

FROM: KELLI L. BARNABY, CITY CLERK

RE: ACTIONS TAKEN BY THE PORTSMOUTH CITY COUNCIL MEETING HELD ON MAY 20, 2013, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, MUNICIPAL COMPLEX, ONE JUNKINS AVENUE, PORTSMOUTH, NEW HAMPSHIRE

PRESENT: MAYOR SPEAR, ASSISTANT MAYOR LISTER, COUNCILORS COVIELLO, KENNEDY, NOVELLINE CLAYBURGH, LOWN, DWYER, SMITH AND THORSEN

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1. Presentation – Public Works Director Steve Parkinson – City Manager Bohenko thanked Public Works Director Parkinson for his 31 years of service to the City, wished him well in his future endeavors and presented him with a chair in honor of his retirement. Public Works Director Parkinson thanked City Manager Bohenko, City Council and staff for their support over the years.
2. Presentation – Fire Chief Christopher LeClaire – City Manager Bohenko thanked Fire Chief LeClaire for his 13 years of service as Fire Chief, wished him well in his new position with Newburyport, MA and presented him with a chair in honor of his retirement. Fire Chief LeClaire thanked City Manager Bohenko, City Council, Fire Commission and staff for their support over the years.
3. **Voted** to suspend the rules in order to take up Item XI. A.1. – Approval of Proposed Employment Agreement for Fire Chief Designee Steven Achilles.
4. Approval of Proposed Employment Agreement for Fire Chief Designee Steven Achilles – **Voted** to approve the Employment Agreement between Steven Achilles and the Portsmouth Fire Commission for a 4-year term expiring on June 30, 2017.
5. Presentation – Update on Coastal Resilience Initiative – Peter Britz, Environmental Planner/Sustainability Coordinator – Environmental Planner/Sustainability Coordinator Britz provided an update to the Council regarding the Coastal Resilience Initiative. He reported on the study which was one of 6 projects in New England funded by the Gulf of Maine Council on the Marine Environment and the Northeast Regional Ocean Council. The project reviewed the potential impacts of storm surges and sea level rise in the City, focusing on impacts to buildings, infrastructure and coastal wetlands. Mr. Britz announced the Planning Department has schedule a community meeting for Wednesday, May 29<sup>th</sup>, where the results of the study will be shared with the public and public input will be solicited. The meeting will be held at the Portsmouth Library in the Levenson Community Room from 5:30 p.m. – 8:00 p.m.
6. Update on Citywide Wayfinding Plan – Juliet Walker, Transportation Planner – Transportation Planner Walker provided an update to the Council on the Citywide Wayfinding Plan. She reported that the first phase is under way with a purpose to develop a dependable and standardized wayfinding plan that identifies appropriate wayfinding types, messaging, locations, and uniform design.

The second phase will include the fabrication and installation of portions of the wayfinding system. She reviewed and showed renderings of the 3 themes of signs that have been proposed which are historic, maritime and arts/culture. Ms. Walker advised the City Council that the final plan should be presented to the Council in August or September.

7. Public Comment Session – There were 11 speakers: Tom Carroll (Scrap Metal on Market Street); Keith Eveland (Development in Portsmouth); Karen Bouffard, Rhoda Stacy-Cole, Chris Norwood (Sidewalks); Robert Hassold, Natalie Hassold (Parking); Ralph DiBernardo (Conditional Use Permits); Claire Kittredge, David Noard (Emergency Height Limit & HDC); and Paul Mannle (Zoning).
8. First reading of Ordinance amendment to Chapter 10 – Zoning Ordinance, Article 5 – Dimensional and Intensity Standards and Article 15 – Definitions, by inserting a new Section 10.740 – Conditional Use Residential Development – Moved to pass first reading and schedule a public hearing and second reading of the proposed Ordinance, as presented, at the June 3, 2013 City Council meeting. **Voted** to refer to the Planning Board for report back to the City Council. Councilor Lown abstained from voting on this item.
9. Consent Agenda – Councilor Coviello requested Item E - Request for License from Steven McHenry, owner of McHenry Architecture for property located at 4 Market Street for a projecting sign on a new bracket to be removed from the Consent Agenda to vote on the item separately.

