Jeff Collins.

_____
Notary Public/Justice of the Peace

DTC Lawyers
Dedicated to Clients

CELEBRATING 40 YEARS OF SERVICE TO OUR CLIENTS

LIZABETH M. MACDONALD
CHRISTOPHER L. BOLDT
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
HEIDI J. BARRETT-KITCHEN
ERIC A. MAHER
CHRISTOPHER D. HAWKINS
JOHN K. BOSEN
ELAINA H. SMITH
WILLIAM K. WARREN
COURTNEY P. VAUGHAN
KATIE A. MOSHER

OF COUNSEL
MOLLY C. FERRARA
SCOTT S. ANDERS

RETIRED
MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
JOHN J. RATIGAN
DENISE A. POULOS
SHARON CUDDY SOMERS
ROBERT M. DEROSIER
NICHOLAS R. AESCHLIMAN

PLEASE REPLY TO
111 MAPLEWOOD AVE, STE. D
PORTSMOUTH NH 03801

August 19, 2026

Portsmouth City Council
City of Portsmouth
1 Junkins Avenue
Portsmouth, New Hampshire 03801

Re: Request for Zoning Map Amendment – 107 Ledgewood Drive (Tax Map 229, Lot 7)

Dear Mayor and Members of the City Council:

I represent RPL Properties LLC, owner of the property located at 107 Ledgewood Drive, identified as Tax Map 229, Lot 7. The property consists of approximately 15 acres and is presently improved with approximately 150 residential apartment units that have existed on the site since approximately 1970.

On behalf of RPL Properties LLC, I respectfully request that the City Council initiate consideration of an amendment to the City's Zoning Map to rezone the property from its present Garden Apartment/Mobile Home zoning designation to the appropriate Gateway Neighborhood Mixed Use district.

The requested rezoning would represent a logical extension of the City's existing Gateway zoning in this area. The property is a substantial, long-established multifamily residential site situated in close relationship to lands already governed by Gateway zoning. Applying Gateway zoning to 107 Ledgewood Drive would provide a more contemporary zoning framework for the property and better integrate its long-term planning with the surrounding area.

The request is also consistent with the planning objectives underlying Portsmouth's Gateway zoning. The Gateway districts were established in part to increase the supply and diversity of housing, encourage appropriate residential and mixed-use development along the City's major corridors, and provide standards governing the form, scale, and quality of new development. The City's current housing-planning efforts likewise recognize the importance of zoning tools that facilitate additional multifamily housing and redevelopment in appropriate locations.

RPL Properties LLC has no specific development plan for the property at this time. The owner does, however, wish to preserve the opportunity to consider additional housing on this substantial site in the future. The proposed map amendment would create an appropriate regulatory framework for that consideration without committing either the owner or the City to any particular development proposal, unit count, density, building configuration, or timetable.

Any future development or redevelopment would remain subject to all applicable provisions of the Zoning Ordinance and to the City's customary land-use review process, including site plan review and any conditional use permits or other approvals that may be required. The City would therefore retain full opportunity to evaluate traffic, infrastructure, environmental conditions, building design, open space, and other site-specific considerations when an actual development proposal is presented.

In our view, the proposed amendment presents an opportunity to align the zoning of a large, existing multifamily property with the City's broader Gateway and housing objectives of the new Master Plan, while preserving the City's ability to carefully review any future development on its merits.

Accordingly, we respectfully request that the City Council initiate the zoning-map amendment process and refer the proposed rezoning of Tax Map 229, Lot 7 to the Portsmouth Planning Board for review and recommendation.

We would welcome the opportunity to meet with City staff, the Planning Board, and the City Council to discuss the proposed amendment and the property's relationship to the surrounding Gateway district.

Thank you for your consideration of this request.

Respectfully submitted,

John K. Bosen, Esq.

Proposal to Commemorate the Arrival of Paul Revere in Portsmouth, NH

Opening Statement

Portsmouth holds a unique place in the story of American independence. It was here, on December 13, 1774, that Paul Revere arrived in Portsmouth after a grueling overnight ride from Boston. Paul Reveres warning of the British plan to remove the black powder and weapons from Fort William and Marry in New Castle set in motion the first overt action against the British Crown in the Colonies fight for liberty.

New Castle Resident and author, Michael J. Geanoulis, in partnership with local historian Susan Polidura and the New Hampshire Sons of the American Revolution and other state & national organizations, is in the early stages of.

As we approach this milestone, we have an extraordinary opportunity to honor Portsmouth's role in the Revolution and celebrate the what is arguable the *true* starting point of the American Revolutionary War.

Background

On December 12, 1774, more than four months before the Battles of Lexington and Concord, patriot leader **Paul Revere** undertook a critical express ride from Boston to Portsmouth, New Hampshire. Revere was dispatched by the Boston Committee of Correspondence with urgent intelligence that British authorities intended to reinforce Fort William and Mary at New Castle Harbor and seize or secure the military stores held there. After a grueling overnight ride, Paul Revere arrived at the Portsmouth Parade (now Market Square) at 4:00 pm on the cold and snowy afternoon of December 13, 1774. Revere carried a letter form Thomas Cooper, of the Boston Committee of Correspondence. At a time when tensions between Great Britain and the American colonies were rapidly escalating, the timely delivery of this information provided New Hampshire patriots with an opportunity to act before British forces could carry out their plans.

Upon his arrival in Portsmouth, Revere set about looking for Samuel Cutts, Portsmouth merchant whom he met at the "Portsmouth Parade" before the two went to Stoodley's Tavern to discuss the British plan to secure the powder stored at Fort William and Mary in New Castle. His warning galvanized local resistance and prompted swift action by New Hampshire patriots, who recognized the strategic importance of preventing the Crown

from controlling the fort's supplies of gunpowder, muskets, cannon, and ammunition. The intelligence he delivered enabled local leaders to organize a response that would demonstrate New Hampshire's commitment to defending colonial rights and liberties.

The following day, December 14, 1774, hundreds of armed patriots from Portsmouth and surrounding communities marched on Fort William and Mary under the command of John Langdon. They overwhelmed the small British garrison and removed more than one hundred barrels of gunpowder, which were dispersed throughout the colony for safekeeping. A second action on December 15 resulted in the removal of additional military stores, including cannon, muskets, and ammunition. These events represented one of the earliest organized acts of armed resistance to British authority in North America and preceded the outbreak of open warfare by several months.

Purpose

To honor this historic event and its lasting impact on the Colonies' fight for independence and freedom, we propose the installation of a commemorative marker in Market Square. This marker will serve as a permanent reminder of Portsmouth's role in the Revolution and Paul Revere's enduring legacy.

Significance

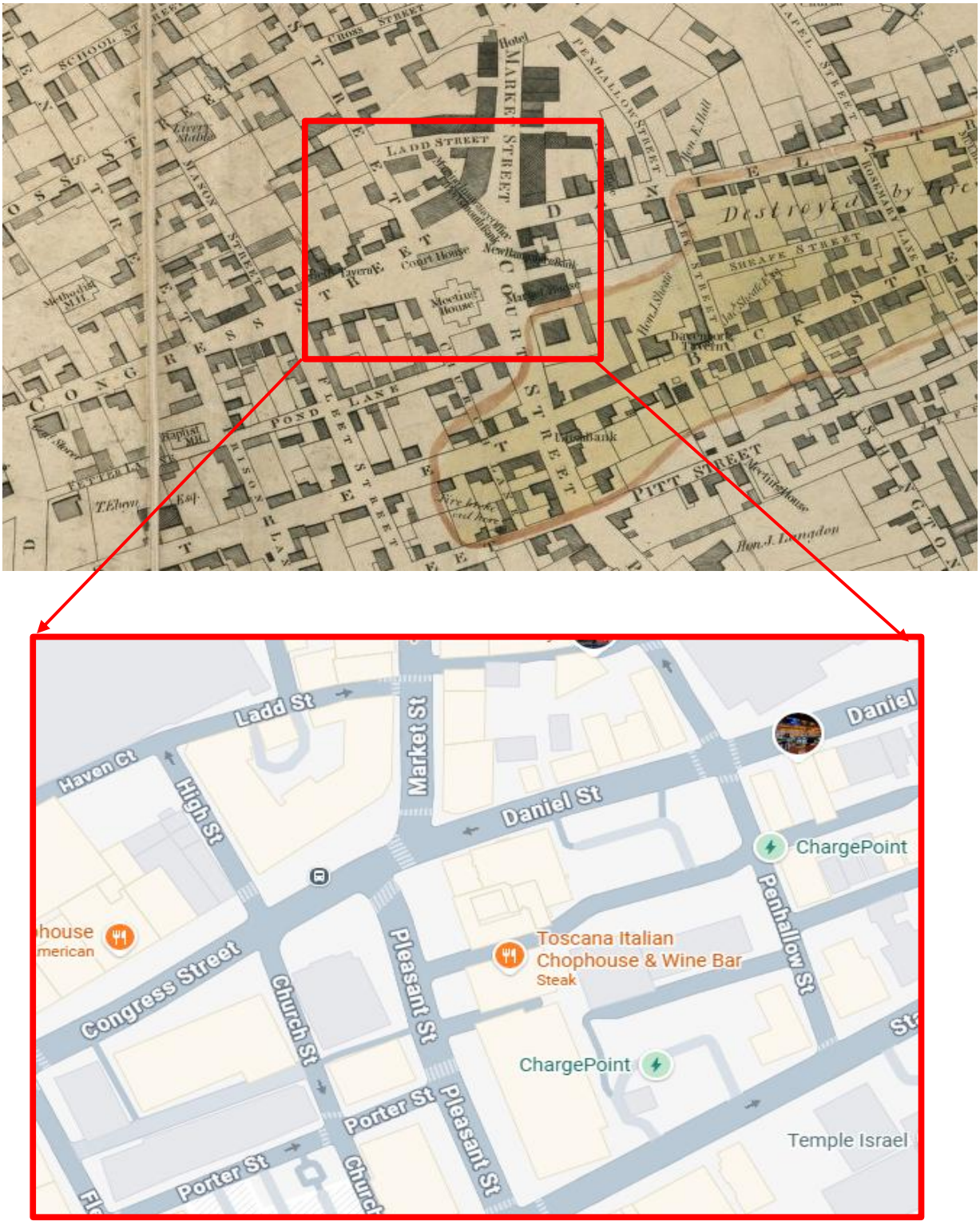
- Historical Importance: Paul Revere's arrival in Portsmouth was the first step in a chain of events leading up to the events at Lexington and Concord and what many consider the true starting point of the war.
- Educational Value: The marker will provide residents and visitors with insight into Portsmouth's Revolutionary War connections.
- Community Engagement: This initiative aligns with the city's commitment to preserving history and fostering civic pride.

Proposed Location

Market Square, a prominent and accessible public space in the center of Portsmouth, offers an ideal setting for the commemorative marker. Historical evidence documents Revere's arrived "on the Parade," the area now known as Market Square. This connection makes the Square not only a scenic and highly visible site but also historically authentic, reinforcing its significance as the place where Paul Revere arrived in Portsmouth.

(See maps next page for historic context)

Historic & Current Context Maps



Design Concept

We propose working in close collaboration with the Public Works Department to develop a design and select a location in Market Square that harmonizes with the existing State House Marker.



Estimated Timeline

- Approval to proceed with planning: October 2026
- Collaboration with DPW: November – December 2026
- Submission of comprehensive historic marker plan: January 2027
- Fabrication & Installation: TBD
- Dedication Ceremony: Early Spring 2027

Funding Sources

We anticipate support from the following sources:

- Michael J. Geanoulis, Sr.
- New Hampshire Sons of the American Revolution (NHSAR)
- Grant from George Washington Endowment Fund (NSSAR)
- Community donations and sponsorship

While these sources are expected to contribute substantially all expected costs, additional fundraising efforts and alternative funding opportunities may be required to fully achieve our goals**. Furthermore, we do not anticipate the need of any funding from the City of Portsmouth.**

Next Steps

We respectfully request the City of Portsmouth's approval to collaborate with the Public Works Division on the planning, design and placement of this commemorative marker. Upon completion of this initial phase we will present a comprehensive historic marker plan to the City, including detailed design specification, cost estimates, funding campaign and a proposed dedication event plan for final approval.

Outlook

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>
Date Mon 9/28/2026 4:54 PM
To Webform Submission <webformsubmission@portsmouthnh.gov>
Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Mon, 09/28/2026 16:54

Submitted by: Anonymous

Submitted values are:

First Name
Abigail

Last Name
Mayrand

Email
[redacted]

Subject
Water - Outdoor Faucet/Sewage Fees

Address
[redacted]
Portsmouth , New Hampshire. 03801

Message
I am writing to bring to your attention a significant, correctable issue regarding utility billing policy that directly impacts affordability for Portsmouth residents.

This summer, my family filled a recreational pool, which resulted in a $1,000 water and sewer bill. Of that total, $762 was for sewer fees alone. Because this water was used exclusively outdoors to fill a pool, it never entered the city's wastewater treatment system.

In an attempt to find a proactive solution, I hired a plumber to install a deduct meter on our outdoor faucet. I then learned that city policy strictly limits deduct meters to irrigation systems. When I contacted the Utility Billing department to request a billing adjustment for this non-sewered water usage, I was told that no adjustments are permitted under any circumstances.

Currently, residents face a complete dead end with no recourse to avoid paying massive sewage fees for water that never touches the sewer system.

While community affordability is a frequent topic of public discussion, this situation presents a tangible opportunity for a practical policy fix. I respectfully urge the council to consider one of two straightforward solutions to relieve this unfair burden on residents:

1.Expand deduct meter eligibility to include standard outdoor faucets used for filling pools or general outdoor maintenance.

2. Implement a standard sewer adjustment policy that allows for a one-time seasonal waiver or credit when a resident can document substantial outdoor water usage.

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

{Empty}

*subject Subject

Outlook

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>
Date Sun 10/4/2026 11:33 AM
To Webform Submission <webformsubmission@portsmouthnh.gov>
Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Sun, 10/04/2026 11:33

Submitted by: Anonymous

Submitted values are:

First Name
Brent

Last Name
Gunts

Email
[redacted]

Subject
Mechanic Street pumping station

Address
[redacted]
Portsmouth , New Hampshire. 03801

Message
My wife, Dennyse, and I are strongly opposed to the proposed relocation of the pumping station. We believe that Peirce Island is the perfect place for the new pumping station to be located. We have attended both the City Council meeting and the first public meeting where the engineers presented their proposal. Although we appreciate all the work they have put into this project, it seems to us that the proposed location next to the Peirce Island Bridge on the Prescott Park parcel was a foregone conclusion. Although we were told that a Peirce Island location would be too expensive, we believe it would be worthwhile for the engineers to go back and reevaluate Peirce Island factoring in possible savings from avoiding a Prescott Park settlement and any new bridge complications, not to mention the disruption that would be caused by closing Mechanic Street for construction.
We feel that this situation can be viewed as an opportunity by the City Council to rectify a mistake of 50 years ago, and move the pumping station out of one of Portsmouth's most historic neighborhoods where it never belonged in the first place.

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

{Empty}

*subject Subject

Outlook

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>
Date Wed 9/30/2026 1:52 PM
To Webform Submission <webformsubmission@portsmouthnh.gov>
Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Wed, 09/30/2026 13:52

Submitted by: Anonymous

Submitted values are:

First Name
Donna

Last Name
Westbrook

Email
[redacted]

Subject
Implementing a Mobile Overnight Warming Vehicle Pilot Program

Address
[redacted]
Portsmouth, New Hampshire. 03801

Message
Dear City Manager and Members of the Portsmouth City Council,
I am writing to propose a practical, cost-effective solution to bridge the critical overnight gap in our city's winter emergency shelter capabilities. While the Portsmouth Public Library serves as an invaluable daytime refuge, our community lacks a continuous, 24-hour municipal warming option during dangerous sub-freezing nights.
To address this without the delays of real estate acquisition or stationary zoning, I ask the city to consider a Mobile Overnight Warming Vehicle pilot program for the upcoming winter months. Specifically, the city could repurpose a surplus or retired municipal transit bus or public works vans to serve as a stationary overnight heating station.
Why this approach works for Portsmouth:
Low Upfront Capital: By utilizing existing, retired fleet vehicles, the city avoids expensive real estate costs.

Controlled Environment: The vehicle would not drive around; it would park in a single, designated city-owned lot overnight, making logistics predictable for emergency services and users alike.
Code-Compliant Flexibility: While subject to rigorous Department of Transportation safety inspections and equipped with proper emergency egress, a mobile unit circumvents the complex building code hurdles of setting up a permanent new shelter space.
Collaborative Potential: The city can provide the vehicle asset, while partnering with experienced local non-profits or outreach teams to handle staffing, safety monitoring, and basic overnight operations.
Over 300 peopke have already signed a petition calling for 24-hour municipal winter warmth. A mobile warming bus is a flexible, compassionate, and highly manageable way for our city to protect its most vulnerable residents when the temperature drops.
I welcome the opportunity to discuss with city staff together to explore this pilot program. Thank you for your time and continued service to Portsmouth.
Sincerely,
Donna Westbrook
[redacted]
Portsmouth NH
[redacted]

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

{Empty}

*subject Subject

Outlook

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>
Date Mon 9/28/2026 3:33 PM
To Webform Submission <webformsubmission@portsmouthnh.gov>
Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Mon, 09/28/2026 15:33

Submitted by: Anonymous

Submitted values are:

First Name
Maria

Last Name
Gray

Email
[redacted]

Subject
Urgent Safety Request Urban Foredtry Center

Address
[redacted]
Porysmouth, New Hampshire. 03801

Message
Dear City Council Members,
My name is Maria Gray and I have lived directly across from the Urban Forestry Center on Elwyn Road for 27 years. I have always valued the Center as one of Portsmouth's quiet treasures. I am writing to city and state officials because a problem at its entrance has become a genuine safety and privacy concern for my neighbors and for me. The remedy is simple and inexpensive, and I am asking for swift action.
For nearly two years, I have kept my shades and curtains drawn day and night. Vehicles now park along both sides of the entrance driveway, facing directly into my home, often for hours at a time, with no apparent connection to use of the trails. Many are campers and RVs. My grandchildren are regularly in my care, and I am not willing to let strangers sit and look into the rooms where they play. Living behind closed curtains in my own house is a poor way to live, and it is not something any resident should have to accept.

