



**City of Portsmouth, New Hampshire
Portsmouth Citizen Response Task Force
Remote meeting via Zoom**

You are required to register in advance of this meeting via Zoom. Please click on the link below or copy and paste this into your web browser to register:

[https://zoom.us/meeting/register/tJAocuiorjMsEt344nALn28WXebzaHcCiYLg](https://zoom.us/join/zoom/register/tJAocuiorjMsEt344nALn28WXebzaHcCiYLg)

Once registered, a unique link, meeting ID and password will be emailed to you.

Please note, this meeting will also be re-broadcast on the City's YouTube Channel.

Per NH RSA 91-A:2, III (b) the Chair has declared the COVID-19 outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor's Executive Order 2020-04, Section 8, as extended by Executive Order 2020-5, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

AGENDA

June 12, 2020

2:30-3:30p

- | | | |
|------|--|---------|
| I. | Approve minutes from 6/10/20 meeting | 2 mins |
| II. | Pop up Rooftop proposal – Russ Grazier | 20 mins |
| III. | Downtown Public space – Mark Stebbins | 20 mins |
| IV. | Recommendations to Council | 20 mins |

City of Portsmouth, New Hampshire
Portsmouth Citizen Response Task Force
Remote meeting via Zoom
Meeting Minutes for Wednesday, June 10, 2020; 2:00 P.M.

Call to Order; Roll Call; Determination of Quorum (the requirement of a quorum was waived per Governor’s Executive Order 2020-04, Section 8)

Jessica Griffin was the Zoom host. City Manager Karen Conard represented staff and was the moderator. Co-Chair James Petersen called the meeting to order at 2:00. A roll call was not given. These task force members were present.

1. Valerie Rochon, President of Chamber Collaborative of Greater Portsmouth
2. Deb Anthony, Non-profit representing the Arts Community
3. Russ Grazier, Non-profit representing the Arts Community
4. Kathryn Lynch, Non-profit representing Health Care Organizations
5. Mary Morin, Non-profit representing Health Care Organizations
6. Dr. Bianca Monteiro, representing Health Care Professionals
7. Ann Birner, representing Health Care Professionals
8. John Golumb, representing Restaurants
9. Jeffrey Goss, representing Restaurants
10. Karen Bouffard, representing Retail Businesses
11. Jim Lee, representing Retail Businesses
12. Samantha Finigan, representing Retail Businesses
13. Mark Stebbins, representing Hotel Industries
14. James Petersen, engineer, representing Hotel Industry
15. Senator Martha Fuller Clark, Citizen-at-large
16. Nathan Moss, Citizen-at-large
17. Sarah Lachance, representing Economic Development Commission
18. Alan Gold, representing Economic Development Commission
19. Kim McNamara, City Staff, Health Officer

Joe Scarlotto was absent.

Also present were the City’s Planning Director Juliet Walker, Fire Chief Todd Germain, DPW Director Peter Rice, Councilor John Tabor, Economic Development Manager Nancy Carmer, Parking and Transportation Engineer Eric Eby, and Public Information Officer Stephanie Seacord. Patience Horton took minutes. The meeting lasted an hour-and-a-half.

- **Approval of the June 9, 2020, Meeting Minutes**

The Meeting Minutes of June 9, 2020, were approved as amended. No roll call was taken.

- **Message from the Co-Chairs**
- **Update from the Public Realm Venus Work Group**

These two agenda items blended into the conversation, parts of which are summarized here.

Kim McNamara, the City Health Officer, said the six-foot distances between people at each table have to be maintained. We do not want to have a spike in the transmission of the virus causing businesses and restaurants to close down again. That would be disastrous, she said.

Jeff Goss described his dire straits. Yesterday he took in \$564 in takeout sales. If you put that amount against the thousands and thousands of dollars in the monthly lease, property taxes and utilities, plus weekly payroll and vendors' charges, it is a disastrous problem, he said. When outdoor dining originally opened up, his takeout business dropped. When 50% indoor dining opens up, revenues will drop even more because he has to bring back more staff, he said.

Senator Clark said that by creating more outdoor dining, we might be causing the restaurants to incur more costs in terms of hiring more staff inside and outside. We might be seeing some businesses close, she said. One impact of that is the loss of property taxes on the City. We need to find ways to assist and keep both our retail businesses and our restaurants solvent until things begin to really pick up, she said.

City Manager Karen Conard said that restaurants are interested in closing downtown parking spaces in the streets to help businesses and restaurants survive. That is what people are eagerly watching this group for, she said.

City Planning Director Juliet Walker said that because too much shutdown would interrupt circulation and jeopardize public safety, closure of the downtown streets should be done on a limited basis.

Karen Conard said that Karen Bouffard had submitted a plan for the reconfiguration of downtown traffic and parking. Another plan has been offered by local business owners Joanna Kelly, Joe Kelly, and Al Flurry. They are being assisted by a group of design professionals led by Bob White.

Discussion of Creation of Subgroups

- A Foundry Garage subgroup will be led by Nate Moss. They will discuss utilization of the top floor of the garage for a performance arts venue, then report

their findings to the task force. Fire Chief Todd Germain said he will tour the group through the facility to point out the challenges of the concept.

- Mark Stebbins said that during this Friday afternoon's meeting, he will lead the task force through the plans for street closure and use of downtown public space.

Next meetings

Friday, June 12, 2020

8:30 A.M. Foundry Garage Group (reviewing Market Square Day plans, too)
2:30 P.M. General Task Force plus extended staff

- Chair James Peterson dismissed the meeting adding that the object of Friday afternoon's meetings will be to get deliverable comments prepared for Monday evening's City Council meeting.

Adjourn

The meeting ended at 3:30 P.M.

Respectfully submitted,
PG Horton



MEMORANDUM

TO: KAREN S. CONARD, CITY MANAGER
FROM: JULIET T.H. WALKER, PLANNING DIRECTOR *JTW*
TODD GERMAIN, FIRE CHIEF
PETER H. RICE, PUBLIC WORKS DIRECTOR
NANCY CARMER, ECONOMIC DEVELOPMENT MANAGER
SUBJECT: REVIEW OF CONCEPTUAL PROPOSALS FOR USE OF PUBLIC
STREETS FOR TEMPORARY OUTDOOR USE BY BUSINESSES
DATE: 6/11/2020

At the request of the Citizen Response Task Force, staff have reviewed the conceptual proposals submitted by Portsmouth Outside as well as an executive summary submitted by the "Portsmouth Design Professionals Initiative" which is attached here for your reference. We offer the following initial feedback for consideration by the Citizen Response Task Force.

General Design Guidance

Staff recommends the following minimum standards be used in evaluating and designing public spaces for use by businesses:

- 1) A minimum of 12' of un-obstructed pavement will need to be maintained for public safety access (applies in all situations whether the road is fully or partially closed). The turning radius of vehicles must be accounted for when setting up tables adjacent to intersections – this may require tables to be set back from intersecting streets.
- 2) Accommodations will need to be considered for trash pick-up and deliveries.
- 3) Appropriate separation (by fencing or other barriers) will need to be provided around locations that are serving liquor and preferably to separate independent café areas from each other.
- 4) An accessible path (ADA compliant) should be provided to and from these areas and accommodations for provision of ADA parking should be considered.
- 5) Access will need to be maintained to properties on side streets.
- 6) Consideration should be given to maintaining / accommodating curb-side pick-up for existing businesses.
- 7) Outdoor café spaces that are located next to active motor vehicle travel ways will need to provide room for protective/durable barriers (jersey barriers preferred).
- 8) Pedestrian travel ways (4' minimum in width) will need to be maintained preferably along existing sidewalks.
- 9) 6' of separation between active pedestrian travel ways and café seating should be maintained unless protective separation is provided (e.g. plexi-glass).

