

**PLANNING BOARD
PORTSMOUTH, NEW HAMPSHIRE**

**EILEEN DONDERO FOLEY COUNCIL CHAMBERS
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE**

7:00 PM Public Hearings begin

November 17, 2022

AGENDA

REGULAR MEETING 7:00pm

I. APPROVAL OF MINUTES

- A. Approval of the October 20, 2022 meeting minutes.
- B. Approval of the August 8, 2022 work session minutes.

II. PUBLIC HEARINGS -- OLD BUSINESS

*The Board's action in these matters has been deemed to be quasi-judicial in nature.
If any person believes any member of the Board has a conflict of interest,
that issue should be raised at this point or it will be deemed waived.*

- A. The request of **Blus O'Leary Family Living Trust (Owner)**, for property located at **225 Wibird Street** requesting Conditional Use Permit Approval as permitted under Section 10814.40 of the Zoning Ordinance to construct an attached Accessory Dwelling Unit. Said property is located on Assessor Map 133 Lot 54 and located within the General Residence A (GRA) district. (LU-22-174)

III. PUBLIC HEARINGS – NEW BUSINESS

*The Board's action in these matters has been deemed to be quasi-judicial in nature.
If any person believes any member of the Board has a conflict of interest,
that issue should be raised at this point or it will be deemed waived.*

- A. The request of **Betty Ann Fraser Pettigrew Trust (Owner)**, for property located at **42 Harvard Street** requesting Conditional Use Permit Approval as permitted under Section 10814.40 of the Zoning Ordinance to construct an attached Accessory Dwelling Unit. Said property is located on Assessor Map 259 Lot 30 and lies within the Single Residence B (SRB) District. (LU-22-176)

IV. OTHER BUSINESS

- A. Capital Improvement Plan (CIP) Process Update
- B. Board Discussion of Regulatory Amendments and Other Matters
- C. Chairman's Updates and Discussion Items

V. ADJOURNMENT

**Members of the public also have the option to join this meeting over Zoom. A unique meeting ID and password will be provided once you register. To register, click on the link below or copy and paste this into your web browser:*

https://us06web.zoom.us/webinar/register/WN_1caxdODNTc6yxrLAgabiTg



City of Portsmouth
Planning Department
1 Junkins Ave, 3rd Floor
Portsmouth, NH
(603)610-7216

Memorandum

To: Planning Board
From: Beverly Mesa-Zendt, Planning Director
Stefanie L. Casella, Planner
Date: November 10, 2022
Re: Recommendations for the November 17, 2022 Planning Board Meeting

I. APPROVAL OF MINUTES

- A. Approval of the October 20, 2022 meeting minutes
- B. Approval of the August 8, 2022 work session minutes

Planning Department Recommendation

1) Board members should determine if the draft minutes include all relevant details for the decision making process that occurred at the October 20, 2022 meeting and vote to approve meeting minutes with edits if needed.

2) Board members should determine if the draft minutes include all relevant details for the discussion that occurred at the August 8, 2022 work session and vote to approve meeting minutes with edits if needed.

II. PUBLIC HEARINGS – OLD BUSINESS

The Board's action in these matters has been deemed to be quasi-judicial in nature. If any person believes any member of the Board has a conflict of interest, that issue should be raised at this point or it will be deemed waived.

- A. The request of **Blus O'Leary Family Living Trust (Owner)**, for property located at **225 Wibird Street** requesting Conditional Use Permit Approval as permitted under Section 10814.40 of the Zoning Ordinance to construct an attached Accessory Dwelling Unit. Said property is located on Assessor Map 133 Lot 54 and located within the General Residence A (GRA) district. (LU-22-174)

Project Background

The applicant is proposing to build a single story one bedroom 667 SF Attached Accessory Dwelling Unit (AADU) (revised and made smaller with most recent submittal). This will include the construction of a handicap accessible connecting addition onto the back of the existing home. The main entry to the AADU will be through the new connector which will include an open handicap accessible lift. Rear entry to the principal dwelling unit will also be through the new connector.

At the September 15, 2022 meeting, the Planning Board requested that the applicant prepare a drainage report for proposed development on the site and present that at an upcoming meeting. The applicant has submitted the report and will present the report at the November meeting.

Project Review Discussion and Recommendations

City staff have provided an analysis of the proposed ADU. See below for more details.

Staff Review

Attached accessory dwelling units must comply with standards set forth in the following sections of the Zoning Ordinance:

- 10.814.10
- 10.814.20
- 10.814.30
- 10.814.40

In granting a conditional use permit for an accessory dwelling unit, the Planning Board may modify a specific standard set forth in Sections 10.814.40 (below) including requiring additional or reconfigured off-street parking spaces, provided that the Board finds such modification will be consistent with the required findings in Section 10.814.60.

Required Standards (10.814.40)	Meets Standard	Does Not Meet Standard	Comments
10.814.41 An interior door shall be provided between the principal dwelling unit and the accessory dwelling unit.	√		Door provided in the connector shared space area.
10.814.42 The accessory dwelling unit shall not have more than two bedrooms and shall not be larger than 750 sq. ft. gross floor area. For the purpose of this provision, gross floor area shall not include existing storage space, shared entries, or other spaces not exclusive to the accessory dwelling unit	√		A one bedroom 667 SF unit is proposed.
10.814.43 Any exterior changes to the single-family dwelling shall maintain the appearance of a single-family dwelling. If there are two or more doors in the front of the dwelling, one door shall be designed as the principal entrance and the other doors shall be designed to appear to be secondary.	√		<p>The AADU is located to the rear of the principal structure on Wibird. The AADU presents as single family dwelling from the primary entrance on Wibird Street. The existing structure is on a corner lot fronting Wibird and Hawthorn. The view of the AADU from Hawthorn is more discernable as a separate unit but not inconsistent with the extended single family residential forms seen in the neighborhood.</p> <p>No separate entrance for the AADU is visible from street or driveway. The only entrance is in the rear and it is a shared entry in a connecting structure, suggesting a single family residence.</p>
10.814.44 No portion of the AADU shall be closer to the front lot line than the existing front wall of the principal dwelling unit.	√		The AADU is located to the rear of the principal structure and is no closer to the side yard than the principal structure.
10.814.451 An exterior wall of the AADU that faces a street on which the lot has frontage shall comprise no more than 40 percent of the total visible façade area of the dwelling as seen from that street.	√		The exterior wall of the AADU that faces Hawthorn street is 28.6 percent of the total visible façade. See attached exhibits.
10.814.452 The addition to or expansion of the existing single-family dwelling may include an increase in building height only as an upward expansion of the existing principal building with no increase in building footprint.	√		The AADU is proposed as a single story.
10.814.453 The building height of any addition or expansion that includes an increase in building footprint shall be less than the building height of the existing principal building.	√		The AADU is proposed as a single story addition to the two story existing structure.

Required Standards (10.814.40)	Meets Standard	Does Not Meet Standard	Comments
<p>10.814.454 The AADU shall be architecturally consistent with the existing principal dwelling through the use of similar materials, detailing, roof pitch, and other building design elements.</p>	<p>✓</p>		<p>The applicant has provided the following details regarding the architecture of the AADU:</p> <ul style="list-style-type: none"> • Clapboard siding to be 4” to match existing. • New window style to match or coordinate with existing historic double hung windows. • New trim and overhangs to match original trim detailing under the existing vinyl and aluminum sheathing. • New roofing material to be architectural grade asphalt roofing shingles to match existing. • Applicant proposes a gabled roof for the AADU and the shared connector space consistent with the principal structure. • Roof pitch for AADU is similar to principal structure: <ul style="list-style-type: none"> ✓ Principal Structure-11:12 ✓ AADU 9:12

Planning Department Recommendation

1) Vote to find that the Conditional Use Permit application meets the criteria set forth in Section 10.814.60 and to adopt the findings of fact as presented.

(Alt.) Vote to find that the Conditional Use Permit application meets the criteria set forth in Section 10.814.60 and to adopt the findings of fact as amended and read into the record.

2) Vote to grant the Conditional Use Permit with the following stipulation:

2.1) In accordance with [Sec. 10.814.70] of the Zoning Ordinance, the owner is required to obtain a certificate of use from the Planning Department verifying compliance with all standards of [Sec. 10.814], including the owner-occupancy requirement, and shall renew the certificate of use annually.

III. PUBLIC HEARINGS – NEW BUSINESS

The Board's action in these matters has been deemed to be quasi-judicial in nature. If any person believes any member of the Board has a conflict of interest, that issue should be raised at this point or it will be deemed waived.

- A. The request of **Betty Ann Fraser Pettigrew Trust (Owner)**, for property located at **42 Harvard Street** requesting Conditional Use Permit Approval as permitted under Section 10814.40 of the Zoning Ordinance to construct an attached Accessory Dwelling Unit. Said property is located on Assessor Map 259 Lot 30 and lies within the Single Residence B (SRB) District. (LU-22-176)

Project Background

The applicant is proposing to add a second story over the garage/mudroom for the purpose of constructing a single bedroom accessory dwelling unit and exterior access/egress stairs.

Project Review Discussion and Recommendations

This application went before the Zoning Board of Adjustment. See below for more details.

Zoning Board of Adjustment

The Zoning Board of Adjustment, at its regularly scheduled meeting of Tuesday, September 27, 2022, considered the application for the upward expansion of the existing garage and mudroom to create and attached ADU which requires the following:

1. A Variance from Section 10.521 to allow a 22 foot front yard where 30 feet is required.
2. A Variance from Section 10.321 to allow a nonconforming structure or building to be expanded, reconstructed or enlarged without conforming to the requirements of the Ordinance.

The Board voted to grant the request with the stipulation below:

1. The lot area shall be 13,039 square feet.

This stipulation reflects the existing condition of the lot and was intended to recognize that the lot is not conforming to the minimum 15,000 SF requirement. This stipulation has been met in the existing condition of the lot.

Staff Review

Attached accessory dwelling units must comply with standards set forth in the following sections of the Zoning Ordinance:

- 10.814.10
- 10.814.20
- 10.814.30

- 10.814.40

In granting a conditional use permit for an accessory dwelling unit, the Planning Board may modify a specific standard set forth in Sections 10.814.40 (below) including requiring additional or reconfigured off-street parking spaces, provided that the Board finds such modification will be consistent with the required findings in Section 10.814.60.

Required Standards (10.814.40)	Meets Standard	Does Not Meet Standard	Comments
10.814.41 An interior door shall be provided between the principal dwelling unit and the accessory dwelling unit.		√	Exterior stair entry is provided due to limited interior space on both floors.
10.814.42 The accessory dwelling unit shall not have more than two bedrooms and shall not be larger than 750 sq. ft. gross floor area. For the purpose of this provision, gross floor area shall not include existing storage space, shared entries, or other spaces not exclusive to the accessory dwelling unit	√		A one bedroom 726 SF unit is proposed.
10.814.43 Any exterior changes to the single-family dwelling shall maintain the appearance of a single-family dwelling. If there are two or more doors in the front of the dwelling, one door shall be designed as the principal entrance and the other doors shall be designed to appear to be secondary.	√		<ul style="list-style-type: none"> • AADU entrance is provided on the side of existing structure still visible from the street. • The addition is not inconsistent with the variety of forms and styles evidenced in the neighborhood.
10.814.44 No portion of the AADU shall be closer to the front lot line than the existing front wall of the principal dwelling unit.	√		AADU is proposed to be located above the existing garage and is no closer to the front lot line than the existing front wall of the principal dwelling unit.
10.814.451 An exterior wall of the AADU that faces a street on which the lot has frontage shall comprise no more than 40 percent of the total visible façade area of the dwelling as seen from that street.	√		The exterior wall of the AADU that faces Harvard street is 30% of the total visible façade.
10.814.452 The addition to or expansion of the existing single-family dwelling may include an increase in building height only as an upward expansion of the existing principal building with no increase in building footprint.	√		The AADU will introduce a vertical expansion of the garage.
10.814.453 The building height of any addition or expansion that includes an increase in building footprint shall be less than the building height of the existing principal building.	√		No Increase in the building footprint is proposed.

Required Standards (10.814.40)	Meets Standard	Does Not Meet Standard	Comments
10.814.454 The AADU shall be architecturally consistent with the existing principal dwelling through the use of similar materials, detailing, roof pitch, and other building design elements.	√		The applicant has provided the following details regarding the architecture of the AADU: <ul style="list-style-type: none"> • Vinyl siding will match existing siding in style and color. • New window style to match or coordinate with existing windows.

Planning Department Recommendation

1) *Vote to find that the Conditional Use Permit application meets the criteria set forth in Section 10.814.60 and to adopt the findings of fact as presented.*

(Alt.) Vote to find that the Conditional Use Permit application meets the criteria set forth in Section 10.814.60 and to adopt the findings of fact as amended and read into the record.

2) *Vote to grant the conditional use permit with a modification to the requirement set forth in section 10.814.41 to not require an interior door between the principal dwelling unit and the accessory dwelling , and to approve the Conditional Use Permit with the following stipulation:*

2.1) In accordance with [Sec. 10.814.70] of the Zoning Ordinance, the owner is required to obtain a certificate of use from the Planning Department verifying compliance with all standards of [Sec. 10.814], including the owner-occupancy requirement, and shall renew the certificate of use annually.

IV. OTHER BUSINESS

A. Capital Improvement Plan (CIP) Process Update.

Background

The Capital Improvement Plan (CIP) is both a financial and infrastructure planning tool that sets forth a multi-year schedule and financing strategies for accomplishing public capital projects that both maintain safe quality city infrastructure and assist in the achievement of Citywide Goals. Careful development of and adherence to the CIP ensures that needed capital projects are accomplished within the City's financial capability. In combination with the annual City budget, the Capital Improvement Plan has a significant impact on the planned allocation of fiscal resources, and is thus one of the most important documents considered by the City Council.

State/Local Regulatory Context

RSA 674.5: Capital Improvement Program

"674:5 Authorization. – In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years.

...

The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget."

City Charter

City Charter Section 7.6 - Capital Program:

The Manager shall prepare and submit to the Council a six (6) year capital program at least three (3) months prior to the final date for submission of the budget. The program shall include:

- *A general summary of its content;*
- *A list of all capital improvements proposed during the next six (6) fiscal years;*
- *Cost estimates, methods of financing, recommended time schedules for each improvement; and*
- *Estimating annual operating and maintenance costs.*

The purposes of the CIP is to:

1. Implement needed improvements on a scheduled basis
 - Provides a complete picture of the City's major development needs
 - Coordinates activities of various City departments and agencies

- Assists in implementing recommendations of the City's Master Plan
2. Forecast future allocation of fiscal resources
 - Establishes fiscal priorities for projects
 - Aids in the proper utilization of funding sources
 3. Help plan for future City expenditures
 - Discourages piecemeal improvements and duplication of expenditures
 4. Ensure capital project needs are provided within the City's financial capability
 - Informs the taxpayers of anticipated future improvements
 - Helps to schedule major projects to avoid large fluctuations in the tax rate

Plan Development Process

The capital planning process is coordinated by the Finance and Planning Departments under the direction of the City Manager. Capital project requests are initially formulated by City Department Heads and submitted to the Finance Department. Members of the public may also submit project requests, which are reviewed by City Departments and incorporated into the departmental project submissions as appropriate. This year's process introduced an additional opportunity for public involvement with the November 3, 2022 CIP Subcommittee meeting where citizens requests were reviewed and additional citizen input was invited.

CIP projects originate from three sources.

- Capital Improvement Plan from the Prior Fiscal Year
- City Staff
- Citizen Requests

Citizen Requests

This year the City received 104 citizen requests, nearly double any previous year.

Process enhancements included:

- A simplified submittal form,
- Broader public outreach, and
- More opportunities to submit requests including Viewpoint, QR code and paper submittals.

Of the 104 requests, staff combined duplicative requests to come up with 84 unique project requests. Staff further sorted the requests into those that were CIP eligible (58) and those requests that were better served by other processes (26). At their November 3rd meeting, the City Council CIP Subcommittee took some time to review the citizen requests and receive additional public input on those requests. The Subcommittee provided preliminary feedback on citizen requests to be considered in the draft CIP. The intent of tonight's presentation is to review the process to date, provide an overview of CIP requests, and to discuss the next steps.

Staff Submittals and Updates

Staff works to update the prior year's CIP projects to reflect the current status, project needs and costing. After city departments and residents submit their new requests for capital project, staff works with the City Manager to prioritize them by utilizing the following criteria:

- **Project requirements** – Is the project required to meet legal, compliance, or regulatory requirements?
- **Timing** – How soon does the project need to be implemented to address the needs identified?
- **Strategic alignment** – To what extent is the project aligned with other city projects, policies, processes?
- **Public value** – How much value does the outcome of this project provide to the general public? How much public support is there for implementing this project?
- **Finance planning** – Is the project fundable in the time frame identified, are there available funding sources for this project?

Although the factors above are consistently utilized in the prioritization process, other factors, such as urgent community needs or public health and safety, may also contribute to the final project placement, allowing the process to be nimble and responsive to emerging community needs.

Planning Board Advisory Committee and City Council Adoption

The Planning Board has appointed a three member Advisory Committee to review the projects in the initial draft CIP. The Advisory Committee will meet on December 5, 2022 to review the draft CIP projects. The Finance Department will incorporate the Advisory Committee's recommendations into a revised form of the CIP which is then reviewed by the Planning Board. The Planning Board will hold a public hearing and vote to recommend the adoption of the document to the City Council. The City Council reviews the proposed CIP, holds a public hearing, and adopts the CIP in accordance with City Charter requirements. Once adopted, the CIP is utilized in the development of the annual budget in accordance with RSA 674.5.

Timeline

- August 18, 2022. Planning Board Presentation regarding CIP Process and Schedule Completed
- August 22, 2022. City Council Presentation regarding CIP Process and Schedule

- September 30, 2022. Deadline for citizen project suggestions to be submitted. These citizen requests will be circulated to the appropriate department for consideration. Completed
- October 7, 2022. City Departments submit CIP project requests (new and updated) to Finance Completed
- November 3, 2022. City Council Subcommittee meets to review Citizens Request Projects Completed
- **November 17, 2022. Planning Board CIP Public Information Presentation (@ Planning Board Meeting)**
- December 5, 2022. Planning Board CIP Advisory Committee meets with each department to review and prioritize capital requests
- December 15, 2022. Planning Board votes to recommend the CIP to City Council for adoption
- January. City Council Work Session on the CIP (with Presentation) on CIP
- February. City Council Public Hearing on CIP
- March. City Council votes to adopt CIP

The Capital Improvement Plan presentation can be found in the November 17, 2022 Planning Board meeting packet and on the November 17, 2022 Planning Board meeting page.

Planning Department Recommendation

No action from the Board is required at this time.

IV. OTHER BUSINESS

- B. Board Discussion of Regulatory Amendments and Other Matters**
- C. Chairman's Updates and Discussion Items**

V. ADJOURNMENT

**REGULAR MEETING
PLANNING BOARD
PORTSMOUTH, NEW HAMPSHIRE**

**EILEEN DONDERO FOLEY COUNCIL CHAMBERS
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE**

7:00 PM

October 20, 2022

MINUTES

MEMBERS PRESENT: Rick Chellman, Chairman; Corey Clark, Vice Chair; Karen Conard, City Manager; Joseph Almeida, Facilities Manager; Assistant City Engineer; Beth Moreau, City Councilor; Greg Mahanna; Jayne Begala; Peter Harris; James Hewitt; Andrew Samonas, Alternate

ALSO PRESENT: Beverly M. Zendt, Planning Director; Stefanie Casella, Planner 1

ABSENT: Franco DiRienzo, Alternate

REGULAR MEETING 7:00pm

Meeting started at 7:00pm.

Items in brackets denote timestamp of recording []

[0:05] Chairman Chellman opened the meeting.

I. BOARD DISCUSSION OF REGULATORY AMENDMENTS AND OTHER MATTERS

[0:20] Chairman Chellman introduced the first item on the agenda for a discussion on regulatory and other planning board matters. He wanted to talk about the Planning Board rules briefly and have them amended possibly next month along with anything that Planning Board members might notice.

[1:19] Mr. Hewitt asked if the Chair anticipates that this would be a one-time edit. He expressed concern that the Board hadn't seen the proposed changes yet.

[1:28] Chairman Chellman responded that he was not proposing any changes other than what he sent for changes for findings of fact. The Legal Department has only glanced at them but they will look at them before next month.

[2:33] Mr. Hewitt asked if this was supposed to be voted on annually.

[2:41] Chairman Chellman responded that yes, it is supposed to be voted on during the 1st day of every year.

[2:50] Ms. Begala brought up that if members are being appointed by City Council versus the mayor, that would be a very different process for how Board members are appointed. She also had comments on the role of the Board Chair and Board Secretary.

[3:30] Chairman Chellman suggested that Board Members send proposed edits to the Planning Director for them to go over together.

[4:13] Councilor Moreau mentioned that the Governance Committee is looking at how all members of boards are being appointed and that is controlled by the City Council so all they can do is make sure it matches Council policy.

[4:49] Chairman Chellman mentioned that members need to do their due diligence to go over and address Site Plan and Subdivision regulations for the next regular meeting.

[5:25] Ms. Begala brought up the Master Plan and said that according to RSA 674.33 the Planning Board is responsible for preparing, amending and adopting the municipality's master plan. She would like the Board to start to think about and decide if they want to review priority sections at this point and what those would be. A timeline needs to be created along with a master plan committee and a discussion or process for obtaining an independent consultant with experience in master planning.

[6:20] Ms. Zendt mentioned that she has already requested a professional consultant in this year's CIP for both next year and the subsequent year. She has requested \$50,000 for next year and \$100,000 for the subsequent year. It is helpful to have an expert consult on the Master Plan and there should be a steering committee that will also utilize a strong public outreach component which is an important part of a master plan. Working through existing conditions will be a good initial exercise for informing the new master plan.

[10:20] Chairman Chellman clarified that this was in the CIP but that the CIP still needs TPO get approved and go through the budget and be appropriated by City Council. He also mentioned that he would like to see more public outreach from the Planning Board and more feedback from the public on what they do and do not want or like.

[11:14] Ms. Begala mentioned that having input from groups like the citywide neighborhood committees now rather than later could be very helpful in understanding development and potential growth going forward. Both Ms. Begala and Mr. Samonas would be interested in joining a subcommittee to discuss these engagement topics further.

[12:29] Ms. Zendt and City Manager Conard gave a brief update on where the CIP stands with future meetings, specifically a meeting on citizen requests that will go through an advisory committee, to the Planning Board, and then be recommended to City Council. There will be a new subcommittee this year for the City Council that will act as an advisory committee for resident CIP requests.

II. APPROVAL OF MINUTES

A. Approval of the September 15, 2022 meeting minutes.

[14:41] Mr. Hewitt requested that at timestamp [2:21:31] in the previous minutes, Ben Fletcher's comments and presentation information need to be incorporated. He requested an amendment for the minutes and requested that the presentation from the last meeting be posted to the meeting page.

[16:54] *The Board voted to accept the minutes with the following amendment:*

1) Minutes will reflect the request made by J. Hewitt to have Ben Fletcher's presentation posted to the September 15th meeting page.

Motion: J. Hewitt, Second: G. Mahanna.

Motion passed all in favor.

III. DETERMINATIONS OF COMPLETENESS

SUBDIVISION REVIEW

A. The request of Randi and Jeff Collins (Owners and Applicants), for property located at 77 Meredith Way requesting Preliminary and Final Subdivision Approval to subdivide one (1) existing lot into two (2) lots.

B. The request of Richard Fusegni (Owner), for property located at 201 Kearsarge Way requesting Preliminary and Final Subdivision approval to subdivide one (1) existing lot into three (3) lots.

[18:08] Chairman Chellman introduced two items (A & B) for determination of completeness. No discussion was had.

[18:37] *The Board voted to determine that the applications are complete according to the Subdivision Regulations, (contingent on the granting of any required waivers) and to accept the applications for consideration.*

Motion: C. Clark, Second: J. Almeida.

Motion passed all in favor.

IV. PUBLIC HEARINGS -- OLD BUSINESS

The Board's action in these matters has been deemed to be quasi-judicial in nature. If any person believes any member of the Board has a conflict of interest, that issue should be raised at this point or it will be deemed waived.

A. The request of Blus O’Leary Family Living Trust (Owner), for property located at 225 Wibird Street requesting Conditional Use Permit Approval as permitted under Section 10814.40 of the Zoning Ordinance to construct an attached Accessory Dwelling Unit. Said property is located on Assessor Map 133 Lot 54 and located within the General Residence A (GRA) district.

(LU-22-174) REQUEST FOR POSTPONEMENT

[18:50] Chairman Chellman introduced a request for postponement for the application at 225 Wibird Street.

[19:16] *The Board voted to **postpone** consideration to the November Planning Board meeting.*

Motion: B. Moreau, Second: C. Clark.

Motion passed all in favor.

V. PUBLIC HEARINGS – NEW BUSINESS

The Board’s action in these matters has been deemed to be quasi-judicial in nature. If any person believes any member of the Board has a conflict of interest, that issue should be raised at this point or it will be deemed waived.

A. The request of Coventry Realty, LLC (Owner), for property located at 111 State Street requesting a conditional use permit approval in accordance with section 10.1112.14 of the Zoning Ordinance to allow zero (0) parking spaces where 35 are required. Said property is located on Assessor Map 107 Lot 50 and lies within the Character District 4 (CD4) and the Historic District. (LU-22-125)

[20:00] John Chagnon of Ambit Engineering came to speak on behalf of the applicant along with Tracy Kozak. They are requesting a number of parking spaces for this property that is already developed and has no current parking. This building required some renovation which was made clear by the Fire Department which walked through the building and saw multiple code issues that need to be addressed. Life safety, ADA access, and other compliance issues were brought up. Mr. Chagnon mentioned that the ordinance allows for minor building additions to be done to reach compliance. The City requires a parking conditional use permit for this property. There will be a reduction in the restaurant square footage and an increase in residential space which

requires a parking conditional use permit. The required parking from the ordinance goes from 8 spaces to 69 spaces and the existing site has no current parking available. The demand is going from 58 vehicles to 52 vehicles. The peak parking times for restaurants are not considered within this demand calculation. They will be providing ADA access and egress to the second floor.

[29:20] Mr. Hewitt clarified that the lot is currently non-conforming based on the setbacks and that typically in this situation you cannot make a lot more non-conforming.

[29:39] Mr. Chagnon replied that in Article 3 they allow it if the modification is to bring a building into code compliance.

[30:25] Mr. Hewitt mentioned that the property will be increasing the occupied area in square footage.

[31:00] Ms. Kozak said that increase is due to offer access with spaces like corridors, egress, and elevators and the existing attic space would be turned into living space.

[31:35] Mr. Hewitt asked if the occupied area is equivalent to the living area for Portsmouth for tax cards by the Assessor's Office. He wanted to make sure that the increase in occupied space is only due to the egress addition. Mr. Hewitt later apologized for confusing this discussion topic with the billable area for tax purposes.

[33:03] Ms. Kozak responded that the new building would be a little bit larger than the old building as they plan to expand into the existing courtyard with a new egress due to fire code updates requiring a second story staircase. This will not be an increase in the building footprint but instead an increase in occupied space.

[41:04] Ms. Begala asked if the parking calculation included an analysis of the outdoor dining area.

[41:40] Mr. Chagnon responded that the proposed second floor plan shows the proposed restaurant square footage in yellow for 2,827 square feet which is provided by the architect, with no change in the first floor calculations.

42:36] Ms. Begala asked for clarification on the 52 parking spot demands and if they are an additional 52 spots.

[42:46] Mr. Chagnon responded that they will be reducing the parking requirement as the existing property requires 58 vehicle spaces. Although they are reducing the parking demand, the Ordinance states that they still must come before the Board for a Parking Conditional Use Permit.

[43:35] Chairman Chellman asked how they calculated their ITE comparisons for understanding their parking demand and if they used number of units or bedrooms as an independent variable.

[43:50] Mr. Chagnon responded that the parking calculation is based on the Portsmouth Ordinance taking into account unit size and the corresponding requirement for parking. They use the fifth ITE edition land use code 220 for multifamily housing low-rise as their parking demand program which uses dwelling units as an independent variable.

[47:31] Mr. Mahanna expressed concern about not increasing the required provided parking for residents and mentioned that increasing the number of dwelling units but providing no parking for tenants was concerning.

