

Oct. 06, 2026

Planning Department
Portsmouth City Hall
1 Junkins Avenue
Portsmouth, NH 03801

To: City of Portsmouth- Technical Advisory Committee

From: Martin Ryan

Date: Oct. 06, 2026

Re: Request for TAC Meeting
Ryan Trust
221 Woodbury Ave, Tax map 175-10
General Residence A Zoning

Dear TAC Chairman Peter Stith & Technical Advisory Committee:

The Zoning Board of Adjustment reviewed this application on June 16th and unanimously approved the single variance requesting relief from the frontage requirement.

The project has been to two TAC work sessions to address all the issues relevant to the site.

In support of the request for subdivision at 221 Woodbury Avenue, we respectfully submit this memorandum and the accompanying exhibits for the Planning Board's consideration at its meeting on July 16th, 2026.

Attachments:

- A. City Tax Map
- B. Drawing Set
 - T1- Title Sheet
 - C1- Historic Map & Figure Ground
 - C2- Existing Site Plan
 - C3- Proposed Site Plan
 - C4- Site Diagram
 - C5 – Site Data
 - A1- Site Elevation
 - A2- Site Elevations
 - P1- Context Photographs

- P2- Context Photographs
- C. Zoning Board of Adjustment Document
- D. Subdivision Waiver Request
- E. Subdivision Application Checklist
- F. TAC Work Session Notes

Property:

Located at 221 Woodbury Avenue, the subject property is a 17,351-square-foot corner parcel with approximately 135 feet of Woodbury Avenue frontage and approximately 145 feet of Thornton Street frontage (see C2 Existing site Plan). Existing structures include a well-maintained two-family residence constructed circa 1900 and a detached garage.

The applicants, who have resided at and maintained the property for 30 years, seek a subdivision due to health-related challenges that make the current dwelling unfeasible. The objective is to subdivide the large parcel to create a new, adjacent lot. This will facilitate the construction of a more suitable residence, enabling the applicants to age in place within their established community.

While the proposed subdivision creates two appropriately sized lots that is consistent with the neighborhood's land use patterns, the project did require the approval of a frontage variance for the newly created lot.

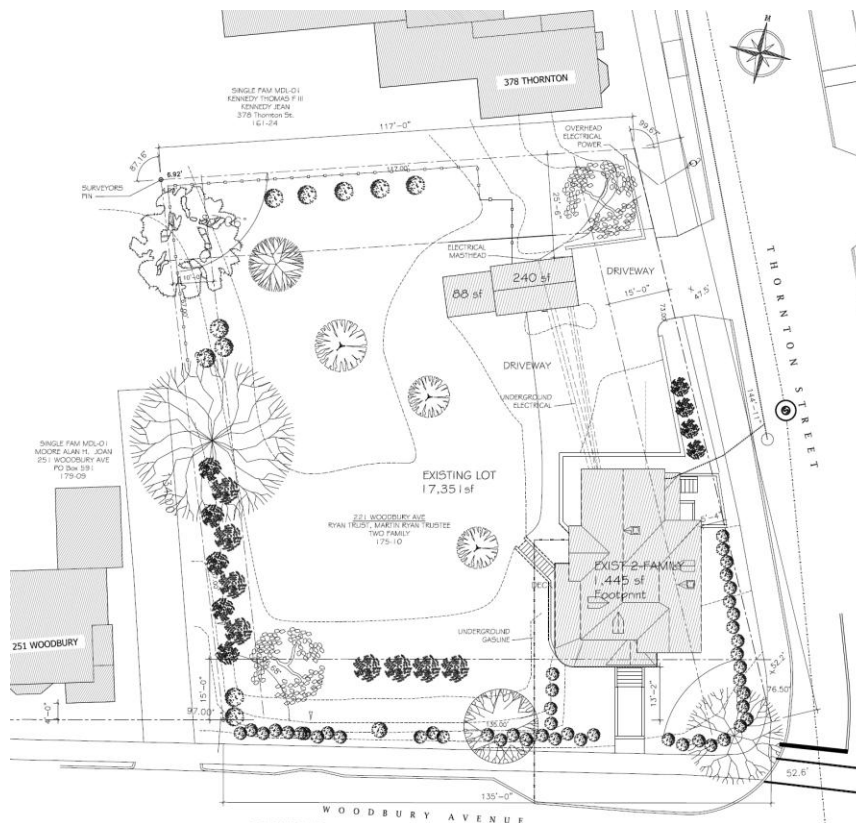


Figure #1 Existing Site Plan

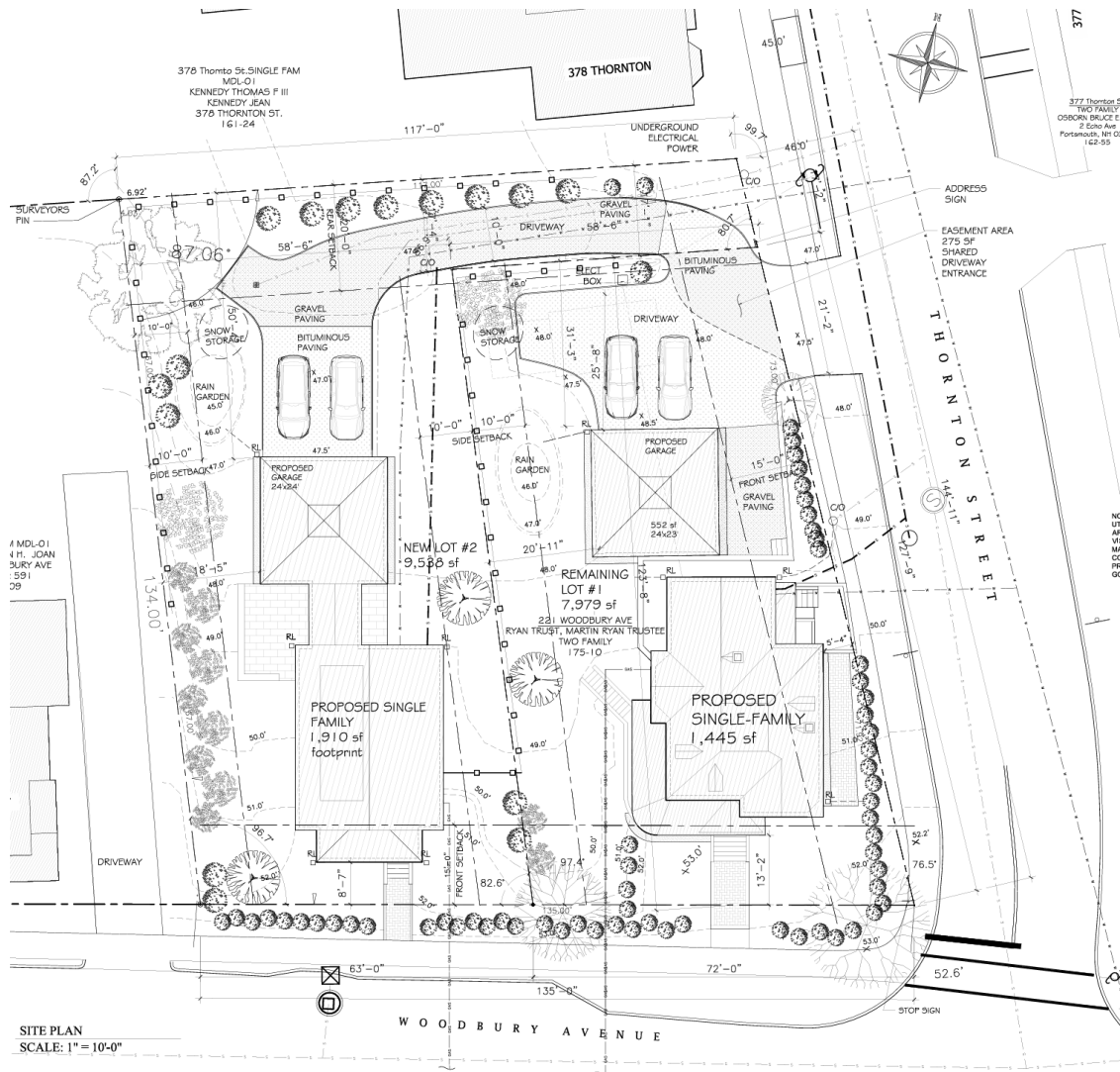


Figure #2 Proposed Site Plan

Parking:

Each dwelling unit, the existing and the proposed single-family structure, will be supported by a standard two-car garage with a footprint of 24' x 24'. The resulting off-street parking, accommodated via the driveways and garages, exceeds the regulatory thresholds of Section 10.1112.31 (*Parking Requirements for Residential Uses*).

Vehicular and Pedestrian Traffic:

To ensure independent vehicle access, both the proposed and existing single-family residences will utilize separate curb cuts and dedicated driveways. Each driveway configuration is intentionally designed with an integrated turnaround area, enabling vehicles to execute a safe three-point turn and exit onto the public right-of-way in a forward-facing direction, thereby eliminating the need to back out into the street.

The proposed driveway entrances on Thornton Street have been strategically positioned to minimize the visual impact of parked vehicles and driveway infrastructure, ensuring that vehicular traffic does not dominate the streetscape or the site's aesthetic character. Additionally, the layout prioritizes neighborhood safety by incorporating an on-site turnaround that prevents vehicles from reversing into street traffic, ensuring all egress onto Thornton Street is executed in a safe, forward-facing direction.

Sidewalks were installed in 2025 giving safe pedestrian movement along Thornton Street and Woodbury Avenue.

Screening and Landscaping:

To enhance the overall aesthetic of the streetscape and respect adjacent properties, the site design incorporates robust perimeter screening. This will feature a combination of high-quality privacy fencing and a curated mix of native evergreen trees and deciduous shrubs. This multi-tiered landscape buffer is strategically designed to provide year-round visual screening, soften the built environment, and harmonize the development with the neighborhood's existing character. A landscaping plan will be incorporated into the building permit for the new house.

Water and Sewage:

Municipal water and sewer services for the proposed residence will connect directly to the existing infrastructure on Woodbury Avenue. A new sewer tie-in will extend into the site from the 6-inch PVC sewer main, with its exact configuration subject to Portsmouth DPW approval. A dedicated 1-inch domestic water service line will be installed to serve the new home. Crucially, the existing home's utility connections will remain entirely separate, continuing to utilize the independent water and sewer lines currently serving the property from Thornton Street.

Stormwater management:

A civil engineer will be engaged to design a stormwater management plan to address the increase in impervious surfaces from the new home and driveway, ensuring compliance with all municipal requirements.

Site Lighting:

To prevent light pollution in the surrounding neighborhood, all proposed site lighting will be wall-mounted and designed at minimal levels. This configuration is optimized to deliver a safe, welcoming pedestrian experience without the use of free-standing fixtures or flood lights.

Trash Collection:

Solid waste disposal for both the existing and new dwellings will be managed through the Portsmouth curbside collection service. Bins will be placed along Thornton Street frontage for pickup.

