

**ACTION SHEET  
HISTORIC DISTRICT COMMISSION  
PORTSMOUTH, NEW HAMPSHIRE**

**SCHOOL DEPARTMENT CONFERENCE ROOM**

**6:30 p.m.**

**December 2, 2015**

**MEMBERS PRESENT:** Chairman Joseph Almeida; Vice Chairman/Planning Board Representative William Gladhill; Members John Wyckoff, Dan Rawling, Reagan Ruedig, Vincent Lombardi; City Council Representative Esther Kennedy; and Alternate John Mayer

**MEMBERS EXCUSED:** Alternate Richard Shea

**ALSO PRESENT:** Nicholas Cracknell, Principal Planner

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**I. APPROVAL OF MINUTES**

- A. November 4, 2015
- B. November 18, 2015

It was moved, seconded, and passed unanimously to approve the minutes as presented.

**II. OLD BUSINESS**

- 1. Review of Design Guidelines

Mr. Cracknell gave the Commissioners until Monday morning, December 7, 2015 to get their comments to him with the hope of getting a second draft to the Commissioners for their review by the January 6, 2016 meeting.

- 2. (Work Session/Public Hearing) Petition of **Joseph J. and Jennifer Almeida, owners**, for property located at **103/105 High Street**, wherein permission is requested to allow exterior renovations to an existing structure (modify front elevation by adding a storefront, with access stairs and landing) as per plans on file in the Planning Department. Said property is shown on Assessor Plan 118 as Lot 2 and 4 lies within the CD4-L, Historic, and Downtown Overlay Districts. *(This item was postponed at the October 14, 2015 meeting to the January 6, 2016 meeting.)*

At the applicant's request, the Commission voted to postpone the application to the January 6, 2016 meeting.

### III. ADMINISTRATIVE APPROVALS

- A. 195 Hanover Street (request to postpone to the January 6, 2016 meeting)
- B. 275 Islington Street
- C. 15 Congress Street
- D. 138-140 Maplewood Avenue
- E. 30 Maplewood Avenue
- F. 1B Jackson Hill Street
- G. 65 Washington Street

The Commission voted to approve all of the administrative approval items and added three stipulations (historic sill, half screen, and SDL windows) to Item F.

### IV. PUBLIC HEARINGS (REGULAR AGENDA ITEMS)

1. Petition of **100 Market Street, LLC, owner**, and **NBT Bank, N.A., applicant**, for property located at **100 Market Street**, wherein permission was requested to allow exterior renovations to an existing structure (install ATM on Hanover Street elevation) as per plans on file in the Planning Department. Said property is shown on Assessor Plan 118 as Lot 6 and lies within the CD 5, Historic, and Downtown Overlay Districts.

After due deliberation, the Commission voted that the request be approved as presented.

2. Petition of **Seth F. Peters, owner**, for property located at **112 State Street**, wherein permission was requested to allow exterior renovations to an existing structure (replace siding with wood or composite material, remove and replace second floor windows, install HVAC system) as per plans on file in the Planning Department. Said property is shown on Assessor Plan 107 as Lot 54 and lies within the CD 4 and Downtown Overlay District.

After due deliberation, the Commission voted that the request be approved as presented.

3. Petition of **Lori A. Sarsfield, owner**, for property located at **28 Dennett Street**, wherein permission was requested to allow new construction to an existing structure (raise roof structure by one foot) and allow exterior renovations to an existing structure (replace siding, trim, details, doors, windows) as per plans on file in the Planning Department. Said property is shown on Assessor Plan 140 as Lot 9 and lies within the General Residence A and Historic Districts.

After due deliberation, the Commission voted that the request be approved as presented with the following stipulations:

- 1) All new clapboards shall be 2 ½" and Sheet A2.2 will be modified to show change.
- 2) Historic sills shall be used on all windows.
- 3) The wood lattice will be framed as presented.
- 4) The eave on the rear elevation shall match the front eave and have a shadow board.

- 5) A third skylight may be added to the rear elevation so long as it matches the other skylights in size and appearance and is centered above the 2<sup>nd</sup> floor northwest window. A detail sheet shall be submitted.

4. Petition of **Sarah R. Baybutt Revocable Trust, Sarah R. Baybutt, owner and trustee**, for property located at **591 Middle Street**, wherein permission was requested to allow exterior renovations to an existing structure (replace front steps, remove and replace three windows in rear addition) and allow demolition of an existing structure (remove and replace rear steps and landing) as per plans on file in the Planning Department. Said property is shown on Assessor Plan 147 as Lot 16 and lies within the Mixed Residential Office and Historic Districts.

After due deliberation, the Commission to that the request be approved as presented with the following stipulations:

- 1) The siding on the rear addition shall be wood clapboards.
- 2) The window trim and casing shall match the existing windows.
- 3) A sketch of the iron railing shall be submitted to the Planning Department prior to installation if it changes from the submitted photo.
- 4) Half screens shall be used.
- 5) The windows shall be aluminum clad.

## V. WORK SESSIONS

A. Petition of **City of Portsmouth, owner**, and **Prescott Park Arts Festival, applicant**, for property located at **0 Marcy Street (Prescott Park)**, wherein permission was requested to allow demolition of an existing structure (demolish existing stage, relocate and construct new stage, construct new control booth) as per plans on file in the Planning Department. Said property is shown on Assessor Plan 104 as Lot 1 and lies within the Municipal and Historic Districts. *(This item was continued at the November 18, 2015 meeting to the December 2, 2015 meeting.)*

The Commission voted to continue review of the application at the January 2016 meeting.

B. Work Session requested by **Kimberley A Lucy Revocable Living Trust, owner, Kimberley A. and James C. Lucy, trustees and James C. Lucy Revocable Living Trust, owner, James C. and Kimberley A. Lucy, trustees** for properties located at **127 and 137 High Street**, wherein permission is requested to allow exterior renovations to an existing structure (misc. renovations) and allow new construction to an existing structure (construct two new buildings at rear of buildings) as per plans on file in the Planning Department. Said property is shown on Assessor Plans 118 as Lot 20 and 21 and lies within the CD4, Historic, and Downtown Overlay Districts. *(The applicant has requested to postpone review of the application to the January 6, 2016 meeting.)*

At the applicant's request, the Commission voted to postpone review of the application to the January meeting.

**VI. ADJOURNMENT**

At 9:40 p.m., it was moved, seconded, and passed unanimously to adjourn meeting.

Respectfully submitted,

Liz Good  
Planning Department Administrative Clerk