



**ACTIONS**

**DOWNTOWN DESIGN COMMITTEE**

**City of Portsmouth**

**TUESDAY, DECEMBER 3, 2019**

**SCHOOL BOARD CONFERENCE ROOM (6:00 P.M.)**

**801 CRAWFORD STREET**

A. CALL TO ORDER:

B. WELCOME

C. ROLL CALL

PRESENT: Ian Vaughan  
Cindy Madison  
Dawn Richardson  
Chris Crowder  
Danielle E. Babcheck  
Nathan Andrew Lahy

Jeff Miller from City Attorney's Office

Samson Okafor  
Julie Chop

D. ADOPTION OF MINUTES (6-0)

E. SUMMARIZATION OF THE PURPOSE OF DESIGN REVIEW

F. ADMINISTRATIVELY APPROVED CERTIFICATE OF APPROPRIATENESS

G. SUMMARIZATION OF PUBLIC HEARING PROCESS

H. REVIEW OF APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**1. DDC-19-041 SETBACK REQUIREMENT**

Request of Jeremy Mills to setback his townhouse 30 feet from the street as opposed 12 feet required by the Zoning Ordinance. The Downtown Design Committee can reduce this requirement to any size. This is at 609 Columbia Street.

*Sidewalk, brick to match existing herringbone pattern....pg 107.*

*Front Build-to-line; required to be within 5ft of property line or Right-of-way...pg107*

*Corner Lot setback; within 5' on Columbia Street ...pg107*

*The DDC can approve appurtenances beyond the height limit if warranted ....pg107*

*Building Depth; No minimum or maximum...pg107*

*No one was present to explain the application*

### *Deferral (6-0)*

*After some discussion, the Commission voted to differ the application for 30 days.*

## **2. DDC-19-042 WINDOW INSTALLATION**

Request of Crystal Kemppainen to replace existing window on the second floor with aluminum clad wooden windows of same profile and color as existing. The existing windows are also one over one. This is at 607 & 609 High Street.

*Cornices, window trims, column, pilaster and other trims should have appropriate detailing to suit the style of the architecture.....pg141*

*Existing windows, if original, should be retained or replaced with windows that match in all dimensions and profiles to the originals....pg.140*

*Replacement window materials should match the historic window, but wood windows may be replaced with wood, metal-clad wood or wood-composite.....pg 140*

*Insulated glass is acceptable, so long as muntins, if present, are "true simulated divided light"..... pg.140*

*Typically for High Street, one- over-one or two-over-two double hung windows are appropriate....pg.140*

*Ms. Crystal Kemppainen was present to explain the application. She stated that windows are made by Pella and they are wooden windows with aluminum clad. The trims will remain the same.*

### *Approval (6-0)*

*After some discussion, the Commission commended her effort to use the correct windows. The Commission voted to approve the application as submitted.*

J. UNFINISHED BUSINESS  
None

K. ADJOURNMENT