This is a recent problem with a clear cause. The entrance gate broke several years ago and was never repaired or replaced. Staff used to close and lock it nightly, and that one routine kept the property secure after hours. There were also NO PARKING signs and fencing stakes along the entrance that kept vehicles off the driveway edges. All of it is now gone. There is not a single NO PARKING sign anywhere along the driveway, even though ample designated parking sits in the lots just inside the property.
The consequences reach beyond my windows. Neighbors no longer feel comfortable walking past the entrance after dark, and on many days not in daylight either, depending on what is parked there. Vehicles along the driveway block sight lines for drivers on Elwyn Road, close very busy Route 1 intersection. It is an accident waiting to happen. What was once a welcoming gateway to a state forest now looks abandoned, and it reflects poorly on the Center, on the State of New Hampshire, and on the City of Portsmouth.
I have contacted the Portsmouth Police on numerous occasions. Officers have been responsive and drive by when they can, but I am told there is little they can enforce because the land is state-owned. I have also raised this directly with the Urban Forestry Center's manager, in writing and in person, and was told there is no funding. I offered then, and I repeat the offer now, to pay personally for both the NO PARKING signs and a new gate.
Because the Urban Forestry Center is state property managed by the NH Division of Forests and Lands, I respectfully request your help in securing the following:
Install clearly visible NO PARKING signs along the entrance driveway, directing visitors to the designated lots below.
Repair or replace the broken entrance gate and resume locking it nightly at closing. I remain willing to fund both items.
Determine precisely where the state property line falls relative to the Elwyn Road right-of-way, so the City can post and enforce parking restrictions on any portion under its jurisdiction.
Increase patrols and enforcement at the entrance, coordinated among the Portsmouth Police Department, the NH State Police, and DNCR.
Evaluate lighting or other basic security measures at the entrance.
Inform residents what steps will be taken, and on what timeline.
None of this is costly. Together these measures would restore the safety, privacy, and dignity of this entrance. I would welcome the chance to meet on site, and I am glad to share photographs and a dated log of incidents.
Thank you for your attention and your service. I respectfully await your reply.
Sincerely,
Maria Gray
[redacted]
Portsmouth NH 03801
[redacted]

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

{Empty}

*subject Subject

Outlook

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>
Date Wed 9/30/2026 7:35 AM
To Webform Submission <webformsubmission@portsmouthnh.gov>
Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Wed, 09/30/2026 07:35

Submitted by: Anonymous

Submitted values are:

First Name
Robin

Last Name
Lurie-Meyerkopf

Email
[redacted]

Subject
Company showing up at 7am

Address
[redacted]
Portsmouth, New Hampshire. 03801

Message
Hi. I know this is small compared to other bigger issues. I large truck showed up on our street around 7am with a police detail. Said we need to move vehicles. No mention of what they are doing. No prior notice. Says they are working on gas lines. Why can't we get notice of this happening? Very disruptive.

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

{Empty}

Outlook

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>
Date Mon 9/28/2026 4:29 PM
To Webform Submission <webformsubmission@portsmouthnh.gov>
Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Mon, 09/28/2026 16:28

Submitted by: Anonymous

Submitted values are:

First Name
Thomas

Last Name
Boynton

Email
[redacted]

Subject
Pease Water use

Address
[redacted]
Portsmoth, New Hampshire. 03801

Message
Hello, I live in Portsmouth and work at Pease on the air base. With the recent article from NPR about some elevate levels on specific chemicals it is concerning. The last conducted testing at the faciity I am at was in 2024. Is the base safe with their drinking water base on the Pease water treatment facility, or should we will still be concerned. Also, where I live in Portsmouth is it okay to be drinking the water at my house too? Thank you.

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

{Empty}

*subject Subject

Outlook

City Council Website Contact Form

From City of Portsmouth <webformsubmission@portsmouthnh.gov>
Date Wed 9/30/2026 1:10 PM
To Webform Submission <webformsubmission@portsmouthnh.gov>
Cc City Council Clerk - Shr <ccclerk@portsmouthnh.gov>; City Council - Shr <ccemail@portsmouthnh.gov>; Carl E. Weber <ceweber@portsmouthnh.gov>; Karen S. Conard <kconard@portsmouthnh.gov>; Nathan D. Lunney <ndlunney@portsmouthnh.gov>; Susan G. Morrell <sgmorrell@portsmouthnh.gov>

Submitted on Wed, 09/30/2026 13:10

Submitted by: Anonymous

Submitted values are:

First Name
Thomas

Last Name
Smart

Email
[redacted]

Subject
Unfinished paving project on Sherburne Ave.

Address
[redacted].
Portsmouth, New Hampshire. 03801

Message
Hello: The paving operation in this neighborhood appears to be finished, except for a rectangular strip where the old asphalt has been removed, but has not yet been repaved. I'm writing because yesterday, 9/29, I lost control of my bike. Because I was moving at a walking pace, I was not injured. However, someone else could be seriously injured if they were riding fast at night and not aware of the sudden drop in the surface.

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

{Empty}

*subject Subject

From: M.C. Abbott [redacted]
Sent: Monday, 21 September 2026 13:17:54
To: Mayor <mayor@portsmouthnh.gov>
Cc: Joanna Diemer <jdiemer@portsmouthnh.gov>
Subject: Withdrawal from PEAC

Hello Mayor,

With some sadness I share that I must withdraw from the Portsmouth Energy Advisory Committee. My husband and I always had medium term plans to move to Sacramento, where my family is, and earlier than expected we have the opportunity to do that for my husband's job. This is of course 100% about being close to family. We have come to call Portsmouth home and will miss it dearly!

Thank you for the opportunity to serve my community. I've already shared our plans with Councilor Tabor. Let me know if there is any additional protocol to follow.

MC (Mary Claire) Rodriguez-Abbott

Receipt Date:

City of Portsmouth, NH
Boards, Committees, and Commissions

INITIAL APPLICATION

The application may be printed and hand-delivered, or electronically submitted to the Office of the City Clerk.

Initial Application

Committee: Economic Development Commission

Name: Zach Dombrowski

Telephone: [redacted]

If you do not receive the appointment you are requesting, would you be interested in serving on another board, committee or commission?

Yes X No ____

Have you contacted the Chair of the Board, Commission, or Committee to determine the time commitment involved? YES/NO

Can you be contacted at work? YES/NO If so, telephone number: [redacted]

Street address [redacted] Portsmouth NH 03801

Mailing address (if different): ____

Email address (for communication from the Office of the City Clerk, and distribution of training materials):

[redacted]

How long have you been a resident of Portsmouth? Four Years

Occupational background:

I am an investment banker with William Blair & Company, a Chicago based investment bank, and have been in this field for 15 years.

I specialize in advising c-suite executives, founders, and private equity owners on how to take their companies public via IPO and then flourish as a public company. I work closely with larger companies, their boards of directors, and their shareholders to succeed as public companies.

City of Portsmouth, NH
Boards, Committees, and Commissions

INITIAL APPLICATION

The application may be printed and hand-delivered, or electronically submitted to the Office of the City Clerk.

Please list experience you have in respect to this Board, Committee, or Commission:

While I do not have experience working municipal boards, I do have significant experience conducting business development activities in my professonial life. I have significant experience working with and advising larger companies and helping them grow & thrive within the constraints & challenges they face.

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

Reasons for wishing to serve: I would like to get more involved with my community and believe this committee is one where I can have the most impact. I believe it aligns well with my skills and experience.

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

I have three children under 7 and have previously focused most of my energy on work and family so this is my first foray into an activity like this, which is exciting for me.

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

1. Christer Ericsson, [redacted] Portsmouth NH. [redacted]
   Name, address, telephone number
2. Peter Whelan, [redacted] Portsmouth NH. [redacted]
   Name, address, telephone number

By submitting this application you understand that:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission/Committee; 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. Your application will be kept on file for one year from date of receipt.
6. IF APPOINTED, YOU WILL BE REQUIRED TO REVIEW AND ACKNOWLEDGE THE BOARD, COMMISSION AND COMMITTEE HANDBOOK FOR VOLUNTEERS AND TO PARTICIPATE IN ALL TRAININGS.
7. Sign the Oath of Office book preserved with the Office of the City Clerk

Signature: [signature] Date: 9/9/2026

Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801

Created: 2/18/25

Receipt Date:

9/15/24

City of Portsmouth, NH
Boards, Committees, and Commissions

INITIAL APPLICATION

The application may be printed and hand-delivered, or electronically submitted to the Office of the City Clerk.

Initial Application

Committee: Economic Development Commission

Name: Matthew Jeffers

Telephone: [redacted]

If you do not receive the appointment you are requesting, would you be interested in serving on another board, committee or commission?

Yes X No ____

Have you contacted the Chair of the Board, Commission, or Committee to determine the time commitment involved? YES/NO

Can you be contacted at work? YES/NO If so, telephone number: [redacted]

Street address: [redacted]

Mailing address (if different): ____

Email address (for communication from the Office of the City Clerk, and distribution of training materials):

[redacted]

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

Occupational background:

General Manager for laser systems manufacturer

Director of Engineering for semiconductor capital equipment and materials processing equipment

City of Portsmouth, NH
Boards, Committees, and Commissions

INITIAL APPLICATION

The application may be printed and hand-delivered, or electronically submitted to the Office of the City Clerk.

Please list experience you have in respect to this Board, Committee, or Commission:

None

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

Reasons for wishing to serve: I am interested in becoming more involved in the community and believe my business background would be beneficial.

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

Middle Hill Condominium Association

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

1. Christopher Ledoux, [redacted]
   Name, address, telephone number
2. Jason Lenk, [redacted]
   Name, address, telephone number

By submitting this application you understand that:

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7. Sign the Oath of Office book preserved with the Office of the City Clerk

Signature: [signature] Date: 9/10/26

Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801

Portsmouth Municipal Building Improvements Project
Blue Ribbon Committee Memo for 9/30/2026 Meeting

Date: 9/30/2026

Dear Committee Members,

Please use this memo as a guide to the primary points for our forthcoming conversation on 9/30. Additional supporting information is included on the following pages and is referenced with the appropriate page numbers in the table of contents and sections below.

Table of Contents

Content	Pages
Guiding Memo	1-3
Conceptual Space Planning – Concept C Floor Plans	4-8
Existing Facility Floor Plans	9-13
Updated Project Sketches	14-16
Updated FAQs	17-25
Phasing and Costs Concept C	26

Summary of JSA/City Staff Work Since Last Meeting

Since our last meeting on 9/9 the team has prepared updated layouts of floors 3 and 4 and prepared updated project sketches in response to public feedback received. City staff have prepared a review of the project financing and bonding for review today.

Project Status Updates

Revised Plans for Floors 3 and 4

Last meeting it was discussed that the design team was working reconfigure phases 8 and 9, the 4th and 3rd floor renovations. The goal being to minimize reconfigurations of the space and maintain existing layout where possible, bringing it from a major renovation to minor renovation cost as well as identify any other potential savings and efficiencies to achieve this target.

The updated floor plans are included in the packet for discussion and reflect the appropriate adjustments following meeting with City Manager and Staff on Friday, 9/25. Revisions have been made to the Floor 1 archives space, Floor 3, and Floor 4.

Please refer to pages 4-8 for updated Concept C Floor Plans and pages 9-13 for the Existing Facility Floor Plans

Updated Project Sketches
Specific feedback was received and discussed last meeting recommending that the sallyport be finished in brick to mirror the existing 1963 building. The goal being to reduce the visual impact of the addition when viewed from the pond side. This could also create the benefit of further distinction between the sallyport and public main entrance. Upon review the team feels this is a compelling direction and recommends proceeding accordingly. Further work will occur in the design phases to refine patterning, accents, and details.

Please refer to pages 14-16 for updated concept sketches of the main entry and an additional sketch portraying the view from across South Mill Pond.

Project Frequently Asked Questions

Please refer to pages 17-25 for an updated FAQ

Project Financing and Bonding Review – Nathan Lunney, Deputy City Manager for Finance and Administration

Please refer to page 26 for the Phasing and Costs Summary.

Project Next Steps and Schedule
Please find below a project schedule highlighting the proposed next steps and approximate durations.

- **Council Approval**: October 2026
- **Executed Design Contract**: November 2026

Design Phase (15 months)

- **Schematic Design (4 months)**: November 2026 –February 2027
  - 50% SD: mid January. Use for CM RFQ
  - 100% SD: end of February
- **Schematic Design Estimating and Regulatory Boards (2 months)**: March-April 2027
  - CM on board for pre-construction services and estimating commences
  - Initial Meetings with various boards/committees including Conservation Commission, TAC, HDC, Planning Board, etc.
- **Design Development (4 months):** May – August 2027
  - 50% DD: end of June
  - 100% DD: end of August
- **Construction Documents (5 Months)**: September 2027 – January 2028

  - 50% CD: mid November
  - 100% CD: end of January

- **Bidding & Negotiation (4 Months):** February – May 2028
  - Package and Bid to Subs: February and March 2028
  - Bidding and GMP: April-May 2028
- **Construction**
  - June 2028 - 2032

DPW Enabling Work - Swing Space Fit Out

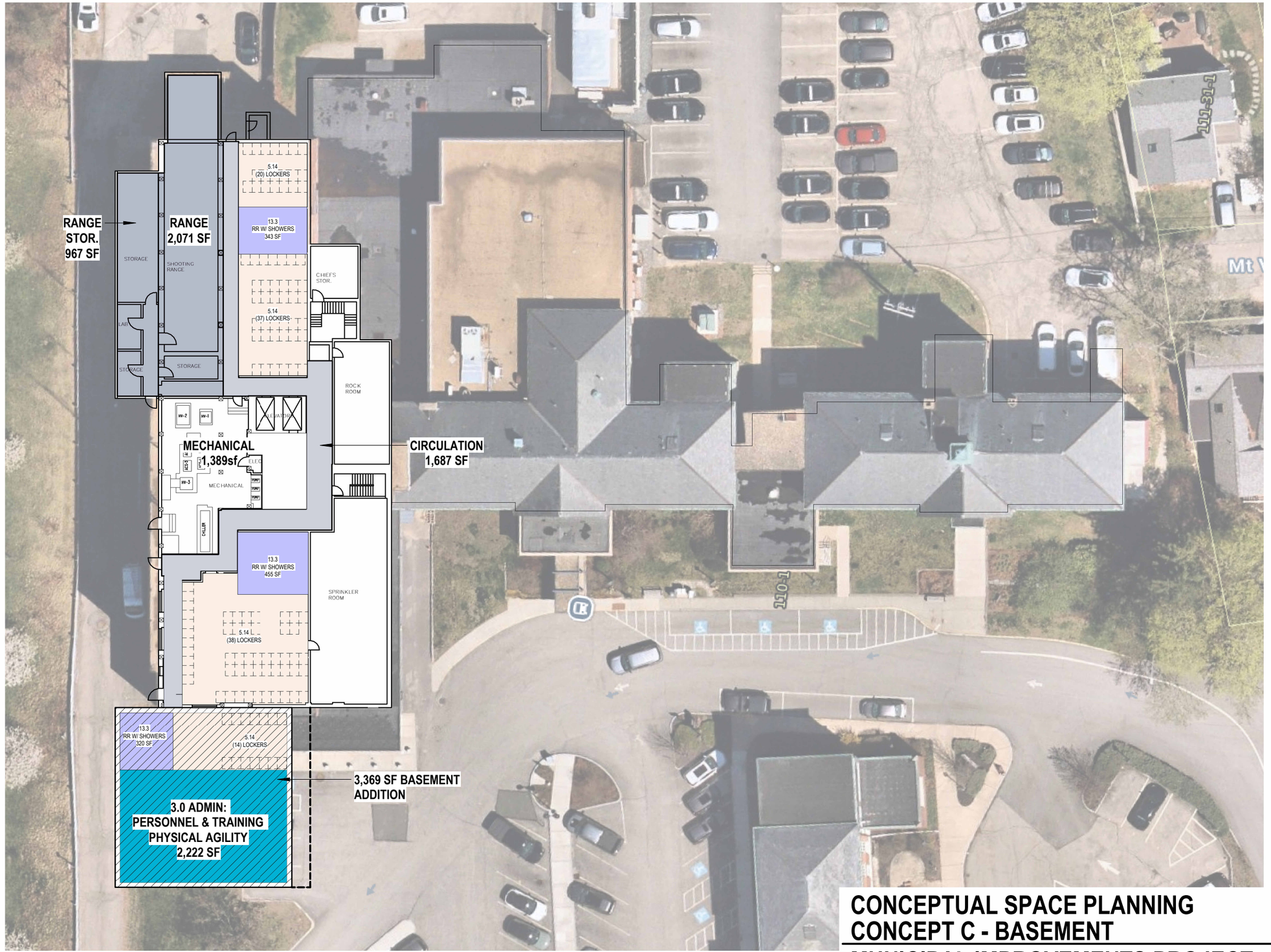
- **DPW Space Needs Assessment (2 months):** October – December 2026
- **Design (4 Months):** January – April 2027
- **Construction (4 Months):** May – August 2027

Committee Recommendation to City Council

Proposed Municipal Blue Ribbon Committee motion:

Move that the Municipal Building Blue Ribbon Committee recommend that the City Council adopt Final Concept C, including the revised third and fourth-floor, as the preferred design concept for the Municipal Complex Upgrade, consistent with the revised project cost estimate and phasing plan, for a total project cost of $58.6 million.

Related Attachments
Final Concept C with revisions to the 3rd & 4th Floors
Phasing Plan and Cost Estimates



DEPARTMENT LEGEND

- PATROL
- ADMIN: TRAINING
- FACILITY SUPPORT
- PD

T = TOILET
O or OFF. = OFFICE
CONF = CONFERENCE ROOM
A = ALCOVE
BR RM = BREAK ROOM
REC = RECEPTION

CONCEPT C KEY POINTS

- Addition totals:
  1. Main floor = **9,410 SF**
  2. Basement/Extra floor = **6,830 SF**
- All departments remain in the facility, except Water/Sewer Billing and a portion of the school department have been moved off campus.
- PD and Municipal lobbies seperated
- Level of renovation is dependent on final design.