[49:03] Chairman Chellman responded that in order to provide that, the building would have to be removed or parking would have to go underground which would be extraordinarily expensive.

[49:21] Mr. Mahanna brought up how in their discussion and verbiage, the applicants had committed to having the residential use be used by restaurant employees and wanted clarification on whether or not that would be out into a restrictive use in the deed.

[49:43] Mark McNabb answered this question saying that micro-apartments are the hardest to market and the only real use for the additional floors in this building is residential use. They are not required to put in any deed restrictions and they will not be sold that way.

[52:35] Mr. Hewitt brought up how residential and restaurant use parking spots are treated equally but in reality they are vastly different uses. He asked why they should consider a residential parking spot as less intensive than a restaurant use spot.

[53:05] McNabb responded that he could not comment on that other than with what the zoning requires you to provide for different uses according to a table which outlines the allowed number of spaces per use.

[54:20] Mr. Chagnon responded that the Ordinance has a shared use table which outlines how parking spaces have different uses. Residential uses are usually occupied 100% of the time compared to restaurant use which is much less according to him.

[55:20] Mr. Harris said that he did not understand how that can be seen as a reduction in parking spaces when there would be at least five apartments needing spaces for overnight use.

[55:32] Mr. Chagnon responded that the restaurants would not be using those spaces overnight.

[56:40] Chairman Chellman opened the public hearing.

[57:35] Bill Downey of 67 Bow Street spoke to this application. He noted that there has been a long history of residents in this area having no parking. He feels that it would be a great addition to the town to approve this permit and have these extra units available for residents. Mr. Downey felt that the micro-apartments are much needed in Portsmouth and he supported this proposal.

[59:19] Chairman Chellman closed the public hearing.

[59:31] Mr. Almeida discussed how he felt they had a very straightforward application in front of them.

[1:00:27] Mr. Samonas drew a comparison to the condos above the Rosa Restaurant that were constructed without parking and believed this was the least impactful proposal that appeared very straightforward.

[1:03:40] *The Board voted to find that the Conditional Use Permit application meets the criteria set forth in Section 10.1112.1 and to adopt the findings of fact as presented.*

Motion: C. Clark, Second: B Moreau.

Motion passed all in favor.

[1:03:48] *The Board voted to find that the number of off-street parking spaces provided will be adequate and appropriate for the proposed use of the property and to **grant** the conditional use permit as presented.*

Motion: C. Clark, Second: B Moreau.

Motion passed all in favor.

B. The request of Neal L. Ouellett Revocable Trust (Owner), for property located at 124 Kensington Road requesting Wetland Conditional Use Permit approval in accordance with section 10.1017 of the Zoning Ordinance for the demolition of a detached garage and the construction of a new attached garage with 59 square foot increase of impervious area totaling 4,320 square feet of wetland buffer impacts on the property. Said property is shown on Assessor Map 152 Lot 20 and is lies within the Single Residence B (SRB) District. (LU-22-138)

[1:04:54] A representative from Altus Engineering spoke on behalf of the Ouellett family. The house was originally built in 1910 and currently has a detached garage that backs up to a wetland. They are proposing to tear down the detached garage and construct a new attached garage. They will take away impervious cover by adding pervious surfaces and enhancing the buffer of the wetland with no direct wetland impacts.

[1:06:48] Ms. Begala asked for confirmation that there would be no further impacts to the wetland and buffer and no impact during the construction of the garage.

[1:07:04] The applicant responded that there would be no permanent new impacts and there would be temporary construction impacts. When all is finished, the project will take the building four or five feet farther away from the wetland.

[1:08:12] Ms. Begala asked if the buffer plantings will include substantial plantings.

[1:08:18] The applicant responded that there would be an addition of 30 shrubs and 84 herbaceous plants.

[1:09:09] Chairman Chellman opened the public hearing. No one spoke. The public hearing was closed.

[1:09:34] *The Board voted to find that the Conditional Use Permit application meets the criteria set forth in Section 10.1017.50 and to adopt the findings of fact as presented.*

Motion: C. Clark, Second: B Moreau.

Motion passed all in favor.

[1:10:38] *The Board voted to **grant** the Wetland Conditional Use permit with the following **condition:***

Conditions to be satisfied subsequent to final approval but prior to the issuance of a building permit or the commencement of any site work or construction activity:

2.1) Signage will be placed within the buffer or wetland itself stating that it is an environmentally sensitive wetland area. Applicant is to contact Peter Britz in the Planning Department to coordinate placement and obtain signage.

Motion: C. Clark, Second: B Moreau.

Motion Passed all in favor.

C. The request of Peter Ward (Owner), for property located at 15 Central Avenue requesting Conditional Use Permit Approval as permitted under Section 10814.40 of the Zoning Ordinance to construct an attached Accessory Dwelling Unit. Said property is shown on assessor Map 209 Lot 4 and lies within the Single Residence B (SRB) and the Highway Noise Overlay Districts. (LU-22-123)

[1:12:26] Attorney Darcy Peyser with Durbin Law Offices introduced this application with their architect Matthew Beebe. The proposed unit would be a 725 square foot accessory dwelling unit above the existing garage. This unit will not increase the building footprint and the owner is currently seeking permits for a separate addition to this garage. The addition will be keeping the same aesthetic of the current home and garage as well as the character and aesthetics of the neighborhood. Mr. Ward (property owner) previously received a variance for this proposed structure. The current lot is a triangular shape and the proposed ADU will be situated within the middle of the property with no abutters close to the structure. There will be no parking impact to the neighborhood and the parking requirement is already met with the existing driveway size.

There will be no possibility for an interior doorway into the ADU which requires a staircase from the outside into the unit.

[1:17:56] Councilor Moreau confirmed that there is no ability to access the ADU from the inside of the garage.

[1:18:03] Ms. Peyser responded that there is no current access from the outside as it is an existing attic space. A previous doorway was blocked off to construct a deck and the attic is now inaccessible.

[1:18:25] Councilor Moreau expressed concern for fire code and egress windows. She wanted to confirm if there would be two ways in and out of the proposed ADU.

[1:18:37] Ms. Peyser responded that yes, there would be egress windows in addition to the proposed access way.

[1:18:44] Ms. Begala asked if the applicant had considered using a covered staircase.

[1:19:01] Ms. Kaiser mentioned that she did not think a covered staircase would be feasible but she would have to double check.

[1:19:32] Ms. Begala asked for clarification for using the ADU for business-related purposes such as an Airbnb.

[1:20:04] Ms. Kaiser did not know but mentioned that Mr. Ward, the property owner, currently intends to use it for extra space and for guests but in the future may potentially want to use it for rental space.

[1:20:59] Chairman Chellman opened the public hearing. No one spoke. Chairman Chellman closed the public meeting.

[1:21:21] *The Board voted to find that the Conditional Use Permit application meets the criteria set forth in Section 10.814.60 and to adopt the findings of fact as presented.*

Motion: C. Clark, Second: B Moreau.

Motion passed all in favor.

[1:22:25] *The Board voted to **grant** the conditional use permit with a modification to the requirement set forth in section 10.814.41 to not require an interior door between the principal dwelling unit and the accessory dwelling, and to approve the Conditional Use Permit with the following **condition**:*

2.1) In accordance with [Sec. 10.814.70] of the Zoning Ordinance, the owner is required to obtain a certificate of use from the Planning Department verifying compliance with all standards of [Sec. 10.814], including the owner-occupancy requirement, and shall renew the certificate of use annually.

Motion: C. Clark, Second: B Moreau.

Motion passed all in favor.

D. The request of Randi and Jeff Collins (Owners and Applicants), for property located at 77 Meredith Way requesting Preliminary and Final Subdivision Approval to subdivide one (1) existing lot with 22,463 square feet of lot area and 31.7 feet of street frontage into two (2) lots with associated 73.3 foot road extension as follows: Proposed Lot 1 with 11,198 square feet of lot area with 73.79 feet of street frontage, and Proposed Lot 2 with 11,265 square feet of lot area and 31.61 feet of street frontage. Said property is located on Assessor Map 162 Lots 16 and lies within the General Residence A (GRA) District. (LU-22-61)

[1:23:47] Chris Mulligan from Bosen & Associates presented this project along with the property owners and Jack McTigue from TF Moran. Mr. Mulligan mentioned that the applicants have previously received variances for this proposal, and they have agreed to extend the roadway during multiple Technical Advisory Group meetings. The proposal seeks to demolish the existing house, extend Meredith Way, create two new driveways to service the two new proposed lots, install a rain garden on each new lot for stormwater management, grant the City a turnaround easement for City vehicles and request an easement from the City to put in sewer laterals to tie into the City sewer main.

[1:28:35] Vice Chair Clark asked where the large existing impervious surface calculation on the lot comes from since the existing property is a single dwelling unit and a gravel driveway.

[1:29:15] Mr. McTigue responded that those represent the existing conditions for the driveway and building.

[1:30:02] Chairman Chellman opened the public hearing. No one spoke. He closed the public hearing.

[1:30:19] *The Board voted to find that the Subdivision application meets the standards and requirements set forth in the Subdivision Rules and Regulations to adopt the findings of fact as presented.*

Motion: C. Clark, Second: B Moreau.

Motion Passed all in favor.

[1:31:16] *The Board voted to **grant** preliminary and final subdivision approval with the following **conditions**:*

Conditions to be satisfied subsequent to final approval of subdivision plan but prior to the issuance of a building permit or the commencement of any site work or construction activity:

2.1) *A note will be added to the plan that says a stone drip edge will be provided around both homes that is at least 6" wider than any roof line constructed. The drip edge is to be constructed with an underdrain (french drain) that carries roof runoff to the rain gardens to be infiltrated. The Engineer of record is to inspect these conveyance systems and the construction of the raingardens themselves during their construction to confirm that the soils under the rain gardens are suitable for infiltration and that all construction above that point meets the intent of the design. Engineer to provide the City with pictures and stamped final report guaranteeing that all is built properly and will function in accordance with the design.*

2.2) *Lot numbers as determined by the Assessor shall be added to the final plat prior to recordation.*

2.3) *Property monuments shall be set as required by the Department of Public Works prior to the filing of the plat.*

2.4) *GIS data shall be provided to the Department of Public Works in the form as required by the City.*

2.5) *Any easement plans and deeds for which the City is a grantor or grantee shall be reviewed and approved by the Planning and Legal Departments and accepted by City Council prior to recordation.*

2.6) *The final plat and all easement plans and deeds shall be recorded concurrently at the Registry of Deeds by the City or as deemed appropriate by the Planning Department.*

2.7) *Final house plans shall conform the requirements of the zoning ordinance.*

2.8) *Any site development (new or redevelopment) resulting in 15,000 square feet or greater ground disturbance will require the submittal of a Land Use Development Tracking Form through the Pollutant Tracking and Accounting Program (PTAP) online portal. For more information visit*

<https://www.cityofportsmouth.com/publicworks/stormwater/ptap>

Motion: C. Clark, Second: B Moreau.

Motion passed all in favor.

[1:31:26] The motion was seconded by Vice Chair Clark. The motion passed unanimously.

[1:31:36] Ms. Begala asked for clarification on stipulation 2.7, that the final house plans shall conform the requirements of the zoning ordinance. She brought up how the two lots have different frontages and are non-conforming and thought that the wording of that stipulation should be adjusted.

[1:32:02] Ms. Zendt responded that the proposed stipulation came from the Board of Adjustment but was shortened but it could be stated verbatim from the original as well.

E. The request of Richard Fusegni (Owner), for property located at 201 Kearsarge Way requesting Preliminary and Final Subdivision approval to subdivide a lot with an area of 52,253 s.f. and 205' of continuous street frontage into three (3) lots as follows: proposed Lot 1 with an area of 17,125 s.f. and 100' of continuous street frontage; proposed Lot 2 with an area of 17,406 s.f. and 100.2' of continuous street frontage; and Proposed Lot 3 with an area of 17,723 s.f. and 82.84' of continuous street frontage. Said property is shown on Assessor Map 218 Lot 5 and lies within the Single Residence B (SRB) District. (LU-22-150)

[1:35:18] Chris Mulligan of Bosen & Associates spoke to this application along with the property owner and John Chagnon of Ambit Engineering who is the project engineer. A very similar proposal came before the Board a few years back with a request for drainage

infrastructure improvements which would require the removal of trees. The property owner did not want to cut down said trees and then hired Mr. Chagnon to slightly modify the plans to avoid the removal of trees. There will be a turnaround easement in favor of the City for access. There also will be a conservation covenant which will be with each of the subdivided property owners that goes hand in hand with protecting the forestry towards the rear of his current property.

[1:38:51] Mr. Chagnon spoke to this application in terms of the proposed structures which will be three single-family homes, with one on each lot. The design is aimed at reducing impacts to trees on the current lot and having driveway improvements for the current neighbor.

[1:40:10] Vice Chair Clark asked for clarification on who will hold the conservation easement.

[1:40:23] Mr. Mulligan responded that all three of the lot owners will hold the covenant and will be able to enforce it, as well as the City in order to limit the use of that area.

[1:41:09] Vice Chair Clark asked if the applicant would be willing to add some sort of signage to educate people on where the easement starts.

[1:41:36] Mr. Mulligan responded that they had previously added that onto the plan and they could add that back into the plans.

[1:42:15] Mr. Chagnon added that there will be a retaining wall that will serve as a pretty good demarcation of where the easement line would be.

[1:43:01] Chairman Chellman opened the public hearing. No one spoke. He closed the public hearing.

[1:43:18] *The Board voted to find that the Subdivision application meets the standards and requirements set forth in the Subdivision Rules and Regulations to adopt the findings of fact as presented.*

Motion: B Moreau, Second: C. Clark.

Motion passed all in favor.

[1:43:37] Councilor Moreau mentioned that the application is straightforward and she appreciates how the applicant made a change to put in an official conservation covenant.

[1:43:55] Ms. Zendt announced that there were some additional revisions to the Planning Board stipulations that were provided after the publishing date.

[1:44:44] *The Board voted to **grant** preliminary and final subdivision approval with the following **conditions**:*

2.1) Property monuments shall be set as required by the Department of Public Works prior to the filing of the plat; the corners will need to be in place and evident prior to the issuance of a CO.

2.2) GIS data shall be provided to the Department of Public Works in the form as required by the City.

2.3) The final plat, easements and restrictive covenants shall be recorded concurrently at the Registry of Deeds by the City or as deemed appropriate by the Planning Department.

2.4) Any site development (new or redevelopment) resulting in 15,000 square feet or greater ground disturbance will require the submittal of a Land Use Development Tracking Form through the Pollutant Tracking and Accounting Program (PTAP) online portal. For more information visit <https://www.cityofportsmouth.com/publicworks/stormwater/ptap>

2.5) Conditions as listed in the February 27, 2020 letter of decision.

*2.5.1) The drainage for lots 2 and 3 shall be incorporated into the back yard areas where they can be maintained without impacting the portion of the property designated to be a conservation area along with the following **conditions**:*

2.5.1-a) Maintenance responsibilities for the storm-tech systems by the homeowners shall be addressed through a maintenance document that outlines the requirements to keep the system functional at all times. That document shall be recorded as part of the conservation easement deed;

2.5.1-b) Plans shall be updated to note stabilized construction entrances shall be installed for all 3 lots; and

2.5.1-c) System installation shall be witnessed by the City DPW during installation. The City will review the subsoils under the system to guarantee any ledge is removed to a point 24" under the system and will

review all the functional parts of the system as a whole to verify the systems will work as designed.

2.5.2) All materials used in the reconstruction of the road shall meet city standards.

2.5.3) The plans shall note that during construction, access will be provided to all existing properties located on Birch Street.

Motion: B Moreau, Second: G. Mahanna.

Motion passed all in favor.

[1:47:10] The motion was seconded by Mr. Mahanna. The motion passed unanimously.

VI. CITY COUNCIL REFERRALS – PUBLIC HEARING

A. The request of Dale Whitaker (Owner) for the restoration of involuntary merged lots at 880 Woodbury Avenue to their pre-merger status pursuant to NH RSA 674:39aa. Said property is shown on Assessor Map 236 Lot 52 and lies within the Single Residence B District. (RIML 22-1)

[1:48:28] Ms. Zendt spoke to the application saying that the applicant had provided preliminary documents that the Assessor had reviewed and typically the Assessor will provide a review and recommendation which was included in the packet.

[1:49:38] The City Assessor appeared via zoom to state the findings of her research and memo, stating that it meets the requirements for the restoration of involuntary merged lots.

[1:50:32] Mr. Mahanna was confused about the December 31st deadline.

[1:50:52] The City Assessor responded that they have removed the deadline and it no longer applies.

[1:51:18] *The Board voted to recommend the City Council restore the property located at 880 Woodbury Avenue to its pre-merger status and direct the City GIS and Assessing staff to update zoning and tax maps accordingly.*

Motion: B Moreau, Second: G. Mahanna.

Motion passed all in favor.

VII. OTHER BUSINESS

A. Chairman's Updates and Discussion Items

[1:51:50] Chairman Chellman reinforced his wishes that the Board continue to work with City Staff on these applications and Board matters.

VIII. ADJOURNMENT

Chairman Chellman adjourned the meeting at 8:52 pm.

Respectfully Submitted,

Kate Homet, Acting Secretary for the Planning Board

**PLANNING BOARD WORK SESSIONS
PORTSMOUTH, NEW HAMPSHIRE**

**EILEEN DONDERO FOLEY COUNCIL CHAMBERS
CITY HALL, MUNICIPAL COMPLEX, 1 JUNKINS AVENUE**

6:30 PM

August 8th, 2022

MINUTES

MEMBERS PRESENT: Rick Chellman, Chairman; Karen Conard, City Manager; Joseph Almeida, Facilities Manager; Assistant City Engineer; Beth Moreau, City Councilor; Greg Mahanna; Peter Harris; James Hewitt; Andrew Samonas, Alternate

ALSO PRESENT: Susan Morrell, City Attorney; Beverly M. Zendt, Planning Director; Stefanie Casella, Planner 1

MEMBERS ABSENT: Jayne Begala, Corey Clark, Vice Chair; Franco DiRienzo, Alternate

Items in brackets denote timestamp of recording []

WORK SESSION MEETING 6:30pm

Meeting started at 6:30pm.

[6:12] Chairman Chellman opened the meeting at 6:30 pm. He discussed how this was a non-voting session but that the following items would be up for a vote on August 18th at the next Planning Board regular meeting. Public input will follow the work session.

[7:12] Mr. Cracknell opened up his PowerPoint presentation to the Board and emphasized that the zoning amendments on the agenda were still evolving and accepting feedback.

1. **Review and discuss the following amendments to the zoning ordinance**
 - a. Building Height Map

[8:01] Mr. Cracknell conveyed that the purpose of reviewing the building height standards was to remove loopholes or ambiguity in the code that had resulted in the last few years. This also aimed to provide consistency across all of the character districts and remove incorrect references from 2013. This amendment will make changes to the map itself.

[10:10] This amendment will include adding in building height standards to new streets such as Foundry Place, including both sides of the street like Ceres Street. The second impact will be for

building heights for civic and municipal properties. New buildings, alterations or extensions would be integrated into their character-based zoning area restrictions. Lastly, the majority of the changes to the building height map will include additions but there will also be one modification to an existing standard on a lot on the corner of Hanover and High Street. The goal of this amendment is not to change policy but rather to clean up the existing building height standard map.

[16:08] Mr. Hewitt asked how the new zoning would affect DSA Lot 2. To which Mr. Cracknell replied that he did not believe it would impact it. The status of Lot 2 is that it is permitted to be community space. During construction of the hotel, it will act as a staging area and will then be improved and conveyed to the City. Mr. Cracknell also gave an update of all the current lots along Foundry Place and the future site plans that are underway.

[24:07] Ms. Zendt clarified that staff had been coordinating with the Legal Department about questions raised for proper publishing and notice. She wanted to draw particular attention to RSA 675:7, which provides that if they are not changing a boundary, minimum lot size, or the proposed uses and if the district is less than 100 property owners, then that would not require the same abutter notification.

b. Building Height Standards

[25:07] Mr. Cracknell introduced the second amendment item of the workshop, how corner, through and waterfront lots are dealt with in terms of building height. Recent issues have evolved where there had been confusion on how to interpret building heights that could have multiple height standards on one lot (like a through lot). The language of this section could be tightened up to avoid any ambiguity. In the Historic District specifically, the Historic District Commission (HDC) has jurisdiction over height, mass, scale and volume of a building. The commission would not be obligated to approve a building at the maximum allowed height if they feel it does not meet their criteria.

[29:20] Mr. Hewitt clarified that only the HDC can dictate how tall a building could be between two and four stories in the Historic District. Mr. Cracknell replied that within the Historic District, the HDC is the only governing board that has any jurisdiction over building height. A property owner within the Historic District on the line between two different building height districts has the right to come in and ask for the taller building height, but only the HDC could require a height reduction. In Portsmouth, there is a height maximum for buildings. Depending on the height maximum, there is a range of stories that could get a property owner to their desired height.

c. Civic Districts

[36:30] Mr. Cracknell introduced part three of the presentation, a proposal to put some guardrails/standards for building heights, setbacks and footprints on Civic properties. There are nine Civic properties in Portsmouth, including the Warner House, John Paul Jones House, and the Langdon House among others. These Civic properties currently have no building height

standards. This is proposing that these types of properties abide by standards and dimensional controls when they need go forward with renovations, additions or new constructions.

[39:19] Mr. Harris asked what the consequences would be of putting these standards onto Civic properties if the property were to change to a private or non-Civic use. Mr. Cracknell clarified that these buildings would then be disqualified from being Civic if that were to occur and the property would have to go to the City Council for a zoning amendment to become a new district type that is not Civic.

d. Definitions

[42:37] Mr. Cracknell introduced the final amendment topic, definitions that will either be added as new or modified from the existing code. This includes definitions for public places, average and existing finished grade, and urban districts. The definitions proposed to be modified include the front lot line, building height, penthouse, mansard roofs and short story.

Public Place = A street way, park, pedestrian alleyway or community space that provides public access.

Urban Districts = For the purposes of grade definitions and building height determinations, the urban districts are defined as the Character and Civic Districts.

Average Existing Grade = For all buildings located outside the urban districts, the average existing grade shall be the average ground levels adjoining the building at all exterior walls measured every five feet around the perimeter of the building. For all buildings located inside the urban districts, the average existing grade shall be the average existing ground level measured every five feet along the street-facing facade of all lot lines adjoining a public place.

Average Finished Grade = For all buildings located outside the urban districts, the average finished grade shall be the average ground levels adjoining the building at all exterior walls measured every five feet around the perimeter of the building. For all buildings located inside the urban districts, the average finished grade shall be the average finished ground level measured every five feet along street-facing façade of all lot lines adjoining a public place.

Building Height = The greatest vertical measurement between the lower and upper reference points as defined below. The measurement shall be the building height for the purpose of this Ordinance.

- (A) For buildings located outside the urban districts the lower reference point shall be the average existing grade or average finished grade, whichever is lower, measured along the perimeter of the entire building. For buildings located inside the urban districts the lower reference point shall be established from the average existing grade or average finished grade, whichever is lower, along street-facing façade of all lot lines adjoining a public place. In the case of a corner lot, through lot or waterfront lot the provisions of Section 5A.21.21 shall apply. The vertical distance between the lower and upper reference points shall not exceed the maximum number of stories or building height.

(B) The upper reference point shall be any of the following:

- a. For a flat-topped mansard roof, the highest point of the roof surface;
- b. For a gable, gambrel, hip, hip-topped mansard roof, or penthouse, the elevation midway between the level of the eaves or, floor in the case of a penthouse, and highest point of the roof. For this purpose, the “level of the eaves” shall mean the highest level where the plane of the roof intersects the plane of the outside wall on a side containing the eaves, but at no time shall this level be lower than the floor level of the uppermost story or attic.

Penthouse = A habitable space within the uppermost portion of a building above the cornice which is setback at least 20 feet from all edges of the roof adjoining a public place and at least 15 feet from all other edges. The total floor area of the penthouse shall not exceed 50% of the area of the story below and the height of the penthouse shall not exceed 10 feet above the story below for flat roof surface or 14 feet for a gable, hip, or hip-topped mansard roof surface. Except for elevator or stairwell access Allowed under Section 10.517, no other roof appurtenances Shall exceed the maximum allowed height of a penthouse. For internal courtyards at least 40 feet from a street or vehicular right of way or easement, the penthouse shall be setback at least 8 feet from the edge of the roof of the story below.

Mansard Roof = A building with either a flat or hip-topped mansard roof as follows:

- A) Flat-topped mansard – four sided flat-top mansard roof characterized by one slope on each side of its sides where the sloped roof may be punctured by dormer windows in the higher roof surface is a flat roof.
- B) Hip-topped mansard – A roof characterized by two slopes on each side with the lower slope punctured by dormer windows. The upper slope of the roof may not be visible from street level when viewed from close to the building and the highest roof structure shall not be a flat roof as defined herein.

[1:02:03] Another modification of the definition of Building Height includes that a parapet wall, fence, railing, decorative structure, or similar structure that extends more than four feet above the roof surface shall be included in the determination of building height but shall not be included if it does not extend more than four feet above the roof.

[1:05:44] A modification to the definition of a Short Story includes that either (1) a top story that is below the cornice line of a sloped roof and is at least 20% shorter in height than the story below; or (2) a story within a flat-topped mansard roof with a pitch no greater than 30:12.

[1:07:27] Councilor Moreau asked if it was possible that Hill Street would drop down to green coloring to be in tune with all the buildings surrounding that area. Mr. Cracknell replied that that could trigger a notice requirement, they are also not there to diminish people’s property rights or add to them. There are no proposed changes to Hill Street but there is reason to take another look at that street and surrounding neighborhood to reevaluate height in some areas.

[1:11:37] Mr. Hewitt noted that 1 Congress Street was approved by the HDC recently using the current zoning. He wondered whether that would make the proposed change null and void. Mr. Cracknell responded that there would be no guarantee that that would be built and overall no, it would not make it automatically null or voided.

[1:19:25] Mr. Hewitt asked Mr. Cracknell if he could provide a list of all the individual properties for the nine civic and twelve municipal lots to the Planning Board. Mr. Hewitt also asked if the slides and presentation from the work session could be posted publicly online. Mr. Cracknell agreed that he would make that information available.

[1:21:57] Chairman Chellman opened up the work session to public comment and mentioned that every speaker had a limit of two minutes for speaking.

[1:23:00] Duncan McCallum of 536 State Street spoke for his support of the amendment to the existing versus finished grade. He does not believe there should be any raising of building heights in the downtown area, instead suggesting that they should be lowered. Lastly, he expressed concern with how this process may in fact open a large loophole by expressing height limits on Civic projects. He believed that the unintended consequence of that could include developers to use 'spot zoning' and compare their projects to the Civic building heights.

[1:25:20] Roy Helsel of 777 Middle Road Unit 22 had questions about who the changes were benefitting, the City and citizens, or developers. Also, he inquired whether or not the changes would infringe on the Historic District and on any wetland setbacks. He also wondered who defined a wetland and questioned how development in wetlands and setbacks had occurred in previous decades.

[1:26:35] Paige Trace of 27 Hancock Street spoke on behalf of the National Society of the Colonial Dames of America in the State of NH about the property at 154 Market Street which the Dames own. This property is a national historic landmark and they are asking the Planning Board to amend these changes to not include their property. They feel the Planning Board is trying to fix something that is not broken around the zoning within their property.

[1:28:46] Pat Bagley of 213 Pleasant Street expressed concern for why the Parrot Avenue lot and the North Cemetery were included in these talks and asked for clarification on this.

[1:29:42] Petra Huda of 280 South Street asked for clarification on the changes that have occurred on the online content versus the content presented at the work session. She also asked why, after four hundred years of having no restrictions on public or Civic places, it was occurring now. She also asked why the latest version of amendments see changes just above the McIntyre and why there were new green lines around the Worth and Bridge Street lots.

[1:32:22] Elizabeth Bratter of 159 McDonough Street suggested that on the corner of Bow Street and St. Johns Church there should be yellow coloring because the parking lot was already yellow. The cemetery was yellow already and the church building itself, if left yellow, would encourage people to keep the church as is because it could have higher heights. She also suggested that the civic properties pointed out within her letter could be designated as CD4,

while some should be CD4-L1. The temple could be up for debate on whether or not it could be CD4 or CD4-L1. She would prefer that Foundry Place not be moved forward on the side of the Parking Garage by Hill Street so that it will not be labeled brown. She would like that to be added as a stipulation for Foundry Place items.