Guidance on Process

- 1) All impacted businesses / property owners should be notified prior to any full or partial closures of streets. Without proper notification, there is a risk that the road closure could be subject to a challenge from the public particularly by any property owner that has a loss of access to business or where the closure interferes with private rights of access.
- 2) Rules should be established related to which businesses will have ability to use the areas proposed for outdoor use. This could be done through a permitting or licensing process, but guidance should be provided on how much of the area can be allocated per establishment and which establishments will be given preference.
- 3) Generally staff does not recommend closing the roads completely so as to avoid interruptions to public transit routes, deliveries, and overall traffic flow through the downtown. In most cases, adequate space can be provided for at least one row of café tables and seating by removing on-street parking and/or shifting travel lanes.
- 4) Where full road closures are preferred to provide more room for individual businesses, the City should consider implementing these on a periodic (event-type) basis. For example, weekend days between 4pm and 11pm. This will also allow for some piloting of what works or doesn't work.
- 5) Any closures or partial closures will have costs (both material and staffing), any approved closure plans should also determine how these costs will be funded.

Street-Specific guidance

- 1) Market Street between Bow and Daniel would require the use of parking spaces on both sides of the street in order to maintain a 12' lane for vehicles, adequate distancing from pedestrian walkways. There does not appear to be room for two rows of café tables as shown on the concept plan if the general design guidance and appropriate separation is provided as listed above. Café areas proposed for Durbar Square end may be too close to intersection and create issues for trucks/busses navigating Market Street.
- 2) Pleasant Street between Congress and State appears to be sufficiently wide to accommodate outdoor cafés by using the existing diagonal parking spaces while still accommodating thru-traffic down the center of the street. Near Market Square in (in front of Tuscan Market and RiRa) there is no need for on-street cafes given that the sidewalk café licenses have already been approved for this location.
- 3) Pleasant Street between State and Court could be changed to one-way (as proposed by Clipper Tavern) without substantial disruption to traffic although this may impact the COAST bus route and would only benefit one restaurant.
- 4) Use of parking spaces on Penhallow St between State St and Daniel St may be feasible if there is adequate space to provide protective barriers and sufficient space between pedestrian walkway and café tables. Access to side streets as well as the active construction project will have to be considered. Penhallow St between Daniel St and Bow St may not have sufficient width to accommodate outdoor cafes and thru traffic.
- 5) Daniel Street could work with use of parking spaces on one side if thru-traffic is maintained.
- 6) Use of parking spaces on Congress St between Market Square and Fleet Street could be problematic because of the slope of the street.

- 7) Partial closure of Congress Street (between Fleet and Maplewood) could work with one lane of traffic maintained, but traffic congestion will likely result. The signal equipment and operations at Islington would need modifications if turning lanes are removed on Congress. Consider use of Worth Lot for business that have access to that location as an alternative to Congress.
- 8) Portwalk Place may also have enough width to accommodate outdoor cafes if parking spaces are used.

June 11, 2020

Portsmouth Design Professionals Initiative A Design Force for the Task Force

Executive Summary

“We want to help our city, and design is what we know how to do.” Brian Murphy, Architect

We are a collaborative group of local architects, landscape architects, planners, engineers, graphic designers, 3-D renderers, communications professionals, and economic development experts. We want to hasten the economic recovery of downtown by being a nimble, pro bono design force that offers a vision for the site planning problems of our streetscapes in a creative place-making way.

Our current goal is to provide creative design **concepts** that suit downtown locations that the *Portsmouth Citizen Response Task Force* and its stakeholders identify as candidates outdoor dining. Sample locations could be:

- Daniel Street
- Congress Street, two blocks
- Pleasant Street into Market Square
- Market Street to Fat Belly's square
- State Street from Pleasant Street to the bridge
- Penhallow St

We can provide design muscle to work on creative concepts only, idea phase, not in conjunction with any specific business owners. We can help the task force reimagine key City blocks.

We our concepts will be:

- Adaptable, flexible, and able to be tweaked as circumstances change
- Inclusive, equitable and welcoming, rising above standard ADA law
- Aim to keep streets open with muted traffic flow-through
- Designed for quick and inexpensive construction
- Address accessible parking
- Overseen by key City staff, including Juliet Walker, Todd Germain and Karen Conard
- Include easy-to-understand renderings

In lickety-split time we have already created sample concepts to stimulate conversation. **These concepts are not intended to be solutions;** they are proof-of-concept working graphics (examples included). Tangram will create final renderings in collaboration with task force. Because this is a concept-only stage, we will not advocate for any particular furniture, lighting, or tent structures. Safety issues, such as wiring, remain in the purview of the City.

The Portsmouth Outside group, which inspired Robert White to create this initiative, is happy to use our design clout to help make their ideas a reality **as quickly as possible.**

Our group:

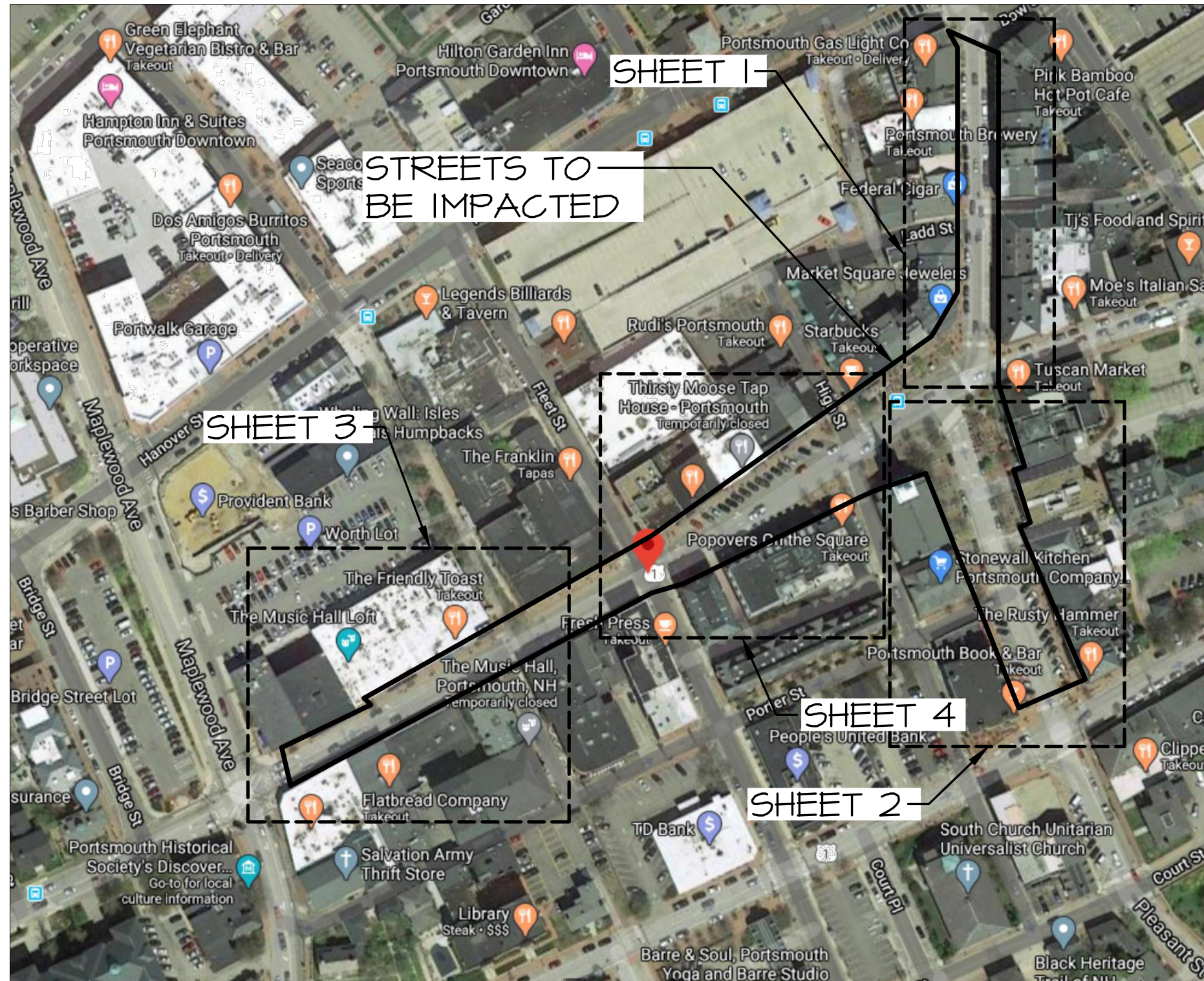
**Robert White
Brian Murphy
Tracy Kozak
Steve McHenry
Rick Chellman
Christer Ericsson
Alyssa Murphy
North Sturtevant
Robbi Woodburn
Anne Weidman
Peter Michaud
Robin LeBlanc
Heather Rowan
Tom Borrup
Erica Wygonik
Eric Weinrieb
Nicho Gallo
Sarah Garstka
Carla Goodnight
Nancy Pearson
Sage Sluter
Margaret Robidoux
Schyler Savage
A J Gross
Carson Weatherby
Tamara Collins
Joe Kelley
Andrew Bagley
Rick Knight
Stefan Vittori
Jared Foley
Brandon Holben
Gerald Duffy
Reagan Ruedig
Doug Roberts
Chen Fang**

