



## Portsmouth Municipal Building Improvements Project Blue Ribbon Committee Memo for 2/11/2026 Meeting

Date: 2/6/2026

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Dear Committee Members,

Please use this memo as a guide to the primary points of our conversation on 2/11. 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.

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### Summary of JSA/City Staff Work To-Date

Since we last met the team has been primarily focused on Conceptual Space Planning. In this we have applied the program defined in the current Space Needs Assessment and laid it out at a departmental level.

### Municipal Space Needs Assessment

Since last meeting there have been a few adjustments to the Space Needs Assessment. The numbers referenced in parenthesis reference the identifying numbers in the Space Needs Assessment.

1. Water/Sewer Billing (24.0) has been removed. Per direction from the City the department will be relocating to the Department of Public Works. Members of the public will still have the ability to pay their water bills at either location.
2. The School Board Conference Room (33.23) has been removed. The Training/Public Accessible Meeting Room (1.5) will be able to provide that functionality and will have sufficient capacity to accommodate that program.

3. The Portsmouth Room (37.3), just outside the Council chambers was shown previously being removed from the Space Needs Assessment. Further conversation has solidified its use for both programming and as a soft space before entering the Council Chambers and Conference Room A. We would propose to retain it at this time.

The revisions noted above decrease the Municipal space needs by 532 sf. As we progress further in space planning and perform additional reviews with Departments, we expect further adjustments may occur to find further efficiencies.

We received input and questions regarding the quantity and assignment of conference rooms throughout the complex.

Firstly, though we have accounted for conference rooms with separate departments, it would be the intent of the City that these are shared and schedulable by all departments. Categorizing them in each department assists the design team in locating them adequately and allocating the square footage. The quantities shown reflect discussions to date but we will review this further as we meet with each department for another round of review.

Secondly, several of the conference room requests are a smaller size (150-200 sf). These serve two purposes. Those located in the Point-of-Service would allow for sensitive conversations, which currently occur in open corridors. This was a topic of discussion with every point-of-service department. On the upper floors in Building (27.13) and Planning (28.15) are planned a number of small conference rooms. These were requested to facilitate meetings that currently occur in private offices, but would no longer be possible with the proposed move to workstations. By having them as separate conference rooms they have more flexibility to be used and scheduled by other departments.

\*Please reference the Reconciled Space Needs Assessment Summary on page 6

## **Conceptual Space Planning**

The primary focus for the design team has been advancing the space planning concepts for the facility. At this stage the team is working at a departmental scale, ensuring square footage is sufficient, general circulation is clear, and adjacencies are correct. Once this is sufficiently settled the team then zooms in to room by room layouts. It is expected that boundaries and layouts will adjust at that stage. This stage ensures we have sufficient space allocated.

\*Please reference the Concept A plans on pages 7-11 and existing plans on pages 12-16

### **The key goals for the project and this committee are as follows**

- Upgrade the existing police space to improve adjacencies of key functions and to renovate or build better workspaces
- Accommodate the public more effectively, and increase security with a single point of service
- More efficiently allocate municipal services within the building
- Maximize the investment in critical building components to provide a safe, comfortable and energy-efficient environment

This translates to actionable space planning adjacencies as follows

### **Municipal Key Adjacencies**

1. Point-of-Service: Tax, Assessor, Clerk
2. Close Proximity to Point-of-Service: Health and welfare, nearer to the PD social worker
3. Easy Access from the Point-of-Service: Building Department, Planning, Economic and Community Development
4. Flexible in Location (group by departmental adjacency)
  - a. City Manager and Legal
  - b. HR
  - c. School Dept and Finance. School department to have clear means for public access
  - d. IT
  - e. Custodial

### **Police Department Key Adjacencies**

1. Point-of-Service: Public Access Lobby, Records and Courts, Patrol, Communications (Dispatch), Booking & Intake
2. Lockers, Facility Support: Ground level access, near patrol
3. Property & Evidence: Ground level access, near Public Access
4. Flexible in Location
  - a. Admin
  - b. IT
  - c. Detectives: locate in one contiguous space

## **Description of Concept A**

The concept presented today addresses these goals. Initial review has occurred with City and the PD. Additional review will occur in the future with all departments, whose feedback will information modifications to the schemes. The scheme proposes 12,097 SF of building addition. Key to the scheme is a unifying addition to the front of the existing buildings. This provides clarity to the entrance and a consistent appearance.

**Basement:** PD and mechanical functions remain

**Floor 1:** The driving element on floor 1 is the location of the sallyport and adjacent booking and intake. To achieve the operational goals and adjacencies the sallyport needs to be located in the front of the complex and at this floor level. The location proposed provides clear vehicular flow. The addition would be a single story, thus not obstructing views. The public access remains in the same region with an apparently sized Records & Courts adjacent and beneath the addition above.

**Floor 2:** On the Municipal main floor, the key move is the relocation of Point-of-Service departments around an expanded lobby with service windows. A small addition to the back of the building provides adequate square footage and a location for the City Clerk Vault. This permits immediate service for the highest traffic departments. Adjacencies between the PD, Shared Training, Health, and Welfare are achieved. A new elevator within the lobby provides clear public access to departments above

**Floor 3:** Planning and Building are relocated and organized around the new elevator, providing clear public access and security. The vacated space provides a contiguous space for the Police Department Detectives and locates the vertically above the other PD departments.

**Floor 4:** The School Department remains on floor 4 with a clear access point for the public using the new lobby elevator. Finance is relocated to this floor. City Manager and Legal remain.

