



## **AGENDA**

**City of Portsmouth  
Housing Blue Ribbon Committee  
Conference Room A\*  
April 10, 2025  
5:30 p.m. – 7:00 pm**

- I. Roll Call
- II. Approval of Minutes (August 8 2024, August 14, 2024, September 19, 2024, October 17, 2024, November 21, 2024, December 5, 2024 January 16, 2025, & February 13, 2025)
- III. Craig Welch – Portsmouth Housing Authority
- IV. 2025 Committee Goals
- V. Public Comment

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

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[https://us06web.zoom.us/webinar/register/WN\\_MbWH9fHhTveNjLNobvSZ3Q](https://us06web.zoom.us/webinar/register/WN_MbWH9fHhTveNjLNobvSZ3Q)

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



## **MEETING MINUTES**

### **City of Portsmouth Housing Blue Ribbon Committee Conference Room A at City Hall\***

**Thursday, August 8, 2024  
5:30 p.m.**

**I. Meeting Called to Order by Co-Chairperson Joanna Kelly at 5:30 p.m.**

Co-Chairperson Joanna Kelly calls roll call:

Attending: Assistant Mayor Joanna Kelley, Councilor John Tabor, Councilor Beth Moreau, School Board representative Byron Matto, Erik Anderson, Megan Corsetti, Tracy Kozak, Mary Loane, Dagan Migirditch, John O'Leary, Jennifer Stebbins Thomas, City Manager Karen Conard, Planning and Sustainability Director Peter Britz, Planning Manager Peter Stith and Housing Navigator Howard Snyder

Absent: None

**II. Site Walk: 134 Preble Way**

**III. Public Comment**

**IV. IV. Site Walk: 25 Granite Street**

**V. Public Comment**

**VI. Council Request for Input on Sherburne School Property**

**Adjourned.**



**City of Portsmouth  
Housing Blue Ribbon Committee  
Conference Room A at City Hall\*  
MEETING MINUTES**

**August 14, 2024  
5:30 p.m.**

**I. Roll Call**

Meeting Called to Order by Co-Chair Kelley at 5:33p.m.

Co-Chair Kelley calls roll call:

Attending: Assistant Mayor Joanna Kelley, Councilor John Tabor, Dagan Migirditch, Megan Corsetti, Jennifer Stebbins Thomas, Erik Anderson, Tracey Kozak, Mary Loane, School Board Representative Byron Matto, John O'Leary, Planning and Sustainability Director Peter Britz, Planning Manager Peter Stith, Housing Navigator Howard Snyder. Jennifer Smith, Legal Department. Absent: Councilor Beth Moreau.

**II. Council Request for Guidance on Municipal Property at 35 Sherburnee Road.**

The City Manager and her team have finished going over the 8 RFQs for the Sherburne School Redevelopment project and have selected four developers to advance to RFP submissions. Notifications going out Aug 15. She requested that the Housing Committee find some type of consensus on some of the things we would like to see in the RFP from this Advisory Board.

To review what City Council said:

- a proposal with the school building and one without. Some people have an emotional attachment with that building but it's also worth noting that the building has been pretty much neglected for the last 15 to 20 years
- Units offered for a range of income not just 80% or not just 60% but from an average median income up to 100% And then down to 60% or even lower 50%. Better to have the developer have a mix of incomes than have the city have to subsidize
- Overwhelming support for a ground lease versus selling land
- Softball field will be replaced elsewhere in the city at the Community Campus so that's less of a priority to keep versus the school building
- Don't want to stifle their creativity because they may suggest something that we hadn't thought . So in addition the two options that the staff and the manager presented there may be a third or fourth or fifth different types of option with regards to the mix and types of housing uh again I would leave that open to the professionals



This is kind of a test of what is to come throughout the city with other sites and so people are going to gauge this particular project against others that are selected or discussed in the future.

There are density and green space consideration and it's going to be important for us to take a look at how it blends with the neighborhood and the community.

What we've seen locally with PHA is that the long-term management of the facility is just as important as the development itself. I don't know how the RFP would incorporate that thought but I think it would be appropriate for any developer to express how their long-term management policy will work.

I believe the city council is looking for guidance from the Housing Committee on what other type of open space either Rec passive or Active Space would they like to see requested in the RFP.

If the RFP is clear enough and says we just want a site plan sketch then that's a whole different thing than saying we want a building design with renderings and unit counts and full budgets.

Sustainability: existing buildings are the most sustainable thing as long as they're not dangerous and if it's possible to reuse them they have a lot of embodied carbon which is the energy it takes to build them in the first place if you tear it down and rebuild you'll never regain that lost energy even if you add solar panels. Do you want a sustainable project or do you want the maximum amount of housing?

I would hope the project will have a good amount of Community driven conversations to then impact what the end design will be.

The genesis for all of this conversation is around creating affordable units and a mixed income is great just not on the fair market side. 100% of average median is below Market. If it helps benefit the much lower income need that was cited in the housing need survey from Portsmouth Listens and whenever there's a diversity of housing with a diversity of income levels it creates a better housing experience.

Need to understand how the property would be managed and how it would feel from a tenant perspective.

Community spaces could help create a more actually used third space. Also innovative open space to complement Pannaway playground and create an opportunity for community members from across all the different neighborhoods to come together. Maybe Child Care.

Against doing any additional Municipal support and except the land itself. The city should stay in line with the our 2006 adopted housing policy which says that the city will take supportive actions not necessarily monetary: number of parking space, tax incentives and abatements in the way that we have before.

Traffic impact -- we want to make sure that we're looking at broad spectrum of community impact and not limiting it to only direct abutters. I agree with Tracy that we should build into the RFP a robust public input process at the start



Megan Corsetti:

1. whatever additions are made to the area they blend well with the existing area
2. in speaking to some of the immediate impacted neighbors preservation of the school did seem important as it is something they are familiar with viewing on a regular basis also with the initial proposal made in January 23 with a large scale development keeping the school seemed most important so that several multi storing buildings would not dwarf the surrounding homes
3. have an addition that feels blended with the community; one that's welcoming and desirable to newer residents
4. address the concerns expressed by community members on traffic and congestion in an area that's already bottlenecked mix of housing
5. stick with rentals that's the most definitive way to ensure that the costs remain affordable -- include a mix of below Market Workforce and market with the majority being offered at Workforce rate. The diversity is important
6. open to seeing plans that include bringing some amenities to the new and existing neighborhood the master plan cited such ideas but we have yet to see that
7. I favor ground lease for 50 to 99 years um that ensures the new community has appropriate upkeep and there's an escalation pathway should there be a concern noted by an immediate neighbor or new resident of the new community

Erik Anderson: I understand it's a city-owned property but what would be the process that would be followed to kind of answer Eric's question what process would a developer follow on this particular property even though it's City owned property you mean just as far as plan approval so they would still go to our technical advisory committee and go to the planning board for site plan review so there would be opportunities for public comment and public outreach.

Adjourn 6:39 pm



## **MEETING MINUTES**

### **City of Portsmouth Housing Blue Ribbon Committee Conference Room A at City Hall\***

**September 19, 2024  
5:30 p.m.**

#### **I. Roll Call**

Meeting Called to Order by Co-Chair Kelley at 5:33p.m.

Co-Chair Kelley calls roll call:

Attending: Assistant Mayor Joanna Kelley, Councilor John Tabor, Dagan Migirditch, Megan Corsetti, Jennifer Stebbins Thomas, Erik Anderson, Councilor Beth Moreau, Planning Manager Peter Stith, Housing Navigator Howard Snyder, City Attorney Trevor McCourt, Planning Board Chairperson Rick Chellman.

Absent: City Manager Karen Conard, Tracey Kozak, Mary Loane, School Board Representative Byron Matto, John O'Leary, Planning and Sustainability Director Peter Britz.

#### **II. Housing Navigator Update**

Howard Snyder: Outlined results of previous HOP grant and reviews impacts on current and future housing related initiatives in Portsmouth. Described building upon these results with application for funding from InvestNH Municipal Planning and Zoning Grant Program 2.0. Outlined structure of grant 2.0 and what has been done to date for making the application. Specifically, engaging RKG for continuity and success of Places to Live Dialogue.

Beth Moreau: Motion to approve sending letter of support from HBRC along with the application.

Jennifer Stebbins Thomas: Second.

Discussion on timeline.

Joanne Kelley: Calls vote.

All in favor: All.

Opposed: None.



### **III. Co-Chair Remarks**

Councilor John Tabor: Upcoming meeting schedule: October 3, October 17, October 31, and November 14. The committee agreed on dates except October 31.

### **IV. Council Request for Guidance on Gateway Neighborhood Overlay District (GNOD)**

Co-chair Kelley reviewed GNOD zoning in packet sent by Council for review Planning Board chair Rick Chellman guest for discussion. Committee members expressed enthusiasm for payment in lieu and 20-acre land transfer ideas as out of box thinking with potential for use as a pilot elsewhere. The GNOD encourages partnerships with specialized entities with three incentives to get to workforce housing units. Developers have taken limited advantage of previous incentives.

