

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: MONDAY, FEBRUARY 6, 2012 TIME: 6:30PM

AGENDA

- 5:30PM – ANTICIPATED “NON-MEETING” WITH COUNSEL RE: NEGOTIATIONS RSA: 91-A:2, I (b-c)
- 6:30PM - WORK SESSION RE: FY13 BUDGET DISCUSSION

- I. CALL TO ORDER [7:00PM or thereafter]
- II. ROLL CALL
- III. INVOCATION
- IV. PLEDGE OF ALLEGIANCE

PRESENTATION

1. Comprehensive Annual Financial Report (CAFR) – Scott McIntyre of Melanson, Heath & Company, P.C. Auditors' Financial Report for the Year Ending June 30, 2011 (Annual Audit)

- V. ACCEPTANCE OF MINUTES – DECEMBER 19, 2011; JANUARY 3, 2012 AND JANUARY 17, 2012

- VI. PUBLIC COMMENT SESSION

- VII. PUBLIC HEARINGS

- A. ORDINANCE AMENDMENTS TO CHAPTER 7 – VEHICLES, TRAFFIC PARKING OMNIBUS ORDINANCES, SECTION 7A.406 – HORSE DRAWN CARRIAGES SPACES ON PLEASANT STREET AND SECTION 7.330 – BY ELIMINATING THE NO PARKING AREA ON STATE STREET BETWEEN COURT PLACE AND CHURCH STREET TO INSTALL 4 NEW METER SPACES AND ORDINANCE CLEANUP MEASURES
- B. ORDINANCE AMENDMENT TO CHAPTER 7, ARTICLE III, SECTION 7.330 – NO PARKING – JUNKINS AVENUE BOTH SIDES
- C. RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION OF UP TO \$150,000.00 FROM UNASSIGNED FUND BALANCE (F.K.A. UNDESIGNATED FUND BALANCE) FOR THE OPERATION OF THE FIRE DEPARTMENT

- VIII. APPROVAL OF GRANTS/DONATIONS

- A. *Acceptance of Wellness Grant - \$2,500.00 (*Sample motion – move to accept and approve the Wellness Grant, as presented*)

- B. Acceptance of Re-allocation Grant for Sagamore Island Purchase - \$12,500.00
(Sample motion – move to authorize the City Manager to accept and expend a NH Coastal Program grant in the amount of \$12,500.00 to purchase the Island in Sagamore Creek as presented)

IX. CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- A. First reading of Resolution Increasing the Maximum Income Limit for Individuals Qualifying for the Elderly Real Estate Tax Exemption:

Elderly Exemption at 2.9%

Single	\$34,486.00 increase of \$972.00
Married	\$42,542.00 increase of \$1,199.00
Asset Limit of	\$114,958.00 increase of \$3,240.00

(Sample motion – move to pass first reading and authorize the City Manager to bring back for public hearing and adoption the proposed Resolution at the February 21, 2012 City Council meeting)

- B. First reading of Resolution Increasing the Maximum Income Limit for Individuals Qualifying for the Disabled Real Estate Tax Exemption:

Disabled Exemption at 2.9%

Single	\$34,486.00 increase of \$972.00
Married	\$42,542.00 increase of \$1,199.00
Asset Limit of	\$114,958.00 increase of \$3,240.00

(Sample motion – moved to pass first reading and authorize the City Manager to bring back for public hearing and adoption the proposed Resolution at the February 21, 2012 City Council meeting)

- C. Second reading of Amendments to Chapter 7 – Vehicles, Traffic Parking Omnibus Ordinances, Section 7A.406 – Horse Drawn Carriages spaces on Pleasant Street and Section 7.330 – by eliminating the No Parking Area on State Street between Court Place and Church Street to install 4 new meter spaces and Ordinance cleanup measures ***(Sample motion – move to pass second reading for the proposed changes to Chapter 7 of the Vehicles, Traffic Parking Omnibus Ordinances, as recommended by the Parking Committee, and schedule a third and final reading at the February 21, 2012 City Council meeting)***
- D. Second reading of Amendment to Chapter 7, Article III, Section 7.330 – No Parking – Junkins Avenue both sides ***(Sample motion – move to pass second reading for the proposed changes to Chapter 7 of the Vehicles, Traffic Parking Omnibus Ordinances, as recommended by the Parking Committee, and schedule a third and final reading at the February 21, 2012 City Council meeting)***