## **Review of Prior Questions**

Please refer to pages 17-19 for the Blue Ribbon Committee Questions and Answers sheet for a discussion

## Next Steps

- February to mid March:
  - Adjustments to Space Planning concept and additional concepts generated based on feedback
  - Start into Room layouts in critical spaces and review with those departments
  - Advance Category IV understanding
  - Begin engineering system recommendations work
  - Next Blue Ribbon Meeting: Confirm tentative 3/11 date
- Mid March through April:
  - Revisions to space planning concepts
  - Advance room layouts and review with remaining departments
  - Engineering systems recommendations
  - Proposed Blue Ribbon Meeting Date: May 6
- May through mid-June
  - Revisions to concepts and layouts based on committee and staff feedback
  - Phasing diagrams
  - Proposed Blue Ribbon Meeting Date: June 17
- Mid June – July
  - Refined phasing diagrams and settled layouts with adjustments as needed
  - Proposed Blue Ribbon Meeting Date: July 29
- August
  - Cost Estimating
  - Proposed Blue Ribbon Meeting Date: September 9
- Additional meetings past then to be determined

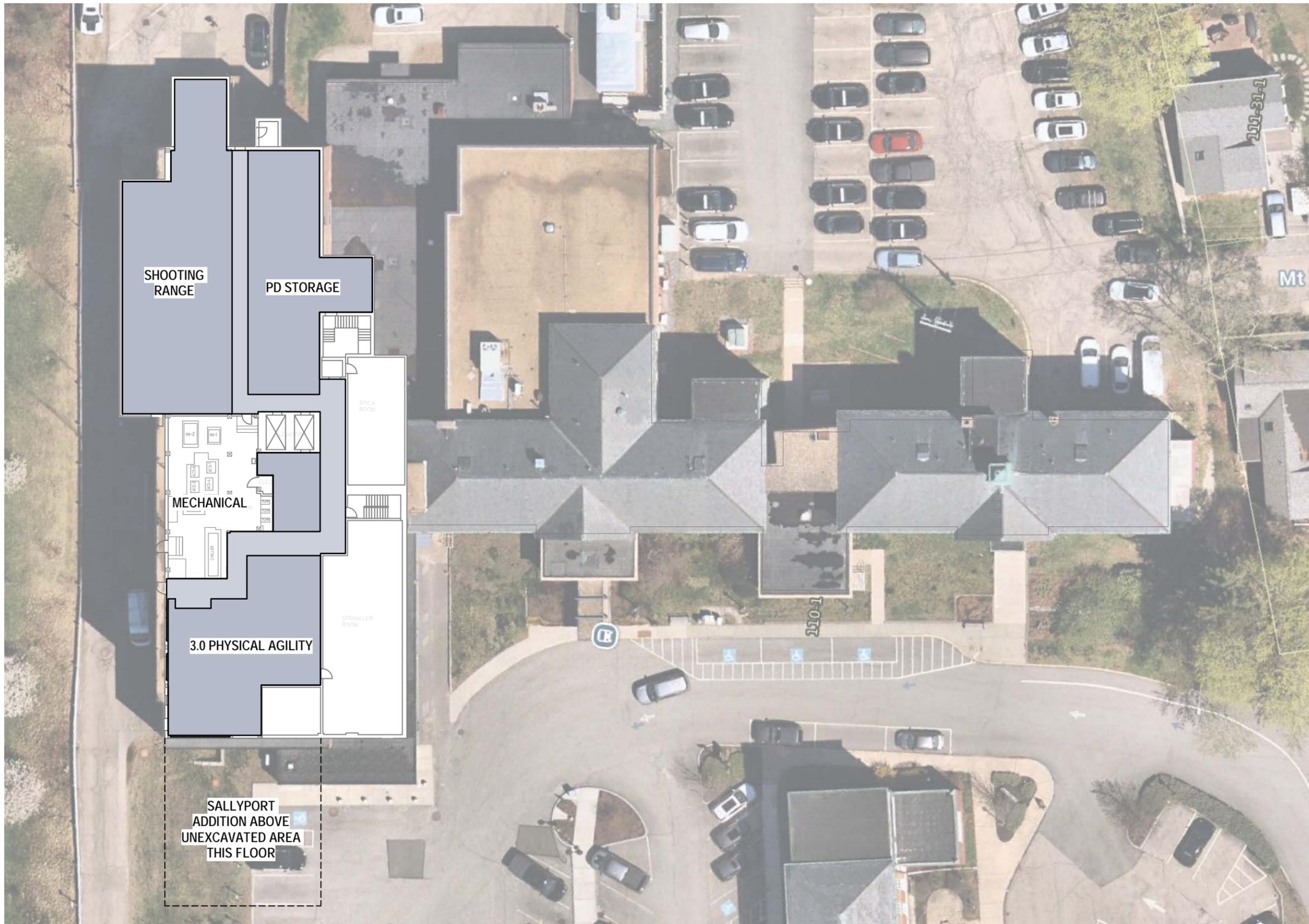
Main Building Square Footages (Seybolt, Center Wing, North Wing, Cottage Basement)					Concept A		
	Existing SF/ %	Target SF/%		Net Change Delta	Change Since Prior Meeting	Proposed	Net Change Delta
		Lower Limit	Upper Limit				
Police Department	39,772 37%	41,423 41%	46,236 40%	+1,651 to +6,464	0	51,847 44%	+12,075
Shared	- 0%	4,050 4%	4,050 3%	+4,050 to +4,050	0	4,050 3%	+4,050
Municipal	66,683 63%	54,560 55%	66,683 57%	(12,123) to +0	532	62,664 53%	(4,019)
<b>Total</b>	<b>106,455</b> 100%	<b>100,033</b> 100%	<b>116,969</b> 100%	<b>(6,422) to +10,514</b>	<b>532</b>	<b>118,561</b> 100%	<b>+12,106</b>
Existing Main Building SF Available		106,455					
Apx Size of Space Needs Range:							

Fleet Building Square Footage				
	Existing SF	Needed SF	Net Change	Change Since Prior Meeting
Police Department	2,013	6,661	+4,648	0

Concept A	
Proposed	Net Change
6,101	(560)

**Comments**

- 1) Space repurposed may require additional square footage due to existing conditions
- 2) Calculated space needs have a grossing factor applied to determine gross SF. Actual will be +/- this number
- 3) Municipal Spaces include campus infrastructure rooms (mechanical, sprinkler, etc.). PD specific utility space (ex. dispatch IT room) are contained with PD square footages
- 4) Stair and Elevator SF are included in the space that encompasses them on that floor (either PD or Municipal)
- 5) Police lower limit is based on Matrix Consulting Group space needs assessment + missing program identified previously. Upper limit is based on ADG space needs assessment. Shared space carried equally.
- 6) Municipal lower limit based, in part, on realizing efficiencies in layouts through renovation. The upper limit presumes minimal renovation and thus not realizing all efficiencies possible



**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

**CONCEPT A KEY POINTS**

1. Additions total 12,097 SF
2. All departments remain in the facility, except Water/Sewer Billing has been moved off campus
3. PD and Municipal lobbies separated
4. Level of renovation is dependent on final design.