Atty McCourt explained the ordinance related to the zoning which expanded the Gateway district onto Commerce Way. Any land swap would have to be offered through the master plan for the whole parcel, identifying the parcel to be conveyed and then the City Council will have a process to accept, and a voucher with proof of meeting the incentive bonus (public realm, community space) for the Council to provide to the Planning Board. Council will have right to accept, on a case by case basis, multiple parcels of buildable, unrestricted land within the overlay district or outside.

Positives – When the City owns the parcel it becomes municipal-zoned which offers more flexibility and ensures development of housing going forward. The City is maintaining control. RFP process has shown us developers that would be interested in housing development.

Beth Moreau made motion to accept. DM seconded. Voted unanimously in favor.

Suspend rules to bring forward Public Comment. Voted unanimously in favor.

### **V. Public Comments**

Jim Smalley – agree with excellent plan but concerned with calibration – how many units with one acre – what about half acre and land transfer? Height restrictions? Allow for more than six stories?

Motion to adjourn. 6:53 pm





## **AGENDA**

**City of Portsmouth  
Housing Blue Ribbon Committee  
School Board Conference Room at City Hall\*  
October 17<sup>th</sup> 2024  
5:30 p.m.**

**I. Roll Call**

Assistant Mayor Kelley, Councilor John Tabor, Councilor Beth Moreau, Andrew Samonas, Digin Migilditch, Tracy Kozak, John O'Leary, Erik Anderson. Excused: Mary Loane, Jenn Stebbins.

**II. Meeting Minutes for October 3<sup>rd</sup> 2024.**

Motion to approve made by Tracy Kozak, seconded by Joanna Kelley and voted unanimously.

**III. Working Group Updates**

**a. Zoning Working Group – Councilor Moreau reported discussions concerned:**

- Any legal constraints that might prevent the City of Portsmouth from enacting zoning ordinances and what experience other communities have had (e.g. Nashua) with enabling legislation. Co-chair Kelley to meet with Jane Ferrini in Legal to discuss. Group also suggested inviting State Sen. Kwoka and State Rep Williams to a Committee meeting to learn how the City might balance the needs/wants of the State and those of the community.
- Density and what makes sense in different neighborhoods e.g. Pannaway vs. downtown or commercial/research overlay districts where taller buildings might work. All to be related to the Master Plan.
- Looking at layers such as co-use and parking allowances that no require multiple steps (and attorney time) for committee/board approvals.
- How to plan communications and community education regarding any zoning change recommendations.

**IV. Discussions on Housing with Jodi Carnes, City of Portsmouth Welfare Director**

How City Welfare Department works:

- All towns and cities in NH must have a Welfare Officer
- PHA is funded by HUD and renters must contribute 1/3 of their income (adjusted when income changes, eg seasonally) to receive housing voucher assistance. Food stamps and other assistance also Federally funded.
- State assistance includes Section 8 vouchers and other programs.
- RSA 165 requires that an annual budget for emergency assistance funds come from the General Fund, distributed through Welfare. Any overspending must go to City Council and any excess goes back to the General Fund. Funds are not sustained monies; they must be on a case by case



basis for emergency needs although individuals do continue long-term because of the very limited (0.4% vacancy) availability of housing.

- FY19 overspent 139 percent: budgeted \$150k but needed \$166k, of which \$65k was for emergency shelter (budgeted at \$10k).
- Requests are rising: 28 in Jul 2024, 45 in Aug, 81 in Sep. Paying assistance to people in workforce who can't make the rent.
- PHA properties have mixed income housing with different AMI thresholds. Ruth Griffin Place has a parking option costing renter \$50 to \$100. Those who cannot afford this cost point up the need for transit options.
- Scenarios:
  - Person from TN ubered to Manchester Shelter because Cross Roads was full, but then has case management help.
  - Senior on the wait list for 5 years in a hotel for \$673 per week, contributes portion from Social Security. Was ok on the 2 incomes when spouse was alive but now can't afford on own.
- Rent assistance requires a lease – no short term rentals. Welfare pays the landlord directly.
- Challenge is inventory – many in the 42-60 age bracket need just 1 bedroom living in 2, 3, 4 bedroom housing as there's no inventory, which means families looking for 2, 3, 4 bedroom also have no inventory becoming available. Yet state defines "Workforce housing" as a minimum of 2 bedrooms, 800 sf.
- Welfare is not income restricted and has 100 percent moral obligation to serve, with case management. Recipient must prioritize basic needs and Welfare reviews paycheck or Soc Sec payments and bank account on monthly, often weekly, basis.
- Also provides mortgage assistance (not interest or taxes), property tax.
- All PHA residents and any eviction letter recipients are informed about Welfare. PHA also has resident advisors as well as property management.
- Goal is retention and taking care of residents.
- Covenant properties – can Housing Trust Fund help keep these properties affordable?

V. Discussions on Programming and Funds of a Workforce Housing Trust

- a. Review of memos from Community Development Coordinator -- Legal Dept recommends a new trust using the amended 2016 Trust as the basis, rather than amending that Trust as that would require NH Charitable Trust review instead of just working from the Housing Committee, to the Trustees of the Trust Fund to City Council approval to the State AG.
- b. Review of Workforce Housing Trust Fund established in 2009. – Of the 11 terms and conditions, #11 is boilerplate on dissolving the trust; #5-10 define the Trust management. Focus on #1-4.
  - Legal suggested deleting "Workforce/Affordable" and naming this the Portsmouth Housing Trust Fund.
  - Purpose: To receive and distribute funds for retention of existing and creation of sustainable long-term affordable housing units.
  - Send edits to Howard Synder by October 28,
- c. Programs for a Workforce Housing Trust Fund in Portsmouth.

VI. Public Comments

Adjourned. 6:43 pm



## MEETING MINUTES

City of Portsmouth  
Housing Blue Ribbon Committee  
School Board Conference Room at  
City Hall\*

Thursday, November 21, 2024  
5:30 p.m.

### **I. Meeting Called to Order by John T Howard Housing Navigator at 5:30p.m.**

Roll call:

Mary Loane, Eric Anderson, Jennifer Stebbins Thomas, Byron Matto, Tracy Kozak, Dagan Migirditch. Staff: Jennifer Smith, Legal Department Peter Stitch, Planner.

Absent: Assistant Mayor Joanna Kelley, Councilor John Tabor, Councilor Beth Moreau, John O'Leary, Megan Corsetti, City Manager Karen Conard, Planning and Sustainability Director Peter Britz, Planning Manager Peter Stith

### **II. Discussion on Proposal Responses to RFP 09-25 Below Market Rate Housing Development at 35 Sherburne Road**

The goal of this meeting will be to narrow down questions for the top two ranking Developers for the Sherburn School Redevelopment project into permanently below market rate housing.

Although there may be representatives present, no question should go directly to them the questions will be written and emailed off to both entities and we will get written responses back by the December 2nd city council meeting to be shared with the city council.

Q. Lease with City plus contingency to lease the school separately for tax credit -- needs further explanation of what that meant from a funding perspective. POHA proposed a payment to the city all in advance to create a bigger tax credit but then a non cash transaction. Just for our knowledge to understand why they're why they're proposing this where it wasn't that way in in the in the PHA proposal .

Q. Will there be a comprehensive traffic study? Point of clarification for staff: is that something that is normally just included in a site plan. Do we need to ask or would it come through TAC. Traffic study, between 118 and 130 parking spaces. They have to provide the traffic study based on the number of units they're going to provide. We're not there yet so question is not necessary.

Q. What happens if a problem arises outside the ability of the on call person? Please give us an example or model of how you deal with onsite tenant issues at any time of day? Needs some explanation to the satisfaction of the



community that the residents are not going to be hindered by lack of attention. The RFP specifically requested and it was part of the ranking of the management plans. More specific answer for 24-hour basis?

Q. Is there any reason to check the reference that POHA has submitted? That would have fall on the staff to verify.

Q. Will the Sherburn project as submitted from POHA include eleven Section 8 units? Hard to ask because of different scenarios depending on what they can get financing for. I think the question is: is there a commitment to provide some number of voucher based units? There are probably a lot of questions about the unit mix or scale of the design that could go any direction depending what the committees or city council says.

Q. What happens if a financial component isn't funded -- what replaces the funded component. If there is a change in federal housing grant programs in the next year which eliminates anticipated funding sources for new housing proposals how do you that approach building this project?

Q. Have the cost projections in this commission been based on current standing bu items or has there been reflection of forecast and adjustment factors in in for your construction material? I think they all had the statement that this is current it's so flexible. Goes to Degan's that we're asking a fisherman to show us that he knows how to catch a fish they built they both of these entities have built projects in the last few years and I think they we can trust to them as the two highest ranking to understand you know forecasting of building a project. Committee okay to take that one off.