Sample concept for Penhallow Street



Portsmouth Design Professionals Initiative Executive Summary



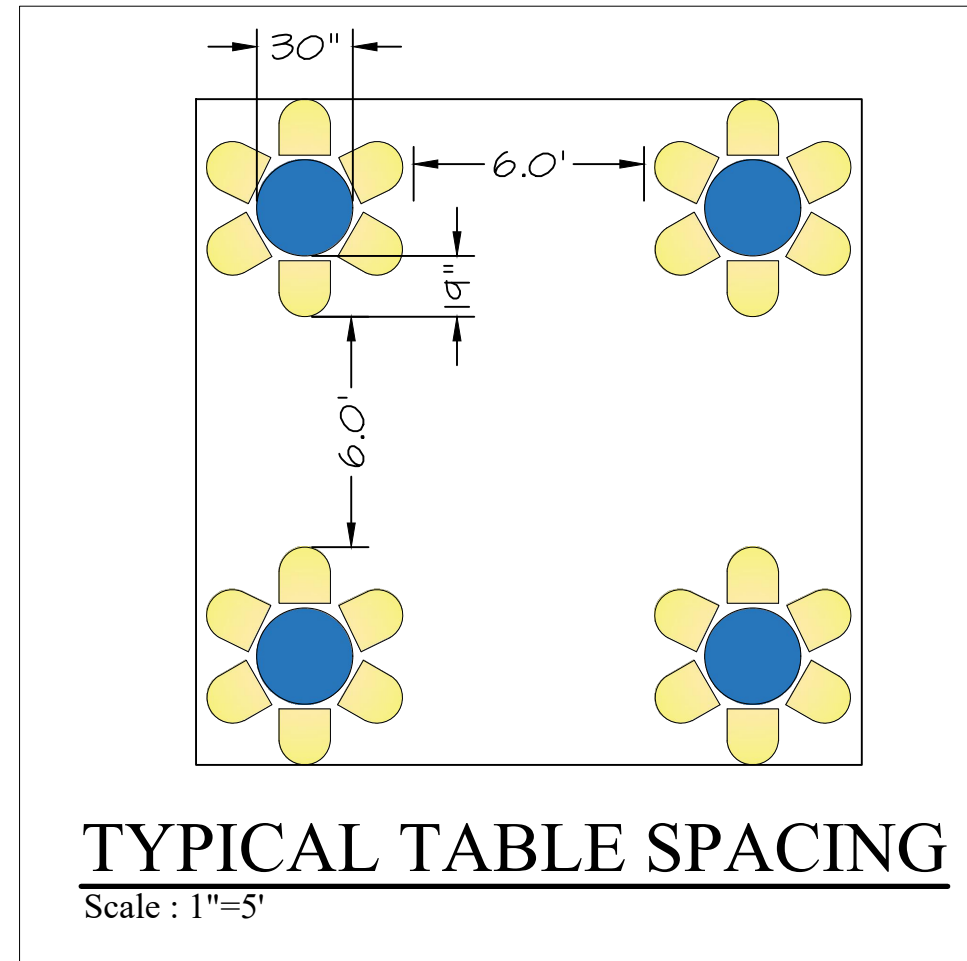


CITY OF PORTSMOUTH
DOWNTOWN OUTDOOR DINING
TEMPORARY STREET CLOSURE PLAN



NOTES

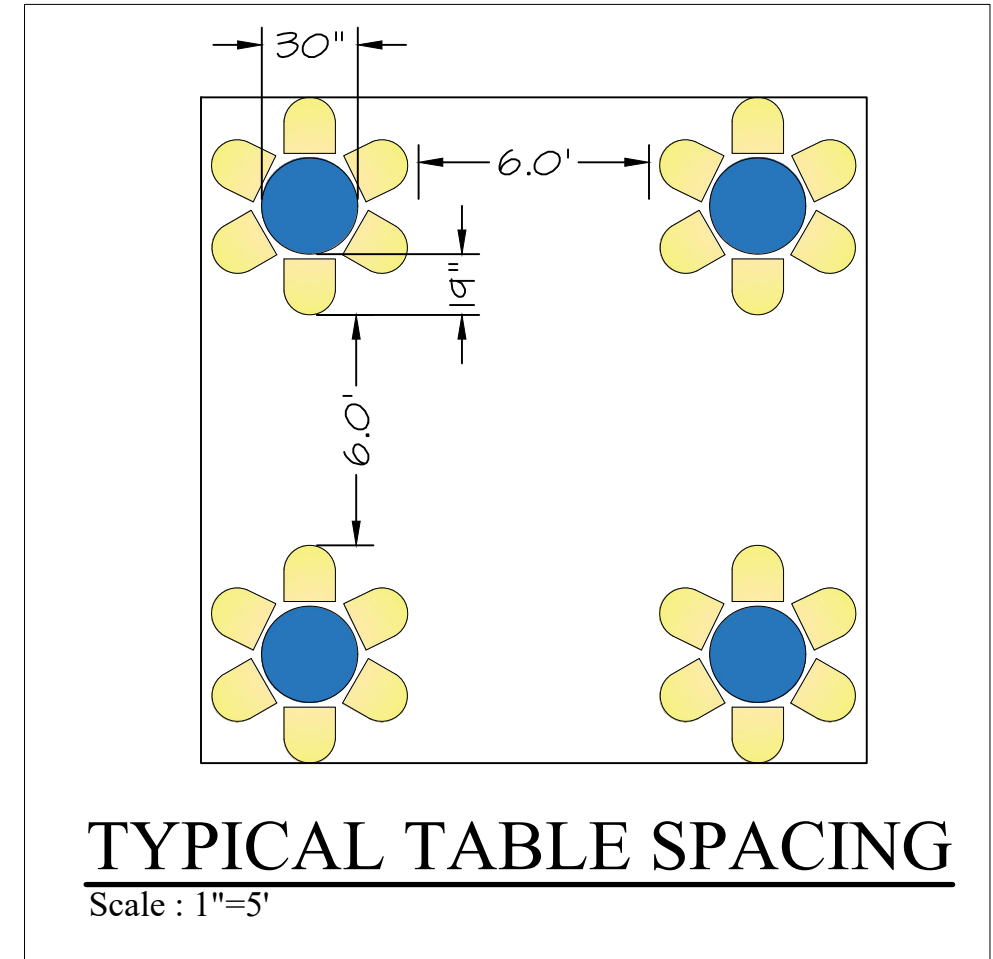
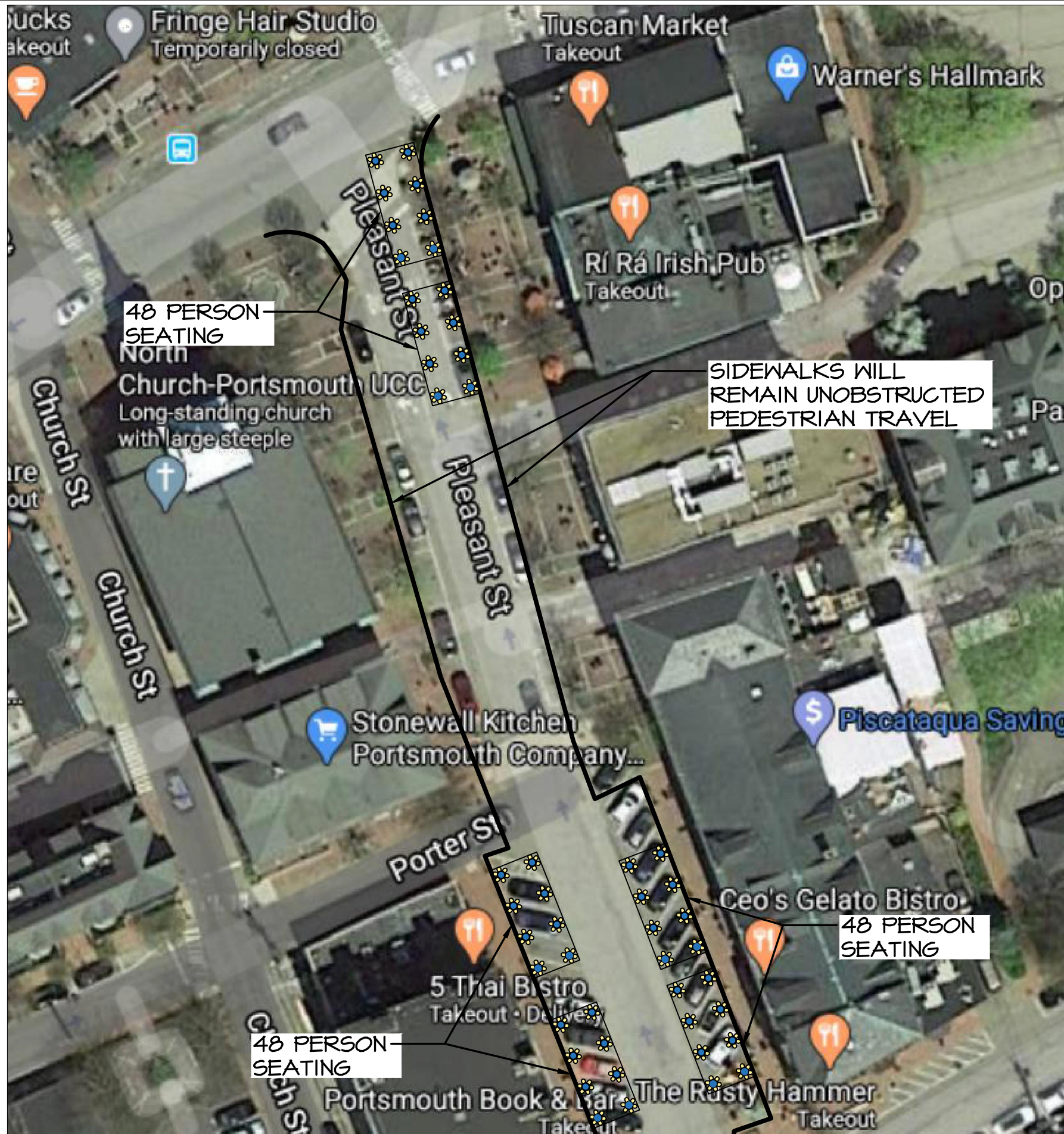
- 1) THE PURPOSE OF THIS PLAN SET IS TO DEPICT TEMPORARY STREET CLOSURES ON MARKET, PLEASANT, & CONGRESS STREETS TO ALLOW OUTDOOR DINING.
- 2) SIDEWALKS WILL BE OPEN TO PEDESTRIAN TRAVEL.
- 3) PROPER SEATING AND TABLE SPACING WILL BE ENSURED.