Site Utilities:

Electrical service currently originates from an overhead utility pole at the northeast corner of the site, running overhead to the existing garage where it is metered before continuing underground to the existing residence.

As part of this project, the garage will be demolished, and all electrical and communication lines for the existing residence will be transitioned to a fully underground service originating from the same northeast utility pole.

To serve the proposed new residence, a separate, independent utility service will be established from the same pole and routed entirely underground. All final services for both structures will be located underground, eliminating overhead lines across the site.

Snow Removal:

The proposed snow removal strategy utilizes on-site plowing to clear all asphalt driveways and access points. Accumulated snow will be stockpiled in the dedicated, demarcated snow storage areas shown on the site plans. These storage zones are strategically located adjacent to the driveways to minimize transport distances and ensure that melt runoff is directed toward approved drainage systems without impacting adjacent properties.

The proposed subdivision was formally presented to the Portsmouth Zoning Board of Adjustment (ZBA) for review. The applicant requested a dimensional variance to permit 63 linear feet (LF) of frontage for the newly created lot, where a minimum of 100 LF is required under the current zoning district regulations.

Partial Legend

Show the color used for the following legend:

- 7-5A Lot or lot number
- 7-5B Parcel area in acres (ac) or square feet (sq ft)
- 8-0 Address location
- 9-0-10 Parcel number from a neighboring map
- 9-1 Parcel line disclaimer

SUBS ABOVE: Street name

- Purple line Parcel/Parcel boundary
- Red line Parcel/Parcel boundary
- Blue line Water boundary
- Black line Structure (1000 sqft)
- Yellow box Parcel covered by this map
- Purple box Parcel from a neighboring map
- Green box Parcel from a neighboring map

Scale: 0 50 100 Feet / 0 20 40 Meters

This map is for assessment purposes only. It is not intended for legal interpretation or conveyance.
Parcels are mapped as of 2006 data and may not represent current conditions.
Streets appearing on this map may be paper streets.
Lot numbers take precedence over address numbers.
Address numbers shown on this map may not represent posted or legal addresses.

Neighboring Tax Maps

236	219	209
220	160	142
235	61	159
175	162	158
234	174	163
		157

Map Location

Portsmouth, New Hampshire
Tax Map 175

6

Site Layout:

The proposed subdivision is deliberately designed to maintain the neighborhood's character by preventing driveways and garages from dominating the property's architectural facade.

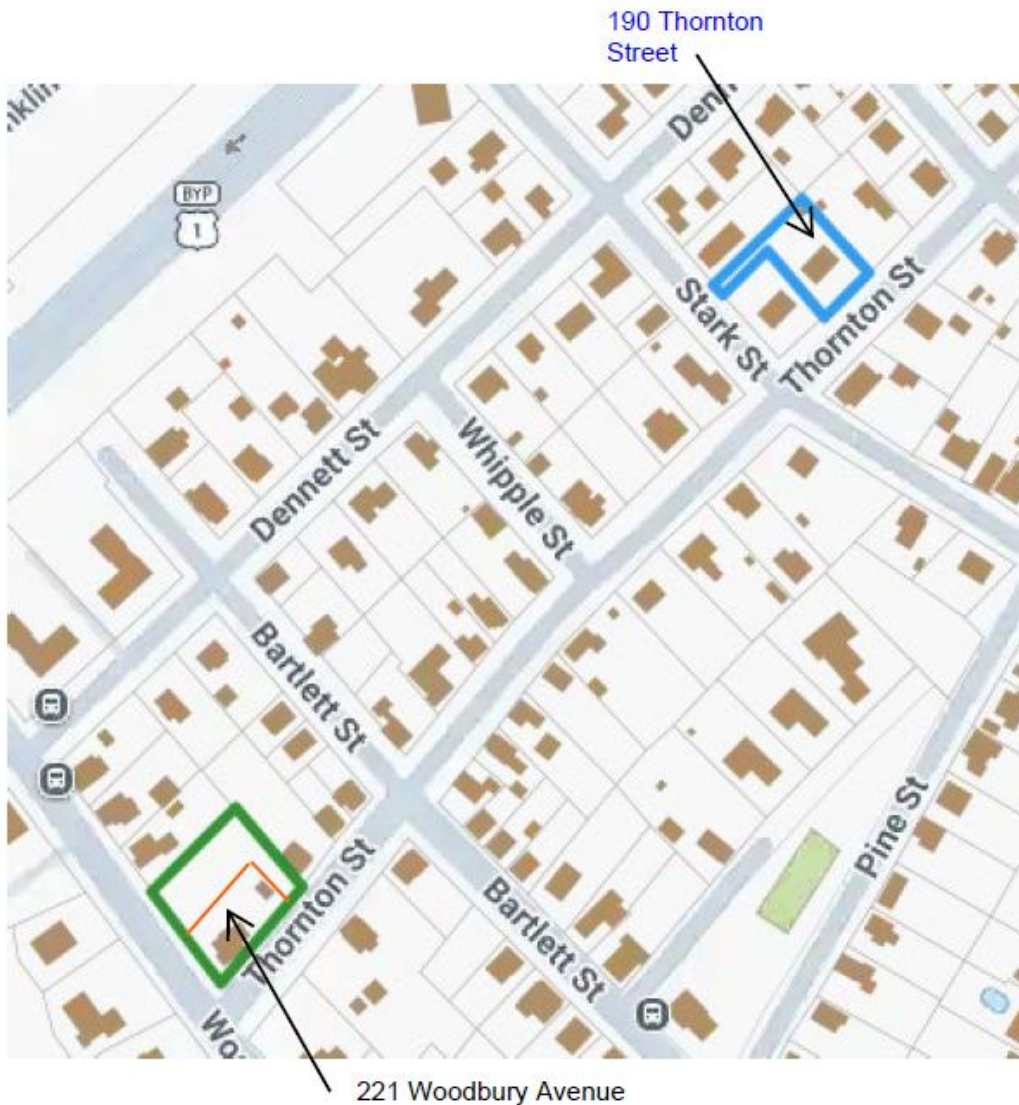
**SUBDIVISION PRECEDENT**

Figure 4. - Precedent for lot configuration.

By relocating these visual elements to the interior of the lot, the proposed lot configuration successfully preserves the existing streetscape and the historic charm of the area. This approach would maintain the historic language of the “urban street wall”.

Additionally, this driveway configuration eliminates the danger of backing into street traffic. A comparable precedent for this L-shaped lot and driveway configuration can be found at 190 Thornton Street.

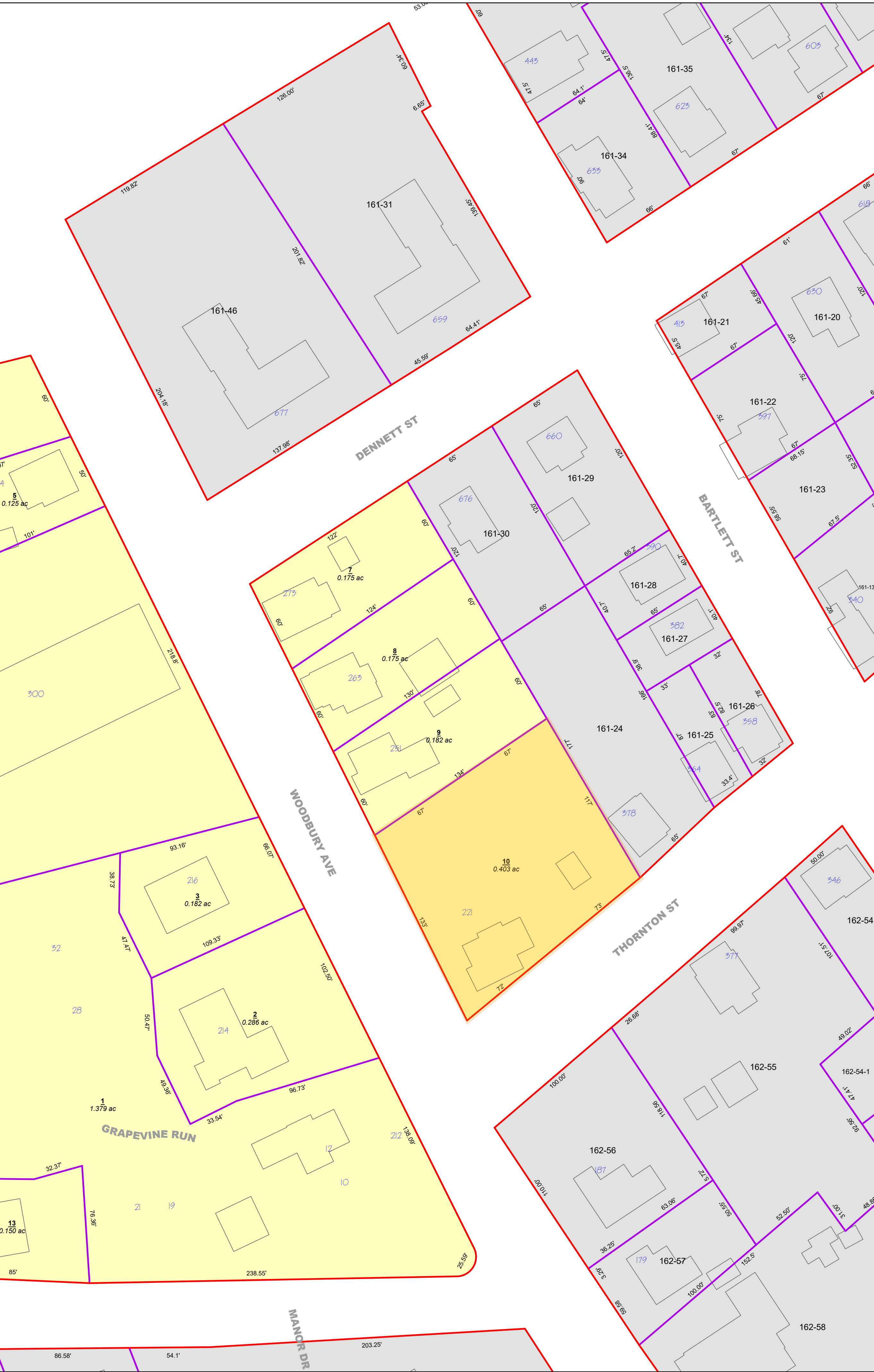
In this case, were the subdivision to be granted, there would be no change in the essential characteristics of the neighborhood. A second dwelling lot is entirely appropriate and consistent with the existing subdivision in which this property sits. It does not increase the amount of residential density beyond what is permitted by right. Thus, the fundamental residential character of the neighborhood will not be altered, and the health, safety and welfare of the public will not be threatened.

Thank you for your consultation on this matter.

Respectfully Submitted,

A handwritten signature in black ink that reads "Martin Ryan". The script is cursive and fluid, with the first letters of "Martin" and "Ryan" being capitalized and prominent.