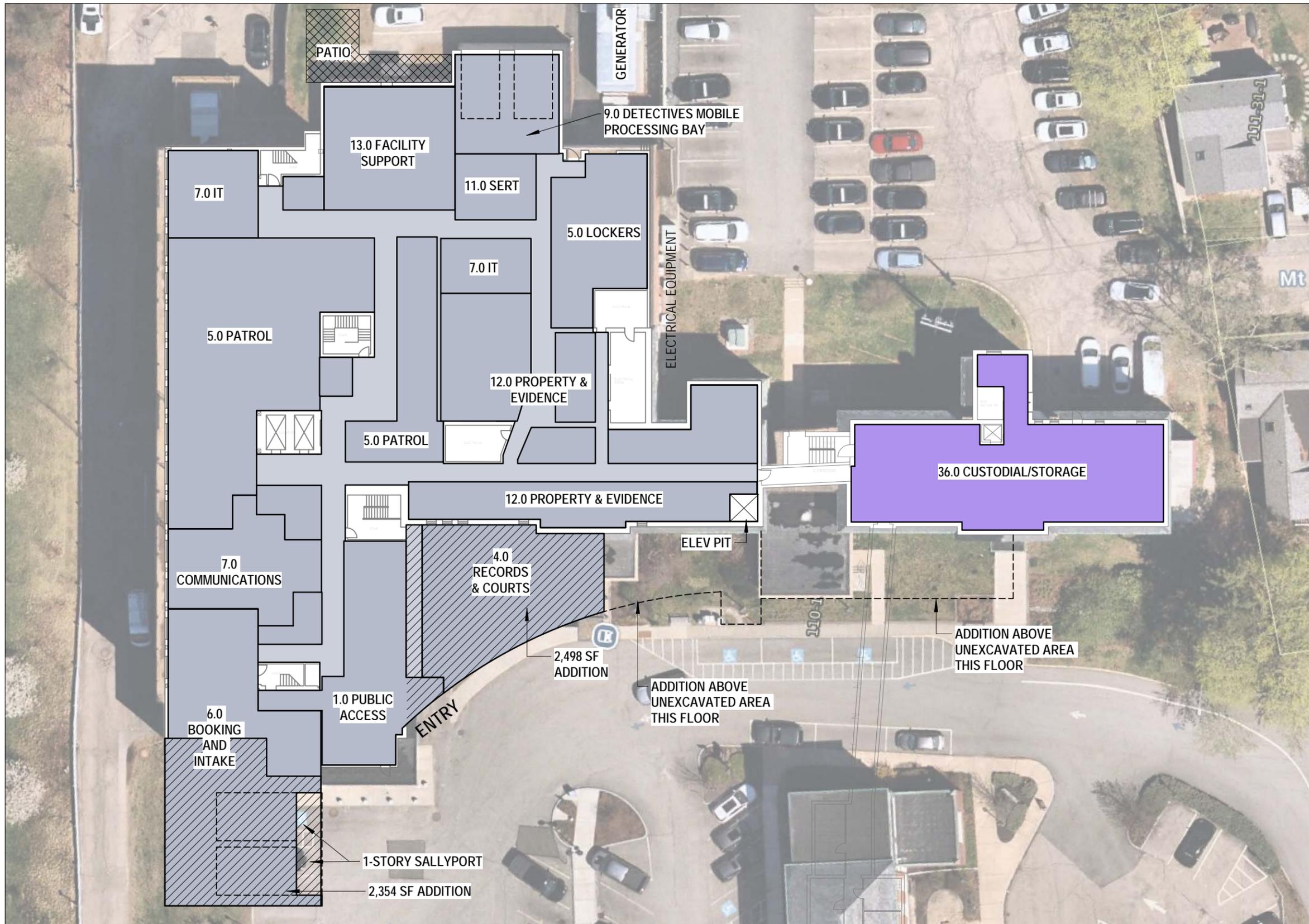
Note: #'s at beginning of department names correlate to previously provided Space Needs Assessment

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

**CONCEPTUAL SPACE PLANNING  
CONCEPT A - BASEMENT  
MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated  
2/6/2026





**DEPARTMENT LEGEND**

	TAX		HR
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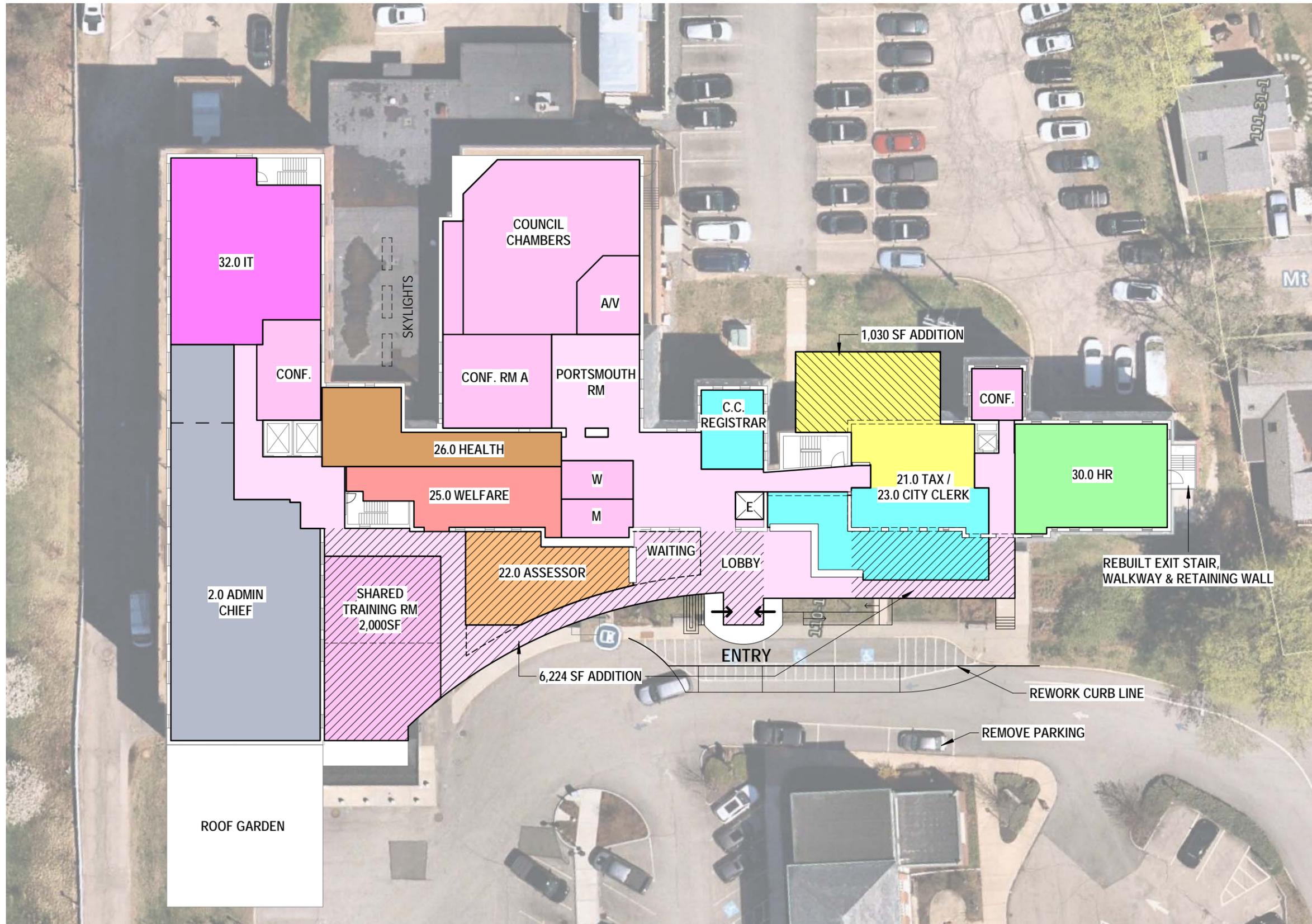
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**1** CONCEPT A - FLOOR 1  
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**CONCEPTUAL SPACE PLANNING  
CONCEPT A - FLOOR 1  
MUNICIPAL IMPROVEMENTS PROJECT**