Note: #'s at beginning of department names correlate to previously provided SNA

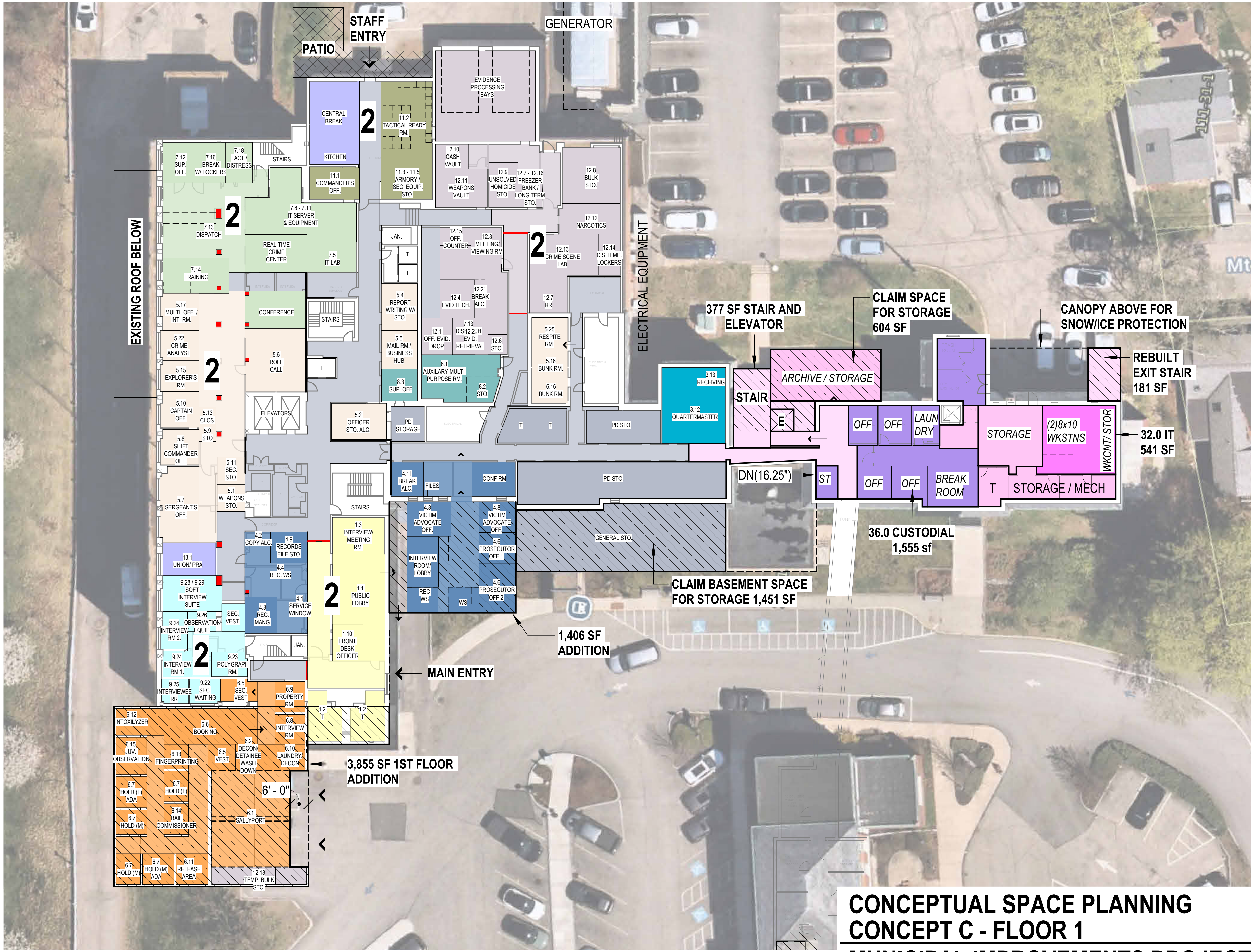
1 **CONCEPT C - BASEMENT**
1/32" = 1'-0"

CONCEPTUAL SPACE PLANNING
CONCEPT C - BASEMENT
MUNICIPAL IMPROVEMENTS PROJECT

SCALE: As indicated
9/25/2026

JSA + ADG Architects Design Group

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1 CONCEPT C - FLOOR 1
1/32" = 1'-0"

DEPARTMENT LEGEND

- PUBLIC ACCESS
- PATROL
- COMMS. & IT
- DETECTIVES DIVISION
- PROPERTY & EVIDENCE
- BOOKING & INTAKE
- COMMON AREAS
- RECORDS/ PROSECUTER'S OFFICE
- IT
- CUSTODIAL
- SERT
- FACILITY SUPPORT
- AUXILIARY
- ADDITIONS
- COMMON CIRCULATION

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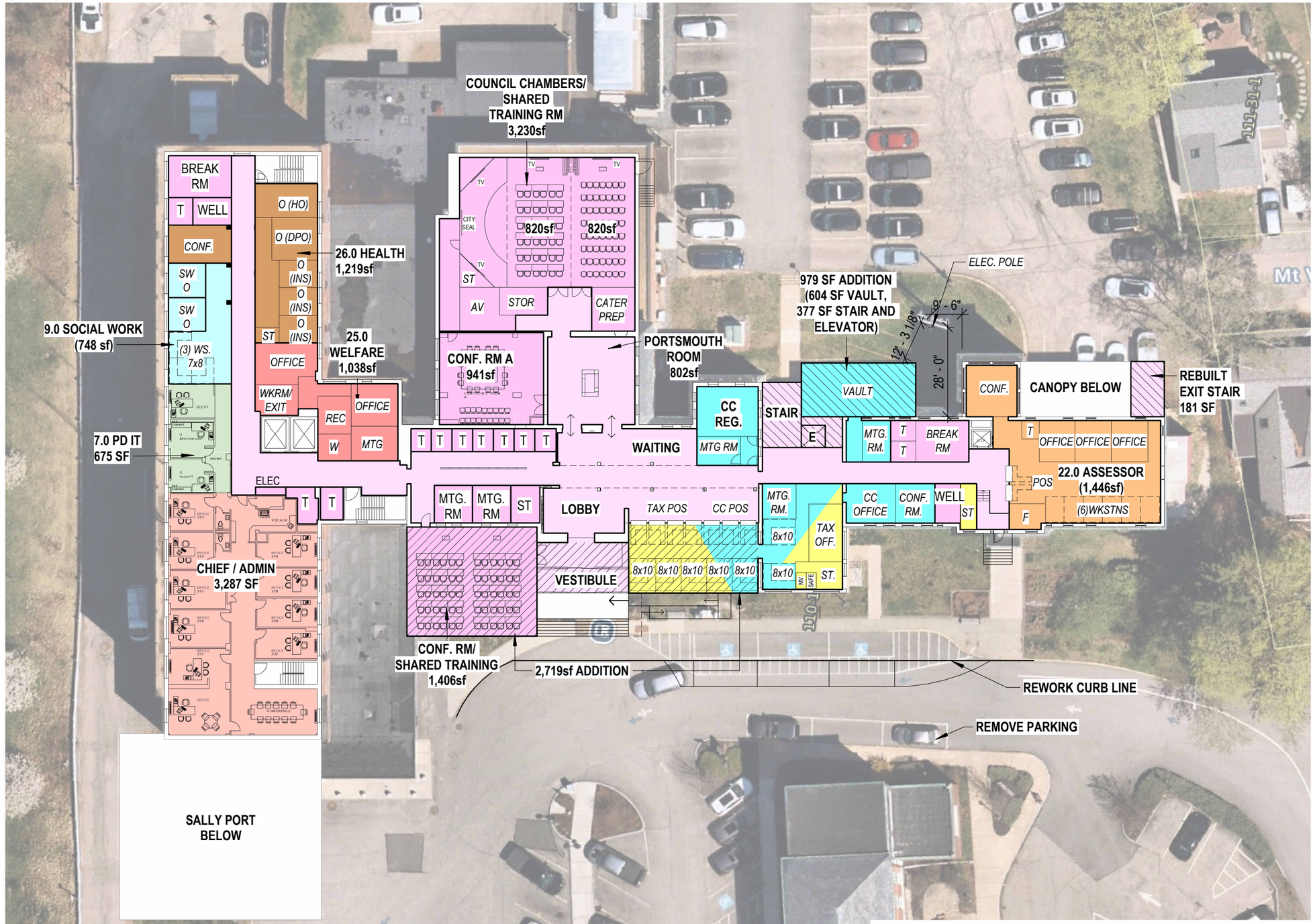
Note: #'s at beginning of department names correlate to previously provided SNA

CONCEPTUAL SPACE PLANNING
CONCEPT C - FLOOR 1
MUNICIPAL IMPROVEMENTS PROJECT

SCALE: As indicated
9/25/2026

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DEPARTMENT LEGEND

- ADMIN & CHIEF
- COMMON CIRCULATION
- COMMON AREAS
- WELFARE
- CITY CLERK
- HEALTH
- ASSESSOR
- TAX
- SOCIAL WORK
- ADDITIONS
- FLEX SPACE
- PD IT

T = TOILET
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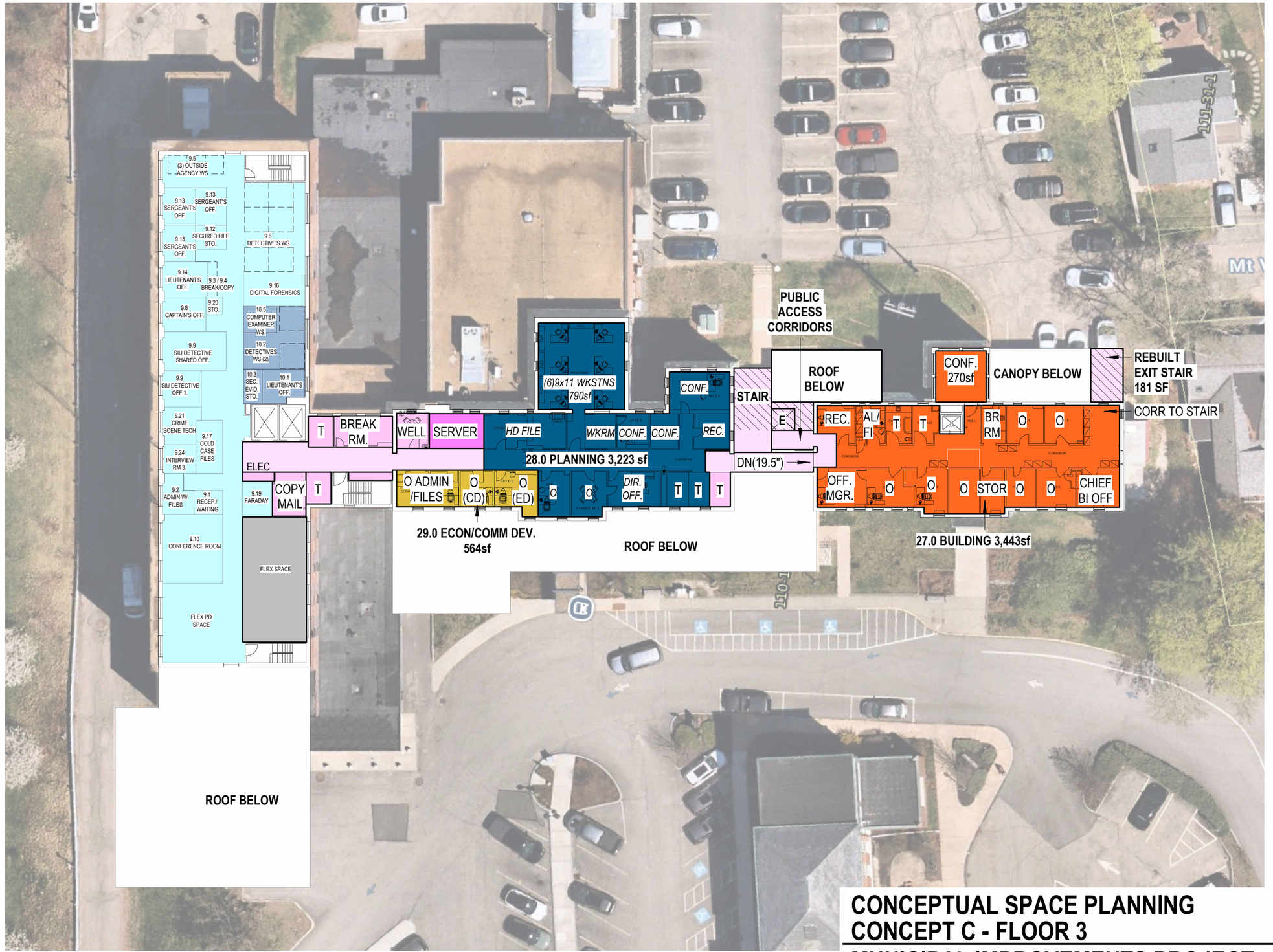
1 **CONCEPT C - FLOOR 2**
1/32" = 1'-0"

CONCEPTUAL SPACE PLANNING
CONCEPT C - FLOOR 2
MUNICIPAL IMPROVEMENTS PROJECT

SCALE: As indicated
9/25/2026

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DEPARTMENT LEGEND

- DETECTIVES DIVISION
- COMMON AREAS
- BUILDING
- PLANNING
- COMMON CIRCULATION
- ECON/COMM DEV
- INTERNET CRIMES
- IT
- FLEX SPACE

T = TOILET
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CONCEPT C KEY POINTS

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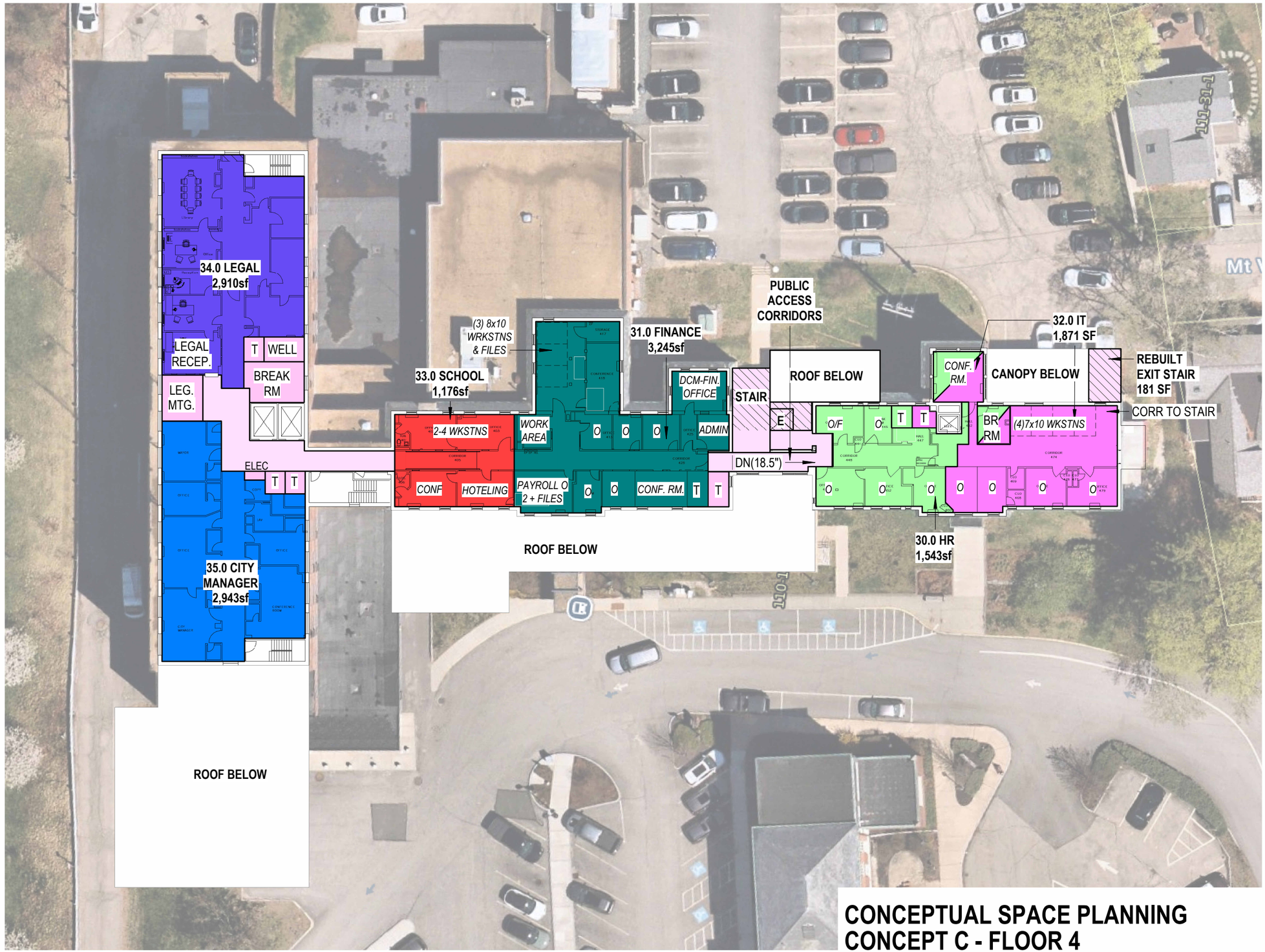
1 **CONCEPT C - FLOOR 3**
1/32" = 1'-0"

CONCEPTUAL SPACE PLANNING
CONCEPT C - FLOOR 3
MUNICIPAL IMPROVEMENTS PROJECT

SCALE: As indicated
9/25/2026

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1 **CONCEPT C - FLOOR 4**
1/32" = 1'-0"

DEPARTMENT LEGEND

- LEGAL
- COMMON AREAS
- COMMON CIRCULATION
- IT
- SCHOOL
- CITY MGR
- FINANCE
- HR

T = TOILET
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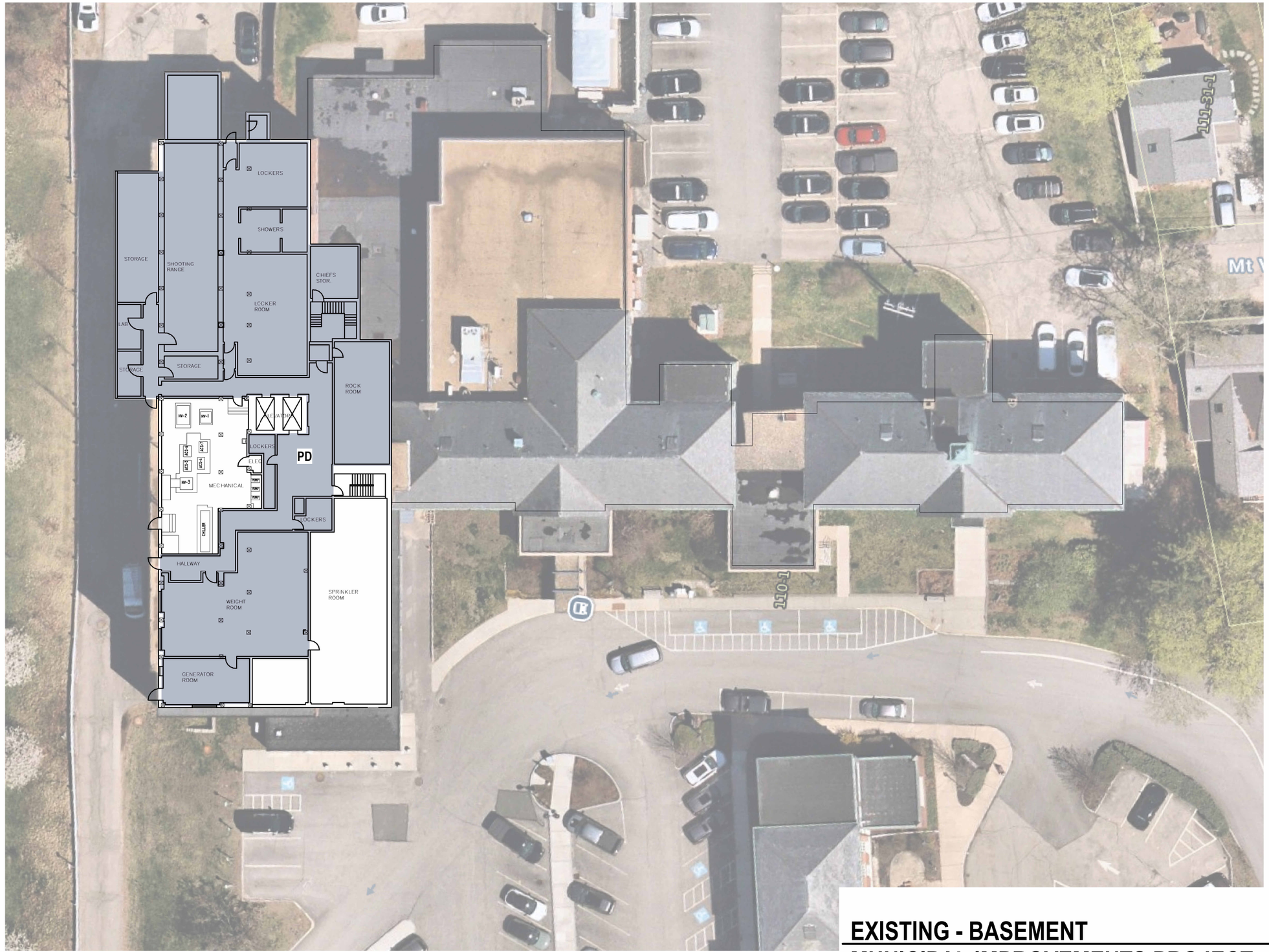
Note: #'s at beginning of department names correlate to previously provided SNA