Martin Ryan



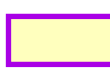
Partial Legend

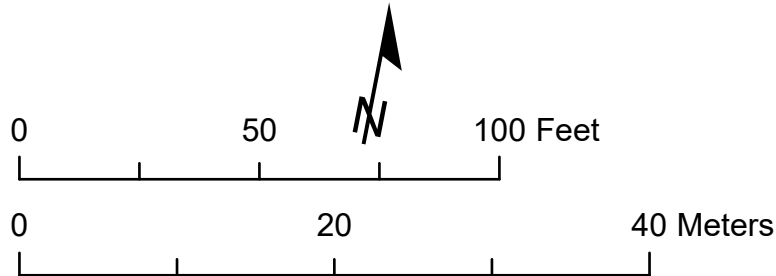
See the cover sheet for the complete legend.

7-5A Lot or lot-unit number
 2.56 ac Parcel area in acres (ac) or square feet (sf)
 Address number
 233-137 Parcel number from a neighboring map
 68' Parcel line dimension

SIMS AVE Street name

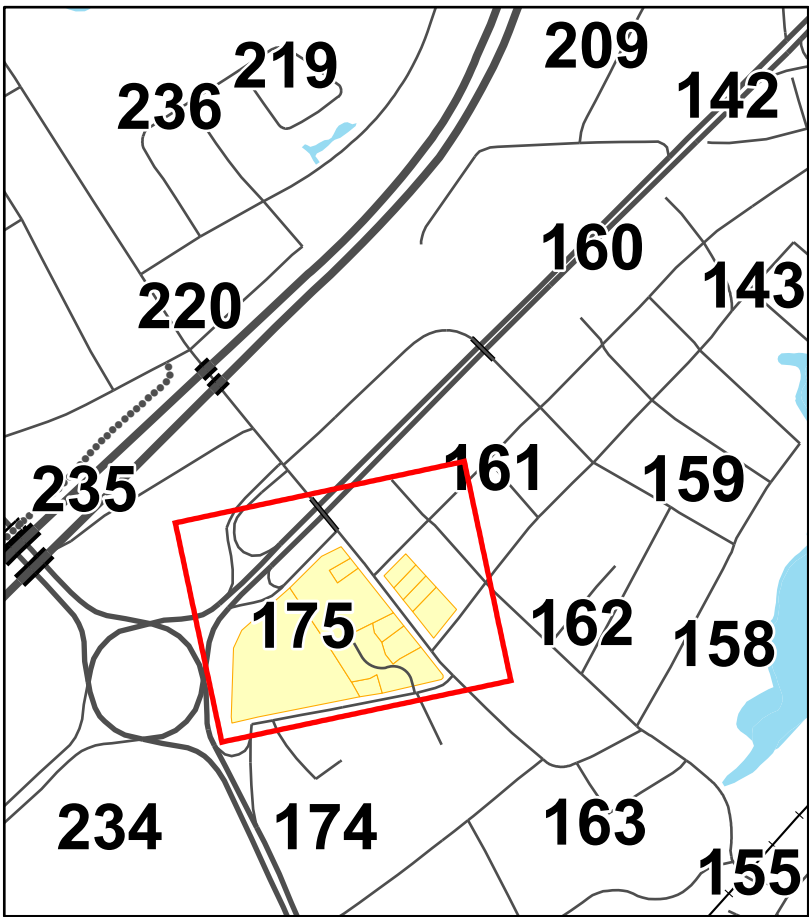
 Parcel/Parcel boundary
 Parcel/ROW boundary
 Water boundary
 Structure (1994 data)

 Parcel covered by this map
 Parcel from a neighboring map (see other map for current status)

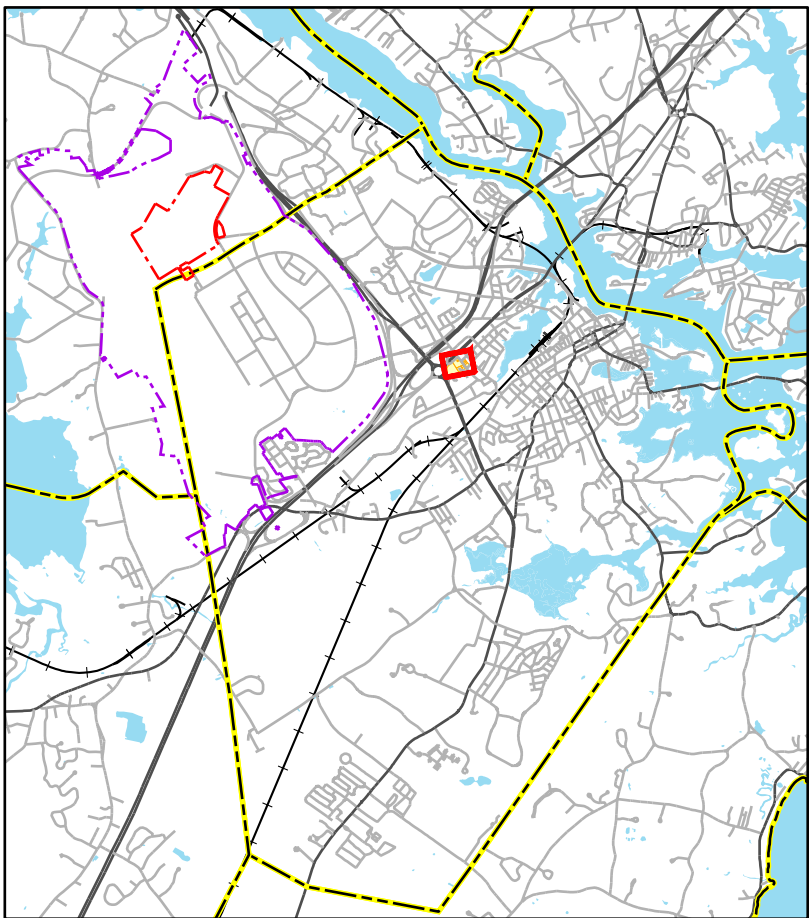


This map is for assessment purposes only. It is not intended for legal description or conveyance. Parcels are mapped as of April 1. Building footprints are 2006 data and may not represent current structures. Streets appearing on this map may be paper (unbuilt) streets. Lot numbers take precedence over address numbers. Address numbers shown on this map may not represent posted or legal addresses.

Nearby Tax Maps



Map Location



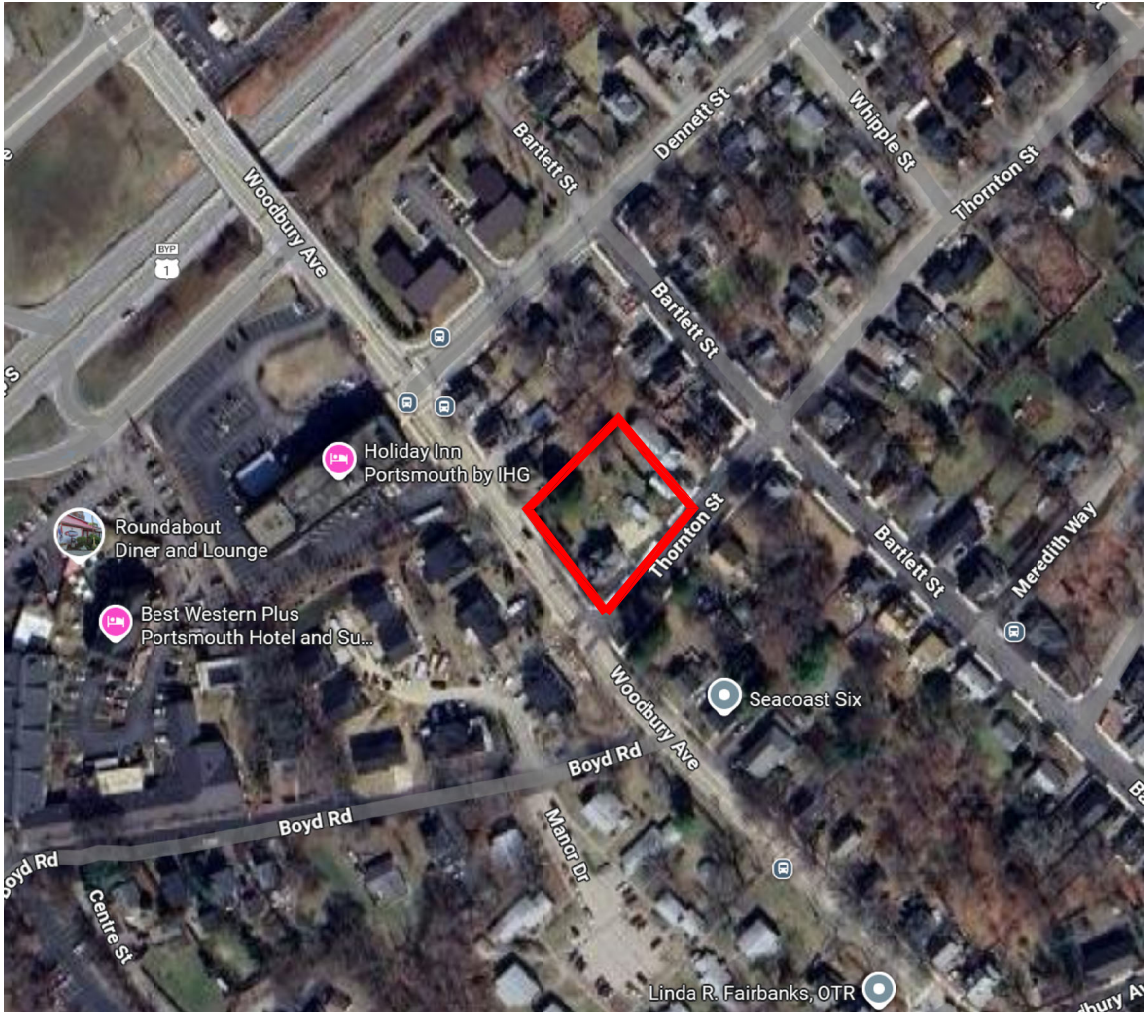
Portsmouth, New Hampshire
 2024

Tax Map 175

DRAWING LIST

NO	TITLE
T1	TITLE SHEET
C1	HISTORIC MAPS & FIGURE GROUND
C2	EXISTING SITE PLAN
C3	PROPOSED SITE PLAN
C4	SITE DIAGRAMS
C5	SITE DATA
A1	SITE ELEVATIONS
A2	SITE ELEVATIONS
P1	CONTEXT PHOTOGRAPHS
P2	CONTEXT PHOTOGRAPHS