Q. Is the tenant selection process dictated by a formulated process on which the City of Portsmouth has little influence or does the City have adequate standing in this process. Questions seems to insinuate housing discrimination which we can't do. I recall all the proposals stating that they need to do their tenant selection process through state and federal guidelines and legal requirements. But given those caveats could you create a preference for people who worked in Portsmouth or for artists?

Q. Please clarify the timeline: a PHA completion date of 2027 with the 71 units, mothballing the school for how long? And if the plan is adaptive reuse of it then during that time who maintains ownership and maintenance of it? What's the timeframe on phase one and phase two.

Q. What is the asset allocation and its meaning as there appears to be some structural change at 15 years pertaining to ownership. This subject should be fully vetted that's related the way that LITC credits are structured. I feel like that a question that Legal needs to vet out.

Q. What are all the funding possibilities required for the project and how might the City of Portsmouth need to fund through the CIP? What scenario would require CIP funding?

Q. What Congressional funding might be available? We can do our own research. All okay with removing that question?

Q. The project communication section in community engagement process appears to be more focused on internal city government decisions but it would be beneficial for the proposal to detail Outreach with the affected neighborhood.



Q. If awarded an agreement to PHA do they have the bandwidth to develop two projects.

Q. What strategies would be used to attract AMIs in feeling accessible to young families and co-housing that allows roommates eg have teachers sharing spaces. Our welfare director said we have lots of larger units in the city but there are single people living in them and what we're really short of is one bedrooms.

Q. The two proposals that we were drastically different visual perspective that leaves the opportunity to share ideas, to have flexibility based on your idea of financing and cost yeah to adjust like at what point in terms of number of units does PHA say this isn't really feasible in the mix of specific AMI breakdowns.

Q. PHA proposes potential use of the gym space. I think that that is going to be part of the public engagement process of figuring out what the whole city and the in the more close-knit community from Pannaway to Coakley and I think that we can't ask them to answer that until they hear from them.

Councilors' questions:

Q. In the past few years have you encountered any major projects that did not come to fruition. Over the past years have any municipalities or partners you've worked with face essential costs or expenditures for projects that were not completed or became unlikely to be completed.

Q. If you do not keep the gym, to create a neighborhood feel, how does this affect the affordability of the units, how many bedrooms at what percentage. What is the maximum number of affordable units. See proposal?

Q. What are your plans for reinvesting in affordable housing in the future and what is your relationship with any potential partner for a community center in the school building.

Q. Who do the renters contact when there's a complaint with the property management staff. How do they escalate that concern?

Q. PHA your proposal lists the specific preference for allowing artists under section 42 of the AR code could you please explain this more?

Q. What are the what are the competitive advantages of POHA

Q. One of the pieces that we heard a lot in public comment at the work session was the excitement around artists residences but if that's going to be if the school's that's going to be mothballed it's going to be several years and there's a consideration to create senior housing more immediately.

Q. If the school is mothballed, what would be the anticipated completion date for that part of the project. What is your preferred scenario: asking the developer explicitly what they would want to do and if one of them says well we want to tear the school down and build as many units as possible then perhaps that's not the ideal developer or the other one says we want to transform the school into artist residences but in order to get units as quickly as possible we are phasing our approach then that's a question that goes out into the public arena and is more of a public engagement question.



What is our level of involvement as the committee after this? After we got the RFPs it was thought that the committee should make a recommendation. The city council has requested that the committee take a straw vote if people feel that they got enough information from the rfps to make a decision and reconvene after Dec 2nd before the 16th to go over the written responses before the city council votes on the 16<sup>th</sup>.

Mr. Anderson I think your recommendation is to receive the answers that of the questions

Mary: I want more answers

Byron: I think taking time to deliberate. I don't know what we're doing here if we're not going to hear the answers to their questions.

I think we have enough information and I just feel so strongly that we need to keep pushing this forward and we need to come to a resolution.

At the city council meeting on the second representatives from the two firms are invited to speak and there may be counselors who ask more questions. However, we will not be setting up more questions this will be the only set of questions.

### **III. Public Comment:**

- Speaker: What are the advantages in the community if we go with PHA. There's a wonderful piece of work being done here to solve housing which we know is pressing and I think there's a wonderful opportunity to go to strength and Portsmouth Housing Authority build on that success.
- Linnea Grim speaking as co-chair of the Portsmouth Arts and Cultural commission which urges the city council to support artist live workspace as called for in the 2023 Portsmouth New Hampshire Cultural Plan as a key component of any Redevelopment of the Sherburn school property. We are committed to work with any developer chosen for that project as a resource for Implement for the implementation of that goal and supports adaptive reuse of the existing building.
- Speaker: New Hampshire Municipal Association Contracting 101: can contract specifications be changed during the bidding process in response to the changing conditions (the proposal process) municipality cannot after putting out one set of spec specs for bid decide to accept the bid that is calculated on different specs. If the municipality decides to use a new specs it must reject bids and advertise new specs.
- Looking at PHA's proposal for the 2027 completion is important to everybody on this commission and the council to get this as soon as possible. If the 2027 completion date was only phase one I would like to see PHA address that as it raised doubts in my mind. The only other thing I want to say is on getting a performance bond so the city would have something to go back on.
- Jennifer Hallway, 367 Colonial Drive in the Pannaway Manor neighborhood and I want to thank you for your steadfast service to our city and getting into the weeds and the nitty-gritty. They are both great proposals. As a resident of Portsmouth the deciding factors are local management and local accountability and I feel like PHA offers that to us so that would be my vote.
- I'm Peter first, local resident and my real concern is to have local management. I think it's a lot more important to have an organization that has a lot of history in the community. They're connected with local resources and I feel that expanding the number of units at PHA would strengthen their ability to serve the residents in the future. Working with POHA as a Boston based developer, have experience in the SE Coast but it's pretty huge compared to PHA and I would support PHA and try to keep Portsmouth a place where people of all incomes can live, work and contribute.
- Jim Smalley: Both are excellent but PHA controls 25% of renting units in the city. I think competition would help improve both of us



- John Logan, resident on Dennett Street and I'm really happy to see this project moving forward but I'd like to address a more future oriented question and I'd like to see this committee think about how to take advantage of the interest that's been shown by several different housing developers in working here. I think there's at least three more sites available in the city to work on and somebody's going to have to start pushing on the next project and the next project and the next project. The job isn't done until many more projects move forward so that's what I'd like to ask you to do as a committee is to plan after this is all settled and you've decided who the developer
- Moren Mills, 911 in Greenland Road and my husband and I are the abutters. I want to support the selection of the Portsmouth Housing Authority for the project. Keeping things local and having that kind of response that that they've already proven is valuable.
- Bar Boer on behalf of the Portsmouth Advocates, the preservation arm of the Portsmouth Historical Society and we strongly support the sensitive adaptive reuse of the former Sherburn School building. This building is a tangible piece of our City's history and we believe it holds great potential to meet the pressing need for below-market rate housing while maintaining its architectural and cultural integrity. We encourage the committee to work closely with the top firms to incorporate preservation best practices into the projects planning and design doing so we'll ensure this property continues to serve the community in innovative and meaningful ways.

**IV.** Adjourned 6:41 pm





## MEETING MINUTES

### City of Portsmouth Housing Blue Ribbon Committee

Eileen Dondero Foley Council Chambers at City Hall\*  
December 5, 2024 5:30 p.m.

#### I. Meeting Called to Order by Committee co-chair Joanna Kelley at 5:30p.m.

Co-Chairperson Joanna Kelley calls roll call:

Attending: Assistant Mayor Joanna Kelley, Councilor John Tabor, Councilor Beth Moreau, School Board representative Byron Matto, Erik Anderson, Megan Corsetti, Mary Loane, Dagan Migirditch, John O'Leary, Jennifer Stebbins Thomas, Planning Manager Peter Stith and Housing Navigator Howard Snyder. Absent: Tracey Kozak

#### II. Motion to bring forward Public Comments, made by Jennifer Stebbins Thomas, seconded by Andrew Samonas. Approved unanimously.

#### III. Public Comment

- Vicky Boyd, Pinehurst Road. Hiring manager for Heinneman and concerned that housing is unaffordable especially for the young entry-level Talent. Favor selection of PHA for the project because they are local and have proven time and again they know how to engage the community and attract the support and resources necessary to get the job done with uh distinction.
- Jim Smalley, . Supports PHA, the city's largest landlord with 25% of units but concerned about making PHA larger. Recommend selection of POHA.
- Petra Huda, 280 South St. City cannot discriminate to choose a local firm. Both are private nonprofits, both when using LIHT must accept residents from Portsmouth and elsewhere. Concerned whether PHA can advance Sherburn and Lafayette projects at the same time. POAH stood out to me their site design considerations the building and ranked number one in the evaluations with significant scoring advantage. POAH's well-rounded proposal offers prioritization of community impact and readiness to execute make it a clear choice for the important project.
- Robert Etkin, 245 Middle Street. Portsmouth Housing resident for almost 13 years and it's very important to me and other residents is that when they have to call and they know them, they've dealt with them, they're local and it makes them comfortable.
- Anna Korake Pinehurst The decision to lease city land is very wise but concerned about where proceeds go. PHA proceeds stay local while POAH proceeds would go to a firm with salaries three times what PHA's are based on the 990 tax filings.
- Jeffrey Cooper, 227 Park Street, representing the Portsmouth Arts and Cultural Commission and chair Emma Stratton's statement urging the city council to support artist live-work space in the redevelopment of Sherburn School as is called for in the 2023 Portsmouth Cultural Plan. The local





arts community is a big contributors to the economic wellbeing of the city and should be considered in public input on the project.