SEATING COUNT

RESTAURANT	# SEATS
GAS LIGHT	48
PORTSMOUTH BREWERY	48
CUP OF JOE	48
DUNBAR SQUARE	48

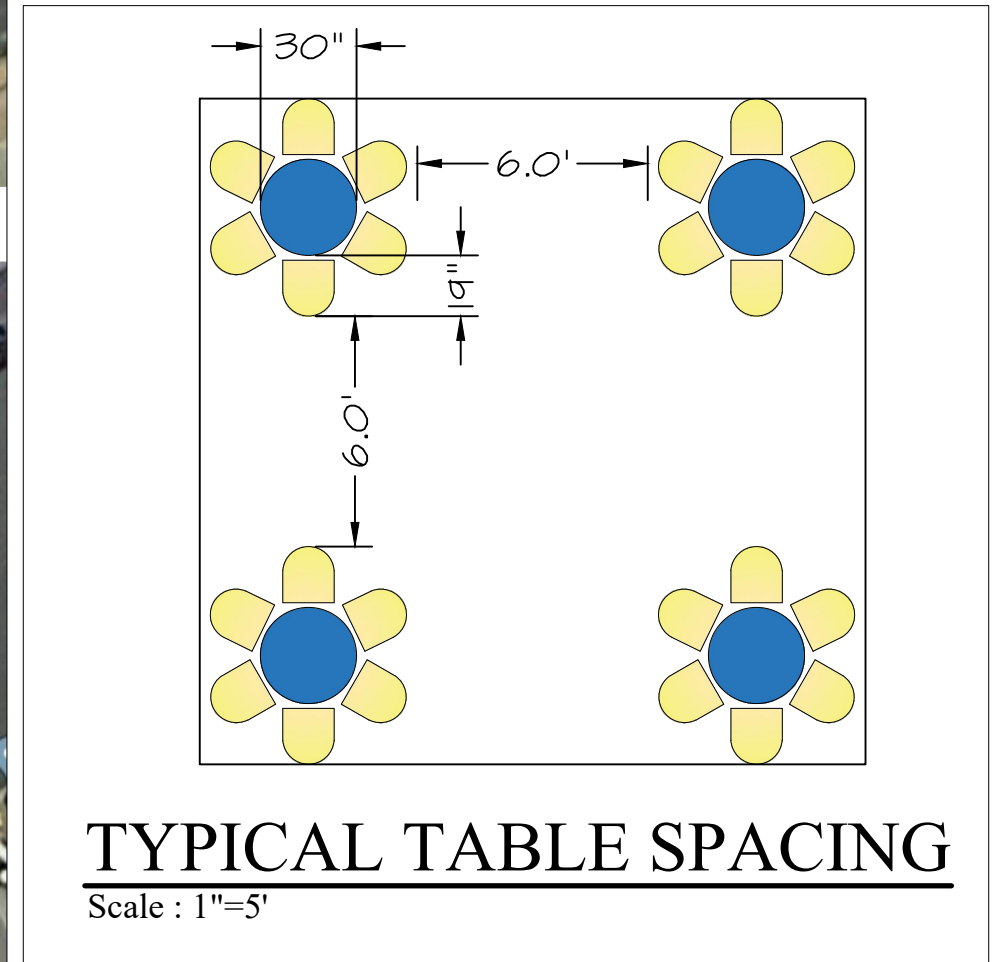
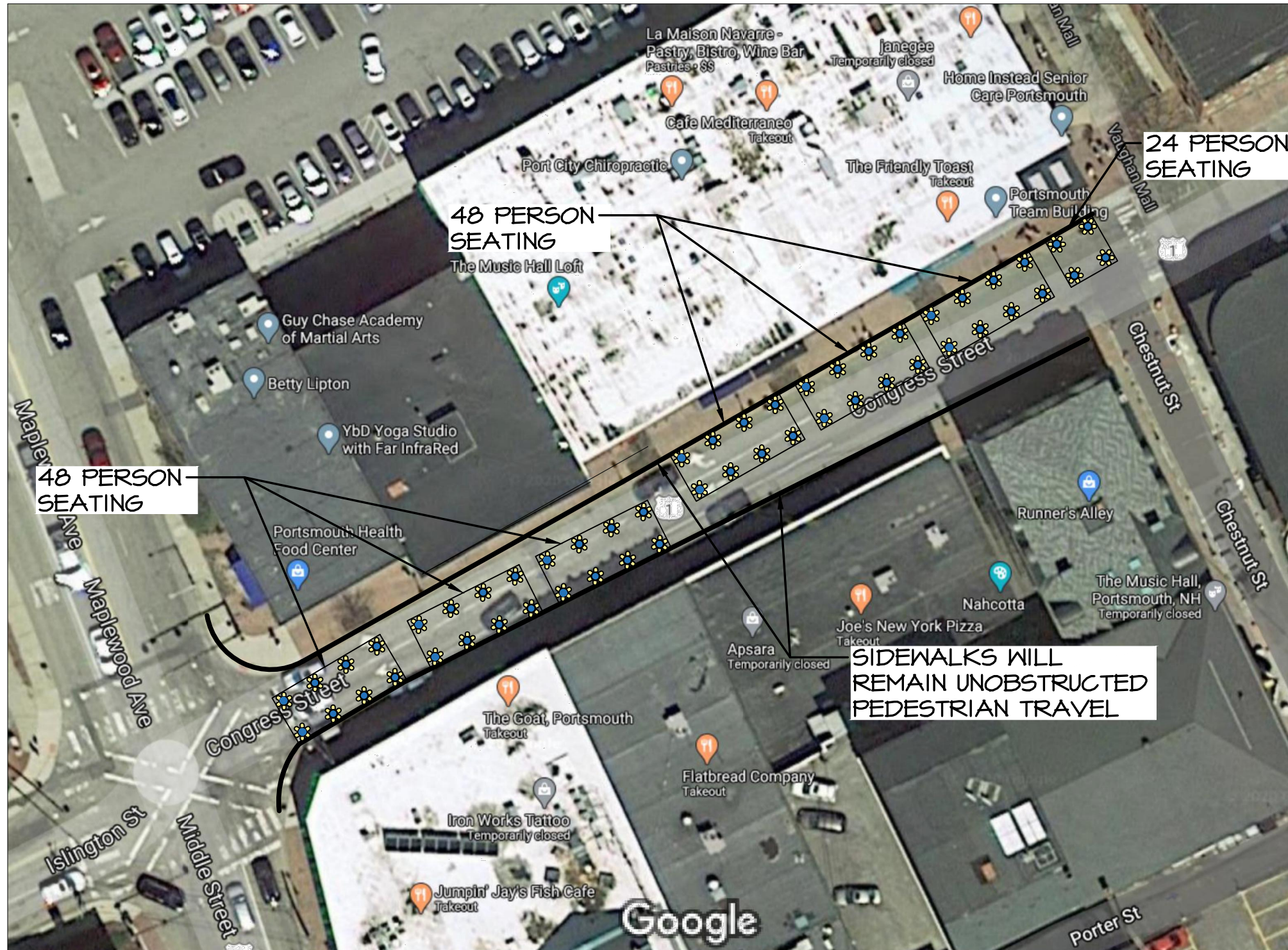
1	5/26/20	PRELIMINARY
ISS.	DATE	DESCRIPTION OF ISSUE
SCALE	1" = 40'	
CHECKED	A.ROSS	
DRAWN	D.D.D.	
CHECKED		
ROSS ENGINEERING, LLC Civil/Structural Engineering & Surveying 909 Kingston St. Portsmouth, NH 03801 (603) 433-7560		
CLIENT JOE KELLEY		
TITLE MARKET ST OUTDOOR SEATING PLAN		
JOB NUMBER	DWG. NO.	ISSUE
20-054	1 OF 4	1