CONCEPTUAL SPACE PLANNING
CONCEPT C - FLOOR 4
MUNICIPAL IMPROVEMENTS PROJECT

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9/25/2026

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DEPARTMENT LEGEND

- TAX
- HR
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- FINANCE
- CITY CLERK
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- SCHOOL
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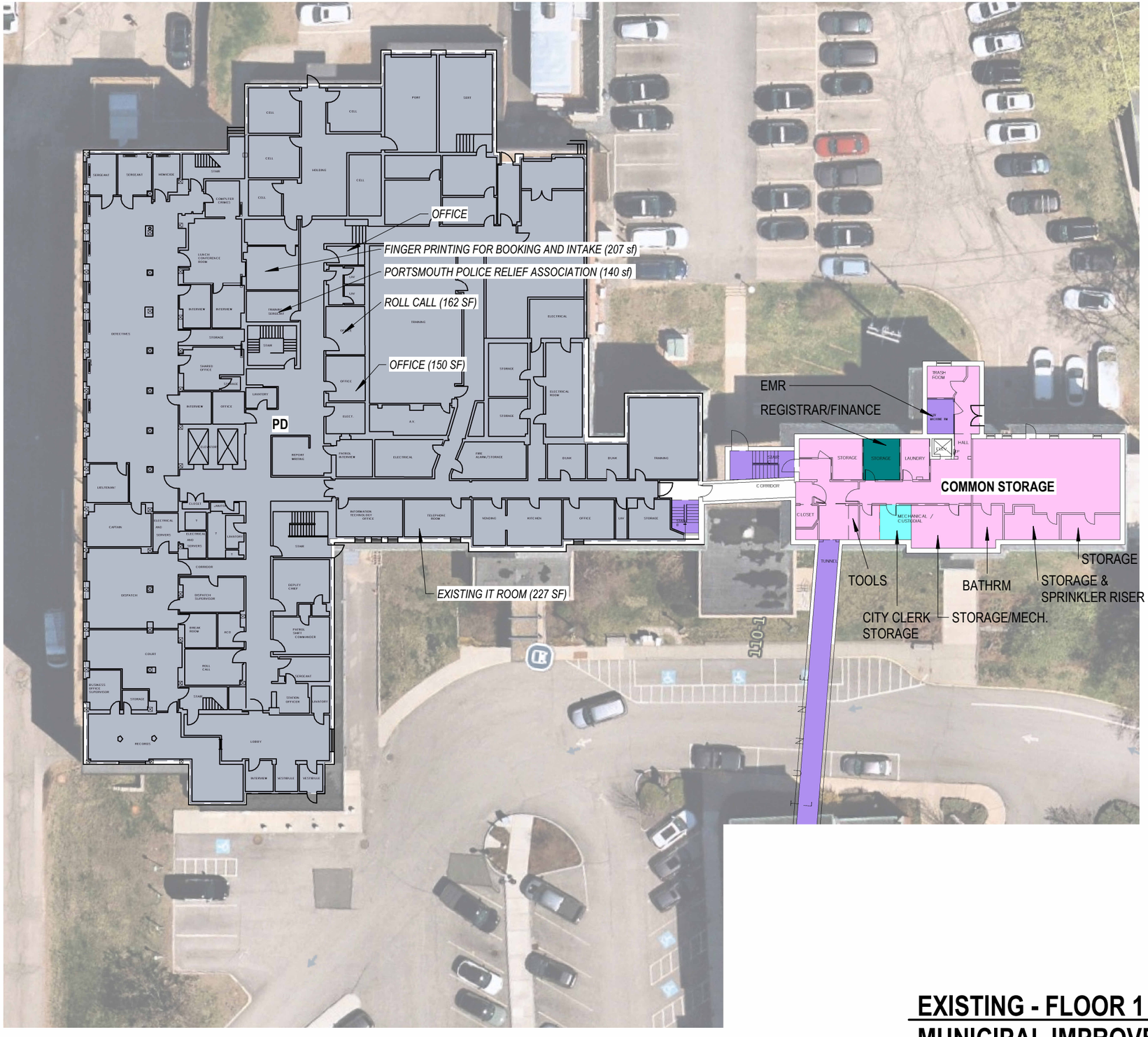
EXISTING - BASEMENT

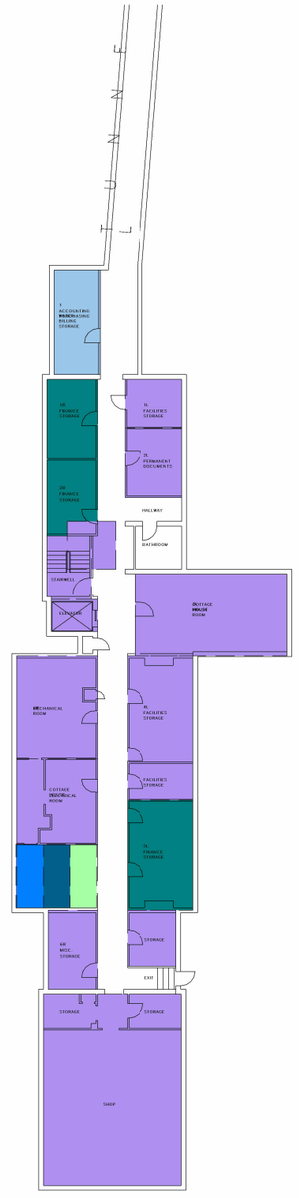
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DEPARTMENT LEGEND

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BR RM = BREAK ROOM
REC = RECEPTION

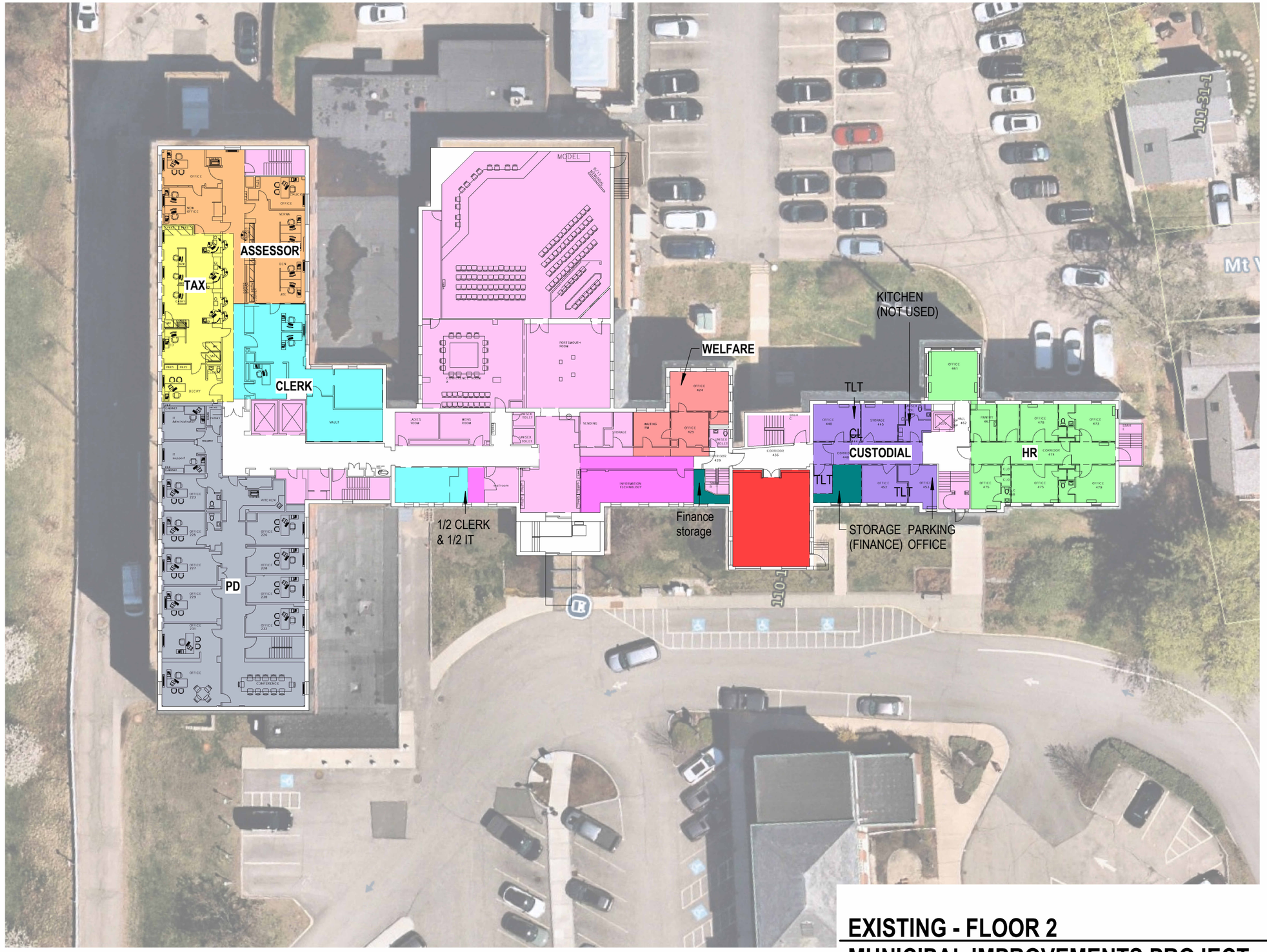
EXISTING - FLOOR 1

MUNICIPAL IMPROVEMENTS PROJECT

SCALE: As indicated
9/25/2026

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DEPARTMENT LEGEND

- TAX
- ASSESSOR
- CITY CLERK
- WELFARE
- HEALTH
- BUILDING
- PLANNING
- ECON/COMM DEV
- COMMON AREAS
- HR
- FINANCE
- IT
- SCHOOL
- LEGAL
- CITY MGR
- CUSTODIAL
- PD
- ADDITIONS

T = TOILET
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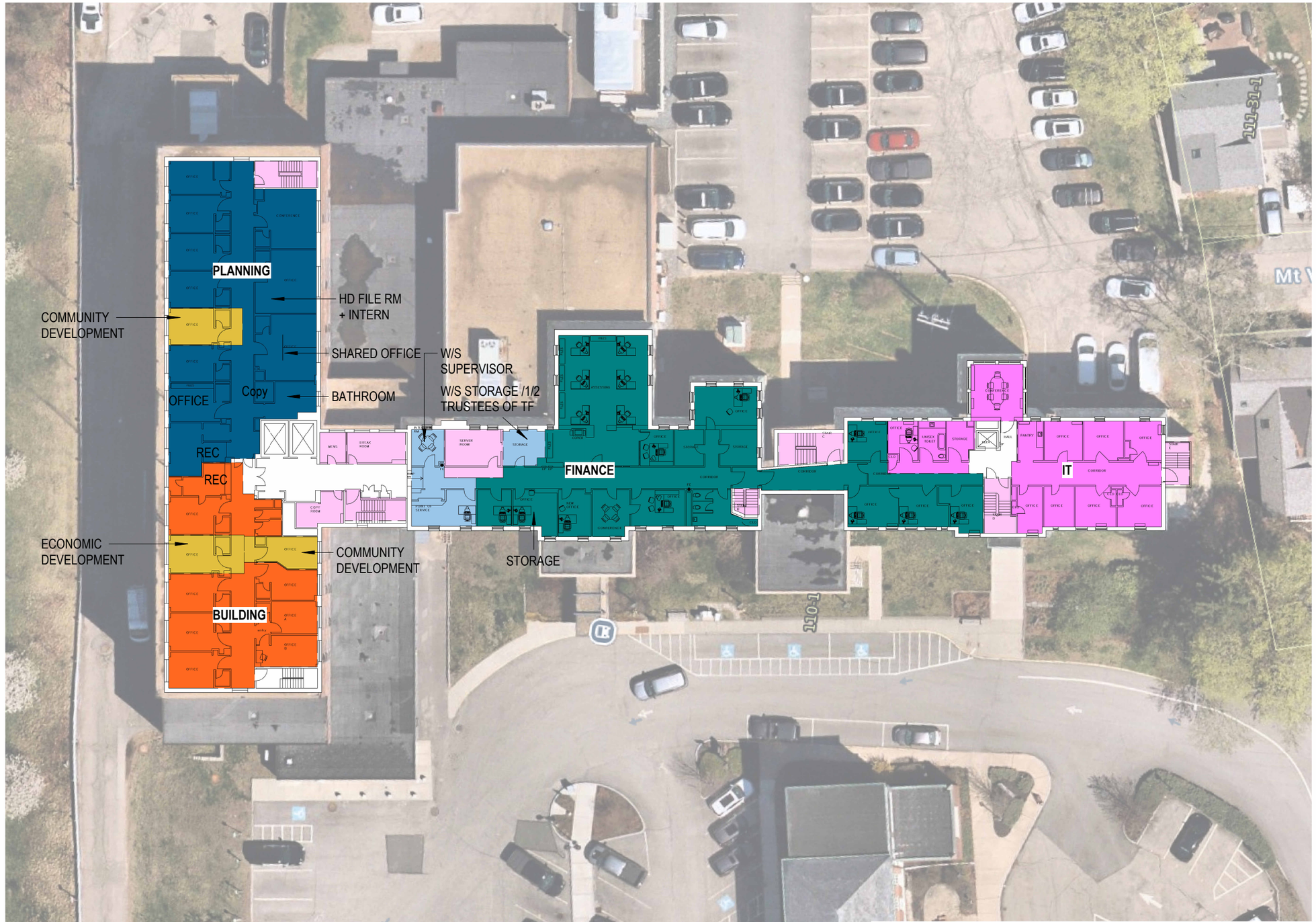
EXISTING - FLOOR 2

MUNICIPAL IMPROVEMENTS PROJECT

SCALE: As indicated
9/25/2026

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DEPARTMENT LEGEND

- TAX
- HR
- ASSESSOR
- FINANCE
- CITY CLERK
- IT
- WELFARE
- SCHOOL
- HEALTH
- LEGAL
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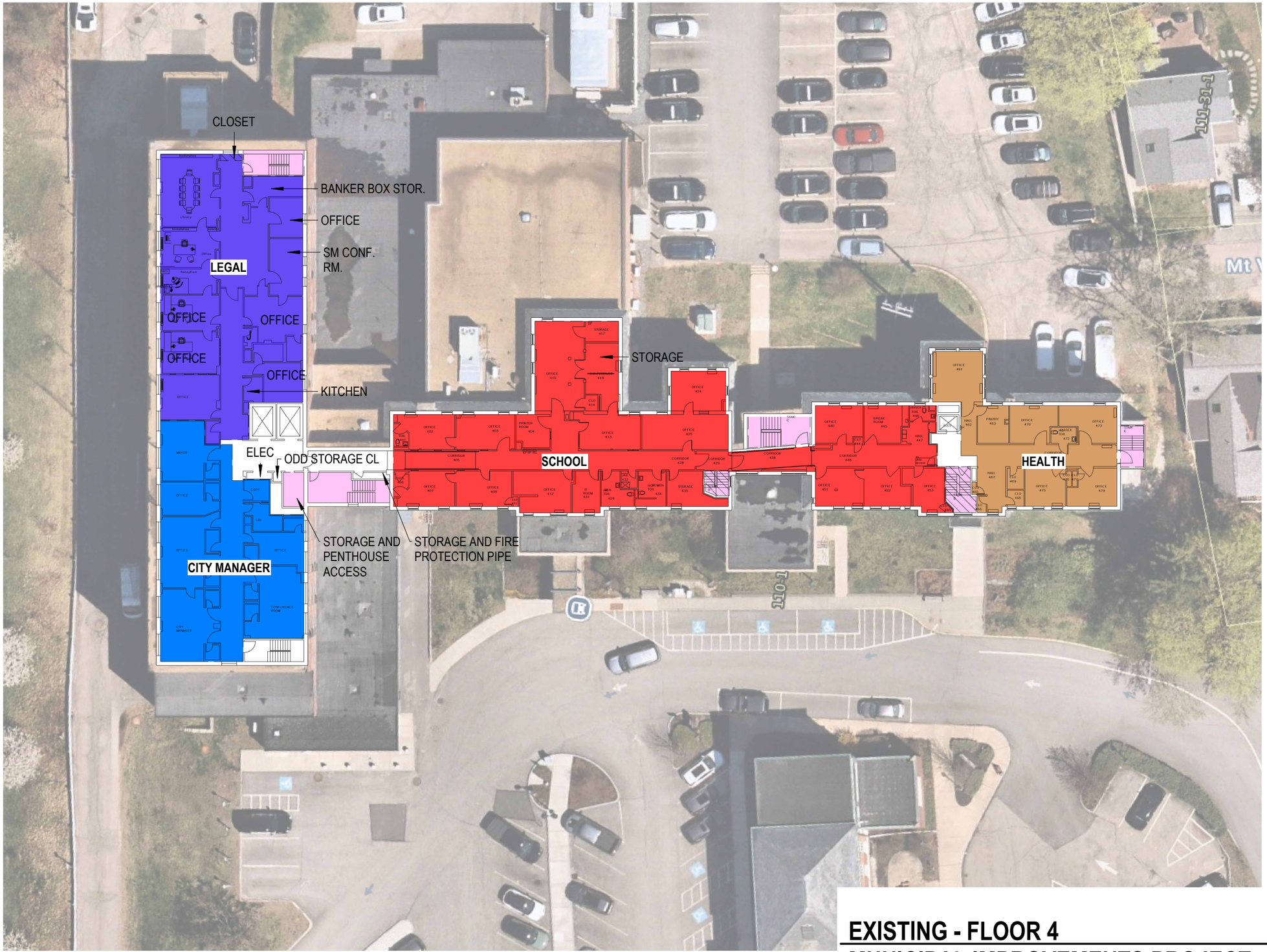
EXISTING - FLOOR 3

MUNICIPAL IMPROVEMENTS PROJECT

SCALE: As indicated
9/25/2026

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DEPARTMENT LEGEND

- TAX
- HR
- ASSESSOR
- FINANCE
- CITY CLERK
- IT
- WELFARE
- SCHOOL
- HEALTH
- LEGAL
- BUILDING
- CITY MGR
- PLANNING
- CUSTODIAL
- ECON/COMM DEV
- PD
- COMMON AREAS
- ADDITIONS

T = TOILET
O or OFF. = OFFICE
CONF = CONFERENCE ROOM
A = ALCOVE
BR RM = BREAK ROOM
REC = RECEPTION

EXISTING - FLOOR 4

MUNICIPAL IMPROVEMENTS PROJECT

SCALE: As indicated
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CONCEPTUAL SKETCH

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CONCEPTUAL SKETCH

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Municipal Building Improvements Project

Frequently Asked Questions

Prepared for the Municipal Building Blue Ribbon Committee, City Council, and the public, providing answers to common questions about the Municipal Building Improvements Project. Cost and square-footage figures are preliminary estimates intended to show scale and possible tradeoffs, not final project scope or commitments. ***Last updated: September 25, 2026.***



About the project

What is the Municipal Building Improvements Project?

It is a plan to improve the City's municipal campus on Junkins Avenue, including the buildings that house City Hall operations and the Police Department. The goal is to address the Police Department's long-term operational needs while improving City Hall's accessibility, customer service, and building systems. The project seeks to maximize the value of a major public investment by addressing multiple municipal facility needs through a coordinated, campus-wide approach.