[1:35:28] Mr. Cracknell addressed some of the public comments and questions. The first speaker had an issue with raising building heights downtown but there would only be a five foot increase on one property. He did not understand the spot zoning loophole but could look into it further. He stated that there was no major urgency for creating guardrails for Civic properties and if people had no interest in respect to guardrails for these properties, they could leave it the way it was. There are currently no height or dimensional controls today for these property types. They are not planning to change the zoning map for Civic properties, just referencing the dimensional controls for a CD4 zone. The second speaker's question on who will be benefitting is believed to be the City of Portsmouth and the people of Portsmouth. He believed there would be a substantial decrease in development rights by changing the definition of building heights in order to not be able to game the system by filling or cutting. He did not believe that any part of the Moffat Ladd House was within the CD4 district. The Parrott Ave lot, Bridge Street Lot, and other municipal properties have very limited building abilities. He mentioned that he is not aware of any changes occurring to the McIntyre lot. The PowerPoint presented at the work session should not reflect any changes in what was posted the previous week online to the public.

2. Adjournment

The meeting adjourned at 8:10 pm.

Respectfully Submitted,

Kate Homet, Acting Secretary for the Planning Board

Findings of Fact | Accessory Dwelling Unit

City of Portsmouth Planning Board

Date: November 17, 2022

Property Address: 225 Wibird Street

Application #: **LU-22-174**

Decision: Grant Deny Grant with Stipulations

Findings of Fact: Zoning Ordinance -10.814.60: Before granting a conditional use permit for an attached or detached ADU, the Planning Board shall make the following findings:

10.814.60	Finding Circle One	Supporting Information
10.814.61 Exterior design of the ADU is consistent with the existing principal dwelling on the lot.	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	<p>The applicant has provided the following details regarding the architecture of the AADU:</p> <ul style="list-style-type: none"> • Clapboard siding to be 4" to match existing. • New window style to match or coordinate with existing historic double hung windows. • New trim and overhangs to match original trim detailing under the existing vinyl and aluminum sheathing • New roofing material to be architectural grade asphalt roofing shingles to match existing. • Applicant proposes a gabled roof for the AADU and the shared connector space consistent with the principal structure. • Roof pitch for AADU is similar to principal structure <ul style="list-style-type: none"> ✓ Principal Structure-11:12 ✓ AADU 9:12
10.814.62 The site plan provides adequate and appropriate open space, landscaping and off-street parking for both the ADU and the primary dwelling.	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	<ul style="list-style-type: none"> • The applicant has designated a parking space for the AADU. • The 12,824 lot currently provides 76% open space which will be reduced to 68.6% open space with the addition. • The General Residence A (GRA) district requires 30% open space. • The building expansion proposed by the applicant would bring the parcel's building coverage to 17.08%, closer to but not exceeding the average coverage of surrounding properties (based on review of 16 surrounding properties).
10.814.63 The ADU will maintain a compatible relationship to adjacent properties in terms of location, design, and off-street parking layout, and	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	<ul style="list-style-type: none"> • The AADU is located to the rear of the principal structure on Wibird. The AADU presents as single family dwelling from the primary entrance on Wibird Street. The existing structure is on a corner lot fronting Wibird and Hawthorn. The view of the AADU from Hawthorn is more discernable as a

will not significantly reduce the privacy of adjacent properties.		<p>separate unit but not inconsistent with the extended single family residential forms seen in the neighborhood.</p> <ul style="list-style-type: none"> • To the south and west, subject property is separated by a local street. • To the east, the existing structure is 106 feet from the property line with some vegetative buffering. • Proposed construction will be primarily on the south side of the existing structure separated by two driveways to north. • A 118 SF parking space will be provided to accommodate 1 parking space for the ADU.
10.814.64 The ADU will not result in excessive noise, traffic or parking congestion.	<p>Yes</p> <p>No</p>	The applicant is proposing one new accessory dwelling unit.
Other Board Findings	<p>Yes</p> <p>No</p>	
Other Board Support	<p>Yes</p> <p>No</p>	
Conditions of Approval (See Separate Conditions Sheet)	<p>Yes</p> <p>No</p>	

August 31, 2022

Re: Authorization of Representative for Conditional Use Permit Application

To Whom It May Concern:

Please know that Arilda Densch, of Arilda Design, 9 Adams Lane, #2, Kittery, ME 03904, is hereby authorized to act as the property owner's representative and primary contact for planning applications and permitting regarding a proposed attached ADU at 225 Wibird St, Portsmouth.

Thank you,

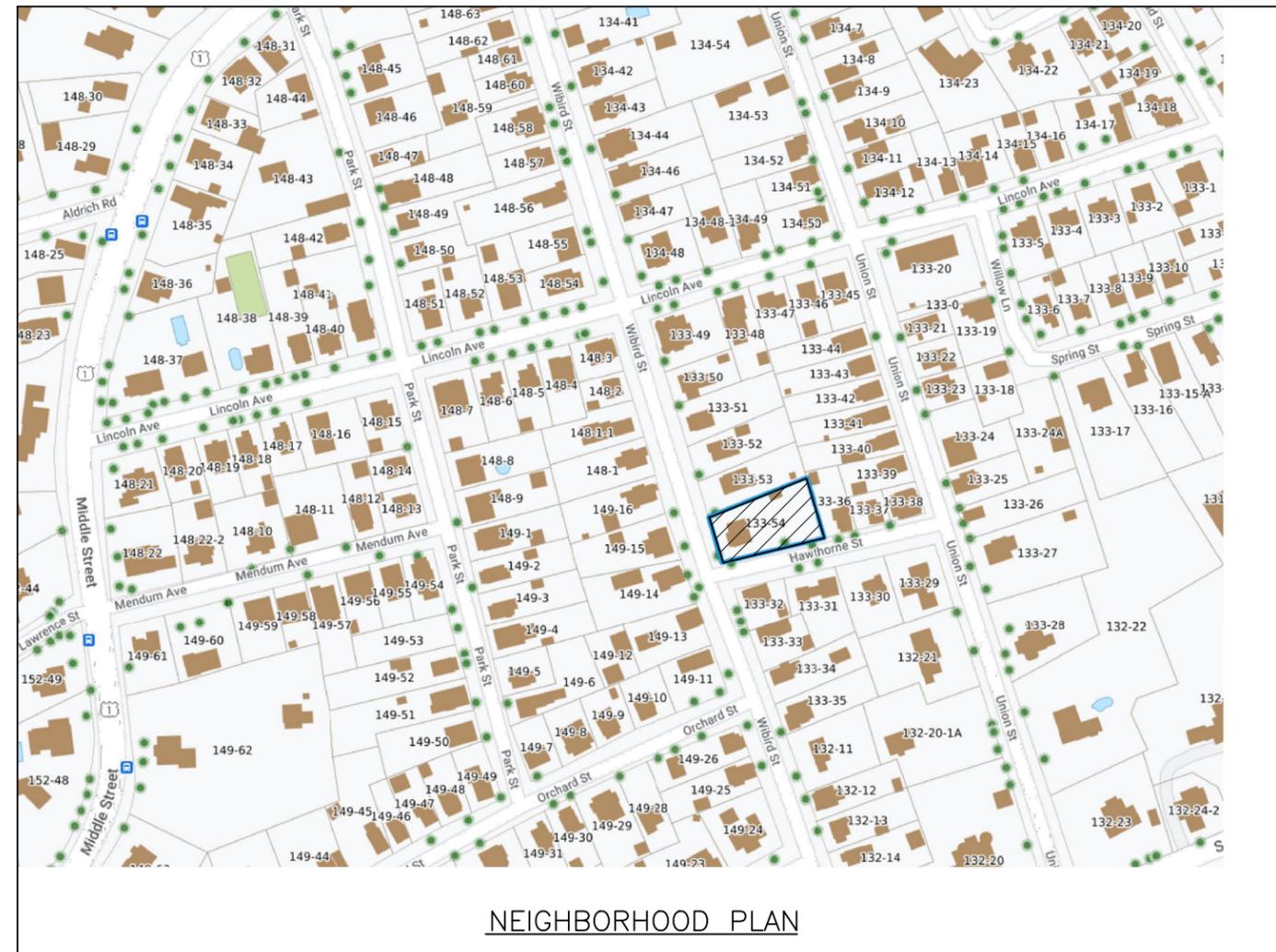
Mark O'Leary

Mark O'Leary

225 Wibird St
Portsmouth, NH 03801
510.508.5996
mark.oleary@gmail.com

DRAWING LIST:

ADDENDUM 10-20-2022	1.0	NEIGHBORHOOD PLAN / ZONING INFORMATION
	1.1	EXISTING SITE PLAN
ADDENDUM 10-20-2022	1.2	PROPOSED SITE PLAN
	2.1	PHOTOS – EXISTING HOUSE & SHED
	2.2	PHOTOS – ADJACENT PROPERTIES
ADDENDUM 10-20-2022	3.1	PROPOSED PLAN FOR CONNECTOR & ADU
ADDENDUM 10-20-2022	4.0	SECTION AT SHARED CONNECTOR
ADDENDUM 10-20-2022	4.1	HAWTHORN STREET ELEVATION
ADDENDUM 10-20-2022	4.2	REAR ELEVATION
ADDENDUM 10-20-2022	4.3	DRIVEWAY SIDE ELEVATION
AS REQUESTED BY BOARD	4.4	RENDERING 1
AS REQUESTED BY BOARD	4.5	RENDERING 2
AS REQUESTED BY BOARD	4.6	RENDERING 3
ADDENDUM 10-20-2022	5.1	PROPOSED MASSING COMPARISON
	6.1	ADU COMPLIANCE & CUP CRITERIA



DENSITY RANKING

Density rank of houses surrounding 225 Wibird

A comparison of density for houses in the neighborhood shows that 225 Wibird is currently one of the least dense houses in the area, ranking 16th out of 18 surrounding homes.

With the proposed ADU and connector, the house would rank 11th out of 18 homes.

	lot	liv area	density	rank	
536	Union	0.06	2872	47,867	1
243	Wibird	0.11	2118	19,255	2
255	Wibird	0.12	2194	18,283	3
15	Hawthorne	0.06	1042	17,367	4
256	Wibird	0.15	2142	14,280	5
25	Hawthorne	0.11	1372	12,473	6
20	Hawthorne	0.19	2340	12,316	7
222	Wibird	0.22	2634	11,973	8
558	Union	0.19	2272	11,958	9
34	Hawthorne	0.19	2205	11,605	10
225	Wibird	0.3	3396	11,140	11 with ADU + connector
244	Wibird	0.19	2081	10,953	12
194	Wibird	0.21	2234	10,638	13
204	Wibird	0.21	2174	10,352	14
205	Wibird	0.2	2028	10,140	15
225	Wibird	0.3	2502	8,340	16
199	Wibird	0.2	1172	5,860	17
232	Wibird	0.27	1504	5,570	18 Project underway

density = liv area / lot size

Lot size and living area data taken from online Portsmouth tax map database.

ZONING INFORMATION – REVISED FOR SMALLER ADDITION FOR OCT 20, 2022 MEETING

ZONING DATA PER CITY OF PORTSMOUTH ZONING ORDINANCE (LAST AMENDED JANUARY 11, 2021):

BASE ZONE: GENERAL RESIDENCE A (GRA)

REQUIREMENTS:	REQUIRED	EXISTING	PROPOSED
MINIMUM LOT AREA	7500 SF	12824 SF	12824 SF
MIN. LOT AREA PER DWELLING UNIT	7500 SF	7500 SF	6412 SF
MINIMUM STREET FRONTAGE	100 FEET	71 FEET	71 FEET
MINIMUM LOT DEPTH	70 FEET	157.64 FT.	157.64 FT.
MINIMUM FRONT SETBACK	15 FEET	13.7 FEET	13.7 FEET
SECONDARY FRONT	15 FEET	8.6 FEET	8.6 FEET
MINIMUM SIDE SETBACK	10 FEET	3.2 FEET	3.2 FEET
MINIMUM REAR SETBACK	20 FEET	44.9 FEET	44.9 FEET
MAXIMUM BUILDING HEIGHT	35 FEET	31.6 FEET	31.6 FEET
MAXIMUM BUILDING COVERAGE	25%	11.6%	17.4%
MINIMUM OPEN SPACE	30%	76.1%	68.6%

ATTACHED ACCESSORY DWELLING UNITS ALLOWED IN GRA WITH CONDITIONAL USE APPROVAL

BUILDING COVERAGE AND OPEN SPACE CALCULATIONS

ALL EXISTING DATA & CALCULATIONS FROM NORTH EASTERLY SURVEYING, INC. PLAN DATED 3-21-2022:

	EXISTING	PROPOSED
LOT AREA	12824 SF	12824 SF
SHED	±227 SF	±227 SF
HOUSE	±1003 SF	±1003 SF
PORCH	±142 SF	±142 SF
UPPER DECK	±104 SF	0 SF
CONNECTOR		173 SF
OVERHANG AT BSMT DOOR	±10 SF	20 SF
ADU		667 SF
TOTAL BUILDING COVERAGE	±1486 SF (11.6%)	±2232 SF (17.4%)
PAVEMENT / CONCRETE	±1253 SF	±1352 SF
LOWER DECK	±129 SF	0 SF
PATIO		294 SF
BRICK WALKWAYS	±57 SF	±57 SF
WOOD STEPS / LANDING	±112 SF	±25 SF
RETAINING WALLS	±27 SF	±72 SF
TOTAL OTHER IMPERVIOUS	±1578	±1800 SF
TOTAL LOT COVERAGE	±3064 SF	±4032 SF
OPEN SPACE	76.1%	68.6%

ADDENDUM FOR OCT 20, 2022 MEETING

CUP APPLICATION FOR
ACCESSORY DWELLING UNIT - MAP 133, LOT 54
NEIGHBORHOOD PLAN / ZONING INFORMATION

Date: Oct 20, 2022

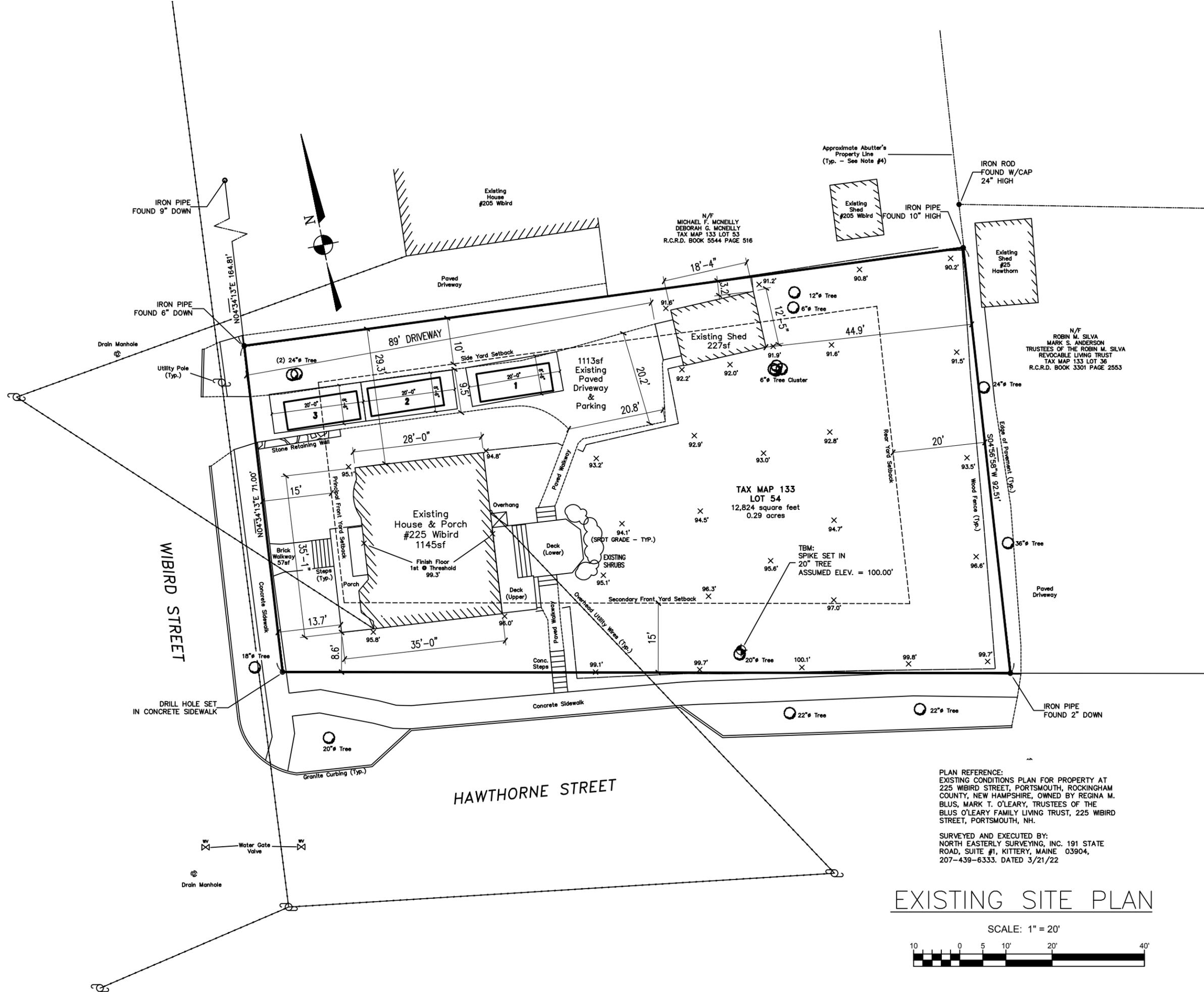
NO SCALE

1.0

ARILDA DESIGN
densch@comcast.net / www.arilda.com
9 ADAMS LANE, UNIT 2
KITTERY, MAINE 03904
207-604-6848

Revisions:

ACCESSORY DWELLING UNIT FOR:
BLUS - O'LEARY
225 WIBIRD STREET
PORTSMOUTH, NH 03801



N/F
MICHAEL F. MCNEILLY
DEBORAH G. MCNEILLY
TAX MAP 133 LOT 53
R.C.R.D. BOOK 5544 PAGE 516

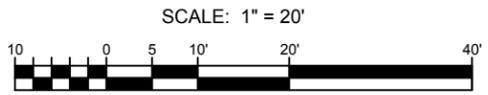
N/F
ROBIN M. SILVA
MARK S. ANDERSON
TRUSTEES OF THE ROBIN M. SILVA
REVOCABLE LIVING TRUST
TAX MAP 133 LOT 36
R.C.R.D. BOOK 3301 PAGE 2553

TAX MAP 133
LOT 54
12,824 square feet
0.29 acres

PLAN REFERENCE:
EXISTING CONDITIONS PLAN FOR PROPERTY AT
225 WIBIRD STREET, PORTSMOUTH, ROCKINGHAM
COUNTY, NEW HAMPSHIRE, OWNED BY REGINA M.
BLUS, MARK T. O'LEARY, TRUSTEES OF THE
BLUS O'LEARY FAMILY LIVING TRUST, 225 WIBIRD
STREET, PORTSMOUTH, NH.

SURVEYED AND EXECUTED BY:
NORTH EASTERLY SURVEYING, INC. 191 STATE
ROAD, SUITE #1, KITTERY, MAINE 03904,
207-439-6333. DATED 3/21/22

EXISTING SITE PLAN



ADU for BLUS - O'LEARY
225 WIBIRD STREET
PORTSMOUTH, NEW HAMPSHIRE

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207-604-6848

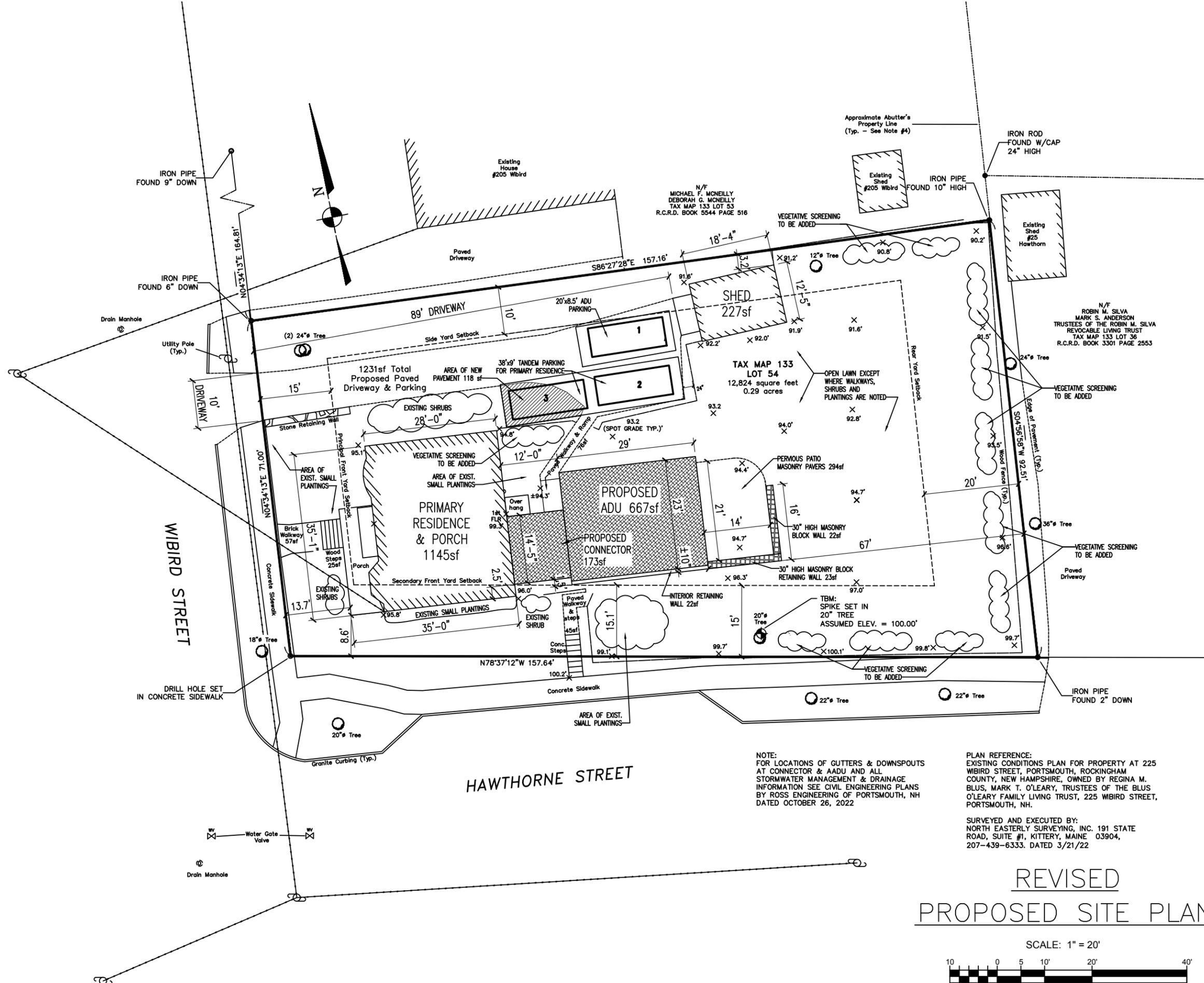
Revisions:

CUP / ADU PERMIT APPLICATION
EXISTING SITE PLAN

Date: Oct 20, 2022

scale: 1" = 20'

1.1

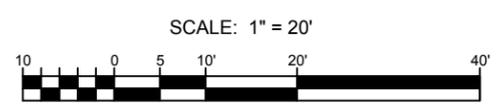


NOTE:
 FOR LOCATIONS OF GUTTERS & DOWNSPOUTS
 AT CONNECTOR & ADU AND ALL
 STORMWATER MANAGEMENT & DRAINAGE
 INFORMATION SEE CIVIL ENGINEERING PLANS
 BY ROSS ENGINEERING OF PORTSMOUTH, NH
 DATED OCTOBER 26, 2022

PLAN REFERENCE:
 EXISTING CONDITIONS PLAN FOR PROPERTY AT 225
 WIBIRD STREET, PORTSMOUTH, ROCKINGHAM
 COUNTY, NEW HAMPSHIRE, OWNED BY REGINA M.
 BLUS, MARK T. O'LEARY, TRUSTEES OF THE BLUS
 O'LEARY FAMILY LIVING TRUST, 225 WIBIRD STREET,
 PORTSMOUTH, NH.

