

Application for Certificate of Approval

Historic District Commission

(For projects over \$25,000; Work Sessions are strongly recommended)

Date:	RECEIVED SEP 11 2018
By:	

Owner: 51 CERES LLC Applicant (if different): JOY CURTH
Address: 129 MARKET ST-UNITA Address: 16 COTE DRIVE
(Street) (Street)
PORTS MOUTH NH 03801 DOVER NH 03820
(City, State, Zip) (City, State, Zip)
Phone: 858-882-7459 Phone: 858-882-7459
Signature: Joy Curth

Location of Structure: Map 106 Lot 35-A Street Address: 129 MARKET-UNITA
Building Permit #: _____

To permit the following: ① CHANGE DOORS AND WINDOWS WITHIN EXISTING MASONRY OPENINGS.

② ADD FABRIC AWNINGS OVER NEW DOOR
③ REPLACE EXISTING SPOTLIGHTS WITH NEW LANTERNS.

Action Taken by H.D. C. at Public Hearing	
Date of Approval:	
As Per Plan:	
Stipulations:	
Signature of Principal Planner:	

Administrative Use Only:
Date of Meeting: <u>10-3-18</u>
Payment: <u>100</u>
Payment Type: <u>CASH 007</u>
Index/Permit #: _____

If approved, please acknowledge below:

I hereby acknowledge that all changes or variation in the design as presented shall require further Historic District Commission approval.

Owner Joy Curth



City of Portsmouth
Planning & Inspection Departments
1 Junkins Ave
Portsmouth, NH 03801
Phone: 603-610-7216

Receipt #: 306321

Date: 9/11/2018

MEKOEOPENICK

PLANNING

Paid By:

Transaction Receipt

51 Ceres LLC
129 Market Street HDC App. Fee

----- Bills Paid -----				
Invoice #	Principal	Costs	Interest	Amount Applied
Description / Location				Balance Due
2018 OC-PLAPP-MS-122130	100.00	0.00	0.00	100.00
51 Ceres LLC/Planning / HDC				0.00
Total Applied:				
	100.00	0.00	0.00	100.00

----- Payments -----				
Type	Reference	Fees	Amount	Total Paid
CHECK	007	0.00	100.00	100.00
				0.00

Izak Gilbo

From: Joy <joy@whitebirchnaturalmedicine.com>
Sent: Tuesday, September 11, 2018 1:14 PM
To: Izak Gilbo
Subject: 129 Market Unit A Condo Approval
Attachments: Shipwatch 2018 Draft minutes.doc

Hi Izak –

See Item #16 regarding approval for the changes from our condo association.

Thanks!

Joy

From: Mary Fellows <mefellows@gmail.com>
Date: Friday, September 7, 2018 at 2:16 PM
To: Joy Curth MacbookAir <joy@whitebirchnaturalmedicine.com>
Subject: Resending minutes

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Mary E. Fellows

Minutes of Shipwatch Annual Meeting

Tuesday, September 4, 2018

100 Market Street, Portsmouth, NH

The meeting was called to order at 4:40. Present: Charlie Carrigan (unit D), Michael Simchik (unit B), Judie Mraz (unit E), Kevin Foley (units C-1 and C-2), Joy Curth (unit A) Mary Fellows (unit F) constituting a quorum. Also attending Stephen Dion and John Russell. Absent: Corene McGovern (unit B) and Chris Scianna (unit A).

Judie distributed a list of Condo Association Phone Numbers as of 8/13/18.

Agenda items:

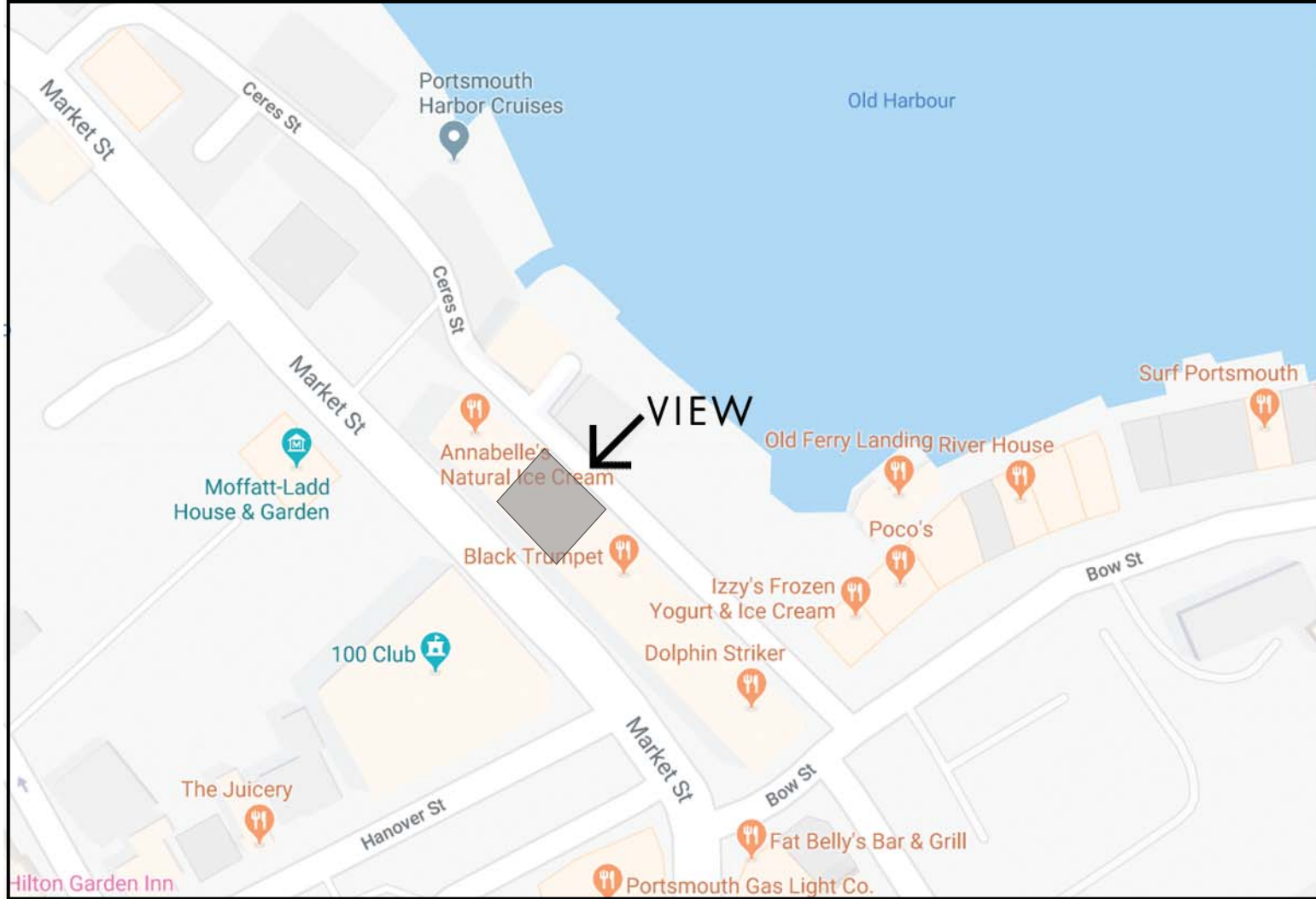
3. Minutes of the Shipwatch Annual Meeting of August 7, 2017 were approved unanimously.
4. Treasurer Judie Mraz presented the Income and Expenses and Statement of Cash flows for 8/20/17-8/19/18. Copies were distributed to all members. Judie presented the proposed budget for the coming year and the members voted to increase dues by 10% effective October 1, 2018. Members unanimously agreed to add any excess in the Operating account (cash balance) over \$5,000 to the Emergency Fund (which will bring its total to \$4,505.) An additional amount of \$1,495 will also be assessed on 10/1/18 (based on square footage) to bring the total Emergency Fund to \$6,000. Later in the meeting all members agreed to establish a third account (a Capital Reserve Account) that would build toward a balance adequate to cover major expenses (e.g. roof, repointing). Each member will contribute a proportionate (based on square footage owned) share of \$5,000 effective January 1, 2019. We agreed that this would be an annual assessment in order to grow the reserve account toward a goal of \$100,000.
- Judie noted an increase in our City water (2%) and sewer (4%) bills, effective 7/1/18. We can also expect future bills to continue to increase due to increased occupancy of the building.
5. Access issues, HVAC, meter room, what constitutes an emergency. After much discussion these issues were put off to later in the meeting.
6. Brief discussion of requirements for copies of leases, payment of transfer fees, prompt payment of quarterly dues (Oct 1, Jan 1, April 1, July 1) per condo documents.
7. Condenser Unit servicing. **Michael** offered to get bids for this and members agreed to try to do this as a group and to arrange for routine servicing.