- Patricia Martine, Aldrich Road. Supports PHA. Both developers would receive \$3.5 million in developers fee. POAH keeps that; PHA would reinvest in Portsmouth.
- Gerry Duffy, both would do a great job but the Jan 2024 Portsmouth Listens process stressed urgency and action. PHA offers local partnerships, relationships and services for residents. If Portsmouth is in a housing crisis we should move faster.

#### IV. Discussion on RFP 09-25 Below Market Rate Housing Development at 35 Sherburne Road and Question Responses from Proposers

Presentation by Craig Welch, director PHA: Not your grandfather's Housing Authority. Over last 12 years have created a modern um award-winning nationally recognized organization right here in the city. All of the members of both boards are all volunteers and all citizens of Portsmouth and all very capable in the depth and skill that they bring to projects like this. If you didn't have a competent Housing Authority or you didn't have a Housing Authority then you would definitely want to choose POAH they're great at what they do, with t 12,000 units in nine states. But you do have the PHA here this is what you created us for and we have hard evidence in the 50,000 square feet successful at Ruth L. Griffin Place.

New Hampshire Housing Finance Authority voted yesterday for the Lafayette Road project to be one of the five projects that were funded in the 2024 round out of out of 16 applicants. The cities of Manchester and Nashua have both received four Awards over the last 15 years from multiple developers and the City of Portsmouth has received two in the past five years both with PHA. When we win these tax credits we also have 13 preference in the qualified allocation plan for New Hampshire housing that only we qualify for . We have penciled out a \$250 million, 15-year plan to invest in redeveloping and repositioning our properties around the city. All of these projects in succession build upon themselves success begets success and investment makes us stronger and better and builds our balance sheet so we can continue to do the stuff that we do also with the thousand people that we already house here. The partnerships that we have in the city dozens and dozens of nonprofits that we work with every day and are a big benefit to being local. The leadership and the chief of police and fire have my cell phone number and I'll know where I live and that counts a lot. I appreciate the virtues of competition in a capitalist Society but it just doesn't apply here where nonprofits compete for a scarce amount of resources. POAH is very capable but I ask that you recommend the Portsmouth Housing Authority.

Presentation by Alex, POHA

- V. basically POA and PHA are fundamentally very equal and proposing kind of the same things but I wanted to touch quickly on two things that have come up. First there's been a lot of discussion about the importance of being local but given the city's housing needs which are truly acute, consider either for this development or for maybe future opportunities whether having another resourceful Community Driven developer active here in the community would actually be a benefit overall. I totally agree that the state's resources are limited and that is a major constraint on housing so as he correctly points out just inviting in more developers here isn't going to naturally create more housing because there's a bottleneck on the state's resources but I would also say that developers staff capacities are another constraint one developer can't do it all. There is no prohibition against



multiple developments going on at the same place. In our experience working especially with housing authorities often times it creates collaborative opportunities more people and more organizations working on housing can bring new resources to this problem and it will likely result in more housing getting built sooner despite the real constraints imposed by the state funding.

Second, there's been a lot of talk about cost and we've tried to demonstrate in our responses that we think that the cost premium to our lower scale development is manageable, it's not prohibitive if the state funding is not there. But we don't think that it should mean that you shouldn't stretch for the neighborhood scale community that seem to be the preference of the city in the neighborhood we think it's possible with good design and some expertise. The discussion around cost has been focused on the 9% tax credit this is an essential part of the funding structure for both our proposals but we are both proposing a 9% and 4% twin tax credit structure. The 9% credit is competitive and the cost of your development is a factor in your competitiveness for the 9% credit. The 4% credit is not as competitive. You still have to live within the state's cost caps but they're not as restrictive as the 9% credit so developers with expertise working with twin tax credit structures know how to use this dichotomy to the development's advantage you can shift cost into the 4% side of the development away from the 9% side. That allows us to really optimize the credit on both sides. This is some of the expertise that we would like to use here or in some other development and Portsmouth.

**Motion by Byron Matto, seconded by John O'Leary that the Committee recommend that the City enter into an agreement with PHA to develop the Sherburn property.**

#### Committee Comments

Andrew Samonas: We have two very reputable and accountable developers who can not only take action but actually execute and fulfill what is inside these proposals. Good to look outside Portsmouth for checks and balances. This is not a zero sum situation, with POHA we develop staff capacity, get housing built sooner and leverage collaborative opportunities. By choosing POHA we diverge from the status quo and show that we're not a city of closed doors for developers.

Jennifer Stebbins Smith: Given the competition for scarce resources we're looking at what to do with the City resources of this land. Competition doesn't help the wait list for affordable housing. City Council holds PHA accountable but has less right to interfere with POHA.

John O'Leary: As a process-oriented person I am comfortable with the process that led to a decision in favor of POHA: 1) POHA was the winner in tabulating the results from the RFP process; 2) The POHA design shows community engagement the elevator building does not; 3) I'm concerned about PHA's ability to handle two major projects at the same time; 4) we have a fiduciary responsibility and PHA is suggesting the need for municipal assistance.

Byron Matto: There's a fundamental difference between PHA and its direct accountability to the City Council and taxpayers and POHA. We're lucky to have POHA and two with the capacity and competence.



Erik Anderson: We have not had a one-on-one dialogue with the two developers and I still have questions such as What does mothballing mean? For how long? [Co-chair noted that the Committee voted not to include that question in those submitted to PHA and POHA.]

Megan Crosetti: POHA scored higher in the RFP review. To fit the neighborhood of 17 houses we need to do this right and make a recommendation that makes the most sense based on the questions we asked and the community of residents, existing and new.

Mary Loane: There are merits in both approaches. Unfortunate the process has taken so long. POHA is widening the footprint for affordable housing and will hopefully snowball into bringing housing to other neighborhoods by countering opposition and showing sustainability. Think we should reconsider the use of the RFP process if we want to move with more speed.

Joanna Kelley: Thanks to all participants in this new process.  
Calling roll call vote from Committee members – not Council members.

**Motion passed 4 to 3 with Loane, Matto Samonas and Smith voting in favor and Anderson, Corsetti and O’Leary against. Migirditch recorded as abstained as he had to leave the meeting before the vote.**

Adjournment

John O’Leary motion to adjourn.

Megan Corsetti: Second

Called to vote by Co-Chair Assistant Mayor Kelley

In favor: All.

Opposed: None.

Motion approved unanimously.

Adjournment at 6:50p.m.

City of Portsmouth  
Housing Blue Ribbon Committee  
Conference Room A\*  
**MEETING MINUTES**  
**January 16, 2025 at 5:30 p.m.**

**I. Roll Call**

Meeting Called to Order by Planning Manager Peter Stith at 5:30p.m.

Attending: Councilor Beth Moreau, School Board representative Byron Matto, Erik Anderson, Tracy Kozak, Mary Loane, Dagan Migirditch, John O’Leary, Jennifer Stebbins Thomas, City Manager Karen Conard, Planning and Sustainability Director Peter Britz, Planning Manager Peter Stith and Housing Navigator Howard Snyder Absent: Megan Corsetti, Assistant Mayor Joanna Kelley, Councilor John Tabor

**II. Housing Opportunity Planning 2.0 Grant (HOP 2.0) Update**

The signed contract is with NH Housing offering a springboard to zoning changes. PHA outreach to being in a couple of weeks. Committee asked if they might meet with PHA before that outreach.

**III. Workforce Housing Trust Fund Update**

Peter Britz reported discussion with the chair of the Trustees of the Trust Fund to understand how the Trust will operate and to have it in place to receive and raise funds, including the agreed settlement with Kane on the McIntyre Project. Uses could include purchasing land, rental assistance, developer assistance for building below-market-rate housing. Expect document back from Trustees in a couple of weeks. In future the Committee would make recommendations on use to the Trustees then, if they approve, the request would go to City Council for a vote. The role of the Trustees is to oversee disbursement to ensure the process is followed.

Guidelines seem wide open – if the Trust offered low income loans, the vehicle to protect repayment would operate like the First Time Buyer program where the City holds a second mortgage. Committee can clarify the rules.

Voted to suspend the rules to bring forward Public Comment.

**Public Comment:**

John. Directed to Agenda and Meeting Packet on City website to follow Committee Work.

Petra Huda: “In lieu of” should determine a policy that gets city to workforce housing instead of options like community space. Cost-benefit suggests developers would increase the market rate housing and not increase affordable housing.