What is the Municipal Building Blue Ribbon Committee?

The Municipal Building Blue Ribbon Committee was established by the City Council to study the project, weigh options, and make recommendations to the City Council. Its work has included reviewing the space needs and department adjacencies, assessing the condition of the existing building, asking questions that helped develop and test concepts, and providing input on the phased plan approach.

Where can I learn more about this project?

The Municipal Building Blue Ribbon Committee's resources are on the City's website at the link below:
Municipal Building Blue Ribbon Committee Resources | City of Portsmouth

Didn't this start as a Police Department project? Why is it now bigger?

Yes. The work began as a plan for a standalone Police Department facility. As the design team studied the campus, it found that the City could address the Police Department's needs and long-overdue improvements to City Hall through one coordinated project. This approach would turn a single-purpose project into a more complete municipal solution.

Where is the project located?

This project is located on the existing municipal campus on Junkins Avenue. It would reuse the current City Hall and Police Department buildings rather than building at a new location.

Why renovate and expand the existing campus instead of building a new City Hall or Police Department elsewhere?

Continuing to use the Junkins Avenue campus allows the City to reuse its existing buildings and infrastructure while maintaining a centralized location familiar to residents. A new facility at another location would require the City to account for land, site development, utilities, parking, and construction costs in addition to the building itself.

Who is working on it?

The project is guided by the Municipal Building Blue Ribbon Committee, working with City staff and the City's design team. The design team includes JSA Architects and ADG, a police facility consultant. The work also draws on an earlier, separate Police Department staffing analysis. The committee reports to the City Council.

The concepts

What are Concepts A, B, and C?

The concepts are three design approaches the team developed and tested against the City's identified space needs and how departments relate to one another. Each takes a different approach to where additions go and how existing space is reused.

Have you chosen a final design?

No. The field has narrowed from three concepts to two: Concept A and a refined Concept C. Concept A remains a viable alternative. **The refined Concept C is currently**

the most fully developed and is the preferred alternative for continued study. No final design has been selected.

Why was Concept B set aside?

Concept B proposed a second story above the police sally port. This approach would have affected views across the site and created a less-than-ideal layout for victim and witness access and the Prosecution Office. After further study, Concept B was set aside because it was no longer the right fit.

Why does Concept C look like the best option?

Two main reasons: it has the smallest addition of the three concepts, and it places related departments and public services closest to where they need to be. Departments that frequently work together are located near one another, and resident-facing services are organized around a central point of service. Its new additions total about 9,410 square feet, compared with roughly 10,334 square feet for Concept A and 9,585 square feet for Concept B. It also captures usable lower-level space beneath the additions.

Do these concepts impact the view from City Hall?

Concepts A and C include a one-story sally port addition in front of the existing Police Station that occupies space currently used for parking and police and visitor vehicles. Both concepts were designed to minimize impacts on important views across the site, including views from Connors Cottage. Concept B was set aside because its second-story addition above the sally port would have had a greater impact on those views.

Concept C – view from South Mill Pond



Was there a City Council Work Session about this plan? Yes, the City Council held a work session on July 13, 2026, and the discussion included all three concepts. The presentation and the meeting recording are available here:

Microsoft PowerPoint - Council_Work_Session_07-13-26

https://www.youtube.com/watch?v=9KO0IJaPpmk

Cost and funding

How much will this project cost?

Detailed, phase-by-phase estimates have been prepared and will continue to be refined. The figures presented so far are preliminary and may change as the design and phasing continue to be refined.

The current total project cost is estimated at **$58.6 million,** including preliminary construction pricing, contingencies, soft costs, and anticipated inflation escalation.

Important note: This project would deliver a fully functioning Police Station, a renovated and more accessible City Hall with a central point of service for residents, a more efficient reconfiguration of departments, needed HVAC improvements, and reclaimed lower-level space.

Isn't a comprehensive municipal project more expensive than just a new police station addition?

Not significantly, and that is the key point. The estimated cost of expanding and renovating the Police Department at the existing campus was approximately $42 million. A new Police Department facility at another location was estimated to cost nearly twice that amount. In addition, City Hall requires substantial HVAC improvements regardless of whether the broader project moves forward. Those improvements are estimated at $10 million to $11 million.

Together, that is roughly $52 million to $53 million the City would spend over the next several years, while still leaving many City Hall space, accessibility, and customer service needs unaddressed.

By comparison, the proposed comprehensive municipal project is currently estimated at **approximately $58.6 million** (including contingencies and construction cost escalation). For an estimated additional investment of approximately $5.6 million to $6.6 million, the City would receive:

- A fully modernized Police Department facility
- A renovated, more accessible City Hall
- A central point of service for residents/customers
- A more efficient and functional organization of municipal departments

- ADA-compliant restrooms and wellness/nursing rooms
- All necessary HVAC upgrades
- Reclaimed and improved lower-level building space

The choice is not between spending $58.6 million and spending nothing. The City faces significant Police Department and City Hall HVAC needs. The question is whether to address only those needs or use the investment to improve the municipal campus more comprehensively.

Why are the City Hall HVAC upgrades part of the conversation?

They are needed with or without this project. Folding them into a single, coordinated effort avoids disrupting the building twice and allows the City to address mechanical systems and space improvements at the same time.

What does "capturing the basement at 50 cents on the dollar" mean?

When an addition is built, excavating and finishing the space beneath it costs roughly half as much as conventional new construction because the work is already underway above. Building that lower level now provides usable space for future needs at a lower cost than a separate project later.

Is the funding already in place?

The project has an established funding framework in the City's Capital Improvement Plan (CIP), originally based on the estimated $42 million for the Police Department alone. The current work is focused on confirming the appropriate scope and refining the cost estimate so the City can provide the most accurate update to that framework during the upcoming Fiscal Year 2028 CIP process.

Are the numbers final?

No. The figures are refined estimates intended to show the project's current scale, costs, and tradeoffs. Phase-by-phase estimates were presented to the Municipal Building Blue Ribbon Committee in September 2026 and are expected to be presented to the City Council in October 2026. **The total project estimate currently remains $58.6 million.** To maintain that estimate, the proposed work on the third and fourth floors was reduced from earlier versions of the plan.

The Police Department

Why does the Police Department need more space?

The Police Department has never operated in a space designed purposely to be a police facility. Current police operations are located in a building originally designed as a hospital. This leads to security, operational, and adjacency challenges that are not easily remedied.

The current facility does not meet the Police Department's operational needs, and the program is sized to serve the department through 2044. The plan provides properly designed space for core functions that the current building layout cannot support well.

What will the new police facility include?

A secure operational core: sally port, booking and intake, evidence, and dispatch, along with detective and investigative space sized for future needs. The new entrance includes a clear, private path for victims and witnesses off the main lobby, separate from the secure areas.

What is a sally port and how was the location determined?

A sally port is a secure, enclosed vehicle bay used to safely transport individuals in custody into and out of the Police Department. Its location is determined by security and operational needs, including guidance from the International Association of Chiefs of Police and the Commission on Accreditation for Law Enforcement Agencies. That guidance emphasizes the importance of locating the sally port adjacent to patrol, booking and intake, and release functions so individuals in custody can be processed and released without traveling through unsecured areas of the police facility.

At Portsmouth's municipal campus, the proposed location provides the safest and most efficient connection among these functions while working within the constraints of the existing building, site layout, and topography. It also reduces the need to move individuals in custody through stairs, elevators, or other constrained or public areas.

Will the Police Department stay operational and secure during construction?

Yes. The work is phased specifically so the Police Department remains secure and on-site throughout construction. Police functions must stay in an appropriate, secure facility at all times.

Does the plan account for the future of policing, such as real-time information or AI tools?

The design keeps the Department positioned for future needs. For example, it locates space so that tools such as a real-time information center could be added as those technologies mature. Decisions about adopting specific technologies rest with Police Department leadership; the building is designed to allow for those options.

City Hall and services for residents

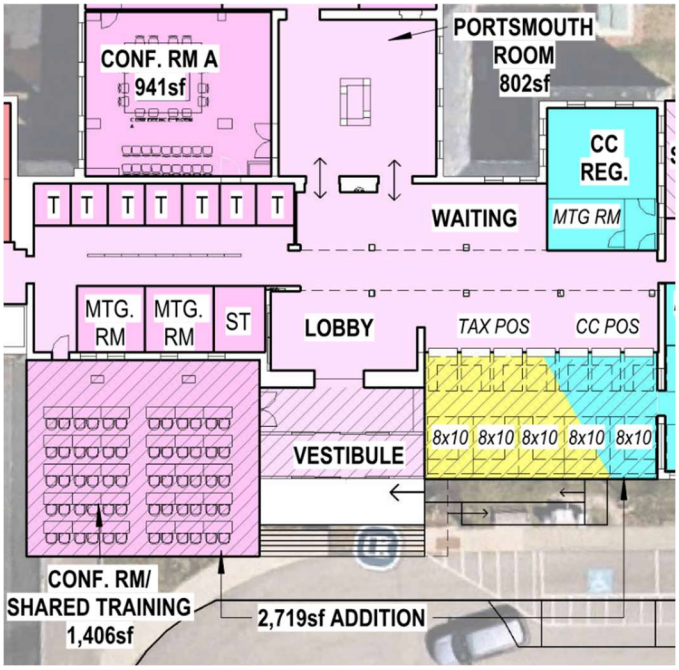
How will this improve service for residents?

The project would create a clearer, more efficient, and more user-friendly experience by establishing a central point of service at the main entrance, adding a new public elevator, improving accessibility, and grouping related services together.

What is a "point of service"?

It is a consolidated, public-facing area where residents can get help from City staff. The plan brings Tax, City Clerk, and Assessing (the most frequently used services) together near the new accessible main entrance, with Health, Welfare, and Social Work close by. A new elevator in the point-of-service area would provide easy access to the Planning & Sustainability and Inspections Departments.

Concept C – Point of Service – Tax and Clerk right off the entrance to City Hall



Will City Hall be more accessible?

Yes. Improving public access and accessibility is a central goal of the plan. Proposed improvements include a new entrance with a ramp, a public elevator, and a consolidated entrance that is easier to navigate.

Construction, phasing, and disruption

How will the work be phased?

The work would proceed in phases designed to keep essential functions operating. The campus will not be vacated, and the Police Department will remain secure and on-site throughout construction.

What is the "move once" approach?

The goal is for each department to relocate only once, directly into its permanent location, rather than moving multiple times during construction. This approach would minimize disruption, reduce the need for temporary space, and help control costs.

Will City Hall stay open during construction?

Yes. Services will continue to operate through the phased approach, with staff shifted as needed so the public can still be served. The City is currently looking at all options to ensure the public can access services during each of the phases of the project.

Will parking be affected?

There may be short-term parking disruption during construction, as with any project of this kind. The City will share updates as phasing plans are refined and temporary parking impacts are confirmed.

What about the Farmers' Market?

The Farmers' Market will need to relocate during certain phases of construction. It may be able to return to the Upper Lot once the project enters later phases.

How is the City planning to protect the historic cherry trees around South Mill Pond during the Municipal Building Complex construction?

The City recognizes the historic and community significance of the cherry trees. As planning advances, City staff are coordinating with the Trees & Public Greenery Committee, the Sister Cities Blue Ribbon Committee, and proponents of a related citizen CIP request to evaluate how the trees and surrounding landscape can be protected during construction and how public access to the area can be improved afterward. Specific protection measures will be identified as the design and construction plans are refined.

City and School Department locations

Is the School Department moving?

No final decision has been made. The current plan contemplates relocating most School Department central administrative functions to Portsmouth High School. This could free up space on the municipal campus, reduce the amount of new construction required, and support the phased "move once" approach. The School Board is expected to consider the proposed relocation by September 30, 2026.

Will any Departments leave the campus?

Under the current direction, all departments would ultimately remain on the campus except Water & Sewer Billing (which will relocated to the DPW Facility on Peverly Hill Road) and most of the School Department. Some departments may relocate temporarily during construction and return when their section of the building is complete.

Process, timeline, and getting involved

What are the next steps?

The team is continuing to refine the layouts and phase-by-phase cost estimates following reviews with the Municipal Building Blue Ribbon Committee on July 29 and September 9. Public outreach is also underway. In fall 2026, the refined project and the Committee's recommendations are expected to be presented to the City Council.

When will a final decision be made?

No final decision is made at this stage. Following continued cost estimating and public input, the Municipal Building Blue Ribbon Committee is expected to make a recommendation to the City Council in fall 2026. **The City Council will then determine whether and how the project moves forward.**

Concept C – view from Upper City Hall Parking Lot



How can the public weigh in?

Public input is an important part of the process and will help inform the project's continued development. Residents and stakeholders can provide feedback in several ways: at Municipal Building Blue Ribbon Committee meetings, through the online survey, and through additional community outreach. Meeting details are available on the City's website https://www.portsmouthnh.gov/city-municipal-meetings-calendar.

Project information was displayed at the City's Farmers Market booth on August 1 and August 29, 2026, to gather public input. The project concept, FAQ, and related materials are also on display in the City Hall lobby, along with a QR code linking to the online survey.

CONCEPT C | SUMMARY OF COSTS

	Phase Summary	Year	Estimated Construction Cost	Estimated Cost with Soft Costs	Cumulative Total
PHASE 0	Design & Enabling	2027	$ 931,691	$ 4,915,614	
PHASE 1	Detectives	2028	$ 8,954,961	$ 10,112,564	$ 15,028,178
PHASE 2	Police Department Floor 1	2028	$ 3,343,554	$ 3,817,190	$ 18,845,368
PHASE 3	Sally Port Addition	2029	$ 4,946,878	$ 5,546,934	$ 24,392,302
PHASE 4	Police Department Floor 1 & B	2029	$ 6,395,862	$ 7,171,680	$ 31,563,982
PHASE 5	Municipal Additions	2030	$ 12,083,700	$ 13,867,260	$ 45,431,242
PHASE 6	Council Chambers/Flexible Training	2031	$ 2,788,117	$ 3,253,638	$ 48,684,880
PHASE 7	PD Admin and Public Health	2031	$ 3,595,856	$ 4,077,593	$ 52,762,473
PHASE 8	4th Floor	2032	$ 2,922,842	$ 3,427,752	$ 56,190,225
PHASE 9	3rd Floor	2032	$ 1,920,361	$ 2,418,414	**$ 58,608,638**
		Total	$ 47,883,822	**$ 58,608,638**	

Portsmouth PD & Municipal Complex
Phasing and Costs
9/25/2026

Municipal Complex Project

Preliminary Estimated Impact on Property Taxes

City of Portsmouth, New Hampshire

$58.6M
Estimated project cost, all 10 phases

$25.5M
Interest over 25 years at 4.25%

12¢
Largest tax rate increase in any single year

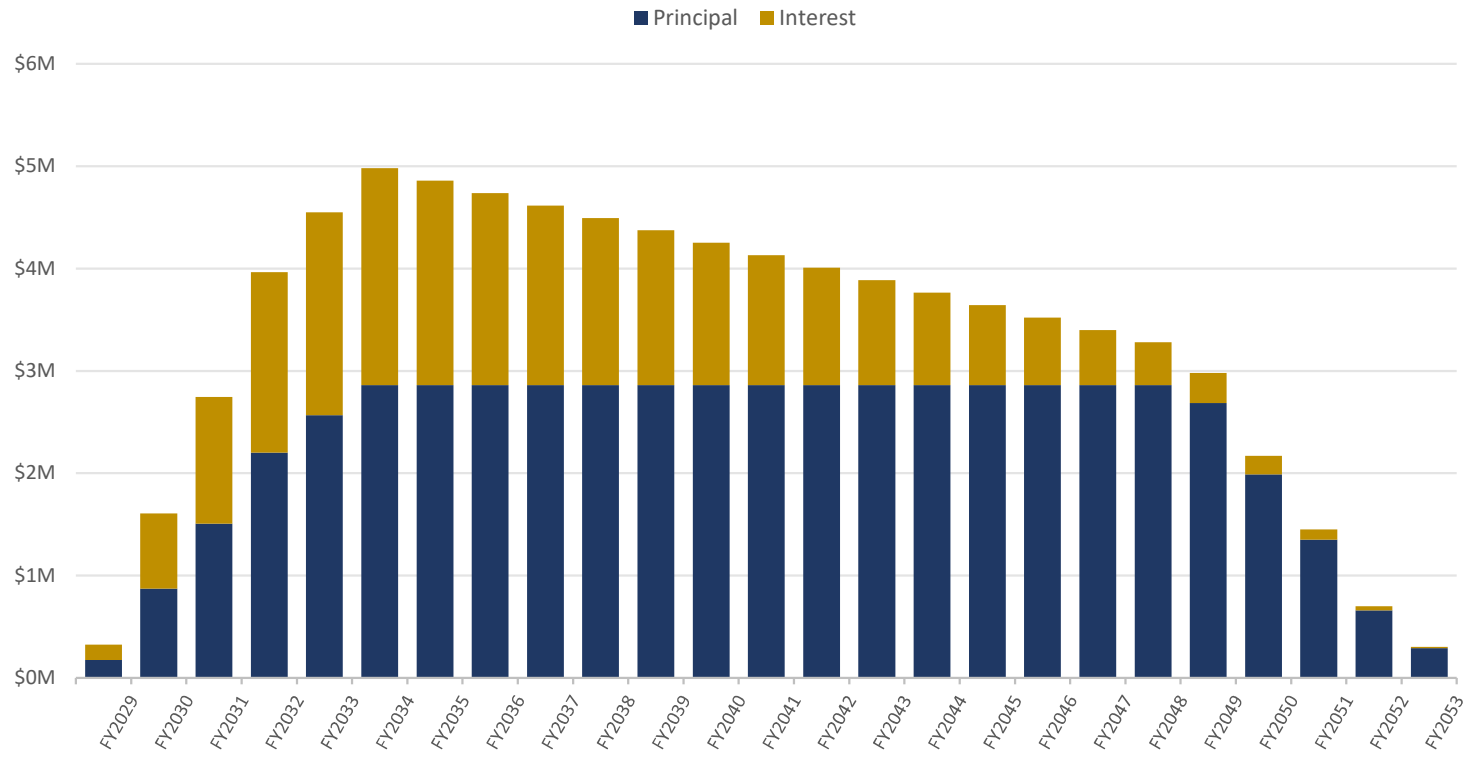
$48
Highest year, per $100,000 of assessed value

About $1.4 million of early design work was bonded between 2023 and 2026 and already appears in the current tax bills. The figures above cover the $57.2 million still to be borrowed.

All figures are preliminary and reflect the value-engineered estimate dated September 4, 2026.