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2/6/2026





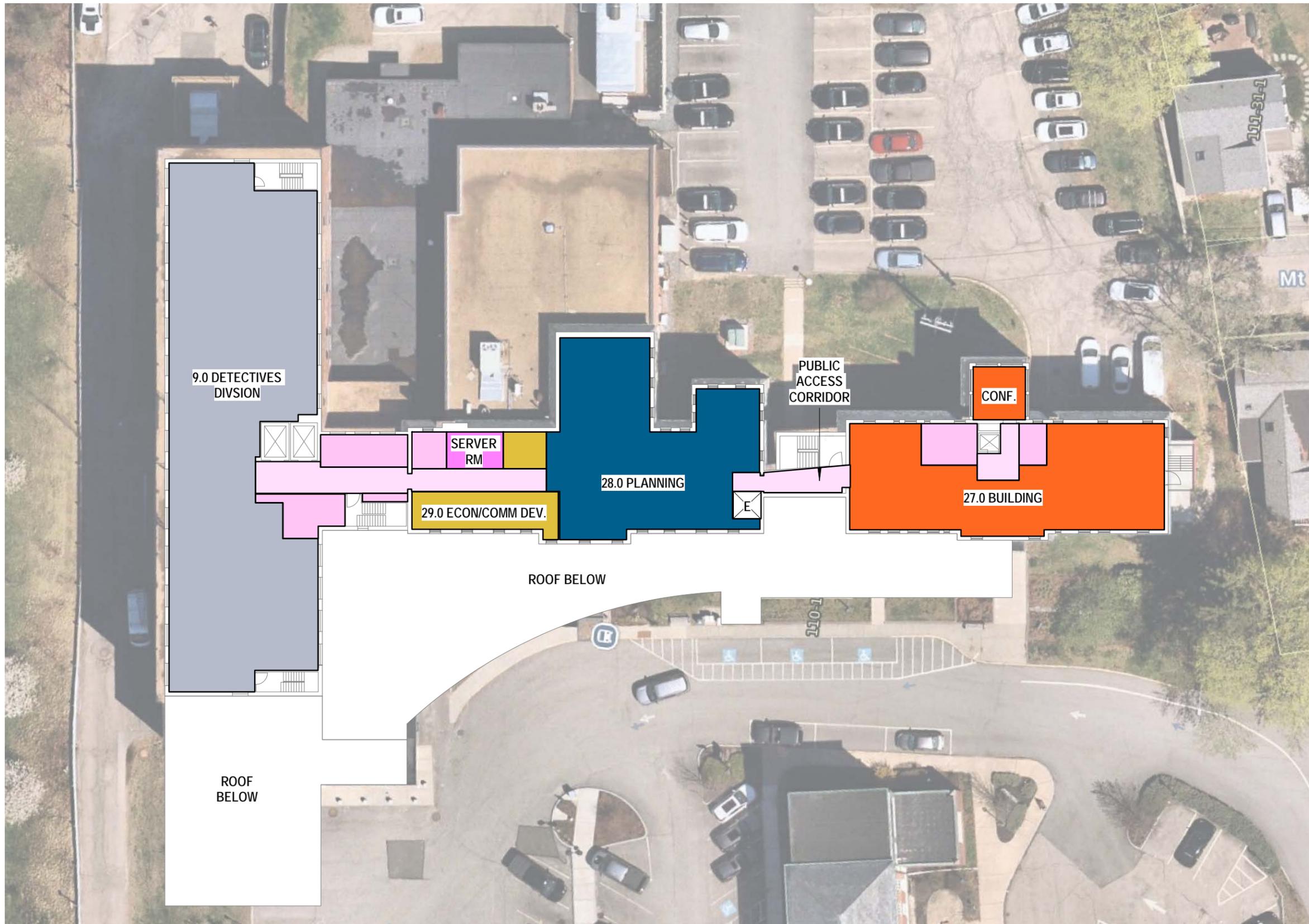
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1/32" = 1'-0"

**CONCEPTUAL SPACE PLANNING**  
**CONCEPT A - FLOOR 2**  
**MUNICIPAL IMPROVEMENTS PROJECT**  
SCALE: As indicated  
2/6/2026