- E. Adoption of Resolution Authorizing a Supplemental Appropriation of up to \$150,000.00 from Unassigned Fund Balance (F.K.A. Undesignated Fund Balance) for the Operation of the Fire Department **(Action is required on this matter)**

X. CONSENT AGENDA

A MOTION WOULD BE IN ORDER TO ADOPT THE CONSENT AGENDA

- A. *Acceptance of Funds for Art-Speak – Betty LaBranche Real Estate - \$50.00
(Anticipated action – move to accept and approve the donation to Art-Speak to support Art-Speak’s Art & Economic Prosperity Survey, as presented)
- B. Request for Approval of Pole License to install/replace one pole located on Mendum Avenue **(Anticipated action – move to approve the aforementioned pole license as recommended by the Public Works Department with the approval conditioned upon amendment of the license to allow for the collection of any lawfully assessed real estate taxes)**
- C. Letter from Olivia Kopri, Sexual Assault Support Services, requesting permission to hold the 5th Annual 5K to Keep Kids SAFE on Pease International Tradeport on Sunday, April 15, 2012 at 11:00 a.m. **(Anticipated action – move to refer to the City Manager with power)**
- D. Letter from Jeanine Sylvester, Runner’s Alley, LLC, requesting permission to hold the 15th Annual Runner’s Alley/Redhook Brewery Memorial 5K on Sunday, May 27, 2012 at 11:00 a.m. **(Anticipated action – move to refer to the City Manager with power)**
- E. Letter from Robert Sutherland, Jr., St. John’s Lodge, requesting permission to hold the 5K “Out of Hibernation” Road Race on Saturday, April 14, 2012 at 9:00 a.m. **(Anticipated action – move to refer to the City Manager with power)**
- F. Letter from Caroline Amport and Nancy Pollard, Friends of the South End, requesting permission to hold the Annual Fairy House Tour on Saturday, September 15, 2012 from 9:00 a.m. – 1:00 p.m. and Sunday, September 16, 2012 from 11:00 a.m. – 3:00 p.m. **(Anticipated action – move to refer to the City Manager with power)**
- G. Letter from Eli Sokorelis, State Street Saloon, requesting the renewal of license for 2 dumpsters located on Church Street **(Anticipated action – move to refer to the City Manager with power)**

XI. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

- A. Letter from Dennett Street residents requesting that the Parking and Traffic Safety Committee reconsider the parking plan for the intersection of Dennett and Kane Streets **(Sample motion –move to refer to the Parking and Traffic Safety Committee for reconsideration)**

- B. Letter from the Greater Chamber of Commerce regarding UDAG Loan Request for Tourism Website ***(Sample motion – move to bring back for action at the February 21, 2012 City Council meeting)***
- C. Letter from Julie Bokart and Jeanne Carter, Fuel Training Studio, requesting permission to hold outdoor fitness classes on Peirce Island 2 evenings and 2 mornings starting in April through September ***(Sample motion – move to refer to the Recreation Board and Peirce Island Committee for report back)***
- D. Letter from David Choate, III, Grubb & Ellis Northern New England, requesting that the Planning Board consider amending Section 10.836.20 of the Zoning Ordinance regarding drive-through lanes for retail/commercial buildings outside of the Central Business District ***(Sample motion – move to refer to the Planning Board for report back)***
- E. Letter from John Golumb, Chairman of Portsmouth Police Commission requesting amendments to the Pawn Shop Ordinance ***(Sample motion – move to refer to the City Attorney to draft an ordinance for first reading)***

XII. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS

A. CITY MANAGER

Items Which Require Action Under Other Sections of the Agenda

- 1. Consideration of First Reading of Proposed Resolutions and Ordinance Amendments:
 - 1.1 First Reading of Resolution Amending Elderly & Disabled Exemptions Income Asset Limits ***(Action on this item should take place under Section IX of the Agenda)***
- 2. Public Hearing/Second Reading of Proposed Ordinance Amendments:
 - 2.1 Public Hearing/Second Reading of Ordinance Amendment to Chapter 7 – Vehicles, Traffic Parking Omnibus Ordinances ***(Action on this matter should take place under Section IX of the Agenda)***
 - 2.2 Public Hearing/Second Reading of Amendment to Chapter 7 – Section 7.330 – No Parking – Junkins Avenue ***(Action on this matter should take place under Section IX of the Agenda)***
- 3. Public Hearing:
 - 3.1 Public Hearing Re: Resolution Authorizing a Supplemental Appropriation of up to \$150,000.00 from Unassigned Fund Balance (F.K.A. Undesignated Fund Balance) for the Operation of the Fire Department ***(Action is required on this matter)***