221 WOODBURY AVENUE
PORTSMOUTH, NH 03801
SUBDIVISION PROPOSAL PLAN
TAC MEETING
OWNER- RYAN TRUST
OCTOBER 6, 2026



AERIAL VIEW
SCALE: NTS

MARTIN RYAN ARCHITECT
221 Woodbury Ave
Portsmouth, NH 03801
+

OCT. 6, 2026
TAC MEETING

221 WOODBURY AVE
PORTSMOUTH, NH
SUBDIVISION PLAN

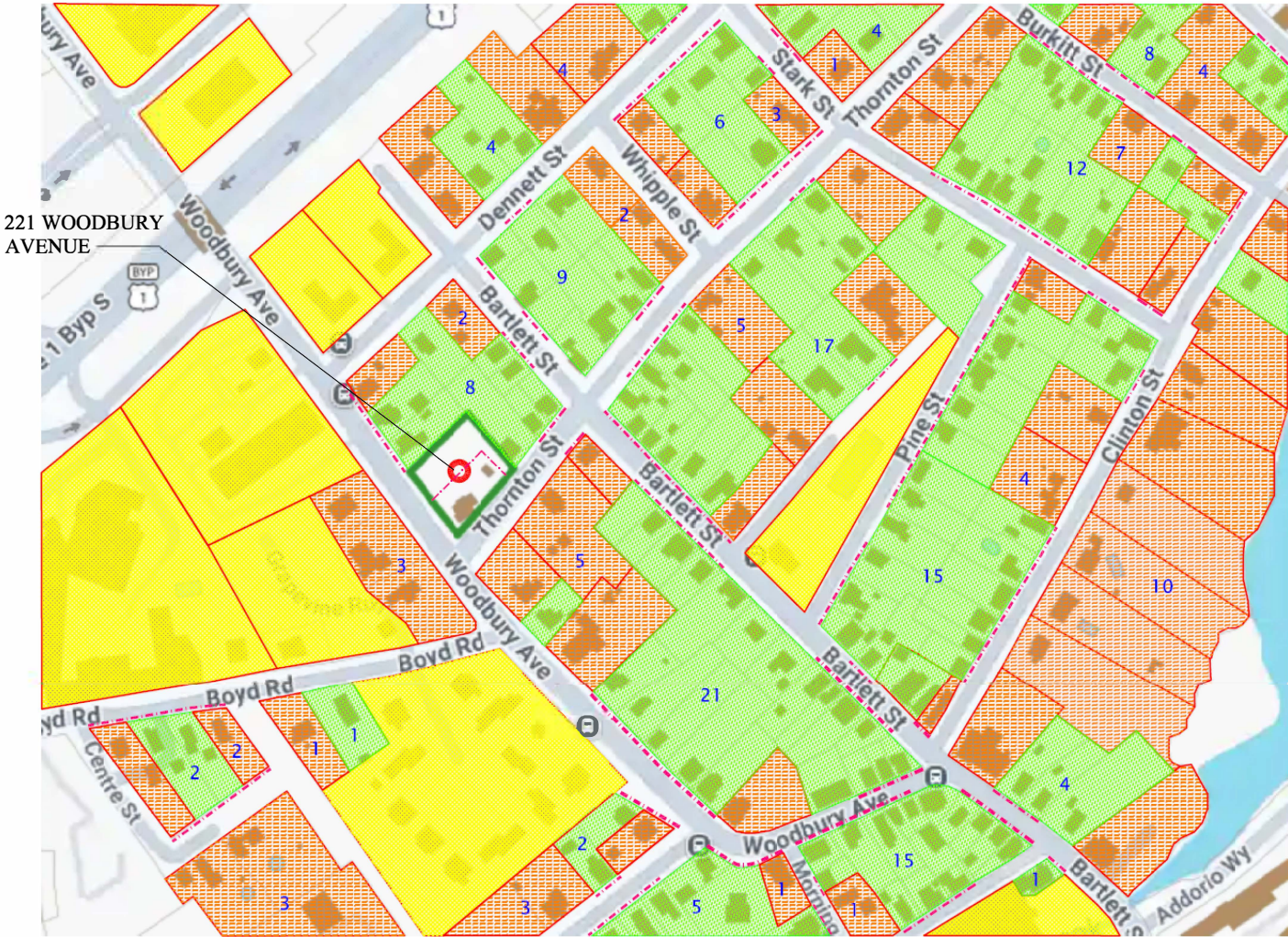
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DRAWN: MLR
CHECKED:
SCALE:
JOB:

TITLE
SHEET

T1



SANBORNE MAP 1920
SCALE: NTS

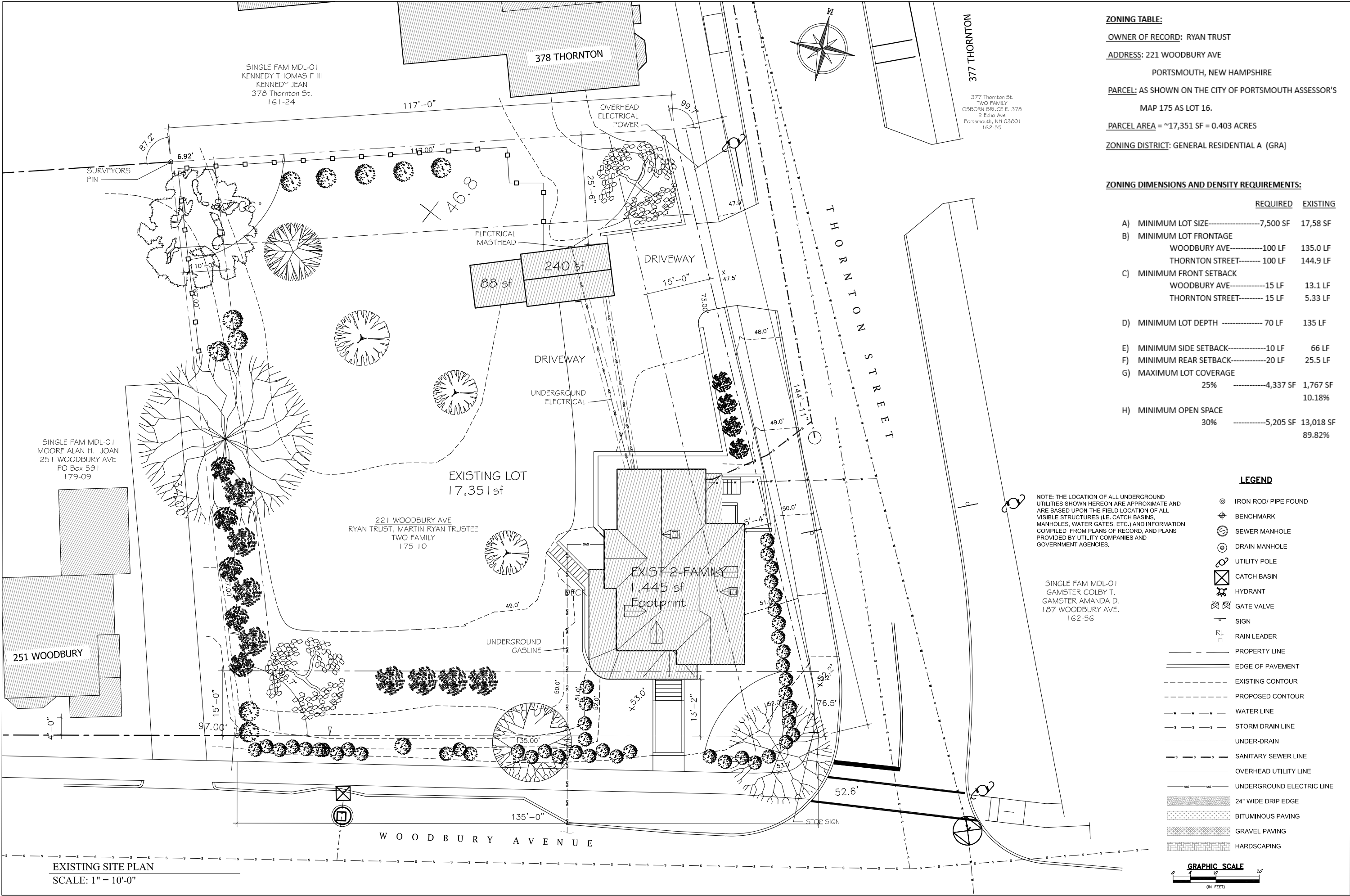


- GREEN- LOTS WITH LESS THAN THE 100LF REQUIRED STREET FRONTAGE (TOTAL 134 LOTS)
- ORANGE- LOTS THAT MEET THE 100 LF STREET FRONTAGE REQUIREMENT (TOTAL 60 LOTS)
- YELLOW- COMMERCIAL OR MULT-FAMILY LOTS
- FRONTAGE EQUAL OR LESS THAN 63 LF (82 TOTAL)
- SITE- 221 WOODBURY AVENUE
- 204 LOTS TOTAL SHOWN

FIGURE GROUND
SCALE: NTS



HOYT PLAN 1890
SCALE: NTS



ZONING TABLE:
OWNER OF RECORD: RYAN TRUST
ADDRESS: 221 WOODBURY AVE
PORTSMOUTH, NEW HAMPSHIRE
PARCEL: AS SHOWN ON THE CITY OF PORTSMOUTH ASSESSOR'S
MAP 175 AS LOT 16.
PARCEL AREA = ~17,351 SF = 0.403 ACRES
ZONING DISTRICT: GENERAL RESIDENTIAL A (GRA)

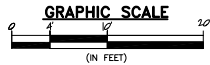
	REQUIRED	EXISTING
A) MINIMUM LOT SIZE	7,500 SF	17,58 SF
B) MINIMUM LOT FRONTAGE		
WOODBURY AVE	100 LF	135.0 LF
THORNTON STREET	100 LF	144.9 LF
C) MINIMUM FRONT SETBACK		
WOODBURY AVE	15 LF	13.1 LF
THORNTON STREET	15 LF	5.33 LF
D) MINIMUM LOT DEPTH	70 LF	135 LF
E) MINIMUM SIDE SETBACK	10 LF	66 LF
F) MINIMUM REAR SETBACK	20 LF	25.5 LF
G) MAXIMUM LOT COVERAGE		
25%	4,337 SF	1,767 SF
		10.18%
H) MINIMUM OPEN SPACE		
30%	5,205 SF	13,018 SF
		89.82%

NOTE: THE LOCATION OF ALL UNDERGROUND UTILITIES SHOWN HEREON ARE APPROXIMATE AND ARE BASED UPON THE FIELD LOCATION OF ALL VISIBLE STRUCTURES (I.E. CATCH BASINS, MANHOLES, WATER GATES, ETC.) AND INFORMATION COMPILED FROM PLANS OF RECORD, AND PLANS PROVIDED BY UTILITY COMPANIES AND GOVERNMENT AGENCIES.