How the project would be paid for

Six annual borrowings anticipated, fiscal years 2028 through 2033, each repaid over 20 years



$4.98M

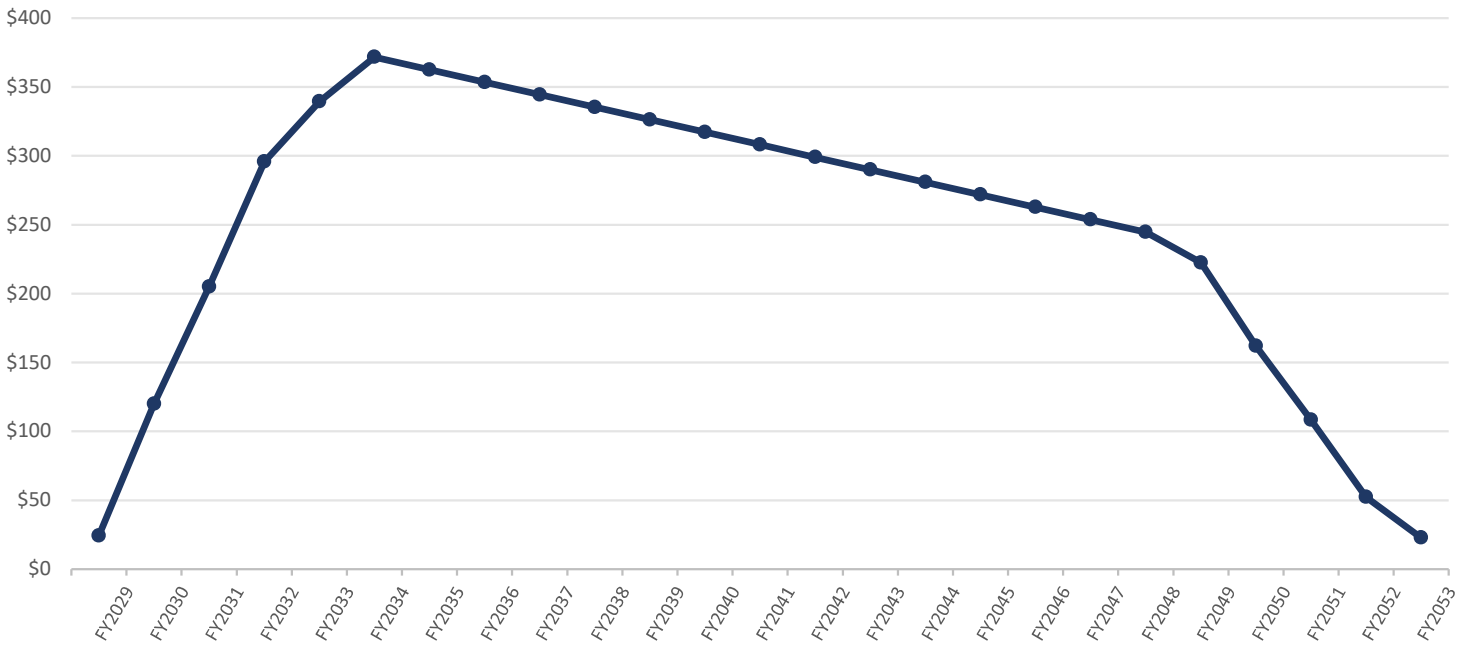
Highest year
Fiscal year 2034

- Borrowing in stages means the City pays interest only on the work underway.
- The City budgets July 1 to June 30, so the first payment falls in fiscal year 2029 and the last in fiscal year 2053.
- Payments decline every year after the peak.

Estimated annual payments on the project bonds, divided between principal and interest.

What it would mean for a homeowner

Median Portsmouth single-family home, assessed at $777,200



$372

Highest year, fiscal 2034
about $31 a month

4.2% of the current annual tax bill of $8,946

$48 per $100,000 of assessed value

$247 average per year across the full repayment period

How to read these figures. These numbers show the cost of the new borrowing on its own, with no adjustments in either direction. Existing City debt is scheduled to be paid off during these same years, but whether that leaves room in the tax rate depends on what other capital needs the City takes on. New construction added to the tax base would work the other way. Neither adjustment is assumed here.

Estimated additional annual property tax on the median single-family home.

ADU Property Tax Exemption

Proposed Motion and Supporting Document

City Council Meeting of October 13, 2026
Submitted by Andrew Bagley

Motion

Move to request that Portsmouth's delegation to the General Court file legislation for the 2027 session authorizing cities and towns to adopt a local option property tax exemption on the added assessed value of newly created accessory dwelling units, for a period of up to 20 years, as outlined below; and further request that the City Attorney report to the Council on whether tax relief under RSA 79-E:4-c, as amended in 2026, could apply to newly created accessory dwelling units.

Why This Matters

The goal is simple: remove the property tax penalty for adding a housing unit. Today, a homeowner who builds an accessory dwelling unit (ADU) sees the assessed value of the property rise, and the tax bill rises with it for as long as the unit stands. That added cost works against the housing the state and the city are trying to encourage.

State law now requires every municipality to allow ADUs. In 2025, HB 577 extended that right to detached units and raised the maximum allowed size. With those zoning barriers reduced, cost is now a primary obstacle, and the ongoing property tax increase is part of that cost.

An exemption on the added value only would leave the homeowner's existing assessment untouched. The exemption covers only value that does not exist until the unit is built. As a result, this is not a tax break on an existing home. It is an incentive for creating a new housing unit.

Who This Helps

This is an exemption for individual homeowners, not developers. RSA 79-E, the tax relief tool already available, is built around designated zones and larger redevelopment projects. This proposal is aimed at a homeowner adding a single unit to their own property.

The owner receives the tax benefit, but the housing goes to someone else. An ADU can let an older resident age in place, with family or a caregiver close by. It can give an aging parent a home near their children and grandchildren. It can give a young adult who grew up in Portsmouth a way to stay in the city. It can also add a long-term rental unit to the city's housing supply.

Building an ADU still requires owning a home and being able to finance construction, so the benefit will go to households with some financial means. The optional maximum exemption amount in the proposed statute lets Portsmouth limit the benefit on high-end projects if it chooses.

Why State Legislation Is Needed

New Hampshire cities and towns cannot create property tax exemptions on their own. The Legislature has to authorize them first. Portsmouth cannot create an ADU exemption without that authority.

The solar exemption shows how a local option can work. RSA 72:62 authorizes cities and towns to adopt a property tax exemption for solar energy systems. The state creates the option, and each community decides whether to use it. In 2020, the Legislature also allowed towns to set their own exemption limits. This proposal follows the same basic structure.

What Is Different From the 2020 ADU Proposal?

An ADU exemption was proposed once before. HB 1510 in 2020 would have exempted the added value of an ADU leased to someone outside the family. The House committee recommended against it 19 to 1, and the bill died on a voice vote. At the hearing, the New Hampshire Municipal Association raised concerns about verifying family relationships.

This proposal replaces the family test with a simpler occupancy standard. It does not ask municipalities to determine whether a tenant is a family member. It applies only to newly created ADUs, has a maximum exemption period, and leaves the decision to adopt the exemption with each community.

How the Proposed Exemption Would Work

- It would apply only to newly created ADUs, including conversions of existing space, for which a certificate of occupancy is issued on or after the date the law takes effect.
- The exemption would apply only to the added assessed value attributable to the ADU. The homeowner's existing assessment would not be exempted.
- Each city or town would decide whether to adopt the exemption.
- Each city or town would set the length of the exemption, up to a maximum of 20 consecutive tax years.
- A city or town could also establish a maximum exemption amount.
- The exemption would apply while the ADU is occupied as someone's primary residence, whether that is the owner, a family member or a long-term tenant.
- If the ADU is used as a short-term rental, the exemption would end beginning with the following tax year.

Why 20 Years?

The proposal sets a maximum, not a required exemption period. Portsmouth would not be committing to a 20-year exemption by asking the Legislature to authorize it. If the legislation passes, Portsmouth could choose a shorter period and could establish an exemption cap when it adopts the local ordinance.

The 20-year maximum gives communities enough flexibility to make the exemption meaningful for homeowners while leaving the actual policy decision with each municipality. It also matches the 20-year period RSA 79-E uses to limit how often a property may receive tax relief. The longest relief period now available under RSA 79-E is 15 years, for workforce housing. If 15 years makes the legislation more achievable, I would support that ceiling as well. The important point is giving municipalities the authority to choose the length of the exemption, within a statutory maximum.

Proposed Enabling Language

The draft below follows the structure of the existing property tax exemption provisions in RSA Chapter 72. Section numbers are left blank for Legislative Services to assign.

RSA 72:__ Definition of Qualifying Accessory Dwelling Unit.

In this subdivision, "qualifying accessory dwelling unit" means an accessory dwelling unit as defined in RSA 674:71, attached or detached, for which a certificate of occupancy is issued on or after the effective date of this subdivision, and which complies with any municipal ordinances or regulations adopted pursuant to RSA 674:72.

RSA 72:__ Exemption for Accessory Dwelling Units.

I.

Each city and town may adopt under RSA 72:27-a an exemption from the assessed value, for property tax purposes, for persons owning real property which is equipped with a qualifying accessory dwelling unit.

II.

The exemption shall equal the amount by which the assessed value of the property with the qualifying accessory dwelling unit exceeds the assessed value of the property without it.

III.

A city or town adopting the exemption shall set its duration, not to exceed 20 consecutive tax years, beginning with the first tax year after the certificate of occupancy is issued. A city or town may also adopt a maximum exemption amount.

IV.

The exemption shall apply only while the qualifying accessory dwelling unit is occupied as a primary residence and is not used for short-term rental. If the unit is used for short-term rental, the exemption shall end beginning with the following tax year. The owner shall certify the occupancy of the unit upon request of the assessing officials as provided in RSA 72:33, V.

RSA 72:__ Application for Exemption.

Applications for exemptions under RSA 72:__ shall be governed by the provisions of RSA 72:33, 72:34, and 72:34-a.

Adoption Procedure; Reference Added.

Amend RSA 72:27-a, I to add RSA 72:__ to the list of exemptions a town or city may adopt.

An Option Available Now: RSA 79-E

Portsmouth may already have a limited option under RSA 79-E. The Legislature changed that law in 2026 to allow tax relief for new housing construction in a designated Housing Opportunity Zone. The relief can last up to 7 years, or up to 15 years for qualifying workforce housing.

That is useful, but it is not the same as the exemption proposed here. RSA 79-E requires a Housing Opportunity Zone and an application and approval process. The proposed ADU exemption would give municipalities a more targeted, property-specific local option designed specifically for newly created ADUs.

The result under 79-E is similar during the relief period: the property's tax assessment does not increase because of the new housing. Whether a single ADU added to an existing home qualifies under the new 79-E provisions should be confirmed by the City Attorney, along with whether Portsmouth would first need to adopt RSA 79-E:4-c and designate a Housing Opportunity Zone.

Fiscal Impact

New Hampshire sets the property tax rate by dividing the approved budget across total assessed value. The total amount the city raises is set by the budget, not by the exemption. Instead, new ADU value would not widen the tax base during the exemption period, so other taxpayers would not receive the small rate reduction that value would otherwise provide.

The size of that effect can be estimated from the number of ADU permits issued in Portsmouth since 2017 and the added assessed value of those units. Some ADUs would be built without an incentive, so the estimate should account for that baseline as well as for units the exemption would newly encourage.

Next Steps

1. Council votes on the motion.
2. Portsmouth's delegation files a Legislative Service Request for the 2027 session, with the filing deadline confirmed with the delegation.
3. If the legislation passes, the City Manager and City Attorney bring forward a local ordinance establishing the exemption, including its duration and any maximum exemption amount.
4. In the meantime, the City Attorney reports whether Portsmouth can use the amended RSA 79-E Housing Opportunity Zone provisions for newly created ADUs.

Sources

- RSA 72:62, Exemption for Solar Energy Systems: gc.nh.gov/rsa/html/V/72/72-62.htm
- HB 1406 (2020), solar and wind exemption limits: bills.nhliberty.org/bills/2020/HB1406
- HB 1510 (2020), ADU exemption bill, found inexpedient to legislate February 19, 2020: bills.nhliberty.org/bills/2020/HB1510
- NH Business Review, coverage of the HB 1510 hearing (February 2020): nhbr.com/nh-house-panel-weighs-property-tax-breaks-for-accessory-dwelling-units
- HB 1103 (2026), Chapter 212, approved July 2, 2026, effective August 31, 2026: bills.nhliberty.org/bills/2026/HB1103
- Bernstein Shur, 2025 housing laws including HB 577
- Portsmouth City Council work session, March 16, 2026

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 option to join the meeting over Zoom.

9:00 AM **September 3, 2026**

MINUTES

1. CALL TO ORDER

Committee Chair Annie Hopkins called the meeting to order at 9:00 AM.

2. ATTENDANCE

Members Present:
Public Works Director Peter Rice
Fire Chief William McQuillen
Deputy Police Chief Mike Maloney
Committee Chair Annie Hopkins
Stefanie Casella, Planning Department
Erica Wygonik
Mary Lou McElwain
Mark Syracusa
Jane Mitchell-Pate
Barbara Sadick (alternate)

City Staff Present:
Ben Fletcher, Parking Director
Tyler Reese, Project Manager
Jefferson Lane, Business Administrator

3. FINANCIAL REPORT

[00:05:43] Bill McQuillen moved to accept the financial report dated July 31st, 2026, seconded by Peter Rice. On a unanimous vote, the motion passed.

4. PUBLIC COMMENT (15 MINUTES)

[00:06:05] There were six public speakers: Andrea Ardito, Northwest Street, raised increased crosswalk safety concerns in the area of Maplewood Avenue & Dennett Street and requested further evaluation; Jim Lee, 520 Sagamore Avenue, raised concerns of a utility trailer parked on Miller Avenue and subsequent traffic problems, ultimately requesting review of No Parking areas on Miller; Tyler Garzo, 62 McKinley Road, spoke on Cass Street/Chevrolet Avenue (Item 7D), concerned that parking elimination may increase speeds; Charles Cocchiaro, 45 Salem Street, spoke in defense of handicap parking space request on Daniel Street (Item 6D); Bill Camarda, 809 State Street, spoke on crosswalk safety concerns in the West End, specifically State Street; Tim O'Brien, Miller Avenue, spoke for the parked utility trailer on Miller Avenue and disagrees with

DRAFT

any assessment to eliminate parking.

5. PRESENTATIONS

There were no presentations.

6. NEW BUSINESS

A. [00:24:00] Portwalk Place, request to renew annual valet parking license agreement for Portwalk HI LLC, by business owner. Erica Wygonik moved to approve renewal of annual valet license agreement for Portwalk HI LLC, seconded by Jane Mitchell-Pate. Mary Lou McElwain questioned where valet vehicles were being parked. Ben Fletcher reiterated that valet vehicles are not permitted to park in City garages. On a unanimous vote, the motion passed.

B. [00:26:22] Marcy Portwalk Place, request to renew annual valet parking license agreement for Parade Residence Hotel LLC, by business owner. Erica Wygonik moved to approve renewal of annual valet license agreement for Parade Residence Hotel LLC, seconded by Mark Syracusa. On a unanimous vote, the motion passed.

C. [00:26:48] Dearborn Street, request for handicap parking space at 30 Dearborn Street, by resident. Peter Rice moved to approve designation of handicap parking space, seconded by Erica Wygonik. The Committee then clarified that this handicap space will be temporary in concurrence with the resident's temporary handicap vehicle placard expiration. On a unanimous vote, the motion passed.

D. [00:28:20] Daniel Street, request for handicap parking space at Penhallow Street, by resident. Ben Fletcher provided background on the matter and confirmed this would be a permanently designated handicap parking space. Erica Wygonik moved to approve designation of handicap parking space as presented, seconded by Barbara Sadick. On a unanimous vote, the motion passed.

7. OLD BUSINESS

A. [00:29:28] Marcy Street, request to modify No Parking area between New Castle Avenue and Walden Street, by residents. Ben Fletcher explained that this area is currently designated 'No Parking' in the City Ordinance, and that signage had previously been removed. Following discussion, Erica Wygonik moved to place on file, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed.

B. [00:33:38] State Street, crosswalk at African Burial Ground, request for evaluation of additional enhancements, by Committee member. Erica Wygonik moved to place on file, seconded by Mark Syracusa. Mary Lou McElwain said that she strongly felt there should be increased signage at the crosswalk, citing a close call while crossing earlier in the week. On a vote, the motion passed, with Mary Lou McElwain voting in opposition.

C. [00:35:45] Richards Avenue at Rockland Street, request to address stop sign noncompliance, by resident. Ben Fletcher added context to the request, citing that street stenciling had already taken place, and that signage was the final piece. Erica Wygonik moved to approve installation of NO PARKING HERE TO CORNER signs on Richards Avenue in compliance with current City and State ordinances, seconded by Barbara Sadick. During disc

Mitchell-Pate posed whether adequate lighting played a role in stop sign compliance. On a unanimous vote, the motion passed.

D. [00:39:47] Cass Street, request for traffic calming at Chevrolet Avenue intersection, by residents. Erica Wygonik moved to approve expansion of no parking area on south side of Cass Street at Chevrolet Avenue by 20 feet on each side of intersection, seconded by Mary Lou McElwain. Following discussion of parking inventory and alternate design approaches, the motion passed on a unanimous vote.

8. INFORMATIONAL

A. [00:45:49] Police monthly collision report
B. [00:48:14] Traffic calming request – South Street
C. [00:48:40] Complete Streets report back status
D. [00:49:34] Fleet Street one-way traffic with counterflow bike lane status
E. [00:50:20] Daniel Street, parking configuration near Market Sq.
F. [00:52:09] Middle Street paving update
G. [00:52:24] Congress Street construction restarting
H. [00:52:57] Sudbury Street RAPP inclusion response

9. MISCELLANEOUS

[00:54:25] Peter Rice made the Committee aware a resident had raised concern of a large vehicle blocking sight lines near Humphreys Court and stated that proper 'No Parking Here to Corner' signage would be put up. He also noted that there will be a formal request for seasonal parking restrictions on Austin Street with impending winter operations. Erica Wygonik requested a review of sidewalk prioritization for winter operations

[00:57:15] Mary Lou McElwain requested review of truck and bus traffic on narrow streets at a later meeting.

[00:57:37] Erica Wygonik requested clarification on City policy and enforcement of vehicles parking in bike lanes, as well as enforcement behind encroachment of sidewalks by contractors.

10. ADJOURNMENT

[01:01:41] Erica Wygonik moved to adjourn, seconded by Jane Mitchell-Pate. On a unanimous vote, the motion passed. Chair Annie Hopkins adjourned the meeting at 9:57 AM.

Respectfully submitted,
Jefferson Lane
Business Administrator, Department of Public Works

DRAFT

PARKING and TRAFFIC SAFETY COMMITTEE
ACTION SHEET

9:00 A.M. – September 3, 2026
City Hall Conference Room A

PRESENT: **Members**: Committee Chair Annie Hopkins, Vice Committee Chair Erica Wygonik, Public Works Director Peter Rice, Fire Chief William McQuillen, Deputy Police Chief Mike Maloney, Stefanie Casella Planning Department, Mary Lou McElwain, Mark Syracusa, Jane Mitchell-Pate, Alternate Barbara Sadick

City Staff: Parking Director Ben Fletcher, Project Manager Tyler Reese, Business Administrator Jefferson Lane

ACTION ITEMS FOR CITY COUNCIL
Voted to approve renewal of annual valet license agreement for Portwalk HI LLC. **Voted** to approve renewal of annual valet license agreement for Parade Residence Hotel LLC.

1. **Roll Call**

2. **Financial Report: Voted** to accept the financial report dated July 31, 2026.

3. **Public Comment Session:** Andrea Ardito (Maplewood/Dennett crosswalk concern), Jim Lee (Miller Avenue utility trailer concern), Tyler Garzo (Cass/Chevrolet parking spaces), Charles Cocchiaro (Daniel Street handicap space), Bill Camarda (State Street crosswalk concerns), Tim O'Brien (Miller Avenue utility trailer).