City Manager's Items Which Require Action

1. Various Approvals Requested by NHDOT Re: Construction of Memorial and Scott Avenue Bridges
 - 1.1 License for Temporary Construction Laydown Area and Temporary Traffic Pattern
 - 1.2 License for Use of City Property Under Scott Avenue Bridge for Bridge Maintenance Staff Parking
 - 1.3 Easement for Use of City Property Under Scott Avenue Bridge for Backup Generator and Utility Transformer Cabinets
2. Sunday Parking Enforcement
3. Proposed Zoning Ordinance Amendments – Office Research District

Informational Items

1. Events Listing
2. Economic Development Commission Agenda and Minutes
3. Next Steps Resulting from City Council Retreat

B. MAYOR SPEAR

1. Appointments to be Considered:
 - Appointment of Sherry-Lea Bloodworth Botop as an Alternate to the Planning Board
 - Reappointment of Phyllis Eldridge to the Trustee of the Trust Funds
2. Resignations
 - Jennifer Wilhelm as an Alternate to the Conservation Commission
 - Brett Pasinella of the Sustainable Practices Blue Ribbon Committee
3. *Appointment of City Council Representatives
 - African Burying Ground Blue Ribbon Committee – Councilor Dwyer
 - Chamber of Commerce Liaison – Councilor Thorsen
 - Fee Schedule Study Committee – Councilor Coviello
 - Legislative Subcommittee – Councilor Dwyer, Councilor Novelline Clayburgh and Assistant Mayor Lister
 - Pease Development Authority Liaison – Assistant Mayor Lister
 - Pease Development Authority – Port Subcommittee – Councilor Kennedy
 - Recreation Board – Councilor Thorsen
 - Rockingham Planning Commission – Councilor Smith
 - Sustainable Practices Blue Ribbon Committee – Councilor Lown and Councilor Kennedy
 - Veteran Organization – Assistant Mayor Lister and Councilor Smith

4. *Reactivate the following Mayor's Blue Ribbon Committees (*No action required*)
 - African Burying Ground Blue Ribbon Committee
 - Citywide Neighborhood Steering Blue Ribbon Committee
 - Sustainable Practices Blue Ribbon Committee
 - Transportation Policy Blue Ribbon Committee
 - Trees & Public Greenery Blue Ribbon Committee

C. COUNCILOR KENNEDY

1. Advisory Committee for Wastewater Treatment Facility Improvements
2. *Update on Senior Services

XIII. MISCELLANEOUS/UNFINISHED BUSINESS

XIV. ADJOURNMENT [AT 10:00PM OR EARLIER]

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

**Indicates Verbal Report*

INFORMATIONAL ITEMS

1. 2011 Board and Commission Attendance Records
2. Notification that the Board of Adjustment Minutes of November 15, 2011 meeting is available on the City's website for your review
3. Notification that the Conservation Commission Minutes of the December 14, 2011 meeting is available on the City's website for your review
4. Notification that the Planning Board Minutes of the September 22, 2011 meeting is available on the City's website for your review
5. Notification that the Site Review Technical Advisory Committee Minutes of the January 10, 2012 meeting is available on the City's website for your review

NOTICE TO THE PUBLIC WHO ARE HEARING IMPAIRED: Please contact Dianna Fogarty at 603-610-7270 one-week prior to the meeting for assistance.

**CITY OF PORTSMOUTH
PORTSMOUTH, NH 03801**

Office of the City Manager

Date: February 2, 2012
To: Honorable Mayor Eric Spear and City Council Members
From: John P. Bohenko, City Manager
Re: City Manager's Comments on February 6, 2012 City Council Agenda

5:30 p.m. – Non-meeting with counsel.

For details on this matter, please refer to the confidential envelope inserted in the inside pocket of your binder.

Work Session:

6:30 p.m. – Work Session Re: FY13 Budget Discussion. On Monday evening, the Mayor has requested a Work Session at 6:30 p.m. to discuss the FY13 Budget.