SINGLE FAM MDL-01
GAMSTER COLBY T.
GAMSTER AMANDA D.
187 WOODBURY AVE.
162-56

LEGEND

- IRON ROD/ PIPE FOUND
- BENCHMARK
- SEWER MANHOLE
- DRAIN MANHOLE
- UTILITY POLE
- CATCH BASIN
- HYDRANT
- GATE VALVE
- SIGN
- RAIN LEADER
- PROPERTY LINE
- EDGE OF PAVEMENT
- EXISTING CONTOUR
- PROPOSED CONTOUR
- WATER LINE
- STORM DRAIN LINE
- UNDER-DRAIN
- SANITARY SEWER LINE
- OVERHEAD UTILITY LINE
- UNDERGROUND ELECTRIC LINE
- 24" WIDE DRIP EDGE
- BITUMINOUS PAVING
- GRAVEL PAVING
- HARDSCAPING



EXISTING SITE PLAN
SCALE: 1" = 10'-0"

MARTIN RYAN ARCHITECT
221 Woodbury Ave
Portsmouth, NH 03801

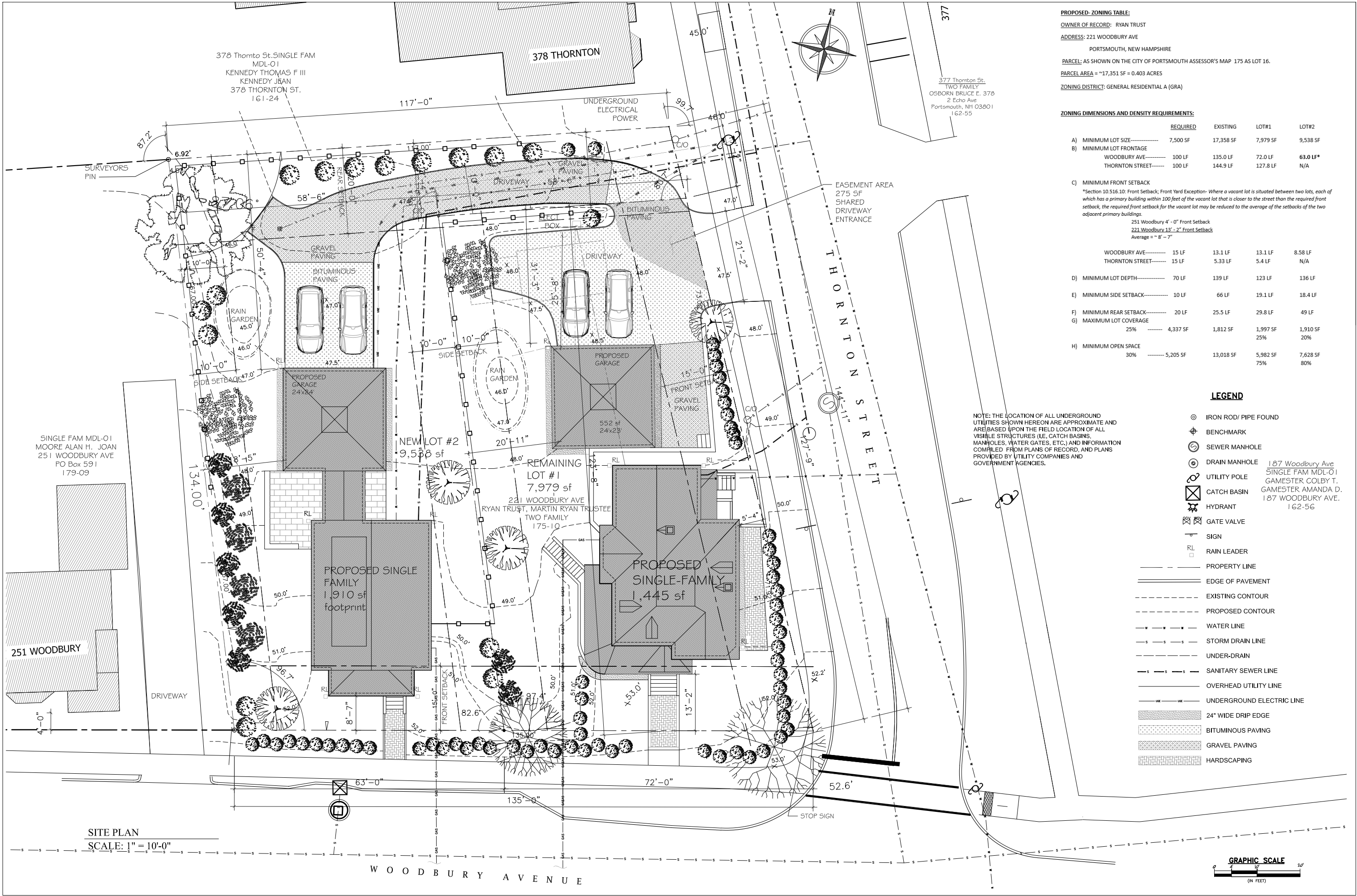
OCT. 6, 2026
TAC MEETING

221 WOODBURY AVE
PORTSMOUTH, NH
SUBDIVISION PLAN

DATE: 08-29-26
DESIGN: MLR
DRAWN: MLR
CHECKED:
SCALE:
JOB:

EXISTING SITE
PLAN

C2



PROPOSED- ZONING TABLE:

OWNER OF RECORD: RYAN TRUST

ADDRESS: 221 WOODBURY AVE
PORTSMOUTH, NEW HAMPSHIRE

PARCEL: AS SHOWN ON THE CITY OF PORTSMOUTH ASSESSOR'S MAP 175 AS LOT 16.

PARCEL AREA = ~17,351 SF = 0.403 ACRES

ZONING DISTRICT: GENERAL RESIDENTIAL A (GRA)

ZONING DIMENSIONS AND DENSITY REQUIREMENTS:

	REQUIRED	EXISTING	LOT#1	LOT#2
A) MINIMUM LOT SIZE	7,500 SF	17,358 SF	7,979 SF	9,538 SF
B) MINIMUM LOT FRONTAGE				
WOODBURY AVE	100 LF	135.0 LF	72.0 LF	63.0 LF*
THORNTON STREET	100 LF	144.9 LF	127.8 LF	N/A

C) MINIMUM FRONT SETBACK

*Section 10.516.10: Front Setback; Front Yard Exception- Where a vacant lot is situated between two lots, each of which has a primary building within 100 feet of the vacant lot that is closer to the street than the required front setback, the required front setback for the vacant lot may be reduced to the average of the setbacks of the two adjacent primary buildings.

251 Woodbury 4'-0" Front Setback
221 Woodbury 13'-2" Front Setback
Average = ~ 8' - 7"

WOODBURY AVE	15 LF	13.1 LF	13.1 LF	8.58 LF
THORNTON STREET	15 LF	5.33 LF	5.4 LF	N/A

D) MINIMUM LOT DEPTH	70 LF	139 LF	123 LF	136 LF
E) MINIMUM SIDE SETBACK	10 LF	66 LF	19.1 LF	18.4 LF
F) MINIMUM REAR SETBACK	20 LF	25.5 LF	29.8 LF	49 LF
G) MAXIMUM LOT COVERAGE				
25%	4,337 SF	1,812 SF	1,997 SF	1,910 SF
		25%	20%	
H) MINIMUM OPEN SPACE				
30%	5,205 SF	13,018 SF	5,982 SF	7,628 SF
		75%	80%	

- LEGEND**
- ⊙ IRON ROD/ PIPE FOUND
 - ⊕ BENCHMARK
 - ⊙ SEWER MANHOLE
 - ⊙ DRAIN MANHOLE
 - ⊙ UTILITY POLE
 - ⊗ CATCH BASIN
 - ⊗ HYDRANT
 - ⊗ GATE VALVE
 - ⊗ SIGN
 - RL RAIN LEADER
 - PROPERTY LINE
 - === EDGE OF PAVEMENT
 - - - EXISTING CONTOUR
 - - - PROPOSED CONTOUR
 - - - WATER LINE
 - - - STORM DRAIN LINE
 - - - UNDER-DRAIN
 - - - SANITARY SEWER LINE
 - - - OVERHEAD UTILITY LINE
 - - - UNDERGROUND ELECTRIC LINE
 - ▨ 24" WIDE DRIP EDGE
 - ▨ BITUMINOUS PAVING
 - ▨ GRAVEL PAVING
 - ▨ HARDSCAPING
- 187 Woodbury Ave
SINGLE FAM MDL-01
GAMESTER COLBY T.
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187 WOODBURY AVE.
162-56

NOTE: THE LOCATION OF ALL UNDERGROUND UTILITIES SHOWN HEREON ARE APPROXIMATE AND ARE BASED UPON THE FIELD LOCATION OF ALL VISIBLE STRUCTURES (I.E. CATCH BASINS, MANHOLES, WATER GATES, ETC.) AND INFORMATION COMPILED FROM PLANS OF RECORD, AND PLANS PROVIDED BY UTILITY COMPANIES AND GOVERNMENT AGENCIES.