SEATING COUNT

RESTAURANT	# SEATS
TUSCAN MARKET	48
RI RA IRISH PUB	48
5 THAI BISTRO	48
THE HAMMER PUB & GRILLE	48
CEO'S GELATO BISTRO	48
CLIPPER TAVERN	48

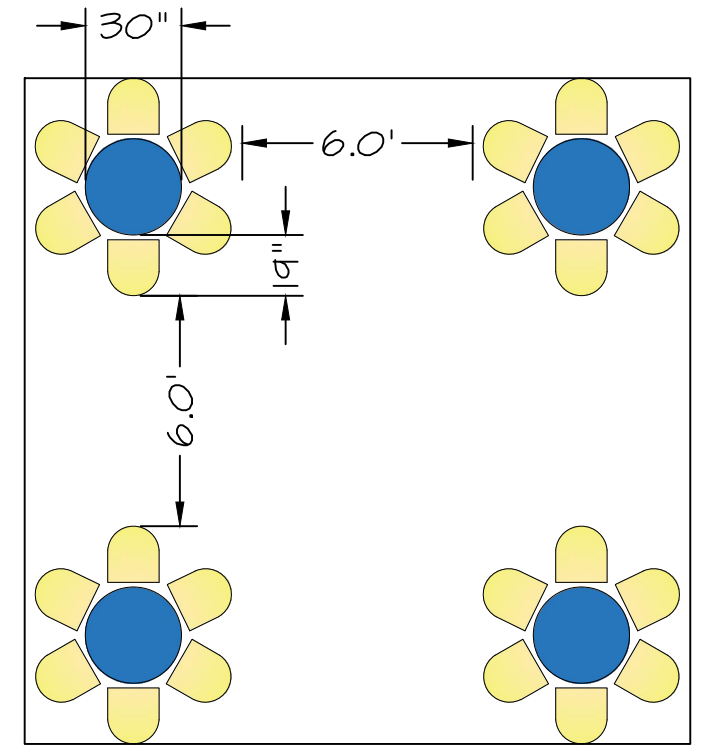
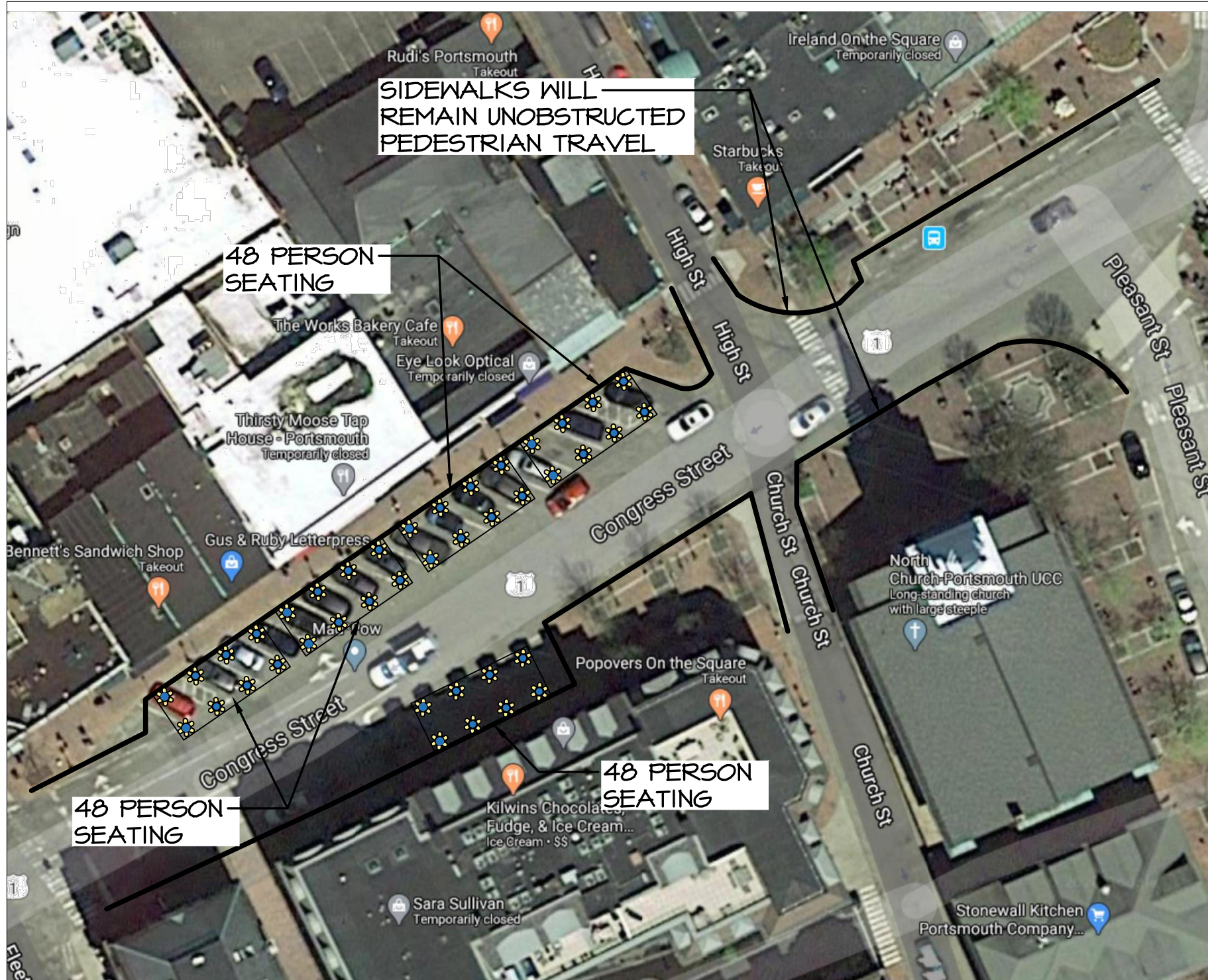
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ISS.	DATE	DESCRIPTION OF ISSUE
SCALE	1" = 40'	
CHECKED	A.ROSS	
DRAWN	D.D.D.	
CHECKED		
ROSS ENGINEERING, LLC Civil/Structural Engineering & Surveying 909 Islington St. Portsmouth, NH 03801 (603) 433-7560		
CLIENT JOE KELLEY		
TITLE PLEASANT ST OUTDOOR SEATING PLAN		
JOB NUMBER	DWG. NO.	ISSUE
20-054	2 OF 4	1