Presentation:

1. **Comprehensive Annual Financial Report (CAFR) – Scott McIntyre of Melanson, Heath & Company, P.C. Auditors' Financial Report for the Year Ending June 30, 2011 (Annual Audit).** On the inside cover of your packet, I am providing you with a copy of the City's [Comprehensive Annual Financial Report \(CAFR\)](#), which includes the financial statements for the fiscal year ending June 30, 2011 (Annual Audit). The Fiscal Year 2011 Audit was prepared by the firm of Melanson, Heath & Company, P.C. Also, [enclosed on the inside cover of your packet is the Management Letter](#) for the year ending June 30, 2011, prepared by our auditor. On Monday evening, Scott McIntyre from Melanson, Heath & Company will be in attendance to make a presentation on the aforementioned report.

Acceptance of Grants and Donations:

1. **Acceptance of Wellness Grant.** I am pleased to inform you that the City of Portsmouth has been awarded a \$2,500 grant from the HealthTrust's Health Promotion WELLDollars Health and Safety Grant Program to be used towards the City's wellness efforts.

By offering a wellness program for City employees, it is our goal to reduce health risk factors and create a healthier lifestyle for our employees. To realize this goal, the City, through its Wellness Program, will provide health and safety programs to its employees in an effort to improve the quality of their lives.

The City also feels that, with the rising cost of health care, as well as the financial implications to the Community of lost time on the job, a comprehensive wellness program is our best chance of reducing cost to the Community and having a physically fit work force through proactive injury prevention.

I would recommend the City Council move to accept and approve the Wellness Grant, as presented. Action on this item should take place under Section VIII of the Agenda.

2. **Acceptance of Re-allocation of Grant for the Sagamore Island Purchase.** On January 19, 2010, the City Council authorized acceptance of a \$40,000 NH Coastal Program (NHCP) grant to go towards a conservation/recreation project, which included acquiring the Stokel property on Peverly Hill Road. To date, there is no willing seller for that property. NHCP is under time constraints by which its grant funds must be expended. NHCP has agreed to allow the City to re-allocate \$12,500 to be used for the purchase of the Island in Sagamore Creek. For your information, the original purchase price is \$21,900. [See attached map for location of the island.](#)

I would recommend the City Council move to authorize the City Manager to accept and expend a NH Coastal Program grant in the amount of \$12,500 to purchase the Island in Sagamore Creek as presented. Action on this item should take place under Section VIII of the Agenda.

Items Which Require Action Under Other Sections of the Agenda:

1. **Consideration of First Reading of Proposed Resolution and Ordinance Amendments:**
 - 1.1 **First Reading of Resolution Amending Elderly & Disabled Exemptions Income Asset Limits.** As requested by the City Council at the January 17th City Council meeting, under Section IX of the Agenda, I am bringing back for first reading the [attached proposed Resolutions amending Elderly and Disabled Exemption Income and Asset Limits](#). Annually, the City of Portsmouth reviews income and asset levels for both the Elderly and Disabled Exemptions pursuant to RSA 72:39-b and RSA 72.37-b and makes recommendations as to these levels.

Last year, the City Council adopted resolutions # 2-2011 and # 3-2011 which increased the income and asset levels for both the elderly and disabled exemptions by 1.00% from the previous year. The current elderly and disabled exemption income levels are \$33,514 for a single taxpayer, \$41,343 for married taxpayers, and an asset limit of \$111,718.

If qualified, for elderly taxpayers, the exemption off the assessed value of the property is as follows:

- Age 65 to 74 \$125,000
- Age 75-79 \$175,000
- Age 80 + \$225,000

If qualified, for disabled taxpayers, the exemption off the assessed value of the property is \$100,000. This year, the November to November CPI of the Boston-Brockton-Nashua November consumer price index (CPI) is 2.9%. If the City Council wishes to adjust the income and asset levels for both the elderly and disabled taxpayers by the November to November CPI of 2.9%, this would increase the limits (rounded up) as follows:

- Single \$34,486 increase of \$972
- Married \$42,542 increase of \$1,199
- Asset Limit of \$114,958 increase of \$3,240

Any adjustment if approved would be for assessments as of April 1, 2012 for the 2012 tax year or FY13.

The Assessor's Office mails a notification annually to all elderly and disabled persons who currently receive this exemption to update their applications. All new applicants must submit an application and required documentation by April 15th of each year.

