



## AGENDA

**City of Portsmouth  
Housing Blue Ribbon Committee  
Conference Room A\*  
February 13, 2025  
5:30 p.m. – 7:00 pm**

- I. Roll Call
- II. Workforce Housing Trust Fund
- III. Disposition of City Property
- IV. Payment in Lieu
- V. City Owned Properties
- VI. 2025 Committee Goals – Work Session 2-27-25
- VII. Public Comment

*\*Members of the public also have the option to join this meeting over Zoom. Please register in advance for this Zoom meeting:*

Register in advance for this meeting:

[https://us06web.zoom.us/webinar/register/WN\\_FHJUYHxITD-NiFZ3tuYS4Q](https://us06web.zoom.us/webinar/register/WN_FHJUYHxITD-NiFZ3tuYS4Q)

After registering, you will receive a confirmation email containing information about joining the meeting.

**CITY OF PORTSMOUTH**  
**PORTSMOUTH HOUSING TRUST FUND - DRAFT**

**WHEREAS**, Enhancing the supply of housing choices, especially the supply of below market rate housing options, tops the list of the Portsmouth City Council's goals for 2024-2025; and

**WHEREAS**, The goals of the City of Portsmouth, as expressed in its 2025 Master Plan, include encouraging walkable mixed-use development, adapting the housing stock to accommodate changing demographics and accommodating the housing needs of the City's current and future workforce; and,

**WHEREAS**, In pursuit of those goals, the Portsmouth City Council re-established the Housing Blue Ribbon Committee in February, 2024; and

**WHEREAS**, the Housing Blue Ribbon Committee recommends the establishment of a Portsmouth Housing Trust Fund to support the City's Goals; and

**WHEREAS**, the Housing Blue Ribbon Committee recognizes the primary purpose of the Portsmouth Housing Trust Fund will be to create new and retain existing, below market rate housing units in the City;

**NOW THEN**, the City Council of the City of Portsmouth hereby authorizes the creation of this Portsmouth Housing Trust Fund under the following terms and conditions:

1. The primary purpose of the Portsmouth Housing Trust Fund shall be to receive and distribute funds for the retention and creation of below market rate housing units;
2. Below market rate housing is affordable to those households earning between 60% and 120% of the average median income as determined by appropriate governmental entities, or such other criteria as may be deemed appropriate from time to time by the Portsmouth City Council.

3. The Portsmouth Housing Trust Fund shall be used by the City to fund, initiate, and facilitate activities consistent with the purposes for which the Trust is established. These activities may be in partnership with public, non-profit, and private housing developers.
4. The Portsmouth Housing Trust Fund may be used for activities related to the creation and maintenance of below market rate housing, such as, but limited to, the following:
  - Assist the City in acquiring land;
  - Conduct community outreach and engagement;
  - Fund studies, analysis, planning, and consultant efforts;
  - Purchase and rehabilitate existing housing;
  - Construct new housing;
  - Retain existing housing;
  - Manage and administer housing and programs;
  - Provide subsidies for the creation of housing.
5. The Portsmouth Housing Trust Fund is intended to provide a repository and an ongoing funding source from which the City of Portsmouth may authorize the expenditure of those sums deemed appropriate by the City Council for the purposes for which the Trust exists.
6. The Trustees may receive contributions to the corpus of the Trust from the City of Portsmouth or from any other person or entity making contributions thereto. Except, however, the Trustees shall not be required to accept any contributions deemed inappropriate by the Trustees.
7. The Trust may receive and hold funds, stocks, bonds, or other financial property. The Trustees may decline to accept any contribution to the Reserve, in their sole discretion.
8. The Trustees shall disburse funds from the Trust in amounts and at times as shall be specified in one or more written requests from the City Manager acting pursuant to authorization of the City Council. Each request shall identify the payee(s), the amount(s) requested, and the purpose of the expenditure, and be accompanied by a copy of the Council authorization.
9. All funds with the Trust, whether designated as the corpus or income produced thereby, once donated to the Trust, shall be available for expenditure by the City Council pursuant to the provisions of this Trust.