**IV. Payment in Lieu**

Planning statistics: 93% market rate, 7% affordable units but that includes the 44 units at 1035 Lafayette that are currently held up. So reality is 96% market rate and 4% affordable. There's a history of developer incentives not getting where we want to go on affordable housing. Committee asked if staff could provide more data on the proportions: how many units have been developed, percentage of workforce units, to provide a baseline for the Committee's first year addressing its mission to create more workforce housing. There's a lag time between the rules and developers realizing the option is available.

'In lieu of' zoning amendment applies only to the GNOD situation that also involves a land transfer. Does not apply elsewhere unless the GNOD were expanded. To include in the City's fee schedule there must be an established process – the size and capacity of the land and eligible use for affordable housing – not economically viable elsewhere.

Question about the City financing housing. The purpose of the Trust is not lending to generate income, it's to create more housing.

Questions about the basis for calculating the in lieu of fee – construction cost at market rate vs. income restricted unit or purchase cost? Motion to table the discussion so staff can address concerns, explain RKG chart. There's no pending deadline for the City Council to approve the in lieu of fee. Committee suggested inviting some developers to the next meeting for 'real world' insights.

## **V. City Owned Properties**

Committee has completed site walks on four parcels. Need to prioritize them to get housing built.

Adjournment:

John O'Leary motion to  
adjourn.

Megan Corsetti: Second

Called to vote by Co-Chair Assistant

Mayor Kelley In favor: All.

Opposed: None.

Motion approved

unanimously. Adjournment

at 6:50 p.m.

**City of Portsmouth  
Housing Blue Ribbon Committee  
Conference Room A\*  
MEETING MINUTES  
February 13, 2025 at 5:30 p.m.**

**I. Roll Call**

Attending: Councilor John Tabor, Assistant Mayor Joanna Kelley, Councilor Beth Moreau, School Board Representative Byron Matto, Tracey Kozak, Mary Loane, John O’Leary, Jennifer Stebbins Thomas, Dagan Migirditch, Erik Anderson, Megan Corsetti, Andrew Samonas.

City staff: City Attorney Susan Morrell and Peter Stith, Planning Manager.

**II. Workforce Housing Trust Fund**

City Attorney Susan Morrell presented the draft Workforce Housing Trust Fund document draft to Committee.

Committee suggested several text edits. Asked about intent of #4 “Retain existing housing” – use funds to extend term of below market rate housing. Discussion of Trust loaning money at a lower interest rate as Upper Valley trust does. City Atty: Not sure Trustees set up to do that. Committee: Upper Valley loan fund – private funded through 2 banks and employers.

City doesn’t want to own housing, PHA is established for that. Trust would financially contribute as opposed to owning land. Distribution of Portsmouth funds for abated tax rate or paying for water line, assistance to parties purchasing and rehabilitating, subsidies and grants for ADUs, provide direct subsidies for rent, deposits or home buying

City Attorney: Trustees of the Trust Funds are meeting next week to review prior to referring to City Council. Then it must be approved by AG office which would accept as presented but audit trustees with distributions.

**John O’Leary made a motion, seconded by Beth Moreau to refer the Trust draft to Trustees of the Trust Fund with incorporating input from Housing Committee.**

**Erik Anderson offered an amendment, seconded by Byron Matto that the Housing Committee should see the final draft in March for review. Amendment failed.**

**III. Disposition of City Property**

Discussion of working with POAH and bringing them in sooner to look at city owned properties or advise regarding the parcel in GNOD.

City Attorney: Suggest a different process than Sherburn: Through procurement process, CM runs RFQ and RFP and picks the developer. Next developer could be chosen through the RFQ process we just went through, without formal RFP. If you brought in POAH you would need contract to bring them in to help advise or pick property. Purview of CM to make that type of authorization.

We have qualified vendors through RFQ process, make sense to invite to table. Process was what had been done for 50 years and Sherburn project changed the process.

Future City property developments should be subject to the same land board reviews as any other project and include an extensive community engagement process.

**Jen Stebbins made a motion seconded by Dagan Migirditch that the Housing Committee recommends to the City Council that the City Manager (by charter with authority for the disposition of City property) be allowed to follow that process in future dispositions and take the recent RFQ findings that ranked POAH highly and identified other qualified housing developers into consideration. Approved with one nay (Erik Anderson) who stated the decision shouldn't be left to discretion of a few people. Should be a public process.**

#### **IV. Payment in Lieu**

Recommended by staff to approve the RKG market rate table. 2 year timeframe too long.

Apply to each individual unit size (which would result in a higher fee) or average the unit values. GNOD does not specify AMI. Will advise percentage of units.

Gateway zoning uses HUD determination of 60 percent AMI for rentals vs. 80-100 percent AMI for sale.

Conditional Use Permit process would determine.

Jen Stebbins made the motion seconded by Byron Matto to recommend that the City Council adopt the payment in lieu fee using the value gap table by unit size.

Motion passed unanimously.

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
Average	\$476,723	\$452,418	\$428,113	\$403,809	\$379,504	\$355,199	\$330,894	\$306,589	\$282,284

#### **V. City Owned Properties**

Move to March meeting

#### **VI. 2025 Committee Goals – Work Session 2-27-25**

No work session on 27<sup>th</sup>

#### **VII. Public Comment**

Jim Smalley – Comment on trust fund. Council meeting on sheds – zoning is too prohibitive.

Invite PHA to come to April meeting to discuss redevelopment of their properties.

Adjourned. 6:05 pm



HOUSING BLUE RIBBON COMITTEE GOAL STATEMENT:									
"Recommend policy changes that would secure permits for at least 500 units of diverse, affordable housing by the private and public sector over the next two years, while promoting market conditions to ensure long-term affordability and accessibility for all income levels"									
TOPIC / AUTHOR	GOAL <i>(A desired outcome of the committee to provide direction for future decisions.)</i>	OBJECTIVES <i>(Starts with a measurable verb then describes individual, specific results to achieve.)</i>	ACTIONS <i>(Effort the committee will undertake to meet that goal.)</i>	DIFFICULTY (High = 1, Med. = 2, Low = 3)	IMPACT (High = 1, Med. = 2, Low = 3)	TIMELINE (Short = 0-1yr, Medium = 0 - 2yr, Long = 0 - 3yr)	STAKEHOLDERS	CITY STAFF / CITY AGENCY	STATUS / ACTION REQUIRED
Financing									
John O'Leary	Develop greater knowledge of Hometown First Time Homebuyer Program	● Learn about how well program is working	● Invite Community Development Director to Housing Committee meeting to discuss first-time homeowners program						CDBG issued memo dated June, 2024
		● Understand if and how program has changed due to current market conditions	● Evaluate guidelines and make recommendations if needed to be updated						Further review needed
John Tabor	Develop low-interest revolving loan fund for affordable housing projects. Example: Upper Valley Loan Fund created by employers and banks, loans money at 1.5% return over 15 years., and has been instrumental in 250+ units of below market rate housing	● Learn attributes of success/failure of community low interested funds for affordable housing	● Zoom call with fund founders, preferably several funds in US						Started, Finance sub-committee
			● Create 1 page case statement for fund - features and benefits						Finance sub-committee to draft
		● Recruit private sector founders who share the need for workforce housing	● Meet with local banks CEOs - SCU, Piscataqua, etc. - get commitments						HBRC to invite and schedule
		● Recruit loan fund operator similar to Evernorth in Upper Valley	●Develop list of operators and interview - choose operator						HBRC to develop list
		● Launch fund and promote with local developers	● Operator develops marketing material						
			● Publicize through social, local media, chamber events, etc.						
			● Operator develops risk management policies						
			● Match loan origination tasks to operator's staff						
			● Originate and close loans on projects with majority affordable unites						
			● Use RKG model to determine optimum affordable/market rate mix using 1.5% loan cost						
Megan Corsetti	Resume / expand housing trust fund and home town loan program	● Restore housing trust fund ● Provide first time home buyer courses to local workers, with info on home town loan program ● Identify ways to allow Portsmouth Citizens access to housing trust fund to assist with costs associated with home ownership (i.e.. new windows, roof etc.)	● Understand current scope & requirements of home town loan program by having current program director visit housing committee meeting						CDBG issued memo dated June, 2024
			● Understand prior uses of housing trust fund, how was it funded previously, identify ways to expand funding sources						
			● Recommend community outreach programs through means of first time homebuyer seminars coupled in with home town loan program and housing trust fund as a community resource						
			● Incentives for sellers who delay public listings to give a first pass to any potential first time homebuyer home town loan candidates						
Jen Stebbins Thomas	Increase dollars available to develop affordable housing	● Investigate an affordable housing fund	● Consider pros/cons of build in place versus payment in lieu						On-going effort using / modifying existing Workforce Housing Trust Fund
Erik Anderson	Incentivize private sector property owners and mandate developers to incorporate below market housing as a portion of their development.	● This should be done without cost or penalty to the taxpayer	● Do not compress development plans on the timelines of any potential developer but on the timeline of the committee and public						
City Owned Properties									
Erik Anderson	Create a process, beginning with a blank page, to assess available city sites for permanent below market housing.	● Establish all costs to the city (aka, taxpayer) with public exposure to those costs. ● Recognize the tools available to reach the goal.	● Engage the public, especially potentially affected neighborhoods, when sites are prioritized and project plans advance, that issues of development density, illustrated plans, compatibility, traffic and all necessary aspects of development are exposed for discussion.						
			● Recognize the most direct path of accomplishment when a goal is determined totally or site by site.						
			● Never disengage the public.						
			● Score properties in an amenity need perspective.						On-going / remaining properties to be evaluated
Megan Corsetti	Identify and recommend city owned property for the possible use/development of below-market-rate housing.	● Review recommended city owned properties for possible use/development of below-market-rate housing ● Increase socio-economic diversity within the city ● Preserve the unique qualities of Portsmouth neighborhoods while finding ways to integrate additional permanently affordable housing.	● Invite Director of Public Works to present to HBRC on current infrastructure demands and areas in the city that can sustain and support additional use/demands.						
			● Hear from DPW which city owned properties that were recommended by the Land Use Committee (Falkland, Granite Ave , Lower Lot, Community Campus) have existing infrastructure to support housing development.						
			● Committee & Council to walk different properties, surrounding neighborhood(s) to gather a true feel						Started, 4 properties visited in 2024
			● Narrow down another city owned property for possible below-market rate housing development, recommend disposal process begin to City Council, and begin a public process through means of a charrette, then RFQ/RFP						On-going / remaining properties to be evaluated
Dagan Migirditch	Stimulate an enduring market for accessible and affordable housing development in the city of Portsmouth and Seacoast region	● Identify and prioritize most viable affordable housing projects	● Recommend permanent below-market housing on additional five city parcels identified by the land use committee						On-going / remaining properties to be evaluated
			● Follow template of Sherburn School and request city council call for RFQs/RFPs for affordable housing development on city owned land						
			● Communicate intent to neighboring residents to allow for public engagement						