I have [attached for your information the tax impact](#) of the elderly and disabled exemptions for FY12.

I would recommend the City Council move to make the following two separate motions:

- 1) Move to pass first reading and authorize the City Manager to bring back for public hearing and adoption the Resolution for Elderly Exemptions, as submitted, at the February 21, 2012 City Council meeting. (Resolution requires two readings and a majority vote.)*

2) *Move to pass first reading and authorize the City Manager to bring back for public hearing and adoption the Resolution for Disabled Exemptions, as submitted, at the February 21, 2012 City Council meeting. (Resolution requires two readings and a majority vote.)*

Action on this item should take place under Section IX of the Agenda.

2. **Public Hearing/Second Reading of Proposed Ordinance Amendments:**

2.1. **Public Hearing/Second Reading of Amendments to Chapter 7 – Vehicles, Traffic Parking Omnibus Ordinances.** As a result of the January 17th City Council meeting, [under Section VII of the Agenda, I am bringing back for public hearing and second reading the proposed Omnibus Ordinance Amendment](#) to Chapter 7 – Vehicles, Traffic Parking Omnibus Ordinances, Section 7A.406 – Horse Drawn Carriages spaces on Pleasant Street and Section 7.330 – by eliminating the No Parking area on State Street, between Court Place and Church Street; installing four new metered spaces; and undertaking ordinance cleanup measures ([see attached aerial maps and explanation](#)). At its October 13, 2011 meeting, the Parking Committee recommended forwarding the aforementioned Chapter 7 Omnibus Ordinance Amendment to the City Council for approval. The City Council approved the minutes at the November 21, 2011 City Council meeting.

I would recommend that the City Council move to pass second reading for the proposed changes to Chapter 7 of the Vehicles, Traffic Parking Omnibus Ordinances, as recommended by the Parking Committee, and schedule a third and final reading at the February 21, 2012 City Council meeting. Action on this item should take place under Section IX of the Agenda.

2.2. **Public Hearing/Second Reading of Amendment to Chapter 7, Section III – Section 7.330: No Parking – Junkins Avenue.** As a result of the January 17th City Council meeting, [under Section VII of the Agenda, I am bringing back for public hearing and second reading the proposed Ordinance Amendment](#) to Chapter 7, Article III, Section 7.330 ([see attached map](#)):

Section 7.330: No Parking

A. Unless otherwise designated by ordinance, parking shall be prohibited at all times in the following described streets and locations:

61. Junkins Avenue: both sides, ~~from Pleasant Street to Parrott Avenue.~~

The [attached map](#) depicts the placement of “No Parking” signs on Junkins Avenue. Only two new sign poles will have to be erected, one adjacent to the Parrott Avenue parking lot and another south of Lincoln Avenue. Six other signs will be placed on existing utility poles or sign poles. This strategy will enable us to adequately post the entire street at all through-traffic access points while preventing sign clutter in the

vicinity of the South Mill Pond. We will try to limit the signs, and there will be no signs on the causeway.

At its October 13, 2011 meeting, the Parking Committee recommended forwarding the aforementioned proposed Ordinance Amendment to the City Council for approval. The City Council approved the minutes at the November 21, 2011 City Council meeting.

I would recommend that the City Council move to pass second reading for the proposed changes to Chapter 7 of the Vehicles, Traffic Parking Omnibus Ordinances, as recommended by the Parking Committee, and schedule a third and final reading at the February 21, 2012 City Council meeting. Action on this item should take place under Section IX of the Agenda.

3. **Public Hearing:**

- 3.1 **Public Hearing Re: Resolution Authorizing a Supplemental Appropriation of up to \$150,000 from Unassigned Fund Balance (F.K.A. Undesignated Fund Balance) for the Operation of the Fire Department.** As you are aware, at the January 17th City Council meeting, the City Council voted to conduct a public hearing on Monday evening regarding the request ([see attached letter](#)) from the Fire Commission for a supplemental appropriation of \$150,000 for FY12.

In accordance with the City Charter, a supplemental appropriation requires a public hearing and 2/3's vote of the City Council. The funding for this supplemental appropriation would come from the City's unassigned fund balance.

The other option for the City Council to fund the shortfall is to authorize the City Manager to expend these funds from the contingency line for the FY12 Budget. Using money from contingency would not require a public hearing and would require a simple majority vote of the City Council.