10. The Trustees shall have the complete discretion to hold, liquidate or otherwise transfer any stocks or other non-cash assets contributed to the Trust, as long as any proceeds received from the transfer of such assets are paid into the Trust.
11. All contributions to the Trust shall be added to the corpus of the Trust which shall be held by the Trustees in any type of account or investment permitted by law as determined by the Trustees. All Trust funds may be collectively invested with other funds held by the Trustees, without restriction against pooling of assets, for investment purposes, so long as such funds and any income attributable thereto are subject to separate accounting by the Trustees.
12. In the event that the Portsmouth City Council determines that the need for municipal support of below market rate housing has ceased to exist, or for such other reasons deemed appropriate by the City Council; this Trust may be discontinued by a 2/3 vote of the City Council. In that case any funds held by the Trustees under the terms of this Trust shall be disbursed to a similar housing-related purpose or entity in accordance with the direction of the Portsmouth City Council.

Dated: \_\_\_\_\_

**CITY OF PORTSMOUTH**

\_\_\_\_\_  
Karen Conard, City Manager

Pursuant to vote by the Portsmouth City Council on

\_\_\_\_\_, 2025

Accepted by the Trustees of the Trust Funds

Dated: \_\_\_\_\_

Thomas R. Watson, Chairperson

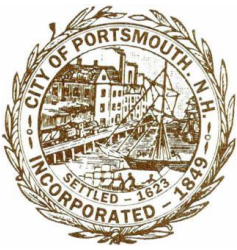
Dated: \_\_\_\_\_

Dana S. Levenson

Dated: \_\_\_\_\_

Peter G. Weeks

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# CITY OF PORTSMOUTH

## Housing Blue Ribbon Committee

### MEMORANDUM

To  
Housing Committee

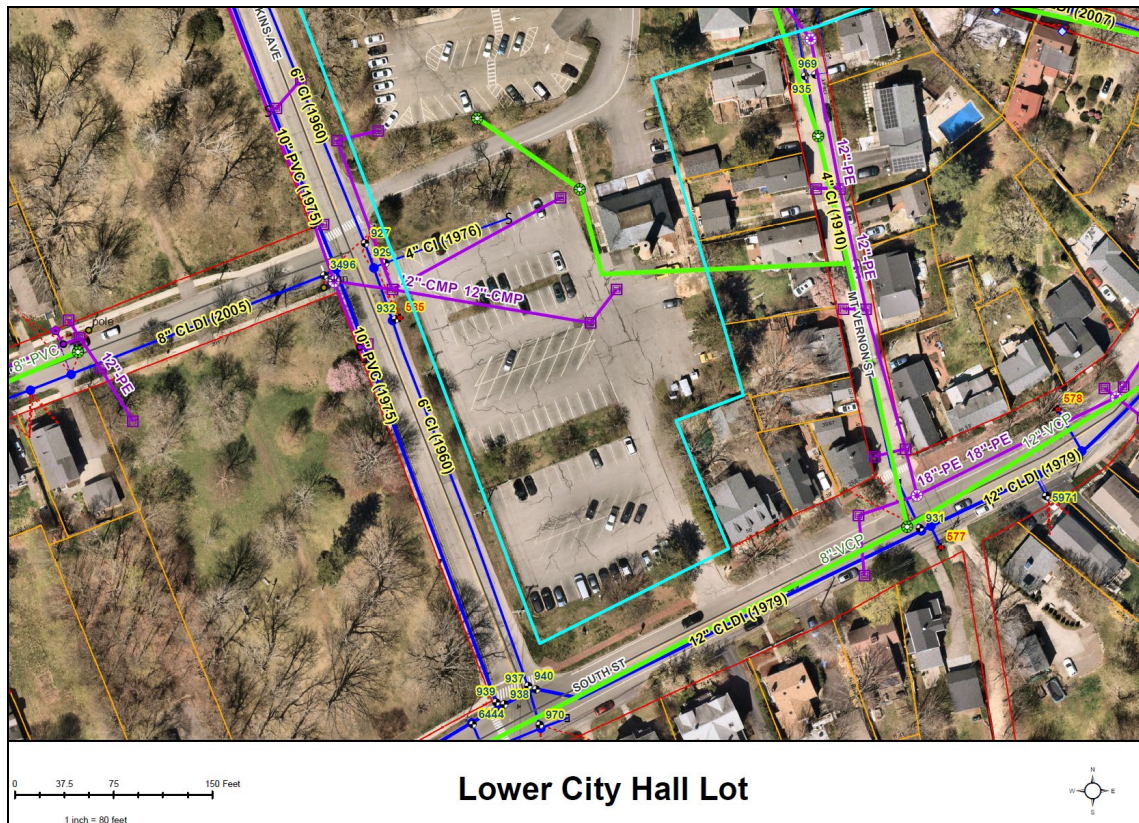
From  
Planning Staff

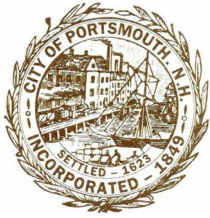
Date  
2-7-2025

Subject  
City-Owned Parcels

**City-Owned Parcels** The properties are ranked in order from the last meeting. Some initial pros and cons of each are provided for each parcel, however additional input from the Committee should be included in any recommendation to City Council.