HOUSING BLUE RIBBON COMMITTEE GOAL STATEMENT:									
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Understanding Housing Issues									
Mary Loane	Understand the impact of evolving private sector business models, practices and technologies affecting housing	● Assess short-term rentals, analyze the impact on housing vacancy and affordability and provide an informed perspective to the City and the City Council	● Identify, monitor and review short-term rentals offered in Portsmouth						
			● Review impact, approaches and policies towards short term rentals adopted by other cities and towns						
			● Invite community to discuss Portsmouth's short-term rental economy (e.g. owners, neighbors, community members, local workforce)						
Mary Loane	Understand the tenant and landlord experience	● Recommend actions to improve tenant and landlord experiences	● Evaluate rental rates and year over year increases						
			● Review tenant rights and rent stabilization practices in other cities						
			● Review practices and approaches to support "mom and pop" landlords						
			● Invite Portsmouth renters to share their experiences and challenges						
			● Invite "mom and pop" landlords (less than 5 rental units) to share their experiences and challenges						
Howard Snyder	Develop greater knowledge of housing matters pertaining to Portsmouth and Seacoast Region	● Meet with persons and organizations in the public sector having unique expertise with local housing matters	● Invite Community Development Director to a meeting of the Housing Committee to discuss first-time homeowners program	3	2	Short Term	Community Development Director, Housing Committee	CDBG, Planning	Sent memo dated June, 2024
			● Invite Portsmouth Housing Endowment Fund Advisory Board	3	3	Short Term	Portsmouth Housing Endowment Fund Advisory Board, Housing Committee	Trustees of the Trusts, Planning	
		● Designate an interval of meetings that provide extended time for public comments	● Every third meeting to provide 1-hour time period for public comment with each speaker having up to 10-minutes to speak	2	1	Medium Term	Public, Housing Committee	Planning	
		● Learn about various housing types and densities	● Invite DAKOTA (public sector, for-profit affordable housing developer)	2	3	Long Term	Developer, Housing Committee	Planning	
			● Invite NeighborWorks (public sector, not-for-profit affordable housing developer)	2	3	Medium Term	Developer, Housing Committee	Planning	
			● Invite Mark McNabb (private sector developer) to discuss workforce housing development at 581 Lafayette Road	2	2	Short Term	Developer, Housing Committee	Planning	
			● Invite private homeowner who recently created an ADU	3	3	Medium Term	Public, Housing Committee	Planning	
			● Invite local owner of private multi-family residential building	3	3	Medium Term	Public, Housing Committee	Planning	
			● Tour Cottages at Back River Road in Dover	1	2	Short Term	Developer, Housing Committee	HBRC, Planning	
			● Attend Thursday scheduled tours of PHA properties	3	1	Short Term	Housing Committee	HBRC, Planning	
Megan Corsetti	-	-	● Invite Nick Taylor from Seacoast Workforce Housing Coalition to do a presentation followed by Q&A with Committee Members and Public.						
Lifestyle Services Related to Housing									
Mary Loane	Understand how local and regional transportation systems impact affordable housing	● Evaluate local and regional transportation networks--both formal and informal--to identify successes and challenges	● Identify existing local and regional transportation networks and identify how these networks interact/ overlap						
			● Evaluate existing pedestrian and cycling infrastructure in relation to the Pedestrian/ Bike Plan						Bike and Ped plan updated in 2024
			● Collaborate with related committees and city departments to assess transportation needs						
			● Invite community members to share their transportation experiences and challenges						
			● Invite local and regional transportation providers to share their approaches, goals and challenges						
			● Identify the impact on housing choice and market rates						
Mary Loane	Understand how local and regional transportation systems impact affordable housing	● Recommend actions to support the advancement of transit-oriented development and diversified transportation options	● Conduct listening sessions with developers to understand the impact of existing transportation systems and related land use policies						
			● Collaborate with related committees and city departments to identify opportunities to improve neighborhood access to diversified transportation options						
			● Identify community transportation/ pedestrian/ cycling needs						Bike and Ped plan updated in 2024
			● Conduct community outreach about the benefits and impact of improved and protected pedestrian and cycling infrastructure						
Dagan Migirditch	Stimulate an enduring market for accessible and affordable housing development in the city of Portsmouth and Seacoast region	● Combine affordability and sustainability for new wave of highly efficient, climate resilient housing development and renovation	● Highlight how development can have positive auxiliary effects for community (think solar installation and energy kickbacks to Portsmouth Community Power)						

HOUSING BLUE RIBBON COMITTEE GOAL STATEMENT: "Recommend policy changes that would secure permits for at least 500 units of diverse, affordable housing by the private and public sector over the next two years, while promoting market conditions to ensure long-term affordability and accessibility for all income levels"									
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Megan Corsetti	-	-	● Receive a presentation from School Board Rep on the sites and which sites are currently districted in an area that can support additional students or not						School Rep on HBRC can discuss current redistricting effort
Places to Live Dialogue Goal 3:	Improve, Expand, and Support a Diverse Transportation System Throughout Portsmouth That Includes Alternative Modes of Transport.	●	● Create more bike lanes and encourage other alternatives to cars by providing spaces for scooters, ebikes, and similar.					DPW, Planning	Bike and Ped plan updated in 2024
			● Consider and plan for how existing and potential new housing-oriented developments meet transit demands with various modes of transportation.					Planning	
			● Support financially the current shuttles and buses, and fill gaps in services such as a shuttle from remote lots similar to what has been provided from Connect Church on Market Street and from Foundry Garage to offer residents and visitors alternatives to bringing cars downtown.					Planning	
			● Ensure transportation is accessible to all in terms of location and financially so the needs and demands of a diverse housing market is accommodated.					Planning	
			● Complete and implement the comprehensive bike-pedestrian plan to expand both residents’ and visitors’ ability to access various destinations across the city without using automobiles.					Planning	Bike and Ped plan updated in 2024
			● Engage and coordinate with COAST and other public transit systems such as UNH Wildcat and C&J to revitalize and increase efficiency of public transportation into, around and out of the city to support accessibility by both residents and visitors.					Planning	
			● Encourage a diversity of housing unit development and redevelopment in gateway districts and upzone corridors where multi-modal transit already exists, and may be readily expanded, to meet the needs and demands of the intended residents.					Planning	
			● Encourage development that is near exiting infrastructure, transit, and lifestyle destinations to reduce traffic.					Planning	
Jen Stebbins Thomas	Develop a rail trail zone	● Increase housing around the rail trail	-						
Zoning and Regulatory Changes									
Jen Stebbins Thomas	Expand the number of lots in Portsmouth that include by-right housing	● Increase shots on goal for housing to come to Portsmouth	● Look at office/research zoning and see if we can add a multifamily component						Zoning sub-committee
Jen Stebbins Thomas	Reduce parking requirements	● Reform parking standards so they don’t get in the way of good housing projects	-						
Dagan Migirditch	Stimulate an enduring market for accessible and affordable housing development in the city of Portsmouth and Seacoast region	● Modernize outdated zoning regulations to align with current and future needs	● Request report of "low hanging fruit" (i.e., most obvious obstacles and necessary changes) from planning board and other land use committee's						
			● Recommend a new incentive structure using RKG model						Zoning subcommittee
			● Review neighborhoods and building types on rubric of character, feasibility and density						
			● Invite Environmental Engineers to discuss housing as it relates to climate change						
			● Coordinate with land use boards, engineering and inspection departments to develop templates of affordable development with historical precedent that can be fast tracked through permitting process						
		● Change zoning for use and density	● Zoning & Site Regulations: Identify zoning and site regulation sections to be revised; draft sample goals statement for review by Planning Board and City Land Use committee. ● Allow Co-housing (congregate living) everywhere. Cite successful examples in other similar cities.						Zoning subcommittee
		● Change parking for residential use	● Reduce or omit parking requirements for residential use, particularly for low-priced housing. Inventory existing downtown properties parking, compare to zoning. ● Reduce the quantity of CUP's, allowing for more zoning changes by right (ADU's, density, parking etc)						Zoning subcommittee

