

**MEETING MINUTES**  
**PORTSMOUTH ECONOMIC DEVELOPMENT COMMISSION**

February 2, 2007

City Hall Conference Room A

7:30 a.m.

Members Present: Everett Eaton, Vice-Chairman; Thomas Ferrini, Cliff Taylor, Robin McIntosh, William Gladhill, Paul Harvey Sr., Ned Raynolds, Michael Murray, Lisa DeStefano, John P. Bohenko; City Manager  
Members Excused: Dana Levenson, Chairman; Edward Hayes  
Staff present: Nancy Carmer, Economic Development Program Manager, David Holden Planning Director

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Vice- Chairman Eaton opened the meeting at 7:30 a.m.

**Minutes**

Commissioner Harvey made a motion to accept the minutes of January 5, 2007. Motion was seconded by Councilor Ferrini and passed unanimously.

**Other Business (taken out of agenda order)**

- *Proposed Construction Mitigation Planning for future development* – City Attorney Robert Sullivan and Planning Director David Holden presented the draft Construction Management and Mitigation Plan. The plan was developed in order to better anticipate and manage the impacts arising from construction activities in the Central Business Districts. The plan sets out a pre-construction checklist required for use by project applicants as part of a Site Review Application process. Projects not requiring Site Review Approval may be subject to the plan requirements at the discretion of the City Code Official.

The pre-construction checklist will be used to prepare a Construction Management and Mitigation Plan. The Plan will be secured by the project's construction bond or such other instrument as has been approved by the Legal Department as part of the Site Review process. Where Site Review is not required for a project and the preparation of a Plan is required, then, the bonding requirements shall be similar to those followed in a typical Site Review process. The bond/security is intended to secure the construction of the project by minimizing any disruptive impacts on adjoining properties. The Plan will be reviewed and approved by City staff as part of the approval process for securing the release of the project's Building Permit from the Inspections Department.

As part of the process it is the responsibility of the project applicant to conduct a mandatory meeting with notice given to all abutting property owners prior to final acceptance by the City of the Plan. Primary enforcement of the Plan shall be by the City's Zoning Enforcement Officer through the Legal Department. Other departments with enforcement authority include and are not limited to the following: Fire, Police, Inspections and Public Works Departments.

Commissioner DeStefano likes the concept and although coordination has been the norm the checklist allows abutters to come on board and become familiar with the proposal prior to

permitting. Councilor Ferrini agreed. Mr. Bohenko said the purpose of the plan is to improve communication among abutting businesses and to minimize construction disruption.

### **Old Business and Updates**

- *Final Vote on 2007 Action Plan* – Ms. Carmer distributed the 2007 EDC Action Plan and highlighted the additions for the Commission. Commissioner McIntosh asked if the Port was in the Plan and if there is a role for the EDC and the Port. City Manager Bohenko reported on recent discussions to have the PDA Executive Director appoint the Port Director just like the Airport or Golf Course and Economic Development Directors at Pease Tradeport. As PDA Board member Mr. Bohenko will continue to advise the EDC on Port matters. Commissioner Taylor moved to accept the 2007 EDC Action Plan, seconded by Councilor Ferrini. The motion carried unanimously.
- *EDC advocacy at public meetings* – As a follow up to the discussion on this topic at the last EDC meeting, Councilor Ferrini moved to authorize the EDC Chairman or his/her designee to perform advocacy and to speak on approved EDC position before a municipal board or commission or other public body. In cases where an approved EDC position has not yet been voted upon, then the EDC shall solicit a position approval via e-mail or phone poll. Commissioner Taylor seconded the motion which passed unanimously.
- HarborCorp LLC Hotel and Conference Facility – City Manager Bohenko reported that the HDC held a public hearing on the project on Jan.31<sup>st</sup>. Deliberative discussion and final action on the proposal was continued to February 14<sup>th</sup> pending receipt of additional information from the applicant.
- Status of Zoning Amendment Referrals from City Council affecting central business district building height, formula based business and proposed non-residential Planned Unit Development (PUD). Mr. Holden reported that the City Council and Planning Board held a joint meeting on the referrals and the Planning Board and City Council will be taking action on the ordinances in the future.

### **EDC Outreach Reports**

- Library Re-use Listening Session January 9, 2007 – Everett Eaton and William Gladhill provided a summary of the input at the meeting. Primarily non-profit interests were represented and input centered around re-use as a destination visitor center, or an art museum or a historical museum that includes the old State House, in conjunction with a private enterprise such as a café or citywide cultural event ticketing operation. Vice-Chairman Eaton was surprised that there was not more discussion about selling the building to a private firm to get it back on the tax rolls. This generated a discussion and explanation on ground leasing wherein the City gets a lump sum for the building as well as lease payments and tax payments as well as a return of the building at lease expiration.

Mr. Bohenko reported that the Chairman of the Building Re-use Committee made a report to the City Council earlier in the week and recommended that the Council consider a ground lease for re-use of the building. It also recommended that a Request for Proposals be prepared for the structure with a 90 day response time to allow for collaborative proposals.

- Chamber Government Affairs Committee January 12, 2007 – William Gladhill reported that the Committee reviewed the legislative action proposals for those bills that will impact local business. He will bring the final list when the Committee approves it list for EDC review and possible advocacy on specific bills. Mr. Bohenko cautioned that there may be times when the city’s interest differs from the business community’s interest and that the Local Government Center organization advises municipalities on which bills to watch.

**Preliminary Review of 2007/2008 EDC draft Budget**

The EDC reviewed the projected UDAG interest and proposed \$161,000 base budget for FY 2007/2008. Mr. Bohenko told the Commission that specific expenditures from available funds of \$63,241 will be approved later as projects such as the Chamber Partnership and Islington St. Corridor Study are proposed. Councilor Reynolds moved to adopt the budget as proposed. Commissioner Gladhill seconded the motion which passed unanimously.

**Public Comment Period**

There was no public comment taken.

**Confirm Next Meeting Date (March 9, 2007)/ Adjourn**

Respectfully submitted,  
Nancy M. Carmer  
Economic Development Program Manager