SURVEYED AND EXECUTED BY:
 NORTH EASTERLY SURVEYING, INC. 191 STATE
 ROAD, SUITE #1, KITTEERY, MAINE 03904,
 207-439-6333. DATED 3/21/22

REVISED PROPOSED SITE PLAN



ADU for BLUS - O'LEARY
 225 WIBIRD STREET
 PORTSMOUTH, NEW HAMPSHIRE

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 207-604-6848

Revisions:

ADDENDUM for the OCT 20, 2022 Meeting

CUP / ADU PERMIT APPLICATION
 REVISED PROPOSED SITE PLAN

Date: Oct 20, 2022

scale: 1" = 20'

1.2



EXISTING HOUSE FRONT



EXISTING HOUSE RIGHT SIDE (LEFT SIDE SIMILAR)

NOTE: ALL EXISTING SHUTTERS
TO BE REMOVED



EXISTING HOUSE REAR



EXISTING SHED FRONT & LEFT



EXISTING SHED RIGHT SIDE & REAR

ADU for BLUS - O'LEARY
225 WIBIRD STREET
PORTSMOUTH, NH 03801

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Kittery, Maine 03904
207-604-6848

CUP Application
Photographs - Sheet 1
Existing Structures

Date: Aug 26, 2022

NO SCALE

2.1



205 WIBIRD STREET – ON LEFT SIDE



25 HAWTHORNE STREET – ON RIGHT SIDE / REAR



232 WIBIRD – ACROSS WIBIRD ST



243 WIBIRD – ACROSS HAWTHORNE ST

ADU for BLUS - O'LEARY
225 WIBIRD STREET
PORTSMOUTH, NH 03801

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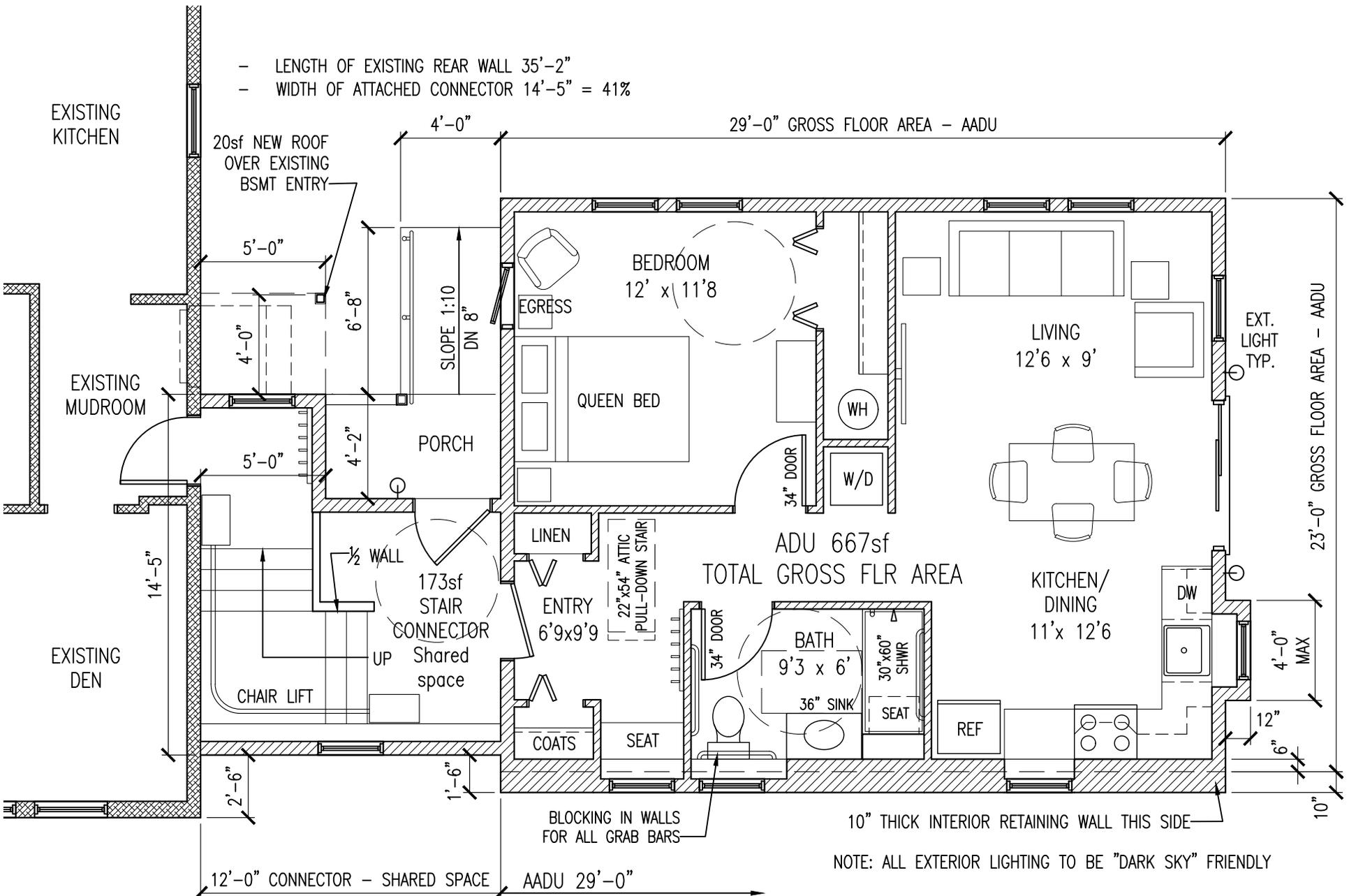
CUP Application
Photographs - Sheet 2
Adjacent Properties

Date: Aug 26, 2022

NO SCALE

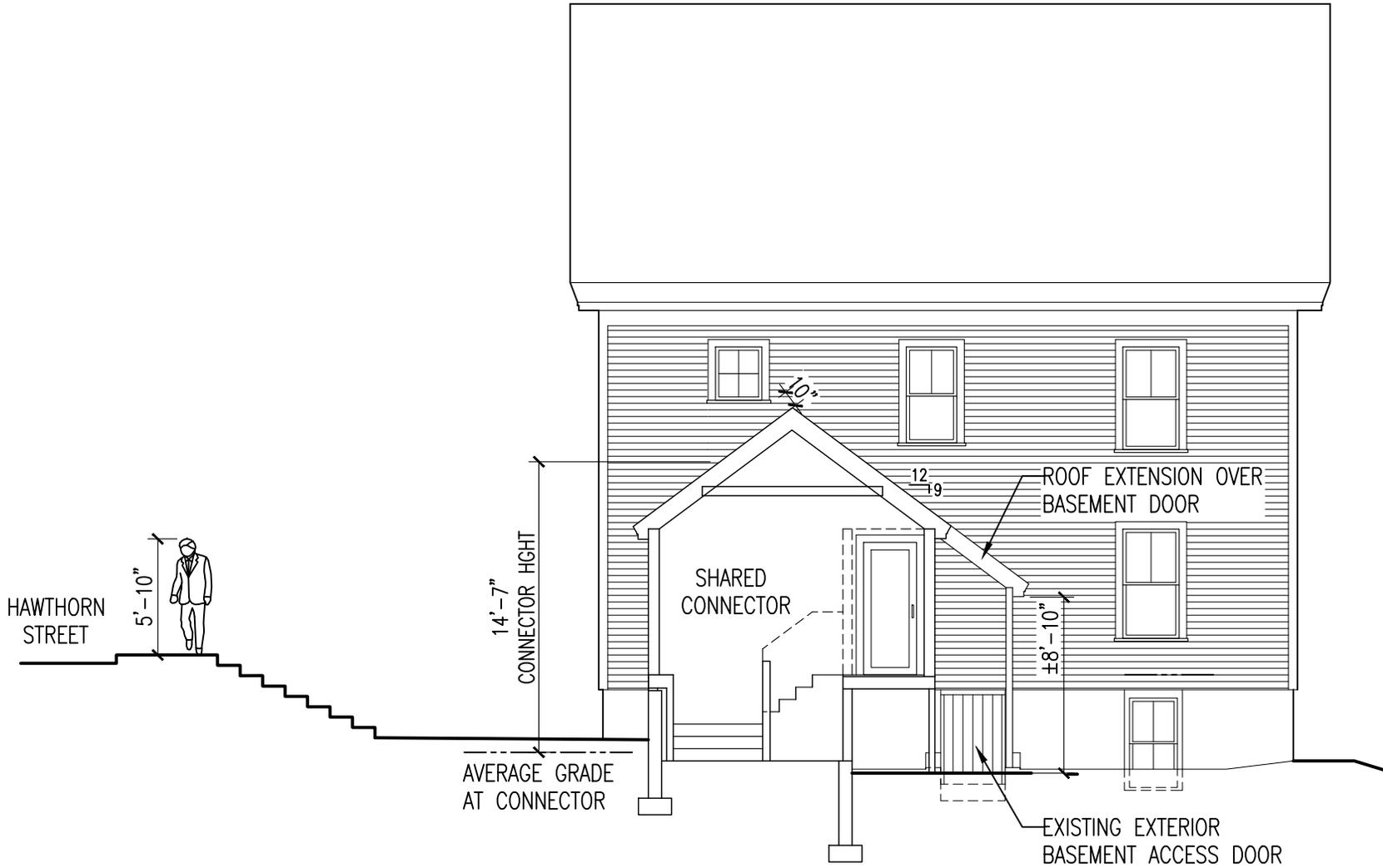
2.2

- LENGTH OF EXISTING REAR WALL 35'-2"
- WIDTH OF ATTACHED CONNECTOR 14'-5" = 41%



ADDENDUM for Oct 20, 2022 Mtg

<p>ADU for BLUS - O'LEARY 225 WIBIRD STREET PORTSMOUTH, NH 03801</p>	<p>ARILDA DESIGN densch@comcast.net / www.arilda.com 9 Adams Lane, Unit 2 Kittery, Maine 03904 207-604-6848</p>	<p>CUP Application Revised Proposed AADU & Connector Floor Plan</p>	<p>Date: Oct 20, 2022 scale: 3/16" = 1'-0"</p>	<p>3.1</p>
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ADDENDUM for Oct 20, 2022 Mtg

CUP Application
 Revised Proposed
 Section at Connector

Date: Oct 20, 2022

scale: 1/8" = 1'-0"

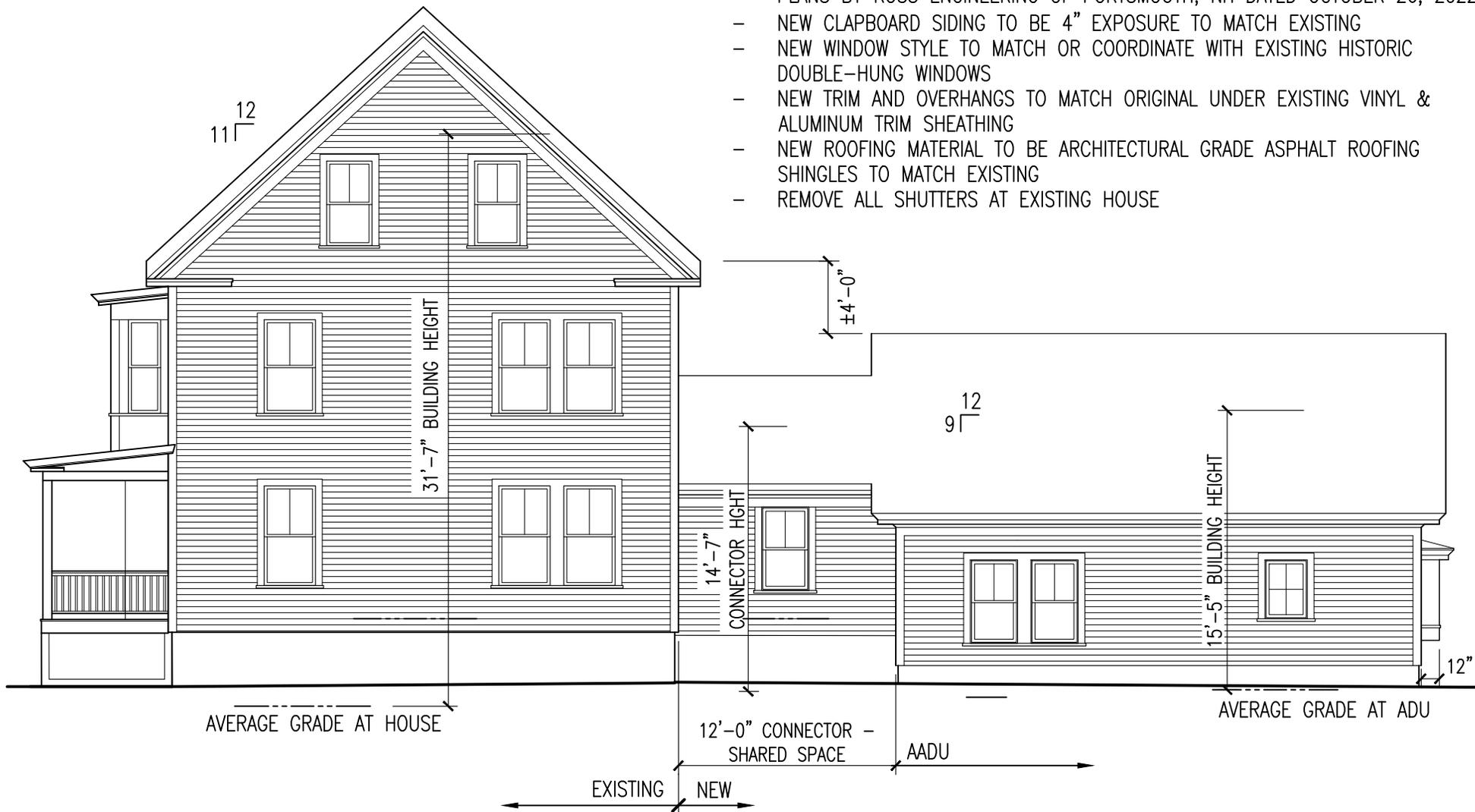
4.0

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ADU for BLUS - O'LEARY
 225 WIBIRD STREET
 PORTSMOUTH, NH 03801

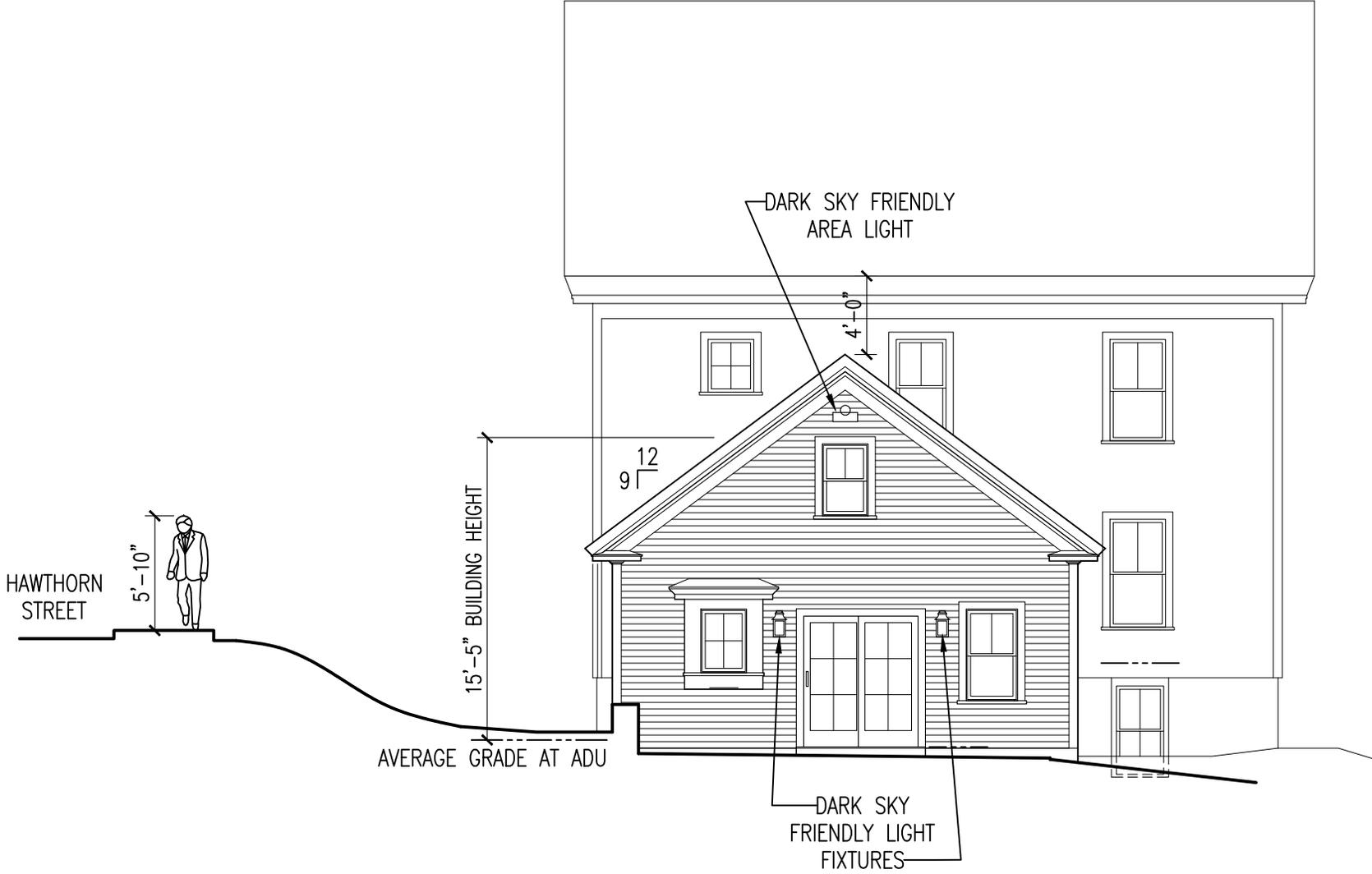
NOTES:

- FOR LOCATIONS OF GUTTERS & DOWNSPOUTS AT CONNECTOR & AADU AND ALL STORMWATER MANAGEMENT & DRAINAGE INFORMATION SEE CIVIL ENGINEERING PLANS BY ROSS ENGINEERING OF PORTSMOUTH, NH DATED OCTOBER 26, 2022
- NEW CLAPBOARD SIDING TO BE 4" EXPOSURE TO MATCH EXISTING
- NEW WINDOW STYLE TO MATCH OR COORDINATE WITH EXISTING HISTORIC DOUBLE-HUNG WINDOWS
- NEW TRIM AND OVERHANGS TO MATCH ORIGINAL UNDER EXISTING VINYL & ALUMINUM TRIM SHEATHING
- NEW ROOFING MATERIAL TO BE ARCHITECTURAL GRADE ASPHALT ROOFING SHINGLES TO MATCH EXISTING
- REMOVE ALL SHUTTERS AT EXISTING HOUSE



ADDENDUM for Oct 20, 2022 Mtg

<p>ADU for BLUS - O'LEARY 225 WIBIRD STREET PORTSMOUTH, NH 03801</p>	<p>ARILDA DESIGN densch@comcast.net / www.arilda.com 9 Adams Lane, Unit 2 Kittery, Maine 03904 207-604-6848</p>	<p>CUP Application Proposed Connector & AADU Revised Hawthorn St. Elevation</p>	<p>Date: Oct 20, 2022</p>	<p>scale: 1/8" = 1'-0"</p>	<p>4.1</p>
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ADDENDUM for Oct 20, 2022 Mtg

CUP Application
 Proposed AADU
 Revised Rear Elevation

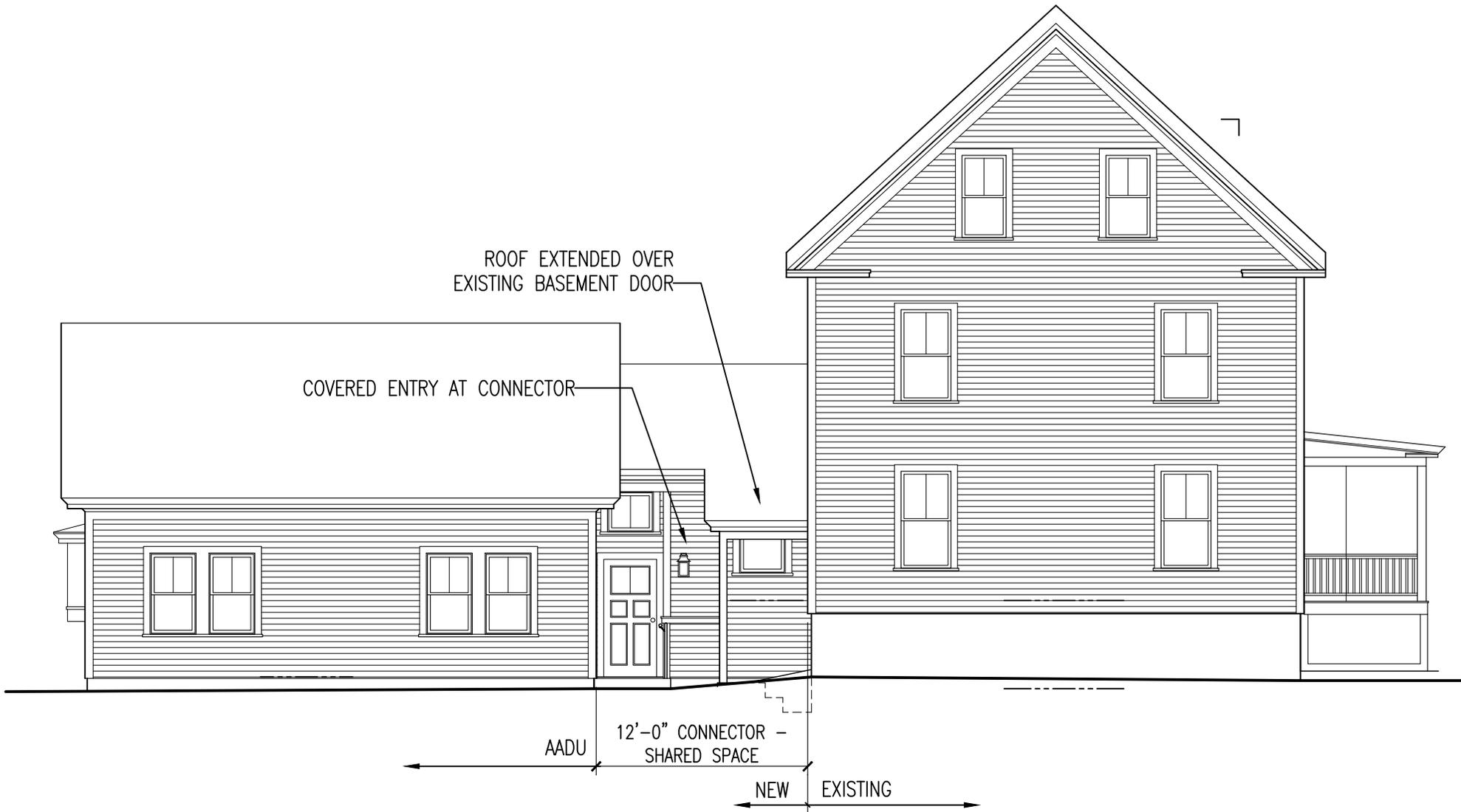
Date: Oct 20, 2022

scale: 1/8" = 1'-0"

4.2

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 207-604-6848

ADU for BLUS - O'LEARY
 225 WIBIRD STREET
 PORTSMOUTH, NH 03801



ADDENDUM for Oct 20, 2022 Mtg

<p>ADU for BLUS - O'LEARY 225 WIBIRD STREET PORTSMOUTH, NH 03801</p>	<p>ARILDA DESIGN densch@comcast.net / www.arilda.com 9 Adams Lane, Unit 2 Kittery, Maine 03904 207-604-6848</p>	<p>CUP Application Proposed Connector & AADU Revised Driveway Elevation</p>	<p>Date: Oct 20, 2022 scale: 1/8" = 1'-0"</p>	<p>4.3</p>
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ADDENDUM for Oct 20, 2022 Mtg

ADU for BLUS - O'LEARY

225 WIBIRD STREET
PORTSMOUTH, NH 03801

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Kittery, Maine 03904
207-604-6848

**CUP Application
Proposed Connector & AADU
Rendering 1**

Date: Oct 20, 2022

scale: 1/8" = 1'-0"

4.4



ADDENDUM for Oct 20, 2022 Mtg

ADU for BLUS - O'LEARY
225 WIBIRD STREET
PORTSMOUTH, NH 03801

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CUP Application
Proposed Connector & AADU
Rendering 2

Date: Oct 20, 2022

scale: 1/8" = 1'-0"

4.5



ADDENDUM for Oct 20, 2022 Mtg

ADU for BLUS - O'LEARY
225 WIBIRD STREET
PORTSMOUTH, NH 03801

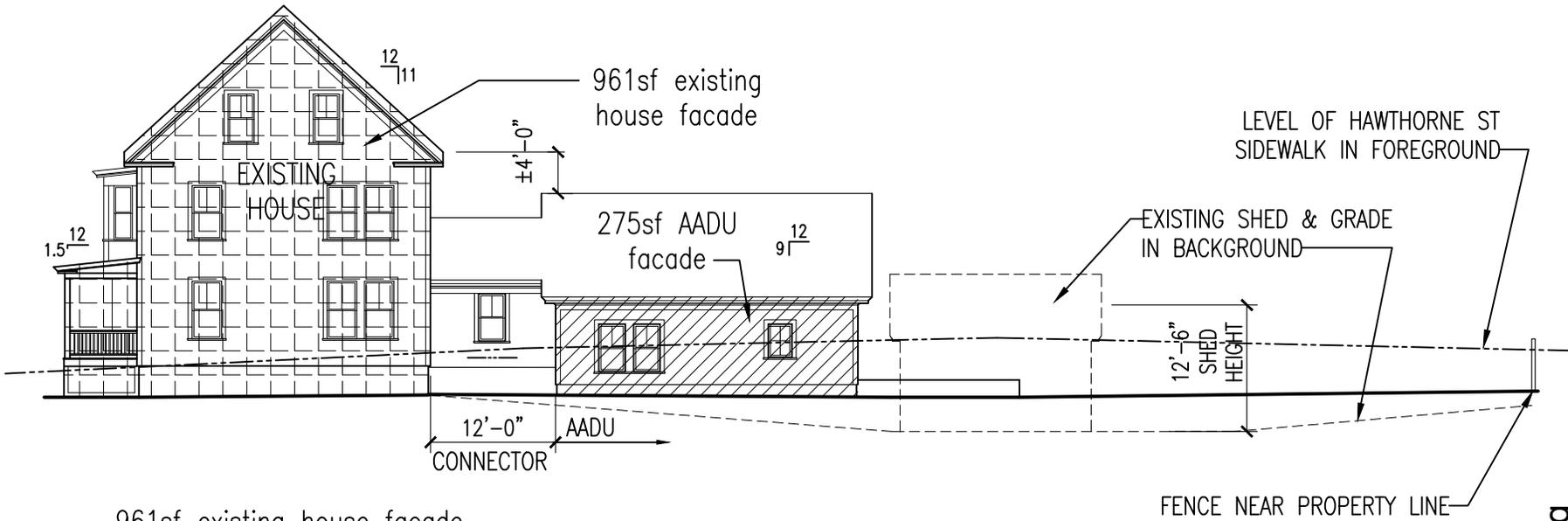
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Kittery, Maine 03904
207-604-6848

CUP Application
Proposed Connector & AADU
Rendering 3

Date: Oct 20, 2022

scale: 1/8" = 1'-0"

4.6



961sf existing house facade
275sf ADU facade

ADU facade of 275sf is 28.6% of
961sf total existing dwelling facade

MASSING STUDY
VIEW FROM HAWTHORN STREET
SCALE: 1/16" = 1'-0"

ADDENDUM for Oct 20, 2022 Mtg

ADU for BLUS - O'LEARY
225 WIBIRD STREET
PORTSMOUTH, NH 03801

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CUP Application
Proposed AADU
Massing Comparison

Date: Oct 20, 2022

scale: 1/16" = 1'-0"

ADU Ordinance Compliance to be met, as per City Ordinance Section 10.814.30:

- 10.814.31** **The principal dwelling unit and the accessory dwelling unit shall not be separated in ownership (including by condominium ownership).** The property at 225 Wibird street with both a principal dwelling unit and an ADU will remain under common ownership by the Blus O’Leary Family Living Trust.
- 10.814.32** **Either the principal dwelling unit or the accessory dwelling unit shall be occupied by the owner of the dwelling as his or her principal place of residence.**
Mark O’Leary will continue to occupy the primary dwelling unit as his principal place of residence.
- 10.814.321** **When the property is owned by one or more trusts, one of the dwelling units shall be the principal place of residence of the beneficiary(ies) of the trust(s).**
The principal dwelling unit will continue to be occupied by one of the Trustees of the Blus O’Leary Family Living Trust, Mark O’Leary, as his principal place of residence.
- 10.814.33** **Neither the principal dwelling unit nor the accessory dwelling unit shall be used for any business, except that the property owner may have a home occupation use in the unit that he or she occupies as allowed or permitted elsewhere in this Ordinance.** One of the Trustees of the Blus O’Leary Family Living Trust, Mark O’Leary, will have a home occupation use in the principal dwelling unit.
- 10.814.34** The property is on City water & sewer

ADU for BLUS - O'LEARY
225 WIBIRD STREET
PORTSMOUTH, NH 03801

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9 Adams Lane, Unit 2
Kittery, Maine 03904
207-604-6848

CUP / ADU Application
10.814.30 ADU Ordinance
Compliance Statement

Date: Oct 20, 2022

Conditional Use Permit Approval Criteria, as per City Ordinance 10.243:

- 10.243.21** **The design & scale of the proposed structure, the nature & intensity of the proposed use, and the layout & design of the site will be compatible with adjacent and nearby properties, buildings & uses, will complement the character of surrounding development, and will encourage the appropriate and orderly development and use of land and buildings in the surrounding area.** The proposed Attached ADU is designed in the same style as the existing structure, as per City Ordinances and so is compatible with the general time period of the residential neighborhood. At 667sf and 1-Bedroom it is below the maximum allowed ADU size. 1 dedicated parking space is provided as required. Due to these facts it is therefore orderly and appropriate development.
- 10.243.22** **All necessary public & private infrastructure and services are available & adequate to serve the proposed use.** Yes, all these services exist in the neighborhood and are adequate to support the addition of a one-bedroom unit.
- 10.243.23** **The site & surrounding streets have adequate vehicular & pedestrian infrastructure to serve the proposed use consistent with the City’s Master Plan.** Yes, adding a single bedroom unit to the neighborhood will not overtax the existing vehicular & pedestrian infrastructure. Adequate off-street parking is provided and there is often plenty of on street parking available. Traffic in the area is low residential area traffic.
- 10.243.24** **The proposed structure, use & activities will not have significant adverse impacts on abutting and surrounding properties on account of traffic, noise, odors, vibrations, dust, fumes, hours of operation, and exterior lighting and glare.** A one bedroom residential unit will add only a small amount of regular residential activities. All exterior lighting at unit will be dark-sky-friendly, low-glare lighting. As such, the unit will not have significant adverse impacts on abutting and surrounding properties.
- 10.243.25** **The proposed structure & uses will not have significant adverse impacts on natural or scenic resources surrounding the site.** There are no natural and scenic resources surrounding the site, nor would it impact them if there were.
- 10.243.26** **The proposed use will not cause or contribute to a significant decline in property values of adjacent properties.** As per all information above and contained in the CUP application plans & documents, the proposed use will not cause or contribute to any decline in property values of adjacent properties.