SEATING COUNT

RESTAURANT	# SEATS
JUMPIN' JAY'S	48
THE GOAT	48
FLATBREAD	48
LA MAISON NAVARRE	48
CAFE MEDITERRANEO	48
FRIENDLY TOAST	48
THE DISTRICT	24

ISS: 1	DATE: 5/26/20	PRELIMINARY
DESCRIPTION OF ISSUE		
SCALE: 1" = 40'		
CHECKED: A.ROSS		
DRAWN: D.D.D.		
CHECKED:		
ROSS ENGINEERING, LLC Civil/Structural Engineering & Surveying 909 Islington St. Portsmouth, NH 03801 (603) 433-7560		
CLIENT: JOE KELLEY		
TITLE: CONGRESS ST OUTDOOR SEATING PLAN		
JOB NUMBER: 20-054	DWG. NO: 3 OF 4	ISSUE: 1



TYPICAL TABLE SPACING

Scale : 1"=5'

SEATING COUNT

RESTAURANT	# SEATS
BENNETT'S SANDWHICH SHOP	48
THIRSTY MOOSE TAPHOUSE	48
THE WORKS CAFE	48
RUDI'S	48
KILWINS	48

1	5/26/20	PRELIMINARY
ISS.	DATE	DESCRIPTION OF ISSUE
SCALE 1" = 40'		
CHECKED	A.ROSS	
DRAWN	D.D.D.	
CHECKED		

ROSS ENGINEERING, LLC
Civil/Structural Engineering
& Surveying
909 Islington St.
Portsmouth, NH 03801
(603) 433-7560

CLIENT
JOE KELLEY

TITLE
**CONGRESS ST
OUTDOOR SEATING
PLAN**

JOB NUMBER	DWG. NO.	ISSUE
20-054	4 OF 4	1

02

AREA

1.

4 FT
BETWEEN

12' TRAVEL LANE THROUGH

CURB
ENLARGE

STATE STREET

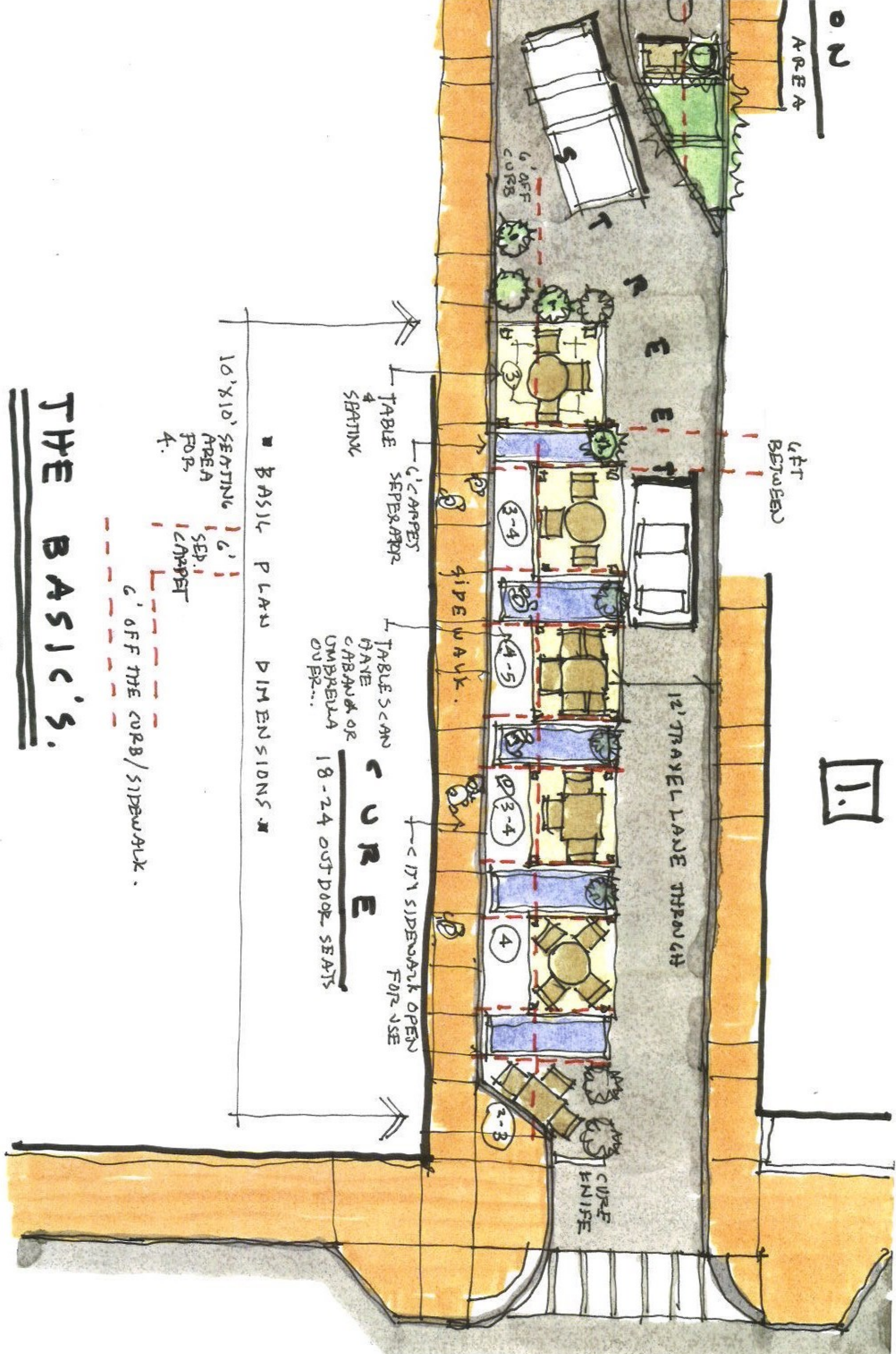


TABLE SEPARATORS
4 SEATING

TABLE SCAN
TABLE CANOPY OR
UMBRELLA
DUPR...

18-24 OUTDOOR SEATS

CITY SIDEWALK OPEN
FOR USE

■ BASIC PLAN DIMENSIONS ■
10' X 10' SEATING
AREA FOR 4.
6' SEAT
CARPET
6' OFF THE CURB/SIDEWALK.

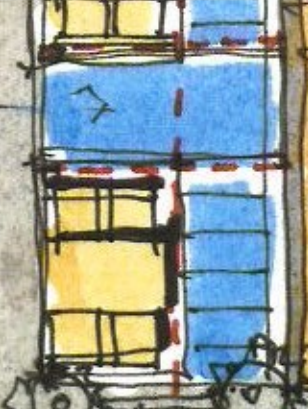
THE BASIC'S.

ASSIMMO'S

OUTDOOR SEATS

DE WALK

ALLEY



6 FT. OFF CURB

MASSIMMO'S PASTA

SIDE WALK

ITALIAN
FLAV
CARPET
COLORS

CERE'S

16 OUTDOOR SEATS

21



6' APART

TABLES W/ TRELLIS FOR SHADE

P

E

N

H

A

N

W

SHEAFFE ST.

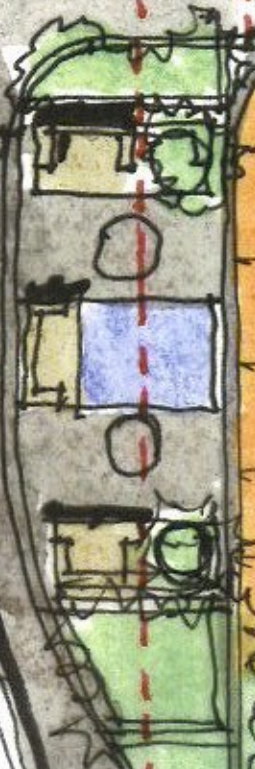
6 FT. OFF CURB

CERE'S LOAF



SALON

SITTING AREA



6' OFF CURB

DANIEL'S STREET

BIKE PKG.