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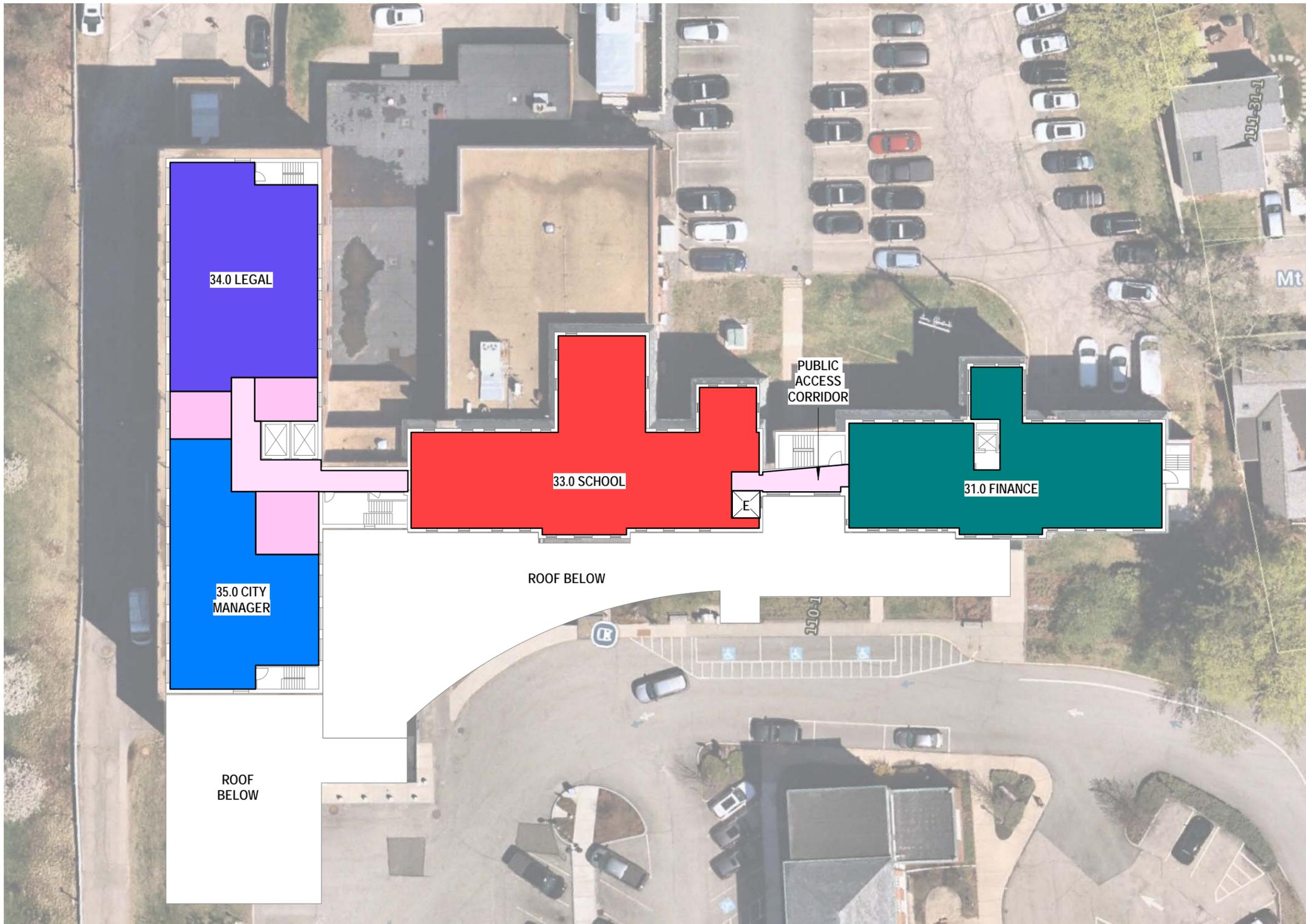
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**CONCEPTUAL SPACE PLANNING  
CONCEPT A- FLOOR 3  
MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated  
2/6/2026





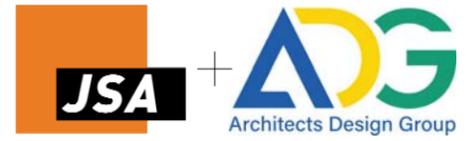
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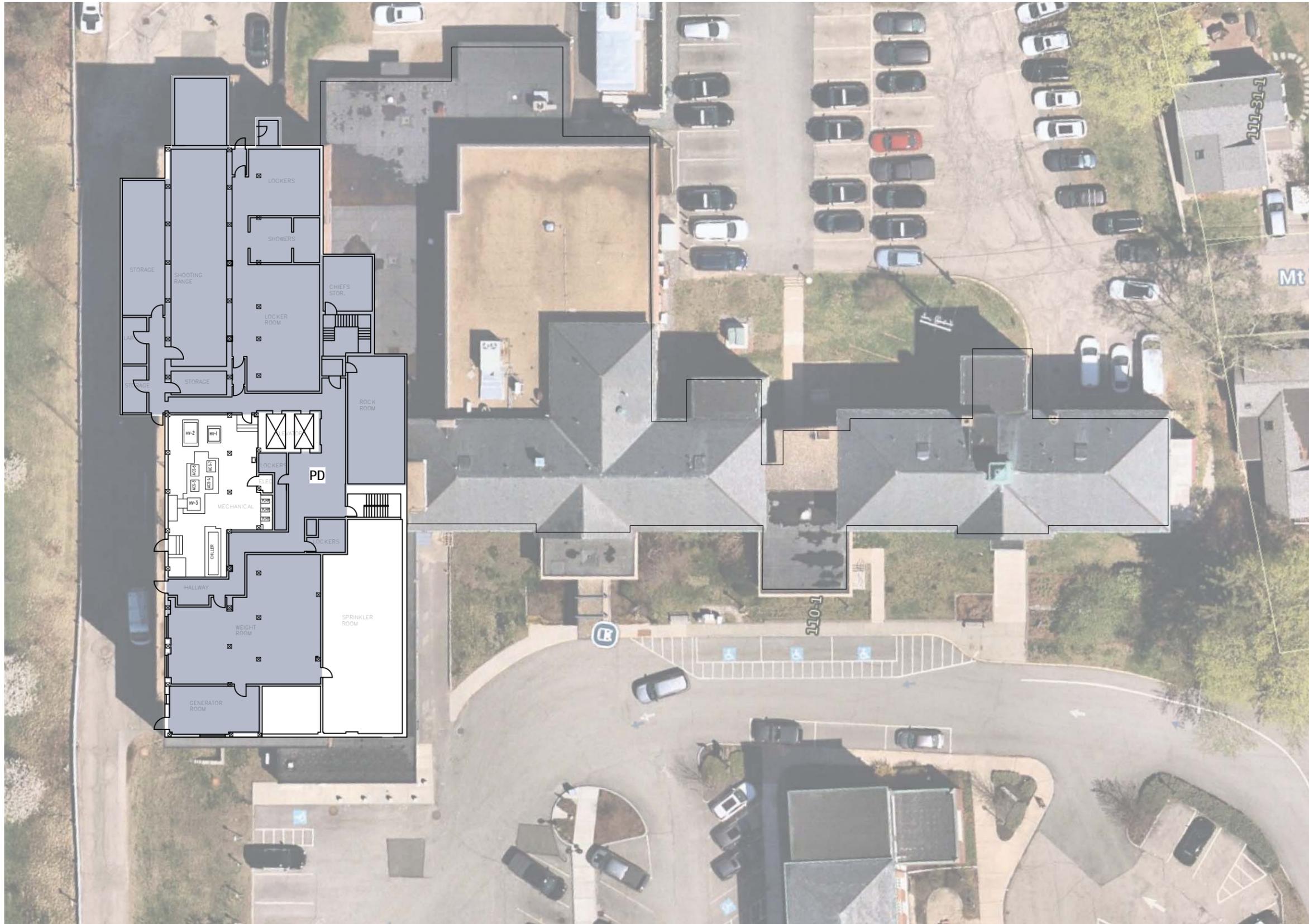
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**CONCEPTUAL SPACE PLANNING  
CONCEPT A- FLOOR 4  
MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated  
2/6/2026