ADU for BLUS - O'LEARY
 225 WIBIRD STREET
 PORTSMOUTH, NH 03801

ARILDA DESIGN
 densch@comcast.net / www.arilda.com
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 Kittery, Maine 03904
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CUP / ADU Application
10.243 CUP Criteria
Compliance Statement

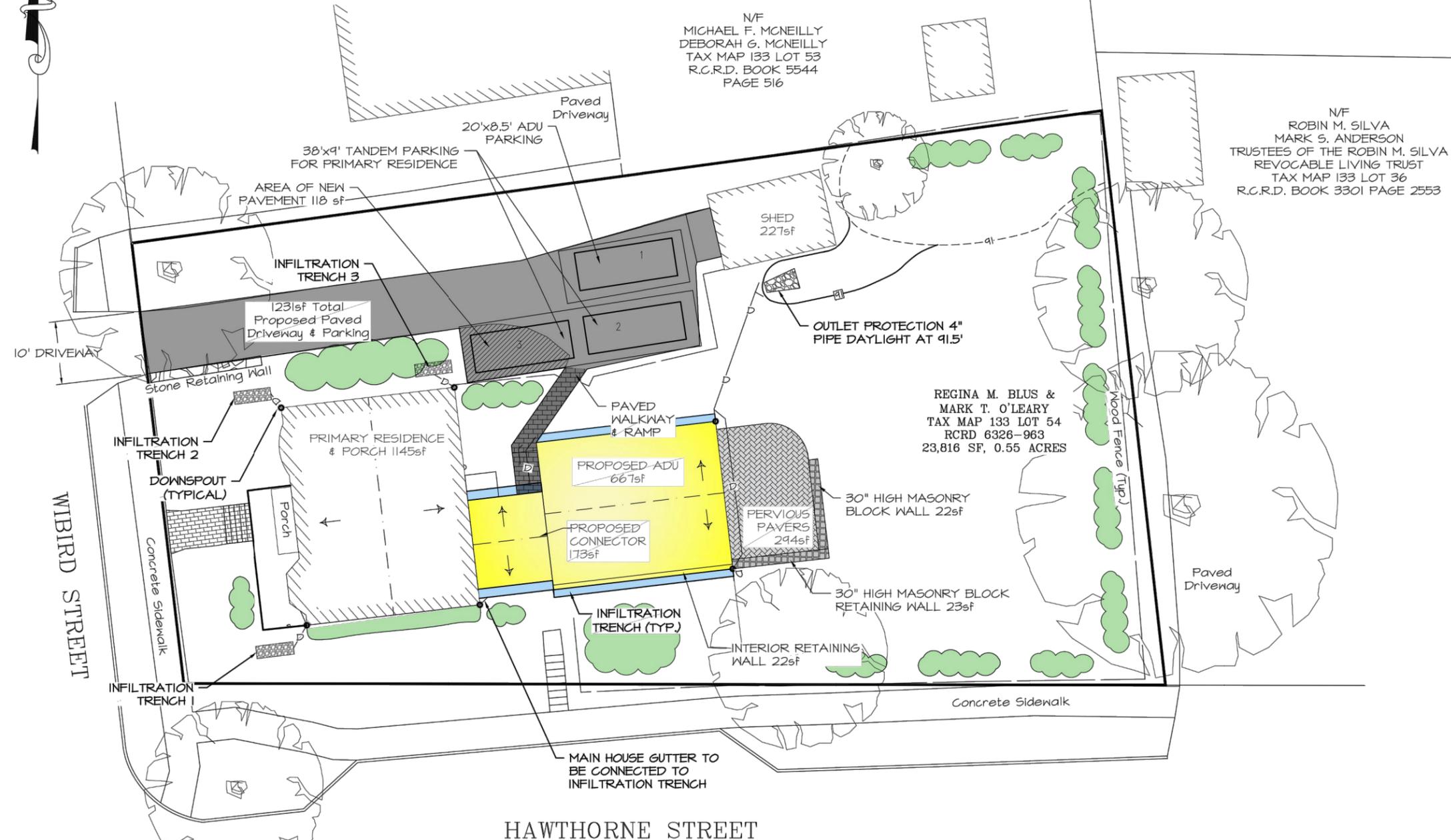
Date: Oct 20, 2022

NO SCALE

6.2

DRAINAGE DESIGN

- 1) EXISTING DOWNSPOUTS CONCENTRATE WATER AT DISCHARGE POINT AND DO NOT DIRECT WATER TO ANY INFILTRATION AREAS.
- 2) PERCOLATION TESTS WERE PERFORMED ON SITE. A PERC RATE OF 5 MIN/INCH WAS FOUND WITH FINE & COARSE SANDY SOILS THAT WILL PROVIDE AN EXCELLENT AREA FOR DRAINAGE INFILTRATION. TEST HOLES WERE DUG 3 FEET DEEP WITH NO GROUNDWATER ENCOUNTERED.
- 3) THE 4" PERFORATED PIPES IN THE INFILTRATION TRENCHES SHALL BE CONNECTED TO THE ROOF DOWNSPOUTS AS SHOWN. PERFORATED PIPES SHALL RUN THE ENTIRE LENGTH OF THE TRENCH AND ENSURE PROPER WATER DISTRIBUTION. UNDERDRAINS IN EACH TRENCH SHALL DIRECT WATER TO THE STONE OUTLET AREA BY THE SHED.
- 4) MAIN HOUSE GUTTERS GO INTO INDIVIDUAL INFILTRATION TRENCHES 1, 2, 3. THE SOUTHEAST MAIN HOUSE GUTTER WILL BE TIED INTO THE INFILTRATION TRENCH OF THE ADDITION. THE INFILTRATION TRENCHES OF THE ADDITION WILL THEN FLOW IN A 4" PIPE TO THE STONE OUTLET AREA.
- 5) THE END RESULT WILL BE A REDUCTION IN THE RATE OF STORMWATER RUNOFF. THE INFILTRATION AREAS WILL SLOW DOWN RUNOFF, AND ALLOW RECHARGE INTO THE SOILS.



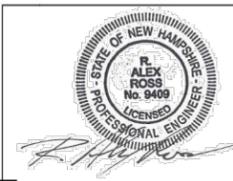
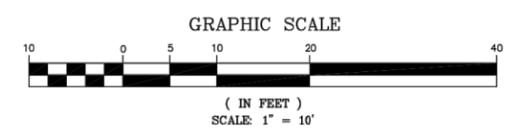
1	10/28/2022	FOR APPROVAL	
ISS.	DATE	DESCRIPTION OF ISSUE	
SCALE	1" = 10'		
CHECKED	A. ROSS		
DRAWN	S.R.O.		
CHECKED			

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CLIENT
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TITLE
**STORMWATER
MANAGEMENT
PLAN**
225 WIBIRD STREET
PORTSMOUTH, NH 03801
TAX MAP 133, LOT 54

JOB NUMBER	DWG. NO.	ISSUE
22-100	1 OF 3	1



TECHO-BLOC & PERVIOUS PAVER INSTALLATION
GENERAL NOTES

DATA COLLECTION

1. DETERMINE THE SIZE, SHAPE AND INTENDED USE OF FINISHED AREAS.
2. CLASSIFY SUB-GRADE SOILS.
3. DOCUMENT ALL EXISTING CONDITIONS. (FIXED POINTS, EXISTING GRADES, SITE CONTOURS, ETC)
4. DOCUMENT SOIL TYPE, LOCATION, AND ELEVATION OF BELOW GRADE AND OVERHEAD UTILITIES BOTH PUBLIC AND PRIVATE.
5. ENSURE PUBLIC UTILITIES ARE MARKED THROUGH THE USE OF LOCATING SERVICE.
6. DETERMINE THE CROSS SECTION DESIGN OF THE SYSTEM BASED ON SOIL TYPE AND APPLICATION, SHOWING PROPOSED SUB-GRADE AND FINISHED GRADE ELEVATIONS AND ALL GEOTEXTILES AND DRAINAGE DRAINAGE PIPES NEEDED FOR CONSTRUCTION.
7. ESTABLISH THE TYPE, LOCATION, AND ELEVATION OF RELIEF STRUCTURES IF REQUIRED (OVERFLOW PIPE DISCHARGING TO RAIN GARDEN, ETC).
8. DETERMINE CURB OR EDGE RESTRAINT TYPE, ELEVATION, AND LOCATION.
9. CHOOSE PATTERN APPROPRIATE TO THE APPLICATION (TRAFFIC TYPE AND LOAD).

EXCAVATION

1. BEFORE EXCAVATING, CALL ALL LOCAL UTILITY COMPANIES (E.G., PHONE, GAS, ELECTRICAL) TO ENSURE THAT THE AREA IN WHICH YOU PLAN TO DIG IS CLEAR OF UNDERGROUND CABLES OR WIRES. IF ANY ARE FOUND, PLEASE NOTIFY THE APPROPRIATE COMPANIES BEFORE YOU BEGIN.
2. EXCAVATION DEPTH IS DETERMINE FROM THE FOUNDATION THICKNESS ACCORDING TO THE PROJECT SPECIFICATIONS (FOUNDATION THICKNESS IS DETERMINED BY QUALIFIED ENGINEER BASED ON STRUCTURAL AND HYDROLOGIC ANALYSIS.)
3. THE SLOPE OF THE SUB-GRADE WILL DEPEND ON DRAINAGE DESIGN AND INFILTRATION TYPE, A MINIMUM SLOPE OF 5% (1/2" PER FOOT) IS REQUIRED.
4. THE DISTANCE THAT THE EXCAVATED AREA SHOULD EXTEND BEYOND THE AREA TO BE PAVED SHALL BE ONE TO 1.5 TIMES THE THICKNESS OF THE FOUNDATION. EXTRA SPACE ENSURE STABILITY OF PAVERS NEAR EDGE AND EDGE RESTRAINTS.
5. LEVEL THE BOTTOM OF THE EXCAVATED AREA WITH A RAKE.
6. COMPACTION WILL REDUCE THE PERMEABILITY OF THE SUB-GRADE. CARE SHOULD BE TAKEN TO MAINTAIN UNDISTURBED SOIL INFILTRATION DURING EXCAVATION AND CONSTRUCTION. STABILIZATION OF SUB-GRADE MAY BE REQUIRED WITH WEAK, OR CONTINUOUSLY SATURATED SOILS. REDUCED INFILTRATION MAY REQUIRE DRAINAGE PIPES WITHIN THE SUB-BASE TO CONFORM TO STORMWATER DRAINAGE REQUIREMENTS.

GEOTEXTILES, IMPERMEABLE LINERS, AND DRAIN PIPES

1. USE A WOVEN GEOTEXTILE WITH HIGH BI-AXEL STRENGTH.
2. PLACE THE GEOTEXTILE ON THE BOTTOM AND SIDES OF THE SOIL SUB-GRADE. ELIMINATE WRINKLES IN THE GEOTEXTILE AND ENSURE IT IS NOT DAMAGED DURING CONSTRUCTION.
3. OVERLAP OF GEOTEXTILE SHALL BE A MINIMUM 2'-0" IN THE DIRECTION OF DRAINAGE. OVERLAPPING SHOULD BE "SHINGLE" STYLE WITH RESPECT TO ANY SLOPE DIRECTION AND BASE STONE DISTRIBUTION DIRECTION. KEEP PROPERLY TENSIONED, ELIMINATE WRINKLES, AND AVOID DAMAGING FABRIC (NO SPIKES).

SUB-BASE

1. USE SUB-BASE ASTM NO. 2 OR NO. 3 MEETING THE FOLLOWING REQUIREMENTS:
 - A. 90% FRACTURED SYMMETRICAL PARTICALS
 - B. LESS THAN 5% PASSING 200 SIEVE
 - C. INDUSTRY HARDNESS TESTED
2. MOISTEN SPREAD AND COMPACT ASTM NO. 2 AGGREGATE SUB-BASE IN MINIMUM 6" LIFTS (WITHOUT DAMAGING OR DISTORTING THE GEOTEXTILE).
3. MAKE AT LEAST TWO PASSES IN VIBRATORY MODE FOLLOWED BY AT LEAST TWO PASSES IN STATIC MODE WITH A MINIMUM 10 TON VIBRATORY ROLLER, UNTIL THERE IS NOT VISIBLE MOVEMENT OF THE AGGREGATE.
4. DO NOT ALLOW COMPACTOR TO CRUSH AGGREGATE.
5. SURFACE TOLERANCE OF THE ASTM NO. 2 SUB-BASE SHOULD BE ±2½" OVER 10'.

EDGE RESTRAINT

1. INSTALL AVIGNON, BELGIK, PIETRA, TUNDRA, OR UNIVERSAL EDGE CUT UNITS. CAST-IN-PLACE CONCRETE OR PRECAST CONCRETE CURBS SHALL BE UTILIZED IN VEHICULAR APPLICATIONS.
2. EDGE RESTRAINT MAY REST ON AN OPEN-GRADED OR DENSE-GRADED AGGREGATE BASE.

BASE

1. MOISTEN, SPREAD AND COMPACT THE ASTM NO. 51 AGGREGATE BASE LAYER IN ONE 4" THICK LIFT.
2. MAKE A MINIMUM OF TWO PASSES IN VIBRATORY MODE FOLLOWED BY AT LEAST TWO STATIC MODE WITH A MINIMUM 10 TON ROLLER, UNTIL NO VISIBLE MOVEMENT OF THE AGGREGATE. ALTERNATIVELY, A 13,500 LB PLATE COMPACTOR CAN BE USED TO COMPACTER ASTM NO. 51 AGGREGATE BASE.
3. DO NOT ALLOW COMPACTOR TO CRUSH AGGREGATE.
4. SURFACE TOLERANCE OF THE ASTM NO. 51 BASE SHOULD BE ±1" OVER 10'.

BEDDING COURSE

1. MOISTEN, SPREAD AND SCREED ASTM NO. 8. AGGREGATE BEDDING LAYER IN ONE 2" THICK LIFT
2. SURFACE TOLERANCE OF THE ASTM NO. 8. BEDDING COURSE ±¾" OVER 10'
3. CONSTRUCTION EQUIPMENT AND PEDESTRIAN TRAVEL ON SCREEDDED BEDDING COARSE IS PROHIBITED.

PAVER

1. PAVERS SHOULD BE PLACED IN PATTERN SHOWN ON DRAWINGS. LAY UNITS TIGHT TO DESIGNATED LAYING PATTERNS. UNITS HAVE LUGS TO MAINTAIN CONSISTENT JOINT WIDTH.
2. IN SLOPED CONDITIONS START LAYING FROM THE BOTTOM IN AN UPHILL DIRECTION.
3. THE MINIMUM SLOPE FOR PERMEABLE PAVEMENT SURFACE IS 1%.
4. INFLO PAVERS CAN BE INSTALLED WITH TBI00SI (TECHO-BLOC MECHANICAL TOOL) TO EXPEDITE INSTALLATION.
5. WHEN SUBJECT TO VEHICULAR TRAFFIC, CUT UNITS SHOULD NOT BE SMALLER THEN ½ THE WHOLE PAVER. WHEN USING CUT PAVERS MAINTAIN JOINT.
6. IN VEHICULAR APPLICATION LAY PATTERN PERPENDICULAR TO TRAFFIC FLOW.

JOINT FILL

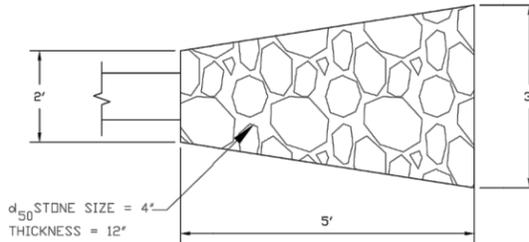
1. FILL PAYER JOINT OPENINGS WITH ASTM NO. 8 AGGREGATE. SWEEP STONE TO FILL JOINTS. SURFACE MUST BE SWEEP CLEAN PRIOR TO COMPACTION
2. COMPACT WITH 5,000 LB PLATE COMPACTOR (TWO PASSES MINIMUM). INSTALL OF NEOPRENE PAD TO PROTECT THE TEXTURE OF THE PAVING UNITS.
3. DO NOT COMPACT WITHIN 6" OF UNRESTRAINED EDGES OF PAVERS.
4. APPLY ADDITIONAL AGGREGATE TO FILL THE JOINT OPENINGS IF NEEDED AND COMPACT.
5. SURFACE TOLERANCE OF COMPACTED PAVERS SHOULD BE ±¾" OVER 10'.

POST INSTALLATION PROTECTION

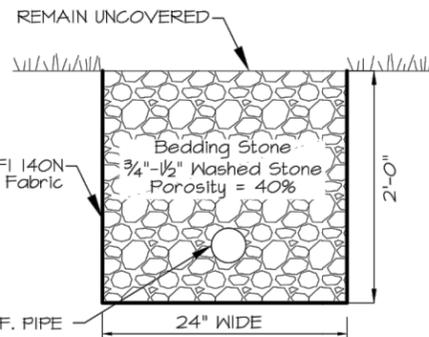
1. MAINTAIN EROSION AND SEDIMENT MEASURES AT PERIMETER TO PREVENT CONTAMINATION OF POROUS PAVEMENT SYSTEM.

ANNUAL OPERATIONS & MAINTENANCE REPORT

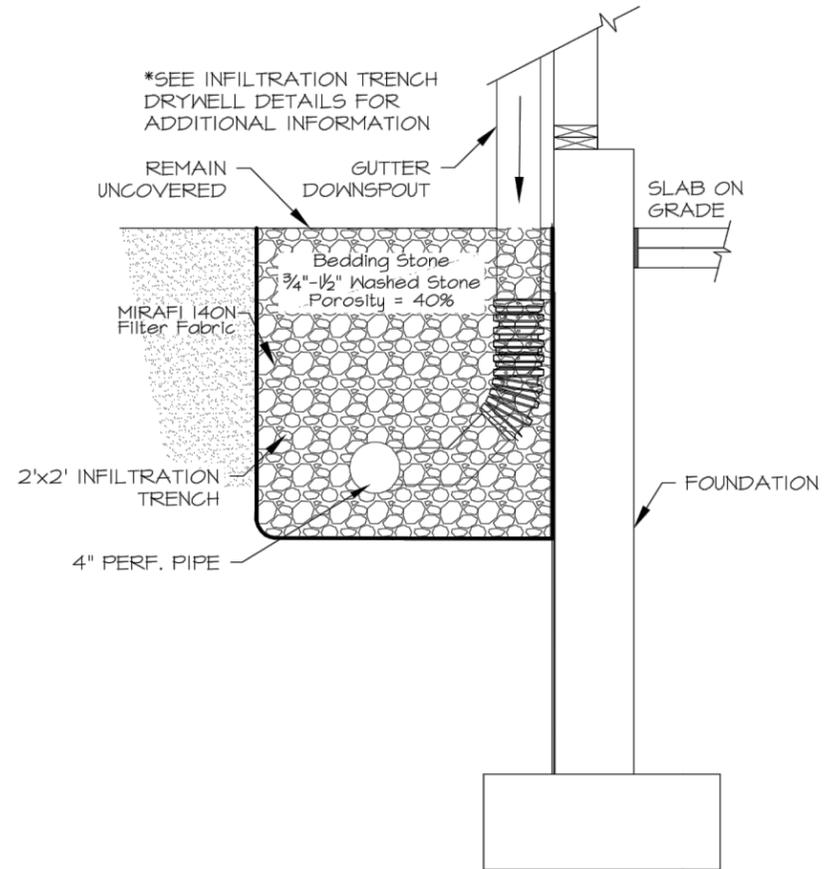
ACTIVITY	DATE OF INSPECTION	WHO INSPECTED	SATISFACTORY: YES, NO, N/A	MAINTENANCE NEEDED	IMPLEMENTED DATE OF CORRECTIVE ACTION	FINDINGS OF INSPECTOR
PARKING LOT SWEEPING PERVIOUS PAVEMENT						



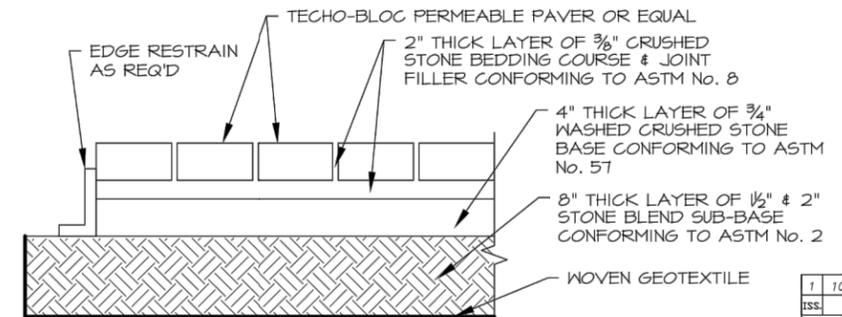
OUTLET PROTECTION DETAIL
 N.T.S.



INFILTRATION TRENCH 5FT LONG FOR TRENCHES 1, 2, 3
 N.T.S.



GUTTER TO INFILTRATION DETAIL
 N.T.S.



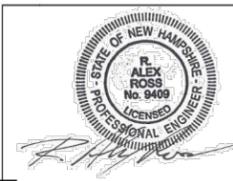
PERVIOUS PAVERS DETAIL
 N.T.S.

ISS. DATE	10/28/2022	FOR APPROVAL
CHECKED	A. ROSS	DESCRIPTION OF ISSUE
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TITLE
DETAILS & NOTES
 225 WIBIRD STREET
 PORTSMOUTH, NH 03801
 TAX MAP 133, LOT 54



JOB NUMBER	22-100	DWG. NO.	2 OF 3	ISSUE	1
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EROSION AND SEDIMENTATION CONTROL CONSTRUCTION PHASING AND SEQUENCING

1. SEE "EROSION AND SEDIMENTATION CONTROL GENERAL NOTES" WHICH ARE TO BE AN INTEGRAL PART OF THIS PROCESS.
2. INSTALL SILT/SOXX FENCING AS PER DETAILS AND AT SEDIMENT MIGRATION.
3. CONSTRUCT TREATMENT SWALES, LEVEL SPREADERS AND DETENTION STRUCTURES AS DEPICTED ON DRAWINGS.
4. STRIP AND STOCKPILE TOPSOIL. STABILIZE PILES OF SOIL CONSTRUCTION MATERIAL & COVER WHERE PRACTICABLE.
5. MINIMIZE DUST THROUGH APPROPRIATE APPLICATION OF WATER OR OTHER DUST SUPPRESSION TECHNIQUES ON SITE.
6. ROUGH GRADE SITE. INSTALL CULVERTS AND ROAD DITCHES.
7. FINISH GRADE AND COMPACT SITE.
8. RE-SPREAD AND ADD TOPSOIL TO ALL ROADSIDE SLOPES. TOTAL TOPSOIL THICKNESS TO BE A MINIMUM OF FOUR TO SIX INCHES.
9. STABILIZE ALL AREAS OF BARE SOIL WITH MULCH AND SEEDING.
10. RE-SEED PER EROSION AND SEDIMENTATION CONTROL GENERAL NOTES.
11. SILT SOXX FENCING TO REMAIN AND BE MAINTAINED FOR TWENTY FOUR MONTHS AFTER CONSTRUCTION TO ENSURE ESTABLISHMENT OF ADEQUATE SOIL STABILIZATION AND VEGETATIVE COVER. ALL SILT SOXX FENCING ARE THEN TO BE REMOVED FROM THE SITE AND PROPERLY DISPOSED OF.
12. PERIMETER CONTROLS SHALL BE INSTALLED PRIOR TO EARTH MOVING OPERATIONS.
13. ALL TEMPORARY WATER DIVERSION (SWALES, BASINS, ETC. MUST BE USED AS NECESSARY UNTIL AREAS ARE STABILIZED.
14. PONDS AND SWALES SHALL BE INSTALLED EARLY ON IN THE CONSTRUCTION SEQUENCE - BEFORE ROUGH GRADING THE SITE.
15. ALL DITCHES AND SWALES SHALL BE STABILIZED PRIOR TO DIRECTING RUNOFF TO THEM.
16. ALL ROADWAYS AND PARKING LOTS SHALL BE STABILIZED WITHIN 72 HOURS OF ACHIEVING FINISH GRADE.
17. ALL CUT AND FILL SLOPES SHALL BE SEEDED/LOAMED WITHIN 72 HOURS OF ACHIEVING FINISH GRADE.
18. ALL EROSION CONTROL CONTROLS SHALL BE INSPECTED WEEKLY AND AFTER EVERY HALF-INCH OF RAINFALL.
19. THE SMALLEST PRACTICAL AREA SHALL BE DISTURBED DURING CONSTRUCTION, BUT IN NO CASE SHALL EXCEED 5 ACRES AT ANY ONE TIME BEFORE DISTURBED AREAS ARE STABILIZED.
20. LOT DISTURBANCE OTHER THAN THAT SHOWN ON THE APPROVED PLANS, SHALL NOT COMMENCE UNTIL AFTER THE ROADWAY HAS THE BASE COURSE TO DESIGN ELEVATION AND THE ASSOCIATED DRAINAGE IS COMPLETE AND STABLE.

PLANTING NOTES:

1. ALL PLANT MATERIALS SHALL BE FIRST QUALITY NURSERY GROWN STOCK.
2. ALL PLANTS SHALL BE PLANTED IN ACCORDANCE WITH NEW HAMPSHIRE LANDSCAPE ASSOCIATION STANDARDS AND GUARANTEED FOR ONE YEAR BY THE LANDSCAPE CONTRACTOR.
3. ALL TREES AND SHRUBS SHALL HAVE WATER SAUCERS BUILT AROUND THEIR BASES AND THESE SHALL BE MULCHED WITH 4" OF DARK BROWN AGED BARK MULCH. MULCH MUST BE KEPT 2" AWAY FROM THEIR TRUNKS.
4. ALL TREES AND SHRUBS SHALL BE PLANTED AND MULCHED BEFORE LAWN IS SEEDED.

MAINTENANCE REQUIREMENTS:

1. ALL TREES, SHRUBS, AND PERENNIALS WILL NEED TO BE WATERED THROUGH THANKSGIVING DURING THE FIRST SEASON IN WHICH THEY ARE INSTALLED.
2. AN UNDERGROUND DRIP IRRIGATION SYSTEM IS RECOMMENDED. IF AN UNDERGROUND DRIP IRRIGATION SYSTEM IS NOT INSTALLED, SOAKER HOSES WOUND THROUGHOUT PLANTING BEDS ARE ACCEPTABLE. ALTHOUGH OVERHEAD SPRINKLERS ARE RECOMMENDED FOR LAWN AREAS, THEY ARE NOT ACCEPTABLE FOR IRRIGATING TREES AND SHRUBS.

SEEDING AND STABILIZATION FOR LOAMED SITE:

FOR TEMPORARY & LONG TERM SEEDINGS USE AGWAY'S SOIL CONSERVATION GRASS SEED OR EQUAL COMPONENTS: ANNUAL RYE GRASS, PERENNIAL RYE GRASS, WHITE CLOVER, 2 FESCUES, SEED AT A RATE OF 100 POUNDS PER ACRE, FERTILIZER: 4 LIME, NITROGEN (N) 50 LBS/ACRE, PHOSPHATE (P205) 100 LBS/ACRE, POTASH (K2O) 100 LBS/ACRE, LIME 2000 LBS/ACRE MULCH: HAY OR STRAW 1.5-2 TONS/ACRE

- A) GRADING AND SHAPING
- 1) SLOPES SHALL NOT BE STEEPER THAN 2:1; 3:1 SLOPES OR FLATTER ARE PREFERRED. WHERE MOWING WILL BE DONE, 3:1 SLOPES OR FLATTER ARE RECOMMENDED.

- B) SEED BED PREPARATION
- 1) SURFACE AND SEEPAGE WATER SHOULD BE DRAINED OR DIVERTED FROM THE SITE TO PREVENT DROWNING OR WINTER KILLING OF THE PLANTS.
 - 2) STONES LARGER THAN 4 INCHES AND TRASH SHOULD BE REMOVED BECAUSE THEY INTERFERE WITH SEEDING AND FUTURE MAINTENANCE OF THE AREA. WHERE FEASIBLE, THE SOIL SHOULD BE TILLED TO A DEPTH OF ABOUT 4 INCHES TO PREPARE A SEEDBED AND MIX FERTILIZER AND LIME INTO THE SOIL. THE SEEDBED SHOULD BE LEFT IN A REASONABLY FIRM AND SMOOTH CONDITION. THE LAST TILLAGE OPERATION SHOULD BE PERFORMED ACROSS THE SLOPE WHEREVER PRACTICAL.