3

MASSIMO'S

TABLES 60 FT
APPROX 16 OUTDOOR SEATS

SIDE WALK

ALLEY

4 FT OFF CURB

MASSIMO'S PASTA

SIDE WALK

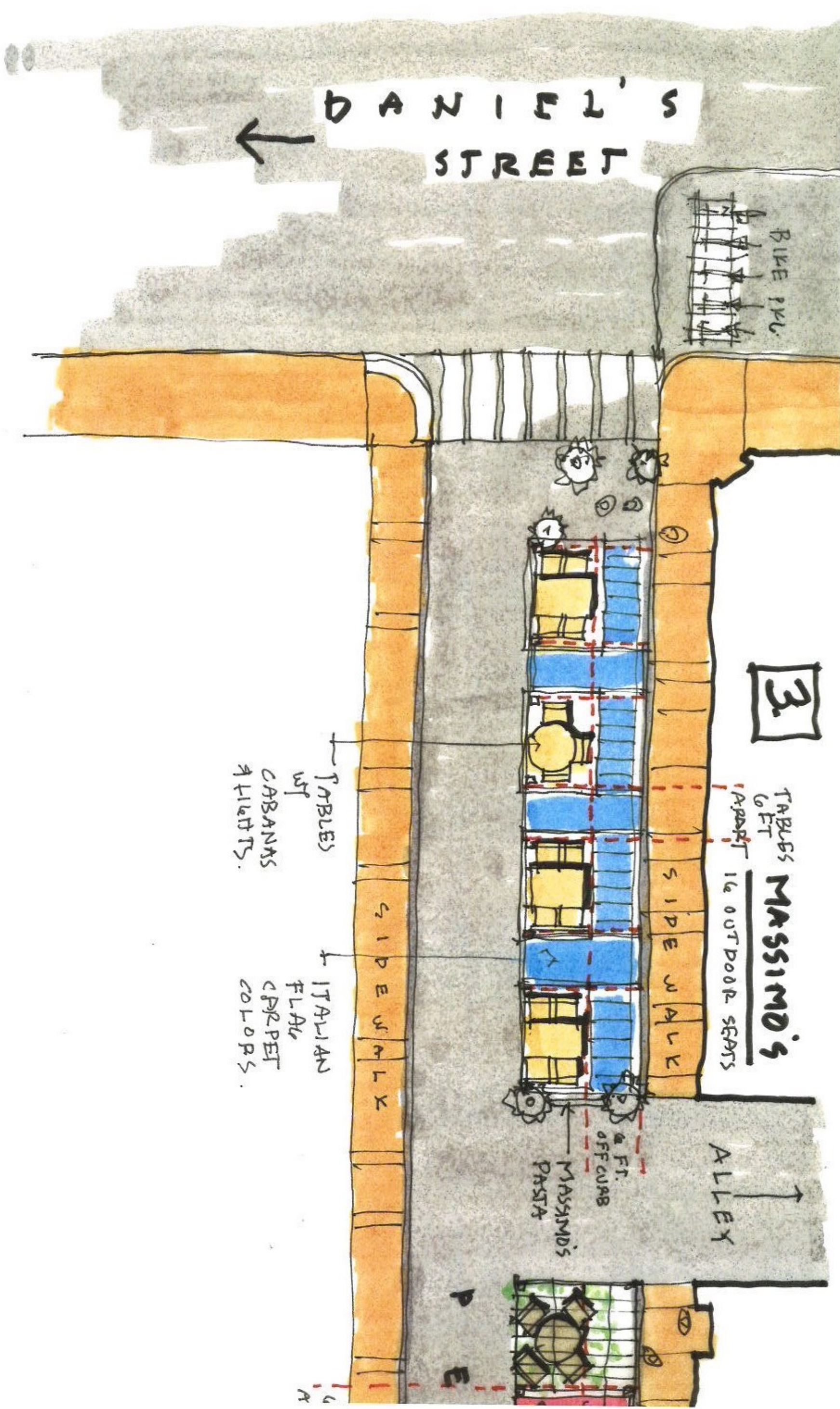
ITALIAN FLAIR

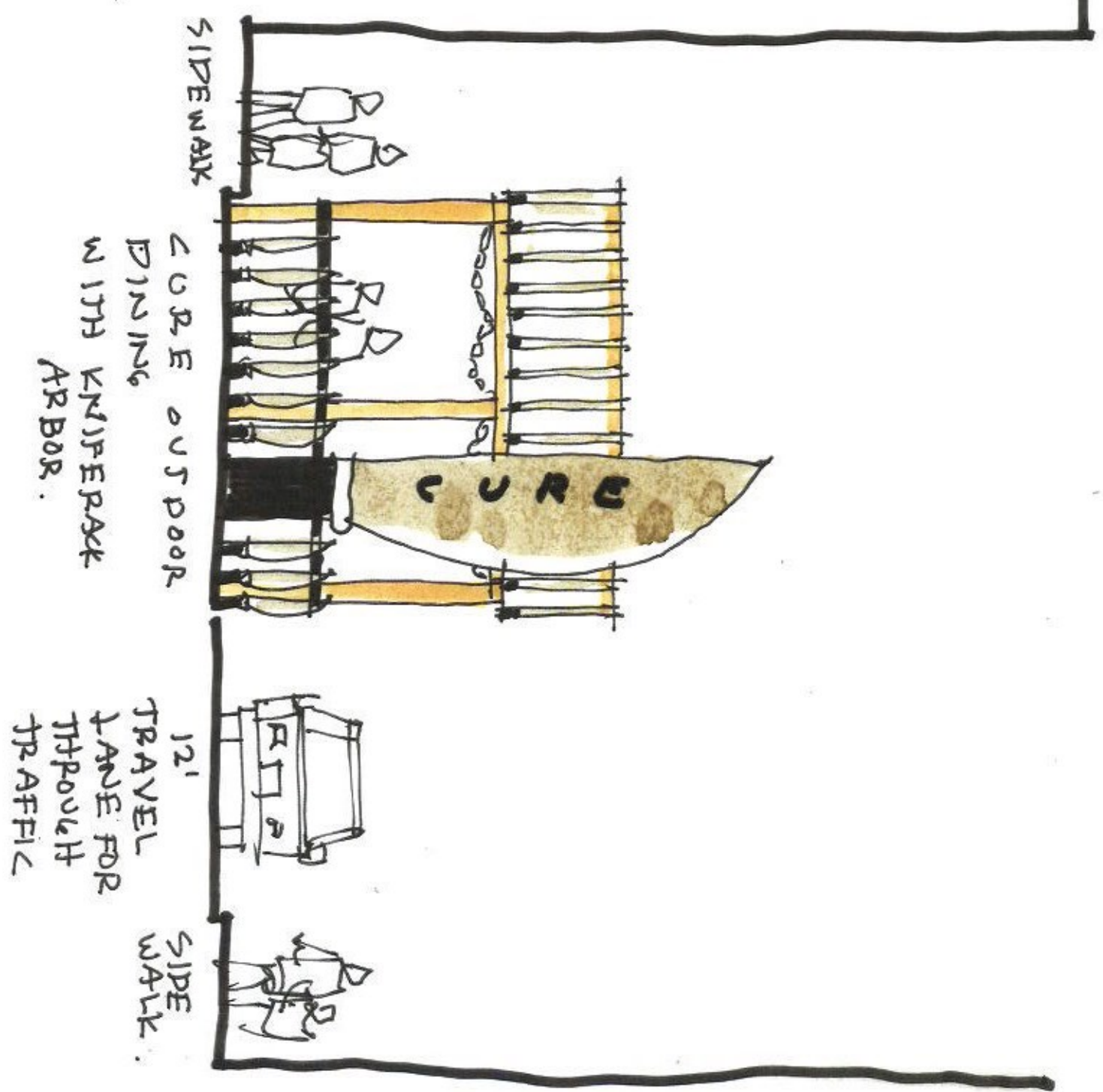
CARPET COLORS

TABLES

CABANAS WITH CHAIRS