Joy had forwarded to all members a bid to replace the fan. Considerable discussion of why it failed, cost of replacement and who would be responsible for the cost of replacing

- it. Joy had a bid of \$4264 and Michael had a bid of \$3,100 for the replacement. What is adequate cubic feet per minute? Is 3-phase power there? If not, should it be?
8. Street level security. Blue door is often left unlocked, Black door no longer locks. (Door itself may need replacing at some point). Tenants will be reminded about locking the exterior doors. Discussion of some form of automatic locking. **Judie and Stephen** will explore this issue. Consensus was to use some form of key locking.
9. Building fire alarm and lock box access for fire department. **Judie** will re-contact the fire safety company from whom we should have a certificate of inspection. Kevin can help with this. Kevin did get his certificate of occupancy but Joy has concerns about getting hers.
10. Meters as fire hazard raised by Joy. Consensus was that if they are a hazard, the utility company should update them.
11. Location of door access to common areas. After much discussion, this issue was tabled pending further conversation between **Michael and Joy**. (see also agenda item 5)
12. Hire a building manager? Someone to help clear snow? It was agreed that hiring someone who could be the emergency contact for both access and arranging for emergency repairs would be a good idea. **Michael** offered to discuss this with Chad, who is familiar with the building.
13. Insurance coverage: still covered by Peoples Insurance.
14. Repointing: a complicated and expensive project—Michael has gotten three estimates, ranging from \$22,000 to \$110,000. Hope to build up reserves before needing to do this.
15. Short-term rentals: Mary, Charlie, Judie, and Michael were against this idea, noting that the condo documents require a one-year minimum rental, based on concerns about security, accountability and management. Kevin and Joy agreed to table this item.
16. Future of the building: Michael has taken his unit off the market for now, Charlie hopes to sell his soon, Judie plans to continue using her unit a couple of times a week, Mary plans to continue visiting several times a year, Kevin will be using his unit when he is in town for work, and Joy will be using her units part-time. Joy plans work on her interior bricks (and will let Mary know how that works out). Joy asked for and was given approval for the exterior Ceres St work she is doing, assuming approval by City of Portsmouth and Historic District Commission. She distributed these documents: DeStefano Locus Plan and Context photos, proposed first floor plan; Planning Dept approval of converting commercial space to live/work unit; Historic District Commission approval to add wall-mounted vents.
17. Michael (president), Judie (treasurer) and Mary (secretary) were re-elected to serve for another year as officers. **Joy Curth** agreed to serve as a back-up treasurer if needed when Judie is unavailable. She and **Judie** will make the necessary arrangements with the bank.

18. New business: **Kevin** asked about key access to his unit and it was agreed that he would install a lock box by the blue door similar to those of Judie and Mary.
19. Assignments as highlighted above.
20. Next annual meeting was (tentatively) scheduled for Tuesday, September 3, 2019.
21. Meeting adjourned at 7:20 pm.

Thanks to Michael for his hospitality and a well-run meeting and to Judie for the clear and complete financial reports. Welcome to Kevin and Joy! And Charlie, stay in touch.