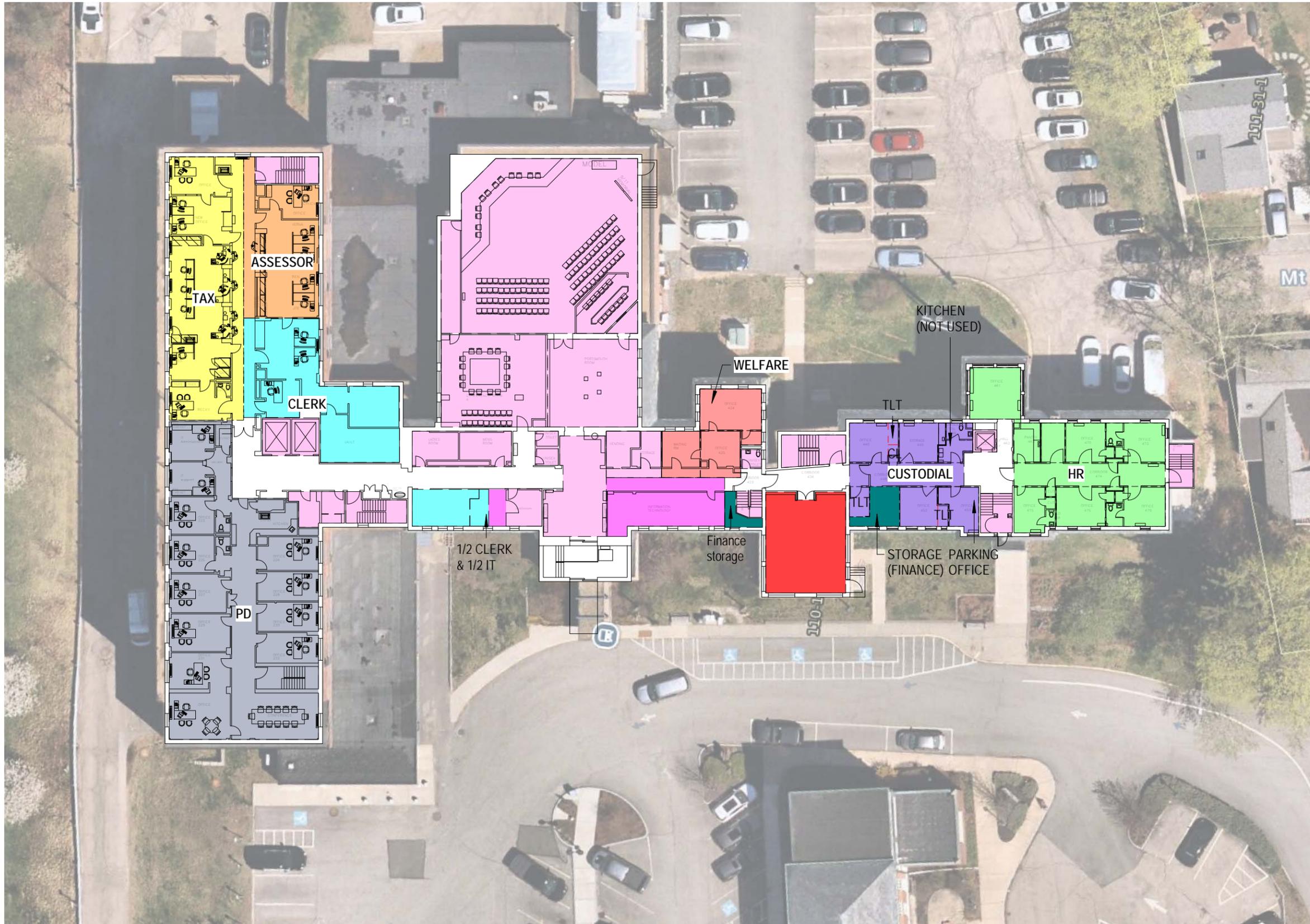
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	TAX		HR
	ASSESSOR		FINANCE
	CITY CLERK		IT
	WELFARE		SCHOOL
	HEALTH		LEGAL
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	ECON/COMM DEV		PD
	COMMON AREAS		ADDITIONS

