

May 12, 2020

Chairman Vincent Lombardi  
Historic District Commission  
City Hall  
1Junkins Avenue  
Portsmouth, NH  
03801

Dear Chairman Lombardi and Commission members,

This letter is to formally request a 1 year extension to our Certificate of Approval for modifications to our property at 103-105 High Street on file.

Circumstances have not allowed us to start the project, but we are now ready to begin.

Respectfully,  
Joseph and Jennifer Almeida



**PLANNING DEPARTMENT**  
**HISTORIC DISTRICT COMMISSION**  
**CERTIFICATE OF APPROVAL**

June 12, 2019

Joseph & Jennifer Almeida  
PO Box 232  
New Castle, NH 03801

**103 High Street**

The Historic District Commission considered your proposal at its meeting on June 05, 2019 wherein permission was requested to allow new construction and exterior renovations to an existing structure (modify front elevation by adding store-front, landing, and stairs) as per plans on file in the Planning Department.

After due deliberation, the Commission voted that the request be **approved** as presented.

**Findings of Fact:** The proposed application meets the following purposes of the Historic District Ordinance (as applicable):

**A. Purpose and Intent:**

- Yes  No - Preserve the integrity of the District
- Yes  No - Maintain the special character of the District
- Yes  No - Assessment of the Historical Significance
- Yes  No - Complement and enhance the architectural and historic character
- Yes  No - Conservation and enhancement of property values
- Yes  No - Promote the education, pleasure & welfare of the District to the city residents and visitors.

The proposed application also meets the following review criteria of the Historic District Ordinance (as applicable):

**B. Review Criteria:**

- Yes  No - Consistent with special and defining character of surrounding properties
- Yes  No - Relation to historic and architectural value of existing structures
- Yes  No - Compatibility of design with surrounding properties
- Yes  No - Compatibility of innovative technologies with surrounding properties

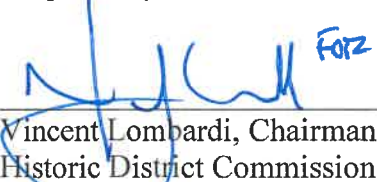
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Re: 103 High Street  
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**PLEASE NOTE THE FOLLOWING:**

- **Other Approvals** - Approvals may also be required from other Committees and/or Boards prior to the issuance of a Building Permit.
- **Construction Drawings** - Prior to the issuance of a Building Permit the Building Inspector will review and approve construction drawings/sketches so work shall not commence until the review process is complete and a Building Permit issued.
- **Design Modifications and Fees** - Please note that any changes or modifications to this approval require review and approval from the HDC prior to implementation. Starting July 1<sup>st</sup>, 2016, a \$100 fee will be required for any subsequent Administrative Approvals for work not yet completed and a \$500 fee will be assigned for any work completed prior to approval.
- **Site Inspections and Compliance Review** - The City's Land Use Compliance Agent, Vincent Hayes, will be inspecting the work during construction and will be available to assist you in making any other requests or inquires on this matter. If you have any questions please feel free to contact the Principal Planner, Nick Cracknell at [njcracknell@cityofportsmouth.com](mailto:njcracknell@cityofportsmouth.com) or Mr. Hayes at [vjhayes@cityofportsmouth.com](mailto:vjhayes@cityofportsmouth.com).

The minutes and tape recording of the meeting may be reviewed in the Planning Department.

Respectfully submitted,

  
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Vincent Lombardi, Chairman  
Historic District Commission

cc: Robert Marsilia, Building Inspector  
Rosann Maurice-Lentz, Assessor