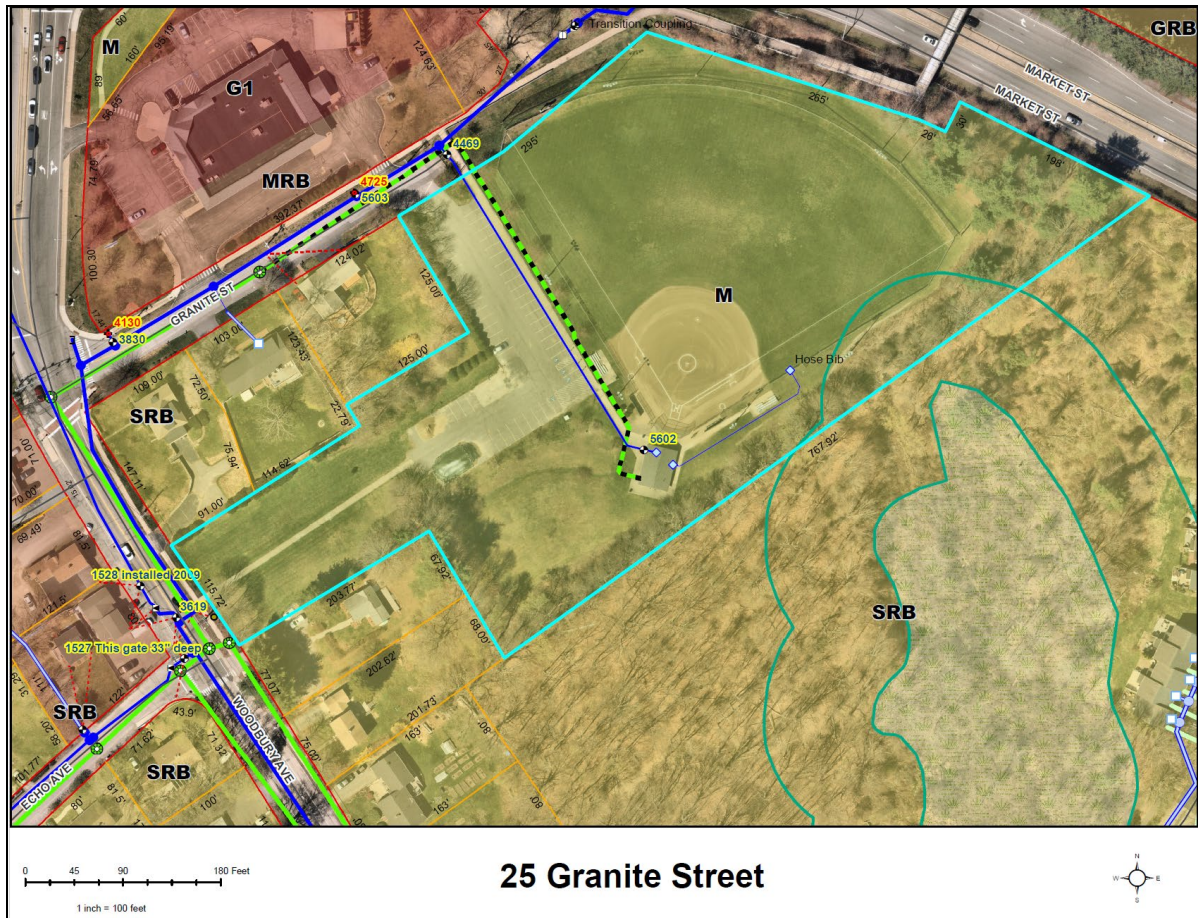
#### City Hall Lower Lot



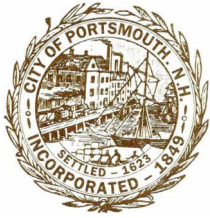


The Lower Lot currently provides employee parking and is 1.3 acres in size. The parcel offers a potential development opportunity for housing which could be built over the existing lot and maintain the employee parking. The lot is walkable to downtown but is also serviced by COAST currently. There are no wetlands on the property and utilities are easily accessible. Development of this parcel should carefully consider the surrounding neighborhood and dwellings, especially located on Mt. Vernon Street.