**EXISTING - BASEMENT**  
**MUNICIPAL IMPROVEMENTS PROJECT**

SCALE: As indicated  
 2/6/2026







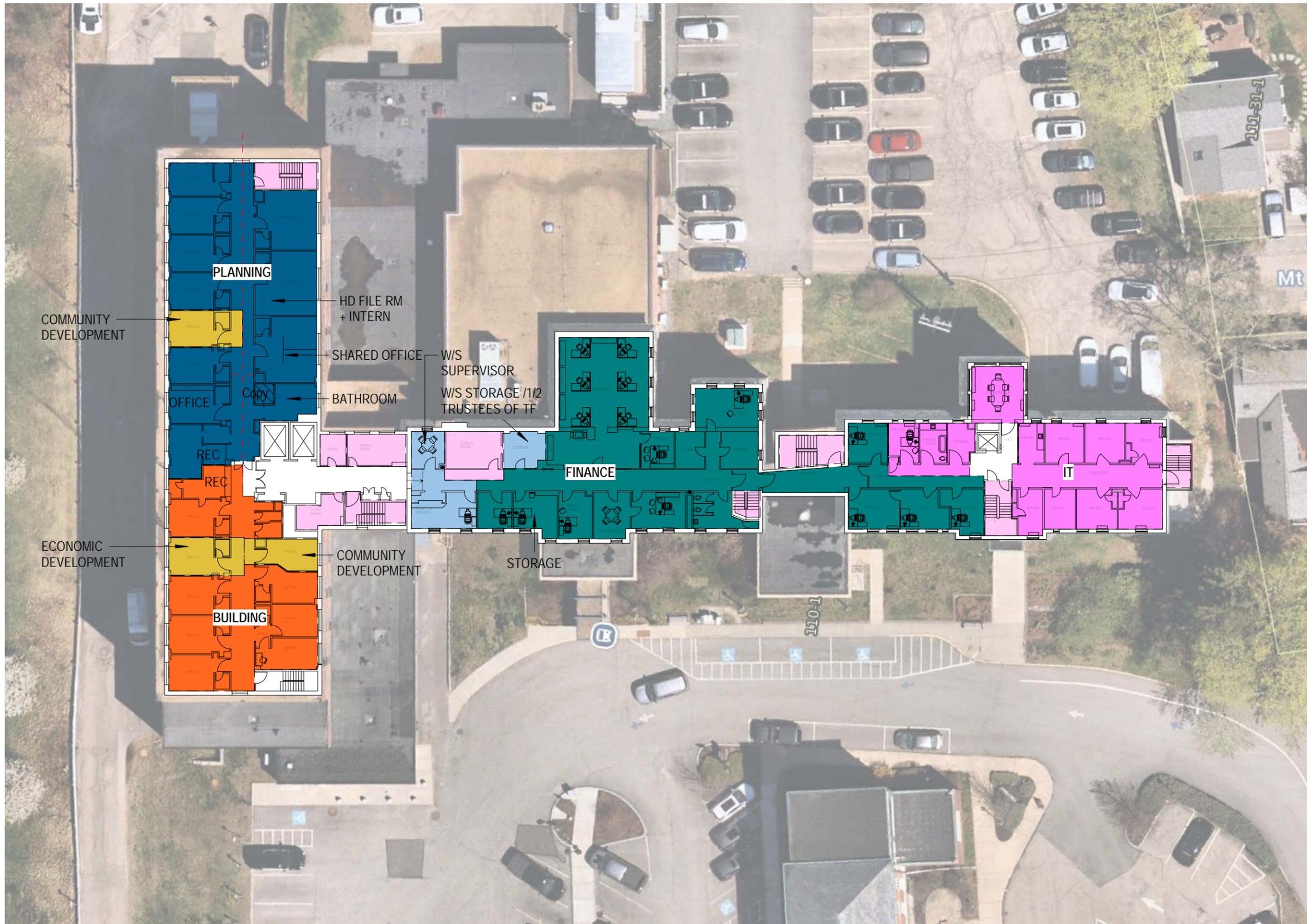
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	HEALTH		LEGAL
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	COMMON AREAS		ADDITIONS

1 LEVEL 2  
1/32" = 1'-0"

EXISTING - FLOOR 2  
MUNICIPAL IMPROVEMENTS PROJECT

SCALE: As indicated  
2/6/2026





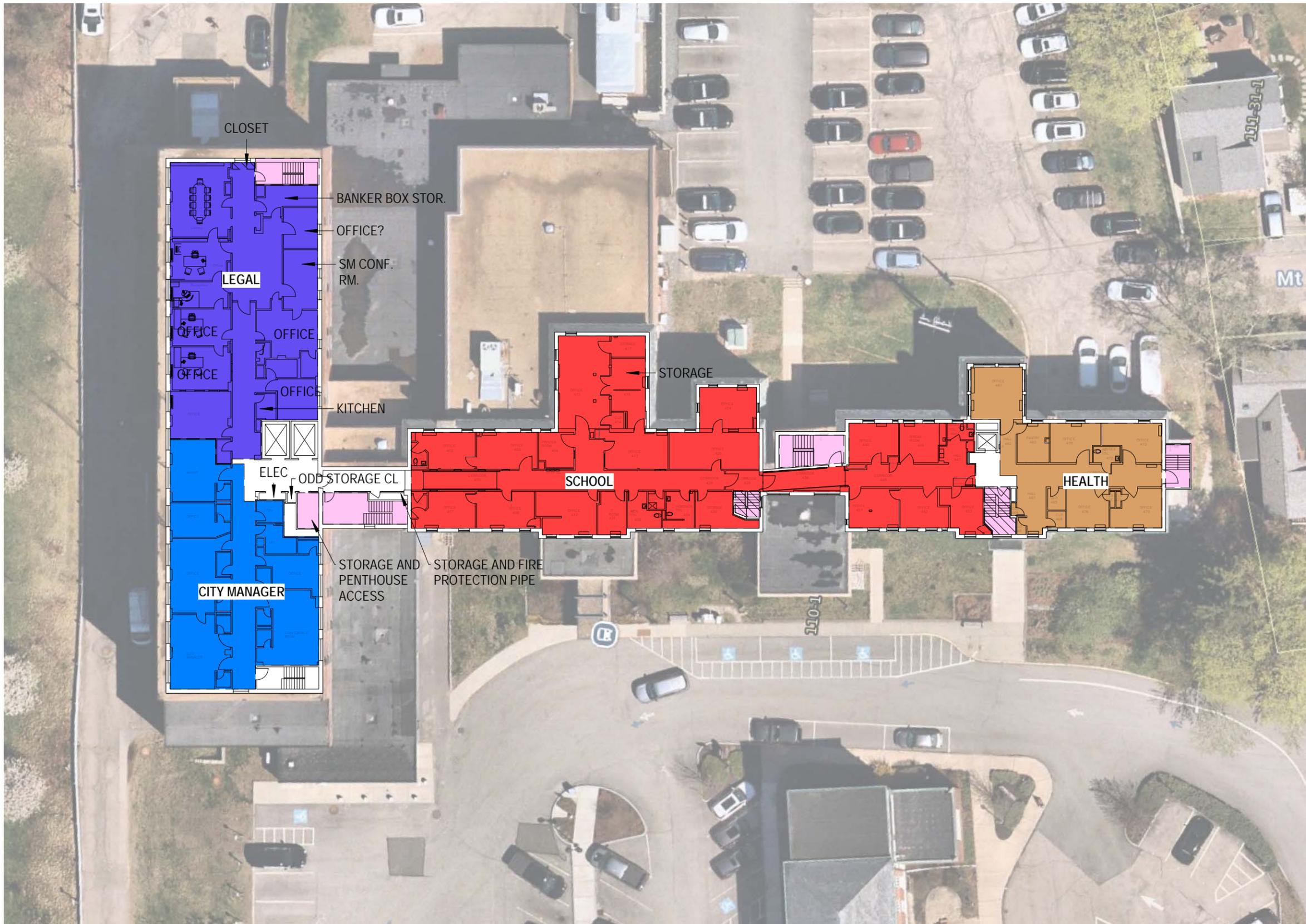
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1 LEVEL 3 EX  
1/32" = 1'-0"