EROSION AND SEDIMENTATION CONTROL GENERAL NOTES

1. CONDUCT ALL CONSTRUCTION IN A MANNER AND SEQUENCE THAT CAUSES THE LEAST PRACTICAL DISTURBANCE OF THE PHYSICAL ENVIRONMENT, BUT IN NO CASE SHALL EXCEED 2 ACRES AT ANY ONE TIME BEFORE DISTURBED AREAS ARE STABILIZED.
2. ALL AREAS SHALL BE STABILIZED WITHIN 45 DAYS OF INITIAL DISTURBANCE.
3. ALL DITCHES, SWALES AND PONDS MUST BE STABILIZED PRIOR TO DIRECTING FLOW TO THEM.
4. ALL GROUND AREAS OPENED UP FOR CONSTRUCTION WILL BE STABILIZED WITHIN 24 HOURS OF EARTH-DISTURBING ACTIVITIES BEING CEASED, AND WILL BE FULLY STABILIZED NO LONGER THAN 14 DAYS AFTER INITIATION. (SEE NOTE II FOR DEFINITION OF STABLE). ALL SOILS FINISH GRADED MUST BE STABILIZED WITHIN SEVENTY TWO HOURS OF DISTURBANCE. ALL TEMPORARY OR LONG TERM SEEDING MUST BE APPLIED TO COMPLY WITH "WINTER CONSTRUCTION NOTES" (SEE WINTER CONSTRUCTION NOTES). EMPLOY TEMPORARY EROSION AND SEDIMENTATION CONTROL DEVICES AS DETAILED ON THIS PLAN AS NECESSARY UNTIL ADEQUATE STABILIZATION HAS BEEN ASSURED (SEE NOTE II FOR DEFINITION OF STABLE).
5. TEMPORARY & LONG TERM SEEDING: USE SEED MIXTURES, FERTILIZER, LIME AND MULCHING AS RECOMMENDED (SEE SEEDING AND STABILIZATION NOTES).
6. SILT/SOXX FENCING TO BE SECURELY EMBEDDED AND STAKED AS DETAILED. WHEREVER POSSIBLE A VEGETATED STRIP OF AT LEAST TWENTY FIVE FEET IS TO BE KEPT BETWEEN SILT/SOXX AND ANY EDGE OF WET AREA.
7. SEEDED AREAS WILL BE FERTILIZED AND RE-SEEDED AS NECESSARY TO ENSURE VEGETATIVE ESTABLISHMENT.
8. SEDIMENT BASIN(S), IF REQUIRED, TO BE CHECKED AFTER EACH SIGNIFICANT RAINFALL AND CLEANED AS NEEDED TO RETAIN DESIGN CAPACITY.
9. SILT/SOXX FENCING WILL BE CHECKED REGULARLY AND AFTER EACH SIGNIFICANT RAINFALL. NECESSARY REPAIRS WILL BE MADE TO CORRECT UNDERMINING OR DETERIORATION OF THE BARRIER AS WELL AS CLEANING, REMOVAL AND PROPER DISPOSAL OF TRAPPED SEDIMENT.
10. TREATMENT SWALES WILL BE CHECKED WEEKLY AND REPAIRED WHEN NECESSARY UNTIL ADEQUATE VEGETATIVE COVER HAS BEEN ESTABLISHED.
11. AN AREA SHALL BE CONSIDERED FULLY STABLE IF ONE OF THE FOLLOWING HAS OCCURRED:
 - BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED
 - A MINIMUM OF 85% VEGETATED GROWTH HAS BEEN ESTABLISHED
 - A MINIMUM OF 3" OF NON-EROSIVE MATERIAL SUCH AS STONE OR RIP RAP HAS BEEN INSTALLED.
 - EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED.
12. ALL EROSION AND SEDIMENTATION CONTROL MEASURES IN THE PLAN SHALL MEET THE DESIGN BASED ON STANDARDS AND SPECIFICATIONS SET FORTH IN THE STORM WATER MANAGEMENT AND EROSION AND SEDIMENTATION CONTROL HANDBOOK FOR URBAN AND DEVELOPING AREAS IN NEW HAMPSHIRE (DECEMBER 2008 OR LATEST) PREPARED BY ROCKINGHAM COUNTY CONSERVATION DISTRICT, N.H. DES AND NRCS.

WINTER CONSTRUCTION NOTES

1. ALL PROPOSED VEGETATED AREAS WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATIVE GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED BY SEEDING AND INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 3:1, AND SEEDING AND PLACING 3 TO 4 TONS OF MULCH PER ACRE, SECURED WITH ANCHORED NETTING, ELSEWHERE. THE INSTALLATION OF EROSION CONTROL BLANKETS OR MULCH AND NETTING SHALL NOT OCCUR OVER ACCUMULATED SNOW OR ON FROZEN GROUND AND SHALL BE COMPETED IN ADVANCE OF THAW OR SPRING MELT EVENT.
2. ALL DITCHES OR SWALES WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATIVE GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED TEMPORARILY WITH STONE OR EROSION CONTROL BLANKETS APPROPRIATE FOR THE DESIGN FLOW CONDITIONS.
3. AFTER OCTOBER 15TH, INCOMPLETE ROAD OR PARKING SURFACES, WHERE WORK HAS STOPPED FOR THE WINTER SEASON, SHALL BE PROTECTED WITH A MINIMUM OF 3 INCHES OF CRUSHED GRAVEL PER MHDOT ITEM 304.3.

LONG TERM SEEDING

*WELL TO MODERATELY WELL DRAINED SOILS

FOR CUT AND FILL AREA AND FOR WATERWAYS AND CHANNELS

SEEDING MIXTURE C	lb/ACRE	lb/1000SF
TALL FESCUE	20	0.45
CREeping RED FESCUE	20	0.45
RED CLOVER (ALSIKE)	20	0.45
TOTAL	40	1.35

LIME: AT 2 TONS PER ACRE OR 100 LBS PER 1,000 S.F.
 FERTILIZER: 10 20 20 (NITROGEN, PHOSPHATE, POTASH AT 500# PER ACRE.
 MULCH: HAY OR CLEAN STRAW; 2 TONS/ACRE OR 2 BALES/1000 S.F.

GRADING AND SHAPING:
 SLOPES SHALL NOT BE STEEPER THAN 2 TO 1. 3 TO 1 OR FLATTER SLOPES ARE PREFERRED.
 SEEDBED PREPARATION:
 SURFACE AND SEEPAGE WATER SHOULD BE DRAINED OR DIVERTED FROM THE SITE TO PREVENT DROWNING OR WINTER KILLING OF THE PLANTS.
 STONES LARGER THAN FOUR INCHES AND TRASH SHOULD BE REMOVED. SOD SHOULD BE TILLED TO A DEPTH OF FOUR INCHES TO PREPARE SEEDBED. FERTILIZER & LIME SHOULD BE MIXED INTO THE SOIL. THE SEEDBED SHOULD BE LEFT IN A REASONABLY FIRM AND SMOOTH CONDITION. THE LAST TILLAGE OPERATION SHOULD BE PERFORMED ACROSS THE SLOPE WHEREVER PRACTICAL.

* FROM: STORMWATER MANAGEMENT AND EROSION AND SEDIMENTATION CONTROL HANDBOOK FOR URBAN AND DEVELOPING AREAS IN NEW HAMPSHIRE, DECEMBER 2008.

SHORT TERM SEEDING

*WELL TO MODERATELY WELL DRAINED SOILS

FOR CUT AND FILL AREA AND FOR WATERWAYS AND CHANNELS

SEEDING MIXTURE C	#/ACRE	#/1000SF
FOR APRIL 1 - AUGUST 15		
ANNUAL RYE GRASS	40	1
FOR FALL SEEDING		
WINTER RYE	112	2.5

LIME: AT 1 TON PER ACRE OR 100 LBS PER 1,000 S.F.
 FERTILIZER: 10 10 10 (NITROGEN, PHOSPHATE, POTASH AT 500# PER ACRE.
 MULCH: HAY OR CLEAN STRAW; 2 TONS/ACRE OR 2 BALES/1000 S.F.

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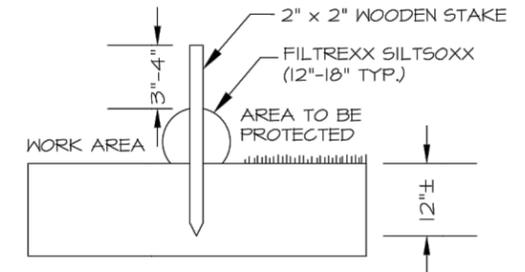
* FROM: STORMWATER MANAGEMENT AND EROSION AND SEDIMENTATION CONTROL HANDBOOK FOR URBAN AND DEVELOPING AREAS IN NEW HAMPSHIRE, DECEMBER 2008.

WHEN PROPOSED FOR ALTERATION DURING CONSTRUCTION AS BEING INFESTED WITH INVASIVE SPECIES SHALL BE MANAGED APPROPRIATELY USING THE DISPOSAL PRACTICES IDENTIFIED IN "MHDOT - BEST MANAGEMENT PRACTICES FOR ROADSIDE INVASIVE PLANTS - 2008" AND "METHODS FOR DISPOSING NON-NATIVE INVASIVE PLANTS - UNH COOPERATIVE EXTENSION - 2010"

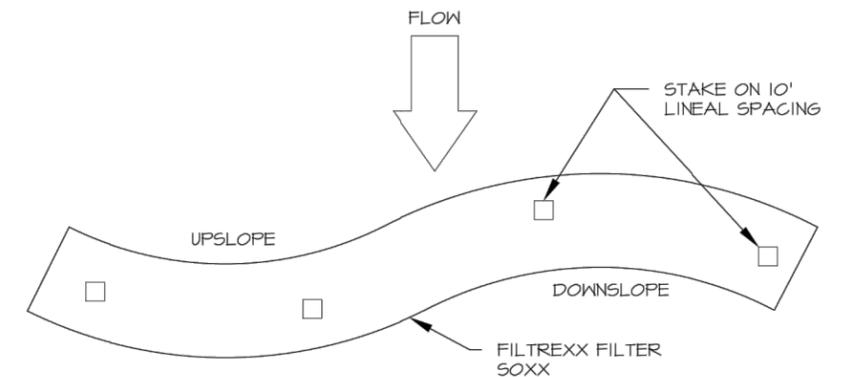
SEED MIXES SHALL NOT CONTAIN ANY SPECIES IDENTIFIED BY THE NEW HAMPSHIRE PROHIBITED INVASIVE PLANT SPECIES LIST.

FILTREXX SILT/SOXX NOTES

- 1) ALL MATERIAL TO MEET FILTREXX SPECIFICATIONS
- 2) SILT/SOXX COMPOST, SOIL, ROCK, SEED FILL TO MEET APPLICATION REQUIREMENTS



Filtrex SiltSoxx Section
 N.T.S.



Filtrex SiltSoxx Plan View
 N.T.S.

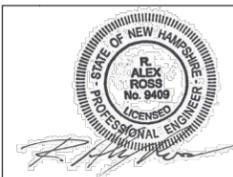
1	10/28/2022	FOR APPROVAL	
ISS.	DATE	DESCRIPTION OF ISSUE	
SCALE	1" = 10'		
CHECKED	A. ROSS		
DRAWN	D.D.D.		
CHECKED			

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

CLIENT
 REGINA M. BLUS &
 MARK T. O'LEARY
 225 WIBIRD ST.
 PORTSMOUTH, NH 03801

TITLE
EROSION CONTROL PLAN
 225 WIBIRD STREET
 PORTSMOUTH, NH 03801
 TAX MAP 133, LOT 54

JOB NUMBER	DWG. NO.	ISSUE
22-100	3 OF 3	1



To: Portsmouth Planning Board

October 25, 2022

From: Arilda Densch (of Arilda Design)
9 Adams Lane #2
Kittery, ME 03904

Re: 225 Wibird Street
AADU - CUP Application Addendum for October 20, 2022 meeting
POSTPONED to November 17, 2022 meeting

Dear members of the Portsmouth Planning Board,

On Sept 28th I submitted Addendum drawings online & hardcopies to Application #LU-22-174 reflecting revised smaller additions to the house at 225 Wibird for the CUP Application. Though not required to be, the additions were made smaller to help assure the application would be approved. Beverly Mesa-Zendt & Stefanie Cassella confirmed I should submit the drawings as an Addendum rather than submit a new application for these changes. All the Site information numbers & all the plans in the Addendum drawings were updated. But I could not update the online application as that had been submitted for the September Planning Board meeting. The following paragraphs give you the updated application information.

Thank you,
Arilda Densch 207-604-6848

Online Application notes updated (all other information in the application stays the same):

Project Description

Detailed Description of work:

Build a 173sf handicap accessible connecting addition onto the back of the existing home. Build an attached single story 1 bedroom 667sf ADU onto the back of the connecting addition. Main entry to the AADU will be through the new connector. Rear entry to the principal dwelling unit will also be through the new connector. Style, roof pitch & detailing of the connector and the ADU will coordinate with existing home. Increase parking area by 118sf to accommodate 1 parking space for the ADU.

Proposed Buildings / Structures:

	Total Gross Floor Area	Area of Footprint
Connecting Addition	173sf	173sf
AADU Addition	667sf	667sf
Roof over bsmt entry	-	20sf

Proposed Yards, Coverage, Parking and Wetlands (REQUIRED):

Other impervious surface area 569sf

Findings of Fact | Accessory Dwelling Unit

City of Portsmouth Planning Board

Date: November 17, 2022

Property Address: 42 Harvard Street

Application #: **LU-22-176**

Decision: Grant Deny Grant with Stipulations

Findings of Fact: Zoning Ordinance -10.814.60: Before granting a conditional use permit for an attached or detached ADU, the Planning Board shall make the following findings:

10.814.60	Finding Circle One	Supporting Information
10.814.61 Exterior design of the ADU is consistent with the existing principal dwelling on the lot.	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	<p>The applicant has provided the following details regarding the architecture of the AADU:</p> <ul style="list-style-type: none"> • Vinyl siding will match existing siding in style and color (see attached color renderings) • New window style to match or coordinate with existing windows.
10.814.62 The site plan provides adequate and appropriate open space, landscaping and off-street parking for both the ADU and the primary dwelling.	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	<ul style="list-style-type: none"> • The applicant has three designated a parking spaces on the site. • Parking configuration, including parking in the front yard, reflects current of use of resident of the AADU who already resides on site. • The home directly across the street provides the parking and driveway directly in front of the front facing garage façade. • The 13,039 SF lot currently provides 79% open space which will not be reduced with the addition of an AADU. • The Single Residence B (SRB) requires a minimum 40% open space.
10.814.63 The ADU will maintain a compatible relationship to adjacent properties in terms of location, design, and off-street parking layout, and will not significantly reduce the privacy of adjacent properties.	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>	<p>The proposed addition will be a vertical expansion of garage located on the south side of the existing dwelling. No change to the existing footprint is proposed.</p> <ul style="list-style-type: none"> • The nearest structure to the rear (east) of the principal vertical expansion is 175 feet with significant vegetative buffering located along the property line. • The property to the south has a parking garage located 55 ft. from the proposed vertical expansion. The home is approximately 110 ft. away. • Off street parking in the neighborhood is provided in a mix of configurations (some to the side of the principal entrance, some in front). • The off-street parking locations proposed reflect

		<p>current parking utilized by the residents.</p> <ul style="list-style-type: none"> • A variety of residential forms and site layouts are evidenced in the surrounding properties.
10.814.64 The ADU will not result in excessive noise, traffic or parking congestion.	<p>Yes</p> <p>No</p>	The applicant is proposing one new accessory dwelling unit for a resident currently residing on site.
Other Board Findings	<p>Yes</p> <p>No</p>	
Other Board Support	<p>Yes</p> <p>No</p>	
Conditions of Approval (See Separate Conditions Sheet)	<p>Yes</p> <p>No</p>	

DRAFT



Dear Planning board members,

We are submitting this application for approval to construct an ADU on 42 Havard st. My client property owner Betty Ann Fraser Pettigrew has expressed her concerns in regards to aging in place at her residence, and with unkown future health concerns. She has been a long time resident of this quaint town of Portsmouth and would like to stay here. She has expressed deeply on the matter of not going to an retirement facility/assisted living facility. With the sudden skyrocketing cost of all living expenses, and cost of goods while on a fixed income, That option is not even feasible to begin with. Through some long family discussions on this matter, one of Betty's daughters (Bevin Korth) is willing to step up to the plate to become the future care provider/health proxy. In order to achieve this goal Bevin is going to need her own space to live as well.

On a limited construction budget the most efficient build design is to construct above the garage/mudroom. It also avoids having to relocate the main power supply, oil tank, and adding a small portion of foundation. With countless hours spent trying to find a location for an interior stair case that could even fit within the living space has been unachievable. With the mudroom having 3 doors and an entryway into the kitchen with the rise/run of the required stair case it would land in obstruction of them. There is also no room in the very tight single car garage as well. We also took into consideration plumbing lines in unheated spaces with maybe moving the bathroom around to create a connecting door. With all above considered we are asking the board for a special approval on criteria 10.814.41. We meet and or exceed all other required criteria. Thank you for your time and consideration on this matter.

Thanks,
Seth Monkiewicz

Betty Ann Fraser Pettigrew

Planning board Application for ADU

42 Harvard st

Portsmouth, NH 03801

10-20-22

10.814.30 All accessory dwelling units shall comply with the following standards:

10.814.31 The principal dwelling unit and the accessory dwelling unit shall not be separated in ownership (including by condominium ownership). **Betty Ann Fraser Pettigrew will remain first lien holder of 42 Harvard st.**

10.814.32 Either the principal dwelling unit or the accessory dwelling unit shall be occupied by the owner of the dwelling as his or her principal place of residence. The owner shall provide documentation demonstrating to the satisfaction of the City that one of the units is his or her principal place of residence. **Betty Ann Fraser Pettigrew will Continue to remain in the principal dwelling unit.**

10.814.321 When the property is owned by one or more trusts, one of the dwelling units shall be the principal place of residence of the beneficiary(ies) of the trust(s). **42 Harvard St is not under any Trusts.**

10.814.33 Neither the principal dwelling unit nor the accessory dwelling unit shall be used for any business, except that the property owner may have a home occupation use in the unit that he or she occupies as allowed or permitted elsewhere in this Ordinance. **There will be no business conducted at 42 Harvard ST.**

10.814.34 Where municipal sewer service is not provided, the septic system shall meet NH Water Supply and Pollution Control Division requirements for the combined system demand for total occupancy of the premises. **Property is on municipal sewer, and water.**

10.814.40 An attached accessory dwelling unit (AADU) shall comply with the following additional standards:

10.814.41 An interior door shall be provided between the principal dwelling unit and the accessory dwelling unit. **We are asking for an exception to this criteria. We have spent countless hours with our designer to find an optimal placement for an interior staircase. Due to The rise and run of the required staircase it would interfere with the current doorway into The kitchen area which can not be relocated. Placement can only come down into The Small Mudroom which houses the Main front entry door, rear patio door and garage entry door on opposite side of kitchen doorway as well. Due to current plumbing configurations of existing main dwelling, while taking into consideration that half of The Proposed ADU is over an unconditioned garage space and the second room floor is exposed to**

the elements as it creates an overhang the front entry. Therefore the kitchen and bathroom locations are also very limited as to their placement

10.814.42 The accessory dwelling unit shall not have more than two bedrooms and shall not be larger than 750 sq. ft. gross floor area. For the purpose of this provision, gross floor area shall not include existing storage space, shared entries, or other spaces not exclusive to the accessory dwelling unit. **The proposed ADU gross floor area is 726 '.**

10.814.43 Any exterior changes to the single-family dwelling shall maintain the appearance of a single-family dwelling. If there are two or more doors in the front of the dwelling, one door shall be designed as the principal entrance and the other doors shall be designed to appear to be secondary. **The above the garage \ mudroom addition for The Proposed ADU will appear to the publics and neighbors eyes to be added living space to the property.**

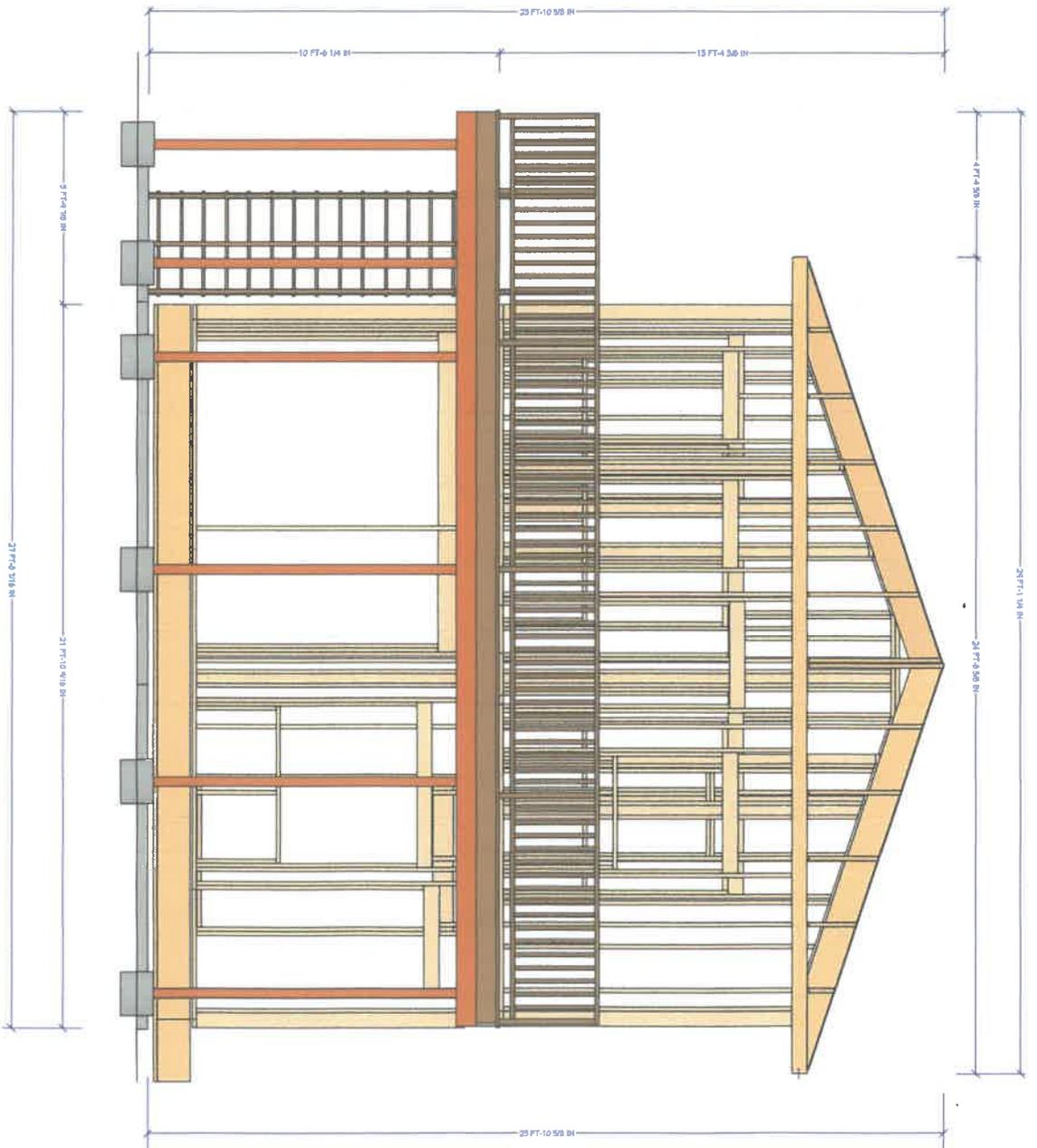
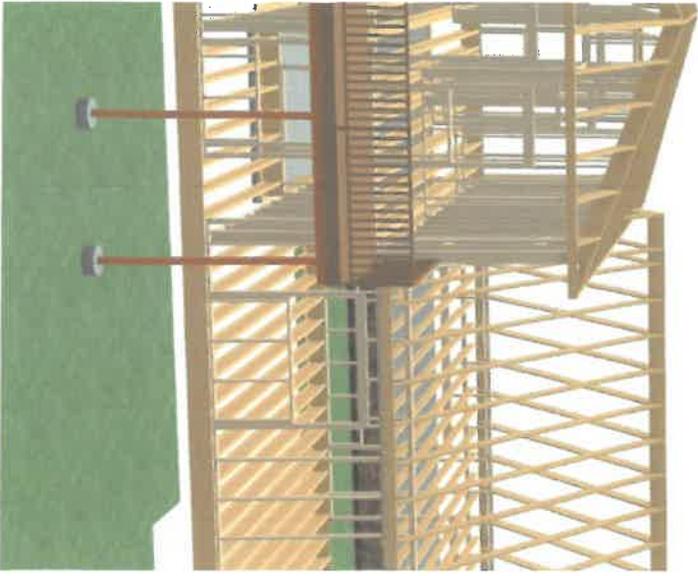
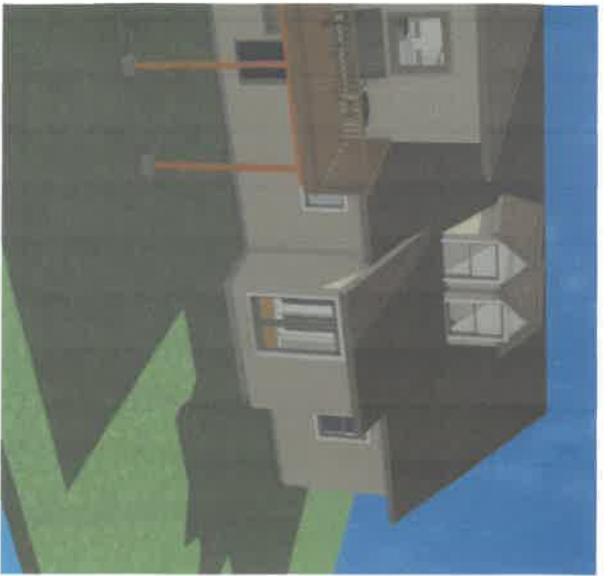
10.814.44 No portion of the AADU shall be closer to the front lot line than the existing front wall of the principal dwelling unit. **Current construction plans are to build a second floor level on top of existing footprint.**

I, Betty Ann Brown,
 am going to remain
 residing at the property
 located at 42 Harrison St.
 in the main building.