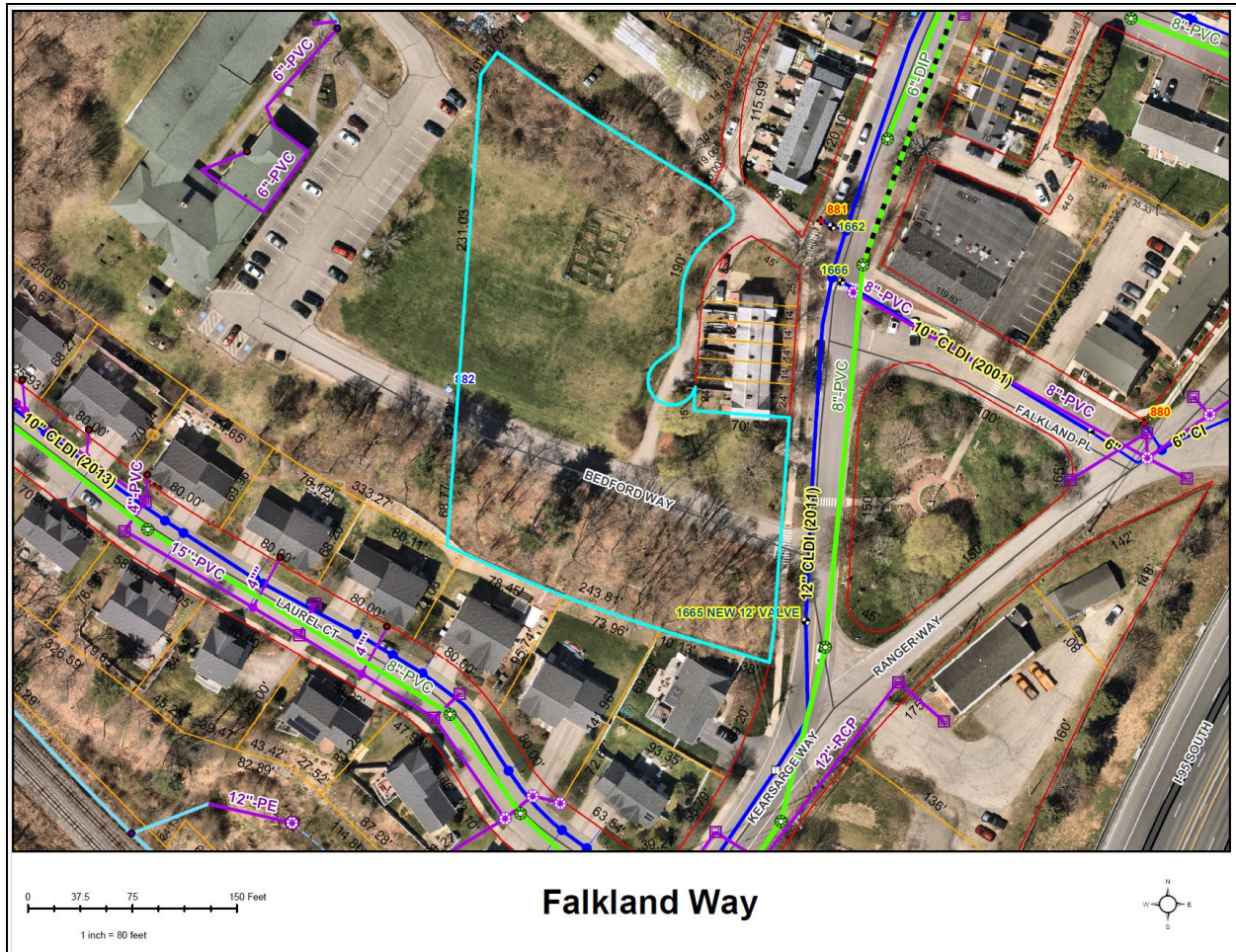
## 25 Granite Street



25 Granite Street is approximately 3.9 acres, has access off Granite Street but also has frontage on Woodbury Avenue. The current use of the site is recreational and it contains a ball field. A small apartment building could potentially fit on the site while retaining the ball field, while a larger development could be built without retaining the ball field. There is potential to acquire additional land to the east from the condo association that would create an opportunity for more housing and keeping the ball field. There are wetlands on the adjacent parcel which extends an area of wetland buffer onto this lot. Utilities are easily accessible for connection and there are no steep slopes or other topographical constraints on this parcel.

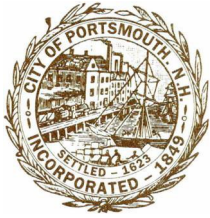


**Falkland Way**



This property is just under an acre and is bisected by Bedford Way. A portion of this property may be suitable for development alone or in conjunction with the PHA, who owns the adjacent property and has additional square footage that could be combined with this to develop more housing. This site would not be suitable for a large development, but the opportunity to create some housing is present. There are no wetlands and utilities are accessible.

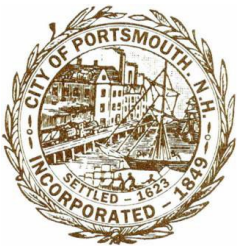




**134 Preble Way**



This property is approximately 2.6 acres and contains an existing sports field, walking trails and woodlands on steep slopes. The ball field and existing trails are used frequently and are an amenity for the residents. Due to the steep slopes and shoreland buffer, the site is constrained and would likely be expensive to develop.



# CITY OF PORTSMOUTH

## Housing Blue Ribbon Committee

### MEMORANDUM

To  