**Voted** to adopt the remaining items of the Consent Agenda, as presented.

- A. Letter from Kim Blanchard, National Multiple Sclerosis Society, requesting permission to hold 2013 Bike MS NH Seacoast Escape on Saturday, August 24, 2013 (***Anticipated action – move to refer to the City Manager with power***)
- B. Letter from Ken LaValley, American Foundation for Suicide Prevention requesting permission to hold the Out of the Darkness Community Walk on Saturday, October 5, 2013 from 8:00 a.m. – Noon (***Anticipated action – move to refer to the City Manager with power***)
- C. Request for License from Michael Michalski, owner of Helene M for property located at 24 Congress Street for a projecting sign on a new bracket (***Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Michael Michalski, owner of Helene M for a projecting sign at property located at 24 Congress Street and, further, authorize the City Manager to execute License Agreements for this request***)

**Planning Director's Stipulations:**

- ***The licenses shall be approved by the Legal Department as to content and form;***

- ***Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting signs, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

D. Request for License from Timberline Signs, owner of White Heron Tea & Coffee for property located at 601 Islington Street for a projecting sign on a new bracket (***Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Timberline Signs, owner of White Heron Tea & Coffee for a projecting sign at property located at 601 Islington Street and, further, authorize the City Manager to execute License Agreements for this request***)

**Planning Director's Stipulations:**

- ***The licenses shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting signs, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

10. Request for License from Steven McHenry, owner of McHenry Architecture for property located at 4 Market Street for a projecting sign on a new bracket - **Voted** to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Steven McHenry, owner of McHenry Architecture for a projecting sign at property located at 4 Market Street and, further, authorize the City Manager to execute License Agreements for this request. Councilor Coviello abstained from voting on this item.

**Planning Director's Stipulations:**

- ***The licenses shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of the projecting signs, for any reason, will be done at no cost to the City; and***

- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting signs, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

11. Letter from Tom and Zelita Morgan requesting that the Richards Avenue sidewalks be replaced with brick and not concrete

Letter from Stephen Brady regarding sidewalks at the end of Richards Avenue joining Middle Street

**Voted** to refer to the City Manager and City staff for report back to the City Council.

12. Letter from Tom and Zelita Morgan requesting that the Historic District be expanded south to Parrott Avenue and westerly to the intersection of Austin & Summer Streets – **Voted** to refer this matter to the Planning Board for report back to the City Council.

13. City Manager’s Informational – Work Session Re: Building Moratorium – City Manager Bohenko announced Mayor Spear established a date of Tuesday, May 28, 2013 to conduct a Work session with the City Council and Planning Board regarding a building moratorium. The work session will start at 6:30 p.m., in the Eileen Dondero Foley Council Chambers.

14. Parking Revenues (Postponed from the last meeting due to the late hour) - Holiday Parking – reduce from 18 days to 10 days – Moved to reduce the number of Holiday Free Parking from 18 to 10 days. **Voted** to refer to the Parking & Traffic Safety Committee for report back to the City Council.

15. Ideas for Senior Committee – Mayor Spear announced he would be establishing a Blue Ribbon Committee for Senior’s at the next City Council meeting. No action required.

16. Appointments to be Considered: - The City Council considered the following appointments which will be voted on at the June 3, 2013 City Council meeting.

- Joseph Almeida – Reappointment to the Historic District Commission
- Tracy Kozak – Reappointment to the Historic District Commission

17. Appointment to be Voted – Reappointment of Dan Rawling to the Historic District Commission – Moved to reappoint Daniel Rawling to the Historic District Commission until June 1, 2016. On a roll call 5-4, **voted** to postpone the reappointment until the next City Council meeting to consider what is going on with the Historic District Commission and to allow for more thought. Assistant Mayor Lister, Councilors Kennedy, Dwyer, Smith and Thorsen voted in favor. Councilors Coviello, Novelline Clayburgh, Lown and Mayor Spear voted opposed.

18. Appointment to be Voted – Reappointment of Jonathan Wyckoff to the Historic District Commission – Mayor Spear withdrew the application of Jonathan Wyckoff.

19. Appointment to be Voted – Reappointment of Kory Sirmaian to the Recreation Board – **Voted** to reappoint Kory Sirmaian to the Recreation Board until April 1, 2016.
20. **Voted** to suspend the rules in order to continue the meeting beyond 10:00 p.m. (*This motion was made at 10:30 p.m.*)
21. Authorize the City Manager to proceed with further evaluation for Doble Reserve Center as possible site for Senior/Community Center – **Voted** to authorize the City Manager to proceed with further evaluation of the Doble Reserve Center as a possible site for the Senior/Community Center.
22. Miscellaneous/Unfinished Business – Councilor Kennedy indicated she would like to schedule a work session between the City Council and Historic District Commission to discuss where we are and what support the HDC might need going forward.
23. Adjournment – At 10:45 p.m., voted to adjourn.

Respectfully submitted by:

Kelli L. Barnaby, CMC/CNHMC  
City Clerk