4. **Presentations:** None

5. **Portwalk Place, request to renew annual valet parking license agreement for Portwalk HI LLC, by business owner. Voted** to approve renewal of annual valet license agreement for Portwalk HI LLC.

6. **Portwalk Place, request to renew annual valet parking license agreement for Parade Residence Hotel LLC, by business owner. Voted** to approve renewal of annual valet license agreement for Parade Residence Hotel LLC.

7. **Dearborn Street, request for handicap parking space at 30 Dearborn Street, by resident. Voted** to approve designation of handicap parking space.

8. **Daniel Street, request for handicap parking space at Penhallow Street, by resident. Voted** to approve designation of handicap parking space as presented.

9. **Marcy Street, request to modify No Parking area between New Castle Avenue and Walden Street, by residents. Voted** to place on file.

10. **State Street, crosswalk at African Burial Ground, request for evaluation of additional enhancements, by Committee member. Voted** to place on file.

11. **Richards Avenue at Rockland Street, request to address stop sign noncompliance, by resident. Voted** to approve installation of NO PARKING HERE TO CORNER signs on Richards Avenue in compliance with current City and State ordinances.

12. **Cass Street, request for traffic calming at Chevrolet Avenue intersection, by residents. Voted** to approve expansion of no parking area on south side of Cass Street at Chevrolet Avenue by 20 feet on each side of intersection.

13. **Police monthly collision report:** Informational; no action required.

14. **Traffic calming request – South Street:** Informational; no action required.

15. **Complete Streets report back status:** Informational; no action required.

16. **Fleet Street one-way traffic with counterflow bike lane status:** Informational; no action required.

17. **Daniel Street, parking configuration near Market Square:** Informational; no action required.

18. **Middle Street paving update:** Informational; no action required.

19. **Congress Street construction restarting:** Informational; no action required.

20. **Sudbury Street RAPP inclusion response:** Informational; no action required.

Respectfully submitted by: Jefferson Lane

LICENSE AGREEMENT FOR
LAZ PARKING LIMITED, LLC

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 to LAZ Parking Limited, LLC, One Financial Plaza, 14th Floor, Hartford CT, 06103 (hereinafter Licensee) pursuant to the following terms and conditions:

1. **Area of License**: The City authorizes the Licensee to use the 3 designated spaces as depicted in Exhibit 2 for Valet Parking services on Portwalk Place a private street (hereinafter "Licensed Area"). The Licensed Area is the property of Portwalk HI LLC ("the Owner ") and is associated with the Hampton Inn & Suites.

2. **Use**: Licensee may make use of the Licensed Area for the purpose of providing valet parking services. Such activities are subject to the following conditions:

   - The hours of operation for valet parking services are 24 hours per day, seven days per week.
   - Licensee may not store parked vehicles on metered spaces on Portwalk Place, in municipal spaces (metered, garage, or otherwise) other than in municipal spaces that the City may designate and identify in writing, which shall be incorporated and made part of this Agreement. Licensee may not stack cars on Portwalk Place.
   - This Licensee will represent clearly and consistently that it is a private company and that the municipality is not responsible for any damage or loss to vehicles or property.
   - This License is exclusive and is for the benefit of the Owner of the Licensed Area.

3. **Signage**:

   - For the parking spaces designated in the Licensed Area, the owner is responsible for installing poles with signs that relay the use as described in paragraph 2. The City will determine the placement of sign poles and will have final approval over the size and content of signs.
   - This License Agreement also authorizes Licensee's use of

one A-frame sign to identify those spaces identified by the City in this Agreement. Licensee shall coordinate the precise location of this signage with representatives of the City to ensure that pedestrian access and safety is maintained. Licensee will remove the sign if the Valet Service is not in operation.

4. **Term**: This License shall commence upon execution of this Agreement and continue for one (1) year. The License may be renewed upon the approval of the City's Parking and Traffic Safety Committee and the City Council and payment of the annual fee.

5. **Payment Terms**: Licensee has tendered and the City has accepted $1,500.00 as the annual permit fee for the Valet Parking Spaces in the Licensed Area.

6. **Indemnification**: Licensee agrees to Indemnify and hold harmless the City of Portsmouth for any and all property damage, bodily injury, or personal injury which arises as a result of its use of the Licensed Area. This obligation survives termination or revocation of this Agreement.

7. **Insurance**: At all times during the use and exercise of this License, Licensee agrees to maintain commercial general liability insurance covering its operation under this License in an amount not less than $1,000,000 per occurrence. In addition, Licensee maintains direct primary Garage Keepers / Bailee insurance in an amount of not less than $300,000 per occurrence. Such insurance shall name the City of Portsmouth as an Additional Insured. Certificates indicating the existence of this insurance shall be maintained on file at all times during the License period with the Parking and Transportation Division of the City of Portsmouth Public Works Department.

8. **Maintenance of Area**: Licensee will maintain the Licensed Area in a neat and orderly fashion during Licensee's hours of use. The Licensee shall take such measures as may be necessary to maintain pedestrian and vehicle safety during the use of the Licensed Area for its valet service.

9. **Damage**: Licensee agrees to take reasonable steps to remedy promptly any damage to the Licensed Area caused by the Licensee's activities. The Owners may elect to accept reasonable reimbursement from the Licensee in lieu of remedy.

10. **Compliance with Other Laws**: This Agreement does not relieve Licensee from compliance with any other local, state, or federal laws or regulations or conditions imposed by any local board. Failure to abide by any local, state, or federal laws or regulations may, at the City's discretion,

result in revocation.

11. **Revocation**: The City or the owner may terminate this Agreement or any provision contained in this Agreement on 72 hours written notice if the public interest or the Owner's private interest requires such termination, in which case the City shall return all fees paid by Licensee on a pro-rata basis. This Agreement may be revoked or suspended immediately without notice by the City or the Owner for cause, e.g. violation of the terms of this License in which case, all fees paid by the Licensee shall remain the property of the City.

CITY OF PORTSMOUTH

Dated:_____

By:_____
Karen S. Conard, City Manager

Pursuant to vote of the City Council on

_____.

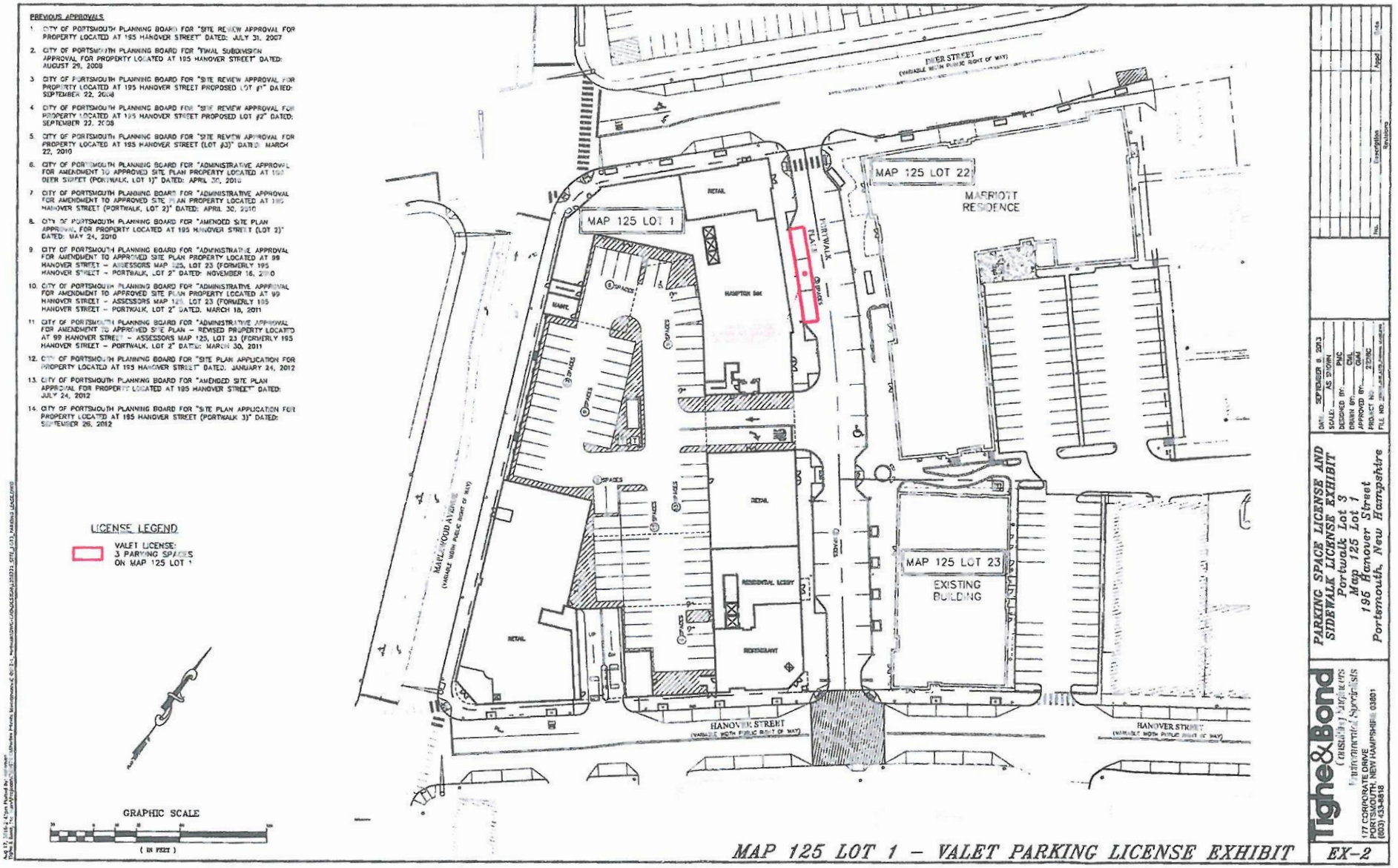
LAZ PARKING LIMITED, LLC

Dated:_____

By:_____

Print Name:_____

Print Title:_____


PREVIOUS APPROVALS
1. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE REVIEW APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET" DATED: JULY 31, 2007
2. CITY OF PORTSMOUTH PLANNING BOARD FOR "FINAL SUBDIVISION APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET" DATED: AUGUST 26, 2008
3. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE REVIEW APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET PROPOSED LOT #1" DATED: SEPTEMBER 22, 2008
4. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE REVIEW APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET PROPOSED LOT #2" DATED: SEPTEMBER 22, 2008
5. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE REVIEW APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET (LOT #3)" DATED: MARCH 22, 2010
6. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN PROPERTY LOCATED AT 195 DEER STREET (PORTWALK, LOT 1)" DATED: APRIL 20, 2010
7. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN PROPERTY LOCATED AT 195 HANOVER STREET (PORTWALK, LOT 2)" DATED: APRIL 30, 2010
8. CITY OF PORTSMOUTH PLANNING BOARD FOR "AMENDED SITE PLAN APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET (LOT 2)" DATED: MAY 24, 2010
9. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN PROPERTY LOCATED AT 99 HANOVER STREET – ASSESSORS MAP 125, LOT 23 (FORMERLY 195 HANOVER STREET – PORTWALK, LOT 2" DATED: NOVEMBER 16, 2010
10. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN PROPERTY LOCATED AT 99 HANOVER STREET – ASSESSORS MAP 125, LOT 23 (FORMERLY 195 HANOVER STREET – PORTWALK, LOT 2" DATED: MARCH 18, 2011
11. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN – REVISED PROPERTY LOCATED AT 99 HANOVER STREET – ASSESSORS MAP 125, LOT 23 (FORMERLY 195 HANOVER STREET – PORTWALK, LOT 2" DATED: MARCH 30, 2011
12. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE PLAN APPLICATION FOR PROPERTY LOCATED AT 195 HANOVER STREET" DATED: JANUARY 24, 2012
13. CITY OF PORTSMOUTH PLANNING BOARD FOR "AMENDED SITE PLAN APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET" DATED: JULY 24, 2012
14. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE PLAN APPLICATION FOR PROPERTY LOCATED AT 195 HANOVER STREET (PORTWALK 3)" DATED: SEPTEMBER 26, 2012
LICENSE LEGEND
VALET LICENSE: 3 PARKING SPACES ON MAP 125 LOT 1
GRAPHIC SCALE
(IN FEET)
MAP 125 LOT 1
MAP 125 LOT 22
MARRIOTT RESIDENCE
MAP 125 LOT 23
EXISTING BUILDING
DEER STREET
HANOVER STREET
MAPLEWOOD AVENUE
PORTWALK PLACE
RETAIL
RESTAURANT
RESIDENTIAL LOBBY
HAMPTON INN
MAP 125 LOT 1 – VALET PARKING LICENSE EXHIBIT
Tighe&Bond
177 CORPORATE DRIVE PORTSMOUTH, NEW HAMPSHIRE 03801 (603) 433-8818
PARKING SPACE LICENSE AND SIDEWALK LICENSE EXHIBIT
Portwalk Lot 3
Map 125 Lot 1
195 Hanover Street
Portsmouth, New Hampshire
DATE: SEPTEMBER 9, 2013
SCALE: AS SHOWN
DESIGNED BY: PMC
DRAWN BY: CML
APPROVED BY: GJM
PROJECT NO.: 21296
EX-2

LICENSE AGREEMENT FOR
LAZ PARKING LIMITED, LLC

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 to LAZ Parking Limited, LLC, One Financial Plaza, 14th Floor, Hartford CT, 06103 (hereinafter Licensee) pursuant to the following terms and conditions:

1. **Area of License**: The City authorizes the Licensee to use the 3 designated spaces as depicted in Exhibit 1 for Valet Parking services on Portwalk Place a private street (hereinafter "Licensed Area"). The Licensed Area is the property of Parade Residence Hotel LLC ("the Owner ") and is associated with the Marriott Residence Inn and the Portsmouth Harbor Events & Conference Center.

2. **Use**: Licensee may make use of the Licensed Area for the purpose of providing valet parking services. Such activities are subject to the following conditions:

   - The hours of operation for valet parking services are 24 hours per day, seven days per week.
   - Licensee may not store parked vehicles on metered spaces on Portwalk Place, in municipal spaces (metered, garage, or otherwise) other than in municipal spaces that the City may designate and identify in writing, which shall be incorporated and made part of this Agreement. Licensee may not stack cars on Portwalk Place.
   - This Licensee will represent clearly and consistently that it is a private company and that the municipality is not responsible for any damage or loss to vehicles or property.
   - This License is exclusive and is for the benefit of the Owner of the Licensed Area.

3. **Signage**:

   - For the parking spaces designated in the Licensed Area, the owner is responsible for installing poles with signs that relay the use as described in paragraph 2. The City will determine the placement of sign poles and will have final approval over the size and content of signs.
   - This License agreement also authorizes Licensee's use of one A-

frame sign to identify those spaces identified by the City in this Agreement. Licensee shall coordinate the precise location of this signage with representatives of the City to ensure that pedestrian access and safety is maintained. Licensee will remove the sign if the Valet Service is not in operation.

4. **Term**: This License shall commence upon execution of this Agreement and continue for one (1) year. The License may be renewed upon the approval of the City's Parking and Traffic Safety Committee and the City Council and payment of the annual fee.

5. **Payment Terms**: Licensee has tendered and the City has accepted $1,500.00 as the annual permit fee for the Valet Parking Spaces in the Licensed Area.

6. **Indemnification**: Licensee agrees to indemnify and hold harmless the City of Portsmouth for any and all property damage, bodily injury, or personal injury which arises as a result of its use of the Licensed Area. This obligation survives termination or revocation of this Agreement.

7. **Insurance**: At all times during the use and exercise of this License, Licensee agrees to maintain commercial general liability insurance covering its operation under this License in an amount not less than $1,000,000 per occurrence. In addition, Licensee maintains direct primary Garage Keepers / Bailee insurance in an amount of not less than $300,000 per occurrence. Such insurance shall name the City of Portsmouth as an Additional Insured. Certificates indicating the existence of this insurance shall be maintained on file at all times during the License period with the Parking and Transportation Division of the City of Portsmouth Public Works Department.

8. **Maintenance of Area:** Licensee will maintain the Licensed Area in a neat and orderly fashion during Licensee's hours of use. The Licensee shall take such measures as may be necessary to maintain pedestrian and vehicle safety during the use of the Licensed Area for its valet service.

9. **Damage:** Licensee agrees to take reasonable steps to remedy promptly any damage to the Licensed Area caused by the Licensee's activities. The Owners may elect to accept reasonable reimbursement from the Licensee in lieu of remedy.

10. **Compliance with Other Laws:** This Agreement does not relieve Licensee from compliance with any other local, state, or federal laws or regulations or conditions imposed by any local board. Failure to abide by any local, state, or federal laws or regulations may, at the City's discretion,

result in revocation.

11. **Revocation**: The City or the owner may terminate this Agreement or any provision contained in this Agreement on 72 hours written notice if the public interest or the Owner's private interest requires such termination, in which case the City shall return all fees paid by Licensee on a pro-rata basis. This Agreement may be revoked or suspended immediately without notice by the City or the Owner for cause, e.g. violation of the terms of this License in which case, all fees paid by the Licensee shall remain the property of the City.