Housing Committee

From  
Planning Staff

Date  
2-7-2025

Subject  
Staff Memo

### Agenda Item IV Payment in Lieu

#### Background

The recently adopted Gateway Neighborhood Overlay District (GNOD) provides for a payment in lieu of fee as an option for meeting the workforce housing requirements for the district. The City must establish a fee through the Fee Committee if a developer in the GNOD chooses to utilize the payment in lieu of option.

Staff followed up with RKG and they provided the table below using the model they built last year. The table uses the value gap calculation and breaks it down by unit size and percent AMI. It also provides for an average of each. This table could be used to determine the payment in lieu of fee based on the units in a development. Since the model is 6 months old, the table is valid for this year but should be updated prior to updating the fee schedule next year. Prior to making a recommendation, the Committee should decide whether to use the unit values or the average based on the AMI.

#### **Value Gap Calculations**

Unit	30% AMI	40% AMI	50% AMI	60% AMI	70% AMI	80% AMI	90% AMI	100% AMI	110% AMI
Studio	\$353,210	\$328,905	\$304,600	\$280,295	\$255,991	\$231,686	\$207,381	\$183,076	\$158,771
1BR	\$413,270	\$388,965	\$364,660	\$340,355	\$316,051	\$291,746	\$267,441	\$243,136	\$218,831
2BR	\$525,376	\$501,071	\$476,766	\$452,461	\$428,156	\$403,851	\$379,547	\$355,242	\$330,937
3BR	\$615,037	\$590,732	\$566,427	\$542,122	\$517,817	\$493,512	\$469,208	\$444,903	\$420,598
<b>Average</b>	<b>\$476,723</b>	<b>\$452,418</b>	<b>\$428,113</b>	<b>\$403,809</b>	<b>\$379,504</b>	<b>\$355,199</b>	<b>\$330,894</b>	<b>\$306,589</b>	<b>\$282,284</b>

#### Recommendation:

*Vote to recommend the City Council adopt the payment in lieu of fee using the value gap table.*