MARTIN RYAN ARCHITECT
221 Woodbury Ave
Portsmouth, NH 03801

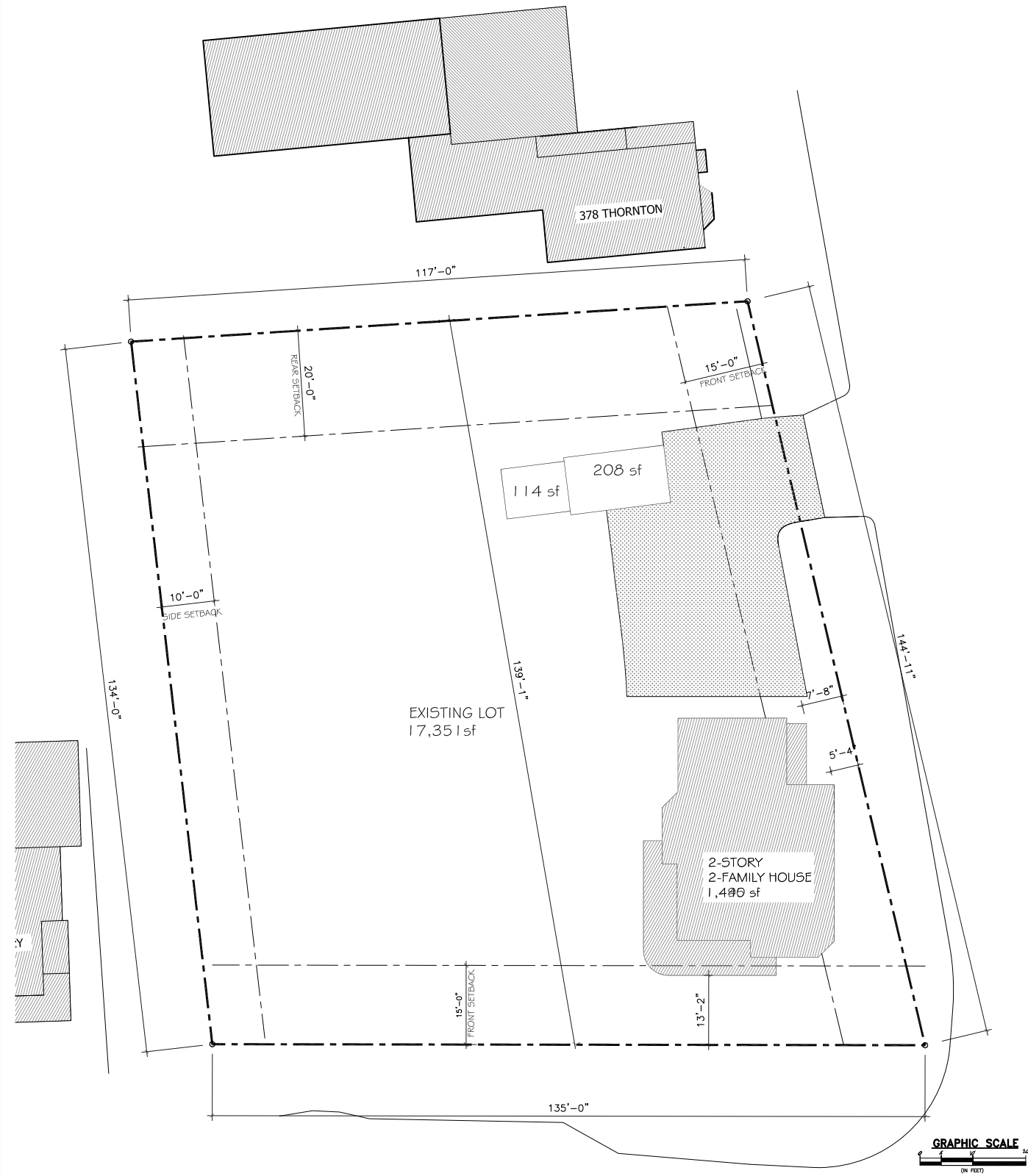
OCT. 6, 2026
TAC MEETING

221 WOODBURY AVE
PORTSMOUTH, NH
SUBDIVISION PLAN

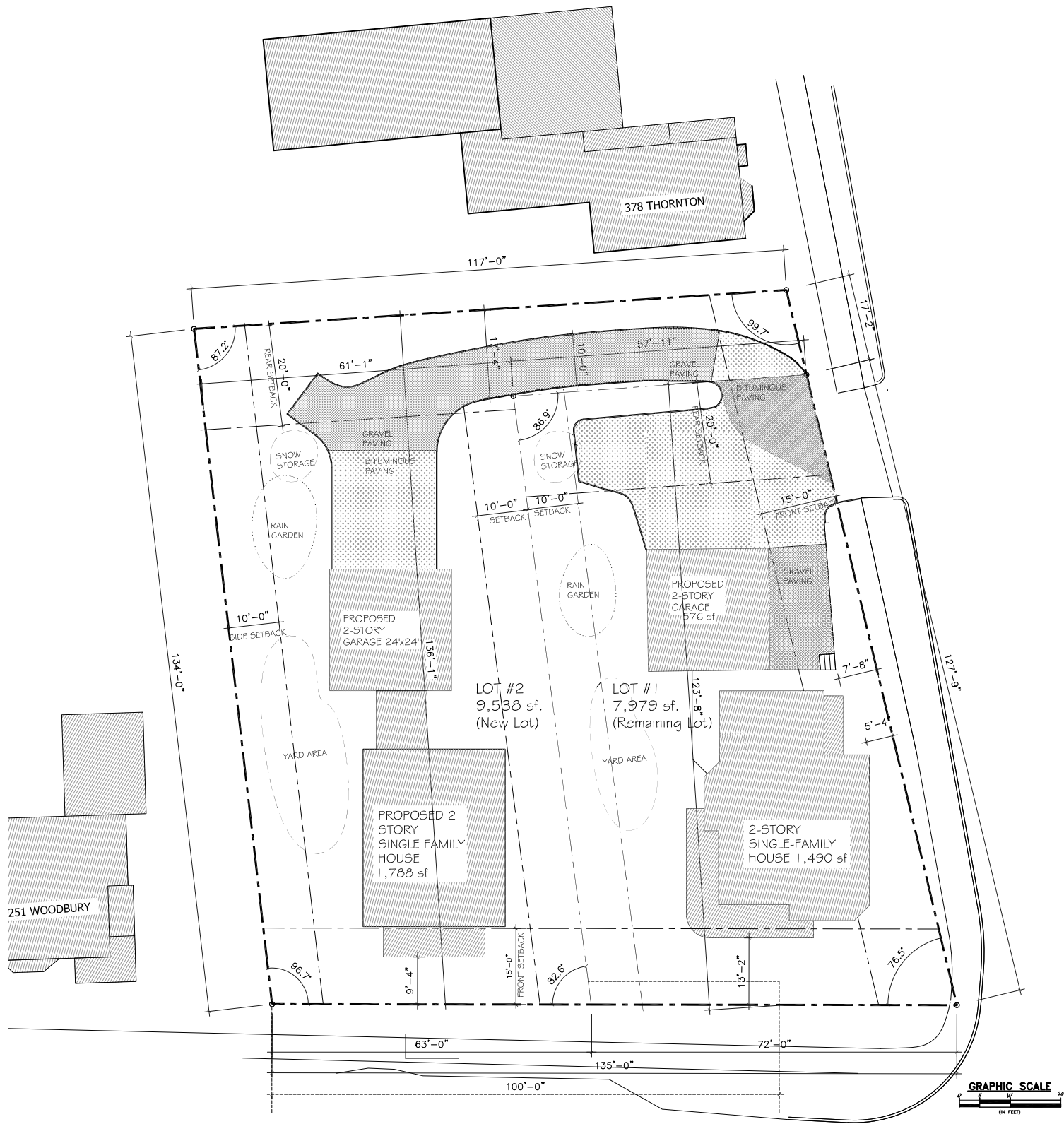
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DRAWN: MLR
CHECKED:
SCALE:
JOB:

PROPOSED SITE
PLAN

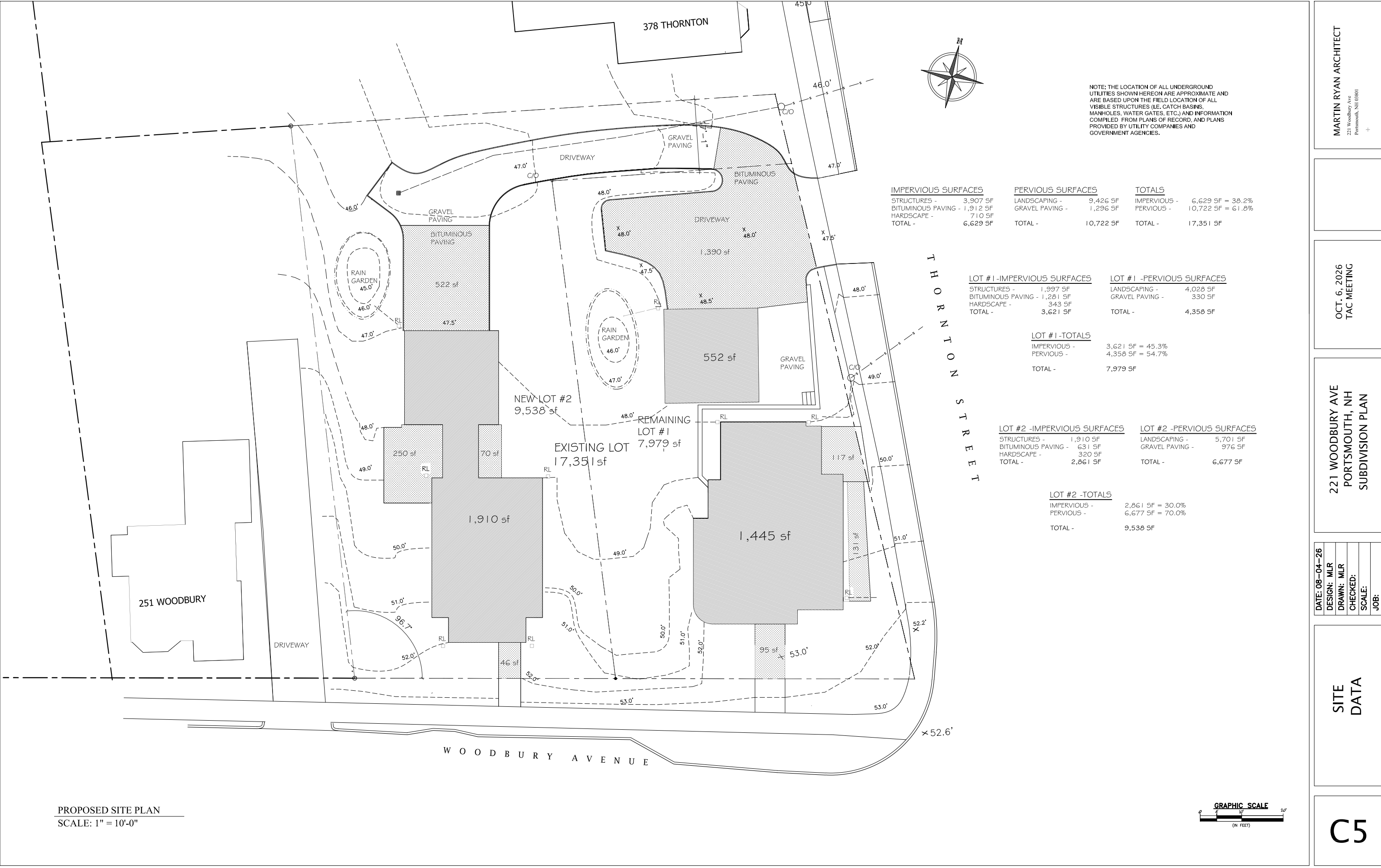
C3



EXISTING SITE DIAGRAM
SCALE: NTS



PROPOSED SITE DIAGRAM
SCALE: NTS



MARTIN RYAN ARCHITECT
221 Woodbury Ave
Portsmouth, NH 03801

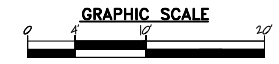
OCT. 6, 2026
TAC MEETING

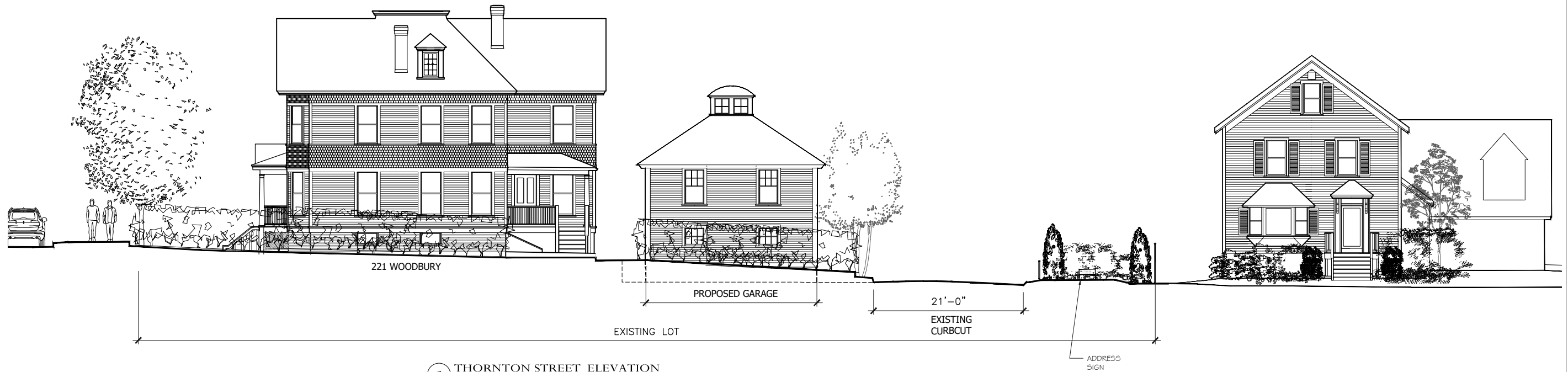
221 WOODBURY AVE
PORTSMOUTH, NH
SUBDIVISION PLAN

DATE: 08-04-26
DESIGN: MLR
DRAWN: MLR
CHECKED:
SCALE:
JOB:

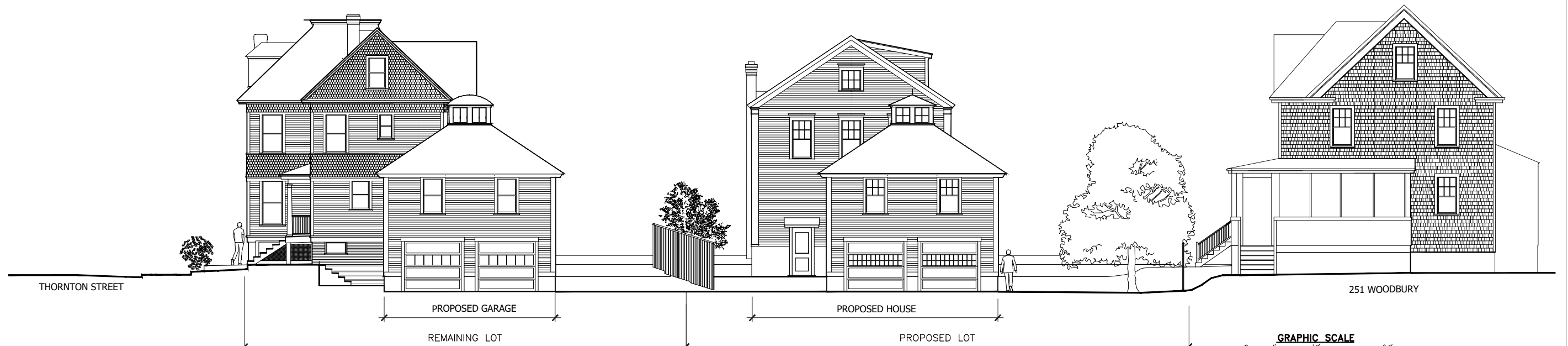
SITE
DATA

C5





3 THORNTON STREET ELEVATION



4 NORTH ELEVATION

MARTIN RYAN ARCHITECT
221 Woodbury Ave
Portsmouth, NH 03801

OCT. 6, 2026
TAC MEETING

221 WOODBURY AVE
PORTSMOUTH, NH
SUBDIVISION PLAN

DATE: 08-04-26
DESIGN: MLR
DRAWN: MLR
CHECKED:
SCALE:
JOB:

SITE
ELEVATIONS

A2



PHOTOGRAPH #1



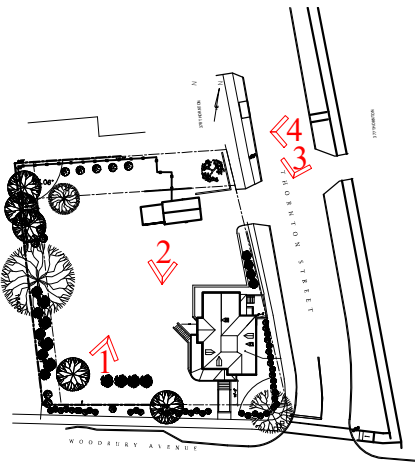
PHOTOGRAPH #2



PHOTOGRAPH #3



PHOTOGRAPH #4



SITE KEY PLAN
SCALE: NTS

DATE: 08-01-21
DESIGN:
DRAWN:
CHECKED:
SCALE:
JOB:

CONTEXT
PHOTOGRAPHS

P1

221 WOODBURY AVE
PORTSMOUTH, NH
PROPOSAL

OCT. 6, 2026
TAC MEETING

MARTIN RYAN ARCHITECT
221 Woodbury Ave
Portsmouth, NH 03801
+



PHOTOGRAPH #5



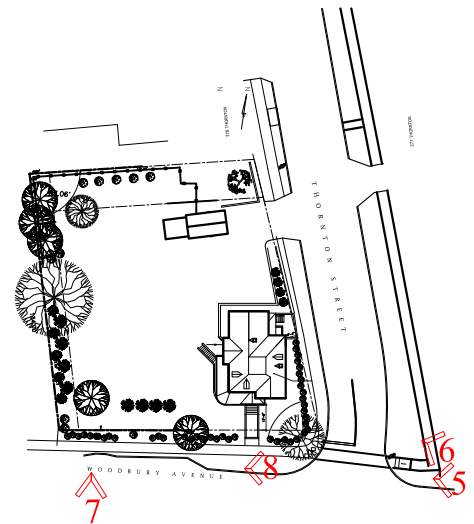
PHOTOGRAPH #6



PHOTOGRAPH #7



PHOTOGRAPH #8



SITE KEY PLAN
SCALE: NTS



CITY OF PORTSMOUTH

Planning & Sustainability
Department
1 Junkins Avenue
Portsmouth, New
Hampshire 03801
(603) 610-7216

ZONING BOARD OF ADJUSTMENT

June 23, 2026

Ryan Trust
Martin Ryan TTEE
221 Woodbury Avenue
Portsmouth, New Hampshire 03801

**RE: Board of Adjustment Request for property located at 221 Woodbury Avenue,
Portsmouth NH 03801 (LU-26-57)**

Dear Property Owner:

The Zoning Board of Adjustment, at its regularly scheduled meeting of **June 16, 2026**, considered your application for the property located at 221 Woodbury Avenue whereas relief is needed to subdivide the existing parcel into two parcels, for demolition of the existing one-story detached garage and construction of a new two-story detached garage on lot 1; and a new single-family residential structure on lot 2, which requires the following: 1) Variance from Section 10.521 to allow 63 feet of frontage where 100 feet is required. Said property is shown on Assessor Map 175 Lot 10 and lies within the General Residence A (GRA) District. As a result of said consideration, the Board voted to **grant** the request as presented and advertised.

The Board's decision may be appealed up to thirty (30) days after the vote. Any action taken by the applicant pursuant to the Board's decision during this appeal period shall be at the applicant's risk. Please contact the Planning & Sustainability Department for more details about the appeals process.

Approvals may also be required from other City Commissions or Boards. Once all required approvals have been received, applicant is responsible for applying for and securing a building permit from the Inspection Department prior to starting any project work.

This approval shall expire unless a building permit is issued within a period of two (2) years from the date granted unless an extension is granted in accordance with Section 10.236 of the Zoning Ordinance.

The Findings of Fact associated with this decision are available: attached here or as an attachment in the Viewpoint project record associated with this application and on the Zoning Board of Adjustment Meeting website:

<https://www.portsmouthnh.gov/planportsmouth/zoning-board-adjustment/zoning-board-adjustment-archived-meetings-and-material>

The minutes and audio recording of this meeting are available by contacting the Planning & Sustainability Department.

Very truly yours,

A handwritten signature in black ink, appearing to read "Beth Margeson". The signature is fluid and cursive, with the first name "Beth" and last name "Margeson" clearly distinguishable.

Beth Margeson, Chair of the Zoning Board of Adjustment

cc: Shanti Wolph, Chief Building Inspector

Rosann Maurice-Lentz, City Assessor

221 Woodbury Avenue
Portsmouth, NH 03801

603-502-8635
MLR10000@yahoo.com

October 6, 2026

City of Portsmouth Planning
Department 1 Jenkins Avenue
Portsmouth, NH 03801

Waiver Request Letter

Re: Subdivision 221 Woodbury Avenue
Tax Map 175, Lot 10
Portsmouth, NH 03801

Planning Board Members:

We respectfully request a waiver of the bond requirements set forth in Section IX (Development Prerequisite to Final Approval) of the City of Portsmouth's Subdivision Rules and Regulations (revised November 2020), specifically the improvements and installation bond and maintenance bond requirements.

Given the modest size and scale of this proposed subdivision, we believe these bonding requirements are not warranted.

Thank you for your consideration of this request.

Thank you. Sincerely,

Martin Ryan
Martin Ryan



City of Portsmouth, New Hampshire

Subdivision Application Checklist

This subdivision application checklist is a tool designed to assist the applicant in the planning process and for preparing the application for Planning Board review. A pre-application conference with a member of the planning department is strongly encouraged as additional project information may be required depending on the size and scope. The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision review requirements. Please refer to the Subdivision review regulations for full details.

Applicant Responsibilities (Section III.C): Applicable fees are due upon application submittal along with required number of copies of the Preliminary or final plat and supporting documents and studies. Please consult with Planning staff for submittal requirements.

Owner: RYAN TRUST & RYAN MARTIN TRUSTEE Date Submitted: April 22, 2026

Applicant: Martin Ryan

Phone Number: 603-502-8635 E-mail: mlr10000@yahoo.com

Site Address 1: 221 Woodbury Ave Map: 175 Lot: 10

Site Address 2: _____ Map: 175 Lot: 10

Application Requirements			
☒	Required Items for Submittal	Item Location (e.g. Page or Plan Sheet/Note #)	Waiver Requested
☒	Completed Application form. (III.C.2-3)	Subdivision Application Memo	N/A
☒	All application documents, plans, supporting documentation and other materials provided in digital Portable Document Format (PDF) on compact disc, DVD or flash drive. (III.C.4)	Subdivision Application Memo & 221 Woodbury Avenue Drawing Set	N/A

Requirements for Preliminary/Final Plat				
☒	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
☒	Name and address of record owner, any option holders, descriptive name of subdivision, engineer and/or surveyor or name of person who prepared the plat. (Section IV.1/V.1)	Subdivision Application Memo & 221 Woodbury Avenue Drawing Set	☒ Preliminary Plat ☒ Final Plat	N/A