EXISTING - FLOOR 3  
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DEPARTMENT LEGEND	
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<span style="display:inline-block; width:15px; height:15px; background-color:orange;"></span> ASSESSOR	<span style="display:inline-block; width:15px; height:15px; background-color:teal;"></span> FINANCE
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1 LEVEL 4 EX  
1/32" = 1'-0"

**EXISTING - FLOOR 4**  
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## Portsmouth Municipal Building Improvements Project Blue Ribbon Committee Questions and Answers

Date: 2/6/2026

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Dear Committee Members,

Please use this as a log of questions and responses that we can reference and update as progress is made and new information is learned.

### 8/25 Questions Received

1. IN THE BOTTOM LEVEL OF THE POLICE STATION IS IT POSSIBLE TO ADD WINDOWS AND HVAC. COULD WE EXCAVATE AND DO A BERM TO EXPOSE THAT WALL OF THE BUILDING?
  - a. 8/27 Meeting Response: It is possible. As we study layouts we can assess whether this will be a benefit to the project based on what spaces will be located there. It is worth noting there are many spaces within the police program that are best away from windows and light. We would first look to locate such spaces in locations like these.
  
2. CAN AN ADDITION BE MADE TO THE POLICE STATION STARTING AT THE END OF THE CURRENT 2<sup>ND</sup> FLOOR OF CITY HALL AND EXTEND OUT AND DOWN TO CONNECT TO THE CURRENT POLICE STATION. TOTAL SQUARE FOOTAGE OF 10,000 – 12,00 SQUARE FEET OF NEW SPACE?
  - a. 8/27 Meeting Response: An addition in this area is possible and will be an option considered. It will be important to keep in mind differing floor to floor heights. Options for expanding to the back of the site should be considered given prior concerns to impacted sight lines. Parking and traffic flow will have to be considered.
  
3. CAN A 2<sup>ND</sup> ELEVATOR BE INSTALLED TO SERVE THE 3<sup>RD</sup> AND 4<sup>TH</sup> FLOOR OF CITY HALL EXISTING BUILDING

- a. 8/27 Meeting Response: It will depend on the layouts as to whether an additional elevator would be necessary. This may be driven by how the existing elevators are or are/not absorbed into the PD. If absorbed, then an added elevator may be beneficial to ensure security. We would expect public demand on the elevators to be reduced by bringing the Point-of-Service to the main floor.
  
4. CAN THE CURRENT PARKING LOT IN THE REAR OF POLICE STATION BE RE CONFIGURED TO MAKE IT MORE WORKABLE?
  - a. 8/27 Meeting Response: Possibly. It will again depend on the layouts being considered.
  
5. CAN A NEW ENTRANCE BE CONSTRUCTED FOR CITY HALL FOR EASIER PUBLIC ACCESS
  - a. 8/27 Meeting Response: Yes. We anticipate there is likely work to improve the accessibility to City Hall and the Point-of-Service
  
6. CAN THE WORK BE DONE IN PHASES?
  - a. 8/27 Meeting Response: Yes, it will be required to be. The building cannot be fully vacated. We would expect swing space being utilized and work being executed in a number of phases. It will be simpler to shift municipal staff (office space) and keep PD on-site. Police functions must remain secure and in an appropriate facility. Consideration for Clerk records must be considered.
  
7. CAN A STUDY BE DONE OF CURRENT SPACES NOT BEING USED BY THE CITY HALL OR POLICE STATION. AMOUNT OF SPACE BY OTHERS OR VACANT
  - a. 8/27 Meeting Response: Yes, that will be a part of building the space needs assessment.
  
8. RECONFIGURE THE CURRENT ENTRANCE TO THE POLICE FACILITY
  - a. 8/27 Meeting Response: It is possible. What that will look like will vary by the options

**12/10 Questions Received**

9. Were the existing buildings built to a Category IV level (at that time)? What would be required to upgrade the buildings to that level? Cost? Category 4 considerations must be resolved before advancing recommendations
  - a. 2/11/26 Meeting Response: JSA and the City are working to develop a comprehensive review of the requirements, capacity of the existing facility and what would be required to upgrade it to meet current Category 4 design criteria.
  
10. The committee has asked if a summary of funding can be prepared to clarify current allocations and what would need bonding.
  - a. 2/11/26 Meeting Response: The current CIP held \$42,500,000. There was a bond authorization on 04/04/2022 for \$1.4 Million for feasibility and preliminary design, \$900K in bonds have been issued leaving a balance of \$500K to be bonded. In addition, \$2.8 Million was estimated for final design, construction documents and management leaving an estimated balance of \$38.3 Million for renovation/construction.