Apr. 24, 2022

Betty Ann Brown

Owner Occupied Proof



DESIGNED FOR
BEVIN KORTH
 BY
DRS

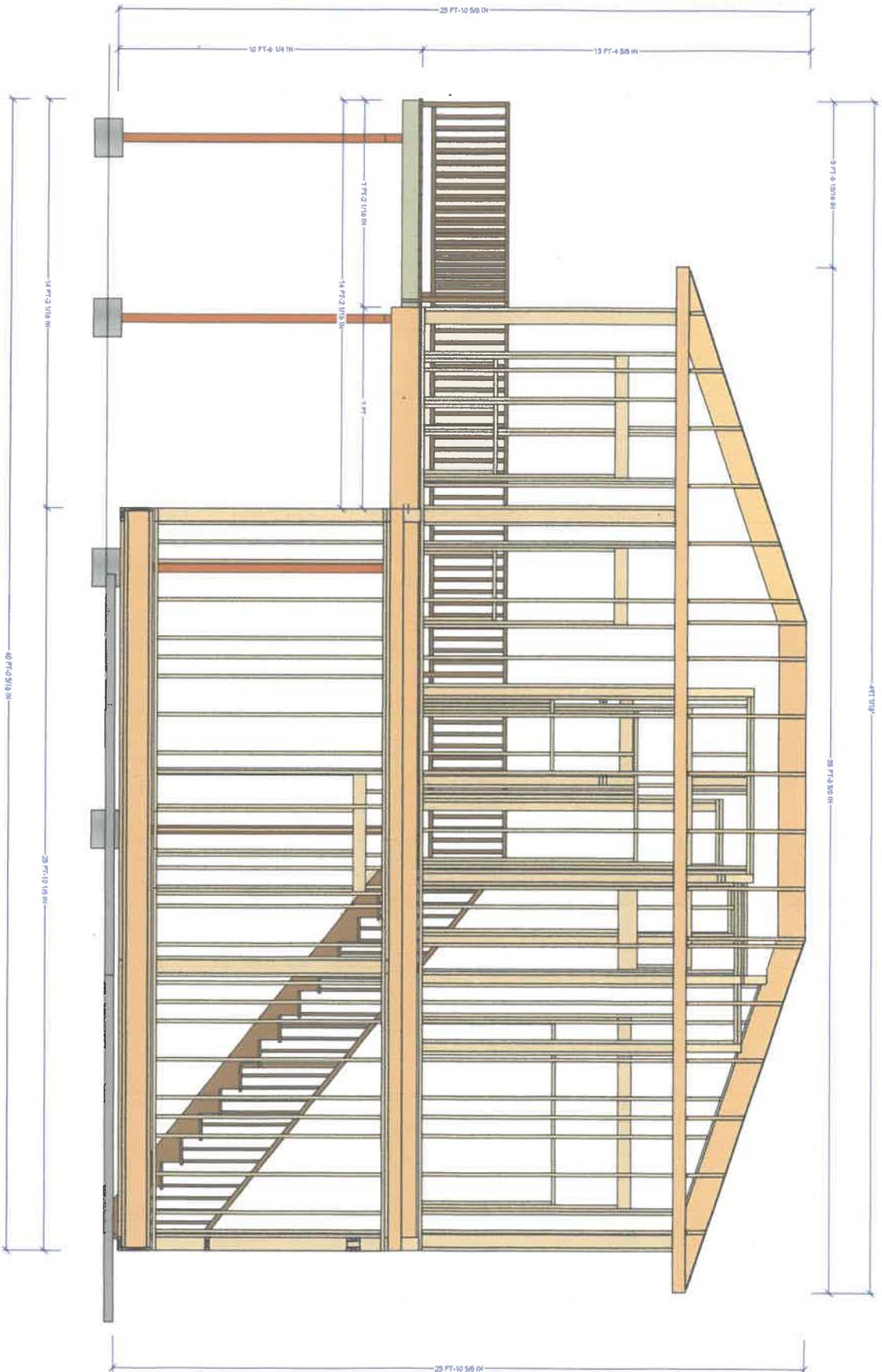
1 BEDROOM APARTMENT
 OVER GARAGE
42 Howard St

EXTERIOR
 ELEVATIONS

DWN	DATE	BY
REV		

SCALE SEE VIEW
 1/4" = 1' - 0"
 DATE

SHEET #
5



NORTH WALL ELEVATION



CONTRACTOR TO VERIFY

DESIGNED FOR

BEVIN KORTH

BY

DRS

1 BEDROOM APARTMENT
OVER GARAGE

42 Howard St

EXTERIOR
ELEVATIONS

DWN
REV

DATE

BY

SCALE SEE VIEW

1/4" = 1'-0"

DATE

SHEET #

6

AFTER



NEST WALL VIEW
Current front



EAST WALL VIEW
Current Rear



CONTRACTOR TO VERIFY

DESIGNED FOR
BEVIN KORTH
BY
DRS

1 BEDROOM APARTMENT
OVER GARAGE
472 Howard ST

CONCEPT
DRAWINGS

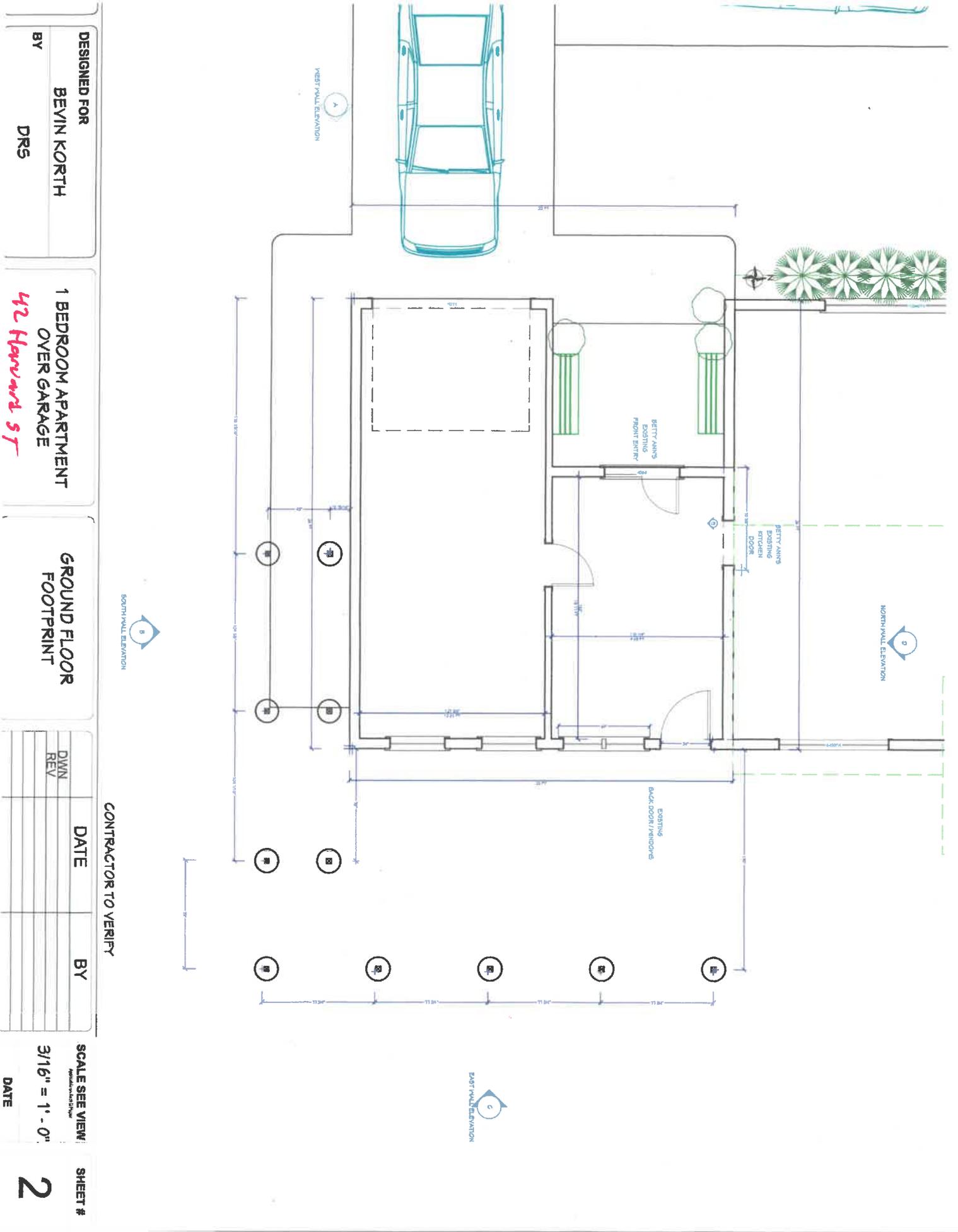
DWN
REV

DATE	BY

SCALE SEE VIEW
As noted on plan & elev.

SHEET #
1

DATE



DESIGNED FOR
BEVIN KORTH
 BY
DRS

1 BEDROOM APARTMENT
 OVER GARAGE
42 Howard St

GROUND FLOOR
 FOOTPRINT

DATE	BY

CONTRACTOR TO VERIFY

SCALE SEE VIEW
 3/16" = 1'-0"

DATE

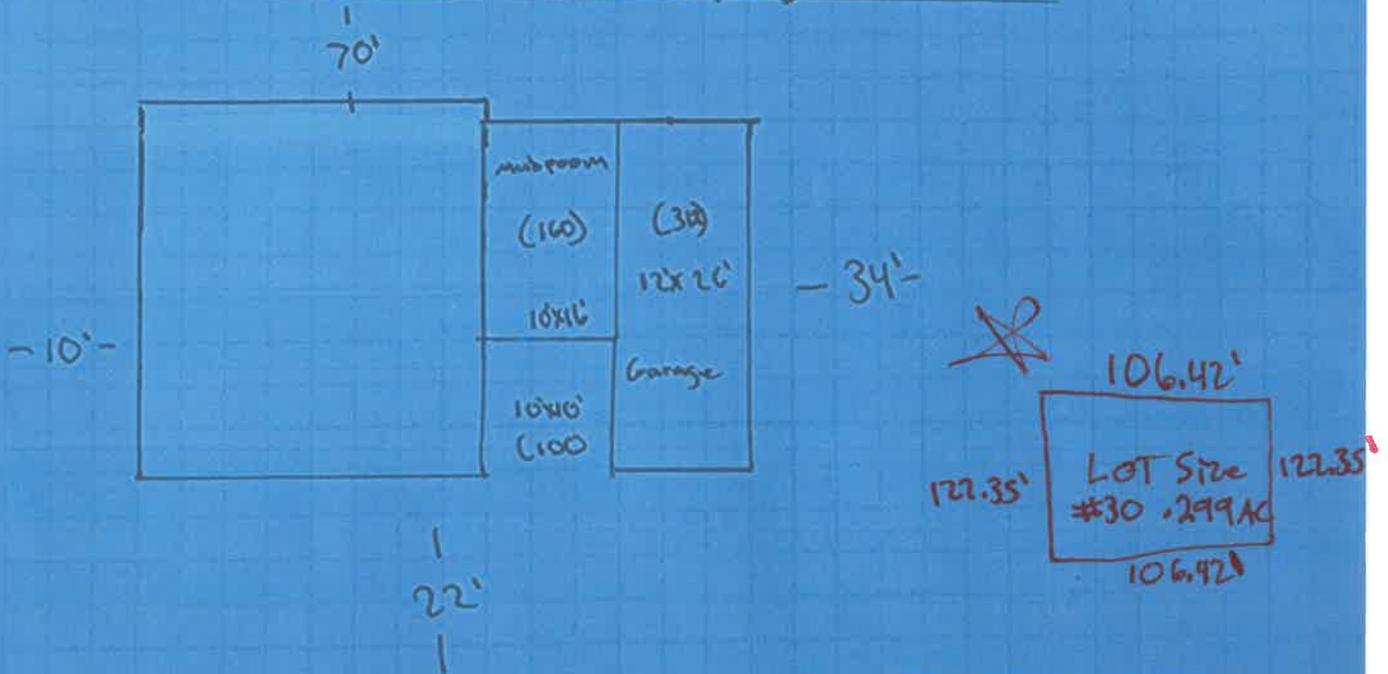
SHEET #
2

42 Harvard ST

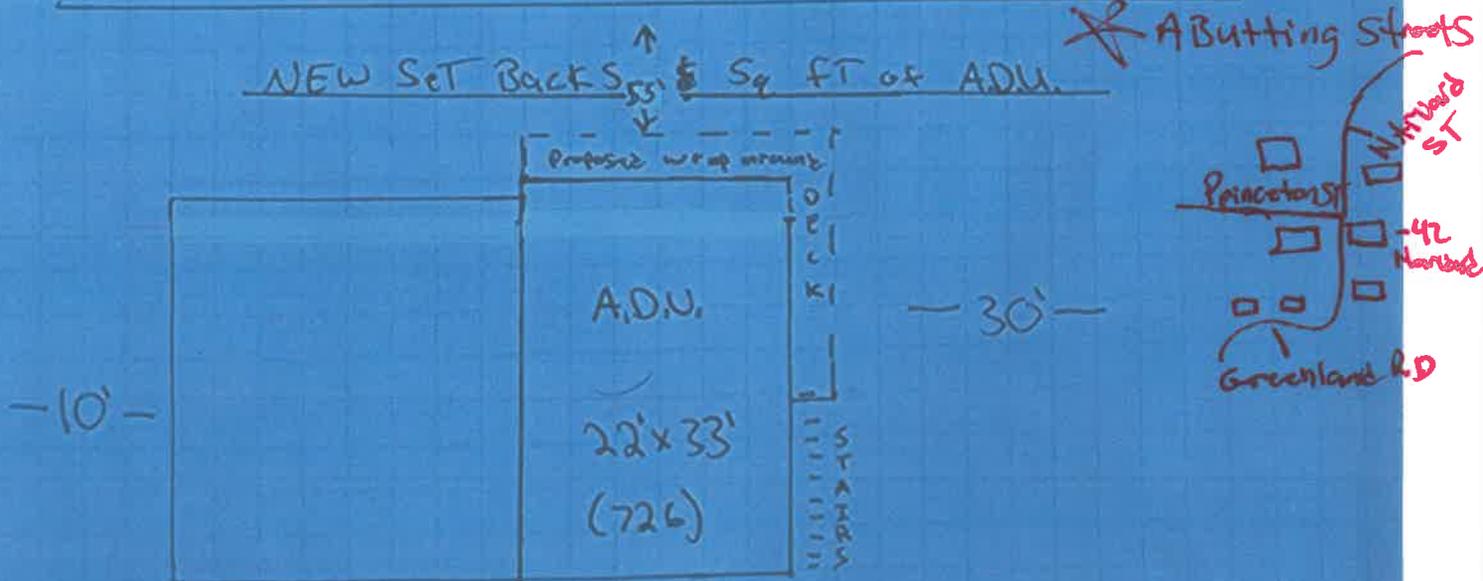
42 Harvard ST

Current Plan is to Remove Garage; Mudroom Roof systems. Square off front structurally creating an overhang over front Main entry into mudroom. Extend ADU floor 7' from Rear simultaneously creating overhang over existing patio. Build structure as it Pertains to The Plans. Build Proposed wrap around Deck 8' off Rear ADU And 4' off right side ADU

Current Set Backs & Sq. FT



NEW Set Backs & Sq. FT of ADU



Capital Improvement Plan Planning Board Update

What is the CIP?

Quick review on the CIP and the FY24 CIP process.

FY24 CIP Update

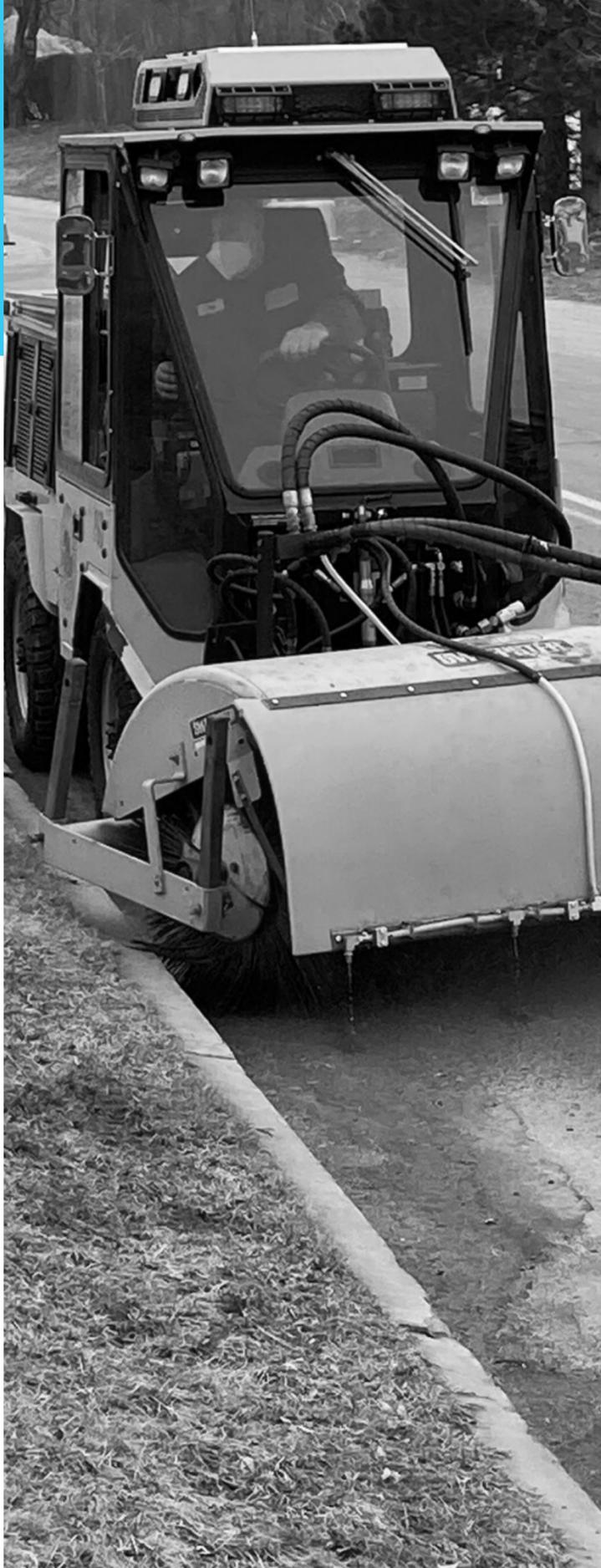
CIP FY24 by the Numbers

What is next?

How does the process move forward after today?

Thursday, November 17th, 2022 ~ 7pm



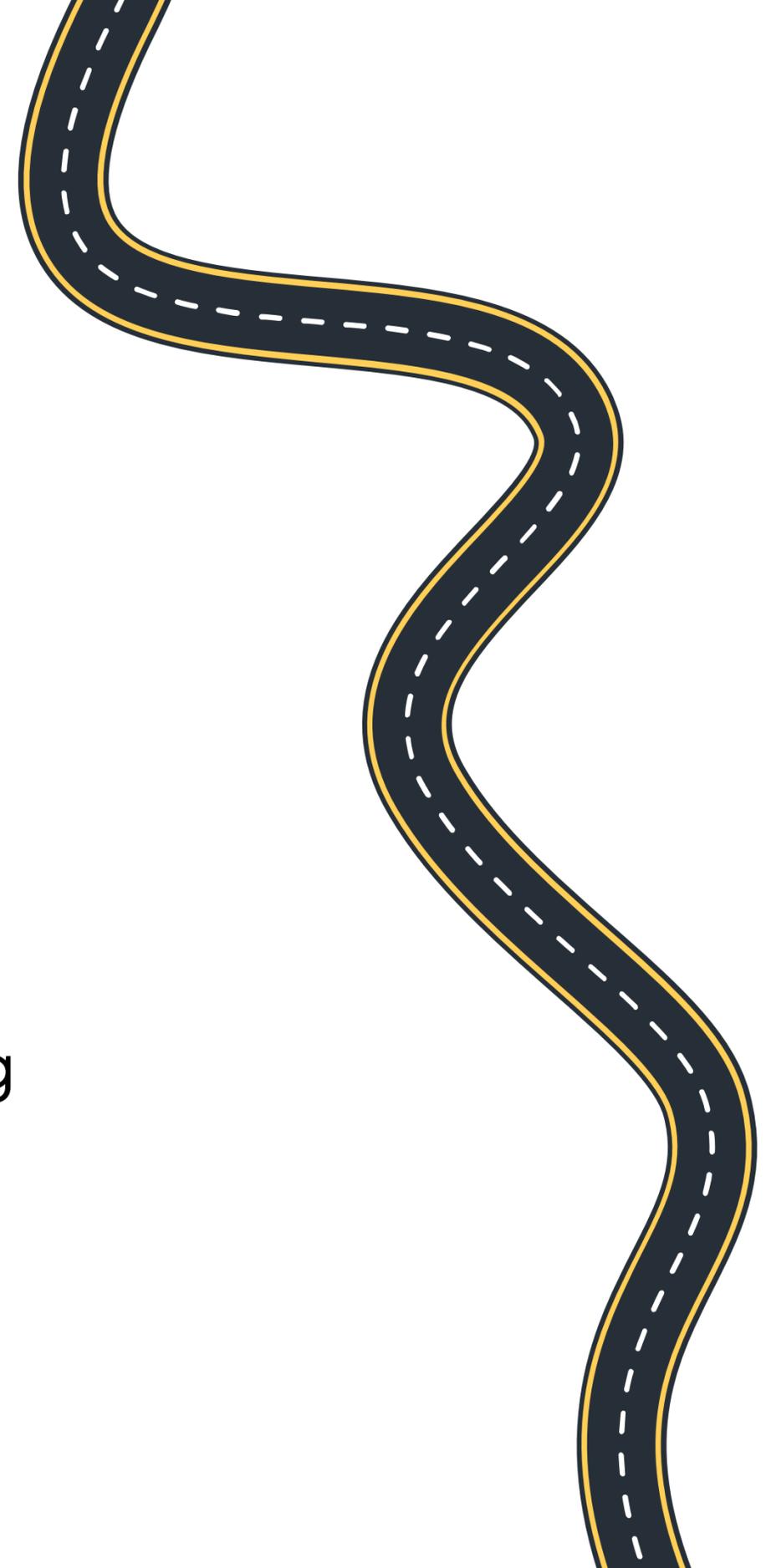


What is the Capital Improvement Plan?

The Capital Improvement Plan (CIP) is a *multi-year financial and infrastructure planning tool* put in place to maintain safe city infrastructure, schedule financial strategies for capital projects, and aid in the achievement of Citywide Goals.

Why do we have a CIP?

- Identify needed capital improvements;
- Guide the allocation of fiscal resources;
- Plan for future City expenditures;
- Ensure that needed facilities are provided within the City's financial capacity; and
- Maintain an accessible and inclusive planning and fiscal process for City residents.



✓ Construction/expansion of public facility, street, utility or infrastructure.

✓ Rehabilitation of a public facility or public infrastructure - costing \$50,000+.

✓ Design work or planning study related to a capital project or implementation of the Master Plan.

✓ Item or equipment, non-vehicular, costing \$50,000+ and has a life expectancy of 5+ years.

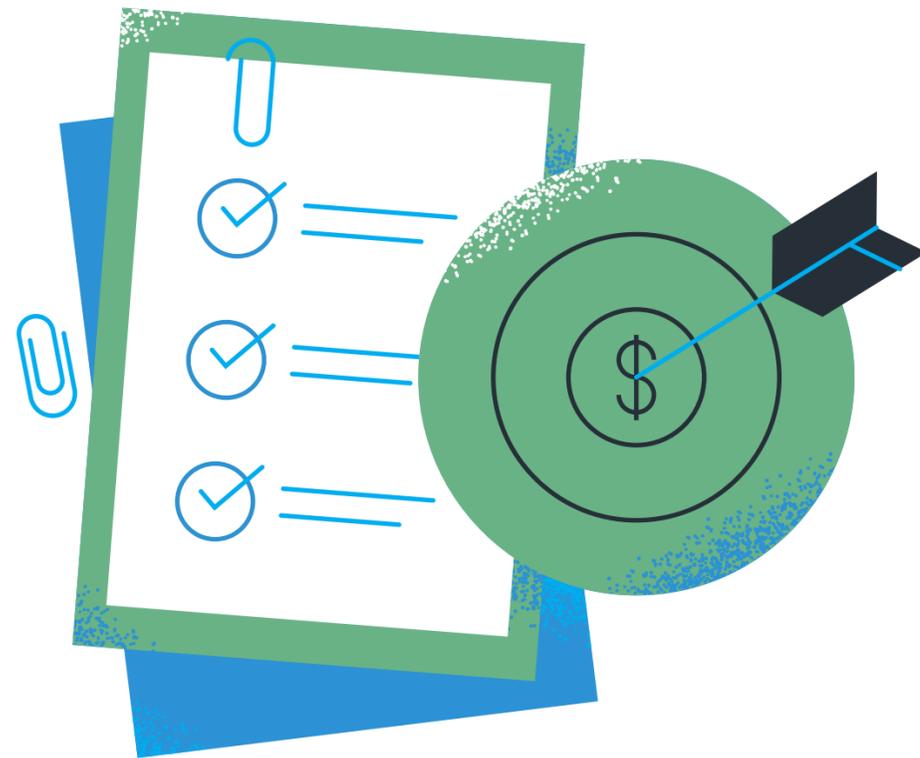
✓ Replacement and purchase of vehicles with a life expectancy of 5+ years that cost \$50,000+.

✓ Land acquisition

**What
qualifies
as a CIP
project?**

Financial Goals

What are the City's goals on funding CIP Projects?



General Fund/Capital Outlay

Pay-as-you-go Funding

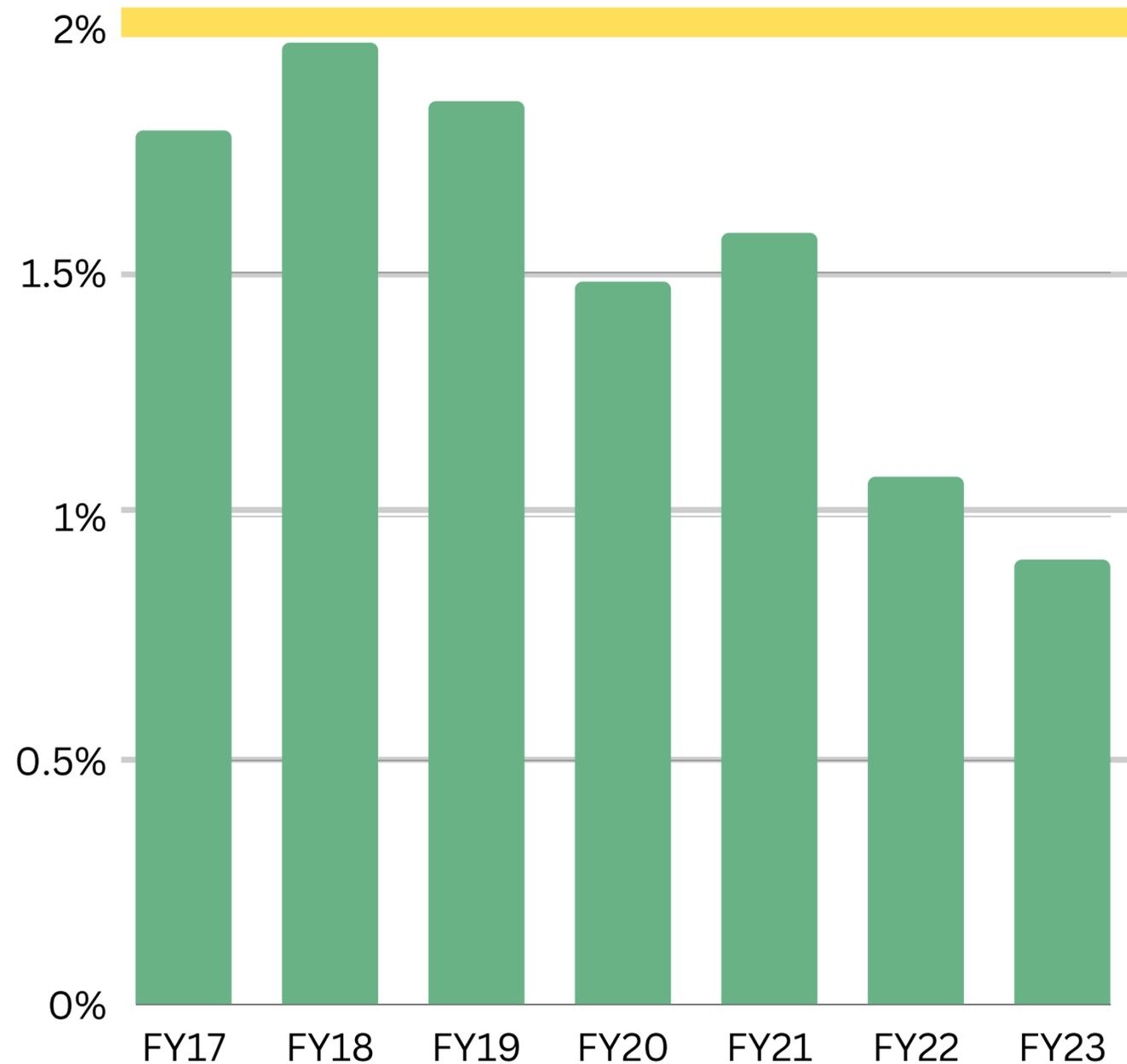
No More Than 2% of the Prior Year Budget

Debt Service

Net Debt Service
10% of the Budget

Capital Outlay

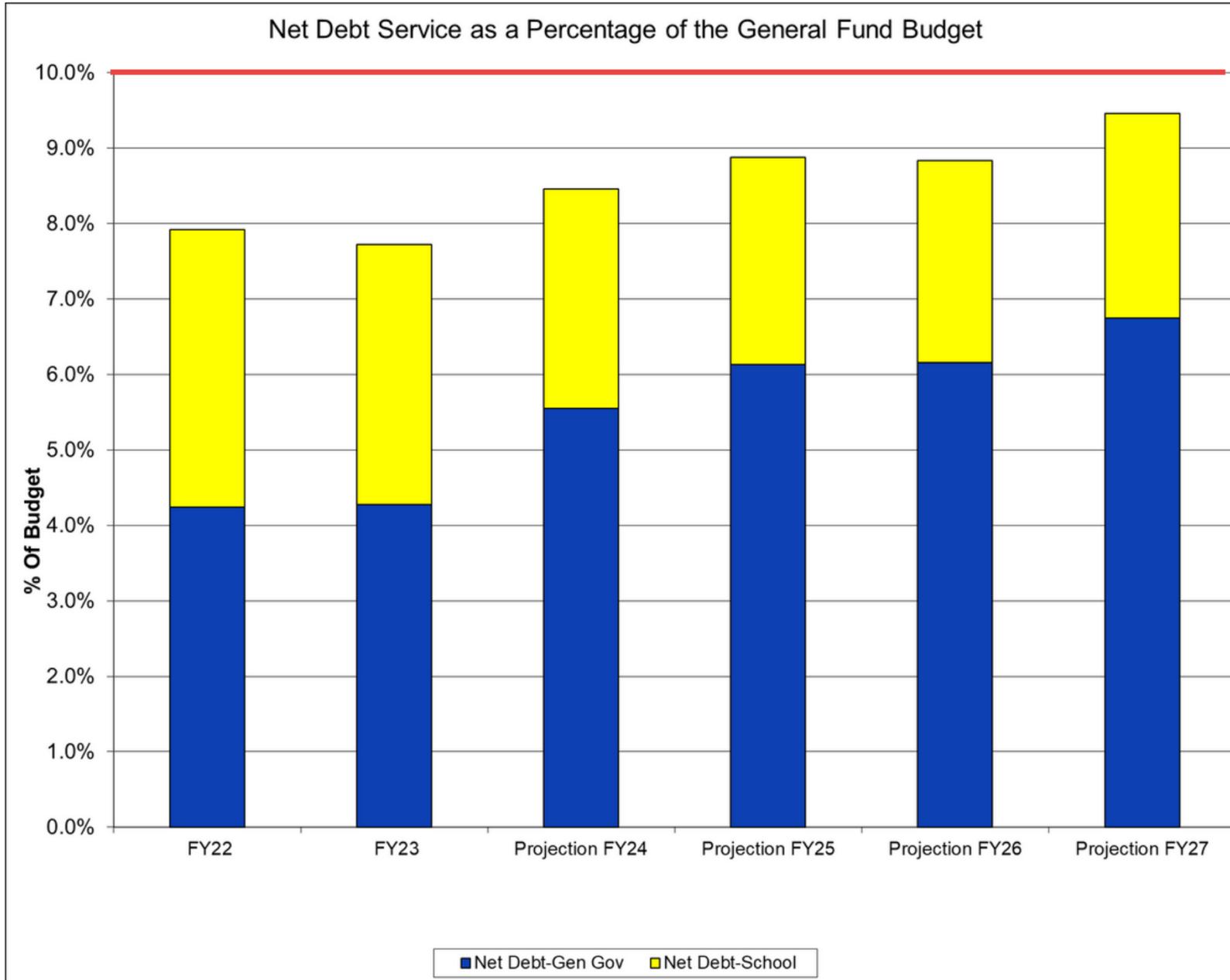
Pay-as-you-go Funding



- The City's annual goal for the Capital Outlay funding is **no more than 2%** of the Prior Year Budget.
- The City works within this goal to prevent major tax rate spikes due to large increases in capital funding.
- The FY23 Capital Outlay percentage is 0.78%

Debt Service

Net Debt Service



- The City's goal for Net Debt Service is to remain below 10% of the Budget.
- The FY23 Net Debt Percentage (as of June 30, 2022) was 7.72%.