It should be noted if the City Council authorizes the \$150,000, the contingency line would be depleted by 60%, and it would leave only \$100,000 remaining for the rest of the year for all City departments.

Also, Councilor Anthony Coviello requested that the [attached information regarding the Insurance Services Office \(ISO\)](#) be included in the packet.

Action is required on this matter.

side of State Street, with traffic exiting Prescott Park parking lot detoured to Marcy Street and Court Street during the construction phase.

As you know, for similar construction projects we have addressed such requests via a license agreement and staff recommends a similar process here with the exception that the State not be charged for the meters during the construction period, due to the significant public benefit derived from the replacement of the Memorial Bridge and the fact that this work is being carried out by NHDOT in partnership with the City.

I would recommend the City Council move to authorize the City Manager to enter a license agreement with NHDOT for the Memorial Bridge construction laydown area and to authorize the temporary traffic pattern as presented, and further authorize the City Manager to take any other actions necessary to implement the provisions of that license agreement.

- 1.2 License for Use of City Property Under Scott Avenue Bridge for Bridge Maintenance Staff Parking. As part of the Memorial Bridge Replacement Project DOT is requesting that they be allowed a license for staff parking for the Memorial Bridge lift operators. The proposed staff parking license zone under the Scott Avenue Bridge is as shown on the [attached plan titled "Pavement Marking/NHDOT Maintenance Parking/Generator Area"](#). The Council should note that the City issued a Revocable Parking Agreement to DOT in December 2003 for bridge operator parking in this area.

I would recommend the City Council move to authorize the City Manager to enter a license agreement with NHDOT for staff parking for the Memorial Bridge lift operators on City land under the Scott Avenue Bridge as presented, and further authorize the City Manager to take any other actions necessary to implement the provisions of that license agreement.

- 1.3 Easement for Use of City Property Under Scott Avenue Bridge for Backup Generator and Utility Transformer Cabinets. As part of the Memorial Bridge Replacement Project DOT is requesting that they be allowed to install a permanent backup generator and utility transformer cabinets on City property. The proposed easement area under the Scott Avenue Bridge is as shown on the [attached plan titled "Pavement Marking/NHDOT Maintenance Parking/Generator Area"](#). It should be noted that DOT is exploring the possibility of locating the utility transformer cabinets on the easterly side of the Scott Avenue Bridge alongside the generator. The generator will be powered by natural gas, will be tested during daytime weekday hours, will be visually screened with black vinyl fencing, and will have a sound shroud to mitigate noise impacts.

I would recommend the City Council move to refer the NHDOT's request for an easement to locate a backup generator and utility transformer cabinets on City land under the Scott Avenue Bridge as part of the Memorial Bridge replacement project to the Planning Board for a report back.

2. **Sunday Parking Enforcement.** As requested by Assistant Mayor Lister, [attached is a proposed ordinance change](#) which would charge Sunday parking from Memorial Day to Labor Day only. I have also [attached a memorandum from Jon Frederick, Director of Parking and Transportation](#), regarding the cost impacts instituting this ordinance.

If the City Council wanted to proceed with this matter, I would recommend that the proposed ordinance be placed on the February 21st City Council meeting for first reading.

3. **Proposed Zoning Ordinance Amendments – Office Research District.** [Attached is a memorandum from Rick Taintor, Planning Director](#), regarding a proposed zoning ordinance amendment in the Office Research District. At the December 5, 2011 City Council meeting, the Council voted to postpone the ordinance changes for the new City Council. The Planning Board voted unanimously on October 20, 2011 to recommend that the Zoning Ordinance be amended as outlined in the memorandum.

I would recommend the City Council move to accept the Planning Board's recommendation and, further, authorize the City Manager to bring back for first reading the proposed ordinance amendment, as presented, at the February 21st City Council meeting.

Informational Items:

1. **Events Listing.** For your information, [attached is a copy of the Events Listing](#) updated after the last City Council meeting on January 17, 2012. In addition, this now can be found on the City's website.
2. **Economic Development Commission Agenda and Draft Minutes.** For your information, [attached are the Economic Development Commission Agenda](#) for Friday, February 10, 2012 and [the draft minutes](#) of the January 6, 2012 meeting.
3. **Next Steps Resulting from City Council Retreat.** For your information, I have [attached a draft of the Next Steps Resulting from the City Council Retreat](#) on January 28, 2012. If there are any additional items for follow-up, please let me know.