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PROJECT NO. 201835

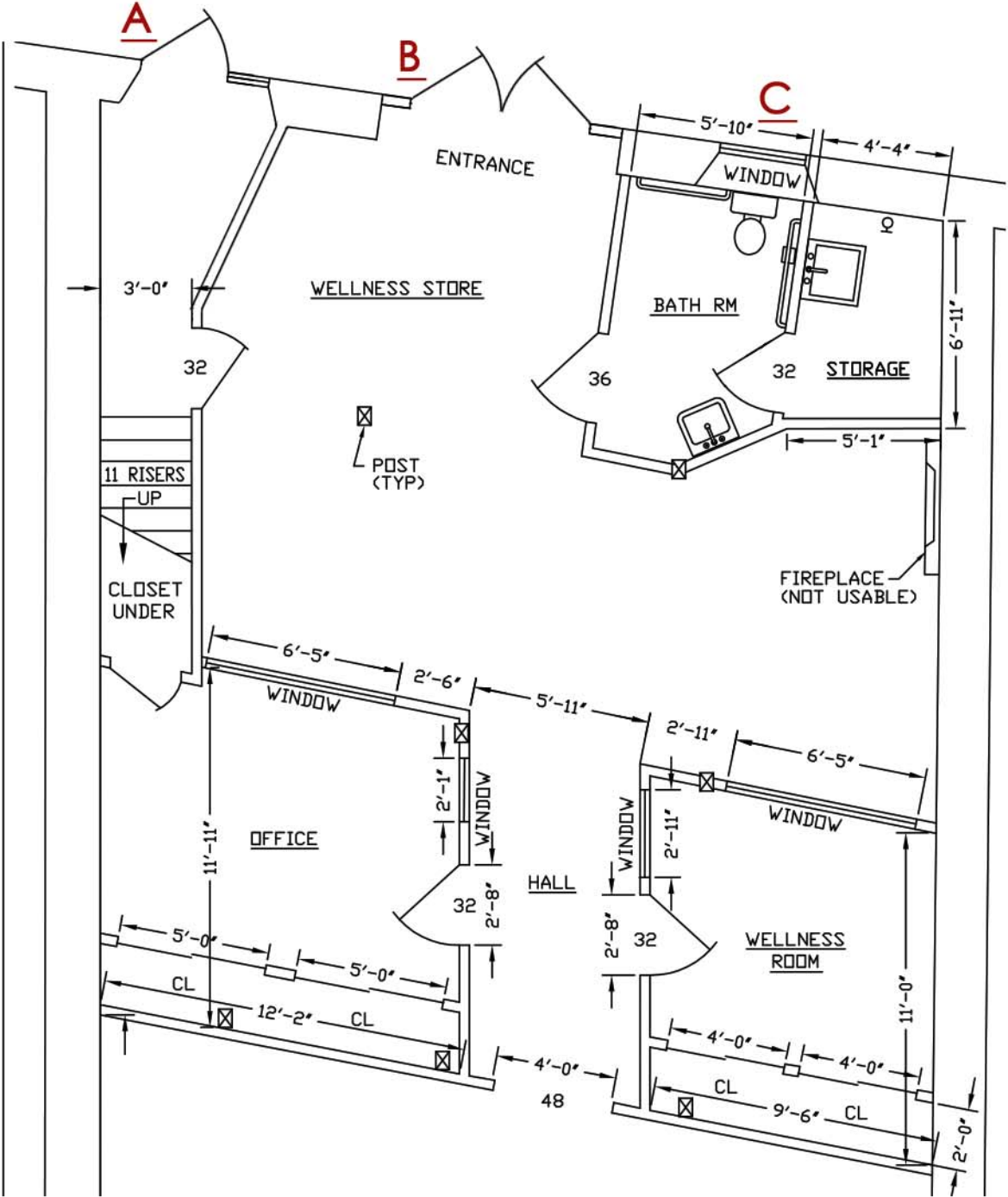
129 MARKET STREET - UNIT A
PORTSMOUTH, NEW HAMPSHIRE

LOCUS PLAN & CONTEXT PHOTOS

PAGE 1 OF 4
03 OCTOBER 2018



© 2018





EXISTING



PROPOSED

PROPOSED LIGHT FIXTURES: HAMPTON
BAY 1-LIGHT BLACK OUTDOOR WALL
MOUNT LANTERN



A - EXISTING

OPENING: 4'-6 1/2" X 6'-5 1/2"
WINDOW SIZE: 3'-8 3/4" X 5'-0"



B - EXISTING

OPENING: 7'-4 1/4" X 6'-8"



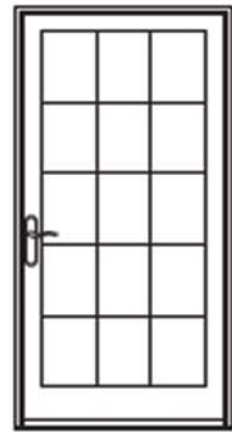
C - EXISTING

MASONRY OPENING: 3'-3 1/4" X 4'-10 1/2"
WINDOW SIZE: 2'-7" X 4'-2"



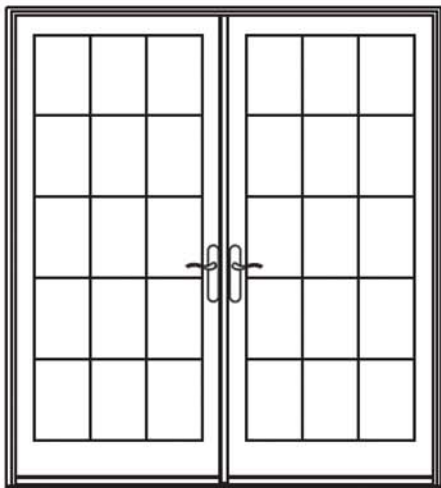
D - EXISTING

MASONRY OPENING: ±3'-4" X ±4'-8 1/2"
WINDOW SIZE: ±3'-0" X ±4'-4 1/2"



A - PROPOSED

CUSTOM SINGLE DOOR WITH
SALVAGED EXSISTING SIDELIGHT



B - PROPOSED

OUTSWING DOUBLE FRENCH DOOR



C - PROPOSED

GREEN MOUNTAIN WINDOW
DOUBLE HUNG



D - PROPOSED

GREEN MOUNTAIN WINDOW
DOUBLE HUNG EGRESS

PROJECT NO. 201835