Enhanced Citizen Involvement

Meeting City Council Goals

City Council Goals (FY23 Budget)



Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth

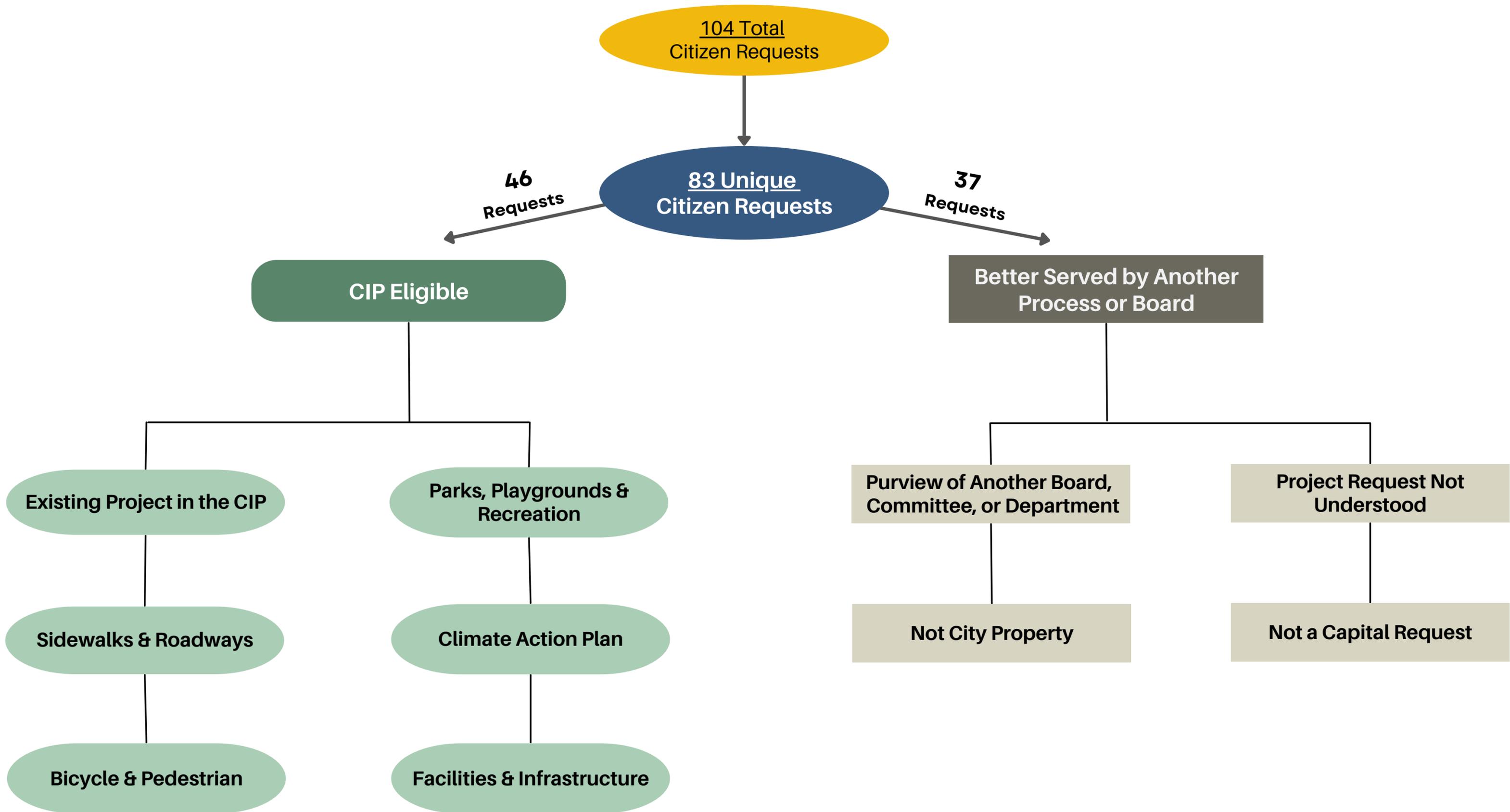


Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process



Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed





FY24 - FY29 CIP



The FY24-FY29 CIP Document



107

Total Department Projects in the FY24-29 Proposed CIP



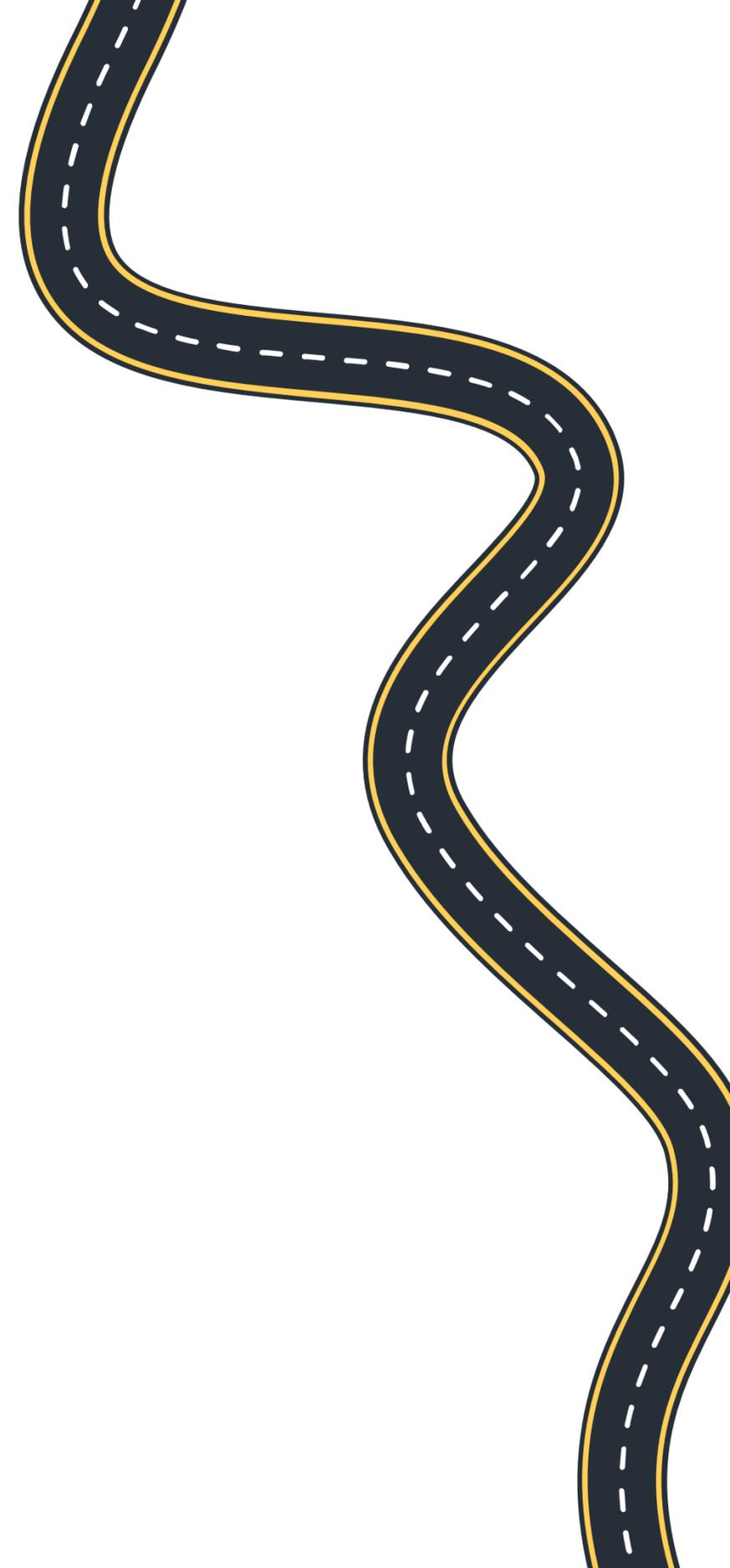
21

New projects submitted for the FY24 CIP

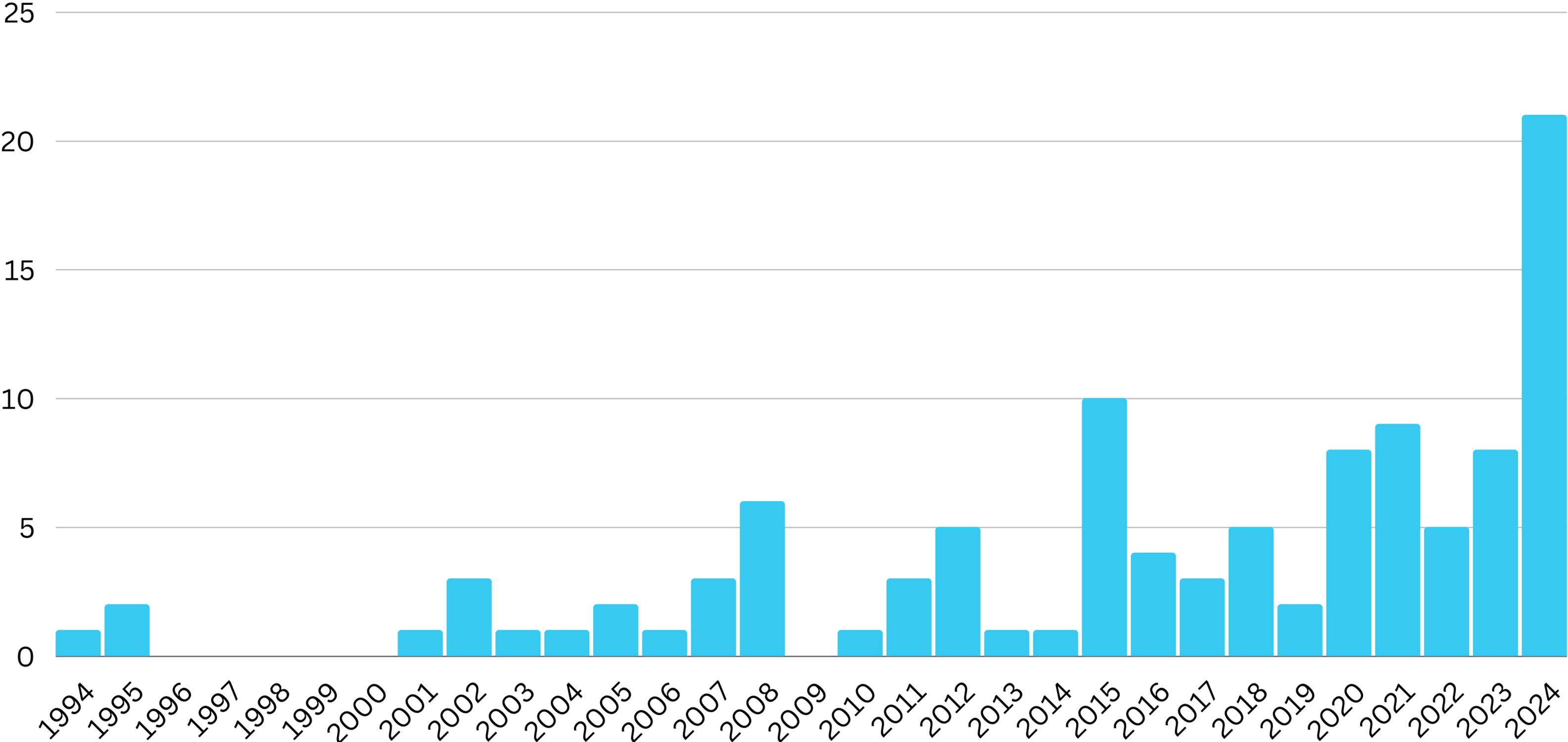


86

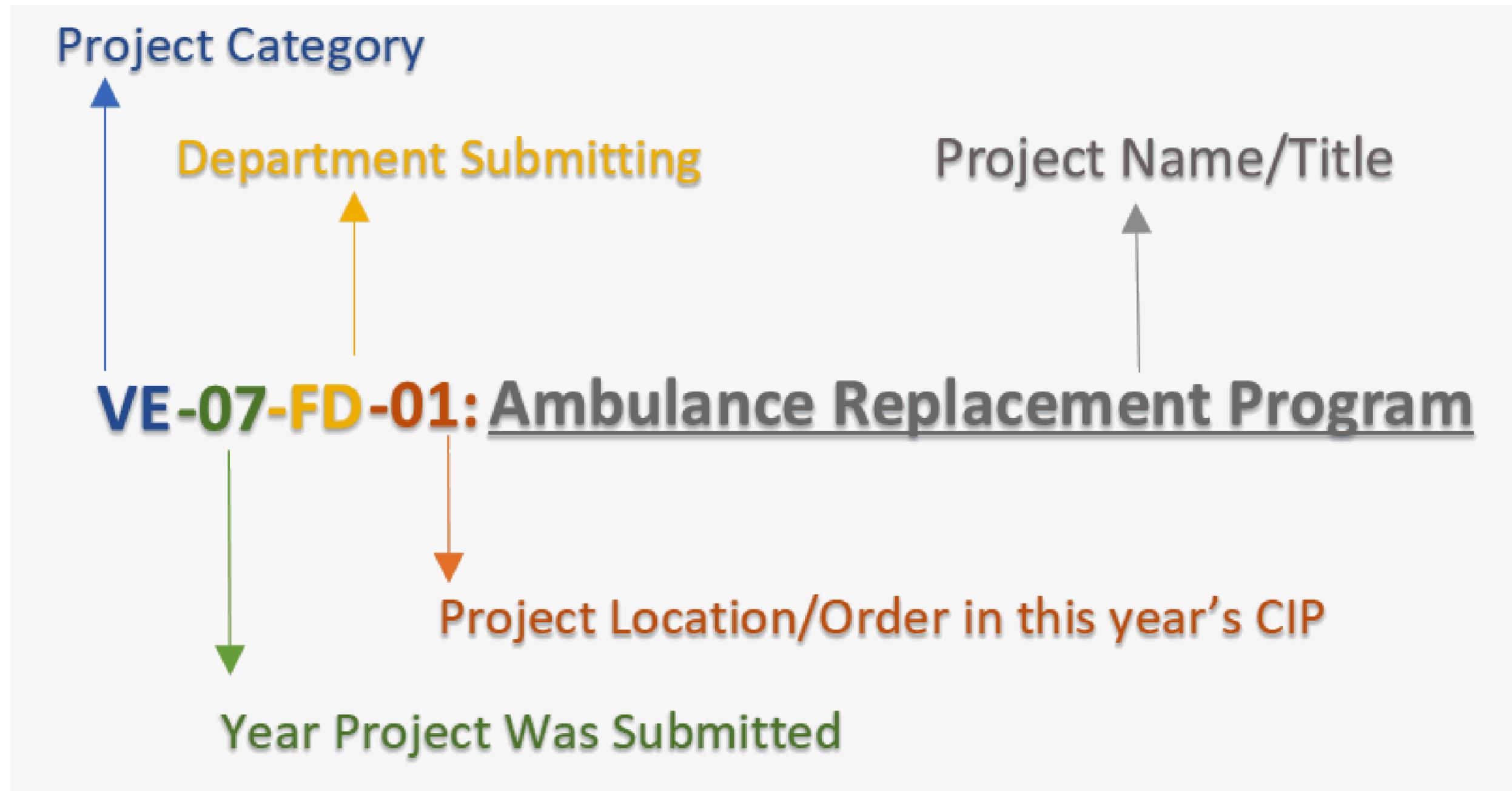
Projects carried over from the FY23-FY28 CIP



FY24 CIP Projects by Original Submission Year



Did you know the CIP Project Numbers have meaning?



CIP Project Page (Example)

VE-07-FD-01: Ambulance Replacement Program

Vehicles and Equipment: Vehicles

Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This program is a regular replacement schedule for the City's ambulances. The 2014 Ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

Studies Identified & Useful Website Links:

- [Self-Assessment of FD Operations: April 2015](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Price increase reflects changes in production costs.

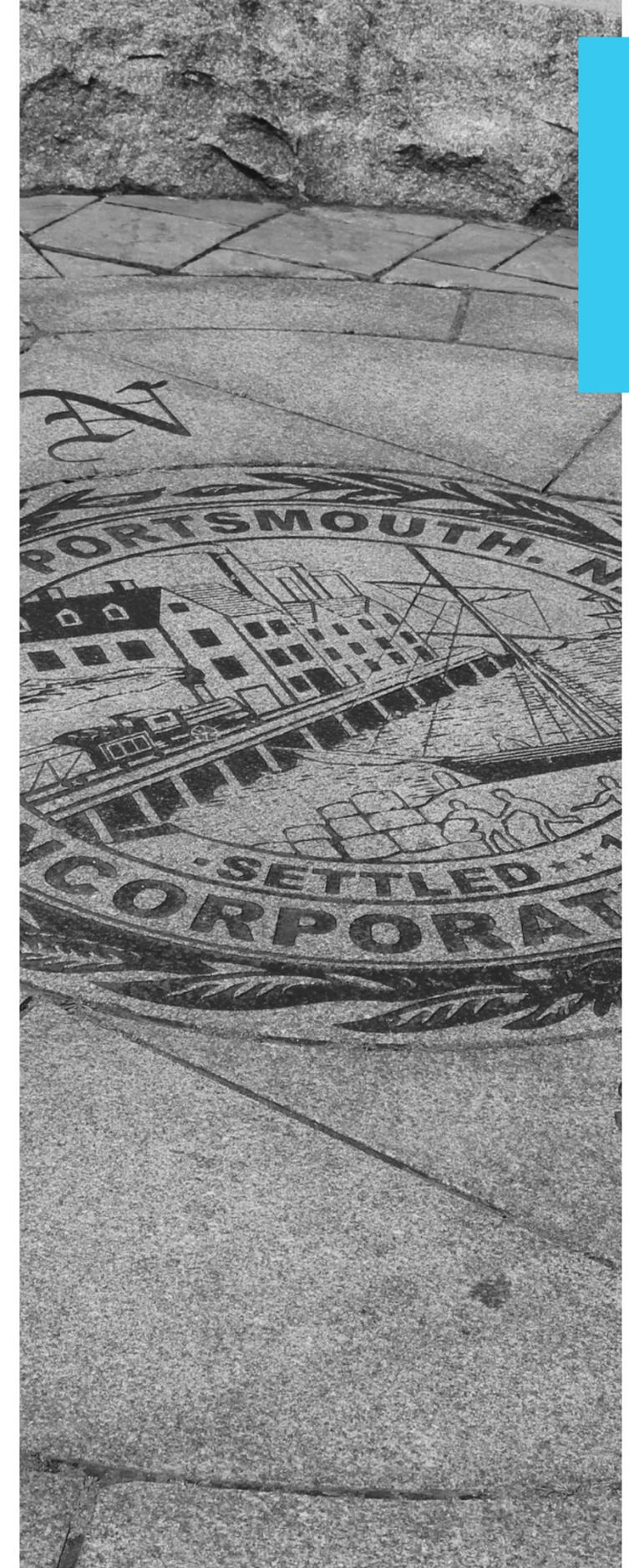
		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$140,000	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (Rolling Stock)	100%	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$780,000	\$430,000	\$1,210,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$780,000	\$570,000	\$1,210,000

Frequently Asked Questions...

Q: Why are projects removed from the CIP?

A: Projects are removed for two (2) major reasons:

1. A project has been fully funded.
2. A project is no longer feasible within the CIP timeline or no longer fits with the community needs.

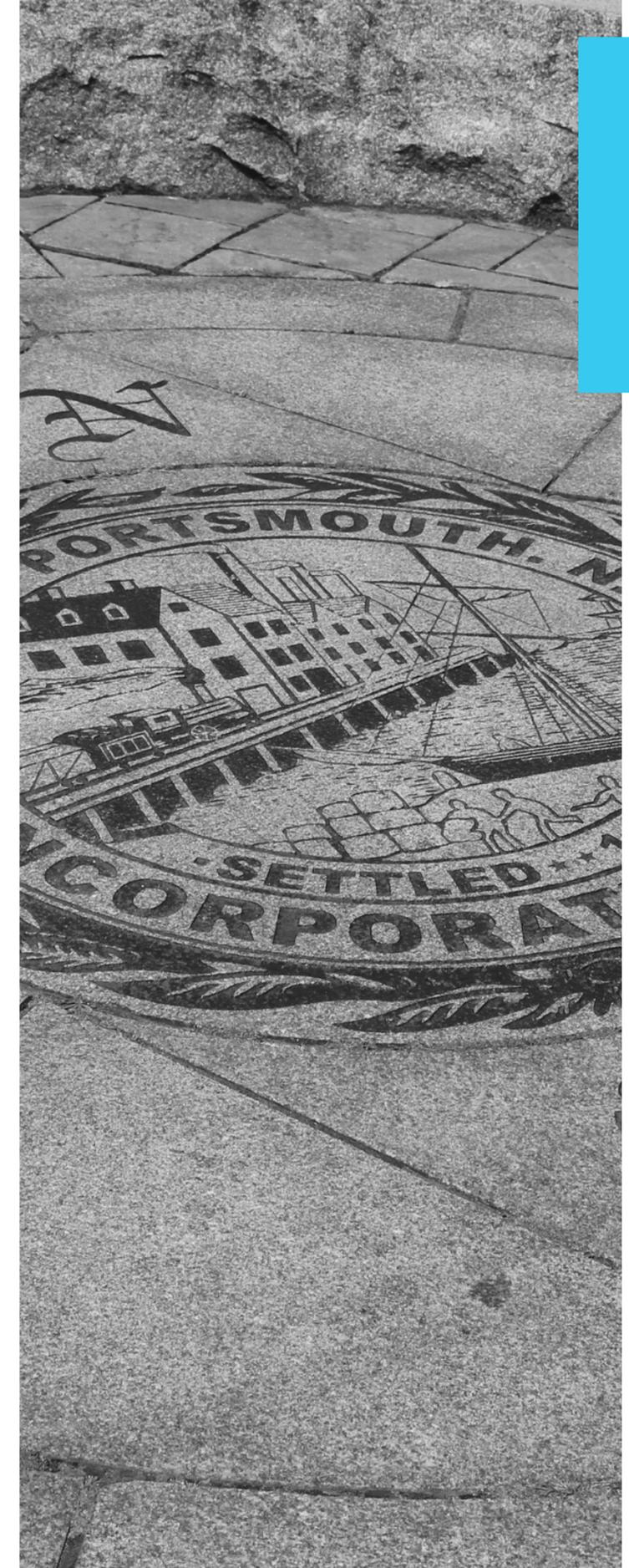


Frequently Asked Questions...

(continued)

Q: When is a project funded?

1. Adoption of the Capital Improvement Plan by the City Council is just that - the adoption of a Plan. Adoption of the plan does NOT approve or authorize funding or commit the City to any project.
2. Funding for projects identified in the adopted plan for FY24 will be incorporated in the Proposed FY24 Budget Document for City Council consideration.
3. Once the FY24 Budget is approved:
 - a. Projects identified to be funded through Capital Outlay/Cash are now authorized for the Fiscal Year.
 - b. Projects that are identified to be funded by Bonding/Borrowing must pass an additional process.
 - i. Presentation and Public Hearing
 - ii. Vote of the City Council



THE CIP PROCESS AND SCHEDULE

- **August 18, 2022** → Planning Board Presentation regarding CIP Process and Schedule
- **August 22, 2022** → City Council Presentation regarding CIP Process and Schedule
- **September 30, 2022** → Deadline for citizen project suggestions to be submitted. These citizen requests will be circulated to the appropriate department for consideration.
- **October 7, 2022** → City Departments submit CIP project requests (new and updated) to Finance
- **November 3, 2022** → City Council Subcommittee meets to review Citizens Request Projects
- **November 17, 2022** → Planning Board CIP Public Information Presentation (@ Planning Board Meeting)
- **December 5, 2022** → Planning Board CIP Advisory Committee meets with each department to review and prioritize capital requests
- **December 15, 2022** → Planning Board CIP presentation by staff, Public Hearing, and vote to recommend the CIP to City Council for adoption
- **January** → City Council Work Session on the CIP (with Presentation) on CIP
- **February** → City Council Public Hearing on CIP
- **March** → City Council votes to adopt CIP



Things to Consider

- The CIP has existing project requests that remain in the plan for FY24-FY29 as well as a number of new City Department Submissions.
- Projects already existing in the CIP & any newly requested projects will be utilizing the same funding resources.
- The movement or addition of one project may affect the timeline or ability to complete another.
- Once in the CIP, projects are prioritized for funding utilizing the Evaluation Criteria on each project page which help highlight city capital *requirements* for funding and timeline *priority*.

A row of ten wooden blocks, each with a black letter, spelling out the word "TRADEOFFS". The blocks are placed on a black laptop keyboard. The letters are T, R, A, D, E, O, F, F, S. The keyboard keys visible below the blocks include Q, W, E, R, T, Y, U, I, O, P, A, S, D, F, G, H, J, K, L, Z, X, C, V, B, N, M, and the HP logo on the right.

TRADEOFFS

Next Steps

How does the CIP progress after this meeting?