Requirements for Preliminary/Final Plat				Waiver Requested
☒	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	
☒	Preliminary Plat Names and addresses of all adjoining property owners. (Section IV.2) Final Plat Names and addresses of all abutting property owners, locations of buildings within one hundred (100) feet of the parcel, and any new house numbers within the subdivision. (Section V.2)	221 Woodbury Avenue Drawing Set	☒ Preliminary Plat ☒ Final Plat	N/A
☒	North point, date, and bar scale. (Section IV.3/V3)	Required on all Plan Sheets	☒ Preliminary Plat ☒ Final Plat	N/A
☐	Zoning classification and minimum yard dimensions required. (Section IV.4/V.4)	221 Woodbury Avenue Drawing Set	☒ Preliminary Plat ☒ Final Plat	N/A
☒	Preliminary Plat Scale (not to be smaller than one hundred (100) feet = 1 inch) and location map (at a scale of 1" = 1000'). (Section IV.5) Final Plat Scale (not to be smaller than 1"=100'), Location map (at a scale of 1"=1,000') showing the property being subdivided and its relation to the surrounding area within a radius of 2,000 feet. Said location map shall delineate all streets and other major physical features that may either affect or be affected by the proposed development. (Section V.5)	221 Woodbury Avenue Drawing Set	☒ Preliminary Plat ☒ Final Plat	N/A
☒	Location and approximate dimensions of all existing and proposed property lines including the entire area proposed to be subdivided, the areas of proposed lots, and any adjacent parcels in the same ownership. (Section IV.6)	221 Woodbury Avenue Drawing Set	☒ Preliminary Plat ☒ Final Plat	
☐	Dimensions and areas of all lots and any and all property to be dedicated or reserved for schools, parks, playgrounds, or other public purpose. Dimensions shall include radii and length of all arcs and calculated bearing for all straight lines. (Section V.6/ IV.7)	221 Woodbury Avenue Drawing Set	☒ Preliminary Plat ☒ Final Plat	N/A
☒	Location, names, and present widths of all adjacent streets, with a designation as to whether public or private and approximate location of existing utilities to be used. Curbs and sidewalks shall be shown. (Section IV.8/V.7)	221 Woodbury Avenue Drawing Set	☒ Preliminary Plat ☒ Final Plat	

Requirements for Preliminary/Final Plat				Waiver Requested
☒	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	
☒	Location of significant physical features, including bodies of water, watercourses, wetlands, railroads, important vegetation, stone walls and soils types that may influence the design of the subdivision. (Section IV.9/V.8)	221 Woodbury Avenue Drawing Set	☒ Preliminary Plat ☒ Final Plat	
☒	Preliminary Plat Proposed locations, widths and other dimensions of all new streets and utilities, including water mains, storm and sanitary sewer mains, catch basins and culverts, street lights, fire hydrants, sewerage pump stations, etc. (Section IV.10) Final Plat Proposed locations and profiles of all proposed streets and utilities, including water mains, storm and sanitary sewer mains, catchbasins and culverts, together with typical cross sections. Profiles shall be drawn to a horizontal scale of 1"=50' and a vertical scale of 1"=5', showing existing centerline grade, existing left and right sideline grades, and proposed centerline grade. (Section V.9)	221 Woodbury Avenue Drawing Set	☒ Preliminary Plat ☒ Final Plat	
☒	When required by the Board, the plat shall be accompanied by profiles of proposed street grades, including extensions for a reasonable distance beyond the subject land; also grades and sizes of proposed utilities. (Section IV.10)	221 Woodbury Avenue Drawing Set	☒ Preliminary Plat ☒ Final Plat	
☐	Base flood elevation (BFE) for subdivisions involving greater than five (5) acres or fifty (50) lots. (Section IV.11)	N/A	☒ Preliminary Plat ☒ Final Plat	
☐	For subdivisions of five (5) lots or more, or at the discretion of the Board otherwise, the preliminary plat shall show contours at intervals no greater than two (2) feet. Contours shall be shown in dotted lines for existing natural surface and in solid lines for proposed final grade, together with the final grade elevations shown in figures at all lot corners. If existing grades are not to be changed, then the contours in these areas shall be solid lines. (Section IV.12/ V.12)	N/A	☒ Preliminary Plat ☒ Final Plat	

Requirements for Preliminary/Final Plat				
☒	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Required for Preliminary / Final Plat	Waiver Requested
☐	Dates and permit numbers of all necessary permits from governmental agencies from which approval is required by Federal or State law. (Section V.10)	N/A	☐ Preliminary Plat ☒ Final Plat	
☐	For subdivisions involving greater than five (5) acres or fifty (50) lots, the final plat shall show hazard zones and shall include elevation data for flood hazard zones. (Section V.11)	N/A	☐ Preliminary Plat ☒ Final Plat	
☐	Location of all permanent monuments. (Section V.12)	221 Woodbury Avenue Drawing Set	☐ Preliminary Plat ☒ Final Plat	

General Requirements ¹			
☒	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
☒	1. Basic Requirements: (VI.1) a. Conformity to Official Plan or Map b. Hazards c. Relation to Topography d. Planned Unit Development	221 Woodbury Avenue Drawing Set	
☒	2. Lots: (VI.2) a. Lot Arrangement b. Lot sizes c. Commercial and Industrial Lots	221 Woodbury Avenue Drawing Set	
☒	3. Streets: (VI.3) a. Relation to adjoining Street System b. Street Rights-of-Way c. Access d. Parallel Service Roads e. Street Intersection Angles f. Merging Streets g. Street Deflections and Vertical Alignment h. Marginal Access Streets i. Cul-de-Sacs j. Rounding Street Corners k. Street Name Signs l. Street Names m. Block Lengths n. Block Widths o. Grade of Streets p. Grass Strips	221 Woodbury Avenue Drawing Set-several items to be engineered pending approval	
☒	4. Curbing: (VI.4)	221 Woodbury Avenue Drawing Set	
☒	5. Driveways: (VI.5)	221 Woodbury Avenue Drawing Set	
☐	6. Drainage Improvements: (VI.6)	TBD	
☒	7. Municipal Water Service: (VI.7)	TBD for new lot	
☒	8. Municipal Sewer Service: (VI.8)	TBD for new lot	
☐	9. Installation of Utilities: (VI.9) a. All Districts b. Indicator Tape	TBD for new lot	
☒	10. On-Site Water Supply: (VI.10)	TBD for new lot	
☒	11. On-Site Sewage Disposal Systems: (VI.11)	TBD for new lot	
☒	12. Open Space: (VI.12) a. Natural Features b. Buffer Strips c. Parks d. Tree Planting	221 Woodbury Avenue Drawing Set	
☐	13. Flood Hazard Areas: (VI.13) a. Permits b. Minimization of Flood Damage c. Elevation and Flood-Proofing Records d. Alteration of Watercourses	N/A	
☐	14. Erosion and Sedimentation Control (VI.14)	several items to be engineered pending approval	

☒	Required Items for Submittal	Item Location (e.g. Page/line or Plan Sheet/Note #)	Waiver Requested
☐	15. Easements (VI.15) a. Utilities b. Drainage	items to be engineered pending approval	
☐	16. Monuments: (VI.16)	TBD for new lot	
☐	17. Benchmarks: (VI.17)	TBD for new lot	
☐	18. House Numbers (VI.18)	TBD for new lot	

Design Standards			
	Required Items for Submittal	Indicate compliance and/or provide explanation as to alternative design	Waiver Requested
☒	1. Streets have been designed according to the design standards required under Section (VII.1). a. Clearing b. Excavation c. Rough Grade and Preparation of Sub-Grade d. Base Course e. Street Paving f. Side Slopes g. Approval Specifications h. Curbing i. Sidewalks j. Inspection and Methods	221 Woodbury Avenue Drawing Set- several items to be engineered pending approval	
☐	2. Storm water Sewers and Other Drainage Appurtenances have been designed according to the design standards required under Section (VII.2). a. Design b. Standards of Construction	several items to be engineered pending approval	
☐	3. Sanitary Sewers have been designed according to the design standards required under Section (VII.3). a. Design b. Lift Stations c. Materials d. Construction Standards	several items to be engineered pending approval	
☐	4. Water Mains and Fire Hydrants have been designed according to the design standards required under Section (VII.4). a. Connections to Lots b. Design and Construction c. Materials d. Notification Prior to Construction	several items to be engineered pending approval	

Applicant's/Representative's Signature: _____ Date: April 22, 2026

¹ See City of Portsmouth, NH Subdivision Rules and Regulations for details.
Subdivision Application Checklist/January 2018

Aug. 17, 2026

Planning Department
Portsmouth City Hall
1 Junkins Avenue
Portsmouth, NH 03801

To: Peter Stith,
City of Portsmouth- Technical Advisory Committee

From: Martin Ryan

Date: Aug 24, 2026

Re: TAC Work Session Notes & Follow-up Comments
Ryan Trust
221 Woodbury Ave, Tax map 175-10
General Residence A Zoning

Subject: Follow-up & Clarification: August 11th TAC Work Session – 221 Woodbury Ave

Dear Chairman Stith,

I am writing to follow up on the Technical Advisory Committee (TAC) Work Session held on August 11th. After reviewing the session recording, I would appreciate your clarification on a few specific items to ensure we remain aligned and on track:

Items that are confirmed:

- Storm Water Line (Ref. 7:14 Timestamp): Update site plans to graphically illustrate the connection of the on-site stormwater line to the municipal stormwater main. (*Status: Confirmed*)
- Signage at Driveway (Ref. 7:33 Timestamp): Install a directional sign at the curb cut clearly listing all addresses served by the shared driveway. (*Status: Confirmed*)

- Demo Permit (Ref. 8:50 Timestamp): The existing garage removal will need to be permitted. Is this going to go in front of the Demolition Committee? If so, what kind of timeline should I consider? *The garage will not be subject to the Demolition Committee.* The demolition permit will be submitted along with the building permit.
- Conflicting SF. Information (Ref. 9:59 Timestamp): Reconcile the square footage discrepancy between the existing conditions plan and the proposed architectural drawings. *(Status: Correction Pending)*
- Zoning Tables (Ref. 10:05 Timestamp): Incorporate a complete zoning compliance table directly onto the site plan sheets. *(Status: Confirmed)*
- Stamped Survey (Ref. 10:42 Timestamp): During the session, the requirement for a stamped survey was discussed to proceed with the approval process. A surveyor has been retained to confirm the existing site and the proposed site plan.
- Driveway Surface (Ref. 11:15 Timestamp): Clarification of the driveway material. A mix of pervious and impervious materials. The driveway serving Lot #1 will be bituminous paving. The driveway serving Lot #2 will be a mixture of gravel surface and bituminous surface. *(Status: Confirmed)*
- Subdivision Waiver (Ref. 13:30 Timestamp): Regarding the mention of a subdivision waiver, I located Section IX, which addresses the Improvements and Installation Bond. Could you confirm if this is the correct section to reference for this request, or if there is additional documentation needed? *Yes, this is the section. A waiver request letter is included in the submittal.*
- Setback Averaging (Ref. 14:56 Timestamp): Section 10.516.10: Front Setback; Front Yard Exception- *“Where a vacant lot is situated between two lots, each of which has a primary building within 100 feet of the vacant lot that is closer to the street than the required front setback, the required*

Aug. 17, 2026

front setback for the vacant lot may be reduced to the average of the setbacks of the two adjacent primary buildings."

The permitted front setback is calculated as an average of the existing setbacks of the primary buildings on the immediate abutting lots on either side of the subject property (on the same side of the street).

251 Woodbury 4' - 0" Front Setback

221 Woodbury 13' - 2" Front Setback

Average = ~ 8' - 7"

The new house would have a minimum setback of 8' - 7".

(Status: Confirmed)

Thank you for your time, guidance, and ongoing consultation on this matter. I look forward to your feedback.

Sincerely,

Respectfully Submitted,

Martin Ryan

Martin Ryan