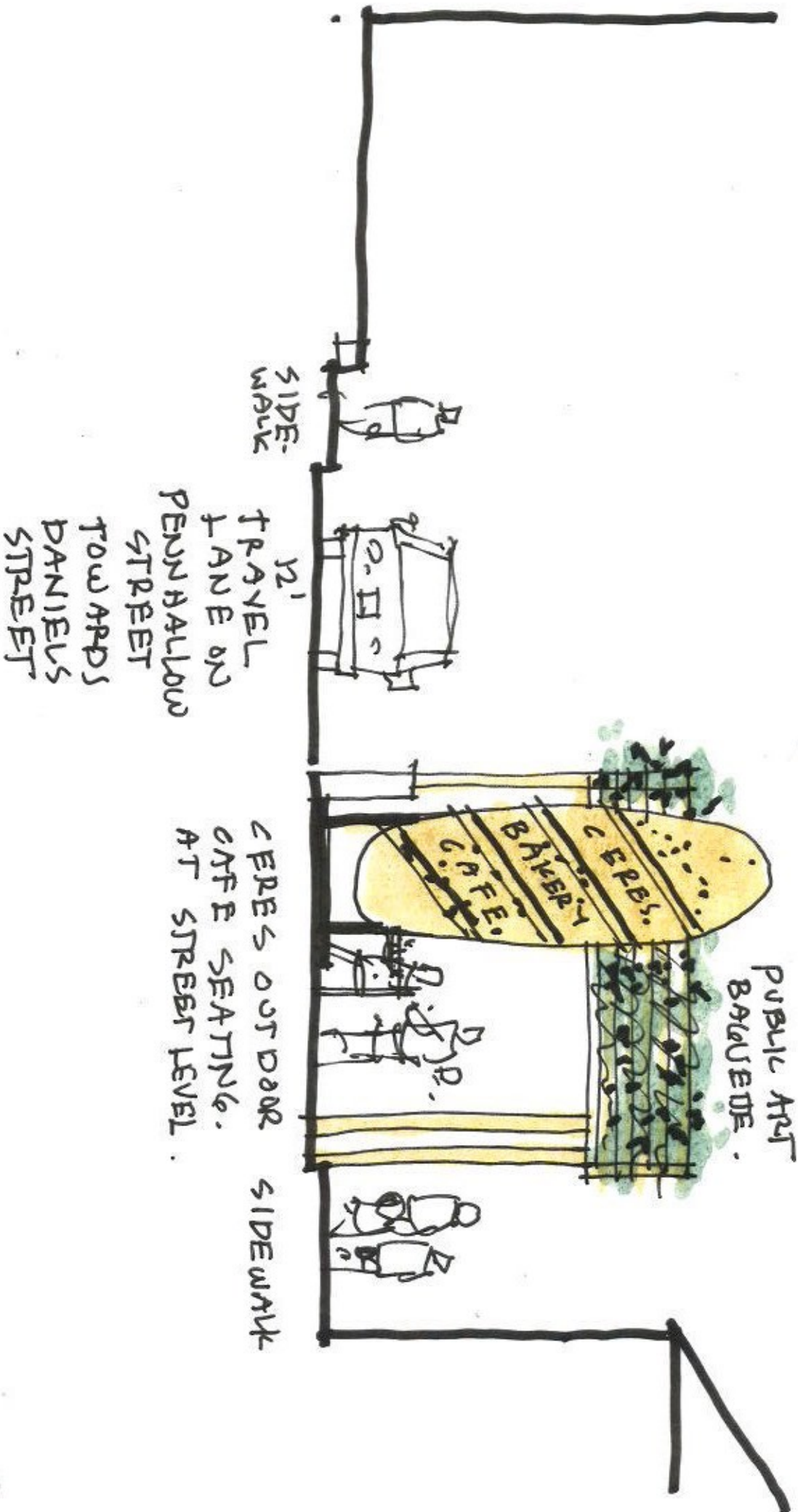
P





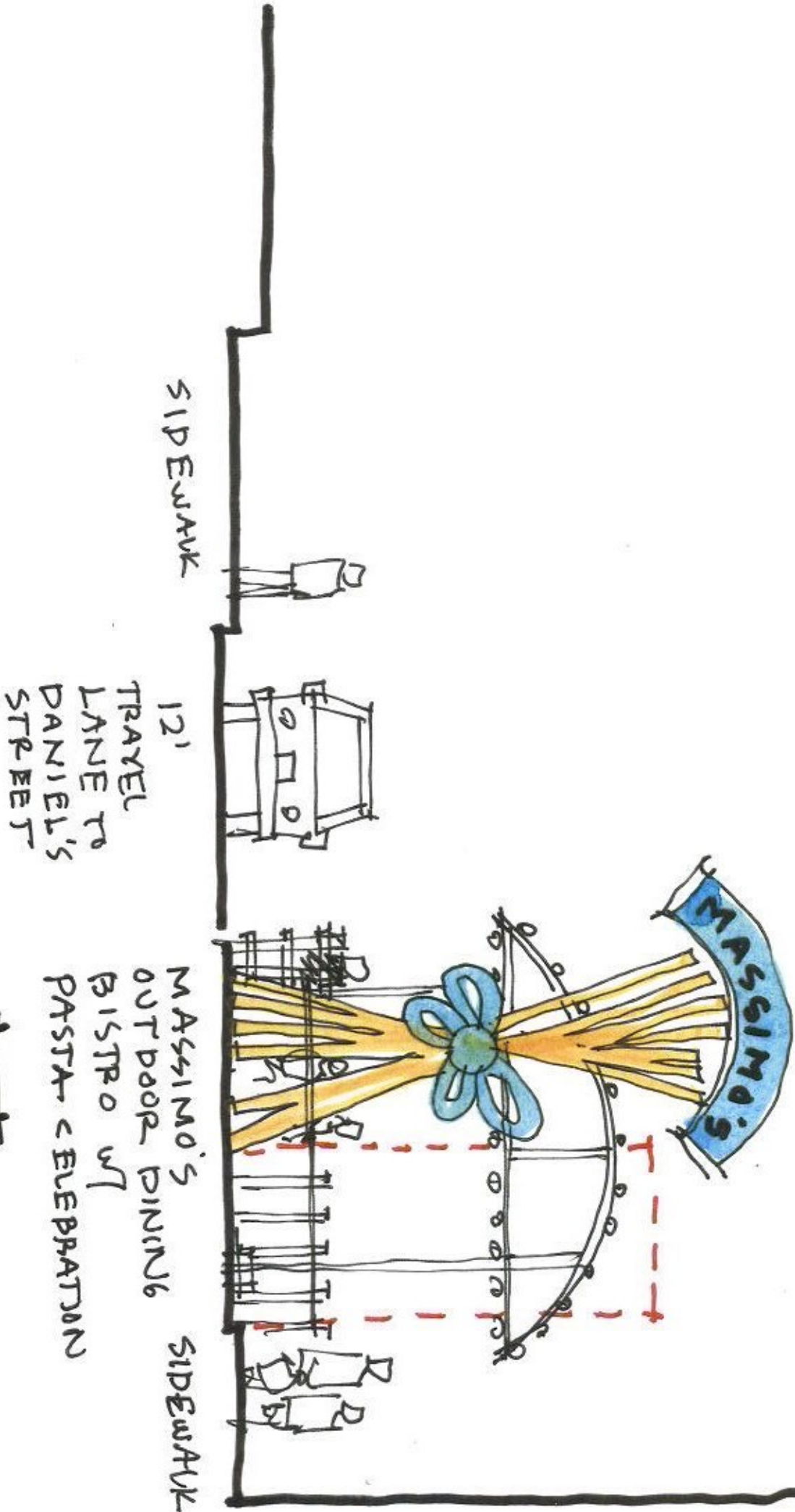
PENH ALLOW





PENNHALLOW




[2.]



PENNHALLOW

3.1

CITY OF PORTSMOUTH DOWNTOWN MARKET SQUARE DAY 2019

-  STREET CLOSED
-  PRO PORTSMOUTH VENDING AREA
-  EMERGENCY ACCESS NO VENDING