HOUSING BLUE RIBBON COMITTEE GOAL STATEMENT: "Recommend policy changes that would secure permits for at least 500 units of diverse, affordable housing by the private and public sector over the next two years, while promoting market conditions to ensure long-term affordability and accessibility for all income levels"									
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Tracy Kozak	Direct city policies to enable more lower-priced housing.	<ul style="list-style-type: none"><li>• Enable City financing assistance</li></ul>	<ul style="list-style-type: none"><li>• Financing</li><li>• Meet with assessment department. Consider rebalancing adjustments for luxury &amp; non-luxury properties. Remove the sizable assessment credit for "waterfront business" single family residential properties which do not function as businesses (ie, luxury waterfront homes currently get tax reductions by being in waterfront business zone). Extra tax revenue on luxury properties may fund home financing assistance program (below).</li><li>• Continue to pursue pillow tax at State level.</li><li>• Provide protoptype, examples and outline metrics for City to provide low-interest , no downpayment loans for low-priced housing purchasers; and move-in renter loans (security deposit+last month rent+utility connections).</li></ul>						
Places to Live Dialogue Goal 1:	Maintain and Increase the Number of Affordable Housing Units for Individuals and Households Below City’s Median Income Levels.	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>• Adopt specific targets for this broad goal so that progress can be measured</li></ul>					Planning	Goal Statement of HBRC
			<ul style="list-style-type: none"><li>• Prioritize the creation of affordable and middle-income housing units for veterans, aging residents, young families, and those with disabilities</li></ul>					Planning	On-going with HBRC
			<ul style="list-style-type: none"><li>• Seek appropriate funding and invest in solutions to protect the 489 units in Portsmouth at risk of losing federal subsidies and their affordable designation by 2030</li></ul>					Planning	In-lieu payments and Workforce Housing Trust Fund
			<ul style="list-style-type: none"><li>• Work with Portsmouth Housing Authority to create more housing for a mix of the population and income levels</li></ul>					Planning	
Places to Live Dialogue Goal 6:	Character Elements of Heritage and Architecture.	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>• Review Historic District “restrictions” on housing density to provide “preservation without strangulation” that creates more opportunities for housing creation.</li></ul>					HDC, Planning	
			<ul style="list-style-type: none"><li>• Modify ordinances so vacant buildings don’t become hazardous (Burger King) and ensure historic buildings can be maintained (Times Building) to prepare such properties for redevelopment that includes affordable housing units.</li></ul>					Building Inspections, Planning	Zoning subcommittee
			<ul style="list-style-type: none"><li>• Balance historical preservation requirements with developer needs to support sensitive, appropriate and equitable development that considers creation of housing.</li></ul>					HDC, Planning	
Places to Live Dialogue Goal 7:	Greatest Potential Use of Undeveloped and Underdeveloped Properties.	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>• Accomplish strategic zoning and other regulatory changes that decrease or eliminate parking requirements, increase density (increase height limits in selective areas, allowances for single-family homes to become multi-family) to achieve the most effective use of space and opportunities for additional housing.</li></ul>					Planning	Zoning subcommittee, HOP 2.0 Grant 2025
			<ul style="list-style-type: none"><li>• Reconsider existing land use regulations and modify to accommodate and encourage mixed-use developments where such uses are not currently allowed in support of expanding diversity of housing types.</li></ul>					Planning	Zoning subcommittee, HOP 2.0 Grant 2025
			<ul style="list-style-type: none"><li>• Prioritize city owned properties, such as community campus, DPW yard(s), skate park, and city hall parking areas for creation of affordable and workforce housing.</li></ul>					Planning	On-going site assessment by HBRC
			<ul style="list-style-type: none"><li>• Strategically develop and retrofit properties to support expansion of affordable and middle-income housing.</li></ul>					Planning	
			<ul style="list-style-type: none"><li>• Increase allowed density and allowed heights on PHA and city owned properties to create additional housing.</li></ul>					Planning	
Places to Live Dialogue Goal 8:	Existing Zoning Reform for Diversity in Housing Development.	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>• Review current zoning code and adjust to align with urban and transit planning, as well as housing advocacy, best practices to create a more attractive environment for housing creation.</li></ul>					Planning, Planning Board	Zoning subcommittee
			<ul style="list-style-type: none"><li>• Evaluate parking requirements that create barriers to housing development and modify appropriately to increase the potential for workforce housing.</li></ul>					Planning, Planning Board	Zoning subcommittee
			<ul style="list-style-type: none"><li>• Identify and remove structural barriers that restrict and may prevent implementation of development plans that would create more diverse housing.</li></ul>					Planning, Planning Board	HOP 2.0 Grant 2025
			<ul style="list-style-type: none"><li>• Remove barriers/restrictions to allow for more diversified housing that considers micro-units, “rooming” houses, manufactured housing, ADUs, and housing for those with special needs due to developmental and physical disabilities.</li></ul>					Planning, Planning Board	HOP 2.0 Grant 2025
			<ul style="list-style-type: none"><li>• Increase floor/area ratios and areas zoned for mixed use, multi-unit buildings to increase the potential for higher-density housing in appropriate areas of the city.</li></ul>					Planning, Planning Board	HOP 2.0 Grant 2025
			<ul style="list-style-type: none"><li>• Revisit land zoned as industrial or similar – much of this may be suitable for housing.</li></ul>					Planning, Planning Board	

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Places to Live Dialogue Goal 9:	Reform Existing Development Codes and Regulations.	●	● Simplify the process for designing, permitting, and building ADUs and other more contemporary housing types to allow for additional affordable rental units.					Planning, Planning Board	HOP 2.0 Grant 2025
			● Create more incentives for increased housing density and building height, especially on previously developed land.					Planning, Planning Board	
			● Improve incentives for developers to construct social housing so that workforce, varied housing stock, and more affordable housing options are possible.					Planning, Planning Board	
			● Reduce the necessity of parking requirements and increase transportation/mobility options for specific housing types and locations to reduce barriers to housing development in the urban and corridor areas.					Planning, Planning Board	
			● Provide for and encourage existing homeowners to create ADU’s, convert under-occupied single-family units into duplexes, or to rent out unused rooms to increase the opportunities for affordable rental units.					Planning, Planning Board	
			● Evaluate proposed additions and other changes to the City’s building code to determine whether potential costs they may impose are worth the benefits.					Building Inspections. Planning	
Places to Live Dialogue Goal 10:	Planning and Permitting Processes for Housing Diversity	●	● Streamline the permitting and approval process, and increase incentives, to allow for a diversity of housing types that are distributed more widely throughout the city.					Planning, Planning Board	HOP 2.0 Grant 2025
			● Adopt by-right zoning to enable developers to build higher density housing faster so that housing permitting, development and units can be more affordable.					Planning, Planning Board	HOP 2.0 Grant 2025
			● Eliminate single-family zoning to allow duplex and triplex housing in all residential neighborhoods and provide for mixed-use in strategic residential and commercial areas to increase housing density and choices.					Planning, Planning Board	
			● Modify and create zoning regulations to discourage house-flipping and housing being used exclusively for short-term rentals.					Planning, Planning Board	HOP 2.0 Grant 2025
			● Expand form-based zoning to include all of Portsmouth to allow for appropriate multi-unit housing citywide.					Planning, Planning Board	
			● Adopt innovative regulatory and non-regulatory approaches such as “parking in lieu of” fees to encourage developers to support affordable housing.					Planning, Legal, Fee Committee	
Land Use Committee	Adjust incentives to place a higher emphasis on Workforce Housing.	● Adjust incentive to include Workforce Housing.	● Make recommendations that modify current zoning that considers workforce housing to both increase economic opportunities for developers and negotiations of City that will increase workforce housing production	1	3	Long Term	Affordable Housing Agencies and Organizations, Developers, Real Estate Professionals, Chamber Collaborative	Planning, Legal, Economic Development	HOP 2.0 Grant 2025
		● Modify Building Footprint Allowance to Incentivize Workforce housing.	-	1	3	Long Term	Affordable Housing Agencies and Organizations, Developers, Real Estate Professionals	Planning, Legal, Economic Development	
		● Modify the Incentive Overlay Districts to incentivize Workforce Housing.	● Make recommendations that modify current zoning that considers workforce housing to both increase economic opportunities for developers and negotiations of City that will increase workforce housing production	1	3	Long Term	Affordable Housing Agencies and Organizations, Developers, Real Estate Professionals, Chamber Collaborative	Planning, Legal, Economic Development	Zoning subcommittee, HOP 2.0 Grant 2025
		● Modify the Gateway Districts to include Workforce Housing	-	1	3	Long Term	Affordable Housing Agencies and Organizations, Developers, Real Estate Professionals, Chamber	Planning, Legal, Economic Development	Gateway Districts recently updated
		● Modify CUP to improve outcomes for Workforce Housing	-	1	2	Long Term	Affordable Housing Agencies and Organizations, Developers, Real Estate Professionals, Traffic and Safety	Planning, Legal, Planning Board	