CITY OF PORTSMOUTH

Dated:_____

By:_____
Karen S. Conard, City Manager

Pursuant to vote of the City Council on

_____.

LAZ PARKING LIMITED, LLC

Dated: _____

By:_____

Print Name:_____

Print Title:_____

PREVIOUS APPROVALS

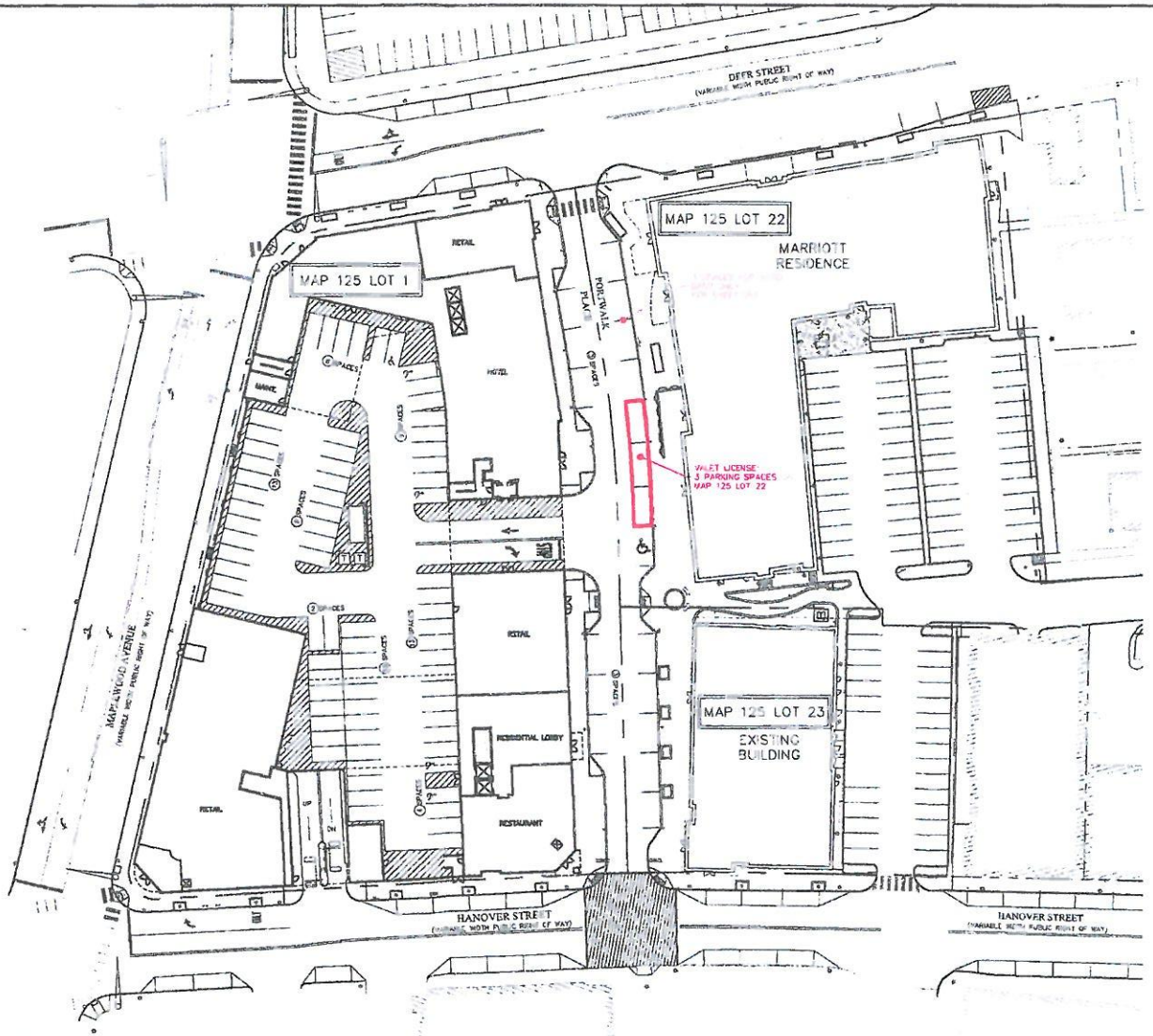
1. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE REVIEW APPROVAL FOR PROPERTY LOCATED AT 195 HANOVER STREET" DATED: JULY 31, 2007
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7. CITY OF PORTSMOUTH PLANNING BOARD FOR "ADMINISTRATIVE APPROVAL FOR AMENDMENT TO APPROVED SITE PLAN PROPERTY LOCATED AT 195 HANOVER STREET (PORTWALK, LOT 2)" DATED: APRIL 30, 2010
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14. CITY OF PORTSMOUTH PLANNING BOARD FOR "SITE PLAN APPLICATION FOR PROPERTY LOCATED AT 195 HANOVER STREET (PORTWALK 3)" DATED: SEPTEMBER 26, 2012

LICENSE LEGEND

VALET LICENSE:
3 PARKING SPACES
MAP 125 LOT 22

GRAPHIC SCALE

(IN FEET)



MAP 125 LOT 22 – VALET PARKING LICENSE EXHIBIT

No.	Description	Revisions	Appd	Date

DATE: SEPTEMBER 6, 2013
SCALE: AS SHOWN
DESIGNED BY: PMC
DRAWN BY: CHL
APPROVED BY: GM
PROJECT NO: 2226C
FILE NO:

PARKING SPACE LICENSE AND SIDEWALK LICENSE EXHIBIT
Portwalk Lot 3
Map 125 Lot 1
195 Hanover Street
Portsmouth, New Hampshire

Tighe&Bond
Consulting Engineers
Environmental Specialists
177 CORPORATE DRIVE
PORTSMOUTH, NEW HAMPSHIRE 03801
(603) 433-8818

EX-1

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.

9/25/26

Department/ Contact Person:	Senior Activity Center, Nicole Finitsis, Senior Services Supervisor
Donation Amount:	1000.00

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

Account - **13-786-339-00-100-002-061002.**
Senior Activity Center Luncheon Fund 13

Is there a particular purpose intended with this donation:

Senior Center Members Charlotte Dura and Robbin DiPierre giving a donation in thanks to the programming of the Senior Activity Center.

Other Information/Special Conditions:

Donor Information

First & Last Name:	Charlotte Dura
Business Name:	
Address*:	[redacted]., Rye, NH 03870
Phone*:	[redacted]
Email*:	

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.

Package Details Update

Due Date - Oct 09, 2026

City of Portsmouth (Grants) (4486890 - Agency)
1 Junkins Ave
Portsmouth NH 03801

Opioid Responsive Grant (4) Acceptance

*** Agency Name:** City of Portsmouth

The purpose of this Acceptance Form is to define and formalize a memorandum of agreement between Granite United Way and the agency awarded funds through the Opioid Abatement Community Grant Program (OACGP). The agency referenced above agrees to adhere to the following terms associated with accepting these grant funds.

1. Acknowledgment of Funding Source and Use of Funds

The Agency certifies its understanding that the source of these funds is the New Hampshire Opioid Abatement Trust Fund. As such, all funds must be expended as outlined in the Agency's original proposal and as approved by Granite United Way. The Agency agrees to deliver the work as described in its grant application. The Agency acknowledges that funding is not transferable to other programs or entities without prior written approval from Granite United Way.

☐ * Select checkbox to acknowledge grant funding term #1

2. Return of Unspent Funds

The Agency agrees that any and all unspent funds at the conclusion of the grant period must be returned to Granite United Way within 30 days of the grant period end date.

☐ * Select checkbox to acknowledge grant funding term #2

3. Programmatic and Operational Changes

During the grant period (October 2026 - September 2027), the Agency will inform Granite United Way in a timely manner of all significant budgetary, operational, or leadership changes

that may affect completion of the activities or services funded by this grant.

☐ * Select checkbox to acknowledge grant funding term #3

4. Reporting Requirements

The Agency agrees to submit a project completion report to Granite United Way upon conclusion of grant-funded activities. This report will include outcomes and expenditures aligned with the Agency's original proposal, accompanied by all necessary supporting documentation.

☐ * Select checkbox to acknowledge grant funding term #4

5. Payment Method

Organization agrees to receive payments via EFT.

The EFT Form is accessible via the "Resources" menu item at the top of your screen.

*** Download the document, using available PDF software edit the fields with your agency information, save the document with your agency name, and upload the document here:**

Choose File

☐ * Select checkbox to acknowledge grant funding term #5

6. Regulatory Compliance and Investigations

The Agency agrees to report in writing and in a timely manner to the CEO of Granite United Way any investigation by a police agency, government treasury department, or any other regulatory body. This includes, but is not limited to, allegations of financial or managerial misconduct or criminal misconduct by the agency or any member of its board or staff. The Agency further agrees that Granite United Way will be advised of any adverse accountant or auditor reports or remedial financial recommendations.

☐ * Select checkbox to acknowledge grant funding term #6

7. Federal Funding

This award is made with the understanding that all opioid abatement funds must be managed separately from federal dollars and used only for allowable purposes under state law (RSA 126-A:83–86). Recipients are required to maintain clear accounting records, ensure no overlap with federal funding, and comply with all reporting and audit requirements. Failure to meet these standards may result in repayment of funds and ineligibility for future awards. Please review and sign the attached Grantee Acceptance Form to confirm your organization's agreement with these requirements.

☐ * Select checkbox to acknowledge grant funding term #7

The Agency's acceptance of this agreement indicates full compliance with the terms stated above. Failure to comply with the provisions of this agreement may result in the rescission of the grant award and/or loss of eligibility for future funding.

Please approve this acceptance form by Friday, October 9, 2026. Once this form is received, Granite United Way will disburse the approved grant funds in October 2026.

*** By typing in your name below, you certify that you are an authorized signatory for your agency and agree to the terms outlined in this Grant Acceptance Form.**

*** Title:**

*** Please enter today's date:**

Items marked with an asterisk(*) are required

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:	10-1-2026
Department/Contact Person:	Suzanne Woodland
Donation Amount:	$100

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

City of Portsmouth General Fund - DPW

Is there a particular purpose intended with this donation:

Point of Graves Cemetery Wall Replacement Project

Other information/Special Conditions:

Donor Information

First & Last Name:	Sharon Fulton
Business Name:	
Address*:	
Phone*:	
Email*:	

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.

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:	10-1-2026
Department/Contact Person:	Suzanne Woodland
Donation Amount:	$200

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

City of Portsmouth General Fund - DPW

Is there a particular purpose intended with this donation:

Point of Graves Cemetery Wall Replacement Project

Other information/Special Conditions:

Donor Information

First & Last Name:	Patricia and Richard Bagley
Business Name:	
Address*:	
Phone*:	
Email*:	

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.

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:	10-1-2026
Department/Contact Person:	Suzanne Woodland
Donation Amount:	$250

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

City of Portsmouth General Fund - DPW

Is there a particular purpose intended with this donation:

Point of Graves Cemetery Wall Replacement Project

Other information/Special Conditions:

Donor Information

First & Last Name:	Dan Corcoran
Business Name:	
Address*:	
Phone*:	
Email*:	

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.

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:	10-1-2026
Department/Contact Person:	Suzanne Woodland
Donation Amount:	$250

Are Funds to be directed to a particular department, program or fund? – If yes, please provide detail below:

City of Portsmouth General Fund - DPW

Is there a particular purpose intended with this donation:

Point of Graves Cemetery Wall Replacement Project

Other information/Special Conditions:

Donor Information

First & Last Name:	Kathryn Lynch
Business Name:	
Address*:	
Phone*:	
Email*:	

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.

CITY COUNCIL POLICY No **2026-01**

RESIDENT ACCESS PARKING PROGRAM (RAPP) PILOT – 2026

Purpose

Over the last decade, the City has implemented several pilots for Resident Neighborhood Parking Programs to address concerns of reduced parking availability for residents of neighborhoods located near the Downtown Business District.

Neighborhoods in proximity to the Downtown Business District are not metered.

Residents have raised concerns that nonresidents park in their neighborhoods because parking spaces are unmetered, which creates a shortage of parking spaces for residents.

Prior pilots have been unsuccessful because they were difficult to manage and enforce.

A new Resident Access Parking Program (RAPP) Pilot- 2026 ("Program") has been created to address residents' concerns and improve the operation and enforcement of the Program.

The goals of Program are to:

* Increase parking availability for residents by charging nonresidents for parking in designated locations outside the Downtown Business District ('RAPP Zone");
* Provide free parking for residents and School, Recreation and Library employees who have registered their vehicle license plates with the City's Tax or Parking Office;
* Expand the Downtown Workforce Parking Program to limited areas in the RAPP Zone;
* Simplify management and enforcement of the Program by using vehicle license plate enforcement; and
* Provide parking management data from the Program to the Council to help inform future resident parking programs and parking availability in neighborhoods in proximity to the Downtown Business District.

Policy

The Program will provide free parking for residents and School, Recreation and Library employees with vehicle license plates registered through the City's Parking or Tax Office in the RAPP Zone more fully described below. Nonresidents will be charged an hourly parking rate determined by the Fee Schedule Study Committee. The Program also expands the Downtown Workforce Parking Program to Parrott Avenue and the Parrott Avenue Lot as more fully defined below.

RAPP Zone

The RAPP Zone includes the following streets listed below and set forth in the attached maps:

a. Parrott Avenue from Rogers Street to Junkins Avenue. (This portion of Parrott Avenue is the only street in the RAPP Zone to be used by downtown workers registered for the DWPP)
b. Hanover Street (from Bridge Street to Brewster Street);
c. Rock Street
d. Pearl Street
e. Tanner Street
f. Tanner Court
g. Gates Street
h. Hancock Street
i. Washington (Court Street to Hancock Street)
j. Parrott Avenue Lot

Downtown Workforce Parking Program (DWPP)

The Downtown Workforce Parking Program (DWPP) provides reduced parking rates for employees and owners of restaurants, retail and personal service businesses, and the hospitality industry located downtown. The DWPP provides reduced parking to all downtown workers of businesses who previously participated in the DWPP who work in clerical, customer service, administrative, and support staff positions until March 1, 2027. The purpose of this Program is to help support small businesses that fuel the local economy. Workers who have registered with the Parking Office for the DWPP may park in the following locations:

a. **Parrott Avenue Parking.** Eligible participants in the DWPP who park on Parrott Avenue from Rogers Street to Junkins Avenue shall be charged the established workforce parking rate of **$0.30 per hour**, with no additional transaction fee. The

portion of Parrott Avenue from Rogers Street to Richards Avenue shall remain free parking subject to a 4 hour limit.

b. **Foundry Garage Parking**. Eligible participants in the DWPP may purchase up to **26 parking stickers per month**. Each sticker shall provide up to **12 hours of parking** in the Foundry Garage for a flat rate of **$3.00 per sticker**.

Parrott Avenue Lot

Registered residents and participants in the DWPP may park for free within the posted time limits in the Parrott Avenue Lot. Non-residents are prohibited from parking in the Parrott Avenue Lot during the Program.

Parking Rates in RAPP Zone

Parking Rates for the Program are set by the Fee Schedule Study Committee and hours of enforcement are set forth in Chapter 7, Article I, Section 7.102 (C).

Effective date

The Program is effective July 1, 2026.

_____

Sally Kellar, City Clerk

Adopted by the Portsmouth City Council on June 8, 2026.

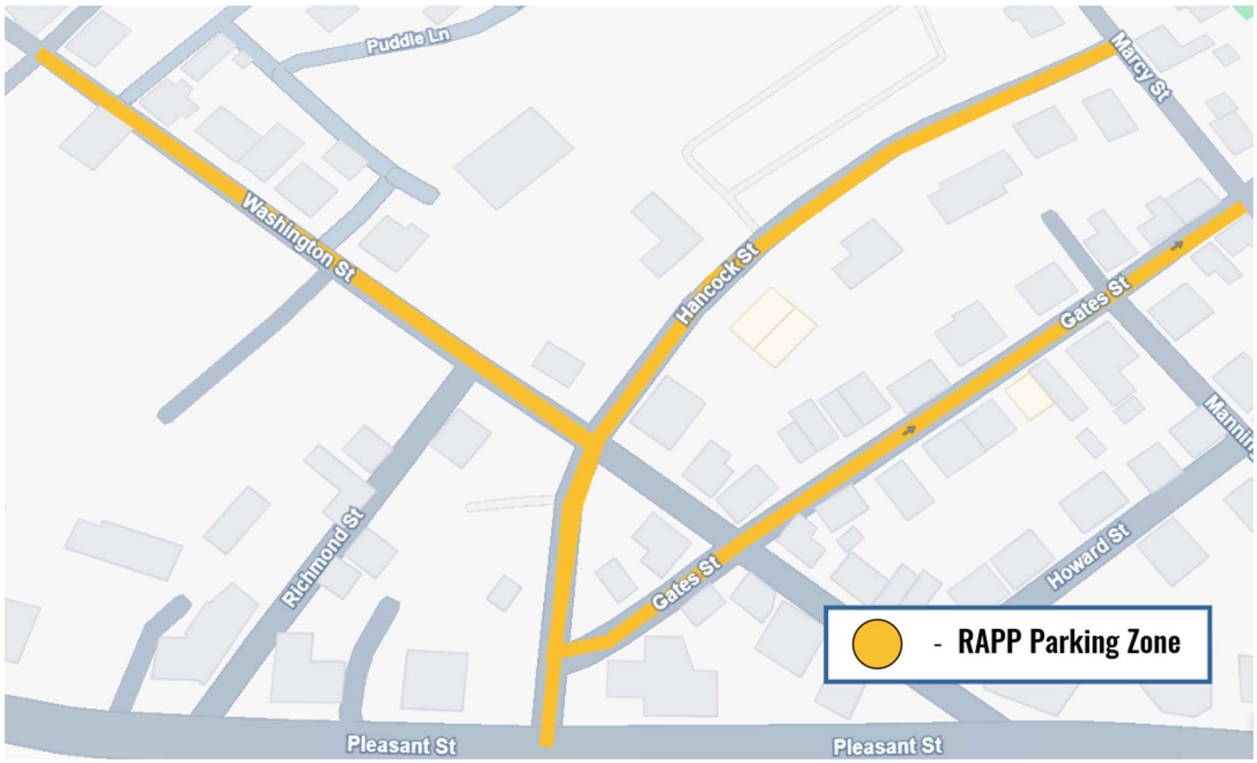
Amended by the Portsmouth City Council on September 14, 2026.

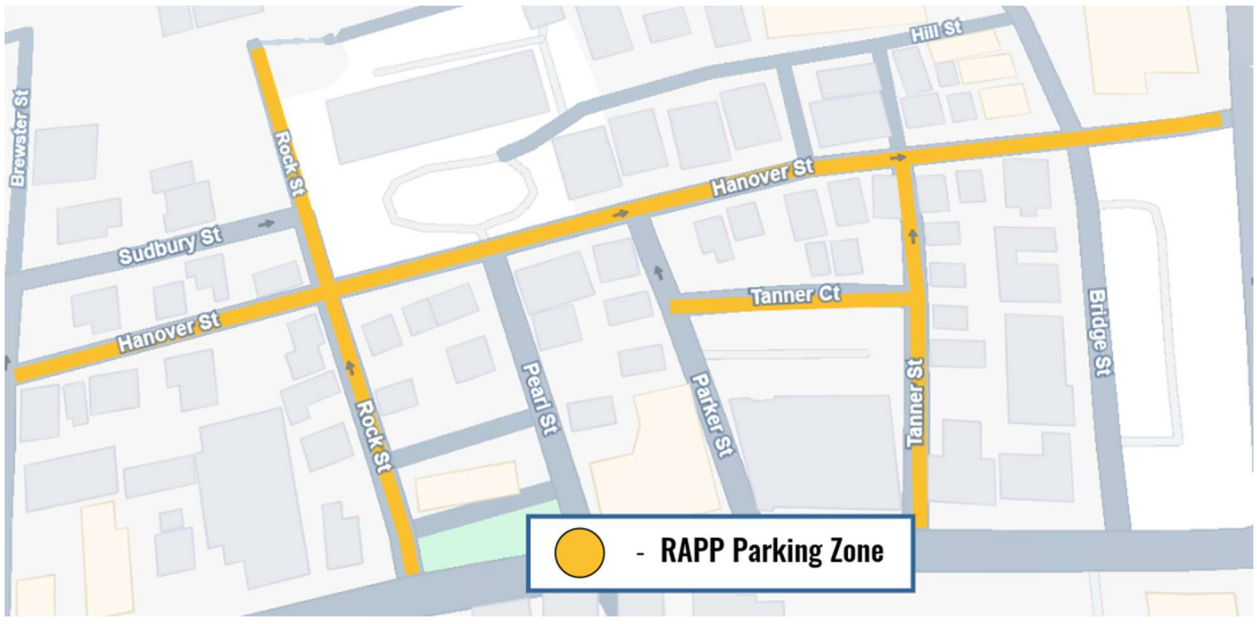
Amended by the Portsmouth City Council on September 28, 2026.

Effective date of the amendments is October 1, 2026.

RESIDENT ACCESS PARKING PROGRAM (RAPP) PILOT MAPS – 2026

As Amended by the City Council on 9/14/2026






Rogers St
Richards Ave
Parrott Ave
Junkins Ave
- Free Parking - 4 Hour Max
- RAPP & Downtown Workforce Parking Zone
- Free to Registered Residents and Downtown Workforce Participants