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		<ul style="list-style-type: none"> <li>Modify the off-street parking regulations to improve the balance and equity between the high cost of private and public parking.</li> </ul>	-	1	3	Long Term	Affordable Housing Agencies and Organizations, Developers, Real Estate Professionals, Traffic and Safety	Planning, Planning Board	Zoning subcommittee
Land Use Committee	Allow for Assisted Living Centers in outlying Zoning Districts and allow for Cooperative Housing.	<ul style="list-style-type: none"> <li>Increase housing choices with increased opportunities for Cooperative / Shared, Congregate Care, Assisted Living, Independent Living type residential housing units</li> </ul>	-	2	1	Medium Term	Affordable Housing Agencies and Organizations, Developers, Real Estate Professionals, Chamber Collaborative	Planning, Legal, Economic Development	Zoning subcommittee, HOP 2.0 Grant 2025
Outreach and Engagement									
Dagan Migirditch	Stimulate an enduring market for accessible and affordable housing development in the city of Portsmouth and Seacoast region	<ul style="list-style-type: none"> <li>Make current housing resources more available and effective</li> </ul>	<ul style="list-style-type: none"> <li>Invite private sector developers to pitch ideas pursuant to end goal of more affordable housing development</li> </ul>						
			<ul style="list-style-type: none"> <li>Create housing tab on city homepage with easy access to all housing info/resources</li> </ul>						Housing page exists
			<ul style="list-style-type: none"> <li>Seek volunteer graphic designer for creation of infographics, e.g., How to Use the HomeTown Program; FAQs on Affordable Housing in NH</li> </ul>						
Mary Loane	Build community trust and partnership	<ul style="list-style-type: none"> <li>Support community-driven needs assessments and visioning for all Portsmouth neighborhoods</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate existing visioning (e.g. master plan, complete streets) and assess adherence/ impact and gaps</li> </ul>						
			<ul style="list-style-type: none"> <li>Conduct dialogue with Dept of Planning and Sustainability to understand planning approaches and best practices and their associated scope and goals</li> </ul>						Two planning staffers are part of HBRC
			<ul style="list-style-type: none"> <li>Host cross-department brainstorming to identify relevant goals in alignment with overlapping initiatives and directives</li> </ul>						
			<ul style="list-style-type: none"> <li>Identify and design opportunities to expand community participation</li> </ul>						
			<ul style="list-style-type: none"> <li>Identify neighborhood needs and challenges to gain wider perspective of neighborhood context</li> </ul>						
Places to Live Dialogue Goal 2:	Participate in Innovative Housing Initiatives and Models	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Evaluate approaches adopted by surrounding communities as they address their housing challenges to understand additional potential actions Portsmouth may consider to address our own housing concerns</li> </ul>						
			<ul style="list-style-type: none"> <li>Participate and maintain involvement in regional and state housing oriented organizations and programs such as InVest NH and the recently formed Housing Champions program</li> </ul>						
			<ul style="list-style-type: none"> <li>Provide ADU construction incentives such as the grant program in Kittery, Maine to encourage ADU creation and increase affordable housing unit production</li> </ul>						
			<ul style="list-style-type: none"> <li>Consider a decrease in minimum lot area sizes and maximum floor-to-area ratios in strategic areas to provide for and encourage contemporary housing types such as small homes and tiny home communities, as well as micro-units, for both rental and ownership</li> </ul>						
Places to Live Dialogue Goal 5:	Integration with Related Communities	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Improve coordination of the housing conversation with stakeholders comprised of city agencies, business owners both large and small, developers of various sizes and banking institutions to provide a more comprehensive approach to creating housing diversity.</li> </ul>						
			<ul style="list-style-type: none"> <li>Evaluate and advance current tax-based incentives for the elderly, disabled, and veterans, along with first-time home buyers' programs, to encourage more participation in the programs and supplement monetarily annually.</li> </ul>					Assesors office	
			<ul style="list-style-type: none"> <li>Implement additional tax-based incentives for current housing owners and potential housing developers to provide greater opportunities for creation of affordable and workforce housing units.</li> </ul>						
			<ul style="list-style-type: none"> <li>Expand and formalize dialogue with neighboring communities to strengthen relationships that will develop a shared understanding of regional housing and transport challenges and to develop collaborative problem-solving approaches through joint partnerships.</li> </ul>						
			<ul style="list-style-type: none"> <li>Provide incentives for the business community such as Pease, medical facilities, hospitality, and service industries to engage in solutions that develop housing solutions specifically for local employees.</li> </ul>						
			<ul style="list-style-type: none"> <li>Organize efforts to lobby at the state level for changes to identified key housing policies such inclusionary zoning to provide a mechanism to implement affordable housing minimums for new development.</li> </ul>						

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			<ul style="list-style-type: none"><li>● Partner with non-profit property owners such as churches and non-government organizations to create new housing sites in these specifically zoned areas.</li></ul>						
Places to Live Dialogue Goal 11:	Outreach and Engagement with public, developers, property owners and other stakeholders	●	<ul style="list-style-type: none"><li>● Define “quality of life” for Portsmouth residents to potentially reduce NIMBYism and use the definition to ensure development aligns with it.</li></ul>						
			<ul style="list-style-type: none"><li>● Propose regulatory and non-regulatory changes with widely publicized and significant outreach efforts to achieve community understanding and buy-in.</li></ul>						
			<ul style="list-style-type: none"><li>● Seek proactive and continuous engagement with the community by designing long-term and ongoing initiatives to increase community input and shaping of local policies.</li></ul>						
			<ul style="list-style-type: none"><li>● Develop a community consensus for a diverse housing base through neighborhood meeting platforms such as the City Neighborhood Committees.</li></ul>						
			<ul style="list-style-type: none"><li>● Add to the City website a “one-stop-shop” for access to housing resources to help people learn about residential grants, financial incentives, low-interest loans, tax abatements and rebates, and creative housing solutions.</li></ul>						
			<ul style="list-style-type: none"><li>● Establish quantifiable housing goals and routinely publish information on the results of the efforts to achieve them using a “housing dashboard” on the city’s website.</li></ul>						
Climate and Sustainability									
Mary Loane	Understand the impact of climate change and climate resiliency efforts on housing	● Recommend actions to ensure and protect for environmental sustainability in housing	<ul style="list-style-type: none"><li>● Collaborate with related committees and city departments to identify approaches to enable sustainable development and retrofitting</li></ul>						
			<ul style="list-style-type: none"><li>● Conduct outreach with developers and landlords about the benefits to increasing climate considerations for new developments and retrofitting existing buildings</li></ul>						
Places to Live Dialogue Goal 4:	Sustainability of Portsmouth’s Resources.	●	<ul style="list-style-type: none"><li>● Determine how much growth Portsmouth can accommodate using metrics such as water/sewer infrastructure and police/fire resources to plan for and encourage appropriate housing creation.</li></ul>					Planning, DPW	
			<ul style="list-style-type: none"><li>● Consider the changing climate in establishing new zoning and housing requirements so that environmental factors are considered part of all housing developments.</li></ul>					Planning, Legal, Planning Board	Recently completed Climate Action Plan
			<ul style="list-style-type: none"><li>● Continue to regulate against and enact stricter enforcement protocols of short-term rentals to ensure the limited housing stock is accessible to long-term renters and potential owners.</li></ul>					Planning, Legal, Planning Board	Zoning subcommittee, HOP 2.0 Grant 2025
			<ul style="list-style-type: none"><li>● Prohibit greenfield (undeveloped land) development to protect the city’s existing woodlands, grasslands, and endangered biodiversity.</li></ul>					Planning, Legal, Planning Board	
			<ul style="list-style-type: none"><li>● Prioritize “greening” of existing development and require within new developments environmental sustainability and resiliency to provide for a higher quality place to live for current and future Portsmouth residents.</li></ul>					Planning, Legal, Planning Board	